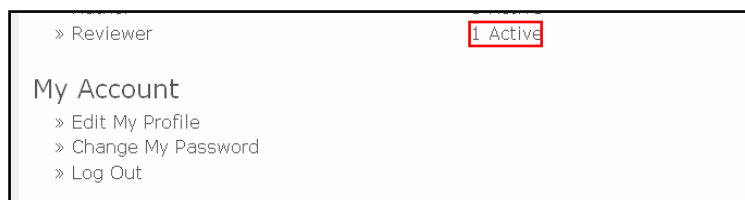


Workflow for Reviewers

- Reviewers can register themselves to the Journal by filling up the registration form. (While filling up the form, be sure to register as reviewer and mention your area of interest in reviewing.
- Login with your Username and Password created during the registration. After reviewer logs in, he will be directed to the reviewers Homepage.



- Reviewer should click on the **1 Active** link; this link will take the reviewer to the active submission page.
- Click on the article title and you will be directed to the review page.

Submission To Be Reviewed	
Title	ABCD
Journal Section	Articles
Abstract	This is my Abstract
Submission Editor	Asha M.K
Submission Metadata	View Metadata

Review Schedule	
Editor's Request	2013-05-27
Your Response	—
Review Submitted	—
Review Due	2013-06-24

Review Steps	
1. Notify the submission's editor as to whether you will undertake the review.	
Response	Will do the review <input checked="" type="checkbox"/> Unable to do the review <input type="checkbox"/>
2. If you are going to do the review, consult Reviewer Guidelines below.	
3. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review	
4. Click on icon to fill in the review form.	
Review Form	
5. In addition, you can upload files for the editor and/or author to consult.	
Uploaded files	None
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Ensuring a Blind Review	
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.	
Recommendation	<input type="button" value="Choose One"/> <input type="button" value="Submit Review To Editor"/>

- First section in the review page is **Submission to be Reviewed** which shows the metadata of the article.
- Second section shows the **Review Schedule** details, request sent on and the due date of submission.
- Third and the last section show the **Review steps** to do the review. It includes 6 steps as follows:
 - Reviewer first should notify the Editor whether he will undertake the review. The decision should be made after reviewing the submission's Abstract and perhaps looking at the submission.
 - Reviewers go through the reviewing guidelines.
 - Clicking on appropriate link, If **able to do the review** or **unable to do the review**, which leads to a standard email to the Editor informing about reviewer's response.
 - Reviewer can put up his comments separately by choosing the review icon. (reviewer can put his comments separately to author also)
 - Reviewer can also put up his comments or can upload a file with comments.
 - In the final step Reviewer should select a recommendation about the manuscript for Editor.
 - Lastly click on the Submit review to editor, be sure that after sending prepared email you cannot make any changes to your decision.
- Reviewers all the 6 steps in the last section are interrelated, make sure you go step by step.
- If you get more manuscripts for reviewing, follow the same procedure.