

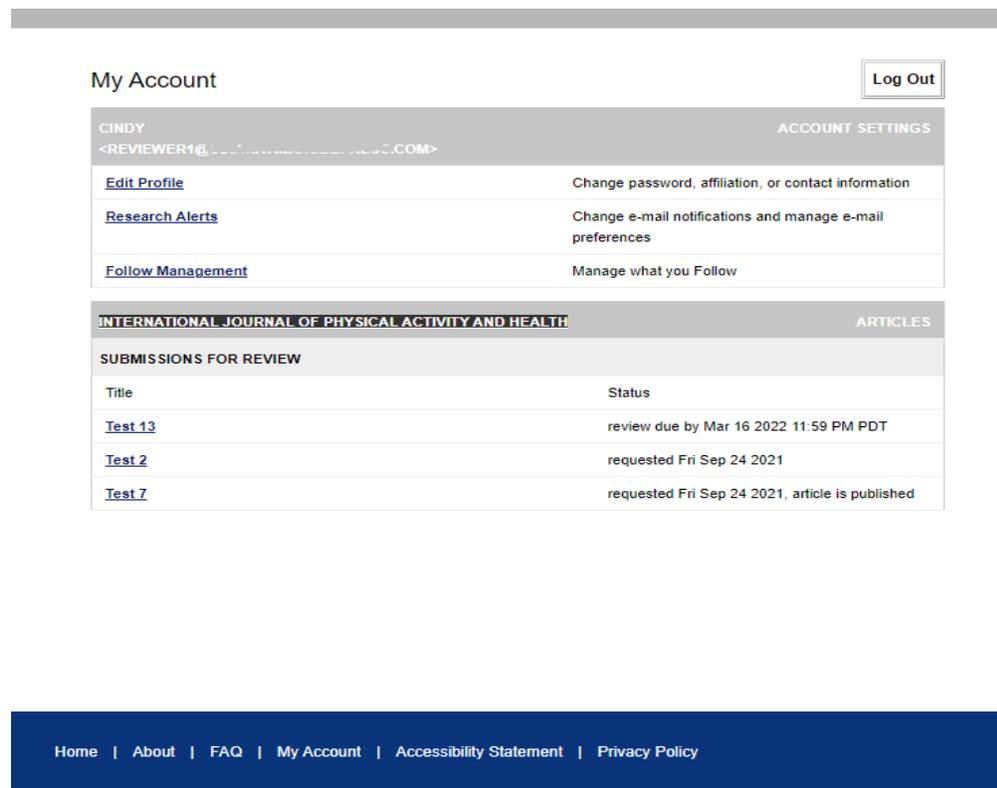
Review Guidelines

If an editor sends an email to you, requesting a review of a submission:

1. Click on the link in the email

This will lead you to a webpage where you can agree or decline to do the review. However, in order to have access to the review page, please click on the following link and log in with the same email address that you receive the "Request Review" email from the editors:

<https://scholarworks.boisestate.edu/cgi/myaccount.cgi>



The screenshot displays the 'My Account' interface. At the top right is a 'Log Out' button. The user's name is 'CINDY' and the email is '<REVIEWER1@...COM>'. The 'ACCOUNT SETTINGS' section includes links for 'Edit Profile' (to change password, affiliation, or contact information), 'Research Alerts' (to change e-mail notifications and manage e-mail preferences), and 'Follow Management' (to manage what you follow). Below this is the 'INTERNATIONAL JOURNAL OF PHYSICAL ACTIVITY AND HEALTH' section, which includes an 'ARTICLES' tab and a 'SUBMISSIONS FOR REVIEW' table.

SUBMISSIONS FOR REVIEW	
Title	Status
Test 13	review due by Mar 16 2022 11:59 PM PDT
Test 2	requested Fri Sep 24 2021
Test 7	requested Fri Sep 24 2021, article is published

At the bottom of the page, a dark blue footer contains the following navigation links: Home | About | FAQ | My Account | Accessibility Statement | Privacy Policy.

If the system didn't let you log in, or you see an error message, please use the "Forget your password?" option below the login section and follow the subsequent instructions for resetting your password.

Login

Email address:

Password:

Remember me

[Forget your password?](#)

New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

Create new account

You will need to create an account to complete your request. It's fast and free.

Keep in mind that login is required to submit your review online and to check the status of current submissions.

2. After you logged in, you are able to see the list of all the submissions for review, Titles, and their status.

At this point, you can click on the title of each submission to get to the review page, or you can click on the review link on the "review request" email that was sent to you by the journal editors.

3. Click on either "I will review it" or "I will not review it" to indicate whether you will return a review by the date requested. Please note that the e-mail from the editor will either contain a specific due date or a number of days that the review should be completed. If a certain number of days is specified, these days will begin counting down once you agree to the review.

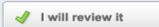
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Title: Test 2

Current File(s):

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 I will review it

 I will not review it

Summary

this is my abstract

Revision History

The article revision history appears below. The version currently slated for publication is highlighted. Other versions are displayed for your reference.

Comment	Date	Full Text (PDF)
Initial Version	Fri Sep 24 10:38:00 2021	 PDF
 Editor selected version		NOTE: All times are in PT (Pacific Time)

Additional Files

Filename	Description	Upload new version	Sort	Show
intro_to_plants_1211.pdf	<input type="text" value="Figure"/>	<input type="button" value="Choose File"/> No file chosen	1	<input type="checkbox"/>

4. You are now able to download a PDF of the submission, read the summary (Abstract), and see the additional files (Supplemental Content)
5. The next step for you is to submit your review by clicking on the “Submit Review” link.

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Submit review
I will not complete my review
Email editor
My account
Log out

Title: Test 13

Current File(s):

 Download PDF

Thank you for agreeing to review this submission.

Your review is due: **Wed Mar 16 2022.**

 Submit review

Summary

This is an abstract

Revision History

The article revision history appears below. The version currently slated for publication is highlighted. Other versions are displayed for your reference.

Comment	Date	Full Text (PDF)
Initial Version	Tue Nov 23 09:12:00 2021	 PDF
 Editor selected version		NOTE: All times are in PT (Pacific Time)

After you write your review, you can upload it as a text file, a Microsoft Word (or RTF) file, or a PDF file.

The "Submit Review" form also includes a place where you may upload a confidential cover letter or comment that only editors may see. So, if you have additional comments that are "editors-only," prepare them in a separate file from your review.

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Reports may be submitted as plain text, PDF, Microsoft Word or RTF files. Use the plain text option only if your report has no special fonts, equations, figures or necessary formatting.

Microsoft Word and RTF files will be converted to PDF files for the authors' convenience, and all identifying references will be removed.

The author(s) will see your report exactly as you submit it. Microsoft Word or RTF reports will be converted to PDF format by the system. All identifying references to you in the properties of PDF files will be removed by the system. Please be sure to remove any identifying references to yourself within your report.

Option 1: Submit your report as a Word or RTF file
 No file chosen

Option 2: Submit your report as a PDF file
 No file chosen

Option 3: Submit your report as plain text

Copy the text of your report from your word processor and paste it into the text box above. Symbols or font changes may not come through correctly with plain text, so please check your report before submitting it, and use another option on this form if necessary to retain formatting.

Please select one of the options below:

Encourage major revisions as described in my report.
 Accept this article with minor (or no) revisions as described in my report.
 Reject this article without an option to resubmit.

Please explain the nuances of your recommendation in your Confidential Comment to the editor below.

Confidential Comment to Editors

Please provide a *confidential comment* that only editors can read, even if your report is shared with the author(s). Your comment may be uploaded as a file (Word, Text or PDF files only, please), or pasted into the text area below.

Click the button below to locate the comment on your computer.

Option 1: Upload your comment:
 No file chosen

Option 2: Type or paste your comment below

6. Click Submit to complete your review. The system will automatically notify the editors that you have completed your review.