

JOURNAL DATA ARCHIVE

Powered by ZBW

MANUAL FOR REVIEWERS

Document version history:

Version	Date	Changes	Author
1.6	31.03.20	First version for reviewers	S. Vlaeminck

Dear Reviewer,

Within this document you will find useful notes for using our application. In case of questions or ambiguities, this documentation is intended to support you in reviewing the data of a related research article.

If there are additional questions, which are not covered by this documentation, please feel free to contact the product manager of the ZBW Journal Data Archive, Mr. Sven Vlaeminck (E-Mail: journaldata@zbw.eu; Phone: +49(0)40-428 344 15).

Many thanks in advance!

Content:

1. Your registration as a reviewer	3
2. The review process	4
2.1 Reviewing the data and files of a submission	5
2.2 Reviewing the metadata of a resource.....	6
2.3 Submitting the review to the editor.....	7
2.4 Log off.....	7
Contact and support.....	8

1. Your registration as a reviewer

Every review of a data submission within the ZBW Journal Data Archive starts with a registration e-mail, triggered by the editorial office of one of the participating journals. This automatically generated e-mail (sent by journaldata@zbw.eu) contains a link to the application. It looks like this:

ZBW Journal Data Archive (Test System) Invite: Reviewer



ZBW Journal Data Archive (Test System) (journaldata@zbw.eu) gerade eben

An: Reviewer <zap18600@zzrpg.com>

Dear Reviewer,

the editorial office of the Test Journal invites you to review the replication data of a research article. For this purpose, the Test Journal has created a reviewer account for you.

Your account name is: zap18600-8980

To accept this invitation, please set your password at:

<http://134.245.93.94/user/reset/89251245-0312-4417-a51b-d1f70e33363e?key=743528eb9c>

To start the review, please log in with the user name shown above and your password. Once logged in, click "my datasets."

The data ready for your review will be highlighted. Or follow the link here: <http://134.245.93.94/dataset/e4fc1eac-8a1e-44f2-b757-8bdadc9d4abe>

For advice, please consult the documentation of our service:

http://134.245.93.94/User_Manual-EN_V1.5.1.pdf

http://134.245.93.94/User_Manual-DE-V1.5.1.pdf

For any problems or questions, please feel free to get in touch with us.

Kind regards,
ZBW Journal Data Archive

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ZBW Journal Data Archive (Test System) (<http://134.245.93.94>)

Please follow the link to accept the invitation. The link will take you to the the Journal Data Archive, where you will be asked to set a password for your account.

Users //user/reset/65b4a7e2-f341-4dd9-8a0e-d774e193faab

SEARCH DATASETS JOURNALS INFO

How does this work?

Simply enter a new password and we'll update your account

Reset Your Password

Password:

Confirm:

Update Password

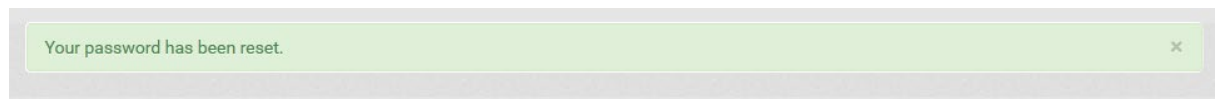
ZBW Leibniz-Informationszentrum Wirtschaft Leibniz Information Centre for Economics

in cooperation with DIW SOEP

re3data.org
REGISTRY OF RESEARCH DATA REPOSITORIES
<http://doi.org/10.17616/R3BM03>
ZBW Journal Data Archive

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After setting your password, you receive a confirmation message:



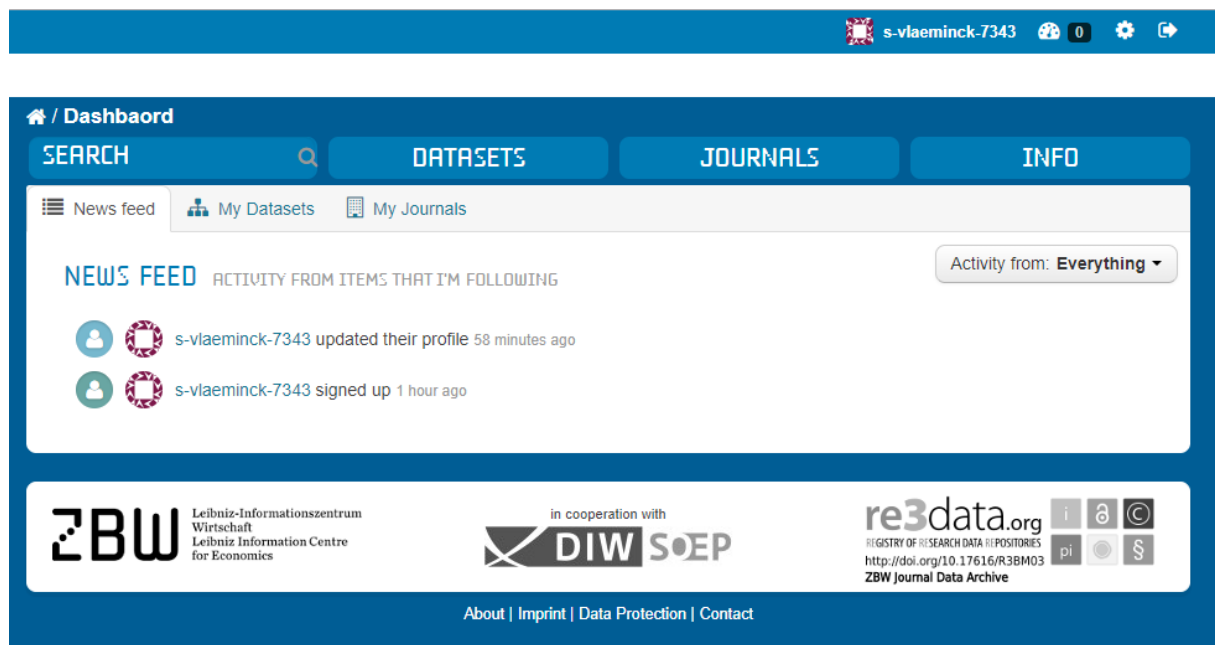
Now, everything is prepared to log in. Please click on the “Login”-button in the upper right corner of your screen.



Important: Please use the “account name” provided in the initial invitation e-mail (e.g. *your.name-8080*). Otherwise, your login will fail.



Our application works best with the Firefox or with the Google Chrome browser. When using other browsers (especially when they are out-of-date), it is possible that not all functionalities will be working as intended. There are known issues with the MS Edge Browser, so please do not use it.

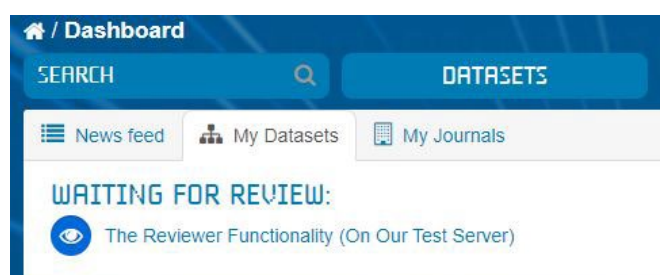


After successfully logging in, you are redirected to your personal dashboard. Within the dashboard screen, your recent activities are listed (*News feed*) and an overview of all your submissions is available (*My Datasets*). *My Journals* shows the journal(s) for which you are registered as a reviewer

2. The review process

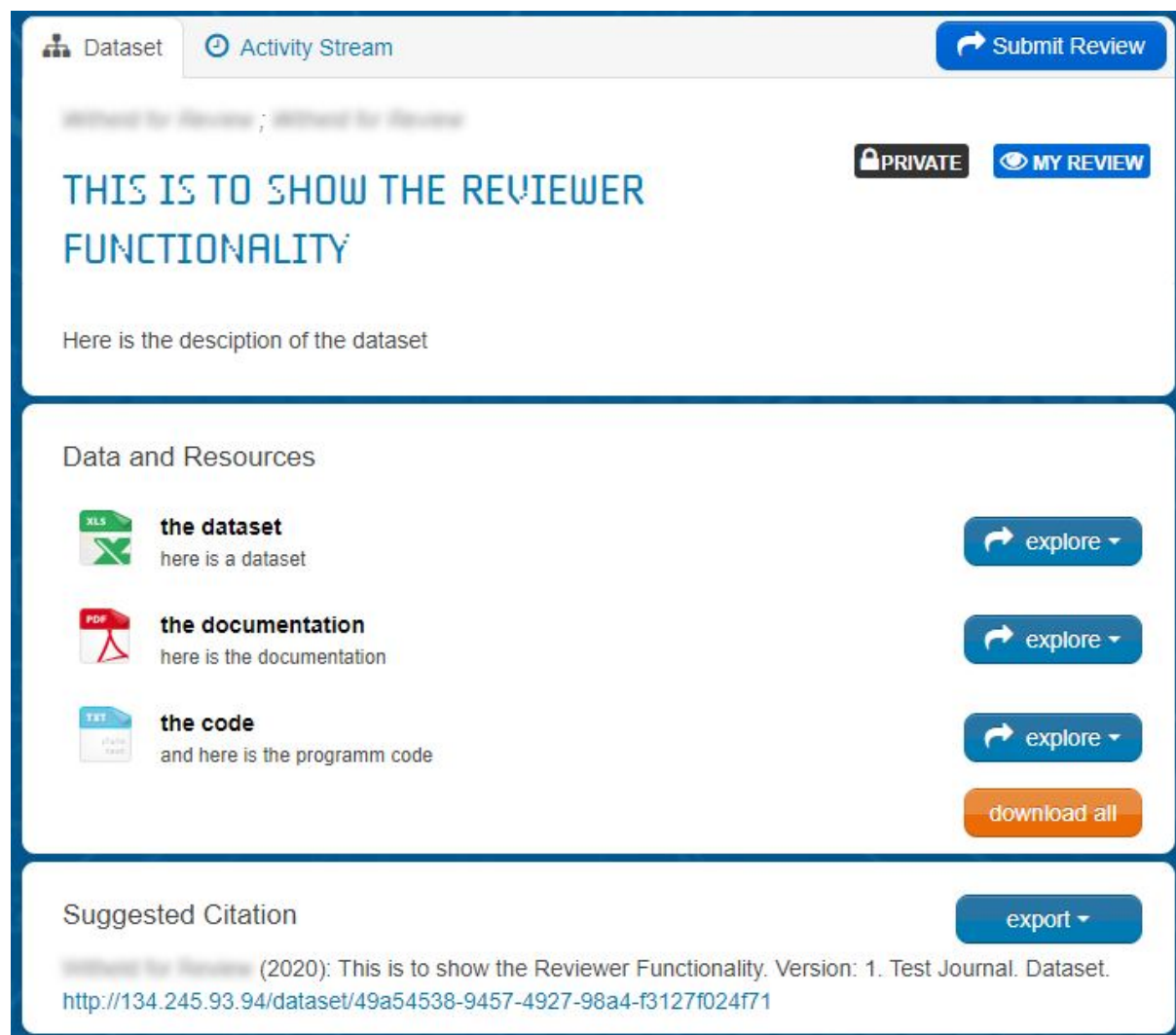
Now you are ready to review the data. First, please click on “*My Datasets*.”

The screen shows the data submission which is ready to be reviewed by you.



Next, you click on this data submission (named in this case: “The Reviewer Functionality”).

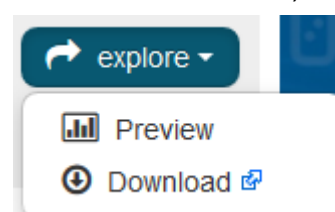
The link takes you to the landing page of the data submission. It looks like this one:



Please note that the names and affiliations of the authors are blurred to ensure a blind review. Now you are ready to check the files and/or the metadata of the data submission. After doing so, you can submit your review report to the editor by clicking on the “Submit Review” button at the top right of the screen.

2.1 Reviewing the data and files of a submission

We suggest downloading the data in a one file (click on the orange “*download all*” button), so you are free to use the data with the software package of your choice. For certain file extensions (e.g. do, csv, xls, txt, pdf) you can also have a look at the data without downloading the files. For this purpose, click on the ‘*explore*’-button next to a file. The possibility to *preview* the file is shown and takes you to the page of the file/resource.



By having a quick look at the landing page of the data submission, you may check if all files and information requested by the journal are available. What and how deep you review the data is up to the journal and its policies. Please ask the editors in case of questions.

2.2 Reviewing the metadata of a resource

If you would like to check some descriptions of the data, feel free to do so. You can see the metadata for a dataset by clicking on the requested file and scrolling to the bottom of the page. Below you can see an example of the metadata available. By clicking on “*show more*” all the relevant metadata provided by the author is shown.

Metadata

Field	Value
Format	XLS
Type	data
Version	1
DOI	
Publication Date	2015
Availability	1
Geographic Area (free)	worldwide
Temporal Coverage (free)	2014 - 2015
Unit Type	2
Number of Units	346
Sampled Universe	journals in economic sciences
Number of Variables	14
URL	http://134.245.93.94/dataset/468b3dfd-8582-42db-b751-79cce74543ce/resource/a886c95e-6b34-4b58-b695-36501d5c65b0/download/vlaeminckhermannndataset.xls
Last updated	May 20, 2016
Created	May 20, 2016
Hide	

Whether a review of the metadata is necessary or not depends on the journal. We recommend it, as quality metadata is the main reason for reusing a data set. If there is no or low quality metadata it is difficult to retrieve these data online or via search engines for use in subsequent research or to cite it.

2.3 Submitting the review to the editor

After carefully checking the data submission, the application enables you to send your decision to the editor.



On the top right of the landing page of the data submission, the *Submit Review* button is visible. If you click on that button, a dialogue box opens. Here you are free to enter the details of your review and your recommendations.

In case you want to send formulas or other more complex formatting, please consider sending an email to the editor as the message box is primarily designed to submit text.

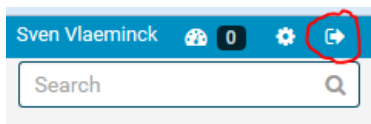
By clicking on *Send*, the editor receives a notification, by email, in which the text of your message is included.

Please note: After sending the review to the editor, you cannot send additional messages. In case you forgot some aspects in the

review you have to send an email yourself.

2.4 Log off

After completing your review, you terminate the session by clicking the “*log out*” button at the top right corner of the screen. If these buttons are not visible, please ensure to use the Firefox or Chrome browser.



Contact and support

If you should experience problems or difficulties while working with our application which are not covered by this manual, please feel free to contact us by mail or phone. We will gladly assist you in finalising your data submission.

Also, we are grateful for comments and hints in cases you feel that a description within this manual is not sufficient or even incorrect.

Product management:

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