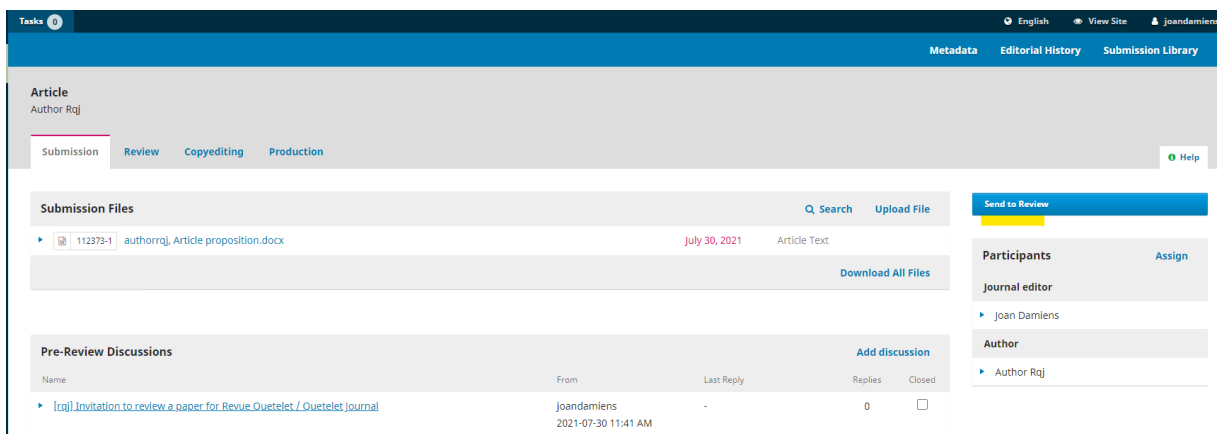


Review process for associate editor:

1/ After receiving a mail inviting you to take charge of a submission, you will find in your dashboard the article you need to process in the “My queue” section. Your name appears in the “Journal editor” box.

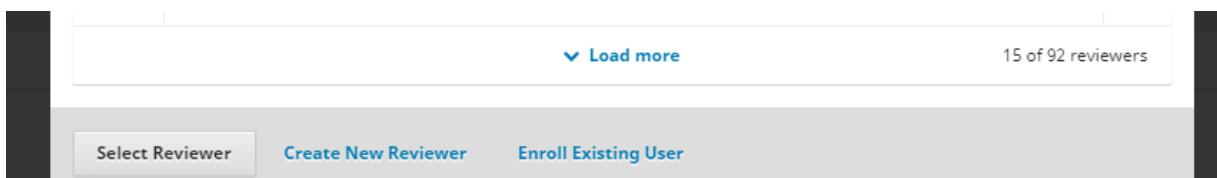
2/ After a first read of the submitted article, you can decide at this stage to desk-reject the article: send a mail to the Chief Editor who will decline the submission (upon final decision by the Editorial Committee) and inform the author.

If you decide the submitted article is worth reviewing (in line with journal scope, clearly written, etc.), make sure the manuscript is anonymous (if not, download the manuscript, remove authors’ name, and upload the anonymous version), and send the anonymous file to review by clicking “Send to Review”:



The screenshot shows a web interface for managing a submission. At the top, there are navigation tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is active. Below this, there are sections for 'Submission Files', 'Pre-Review Discussions', and 'Participants'. The 'Submission Files' section shows a file named 'authorrqj, Article proposition.docx' uploaded on July 30, 2021. The 'Pre-Review Discussions' section shows a message from 'joandamiens' dated 2021-07-30 11:41 AM. The 'Participants' section shows 'Joan Damiens' as the Journal editor and 'Author Rqj' as the Author. A 'Send to Review' button is visible in the top right corner.

3/ Choose and add reviewers. Select an existing reviewer in the list, or scroll to the bottom of the page to “Create New Reviewer”.



The screenshot shows a list of reviewers with a 'Load more' button and a count of '15 of 92 reviewers'. Below the list, there are three buttons: 'Select Reviewer', 'Create New Reviewer', and 'Enroll Existing User'.

To create a new reviewer (see template next page), you need to give them a username, an email address and indicate their affiliation and research interests (this will be useful for later reviews).

Indicate the dates for which the response and the review are needed in the “important dates” section. We recommend two weeks for the response and one month for the review, accounting for possible holidays.

To note, you do not need to fill in the grey elements in the email (name of the reviewer, dates, etc.), they will be filled in automatically when the email is sent.

Add Reviewer ✕

[Back to Search](#)

Create New Reviewer

Name

Reviewer	Quetelet
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*Given Name ** *Family Name*

Username *

reviewerrqj	<input type="button" value="Suggest"/>
-------------	----------------------------------------

*The username must contain only lowercase letters, numbers, and hyphens/underscores. **

Email *

reviewer.rqj@gmail.com

Reviewing Interests

--

Affiliation

UCLouvain

Choose a predefined message to use, or fill out the form below.

[rqj] Article Review Request	▼
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Email to be sent to reviewer

NAME :
I believe that you would serve as an excellent reviewer of the manuscript, "Article," which has been submitted to Quetelet Journal. The submission's abstract is inserted below, and I hope that you will consider undertaking

- 4/ You will receive an automated email indicating whether the reviewer accepted or declined the review.
- 5/ You will then receive another email once the reviewers posted their reviews. You are invited to connect to your OJS account, go on the submission page and confirm the review. To do so, go on "See Review", read and scroll until the end to confirm. Then, you can "Thank Reviewer" or "Revert Decision" (in this case you need to notify the reviewer).

Reviewers			Add Reviewer
▶ Reviewer Quetelet	Complete Recommendation: Revisions Required	Double-blind	Thank Reviewer Revert Decision

You are invited to summarize the reviewers' main comments as well as your own comments and send an email through the OJS platform to the main author, indicating the final decision (accepted, rejected, revision requested...).

6/ Once the author posts the revised manuscript, you are asked to send it back to reviewers, to let them check whether all their comments were taken into consideration by the author.

You can repeat the previous steps if a second review is needed.

7/ Finally, let the committee know once the article is ready for publication.