OJS reviewers' guide

Assigned editors will receive an email with "**[TESOL] Invitation to review paper for the TESOL in Context**" subject (unless the editor selected not to send an email).

1. Access the articles you are assigned to

To view the article assigned to you, click on the *Submission URL* in the email body. Alternatively, you can see articles assigned to you under **My Queue** tab in the **Submissions** page. Click on **View** button to see the article's full record page.

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2. Assign reviewer

In the article **Review** page, read the submission details, scroll down to the end of the page, check the box next to the privacy statement agreement, then click **Accept Review**, **Continue** to **Step #2** (Or **Decline Review Request** to finish the process).

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| | Accept Review, Continue to Step #2 | Decline Review Request |
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- 2- Read the reviewer guidelines and click **Continue to Step #3**.
- 3- The review file is available for download in **Download & Review** step. You can also provide your feedback by filling in the review form.

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 4- Reviewers can upload the reviewed manuscript, as well as any extra comments and files in Reviewer Files section, add discussion and select their recommendation in Download & Review step.

| Jpload | Reviewers | upload their file | s here |
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