

How the reviewer handles the request for review in OJS3

This document provides step-by-step instructions on how the invited reviewer manages the review request for a submission to RPER. We assume that the editor has initiated reviewing for the submission and invited the reviewer to review the paper.

Reviewer's Login

The reviewer has been asked via email to review the submission. As reviewer you need to login to OJS3 via the **Login-button** on the RPER homepage (<https://www.review-rper.com>).

After successfully logging in you should land at the **"Submissions Dashboard"**. The review request is in the **"My Queue"** tab. Click on the paper title to get to the dashboard of the article.

The four step review process

Clicking the title of the submission will get you to step 1 of the four-step review process. Please note that you can exit the process at any time and return to that step next time you log in.

Step 1: Request, Accept or Reject

Step 1 of the four-step review process provides details about the submission (title, abstract) and about the timeframe of the review request. In this step you can decide whether you accept or decline the review request. In case you accept, click **"Accept Review, Continue to Step #2"** at the bottom of the page. In case you decline, click **"Decline Review Request"**.

Step 2: Guidelines

Of course, we assume that you clicked **"Accept Review, Continue to Step #2"**. This gets you to the second step of the review process. This step provides detailed guidelines and instructions for your review. Read them carefully and then click **"Continue to Step #3"**.

Step 3: Download and Review

Step 3 is the most important one in the four-step review process. In this step you get access to the submission and you can submit your review.

The documents to review are listed under the heading "Review Files". Click on the title to open it directly or to download it to your local computer.

Submit your Review

You submit your review also in step 3 of the four-step process. We ask you to fill in two text areas and to select a recommendation. The first text area is intended for author and editor. Enter there all your communication to the author. The second text area is for editor only. Enter there all secret communication to the editor. This message will not be visible to the author.

You select your recommendation from a select-box at the bottom of the page. The options and their meanings are:

Option	Meaning
Accept Submission	The submission is ready for publication, no changes are needed
Revisions Required	Some Minor Revisions are needed. Once they are done, the paper is ready for publication
Resubmit for Review	Major Revisions are needed. The revised paper will be checked again by the reviewers.
Resubmit Elsewhere	The paper does not fit. It should be submitted to some other journal.
Decline Submission	Reject the submission.
See Comments	The recommendation is contained in the comments.

When you are finished with your review, click "Submit Review" to send it to the journal editor. After a confirmation step, you will get to step 4, a "Thank You" message.

Step 4: Completion

The final step of the review process is just a final "Thank You" message. You are done with the review and your review is recorded in the system.