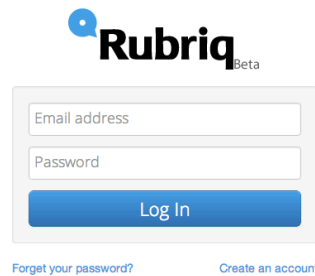


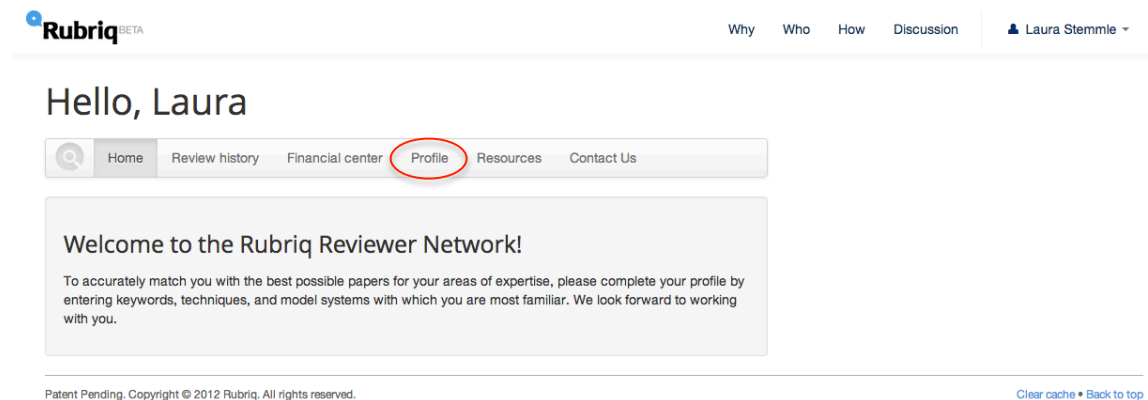
Welcome to the Rubriq Reviewer Network! The following guide will orient you to our website and take you through the process of completing a Rubriq review. Please contact us at help@rubriq.com with questions or feedback.

Step 1: Log in to see your reviewer dashboard:

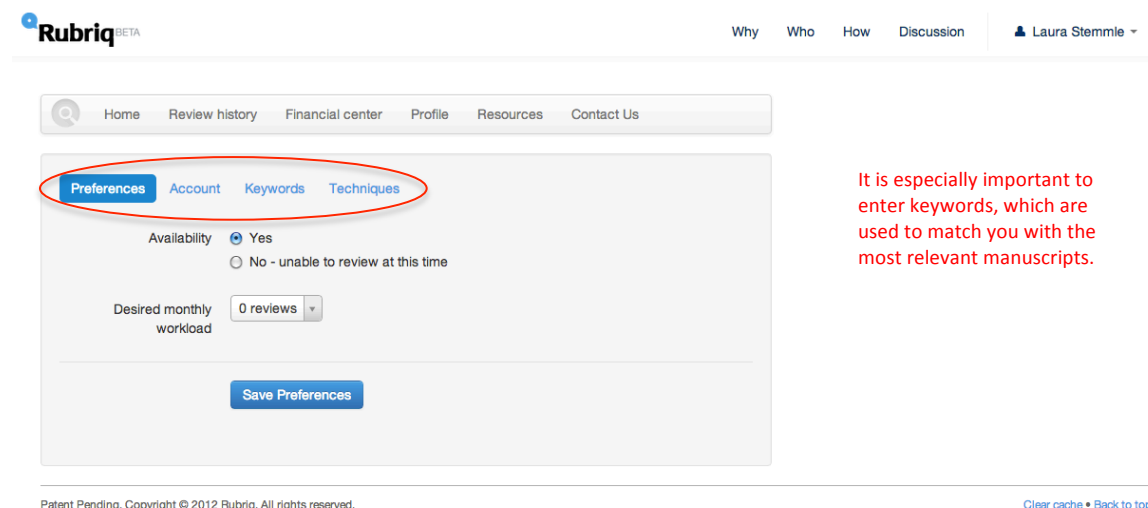


The image shows the Rubriq Beta login page. At the top is the Rubriq logo with 'Beta' underneath. Below the logo is a login form with two input fields: 'Email address' and 'Password'. A blue 'Log In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Create an account'.

Step 2: Go to “Profile” to set your preferences, enter keywords, and update your account



The image shows the Rubriq Beta user profile page for Laura Stemmler. The top navigation bar includes the Rubriq logo, a search icon, and links for 'Why', 'Who', 'How', 'Discussion', and a user profile icon labeled 'Laura Stemmler'. Below the navigation bar, the user is greeted with 'Hello, Laura'. A secondary navigation bar contains links for 'Home', 'Review history', 'Financial center', 'Profile' (which is circled in red), 'Resources', and 'Contact Us'. The main content area features a welcome message: 'Welcome to the Rubriq Reviewer Network!' followed by a paragraph: 'To accurately match you with the best possible papers for your areas of expertise, please complete your profile by entering keywords, techniques, and model systems with which you are most familiar. We look forward to working with you.' At the bottom of the page, there is a footer with 'Patent Pending. Copyright © 2012 Rubriq. All rights reserved.' and links for 'Clear cache' and 'Back to top'.



The image shows the Rubriq Beta preferences page for Laura Stemmler. The top navigation bar is identical to the previous page. The secondary navigation bar includes links for 'Home', 'Review history', 'Financial center', 'Profile', 'Keywords', 'Techniques', and 'Contact Us'. The main content area has a sub-navigation bar with 'Preferences' (circled in red), 'Account', 'Keywords', and 'Techniques'. Under 'Preferences', there are two sections: 'Availability' with radio buttons for 'Yes' (selected) and 'No - unable to review at this time', and 'Desired monthly workload' with a dropdown menu set to '0 reviews'. A 'Save Preferences' button is located at the bottom of the form. To the right of the form, there is a red text annotation: 'It is especially important to enter keywords, which are used to match you with the most relevant manuscripts.' The footer is identical to the previous page.

Step 3: Select papers to review by clicking “claim” next to the paper(s) of interest.

The screenshot shows the Rubriq BETA user interface. At the top, there is a navigation bar with the Rubriq logo, a search icon, and menu items: Home, Review history, Financial center, Profile, Resources, and Contact Us. The user's name, Laura Stemmler, is displayed in the top right corner. Below the navigation bar, the page greets the user with "Hello, Laura". The main content area is titled "Papers available for review" and contains a table with the following data:

Submission ID	Area of study	Complete by	
2PSFVXQV	Cancer Research	Dec 09, 10:32	claim!

Below the table, the following information is displayed:

- Manuscript Type: Original Basic Research
- Keywords: SPARC, gastric cancer, TGFβ1, KI-67
- Files: [SPARC and TGFβ1 expression in gastric cancer .doc](#)

A red circle highlights the "claim!" button, and a red arrow points from the "Files" link to the right. To the right of the screenshot, a red text box contains the following instruction:

You may open the files to review before claiming the paper by clicking on the link next to “files”

At the bottom of the page, there is a footer with the text "Patent Pending, Copyright © 2012 Rubriq, All rights reserved." and a link "Clear cache • Back to top".

When you are matched to a paper in your field, you will be alerted by email.

Step 4: Enter your review by clicking “complete scorecard” next to the paper.

The screenshot shows the Rubriq BETA user interface, similar to the previous one. The navigation bar and user information are the same. The main content area is titled "Papers available for review" and contains a table with the following data:

Submission ID	Area of study	Complete by	
2PSFVXQV	Cancer Research	Dec 09, 10:32	complete scorecard

Below the table, the following information is displayed:

- Manuscript Type: Original Basic Research
- Keywords: SPARC, gastric cancer, TGFβ1, KI-67
- Files: [SPARC and TGFβ1 expression in gastric cancer .doc](#)

A red circle highlights the "complete scorecard" button, and a red arrow points from the "Files" link to it. To the right of the screenshot, a red text box contains the following instruction:

Clicking on “complete scorecard” will take you to a new window, where you can enter your review of the paper.

At the bottom of the page, there is a footer with the text "Patent Pending, Copyright © 2012 Rubriq, All rights reserved." and a link "Clear cache • Back to top".

Please complete your review before the deadline listed under “Complete by”

Step 5: Review the paper and fill out the scorecard. Clicking on items missing from the manuscript will make suggested deductions from the score (out of 10) on the left. You may adjust these suggested scores as you see fit by moving the slider up and down on the scale. Your comments about each section are written in the text boxes to the right.

Only your comments and your final score for each subsection will be provided to the author.

Quality of Research*

Hypothesis, Objective, Rationale

7

- Meets all criteria
- Rationale is unclear
- Objective/hypothesis is not supported by background
- Objective/hypothesis is not stated
- Other - see comments

Methods and Data

10

- Meets all criteria
- Missing essential references
- Design/techniques not up-to-date
- Missing important details for reproducibility
- Missing some experimental controls
- Inappropriate statistical analyses
- Missing an important experiment
- Approach/data not consistent with objectives/hypothesis
- Other - see comments

Interpretation

10

- Meets all criteria
- Does not adhere closely to the data
- Biased or overstated interpretation
- Leads to inaccurate conclusions
- Not supported by the data
- Other - see comments

• brief, bulleted comments about each section are written here
• new bullets are created when you hit "enter"

comments can be edited by clicking on the bullet. The text box will open up again.

Provide any comments about the Methods and Data here.

Provide any comments about the Interpretation here.

Items checked on these lists do not transfer to the author report. This rubric is only used internally to help calibrate reviewer scores. You may always adjust the suggested score by moving the slider on the left up and down.

Step 6: When you have finalized your scores and comments, click "Submit" at the bottom of the scorecard. Note: comments and scores are required for all sections. If you want to leave the maximum score of 10, please select "Meets all criteria."

When you have finalized your scores and comments, please click "submit" below to upload your review.

Submit

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[Clear cache](#) • [Back to top](#)

Your review will register in our system and we will assemble the Rubriq report, consisting of three independent reviews. **Please look at our sample Rubriq report by clicking [here](#).** Completed Rubriq reports containing your previous reviews can be accessed on your Review History page, and a summary of your reviewer compensation will appear in your Financial Center.

Step 7: If you have not yet entered your payroll address and SSN, you will be prompted to do that after you complete your first review:

Payroll information ×

Thank you for your review. Please enter your address and social security number in the fields below, and we will set up your account with ADP, our payroll provider. To read more about your ADP account, see the ADP guide on your [resources](#) page.

Street address

City / State

Postal code

Country

Social Security Number

If you don't have an SSN, please enter 000-00-0000.

Close

Save changes

If you do not have a Social Security Number (SSN), please enter 000-00-0000 and we will contact you about setting up a payment method.