

Section Editors: select reviewers

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Journal Title

» **Section Editor** 0 In Review 0 In Editing

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:

Submissions in Review

IN REVIEW IN EDITING ARCHIVES

In Section:

Title contains

Submitted between and

Search

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	PEERREVIEW ASK DUE	DONE	RULING
2117	01-27	Sc01	Lario	SS	02-10 -5	-	-

1 - 1 of 1 Items

Assigning Reviewers

Click on the article title (in “Submissions in Review” screen-1).

#2212 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors Authors' names  **1**

Title Prueba

Section Science 01 (Mathematics, Physics, etc)

Editor ZIsabel Margalejo Ferrández  **1**

Review Version **2** 2212-7109-1-RV.DOCX 2014-03-12 ENSURING A BLIND REVIEW

Upload a revised Review Version No file chosen

Supp. files

2212-7086-1-SP.DOCX 2014-03-11 Present file to reviewers

PeerReview Round 1 **3** [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

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:

Reviewers

Select Reviewer

Reviewing interests contains

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

[ENROLL AN EXISTING USER AS REVIEWER](#) | [CREATE NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
Reviewer name	Science 01	N/A	0	—	2014-02-10	0	ASSIGN
Reviewer name	Operations Management, Social Science, Business Administration, Quality	N/A	1	0	2014-01-14	0	<input type="button" value="ASSIGN"/> 4
Reviewer name		N/A	0	—	—	0	ASSIGN
<u>Reviewer name</u>	Social Science, Architecture, Urban Design, construction system, construction process, civil engineering	N/A	0	—	—	0	ASSIGN

1 - 4 of 4 Items

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:

Reviewer A	Reviewer name	CLEAR REVIEWER		
Review Form	Scientific communication	SELECT REVIEW FORM	CLEAR REVIEW FORM	
	6	UNDERWAY	5	ACKNOWLEDGE
		—	2014-03-19	

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

Send Email

To:

CC:

BCC:

Attachments: No file chosen

From:

Subject: [RDP] Article Review Request

Body:

I believe that you would serve as an excellent reviewer of the manuscript, "Prueba," which has been submitted to revista de pruebas para curso UPV scientific communication. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2014-03-19 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due 2014-03-19.

IMPORTANT: Click “Send”

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

Reviewer A	Reviewer name	CANCEL REQUEST		
Review Form	Scientific communication	SELECT REVIEW FORM	CLEAR REVIEW FORM	
	7	UNDERWAY		ACKNOWLEDGE
	2014-03-12	—	2014-03-19	
Editor To Enter	WILL DO THE REVIEW	UNABLE TO DO THE REVIEW		
	Upload review	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	

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**:

- 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:

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

Recommendation Accept Submission 2013-01-13

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

Uploaded files

[2212-7112-1-RV.DOCX](#) 2014-03-13 Let author view file **a** **Record** **b**

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

Reviewer A	Reviewer name			
Review Form	Scientific communication			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2014-03-12	2014-03-12	<u>2014-03-19</u>	c
Recommendation	Accept Submission	2014-03-13		
Review Form Response				
Uploaded files	2212-7112-1-RV.DOCX	2014-03-13	Let author view file <input checked="" type="checkbox"/>	Record
Reviewer rating	5 High <input type="button" value="v"/>	Record		

Repeat the same steps for each reviewer there.

And then make a decision for the article.