

Reviewer Instructions

Round 1: Workshops & Updates

DEADLINE: Friday, October 13, 2017 - 9:00 AM Eastern Time



Thank you for volunteering to peer review submissions for the Annual Meeting. Your thoughtful review and scoring will ensure SGIM provides quality peer-reviewed content at the Annual Meeting.

The **deadline** to enter your scores into the system is **9:00 AM EASTERN TIME on Friday, October 13, 2017. This deadline is not negotiable and will not be extended.**

BEFORE REVIEWING

Create or Update your ScholarOne™ Account

ScholarOne™ is the online submission website for the SGIM Annual Meeting.

Go online to: <https://sgim2018.abstractcentral.com>

- **New to ScholarOne™?**

Just click on the link to [Create an Account](#) from the menu bar at the top of the page. Enter all required information, including your responses to the questions regarding external funding.

This allows you control your personal information; how it is spelled, what degrees you hold, what institutional affiliations should be "attached" to your name. You can also set your own user name and password.

- **Already in the system? Submit something into ScholarOne™ last year?**

UPDATE YOUR ACCOUNT

If your email address did not change since the last annual meeting you should have received an email with your User Name and Password. Verify all information and complete this year's Disclosure Information.

Did your email change since last year? Contact the SGIM Office for your User Name and Password to update your account.

Asking someone to enter scores into ScholarOne™ for you? Provide your credentials (user name and password) to them. They must log into ScholarOne™ as you.

Enable Pop-Up Windows in your Internet Browser

Several pages will pop-up as a new window throughout the review process. Please enable pop-up windows from ScholarOne™.

PREPARE TO REVIEW

Reread the Annual Meeting Theme, Peer Review Criteria and Rubrics:

- **SGIM 2018: Empowering General Internists to Lead Digital Innovation.** This meeting will engage us in sharing how we can take action as individuals, as leaders, and as advocates to improve the work we do and the environment we do it in.
- **Review Criteria & Rubrics**
 - Workshops
 - Updates

REVIEWING SUBMISSIONS

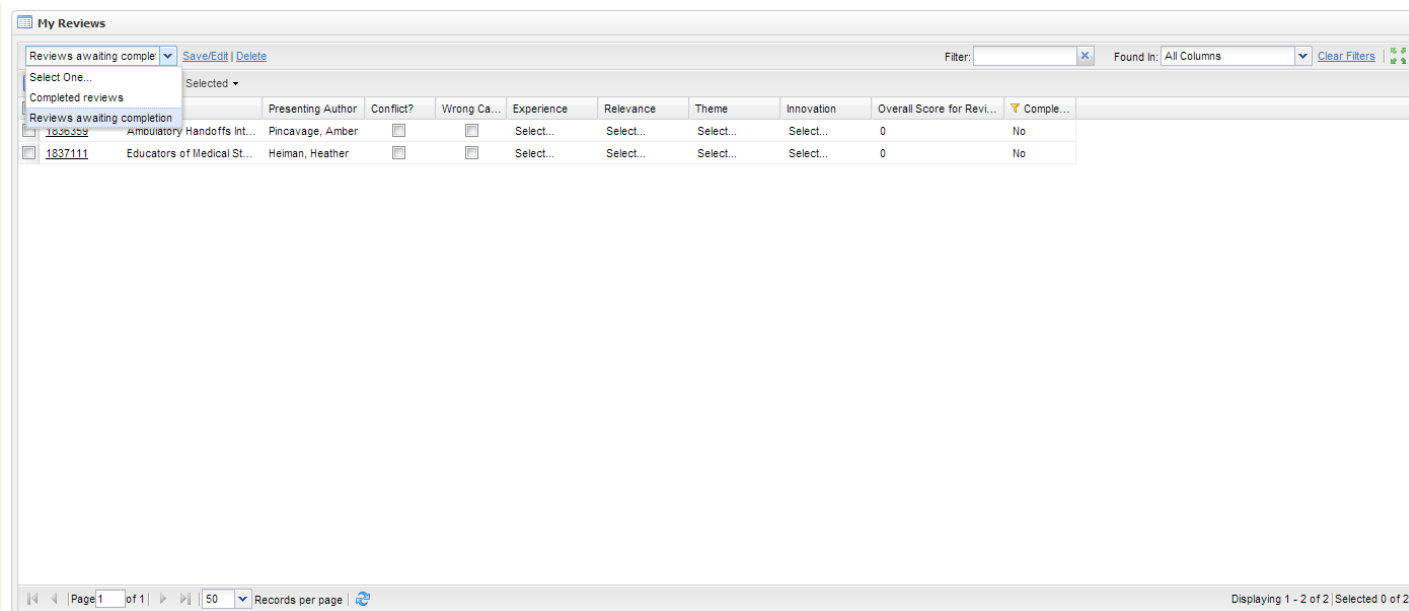
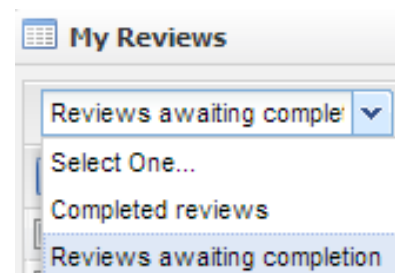
STEP 1: Access Your Assigned Submissions

Once logged into ScholarOne™, click on the **Review *** button at the top of the screen.

- Select the type of reviewer (workshops, updates) button and the  icon.

From the My Reviews module:

- To view a list of un-reviewed submissions**, click on the drop down menu to select a view of **Reviews awaiting completion**. A list of the submissions assigned to you for reading and scoring will populate.
- To view a list of reviewed submissions**, click on the drop down menu to select a view of **Completed reviews**. A list of the submissions assigned to you for reading and scoring will populate.



	Presenting Author	Conflict?	Wrong Ca...	Experience	Relevance	Theme	Innovation	Overall Score for Revi...	Comple...
1836358	Amputatory Handoffs Int...	Pincavage, Amber			Select...	Select...	Select...	0	No
1837111	Educators of Medical St...	Heiman, Heather			Select...	Select...	Select...	0	No

Don't see a list of submissions for review?

This most likely means you have duplicate accounts in ScholarOne, which we can fix in just a few moments. Email submissions@sgim.org or call the SGIM office immediately at 202-887-5150 or 800-822-3060. Available Monday through Friday 9 AM to 5 PM Eastern Time.

STEP 2: Recuse yourself from Reviewing due to a Conflict of Interest

SGIM suggests you recuse yourself from reviewing any submission if:

- You are a co-author or co-presenter of the submission
- The submission is one you recognize from your own institution and/or
- You have ongoing professional collaboration with the submitting author
- You have a financial or other conflict of interest with the submission, or otherwise might not be able to offer an objective review.

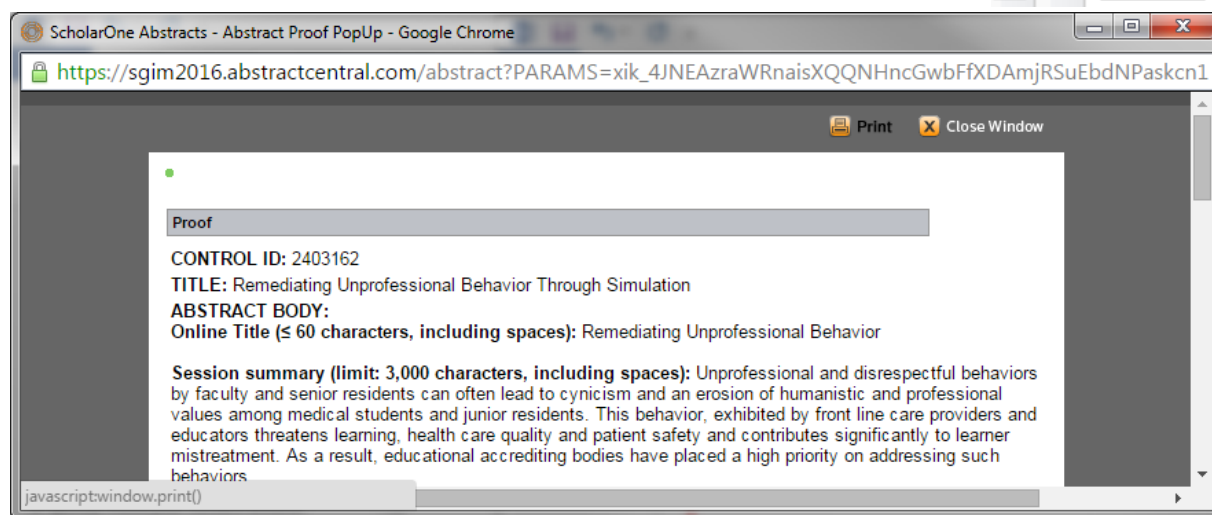
To recuse yourself from reviewing a submission, click on the **Conflict of Interest** box. Selecting "Conflict of Interest" will not allow you to score the abstract. Once the Conflict of Interest box is selected, the ScholarOne™ system will remove those assigned submissions from your review batch.


For submissions assigned to you and not yet reviewed and scored, ScholarOne™ will continue to send reminders to complete your reviews.

STEP 3: Read Submissions

To view submissions online, click on the Control ID link on the left to see the entire abstract. A new window will pop up with the abstract content. Please enable pop-up windows in your internet browser.

	Control ID	Title
<input type="checkbox"/>	2403162	Remediating
<input type="checkbox"/>	2403264	Managing Ch



To print all currently displayed submissions, use the  **Print Selected** button. We suggest you print with **scorecard** in order to allow easier marking of scores for each criteria and entering of scores into ScholarOne™. Ignore the field on the **scorecard** that allows you to enter an overall score; which the system will automatically calculate.

To print an individual submission, click on the Control ID link on the left and click on the Print button at the top.

STEP 4: Enter Comments

To add **constructive comments**, click on the Control ID number. A text box will pop up in which you may communicate to the program committee your constructive comments. This is the best way **to inform the program committee** of additional information.

Wrong workshop submission category?

Report this before **October 12, 2017**. Email submissions@sgim.org and please include the submission ID number. After that date, please review as best you can and click the **wrong category** button.

Primary Categories

- [Workshop](#)
- [Updates](#)

Wrong submission type?

Comment in the text box to notify the program committee of the incorrect submission category. For example: “not an update/workshop, this is a vignette, etc.”

STEP 5: Rate Submission Based on Review Criteria

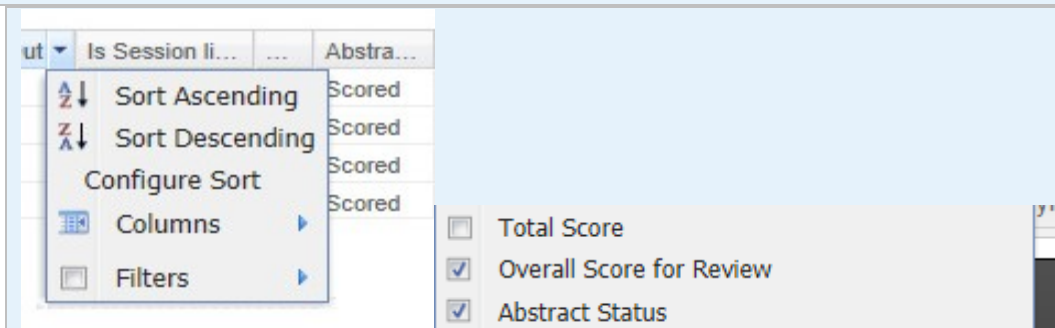
After reading the submission, rate the information using the appropriate criteria:

[Workshop](#)
[Updates](#)

For each criteria, carefully consider the rating guidance and enter a score equivalent

How can I **confirm** all scores were captured?

- Scores are saved automatically as it is entered.
- **To confirm scores are captured, view the review status of a submission: click on the down arrow on any column header and select “Abstract Status.” The Abstract Status column next to each submission will change to “Scored” once your score is captured.**
- **You’re all done!**



Thank you for reviewing Annual Meeting submissions!

Technical Support

If you have difficulty with the review process, please contact ScholarOne™ Technical Support:

Online

Click on the [Help](#) button located in the upper right-hand corner from any page
<http://mchelp.manuscriptcentral.com/gethelpnow/abstractcentral/training/reviewer/>

Available online 24 hours a day, Monday-Friday

By Email

ts.acsupport@thomson.com

Available 12:00 AM – 8:30 PM Eastern Time

By Phone

Direct Number: +1 (434) 964-4100

Toll Free Number (US Only): +1 (888) 503-1050

Available 12:00 AM – 8:30 PM Eastern Time

Review Questions

If you have questions regarding reviewing, submission criteria or about the Annual Meeting, please contact SGIM staff:

By Email

submissions@sgim.org

By Phone

202-887-5150 or 800-822-3060

Available Monday through Friday, 9 AM – 5 PM Eastern Time