

## **WestJEM Reviewer Instructions**

Hello! Thank you and congratulations on becoming a reviewer for the Western Journal of Emergency Medicine (WestJEM). Please find the instructions below on how to complete a review. Please email us at [editor@westjem.org](mailto:editor@westjem.org) with any questions. Thank you!

**Step 1: You will receive an email with the direct link to the review/review form. Please make sure to click on the link and either **ACCEPT** or **DECLINE** to review. This sends a notification to our staff to either anticipate your review or add more reviewers to the submission. An example email is found below.**

Dear YOUR NAME,

**The migration of our peer review system from eScholarship to Janeway is now complete. Please follow the instructions below to access the review. Please email us at [inpomuceno@westjem.org](mailto:inpomuceno@westjem.org) with any questions.**

Thank you for your service as a reviewer for the Western Journal of Emergency Medicine: integrating Emergency Care with Population Health (WestJEM).

This is a request for peer review of a recent article submitted to the journal entitled " TITLE OF ARTICLE" to be completed within two weeks. Please confirm NOW whether you will or will not be able to complete the review by **DUE DATE** by using the link below. **If the link below does not work when directly clicked on, please try to copy and paste the link into a new tab. If you are still unable to access the link, please email [inpomuceno@westjem.org](mailto:inpomuceno@westjem.org).**

[https://journalpub.escholarship.org/westjem/review/requests/48471/?access\\_code=c098fd27-6d92-4355-a61f-cffa943dfd7d](https://journalpub.escholarship.org/westjem/review/requests/48471/?access_code=c098fd27-6d92-4355-a61f-cffa943dfd7d) ← LINK

Please complete the review by using the online template included in the reviewer request. Completion of this form includes automatic notification to WestJEM that the review is complete. Please do not use a separate Word document.

Please see the following link as a helpful tool in providing your review: <https://www.equator-network.org/toolkits/peer-reviewing-research/>

If you are unable to complete a review at this time, please consider providing recommendations of other experts in the field that may be interested in this submission.

Please do not hesitate to contact us at [editor@westjem.org](mailto:editor@westjem.org) if you have any questions.

Sincerely,  
WestJEM Staff

**Step 2: The link will take you to the 'Review Request' page (no login needed). Please scroll down to the middle of the page and click either 'Agree to perform review' or 'Decline to perform review'. If you agree, please continue to Step 3. If you decline, no further action is needed.**

The screenshot shows the 'Review Request' page for the Western Journal of Emergency Medicine. The page has a dark sidebar on the left with navigation options: 'Janeway', 'DASHBOARDS', 'Main', 'Search Submissions', 'WORKFLOW', 'Review', and 'Copyediting'. The main content area has a breadcrumb trail: 'DASHBOARD / REVIEW REQUESTS / REVIEW #48472 / REVIEW FORM'. The title is 'Review Request'. Below the title is a section titled 'GENERAL REVIEW GUIDELINES'. The text reads: 'Dear WestJEM reviewer, Thank you for your service as reviewer for the Western Journal of Emergency Medicine. If you are able to complete this review:'. A bulleted list follows: '• Scroll down and click on green "Agree to perform review" button', '• Download manuscript by clicking on download arrow under Review Files', and '• Please complete review by answering the questions of the REVIEW FORM. (Note: please do not upload a separate Word document as a review)'. Below this is another section: 'If you are unable to complete this review:'. A bulleted list follows: '• Scroll down and click on green "Decline to perform review" button'.

The screenshot shows the 'ACCEPT OR DECLINE THIS REVIEW' section. The sidebar on the left has options: 'Issues', 'Articles', 'Publication Schedule', and 'STAFF'. The main content area has the title 'ACCEPT OR DECLINE THIS REVIEW' and the text 'Please let us know if you intend to complete this review.' Below the text are two buttons: a green button labeled 'Agree to perform review' and a pink button labeled 'Decline to perform review'.

**Step 3: To perform the review, please download all necessary files under 'Review Files'. This will include the manuscript file and can include supplemental files/appendices. To download the files, please click on the down arrow under 'Download'.**

REVIEW FILES [Download all as ZIP](#)


Label	Download
Manuscript File	

**Step 4: Once you review the manuscript, please scroll down to the 'Review Form' and answer the questions using the text box (shown below). There are about 8 questions to answer in total.**

REVIEW FORM

Abstract: Is it structured properly? Does it reflect the important information in the paper? If read alone, would it communicate the message?

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**NOTE: If you need to save your progress, please scroll to the bottom of the page and click 'Save progress and continue later'.**

[Save progress and continue later](#) [Complete Review](#)

**Step 5: The last 5 questions of the 'Review Form' are for the editors only. If you have any questions regarding the decision recommendation or rating, please email us at [editor@westjem.org](mailto:editor@westjem.org).**

Additional Comments for Editors only (will not go to authors)What is the official recommendation to the Section and Decision Editors regarding this paper?

Please select decision

Please provide a 1-10 rating overall for the paper, with "10" being "Outstanding," and "1" being "no value."

Please select rating

Provide any other comments and justification for previous recommendation (1-10) that you would not want the authors to see.

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**YOUR RECOMMENDATION**

Recommendation

Accept Without Revisions

Comments for the Editor

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**Step 6: Once you complete your review, please click on 'Complete Review' at the bottom of the page.**

Save progress and continue later Complete Review

**ADDITIONAL NOTES**

If you lost the direct link to your review, you can login to your Janeway account here:

<https://journalpub.escholarship.org/westjem/dashboard/>.

This will take you to your dashboard (shown below). Please click on 'View Requests' to see your review requests, accepted reviews, and completed reviews.

The screenshot shows a dashboard titled "Dashboard" with a "Summary" section. Under the heading "REVIEWER", there is a "View Requests" button highlighted with a red box. Below this are three summary items: "Review Requests" with a pink square containing the number 1, "Accepted Reviews" with an orange square containing the number 1, and "Completed Reviews" with a green square containing the number 0. Arrows point from each of these items to external text boxes on the right: "Review requests that have not been responded to" for Review Requests, "Incomplete/In progress reviews" for Accepted Reviews, and "Completed reviews" for Completed Reviews.

Category	Count	Description
Review Requests	1	Review requests that have not been responded to
Accepted Reviews	1	Incomplete/In progress reviews
Completed Reviews	0	Completed reviews