Exercise Medicine

Manual for Reviewers

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Manual for Reviewers

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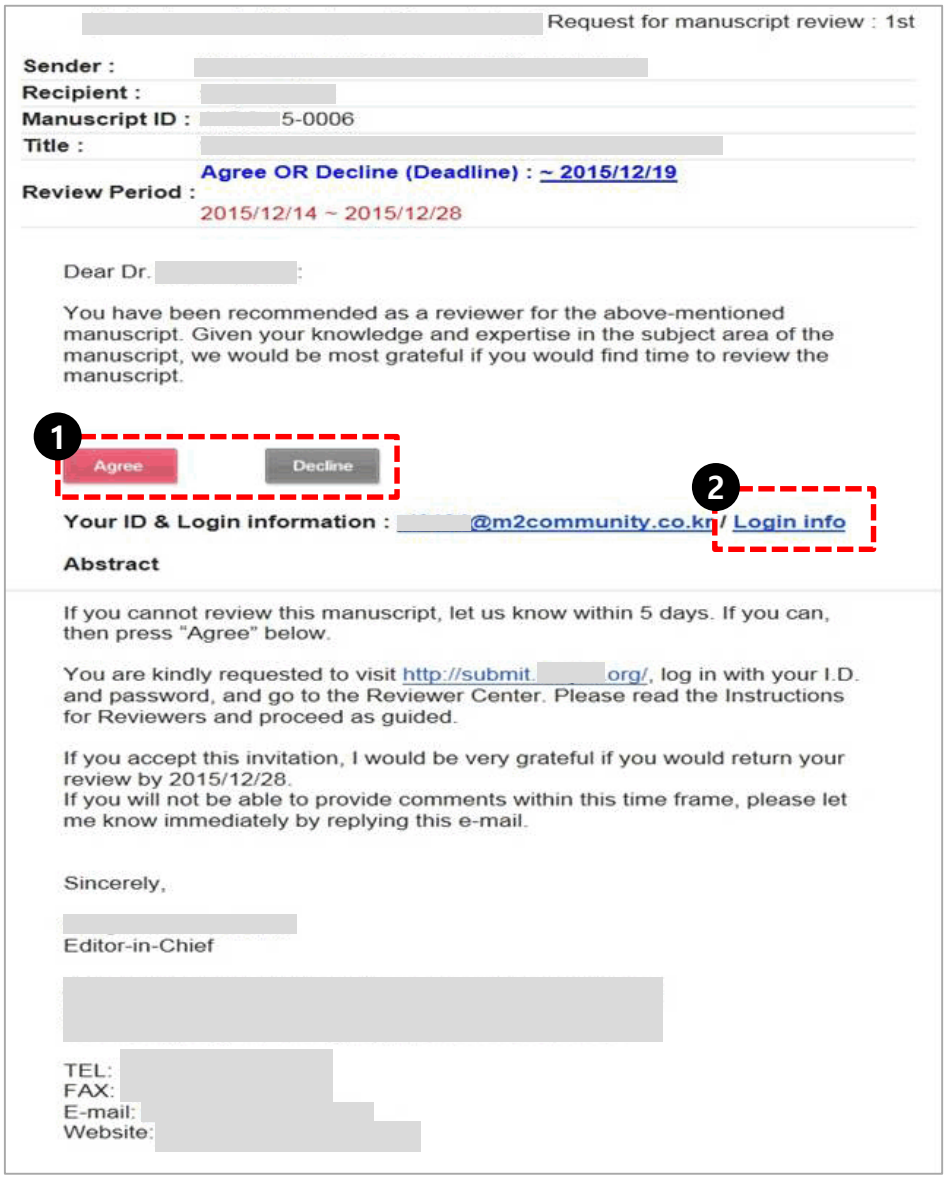
Request for manuscript review

1. As a reviewer, you will be notified by e-mail of an invitation to review a manuscript. The "**Agree, Decline**" buttons appear if requested for the first review. (For checking whether you agree or not)

2. If you forgot your password, you can login by clicking "Login info" button. After login, you can change the PW on "**Edit my account**"



Request for manuscript review : 1st

Sender :
Recipient :
Manuscript ID : 5-0006
Title :
Review Period : Agree OR Decline (Deadline) : ~ 2015/12/19
2015/12/14 ~ 2015/12/28

Dear Dr. :

You have been recommended as a reviewer for the above-mentioned manuscript. Given your knowledge and expertise in the subject area of the manuscript, we would be most grateful if you would find time to review the manuscript.

1 Agree Decline

2 **Your ID & Login information :** @m2community.co.kr / Login info

Abstract

If you cannot review this manuscript, let us know within 5 days. If you can, then press "Agree" below.

You are kindly requested to visit http://submit. org/, log in with your I.D. and password, and go to the Reviewer Center. Please read the Instructions for Reviewers and proceed as guided.

If you accept this invitation, I would be very grateful if you would return your review by 2015/12/28.
If you will not be able to provide comments within this time frame, please let me know immediately by replying this e-mail.

Sincerely,

Editor-in-Chief

TEL:
FAX:
E-mail:
Website:

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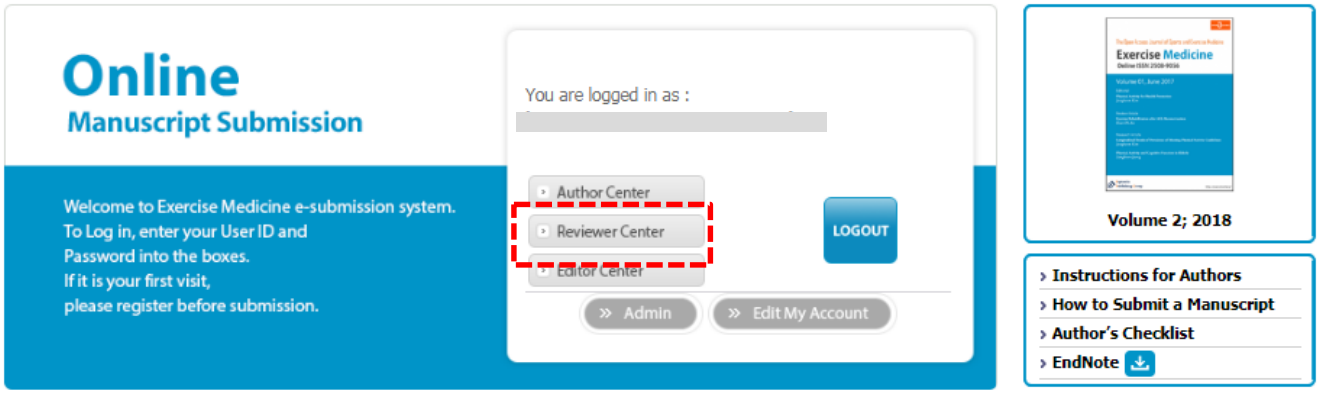
Reviewer Center

After logging in as a reviewer, the "**Reviewer Center**" shortcut menu appears as below. The "**Reviewer Center**" page is displayed by clicking the menu.

You might see different page from below because available menu is generated automatically under the user authority after logging in.

(You can access to Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher.)



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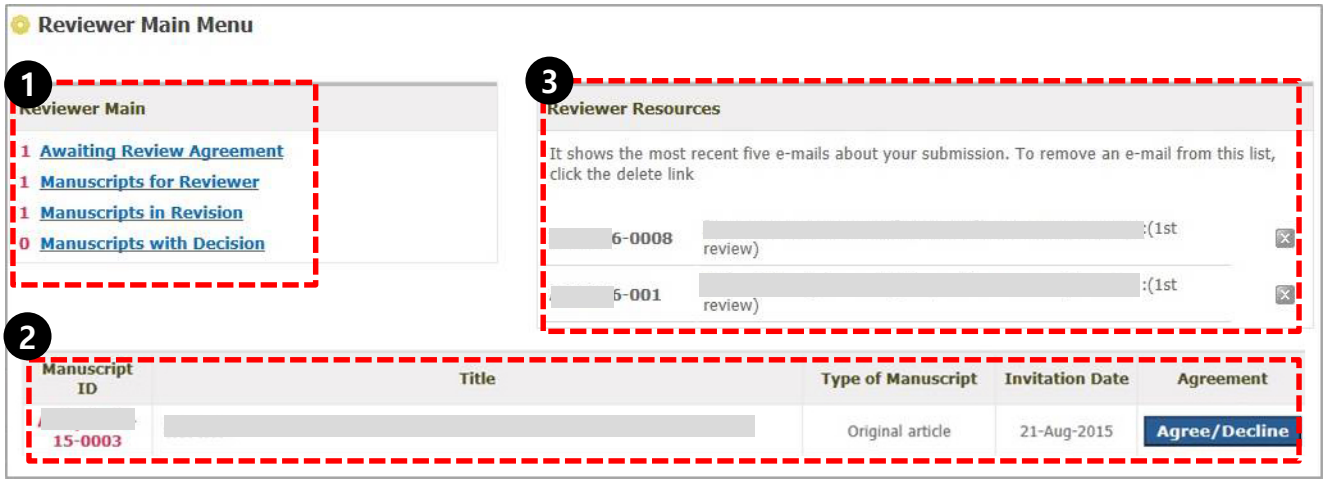
Reviewer Main menu

You can check the progress of the manuscript requested for review.

1. You can check and review according to awaiting review agreement, manuscripts for reviewer, manuscripts in revision and manuscripts with decision.
2. You should send the response whether you agree to review or not in the first review.
3. You can check the received manuscript again.



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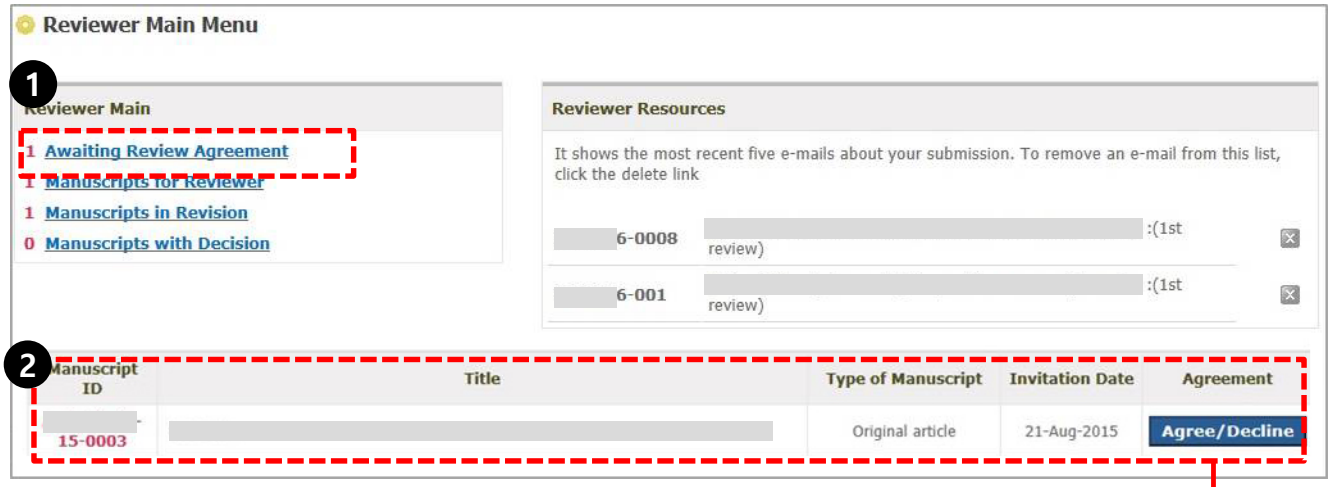
Awaiting Review Agreement

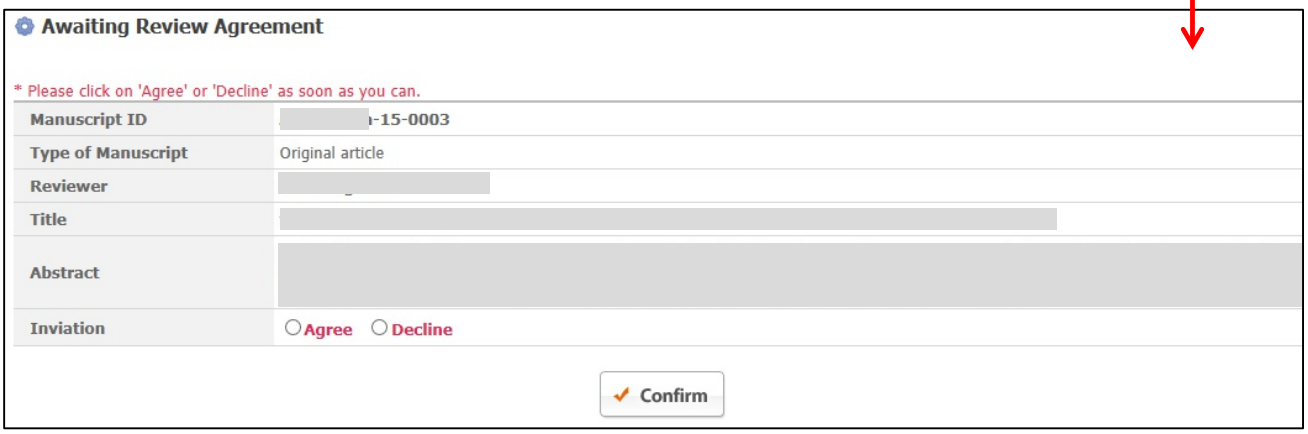
You should send the response whether you agree to review or not in the first review.

Once you select the Agree or Decline, you do not have to do any more.

Be sure to respond as soon as possible.

It is possible for you to review after agreeing. You cannot review the relevant manuscript if you decline to review.





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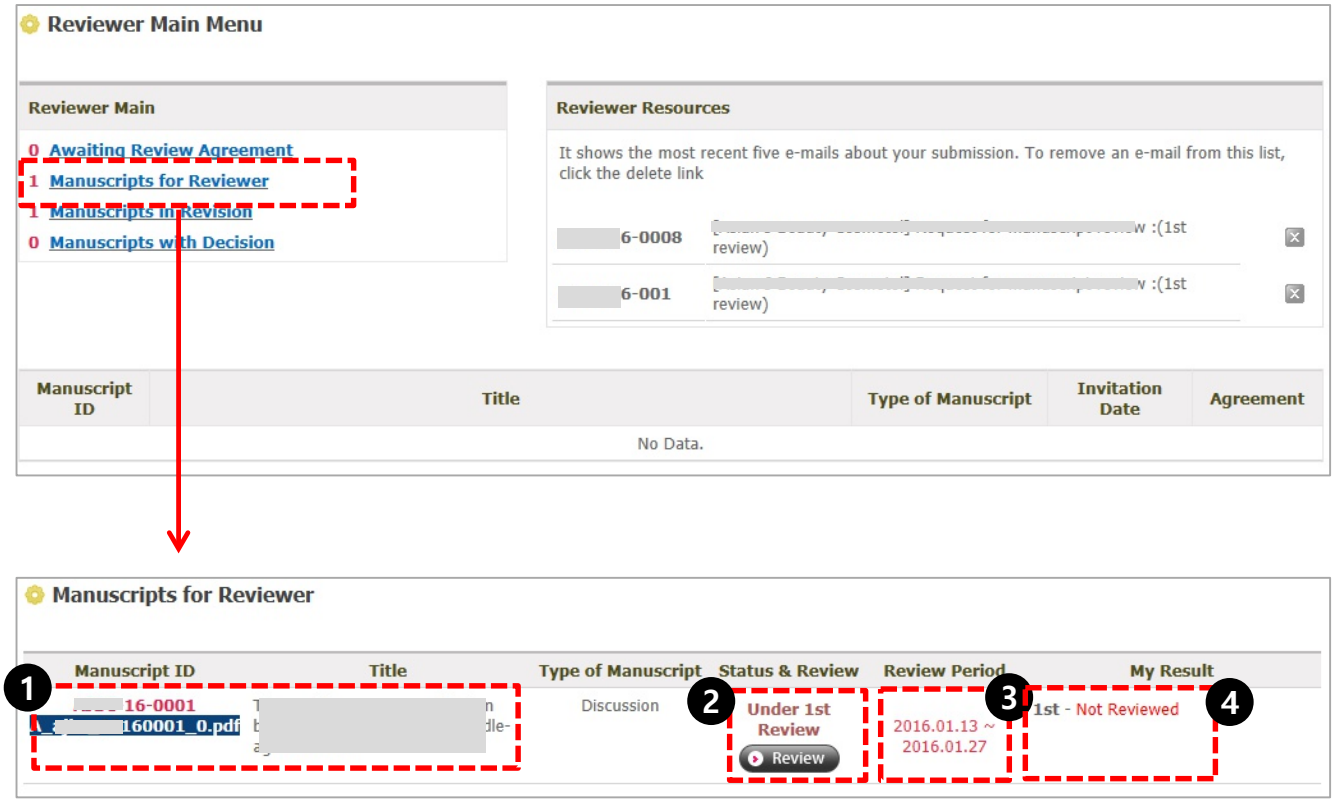
Manuscripts for Reviewer

You can confirm the list of manuscripts under review after agreeing to review.



1. Clicking on title will show the detailed information about the paper. Clicking on PDF file will download the paper file.

2. The review process starts by clicking on "**Review**" icon.

3. The paper should be reviewed within the review period, and the paper can be reviewed before the submission of review result. (Changing the results is not possible after submission)

4. The user can check the review results.

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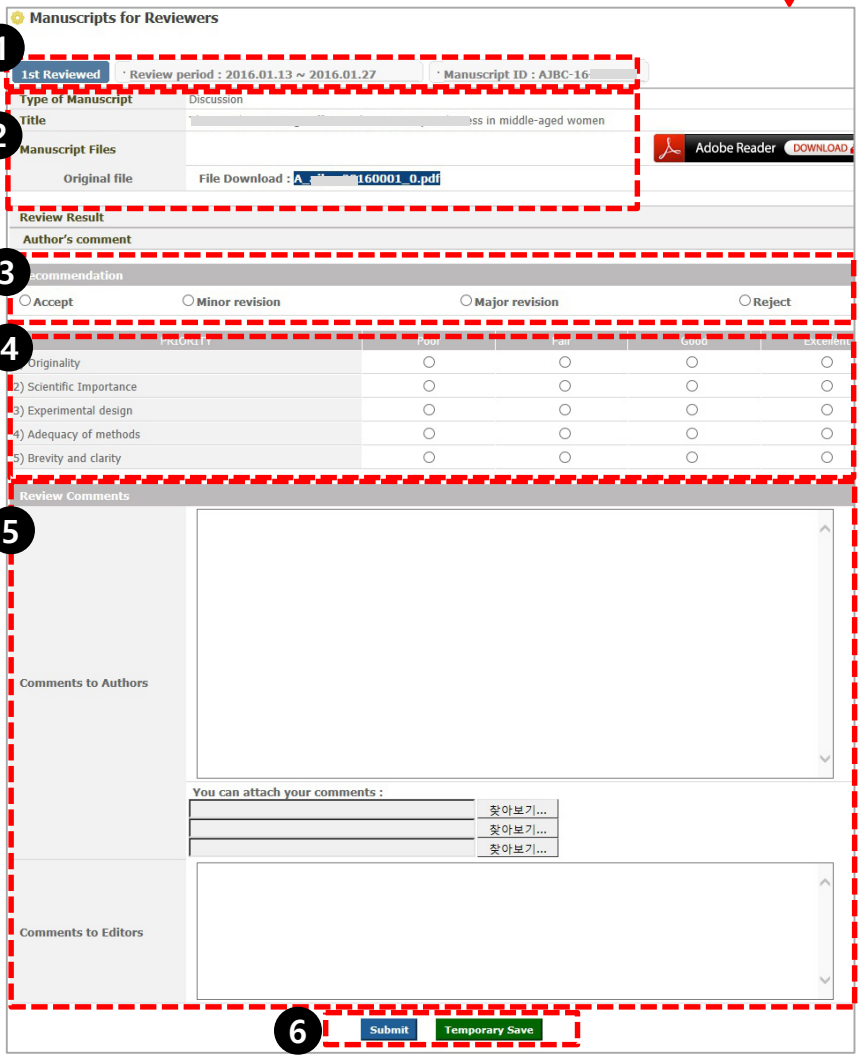
Manuscripts for Reviewer

To review manuscripts



1. Check the detail manuscript information.

2. Clicking on PDF file will download the paper. Please progress the review process after checking the file.

3. Check the Recommendation.

4. Fill in the evaluation table.

5. Write comments to authors and editors.

6. The "**Submit**" button is to complete submission. (It is not possible to revise although the period of review remains.)

The "**Temporary Save**" button is to save contents temporarily. You can save contents and submit within the period.

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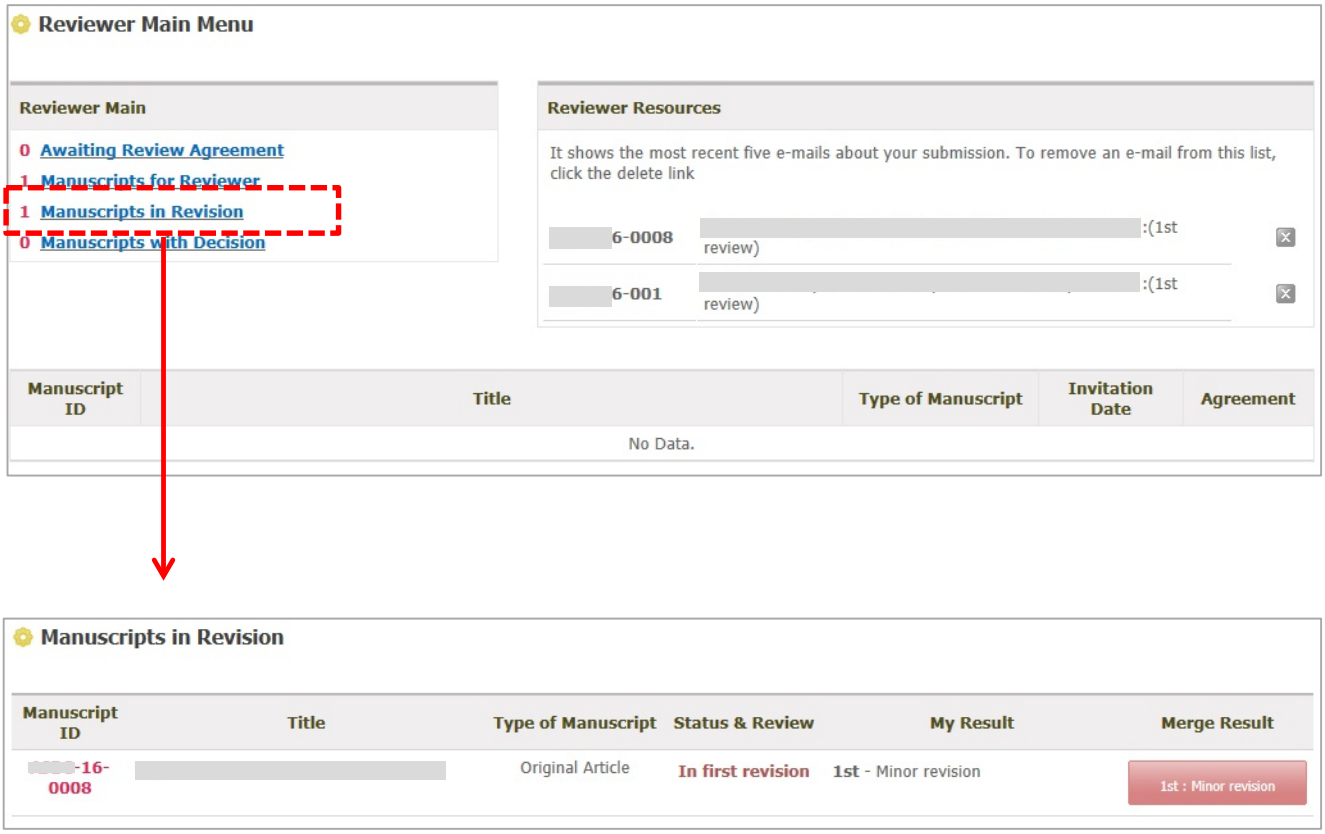
Manuscripts in Revision

Select the "**Manuscript in Revision**" tap to see the review result.



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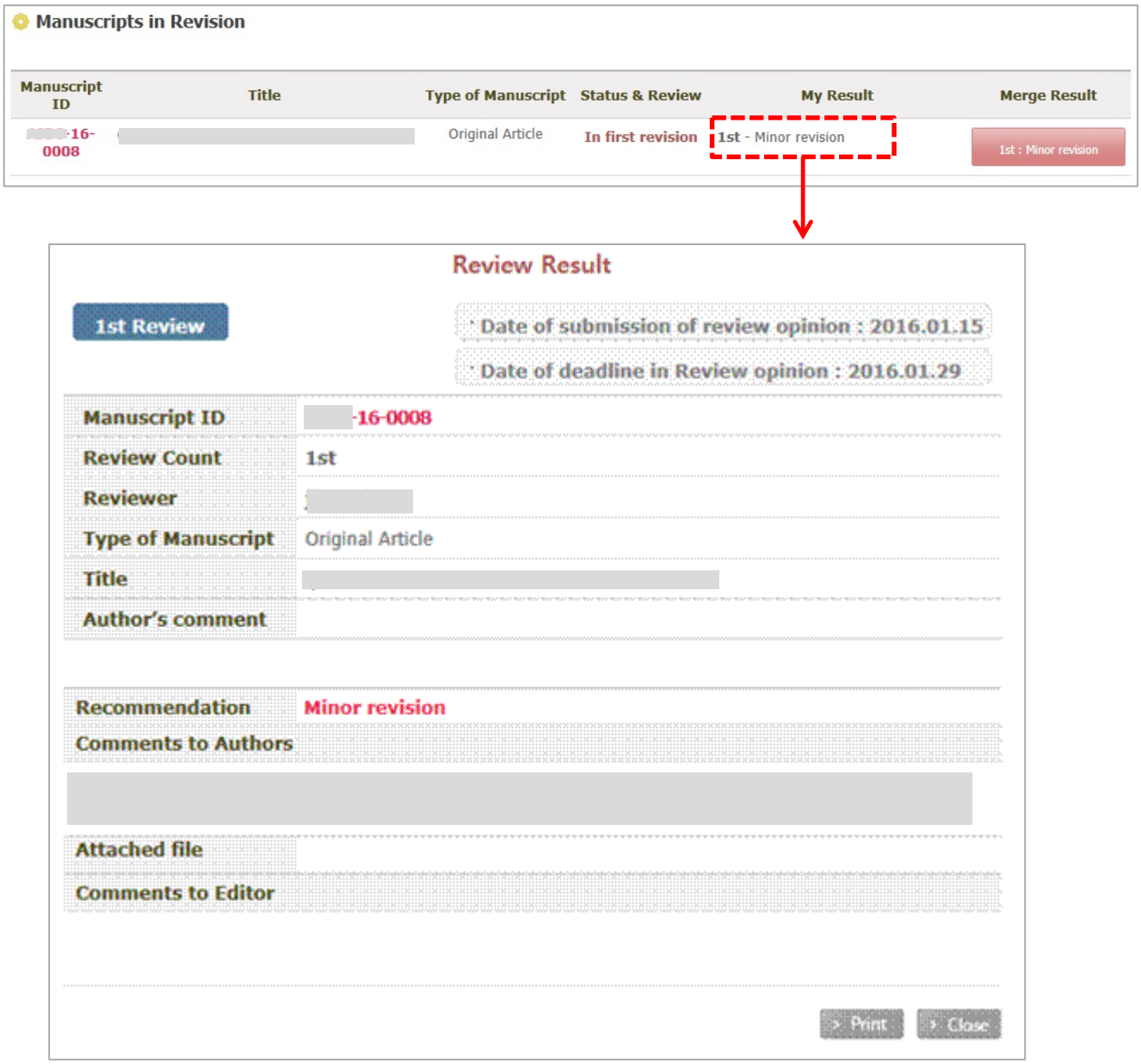
Manuscripts in Revision

Confirmation your own review result

Click the "**My Result**" to see your own review result. (the second and the third are the same as the first)



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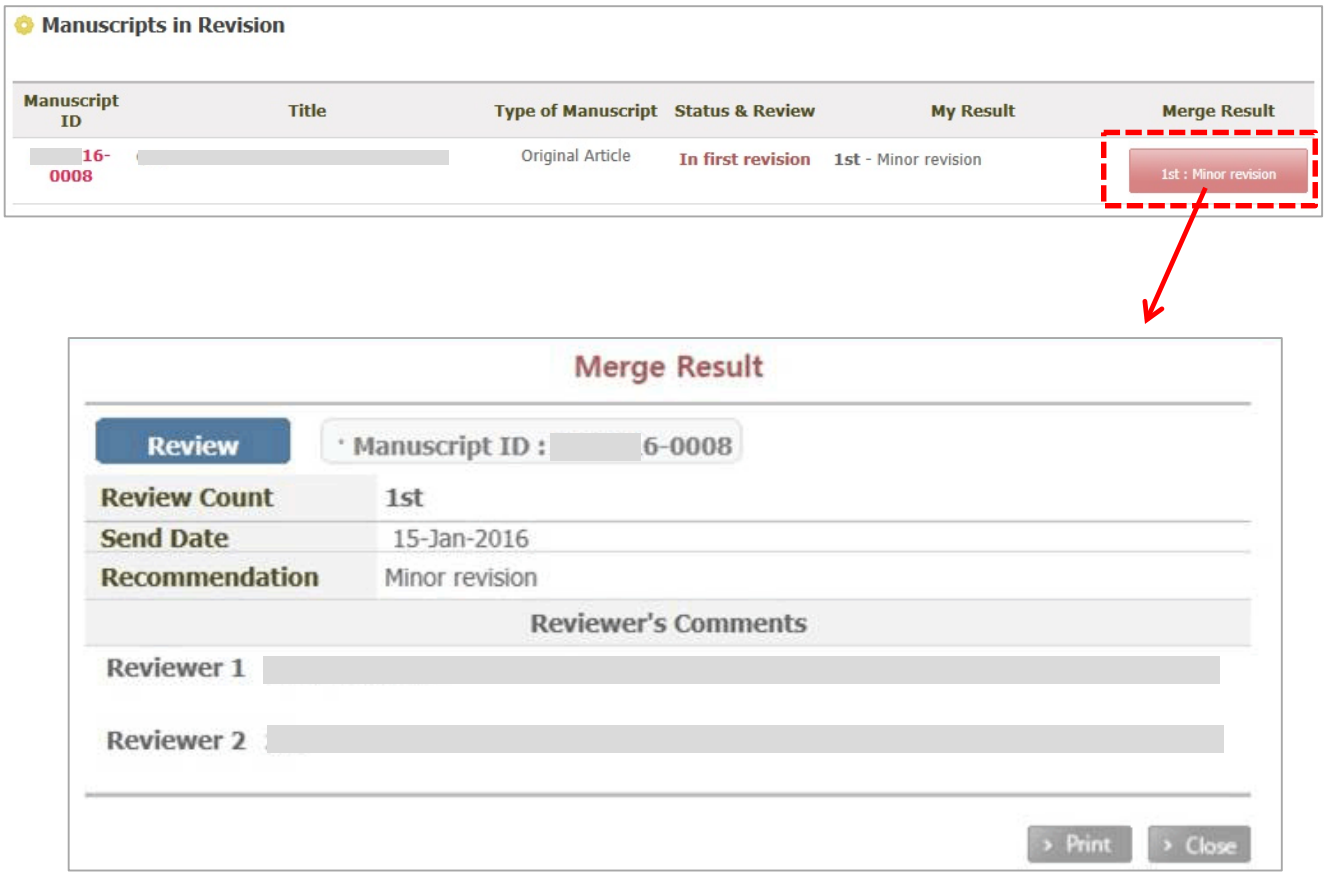
Manuscripts in Revision

Confirmation the final review result

Click the "**Merge Result**" button to confirm the final review result of the editor and all the reviewer's comments.



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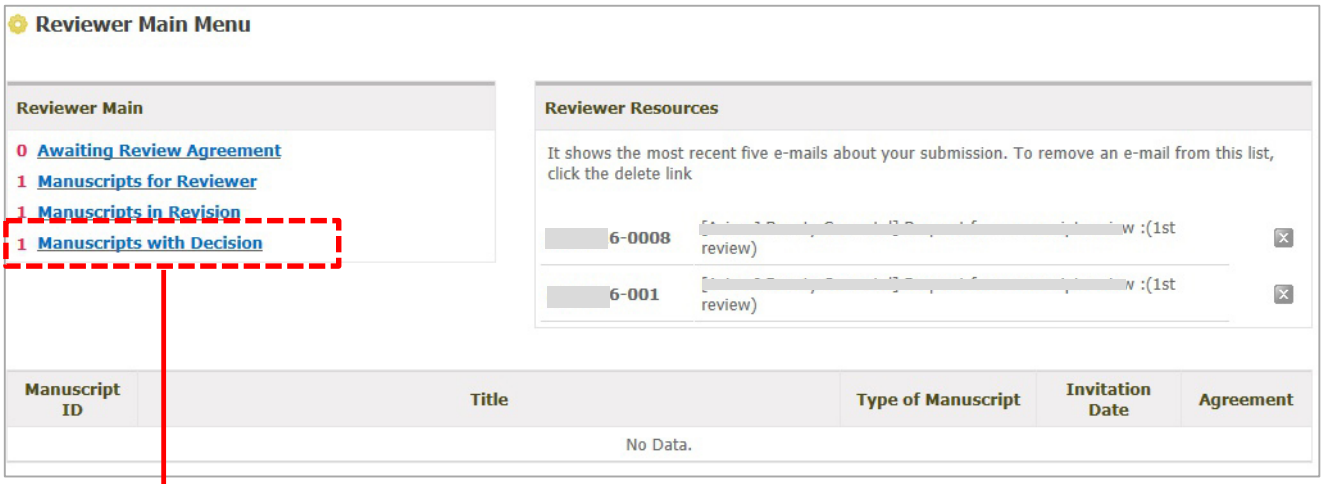
Manuscripts with Decision

You can confirm the list of manuscripts completed reviews and the review result.



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Thank you.

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