

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'.

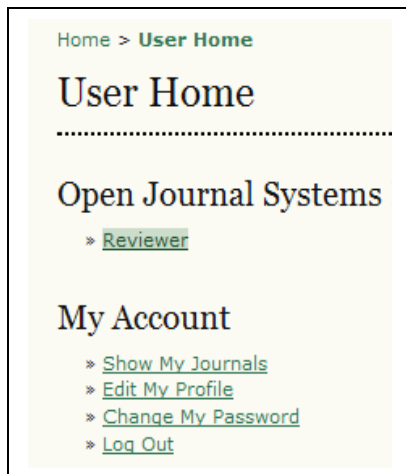


Figure 177: Selecting role as Reviewer

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
141	07-06	ART	JOURNAL PUBLISHING IN NORTH AMERICA	08-03	1

1 - 1 of 1 Items

Figure 178: 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 > #141 > **Review**

#141 Review

Submission To Be Reviewed

Title	Journal Publishing in North America
Journal Section	Articles
Abstract	abstract
Submission Editor	Rebecca Ericksen <input type="text"/>
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2008-07-06
Your Response	—
Review Submitted	—
Review Due	2008-08-03

Figure 179: Review page

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

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Will do the review Unable to do the review
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [141-317-1-RV.DOCX](#) 2008-07-06
Supplementary File(s) None
3. Click on icon to fill in the review form.
Review Form
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
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.
Recommendation

Figure 180: 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: Rebecca Ericksen <Rebecca.Ericksen@winte>
CC:
BCC:

Send a copy of this message to my address
(Rhona.Macdonald@med.monash.edu.au)

Attachments:

From: "Rhona Macdonald" <Rhona.Macdonald@med.monash.edu.au>
Subject: Able to Review
Body: Rebecca Ericksen:
I am able and willing to review the submission, "Journal Publishing in North America," for New OJS Journal. Thank you for thinking of me, and I plan to have the review completed by its due date, 2008-08-03, if not before.
Rhona Macdonald

Figure 181: 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 Form” icon to record your review. You need to enter text, check boxes, make selections of all required fields:

Home > User > Reviewer > #141 > Review Form Response

Review Form Response

Research Articles Review Form

This review form is for research articles

Paper Number *

Paper Title *

Provide a rating of the paper's acceptability *

Expertise: Rate your expertise in the topic area of this paper. *

Expert
 Knowledgeable
 Passing knowledge
 No knowledge

Identify what contribution the paper aims to make to this field *

Significance of the paper's contribution
 Validity of the work presented
 Originality of the work

Identify aspects of the paper's written presentation that need improvement *

statements or passages that could be expressed more clearly and concisely
 figures that are redundant, difficult to understand, or missing
 incomplete or missing references, or citations that lack references
 changes that could make the paper more understandable to an international readership
 problems in formatting, layout, or legibility

Write your review of the paper here. *

Figure 182: Review Form

If no review forms are created or the created review forms are deactivated, a “Review” icon appears, and the default form for the reviewer looks like below:

The screenshot shows a web form titled "Review" with a dotted line separator. Below the title, it says "No Reviews". The form has three main sections: "Subject" with a text input field, "For author and editor" with a large text area, and "For editor" with another large text area. At the bottom left, there are "Save" and "Close" buttons. A note at the bottom states "* Denotes required field".

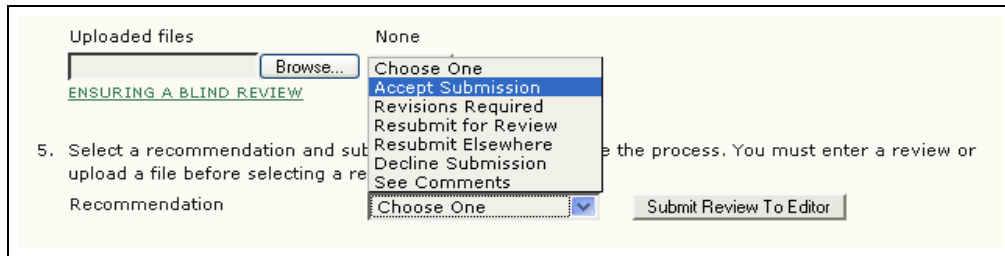
Figure 183: Review Comments

Save your reviews. 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:



The screenshot shows a web form for submitting a review. At the top, there is a section for 'Uploaded files' with a 'Browse...' button and the text 'None'. Below this is a text input field containing 'ENSURING A BLIND REVIEW'. A dropdown menu is open, showing options: 'Choose One', 'Accept Submission', 'Revisions Required', 'Resubmit for Review', 'Resubmit Elsewhere', 'Decline Submission', and 'See Comments'. The 'Accept Submission' option is highlighted. Below the dropdown, there is a 'Recommendation' label and another 'Choose One' dropdown. To the right, there is a 'Submit Review To Editor' button. The text '5. Select a recommendation and submit your review. You must enter a review or upload a file before selecting a recommendation' is visible in the background.

Figure 184: 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:

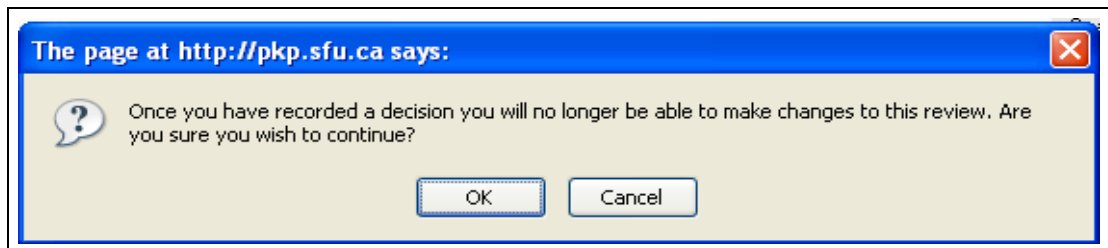


Figure 185: Warning message

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
(Rhona.Macdonald@med.monash.edu.au)

Attachments

From "Rhona Macdonald" <Rhona.Macdonald@med.monash.edu.au>

Subject

Body

Rebecca Ericksen:

I have now completed my review of "Journal Publishing in North America" for New OJS Journal, and submitted my recommendation, "Accept Submission."

Rhona Macdonald

Figure 186: Completed Review Message