

# ANNALS OF FAMILY MEDICINE



## Reviewer Instructions

### 1. Background

The *Annals* uses a web-based system called Rapid Review to manage its manuscript submission and review processes. Rapid Review requires the following software:

- Internet Explorer 7.0 or later, Mozilla Firefox 3.0 or later, or Apple Safari 3.0 or later.
- Adobe Reader

### 2. Accessing Rapid Review

Visit the *Annals*' web site, <http://www.AnnFamMed.org>. On the "Reviewer Information" page, click on the link to Rapid Review ("To log on to Rapid Review, click here")

### 3. Conducting a Review

- A user name and password have been e-mailed to you. These are required to log on to Rapid Review. (Note that user name and password **are** case-sensitive.)
- After you log on, you will see the manuscript title in your Rapid Review "in box." Click on the title to view the abstract.
- Indicate whether you "agree" or "decline" to review the paper.
- If you agree to review, click on "View MS in PDF" to see the complete manuscript. You may print it out.
- To submit your review, log on to Rapid Review. Complete the review form and provide your narrative comments. There are 3 ways to insert comments in Rapid Review:
  - Type them in a word processing program (e.g., Word) and cut and paste into the designated box, **or**
  - Type them in a word processing program and attach the file, **or**
  - Type them directly into the designated box.
- **Be sure to save your work often!**

### 4. In Rapid Review:

- The abbreviation "MS" stands for "manuscript."
- To modify your contact information, click on "My Contact Info." Click on "My Schedule" to notify us of dates when you are unavailable to review.

For further information, contact the *Annals* at 216-368-0837 or [AnnFamMed@case.edu](mailto:AnnFamMed@case.edu).  
Thank you!