

## How to use the IJETA online system for reviewing articles

This advice is for **reviewers**.

There are 6 steps for reviewers to follow:

1. Create an account
2. Accept [or decline] invitation to review
3. Access the article
4. Complete the online review form
5. Submit your review
6. Enter your overall recommendation.

### First things first...

**Account creation** [this is for information – if you are reading this, you already have an account]

You must have an account in the system in order to review. Normally that means that we create an account and you will receive an email containing your username and password. If you would like to have your details removed from the system, please let us know and we will remove you. Note, however, that you must have an account for us to send you review requests for the journal. Please make a note of your password – you will need it every time you log in to the system

When you first log in, please go to Edit My Profile and check that your profile is complete – such things as reviewing interests etc are most helpful to editors in assigning reviews - you only need to do this once – unless of course your research interests change substantially. Please note this information is only visible to editors.

### Changing your password ...

If you are anything like me, you will have several passwords, so you can change to something easy for you to remember, please follow these steps [editors do not have access to passwords]:

### When you are sent an invitation to review ...

If you have been invited to review an article, you will receive an email containing the abstract of the article and a due date for the review. If the due date is problematic, please contact us *before* accepting or declining the review. Please do not simply change the date in the email notifying us of your acceptance. The email will look something like this:

Reviewer [your name]:

I believe that you would serve as an excellent reviewer of the manuscript, *DESIGNING A CHOCOLATE TEAPOT* which has been submitted to *International Journal of Education Through Art*. The submission's extract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by mm/dd/yy to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due mm/dd/yy.

Submission URL:

[http://ojs.library.ubc.ca/index.php/ijeta/reviewer/submission/234?key=ACCESS\\_KEY](http://ojs.library.ubc.ca/index.php/ijeta/reviewer/submission/234?key=ACCESS_KEY)

Thank you for considering this request.

Glen Coutts  
editor1@insea.org

ARTICLE TITLE

ABSTRACT

In this paper we ...

## Step One

To **accept or decline the review**, click on the "Submission URL" link in the email. This will take you to the article's page in the electronic system. Here, at review step 1, you will have the option to select "Will do the review" or "Unable to do the review" by clicking on the mail icon beside the appropriate choice. **THIS STEP IS CRUCIAL.** See screenshot below

### Review Schedule

Editor's Request	2010-10-20
Your Response	—
Review Submitted	—
Review Due	2010-11-16

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### Review Steps

1. Notify the submission's editor as to whether you will undertake the review.  
Response   Will do the review    Unable to do the review
2. If you are going to do the review, consult Reviewer Guidelines below.

The "Submission URL" in the email is automatically generated for your convenience, but **it will time out after a few days**. If the URL in the email does not work, go to <http://ojs.library.ubc.ca/index.php/ijeta/login> and enter your username and password. Once logged in, you will be able to access the article's page from your list of active submissions on your "Reviewer" page. Accept or decline the review as above.

## Step Two: Accessing the article


Once you have accepted the review, you will be able to access the full article. Click the link beside "Submission Manuscript" to download the article.

**NOTE:** If you do not accept or decline the review within 5 days, the system will automatically send a reminder email. A quirk of the system is that the automated reminder email is the same for accepting/declining the review and for entering the review when it is due, so the email contains information about both. The reminder email also contains automatically-generated 'one-click' URLs; if they do not work, log in as described above.

## Step three: Entering your review

1. To enter your review, please log in and select the article from your list of active submissions on your "Reviewer" page. You should see something like this:

## Review Steps

1. Notify the submission's editor as to whether you will undertake the review.  
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.  
Submission Manuscript [1962-8173-1-RV.DOC](#) 2010-10-31  
Supplementary File(s) [1962-8186-1-SP.JPG](#)
2. Next, click on the icon beside "Review Form" and fill in your review. The simplest way to complete the comments box is to make your notes in MS Word and then copy and paste the into the text box.
4. Click on icon to fill in the review form.  
Review Form 

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

[ENSURING A BLIND REVIEW](#)

3. You may also upload additional files if you wish, for example to send additional comments or suggestions.
4. Finally, you must enter your overall recommendation, which will be one of:  
Accept without changes, Revisions required, Resubmit for review or Submit elsewhere [decline]

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

Recommendation

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## Reviewer Guidelines

### Advice to reviewers [IJETA]

5. Note that this is in addition to your review form, and your review will not be complete until this recommendation is entered.
6. When you have completed steps 1-5 – click 'submit review to editor'
7. If the due date for your review has passed, you will receive a reminder email, either automatically generated by the system, or triggered by us.

A quirk of the system is that the automated reminder email is the same for accepting/declining the review and for entering the review when it is due, so the email contains information about both. The reminder email will contain an automatically-generated 'one-click' URL that you can click to take you directly to the article's page for you to upload your review. This URL is provided for your convenience but it will time out after a few days. If the URL in the email does not work, log in and enter your review as described above.

### Accessing your previous reviews

Reviews that you have previously entered can be found under the "Archive" list of your reviewer interface. This includes your reviews for earlier rounds of a submission that you are re- reviewing.

### Unable to download the paper

Usually this is because you have not yet accepted the review through the electronic system. Follow the instructions above to accept the review, and a link to download the paper should appear under step 2 of the "Review Steps". If the problem persists, please contact Glen Coutts.

### **Notes**

All submissions [assuming they meet the basic criteria] are blind reviewed by two members of the editorial team.

Possible decisions include:

- 1 Accept submission [without changes].
- 2 Revisions required [as specified below].
- 3 Resubmit for review [after suggestions below are addressed].
- 4 Decline submission/ submit elsewhere [as unsuitable for IJETA - please give brief reason(s) and, if possible, suggest alternative Journal].

### **Note on Decisions:**

- The Principal Editor will pass on the decisions of reviewers to the author(s).
- 'Revisions required' means that the revised article will be returned to the *original reviewers* for comment.
- 'Resubmit for review' means that the revised article will normally go to a new set of reviewers

Normally 4 weeks are allowed from the point of accepting a review [then an auto – reminder is sent]

GC October 2010.

### **IJETA Reviewer's report V.3**

In considering articles (papers) for publication, reviewers are asked to address the following questions:

- Do the title and abstract reflect the content of the article adequately?
- Is the purpose of the study clearly stated?
- Is the significance of the research explained relative to the existing literature?
- Are there adequate references to other research?
- Is the article clearly written and well organised?
- Are there any typographical and syntactic errors?
- Has the author explained well WHAT was done?
- Has the author explained well WHY it was done?
- Has the author explained well HOW it was done?
- Does the paper offer new insights and contribute to the development of the subject?
- Has the author explained well the implications of the results?
- Considering its content is the length of the article appropriate?

### **IMAGE/TEXT-BASED SUBMISSIONS:**

Image/text-based submissions should integrate image and text in a creative way to document, evaluate and reflect on art-based learning activities, events and outcomes. Submissions should consist of no more than 1000 words of text. They should include full references, bibliography and author/company biography where relevant in accordance with our author guidelines. Please review the paper paying particular attention to its comprehensibility, originality and scholarly worth. Return this completed form as email attachment **within four weeks** [except in special circumstances. please contact the Principal Editor]

### **COMMENTS**

Please summarise below your major criticisms and/ or suggestions for revision. Specific comments on length, clarity, interpretation, style and so forth will be helpful for the editors and authors. Please note your comments may be sent to the author(s).

### **Note on Decisions:**

- The Principal Editor will pass on the decisions of reviewers to the author(s).
- 'Revisions required' means that the revised article will be returned to the original reviewers for comment.
- 'Resubmit for review' means that the revised article will normally go to a new set of reviewers

Please choose one of the following options:\*

- Accept submission [without changes]
- Revisions required [as specified below]
- Resubmit for review [after suggestions below are addressed]
- Decline submission / submit elsewhere [unsuitable for IJETA - please give brief reason(s) and, if possible, suggest alternative Journal].

Reasons for decision, comments and advice to author(s) [please note, you may cut and paste text from Word].\*