

## JNE ScholarOne E-News#3

Welcome to the authors and reviewers who are new to ScholarOne and happy summer to all. This is our third installment of the E-News Bulletin and I have a couple quick reminders.

First, please provide us with the **best** e-mail address to reach you. Sometimes, I send out requests and never hear back to only assume that you are not interested in reviewing. I later find out that you did not receive the e-mail at that address! Also please update your availability status in your ScholarOne account. If you are still available to review during your leave that is great, but if you are not, I need to know. The second item is to adhere to the **21 days** allotted for review.

### **E-News Questions and Comments**

**Q:** I agreed to review a revised manuscript, however, when I downloaded the article, I noticed that it has numerous track changes, which makes it hard to read. What is your advice?

*With your saved version go to the tool bar in Word and under the review tab go to the accept tab and click accept all changes. You should be able to read a clean version of all the changes. The author is told to keep those changes highlighted and some folks highlight using different ways.*

**Q:** I cannot get my peer review form to attach to my review comments. Is there another way that I can attach them?

*Yes, there are a couple of ways to attach. One way is to fill out the form. Save it somewhere on your desktop or files so you can quickly retrieve it. Then, go to your reviewer form in ScholarOne and under attach files click the attach file button and search your files for the form and then click attach form. The other way is to select the form and copy the Word form and paste it into your comments to author space on ScholarOne. You may have to adjust spacing a little to make it readable but it should fit.*

**C:** Help! I have been revising my manuscript but missed the deadline to return it, now, I can't upload my changes.

*Send me an email and I will adjust the due date on the calendar to allow you to complete your revisions and upload the file.*

**Submitting and reviewing a manuscript is a very simple process using ScholarOne. If you get stuck, all you have to do is ask for help.**



**Another Satisfied JNE E-News bulletin reader!**

*Lenda P. Hill*

Associate Editor

*The Journal of Negro Education*