

Working in ReView

Author Submission Guidelines



Table of Contents

[Step 1: Invitation to Submit Report](#)

[Step 2: Accept Invitation](#)

[Step 3: Enter Article Details](#)

[Step 4: Select Keywords](#)

[Step 5: Select Classifications](#)

[Step 6: Add Co-Authors](#)

[Step 7: Search for Co-Authors](#)

[Step 8: Upload Your Files](#)

[Step 9: Select File Descriptions](#)

[Step 10: Warning!](#)

[Step 11: Launch in Editor](#)

[Step 12: Welcome to the Editor!](#)

[Step 13: Style Wizard](#)

[Step 14: Finish Writing](#)

[Step 15: Suggest Reviewers](#)

[Step 16: Additional Information](#)

[Step 17: Author Submission](#)

[Step 18: Prior Publications](#)

[Step 19: Study Methodology](#)

[Step 20: Article Preview](#)

[Step 21: Edit or Submit](#)

[Step 22: Once Submission is Completed](#)

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.

Regarding Draft Final Research Report (DFRR) title: "Wearable Biosensor Access"
Submission Due Date: 08-15-2025
Article ID: DFRR-2025-00113



The email will come from the address: noreply-review@rivervalley.io

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 "Wearable Biosensor Access" by 08-15-2025.



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

Access the submission portal to submit your files at <https://pcori-review.rivervalley.io/journal/pcori>.

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.



Please click on the blue link in your email as soon as possible to access the submission portal.

Detailed instructions for submitting your report in ReView are available [here](#). Our author [Submission Checklist](#) may also be helpful.

If you are not the person who will be responsible for interacting with ReView (that is, if a different author or someone else on your staff plans to upload submissions and receive correspondence related to this submission and its subsequent revisions), please let me know as soon as possible so that we can ensure that the right person is set up to submit.

Please do not hesitate to contact us if you have any questions.

Step 2: Accept Invitation



Access the submission portal to submit your files at <https://pcori-review.rivervalley.io/journal/pcori>.

Make sure “Author” is selected as your user role.

Author Dashboard Home / Dashboard

0 Invitation More info

2 Submissions to complete More info

0 Under review More info

0 Decision pending More info

0 Start revised submission More info

0 Review completed More info

0 Manuscript I've co-authored More info

1 Overdue task More info

17 Open discussions More info

To Do List Sort Add filter Set current role as default NO

Listing: My Task

Number of articles: 2

DFRR-2024-00005 | Draft Final Research Report | Due: 02-07-2024 11:00

This Is The Title of Your Report

Journal: pcori | Submitted by: Bronwyn Madeo^{Corresp.}

[View Article](#) | Report Submission: in progress | Due: 02-07-2024 11:00 (399 days overdue)

DFRR-2025-00016 | Draft Final Research Report | Due: 03-13-2025 12:43

Wearable Biosensor Access

Journal: pcori | Submitted by: Bronwyn Madeo^{Corresp.}

[View Article](#) | Report Submission: in progress | Due: 03-13-2025 12:43

You can access your article in these two places. Click the blue view article link.

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 [link](#) 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](#)

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

PROTEIN-BOUND NANOPARTICLE x

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

■ Controlled keywords

■ Custom keywords

Browse

Select keywords

Search Keywords

<input type="checkbox"/> ADAPTIVE AND BAYESIAN TRIALS	<input type="checkbox"/> ADHD
<input checked="" type="checkbox"/> AGE	<input type="checkbox"/> AGE - ADOLESCENTS (13-18 YEARS)/ADOLESCENT MEDICINE
<input checked="" type="checkbox"/> AGE - ADULTS	<input type="checkbox"/> AGE - AGED (80 YEARS AND OLDER)/GERIATRICS
<input type="checkbox"/> AGE - CHILDREN (0-12 YEARS)/PEDIATRICS	<input type="checkbox"/> AGE - OLDER ADULTS (65 YEARS AND OLDER)
<input type="checkbox"/> AGE - YOUNG ADULTS (18-21 YEARS)	<input type="checkbox"/> ALLERGIES/IMMUNOLOGY
<input type="checkbox"/> ANESTHESIOLOGY	<input type="checkbox"/> ANXIETY
<input checked="" type="checkbox"/> ASSISTIVE TECHNOLOGIES	<input type="checkbox"/> ASTHMA
<input type="checkbox"/> AUTISM	<input type="checkbox"/> BAYESIAN META-ANALYSIS
<input type="checkbox"/> BAYESIAN STATISTICAL MODELS	<input type="checkbox"/> BEHAVIORAL MEDICINE
<input type="checkbox"/> BENIGN DISORDERS	<input type="checkbox"/> BIOETHICS

Previous 1 2 3 4 5 ... 15 Next

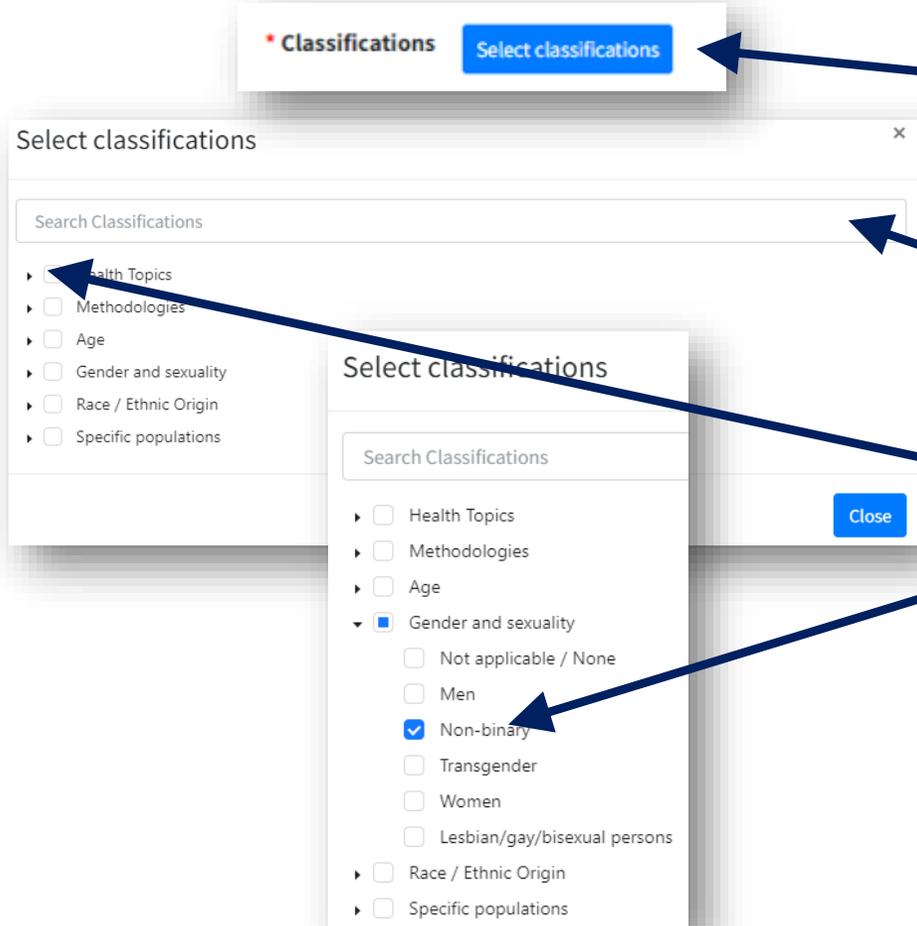
Select

Required!

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

Step 5: Select Classifications

Classifications: Terms that help match your report to potential reviewers



1

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

2

This window will appear.

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'.



Step 6: Add Co-Authors

Article Submission

Article Details | **List of Authors** | Attach files | Propose Reviewers | Additional Information

Add co-author [List] [Grid]

Name	Email	Institution	Country	Zip
Alexis Mogul <small>Corresponding Author</small>	amogul@originreview.org	Origin Editorial LLC	United States	71

Delete Submission [Previous] Continue

1

Click 'Add co-author'

Add co-author details

Please enter the full email ID of each co-author. If they are already registered then their details will be automatically added. If they are not found you will be asked to enter their details in order to create a new account for them. They will receive an email confirmation that this has been done.

* Email address

Search

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.



Step 7: Search for Co-Authors

- If your co-author already has an account in ReView, their details will appear as below.



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



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."



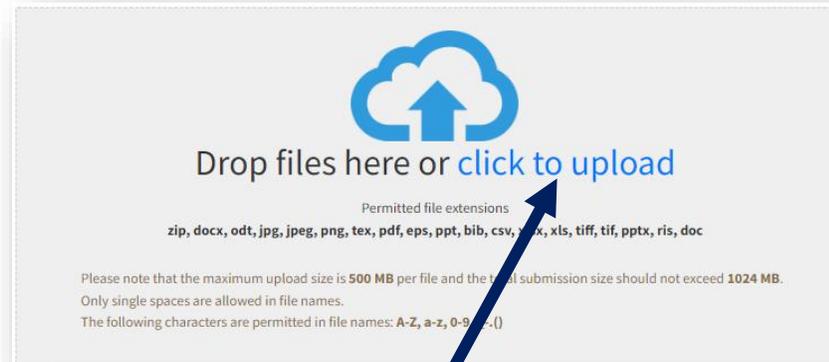
Step 8: Upload Your Files

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



- 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



Step 9: Select File Descriptions

Select Your File Descriptions

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

<input type="checkbox"/>	File name	File description	File size	Uploaded dat
⋮	<input type="checkbox"/> DFRR.docx	Initial Submission: Draft Final Research Report (DFRR)	0.324 MB	02-05-2024 11
Drag & drop ⋮	<input type="checkbox"/> Methodology Standards Checklist.xlsx	<input type="text" value="Methodology Standards Checklist"/>	0.027 MB	02-05-2024 12
⋮	<input type="checkbox"/> Conflicts of Interest Disclosure.docx		0.111 MB	02-05-2024 12
⋮	<input type="checkbox"/> Return of Aggregate Research Results.pdf		0.324 MB	02-05-2024 12
⋮	<input type="checkbox"/> StudyProtocol.docx	Study Protocol	0.021 MB	02-05-2024 12
⋮	<input type="checkbox"/> Appendix.docx	Appendix	0.021 MB	02-05-2024 12

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

Delete Submission Previous Launch in editor Continue

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.



Step 10: Warning!

- Once you upload all of your files, you will see this warning.
- Please make sure that you have **uploaded the corrected report file.** You can not go back after the next step. You will have to start the submission process all over again!

Patient-Centered Outcomes Research Institute - Peer Review

Contact Us Bronwyn Madeo Show Tour

- Conflicts of Interest Disclosure (docx, pdf, xls, doc)
- Study Protocol (docx, tex, pdf, xls, doc)
- Appendix (zip, docx, odt, jpg, jpeg, png, tex, pdf, eps, ppt, bib, csv, xls, xls, tiff, tif, pptx, doc)

Main document types:

- Draft Final Research Report (DFRR) (docx)

	File size	Uploaded date
... [DFRR] ✓	0.324 MB	06-05-25 15:01:5
... checklist ✓	0.027 MB	06-05-25 14:58:1
... sure ✓	0.111 MB	06-05-25 14:58:1
...	0.021 MB	06-05-25 14:58:1
...	0.021 MB	06-05-25 14:58:1
... rch Results ✓	0.324 MB	06-05-25 14:58:1

Warning

Ensure you upload the correct document template. Once submitted, it cannot be changed.

OK

Previous Launch in editor Contin



Step 11: Launch in Editor

● Click the green “Launch in Editor” button

• Appendix (zip, docx, odt, jpg, jpeg, png, tex, pdf, eps, ppt, bib, csv, xlsx, xls, tiff, tif, pptx, doc)

Main document types:

- Draft Final Research Report (DFRR) (docx)

<input type="checkbox"/>	File name	File description	File size	Uploaded date
☰ <input type="checkbox"/>	Madeo_Test_Bird_Nest.docx	Draft Final Research Report (DFRR)	0.324 MB	06-05-25 15:01:5
☰ <input type="checkbox"/>	Methodology_Standards_Checklist.xlsx	Methodology Standards Checklist	0.027 MB	06-05-25 14:58:1
☰ <input type="checkbox"/>	Conflicts_of_Interest_Disclosure.docx	Conflicts of Interest Disclosure	0.111 MB	06-05-25 14:58:1
☰ <input type="checkbox"/>	StudyProtocol.docx	Study Protocol	0.021 MB	06-05-25 14:58:1
☰ <input type="checkbox"/>	Appendix.docx	Appendix	0.021 MB	06-05-25 14:58:1
☰ <input type="checkbox"/>	Return_of_Aggregate_Research_Results.pdf	Return of Aggregate Research Results	0.324 MB	06-05-25 14:58:1

◀ ▶

Previous **Launch in editor** Continue



Step 12: Welcome to the Editor!

- You may see a pop up that says, “Track Changes is off.” Just click the “Got it” button. You will not need track changes until later in the peer review process.

The screenshot displays the Origin Editor interface. On the left is an 'Outline' panel with a tree view of document sections: ABSTRACT, BACKGROUND, METHODS, RESULTS, and DISCUSSION. The main editing area contains a form with fields for report title, author names, affiliations, and various IDs. A red circle highlights a notification box in the top right of the editing area that reads: 'Track changes is off. Enable the 'Track Changes' to track all modifications.' with a 'Got it' button.

DFRR-2025-00054 Untitled document

File Format Edit Insert Cite View Tools Help

B I U X^o X_a Normal text 16 +

Outline

- Sections
 - ABSTRACT
 - BACKGROUND
 - Type Your Heading 2 Text Here
 - Type Your Heading 3 Text Here
 - PARTICIPATION OF PATIENTS AND OTHER STAKEHOLDERS
 - METHODS
 - Research Design
 - Data Sources and Data Sets
 - Analytical and Evaluative Approach
 - Changes to the Original Study Protocol
 - RESULTS
 - DISCUSSION
 - Summary of Results
 - Results in Context
 - Potential to Affect Healthcare

PATIENT-CENTERED OUTCOMES RESEARCH INSTITUTE

<Title of Your Report>

<Author names with academic degrees in this format: Jane Doe, MD, MPH^{1,2}>

AFFILIATIONS:

¹<Your department/division, facility/clinic, city, state, and country (if outside the United States)—for example, Surgical Outcomes Research Center, Department of Surgery, University of Washington, Seattle>

²<Your department/division, facility/clinic, city, state, and country (if outside the United States)>

Original Project Title: <Original title of report, if applicable>

PCORI ID: <PCORI ID>

HSRProj ID: <ID, if applicable>

ClinicalTrials.gov ID: <ID, if applicable>

To cite this document, please use: <PCORI to complete>

Note: To update the Table of Contents, right-click it, and then select **Update Field**. In the **Update Table of Contents** dialog box, select **Update entire table**, and then select **OK**. Do not enter or change page numbers or text manually.

Track changes is off
Enable the 'Track Changes' to track all modifications.
Got it

Finish writing



Step 13: Style Wizard

- Click on the “Style Wizard” button
- A List titled “Basic Structuring” will list all of the formatting errors in your report

The screenshot shows the Origin software interface. The top menu bar includes 'File', 'Format', 'Edit', 'Insert', 'Cite', 'View', 'Tools', and 'Help'. The toolbar contains various icons, including a 'Style wizard' button which is circled in red. The main document area displays a report template with sections like 'ACKNOWLEDGMENTS', 'RELATED PUBLICATIONS', 'DATA SHARING PLAN', and 'APPENDIX/APPENDICES'. On the right side, a panel titled 'Basic structuring' lists various formatting errors, such as 'Mandatory styles', 'Normal', 'Article Title', and 'Author list', each with a red warning icon.

Warning!
Please Contact Author services at this point
(review@originreview.org)
We will make sure that your report is formatted correctly.



Step 14: Finish Writing

- Once author services has emailed you with confirmation that the report is formatted, you can log back into ReView, look over your report, and click finish writing.

The screenshot displays the ReView software interface. At the top, the document title is "DFRR-2025-00054 Untitled document". The menu bar includes "File", "Format", "Edit", "Insert", "Cite", "View", "Tools", and "Help". The toolbar shows various editing tools, a search bar, and buttons for "Style wizard", "PDF", "Track changes", and "Finish writing". The "Style wizard" button is circled in red, and a blue arrow points from the text "click finish writing" to the "Finish writing" button. The main editing area shows a document with sections like "ACKNOWLEDGMENTS", "RELATED PUBLICATIONS", "DATA SHARING PLAN", and "APPENDIX/APPENDICES". The left sidebar shows a "Styles" panel with a list of styles including "Normal", "Article Title", "Author list", "Author Affiliations", "AFFILIATIONS LABEL", "HEADING 1", "Heading 2", "Heading 3", "Heading 4", "Heading 5", "Heading 6", and "Headina 7". The right sidebar shows a "Basic structuring" panel with a list of options including "Mandatory styles", "Normal", "Article Title", "Author list", "Author Affiliations", "Heading 1", "Title Page Normal", "Reference heading", "References", "Title marked", "Main body of article", "Start of main body", "End of main body", "Authors and affiliation", "Authors marked", "Affiliations marked", "Authors structured", "Affiliations processed", and "References".



Step 15: Suggest Reviewers

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

Proposed reviewers (optional)

Propose reviewer

Name	Email	Actions
No reviewers proposed.		

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

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.



Step 16: Additional Information

Article Submission [Home](#) / [Dashboard](#)
/ [Article Submission](#)

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

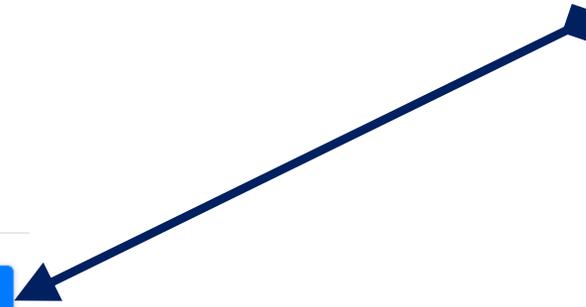
✓ Author Submission +

Prior Publications +

Study Methodology +

Delete Submission Previous

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





Step 17: Author Submission

* PCORI Award Number	ZLF-1532-04715
* PI Last Name 	Greenfield
ClinicalTrials.gov Registration Number	NCT98068245

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.



Step 18: Prior Publications

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:

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

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

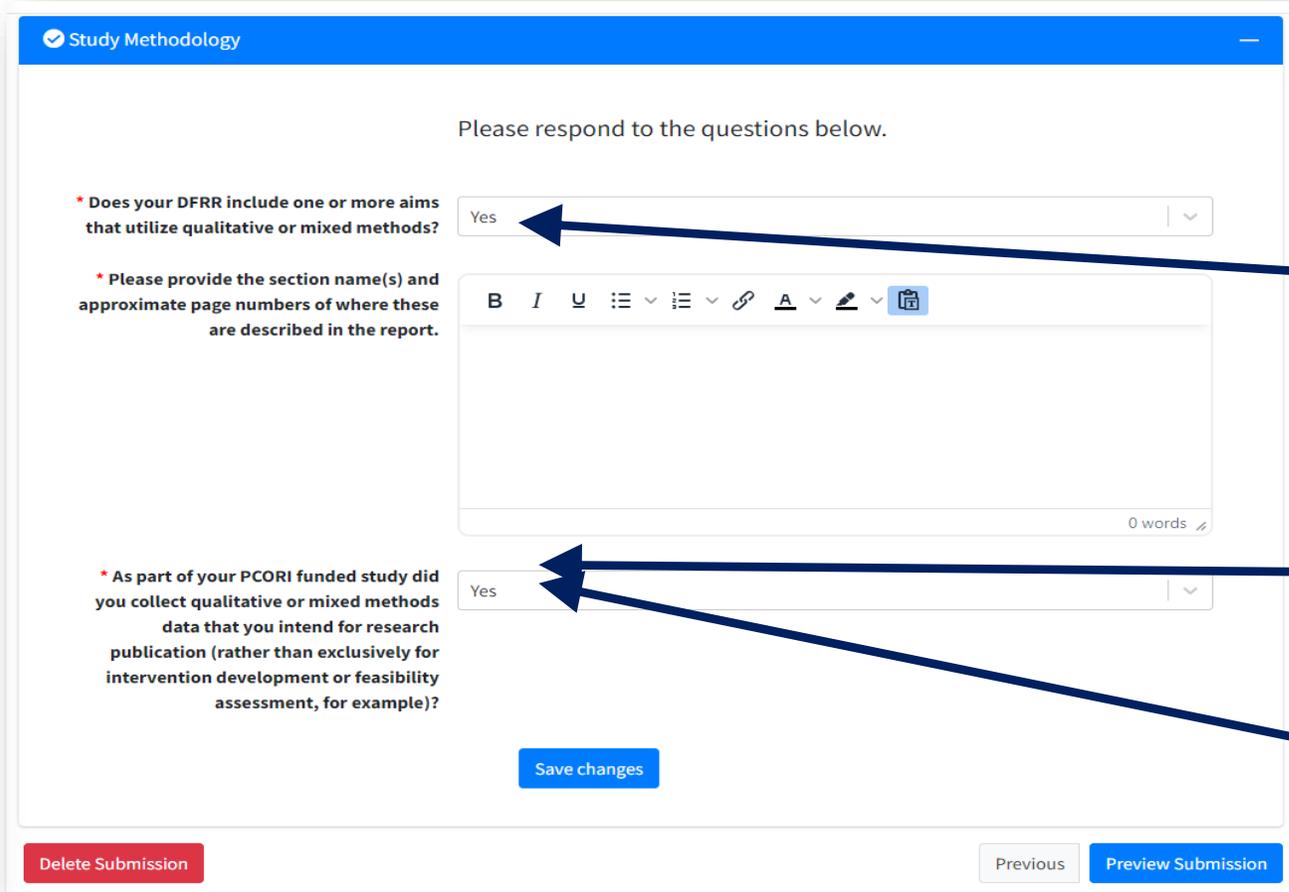
No files selected.
(Permitted file extensions: zip | doc | docx | pdf)
Please note that the maximum upload size is **500 MB** per file and the total submission size should not exceed **1024 MB**

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.

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**

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

Step 19: Study Methodology



Study Methodology

Please respond to the questions below.

* Does your DFRR include one or more aims that utilize qualitative or mixed methods? Yes

* Please provide the section name(s) and approximate page numbers of where these are described in the report.

* As part of your PCORI funded study did you collect qualitative or mixed methods data that you intend for research publication (rather than exclusively for intervention development or feasibility assessment, for example)? Yes

Save changes

Delete Submission Previous Preview Submission

Study Methodology Section

This section focuses on studies with Qualitative Methods

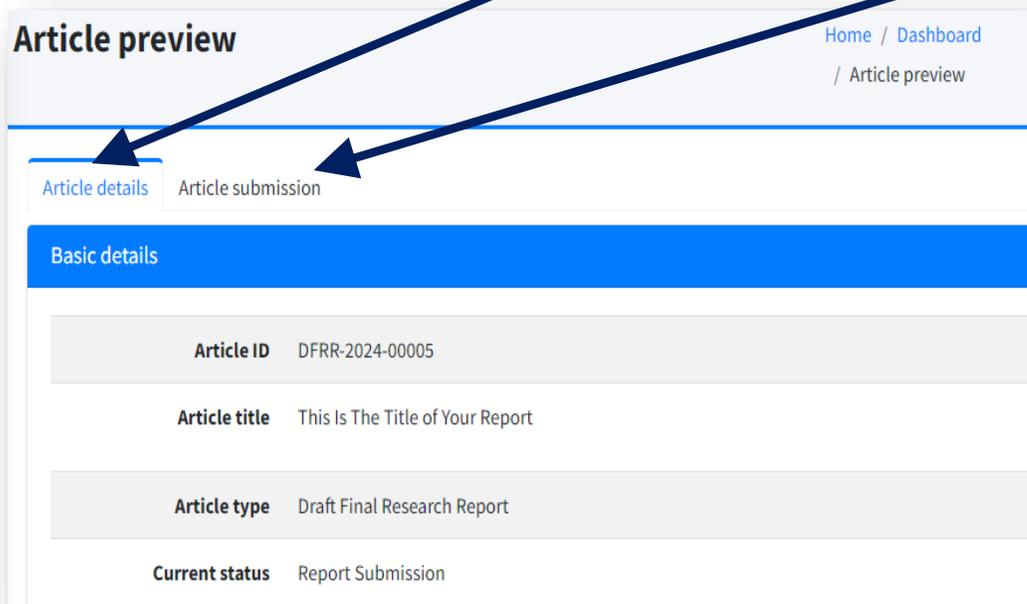
- ✓ If your report does have qualitative methods, choose yes for the first question, then complete the information requested.
- ✓ Answer the final question, click save changes, and then 'Preview Submission'.
- ✓ If your report does not have qualitative methods, choose no for both questions, save changes, and click 'Preview Submission'.

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

Step 20: Article Preview

1

Please review the Article Details tab, the Article Submission tab.

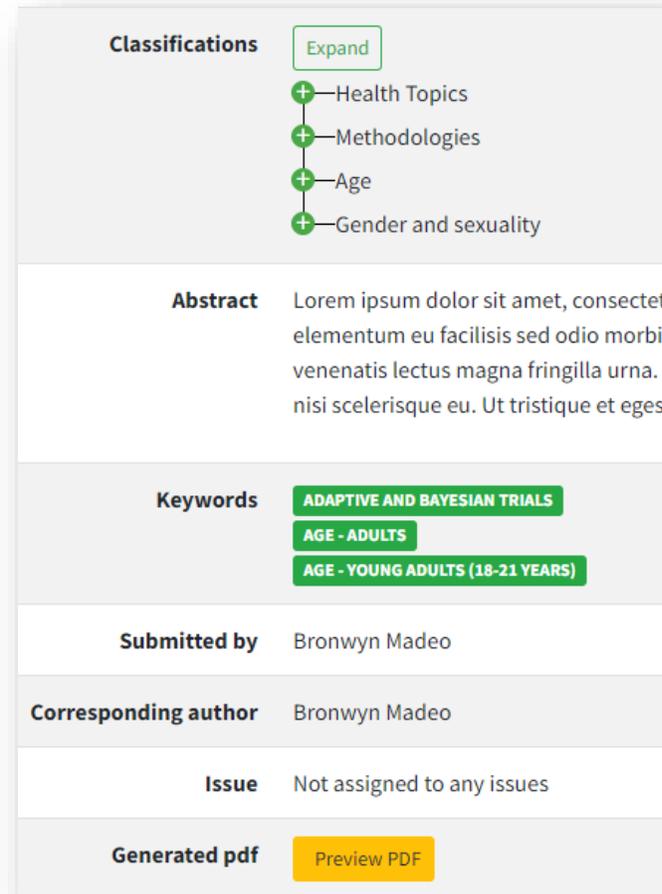


The screenshot shows the 'Article preview' page. At the top right, there are navigation links: 'Home / Dashboard' and '/ Article preview'. Below the navigation is a tab bar with two tabs: 'Article details' (which is selected and highlighted in blue) and 'Article submission'. Under the 'Article details' tab, there is a section titled 'Basic details' with the following information:

Article ID	DFRR-2024-00005
Article title	This Is The Title of Your Report
Article type	Draft Final Research Report
Current status	Report Submission

2

At the bottom of either of the pages, you have the choice of clicking “Edit” to access all parts of your submission again.



The screenshot shows the 'Article preview' page with the following sections:

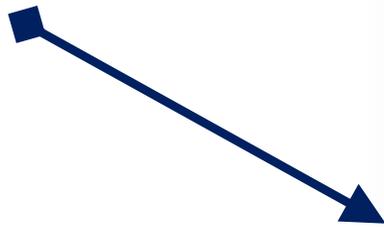
- Classifications**: An 'Expand' button is visible. Below it are four categories with expandable icons: Health Topics, Methodologies, Age, and Gender and sexuality.
- Abstract**: Lorem ipsum dolor sit amet, consectetur elementum eu facilisis sed odio morbi. venenatis lectus magna fringilla urna. Nisi scelerisque eu. Ut tristique et egesta
- Keywords**: Three green tags are displayed: ADAPTIVE AND BAYESIAN TRIALS, AGE - ADULTS, and AGE - YOUNG ADULTS (18-21 YEARS).
- Submitted by**: Bronwyn Madeo
- Corresponding author**: Bronwyn Madeo
- Issue**: Not assigned to any issues
- Generated pdf**: A yellow button labeled 'Preview PDF' is visible.

Step 21: Edit or Submit

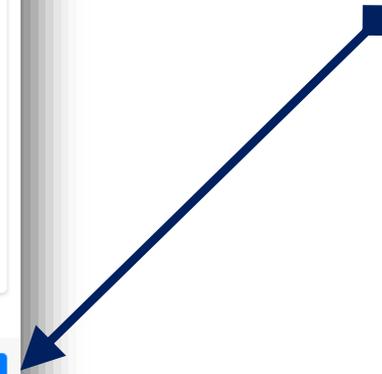
Once you have reviewed all the sections and made sure all the information is correct, you may choose either of the following:

Edit Your Submission

This will take you back to the editable sections of your report in ReView



Click Submit
You're finished for now!



Name	Email	Institution
 Bronwyn Madeo Corres.Author	bmadeo@originreview.org	Origin Editorial, LLC

Attachments	
File name	File description
DFRR.docx 	Initial Submission: Draft Final Research Report (DFRR)
Conflicts of Interest Disclosure.docx 	Conflicts of Interest Disclosure
Methodology Standards Checklist.xlsx 	Methodology Standards Checklist
Return of Aggregate Research Results.pdf	Return of Aggregate Research Results
Appendix.docx 	Appendix
StudyProtocol.docx 	Study Protocol

[Edit Submission](#) [Submit](#)

1

2



Step 22: 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