BRIEF INSTRUCTIONS FOR REVIEWERS



Journals Department

AMERICAN PSYCHOLOGICAL ASSOCIATION 750 First Street NE, Washington, D.C 20002

A Message from the APA Journals Office

Dear APA Reviewer:

On behalf of the American Psychological Association and the editors of our publications, we thank you for being an integral part of our peer review process. The peer review process is confidential and author identities are masked for many of our journals. Please provide positive criticism of the manuscript. There might be additional guidance from the editor regarding your review, depending on the journal. Please visit the journal's APA website or review the invitation from the editor.

If at any point, you have any concerns or questions, please feel free to contact the editorial office. The contact information is always available via the "Contact Us" link on the journal's Editorial Manager website.

Thank you for being a part of peer review.

Respectfully yours,

The APA Journals Team

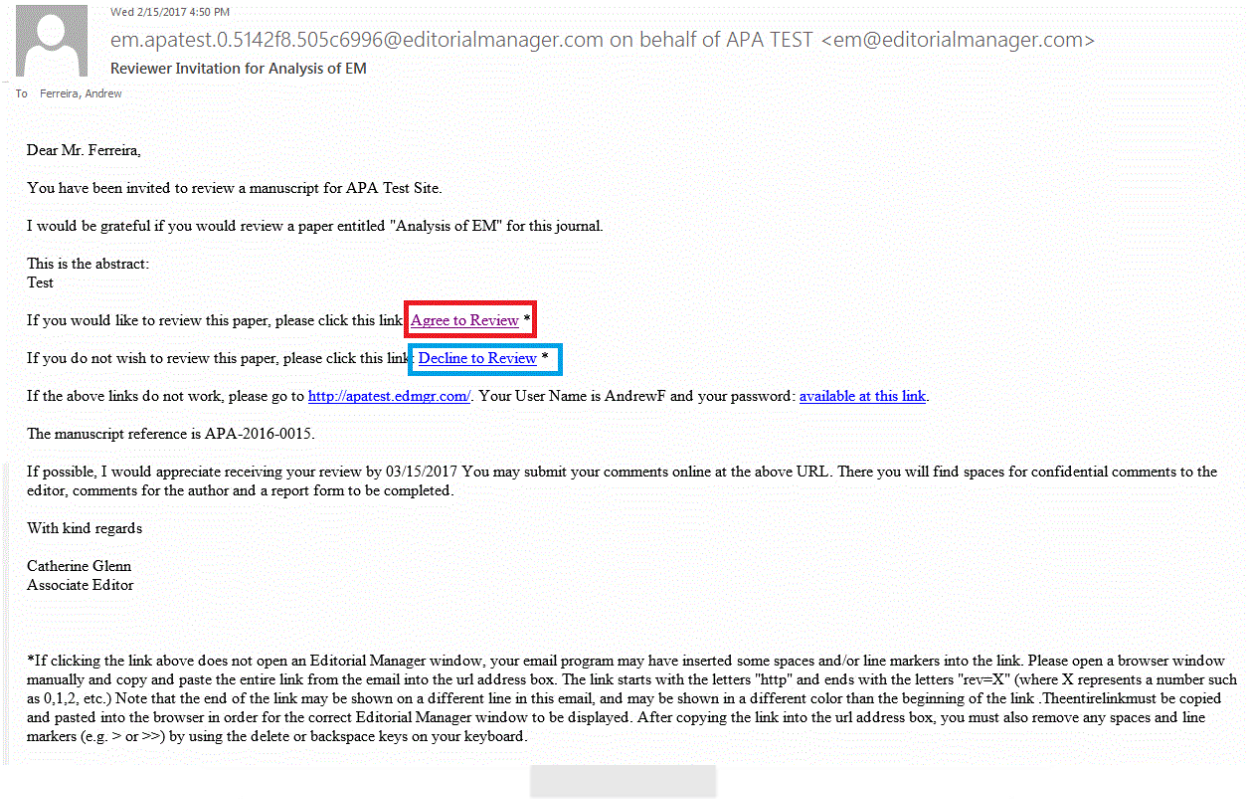
Invitation to Review

Manuscripts are reviewed for fit and quality prior to being sent to reviewers. This is done to conserve reviewer and author time. After this evaluation, the handling editor invites experts in the field to review the submission. This email is sent from the journal's Editorial Manager website.

Agreeing to Review

Agreeing to Review via Email

Upon receipt of the invitation, you may agree to review the manuscript. You can do so by selecting the "Agree to Review" deep link (as boxed below in red). If you wish to decline then select "Decline to Review." Declining to review the manuscript will bring you to an optional text box, where you may wish to nominate other colleagues to potentially review the manuscript.



Wed 2/15/2017 4:50 PM

em.apatest.0.5142f8.505c6996@editorialmanager.com on behalf of APA TEST <em@editorialmanager.com>

Reviewer Invitation for Analysis of EM

To Ferreira, Andrew

Dear Mr. Ferreira,

You have been invited to review a manuscript for APA Test Site.

I would be grateful if you would review a paper entitled "Analysis of EM" for this journal.

This is the abstract:
Test

If you would like to review this paper, please click this link: Agree to Review *

If you do not wish to review this paper, please click this link: Decline to Review *

If the above links do not work, please go to http://apatest.edmgr.com/. Your User Name is AndrewF and your password: available at this link.

The manuscript reference is APA-2016-0015.

If possible, I would appreciate receiving your review by 03/15/2017 You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

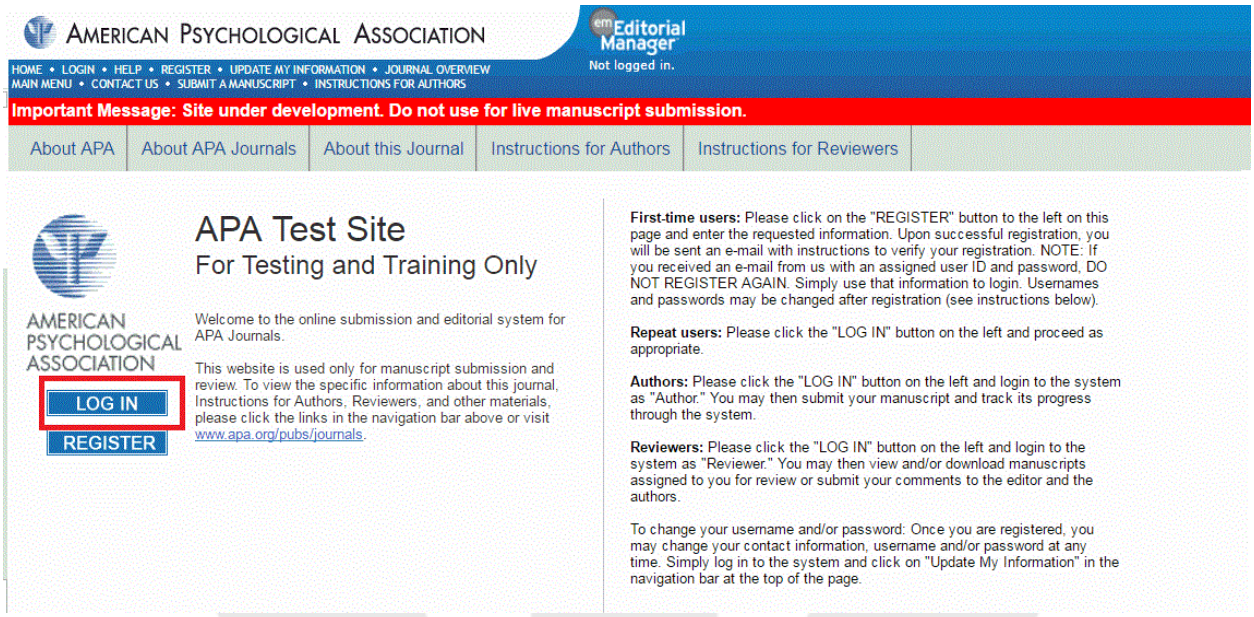
Catherine Glenn
Associate Editor

*If clicking the link above does not open an Editorial Manager window, your email program may have inserted some spaces and/or line markers into the link. Please open a browser window manually and copy and paste the entire link from the email into the url address box. The link starts with the letters "http" and ends with the letters "rev=X" (where X represents a number such as 0,1,2, etc.) Note that the end of the link may be shown on a different line in this email, and may be shown in a different color than the beginning of the link .Theentirelinkmust be copied and pasted into the browser in order for the correct Editorial Manager window to be displayed. After copying the link into the url address box, you must also remove any spaces and line markers (e.g. > or >>) by using the delete or backspace keys on your keyboard.

After selecting either Agree or Decline, a confirmation will appear on your screen. If you are declining to review, EM will prompt you for a reason. Please submit this box (even if blank) or the system will not register your decline. In this instance, please login to the journal's portal as a reviewer to ensure your correct selection is accounted for.

Agreeing to Review via Portal

In the event you misplace the original email invitation, you may also agree/decline to review through the journal's portal by following the appropriate steps listed below. First log into the journal's portal by selecting "Log In."



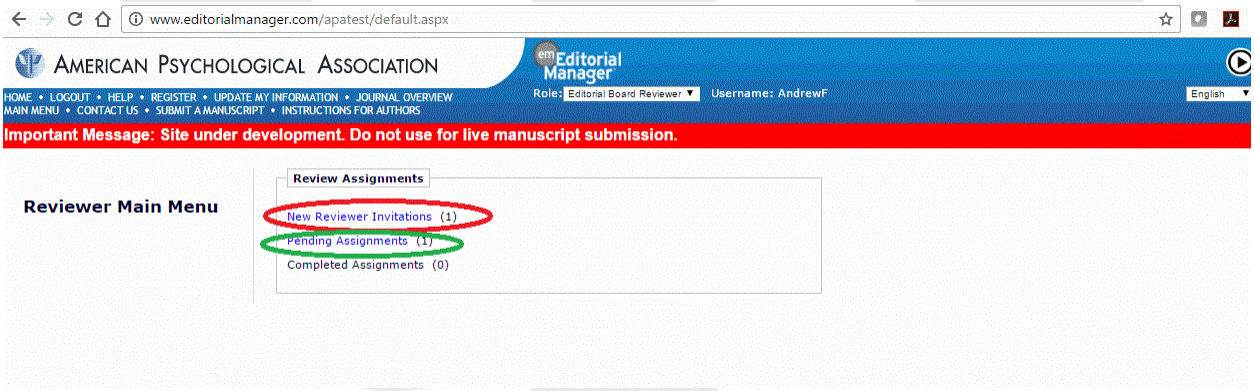
After clicking "Log In, " you will be brought to the portal's entrance. Please input your username and password. Following the completion of this task, select "Reviewer Login" as pictured below in red. If you do remember you username and/or password you can select "Send Login Details" to help you reset your password.



Upon entering the Reviewer Main menu. You will see three links:

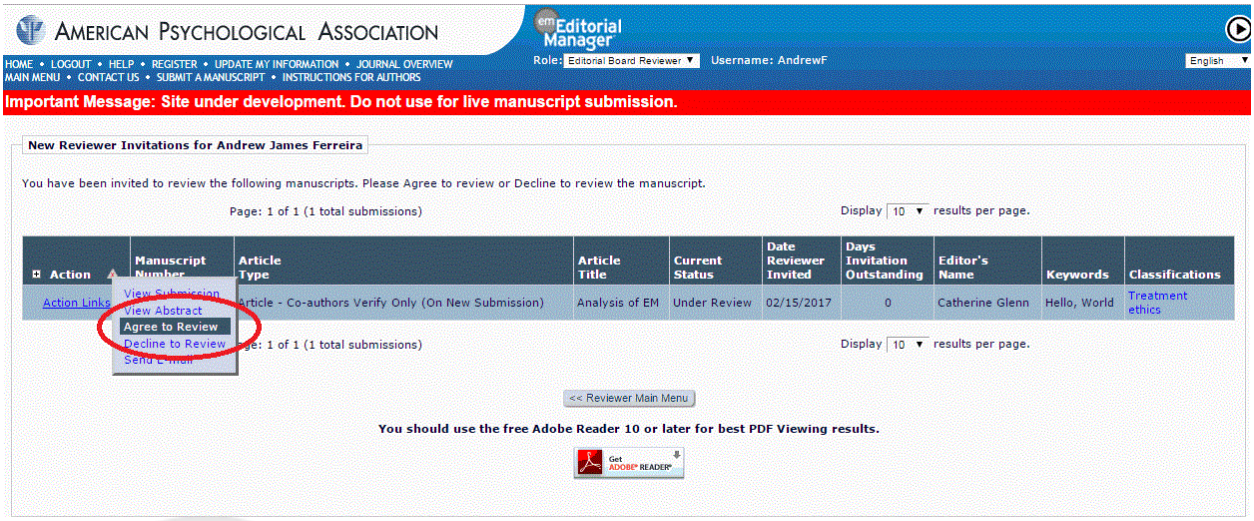
- New Reviewer Invitations
    - All new invitations will be present in this queue.
- Pending Assignments
    - All reviews that you've agreeing to that have not be submitted to the handling editor.
- Completed Assignments
    - All previous assignments that you've completed for this particular journal.

Proceed to Clicking on "New Reviewer Invitations" located within the red oval.

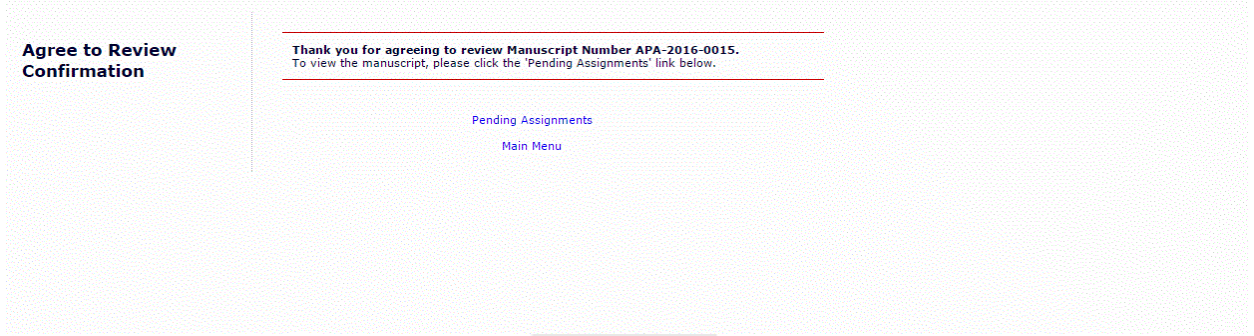


Upon arriving into the New Reviewer Invitations queue, hover your pointer over "Action Links (pictured below)." You will see five options:

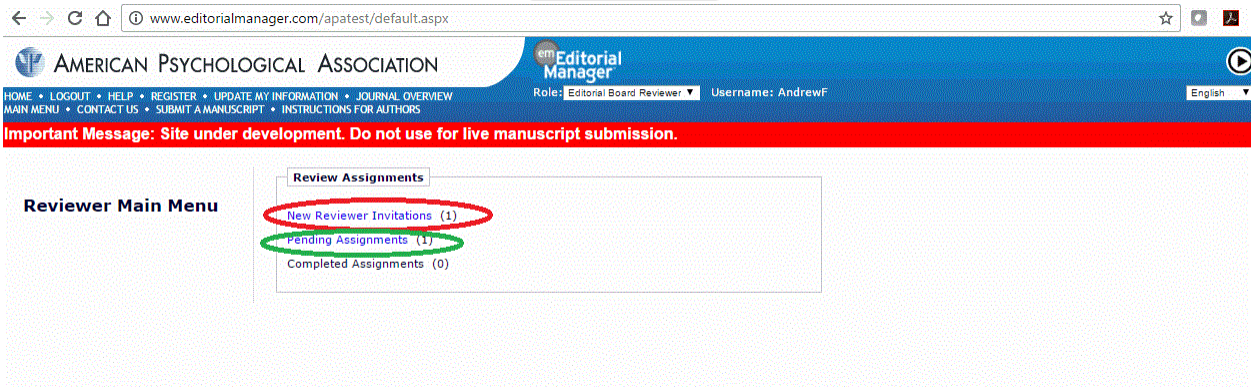
- View Submission
    - Download a masked copy of the complete manuscript.
- View Abstract
    - View the abstract of the manuscript.
- Agree to Review
    - Confirm that you wish to review the paper.
- Decline to Review
    - Register your declination to provide commentary on the manuscript.
- Send Email
    - Send an email within the system to the handling editor.



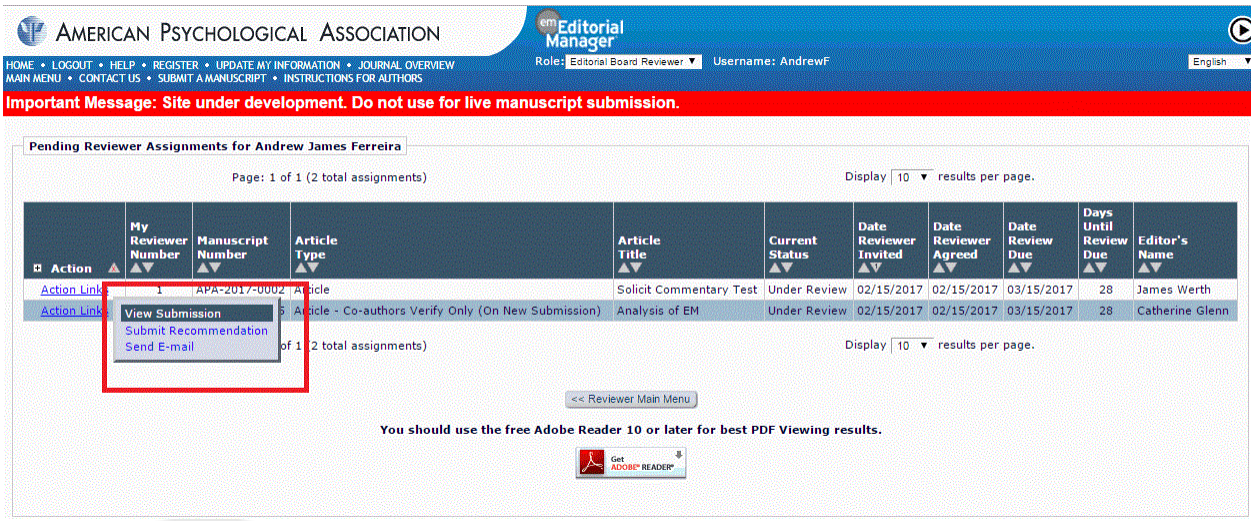
After selecting "Agree to Review," a confirmation screen will appear. Concurrently an email with instructions will be sent to your inbox.



Accessing the Review



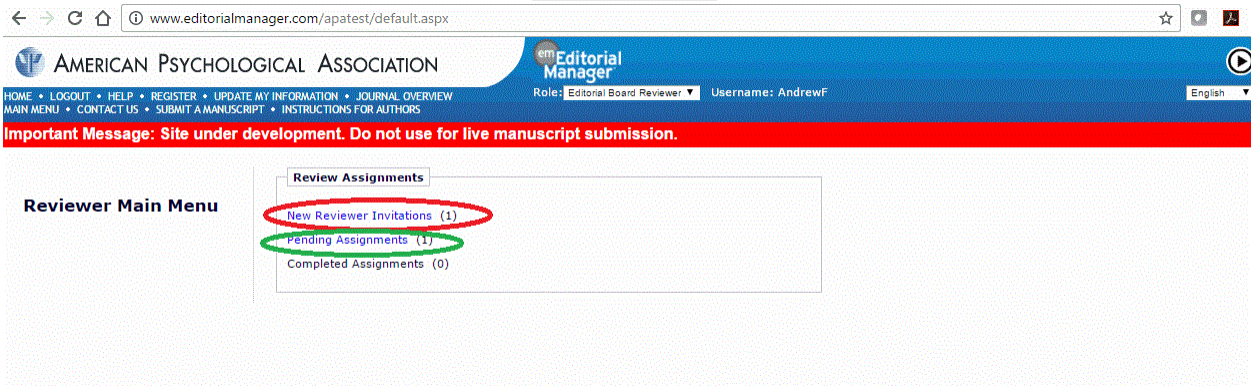
Upon receiving the instructions email, the assignment is now moved into your "Pending Assignments" queue listed in green above. Proceed and click on this link.



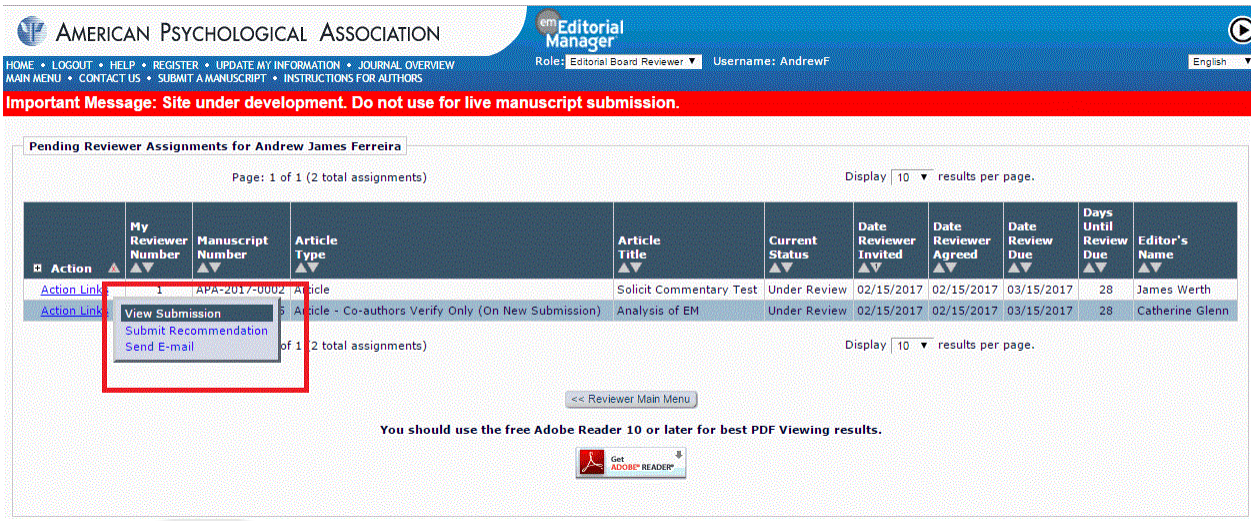
Upon reaching this queue, hover your cursor over “Action Links.” A box will appear (as pictured above) with three options:

- View Submission
  - Ability to download a sanitized version of the manuscript for review purposes.
- Submit Recommendation
  - Register your critique of the manuscript within the system. It will then be forwarded to the handling editor.
- Send Email
  - Contact the handling editor of the assignment via the system.

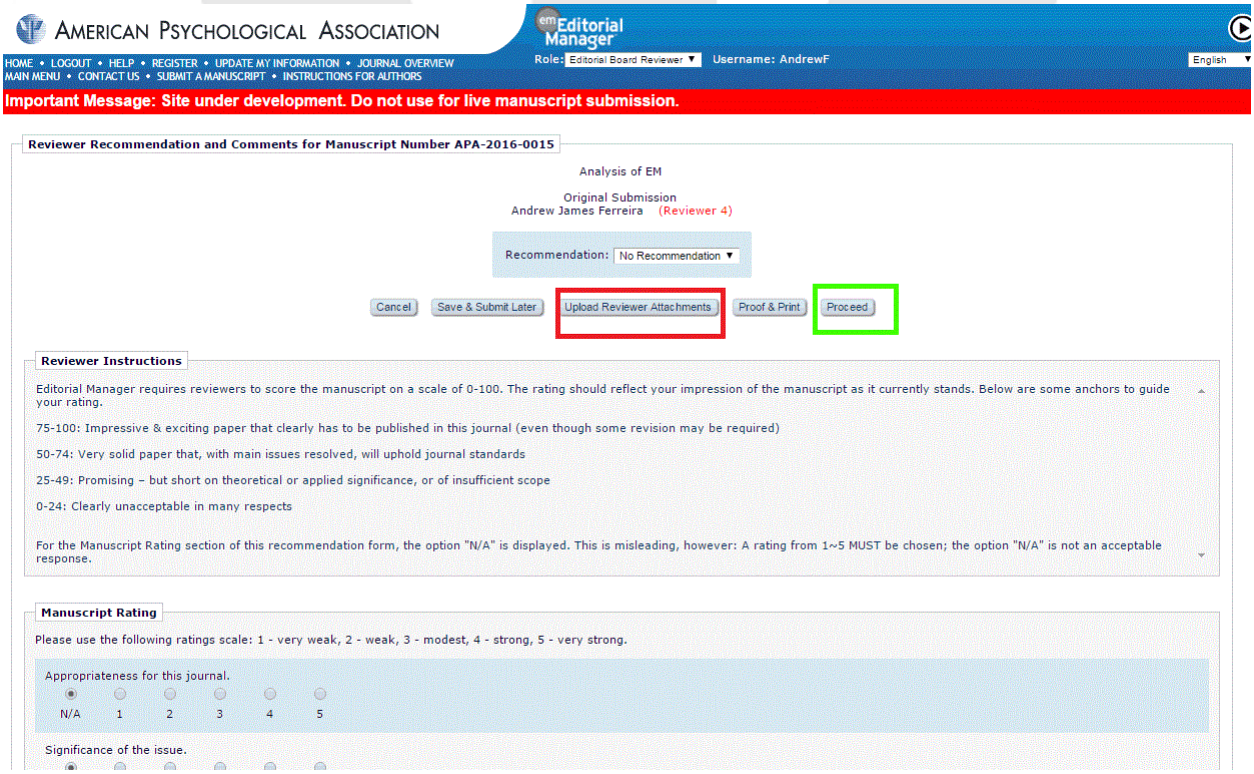
Submitting the Review



To submit your review, login to the journal’s portal as a “Reviewer.” Upon arriving on the main menu interface, select “pending assignments,” listed above in green.



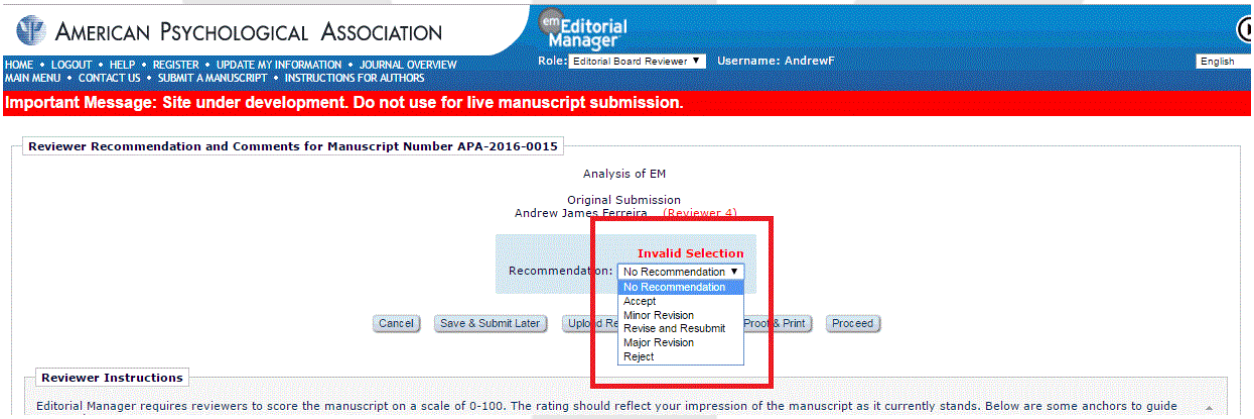
Upon doing so, it will then bring you into the "Pending Assignments" queue for any outstanding critiques you agreed to review. Please hover your cursor over "Action Links" and select "Submit Recommendation." This will thus bring you to the Reviewer Recommendation interface. If it's available, you may upload any files pertinent to your critique via the "Upload Reviewer Attachments (located in red below)."



It is important to recognize the box highlighted in red below. It is your recommendation that will be submitted for review by the handling editor. It is required to select a decision, which are typically:

- Accept
    - The manuscript in its current form is acceptable for publication. No other edits will be made outside of minor copyediting at the proofs stage.
- Minor Revision
    - The manuscript requires minor edits and is not acceptable in its current format.
- Major Revision
    - The manuscript requires a major overhaul and is not acceptable in its current state.
- Reject
    - The manuscript does not meet the caliber to be published within this journal.

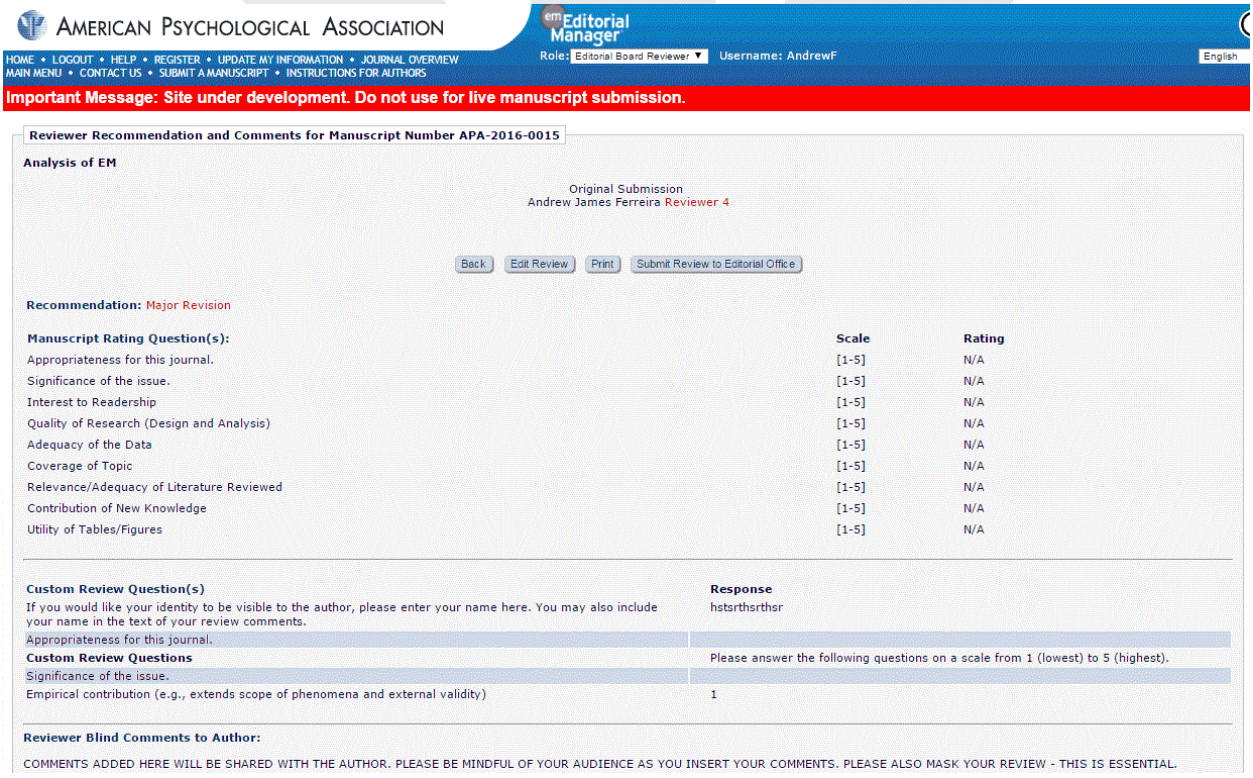
Please select the one you believe is most appropriate for the version of the manuscript you are reviewing.



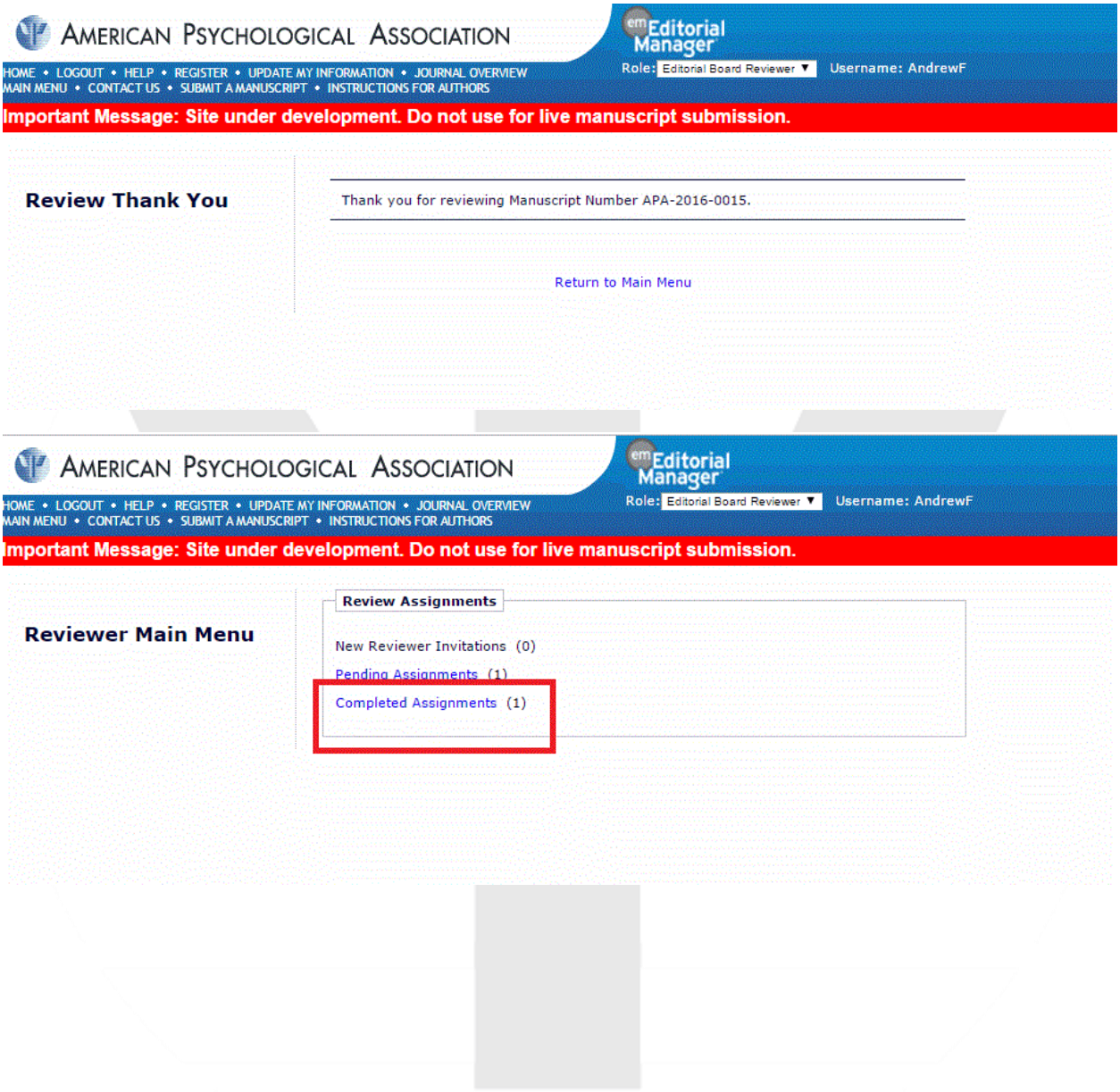
After selecting a decision recommendation, you will have the opportunity to include narrative comments (see below). They are pictured below. It is important to note that all information inputted within the “Comments to Author” will be incorporated and sent to the authors and reviewers. Your name will not be associated with your critique unless you reveal your identity in this commentary box. Language: If you include your notes in “Comments to Editor”, then the editor will assume you do not want those comments shared with the reviewer.



After completing your review, you can click on the "proceed" button located below the Recommendation drop down menu or the foot of the page. It will then bring you to an overview page (pictured below). After a final evaluation, click on "Submit Review to Editorial Office." This will complete your review and a confirmation email will be sent noting that your review has been recorded and thanking you for your service to the journal.



If you do not receive either a confirmation or see that your assignment has not transitioned into the "Completed Assignments" queue (listed below in red), please contact your Manuscript Coordinator for further assistance.



Frequently Asked Questions

Can I have a student co-review with me?

Yes, if you are a professor who is mentoring a graduate student, you may co-review the paper with them. Please be sure to contact the handling editor and indicate upon submitting your review that it was completed with a co-reviewer.

What do I do if there is a conflict of interest or a masking issue/masking issue?

If you have a potential conflict of interest, please contact the Manuscript Coordinator for the journal. This individual will consult the handling editor of your manuscript whether the conflict of interest merits you being unassigned.

If you've already agreed and you discover a definitive conflict of interest, please contact the Manuscript Coordinator and you will be unassigned from the assignment. Be sure to delete all copies of the article in question.

What do I do if I need an extension of my review due date?

Please contact the Manuscript Coordinator for the journal. They will consult with the handling editor regarding the extension. Please keep in mind, journals do their best to maintain low lag times and thus the handling editor might make a decision without your review if necessary.

Can I submit my review as an attachment?

This option is dependent upon the journal. Please note, if you do upload your review as an attachment, then make sure you do not include any identifying information.

I submitted a .PDF attachment and it contains identifying information. What do I do?

In the event you do submit an attachment with commentary, here are instructions to assist you in "scrubbing" the metadata of your file:

1. At the top right in Acrobat, click the Tools pane. Open the Protection panel.

2. The sanitation tools are listed under the heading Hidden Information.

    • To permanently remove items such as metadata, comments, and file attachments, select Sanitize Document. Click OK.

    •To have more control over what is removed, select Remove Hidden Information.

3. Type a name for your file, and click Save.

Courtesy of Adobe Acrobat Reader

https://acrobatusers.com/assets/uploads/public_downloads/2215/adobe-acrobat-xi-pdf-sanitization-remove-hidden-data-from-pdf-files-tutorial-ue.pdf

What do I do if I forget my password?

You can reset your log-in credentials by utilizing the "Send Login Details" function via the journal's portal. If you have difficulty doing so, contact the Manuscript Coordinator for further assistance. Please

keep in mind, you may have multiple accounts with the journal and thus your invitation may have been sent to the address associated with your duplicate profile. If this is the case, contact the Manuscript Coordinator to merge your accounts and to reset your password with your most current email address.

Which text box (Comments to Author/Comments to Editor) do I insert my review into?

All remarks should be placed in the "Comments to Author" text box if intended for the authors. These critiques will be included in the decision letter. Any words placed in the "Comments to Editor" section will only be provided and made available to the handling editor and main editor of the journal. The editor will assume that you do not want these comments shared with the authors.

Is my review confidential?

Yes, your review is confidential. The American Psychological Association implements a double-blind review process by default in order to ensure the integrity of peer review, but you should check each journal's website for their specific policy. The APA has no journals where reviewer identities are revealed by default. You can sign your review if you want to reveal your identity to the authors.

Is there any guidance on how my review should be formatted?

There is no overall formal guidance on how reviews should be formatted, but check the specific journal's website.

Why is my username and password not the same for all APA Journals?

Each APA Journal is independent of one another in regards to their reviewer and author databases. Hence, it is required that all login credentials be unique to that particular journal.

How do I access the attachments mentioned in the decision letter?

Reviewers do not receive the attachments with the decision letter. However, reviewers can access those files by logging into EM.