

SciCloud editing platform user manual

China Science and Technology
Publishing and Media Co., Ltd.
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Table of contents

1	REVIEW CENTER	1
1.1	INTRODUCTION	1
1.2	REVIEW PROCESS	1
1.2.1	<i>Received an invitation to review manuscripts</i>	<i>1</i>
1.2.2	<i>Receive invitation</i>	<i>2</i>
1.2.3	<i>Reviewing manuscripts</i>	<i>4</i>
1.2.4	<i>Submitting for Review</i>	<i>8</i>
1.2.5	<i>Viewing reviewed manuscripts</i>	<i>10</i>

1 Review Center

1.1 Introduction

As a reviewer of a manuscript, your input is a critical part of the peer review process.

This guide is intended to provide an overview of the reviewer functionality in the SciCloud editing platform .

1.2 Review process

The following steps are detailed steps in the review process. This document will describe each step in detail.

- Receive an invitation to review
- accept invitation
- review manuscript
- submit for review
- View Reviewed Manuscripts

1.2.1 Receive an invitation to review

As a reviewer, you will be notified by email of an invitation to review the manuscript. The text of the email can be customized, so its appearance may vary from journal to journal.

Dear Dr Reviewer:

Manuscript ID [SCPMA-2018-0338](#) entitled "test" with test Author as contact author has been submitted to the SCIENCE CHINA Physics.

I invite you to review this manuscript. The abstract appears at the end of this letter, along with the names of the authors. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate you recommending another expert reviewer. You may email me with your reply or click the appropriate link at the bottom of the page to automatically register your reply with our online manuscript submission and review system.


Once you accept my invitation to review this manuscript, you will be notified via e-m

1.2.2 accept invitation

Emails may embed hyperlinks inviting responses. Select and click the appropriate hyperlink to synchronize your reply to the SciCloud editing platform system.

《中国科学 - 测试》诚恳地邀请您评审稿号：TEST-2022-0008 的稿件。请点击：<https://www.scicloudcenter.com/TEST/shortlink/1640164627239538688> 设置您的回复状态。

If you click directly on the link in the email, a confirmation window will pop up.



A system hints dialog box with a pink header titled "System hints". The main text reads "Please Confirm Your Response". Below the text are three buttons: "Cancel", "Agreed", and "Declined". The "Agreed" button is highlighted in pink.

Select Decline or Temporary Inconvenience, and a system prompt window will pop up.



A system hints dialog box with a pink header titled "System hints". The main text reads "Thank You for Responding" followed by "It is a pity that you cannot review this paper. If there is any paper that conforms to your discipline in the future, I may ask you to review it." Below the text are two buttons: "Go to Log in Page" and "Close".

And receive the mail sent by the system.

尊敬的 1PReviewers 教授:

您好!

您的回复已收到, 很遗憾您不能评审这篇稿件。如果将来有符合您学科的稿件, 我们可能还会拜托您评审。再次感谢您对《中国科学 - 测试》的支持! 如有任何问题, 请随时与我们联系。

祝好!

《中国科学 - 测试》编辑部

If you choose "Agree", you will receive an email from the system, and you can click the link in the email to start your comment.

尊敬的 1PReviewers 教授:

您好!

感谢您同意评审稿号: **TEST-2023-0004** 的稿件。请您在 **2023-04-17** 日前提交您的评审意见。免登录在线审稿, 请点击: <https://www.scicloudcenter.com/TEST/shortlink/1640173043416698880>

您当前的登录账号是: **rev1**

鉴于安全考虑邮件里隐去了您的登录密码, 如需重置密码, 请点击:

<https://www.scicloudcenter.com/TEST/shortlink/1640173043429281792>

感谢您辛勤的工作!

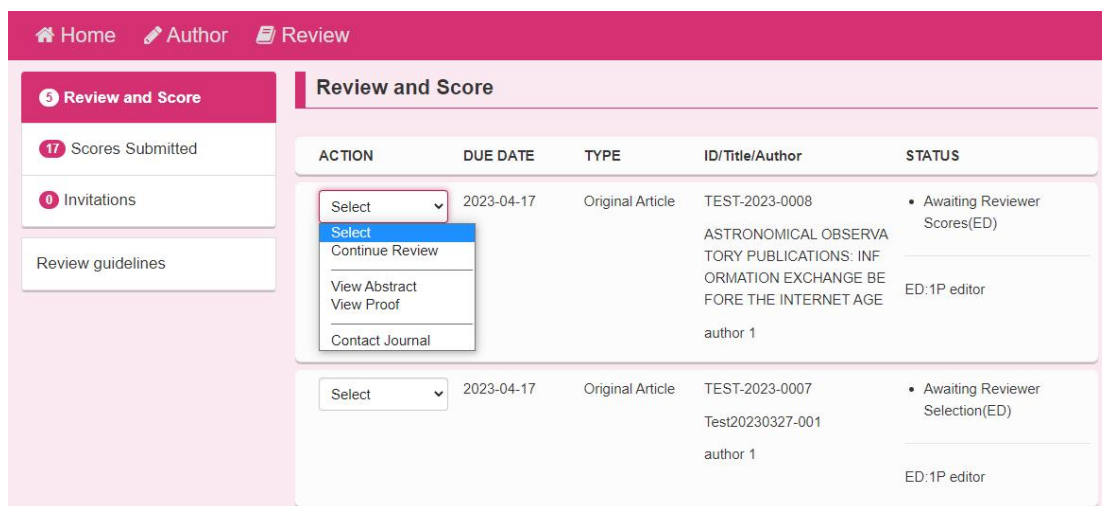
祝好!

《中国科学 - 测试》编辑部

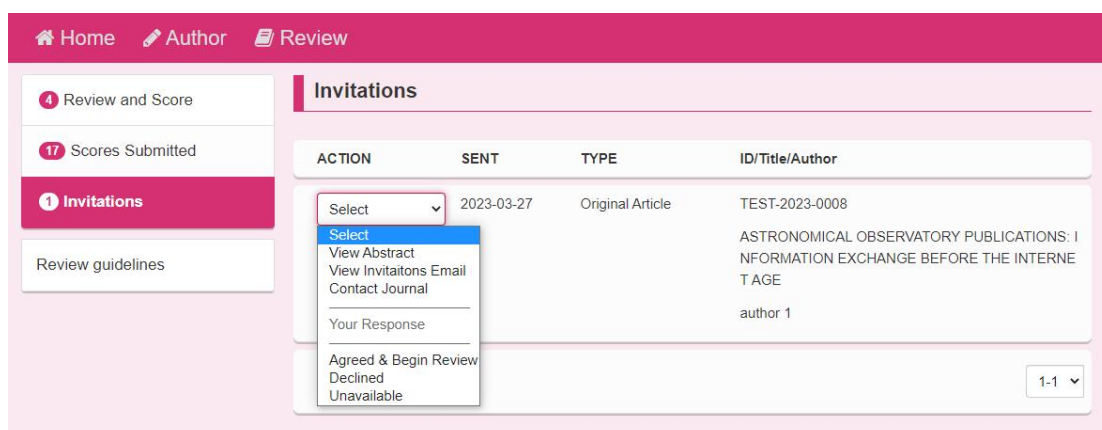
如有疑问请与 **1P editor** 编辑联系

Email: demo_editor@126.com

In the Reviewer Center, please select a manuscript to be reviewed, select Continue to Review Manuscript from the "Action" column, and you will be directly involved in the submission and scoresheet. You can also choose from the "Action" column to view the abstract, view the PDF or contact the journal.

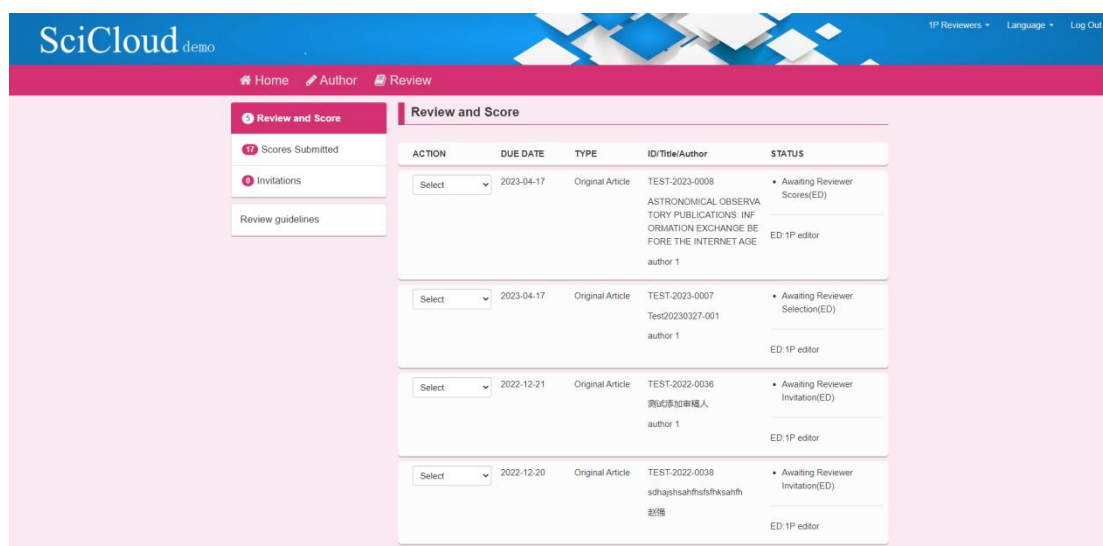


If you are logged into Reviewer Central instead of responding to emails, select a manuscript that invites review and select Review Response from the Action column. When you choose Agree & Start Review, you will be directly involved in the submission and scoresheet. You can also choose from the "Action" column to view the abstract, view the invitation email or contact the journal.



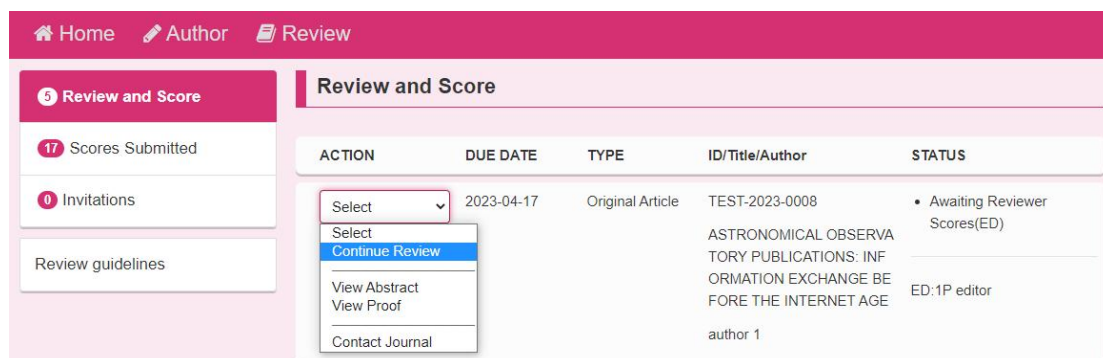
1.2.3 review manuscript

Select Review Center.



The Reviewer Center "Manuscripts Pending Review " will display the number of papers you need to review.

You can choose from the "Action" column to continue review, view the abstract, view the PDF or contact the journal.



When you choose to proceed with the review, you will see a PDF online preview on the left side of the viewing screen and a statement of the content of the paper on the right.

This type of navigation will allow you to dynamically scroll through the PDF manuscript submitted by the author for review next to the area while making your comments on the content of the paper.

Review TEST-2023-0008 ASTRONOMICAL OBSERVATORY PUBLICATIONS: INFORMATION EXCHANGE BEFORE THE INTERNET AGE

View PDF ▾ Files **1** Details Search Tool

Due 2023-04-17 Contact Journal

Opinion on the content and presentation of the paper:

Tick this box if the paper appears to be of correct quality and content for the proposed Journal No. are necessary. Please give a quality assessment of the paper according to the following criteria. The expected quality is Q1 or Q2, but usually should not be lower than Q3. A brief referee report is essential to support your judgment.

1 * QUALITY ASSESSMENT CRITERIA

Q1 Makes major contributions to the advancement of the subject

Q2 Sound, original and internationally competitive

Q3 Sound, original but of limited interest

Q4 Sound but adds little new knowledge to the subject

Required

2 * Scientific Importance

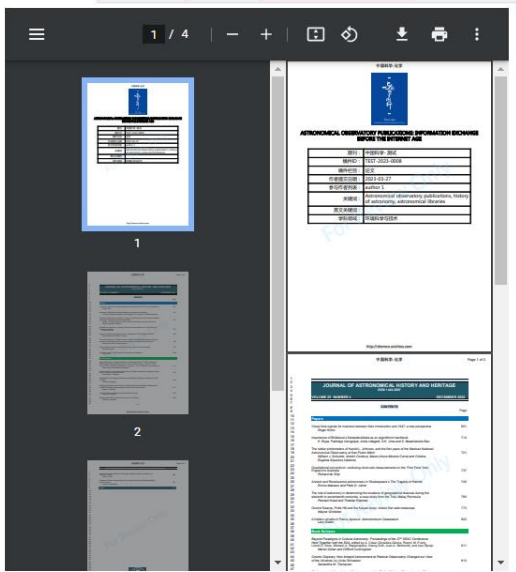
Q1 Research of major significance on topic of central importance; highly novel

Q2 Important research on topic of broad significance; novel aspects

Q3 Useful research on topic that lacks originality, i.e., sound but dull

Q4 Research on topic of limited significance or falling outside the scope of the Journal

Required



There will be four additional tags to aid in reviewing and scoring manuscripts.

① **Files** : will list all individual files you have access to

Review TEST-2023-0008 ASTRONOMICAL OBSERVATORY PUBLICATIONS: INFORMATION EXCHANGE BEFORE THE INTERNET AGE

View PDF ▾ Files **1** Details Search Tool

Due 2023-04-17 Contact Journal

Type	File	Size
Cover Letter	Cover Letter.txt	12 B

Opinion on the content and presentation of the paper:

Tick this box if the paper appears to be of correct quality and content for the proposed Journal No. are necessary. Please give a quality assessment of the paper according to the following criteria. The expected quality is Q1 or Q2, but usually should not be lower than Q3. A brief referee report is essential to support your judgment.

② **Details**: Details and version history of the submitted manuscript and author names (unless it is a single-blind review).

Review TEST-2023-0008 ASTRONOMICAL OBSERVATORY PUBLICATIONS: INFORMATION EXCHANGE BEFORE THE INTERNET AGE

View PDF ▾ Files **1** **Details** Search Tool

Due 2023-04-17 Contact Journal

View PDF ▾ TEST-2023-0008

Open PDF ↗

Open HTML ↗

ASTRONOMICAL OBSERVATORY PUBLICATIONS: INFORMATION EXCHANGE BEFORE THE INTERNET AGE

Status: Awaiting Reviewer Scores(ED)

Author(s): author 1 - Science China Press Co., Ltd.

Manuscript Type: Original Article

Submitted: 2023-03-27

Editor: 1P editor

Opinion on the content and presentation of the paper:

Tick this box if the paper appears to be of correct quality and content for the proposed Journal No. are necessary. Please give a quality assessment of the paper according to the following criteria. The expected quality is Q1 or Q2, but usually should not be lower than Q3. A brief referee report is essential to support your judgment.

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Q2 Sound, original and internationally competitive

Q3 Sound, original but of limited interest

Q4 Sound but adds little new knowledge to the subject

Required

- ③ **Search Tool:** Allows you to search for submissions in search engines like Google or Bai Du . The search engine access you have is determined by the publisher or journal.

View PDF ▾
Files **1**
Details
Search Tool

📅 Due 2023-04-17
✉ Contact Journal

Set your search criteria to search on the Internet

Title

ASTRONOMICAL OBSERVATORY PUBLICATIONS: INFORMATION EXCHANGE BEFORE THE INTERNET AGE

Keyword

All | None

Astronomical observatory publications

history of astronomy

astronomical libraries

Author(s)


All | None


author 1

Other Terms

Search Engines

All | None





Opinion on the content and presentation of the paper:

Tick this box if the paper appears to be of correct quality and content for the proposed Journal No. are necessary. Please give a quality assessment of the paper according to the following criteria. The expected quality is Q1 or Q2, but usually should not be lower than Q3. A brief referee report is essential to support your judgment.

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Required

2 * Scientific Importance

Q1 Research of major significance on topic of central importance; highly novel

Q2 Important research on topic of broad significance; novel aspects

Q3 Useful research on topic that lacks originality; i.e., sound but dull

Q4 Research on topic of limited significance or falling outside the scope of the Journal

Required

3 * Quality of Research








Q1 Experimentally and/or theoretically excellent, reliable data, no flaws

Q2 Competent, no major flaws

Q3 Mostly competent, but suffering from serious flaws

Search Engines

All | None

<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>			

1.2.4 submit for review

The format of the scoring form varies by journal and may include journal-specific questions, review comments, comments to authors, comments to editors, and the ability to attach files.

During the review process, review comments can be temporarily saved as drafts, and online printing operations are also supported.

Confidential Comments to the Editor *

Required, Max 3,000 character Entered:0

❗ Required

Comments to the Author

Max 3,000 character Entered:0

Attach Files

You can upload your comments file

Please drag the file here

📁 Selection

Uploaded Files

When the review is complete, clicking Submit Review will send the review to the invited reviewer role.

1.2.5 View Reviewed Manuscripts

After submitting your review, you can view the submitted review in Reviewed Manuscripts.

ACTION	COMPLETED	ID/Title/Author	STATUS
Select	2023-03-27	TEST-2023-0008	ED:1P editor
View Submitted Review		ASTRONOMICAL OBSERVATORY PUBLICATIONS: INFORMATION EXCHANGE BEFORE THE INTERNET AGE	
View Abstract		author 1	
View Proof			
Contact Journal			

Selecting View Submitted Reviews from the Action column will display a new window with completed reviews.

Submitted Review

Title: ASTRONOMICAL OBSERVATORY PUBLICATIONS: INFORMATION EXCHANGE BEFORE THE INTERNET AGE

Manuscript ID: TEST-2023-0008
Manuscript Type: Original Article
Speciality: 环境科学与技术
Keyword: Astronomical observatory publications, history of astronomy, astronomical libraries
Date Submitted: 2023-03-27
Date Assigned: 2023-03-27
Date Review Return...: 2023-03-27
Author(s): author 1

Opinion on the content and presentation of the paper:

Tick this box if the paper appears to be of correct quality and content for the proposed Journal No. are necessary. Please give a quality assessment of the paper according to the following criteria. The expected quality is Q1 or Q2, but usually should not be lower than Q3. A brief referee report is essential to support your judgment.

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