OJS

REVIEWER'S GUIDE

SEPTEMBER 2020

This text, OJS-Reviewer's Guide, is an adaptation of "Guide de l'évaluateur" by the *Bibliothèque de l'Université de Laval* and "Learning OJS 3.2: A Visual Guide to Open Journal Systems" by Simon Fraser University and the Public Knowledge Project. This document is under Creative Commons Attribution 4.0 International licence CC BY by ULiège Library.

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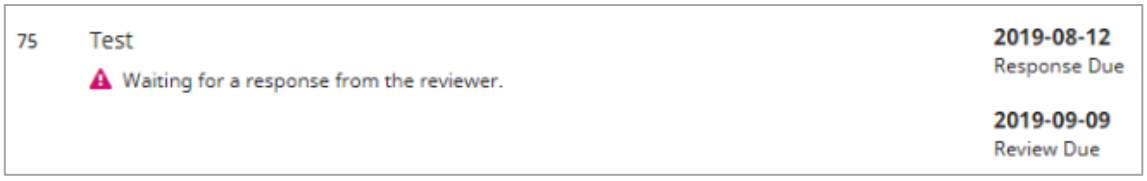
REVIEWER'S GUIDE

This guide explains the steps you need to go through as a reviewer, from the reviewing request to submitting comments. Reviewing an article is a 4 steps process.

Invitation

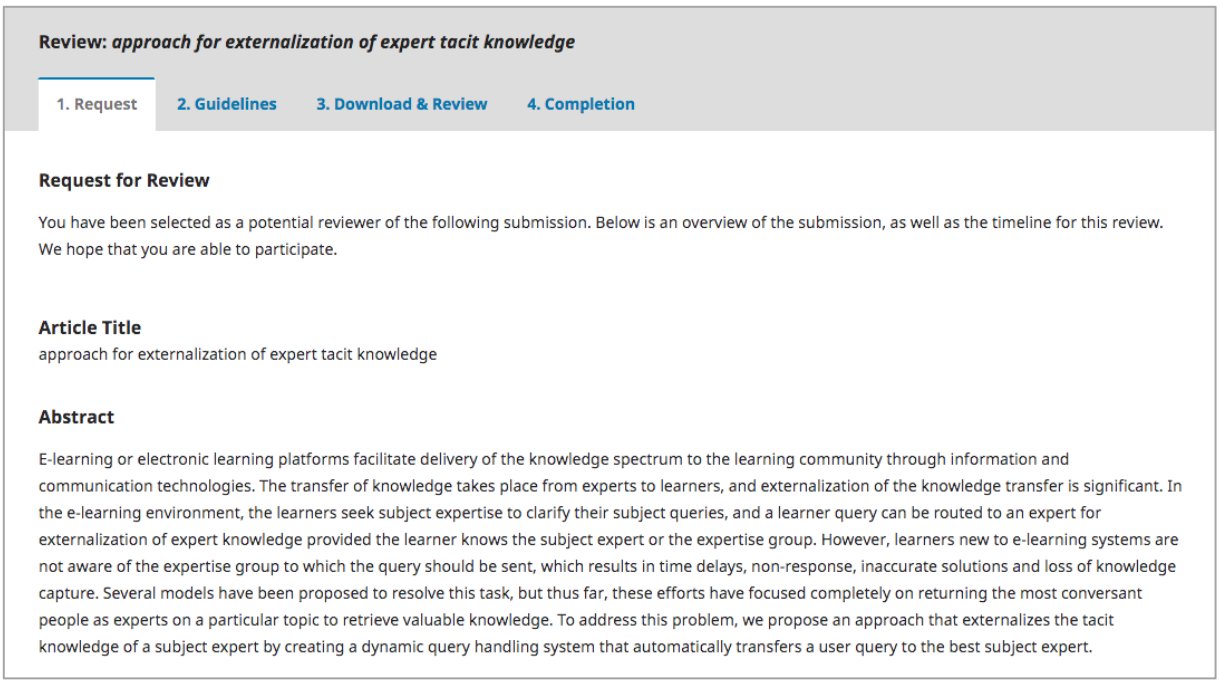
At this stage, you receive a review request by email which contains links to the journal website and to the submission. The request is displayed in your Dashboard, with due dates to accept or decline the request and due dates to submit your review if you were to accept it.

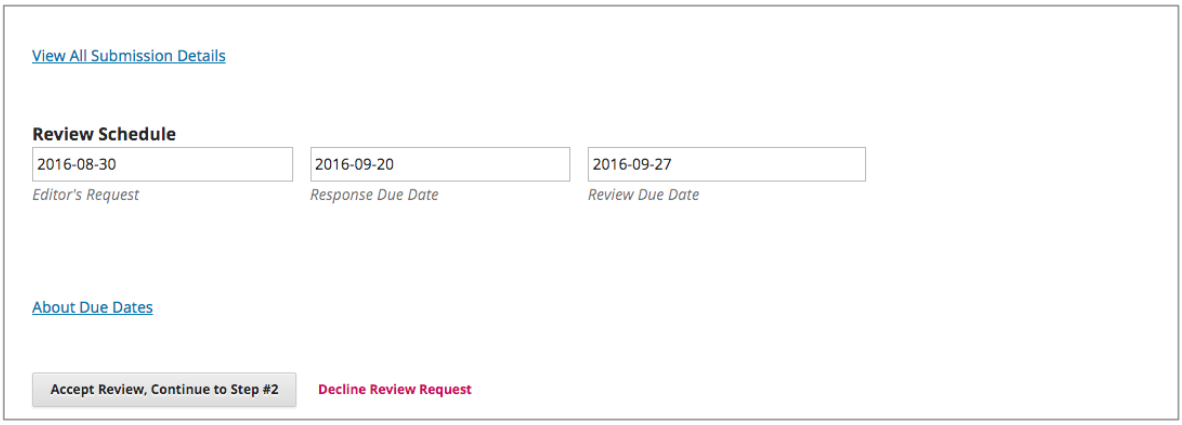


The description sheet is less complete than the one seen by the editor or the author of the article.

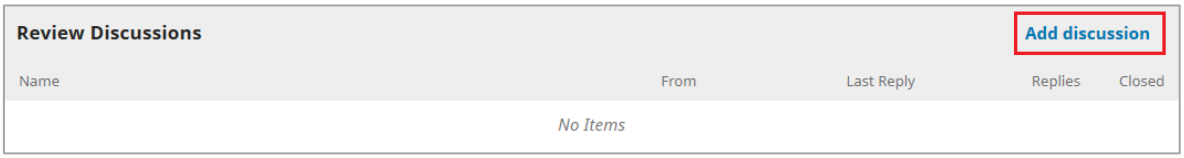
Personal information is not displayed for reasons of anonymity.

You can view the document's metadata and download it.





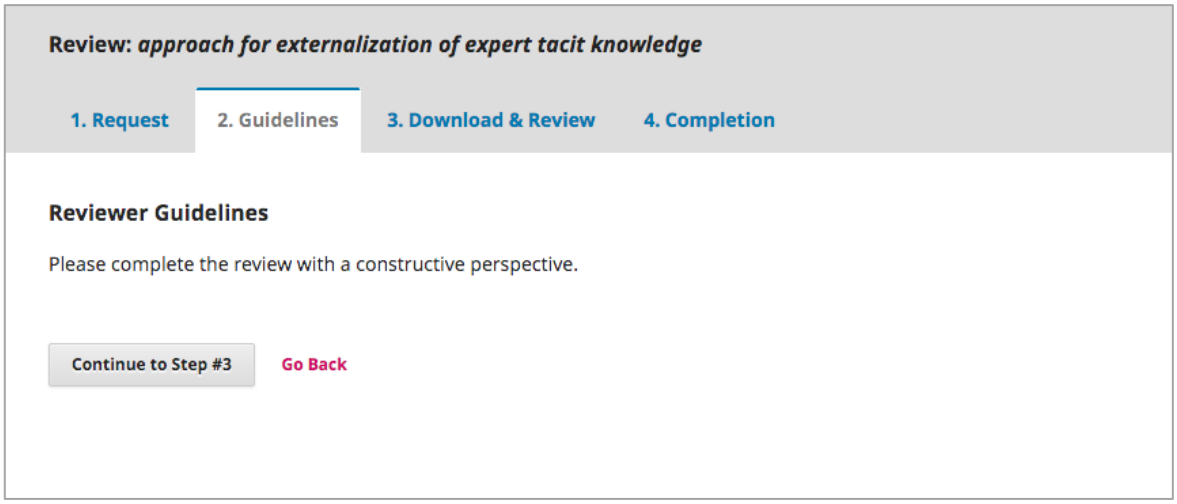
You can start a discussion with the editor through the Review Discussions section. This can be useful for negotiating deadlines or declaring a conflict of interests. The author of the manuscript will not be aware of these interactions.



To proceed, **you must, at the bottom of the form, accept or refuse to do the review**. If you refuse, the process ends and you cannot reverse your decision. If you accept, you must agree to the Privacy Policy and move to the next step.

Guidelines

Following acceptation, you can read the reviewing guidelines of the journal. You can also start a discussion about this matter if needed. The author of the manuscript will not be aware of these interactions.

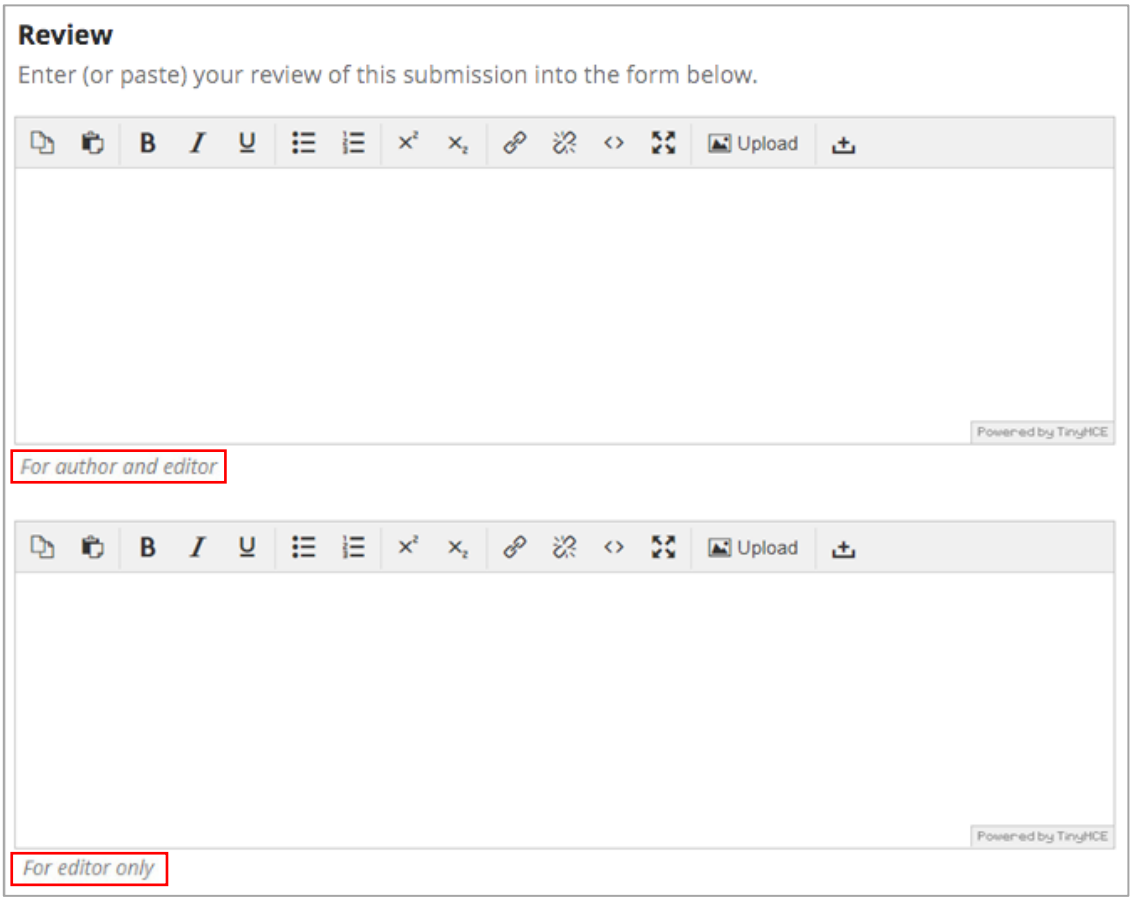


Click **Continue** to move to the next step.

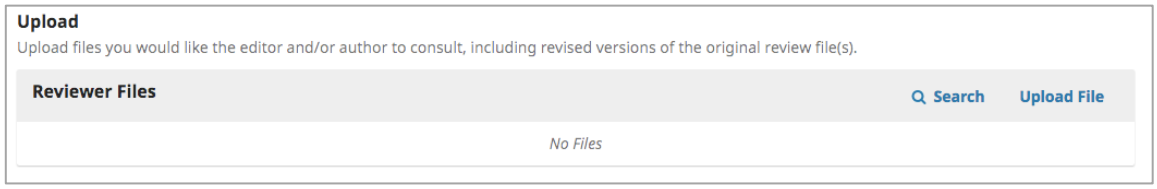
Download and Review

This tab allows you to download, if it has not been done already, the manuscript to review. Two areas allow you to insert your review.

PLEASE NOTE : **The content of the first area will be sent to the author and the editor of the journal**, while the content of the second area will only be sent to the editor.



It is possible to upload files, such as an annotated version of the reviewed manuscript. In this case, be careful not to leave any detail that could lead to your identification. The files will only be sent to the editor.



Once your review is written in a text box or added via file, you must give your verdict using the drop-down menu.

Your choices include:

Accept Submission: it is ready to go to Copyediting as it is.

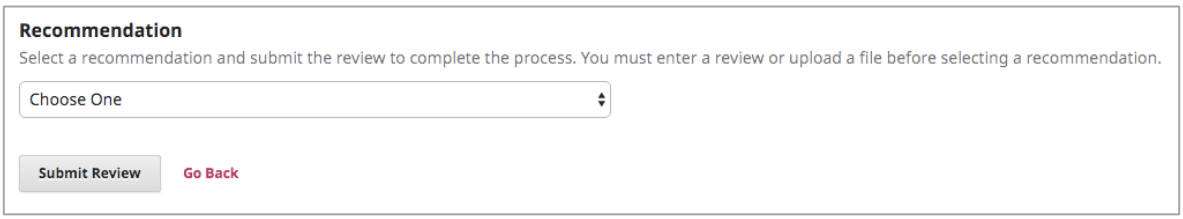
Revisions Required: it requires minor changes that can be reviewed and accepted by the editor.

Resubmit for Review: it requires major changes and another round of peer reviewing.

Resubmit Elsewhere: it doesn't seem like a good fit for the focus and scope of this journal.

Decline Submission: it has too many weakness to ever be accepted.

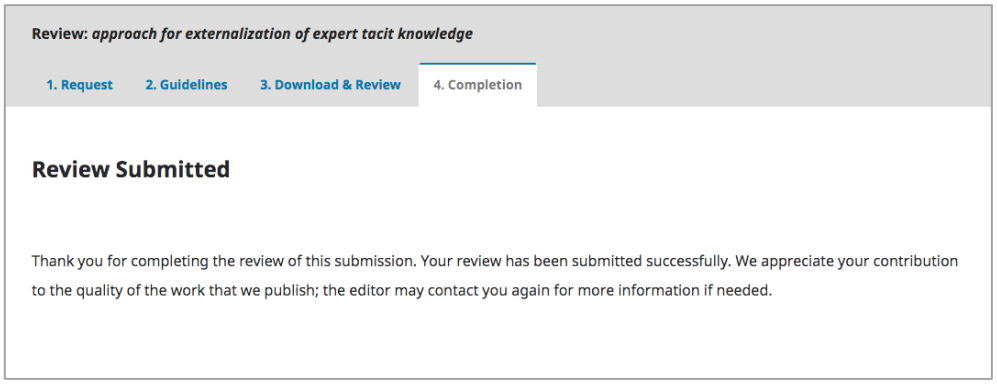
See Comments: if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.



Finally, hit the **Submit Review** button to complete your task. You'll be asked to confirm.

Completion

The 'Thank you' text is displayed.



The Dashboard now displays the status of you review. You can click on this review to consult each step again. However, the displayed information is no longer editable.