

## Peer Reviewer Instructions – FPIN Editorial Manager

Login information: [www.editorialmanager.com/fpin](http://www.editorialmanager.com/fpin)

Your username and a link to your password will have been sent to you by the FPIN Project Manager. If you do not have it, please click “Send Access Credentials” and enter the required information for your username and password to be emailed to you.

1. As a peer reviewer for FPIN, you will receive an email invitation anytime a peer review is requested of you. There will be a link in the email to accept or decline the invitation.
2. Once you accept the invitation from the email, you can click on “Pending Assignments” to begin your review or log back into the system later to complete your review. You will have 14 days to complete the review.
3. Anytime you log into the EMS as a reviewer you must click “Reviewer Login”.



4. You will also be able to change your role at the top of the screen as shown below if you did not login as a reviewer.



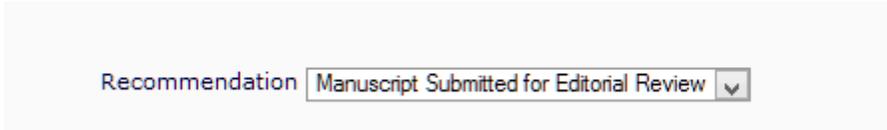
5. Click “Pending Assignments”.
6. Under “Action Links”, click “View Submission” and download the manuscript and full text articles used as references in the manuscript.



7. On the second page of the PDF, the manuscript will begin. At the top of the page, you will see a blue hyperlink to download the manuscript in MS Word format. You may do this if you wish, it is not required. **However, do not use this document to make Track Changes as you will not be able to upload it in the system.**
8. Once you have completed your peer review, click “Submit Recommendation” under “Action Links” as shown below.



9. Please change the top drop down menu under “Recommendation” to “Manuscript Submitted for Editorial Review”.



10. Complete the form. If you answered “No” to any of the peer review questions, please provide an explanation in the same space.
11. After the list of questions, there will be space to provide blind comments to the Author as well as confidential comments to the Deputy Editor who will be editing this manuscript. Any comments to the author or editor should be entered in the respective spaces.
12. Once finished with the review, click “Proceed”.
13. You will be asked to read your review and you can make edits at this point if required.
14. Once you are ready to submit, click “Submit Review to Editorial Office”. Once you receive the following screen, you have completed your review:

## **Review Thank You**

Thank you for reviewing Manuscript Number EMS68.

15. Thank you so much for your time in reviewing for FPIN!