MTN PEER REVIEW MODULE: AUTHOR GUIDELINES

MTN PEER REVIEW
WALK THROUGH FOR AUTHORS OF THE DOCUMENT SUBMISSION PROCESS:

1) Click the “login” link in the top right corner of the MTN website home page (http://www.mtnstopshiv.org/).

Click here to log in.
2) Log in with your MTN user name and password then click the green "Log In" button.

After successfully logging in, your user name will be located at the top right corner:
There are three possible actions/links you can choose to proceed through the manuscript review process. After successfully logging in they will be available on every page within the Peer Review Module. They are located in the purple side-box on the right of the screen titled “Peer Review”:
If you navigate outside of the Peer Review Module to another area of the MTN website (Home, About, Sites etc.) you can simply return to the Peer Review Module by clicking on your username link located at the top right corner of any page:

After doing this, the “Peer Review” purple-side box will be available again:
When you wish to exit the MTN website please remember to logout. The login and logout links are available on any page within the website and are located in the page’s top right corner:
3) The “Peer Review” purple side box has the following links:

A) **Manuscript Process Information** – link that gives an overview of Peer Review Manuscript procedures including links to other sites with guidelines on creating manuscripts, posters etc.:
B) Submit New Manuscript – Link to page where you can upload your initial document to the Manuscript Review Committee (MRC).

If you were asked by the MRC to submit a revised document or wish to upload your final manuscript submitted for publication, you should not use the “Submit New Manuscript” link. For all revised and/or final manuscript submitted for publication uploads to the MRC, the “My Manuscripts” link should always be used. (Please see page 25 for instructions regarding the “My Manuscripts” link).

Click the applicable “Yes” or “No” response if your abstract or manuscript is for a specific protocol.

If “No”, please continue with your manuscript submission (Please skip to page 8).

If “Yes”, another question will appear asking if the protocol chair reviewed and approved your abstract or manuscript. If you respond “No” you will not be able to submit your abstract or manuscript at this time.

After clicking “Yes” you will be able to proceed with your submission:
Information to be provided when submitting a new manuscript:

a) **Manuscript Title** – Mandatory field (as denoted by the red asterisk). The maximum length is 255 characters. It is recommended that you make the title as concise as possible. This way, it will be easier to read in any of the table it will be listed in throughout the Peer Review Module.

b) **Lead Author’s First Name** - Mandatory field (as denoted by the red asterisk).

c) **Lead Author’s Last Name** - Mandatory field (as denoted by the red asterisk).
d) Document Type - Mandatory field (as denoted by the red asterisk). To choose a selection click on the down arrow button on the right of the drop-down box then click on the document type you will be submitting:

If your document type is not listed, click on “Other” in the selection list. Another text box will appear where you can enter the document type:
e) *Intended Venue of Publication* - Mandatory field (as denoted by the red asterisk). To choose a selection click on the down arrow button on the right of the drop-down box then click on your selection. The possible options are: Journal, Conference, or Both Journal and Conference:
After you select the venue another mandatory field will appear so you can select the name of the journal and/or conference’s you will be submitting to. Use the same method to choose a selection as you did for the intended venue of publication:

**NOTE:** If you choose “Conference” as your Document Type then a text box titled, “Conference” would appear instead. If you choose “Both Journal and Conference” as your Document Type then two drop down boxes would appear to select the conference and journal names.
If the journal or conference name you will be submitting to is not listed, click on “Other” in the selection list. Another text box will appear where you can type in the journal and/or conference name:
Comments - Comments are optional. You may include any additional information you would like the MRC to be aware of, including any deadlines associated with the submission, at the bottom of the page in the "Enter Comments Here" text box:
PREPARING YOUR ORIGINAL DOCUMENT TO BE UPLOADED TO THE MRC:

This is a mandatory field (as denoted by the red asterisk).

After completing the information above (pages 8-13), please go to the "Manuscript Documents" section. This is the area where you can upload your document to the MRC as well as, any supporting documents for it:
To upload your initial document click the “Browse” button to select the manuscript from your local pc, network drive or additional storage device directory as applicable:

After clicking the “Browse” button a pop up box will appear. Select your document by clicking its name in its directory then click the “Open” button:
The name and directory of your manuscript will appear in the “Original Manuscript” text box. If you do not want to upload the document in the “Original Manuscript” text box you can delete the entry by backspacing/deleting the text in the box.

If it is the correct document, click the green “Upload” button:
Now your screen will look like this:

Please note that your document has not been uploaded to the MRC at this point. It is preparing it to be sent.
If after clicking the “Upload” button you do not wish to upload the document you just selected, click the green “Remove” button to the right:

The documents you prepare to be uploaded on this web page and the information you provided about the document are not uploaded to the MRC until you select the green “Submit” button at the bottom of this page and then clicking on the “Submit” button on the page you immediately are moved to.

If you will be uploading supporting documents do not click the “Submit” button now. Do so after uploading your supporting documents. At that time your original manuscript will be uploaded as well.
PREPARING YOUR INITIAL SUPPORTING FILE(S) TO BE UPLOADED TO THE MRC:

It is your option if you would like to upload any supporting files. There is no limit to the number of supporting files you may upload.

To upload your first supporting file, click the “Browse” button under “Supporting Files (Optional)” to select the file from your local pc, network drive or additional storage device directory as applicable.

After clicking the “Browse” button a pop up box will appear. Select your file by clicking its name in its directory then click the “Open” button.
The name and directory of your file will appear in the “Supporting Files (Optional)” text box. If you do not want to upload the file in the “Supporting Files (Optional)” text box you can delete the entry by backspacing/deleting the text in the box.

If it is the correct file, click the green “Upload” button:

At this time your file has not been uploaded to the MRC. It is preparing it to be sent.

If after clicking the “Upload” button you do not wish to upload the file you selected click the green “Remove” button to the right of the file.
To add another supporting file click the “Add Another Item” button then upload the file in the same manner as described on pages 19-20:

An area to upload another supporting document will appear:

There is no limit to the number of supporting files you may upload. To upload additional supporting files continue to click the “Add Another Item” button (then repeat the steps described on pages 19-20).
The document and files you prepare to be uploaded on this page and the information you provided about the document are not uploaded to the MRC until you select the green “Submit” button at the bottom of this page and then clicking on the “Submit” button on the page you immediately are moved to.

**UPLOADING ALL OF YOUR INITIAL SUBMISSION INFORMATION, DOCUMENTS & FILES TO THE MRC:**

The original document and files you prepare to be uploaded on this page and the information you provided about the document are not uploaded to the MRC until the following steps are completed:

1) All mandatory information about your original document has been completed.
2) You have a prepared an original document to be uploaded.

If both are completed to your satisfaction, go to the bottom of the web page and click the green “Submit” button:
MTN PEER REVIEW MODULE: AUTHOR GUIDELINES

You will immediately be moved to a page confirming that you would like to finalize your submission and notify the MRC.

Click the green “Submit” button on this page to upload your initial submission to the MRC:

After clicking this “Submit” button you will be sent a confirmation email notifying you that your submission to the MRC was successful:

Dear [Author],

Your manuscript titled “My Manuscript” (ID # 12345) has been successfully submitted to the Manuscript Review Committee. You will be notified of reviewer comments within approximately two weeks. After a reviewer has been assigned, you will not be able to make changes to your manuscript until the review process is complete.

- the MRC
You will also be moved to a page that lists all of the information you just uploaded. At the top of the page, at the “Manuscript Actions” section, it indicates what action you are currently required to complete.

At this point there is no action required of you. When further action is required you will be notified by the MRC via email:

If you would like a paper record of your initial submission click the “printer-friendly version” link at the bottom of this page.

If you are going to exit the MTN website please logout. The logout link is available on any page within the website and is located in the top right corner.
C) My Manuscripts – click the link, located in the Peer Review purple side box, to move to the page where you can **submit revised manuscripts** to the Manuscript Review Committee (MRC) or **upload to the MRC your final manuscript submitted for publication**. All of your submitted documents to the MRC including those currently under review, as well as any documents you submitted that were either accepted or denied in the past can be accessed through this link.
The “My Manuscripts” table lists by default your most current submitted document to the MRC first. However if you wish to change the sort order you can click on any blue column heading to sort by that column instead. The first click sorts it in descending order. If you click it again the column chosen will be sorted in ascending order:

The “My Manuscripts” table has the following columns:

a) Manuscript Title – If you click on the link of your manuscript’s title you will move to that manuscript’s summary information page titled “My Manuscripts”:

b) Lead Author’s Name

c) MRC Status – the current status of this manuscript. The possible status’ are: initial submission, 1st revision recommended, 2nd revision recommended, 3rd revision recommended, accepted, denied, and submitted for publication.

d) Document – click the link to download the initial submitted version of the manuscript.

e) Submitted – The date the manuscript was uploaded to the MRC.

f) ID# - Unique identification number for this manuscript.
To move to the manuscript's summary information page, click your manuscript's title link ("My Manuscript" in the example below):
It includes:

- Action necessary for you to complete in order to move forward in the manuscript review process.
- The manuscript’s current status (for example: 1st revision recommended, accepted, etc.).
- Area that allows you to download your submitted documents at the time of your initial submission to the MRC.
- Your comments to the MRC at the time of your initial submission.
- The Revision History for this Manuscript table.
My Manuscripts Table (continued):

Click link to download your manuscript.
TO VIEW YOUR MTN PEER ADMINISTRATOR’S RECOMMENDATION AND/OR TRACK-CHANGES VERSION OF YOUR MANUSCRIPT:

You will be notified via email when the MTN Peer Administrator has completed and uploaded their recommendation of your submission. Please note a track-changes version of your manuscript is not always made by the Peer Administrator.

There are two methods to move to the page where you can view and download the Peer Administrator’s Recommendation and/or download the Peer Administrator’s track-changes document:

Method A:
In the email notifying you that your submission was accepted, denied or requires revisions click on the link in the text of the email. If you were not logged into the website you will be asked to enter your MTN username and password before going the Peer Administrator’s Recommendations page.

Method B:
1) Click the “login” link in the top right corner of the MTN website home page:
2) Log in with your MTN user name and password then click the green “Log In” button:

![Login Screen]

3) In the purple side box titled “Peer Review” click the “My Manuscripts” link:

![Manuscript List Screen]

4) Click the link of your manuscript’s title (for the example below you would click on “My Manuscript”):
5) In the “Revision History for This Manuscript” table at the bottom of the page, in the “Type of Action” column click the link titled, “Recommendation for [your manuscript title]”. You will be taken to a page displaying the Peer Administrator’s Recommendations.

You will move to the Recommendation page:
TO PRINT YOUR INITIAL RECOMMENDATIONS FROM THE PEER ADMINISTRATOR:

Click the link in the bottom right corner of the page titled “printer-friendly version” then click the “OK” button to print the recommendations page to your printer.

TO VIEW OR DOWNLOAD THE PEER ADMINISTRATORS TRACK-CHANGES VERSION OF YOUR MANUSCRIPT:

Please note a track-changes version of your manuscript is not always made by the Peer Administrator.

Go to the “Manuscripts Under Review” section on this page (see Method A or Method B, pages 30-32 to navigate back to the Recommendation page if necessary) then double click the link for the track-changes document.

You can then view or save the Peer Administrator’s track-changes document:
PREPARING YOUR REVISED DOCUMENT TO BE UPLOADED TO THE MRC:

If you are not already on the page that at the top has a “Manuscript Actions” box with a link titled “Submit New Revision”, click on your username link located at the top right corner of any page. After doing this, in the “Peer Review” purple-side box click the “My Manuscripts” link then click on your manuscript's title (if necessary, please see in this guide “Method B”, pages 30-31, steps 1 through 4 for step by step instructions to navigate to the page with “Manuscript Actions” at the top).

At the top of the page will be a “Manuscript Actions” box. Click the link titled “Submit New Revision”: 
You will move to a web page with the “Main Manuscript Document” section at the top of the page. This is the area where you can upload your revised document to the MRC. It is a mandatory field.

To upload your revised document in the “Main Manuscript Document” section, click the “Browse” button to select the revised document from your local pc, network drive or additional storage device directory as applicable.

After clicking the “Browse” button a pop up box will appear. Select your document by clicking its name in its directory then click the “Open” button:
The name and directory of your document will appear in the "Manuscript Document Attached" text box. If you do not want to upload the document in the "Manuscript Document Attached" text box you can delete the entry by backspacing/deleting the text in the box.

If it is the correct document, click the green "Upload" button:

At this time your document has not been uploaded to the MRC. It is preparing it to be sent.
If after clicking the “Upload” button you do not wish to upload the document you selected, click the green “Remove” button to the right:

The document(s) you prepare to be uploaded on this web page and any comments you may have provided are not uploaded to the MRC until you select the green “Submit” button at the bottom of this page.

If you will be uploading supporting documents do not hit the “Submit” button now. Do so after uploading your support documents.
PREPARING YOUR REVISED SUPPORTING FILE(S) TO BE UPLOADED TO THE MRC:

It is your option if you would like to upload any supporting files. There is no limit to the number of supporting files you may upload.
To upload your first supporting file, click the “Browse” button under “Supporting Files (Optional)” to select the file from your local pc, network drive or additional storage device directory as applicable.

After clicking the “Browse” button a pop up box will appear. Select your file by clicking its name in its directory then click the “Open” button.
The name and directory of your file will appear in the “Supporting Files (Optional)” text box. If you do not want to upload the file in the “Supporting Files (Optional)” text box you can delete the entry by backspacing/deleting the text in the box.

If it is the correct file, click the green “Upload” button:

At this time your file has not been uploaded to the MRC. It is preparing it to be sent.

If after clicking the “Upload” button you do not wish to upload the file you selected click the green “Remove” button to the right of the file:
To add more supporting files click the “Add Another Item” button then upload the file in the same manner as described for your first supporting file upload (pages 38 and 39):

An area to upload another supporting document will appear:
The document and files you prepare to be uploaded on this web page and any comments you may have provided are not uploaded to the MRC until you select the green “Submit” button at the bottom of this web page:

**ADDING COMMENTS TO MRC REGARDING YOUR REVISED SUBMISSION:**

Comments are optional. You may include any additional information you would like the MRC to be aware of, including any deadlines associated with the submission, at the bottom of the page in the “Enter Comments Here” text box:
UPLOADING ALL OF YOUR REVISED SUBMISSION DOCUMENTS & COMMENTS TO THE MRC:

The revised document and files you prepare to be uploaded on this page and any comments you may have provided are not uploaded to the MRC at this point.

To upload the document(s) and comments, go to the bottom of the web page and click the green “Submit” button:

After clicking this “Submit” button you will be sent a confirmation email notifying you that your revised submission to the MRC was successful:

From: mtnweb@nhrdp.org
To: Owen, David
CC: Subject: MTN MRC: The MRC received the revised version of your manuscript My Manuscript.

Dear [name],

Your revised manuscript titled “My Manuscript” (ID# 1786) has been successfully submitted to the Manuscript Review Committee. You will be notified of reviewers' comments within approximately two weeks. Your manuscript can be reviewed at http://www.mtnresearch.org/node/1786.

- the MRC
You will also be moved to a page that lists all of the information you just uploaded. At the top of the page in the “Manuscript Actions” section it indicates what action you are currently required to complete.

At this point there is no action required of you. When further action is required, you will be notified by the MRC via email.

If you would like a paper record of your revised submission click the “printer-friendly version” link at the bottom of this page:

If you are going to exit the MTN website please logout. The logout link is available on any page within the website and is located in the top right corner.
TO PREPARE THE UPLOAD TO THE MRC OF YOUR FINAL VERSION OF THE MANUSCRIPT YOU SUBMITTED TO A JOURNAL FOR PUBLICATION:

THIS STEP IS NOT APPLICABLE IF EITHER:
A) YOUR DOCUMENT IS CURRENTLY BEING REVIEWED BY THE MRC.
B) YOUR DOCUMENT WAS NOT APPROVED BY THE MRC.

1) Click the "login" link in the top right corner of the MTN website home page (http://www.mtnstopshiv.org/):

2) Log in with your MTN user name and password then click the green "Log In" button:
3) Go to the “Peer Review” purple-side box and click the “My Manuscripts” link:

![Image](image1)

4) Click the link of your manuscript’s title:

![Image](image2)
5) At the top of the page will be a "Manuscript Actions" box. Click the link titled "Submit Final Accepted Version":

![Manuscript Actions box with "Submit Final Accepted Version" link highlighted]
6) The “Final Document” section at the top of the page is the area you can upload your document to the MRC.
To upload your final document in the “Final Document” section, click the “Browse” button to select the final document from your local pc, network drive or additional storage device directory as applicable.

After clicking the “Browse” button a pop up box will appear. Select your document by clicking its name in its directory then click the “Open” button:
The name and directory of your document will appear in the “Final Document” text box. If you do not want to upload the document in the “Final Document” text box you can delete the entry by backspacing/deleting the text in the box.

If it is the correct document, click the green “Upload” button:

At this time your document has not been uploaded to the MRC. It is preparing it to be sent.
If after clicking the “Upload” button you do not wish to upload the document you selected, click the green “Remove” button to the right:

The document(s) you prepare to be uploaded on this web page and the date of publication date you will provide later are not uploaded to the MRC until you select the green “Submit” button at the bottom of this web page:
TO PREPARE FOR UPLOAD TO THE MRC OF YOUR FINAL VERSION OF YOUR SUPPORTING FILES (IF APPLICABLE) THAT YOU SUBMITTED TO A JOURNAL FOR PUBLICATION:

There is no limit to the number of supporting files you may upload.

To upload your first supporting file click the “Browse” button under “Supporting Files (Optional)” to select the file from your local pc, network drive or additional storage device directory as applicable.

After clicking the “Browse” button a pop up box will appear. Select your file by clicking its name in its directory then click the "Open" button:
The name and directory of your file will appear in the “Supporting Files (Optional)” text box. If you do not want to upload the file in the “Supporting Files (Optional)” text box you can delete the entry by backspacing/deleting the text in the box.

If it is the correct file, click the green “Upload” button:

At this time your file has not been uploaded to the MRC. It is preparing it to be sent.
If after clicking the “Upload” button you do not wish to upload the file you selected click the green “Remove” button to the right of the file.

To add more supporting files click the “Add Another Item” button then upload the file in the same manner as described above for your first supporting file upload:

This area will appear so you may upload additional supporting files:

To add more supporting files click the “Add Another Item” button. The document and files you prepare to be uploaded on this web page, as well as the publication date you will provide are not uploaded to the MRC until you select the green “Submit” button at the bottom of this web page:
**ADDING THE DATE OF PUBLICATION:**

ADDING THE DATE OF PUBLICATION IS APPLICABLE ONLY IF YOU ARE UPLOADING A FINAL MANUSCRIPT; NOT APPLICABLE FOR POSTERS, SLIDES ETC.

Near the bottom of the page, in the "Publication Date" section select the month, day and year of publication in the applicable drop down boxes:
UPLOADING ALL OF YOUR FINAL SUBMISSION DOCUMENTS, FILES & PUBLICATION DATE TO THE MRC:

The final document and files you prepare to be uploaded on this page, as well as the date of publication you may have provided are not uploaded to the MRC at this point.

To upload the final submission document(s) and publication date, go to the bottom of the page and click the green "Submit" button:

You will be sent a confirmation email notifying you that your final submission to the MRC was successful:

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From: REMM2@MRC-UK.NHS.UK
To: D. Author
Cc: 
Subject: MTN/MRC: Your final manuscript publication has been received by the MRC.

Dear D. Author,

Your final published document for "My Manuscript" (ID# 2760) has been submitted and received by the MRC. According to your submission, it is scheduled to be published on December 25, 2010.

Thank you for your participation in the Peer Review process!

- the MRC

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You will also be moved to a page that lists all of the information you just uploaded.

No further action is required.

If you would like a paper record of your revised submission click the “printer-friendly version” link at the bottom of this page:
If you are going to exit the MTN website please logout. The logout link is available on any page within the website and is located in the top right corner:

DOWNLOADING YOUR FINAL SUBMISSION DOCUMENT IMMEDIATELY AFTER UPLOAD:

In The "Revision History for This Manuscript" table click on the link entitled "Approved Submission for Publication for [manuscript title]":

![MTN Microbicide Trials Network](image)
In the “Final Document” box click on the applicable link to view or save your final manuscript or any final supporting files you may have uploaded to the MRC:
DOWNLOADING YOUR FINAL SUBMISSION DOCUMENT AT A LATER DATE:

To move to the page where you can view and download the final document you submitted:

1) Click the “login” link in the top right corner of the MTN website home page (http://www.mtnstopshiv.org):

2) Log in with your MTN user name and password then click the green “Log In” button:
3) In the purple side box titled “Peer Review” click the “My Manuscripts” link:

4) Click the link of your manuscript's title:
5) In the “Revision History for This Manuscript” table at the bottom of the page, in the “Type of Action” column click the link titled, “Approved Submission for Publication for [your manuscript title]”: 
6) In the “Final Document” box click on the applicable link to view or save your final manuscript or any final supporting files you may have uploaded to the MRC:

If you are going to exit the MTN website please logout. The logout link is available on any page within the website and is located in the top right corner: