

Directions for Reviewers

1. Go to the Journal Website: <http://www.collin.edu/quest>
2. Click on the [Journal Platform](#) link in the navigation bar on the right.
3. Log in (If needed, create an account by clicking [Register](#) in the navigation bar at the top of the page. During the registration process, be sure to “Register as” a “Reviewer,” see below.)

Register as	<input type="checkbox"/> Reader: Notified by email on publication of an issue of the journal.
	<input type="checkbox"/> Author: Able to submit items to the journal.
	<input checked="" type="checkbox"/> Reviewer: Willing to conduct peer review of submissions to the site.
	Identify reviewing interests (substantive areas and research methods):
	<input type="text"/>

4. Once you log in, you should see the “User Home” (see below).
5. Wait to receive notification from your Section Editor that you have been assigned a submission to review. If you do not receive this notification in a timely manner, email your Section Editor to see if you have been assigned an article to review. Once assigned, you should see an active submission ([1 Active](#)) assigned to you by your Section Editor (see below).



6. Click on the [1 Active](#) link. This link will take you to the active submission(s) you have been assigned to review. (Note: the number will change depending on how many submissions have been assigned to you.)
7. Click on the submission title to see the submission you have been assigned. Scroll down and you will see your Section Editor (in this case, “Submission Editor”), the Review Schedule, and the Review Steps. **NOTE: Be aware of your Review Due date!**
8. Follow the Review Steps listed. (See image below for reference)
 - i. Notify the Section Editor if you are or are not willing to do the review.
 - a. If you are willing, click the icon beside “Will do the review”
 - b. This will take you to the Reviewer Email page. Make sure the email is directed to your Section Editor and click “Send.”
 - c. If you are unwilling, click the appropriate icon and send that email.

- ii. Click on the Submission Manuscript link in #3 to download the paper. Then open the Review Form in #4 by clicking the thought bubble icon. (This icon will not appear until you have agreed to review the submission. See previous step.)

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 [2-2-2-RV.DOCX](#) 2013-09-11
Supplementary File(s) None
4. Click on icon to enter (or paste) your review of this submission.
Review 
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
 No file chosen
[ENSURING A BLIND REVIEW](#)

- iii. Begin making comments on the submission document.
 - a. Using the comment feature in your word processor, make comments throughout the paper. (Your Section Editor will review your comments and notify the author.)
 - b. Fill out the Review Form in the Journal Platform website and click save. (Do not merely answer “yes” or “no.”)
 - c. Once your comments are complete on the submission document, upload the submission file in Review Step #5. This document will be not be read by the author; only the section editor will see it.
- iv. From the dropdown box, select a recommendation (see image).

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

Reviewer Guidelines

Discipline specific guidelines a... er's page on the website. Please consult the review guidelines for your specific discipline.

- ✓ Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

- v. Click “Submit Review to Editor.” (Repeat this process for as many papers as you have been assigned and have agreed to review *by the assigned review deadline.*)