



# For use by peer reviewers submitting recommendations for CJON manuscripts

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[www.editorialmanager.com/cjon](http://www.editorialmanager.com/cjon)

## Login

At [www.editorialmanager.com/cjon](http://www.editorialmanager.com/cjon), enter your username and password and click the Reviewer Login button.

By default, all peer reviewers will also have the Author role on their Editorial Manager (EM) account. Upon login, be sure to click Reviewer Login; otherwise, the system will automatically log you in as an Author (i.e., if you hit Enter on your keyboard after entering your login information). If you accidentally login as an Author, use the Role drop-down menu at the top of the screen to switch roles.

## Forgot your password?

- Click the Send Login Details link to open the Account Finder.
- Enter the email you believe is affiliated with your account and click the Send Login Details button.
- You will receive an email with instructions to reset your password.

If you do not have an account affiliated with the email entered, a pop-up will alert you that no account has been located. Try locating your account with a different email address or contact the journal office at [pubCJON@ons.org](mailto:pubCJON@ons.org).

## Accepting a Review Invitation Via Email

Reviewers will receive invitations to review via email from the Editor. This email will include the manuscript's title and abstract. Notify the Editor of your decision to review or not to review the manuscript by clicking the appropriate hyperlink within the email. Whether you click the hyperlink to Agree to Review or Decline to Review, a webpage will open to the EM site, confirming your decision. If you agree to review, you will receive a follow-up email from the Editor, which will include your login information, instructions on how to complete your review, and the due date for your review.

## Completing Your Review

- Once you have agreed to review a manuscript, it will move to Pending Assignments on your Reviewer Main Menu.
- Click the Pending Assignments hyperlink to open a list of any manuscripts to which you are currently assigned.
- From the Action menu, you can choose to view the submission, submit your recommendation (i.e., complete the score sheet and submit your review), or send an email to either the Editor or the Editorial Office Staff.

## Submitting Your Review and Recommendation

1. To begin, click the View Submission hyperlink from the Action menu, which will download a PDF copy of the manuscript to your computer. You will need an updated PDF reader on your computer to open and view the submission.
  - Read the manuscript at least three times. The first is to gain a general impression, and the second and third readings will help to identify areas for improvement or revision.

**Note.** The Reviewer Recommendation and Comments page **DOES NOT AUTO-SAVE**. Be sure to click the Save & Submit Later button should you need to walk away from your computer at any time while completing your review.

2. At the top of the page, select your Recommendation for the manuscript from the drop-down menu (e.g., Accept, Minor Revision, Major Revision, or Reject) and enter an overall rating for the manuscript (1 = lowest score; 100 = highest score).

3. Complete the review rating questions (1 = inferior; 5 = superior). Rating questions cannot be left as not applicable; you must rate the manuscript from one to five on each criteria.
4. Read and answer the Review Questions. Each question requires a response. Be as detailed as possible when answering the questions.
5. Once you have completed the review questions, enter your overall comments on the manuscript at the bottom of the page.

**Note.** Blind comments to the author are provided verbatim to the author(s) of the manuscript along with your individual responses to the Review Questions in the Editor's Decision Letter. Confidential comments to the Editor are seen only by the Editor and editorial office staff and will not be shared with or seen by the author(s) of the manuscript.

7. Once you have completed your review, click the Save & Submit Later button to ensure that your responses are saved in case of an error, and then click Proceed.
8. The next page will share a proof of your review. To make changes, click either the Back or Edit Review buttons. To continue submitting your review, click the Submit Review to Editorial Office button. A pop-up window will reiterate your recommendation.
9. Click OK to submit your review.
10. The next page will confirm your submission. In addition, you will receive a confirmation of your submission via email.
11. Once all reviews for the manuscript have been received and the Editor has made a decision on the manuscript, you will receive an email notification with a blinded copy of the Decision Letter, which will include your fellow peer reviewers' comments on the manuscript.

### Journal Contact Information

- Contact the editor, Ellen Carr, at [CJONEditor@ons.org](mailto:CJONEditor@ons.org), with any questions related to manuscript content or further clarification on what should or should not be included in your review.
- Contact the editorial assistant, Rachel Geffrey, at [rgeffrey@ons.org](mailto:rgeffrey@ons.org), with any questions related to the EM system, such as accessing and completing reviews.
- Contact the journal office at [pubCJON@ons.org](mailto:pubCJON@ons.org) with any general questions or concerns.