

## REVIEW A MANUSCRIPT – STEP-BY-STEP

When you have been assigned a manuscript to review, you will receive an email from the Editor with instructions and a link to the manuscript review site.

To reach the manuscript, please click on the link given in the email. This will take you directly to the Review area on the journal website, without the need to log in.

When you see the review page - *#[MS ID] Review* - scroll down to the Review Steps to initiate the review:

Step 1 - you click on the icon beside *Will do the Review* link. This will generate an email to the Editor

Step 2 - you will now see the manuscript file - download the paper to review on screen or by printing

Step 3 - click on the icon to enter your review

Step 4 - additional file/s if any can be uploaded here

Step 5 - select a recommendation and press *Submit Review To Editor*

*See also screen shots below!*

PS. In case you cannot access the manuscript the reason could be that the link has been broken by the email server/set-up. If this is the case, please log in to the website using your login details. If you do not have your username and password for the journal's web site, you can click on *Forgot your password?* link to reset your password (which will then be emailed to you along with your username).

If you still experience problems please contact [support@co-action.net](mailto:support@co-action.net) or call at +46-18-495 11 38


The link you have in your email –click on that and you will get to this screen

# Test journal

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## #1927 Review

### Submission To Be Reviewed

Title Sample article title to be found here  
Journal Section Performance Assessment  
Abstract Sample article abstract should be found here  
Articles must include a structured abstract of 200-300 words providing sufficient information for a reader to be able to decide whether or not to proceed to the full text of the article. After the abstract, please give 5-10 key words; avoid using the same words as in the title.  
Submission Editor Co-Action Publishing   
Submission Metadata [VIEW METADATA](#)


This is where you start the review!

As soon as you have accepted to perform the review you will see the manuscript file appearing here!

### Review Schedule

Editor's Request 2010-01-11  
Your Response 2010-03-18  
Review Submitted –  
Review Due –

### Review Steps

1. Notify the editor (within 48 hours) as to whether you will undertake the review within the scheduled time.  
Response Accepted
2. If you have accepted to perform the review, please click on the manuscript file name/s to download and review (on screen or by printing) the files associated with this submission.  
Submission Manuscript [1927-3742-2-RV.DOC](#) 2009-08-07  
Supplementary / Figure File(s) None
3. Click on icon to enter your review.  
Review 
4. In addition, you can upload other files for the editor and/or author(s) to consult.  
Uploaded files None  
    
[ENSURING A BLIND REVIEW](#)
5. Select a recommendation, and thereafter submit the review to complete the process. *Please note: You must complete the review (#3) before selecting a recommendation.*  
Recommendation

When you click on *Submit Review To Editor* an email will be generated to inform the Editor that your review is ready!

### Reviewer Guidelines

If you experience any problems during this process please