FREQUENTLY ASKED QUESTIONS FOR AUTHORS

Welcome to E-REVIEWS, the online manuscript submission, peer review, and editorial portal of the Pediatric Infectious Disease Society of the Philippines Journal, the official online publication of the Pediatric Infectious Disease Society of the Philippines (PIDSP), a subspecialty society of the Philippine Pediatric Society!

The PIDSP Journal is a peer-reviewed, open-access journal indexed in the Western Pacific Region Index Medicus (WPRIM) that aims to provide Filipino clinicians with relevant and timely data essential to the recognition, diagnosis, management, and prevention of pediatric infections.

How can I get an E-REVIEWS account?
Authors who wish to submit their research for publication in the PIDSP Journal must create an account by visiting the E-REVIEWS registration page where they will be asked to provide their name, personal e-mail address, and hospital, institutional, or societal affiliation. The registration will then be approved by the PIDSP Journal Manager within 24 hours after which, authors will receive an email notification about the activation of their account.

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Authors will receive notifications within E-REVIEWS and automated emails to the address they provided detailing the status of their submission and the succeeding tasks that they must accomplish. Both the internal notification and external email alert will link to the pertinent portion of E-REVIEWS where authors may complete the specified task.

The automated email notifications of E-REVIEWS may have been considered as spam by your email. Check the spam or junk folders for E-REVIEWS alerts. If the notifications are not in your inbox, spam, or junk folders please contact the PIDSP Journal Manager for assistance by emailing pidsp2009@yahoo.com.

How do I create a new manuscript submission?
Upon choosing to create a new manuscript submission authors will be brought to the General Instructions to Authors (GIA), the PIDSP Journal guideline on manuscript submission. A copy of the guideline may be downloaded as a protected data file (pdf) should the author wish to revisit the document while offline. The author must signify that they have read and understood the GIA before proceeding.

They must then choose the study type of their submission, write or attach a cover letter addressed to the editors-in-chief, and input the title of their study. Starting from the title page section headers will have question mark icons that link to the Equator Network

Guideline pertinent to the study type of the submission. Authors are enjoined to adhere to the guidelines cited.

Next, the user will be asked to input the details of the Primary Author and Co-Authors including the name, preferred postnominal, affiliation, and email address. The account used to submit the manuscript is automatically considered as the Corresponding Author for the submission. Rules on authorship may be reviewed in the GIA. At least one author must be added. At the bottom of the Author page, added authors will be listed. The up and down buttons can be used to arrange the authors according to the order that they will be cited in the manuscript.

Authors must then accept the stipulations outlined in the Article Publishing Agreement or APA and accomplish the PIDSP Journal Disclosure Form or DF before proceeding to the adding of the manuscript itself. Authors may opt to manually type in their manuscript or copy the text from an external word processor or graphical word processing program and paste to the appropriate field in the E-REVIEWS submission process.

Authors must create an Abstract not longer than 250 words. The author must also provide at least 3 MeSH terms that will be used for the purposes of cross-referencing. Authors may click on the link provided to access the National Library of Medicine's MeSH on Demand, a tool that can suggest MeSH vocabulary based on the content of the manuscript provided.

Authors must then input the body of the manuscript. As with the adding of plain text, tables may also be added manually or copied from an external word processor then pasted to E-REVIEWS. Graphs and Figures may be added as images. At the bottom of the submission page for the body of the manuscript, authors are asked to upload a copy of their manuscript in .docx format. Authors must save the changes made to the body before clicking the Upload button to avoid losing their work.

Authors must then add the Acknowledgements and References. The Vancouver System or the National Library of Medicine Format must be used for all citations and references. A quick guide to this citation system may be found in the References for Authors. An extensive guide may be viewed using the following link: https://www.nlm.nih.gov/bsd/uniform_requirements.html.

A section headed as "Others" may be used to submit parts of the manuscript that may not have been included in the previous sections.

To complete the submission, Authors must attest that they have read, understood, and complied with the Equator Network Guidelines for their type of study.

Once the manuscript has been added in full, authors will be brought to the Submission Preview where they can view and review the Cover Letter, APA, DF, .docx copy of their manuscript, and the different sections of the submission. Authors may click on the section headers to return to that portion of the submission should changes be necessary. Authors

may click on the numbered circles at the top portion of the page to navigate through the different sections of the submission.

Authors may then complete the submission by pressing the Submit As Final button at the bottom right of the Submission Preview page.

I want to make changes in my manuscript, but I have already submitted it as final. What should I do?
Await access to the Manuscript Revision Module after the completion of the Peer Review Process. Incorporate these changes together with those that will be necessary as per the Author Feedback Form.

However, if the changes significantly alter the results, outcomes, and conclusion of your submission please contact the Journal Manager through pidsp2009@yahoo.com.

What happens to my manuscript after initial submission?
After submission, the manuscript will undergo an initial screening process which takes a minimum of 2 weeks.

If the submission passes this initial screening process it will undergo a Similarity Check. A Similarity Report will be generated to alert authors on significant similarities in the text they have submitted with existing literature. Depending on the significance of the similarity, authors may be asked to revise the flagged portions of their work.

Authors who have been asked to revise their manuscript may do so through the link provided in the email or proceeding to their E-REVIEWS Account, My Tasks Module, then the Revise Manuscript function. Authors must then select the ***For Post-Similarity Check Revisions*** tab to access and revise their manuscript. Once they have submitted their revised manuscript, the Journal Manager will perform another Similarity Check.

Once the submission passes the Similarity Check, it will undergo Peer Review by one external and one internal reviewer. The Peer Review process takes a minimum of 2 weeks.

How do I create revisions for my submitted manuscript?
If the submission is accepted for publication, the author will be given an Author Feedback Form (AFF) which summarizes the results of the Peer Review process and the comments and suggestions of the reviewers. Authors are asked to use the AFF to revise their manuscript accordingly and to comment on the AFF regarding the revisions and adjustments made.

Once these initial revisions are completed, the manuscript will be reviewed by the assigned Editor-in-Chief (EIC). The EIC's comments and revisions will appear in blue in the Manuscript Revision module. Authors will be asked to respond to comments and make revisions as necessary.

How do I monitor the progress of my submitted manuscript?
Authors may use the Active Submissions module to keep track of the progress of their submission.

How long does the review and editorial process take?

PROCESS	PERSON/S INVOLVED	TIMELINE
Initial Screening	Editor-in-Chief	Minimum of 2 weeks
Similarity Check	Journal Manager	Minimum of 1 week
Peer Review	1 Internal and 1 External Peer Reviewer	Minimum of 2 weeks
Manuscript Revision	Author and Editor-in-Chief	Minimum of 2 weeks for every round of revision
Copy-Editing	Journal Manager	Minimum of 2 weeks
Manuscript Layout	Journal Manager	Minimum of 1 week

When will my submission be published?
The PIDSP Journal is a bi-annual publication that releases a volume every June and December of the year. Authors will receive an update once their submission has been published.

Why was my submission's status changed to "Lost to Follow-up?"
Submissions that fail to comply with the requested changes and revisions 6 months after the initial notification will be considered Lost to Follow-up. Should the author wish to proceed with publication they must resubmit their manuscript as a new submission.