

How to request corrections to an author ?

Step by step

1 Log in to the journal site with your user and password. If a submission is ready for this step you will see the notification “New submissions have been submitted”. Click the article on which you want to work from ‘My Assigned’ list.

My Queue	Unassigned	All Active	Archives	Help
My Assigned <input type="text" value="Search"/> Filters New Submission				
218	admin biteca ⚠ New reviews have been submitted.		Review	1/1

2 The submission will be visible by default on the review stage. On the ‘Reviewers’ section you will see the reviews made by each reviewer. Click on ‘Read Review’.

Reviewers	Add Reviewer
▶ Ángela Calderón	Review Submitted Recommendation: Revisions Required
	Read Review

A new window will appear on the screen with the details of the review. You'll be able to download and read the files uploaded by the reviewer. Additionally you'll have to select a recommendation based on the review from the dropdown menu on the 'Recommendation' section. This recommendation can be different from the one submitted by the reviewer. Click on **'Confirm'**.

Review: . ✕

Ángela Calderón

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2017-12-11 10:57 AM

Recommendation: Revisions Required

Reviewer Comments

For author and editor

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For editor only

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Reviewer Files

[Q Search](#) [Upload File](#)

▶  765-1 [Revisor externo, Captura de pantalla 2017-12-05 a la\(s\) 10.17.41 a. m..png](#)

Recommendation

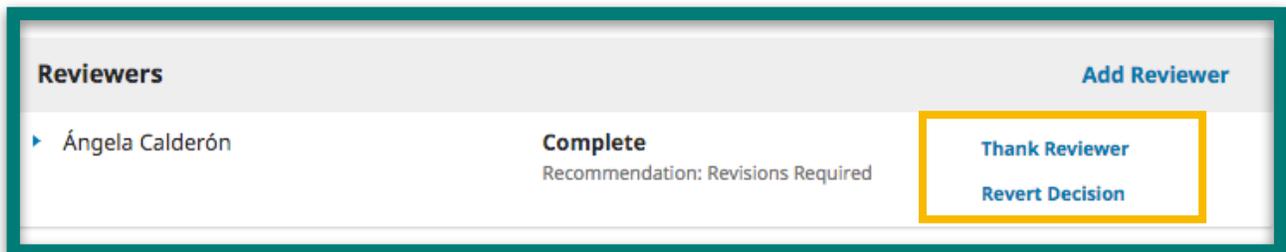
Set or adjust the reviewer recommendation.

Revisions Required

Confirm **Cancel**

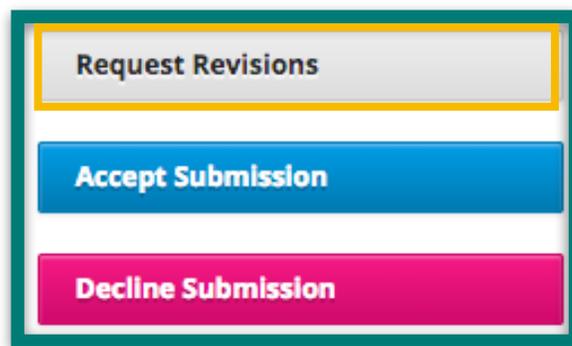
4

Click on 'Thank Reviewer' to send a message to the reviewer. This step is necessary to continue with the process. With the '**Revert Decision**' you'll have the option to discard the decision made by this reviewer.



5

To request the suggested revisions to the author click on '**Request revisions**' on the left side of the screen.



On this section you'll be able to send a message to the author using templates for different cases. If you click on **'Add Reviews to Email'** all of the comments made by the reviewer will be added to the body of the message.

On **'Select review Files to share with the author(s)'** you should specify which files you want to attach by checkin the boxes from the list. To finish, click on **'Record Editorial Decision'**.

Request Revisions ✕

Require New Review Round

Revisions will not be subject to a new round of peer reviews.
 Revisions will be subject to a new round of peer reviews.

Send Email

Send an email notification to the author(s): Juan Beracaza
 Do not send an email notification

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Juan Beracaza:

We have reached a decision regarding your submission to Revista Estudios en Seguridad y Defensa, ".".

Our decision is: Revisions Required

admin biteca
editorial@biteca.com2

Powered by TinyMCE

+ Add Reviews to Email

Select review files to share with the author(s) 🔍 Search

<input type="checkbox"/>		765-1	Revisor externo, Captura de pantalla 2017-12-05 a la(s) 10.17.41 a. m..png
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Record Editorial Decision Cancel

