actavia©

Reviewer's guide

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abstract: The guide is designed for the reviewers who encounter the Actavia editorial system for the first time. The pictures are taken over a fictitious journal Exemplis Discimus, some of the screens thus do not have to be properly corresponding with the view of "your" journal.

rev: 2.3. ENEN (English text, English version of the system)

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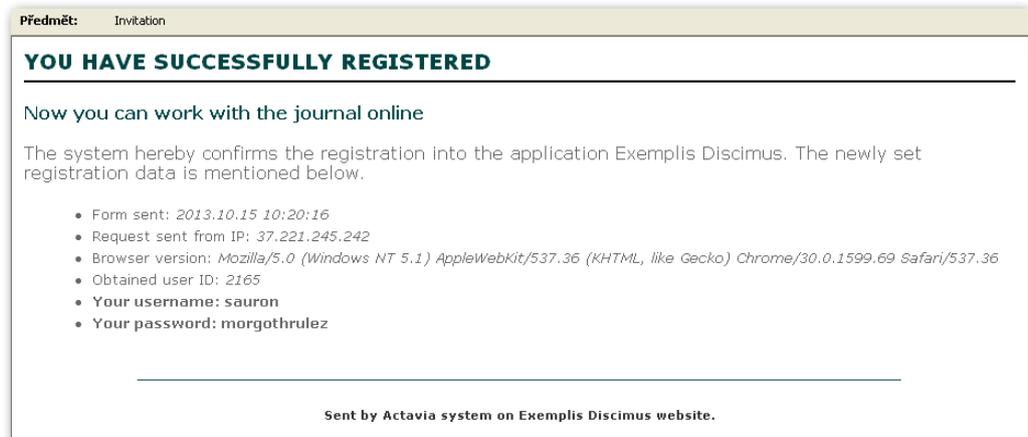# SOLEN
SOFTWARE

CONTENT:

ACCESS TO THE SYSTEM FOR THE REVIEWER

There exist two possibilities to access the system as a reviewer.

You either have an authorial account and you receive the role of a reviewer from the editorial department.

Or the editorial department opens an account for you and an e-mail with the username and password will be sent to you:

The third, marginal and scarcely used option is the absence of a typical account with the username and password. A reviewer may be asked to submit a review via the review link – thus they can access the system without the username and password.

REQUEST FOR A REVIEW

The reviewer's task starts at the moment when they receive an e-mail with a request for a review – the review link is a part of the e-mail:
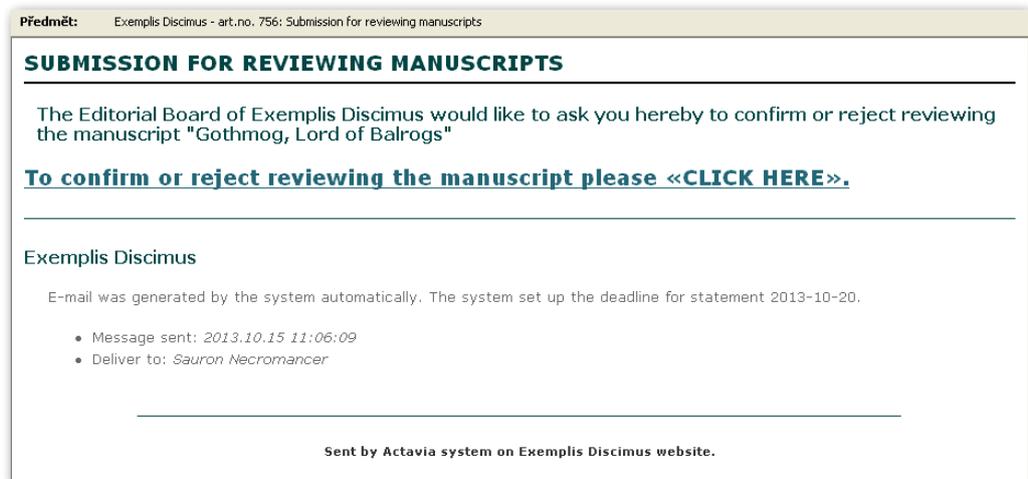
Some very old e-mail clients may show the text without the link.

ACCEPTANCE OR DECLINE OF THE REVIEW

The request for acceptance or decline is the firts thing which the reviewer sees in the article. With the icons you can show or save the PDF version of the article in your computer:
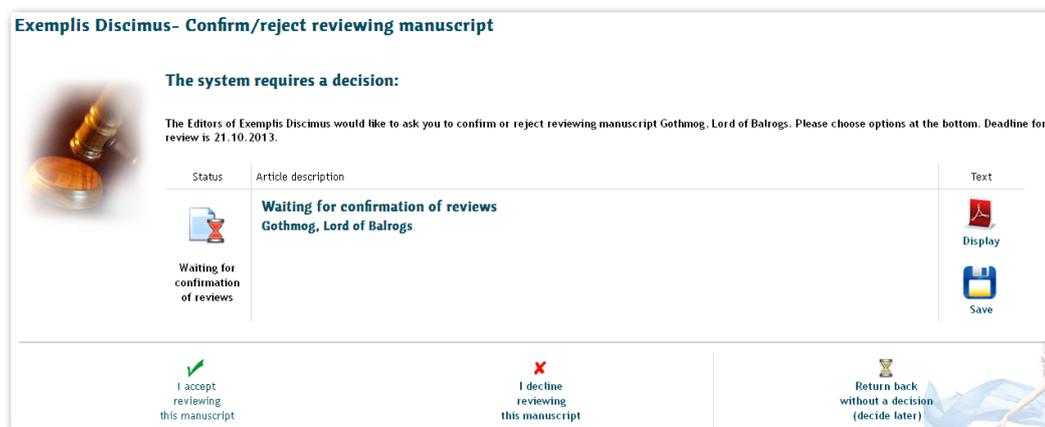
In the bottom part of the screen we either accept the review (we bind to write it), decline the review (we do not have time, there are conflicts of interests, etc.), or we postpone the decision-making. If we do not decide within a given period of time, the system will send an expiration notification and unless the editor prolongs the deadline, the system regards the review in the same way as in declined review. Typically, the reviewer has three or five days for their decision (it can, however, be set differently).

Decline is a terminal state for the reviewer; the editorial department will assign someone else with the review. Except for the expired (the period for decision has expired) and declined reviews, there is also the third status that terminates the review at any time – sc. "taken" review – the editor may take the review from the reviewer at any time. This is not a standard procedure, the editorial department does not come to this step without the reason…

Review arrangements

Some editorial departments require the reviewer's consent with sc. review arrangements, statement of confidentiality, etc. Consent with such a statement may appear in the review acceptance window – either during the process of writing the first review, or at accepting each of the reviews.

ACTUAL REVIEWS AND REVIEW HISTORY

The reviewer's view contains two review lists:

❖ waiting for decision, drafted and not finished are to be seen in the "Actual reviews" view

❖ declined, taken, expired or finished and closed reviews are to be seen in the „Reviews history" view:

In the figure we can see five active reviews – one waiting for acceptance, two accepted (these three have the icon in the "Action" column) and two waiting for a new manuscript version and there is nothing to review about the articles at the moment.

DECLINE AND TAKING THE REVIEW

A declined review is then moved into the history view. The reviewer may keep monitoring the developing status of the article, however, they cannot influence it anymore.

The editor has the right to remove the review at any time. The system contains this option in case the reviewer does not respond to deadlines, the editorial department loses contact with them or a situation in which the article is either published or removed occurs. Neither of the situations is standard so the review is removed or taken only scarcely.

WRITING A REVIEW

Only accepted reviews will now become the center of our interest.

The review form is accessible through the list of current reviews (the icon in the "action" column), as well as through the article detail:

In those article reviews which underwent one or more reviewing rounds only between the editorial department and the author, or where the former version has already been reviewed, history of the article will be visible:

The editorial department may add reviewers in the course of the article development so that the reviewer can be asked to review some other version of the article, while the former versions were reviewed by other colleagues.

The first part of the review form is select fields that evaluate individual aspects of the article and finally also the manuscript in general. The form contents is the matter of the editorial department, it can also change in time. The following is only an example as your review form can look differently.

Two of the items are incorporated within the system in a relatively fixed way:

Rating

It is a percent quality rating of the article and it offers a scale from 10 to 100 percent. 100 % means the best possible rating. Rating is incorporated in the system for statistics purposes.

Recommendation

By this field, the reviewer tells the editorial department how they are impressed by the article – whether it is suitable for accepting and publishing and after what interventions.

There are four options:

Accept without changes

The article may be accepted and published as it is, with slight revision where appropriate.

Accept after minor revision

The article may be accepted after several minor revisions; it does not have to be sent for another reviewing round.

Complete revision is necessary

The article requires essential revision, the reviewer wishes to see the article after the revision in the next round.

Not acceptable

The reviewer does not recommend the article for publishing; it is of such a bad quality that no revision would help to improve it.

The editor is in charge of more reviews, different reviewer's ratings may but do not have to be in concord. That is why a situation in which an article recommended by you can appear as an article recommended for decline in the next round.

At this point, note two more features that eases orientation within the review form: more detailed information on individual fields display upon moving the mouse cursor over the icon next to the review form; required fields are marked with an asterisk.

REVIEW TEXT

The text of the review may be written directly into the text field, or may be sent in a file – the page for attaching a file will be initiated by the icon on the right:

Should there be only a little text, please, prefer the text field. This will ease the editorial department in preparation of the PDF file with reviews.

The system will accept any text editor format (DOC – MS Word or WordPad, DOCX – MS Word, TXT – simple text, WRI – Write, ODT or SXW – Open Office, PDF – a text conversed into the Acrobat format, RTF – Rich text format, etc.). It is possible to agree on other formats with the editorial department.

The last field of the review form (Message for editors) allows us together with the review to send a private message, which should not be attached to the text of the review for the author, to the editor.

Back to the article detail:

Here, the file may be replaced or removed; it is possible to return to the review form, and if all the required fields of the review are filled out, also to send it to the editorial department.

SEND THE REVIEW

The final step of a particular review round is sending the review to the editorial department. Then, it is not possible to intervene anymore.

Important warning: unless the review is sent, the editorial department does not know about it!

The system will offer the option to send the review when all the required fields are filled out (as seen in the previous picture).

The article may remain in the status of "Waiting for reviews" also after it has been sent – there usually are more reviewers, and the article can change its status into "Review finished" after the last review has been submitted:

Deadlines and their monitoring

The system contains a reminder mechanism that reminds the reviewers as well as the authors via e-mail when important deadlines come close or expire.

E-mails are sent by a programmed robot; do not blame him for potentially being annoying, as this is his only job :)

The deadlines are determined by the editorial department according to the priorities of the individual articles. The editor may prolong the deadlines in some cases.

The deadline will be signed also by the icons:

 – upcoming deadline for submitting new versions,

 – deadline a while before its expiration,

 – expired deadlines.

ARTICLE AFTER SENDING THE REVIEWS

Once all the reviews have been submitted, the editor must decide whether the article will be declined, accepted or returned to the author for minor or major revision. The reviewers can still monitor the status of the article; they are also informed on the major changes via e-mail.

ANOTHER REVIEW ROUND – A NEW VERSION OF THE ARTICLE

Once the editor receives the revised version from the author, they must decide whether to accept, decline or return for another review round. The key is often former reviewers' recommendations. The reviewers will be informed about any of his/her steps at this stage via e-mail or they will be asked for another review round. In this case, the system will again offer a review form, this time related to the new version of the article.

The next procedure is equivalent to the first review round. The number of article versions is not limited by the system. In fact, only scarcely there are more than two versions. In practice, there may be some situations in which some rounds take place without the presence of reviewers – the editor may return the manuscript to the author for non-readability of files, incompleteness of the attachments, formats unsuitable for typographical processing, etc. Thus versions without any need of being sent to the reviewers arise. The reviewer may also be invited for participation later when the article is in its second or third version.

FINAL ARTICLE STATUSES

The reviewer sees also all the changes in article statuses which follow the reviewing termination even though there is no other intervention possible. They may be as follows:

– declined and closed article,

– approved article, waiting for being sent for printing,

– approved article sent for printing,

– typography done, waiting for final proofreading,

– published article.

ARTICLE MANAGED BY AN ASSOCIATE EDITOR

Some editorial departments delegate managing of the article during the reviewing process to an associate editor (a field editor – specialist in a particular field). This does not effect the reviewer's communication with the editorial department; the only difference is the fact that the associate editor's nametag appears in the right top corner of the article detail (if necessary, it can be used for sending an e-mail):

When the associate editor has finished their work on the article (by deciding on acceptance/decline), the tag remains in its place, only it becomes grey:

CONCLUSION

You have just finished reading of the Reviewer's guide. With its help you should be able to evaluate a reviewed article and send your review to the editorial department.

The application may develop independantly of the guide, all the major changes should be described in further versions of this text. If this does not happen, feel free to enquire about the update…

You can contact the editorial office if any clarification is needed.

We thus wish you…

…comfortable work.