

Uploading Files as Part of a Review

A Reviewer may upload any files that the reviewer deems appropriate to the review. They can also download or remove their own attachments prior to submitting a review (figure 6.2).

Reviewer Recommendation and Comments for Manuscript Number TRIAL2-D-04-00192
"A test paper with the Champions"

Original Submission
Jeanne Bruins (Reviewer 2)

Recommendation: accept

Overall Manuscript Rating (1 - 100):

Cancel

Save & Submit Later

Upload Reviewer Attachments

Proof & Print

Proceed

For your convenience, and to take advantage of word processing features (e.g., spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g., Microsoft Word, WordPerfect) when typing your review. You should then Copy and Paste your comments into the boxes provided. Click the Save & Submit Later button to save your comments and continue working.

Reviewer Instructions

PLEASE RATE THE PAPER USING THE BELOW CRITERIA AND RATING SCALES:

OVERALL RATING (1 is for poor and 5 for excellent papers).

☒

N/A

☐

1

☐

2

☐

3

☐

4

☐

5

Originality

☒

N/A

☐

1

☐

2

☐

3

☐

4

☐

5

quality of the figs

☒

N/A

☐

1

☐

2

☐

3

☐

4

☐

5

☐

6

☐

7

☐

8

☐

9

☐

10

Figure 6.2

Editors Viewing, Downloading, Editing and Uploading Reviewer Attachments

You may download, remove or edit Reviewer attachments when submitting a decision. This means that you have control over what attachments or files are sent to the Author when communicating a decision to them. After a Review is submitted, you can access all Reviewer Attachments from the Submit Decision page and from the View Reviewer and Editor Comments page by clicking on the View Reviewer Attachments link (figure 6.3).

View Reviewer and Editor Comments for
TRIAL2-D-04-00196
"Test"

Click the recommendation term to view the comments for the submission.

View Reviewer Attachments (1)

View Manuscript Rating Card

	Original Submission
Catriona Fennell (Reviewer 1)	accept
Other Guy	Reviewer Invited
Catriona Fennell (Managing Editor)	
Author Decision Letter	

Close

Figure 6.3

You can then download attached files, upload edited files and remove attached files. For any file you upload, you can allow the Author and/or Reviewer access to the file by clicking on the checkboxes Allow Author Access and/or Allow Reviewer Access (figure 6.4).

Upload Revised File for Manuscript Number TRIAL2-D-04-00196
"Test"

Enter a Description, set Viewing Permissions, Browse and Attach to upload a revised version of the Reviewer's attachment.

[Insert Special Character](#)

Description:

File Name:

Viewing Permissions: ☐ Allow Author Access
☐ Allow Reviewer Access

Figure 6.4

Notes

* These attachments are not available via email and must be accessed via the EES site.

Warning

Attachments may contain information regarding the originator's identity, including any information that may appear on a file's *Properties* on Windows and *Get Info* on Macintosh. This means that the Author may be able to access the Reviewer's identity by looking at the properties of a document.

There are a couple of ways this can be avoided:

1. Instruct Reviewers to clean their Word file

Reviewers should clean up their Word file before uploading it as a Reviewer Attachment. Microsoft has a tool that can help them with this: it can be downloaded from <http://www.microsoft.com/downloads/details.aspx?familyid=144e54ed-d43e-42ca-bc7b-5446d34e5360&displaylang=en>.

2. Create a PDF

Download the Reviewer's file, edit it if necessary and convert the file into PDF. This requires Adobe Acrobat Professional and it is important that Acrobat is configured in such a way that it does not convert the Word document properties and information. In Word 2003 and Adobe Acrobat 6.0, this can be set as follows:

Reviewerのファイルをダウンロードしなさい、そして必要なら、それを編集しなさい、そしてファイルをPDFに変換しなさい。これはAdobe Acrobat Professionalを必要とする、そして、AcrobatがWordドキュメントの特性と情報を変換しないような方法で構成されるのは、重要である。Word 2003とAdobe Acrobat6.0では、以下の通りこれを設定することができる:

- Choose *Change Conversion Settings* from the Adobe PDF menu in Word (figure 6A)

WordのアビPDFメニューから「Change Conversion設定」を選びなさい。

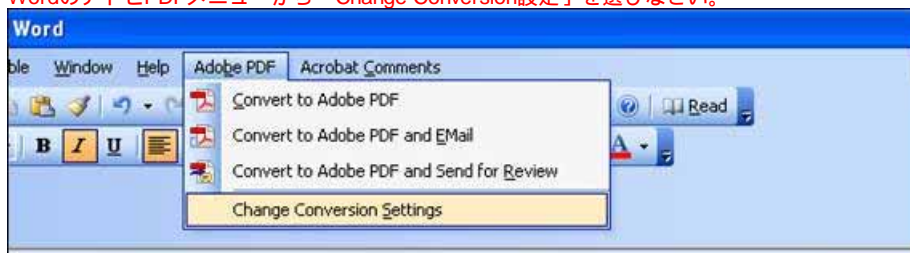


Figure 6A

- On the *Settings* tab, make sure the checkbox beside *Convert Document Information* option is unchecked (Figure 6B).
- 設定タブでは、「Convert Document情報」オプションの横のチェックボックスが確実に抑制されなくなるようにしなさい(図6B)。

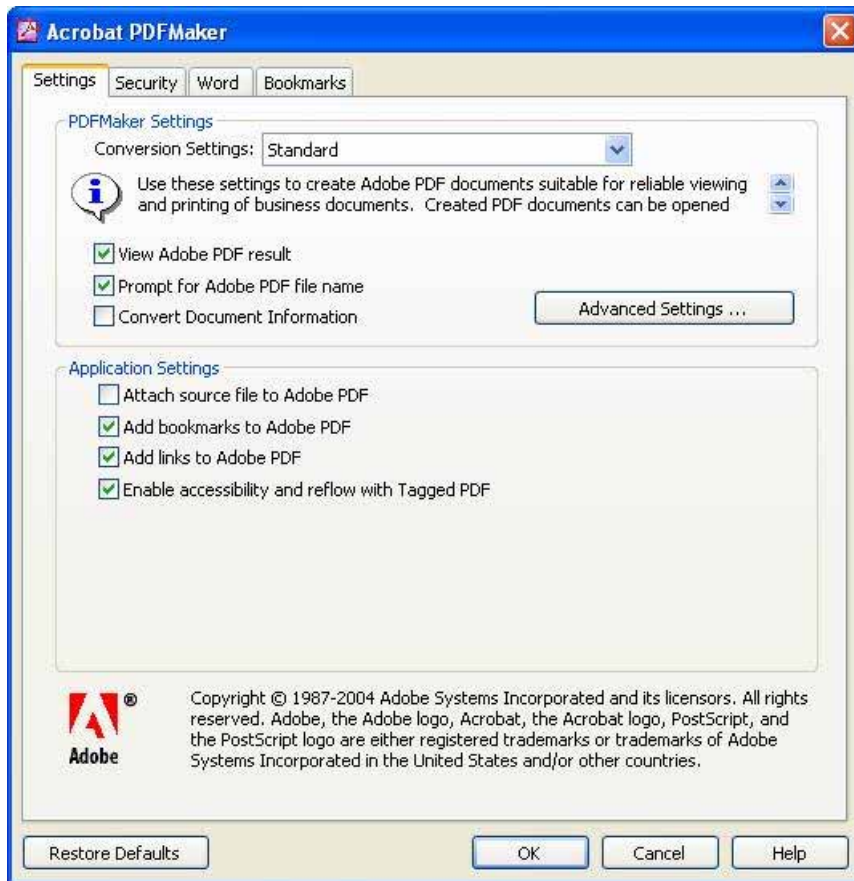


Figure 6B

- Click *OK* to save your settings and return to the Word document.
- Note:** The PDF you create could contain your personal information.

3. Create a New Document

- Open a new Word document and copy and paste the relevant text and information from the Reviewer file to this new document.
- Send this new document to the Author instead of the original Reviewer attachment.

Notes: The new document properties may contain your Personal information. If you want to remove this, use one of the other methods above.