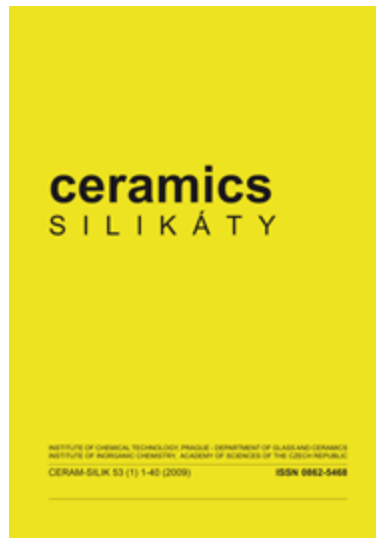


# Instructions for Reviewers

## The Journal Ceramics-Silikáty



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The original document has been modified by Jaroslav Klouzek (Jaroslav.Klouzek@vscht.cz) to meet the Manuscript Submission Process for the journal Ceramics-Silikaty.

The document is available at: <http://www.ceramics-silikaty.cz/html/reviewers.htm>

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## 1. Software Requirements

As a Reviewer using Editorial Manager using the system Editorial Manager (EM), you should have Adobe Acrobat Reader installed on your computer. You can download the free Adobe Acrobat Reader at the following address:

<http://www.adobe.com/products/acrobat/readstep2.html>

If you experience difficulty installing or utilizing this software, please contact your IT department for assistance. Adobe also offers a help database for their free Reader at this address:

<http://www.adobe.com/support/products/acrreader.html>

For general Software and Hardware requirements when using EM, please use the following link:

<http://www.editorialmanager.com/homepage/homefaq10.html>

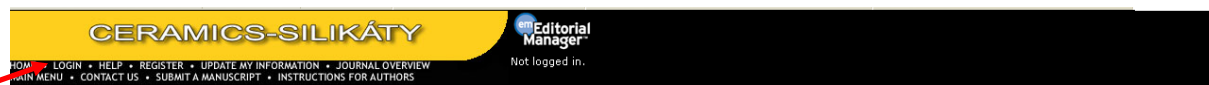
A pop-up alert box is displayed if you are accessing the system with an unsupported browser.

## 2. Logging In

Once you have received a notification e-mail containing your username and password, you can access the system.

Go to the Journal's EM website at <http://www.editorialmanager.com/ceram-silikaty>.

From the main navigation menu at the top of the screen click the 'LOGIN' link.



The Ceramics-Silikaty Log-In screen will be displayed:

Enter your username and password in the appropriate fields. Click on the 'Reviewer Login' button.

### 3. First Logging In – Update My Information

When you log in for the first time, you will be navigated to the 'Update My Information' page and asked to complete your personal information within the system.

- Please take the time to specify your particular area(s) of expertise by clicking the button '**Select Personal Classifications**'. In new opened window you may choose 1-5 personal classifications matching your field of expertise(s). Classifications are included in a predetermined list of the Journal. To choose the classifications, check appropriate checkboxes and click Select →. When your selected items appear in the right column, click '**Submit**' button.

**Select Submission Classifications**

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click Submit at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window.

Search:

[Matching terms display in red text]

**CEMENTS**

- Cements - composition
  - Portland cements
  - Blended pozzolana cements
  - Special cements
  - Alkali activated cements
- Cements - structure and microstructure
  - Cement microstructure
  - Characterization of non hydrated cement o
  - Cement fibre-reinforced composites
  - Macro-defect-free cements
  - Polymer-cement based materials
  - Cement composites containing aggregates
  - Cement matrix pore structure
- Cements - processing
  - Cement preparation and manufacture
  - Cement hydration and hydrate phase deve
  - Cement mixing and rheology
  - Cement hardening

**Selected Classifications:** Limit 5 Classifications

- Blended pozzolana cements
- Portland cements
- Alkali activated cements

Chosen classifications now appear in the section 'Areas of Interest or Expertise':

**Areas of Interest or Expertise**

Please indicate your areas of expertise by selecting from the pre-defined list using the **Select Personal Classifications** button.

In addition, you may enter up to five your own Personal keywords by clicking **Edit Personal Keyword**. In new opened window you may type individual keyword into the text box and save the information by using **Add** button.

**Personal Classifications \*** [Portland cements](#)  
[Blended pozzolana cements](#)  
[Alkali activated cements](#)

Select 1-5 Classifications

**Personal Keywords** (None Defined)

Limit 5 Keywords

- You may also enter up to five your **Personal Keywords**. This information will help to improve considerably our peer review process.

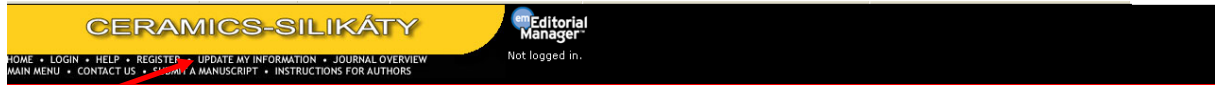
## 4. Changing Your Password

If you would like to change your Password, **PLEASE DO NOT REGISTER AGAIN.**

Go to the Journal's EM website at <http://www.editorialmanager.com/ceram-silikaty>.

Log in the system.

From the main navigation menu at the top of the screen click the 'UPDATE MY INFORMATION' link.



In the opened 'Update My Information' page change your password in the section 'Login Information'.

In addition, you may update your information in other sections.

Once you have made your changes, click on the 'Submit' button on the bottom of the page. The system will check if you have filled in all of the required fields – if you have not, the following warning will be displayed:

If all required in formations have been entered, the confirmation window will appear:

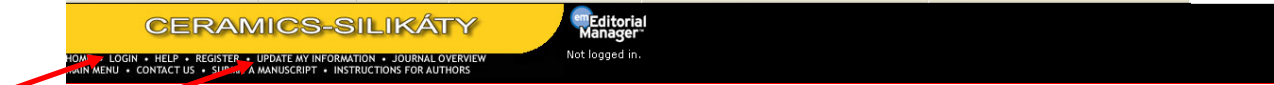
In addition, you will receive an e-mail message with your new password. Please keep this information available for future reference.

## 5. Forgotten Password

If you have forgotten your Password, **PLEASE DO NOT REGISTER AGAIN.**

Go to the Journal's EM website at <http://www.editorialmanager.com/ceram-silikaty> .

From the main navigation menu at the top of the screen click the 'LOGIN' or 'UPDATE MY INFORMATION' link.



In the 'Login Window' click the link [Send Username/Password](#).

**Login**

[Insert Special Character](#)

**Please Enter the Following**

Username:

Password:

[Send Username/Password](#) [Register Now](#) [Login Help](#)

Software Copyright © 2009 Aries Systems Corporation.

Enter your First Name, Last Name and E-mail Address in the opened 'Account Finder' screen.

**Account Finder**

Enter your e-mail address in the box below. If an account exists with this e-mail address, your Username and Password will be e-mailed to you.

[Insert Special Character](#)

**Please Enter The Following**

First Name\*

Last Name\*

E-mail Address\*

Software Copyright © 2009 Aries Systems Corporation.

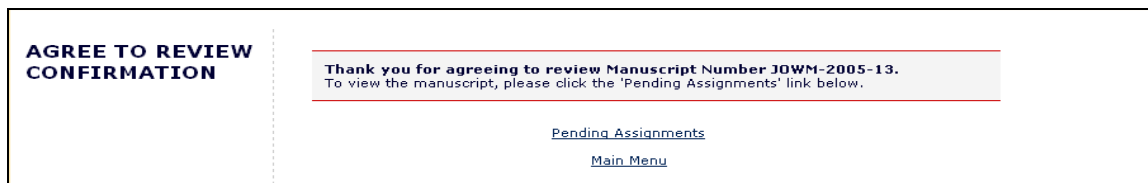
The system will send you an e-mail message with your password. Please keep this information available for future reference.

## 6. Reviewer Invitation

Once you have received an invitation e-mail for the review, you are asked to indicate whether you agree or decline this invitation. You can do that directly by clicking appropriate link within the e-mail:

### Agreed with the review:

The link will open the on-line system page confirming your agreement with the review.



**AGREE TO REVIEW  
CONFIRMATION**

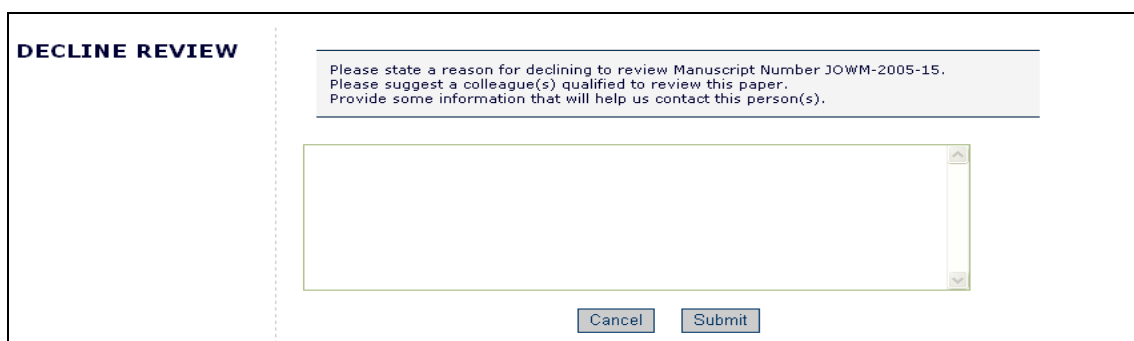
Thank you for agreeing to review Manuscript Number JOWM-2005-13.  
To view the manuscript, please click the 'Pending Assignments' link below.

[Pending Assignments](#)  
[Main Menu](#)

If you do not want to make the review immediately, please click 'Log out of Editorial Manager'. To approach the manuscript, click the link 'Pending Assignments'. If you would like to proceed but you are not familiar with the system, please wait a few minutes for an automatic e-mail with the instructions.

### Declined with the review:

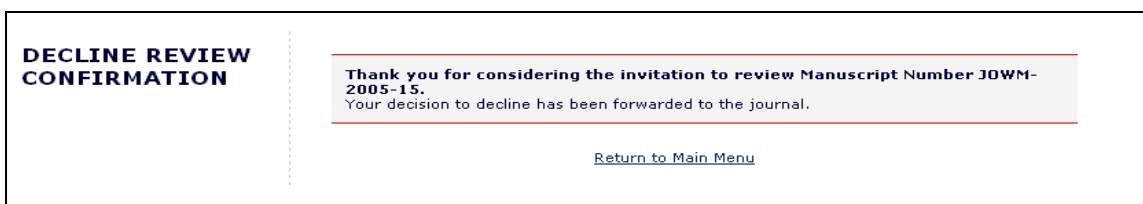
The link will navigate you to the system page, where please use the text box on the page to specify the reason. This will help us to improve our Peer Review Process. If possible, please also suggest one or more your colleagues (along with contact e-mails) who we could ask to review this manuscript. Then click 'Submit' button below the text box.



**DECLINE REVIEW**

Please state a reason for declining to review Manuscript Number JOWM-2005-15.  
Please suggest a colleague(s) qualified to review this paper.  
Provide some information that will help us contact this person(s).

The system then opens the page confirming that you have declined to review.



**DECLINE REVIEW  
CONFIRMATION**

Thank you for considering the invitation to review Manuscript Number JOWM-2005-15.  
Your decision to decline has been forwarded to the journal.

[Return to Main Menu](#)

In addition, you may indicate whether you agree or decline review invitation by accessing the system at:

<http://www.editorialmanager.com/ceram-silikaty/default.asp?pg=login.asp>

To log in, enter the Username and Password sent by Editors within the invitation e-mail.

Then click the 'Reviewer login' button.

You will be navigated to the Reviewer Main Menu page.



By clicking the link 'New Reviewer Invitations' you will see a list of your review invitations that you should indicate to agree or decline:

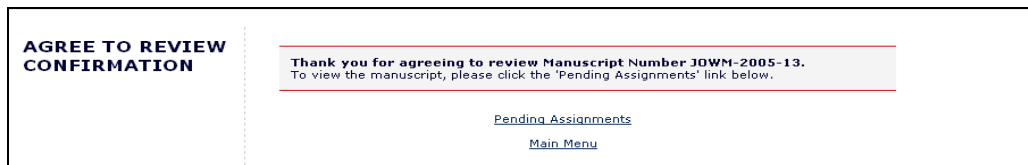
**New Reviewer Invitations for Joe Bloggs**

You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.

Page: 1 of 1 (2 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Keywords	Classifications
<a href="#">View Submission</a> <a href="#">View Abstract</a> <a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">Similar Articles in MEDLINE</a>	JOWM-2005-13	Test Article	Test Manuscript - for classification error	05-09-2005	Under Review	05-09-2005	115	Harry H Editeur		10 Heart Failures 10.1 Blocked Arteries 10.2 Heart Valve defects 10.3 Heart failure due to disease 10.4 Another Minor Term under First 20 Gynaecology 20.1 Ovarian Cancer 20.3 Endometriosis 20.5 IVF 30 Endocrinology 30.2 Diabetes
<a href="#">View Submission</a> <a href="#">View Abstract</a> <a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">Similar Articles in MEDLINE</a>	JOWM-2005-15	Manuscript	This is a test manuscript	02-12-2005	Under Review	02-12-2005	27	John Editor	juidhurit;	10 Heart Failures 10.2 Heart Valve defects 20.1 Ovarian Cancer

By clicking 'Agree to Review', the submission will move from your 'New Reviewer Invitations' folder and to your 'Pending Assignments' folder, where you can begin the review process. You will also be given confirmation that you have agreed to review as follows:



Clicking 'Decline to Review' will alert the Journal Office that you will not be reviewing the paper. The system will ask you to give the reason why you are unable to review and will also ask you to suggest other potential Reviewers.

**DECLINE REVIEW**

Please state a reason for declining to review Manuscript Number JOWM-2005-15. Please suggest a colleague(s) qualified to review this paper. Provide some information that will help us contact this person(s).

You will also be given confirmation that you have declined to review.

<b>DECLINE REVIEW CONFIRMATION</b>	<b>Thank you for considering the invitation to review Manuscript Number JOWM-2005-15.</b> Your decision to decline has been forwarded to the journal.
<a href="#">Return to Main Menu</a>	

## 7. Submitting Review

Once you have agreed with the review you can approach the manuscript from the 'Reviewer Main Menu' page by clicking the link 'Pending Assignments':

The screenshot shows the 'Reviewer Main Menu' page. At the top, there is a navigation bar with the journal title 'CERAMICS-SILIKÁTŮ' and the 'Editorial Manager' logo. Below the navigation bar, there are links for 'HOME', 'LOG OUT', 'HELP', 'REGISTER', 'UPDATE MY INFORMATION', 'JOURNAL OVERVIEW', 'MAIN MENU', 'CONTACT US', 'SUBMIT A MANUSCRIPT', and 'INSTRUCTIONS FOR AUTHORS'. The user's role is 'Reviewer' and the username is 'klouzekj'. The main content area is titled 'Review Assignments' and contains three links: 'New Reviewer Invitations (0)', 'Pending Assignments (1)', and 'Completed Assignments (0)'.

In the opened window you may click from the column 'Action' (expandable by clicking  $\Delta$ ):

The screenshot shows the 'Pending Reviewer Assignments for Jaroslav Klouzek' page. It features a table with the following columns: Action, My Reviewer Number, Manuscript Number, Article Type, Article Title, Date Reviewer Invited, Date Reviewer Agreed, Date Review Due, Days Until Review Due, Editor's Name, and Corr. Author. The table contains one row of data for a manuscript with ID CERAM-SILIKATY-D-09-00001. The 'Action' column is expanded to show three links: 'View Submission', 'Submit Recommendation', and 'Send E-mail'. The page also includes pagination information: 'Page: 1 of 1 (1 total assignments)' and 'Display 10 results per page.'.

Action $\Delta$	My Reviewer Number $\Delta \nabla$	Manuscript Number $\Delta \nabla$	Article Type $\Delta \nabla$	Article Title $\Delta \nabla$	Date Reviewer Invited $\Delta \nabla$	Date Reviewer Agreed $\Delta \nabla$	Date Review Due $\Delta \nabla$	Days Until Review Due $\Delta \nabla$	Editor's Name $\Delta \nabla$	Corr. Author $\Delta \nabla$
<a href="#">View Submission</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	CERAM-SILIKATY-D-09-00001	Original papers	Dissolution Behavior of "Flame-Melt Bioactive Glass Ceramics with Different CaO/MgO ratios" in the In-Vitro Environment	Sep 11, 2009	Sep 11, 2009	Oct 12, 2009	28	Jaroslav Klouzek	Muhammad Usman Hashmi, Ph.D

[View submission](#) link to see and download the PDF file of reviewed manuscript,

[Submit Recommendation](#) link to submit your review,

[Send E-mail](#) link to use to notify the Editor that you will require additional time to prepare your review.

When reviewing revised manuscript, in the 'Action' column additionally appears the link [Author Response](#) showing the author's responses to all Reviewers' and Editor's comments (these responses are appended also at the end of PDF file of the revised manuscript) and [View Reviewer Comments](#) making possible to see your previous Review Forms both from the original submission and previous revisions (if any).

By clicking the link [Submit Recommendation](#), the 'Review Form' window will be opened:

..... Review form - Original papers, Short communications .....

Please confirm your agreement with all the following statements by marking the "YES"(=1) box. If you disagree with the statement, check "NO"(=2) box and, following the instructions inside the form, please specify your opinion or comments in the written remarks at the end of this form in the field 'Reviewer Blind Comments to Author'. In addition, please indicate in this field any your comments or remarks about strengths and weaknesses of the manuscript.  
Please use the checkbox 3 in case when you are not sure with the answer.  
The reviewer's procedure of the journal is based on the Single Blind Policy, i.e. the Author does not know the name of the reviewer.  
In the field 'Reviewer Confidential Comments to Editor', you may enter any remark, which you do not want to be seen by the Author. Please use this field also in case of your concern or suspicion of plagiarism, duplicate publication, data fabrication or any conflict of interest.

**1. TOPIC: The manuscript topic is relevant and fits in the scope of the journal Ceramics-Silikaty.** (YES=1; NO=2)  
If you disagree, please specify the reason, do not fill in the rest of this form and recommend rejection.

N/A     1     2     3

**2. CONTENT: The manuscript brings relevant, new and interesting results justifying publication.** (YES=1; NO=2)  
If you disagree, please specify the reason, do not fill in the rest of this form and recommend rejection.

N/A     1     2     3

**3. LANGUAGE: Poor English usage does not allow assessing the manuscript.** (YES=1; NO=2)  
If you agree, please specify the reason, do not fill in the rest of this form and recommend rejection.

N/A     1     2     3

**3.1. LANGUAGE: Please choose one of the following options:**  
1 = English style and grammar is acceptable.

Please confirm your agreement with all statements inside the Review Form by marking the "YES"(=1) box. If you disagree with the statement, check "NO" (=2) box and, following instructions inside the form, please specify your opinion or comments in the written remarks at the end of this form in the field "Reviewer Blind Comments to Author". In addition, please indicate in this field any your comments or remarks about strengths and weaknesses of the manuscript.

Please use the checkbox 3 in case when you are not sure with the answer.

There are two fields for "Reviewer Blind Comments to Author" and "Reviewer Confidential Comments to Editor". Please be sure to enter your remarks to the author in appropriate field.

In the field "Confidential Comments to the Editor", you may enter any remark, which you do not want to be seen by the Author. Please use this field also in case of your concern or suspicion of plagiarism, duplicate publication, data fabrication or any conflict of interest. In addition, you may report these ethic issues directly via e-mail to the Editor.

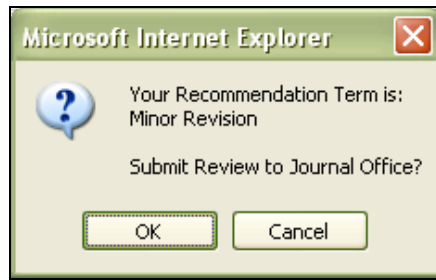
For your convenience you may use your word processing program (e.g. Microsoft Word) and then simply "copy" and "paste" your comments. The Editors will appreciate if you additionally send them this file via e-mail ([Jaroslav.Klouzek@vscht.cz](mailto:Jaroslav.Klouzek@vscht.cz)).

Finally choose your recommendation term (Accept, Minor Revision, Major Revision, Reject and Resubmit, Reject) via the pull-down form for 'Recommendation':

Recommendation

You may click the 'Save & Submit Later' button to save your comments and continue working. Clicking 'Proof & Print' will open a window containing all of the review information you have provided as a way for you to make a printout of your review for your records. Click 'Submit Now' to proceed. This will bring up a screen that allows you to proofread before sending it to the Journal Office. If you need to make further edits, click 'Edit Review'. If you are satisfied with your review, click 'Submit Review to Journal Office'.

The system will ask you to check your recommendation – click on OK to proceed or Cancel to make further changes.



Once you have successfully submitted your review, new opened window will thank you for your review with a button to take you back to your main menu.

