

Reviewer Workflow Guide

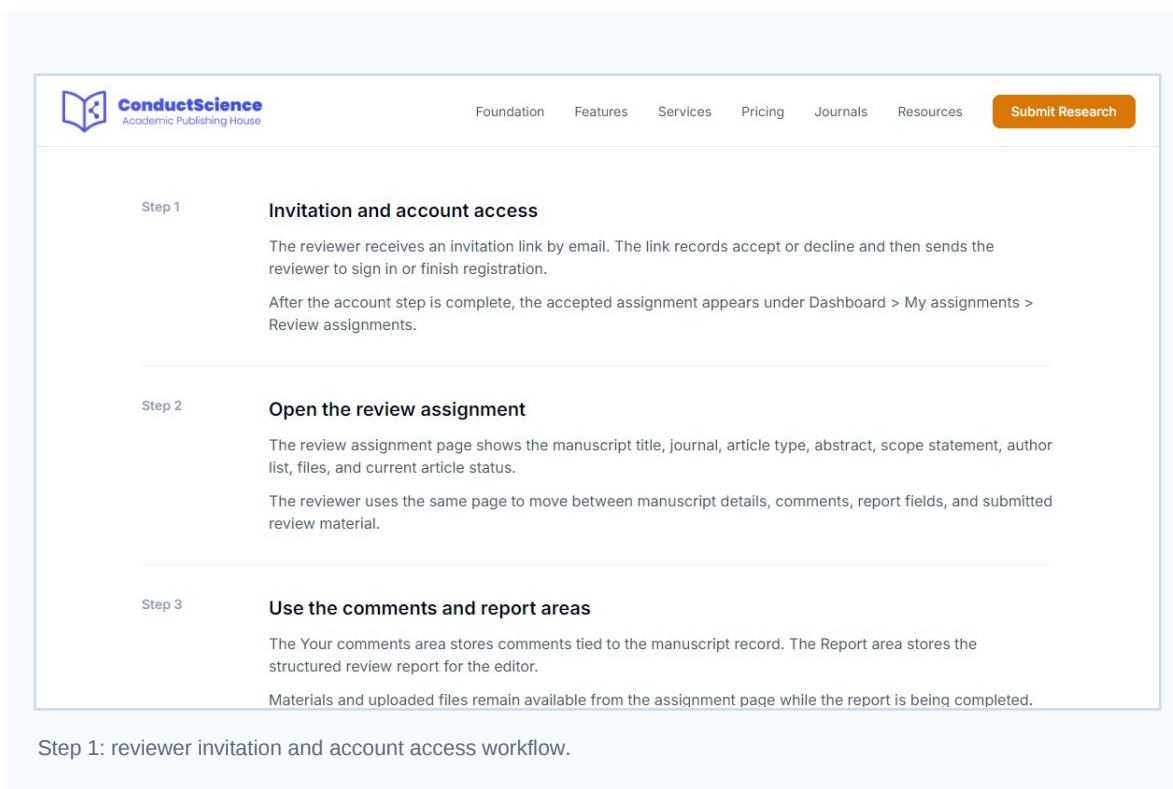
For invited reviewers and reviewer-pool candidates.

A process map for accepting a review invitation, opening the assignment, submitting the report, and staying in the reviewer pool.

1. Invitation and account access

The reviewer receives an invitation link by email. The link records accept or decline and then sends the reviewer to sign in or finish registration.

After the account step is complete, the accepted assignment appears under Dashboard > My assignments > Review assignments.



The screenshot displays the ConductScience Academic Publishing House website. The navigation bar includes links for Foundation, Features, Services, Pricing, Journals, Resources, and a prominent orange 'Submit Research' button. The main content area is titled 'Step 1: Invitation and account access' and contains the following text:

The reviewer receives an invitation link by email. The link records accept or decline and then sends the reviewer to sign in or finish registration.

After the account step is complete, the accepted assignment appears under Dashboard > My assignments > Review assignments.

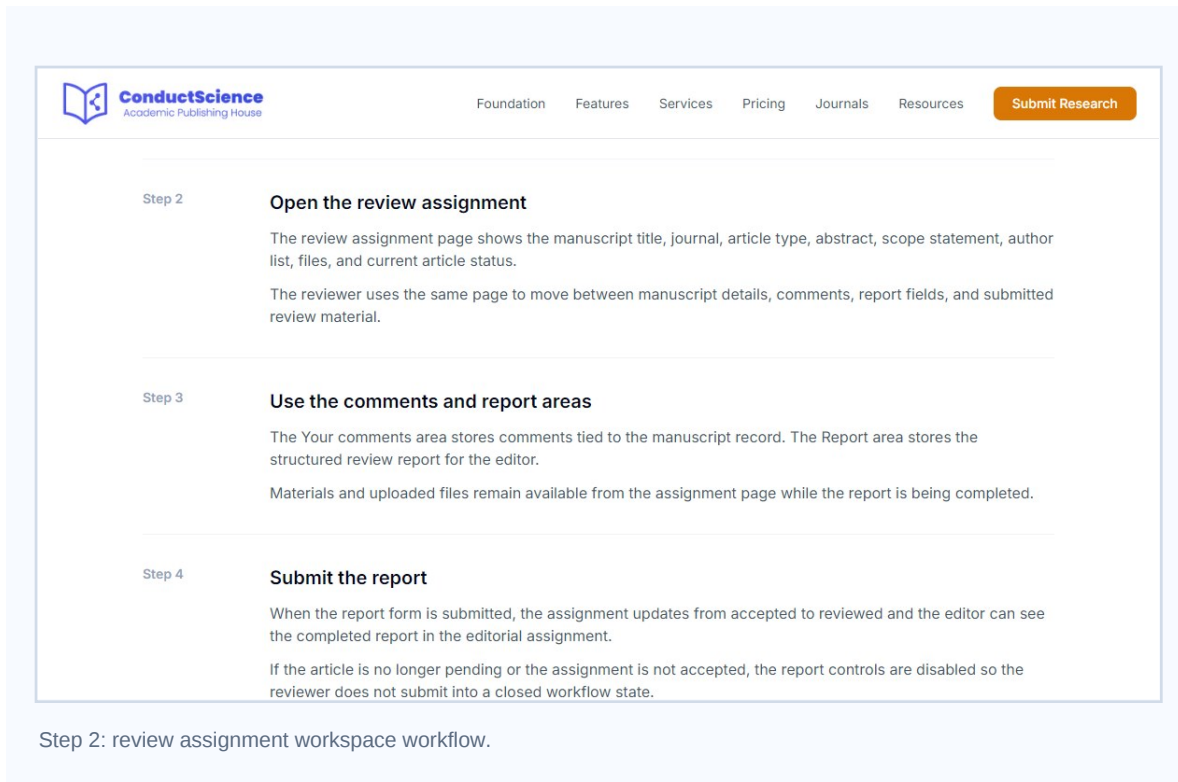
Below this, 'Step 2: Open the review assignment' is shown, with text describing the review assignment page and the reviewer's actions. 'Step 3: Use the comments and report areas' follows, detailing the comments and report sections. A final note states: 'Materials and uploaded files remain available from the assignment page while the report is being completed.'

Step 1: reviewer invitation and account access workflow.

2. Open the review assignment

The review assignment page shows the manuscript title, journal, article type, abstract, scope statement, author list, files, and current article status.

The reviewer uses the same page to move between manuscript details, comments, report fields, and submitted review material.



The screenshot displays the ConductScience Academic Publishing House website. The header includes the logo, navigation links (Foundation, Features, Services, Pricing, Journals, Resources), and a 'Submit Research' button. The main content area is titled 'Step 2: Open the review assignment' and contains three steps:

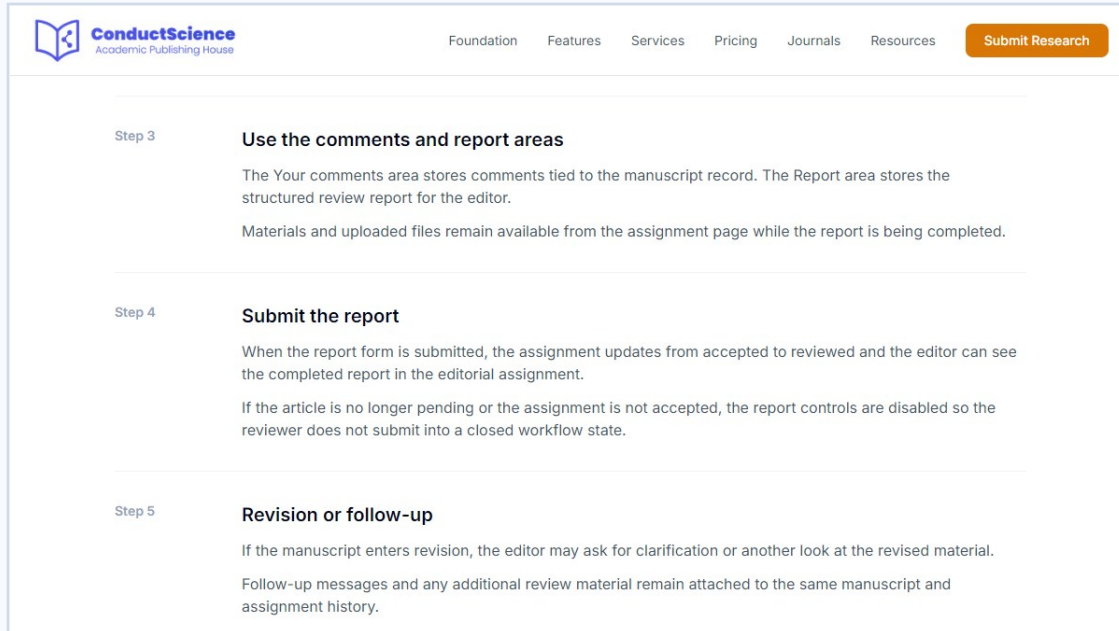
- Step 2: Open the review assignment**
The review assignment page shows the manuscript title, journal, article type, abstract, scope statement, author list, files, and current article status.
The reviewer uses the same page to move between manuscript details, comments, report fields, and submitted review material.
- Step 3: Use the comments and report areas**
The Your comments area stores comments tied to the manuscript record. The Report area stores the structured review report for the editor.
Materials and uploaded files remain available from the assignment page while the report is being completed.
- Step 4: Submit the report**
When the report form is submitted, the assignment updates from accepted to reviewed and the editor can see the completed report in the editorial assignment.
If the article is no longer pending or the assignment is not accepted, the report controls are disabled so the reviewer does not submit into a closed workflow state.

Step 2: review assignment workspace workflow.

3. Use the comments and report areas

The Your comments area stores comments tied to the manuscript record. The Report area stores the structured review report for the editor.

Materials and uploaded files remain available from the assignment page while the report is being completed.



The screenshot displays the ConductScience Academic Publishing House website. The navigation bar includes links for Foundation, Features, Services, Pricing, Journals, Resources, and a prominent orange 'Submit Research' button. The main content area is divided into three sections, each representing a step in the workflow:

- Step 3: Use the comments and report areas**

The Your comments area stores comments tied to the manuscript record. The Report area stores the structured review report for the editor.

Materials and uploaded files remain available from the assignment page while the report is being completed.
- Step 4: Submit the report**

When the report form is submitted, the assignment updates from accepted to reviewed and the editor can see the completed report in the editorial assignment.

If the article is no longer pending or the assignment is not accepted, the report controls are disabled so the reviewer does not submit into a closed workflow state.
- Step 5: Revision or follow-up**

If the manuscript enters revision, the editor may ask for clarification or another look at the revised material.

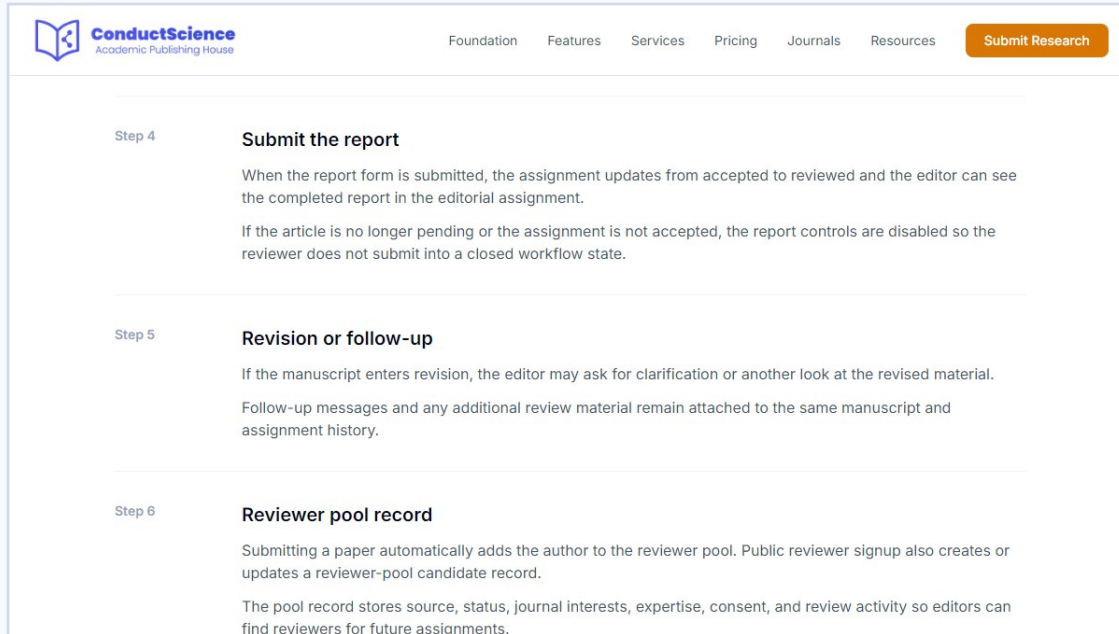
Follow-up messages and any additional review material remain attached to the same manuscript and assignment history.

Step 3: comments and report areas workflow.

4. Submit the report

When the report form is submitted, the assignment updates from accepted to reviewed and the editor can see the completed report in the editorial assignment.

If the article is no longer pending or the assignment is not accepted, the report controls are disabled so the reviewer does not submit into a closed workflow state.



The screenshot displays the ConductScience Academic Publishing House website. The navigation bar includes links for Foundation, Features, Services, Pricing, Journals, Resources, and a prominent orange 'Submit Research' button. The main content area is titled 'Step 4: Submit the report' and describes the process of submitting a report, including the update of the assignment status and the disabling of report controls. Below this, 'Step 5: Revision or follow-up' explains the process of revision and follow-up messages. Finally, 'Step 6: Reviewer pool record' details the automatic addition of authors to the reviewer pool and the storage of review activity.

Step 4: Submit the report

When the report form is submitted, the assignment updates from accepted to reviewed and the editor can see the completed report in the editorial assignment.

If the article is no longer pending or the assignment is not accepted, the report controls are disabled so the reviewer does not submit into a closed workflow state.

Step 5: Revision or follow-up

If the manuscript enters revision, the editor may ask for clarification or another look at the revised material.

Follow-up messages and any additional review material remain attached to the same manuscript and assignment history.

Step 6: Reviewer pool record

Submitting a paper automatically adds the author to the reviewer pool. Public reviewer signup also creates or updates a reviewer-pool candidate record.

The pool record stores source, status, journal interests, expertise, consent, and review activity so editors can find reviewers for future assignments.

Step 4: report submission workflow.

5. Revision or follow-up

If the manuscript enters revision, the editor may ask for clarification or another look at the revised material.

Follow-up messages and any additional review material remain attached to the same manuscript and assignment history.

The screenshot shows the ConductScience Academic Publishing House website. The top navigation bar includes links for Foundation, Features, Services, Pricing, Journals, Resources, and a prominent orange 'Submit Research' button. The main content area is divided into two steps:

Step 5: Revision or follow-up
If the manuscript enters revision, the editor may ask for clarification or another look at the revised material. Follow-up messages and any additional review material remain attached to the same manuscript and assignment history.

Step 6: Reviewer pool record
Submitting a paper automatically adds the author to the reviewer pool. Public reviewer signup also creates or updates a reviewer-pool candidate record. The pool record stores source, status, journal interests, expertise, consent, and review activity so editors can find reviewers for future assignments.

The footer is a dark blue bar with the ConductScience logo on the left and four columns of links: JOURNALS (JAMSA), PLATFORM (Features), RESOURCES (Blog & Guides), and FOUNDATION (ConductScience Foundation).

Step 5: revision or follow-up workflow.

6. Reviewer pool record

Submitting a paper automatically adds the author to the reviewer pool. Public reviewer signup also creates or updates a reviewer-pool candidate record.

The pool record stores source, status, journal interests, expertise, consent, and review activity so editors can find reviewers for future assignments.

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Submit Research

Step 6

Reviewer pool record

Submitting a paper automatically adds the author to the reviewer pool. Public reviewer signup also creates or updates a reviewer-pool candidate record.

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Step 6: reviewer-pool record workflow.