Reviewer User Guide

The OJS software was designed for journal manuscript submission, peer review, and publication. We are using it for data report submission and review. Please disregard any reference to "journal."

I. A potential reviewer will receive the following email with the subject line [IODP] Review Request

> I believe that you would serve as an excellent reviewer of the manuscript, "Submission Title," by (author), which has been submitted to *Proceedings of the International Ocean Discovery Program*. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.
>
> The default setting is for an Open review. If you would prefer your name to be hidden, please reply to this email and let me know **before** you accept this request. Also, please let me know if you would like to be acknowledged as a reviewer for this volume.
>
> Please click the link below to log into the journal web site by (due date) and indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. If you are unable to review this manuscript, please click the link below and then click the **Decline Review Request** button. On the following page, please suggest other potential reviewers.
>
> Page count: xx
> Number of figures: xx
> Number of tables: xx
>
> Submission URL:
>
> The review itself is due (due date).
>
> If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username). (password reset link)
>
> When you are logged into your account, please provide your ORCID ID if you have one.
>
> 1. Hover over your name in the top right corner and click View Profile.
> 2. Click on the Public tab.
> 3. Scroll down and click on the button called "Create or Connect your ORCID ID"
> 4. Click Save.
>
> Thank you for considering this request.
>
> Assigned Board Member
>
> "Submission title"
>
> Abstract

II. Reply to ABM email and indicate:
   A. If you do not want an open review.
   B. If you want to be acknowledged as a reviewer in the volume after publication.

III. Click the link in the email or log in and go to Submissions > My Queue
   A. Click on the line that says "Waiting on a response from the reviewer."
      1. Click View All Submission Details to view the abstract, author, and additional information.

2. Review the dates and click "Accept Review, Continue to Step #2" or "Decline Review Request."

    a) If you click "Decline Review Request," please suggest other potential reviewers on the next page that loads.

B. If you clicked Accept, the next page will load the Reviewer Guidelines. After reading, click "Continue to Step #3"

C. In the Review Files section, click on the files to download them and review.

D. Using the Reviewer Guidelines, type or paste your review comments in the Review field. Note that there is one field to write comments for the author and the editor, and one field for the editor only.

E. In the Upload section under Reviewer Files, you can upload an annotated PDF if applicable. The ABM can attach this to the email that will be sent to the author along with the reviewer's comments and recommendation.

1. Click "Upload File"
2. Drag and drop a file into the window or click "Upload File" to select one from your computer.
3. Click "Continue."
4. Edit file name if you wish, then click "Continue."
5. Click "Complete."
6. Note: The search button will only search for files that are already uploaded by a reviewer.
7. Note: Once the review has been submitted, the reviewer cannot go back and upload another file.

F. You may also add a discussion to the Review Discussions section. Discussions help track the communications that are part of the submission's workflow. It functions like a forum: a user starts a discussion topic, invites others to participate, and sends a message. The discussion becomes a permanent part of the submission's editorial history.

1. Click Add discussion
2. Select participants for discussion.
3. Enter a subject and message
4. You can upload a document to the discussion panel.

    a) Click Upload file (The Select Files button will allow you to choose from files already uploaded.)
    b) Select an article component
    c) Drag and drop or click Upload file to select a file from your computer.
    d) Click Continue
    e) Edit file name if desired, and click Continue
    f) Click Complete
    g) Click OK

5. Participants will receive an email with a link to the discussion, which will be added to the Review Discussions section.

G. Recommendation options

1. **Accept Submission**: it is ready to go to Copyediting as is.
2. **Revisions Required**: it requires minor changes that can be reviewed and accepted by the editor.
3. **Resubmit for Review**: it requires major changes and another round of peer review.
4. Resubmit Elsewhere: DO NOT USE THIS ONE.
5. **Decline Submission**: it has too many weaknesses to ever be accepted.
6. **See Comments**: if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

H. Click Submit Review