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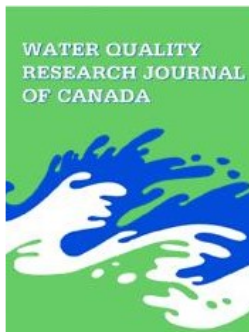
## Reviewer Invitation

Our reviewers receive an email invitation / review request. This request will come with deep links to easily Accept or Decline the invitation; you will also find a deep link to the paper, and the abstract will be appended to the bottom of the email for your convenience as you consider the request.

## Login to the Site

As a reviewer, you are likely already registered. [To login to the site](#) (and or if the links in your email do not work), use the username and password provided in your email invitation and click “Reviewer Login”. If you cannot find the email with this information, after you click “Login”, select “Send Username/Password” and your information will be emailed to you. The online submission and peer review platform web address is: <http://www.editorialmanager.com/wqrjc/>

### Login



Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Send Username/Password](#) [Register Now](#) [Login Help](#)

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Please enter your username and password, and click the applicable role name to log in. If you are unsure of which role name to choose, please hit 'enter' after entering your username and password.

If you have not yet registered, please select 'Register' from the top menu bar.

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## First Time Logging In?

If this is your first time logging in, once you are logged in, please click on the “Update My Information” link in the blue bar just underneath the Journal’s name at the top left of the screen and update your information.

There are four boxes with different information types:

**Login Information** – here you can change your User Name and Password

**Personal Information** – Please update your personal information as appropriate

**Institution Related Information** – Please add information as appropriate

**Additional Information** – Where you select your **Personal Classifications**

- *We use classifications as one method to match reviewers with manuscripts in their area of expertise. Please take a couple of minutes to select the classifications that best describe your area(s) of expertise. The language you choose will dictate the language(s) of manuscripts that you are willing to review.*

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## Conducting your Review

If you did not use the “Accept” or “Decline” deep links from your email, please login to the site as noted above. From the Reviewer Main Menu, click ‘**New Reviewer Invitations**’ to go to a list of your review invitations that you have yet to agree or decline.

By clicking ‘**Agree to Review**’, the submission will move from your ‘New Reviewer Invitations’ folder to your ‘Pending Assignments’ folder, where you can begin the review process. You will receive confirmation of your acceptance by email.

Once you have agreed to your review assignment, you can access the manuscript by clicking on ‘**Pending Assignments**’ on the Reviewer Main Menu.

You may download the PDF of the manuscript to your desktop by clicking ‘**View Submission**’. To print out a copy of the manuscript from the PDF file, select the ‘**File**’ menu in the upper left corner of the Acrobat window and select ‘**Print**’.

We also request that you download, complete, and submit a **Reviewer Form** – please choose the form in the same language as the manuscript you are assessing. The Reviewer Forms can be downloaded from within the “**Reviewer Recommendation and Comments**” screen as noted below.

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## Submitting your Review

### 1) For a New Manuscript

When you select “**Submit Recommendation**” from the Action list in your “**Pending Reviewer Assignments**” screen, you will enter the “**Reviewer Recommendation and Comments**” screen where the following functions are performed:

Click on “**English Reviewer Form**” or “**French Reviewer Form**” (choose the same language the paper is written in) to access our check-box form. Save this form onto your computer and, when completed, upload your form using the “**Upload Reviewer Attachments**” button.

Select your recommendation from the drop-down list, and, just to the right of the drop-down list, provide an “**Overall Manuscript Rating (1 - 100)**” where, as in academics, 100 is perfect.

**“Reviewer Blind Comments to Author”** box: (for Anonymous Comments to Author): copy and paste into this box comments you have prepared for the author(s); insert “See attachment” if you intend to upload an attachment with comments instead.

**“Reviewer Confidential Comments to Editor”** box: add confidential comments to the editor here (only editors will be able to see these comments) if you have comments for the editor's consideration only.

The **“Upload Reviewer Attachments”** button can also be used to upload an annotated ms and other file(s) you may wish to include.

To help ensure your anonymity, files you upload for author viewing are sanitized to remove identifying data embedded in the file properties. If you insert (type) your name within the file text, that information will be viewable by the author(s).

When you have finished attaching your review files, click on the button labeled **‘Proceed with Recommendation’**. If you need to change anything, click on the button labeled **‘Back’**.

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## 2) For a Revised Manuscript

If the manuscript gets sent back to the author(s) for revisions and they choose to revise, you may receive a request to look over the revised manuscript to assess whether or not the authors adequately addressed any concerns you had. You will have the option to Accept or Decline this request.

It is not necessary to fill in the Reviewer Form for reviews of revised manuscripts.

Please do the following as appropriate:

Select your recommendation from the drop-down list, and, just to the right of the drop-down list, provide an **“Overall Manuscript Rating (1 - 100)”** where, as in academics, 100 is perfect.

**“Reviewer Blind Comments to Author”** box: (for Anonymous Comments to Author): copy and paste into this box comments you have prepared for the author(s); insert “See attachment” if you intend to upload an attachment with comments instead.

**“Reviewer Confidential Comments to Editor”** box: add confidential comments to the editor here (only editors will be able to see these comments) if you have comments for the editor's consideration only.

The **“Upload Reviewer Attachments”** button can also be used to upload an annotated ms and other file(s) you may wish to include.

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## Assistance with Online Submission and Peer Review Platform

If you have difficulties using the on-line system, or would prefer to submit hard copies, please contact the Managing Editor for assistance in this regard.

### Managing Editor Contact Information

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