

# Video Transcript: Step 3, Reviewer Process for Digital Commons Journals

Video Duration: 12 minutes, 5 seconds

## Transcript

This video will cover how to request reviews for a journal in Digital Commons. Once you've received a submission to your journal, and you've read that paper and decided that you would like to send this to reviewers to get their opinion of it, you go to the submission in Manage Submissions and go to the Reviewers link in the sidebar. Now the reviewers section will be where the entire review process takes place for editors, so this is where we will be returning several times during this video as the review process moves forward.

So to begin, we go to the reviewers section, and here we can choose reviewers either from our Master List of Reviewers or from our Author List. By default, all authors are also added to the Master List of Reviewers. If you would not like this to be the case, please contact Consulting Services. We also have the option of entering a new reviewer if that reviewer has never done a review for us before, so I will go ahead and do that right now.

We simply fill out the information about this reviewer, and once that is complete, we can check a box to add them to the Master List of Reviewers if we think that we will want reviewers from this person again in the future. I will go ahead and do so now for this reviewer, and then I will click on "Suggest Reviewer."

Now this person already has an account in Digital Commons, so what the system has done is it's taken the way that the reviewer's name appeared in the account and used it for the review here. So even though I entered it as Demo Reviewer Name, the account information has overridden that. Currently, the status of this reviewer is "suggested," what this means is that the reviewer does not yet know that we are expecting a review.

This gives us the opportunity to first look at the reviewer's review history to see what past reviews they have done for us. In this case there are none, and we can also look at the reviewer's History to get a little bit more detail about the work they have done for us. This gives us information such as whether they have any outstanding requests, meaning that we are still waiting for them to confirm or reject our request to do a review for us, how many reviews they are currently assigned to, meaning how many reviews they have already committed to doing. If they have done a review in the past 45 days, then there will be an x in this column. The number of reviews that they have done in the past 12 months will appear here, and it will also give us the number of turn-around days that it takes them to do their review in this column, and it tells us whether the reviewer is an author. If we want to enter notes about this reviewer, by the way, we can do so in this text field here. The reviewers themselves never see notes that we keep about them.

So we have taken a look at this reviewer, and we have seen that this reviewer does not currently have any reviews that they are working on, so we will go back to the previous screen, and now we know that we can go ahead and request a review from them.

I will go ahead and click on "Request." This gives us the ability to send the review request to them. We have two options for when that review will be due. We can either set a hard date, in which case the review will always be due on this date, and we can enter a date here to override the default. We can also set a soft date, and what this means is that those 21 days will only start counting once the reviewer has actually committed to doing the review, so the days that it takes the reviewer to get around to committing to the review will not count toward those 21 days. If we would like to change the email that is sent to this reviewer, we can do so down here. There is a note reminding us to leave the words DAYS ALLOWED in place here; we should not change that. The link here is what the reviewer uses to get to the review from the email, and down here is the abstract of the article. So

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those three sections are the parts that we usually recommend that you do not change. Otherwise, you can change the text here, specifically for this reviewer.

Keep in mind that if you would like to change the default text, you should contact Consulting Services. For this email I will go ahead and send it as is, and now we have sent a review request to this reviewer.

We have a couple of options: we can send the request again; we can withdraw the request if we have changed our minds; or if the reviewer has contacted us outside the system to let us know if they can or cannot do the review, then we can commit for them or decline for them, if they don't want to or cannot at the moment log in to do that themselves.

But for now, I will go ahead and log out, and I will log in as the reviewer to complete the review process.

So the reviewer has received that email that we just sent that contains a link that will take them straight to the article. In this case we can also go to our My Account page, and as the reviewer, we will see a link to the paper on our My Account page as well.

So I will just follow this link on the My Account page, and it takes me to a screen where I can download the PDF, and it's up to you as the editor whether the reviewers should be allowed to download the PDF before they have committed to doing the review. If you would like us to change that setting, just let us know in Consulting Services.

And now, as the reviewer, we can say whether we will review the paper or not. In this case, I will review it, so I'll check that box. At this point, the editor receives an email letting him or her know that the reviewer is working on this review now.

The reviewer also receives Reviewer Guidelines, which is an email that's sent to the reviewer with some formatting information for how this paper should be prepared. If you have your own formatting requirements, then it's probably a good idea to take a look at the default wording of this email and possibly change it for your journal. If you would like to see what this email says by default, please contact Consulting Services.

So now, as the reviewer, I can either submit my review or let the editor know that I will not be able to complete the review. I can also email the editor if I have questions.

So I will go ahead, and I will submit this review. And here I can share my thoughts on the paper that I have read. I can either upload my report as a Word or RTF file, in which case it will be converted to a PDF. I also have the option of uploading the report as a PDF file. In both of these cases, the properties of that file will be stripped away so that, if the computer has saved information to the file saying that it was created on so-and-so's computer, that information is then removed from the file. And again, this is to preserve the reviewer's identity. We also have the option of submitting the report as plain text, which I will go ahead and do right now. The plain text reports are not converted into PDF.

Now we have the option of recommending a decision to the editor. These are recommendations that the reviewer makes for the next appropriate action on the editor's part; they do not in any way force the editors into taking any of these actions. So I'll go ahead, and I'll say that this article should be accepted.

Finally, the reviewer has the opportunity to upload a confidential Cover Letter that will only be seen by the editors. So once we have filled out all these sections, we will go ahead and submit our report.

And now, our job as the reviewer is over, and so I'll go ahead and log out.

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So the editor has received an email letting him know, or her know, that the review has been received, and now we will log in as the editor to take a look at that review. So we log in, we go back to Manage Submissions, and as I said earlier, the entire review process is handled in the Reviewers link here in the sidebar, so I will return there.

And here I will notice a new section called Submitted Reviews, which allows me to see the review and when it came in. I can see the recommendation that the reviewer made, and I can also take a look at this review by clicking on "View."

So on this screen, I get a little bit of information about this review, about when it all took place. I can see the Cover Letter, and I can download the Referee Report, which in this case is a text file.

To return to the Reviewers screen for a moment, I should mention that we can hide any review that comes in. If the reviewer accidentally reveals his or her identity in the review, we can hide that review, and we can also then either ask for a new review from the reviewer by clicking this link or we can make the changes to the review ourselves and then upload it for the reviewer. If we choose to upload a report on a reviewer's behalf, it will look to authors as if the reviewer had actually uploaded it themselves, so authors will not be able to tell that we had to make those changes as editors.

For now, I will go ahead and leave this review unhidden, and I will change the reviewers allowed for this particular submission to just one because we only need one review for this submission.

Now that we have received a review, we can register a decision based on our reviewer's suggestion. In this case, I will go ahead and I'll accept this submission, keeping in mind that the author will not be able to see the reviews that were received until a decision has been registered. So, in this case, even though the reviewer recommended that I accept this submission, I will instead ask for major revisions to be required for acceptance.

There is more information about registering decisions in a separate video. In this case, I'll just go ahead and register the decision.

So now that a decision has been registered, that email was sent to the author letting him or her know that the decision has been made and that they can follow a link in that email to see the reviews. I'll go ahead and log out, and I will log in as the author this time to take a look at those reviews that were received.

So I can either follow the link in my email or I can go to my My Account page and go here. And as you can see, there's a section on the author's page where he or she can see the reviews. In this case, I can open up the review that was received. As an author now, I am being asked to submit revisions, and of course normally that email would have told me what revisions to make.

When I click on "Revise Submission," I have a new section that was not there before where I can actually respond to the reviews that were received; so for each review that came in, each reviewer will have a section here-- in this case there's only one reviewer so there's one section-- where I can upload a response specifically to that reviewer, which will then allow the reviewer to hear my opinion on the review that was received and how I addressed those requests.

So this concludes the reviewer workflow for Digital Commons. If you have any questions, please contact Consulting Services.