

# Instructions to Reviewers

## Reviewer Responsibilities

### *Reviewers' Conflicts of Interest*

Reviewers should not review manuscripts that include authors from their own institution or with whom they have collaborated within the previous five years. If the reviewer and the authors might be considered competitors, then the reviewer is responsible to disclose these details to the Editor when the review is solicited.

### *Reviewers' Confidentiality*

Reviewers shall not discuss, write about, disseminate or otherwise use any information from a manuscript that they have received to review, until the paper has appeared in print. Reviewers have the responsibility to remain anonymous to the authors and shall not contact the authors directly, unless prior agreement has been given by the Editor.

### *Timely Responses*

Reviewers have the responsibility, upon accepting a manuscript, to return their review within the requested time. All Reviewers are given 13 days to complete a review and 8 days to complete a re-review.

### *Conditionally Accepting to Review*

Reviewers who need additional time to review or have special terms should conditionally accept to review through the submission site. The Journal staff will evaluate your conditions and determine if the conditions are acceptable.

## Instructions for Online Manuscript Review

1. You will first receive an email from the *Biophysical Journal* Editorial Board asking you to review a paper.
2. The e-mail will contain a link to the abstract of the paper to be reviewed, along with links to either accept or decline the request to review.
3. To decline the review solicitation click the decline link
4. To accept to the review solicitation click the accept link
5. After accepting, the paper you will be asked to sign-in to the Journal submission site. Click on the Reviewer Area to find the paper in the "Active Reviews" queue. (if you do not already have an account you will need to register, see instructions below)
6. Click on "Active Review" queue to view the manuscript information.

7. There are links across the top of the page to view the PDF, Abstract, References, Supplemental Files, and the Response to Reviewers. You may also have access to related articles if the paper is a companion, resubmission, etc.

8. When you are ready to submit your review click [Edit/Submit Review] to bring up the Review Form.

9. You will be asked to rate the paper and approve supplemental files if applicable.

10. Enter Comments for the Editor (which are kept confidential). The comments may be entered directly in the box or can be uploaded as a PDF file. To upload a PDF file use the browse button to find the file on your computer and click Upload.

11. Enter Comments for the Author. The comments may be entered directly in the box or can be uploaded as a PDF file. To upload a PDF file use the browse button to find the file on your computer and click Upload. **IMPORTANT NOTE: IF YOU ARE SUBMITTING YOUR REVIEW AS A PDF, MAKE SURE YOUR NAME IS NOT LISTED IN THE PROPERTIES OF THE PDF TO ASSURE ANONYMITY.**

12. If the review is incomplete click [Save my work in progress]. This will allow you access to finish the review later.

13. If the review is complete click [Submit my review]. All areas must be complete in order for the review be considered complete.

14. The paper will now show up in your Review History queue once it is submitted. All reviewers are sent an email when a decision has been made and you will be able to view