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Editorial: Reviewing Manuscripts with Manuscript Central

IN THE LAST ISSUE, we presented a tutorial on using Manuscript CentralTM for submitting manuscripts to the *Journal of Digital Imaging* (JDI). After a user registers on jdi.manuscriptcentral.com, he or she is automatically assigned two “centers,” an Author Center and a Reviewer Center (Fig 1). When a user is selected as a reviewer for a manuscript, Manuscript Central sends an e-mail message to the reviewer with the title of the manuscript, the URL, a username, and password. At this time, we ask that reviews be completed in 2 weeks; reminders will be sent by e-mail at 1-week intervals.

When you enter your reviewer center, you will see a list of manuscripts pending your review, as shown in Figure 2. You may navigate back to the Main Menu by clicking on the Main Menu link at the top of the page or see instructions for reviewers by clicking on the Reviewer Center

Site Functionality Guide link. If you select the name of the manuscript, a new window will open, and you will be able to select the documents (main document, figures, supporting files) for review. If you select the Review button (this is the recommended path), you will be directed to a page where you will be able to see the instructions to reviewers and the manuscript information, as well as a “grading sheet” for scoring the manuscript (Fig 3). When you click on View Manuscript Info, you will see manuscript information for the manuscript you have been asked to review (Fig 4). JDI solicits several manuscript types: Hypthesis-Driven Research, Experience Reports, Review or Tutorial, and Technical Notes. The review criteria are slightly different for each type of manuscript, and your grading sheet will reflect the differences.

When you click on a manuscript title, the documents associated with that manuscript will

Fig 1. Main Menu for authors and reviewers on jdi.manuscriptcentral.com.

[Main Menu](#) -> Manuscripts Pending Review

[Reviewer Center Site Functionality Guide](#)

Manuscripts Pending Review			
Click on the Title to view the manuscript, click on Review to act on the manuscript.			
Manuscript ID	Title	Date Submitted	
JDI-03-11-0056	Submitting Manuscripts using Manuscript Central	11 17 2003	
			Review

Fig 2. In the Reviewer Center, navigation aids help the user return to the main menu, read the Reviewer Center Site Functionality Guide, or begin reviewing a manuscript.

Journal of Digital Imaging

Get Help Now
Instructions and Forms

[Return to the Manuscript List](#)

[Instructions for Reviewers](#)[View Manuscript Info](#)[Score Manuscript](#)

INSTRUCTIONS TO REVIEWERS

In order to view manuscripts uploaded in PDF format you will need Adobe Acrobat Reader. A free copy can be downloaded by going to the "Instructions and Forms" at the top right of the screen, and clicking on the Adobe Acrobat Reader icon located on the page.

- Viewing Manuscript** - There are two ways for you to view the manuscript assigned to you:
 - Download to a printer.
 - Read directly from your screen: If you wish to view the manuscript and the review form simultaneously, click on the manuscript title; it will open in a new window. Leave the new window open, switch back to the main window, and open the score sheet.
- Score sheet** - Please respond to all fields.
- Comments to Editor** - Use this space to transfer to the Editor the basis for your recommendation for acceptance or rejection.
- Special Symbols** - As with other plain text transmissions, such as e-mail, your use of special symbols is restricted. Please use symbols that are found on your keyboard and plain text notations, such as (^) for superscript. To format special characters, Greek letters for example, click on the link "Use the Character Palette" and follow the instructions. This link will be visible after clicking on the "Score Most Recent Version" button located above.
- Submitting your review** - It is essential that you first click the Save Review button located beneath the review. Otherwise, none of the information that you have entered

Fig 3. The review page for a manuscript contains tabs for reading reviewer instructions, viewing the manuscript and the manuscript information, and scoring the manuscript.

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Manuscript Info

Manuscript ID:	JDI-03-11-0056
Manuscript Type:	Review or Tutorial
Number of Figures:	6
Number of Tables:	2
Number of Color Figures:	0
Color Illustration Agreement:	No
DOI:	
Manuscript Key Words:	Publishing, manuscript central, journal of digital imaging
Date Submitted:	11 17 2003
Manuscript Title:	Submitting Manuscripts using Manuscript Central

[Return to the Manuscript List](#)

[Return to the Main Menu](#)

Fig 4. The information about the manuscript includes the manuscript type, number of figures and tables, and manuscript key words.

Fig 5. Selecting the name of the manuscript launches a separate window with links to the main document and supporting files. These may be opened, then saved to a local disk or printed.

[Return to the Manuscript List](#)

Instructions for Reviewers	View Manuscript Info	Score Manuscript
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[Use The Character Palette](#)

Journal of Digital Imaging Manuscript review request Review or Tutorial Manuscript		
Manuscript ID:	JDI 03 11 0056	
Manuscript Title:	Submitting Manuscripts using Manuscript Central	
Date Assigned:	11 17 2003	
Date Due:	12 01 2003	
<hr/>		
TITLE	Yes	No
Brief and precise?	☐	☐
ABSTRACT	Yes	No
Sufficient detail?	☐	☐
INTRODUCTION	Yes	No
Background described?	☐	☐
REVIEW	Yes	No
Fully described?	☐	☐
Clearly presented?	☐	☐

Fig 6. The top of the manuscript scoring instrument requests simple yes/no answers to questions. Each grading sheet is tailored to a particular manuscript type.

Indicate a value from 1 to 10 for each row where 1 is Reject and 10 is Accept.	1	2	3	4	5	6	7	8	9	10
1. Timely Issue	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2. Originality	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3. Value to JDI readers	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4. Clarity of presentation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
OVERALL RATING:	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Do you wish to check the revision?

☐ Yes

☐ No

COMMENTS FOR THE AUTHOR - INCLUDE RECOMMENDATIONS FOR ANY REVISIONS:

COMMENTS FOR THE EDITOR ONLY:

Fig 7. The bottom of the manuscript scoring instrument requests ratings of the manuscript and comments to the authors and editor.

be shown in a new window (Fig 5). Because manuscripts and most supporting documents (Figures, Tables, etc) will be viewed using Adobe Acrobat, a link is provided to facilitate downloading the software if it is not on the reviewer's computer. You will be able to open the documents by double-clicking on them, at which point you will be able to save them to your disk, print them, or read them online. Please read all the material carefully before scoring the manuscript.

When you select the "Score Manuscript" tab, you will be presented with a form that is tailored for the type of manuscript you are reviewing. The top of the form (Fig 6) contains a series of questions followed by a grading sheet to indicate a value for each attribute and an

overall rating (Fig 7). There are two comment fields, one for the author and one for the editor only. When you enter comments for authors, please remember that they should be constructive comments designed to make the manuscript better. Comments to the editor will not be sent to the authors and allow the reviewer to express perhaps a more candid opinion of the manuscript. We have found that it is a good idea to write your comments in Word or another text-processing software, then to copy and paste it as a block of text into the comment boxes. If network connection is lost after a long and thoughtful review, and your comments are lost before your scoring and review documents can be submitted, it is a frustrating experience.

We value all the reviews we get, and we know reviewing is a time-consuming and difficult task. We will send all reviewers a letter at the end of the year thanking them for their work. It is our hope that these letters can be used to demonstrate service to the research community for evaluations. In the future, we hope to be able to offer CME credits for reviewing. We will keep the membership informed on the progress we are making toward that end.

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