Reviewers

The Reviewer is selected by the Section Editor to review a submission. Reviewers are asked to submit reviews to the journal's web site (although some journals opt for an email review policy - see Journal Setup section 2.2) and are able to upload attachments for the use of the Editor and Author. Reviewers may be rated by Section Editors, again depending on the policies for this journal.

Getting Started

- Log in to your OJS account.
- Select your role as 'Reviewer'.

![Figure 156: Selecting role as Reviewer](image)
Reviewing Articles

In the “Active Submissions” section, select the article title (note the due date of the review):

![Active Submissions](image)

**Figure 157: Active submissions for review**

From the “Review” page, you can see some brief information about the submission and the review schedule (including the due date of the review):

![Review Page](image)

**Figure 158: Review page**

Further down the Review page, you will see the 5 review steps which need to be followed:
**Step 1:** To accept the request, click the “Will do the review” icon and send the email message that is generated:
Figure 160: Accepting Review Request

To decline the request, click the “Unable to do the review” icon and send the email message that is generated.

**Step 2:** Click the file name to read the submitted article (as well as any supplementary files). Depending on the settings of your journal, the reviewer may not be able to see the file until they have accepted the review request. Once the acceptance email is sent, the link to the file will appear.

**Step 3:** Click the “Review” icon to record your review. You may enter text for both the author and the editor, or just to the editor:

![Review comments](image)

Figure 161: Review comments
Save your comments. You may return to this form and add additional information at anytime until your review is complete. When you have finished your review, select “Done”.

**Step 4:** If you wish to upload files for the author and/or the editor to consult, use the “Upload files” tool.

**Important**: Please read the linked information on ensuring a blind review.

**Step 5:** Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation:

![Figure 162: Making a recommendation](image)

Once you have submitted a review to the editor, you will no longer be able to make changes to your review. Be sure you have completed your review before clicking the submit button:

![Figure 163: Warning message](image)

At this point, an email message will also be provided, informing the Section Editor of the completion of your review:
Send Email

To: Lucy Kalet <lucykalet@mailinator.com>
CC: 
BCC: 

Attachments: Browse  Upload

From: Karenza Rega <karenzarega@mailinator.com>
Subject: [OJS3.9] Article Review Completed

Body:

Lucy Kalet:

I have now completed my review of “Publishing in Latin America” for Open Journal Systems Demonstration Journal, and submitted my recommendation, “Accept Submission.”

Karenza Rega

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**Figure 164: Completed Review Message**