Working in ReView
Author Submission Guidelines

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Click on the links below.

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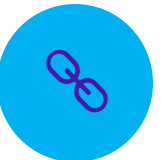
Step 1: Invitation to Submit Report

About a week before your report is due, you will receive an email from ReView, the editorial submission system.
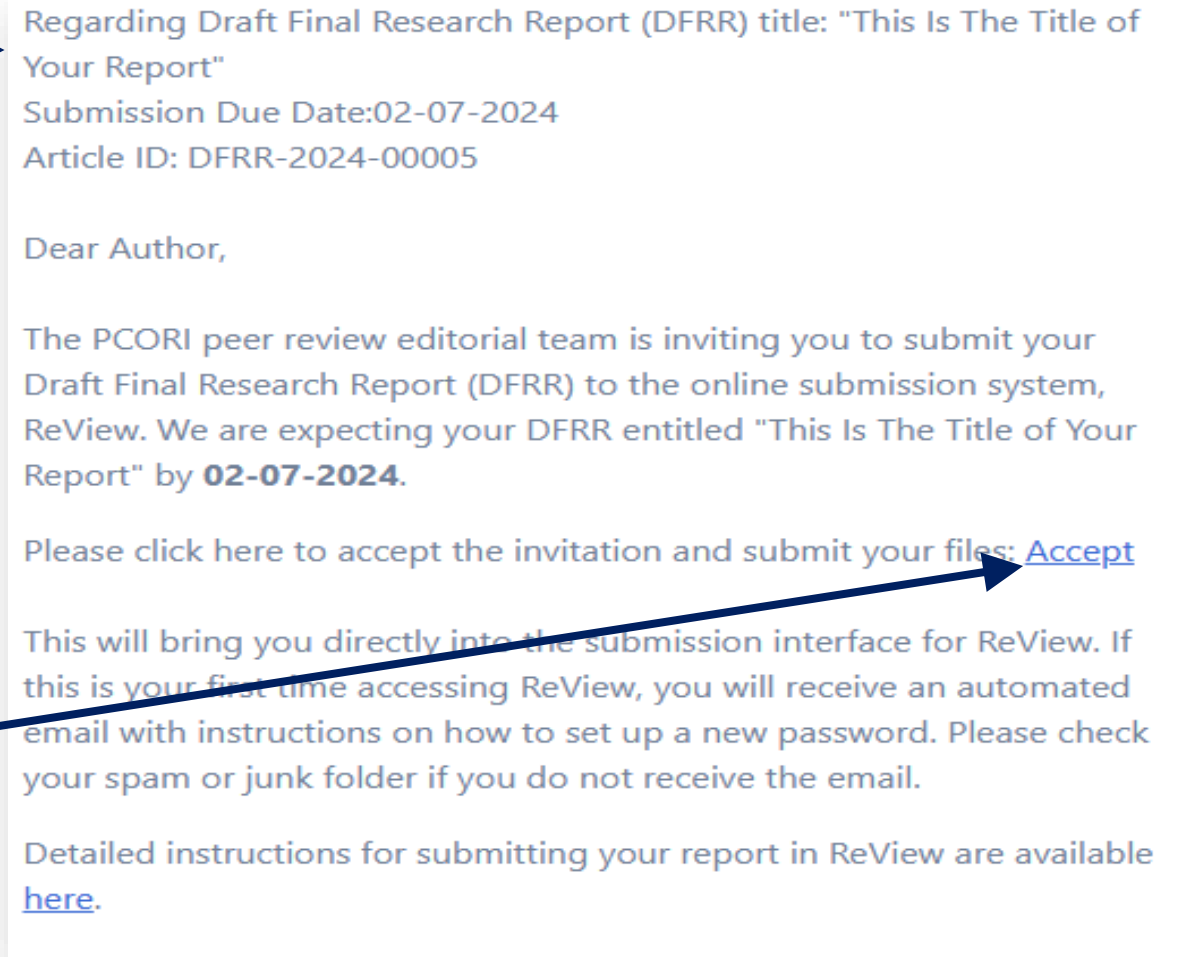
The email will come from the address: noreply-review@rivervalley.io

The letter will look similar to the image to the right.

Please click on the blue "Accept" link in your email as soon as possible to access the submission portal.
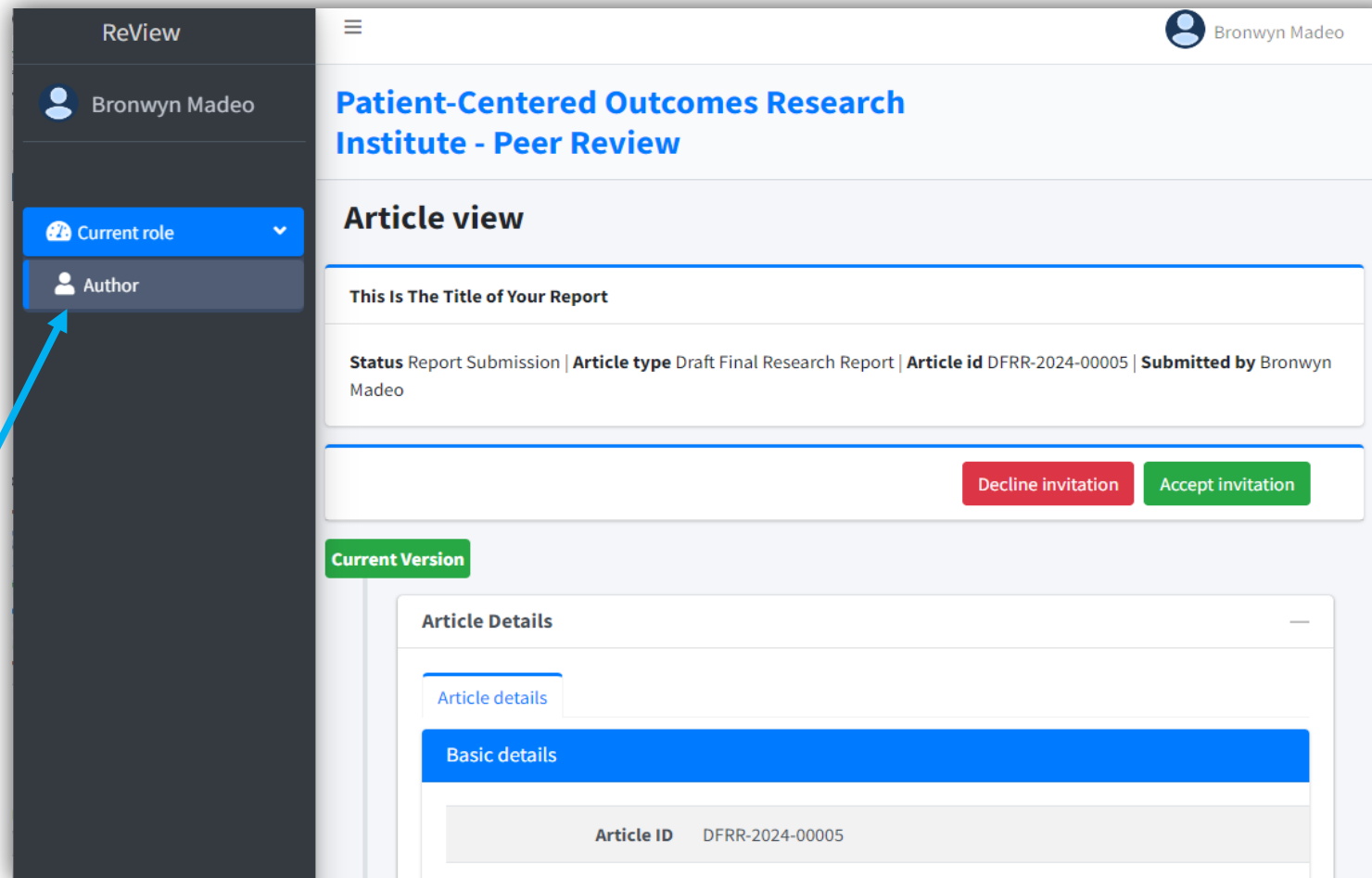
Regarding Draft Final Research Report (DFRR) title: "This Is The Title of Your Report"
Submission Due Date:02-07-2024
Article ID: DFRR-2024-00005

Dear Author,

The PCORI peer review editorial team is inviting you to submit your Draft Final Research Report (DFRR) to the online submission system, ReView. We are expecting your DFRR entitled "This Is The Title of Your Report" by **02-07-2024**.

Please click here to accept the invitation and submit your files: Accept

This will bring you directly into the submission interface for ReView. If this is your first time accessing ReView, you will receive an automated email with instructions on how to set up a new password. Please check your spam or junk folder if you do not receive the email.

Detailed instructions for submitting your report in ReView are available here.

Step 2: Accept Invitation

Clicking the blue "Accept" link in the email takes you into ReView.

Make sure "Author" is selected as your user role.
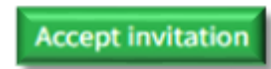
Click the green "Accept invitation" button at the top of the page to proceed.

Step 3: Enter Article Details

NEW SECTION
These circles are submission stages. Complete each section before proceeding. Once completed, you can return to a section by clicking on these circles.

THEMED ISSUE
Ignore it.

ARTICLE TITLE
Enter your DFRR title here. Cut and Paste from your other sources if desired.

ABSTRACT
Enter your abstract. Click here to see instructions on writing your abstract. Cut and Paste from your other sources if desired.

KEY WORDS AND CLASSIFICATIONS
Click to the next page of these instructions.

Article Submission

Article Details — List of Authors — Attach files — Propose Reviewers — Additional Information

| Article type | Draft Final Research Report |

Themed issue: Select themed issue

* Title

B *I* U X₂ x² Ω

This Is The Title of Your Report

7 words

* Abstract

B *I* U 🔗 X₂ x² Ω

0 words

* Keyword: Select keywords   Browse
Please browse to add keywords from the list and add custom keywords
■ Controlled keywords
■ Custom keywords

* Classifications   Select classifications

Delete Submission   Continue

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Step 4: Select Keywords

- **Keywords**: Search terms that will help a reader find your content.

- Add your keywords. You can select or browse from the list of available keywords or you can add custom keywords by typing them in.

* Keyword

| ADAPTIVE AND BAYESIAN TRIALS **x** | AGE - ADULTS **x** | AGE - YOUNG ADULTS (18-21 YEARS) **x** | **Browse** |

PROTEIN-BOUND NANOPARTICLE **x**

Please browse to add keywords from the list and add custom keywords

■ Controlled keywords

■ Custom keywords

Required!

✔ Select a minimum of 2 keywords
✔ Press enter for each keyword before adding the next

Select keywords   ✕

Search Keywords

☐ ADAPTIVE AND BAYESIAN TRIALS   ☐ ADHD

☑ AGE   ☐ AGE - ADOLESCENTS (13-18 YEARS)/ADOLESCENT MEDICINE

☑ AGE - ADULTS   ☐ AGE - AGED (80 YEARS AND OLDER)/GERIATRICS

☐ AGE - CHILDREN (0-12 YEARS)/PEDIATRICS ☐ AGE - OLDER ADULTS (65 YEARS AND OLDER)

☐ AGE - YOUNG ADULTS (18-21 YEARS)   ☐ ALLERGIES/IMMUNOLOGY

☐ ANESTHESIOLOGY   ☐ ANXIETY

☑ ASSISTIVE TECHNOLOGIES   ☐ ASTHMA

☐ AUTISM   ☐ BAYESIAN META-ANALYSIS

☐ BAYESIAN STATISTICAL MODELS   ☐ BEHAVIORAL MEDICINE

☐ BENIGN DISORDERS   ☐ BIOETHICS
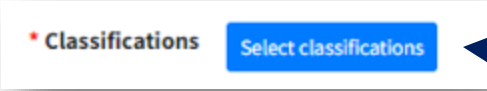
Previous **1** 2 3 4 5 … 15 Next

Select

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Step 5: Select Classifications

Classifications   Select classifications

1 Click 'Select classification' under the keyword selection text box.

Select classifications   ×

Search Classifications   ▼

▸ ☐ Health Topics
▸ ☐ Methodologies
▸ ☐ Age
▸ ☐ Gender and sexuality
▸ ☐ Race / Ethnic Origin
▸ ☐ Specific populations
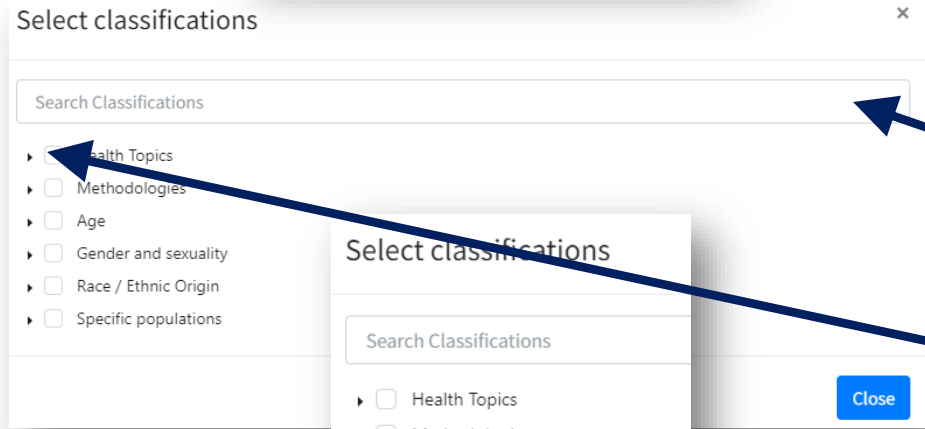
2 This window will appear.

Select classifications

Search Classifications

▸ ☐ Health Topics
▸ ☐ Methodologies
▸ ☐ Age
▾ ◼ Gender and sexuality
   ☐ Not applicable / None
   ☐ Men
   ☑ Non-binary
   ☐ Transgender
   ☐ Women
   ☐ Lesbian/gay/bisexual persons
▸ ☐ Race / Ethnic Origin
▸ ☐ Specific populations
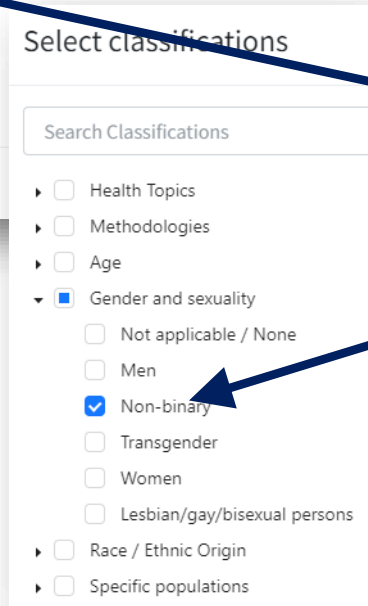
Close

3 Click the dropdown arrow for each category to choose specific classification terms.

Remember!

✓ Choose as many classifications as you can in order to help match your submission to reviewers.

✓ Try to choose at least one classification from each of the 6 broad categories.

✳ When you are finished adding your article details, click 'Continue'.

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Step 6: Add Co-Authors

1 Click 'Add co-author'

2 Enter the new author's email address and click search

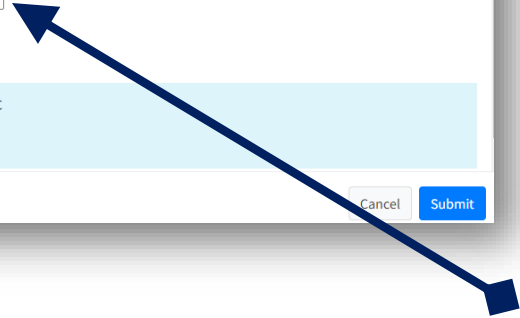✳ Go to the next slide to enter more co-authors and to designate the Corresponding Author.
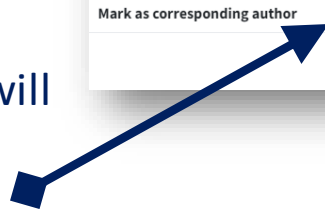
● If your co-author already has an account in ReView, their details will appear as below.

● If your co- author is not found in our system, enter the co-author's contact details here.

Add co-author details

* Email address

amogul@originreview.org   Search

| Name | Alexis Mogul |
| Email | am******@o**.org |

Mark as corresponding author ☐

Institution: Origin Editorial LLC
Country:US
Zip/Postal code: 78641-8686

Cancel   Submit

● If you would like to designate another co-author as the corresponding author, check this box when you add them. Please note that all email correspondence from the system will be sent to the corresponding author.

Add co-author details

* Email address

jflsnamen@corigg.org   Search

Title   Select...

* First name

* Last name

* Email address   jdgschultz@gmail.com

Mark as corresponding author   ☐

Cancel   Submit

Remember!

✓ You may need to update your own account affiliation to proceed.

✓ To change author order, drag and drop the rows.

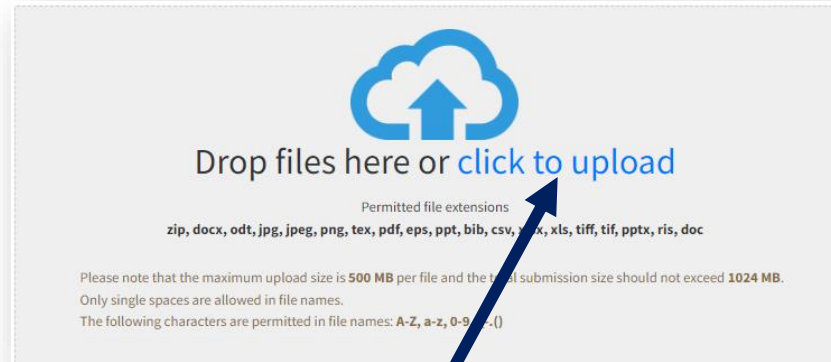✳ When you are finished click "Continue."

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Step 8: Upload Your Files

Required Files

- Draft Final Research Report (DFRR). Your DFRR must be uploaded as a .doc, .docx, or .tex
- Return of Aggregate Research Results
- Conflicts of Interest Disclosure
- Methodology Standards Checklist
- Study Protocol

Optional Files

- High-Resolution Figures (if applicable)
- Appendix Files (if applicable)
- Statistical Analysis Plan
- Data Management Plan

Drop files here or click to upload

Permitted file extensions
zip, docx, odt, jpg, jpeg, png, tex, pdf, eps, ppt, bib, csv, xlsx, xls, tiff, tif, pptx, ris, doc

Please note that the maximum upload size is 500 MB per file and the total submission size should not exceed 1024 MB.
Only single spaces are allowed in file names.
The following characters are permitted in file names: A-Z, a-z, 0-9, -.()

● Click the blue link to upload your files or drag and drop them.

Remember!

✓ Figures and Tables

❏ Place them within the report itself beneath the text in which they are first referenced.

❏ Upload high-resolution figure files in their original format (e.g., JPG, TIFF, PNG)

❏ These files will be used in the final posted version of the research report

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Step 9: Select File Descriptions

A composite PDF file will be generated in the order of files below.

		File name	File description	File size	Uploaded dat
⁝⁝⁝⁝	☐	DFRR.docx [⬇]	Initial Submission: Draft Final Research Report (DFRR) ✏	0.324 MB	02-05-2024 11
⁝⁝⁝⁝	☐	Methodology Standards Checklist.xlsx [⬇]	Methodology Standards Checklist ⌄	0.027 MB	02-05-2024 12
			Select option		
			Methodology Standards Checklist		
			Study Protocol		
⁝⁝⁝⁝	☐	Conflicts of Interest Disclosure.docx [⬇]	Appendix	0.111 MB	02-05-2024 12
			Data Management Plan		
			Statistical Analysis Plan		
			Response to Comments		
⁝⁝⁝⁝		Return of Aggregate Research Results.pdf	Return of Aggregate Research Results ✏	0.324 MB	02-05-2024 12
⁝⁝⁝⁝	☐	StudyProtocol.docx [⬇]	Study Protocol ✏	0.021 MB	02-05-2024 12
⁝⁝⁝⁝	☐	Appendix.docx [⬇]	Appendix ✏	0.021 MB	02-05-2024 12

Drag & drop

Delete Submission   Previous   Generate PDF   Continue

Select Your File Descriptions

1 For each file uploaded, select a file description from the dropdown menu

2 To change the order of files, drag and drop by selecting the 2 rows of dots in the left column

3 When you are finished, click "Generate PDF"

Warning!

If you upload a document that is not the correct file type, e.g., a figure as a .doc, the correct file description will not appear in the dropdown menu.

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Step 10: Preview Your PDF

- **First Click the blue "Preview PDF" button**

- **Your PDF will open in a new tab in your browser**

Success

PDF generated

Preview PDF
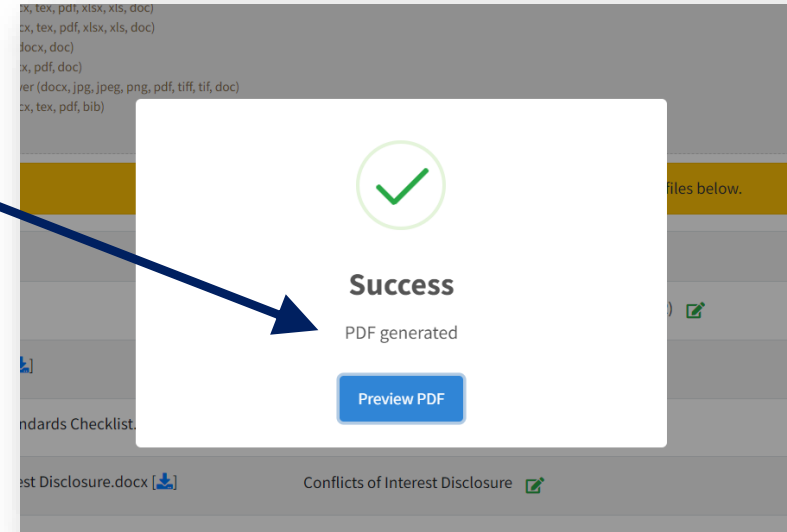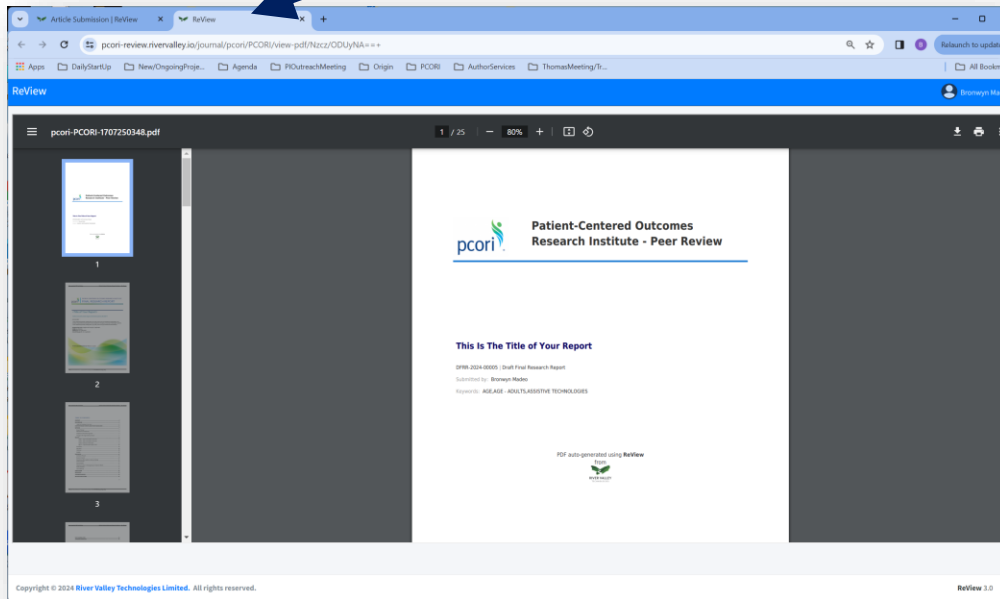
Q: Does Your PDF contain all the required elements in the correct order?
A: Confirm that it does, then click "Continue"

Warning!

If your PDF does not generate, please contact Author Services immediately.

Step 11: Suggest Reviewers

- **If you would like to suggest reviewers, click "Propose reviewer."**

- **Enter the required information in the fields and click 'Save' after each entry.**

Proposed reviewers (optional) | Propose reviewer

Name	Email	Actions
No reviewers proposed.		

Propose reviewer ✕

* First name

* Last name

* Institution

* Email address

Cancel | Save

Remember!

You may enter reviewers but they are not required.

✳ Click 'Continue' to move to the next screen.

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Step 12: Additional Information

Article Submission

Article details — List of Authors — Attach files — Propose Reviewers — **Additional Information**

Click on the plus sign and enter your information for the three different tabs

✓ Author Submission +

Prior Publications +

Study Methodology +

Delete Submission   Previous

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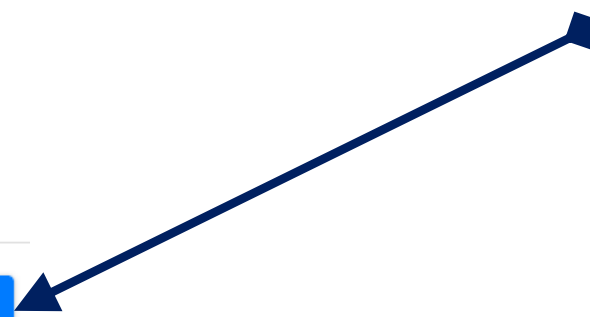
Step 13: Author Submission

Author Submission Section
- ✓ Enter the required information
- ✓ Once you are finished click Save

✳ Go to the next slide for instructions on the 2nd section, Study Methodology.

Information about publications resulting from PCORI-funded research (if applicable)

Please provide full citation information for any articles based on the data collected during your PCORI-funded study:

B I U ☰ ∨ ☰ ∨ 🔗 A ∨ 🖊 ∨ 📋

0 words

If desired, please attach any published manuscripts based on your PCORI-funded study:

Browse... No files selected.
(Permitted file extensions: zip | doc | docx | pdf)
Please note that the maximum upload size is **500 MB** per file and the total submission size should not exceed **1024 MB**

If any part of your DFRR was adapted or reproduced from a previous publication(s) and if the publisher owns the copyright for the material you have adapted or reproduced, please upload a Copyright Waiver from the publisher.

Browse... No files selected.
(Permitted file extensions: zip | doc | docx | jpg | jpeg | pdf)
Please note that the maximum upload size is **500 MB** per file and the total submission size should not exceed **1024 MB**

Publications Resulting from PCORI Research (if applicable)

✓REQUIRED: A Full Citation: for articles based on data collected during this study

✓REQUIRED: A Copyright Waiver: If the publisher owns the copyright for adapted or reproduced material used in this report

✓Once you are finished click Save

✳ Go to the next slide for instructions on the 3rd section, Study Methodology.

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Step 15: Study Methodology

Study Methodology Section
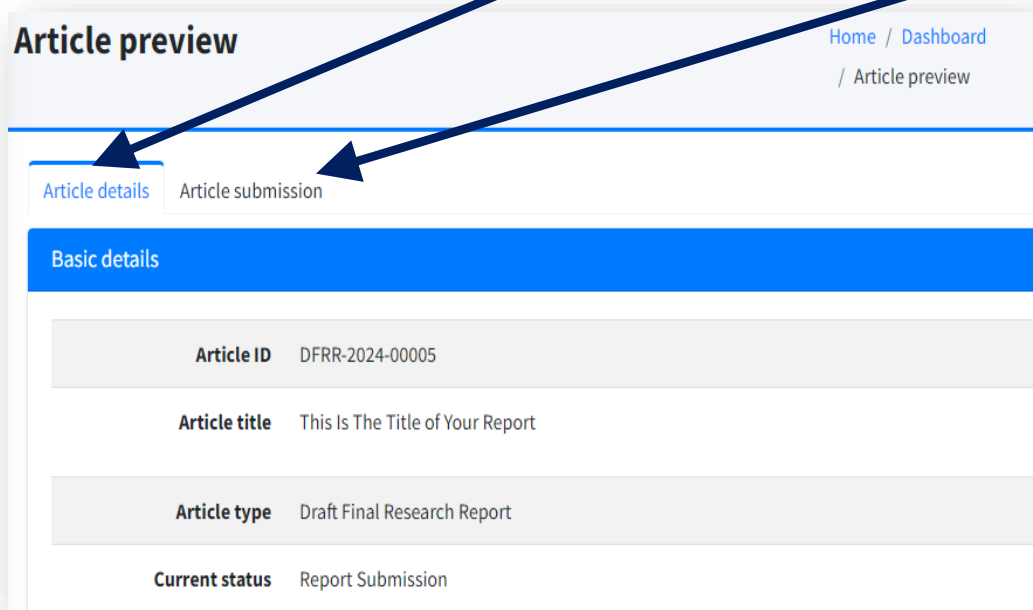
This section focuses on studies with Qualitative Methods

- ✓ If your report does have qualitative methods, choose yes for the first question, then complete the information requested.

- ✓ Answer the final question, click save changes, and then 'Preview Submission'.

- ✓ If your report does not have qualitative methods, choose no for both questions, save changes, and click 'Preview Submission'.

❋ Go to the next slide to preview all sections of your submission.

Step 16: Article Preview
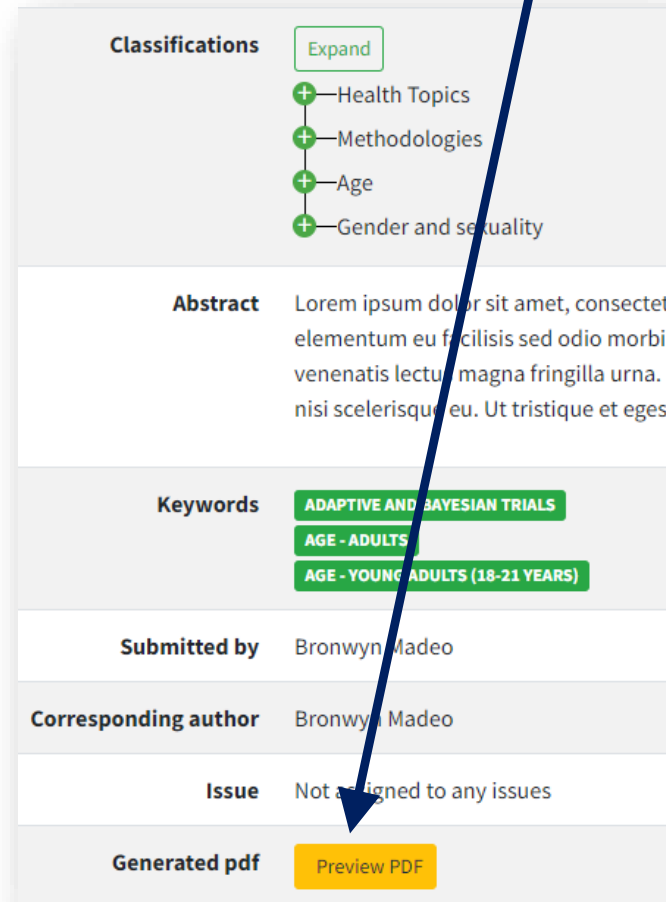
1 **Please review the Article Details tab, the Article Submission tab, and preview your PDF.**

Don't Forget!

Preview your PDF one last time!

2 **At the bottom of either of the pages, you have the choice of clicking "Edit" to access all parts of your submission again or "Submit." Go to the next slide for a visual.**

Step 17: Edit or Submit

Once you have reviewed all the sections and made sure all the information is correct, you may choose either of the following:

1

Edit Your Submission
This will take you back to the editable sections of your report in ReView
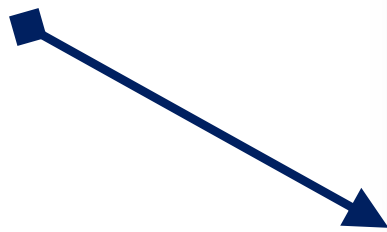
2

Click Submit
You're finished for now!

Step 18: Once Submission is Completed

Once the submission process is complete, the corresponding author will receive an email confirming that their report has been submitted.

If you have any questions or comments, please reach out to Editorial Services at

review@originreview.org or call

or call

+1 443-884-5627

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