

Journal of Mountain Science

Guides to Reviewers

JMS

2015-08-17

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Logging in

- As a reviewer, you will be notified by email of an invitation to review a manuscript.
- The e-mail come embedded with hyperlink invitation responses. Selecting the appropriate hyperlink sends the response to the journal(see yellow highlighting below).

To respond automatically, click below:

Agreed: http://mc03.manuscriptcentral.com/jmsjournal?URL_MASK=QD2NTxdCnxtbb4N9SYpq

Declined: http://mc03.manuscriptcentral.com/jmsjournal?URL_MASK=ScYnMsYj6Qh5rMX9DGnJ

Unavailable: http://mc03.manuscriptcentral.com/jmsjournal?URL_MASK=qwBjDnHdbCrntXhjr9Q8

Logging in

- The editor is notified and the manuscript is forwarded to your Reviewer Center. You will receive an Invitation Response email containing any specific instructions you may need in order to proceed.

Your USER ID for your account is as follows:

SITE URL: <http://mc03.manuscriptcentral.com/jmsjournal>

USER ID: 179406506@qq.com


PASSWORD: To set your password please click the link below. Clicking the link will take you directly to the option for setting your permanent password.

http://mc03.manuscriptcentral.com/jmsjournal?URL_MASK=XXf8RRCJwBCj9MZcwZTX

Logging in


Our journal's ScholarOne Manuscripts site is: <http://mc03.manuscriptcentral.com/jmsjournal>. You can input your User ID & Password and click on the Log In button.

Log In




Log in here if you are already a registered user.

User ID:

Password:  Log In

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:  Go

Forgot Password?

Password Help. Enter your e-mail address to receive an e-mail with your account information.

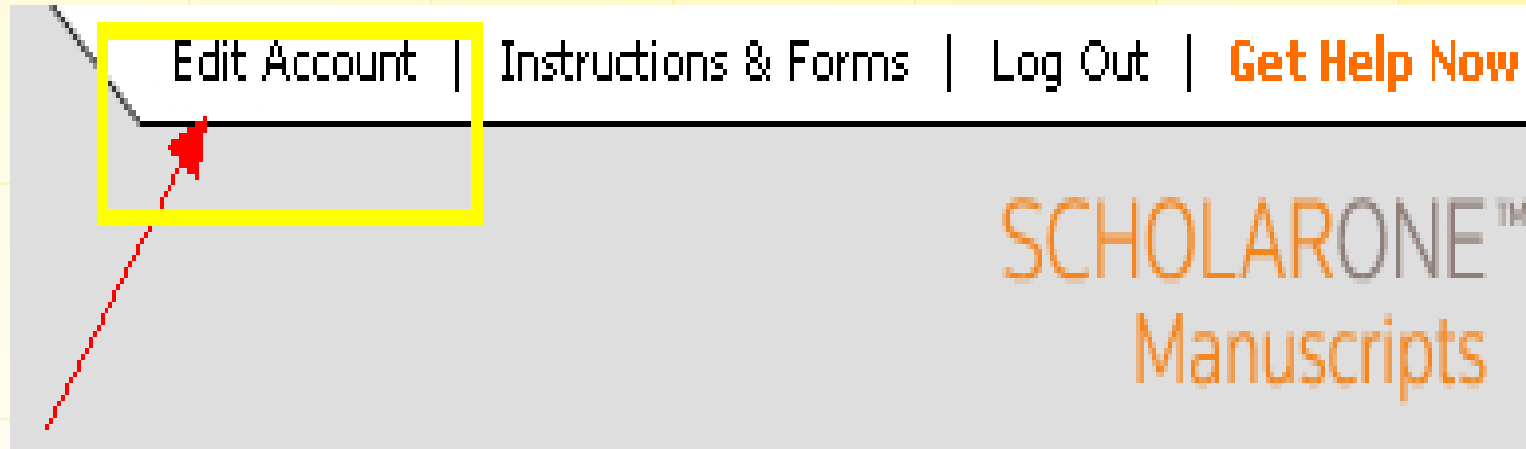
E-Mail Address:



Go

If you don't know your User ID or Password, click on the "Password Help". You will be prompted to type in your email address and select Go. Your User ID & Password will be emailed to you immediately.

Change User ID/Password & Account Information(1)



You can click on the *Edit Account* link in the right side of the menu bar once you have logged in to change your User ID, Password, or other account information.

Change User ID/Password & Account Information(2)

[Main Menu](#) → [Edit Account](#)

Site under configuration.


Edit My Account

- ✓ 1 [E-Mail / Name](#)
- 2 [Address](#)
- 3 [User ID & Password](#)

When you login for the first time, **you may be prompted to fill in the remaining required fields** for your account.


Simply go through the “Edit My Account” Screens, fill in the remaining required fields, and click on the *Finish* button on the last screen.

Main menu

After logging in, the Welcome page opens. Select the  [Reviewer Center](#) link to enter the Reviewer Center.


Welcome Welcome to the *Journal of Mountain Science* site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in ScholarOne Manuscripts. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

 [Author Center](#)

 [Reviewer Center](#)

Reviewer Center

- Once in the Reviewer Center, the manuscript assigned to you will be under the heading “Awaiting Review Scores.” To access the details of the manuscript and the score sheet to fill out, click on the *Perform Review* link (shown below).

Review and Score			
<u>Manuscript ID</u> ↑	<u>Title</u>	<u>Due Date</u>	Perform Review
0012	To access just the manuscript [View Submission]	11-Aug-2011	

Reviewer Center

- Clicking on *Perform Review* will take you to a screen containing three tabs (shown below). From here you can access links to all the manuscript files, details about the manuscript submission, and the score sheet that you need to complete and submit to the journal.

The screenshot displays the Reviewer Center interface. At the top right, there are three tabs: "Instructions", "Details", and "Score Sheet". The main content area shows the following information:

- Title: To access just the manuscript
- Manuscript ID: 0012
- Authors: *blinded*
- Manuscript Type: Original Article
- Date Submitted: *blinded*
- Total Time in Review: 0 days, 2 hours

Below this information is a navigation bar with the following options: HTML, PDF, Supplementary Files, Original Files, Abstract, and External Searches. A red box highlights the "Instructions", "Details", and "Score Sheet" tabs and the navigation bar.

INSTRUCTIONS TO REVIEWERS

General Instructions
Above this section, you will see the manuscript title, ID number, status, total time in review, and links to view the manuscript in various formats (e.g., HTML, PDF, etc.). This information is available from each of the additional tabs (Details and Score Sheet) as well. Clicking on the Details or Score Sheet tabs will make those screens active.

Reviewer Center

- Instructs: This tab provides journal-specific instructions for performing your review.
- Details: This tab displays manuscript details and any version history.
- Score Sheet: This tab contains the journal-customized score sheet for your use.

Instructions Details Score Sheet

Title: To access just the manuscript Status: ADM: WU, Xuemei

Manuscript ID: 0012

Authors: *blinded*

Manuscript Type: Original Article

Date Submitted: *blinded*

Total Time in Review: 0 days, 2 hours

HTML PDF + Supplementary Files Original Files Abstract External Searches ?

Reviewing the Manuscript(1)

- As a reviewer, you have several options and tools for reviewing the manuscript. From any of the tabs on the screen, you will see links to view the Proofs in the following formats:



Reviewing the Manuscript(2)



Viewing Proofs

View proofs by selecting the HTML or PDF icons in the summary header. In most cases the journal allows you to view both, along with the abstract. Original Files allow reviewers access to the original files uploaded by the author.

Performing External Searches

Selecting External Searches allows you to search external databases such as PubMed, HighWire, Google, Web of Science, etc for the author, title, keywords and more.

Scoring & Submitting Your Review

- From this screen, you fill in the journal's recommendation form, input your comments to the author and/or editor and upload any files to be submitted with your review (shown below).

[Instructions](#) [Details](#) [Score Sheet](#)

Title: To access just the manuscript Status: ADM: WU, Xuemel
Manuscript ID: 0012
Authors: *blinded*
Manuscript Type: Original Article
Date Submitted: *blinded*
Total Time in Review: 0 days, 2 hours

HTML PDF Supplementary Files Original Files Abstract External Searches

I. Points for Reviewers to Consider



req Are the title, abstract and keywords appropriate?	<input type="radio"/> Yes	<input type="radio"/> No
req Is the statement of objectives adequate and appropriate in view of the subject matter?	<input type="radio"/> Yes	<input type="radio"/> No

Scoring & Submitting Your Review

I. Points for Reviewers to Consider		
req Are the title, abstract and keywords appropriate?	<input type="radio"/> Yes	<input type="radio"/> No
req Is the statement of objectives adequate and appropriate in view of the subject matter?	<input type="radio"/> Yes	<input type="radio"/> No
req Is the description of materials and methods sufficiently informative to allow replication of the experiment?	<input type="radio"/> Yes	<input type="radio"/> No
req Do the data support the conclusions?	<input type="radio"/> Yes	<input type="radio"/> No
req Are the figure and tables (and maps, if any) relevant?	<input type="radio"/> Yes	<input type="radio"/> No
req Is the work sound from the point of view of concept, method, and technique applied?	<input type="radio"/> Yes	<input type="radio"/> No
req Are the references adequate and in agreement with the guide for authors?	<input type="radio"/> Yes	<input type="radio"/> No
req Is the English correct and understandable to a multidisciplinary and multinational readership?	<input type="radio"/> Yes	<input type="radio"/> No
req Other important consideration? (Please specify on separate sheet)	<input type="radio"/> Yes	<input type="radio"/> No

NOTE: Any fields marked with a red “**req**” symbol require an answer before you can submit the score sheet.

Scoring & Submitting Your Review

Attach a File	Files attached
<input data-bbox="150 458 513 518" type="text"/> <input data-bbox="523 458 736 518" type="button" value="Browse..."/>  Attach	• No files have been uploaded.
<input checked="" data-bbox="884 654 929 711" type="checkbox"/> Save as Draft <input checked="" data-bbox="1180 654 1224 711" type="checkbox"/> Submit  Print Saved Version	

Select *Save as Draft* to save your work without yet sending it to the editor.

Select *Submit* to save the score sheet and send it to the editor.

Select *Print Saved Version* to open a popup window with a printable version of the score sheet.

Support Information

- If you have any problems, please contact us:

E-mail: jms@imde.ac.cn

Telephone: 86-28-85252044

Support Information

Any questions or suggestions,
please don't hesitate to contact us!

Email: jms@imde.ac.cn

Tel: 028-85252044

QQ: 1540631665 (JMS)