

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

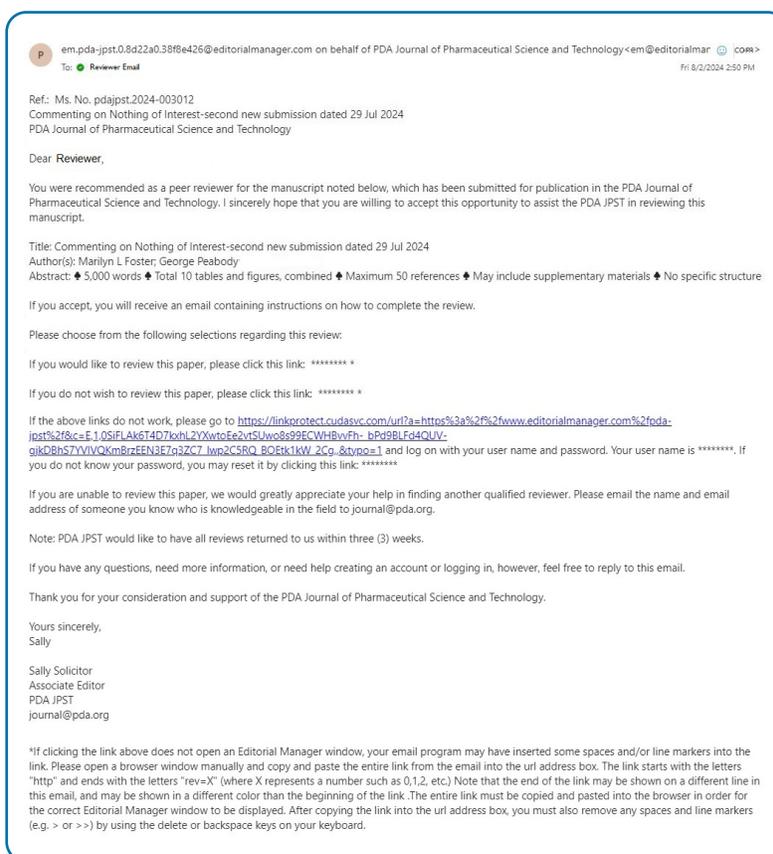
Important: You must have a registered *PDA JPST* account to submit your review on the **Editorial Manager Submission and Review** website. (See **Annex 1** for instructions.)

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]



The screenshot shows an email from em.pda-jpst.0.8d22a0.38f8e426@editorialmanager.com on behalf of PDA Journal of Pharmaceutical Science and Technology. The email is dated Fri, 8/2/2024 2:50 PM. The subject is "Ref: Ms. No. pdajpst.2024-003012" and the body text includes the following information:

- 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: ♦ 5,000 words ♦ Total 10 tables and figures, combined ♦ Maximum 50 references ♦ May include supplementary materials ♦ 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 https://linkorconnect.cudavc.com/urffa=https%3a%2f%2fwww.editorialmanager.com%2fpda-jpst%2f8c=e_f_1.05ifLA&6T4d7kx/nL2YXwroEe2vSjUwo8s92ECWHBvFh-bPq9BLF04QUV-gjk08n57YVYQm8r4ERn3E7n3ZC7_lwr2C5RQ_B0EtKlKW_2Cg_8xvnp=1 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 link: *****
- 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
- *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 color than the beginning of the link. The entire link must 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.

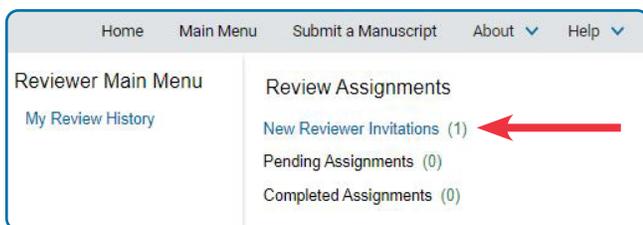
If you would like to review this paper, please click this link: [Submission and Review](#). The website login page will open in your browser. Proceed to sign in or create an account.

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).

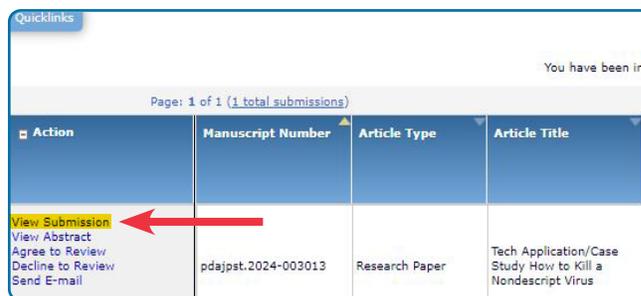


When the “**New Reviewer Invitations**” queue opens, the manuscripts assigned to you will appear in a table that details the manuscript number, title, and author(s). Click the + sign next to “Actions” in the header row. This will open the actions that can be taken for each manuscript in the table.

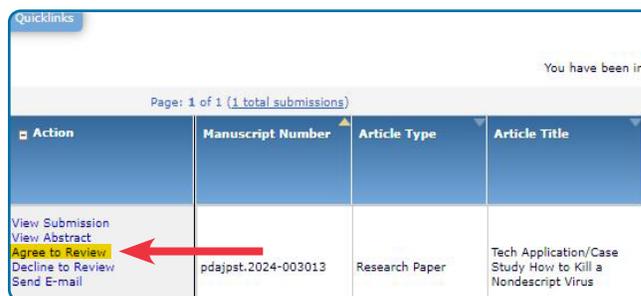
Note: If you are reviewing more than one, choose a manuscript from the list to open.

Starting the Review Process

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



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.”



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”



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”

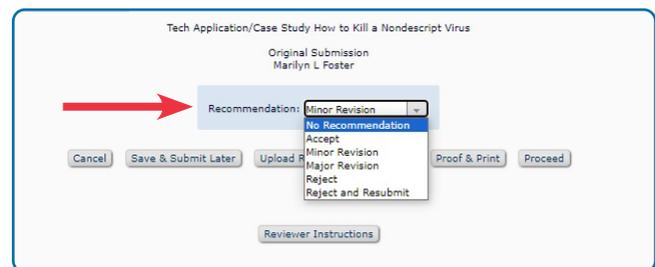
PDA prefers reviews to be blinded. To ensure the anonymity of your comments, you will need to temporarily remove personal information from the document. See the instructions in **Annex 2 on how to make PDF documents anonymous.**

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

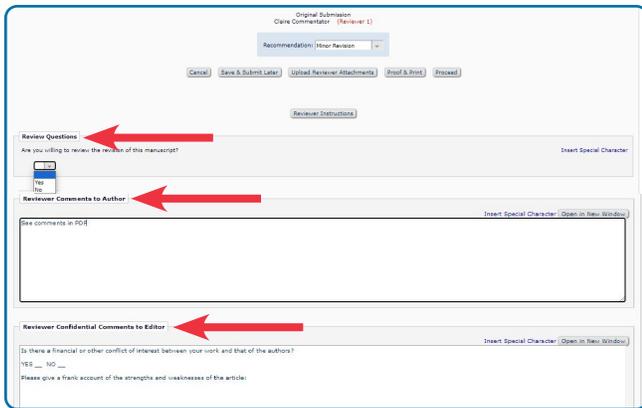
Submit Your Recommendation



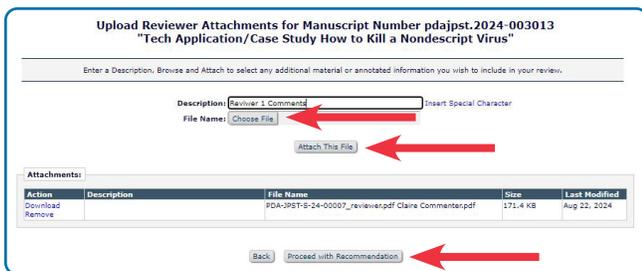
- Click on “Pending Reviewer Assignments” and open the Actions for the relevant submission
 - Clicking the + next to “Action” will open the Actions table
- From the “Recommendation” dropdown menu, click on your choice: Accept, Minor Revision, Major Revision, Reject, Reject and Resubmit



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

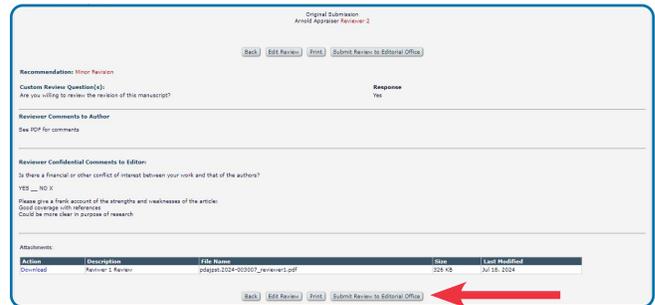


- In the “Reviewer Comments to Author” text box, either paste in the Comments from your Word document **OR**
- If your Comments were added directly to the PDF, type in “See Comments in PDF”
- In the “Reviewer Confidential Comments to Editor” text box, check Yes or No to answer the question “Is there 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)

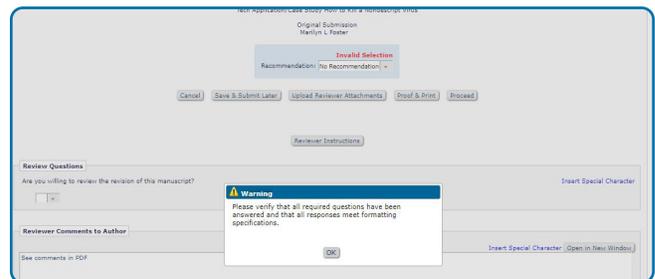


- If your Comments are contained in the PDF, click on “Upload Reviewer Attachments” and, in the box that opens:
 - Enter a description of your file (e.g., Reviewer comments)
 - Click “Choose File” and highlight the relevant filename in your file explorer
 - Then click “Attach This File” for all files 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



- Confirmation naming your chosen recommendation appears; click **OK**



- The message “Thank you for reviewing Manuscript Number: [pdajpst.2024-#####]” appears

Annex 1: How to Register a PDA JPST Account

If you do not have an 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.”

Welcome to the PeerTrack™ site for



PDA Journal of Pharmaceutical Science and Technology



Please Enter the Following Insert Special Character

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via:  [What is ORCID?](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

[Instructions for Authors](#) [Instructions for Reviewers](#)

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First-time users: Please click on the word “Register” in the navigation bar at the top of the page 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 us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

Repeat users: Enter your username and password and click the relevant “Login” button above to proceed.
To change your username and/or password: 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 on “Update My Information”.

Authors: Enter your username and password and click the “Author Login” button. You may then submit your manuscript and track its progress through the system.

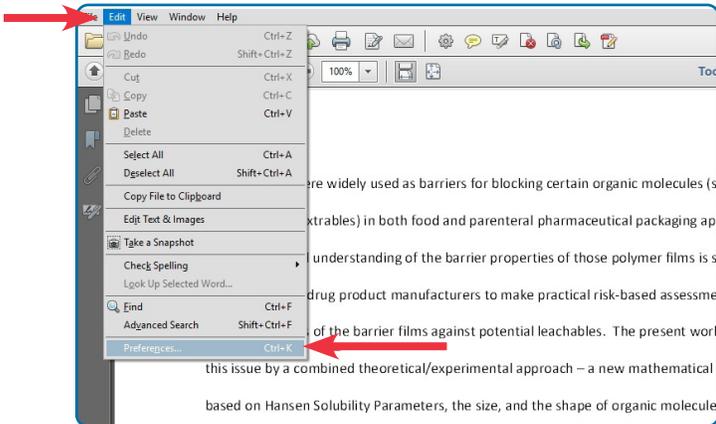
Reviewers: Enter your username and password and click the “Reviewer Login” button. You may then view manuscripts assigned to you for review or submit your comments to the editor and authors.

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

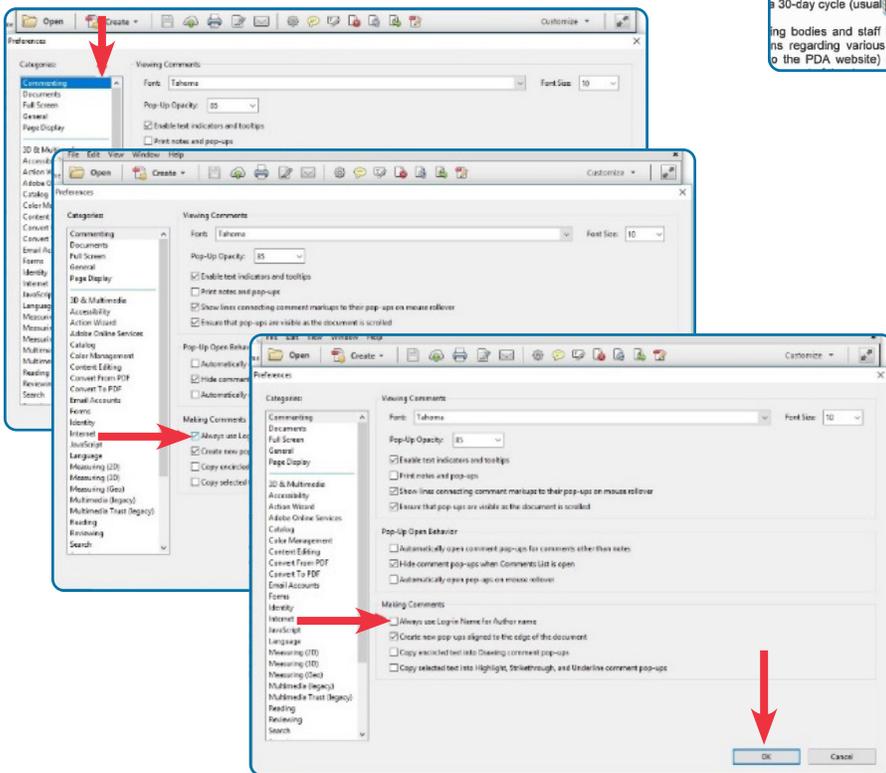
Open the document with Adobe Acrobat. This is a two-step process.

1. Change the document preferences.

- Click on Edit.
- Choose “Preferences.”

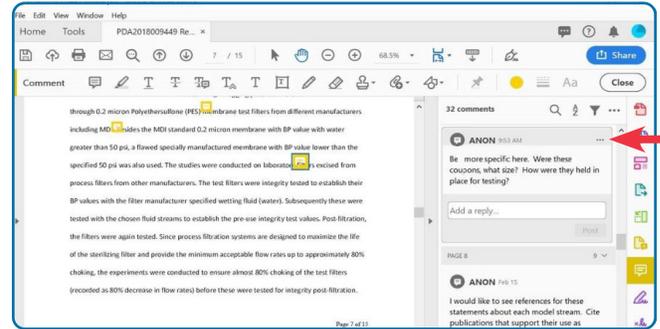


- In “Commenting,” under “Making Comments,” **remove the check** by “Always use Log-in Name for Author name.”
- Click “OK.”

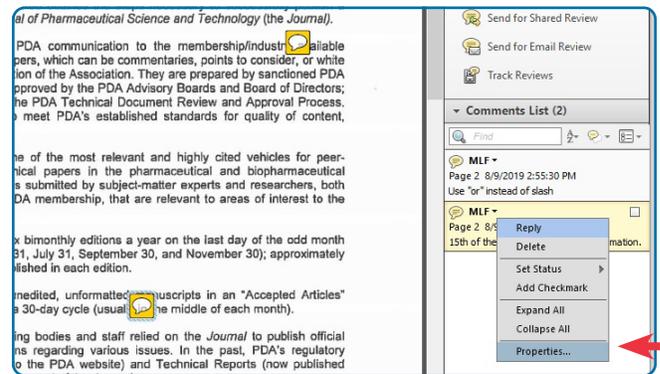


2. Change the default for the Commenting Tool

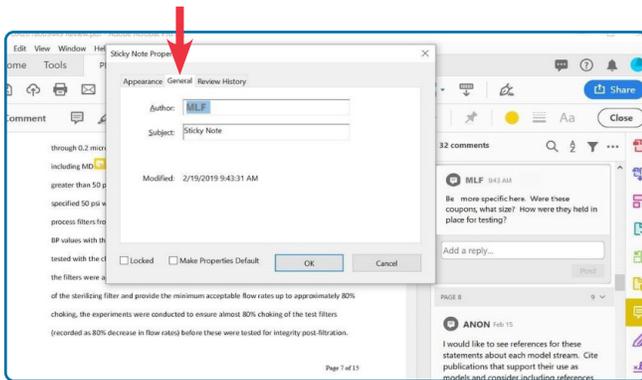
- *If you have not entered comments yet, go into the body of the document and ...*
 - Add a comment – anything, anywhere.
 - Click the down arrow next to your name.



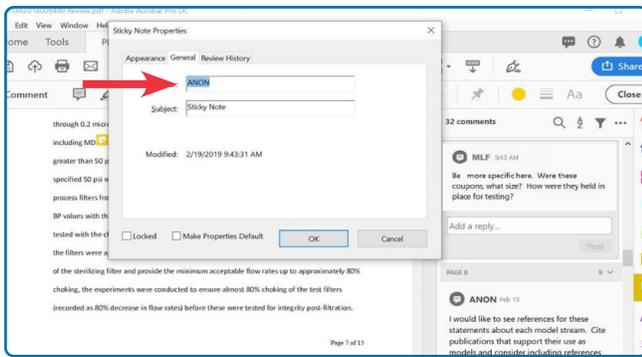
– Choose “Properties.”



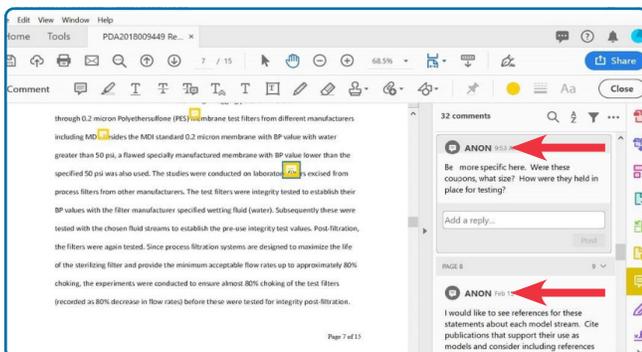
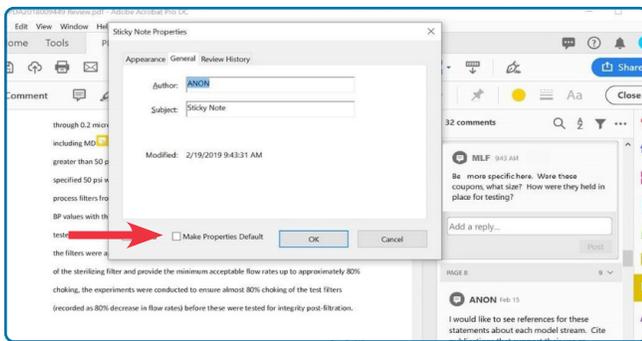
– Go to the “General” tab.



– Change the “Author” to ANON or Reviewer #



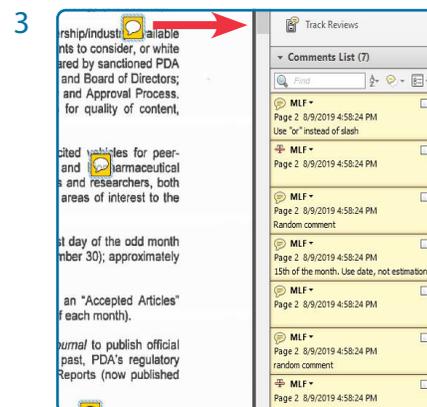
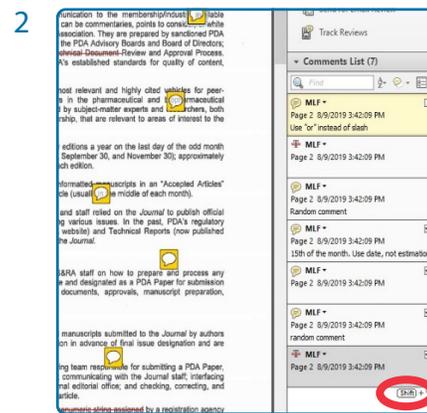
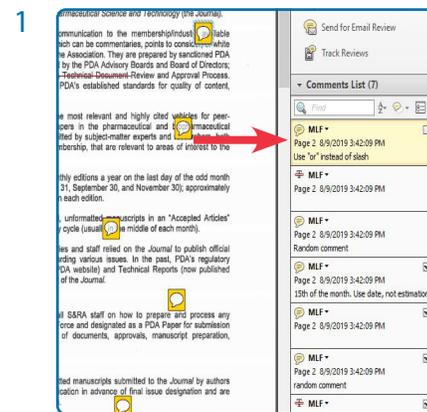
– Check “Make Properties Default.”
– Click “OK.”



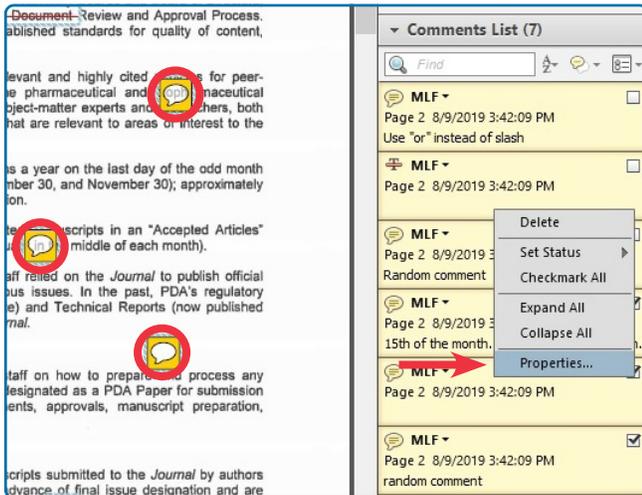
If that does not appear to have changed your Comments identification right away, save, close and reopen your document. Check if the name on the comments has changed. If not, save it with a different name and check again.

If you have already added comments or if the “Make the default” doesn’t seem to work:

- 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).



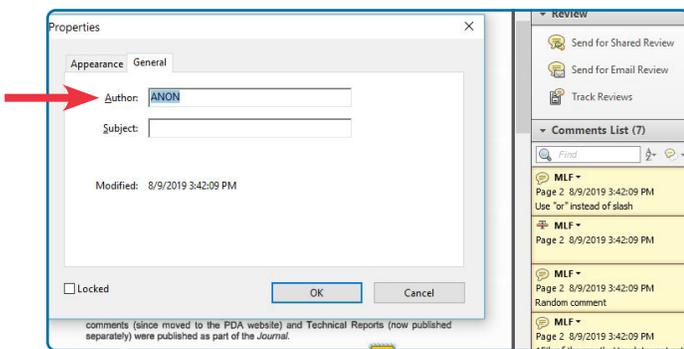
- Right-click anywhere on the yellow Comments and select “Properties.”



SAVE your document.

If that does not appear to have changed your Comments identification right away, save, close and reopen your document. Check if the name on the comments has changed. If not, save it with a different name and check again.

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



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

