

# Guidelines for Peer-Reviewers

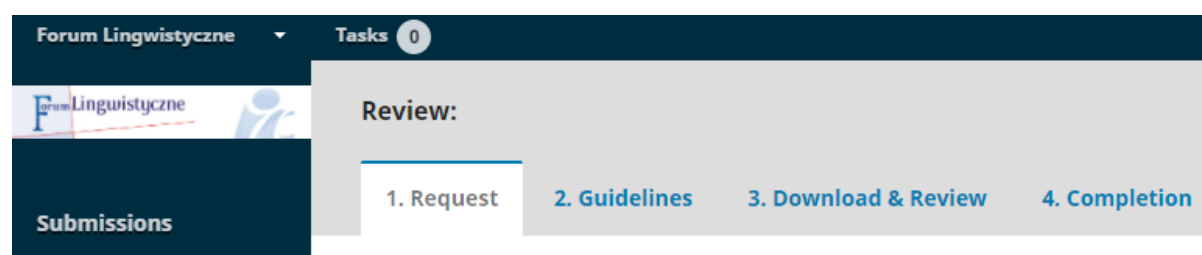
Reviewers are requested to contribute to the issue by the Editor-in-Chief via e-mail. Reviewers' accounts are created in advance by the Editorial Board. If you are not included in the reviewing committee of the journal but you would like to join it, **Register** and select **Reviewer** in the form.

## Request

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Having received a **Request for review** notification via e-mail, follow the link enclosed to access the site containing details of the submission.

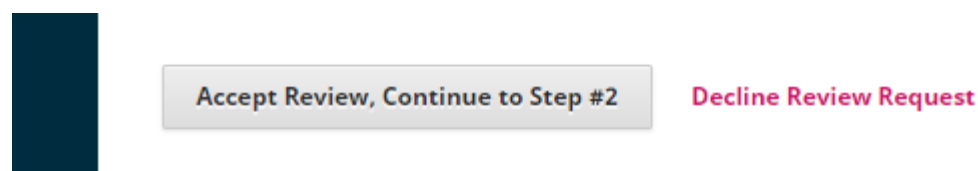
**Request** section contains a full abstract of the submission, key words provided by the author, and **Review Schedule**. There, **Response Due Date** and **Review Due Date** are set, marking the deadlines of the review and reviewer's recommendation.



You can also access the specific information enclosed by the author by selecting **View All Submission Details**.

Moreover, you are supposed to give your consent regarding processing and collecting personal data.

Next, you can accept or decline the request. If you decide to write a review, select **Accept Review, Continue to Step #2**. Otherwise, select **Decline Review Request**. The editor of the issue will be immediately notified of your choice by the system. You can change the text of this automatic notification. Select **Send** to proceed.



# Guidelines

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Participating in the peer-reviewing process grants you access to the complete text of the submission. Read carefully and accept the **Guidelines** for the reviewers provided at this stage. Then, **Continue to Step #3**.

## Download and Review

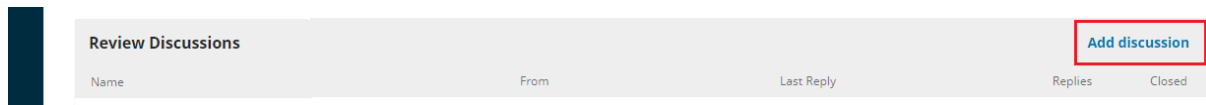
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In this section, you can download the file with the submission (after clicking its name) and save it on your drive.

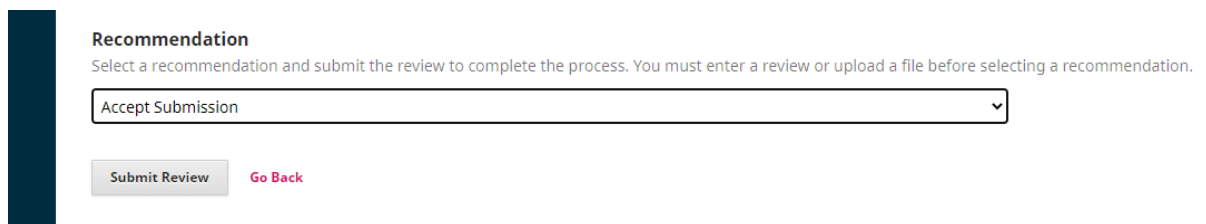
In order to submit a review, select the reviewing form and fill it in. Next, select **Save**.

You can always enclose and upload additional files (for instance, the manuscript including your comments). In order to do so, select **Upload File**, and then **Upload**.

The reviewing process allows you to contact the editor of the issue directly. In order to do so, select **Review Discussion** and then **Start Discussion**. Next, select a member of the board you would like to contact.



After finishing the review (that is, uploading the file and completing the form) select the suitable option below **Recommendation** and confirm your decision by selecting **Submit Review**.



**After Submitting Review no further alterations to either the form or the files can be made!**

After selecting **Send the Review to the Editor**, the editor of the issue will be notified of the progress.

**Your review has just been completed.**