Website and Contact Information:

Website:  http://www.editorialmanager.com/tappi/default.aspx
Support:  Submit Review/ Reviewer Assignment Assist, Site Navigation Assist-

    Shayne Nicholas, TAPPI PRESS Coordinator: tjournal@tappi.org

TJ Publication Inquiries, Curriculum Vitae Submissions for consideration as a Peer Reviewer-

    Monica Shaw, TAPPI Journal Editorial Director: mshaw88@bellsouth.net

General Inquiries-

    Jana Jensen, TAPPI PRESS Manager: jjensen@tappi.org
What is Peer Review?

"Peer review" is defined as an evaluation of a person’s work or performance by a group of people in the same occupation, profession or industry. In this case, peer review involves the evaluation of an individual’s or group’s research and subsequent published study results. The review process helps validate research, establishes an evaluation method for it, and increases networking possibilities among all involved parties. It remains the only widely accepted method for research validation, and the thoughtful comments and critiques from TAPPI Journal peer reviewers serve to improve research and advance science within the forests products and related industries.

Becoming a TAPPI Journal Reviewer

Reviewers usually possess certain skillsets and are willing to invest the time necessary to do a thorough job. Members of the TAPPI Journal Editorial Board typically invite reviewers to participate based on their demonstrated skills and expertise as they relate to a paper’s subject matter, but may also reach out to additional individuals with closely associated expertise.

Why Participate as a TAPPI Journal Reviewer?

Reviewing manuscripts and writing reviews is time-intensive, but being a reviewer offers many benefits for your career. As a TAPPI Journal reviewer, you can:

- Increase the understanding and application of processes and products in the pulp and paper industry, as well as related fields like nonwovens, nanocellulose and the biorefinery.
- Increase exposure for your own career and work by establishing relationships with reputable colleagues.
- Gain advance access to the latest research in your field.
- Uphold the rigorous standards of the scientific process while developing critical thinking skills that help your own research.
- Build your reputation as an expert in your field.
- Extend professional courtesy to authors, who may likewise do the same for your research in the future.

TAPPI Journal’s Peer Review Process

As a TAPPI Journal reviewer, you evaluate article submissions based on specific requirements, predefined criteria, and quality, as well as completeness and accuracy of the research presented. Some of the criteria to consider are:

- Is the work innovative?
- Do the authors exhibit creativity?
- Does the work have scientific merit?
- Is the presentation written clearly and concisely?

TAPPI Journal adheres to a single blind review process where the author is known to the reviewer, but the reviewer remains anonymous. Your role as a reviewer is to provide feedback on the article and the research, suggest improvements and make recommendations to the editor about whether to accept, reject or request changes to the article prior to a second evaluation. Two to three reviewers are typically provided for each paper, and reviewers are typically consulted as to whether the authors have fully addressed their comments.

Whether you are a reviewer, an author, or both, actively participating as part of the TAPPI Journal network of professionals will help establish your expertise and expand your knowledge.

For more information, or to send in your curriculum vitae for consideration as a reviewer, please contact TAPPI Journal Editorial Director Monica Shaw at mshaw@tappi.org.
TAPPI Journal: Registration Process

1. Select the “Register Now” Link on the TJ PeerTrack Homepage
2. Enter your First Name, Last Name and Email Address
3. Select “Continue”

IMPORTANT TO NOTE: Please read and adhere to the highlighted warning below.

4. On the Registration Page, you will complete three categories: Login Details, Personal Information, Institution Related Information and Areas of Interest and Expertise.

In the Login Details Section, you will need to create a username for your login. This can be a unique series of characters, or something as simple as your email address or name. Then, create a password.
5. In the Personal Information section, you must input the following required information: Title (Dr., Mr., Mrs., etc.); First Name & Last Name; Primary Phone Number; Email Address; Preferred Contact Method. Feel free to also input the optional information.

6. In the Institution Related Information, please input (work/office) address.

7. In the next section, please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "New Keyword" field and associated "Add" button. You must list at least 1 Classification.
8. To select a classification, place a checkmark by the classification and Click “Add.” Once you’ve selected 1 or more, Click “Submit” to return to the previous page, then Click “Continue.”

![Select Submission Classifications](image)

9. On the “Confirm Registration” Page, please take a moment to review and confirm that the information you provided is correct. If you need to make changes, please select “Previous Page.” If all of the information is correct and you are ready to proceed, please select “Continue.”

![Confirm Registration](image)
10. Once you hit "Continue," you will receive:

(1) a web message, and

(2) an email from PeerTrack (*Please note the temporary password provided in the email):
11. On the “Registration Complete” Page, please select “Go to Login Page.”

12. Congratulations, you may now log on to your PeerTrack account. On the login page, enter your Username and Password (please refer to your PeerTrack Registration email). Then, select “reviewer Login.”
Reviewer Invitations: Accepting/Declining

1. When an Editor selects you as a potential peer reviewer, you will receive the following automated email from PeerTrack. To decline the invitation, simply click the “If You Do Not Wish to Review…” link within the email. If accepting the assignment, please click the “If You Would Like to Review…” link within the email.
2. Upon accepting the invite, you will receive the following: (1) a confirmation message, and (2) an automated email from PeerTrack.

Logging on to PeerTrack Site

2. Enter your Username and Password, then click “Reviewer Login”
3. From the Reviewer Main Menu, Select “Pending Assignments”

4. Next, Click “View Submission”, the manuscript will download/launch in pdf format
5. Once you have reviewed the material and made your decision, please Click “Submit Recommendation”

6. On the “Submit Recommendation” page:
   - From the Recommendation Drop-Down box, Select Accept, Minor Revision, Major Revision, or Reject
   - Type and/or Upload your Comments to the Author/Editor
   - Once complete, Select “Proceed”
7. On the following page, review your comments and decision. If you need to revise, Click “Back” or “Edit Review.” If complete, Click “Submit Review to Editorial Office.”

8. You will receive the following (1) confirmation message and (2) confirmation email. If completing additional assignments, Click “Return to Main Menu” to access other assignments. If not, simply exit the site.

CONGRATULATIONS! You have successfully completed a Reviewer Assignment. The Editor will be notified that your review is complete. In the event that an author is asked to submit a revised manuscript, the Editor may contact you again to perform a review of the revised manuscript.
INSTRUCTIONS: HOW TO RESET YOUR PASSWORD

Website:  http://www.editorialmanager.com/tappi/default.aspx

1. On the HOME Page, Select “Send Login Details”

2. On the ACCOUNT FINDER Page, Enter Your Email Address
3. Select “Reset and Send Login Details”

4. You will receive the following message:

5. You will receive the following automated email (containing your Username and Temporary Password). Follow its instructions to create a New Password/Login.