How Do I Review a Manuscript for the PDA JPST?

Thank you for agreeing to review a manuscript submitted for publication in the *PDA JPST*. Because of your expertise in the area, your comments, suggestions, and recommendations will be used by the Editor to determine whether or not the submitted work should be published and what revisions may be required.

To make the review as helpful as possible for both the Editor and the author(s), please explain any deficiencies you may find in the work and indicate, where possible, what might be done to remedy them. Please be courteous and constructive in your comments regarding methods, study design, statistical analysis of results, validity of conclusions and the arguments set out in the discussion.

Should you wish to recommend another individual as a peer reviewer, please propose the potential candidate to the *PDA JPST* Editor rather than approaching another subject matter expert directly. The editors are solely responsible for soliciting peer reviewers and delegating review of a manuscript to a new peer reviewer.

Submitting Your Review

Important: You must have a registered *PDA JPST* account to submit your review on the **Editorial Manager Submission and Review** website. (See **Annex 1** for instructions.)

Instructions

The following steps should guide you through successfully submitting a review of a manuscript for the PDA JPST.

Accessing an Assigned Manuscript

Open the link sent to you in the email from journal@pda.org with the subject line: Reviewer Invitation for Commenting on [Name of Submission]

em.pda:jpst.0.8422a0.38f8e426@editorialmanager.com on behalf of PDA Journal of Pharmaceutical Science and Technology <em@editorialman com=""> Tor • Reviewer Enal Fri 802/2024 259 PM</em@editorialman>
Ref.: Ms. No. pdajpst.2024-003012 Commenting on Nothing of Interest-second new submission dated 29 Jul 2024 PDA Journal of Pharmaceutical Science and Technology
Dear Reviewer,
You were recommended as a peer reviewer for the manuscript noted below, which has been submitted for publication in the PDA Journal of Pharmaceutical Science and Technology. I sincerely hope that you are willing to accept this opportunity to assist the PDA JPST in reviewing this manuscript.
Title: Commenting on Nothing of Interest-second new submission dated 29 Jul 2024 Author(s): Marilyn L Foster, George Peabody
Abstract: I SJUUU words I lotal 10 tables and figures, combined I Maximum SU references I May include supplementary materials I No specific structure
If you accept, you will receive an email containing instructions on how to complete the review.
Please choose from the following selections regarding this review:
If you would like to review this paper, please click this link: ******* *
If you do not wish to review this paper, please click this link: ******* *
If the above links do not work, please go to <u>https://linkprotect.cudasvc.com/ul7a=https%38%2%2f%2fwww.editorialmanager.com%2fpda-</u> jps%2f%c=E.10 <u>SIFL4K614D7/boh27Wtot62eX5Uw08999ECWHBw/Fh-bf98JEfd4QUV-</u> <u>gjKDB5XYVUQKMB7EEFUS3E7032C7_lwp2C5BQ_B02K1KW_2Cg_8ktypa=1</u> and log on with your user name and password. Your user name is *******. If you do not know your password, you may reset it by clicking this linic *******
If you are unable to review this paper, we would greatly appreciate your help in finding another qualified reviewer. Please email the name and email address of someone you know who is knowledgeable in the field to journal@pda.org.
Note: PDA JPST would like to have all reviews returned to us within three (3) weeks.
If you have any questions, need more information, or need help creating an account or logging in, however, feel free to reply to this email.
Thank you for your consideration and support of the PDA Journal of Pharmaceutical Science and Technology.
Yours sincerely, Sally
Sally Solicitor Associate Editor PDA JPST journal@pda.org
⁴ If clicking the link above does not open an Editorial Manager window, your email program may have inserted some spaces and/or line markers into the link. Please open a browser window manually and copy and paste the entire link from the email into the url address box. The link starts with the letters "http" and ends with the letters "rev-X" (where X represents a number such as 0,1,2, etc.) Note that the end of the link may be shown on a different line in this email, and may be shown in a different cloid than the beginning of the link. The entire link murbs be copied and pasted into the browser in order for the correct Editorial Manager window to be displayed. After copying the link into the url address box, you must also remove any spaces and line markers (e.g. > or >>) by using the delete or backspace keys on your keyboard.

If you would like to review this paper, please click this link: <u>Submission and Review</u>. The website login page will open in your browser. Proceed to sign in or create an account.

Note: Upon accepting, you will receive a second email from em.pad-jpst.########@ editorialmanager.com on behalf of PDA JPST to thank you for participating and supplying contact information should you need assistance.



New Reviewer Invitations

After signing in, you will enter the **Reviewer Main Menu.** In the "Review Assignments" queue, click on "New Reviewer Invitations" (the number of your active reviews will be indicated on the right).



When the "**New Reviewer Invitations**" queue opens, the manuscripts assigned to you will appear in a table that details the manuscript number, title, and author(s). Click the + sign next to "Actions" in the header row. This will open the actions that can be taken for each manuscript in the table.

Note: If you are reviewing more than one, choose a manuscript from the list to open.

Starting the Review Process

In the list of Actions next to your assigned submission, click on "View Submissions."

Quicklinks			You have been i
P Action	age: 1 of 1 (<u>1 total submissions</u> Manuscript Number	Article Type	Article Title
View Submission View Abstract Agree to Review Decline to Review Send E-mail	pdajpst.2024-003013	Research Paper	Tech Application/Case Study How to Kill a Nondescript Virus

The manuscript will open as a PDF. Scan the document to decide if the topic is one you are willing to review. If so, click "Agree to Review."

		You have been								
Page: 1 of 1 (<u>1 total submissions</u>)										
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ndainst.2024-003013	Research Paper	Tech Application/Case								
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An "Agree to Review" confirmation page appears and links to the Pending Reviewer Assignments queue, where the submission has been moved, and to the Main Menu.

You should also receive an email thanking you for agreeing to review the manuscript.

Pending Reviewer Assignments

Any assignments you have accepted will appear in the "Pending Assignments" queue until your review has been completed.

- Click "View Submission"
- In the "Select a PDF Version" box that opens, click the link to "Original Submission"
- The manuscript opens as a PDF
- Then click "Close"

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Vew Submission Submit Recommendation polajost 2 History 003013 Send E-mail	024- Research Paper	Tech Application/Case Study How to Kill a Nondescript Virus	Aug 22 2024	Under Review	Aug 22, 2024	Aug 22, 2024	Sep 12 2024	21	Sharikar Gupta	Walter Morris
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Manuscript Draft							
Manuscript Number:	pdajpst.2024-003013						
Full Title:	Tech Application/Case Study How to Kill a Nondescript Virus						
Corresponding Author:	Walter Morris POA Bethesda, MD UNITED STATES OF AMERICA						
Order of Authors:	Walter Morris						
Article Type:	Research Paper						
Manuscript Classifications:	Data science and analytics; Quality assurance information technology						

Perform Your Review

- Read the manuscript carefully and prepare your comments and questions:
 - Type your Comments into a Word document to paste later into the Reviewer Comments textbox OR
 - Type your Comments directly into the PDF
- Save and rename your file, adding initials or a note (e.g., Rev1) to the file name to distinguish it from the original file
- Return to the Peertrack[™] Editorial Manager[®] submission and review website
- Click on "Reviewer Login"

PDA prefers reviews to be blinded. To ensure the anonymity of your comments, you will need to temporarily remove personal information from the document. See the instructions in **Annex 2** on how to make PDF documents anonymous.

Note: Masking your personal information in your review document is your responsibility; if you don't, the author(s) will learn your identity.

Submit Your Recommendation

Action 🗖 🖓	My Reviewer Number	Manuscript Number	Article Type ▲	Article Title ▲
View Submission Submit Recommendation History Send E-mail	1	24-001	Research Paper	Title of my manuscript

- Click on "Pending Reviewer Assignments" and open the Actions for the relevant submission
 - Clicking the + next to "Action" will open the Actions table
- From the "Recommendation" dropdown menu, click on your choice: Accept, Minor Revision, Major Revision, Reject, Reject and Resubmit



In the "Review Questions" box, reply to: "Are you willing to review the revision of this manuscript?" Yes / No from the dropdown menu

		Cla	Original Submission re Commentator (Reviewer 1)			
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- In the "Reviewer Comments to Author" text box, either paste in the Comments from your Word document *OR*
- If your Comments were added directly to the PDF, type in "See Comments in PDF"
- In the "Reviewer Confidential Comments to Editor" text box, check Yes or No to answer the question "Is there a financial or other conflict of interest between your work and that of the authors?"
- Type in your response to "Please give a frank account of the strengths and weakness of the article" into the text box (response is viewable only by editors)



- If your Comments are contained in the PDF, click on "Upload Reviewer Attachments" and, in the box that opens:
 - Enter a description of your file (e.g., Reviewer comments)
 - Click "Choose File" and highlight the relevant filename in your file explorer
 - Then click "Attach This File" for all files you wish to attach to your review
 - File name(s) and date appear in an "Attachments" table

 Click "Proceed with Recommendation" when you're finished



- A summary of "Reviewer Recommendations and Comments" appears
 - Click "Edit Review" if you wish to change any of your responses
- Click "Submit Review to Editorial Office"
 - If required information is missing, a warning appears requesting you verify your responses
 - Return to the "Reviewer Recommendation" page to complete the form

	Original Submission Marilyn L Foster	
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• The message "Thank you for reviewing Manuscript Number: [pdajpst.2024-######]" appears

- Click the link "Return to Main Menu"
- Manuscript has been moved to the "Complete Assignments (#)" queue

Reviewer Main Menu	Review Assignments
My Review History	New Reviewer Invitations (0)
	Pending Assignments (0)
	Completed Assignments (1)

• You will Receive a "Thank You for the Review" Email

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Completed Assignments

- All completed assigned reviews are listed in this queue, and the following Actions can be taken to review them:
 - History (progression of submission through the review process)
 - View Reviewer Comments (to view your and others' comments on a submission)
 - View Attachments (to open documents attached to the submission)
 - Send Email (to communicate with Editors)

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The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

Please Choose a Letter

Please Choose a Letter

Reviewer Requests Deadline Extension on Review
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Annex 1: How to Register a PDA JPST Account

If you do not have a account, create one by clicking the blue "Register Now" link under the gray Login buttons and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Note: If you received an e-mail from Editorial Manager with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to log in. Once you are registered, you may change your contact information, username, and/or password at any time. Simply log in to the system and click your name in the navigation bar at the top of the page. Then click "Update My Information."

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Annex 2: For Anonymous Review — How to Remove Personal Information from PDFs

Open the document with Adobe Acrobat. This is a **two-step process**.

- 1. Change the document preferences.
 - Click on Edit.
 - Choose "Preferences."



- In "Commenting," under "Making Comments," remove the check by "Always use Log-in Name for Author name."
- Click "OK."



- 2. Change the default for the Commenting Tool
 - *If you have not entered comments yet,* go into the body of the document and ...
 - Add a comment anything, anywhere.
 - Click the down arrow next to your name.



- Choose "Properties."

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 Change the "Author" to ANON or Reviewer #

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	Page 7 of 15	statements about each model stream. Cite publications that support their use as models and consider including references

- Check "Make Properties Default."
- Click "OK."



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• Select all your comments in the Comments List by (1) clicking on the top comment (turns yellow), then, (2) holding down the Shift key and (3) clicking the last comment in the list (all comments turn yellow).



• Right-click anywhere on the yellow Comments and select "Properties."



• On the General tab, change the Author Name to ANON or Reviewer #.

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• Click OK. The name should change on all selected comments, both annotations and sticky notes.



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