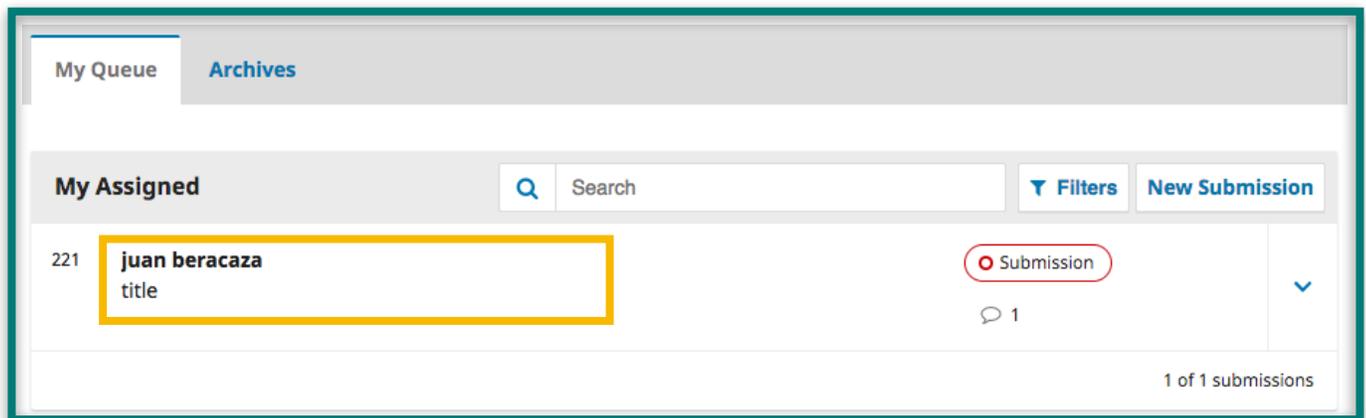


# How to send an article to review?

## Paso a paso

1 Log in to the system using your username and password, then click on **'Submissions'** on the panel on the left.

You will be able to check the submissions assigned to you on **'My Assigned'** list. Click on the one you want to send to review.



The screenshot shows a web interface with a header containing 'My Queue' and 'Archives' tabs. Below this is a section titled 'My Assigned' with a search bar and buttons for 'Filters' and 'New Submission'. A table lists a submission with ID '221' and title 'juan beracaza title', which is highlighted with a yellow box. To the right of the title is a 'Submission' button and a comment icon with the number '1'. At the bottom right of the table, it says '1 of 1 submissions'.

2 In order to download the file uploaded by the author, look for the **'Submission Files'** panel and click on the name of the file you want to download. You can also download all of the files at once clicking on **'Download All Files'**.



The screenshot shows a web interface with a header containing 'Submission', 'Review', 'Copyediting', and 'Production' tabs. Below this is a section titled 'Submission Files' with a search bar and an 'Upload File' button. A table lists a file with ID '769-' and name 'juanberacazar, Autor, Captura de pantalla 2017-12-18 a la(s) 11.52.43 a. m..png', which is highlighted with a yellow box. To the right of the file name is the text 'Article Text'. At the bottom right of the table, there is a 'Download All Files' button highlighted with a yellow box.

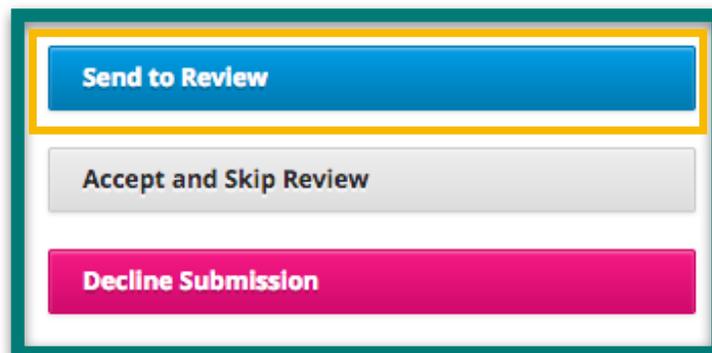
3

If the review method is going to be double blind, make sure you delete the author's name and information from the file you downloaded and upload it once again. This will be the file the reviewer will receive.



4

Click on 'Send to Review' on the right side of the page.



5

A new window will pop up. Select only the files you just uploaded and make sure the files updated by the author are deselected.

Click on **'Send to Review'**. Now the submission will move on to the review stage.

**Send to Review** ✕

Select files below to send them to the review stage.

**Submission Files** 🔍 Search 📄 Upload File

<input checked="" type="checkbox"/>	769-1 <a href="#">juanberacazar, Autor, Captura de pantalla 2017-12-18 a la(s) 11.52.43 a. m..png</a> Article Text
<input type="checkbox"/>	509-1 <a href="#">f2ernandina_a1, Autor, PERFIL DE AUTORA.docx</a>

**Send to Review** Cancel

6

Assign the reviewer or reviewers by clicking on **'Add Reviewer'** on the **'Reviewers'** panel.

**Reviewers** Add Reviewer

*No Items*



A new window will pop up. In there, you will be able to locate reviewers by typing their names on the search bar and clicking 'Search'. You can also use and edit preset templates to send a message to the reviewer.

### Assign Participant

HelpX

#### Locate a User

Journal editor

**Search**

Name

No Items

**Choose a predefined message to use, or fill out the form below.**

#### Message

EDITOR :

The submission, "title," to Revista de prueba has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: URL

Username: USERNAME

Powered by TinyMCE



Specify the dates the reviewer has to take into account to accept the request and to submit the review.

If you click on **'Files To Be Reviewed'**, you will see a list of all the files uploaded throughout the process. From this list select the file you just uploaded and make sure the files updated by the author is deselected so the reviewer wont have access to them.



Do not send email to Reviewer.

**Important Dates**

2018-01-10 <i>Response Due Date</i>	2018-01-17 <i>Review Due Date</i>
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**+ Files To Be Reviewed**

**Review Type**

Double-blind  
 Blind  
 Open

**Add Reviewer** **Cancel**

If you go back to 'My queue' you will see the notification 'Waiting for response from the reviewer'.

The screenshot shows a web interface for a 'My Assigned' queue. At the top, there are two tabs: 'My Queue' (selected) and 'Archives'. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. The main content area is titled 'My Assigned' and contains a table with one row. The row has three columns: an ID '221', a title 'title' with a yellow box around it and a red warning triangle icon followed by the text 'Waiting for a response from the reviewer.', and two dates: '2018-01-10 Response Due' and '2018-01-17 Review Due'. At the bottom right of the table, it says '1 of 1 submissions'.

My Assigned		
221	title ⚠️ Waiting for a response from the reviewer.	2018-01-10 Response Due  2018-01-17 Review Due

1 of 1 submissions