

# Reviewer Guide

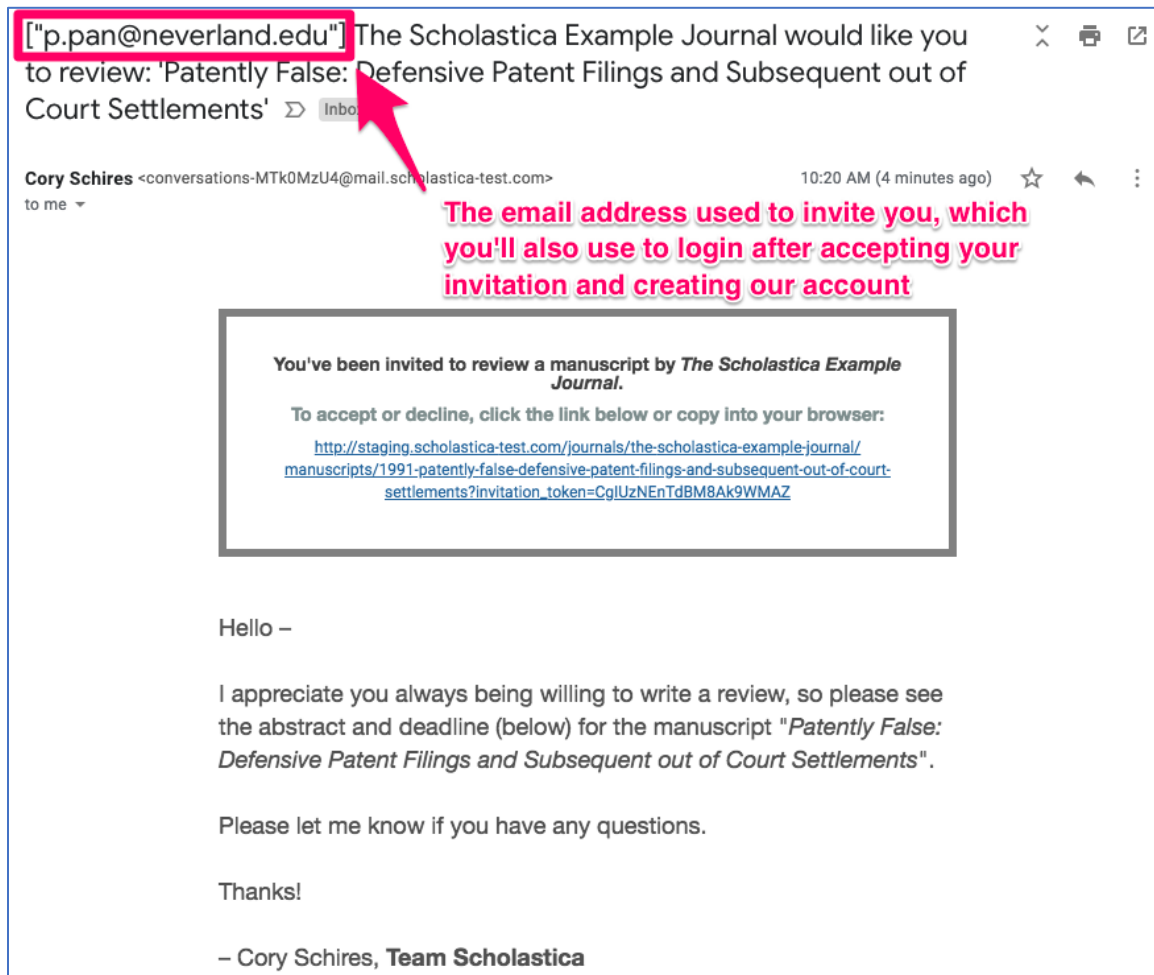
## Accept/Decline Invitations

### Responding to reviewer invitations before you have a Scholastica account

Reviewers will receive invitations via email and, if they're already using Scholastica, on their Dashboard.

If you're being invited to review a 4-H curriculum on Scholastica and have never used the site before, there are two important things to note:

1. **Scholastica does not automatically provide you with a username and password in your invitation to review**
2. **PLEASE NOTE THE EMAIL ADDRESS THAT WAS USED TO INVITE YOU — that is the email address that you'll use to sign into your Scholastica account if you accept the invitation and claim your account.**



Email invitation highlighting the email address used

You'll then click "Accept/Decline invitation" in your email to be taken to the following page:

## Changing Rolls: Patterns in Early Culinary Careers

Submitted on 02/01/2013

The screenshot shows a web interface for a reviewer. At the top, there is a "Read Manuscript" button. Below it, a yellow banner contains a warning icon and the text "Reviewer Invitation Pending". Underneath the banner, there are two buttons: "Accept Invitation" and "Decline, with opportunity to suggest reviewers". Two red arrows point from the "Accept" and "Decline" labels (added in large pink font) to their respective buttons. The main content area is titled "Manuscript Details" and includes an abstract and keywords.

Reviewer Work Area  
Who can see this information?

Manuscript Details

Discussions

Read Manuscript

**Reviewer Invitation Pending**  
You have been invited to review this manuscript. Please accept or decline this reviewer invitation by **Jun 05, 2014**.

Accept Invitation Decline, with opportunity to suggest reviewers

**Accept**

**Decline**

Manuscript Details

Abstract & Keywords

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Keywords: *life course, career patterns*

If you decline the invitation, you'll be given the chance to suggest other reviewers for the manuscript.

If you accept the invitation, you'll just need to create a password and enter a few details like your name, institution, and specialties in order to claim your account and log into Scholastica for the first time.

## There's one quick step to accept this invitation



The *Scholastica Example Journal* has invited you to review "Patently False: Defensive Patent Filings and Subsequent out of Court Settlements". You will use the login below to submit your review.

**You will use this email address to login after you've finished the form on this page**

You've been invited as **p.pan@neverland.edu**

Want to use a different email address? Don't worry, you can change it after you sign up.

Create your password

First name

Last name

Institution name

Choose your position

Research interests or areas of expertise \*

Enter keywords one at a time then type a comma (",") so it becomes a blue tag. All keywords will be lowercased.

I have read and agree to the [Terms of Service](#) and [Privacy Policy](#) for Scholastica

**Accept Invitation**

Congratulations! You'll now be able to login to Scholastica at any time using the email address on the screen (the one that was used to invite you) and the password you just chose.

### NOTE

Please do NOT create more than one account — when you make a second account using a different email address than the one used to invite you, you will not be able to access the manuscript to which you were invited to review.

If you need to update your email address or personal details you can do so by logging in, mousing over your name at the top right of the page and selecting "My Account" to update your email address or password and "My Profile" to update personal details like your institutional affiliation.

# Accepting or declining reviewer invitations when you already have a Scholastica account

You will be notified about your reviewer invitation in two ways:

1. Via an email notification to the email address you use to sign into Scholastica
2. Via a notification on your Dashboard

When viewing an invitation to review a curriculum manuscript, you'll see the curriculum manuscript's abstract and keywords.

- To accept, click "Accept Invitation"
- To decline, click "Decline with opportunity to suggest reviewers"
  - If you know of reviewers more suited to review this manuscript, you'll be prompted to enter their names and/or email addresses after you've clicked "Decline"

The image shows a composite of two screenshots. The top screenshot is a dashboard notification for a reviewer invitation. It features a green button labeled "View details and accept/decline" which is highlighted with a red box. Below this, the manuscript title "Torts and Tarts: Inter-Bakery Lawsuit Regulation" is visible. The bottom screenshot shows an email notification with a blue button labeled "Accept/Decline Invitation" also highlighted with a red box. Red arrows point from these buttons to the corresponding buttons in the dashboard view below. The dashboard view shows the manuscript details, including the title, deadline (11/26/2015), and abstract. A yellow box on the dashboard indicates "Reviewer Invitation Pending" with "Accept Invitation" and "Decline, with opportunity to suggest reviewers" buttons. A "Reviewer Work Area" sidebar is also visible.

Reviewer invitation email and Dashboard notification

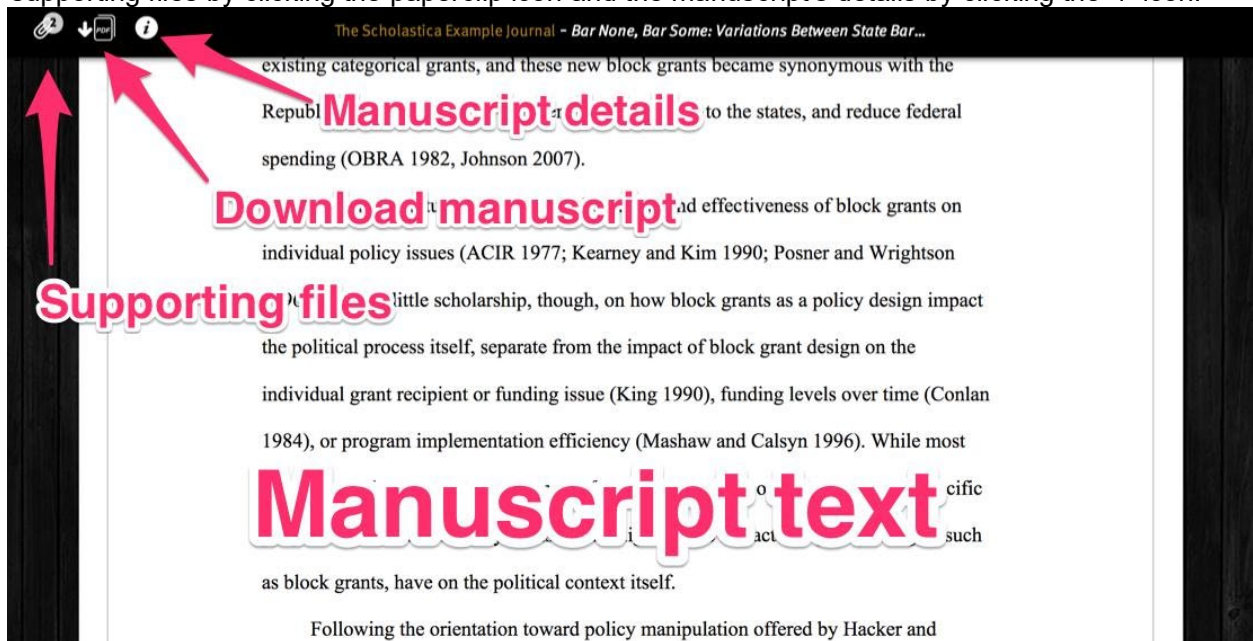
# Reviewing

Read and review manuscripts right on Scholastica or download the PDF and read it wherever you like.

## Reading the manuscript

Scholastica provides a simple, distraction-free environment for reading manuscripts.

- From your Dashboard, click [My Reviews](#).
  - Manuscripts you've agreed to review are listed on this page. If you don't see a manuscript you're looking for, check your Dashboard for the invitation and be sure you've accepted it.
  - Click the manuscript you want to read.
- In the Reviewer Work Area, click [Read manuscript](#).
  - Read the manuscript on this page, or click the [PDF](#) icon to download it to your computer. You can also view supporting files by clicking the paperclip icon and the manuscript's details by clicking the "i" icon.



Reading a manuscript

## Writing a review/Completing the Peer Review Form

Once you've read the manuscript it's on to the last step -- filling out the review form to share your feedback with the editors!

- In the Reviewer Work Area, click [Write Review](#).
  - Overview questions are required and will only be visible to editors.

- There are several additional questions which are open text response. These question responses will be visible to authors; however they will not see the names of the reviewers.
- When you have filled out every field on the review form, click **Create Review** to submit your review to the journal
- Please note: Once submitted, the review cannot be edited. If you have any clarifying points you'd like to share with the editors after you've submitted your review you can do so via [Discussions](#).

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## Preview Review Form

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**Overview questions**

Overview questions are required for all reviews submitted on Scholastica. All responses are **visible only to editors** and will not be shown to the author.

**Overall Rating :**

1 ★☆☆☆☆  
 2 ★★☆☆☆  
 3 ★★★☆☆  
 4 ★★★★☆  
 5 ★★★★★

**For this manuscript, I recommend :**

Accept  
 Revise and resubmit  
 Reject

**Comments for the editor :**

**B** | **I** |

*Please give feedback intended to help the editor make a publication decision*

**Open response questions**

**Checklist of implementation guidance.**

- Length of Time
- Materials Needed (if any)
- Safety Precautions Identified (if needed)
- Purpose Statement Provided
- National Educational Standard Identified (or linked to)

If the checklist of items are appropriately included/provided in the curriculum please comment with "PASS." If they are not included please comment with "FAIL." PLEASE PROVIDE SPECIFIC COMMENTS beyond "Pass" or "Fail" for items that need to be corrected.:

author will see response

# Tips on writing helpful peer review comments

## DO:

- List positive aspects of the paper before getting into the improvements that could be made
- Use the journal-provided reviewer form to guide the feedback you give
- Avoid working on more than one peer review per day if possible to avoid decision fatigue

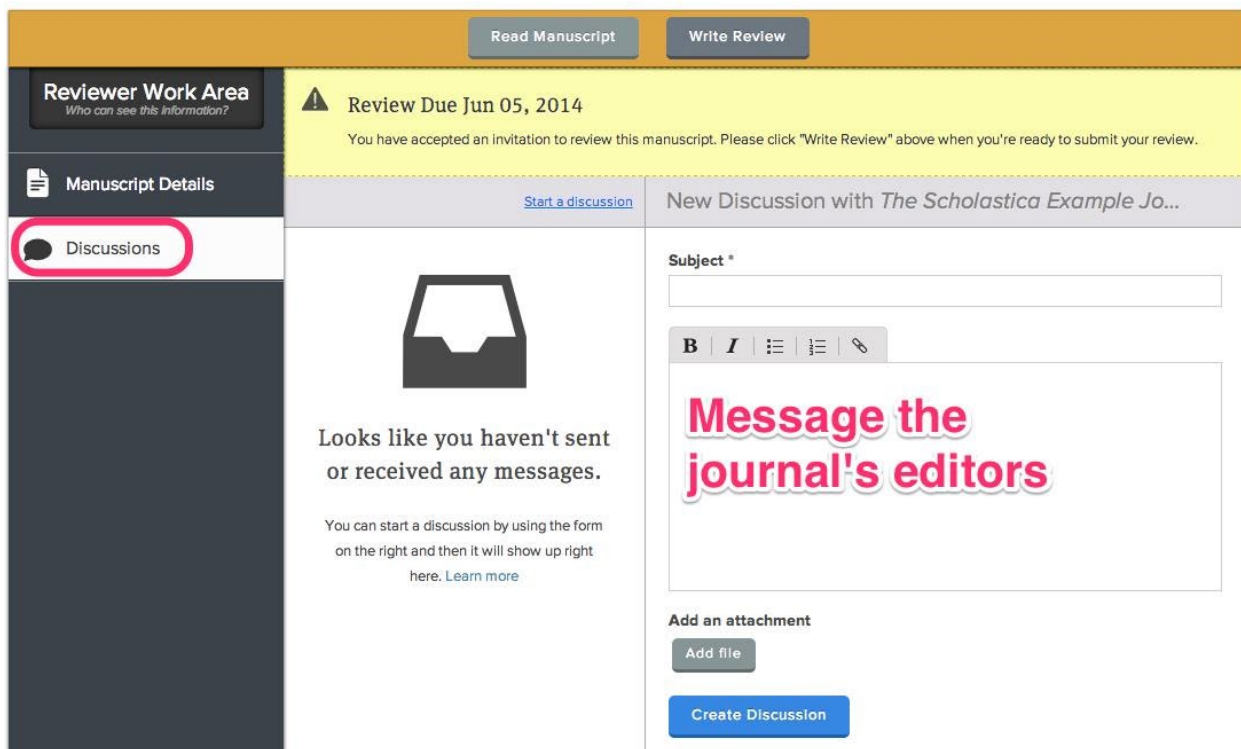
## DON'T:

- Give vague feedback without any context like “this is unclear”
- Be afraid to ask for support or recommend that editors follow up with another reviewer if areas of the paper are outside your range of expertise

# Contact the Journal (National 4-H Curriculum Review Manager)

## Discussions

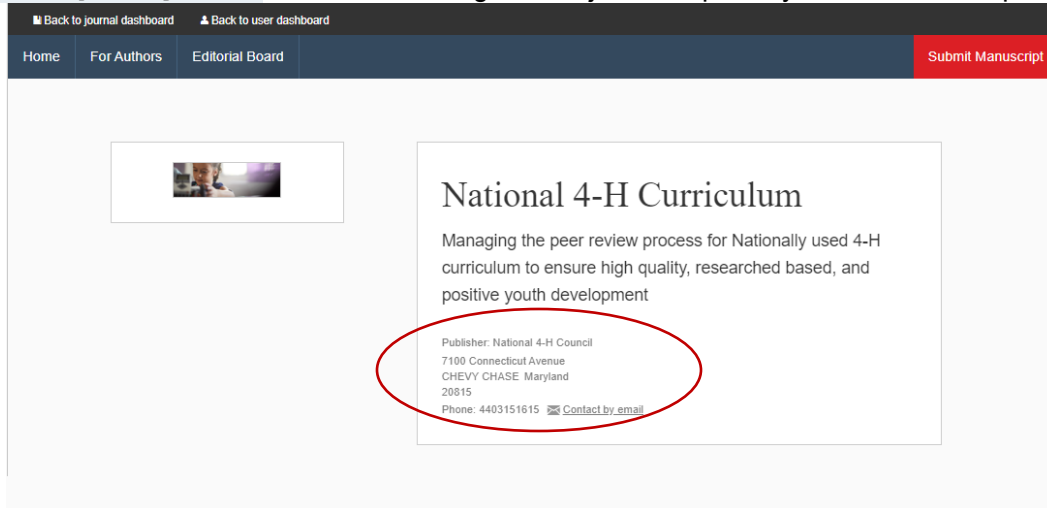
Reviewers can discuss a particular manuscript with the manuscript's editors using Discussions. Read [How do discussions work?](#) for details.



The screenshot displays the 'Reviewer Work Area' interface. At the top, there are two buttons: 'Read Manuscript' and 'Write Review'. Below these is a yellow notification banner with a warning icon, stating 'Review Due Jun 05, 2014' and 'You have accepted an invitation to review this manuscript. Please click "Write Review" above when you're ready to submit your review.' The left sidebar contains three menu items: 'Manuscript Details', 'Discussions' (highlighted with a red circle), and a third item. The main content area is split into two columns. The left column shows a message icon and the text: 'Looks like you haven't sent or received any messages. You can start a discussion by using the form on the right and then it will show up right here. Learn more'. The right column is titled 'New Discussion with The Scholastica Example Jo...' and contains a 'Subject \*' input field, a rich text editor with formatting options (B, I, list, link), and a large pink text box that says 'Message the journal's editors'. At the bottom right, there is an 'Add an attachment' section with an 'Add file' button and a blue 'Create Discussion' button.

# Email the journal

- Journals can be contacted via email on their profile pages.
- You can search or browse journals on the [browse](#) page.
- Click [Send message to journal](#); an email message to the journal's primary contact will be opened.



# Contacting Scholastica

If you have any questions about anything to do with Scholastica (trouble logging in, accepting the invitation to review, etc.) please feel free to reach out! Our [Contact Form can be found here](#).

