

# Editing a Review Form

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This is a walk-through of the process of editing and adding items to a review form.

## 1. Editing a Review Form

After creating a review form, you should be able to see the new review 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			Order	Create Review Form
Title	In Review	Completed		Active
▶ Review Form 1	0	0		<input type="checkbox"/>
▶ Article Form	0	0		<input type="checkbox"/>
▶ Review Form 2	0	0		<input type="checkbox"/>
▼ Review Form Version 2	0	0		<input type="checkbox"/>
<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Preview</a> <a href="#">Delete</a>				

This will open the "Review Form" tab for this form. From this tab, you can title the form and add a description and instructions. Once you've completed the instructions, you will want to add items to the form. Click the "Form Items" tab.

**Edit**
✕

Review Form
Form Items
Preview Form

**Title \***

**Description and Instructions**

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**Instructions to Reviewers**

Please provide a numeric rating on a 5-point scale for each question (5=highest; 1=lowest), along with a brief rationale for each rating. In doing so, please discuss both the strengths and the weaknesses of each paper so that the editors can understand your reasoning in the event that other reviewers arrive at different rating.

\* Denotes required field

Save
Cancel

Select "Create New Item" in the right corner of the "Form Items" box to view your options.

**Edit**
✕

Review Form
Form Items
Preview Form

**Form Items**
Create New Item

*No Items*

Use the "Create New Item" window to describe your review item and determine its type. Check "Reviewers required to complete item" if you want to make a review item mandatory. If you want a review item to be optional, do not check this box.

## Create New Item



### Item \*

Rich text editor toolbar for the Item field, including icons for bold, italic, underline, link, unlink, code, list, image, and upload, followed by an 'Upload' button and a plus icon.

### Description

Rich text editor toolbar for the Description field, including icons for bold, italic, underline, link, unlink, code, list, image, and upload, followed by an 'Upload' button and a plus icon.

Reviewers required to complete item

Included in message to author

Choose item type ▼

*Item type \**

### Response Options

[Add Item](#)

*No Items*

*\* Denotes required field*

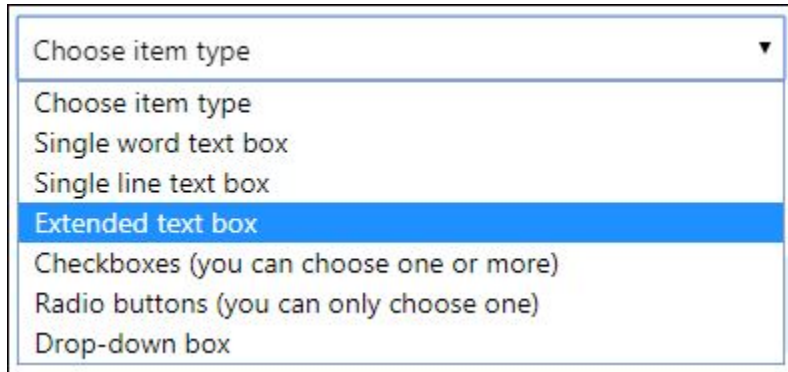
Save

Cancel

## 2. Item Types

The available item types are listed in the "**Choose item type**" drop down menu. 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 opinions and notes of the reviewer on the submission being reviewed.

Item types allow you to request feedback from reviewers in a number of ways. With the "**Extended text box**" type, for example, you can create questions that allow for extended responses from your reviewers.











A screenshot of a dropdown menu titled "Choose item type". The menu is open, showing a list of options. The option "Extended text box" is highlighted in blue. The other options are "Choose item type", "Single word text box", "Single line text box", "Checkboxes (you can choose one or more)", "Radio buttons (you can only choose one)", and "Drop-down box".

To create an extended text box, enter your question in the "**Item**" text box. You can also enter additional info in the "**Description**" text box if necessary. Use the check boxes below the "**Description**" text box, if you wish to require reviewers to complete this item or if you want to include the reviewer's response in a message to the author.

### Create New Item ✕









**Item \***

  **B** *I* U      Upload 

Please summarize the paper in a few sentences for the editors (text field):

---

**Description**

  **B** *I* U      Upload 

---

Reviewers required to complete item

Included in message to author

Extended text box ▼

*Item type \**

After you complete and save your item, you will be able to see it in the "Form items" tab. The "Preview Form" tab allows you to see the form as it will appear to your reviewers.

The screenshot shows a web interface for editing a form. At the top, there is a blue header with the word "Edit" on the left and a white "X" close button on the right. Below the header is a grey navigation bar with three tabs: "Review Form", "Form Items", and "Preview Form". The "Form Items" tab is currently selected. Underneath the navigation bar, there is a light grey header area with the text "Form Items" on the left and a blue "Create New Item" button on the right. Below this header is a white area containing a single form item. The item is represented by a blue triangle icon on the left and the text "Please summarize the paper in a few sentences for the editors (text field):" in the center.

### 3. Adding Additional Items to the Review Form

To add a second question, go back to the "Form Items" tab and select "Create New Item". Enter your question in the "Item" text box and select "Drop-down box" this time.



**Item \***

Rich text editor toolbar: Copy, Paste, Bold (B), Italic (I), Underline (U), Link, Unlink, Code (<>), Full Screen, Upload, Add Media.

Are all required components included in the abstract? (5=Definitely yes; 1=not at all):

**Description**

Rich text editor toolbar: Copy, Paste, Bold (B), Italic (I), Underline (U), Link, Unlink, Code (<>), Full Screen, Upload, Add Media.

Reviewers required to complete item

Included in message to author

Drop-down box

Item type \*

**Response Options**

[Add Item](#)

To allow reviewers to provide a numeric rating on a 5-point scale for each question (5=highest; 1=lowest), add items 1 through 5 by clicking "Add Item" in the "Response Options" below the "Item type" box. After you complete and save your item, you will be able to see it in the "Form items" tab and view it on the completed form in the "Preview Form" tab.

Drop-down box ▼

Item type \*









Response Options	Add Item
5	✕
4	✕
3	✕
2	✕
1	

You can now add a third item to allow your reviewers to provide a brief rationale for their rating. Go back to the "Form Items" tab and select "Create New Item". Enter your question in the "Item" text box and select "Single line text box" this time because you only need a brief response from your reviewer.











### Create New Item ✕

**Item \***

  **B** *I* U      Upload 

Please provide a brief rationale for your rating.









**Description**

  **B** *I* U      Upload 

You might want to add another question that uses radio buttons. To add a fourth item, go back to the "Form Items" tab and select "Create New Item". Enter your question in the "Item" text box and select "Radio buttons" this time.









### Create New Item ✕

**Item \***

  **B** *I* U      Upload 

How would you assess the methodology of the submission?

**Description**

  **B** *I* U      Upload 

Reviewers required to complete item

Included in message to author

Radio buttons (you can only choose one) ▼

*Item type \**

To allow reviewers to choose between ratings from "Very Strong" to "Poor", add 5 radio buttons by clicking "Add Item" in the "Response Options" below the "Item type" box. After you complete the response options and save your item, you will be able to see it in the "Form items" tab and view it on the completed form in the "Preview Form" tab. Click the "Preview Form" tab to see how the form as it will appear to your reviewers now.

Radio buttons (you can only choose one) ▼

Item type \*

Response Options	Add Item
5. Very Strong	✕
4. Strong	✕
3. Satisfactory	✕
2. Somewhat Satisfactory	✕
1. Poor	✕

#### 4. Activating a Review Form

When you have completed a review form and wish to include it in future review requests, click the "Active" checkbox in the "Review Forms" box.

Review Forms			
Title	In Review	Completed	Active
▶ Review Form Version 2	0	0	<input checked="" type="checkbox"/>
▶ Review Form 1	0	0	<input type="checkbox"/>
▶ Article Form	0	0	<input type="checkbox"/>

When you check the "Active" box on a review form, you will receive a reminder. It is important to remember that once an active review form has been assigned to a review, you cannot deactivate until the **review** process is completed.

**Confirm** ✕

Are you sure you wish to activate this review form? Once it's assigned to a review you will no longer be able to deactivate it.

OK
Cancel

#### 5. Deleting Review Forms

Once a Review form is assigned to an article that is being processed, you will no longer be able to edit or delete it because that would change the record for existing reviews using that form.

Notice that "Review Form Version 2" is "Active" and "In Review" while "Review Form 1" is not assigned to any articles. Because "Review Form Version 2" has been assigned to an article, its drop down menu will not give you the option to "Edit" or "Delete" the form.

If you want to make changes to the review form after it has been assigned to an article, you can copy the existing form and create a new updated version.

Review Forms			
Title	In Review	Completed	Active
▼ Review Form Version 2	1	0	<input checked="" type="checkbox"/>
Copy   Preview			
▼ Review Form 1	0	0	<input type="checkbox"/>
Edit   Copy   Preview   Delete			

Questions? Contact us at [iusw@indiana.edu](mailto:iusw@indiana.edu).