

Solen Software – Actavia

# REVIEWER'S GUIDE

Czech Academy of Agricultural Sciences (CAAS)

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## ACCESS TO THE SYSTEM FOR THE REVIEWER

When the Editorial Department would like you to review a manuscript, you will receive a review request via email. This invitation email will contain a link to the Editorial System web page of the journal. Via the website you can communicate to the Executive Editor whether (or not) you agree to review, download the manuscript, and submit your review.

There are two possibilities to access the system as a reviewer.

You either have an authorial account and receive the role of a reviewer from the Editorial Department, or the Executive Editor opens a reviewer's account for you. A reset link will be generated and sent to you.

**Please, set the new password on the first sign-in.**



When you receive an invitation to review a paper from an Editorial System, then you do not need to login. Of course, by using your login information (username and password) on the journal's home page, it is possible to log into the Editorial System and work in more of your roles (reviewer, author etc.).

Go to the journal's website, enter your username and password into the appropriate fields in the login box and click on "Log in...":



Should you have forgotten your username and/or password, please use the reset page. For security reasons, the Editorial System will not email you your current password. Instead, by entering your email address (or username etc.) on the reset page, the system will send you an email containing instructions for resetting your password.

Fill in and submit one of the options below (A, B, C or D). All fields in the selected block are required. For security reasons, you especially carefully.

**A. I know the user name but do not know the password:**

I know the user name:

user name:

**B. I know the password but do not know the user name:**

**C. I know neither the user name nor the password, I know the e-mail address:**

**D. I cannot find the login data, I just know the name I entered during registration:**

**E. I do not know my name either:**

- Access to this page is password protected and accessible to registered users only. If you have entered this webpage by mistake, please return to the « **home page** ».
- **Forgotten password:** If you forgot your password, please click « **HERE** ».
- **Registration:** If you do not have a user name and password yet, please use « **registration form** ».

If you require any further information, feel free to contact the Executive Editor of the journal.

**Please be sure to check your spam folder as our email is sometimes treated as spam.**

Once logged in, you can change your password as well as your e-mail via “My account” at the right side of the page (after choosing one of My.../Reviews options in the upper menu). When changing your password, please choose a password that follows the rules (use the help icon) and use a unique set of codes rather than reusing codes that you also use for other purposes.

## REQUEST FOR A REVIEW

When you receive an invitation to review a manuscript, we greatly appreciate your letting us know whether (or not) you will review the manuscript. This helps us avoid sending you unnecessary reminders and of course avoid unnecessary delays in the review process. The emails you receive will include links through which you can agree/decline, and once agreed, download the PDF of the submission immediately. You can also do this by logging into Editorial System as a reviewer (Horticultural Science journal sample email below):

✉ Horticultural Science - art. no. 508/2022-HORTSCI: Submission for reviewing manuscript ☆

Dear Associate Professor [REDACTED],  
We kindly ask you for your cooperation regarding a peer-review of the manuscript mentioned below for the Horticultural Science.

**The Editorial Board of the Horticultural Science would like to ask you to confirm or reject the review of the manuscript "[REDACTED]".**

**Abstract:**

[REDACTED]

To confirm or reject reviewing the manuscript please «[CLICK HERE](#)».

Upon the submission of your peer-review report into the editorial system within the deadline and requested quality, you can apply for a 50% discount on the manuscript handling fee. Your manuscript must be submitted within one year to the CAAS journal ([www.agriculturejournals.cz](http://www.agriculturejournals.cz)). The discount is subject to review by the Editorial Board and can be assigned to one author only once a year.

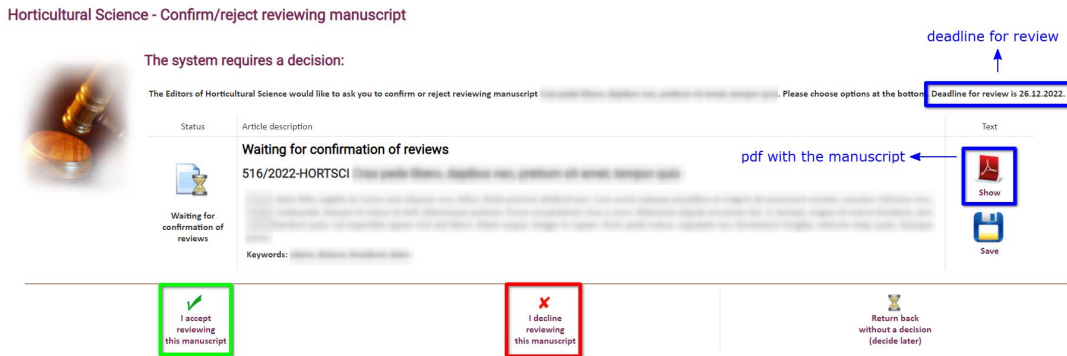
Note: Some very old e-mail clients may show the text without the link.

### **AUTOMATIC LOGOUT**

The system may logout the user after a longer time of inactivity (tens of minutes) for security reasons so that misuse by a random “visitor” at the computer is prevented.

## ACCEPTANCE OR DECLINE OF THE REVIEW

The request for acceptance or decline is the first thing which the reviewer sees in the manuscript. With the icons you can show or save the PDF version of the manuscript in your computer:



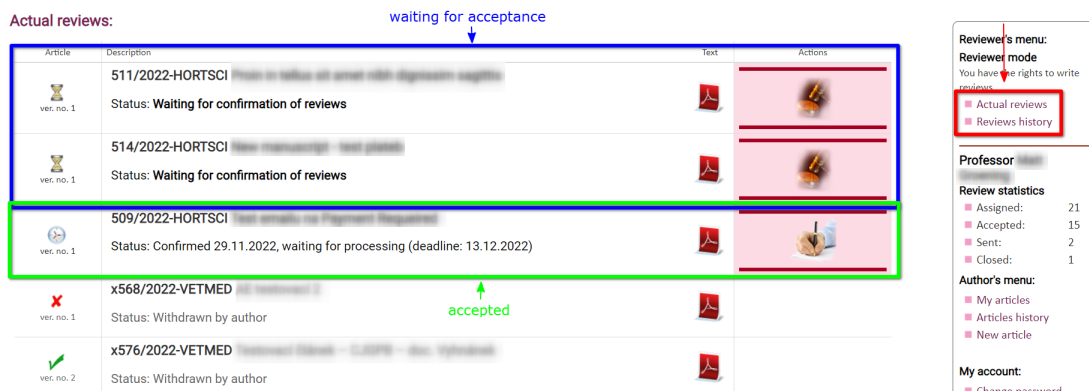
In the bottom part of the screen, you either accept the review (you bind to write it), decline the review (you do not have time, there are conflicts of interest, etc.), or postpone the decision-making. If you do not decide within a given period of time, the system will send an expiration notification, and unless the Executive Editor prolongs the deadline, the system regards the review in the same way as in declined review. Typically, the reviewer has five days for their decision. The decline is a terminal state for the reviewer; the Editorial Department will assign someone else to the review.

The acceptance (declination) confirmation message will appear on the screen, and you will also receive the email. After agreeing to review, you can download the PDF of the submission and submit your review when ready (kindly see the next chapter).

## ACTUAL REVIEWS AND REVIEW HISTORY

The reviewer's view contains two review lists:

- waiting for the decision, drafted, and not finished – these can be seen in the “Actual reviews” view;
- declined, taken, expired, finished, and closed reviews – these can be seen in the „Reviews history“ view:



In the figure above you can see five active reviews – two waiting for acceptance, one accepted (these three have the icon in the “Action” column) and two with the status “withdraw by author;” so, at the moment, there is nothing to review about the manuscripts. Basic overview, as the number of invitations, accepted, sent, and closed reviews are displayed on the right side of the page as highlighted below.

The screenshot shows a review interface. On the left, there's an article description for '511/2022-HORTSCI Proin in tellus sit amet nibh dignissim sagittis'. Below it, there's a 'Recommendation: Not rated yet' and a 'Review text' section with a file upload area. On the right, there's a 'Text' column with 'Show' and 'Save' buttons. A 'Write the review' button is highlighted with a red box. To its right, a 'Reviewer mode' sidebar is visible, containing 'Actual reviews' and 'Reviews history' sections. A 'Review statistics' section is also highlighted with a red box, showing: Assigned: 22, Accepted: 17, Sent: 2, Closed: 1.

“Reviews history” can look, for example, like this:

**Reviews history:**

Article	Description	Text
ver. no. 1	510/2022-HORTSCI Et harum quidem rerum facilis est et expedita distinctio Status: Queued reviewer	
ver. no. 1	508/2022-HORTSCI Nullam sit amet magna in magna gravida vehicula Status: Article in print	

## DECLINE AND TAKING THE REVIEW

When you choose to decline, the system will ask you to state why you are declining to review the manuscript and ask you to suggest the name and contact information of a colleague that may be more qualified on the topic or may have more availability.

A declined review is then moved into the history view. Reviewers may keep monitoring the developing status of the manuscript; however, they cannot alter it anymore.

**Reviews history:**

Article	Description	Text
ver. no. 1	510/2022-HORTSCI Et harum quidem rerum facilis est et expedita distinctio Status: Queued reviewer	
ver. no. 1	508/2022-HORTSCI Nullam sit amet magna in magna gravida vehicula Status: Article in print	

The Executive Editor has the right to remove the review from the reviewer at any time. The system contains this option in case the reviewer does not respond within the deadlines; the Editorial Department loses contact with them, or a situation in which the manuscript is either published or removed occurs. Neither of the situations is standard, so the review is removed or taken only scarcely.

## WRITING A REVIEW

Only accepted reviews will now become the centre of our interest. The review form is accessible through the list of current reviews (the icon in the “action” column):



as well as through the manuscript detail (highlighted above in pink):



The Editorial Department may add reviewers throughout the course of the manuscript development so that the reviewer can be asked to review some other version of the manuscript, while the former versions were reviewed by other colleagues.

The first part of the review form is select fields that evaluate individual aspects of the manuscript, as well as the manuscript in general. Reviewers are only allowed to select one option from the drop-down list of options. **The fields marked with an asterisk are mandatory.**

Rating:

- ★ Does the subject matter fit the scope of the journal?
- ★ Originality
- ★ Technical quality
- ★ Clarity of presentation
- ★ Importance to field
- ★ Language quality
- ★ Citations
- ★ Conciseness
- ★ Completeness
- ★ International relevance
- ★ Scientific merit
- ★ Article type
- ★ New knowledge
- ★ Methodology
- ★ Interpretation of results
- ★ Recommendation:  (highlighted with a red box)



**Recommendation** (highlighted above in red):

By this field, the reviewer tells the Editorial Department how he/she is impressed by the manuscript – whether it is suitable for accepting and publishing and after what interventions.

There are four options:

**Publish without change**

The manuscript may be accepted and published as it is, with slight revision where appropriate.

**Publish after minor revision**

The manuscript may be accepted after several minor revisions; it does not have to be sent for another reviewing round (however, the Editorial Department may send it back for another review when necessary).

**Publish after major revisions and a second review**

The manuscript requires essential revision; the reviewer wishes to see the manuscript after the revision in the next round.

**Do not publish**

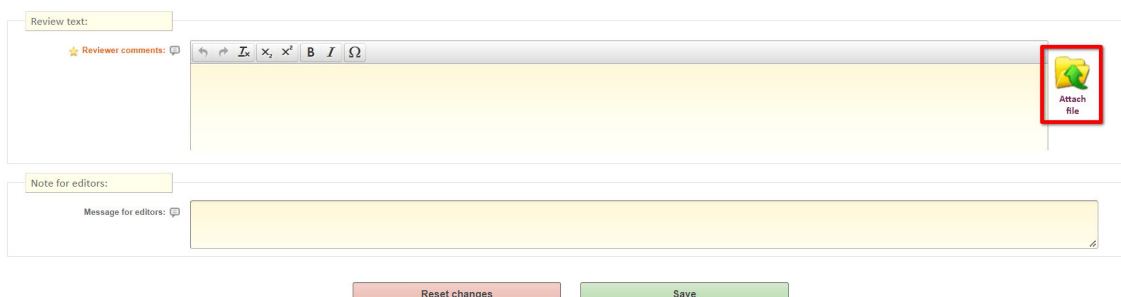
The reviewer does not recommend the manuscript for publishing; it is of such bad quality that no revision would help to improve it.

The Executive Editor oversees more reviews; different reviewers’ ratings may, but do not have to be in concord. That is why a situation in which a manuscript recommended by you can appear as a manuscript recommended for rejection in the next round.

**REVIEW TEXT**

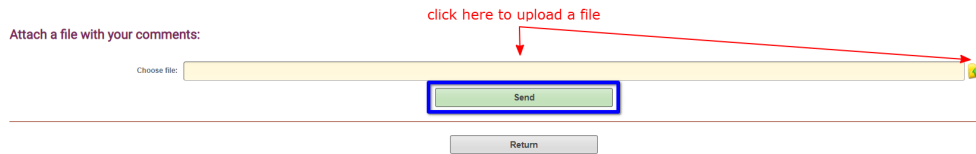
On this page (“write a review”), you also have two free-text boxes available.

The text of the review may be written directly into the text field “Reviewer comments” or may be sent in a file. Please make sure not to enter your name or any other clues to your identity in this field. Of course, the manuscript itself, with the reviewer’s comments or tracking changes, can be sent to the Editorial Department. The page for attaching a file will be initiated by the icon on the right:

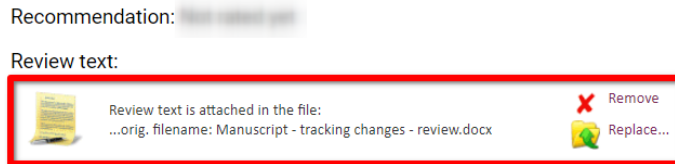


Should there be only a little text, please, prefer the text field. This will ease the Editorial Department in preparation of the PDF file with reviews.

The “Attach file” button opens a pop-up window where you then select the relevant file and click on “open.” The pop-up window will then close. Click on “Send” to upload the file.



Now, you will see the uploaded file in the middle of the page near your review.

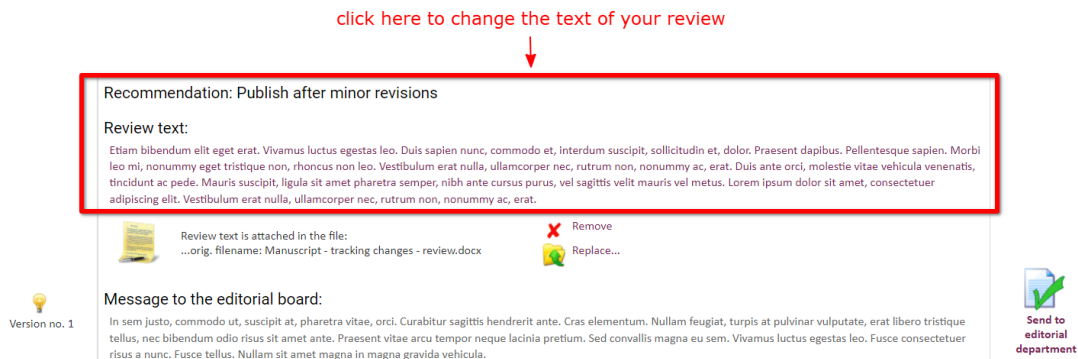


The system will accept any text editor format (DOC – MS Word or WordPad, DOCX – MS Word, TXT – simple text, WRI – Write, ODT or SXW – Open Office, PDF – a text converted into the Acrobat format, RTF – Rich text format, etc.). It is possible to agree on other formats with the Editorial Department.

**Reviewer attachment needs to be blinded and professional because it will be available to the author. Please do not include your name or any contact or identifying information in the uploaded document, including the file name.**

In the “Message for editors” text box, you can provide confidential comments to the Editor-in-Chief/Editorial Department. Confidential comments should not include your suggestions to the author for improvements or changes because the Editorial Department will be able to read your comments to the author. Next, select the “Save” button, which will save all your comments, ratings and/or uploaded file for another time.

Now, let us go back to the manuscript’s detail:



A summary of the completed recommendation will be on your screen. Take this time to review your answers and comments. Check for accuracy and edit if necessary; it is possible to return to the review form, and if all the required fields of the review are filled out, also to send it to the Editorial Department.

## SEND THE REVIEW

The final step of a particular review round is sending the review to the Editorial Department. Then, it is not possible to intervene anymore.

Recommendation: Publish after minor revisions

Review text:  
In laoreet, magna id viverra tincidunt, sem odio bibendum justo, vel imperdiet sapien wisi sed libero. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer vulputate sem a nibh rutrum consequat. Sed ac dolor sit amet purus malesuada congue. Phasellus et lorem id felis nonummy placerat. Praesent dapibus. Quisque tincidunt scelerisque libero. Morbi scelerisque luctus velit. Aenean vel massa quis mauris vehicula lacinia. Vivamus luctus egestas leo. Donec ipsum massa, ullamcorper in, auctor et, scelerisque sed, est. Nullam feugiat, turpis at pulvinar vulputate, erat libero tristique tellus, nec bibendum odio risus sit amet ante.

Message to the editorial board:  
Nam quis nulla. Etiam commodo dui eget wisi. Fusce wisi. Aenean id metus id velit ullamcorper pulvinar. Nulla pulvinar eleifend sem. Fusce consectetur risus a nunc. Aenean id metus id velit ullamcorper pulvinar. Integer pellentesque quam vel velit. Praesent vitae arcu tempor neque lacinia pretium. Aliquam erat volutpat.

Version no. 1

Send to editorial department

Your review seems to be completed, please send it to the editorial department as soon as possible...

Send review to editorial department...

**Important warning: unless the review is sent, the Editorial Department does not know about it.**

The system will offer the option to send the review when all the required fields are filled out (as seen in the picture above). Finally, confirmation of the action is required by clicking the "Confirm action" button.

Confirmation:  
Confirm action  
If you confirm this dialog, your review with all attached files will be send to the editorial board.

Confirm action Back without changes

When submitted successfully, you will receive confirmation via email.

The manuscript may remain in the status of “Waiting for reviews” also after it has been sent – there usually are more reviewers, and the manuscript can change its status to “Review finished” after the last review has been submitted:

still waiting for another review

Confirmed 7.12.2022, waiting for processing (deadline: 21.12.2022)

516/2022-HORTSCI Cras pede libero, dapibus nec, pretium sit amet, tempor quis

Mauris dolor felis, sagittis at, luctus sed, aliquam non, tellus. Nulla pulvinar eleifend sem. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Integer malesuada. Aenean id metus id velit ullamcorper pulvinar. Fusce consectetur risus a nunc. Maecenas aliquet accumsan leo. In laoreet, magna id viverra tincidunt, sem odio bibendum justo, vel imperdiet sapien wisi sed libero. Etiam neque. Integer in sapien. Proin pede metus, vulputate nec, fermentum fringilla, vehicula vitae, justo. Quisque porta.

Keywords: etiam; dictum; tincidunt; diam

Show Save

the date your review was submitted → Sent: 7.12.2022

Recommendation: Publish after minor revisions

Review text:  
Phasellus faucibus molestie nisi. Maecenas lorem. Donec iaculis gravida nulla. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Praesent in mauris eu tortor norttior accumsan.

## **Deadlines and their monitoring**

The system contains a reminder mechanism that reminds the reviewers as well as the authors via e-mail when important deadlines come close or expire. E-mails are sent by a programmed robot.

The deadlines are determined by the Editorial Department according to the priorities of the individual manuscripts. The Executive Editor may prolong the deadlines in some cases.

The deadline will be signed also by the icons:



– upcoming deadline for submitting new versions,



– deadline a while before its expiration,



– expired deadlines.

## MANUSCRIPT AFTER SENDING THE REVIEWS

Once all the reviews have been submitted, the Editor-in-Chief/Co-Editor/Editorial Board must decide whether the manuscript will be declined, accepted, or returned to the author for minor or major revision. The reviewers can still monitor the status of the manuscript; they are also informed of the major changes via e-mail.

## ANOTHER REVIEW ROUND – A NEW VERSION OF THE MANUSCRIPT

Once the Editorial Department receives the revised version from the author, a decision must be made whether to accept, decline or return the manuscript for another review round. The reviewers will be informed about any of his/her steps at this stage via e-mail, or they will be asked for another review round. In this case, the system will again offer a review form, this time related to the new version of the manuscript. So, in those manuscript reviews which underwent one or more reviewing rounds only between the Editorial Department and the author or where the former version has already been reviewed, the history of the manuscript will be visible:

The screenshot displays a manuscript review interface with two versions. Version 1 is highlighted with a red box and labeled "your first manuscript review". Version 2 is labeled "click here to write the second review". A "Show" button for Version 1 is highlighted with a green box and labeled "next version of the manuscript". A "Write review" button for Version 2 is highlighted with a blue box. A "Show" button for Version 1 is highlighted with a blue box and labeled "previous version of the manuscript". A "Review ver. 1" button is highlighted with a pink box and labeled "all reviews".

Authors have the option to submit a response to all reviews (accompanying letter) called "Comments." You can find it in the manuscript detail, as shown in the image below.

The screenshot displays a manuscript review interface. A "Comments\_v2.docx" file is highlighted with a red box and labeled "accompanying letter". The interface also shows a "Show" button for the manuscript and a "Save" button. A red warning icon indicates "Required fields are not filled".

The next procedure is equivalent to the first review round. However, the second (and subsequent) review form is more concise – it only contains an overall statement and a possible textual comment for the authors or Editorial Department.






Please do not forget to send the review to the Editorial Department again by clicking on the “Send review to Editorial Department”/ “Send to Editorial Department” button.

As in the case of the first review, it is necessary to confirm the action (“Confirm action” button):

The number of manuscript versions is not limited by the system. In practice, there may be some situations in which some rounds take place without the presence of reviewers – the Executive Editor may return the manuscript to the author for non-readability of files, incompleteness of the attachments, formats unsuitable for typographical processing, etc. Thus, versions without any need of being sent to the reviewers arise. The reviewer may also be invited for participation later when the manuscript is in its second or third version.

## FINAL STATUSES

The reviewer also sees all the changes in manuscript statuses that follow the reviewing termination even though there is no other intervention possible. They may be as follows:

-  – declined and closed the article,
-  – approved article, waiting to be sent for printing,
-  – approved article sent for printing,
-  – typography done, waiting for final proofreading,
-  – published article.

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## CONCLUSION

Your reviews are greatly appreciated. We hope that you find the advice in this guide helpful and that it makes the process of reviewing easier.

Please, do not hesitate to contact the Editorial Department if you need any clarification.