Peer Review of PCORI Draft Final Research Reports

Submitting in Editorial Manager

Instructions for Authors

December 2020

Peer review of PCORI reports takes place on an Editorial Manager site. This document is intended to guide PCORI-funded researchers through the steps involved in submitting their work to Editorial Manager.

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Overview of process

You will interact with Editorial Manager during the following stages:

**Reviewer recruitment:** This generally begins about three months before your draft final research report (DFRR) due date, when you are asked to submit your Abstract submission. The editorial office uses your abstract, reviewer suggestions, etc. to find reviewers for your DFRR ahead of time.

**Pre-peer review:** This stage begins as soon as you submit your DFRR for the first time. A scientist-editor reviews your draft final research report (DFRR) for clarity and may ask for revisions before approving it to be sent to external peer reviewers.

**External peer review:** The DFRR is sent to the external reviewers who had previously agreed to review it. The Associate Editor (AE) will write you an email that contains all editor and reviewer comments, including a synthesis of the most important concerns. After you revise, the AE will review your revision and in rare circumstances may ask external reviewers to look at your revision. You may be asked to revise your DFRR multiple times. Once the AE has determined that your DFRR meets the requirements of the peer review process, you will be notified that it is being sent on to Dr. Hal Sox at PCORI for a final review.

Abstract Submissions

**Preparation**

The technical abstract that you submitted to PCORI in your application has been entered into Editorial Manager for you, along with some other information. At this time, you have the opportunity to update this information and to enter other project details that will help us find appropriate reviewers.

The abstract you submit will be used for two purposes:

1. It will be included in the reviewer invitation to help reviewers determine if they are interested in reviewing your report.

2. The Associate Editor will use the abstract to determine what areas of expertise, including methodological expertise, the reviewers will need in order to adequately assess your report.

To avoid confusing reviewers, use past tense where appropriate; reviewers who receive an abstract in future tense often think they are being invited to review a proposal. If you have additional information that would better inform us of what methods were used, please add it to the abstract, along with any available preliminary results. **Please make sure to include sufficient information about your study design and analysis to allow your AE to identify reviewers with the appropriate methodological expertise.**

Please use the following structure for your abstract:

- **Background:** Describe the research question and methodological or evidence gap(s) that the research addressed.
• Objectives: State the specific aim(s) of the research.
• Methods: As applicable, describe the study design, study population and settings, interventions, data sources/datasets, and methods of analysis and evaluation.
• Results: Report the main results in a format appropriate to the type of research.
• Conclusions: State the primary conclusions based on the data contained in the draft final research report.
• Limitations and subpopulation considerations: Describe the principal limitations and their implications for the conclusions. Describe considerations specific to certain sub-populations, risk factors, and co-morbidities.

If you are unable to fill out any of these sections, simply write “Pending.” For instance, if you haven’t done your analyses yet, you can write “Results: Pending.”

Since the full text of the abstract you submit will be included in the text of invitations to prospective reviewers, please limit your abstract to 750 words or fewer.

Before entering PCORI’s Editorial Manager site to verify and submit the information that will be used to recruit reviewers, be sure to have on hand:

• Any information you plan to add to the technical abstract, or the full text of a substitute abstract, in a format that can be copied and pasted into your browser;
• Your full list of Key Personnel, including the institution each person works for (you will be able to enter "None" for people who don’t have an institution); and
• For each person you are suggesting as a reviewer, their first name, last name, institution, email address (if you know it), and the reason you are suggesting them. Do not include people who have an identified personal or professional relationship with anyone on your research team, as such people would have to recuse themselves from review.

Access Editorial Manager

Once you have prepared the above, log in to the Editorial Manager site at http://www.editorialmanager.com/pcori. If you have forgotten/don’t know your login information, you can reset it by clicking on the Send Login Details link on that page.¹

If this is your first time entering the site, you will be asked to read and agree to the privacy policies for both PCORI and Aries, the company that owns and operates Editorial Manager.

¹ Note that your username and password are unique to this site and by default will not be identical to your username and password for the PCORI Online site or for any accounts you may have for other Editorial Manager journals. Your account’s default username is most likely your given name followed by your family name with standard capitalization (e.g., JaneDoe). Once logged in, you can change your default username and password. The editorial office does not have access to your unique login information but can help you troubleshoot any login difficulties; contact PCORIpeerreview@sciencesupport.org for assistance.
Once you have logged in successfully, click on Incomplete Submissions, and then click Edit Submission in the Action column.

Verify and submit  
As you go through the submission steps, note that some information has been entered for you already. Please change any inaccurate information and add any required information that has not yet been entered.

Article Type Selection  
The correct Article Type (Abstract) will already be selected for you; click Proceed.

Attach Files  
In this step, you have the option of uploading your study protocol. You are not required to upload your study protocol until you submit your draft final research report; however, the protocol can be useful to the editors while they’re looking for reviewers. If you would like to upload one or more protocol files, select “Protocol” from the Item Type drop-down menu and then drag and drop your file(s) into the space indicated (you can also click on Browse and find your file(s) on your computer).

When done, or if you would prefer not to upload any files, click Proceed.

General Information  
Select three to 10 keywords for your project by clicking on Add Classifications.

The keywords are organized into four lists: Disease/condition, Healthcare, Methodology, and Population; you can choose keywords from multiple lists or only one list. Please note that you can search the lists.

If some keywords are already chosen, please remove them if you do not consider them appropriate for describing your research. The editorial office will search the reviewer database using your keywords to find reviewers with relevant expertise.

When done, click Submit and then Proceed.

Review Preferences  
You have the option of suggesting up to four people as potential reviewers.

To suggest someone, click on Add Suggested Reviewer and enter their name and contact information. If you know their email address, please include it; if not, we will attempt to find it. In the Reason field, indicate why you are suggesting the person as a reviewer. To save an entry, click the floppy disk icon in the upper left corner; to save and add another, click the floppy disk with a plus sign. Repeat until you have added all your suggested reviewers (you may suggest up to four), then click Proceed.
Additional Information
Next, answer three questions.

1. Confirm the date on which you plan to submit your draft final research report. This is especially important if you plan to submit before your draft report due date – if we are not warned in advance of your plans to submit early, peer review may be delayed.

2. If you have published any articles in journals about this research, if you have any manuscripts under consideration at a journal, or if you are currently preparing manuscripts for submission to a journal, list them here. Please indicate to which journal you are submitting/have submitted each manuscript and give a sense of the status of the manuscript (for instance, being drafted but not yet submitted; submitted and under consideration; accepted but not yet published; published). If you have not published and have no plans to publish any articles, enter “None.”

3. To the best of your ability, let us know if you think any of the material you plan to include in your DFRR will have already been peer reviewed by the time you submit your DFRR. For instance, if you have already published an article about one of your aims and plan to reproduce part of the Methods section from that article in your DFRR (assuming you secure the proper permissions from the journal), you would indicate that. It’s possible that you won’t know enough about your DFRR yet to be able to answer this question; if that’s the case, just say that.

Click Proceed.

Comments (optional)
You may enter any comments you have for the editorial office or Associate Editor in the Comments text box. These comments will not be visible to the reviewers.

Manuscript Data
The title of your project, as well as a shortened version, will appear.

1. If your title has been changed, update it here. The title as you enter it will appear in the body of emails to reviewers and others, so please use title case (capitalize the first letter of primary words) and do not include quotation marks, as those are already provided in the text of the emails.

2. You are also asked to include a short title; this should be approximately 10 words or fewer and should be adequately descriptive for people unfamiliar with the project, as it will be included in email subject lines. Use title case and do not include quotation marks. Click Next to proceed to the abstract.

3. In the Abstract section, the text of your technical abstract will appear. If you have additional information that would better inform us of the methods that were used, please add it to the abstract, along with any preliminary results that are available. To avoid confusing reviewers, please update the language to past tense where appropriate. If you are replacing your technical
abstract with a more recent version, delete the technical abstract and enter the text that you would like to be used. Please try to keep your abstract to 750 words or fewer. Click Next to proceed to the Key Personnel list.

4. In the Authors section, a list of your Key Personnel should appear. (Despite the name, we use this section to collect your Key Personnel, regardless of whether or not they were involved in writing your DFRR.) To see the institution listed for each person, click on the pencil icon by their name. If any information is inaccurate, please correct it. To remove a person from the list, click on the trash can next to their name. To edit the information for someone already in the list, click on the pencil icon. To add a new person, click on Add Another Author. The Institution field is required, so if the person you’re entering doesn’t have an institution, enter “None.” Reviewers will refer to the names and institutions of the Key Personnel when determining whether they have any conflicts of interest with the research.

When finished, click Build PDF for Approval.

This PDF will include any protocol files you uploaded as well as some basic metadata about your submission and will be used by the editors to identify potential reviewers. A version of the PDF containing only metadata (not protocol files) will be made available to reviewers to help them determine if they would like to review your research and if they have any conflicts.

Finalizing the submission
If you skipped any required fields, an error message will pop up containing a link to the page where information is missing. Once you have filled out all required fields, click on Build PDF for Approval to create a PDF for the editors.

You will be taken to your Submissions Waiting for Approval page to wait for your PDF to build, which should only take a minute or two. You’ll know it has built when links appear in the Action column. You will be emailed when it is ready for you, so feel free to leave the system and do other things if it is taking longer than expected.

Once you receive the email and/or notice the Action Links appear, click on View Submission in the Action column. Look through your PDF to see whether the information in it is correct.

If you notice a mistake, click on Edit Submission and fix the issue. Otherwise, click Approve Submission. This will complete the submission process and send your abstract and related metadata to the editorial office.
Original Draft Final Research Report Submissions

Preparation

Please make sure that your DFRR complies with PCORI’s DFRR instructions. To download the DFRR instructions, click on this link: https://www.pcori.org/sites/default/files/PCORI-Draft-Final-Research-Report-Instructions.pdf (if the link doesn’t work, please copy and paste it into your browser).

In particular, to avoid unnecessary delays before peer review:

1. Submit your main body file in Microsoft Word format.
2. Include a Table of Contents and an abstract. It usually works best to include these in the same file as your main body.
3. Situate page numbers at the bottom center of each page.
4. Turn on continuous line numbers in the left margin starting after the Table of Contents. Make sure the line numbers aren’t covering up any text, tables, or figures.
5. Include a title and number for every figure and table.
6. Fill out every row in the Methodology Standards Checklist. If an item doesn’t apply to your research, enter “N/A” instead of leaving the cell blank.

Access Editorial Manager

Two weeks before your DFRR is due to be submitted to PCORI, you will receive an email asking you to submit your files to Editorial Manager. Please do so as soon as possible, either by:

A) Clicking on the Submit Invited Manuscript link in the email you received and logging in (recommended),

B) Logging in at http://www.editorialmanager.com/pcori. Once you have logged in successfully, click on My Accepted Invitations, and then click Submit Invited Manuscript in the Action column.

If you have forgotten/don’t know your username and/or password, you can reset them by clicking on the Send Login Details link on the login page.

2 If you get an error message, you may have already started the submission. Click on Main Menu, then on Incomplete Submissions. If you don’t see the submission there, contact the editorial office at PCORIpeerreview@sciencesupport.org.

3 Note that your username and password are unique to this site and by default will not be identical to your username and password for the PCORI Online site or for any accounts you may have for other Editorial Manager journals. Your account’s default username is most likely your given name followed by your family name with standard capitalization (e.g., JaneDoe). Once logged in, you can change your default username and password. The editorial office does not have access to your unique login information but can help you troubleshoot any login difficulties; contact PCORIpeerreview@sciencesupport.org for assistance.
If this is your first time entering the site, you will be asked to read and agree to the privacy policies for both PCORI and Aries, the company that owns and operates Editorial Manager.

**Early submissions**

If you would like to submit your DFRR in advance of the DFRR deliverable date in your contract, please first contact the editorial office at PCORIpeerreview@sciencesupport.org. You will not be able to start a submission until you receive an “invitation” to do so from the editorial office.

**Submit**

The submission steps are listed in order below.

**Article Type Selection**

First, choose the appropriate draft report type from the drop-down Article Type menu. If this project was funded through the Methods portfolio, choose Research Report - Methods; otherwise, choose Research Report. Click Proceed.

**Attach Files**

Next, you will upload your files.

First, upload the file containing the main body of your report, either by clicking on Browse and finding the file on your computer or by dragging and dropping it into the space indicated. Make sure to select Report as the Item Type for this file. Please note that this file should include page and line numbers and must be in Microsoft Word format; see above.

Once that file is finished uploading, you can upload the remainder of your files. You may upload multiple files at once by dragging and dropping them into the indicated space; after they upload, you will be required to select an Item Type for each file. If you prefer, you can select the Item Type from the Item drop-down menu first, then click on Browse and find the files on your computer. Either way, you will need to select the appropriate Item Type for each file that you upload; see below for details. If you select the same Item Type for multiple files, please also add a description in the Description field for each file.

1. If you have separated your title page, abstract, references, etc. into individual files, these can be uploaded as additional Report files.
   a. Report files should always be submitted in Microsoft Word format.

2. Upload your Methodology Standards Checklist as a Methodology Standards Checklist file. You may submit this in Excel, Word, or an equivalent. You can download a blank copy in the last section of the DFRR instructions. Make sure to fill out every row, using “N/A” for any standards that don’t apply to your research rather than leaving rows blank.

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4 To download the DFRR instructions, click here: https://www.pcori.org/sites/default/files/PCORI-Draft-Final-Research-Report-Instructions.pdf or copy and paste the entire URL into your browser.
3. Your protocol documenting the plans for the design and conduct of the research should be uploaded as a Study Protocol file. If you do not have a protocol, upload your Research Plan as a Study Protocol file.

4. Your COI form should be uploaded as a PCORI COI Disclosure Form file. You can download a blank copy in the last section of the DFRR instructions.4

5. Upload the form in which you have detailed your completed and/or planned efforts to provide aggregate study results to participants as a Return of Research Results Form file. You can download a blank copy in the last section of the DFRR instructions.5

6. For each figure in your report, upload the figure in its original, high-resolution format (e.g., .eps, .png, .pptx, etc.) as a Figure (high-res version) file.

7. Do not upload any unpublished manuscripts. If you have published articles based on this research and would like them to be available to reviewers and editors during their review, you may upload them as Appendix – Published Journal Article files, as long as you also plan to submit these articles to be posted on PCORI’s website alongside the final report.

8. If any part of the main body of your report is taken verbatim from previous publications, please upload the copyright waivers you have obtained from the journal(s) as Copyright Waiver files.

9. If there are any other files that you would like to make available to both reviewers and editors, upload them as Appendix – Other files.

If you uploaded more than one of any given Item Type, you can reorder the files of that Item Type using the Order numbers to the left of each file (click Update File Order after changing the numbers). For example, if you uploaded three Report files, you can choose the order in which they will appear in the PDF. You cannot change the order in which the different Item Types appear in the PDF. For example, you can’t reorder the files so that Appendix files come before Report files.

Note: Study Protocol, PCORI COI Disclosure Form, Return of Research Results Form, and Copyright Waiver files will be included in the PDF made for editors but excluded from the reviewer PDF.6

Note: The system will compile a PDF for reviewers containing the following types of files, in the following order: Report, Appendix – Other, Appendix – Published Journal Article, Methodology Standards Checklist, and Figure (high-res version). Take care not to upload anything as one of these item types if you would not want the reviewers to see it, particularly cover letters or signature pages.

Once all your files have uploaded, click Proceed.

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5 To download the DFRR instructions, click here: https://www.pcori.org/sites/default/files/PCORI-Draft-Final-Research-Report-Instructions.pdf or copy and paste the entire URL into your browser.

6 The Study Protocol file will not be included in the reviewer PDF, but it will be available to reviewers on request. PCORI COI Disclosure Form, Return of Research Results Form, and Copyright Waiver files will not be available to reviewers.
Additional Information
In Additional Information, answer the required questions about your report.

1. Enter your PCORI contract number.

2. ClinicalTrials.gov and HSRProj (Health Services Research Projects in Progress) are registries for ongoing research. Because PCORI requires awardees to register their research, every project should have a ClinicalTrials.gov ID, an HSRProj ID, or both. If you aren’t sure what yours are, please look up your project on www.pcori.org (e.g., by searching for the PI’s last name). The ID number(s) will be listed on the page describing your project, under Study Registration Information. If your project is registered in Clinical Trials but not in HSRProj, enter N/A for HSRProj ID, and vice versa.

3. Answer Yes to “Is any part of the main text of your report taken verbatim from any previous publications?” if there is material in your main body that you have copied from other publications. Answer No if the only reproduced material is in appendices. If you uploaded previous publications as Appendix – Published Journal Article files, but nothing in your main body is reproduced, answer No.

You may have to wait a few seconds before clicking Proceed.

Comments (optional)
You may enter any comments you have for the editorial office, the AE, or PCORI in the Comments text box. These comments will not be visible to the reviewers. Click Proceed to skip or when done.

Manuscript Data
In the next step, you are asked to confirm the information that the system extracted from your primary file, if any, and to add any missing information.

1. Please correct the title if needed. The title as it appears here will be included in the body of emails to reviewers and others, so please use title case (capitalize the first letter of primary words) and do not include quotation marks, as they are already provided in the text of the emails.

2. You are also asked to include a short title; this should be approximately 10 words or fewer and should be adequately descriptive for people unfamiliar with the project, as it will be included in email subject lines. The short title should also be in title case and should not include quotation marks. Click Next to proceed to the list of co-authors.

3. In the Authors section, please enter the name, institution, and email address of each investigator listed as an author on the title page of your report. To add a new person, click on Add Another Author. The Institution field is required, so if the person you’re entering doesn’t have an institution, enter “None.”

When finished, click Build PDF for Approval.
Finalizing the submission

If you skipped any required fields, an error message will pop up containing a link to the page where information is missing. After filling out all required fields and uploading all files, click on Build PDF for Approval.

You will be taken to your Submissions Waiting for Approval page to wait for your PDF to build, which should only take a minute or two. You’ll know it has built when links appear in the Action column. You will be emailed when it is ready for you, so feel free to leave the system and do other things if it is taking longer than expected.

Once you receive the email and/or notice the Action Links appear, click on View Submission. This will open the version of the report that editors will see; reviewers will see a version that does not include PCORI COI Disclosure Form, Study Protocol, Return of Research Results Form, or Copyright Waiver files.\(^7\)

Look through your PDF to see whether it appears to have built satisfactorily. Check for the following:

1. Are all files present?
2. If you uploaded more than one file of the same Item Type (e.g., multiple Report files), are those files in the right order? Note that you cannot control the order in which the different Item Types appear in the PDF, only the order in which files appear within each Item Type.
3. Has the formatting (especially in tables and figures) rendered correctly?
4. Do page and line numbers appear throughout the main body of the report?

If you notice a mistake, click on Edit Submission and fix the issue. Otherwise, click Approve Submission. This will complete the submission process and send your report to the editorial office.

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\(^7\) If PCORI or the AE asks for revisions prior to peer review, reviewers will not see this version of your report. Whenever your report is approved for peer review, the PDF that reviewers will review will not contain PCORI COI Disclosure Form, Study Protocol, Return of Research Results Form, or Copyright Waiver files.
Revised Draft Final Research Report Submissions

Before peer review vs. after peer review

You may be asked to make revisions to your DFRR before it is sent to external peer reviewers as well as afterwards. The steps for preparing and submitting a revision in Editorial Manager are similar in both cases, and the differences are indicated below where appropriate.

Access Editorial Manager and submit

To submit a revised draft final research report:

1. Go to [http://www.editorialmanager.com/pcori](http://www.editorialmanager.com/pcori) and log in as an Author. If you have forgotten your login information, you can reset it via the Send Login Details link on the login page.⁸

2. Once you have logged in successfully, click on Submissions Needing Revision. Click on Revise Submission in the Action column and then click OK.

Attach Files

You will first be asked whether to carry forward any of the files from the previous version in this submission. Please leave all files checked except those you plan to replace. If you have more recent versions of a file or if the file is no longer needed, uncheck the box next to that file. Click Proceed.

Next, you should upload your new files.

1. For any revision submission, you are required to submit a version of your report text with changes tracked to show how you revised your report in response to the comments from PCORI and/or the Associate Editor (AE). Upload this file either by clicking on Browse and finding the file on your computer or by dragging and dropping the file into the space indicated. Make sure to select “Tracked Changes File” in the Item Type drop-down menu.

2. Depending on whether your DFRR has been reviewed by external reviewers, you may need to upload a Response to Comments file.
   a. If external reviewers have not yet commented on your DFRR, a Response to Comments file is optional.
   b. If external reviewers have commented on your DFRR, a Response to Comments file is required.
      i. This file should be a response letter explaining the action(s) taken to address each comment in the body of (and in any attachments to) the most recent decision letter you received from the AE.

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⁸ Note that your username and password are unique to this site and by default will not be identical to your username and password for the PCORI Online site or for any accounts you may have for other Editorial Manager journals. Most default usernames are the user’s given name followed by their family name with standard capitalization (e.g., JaneDoe). Once logged in, you can change your default username and password. The editorial office does not have access to your login information but can help you troubleshoot any login difficulties; contact PCORIpeerreview@sciencesupport.org for assistance.
ii. Address the letter to the AE. List or restate the comments; if reviewers commented on this version of your report in addition to the AE, group the comments under the headings AE Synthesis, AE Review, Reviewer 1, Reviewer 2, etc.

iii. Specify the page and/or section where the change was made in the report, or, if you did not revise your report to address the comment, explain your reasons for not doing so.

iv. If multiple people commented on this version of your report and two or more reviewers had similar comments or concerns, you can group the related comments together, identifying the source of each comment, or you can keep comments separated by reviewer and refer back to an earlier response.

v. You do not need to include descriptive or laudatory comments that do not require action or an explanation.

3. Upload the clean file containing the main body of your report as a Report file.
   a. Please note that this file should include page and line numbers and must be in Microsoft Word format.
   b. This file must be a clean copy (i.e., no tracked changes or marginal comments).

4. You may upload multiple files at once by dragging and dropping them into the indicated space; after they upload, select an Item Type for each file. If you prefer, you can select the Item Type from the Item drop-down first, then click on Browse and find the files on your computer. Either way, you will need to select the appropriate Item Type for each file that you upload. If you select the same Item Type for multiple files, please also add a description in the Description field for each file.

5. For information on the other file types, which are all optional for revisions, see the instructions for submitting an original DFRR, above.
   a. If your report has not yet been reviewed by external peer reviewers, please note that, unless you have uploaded a more recent version of your Methodology Standards Checklist file, the reviewers will have access to the Methodology Standards Checklist file that you submitted with your original DFRR even if you have subsequently removed it.

If you uploaded more than one of any given Item Type, you can reorder the files of that Item Type using the Order numbers to the left of each file (click Update File Order after changing the numbers). For example, if you uploaded three Report files, you can choose the order in which they will appear in the PDF. You cannot change the order in which the different Item Types appear in the PDF. For example, you can’t reorder the files so that Appendix files come before Report files.

Once all your files have uploaded, click Proceed.

Additional Information
In Additional Information, update the fields if they have changed. You may have to wait a few seconds before clicking Proceed.
Comments (optional)
If you have comments for the AE, the editorial office, or PCORI, enter them in the Comments text box and click Proceed.

Manuscript Data
In the next step, you will confirm that your title, short title, and list of co-investigators is still accurate.

1. The system may give you an option between two titles. Select the most recent version of your title or update your title manually. Update the short title if needed. Click Next to proceed to your list of co-investigators.

2. Update the list of co-investigators as needed. This should match the list of investigators on the title page of your report.

When done, click Build PDF for Approval.

Finalizing the submission
If you skipped any required fields, an error message will pop up containing a link to the page where information is missing. After filling out all required fields and uploading all files, click on Build PDF for Approval.

You will be taken to your Revisions Waiting for Approval page to wait for your PDF to build, which should only take a minute or two. You’ll know it has built when links appear in the Action column. You will be emailed when it is ready for you, so feel free to leave the system and do other things if it is taking longer than expected.

Once you receive the email and/or notice the Action Links appear, click on View Revision in the Action column. Look through your PDF to see whether it appears to have built satisfactorily. Check for the following:

1. Are all files present?

2. If you uploaded more than one file of the same Item Type (e.g., multiple Report files), are those files in the right order? Note that you cannot control the order in which the different Item Types appear in the PDF, only the order in which files appear within each Item Type.

3. Has the formatting (especially in tables and figures) rendered correctly?

4. Do page and line numbers appear throughout the main body of the report?

If you notice a mistake, click on Edit Revision and fix the issue. Otherwise, click Approve Revision. This will complete the submission process and send your report to the editorial office.
General tips for using Editorial Manager

Increase the font size

The font used within Editorial Manager can appear quite small on some screens. If you’d like to make it easier to read, you can scale everything up by following the instructions below.

**PC users (browsers including Firefox, Chrome, Internet Explorer, etc.):** Hold down the Ctrl key and press the + key as many times as needed. You can decrease scaling by holding down the Ctrl key and pressing the - key. In some browsers, you can return to the default scaling by pressing the Ctrl key and the 0 (zero) key at the same time.

**Mac users (Safari browser):** Hold down the Command key and press the + key as many times as needed. You can decrease scaling by holding down the Command key and pressing the - key.

Note that this method will increase the size of everything on the page, not just the font. There are also ways to change only the font size, but they are specific to the kind of browser you are using. Below are links to the instructions for a few of the most common browsers.

- **Chrome:** [https://support.google.com/chrome/answer/96810?hl=en](https://support.google.com/chrome/answer/96810?hl=en)
- **Safari:** [https://support.apple.com/en-gb/HT207209](https://support.apple.com/en-gb/HT207209)

Expand the Action Links

You may also find it difficult to click on the links in the Action column; by default, these are collapsed, forcing you to hover over “Action Links” to get them to appear. Expanding the Action Links may make it easier for you to click on them.

When the Action Links are collapsed, the Action column looks like this:

To click on one of the Action Links, you hover over the blue “Action Links,” which makes the links themselves appear. You then move your cursor carefully to the right:

Expanding the Action Links keeps them stable so that you can click on them as you would on a normal link, without having to hover. To do this, click on the plus sign next to “Action.” When expanded, the Action Links look like this:

If you expand the Action Links once, they’ll remain expanded throughout Editorial Manager unless you decide to collapse them again by clicking on the minus sign next to “Action.”