

Basic steps for section editors

You should follow some preliminary considerations and diagrams for the purpose of assigning and managing a review.

You have to do a quick reading of the text to evaluate compliance with the minimum quality to be incorporated into the review process.

1. Check if there is no reference to the authors in the text (usually first page after the title). If applicable, delete and create another file without the names and affiliation of the authors. Call it like adding "_1" (without quotes). And upload it in "Revisión – revised." This text will be shared with the reviewers.
2. Select reviewer. You should choose two reviewers from the list or add other reviewers. Either option is available in the "Peer review" section after clicking on "select reviewer". In case of adding new reviewers, please fill in all fields, especially, "Review interests." (See diagram below for help).
3. When reviewers are assigned: (A) must assign a review form (always the same, only modifying the language) and (B) do not forget to click on the icon (a mail envelope) next to their name, in order to send him/her the assignment communication (See diagram below for help).
4. The section editor will receive an email when the reviewer accepts or rejects the review, and also when he/she finishes it. If the reviewer accepted it, he/she will have an automatic limit term to do it, of which he/she is automatically reminded. When the editor receives both reviews, the section editor has to take the editorial decision and communicates it to the authors (and reviewers, if deemed appropriate).

Detailed manual of Management system

<http://pkp.sfu.ca/ojs/docs/userguide/2.3.3/es/sectionEditor.html>

ENVÍOS EN REVISIÓN

EN REVISIÓN | EN EDICIÓN | ARCHIVOS

En Sección: Todas las secciones

Título: contiene

Enviado: esta

Buscar

ID	FECHA DE ENVÍO	SECC.	AUTORES	TÍTULO	REVISIÓN POR PARES FECHA	PENDIENTE	HECHO	NORMATIVA
5	01-29	ART	Álvarez García	GRADO DE UTILIZACIÓN DE CAL...	03-29 03-29	0 1	—	—

1 - 1 de 1 elementos

NOTAS

1. En necesario una acción por parte del / de la editor/a en los elementos resultados.
2. "Pendiente" se completa cuando el la revisor/a acepta la petición de revisión; muestra el número de semanas que faltan hasta la fecha li

Click on the name of the file to access the review order form

#44 REVISIÓN

RESUMEN REVISIÓN EDITAR HISTORIAL

ENVÍO

Autores Dania Arlette Montefusco Ramirez

Título El turismo comunitario y la revalorización de una identidad mapuche, a través de la memoria individual y colectiva.

Sección Artículos

Editor/a José María Valcuse

Versión de revisión 44-72-1-RVDOCX_2012-02-21

Subir una versión de Revisión revisada

Ficheros ad. Ninguno

REVISIÓN POR PARES

RONDA 1

Click to access the list of reviewers or to add new reviewers

REVISORES/AS

SELECCIONAR REVISOR/A

Intereses de revisión contiene

ABCDEFGHIJKLMNÑOPQRSTUVWXYZ Todas

ASOCIAR ROL DE REVISOR A UNA USUARIO

Click to create a new reviewer

Click for a proof reading by an editor who is already in the list. Check the "active" field indicating that you have assigned reviews pending conclusion.

NOMBRE	INTERESES DE REVISIÓN	PUNTAJACION	REPORO	SEMANA	ASOCIAR
ROSARIO ANDREU GUERRERO		N/A	0	—	<input type="button" value="ASOCIAR"/>
ALFREDO ASCANIO	Economía, Ciencia Política	N/A	0	—	<input type="button" value="ASOCIAR"/>
YCARIM MELGAÇO BARBOSA		N/A	0	—	<input type="button" value="ASOCIAR"/>
CURVEN BEST	Presencia digital	N/A	0	—	<input type="button" value="ASOCIAR"/>
ANDREAS OTTO BRUNOLD	Educación	N/A	0	—	<input type="button" value="ASOCIAR"/>
ARADINE CAILLOT		N/A	0	—	<input type="button" value="ASOCIAR"/>
BEBIANA CALA	Agroecología, sostenibilidad	N/A	0	2012-03-29	<input type="button" value="ASOCIAR"/>

REVISIÓN POR PARES

RONDA 1

REVISOR/A A

Formulario de revisión

YCARIM BARBOSA

Ninguno / Revisión libre

2. Pulsar para comunicar la asignación al revisor

Click to communicate the assignment to the reviewer

1. Pulsar para indicar el formulario de revisión. Se llama "formulario de revisión" (según el idioma)

Click to display the review form. It is called "review form" (according to the language)

REPETIR EL PROCESO CON UN SEGUNDO REVISOR EDITOR DE SECCIÓN PUEDE ASIGNARSE A SI MISMO COMO REVISOR ASÍ LO DESEA

REPEAT THE PROCESS WITH A SECOND EDITOR. THE SECTION EDITOR CAN ASSIGN HIMSELF AS REVIEWER, IF HE/SHE WISHES.

Seleccione uno

Ninguno

Editar el registro de autor/a

4-72-1-RVDOCX_2012-02-21

Ninguno

Ninguno

ENVÍO

Autor/es José Álvarez García [X]
Título Grado de utilización de las herramientas de calidad en el sector de alojamiento turístico español
Sección Artículos
Editor/a Enrique Bigue [X]
Versión de revisión 5-12-1-EDDOC 2012-03-28
Subir una versión de Revisión revisada [] Examinar... Subir
Ficheros adj. 5-11-1-SPDOCX 2012-03-29 Presentar fichero a los/as revisores/as [] Registrar

REVISIÓN POR PARES

RONDA 1

SELECCIONAR REVISOR/A VERIFICAR/AS CANCELACIONES A TURNOS PREVIOS

REVISOR/A A

DESIDERIO GUTIÉRREZ

CANCELAR SOLICITUD

Formulario de revisión

Formulario de revisión ESCOGER FORMULARIO DE REVISIÓN LIMPIAR FORMULARIO DE REVISIÓN

SOLICITUD

2012-03-29 [X]

EN CURSO

PENDIENTE

RECIBIDO

2012-03-29

2012-03-29

2012-04-03

[X]

Recomendación

Ninguno ENVIAR RECOMENDACIÓN

Ficheros subidos

Ninguno

Editar/a para introducir

Subir revisión [] Examinar... Subir

RECOMENDACIÓN

Puntuar revisión/a

[5 alto] Registrar

REVISOR/A B

ROSARIO ANDREU GUERRERO

Formulario de revisión

Formulario de revisión ESCOGER FORMULARIO DE REVISIÓN LIMPIAR FORMULARIO DE REVISIÓN

SOLICITUD

2012-03-29 [X]

EN CURSO

2012-03-29

Recomendación

Ninguno ENVIAR RECOMENDACIÓN

Ficheros subidos

Ninguno

Editar/a para introducir

Subir revisión [] Examinar... Subir

RECOMENDACIÓN

Puntuar revisión/a

[5 alto] Registrar

DECISIÓN EDITORIAL

Seleccionar decisión

[Seleccione uno] Registrar decisión

Decisión

Ninguno

Notificar a autor/a

[X] []

Versión de revisión

5-12-1-EDDOC 2012-03-28

Versión del / de la autor/a

Ninguno

Versión del / de la editor/a

5-122-1-EDDOC 2012-03-28 BORRAR

[] Examinar... Subir

Once the reviewers have finished their work, the section editor has to make a decision. Select and click "register decision"

Una vez los revisores han terminado, el editor de sección toma una decisión. Seleccionar en el campo y pulsar "Registrar decisión"

Pulsar en el icono para comunicar la decisión al autor/es

Click on the icon to communicate the decision to the authors.

Section editor's role

The Section Editor manages the revision and editing of the sent items of those sections in which they have responsibility. In some cases, the section editor assigned to check the sending during the review process will also observe whether the sent item has been accepted in the publishing and editing process, without taking the role of editor from his own section, since the journal has a policy to divide tasks.

How do you start the role of section editor?

Log into your account and select the role OJS "Section Editor".

Sending

In "sending in review process" menu you will find all items "unallocated", "under review process", "edited" or "files".

Clicking on any of these links, they will display additional details of each of the items in each category.

Assigning Peer reviewer

Click on the article title. In this screen you can perform the following actions:

- ❖ Send an email to the author or the editor (click on the icon the next to the name).
- ❖ Designate the original file sending as revised document (use the check box and the Save button) or upload a new version of the document.
- ❖ Select evaluator pair. Click on the "Select peer reviewer" link, the list of names will be displayed, assign the peer reviewer. Then, if you want to assign other peer reviewer, repeat this process.
- ❖ When you have finished assigning reviews, you must return to the section "Review". Click on the "Request" link to create an email for each peer reviewer.
- ❖ This email includes a URL that is accessed by clicking on it, which will allow an immediate review of the OJS system.

Note that after sending the email, the request icon includes the date of the sent message.

Work with peer reviewers

Once the request for review is accepted, you can send an email notification using the "Notify" icon. After sending the email, the date on which it was sent will replace the "Notify" icon; you can read comments of the peer reviewers by clicking the "Review" icon.

Any file that the peer reviewer has uploaded will also be available. The recommendation of the peer reviewer will also appear in this section as soon as the editorial decision has been made. Also you may classify the peer reviewer on a scale of 1 to 5.

Editorial decision about an article

At this point, you must decide the sending's next step. In the section "editorial decision" if you accept, a review will be asked for and re-sent to another peer reviewer or the sending is denied. Select the desired decision in the dropdown list and keep it by clicking "Save decision." If the sending is accepted, the copyeditor will ask for an edited version. At this point you can also upload another version.

Assignment of copyeditor

By choosing this role you will move directly to the editing section; if your journal employs reviewers, you must choose one. You will request and notify their participation to the peer reviewers.

If the section editor acts as copyeditor, you can start the correction process by selecting the "Start" link.

You may review the corrected version of the article by clicking on the file's link, and make changes and upload them in an edited version using the "Upload file".

When you have finished your edits, click on "Complete".

This will activate the icon of "Request" that allows you to send a message to the author requesting him/her to revise style corrections and if he/she wants to make any change.

When the author answers back, send him/her a notification message and check if he/she made any changes; you can use the "Upload" tool to add the latest changes. When finished, click the "Complete" link.