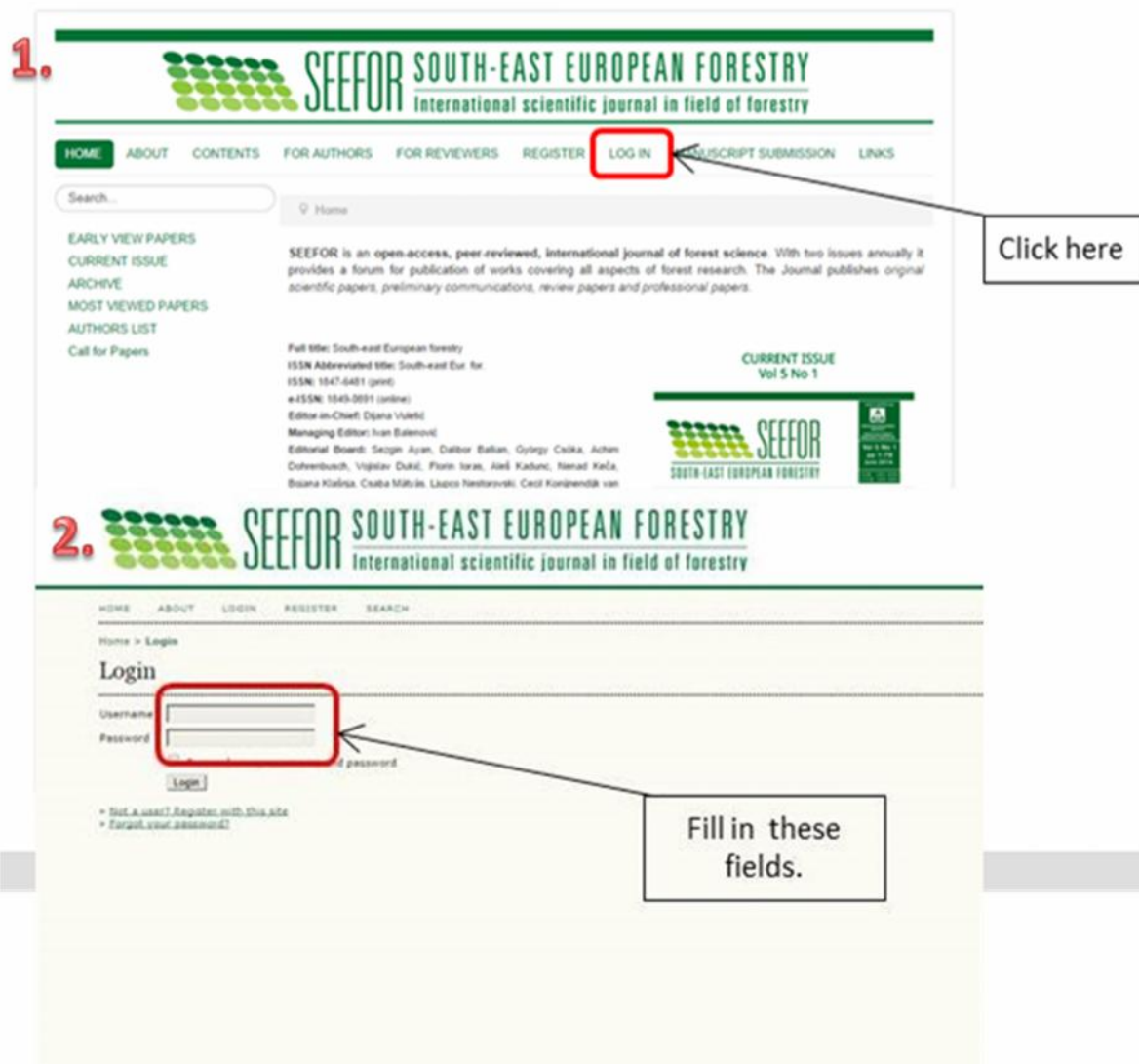


HELP TO REVIEWERS - HOW TO FILL IN THE ON-LINE REVIEW

1) Enter the journal web site (User Home Page) using:

- the journal's URL, the username and password which has been sent to you by e-mail (**Figure 1**), or
- special URL from invitation e-mail that takes you directly to the Review page (**Figure 3**) for the submission (**the most often!!!**).

Figure 1



1. The screenshot shows the SEEFOR homepage. The navigation menu includes: HOME, ABOUT, CONTENTS, FOR AUTHORS, FOR REVIEWERS, REGISTER, **LOG IN**, SUBSCRIPTION, and LINKS. The 'LOG IN' link is highlighted with a red box. An arrow points from a box labeled 'Click here' to this link.

2. The screenshot shows the login page. The 'Login' section has two input fields: 'Username' and 'Password'. Both fields are highlighted with a red box. An arrow points from a box labeled 'Fill in these fields.' to these input fields.

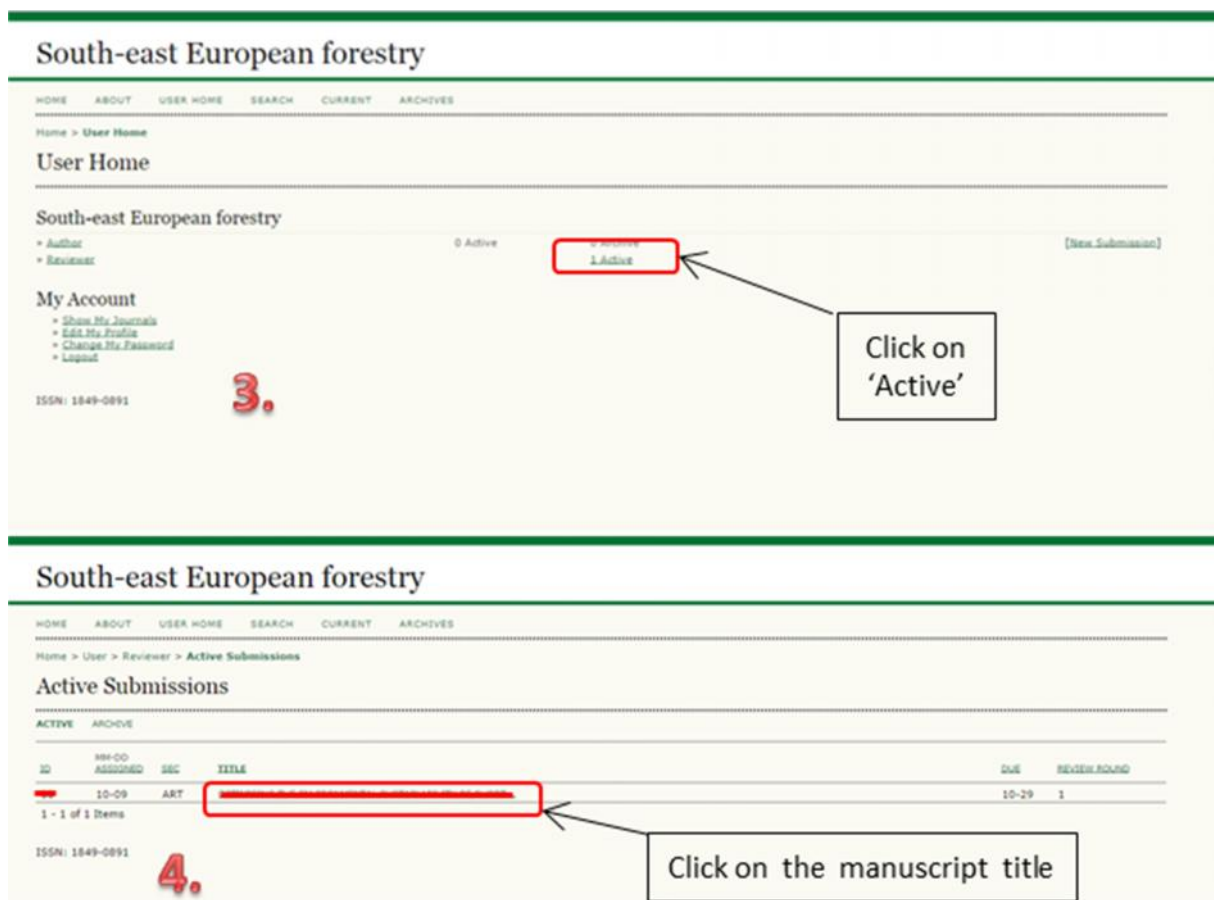
2) Enter the Review Home Page (Figure 2)

On logging in to the journal, you will arrive at the User Home page.

To see the submissions you need to review, click the **Reviewer** link, or click the **Active** link. Both will take you to your active Submissions page (**Review Home Page**). This page lists the submissions which you have been invited to review or are currently in the process of reviewing. The Submissions queue also notes what round the review is, as some reviews may have entered a second round of reviewing, following the Section Editor's decision that the submission must be "resubmitted for review." This page also provides access to past reviews which the Reviewer has completed for the journal.

Clicking on the linked **manuscript title** will take you to the review process.

Figure 2



3) Review Home Page - Conduct on-line review (Figures 3, 4, 5)

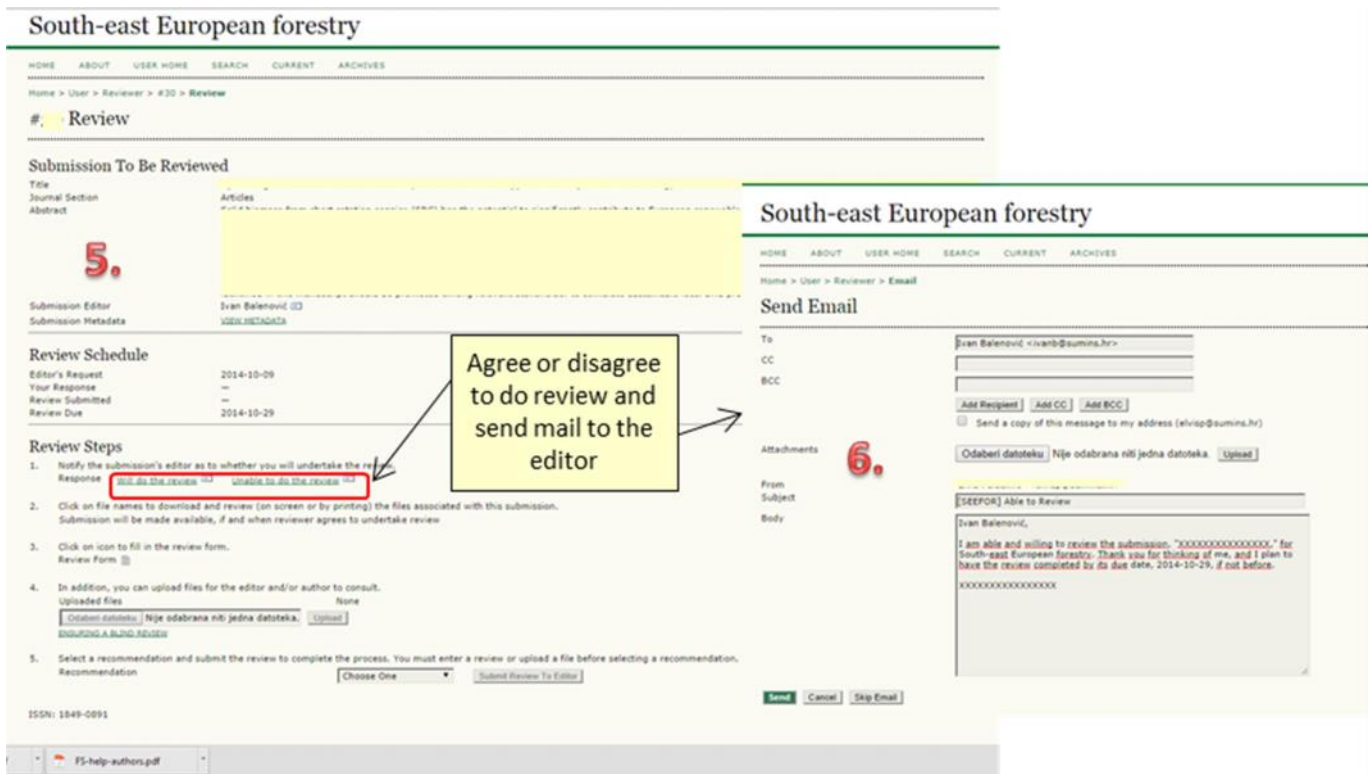
Review Home Page consists of the following sections:

- a) **Submission To Be Reviewed** with a summary of the submission details,
- b) **Review Schedule** with all of the important dates associated with the submission, and
- c) **Review Steps** - this section consists of the **5 review steps**.

Step 1 - Notify the Section Editor whether you will undertake the review (Figure 3).

The decision should be made after reviewing the submission's Abstract. If you are able to do the review, click on *Will do the review*, which leads to a standard email to the Section Editor, and which will indicate to Section Editor and Author that the review is underway. If you are unable to do the review, click on *Unable to do the review* which leads to a standard email to the Section Editor.

Figure 3



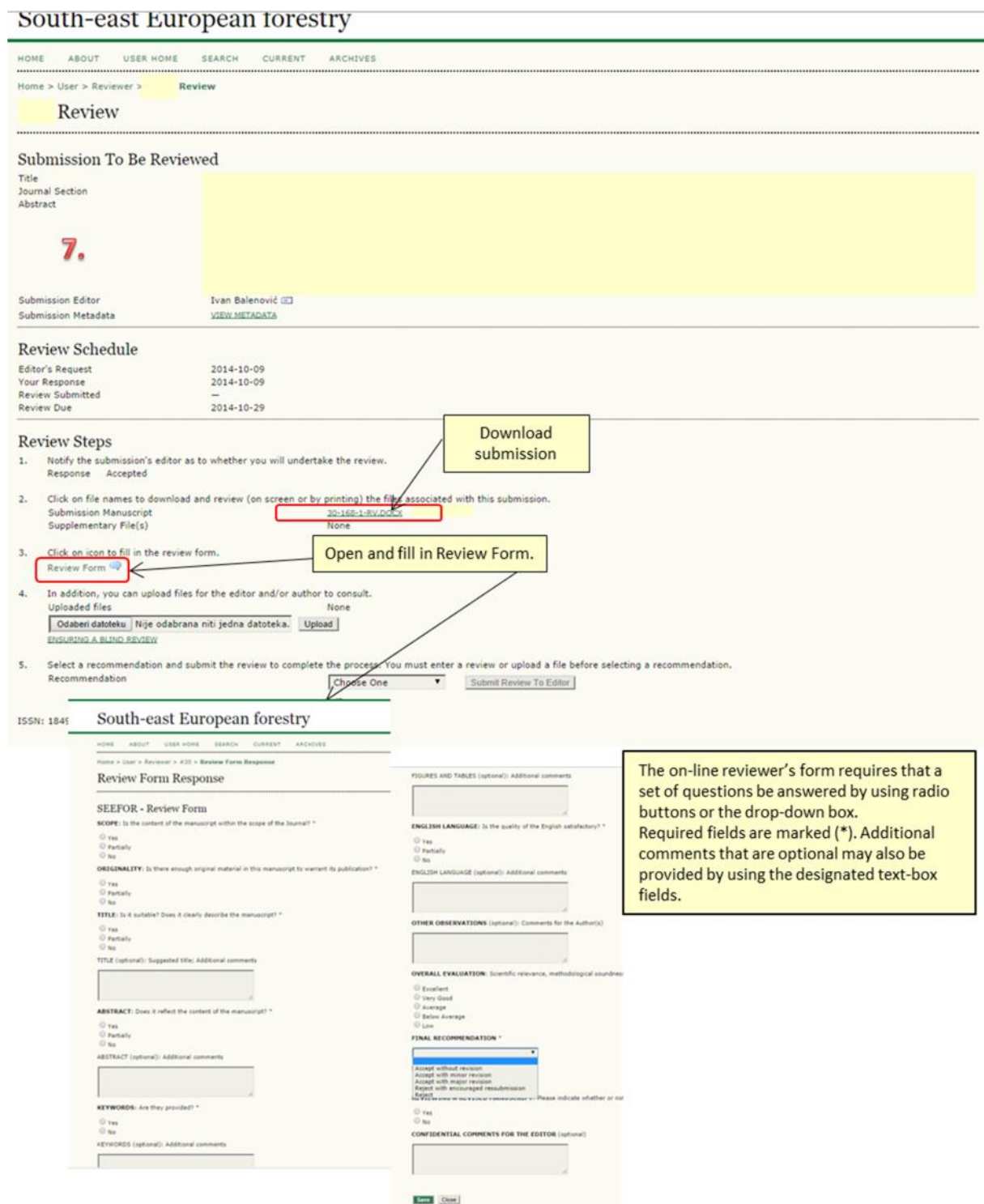
Step 2 - Download the Submission File and Supplementary Files (if any) (**Figure 4**).

Step 3 - Open and Fill in the Review Form (**Figure 4**).

Click on icon to fill in the Review form.

You may enter or paste partial reviews into these boxes and click the **Save** button at the bottom of the form to return and make changes later. You may return to make such changes until a recommendation on the main Review pages is chosen (Step 5), at which time the Review process is complete.

Figure 4



South-east European forestry

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Reviewer > Review

Review

Submission To Be Reviewed

Title
Journal Section
Abstract

7.

Submission Editor: Ivan Balenović

Submission Metadata: [VIEW METADATA](#)

Review Schedule

Editor's Request	2014-10-09
Your Response	2014-10-09
Review Submitted	—
Review Due	2014-10-29

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response: Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript: [2014-10-09-1-EV.DOCX](#)
Supplementary File(s): None
3. Click on icon to fill in the review form.
[Review Form](#)
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files: None
[Odaberi datoteku](#) | Nije odabrana niti jedna datoteka. | [Upload](#)
[ENSURING A BLIND REVIEW](#)
5. 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](#)

ISSN: 1845 **South-east European forestry**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Reviewer > X30 > Review Form Response

Review Form Response

SEEFOR - Review Form

SCOPE: Is the content of the manuscript within the scope of the Journal? *

yes
 Partially
 No

ORIGINALITY: Is there enough original material in this manuscript to warrant its publication? *

yes
 Partially
 No

TITLE: Is it suitable? Does it clearly describe the manuscript? *

yes
 Partially
 No

TITLE (optional): Suggested title: Additional comments

ABSTRACT: Does it reflect the content of the manuscript? *

yes
 Partially
 No

ABSTRACT (optional): Additional comments

KEYWORDS: Are they provided? *

yes
 No

KEYWORDS (optional): Additional comments

FIGURES AND TABLES (optional): Additional comments

ENGLISH LANGUAGE: Is the quality of the English satisfactory? *

yes
 Partially
 No

ENGLISH LANGUAGE (optional): Additional comments

OTHER OBSERVATIONS (optional): Comments for the Author(s)

OVERALL EVALUATION: Scientific relevance, methodological soundness

Excellent
 Very Good
 Average
 Below Average
 Low

FINAL RECOMMENDATION *

Accept without revision
 Accept with minor revision
 Accept with major revision
 Reject with encouraged resubmission
 Reject

CONFIDENTIAL COMMENTS FOR THE EDITOR (optional)

[Save](#) [Close](#)

The on-line reviewer's form requires that a set of questions be answered by using radio buttons or the drop-down box. Required fields are marked (*). Additional comments that are optional may also be provided by using the designated text-box fields.

Step 4 - Upload additional documents (Figure 5).

Along with the Review form, feel free to add a separate document with additional comments and suggestions if you consider it appropriate. The best approach is to add your comments in a separate document and to link them with the line number of the manuscript. Also, you may add your comments directly to the manuscript by using the 'Insert comment' or 'Track changes' options in the Word program.

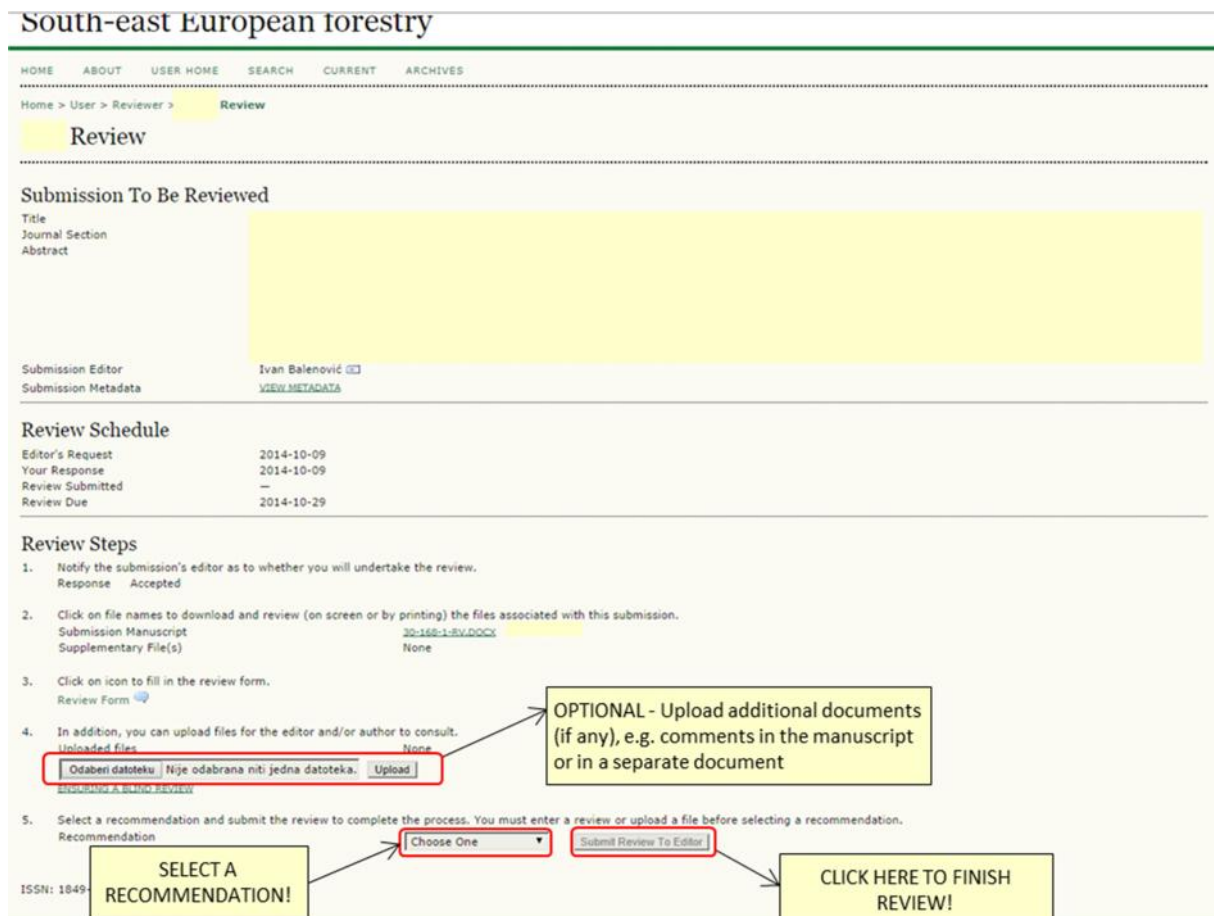
Step 5 - Select a Recommendation (Figure 5).

When making the Final Recommendation on a manuscript, please choose one of the following options:

- Accept Submission,
- Revisions Required ("conditional accept"),
- Resubmit for Review ("revise and resubmit"),
- Resubmit Elsewhere,
- Decline Submission.

Finish your review by clicking **Submit Review to Editor** which leads to a prepared email to the Section Editor, and makes your recommendation, saved Review (which is now locked) and any uploaded files available to the Editor.

Figure 5



South-east European forestry

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Reviewer > **Review**

Review

Submission To Be Reviewed

Title
Journal Section
Abstract

Submission Editor: Ivan Balenović

Submission Metadata: [VIEW METADATA](#)

Review Schedule

Editor's Request	2014-10-09
Your Response	2014-10-09
Review Submitted	—
Review Due	2014-10-29

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response: Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript: [30-166-1-EV.DOCX](#)
Supplementary File(s): None
3. Click on icon to fill in the review form.
Review Form:
4. In addition, you can upload files for the editor and/or author to consult.
Unloaded Files: None

Odaberi datoteku | Nije odabrana niti jedna datoteka. | [Upload](#)

OPTIONAL - Upload additional documents (if any), e.g. comments in the manuscript or in a separate document
5. 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](#)

ISSN: 1849-

SELECT A RECOMMENDATION!

CLICK HERE TO FINISH REVIEW!