



Open Journal Systems

Reviewer Help Manual

Instituto Politécnico de Viseu
2017

Reviewing

When an **Editor** assigns a submission to a **Reviewer**, the **Reviewer** will get an email that he has a pending submission and in the **Reviewer** section of the **User Home**, the article will show as **Active**.

User Home

My Journals

[Library Testing Journal](#)
[Journal Manager](#)

| | | | | |
|--------------------------|--------------|-----------------------------|------------------------------|---------------------------------------------------------------|
| Editor | 0 Unassigned | 1 In Review | 3 In Editing | [Create Issue] [Notify Users] |
| Author | | 3 Active | 0 Archive | [New Submission] |
| Reviewer | | | 1 Active | |

Accept or Reject Reviewing Assignment

Click **Active** link and to proceed select the submission by clicking on the title of the submission, as indicated below.

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

| ID | MM-DD ASSIGNED | SEC | TITLE | DUE | REVIEW ROUND |
|--------------------|--------------------------------|---------------------|----------------------------------|---------------------|------------------------------|
| 11 | 08-21 | ART | ME AND MY SHADOW | 09-18 | 1 |

1 - 1 of 1 Items

In the **Review** page, the **Reviewer** will have some details about the submission to be reviewed

#11 Review

Submission To Be Reviewed

| | |
|---------------------|----------------------------------------------|
| Title | Me and my shadow |
| Journal Section | Articles |
| Abstract | Shadows are related to the angles of the sun |
| Submission | Mark <input type="checkbox"/> |
| Editor | |
| Submission Metadata | VIEW METADATA |

And the scheduled date for the completion of the reviewing

Review Schedule

| | |
|------------------|------------|
| Editor's Request | 2015-08-21 |
| Your Response | — |
| Review Submitted | — |
| Review Due | 2015-09-18 |

The **Reviewer** must now decide to either accept or decline the review task by selecting either one of the links **“Will do the review”**, or **“unable to do the review”**

Irrespective of the decision, this will lead to prepared email (editable) which will be sent to the **Editor**.

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 will be made available, if and when reviewer agrees to undertake review

3. Click on icon to enter (or paste) your review of this submission.

Review 

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

[ENSURING A BLIND REVIEW](#)

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

Reviewing of Article and Feedback Submission to Editor

Once the review task has been accepted the Reviewer can now download the article for review, by clicking the link highlighted.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [11-48-1-RV.DOCX](#) 2015-08-19
Supplementary File(s) None
3. Click on icon to enter (or paste) your review of this submission.
[Review](#) 
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
 No file chosen

ENSURING A BLIND REVIEW

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

Downloading article

The article has to be downloaded, and reviewed using a word processor. The **Reviewer** can add comments or amend the article altogether, and save it to be sent back to the **Editor**.

Compiling comment to Authors and Editors

The **Reviewer** also has the ability to send direct comments to both the **Editor** and **Author** (through the **Editor**) or just the **Editor**, by clicking the **Review** callout icon as indicated above.

Once the user clicks the **Review** callout icon, a pop-up window will open, as shown below. In this window the **Reviewer** can include comments for the **Editor** and **Author**. Click **Save**

Review

.....

No Reviews

Subject

For author and editor

Adequate referencing should be assigned to section 3.1.

For editor

Consider two column layout

* Denotes required field

Uploading reviewed document and other relevant files

The **Reviewer** can upload other files that may be deemed relevant for **Editor** or **Author** to consult and also reupload reviewed article with comments.

Further recommendations

Once the review is finalised, the last step is to enter a recommendation using the dropdown menu.

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

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

Then the **Reviewer** has to click **Submit Review to Editor**

This will lead to a prepared email (editable) to the **Editor**, making the necessary recommendations

Send Email

To

CC

BCC

Send a copy of this message to my address
()

Attachments No file chosen

Subject

Body

Mark

I have now completed my review of "Me and my shadow" for Library Testing Journal, and submitted my recommendation, "Revisions Required."

Mark

Once the selected recommendations and the email have been sent to the **Editor** and **Author**, the article has now gone through **Round 1** of the reviewing stage. The article in the **Submission in Review** page will be updated and the colour changed according to status of the submitted article i.e. *the reviewers have returned their comments*.

Submissions in Review

UNASSIGNED **IN REVIEW** IN EDITING ARCHIVES

Assigned To: In Section:

Title contains

Submitted between and

Search

| ID | MM-DD SUBMITTED | SEC | AUTHORS | TITLE | PEER REVIEW | | | RULING | SE |
|----|--------------------|-----|---------|------------------|-------------|-----|-------|--------|----|
| | | | | | ASK | DUE | DONE | | |
| 11 | 08-19 | ART | | ME AND MY SHADOW | 08-21 | - | 08-21 | - | MP |

1 - 1 of 1 items

Notes

- Highlighted items indicate action is required by an editor, labelled as follows:
 - A Reviewer has been assigned but not notified by email
 - All Reviewers have returned with their comments, but no decision is recorded
 - Author has uploaded a revised manuscript
 - Reviewer is overdue to confirm peer review invitation
 - Reviewer is overdue to complete review
- "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

In the **Review** page, the submission shows that **Reviewer A** has reviewed the submission and has recommended that **Revisions are Required**

Peer Review Round 1

[SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A Mark

Review Form

| REQUEST | UNDERWAY | DUE | ACKNOWLEDGE |
|------------|------------|-------------------|--------------------------|
| 2015-08-21 | 2015-08-21 | <u>2015-09-18</u> | <input type="checkbox"/> |

Recommendation 2015-08-21

Review 2015-08-21

Uploaded files [11-49-1-RV.DOCX](#) 2015-08-21 Let author view file