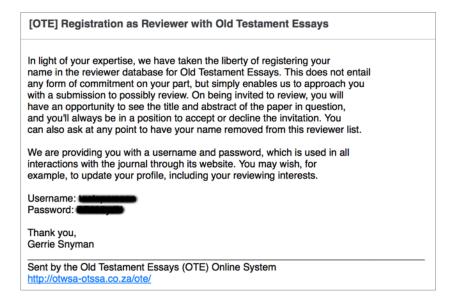# Welcome!

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

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.
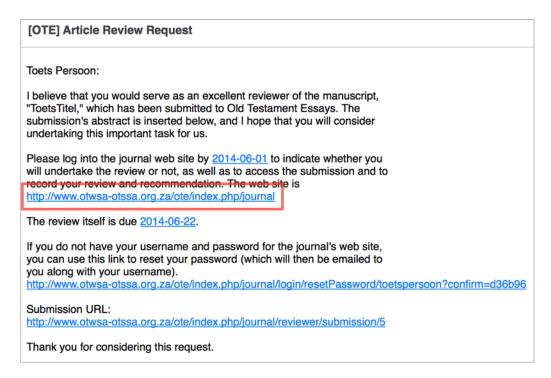
[OTE] Registration as Reviewer with Old Testament Essays

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: ▮▮▮▮▮▮▮▮▮
Password: ▮▮▮▮▮▮▮

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.

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.

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 <u>visit this page</u>.

Old Testament Essays
« Return to main OTSSA website

HOME   ABOUT   LOGIN   REGISTER

Home > **Old Testament Essays**

Old Testament Essays

ISSN 2312-3621

Welkom!
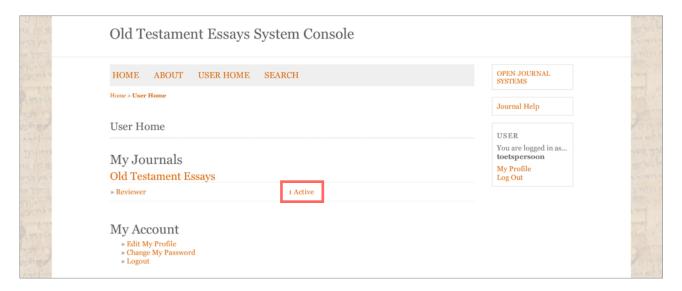
USER
Username
Password
☐ Remember me
LOGIN

View review requests

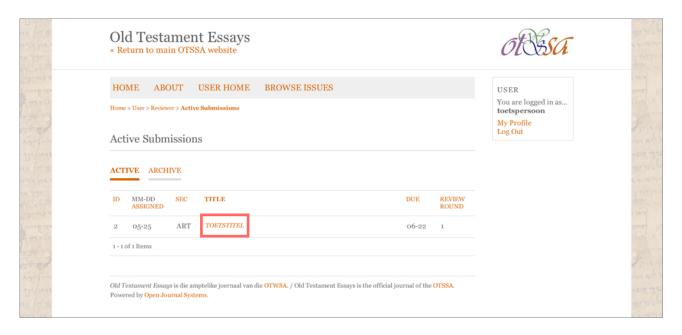NOTE: If you do not arrive at this screen after logging in, you may continue directly to the next step.

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).

Open the review request

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

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".

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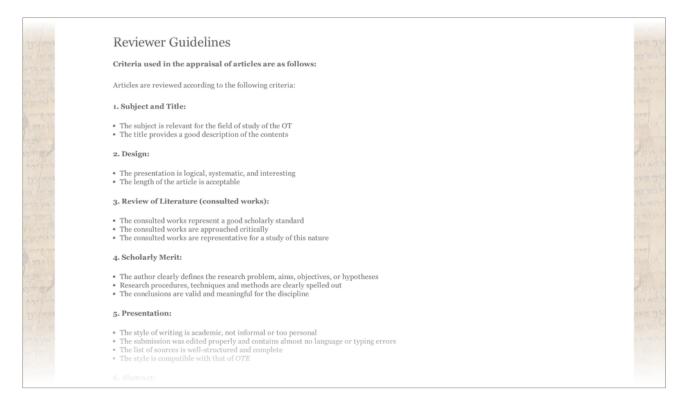
NOTE: If you have indicated that you are unwilling to do the review, you may now close your web browser and quit this guide.
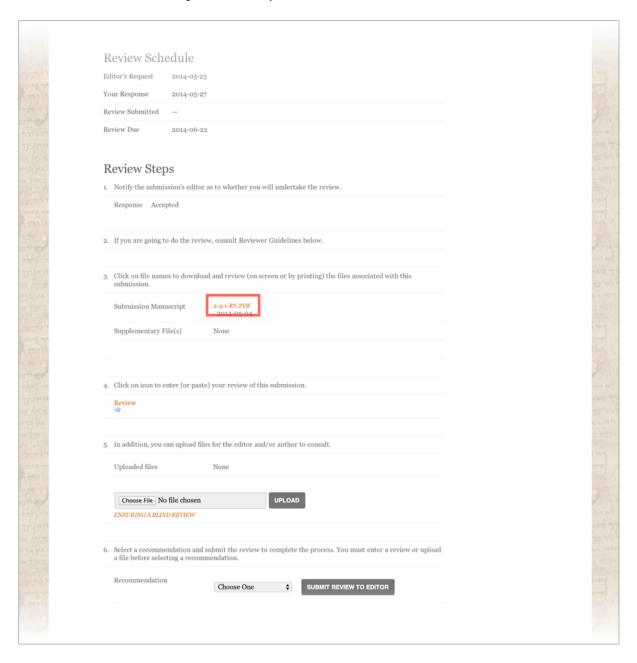
Read the guidelines

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*

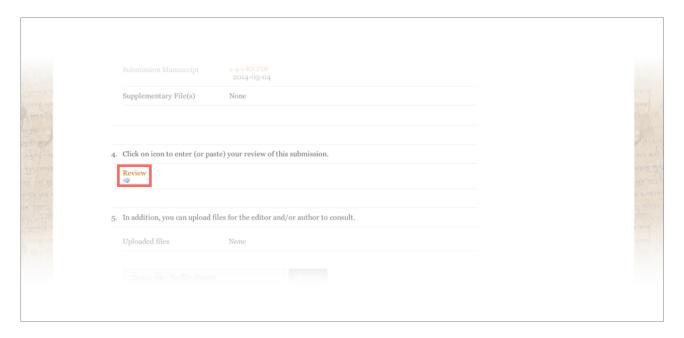6. Abstract:

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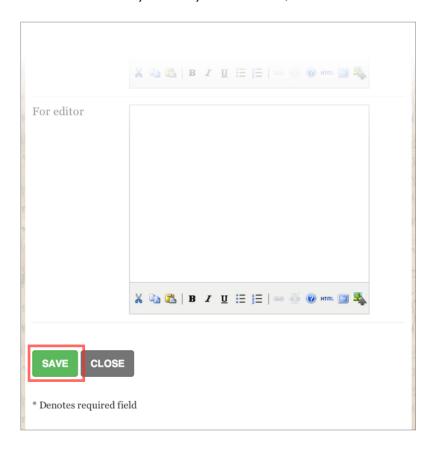
Review Schedule
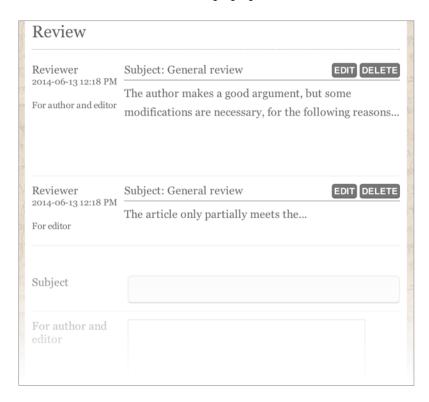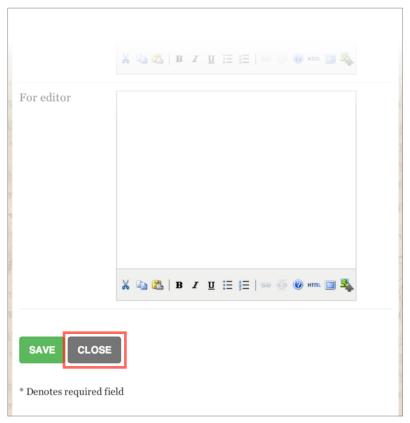
Editor's Request	2014-05-25
Your Response	2014-05-27
Review Submitted	—
Review Due	2014-06-22

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

Add your review

Click the "Review" link.

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.

Once your reviews appear at the top of the popup window, you may click the "Close" button at the bottom of the popup window.
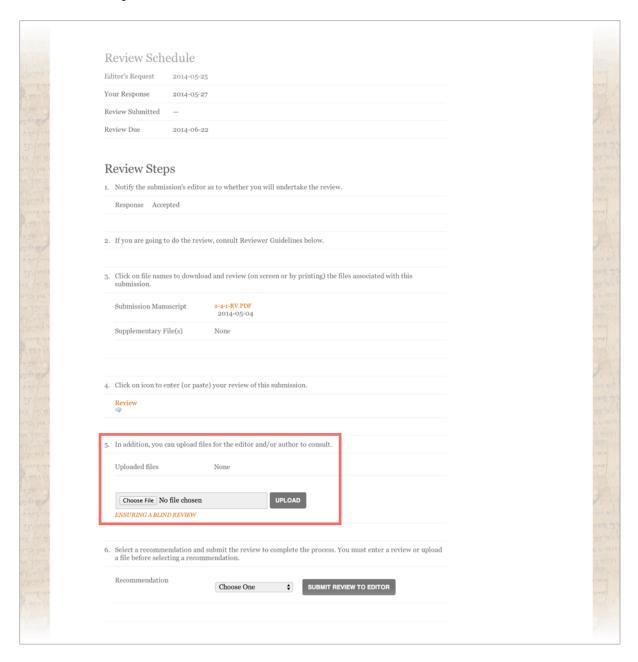
Add supplementary files (optional)

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.

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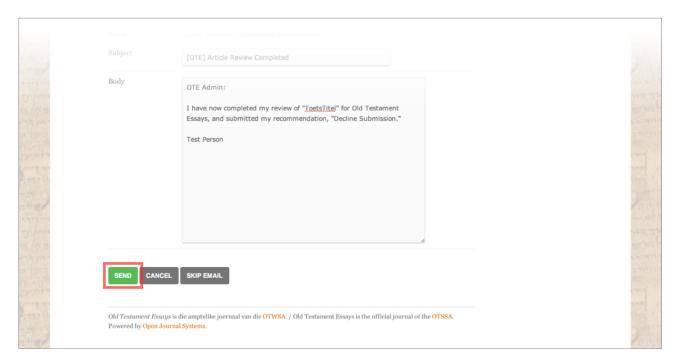
Submit your recommendation and notify the editor

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

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.

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