

## **FREQUENTLY ASKED QUESTIONS FOR REVIEWERS**

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?**

Reviewers may opt to create an Author account if they wish to submit their research for publication in the PIDSP Journal 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 Journal Manager will then approve the reviewer's Author account registration and grant the account access to Reviewer functionalities within 24 hours.

Reviewers may also opt to request for the Journal Manager to create an account for them. Such requests may be coursed through [pidsp2009@yahoo.com](mailto:pidsp2009@yahoo.com). The Reviewer will receive a notification in the email address they provided regarding the registration.

### **How can I retrieve my E-REVIEWS account?**

Users who are unable to recall their password may use the Forgot Password portal in the E-REVIEWS registration page to retrieve their E-REVIEWS account by inputting their registered email address. A link will then be sent via email to reset their password.

Reviewers may also opt to request for the assistance of the Journal Manager to reset their password by emailing [pidsp2009@yahoo.com](mailto:pidsp2009@yahoo.com).

### **Why am I not receiving automated email notifications?**

Users will receive notifications within E-REVIEWS and automated emails to the address they provided detailing tasks that they must accomplish. Both the internal notification and external email alert will link to the pertinent portion of E-REVIEWS where users 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](mailto:pidsp2009@yahoo.com).

### **How do I create a Manuscript Review Form?**

First, reviewers must accept the invitation to review a submission. Once the invitation has been accepted, they will receive an internal notification on E-REVIEWS and an external

email alert in the address they provided to create the Manuscript Review Form or MRF. Reviewers may view the blinded version of the manuscript and open the MRF page in separate windows simultaneously. Reviewers are asked to fill out all fields in the MRF before submitting the MRF as final and to complete this form within 2 weeks of accepting the invitation to review.

Reviewers may save an unfinished MRF and return to it later for completion by proceeding to their E-REVIEWS Account, My Tasks Module, and clicking on the Manage MRF function.

**How do I monitor the progress of the submission that I reviewed?**

Reviewers may use the Active Submissions module to keep track of the progress of the submission they reviewed.

**How long does the review and editorial process take?**

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

**When will the submission I reviewed be published?**

The PIDSP Journal is a bi-annual publication that releases a volume every June and December of the year. Reviewers will receive an update once the submission they reviewed has been published or rejected for publication.

**Where can I find answers to frequently asked questions (FAQ) for Author functionalities?**

Reviewers may use the User Roles Icon to toggle to their Author Account where a separate FAQ for Author functionalities is available.