For Faculty: Peer-Review in Misericordia Digital Commons

Posters will **not** be made live in the Misericordia Digital Commons immediately; **they will undergo a review process by you**. When your students submit their poster presentations, they will identify their advisor(s).

You will receive an email message in your Misericordia University email from the Digital Commons system that you have submission(s) to review.

You will need an MU Digital Commons account in order to review your students' posters.

To create an account:
From https://digitalcommons.misericordia.edu/, click on My Account at the top of the page. At the bottom of the page is a link for you to create a new account.
- Click "My Account."
- Create a free account by clicking "Sign up" under "Create new account."
- Complete the form to create a user account.
- A confirmation will be emailed to the address you provide. Once you've confirmed your account, you will only need your email address and password to log in.

How Reviews Are Submitted

Once the reviewer has committed to the review, she/he will arrive at the report upload form where she/he uploads the full-text report, recommends an editorial decision (e.g., "Major revisions required"), uploads a cover letter only the administrator can see, and—this is an optional, configurable feature—uploads attachments intended for the author(s).

Important!

- **If you want students to revise, communicate with them directly rather than through Digital Commons.** Any comments you make to the student are **NOT** sent to the student directly through the Digital Commons peer-review system.
- It's best to approve posters BEFORE students submit them through Digital Commons.

The following three figures are a representation of the reviewer's perspective during peer review.

The initial accept/decline review request screen. In this case, the reviewer can download the manuscript before committing:

Reviewer's view of a submission after formally committing to review:

Elements of the report upload form:

- **Report:** Reviews may be submitted as PDF files, MS Word/RTF documents, or plain text pasted into the provided text box. If an MS Word/RTF file is uploaded, it will be converted to a PDF. This automatic conversion removes the reviewer's identity from the document **Properties** of any file. It is up to the reviewer and assigned administrator to verify that the reviewer's identity is not included within the report. The assigned editor/administrator can hide the report if the reviewer mistakenly includes identifying information.
- **Recommendation:** The reviewer must choose between three options, all of which are merely suggestions for the editorial decision:
  - Encourage **major** revisions as described in my report
  - Accept this article with **minor** (or no) revisions as described in my report
  - Reject this article without an option to resubmit
- **Cover Letter (optional):** Only visible to administrators. Never shared with authors.

- **Attachments (optional):** PDF, MS Word/RTF are recommended. However, any file type can be attached. The *reviewer and assigned administrator should verify that the reviewer's identity is not revealed in any attachment*, as they will become available to the author(s) once an editorial decision is registered.

Message from Misericordia Digital Commons Indicating You Have a Poster to Review

Faculty identified as reviewers of student submissions will receive the following message from Maureen Cech, identified as the editor of the Student Poster Series (@dcmisericordia.bepress.com)

Dear YOUR NAME,

You have been identified as a faculty mentor for a recent submission to Medical Imaging Senior Posters entitled "TITLE OF PROJECT" by STUDENT(S). The abstract is at the end of this message.

Please let us know whether you are willing to review this poster by going to the following Web address and selecting the appropriate option there:

[LINK TO STUDENT POSTER FOR YOUR REVIEW]

In order to ensure a quick and efficient process for posting student work, please complete your review by DATE.

Please note this message was sent to YOUR EMAIL ADDRESS. If you agree to review the poster, you will need to log in to Misericordia Digital Commons using this email address. If you have any trouble accessing the poster, please contact University Archivist & Special Collections Librarian Maureen Cech (mcech@misericordia.edu) for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

[ABSTRACT SUBMITTED BY STUDENT]