# **Instructions for Reviewers - OJS 2**

Video (required): https://youtu.be/kLace7J39JE

## Logging on

Follow the link in your review request email, or go directly to<http://journals.fcla.edu/ufjur>.

Because Florida Online Journals is a state-wide service and reviewers may be from anywhere, this is not a UF Gatorlink account. The password recovery process is very simple, so if you expect to use this service infrequently, just plan to [follow the password recovery instructions](http://pkp.sfu.ca/wiki/index.php?title=Recovering_your_Password) to get set a new one as needed.

## Log in to your OJS Account and navigate to your review page

* If necessary, select *UF Journal of Undergraduate Research* among the journals listed
* Select your role as Reviewer

In the “Active Submissions” section, select the article title you will review.



From the “Review” page, you can see some brief information about the submission and the review schedule. The default due date is four weeks, but it can be adjusted by the editor, Prof [Michelle Leonard](mailto:mleonard@uflib.ufl.edu):



Further down the Review page, you will see the 5 review steps which need to be followed.

**IMPORTANT!! You must complete the steps in order through to step 5 in order to complete your review.**

**Step 1:** To accept the request, click the “Will do the review” icon and send the generated email message;

NOTE: To decline the request, click the “Unable to do the review” icon and send the email message that is generated.

**Step 2:** Once you have accepted the request, the link to the manuscript, as well as any supplemental files, will appear. Click the file name to open each file.

NOTE: Do NOT open the supplemental file. This contains author and faculty mentor identifying information. I can’t turn this feature off in the system.

**Step 3:** Click the “Review Form” icon to record your review comments.

**Step 4:** Upload the article with your reviewer comments by using the “Upload files” tool. The author & faculty mentor will appreciate the effort of reviewing mark-ups & comments within the original article submission.

**IMPORTANT!!** Be sure your manuscript is stripped of identifying information following the instructions in [Ensuring a Blind Review](http://journals.fcla.edu/index/help/view/editorial/topic/000044)

**Step 5:** Select a recommendation and submit the review to complete the process. You must complete step 3 before you will be allowed to select a recommendation. The system automatically defaults to 6 choices. UFJUR will only use 3 choices.

* You will have a choice of the following options:
  + Accept Submission (no revisions necessary; use rarely if ever)
  + Revisions Required (but you do not review again)
  + ~~Resubmit for Review (and you want to re-review the revision)~~
  + ~~Resubmit Elsewhere~~
  + Decline Submission (use when revisions are too extensive)
  + ~~See Comments (if the above responses don’t fit)~~

Once you have submitted the review to the editor, you will no longer be able to make changes to your review. At this point, an email message will also be provided for you to edit if necessary, informing the UF JUR Editor, Michelle Leonard, of the completion of your review.

## OJS Training Material

* [Reviewers: Conducting a Review](http://pkp.sfu.ca/wiki/index.php?title=Reviewers:_Conducting_a_Review)