

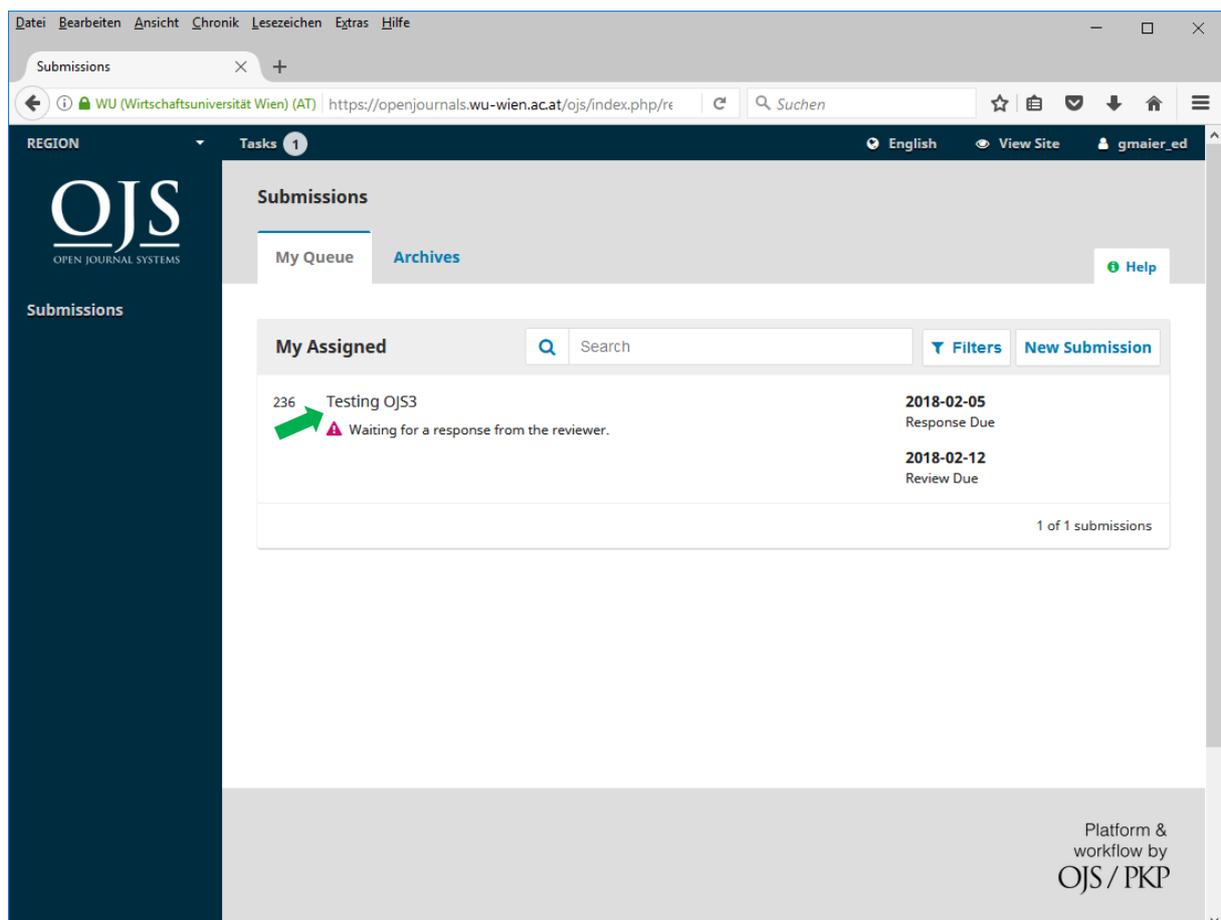
How the reviewer handles the request for review in OJS3

This document provides step-by-step instructions on how the invited reviewer manages the review request for a submission to REGION. We assume that the editor has initiated reviewing for the submission and invited the reviewer to review the paper. This step is described in “How the assigned editor initiates a review for REGION in OJS3”.

Reviewer’s Login

The reviewer has been asked via email to review the submission. As reviewer you need to login to OJS3 via the **Login-button** on the REGION homepage (<http://region.ersa.org>).

After successfully logging in you should land at the “**Submissions Dashboard**”. The review request is in the “**My Queue**” tab. Click on the paper title to get to the dashboard of the article.



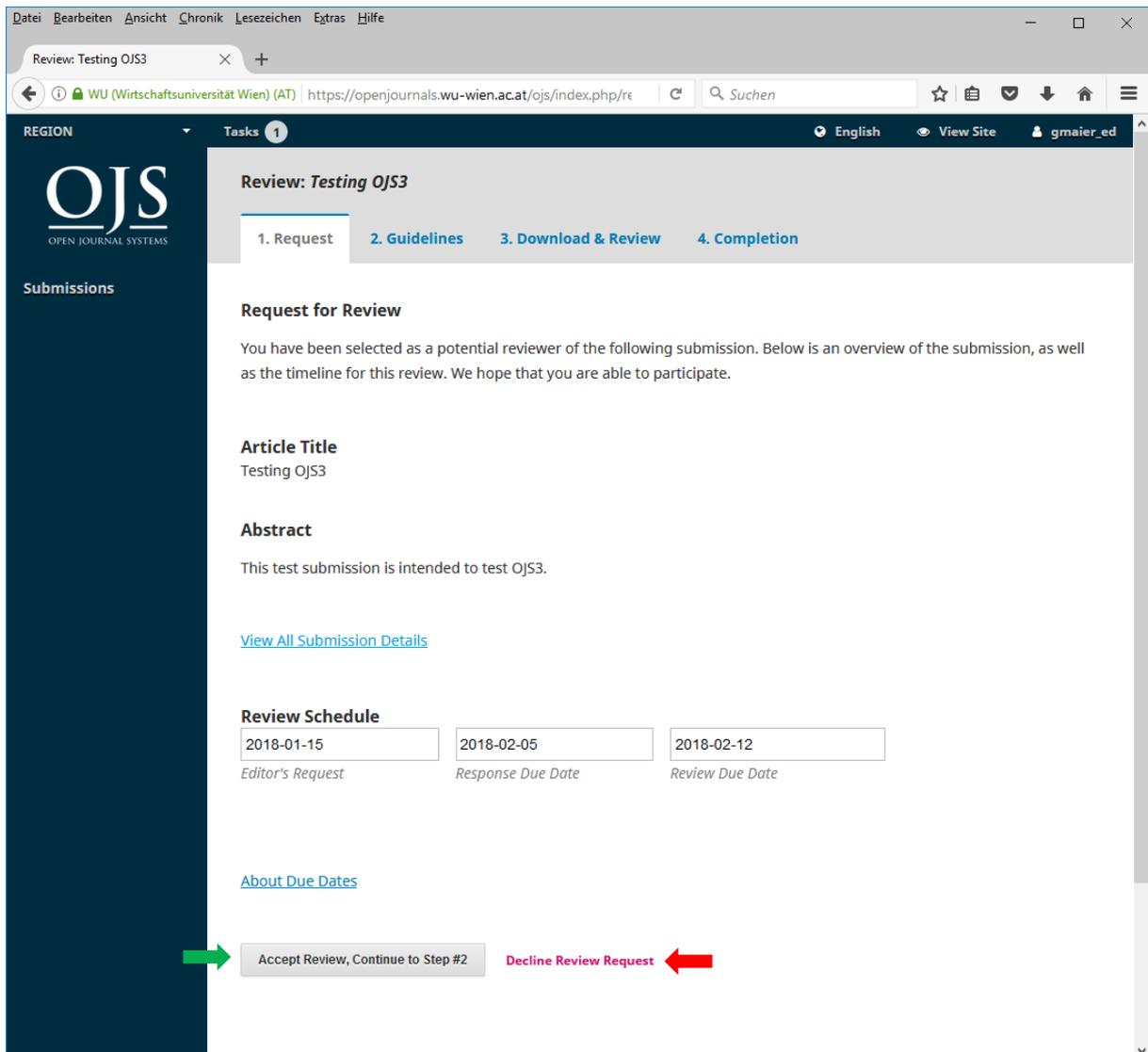
The screenshot shows a web browser window displaying the OJS3 Submissions Dashboard. The browser's address bar shows the URL <https://openjournals.wu-wien.ac.at/ojs/index.php/r>. The dashboard has a dark blue sidebar with the OJS logo and the text 'OPEN JOURNAL SYSTEMS'. The main content area is titled 'Submissions' and has two tabs: 'My Queue' (selected) and 'Archives'. A 'Help' button is visible in the top right of the main area. Below the tabs, there is a section titled 'My Assigned' with a search bar and buttons for 'Filters' and 'New Submission'. A single submission is listed with the ID '236' and the title 'Testing OJS3'. A green arrow points to the ID. To the right of the title, there are two dates: '2018-02-05 Response Due' and '2018-02-12 Review Due'. Below the submission list, it says '1 of 1 submissions'. At the bottom right of the dashboard, it says 'Platform & workflow by OJS / PKP'.

The four step review process

Clicking the title of the submission will get you to step 1 of the four-step review process. Please note that you can exit the process at any time and return to that step next time you log in.

Step 1: Request, Accept or Reject

Step 1 of the four-step review process provides details about the submission (title, abstract) and about the timeframe of the review request. In this step you can decide whether you accept or decline the review request. In case you accept, click **“Accept Review, Continue to Step #2”** (green arrow) at the bottom of the page. In case you decline, click **“Decline Review Request”** (red arrow).



The screenshot shows a web browser window displaying the OJS (Open Journal Systems) interface. The page title is "Review: Testing OJS3". The browser address bar shows the URL: <https://openjournals.wu-wien.ac.at/ojs/index.php/re>. The page has a dark blue header with the OJS logo and navigation links. The main content area is titled "Review: Testing OJS3" and contains a progress bar with four steps: 1. Request (active), 2. Guidelines, 3. Download & Review, and 4. Completion. Below the progress bar, the "Request for Review" section contains the following text: "You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate." The "Article Title" is "Testing OJS3" and the "Abstract" is "This test submission is intended to test OJS3." There is a link "View All Submission Details". The "Review Schedule" section shows three dates: "2018-01-15" (Editor's Request), "2018-02-05" (Response Due Date), and "2018-02-12" (Review Due Date). At the bottom, there are two buttons: "Accept Review, Continue to Step #2" (highlighted with a green arrow) and "Decline Review Request" (highlighted with a red arrow).

Step 2: Guidelines

Of course, we assume that you clicked **“Accept Review, Continue to Step #2”**. This gets you to the second step of the review process. This step provides detailed guidelines and instructions for your review. Read them carefully and then click **“Continue to Step #3”**.

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Review: Testing OJS3

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REGION Tasks 1 English View Site gmaier_ed

Review: Testing OJS3

1. Request 2. Guidelines 3. Download & Review 4. Completion

Reviewer Guidelines

Invitation to Review

Manuscripts submitted to REGION are reviewed by at least two experts. Reviewers are asked to evaluate the quality of the manuscript and to provide a recommendation to the editor on whether 'accept submission', 'revisions required', 'resubmit for review' or 'decline submission'.

We ask invited reviewers to:

- accept or decline any invitations quickly, based on the manuscript title and abstract;
- suggest alternative reviewers if an invitation must be declined;
- request an extension in case more time is required to compose a report.

As part of the assessment, reviewers will be asked:

- to provide an overall recommendation for the publication of the manuscript (see BELOW);
- to provide a detailed, constructive review report taking into account the originality, significance, quality of the presentation, scientific soundness, interest to the readers, overall merit and English level of the manuscript (see BELOW).

Potential Conflicts of Interests

We ask reviewers to inform the journal editor if they hold a conflict of interests that may prejudice the review report, either in a positive or negative way. The editor will check as far as possible before invitation, however we appreciate the cooperation of reviewers in this matter.

Reviewers who are invited to assess a manuscript they previously reviewed for another journal should not consider this as a conflict of interest in itself. In this case, reviewers should feel free to let us know if the manuscript has been improved or not compared to the previous version.

Confidentiality and Anonymity

Reviewers should keep the content of the manuscript, including the abstract, confidential. The manuscript or any part of it must not be shown to or discussed with others except if authorized by the editor.

The screenshot shows a web browser window with the URL <https://openjournals.wu-wien.ac.at/ojs/index.php/r>. The page title is "Review: Testing OJS3". The browser's address bar shows "WU (Wirtschaftsuniversität Wien) (AT)". The page content includes a dark blue sidebar with "REGION" and "Tasks 1". The main content area contains the following text:

highest technical standards? Are the data robust enough to draw the conclusions? Are the methods, tools, and software described with sufficient details to allow another researcher to reproduce the results?

- Interest to the Readers: Are the conclusions interesting for the readership of the journal? Will the paper attract a wide readership, or be of interest only to a limited number of people?
- Overall Merit: Is there an overall benefit to publishing this work? Does the work provide an advance towards the current knowledge? English Level: Is the English language appropriate and understandable?

Manuscripts submitted to REGION should meet the highest standards of publication ethics:

- Manuscripts should only report results that have not been submitted or published before, even in part.
- Manuscripts must be original and should not reuse text from another source without appropriate citation.

If reviewers become aware of such scientific misconduct or fraud, plagiarism or any other unethical behavior related to the manuscript, they should raise these concerns to the editor immediately.

REGION editors never edit reviewer comments intended for the authors. Reviewers are thus asked to make fair comments and to use appropriate language. Confidential comments to the editors can be made in a dedicated box on the review form.

For further guidance about writing a critical review, please refer to the following documents:

1. COPE Ethical Guidelines for Peer Reviewers. Committee on Publication Ethics. [Available online](#).
2. Hames, I. Peer Review and Manuscript Management in Scientific Journals: Guidelines for Good Practice. Wiley-Blackwell: Oxford, UK, 2007.
3. Writing a journal article review. Australian National University: Canberra, Australia, 2010. [Available online](#).
4. Golash-Boza, T. How to write a peer review for an academic journal: Six steps from start to finish. [Available online](#).

At the bottom of the main content area, there are two buttons: "Continue to Step #3" (highlighted with a green arrow) and "Go Back".

Platform & workflow by OJS / PKP

Step 3: Download and Review

Step 3 is the most important one in the four-step review process. In this step you get access to the submission and you can submit your review.

The documents to review are listed under the heading "Review Files". In our example, there is only just one document. Click on the title to open it directly or to download it to your local computer.

Submit your Review

You submit your review also in step 3 of the four-step process. We ask you to fill in two text areas and to select a recommendation. The first text area is intended for author and editor. Enter there all your communication to the author. The second text area is for editor only. Enter there all secret communication to the editor. This message will not be visible to the author.

You select your recommendation from a select-box at the bottom of the page. The options and their meanings are:

Option	Meaning
<i>Accept Submission</i>	The submission is ready for publication, no changes are needed
<i>Revisions Required</i>	Some Minor Revisions are needed. Once they are done, the paper is ready for publication
<i>Resubmit for Review</i>	Major Revisions are needed. The revised paper will be checked again by the reviewers.
<i>Resubmit Elsewhere</i>	The paper does not fit. It should be submitted to some other journal.
<i>Decline Submission</i>	Reject the submission.
<i>See Comments</i>	The recommendation is contained in the comments.

When you are finished with your review, click “Submit Review” to send it to the journal editor. After a confirmation step, you will get to step 4, a “Thank You” message.

The screenshot displays the OJS interface for a review task. The browser address bar shows the URL <https://openjournals.wu-wien.ac.at/ojs/index.php/re>. The page title is "Review: Testing OJS3". The navigation bar includes "REGION", "Tasks 1", "English", "View Site", and "gmaier_ed". The main content area shows a progress bar with four steps: "1. Request", "2. Guidelines", "3. Download & Review", and "4. Completion". Below the progress bar is a "Review Files" section with a search icon and a table listing a file named "1221-1 Author, How to submit a paper to REGION.docx" with the type "Article Text". A green arrow points to the file name. Below this is a "Reviewer Guidelines" section with a link to "Review Guidelines". The "Review" section contains a text area with a rich text editor toolbar (bold, italic, underline, link, unlink, code, undo, redo, upload, insert) and a "Powered by TinyMCE" watermark. A note at the bottom says "For author and editor".

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Review: Testing OJS3

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REGION Tasks 1 English View Site gmaier_ed

For author and editor

Upload

Powered by TinyMCE

For editor only

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

Reviewer Files Search Upload File

No Files

File Bearbeiten Ansicht Chronik Lesezeichen Extras Hilfe

Review: Testing OJS3

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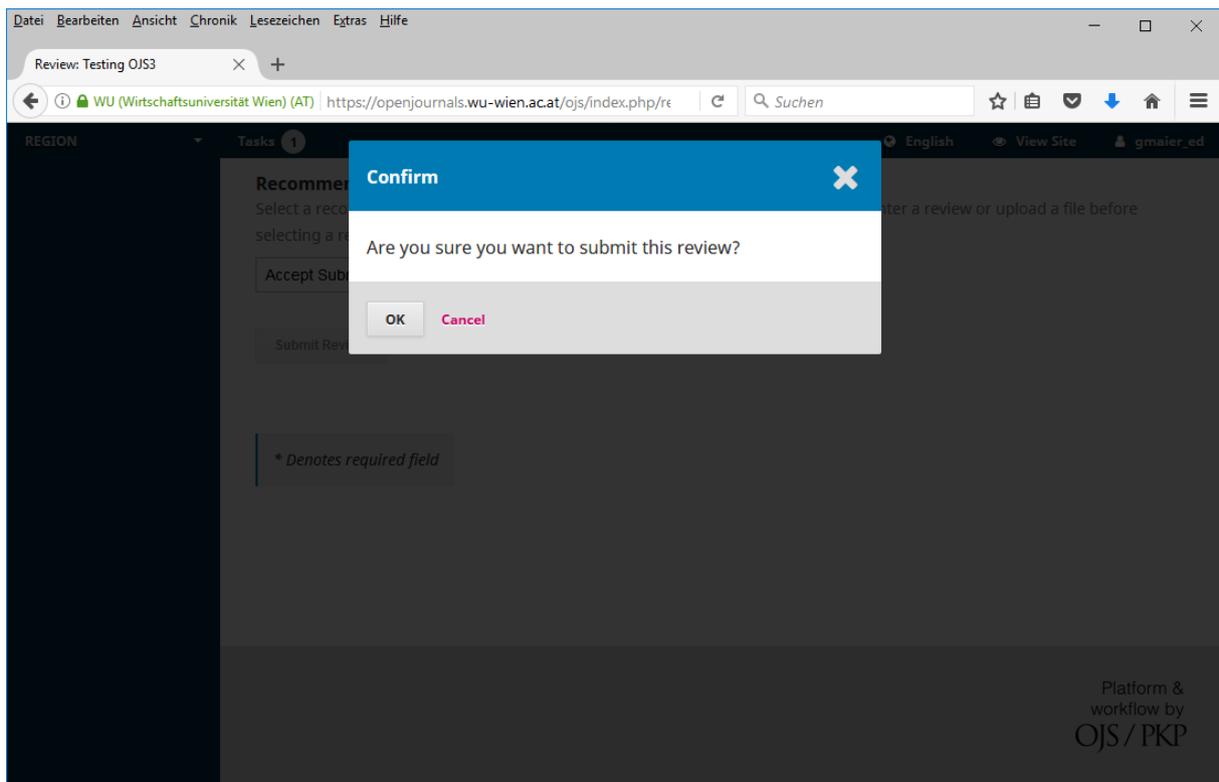
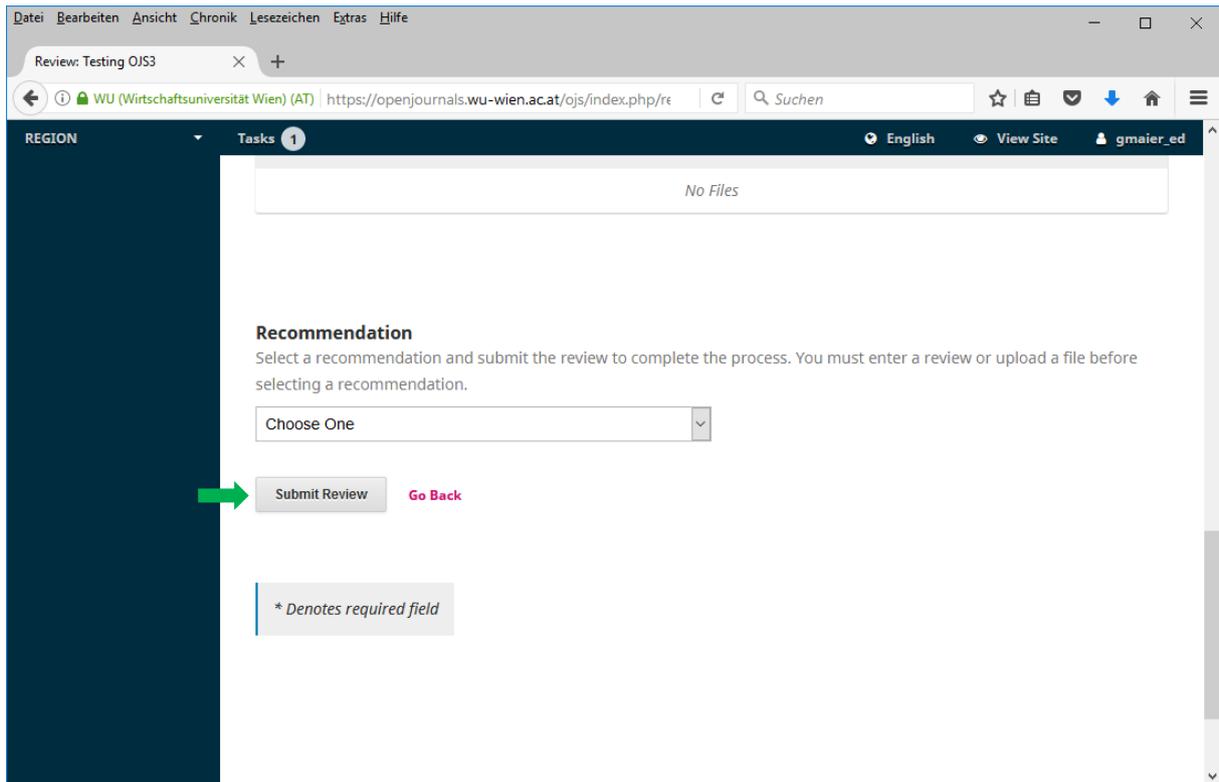
No Files

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

* Denotes required field



Step 4: Completion

The final step of the review process is just a final "Thank You" message. You are done with the review and your review is recorded in the system.

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Review: Testing OJS3

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OJS
OPEN JOURNAL SYSTEMS

Submissions

Review: Testing OJS3

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.