## Guidelines on the Review Process.

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

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Please log into the journal web site by 2021-0325 to indicate whether you will ur	ndertake the review or not, as well as to access the submission and to record your review and rec
The review itself is due 2021-04-08.	
Submission URL: https://www.journals.ac.za/index.php/sajhe/reviewer/submissio	n?submissionId=4563&reviewId=1884&key=nvYLXcL5
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2. Click on the Title or **Editorial workflow** of the item under review.

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3. The following screen pop-up.

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You have been selected as a potential reviewer of the following subm	sission. Below is an overview of the submission, as well as the timeline	for this review. We hope that you are able to participate.			
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About Due Dates					

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.

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

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6. Click on the File to download for review.

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

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

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

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9. Click Upload file.

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



All your uploaded files are now on the record.

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### Click Add discussion.

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

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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.

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pload files you would like the editor and/or author to consult, including revised versions of the origina	al review file(s).		
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#### Click OK.

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