Reviewer account user manual

Creating reviews

1. The author has to register and log into the publishing process support system: www.are.am.szczecin.pl, and enter their login and password used during registration.



2.

3. When a reviewer is asked to write a review, a notifying email will be sent to the email provided. The reviewer may reject or accept to review the manuscript by selecting the appropriate link.

Dear reviewer_180717 reviewer_180717,

Manuscript ID 5 entitled "Manuscript Title" has been submitted to the Scientific Journals of the Maritime University of Szczecin.

In view of your expertise in this area, I am asking if you would be willing to provide a review of this manuscript. If you are interested and available, I ask that your review be completed within two weeks. Please indicate your decision by clicking on the appropriate link below. The abstract can be found at the end of this letter. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate if you could recommend another expert referee. Please click the appropriate link below to automatically register your reply with our online manuscript submission and review system.

Agreed: Acceptance of review

Declined: Rejected of review

Once you accept my invitation to review this manuscript, you will be notified via e-mail about how to access ScholarOne Manuscripts, our online manuscript submission and review system. You will then have access to the manuscript and referee instructions in your Referee Centre.

I realise that journals cannot exist without the generous support of expert referees who greatly contribute to the high standards of the Journal, and I thank you for your present and/or future participation.

Yours Sincerely, Leszek Chybowski I.chybowski@am.szczecin.pl 663946091

MANUSCRIPT DETAILS

TITLE: Manuscript Title

ABSTRACT:

Short Abstract Here Lorem ipsum dolor sit amet enim. Etiam ullamcorper. Suspendisse a pellentesque dui, non felis. Maecenas malesuada elit lectus felis, malesuada ultricies. Curabitur et ligula. Ut molestie a, ultricies porta urna. Vestibulum commodo volutpat a, convallis ac, laoreet enim. Phasellus fermentum in, dolor. Pellentesque facilisis. Nulla imperdiet sit amet magna. Vestibulum dapibus, mauris nec malesuada fames ac turpis velit, rhoncus eu, luctus et interdum adipiscing wisi. Aliquam erat ac ipsum. Integer aliquam purus. Quisque lorem tortor fringilla sed, vestibulum id, eleifend justo vel bibendum sapien massa ac turpis faucibus orci luctus non, consectetuer lobortis quis,

4. The rejection of review request will not delete the reviewer from the future reviewers list for this or any other article.

5. When the reviewer accepts a review request, the review is listed in the 'Under review' tab

MENU	Under review	N			
Under review					
Evaluated papers	Manuscript Id	Title	Due date	Draft	Perform Review
	5	Manuscript Title	2017-08-14 15:37:11	No	Review
			< previous next >		
				Dege 1	
				Page 1 o	of 1, showing 1 record(s) out of
				Page 1 d	of 1, showing 1 record(s) out of
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- 6.
- 7. A review is created by clicking the 'Review' button in the 'Perform Review' column

8. Then, the article has to be read carefully and reviewed by selecting the most appropriate response to the questions in the review form.

Reviews	You are logged in as: reviewer_180717 reviewer_180717 (reviewer)	Logout					
MENU							
Under review	Add Review						
Evaluated papers	Manuscript title: Manuscript Title Show file:						
	Is the paper suitable for publication in Scientific Journals?						
	Is substantive content important for science and practice?						
	Is the title of the article consistent with the content?						
	Is the article subject current?						
	Are objects, hypothesis, thesis clear?						
	Has the author clearly outlined their achievements?						
	Are the results presented genuine?						
	Are the results of practical value? Yes No Difficult to assess						
	Is (are) the method (s) used original?						
	Are the results or the method to be used by other researchers in this						
	Is the bibliography accurate and sufficient?						
	Is the language correct, and the terminology consistent with the current standards (for example, SI units)?						
	Is the illustrating material(figures, tables) appropriate? \odot Yes \odot No \circledast Difficult to assess						
	Does the abstract cover the content of the article well? See Yes I Difficult to assess						
	Status *						
	Minor changes	•					
	Comments						
		<i>A</i>					
	I declare that I have read and understood the Code of Conduct of the Scientific Journals of the Maritime University of Szczecin and I confirm that all my activities related with the Scientific Journals of the Maritime University of Szczecin meet ethical guidelines including adherence to the legal requirements of the study country. ⁺						
	SAVE ONLY SUE	ВМІТ					
Co-financed by MNISW, decision No. 790/P-DUN /2016, task 4. Development of web-based editorial module for exchange of articles in the editor – author – reviewer system.							
	Ministry of Science and Higher Education Republic of Poland						

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- 9. The review can be written in parts. To save the review select the Save Only button.
- 10. When the review has been completed select the Submit button which will send it to the editor.
- 11. The submitted review is now in the Evaluated papers tab in the sidebar menu.
- 12. Please note the text can no longer be modified after submitting your review!