

Reviewers Accept and Process Assignments: Elsevier Editorial Manager (EM)

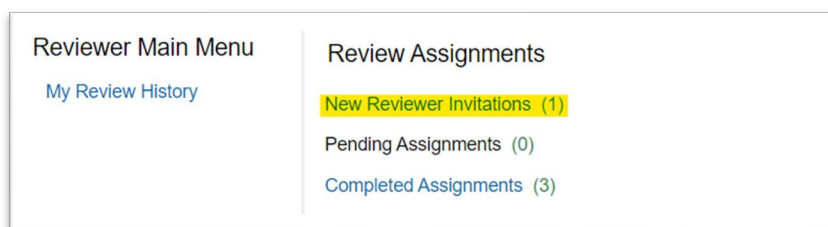
Reviewer accepts (or declines) invitation (Step I) and provides a review of the submission (Step II).

I. Reviewer must first accept or decline the invitation to review.

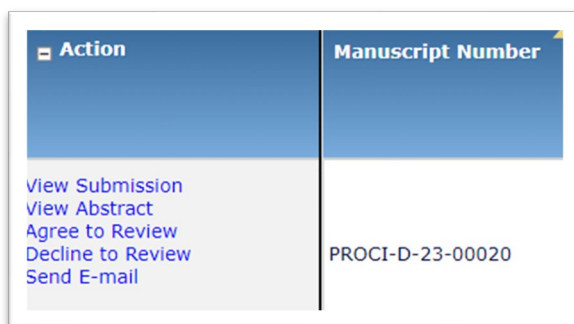
1. Navigate to [EM website](#).
2. Enter your EM **username** and **password** in the provided field. Select **Reviewer Login**.



3. From Main Menu – Select New Reviewer Invitations.



4. From the New Reviewer Invitation screen, you must Agree or Decline to review.



Action	Manuscript Number
View Submission View Abstract Agree to Review Decline to Review Send E-mail	PROCI-D-23-00020

5. You can View Submission, View Abstract, or move directly to your decision.
 - a. View Submission will show entire paper including cover page which contains valuable information.
 - b. View Abstract – provides very brief information.
6. Enter your decision.
 - a. **Agree to Review** – will receive confirmation and will move to your Pending Assignments.
 - b. **Decline to Review** – please complete the text box before submitting your response.

Repeat the previous steps for other invitations to review.

II. Perform Review

NOTE: Reviewer Instructions appear on the Recommendations and Comments page, but can be accessed here:

Reviewer Instructions

Please copy and paste the below URLs into a new browser window, in order to view the Reviewer procedures and Guidelines:

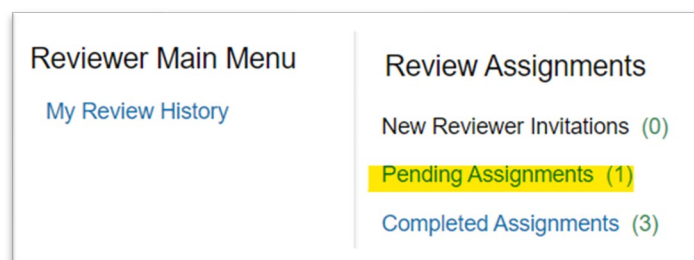
Editorial Manager Reviewer Procedure:

[Reviewers instructions in EM](#)

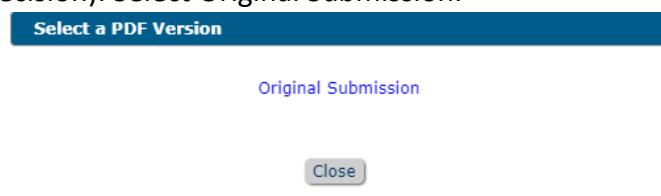
Reviewer Guidelines:

[Reviewer Guidelines for 40th Symposium](#)

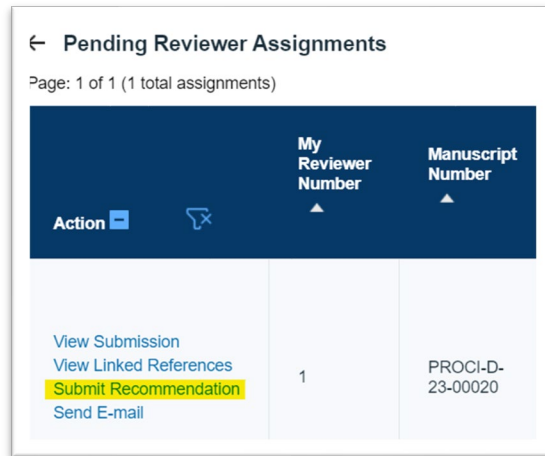
1. From Main Menu – Select **Pending Assignments**



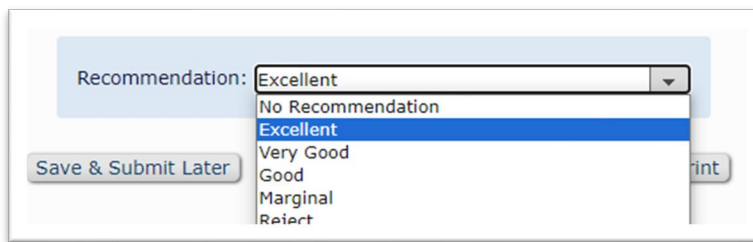
2. Select View Submission (if you have not already downloaded the full paper in making your decision). Select Original Submission.



3. A PDF version will be downloaded. Review the document.
4. From the Pending Reviewer Assignments screen, select **Submit Recommendation** from the Action Menu.



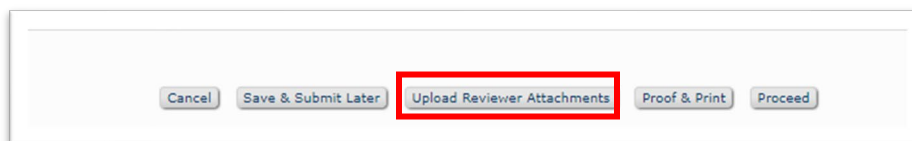
5. Select a recommendation term from the Recommendation drop down menu.



6. Enter your comments to author in the **Reviewer Comments to Authors** box.
7. Complete the ratings in the **Reviewer Confidential Comments to Editor** box.

Note: If you require more time to complete a review, continue to the procedure: **Save and Submit Later**. To proceed, skip ahead to the procedure: **Submit a Review**.

If you have any materials to attach, select **Upload Reviewer Attachments** and follow the directions.



8. Once complete, select **Proceed**. You will be given a chance to view your recommendation. Select **Submit Review to Editorial Office**. Confirm your recommendation in the pop-up window.

Repeat the previous steps in this procedure to review other submissions.