Reviewers Guide to OpenJournals

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Logging in

When you're asked to review something for a publication that uses the OpenJournals system, you will usually be asked to do so through a mail. This email contains an important link.

The link allows you to make an account if you do not have one yet:

> If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username).
> https://testplatform.openjournals.nl/IISG/login/lostPassword

It is important that you use this link to make your account. If you register for a new account through other means, you will not have access to the article you're asked to review.

If you already had an account, the review request will be added to it; you can log in as you are used to.

Once you have an account, you can log in on the page of the journal. The right hand corner of the journal always has a login-button:
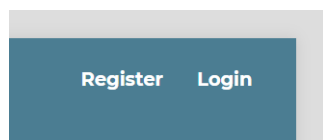
Register   Login

Here, you can login with your password and username.

Login

Username *

Password *

Forgot your password?

☑ Keep me logged in

Register   **Login**

Review Queue

Once you're logged in, you'll see a screen similar to this, listing all your pending and finished reviews. For every review, it shows the due date for acceptance and the due date for the finished review. As you can see, the red triangle indicates that the system is currently awaiting a response from the reviewer.

We can see more about the review through the 'view' button.

*Acc*epting *or Declining a review request*

After pressing 'View', you end up on a screen that will give you information about the article, such as the title and abstract. Based on this information, you can accept or decline the review.

Reviewer guidelines

After accepting, you will get a screen reminding you about the reviewer guidelines.

Download & Review

On this screen, you can download the article text & other available files.

Some journals use a review form; if so, this page will show that form, ready to be filled in by you.

If a journal does not use a review form, the screen will look like this:

Review Files   Here you can download files   Q Search

    W 25953   Amazing Article.docx   December   Article Text
                                                        2, 2022

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

For author and editor

Here you can leave comments that will be shared with both the editor and the author

For editor only

Here you can leave comments that will not be shared with the author

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

Reviewer Files   Here you can upload files to share with the editor, such as article text with comments   Q Search   Upload File
                                                    No files

Review Discussion

Review Discussions					Add discussion
Name		From	Last Reply	Replies	Closed
No Items					

Through the 'add discussion' button, you can communicate with the editors.

Then you can create the start of the discussion with this screen:

Participants

☐ editor, Journal editor
☑ admin, Unassigned

Here you can select the participants that should take part in this converstation.

Subject * The subject of the thread.

Message * The first message of the thread.

Here you can include any relevant files.

Attached Files	Q Search	Upload File	Select Files
No Files			

Once a discussion has been started, other participants can answer through this interface, by opening the discussion:

The language here is troublesome ✕

This is the title of the discussion

Participants

admin (admin)

Johnny Lawrence (sectioneditor)

These are the people who can see the discussion

Daniël LaRusso (layouteditor)

Messages	Here you can see previous messages	
Note		From
Why does he use this word?		admin 2022-10-05 01:55 PM

Message *

Here you can add new messages.

Handing in your review

At the bottom of the 'Download and Review' screen, you can make a recommendation. Once you have made a recommendation, you can submit the review through the blue button.