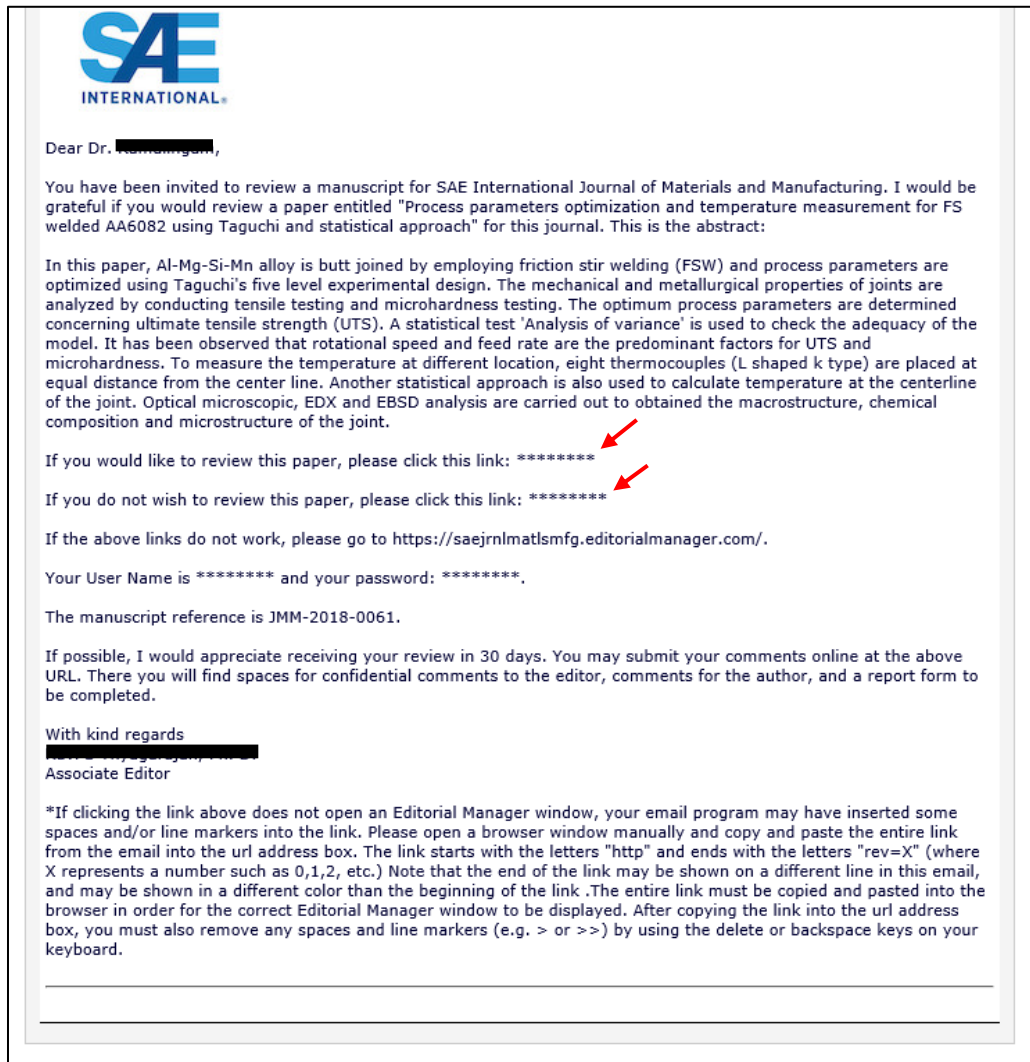


Editorial Manager® Tutorial for Reviewers

Reviewer Invitations

As an SAE International reviewer, you will receive invitations to review a manuscript via email. The SAE International reviewer invitation email will look like this:



As the reviewer invitation email states, please click on one of the links to either “accept” or “decline” the reviewer invitation. If the links provided in the email do not work, please log in to your Editorial Manager® account in your web browser.

To log in to your Editorial Manager® account, enter your username and password in the appropriate fields and click on “Reviewer Login”:

Welcome to Editorial Manager® for
SAE International Journal of Aerospace



Editor-in-Chief: Dr. Ravi Rajamani, Independent Consultant and Visiting Professor of Aerospace, Transport and Manufacturing, Cranfield University, UK

Indexed in
ESCI (Emerging Sources Citation Index, Web of Science)
Engineering Village (EI Compendex)
Scopus

[Insert Special Character](#)

Please Enter the Following

Username: X

Password:

Or Login via: [What is ORCID?](#)

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[Manuscript Services](#)

Aims and Scope
The *SAE International Journal of Aerospace* is the preeminent source for peer-reviewed, cutting-edge engineering research within the aerospace industry. The journal is an essential resource for anyone in academia, industry, or government seeking the latest studies and technology in aerospace engineering. In addition to being identified as some of the best published technical papers on current technology, the Journal archives historic findings and illuminates the future of aerospace engineering and how we plan to get there. The journal covers a range of subject areas, including propulsion, safety and reliability, software, systems, rotorcraft, maintenance, and general aviation.

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Once you have successfully logged in, you will see the Reviewer Main Menu. Your assignments will fall into three folders: “New Reviewer Invitations,” “Pending Assignments,” and “Completed Assignments.” The number of invitations, reviews in process, or reviews completed will display in the parentheses beside each folder name:

Reviewer Main Menu

[My Review History](#)

Review Assignments

New Reviewer Invitations (0)

Pending Assignments (0)

[Completed Assignments \(1\)](#)

Note: If the email link did not work and you had to log in to Editorial Manager®, your invitation will show up under the folder called “New Reviewer Invitations.”

Agreeing to Review

The manuscript will be placed in the “New Reviewer Invitations” folder when you are invited to review a paper.

Reviewer Main Menu

[My Review History](#)

Review Assignments

[New Reviewer Invitations \(1\)](#)

Pending Assignments (0)

Completed Assignments (0)

When you click on the folder “New Reviewer Invitations,” you will see the manuscripts listed as in the screenshot below. Then, you will click on “Agree to Review,” and you will receive a confirmation on the screen.

Page: 1 of 1 (2 total)

Action	Manuscript
View Abstract Agree to Review Decline to Review Send E-mail	JALTP-2018-

Confirmation:

**AGREE TO REVIEW
CONFIRMATION**

Thank you for agreeing to review Manuscript Number J0WM-2005-13.
To view the manuscript, please click the 'Pending Assignments' link below.

[Pending Assignments](#)
[Main Menu](#)

Under the confirmation message, you will click on the “Pending Assignments” link to view the manuscript you have agreed to review.

Note: Once an invitation to review is accepted, the submission automatically moves to the “Pending Assignments” folder. Reviewers that are “Assigned” a submission, rather than “Invited” to handle it, will find the manuscript in the “Pending Assignments” folder as well.

Declining a Review

If you choose **NOT** to accept the reviewer invitation, click on “Decline to Review,” as pictured in the image above. When you choose to decline, the system will ask you to state why you are declining to review the manuscript and ask you to suggest the name and contact information of a colleague that may be more qualified on the topic or may have more availability (see below):

DECLINE REVIEW

Please state a reason for declining to review Manuscript Number JOWM-2005-15.
Please suggest a colleague(s) qualified to review this paper.
Provide some information that will help us contact this person(s).

You must click “Submit” to complete the process of declining the invitation. You will receive a notice on the screen confirming your decision to decline the reviewer invitation:

DECLINE REVIEW CONFIRMATION

Thank you for considering the invitation to review Manuscript Number JOWM-2005-15.
Your decision to decline has been forwarded to the journal.

[Return to Main Menu](#)

Preparing for and Submitting a Review

Within the “Pending Assignments” folder, you will click on “View Submission” to access the manuscript in PDF form. You may save the PDF to your computer or print out a hard copy for review. Please note that the manuscripts are not to be shared or distributed.

Page: 1 of 1 (1 total assignments)

Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼
View Submission Submit Recommendation Send E-mail		JENG-2018-0052	Original Article	Revisiti

When you have read the paper and are ready to complete the review within the Editorial Manager® system, click on “Submit Recommendation.” This will bring you to the “Reviewer Recommendation and Comments” page:

Revisiting the Single Equation Pressure Drop Model for Particulate Filters

Original Submission
[REDACTED]

Recommendation: Overall Manuscript Rating (1-100):

On this page, you will select your recommendation in the drop-down menu. The decision options include accept, minor revision, major revision, or reject. You will also provide an overall rating of the manuscript between 1 and 100. A recommendation of accept at initial review should be used rarely and only if the manuscript is exemplary and you have graded the manuscript with all 9's and 10's in the various categories.

Below the drop-down menu, you will find the "Reviewer Instructions" section where you can find the SAE Reviewer Guidelines for Journal Selections and the Numeric Scoring Guidelines.

Reviewer Recommendation and Comments for Manuscript Number JENG-2018-0052

Revisiting the Single Equation Pressure Drop Model for Particulate Filters

Original Submission
Jian Gong

Recommendation: Overall Manuscript Rating (1-100):

Reviewer Instructions

[Reviewer Guidelines for Journal Selections](#)

Numeric Scoring for Journals:

Score	Guidelines
10	Exemplary; no weaknesses
9	Acceptable; no significant weaknesses
8	Likely Acceptable with minor corrections
7	Possibly Acceptable with major corrections of many minor weaknesses or one or more major weaknesses
1-6	Unacceptable for journal consideration; major weaknesses/errors

Following the "Reviewer Instructions" will be a series of questions for you to answer using the numeric scoring guidelines above.

Review Questions

*Innovative (Please rank on a Scale of 1-10) [\[Instructions\]](#)

*Presentation (Please rank on a Scale of 1-10) [\[Instructions\]](#)

*Conclusions (Please rank on a Scale of 1-10) [\[Instructions\]](#)

*Integrity (Please rank on a Scale of 1-10) [\[Instructions\]](#)

*Quality (Please rank on a Scale of 1-10) [\[Instructions\]](#)

*Archival (Please rank on a Scale of 1-10) [\[Instructions\]](#)

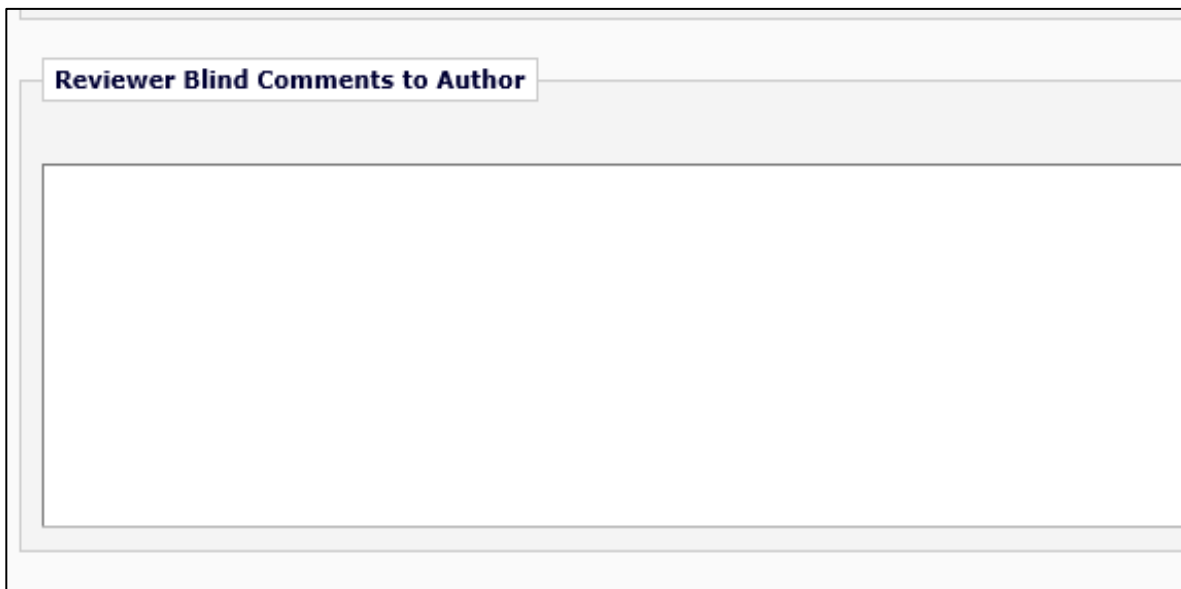
Do you want to get recognition for this review on [Publons](#)?

*Don't let your reviewing work go unnoticed! Researchers the world over use Publons to effortlessly track their valuable peer review contributions for any journal. If you opt in, your Publons profile will automatically be updated to show a verified record of this review in full compliance with the journal's review policy. If you don't have a Publons profile, you will be prompted to create a free account. [[*Learn More](#)]*

Manuscripts should only be recommended for acceptance (without revision) if you are scoring all areas in the 9-10 range. If the scores are lower, there is room for improvement, and we request that you make suggestions for improvement. SAE is continually striving to publish journal articles of the very highest quality, and good reviews help us to accomplish this. The Instructions link beside each area will bring up more details.

Note: By clicking on the “Publons Recognition” link (if available), you will be able to receive verified credit for your review if you have a Publons profile. If you do not have a Publons profile, clicking on the “Learn More” link will take you to the home page where you can set up a free Publons profile to get verified credit/recognition for your peer reviews.

Once the “Reviewer Questions” are filled out, you can move on to the text box called “Reviewer Blind Comments to Author” where you can provide your clear and concise review for the author to see. (These are called Reviewer Blind Comments because the reviewer’s identity will not be shared with the author.) Comments that you would like the author to see **MUST** be made in this box, including suggestions for improving the manuscript or reasons why the manuscript is not acceptable for publication. If no comments are made, the journals staff or Associate Editor will contact you to complete the process to include comments. The exception to this step is when you upload a separate document with your comments and suggestions (see page 9 for more information). If you need assistance writing a review, please see the [Step-by-Step Reviewer Guide](#).

A screenshot of a web form. At the top, there is a header bar with the text "Reviewer Blind Comments to Author" in a dark blue font. Below this header is a large, empty white rectangular area with a thin black border, intended for the reviewer to enter their comments. The entire form is enclosed in a light gray border.

In the “Reviewer Confidential Comments to the Editor” text box, you can provide confidential comments to the Associate Editor and Editor-in-Chief that will be seen **only** by the handling Editor(s) and not the author. Confidential comments to the Editor should **NOT** include your suggestions to the author for improvements or changes because the Editor will be able to read your comments to the author.

Reviewer Confidential Comments to Editor

After you provide your comments to the Author and Editor, you will move on to the “Manuscript Rating” field where you will provide rankings to several qualifications on a scale of 1-10 (please note that it is not acceptable to select “N/A”):

Manuscript Rating

Judgment Basis Definitions: Long-term reference value (Archival) - Would this paper's content still be relevant and likely to be cited in future work? - Are the results and interpretation of lasting scientific value? - Technically new, innovative, or a constructive review (Innovative) - Does the subject matter have an interested audience today? - Are ideas/information and methods worthwhile, new, or creative? - Is the author original? - Is the impact of the results clearly stated? Professional integrity (Integrity) - Is the paper free from commercialism? - Is the paper free from personalities and bias? - Is the paper clear and balanced? - Does the author avoid disparaging competitive methods or products? - Are references to previous work presented constructively, in a fair and balanced manner? Clear presentation (Presentation) - Does the intro it was done, and the key results? - Does the paper stay focused on its subject? - Are tables and figures clear, relevant and correct? - Are the concepts clearly presented? - Is the paper logically organized? - Are they demonstrate knowledge of basic composition skills, including word choice, sentence structure, paragraph development, grammar, punctuation, spelling, and citation of references? Quality of data and validity of data and limitations of the work described? - Are performance metrics clearly stated? - Are results clearly described? - Is relevant previous research discussed adequately? - Are all assumptions referenced by previous work? - Are conclusions sound theoretically or experimentally? - Are conclusions supported by the facts presented? Reviewers will use the following scale: 9-10 No significant weaknesses; Suggested revisions are primary; 7-8 A few minor weaknesses; Several revisions recommended or required; Questions posed in Judgment Bases addressed well and sufficient for rating of recommendation. 5-6 Many minor weaknesses and/or one major weakness; Moderate-to-substantial revisions are required; Questions posed in Judgment Bases addressed moderately but revisions are required for weaknesses; Extensive revision required to make paper acceptable; Not Journal quality. 1-2 Many major weaknesses; Questions posed in Judgment Bases are inadequately addressed; Required level of revision for clarity to score Judgment Bases. For AEs and EICs, the corresponding ranking is 1-100, so please be aware of this difference.

***Archival: Long-term reference value**

N/A 1 2 3 4 5 6 7 8 9 10

***Innovative: The information presented addresses a relevant new research topic.**

N/A 1 2 3 4 5 6 7 8 9 10

***Conclusions: The conclusions were supported by the data.**

N/A 1 2 3 4 5 6 7 8 9 10

Next, you can select to “Save & Submit Later,” which will save all your comments and ratings for another time. You can also click on “Proceed” if you want to move forward with submitting your recommendation. You can click on “Proof & Print,” which will open a new window containing the full review and give you a view of the review that you can print out as a hard copy record. Or you can click “Upload Reviewer Attachments.”

Reviewer attachments may be uploaded to the system as a part of your review. You can provide a description of your attachment.

Note: Reviewer attachments need to be blinded and professional because they will be available to the author. Please do not include your name or any contact or identifying information on uploaded documents, including the file name.

**Upload Reviewer Attachments for Manuscript Number JENG-2018-0052
"Revisiting the Single Equation Pressure Drop Model for Particulate Filters"**

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description: [Insert Special Character](#)

File Name:

No files are attached.

Once your attachment has been uploaded, you will click "Proceed with Recommendation." A summary of the completed recommendation will be on your screen. Take this time to review your answers and comments. Check for accuracy and edit if necessary.

Reviewer Recommendation and Comments for Manuscript Number JOWN-2005-16

How to submit a paper to the Journal of ABC

Original Submission
Reggie Clements (Reviewer 1)

Recommendation: Minor Revision Overall Manuscript Rating (1-100): 67

Manuscript Question(s)	Scale	Rating
The subject addressed in this article is worthy of investigation (1 is low, 5 is high)	[1-5]	4
Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)	[1-5]	4
The information presented was new and novel (1 is low, 3 is high)	[1-3]	2

Reviewer Blind Comments to Author:

Reviewer Confidential Comments to Editor:
This is another test to see how and when to use the Review form.

If everything is correct, click on "Submit Review To Journal Office." When your review is successfully submitted, you will see a "Review Thank You" screen like the one below. If you do not see this screen, it likely means that your review has not successfully been submitted. Please contact the journal office if you have difficulty: managingeditor@sae.org.

Review Thank You

Thank you for reviewing Manuscript Number DEMOTF140-D-17-00027.

[Return to Main Menu](#)

Author Response to Reviewers

Authors have the option to submit a response to all reviews. To access the Author’s Response to Reviewers (if applicable), click on “Completed Assignments” on the Reviewer Main Menu.

Reviewer Main Menu

[My Review History](#)

Review Assignments

New Reviewer Invitations (0)

Pending Assignments (0)

[Completed Assignments \(1\)](#)

Under your “Completed Assignments,” choose the paper for which you would like to see the Author’s Response to Reviewers. Click on “View Reviewer Comments” for that paper.

Action	My Reviewer Number	Manuscript Number	A T
View Reviewer Comments View Decision Letter Send E-mail	1	JCV-2018-0004	C

The “Response to Reviewers” is the last link on the “View Reviewer Comments” page as shown below:

View Reviews and Comments for Manuscript
JMM-2017-0005
"Development of a Composite Monocoque Solar Passenger Vehicle Chassis"
Revision 1

Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Revision 1	Original Submission
Johnson Joseph, Ph.D. (Reviewer 1)	(None)	Minor Revision
Sesha Pulla (Reviewer 2)	(None)	Accept
Shen Liu (Reviewer 3)	(None)	Accept
Sayed Saghaian (Reviewer 4)	(None)	Accept
Mohamed El-Sayed, Ph.D. (Editor-in-Chief)	Reject (Decision Rescinded: Reject)	No Decision
Y. Charles Lu (Associate Editor)	Accept	Revise
Author Decision Letter	Reject	Revise
Jason Andrew Denny, BSc (Author)		Response to Reviewers

[Close](#)

Click on the "Response to Reviewers" link, and a new window will open where you can view all comments, like the image below.

Author's Response To Reviewer Comments

[Close](#)

Reviewer #1: 1) In Page 1 under "Composite Monocoque Chassis" the statement 'The purpose of Matrix Material, commonly referred to as resin.....they can be subjected to fiber material, protecting fiber material' appears confusing and needs attention on the message the authors are trying to convey here.
Text replaced with: 'The purpose of the matrix material, commonly referred to as resin, is to bond the fiber material together, such that the fiber structure does not deform. The matrix material also serves the purpose of transferring loads to the fiber material as well as protecting the fiber material from abrasions and mild surface damage.'

Reviewer #1: 2) In Page 1 under "Composite Monocoque Chassis" in the statement 'The most common materials used in the production.....exhibit high stiffness and strength to weight properties' appears as needing a correction to 'strength to weight ratio properties'.
Text replaced with: 'The most common materials used in the production..... exhibit high stiffness and strength to weight ratio properties.'

Reviewer #1: 3) In Page 2 under "Composite Monocoque Chassis" in the statement 'Fiber reinforced composite materials can be divided into' it appears that the authors are intending to state 'Short or Discontinuous' with the 'OR' missing therein.
Text replaced with: 'Fiber reinforced composite materials can be divided into two main categories, short or discontinuous fiber and continuous fiber reinforced materials.'

Reviewer #1: 4) In Page 2 under "Composite Monocoque Chassis" in the statement 'If the applied load strays from.....enhancement of reinforcing material' instead of stating that the properties become similar to that of a stiff polymer it would be more appropriate if the authors can mention about the diminishing effect of overall composite strength with fiber angle/orientation variation from the loading direction in the composite.
Text replaced with: 'This means that the mechanical properties are dependent on the direction in which the load is applied. As the direction of the applied load strays from the fiber direction, a diminishing effect of overall composite strength occurs.'

Reviewer #1: 5) In Page 3 under "Finite Element Analysis", the authors mention figure 3-1 with the image of Figure 2 referred. The figure numbering and typo needs correction.
Text replaced with: 'figure 2'.

Reviewer #1: 6) In page 3 under "Failure Criteria" the statement following equation set (3) -'The second adapts' appears that the authors are referring to equation (2) here and needs more clear referencing.
Text replaced with: 'The second composite failure criterion.'

Reviewer #1: 7) In page 4 under "Loading Conditions", the authors mention figure 3 with the image of Figure 0 referred. The figure numbering and typo needs correction. and Reviewer #4: 1. Page 4, "Figure 0:" should "Figure 3".
Image caption changed to Figure 3'

Reviewer #1: 8) In page 6 under "Loading Conditions", the authors discuss about sprung and unsprung mass and make a mention about mass of two occupants -250 kg as unsprung further distributed at all four wheels. Normally the passenger masses are sprung masses. The authors may need to look into this.
Text replaced with: '...sprung mass.'

Reviewer #1: 9) In Page 7 under "Design Modifications", it appears that the statement '...chassis absorb most the stress...' needs to be '...chassis absorb most of the stress...' instead.
Text replaced with: '...chassis absorb most of the stress...'

Reviewer #1: 10) In Page 7 under "Design Modifications", the authors make a mention of Figure 9 as showing suspension front end deflection, while it is figure 10 instead. The authors need to give a careful consideration with numbering the figures and referencing the same appropriately throughout the paper.
Text replaced with: '...figure 10...'

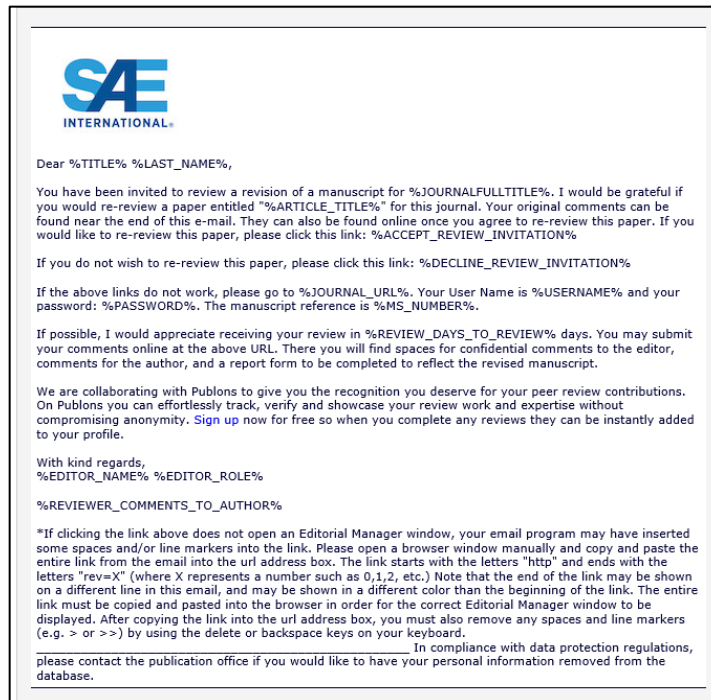
Reviewer #1: 11) The audience will find it useful if the authors can elaborate under conclusion section and discuss the summary of analysis findings quantitatively. Also the last statement in conclusion needs typo correction. and Reviewer #4: 2. Page 9: the last sentence of Conclusion, '...at is area' should be "...at this area".
Elaborated on conclusion as follows by replacing text with: 'The FEA illustrated that the chassis torsional stiffness was significantly dependent on the geometry and laminate lay-ups of a chassis. This is evident by the 29.2 % increase in torsional stiffness by compacting the door recesses of the chassis. It is also important to note that an aluminum honeycomb has a significant increase, 15.5 %, on the torsional stiffness value, and a torsional stiffness of 4096.7 Nm/deg was attained.' And corrected spelling error '...at this area.'

Reviewer #1: 12) Under References, the closing brackets for numbering are misplaced and needs proper alignment. and Reviewer #4: 3. Pages 9-10: The bracket sign for references 10-32 should be fixed.
Referencing alignment corrected.

[Close](#)

Invitation to Review a Revision

On most occasions, an author will be asked to submit a revised manuscript. If you were a reviewer for the original manuscript, you may be invited to review the revision, especially if significant changes were requested from the author. In such a case, you will receive an email through Editorial Manager® from the Associate Editor handling the paper. The email will give clear instructions on how to proceed and look similar to the image below:



Notification of Decision

As a reviewer of the manuscript, you will get a notification email through Editorial Manager® that will state the final decision that was made on the article you reviewed.

Time Frame for Reviews

Reviewers are given 14 days to respond initially to an invitation and then 21 days from acceptance of the invitation to complete the review. You will be uninvited as a reviewer if you do not respond to the initial invitation within 14 days. Within the 21-day timeframe, there are several reminders sent from the system to ensure that your review is completed on time. The reviewer reminder schedule is:

Reminder Type	Number of Days
1st No response: Reviewer reminder before agreeing or declining to review	4
2nd No response: Reviewer reminder before agreeing or declining to review	8
3rd No response: Reviewer reminder before agreeing or declining to review	12
1st Reviewer reminder before review submission deadline	7
2nd Reviewer reminder before review submission deadline	3
1st Late Reviewer Reminder after review submission deadline	3
2nd Late Reviewer Reminder after review submission deadline	6

Note: If you do not submit your review after the 2nd late reviewer reminder, the Associate Editor handling the paper can either send you an email reminder through Editorial Manager® or reassign the manuscript to another reviewer. If you need additional time to complete your review, please contact the journal office at managingeditor@sae.org.

Register with Publons

SAE International has partnered with [Publons](#), initially for six of the SAE journals, for reviewers to receive credit for peer reviews. This is a service that is free of charge to reviewers when they create a Publons profile and where they can receive verified credit for reviews. Publons allows you to track, verify, and showcase your peer review and editorial contributions for SAE's Scholarly Journals.

Editorial Manager® and Publons make it easy to add reviews to your Publons profile. By clicking on the "Publons Recognition" link in the "Reviewer Questions" section in Editorial Manager®, you will be directed to your Publons profile, where you can get recognition for your review. If you do not have a Publons profile, [click here to register](#) or follow the link in the "Publons Recognition" link in Editorial Manager®.

If you have any questions during the review process, please contact the Journal Office at managing.editor@sae.org.