

OJS

REVIEWER'S GUIDE

SEPTEMBER 2020



This text, OJS-Reviewer's Guide, is an adaptation of "[Guide de l'évaluateur](#)" by the *Bibliothèque de l'Université de Laval* and "[Learning OJS 3.2: A Visual Guide to Open Journal Systems](#)" by Simon Fraser University and the Public Knowledge Project. This document is under Creative Commons Attribution 4.0 International licence [CC BY](#) by ULiège Library.

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REVIEWER’S GUIDE

This guide explains the steps you need to go through as a reviewer, from the reviewing request to submitting comments. Reviewing an article is a 4 steps process.

Invitation

At this stage, you receive a review request by email which contains links to the journal website and to the submission. The request is displayed in your Dashboard, with due dates to accept or decline the request and due dates to submit your review if you were to accept it.

75	Test	2019-08-12 Response Due
	⚠ Waiting for a response from the reviewer.	2019-09-09 Review Due

The description sheet is less complete than the one seen by the editor or the author of the article.

Personal information is not displayed for reasons of anonymity.

You can view the document’s metadata and download it.

Review: *approach for externalization of expert tacit knowledge*

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
approach for externalization of expert tacit knowledge

Abstract

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

[View All Submission Details](#)

Review Schedule

2016-08-30	2016-09-20	2016-09-27
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[About Due Dates](#)

You can start a discussion with the editor through the Review Discussions section. This can be useful for negotiating deadlines or declaring a conflict of interests. The author of the manuscript will not be aware of these interactions.

Review Discussions

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

To proceed, **you must, at the bottom of the form, accept or refuse to do the review.** If you refuse, the process ends and you cannot reverse your decision. If you accept, you must agree to the Privacy Policy and move to the next step.

Guidelines

Following acceptance, you can read the reviewing guidelines of the journal. You can also start a discussion about this matter if needed. The author of the manuscript will not be aware of these interactions.

Review: approach for externalization of expert tacit knowledge

Reviewer Guidelines

Please complete the review with a constructive perspective.

Click **Continue** to move to the next step.

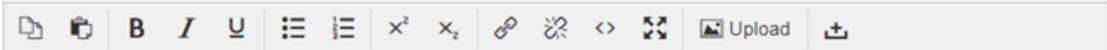
Download and Review

This tab allows you to download, if it has not been done already, the manuscript to review. Two areas allow you to insert your review.

PLEASE NOTE : The content of the first area will be sent to the author and the editor of the journal, while the content of the second area will only be sent to the editor.

Review

Enter (or paste) your review of this submission into the form below.



Powered by TinyMCE

For author and editor



Powered by TinyMCE

For editor only

It is possible to upload files, such as an annotated version of the reviewed manuscript. In this case, be careful not to leave any detail that could lead to your identification. The files will only be sent to the editor.

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	

Once your review is written in a text box or added via file, you must give your verdict using the drop-down menu.

Your choices include:

Accept Submission: it is ready to go to Copyediting as it is.

Revisions Required: it requires minor changes that can be reviewed and accepted by the editor.

Resubmit for Review: it requires major changes and another round of peer reviewing.

Resubmit Elsewhere: it doesn't seem like a good fit for the focus and scope of this journal.

Decline Submission: it has too many weakness to ever be accepted.

See Comments: if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

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.

Submit Review
Go Back

Finally, hit the **Submit Review** button to complete your task. You'll be asked to confirm.

Completion

The 'Thank you' text is displayed.

Review: *approach for externalization of expert tacit knowledge*

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.

The Dashboard now displays the status of your review. You can click on this review to consult each step again. However, the displayed information is no longer editable.