# 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.
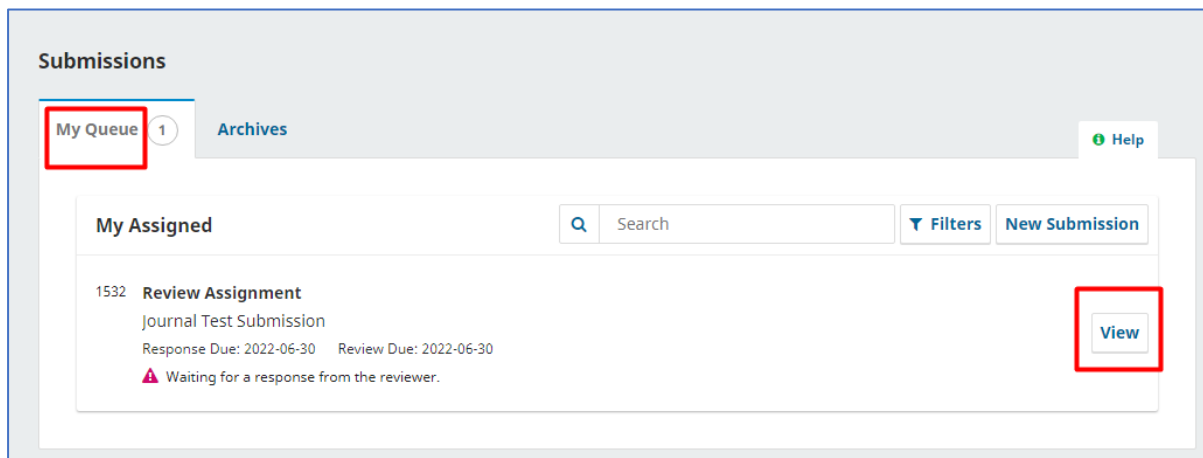
2. Assign reviewer

1- 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).
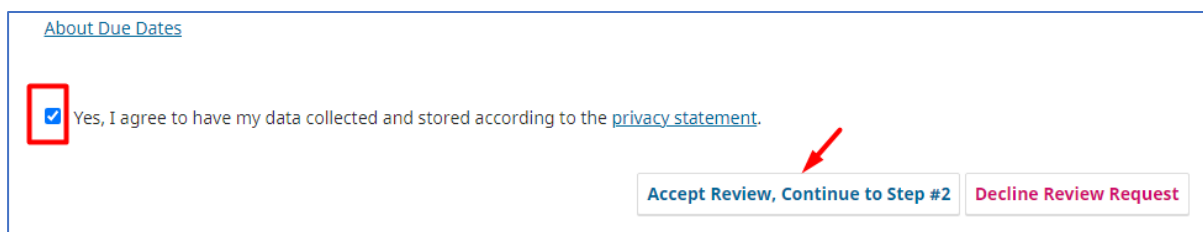
2- Read the reviewer guidelines and click **Continue to Step #3**.
3- The review file is available for download in **Download & Review** step. You can also provide your feedback by filling in the review form.

Review: Journal Test Submission

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

Review Files   Download the anonymised manuscript   Q Search

📄 4975 Anonymised article.docx   June 9, 2022   Article Text

Reviewer Guidelines
Review Guidelines

REVIEW FORM

This is the reviewer's feedback form   Fill in teh review form in this section

Manuscript title:

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.

Upload
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewers upload their files here

Reviewer Files   Q Search   Upload File

No Files

Review Discussions   Start a discussion   Add discussion

Name   From   Last Reply   Replies   Closed

No Items

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.

Choose One   Choose reviewer recommendation
Choose One
Accept Submission
Revisions Required
Resubmit for Review
Resubmit Elsewhere   Submit Review   Save for Later   Go Back
Decline Submission
See Comments

* Denotes required field   Submit review or save for later edits