



A resource of the Honor Society of Nursing, Sigma Theta Tau International

Virginia Henderson International Nursing Library online research repository (“VHL repository” or “the repository”)

Reviewer Step-by-Step System Instructions

Independent Submissions Collections

Step 1 – Email notice. When an item is submitted to a collection under the Independent Submissions community, each reviewer in the collection’s reviewer pool* will receive an email notice from librarymanager@nursinglibrary.org. Please make sure that the spam filter on your email account has been set to allow messages from this address.

The system for the VHL repository will send notices to the email you entered during registration or to your preferred Honor Society of Nursing, Sigma Theta Tau International member email address depending on your initial registration/login preference.

The subject line of the email message will be: VHL: VHL Repository - Reviewer Notification.

The body of the message will be similar to the following screenshot. The information highlighted in yellow will change with each submission.

```
An-item-has-been-submitted-and-it-requires-reviewing.¶
¶
If-you-are-a-reviewer-in-a-pool-of-reviewers(“the-pool”):¶
¶
Everyone-in-the-pool-received-this-notification.-If-you-choose-to-take-this-task-you-are-removing-it-from-
the-visibility-of-others-in-the-pool-and-will-take-responsibility-for-the-review-of-this-item.¶
Please-look-at-the-following-item-information-to-determine-if-it-is-a-task-you-should-either-take,-or-leave-
in-the-pool-for-another-reviewer-to-take.-If-you-determine-that-this-is-not-an-item-you-need-to-review,-
please-disregard-this-notification.¶
If-you-take-a-task-in-error,-do-not-reject-the-item,-it-should-be-returned-to-the-pool-by-selecting-the-
“Return-Task-to-Pool”-option-on-the-reviewer’s-perform-task-screen.¶
¶
Item-Information¶
¶
·Title:·····Sample-Submission-for-Review¶
¶
·Collection:·Test-Collection¶
¶
·Submitted-by:·Jane-Doe-(jdoe@abcuniversity.edu)¶
¶
¶
¶
¶
To-claim-this-task,-please-follow-this-link:·http://vhl.openrepository.com/vhl/mydspace,-or-log-into-the-
VHL-Online-Research-Repository-at·www.nursinglibrary.org-and-visit-your-“My-Profile”-page.¶
Thank-you!¶
The-VHL-Online-Research-Repository-Team¶
¶
```

*If a collection has more than one reviewer, the group of reviewers is referred to as the “reviewer pool.”

Step 2 – Accessing the submission. You may access the submission by following the link in the notification email as shown in the previous screenshot or log in to the VHL repository at www.nursinglibrary.org and visit your “**My Profile**” page. Click the “**Reviewer profile**” link or scroll down to the “**Reviewer profile**” section.

Submit to the Repository Helpful Guides & Info. Resource Center **My Profile**

Virginia Henderson International Nursing Library > My Profile

My Profile

Index

Personal profile	Manage your personal settings
Researcher page profile	Manage your researcher page
Submission profile	Submit items or view items you have submitted
Reviewer profile	Manage any review tasks assigned to you

(Intentionally left blank, please proceed to Step 3)

Step 3 – Selecting and accepting task. Submitted items are referred to as tasks. As depicted below, the “Reviewer profile” section has two divisions: “**Owned Tasks**” and “**Tasks in the Pool.**” Owned tasks are items that you have committed to reviewing, and they are only visible to you. If this is your first time to review an item or you have completed all previous item reviews, you will not see items in the “**Owned Tasks**” section.

The “**Tasks in the Pool**” section will show all items that have been submitted, are awaiting review, and have not yet been claimed by you or another reviewer. To open the item associated with the email you received, click on the “**Take Task**” option to the right of the entry that matches the email information.

Please make note of the name of the submitter at this point. This information will not be visible once the task is “taken.” It is important that the name of the submitter matches one of the author/co-author names in the item information fields.

Reviewer profile
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Owned Tasks

Below are the current tasks that you have chosen to do.

<p>Title: P... Base Enrollment Test Task: Review Submission Collection: United... University of Mississippi Medical Center School of Nursing, Department of Nursing Practice Programs Submitted By: Cheryl Hester</p>	<input type="button" value="Perform This Task"/> <input type="button" value="Return to Pool"/>
<p>Title: Sample Item for Reviewer Instructions Task: Check Submission Collection: VHL Test Collection Submitted By: Kimberly Thompson</p>	<input type="button" value="Perform This Task"/> <input type="button" value="Return to Pool"/>

Tasks in the Pool

Below are tasks in the task pool which are currently unassigned.

<p>Title: Test Abstract Length Limit Task: Perform Submission Collection: VHL Test Collection Submitted By: Kimberly Thompson</p>	<input type="button" value="Take Task"/>
<p>Title: Test of All DO Fields for General Submission Task: Check Submission Collection: VHL Test Collection Submitted By: Kimberly Thompson</p>	<input type="button" value="Take Task"/>
<p>Title: Test Task: Check Submission Collection: VHL Test Collection Submitted By: Kimberly Thompson</p>	<input type="button" value="Take Task"/>
<p>Title: Sample Item for Reviewer Instructions Task: Review Submission Collection: VHL Test Collection Submitted By: Kimberly Thompson</p>	<input type="button" value="Take Task"/>

Step 4 – Preview Task. You will be shown a screen (sample depicted below) which shows details of the submitted item. You have two choices. You may choose to review the item by clicking on the **“Accept This Task”** option, or if you have selected an item in error, you may click on the **“Cancel”** option, which will send the item back to the **“Tasks in the Pool”** section, where all reviewers assigned to the collection will again be notified and have the option to review it.

Preview Task

The following item has been submitted to collection **VHL Test Collection**. In order to accept the task of reviewing this item, please click "Accept This Task" below.

Category:	Full-text
Type:	Article
Title:	Sample Item for Reviewer Instructions
Author(s):	Smith, John
Lead Author STTI Affiliation:	Alpha Chi
Author Details:	John Smith, PhD, RN
Abstract:	This is a sample abstract.
Keywords:	sample test
Date of Publication:	19-Apr-2010
Version of Published Work:	pre-print
Citation:	Smith, John (2010). Sample Item for Reviewer Instructions. A Nursing Journal, 24(2), 15-28.
Publisher:	ABC Publisher
ISSN:	1234-5678
Conference Date:	2009
Conference Name:	A Nursing Conference
Conference Host:	ABC Nursing Alliance
Conference Location:	State of Bliss, USA

Files in This Item:				
File	Description	Size	Format	View/Open
Sample_Upload.docx	Main file	13Kb	Microsoft Word	View/Open
Sample_Upload.pdf	Main file	12Kb	Adobe PDF	View/Open

OR

Step 5 – Review. The following screen will appear. It has been spilt into two screenshots for instructional purposes. Information categories highlighted in yellow below will change with each submission, depending on the information provided by the submitting author. Depending on the type of item submitted, not all fields may be completed and so will not appear on the screen.

Perform Task

The following item has been submitted to collection **VHL Test Collection**. Please review the item, check that it meets the criteria for entry into the collection. After reviewing the item, you may edit the metadata with the item, and then approve or reject the item using the controls at the bottom of the page.

Category:	Full-text
Type:	Article
Title:	Sample Item for Reviewer Instructions
Author(s):	Smith, John
Lead Author STTI Affiliation:	Alpha Chi
Author Details:	John Smith, PhD, RN
Abstract:	This is a sample abstract.
Keywords:	sample test
Date of Publication:	19-Apr-2010
Version of Published Work:	pre-print
Citation:	Smith, John (2010). Sample Item for Reviewer Instructions. A Nursing Journal, 24(2), 15-28.
Publisher:	ABC Publisher
ISSN:	1234-5678
Conference Date:	2009
Conference Name:	A Nursing Conference
Conference Host:	ABC Nursing Alliance
Conference Location:	State of Bliss, USA

Files in This Item:				
File	Description	Size	Format	View/Open
Sample_Upload.docx	Main file	13Kb	Microsoft Word	View/Open
Sample_Upload.pdf	Main file	12Kb	Adobe PDF	View/Open

The following reviewer selection choices will always appear at the bottom of the screen:

To return the task to the pool so that another user can perform the task, use this option.	<input type="button" value="Return Task to Pool"/>
If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".	<input type="button" value="Approve"/>
If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and re-submit.	<input type="button" value="Reject"/>
Select this option to correct, amend or otherwise edit the item's metadata.	<input type="button" value="Edit Metadata"/>
Use this option if you wish to leave this task for now, and return to your "My Profile".	<input type="button" value="Do Later"/>

Description of reviewer choices:

Return Task to Pool. Use this option if you find that you have taken an item by mistake or if you find that you do not have the time to review it. Choosing this option will alert all members of the reviewer pool that a “new” item has been submitted.

Approve. Upon review, an item may be approved. Please review the item information and attachments according to the established reviewer guidelines posted in a separate document on the VHL repository “**Helpful Guides & Info.**” tab. This option will send the item to the VHL repository staff for final processing. The reviewer’s part in the process for a particular submission is complete at this point.

Note: An item will be posted to the VHL repository based on the approval of one reviewer. There is no second round of reviews, nor is there a grading system.

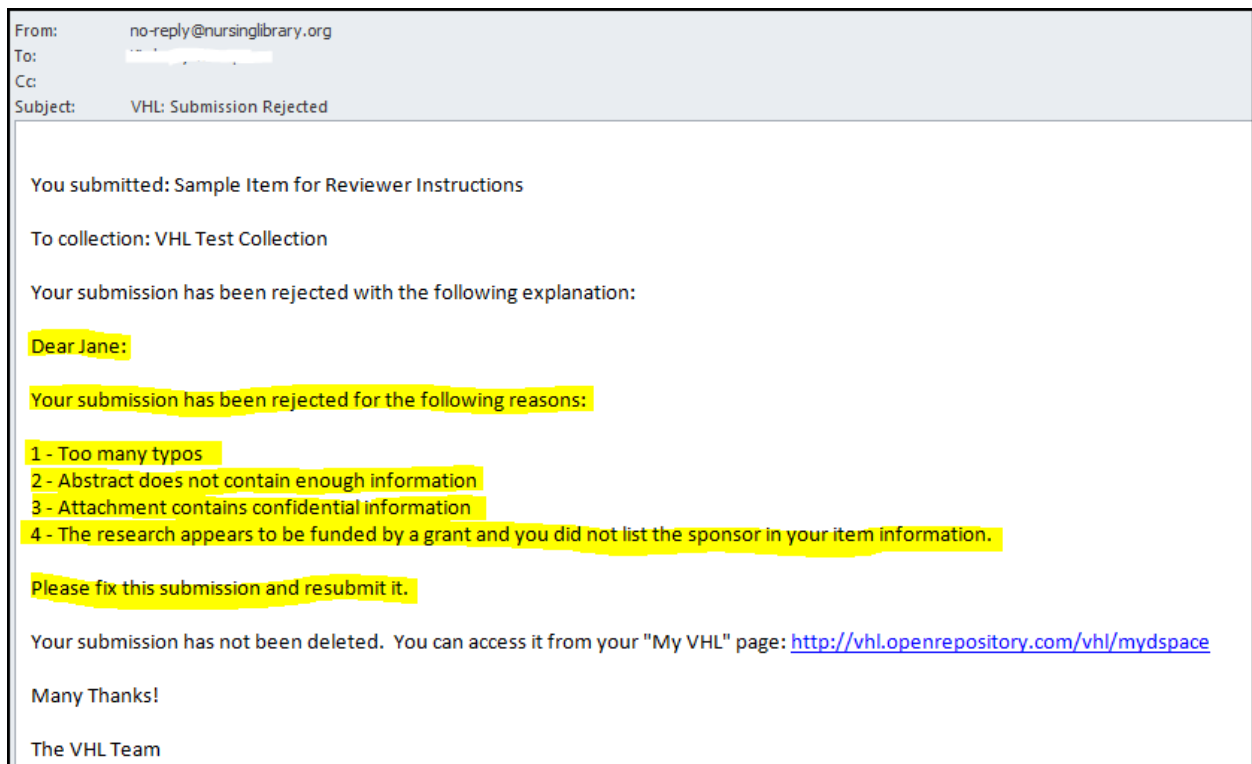
Reject. If the item is found lacking in any area as set out in the reviewer guidelines and checklist (see separate document), please choose this option. An automated email form will appear as depicted in the screenshot on the following page. Please give the submitting author detailed reasons for the rejection. **This email will not be saved in the system. Only the submitting author will receive a copy of the email. Prior to selecting the “Reject Item” button, please copy and paste the rejection information and add the item title and submitting author information to a file that you save on your personal system, to keep a written record of your rejected items.**

If the item is rejected and will be resubmitted to the same collection, you will need to alert the reviewer pool via email that an item will be resubmitted by this author, under this title, and that you will assume responsibility for completing the subsequent review. Alternatively, you may share the rejection reasons with the members of your reviewer pool and ask another reviewer to appraise it the second time the item is submitted.

Enter Reason for Rejection

Please enter the reason you are rejecting the submission into the box below. Please indicate in your message whether the submitter should fix a problem and resubmit.

Following is a screenshot of a sample rejection email message that submitting authors will see. The information highlighted in yellow was entered by a reviewer. The remaining text appears in every rejection email. Note that the email was sent from no-reply@nursinglibrary.org, ensuring a blind review process.



Edit Metadata. If you see a small typo in the submitting author's informational fields and wish to correct that error instead of rejecting it back to the author for correction, you may do that by selecting this option. This is not required, nor even suggested, and reviewers may reject items for the smallest of errors and request that the author make corrections and resubmit.

Do Later. This option allows you to return at a later time and complete the review without returning the item to the reviewer task pool. Please do not leave items in your personal tasks for longer than two weeks.