

## Workflow for Reviewer

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The Reviewer is invited by email to review a submission, which includes its title and abstract, as well as the journal's URL and a username and password for the Reviewer to use to enter the journal. The journal has the option of using a reviewer option that sends the submission as an email attachment to the Reviewer along with an invitation to review. In this case, the Reviewer then responds by email <link>. What is described here is the principal method for reviewing (and ensuring complete records of the process), which involves the Reviewer conducting the Review on the journal's web site.

To see the submissions you need to review, click the Reviewer link, or click the "x" Active link. Both will take you to your active Submissions page. This page lists the submissions which you have been invited to review or are currently in the process of reviewing. The Submissions queue also notes what round the review is, as some reviews may have entered a second round of reviewing, following the Section Editor's decision that the submission must be "resubmitted for review." This page also provides access to past reviews which the Reviewer has completed for the journal. Clicking on the linked title will take you to the review process.

Home > User > Reviewer > **Active Submissions**

### Active Submissions

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**ACTIVE**   ARCHIVE

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<u>ID</u>	<u>MM-DD</u> <u>ASSIGNED</u>	<u>SEC</u>	<u>TITLE</u>	<u>DUE</u>	<u>REVIEW</u> <u>ROUND</u>
1	12-29	ART	<a href="#">A STUDY OF ELECTRONIC PUBLISHING</a>	01-26	1

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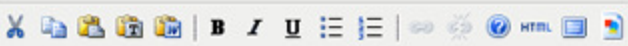
1 - 1 of 1 Items


## Review Steps

### Review Steps

1. Notify the submission's editor as to whether you will undertake the review.  
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.  
Submission Manuscript [1-2-1-RV.DOCX](#) 2009-12-28  
Supplementary File(s) None
4. Declare whether or not you have competing interests with regard to this research (see [CI POLICY](#)).  

No competing interests.



Save
5. Click on icon to fill in this review form.  
Review Form 
6. In addition, you can upload files for the editor and/or author to consult.  
Uploaded files None
7. 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

- You have first to indicate to the Section Editor whether they will undertake the review. The decision should be made after reviewing the submission's Abstract and perhaps looking at the submission, by clicking on the file name in Step 3 (depending on the journal's policies, the file may not be available before agreeing to review it). If you are unable to do the review, click on Unable to do the review which leads to a standard email to the Section Editor. If able to do the review, click on Will do the review, which leads to a standard email to the Section Editor, and which will indicate to Section Editor and Author that the review is underway.
- Consult the Reviewer Guidelines, found at the bottom of the Review page. The Reviewer Guidelines have been prepared by the Editors of the journal to ensure that your review is as helpful as possible to them and the author.
- The Author has uploaded the submission as a file, which you can download from the journal's web site to your computer by clicking on the file name. The Supplementary Files refer to materials the Author may have uploaded in addition

to the submission, such as data sets, research instruments, or source texts.

- Click on the Review icon and is presented with two Review text-boxes where the Review can be either entered by hand or pasted: one for the Editor and Author, and one visible to the Editor only. The Reviewer may enter or paste partial reviews into these boxes and click the Save button at the bottom of the form to return and make changes later. The Reviewer may return to make such changes until a recommendation on the main Review pages is chosen, at which time the Review process is complete.
- You also have the option, in addition to entering a review, of uploading files for the Section Editor and/or the Author to see. These files may be an annotated version of the submission or some relevant data or other materials that will assist Editor and/or Author. It will be at the Editor's discretion whether these files are shown to the Author, but you can certainly comment on this in the Review (Step 5).
- You must select a Recommendation for the submission from among the following options: Accept, Revisions Required, Resubmit for Review, Resubmit Elsewhere, Decline Submission, See Comments. When you click Submit Review to the Editor, it leads to a prepared email to the Section Editor, and makes your recommendation, saved Review (which is now locked) and any uploaded files available to the Editor.