

## Journal of Cotton Science

### Editorial Manager - Reviewer Instructions:

1. If you have been assigned or invited to review a manuscript, you will have received an email with a link to the JCS-Editorial Manager webpage.
2. Select the link and either login or register as a user for JCS-Editorial Manager.
3. Once logged in, on the reviewer main menu page, the manuscript for review can be found in either the 'New Reviewer Invitations' or 'Pending Assignments' folder depending on if you were 'Invited' or 'Assigned' to review.
4. Once you agree to review the manuscript, it will move to the 'Pending Assignments' folder. Here, you can select 'View Submission' in the 'Action' column.
5. A reviewer PDF will be generated and should appear on the screen. The first page of the PDF is a cover page generated by Editorial Manager. The second page of the PDF begins the submitted manuscript. At the top right corner of the second page, there is a link that allows you to download the original format of the submitted manuscript. Most will be in Word.
6. A reviewer has a few options for how they wish to review the manuscript. Unless otherwise specified, please use the option that works best for you:
  - a. You may review within the PDF using the basic comment, highlighting, text editing features.
  - b. You may review in the Word document using track changes.
  - c. You may use the reviewer form, available on the JCS website, to provide edits/comments/suggestions by line number for the author.
7. Once you have completed your review and are ready to submit your recommendation, return to the 'Pending Assignments' folder and under the 'Action' column, select 'Submit Recommendation'.
8. At the top of the page, there is a box where you will select the recommendation (accept with minor revisions, accept with major revisions, or reject).
9. Underneath this box, you can click 'Upload Reviewer Attachments' in order to upload your reviewer file(s). This is where you will upload the manuscript with edits and/or the reviewer form.
10. Once files are attached, click 'Proceed with Recommendation'.
11. There are three questions you will need to answer that evaluate the manuscript.
  - a. The subject addressed in this article is worthy of investigation, the information presented was new, and the conclusions were supported by the data.
12. There is also a place where you can leave comments to the reviewer. These will be available for the reviewer.
13. There is also a place to leave confidential comments to the editor.
14. Click 'Proceed' and review your recommendation. When complete, click 'Submit Review to Editorial Office'.
15. That's it! Thank you for your time and efforts in supporting the success of JCS.