



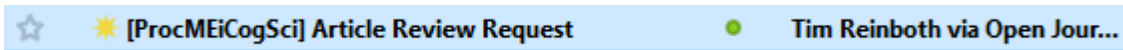
## Reviewer Guide

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### Submitting your Reviews

1. When you have been assigned a submission to review, you will receive a notification to the email-address you registered with the proceedings website



2. In the email, click on the link (highlighted below) to navigate directly to the submission you have been assigned to review.

→ **the abstract itself is also included in at the bottom of the email.**

Von Tim Reinboth via Open Journal Systems <ojs.philosophy@univie.ac.at> ☆

Betreff: [ProcMEiCogSci] Article Review Request

An: Mich <tim.reinboth@univie.ac.at> ☆

Tim Reinboth:

I believe that you would serve as an excellent reviewer of the manuscript, "Tutorial Submission," which has been submitted to Proceedings of the MEi:CogSci Conference. 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 2021-02-18 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 <https://amy.phl.univie.ac.at/meicogsci>

The review itself is due 2021-02-04.

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): <https://amy.phl.univie.ac.at/meicogsci/login/lostPassword>

Submission URL: <https://amy.phl.univie.ac.at/meicogsci/reviewer/submission?submissionid=163> **click this link to view the submission on the journal website in your browser**

Thank you for considering this request.

Tim Reinboth  
tim.reinboth@univie.ac.at

"Tutorial Submission"

Abstract

## Introduction  
This is a tutorial submission.

## Conclusion

If you follow this tutorial, your submission should work fine.

3. If you were not already signed in, clicking on the link will prompt you to login in.

4. As soon as you have logged in (see Step 3), you will navigate to this page. Please accept to review the submission you have been assigned to.

The screenshot shows a user interface for a 'Request for Review'. At the top, there are four tabs: '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion'. The main content area is titled 'Request for Review' and contains the following information:

- Article Title:** Tutorial Submission
- Abstract:**
  - ## Introduction: This is a tutorial submission.
  - ## Conclusion: If you follow this tutorial, your submission should work fine.
- Review Type:** Double-blind
- Review Schedule:** A table with three columns: 'Editor's Request' (2021-01-28), 'Response Due Date' (2021-02-18), and 'Review Due Date' (2021-02-04).

Below the schedule, there is a link 'View All Submission Details'. At the bottom, there is a checkbox for 'Yes, I agree to have my data collected and stored according to the [privacy statement](#)'. To the right of the checkbox is a button labeled 'click here to proceed'. Below the checkbox is a button labeled 'Accept Review, Continue to Step #2' and a link labeled 'Decline Review Request'.

5. You can also navigate to a submission you have been assigned to review from the overview page, simply by clicking on the submission.

The screenshot shows a 'Submissions' overview page. At the top, there are two tabs: 'My Queue' (1) and 'Archives' (2). A 'Help' button is visible in the top right corner. The main content area is titled 'My Assigned' and contains a search bar and a 'New Submission' button. Below the search bar, there is a table with one row:

ID	Title	Status	Actions
163	Test Tutorial Submission	Revisions have been requested.	<a href="#">Review</a> 1/1

The 'Review' button in the table is highlighted with an orange circle, and the text 'click here' is written in orange next to it.

6. For this conference, we have provided a Review Form (see Step 6), so please ignore that we do not provide any guidelines at the point. Just click “Continue to Step #3”

**Review: Tutorial Submission**

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

**Reviewer Guidelines**

This publisher has not set any reviewer guidelines.

there are some guidelines in the next step

Continue to Step #3   Go Back

7. The Review Form guides you through making your review. Please read the instructions carefully and keep your review constructive. Be specific and detailed in your comments. Whenever possible, please offer suggestion for how to improve something you have criticised. Do not forget to comment on things that you think the author has done particularly well.

**Review: Tutorial Submission**

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

**Review Files** Q Search

No Files

**ProcMEi:CogSci Review Form**

This form should be used for all submissions to the MEi:CogSci Conferences.

**General Remarks**

- Understanding: please take your time to make sure you understand the abstract well
- Form: Please write your review in simple but full sentences
- Communication: Please consider who you are writing the review for (both author and editor) and consider this in the language and expressions you use
- Critique: Please be honest, but polite, and explain any criticisms you may have
- Submission: Before you submit your review, please check your text for errors (grammar, typos, etc.) and logical structure
- Reminder: When writing the review, consider what kind of feedback would be helpful for yourself

**ABOUT YOU (obligatory)**

Your competence (1-2 sentences) | What is your competence regarding the topic of the research, e.g. what is your background? how familiar are you with the topic, basic concepts, or even the specific discourse?

\*

Click the button on the bottom of the page to continue to the next step.

8. Please choose a recommendation as indicated below. All authors will be able to submit a revision, no matter what you suggest. Your recommendation gives the editorial team an idea if they need to look closer at any particular submission.

#### 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	Upload File
No Files		

Review Discussions	Add discussion			
Name	From	Last Reply	Replies	Closed
No Items				

#### 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.

make sure to choose a recommendation here

Submit Review

Save for Later

Go Back

then submit your review

9. If everything has worked, you should receive the following message.

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

### Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions	Add discussion			
Name	From	Last Reply	Replies	Closed
No Items				

10. To continue with your reviews, either click on the link in the next email requesting you to do a review, or click on the submission you have been assigned to review from the Overview page.

→ You can always reach it by logging in at at <https://journals.phl.univie.ac.at/meicogsci/login>