REVIEWER

Journal Onboarding Guide v2



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Table of Content

- Journal Signup
- Journal Subscription Plans & Features
- Journal Profile
- **Technical Integrations**

Connect with us

REVIEWER 1. Journal Signup Page

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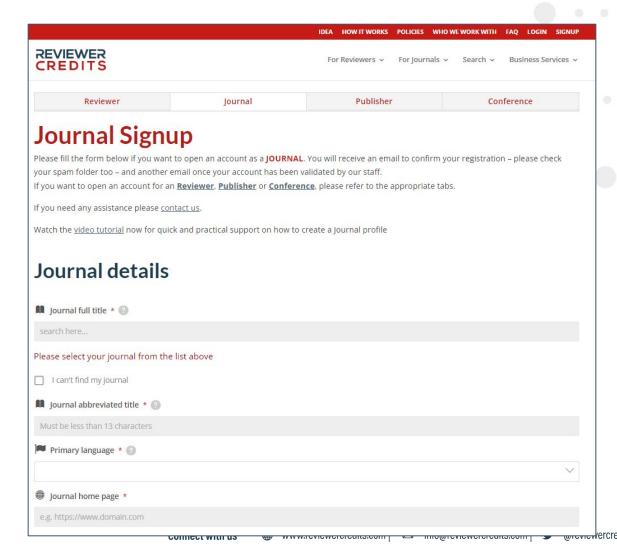
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URL: https://www.reviewercredits.com/journal-signup/

Signup Video: https://www.youtube.com/watch?v=4x88JzCLJjg

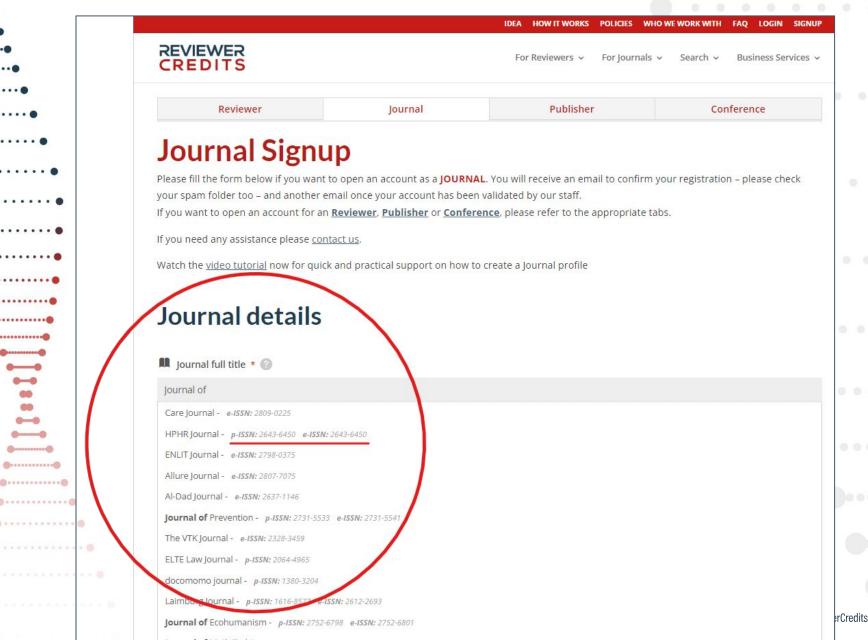




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REVIEWER 1.1 Choose your journal from the dropdown list



REVIEWER CREDITS

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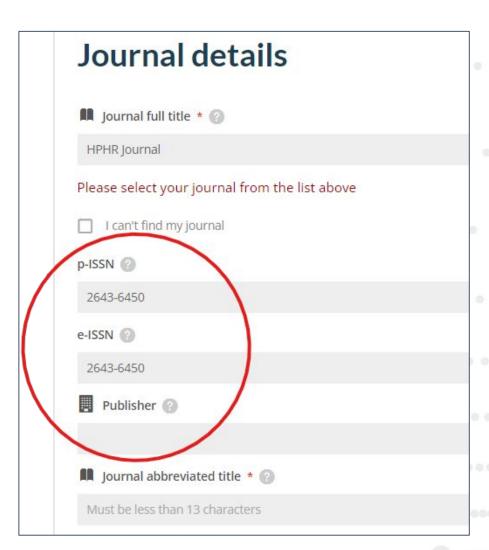
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1.1 Choose your journal from the dropdown list

When you choose your journal from list, the ISSN fields the and Publisher is filled automatically.

You can request a change when your profile is created.

Choose a abbreviated title, it will be used as your username & journal link.





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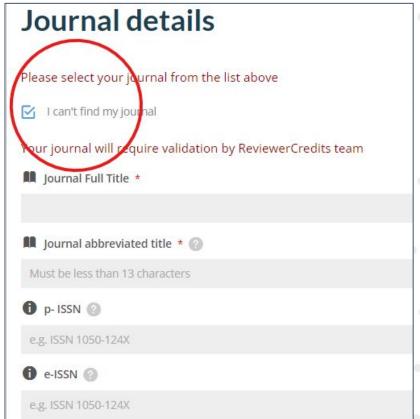
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1.2 Can't find your journal in the list?

Select the "I can't find my journal" checkbox and fill:

- Journal Full Title
- Abbreviated Title (will be used for journal profile URL)
- and at least one ISSN





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1.3 Fill the remaining Journal details

Choose a primary language.

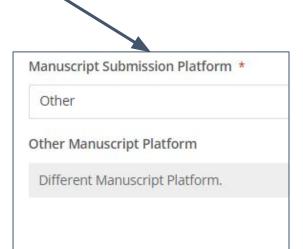
Set your journal website.

 Choose manuscript your

· · • submission platform.

Choose "Other" for a non listed

manuscript submission platform.



Primary language * (2) Journal home page * e.g. https://www.domain.com Manuscript Submission Platform * Please choose one from the list

> Aries, Editorial Manager Arpha, Pensoft

> > Coko Foundation

Comet, Swedes.org **Editorial Express**

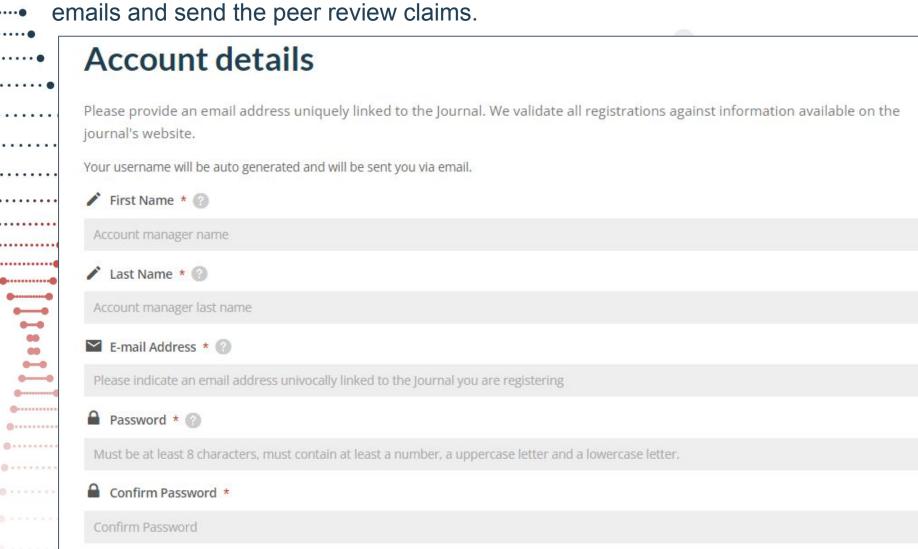
Editorial Office

Please choose one from the list



1.4 Fill the remaining Account details

Name & email address of the journal editor. It will be used to confirm





1.5 Choose your notification settings

Subscribe to the monthly newsletter.

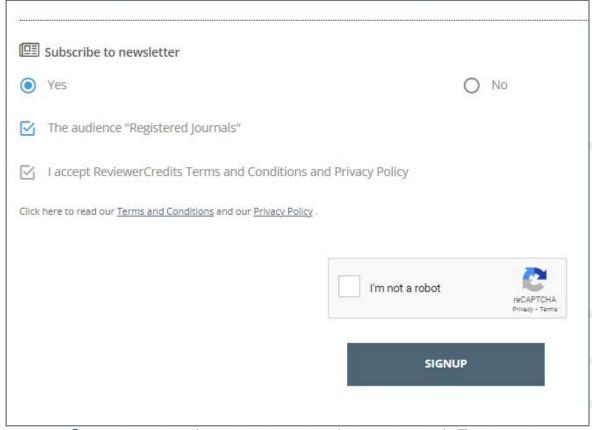
Let "The audience 'Registered Journals'" checked to receive only important notifications.

Accept terms and conditions.

Check I'm not a robot.

And Signup!

Note that journal profiles require approval by the RC team and it might take 1-2 business days for the process.





2. Journal Subscription Plans & Features

URL:

https://www.reviewercredits.com/journal-subscriptions-and-fees-free-premium-plans/







- · Journal dedicated page
- Free API and plugins
- · Badge to display on your website
- · Peer review process certification
- · Gender, ORCID iD and Regional Distribution of peer reviewers
- · Search and contact new peer reviewers
- Reviewer Contribution Index (RCI) of peer reviewers - Standalone Feature*

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- · Peer review process certification
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- · Search and contact new peer reviewers in our database
- Reviewer Contribution Index (RCI) of peer reviewers

SIGN UP

CONTACT US

CONTACT US





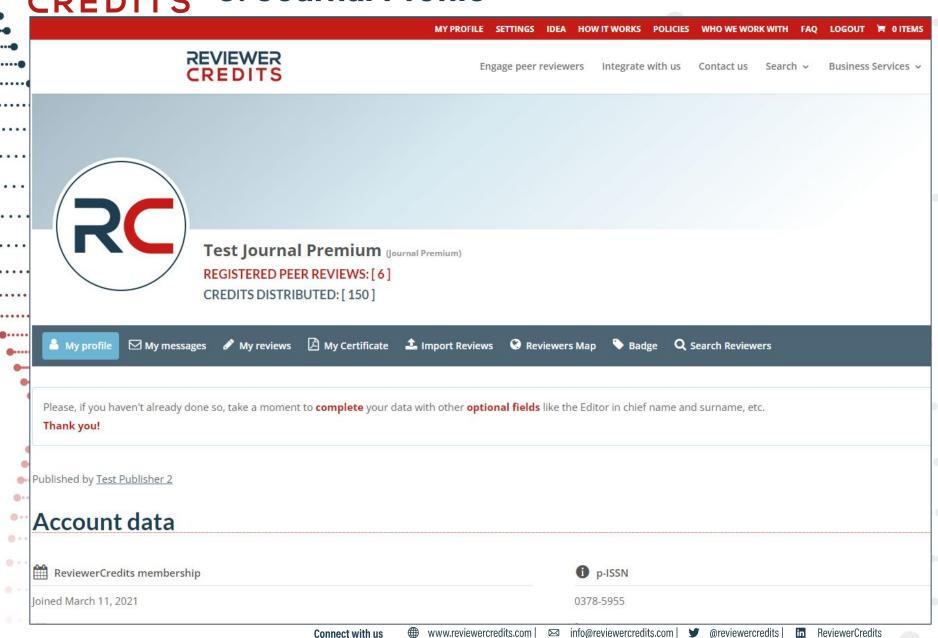






REVIEWER CREDITS

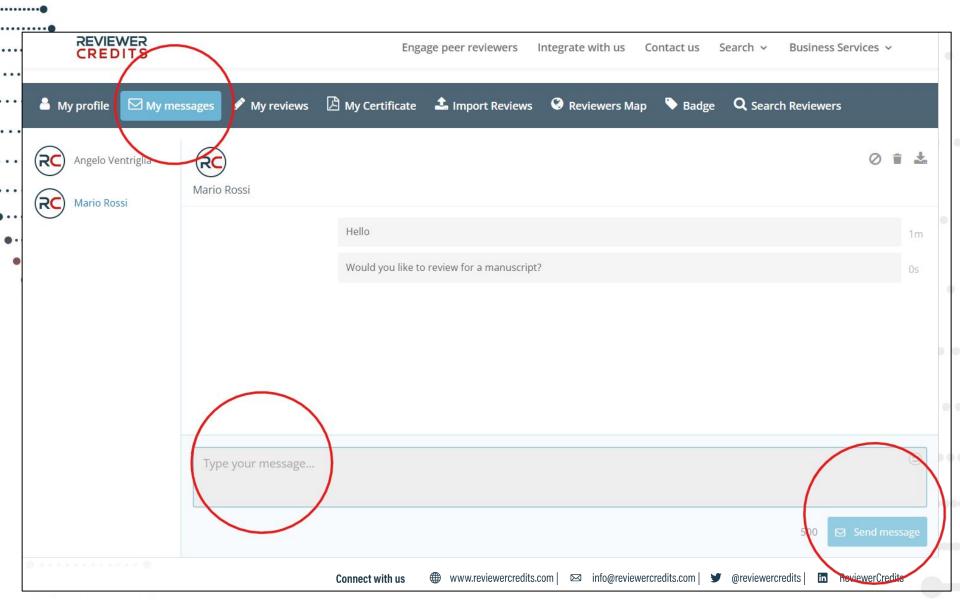
3. Journal Profile





3.1 Journal Messages (Premium)

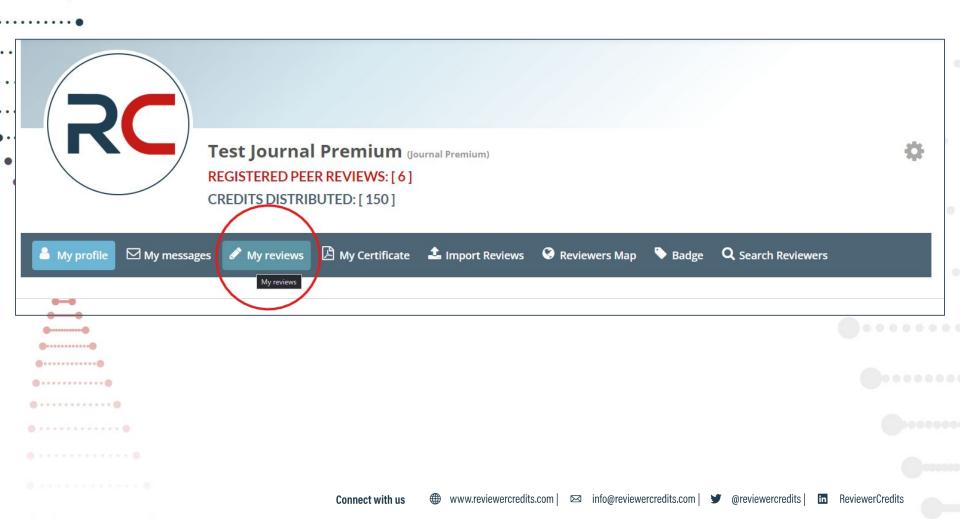
Click on the "My messages" button to message with the reviewers.



REVIEWER CREDITS

3.2 Journal Reviews

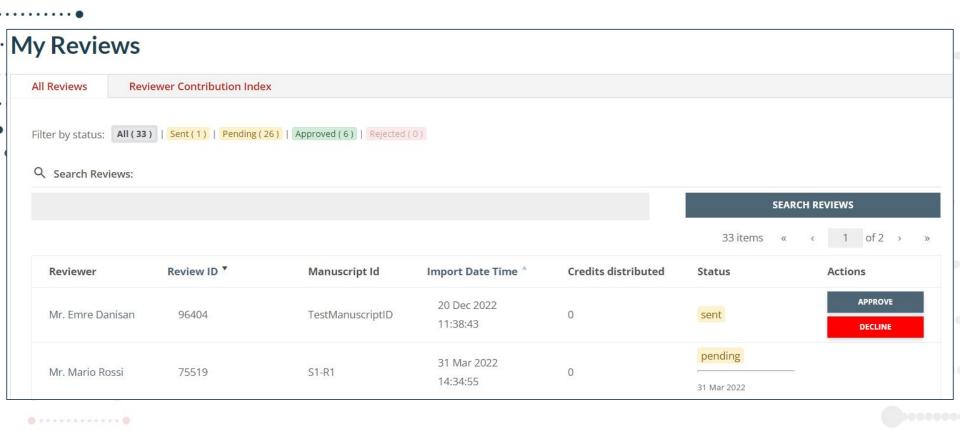
Editors can check their registered peer reviews by clicking on the "My Reviews" button in the journal profile.





3.3 Journal Reviews

- Here you can see the peer reviews ready to be approved or declined.
- Sent status means it is sent as an email to the editorial office.
- **Pending** status means the review is pending an approval from the reviewer.

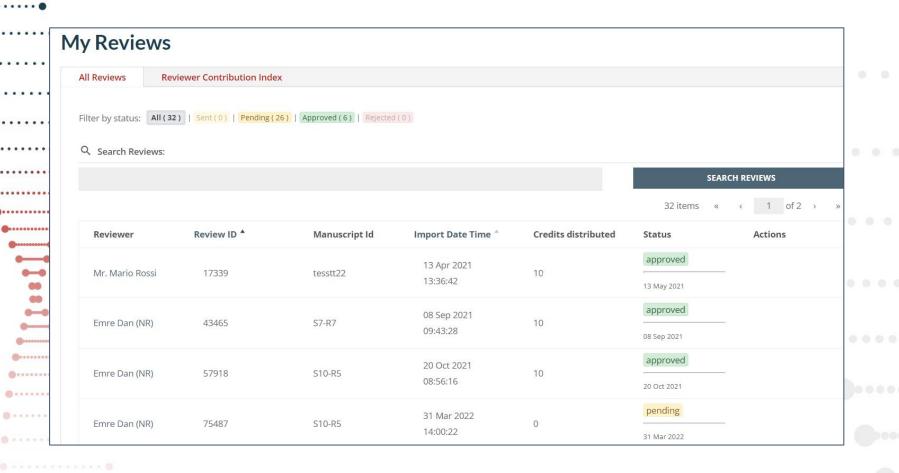


REVIEWER CREDITS

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3.4 Journal Reviews

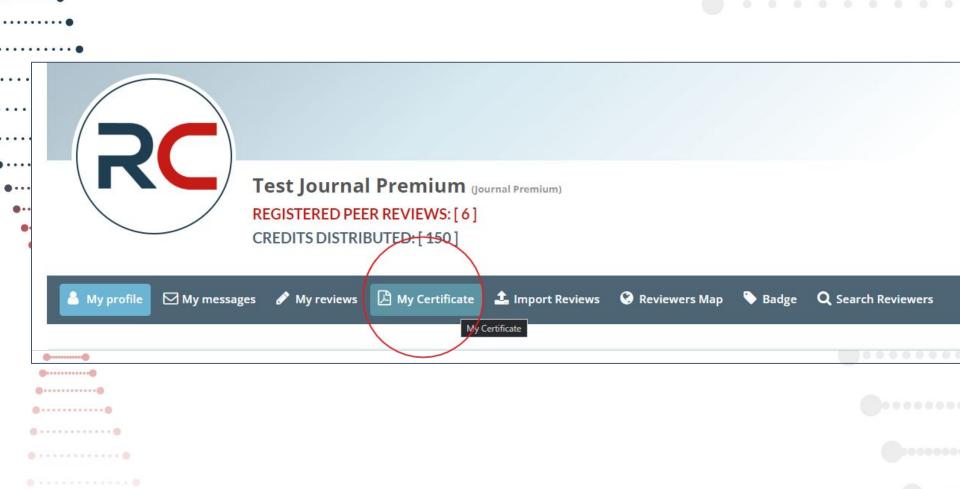
Approved peer reviews are shown with green approved text. Along with the credits distributed.





3.5 Journal Certificate (Plus & Premium)

By clicking on the My Certificate button, you can get your peer review certification.





3.6 Journal Certificate (Plus & Premium)

There are 2 options to have your certificate.

You can either download your journal certificate as a PDF (left button).

Or you can click on the view and share button to generate a link that will demonstrate your journal's certificate.

REVIEWER CREDITS

Engage peer reviewers

Integrate with us

Contact us

Search v

Business Services >

Download Journal Certificate

Use the buttons below to download a PDF Certificate listing peer review activity recorded through ReviewerCredits or imported by reviewers from ORCID, with year, reviewers, number of reviews for each reviewer.

DOWNLOAD JOURNAL CERTIFICATE

VIEW AND SHARE

REVIEWER CREDITS

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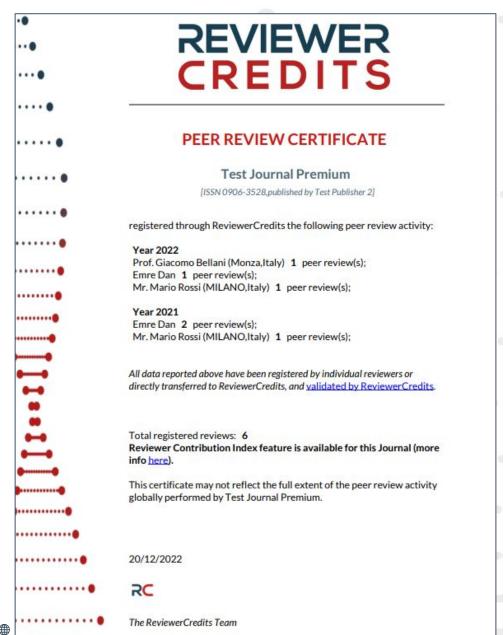
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3.6.1 Journal PDF Certificate (Plus & Premium)

Journal Peer Review PDF Certificate Example





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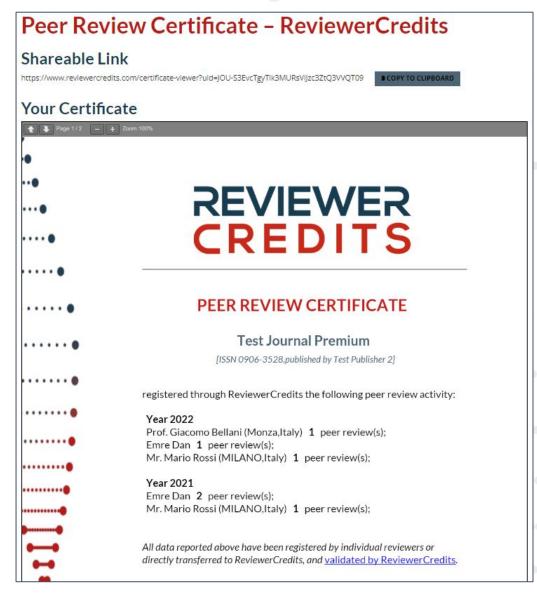
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3.6.2 Journal Certificate Link (Plus & Premium)

Public Certificate URL:

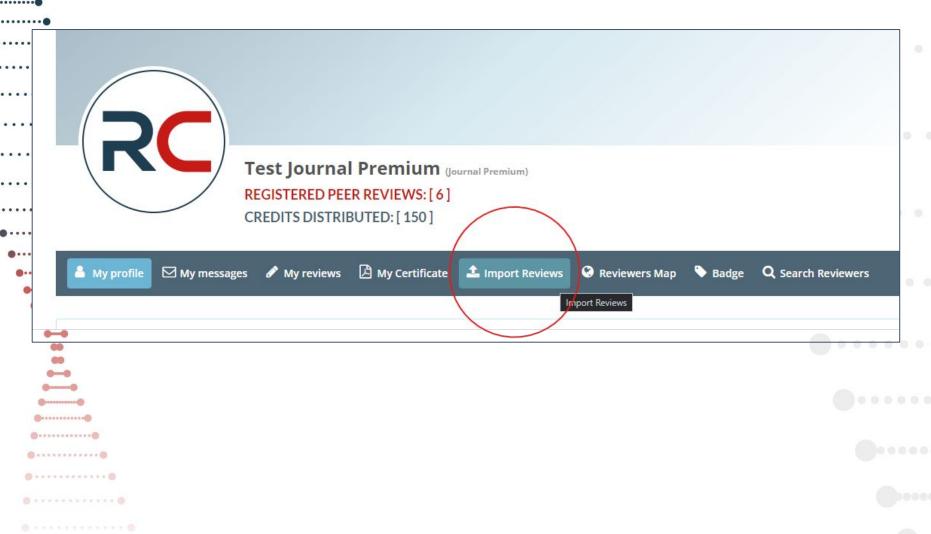
https://www.reviewercredits.c om/certificate-viewer/?uid=J OU-S3EvcTqvTlk3MURsVIJz c3ZtQ3VVQT09





3.7 Journal Import Peer Reviews

You can batch import your peer reviews though the "Import Reviews" section.





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3.8 Journal Bulk Import Peer Reviews

You can follow the instructions below for bulk importing your journals past peer reviews.

Format for bulk importing peer reviews

https://www.reviewercredits.com/wp-content/uploads/2022/12/UploadClaimsFormat.csv

Import Peer Review Data

If you use PKP Open Journal Systems 3.x you can <u>install our free plugin</u> to prepare peer review report automatically. Otherwise:

- 1. Download our format and open it with Excel
- 2. Fill in the Excel file with reviewers' activities completed in the last 24 months. We have included **instructions** to help you as much as possible in filling in the file, but **feel free to contact us for assistance or <u>request a demo.</u>**
- 3. Choose the saved file from your Pc/Mac

Choose file No file chosen

4. Import the reviews included in the file

IMPORT REVIEWS

Each reviewer will receive an email to confirm that he/she is the author of this review. <u>Why?</u> If is not our user yet, we will invite him/her to join ReviewerCredits to recieve credits and certification for these activities. If you are facing any issue, please <u>contact us</u> for assistance or <u>request a demo</u>.



3.8 Journal Bulk Import Peer Reviews

The following fields are compulsory to register a peer review:

- At least one ISSN field.
- At least reviewer e-mail or ORCID.
- Manuscript Id
- Date review complete

The rest is optional.

	A	В	С	D	E	F	G	Н	1
1	Journal Title	Journal p-ISSN	Journal e-ISSN	Reviewer First Name	Reviewer Last Name	E-mail Address	ORCID iD or ORCID URL	Manuscript ID	Revision Number
2			11 11			<mark>-11111</mark>		2-	
3									
4				7.		-		1-	
5				T				P. Control	
6									
7									
8									
9									

	J	K	L	M	N	0	P			
1	Date Review Due	Date Review Complete	The peer reviewer identity is disc	Publication DOI	Acceptance Date	Recommendation	Word Coun			
2										
3										
4										
5										
6										
7										
8										
9										



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3.8 Journal Bulk Import Peer Reviews

There are instructions available in the format file.

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	INSTRUCTIONS TO COMPLETE THE FILE:
	Do not delete these instructions
	2. Do not modify the first row
	3. Indicate each peer review data on a separate row
	4. Indicate the journal name on each row
	5. It is necessary to provide at least one between p-ISSN and e-ISSN (will be the same on each row)
	6. It is necessary to provide at least one between reviewer 'ORCID iD or ORCID URL' and 'E-mail Address' in order to match the reviewer in our records
	7. Enter in revision number field the progressive number of your revision, e.g. 1
į	8. For the dates use ISO format YYYY-MM-DD 9. In case of Open Peer Review 'The peer reviewer identity is disclosed (OPEN PEER REVIEW)' field must be filled with True or False
	9. In case of Open Peer Review 'The peer reviewer identity is disclosed (OPEN PEER REVIEW)' field must be filled with True or False
•	10. If 'The peer reviewer identity is disclosed' field is filled with TRUE, the 'Publication DOI or DOI URL' is a mandatory field
	11. Acceptance Date, Recommendation, and Word Count are required for Reviewer Contribution Index calculation.

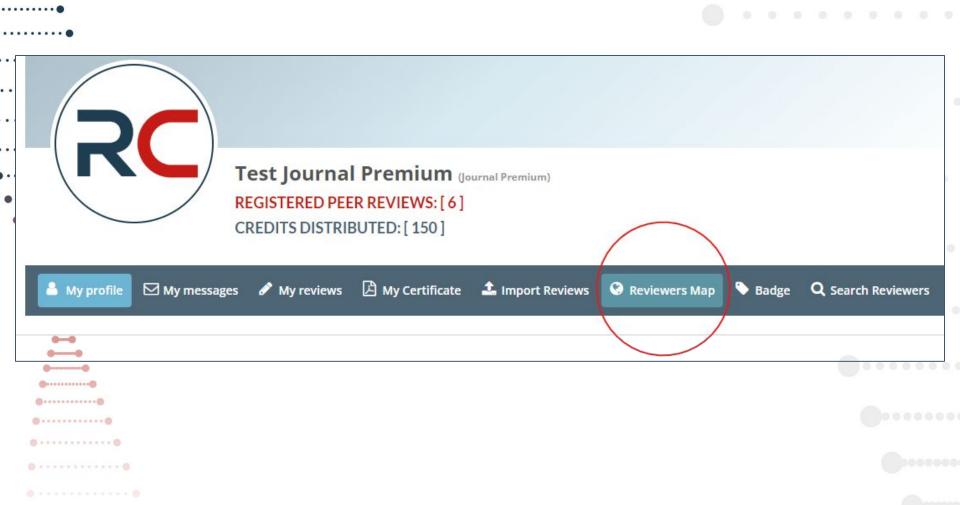
Fill the spreadsheet with your peer review data, click "choose file" and then "Import Reviews".

The reviews will be approved by the reviewers and then accredited.



3.9 Journal Reviewer Map (Plus & Premium)

In the Reviewers Map section, you can show your reviewers Gender distribution, ORCID usage, and geo location map.





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3.10 Journal Reviewer Map (Plus & Premium)

In the Reviewers Map section, you can show your reviewers Gender distribution, ORCID usage, and geo location map.

Journal's Reviewers Distribution

This real-time map displays active reviewers registered on Reviewercredits.com

Gender Distribution of Peer Reviewers - Man: 100% (available for 2 Reviewers)

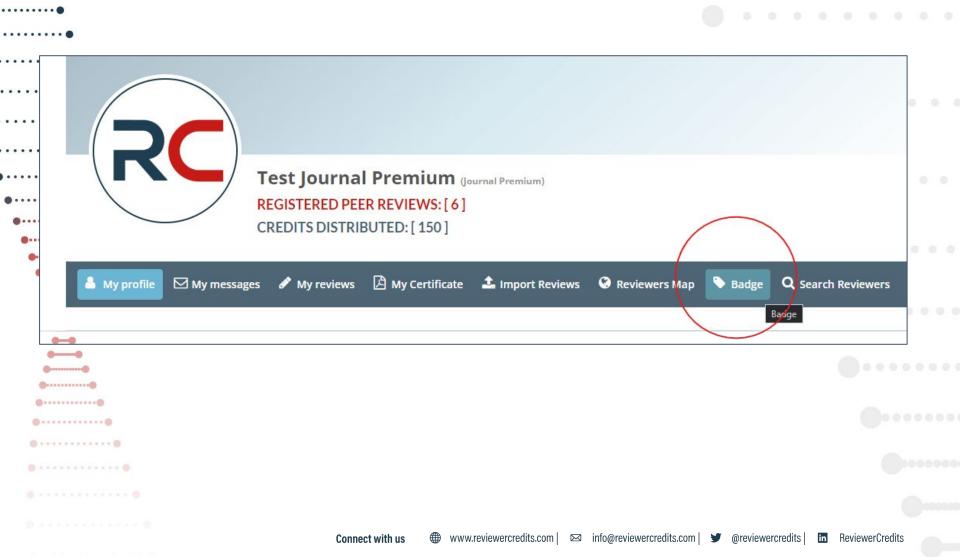
Peer Reviewers registered with an ORCID iD - Yes: 50%, No: 50%



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3.11 Journal Dynamic Badge

You can have a digital badge to show your reviewers you're part of Reviewer Credits.





3.11 Journal Dynamic Badge

Your dynamic badge

Download and use a unique, dynamic badge to display on your Journal's website.

As a verified journal you are entitled to a customized badge, which will dynamically update with new review and reviewers count as your audience in Reviewer Credits will grow.

To find out how to raise your audience click here

Example Badge:



Please copy the following HTML code and paste it on a page of your website, in the place you prefer. The badge size is 235px x 130px.

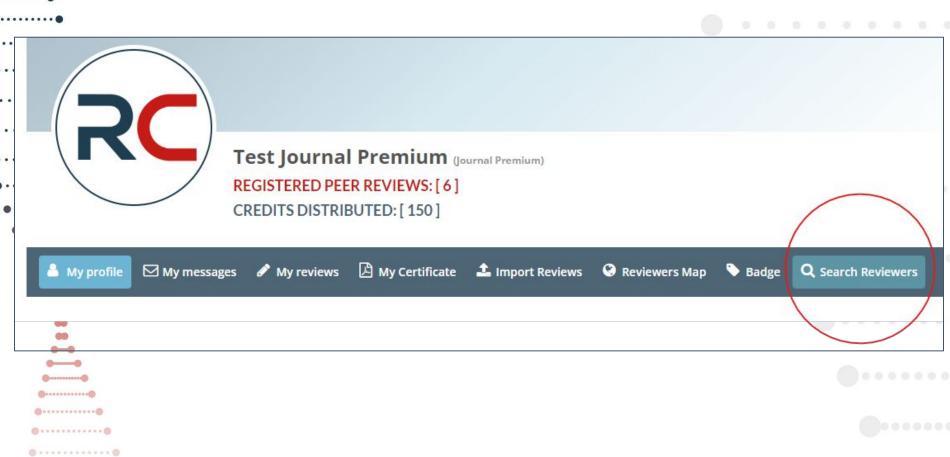
<iframe style="border: 0" width="235" height="130" src="https://www.reviewercredits.com?</pre> badge=S3EvcTgyTlk3MURsVlJzc3ZtQ3VVQT09"></iframe>

REVIEWER CREDITS

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3.12 Searching Reviewers (Premium)

By clicking on the "Search Reviewers" button, you can search Reviewer Credits database for new reviewers.





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3.12 Searching Reviewers (Premium)

You can use the criterias shown below to search & contact reviewers.

Direct Search and Contact Peer Reviewers

Filter and search reviewers in our database and contact them directly using the "Message" button. You can send unlimited messages to reviewers and keep track of their replies in the messaging area in your profile.

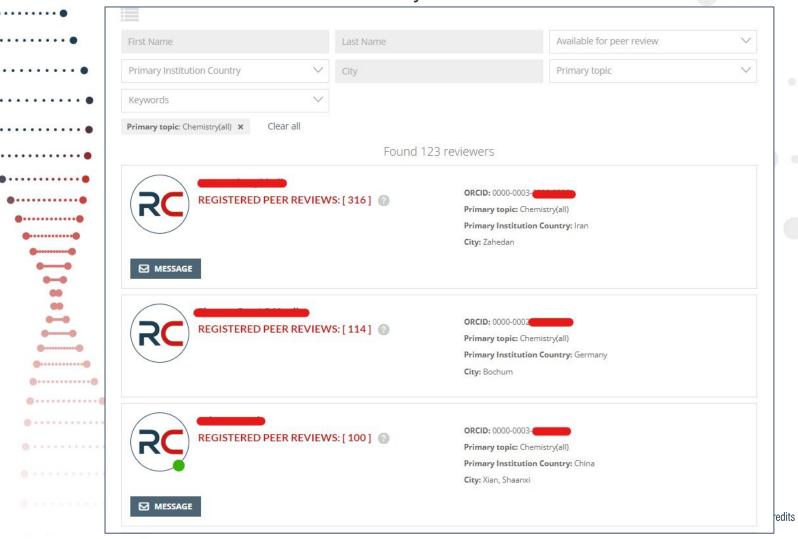




3.12 Searching Reviewers (Premium)

The results are ordered by the number of registered peer reviews. Clicking on the "Message" button will allow you to message to that reviewer. Remember that reviewers • are able to turn of this feature if they don't wish to be contacted.

ReviewerCredits





4. Technical Integrations

Integrations allow journals to import peer reviews seamlessly.

URL: https://www.reviewercredits.com/integrations-for-journals-and-manuscript-platforms/

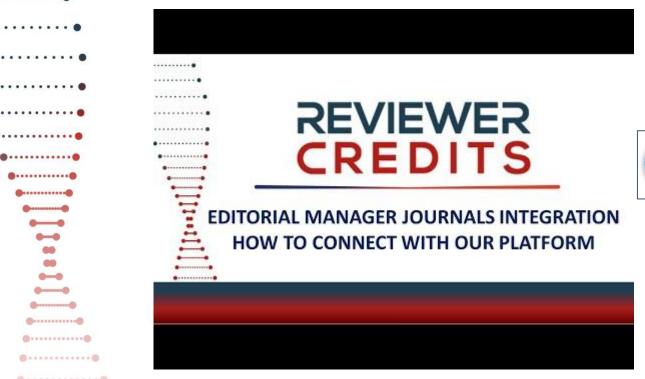




4.1 Editorial Manager Integration

This integration allows Editorial Manager journals to import their peer reviews automatically to Reviewer Credits Platform.

Journals are required to get custom username/password for the integration from the RC team before they integrate.



em Editorial Manager®

Video URL: https://youtu.be/5XQa0etifPk



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4.2 PKP Open Journals System (OJS) Integration

The OJS plugin allows journals to automatically register peer reviews to RC when completed.



Installation Video URL: https://youtu.be/sHaSOjmaEPw

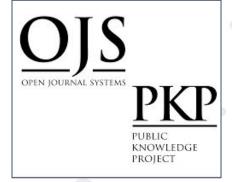
KNOWLEDGE PROJECT



4.2 PKP Open Journals System (OJS) Integration

The reviewers are given the option to send peer reviews to Reviewer Credits or not.





Sending peer review information Video URL: https://youtu.be/lmwAyqINKXs

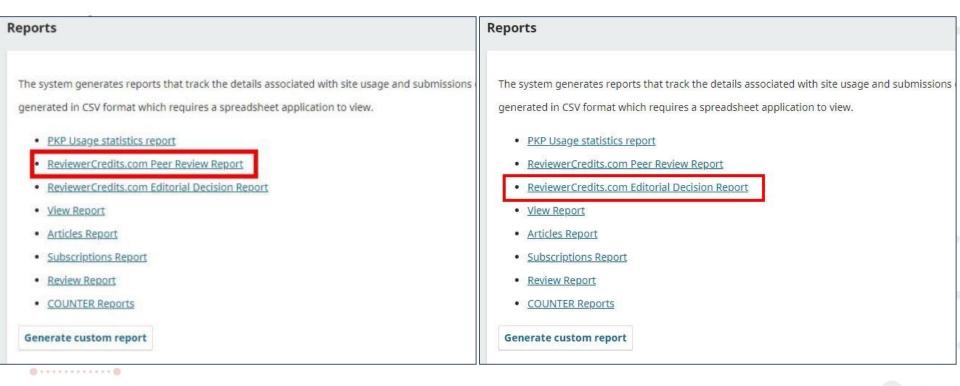


4.2 PKP Open Journals System (OJS) Integration

The plugin also allows to create 2 reports that can be easily imported in Reviewer Credits, through journal profile (see section 3.8).

Peer review report

Editorial Decision Report







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4.3 Reviewer Credits API

The API allows any submission platform to integrate with Reviewer Credits easily.

API documentation: https://app.swaggerhub.com/apis/ReviewerCredits/api/1.1.0

Connect with us

REVIEWER CREDITS **Contact**

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For any other questions, feel free to contact Reviewer Credits team on

info@reviewercredits.com