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.

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'**.**

3

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.

Reviewers   **Add Reviewer**

▸ Ángela Calderón   **Complete**   **Thank Reviewer**
                                     Recommendation: Revisions Required   **Revert Decision**
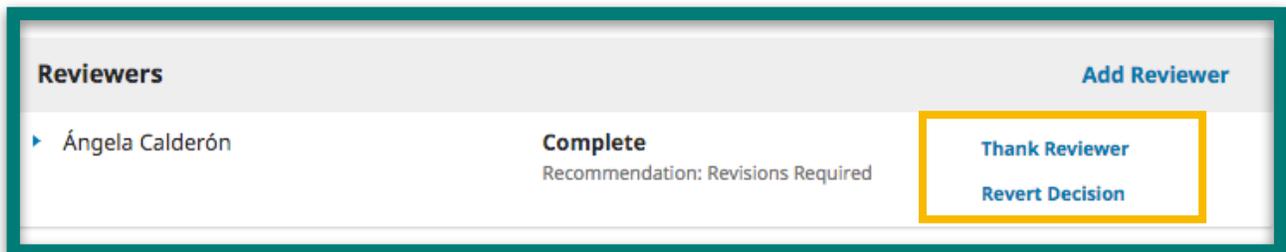
5

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

Request Revisions

Accept Submission

Decline Submission

5
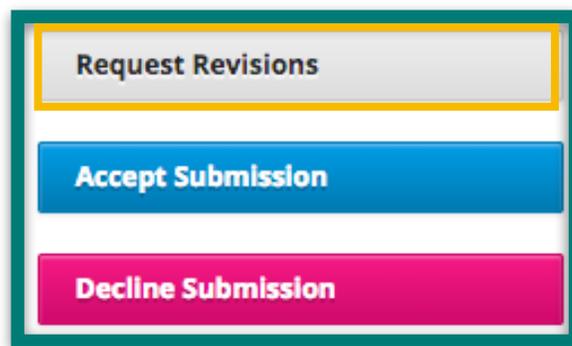
On this section you'll be able to send a message to the author using templates for different cases. If you click on **'Add Reviews to Email'** all of the comments made by the reviewer will be added to the body of the message.

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'.**

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