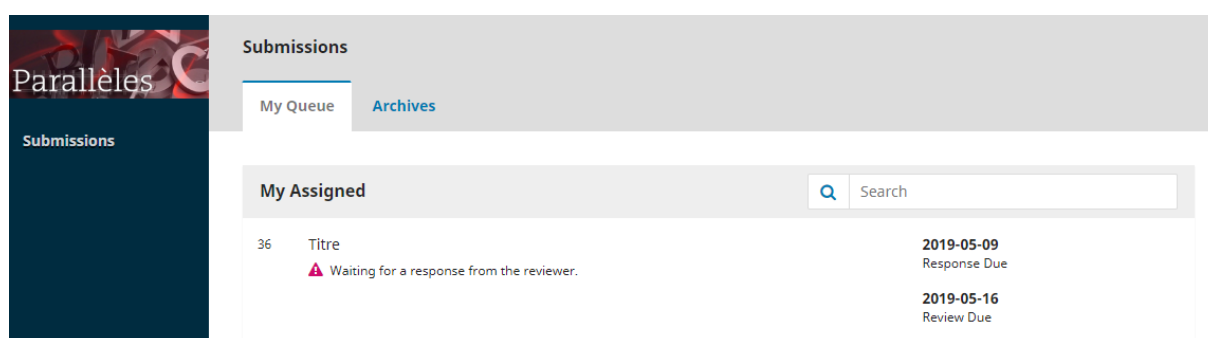


# Reviewing a manuscript of *Parallèles* through the OJS system

1. You should have received an e-mail with your login credentials. For any questions, please contact our editorial assistant Tobias Wehrli ([Tobias.Wehrli@unige.ch](mailto:Tobias.Wehrli@unige.ch)). Go to <https://bibliotool.unige.ch/ojs/index.php/paralleles/login> and log into the OJS platform.
2. In the **Submissions** section, click on the review task that has been assigned to you:

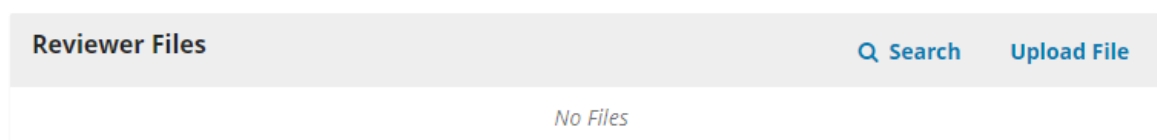


My Assigned		Search
36	Titre ⚠ Waiting for a response from the reviewer.	<b>2019-05-09</b> Response Due  <b>2019-05-16</b> Review Due

3. In order to accept the review task, click on **Accept review, Continue to Step #2**.
4. Click on **Continue to Step #3**.
5. Fill in the evaluation form. If you have added comments/corrections in directly in the author's manuscript, you can upload this 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
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6. In order to finalize the review, click on **Submit review** and confirm with **OK**.