

Reviewer Instructions

SECTION A: HOW TO USE OJS

- After you log in, you will be able to see your role(s) and the number of active submissions in review and in archive
- Click on the role **Reviewer** or on the number of active submissions in review (e.g. 2 **Active** to see the list of assigned submissions)
- To start the reviewing process, click on the title of the paper
- You can immediately see the title and abstract of the submission, and additional information by clicking on the **View metadata**
- There are several review steps under the section **Review Steps**
 - You should notify the submission's editor as to whether you will undertake the review by clicking on the text **Will do the review** or **Unable to do the review**.
If the option is unavailable, the editor has already entered the response.
 - To access the file for reviewing, click on the file name under no. 3.
 - Click on the icon in no. 4 to fill in the review form. You don't have to complete the form in one step, you can save it by clicking on **Save** at the bottom and return to it later.
 - Alternatively, you can write the review in a file and upload it in step no. 5.
 - You should select a recommendation and submit the review to complete the process. **You must enter a review or upload a file before selecting a recommendation.**
 - Click on the button **Submit Review to Editor**

SECTION B: GUIDELINES FOR REVIEWING MANUSCRIPTS

Before you accept or decline to review a manuscript, consider the following:

- Reviewers should report any breach of publishing ethics (data fabrication, authorship problems, plagiarism, duplicate submission, etc.).
- Reviewers should disclose conflicts of interest (anything that might affect their review, or if they feel they are unable to be objective).
- The review process is strictly confidential (the journal uses double-blind peer review, which means that both the reviewers and the authors of the paper will not get to know each other's identity).

If you are reviewing a manuscript, it would be greatly appreciated if you could complete your review within 2 weeks after having received a manuscript.

If you are unable to complete your report in the agreed time-frame, please inform the editorial office as soon as possible so that extensions can be provided and the reviewing procedure is not delayed. If you cannot do a review, it is very helpful if you are able to recommend an alternative expert.

In the event of conflicting Reviewer reports, the Editor will make the final decision.

Please consider the following aspects when reviewing a manuscript:

- Is the paper original and of high quality?
- Are all relevant citations or references given by the author?
- Does the paper fit the aims and scope of the journal?
- Is the submission written in English which is understandable to the target audience?
- Are the methods, analysis, and conclusions high-grade?
- Are the specific study aims or hypothesis included?
- Is the form of citation appropriate?
- Is the writing style clear and appropriate to the readership?
- Does the paper adhere to the Instructions to Authors?
- Are the title, abstract and keywords adequate?