Instructions for Referees

Software requirements

As a Reviewer using Editorial Manager, you must have Adobe Acrobat (a PDF reader) installed on your system. If you need to install this software, you can download the free Adobe Acrobat Reader at the following address:

http://get.adobe.com/uk/reader/

New Reviewer Invitations

If you are invited to review a manuscript please use the links in the email to accept or decline the invitation. This will minimise any further reminder emails. Alternatively from the Reviewer Main Menu, click *'New Reviewer Invitations'* to go to a list of your review assignments that you have yet to agree to or decline.

In the *'New reviewer invitations'* folder you can view the abstract for the submission and accept or decline the invitation.

'Decline to Review' will alert the journal office that you will not be able to review the paper.

'Agree to Review' will move the manuscript into your *'Pending Assignments'* folder, where you can begin the review process.

Submitting your review

You can *'view submission'* and save or print a copy of this PDF file.

You may search the MEDLINE database to view articles which may be similar to a particular manuscript by using *'Similar Articles in MEDLINE'*. Clicking this link displays a new browser window featuring the *Knowledge Finder*® MEDLINE search engine.

When you are ready go to *'submit recommendation'*, this will bring you to the *'Reviewer Recommendation and Comments'* screen.

By using the drop-down menu at the top of the form under *'No Recommendation'*, you can choose your recommendation term (Accept as is, Accept after revision, Revise and review again, Reject).

Enter your comments to the Author and Editor in the fields provided. For your convenience, and to take advantage of word processing features (*e.g.*, spell-check, bullets, numbering), we suggest you use your regular word processing program (*e.g.*, Microsoft Word, WordPerfect) when typing your review. You should then copy and paste your comments into the boxes provided. The *'Open in New Window'* button will open the boxes in a new browser window. This provides you with a larger view of the review boxes.

Use *'Save & Submit Later'* to save your comments and continue working; please note this does not submit your comments to the journal. If you would like to upload an edited version of the article *'upload reviewer attachments'* will take you to the screen below. *'Proof and Print'* will open a window containing all of the review information you have provided as a way for you to make a printout of your review for your records.

Click *'Proceed'* to submit your recommendation. This will bring up a screen that shows you the body of your review for you to proofread before sending it to the journal office. If you need to make further edits, click *'Edit Review'*. If you are satisfied with your review, click *'Submit Review to Journal Office'*.

Open *'reviewer instructions'* to displays the aspects of the article we would you to consider when reviewing. You are welcome to copy and paste these headings to use in your review, however, these should not limit more spontaneous comments and it is not a requirement to utilise these.

1. Originality & interest: Will readers find the work interesting? We try to avoid papers offering results that are already well-known.
2. Scientific content: Is it a valid investigation and of adequate quality?
3. Methodology and study design: Has the study been properly performed and are the methods appropriate?
4. Results: Are they properly reported ie. is the text an accurate representation of the data?
5. Interpretation & discussion: Are the conclusions and comments reasonable in the light of the results?
6. Subject matter: Is it suitable for the readership of the Journal of Hospital Infection?
7. Style: Are the English and presentation adequate? Does the work conform to the Journal's style?
8. Is the quality of English used adequate, or will a lot of editing be required?
9. Would this article be of interest to the media?

Please number comments and identify passages within the manuscript by page and paragraph.

Updating information

Go to *'update my information'* to change your password and enter new contact details. Please ensure these details are up to date in case we need to contact you. Note that information fields marked with asterisks cannot be left empty. You can amend you preferred username and password at anytime.