



## Reviewer Decision Process

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# 들어가기에 앞서,

| Notice

**Editorial Manager**은  
학회의 정책 및 투고규정에 따라 맞춤형 설정을 제공하는 플랫폼으로,  
각 항목은 학회마다 상이할 수 있습니다.

# Receiving Reviewer Invitations

## | Invitation Mail

○ 화면설명: Review 초청 메일 수신

Reviewer Invitation for ARTICLE\_TITLE > 받은편지함 x

TESTSITE <em@editorialmanager.com>  
나에게 ▾

영어 ▾ > 한국어 ▾ 메일 번역

Dear TITLE LAST\_NAME,

You have been invited to review a manuscript for JOURNALFULLTITLE.

I would be grateful if you would review a paper entitled "ARTICLE\_TITLE" for this journal.

This is the abstract:  
ABSTRACT

1 If you would like to review this paper, please click this link: <https://www.editorialmanager.com/.../l.asp?i=2110&l=AGP3TIA2> 2

If you do not wish to review this paper, please click this link: <https://www.editorialmanager.com/.../l.asp?i=2111&l=ICM1ZTXW> 3

If the above links do not work, please go to <https://www.editorialmanager.com/.../>.

Your User Name is USERNAME and your password: PASSWORD.

The manuscript reference is MS\_NUMBER.

If possible, I would appreciate receiving your review by REVIEW\_DUE\_DATE. You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards,

EDITOR\_NAME  
EDITOR\_ROLE

2 Agree to Review Confirmation

Thank you for agreeing to review Manuscript Number  
To view the manuscript, please click the 'Pending Assignments' link below.

Log out of Editorial Manager  
Pending Assignments  
Main Menu

영어 번역 안함 x

3 Decline Review

Thank you for your time in considering this invitation. If you wish, please use the box below to let us know why you are declining. This will help us improve the review process for the publication. If possible, please also suggest one or more colleagues (along with contact details) whom we could contact to review this submission. Click Submit to confirm that you are declining this invitation.

Cancel Submit

- 1 Review 수락 여부
  - ✓ EM 시스템에 로그인하지 않아도 URL 클릭 시 Handling Editor에게 Review 수락 여부 알림
- 2 Review 수락
  - ✓ Reviewer Instruction Mail 수신
- 3 Review 거절

# Receiving Reviewer Invitations

## | Instruction Mail

- 화면설명: Review 수락 후, Review 안내 메일 수신

Thank you for agreeing to review > 받은편지함 x

TESTSITE <em@editorialmanager.com>  
나에게 ▾

오전 9:38 (3시간 전) ☆ ↶ ⋮

영어 ▾ > 한국어 ▾ > 메일 번역

영어 번역 안함 x

<b>8월</b> <b>8</b> 토	<b>Review Due</b> 시간 2020년 8월 8일 (토) (KST) 참석자 TESTSITE* 캘린더에 추가 >	<b>일정목록</b> 2020년 8월 8일 (토) 이전 일정 없음 종일 Review Due 이후 일정 없음
----------------------------	---	---

Dear TITLE LAST\_NAME,

Thank you for agreeing to review manuscript MS\_NUMBER for JOURNALFULLTITLE.

I would be grateful if you would review a paper entitled "ARTICLE\_TITLE" for this journal.

To download the paper now, please click this link: <https://www.editorialmanager.com/.../l.asp?i=2112&i=BOKFDOL8> \*

If possible, I would appreciate receiving your review by Aug 08, 2020.

You may submit your comments online at <https://www.editorialmanager.com/.../>. Your User Name is USERNAME and your password: PASSWORD.

You can also submit your comments using this link: <https://www.editorialmanager.com/.../l.asp?i=2114&i=3ZIZT0XG> 1

There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards,

EDITOR\_NAME  
EDITOR\_ROLE

- 1 Review를 진행할 수 있는 [Submit Recommendation] 으로 이동

# Receiving Reviewer Assignments

## | Assignment Mail

○ 화면설명: Reviewer 지정 메일 수신

Reviewer Assignment for ARTICLE\_TITLE

EM system x

to me <em@editorialmanager.com> 10 Aug 2020, 19:10 (15 hours ago)

**Aug 25**  
Tue

**Review Assigned**

When Tue 25 Aug 2020 (KST)  
Who  
[Add to calendar »](#)

**Agenda**  
Tue 25 Aug 2020  
No earlier events  
All day Review Assigned  
No later events

Dear TITLE\_LAST\_NAME,

You have been assigned to review a manuscript for JOURNALFULLTITLE

I would be grateful if you would review a paper entitled "ARTICLE\_TITLE" for this journal.

This is the abstract:  
aaa

In order to review this paper, please click this link: <https://www.editorialmanager.com/ /l.asp?i=39&l=SKU3FEX1> **1**

If the above link does not work, please go to <https://www.editorialmanager.com/ /l.asp?i=40&l=3BC3M1FD>. Your User Name is x.....c. If you do not know your confidential password, you may reset it by clicking this link: <https://www.editorialmanager.com/ /l.asp?i=40&l=3BC3M1FD>

The manuscript reference is MS\_NUMBER.

If possible, I would appreciate receiving your review by Aug 25, 2020. You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards,

EDITOR\_NAME  
EDITOR\_ROLE

**1** Review를 진행할 수 있는  
[Submit Recommendation] 으로 이동

# Reviewer Main Menu

## | My Review History

○ 화면설명: Reviewer로 로그인

① Review 기록을 볼 수 있는 팝업창 불러옴

② 현재까지 해당 학술지의 EM 시스템에서 수행한 Review 기록 확인 가능

**My Review History -** [Close]

**Current Review Statistics**

Date Last Agreed	Reviews in Progress	Outstanding Invitations
Dec 11, 2017	0	1

**Historical Reviewer Invitation Statistics**

Total Invitations	Agreed to Review	Declined to Review	Un-invited Before Agreeing to Review	Review Cancelled Before Agreeing to Review
3	1	0	1	0

**Historical Reviewer Performance Summary**

Total Completed Reviews	Submitted on Time	Submitted Late	Un-assigned After Agreeing to Review	Review Cancelled After Agreeing to Review	Date Last Review Completed
0	0	0	0	1	

**Historical Reviewer Averages**

Days to Respond to Invitation	Days to Complete Review	Days Late	# of Reminders
0	0	0	0

**Reviewer Recommendation Summary**

Accept:	0
Major Revision:	0
Minor Revision:	0
Reject:	0

**Reviews in Progress and Outstanding Invitations**

MS Number	Date Invited	Date Agreed	Date Due	Elapsed Days	Days Late	Last Remind Date	# of Reminders	Handling Editor
-18-0005	Apr 17, 2018		May 01, 2018	0	0		0	Edward Editor

**Un-invited Before Agreeing to Review**

MS Number	Date Invited	Date Un-invited
-D-17-00004	Nov 20, 2017	Nov 26, 2017

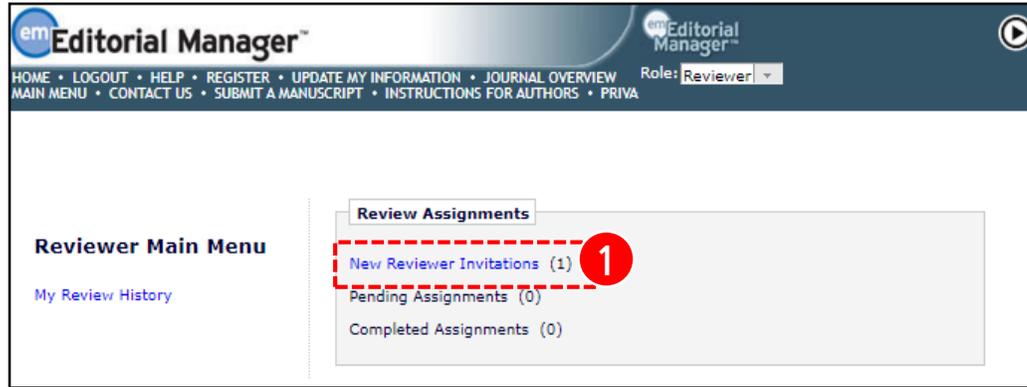
**Review Cancelled After Agreeing to Review**

MS Number	Date Invited	Date Review Cancelled
-17-0003	Dec 11, 2017	Dec 11, 2017

# Reviewer Main Menu

## | New Reviewer Invitations

○ 화면설명: Review 초청 확인 및 관리



Editorial Manager™

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVA

Role: Reviewer

**Reviewer Main Menu**

My Review History

**Review Assignments**

**New Reviewer Invitations (1)** 1

Pending Assignments (0)

Completed Assignments (0)

1 [New Reviewer Invitations] 클릭 시 Review 초청된 논문 확인 가능

2 Review 수락

3 Review 거절



Editorial Manager™

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVA

Role: Reviewer

Quicklinks

**New Reviewer Invitations for**

? You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.

Page: 1 of 1 (1 total submissions) 1 10 results per page.

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Keywords	Classifications
<b>2</b> View Abstract <b>3</b> Agree to Review Decline to Review Similar Articles in MEDLINE Send E-mail	-17-0003	Research Article	BLEEDING AFTER THYROID SURGERY: CARE INSTRUCTIONS	Jul 15, 2020	Under Review	Jul 15, 2020			

# Reviewer Main Menu

## | New Reviewer Invitations (Agree to Review)

○ 화면설명: Review 초청 수락

The screenshot shows the Editorial Manager interface. At the top, there is a navigation bar with links like HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS, and PRIVACY. The user's role is set to 'Reviewer'. A confirmation dialog box is displayed in the center, with a yellow warning icon and the text: 'You are agreeing to accept this Invitation to review, click OK to proceed.' The dialog has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red dashed box and a red circle containing the number '2'. In the background, a table of submissions is visible. The first row is highlighted, and the 'Agree to Review' link in the 'Action' column is highlighted with a red dashed box and a red circle containing the number '1'.

Action	Manuscript Number	Article	Keywords	Classifications
<a href="#">View Abstract</a> <a href="#">Agree to Review</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	-17-0003	Research Article	BLEEDING AFTER THYROID SURGERY; CARE INSTRUCTIONS	Jul 15, 2020 Under Review Jul 15, 2020

- 1 Review 수락  
✓ Reviewer Instruction Mail 수신
- 2 [OK] 클릭해서 다음 단계로 진행

# Reviewer Main Menu

## | New Reviewer Invitations (Decline to Review)

○ 화면설명: Review 초청 거절

em Editorial Manager™

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVA

Role: Reviewer

Quicklinks

**New Reviewer Invitations for**

You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.

Page: 1 of 1 (1 total submissions) 1 10 results per page.

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Keywords	Classifications
<a href="#">View Abstract</a> <a href="#">Agree to Review</a> <b><a href="#">Decline to Review</a></b> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	-17-0003	Research Article	BLEEDING AFTER THYROID SURGERY: CARE INSTRUCTIONS	Jul 15, 2020	Under Review	Jul 15, 2020			

**2 Decline Review**

Thank you for your time in considering this invitation. If you wish, please use the box below to let us know why you are declining. This will help us improve the review process for the publication. If possible, please also suggest one or more colleagues (along with contact details) whom we could contact to review this submission. Click Submit to confirm that you are declining this invitation.

Cancel Submit

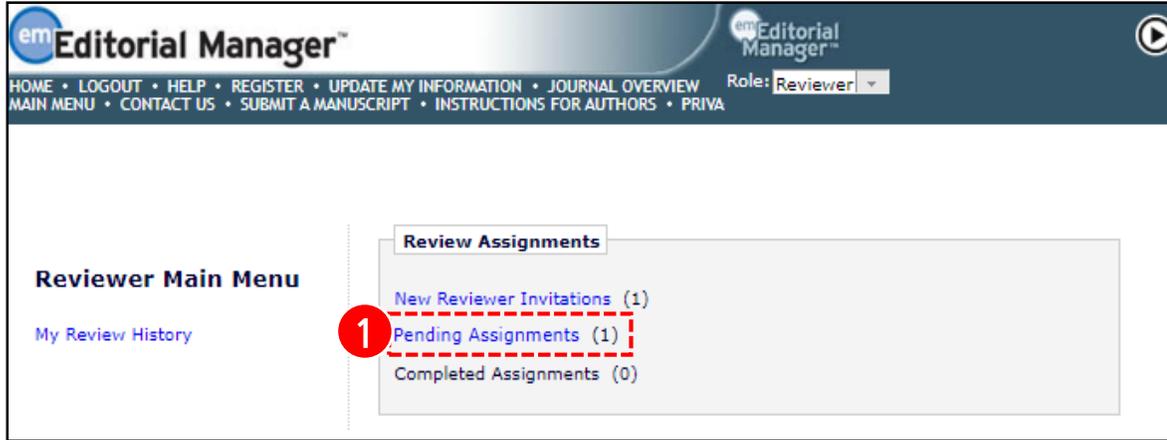
1 Review 거절

2 Review 거절 이유 기입 가능

# Reviewer Main Menu

## | Pending Assignments

○ 화면설명: Review 수락한 논문 중 미결된 논문 확인 및 관리



1 Review 미결된 논문 확인

2 [Submit Recommendation] 클릭 시 Review 진행

3 [Action] : 세부 Menu가 보이지 않을 경우 (☰) 클릭 시 펼친 메뉴를 볼 수 있음

Pending Reviewer Assignments for

Page: 1 of 1 (1 total assignments) Display 10 results per page.

	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Corr. Author
<b>2</b> <b>3</b> Action View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	18-0005	Research-Article	Test	Aug 03, 2020	Under Review	Aug 03, 2020	Aug 03, 2020	Aug 08, 2020	4	

Page: 1 of 1 (1 total assignments) Display 10 results per page.

<< Reviewer Main Menu

# Submitting a Review

## | Submit Recommendation

○ 화면설명: Review Comment 작성 및 관련 파일 첨부

Reviewer Recommendation and Comments for Manuscript Number 18-0005

Test

Original Submission  
jihyun lee (Reviewer 1)

Recommendation: No Recommendation

Cancel Save & Submit **1** Upload Reviewer Attachments Proof & Print Proceed **2**

Reviewer Instructions

**Review Questions**

\*Is there a financial or other conflict of interest between your work and that of the authors? [Insert Special Character](#)

**Reviewer Blind Comments to Author** [Insert Special Character](#) [Open in New Window](#)

**Reviewer Confidential Comments to Editor** [Insert Special Character](#) [Open in New Window](#)

Please give a frank account of the strengths and weaknesses of the article:

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

**1** Upload Reviewer Attachments for Manuscript Number 18-0005 "Test"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description:  [Insert Special Character](#)

File Name:  [Choose File](#)

[Attach This File](#)

**1** Review시 필요한 첨부파일 업로드 가능

**2** [Proceed] 클릭해서 다음 단계 진행  
✓ [Proceed] 클릭 후 다음 페이지 꼭 확인!!

# Submitting a Review

## | After 'Proceed'

- 화면설명: Review를 완료하기 위한 최종화면

The screenshot shows the Editorial Manager interface for a reviewer. The top navigation bar includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS, and PRIVACY. The user's role is 'Reviewer' and the username is 'jihyunlee'. The main content area is titled 'Reviewer Recommendation and Comments for Manuscript Number 18-0005'. It includes a 'Test' section, a 'Recommendation: Minor Revision', a 'Custom Review Question(s)' section with a response of 'No', and two sections for 'Reviewer Blind Comments to Author' and 'Reviewer Confidential Comments to Editor', both containing the text 'Good work'. At the bottom, there are four buttons: 'Back', 'Edit Review', 'Print', and 'Submit Review to Editorial Office'. The 'Submit Review to Editorial Office' button is highlighted with a red dashed box and a red circle containing the number 1.

1 [Submit Review to Editorial Office]  
클릭하면 Review 완료

- ✓ EM 시스템은 최종 통보 전에 다시 한번 확인하도록 함
- ✓ 해당 버튼을 클릭하지 않으면,  
Review는 미결 상태 (Pending Assignments)로 남아있음

# Submitting a Review

## | Send E-mail (Review Deadline Extension)

○ 화면설명: Review 기간 연장 요청

Pending Reviewer Assignments for

Page: 1 of 1 (1 total assignments)

Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼
<a href="#">View Submission</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	18-0005	Research-Article

Page: 1 of 1 (1 total assignments)

1 Handling Editor 및 Editorial Office에 Review 기간 연장 요청 메일 발송 가능

Customize Letter - Reviewer Requests Deadline Extension on Review

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

Cancel Preview and Send

From: " " < >

To: "TESTSITE" < >; Handling Editor;

Letter Subject: Please extend due date on %MS\_NUMBER%

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank box next to cc: or bcc, as appropriate. Multiple e-mail addresses can be included, separated by semicolons (;).

cc:

Letter Body: [Insert Special Character](#) | [Insert Merge Field: Custom](#) [Open in New Window](#)

Ref.: No. %MS\_NUMBER%  
%ARTICLE\_TITLE%  
%JOURNALFULLTITLE%

Dear %TITLE% %LAST\_NAME%,

My review is currently due on %REVIEW\_DUE\_DATE%.

I will require additional time to prepare my review.

Cancel Preview and Send

# View Reviews and Comments

## | View Reviews and Comments for Manuscript

○ 화면설명: 미리 설정된 경우, 다른 Reviewer의 Review 및 Author의 Response 확인

Completed Reviewer Assignments for				
Page: 1 of 1 (3 total assignments)				
Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
<b>1</b> <a href="#">Author Response</a> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	2	-2020-0052R1	Original Article	
<b>2</b> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	2	-2020-0052	Original Article	
<a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	1	-2017-2086	Case Report	

**1** Reviewer Comments에 대한 Author의 Response 열람

**2** 다른 Reviewer의 의견 열람

**1** **Author's Response To Reviewer Comments**

[Close](#)

Reviewer 1)  
 귀한 시간을 내서 저희 논문을 심사해 주시고, 좋은 의견 주신 심사위원님께 감사드립니다. 주신 의견에 대하여 아래와 같이 반영하여 논문을 개정하였습니다.

1.  
 를 추가하여 주세요.  
 답변) 본 연구에서 , 본 연구는  
 를 시행한 환자들을 대상으로 하였습니다.  
 Methods section에 내용을 추가하였고, Figure 1도 수정하였습니다.

**2** **View Reviewer Comments for Manuscript -2020-0052R1**

**"Test"**

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Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
(Reviewer 1)	Accept	Major Revision
(Reviewer 2)	Minor Revision	Major Revision
Author Decision Letter	Accept	Major Revision
Author		Response to Reviewers