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## Acta Medica Bulgarica Website Navigation User Guide for Reviewers

### 1. The first time we appoint you to review an article on Acta Medica Bulgarica web platform, you will receive the following emails:

- An email with your **login details** which we created for you - username and password (if you haven't already registered by yourself). Please make sure to save the login details!
- An email with an **invitation to review** a specific article, including its title, abstract, deadlines for accepting/declining the invitation and due date for the review itself. Please click on **accept/decline** to go to your profile. It is very important to do this as soon as you can after receiving the email invitation so as to inform the journal editorial team whether or not you are available to review and to ensure a smooth and swift article processing.

### 2. The first time when you login in your account you will be required to change the default password and choose a new password:

**Change Password**

You must choose a new password before you can log in to this site.

Please enter your username and your current and new passwords below to change the password for your account.

**Login**

**Current password**

**New password**

The password must be at least 6 characters.

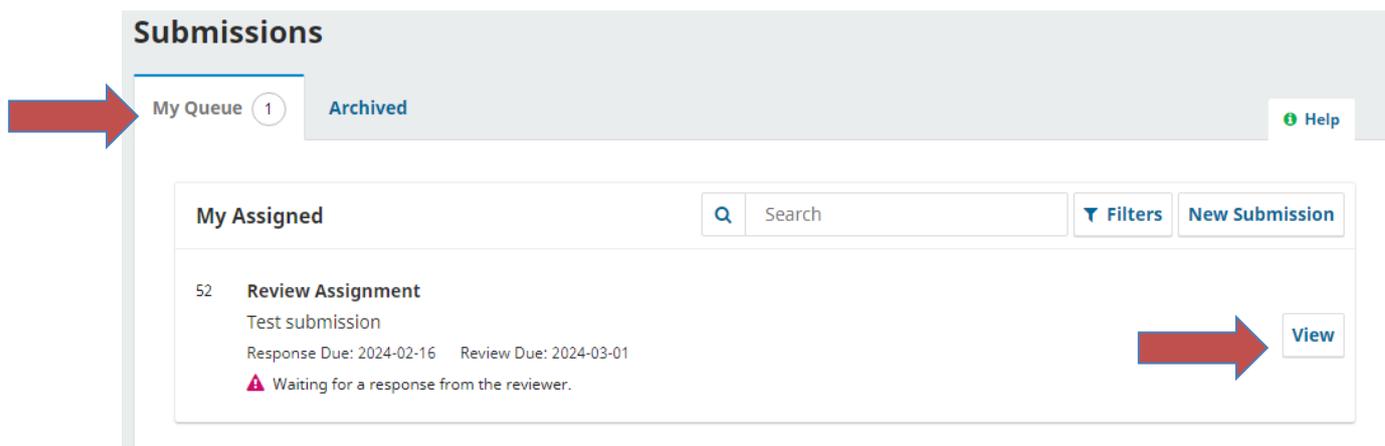
**Repeat new password**

Your data is stored in accordance with our [privacy statement](#).

\* Denotes required field

OK

- When you change your password, you will be redirected to your profile where you can see the article in your queue:

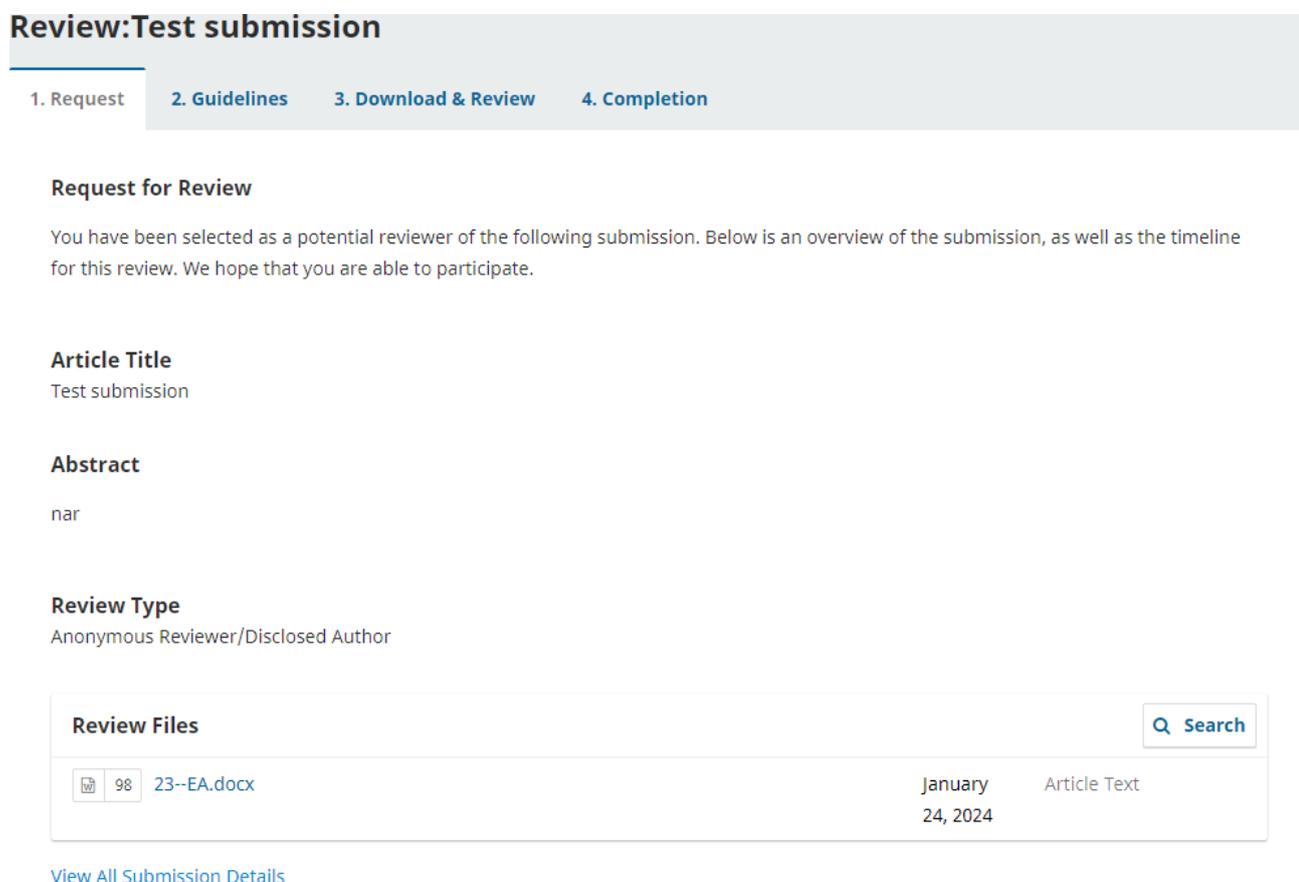


The screenshot shows the 'Submissions' page with two tabs: 'My Queue' (containing 1 item) and 'Archived'. A red arrow points to the 'My Queue' tab. Below the tabs is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' buttons. A submission entry is listed with the following details:

- 52 **Review Assignment**
- Test submission
- Response Due: 2024-02-16    Review Due: 2024-03-01
- ⚠️ Waiting for a response from the reviewer.

A red arrow points to the 'View' button next to the submission entry.

- Click on *View* to see more information about the article and to go to the next step. Here you can see the title, the abstract and the file as well. You must decide whether to decline or accept the invitation:



The screenshot shows the 'Review: Test submission' page with a progress bar containing four steps: 1. Request, 2. Guidelines, 3. Download & Review, and 4. Completion. The 'Request for Review' section contains the following text:

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

**Article Title**  
Test submission

**Abstract**  
nar

**Review Type**  
Anonymous Reviewer/Disclosed Author

**Review Files**

File Name	Date	File Type
23--EA.docx	January 24, 2024	Article Text

[View All Submission Details](#)

## Review Schedule

2024-02-02

Editor's Request

2024-02-16

Response Due Date

2024-03-01

Review Due Date

### [About Due Dates](#)

Yes, I agree to have my data collected and stored according to the [privacy statement](#).



Accept Review, Continue to Step #2

Decline Review Request

5. If you accept the request you will be redirected to the next step where you will see brief instructions on the review process & ethics (if you agree Continue to Step 3):

### Review:Test submission

1. Request

2. Guidelines

3. Download & Review

4. Completion

#### Reviewer Guidelines

The reviewers should adhere to the following rules:

- Judgments should be objective.
- Reviewers may point out relevant published work which is not yet cited.
- Reviewed articles should be treated confidentially.
- Reviewers should have no conflicts of interest. Editors and reviewers should decline to be involved with a submission when they are in a conflict of interest (see more in the Conflicts of interest section below).



Continue to Step #3

Go Back

6. On the next step you can download the file(s) of the article and you can start answering the questions of the review form. Please, answer all the questions with yes/no:

### Review:Test submission

1. Request

2. Guidelines

3. Download & Review

4. Completion

#### Review Files

Search

98 23--EA.docx

January  
24, 2024

Article Text

#### Reviewer Guidelines

[Review Guidelines](#)

#### CML Original article form

Please find enclosed the manuscript submitted as a Original article to one of our medical journals for consideration for publication. We kindly ask you to review this paper and fill out the form below. Although optional, we encourage you to please complete the blank fields and give your recommendations to the author/s. We would be grateful if you could return the filled form and the paper with your remarks in two weeks.

1. The topic was of contemporary interest: \*

- yes
- no

2. Was the abstract structured in a way to give a clear overview of the paper? \*

- yes
- no

## 7. After answering all the preset questions:

- you can leave your recommendations to the author, start a discussion (if you wish);
- do not forget to give your final decision (whether the article should be published or not);
- click on submit review or save it for later:

### 17. Recommendations for publication: \*

- The paper should be published in its present form
- The paper should be published provided the authors comply with the corrections required
- The paper requires a major revision
- The paper should not be published

### 18. Recommendations:

### Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** [Search](#) [Upload File](#)

*No Files*

**Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

### Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One ▼

**This field is required.**

[Submit Review](#) [Save for Later](#) [Go Back](#)

8. If you click on Submit Review we will receive a notification that you are ready with your decision.

**Thank you for your cooperation!**