Reviewer Instructions

Round 2: Scientific Abstracts, Clinical Vignettes, Innovations in Medical Education, and Innovations in Healthcare Delivery

DEADLINE: Thursday, January 7, 2027 – 11:59 PM EDT

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 DAYLIGHT TIME on Thursday, January 7, 2027.** **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://sgim27.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; how it is spelled, what degrees you hold, what institutional affiliations should be "attached" to your name. You can also set your own 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 will be able to 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

Reread the Annual Meeting Theme, Peer Review Criteria and Rubrics:

The SGIM27 Annual Meeting, *Honoring our legacy, shaping the future of GIM*, focuses on the roles that academic general internists play in changing the healthcare landscape for patients. We plan to deliver content and forums that will allow the SGIM community to develop practical skills to advocate and affect real-world change on behalf of their patients, hospitals, and local communities. We intend to highlight inspiring national leaders who have translated ideas into action and the changemakers in SGIM who work every day to improve the health of their communities through clinical care, education, and research. **SGIM27**'s presentations will demonstrate the ways that we can all be involved in change, from the local to the national level, and will impart new methods and strategies for SGIM participants to advocate and implement actionable changes in their careers.

Review Submission Criteria

Scientific Abstracts

Clinical Vignettes

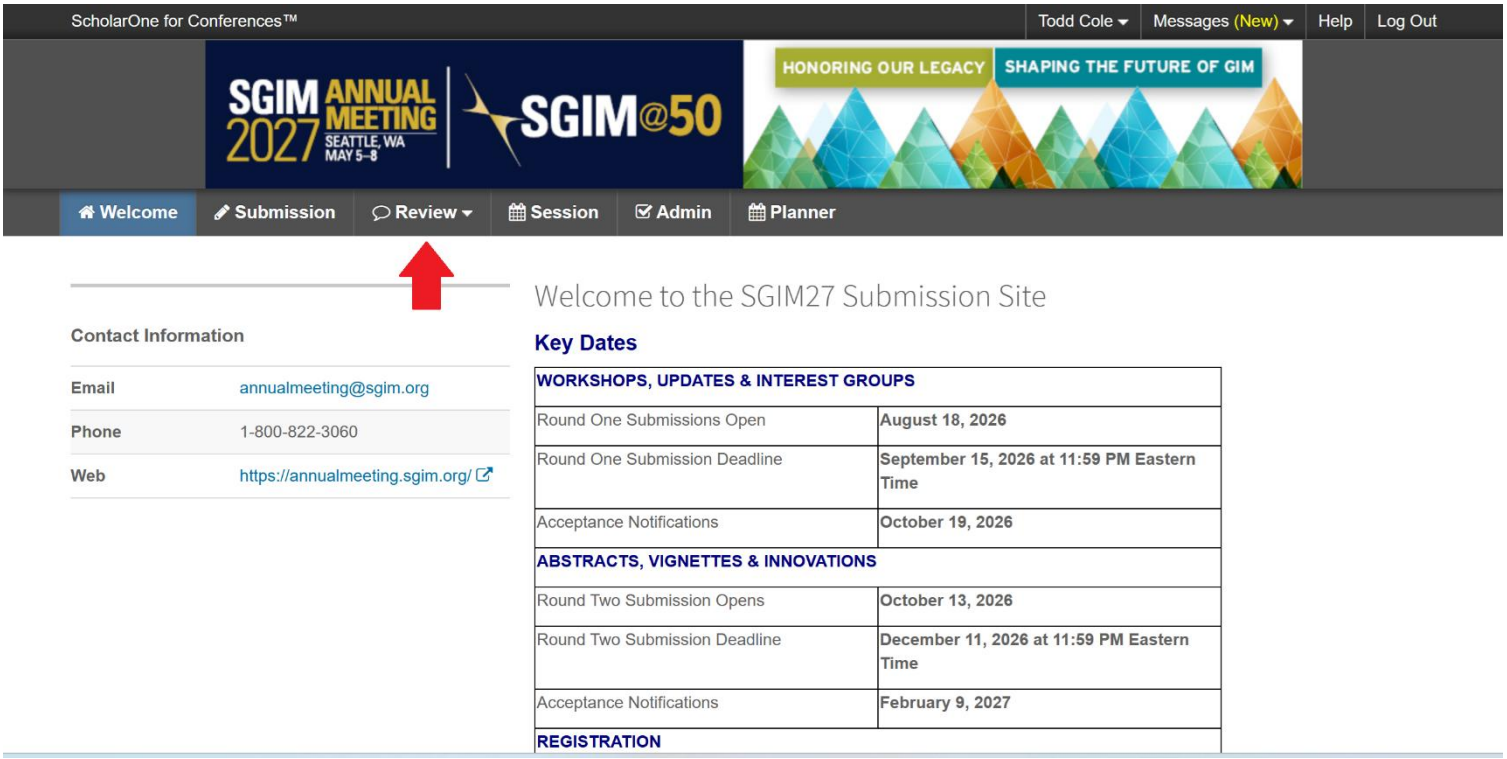
Innovations in Healthcare Delivery

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. Then select the type of submission you are reviewing from the drop-down menu. If you are only assigned to one type of review, clicking on the tab will take you directly to the reviewer page.



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.
    - *If you are not seeing the submission open in a new window, make sure you have enabled pop-ups for the site.*

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 or call the SGIM office immediately 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 any of the following apply to you:

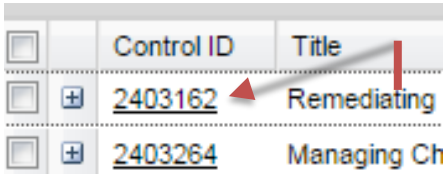
- You are a co-author or co-presenter of the submission
- The submission is one you recognize from your own institution
- You have ongoing professional collaboration with the submitting author
- You have a financial or other conflict of interest with the submission or otherwise might not be able to offer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

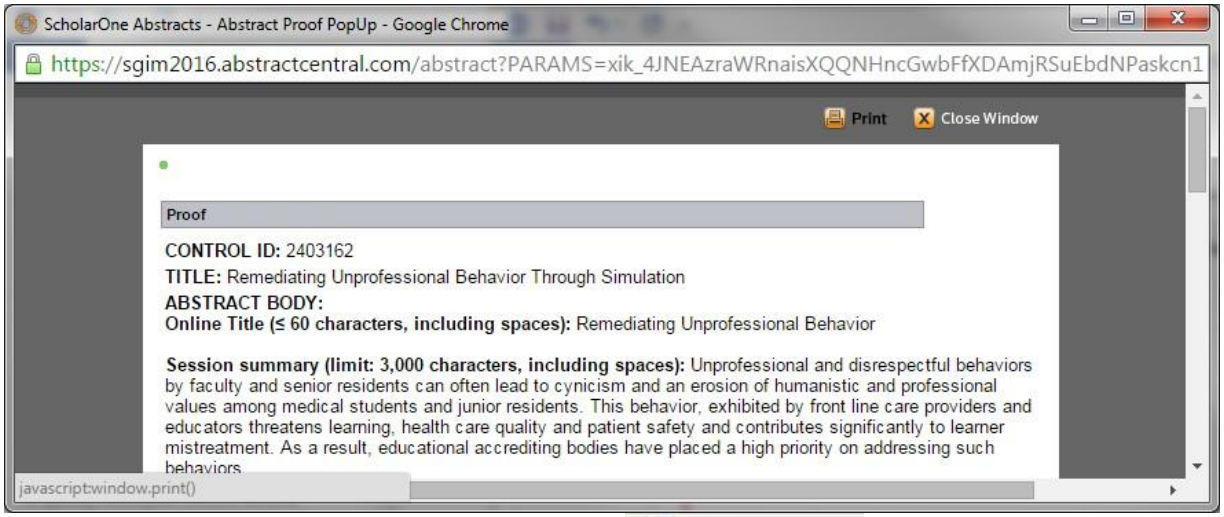
To recuse yourself from reviewing a submission, click on the **Conflict of Interest** box. Selecting "Conflict of Interest" will not allow you to score the abstract. Once the Conflict of Interest box is selected, the ScholarOne™ system will remove those assigned submissions from your review batch.

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.





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.

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 type.
For example: "not an update/workshop, this is a vignette, 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 equivalent

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 scoreselected.
- 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://support.silverchair.com/scholarone-conferences/ Available online 24 hours a day

By Email
s1help@silverchair.com
Available 12:00 AM – 8:30 PM Eastern Time

Review Questions

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

By Email
annualmeeting@sgim.org

By Phone
202-887-5150 or 800-822-3060
Available Monday through Friday, 9 AM – 5 PM Eastern Time