Reviewing on OJS

1. You have first to indicate to the Section Editor whether they will undertake the review. The decision should be made after reviewing the submission's Abstract and perhaps looking at the submission, by clicking on the file name in Step 3 (depending on the journal's policies, the file may not be available before agreeing to review it).

If you are unable to do the review, click on Unable to do the review which leads to a standard email to the Section Editor.

If able to do the review, click on Will do the review, which leads to a standard email to the Section Editor, and which will indicate to Section Editor and Author that the review is underway.

1. Consult the Reviewer Guidelines, found at the bottom of the Review page. The Reviewer Guidelines have been prepared by the Editors of the journal to ensure that your review is as helpful as possible to them and the author.
2. The Author has uploaded the submission as a file, which you can download from the journal's web site to your computer by clicking on the file name. The Supplementary Files refer to materials the Author may have uploaded in addition to the submission, such as data sets, research instruments, or source texts.
3. (Optional): In some cases, the journal may require you to declare whether or not you have competing interests with the article being reviewed. If this is the case, this step becomes a form requesting a declaration of Competing Interests, and all following steps change their step number accordingly.
4. Click on the Review icon and is presented with two Review text-boxes where the Review can be either entered by hand or pasted: one for the Editor and Author, and one visible to the Editor only. The Reviewer may enter or paste partial reviews into these boxes and click the Save button at the bottom of the form to return and make changes later. The Reviewer may return to make such changes until a recommendation on the main Review pages is chosen, at which time the Review process is complete.

Please note: the Journal manager, in conjunction with the journal's Editor(s), may have created an extended custom review form to be filled out here. More information on the custom form should be found in the Reviewer's Guidelines. The form can be returned to and edited until a recommendation has been chosen.