



# REVIEWER'S QUICK START GUIDE

OPEN JOURNAL SYSTEM

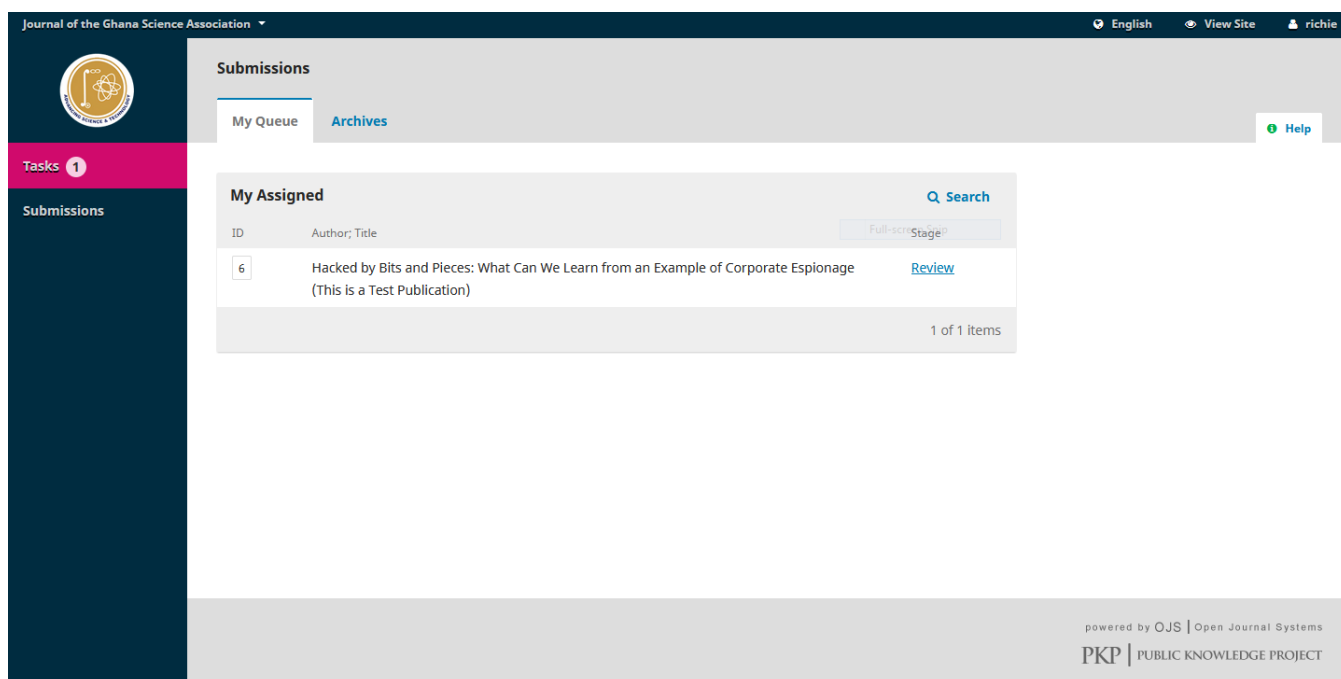
## Reviewers

**Review** is where the peer review happens, as well as any revisions required by the author. Some submissions or publication will not pass the review stage and end here. Those that are accepted move to the next stage.

As a reviewer, you will learn of the review request via email or by checking your dashboard:

### The Reviewer's Dashboard

The reviewer's homepage is made up of two tabs (My Queue and Archives)



Journal of the Ghana Science Association

English View Site richie

Submissions

My Queue Archives Help

Tasks 1

Submissions

My Assigned Search

ID	Author; Title	Full-SCI Stage
6	Hacked by Bits and Pieces: What Can We Learn from an Example of Corporate Espionage (This is a Test Publication)	Review

1 of 1 items

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### My Queue Tab

This tab has one panel if the reviewer is not an author but two panel is the reviewer doubles as an author. (My Assigned, My Author).

**My Assigned:** This panel includes submissions that have been assigned to you as for review.

**My Authored:** This panel includes submissions were you are the author.

On the top right corner of each panel there is the search tool which is sometimes helpful in tracking down submissions.

Each panel has the following columns; id, author/title and stage column. The **id column** identifies a submission with a number, the **author; title column** displays or shows the title and author of the submission, the **stage column** shows the current stage of the publication in terms of publishing. There are four stages of *submission*, *review*, *copyediting* and *production* stage.

## Archives Tab

This section includes a list of all submissions either declined or already published by the journal. Declined submissions may be deleted from the list of archived submissions.

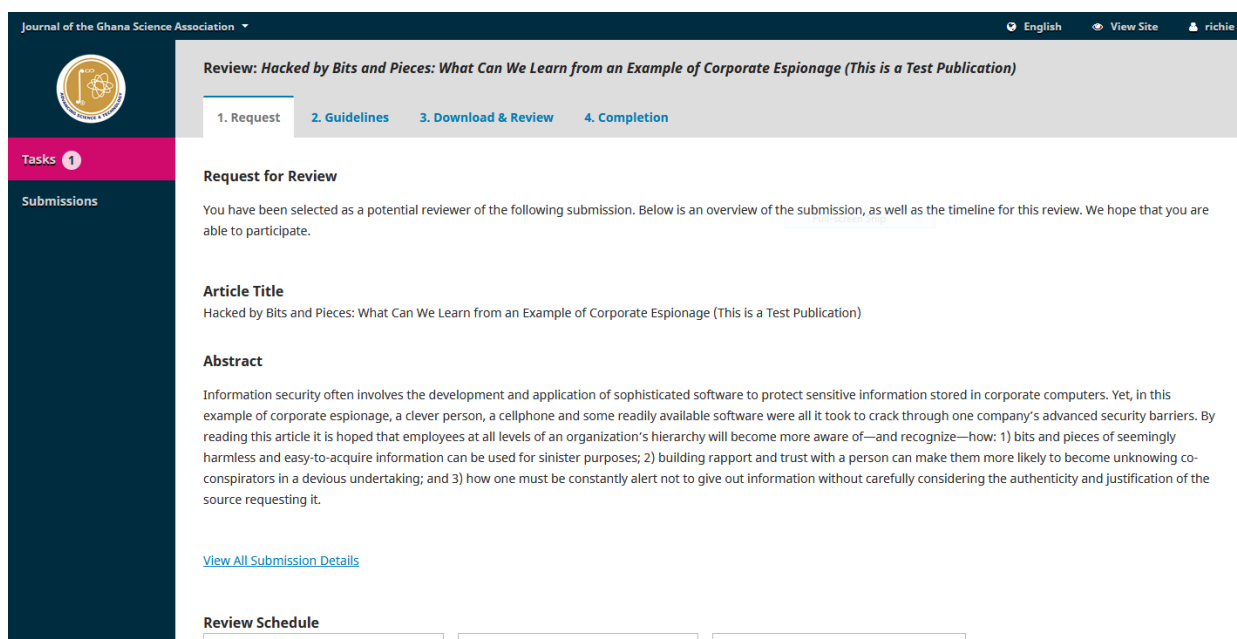
## The Reviewers Workflow

For the Journal of Ghana Science Association the responsibility of the reviewer is to conduct a peer review of publications and make recommendations based on the outcome of their reviews.

Reviewers will be notified by email or on their dashboard (tasks) whenever there is a new publication to be reviewed.

## Reviewing a Publication

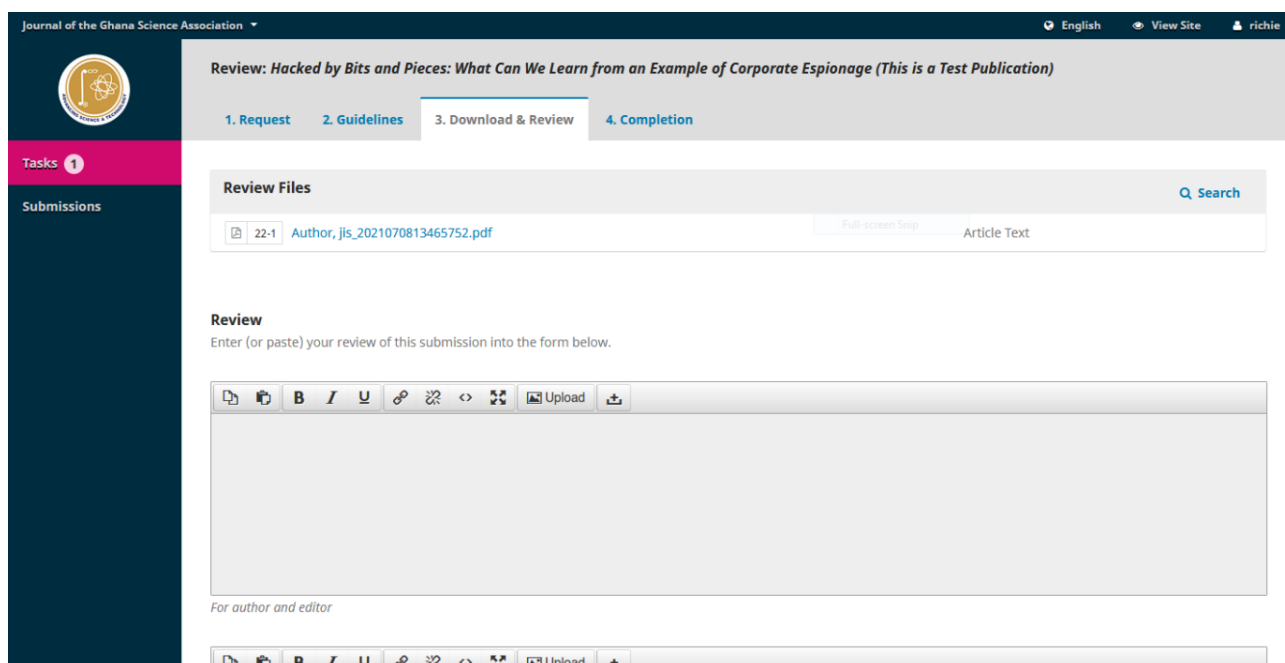
1. Log into your reviewers dashboard
2. Under My Assigned panel click on the “Review” link next to the publication you wish to review.
3. Clicking on the Review link will take you to the first review step in the publication workflow.
4. This first step consists of the following sections: **Request for Review** , **Article Title** , **Abstract** , **View All Submission Details** , **Review Schedules ...**



The screenshot displays the reviewer's dashboard for the Journal of Ghana Science Association. The page title is "Review: Hacked by Bits and Pieces: What Can We Learn from an Example of Corporate Espionage (This is a Test Publication)". A progress bar at the top indicates four steps: 1. Request (active), 2. Guidelines, 3. Download & Review, and 4. Completion. The main content area is titled "Request for Review" and includes a message: "You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate." Below this message are sections for "Article Title" (Hacked by Bits and Pieces: What Can We Learn from an Example of Corporate Espionage (This is a Test Publication)) and "Abstract" (Information security often involves the development and application of sophisticated software to protect sensitive information stored in corporate computers. Yet, in this example of corporate espionage, a clever person, a cellphone and some readily available software were all it took to crack through one company's advanced security barriers. By reading this article it is hoped that employees at all levels of an organization's hierarchy will become more aware of—and recognize—how: 1) bits and pieces of seemingly harmless and easy-to-acquire information can be used for sinister purposes; 2) building rapport and trust with a person can make them more likely to become unknowing co-conspirators in a devious undertaking; and 3) how one must be constantly alert not to give out information without carefully considering the authenticity and justification of the source requesting it.). A link "View All Submission Details" is provided. At the bottom, a "Review Schedule" section shows a table with columns for dates: 2024-08-26, 2024-08-27, and 2024-08-28.

5. Click on **Accept Review** button to continue
6. Click on continue to Step 3#

7. On the Download & Review tab , download the publication under the Review files Panel



8. Once you have read and reviewed the publications, add your comments and remarks.
9. Enter your review in any or both of the textareas provided (for editor and author, for editors only).
10. Scroll down the page to optionally upload a marked up copy of the reviewed publication (remember to strip any personal identification from the file before uploading it).
11. Indicate your recommendations for that particular publication , the recommendations to choose from include :
  - a. **Accept Submission:** it is ready to go to Copyediting as is.
  - b. **Revisions Required:** it requires minor changes that can be reviewed and accepted by the editor.
  - c. **Resubmit for Review:** it requires major changes and another round of peer review.
  - d. **Resubmit Elsewhere:** it doesn't seem like a good fit for the focus and scope of this journal.
  - e. **Decline Submission:** it has too many weakness to ever be accepted.
12. Click on submit review button to submit your reviews.