

# Reviewers

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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'.

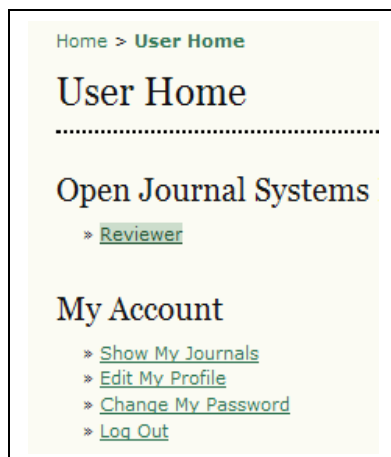


Figure 177: Selecting role as Reviewer

## Reviewing Articles

In the “Active Submissions” section, select the article title (note the due date of the review):

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
141	07-06	ART	<a href="#">JOURNAL PUBLISHING IN NORTH AMERICA</a>	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):

Submission To Be Reviewed	
Title	Journal Publishing in North America
Journal Section	Articles
Abstract	abstract
Submission Editor	Rebecca Ericksen
Submission Metadata	<a href="#">VIEW METADATA</a>

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

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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

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### 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:

Review

.....

No Reviews

Subject

For author and editor

For editor

Save Close

\* Denotes required field

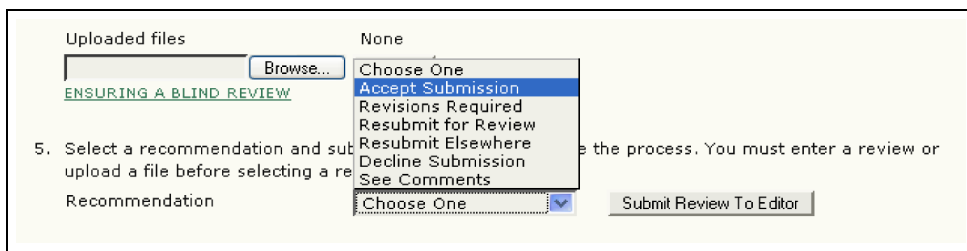
Figure 183: Review Comments

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.

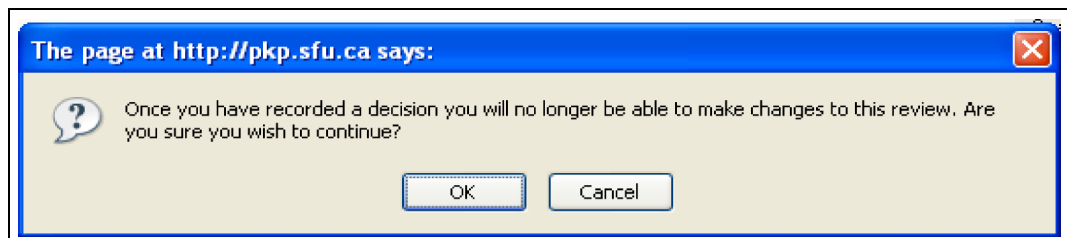
**Step 5:** Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation:



The screenshot shows a web form for submitting a review. At the top, there is a section for 'Uploaded files' with a 'Browse...' button. Below this, there is a link for 'ENSURING A BLIND REVIEW'. A numbered instruction (5) asks the user to select a recommendation and upload a file. A dropdown menu is open, showing options: 'Choose One', 'Accept Submission', 'Revisions Required', 'Resubmit for Review', 'Resubmit Elsewhere', 'Decline Submission', and 'See Comments'. Below the dropdown, there is another 'Choose One' dropdown and a 'Submit Review To Editor' button.

**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

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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: America" for New OJS Journal, and submitted my recommendation,  
"Accept Submission."  
Rhona Macdonald"/>

Figure 186: Completed Review Message