

# Reviewer Instructions

## Round 2: Abstracts, Vignettes & Innovations

DEADLINE: Tuesday, January 21, 2025 – 11:59 PM ET



*Thank you for volunteering to peer review submissions for the Annual Meeting. Your thoughtful review and scoring will ensure SGIM provides quality peer-reviewed content at the Annual Meeting.*

*The **deadline** to enter your scores into the system is **11:59 PM EASTERN TIME on Tuesday, January 21, 2025.** This deadline is not negotiable and will not be extended.*

## BEFORE REVIEWING

### Create or Update your ScholarOne™ Account

ScholarOne™ is the online submission website for the SGIM Annual Meeting.

Go online to: <https://sgim25.abstractcentral.com/>

- **New to ScholarOne™?**

Just click on the link to “Create an Account” from the menu bar at the top of the page. Enter all required information, including your responses to the questions regarding external funding.

This allows you to control your personal information, including how it is spelled, what degrees you hold, and what institutional affiliations should be "attached" to your name. You can also set your username and password.

- **Already in the system? Submit something into ScholarOne™ last year?**

#### UPDATE YOUR ACCOUNT

If your email address has not changed since the last annual meeting, you can log in using the same username and password as last year. You will be asked to verify all information and complete this year’s Disclosure Information.

- Did your email change since last year? Contact the SGIM Office for your Username and Password to update your account.

**Asking someone to enter scores into ScholarOne™ for you?** Provide your credentials (username and password) to them. They must log into ScholarOne™ as you.

### Enable Pop-Up Windows in your Internet Browser

Several pages will pop up as a new window throughout the review process. Please enable pop-up windows from ScholarOne™.

## PREPARE TO REVIEW

### Read the Annual Meeting Theme, Peer Review Criteria and Rubrics:

- *The SGIM25 Annual Meeting, **From Ideas to Action: Catalyzing Change in Academic General Internal Medicine**, focuses on the roles that academic general internists play in changing the healthcare landscape for patients. Generalists at all levels must develop the practical skills needed to advocate and affect real-world change on behalf of their patients, hospitals, local communities, and within their own careers. It is only through translating our ideas into action and embracing change that we can improve the health of their communities through clinical care, education, and research.*

- [Review Criteria & Rubrics](#)

[Scientific Abstracts](#)

[Clinical Vignettes](#)

[Innovations in Healthcare Delivery](#)

[Innovations in Medical Education](#)

## REVIEWING SUBMISSIONS

### STEP 1: Access Your Assigned Submissions

Once logged into ScholarOne™, click on the Review tab at the top of the screen.



Read through the instructions and scroll down to the “Abstract Reviews” box

- All currently assigned submissions will appear in a list in the box.
- Click on the Control ID to open the submission in a new window.

**NOTE: You must allow ScholarOne to open pop-ups to access the submission proofs.**

#### Don't see a list of submissions for review?

This most likely means you have duplicate accounts in ScholarOne, which we can fix in just a few moments.

Email [annualmeeting@sgim.org](mailto:annualmeeting@sgim.org) or call the SGIM office at 202-887-5150 or 800-822-3060.

Available Monday through Friday 9 AM to 5 PM Eastern Time.

## STEP 2: Recuse yourself from Reviewing due to a Conflict of Interest

**SGIM suggests you recuse yourself from reviewing any submission if:**

- You are a co-author or co-presenter of the submission
- The submission is one you recognize from your own institution
- You have ongoing professional collaboration with the submitting author
- You have a financial or other conflict of interest with the submission, or otherwise might not be able to offer an objective review.

**To recuse yourself from reviewing a submission**, click on the **Conflict of Interest** box. Selecting "Conflict of Interest" will not allow you to score the abstract. Once the Conflict of Interest box is selected, the ScholarOne™ system will remove those assigned submissions from your review batch.

**For submissions assigned to you and not yet reviewed and scored**, ScholarOne™ will continue to send reminders to complete your reviews.

## STEP 3: Read Submissions

**To view submissions online**, click on the Control ID link on the left to see the entire abstract. A new window will pop up with the abstract content. Please enable pop-up windows in your internet browser.

<input type="checkbox"/>	Control ID	Title
<input type="checkbox"/>	<a href="#">2403162</a>	Remediating
<input type="checkbox"/>	<a href="#">2403264</a>	Managing Ch

ScholarOne Abstracts - Abstract Proof PopUp - Google Chrome

[https://sgim2016.abstractcentral.com/abstract?PARAMS=xik\\_4JNEAzraWRnaisXQQNHncGwbFfXDAmjRSuEbdNPaskcn1](https://sgim2016.abstractcentral.com/abstract?PARAMS=xik_4JNEAzraWRnaisXQQNHncGwbFfXDAmjRSuEbdNPaskcn1)

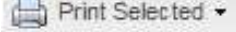
Print Close Window

Proof

CONTROL ID: 2403162  
TITLE: Remediating Unprofessional Behavior Through Simulation  
ABSTRACT BODY:  
Online Title (≤ 60 characters, including spaces): Remediating Unprofessional Behavior

Session summary (limit: 3,000 characters, including spaces): Unprofessional and disrespectful behaviors by faculty and senior residents can often lead to cynicism and an erosion of humanistic and professional values among medical students and junior residents. This behavior, exhibited by front line care providers and educators threatens learning, health care quality and patient safety and contributes significantly to learner mistreatment. As a result, educational accrediting bodies have placed a high priority on addressing such behaviors

javascriptwindow.print()

**To print all currently displayed submissions**, use the  button. We suggest you print with **scorecard** in order to allow easier marking of scores for each criterion and entering of scores into ScholarOne™. Ignore the field on the **scorecard** that allows you to enter an overall score; which the system will automatically calculate.

**To print an individual submission**, click on the Control ID link on the left and click on the Print button at the top.

## STEP 4: Enter Comments

To add constructive comments, click on the Control ID number. A text box will pop up in which you may communicate to the program committee your constructive comments. This is the best way to **inform the program committee** of additional information.

### Categories

See the list of categories noted on the submission call for submission pages. Note that if you are reviewing Clinical Vignettes, there was an option to select a secondary category. It was not required for submission.

### Wrong submission category?

Please review as best you can and click the **wrong category** button.

### Wrong submission type?

**Comment** in the text box to notify the program committee of the incorrect submission category.

For example: “not a vignette/abstract/innovation, this is a workshop, etc.”

## STEP 5: Rate Submission Based on Review Criteria

After reading the submission, rate the information using the appropriate criteria:

[Scientific Abstracts](#)

[Clinical Vignettes](#)

[Innovations in Healthcare Delivery](#)

[Innovations in Medical Education](#)

**For each criterion, carefully consider the rating guidance and enter a score.**

### How can I confirm all scores were captured?

- Scores are saved automatically as it is entered.
- To confirm scores are captured, a **green check mark** should appear in the first column next to the Control ID of each submission. If a green check does not appear, please ensure each criterion column has a score selected.
- After that, you're all done!

**Thank you for reviewing Annual Meeting submissions!**

## Technical Support

If you have difficulty with the review process, please contact ScholarOne™ Technical Support:

### Online

Click on the **Help** button located in the upper right-hand corner from any page

<https://clarivate.com/webofsciencegroup/support/scholarone-abstracts/>

Available online 24 hours a day

### By Email

[s1abstractshelp@clarivate.com](mailto:s1abstractshelp@clarivate.com)

Available 12:00 AM – 8:30 PM Eastern Time

### By Phone

**Toll Free Number (US Only):** +1 (888) 503-1050

Available 12:00 AM – 8:30 PM Eastern Time

Calling from outside of the US? Go here for a list of international numbers:

<https://clarivate.com/webofsciencegroup/support/scholarone-abstracts/contact-support/>

## Review Questions

If you have questions regarding reviewing, submission criteria or about the Annual Meeting, please contact SGIM staff:

### By Email

[annualmeeting@sgim.org](mailto:annualmeeting@sgim.org)

### By Phone

202-887-5150 or 800-822-3060

Available Monday through Friday, 9 AM – 5 PM Eastern Time