
Welcome!

Thank you for your willingness to be a reviewer for OTE! This guide will explain how to review an article using the OTE website.

STEP 1

File the welcome e-mail

If you received a registration e-mail similar to the one below, please take note of the username and password provided in it.

[OTE] Registration as Reviewer with Old Testament Essays

In light of your expertise, we have taken the liberty of registering your name in the reviewer database for Old Testament Essays. This does not entail any form of commitment on your part, but simply enables us to approach you with a submission to possibly review. On being invited to review, you will have an opportunity to see the title and abstract of the paper in question, and you'll always be in a position to accept or decline the invitation. You can also ask at any point to have your name removed from this reviewer list.

We are providing you with a username and password, which is used in all interactions with the journal through its website. You may wish, for example, to update your profile, including your reviewing interests.

Username: [REDACTED]
Password: [REDACTED]

Thank you,
Gerrie Snyman

Sent by the Old Testament Essays (OTE) Online System
<http://otwsa-otssa.co.za/ote/>

NOTE: You will not receive this e-mail if you have previously registered as a reviewer on the OTE website.

STEP 2

Click the link in the review request

You will receive a review request e-mail, similar to the following. Click the link in the e-mail to go to the OTE website.

[OTE] Article Review Request

Toets Persoon:

I believe that you would serve as an excellent reviewer of the manuscript, "ToetsTitel," which has been submitted to Old Testament Essays. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by [2014-06-01](#) to indicate whether you will undertake the review or not, as well as to access the submission and to ~~record your review and recommendation. The web site is~~ <http://www.otwsa-otssa.org.za/ote/index.php/journal>

The review itself is due [2014-06-22](#).

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username).
<http://www.otwsa-otssa.org.za/ote/index.php/journal/login/resetPassword/toetspersoon?confirm=d36b96>

Submission URL:
<http://www.otwsa-otssa.org.za/ote/index.php/journal/reviewer/submission/5>

Thank you for considering this request.

STEP 3

Log in using the box on the right

Enter the username and password you selected when you initially registered your account, or the username and password you received in Step 1.

NOTE: If you have forgotten your password, please [visit this page](#).

Old Testament Essays
« Return to main OTSSA website

HOME ABOUT LOGIN REGISTER

Home > Old Testament Essays

Old Testament Essays

ISSN 2312-3621

Welkom!

USER
Username
Password
☐ Remember me
LOGIN

STEP 4

View review requests

NOTE: If you do not arrive at this screen after logging in, you may continue directly to the next step.

Once you have logged in, you will arrive at your 'User Home'. Under the "Old Testament Essays" heading, you will see your role(s): "Reviewer" and (optionally) "Author". Click the "[X] Active" link next to the "Reviewer" entry (where [X] is the number of active review requests).

The screenshot shows the 'Old Testament Essays System Console' interface. At the top, there is a navigation bar with links: HOME, ABOUT, USER HOME, and SEARCH. Below this, a breadcrumb trail reads 'Home > User Home'. The main heading is 'User Home'. Under 'My Journals', there is an entry for 'Old Testament Essays' with a sub-link '» Reviewer' and a red-bordered box containing '1 Active'. To the right, there is a sidebar with 'OPEN JOURNAL SYSTEMS', 'Journal Help', and a 'USER' section stating 'You are logged in as... toetspersoon' with links for 'My Profile' and 'Log Out'. At the bottom, there is a 'My Account' section with links for '» Edit My Profile', '» Change My Password', and '» Logout'.

STEP 4

Open the review request

Click the title of the submission you have been asked to review.

The screenshot shows the 'Old Testament Essays' website. At the top, there is a navigation bar with links: HOME, ABOUT, USER HOME, and BROWSE ISSUES. Below this, a breadcrumb trail reads 'Home > User > Reviewer > Active Submissions'. The main heading is 'Active Submissions'. Under 'ACTIVE', there is a table with the following data:

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
2	05-25	ART	TOETSTITEL	06-22	1

Below the table, it says '1 - 1 of 1 Items'. At the bottom, there is a footer that reads 'Old Testament Essays is die amptelike joernaal van die OTWSA. / Old Testament Essays is the official journal of the OTSSA. Powered by Open Journal Systems.' The OTSSA logo is visible in the top right corner.

STEP 5

Accept or reject the review request

Firstly, scroll down to the “Review Schedule” section. Please take note of the review’s due date.

Scroll down to the “Review Steps” section. If you are willing to do the review, click “Will do the review”. Otherwise, click “Unable to do the review”.

The screenshot displays the OTSSA website interface. At the top, the header includes the site name "Old Testament Essays" with a link to the main website, and the OTSSA logo. A navigation bar contains links for HOME, ABOUT, USER HOME, and BROWSE ISSUES. Below this, a breadcrumb trail shows the path: Home > User > Reviewer > #2 > Review. A user login box on the right indicates the user is logged in as "toetspersoon" with links for My Profile and Log Out.

The main content area is titled "#2 Review" and "Submission To Be Reviewed". It shows a table with columns for Title, ToetsTitel, and Review Due (2014-06-22).

The "Review Steps" section contains three numbered instructions:

1. Notify the submission's editor as to whether you will undertake the review. This step includes a red-bordered box with two radio button options: "Will do the review" (selected) and "Unable to do the review".
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.

Below the instructions, there is a note: "Submission will be made available, if and when reviewer agrees to undertake review".

Further down, there are two bullet points under the heading "Research procedures, techniques and methods are clearly spelled out":

- Research procedures, techniques and methods are clearly spelled out
- The conclusions are valid and meaningful for the discipline

Section 5, "Presentation:", lists four bullet points:

- The style of writing is academic, not informal or too personal
- The submission was edited properly and contains almost no language or typing errors
- The list of sources is well-structured and complete
- The style is compatible with that of OTE

Section 6, "Abstract:", lists one bullet point:

- The abstract provides the necessary and relevant information about the contents

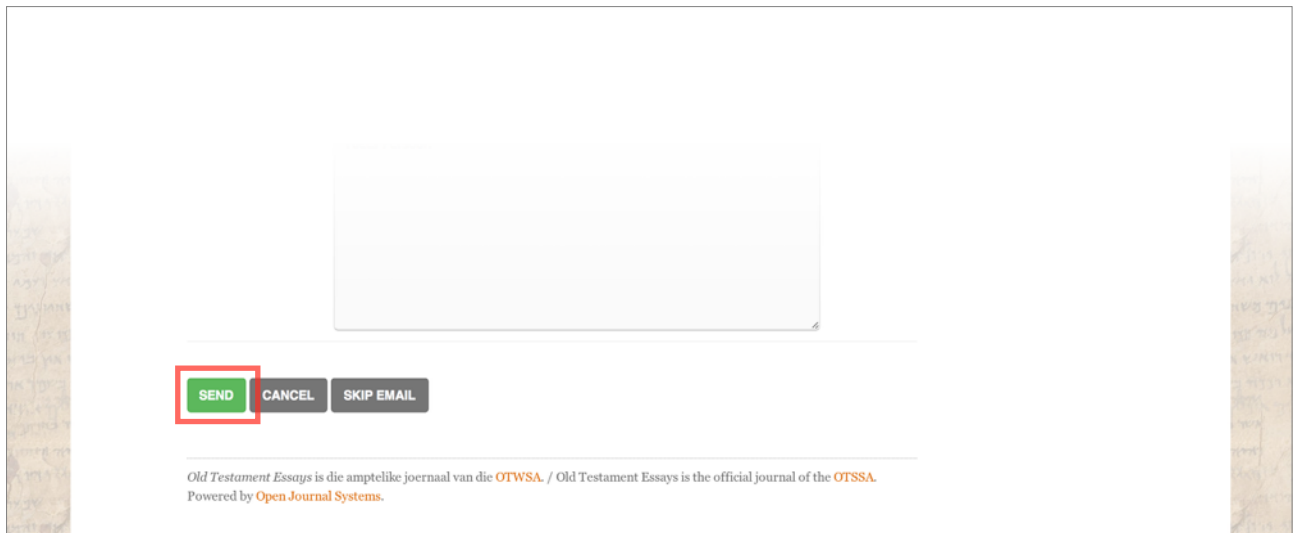
At the bottom, a footer note states: "Old Testament Essays is die amptelike joernaal van die OTWSA. / Old Testament Essays is the official journal of the OTSSA. Powered by Open Journal Systems."

STEP 6

Inform the editor of your decision

Scroll down to the bottom of the screen and click the “Send” button to inform the editor of your decision.

NOTE: If you have indicated that you are unwilling to do the review, you may now close your web browser and quit this guide.



The screenshot shows a web form interface. At the top, there is a large, empty rectangular box for text input. Below this box, there are three buttons: a green button labeled "SEND", a grey button labeled "CANCEL", and a grey button labeled "SKIP EMAIL". The "SEND" button is highlighted with a red rectangular border. Below the buttons, there is a line of text in a smaller font: "Old Testament Essays is die amptelike joernaal van die OTWSA. / Old Testament Essays is the official journal of the OTSSA. Powered by Open Journal Systems."

STEP 7

Read the guidelines

Scroll down to the “Reviewer Guidelines” section. Please read through these guidelines and keep them in mind when conducting your review.

Reviewer Guidelines

Criteria used in the appraisal of articles are as follows:

Articles are reviewed according to the following criteria:

1. Subject and Title:

- The subject is relevant for the field of study of the OT
- The title provides a good description of the contents

2. Design:

- The presentation is logical, systematic, and interesting
- The length of the article is acceptable

3. Review of Literature (consulted works):

- The consulted works represent a good scholarly standard
- The consulted works are approached critically
- The consulted works are representative for a study of this nature

4. Scholarly Merit:

- The author clearly defines the research problem, aims, objectives, or hypotheses
- Research procedures, techniques and methods are clearly spelled out
- The conclusions are valid and meaningful for the discipline

5. Presentation:

- The style of writing is academic, not informal or too personal
- The submission was edited properly and contains almost no language or typing errors
- The list of sources is well-structured and complete
- The style is compatible with that of *OTE*

6. Abstract:

STEP 8

Download the article

Next, scroll up to the “Review Steps” section. Click on the link next to “Submission Manuscript” to download the article. You can do the same for any supplementary files below, if the author has provided any such files.

Review Schedule

Editor's Request	2014-05-25
Your Response	2014-05-27
Review Submitted	—
Review Due	2014-06-22

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	2-4-1-RV.PDF 2014-05-04
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

Choose File

No file chosen

UPLOAD

ENSURING A BLIND REVIEW

- 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

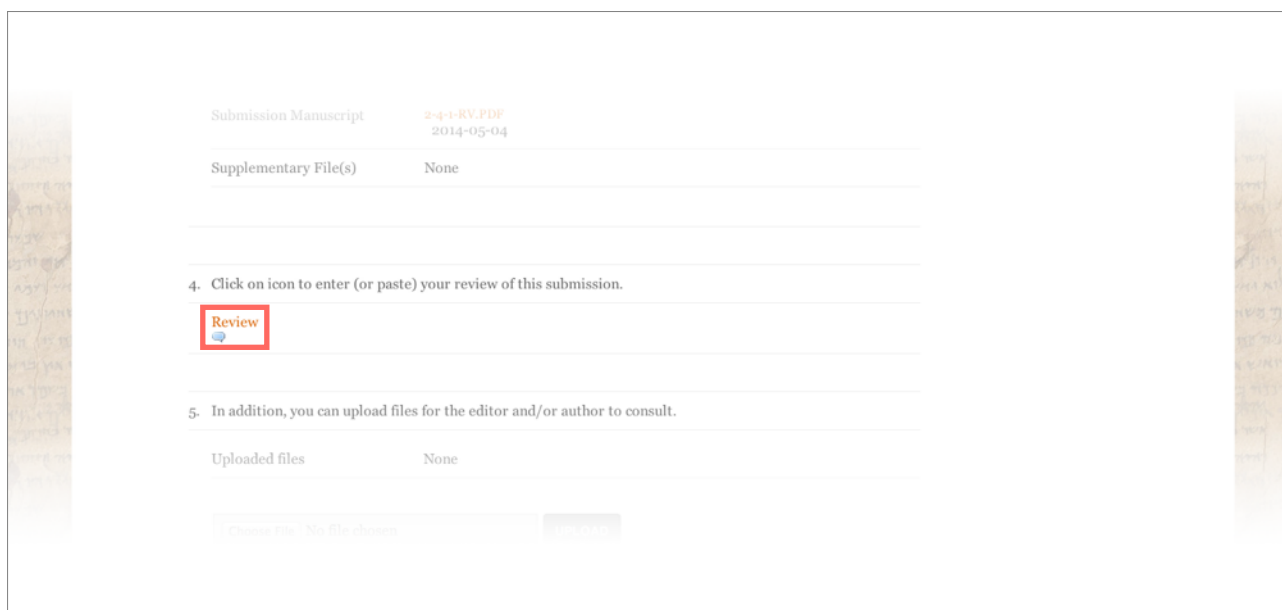
Choose One

SUBMIT REVIEW TO EDITOR

STEP 9

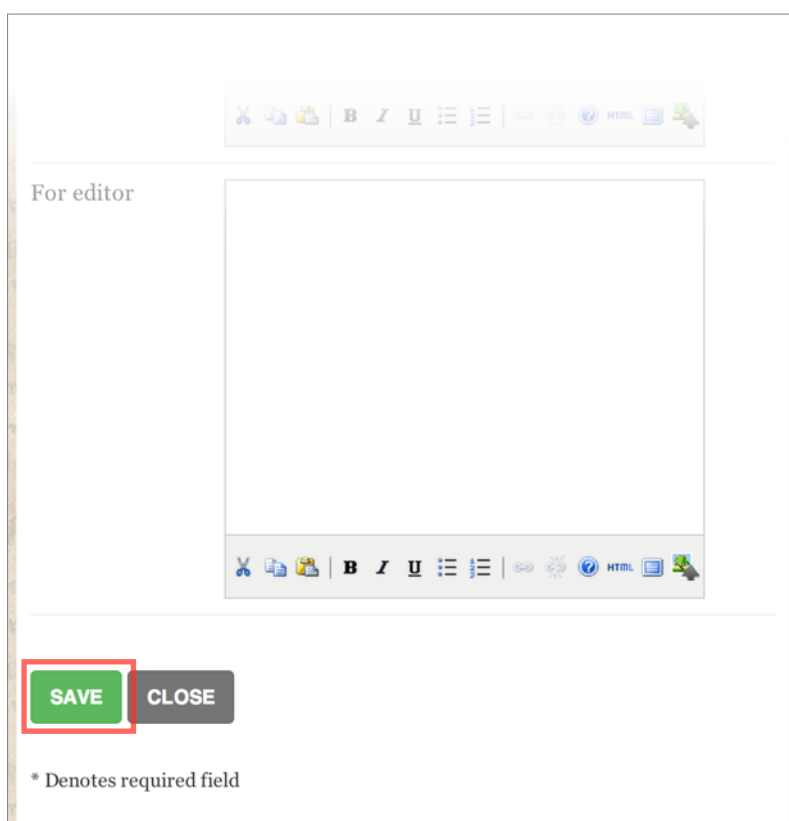
Add your review

Click the “Review” link.



The screenshot shows a web interface for reviewing a submission. At the top, there are two rows of information: 'Submission Manuscript' with a link to '2-4-1-RV.PDF' dated '2014-05-04', and 'Supplementary File(s)' with the value 'None'. Below this, a numbered instruction '4. Click on icon to enter (or paste) your review of this submission.' is followed by a red-bordered button labeled 'Review' with a speech bubble icon. Below that, instruction '5. In addition, you can upload files for the editor and/or author to consult.' is followed by an 'Uploaded files' section showing 'None' and a file upload button labeled 'Choose File' with the text 'No file chosen'.

In the popup window that appears, please type (or paste from your word processor) your review of the article. You may provide comments for both the author and editor, as well as for the editor only. Once you are done, click the “Save” button.



The screenshot shows a popup window for writing a review. It features a rich text editor with a toolbar at the top containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, HTML, and a save icon. The main area is a large text box labeled 'For editor'. At the bottom, there are two buttons: a green 'SAVE' button and a grey 'CLOSE' button. Below the buttons, a small asterisk followed by the text '* Denotes required field' is displayed.

Once your reviews appear at the top of the popup window, you may click the “Close” button at the bottom of the popup window.

Review

Reviewer	Subject: General review	EDIT DELETE
2014-06-13 12:18 PM	The author makes a good argument, but some modifications are necessary, for the following reasons...	
For author and editor		

Reviewer	Subject: General review	EDIT DELETE
2014-06-13 12:18 PM	The article only partially meets the...	
For editor		

Subject	<input type="text"/>
For author and editor	<input type="text"/>

[illegible]

STEP 10

Add supplementary files (optional)

If you have any supplementary files that need to accompany your review, you may upload them at step 5 in the “Review Steps” section. After you have selected a supplementary file, click the “Upload” button. You may repeat this step for each supplementary file that you would like to upload.

Review Schedule

Editor's Request	2014-05-25
Your Response	2014-05-27
Review Submitted	—
Review Due	2014-06-22

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response	Accepted
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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	2-4-1-RV.PDF 2014-05-04
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
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Choose File No file chosen

UPLOAD

ENSURING A BLIND REVIEW
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	<div>Choose One</div>	<div>SUBMIT REVIEW TO EDITOR</div>
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STEP 11

Select your recommendation to the editor

To complete your review, you need to make a recommendation to the editor. Please select one of the following recommendations from the drop-down list next to “Recommendation”:

1. Accept submission: the article should be accepted for publication directly.
2. Revisions required: the article author needs to revise the article before it can be accepted for publication.
3. Resubmit for review: the article author needs to revise the article substantially and resubmit it for a new review process.
4. Resubmit elsewhere: the article has academic merit, but it is not appropriate for publication in OTE and should be submitted to another journal.
5. Decline submission: the article does not have academic merit and should not be published in OTE.
6. See comments: none of the options above adequately capture your recommendation to the editor. Instead, the editor should refer to your review comments.

The screenshot shows a web interface for a review process. At the top, it says "Review Due 2014-06-22". The main heading is "Review Steps".

Step 1: "Notify the submission's editor as to whether you will undertake the review." Below this is a text input field with the word "Accepted" entered.

Step 2: "If you are going to do the review, consult Reviewer Guidelines below." Below this is a text input field.

Step 3: "Click on file names to download and review (on screen or by printing) the files associated with this submission." Below this is a table with two rows:

Submission Manuscript	2-4-1-RV.PDF 2014-05-04
Supplementary File(s)	None

Step 4: "Click on icon to enter (or paste) your review of this submission." Below this is a text input field with the word "Review" and a speech bubble icon.

Step 5: "In addition, you can upload files for the editor and/or author to consult." Below this is a text input field with the word "None".

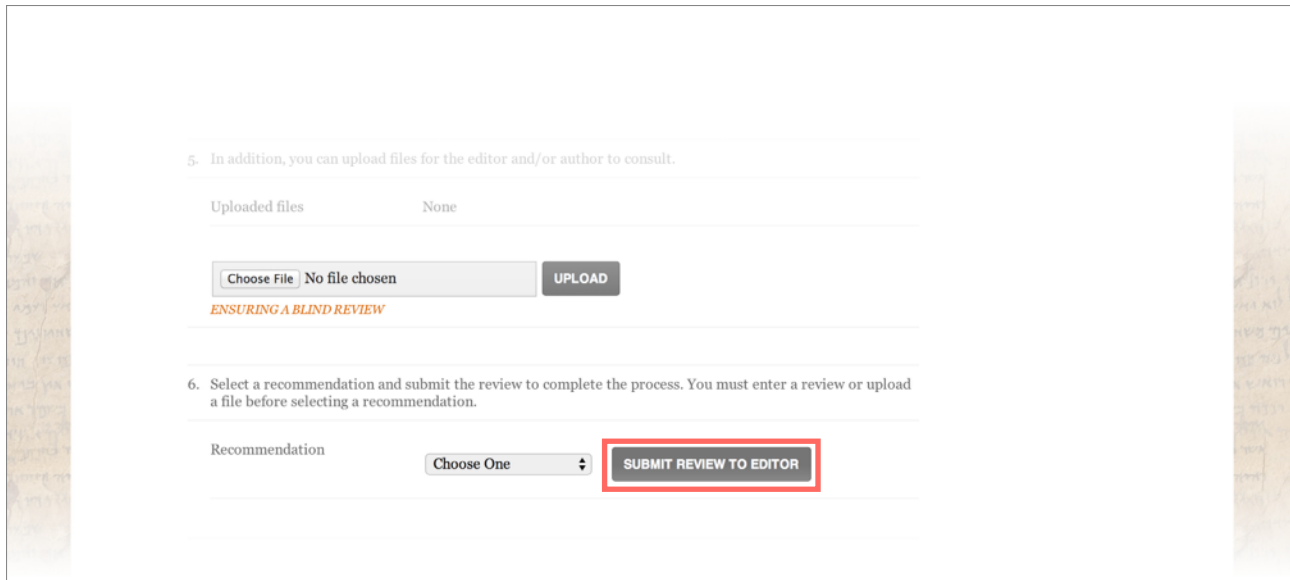
Below Step 5, there is a file upload section with a "Choose File" button, the text "No file chosen", and an "UPLOAD" button. Below this is the text "ENSURING A BLIND REVIEW".

Step 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." Below this is a form with a "Recommendation" label, a dropdown menu with "Choose One" selected, and a "SUBMIT REVIEW TO EDITOR" button. The entire form for Step 6 is highlighted with a red border.

STEP 12

Submit your recommendation and notify the editor

Once you have selected a recommendation, click “Submit review to editor” to finalise and submit your review.



5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files: None

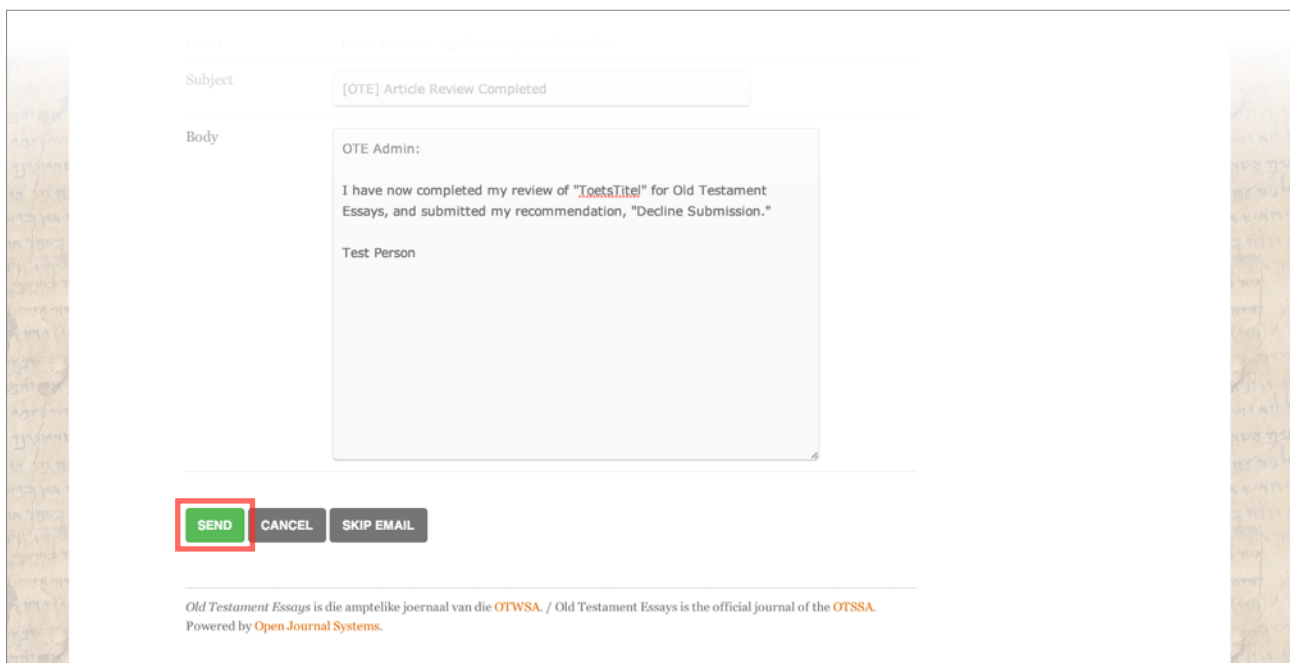
Choose File No file chosen **UPLOAD**

ENSURING A BLIND REVIEW

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: Choose One **SUBMIT REVIEW TO EDITOR**

On the following page, please scroll down to the bottom of the screen and click the “Send” button to inform the editor of your review.



OTESSA: Old Testament Essays - journal of the OTWSA

Subject: [OTE] Article Review Completed

Body:

OTE Admin:

I have now completed my review of "ToetsTitel" for Old Testament Essays, and submitted my recommendation, "Decline Submission."

Test Person

SEND CANCEL SKIP EMAIL

Old Testament Essays is die amptelike joernaal van die OTWSA. / Old Testament Essays is the official journal of the OTSSA.
Powered by Open Journal Systems.

Thank you for taking the time to offer a review! The OTE editor will contact you via e-mail if further correspondence is necessary.