

UOJM Reviewer Guide



As a **Reviewer**, you will use the OJS system to accept or decline review requests from Section Editors, access manuscripts, and complete corresponding review forms for submissions that you have agreed to review.

The Review Process

The review process consists of 6 steps, which are outlined here.

1. Notify the Section Editor as to whether or not you are willing to undertake the review.

- Review requests will be sent via email to the chosen reviewer; the submission title, abstract, URL, and review due date are provided at this time.
- The Assigned submission can also be found under “Active Submissions.”

[Home](#) > [User](#) > [Reviewer](#) > **Active Submissions**

ACTIVE SUBMISSIONS

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
1421	10-17	ART	TEST 1	10-31	1

- It can be beneficial to read the submission abstract and text (if available) prior to accepting the review to ensure you have sufficient expertise in the subject matter, no conflicts of interest, etc. (found in Step 3 on the review page).

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

If unable to do the review: It is acceptable to decline a review due to conflicts of interest, lack of necessary expertise, timing, etc. To do so, select “unable to do the review.” This will open a pre-drafted email to the Section Editor, which can be modified accordingly by the Reviewer. For example, you may wish to state why you declined the review.

If able to do the review: In this case, the Reviewer will select “able to do the review.” A pre-drafted email to the Section Editor will be generated, indicating that the request has been accepted and the review is underway. This email template can also be modified as desired.

2. Consult the Reviewer Guidelines prior to beginning the review.

- These guidelines provide additional details for the review process, and can be found at the bottom of the review page. Adhering to these guidelines will ensure your review provides helpful feedback to Authors, as well as to the Section Editor.

3. Once ready to begin the review process, download the submission file provided by the Author by clicking the submission link (found under step 3 on the review page).

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.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	1421-3460-2-RV.DOCX	2015-10-17
Supplementary File(s)	None	

4. Complete and submit a Review Form, which consists of three main sections, as follows:

- i. Confidential scoring and assessment (only viewed by Editors)
 - Scoring criteria include: Significance and Suitability for UOJM, Originality, Background/Introduction, Figures and Tables, References, Discussion/Conclusion, and Organization/Clarity/Language
- ii. Confidential comments to the Editorial Team
 - This section should be used to comment on the strengths and weaknesses of the manuscript, as well as its significance/pertinence.
 - These comments are important, as they will help the Section Editor make an informed decision regarding the submission outcome.
- iii. Comments to the author
 - Both positive comments and constructive criticism should be provided to ensure appropriate and helpful feedback; i.e. do you find the results presented to be significant? Is the hypothesis and rational well supported? Are the experimental design, methods, and analysis accurate? Should additional information be added or removed?
 - Review references to ensure appropriate referencing format and content.
 - Do not reveal your decision recommendation to the author, but do make sure your comments align with those that are in the Comments to the Editor.

For each category, key points are provided to assist with appraising the article.

5. The Reviewer may upload additional files to be viewed by the Section Editor and/or Author

- This step is optional. However, you may wish to upload a Reviewer-annotated version of the submission, relevant data, or other materials that may assist the Editor or Author in their decision or revisions, respectively. It will be at the Section Editor's discretion whether or not these files are shown to the Author.

6. As a final step, the Reviewer will make a recommendation for the submission from the following choices:

REVIEW STEPS

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

Choose One

Submit Review To Editor

- **Accept Submission** – No major revisions are required
- **Revisions required** – The Reviewer has identified minor areas within the manuscript that should be addressed by the Author before being accepted (a second round of review will not be necessary).
- **Resubmit for Review** – Major revisions to the submission are required; following Author revision the manuscript should undergo a second round of review, which will be conducted by the same reviewers.
- **Resubmit Elsewhere** – The manuscript is acceptable, but may not be suitable for the UOJM due to content, article type, or timing.
- **See Comments** – Necessary if concerns regarding the submission, e.g. content suitability, potential plagiarism etc. have prevented the Reviewer from settling on a recommendation. Indicates to the Section Editor that further consult may be required before a decision is made.
- **Decline Submission** – The submission is unsuitable for the UOJM

When ready to submit, the Reviewer will select "Submit Review to the Editor." This will generate a prepared email to the Section Editor (which can be modified by the Reviewer as desired) indicating the review is complete. The Sectional Editor will be able to view the Recommendation, the saved Review (which are now locked) and any uploaded files.

Tips for Reviewers

Tip #1: To aid Section Editors in assigning submissions, Reviewers should indicate the types of articles they wish to review in the “Reviewing Interests” section of their profile (access by selecting “My Profile” in sidebar). These include: Original Research, Reviews & Clinical Practice, Case & Elective Reports, News & Letters, Commentaries, Humanities, and Interviews.

Tip #2: To ensure a smooth submission and review process, do your best to respond to requests within two days of request for review (irrespective of whether or not you are able to do the review). In addition, try to complete assigned reviews in a timely manner.

Tip# 3: Don’t forget to look at supplementary files (if included). These will often contain important information, such as a list of revisions made to the original manuscript, and can help you provide appropriate feedback in your review.

Tip #4: The review form can be saved at any time (completed or not) prior to the Reviewer selecting a recommendation and submitting the review. It is recommended that you save frequently, and copy/paste comments from a secondary word file to ensure your work is not lost should the webpage be closed accidentally.

Tip #5: If additional documents are appended as supplementary material to the review, remember to refer to these files (i.e. their contents and why you chose to include them), in you comments to the Section Editor and Author.