



HELP TO REVIEWERS - HOW TO FILL IN THE ON-LINE REVIEW

1) Enter the journal web site (User Home Page) using:

- the journal's URL, the username and password which has been sent to you by e-mail (**Figure 1**), or
- special URL from invitation e-mail that takes you directly to the Review page (**Figure 3**) for the submission (**the most often!!!**).

Figure 1

1.  **SEEFOR** SOUTH-EAST EUROPEAN FORESTRY
International scientific journal in field of forestry

HOME ABOUT CONTENTS FOR AUTHORS FOR REVIEWERS REGISTER **LOG IN** MANUSCRIPT SUBMISSION LINKS

Search...  Home

EARLY VIEW PAPERS CURRENT ISSUE ARCHIVE MOST VIEWED PAPERS AUTHORS LIST Call for Papers

Full title: South-east European Forestry
ISSN Abbreviated title: South-East Eur. For.
ISSN: 1847-6481 (print)
e-ISSN: 1849-0091 (online)
Editor-in-Chief: Djana Vučetić
Managing Editor: Ivan Đaković
Editorial Board: Sezgin Ayan, Dalibor Ballan, György Csíka, Achim Oehrenbusch, Vojislav Dudić, Florin Iora, Aleš Kadunc, Nenad Kačić, Bošana Klarša, Csaba Mátvai, Lajos Nesterovszki, Cecil Komlendik van

CURRENT ISSUE Vol 5 No 1



2.  **SEEFOR** SOUTH-EAST EUROPEAN FORESTRY
International scientific journal in field of forestry

HOME ABOUT LOGIN REGISTER SEARCH

Home > Login

Login

Username Fill in these fields.
Password Fill in these fields.

Forgot your password?

> Not a user? Register with this site
> Forgot your password?

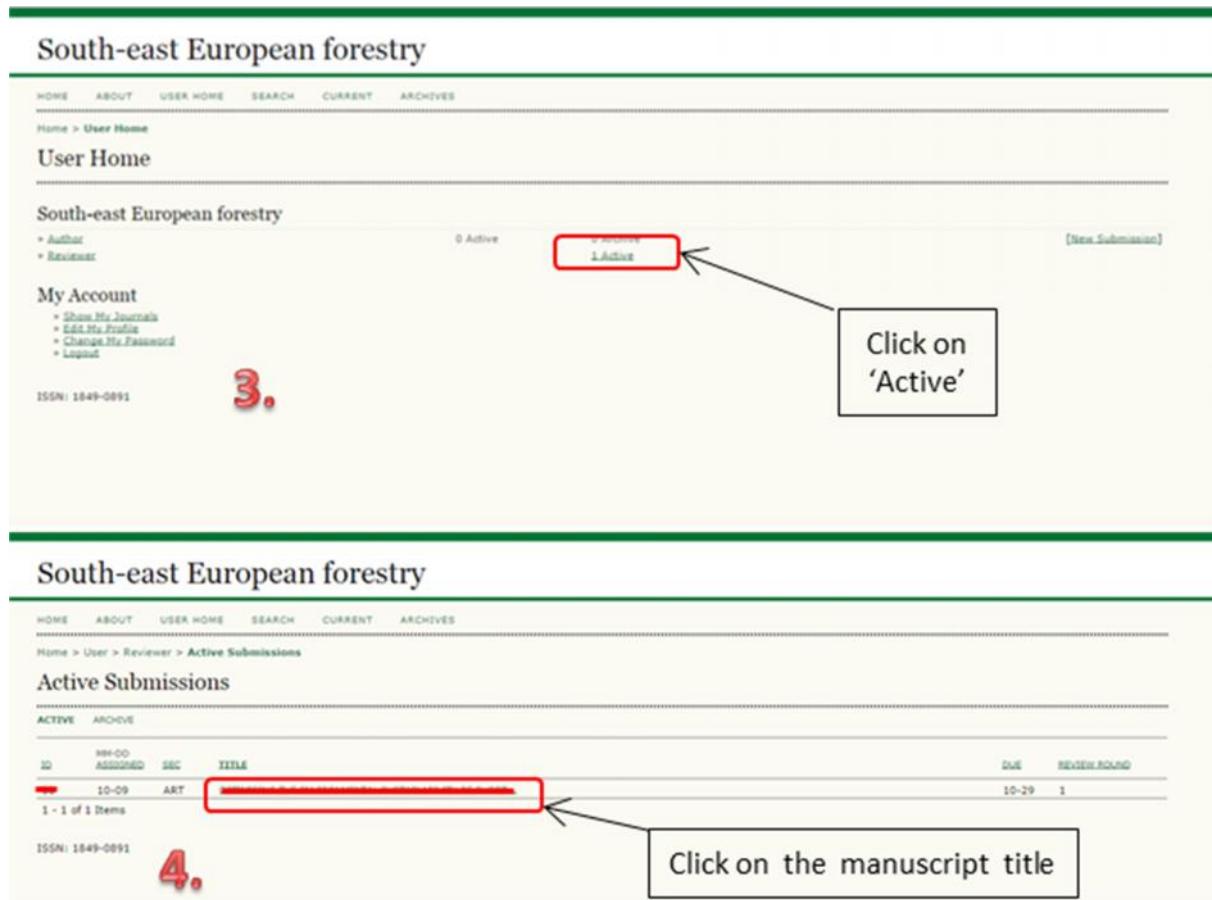
2) Enter the Review Home Page (Figure 2)

On logging in to the journal, you will arrive at the User Home page.

To see the submissions you need to review, click the **Reviewer** link, or click the **Active** link. Both will take you to your active Submissions page (**Review Home Page**). This page lists the submissions which you have been invited to review or are currently in the process of reviewing. The Submissions queue also notes what round the review is, as some reviews may have entered a second round of reviewing, following the Section Editor's decision that the submission must be "resubmitted for review." This page also provides access to past reviews which the Reviewer has completed for the journal.

Clicking on the linked **manuscript title** will take you to the review process.

Figure 2



Screenshot 3: User Home Page

The page title is "South-east European forestry". The navigation bar includes links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. Below the navigation is a breadcrumb trail: Home > User Home. The main content area is titled "User Home". It features a "South-east European forestry" section with links for Author and Reviewer. A "My Account" section includes links for Show My Journals, Edit My Profile, Change My Password, and Logout. The "Active" link is highlighted with a red box and a callout box labeled "Click on 'Active'".

Screenshot 4: Active Submissions Page

The page title is "South-east European forestry". The navigation bar includes links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. Below the navigation is a breadcrumb trail: Home > User > Reviewer > Active Submissions. The main content area is titled "Active Submissions". It shows a table with one item:

| ID | MM-CO ASSIGNED | SEC | TITLE | DUEDATE | REVIEW ROUND |
|-------|----------------|-----|-----------------------------|---------|--------------|
| 10-09 | ART | | Manuscript Title (redacted) | 10-29 | 1 |

A red box highlights the manuscript title "Manuscript Title (redacted)". A callout box labeled "Click on the manuscript title" points to it. The page also includes a footer with the ISSN: 1849-0891.



3) Review Home Page - Conduct on-line review (Figures 3, 4, 5)

Review Home Page consists of the following sections:

- a) **Submission To Be Reviewed** with a summary of the submission details,
- b) **Review Schedule** with all of the important dates associated with the submission, and
- c) **Review Steps** - this section consists of the **5 review steps**.

Step 1 - Notify the Section Editor whether you will undertake the review (Figure 3).

The decision should be made after reviewing the submission's Abstract. If you are able to do the review, click on *Will do the review*, which leads to a standard email to the Section Editor, and which will indicate to Section Editor and Author that the review is underway. If you are unable to do the review, click on *Unable to do the review* which leads to a standard email to the Section Editor.

Figure 3

Figure 3 displays the SEEFOR review process in two screenshots, labeled 5. and 6., illustrating the steps for a reviewer to accept or decline a review request.

Screenshot 5: The "Review" page for a submission titled "Ivan Balenovic". The "Review Steps" section contains the following numbered steps:

1. Notify the submission's editor as to whether you will undertake the review. Response: [will do the review](#) / [unable to do the review](#)
2. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review.
3. Click on icon to fill in the review form. Review Form: [\[link\]](#)
4. In addition, you can upload files for the editor and/or author to consult. Uploaded files: None. Options: [Odatomi datoteka](#) / [Nije odabrana niti jedna datoteka](#) / [Upload](#)
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. Recommendation: [Choose One](#) / [Submit Review To Editor](#)

A yellow callout box with the text "Agree or disagree to do review and send mail to the editor" has an arrow pointing to the "will do the review" link in step 1.

Screenshot 6: The "Send Email" page for the same submission. The "To" field is populated with "Ivan Balenovic <ivanb@sumina.hr>". The message body contains the text: "[SEEFOR] Able to Review" followed by a message from Ivan Balenovic stating: "I am able and willing to review the submission, 'XXXXXXXXXXXXXX' for South-east European forestry. Thank you for thinking of me, and I plan to have the review completed by its due date, 2014-10-29, if not before. XXXXXXXXXXXXXXXX".



Step 2 - Download the Submission File and Supplementary Files (if any) (Figure 4).

Step 3 - Open and Fill in the Review Form (Figure 4).

Click on icon to fill in the Review form.

You may enter or paste partial reviews into these boxes and click the **Save** button at the bottom of the form to return and make changes later. You may return to make such changes until a recommendation on the main Review pages is chosen (Step 5), at which time the Review process is complete.

Figure 4

South-east European forestry

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Reviewer > **Review**

Review

Submission To Be Reviewed

Title
Journal Section
Abstract

7.

Submission Editor Ivan Balenović

Submission Metadata [VIEW METADATA](#)

Review Schedule

| | |
|------------------|------------|
| Editor's Request | 2014-10-09 |
| Your Response | 2014-10-09 |
| Review Submitted | — |
| Review Due | 2014-10-29 |

Review Steps

- Notify the submission's editor as to whether you will undertake the review.
Response Accepted
- Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [20-160-1-RV.DOCX](#)
Supplementary File(s) None
- Click on icon to fill in the review form.
Review Form
- In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
[Odaberi datoteku](#) Nije odabrana niti jedna datoteka. [Upload](#)
[ENFORING A BLIND REVIEW](#)
- Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation [Choose One](#) [Submit Review To Editor](#)

Download submission

Open and fill in Review Form.

ISSN: 1845 South-east European forestry

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Reviewer > K30 > Review Form Response

Review Form Response

SEEFOR - Review Form

SCOPE: Is the content of the manuscript within the scope of the Journal? *

Yes
 Partially
 No

ORIGINALITY: Is there enough original material in this manuscript to warrant its publication? *

Yes
 Partially
 No

TITLE: Is it suitable? Does it clearly describe the manuscript? *

Yes
 Partially
 No

ABSTRACT: Does it reflect the content of the manuscript? *

Yes
 Partially
 No

KEYWORDS: Are they provided? *

Yes
 No

CONFIDENTIAL COMMENTS FOR THE EDITOR (optional)

The on-line reviewer's form requires that a set of questions be answered by using radio buttons or the drop-down box. Required fields are marked (*). Additional comments that are optional may also be provided by using the designated text-box fields.

FIGURES AND TABLES (optional): Additional comments

ENGLISH LANGUAGE: Is the quality of the English satisfactory? *

Yes
 Partially
 No

ENGLISH LANGUAGE (optional): Additional comments

OTHER OBSERVATIONS (optional): Comments for the Author(s)

OVERALL EVALUATION: Scientific relevance, methodological soundness

Excellent
 Very Good
 Average
 Below Average
 Low

FINAL RECOMMENDATION *

Accept without revision
Accept with minor revision
Accept with major revision
Reject with encouraged resubmission
Reject

Please indicate whether or not

Yes
 No

Save Close



Step 4 - Upload additional documents (Figure 5).

Along with the Review form, feel free to add a separate document with additional comments and suggestions if you consider it appropriate. The best approach is to add your comments in a separate document and to link them with the line number of the manuscript. Also, you may add your comments directly to the manuscript by using the 'Insert comment' or 'Track changes' options in the Word program.

Step 5 - Select a Recommendation (Figure 5).

When making the Final Recommendation on a manuscript, please choose one of the following options:

- Accept Submission,
- Revisions Required ("conditional accept"),
- Resubmit for Review ("revise and resubmit"),
- Resubmit Elsewhere,
- Decline Submission.

Finish your review by clicking **Submit Review to Editor** which leads to a prepared email to the Section Editor, and makes your recommendation, saved Review (which is now locked) and any uploaded files available to the Editor.

Figure 5

South-east European forestry

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Reviewer > **Review**

Review

Submission To Be Reviewed

Title: Ivan Balenović

Journal Section: [VIEW METADATA](#)

Abstract:

Submission Editor: Ivan Balenović

Submission Metadata: [VIEW METADATA](#)

Review Schedule

| | |
|------------------|------------|
| Editor's Request | 2014-10-09 |
| Your Response | 2014-10-09 |
| Review Submitted | — |
| Review Due | 2014-10-29 |

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript: [20-160-1-BV.DOCX](#)
Supplementary File(s): None
3. Click on icon to fill in the review form.
Review Form
4. In addition, you can upload files for the editor and/or author to consult.
Unloaded files:
[Odaberi datoteku] Nije odabrana niti jedna datoteka.
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

ISSN: 1849-
SELECT A RECOMMENDATION!

OPTIONAL - Upload additional documents (if any), e.g. comments in the manuscript or in a separate document

CLICK HERE TO FINISH REVIEW!

Choose One