

Manual 'Reviewing'

All material in AnatomyTOOL needs to be reviewed	2
Outline of the review process	2
Pros and cons of laying the responsibility for acquiring the reviews with the author	2
Review process step 1: invite reviewer	4
Review process step 2: the reviewer reviews	8
If the reviewer approves the item	10
If the reviewer does not accept the item (yet), adapt and resubmit	11
If an item is not reviewed	12
If you change an item after it is reviewed	12
If you clone a reviewed item	12

All material in AnatomyTOOL needs to be reviewed

To ensure that the material that is found on AnatomyTOOL is qualitatively sound, all material that is to become permanent should be reviewed. Details on the quality assurance policy and the three quality levels of content in AnatomyTOOL can be found in the 'Information sheet AnatomyTOOL - Quality Control and the three Quality Levels of content in AnatomyTOOL'.

Outline of the review process

To keep the amount of work involved in reviewing as limited as possible and distribute this work as fairly as possible, the following review policy is instituted in AnatomyTOOL:

1. The author who places material on AnatomyTOOL is responsible to get the material reviewed.
2. To this aim, the author invites a reviewer of his or her own choice to review the item. To counter partiality, the reviewer's name and review will be publicly displayed with the item if he or her approves it.
3. The reviewer reviews the item and fills out a form with a limited number of questions.
4. If the reviewer approves the item, the item will be moved to the 'Reviewed' zone. It will be displayed with a 'Reviewed' tag and with the review details and the name of the Reviewer publicly shown with it.
5. If the reviewer does not yet approve the item, the review is sent to the author. The author can then adapt the item and successively reinvite the original reviewer to review it, or someone else.
6. Items that do not receive a positive review within 16 months after their creation, will be automatically deleted.

Pros and cons of laying the responsibility for acquiring the reviews with the author

Laying the responsibility for acquiring the reviews and the choice of the reviewer with the author, instead of assigning a central committee for this task, has the following benefits:

- The author has an interest in getting his or her's item reviewed. If this task would be placed with a central committee, this would form a work load for people who have no interest with the specific content with the risk that the reviewing would get neglected.
- The work load of inviting for reviews and reviewing is spread evenly because it is distributed.

- The author can judge well who is knowledgeable about the item of his or hers item and will probably automatically spread reviews over different reviewers to prevent overload on single persons.
- The probability that a reviewer will be willing to perform the review is probably larger if he or she is invited to do so personally by someone he or she knows, than if the request comes from an reasonably anonymous committee.

The risk of partiality by having the author choose his or her own reviewer, is hopefully sufficiently countered by publicly displaying the reviewer's name and review with the item if he or her approves it.

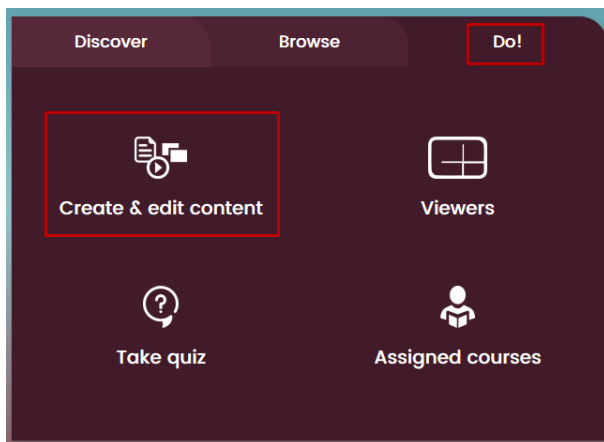
Review process step 1: invite reviewer

The author who places material on AnatomyTOOL is responsible to get the material reviewed. If he or she fails to do so, the item will be automatically deleted within 16 months after its creation.

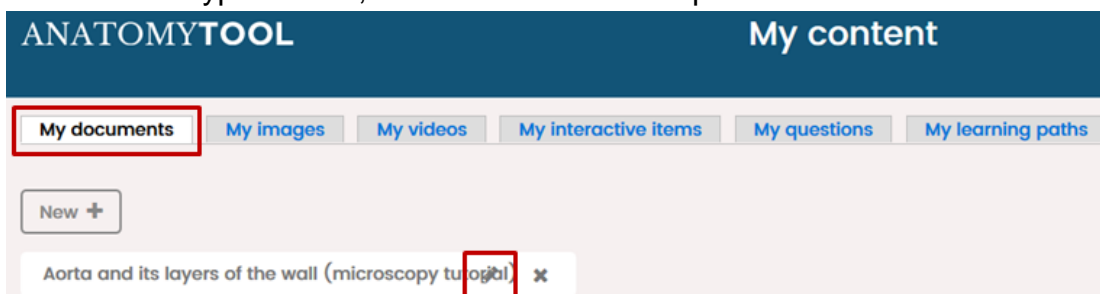
The reviewer may be a person from the author's institution or from another institution. The reviewer should be knowledgeable about the subject of the item. If you have several items to be reviewed, it is advised to spread the work load over different reviewers.

Procedure:

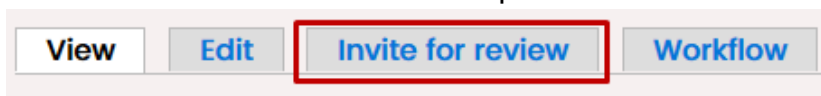
Do! → Create & edit content.



Select tab of type of item, click 'edit' icon of the specific item.



Click tab 'Invite for review' at the top of the item.



A pre-created e-mail text will appear.

The only thing you need to do is to enter the email address of the intended reviewer.

ANATOMYTOOL **Invite for review**

[View](#) [Edit](#) [Invite for review](#) [Workflow](#)

All items on AnatomyTOOL must be reviewed to ensure quality.
To this aim, please invite a colleague to review this item.

To do so:

1. Enter the e-mail address of the colleague
2. Adapt the invitation text to your liking.
3. Click 'Send invitation to review'

The mail will be sent to your colleague, with a link to the item you created and a review form. You will get a message when the colleague has reviewed the item, with the result of the review. If the item is accepted, the item will be tagged 'reviewed' and the review will be publicly displayed together with the name and affiliation of the reviewer. If the reviewer rejects the item only you will get the review. You then can adapt the item and invite the reviewer or someone else to (re-)review it.

Items which have not yet been reviewed:

- will default be hidden at searches and in the galleries. Users can nevertheless view them by clicking the button 'also show unreviewed material'.
- will be automatically deleted after 16

E-mail address of reviewer *

Email

The reviewer does not need to be known in AnatomyTOOL. If he or she does not yet have an account in AnatomyTOOL, he or she will be invited to create that. The account creation can be handled by the system automatically without the need for manual intervention. The reviewer will need to provide a user name, his/her email address, his/her institutional affiliation and a password, and click the link in a confirmation mail sent to the email address. The reviewer can then directly sign in and perform the review.

Adapt the pre-created email-text to your liking.

Description

B I U S :≡ ≡ ☰ ☱ ”

Dear colleague,
Several departments of Anatomy participate in the AnatomyTOOL (Topic Oriented Open Learning) platform ([About us](#)). This platform is a mash-up of open, peer reviewed, anatomical learning materials and tools. It is intended to offer freely accessible, quality controlled and well or as well as tools for students to rehearse anatomy and to materials. Its main rel is a non-com by the participating departments. The most materials open (Creative Commons) license. I created an item (text, image, video, question, etc.) on quality all materials on the platform need to be peer reviewed. Would you be so kind to review this item?

To do so, please:

- if necessary create an account.
- click the link to the item and the review form: `[node:review_form]`
- log in if necessary.
- study the item and fill out the short review form.
- if you approve of the item, it will appear publicly on AnatomyTOOL with a label 'Reviewed'. Your name, titles, function and affiliation (if applicable) (not your e-mail) and your review as reviewer. provide review will not be published in this case. I might ask you to review the item again after I applied the changes.

Thank you in advance for your effort that contributes to building a body of open anatomical resources that is internationally available to anyone. Kind regards, `[node:author]`

body p

Pre-created email text. Adapt to your liking

A link to the review form for your item will automatically be included here. Do not change or remove this.

Your AnatomyTOOL username will automatically be included here. Replace if you wish.

If you're fine with the mail text, click the button 'Send invitation to the reviewer'.

Send invitation to reviewer

Your invitation has now been sent.

The mail received by the reviewer will look like this:

✉ **AnatomyTOOL**

Request to content review.

Dear colleague,

Several departments of Anatomy participate in the AnatomyTOOL (Topic Oriented Open Learning) platform ([About us](#)). This platform is a mash-up of open, peer reviewed, anatomical learning materials and tools. It is intended to offer freely accessible, quality controlled and well organised anatomical learning resources as well as tools for students to rehearse anatomy and tools for lecturers to create teaching materials. Its main target groups are students of health related studies and anatomical faculty. It is a non-commercial platform funded and governed by the participating departments. The most materials on the platform are licensed under a Creative Commons (CC BY-NC-SA) license. I created an item (text, image, video, question, etc.) on the AnatomyTOOL platform. All items on the platform need to be peer reviewed.

Would you be so kind to review this item? To do so, please:

- if necessary create an account.
- click the link to the item and the review form: [Review form](#)
- log in if necessary.
- study the item and fill out the short review form.
- if you approve of the item, it will appear publicly on AnatomyTOOL with a label 'Reviewed'. Your name, titles, function and affiliation (if applicable) (not your e-mail) and your review will be publicly displayed with it, to ensure transparency and to credit you as reviewer.
- if you feel the item needs any adaptation, please do not approve it and provide suggestions for improvement. These will be posted to me. Your details and review will not be published in this case. I might ask you to review the item again after I applied the changes.

Thank you in advance for your effort that contributes to building a body of open anatomical resources that is internationally available to anyone. Kind regards, lumctest

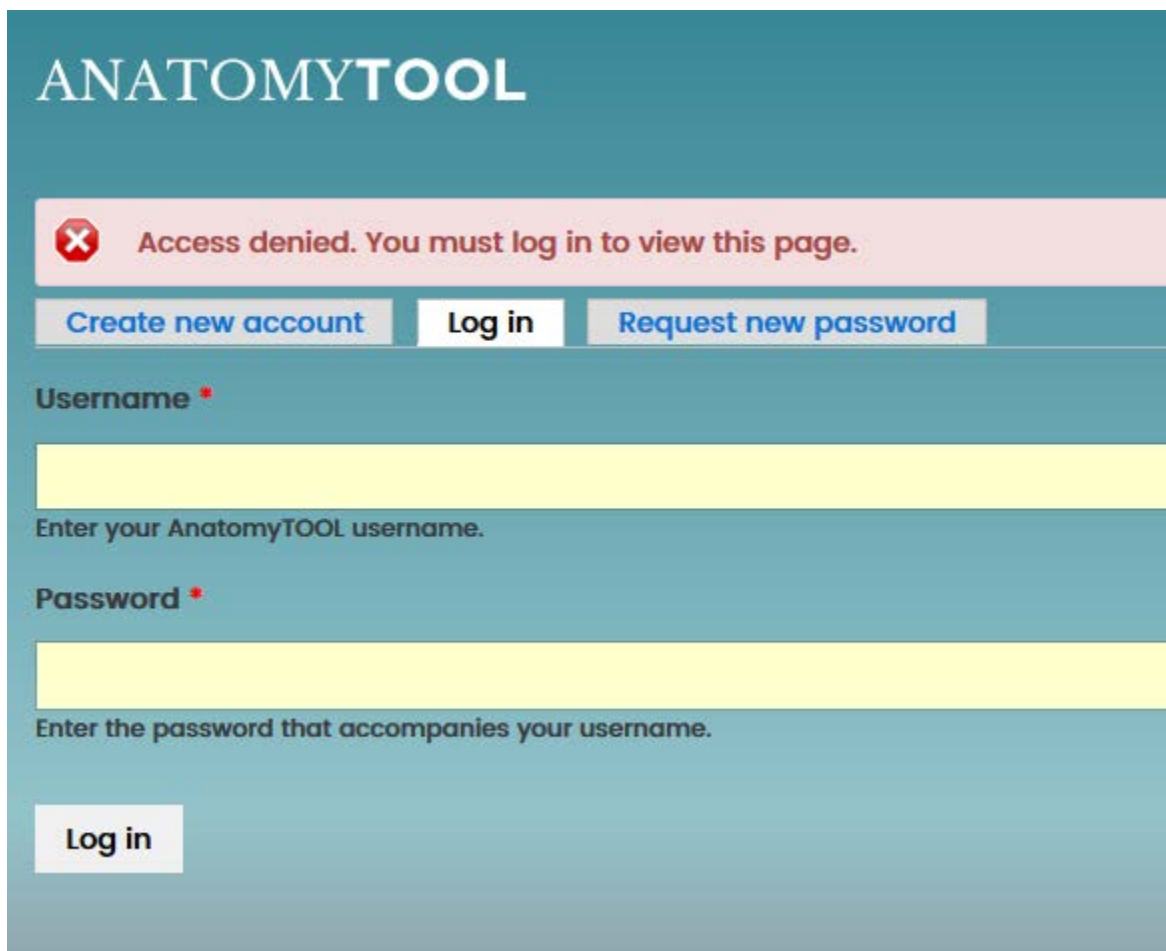
The autogenerated link to the review form for your item.

Review process step 2: the reviewer reviews

The reviewer should sign in to AnatomyTOOL with an account connected to the email address to which the invitation was sent.

If the reviewer is not signed in yet, he or she will be shown a sign in page.

If the reviewer does not yet have an account on AnatomyTOOL he or she should create that first.



The screenshot shows the AnatomyTOOL login interface. At the top, the logo "ANATOMYTOOL" is displayed in white on a teal background. Below the logo, a red error message with a white 'X' icon reads: "Access denied. You must log in to view this page." Underneath the message are three buttons: "Create new account" (blue text on a light blue background), "Log in" (black text on a white background), and "Request new password" (blue text on a light blue background). The "Log in" button is highlighted. Below these buttons are two input fields. The first is labeled "Username *" and has a yellow background; below it is the instruction "Enter your AnatomyTOOL username." The second is labeled "Password *" and also has a yellow background; below it is the instruction "Enter the password that accompanies your username." At the bottom left, there is a "Log in" button with black text on a white background.

After successfully signing in, the reviewer will be shown the review form and a link to the item to be reviewed.


The screenshot shows the 'Review' interface in AnatomyTOOL. At the top, there is a dark blue header with 'ANATOMYTOOL' on the left and 'Review' on the right. Below the header, there are two tabs: 'View' and 'Review', with 'Review' being the active tab. The main content area contains a link to the item being reviewed: 'Aorta and its layers of the wall (microscopy tutorial)'. Below the link, there are three 10-point ranking scales for different criteria: 'anatomical correctness', 'educational quality', and 'finishing and aesthetic quality'. Each scale consists of radio buttons numbered 1 to 10. At the bottom of the form, there is a 'Free comment' section with a rich text editor toolbar (B, I, U, S, etc.) and a large text area. At the very bottom, there are two buttons: 'Approve' and 'Not (yet) accepted'. Red arrows and callout boxes highlight key features: one arrow points to the link with the text 'The reviewer can view the item'; another arrow points to the first ranking scale with the text 'The reviewer should judge the item'; a third arrow points to the 'Free comment' text area with the text 'The reviewer can provide free comment text'; and a fourth arrow points to the 'Approve' and 'Not (yet) accepted' buttons with the text 'Finally, the reviewer approves or rejects the item'.

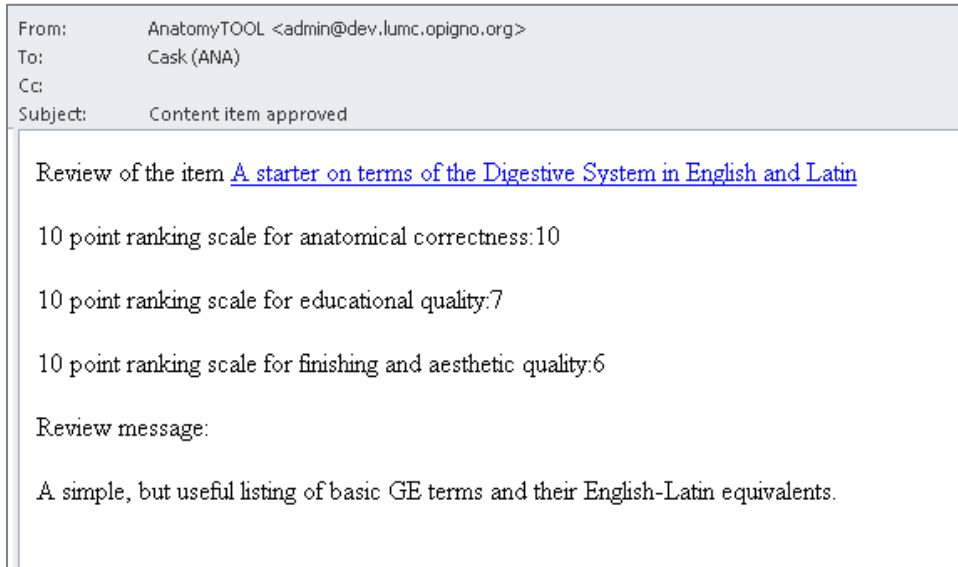
If the reviewer approves the item

If the reviewer approves the item,

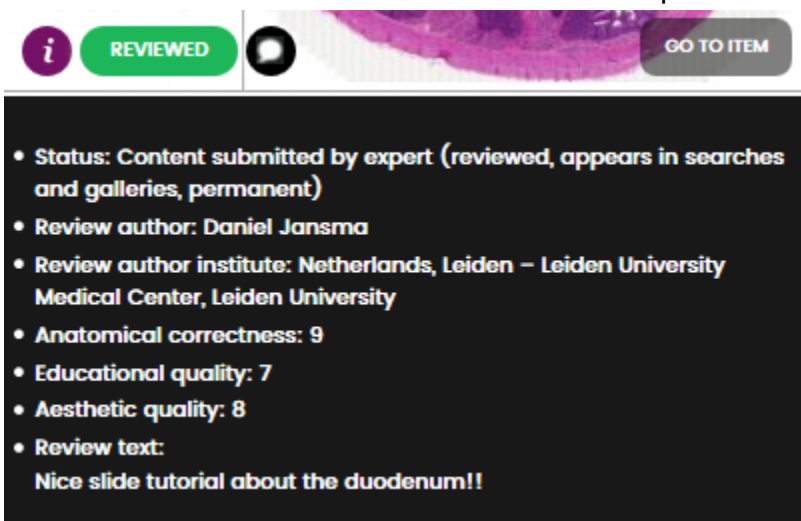
- the author will receive an email with the content of the review.

Date: Today

 **Content item approved**

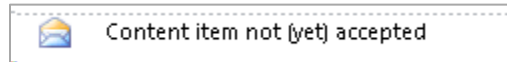


- the item will be moved to the 'Reviewed' zone. Now it will be directly visible on AnatomyTOOL
- the item will be tagged 'Reviewed' in the galleries.
- the review will be shown in the information panel of the item.



If the reviewer does not accept the item (yet), adapt and resubmit

If the reviewer does not accept the item (yet), the author receives an email with the rejection and the review. Only the author receives this. An example is shown below.



Content item not (yet) accepted
AnatomyTOOL <admin@dev.lumc.opigno.org>
Sent: ma 03-07-2017 15:40
To: Cask (ANA)

Review of the item [Duodenum on Wikipedia](#)

10 point ranking scale for anatomical correctness:7

10 point ranking scale for educational quality:4

10 point ranking scale for finishing and aesthetic quality:5

Review message:

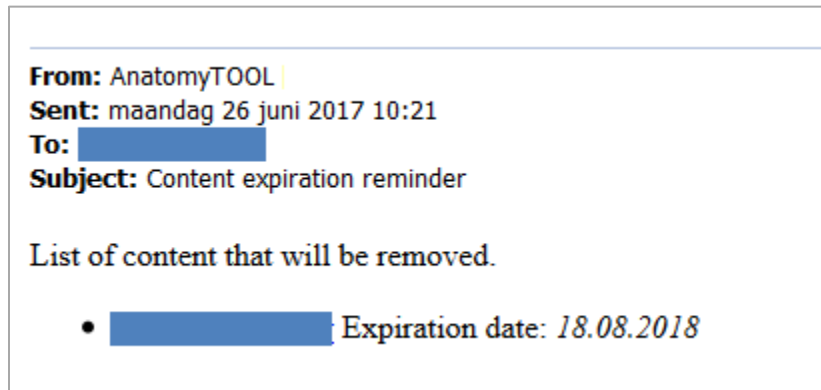
Not bad, but this is too generic to be of much help, this resource is best left by itself. The pictures and text are very general and can change overnight...

The author can do two things now:

1. adapt the item according to the recommendations given by the reviewer. After that he or she can reinvite the original the reviewer.
2. if the author believes the comments given by the reviewer are inadequate, he or she can leave the item as is and invite another reviewer to review the item.

If an item is not reviewed

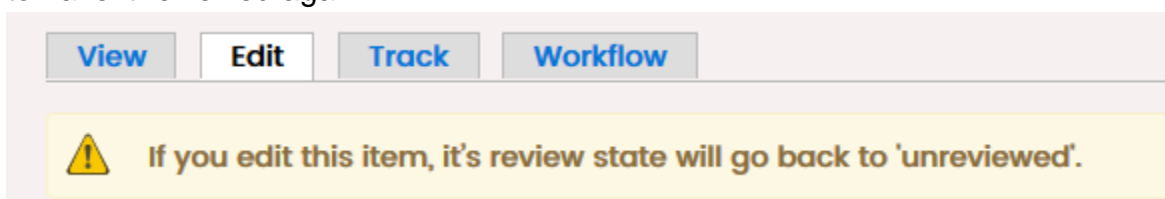
As long as an item is not yet reviewed, its author will receive a monthly notification by email, informing that the item is to be reviewed including its planned automatic deletion date if not reviewed.



If an item does not attract a positive review, it will be automatically deleted 16 months after its creation.

If you change an item after it is reviewed

If you change an item after it is positively reviewed, it will lose its review status and will be downgraded to the 'To be reviewed (expert-submitted content)' status. You will need to have it reviewed again.



If you clone a reviewed item

If you clone a reviewed item, the clone is regarded to be a new item that needs to be reviewed.