Online Review System Details and Instructions

- Recommended browsers: Mozilla Firefox 4+, Safari 5+, Chrome 14+, Edge
- Reviewers may enter and exit the review site as often as necessary while the review system is open.
- Reviewers cannot gain access to the scores, or comments made by other reviewers.
- This review is a closed review; all data relating to the author(s) is hidden.
- The system will time out after 90 minutes hours of inactivity and you will be required to log in again.

Instructions:

1. Reviewers should log into the system with the username and password provided by administrators. The system login is not case sensitive.

2. The top of the page shows four links.

   a. My Review List displays your main page of abstracts to review
   b. Support for assistance during the review process
   c. Help Files for quick reference on how to use the review system
   d. Settings to change password, edit your review details and log out of the review system

3. To make a review, click on 'Review' beside the abstract title. This is a blind review; all data relevant to the author is not displayed.

4. There are six required score components:

   (1) Methodology/Hypothesis: Is the research method well planned and thoroughly thought out?
   (2) Data Analysis: Is there sufficient data and does the author make evidence-based conclusions?
   (3) Discovery/Interpretation: How well does the author utilize the data and use it to support the hypothesis? Were the methods appropriate for the research?
   (4) Clarity of Writing/Presentation: Is the information clear to the reader and presented in a concise manner? Do the facts and figure appropriately highlight the data?
   (5) Relevance/Significance: Will this have an impact on the PRiSM membership and other sports professionals? Does it align with the mission of PRiSM?
   (6) Originality: How innovative is the research? Have there already been similar studies?

   Each component is scored from 0-5, with five being the highest score and zero indicating the component is unacceptable. If you do have a conflict, please enter COI for all scores. You will be asked to confirm that you have a conflict in another step.

5. Below the numerical score components, you are asked to enter what topic you think the abstract should be categorized under. There are two boxes. Topic 1 is required and allows you to choose from a drop-down menu. If you choose 'other', please type in your category suggestion in the 'Comments for the Committee' box. Topic 2 is not required.

6. Below the topic boxes, you are asked to check whether the abstract is a case report. Sometimes these are submitted and if there are quite a few, the committee may designate a specific scientific session for them.

7. Next, you are asked to confirm that you do not have a conflict of interest with the submission. If you do have a conflict, please enter COI for all scores **and email prism@owpm2.com.**

8. Next are the text boxes for "Comments for Committee" and "Comments for Author". Neither of these comment boxes are required. Comments for committee will be available for the committee to view during abstract selection. Comments for author will be provided only to authors who request feedback.

9. Following the comments, reviewers are asked about the abstract relevance and if the abstract should be considered for the PRiSM Diversity Committee Inclusion and Equity Abstract Award.

10. Once a review has been completed, click on "Save". The rating is now saved.

11. A confirmation pop up will display and the system will direct you to the next abstract to review.

12. At the close of a review session, the browser window should be closed, or click on the "Log Out". This will delete the reference to the cookies on the user's computer.