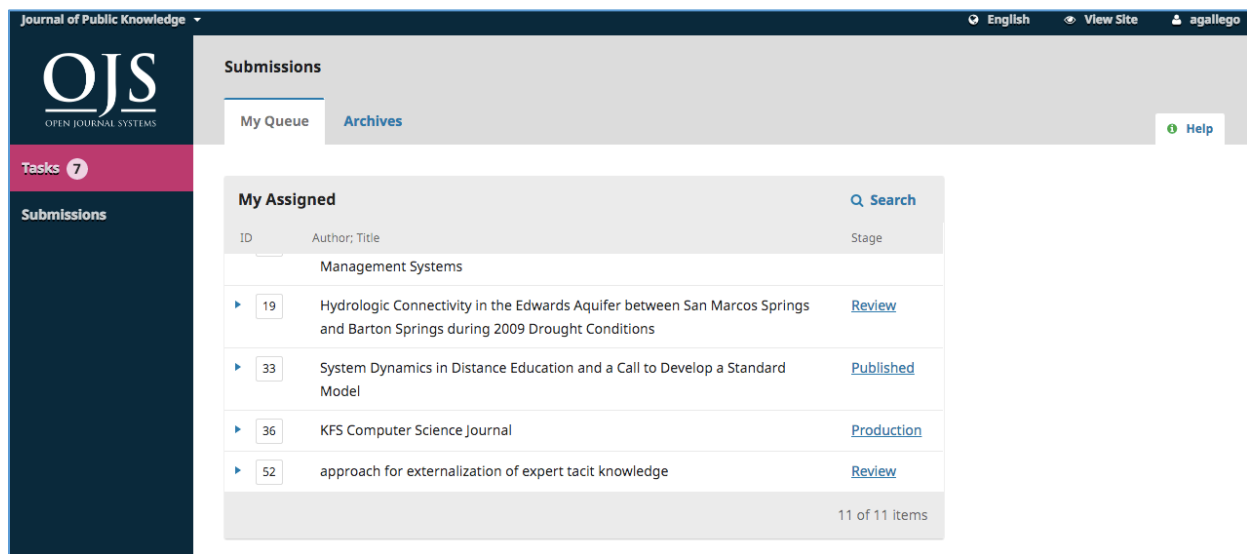


## OJS 3 FOR EDIS REVIEWERS

Adapted for use by EDIS reviewers from “[Chapter 15: Reviewing](#)” in *Learning OJS 3.1: A Visual Guide to Open Journal Systems* ([CC BY 4.0](#))

As a reviewer, you will learn of the review request via email or by checking your dashboard at <http://journals.flvs.org/edis>:



From the My Assigned list, find the title and Review link. This image is of a double-blind peer review process. In EDIS, you will see the authors names listed in bold above the title. The EDIS site is configured to conceal reviewer identities from the author, but show the authors names to reviewers.

Selecting the Review link will take you to the first review step in the submission record.

**Review: *approach for externalization of expert tacit knowledge***

1. Request   2. Guidelines   3. Download & Review   4. Completion

**Request for Review**

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.

**Article Title**

approach for externalization of expert tacit knowledge

**Abstract**

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

This first step consists of the following sections:

- **Request for Review:** provides some text inviting you to act as a reviewer.
- **Article Title:** provides the title of the article.
- **Abstract:** provides the abstract text.

Further down the screen, you will find additional information.

[View All Submission Details](#)

**Review Schedule**

2016-08-30	2016-09-20	2016-09-27
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*Editor's Request*

*Response Due Date*

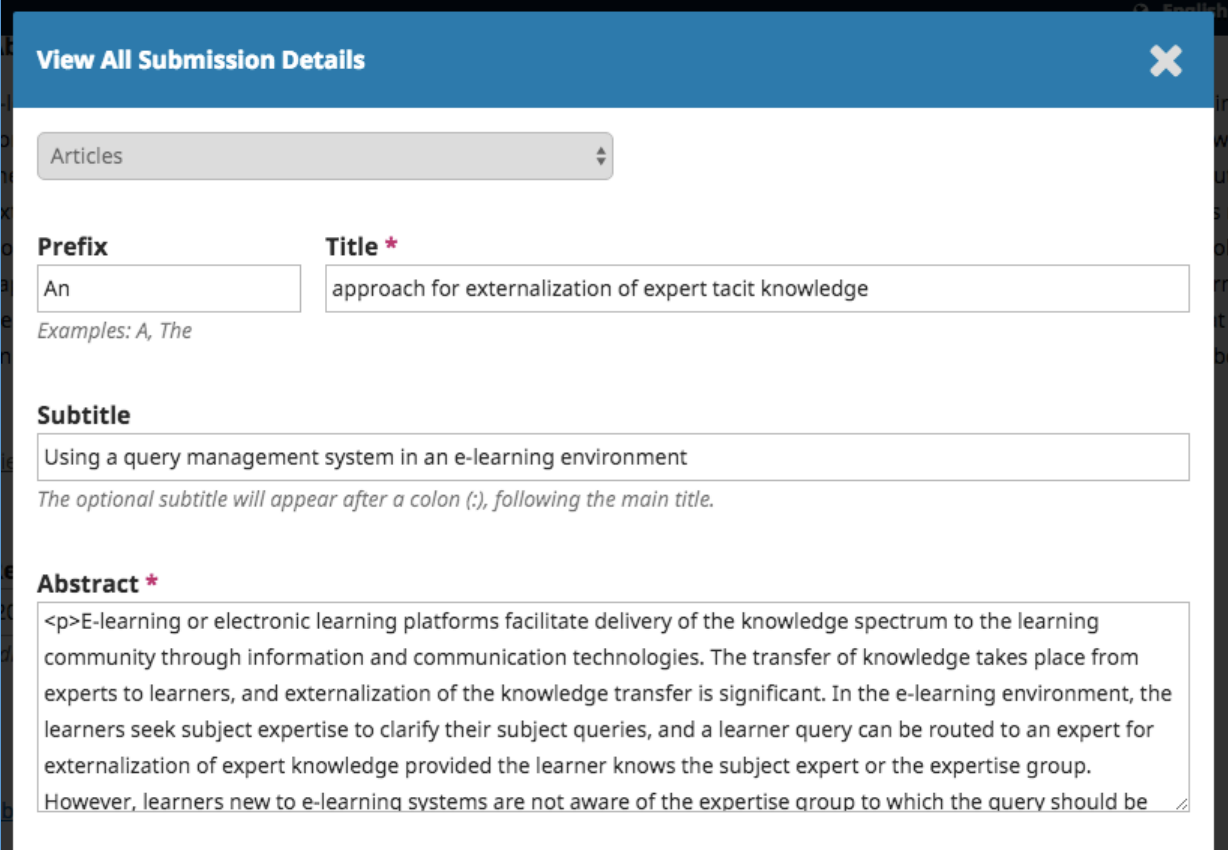
*Review Due Date*

[About Due Dates](#)

Accept Review, Continue to Step #2

Decline Review Request

The **View All Submission Details** link will open a window with additional information, including all the metadata:



The screenshot shows a window titled "View All Submission Details" with a close button (X) in the top right corner. Below the title bar is a dropdown menu currently set to "Articles". The main content area contains three sections:

- Prefix**: A text input field containing "An". Below it, a note reads "Examples: A, The".
- Title \***: A text input field containing "approach for externalization of expert tacit knowledge".
- Subtitle**: A text input field containing "Using a query management system in an e-learning environment". Below it, a note reads "The optional subtitle will appear after a colon (:), following the main title."
- Abstract \***: A text area containing a paragraph of text: "E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be".

Note that none of these fields are editable by the reviewer. They are only provided to help you conduct a thorough review.

Close this window and move further down the screen. From here you can see the Review Schedule, including all the relevant due dates.

From here, you can decline or accept the review. If you decline, you will be dropped from the process. If you accept, you will move to review step 2, where you would be able to read any reviewer guidelines provided by the journal.

NOTE: In compliance with the EU [GDPR](#) regulation, you must check the box agreeing to have your data stored and collected according to our privacy statement to continue in the process.

**Review: approach for externalization of expert tacit knowledge**

1. Request   2. Guidelines   3. Download & Review   4. Completion

**Reviewer Guidelines**

Please complete the review with a constructive perspective.


[Continue to Step #3](#)   [Go Back](#)

Hit **Continue** to move to step 3. From here you can download a copy of the review files and enter your review comments. The first window is for comments to the editor and the author; the second window is just for the editor.

**Review: approach for externalization of expert tacit knowledge**


1. Request   2. Guidelines   3. Download & Review   4. Completion

**Review Files** [Search](#)

 163-1	Author, submission-manuscript.docx	Article Text
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**Reviewer Guidelines**  
[Review Guidelines](#)

**Review**  
Enter (or paste) your review of this submission into the form below.



This is a very good article.

Once you have read the paper and added your comments, scroll down the page to optionally upload a marked-up copy of the review file (to keep your review anonymous, remember to strip any personal identification from the file before uploading it).

**Upload**  
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** [Q Search](#) [Upload File](#)

No Files

**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

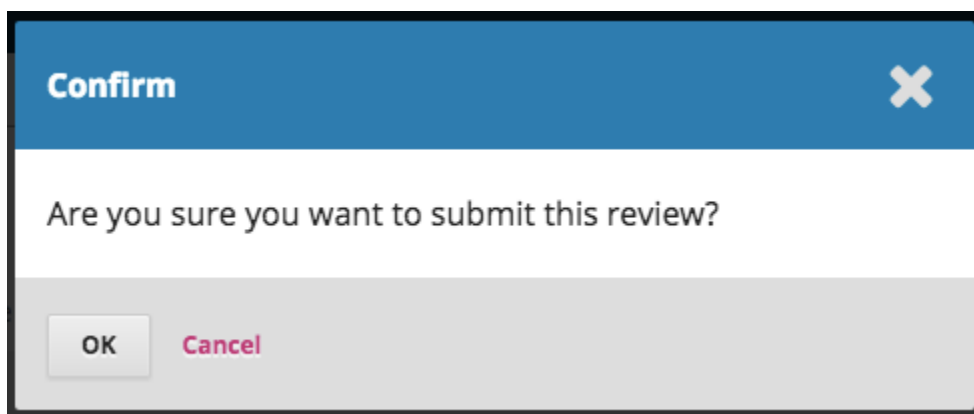
[Go Back](#)

\* Denotes required field

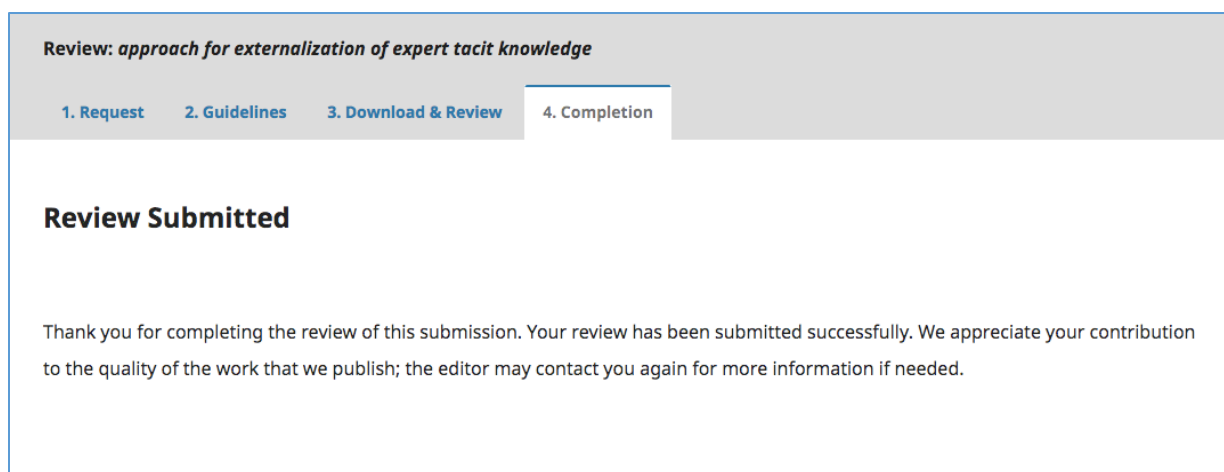
Next, you **must** make your recommendation using the dropdown menu. Your choices include:

- **Accept Submission:** it is ready to go to Copyediting as is.
- **Revisions Required:** it requires minor changes that can be reviewed and accepted by the editor.
- **Resubmit for Review:** it requires major changes and another round of peer review.
- **Resubmit Elsewhere:** it doesn't seem like a good fit for the focus and scope of this journal.
- **Decline Submission:** it has too many weakness to ever be accepted.
- **See Comments:** if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

Finally, hit the Submit Review button to complete your task. You'll be asked to confirm. Until you confirm the review, the system will consider you to still be working on it.



Hit OK. You will be taken to the final confirmation screen thanking you for your work.



That's it! The review is now complete.