



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

Journal of Economic Development, Environment and People

URL: <http://jedep.spiruharet.ro>

e-mail: office_jedep@spiruharet.ro

REVIEW ONLINE

The Reviewer is selected by the Section Editor to review a submission. Reviewers are asked to submit reviews to the journal's web site (although some journals opt for an email review policy) and are able to upload attachments for the use of the Editor and Author. Reviewers may be rated by Section Editors.

REVIEWER'S ROLE

The Reviewer is invited by email to review a submission, which includes its title and abstract, as well as the journal's URL and a username and password for the Reviewer to use to enter the journal. The journal has the option of using a reviewer option that sends the submission as an email attachment to the Reviewer along with an invitation to review. In this case, the Reviewer then responds by email. What is described here is the principal method for reviewing (and ensuring complete records of the process), which involves the Reviewer conducting the Review on the journal's web site.

SUBMISSIONS

On logging in to the journal, the Reviewer arrives at the User Home page. By clicking on the role of Reviewer (as a Reviewer may be enrolled under other roles, such as an Author), the Reviewer is led to the Submissions page. This page lists the submissions which the Reviewer has been invited to review or is currently in the process of reviewing. The Submissions queue also notes what round the review is, as some reviews may have entered a second round of reviewing, following the Section Editor's decision that the submission must be "resubmitted for review." This page also provides access to past reviews which the Reviewer has completed for the journal

REVIEW

The Reviewer is invited by email to review a submission, which includes its title and abstract, as well as the journal's URL and a username and password for the Reviewer to use to enter the journal. The journal has the option of using a reviewer option that sends the submission as an email attachment to the Reviewer along with an invitation to review.

In this case, the Reviewer then responds by email <link>. What is described here is the principal method for reviewing (and ensuring complete records of the process), which involves the Reviewer conducting the Review on the journal's web site.



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

Journal of Economic Development, Environment and People

Volume 1, Issue 1, 2012

URL: <http://jedep.spiruharet.ro>

e-mail: office_jedep@spiruharet.ro

Review Home Page

Register: <http://cercetare.spiruharet.ro/ojs/index.php/jedep/user/register>

Log In: <http://cercetare.spiruharet.ro/ojs/index.php/jedep/login>

Please use the buttons in the image below to resize the text in order to fulfill your requirements. It might be seen in the upper left corner of all pages.

FONT SIZE



1. Submissions

On logging in to the journal, you will arrive at the User Home page.



Fig. 1. Reviewer Home

To see the submissions you need to review, click the Reviewer link, or click the "x" Active link. Both will take you to your active Submissions page. This page lists the submissions which you have been invited to review or are currently in the process of reviewing. The Submissions queue also notes what round the review is, as some reviews may have entered a second round of reviewing, following the Section Editor's decision that the submission must be "resubmitted for review." This page also provides access to past reviews which the Reviewer has completed for the journal.

Clicking on the linked title will take you to the review process.



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

Journal of Economic Development, Environment and People

URL: <http://jedep.spiruharet.ro>

e-mail: office_jedep@spiruharet.ro

Home > User > Reviewer > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
1	12-29	ART	A STUDY OF ELECTRONIC PUBLISHING	01-26	1

1 - 1 of 1 Items

Fig. 2. Active Submissions

2. Review

You will first see a summary of the submission details.

Home > User > Reviewer > #1 > **Review**

#1 Review

Submission To Be Reviewed

Title	A study of electronic publishing
Journal Section	Articles
Abstract	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Submission Editor	Sally Jones
Submission Metadata	VIEW METADATA

Fig. 3. Review Assignment

Next, you will see the review schedule, and the associated deadline.



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

Journal of Economic Development, Environment and People

Volume 1, Issue 1, 2012

URL: <http://jedep.spiruharet.ro>

e-mail: office_jedep@spiruharet.ro

Review Schedule

Editor's Request	2009-12-29
Your Response	—
Review	—
Submitted	
Review Due	2010-01-26

Fig. 4. Review Schedule

Next, the Review process is divided into six steps .

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [1-2-1-RV.DOCX](#) 2009-12-28
Supplementary File(s) None
4. Declare whether or not you have competing interests with regard to this research (see [CI POLICY](#)).

No competing interests.

Save
5. Click on icon to fill in the review form.
Review Form
6. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None

Browse...

Upload
7. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation

Revisions Required ▼

Submit Review To Editor

Fig. 5. Review Steps



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

Journal of Economic Development, Environment and People

URL: <http://jedep.spiruharet.ro>

e-mail: office_jedep@spiruharet.ro

Step 1

Reviewer has 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.

If unable to do the review. The Reviewer who is unable to do the review clicks on "Unable to do the review" which leads to a standard email to the Section Editor, which the Reviewer can revise to indicate, if they wish, why they are cannot do the review (e.g., timing, conflict of interest, lack of expertise, etc.).

If able to do the review. The Reviewer who is able to do the review clicks 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.

Step 2

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.

Reviewer Guidelines

In reviewing an article for the Journal of Open Journal Systems, we are interested in your overall opinion of the article and any comments you might wish to pass on to the author to assist him or her in making the article publishable. The editor would appreciate at least one paragraph indicating why this paper makes a contribution to our knowledge of communication. If it does not, your frank and candid opinion of why not would be welcome.

In your review we request that you consider:

a) the potential interest of this topic to our readers: would you read this piece?

Fig. 6. Review Guidelines

Step 3

The Author has uploaded the submission as a file, which the Reviewer can download from the journal's web site to the Reviewer's computer by clicking on the file name. The file can be opened or saved to the computer and opened, using available programs such as Word or Acrobat. It can be printed out or read on the screen. 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.

Step 4

The journal requires the Reviewer to declare whether or not they have competing interests with the article being reviewed. If this is the case, Step 4 becomes a form requesting a declaration of Competing Interests, and all following steps change their step number accordingly.

The Reviewer clicks 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



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

Journal of Economic Development, Environment and People

Volume 1, Issue 1, 2012

URL: <http://jedep.spiruharet.ro>

e-mail: office_jedep@spiruharet.ro

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.

The Reviewer has to fill an extended custom review form available at (<http://jedep.spiruharet.ro/uploads/PRINST.pdf>). The form can be returned to and edited until a recommendation has been chosen.

Home > User > Reviewer > #1 > Review Form Response

Review Form Response

Articles Form

This review form is to be used for all submissions to the Articles section.

Rate the clarity of the writing style. *

Very Good

Good

Average

Below Average

Poor

* Denotes required field

Fig. 7. Review Form Response

Step 5

The Reviewer also has the option, in addition to entering a Review, of uploading files for the Section Editor and/or the Author to see. These files may be a Reviewer-annotated version of the submission or some relevant data or other materials that will assist Editor and/or Author. It will be at the Editor's discretion whether these files are shown to the Author, but Reviewers can certainly comment on this in the Review (Step 4).

Step 6

The Reviewer must select a Recommendation for the submission from among the following options: Accept, Revisions Required, Resubmit for Review, Resubmit Elsewhere, Decline Submission, See Comments. When the Reviewer clicks "Submit Review to the Editor," it leads to a prepared email to the Section Editor, as well as making



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

Journal of Economic Development, Environment and People

URL: <http://jedep.spiruharet.ro>

e-mail: office_jedep@spiruharet.ro

visible to the Editor the Recommendation, the saved Review (which are now locked) and any uploaded files. The email can be edited by the Reviewer before sending.¹

¹ Please see the entire tutorial at: <http://pkp.sfu.ca/ojs/docs/userguide/2.3.3/userguide.pdf>