



Reviewer Instructions

Round 2: Abstracts, Vignettes & Innovations

DEADLINE: Friday, January 26, 2024 – 11:59 PM ET

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 **11:59 PM EASTERN TIME on Friday, January 17, 2023**. 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://sgim24.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 username 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 will be able to log in using the same username and password as last year. You will be asked to verify all information and complete this year’s Disclosure Information.

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

Asking someone to enter scores into ScholarOne™ for you? Provide your credentials (username 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

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

- **SGIM 2024: Strengthening Relationships and Valuing Our Diversity.** The 2024 SGIM annual meeting aims to deepen our members’ skills in relationship building and bring together people with diverse perspectives and strengths to take on the challenges of today. We hope to highlight the diversity of our Society—ambulatory and inpatient physicians, researchers and educators, and junior and senior faculty—demonstrating that diversity is a strength that makes us stronger individuals and stronger together.

- Review Criteria & Rubrics

[Scientific Abstracts](#)

[Clinical Vignettes](#)

[Innovations in Healthcare Delivery](#)

[Innovations in Medical Education](#)

REVIEWING SUBMISSIONS

STEP 1: Access Your Assigned Submissions

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



Welcome to the SGIM24 Submission Site

Read through the instructions and scroll down to the “Abstract Reviews” box

- All currently assigned submissions will appear in a list in the box.
- Click on the Control ID to open the submission in a new window.

NOTE: You must allow ScholarOne to open pop-ups to access the submission proofs.

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 annualmeeting@sgim.org or call the SGIM office 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
- 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.

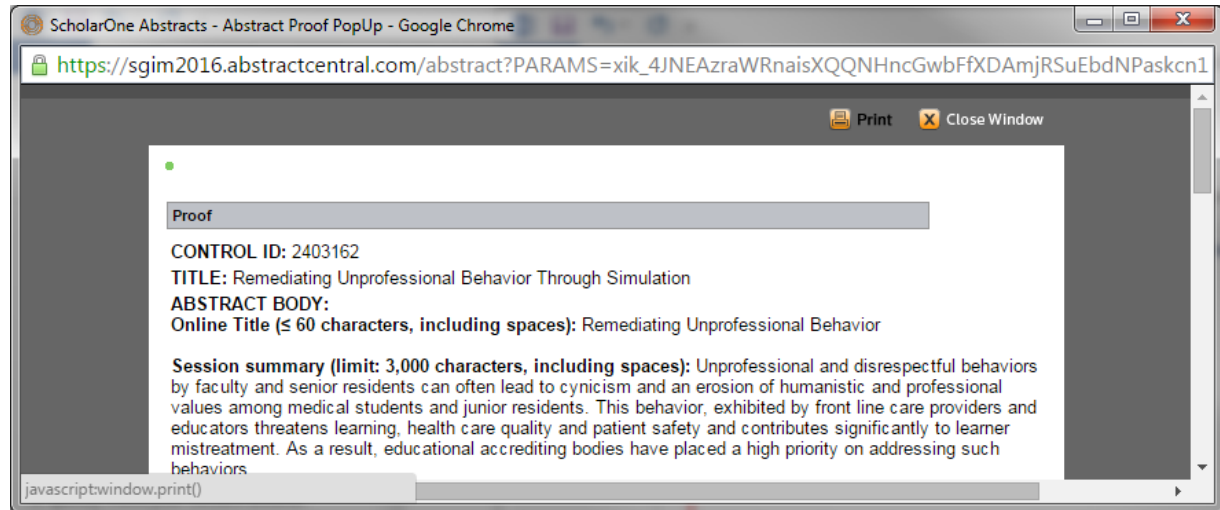
To recuse yourself from reviewing a submission, click on the **Conflict of Interest** box. Selecting "Conflict of Interest" will not allow you to score the abstract. Once the Conflict of Interest box is selected, the ScholarOne™ system will remove those assigned submissions from your review batch.

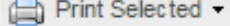
For submissions assigned to you and not yet reviewed and scored, ScholarOne™ will continue to send reminders to complete your reviews.

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  button. We suggest you print with **scorecard** in order to allow easier marking of scores for each criterion 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.

Categories

See the list of categories noted on the submission call for submission pages. Note that if you are reviewing Clinical Vignettes, there was an option to select a secondary category. It was not required for submission.

Wrong submission category?

Please review as best you can and click the **wrong category** button.

Wrong submission type?

Comment in the text box to notify the program committee of the incorrect submission category.

For example: “not a vignette/abstract/innovation, this is a workshop, etc.”

STEP 5: Rate Submission Based on Review Criteria

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

[Scientific Abstracts](#)

[Clinical Vignettes](#)

[Innovations in Healthcare Delivery](#)

[Innovations in Medical Education](#)

For each criterion, carefully consider the rating guidance and enter a score.

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

- Scores are saved automatically as it is entered.
- To confirm scores are captured, a **green check mark** should appear in the first column next to the Control ID of each submission. If a green check does not appear, please ensure each criterion column has a score selected.
- After that, 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

<https://clarivate.com/webofsciencegroup/support/scholarone-abstracts/>

Available online 24 hours a day

By Email

s1abstractshelp@clarivate.com

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

By Phone

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

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

Calling from outside of the US? Go here for a list of international numbers:

<https://clarivate.com/webofsciencegroup/support/scholarone-abstracts/contact-support/>

Review Questions

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

By Email

annualmeeting@sgim.org

By Phone

202-887-5150 or 800-822-3060

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