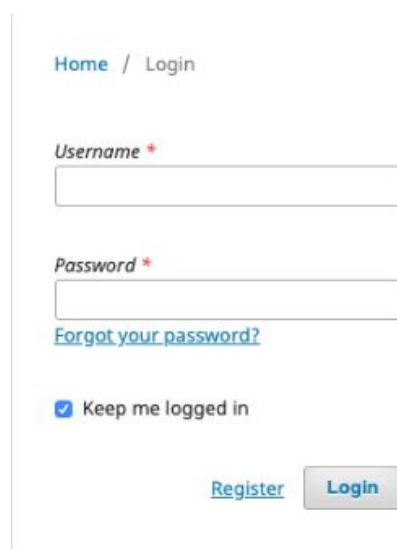


# OMP TUTORIALS

## Internal review/ external review

1. Login with username and password. You must have an internal/external reviewer role previously assigned to you by the editor in chief.



Home / Login

*Username \**

*Password \**

[Forgot your password?](#)

Keep me logged in

[Register](#)

2. Once you're on the dashboard, you'll be able to see the files to which you have been assigned as reviewer and also important dates regarding the review's performance. You must click on the submission to continue.

The screenshot shows a 'Submissions' dashboard with two tabs: 'My Queue' and 'Archives'. Below the tabs is a 'My Assigned' section with a search bar. A single submission is listed with the following details:

ID	Title	Status	Response Due	Review Due
6	Test	Waiting for a response from the reviewer.	2019-04-22	2019-04-29

3. The review details will be displayed: title, description, files (if the editor in chief made them available). To continue you must agree to the policy statement and click on 'accept review, continue to step 2'.

The screenshot shows the 'Review: Test' page with a progress bar indicating the current step: '1. Request' (active), '2. Guidelines', '3. Download & Review', and '4. Completion'. The page content includes:

- 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.
- Book Title:** Test
- Description:** Test
- Review Type:** Double-blind
- Review Files:** A table listing the files associated with the submission.

ID	File Name	File Type
16-1	Book Manuscript, a001e444-2675-4d2f-995c-c9b11cb81150.jpeg	Book Manuscript
17-1	Appendix, Feathertop.pdf	Appendix

[About Due Dates](#)

Yes, I agree to have my data collected and stored according to the [Policy Statement](#).

**Accept Review, Continue to Step #2** [Decline Review Request](#)

4. You will see the guidelines previously set by the editor in chief. After you read them click on ‘Continue to step 3’

**Review: Test**

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

**Reviewer Guidelines**

This publisher has not set any reviewer guidelines.

**Continue to Step #3** [Go Back](#)

5. On this step you can access the files again. You can complete the review on the designated field. You also might have to fill a form on this step

**Review: Test**

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

---

**Review Files** Q Search

16-1	Book Manuscript, a001e444-2675-4d2f-995c-c9b11cb81150.jpeg	Book Manuscript
17-1	Appendix, Feathertop.pdf	Appendix

---

**Review**

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

📄 🗑️ **B** *I* U 🔗 🔗 <> 🔄 📄 Upload 📄

Powered by Tinymce

For author and editor

6. You can add supplementary files by clicking on 'upload file'. When you finish the review you must click on 'Submit Review'

#### Upload

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

Reviewer Files	<a href="#">Search</a>	<a href="#">Upload File</a>
No Files		

Review Discussions	<a href="#">Add discussion</a>			
Name	From	Last Reply	Replies	Closed
No Items				

<a href="#">Submit Review</a>	<a href="#">Go Back</a>
-------------------------------	-------------------------

7. By this step you'll have finished the file review. You can access other submissions assigned to you o keep browsing the platform

Review: Test				
<a href="#">1. Request</a>	<a href="#">2. Guidelines</a>	<a href="#">3. Download &amp; Review</a>	<a href="#">4. Completion</a>	

### Review Submitted

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.

Review Discussions	<a href="#">Add discussion</a>			
Name	From	Last Reply	Replies	Closed
No Items				