

# Journal of Vascular Surgery Publications



## Reviewer Instructions

**BECOME A REVIEWER.** The minimum requirements to become a reviewer for the JVS Journals are listed below. Please [e-mail](#) your curriculum vitae along with a letter of support from a mentor to the Editorial Office. The Editors will review your application and notify you if you are selected to become a reviewer.

### Minimum Requirements:

- Formal vascular training in an integrated or fellowship program (or)
- Active practice or active research in vascular disease management (and)
- A recommendation from a mentor supporting good standing (and)
- Time to spend 2 or more hours a month on manuscript review

**CONFIDENTIALITY.** All documents and information provided for the purpose of peer review should be kept entirely confidential. To prevent unauthorized access, manuscripts should be stored in a secure manner. Reviewers may not share the manuscript with other colleagues. If a reviewer wishes to seek a colleague's opinion on the scientific merit of a manuscript, the Editors must be consulted first, and the colleague must adhere to the same standards of confidentiality. When a reviewer has completed their review, they are required to delete personal electronic manuscript files and destroy any printed copies of the document. Inquiries received by individual reviewers about a manuscript should be referred to the Editors. Please read the comprehensive instructions for authors and editorial policies for more information.

**ACCESSING THE PEER REVIEW AND SUBMISSION SITES:** Each Journal has its own submission and peer review site. Reviewer invitation emails include more information about accessing the submission site for the paper you are invited to review. You can also easily switch between sites from the login pages using one set of login credentials.

- **Journal of Vascular Surgery** - [www.editorialmanager.com/jvs](http://www.editorialmanager.com/jvs)
- **Journal of Vascular Surgery: Venous and Lymphatic Disorders** - [www.editorialmanager.com/jvsvl](http://www.editorialmanager.com/jvsvl)
- **JVS Vascular Science** - [www.editorialmanager.com/jvsvs](http://www.editorialmanager.com/jvsvs)
- **Journal of Vascular Surgery Cases and Innovative Techniques** - [www.editorialmanager.com/jvscit](http://www.editorialmanager.com/jvscit)

**Software Requirements.** Internet connection, email server, and Adobe Acrobat Reader: [Download](#)

**VERIFY ACCOUNT INFORMATION AND UPDATE LOGIN CREDENTIALS.** Once you are confirmed as a reviewer, please login to any of the JVS Editorial Manager (EM) sites to update your profile using the "Update My Information" link from the main menu shown below:



**REQUIRED FIELDS.** Fields marked with red asterisks (\*) must be completed. You may change your username and password in the “Login Information” section. The information you change on one JVS EM site, including your login credentials, will be synced with all JVS EM sites, but not for the Society for Vascular Surgery or American Venous Forum member sites.

**RELIABLE EMAIL ADDRESS.** Reviewer invitations are sent via email. Please make sure that you have included a reliable email address in your user profile. Including a secondary email address is recommended.

**PERSONAL CLASSIFICATIONS.** The personal classifications you select will determine the types of the manuscripts you will be asked to review. Please select 5 or more personal classifications. A printable version of our classifications can be accessed here:

**JVS, JVS-VL, and JVS-CIT:** <https://www.editorialmanager.com/jvs/ACCOUNT/ClassList.pdf>

**JVS – Vascular Science:** <https://www.editorialmanager.com/jvsvs/ACCOUNT/ClassList.pdf>

**UNAVAILABLE DATES.** If you will be unavailable to review due to a vacation or illness, please update your unavailable dates in your user profile. You may also email the editorial office so that we may update your accounts.

## Manage Reviewer Invitations

**REVIEWER INVITATIONS. PLEASE ACCEPT A REVIEWER INVITATION WITHIN 5-DAYS.** To accept or decline a reviewer invitation, you may use the auto accept/decline links in the invitation email, or you may login to the relevant EM site and follow the steps below:

1. From the **Reviewer Main Menu** (shown below), click “New Reviewer Invitations”.



2. From “**New Reviewer Invitations**” folder, you will see action links (shown right) to the left of each invitation. Click “View Abstract” and confirm that you are qualified to evaluate the paper and that you do not have any conflict of interests.

**Conflict of Interest.** A conflict of interest exists if your professional judgment regarding the revision and publication of this manuscript may be influenced by a secondary interest. One example of a secondary interest is financial gain through employment, consultancies, stock ownership or options, honoraria, patents, and paid expert testimony. Reviewers must report their commercial interests, defined as a relationship with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Other secondary interests include personal relationships or rivalries, academic competition, and intellectual beliefs.

**REVIEWERS MUST DISCLOSE CONFLICTS OF INTEREST (COI)** relative to any manuscript they are asked to evaluate by emailing the Editorial office at [jvascsurg@vascularsociety.org](mailto:jvascsurg@vascularsociety.org). Reviewers will also be asked to confirm that they do not have a Conflict of Interest on the reviewer form.

3. Clicking “Agree to Review” will move the manuscript to your “Pending Assignments” folder. If you select “Decline to Review” please provide a reason so that we may improve our invitation process and make sure your profile includes accurate availability details.



4. Now that you have agreed to review, you may download the complete manuscript from the “Pending Assignments”

folder. Please submit your assessment within 14-days from acceptance.

### **Submit your review**

New reviewers are encouraged to refer to the [Reviewer Template](#) when assessing a manuscript for publication. This helpful template includes information about how reviews are scored and explains the reviewer promotion process. Please direct questions to the Editorial Office at [jvascsurg@vascularsociety.org](mailto:jvascsurg@vascularsociety.org).

Go to the “**Pending Assignments**” folder and click “View Submission” to view the manuscript PDF. Please click “Similar Articles in MEDLINE” to compare the work to other published articles and assess its originality. Clicking this link displays a new browser window featuring the Knowledge Finder® MEDLINE search engine.

When you are ready to submit your recommendation, click “**Submit Recommendation**” and complete the steps listed on the “**Reviewer Recommendation and Comments**” screen. Manuscripts appropriate for publication report results of well designed, performed and analyzed studies that contribute significant new information to the field. Manuscripts that are premature (containing only a minimal amount of data), are a small part of a larger work, or have serious faults that might result in misleading conclusions are not acceptable. Even well-done studies that add little new information to our field and those with results likely to be of little interest to our readers should be given low priority.

**Decision term.** Use the “**Recommendation:**” drop-down menu at the top of the form to select a decision term:

**ACCEPT.** Accept manuscript without modification.

**REVISE MINOR.** This implies intended acceptance, assuming the requested revisions are made appropriately, which are usually reviewed only by the Editor.

**MAJOR REVISE.** This does not imply acceptance, but rather indicates that the revised manuscript will likely require re-review by the original Reviewers.

**REJECT:** Reject manuscript without recommendation for re-review

**Scoring.** Enter your numeric rating for the manuscript in the box next to ‘**Manuscript Rating**’ (1-100)

**Use this scoring guide for JVS, JVS-VL and JVS Vascular Science**

**80-100.** Outstanding new contribution of major value that warrants publication.

**60-80.** Warrants publication, but not as novel; or in need of major revision first.

**40-60.** Borderline for publication. Premature, low interest, or small part of larger work.

**20-40.** Not for publication. Major problems with experiment, not interesting/correctable.

**0 – 20.** Fatal flaws and/or ethical issues that prevent publication independent of other Reviewers’ opinions.

**Use this scoring guide for JVS Cases and Innovative Techniques:**

**80-100.** Outstanding new contribution of major value that warrants publication.

**60-80.** Warrants publication, novel but in need of minor or major revision first.

**40-60.** Suitable for publication with major revision and editorial help only. Worth salvaging.

**20-40.** Not for publication, premature, low interest. Major problems with report, not interesting nor correctable.

**0 – 20.** Fatal flaws and/or ethical issues that prevent publication independent of other Reviewers’ opinions

**STATISTICAL REVIEW.** State whether you recommend that a statistical reviewer analyze the manuscript. If you make this recommendation, the Editor will consider your request and may invite one of the Journal’s biostatisticians to review the work.

**COMMENTS TO AUTHOR AND CONFIDENTIAL COMMENTS TO THE EDITOR (NOT SHARED WITH AUTHORS)**

Enter your comments to the author and Editor in the fields provided, listing your major comments first. In your comments to the authors, please include specific critiques of the study design, methods, data analysis, results and discussion; and/or suggestions and questions that will clarify and improve the manuscript for the reader should this manuscript be accepted for publication. Identify significant omissions. Remember that comments to the authors should be respectful and constructive and point out ways to improve or clarify the manuscript. If you believe there are fatal flaws in the study design, performance, or analysis, point these out and ask the authors to correct these problems. Next, enter your conclusions concerning these problems in the confidential comments to the Editor.

**Number.** Number your comments to the authors and include only one key suggestion or question per comment.

**Asterisk.** Place an asterisk (\*) after each number for comments that you think are critical to the revision of the manuscript. Please consider carefully which points represent essential, versus desirable, suggestions in this regard. The Editor will pay special attention to these and be certain they do not conflict between Reviewers.

**Grammar.** Do not spend time correcting the English/grammar. Also, when reviewing Clinical or Basic Research be careful not to ask the authors to expand their data to such a degree that they would essentially have to complete another study.

Click the “**Save & Submit Later**” button to save your comments in Editorial Manager and continue working. Be sure to save any review that is partially finished, since it will be lost if you simply close your Internet browser without saving it. Clicking the “**Open in New Window**” button at the top right of the data-entry fields will open the text box in a new browser window, providing you with a larger view of the review field. Clicking “**Proof and Print**” will open a window containing the review information you have provided so you may print the review for your records. Click “**Submit Now**” to proceed and approve your comments. Please carefully proofread your review and ensure that you have numbered your comments to the author before sending it to the Journal office. If you need to make further edits, click “**Edit Review**”. If you are satisfied, click “**Submit Review to Journal Office**”.

**RE-REVIEW REQUEST.** Once the authors revise and resubmit a manuscript, you will likely be asked to re-review the revised submission to determine if the authors have addressed the issues satisfactorily that you have raised. **A complete re-review of the work is not necessary.** To help you determine whether appropriate changes have been made, the authors will have included a redline manuscript showing all the changes they have made, a reviewer response form detailing the changes and where they can be found in the redline, and a clean manuscript, which is the final version without tracked changes.

**CONTINUING MEDICAL EDUCATION CREDITS.** The Society for Vascular Surgery designates manuscript review for the JVS, JVS-VL and JVS-CIT for a maximum of 3 *AMA PRA Category 1 Credits*<sup>TM</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity. At the end of each calendar year, the Editorial Office tallies the number of successfully completed reviews for each journal. Reviews that received a score of 30 or less are deemed unacceptable and will not merit credit. Eligible reviewers will be instructed to complete an online form at the end of the year to receive credits for this activity. Three *AMA PRA Category 1 Credits*<sup>TM</sup> are awarded for each manuscript review. Physicians may claim a total of 15 *AMA PRA Category 1 Credits*<sup>TM</sup> per year of manuscript review per journal. Reviewers who complete five or more reviews receive no more than 15 *AMA PRA Category 1 Credits*<sup>TM</sup> per journal.