

GUIDELINES FOR REFEREES

You have been selected, as a subject matter expert, to read this paper and determine its suitability for publication in the *NAAJ*. If you can fulfill this request, we are much obliged. If you are not able to assist us at this time because you feel inadequately qualified, have concerns about possible conflicts of interest, or are unable to respond in a timely manner, please contact Kathryn Baker without delay.

Information about the Journal

The *North American Actuarial Journal* (*NAAJ*) is the premier publication of the Society of Actuaries and its only refereed journal. In addition to the Society membership, it serves the international, scientific, academic, business, and governmental communities, making it the most widely distributed actuarial journal. When a paper is published in the *NAAJ*, it becomes part of the permanent body of actuarial literature, thus contributing to the Society of Actuaries' reputation as an education and research body.

Editorial Statement

The *NAAJ* scientifically addresses the domestic and international problems, interests and concerns of actuaries, their customers and public policy decision-makers.

The *NAAJ* publishes papers from traditional fields of actuarial practice, such as life and health insurance, pensions, employee benefits, property and casualty insurance, and finance and investments. Papers from new or developing areas of actuarial practice are especially welcome. We seek to stimulate research on emerging public policy debates, technology improvements, demographic trends, multidisciplinary topics, globalization issues, and the like.

Types of Papers

In general, we are looking to publish papers in the *NAAJ* that provide a springboard for the further development of education, research, or improved practice. Types of papers include but are not limited to those that:

- Present original research or new applications of existing research in actuarial science.
- Educate actuarial candidates or members of the actuarial profession.
- Survey timely topics in an actuarial context.
- Offer useful insights in topics important to practicing actuaries.
- Combine disparate aspects of an actuarial subject into a unified whole.
- Promote dialogue or research on developing issues of interest to actuaries.

Instructions for Reviewing Papers

We are asking you, as a reviewer to objectively judge the quality of the manuscript. Please prepare your remarks about the enclosed paper in two parts:

1. A recommendation to the editor of the journal
2. A report for the author of the paper.

****Both parts of your review should be submitted via Manuscript Central. For further directions on submitting your review, please see the “Reviewer Guide” below.**

Recommendation to the Editor

Include the following in your recommendation:

- Your overall assessment of the paper—its content, its place in the context of related study, its contribution to the actuarial profession, etc.
- Your thoughts on the quality of presentation and, if necessary, suggestions for improving it. Any comments concerning the language, title, abstract, citations, or such should be included here.
- Your recommended decision regarding publishing—accept, conditional accept, minor revisions, revise and resubmit, or reject. **Accept** means you would publish the paper in its current form. **Conditional Accept** means you would accept the paper with some minor modifications. **Revise and Resubmit** means the paper needs substantial revision, but you would encourage the author to do so because the paper contains valuable information. **Reject** means you think the quality or the subject matter is not appropriate for the journal.

Report to the Author

This report allows you to offer constructive assistance and criticism to the author. Please be sensitive to the author and convey your feedback in a positive way. Your comments should include a brief summary of what you think the author is trying to accomplish, a discussion of any flaws you feel the paper may contain, and detailed directions for recommended changes. It is not necessary to make editorial remarks on punctuation; spelling or grammar, as accepted papers are edited before publication.

To remain anonymous, please do not print the report on your letterhead or sign your name. Also, do not include the decision you recommended to the editor.

Confidentiality

Please remember that manuscripts submitted for review are confidential. Reviewers should not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration.

Additional Assistance

If you have any questions about the review process, the production process, or need additional assistance, please contact Kathryn Baker, Senior Communications Associate at the SOA at kbaker@soa.org.

Editor

The editor of the *NAAJ* is also available to assist you. Please contact Patrick Brockett by e-mail at utpatrickbrockett@gmail.com.

Submissions

For information about submitting a paper for possible publication in the *NAAJ*, request a copy of "Submission Guidelines for Authors" from Kathryn Baker (kbaker@soa.org).

SCHOLARONE MANUSCRIPTS™

REVIEWER GUIDE

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INTRODUCTION

As a Reviewer of a manuscript, your input is a crucial part of the peer review process. This guide is intended to give an overview of the Reviewer Process in *ScholarOne Manuscripts*.

THE REVIEW PROCESS

The steps below are the high-level steps in the review process. This document will describe each of these steps in detail.

- Receive Invitation to review
- Accept Invitation
- Review Manuscript
- Complete Review online
- Submit Review

RECEIVING AN INVITATION

As a reviewer, you will be notified by e-mail of an invitation to review a manuscript. Text of the e-mail can be customized so its appearance may vary by journal.

29-Aug-2013

Dear Dr. Baker:

Manuscript ID MCU1-2013-07-0010 entitled "Migration Patterns of the Cardinal" with Dr. Author as contact author has been submitted to the ScholarOne University Training Workflow 1.

I invite you to review this manuscript. The abstract appears at the end of this letter, along with the names of the authors. Please let me know as soon as possible if you will be able to accept my invitation to review. Decline - Suggest Alternate: http://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=eb8e3f82b7bc4eef884c75b1f087cd86

Agreed: http://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=22580550b22f49ff8028f705935fa9e4

Declined: http://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=e6468acd309245a58bf977d9099c154

Unavailable: http://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=7a91921ac93541f7885267a416fec872

Once you accept my invitation to review this manuscript, you will be notified via e-mail about how to access Manuscript Central, our online manuscript submission and review system. You will then have access to the manuscript and reviewer instructions in your Reviewer Center.

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

Sincerely,
Gwen Baker
ScholarOne University Training Workflow 1 Editorial Office gwen.baker@test.demo



RESPONDING TO AN INVITATION

The e-mail might come embedded with hyperlink invitation responses. Selecting the appropriate hyperlink sends the response to the journal and updates the system with your response.

29-Aug-2013

Dear Dr. Baker:

Thank you for agreeing to review Manuscript ID MCU1-2013-07-0010 entitled "Migration Patterns of the Cardinal" for the ScholarOne University Training Workflow 1. Please try your best to complete your review within the next 2 weeks.

In your review, please answer all questions. On the review page, there is a space for "Comments to Editor" and a space for "Comments to the Author." Please be sure to put your comments to the author in the appropriate space.

To access the manuscript, login to the ScholarOne University Training Workflow 1 - Manuscript Central site at <http://mc.manuscriptcentral.com/s1u-wf1>.

http://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=9430d9624403401ea33d55e2282c7c18

Once you are logged in, the Main Menu will be displayed. Please click on the Reviewer Center, where you will find the manuscript listed under "Awaiting Reviewer Scores." You can click on the manuscript title from this point or you can click on the "View Details" button to begin reviewing the manuscript.

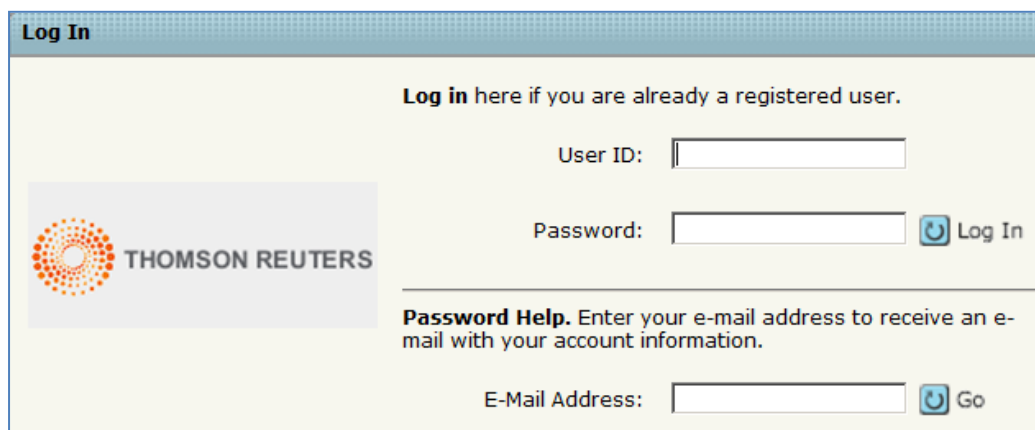
If you select the **Agreed** hyperlink, you will be sent an additional e-mail that contains a link to your reviewer center. Click the link to begin your review.

Note: If the e-mail does not come with embedded response links, you will need to reply via e-mail.



LOGGING INTO YOUR REVIEWER CENTER

Each ScholarOne Manuscripts journal site has a unique Web address (URL). Typically, you are given that address in the invitation or invitation-response e-mail sent by the journal. If the URL is hyperlinked, simply select the link within the e-mail. You can also enter the web address in the address field of your browser and press the **Enter** key on your keyboard. The journal's Log In page is displayed.



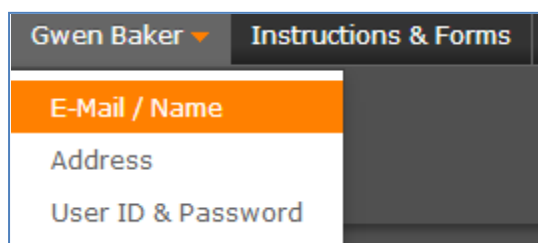
The screenshot shows a "Log In" page with a header bar. Below the header, there is a message: "Log in here if you are already a registered user." To the left of the login fields is the Thomson Reuters logo. The login fields include "User ID:" and "Password:" with corresponding input boxes. To the right of the password field is a "Log In" button with a circular arrow icon. Below these fields is a section titled "Password Help" with the text: "Enter your e-mail address to receive an e-mail with your account information." This section includes an "E-Mail Address:" field and a "Go" button with a circular arrow icon.

ACCOUNT SETUP AND MAINTENANCE

Your account on the journal's *ScholarOne Manuscripts* site may be created in one of two ways.

- The journal may create your account and e-mail you instructions on how to login.
- Some journals may include account information along with the invitation to review. If you do not receive your account details, please check instructions on how to obtain your password.

To keep your account information current, click on your name and select the section you need to update.



The screenshot shows a user profile dropdown menu. At the top, it displays the user's name "Gwen Baker" with a downward arrow. To the right of the name is a link labeled "Instructions & Forms". Below the name, there is a list of options: "E-Mail / Name" (highlighted in orange), "Address", and "User ID & Password".

NOTE: You can also change your User ID and password here.

FORGOT YOUR PASSWORD?

If you forget your password, enter your **E-mail Address** in the Password Help field and select the **GO** button. The system will send you an e-mail containing your account details or instructions on how to reset your password.

The screenshot shows a login form with the following elements:

- A header: "Log in here if you are already a registered user."
- Fields for "User ID:" and "Password:".
- A "Log In" button with a circular arrow icon.
- A section titled "Password Help. Enter your e-mail address to receive an e-mail with your account information."
- A field for "E-Mail Address:".
- A "Go" button with a circular arrow icon.

LANGUAGE TOGGLE

Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen. Current languages available are French, Chinese and Japanese.



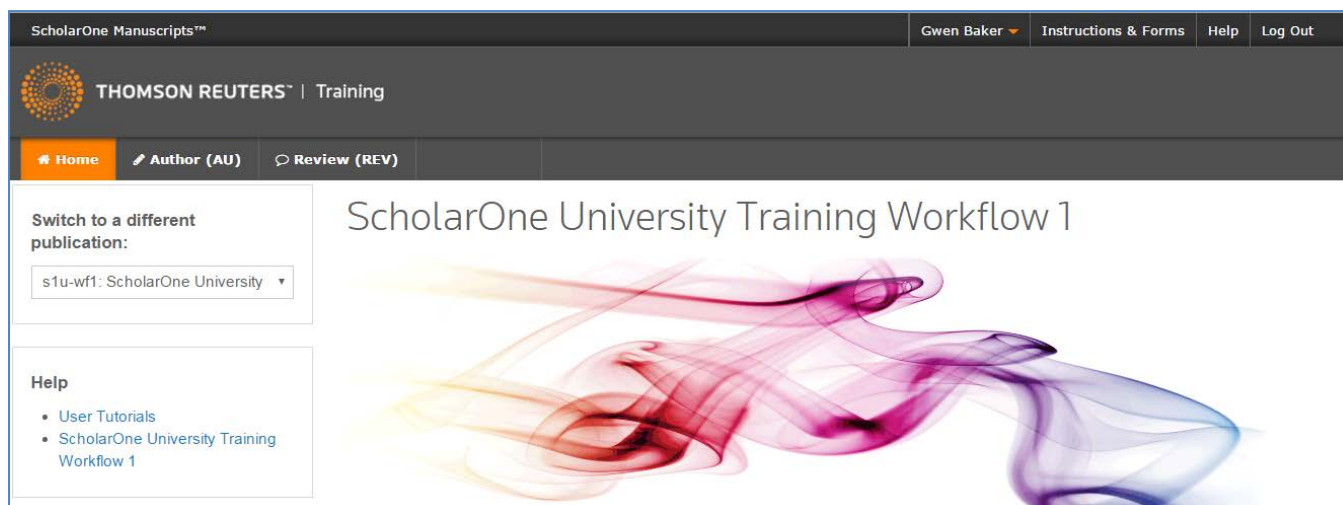
Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.



REVIEWER CENTER OVERVIEW

HOME PAGE

The Home Page contains top-level navigation based upon roles. You will only see the roles you have permissions to. It also contains side navigation to your different publications (if applicable).



The Home page contains many convenient navigation features as well as site-specific information and images.

Header

Quick Links: Access the following functions:

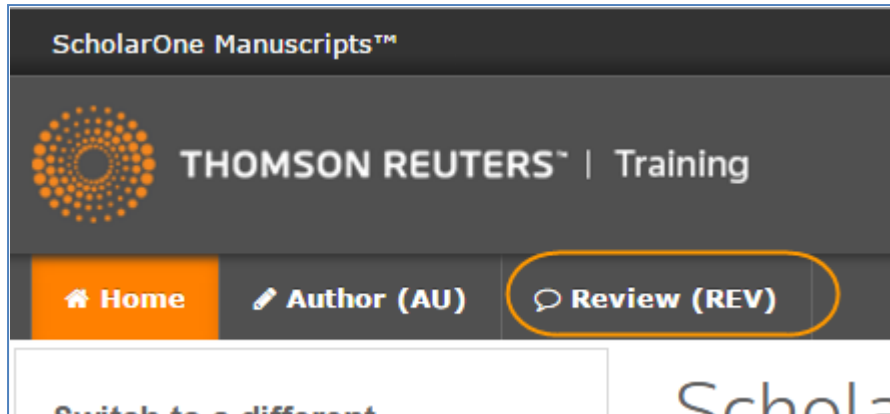
- Your user name – click to edit your account
- Instructions & Forms– journal-specific instructions for users and any journal-specific forms required for the peer review process; Admins see the screens for editing the page
- Help – links you to various help functions
- Log Out

Journal Logo

Top-Level Menu: Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list. This menu is displayed wherever you are working in the system to allow you to easily move between functions.

Left menu: Access options to switch to another journal (if configured) and links to help and documentation.





Select **Review** to begin your assignment.

View Manuscripts You can view the manuscript by clicking on its title. Select Perform Review to access the online scoresheet provided by the journal. [Read More ...](#)

| Review and Score | | | |
|-------------------|--|-------------|----------------|
| Manuscript ID | Title | Due Date | Perform Review |
| MCU1-2013-07-0011 | Migration Pattern of the Hermit Thrush [View Submission] | 26-Sep-2013 | |

Locate the paper in the **Review and Score** section, and select the **Perform Review** button to view the review form.

Review Manuscript

- Click the "HTML" button to view the online version of the manuscript; click the "PDF" button to view a printer-friendly version of the manuscript.
- Be sure to read the reviewer instructions on the "Instructions" tab.
- Navigate to the "Score Sheet" tab to access the reviewer form. Be sure to click "Save" at the bottom of the scoresheet to retain your work in the system.
- To submit your review, click the "Submit" button at the bottom of the score sheet.

Title: Migration Pattern of the Hermit Thrush
Status: ADM: [Cooney, Jane](#)

Manuscript ID: MCU1-2013-07-0011
• Awaiting Reviewer Scores

Authors: Author, Alan (contact)

Manuscript Type: Original Article

Date Submitted: 29-Jul-2013 (Last Updated: 29-Jul-2013)

Total Time in Review: 29 days, 1 hour

HTML PDF Supplementary Files Abstract External Searches

INSTRUCTIONS TO REVIEWERS

General Instructions
 Above this section, you will see the manuscript title, ID number, status, total time in review, and links to view the manuscript in various formats (e.g., HTML, PDF, etc.). This information is available from each of the additional tabs (Details and Score Sheet) as well. Clicking on the Details or Score Sheet tabs will make those screens active.

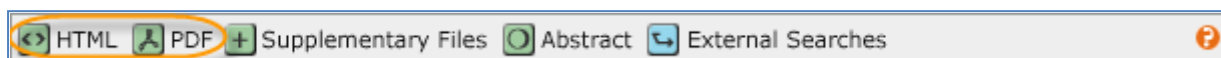


There will be three tabs to aid in reviewing and scoring the manuscript.

- **Instructions:** View journal-specified instructions
- **Details:** View manuscript details and version history for the submission
- **Score Sheet:** Complete your review

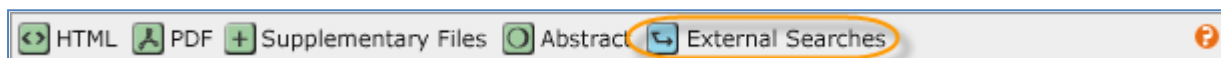
VIEWING PROOFS

In order to review the manuscript, you will need to view one of the proofs. Select the **HTML** or **PDF** button on the header. In most cases the journal allows you to view both, along with the abstract. Other files are available based on journal preferences.



PERFORMING EXTERNAL SEARCHES

Selecting the **External Searches** button allows you to search external databases such as PubMed, HighWire, Google, Web of Science, etc. for the author, title, keywords and more. This may be useful to find similar or related papers.



SCORING & SUBMITTING YOUR REVIEW

Select the Score Sheet tab to review and score the manuscript. The format varies by journal and may include journal-specific questions, a recommendation field, comments to the author, comments to the editor, and the ability to attach files.

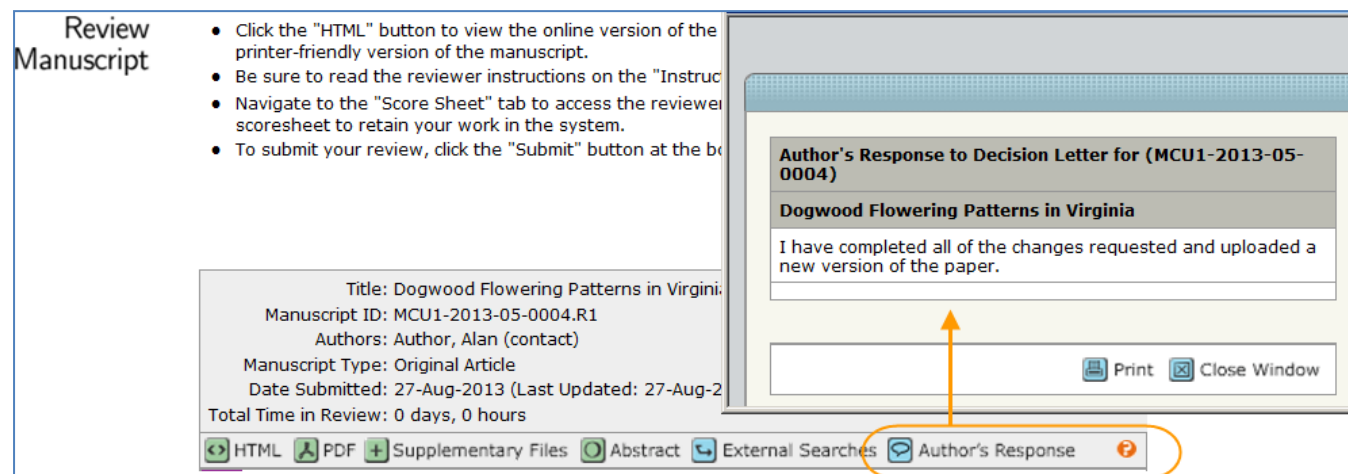
| Recommendation | |
|---|------------------------------|
| <input type="radio"/> | Accept |
| <input type="radio"/> | Minor Revision |
| <input type="radio"/> | Major Revision |
| <input type="radio"/> | Reject & Resubmit |
| <input type="radio"/> | Reject |
| Would you be willing to review a revision of this manuscript? | |
| <input type="radio"/> | Yes |
| <input type="radio"/> | No |
| Comments | |
| req Confidential Comments to the Associate Editor | |
| <div></div> | |
| req Comments to the Author | |
| <div></div> | |
| Attach a File | Files attached |
| <div></div> <input type="button" value="Browse..."/> <input type="button" value="Attach"/> | No files have been uploaded. |
| <input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit <input type="button" value="Print Saved Version"/> | |

NOTE: Any fields marked with a red “**req**” symbol require an answer before you can submit the score sheet.



VIEWING AUTHOR'S RESPONSE

On revised manuscripts you will be able to view the author's response to the decision letter.



Click the **Author's Response** button to access the response information.

SUGGESTIONS FOR REVIEWING

Save your work often! ScholarOne Manuscripts times out after periods of inactivity.

Periods of typing free text are considered periods of inactivity. Be sure to select **Save as Draft** frequently when you are entering your review to avoid timing out.

We recommend that, if you cut and paste your comments, use a plain text editor such as WordPad or Notepad.

Be sure to not include your name in any comments you make to the author as many sites are conducting a blinded review process.



VIEWING COMPLETED REVIEWS

After submitting your review, you can access your completed review in the Scores Submitted section of the View Manuscripts Page.

| Scores Submitted | | | | |
|---------------------------------|---|--------------------------------|---|---|
| Manuscript ID ↑ | Title | Date Completed | Status | View Review |
| MCU1-2013-05-0006 | Monday training [View Submission] | 20-May-2013 | ADM: Baker, Gwen • Minor Revision (20-May-2013) • a revision has been submitted view decision letter Response to Decision Letter: |  |

Click the **View Review** button. This section lists those manuscripts for which you have submitted reviews. You can view the following information.

- **Manuscript ID:** The journal's system-generated identification number.
- **Title:** Includes a link to view a PDF version of the manuscript.
- **Date Completed:** Date review was sent back to the journal.
- **Status:** This column displays current status in the peer review process and, if allowed by the journal, hyperlinked names for e-mail correspondence.

NOTE: Based on the journal's configuration, links to view the Decision Letter and the Author's Response to Decision Letter may also display.



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ScholarOne, a Thomson Reuters Business, provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards, and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

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