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INSTRUCTIONS TO REVIEWERS

Reviewers for JMBE are invited by editors and section editors. If you are interested in becoming a reviewer, please email jmbe@asmusa.org.

The Reviewer is selected by the section editor or editor to review a submission. Reviewers are asked to submit reviews to the journal's web site and are able to upload attachments and comments for the use of the editor and author. Reviewers may be rated for effectiveness and timeliness by the section editor or editor.

You will be notified by email that you have been requested to complete a review. Once you have received the email, the first step is to login to <http://jmbe.asm.org/>, and select your role as reviewer:



JMBE Journal of Microbiology & Biology Education

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In the "Active Submissions" section, select the article title to take you to the review page for the article. Also note the due date for the review. **Reviews are due within 2 weeks from the date of request.**


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Home > User > Reviewer > Active Submissions						
Active Submissions						
ACTIVE ARCHIVE						
ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND	
160	05-11	LTE	TEST	05-25	1	
1 - 1 of 1 Items						

From the "Review" page, you may view information about the submission. You may also view the metadata submitted by the author:

Home > User > Reviewer > #160 > Review

#160 Review

Submission To Be Reviewed

Title: Test
 Journal Section: Letters to the Editor
 Abstract:
 Submission Editor: Heather Shand 
 Submission Metadata: [VIEW METADATA](#)

Review Schedule




Editor's Request: 2010-05-11
 Your Response: -
 Review Submitted: -
 Review Due: 2010-05-25

Review Steps

Scroll down the page to view “Review Steps”. There are seven steps in total. In **“Step 1”** please indicate whether or not you are able to do the review. Click on the envelope icon beside “will do the review” or “unable to do the review” to prompt an email message to the editor. Please note you will not be able to view the manuscript and associated files until you accept the request to review. Also be sure you consult the Reviewer Guidelines as indicated in **“Step 2”** before accepting to do the review.

Review Due 2010-05-25

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Will do the review  Unable to do the review 
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review
4. Declare whether or not you have competing interests with regard to this research (see [CI POLICY](#)).
5. Click on icon to enter (or paste) your review of this submission.


If you clicked on the envelope icon beside “will do the review” the following email will be generated. You may make edits to the body of the email. Once you click “send” you will be sent back to the review page.

Send Email

To:

CC: Heather Shand <heather_shand@multi-med.com>

BCC:

Send a copy of this message to my address (heather_shand@multi-med.com)

Attachments:

From: "Heather Shand" <heather_shand@multi-med.com>

Subject: [IMBE] Able to Review

Body: Heather Shand:
I am able and willing to review the submission, "Test," for Journal of Microbiology & Biology Education. Thank you for thinking of me, and I plan to have the review completed by its due date, 2010-05-25, if not before.
Heather Shand

Your response will now show as “accepted” in the system. You can now view the submission manuscript and supplementary files (see **“Step 3”**). Click on the file name in order to download and view the manuscript.

Review Steps

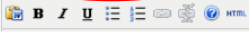
1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [160-994-1-RV.DOCX](#) 2010-05-11
Supplementary File(s) None
4. Declare whether or not you have competing interests with regard to this research (see [CI POLICY](#)).

The next step, **“Step 4”**, is to declare whether or not you have competing interests. Review the Competing Interest (CI) policy before declaring any competing interests. Enter competing interests (if any) or state that none exist in text box provided, and click “Save”.

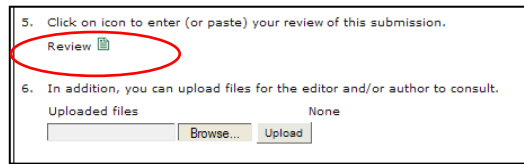
Submission Manuscript [160-994-1-RV.DOCX](#) 2010-05-11

Supplementary File(s) None

4. Declare whether or not you have competing interests with regard to this research (see [CI POLICY](#)).



Step 5: Once you have completed your review, click on the “Note” icon beside Review. A default form appears.



If the review is not free form, an electronic review form will appear. Complete the form and be sure to click “Save”.

Perspectives Section Review Form

This electronic form is for reviewers to use in evaluating manuscripts submitted to the Perspectives section of JMBE. Each scaled question is required. At the end of each section, there is a space for reviewers to comment specifically on that criterion. Please email questions to jmbe@asmusa.org.

Expertise:

Rate your expertise in the topic area of this paper. *

1-Expert
 2-Knowledgeable
 3-Passing knowledge
 4-no knowledge

Interest: *

1- Manuscript clearly focuses on a current topic of universal/broad interest to the microbiology/biology education community.
 2- Manuscript lacks a clear focus or emphasizes a topic of low interest to the microbiology/biology education community.
 3- Manuscript fails to address a topic of interest to the microbiology/biology education community.
 N/A - Does not apply

Overall comments about interest:

Step 5 (continued): If the Free Form dialogue box appears (see right), enter (or paste) your review of the submission within the form. You may enter separate comments for the “author and editor” and “editor”. Be sure to click “Save” once complete. You may return to this form and add additional information at any time until your review is complete. (“Step 7”).

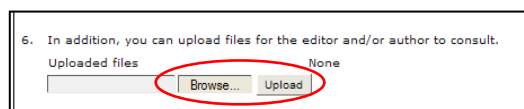
Review

No Reviews

Subject:

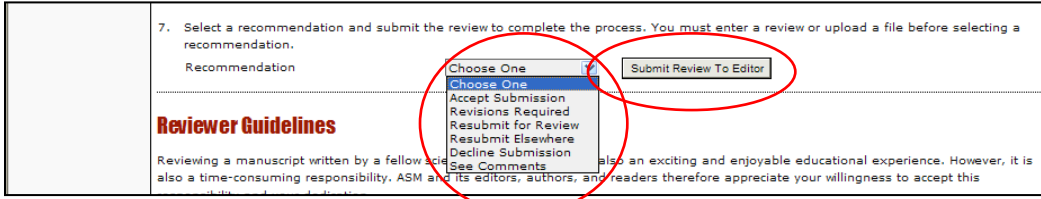
* Denotes required field

Step 6: If you wish to upload files for the author and/or the editor to consult, use the “Upload files” tool. Please note this is not required.



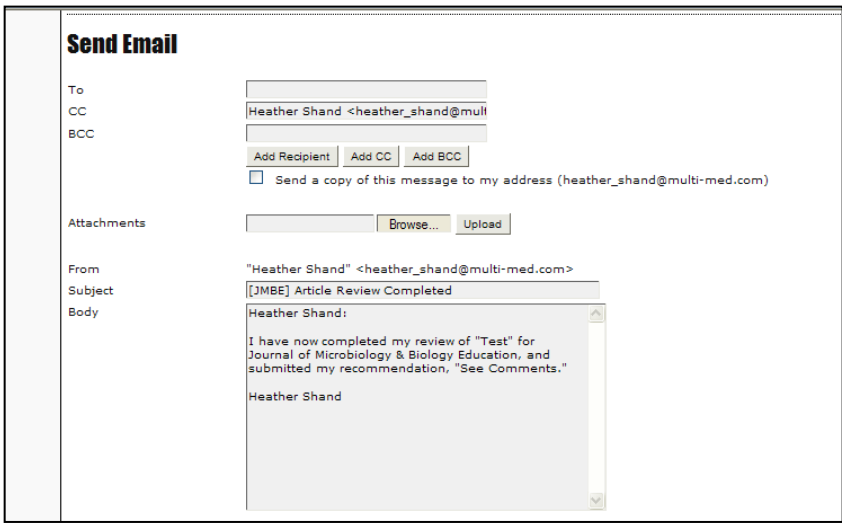
Step 7: Select a recommendation and submit the review to complete the process. You must enter/complete the form for review or upload a file before selecting a recommendation. You will be asked to select your recommendation from the pull down menu.

Once you select your recommendation be sure to click “Submit Review to Editor”. If this is not done, the system will **not** show your review as completed.



The screenshot shows a web form for submitting a review. At the top, it says: "7. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation." Below this is a "Recommendation" dropdown menu with a "Choose One" button. The dropdown menu is open, showing options: "Choose One", "Accept Submission", "Revisions Required", "Resubmit for Review", "Resubmit Elsewhere", "Decline Submission", and "See Comments". To the right of the dropdown is a "Submit Review To Editor" button. A red circle highlights the dropdown menu and the "Submit Review To Editor" button. Below the form is a section titled "Reviewer Guidelines" with some text starting with "Reviewing a manuscript written by a fellow..." and "also an exciting and enjoyable educational experience. However, it is also a time-consuming responsibility, ASM and its editors, authors, and readers therefore appreciate your willingness to accept this..."

Once you have submitted a review to the editor, you will no longer be able to make changes to your review. Be sure you have completed your review before clicking the submit button. At this point, an email message will automatically be generated, informing the section editor or editor of the completion of your review:



The screenshot shows an email composition window titled "Send Email". The "To" field is empty. The "CC" field contains "Heather Shand <heather_shand@multi-med.com>". The "BCC" field is empty. There are buttons for "Add Recipient", "Add CC", and "Add BCC". A checkbox is checked with the text "Send a copy of this message to my address (heather_shand@multi-med.com)". The "Attachments" section has a "Browse..." button and an "Upload" button. The "From" field contains "Heather Shand" <heather_shand@multi-med.com>". The "Subject" field contains "[JMBE] Article Review Completed". The "Body" field contains the following text: "Heather Shand: I have now completed my review of 'Test' for Journal of Microbiology & Biology Education, and submitted my recommendation, 'See Comments.'" followed by "Heather Shand".

You may edit and personalize the email. Once it has been sent, your review is complete!