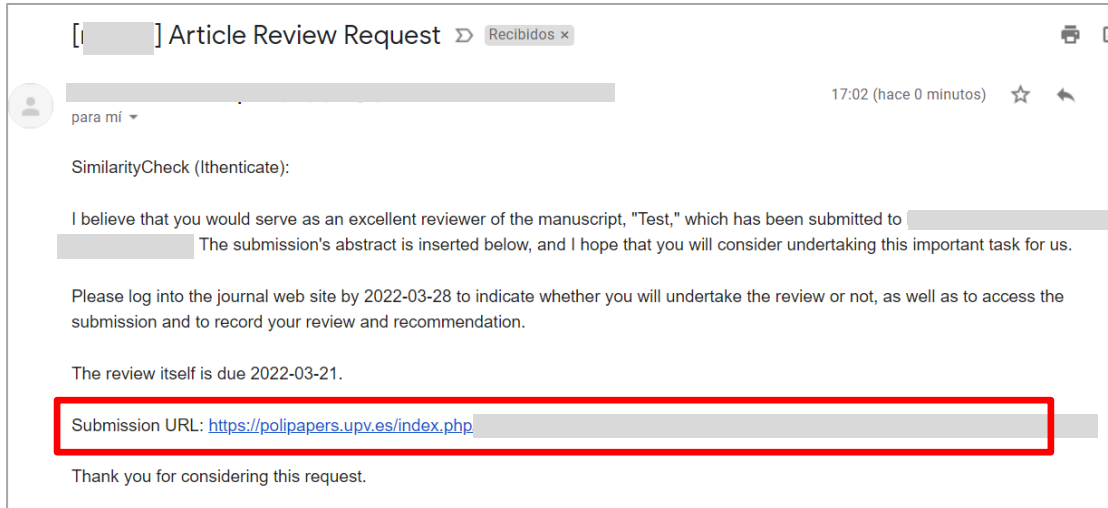
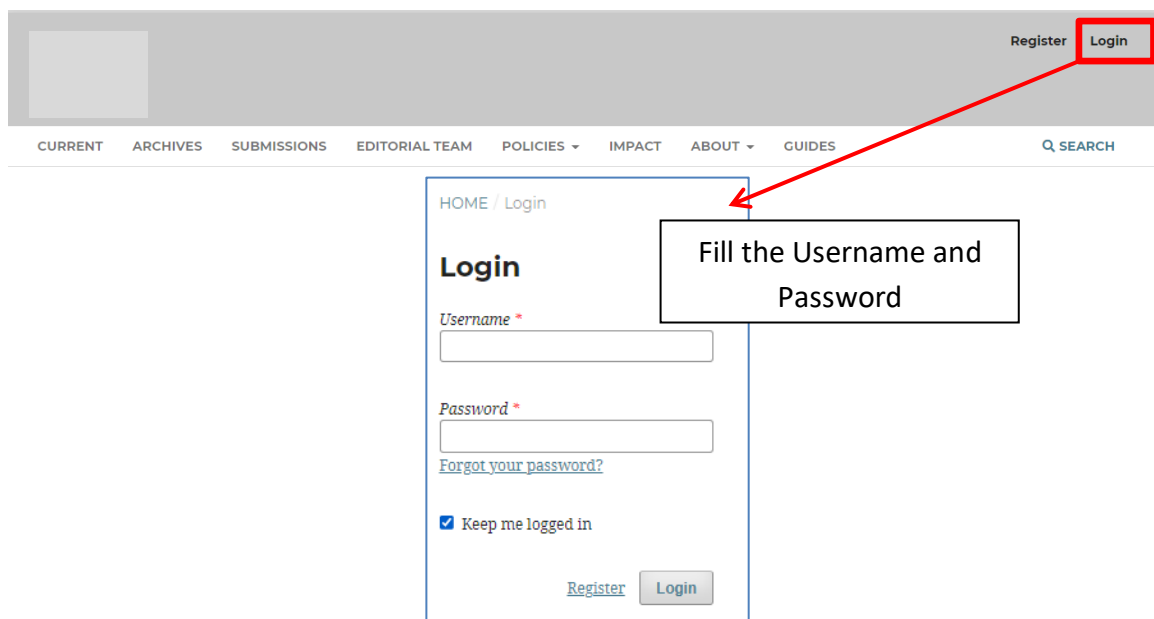


Reviewers: Instructions for reviewing articles

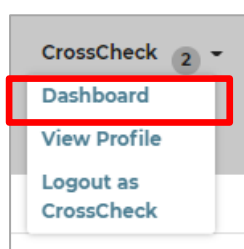
- An article review request is sent by email to the reviewer, from where the review can be accessed directly.



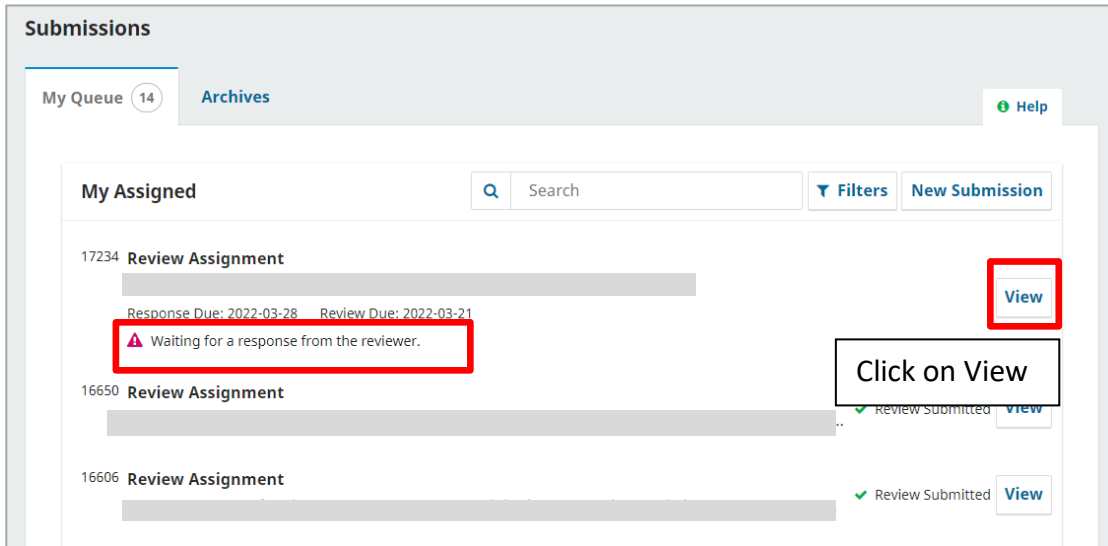
- It could be necessary for the reviewer to log in on the journal's website.



- And once identified access the Dashboard.

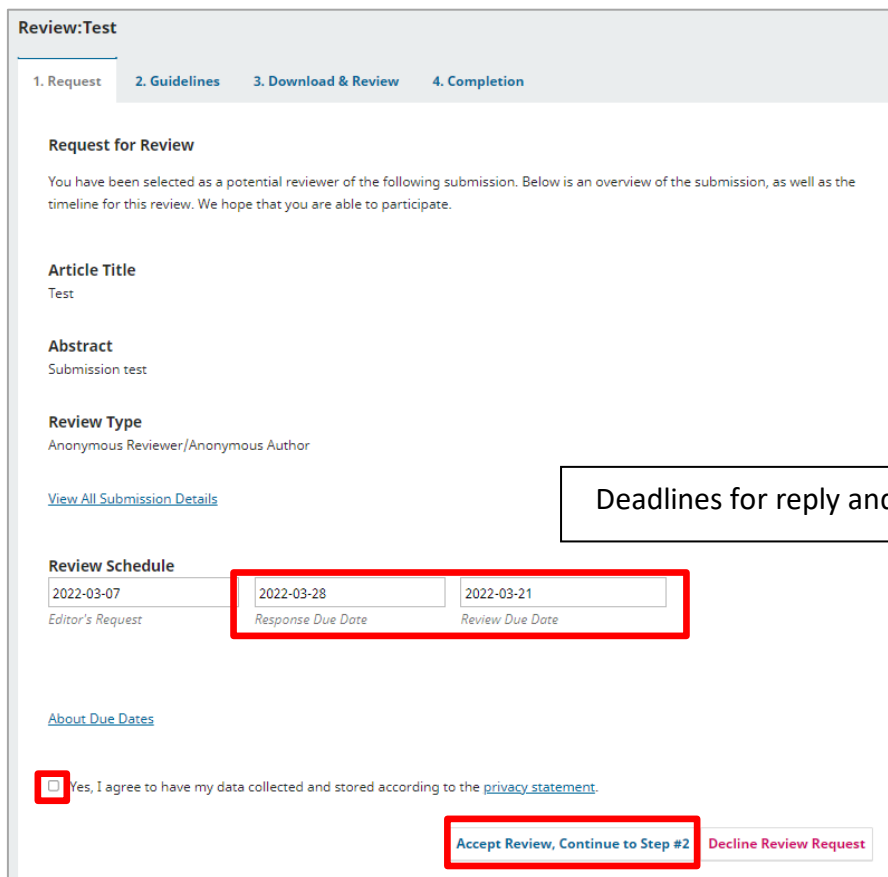


- Within the Dashboard, the “Submissions” are divided into “My queue” and “Archives”. The review assignment is highlighted with a triangle and the sentence "Waiting for a response from the reviewer".



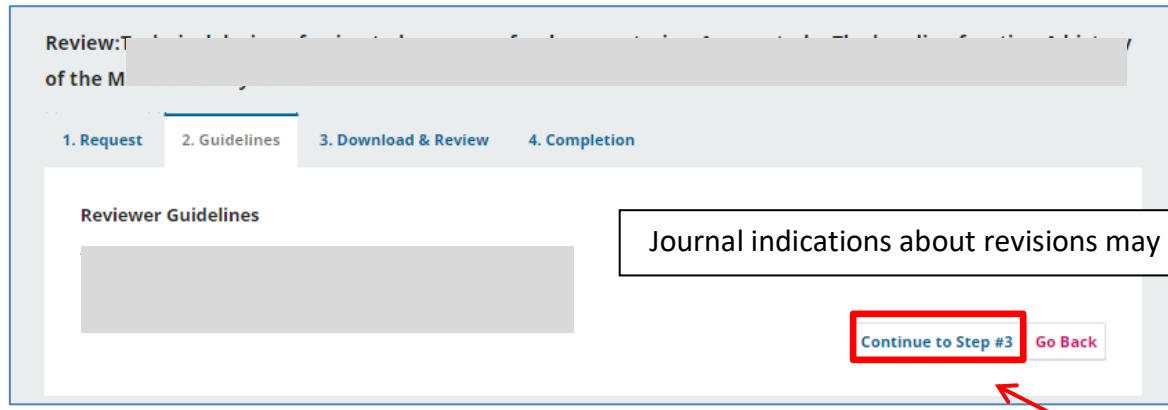
Then it begins the first of the 4 review steps:

Step 1: Request



Accept review and continue

Step 2: Guidelines

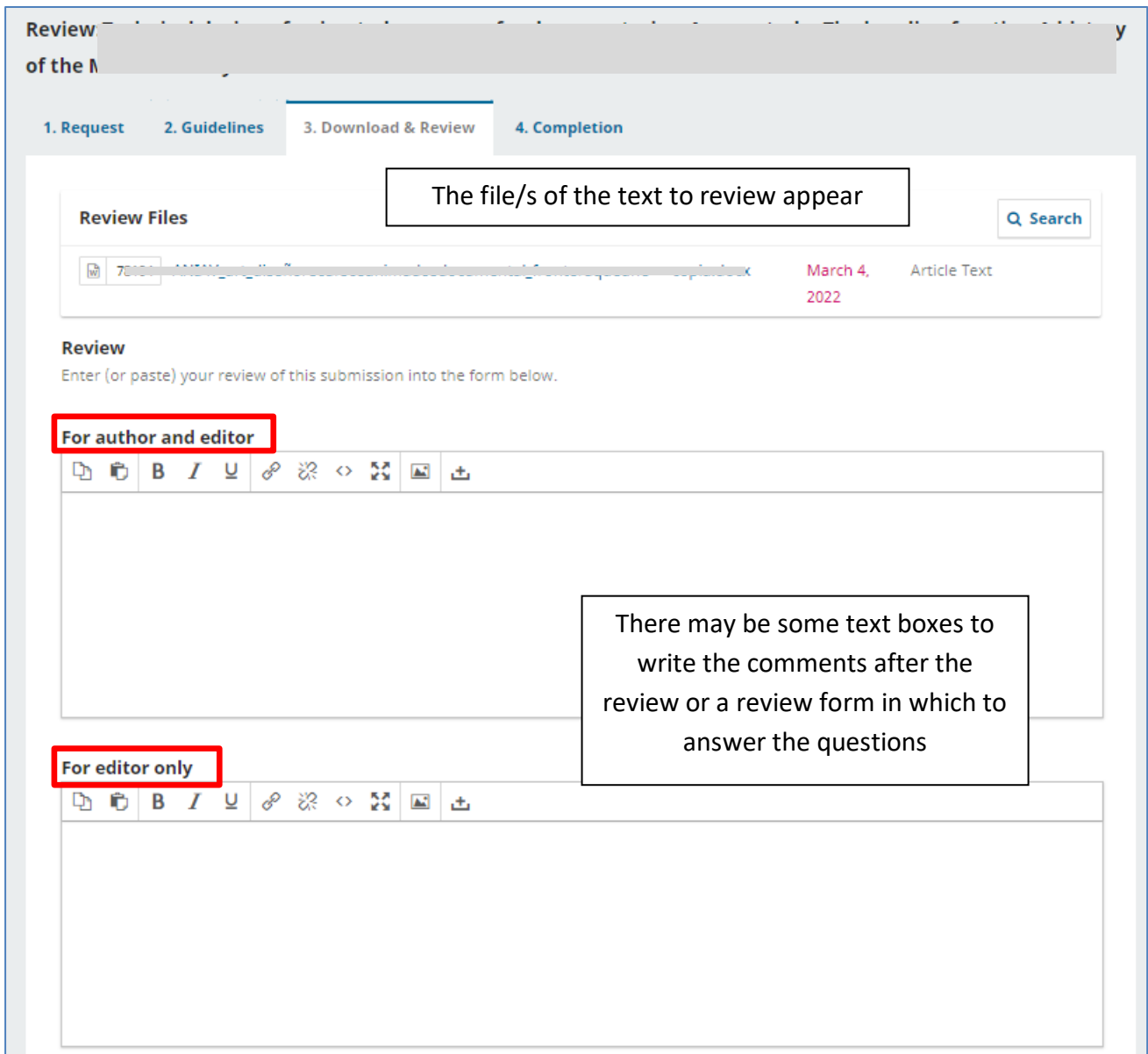


Journal indications about revisions may appear

Continue to Step #3

Go Back

Step 3: Download & Review



The file/s of the text to review appear

For author and editor

There may be some text boxes to write the comments after the review or a review form in which to answer the questions

For editor only

Upload
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files Q Search **Upload File**

You can upload file/s or add a discussion

Review Discussions **Add discussion**

Name	From	Last Reply	Replies	Closed
No Items				

Recommendation
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One ▼

Recommendation should be selected: Accept, Revisions required, Decline ...

Submit Review
Save for Later
Go Back

When the review is complete, you must Submit Review

When you upload a file, appear this window:

Upload File ×

1. Upload File 2. Review Details 3. Confirm

Drag and drop a file here to begin upload

Upload File

[How to ensure all files are anonymized](#)

Continue Cancel

When you submit the review, appear this window:

Confirm ×

Are you sure you want to submit this review?

OK
Cancel

Step 4: Completion

Review: T... y
of the M...

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				