

# Author Guide: Submitting Your Report



Please review the Author Services page (<https://originreview.org/author-services/>) before proceeding.


1. Login as an AUTHOR to the PCORI PeerTrack system at <https://www.editorialmanager.com/pcori/>

Welcome to the PeerTrack™ site for  
**Patient-Centered Outcomes Research Institute**

Please Enter the Following [Insert Special Character](#)


Username:

Password:




2. From the Author Main Menu, click “My New Invitations.”


<p>Author Main Menu</p> <p>For additional help with your submission, please click <a href="#">here</a> for the Author Tutorial.</p>	<p>Production</p> <ul style="list-style-type: none"><li>Submissions in Production (0)</li><li>Current Task Assignments (0)</li></ul> <p><b>Invited Submissions</b></p> <ul style="list-style-type: none"><li><a href="#">My New Invitations (1)</a></li></ul> <p><b>New Submissions</b></p> <ul style="list-style-type: none"><li><a href="#">Submit New Manuscript</a></li><li>Submissions Sent Back to Author (0)</li><li>Incomplete Submissions (0)</li><li>Submissions Waiting for Author's Approval (0)</li><li>Submissions Being Processed (0)</li></ul>
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3. The title of your report will already be entered; **please ensure it matches the title in your report text.**

Mouse over “Action Links” and click “Agree to Submit.”

Action 	Manuscript Number	Article Type	Title
Action Links	PCORI-D-26-00018	Proposal	TEST-TEST DFRR: Evaluating the Effect of Telehealth Use for Patients with Chronic Disease during the COVID-19 Pandemic

**Action ** **Manuscript Number**

View Invitation Letter  
**Agree to Submit**  
Decline to Submit  
Send E-mail

PCORI-D-26-

Page 1 of 1 (1 total submissions)


- Your page will refresh and you will see the message below. Click the link to go to your “My Accepted Invitations” folder.

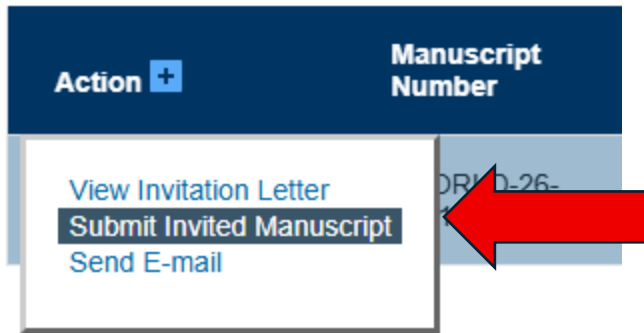
**Author Accept Invitation**

Thank you for agreeing to the invitation for Manuscript Number PCORI-D-26-00018.

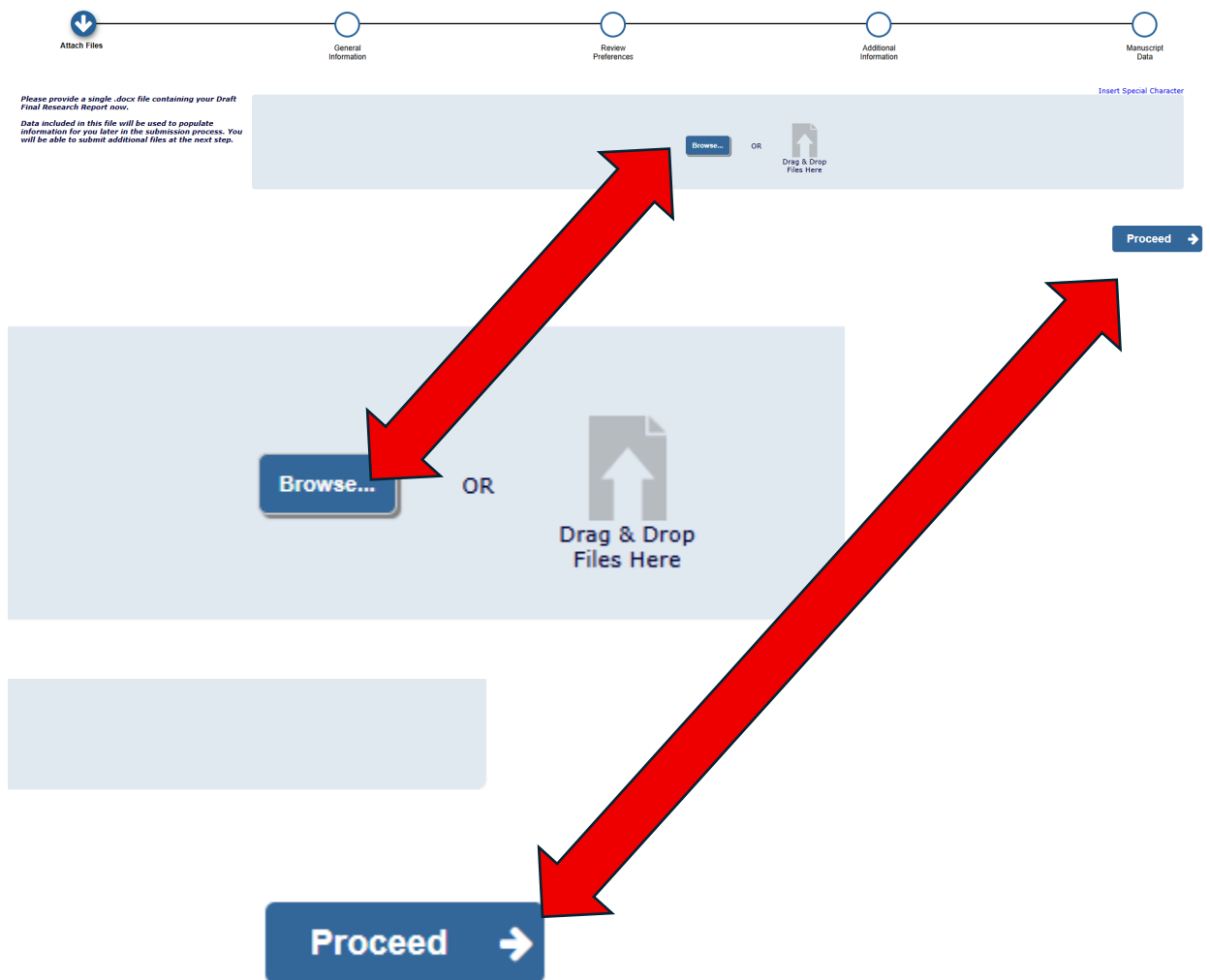
The manuscript is now in your [My Accepted Invitations](#) folder.

- Mouse over “Action Links” again and click “Submit Invited Manuscript.”

Action 	Manuscript Number	Article Type	Title
Action Links	PCORI-D-26-00018	Proposal	TEST-TEST DFRR: Evaluating the Effect of Telehealth Use for Patients with Chronic Disease during the COVID-19 Pandemic



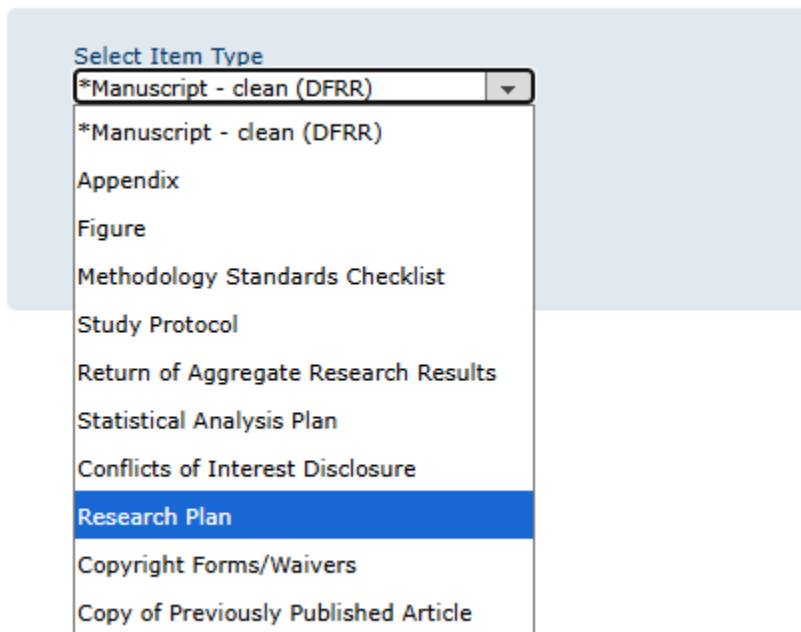
6. Upload your DFRR file and click “Proceed.”



7. On the next page you will be able to upload the remainder of the required files and any optional files.

Reminders:

- Appendices should be uploaded as a separate file(s) and a list of appendices must be included on the last page of the main report file.
- Upload final Study Protocol or PCORI-approved Research Plan and Statistical Analysis Plan (if applicable)
- Upload required **ancillary files**:
- Methodology and Standards Checklist
- Return of Aggregate Research Results
- COI Disclosure Form



8. The files uploaded will appear at the bottom of the page.

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Change Item Type of all  files to

Order	Item	Description	File Name
1	*Manuscript - clean (DFRR)	Manuscript - clean (DFRR)	THIS IS A TEST SUBMISSION.docx
2	Conflicts of Interest Disclosure	Conflicts of Interest Disclosure	THIS IS A TEST SUBMISSION COI.docx

9. When done uploading all your files, click “Proceed.”

10. Click “Add Classifications.” A new window will pop up.

**– Classifications**

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Please identify your submission's areas of interest and specialization by selecting classifications.

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**Required \* Select 1 or more Classifications**  
(None Selected)

**Add Classifications**

11. Click the + sign to expand the lists. Select your classifications on the left and click “Add.”

### Select Submission Classifications

**Cancel** **Submit**

Please identify your manuscript's areas of Interest and specialization by selecting at least one term from each section at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. (less...)

Search:  **Search** **Clear**  
[Matching terms display in red text]

**Expand All** **Collapse All** **Selected Classifications: Select 1 or more**

**AGE**

- Adolescents / Young adults
- Adults
- Children
- Older adults

**GENDER AND SEXUALITY**

- Lesbian/gay/bisexual persons
- Men
- Non-binary
- Transgender
- Women

**Add->** **<-Remove**

12. If needed, you may remove any classification terms before clicking “Submit.”

The screenshot shows a web interface for selecting classification terms. On the left, there are expandable sections: **AGE** (with sub-items: Adolescents / Young adults, Adults, Children, Older adults), **GENDER AND SEXUALITY** (with sub-items: Lesbian/gay/bisexual persons, Men, Non-binary, Transgender, Women), **HEALTH SERVICES / HEALTH SYSTEMS**, **HEALTH TOPICS**, **METHODOLOGIES**, **RACE/ETHNIC ORIGIN**, and **SPECIFIC POPULATIONS**. On the right, under the heading "Selected Classifications: Select 1 or more Classifications", there are two checkboxes: "Adolescents / Young adults" and "Non-binary". Between the two main panels are two buttons: "Add->" and "<-Remove". Below these panels are "Cancel" and "Submit" buttons. A large red arrow points from the right towards the "Add->" and "<-Remove" buttons. Another large red arrow points from the right towards the "Submit" button.

13. When done, click “Proceed.”

The screenshot shows a summary box with the text: "Required Select 1 or more Classifications", "Adolescents / Young adults", and "Non-binary". Below this text is a button labeled "Add Classifications". At the bottom right of the box is a "Proceed" button with a right-pointing arrow. A large red arrow points from the top right towards the "Proceed" button.

14. On the next page you may suggest reviewers. This is not required.

**- Suggest Reviewers**


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Please suggest potential reviewers for this submission a  
Please note that the editorial office may not use your su

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**Current Suggested Reviewers List**

*There are currently no Suggested Reviewers in the list.*

**+ Add Suggested Reviewer** 

15. Complete the questionnaire and click “Proceed” at the bottom right of the screen. If you respond yes to the Prior Publications question, further instructions will immediately appear to guide you through the next steps.

**Questionnaire**

Author Submission Questions

Enter your PCORI Award Number.

**Answer Required:** Character Count: 0

Limit 20000 characters

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Enter the PI Last Name.

**Answer Required:** Character Count: 0

Limit 20000 characters

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Enter the ClinicalTrials.gov Registration Number

Character Count: 0

Limit 20000 characters


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Author Submission: Prior Publications

16. PeerTrack may detect a different title. If so, select the correct title.

**New Full Title Found**

Editorial Manager has identified a new Submission Full Title value in your uploaded manuscript file. Please review the new and existing values below. Click the 'Use New Title' button to update the Full Title value or click the 'Use Existing Title' button to retain the previously entered value. You will be able to manually edit the selected value if necessary.




TEST-TEST DFRR: Evaluating the Effect of Telehealth Use for Patients with Chronic Disease during the COVID-19 Pandemic	THIS IS A TEST SUBMISSION
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17. Next you will enter your Abstract, Keywords, and any Co-Authors. Click the + sign to expand these sections. Ensure your abstract matches that in the main report and is no more than 250 characters. Peer Track will not allow you to move forward if the abstract exceeds the character limit.

**- Title**

**Full Title (required)** ✓  
*Limit 250 characters*



TEST-TEST DFRR: Evaluating the Effect of Telehealth Use for Patients with (

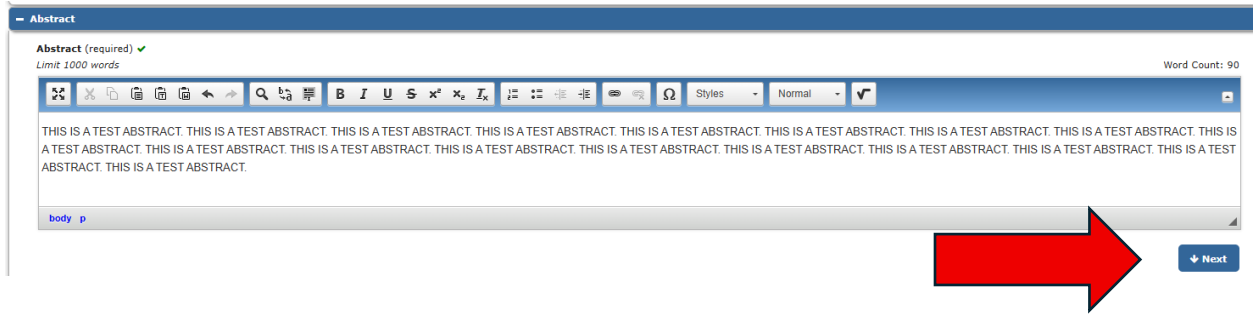


**+ Abstract**

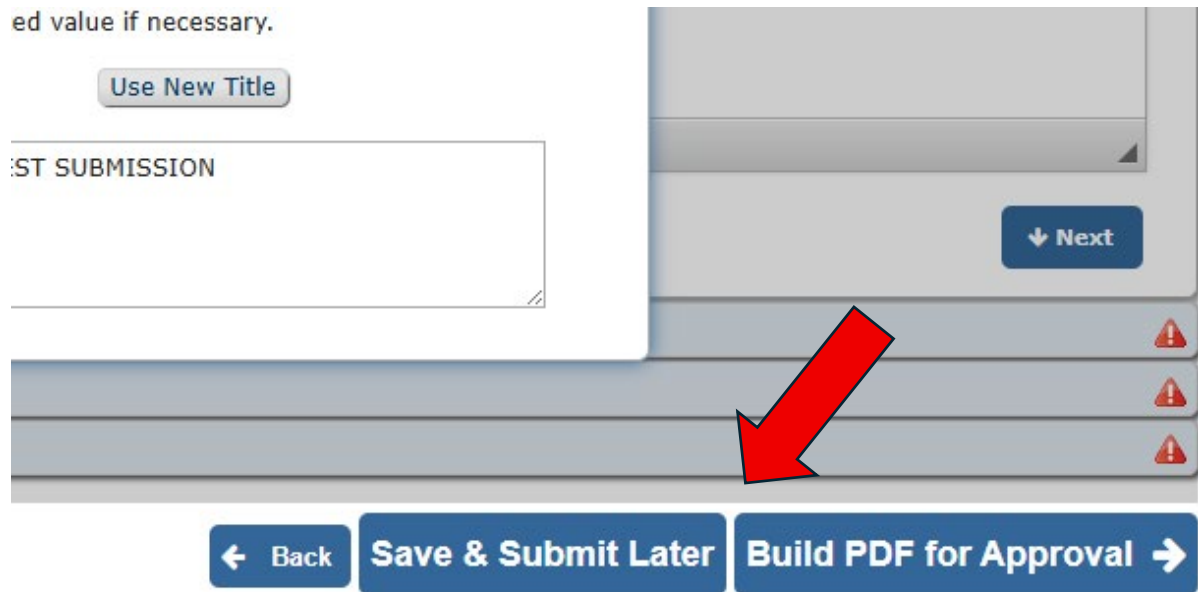
**+ Keywords**

**+ Authors**

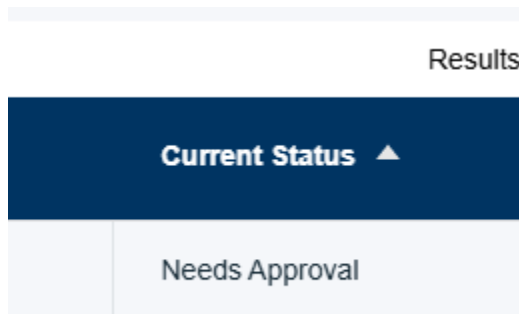
18. Click “Next” to go to the next required entry.



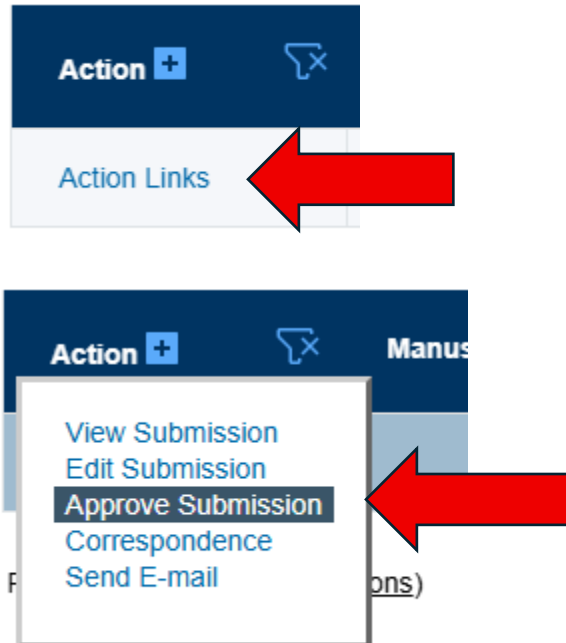
19. Click “Save & Submit Later” OR “Build PDF for Approval.”



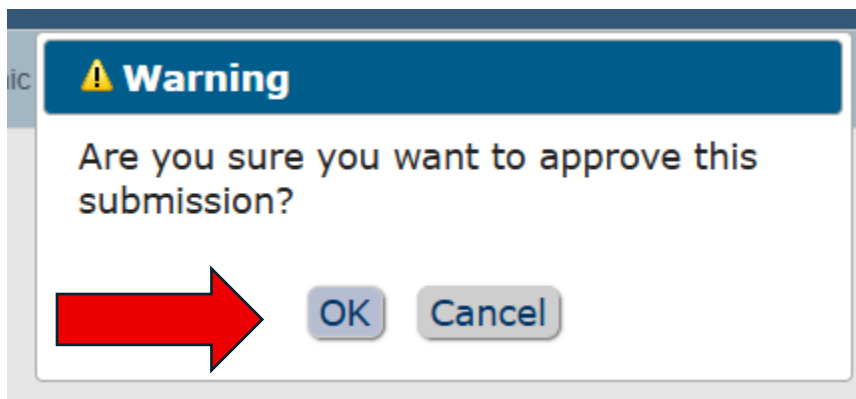
20. The next page will show you the status of the PDF build. When the PDF is ready, the page will refresh and the “Current Status” column in the far right will display “Needs Approval.”



21. Mouse over the “Action Links” on the lefthand side and click “View Submission.”  
**After you’ve confirmed** your PDF is acceptable, click “Approve Submission.”



22. A confirmation popup will appear. Click “OK.”



23. The page will load confirming your submission was successful.

Thank you for approving "TEST-TEST DFRR: Evaluating the Effect of Telehealth Use for Patients with Chronic Disease during the COVID-19 Pandemic".

[Main Menu](#)

24. On your Author Main Menu you will now see your report in “Submissions Being Processed.”

### Author Main Menu

For additional help with your submission, please click [here](#) for the Author Tutorial.

### Production

[Submissions in Production](#) (0)

[Current Task Assignments](#) (0)

### New Submissions

[Submit New Manuscript](#)

[Submissions Sent Back to Author](#) (0)

[Incomplete Submissions](#) (0)

[Submissions Waiting for Author's Approval](#) (0)

[Submissions Being Processed](#) (1)



25. You will also receive an email notifying you that your submission has been received.

**If you have questions or are unsure how to proceed, please contact Author Services at [originreview@kwglobal.com](mailto:originreview@kwglobal.com)**