

GETTING STARTED. MANUALS FOR REVIEWER.

Follow our step-by-step instructions to start the reviewing process.

Step 1

Log in your account and select the **REVIEWER** role on the top menu. You will see your reviewer main menu.

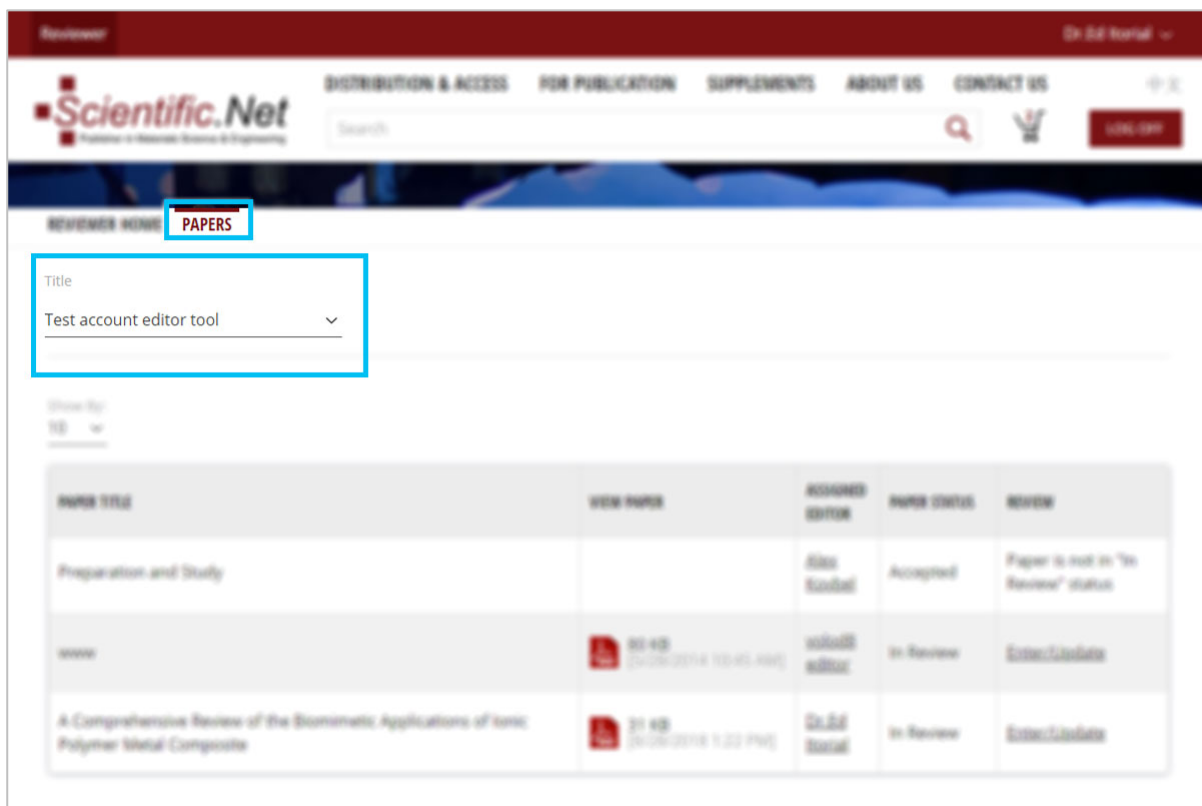
Menu tabs for Reviewers comprises two sections:

REVIEWER HOME PAPERS



Step 2

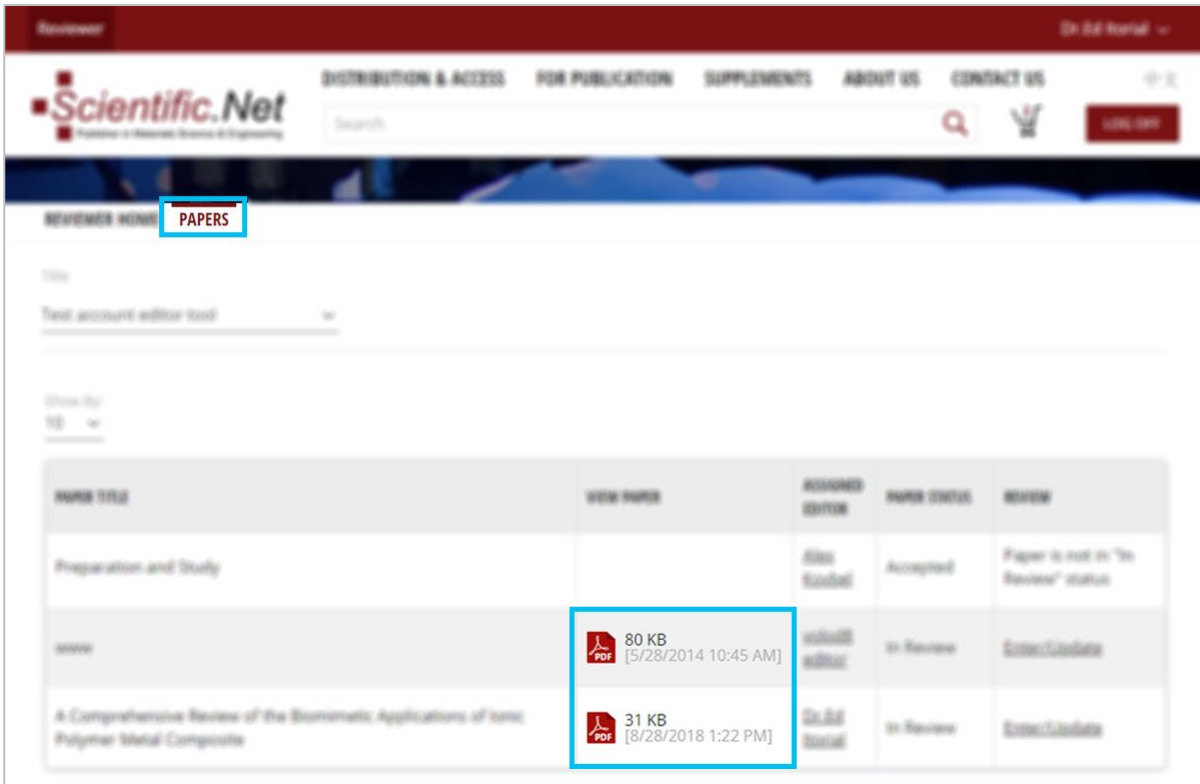
Click on **PAPERS** section, then **Title** choosing appropriate Journal, Conference Proceeding or Volume.



→ **Step 3**

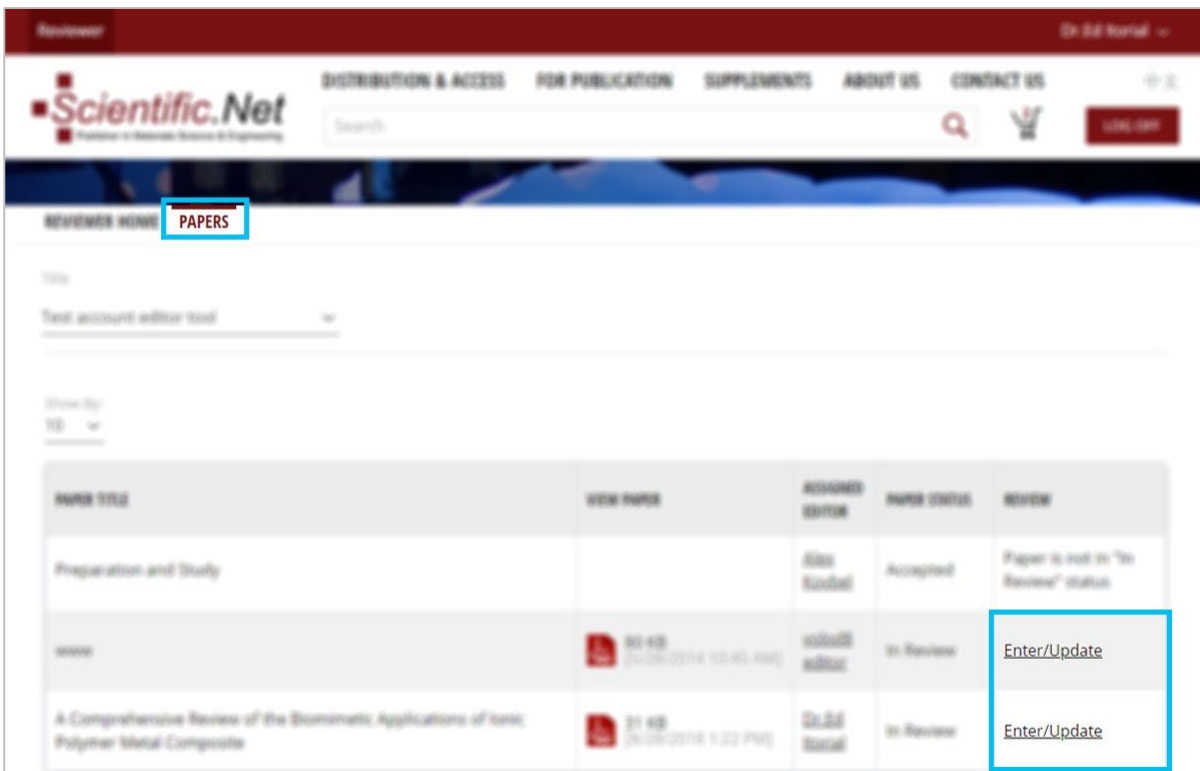
Here you can see list of papers.

In **VIEW PAPER** tab you can **download PDF file** by clicking on the icon



→ **Step 4**

Click **Enter/Update** in **REVIEW** tab to launch a review process.



→ **Step 5**

In the opened page you will see **Recommendation, Checklist, Remarks and Attachment**.

Please complete all questionnaires in **Recommendation, Checklist** fields, once Paper is read.

Review

Title: Title_for_testing
 Paper: www
 Author(s)

A. Recommendation (Please check appropriate option)

- Publish as is
- Publish after optional minor revision
- Publish after mandatory minor/major revision
- Reject

B. Checklist

1. Is the manuscript of high scientific quality? Yes No
2. Is the manuscript free from errors? Yes No
3. Is the paper well organized? Yes No
4. Is the title appropriate? Yes No
5. Are the references to related work adequate? Yes No
6. Is the English satisfactory? Yes No
7. Are the figures clear? Yes No Not applicable
8. Are the tables clear? Yes No Not applicable

Summarize them and create comments filling the **Remarks** field.

7. Are the figures clear? Yes No Not applicable
 8. Are the tables clear? Yes No Not applicable

C. Remarks

i Please, summarize the reasons for your overall recommendation and provide us with helpful suggestions (especially regarding "No" answers on the Checklist) to improve the manuscript

Your Comment

D. Attachment (additional comments can be uploaded here as Word or PDF)

On **Attachment** field you can attach file(s) with further comments if you need.

D. Attachment (additional comments can be uploaded here as Word or PDF)

No attachment

No file chosen

i Important: Once your report is submitted, no more changes can be made

On the bottom of this page there are some buttons with options for saving your Report.

Please choose and click the appropriate one. If you feel ready to submit your Report to an Editor, just choose this button and press it.

Please remember, clicking on **Submit to Editor** you will not be capable to make further changes in your Report.

5. Attachment (additional comments can be uploaded here as Word or PDF)

No attachment

No file chosen

Important: Once your report is submitted, no more changes can be made

→ **Step 6**

You can verify the Status of Your Paper in **PAPERS** on the **PAPER STATUS** tab to be assured that you have made all proper steps.

The screenshot shows the 'PAPERS' tab selected in the 'REVIEWER HOME' section. Below the navigation bar, there is a search bar and a 'LOG OUT' button. The main content area displays a table with the following columns: PAPER TITLE, VIEW PAPER, ASSIGNED EDITOR, PAPER STATUS, and REVIEW.

PAPER TITLE	VIEW PAPER	ASSIGNED EDITOR	PAPER STATUS	REVIEW
Preparation and Study		Edo Escobar	Accepted	Paper is not in "In Review" status
www	92 KB (7-29-2018 10:45 AM)	Volodya editor	In Review	Cancel/Calculate
A Comprehensive Review of the Biomechanical Applications of Ionic Polymer Metal Composites	91 KB (7-29-2018 1:22 PM)	Dr. Ed Escobar	In Review	Cancel/Calculate

GOOD LUCK!