Deputy Editor Instructions

Log in to the FPIN Editorial Management System at www.editorialmanager.com/fpin. Your username and password will have been sent to you by the FPIN Project Manager. If you do not have it, select "Send Access Credentials" and it will be sent to your email.

NOTE: Anytime you log into the system, remember to click on "Editor Login" or you will be logged in as an author. You will be able to switch between roles using the drop down menu at the top of the screen listed as "Role".


DO NOT use the back button in the system if you get lost. Click the MAIN MENU to return to the beginning.
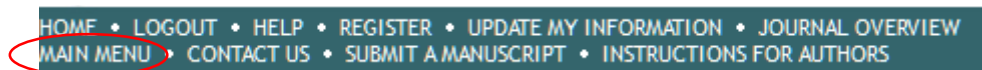
Downloading a manuscript from the Editorial Management System & Viewing peer review comments

1. When a deputy editor assignment has been made, you will receive an email with the subject line: "You have been assigned EMS XXXX for editorial review".
2. Log into the EMS and click "Submission with Required Reviews Complete" as seen below.
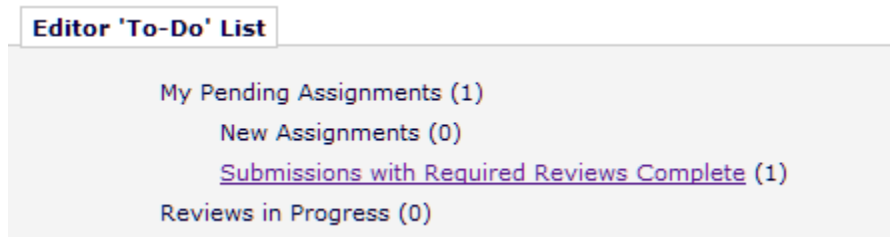
3. Click on "Action Links" and click on "File Inventory".

4. To open the manuscript, click on Download on left side of the table. You can also do the same for references if you need to access the PDF files.

5. Once you have downloaded the manuscript, open the manuscript in your computer so that you can edit using Track Changes.

Now that you have viewed and saved the manuscript, you are ready for manuscript review and editorial process.

Viewing peer reviewer comments

1. In the EMS, start by clicking "View Reviews and Comments" under "Action Links".
2. Once a pop-up window appears, click "Manuscript Submitted for Editorial Review" to view comments from peer reviewers before editing.
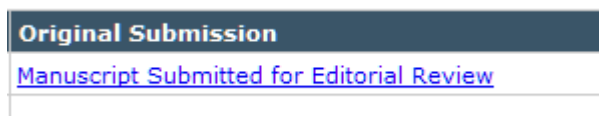
3. OPTIONAL: To print the peer review comments, hit "CTRL+P" to bring up your print options. For Mac users, hit "Command+P" for print options.

4. Now that you have information from the peer review, you can proceed with editing the manuscript and making comments to the author using Track Changes in the Word document that has been saved on your computer.
5. Once you have finished editing, save and rename the document with the initials DE and the date at the end of the file name. Example: "Tylenol for Headaches V1 **edits**"

After reviewing peer review comments and the author's manuscript, you will be left with several options in the EMS. Press CTRL+click on the links below for instructions based on your decision.

Sending a manuscript back to the author & Rating peer reviewers

Second & Subsequent Manuscript Review

Making minor edits and moving the manuscript along

Making no edits and moving the manuscript along

Sending a manuscript back to the author & Rating peer reviewers

1. In the EMS, begin by clicking "Submissions with Required Reviews Complete".
   *NOTE: If you are following these instructions for second or subsequent manuscript reviews, click on "New Assignments".
2. Then click "Action Links" followed by "Edit Submission".
3. Click "Edit the submission (and rebuild PDF)" as shown below.

Edit the submission (and rebuild PDF)

4. Continue clicking "Next" after reviewing and making sure that information about the manuscript is accurate.
5. Under "Attach Files", you will upload your edited manuscript by clicking "Choose Files".

6. Once your file has uploaded, remember to manually update the order of the documents at the bottom of the screen so that your **edited manuscript** appears first. Original manuscript should come in second, references third, and author disclosure last.

Order	Item	Description	File Name
1	*Manuscript ▼	Manuscript	
2	*Manuscript ▼	Manuscript	HDA 1578.docx
3	*Reference ▼	Reference	Reference 1.pdf
4	*Reference ▼	Reference	Reference 2 .pdf

7. Click "Update File Order" at the bottom to reorder the files.

4	*Author Disclosure ▼	Manuscript	DE v1.docx	11.9 KB	May 13, 2015	Download	☐
Update File Order							Remove
						Check All	Clear All

8. Click "Next" to continue.
9. Click "Build PDF for my Approval" once you have approved the list of documents shown in the table below.

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online			Online
*Manuscript	2		*Reference	2
Table	0		*Author Disclosure	1

Previous   Build PDF for my Approval

10. The system has now accepted your submission and is building your PDF. Click "Submissions Needing Approval by Editor" as shown below to take you back to the page with the list of Action Links.

PLEASE NOTE: The PDF for the edited submission is currently being rebuilt.

When it is complete, you must go to the Submissions Needing Approval by Editor page, and View the submission PDF for accuracy and completeness before taking additional action. You may then take one of the following actions:

11. You may have to wait for the submission to be built before you can perform any actions.

Status Date ▲▼	Current Status ▲▼
May 22, 2015	Building PDF (should be done in just a few)

12. After the submission is built, Action links will be made available to you. Click "View Submission".
13. After you have viewed your submission, click "Approve Submission". The system will prompt you to confirm your selection in a pop-up window before proceeding.
14. Now, click on "Main Menu" and click "Submissions with Required Reviews Complete".
15. Under "Action Links", click "Submit Editor's Decision and Comments" towards the bottom of the list.

16. Choose "Revise" from the drop down menu located towards the top of the page.

17. Any general comments you would like to send the author about their manuscript should be entered in the "Comments to the Author" section.
   *NOTE: For second and subsequent manuscript reviews, steps 18–20 (rating the peer reviewer) will not be relevant.
18. From this screen, you will be able to change the peer review information that is sent to the author. Any general comments you would like to send the author about their manuscript should be entered in the "Comments to the Author" section.

About halfway through the page, you will see a box to rate the peer reviewer. We will be using a Likert scale to rate peer reviewers. Consider this statement regarding the peer reviewer: **"I would recommend this peer reviewer for future use or manuscripts."**

The scale would be broken up as follows:

0   **Strongly disagree**
20   **Disagree**
40   **Disagree somewhat**
60   **Agree somewhat**
80   **Agree**
100   **Strongly agree**

Enter your score in the box. **The system will not allow you to proceed until the reviewer has been rated.**

Current Revision

7

19. Scroll further down and you will also be able to uncheck any peer reviewer question you do not wish to send the author.

Fake PR Reviewer 1

1. Is the manuscript clear and well written?

☑
Yes

2. Does the Evidence-Based Answer directly address the question?

☑
Yes

3. Does the Summary directly support the recommendation given in the Evidence-Based Answer?

☑
Yes

4. Is this article based on an up-to-date, complete literature search?

☑
Yes

5. Do you feel this article reflects the best evidence available on patient-oriented outcomes?

☑
Yes

6. Is this article fair and balanced?

☑
Yes

7. Is this an article you would read (i.e. is this relevant to your practice)?

☑
Yes

20. Click proceed.
21. Review the information that will be sent to the author, click back to edit or proceed to continue.

22. You can now edit the email that will be sent to the author if you would like to. When you are finished, you **MUST** click "Send Now". The edited manuscript and comments will return to the author for review.
23. You have completed your deputy editor assignment. Thank you for your time and dedication!

Second and Subsequent Manuscript Edits and Review

1. Once authors have submitted any revisions, you will be notified via email that you have a "New Assignment".
2. Revisions sent to you will now be listed under "New Assignments". Click on that to access revised manuscripts from authors. Note that revised submissions will have the letter R followed by a number after it. For example, EMS777**R2**
3. Under "Action Links", you will again click on "File Inventory", which will give you the following table:

Submission Files

Check All Clear All	Action	Item	Description	Item Family	File Name	Size	Modified	Display On TF
☐	Download	Manuscript	Manuscript	Default	Tilt Testing for Dehydration Rev 20160129.docx	23.2 KB	Jan 29, 2016	✓
☐	Download	Table	Table	Default	HDA 51309 - Tilt Testing - TABLE.docx	55 KB	Sep 16, 2015	✓
☐	Download	Reference	Reference 1	Default	+Levitt - Tilts in Adults in ED - Annals 1992.pdf	1.3 MB	Sep 16, 2015	✓
☐	Download	Reference	Reference 2	Default	+KozioI-McLain - 1991 OVS in ED Pts.pdf	1.4 MB	Sep 16, 2015	✓
☐	Download	Reference	Reference 3	Default	ENA CPG 2011.pdf	143.4 KB	Sep 16, 2015	✓
☐	Download	Author Disclosure	Author Disclosure	Document	Author-Disclosure-Form_HDA_51309_Tilt_Testing.pdf	1.2 MB	Sep 16, 2015	
☐	Download	Manuscript	Manuscript (short version)	Default	Tilt Testing for Dehydration 01012016 Author edits -short version - no comments.docx	22.7 KB	Jan 01, 2016	✓

4. Click on the latest revision to download the most recent manuscript. The latest version of the manuscript will have the most recent date displayed towards the right of the document name in the table.
5. Now you can review the manuscript and make any suggestions for the author.
6. Repeat the same steps under sending a manuscript back to the author, making minor edits and moving the manuscript along or making no edits and moving the manuscript along.
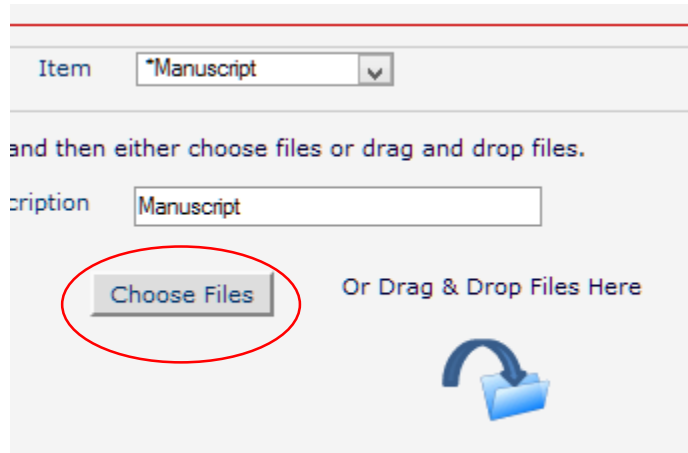
*NOTE: Skip the steps in the instructions that tells you to "View Reviews and Comments" as peer review comments or rating the peer reviewer is no longer needed in second and subsequent manuscript reviews.

Making minor edits and moving the manuscript along

1. In the EMS, begin by clicking "Submissions with Required Reviews Complete".
   *NOTE: For second and subsequent manuscript reviews, click on "New Assignments".
2. Next, click "Action Links", then "Edit Submission".
3. Click "Edit the submission (and rebuild PDF)" as shown below.

   Edit the submission (and rebuild PDF)

4. Continue clicking "Next" after reviewing and ensuring that information about the manuscript is accurate.
5. At this point, you will upload your edited manuscript by clicking "Choose Files".

6. Once your manuscript has uploaded, it is important to remember to reorder the list of documents so that your **edited manuscript** appears first. Click "Update File Order" to rearrange the files.

Order	Item	Description	File Name
1	*Manuscript ▼	Manuscript	
2	*Manuscript ▼	Manuscript	HDA 1578.docx
3	*Reference ▼	Reference	Reference 1.pdf
4	*Reference ▼	Reference	Reference 2 .pdf

7. Click "Update File Order" at the bottom to reorder the files.

4	*Author Disclosure ▼	Manuscript	DE v1.docx	11.9 KB	May 13, 2015	Download	☐
Update File Order							Remove
							Check All Clear All

8. Click "Next" to continue.
9. Click "Build PDF for my Approval" once you have approved the list of documents shown in the table.

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online			Online
*Manuscript	2	*Reference		2
Table	0	*Author Disclosure		1

Previous   Build PDF for my Approval

10. The system has now accepted your submission and is building your PDF. Click "Submissions Needing Approval by Editor" as shown below to take you back to the page with the list of Action Links.

PLEASE NOTE: The PDF for the edited submission is currently being rebuilt.

When it is complete, you must go to the Submissions Needing Approval by Editor page, and View the submission PDF for accuracy and completeness before taking additional action. You may then take one of the following actions:

11. It may take a few minutes for the PDF to be built depending on the number of files and the size. You will be able to tell the status of the file under "Current Status".

Status Date ▲▼	Current Status ▲▼
May 22, 2015	Building PDF (should be done in just a few)

12. Once the Action links appear on the left side of the table, click "View Submission".
13. Ensure that your submission is up to date and accurate. After you have viewed your submission, click "Approve Submission" when you are pleased with it. The system will prompt you to confirm your selection in a pop-up window before proceeding.
14. **Now, return to the Main Menu and click "Submissions with Required Reviews Complete".**
    *NOTE: If you are following these instructions for second and subsequent reviews, skip steps 15–18 (rating the peer reviewer).
15. Under "Action", click "View Reviews and Comments" towards the bottom of the list.

16. Then click "Manuscript Submitted for Editorial Review". This will take you to the peer review information.

17. Towards the top of the page, you will see a box to rate the peer reviewer. Please enter a number from 1–10, 10 being the best. **The system will not allow you to proceed until the reviewer has been rated.**

18. Click "Save and Close", and then "Close".
19. Next, under "Action", click "Unassign Editor" to transfer the manuscript to the next editor.
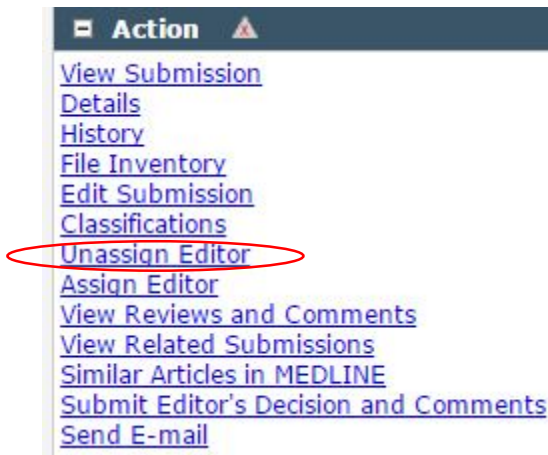
20. Click "Switch to New Editor" in the pop-up window.
21. Select HDA EIC – Tom Satre

22. Click "Send Default Letters" once you are ready to hand the manuscript over to the next editor. Notification letters will be sent to the author and the HDA EIC, Tom Satre.
23. You are able to customize each letter to the next editor by clicking "Send Custom Letter" and then "Customize" to edit a letter. Click "Confirm Selections and Send Letters" once you are done.
24. You have completed your deputy editor assignment. Thank you for your time and dedication!

*NOTE: In the event the HDA EIC has any additional queries or comments from the author, the submission will be re-assigned to you, the Deputy Editor. Please review comments or queries from the EIC and send the submission back to the authors, if that is warranted. Once the authors have revised their draft, you will receive the submission. Review any changes the authors have made and send them back to the EIC for approval.

Making no edits and moving the manuscript along

1. In the EMS, begin by clicking "Submissions with Required Reviews Complete".
   *NOTE: If you are following these instructions for second and subsequent manuscript reviews, click on "New Assignments". Skip steps 2–4 as well.
2. Next, click "Action Links" followed by "View Reviews and Comments". Then click "Manuscript Submitted for Editorial" as shown below to rate the peer reviewer.
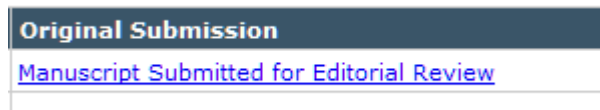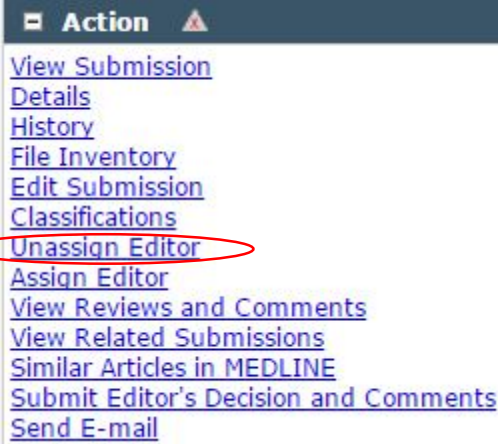

3. Towards the top of the page, you will see a box to rate the peer reviewer. Please enter a number from 1–10, 10 being the best. **The system will not allow you to proceed until the reviewer has been rated.**

Current Revision

`7`

4. Click "Save and Close".
5. Under "Action", click "Unassign Editor" to transfer the manuscript to the next editor.

☐ Action ⚠

View Submission
Details
History
File Inventory
Edit Submission
Classifications
Unassign Editor
Assign Editor
View Reviews and Comments
View Related Submissions
Similar Articles in MEDLINE
Submit Editor's Decision and Comments
Send E-mail

6. Click "Switch to New Editor" in the pop-up window.
7. Select HDA EIC – Tom Satre.

⦿   HDA EIC - Tom Satre

8. Click "Send Default Letters" once you are ready to hand the manuscript over to the next editor. Notification letters will be sent to the author and the HDA EIC, Tom Satre.
9. You are able to customize each letter to the next editor by clicking "Send Custom Letter" and then "Customize" to edit a letter. Click "Confirm Selections and Send Letters" once you are done.
10. You have completed your deputy editor assignment. Thank you for your time and dedication!

*NOTE: In the event the HDA EIC has any additional queries or comments from the author, the submission will be re-assigned to you, the Deputy Editor. Please review comments or queries from the EIC and send the submission back to the authors, if that is warranted. Once the authors have revised their draft, you will receive the submission. Review any changes the authors have made and send them back to the EIC for approval.