

# Reviewing Scientific and Educational Material (submission by the journal editor on behalf of its reviewers)

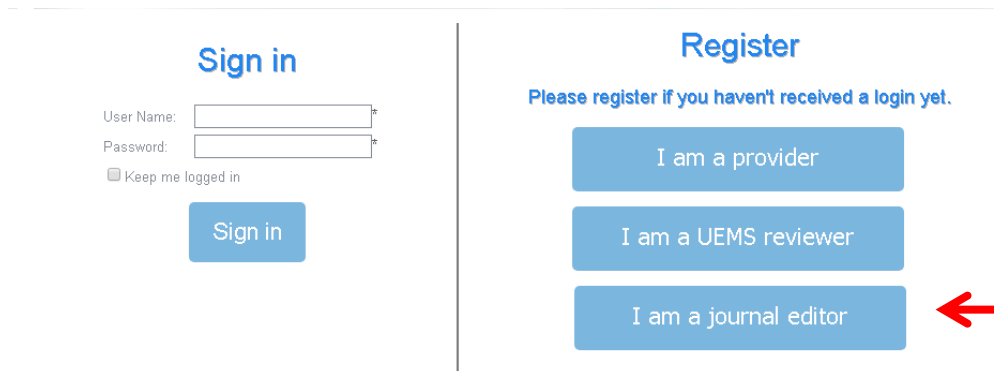
## 1. Create a user account

Go to <https://eaccme.uems.eu>

Click on the red button SIGN IN



Select "I am a journal editor"

A screenshot of the user registration and sign-in options. On the left, there is a 'Sign in' section with input fields for 'User Name:' and 'Password:', a 'Keep me logged in' checkbox, and a blue 'Sign in' button. On the right, there is a 'Register' section with the text 'Please register if you haven't received a login yet.' and three blue buttons: 'I am a provider', 'I am a UEMS reviewer', and 'I am a journal editor'. A red arrow points from the right towards the 'I am a journal editor' button.

Start completing the registration form with some general information:

## Registration information

Please fill out the form below to register as a journal editor provider.

All fields marked with an \* are mandatory.

### Journal Editor Registration

**Person information**

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title*	<input type="text"/>
Organisation*	<input type="text"/>
Acronym	<input type="text"/>
Address*	<input type="text"/>
Address	<input type="text"/>
Zip*	<input type="text"/>
City*	<input type="text"/>
Country*	<input type="text" value="(none)"/>
Email *	<input type="text"/>
Phone number	<input type="text"/>

And then with your company's billing details:

### Billing Address

Organisation *	<input type="text"/>
Acronym	<input type="text"/>
Contact first name	<input type="text"/>
Contact last name	<input type="text"/>
Address*	<input type="text"/>
Address	<input type="text"/>
Zip*	<input type="text"/>
City*	<input type="text"/>
Country*	<input type="text" value="(none)"/>
VAT Status*	<input type="text" value="EU Registered"/>
VAT Number	<input type="text"/>
Billing Email	<input type="text"/>
Company reg. number	<input type="text"/>
No company reg. number	<input type="checkbox"/>

### Journal Information

Journal Name*	<input type="text"/>
Journal Speciality	<input type="text" value="Other"/>

### Login information

Login*	<input type="text"/>
Password*	<input type="text"/>
Confirm Password*	<input type="text"/>

Register

Once you have submitted your registration information, it will take the EACCME office 2-3 days to confirm your logins as our accounting department needs to check the information you provided as billing details. You will be notified by email of the validation of your logins.

## 2. Access my user account

Once your logins have been confirmed, you access your account by clicking on the red button SIGN IN:



and by entering your logins here:

A sign-in form with the title 'Sign in' in blue. It includes a 'User Name:' label and a text input field, a 'Password:' label and a text input field, and a checkbox labeled 'Keep me logged in'. Below the form is a blue button with the text 'Sign in'. A red arrow points to the 'Sign in' button.

### Register

Please register if you haven't received a login yet.

I am a provider

I am a UEMS reviewer

I am a journal editor

You are now signed in.

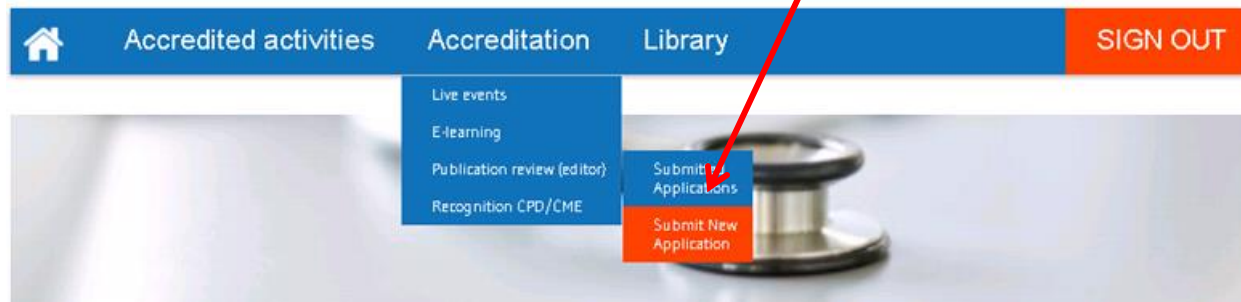
# Welcome, UEMS2019.

Sign out

To access your submitted applications or to submit a new application, select "Accreditation", "Publication review (editor)":



### 3. Submit a new application



Once you have selected the option “Submit New Application”, you access the table below. You have the possibility to apply for the whole year 2017, the whole year 2018 and the first semester of 2019. The possibility to apply for the whole year 2017 and the whole year 2018 will expire after a while.

Select the year for which you wish to apply by clicking on the name of the journal:

Submitted					In review					Accredited					On appeal					Rejected					Cancelled					Suspended					Paid					Unpaid				
		Code		Journal name	Article review period																																							
>	☰	-- New	Unpaid	<a href="#">UEMS Newsletter</a>	01.01.2019 - 30.06.2019																																							
>	☰	-- New	Unpaid	<a href="#">UEMS Newsletter</a>	01.01.2018 - 31.12.2018																																							
>	☰	-- New	Unpaid	<a href="#">UEMS Newsletter</a>	01.01.2017 - 31.12.2017																																							

You access the following application form. There are three steps to complete before you can submit your application. The colour code is the following:

- Green: page completed
- Orange: page you are currently working on
- Grey: page to be completed

### Step 1: General Information



### General information

Journal name **UEMS Newsletter**

Article review period **01/01/17 - 31/12/17**

Journal's impact factor

Use this [link](#) to download an Excel template which can be used to upload the article information below.

 Article name	Review date	Reviewer name	PubMed reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No data to display			

Mandatory fields \*

On this page, you will need to provide us with the following information:

- Journal's impact factor
- Information on the articles reviewed: article name, review date, reviewer's name, PubMed reference

Regarding the information on the articles reviewed, you have the possibility to enter the information

- either by hand

Use this [link](#) to download an Excel template which can be used to upload the article information below.

+	Article name	Review date	Reviewer name	PubMed reference
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No data to display				

- or to download an Excel sheet which you can complete and upload on our platform later (see printscreen below)

	A	B	C	D
1	Article's Name	Review date (use format: dd/mm/yyyy)	Article Reviewer's Name	PubMed reference
2				
3				
4				
5				
6				
7				
8				

Please make sure that the information you provide either manually or in the Excel sheet corresponds to the period for which you are applying.



## **Step 2: Articles documents**

On this page, you will need to provide in an anonymized way the reviewers' comments for every article reviewed. You can provide the information in doc, docx or PDF format.

The UEMS-EACCME® reviewer(s) will then review 5% of randomly selected reviews as a quality control measure.



### Articles documents

Please submit all the reviewers' reviews performed during the review period for which you are applying. These reviews can be submitted in doc, docx and PDF.

Add document

Next step

### Step 3: billing information

The third page of the application is pre-completed with the billing information you provided at the time of registration. Please do not change anything on this page (except for the “billing contact email”).

If you wish to change anything on this page, please contact our accounting department at [comptable@uems.eu](mailto:comptable@uems.eu).



### Billing information

Customer	<input type="text" value="UEMS"/>		
Contact first name *	<input type="text" value="Nathalie"/>	Contact last name *	<input type="text" value="Paulus"/>
Address	<input type="text" value="Rue de l'Industrie 24"/>		
City	<input type="text" value="Brussels"/>	Postal / Zip code	<input type="text" value="1040"/>
Country	<input type="text" value="Belgium"/>		
Please select your VAT status from the drop down menu			
VAT status	<input checked="" type="radio"/> EU registered <small>i</small>	<input type="radio"/> EU not registered <small>i</small>	<input type="radio"/> Outside EU <small>i</small>
If applicable, please enter your VAT number without any space between the country code and the digits			
VAT number	<input type="text" value="BE0469067848"/>		
Customer reference / P.O. number	<input type="text"/>		
Billing contact e-mail	<input type="text" value="nathalie@uems.eu"/>		

[Next step](#)

Mandatory fields \*

#### **Step 4: review and submit**

Please check that your application is complete before submitting it. Once the application is submitted, it will not be possible to add any further information.

You have the possibility to either pay online (VISA, American Express, Bancontact) or by bank transfer.



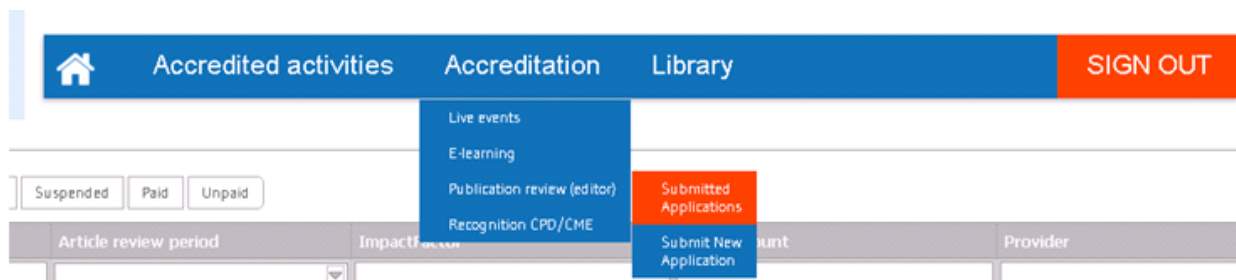
[Review and submit](#)

Submit & pay online

Submit & pay via wire transfer

#### **4. Check the status of a submitted application**

Select “Accreditation”, “Publication review (journal)” and “Submitted applications”



**NB: for further information on the submission and review process, please read our criteria “Reviewing scientific and educational material (application by journal editor)”**