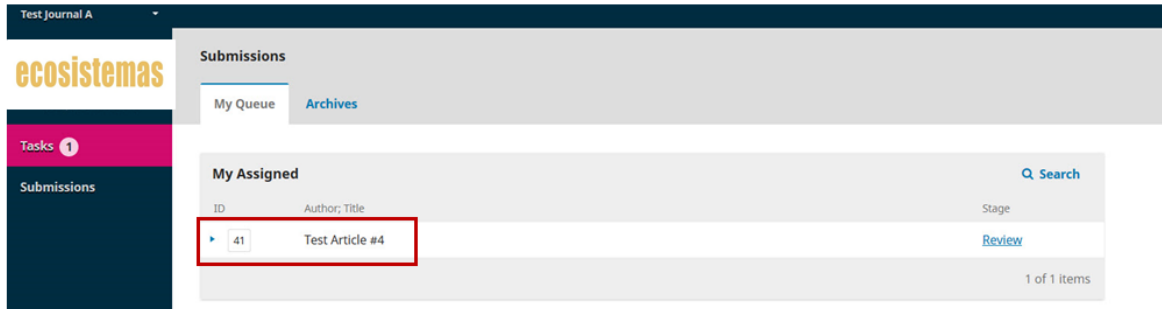


INSTRUCTIONS FOR REVIEWERS

Register on the journal platform with your username and password. Accessing the platform will take you directly to the submission review page.

To access the submission for review, click on the submission ID (number) or its title.

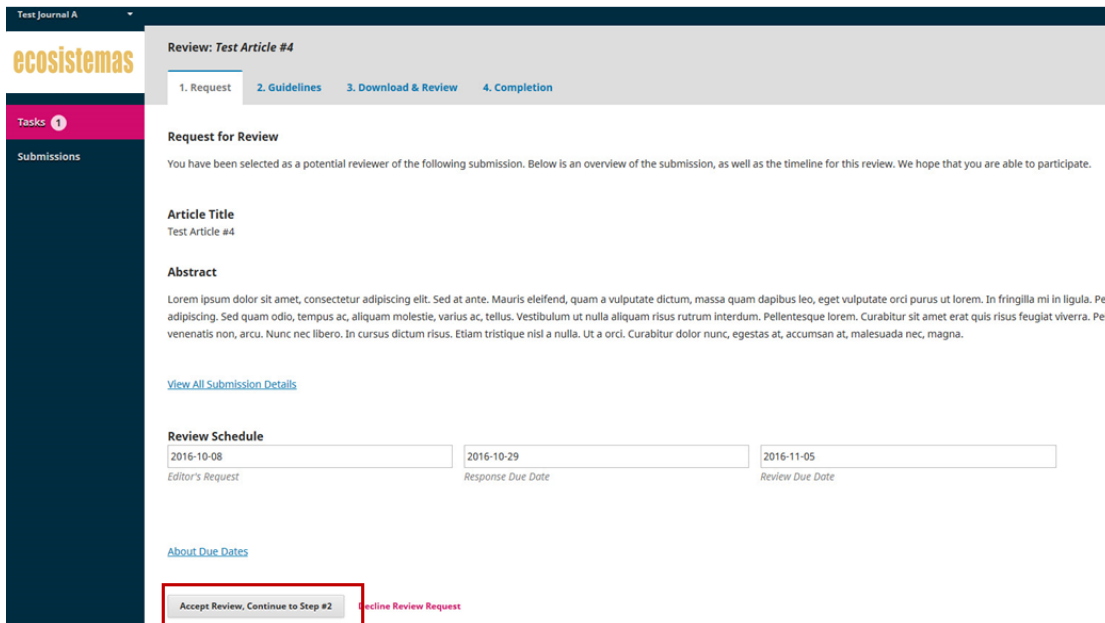


The screenshot shows the 'My Assigned' section of the ecosistemas journal platform. The page has a sidebar with 'Tasks' (1) and 'Submissions'. The main content area shows a table with one submission. A red box highlights the submission ID and title.

ID	Author, Title	Stage
41	Test Article #4	Review

1 of 1 items

You will arrive at the following page where you can complete the review through several steps:



The screenshot shows the 'Review: Test Article #4' page in the ecosistemas journal platform. The page has a sidebar with 'Tasks' (1) and 'Submissions'. The main content area shows the 'Request for Review' section. A red box highlights the 'Accept Review, Continue to Step #2' button.

Review: Test Article #4

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

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.

Article Title
Test Article #4

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed at ante. Mauris eleifend, quam a vulputate dictum, massa quam dapibus leo, eget vulputate orci purus ut lorem. In fringilla mi in ligula. Pe adipiscing. Sed quam odio, tempus ac, aliquam molestie, varius ac, tellus. Vestibulum ut nulla aliquam risus rutrum interdum. Pellentesque lorem. Curabitur sit amet erat quis risus feugiat viverra. Pe venenatis non, arcu. Nunc nec libero. In cursus dictum risus. Etiam tristique nisi a nulla. Ut a orci. Curabitur dolor nunc, egestas at, accumsan at, malesuada nec, magna.

[View All Submission Details](#)

Review Schedule

2016-10-08 <i>Editor's Request</i>	2016-10-29 <i>Response Due Date</i>	2016-11-05 <i>Review Due Date</i>
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[About Due Dates](#)

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

1. Review Request Sent by an Editor

[[View All Submission Details](#)]: The summary and keywords of the submission to be reviewed are displayed.

[[About Deadline Dates](#)]: The editor requests that you accept or reject the review before the "Response Deadline" and complete the review before the "Review Deadline."

The reviewer must compulsorily tick the checkbox consenting to the collection and storage of their data in the journal's reviewer database in accordance with the privacy policy statement.

- a) To accept the review, click on the [[Accept Review. Continue to Step #2](#)] button.
- b) To reject the review, click on the [[Reject Reviewer Request](#)] button.

2. Guidelines for Evaluation

- a) In this step, the evaluation criteria defined by the editorial policy of the journal are outlined. Invited reviewers must check this policy when determining their opinion on the merit of the contribution sent to the journal.
- b) Click [Continue to Step #3]

3. Download and Review

In this step, you can download the original manuscript and associated files for the assigned submission and proceed with the review.

a) Review Files: You can download the full text of the manuscript by clicking on [[Article Text, revision_Xxxxxx xxx, Supplementary Material, etc.](#)]



b) Reviewer Guidelines: After the review, you can revisit the guidelines for evaluation [[Review Guidelines](#)] and rate the different criteria in line with the journal's ethical and quality standards on a scale of 1 to 5, where 5 is the maximum value. To contextualize the evaluation, it is recommended to read the [editorial policy section](#) of ECOSISTEMAS before beginning.

c) Submitting the Review:

- i) Enter or paste your comments to the authors and editor in the designated field.
- ii) Enter or paste comments directed exclusively to the editor in the designated field.
- iii) If desired, using the [[Upload File](#)] option, you can export from your device the revised version of the manuscript with your comments and instructions, or any other file for the editor and/or authors to review.
- iv) To facilitate the reviewer's task, ECOSISTEMAS allows for minor comments or corrections with track changes in the original manuscript.

Review: Test Article #4
1. Request
2. Guidelines
3. Download & Review
4. Completion

Review Files
60-1 pchekov, Author, Test-Article-4.docx
No Files
Search

Review
Enter (or paste) your review of this submission into the form below.
This is a very good article

For author and editor

For editor only

Upload
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).
Reviewer Files
72-1 Reviewer, Reviewer-Test-Article-4.docx
Search Upload File

Recommendation
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Revisions Required
Submit Review Go Back

- v) By clicking on the [\[Add Discussion\]](#) option, you can also initiate a discussion with the editor responsible for the manuscript about various general or specific aspects of the review. To invite the editor to participate, you must activate the checkbox preceding the editor's name.

d) Recommendation:

Select a recommendation (from those available in the recommendations panel) and submit the review to complete the process. You must enter your review comments or upload a file before selecting a recommendation.

e) Submission of the Review:

If you have completed the process, click on the [\[Submit Review\]](#) button; otherwise, you can save your comments to resume the evaluation later or return to the previous step.

4. Finalize

You have now completed your review process. Once the Editor receives your recommendation, you will receive a confirmation message and gratitude for your work. The work of reviewers is invaluable and indispensable for the integrity and quality of the journal, and **ECOSISTEMAS** acknowledges their efforts by periodically publishing their names. **ECOSISTEMAS** is associated with CLARIVATE, a platform that allows for accreditation and recognition of review work through ORCID. Additionally, since 2012, the journal has awarded an annual prize to the best **ECOSISTEMAS** reviewer using the statistics recorded in the OJS manuscript submission platform.