

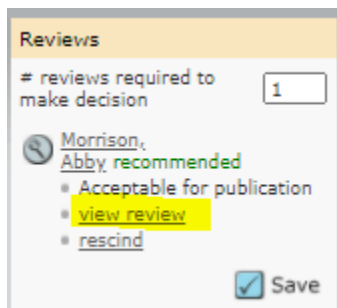
Editing Reviews

There may be times when changes are required for a review. Common reasons for this may include:

- Uploading the wrong document
- Forgetting to upload a document
- Submitting incorrect or incomplete comments
- Including identifying information on blinded journals

If the changes are large, substantially change the nature of the review, or would otherwise best be done by the reviewer themselves, the best option is to rescind the review. You should also rescind the review if the review is inappropriate, unnecessarily harsh, unprofessional, or otherwise not up to the standards we have for our reviews. For more information on rescinding reviews, please see the Rescinding Reviews/Decisions page.

For minor changes however, you may be able to complete the changes yourself. To do so, click “view review” next to their name in the “Progress” sidebar. The “Progress” sidebar is available from both the AE recommendation or decision tabs as well as the select and invite reviewers tabs. Clicking the “view review” button will open a new window with the review. If the new window does not open, please check your pop-up blocker settings. You can find more information about this problem on our Pop-up Blocker Settings page.



You can add documents directly from the window that opens. Requests for document removal must pass through headquarters at manuscripts@sciencesocieties.org. Please make sure to include the document attachment, the reviewer name, and the manuscript id. For other changes, please scroll down to the bottom of the review and click the “edit” button. Once the changes are complete, click “save.” Confirm the changes are saved before closing the window.