

Reviewer Dashboard

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While editors can view and access every option in the submission dashboard, reviewers will only see information about due dates, review schedules, and the submission they have been assigned. In double-blind peer review, a reviewer will not be given access to author information or any information beyond the review stage. Those aspects of the review process are managed by editors.


After receiving the notification email, the reviewer can login to start the review process. In the **"My Queue"** tab, the reviewer will see that an article is waiting for a response. Clicking anywhere on the article will open the review workflow.

The screenshot shows the 'My Queue' tab of a reviewer dashboard. At the top, there are two tabs: 'My Queue' (selected) and 'Archives'. Below the tabs is a section titled 'My Assigned' with a search bar on the right. A single submission is listed with the ID '27428' and the title 'Scholarly Article'. A red warning triangle icon is next to the text 'Waiting for a response from the reviewer.' To the right of the submission, two due dates are listed: '2019-12-03 Response Due' and '2019-12-10 Review Due'.

Submission ID	Title	Status	Response Due	Review Due
27428	Scholarly Article	⚠️ Waiting for a response from the reviewer.	2019-12-03	2019-12-10

1. Request Tab

From the **"Request"** tab, the reviewer can view the submission details, the submission files (including the article text and any rubrics provided by the editor), the due dates, and the review schedule. After reviewing this information, the reviewer can click **"Accept Review"** and continue to the **"Guidelines"** tab.

Review Type Double-blind	
Review Files	
 66236-1	Article Text, Scholarly Article.pdf
View All Submission Details	
Review Schedule	
2019-11-12	2019-12-03
<i>Editor's Request</i>	<i>Response Due Date</i>
About Due Dates	
<input type="checkbox"/> Yes, I agree to have my data collected and stored according to the privacy statement .	
Accept Review, Continue to Step #2	Decline Review Request

2. Guidelines Tab

If the publisher has not set any reviewer guidelines, the reviewer can continue to the "Download & Review" step.

Review: Scholarly Article

1. Request 2. Guidelines 3. Download & Review

Reviewer Guidelines

This publisher has not set any reviewer guidelines.


[Continue to Step #3](#) [Go Back](#)

3. Download & Review Tab

In the "Download & Review" tab, the reviewer can download review files and enter their review of the submission. If a review form is required, it will begin after the "Review Files" box. The reviewer has the option to submit feedback to the editor and author jointly or to submit feedback to the editor alone.









1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files

 66236-1 Article Text, Scholarly Article.pdf

Review

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

  **B** *I* U      Upload 

The "Download & Review" tab is also where the reviewer can upload marked up documents and other review files for the editor and author to consult, add discussion topics, and select a recommendation.

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

No Files

Review Discussions

Name

No Items

Recommendation

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

Choose One

Choose One

- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

After selecting a recommendation, the reviewer can submit their review.

Recommendation

Select a recommendation and submit the review to complete the process.

Revisions Required

Submit Review

Go Back

4. Completion Tab

After submitting their review, the reviewer will be taken to the **"Completion"** tab. From this tab, the reviewer can communicate with the editor by clicking **"Add discussion"**.

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.

Review Discussions

[Add discussion](#)

Name

From

Last Reply

Replies

Closed

No Items

