

# Guide for the Reviewer

A request to prepare a review will be sent by the leading editor to the e-mail address of the reviewer. Reviewers' accounts have been created by the editors. If you are not among the reviewers of this journal and want to perform such a function, go to the journal's webpage and select **Register** in the registration form by selecting the **Reviewer** option.

## Query to Perform a Review

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If you receive a **Request to Perform an Article's Review** on your e-mail address, click on the link attached in the message. A page with information about the application will be displayed.

In the **Query section**, you will find an abstract and keywords that relate to the text and **review schedule**. It will be given both the final date of the decision to prepare a review and the final date to which it should be drawn up and to send the editorial office the recommendation.

1. Request

2. Guidelines

3. Download & Review

4. Completion

You can also view detailed information about the text submitted by the author by selecting the option **View All Submission Details**.

You must also accept The Consent to collect and process your personal data.

Then decide whether you agree to review the text. If you are ready to prepare it, select the **Accept Review, Continue to Step 2**. If you refuse to review the text, select the **Decline Review Request button**. The notification for the host editor will be generated automatically. Of course, you can make any changes to the notification content. Confirm your choice with the **Send** button.

Accept Review, Continue to Step #2

Decline Review Request

# Guidelines

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If you have agreed to make a review you will get access to the full text of the article.

In the **Guidelines** section you will be asked to become familiar with guidelines for the review. Next, go to step 3 **Review**.

## Download & Review

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In the **Download & Review** section download the file with the text of the article (click the name of the file) and then save it on your data storage carrier.

Enter a review - fill out the review form by selecting the **Review form** and after filling it in, click the **Save** button.

You can also attach and send additional files (the author's text with your corrections). For this purpose in the **Send** section, attach the file by clicking the **Send** button.

When writing a review, you can correspond with the leading editor. To do this, in the **Review Discussions** section, select **Add discussion**. Select the person you want to send the message to.

| Review Discussions |      |            |         | Order  | Add discussion |
|--------------------|------|------------|---------|--------|----------------|
| Name               | From | Last Reply | Replies | Closed |                |

After completing the review (attaching the file, filling in the form) to complete the review, in the **Recommendations** section, select the appropriate recommendation from the list and approve the review by clicking the **Submit Review** button.

### Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

**Attention ! After the approval of the recommendation, further changes in the review will not be possible!**

After selecting the **Submit Review** button, the editor will be notified of the completed review for the leading editor.

**Your review has been completed.**

## Help

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If you have any questions, please contact us: [srees@sggw.edu.pl](mailto:srees@sggw.edu.pl)