

REVIEW PROCESS Brief Instructions for Editors

May 2022 Page **1** of **4**

Registering Reviewers

If the reviewers have not been registered to the project, please register them via the REVIEWERS menu:

EDITOR HOME PAPERS AUTHORS REVIE	MAIL SENT MAIL TITLE INFO OPTIONS	
Title		
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* - Click to edit value in the column		
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Assigning Reviewers to Papers

Option 1. In your Editor tool, please select the needed paper from the **PAPERS** menu, go to **Edit Reviewers** tab and use the relevant button **Assign Reviewer**:

EDITOR HOME PAPERS AUTHORS	REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS
Title:	COMMUNICATION BETWEEN ALL EDITORS
1. Edit Paper 🗸	Reviewers
2. Edit Authors 🗸	Paner doesn't have any reviewers
3. Edit Keywords 🗸	Please use the button below to add a new reviewer to current paper.
4. References 🗸	
5. Copyright Agreement 🗸	
6. Checklist 🗸	
7. Edit Reviewers	

The list of reviewers registered to your project will appear. Please tick the appropriate reviewer and send the notification about the assignment.

Assign Reviewers								
Paper: Assigned reviewers: Current paper has no assigned reviewers.								
Not assigned reviewers: Show By: 10 ~								
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Showing 1 to 1 of 1 entries	> >>							
EDIT E-MAIL STANDARD E-MAIL DO NOT NOTIFY Image: Click one of the options to assign a reviewer with or without notification.								



By clicking **EDIT E-MAIL** button you will be re-directed to the **MAIL** page where you can send out the notification with log in credentials. Please use the "Reviewer assigned" template (will be selected automatically) or create your own text:

EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS		
COMMUNICATION BETWEEN ALL EDITORS		
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SEND PREVIEW RECIPIENTS SAVE AS TEMPLATE		

Option 2. You can assign the paper to the appropriate reviewer via the **REVIEWERS** menu by clicking on **ASSIGNED/REVIEWED** column of the table:

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You will be re-directed to a page where you can select and assign papers which are not yet assigned to the selected reviewer. Please go to the relevant block "**Not assigned papers**", tick necessary papers and proceed with mailing as described in **Option 1**:



Not assigned papers:

Show By: 10 🗸

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Showing 1 to 5 of 5 entries				<< <	1 > >>
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Reminding Reviewers

This option is available from the **PAPERS** menu. Please select the relevant paper, go to **Edit Reviewers** tab and use the relevant button **REMIND REVIEWERS**.

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5. Copyright Agreement 🗸	ASSIGN REVIEWE	ER REMIND R	REVIEWERS *		
6. Checklist 🗸	* send email to revi	ewer(s) who was as	ssigned to review the paper and hasn't p	provided the	report
7. Edit Reviewers 🗸					

You will be re-directed to the **MAIL** page. The "Reminder reviewers" template will be automatically applied. You can amend it as necessary.





Approving Reviewer's Report

After the reviewer submits the report, the editor evaluates it and in the absence of objections approves it. Please click on numbers in the **REVIEWS** column for the relevant paper:



The report will appear in a separate window. To approve, please press **APPROVE** button:

Reviewer's Report × Reviewer 2022-01-14 08:42 APPROVE Title: Paper: Author(s):

Making Review Report Available to Authors

After approval of the review report, please set **Revisions** status to the relevant paper:

2022-03-28 14:35	In Review 🗸	<u>2/1/0</u>	and the second sec
2022-02-28	Submitted		
14:33	In Review	3/0/0	Strength in Statistics
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	Revised		
<u>2022-03-28</u> <u>14:41</u>	Rejected	<u>4/3/2</u>	Name of Contract o
	Accepted		
2022-03-21			

In this status, authors are able to re-upload the revised manuscript from their Author tool in the Edit Paper menu. When the revised manuscript is re-uploaded, the status will automatically change to Revised.

Final Decision on the Paper

Note: every paper shall be reviewed by at least 2 independent reviewers (minimum 2 reports shall be submitted). When the review process is completed and the paper is successfully revised, the editor should Accept or Reject the paper according to the evaluation results.

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2022-03-21	Accepted		