

Reviewers' Guide to OJS 3 Platform

FrancoAngeli adopted the OJS 3 Platform to publish its scientific journals. Because of this system, the revision process is very easy for the users.

In this guide, we'll look at the steps to successfully complete a peer-review process.

Index

1. Log In	pag.	2
2. Assignment	»	3
2.1. Submissions	»	3
2.1.1. Request	»	3
2.1.2. Guidelines	»	4
2.1.3. Download and Review	»	4
2.1.4. Completion	»	7
3. Archives	»	8
4. Contacts	»	8

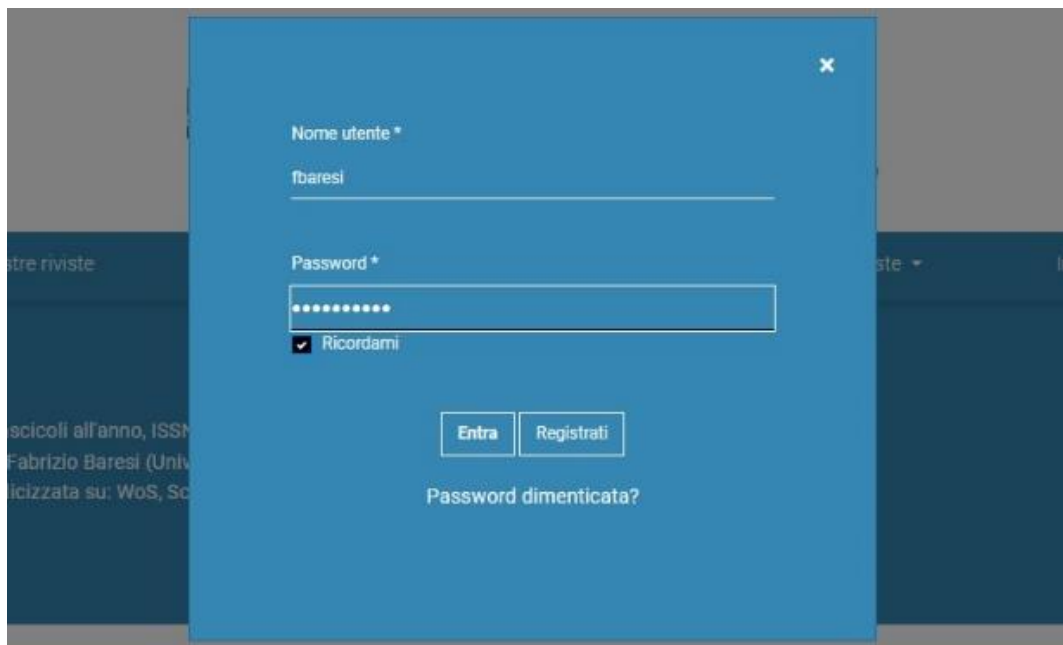
1. Log In

When a submission is accepted, the journal editors assign one or more reviewers for the peer-review process. The reviewer receives an automatic email that informs him about the assignment. He can access by clicking on the link contained in the email or he can visit <https://journals.francoangeli.it/index.php/>.

Now, the reviewer clicks on his own username located at the top right corner of the webpage, then he clicks on *Dashboard*.

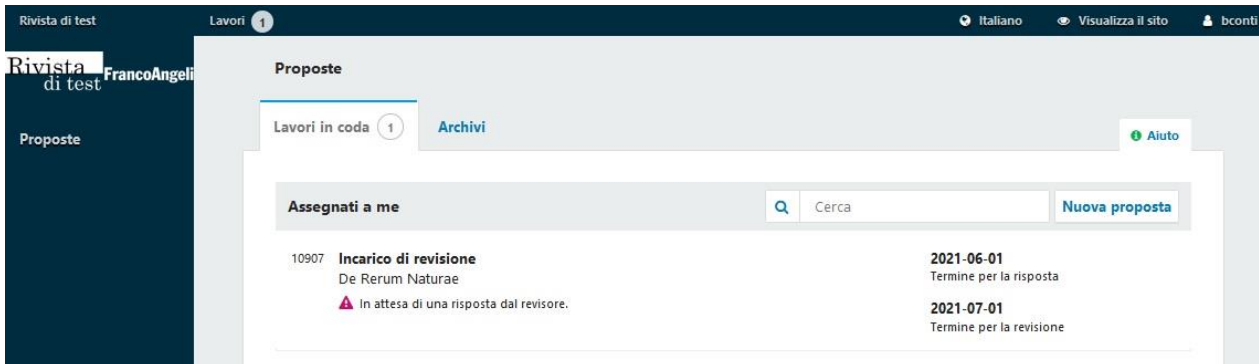


If the reviewer isn't yet logged in the journal, he can click on *Log in* (on top right corner), then he inserts his username and password, and he logs into the journal. So, in the new page, he can click on his own username located at the top right corner of the webpage, then he chooses *Dashboard*.



2. Assignment

After login, the reviewer's dashboard looks like the following figure.



2.1. Submissions

In the left column there's the item *Submissions*, clicking it we come back to the main dashboard page. On the main window there're two tags, *My Queue* shows the submissions that are waiting a reviewer's action, *Archives* lists the completed works.

Clicking on the *Review Assignment* title, it's possible to know more details about the submission.

In the example, the journal editor assigned the submission *De Rerum Naturae* to the reviewer. Usually, the revisions are in double-blind peer-review, i.e. the reviewer doesn't know author's name, vice versa. On the right, there're two dates. The first one specifies the response due date, or the date by which the editor waits to know if reviewer will accept the assignment. The second one specifies the review due date, or the date by which the reviewer will complete the revision.

2.1.1. Request

Clicking on the assignment, the *Request* page will be shown. Here we can read all details about the submission: title, abstract, editor's request date, response due date, review due date. After the reviewer consented to processing his personal information, he can:

- *Decline review request* and send an optional message to the editor;
- *Accept review* and continue to step #2.

Rivista di test Lavori 0 Italiano Visualizza il sito bonti

Rivista di test FrancoAngeli

Proposte

Revisione: *De Rerum Naturae*

1. Richiesta 2. Linee guida 3. Scarica e revisione 4. Completa

Richiesta di revisione

Sei stato selezionato come possibile revisore di questa proposta. Sotto trovi una descrizione della proposta e la tempistica per la revisione. Speriamo che tu possa partecipare alla revisione.

Titolo dell'articolo
De Rerum Naturae

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer in volutpat turpis. Sed laoreet orci et fermentum egestas. Nunc aliquet ultrices pretium. Proin accumsan diam at tellus tincidunt, et feugiat ipsum vulputate. Suspendisse luctus, odio nec luctus laoreet, lorem nisi dignissim dui, id porta ipsum eros at purus. Integer quis blandit dolor.

Tipo revisione
Doppio cieco

[Vedi tutti i dettagli della proposta](#)

Schedulazione revisione

2021-02-23	2021-06-01	2021-07-01
<small>Richiesta dell'editor</small>	<small>Data per cui è chiesta risposta</small>	<small>Data entro cui fare la revisione</small>

[Riguardo le date](#)

Sì, dò il mio consenso che i miei dati vengano raccolti e registrati secondo questa [informativa sulla privacy](#).

2.1.2. Guidelines

After accepting the review assignment, the system shows the editorial guidelines. The reviewer can read them, then click on *Continue to step #3*.

2.1.3. Download and Review

This page is the review's core, there're four section on it: *Review Files*, *Review Form*, *Upload* and *Recommendation*.

Review Files. Here there're the files concerning the revision. They could be many files (in case of figures, diagrams, stats, translations etc.) or it could be a single text file. Clicking on the files' names, the reviewer can download them.

The reviewer can easily close the webpage to read the article and come back later. He'll find the revision listed in his queue, on the dashboard mainpage.

Review Form. In the same page, there's a form to rate the article. The reviewer can complete it after he read the text.

Please note: the editors can share the review form with authors. If the reviewer wants to leave a private comment just for the editors, he can add a separate discussion. We'll look at it below.

Rivista di test Lavori 1 Italiano Visualizza il sito bconti

Rivista di test FrancoAngeli

Proposte

Revisione: *De Rerum Naturae*

1. Richiesta 2. Linee guida 3. Scarica e revisiona 4. Completa

File della revisione Q Cerca

45980-1	Articolo, Articolo di prova.docx	February 23, 2021	Articolo
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Modulo revisione per articolo test

Si prega di valutare il manoscritto da 1 a 5 (1 pessimo, 5 ottimo).

Grammatica *

Come valuti la grammatica di questa submission?

1
 2
 3
 4
 5

Rilevanza accademica *

Come valuti l'apporto di novità di questo studio alla disciplina?

1
 2
 3
 4
 5

Upload. Here they're listed two different sections:

- *Reviewer Files:* if the reviewer took some notes during his revision, he can share them with authors and editors uploading one or more file clicking on *Upload File*;
- *Review Discussions:* this is the section in which the reviewer can leave private comments for editors, if needed. He clicks on *Add Discussion*. A new pop-up window appears (see the next figure). The reviewer can check the names of participants, then he puts a subject and writes the message. Just the selected participants can read the message. To post the discussion, click on *Ok*.

Aggiungi una discussione [X]

Partecipanti

<input checked="" type="checkbox"/>	Barbara Conti, Revisore (Doppio cieco)
<input type="checkbox"/>	Fabrizio Baresi, Editor in capo

Soggetto *

Lorem Ipsum

Messaggio *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur pellentesque enim odio, ut placerat lacus luctus eu. Etiam dolor metus, congue vitae gravida vitae, aliquet non elit.

File collegati [Cerca] [Carica file]

Non ci sono file

* indica i campi obbligatori

OK Annulla

Recommendation. This last section allows to leave the reviewer's recommendation concerning the paper. Clicking on the drop-down menu, different choices are listed.

- *Accept submission*, if nothing should be changed.
- *Revisions required*, if some minor changes are necessary.
- *Resubmit for review*, if the paper can be accepted only after major changes (or if something went wrong in the review process itself, e.g. the authors' names were still present in a double-blind review).
- *Resubmit elsewhere*, if the paper isn't focused with the journal's goals.
- *Decline submission*, if the paper isn't acceptable at all.
- *See comments*, just to explain circumstances not ascribable to the previous choices.

○ 4
○ 5

Carica
Carica i file che vuoi far consultare all'editor e/o all'autore, incluse le versioni riviste dei file originali.

File del revisore [Q Cerca](#) [Carica un file](#)

Non ci sono file

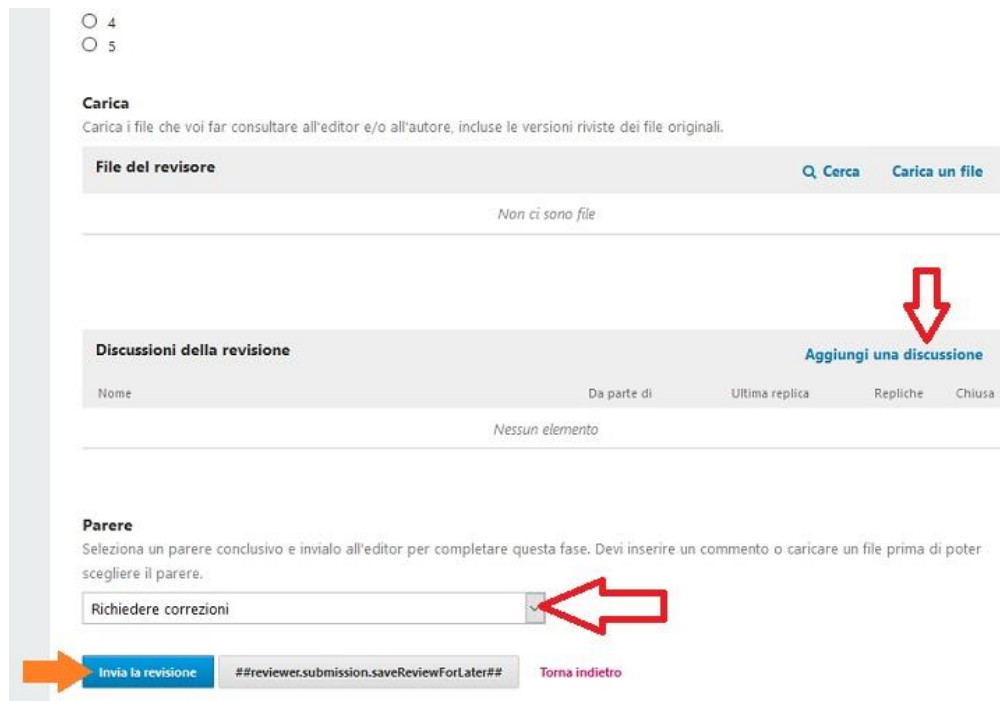
Discussioni della revisione [Aggiungi una discussione](#)

Nome	Da parte di	Ultima replica	Repliche	Chiusa
Nessun elemento				

Parere
Seleziona un parere conclusivo e invialo all'editor per completare questa fase. Devi inserire un commento o caricare un file prima di poter scegliere il parere.

Richiedere correzioni

[Invia la revisione](#) `##reviewer.submission.saveReviewForLater##` [Torna indietro](#)



When all the forms are completed, the reviewer can click on *Send Review* button.

Please note: the reviewer's recommendation is a very important hint for the editors, but it's not a binding decision. The same paper it should be assigned to more reviewers. So, in case of conflicting opinions, the editorial committee selects its final choice about the paper.

2.1.4. Completion

1. Richiesta 2. Linee guida 3. Scarica e revisiona 4. Completa

Revisione inviata

Grazie per aver completato la revisione di questa proposta. La tua revisione è stata inviata con successo. Apprezziamo molto il tuo contributo alla qualità dei lavori che pubblichiamo; l'editor potrebbe contattarti ancora per eventuali ulteriori informazioni.

Discussioni della revisione [Aggiungi una discussione](#)

Nome	Da parte di	Ultima replica	Repliche	Chiusa
▶ Lorem Ipsum	bconti 2021-02-23 04:37 PM	-	0	<input type="checkbox"/>



Submitting his recommendation, the reviewer sees a new page that confirms the end of the review process. It's still possible to read and reply to the existing discussions or adding a new one, until the editor will check as closed the assignment.

3. Archives

In the user's dashboard, the completed reviews are listed under the *Archives* tag.

4. Contacts

If you're having troubles during the review process or you need technical support, you can contact the journal's editor or you can send an email to journals@francoangeli.it.

Thanks.