



# HOW TO REVIEW AN ARTICLE

| GUIDE

1

To perform a review, you'll first need to **log in**.

**USER**

Username  
admin

Password  
.....

Remember me

Login

2

Click on the **“Active”** link. From here, you'll see the assignment listed

Reviewer

1 Active

3

Select the **article's title** to review.

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
735	11-15		<b>BOTELLAS CONVERTIDAS EN VASOS</b>	12-06	1

1 - 1 of 1 Items

4

Follow all the given instructions.

#### Review Steps

1. Notify the submission's editor as to whether you will undertake the review.  
Response [Will do the review](#) [Unable to do the review](#)
2. 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
3. Click on icon to enter (or paste) your review of this submission.  
Review
4. In addition, you can upload files for the editor and/or author to consult.  
Uploaded files   
[Seleccionar archivo](#) [Ningún archivo seleccionado](#) [Upload](#)
5. 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  [Submit Review To Editor](#)

5

When you are all set, click on **“Submit Review To Editor”**.

5. 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  [Submit Review To Editor](#)