

Reviewing a manuscript of *Parallèles* through the OJS system

1. If you are asked to review a manuscript for *Parallèles* for the first time, you will receive an e-mail with your login credentials. For any questions, please contact our editorial assistant Tobias Wehrli (Tobias.Wehrli@unige.ch).
2. You will receive a review-request by e-mail. This e-mail contains a link to the OJS-platform that leads you directly to the submission that you are requested to review:

Article Title
Test peer-review

Abstract
Peer review

Review Type
Double-blind

[View All Submission Details](#)

Review Schedule

25-10-2019	05-11-2019	15-01-2020
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[About Due Dates](#)

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

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

3. In order to accept the review task, click on **Accept review, Continue to Step #2**.
4. Carefully read the *Reviewer guidelines* before you **Continue to Step #3**:

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

Reviewer Guidelines

We attach great importance to the reviewing process, which aims to ensure the quality of papers published, assist editors in making decisions and help authors improve their research. We kindly request that you keep these objectives in mind when writing your comments.

Please maintain a respectful tone and stick to the following principle: evaluate the product, not the person.

You can write specific comments directly in the Word file, in addition to filling out this review form. If you do so, however, please make sure that the comments appear anonymously.

Thank you very much for your valuable contribution. We really appreciate your support.

Continue to Step #3 **Go Back**

5. You can now download the manuscript.

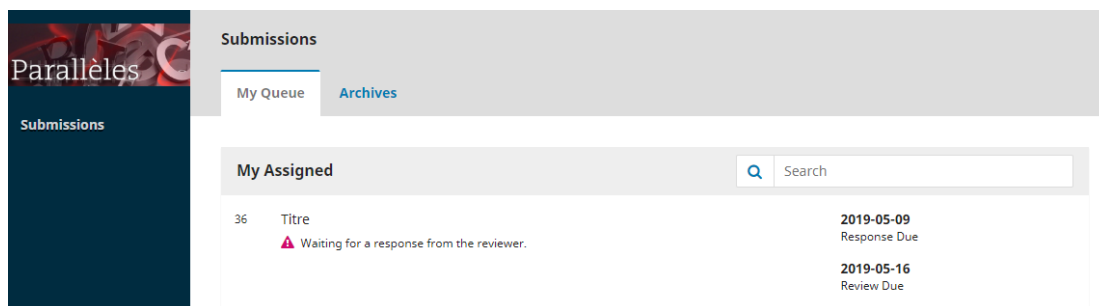
Review: Test peer-review

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

Review Files [Q Search](#)

196-1	Manuscript Parallèles, Bio-TIM.docx	October 25, 2019	Manuscript Parallèles
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6. When you are ready to complete the evaluation form, log to the [OJS-platform](#). In the **Submissions** section, click on the review task that has been assigned to you:

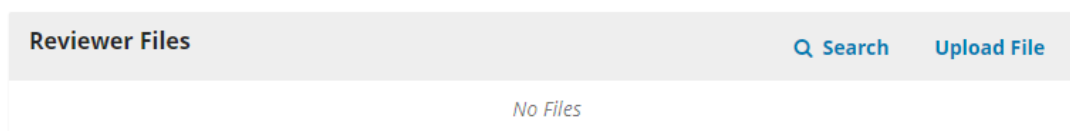


My Assigned		Search
36	Titre ⚠ Waiting for a response from the reviewer.	2019-05-09 Response Due
		2019-05-16 Review Due

7. Complete the evaluation form. If you have added comments/corrections directly in the author's manuscript, please upload your commented word-file in the Upload section.

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).



Reviewer Files Search Upload File

No Files

8. In the Recommendation-part (last question of the review-form), please select the option **See Comments**.

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.

9. In order to finalize the review, click on **Submit review** and confirm with **OK**.