

# Manual for Reviewers

This document specifies the key steps in submitting a review to the “Journal of Competences, Strategy and Management” via the website <https://www.jcsm-journal.de>.

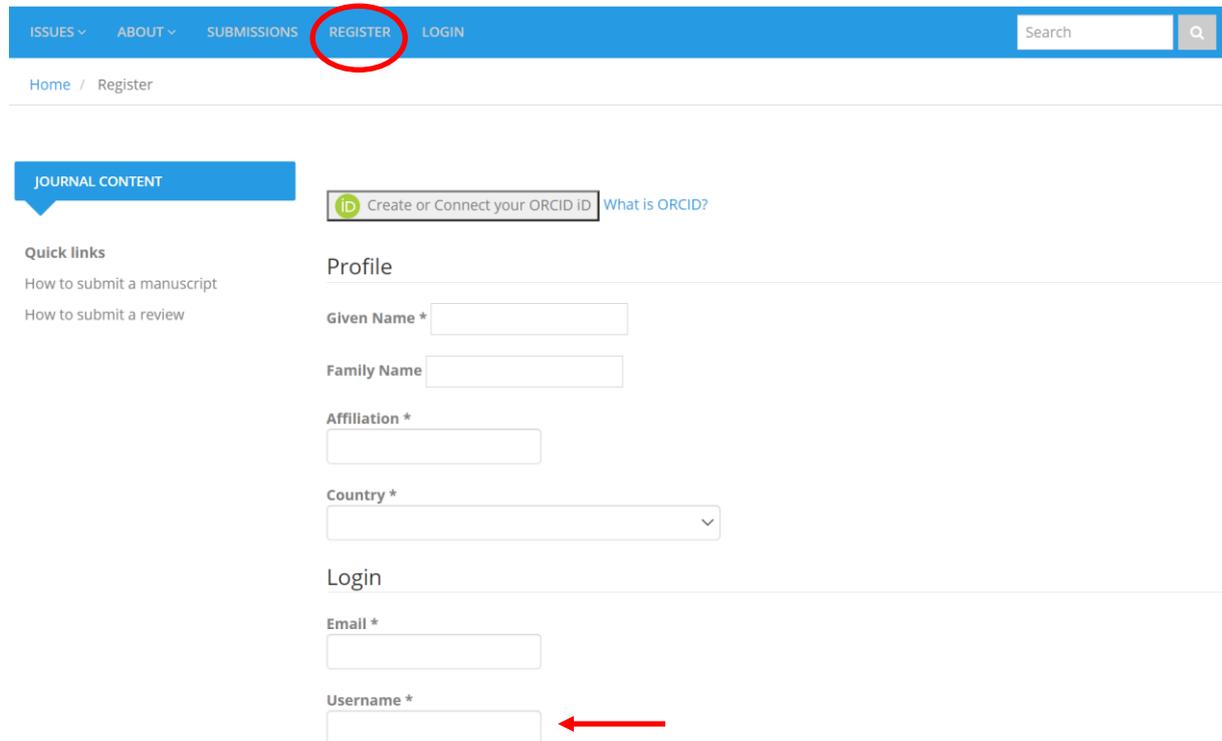
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## 1. How to register

To submit a review, it is necessary to register first.

Go to <https://www.jcsm-journal.de/JCSM/user/register> and create an account.



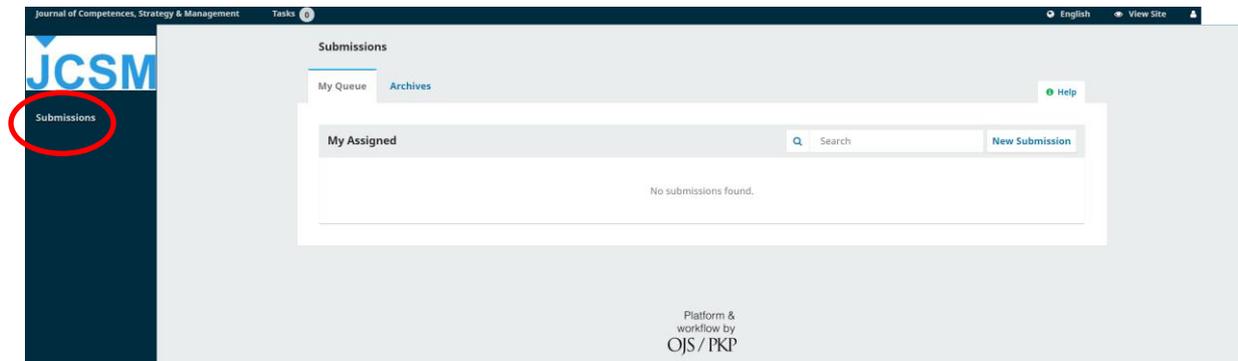
The screenshot shows the registration page of the JCSM journal. At the top, there is a blue navigation bar with links for ISSUES, ABOUT, SUBMISSIONS, REGISTER (circled in red), and LOGIN. A search bar is located on the right side of the navigation bar. Below the navigation bar, the breadcrumb "Home / Register" is visible. On the left side, there is a "JOURNAL CONTENT" section with "Quick links" for "How to submit a manuscript" and "How to submit a review". The main content area is divided into two sections: "Profile" and "Login". The "Profile" section contains fields for "Given Name \*", "Family Name", "Affiliation \*", and "Country \*". The "Login" section contains fields for "Email \*" and "Username \*". A red arrow points to the "Username \*" field. At the top of the "Profile" section, there is a link to "Create or Connect your ORCID ID" with a "What is ORCID?" link next to it.

As a username, we suggest using the first letter of your first name and your full last name:  
For example: *John Doe* → username: *jdoe*

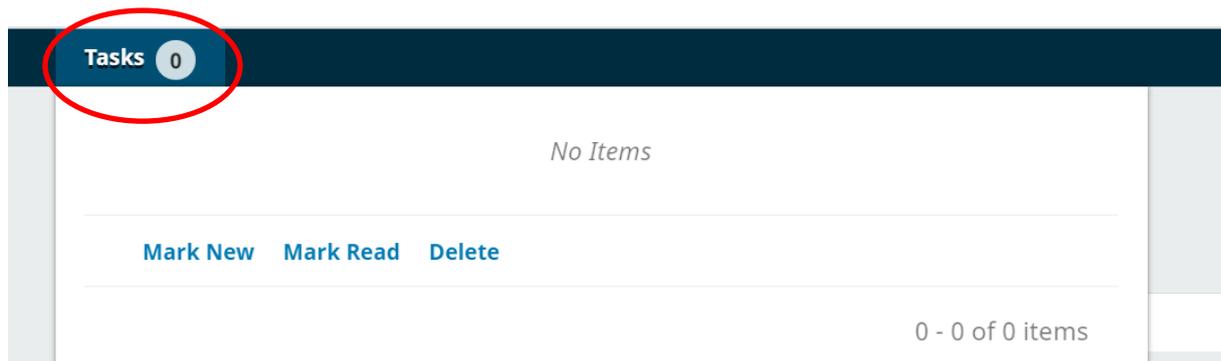
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).
- Yes, I would like to be notified of new publications and announcements.

## 2. Overview of the general functionality of the website

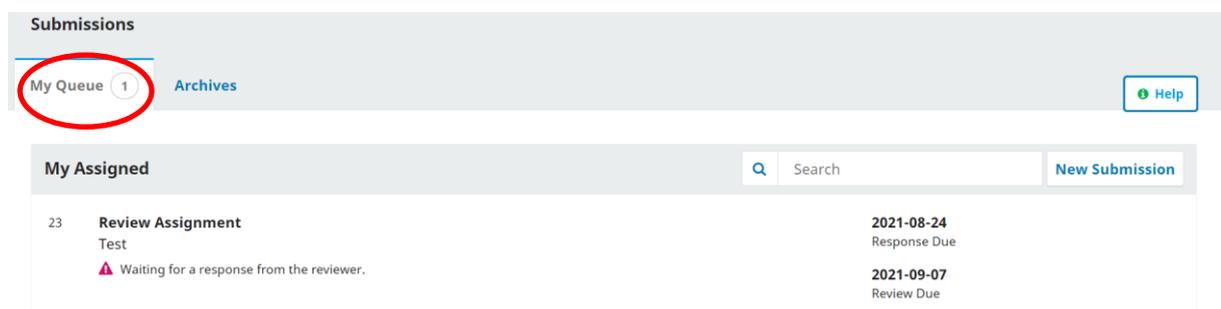
This is the webpage (“**dashboard**”) where you will find all the necessary functions to submit your review. To return to the dashboard, click on **Submissions** on the left side.



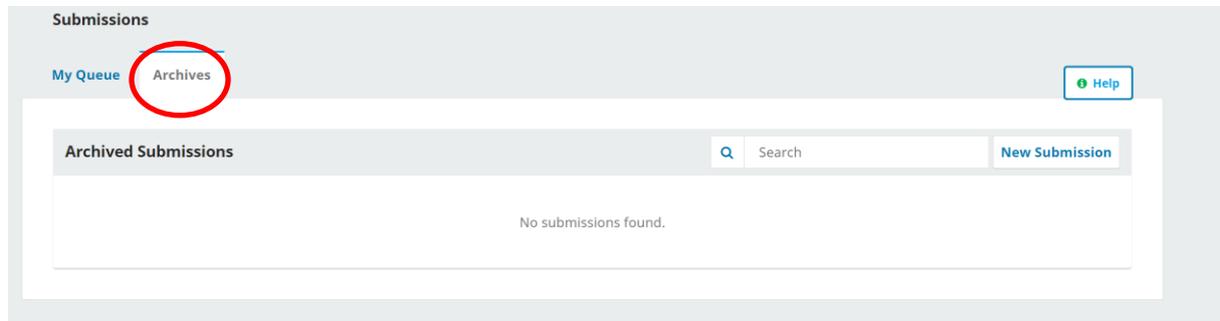
When you click on the button **Tasks**, you find a space to manage all the tasks related to your submission.



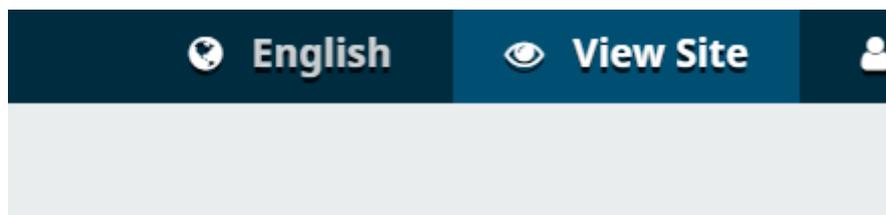
In the tab **My Queue** you can see all the manuscripts assigned to you and keep track of the due dates.



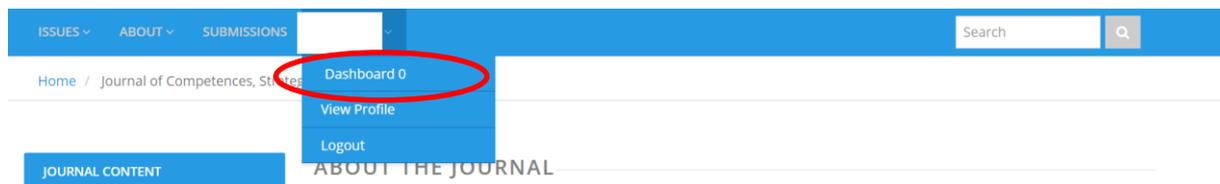
**Archives:** This tab provides information about any submissions that have been published or declined, i.e., these submissions are no longer undergoing the editorial workflow. With the help of the search option, you can find submissions (for example by title, authors etc.).



The button **View Site** leads you to the journal homepage.

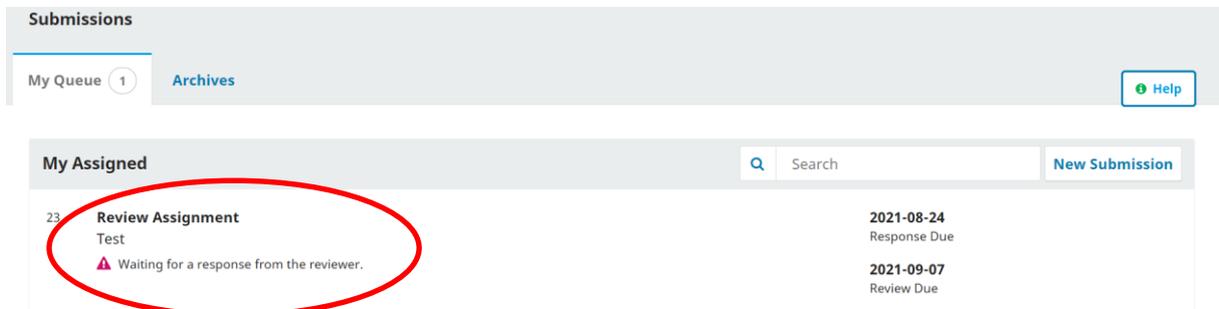


To go back to the dashboard, click on your username and then on Dashboard.



### 3. How to submit a review

To submit a review, log in or register and click on the article to be reviewed.



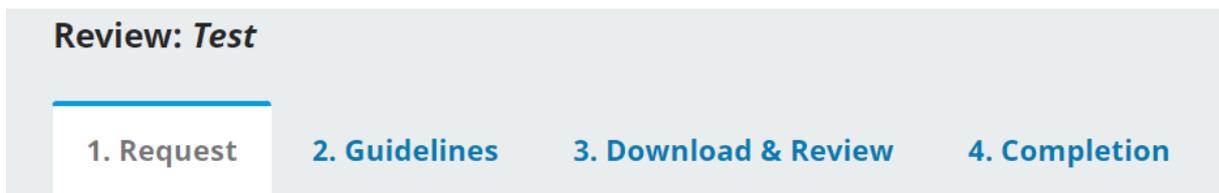
**Submissions**

My Queue 1 Archives Help

**My Assigned** Search New Submission

23	<b>Review Assignment</b> Test ⚠ Waiting for a response from the reviewer.	<b>2021-08-24</b> Response Due  <b>2021-09-07</b> Review Due
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Follow the steps at the top:



**Review: Test**

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

**Step 1:** This page provides information about all the relevant submission details including due dates. Accept all the necessary requests to submit a review.

#### Competing Interests

This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.

[Competing Interests](#)

- I do not have any competing interests
- I may have competing interests (Specify below)

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

Accept Review, Continue to Step #2
Decline Review Request

**Step 2:** Read the reviewer guidelines and click on Continue to Step #3.

**4. After your review**

Do not forget that, even after finalizing your review, you must treat the article and any linked files or data as confidential documents. This means you must not share them or information about the review with anyone without prior authorization from the editor.

Finally, we take the opportunity to thank you sincerely on behalf of the journal, editors and author(s) for the time you have taken to give your valuable input to the article.



**Step 3:**

Here you find the article which you can download for review.

**Review: Test**

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

**Review Files** Q Search

 110-1	Article Text and Appendix, test.docx	August 10, 2021	Article Text and Appendix
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After evaluating the article, you can enter your review in the two text boxes below.

**Review**

Enter (or paste) your review of this submission into the form below.



For all the comments to share with the author and the editor.

*For author and editor*



For all the comments to share with the editor only.

*For editor only*

Alternatively, if you have written down your review in a separate file, you can upload this file here:

**Upload**

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

Reviewer Files	Q Search <a href="#">Upload File</a>
<i>No Files</i>	

Select a recommendation and submit the review.

**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.

[Submit Review](#) [Go Back](#)

Congratulations! **Revision completed!**