Acta Reumatológica Portuguesa offers an online submission and article review platform at www.actareumatologica.pt.

Either by directly accessing the platform or following the url provided in the email invitation to review the article, Reviewers and Associated Editors can collaborate and follow the complete editorial process for articles they were asked to review, from submission to publication.
You have been invited to review the following manuscript or to assign another reviewer. You can accept to become a reviewer or an editor of the manuscript.

Article identification

TITLE IN ENGLISH / TÍTULO INGLÊS
Sample article

ABSTRACT / RESUMO

ABSTRACT IN PORTUGUESE/ RESUMO PORTUGUÊS

MANUSCRIPT TYPE / TIPO DE ARTIGO
Original article

1. Select the most suitable option:
   - "Submit review" if you wish to act only as a Reviewer
   - "Assign Reviewers" if you wish to accept the invitation to act as Associated Editor and manage the article's editorial process
   - "I'm not available right now" if you are not available to manage the article
Invitation to assign reviewers was accepted.

See manuscript
In order to lead the editorial process, the Associated Editor has access to the menu with the different options available for this user profile.

Under “Abstract” you will find an overview of the article.
In order to lead the editorial process, the Associated Editor has access to the menu with the different options available for this user profile.

Under “Manuscript” you will have access to the entire manuscript and attachments (Tables, Images, ...).

Sample article

Abstract / Resumo


Keywords / Palavras-chave

adhesive; airway resistance;

Manuscript / Artigo


In order to lead the editorial process, the Associated Editor has access to the menu with the different options available for this user profile.

Under "Manuscript" you will have access to the entire manuscript and attachments (Tables, Images, ...).


Download: complete manuscript / artigo completo

Download the manuscript here with all images and attachments.
Under “Reviews” you will have access to the results of submitted reviews of the article.

In order to lead the editorial process, the Associated Editor has access to the menu with the different options available for this user profile.
Under "Messages" you will be able to exchange direct messages with all of those involved in the article's review process such as Authors, Reviewers, Chief Editor and Technical Editor.

In order to lead the editorial process, the Associated Editor has access to the menu with the different options available for this user profile.
Under "History" you will have access to the article's entire history since its submission.

In order to lead the editorial process, the Associated Editor has access to the menu with the different options available for this user profile.
In order to lead the editorial process, the Associated Editor has access to the menu with the different options available for this user profile.

Under "Reviewers" you will be able to invite and manage the Reviewers you want to associate to the article.

In order to invite a Reviewer for a particular article, you can choose one of four options:

I - Select Reviewers from the suggested Reviewers' list;

II - Search Reviewers included in a list of users previously registered in the platform using a name or email address;

III - Click on the "Search" button to access a list of potential Reviewers already registered in the platform with additional information on number of submitted reviews, current reviews and pending invites;

IV - Invite new Reviewers still unregistered on the platform by filling in email address and name fields.
Write the Reviewer's name, select the desired option and click on “Send Invite”.

<table>
<thead>
<tr>
<th>Reviewer Name</th>
<th>Accepted</th>
<th>Not Done</th>
<th>Average Time</th>
<th>Status (Finished)</th>
<th>Status (Ongoing)</th>
<th>Status (Pending Invites)</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD Alexandre pt</td>
<td>7</td>
<td>1</td>
<td>11 days</td>
<td>Finished</td>
<td>Ongoing</td>
<td>Pending invites</td>
<td>2014-10-21</td>
</tr>
<tr>
<td>MD Anabela Tavares Valadão Barcelos</td>
<td>5</td>
<td>0</td>
<td>13 days</td>
<td>Finished</td>
<td>Ongoing</td>
<td>Pending invites</td>
<td></td>
</tr>
<tr>
<td>MD Ana Sofia Roxo Ribeiro</td>
<td>5</td>
<td>0</td>
<td>10 days</td>
<td>Finished</td>
<td>Ongoing</td>
<td>Pending invites</td>
<td></td>
</tr>
<tr>
<td>MD Ana Filipa de Sousa Pestana Mourão</td>
<td>5</td>
<td>1</td>
<td>114 days</td>
<td>Finished</td>
<td>Ongoing</td>
<td>Pending invites</td>
<td>2015-06-09</td>
</tr>
<tr>
<td>MD Ana Maria Ferreira Rodrigues</td>
<td>5</td>
<td>2</td>
<td>123 days</td>
<td>Finished</td>
<td>Ongoing</td>
<td>Pending invites</td>
<td></td>
</tr>
</tbody>
</table>
Here you can add remarks about the Reviewer (Ex: Neurologist). These remarks are only available to Editors.

Here you can add keywords that will be associated to the Reviewer (Neurodegenerative diseases). These keywords are only available to Editors.

Choose if you wish to send the message in english.

Choose if you wish to reject the article before you invite Reviewers.

Choose if you wish to review the article as well.
The text of the invitation is automatically filled. It is however possible to edit the message with any further information deemed relevant. The message can be sent in either English or Portuguese depending on the receiver. The language should be selected prior to writing the message to avoid losing edited items.

Dear Mónica Soares,

Manuscript ID AO150203 titled “Sample article” has been submitted to Acta Reumatológica Portuguesa.

We would be grateful if you could review this manuscript.

You can directly view the submitted manuscript. To see more details about the article, to accept, reject or suggest another reviewer, please click on:

[PREVIEW_URL]

As we aim to provide a fast review process, please reply this invitation in 5 (five) days. We would like to receive your review in the next 30 days to maintain the velocity of the review process.

We realize that our expert reviewers greatly contribute to the high standards of the Journal, and we thank you for your present and/or future participation.

We look forward to hearing from you.

Words: 129

Once the invitation is sent it is the Reviewer’s responsibility to respect the suggested timings.
Check further details of the submitted review.

The Associated Editor is automatically notified by email when one review is concluded. Details and comments of the review can be accessed via the “check” button.

After all the Reviewers finish their review or even if not all are finished but the Associated Editor believes there are sufficient elements to proceed with the communication to the authors, he/she should click on the “Send review to author” button.
Once the review process is finished the Associated Editor must communicate the article’s evaluation to the Authors based on the comments received from the Reviewers. In order to do so, the Reviewer has to fill in the review form and select the most adequate observations.
The text of the communication to the Author is automatically filled. The message can also be sent in either English or Portuguese depending on the receiver.

The Associated Editor may select from which Reviewers to include comments from, as well as attachments (for example: attachments with comments from Authors, correction suggestions using track changes, etc).

Dear Leandro,

Your manuscript AO150203, Sample article submitted to Acta Reumatológica Portuguesa was reviewed and minor changes were suggested.

Please click on the link below to see the result of the review:

http://www.actareumatologica.com/nr_login.php?
user_id=425&mail_key=387c96e0f7edd497e736265eb348e7e5e2bd174a571d3bdaeb
942657fb&url=L2Rhe2hi2FyZ9hncRryY2XlIltRoZDpZ0xODYzJm9yPXYlJmdMl3EM:

A new version should be submitted in 30 days, having in consideration the reviewers’ comments. Please use the submission form area to edit and resubmit your manuscript.

This new version should include in attachment a letter of reply to the reviewers and a word version of the article with track changes but without identification of the authors.

A sample message to the author
After the Reviewer selects the option "Send review" the Authors are notified and receive the review's result. The Author should then make the requested corrections and resubmit the article in due time (1 month).
After all corrections are done, Authors resubmit the article and the Associated Editor is automatically notified by email. Following the link on the email, the Associated Editor can access the article's new version which he/she can review directly or send again to the Reviewers already involved in the process.

All previous steps will be repeated until the Associated Editor finds the article ready to be accepted. When that happens the Associated Editor must click on the “Accept article” button so that the Authors and Reviewers are notified that the article was accepted for publication.