

## Making your own review questionnaire in OpenJournals

OpenJournals gives you the option of replacing the standard questionnaire for reviewers (consisting of 'remarks for the editor' and 'remarks for editor and author' with a list of questions of your own design.

**Note:** Please note that new versions of the questionnaire will only apply to *new* invitations to review and cannot be applied retroactively.

In order to make a new review questionnaire, you take these steps:

1. Go to workflow
2. Go to Review
3. Go to Review Forms
4. Click 'Create Review Form'

The screenshot shows the 'Workflow Settings' page with the 'Review' tab active. Under 'Review Forms', there is a table with the following data:

Title	In Review	Completed	Active
Referee guidelines	0	0	<input type="checkbox"/>

A yellow 'Create Review Form' button is located in the top right corner of the 'Review Forms' section.

Then, you can name your review form and provide reviewers with an introduction or with instructions:

**Create Review Form** ✕

**Title \***

**Description and Instructions**

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\* Denotes required field

The review form will now appear in your list with forms. Click the triangle to the left of it, then **edit** to edit the form:

Review Forms				Order	Create Review Form
Title	In Review	Completed	Active		
▶ Peer Review example 1	0	0	<input type="checkbox"/>		
▶ Peer Review example 2	0	0	<input type="checkbox"/>		
▶ Peer Review example 3	0	0	<input type="checkbox"/>		
▶ Peer Review example 4	0	0	<input type="checkbox"/>		
▶ Peer Review Form ██████████	3	13	<input checked="" type="checkbox"/>		
▼ Test	0	0	<input type="checkbox"/>		
<a>Edit</a> <a>Copy</a> <a>Preview</a> <a>Delete</a>					

Here, under 'Form Items' you can create new questions for your questionnaire by clicking 'Create New item'

**Edit** ×

Review Form
Form Items
Preview Form

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**Form Items**
Create New Item

*No Items*

Every item can have the following attributes:

- An 'Item' ( the question itself )
- A 'Description' ( self-explanatory )
- A checkbox that decides if answering the question is optional or not
- A checkbox that decides if the answer will also be communicated to the author by the system

Item \*

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**This field is required.**

Description

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Reviewers required to complete item

Included in message to author

A question can be of several types:

- A single word answer in a text box
- A single line answer in a text box
- A long form answer in a text box
- Checkboxes (where you can choose one or more options)
- Radio buttons (where you can choose only one option)
- A drop down box (where you select an option from a drop down menu)

Drop-down box ▼

Item type \*

If you choose a type that has set answers, you can add answers through the 'add item' button in the 'response options' field.

**Response Options** Add Item

Once you are happy with your review form, you can make it the default reviewer form for one or more 'sections' of your journal. First, make sure the review form is marked as 'active':

Reviewformulieren				Sorteren	Maak reviewformulier aan
Titel	Onder review	Afgerond	Actief		
▶ Formulier	0	0	<input type="checkbox"/>		
▶ Tijdelijk	0	0	<input checked="" type="checkbox"/>		

Then go to:

1. Journal
2. Sections
3. Clicking the triangle on the left
4. Clicking edit
5. Selecting the form in the 'Review Form' field
6. Clicking 'save'

### Review Form

None / Free Form Review ▼

This means you can give every section in your journal its own default review form, if you like.

Finally, when inviting a reviewer, you can also select a review form that is different from the norm through the 'review form' drop down menu:

**Review Form**

None / Free Form Review

