Acta Reumatológica Portuguesa

Sociedade Portuguesa de Reumatologia
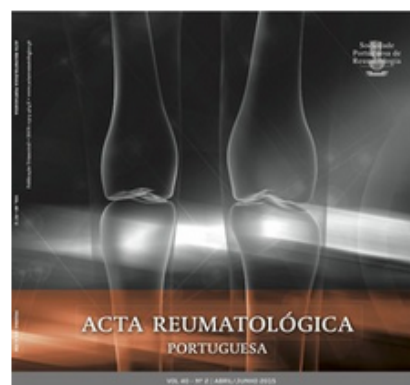
The Journal

Scientific Journal from Sociedade Portuguesa de Reumatologia

Acta Reumatólogica Portuguesa is a scientific peer reviewed journal covering all aspects of rheumatic diseases and related to Rheumatology. The journal publishes original articles, reviews, clinical cases, images in rheumatology, letters to the editor and clinical teaching (e.g. guidelines and clinical protocols).

Published since 1973, Acta Reumatológica Portuguesa is the official scientific publication of the Portuguese Society of Rheumatology, a non-profit organization that promotes the knowledge and investigation of rheumatic diseases and the development of Rheumatology.

Latest number

ACTA REUMATOLÓGICA PORTUGUESA

VOL. 40 · Nº 2 | ABRIL/JUNHO 2015

EPIREUMAPT – THE STUDY OF RHEUMATIC AND MUSCULOSKELETAL DISEASES IN PORTUGAL: A DETAILED VIEW OF THE METHODOLOGY

SIGNIFICANCE OF GLOBAL VERSUS SEGMENTAL SUBCLASSIFICATION OF CLASS III AND IV LUPUS NEPHRITIS: A SINGLE CENTER EXPERIENCE

RHEUMATOLOGY TELEPHONE ADVICE LINE – EXPERIENCE OF A PORTUGUESE DEPARTMENT

**nº 2,
Apr/Jun 2015**

Online first

2014-01-07

CROSS-CULTURAL VALIDATION OF THE PORTUGUESE VERSION OF THE EDUCATIONAL NEEDS ASSESSMENT TOOL (PortENAT)

abstract | accpeted manuscript

Reprints and permission requests, please contact
reprints@actareumatologica.pt

Submit manuscript   >

PubMed   >

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.

Review invite

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
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc tempor neque maximus eros mattis viverra. Praesent interdum faucibus libero, sed imperdiet lectus tincidunt quis. Suspendisse ut accumsan odio. Curabitur sem mauris, elementum sed facilisis sed, maximus eu lacus.

ABSTRACT IN PORTUGUESE/ RESUMO PORTUGUÊS

MANUSCRIPT TYPE / TIPO DE ARTIGO
Original article

Submit review	I'm not availabe right now
Assign reviewers	

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

Bristol-Myers Squibb

Invitation to assign reviewers was accepted.

See manuscript

Bristol-Myers Squibb

<   ^   ORIGINAL ARTICLE   AO150203   2015-06-30   **ASSOCIATED EDITOR**   **Waiting for reviewers**

Sample article

1
version

0 / 0
reviewers

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

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.

Article identification / Identificação

VERSION / VERSÃO
1

ARP REFERENCE / REFERÊNCIA ARP
AO150203

TITLE IN ENGLISH / TÍTULO INGLÊS
Sample article

KEYWORDS / PALAVRAS-CHAVE
adhesive; airway resistance;

RUNNING TITLE / TÍTULO ABREVIADO
Sample article

AUTHOR(S) / AUTOR(ES)
Smith A (1);

1 - University of Cambridge;

MANUSCRIPT TYPE / TIPO DE ARTIGO
Original article

Reject

Reviewers

Mr. João Gonçalves   E

Add me as a reviewer

Search reviewer

Name / Email

Search

Invite reviewers

Email

Name

Invite

<   ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   Waiting for reviewers

Sample article

1
version

0 / **0**
reviewers

> 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, ...).

Abstract   **Manuscript**   Reviewers   Reviews   Messages   History

Title / Título

Sample article

Abstract / Resumo

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis eget quam cursus, facilisis lectus vestibulum, tempus arcu. Morbi tempor pulvinar ultricies. Vestibulum vitae fringilla magna. Etiam imperdiet elit a sapien pretium porta. Curabitur sed lectus non velit ullamcorper egestas.

Keywords / Palavras-chave

adhesive; airway resistance;

Manuscript / Artigo

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis eget quam cursus, facilisis lectus vestibulum, tempus arcu. Morbi tempor pulvinar ultricies. Vestibulum vitae fringilla magna. Etiam imperdiet elit a sapien pretium porta. Curabitur sed lectus non velit ullamcorper egestas. Duis ac semper nisi. Sed congue efficitur ex. Cras molestie nulla ut libero viverra lobortis. Nullam vel gravida elit. Maecenas at feugiat eros, sed imperdiet velit. Cras eu suscipit leo. Nulla laoreet tellus ex, sit amet eleifend quam hendrerit ac. Etiam non est vel turpis convallis rhoncus. In et feugiat libero, sit amet finibus nunc. Pellentesque varius augue id sapien interdum, aliquet luctus massa tincidunt. Duis condimentum, ligula quis venenatis pharetra, dolor dui egestas mauris, sit amet aliquet ligula elit eu lacus.

Aenean sit amet orci dolor. Aenean congue neque non elit suscipit efficitur.

Versions

1   2015-06-30   download

Keywords:
adhesive; airway resistance;

Keywords / Palavras-chave

adhesive; airway resistance;

Manuscript / Artigo

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis eget quam cursus, facilisis lectus vestibulum, tempus arcu. Morbi tempor pulvinar ultricies. Vestibulum vitae fringilla magna. Etiam imperdiet elit a sapien pretium porta. Curabitur sed lectus non velit ullamcorper egestas. Duis ac semper nisi. Sed congue efficitur ex. Cras molestie nulla ut libero viverra lobortis. Nullam vel gravida elit. Maecenas at feugiat eros, sed imperdiet velit. Cras eu suscipit leo. Nulla laoreet tellus ex, sit amet eleifend quam hendrerit ac. Etiam non est vel turpis convallis rhoncus. In et feugiat libero, sit amet finibus nunc. Pellentesque varius augue id sapien interdum, aliquet luctus massa tincidunt. Duis condimentum, ligula quis venenatis pharetra, dolor dui egestas mauris, sit amet aliquet ligula elit eu lacus.

Aenean sit amet orci dolor. Aenean congue neque non elit suscipit efficitur. Praesent consectetur est eget dui scelerisque pretium. Donec sed lacus est. Integer malesuada posuere erat vitae tristique. Morbi elementum risus et urna ultricies consectetur. Cras auctor quam vel eros tincidunt, vel hendrerit elit lobortis. Cras sed nisi vitae libero blandit viverra. Cras et tortor semper, iaculis nisl sit amet, pretium velit. Nullam elementum porta diam, sed mollis ipsum interdum nec.

Download: complete manuscript / artigo completo

⬇ **Download**   ⬇ **See on Google Drive**

Download the manuscript here with all images and attachments.

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, ...).

<   ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   **Waiting for reviewers**

Sample article

1   **0** / 0

version   reviewers

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

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 "Reviews" you will have access to the results of submitted reviews of the article.

No reviews

Send review to author

< ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   Waiting for reviewers

Sample article

1 version   **0 / 0** reviewers

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

RECEIVER
Select the receiver to see the message list

Select ▼

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.

Bristol-Myers Squibb

< ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   Waiting for reviewers

Sample article

1 version   **0 / 0** reviewers

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

5 records

DATE	VERSION	EVENT	STATUS
2015-06-30 17:19:05	1	Reviewer **Mr. João Gonçalves** accepted to be associated editor	Under review
2015-06-30 16:23:02	1	Invited reviewer: **Mr. João Gonçalves**	Under review
2015-06-30 16:22:45	1	Technical approval by **MD**	Submitted
2015-06-30 16:16:05	1	Version **1** submitted	Submitted
2015-06-30 16:15:13	1	New manuscript	Saved

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.

Bristol-Myers Squibb

<   ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   **Waiting for reviewers**

Sample article

1 version   **0** / **0** reviewers

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

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.

Active

▶   E   Mr. João Gonçalves

Suggested reviewers

John Prescot
University of Cambridge

Evelyn Hudson
University of Cambridge

Peter Mann
University of Cambridge

Search reviewer

Name / Email   ②

Search

Invite reviewers

Email

Name

Invite

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.

< ^ ORIGINAL ARTICLE   AO150203   2015-06-30   **ASSOCIATED EDITOR**   **Waiting for reviewers**

Samp

✕

Search reviewers   Suggested reviewers

Ana   ☑ Only reviewers

MD Alexandre pt
Reviewer - 12 accepted | 4 not done | average: 12 days

7 Finished   **1** Ongoing   **1** Pending invites 2014-10-21

MD Anabela Tavares Valadão Barcelos
Reviewer - Observations: spondylarthritis
7 accepted | 2 not done | average: 13 days

5 Finished   **0** Ongoing   **0** Pending invites

MD Ana Sofia Roxo Ribeiro
Reviewer - 5 accepted | 0 not done | average: 10 days

5 Finished   **0** Ongoing   **0** Pending invites

MD Ana Filipa de Sousa Pestana Mourão
Reviewer - 10 accepted | 4 not done | average: 114 days

5 Finished   **1** Ongoing   **3** Pending invites 2015-06-09

MD Ana Maria Ferreira Rodrigues

Send invite   ③   Write the Reviewer's name, select the desired option and click on "Send Invite".

Invite

<   ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   **Waiting for reviewers**

Sample article

1
version

0 / 0
reviewers

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

Assign reviewer

NAME
Mónica Soares

EMAIL

Here you can add remarks about the Reviewer (Ex: Neurologist). These remarks are only available to Editors. ➡

NOTES ABOUT THE REVIEWER

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

KEYWORDS

Please enter the keywords and click on "add"

Choose if you wish to send the message in english. ➡ ☑ Send invitation in english

Message

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

---

Reject

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

Reviewers

Mr. João Gonçalves   Ⓔ

Add me as a reviewer

Choose if you wish to review the article as well.

Search reviewer

Name / Email

Search

Invite reviewers

Email

Name

Invite

☑ Send invitation in english

Message

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:
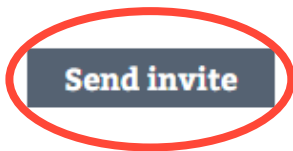
{PREVIEW_URL}

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 celerity 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

body p   Words: 129

Invite reviewers

Email

Name

Invite

Send invite

④ Once the invitation is sent it is the Reviewer's responsibility to respect the suggested timings.

Bristol-Myers Squibb

<   ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   **Under review**

Sample article

1 version   **1 / 1** reviewer

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

1 review

DATE	VERSION	TYPE		OPINION	
2015-06-30 17:50:44	1	Mrs. Mónica Soares	Review submitted by reviewer	Conditional acceptance after minor corrections	check

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.

Check further details of the submitted review.

5

Send review to author

<   ^   ORIGINAL ARTICLE   AO150203   2015-06-30   ASSOCIATED EDITOR   Under review

Sample article

1 version   **1 / 1** reviewer

Abstract   Manuscript   Reviewers   Reviews   Messages   History

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.

Message to the author

○ **Accepted without changes**

● **Conditional acceptance after minor corrections**
Indicated in the notes for the author.

○ **Conditional acceptance after major corrections**
Indicated in the notes for the author.

Not accepted
○ Lack of scientific relevance
○ Lack of originality
○ Wrong methodology with consequent erroneous conclusions
○ Another reason (see comments to Editor/Author)

Text *

| ✂ 📋 📋 📋 📋 | ↶ ↷ | ABC▾ | 🔗 🔗 🏴 | 🖼 ▦ ▤ Ω | ⤢ |

Source

B *I* U S X₂ X² HTML   ☰ ☰   ☰ ☰ 〞   ☰ ☰ ☰ ☰

Styles ▾   Normal ▾   ⓘ

Current version:

1   2015-06-30   download

Message options:

language:
☑ Message in english

headers:

Not accepted

○ Lack of scientific relevance

○ Lack of originality

○ Wrong methodology with consequent erroneous conclusions

○ Another reason (see comments to Editor/Author)

Text *

[editor toolbar: Source | B I U S X₂ x² | Styles | Normal]

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/rw_login.php?
user_id=425&mail_key=387d896c0f7ead497e736285eb24e8fa7e85e2bd174a57145bdaeb
f942657ffb&url=L2Rhc2hib2FyZF9hcnRpY2xLnBocD9pZD0xODYzJm9wPXJldmlld3M=

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

With best regards

body   p   Words: 107

Message options:

language:

☑ Message in english

headers:

○ Minor changes

○ Major changes

reviews:

☑ Review by Mónica Soares

footers:

○ Changes required footer

○ Generic footer

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).

ATTACHMENTS

Escolher ficheiro   Nenhum ficheiro selecionado

A sample message to the author

With best regards.

body   p   Words: 107

ATTACHMENTS

Escolher ficheiro   Nenhum ficheiro selecionado

☑ review_attachment_1.pdf (Mónica Soares)

Send ⑥

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).

Messages from the reviewer to the author

Mrs. Mónica Soares :   2015-06-30 17:50
Conditional acceptance after minor corrections

A sample message to the author

< ∧   ORIGINAL ARTICLE   AO150203   2015-07-01   **ASSOCIATED EDITOR**   **Ressubmitted**

Sample article

2 versions   **1 / 1** reviewer

| Abstract | Manuscript | Reviewers | Reviews | Messages | History |

Article identification / Identificação

VERSION / VERSÃO
2

ARP REFERENCE / REFERÊNCIA ARP
AO150203

TITLE IN ENGLISH / TÍTULO INGLÊS
Sample article

KEYWORDS / PALAVRAS-CHAVE
airway resistance; adhesive;

RUNNING TITLE / TÍTULO ABREVIADO
Sample article

AUTHOR(S) / AUTOR(ES)
Smith A (1);

1 - University of Cambridge;

MANUSCRIPT TYPE / TIPO DE ARTIGO
Original article

Send review

Send to reviewer

Send message to reviewers

Accept manuscript

Messages: 1

💬 MD Leandro   2015-07-01

Reviewers

Mr. João Gonçalves   E

Mrs. Mónica Soares

Search reviewer

Name / Email

Search

Invite reviewers

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.