



## Instructions to *WestJEM* Reviewers

Thank you for your contribution to the *Western Journal of Emergency Medicine*. Here are the instructions to help your tasks as a reviewer.

### Proposed Reviewer Guidelines/Expectations for *WestJEM*

Reviewers are expected to:

- Perform two (2) to five (5) reviews per calendar year.
- Keep current their availability to review on the website.
- Maintain an up-to-date email address for correspondence with the journal.
- Have an updated CV on file with journal office.

When a reviewer has committed to review:

- Reviews must be completed 21 days from the date of email (initial request) or within 14 days of committing to the review.
  - If a reviewer does not reply within 3 days of initial invitation, an automatically generated electronic reminder will be sent on days 3, 5, and final reminder on day 7.
  - If a reviewer consents to review on day 7, he/she will have 14 days to complete the review, etc.
  - If a reviewer does not respond to any of the requests to review, the reviewer will receive a written correspondence from the journal releasing him or her as a reviewer.
- Reviews must be thorough and contain a basic amount of information in order for the section editor to generate a composite review.
  - Critique of methodology
  - Statement of impact
  - Strengths
  - Significant limitations that were not addressed
  - Fatal flaws
  - Comment on the necessity and suitability of tables and figures (tables are typically at the end of the manuscript and figures under supplemental content)
  - Comment on clarity, brevity, grammar and spelling. If there are minor errors, please relate them in the review. If there are major errors as a whole, you may relate this fact without having to fix them line by line.

The journal will provide all reviewers with:

- Copies of decision letters to authors on manuscripts reviewed
- An annual update detailing the number of reviews performed over the preceding calendar year and an official letter of thanks on *WestJEM* letterhead for your academic record and promotion.
- Yearly acknowledgement of best reviewers in print.

To access the website you must have an account. You can create an account on the website, [www.westjem.org](http://www.westjem.org).

1. Click on “Account Login” at the mid-left of the webpage.
2. Click on “Sign up” on the mid-right of the page.

After you create a free account, you should have received an email asking to confirm and activate your account, as well as an email with your username and password. If you have not done so already, please activate your account by following the instructions in the email. If you cannot remember your password, you can receive a reminder through email by clicking on “Forget your password?” on the “My Account Page.”

Step 1:

The screenshot shows the WestJEM website interface. At the top left is the eScholarship University of California logo. To the right are navigation links: Home, About, Browse, Publish, Help, and My Items (0). A search bar is located at the top right. Below the navigation is a banner for WestJEM featuring an ambulance and the journal title. The main content area is divided into two columns. The left column contains a 'Journal Info' sidebar with links for 'Submit New Article', 'Submission Guidelines', 'Electronic Publication', 'WestJEM Account Login' (highlighted with a red box), 'Subscribe to WestJEM', 'Indexing Information', 'Article Processing Fee', 'Editorial Board', 'Contact Us', 'Consent', 'WestJEM Reviewer', 'Journal History', 'Journal Roles', and 'Advertise in WestJEM'. The right column contains the journal's mission statement, a list of goals, and the current issue information: 'Current Issue, Volume 12, Issue 4, 2011'. Below this, there are article titles and authors, such as 'Rapid Sequence Intubation from the Patient's Perspective' by Kimball, Deborah; Kincaide, Ramon C; Ives, Crystal; Henderson, Sean.

Step 2:

[login](#) ▶ [publication type](#) ▶ [overview](#) ▶ [author agreement](#) ▶ [author information](#) ▶ [files](#) ▶ [submit](#)

Login

**Already have an eScholarship Account?**

Email:

Password:

[forgot/reset password?](#)

Remember me

**New to eScholarship?**

[Create Account](#)

**What do you want to do?**

Submit/revise content

Review journal article

Edit/manage journal

**Before the review:**

Please complete the peer reviewer training module located at [westjem.org](http://westjem.org).

1. Click on the “WestJEM Reviewer” link in the left hand module.

The screenshot shows the WestJEM website interface. At the top, there is a navigation bar with links for "About eScholarship", "Publish/Deposit", "Browse Content", "Help", "My Account", and "My Saved Items (0)". A search bar is located on the right side of the top bar. Below the navigation bar is a banner for "WestJEM Integrating Emergency Care with Population Health". The main content area displays the journal's title and a brief description of its focus on emergency medicine and population health. A list of articles is shown, including "Diagnostic Acumen" and "Splenic Laceration and Pulmonary Contusion Injury From Bean Bag Weapon". On the left side, there is a sidebar with various links, including "Journal Info", "Submit Article to this Journal", "Administrator Login", and "WestJEM Reviewer", which is highlighted with a red box.

2. Click on the “Peer Review Training Module” link in the body of the page.

The screenshot shows the WestJEM website interface. At the top left is the eScholarship University of California logo. Navigation links include "About eScholarship", "Publish/Deposit", "Browse Content", "Help", "My Account", and "My Saved Items (0)". A search bar is present with the text "Search publications..." and a "go" button. Below the navigation is a banner for "WestJEM Integrating Emergency Care with Population Health". The main content area is titled "WestJEM Reviewer" and lists several links: "Peer Review Policy", "Reviewer Instructions", "Peer Review Training Module" (highlighted with a red box), and "Concise Academic Writing". A left sidebar contains "Journal Info" for the Western Journal of Emergency Medicine, including ISSN, editor information, and a "Submit Article to this Journal" button. At the bottom of the sidebar are various utility links like "Submission Guidelines" and "Contact Us".

3. Click on the “Start” Button in the bottom right corner of the module.

The screenshot displays the title page of an instructional guide. On the left, the text "Annals of Emergency Medicine" is stacked vertically. The main title is "An Instructional Guide for Peer Reviewers of Biomedical Manuscripts". Below the title, three authors are listed: Michael Callaham, M.D. (Deputy Editor, Annals of Emergency Medicine, Professor of Emergency Medicine, University of California, San Francisco, Chair, Ethics Committee, World Association of Medical Editors); David Schriger, M.D., M.P.H. (Professor of Emergency Medicine, University of California, Los Angeles, Methodology/statistics editor, Annals of Emergency Medicine); and Richelle J. Cooper, M.D., M.S.H.S. (Assistant Professor of Emergency Medicine, University of California, Los Angeles, Methodology/statistics editor, Annals of Emergency Medicine). In the bottom right corner, a "Start" button is highlighted with a red box.

4. Click on the “Listen to the lectures” link in the module

**Contents Menu**

Annals  
of  
Emergency  
Medicine

- **How to use this Web-based application**  
The contents of the Web-based application and how to use them
- **View and print the sample manuscript and review forms**
- **Listen to the lectures**
- **Examples of good and bad reviews**
- **Examples of how reviews change manuscripts**
- **Additional resources**  
References, links to web sites
- **About this Web-based application**

This presentation requires the Flash Player and Adobe Reader utilities.  
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5. Click on the “Critical appraisal: how to read a paper for review” and then the “How to write your peer review” links and complete these modules.

**Listen to the lectures**

Annals  
of  
Emergency  
Medicine

- **The history and methods of peer review**
- **Critical appraisal: how to read a paper for review**

**Supplementary lectures on critical appraisal**  
Providing more detail on assessing the areas below:

- Research questions and hypotheses
- Theoretical models
- Study design
- Analytic strategy
- Tables and figures
- Limitations

- **How to write your peer review**
- **Examples of real reviews - do's and don'ts**
- **Critical appraisal of the sample manuscript**
- **Assessing real reviews of the sample manuscript**

Return to Main Menu

This presentation requires the Flash Player and Adobe Reader utilities.  
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Note: Adobe Acrobat Reader and Macromedia Flash Player are required.

**The process:**

Once the reviewer receives the request to review by the Section Editor, the reviewer has up to **three days** to either accept or decline to review. Reviewers who have committed to review submit their reviews within **two weeks or 14 days**. We do not expect you to rewrite the article, but to point out areas of weakness in substance, methodology, and/or references. It is the authors' responsibility to revise and upload the revised article to the *WestJEM*. Because the journal is young and aggressively seeking submissions, the emphasis is on helping the authors revise and resubmit with the goal of creating publishable quality work.

## How to physically do this:

When you are ready to submit the review:

1. Go to the *WestJEM* web site: [http://escholarship.org/uc/uciem\\_westjem](http://escholarship.org/uc/uciem_westjem)
2. Click the “WestJEM Account Login” link.
3. You will be prompted to log in with your email address and password. Enter the appropriate information and click Login.

The screenshot displays the WestJEM website. At the top left is the eScholarship University of California logo. Navigation links include Home, About, Browse, Publish, Help, and My Items (0). A search bar is located at the top right. Below the navigation is a banner for 'Emergency WestJEM' featuring an ambulance. The main content area includes a 'Journal Info' sidebar on the left with links for 'Submit New Article', 'Submission Guidelines', 'Electronic Publication', 'WestJEM Account Login' (highlighted with a red box), 'Subscribe to WestJEM', 'Indexing Information', 'Article Processing Fee', 'Editorial Board', 'Contact Us', 'Consent', 'WestJEM Reviewer', 'Journal History', 'Journal Roles', and 'Advertise in WestJEM'. The main text area contains a description of the journal, its goals, and a list of articles from the current issue (Volume 12, Issue 4, 2011).

Under “My Account” is where you can edit your profile.

4. Now that you’re in the “My Journals” page, you can access the article you are reviewing by clicking on “Review Submissions” followed by the title of the article.

# My Journals

## Western Journal of Emergency Medicine

» [Review Submissions](#)

[1 Active](#)

## My Account

- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Log Out](#)

### Active Submissions

ACTIVE		ARCHIVE			
ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
6842	09-01	article	TEACHING AND CLINICAL EFFICIENCY: COMPETING DEMANDS	09-15	1

1 - 1 of 1 Items

5. To submit the review, click on the “Will do the review” link. Download the manuscript by clicking on the Submission Manuscript file.

## Review Steps

1. **Notify the submission's editor** as to whether you will undertake the review by clicking the appropriate icon below.  
Response:  Will do the review  Unable to do the review
2. If you are going to do the review, **consult the "Reviewer Guidelines" section** at the bottom of this page.
3. Click on the file names below to **download and review the files** associated with this submission.  
Submission Manuscript [11789-43522-1-RV.DOC](#) 2012-01-27  
Supplementary File(s) [None](#)
4. Click on icon to **enter (or paste) your review** of this submission.  
Review
5. You can **upload additional files** for the editor and/or author to consult (optional).  
Uploaded files    None  
[ENSURING A BLIND REVIEW](#)
6. **Select a recommendation.**  
*You must enter a review or upload a file before selecting a recommendation.*  
Recommendation
7. Click the button below to submit the review to complete the process.

- To enter your review of the submission, click on “Review” in step 4 and enter your comments for either author, editor, or both. You can also upload word documents and additional files for the review in step 5.

- Click on icon to **enter (or paste) your review** of this submission.  
Review 

- You can **upload additional files** for the editor and/or author to consult (optional).  
Uploaded files None

No file chosen   
[ENSURING A BLIND REVIEW](#)

- Select a recommendation.**  
*You must enter a review or upload a file before selecting a recommendation.*  
Recommendation

- Click the button below to submit the review to complete the process.

- Cover Letter (optional):** Please provide a *confidential cover letter* that only editors can read, even if your report is shared with the author(s). This file may be uploaded as a text, PDF, or Word file under step 5 OR pasted directly into the space provided on the page in step 4. If you upload your document under step 5 as an additional file, only the editor initially can view the file. Permissions must be granted by the editor for the author to view the file.

- After your review is complete and your comments have been uploaded, click on a recommendation and submit the review to the editor. Please note that once the review is submitted, you cannot change any part of the review.

- Click on icon to **enter (or paste) your review** of this submission.  
Review 

- You can **upload additional files** for the editor and/or author to consult (optional).  
Uploaded files None

No file chosen   
[ENSURING A BLIND REVIEW](#)

- Select a recommendation.**  
*You must enter a review or upload a file before selecting a recommendation.*  
Recommendation

- Click the button below to submit the review to complete the process.

Please submit reviews as plain text files, RTF files, PDF files, or Word documents. The reviewer's identity is removed from the author's view on the website. Please do not disclose your identity in the actual text of the review.

11. After completing the forum and clicking the "Submit Review To Editor" link, you will be prompted to send an email to the editor. Please send the email to let the editor know you have finished your review.

If there are any questions or concerns related to navigating the website, please contact:

Rex Chang

*Editorial Director*

[editor@westjem.org](mailto:editor@westjem.org)

If there are any questions or concerns, please contact:

Dr. Shahram Lotfipour

*Managing Associate Editor*

Associate Clinical Professor of Emergency Medicine

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