

Open SI: Quick Guide for Peer Reviewers

For a visual step-by-step guide to conducting a peer review in Open SI, view the [video tutorial](#). If you have any questions as you conduct your review, don't hesitate to contact us.

Recommended browsers: Firefox, Google Chrome. If using Internet Explorer, turn off compatibility mode to ensure Open SI displays properly.

Getting Started: Enrollment in Open SI

When you agree to conduct a review, you will be enrolled in Open SI as a peer reviewer and assigned to the submission. Watch out for two emails from SISP via Open SI: one notifying you of your username and password and another providing a link to the specific project you agreed to review.

Conducting the Peer Review

1. Click the link in the email that assigns the specific project to you.
2. When prompted, log in with your username and password. If this is your first time logging in, you will be asked to change your password.
3. Open SI will open to your "Dashboard"; click "You have a review pending" in your notifications list to load the review page.
4. Review page, TAB 1 = Request
 - o Scroll to see the project title and abstract and the Review Schedule (i.e., important dates).
 - o Click the appropriate button under "Competing Interests"; if appropriate, offer explanation.
 - o Click "Save and continue."
5. TAB 2 = Guidelines
 - o Read the Reviewer Guidelines.
 - o Click "Continue to Step #3."
6. TAB 3 = Download & Review
 - o In the section called "Review Files" you will find the files you should download to complete the peer review. They include a peer review checklist and stipend paperwork to complete, if applicable.
 - o Click each file to download and save to your computer.
 - o Log out and conduct your review; you may track changes in the MS Word doc manuscript or print and mark pages and scan into a PDF for upload later.
 - o Complete the peer review checklist for general ratings, summary of all comments, and your recommendation.

Completing the Peer Review

7. Log in to Open SI and once again click "You have a review pending" to access the review.
8. Return to TAB #3 by repeating steps 4 and 5 above.
9. In the section called "Reviewer Files," click the blue "Upload File" icon (far right) to upload each of your peer review documents: the completed peer review checklist and, if applicable, the tracked manuscript and/or a PDF of marked pages. If you have additional comments, you can key them directly into the large "Review" text box just above the "Reviewer Files" section.
10. When you have uploaded all your review files, click "Submit Review."
11. You will be asked to confirm that you wish to submit your review. After you submit your review, you will be unable to access the review or the project again. If you are sure you're ready to submit your review, click "OK."