

## REVIEWER TUTORIAL

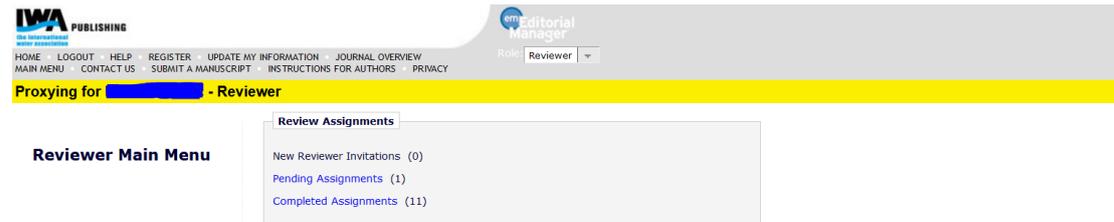
### LOG IN

To begin using Editorial Manager, enter your username and password and click on 'Reviewer Login'.

You can only login as a Reviewer if an Editor has requested you do so via e-mail.

### REVIEWER MAIN MENU

You will be directed to the Reviewer Main Menu:



The screenshot shows the Editorial Manager interface for a Reviewer. At the top, there is a navigation bar with the IWA Publishing logo and a list of links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS, and PRIVACY. The user is logged in as 'Reviewer'. Below the navigation bar, there is a yellow banner that says 'Proxying for [redacted] - Reviewer'. The main content area is titled 'Reviewer Main Menu' and contains a 'Review Assignments' section with the following data:

Review Assignments
New Reviewer Invitations (0)
<a href="#">Pending Assignments</a> (1)
Completed Assignments (11)

The menu displays new invitations, pending assignments and completed reviews.

### INVITATION TO REVIEW A SUBMISSION

If an Editor invites you to review a submission, the submission will appear in the '**New Reviewer Invitations**' folder.

Choose to either '**Agree to Review**' or '**Decline to Review**' by clicking on your preferred choice. If you agree to review a submission, a confirmation page will appear, prompting to click on '**Pending Assignments**', where you can view the submission. If you decline to review the submission, you will have the opportunity to provide information such as suggestions for alternate reviewers.

### REVIEWING THE SUBMISSION

The '**Pending Assignments**' table will give you information regarding the submission(s) awaiting attention from you. Clicking on '**View Submission**' will open a pdf of the submission in a new window. Within the pdf file, you can click on the link '[Click here to download manuscript](#)' which will enable you to download the original file that the author uploaded.

Once you have read the submission and are ready to submit your comments, you should click on the **'Submit Recommendation'** link in the **'Pending Reviewer Assignments'** page.

You will be taken to a page where you can record your comments and submit your recommendation:

Firstly, choose the appropriate recommendation term for the paper (Accept, Minor Revision, Major Revision, Reject) from the drop down menu at the top of the page.

Next, answer the yes/no questions about the paper. This is mandatory.

Then submit any comments to the Editor and the Authors. Any comments to the Editor will not be seen by the Authors, whilst any comments to the Authors will be shown to the Authors at the Editor's discretion, and will remain anonymous. It is recommended that you compile your comments in a separate document and copy and paste them into the text boxes on this page.

Finally, you can upload any extra files (eg an annotated version of the submission) by clicking on **Upload Reviewer Attachments** and following the instructions.

**NOTE:** If you use the Tracking function in Word to annotate the file, your identity may then be available to the author. It is recommended that you remove your identity from Word via Tools - Options - User Information – then remove your name from the Name box.

Before uploading a Word file as a reviewer attachment, please ensure that your name is not available in the document Properties.

You may print the review for your reference by clicking on **'Proof and Print'**. You may save a draft version of the review by clicking on **'Save and Submit**

**Later**'. Please ensure you have chosen your recommendation prior to clicking on **'Proceed'**.

Once you submit your recommendation, a new window will appear asking you to confirm your review.

Original Submission  
Emma Gulseveren (Reviewer 2)

Recommendation: Minor Revision

Manuscript Question(s):	Scale	Rating
The paper is written in grammatical and clear English	[1-5]	2
The writing style is succinct and appropriate to the work	[1-5]	3
The title is appropriate to the content	[1-5]	4
The abstract accurately describes the content of the paper	[1-5]	4
The length of the paper is appropriate	[1-5]	4
The conclusions are borne out by the reported results	[1-5]	4
The tables and figures are necessary and appropriate	[1-5]	4
If included, colour figures are necessary to the paper	[1-5]	4
The paper is original	[1-5]	3
The paper is of high technical quality	[1-5]	4
The paper is relevant to Journal of Water and Health	[1-5]	4
The layout of the paper is logical and readable	[1-5]	4

**Reviewer Blind Comments to Author:**  
This is a good paper of high interest. Please check through for language errors, and make sure the references are consistent.

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**Reviewer Confidential Comments to Editor:**  
I recommend publication.

Click **'Submit to Journal Office'** if the summary is satisfactory, and **'Edit Review'** if you need to make changes.

During the review process, you can **'Send an E-mail'** directly to the Editor. There are two e-mails to choose from. You can either send a General Communication or you can request more time to review the submission.

If you are having difficulty submitting your reviewer comments, please ensure that the url for Editorial Manager reads <http://www.editorialmanager.com> and NOT <https://www.editorialmanager.com>; some users have trouble with urls that begin https.

## VIEWING COMPLETED ASSIGNMENTS

Once you have submitted your recommendation, the submission will be moved to the **'Completed Assignments'** folder and no further action will be required.

## REVISED SUBMISSIONS

You may receive an invitation to review the revised version of a submission you have previously reviewed. The new assignment will appear in **'New Reviewer Invitations'**. Revised submissions allow reviewers to access previous versions (Original Submission, Revision 1, etc). If you are having difficulty accessing a revised pdf file, it may be because of your browser settings. Try adding <http://www.editorialmanager.com> to your Internet Security list of trusted sites.

## CONTACTS

During the review process, you can **'Send an E-mail'** directly to the Editor. If you are having difficulty using the system, please contact [aqua@iwap.co.uk](mailto:aqua@iwap.co.uk)