

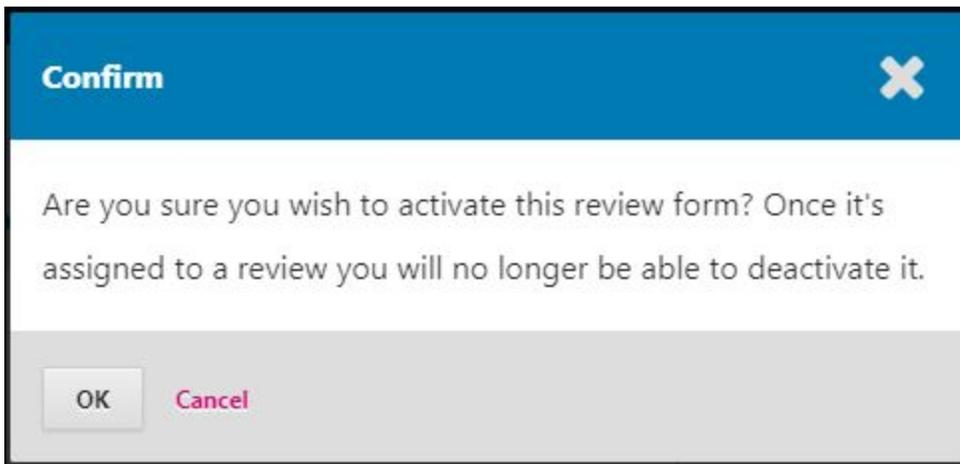
Draft Review Forms (continued) - Delete

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.



You can assign active review forms during the review stage of the editorial workflow. Begin the process under the "Review" tab by selecting "Add Reviewer" and selecting the reviewer to whom you will send the form. This will take you to a box that allows you to choose what to send to the reviewer in your review request. At the bottom of this form you will find a "Review Form" drop down menu that will allow you to select the review form you want to send to the reviewer. After you select the review form, click "Add Reviewer" and a notification email will be sent to the reviewer.

The dialog box shows a header with a plus sign and the text "Files To Be Reviewed". Below this, there is a section for "Review Type" with three radio button options: "Double-blind" (selected), "Blind", and "Open". Underneath is a "Review Form" section with a dropdown menu. The dropdown is currently set to "None / Free Form Review", and a list of options is shown below it, with "Review Form Version 2" highlighted in blue. At the bottom, there are "Add Reviewer" and "Cancel" buttons.

When your reviewer has completed their review and the review form, you will be able to view it by clicking "Read Review" in the "Reviewers" section of the review tab.

Reviewers			Add Reviewer
▶ Rob Smith	Review Submitted Recommendation: Revisions Required	Double-blind	Read Review

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 Copy Preview	1	0	<input checked="" type="checkbox"/>
▼ Review Form 1 Edit Copy Preview Delete	0	0	<input type="checkbox"/>