



HOW TO SEND IT TO REVIEWERS?

| GUIDE

If you have received an email from your journal's system. You have to log into the web site using your user name and password; then follow these instructions:

1

Click on **"In Review"**. Then you will find a **list of articles waiting for a review**. Click on the **name of the article** you want to select a reviewer for.

Submissions in Review

UNASSIGNED **IN REVIEW** IN EDITING ARCHIVES

Assigned To: All Editors In Section: All Sections

Title contains
Submitted between and

Search

ID	MM-DD SUBMITTED	SEC	AUTHORS	TITLE	PEER REVIEW ASK	PEER REVIEW DUE	DONE	RULING	SE
733	10-31		Soto	EDITORIAL	11-01	—	11-01	11-01	a

1 - 1 of 1 Items

2

Click on the link next to the label **"Review Version"** to download the **original version** of the article sent by the Author.

#733 Review

SUMMARY **REVIEW** EDITING HISTORY REFERENCES

Submission

Authors Arley Soto

Title Editorial

Section Erratum

Editor admin

Review Version [733-1474-1-RV.PDF](#) 2016-10-31

Upload a revised Review Version Ningún archivo seleccionado

Supp. files None

3

Choose the Reviewers, by clicking on the **“Select Reviewer”** link.

Peer Review

ROUND 1

[SELECT REVIEWER](#)[VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

4

You will see a **list of all the reviewers**, even those added by the authors. Click on **“Assign”** to select the reviewer of your preference.

Reviewers

Select Reviewer


 Reviewing interests ▼ contains ▼ Search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)
[ENROLL AN EXISTING USER AS REVIEWER](#) | [CREATE NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
ADMIN		5.0	2	0	2016-11-01	0	Assigned
JUAN MANUEL ACUÑA A.		N/A	0	–	–	0	ASSIGN
EDWIN ALVARADO	sociología	4.0	2	0	2016-11-02	0	ASSIGN
EDITH ÁNGEL M.		N/A	0	–	–	0	ASSIGN
BEATRIZ H. ARISTIZÁBAL B.		N/A	0	–	–	0	ASSIGN
CLARA EUGENIA ARTEAGA D.		N/A	0	–	–	0	ASSIGN

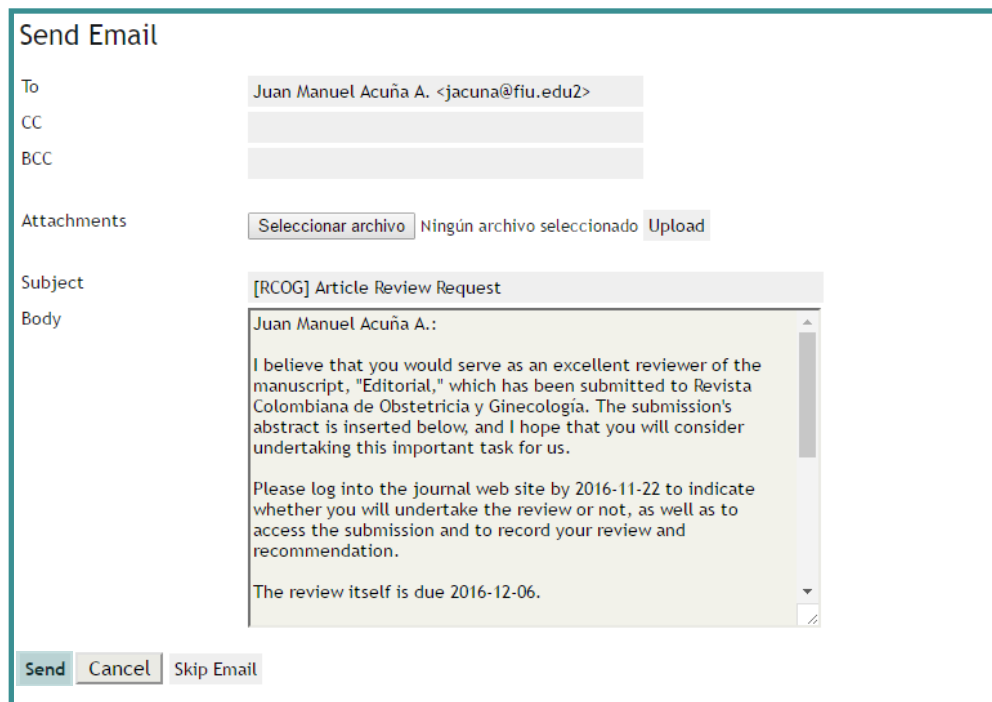
5

In the **“Request”** item, click on the **“Letter Icon”** for every reviewer to send an invitation.

REVIEWER B	JUAN ACUÑA A.	CLEAR REVIEWER
Review Form	None / Free Form Review	SELECT REVIEW FORM
REQUEST	UNDERWAY	DUE
	–	2016-12-06
		ACKNOWLEDGE

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To send the invitation, Click on “Send”.



The screenshot shows a 'Send Email' interface. The 'To' field is filled with 'Juan Manuel Acuña A. <jacuna@fiu.edu2>'. The 'Subject' field contains '[RCOG] Article Review Request'. The 'Body' field contains the following text:

Juan Manuel Acuña A.:

I believe that you would serve as an excellent reviewer of the manuscript, "Editorial," which has been submitted to Revista Colombiana de Obstetricia y Ginecologia. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2016-11-22 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due 2016-12-06.

At the bottom of the form, there are three buttons: 'Send', 'Cancel', and 'Skip Email'.

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The system will display the entire text of the article only after the reviewer has accepted the invitation.