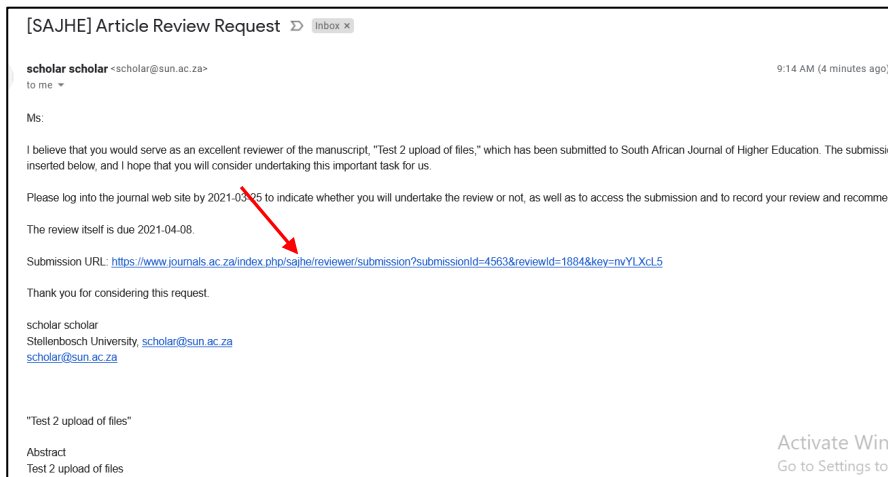


Guidelines on the Review Process.

1. Log on to the journal or click on the link in your email, see Step 3.

[illegible]

2. Click on the Title or **Editorial workflow** of the item under review.

Submissions

My Queue

Unassigned

All Active

Archives

My Assigned

1486	P Talliard A Tests the upload You have been assigned an editorial role for this submission. Would you like to access the Editorial workflow?	2021-03-22 Response Due 2021-03-29 Review Due	
1485	P Talliard A Tests upload done on March 1, 2021	Submission	☒
1476	scholar scholar Test for mails ▲ A review is overdue.	Review	☒
1475	scholar scholar Yearbook 3 ▲ A review is overdue.	Review	☒
1474	scholar scholar Yearbook 2019 ▲ New reviews have been submitted.	Review	☒
1472	scholar scholar SU Dates 2019	Copyediting	☒
1471	Review test	<input checked="" type="button" value="Review Submitted"/>	☒

3. The following screen pop-up.

Review: A Tests the upload

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

Request for Review

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.

Article Title
A Tests the upload

Abstract
test the upload

Review Type
Blind

Review Files [Q Search](#)

3736-1	Article Text, Test Upload of files.docx	March 1, 2021	Article Text
--------	---	---------------	--------------

[View All Submission Details](#)

Review Schedule

2021-03-01	2021-03-22	2021-03-29
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

Activate Windows
Go to Settings to activate Windows.

4. Scroll down, tick the box, and click **Accept Review, Continue to Step #2**.

If you click **Decline Review Request**, you cannot be re-assigned for the same record.

Review Type
Blind

Review Files [Q Search](#)

3736-1	Article Text, Test Upload of files.docx	March 1, 2021	Article Text
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[View All Submission Details](#)

Review Schedule

2021-03-01	2021-03-22	2021-03-29
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Accept Review, Continue to Step #2 **Decline Review Request**

5. Click **Continue to Step #3**.

Review: A Tests the upload

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

Reviewer Guidelines

This publisher has not set any reviewer guidelines.

Continue to Step #3 **Go Back**

6. Click on the **File** to download for review.

Come back to this screen, **Tab 3** after you reviewed the document.

Review: A Tests the upload

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

Review Files [Q Search](#)

3736-1	Article Text, Test Upload of files.docx	March 1, 2021	Article Text
--------	---	---------------	--------------

Review

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

[B](#) [I](#) [U](#) [L](#) [P](#) [C](#) [D](#) [E](#) [S](#) [A](#) [U](#) [P](#) [L](#) [O](#) [A](#) [D](#)

This block the Author and the Editor can see the Reviewers comments.

For author and editor

[B](#) [I](#) [U](#) [L](#) [P](#) [C](#) [D](#) [E](#) [S](#) [A](#) [U](#) [P](#) [L](#) [O](#) [A](#) [D](#)

This Block allow only for the Editor to see the Reviewers comments

Activate Windows
Go to Settings to activate Windows.

7. Scroll down and add your comments, notes, these boxes have separate functions for reviewer comments.

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

This block the Author and the Editor can see the Reviewers comments.

For editor and editor

This Block allow only for the Editor to see the Reviewers comments

For editor only

8. Scroll down and click **Upload File**, this will be the reviewed document(s).

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

Reviewer Files

No Files

Review Discussions

Add discussion

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 Go Back

* Denotes required field

9. Click **Upload file**.

Upload File

1. Upload File 2. Review Details 3. Confirm

Drag and drop a file here to begin upload

Upload File

Continue Cancel

10. Click **Continue** and again, click **Continue**.

Upload File

1. Upload File 2. Review Details 3. Confirm

✓ , Reviewer Test Upload of files.docx

Change File

Continue Cancel

Upload File

1. Upload File 2. Review Details 3. Confirm

, Reviewer Test Upload of files.docx Edit

docx 11KB

Continue Cancel

11. Click **Complete**. Here you can also add extra or additional files.

Upload File

1. Upload File 2. Review Details 3. Confirm

File Added

Add Another File

Complete Cancel

All your uploaded files are now on the record.

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

Q Search

Upload File

3737-1

Reviewer Test Upload of files.docx

March 1, 2021

3738-1

Reviewer Test Upload of files.docx

March 1, 2021

3739-1

Reviewer Test Upload of files.docx

March 1, 2021

Click **Add discussion**.

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

Q Search

Upload File

3737-1

Reviewer Test Upload of files.docx

March 1, 2021

3738-1

Reviewer Test Upload of files.docx

March 1, 2021

3739-1

Reviewer Test Upload of files.docx

March 1, 2021

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Recommendation

Click **Upload file**

Add discussion

Participants

☒

scholar scholar, Journal editor, Reviewer (Blind)

Subject *

reviewed document

Message *

reviewed document

revisions needed

Attached Files

Q Search

Upload File

Select Files

No Files

* Denotes required field

Upload the reviewed document for the author to see.
Follow steps 9-11.

Upload a Discussion File

1. Upload File

2. Review Details

3. Confirm

Article Component *

Article Text

Drag and drop a file here to begin upload

Upload File

Continue

Cancel

☒

scholar scholar, Journal editor, Reviewer (Blind)

Subject *

test 1

Message *

test 1

Attached Files

Q Search

Upload File

Select Files

16946-1

scholar, 4552-Article Text-16944-1-4-20210302.docx

March 2, 2021

Article Text

* Denotes required field

OK

Cancel

Click on the down arrow and pick your **Recommendation**.

Accept Submission: Can go to Copyediting.

Revisions Required: require minor changes that can be reviewed and accepted by the Editor.

Resubmit for Review: requires major/minor changes and another round of peer review, Round 2.

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 [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

Choose One

Accept Submission

Revisions Required

Resubmit for Review

Resubmit Elsewhere

Define Submission

See Comments

Activate Windows
Go to Settings to activate Windows.

Click **Submit Review**.

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](#)

3737-1	Reviewer Test Upload of files.docx	March 1, 2021
3738-1	Reviewer Test Upload of files.docx	March 1, 2021
3739-1	Reviewer Test Upload of files.docx	March 1, 2021

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.

Revisions Required

Submit Review [Go Back](#)

* Denotes required field

Activate Windows
Go to Settings to activate Windows.

Click **OK**.

Confirm [X](#)

Are you sure you want to submit this review?

OK [Cancel](#)

Review: A Tests the upload

[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				