

Review Process

The manuscript submission and peer review process is broken down into the following 5 steps:

1. The author submits a manuscript.
2. The editor assigns an associate editor to the manuscript.
3. The associate editor assigns reviewers to the manuscript.
4. The reviewers review the manuscript.
5. The associate editor writes an assessment.
6. The editor makes the final decision.
7. The staff contacts the author with the decision.
8. As a reviewer, you are responsible for step #4.

Navigating the AllenTrack System

When you first log into the system, you will be taken to your "Home" page. It will have different categories of tasks. If you are required to perform a pending action item, there will be a **red arrow** next to a manuscript link. After clicking on this link, you will be presented with a "Manuscript" screen containing:

- Detailed information about a specific manuscript.
- A link to the merged PDF file containing the manuscript text, figures and tables.
- Links to the original manuscript file and associated figures/images and supplemental data, if any.
- A list of "Manuscript Tasks" or links allowing you to:
 - Accept/Decline Reviewer Position.
 - Check Status
 - Review Manuscript

(Not all links will be present all the time. Only the applicable links will be visible.)

If there are no **red arrows** visible on the "Home" page, then you are finished. There is no pending work you need to worry about.

Review Manuscript

After logging into the system and pressing on a manuscript link preceded by a red arrow, you will be presented with a "Manuscript" screen as described above. At the bottom of this screen under "Manuscript Tasks" will be displayed a "Review Manuscript" link. Clicking on this link will display the "Review Manuscript" Screen. This screen is broken into 5 parts as follows:

- Manuscript background information.
- A review pop-down selection.
- A video/dataset recommendation pop-down.

- Remarks to the author.
- Remarks to the editor.

If you prefer to work offline, you may find it quickest to download and print the PDF file, draft your review remarks using your favorite word processor and cut/paste them back into the reviewer remarks text area on this screen. If you prefer to annotate the manuscript directly, but don't want to print it out, you can open the source file, copy and paste it into your word processing program and make your changes to the text directly (the Track Changes function in Word is especially useful). When you are done, just e-mail the file back to the editorial office, or send the annotated hard copy and we will return it to the authors. If you upload an annotated pdf or word processing file to AllenTrack, please also send a copy to the editorial office. Often times, the comments are stripped from the uploaded file, so we would like a back-up copy.

TIP: The system will not save any of your remarks until you click the Submit Recommendation button when you're done. It is wise to write your review in a word processing program and cut and paste it into the online form. This way your review will not be lost if the connection is broken.

Once you have submitted your review, we will e-mail you an acknowledgment that we have received your review. This e-mail will contain a copy of your review that you can save for your records, if you wish.

Getting Help

If you need additional help, you can click on the help signs spread throughout the system. A help dialog will pop up with context sensitive help. You can always contact the editorial office at jsedr@colorado.edu.

Manuscript Status

You can get the status of your assigned manuscript(s) by:

- Logging into the system with your password.
- Clicking on the link represented by the manuscript tracking number and abbreviated title.
- Clicking on the "Check Status" link at the bottom of the displayed page.

This procedure will display detailed tracking information about where the manuscript is in the submission/peer review process.