# Reviewer: accepting and carrying out a review task

This part of the user manual describes the procedure to be followed by reviewers who have been invited to assess and review a fulltext manuscript by one of the editors in the editorial board of an ISHS symposium.

To sign in to the ISHS online article submission and review tool follow the link in the invitation email message.

Alternatively you may access the submission and review tool at http://www.actahort.org/members/symposiar and sign in with your ISHS username and password (*membership in ISHS is not required to assume your role as a reviewer*).

If you forgot your ISHS password use the forgotten password option in the login screen.

After signing in, locate the entry for the relevant ISHS symposium concerned (in the event of multiple symposia):



From the entry screen you may, in your capacity as **'reviewer'** use the option to **'review articles'** to open a page which lists the review task(s) you have been invited to and which allows you to manage the assessment of each item.

In case you have been invited to review more than one article each paper will be visible as a separate entry in this list.



Click the article title to proceed and start the assesment.

Preliminary note: In order to make the review process efficient and transparent, authors, editors and reviewers should use the MS Word **review features** for keeping **track of changes** and or to insert **comments**.

A short video on the **track changes** feature in MS Word is here: http://www.youtube.com/watch?v=5_knruAysnA
A short video on **commenting** in MS Word can be found here: http://www.youtube.com/watch?v=ag-jZot8pRc

First **download the the fulltext manuscript (1)** Note: In the event that more versions of the manuscript exist (e.g. from previous review rounds or author revisions etc. ) those would show up accordingly with the option to download.

As a reviewer you may decide not to accept the invitation and **decline** the task to assess and review a particular manuscript **(4)** alternatively you can also indicate that you do not have any remarks and **accept** the article as is. In these two cases uploading a reviewer-annotated version of the manuscript is not an option.

To submit your assessment/review use the **upload option (2)** and locate the **reviewed** or **revised** version of the author's manuscript that **you** have been working on and which should **include your reviewer comments, remarks, suggestions** (use track changes and commenting features within MS Word).

The file you upload here will be considered **by the editor** as the reviewer feedback.

The file you upload will not directly be shared with the author but will be assessed by the editor first. Based on your review, suggestions and/or remarks the editor will take a decision to accept or reject the article or to submit an updated version to further review.

Optionally you may also use the remarks field to provide additional remarks or comments **(3)** you may not have included in the manuscript file using the track changes and/or comments features of MS Word.

*Since the online review process is fully managed within the online application, make sure to sign in to the online review tool to confirm your decisions and/or submit the review – do not send reviews to the editor via email.*

*Your review including any comments and remarks, together with your revised, annotated and commented version of the fulltext article file that you upload will be sent back to the editor for final assessment. Your decision will not be sent straight to the author but will be subject to editor assessment first. In case of multiple reviewers, editor may collate the respective reviews first before taking a final decision.*