

# SMART *Works*

## Reviewer User Guide

**Macintosh Version**

**Programmed and Written by  
Warren G. Young, Ph.D.**

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## Welcome to SMART

**SMART** (System for Manuscript Authoring and Review Technology) is a collection of programs supporting the submission of peer-reviewed science manuscripts through the review cycle. SMART uses the Internet as the connecting network among all users. The basic submit/review/edit cycle is not affected. Manuscripts are still written in the same manner as before and review is still done on a peer review basis. However, manuscripts are electronically sent to both journal Editors and Reviewers, reducing the time-to-review, time-to-publish, and time-to-read periods.

SMART has four basic software applications.

**Submitter** - Authors use this to assemble manuscripts and to transmit them to the SMART server over the Internet. Submitter also checks the status of the review cycle.

**Reviewer** - Reviewers use this to retrieve manuscripts from the SMART server and, to enter comments, evaluations, and scores, and to transmit them back to the SMART server.

**Editor** - Editors and staff members of the journals use this to log into the server and to retrieve new manuscript submissions, assign Reviewers, send notifications to Reviewers, see Reviewers' evaluations, and to take final actions of manuscripts.

**Server** - this interacts with all other SMART applications to receive, send, hold, and analyze all information flow (manuscripts, data, EMail).

## Before You Begin

This chapter deals with topics that you should be aware of before using SMART for the first time.

- Package Contents
- Hardware and Software Requirements
- Installing the Software
- About this Manual
- How to use this Manual
- Technical Support

## Package Contents

If you received the SMART software package directly, it contains the following:

- This manual
- Installation disks
- One SMART registration card

If you received SMART from the Internet electronically, you have one installation file. Refer to the section on *Installing the Software* to continue.

## Hardware and Software Requirements

### Macintosh

- A Macintosh IIfx or later, with a hard drive and 10 MB free for complete installation. A 68030 minimum processor is recommended
- System 7.1 or later
- 5 MB minimum available RAM

### Power Macintosh

- Hard drive and 15 MBytes free for complete installation
- System 7.1 or later
- 15 MB of available RAM



## Installing the Software

**Installations disks**- if you have installations disks, follow these instructions to install SMART:

1. Turn on your Macintosh if it is not already on
2. Quit any applications that are active
3. Insert Installer Disk 1 into any floppy drive
4. Double-click **Install Me** to begin the installation process
5. Follow the prompts on your screen
6. Eject the Installer Disk 1 and store all disks in a safe place

**Network download** - If you have an installation file from the Internet, follow these instructions to install SMART:

1. Turn on your Macintosh if it is not already on
2. Quit any applications that are active
3. Double-click **Install Me** to begin the installation process
4. Follow the prompts on your screen

The installation process creates a SMART folder containing all of the folders and files of SMART, including the Reviewer application and creates a Preferences folder in the System Folder: Preferences:SMART folder.

Several files are copied to the Extensions folder

AOS PowerPlug

AOS Runtime

GNU RegEx (fat)

WASTE (fat)

Several files are also copied to the Extensions folder depending on the Macintosh model:

ANSI C CFM68K Lib.....(For 68K machines)

ANSI C PPC Lib..... (For PPC machines)

### **To Register Your Copy of the Software**

Registering your copy of SMART is important. By registering, you get free Technical Support (see the section on Technical Support) and you will be notified of all improvements and upgrades to the software

## About this Manual

This manual provides both instructional and reference material to help you get the most from using SMART. The manual consists of:

- QuickStart
- The Basics
- The SMART Document
- Writing a Review
- Appendixes

**QuickStart** should be read if you installed the software, are familiar with Macintosh applications, and want to begin using the application immediately

**The Basics** contains information on initial files created, user interface issues, and network communications

**The SMART Document** introduces you to the Reviewer document, what it contains, and how to maintain it

**Writing a Review** goes over the steps you need to know to review manuscripts and send them to the server

**Appendices** has all of the appendices mentioned in the other sections, such as certified word processors, optimizing memory, networking issues, commercial and software utilities that make using SMART software perform better, and an expanded list of themes.

### Conventions used in this manual



Whenever special attention is required for a topic, the **Alert** graphic is displayed. Pay special attention to this information as it is important.



Whenever there is a good tip useful to remember, the **Tip** graphic is displayed.



Whenever there is emphasis required on a certain point, the **By The Way** graphic is displayed.

## How to use this Manual

This manual assumes that you are familiar with basic Macintosh operations, such as pressing and dragging the mouse; selecting, copying, and moving icons of files and folders; choosing commands from pull-down and pop-up menus; pressing on buttons to activate commands, opening and closing documents, launching applications, managing windows and their scrollbars, title bars, close box, and zoom box; and using the Finder. If you are not familiar with these terms and operations, read your *Macintosh User's Guide* to learn more about your Macintosh.

## Technical Support

We have worked hard to make sure that the software and the manual are easy to use. Should you have any difficulty, please follow the instructions below.

We support SMART users via EMail. If you are having difficulties and cannot find the answers in these manuals, please EMail us a note.

### Before Calling for Help

1. Make sure that your computer is properly set up, and that all cable connections are secure.
2. Make sure that you have properly installed the software according to the installation instructions in these manuals. All software extensions installed have no known conflicts with other extensions.
3. Be sure that you have sufficient memory (RAM), especially if you are running on a PowerMac.
4. Be sure that you are correctly configured to access the Internet via TCP/IP. Contact your Network Administrator if you suspect a problem.
5. If you suspect a hardware problems or a problem with your system software, contact your local Apple deal.

### EMailing for Help

SMART support is currently limited to EMail. You will receive a prompt answer via EMail. Please include your Macintosh model name and number, the version of SMART, and a brief description of the problem.

EMail to:

**SMART@scripps.edu**

Please put the word Tech Support in the subject heading.

## Chapter 1 Quickstart

Read this chapter if you are familiar with Macintosh applications and want to use SMART right away. This section assumes that you have already installed SMART.

1. Double-click **Reviewer** to launch the application. A new document window opens.
2. Select **Configure...** from the **File Menu** to enter in the SMART server IP address.
3. Retrieve the manuscript by pressing on the **Retrieve** button in the document window. Enter in your Reviewer ID, the manuscript ID, and the manuscript password.
4. Read the manuscript from the downloaded files.
5. Press the **Review button** in the manuscript window and enter in your review.
6. Press **Send Review button** to send the completed review.



## **Chapter 2**

### **The Basics**

This chapter contains information on initial files created, user interface issues, and network communications.

- Launching for the First Time
- User Interface
- Configuration

## Launching for the First Time

Double-click on **Reviewer** to launch the application. When Reviewer launches for the first time, a folder named **SMART** is created in your **Preferences** folder (Figure 2.1). In this folder is an additional folder named for the **Port** number assigned to the SMART client. This number is generally 7000. Finally, inside this folder is an additional folder named **Client Patches** and a file named **Client Preferences**. *Client Patches* holds software patches supplied in the future. *Client Preferences* contains the data on user preferences.

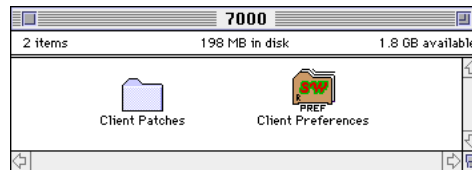


Figure 2.1

## User Interface

The user interface experience is similar to other Macintosh programs. Windows are used to convey most of the information to and from SMART. There is a single window, called the *document window* containing all of the manuscripts and reviews that you are using within SMART.



### Column Cursor

Some fields in windows may be multi-columned (Figure 2.2). The width of the columns can be adjusted by positioning the cursor on a vertical line of a column. The cursor changes to a **column** cursor. While pressing the mouse button down, drag the mouse from left to right to resize the column. Any columns to the right of the vertical line being adjusted shifts left and right by the same amount. To adjust only the immediately adjacent columns of the vertical line, hold down the **Control** key when moving the mouse.

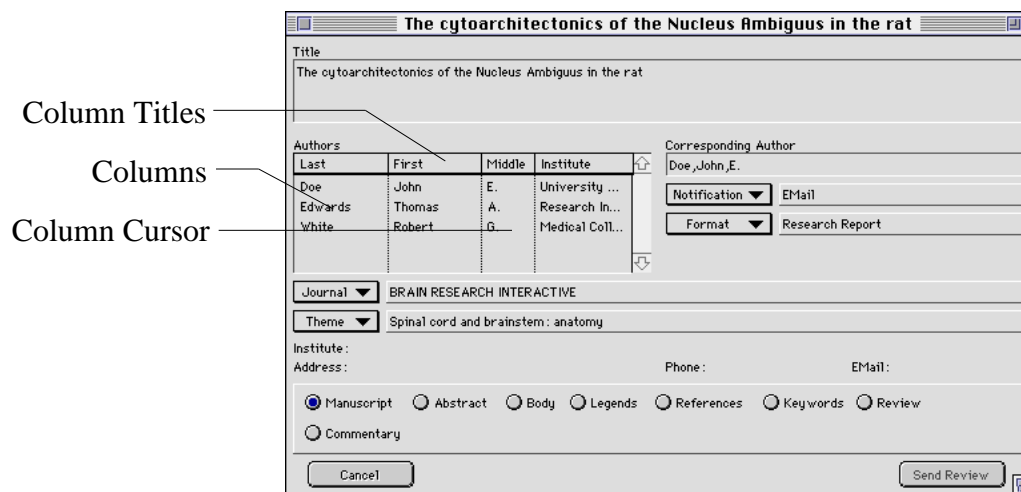


Figure 2.2



---

**Tip:** Hold down the **Control key** when adjusting the column to adjust only the current columns touching the vertical line.

---

Many windows are also sensitive to drag and drop. If you select certain data or lines of text, and then drag this to another window, or to the Macintosh Finder desktop, data are copied, transferred, or exported. Likewise, some windows may have files dragged into them. See later chapters for more specific information on the capabilities of each window.

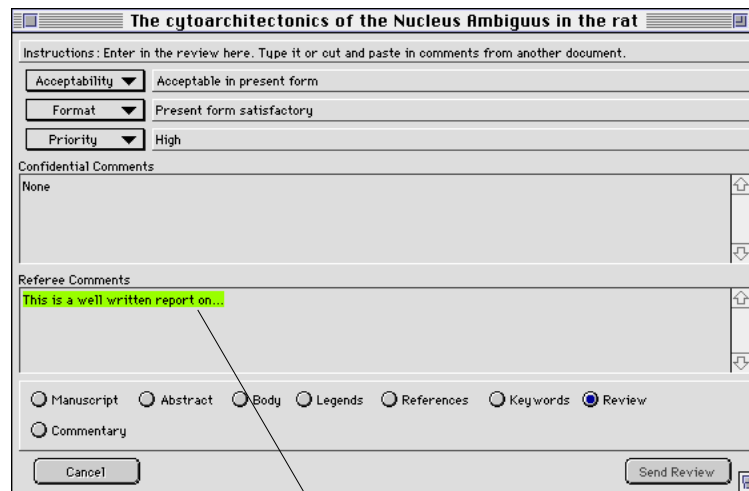


---

**Alert:** Drag and Drop must be supported in those applications.

---

Figure 2.3 shows the text of the comment being dragged from the review window to the desktop, creating a **text clipping** file.



Drag and drop with mouse



text clipping

Figure 2.3

Many of the fields of windows also accept fully styled text. To change the text directly in a field, select **Text Tool** from the **Edit Menu** to open the **Text Tool Window** (Figure 2.4)

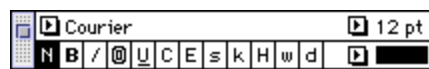


Figure 2.4

To change text:

1. Select the text to be changed using the mouse
2. Press on the various controls in the Text Tool Window to alter the font, the style, the size, or the color



## Configuration

SMART must be configured with the server IP address. Select **Configure...** in the **File menu** to enter in the address. A window opens asking for the IP address of the server (Figure 2.5).



Figure 2.5

Using the keyboard, type in the address assigned to the server and then press **Accept**. This can be in the form of a dot IP address notation as shown in Figure 2.5 or as the physical name of the machine as shown in Figure 2.6. Press **Cancel** to close the window without storing the address.



Figure 2.6

The last used IP address is displayed as the default address. If SMART was just installed, a pre-configured address is displayed. If the address is correct, simply press **Accept**.



---

**Alert:** See the separate note for the current IP address and name of the SMART server that you should use for configuration.

---

You only need to configure this information once. Reconfiguration is required if one of the following conditions occur:

- The preference file is deleted or becomes corrupted
- The address of the server changes
- You reinstall a new version of the operating system that may create a new system Preference folder



## Chapter 3

### The SMART Document

This chapter will show you how to use SMART to retrieve **manuscript objects** and store them in **SMART documents**.

- Creating a New Document
  - Opening an Existing Document
  - Saving a Document
  - Password Protecting a Document
- 



**By The Way:** The term OBJECT is used repeatedly throughout this manual and refers primarily to a database record. The database itself consists of two primary tables - manuscripts and people. Therefore, the two primary kinds of objects are **manuscript objects** and **people objects**.

---

A **manuscript object** is a group of data describing a **manuscript**. The Author enters information and attaches disk files containing the actual content of the manuscript. Other word processing or graphics programs were used to prepare these files.

A **SMART document** is file-based and contains the manuscript objects. One document may contain any number of manuscripts reviewed from any number of journals. Documents may be protected with passwords and are

portable to other computers running SMART

A **document window** is a Macintosh window displaying all of the manuscripts in the SMART document.

## Creating a New Document

A document needs to be opened before working with any objects. A new document automatically opens when starting SMART. Thereafter, other new documents can be opened manually. Multiple documents can also be opened simultaneously.

File	
New Document	⌘N
Open Document...	⌘O
Save Document	⌘S
Page Setup...	
Print...	⌘P
Configure...	⇧⌘K
Password	
Quit	⌘Q

Select **New Document** in the **File Menu** to create a new document. The keyboard equivalent of **Command-N** can also be entered from the keyboard. This menu item is always enabled. A new Document Window named **Untitled** opens (Figure 3.1).

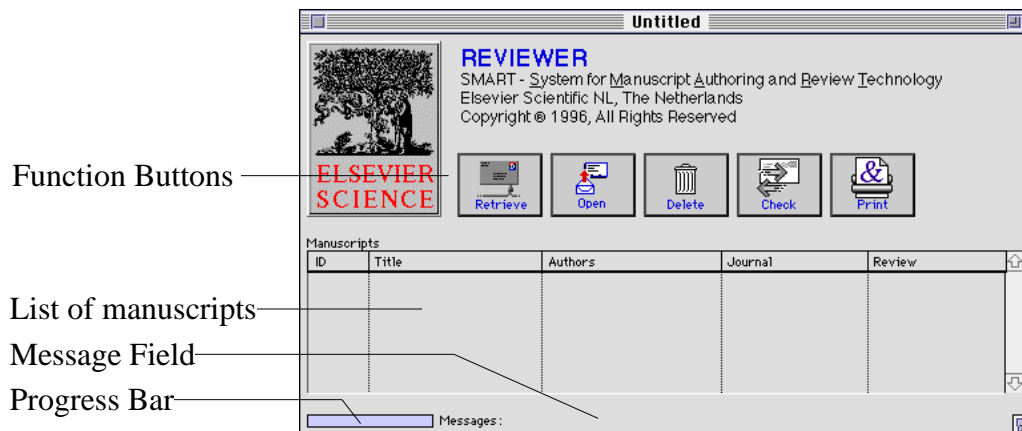


Figure 3.1



---

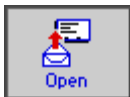
**By The Way:** Only the **New** button is normally enabled, since there are currently no selected manuscripts. All other buttons were enabled for illustration purposes only.

---

This is an empty document window. No manuscripts reviews have been sent to SMART. Most of the functions maintaining the manuscript objects are controlled from the **Function Buttons** near the top.



- **Retrieve** - retrieves a manuscript object and opens in a manuscript window. This button is always enabled.



- **Open** - opens an existing manuscript object into a manuscript window whose name is the same as the file document. This button is always enabled.



- **Delete** - deletes an existing manuscript object from the document. This button is enabled only when a manuscript is selected.

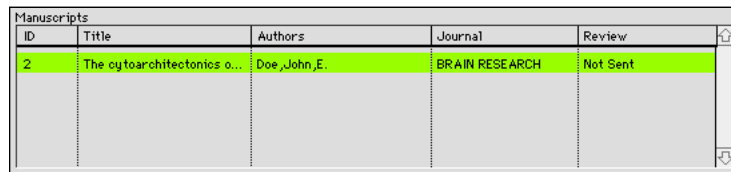


- **Check** - checks a manuscript object. The SMART server returns a report on the manuscript. The extent of the message, if any, is determined by the editors.



- **Print** - prints an existing manuscript object. Only information related to the manuscript and not its contents is printed. This button is enabled only when a manuscript is selected.

Only one manuscript may be selected in the **List of Manuscripts** (Figure 3.2). To select a manuscript, press once anywhere on the line in the list. Columns display specific information about each manuscript.



ID	Title	Authors	Journal	Review
2	The cytoarchitectonics o...	Doe, John, E.	BRAIN RESEARCH	Not Sent

Figure 3.2

- **ID** - this is a unique identification number assigned to the manuscript when the manuscript was submitted. This ID is used for all communications regarding the manuscript.
- **Title** - this is the title of this manuscript. The title also appears in the titlebars of the opened manuscript windows.
- **Authors** - these are all of the Authors, listed from first Author to last Author.
- **Journal** - this is the journal of the manuscript.
- **Review** - this is the review status of the manuscript. If no review has been sent, **Not Sent** is displayed. Otherwise, time and date information of submission is displayed.

The **Progress Bar** moves when communicating with the server, or when some important function occurs. The **Message Field** displays information

relevant to the progress.

## Opening an Existing Document

File	
New Document	⌘N
Open Document...	⌘O
Save Document	⌘S
Page Setup...	
Print...	⌘P
Configure...	
Password	⇧⌘K
Quit	⌘Q

Documents saved to disk files can be reopened. Select **Open Document...** in the **File Menu** to open an existing document on a mounted disk volume. The keyboard equivalent of **Command-O** can also be entered from the keyboard. This menu item is always enabled. A file dialog opens (Figure 3.3) to select the file document.

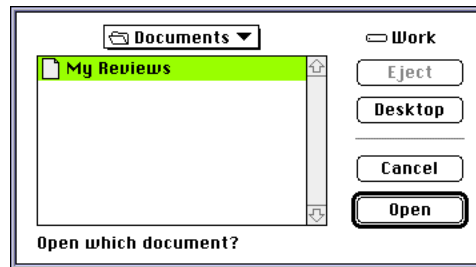


Figure 3.3

Only SMART file documents are displayed. When **Open** is pressed, a document window named **My Reviews** opens (Figure 3.4)

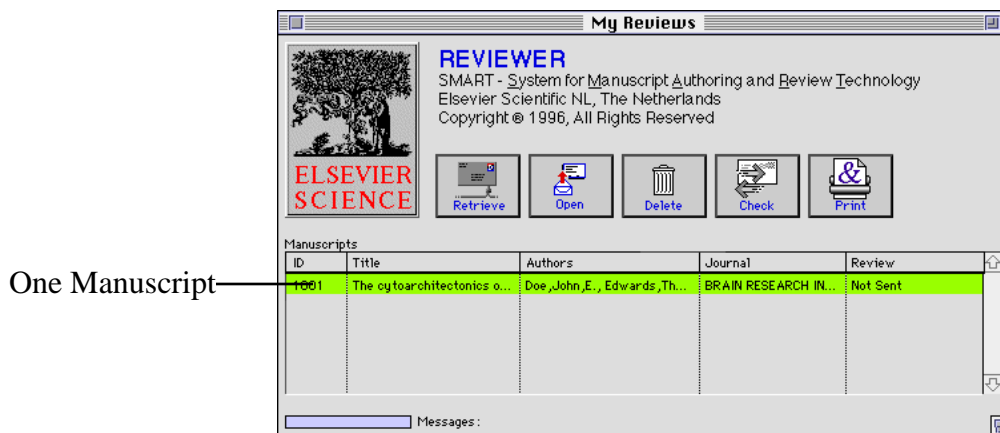


Figure 3.4

This window reflects the file document. This document contains one manuscript review not been yet sent to **Brain Research**. The title of the manuscript is *The Cytoarchitectonics of the Nucleus Ambiguus in theRat*.



## Saving a Document

An modified document which has not yet been saved to disk, either opened from a file or new, displays with a bullet character • before the title of the window (Figure 3.5).

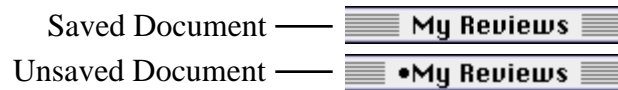
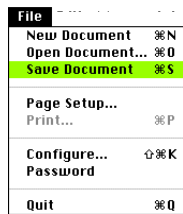


Figure 3.5



Select **Save Document** in the **File Menu** to save an opened document to the disk volume. The keyboard equivalent of **Command-S** can also be entered from the keyboard. This menu item is enabled only when the document window is the active window, and if the document is modified.

If the window is closed and the document has been modified, an alert opens asking to save the document. If the document is opened from an existing file, the document is saved to that file, and the bullet • character is removed from the window titlebar. If the document is new, a file dialog opens (Figure 3.6) for the name of the document and location of storage.

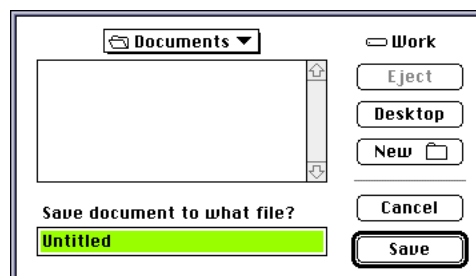


Figure 3.6

The default name is *Untitled*. Press **Save** to save the document to disk, or press **Cancel** to abort the operation and not save the document.

## Password Protecting a Document

File	
New Document	⌘N
Open Document...	⌘O
Save Document	⌘S
Page Setup...	
Print...	⌘P
Configure... ⌘K	
<b>Password</b>	
Quit	⌘Q

Any document may be protected with a password. The password is requested twice when opening a document. To assign a password to a document, select **Password...** in the **File Menu**. This menu item is enabled only when a document window is the active window. A window opens asking you to enter in the password twice (Figure 3.7).

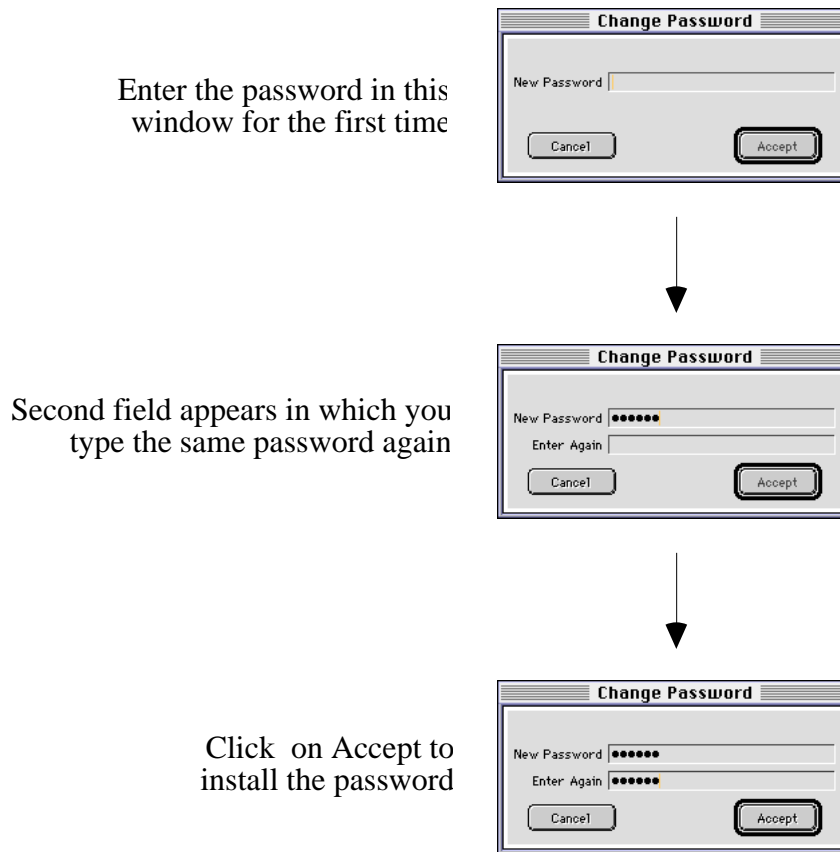


Figure 3.7

Press **Accept** to accept the passwords. A message window opens indicating that the password has been changed Figure 3.8. The password is permanently stored when the document is next saved.

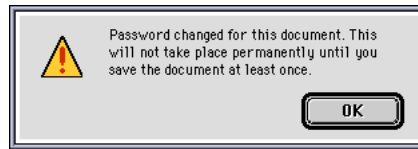


Figure 3.8

Opening a protected document asks for the password (Figure 3.9).

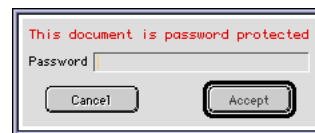


Figure 3.9



**Alert:** The password is **CASE SENSITIVE**. If you forget the password, you cannot gain access to the contents of the document. Contact **Technical Support** if that happens.

---

## Chapter 4

### Writing a Review

In this chapter you will go through all the steps needed to complete a review of a manuscript.

- Getting Notification that You are a Reviewer
- Retrieving the Manuscript
- Reading the Manuscript
- Writing the Review
- Opening a Manuscript
- Deleting a Manuscript
- Printing a Manuscript
- Sending the Review

## Getting Notification that You are a Reviewer

When the Editor of the journal requests that you review a manuscript or write a commentary, you receive notification based on the method that is recorded with your personal preference information. For example, if you preferred EMail, you would receive an EMail indicating that a manuscript from a journal is available for your review. An example of this EMail is shown in Figure 4.1.

```
A new manuscript is ready for your review. Please save the reviewer
ID, your manuscript ID, and the manuscript password. You will need
these in order to download the manuscript.

Manuscript ID:          1001
Submission Date:       12/27/96 11:46PM
Title:                 The cytoarchitectonics of the Nucleus Ambiguus
                      in the rat.
Journal:               Brain Research Interactive
Theme:                 Spinal Cord and Brainstem: anatomy
Keywords:              Cytoarchitecture, Brainstem, Circuit
First author:         Doe, John, E.
Corresponding author: Doe, John, E.
CoAuthors:            Edwards, Thomas, A., White, Robert G.

Reviewer ID           1011
Manuscript password:  ArterialBlood
```

Figure 4.1

The manuscript ID and password are used to retrieve the manuscript. If you lose this information, you have to contact the journal Editor to get a new password.

## Retrieving the Manuscript

SMART retrieves the manuscript object and the attached files over the Internet from the SMART server and opens a **Manuscript Window**. The attached files opens with the software application that created it. The review is written in the manuscript window and sent back to the SMART server.

Press on the **Retrieve Button** in the document window or select **Retrieve Manuscript** in the **Manuscripts Menu**. A window opens and requests certain information in order to retrieve the manuscript (Figure 4.2).

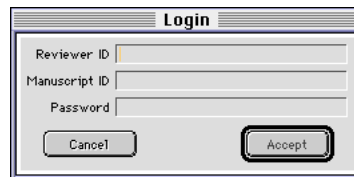
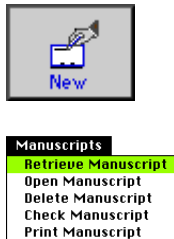
The image shows a 'Login' dialog box with three input fields: 'Reviewer ID', 'Manuscript ID', and 'Password'. Below the fields are two buttons: 'Cancel' and 'Accept'.

Figure 4.2

The Reviewer ID is your assigned ID. The Manuscript ID is unique to the manuscript. The Password is case sensitive and unique to you and the manuscript (Figure 4.3).

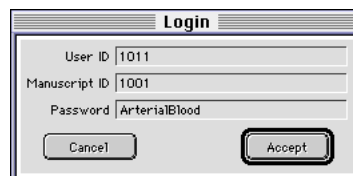
The image shows a 'Login' dialog box with three input fields: 'User ID', 'Manuscript ID', and 'Password'. Below the fields are two buttons: 'Cancel' and 'Accept'. The fields contain the following text: 'User ID' is '1011', 'Manuscript ID' is '1001', and 'Password' is 'ArterialBlood'.

Figure 4.3

Pressing on the **Accept button** opens a file dialog requesting a location to store the Downloaded Files (Figure 4.4). These are the original files that the Author attached to the manuscript object. The default name for the folder is **Download** with the **current date** appended.

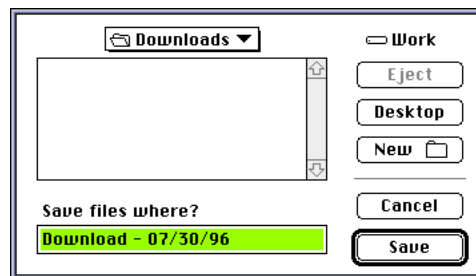


Figure 4.4

Pressing on the **Save button** begins the retrieval process. If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears (Figure 4.5).

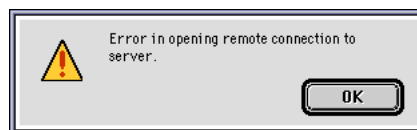


Figure 4.5

The retrieval process cannot be interrupted once it begins. The **progress bar** and **progress message** is in use on the document window for this manuscript. Depending on the type of connection you have to the Internet, the size of the files, and the activity at the SMART server, retrieval can take anywhere from seconds to minutes. The *progress field* shows the



amount of data remaining to be received, especially the size of the files.

---



**Tip:** If the document window is behind the manuscript window, you won't be able to see the messages. Move the document window to expose the progress bar and message field.

---

If there is any error by the server, or a network interruption after the transmission has started, an error message appears (Figure 4.6).

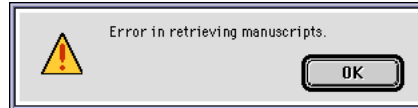


Figure 4.6

If this happens, try again later. If it continues, please contact **Technical Support**.

When the manuscript object has been successfully retrieved from the server, the document window updates to reflect that this manuscript has been retrieved (Figure 4.7).

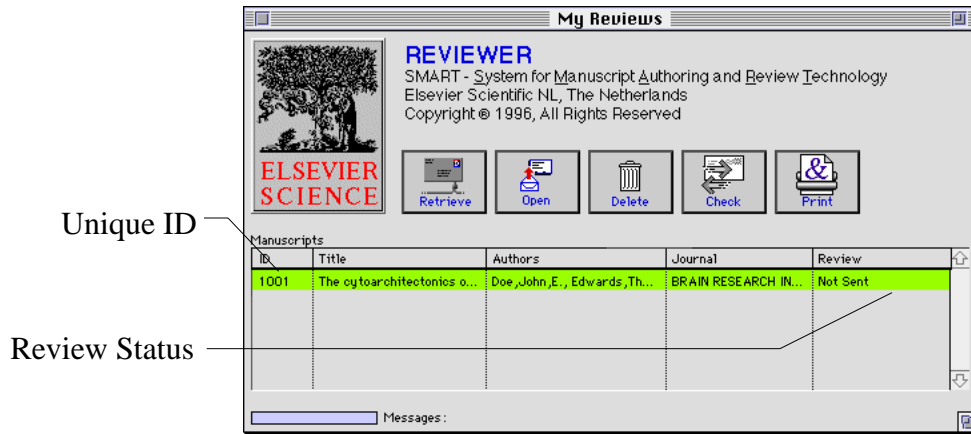


Figure 4.7

The manuscript shows the *ID* in the ID column, and the Review column shows *Not Sent*. A manuscript window opens for this manuscript (Figure 4.8).

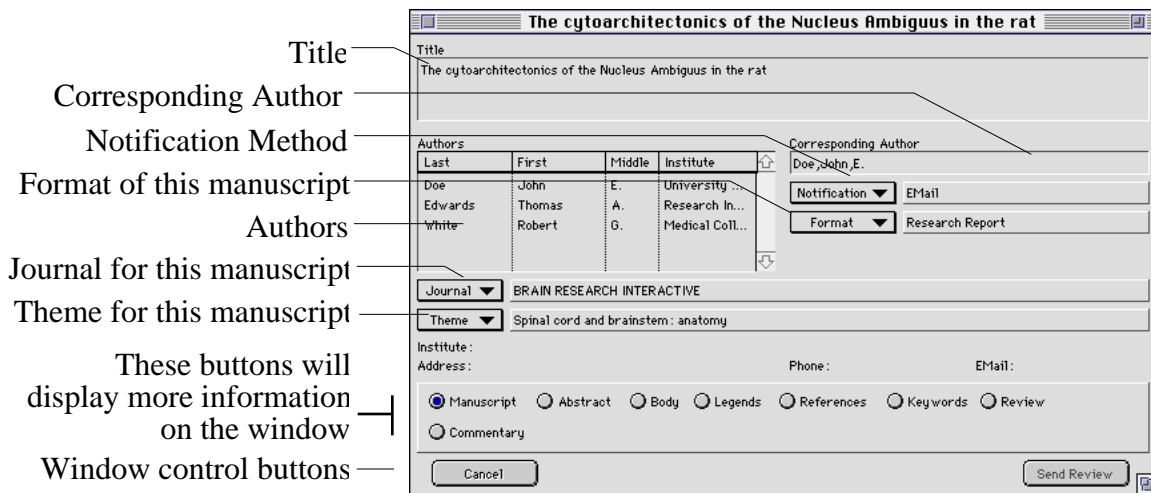


Figure 4.8

**Window Control Buttons** - The buttons at the bottom control the window.

- **Cancel** closes the window without saving the changes.

- **Send Review** sends the review to the server when the review is complete and ready to send. This button is enabled only when the review is complete.

## Reading the Manuscript

SMART is software to accelerate and facilitate your part in the review cycle, by transmitting and receiving your review electronically. This section describes how to retrieve and access each part of the manuscript you have been asked to review. The buttons at the bottom of the manuscript window displays information on each part of the manuscript.

- **Manuscript** - displays the current window containing the most immediate information about this manuscript, such as the title, the Authors, the Corresponding Author, the journal, and the format. All of this information must be entered by the Author.
- **Abstract** - displays the abstract which may have been entered. This is optionally entered by the author since the abstract is generally in one of the files attached to this manuscript.
- **Body** - displays the body of the manuscript which may have been entered. This is optionally entered by the author since the body is generally in one of the files attached to this manuscript.
- **Legends** - displays the legends of figures in the manuscript which may have been entered. This is optionally entered by the author since the legends are generally in one of the files attached to this manuscript.
- **References** - displays the references in the manuscript which may have been entered. This is optionally entered by the author since the references are generally in one of the files attached to this manuscript.

- **Keywords** - displays the keywords in the manuscript. This is required. The keywords used in SMART are standardized for the supported journals.
- **Review** - displays your review for the manuscript. This button is displayed only if the editor is actually requesting a review. This is required if visible
- **Commentary** - displays your commentary for the manuscript. This button is displayed only if the editor is actually requesting a commentary. This is required if visible



**Alert:** Only the **Manuscript** and **Keywords** information are required information and will have been entered by the Author and validated by the editorial office. The only additional information that you as Reviewer can enter is the **Review** or **Commentary** of the manuscript.

---

## Writing the Review

The review for the manuscript is entered directly into the manuscript window. Press the **Review button** on the document window to display the review information. Selections need to be made on the **Acceptability**, the **Format**, and the **Priority** of the manuscript. The **referee comments** should be entered. The **confidential comments** to the Editor are optional (Figure 4.9).

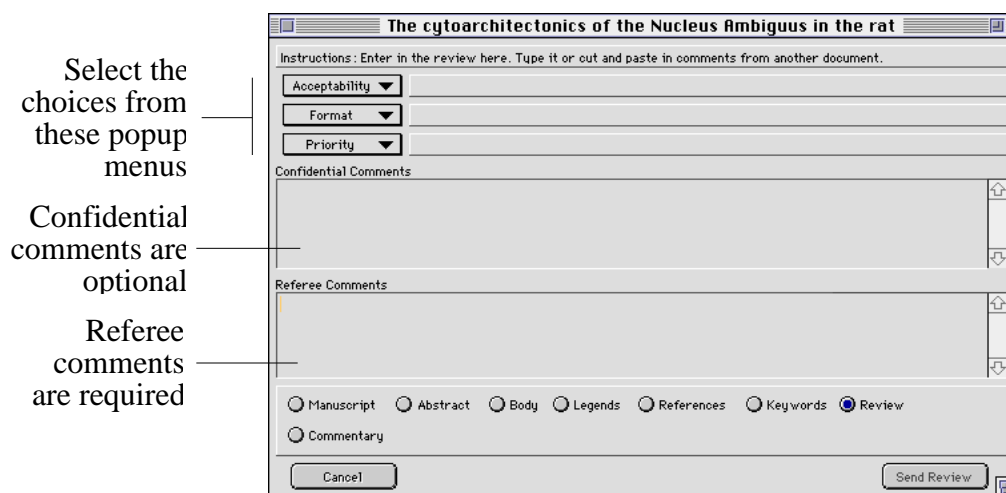


Figure 4.9

Press and hold on the **Acceptability button** to display a popup menu (Figure 4.10). Choose the appropriate selection.

Enter the acceptability  
with this popup menu

Figure 4.10

Press and hold on the **Format** button to display a popup menu (Figure 4.11).  
Choose the appropriate selection.

Enter the format with  
this popup menu

Figure 4.11

Press and hold on the **Priority** button to display a popup menu (Figure 4.12).  
Choose the appropriate selection.

Enter the priority with  
this popup menu

The cytoarchitectonics of the Nucleus Ambiguus in the rat

Instructions: Enter in the review here. Type it or cut and paste in comments from another document.

Acceptability: Acceptable in present form

Format: Present form satisfactory

Priority: High

Referee Comments

Manuscript  Abstract  Body  Legends  References  Key words  Review  
 Commentary

Cancel Send Review

Figure 4.12

Complete the review by entering in the **confidential** and **referee** comments (Figure 4.13). Only the referee comments are conveyed to the Author.

The cytoarchitectonics of the Nucleus Ambiguus in the rat

Instructions: Enter in the review here. Type it or cut and paste in comments from another document.

Acceptability: Acceptable in present form

Format: Present form satisfactory

Priority: High

Confidential Comments  
None

Referee Comments  
This is a well written report on...

Manuscript  Abstract  Body  Legends  References  Key words  Review  
 Commentary

Cancel Send Review

Figure 4.13



To determine what still needs to be completed for the review, select **Check Review Completeness** from the **Manuscripts Menu** (Figure 4.14). The keyboard equivalent of **Command-K** can also be entered from the keyboard.

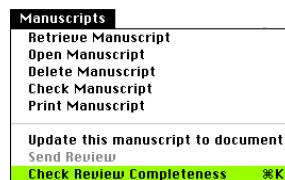


Figure 4.14

A dialog indicates what items require your attention, or if the manuscript review is ready to be sent Figure 4.15.

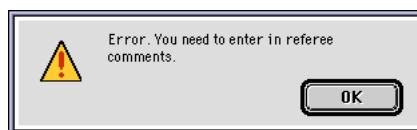
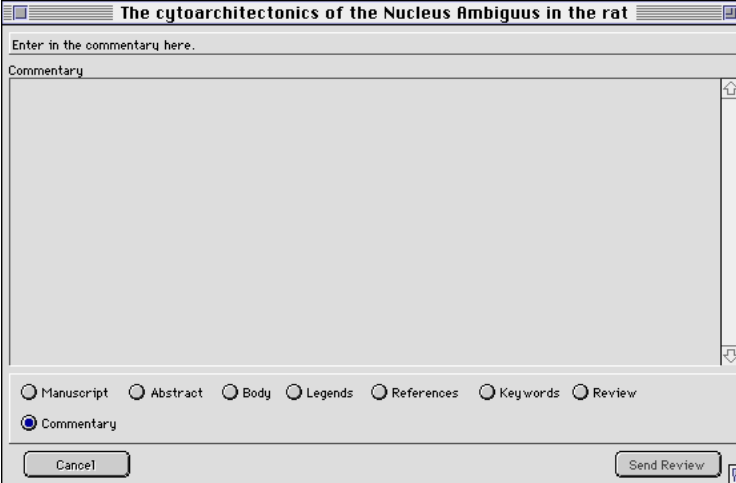


Figure 4.15

## Writing the Commentary

The commentary for the manuscript is entered directly into the manuscript window. Press the **Commentary button** on the document window to display the field in which to enter your commentary (Figure 4.16).



The cytoarchitectonics of the Nucleus Ambiguus in the rat

Enter in the commentary here.

Commentary

Manuscript  Abstract  Body  Legends  References  Key words  Review

Commentary

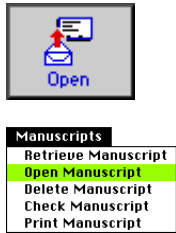
Cancel Send Review

Figure 4.16

This completes the Review/Commentary section. Refer to the section on *Sending the Review/Commentary* to send the review/commentary to the SMART server.

## Opening a Manuscript

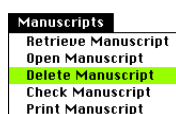
Manuscripts saved to the document may be reopened for browsing or for additional editing of any unsent reviews.



Press on the **Open** button after selecting a manuscript in the document window. You can also select **Open Manuscript** in the **Manuscripts Menu**. This menu item is enabled only when a manuscript is selected. Or you can **double-click** on the selected manuscript in the document window. A manuscript window with this manuscript object opens. Browse or edit the manuscript review if this review has not yet been sent. If the review has already been sent, the information can only be browsed.

## Deleting a Manuscript

Manuscripts saved to the document may be deleted if its review has not been sent to the database.



Press on the **Delete** button after selecting a manuscript in the document window. You can also select **Delete Manuscript** in the **Manuscripts Menu**. This menu item is enabled only when a manuscript is selected. You can also press the **Delete** key on the keyboard. A confirmation dialog appears twice Figure 4.17.



Figure 4.17

This action can be undone by selecting **Undo Delete Manuscript** in the **Edit Menu** (Figure 4.18). The manuscript is listed again in the document window.

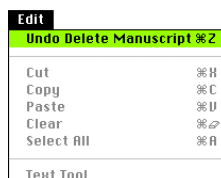


Figure 4.18

The undo of the deletion itself can also be undone, known as a redo. Select **Redo Delete Manuscript** in the **Edit Menu** (Figure 4.19). The manuscript is again deleted from the document.

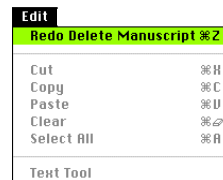


Figure 4.19

## Printing a Manuscript



A manuscript can be printed at any time, whether the review has been sent or not. Press on the **Print** button after selecting a manuscript in the document window. You can also select **Print Manuscript** in the **Manuscripts Menu**. This menu item is enabled only when a manuscript is selected. If a printer is selected, a summary of the manuscript object is printed. This function does not print the contents of the attached files. It only prints the information that is entered with SMART. Figure 4.20 shows an example of a print report.

```
ID: 1001
Created: Tue 07/30/1996 10:50:43 AM (GMT)
Last Updated: Tue 07/30/1996 10:57:19 AM (GMT)

Title: The cytoarchitectonics of the Nucleus Ambiguus in the rat
Authors: Doe,John,E.
Corresponding Author: Edwards, Thomas, A., White, Robert G.
Journal: BRAIN RESEARCH INTERACTIVE
Theme: Spinal cord and brainstem: anatomy
Notification: EMail
Paper Format: Research Articles
Keywords: Cytoarchitecture, Brainstem, Circuit
Abstract: None
Body: None
Figure legends: None
References: None

Review Date: Tue 07/30/1996 10:57:19 AM (GMT)
Acceptable: Acceptable in present form
Format: Present form satisfactory
Priority: High
Referee Comments: This is a well written report on...
Confidential Comments: None
```

Figure 4.20

## Sending the Review/Commentary

The manuscript review/commentary is ready to be sent to the SMART server when the **Send Review** button is enabled. You can also select **Send Review** from the **Manuscripts Menu** (Figure 4.21). This menu item is enabled only when the review/commentary is ready to be sent.

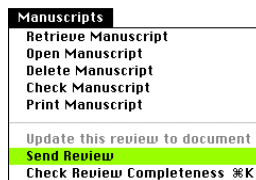


Figure 4.21

A dialog appears requesting the same manuscript ID and password as when retrieving it (Figure 4.22). Enter the same information. If this information is lost, contact the Editor of the journal for a new password.

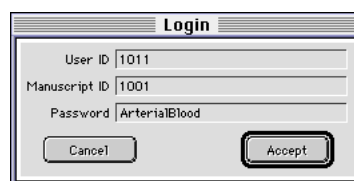


Figure 4.22

After pressing the **Accept button**, a confirmation dialog appears asking to save all of the data to the disk (Figure 4.23).

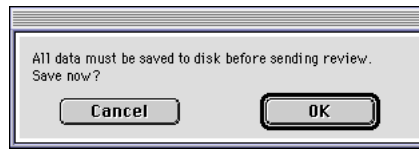


Figure 4.23

Pressing the **OK button** saves the data and to continues the review/commentary sending process. A final confirmation window appears summarizing the manuscript. Confirm that this is the correct manuscript review/commentary to send (Figure 4.24).

Verify the correct review. Once the review sending process begins, you cannot interrupt it

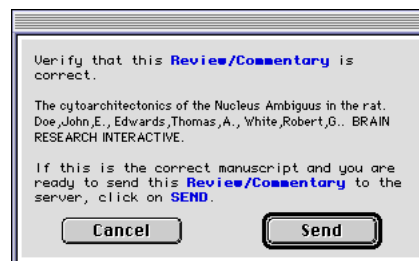


Figure 4.24

Pressing on the **Send button** starts the review/commentary sending process. If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears.

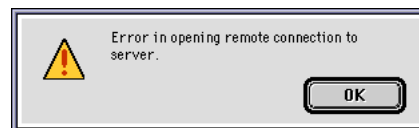


Figure 4.24

The sending process cannot be interrupt once it begins. The **progress bar**



and **progress message** is in use on the document window for this manuscript. Depending on the type of connection you have to the Internet and the activity at the SMART server, review/commentary sending can take anywhere from seconds to minutes.

---



**Tip:** If the document window is behind the manuscript window, you won't be able to see the messages. Move the document window to expose the progress bar and message field.

---

If there is any error by the server, or a network interruption after the transmission has started, an error message appears (Figure 4.25).

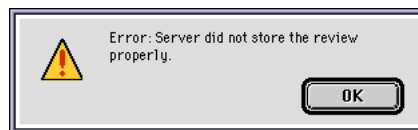


Figure 4.25

If this happens, try again later. If it continues, please contact **Technical Support**.

When the manuscript review/commentary is successfully sent to the server, the following message appears (Figure 4.26).

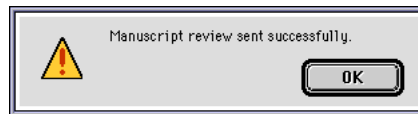


Figure 4.26

The manuscript review/commentary has been sent to the SMART server and the manuscript window closes. The document window updates to reflect that this manuscript review/commentary has been sent (Figure 4.27).

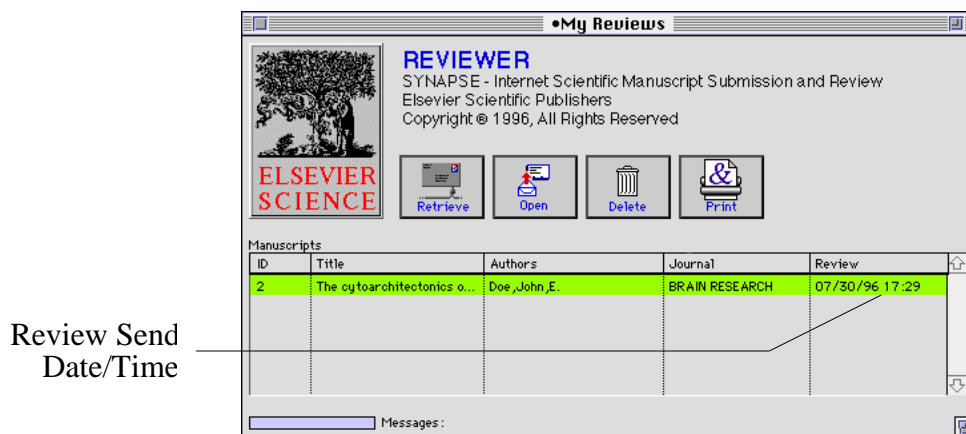


Figure 4.27

The manuscript now shows the *ID* in the ID column, and the Review column shows the *Review Send date and time*. The **Send Review button** in the manuscript window for this manuscript is disabled if reopened. The manuscript review/commentary cannot be resent. Furthermore, the popup buttons on the review portion of the manuscript window are disabled, protecting the current selections (Figure 4.28).

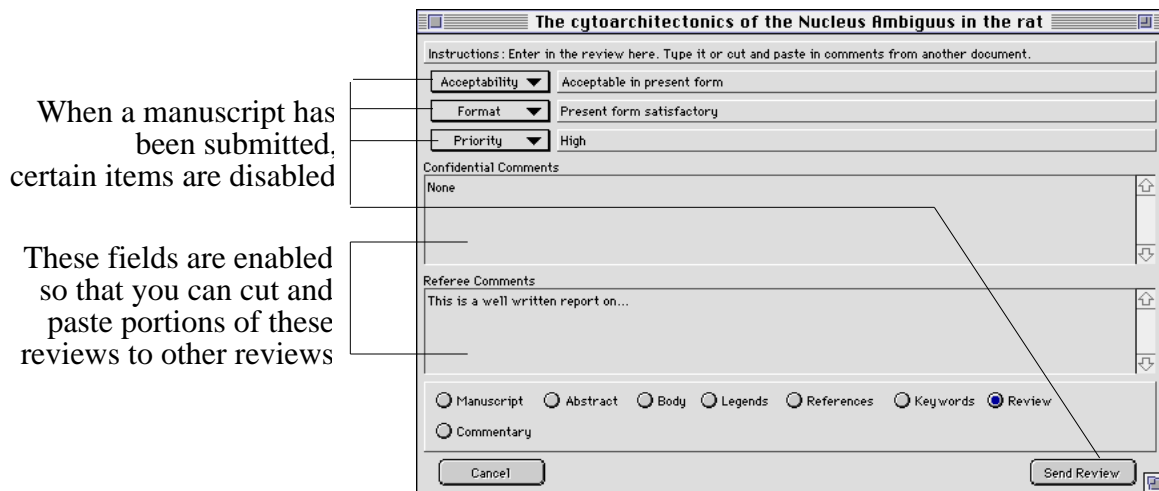


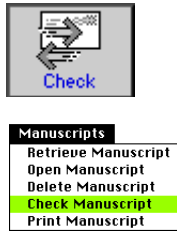
Figure 4.28



**Tip:** Even though the review buttons are disabled, the two fields holding your review text are enabled and selectable with the cursor. You can copy text, or drag this text to the Finder desktop or other windows to reuse portions of your review elsewhere.

## Checking a Manuscript

The status of the manuscript you are reviewing can be checked by using the **Check** button on the document window.



Pressing on the **Check button** after selecting a manuscript in the document window starts the checking process. **Check Manuscript** in the **Manuscripts Menu** can also be selected. This menu item is enabled only when a manuscript is selected. If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears.

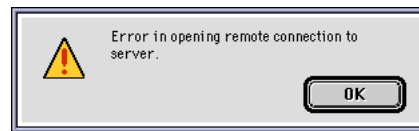


Figure 4.28

The checking process cannot be interrupted once it begins. The **progress bar** and **progress message** is in use on the document window for this manuscript. If there is any error by the server, or a network interruption after the checking has started, an error message appears (Figure 4.29).

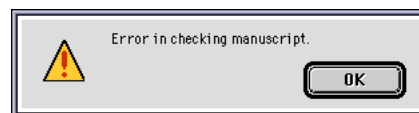


Figure 4.29

If this happens, try again later. If it continues, please contact **Technical Support**.

When the manuscript has been successfully checked by the server, a message window appears with the status. There is one general message if the manuscript is anywhere in the review process (Figure 4.30). The extent of the message, if any, is determined by the editors.

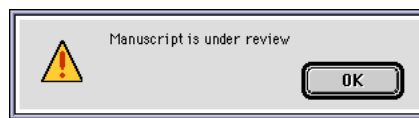


Figure 4.30

**Manuscript is under review** means that the manuscript has been submitted, and is in the review process. The specific phase of the review process is not reported.

Other messages appear once the review process has concluded for **Acceptance, Rejection, and Revision**.

## Appendix A - Certified Software Applications

SMART is not an *authoring* program. This means that the Author creates the content of the manuscript with other programs, and use SMART to *bind* them together into a manuscript object that is then transmitted over the Internet to the SMART system. Since the Reviewers and Editors of SMART require that they be able to open and view your files, certified software applications are below. The Author should make every effort to use one of more of these applications when authoring the manuscript. If this is not possible, the Author should comment heavily on the name and version of the program, the computer, and the version of the operating system in the Comments field of each file, or put this information in the Comments section of the manuscript object.

### **Word Processors:** (Macintosh)

- Microsoft Word 3.0, 4.0, 5.0, 6.0
- WordPerfect 3.0
- PageMaker 5.0
- NisusWriter 4.0

### **Spreadsheets:** (Macintosh)

- Excel 5.0
- 

### **Graphics:** (Macintosh)

- MacDraw II
- Canvas
- Photoshop

- Illustrator
- Freehand

## Appendix B - Optimizing Memory

The documents are RAM based. Virtual memory, either Apple's virtual memory or Connectix's RAM Doubler, can be used with this application. However, neither is recommended. Apple's virtual memory mechanism is very inefficient. RAM Doubler works better but it too can cause noticeable delays when physical free RAM is low. Be sure that 32 bit addressing is on for the older Macintoshes, and that the Modern Memory Manager for PowerPCs is on.

To turn off virtual memory (Figure B1):

1. Choose **Control Panels** from the **Apple** menu, then double-click **Memory**.
2. Press on the **Off** button to turn off virtual memory.
3. Choose **Restart** from the **Special** menu.

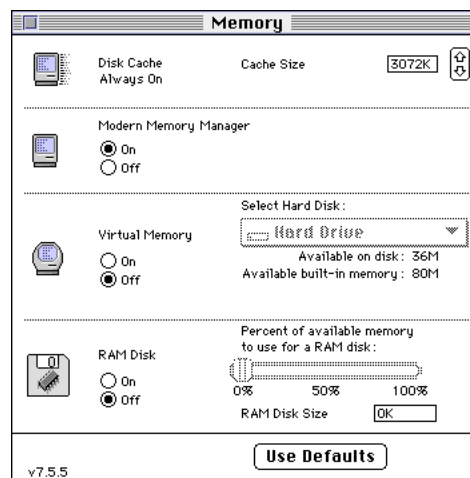


Figure B1



You should read the Appendix on **Optimizing Memory** to set the memory parameters for this application to the proper levels.

## Appendix C - Networking Issues

This application uses the Internet and the TCP/IP protocol to communicate with the SMART server. The Macintosh computer must be capable of accessing the Internet, and must be able to run TCP/IP. On the Macintosh, TCP/IP is provided by using either MacTCP or Open Transport.

- The minimum version of MacTCP is 2.0.6
- The minimum version of Open Transport is 1.1

Apple's *AppleTalk Remote Access* (ARA) can also be used with either of the two IP enabling programs above to provide network access, but the transmission speeds are limited to the speed of the phone modem used to make the ARA connection.

**IP Address** and **Port number** must be configured. See the chapter on *The Basics* to see how to do this. The addresses and port number are:

**Current IP Address of SMART Server** (as of Jan 1, 1997):

- 192.26.252.151

**Current Port Number of SMART Server** (as of Jan 1, 1997):

- 7000

## Appendix D - Useful Commercial Software

Connectix's **Speed Doubler** should be used on every PowerMacintosh because it replaces Apple's Motorola 680x0 emulator with a much better one. This application was written in QKS SmalltalkAgents, and only portions of it are in native PowerPC code. With **Speed Doubler**, throughput probably increases (as well as in many other commercial software applications) by at least two-fold.

## Appendix E - Themes

The abbreviated list of themes is from the Society for NeuroSciences themes.

### THEME A: DEVELOPMENT AND REGENERATION

- Developmental genetics
- Genesis of neurons and glia
- Cell lineage and determination
- Cell differentiation and migration
- Pattern formation, compartments, and boundaries
- Process outgrowth, growth cones, and sprouting
- Axon guidance mechanisms and pathways
- Formation and specificity of synapses
- Neurotransmitter systems and channels
- Neurotrophic factors: expression and regulation
- Neurotrophic factors: biological effects
- Neurotrophic factors: receptors and cellular mechanisms
- Hormones and development
- Nutritional and prenatal factors
- Neuronal death
- Glia and other non-neuronal cells
- Motor systems
- Sensory systems
- Cerebral cortex and limbic system
- Visual system
- Regeneration
- Transplantation
- Aging process

### THEME B: CELLULAR AND MOLECULAR BIOLOGY

- Staining, tracing, and imaging techniques
- Neuroglia and myelin
- Membrane composition and cell-surface macromolecules
- Cytoskeleton transport and membrane targeting
- Blood-brain barrier
- Gene structure and function: general

### THEME C: EXCITABLE MEMBRANES AND SYNAPTIC TRANSMISSION

- Presynaptic mechanisms
- Mechanisms of neurotransmitter release
- Postsynaptic mechanisms
- Long-term potentiation: physiology
- Long-term potentiation: pharmacology
- Ligand-gated ion channels
- Sodium channels
- Calcium channel structure, function, and expression
- Calcium channel physiology, pharmacology, and modulation

Potassium channel structure, function, and expression  
Potassium channel physiology, pharmacology, and modulation  
Other ion channels

#### THEME D: NEUROTRANSMITTERS, MODULATORS, TRANSPORTERS, AND RECEPTORS

Acetylcholine  
Acetylcholine receptors: muscarinic  
Acetylcholine receptors: nicotinic  
Excitatory amino acids: excitotoxicity  
Excitatory amino acids: anatomy and physiology  
Excitatory amino acids: pharmacology  
Excitatory amino acid receptors: structure, function and expression  
Excitatory amino acid receptors: physiology, pharmacology and modulation  
GABA receptors  
GABA  
Peptide receptor structure and function  
Peptides: biosynthesis, metabolism, and biochemical characterization  
Peptides: anatomy and physiology  
Opioid receptors  
Opioids: anatomy, physiology, and behaviour  
Catecholamine receptors  
Catecholamines  
Serotonin receptors  
Serotonin  
Other neurotransmitters  
Transmitters in invertebrates  
Interactions between neurotransmitters  
Uptake and transporters  
Regional localization of receptors and transmitters  
Second messengers and phosphorylation  
Signal transduction: gene expression  
Behavioural pharmacology  
Receptor modulation, up- and down-regulation

#### THEME E: ENDOCRINE AND AUTONOMIC REGULATION

Hypothalamic-pituitary-adrenal regulation  
Hypothalamic-pituitary-gonadal regulation  
Osmotic and thermal regulation  
Neuroendocrine regulation: other  
Neural-immune interactions  
Cardiovascular regulation  
Gastrointestinal and urogenital regulation  
Respiratory regulation

#### THEME F: SENSORY SYSTEMS

Somatic and visceral afferents  
Spinal cord  
Subcortical somatosensory pathways  
Somatosensory cortex and thalamocortical relationships  
Pain: pathways  
Pain modulation: anatomy and physiology  
Pain modulation: pharmacology

Retina and photoreceptors  
Subcortical visual pathways  
Visual cortex: striate  
Visual cortex: extrastriate  
Visual psychophysics and behaviour  
Auditory, vestibular, and lateral line: periphery  
Auditory systems: central physiology  
Auditory systems: central anatomy  
Olfactory senses  
Gustatory senses  
Invertebrate sensory systems

#### THEME G: MOTOR SYSTEMS AND SENSORIMOTOR INTEGRATION

Cortex  
Basal ganglia  
Thalamus  
Cerebellum  
Vestibular system  
Oculomotor systems  
Reflex function  
Spinal cord and brainstem  
Control of posture and movement  
Circuitry and pattern generation  
Invertebrate motor function  
Muscle

#### THEME H: OTHER SYSTEMS OF THE CNS

Limbic system and hypothalamus  
Association cortex and thalamocortical relations  
Comparative neuroanatomy  
Brain metabolism and blood flow

#### THEME I: NEURAL BASIS OF BEHAVIOUR

Cognition  
Learning and memory: systems and functions  
Learning and memory: physiology  
Learning and memory: pharmacology  
Neural plasticity  
Motivation and emotion  
Biological rhythms and sleep  
Neuroethology  
Invertebrate learning and behaviour  
Ingestive behaviours  
Stress  
Hormonal control of reproductive behaviour  
Monoamines and behaviour  
Neuropeptides and behaviour  
Drugs of abuse: alcohol, barbiturates, and benzodiazepines  
Drugs of abuse: amphetamine and other stimulants  
Drugs of abuse: cocaine  
Drugs of abuse: opioids and others  
Psychopharmacological agents  
Aging

**THEME J: DISORDERS OF THE NERVOUS SYSTEM**

- Genetic models
- Developmental disorders
- Epilepsy: human studies and animal models
- Epilepsy: basic mechanisms
- Epilepsy: anti-convulsant drugs
- Degenerative disease: Alzheimer's - beta amyloid
- Degenerative disease: Alzheimer's - cognitive function
- Degenerative disease: Alzheimer's - neuropharmacology and neurotransmitters
- Degenerative disease: Alzheimer's - miscellaneous
- Degenerative disease: Parkinson's
- Degenerative disease: other
- Ischemia
- Trauma
- Infectious diseases
- Neuromuscular diseases
- Neuropsychiatric disorders
- Neurotoxicity
- Neuro-oncology