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1/ First, you should have received two emails: an invitation email with information about the article you were asked to review; second an email with your registration information if the first time you received a request for review.

In the second email, take note of your username and password (you will be able to change your password on the OJS platform). The information might be needed later in the process, or if you want access to the RQJ dashboard later on.

2/ Go to the submission URL (in the first email). You don’t need to register at this stage yet. Here is the page you will open.

At this stage, you can read the article submission in the “Review files” box. Make your decision to accept or decline the invitation to review after scrolling to the bottom of the page.

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Finally, choose your final recommendation.

The associate editor will receive a notification once you validated your review submission, but you won’t get a confirmation mail.

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