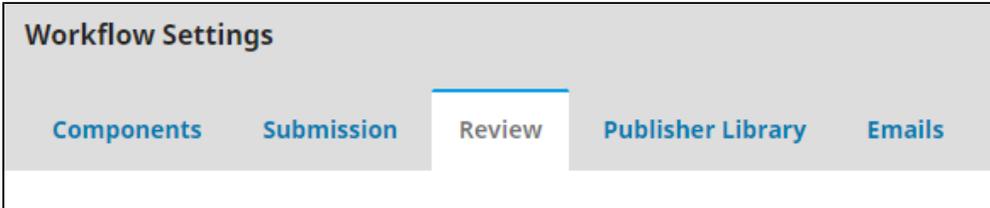


Review

1. [Deadlines](#)
2. [Email Reminders](#)
3. [Review Forms](#)
4. [Competing Interests Policy](#)
5. [Review Guidelines](#)
6. [Video Guide](#)



In the "Review" tab on the "Workflow Settings" page, you can establish review guidelines for the reviewers of your journal.

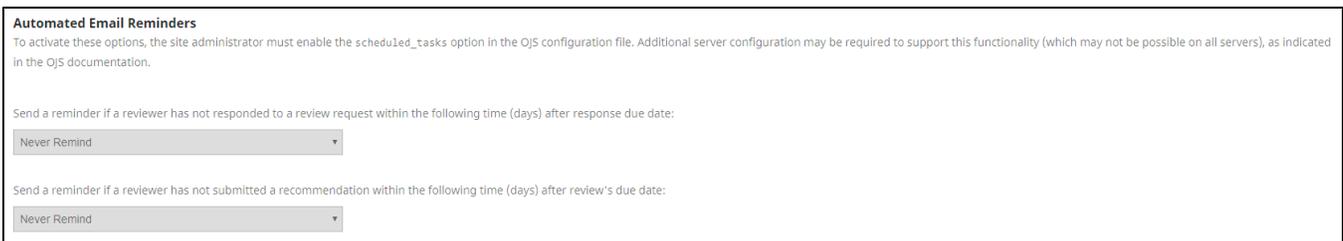
1. Deadlines

The first two boxes on the page ask you to establish default review deadlines for the reviewers of your journal. The left box will establish the ideal time frame for a reviewer to accept a request to review an article for an upcoming issue, whereas the right box will set up how long reviewers have to complete a review request they have accepted.

A screenshot of the 'Default Review Deadlines' form. The title is 'Default Review Deadlines' and the subtitle is 'Defaults can be modified for each review during the editorial process.' There are two input fields. The first field is empty and has the label 'Weeks allowed to accept or decline a review request' below it. The second field contains the number '4' and has the label 'Weeks allowed to complete the review' below it.

2. Email Reminders

Under "Email Reminders" you will have the option to send email reminders to your reviewers about the deadlines you set in the previous two boxes. In order to change the default setting of "Never Remind", you will need to ask for special permission from the site administrator, the [Open Access Publishing Manager](#). Once this has been enabled, you can begin to send emails up to three weeks before the deadline with varying frequency. If you wish to view the content of these emails or ask for assistance editing them, check the [Emails](#) section of the OJS 3 guide.

A screenshot of the 'Automated Email Reminders' form. The title is 'Automated Email Reminders' and the subtitle is 'To activate these options, the site administrator must enable the scheduled_tasks option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.' There are two sections. The first section is 'Send a reminder if a reviewer has not responded to a review request within the following time (days) after response due date:' and has a dropdown menu with 'Never Remind' selected. The second section is 'Send a reminder if a reviewer has not submitted a recommendation within the following time (days) after review's due date:' and also has a dropdown menu with 'Never Remind' selected.

3. Review Forms

The "Review Forms" box lists your currently available review forms. Review forms serve as templates that will guide your reviewers through a structured and specific review process potentially unique to your journal and the reviewer's section or article. There are no default review forms, so if you wish to make your review process consistent, go ahead and create a new review form.

Creating a new review form takes multiple steps within the "Review Forms" box. After selecting "Create Review Form" in the top right corner of the box, you will be met with a simple pop-up window asking for the new form's title and description/instructions. For now you will only be asked to supply a title for your form as well as descriptions and instructions for your reviewers. You will be able to reorganize these instructions into a form in the next step of the process, so save this window and return to the "Review Forms" box on the main page.

You should now see your recently created form listed in the "Review Forms" box. By selecting the blue arrow to the right of the form's title, you will get a dropdown menu with the option to copy, preview, delete, and most importantly, edit your new review form. Select the "Edit" option in order to complete your review form.

Review Forms				Create Review Form
Title	In Review	Completed	Active	
▼ Standard Review Form Edit Copy Preview Delete	0	0	<input type="checkbox"/>	
Blind Review				
<input type="checkbox"/> Present a link to "Ensuring a Blind Review" during upload				

The window that pops up will resemble the window that appeared when you created the form, however there are now two more tabs at the top, "Form Items" and "Preview Form". Select "Form Items".

Edit ✕

Review Form **Form Items** **Preview Form**

Title *

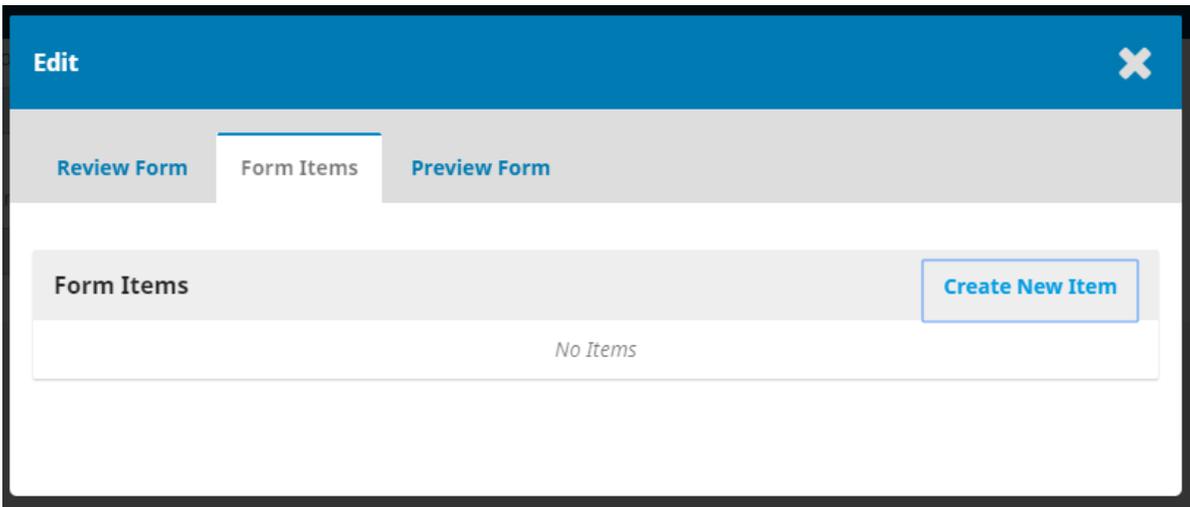
Description and Instructions

  **B** *I* U      Upload 

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** Denotes required field*

Here you will see a list of available "Items" in this form. These items will appear below the description and instructions, and can be used to ensure that the reviewers have properly read, understood, or completed certain tasks. Most items should be phrased as a question that reviewers can respond to, allowing you to get a sense of how well the reviewer followed the form's instructions as well as compiling the options and notes of the reviewer on the submission being reviewed. Select **"Create New Item"** in the right corner of the **"Form Items"** box to view your options and create a more instructional review form.



The "Create New Item" window that pops up will immediately ask for the content or question of your item.

Create New Item
✕

Item *

📄 📁 **B** *I* U 🔗 🌀 <> 🔄 🖼️ Upload +

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Reviewers required to complete item

Included in message to author

Choose item type
▼

*Item type **

Response Options Add Item

No Items

** Denotes required field*

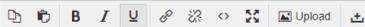
Save

Cancel

4. Competing Interests Policy

During your completion of the **New Journal Toolkit**, you were asked to complete a **Conflict of Interest Policy**. Submit that in its entirety in this text box to ensure reviewers understand the methodology to avoid potentially unethical reviewing behaviour. Below the "**Competing Interests**" box is a quick option to enable whether or not all peer review sessions should include a request for a competing interests statement from the reviewer.

Competing Interests
Reviewers will be asked to comply with the competing interests disclosure policy you specify below.



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Reviewer Competing Interest statement

Request a Competing Interest statement during the peer review.

5. Review Guidelines

Under "**Review Guidelines**", you will set the general guidelines for review that your reviewers will see during the review process. You also will set the default review settings for your journal, which include **double-blind, blind, or open review**. For each review, you will be able to change these settings if necessary, but this page helps set up your default review policy. Finally, you can manage how much access your reviewers will have to the submission during the review process.

Review Guidelines
Provide reviewers with criteria for judging a submission's suitability for publication in the Journal, which may include instructions for preparing an effective and helpful review. Reviewers will have an opportunity to provide comments intended for the author and editor, as well as separate comments only for the editor.



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Review Options

Double-blind ▼

Reviewer Access

Note: The email invitation to reviewers will contain a special URL that takes invited reviewers directly to the Review page for the submission (with access to any other pages requiring them to log in). For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

Enable one-click reviewer access.

Reviewers will have access to the submission file only after agreeing to review it.

For a step-by-step walkthrough, check out this instructional video guide: (start at 0:49 for relevant content)

Questions? Contact us at iusw@indiana.edu.