Reviewer Instructions

Round Two: Scientific Abstracts, Clinical Vignettes, Innovations in Healthcare Delivery and Innovations in Medical Education

DEADLINE: Tuesday, February 12, 2019 - 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 Tuesday, February 12, 2019. 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://sgim19.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 2019: Equity, Engagement, and Advocacy in Turbulent Times***. View Meeting Theme.

- **Review Criteria & Rubrics**
  - Scientific Abstracts
  - Clinical Vignettes
  - Innovations in Healthcare Delivery
  - Innovations in Medical Education

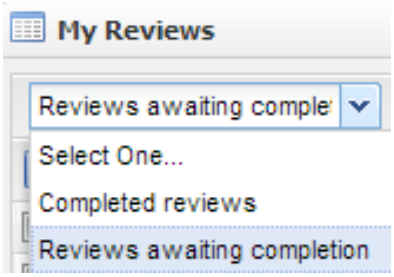
REVIEWING SUBMISSIONS

STEP 1: Access Your Assigned Submissions

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

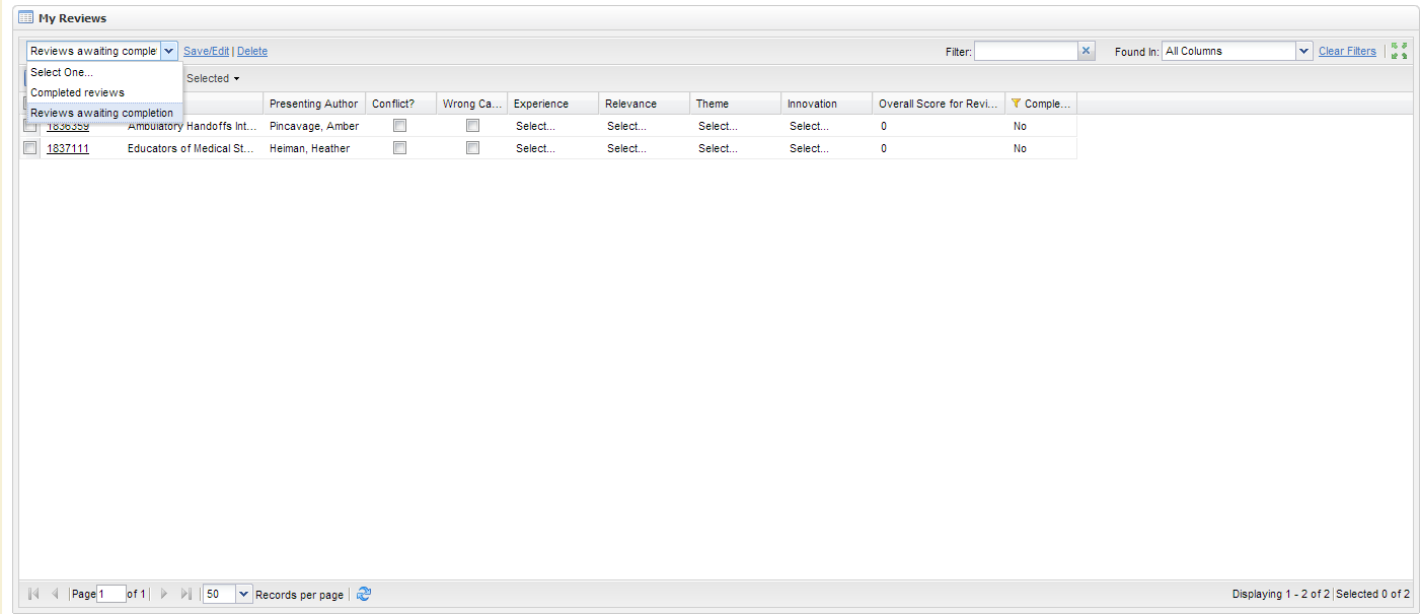
- Select the type of reviewer (workshops, updates) button and the Go icon.

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.



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:

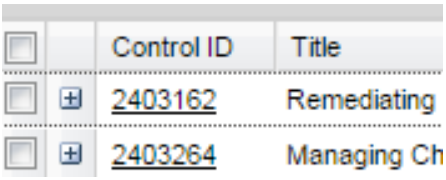
- You are a co-author or co-presenter of the submission
- The submission is one you recognize from your own institution and/or
- You have ongoing professional collaboration with the submitting author
- You have a financial or other conflict of interest with the submission, or otherwise might not be able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

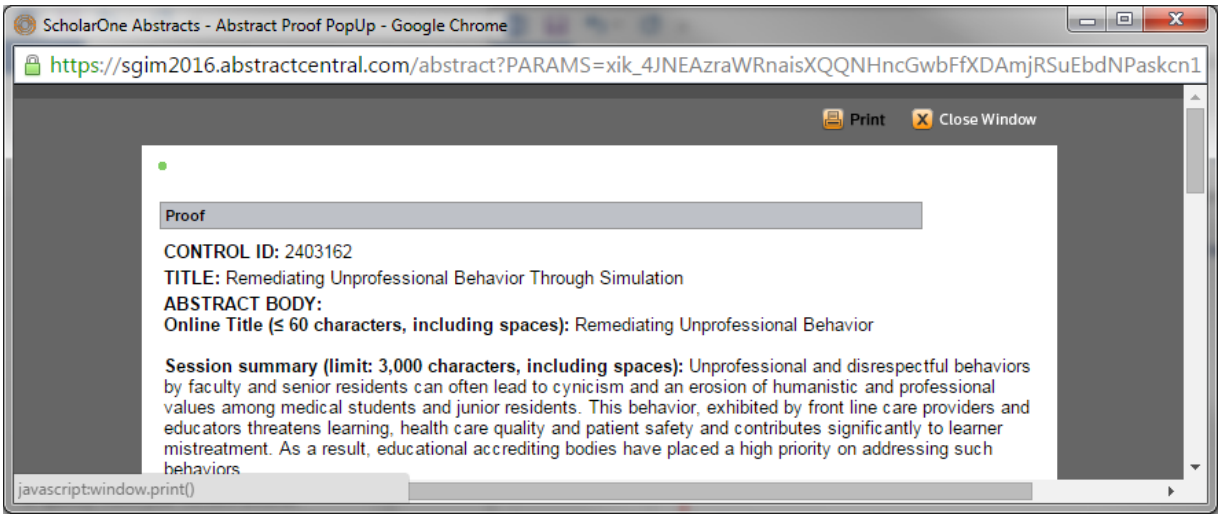
To recuse yourself from reviewing a submission, click on the **Conflict of Interest** box. Selecting "Conflict of Interest" will not allow you to score the abstract. Once the Conflict of Interest box is selected, the ScholarOne™ system will remove those assigned submissions from your review batch.

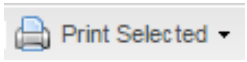
For submissions assigned to you and not yet reviewed and scored, ScholarOne™ will continue to send reminders to complete your reviews.

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.





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 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 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."

Wrong submission category?
Report this before **February 1, 2019.** 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.

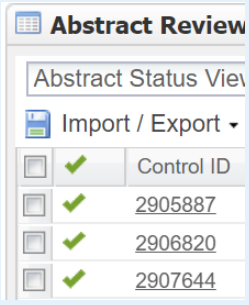
Primary Categories
- Scientific Abstracts
- Clinical Vignettes
- Innovations in Healthcare Delivery
- Innovations in Medical Education

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 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,** a green check mark will appear to the left of the Control ID number per assigned submission to review.
- A green mark appearing next to each of the assigned submissions **indicates completion** of your peer review assignment.

Incomplete Review Assignments
- If your peer review assignment remains incomplete, ScholarOne™ will continue to
- send reminders to complete your reviews throughout the two-week review period.
- Please be sure to check that all scores have

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