

Reviewer Guide

Thank you for becoming a JPAAP reviewer! Please see below for a step-by-step guide to the review process. You will receive an email when you are assigned an article to review:

JPAAP Reviewer

We believe that you would serve as an excellent reviewer of the manuscript '*title will be shown here*' which has been submitted to Journal of Perspectives on Academic Practice. The submission abstract is inserted below, and we hope that you will consider undertaking this important task for us.

Please log into the journal website by '*date will be shown here*' to indicate whether you will undertake the review or not, as well as to access the submission, and to record your review and recommendation.

The review itself is due '*date will be shown here*'.

Submission URL '*will be shown here*'.

Thank you for considering this request,

JPAAP Editors

Follow the submission URL link from this email and you'll be taken directly into the journal system to accept or decline the review.

Journal of Perspectives in Applied Academic Practice

English View Site jpaapreviewer

Review: Test file for checking

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

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
Test file for checking

Abstract
Test file for checking

[View All Submission Details](#)

Review Schedule		
2018-01-10	2018-01-17	2018-02-07
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

Accept Review, Continue to Step #2 Decline Review Request

You can read the abstract and check further details about the submission such as the list of contributors to check for any conflicts of interest.

Also check whether the dates are possible for you to undertake and complete the review. Each article is assigned a section editor who needs you to respond by a certain date as to whether you accept or decline – this allows the editorial process time to find a new reviewer if necessary. **The Review Due Date is the date that the review should be completed by.**

Click on the accept or decline buttons at the bottom of the page.

Declining the review will take you to an automatic email which you can add to with any reason for declining. This is useful for the editors to know, so that no further reviews are allocated to you if, for example, you are going to be unavailable for a period of time.

Accepting the review leads you onto step 2 Guidelines.

Read the guidelines and move onto step 3 Download & Review.

Download the article which should be showing at the top of the page.

Journal of Perspectives in Applied Academic Practice

English View Site jsapreviewer

OJS
OPEN JOURNAL SYSTEM

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Tasks 1

Submissions

Review Files Search

2854-1 Author, 2017111043851.docx Word file

Reviewer Guidelines
[Review Guidelines](#)

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

Originality

- Is the manuscripts sufficiently interesting and novel so as to warrant publication?
- Does it report evidence-based findings, theoretical, conceptual or practical that can inform and inspire innovative learning and teaching approaches to higher education?
- Is there a clear lessons learnt and/or practical implementations section that answers the 'So what' question?

Structure & language

- Are all key elements (where relevant) present: abstract, keywords, introduction, methods, results, discussion, conclusion.
- Is the manuscript written in a language appropriate to the targeted audience.
- Is the manuscript written at a good academic standard. Please note that you are not expected to correct the English. You will need to raise any concerns with the editor.
- Is there a reference list at the end of the manuscript that conforms to APA referencing style.
- None of the above apply. Please detail in your report.

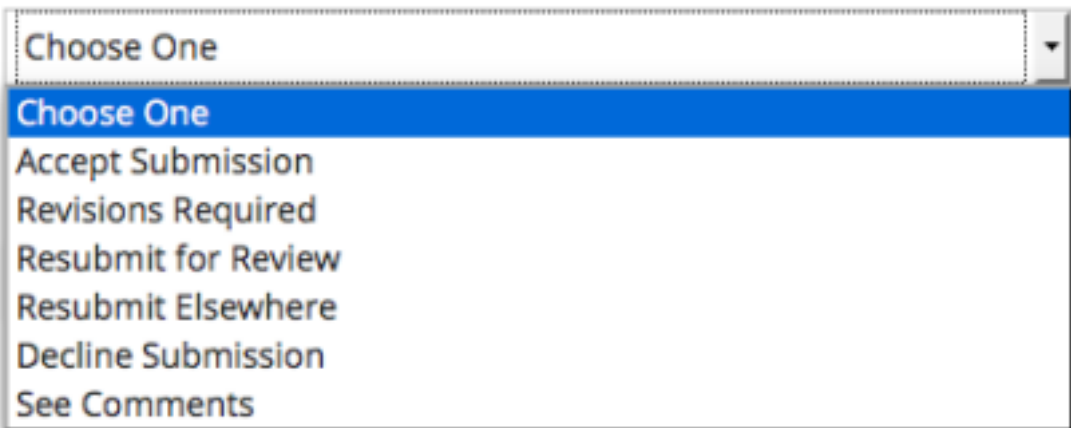
Once you've read the article you can then fill in the online review form, ticking the boxes

that apply.

Then fill in the Confidential Report for the Editor and Feedback for the Author/s. **You may wish to write your report for the editor and feedback for the author/s outwith the system and copy and paste it into the respective boxes - if the review does not submit properly it may not be possible to retrieve your report/feedback text.**

Then recommend a section of the journal for the article **which may be different to the submission section selected by the author.** You also have the option to upload any files, if perhaps you have made highlights in the article itself that you wish the author/s or editor to see.

Finally choose a recommendation for how the editor should proceed, this should be in line with the comments in your review form:



Recommendation
Select a recommendation and submit the review to complete the process recommendation.

Choose One

- Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

* Denotes required field

Then click button to submit review:

Recommendation

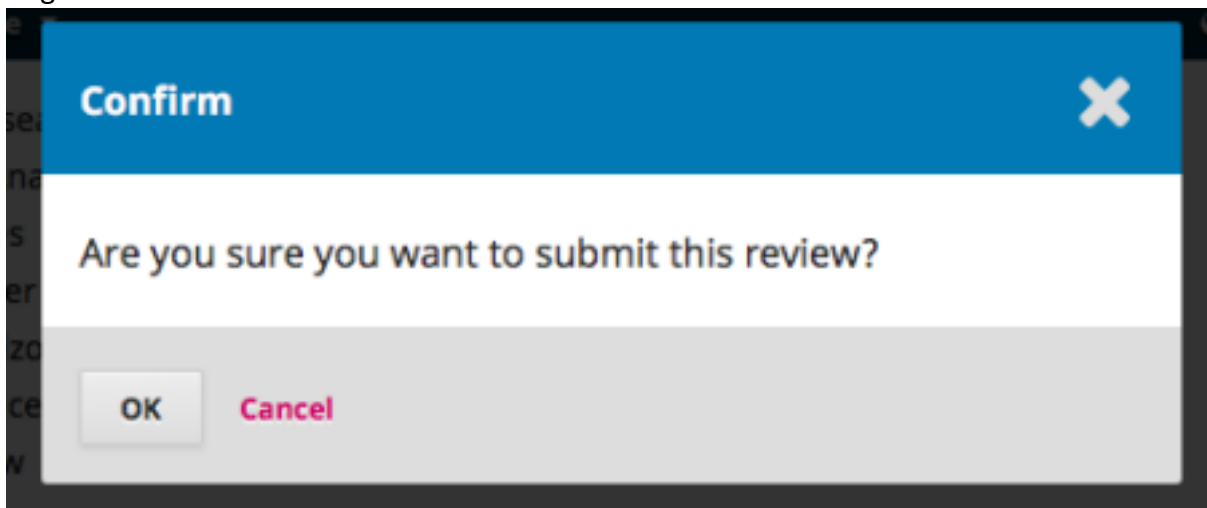
Select a recommendation and submit the review to complete the process. You r recommendation.

Submit Review

Go Back

** Denotes required field*

You'll be asked to confirm you want to submit the review. You cannot go back after this stage.



Your review will then be submitted.

The screenshot displays the OJS (Open Journal System) interface. At the top, the header includes the journal title 'Journal of Perspectives In Applied Academic Practice', the language 'English', a 'View Site' link, and a user profile 'jpeapreviewer'. The main content area is titled 'Review: Test file for checking' and features a progress bar with four steps: 1. Request, 2. Guidelines, 3. Download & Review, and 4. Completion. The current step, '4. Completion', is highlighted. On the left sidebar, there are navigation options for 'Tasks' (with a notification icon) and 'Submissions'. The main message reads: 'Review Submitted' followed by a thank-you note: '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.'

If you have any questions about the review process that are not covered by this guide, please contact lorraineanderson1964@gmail.com