

Celestinesca

How to review submissions on *Celestinesca's* OJS platform

1. Accessing the submission review system

To access the submission review system, you must be registered in the Celestinesca OJS platform as a reviewer.

If you already have a registered user-reviewer, all you have to do is enter your user name and password in the form located on the right-hand side of any of the sections of the website (fig. 1). Another option is to log in from the menu bar. On the right-hand side you will find, in this order, a magnifying glass icon, a person icon and the label "Login". When you place the cursor on this label, a small menu will appear with several options, one of which is "Login" (fig. 2). By clicking on "Login" you will be taken to a form where you can enter your username and password. Once you have logged in with the correct details, you will be taken to your user space, where you will be able to view and manage your reviews.

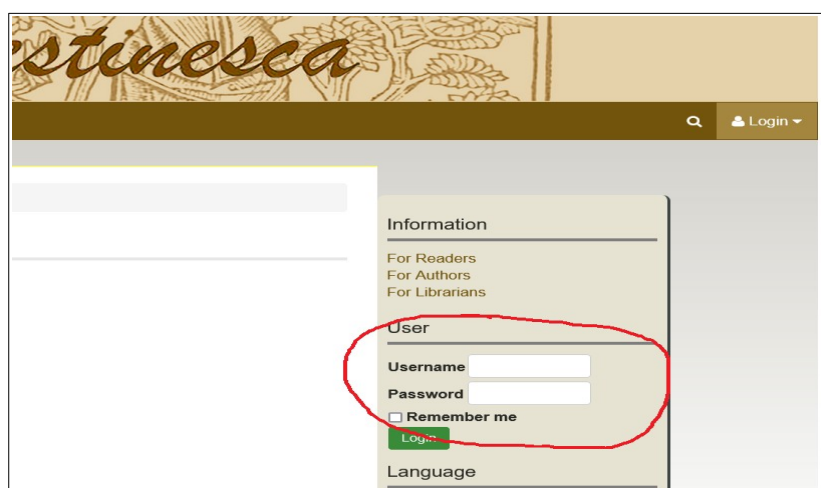


Figure 1: Login form on the right-hand side.

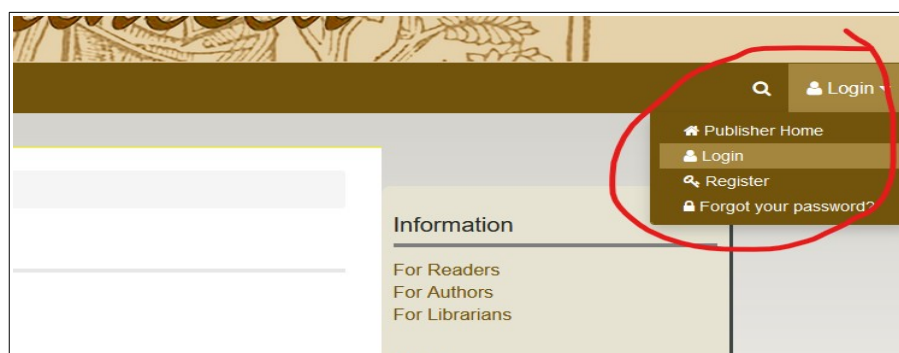


Figure 2: Login menu in the menu bar, far right.

If you do not yet have a reviewer-user, but you do have an author-user or reader-user, when you receive the invitation to become a reviewer, the journal administrators will have already updated your status. You will then be able to access the review system by following the steps outlined above. If this is not the case and your user space does not list your reviewer role, please contact the administrators at celestinesca@uv.es.

If you do not already have a user, when you receive the invitation to become a reviewer you will have the opportunity to create one (Figure 3, more detailed instructions can be found in the invitation itself). You will then be able to access the review system by following the steps detailed above. If you are unable to create your user, please contact the administrators via the email address celestinesca@uv.es.

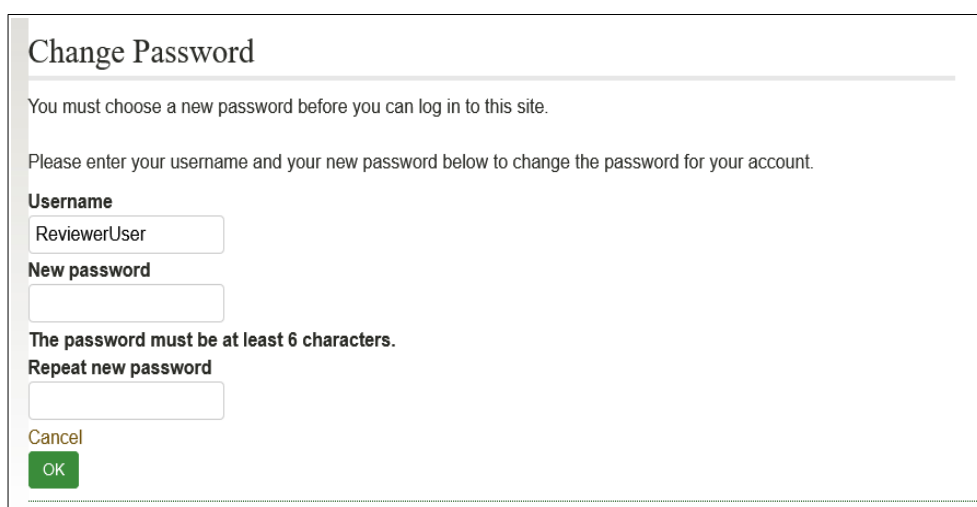


Figure 3: New user-reviewer (or password recovery).

2. Accessing the review

Once in your user space, you will be presented with a list of your assigned roles. You can have only one role assigned to you (fig. 4), or several.

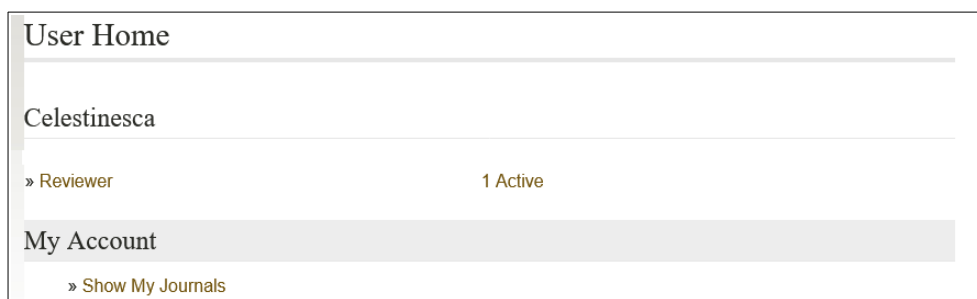


Figure 4: Front site.

By clicking on the reviewer role, you will directly access the list of active submissions, i.e. those in progress. Clicking on the title of the corresponding submission will take you to the details of the review. These include general information about the article and more specific information about the review process itself (fig. 5), as well as

information about the review guidelines (omitted in the screenshot above, but available [here](#)).

#26702 Review

Submission To Be Reviewed

Title	Fake submission
Journal Section	Articles and notes
Abstract	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae turpis iaculis nisi sollicitudin ultricies ut at enim. Proin convallis tortor orci, sed imperdiet ipsum imperdiet in. Nulla eget ultricies nulla, ut rutrum lorem. Etiam at neque ut ligula sodales hendrerit vel non dui. Maecenas nec augue vel diam porta consectetur nec vel risus. Sed est metus, condimentum sed imperdiet et, hendrerit quis velit. Nam augue ex, blandit quis lacus vel, volutpat aliquam diam. Pellentesque laoreet maximus nisi. Donec sed lacus sit amet eros facilisis tempus sed eget lacus.

Submission Metadata [View Metadata](#)

Review Schedule

Editor's Request	2023-05-23
Your Response	—
Review Submitted	—
Review Due	2023-06-20

Review 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. If you are going to do the review, consult Reviewer Guidelines below.
3. 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
4. Click on icon to fill in the review form.
[Review Form](#)
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
 No se ha seleccionado ningún archivo.
6. 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

Figure 5: Details of the review.

3. Step 1. Notifying whether or not you accept the review

In the sub-section "Review steps", at the top of the list, you can accept or decline the invitation (fig. 6). By clicking on the icon that appears after the corresponding option, a predefined message will appear accepting (fig. 7) or declining the invitation. Just click on the "Send" button to let us know your decision.

Review 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. If you are going to do the review, consult Reviewer Guidelines below.

Figure 6: Step 1. Notifying whether or not you accept the review.

Send Email

To: [Redacted]@celestinesca@uv.es>

CC:

BCC:

Send a copy of this message to my address (amaranta.saguar.garcia@gmail.com)

Attachments: No se ha seleccio...o ningún archivo.

Subject: [Celestinesca] Able to Review

Body:

[Redacted]

I am able and willing to review the submission, "Fake submission," for Celestinesca. Thank you for thinking of me, and I plan to have the review completed by its due date, 2023-06-20, if not before.

[Redacted]


Figure 7: Automatic message (I will review the article).

4. Step 2. Downloading the article file

If you agree to review the article, the corresponding file will appear in step 3 of the "Review steps" (fig. 8). Clicking on the file name will start the download process. If this does not happen or you cannot open the downloaded file, please contact the journal administrators at celestinesca@uv.es.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	26702-90019-1-RV.odt	📄	2023-05-23
Supplementary File(s)	None		
4. Click on icon to fill in the review form.
Review Form 
5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

Examinar... No se ha seleccionado ningún archivo.

Ensuring a Blind Review
6. 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


Figure 8: File corresponding to the article.

5. Step 3. Entering review comments

Once you have read the article, you can enter your review comments by clicking on the speech bubble icon behind the "Review" (or "Review Form") label in step 4 of the list (fig. 9).

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	26702-90019-1-RV.odt	📄	2023-05-23
Supplementary File(s)	None		
4. Click on icon to fill in the review form.
Review Form 
5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

Examinar... No se ha seleccionado ningún archivo.

Ensuring a Blind Review
6. 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

Figure 9: Entering review comments.

Clicking on it will load the review form (fig. 10). Fields marked with an asterisk (*) are mandatory.

Review Form

You can complete the evaluation through the system form within 30 days.

You can also make the report in free format and send it to celestinesca@uv.es.

If you have any questions about what to include in your report, you can consult [Celestinesca's Guidelines for Reviewers](#).

I confirm that I have read the information regarding the inclusion of my name, surname and academic affiliation in the list of evaluators that Celestinesca publishes every three years and I accept this processing of my data (please enter your name in the text box below).

*

1) Please type or copy and paste in the text box your general assessment report (no character limit).

*

2) If you wish to include any author-specific comments, please type or copy and paste them into the text box below.

3) Please select the option below that best reflects your position on the following aspects of the work:

ORIGINALITY

*

MUY ORIGINAL ▾

NOVELTY AND RELEVANCE OF RESEARCH RESULTS

*

MUY NOVEDOSOS Y RELEVANTES ▾

METHODOLOGICAL RIGOUR AND EXPOSITORY ARTICULATION

*

MUY RIGUROSO Y BIEN ARTICULADO ▾

SIGNIFICANT AND UPDATED BIBLIOGRAPHY

*

MUY SIGNIFICATIVA Y ACTUALIZADA ▾

FORMAL NEATNESS AND PROSE CLARITY

*

MUY BUENAS ▾

4) Finally, please answer briefly the following questions:

DOES THE TITLE OF THE PAPER CLEARLY REFLECT ITS OBJECTIVE?

*

SI ▾

EVALUATION OF THE ABSTRACT (MAIN LANGUAGE)

*

ES CLARO Y RESPONDE AL CONTENIDO ▾

EVALUATION OF THE ABSTRACT (SECOND LANGUAGE)

*

ES IDIOMÁTICO Y SE CORRESPONDE CON EL RESUMEN EN LA PRIMERA LENGUA ▾

* Denotes required field

Figure 10: Review form.

After filling it in, you can access the review form again to view your answers or modify it by clicking on the speech bubble icon again.

If you do not feel comfortable filling in the form, you can fill in the report in the traditional way and either use the additional file upload option to send it to us (see next step) or send it by e-mail to celestinesca@uv.es.

6. Step 4. Uploading additional files

You can use the upload additional files option in point 5 of the list of review steps to send additional files either to the editors or to the authors (fig. 11). These files can be, for example, PDF versions of the article with comments, articles recommended for reading, scanned notes, etc. To ensure anonymity in the review process also at this step, reviewers are requested to make sure that the materials they upload to share with the author meet the requirements to ensure anonymous review. As the platform changes file names, please also specify which files are for editors and which are for authors. You can do this in the automatic review submission message (see next step), describing which file should be submitted to whom. You can also let us know via email: celestinesca@uv.es.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript 26702-90019-1-RV.odt 2023-05-23
Supplementary File(s) None
4. Click on icon to fill in the review form.
Review Form
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
Examinar... No se ha seleccionado ningún archivo.
Upload
Ensuring a Blind Review
6. 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

Figure 11: Uploading additional files.

7. Step 5. Making a decision on the article

Finally, in step 6 of the list of review steps you can make a decision on the article (fig. 12). To do this, choose the option that suits you best from the drop-down list and click on the button marked "Submit review to editor".

After clicking on the button, you will be shown a predefined message to communicate the submission of the review to the editors (fig. 13). Just click on the

button marked "Submit" to send your review to the journal. This will complete the review process.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript 26702-90019-1-RV.odt 2023-05-23
Supplementary File(s) None
4. Click on icon to fill in the review form.
Review Form
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
 No se ha seleccio...o ningún archivo.

Ensuring a Blind Review
6. 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

Figure 12: Making a decision on the article.

Send Email

To

CC

BCC

Send a copy of this message to my address (amaranta.saguar.garcia@gmail.com)

Attachments No se ha seleccio...o ningún archivo.

Subject

Body

Figure 13: Automatic message confirming that the revision has been sent.