
Manuscript Review Documentation

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Manuscript Review System is designed to assist SCIENCE WRITERS COMMITTEE which aims at helping Emory researchers improve their manuscripts, learn from different research areas and gain more experience of reviewing others' paper.

1.1 Installation Instruction

1.1.1 Pre-requested programs

- This system is written in python / Django.
- Please download [python](#) and install.
- Please install [pip](#), a tool for installing and managing Python packages

1.1.2 In Unix

- Install virtual environment:

```
pip install virtualenv
```
- Start virtual environment:

```
virtualenv prenv; source prenv/bin/activate
```
- Install requirements:

```
cd PeerReview; pip install -r requirements.txt
```

1.1.3 In Windows

- Install virtual environment:

```
pip install virtualenv
```
- Start virtual environment:

```
virtualenv prenv; prenv\Scripts\activate;
```
- Install requirements: cd PeerReview:

```
pip install -r requirements.txt;
```

1.2 Deployment Instruction

1.2.1 Adding the App

- Create your Django app:

```
django-admin.py startproject myproj; cd myproj;
```

- Make sure it works:

```
./manage.py runserver
```

- Clone the latest PeerReviewApp:

```
git clone 'https://github.com/bkbolte181/PeerReviewApp.git'
```

- Update the settings file using the parameters in sample-settings.py
- Test to make sure everything works:

```
./manage.py test
```

1.3 On-line Help for admin

1.3.1 Login/Logout

- Only one admin account is available for committee members to log in.
- If you need the admin account as well as the password, please contact us
- For current version of this system, to log in as a normal user, user needs to log out from the admin pages, if s/he has logged in as admin.

1.3.2 Manuscripts/Reviewers

- The matching decision of Manuscripts/Reviewers will be made by the admin when the “Submit final decision” button was pressed and confirmed.
- After the final decision was made, there is no way to edit it any more.
- Manuscripts with pending matching decisions are listed above all manuscripts whose final descisions have been submitted.
- Removing one current assigned reviewer can be done by unchecking the name after click on the button “Edit”.
- The button “Add more reviewers” allows admin adding names which are listed neither in the list of assiged reviewers nor the list of recommend reviewers.
- To add extra reviewers, click on “Edit” and then “Add more reviewers”; in the right panel, choose the names without a preceeding tick, and click the “<” button.

1.3.3 System setting

- All the deadlines of current session can be modified in the page of “System Settings”.
- The max number of manuscripts can also be modified in the same page.

1.4 On-line Help for normal users

1.4.1 Register

- Only EMORY email address is allowed for register.
- All fields in the register page need to be filled.
- Review count means how many manuscripts you have reviewed for journals.

1.4.2 Login/Logout

- The system only allows registered users, please make sure you have registered.
- If you forget your email address or password, please contact us.
- User's email address is shown at the bottom of all the webpages after the user has logged in.

1.4.3 Term of Service Form

- click the link above "Agreed to form" to view the form.
- Only after agreeing with the term of service, user can submit or review manuscripts.

1.4.4 Manuscript submission

- Submission will be disabled after the submission deadline or the pool of manuscripts are full.
- To submit a manuscript, please enter the author center by clicking "submit" on the top right of the homepage for submission.

1.4.5 Manuscript list scanning

- All submitted manuscripts can be viewed in review center.
- Check the check box to show your interest to the corresponding manuscript. However, please be aware of that the assigned manuscript might be a different one.

1.4.6 Manuscript adoption

- Once a manuscript is assigned, the reviewer can adopt it in the page "My Assigned Manuscripts" located in reviewer center.
- An empty review form is available to download in reviewer center.

1.4.7 Review-form submission

- Download the empty review form and complete it before the review deadline.

1.4.8 Deadlines

- Manuscript submission should be done before the submission deadline.
- Manuscript review should be done before the review deadline.

1.5 Function list

1.5.1 Functions delivered in version 1.0 (2014/12)

- Admin
 1. Log in as admin
 2. Browse reviewer and manuscript list
 3. Edit and save the assignments of the manuscripts to reviewers
 4. Submit final decisions of reviewer selections
- Normal User
 1. Create normal user account using Emory email address.
 2. Log in as normal user.
 3. Edit own profile.
 4. Submit manuscripts.
 5. Save and edit a partially completed submission.
 6. Browse the list of submitted manuscripts.

1.5.2 Functions designed and planned for future

- Admin
 1. Set up deadlines
 2. Set up and send email reminders
 3. Set up authors-reviewers meeting
 4. Set up the limitation number of manuscripts
 5. Request feedbacks from authors
- Normal User
 1. Email address validation through numbers generated by the system
 2. Manuscript adoption
 3. Review form submission
 4. Review form management

1.6 Codes of Manuscript Review

1.6.1 admin module

1.6.2 custom_fields module

1.6.3 forms module

1.6.4 models module

1.6.5 tests module

1.6.6 urls module

1.6.7 views module

1.7 Testing

1.7.1 Integration_tests module

1.7.2 System_tests module

1.7.3 Unit_tests module

Indices and tables

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- *modindex*
- *search*