How to respond to a reviewing request for REGION

When an editor invites you to referee a paper that has been submitted to REGION, you receive an email message that informs you and provides details. The email message has a subject of "[REGION] Article Review Request" and looks somewhat like the following edited example:

Dear Dr. Maier:

I believe that you would serve as an excellent reviewer of the manuscript, "title of the paper" which has been submitted to REGION. 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 2015-04-30 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 http://openjournals.wu.ac.at/ojs/index.php/region

The review itself is due 2015-05-21.

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). http://openjournals.wu.ac.at/ojs/index.php/region/login/resetPassword/gmaier?confirm=d41ba9

Submission URL: http://openjournals.wu.ac.at/ojs/index.php/region/reviewer/submission/134

Thank you for considering this request.

Vicente Royuela vroyuela@ub.edu

ABSTRACT OF THE PAPER

On the following pages I will explain the necessary steps assuming that you know your username and password for the journal management system of REGION. Username and password have been sent to you when either you yourself or an editor registered you to the system. If you do not know username or password, follow the instructions in the email shown above.

Following the first or the third link given in the email gets you either to the start (Figure 1) or to the login page (Figure 2) of REGION's journal management system. On either page you need to login with your username and password using one of the options marked in the following figures.

<u>Datei B</u> earbeiten <u>A</u> nsicht <u>C</u> hronik <u>L</u> esezeichen E <u>x</u> tras <u>H</u> ilfe		
REGION × +		
C @ openjournals.wu.ac.at/ojs/index.php/region	⊽ C ^a Q Suchen	☆ 自 ♣ 佘 � ♥ ♥ ■
REGION The journal of ERSA, powered by V	wu	<u>*</u>
HOME ABOUT LOGIN REGISTER SEARCH CURRE	NT ARCHIVES ANNOUNCEMENTS SUBMIT	OPEN JOURNAL SYSTEMS
Home > Vol 2, No 1 (2015)		Jour an Help
REGION		USER
REGION - the journal of ERSA, powered by WU, is a peer reviewed scie Science, Regional Economics, Economic Geography and related areas.	ntific journal for the global exchange of knowledge in Reg	pional Password
Announce	ments	NULFICATIONS
New Item Published: Two additions to the REGION	resource section of	• Subscribe
Two items have been published in the resource section of REGION: (1 capital in Spain and its distribution by provinces (1964-2013)", and (2) Personal Income and its Distribution in Spanish municipalities". The PF homepage at: < <u>http://openiournals.wu.ac.at/ois/index.php/region/iss</u>) "Lorenzo Serrano, Ángel Soler, Human "Miriam Hortas-Rico, Jorge Onrubia, 9F-files are available from the journal ue/current>	Search Search Scope All
Posted: 2015-04-24		Browse
New Item Published: Newly published artic	cle in REGION	• <u>By Issue</u> • <u>By Author</u>
A new article has been published in REGION: "BRUNOW, Stephan; BLI productivity: an assessment with microdata." The PDF-file is available /ois/index.php/region/article/view/24/30>.	EN, Uwe. Agglomeration effects on labor at: < <u>http://openiournals.wu.ac.at</u>	• <u>By Title</u> • <u>Other Journals</u>
Posted: 2015-04-24		
New or improved feature: comment an art	icle	INFORMATION
REGION has added tools for improved communication about the mater are available on each individual article's page in the right hand side m	rial it has published. These "Article Tools" enu. In order to avoid spam, you need to be	• For Readers • For Authors • For Librarians

Datei Bearbeiten	Ansicht Chronik Lesezeichen Egtras Hilfe	- • ×
eogin eogin openjourr	∧ (* als.wu.ac.at/ojs/index.php/region/login?source=%2Fojs%2Findex.php%2Fregion%2Freviewer ♥ ♥ ● ○ Suchen	☆ 自 ♣ 余 � ► ❷ 5 Ξ
	REGION The journal of ERSA, powered by WU	
	HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES ANNOUNCEMENTS SUBMIT	OPEN JOURNAL SYSTEMS
	Home > Login Username Password Remember my username.And password Logi • Ans user2 Register with the arts • Forget Note ItsN: 2429-5370	USER USER Usename Password Remember me Login UTIFICATIONS • Man • Subarabe • Subarabe
		Search Scope

Figure 2

Once you are logged in, you should see a page similar to Figure 3. The details of this page depend on the roles you have in REGION. Figure 3 shows that the logged in user has the role of a reviewer and that there is 1 active review task (the one you have been invited for).

Datei Bearbeiten Ansicht Chronik Lesezeichen Extras	<u>H</u> ilfe										
User Home × +											
Openjournals.wu.ac.at/ojs/index.php/region/user			⊽ C	Q Suchen		☆ 自	+	俞	🗞 🔻	9	
REGION The journal of ER	SA, powered by	/ WU									Î
HOME ABOUT USER HOME	SEARCH CURRENT	ARCHIVES	ANNOUNCEMENT	S SUBMIT	OP	EN JOURNAL	SYSTEMS	5			
Home > User Home					Jou	rnal Help					
User Home					US You tmi	ER 1 are logged Ikhailova	in as				
REGION						My Journal My Profile Log Out	s User				
Reviewer	2	<u>1 Active</u>			_						
• Show My Journals					NO	TIFICATIO View (3 ne Manage	DNS w)				E
Edit My Profile Change My Password Logout ISSN: 2409-5370					Sez All	URNAL CO arch arch Scope			-		
					FO INI	NY SE By Author By Author By Title Other Jour NT SIZE Contemport For Reader For Author	nals A DN IS S		-		

Click on "Active" to get to the details of your active review task. You will get to a page similar to the one shown in Figure 4, which shows the title of the submission as a hyperlink.



Click this hyperlinkt o get to the detailed information about the submission (Figure 5). On this page you can see title and abstract of the paper, the date when the editor requested your review, the due date of your review, etc. There is also a link to the metadata of the submission which leads to additional information.

At your first visit to this page you should notify the editor whether or not you are able and willing to do the review. This is listed under step 1 of the Review Steps. There you can chose between two links "**Will do the review**" and "**Unable to do the review**". They assist you in your communication with the editor and also register your decision with the system.



Clicking either one of these links gets you to the "**Send Email**" form (Figure 6). This form helps you compose an email to the editor who invited you. There is a default text of this email which you see in Figure 6 for the case where you are unable to review. You can add your own text to this form and change the proposed text as you like. It is important, however, that you use this mechanism for the communication with the editor, because it also registers your decision with the system in addition to sending your message. When you are done composing the email, click the "**Send**" button. This sends the email and registers your decision with the system. When you chose to click the "**Skip Email**" button instead, no email will be sent to the editor, but your decision as soon as possible, we ask you to use the "**Send**" button.

<form></form>	<form></form>	Bearbeiten Ansicht Chronik Lesez	eichen Egtras <u>H</u> ilfe	
<section-header><section-header><section-header><text></text></section-header></section-header></section-header>	<section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header>	openjournals.wu.ac.at/ojs/index.php	p/region/reviewer/confirmReviewiReviewId=134&declineReview=1 ⊽ C □ Q Suchen	合自 🖡 佘 🍕 ד 🗩 🕄
<form> NOT NOT<th><text></text></th><th>REGIO The journa</th><th>N al of ERSA, powered by WU</th><th></th></form>	<text></text>	REGIO The journa	N al of ERSA, powered by WU	
<form> best of the series of the series Sector Image: Sector Sector</form>	<text><section-header><section-header></section-header></section-header></text>	HOME ABOUT	USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS SUBMIT	OPEN JOURNAL SYSTEMS
<section-header> Sected Eansil x x x x x x x x x x x x x x x x x</section-header>	<section-header><text></text></section-header>	Home > User > Revie	wer > Email	Journal Help
To Vicente Royuela «vroyuela@ub.edu> CC	To Vicente Royuela «vroyuela@ub.edu> CC BCC BCC Add Roopert Add CC Add BCC Subject Cectory of this message to my address (gunther.maier@wu-wien.ec.et) Subject IteoSition Body Vicente Royuela Vicente Royuela Vicente Royuela Body Vicente Royuela Jumbar Subject IteoSition Body Vicente Royuela Jumbar Subject Residon Bate insugewäht Body Vicente Royuela Jumbar Subject Subject Gunther Maier Subject Subject Residon Structures in Russia: Optimality and Dependence on Parameters of Global Evolution, for RESIDN. Thank you for thinking of me, and another time feat mainer Subject Gunther Maier Structure The Set Bate Structure in Russia: Optimality and Dependence on Parameters of Global Evolution, for RESIDN. Thank you for thinking of me, and another time feat feat this at this me I am unable to review the submission, TopoJacia Bate Main et al. another time feat feat feat this me I am unable to review the submission, TopoJacia Bate Main et al. another time feat feat feat feat feat feat feat fea	Send Ema	ail	USER You are logged in as
Attachments Attachments Durchsuchen Keine Datei ausgewählt Uptood Subject [EGION] Unable to Review Body Attachments Body Vicente Royuela: I am afraid that at this time I am unable to review the submission, Population Structures in Russias: Optimality and Dependence on Parameters of Gobal Evolution, for REGION, Thank you for thinking of me, and another Gunther Maier Search Service With Author With Author	Attachments Durchsuchen keine Datei ausgewäht Upteet Subject REGION Unable to Review Body Vicente Royuels: In am fraid that at this time I am unable to review the submission, Population Structures in Russis: Optimality and Dependence on Parameters of fore Ecto call on me. Suther Maier Termer Segn me Strik: 2xp-strik	To CC BCC	Vicente Royuela <vroyuela@ub.edu> Add Recipient Add CC Add BCC Send a copy of this message to my address (gunther.maier@wu-wien.ac.at)</vroyuela@ub.edu>	gmaier • My Journals • My Profile • Log Out NOTIFICATIONS • <u>View</u> (35 new)
Subject [REGION] Unable to Review Body Vicente Royuels: I an afraid that at this time I am unable to review the submission, Population Structures in Russias: Optimality and Dependence on Parameters of cloale Evolution, for REGION, Thank you for thinking of me, and another time feel free to call on me. Gunther Maier Search Scope I Search Scope I I Search Scope I I Search Scope I I I I I I I I I I I I I I I I I I I	Subject [REGION] Unable to Review Body Vicence Royuela: I am afraid that at this time I am unable to review the submission, "Population Structures in Russia: Optimality and Dependence on Parameters or iter feel free to call on me. Gunther Maier Search Server Source Search Server Source Search Structures in Russia: Optimality and Dependence on Parameters or iter feel free to call on me. Gunther Maier Search Secret Source Search Secret <td>Attachments</td> <td>Durchsuchen Keine Datei ausgewählt Upload</td> <td>• Manage</td>	Attachments	Durchsuchen Keine Datei ausgewählt Upload	• Manage
I am afraid that at this time I am unable to review the submission, "Population Structures in Russia: Optimality and Dependence on Parameters of Global Evolution, Thank you for thinking of me, and another itime feel free to call on me. Gunther Maier Search Scope III Browse 9 by Issue 9	I em afraid that at this time I am unable to review the submission, "Population Structures in Russia: Optimality and Dependence on Parameters of Global Evolution, for REGION, Thank you for thinking of me, and another time feel free to call on me. Gunther Maier Send Cancel Skip Email ISSN: 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 Dury 2409-5370 </td <td>Subject Body</td> <td>[REGION] Unable to Review Vicente Royuela:</td> <td>Submissions * <u>Active</u> (1) * <u>Archive</u> (1)</td>	Subject Body	[REGION] Unable to Review Vicente Royuela:	Submissions * <u>Active</u> (1) * <u>Archive</u> (1)
Send Cancel Skip Email ISN: 2409-5370 Browse Browse Br	Browse • Br Jase • Br Jase • Br Jase • Crher Journals • Crher Journals		I am afraid that at this time I am unable to review the submission, "Population Structures in Russia: Optimality and Dependence on Parameters of Global Evolution," for REGION. Thank you for thinking of me, and another time feel free to call on me. Gunther Maier	Search
Send Cancel Skip Emai	Send Cancel Skip Emel ISSN: 2409-5370 FOR Readers For Librations For Libra			Browse
	• For Librarians	Send Cancel S ISSN: 2409-5370	kip Emal	Font Size

When you return to the page with the detailed information about the submission (Figure 5 above, Figure 7 below), you will see that the system has registered your decision. Under "Review Schedule" you see the date of your response and under step 1 of the "Review Steps" you see that the system registered your response as "Rejected".

<pre>prepipumat: wux.at.cl (c)/indec.php/region/reviewer/submission/134</pre>	view	× +																	
Review Scherule Bidra's Request Yur Response Review Submitted Breview Submitted <	openjourna	ils.wu.ac.at/ojs/index.php/	region/reviewer/sub	mission/134				V	G	🔍 Suchen			2	1	÷	⋒	% -	ø	Ę
Review Steps Note the invite of the set of th		Review Sch Editor's Request Your Response Review Submitted Review Due	2015-04-23 2015-04-24 2015-05-21																
Response Rejected 2. If you are going to do the review, consult Reviewer Guidelines below. 3. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review 4. Click on icon to enter (or paste) your review of this submission. Review ID 5. In addition, you can upload files for the editor and/or author to consult. Uploaded files None Durchauchen Keine Datei ausgewählt Upload 6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.		Review Ste	ps																
 If you are going to do the review, consult Reviewer Guidelines below. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review Click on icon to enter (or paste) your review of this submission. Review Click on upload files for the editor and/or author to consult. Uploaded files None DurchauchenKeine Datei ausgewähltUbload Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. 		Response Rejec	ted	nether you will unde	ertake the	e revie	w.												
 Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review Click on icon to enter (or paste) your review of this submission. Review imits of the submission will be made available, if and when reviewer agrees to undertake review Click on icon to enter (or paste) your review of this submission. Review imits In addition, you can upload files for the editor and/or author to consult. Uploaded files None Durchsuchen Keine Datei ausgewählt, Upload Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. 		If you are going to	do the review, con	sult Reviewer Guide	elines belo	ow.													
 Click on icon to enter (or paste) your review of this submission. Review In addition, you can upload files for the editor and/or author to consult. Uploaded files None Durchsuchen Keine Datei ausgewählt. Upload Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. 		 Click on file names Submission will be 	to download and r made available, if	eview (on screen o and when reviewer	r by printir agrees to	ing) th o unde	ne files ass ertake revi	ociated wit ew	h this s	ubmission.									
5. In addition, you can upload files for the editor and/or author to consult. Uploaded files None DurchauchenKeine Datei ausgewählt, Upload 6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.		 Click on icon to en Review	ter (or paste) your	review of this subm	iission.														
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.		5. In addition, you ca Uploaded files Durchsuchen K	n upload files for th ceine Datei ausgewä	e editor and/or aut None ählt. Upload	hor to con	nsult.													
		 Select a recommendation 	ndation and submit	the review to comp	lete the pr	process	s. You mus	st enter a n	eview o	r upload a file	e before select	ting							
		Reviewer G	uidelines																
Reviewer Guidelines		Details will follow																	
Reviewer Guidelines Details will follow		ISSN: 2409-5370																	
Reviewer Guidelines Details will follow ISSN: 2409-5370																			