

# Manuscript Review

## Instructions for Using the Review Module

We request that manuscripts be thoroughly reviewed with attention to technical details, similarly to how you would review papers for high-quality peer-reviewed journals. As you review each paper, we suggest that you consider the criteria in the Review Worksheet on the right side of the Review screen. You are not required to respond to or comment on each point, but rather to consider the overall quality of the work. That said, indicating your response to each criteria will help you to form a "big picture" opinion on the quality of the manuscript, particularly if you revisit your review at a later point.

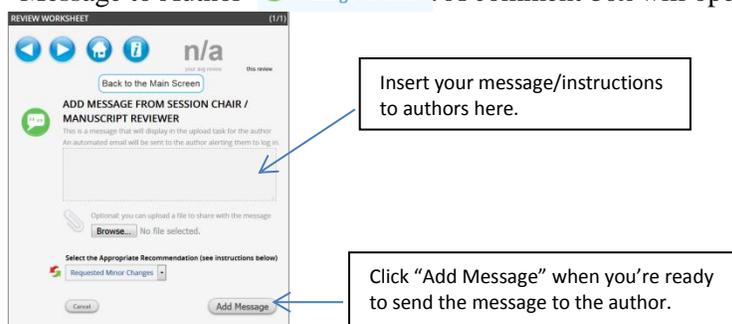
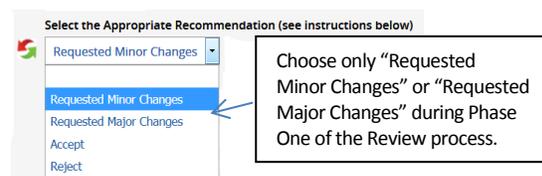
You will utilize this Review Module to facilitate communication between you and the authors regarding revisions to the manuscripts. We anticipate that there will be two phases to your review of each manuscript.

In **Phase One**, you will read the manuscript and prepare your initial feedback for the author. The 16<sup>th</sup> IDS meeting planners will provide authors with the transcribed questions that were asked following their presentation (oral presentation only). Authors will revise their manuscripts and also add their answers to the audience questions (if applicable), which they will then append to the end of the manuscript before uploading for a second review.

In **Phase Two**, you will use the Review Module to indicate whether further revisions are needed or that a manuscript is ready for publication.

### Manuscript Review – Phase One

1. Download and read the manuscript.
2. Indicate your responses to each criterion in the Review Worksheet by choosing from the drop down menu. It is not required to respond to each criterion, but it will likely be helpful to you if you do so.
3. In the “Internal Comments” box, enter any comments for reference by members of the organizing committee, the Proceedings editor, or the publisher.
4. Select the appropriate recommendation for this phase of the review process – **either “Recommended Minor Changes” OR “Recommended Major Changes”**. Either of these selections will enable you to return to review the manuscript again once it has been revised. ***It is too soon to select any other recommendation.***
5. If you would like to leave a note for yourself (such as a reminder of which paper you last reviewed), look for the **yellow** pencil icon  **Personal Note** below the listing for the manuscript you are reviewing. Click on “Personal Note” to type the note for yourself. Personal Notes are for your eyes only.
6. Click the “Save Review” button to save Phase One of your review.  
**IMPORTANT: Any time you click “Save Review”, the system will return to the first or your reviews. Be sure to navigate back to your current review to prepare your author feedback!**
7. When you are ready to communicate your feedback and revisions to the manuscript's author, select “Message to Author”  **Message to Author**. A comment box will open at the top of the Review Worksheet.



8. Type your feedback and revision requests in the comment box. Please provide the author with specifics to guide them in revising their manuscript as you deem necessary for publication in the Proceedings.
9. In your comments to the Authors, please be sure to include the following instructions:
  - a. adjust their manuscript as you have indicated;
  - b. **upload their revised manuscript, including the appended Q&A (if applicable), on or before 30 September.**
10. Click the “Add Message” button to send the message to the author (see screen shot on previous page).
11. The author will receive an email message with a link to log into their Author/Presenter Portal account, where they will see your feedback, the document containing audience questions, and your instructions.
12. **Please submit your feedback to the author via the “Message to Author” form no later than 31 August.** Your timely review and communication with authors will give them approximately one month to respond with their revisions by **their due date of 30 September.**

#### **PLEASE NOTE:**

Shortly after you begin reviewing manuscripts, we will send an email to the authors to explain the review and revision process to them and let them know what to expect. This will include a timeline for their part of the process (i.e., revising their manuscript; preparing responses to the questions asked by members of the audience following their presentation; appending the completed Q&A to the end of their manuscript; and uploading the revised document).

#### **Manuscript Review - Phase Two**

1. Return to the Review Module to download and review revised manuscripts.
2. Please ensure that authors of papers for oral presentations have appended the completed Q&A to the end of their manuscript.
3. If further revisions are needed, utilize the “Message to Author” to provide details of any remaining issues/concerns that need to be addressed before you approve the manuscript for publication. **Please communicate this feedback to the author(s) no later than 12 October. Request that authors complete and upload their updated manuscript no later than 31 October.**
4. To keep track of the status of each review, we recommend adding additional Internal Comments and/or Personal Notes. Save your updated review by modifying your Review Recommendation if necessary (for example, change from “Recommended Major Changes” to “Recommended Minor Changes”).
5. When a second round of revisions is needed, you will be able to see the history of an author’s uploaded files.
6. **The review recommendation of “Accept” should only be selected when you are satisfied that the manuscript is ready for publication. “Reject” should only be selected if the author fails to make your requested revisions; in that case, the author will be contacted by a member of the organizing committee to seek resolution.**
7. Please make a concerted effort to **complete all reviews / have final publication-ready manuscripts no later than mid-November.**