Section Editors: select reviewers

Log in to your journal account.

Select your role as 'Section Editor'.

Submissions in Review

Under "Submissions in Review", you will see any articles which are "in review", "in editing", or in the "archives". Clicking any of these links will provide additional details on individual articles in these categories:

Assigning Reviewers

Click on the article title (in "Submissions in Review" screen-**1**).

You have the option to:

1. Send an email message to the author or to the editor (click on the envelope icon next to the names).

2. View the original submission file by clicking the link (1058-2267-1-RV.DOCX).

3. Select a reviewer for the **first round of review**. Click the "Select Reviewer" link. From the list of names, assign a (**4**) reviewer:

Then appear the review form, with the deadline for the review (automatically generated - **5**) and the "Request" icon (**6**) to generate an email message to the reviewer:

This email message includes a one-click access URL that will allow the reviewer immediate access into the WRS system.

IMPORTANT: Click "Send"

Note that after sending the message, the "Request" icon now includes a message sent date (**7**):

To assign the second or more reviewers, repeat this process.

Working with Reviewers

After selecting reviewers, the Section Editor has to wait for the revisions made to continue the process. When a reviewer ends his review send an email to notify it to the Section Editor, so a few weeks pass since reviewers were assigned.

On the same screen you see all the information from the article review process.

For each reviewer you have some information and **you can**:

Cancel a review request

Read the reviewers comments

Send a reminder to the reviewer

Change the due date

Uploaded files from the reviewer

Reviewer A	Reviewer name

Review Form   Scientific communication   SELECT REVIEW FORM   CLEAR REVIEW FORM

REQUEST   UNDERWAY   DUE **1**   ACKNOWLEDGE

2014-03-12 ▢ **2**   2014-03-12   2014-03-19   ▢

4 Recommendation   None   SEND REMINDER

Review Form Response

Uploaded files   None

Editor To Enter

Upload review   Choose File   No file chosen   Upload

RECOMMENDATION **3**

Reviewer rating

5 High ▼   Record

1 - The due date is automatically generated when a reviewer is assigned, but the Section Editor can changes this by clicking above date.

2 - When the due date expires the system sends an automatic reminder to the reviewer, but the section editor can send a reminder when he wants from here.

3 - If the reviewer has not finished the whole process on the platform, the section editor can complete the process from here. He has to put the reviewer's recommendation:

Enter Reviewer Recommendation

Recommendation   Choose One ▼

Choose One
Accept Submission
Revisions Required
Resubmit for Review
Resubmit Elsewhere
Decline Submission
See Comments

Save   Cancel

4 - The reviewer's recommendation will also appear in this section once their decision has been made.

Steps to work with reviewers:

1. Go to reviewer A

2. Read recommendations, comments or uploaded files

3. If the reviewer are uploaded any file, mark the option "Let author view file" (**a**)and click to "Record" (**b**) to allow the author also see that file

4. Send an email thanking them for their efforts (use the "Acknowledge" icon **c**)

<u>Repeat the same steps for each reviewer there.</u>

And then make a decision for the article.