



**World Health
Organization**

Western Pacific Region



WPSAR Online Journal System

User Guide for Reviewers

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Invitation to Review

- You will receive an invitation email from the WPSAR Coordinating Editor. In order to accept or reject this request you will need to login to the online journal system.
- Click on the submission URL link in the invitation email.

Dear xxx:

I am writing to invite you to review the manuscript, "xxxxxx" which has been submitted to Western Pacific Surveillance and Response.

The submission's ~~abstract is inserted below~~ and the submission URL is <http://journals.sfu.ca/wpsar/index.php/wpsar/reviewer/.....> ← Submission URL link

I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 04-11-2012 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The review itself is due 10-11-2012.

If you do not have your username and password for the journal's web site, you can use this link to ~~reset your password (which will then be emailed to you along with your username).~~ <http://journals.sfu.ca/wpsar/index.php/wpsar/login/resetPassword/cxu?confirm=0bafde> ↑ Resetting password link

Thank you for considering this request.

Regards,
Coordinating Editor
wpsar@wpro.who.int

"Title of the manuscript xxxxxx"

Abstract

Objective: xxxxxx

Methods: xxxxxx

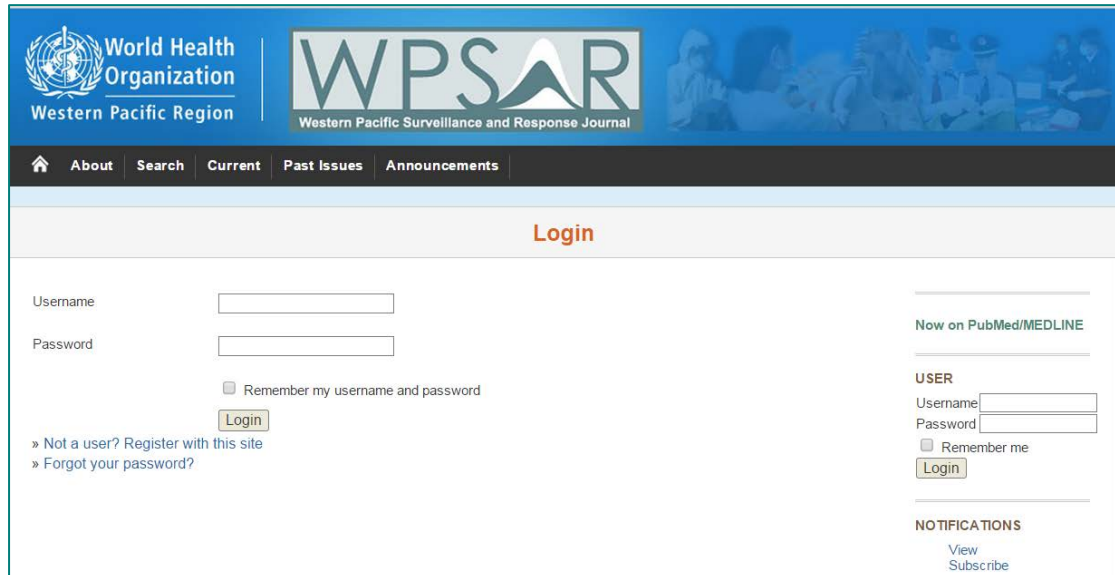
Results: xxxxxx

Discussion: xxxxxx

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Accessing the Online Journal System

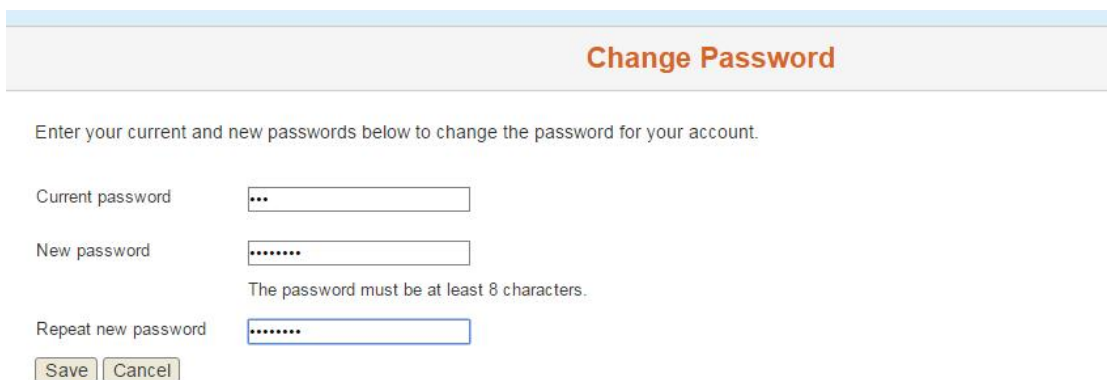
- A login username and password should have been sent in a separate email. If you can not access this, you can reset your password from the review invitation email. A new username and password will be sent to your email address.
- Login with the provided username and password.



The screenshot shows the login page for the Western Pacific Surveillance and Response Journal (WPSAR). The page header includes the World Health Organization logo and the WPSAR logo. The navigation menu includes links for Home, About, Search, Current, Past Issues, and Announcements. The main content area is titled "Login" and contains a form with the following elements:

- Username input field
- Password input field
- Remember my username and password
- Login button
- Links: » Not a user? Register with this site, » Forgot your password?
- Now on PubMed/MEDLINE section
- USER section with Username and Password input fields, Remember me, and Login button
- NOTIFICATIONS section with View and Subscribe links

- If you have reset your password, after you log in you will be asked to change the password for your account. Type in your new password, then select 'Save'.



The screenshot shows the "Change Password" page. The page title is "Change Password". Below the title, there is a text prompt: "Enter your current and new passwords below to change the password for your account." The form contains the following elements:

- Current password input field (masked with dots)
- New password input field (masked with dots)
- Repeat new password input field (masked with dots)
- The password must be at least 8 characters.
- Save and Cancel buttons

- Once you have entered the online journal system, all your active files will be listed.
- Click on the 'Active' tab.

User Home

Western Pacific Surveillance and Response

» Author 0 Active 1 Archive [New Submission]

» Reviewer 1 Active

My Account

- » Show My Journals
- » Edit My Profile
- » Change My Password
- » Logout

- Make sure you are viewing the active page, if not, click on the 'ACTIVE' tab. Then select the submission listed below 'TITLE'.

Active Submissions

ACTIVE ARCHIVE


ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
415	12-18	ART	TUBERCULOSIS IN FOREIGN-BORN STUDENTS IN JAPAN,...	12-25	1

1 - 1 of 1 Items




- You can view the details of the submission, including title, journal section, abstract, submission editor, review schedule, etc.

The Review Process

Step 1: Accepting the review

- In the 'Review Steps' section at the bottom of the review page, please notify the editor whether you will undertake this review or not by clicking the icon  next to your preferred option.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Will do the review  Unable to do the review 
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission will be made available, if and when reviewer agrees to undertake review
4. Click on icon to fill in the review form.
Review Form 
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation

- The system will automatically generate an email to be sent to the Coordinating Editor notifying your acceptance or inability, click 'Send'.
- If you are unable to complete the review, please provide a suggested reviewer in the email to the Coordinating Editor.
- If you have accepted the review, you will be taken back to the previous page and the status of the response has been updated to be 'Accepted'.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response **Accepted**

2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript [415-3865-3-RV.doc](#) 2015-12-16

Supplementary File(s) None

4. Click on icon to fill in the review form.

Review Form 

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

Step 2: Reviewer Guidelines

- The “Reviewer Guidelines” can be accessed at the bottom of this page.

Reviewer Guidelines

Peer review of manuscripts is a vital step in the editorial process. The purpose of a review is to ensure the work of the manuscript has been undertaken correctly, any errors are identified, the conclusions of the manuscript are supported by the evidence presented and appropriate literature has been referenced.

For WPSAR, a manuscript will undergo external peer review by a minimum of two reviewers who will provide comments and suggestions for improvement and a recommendation for publication.

Your comments will be de-identified and sent to the author for consideration. In some circumstances you will be requested to review the manuscript again after significant revisions are made by the author.

When providing suggestions for improvements, please be aware of the word limit for the manuscript type for which you are reviewing. Suggestions which require a significant increase in the word count may be difficult to accommodate due to the word limit.

Please state the limitations of your expertise where relevant to the manuscript. For example, if you do not have an understanding of an aspect of the manuscript, e.g. cluster sampling; please state so in the review comments so that the editor can seek appropriate advice as to whether this aspect is correct.

Step 3: Accessing the submission

- Click on file names to download the manuscript and associated files.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response Accepted

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript [415-3865-3-RV.doc](#) 2015-12-16

Supplementary File(s) None

4. Click on icon to fill in the review form.

Review Form 


5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

Step 4: Completing the review form

- Click on icon  to fill in the review form. This is tailored to the article type of the manuscript and will ask specific questions about the manuscript as well as providing free text for general and specific comments.
- Please note that if you do not submit the review before completing the form, the information in this form may be lost. We recommend you copy your responses into a separate document if you are not going to submit it.

First Review form OR

Thank you for accepting to review this manuscript. Your input into this manuscript is valuable for improving and maintaining the quality of articles published in Western Pacific Surveillance and Response (WPSAR).

The article has been submitted as original research - original research articles may include epidemiological studies including outbreak investigations.

- Structured article with an abstract of ≤ 250 words, introduction, methods, results and discussion
- The abstract should also be structured with objective, methods, results and discussion
- Word limit: ≤ 3000 words
- ≤ 40 references
- ≤ 5 figures/graphs/pictures

The review is blinded so authors do not know the identity of the reviewer and the reviewer does not know the identity of the author. Please note that the contents of the manuscript are confidential until published. The manuscript and its contents should not be discussed or shared.

*Denotes required field

Declaration of conflict of interest

A conflict of interest is defined by the International Committee of Medical Journal Editors as "when an author or author's institution, reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions". Conflicts of interest may be financial, institutional, research or personal. A relationship does not always represent a conflict of interest and does not necessarily prevent you from reviewing manuscripts for WPSAR. More information on conflicts of interests can be obtained from <http://www.icmje.org/>.

Are you aware of any conflicts of interest in reviewing this manuscript?*

- Yes
 No

If yes, please provide details:

1. General comments on the manuscript:

2. Was the appropriate study design used?*

Step 5: Uploading additional files (optional)

- Please upload any additional files for the editor / author, e.g. manuscript with tracked changes.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript [415-3865-3-RV.doc](#) 2015-12-16

Supplementary File(s) None

4. Click on icon to fill in the review form.

Review Form 

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

▼

Step 6: Recommendation for publishing

- Please select one recommendation from the drop down menu:
 - Accept submission – manuscript is ready to publish;
 - Revisions required – manuscript is publishable in principle; your suggestions will not alter the results or conclusions;
 - Resubmit for review – manuscript is publishable in principle but the flaws are such that the corrections might alter the results or conclusions. The revised version should undergo peer review again;
 - Decline submission – the flaws are such that they cannot be fixed through revision of the manuscript.
- Click ‘Submit Review to Editor’. Please note that once you have submitted the review you cannot access it again.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response Accepted

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript 415-3865-3-RV.doc 2015-12-16

Supplementary File(s) None

4. Click on icon to fill in the review form.

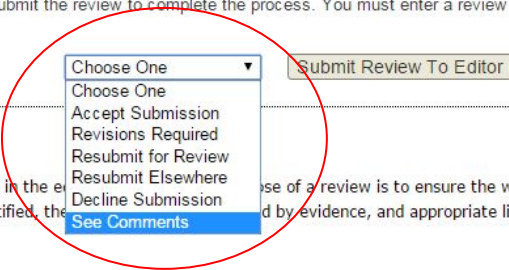
Review Form 

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

- 
- Choose One
 - Choose One
 - Accept Submission
 - Revisions Required
 - Resubmit for Review
 - Resubmit Elsewhere
 - Decline Submission
 - See Comments

Reviewer Guidelines

Peer review of articles is a vital step in the editorial process. The purpose of a review is to ensure the work has been undertaken correctly, the errors have been identified, the work is supported by evidence, and appropriate literature has been referenced.

- The system will automatically generate an email to be sent to the Coordinating Editor to notify that the review process has been completed. Click 'Send'.

Send Email

To	<input type="text"/>
CC	<input type="text" value="Coordinating Editor <wpsar@wpro.who.int>"/>
BCC	<input type="text"/>
	<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/>
	<input type="checkbox"/> Send a copy of this message to my address (chengk@wpro.who.int)
Attachments	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
From	"Dr Ka Yeung Cheng" <chengk@wpro.who.int>
Subject	<input type="text" value="[WPSAR] Article Review Completed"/>
Body	<div style="border: 1px solid gray; padding: 5px;"><p>Dear Coordinating Editor:</p><p>I have now completed my review of "Tuberculosis in foreign-born students in Japan, 2010-2014: A comparison with the notification rates in their countries of origin" for Western Pacific Surveillance and Response, and submitted my recommendation, "See Comments."</p><p>Best regards, Dr Ka Yeung Cheng</p></div>
	<input type="button" value="Send"/> <input type="button" value="Cancel"/> <input type="button" value="Skip Email"/>

Thank you for your contribution to WPSAR!