



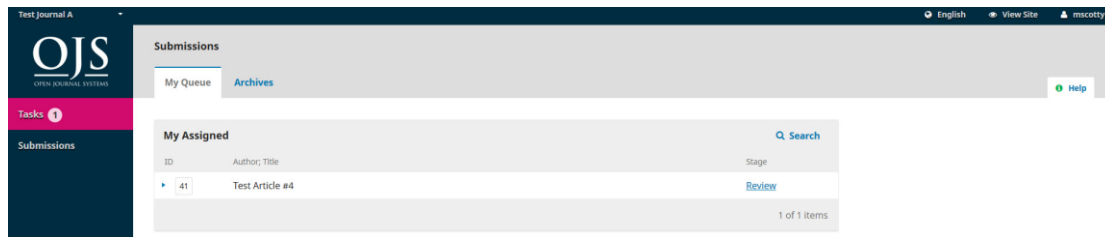
## **Electronics Journal**

### **Guidelines for online review submission**

This documents presents full description how to use [online review submission system](#) for [Electronics Journal](#). If you need help, or you have additional questions, do not hesitate to contact us: [els-submission@etf.unibl.org](mailto:els-submission@etf.unibl.org)

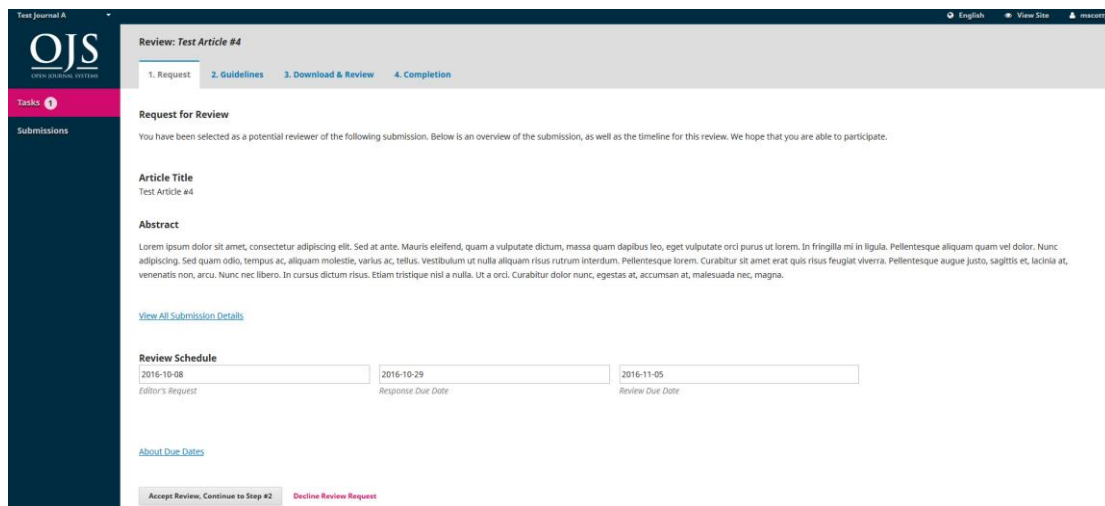
**Important:** Please note that during time we may change some labels or descriptions on online review submission system, thus some images may be slightly different from images in this document.

As a reviewer, you will learn of the review request via email or by checking your dashboard:



From the My Assigned list, find the title and Review link. Notice the lack of any author information in this double-blind peer review process.

Selecting the Review link will take you to the first review step in the submission record, which is much more limited than the editor's view, and contains no author information.



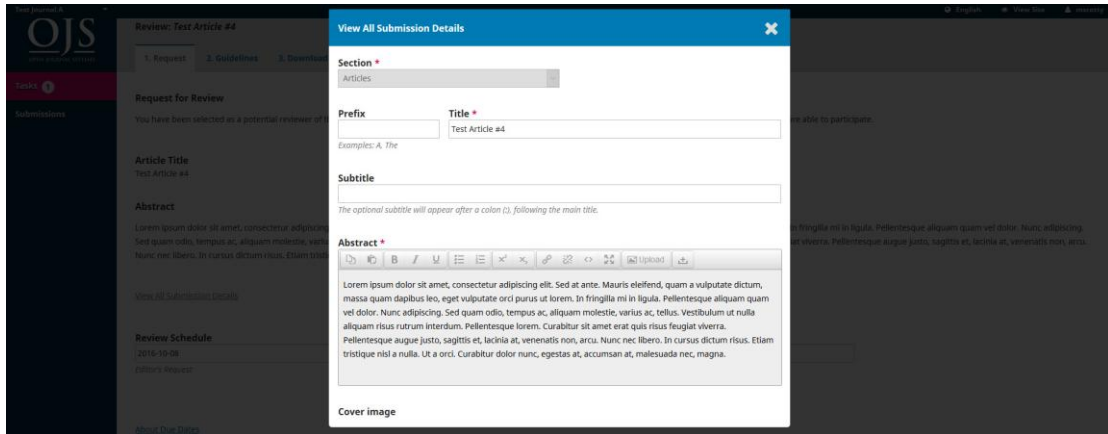
This first step consists of the following sections:

**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.

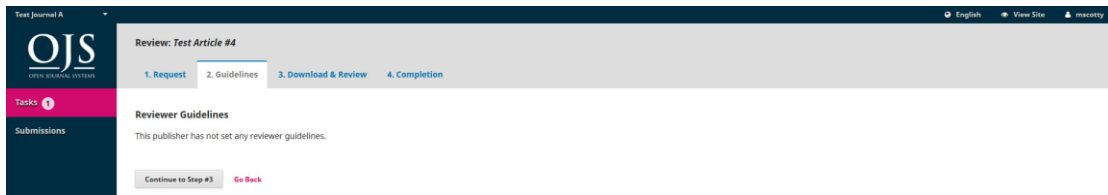
The **View All Submission Details** link will open a window with additional information, including all of the non-author metadata:



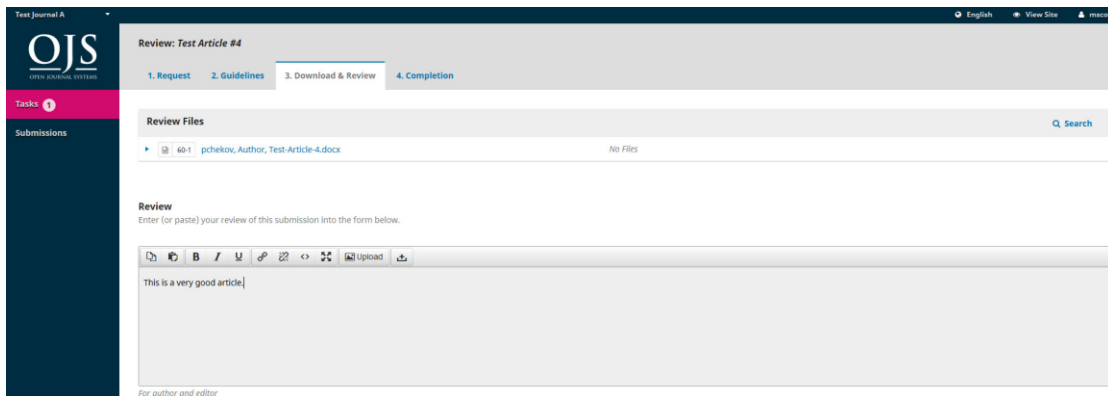
Note that none of these fields are editable by the reviewer, and are only provided to help you conduct a thorough review.

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



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.



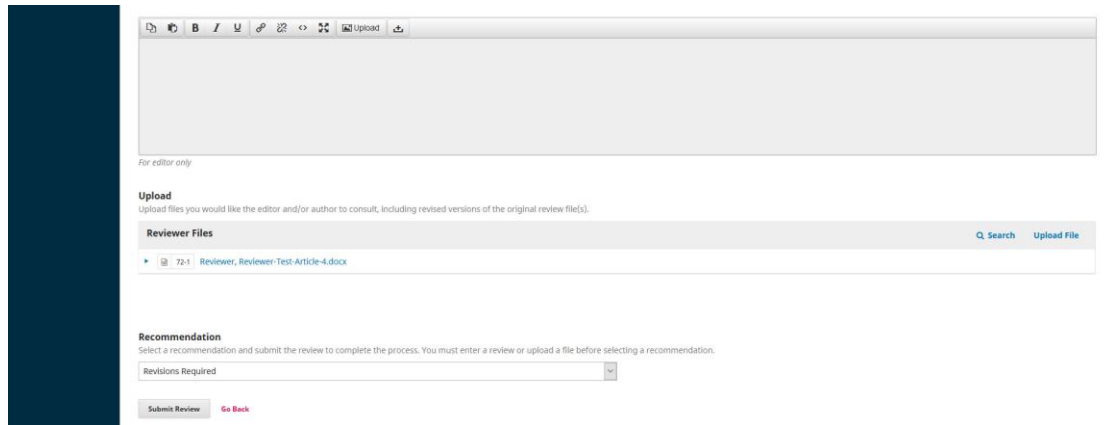
Once you have read the paper and added your comments, scroll down the page to optionally upload a marked up copy of the review file (remember to strip any personal identification from the file before uploading it).

You must then make your recommendation using the dropdown menu.

Your choices include:

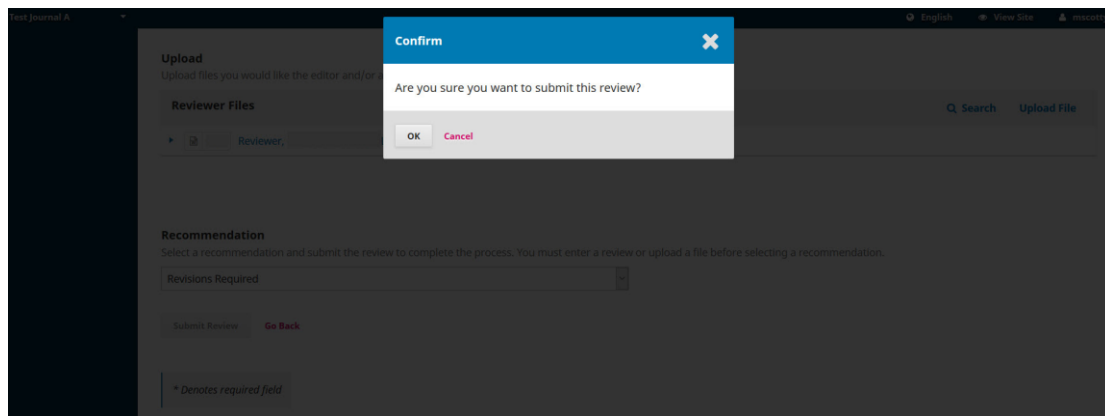
- **Accept**
- **Accept with Minor Revisions**
- **Accept with Major Revisions**
- **Reject**
- **Strong Reject**

See Comments: if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.



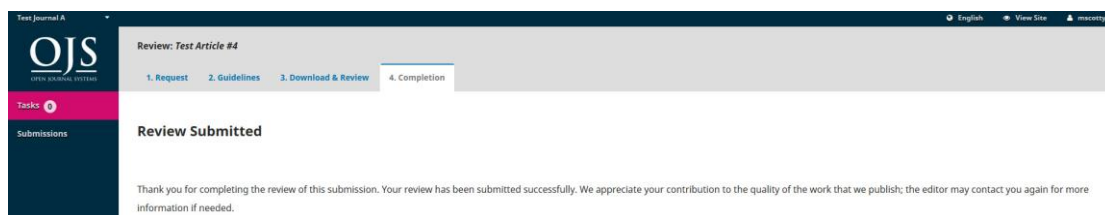
The screenshot shows the OJS review submission interface. At the top, there is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image, along with an 'Upload' button. Below the editor, there is a section for 'Upload' with the instruction: 'Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s)'. Underneath, there is a 'Reviewer Files' section with a search bar and an 'Upload File' button. A file named '72-1 Reviewer, Reviewer-Test-Article-4.docx' is listed. Below this, there is a 'Recommendation' section with the instruction: 'Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.' There is a dropdown menu for 'Revisions Required' and two buttons: 'Submit Review' and 'Go Back'.

Finally, hit the Submit Review button to complete your task. You'll be asked to confirm.



The screenshot shows the OJS review submission interface with a confirmation dialog box. The dialog box is titled 'Confirm' and contains the text: 'Are you sure you want to submit this review?'. There are two buttons: 'OK' and 'Cancel'. The background of the interface is dimmed, showing the 'Upload' section, 'Reviewer Files' section, and 'Recommendation' section.

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



The screenshot shows the OJS review submission interface with the final confirmation screen. The page title is 'Review: Test Article #4'. There is a progress bar with four steps: 1. Request, 2. Guidelines, 3. Download & Review, and 4. Completion. The current step is 4. Completion. The main heading is 'Review Submitted'. Below this, there is a message: 'Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.'

That's it! The review is now complete.