

Public Administration

Reviewer instructions for Manuscript Central

General advice

- See the document 'User Instructions for Manuscript Central' for advice on setting up a user account, logging into the site, getting help and changing your personal details.

Reviewing a paper

- Once you have agreed to review a paper, you will be sent an e-mail with details of the paper in question.
- Log into the *PA* Manuscript Central site and click on 'Referee Centre'.
- The paper will be listed under 'Manuscripts Pending Review'.
- Click the 'Review' button.
- Click the 'Score Manuscript' button.
- Complete the score sheet (report form) and type, or copy and paste, your comments into the boxes provided: for Editor and for the author(s).
- Click on 'Submit' when you have completed your review.
- Select 'Save Review' and then choose 'Submit Review to Editor'.
- The initial review is now complete.