

Reviewer Guidelines

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Welcome to Ubiquity Press' management system, which provides a simple journal workflow for completing reviews. This manual outlines the process of accepting review invitations and completing reviews. We greatly appreciate the time taken to review for our journals.

Receiving your Review Invitation

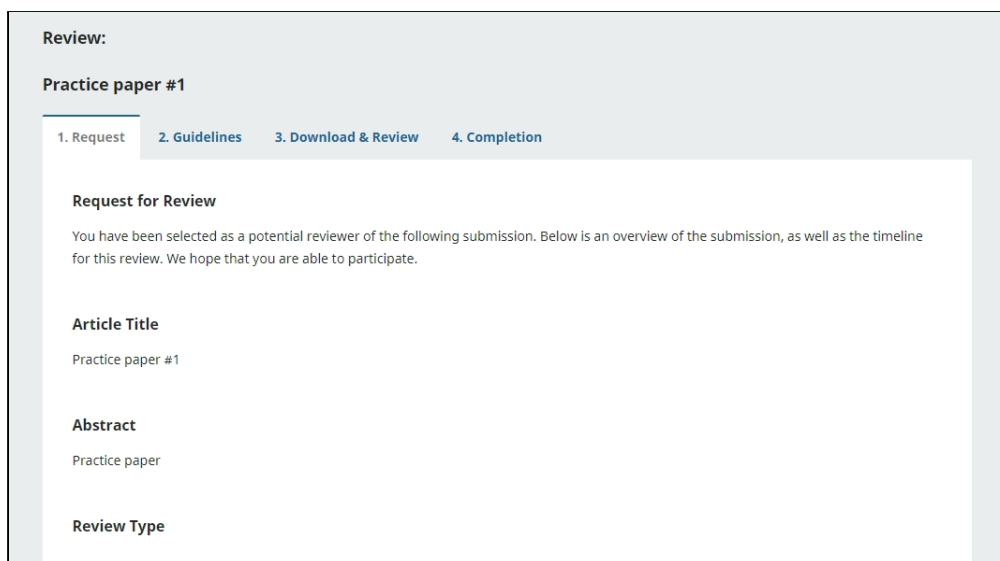
If you are invited to review a submission, you will receive an email from the journal containing a formal invitation, the date the review is due to be completed, and a link with the submission URL. There are two ways you can access the review to view the basic information and to make an initial decision either to accept or decline:

- If you already have a journal account, then you can log into this and access the review in the “[My Queue](#)” tab of your [dashboard](#) by clicking on the “[View](#)” button.
- Alternatively, you can simply click the link contained in your invitation email.

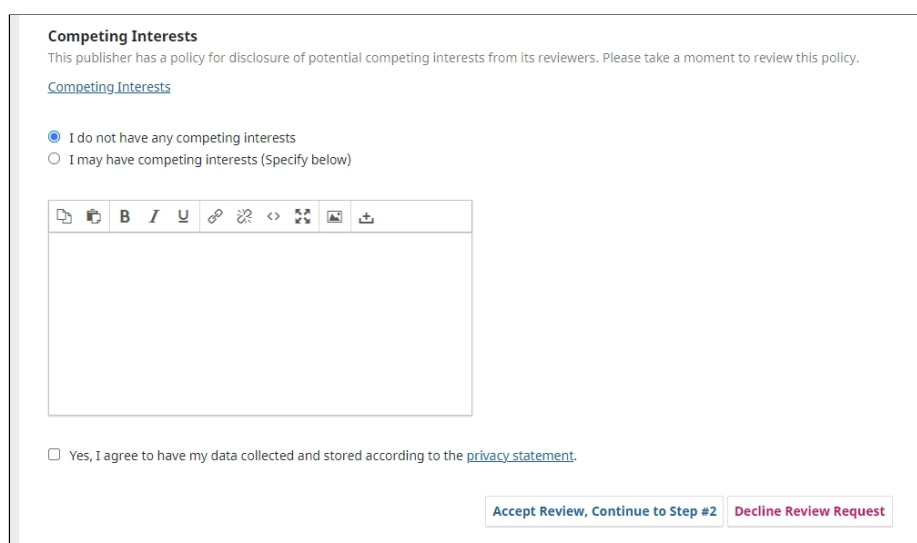
After accessing the review, you will see the 4 tabs relating to the 4 stages of completing your review, these are:

- **Stage 1. Request**
- **Stage 2. Guidelines**
- **Stage 3. Download & Review**
- **Stage 4. Completion**

Stage 1. Request - Accepting or Declining your Review



1. You will begin on **Stage 1. Request**, where you can view the article title and abstract, the review type (open/single blind/double blind) and the review schedule. You can view the list of authors and keywords by clicking on “[View all Submission Details](#)”. **Please use these to inform your decision as to whether to accept or decline the review.**
2. Please state whether you have any [competing interests](#), if yes, please tell the editor what these are in the box provided and also tick the box relating to data and privacy.
3. To accept or decline the invitation to review, **please click on one of the boxes at the bottom of Stage 1. Request and this will send an automatic notification to the editor and register your decision on the management system.**



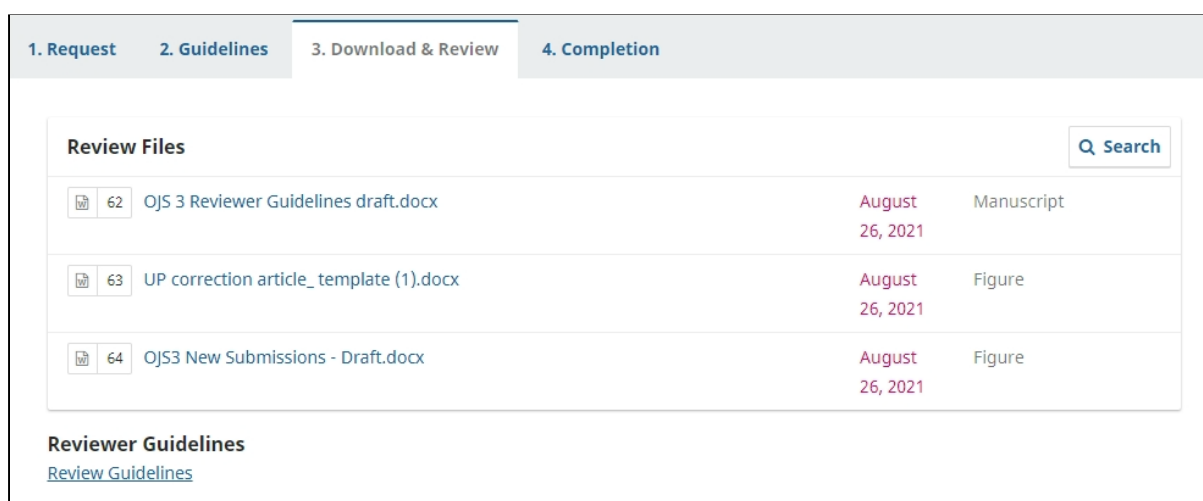
Stage 2. Guidelines - Reviewer Guidelines

1. Once accepted, you will be taken to **Stage 2. Guidelines**, here you can **read the journal's guidelines for reviewers**.
2. To proceed, click "Continue to Step #3".

It is very important that you read these as each journal may have their own requirements on how to complete the review. You can also come back to this page at any time during submission, but the guidelines will also be accessible in the next stage.

Stage 3. Download & Review - Completing your Review

1. In **Stage 3. Download & Review**, you can see the [review files and type](#) (i.e. article text, supplementary etc.) and can download copies of these by clicking on the title.
2. You can also bring up a box with the Reviewer Guidelines by clicking on the link provided.



The screenshot shows the '3. Download & Review' stage of the OJS3 interface. At the top, there are four tabs: '1. Request', '2. Guidelines', '3. Download & Review' (which is active), and '4. Completion'. Below the tabs, there is a section titled 'Review Files' with a search bar on the right. The table below lists three files:

File ID	File Name	Date	Type
62	OJS 3 Reviewer Guidelines draft.docx	August 26, 2021	Manuscript
63	UP correction article_template (1).docx	August 26, 2021	Figure
64	OJS3 New Submissions - Draft.docx	August 26, 2021	Figure

Below the table, there is a link for 'Reviewer Guidelines' and a sub-link 'Review Guidelines'.

3. Once you have read the files and guidelines, you will be able to submit your review in the spaces provided by either typing directly or by pasting into these from another document.

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

For author and editor

**B***I*U<>

For editor only

**B***I*U<>

- You can also upload any files that you would like either the editor or the author to see, including revised versions of the review files by clicking on the box “[Upload File](#)”.

How to upload a file

Step 1 - select the file you would like to upload and guidance on how to ensure your file is anonymized

Step 2 - confirm the name of your file

Step 3 - a box will appear to confirm that the file has been added and give you the option to add another file

Step 4 - check the file is now showing under “Reviewer Files”. You can check it is the correct file by clicking on the title and you can edit or delete as necessary by clicking on the arrow to the left of the title.

- You can also start [Review Discussions](#), these are communications that will only be visible to you and the editor and which will stay on the management system.

Review Discussions

These are a means to start a back and forth communication with the editor, much like starting an email thread but one that stays on the OJS. Any discussions that you or the editor begins, can be viewed on the OJS and will also stay with the submission in the event of multiple rounds of review.

Any previous discussions that you have had with the editor regarding this particular submission will appear here as well. You can view these by clicking on the name of the discussion.

You can start a new discussion by clicking "Add Discussion" which will bring up a separate box where you can select the participants and write your message.

You can also choose to upload a separate file for the editor here as well.

6. Last, you will also need to log a recommendation by selecting one from the drop down menu.
7. Once you have completed your review and made a recommendation, you are now ready to submit your review by clicking on the "[Submit Review](#)" button at the bottom of **Stage 3. Download & Review**. You will then be asked to confirm your decision by clicking 'Ok'.

If there are any required fields that have not been completed, then you will not be able to submit your review and a red icon will appear next to the field that is required.

If you need to leave your review part way through completion, you can choose to "Save for Later" by clicking on this button.

Upload

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

Reviewer Files

Q Search Upload File

No Files

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

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

Submit Review Save for Later Go Back

Stage 4. Completion - Confirmation of your Submitted Review

- Once you have successfully submitted your completed review, you will see a page confirming this and an automatic notification will be sent to the editor.

Practice paper #1

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.

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

- You can also view any Review Discussions here that have been started between you and the editor on this submission.
- This page will be accessible through your account, in the My Queue tab, while the paper is in review