## **REVIEWER GUIDE**

## Submitting your Reviews

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

To EDV Philosophie	
Test User:	
I believe that you would serve as an excellent reviewer of Proceedings of the MEi:CogSci Conference. The submissio undertaking this important task for us.	the manuscript, "Abstract Title," which has been submitted to on's abstract is inserted below, and I hope that you will consider
Please log into the journal web site by 2022-05-17 to indi access the submission and to record your review and reco /meicogsci	cate whether you will undertake the review or not, as well as to ommendation. The web site is <u>https://journals.phl.univie.ac.at</u>
The review itself is due 2022-05-03.	
If you do not have your username and password for the ju (which will then be emailed to you along with your usern- /lostPassword Submission URL https://journals.phl.univie.ac.at/meicog	ournal's web site, you can use this link to reset your password ame). <u>https://journals.phl.univie.ac.at/meicogsci/login</u> sci/reviewer/submission?submission1d=346
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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.

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You have been selected for this review. We have	ed as a potential reviewer pe that you are able to pa	of the following articipate.	ng submission. Below is an overview of the submission, as well as the timeline
Article Title Abstract Title			
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<b>Review Schedule</b>			
2022-04-26	2022-05-17	1	2022-05-03
Editor's Request	Response D	ue Date	Review Due Date
About Due Dates			
Yes, I agree to have	e my data collected and :	stored according	ng to the <u>privacy statement</u> .
			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.

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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.

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8. If everything Review:New submission to check for ... has worked, 1. Request 2. Guidelines 3. Download & Review 4. Completion you should receive **Review Submitted** following 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. **Review Discussions** Add discussion Name Last Reply Replies Closed From No Items

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