

How to respond to a reviewing request for REGION

When an editor invites you to referee a paper that has been submitted to REGION, you receive an email message that informs you and provides details. The email message has a subject of “[REGION] Article Review Request” and looks somewhat like the following edited example:

Dear Dr. Maier:

I believe that you would serve as an excellent reviewer of the manuscript, "title of the paper" which has been submitted to REGION. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2015-04-30 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <http://openjournals.wu.ac.at/ojs/index.php/region>

The review itself is due 2015-05-21.

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).
<http://openjournals.wu.ac.at/ojs/index.php/region/login/resetPassword/gmaier?confirm=d41ba9>

Submission URL:
<http://openjournals.wu.ac.at/ojs/index.php/region/reviewer/submission/134>

Thank you for considering this request.

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ABSTRACT OF THE PAPER

On the following pages I will explain the necessary steps assuming that you know your username and password for the journal management system of REGION. Username and password have been sent to you when either you yourself or an editor registered you to the system. If you do not know username or password, follow the instructions in the email shown above.

Following the first or the third link given in the email gets you either to the start (Figure 1) or to the login page (Figure 2) of REGION's journal management system. On either page you need to login with your username and password using one of the options marked in the following figures.

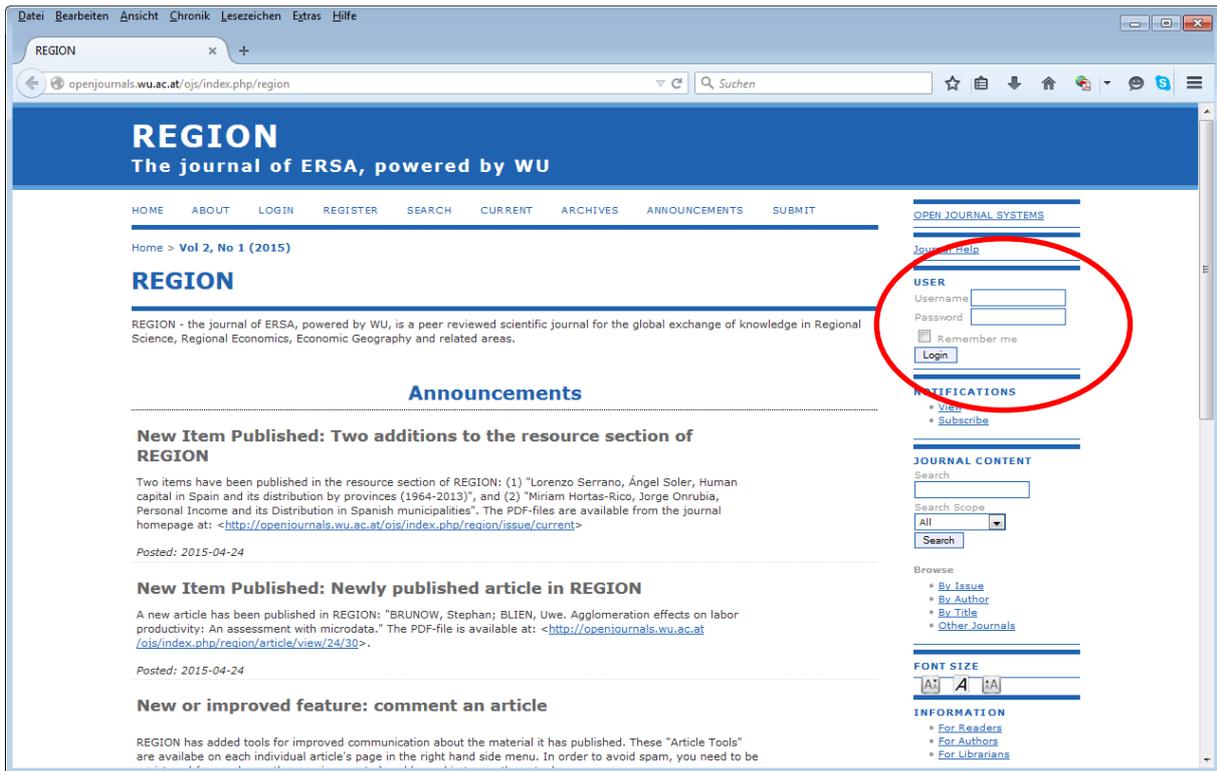


Figure 1

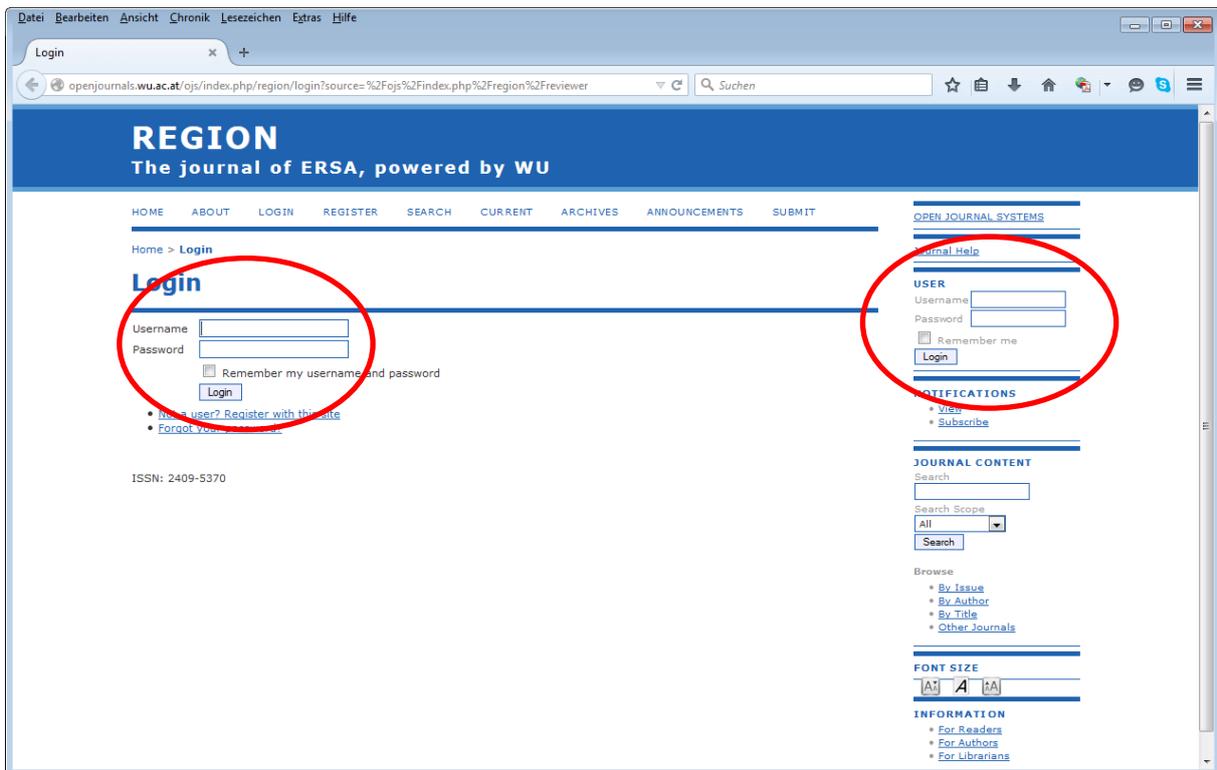


Figure 2

Once you are logged in, you should see a page similar to Figure 3. The details of this page depend on the roles you have in REGION. Figure 3 shows that the logged in user has the role of a reviewer and that there is 1 active review task (the one you have been invited for).

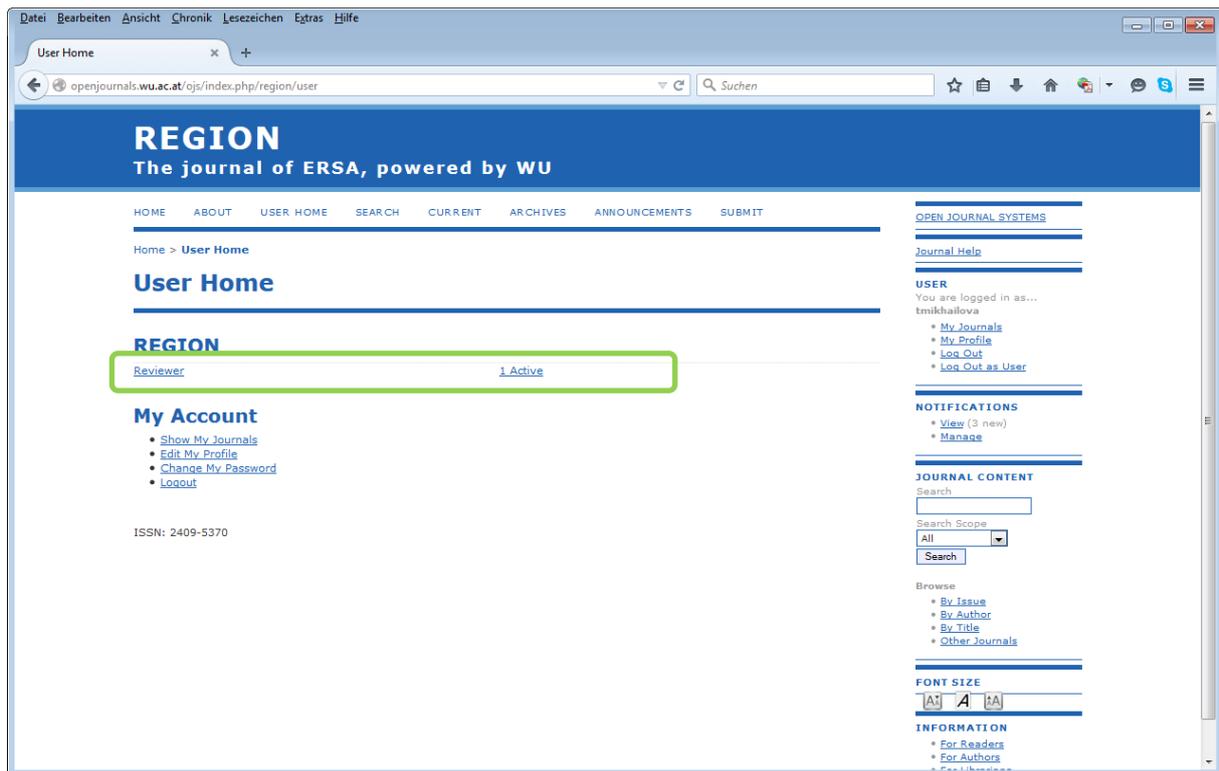


Figure 3

Click on „Active“ to get to the details of your active review task. You will get to a page similar to the one shown in Figure 4, which shows the title of the submission as a hyperlink.

The screenshot shows a web browser window displaying the 'Active Submissions' page of the REGION journal system. The page header includes the journal title 'REGION' and the tagline 'The journal of ERSA, powered by WU'. A navigation menu is located below the header, and a breadcrumb trail indicates the current location: 'Home > User > Reviewer > Active Submissions'. The main content area features a table of active submissions. One submission is highlighted with a green box, showing the following details:

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
74	04-23	ART	POPULATION STRUCTURES IN RUSSIA: OPTIMALITY AND...	05-21	1

Below the table, it indicates '1 - 1 of 1 Items' and the ISSN: 2409-5370. The right sidebar contains several sections: 'OPEN JOURNAL SYSTEMS', 'Journal Help', 'USER' (logged in as gmaier), 'NOTIFICATIONS' (35 new), 'REVIEWER' (Active and Archive), 'JOURNAL CONTENT' (search and browse options), 'FONT SIZE' (adjustable), and 'INFORMATION' (For Readers, For Authors, For Librarians).

Figure 4

Click this hyperlink to get to the detailed information about the submission (Figure 5). On this page you can see title and abstract of the paper, the date when the editor requested your review, the due date of your review, etc. There is also a link to the metadata of the submission which leads to additional information.

At your first visit to this page you should notify the editor whether or not you are able and willing to do the review. This is listed under step 1 of the Review Steps. There you can choose between two links **“Will do the review”** and **“Unable to do the review”**. They assist you in your communication with the editor and also register your decision with the system.

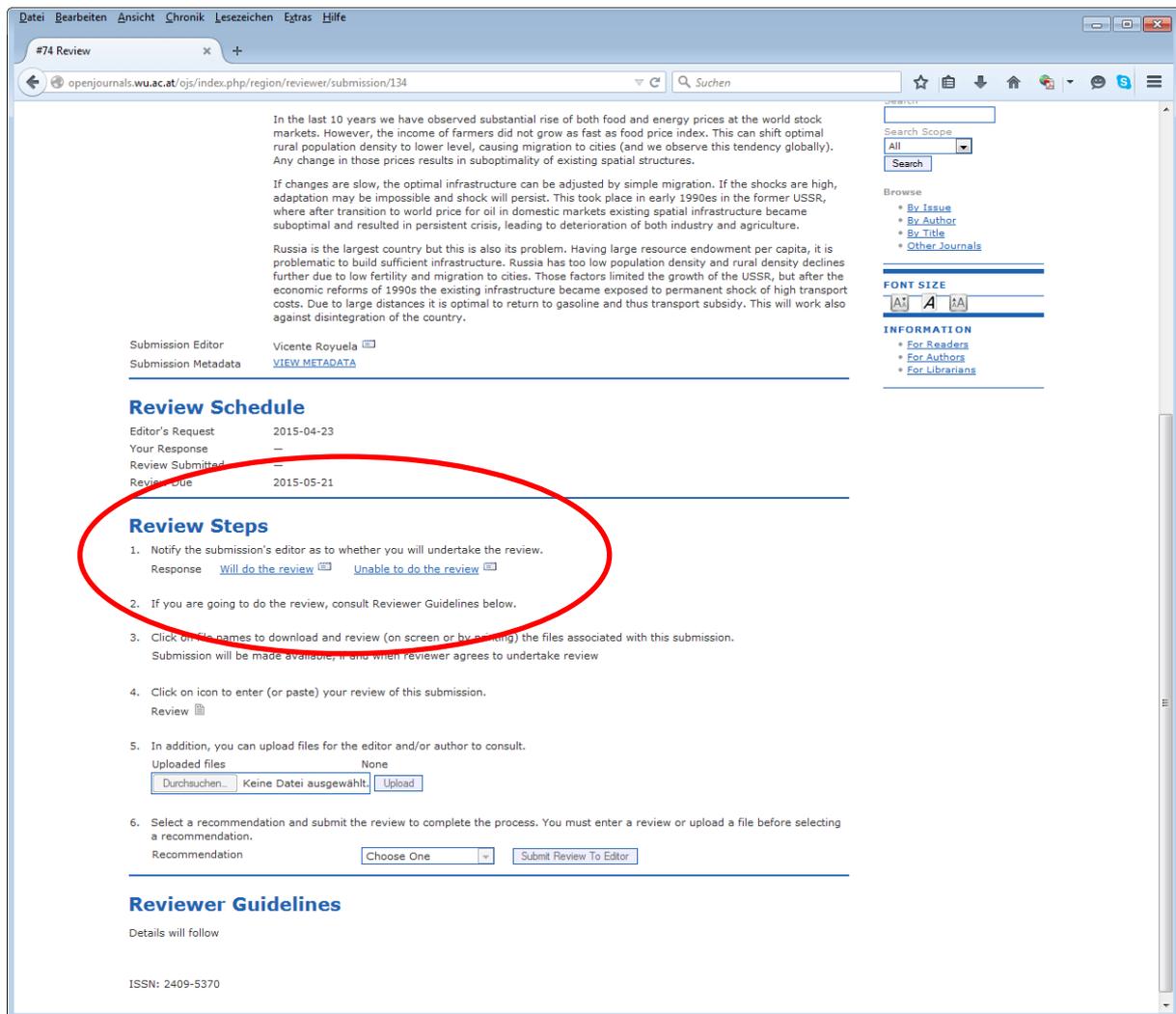


Figure 5

Clicking either one of these links gets you to the **“Send Email”** form (Figure 6). This form helps you compose an email to the editor who invited you. There is a default text of this email which you see in Figure 6 for the case where you are unable to review. You can add your own text to this form and change the proposed text as you like. It is important, however, that you use this mechanism for the communication with the editor, because it also registers your decision with the system in addition to sending your message. When you are done composing the email, click the **“Send”** button. This sends the email and registers your decision with the system. When you chose to click the **“Skip Email”** button instead, no email will be sent to the editor, but your decision will still be registered in the system. To guarantee that the editor recognizes your decision as soon as possible, we ask you to use the **“Send”** button.

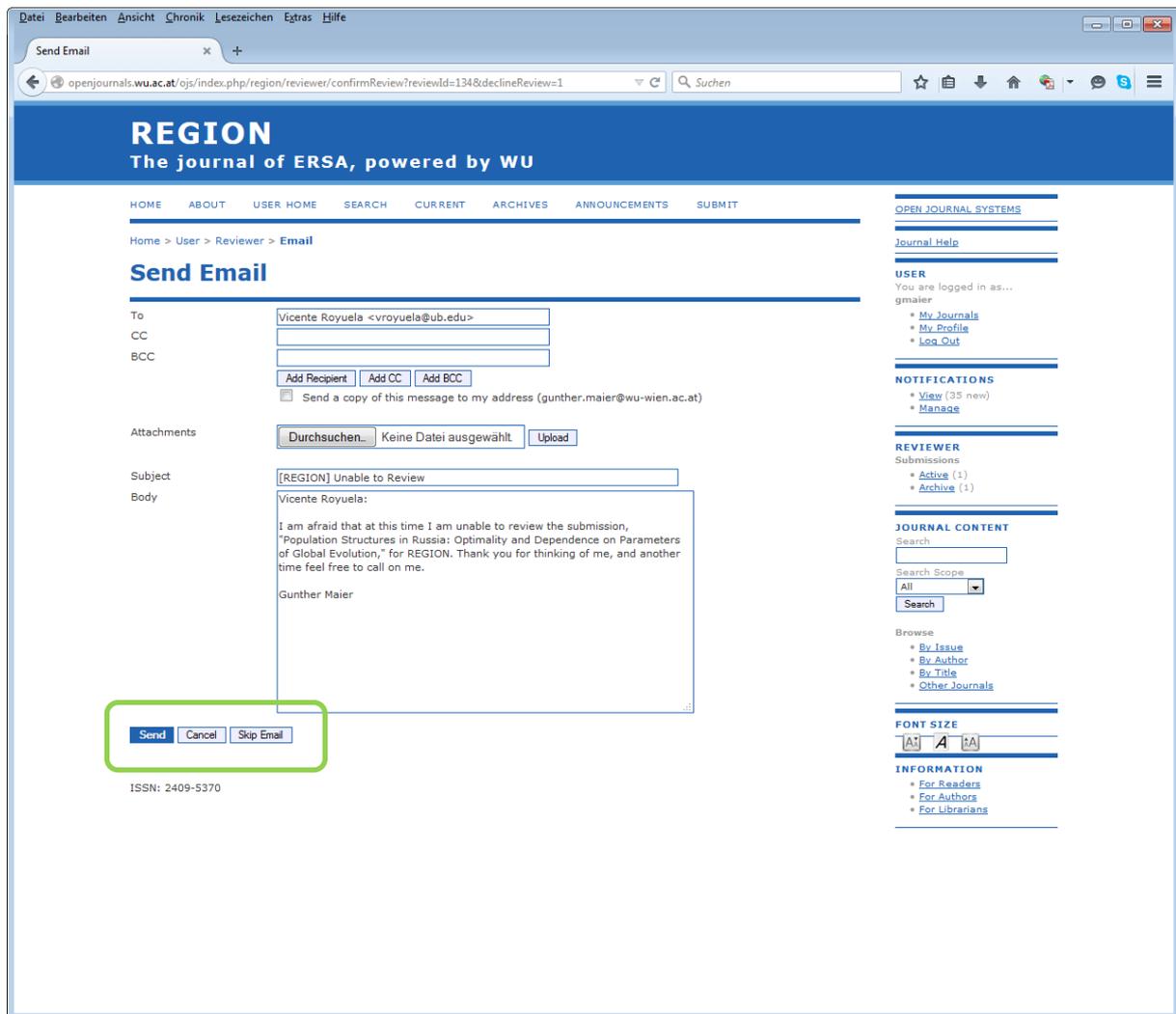


Figure 6

When you return to the page with the detailed information about the submission (Figure 5 above, Figure 7 below), you will see that the system has registered your decision. Under "Review Schedule" you see the date of your response and under step 1 of the "Review Steps" you see that the system registered your response as "Rejected".

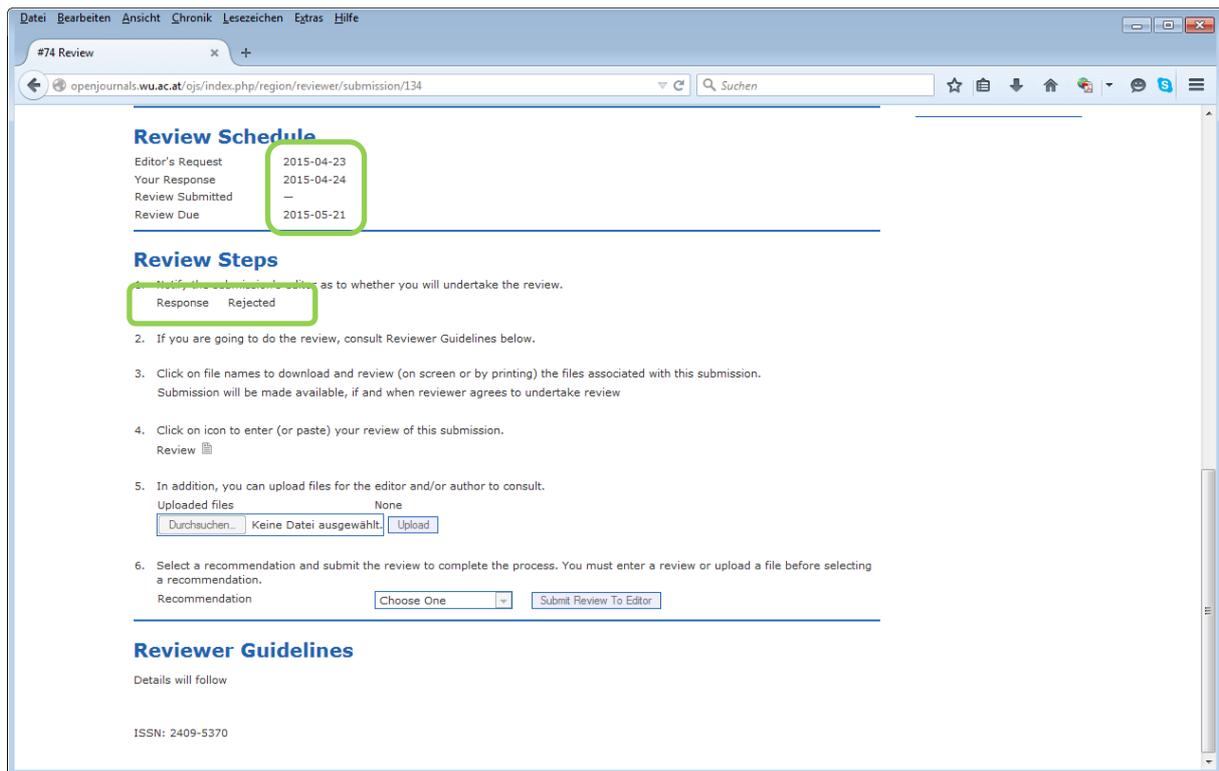


Figure 7