

**Manual**

**Reviewer Registration and Submission of  
Review to the Journal**

**Author: Vedran Vucic**

**Editorial Boards welcome reviewers to submit their scientific articles/reviews to the journal in order to help them to maintain quality standards that help their readership to read high quality articles. Some editorial boards evaluate reviewers so it is good to keep good reputation by performing task with academic rigor and professional ethical principles in mind. Please read carefully instructions below which will help you to perform your task efficiently. We used in this manual names and title of article just for information purposes. Our intention is to avoid coincidence of names and article titles with real persons.**

## **User registration:**

The journals accept submissions of reviews through on-line platform The Open Journal Systems (<http://pkp.sfu.ca/ojs>) that is well known platform used worldwide for open access journals.

This manual is intended for the reviewers who are not familiar with on-line submission of reviews. The procedure is designed to be easy to understand and realized. Reviewers are requested to read carefully reviewer's guidelines published in the reviewers' section in the installation of the Open Journal Systems.

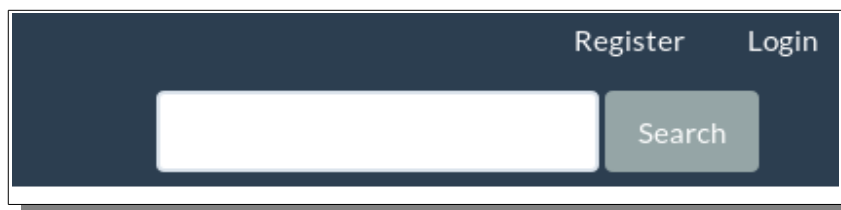
The reviewers are required to register to the system to consider review proposals and do their reviews. They should keep on safe place the login details for their user's accounts. The reviewers who already registered their account are not required to register again. The reviewers can register themselves, but sometimes editors can create user account for reviewer and send welcome mail with instructions how to proceed with review.

## **Privacy policy**

Please make sure that editorial boards will not share your data with any third-party without your consent and that your privacy is very important to them. Please note that in some countries privacy laws are very strict and rigorous and their rules may apply to reviewers and other people from different countries you work with.

## **The registration process**

The registration process is straightforward and easy. It begins with clicking on **Register** that is located at the up-right corner of the home page of the on line system as you can see on image below:



*Image 1: Register link to the user registration form*

When you click on **Register** the system will prompt you to the page which contains the registration form in which you have to enter information about you, your affiliation and review interests.

Reviewers who previously created their ORCID iD can click on link which will pull their ORCID iD data to our publishing system.

The ORCID iD can be easily created on the address: <http://orcid.org>.

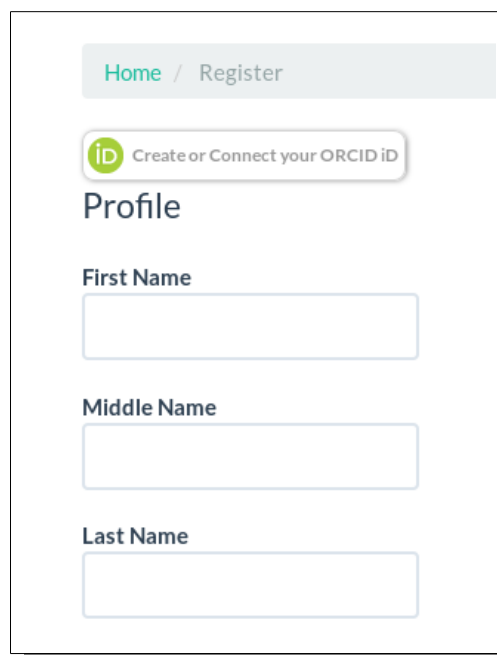
ORCID iD can be later added to your profile.

**Reviewers who do not have ORCID iD are not obliged to create it. They can skip that part of registration form and continue to enter required information.**

Please enter your first name, middle name (if you have it) and last name.

If your first name and/or last name is consisted of two or more words you can write them next to each other.

*Image 2: Entering personal details*



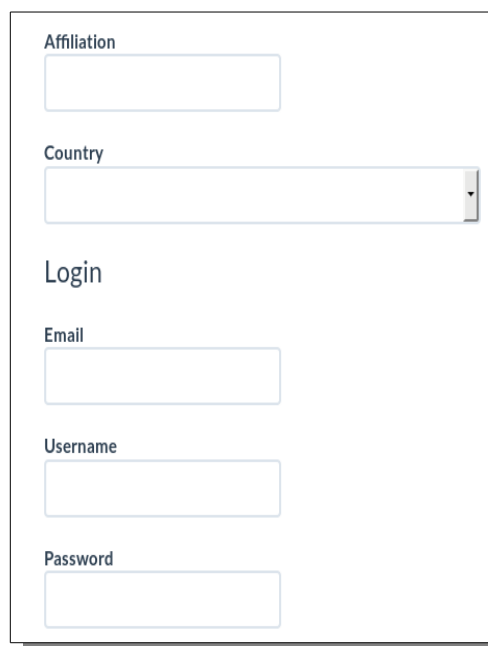
The screenshot shows the 'Home / Register' breadcrumb at the top. Below it is a button labeled 'id Create or Connect your ORCID iD'. The main section is titled 'Profile' and contains three input fields: 'First Name', 'Middle Name', and 'Last Name'.

Enter **affiliation** details as follows: *Name of institution, city, country.*

Please have in mind that country of institution mentioned in affiliation may be different from the country that you choose in drop-down list of countries since it represents your home country if it is different from country of your affiliation.

In **Login** section of registration form enter your e-mail address that will be for longer time available to you and valid for communication since the review process can take some time. Please choose unique username and password and keep it on safe place since it is expected that you will have to login during the review process several times.

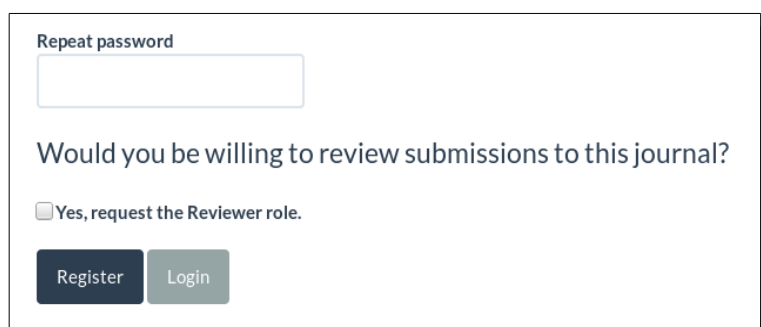
*Image 3: Entering details*



The screenshot shows the 'Affiliation' section with an input field for 'Affiliation' and a dropdown menu for 'Country'. Below this is the 'Login' section with input fields for 'Email', 'Username', and 'Password'.

Please repeat password to make sure that you typed it correctly.

*Image 4: Completing registration*

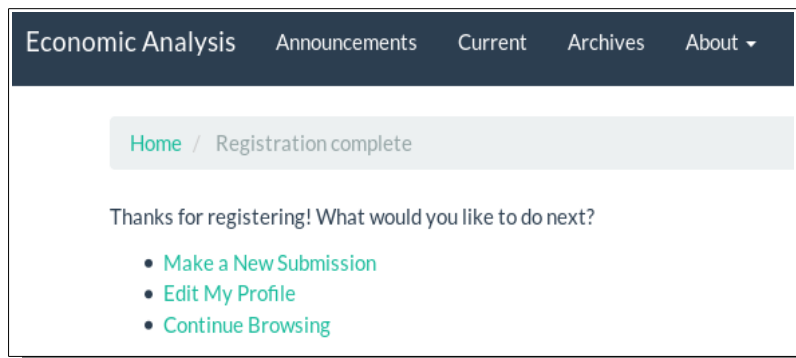


The screenshot shows the 'Repeat password' section with an input field. Below it is the question 'Would you be willing to review submissions to this journal?' with a checkbox labeled 'Yes, request the Reviewer role.' At the bottom are two buttons: 'Register' and 'Login'.

If you are interested to be involved in review process of other articles please check the box with that option. After completion of entering information in all fields please click on button **Register**.

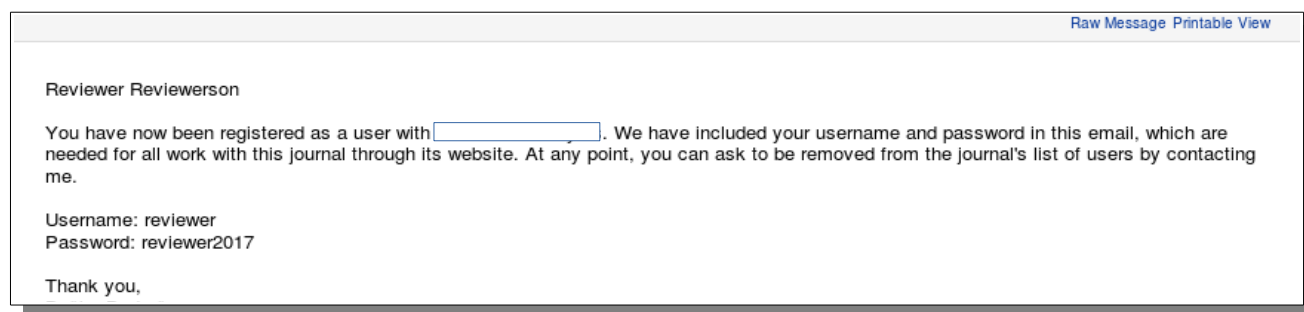
After completion of the registration process the system will prompt you to the page and offer you option to see your previous submissions, make new submission, edit your profile and/or continue browsing.

If you are registering to the system for the first time please consider clicking on **Make a New Submission** link so you can proceed with submission.



*Image 5: Continuing after registration*

There is option that editor or administrator of OJS on line platform can create user account for you. You can ask them to create account for you and use some specific username and password. After completion of registration you will receive welcome mail with your login details. It is advised to change your password immediately after first login.



*Image 6: Welcome mail*

## The Review

The review and submission of review process is easy and it is completed in four easy steps. It is highly recommended to read several articles of the journal and pages about the journal including author guidelines in order to gain deeper understanding of the journal which will help you to prepare yourself for review of articles upon request of editor.

**Prior to submission please read carefully documents related to the review process that you will find on links that editor will send to you.**

**Compliance with the rules defined in those documents is very important to editorial boards. It will help yourself and editorial board to make sure that the both keep good quality of articles and that your editing work is performed successfully in a way that is stimulating to editorial board, other reviewers and readers.**

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**Please use OJS system for communication with editor and send all messages through OJS system. It is very important for that each message is logged in the system which might be helpful in the case of legal dispute. Please do not reply to mail you received in order to perform and complete review process by using e-mail only.**

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The first step of the process is consisted of entering your account upon the editors request to consider review of suggested article as on image below. You will receive e-mail with title of article and link for article. By clicking on that link you will be directed to login page and after logging you will see screen with article mentioned in the editor's request mail.

Reviewer Reviewerson:

I believe that you would serve as an excellent reviewer of the manuscript, " Scientific Article," which has been submitted to . The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2017-10-29 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is

The review itself is due 2017-11-12.

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). [login/lostPassword](#)

Submission URL: /reviewer/submission?submissionId=347

Thank you for considering this request.

Image 7: Review – Start

## The Review Process

### Step 1:

If you are already familiar with review process in the Open Journal Systems and received information on article that is suggested for your consideration you can login directly to the system without receiveing request mail. After logging in the system you will see default reviewer's screen as on image below.

**Submissions**

My Queue Archives

**My Assigned** [Q Search](#)

ID	Author; Title	Stage
347	Scientific Article	<a href="#">Review</a>

1 of 1 items

Image 8: Default reviewer's screen

After clicking on **Review** link besides the title of the article or if you entered the system by clicking link in review mail request you will be prompted with the following screen:

The screenshot shows a web interface titled "Review: Scientific Article". It has a navigation bar with four tabs: "1. Request" (active), "2. Guidelines", "3. Download & Review", and "4. Completion". Below the tabs, the section is titled "Request for Review". A message states: "You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate." The "Article Title" is "Scientific Article". The "Abstract" is "Science Economy." There is a link "View All Submission Details". Below this is a "Review Schedule" section with three input fields: "2017-10-15" (labeled "Editor's Request"), "2017-10-29" (labeled "Response Due Date"), and "2017-11-12" (labeled "Review Due Date").

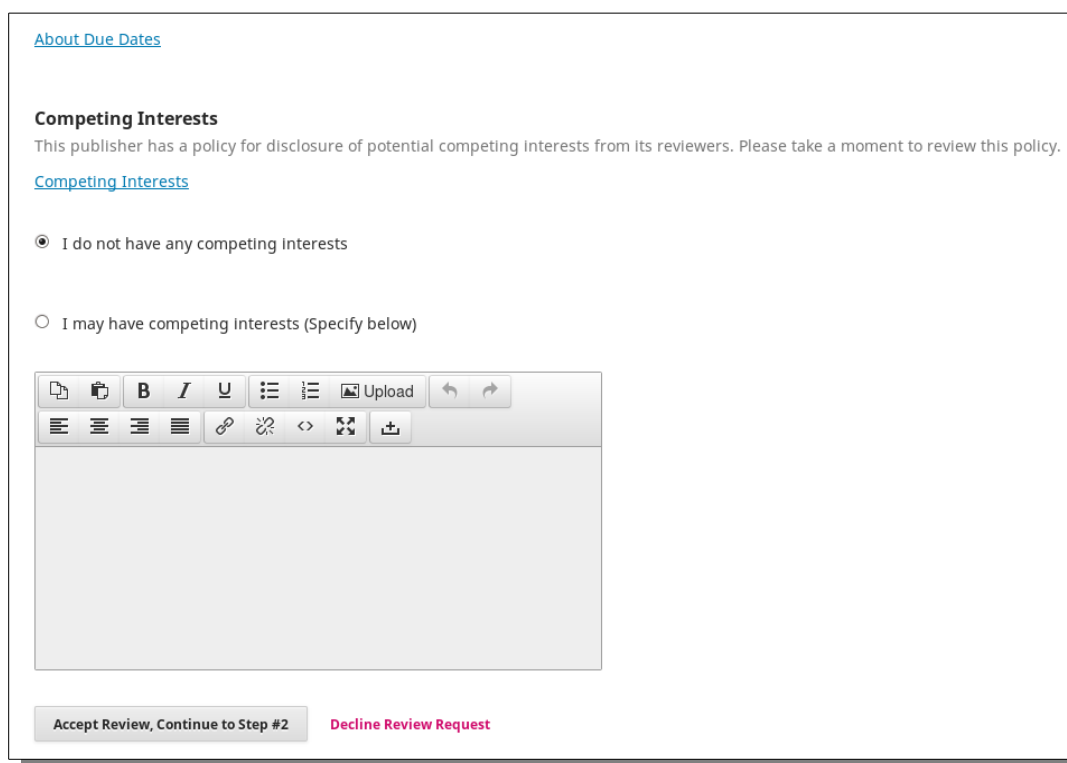
Image 9: Request for Review – upper part of screen

In this part of screen you will see basic information about article and important dates. Please consider those dates and if they are hard or impossible to meet please inform editor about that. When you click on link **View All Submission Details** you will see screen with the submission metadata as below:

The screenshot shows a web interface titled "View All Submission Details" with a close button (X) in the top right corner. The "Section" is set to "Articles". There is a red asterisk (\*) below the section dropdown. The "Prefix" field is empty, with examples "A, The" below it. The "Title" field contains "Scientific Article". The "Subtitle" field is empty, with a note below it: "The optional subtitle will appear after a colon (;), following the main title." The "Abstract" field contains "Science Economy." and has a red asterisk (\*) next to its label. Below the abstract is a rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, code, and image upload, followed by an "Upload" button.

Image 10: Submission details - metadata

You will not receive information about authors due to the fact that we practise Double Blind review of articles submitted to the journal.



[About Due Dates](#)

**Competing Interests**  
This publisher has a policy for disclosure of potential competing Interests from its reviewers. Please take a moment to review this policy.  
[Competing Interests](#)

☒ I do not have any competing Interests

☐ I may have competing Interests (Specify below)

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Upload, Undo, and Redo. Below the toolbar is a large text area for specifying competing interests.

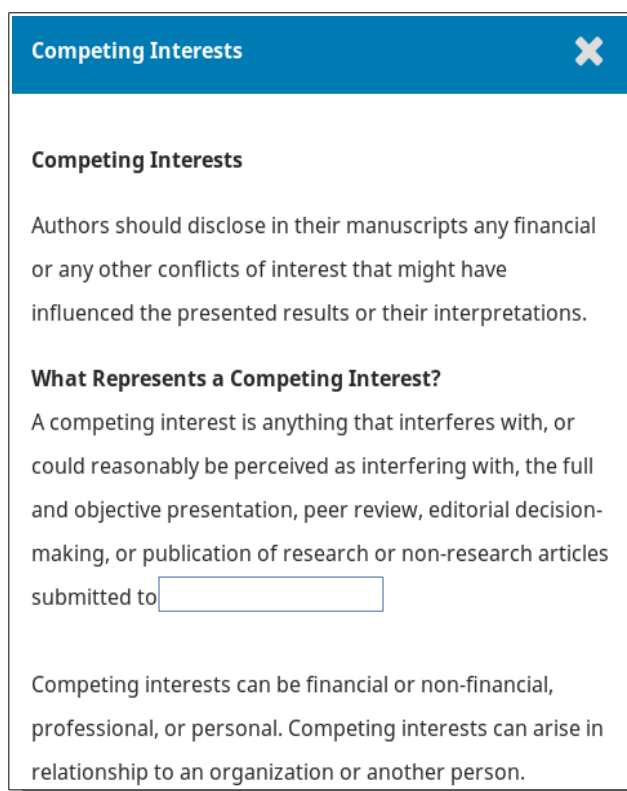
[Accept Review, Continue to Step #2](#) [Decline Review Request](#)

Image 11: Request for Review – lower part of screen

Lower part of screen displays part of screen related to possible competing interests. You can learn more about our competing interests policy by clicking on **Competing Interests** link in the page which will display our competing interests principles and definitions.

Please read carefully the competing interest statement and choose which option suits your current position regarding competing interests. If you may have competing interests please describe them in the field in lower part of screen. It is needed to be open and sincere so the editor can check whether your competing interests are acceptable or not for the review process.

Image 12: Competing interests



**Competing Interests**

**Competing Interests**

Authors should disclose in their manuscripts any financial or any other conflicts of interest that might have influenced the presented results or their interpretations.

**What Represents a Competing Interest?**

A competing interest is anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, peer review, editorial decision-making, or publication of research or non-research articles submitted to

Competing interests can be financial or non-financial, professional, or personal. Competing interests can arise in relationship to an organization or another person.

If you agree to accept review please click on **Accept Review, Continue to Step #2**. If you are not able to perform the review please click on **Decline Review Request**. The system will inform editor on decision you made.

## Step 2:

After clicking on **Accept Review, Continue to Step #2** the system will prompt you with the content of step 2 in the review process. The page of step 2 will display the full guidelines for reviewers written by editorial board which the reviewer should read thoroughly.

### Reviewer Guidelines

#### Reviewers responsibilities

Reviewers shall timely deliver to the editor a competent, well-argued and unbiased evaluation of the scientific value of the manuscript. The reviewers assess the manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the originality and scientific relevance of information presented in the manuscript, the scientific presentation style and scholarly apparatus. Reviewers should notify the editor of any reasonable doubts or the knowledge of violations of ethical standards by the authors. The reviewers should recognize relevant published works that have not been cited by the authors. They should also alert the editor to substantial similarities between a reviewed manuscript and any manuscript published or reviewed for publication by any other journal, in the event they have personal knowledge thereof. Reviewers should also alert the editor if the same manuscript is submitted to several journals at the same time, in the event they have personal knowledge thereof.

The Reviewers must not have conflict of interest with authors or the research funder. If such conflicts exist, the reviewers must report them to the Editor without delay.

Any reviewer who feels incompetent for the topic or field of the manuscript, should notify the editor thereof without delay.

Reviews must be conducted objectively. Personal criticism of the author is deemed inappropriate. The reviewers should express their views clearly with supporting arguments. Manuscripts received for review must be deemed as confidential documents. The reviewers must not use unpublished material from submitted manuscripts without the explicit written consent of their authors, and the information and ideas presented in the submitted manuscripts must be kept confidential and must not be used for personal gain.

### Review Criteria

Please, check the following criteria in article:

- consistence and precision of terminology used to obtain understanding
- are the crucial terms and keywords scientifically based/defined relevance of references
- are statements supported by evidence and presented as arguments
- are the graphic presentations (i.e. charts, diagrams) clear and directly related to parts of text they relate to clarity of arguments and explanations
- are there multiple grammar errors that may change meaning of sentence coherence of explanations, argumentations and descriptions
- are the statements concise and focused accuracy of calculations, formula, mathematical methods applied
- are there any concerns related to research ethics and privacy protection of persons involved

Reviewer is obliged to complete review according to specification in review form that we prepared in the system. Reviewer must make sure that there is no identity information in document properties set in word processor software.

[Continue to Step #3](#)

[Go Back](#)

*Image 12: Competing interests*

Please read carefully the reviewer guidelines and apply them in a concise manner in your work. Editorial board will assess work of each reviewer. If you have questions for editor please feel free to



ask questions in order to have clear picture on applicability of criteria and your skills and expertise in review process. Your academic rigor and compliance with guidelines will be helpful to maintaining high level of academic standards in the journal.

After reading guidelines you can click on **Continue to Step #3** so you can start the review process. If you think that you have to reconsider your choices you can click on **Go Back** and reconsider options on step 2.

## Step 3

The system will display page as on image below. You can download and review submitted article and if needed to remind yourself on the reviewer guidelines by clicking on **Reviewer Guidelines** link which will display the same content as in step 2.

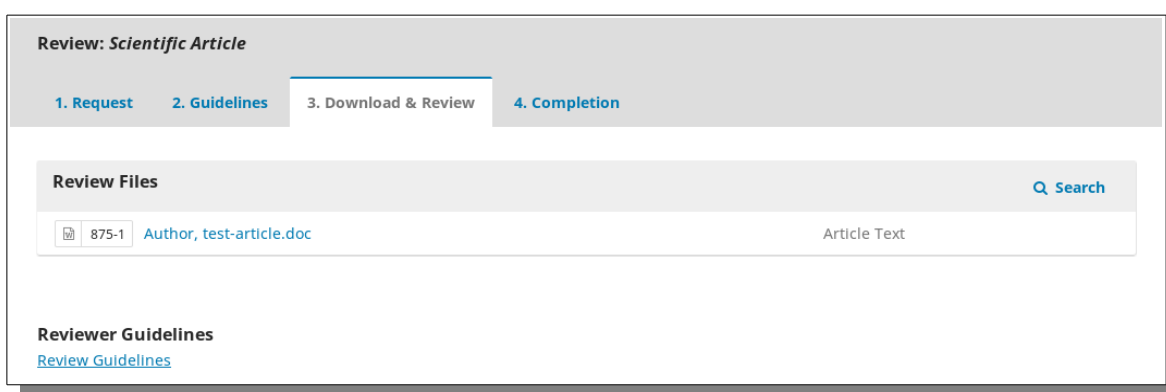


Image 13: Download & Review upper part of screen

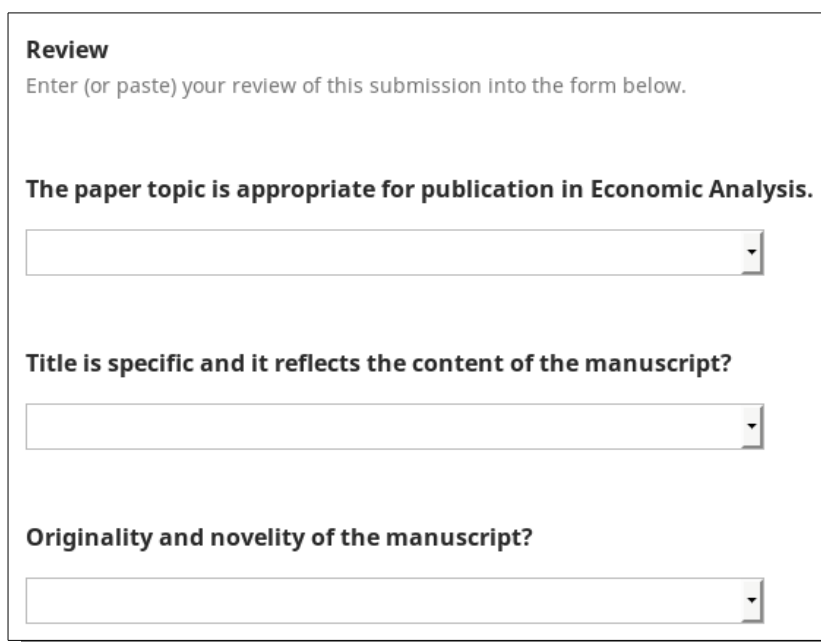
Below you can find the reviewer form that is specially designed for the journal according to the criteria set by the editorial board. (This is valid only for those journal which do have review forms. Example below shows possible example.)

You will see a list of questions related to different aspects of required criteria for article.

It is easy to reply on those questions by choosing value in drop-down list of values 1-5. Value 1 is lowest and value 5 is the highest mark for each question.

Two questions are text fields in which you can type extensively your comments and opinion on article reviewed.

Image 14: Review form



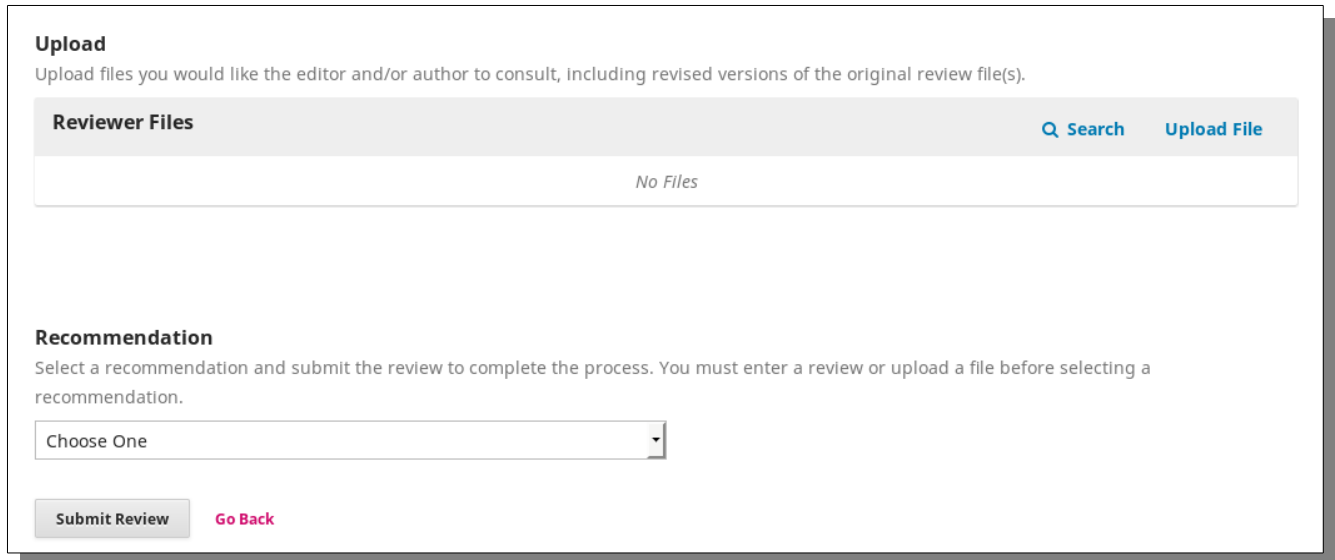
**Review**  
Enter (or paste) your review of this submission into the form below.

**The paper topic is appropriate for publication in Economic Analysis.**

**Title is specific and it reflects the content of the manuscript?**

**Originality and novelty of the manuscript?**

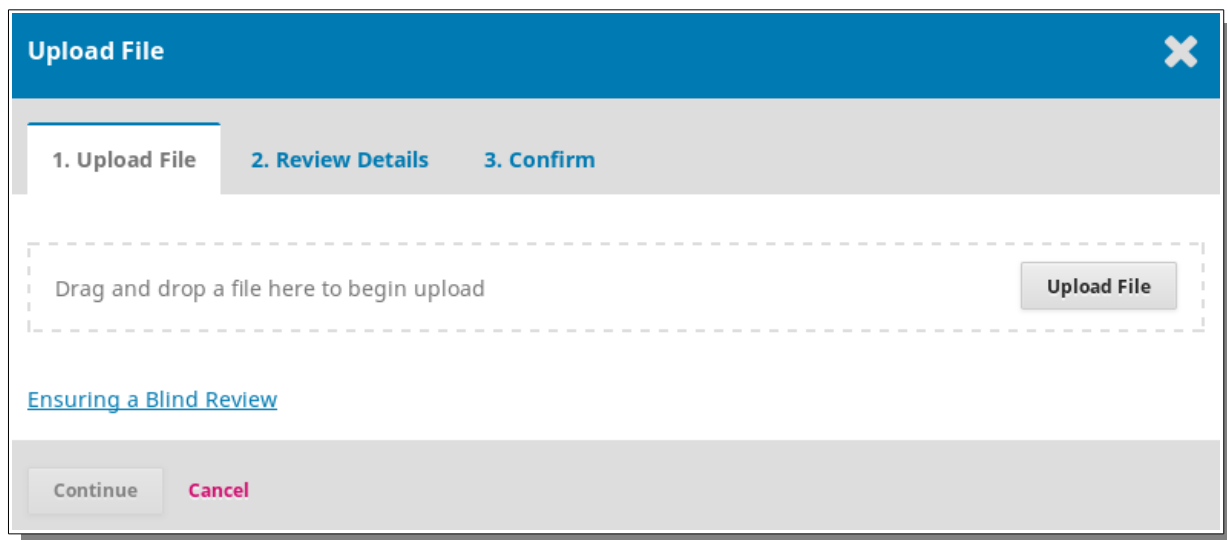
After completing the review form you can if necessary upload some file sthat you want to be available to editor in order to make decision on article submitted. However, you can suggest your recommendation by choosing one of options listed in drop-down list.



The screenshot shows the 'Upload' section of a review form. It has a title 'Upload' and a subtitle 'Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s)'. Below this is a 'Reviewer Files' section with a search bar and an 'Upload File' button. The files list is empty, showing 'No Files'. Below the files section is a 'Recommendation' section with a subtitle 'Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.' It features a dropdown menu with 'Choose One' selected. At the bottom are 'Submit Review' and 'Go Back' buttons.

Image 15: Download & Review lower part of screen

Upload of files is very easy process to complete. When you click on Upload File the system will prompt you with pop up screen that will let you choose your review file which you want to upload as on image below.



The screenshot shows a 'Upload File' pop-up screen. It has a blue header with a close button. Below the header is a progress bar with three steps: '1. Upload File' (active), '2. Review Details', and '3. Confirm'. The main area has a dashed rectangle for file upload with the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. Below this is a link 'Ensuring a Blind Review'. At the bottom are 'Continue' and 'Cancel' buttons.

Image 16: Upload review file

You can drag and drop file to dashed rectangle or click on **Upload File** button and select file that you want to upload. After uplaoding of file the system will mark with green checkmark

successfully uploaded file. Please take into consideration not to upload big images or other unnecessary files because system can restrict you to do so.

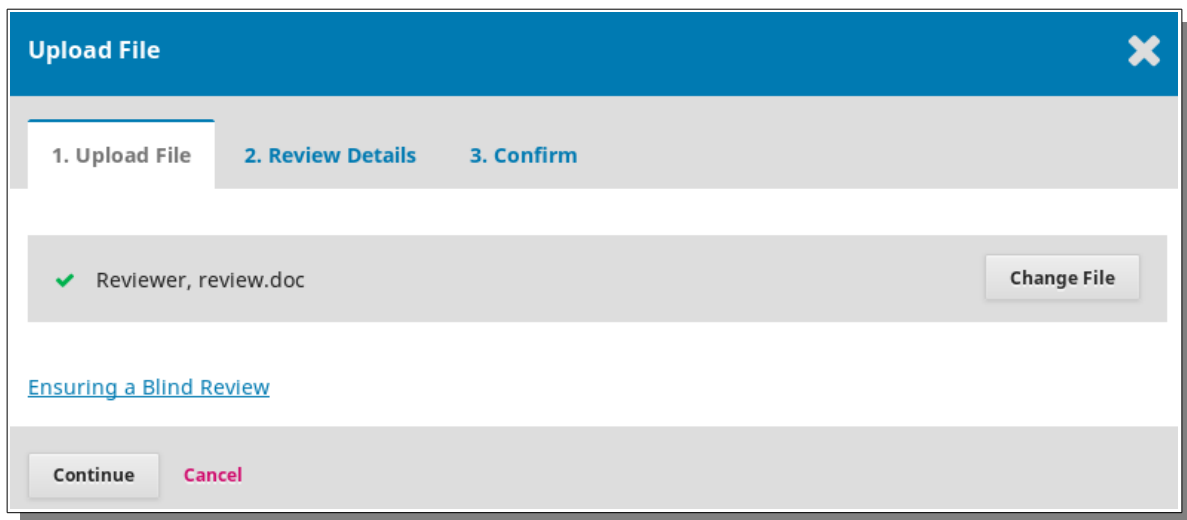


Image 17: Uploaded review file

You can click on **Continue** button to proceed with the process of uploaded file. The system will prompt you with the pop up screen which will allow you to change file if you mistakenly uploaded file that you did not intend to upload. You can click on blue pencil beside the name field in order to do so.

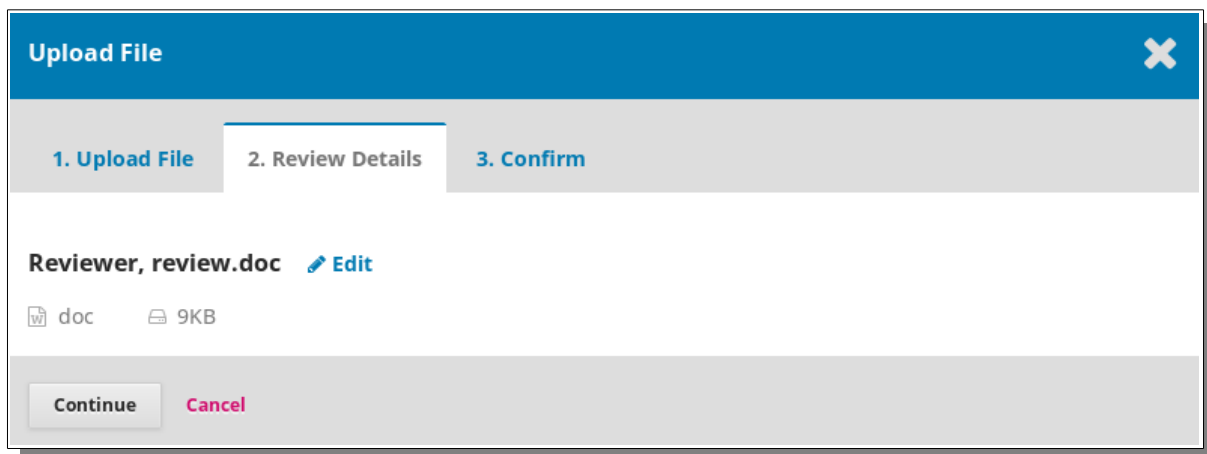
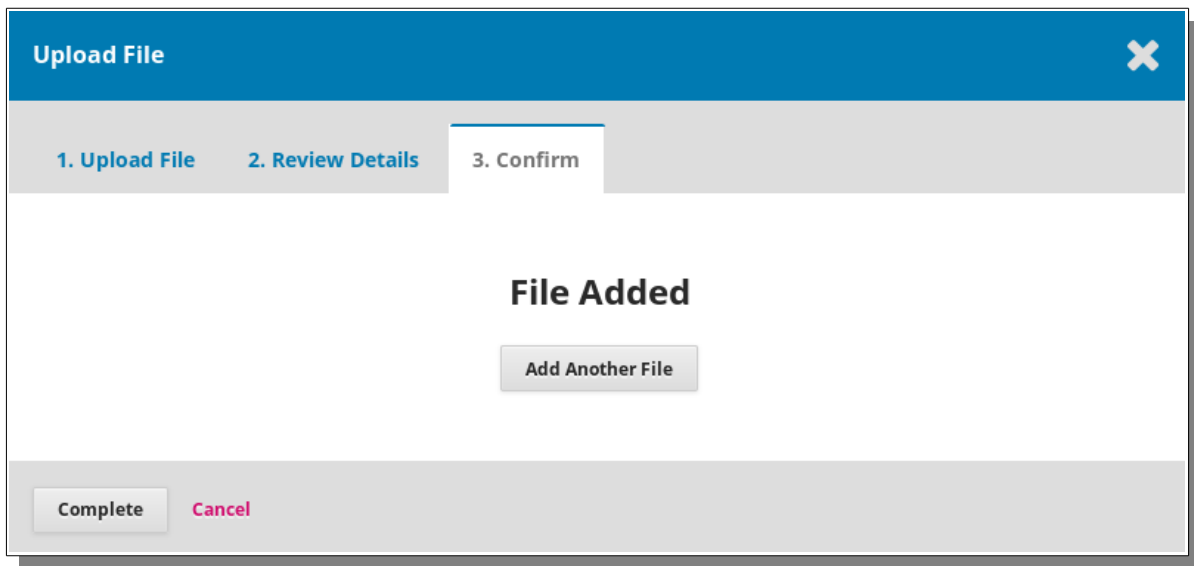


Image 17: Possible change of uploaded review file

When you think that you can proceed you can click on **Continue** button and the system will prompt you with pop up screen which will inform you that your file is addedd and enable you to add additional files if needed.

The process of uploading additional files is the same as uplaod of the first file. If you do not need to upload additional files you can click on button **Complete**.

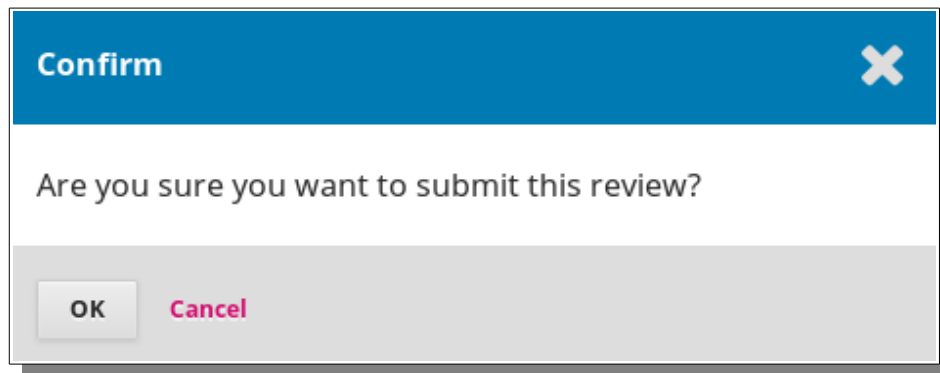


*Image 18: Option to add another review file*

When you click on **Complete** button the system will display again the page from which you started the process of adding you review files.

If you think that you are not yet fully ready to submit your review you can click on **Go Back** button and continue your work.

If you think that you have completed your review and that it is ready to be submitted to editor please click on **Submit Review** button on the bottom of that page. After clicking on **Submit Review** button the system will prompt you with pop up screen which will ask you to confirm that you are ready to submit your review of article.



*Image 19: Confirmation of submission of a review*

If you are ready to submit your review please click on **OK** button.

If you are not ready to submit your review you can click on **Cancel** button and go back to previous steps and continue your work.

## Step 4

When you click on **OK** button the system will inform editor that you submitted your review. You will be prompted with page which will inform you that there is possibility that editor will contact you again if editor decided to start new rounds of review of article you reviewed until making final decision to accept or reject submitted article after revisions made by author(s).

### **Review Submitted**

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

*Image 19: Review submitted*

Possible next steps may include new round of review after revisions or if editor will ask you for clarifications of your statements expressed in your review. The procedure in new round is identical to this one that you passed already.