# Chapter 8. Reviewers

Overview

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.

Review Home Page

Submissions

On logging in to the journal, you will arrive at the User Home page.

Figure 8.1. Reviewer Home
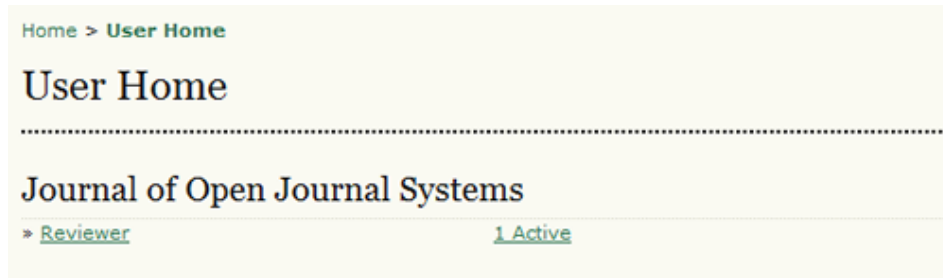
To see the submissions you need to review, click the Reviewer link, or click the "x" Active link. Both will take you to your active Submissions page. This page lists the submissions which you have been invited to review or are currently in the process of reviewing. The Submissions queue also notes what 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.

Figure 8.2. Active Submissions

Review

You will first see a summary of the submission details.

Figure 8.3. Review Assignment

Next, you will see the review schedule, and the associated deadline.

Figure 8.4. Review Schedule

Next, the Review process is divided into six or seven steps (depending upon the Journal Setup).

Figure 8.5. Review Steps

1. 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.

2. 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.

Figure 8.6. Review Guidelines

> ## Reviewer Guidelines
>
> In reviewing an article for the Journal of Open Journal Systems, we are interested in your overall opinion of the article and any comments you might wish to pass on to the author to assist him or her in making the article publishable. The editor would appreciate at least one paragraph indicating why this paper makes a contribution to our knowledge of communication. If it does not, your frank and candid opinion of why not would be welcome.
>
> In your review we request that you consider:
>
> a) the potential interest of this topic to our readers: would you read this piece?

3. 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.

4. (Optional): In some cases, the journal may require you to declare whether or not you have competing interests with the article being reviewed. If this is the case, this step becomes a form requesting a declaration of Competing Interests, and all following steps change their step number accordingly.

5. 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.

   Please note: the Journal manager, in conjunction with the journal's Editor(s), may have created an extended custom review form to be filled out here. More information on the custom form should be found in the Reviewer's Guidelines. The form can be returned to and edited until a recommendation has been chosen.

Figure 8.7. Review Form Response

6. 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).

7. 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.