

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'.

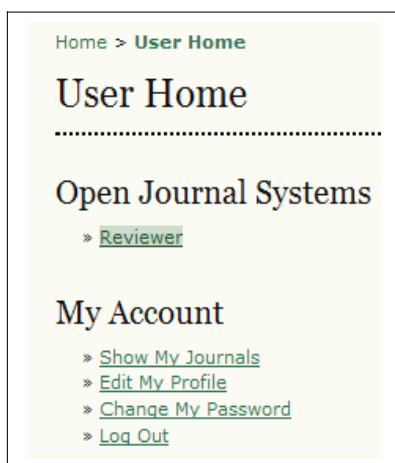


Figure 156: Selecting role as Reviewer

Reviewing Articles

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

Home > User > Reviewer > Active Submissions

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
1	07-29	ART	PUBLISHING IN LATIN AMERICA	08-26	1

1 - 1 of 1 Items

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):

Home > User > Reviewer > #1 > Review

#1 Review

Submission To Be Reviewed

Title	Publishing in latin america
Journal Section	Articles
Abstract	This is an article about the current state of publishing in Latin America.
Submission Editor	Lucy Kaleb

Review Schedule

Editor's Request	2006-07-29
Your Response	—
Review Submitted	—
Review Due	2006-08-26

Figure 158: Review page

Further down the Review page, you will see the 5 review steps which need to be followed:

Review Steps

- Notify the submission's editor as to whether you will undertake the review.
 Response Will do the review Unable to do the review
- Click on file names to download and review (on screen or by printing) the files associated with this submission.
 Files can only be viewed if the review is undertaken
- Click on icon to enter (or paste) your review of this submission.
 Review
- In addition, you can upload files for the editor and/or author to consult.
 Uploaded files None

[ENSURING A BLIND REVIEW](#)
- Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
 Recommendation

Figure 159: Review Steps

Step 1: To accept the request, click the “Will do the review” icon and send the email message that is generated:

Home > User > Reviewer > Email

Send Email

To:

CC:

BCC:

Send a copy of this message to my address (karenzarega@mailinator.com)

Attachments:

From: Karenza Rega <karenzarega@mailinator.com>

Subject:

Body:

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:

The screenshot shows a web form titled "Review". At the top, it says "No Reviews". Below this, there are three main sections:

- Subject:** A text input field containing "Publishing in latin america".
- For author and editor:** A larger text area containing "The article provides an interesting ...".
- For editor:** A large empty text area for additional comments.

At the bottom left of the form, there are two buttons: "Save" (highlighted in green) and "Close". Below the buttons, a small asterisk indicates "* Denotes required field".

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:

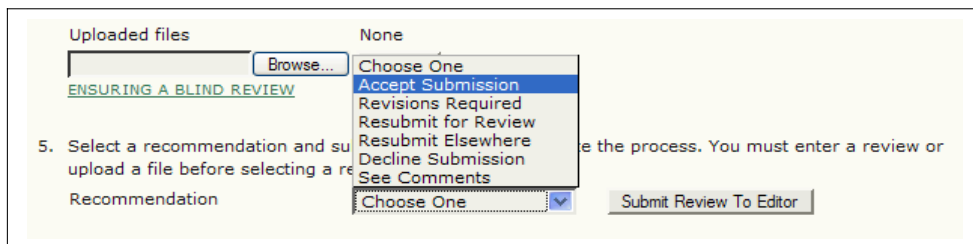


Figure 162: Making a recommendation

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:

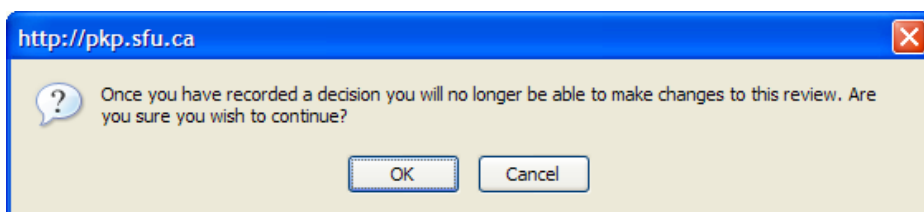


Figure 163: Warning message

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

Home > User > Reviewer > Email

Send Email

To: Lucy Kaleb <lucykaleb@mailinator.com>

CC:

BCC:

Send a copy of this message to my address (karenzarega@mailinator.com)

Attachments:

From: Karenza Rega <karenzarega@mailinator.com>

Subject: [OJSD] Article Review Completed

Body

Lucy Kaleb:

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

Figure 164: Completed Review Message