

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'.

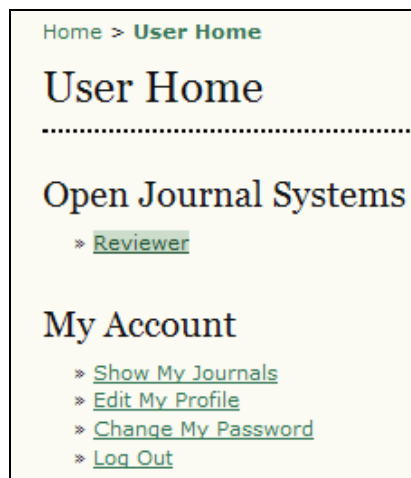


Figure 145: Selecting role as Reviewer

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 146: 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 147: Review page

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

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" with a dotted line below it. There are three main input areas: a "Subject" field containing "Publishing in latin america", a "For author and editor" text area containing "The article provides an interesting ...", and a "For editor" text area which is currently empty. At the bottom left, there are "Save" and "Close" buttons. A small asterisk note at the bottom left indicates "* Denotes required field".

Figure 150: 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:

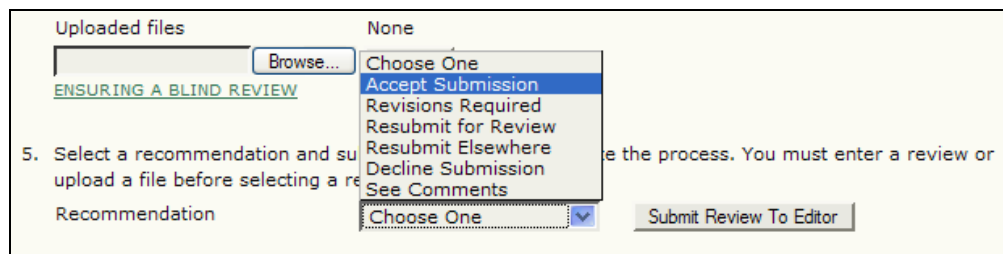


Figure 151: Making a recommendation

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:

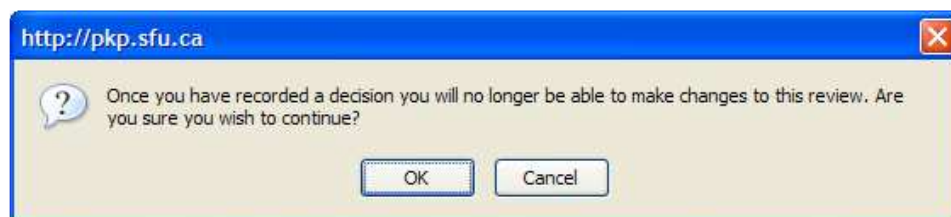


Figure 152: Warning message

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

CC

BCC

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

Attachments

From Karenza Rega <karenzarega@mailinator.com>

Subject

Body Open Journal Systems Demonstration Journal, and submitted my
recommendation, "Accept Submission."
Karenza Rega"/>

Figure 153: Completed Review Message