

## OJS3 Review Editor Step-by-Step Guidelines

Your work dashboard is: <https://journals.flvc.org/edis/submissions>

### Submission Stage

#### 1. Submission files

- Is the manuscript appropriate for EDIS and submitted to right section?
- Does the submission conform to the guidelines in “[Developing Extension Publications for EDIS](#)”?
- Is the manuscript in the [EDIS template](#)?
- Do we have permission to use all the figures?

#### 2. Submission Metadata –

- **Title:** appropriate to content? If it is a revision, insert [<DLN>-major] at beginning of title
- **Abstract:** Correct/expand if needed: displayed to reviewers & future readers.
- **Author list:** Is the contributor information complete and correct? Check spelling of names, correct emails.

Contributor roles:

**Author** (default): contributed to entire work

**Revision Author:** contributed revised content only

**Former Author:** no contribution to current revision

**Contributor:** contributed table, figure, or discrete section

**Translator:** translated work into another language

Click “Save Metadata” at the bottom of the window to save any changes.

You may need to refresh page in browser

- #### 3. Pre-review discussions:
- Any author’s note to the editor will be here. Respond or Initiate discussion with the author and/or other participants.

#### 4. Participants:

- add co-authors or additional department or section editors as appropriate
- If they need to make changes to the metadata (for example, the abstract or contributors) you can edit their assignment to allow them to do it. Click the blue arrow to the left of the participant’s name to open their context menu. And select Edit

- #### 5. Action Buttons:
- When ready for review, click [Send to Review](#) and select the files to send to the review stage.

- **Translations:** If the English version is not past sunset, the contact approves, and translator is competent in the subject, [Accept and Skip Review](#).

## Review Stage

### Adding Reviewers

Click **Add Reviewer** to open add reviewer window

- Search for user by name
  - If not found, try “Enroll an existing user as a reviewer”
  - If still not found, “Add new reviewer”
- Add text to personalize your review request
- Important dates: you can change due dates if necessary
- Review Type should be set to “blind”
- Review form will be set to “Peer Review Form”
- Make sure the check box by “Files to be Reviewed” is checked, or the reviewer will not be able to access the manuscript.

### Reviewer Context Menu

Click the blue arrow to the left of the reviewer name to open the reviewer context menu.

- **Review Details:** See notifications, uploaded files, recommendation. If the reviewer responds outside OJS (by phone, or in person, etc.) you can record the their review here. Only click **Confirm** when you want to consider the review complete. Otherwise click **Cancel**. (This is the same as the “Read Review” link)
- **Email Reviewer:** Reviewers are reminded automatically after 2 days if they haven’t agreed to do the review, and when they reach the due date of the review. The email will be listed in the Review Discussions
- **Edit:** You can change the due dates, type, form, and the files to be reviewed.

### New Review Round & Approval Round

**NOTE: If you create a new review round, you cannot undo it.** Only create a new round when you need reviewers to review a revised manuscript, or to separate Approvals from Peer Reviews.

- Click **New Review Round** to the right of the **Round 1** tab.
  - **Create New Review Round.** Review files can be added after creating the round.
  - Add peer reviewers (for new round of peer review) or approvers.
  - Be sure to change the review form for approvers to the “administrative approval” form and use the “Please Approve” Email template
1. **Revisions Area:** Revisions uploaded by authors or editors will appear here, and will be made available to move forward into the next round and in copyediting.
  2. **Review Discussions:** Initiate or respond to threaded discussions pertaining to the review stage here.
  3. **Action Buttons:**
    - **Request Revisions** – Keeps the submission “In Review” status, on hold until the corresponding author uploads a revised manuscript. (**Require New Review Round** checkbox replaces “Resubmit for Review”)
    - **Accept Submission** – Email the author(s) and select files for copyediting. NOTE: No files will appear if the last round did not require revisions. Your ICS editor will contact you if the file to edit is not clear.
    - **Decline Submission** – Archives the submission without sending it to editing/layout