

# Reviewer guide



Dear reviewers,

As a reviewer, you will receive a review request via email or by checking your dashboard.

From the My Assigned list, as Step 1, you will find the title and Review link. Notice the lack of any author information in this double-blind peer review process.

Selecting the Review link will take you to the first review step in the submission record, which is much more limited than the editor's view, and contains no author information.

The screenshot displays the dashboard for the Central European Journal of Educational Research. The header includes the journal name and a notification bell with a '2' indicator. The left sidebar contains navigation menus for Submissions, Issues, Settings (Journal, Website, Workflow, Distribution, Users & Roles), Statistics (Articles, Editorial Activity, Users, Reports), and Tools. The main content area is titled 'Review: A The' and shows a progress bar with four steps: 1. Request (active), 2. Guidelines, 3. Download & Review, and 4. Completion. Below the progress bar, the 'Request for Review' section states: 'You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.' The 'Article Title' is 'A The'. The 'Abstract' section is labeled 'Abstract'. The 'Review Type' is 'Anonymous Reviewer/Anonymous Author'. At the bottom, the 'Review Files' section shows a file named 'inbound3633960387602993986.docx' with a file icon and the number '17647'. A search bar is located to the right of the file list. The date 'March 22, 2021' and the file type 'Article Text' are also visible.

This first step consists of the following sections:

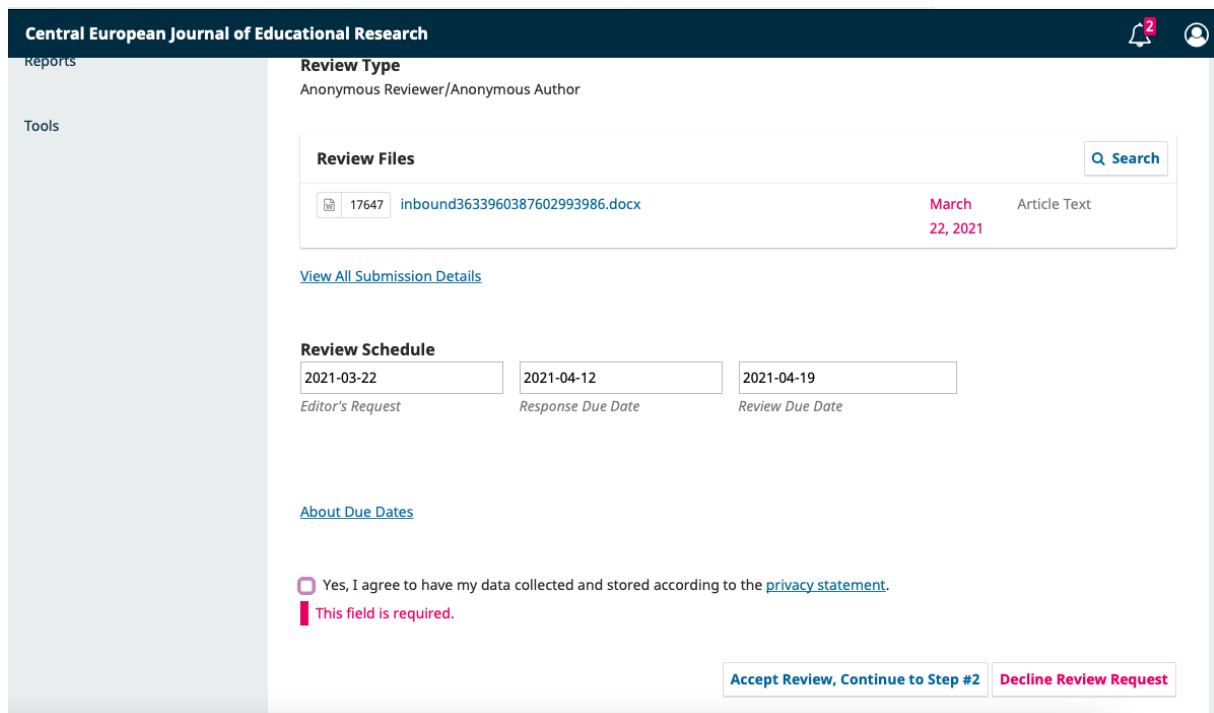
**Request for Review:** provides some text inviting you to act as a reviewer.

**Article Title:** provides the title of the article.

**Abstract:** provides the abstract text.

The **View All Submission Details** link will open a window with additional information, including all of the non-author metadata. Note that none of these fields are editable by the reviewer, and are only provided to help you conduct a thorough review.

The **Review Schedule** shows all of the relevant due dates.



The screenshot shows the review interface for the Central European Journal of Educational Research. The page has a dark blue header with the journal name and a notification bell icon with a red '2'. On the left, there is a sidebar with 'Reports' and 'Tools' sections. The main content area is titled 'Review Type' and shows 'Anonymous Reviewer/Anonymous Author'. Below this is a 'Review Files' section with a search bar and a table of files. The table has columns for file ID, filename, due date, and article text. The 'Review Schedule' section contains three date fields: '2021-03-22' (Editor's Request), '2021-04-12' (Response Due Date), and '2021-04-19' (Review Due Date). There is a link for 'View All Submission Details' and another for 'About Due Dates'. At the bottom, there is a required checkbox for agreeing to the privacy statement and two buttons: 'Accept Review, Continue to Step #2' and 'Decline Review Request'.

File ID	Filename	Due Date	Article Text
17647	inbound3633960387602993986.docx	March 22, 2021	Article Text

From here, you can decline or accept the review. If you decline, you will be dropped from the process. If you accept, you will move to review Step 2, where you would be able to read any reviewer guidelines provided by the journal.

To make the review, you have to state that you agree to have your data collected and stored according to the privacy statement.

As Step 2, you can find the Reviewer guideline.

Hit Continue to move to Step 3. From here you can download a copy of the review files and enter your review comments.

Here you can give your evaluation in **points**. You can add your detailed evaluation in the **Evaluation and suggestions** bracket These comments will be provided for both the editor and the author.

You must then make your **Overall** evaluation using the dropdown menu.

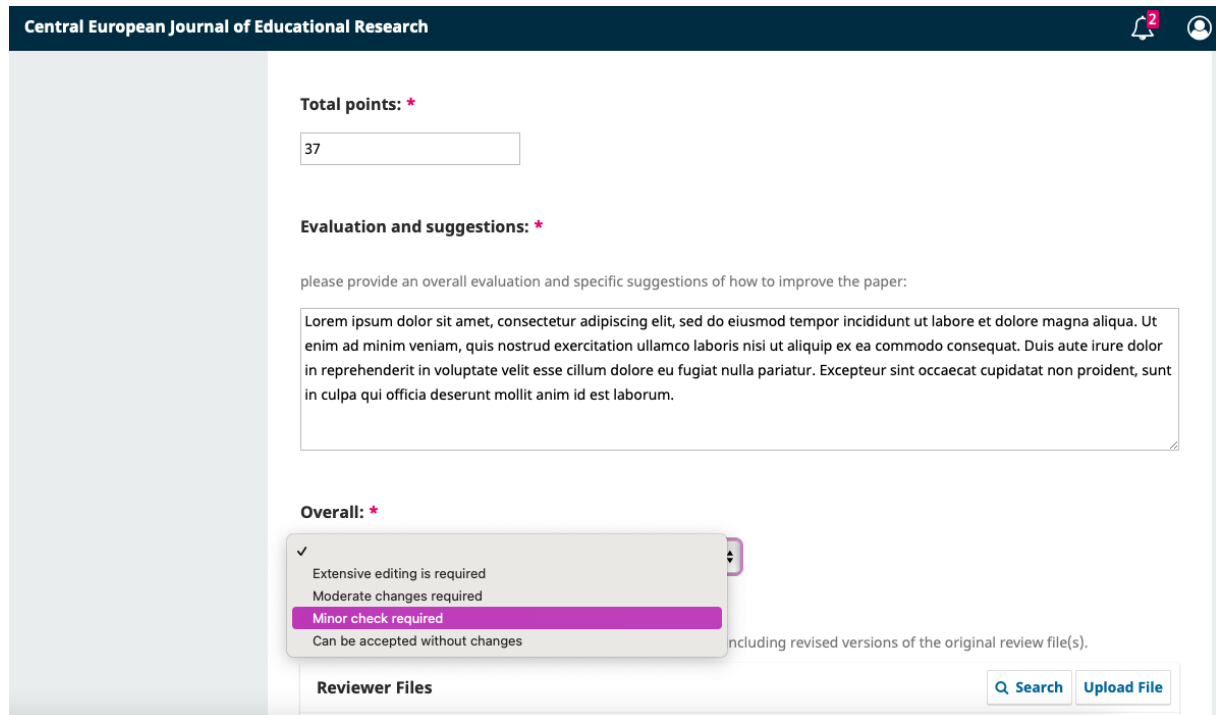
Your choices include:

**Can be accepted without changes:** no modifications are necessary.

**Minor check required:** it requires minor changes.

**Moderate changes required:** it requires more changes.

**Extensive changes required:** it requires major changes.



Central European Journal of Educational Research

Total points: \*

37

Evaluation and suggestions: \*

please provide an overall evaluation and specific suggestions of how to improve the paper:

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Overall: \*

- ✓ Extensive editing is required
- Moderate changes required
- Minor check required
- Can be accepted without changes

including revised versions of the original review file(s).

Reviewer Files

Search Upload File

Once you have read the paper and added your comments, scroll down the page to optionally upload a marked up copy of the review file (remember to strip any personal identification from the file before uploading it).

Central European Journal of Educational Research

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**Overall: \***

Minor check required

**Upload**  
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** [Search](#) [Upload File](#)

No Files

**Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

To upload your review, you have to click on **Upload file**:

Central European Journal of Educational Research

**Upload File**

1. Upload File 2. Review Details 3. Confirm

Drag and drop a file here to begin upload [Upload File](#)

[Continue](#) [Cancel](#)

**Reviewer Files** [Search](#) [Upload File](#)

No Files

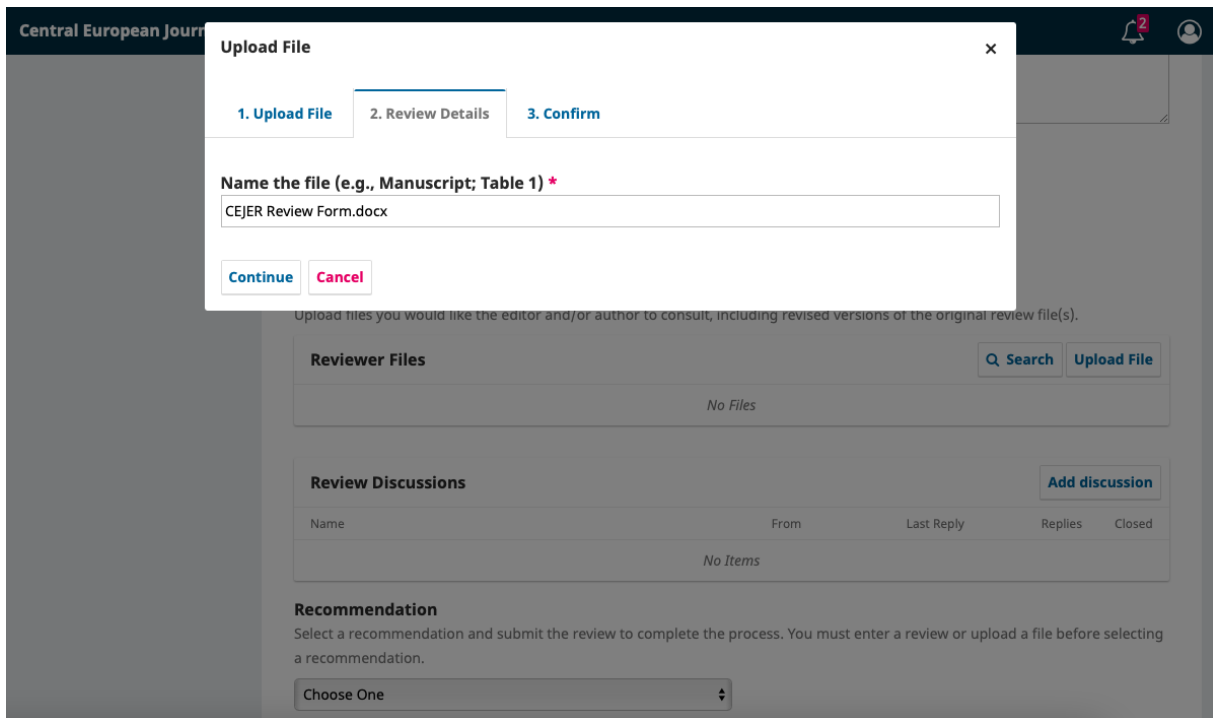
**Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

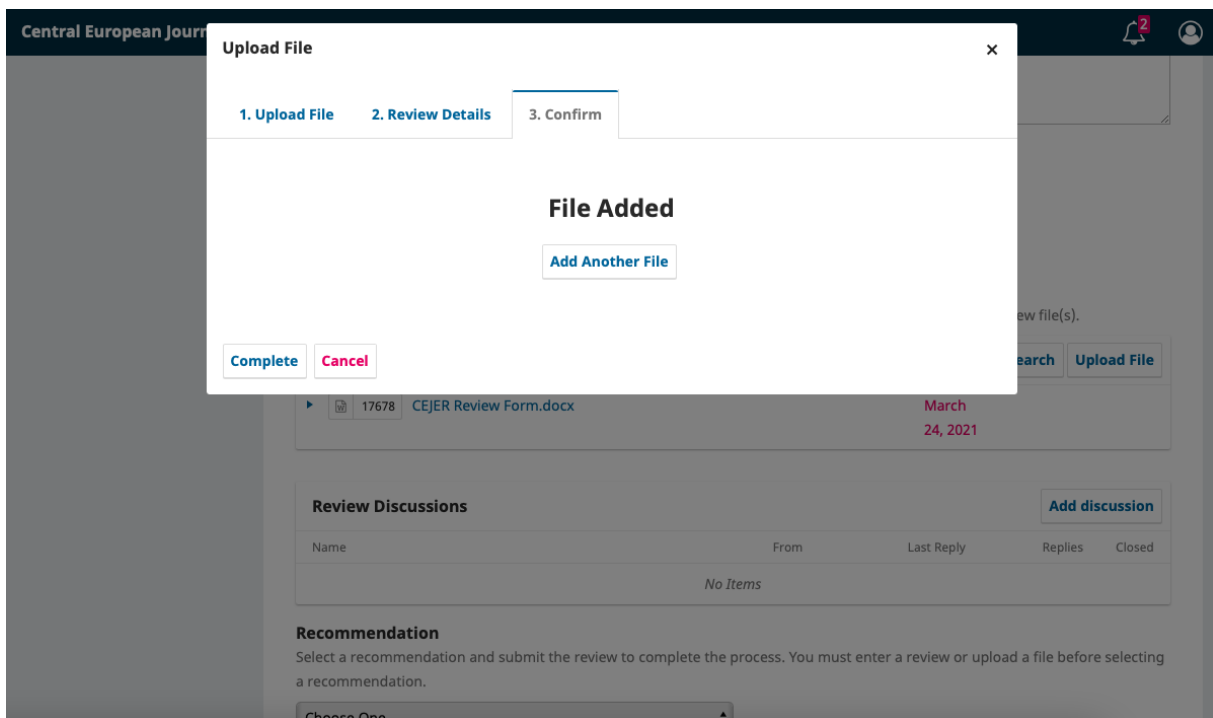
**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

By clicking on Upload File, you can submit your document, then you have to click on Continue.



After seeing the window **File Added**, you can add another files (if necessary), and to finalise, you can click on **Complete**.



You must then make your recommendation using the dropdown menu.

Your choices include:

**Accept Submission:** it is ready to go to Copyediting as is.

**Revisions Required:** it requires minor changes that can be reviewed and accepted by the editor.

**Resubmit for Review:** it requires major changes and another round of peer review.

**Resubmit Elsewhere:** it doesn't seem like a good fit for the focus and scope of this journal.

**Decline Submission:** it has too many weakness to ever be accepted.

**See Comments:** if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

The screenshot shows the submission interface for the Central European Journal of Educational Research. At the top, there is a dark blue header with the journal name and a notification bell icon with a red '2'. Below the header, the page is divided into several sections:

- Reviewer Files:** Contains a search bar and an 'Upload File' button. Below this, a file named 'CEJER Review Form.docx' is listed with the ID '17678' and a date of 'March 24, 2021'.
- Review Discussions:** Features an 'Add discussion' button and a table with columns for Name, From, Last Reply, Replies, and Closed. The table currently shows 'No Items'.
- Recommendation:** Includes instructions: 'Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.' Below this is a dropdown menu with the following options: 'Choose One' (selected), 'Accept Submission', 'Revisions Required', 'Resubmit for Review', 'Resubmit Elsewhere', 'Decline Submission', and 'See Comments'. To the right of the dropdown are three buttons: 'Submit Review' (in blue), 'Save for Later', and 'Go Back'.

At the bottom left of the recommendation section, there is a note: '\* Denotes required field'.

Finally, hit the Submit Review button to complete your task. You'll be asked to confirm. Hit OK. You will be taken the final confirmation screen thanking you for your work.

Submissions  
Issues

Review:A The

- 1. Request
- 2. Guidelines
- 3. Download & Review
- 4. Completion

**Settings**

Journal  
Website  
Workflow  
Distribution  
Users & Roles

**Statistics**

Articles  
Editorial Activity  
Users  
Reports

Tools

### Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

**Review Discussions**

[Add discussion](#)

Name	From	Last Reply	Replies	Closed
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*No Items*

For further information, please visit the OJS website:  
<https://openjournalssystem.com/ojs-3-user-guide/reviewing-process/>