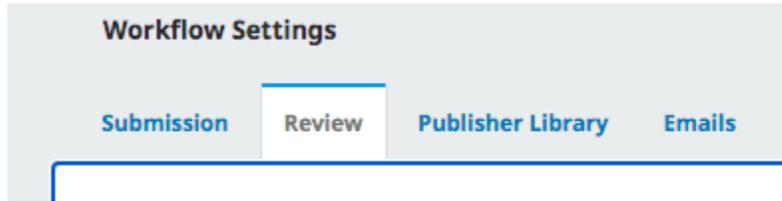


# Review

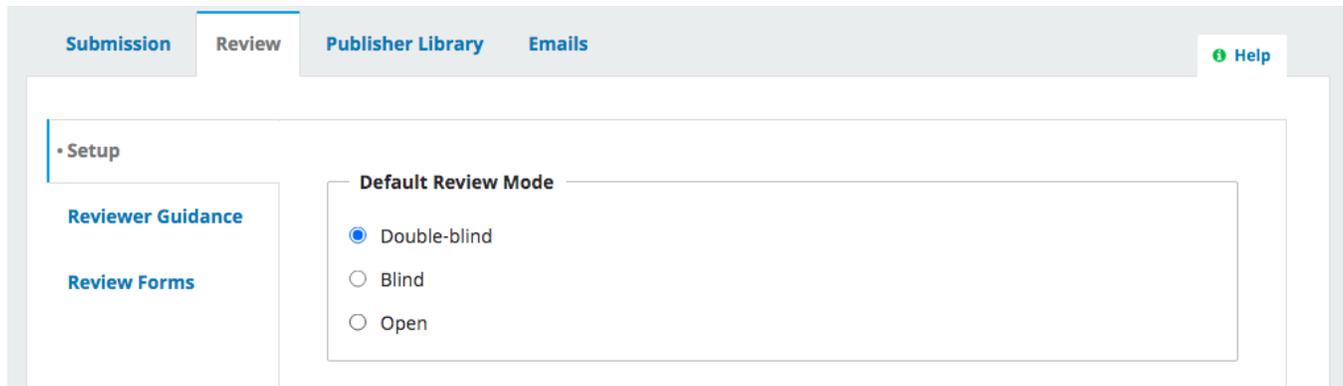
1. [Setup](#)
2. [Reviewer Guidance](#)
3. [Review Forms](#)



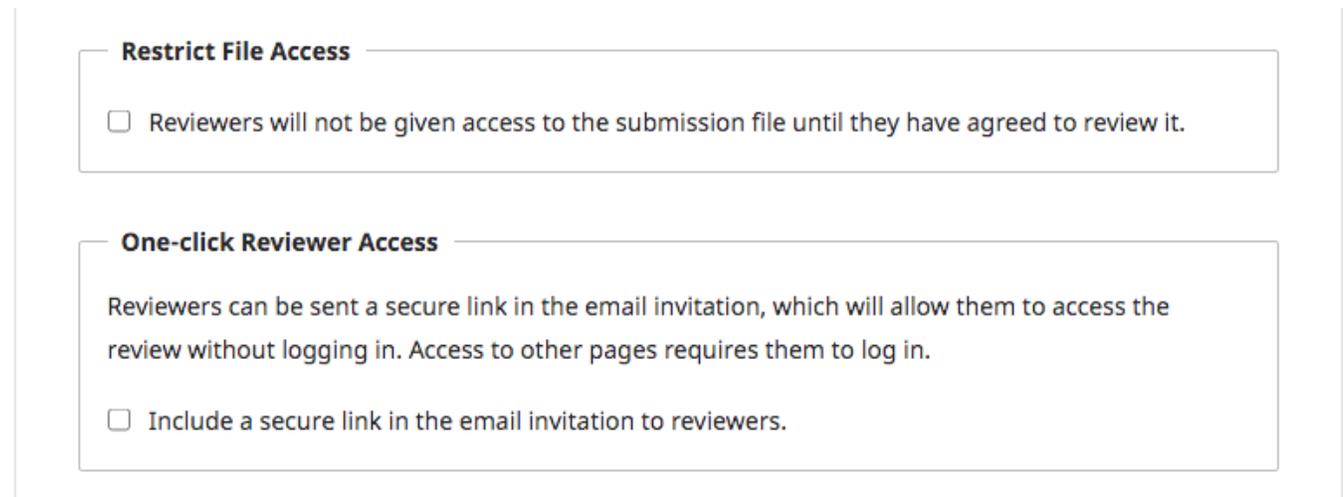
In the "Review" tab on the "Workflow Settings" page, you can establish review guidelines for the reviewers of your journal.

## 1. Setup

The first box on the page asks you to establish default review settings for the reviewers of your journal. You have to select if your review mode will be double-blind, blind, or open. There are several optional access options to choose from as well. For each review, you will be able to change these settings if necessary, but this page helps set up your default review policy.



"Restrict File Access" ensures that reviewers will not be given access to the submission until they agreed to review it. "One-click File Access" sends reviewers a secure link in an email invitation, which grants them access to the review without logging in.



You can also setup default review deadlines. The "Default Response Deadline" box will establish the ideal time frame for a reviewer to accept a request to review an article for an upcoming issue, while the "Default Completion Deadline" will set up how long reviewers have to complete a review request they have accepted. This "Setup" box also provides information on sending automated email reminder to reviewers.

### Default Response Deadline

Number of weeks to accept or decline a review request.

### Default Completion Deadline

Weeks allowed to complete the review

### Automated Email Reminders

To send automated email reminders, the site administrator must enable the `scheduled_tasks` option in the OJS configuration file. Additional server configuration may be required as indicated in the OJS documentation.

Save

## 2. Reviewer Guidance

Under "Review Guidelines", you will set the general guidelines for review that your reviewers will see during the review process.

The screenshot shows the OJS administration interface for setting Reviewer Guidance. The top navigation bar includes 'Submission', 'Review', 'Publisher Library', 'Emails', and 'Help'. The left sidebar has 'Setup' expanded, with 'Reviewer Guidance' selected. The main content area is titled 'Review Guidelines' and features a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Superscript (x²), Subscript (x₂), Link, Quote, Bulleted List, and Numbered List. Below the editor is a 'Competing Interests' section.

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 behavior. 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

<b>B</b>	<i>I</i>	$x^2$	$x_z$				

Present a link to [Ensuring a Blind Review](#) during upload

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

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**

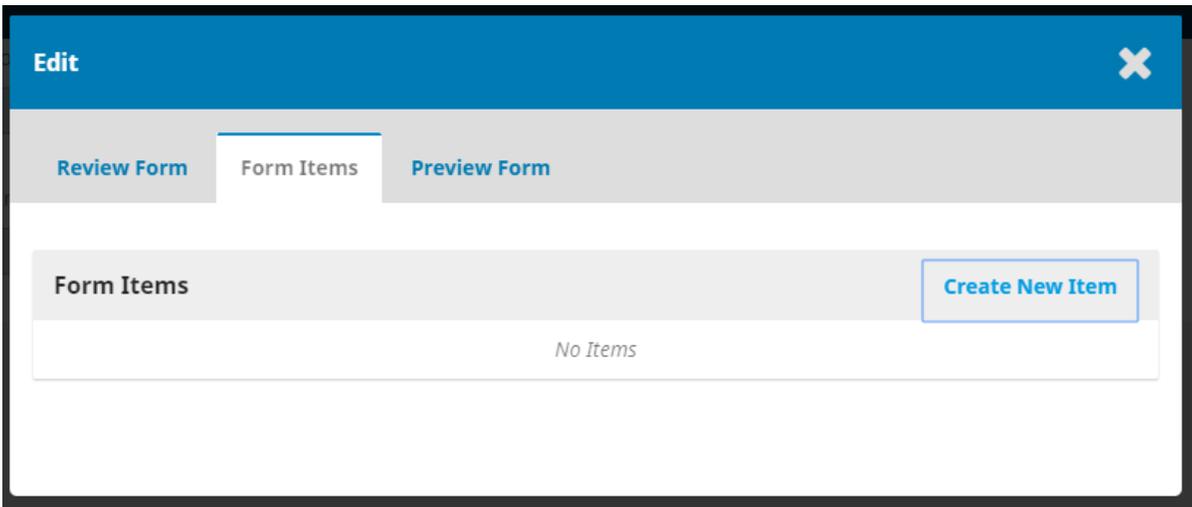
  **B** *I* U      Upload 

|

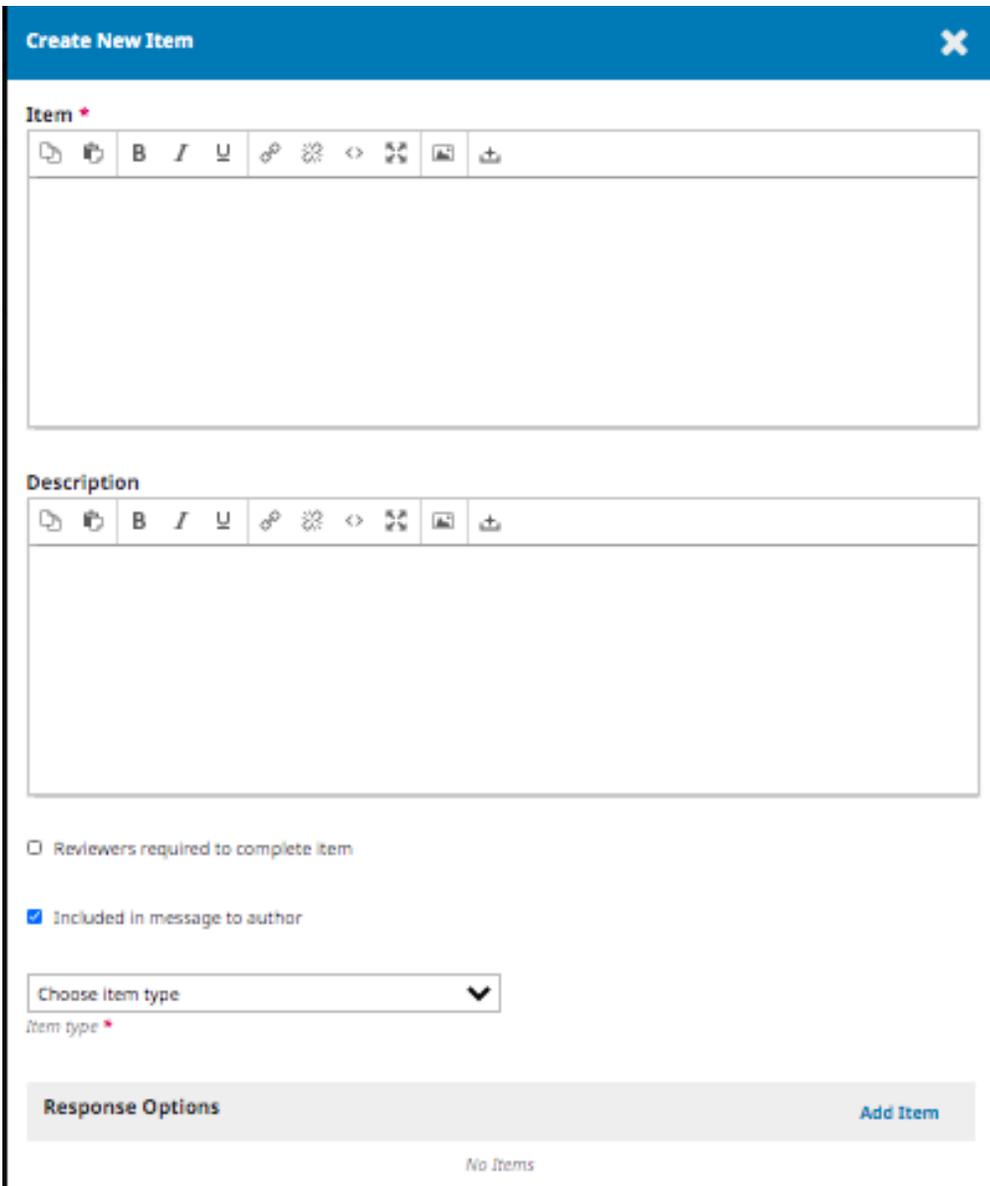
Powered by TinyMCE

*\* 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.



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