

SMARTWORKS 2000

Reviewers

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Introduction

Reviewing a manuscript using SmartWorks is easy. The Web browser does all of the work. There is no special software that needs to be installed. You use a web browser to access the manuscript. You also use the browser to type or paste in your review. You can keep notes and return to the manuscript any anytime until you have finished the review. SmartWorks will keep track of all the manuscripts you are currently reviewing.

How to use this manual

This manual is intended for reviewers. All of the information in this document is considered public information.

ICON KEY



Important Tip

Alert

Starting SmartWorks

All parts of SmartWorks begin with the same home page. The home page controls or provides access to the various parts based on the access permissions you have when you log into SmartWorks. SmartWorks will only display what you need to see, and not clutter up the screen with unnecessary items.



SmartWorks will be referred to throughout these sets of documentation as SmartWorks, although the current version is SmartWorks 2000.

The home page

The URL for the home page is:

<http://www.smartworks2000.com>

This is the general URL to gain access to SmartWorks. All journals that are served by SmartWorks are available for entry here. However, some journals may have a specialized link to SmartWorks that provides for more specialization in the displays. Please refer to the instructions specific for using SmartWorks with those journals in those instances.

The home page for the SmartWorks web site is show below.



QUICK LINKS	Home About Us Contact Us Support Help Sign In
AUTHORS:	<p>Welcome to SmartWorks 2000</p> <p>SmartWorks 2000 is an integrated set of programs that facilitates the rapid submission and peer-review of manuscripts via the World Wide Web. SmartWorks 2000 is at the core of SMARTPublication, the first fully-integrated web-based publishing solution for the neurosciences.</p> <p>SmartWorks 2000 uses the WWW and the Internet to connect all users: authors, editorial staff, reviewers, and publisher. Advantages are greatly reduced time-to-review, time-to-publish, and time-to-read periods.</p> <p>Authors submitting scientific articles to selected journals of Elsevier Science can upload the files of their manuscript on this website for peer review, track the progress of their paper in the review cycle and provide any revisions. <i>No paper copy of a manuscript is required at any stage!</i></p> <p>Reviewers use SmartWorks 2000 to read manuscripts online or download them and ultimately provide their referee comments online.</p> <p>A journal's editorial staff uses the system to track and control the entire peer-review process: assign reviewers to new manuscript submissions, send notifications to reviewers, see reviewers' evaluations, to communicate the Editors' decisions or recommendations to authors, and forward the electronic files of accepted articles to the Publisher.</p> <p>Which journals? SmartWorks 2000 submission is currently possible for the Brain Research family of journals, including Gene Expression Patterns. It will be introduced for many other Elsevier Science neuroscience journals in the course of 2001.</p> <p>If you are new to this site and would like to submit a manuscript, click here for more information.</p> <p>If you are familiar with the system, you can sign into the system, or use the quick-access links on the left.</p> <p>SIGN IN</p>
MEETINGS:	<p>Submit manuscript</p> <p>Check production</p> <p>Restart session</p>
GENERAL:	<p>Submit Meeting Paper</p> <p>Submit Abstract</p> <p>Preview Server</p>

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SmartWorks is arranged in a logical and easy to use fashion. There is some general information in the main section of the page that you should read. You can click on the available links to explore further.

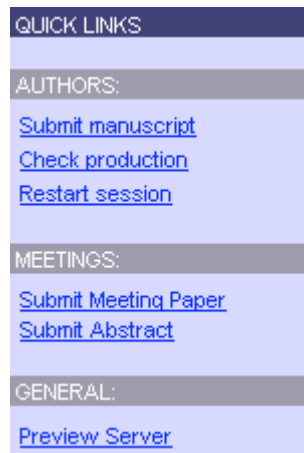
The top bar is the general **Navigational Title Bar**. This is generally available from all pages within SmartWorks and helps you to return to major sections quickly. The **Home** page will return to the front-most section, such as this page. **About Us** displays some information on Elsevier Scientific Publishers. **Contact Us** displays some information on how to reach Elsevier Science. **Support** displays general information and links on getting support for the use of SmartWorks (XXX). **Help** begins the online Help system for SmartWorks. **Sign In** is the same as if you click on the button **Sign In** near the bottom of this page. This begins the *sign in* procedure which will be described later in this chapter.

The composition of the Navigational Title Bar may vary depending on your context and current state in SmartWorks. For example, if you are already signed into

REVIEWER MANUAL

SmartWorks, the link name will be changed to **Sign Out**. In this case, there would also be two additional links for **Desktop** and **Profile**. These will be described later in this chapter.

On the left side of each page are the **QuickLinks Navigational Side Bar**. These links would be used throughout SmartWorks, or those that are displayed because they pertain to some special function or display that you might be currently working on. These are further subdivided into different main categories for *Authors*, *Meetings*, and *General* functions. Under **Authors**, there are two commands available: 1. Submit manuscript and 2. Restart session. As a reviewer, you need to *Sign In* to SmartWorks (see below).



Signing in

After the Welcome message, there is an option to **Sign In**. Click on this since you are a reviewer and should have an account with SmartWorks. You will see the following window:

SmartWorks 2000 Sign In

If we already have your email and password, please sign in.

Email:
e.g. john@academic.edu

Password:
5-50 characters

[SIGN IN](#)

Forgot your password but you have an account?

Enter your email address here and click this button. We'll email it to you.

[FORGOT MY PASSWORD!](#)

Your email address is your login name. Enter it along with your password. Then click on the **Sign In** button. The window will then display the **Desktop Page**.

If you forget your password, you can enter in your email address and it will be emailed to you. If you are new to SmartWorks and want to create an account, click on **Create Account**. More information on this will be given later.

These following sections will assume that you have not signed into SmartWorks. Screens that are different will be displayed where they are relevant to the discussion

Reviewing a Manuscript

SmartWorks fully supports a peer-review system for scientific manuscripts. As manuscripts are submitted by authors, editors assign reviewers to the manuscripts, and SmartWorks notifies the reviewers of their assignments, and begins the process of tracking their reviews.

If you are assigned as a reviewer to a manuscript, you should have received an email form letter from the journal's editors inviting you to accept or decline the request to review the manuscript. As with submitting a new manuscript, the process of reviewing begins with the **Home Page** of SmartWorks. Reviewers must sign in with the information they get in the invitational email letter. There is no link in the QuickLink section for reviewers. Just click on **Sign In** and enter in your email address and password. Since you are an assigned reviewer, your **Desktop Page** will show a section for **Reviewer Tasks**.

QUICK LINKS	Home About Us Contact Us Support Help Desktop Profile Sign Out						
AUTHORS: Submit manuscript Check production Restart session	Desktop Matthew G Young [1052], Signed in at: 8/25/2000 3:43:23 PM						
MEETINGS: Submit Meeting Paper Submit Abstract	▼ Reviewer Tasks [1 manuscript] <input type="text" value="By title"/> <ul style="list-style-type: none"> ▼ Brain research is fun and informative. Brain Research [Research Reports] [ID: 1385] [Version: 1] Warren G Young*, Benjamin G Young*, Mary R. Young <table border="1"> <thead> <tr> <th>Item</th> <th>Status</th> <th>Action Required</th> </tr> </thead> <tbody> <tr> <td>• Manuscript assigned Aug 25 2000 3:30PM</td> <td>Need response</td> <td>Accept/Decline</td> </tr> </tbody> </table> <p>ASSIGNED ACCEPTED DECLINED READ SAVED REVIEW SENT EXTRA INFO COMPLETED</p>	Item	Status	Action Required	• Manuscript assigned Aug 25 2000 3:30PM	Need response	Accept/Decline
Item	Status	Action Required					
• Manuscript assigned Aug 25 2000 3:30PM	Need response	Accept/Decline					
GENERAL: Preview Server	▼ Other Tasks						



Note that if this is the first time you are viewing your desktop, the **Reviewer Tasks** bar may be collapsed:

▶ **Reviewer Tasks** [1 manuscript]

If this is the case, simply click on the **right triangle**, and the page will display again with the **Reviewer Tasks** expanded to show all manuscripts. This will be remembered by SmartWorks so that the next time you sign in, your last display options will be automatically invoked.

REVIEWER MANUAL

Every manuscript that you have reviewed will be listed here. The desktop will also display other roles that you may have within SmartWorks. For example, if you are an author, an **Author Tasks** bar would be available. Expanding that bar would list all of the manuscripts you have authored and published with SmartWorks.

Each manuscript has three main sections to it:

1. The **Title and Synopsis information** (journal, SmartWorks ID number, version, and authors).

▼ **Brain research is fun and informative. *Brain Research [Research Reports] [ID: 1385] [Version: 1]***
Warren G Young*, Benjamin G Young*, Mary R. Young

2. An **Item, Status, and Action list** indicating a brief summary of the most important phases the manuscript has passed through.

Item	Status	Action Required
• Manuscript assigned Aug 25 2000 3:30PM	Need response	Accept/Decline

3. A **progress bar** that uses color coding to quickly show the major states that the manuscript has successfully passed.

ASSIGNED ACCEPTED DECLINED READ SAVED REVIEW SENT EXTRA INFO COMPLETED

When communicating with the editors using email, fax, letter, or phone, have the title and synopsis information ready. This uniquely identifies the manuscript in the SmartWorks database system.

Since this is the first time you are visiting SmartWorks to answer a review request for this manuscript, the **Item, Status, Action list** will show the assignment date, indicate that it needs a response from you, and provide a link for **Accept/Decline**.

With the Progress Bar, the color green is used to indicate a state that the manuscript has passed. In this example, this manuscript has been **Assigned**. No other state has yet been applied to the manuscript with respect to you as a reviewer.

Click on the link **Accept/Decline** to now display a summary of the manuscript.

REVIEWER MANUAL

QUICK LINKS	Home About Us Contact Us Support Help Desktop Profile Sign Out
AUTHORS:	Desktop Matthew G Young [1052], Signed in at: 8/25/2000 3:43:23 PM
Submit manuscript Check production Restart session	Brain research is fun and informative <i>Brain Research [Research Reports]</i> [ID: 1385] [Version: 1] Warren G Young*, Benjamin G Young*, Mary R. Young
MEETINGS:	ABSTRACT <p>Removal of cholinergic septal inputs using the immunotoxin 192 IgG-saporin reduces the number of interneurons containing neuropeptide Y (NPY)-immunoreactivity in the rat dentate gyrus by approximately 30% (Milner et al., J. Comp. Neurol. 336: 48-59, 1997). The goal of the present study was to determine if NPY-containing neurons that survive deafferentation have any distinguishing morphological and/or microenvironmental features. For this, 2 or 24 weeks after intracerebroventricular injections of 192 IgG-saporin, NPY-immunolabeled neurons in the hilus of the dentate gyrus were examined by electron microscopy. Neither the size nor morphological traits of NPY-labeled perikaryal or dendritic profiles from lesioned compared to control rats at either time-point differed significantly. However, at both time-points, NPY-containing somatal profiles from immunolesioned rats compared to controls had a reduced percentage of their plasmalemmal surface apposed to unmyelinated axon profiles and an increased percentage of their surface occupied by astrocytic profiles. At the 24 week time-point, these differences were statistically significant. The primary contributing factor for these changes was the absence of a subgroup of NPY-labeled somatal profiles in lesioned rats compared to controls which was: (a) distinguished by frequent appositions of unmyelinated axons (from 15 to 35%) to the plasmalemmal surface; and (b) located primarily in the central hilar region. Unlike NPY-containing somata, changes associated with NPY-labeled dendritic profiles were exclusively related to associated presynaptic profiles at the 24 week time-point. In lesioned rats compared to controls at this time-point, NPY-containing dendritic profiles had a concurrent increase in the percentage of the plasmalemmal surface occupied by active zones and the size of terminals contacting them. The present results combined with those of our earlier study suggest that septal cholinergic deafferentation results in: (a) the loss of a distinct subpopulation of hippocampal NPY-containing neurons; and (b) an increase in total active zone area suggesting a strengthening of synaptic connections to the surviving population of NPY-containing neurons in the long term.</p> <p><input checked="" type="radio"/> I accept the review <input type="radio"/> I decline the review</p> <p>CANCEL CONTINUE</p>
GENERAL:	Preview Server



You should read the abstract and then decide if you accept the review request. Click on **I accept the review** or **I decline the review** and then click on **Continue**.



Note that some journals may show more or less information. The abstract show here is an example only. In most cases, there should be sufficient information displayed for you to make your decision.

If you choose not to accept the review, you will no longer be able to access this manuscript. However, if you choose to accept the review, the manuscript will then be fully accessible. The following page is displayed by SmartWorks.

REVIEWER MANUAL

QUICK LINKS	Home About Us Contact Us Support Help Desktop Profile Sign Out
AUTHORS:	Review a Manuscript Matthew G Young (1052), Signed in at: 8/25/2000 3:43:23 PM
MEETINGS:	Instructions: <ol style="list-style-type: none">1. Download the Manuscript PDF file. You need Adobe Acrobat reader (free) in order to see the content. If you don't have this, go to the Adobe website to download and install the software.2. You can also choose to have all the files emailed to you as email attachments.3. Read the manuscript. The PDF file may contain only text if the layout was not completed.4. Look at each figure. The thumbnails of each figure and its legend are displayed below.5. Make any notes you need in the field for notes below.6. Click on the Send button at the bottom to save your notes.7. Write your review in the fields provided below. One review is labelled Public and is viewed by the authors. Another is labelled Private and is viewed only by the editorial staff.8. A discussion comment is optional. This is posted on any related discussion forums related to this manuscript.9. Any additional information needed from you for the review will be listed at the bottom of this window.10. When the review is complete, select Review is Complete and click on the Send button.
GENERAL:	Brain research is fun and informative. [ID: 1385] [Version:1] Brain Research [Research Reports] Young, Warren G*, Young, Benjamin G*, Young, Mary R.
Submit manuscript Check production Restart session	Download the following files: DOWNLOAD File size = 134650, Format = PDF EMAIL FILES Email all the files as file attachments.
Submit Meeting Paper Submit Abstract	Thumbnails of all figures:  Figure #1 [rev: 1.0] : This should be the legend for figure 1 File size = 229195, Version = Photoshop 5.0  Figure #2 [rev: 2.0] : This should be the legend for figure 2 File size = 279644, Version = Photoshop 5.0
Preview Server	Notes: <div style="border: 1px solid black; height: 40px;"></div>
	Review: Public Review <div style="border: 1px solid black; height: 40px;"></div> Private Review <div style="border: 1px solid black; height: 40px;"></div> Discussion <div style="border: 1px solid black; height: 40px;"></div>
	Additional Information: A. <input type="radio"/> Acceptable in present form B. <input type="radio"/> Acceptable but needs minor revision C. <input type="radio"/> Acceptable but needs major revision D. Format: <input type="text"/> E. Priority level for publication: <input type="text"/> F. <input type="radio"/> Rejection <input type="checkbox"/> Review is complete CANCEL SEND

REVIEWER MANUAL

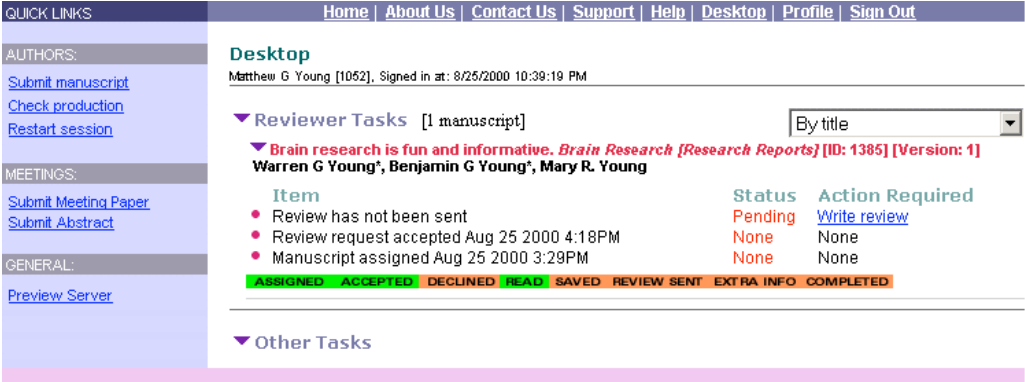
This is a fully self-contained page, you might say. It has the appropriate links to access the individual files of the manuscript, as well as a general form to enter in the review comments.

The first section contains instructions on what to do. The basic instructions are the same for all journals. The specific forms for the review may vary though from journal to journal.

The next section is a Download File section. There are several buttons for downloading files. You can download the source file or download the PDF file. In most cases, the PDF file will be easier to handle. You will need to have Adobe Acrobat reader installed on your computer. You can get this free reader from Adobe's website at <http://www.adobe.com/acrobat>. Another way to get the files is to have SmartWorks email all the files to your email address. Finally, you can FTP all of the files to an FTP server that you specify.

The next section are the figures. These appear as thumbnails, followed by icon buttons. Clicking on each thumbnail will open a new browser window with the image enlarged to 100%.

If you exit this page, your **Desktop Page** will show a modified **Item, Status, Action list**.



The screenshot shows a web interface for a reviewer. At the top, there are navigation links: Home, About Us, Contact Us, Support, Help, Desktop, Profile, and Sign Out. Below this is a sidebar with sections: QUICK LINKS, AUTHORS (with links for Submit manuscript, Check production, Restart session), MEETINGS (with links for Submit Meeting Paper, Submit Abstract), and GENERAL (with link for Preview Server). The main content area is titled 'Desktop' and shows the user 'Matthew G Young [1052]' signed in at 8/25/2000 10:39:19 PM. Under 'Reviewer Tasks [1 manuscript]', there is a dropdown menu set to 'By title' and a task for 'Brain research is fun and informative. Brain Research [Research Reports] [ID: 1385] [Version: 1]' by Warren G Young, Benjamin G Young, and Mary R. Young. A table lists the task details:

Item	Status	Action Required
Review has not been sent	Pending	Write review
Review request accepted Aug 25 2000 4:18PM	None	None
Manuscript assigned Aug 25 2000 3:29PM	None	None

Below the table is a status bar with buttons: ASSIGNED, ACCEPTED, DECLINED, HEAD, SAVED, REVIEW SENT, EXTRA INFO, COMPLETED. At the bottom, there is a section for 'Other Tasks'.

The link to Accept/Decline has been replaced with **Write Review**. Clicking on this link will open the manuscript display page again and let you continue with your review.

When you have completed the review, click on **Send** and your review will be sent to SmartWorks. Your work as reviewer is now complete. When the editor makes a decision on this manuscript, you will be sent copies of the other reviews.

REVIEWER MANUAL

Technical Support

Technical support is by email...

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