



MANUAL

CONTEXT – WORK OPERATOR REVIEWER

Task: Review of the manuscript

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I. ACCEPTANCE / REJECTION OF INVITATION TO REVIEW

Welcome Miazga Marta

Tasks

List of tasks to do

1 Invitation to review

Reviews of manuscripts

Take a look at your reviews and check their status

1 Assigned reviews

In order to proceed with the review, after logging into the system (and selecting the context of the Work Operator in the case of having another context, eg Author), **select the task** from the list ***Invitation to review*** from the Information Panel.

Tasks to do

Reference number	Created	Task's description	
#ICIP15934	🕒 16.01.2019	Test Manuscript Invitation to review [31.01.2019]	Details

For the selected task, select the *details* button to enter the invitation for review details.

Review acceptance

The decision of the reviewer regarding the acceptance of the manuscript for review

REVIEW DETAILS/ DECISION

Reviewer: Marta
The deadline for the review: 31/01/2019

TITLE AND ABSTRACT

MANUSCRIPT TYPE

MANUSCRIPT SUBJECT AREA

Title and abstract

Basic information on the article

Title in English	Test Manuscript
Title in the original language	Test Manuscript
Abbreviated title in English	TM
Abbreviated title in an national language	TM
Abstract in English	Not found.
Abstract in an original language	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis ac metus metus. Ut efficitur malesuada accumsan. Quisque sit amet gravida libero, nec mollis ex. Cras ac metus et mauris facilisis sollicitudin. Donec nec ex id est feugiat ultrices at at leo. Fusce quis iaculis turpis. Nunc at lacinia quam. Ut ipsum enim, sodales eget massa at, suscipit commodo nulla. Nam hendrerit nibh ex, a venenatis neque tempor sed. Praesent hendrerit. <i>Jacus in tincidunt elementum, nisi</i> Lorem pretium tortor, vel aliquet massa mi ut mauris. Donec lacinia sapien diam, ac bibendum nulla tincidunt feugiat.

Decision on a review invitation

Based on the manuscript data, the reviewer decides whether to accept or reject the review invitation

Decyzja review acceptance rejection of setting the review

Save form and finish the task Back to the list of tasks

The basic information about the manuscript for the review is displayed in the form of tabs. In order to read all the information, go to the next tabs.

IMPORTANT

At the invitation stage, the Reviewer has no access to the content files and other details of the manuscript attached by the author.

On the basis of available information about the manuscript, the Reviewer decides whether to accept or reject the review task.

FINISHING THE TASK

After selecting the appropriate decision, select *Save form and finish the task* to proceed to the full review of the manuscript.

II. CONDUCTING MANUSCRIPT REVIEW

Welcome Miazga Marta

Tasks

List of tasks to do

1 Manuscript review

Reviews of manuscripts

Take a look at your reviews and check their status

1 Reviews in progress

1 Reviews finished

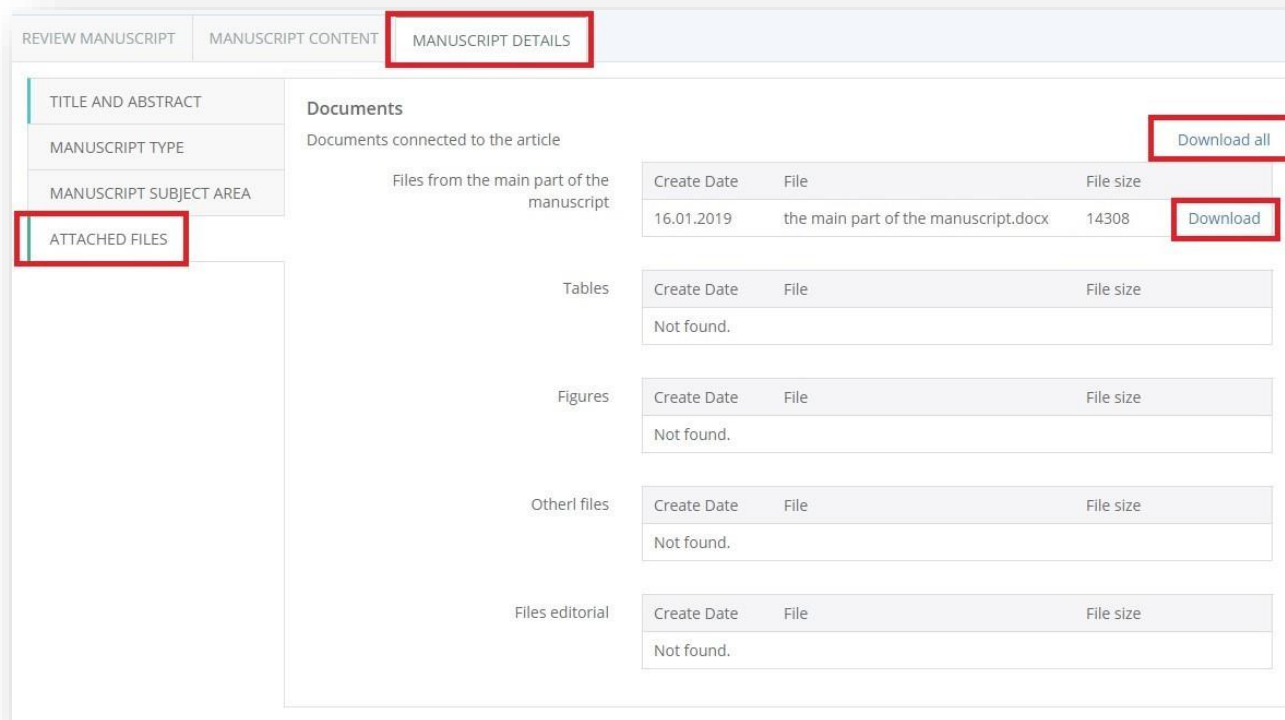
In order to proceed with the review, after logging into the system (and selecting the context of the Work Operator if you also have another context, eg Author), **select the task *Manuscript review*** from the Information Panel level.

Tasks to do

Reference number	Created	Task's description	
#ICIP15934	🕒 16.01.2019	Test Manuscript Manuscript review	Details
#ICIP15936	🕒 16.01.2019	Manuskrypt testowy Invitation to review [30.01.2019]	Details

For the selected task, select the *details* button to go to the task details and view the manuscript for review.

1. Access to attached files with the content of the manuscript.



The screenshot shows the 'MANUSCRIPT DETAILS' tab selected. The left sidebar has 'ATTACHED FILES' selected. The main content area displays a table of documents connected to the article. The table has columns for 'Create Date', 'File', and 'File size'. The first row shows a document created on 16.01.2019 with the file name 'the main part of the manuscript.docx' and a file size of 14308. There are 'Download all' and 'Download' buttons highlighted with red boxes.

Category	Create Date	File	File size	Action
Documents connected to the article	16.01.2019	the main part of the manuscript.docx	14308	Download
Files from the main part of the manuscript				
Tables				
Figures				
Other files				
Files editorial				

In order to get acquainted with the full contents of the manuscript and all materials of the Author you should proceed the following steps:

- 1.** go to the *Manuscript details* tab,
- 2.** then to the *Attached files* tab.

Files attached by the author, as well as materials verified by the Editors, can be downloaded collectively via the *download all* or one by one.

2. Conducting a review of the manuscript

In the **Manuscript Content** tab, manuscript can be reviewed on-line without downloading and attaching additional files with work to the system by entering comments on selected paragraphs of the manuscript. The window shows only the main body of the manuscript, no attachments - tables, charts, figures, etc.

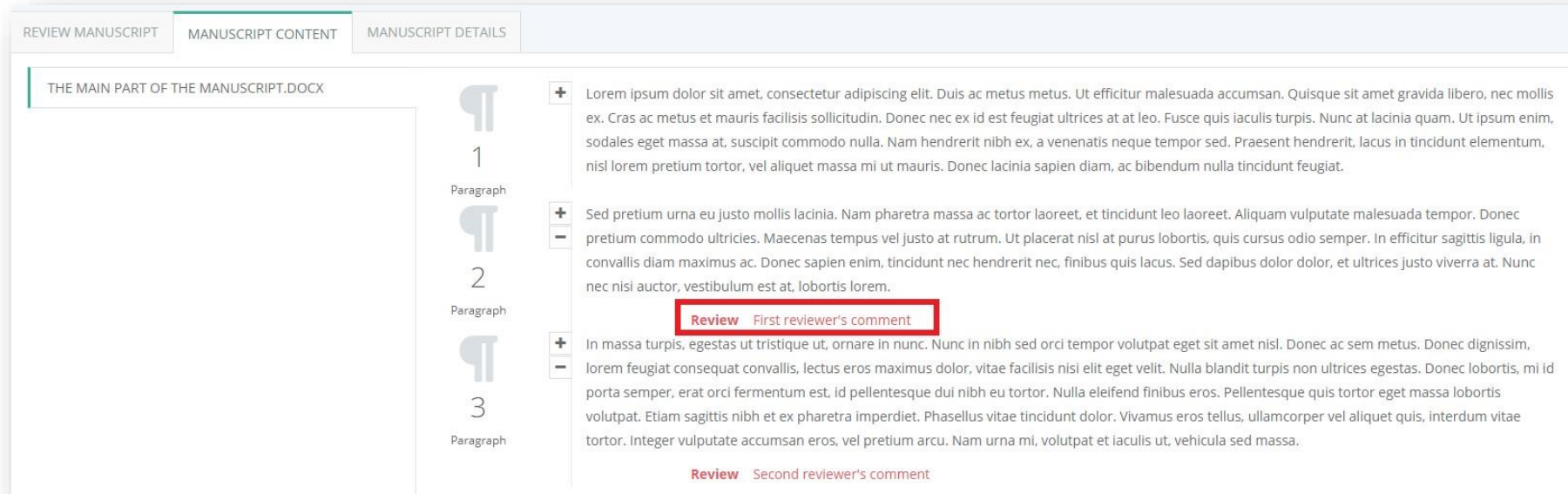
The screenshot displays the 'MANUSCRIPT CONTENT' tab in the 'REVIEW MANUSCRIPT' interface. It shows a list of paragraphs with '+' symbols next to them, indicating they can be selected for review. A 'Review' dialog box is open, showing a text input field for 'The review content *' and 'Cancel' and 'Confirm' buttons. Red boxes highlight the 'MANUSCRIPT CONTENT' tab, the '+' symbols, the 'THE PARAGRAPH REVIEW' and 'THE PARAGRAPH CONTENT' tabs, and the 'Confirm' button.

IMPORTANT

The **content of the manuscript** for online review is visible to the Reviewer only if the editors have made such a decision in the course of earlier work on the manuscript.

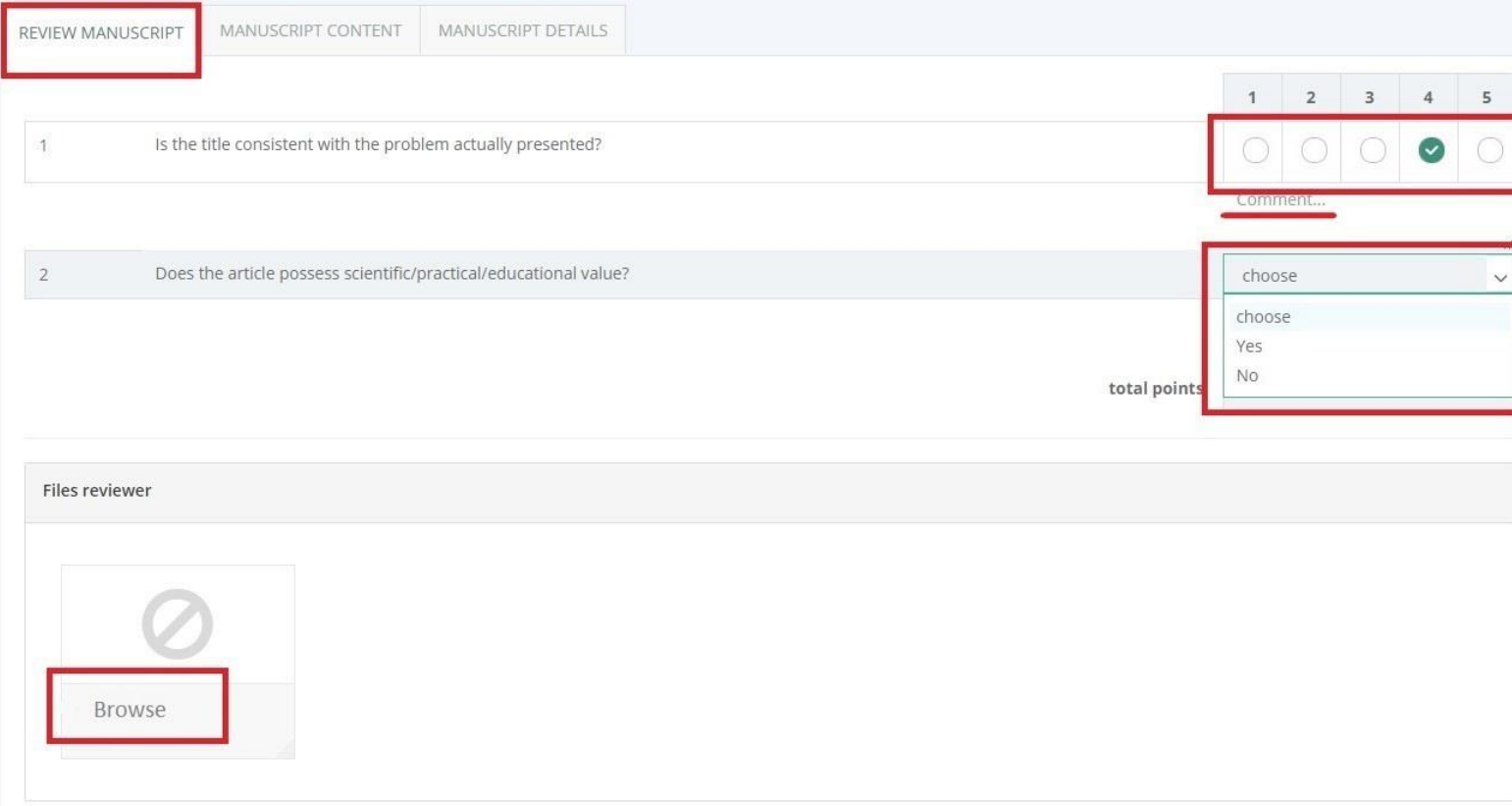
1. To enter a comment in the paragraph, select the "+" symbol next to the selected paragraph.
2. An additional window will be displayed to enter the comment.
3. The comment should be entered in the **Content of review** field. The second tab also provides preview of the reviewed paragraph content.
4. In order to save the comment, select **Confirm** as part of the full review of the manuscript.

The content of the entered comments is displayed under each of the paragraphs to which comments have been added by the Reviewer.



The screenshot displays a web interface for reviewing a manuscript. At the top, there are three tabs: "REVIEW MANUSCRIPT", "MANUSCRIPT CONTENT" (which is active), and "MANUSCRIPT DETAILS". Below the tabs, the document title "THE MAIN PART OF THE MANUSCRIPT.DOCX" is visible. The main content area is divided into three sections, each representing a paragraph. Each section includes a paragraph icon, a number (1, 2, or 3), and the word "Paragraph". To the right of each paragraph is a text area containing a block of Lorem Ipsum text. A red box highlights a comment under the second paragraph: "Review First reviewer's comment". A second comment, "Review Second reviewer's comment", is visible under the third paragraph.

In the **Review of the manuscript** tab, a questionnaire is available with questions selected by the editorial staff of the journal. Depending on the type of question, answer should be given on a scale from 1-5 or by choosing the answer from the drop down list. For each question in the review questionnaire, the Reviewer may add an individual comment explaining the grade or answer chosen.



The screenshot displays the 'REVIEW MANUSCRIPT' interface. At the top, there are three tabs: 'REVIEW MANUSCRIPT' (highlighted), 'MANUSCRIPT CONTENT', and 'MANUSCRIPT DETAILS'. Below the tabs, there are two review questions:

- Question 1: "Is the title consistent with the problem actually presented?". It features a rating scale from 1 to 5. The scale shows five radio buttons, with the button for '4' selected (indicated by a green checkmark).
- Question 2: "Does the article possess scientific/practical/educational value?". It features a dropdown menu with the following options: 'choose', 'choose', 'Yes', and 'No'.

Below the questions, there is a 'Comment...' field. At the bottom of the interface, there is a 'Files reviewer' section with a 'Browse' button highlighted.

If the review was made on files with manuscript downloaded from the system, then the corrected files with the article or any other files in which the review is located should be included in the section **Reviewer files** by selecting them from the computer disk.

After completing the review - questionnaire / attaching files / on-line review – a mandatory final comment should be entered with a summary of the review made and one of the available decisions should be selected in order to finish the review.

To enter the final comment, select **Enter comment**.

IMPORTANT

The final comment is visible to the author of the work, in the form in which he was typed by the Reviewer. Editors can not edit it. The reviewer also has the option of adding a private comment, visible only to the editors of the journal.

The last stage of the review is to choose the decision, which is a recommendation for the Editor. The final decision is made by the editors of the journal.

FINISHING THE REVIEW

After reviewing and choosing the appropriate decision, select **Save form and finish the task**