

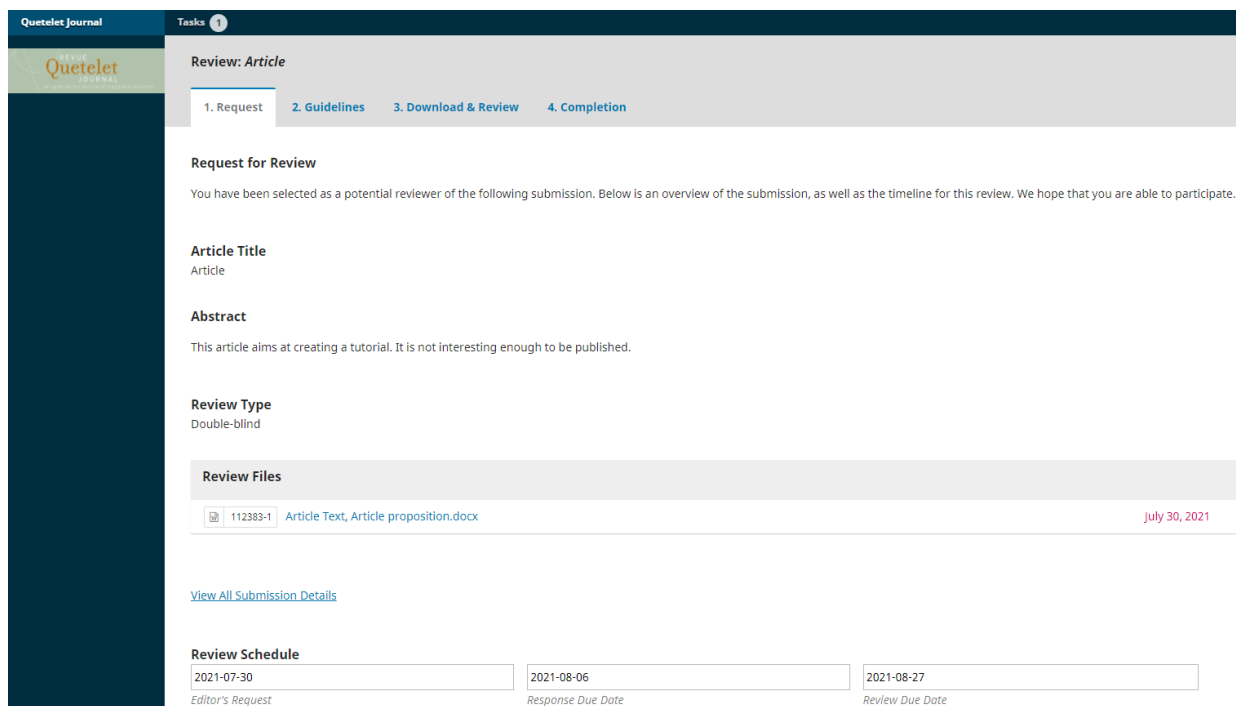
Did you receive an email from an associate editor of the RQJ? Below are the steps you need to follow to become a Revue Quetelet / Quetelet Journal (RQJ) reviewer.

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.



The screenshot shows the Quetelet Journal reviewer interface. At the top, there is a dark blue header with the Quetelet Journal logo and a 'Tasks' section with a notification icon. Below the header, the page title is 'Review: Article'. A progress bar shows four steps: 1. Request (active), 2. Guidelines, 3. Download & Review, and 4. Completion. The main content area is titled 'Request for Review' and contains the following information:

- Request for Review:** You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.
- Article Title:** Article
- Abstract:** This article aims at creating a tutorial. It is not interesting enough to be published.
- Review Type:** Double-blind
- Review Files:** A table with one entry: '112383-1 Article Text, Article proposition.docx' with a download icon and a due date of 'July 30, 2021'.
- View All Submission Details:** A link to view more details.
- Review Schedule:** A table with three columns: 'Editor's Request' (2021-07-30), 'Response Due Date' (2021-08-06), and 'Review Due Date' (2021-08-27).

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.

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Accept Review, Continue to Step #2](#)

[Decline Review Request](#)

2/ If you accepted to review, thank you! An email was sent to the associate editor. You can now access the full article submission. Please read carefully the recommendations to reviewers in [English](#) or in [French](#). Continue to step 3.

3/ Step three is your review. You are invited to type your comments or paste them in the box. Please note that only the comments in the first box will be sent to the authors. Comments in the second box will only be received by the editor. You can also upload some files you would like the author to refer to (e.g. the article with your own edits and comments: this is hugely appreciated by authors), but RQJ does not request a specific document for the review.

Quetelet Journal Tasks 1

Review: Article

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files

112383-1 Article Text, Article proposition.docx

Reviewer Guidelines

[Review Guidelines](#)

Review

Enter (or paste) your review of this submission into the form below.

Good points.

Weaknesses.

Finally, choose your final recommendation.

### 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.

Revisions Required

Choose One

Accept Submission

Revisions Required

Resubmit for Review

Resubmit Elsewhere

Decline Submission

See Comments

\* Denotes required field

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

### Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
No Items					

4/ You may also be contacted and asked to follow the above steps again on a revised manuscript. Kindly check whether your comments were taken into consideration by the authors. You can confirm that the manuscript can be published in its revised version, ask for further edits, or decline the submission.

Thanks for your collaboration!