


ANNALS OF FAMILY MEDICINE



Reviewer Instructions

1. Background

The *Annals* uses a system called eJournalPress to manage its manuscript submission and review processes. eJournalPress requires the following software:

- Chrome, Safari, Mozilla Firefox, or Internet Explorer. JavaScript and cookies must be enabled.
- Adobe Reader.

2. Accessing eJournalPress

Visit the *Annals*' website, www.AnnFamMed.org. On the *For Reviewers* page, click on the link to eJournalPress.

3. Conducting a Review

- A unique URL is included with each reviewer invitation. You may use that link to automatically log on to eJournalPress. Otherwise, please have your login name and password ready. **NOTE:** eJournalPress uses one login for both author and reviewer tasks.
 - If you use the invitation's unique URL, you will immediately see the manuscript title, abstract, and cover letter.
 - If you log on to <https://afm.msubmit.net/> with your login name and password, your *Home Page* will display. Under Reviewer Tasks, click on the manuscript number/title to view more details.
- Click on either *Accept the Reviewer Position* or *Decline the Reviewer Position*.
- If you agree to review, click on the article file PDF to view the complete manuscript.
- You will receive a confirmation email with instructions, and a unique URL to automatically log on to eJournalPress and submit your review.
- To submit your review, log on to eJournalPress. Complete the review assessment form and provide your comments to the author and confidential comments to the editors. There are 2 ways to insert comments in eJournalPress:
 - **Recommended:** Type your comments in a word processing program (e.g., Word), then cut and paste into the designated box, **or**
 - Type your comments directly into the designated box.

4. In eJournalPress:

- To modify your contact information, click on *Modify Profile/Password*.
- Click on *Modify Unavailability Dates* to notify us of dates when you are unavailable to review.

For more information, contact the *Annals* at AnnFamMed@umich.edu or 734-763-7454. Thank you!