

# REVIEWER GUIDE

## 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 at the proceedings website.
2. In the email, click on the link to navigate directly to the submission you have been assigned to review:
3. If you were not already signed in, clicking on the link will prompt you to login.

From: MEi:CogSci Coordinator via Open Journal Systems <ojs.philosophy@univie.ac.at> ☆  
Subject: [ProcMEiCogSci] Article Review Request  
Reply to: MEi:CogSci Coordinator ☆  
To: EDV Philosophie ☆

Test User:

I believe that you would serve as an excellent reviewer of the manuscript, "Abstract Title," 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 2022-05-17 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://journals.phl.univie.ac.at/meicogsci>

The review itself is due 2022-05-03.

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://journals.phl.univie.ac.at/meicogsci/login/lostPassword>

Submission URL <https://journals.phl.univie.ac.at/meicogsci/reviewer/submission?submissionId=346>

Thank you for considering this request.

MEi:CogSci Coordinator

"Abstract Title"

Abstract

Abstract Text

4. As soon as you have logged in, you will be navigated to this page. Please accept to review the submission you have been assigned to.

File Edit View History Bookmarks Tools Help

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

**Request for Review**

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

**Article Title**  
Abstract Title

**Abstract**  
Abstract Text

**Review Type**  
Anonymous Reviewer/Anonymous Author

[View All Submission Details](#)

**Review Schedule**

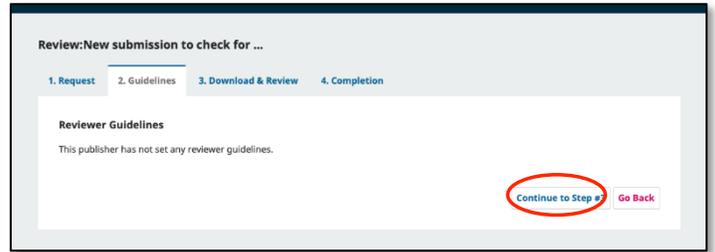
2022-04-26	2022-05-17	2022-05-03
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

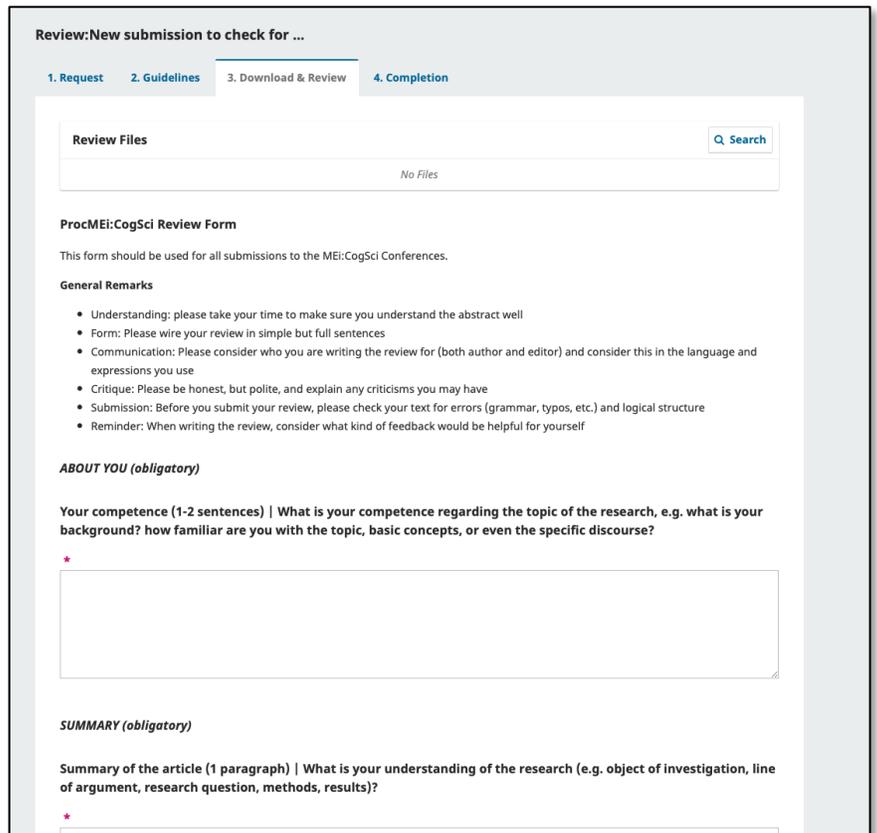
Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Accept Review, Continue to Step #2](#) [Decline Review Request](#)

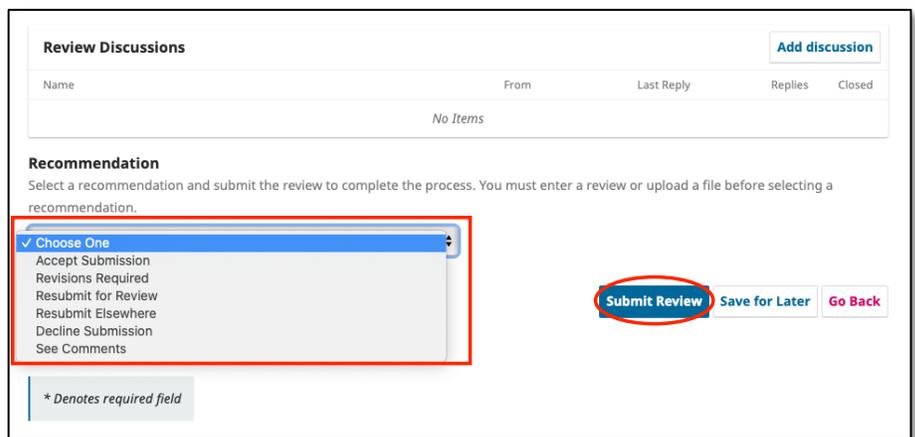
5. For this conference, we have provided a Review Form (see next step), so please ignore that we do not provide any guidelines at this point. Just click on **continue to step #3**.



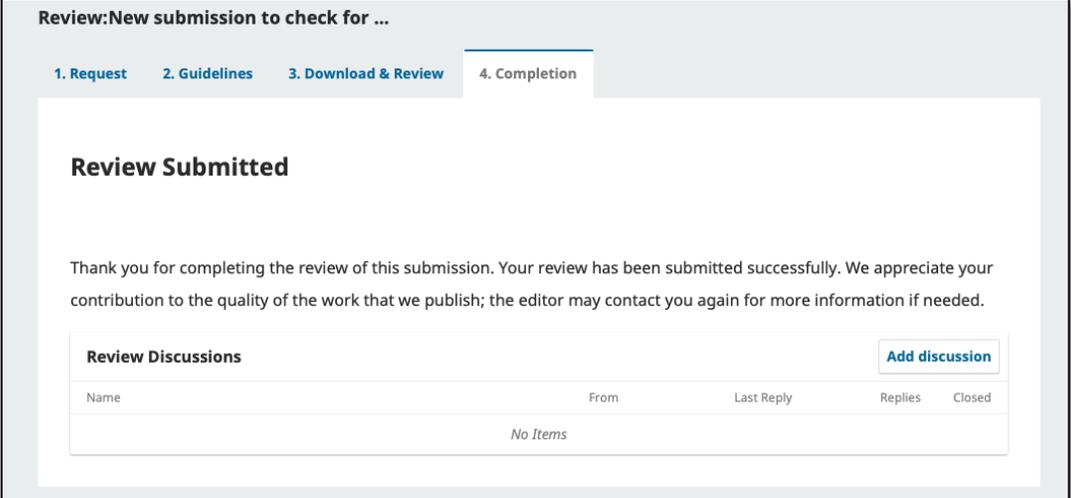
6. The Review Form guides you through making your review. Please read the instructions carefully and keep your review constructive. Be specific and detailed in your comments. When possible, please offer suggestions for how to improve something you have criticised. Do not forget to comment on things that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



7. 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 submissions.



8. If everything has worked, you should receive following message:



The screenshot shows a web interface for a journal submission system. At the top, there is a breadcrumb trail: "Review:New submission to check for ...". Below this is a progress bar with four steps: "1. Request", "2. Guidelines", "3. Download & Review", and "4. Completion". The "4. Completion" step is currently active. The main content area is titled "Review Submitted" and contains a thank-you message: "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." Below the message is a section for "Review Discussions" with an "Add discussion" button. A table with columns "Name", "From", "Last Reply", "Replies", and "Closed" is shown, but it is empty, with "No Items" displayed below it.

9. 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:  
<https://journals.phl.univie.ac.at/meicogsci/login>