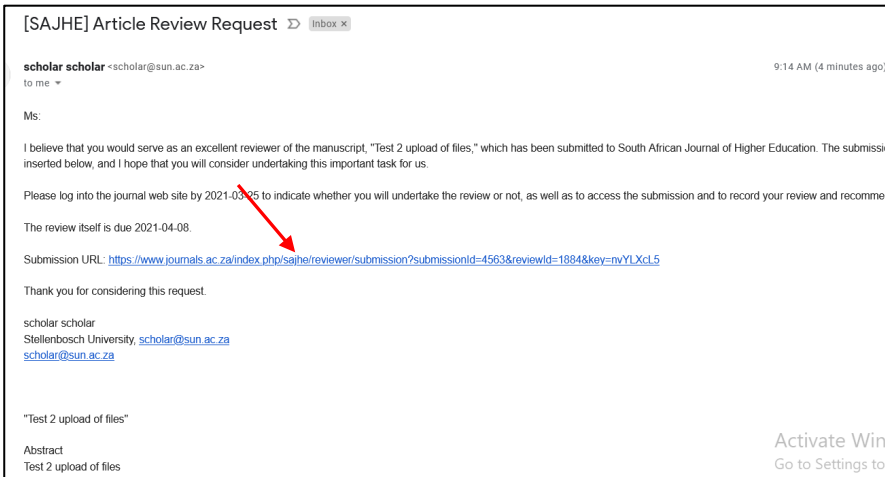
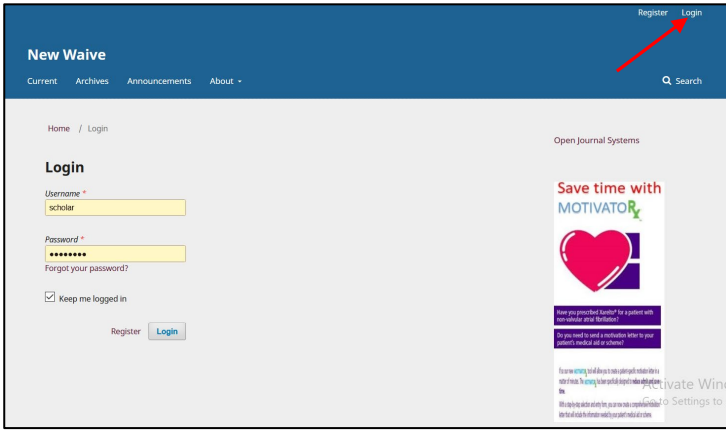
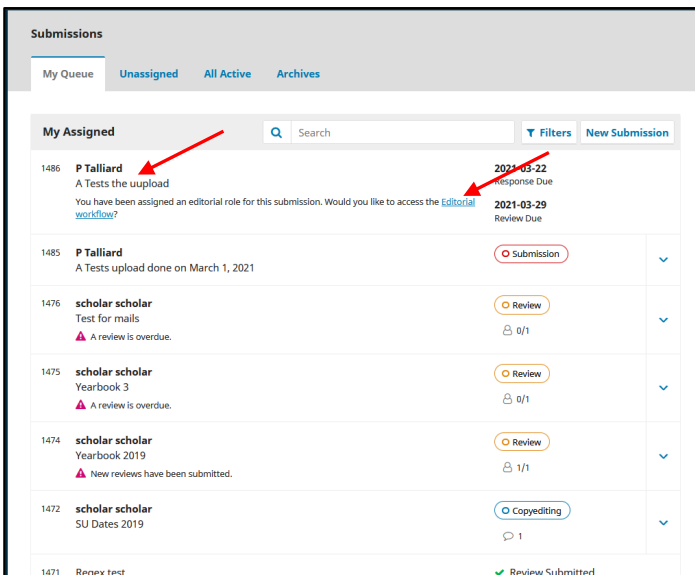


Guidelines on the Review Process.

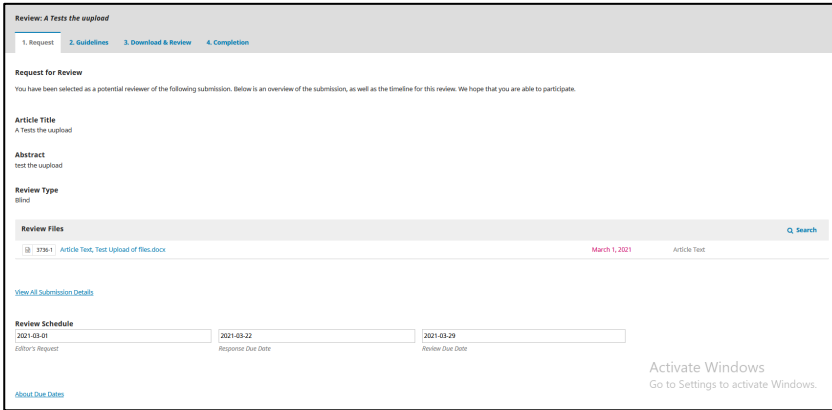
1. Log on to the journal or click on the link in your email, see Step 3.



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

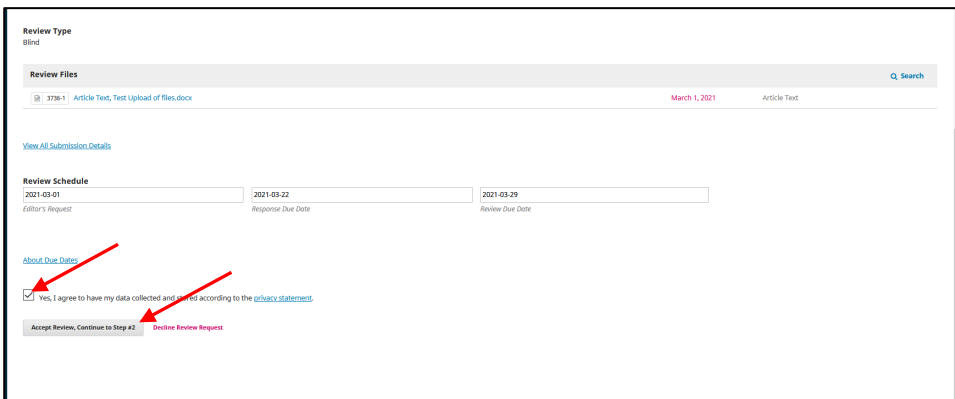


3. The following screen pop-up.

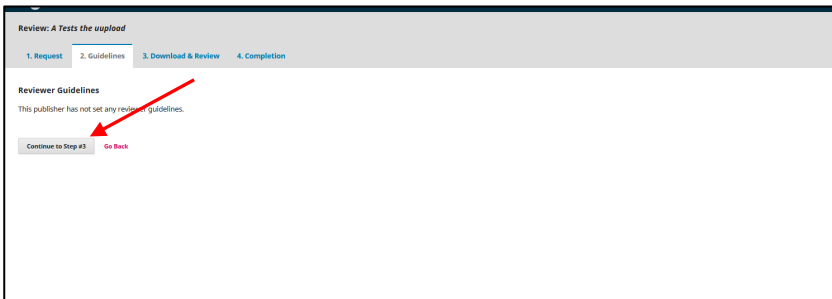


4. Scroll down, tick the box, and click **Accept Review, Continue to Step #2.**

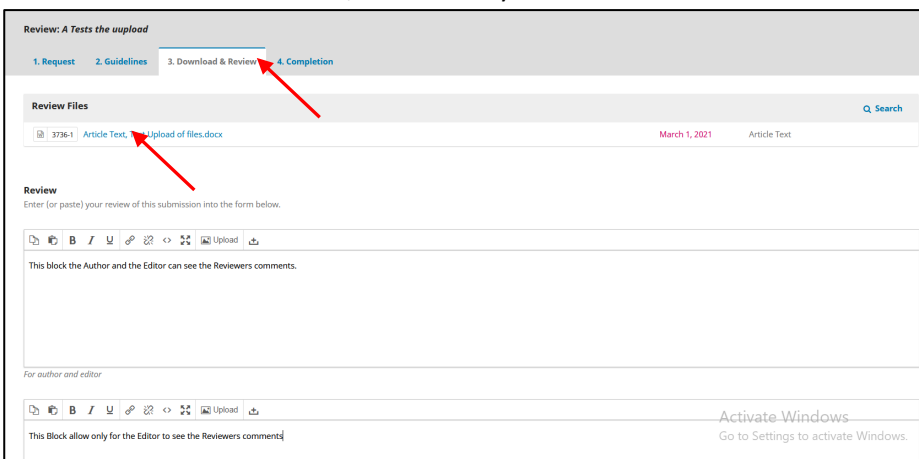
If you click **Decline Review Request**, you cannot be re-assigned for the same record.



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



6. Click on the **File** to download for review. Come back to this screen, **Tab 3** after you reviewed the document.



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 author 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).

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

[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

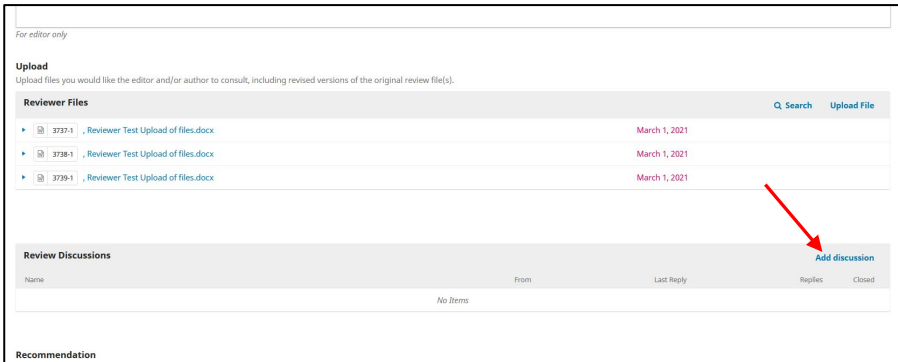
[Add Another File](#)

[Complete](#) [Cancel](#)

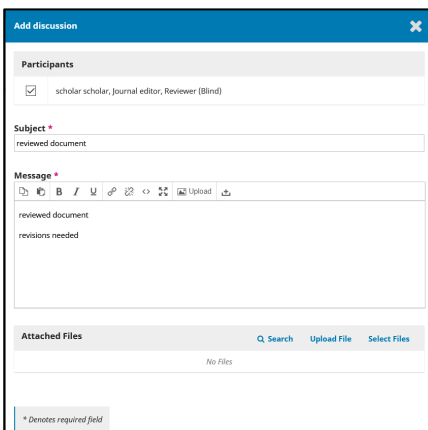
All your uploaded files are now on the record.



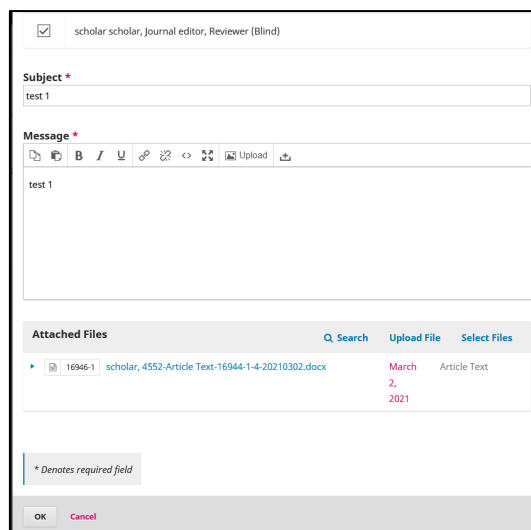
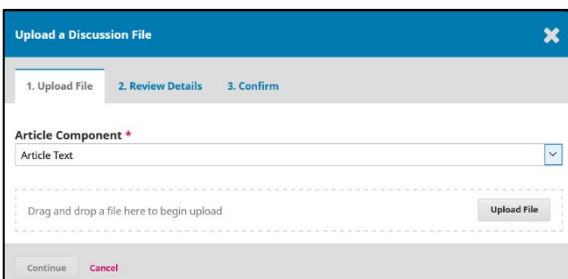
Click **Add discussion**.



Click **Upload file**



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



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.

The screenshot shows the 'Recommendation' section of a review submission form. A dropdown menu is open, displaying several options: 'Choose One', 'Accept Submission', 'Revisions Required', 'Resubmit for Review', 'Resubmit Elsewhere', 'Decline Submission', and 'See Comments'. A red arrow points to the 'Revisions Required' option, which is highlighted in blue. Above the dropdown, there is a text prompt: 'Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.'

Click **Submit Review**.

This screenshot shows the same review submission interface as the previous one, but with the 'Submit Review' button highlighted in red. A red arrow points to this button. The 'Revisions Required' option is still selected in the dropdown menu. The 'Go Back' link is also visible next to the 'Submit Review' button. The 'Reviewer Files' section shows three uploaded files, each dated March 1, 2021.

Click **OK**.

The screenshot shows a blue confirmation dialog box with a white 'X' icon in the top right corner. The text inside the dialog asks, 'Are you sure you want to submit this review?'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button.

The screenshot shows a confirmation page titled 'Review Submitted'. At the top, there is a progress indicator with four steps: '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion', with '4. Completion' being the active step. Below the title, there is a message: '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.' Below the message is a 'Review Discussions' table with columns for Name, From, Last Reply, Replies, and Closed. The table currently shows 'No Items'.