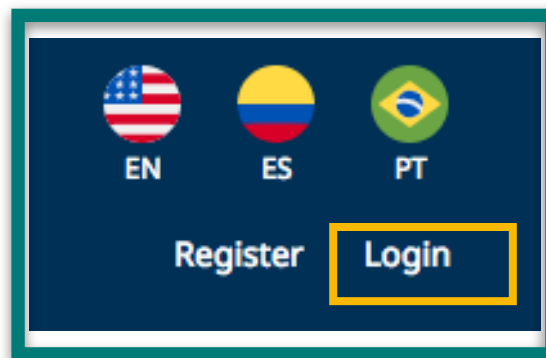


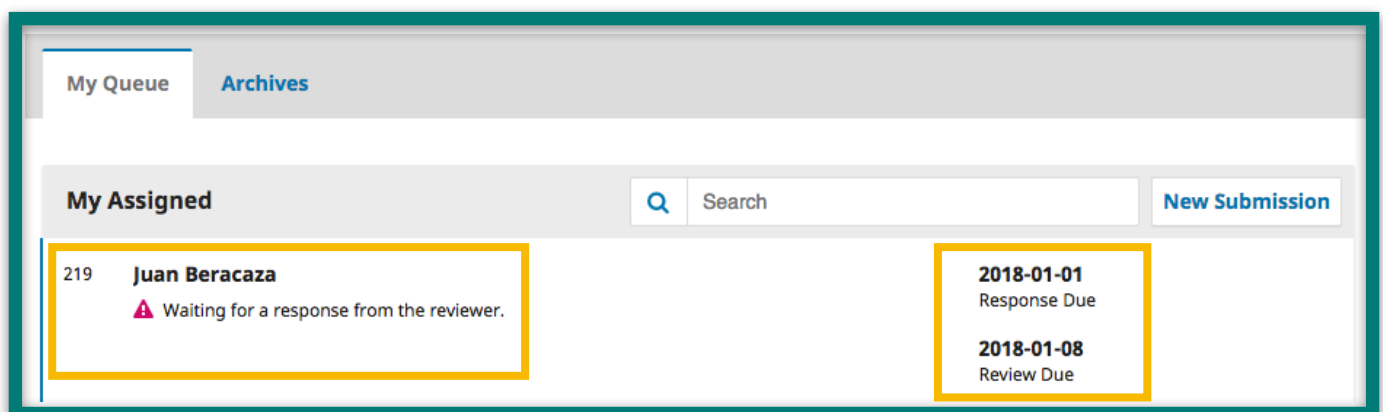
How to review a submission?

Step by step

1 Login into the system by clicking on '**Login**'. Type in your user and password. If you don't have this information, please get in contact with the journal editor.



2 Once you're logged in you will find the submissions that have been assigned to you on '**My assigned**' list. You'll be able to check as well the due dates for the review. Click on the submission on which you want to work to see all the details. You will have to follow four steps to complete the review.



'1. Request': On the **'Review files'** panel you'll see the file or files uploaded by the editor for you to review. After the details you have to either accept the review by clicking on **'Accept Review Continue to step #2'** or decline it by clicking on **'Decline Review Request'**.

Review: .

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

.

Abstract

.

Review Files Q Search

 764-1 Autor, Captura de pantalla 2017-12-11 a la(s) 9.22.12 a. m..png	Article Text
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[View All Submission Details](#)

Review Schedule

2017-12-11	2018-01-01	2018-01-08
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[About Due Dates](#)

Competing Interests

This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.

[Competing Interests](#)

Accept Review, Continue to Step #2 **Decline Review Request**

4

'2. Guidelines': Check on the guidelines defined by the journal editor (if available) and make sure it meets all the requirements. Click on **'Continue to step #3'**.

Review: .

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

Reviewer Guidelines

- 1.
- 2.
- 3.

[Continue to Step #3](#) [Go Back](#)


On step '**3. Download & Review**' you'll have to download the files updated by the editor for you to review by clicking on the name of the file. Fill in the review format if available.

On this step you can write two kinds of messages: to the author and editor simultaneously and/or to the editor only.

Review: .









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

Review Files Q Search

 764-1	Autor, Captura de pantalla 2017-12-11 a la(s) 9.22.12 a. m..png	Article Text
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Reviewer Guidelines
[Review Guidelines](#)

Review
Enter (or paste) your review of this submission into the form below.

  **B** *I* U x^2 x_2      Upload 

Powered by TinyMCE

For author and editor



Then, upload the file with your corrections by clicking on **‘Upload File’** on the **‘Reviewer Files’** section.

Finally, choose a recommendation from the options on the dropdown menu and click on **‘Submit Review’**.



The screenshot displays a review interface with a teal border. At the top is a text editor toolbar with icons for copy, paste, bold (B), italic (I), underline (U), superscript (x²), subscript (x₂), link, unlink, code (<>), and fullscreen. An 'Upload' button with a plus icon is also present. Below the editor is a 'Powered by TinyMCE' watermark and the text 'For editor only'. The 'Upload' section includes a heading, a description, and a 'Reviewer Files' table with a search bar and an 'Upload File' button highlighted in yellow. The table is currently empty, showing 'No Files'. Below this is the 'Recommendation' section with a description and a dropdown menu showing 'Choose One', also highlighted in yellow. At the bottom are 'Submit Review' and 'Go Back' buttons, with 'Submit Review' highlighted in yellow.

Finally the system will generate the confirmation for the completion of the review. Now the editor will be able to see your review and recommendation on his **'Submissions'**.

Review: .

1. Request

2. Guidelines

3. Download & Review

4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.



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