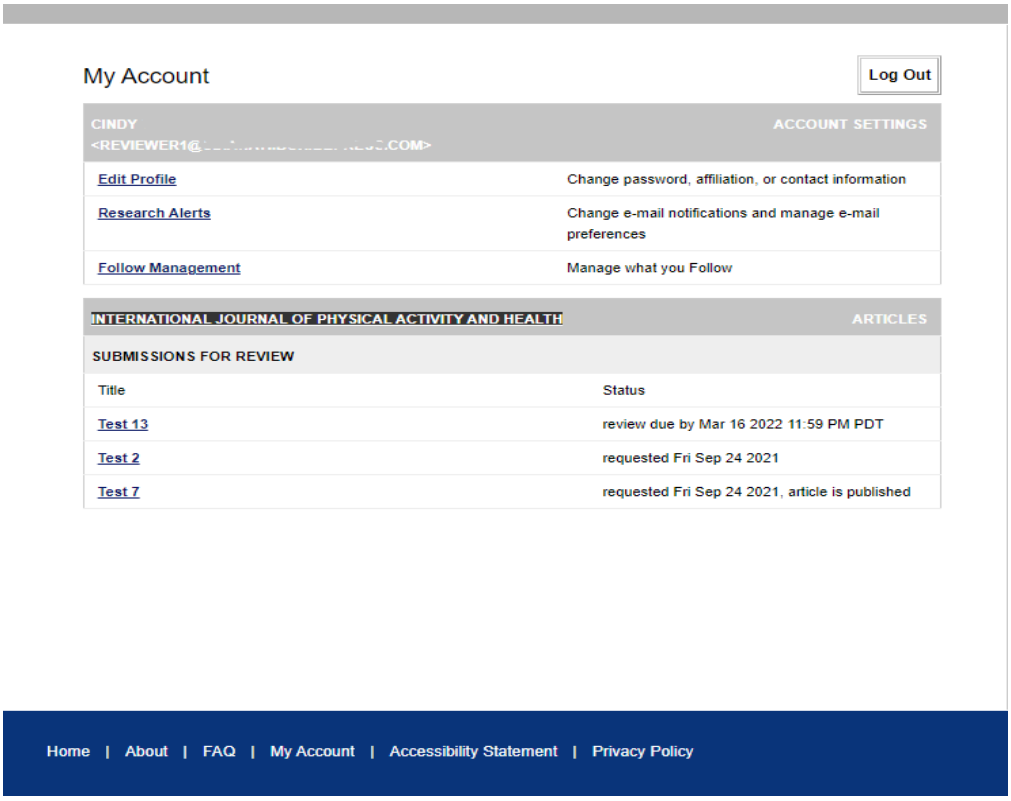
Review Guidelines

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

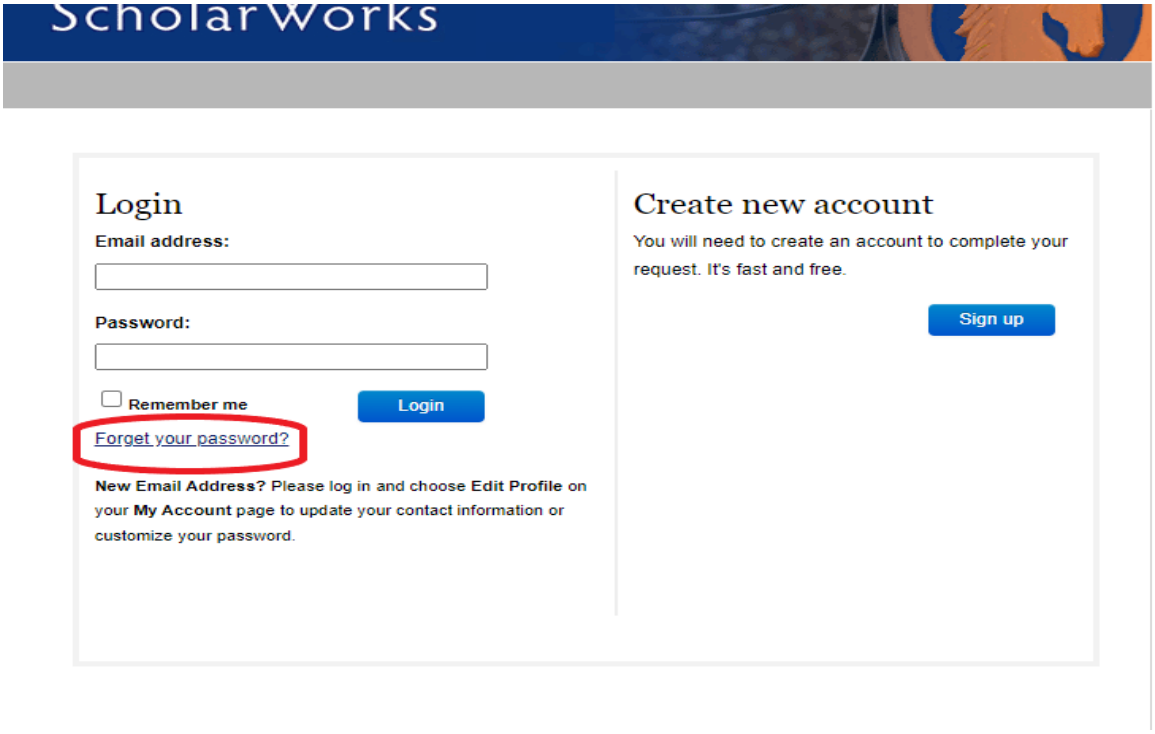
1. Click on the link in the email

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



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.

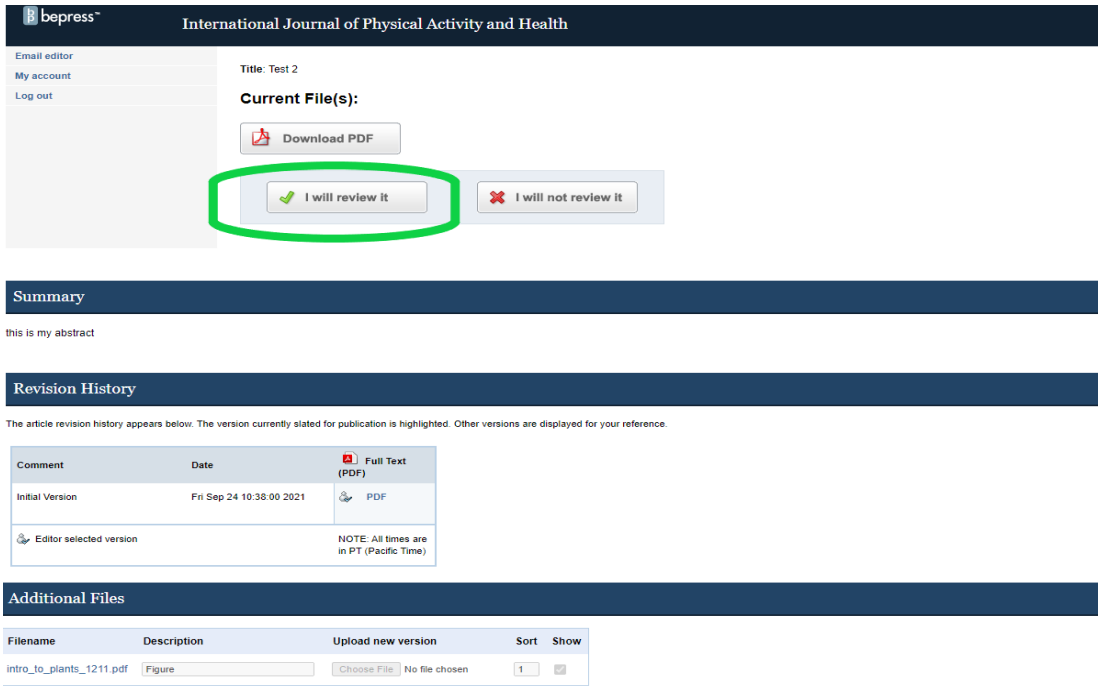


Keep in mind that login is required to submit your review online and to check the status of current submissions.

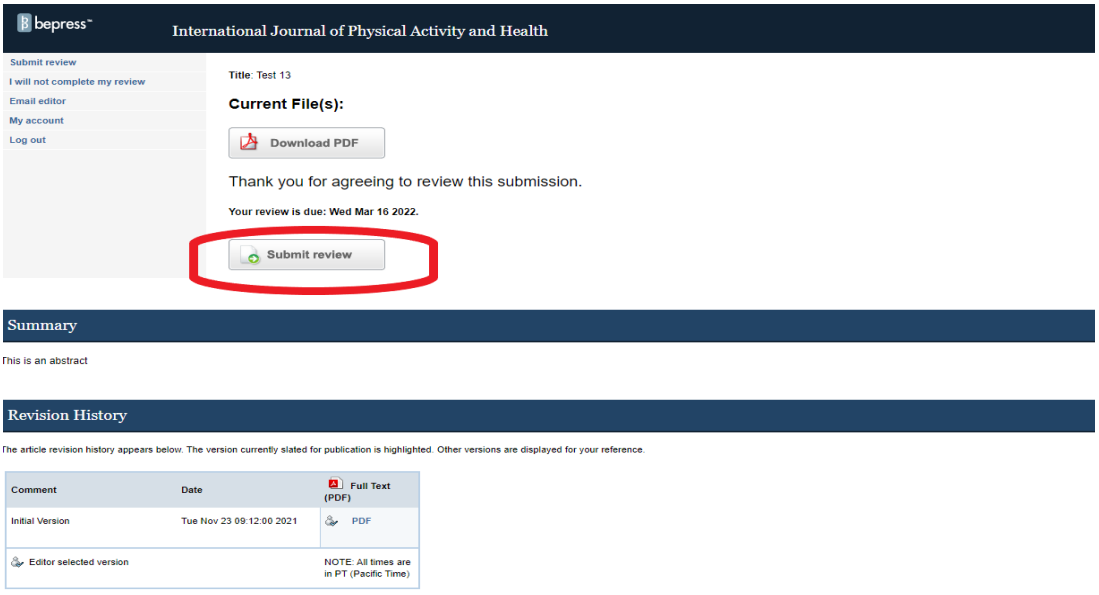
2. After you logged in, you are able to see the list of all the submissions for review, Titles, and their status.

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.

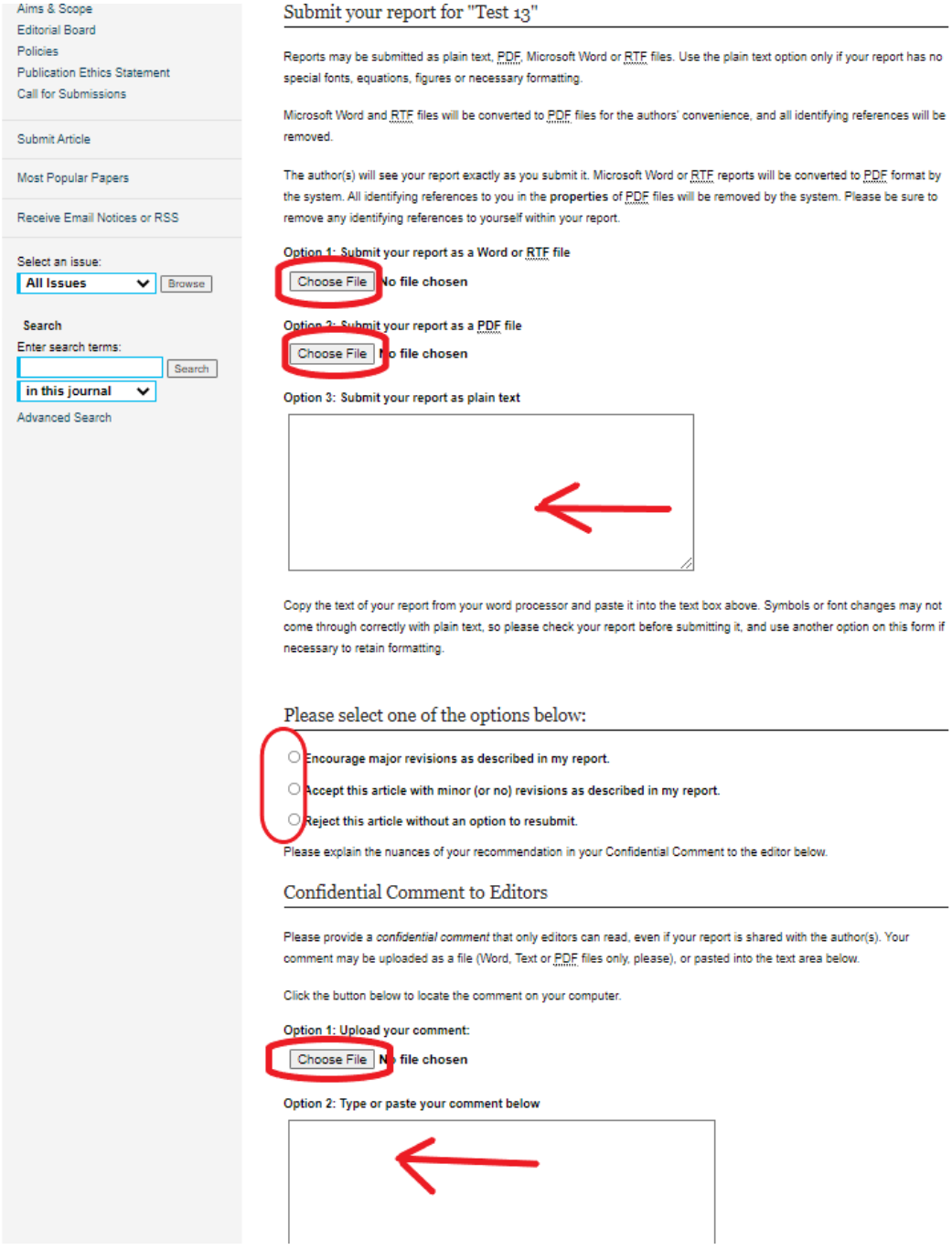


4. You are now able to download a PDF of the submission, read the summary (Abstract), and see the additional files (Supplemental Content)
5. The next step for you is to submit your review by clicking on the “Submit Review” link.



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.



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