

Reviewers Guide to OpenJournals

Contents

| | |
|---|---|
| Logging in | 2 |
| Review Queue | 3 |
| Accepting or Declining a review request | 3 |
| Reviewer guidelines | 3 |
| Download & Review | 4 |
| Review Discussion | 5 |
| Handing in your review | 7 |

Logging in

When you're asked to review something for a publication that uses the OpenJournals system, you will usually be asked to do so through a mail. This email contains an important link.

The link allows you to make an account if you do not have one yet:

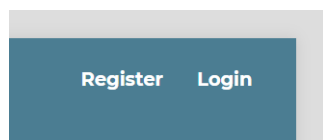
If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username).

<https://testplatform.openjournals.nl/IISG/login/lostPassword>

It is important that you use this link to make your account. If you register for a new account through other means, you will not have access to the article you're asked to review.

If you already had an account, the review request will be added to it; you can log in as you are used to.

Once you have an account, you can log in on the page of the journal. The right hand corner of the journal always has a login-button:



Here, you can login with your password and username.

Login

Username *

Password *

[Forgot your password?](#)

Keep me logged in

[Register](#)

Login

Review Queue

Once you're logged in, you'll see a screen similar to this, listing all your pending and finished reviews. For every review, it shows the due date for acceptance and the due date for the finished review. As you can see, the red triangle indicates that the system is currently awaiting a response from the reviewer.

We can see more about the review through the 'view' button.

The screenshot shows the 'Submissions' page in the IISG Journal system. The page is divided into a left sidebar with navigation options (Submissions, Statistics, Articles, Editorial Activity, Users) and a main content area. The main content area is titled 'Submissions' and has tabs for 'My Queue' (with a count of 6) and 'Archives'. Below the tabs is a search bar and buttons for 'Filters' and 'New Submission'. The main content area displays a list of review assignments. The first assignment is titled '12495 Review Assignment' with the article title 'An Amazing Article: That is used as an example'. It shows two due dates: 'Response Due: 2022-12-30' and 'Review Due: 2022-12-30'. A red triangle icon with the text 'Waiting for a response from the reviewer.' is displayed below the due dates. A 'View' button is located to the right of the assignment. Red annotations highlight the 'Response Due' date as the 'Due date for acceptance' and the 'Review Due' date as the 'Due date for the finished review'. The 'View' button is also highlighted with a red box.

Accepting or Declining a review request

After pressing 'View', you end up on a screen that will give you information about the article, such as the title and abstract. Based on this information, you can accept or decline the review.

Reviewer guidelines


After accepting, you will get a screen reminding you about the reviewer guidelines.

Download & Review

On this screen, you can download the article text & other available files.

Some journals use a review form; if so, this page will show that form, ready to be filled in by you.







If a journal does not use a review form, the screen will look like this:

| Review Files | Here you can download files | Q Search |
|---|--------------------------------------|-------------------------------|
|  25953 | Amazing Article.docx | December 2, 2022 Article Text |




Review

Enter (or paste) your review of this submission into the form below.

For author and editor

|   B <i>I</i> <u>U</u>       |
|--|
| <p>Here you can leave comments that will be shared with both the editor and the author</p> |

For editor only

|   B <i>I</i> <u>U</u>       |
|--|
| <p>Here you can leave comments that will not be shared with the author</p> |

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

| Reviewer Files | Here you can upload files to share with the editor, such as article text with comments | Q Search | Upload File |
|----------------|--|----------|-------------|
| No files | | | |

Review Discussion

| Review Discussions | | | | | Add discussion |
|--------------------|------|------------|---------|--------|----------------|
| Name | From | Last Reply | Replies | Closed | |
| No Items | | | | | |

Through the 'add discussion' button, you can communicate with the editors.

Then you can create the start of the discussion with this screen:

Participants
 editor, Journal editor
 admin, Unassigned

Here you can select the participants that should take part in this conversation.

Subject * The subject of the thread.

Message * The first message of the thread.

📄 📁 **B** *I* U [🔗](#) [🔗](#) `<>` [🔄](#) [🖼️](#) [📎](#)

Here you can include any relevant files.

Attached Files

No Files

Once a discussion has been started, other participants can answer through this interface, by opening the discussion:

The language here is troublesome ×

This is the title of the discussion

Participants

admin (admin)

Johnny Lawrence (sectioneditor)

Daniël LaRusso (layouteditor)

These are the people who
can see the discussion

Messages Here you can see previous messages

| Note | From |
|----------------------------|---------------------------------|
| Why does he use this word? | admin 2022-10-05 01:55 PM |

Message *



B
I
U







Here you can add new messages.

Handing in your review

At the bottom of the 'Download and Review' screen, you can make a recommendation. Once you have made a recommendation, you can submit the review through the blue button.

Recommendation

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

Choose One ▼

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

Submit Review

Save for Later

Go Back