**GUIDELINES FOR REVIEWERS**

**First-time users**: Please click on the word "Register" in the navigation bar at the top of the page and type in the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE**: If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to log in. Usernames and passwords may be changed after registration (see the instructions below).

**Repeat users**: Please click the "Login" button from the menu above and proceed as appropriate.

**Authors**: Please click the "Login" button from the menu above and log into the system as "Author." You may then submit your manuscript and track its progress in the system.

**Reviewers**: Please click the "Login" button from the menu above and log into the system as "Reviewer." You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.

**To change your username and/or password**: Once you have been registered, you may change your contact information, username and/or password at any time. Simply log into the system and click on "Update My Information" in the navigation bar at the top of the page.

**Did you forget your password?** To have your Username and Password mailed to your registered e-mail address, please select "Login" and click "Send Username/Password". Screen all the requested information exactly as you entered it when you registered. If everything matches, the e-mail will be sent.

**System requirements**: You must have Adobe Acrobat Reader installed on your computer to view the document files. You may download this software for free from the following address: [https://www.adobe.com/products/acrobat/readstep2.html.](https://www.adobe.com/products/acrobat/readstep2.html)