

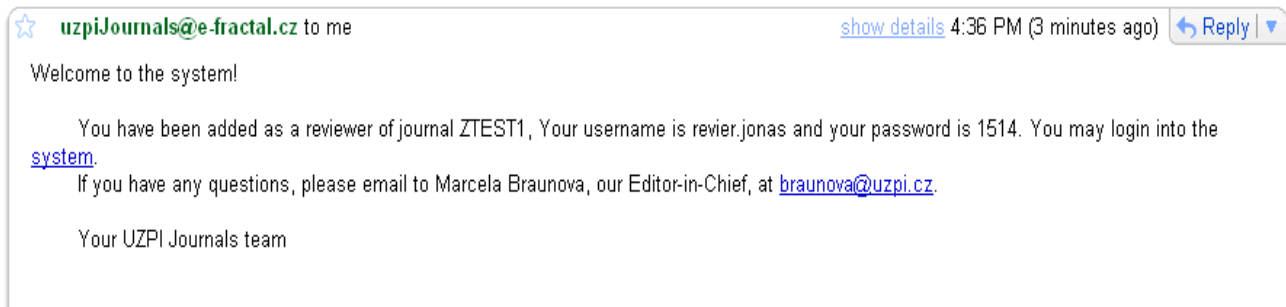
Agriculture Journals System

Guide for reviewers

1 Receiving and Responding to an Invitation

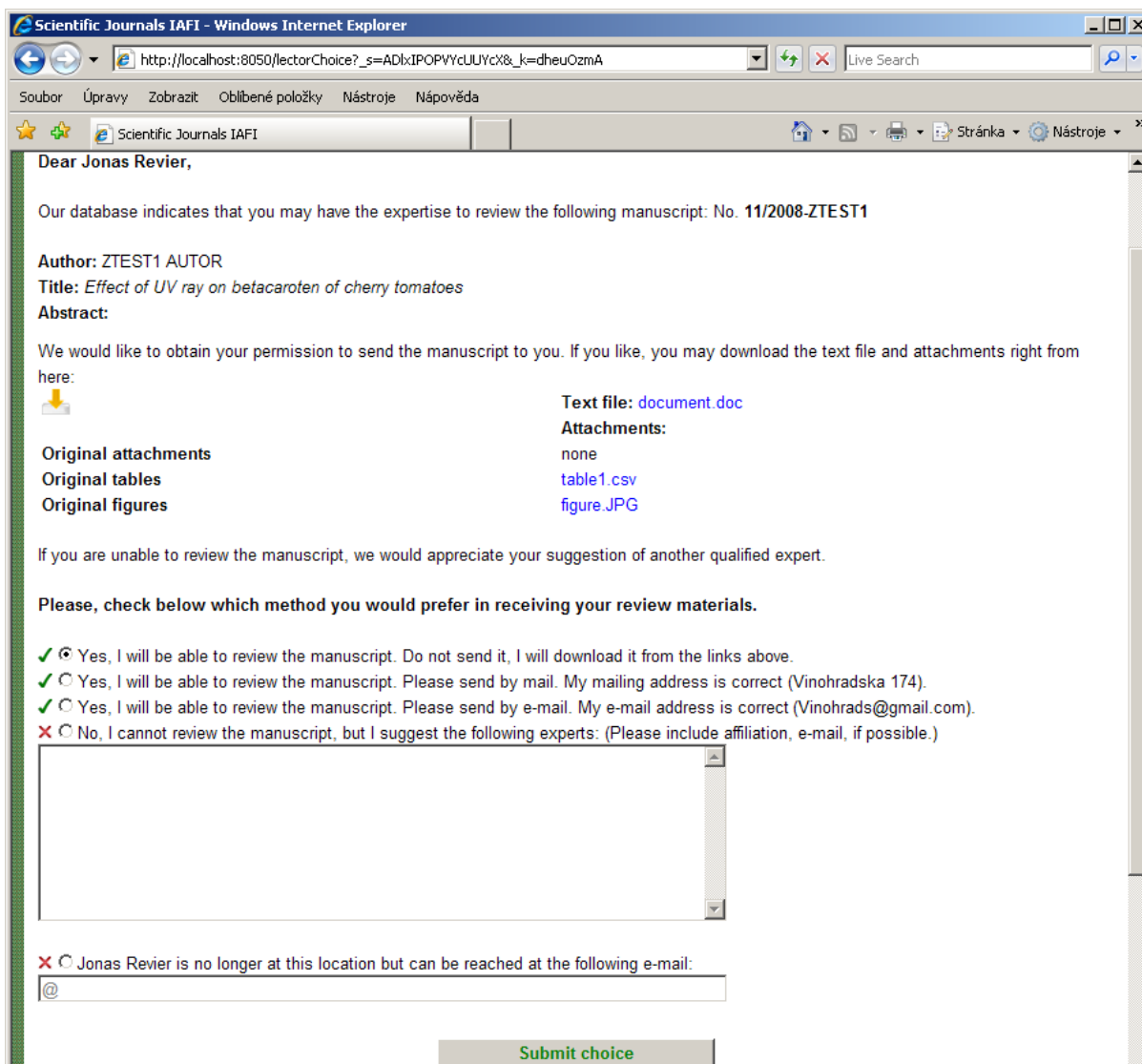
As a reviewer, you will be notified by email of an invitation to review an article. Text of the email can be customized by each journal, so its appearance may vary.

Firstly, you will receive a welcoming e-mail containing **your system user name and password**.



Then, you will receive an e-mail about the article you are asked to review.

In this e-mail, there is a **hyperlink** that will directly take you into the Agriculture Journals System. Please follow this link and pick one choice from those that are listed there. The reviewing process will continue depending on this choice.



By choosing any of the first three options, you agree to review of the article. You should download all article parts, if you choose the first option.

If you do not wish to review the article, please choose fourth option, and we ask you to suggest other reviewer(s) that might be willing to cooperate with us.

If the person is not reachable at the current e-mail address, you might choose the fifth option and fill in the right e-mail into the input field.

After making your decision, please click on the “**Submit choice**” button.

If you chose any of the first three options, you will see a screen like this:

2 Logging in and submitting review

After you have your review ready, please login to the system at **http://journals.uzpi.cz:8050/login**

You should have your user name and password in the first e-mail that you have received from us. If not, please click on “Forgot password” or “Forgot user name”. You will then be asked to enter your e-mail address or your user name, and then we will send you e-mail containing your user name and password again.

When you are successfully logged in, you should see a screen like one on a figure XYZ



There are four tabs at the top of the screen:

Articles Tab

Here you see a list of your previously submitted articles and a button “Submit new article” through which new articles are submitted.

Notices Tab

You are noticed about actions regarding your articles by internal system notices, as well as by e-mail. For every system notice you can see who sent it, and its contents. You can reply to them by either e-mail or through system, as you find appropriate.

Archive Notices Tab

You can put older notices from Notices Tab to this tab so that it includes only recent notices. This is done by clicking on the “archive” button of each notice.

User's history Tab

Here are listed all your actions you have ever done with the system.

3 Reviewing the article

To review an article, go to the **Article Tab**, and click on the article's title. A new screen appears. You will see two tabs here: **Detail** and **Reviewer's response**. In detail you can see (and download) the article.

Scientific Journals IAFI - Poskytovatel aplikace Microsoft Internet Explorer: ÚZPI Praha

http://journals.uzpi.cz:8050/login?_s=cszXARxCpN5sNeme&_k=ucJ3YqCF

Soubor Úpravy Zobrazit Oblíbené položky Nástroje Nápověda

Scientific Journals IAFI

Agriculture Journals

You are logged in as brezina.pavel - Pavel Březina [logout](#) [edit profile](#)

Detail Reviewer's response

Czech Journal of Food Sciences(CJFS)

Manuscript No. 210/2008.CJFS
Author(s): Bohumíra Janštová, Michaela Dračková, Šárka Cupáková, Hana Přidalová, Markéta Pospíšilová, Renáta Karpišková, Pavlína Navrátilová and Lenka Vorlová
Abbreviated Title: Safety and Quality of Goat Cheese Produced at Farm

Recommendation

Publish

- as Original Paper
- as Short Communication
- as Review

without change

- after minor revisions
- after major revisions and a second review

Do not publish for the following reason(s)

- not in line with the scope of subjects published in the journal
- does not present any new knowledge
- the methodology is not suitable
- deficiencies in the interpretation of results are serious
- for another reason

Summary Rating	EXCEL	GOOD	FAIR	POOR
Originality	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Technical quality	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Clarity of presentation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Importance to field	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Language quality	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Citations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Conciseness	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Completeness	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
International relevance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Scientific merit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Comment on the article:

[Add attachment](#)

If you think the article should be published, please check “**Publish**” option, and then pick a form in which it should be published and possible revision recommendation.

If, on the other hand, you think that the article should not be published, please choose option “**Do not publish**” and choose the reasons why it would not be appropriate to publish the article.

Either way, please fill in the Summary Rating. After that, you can make additional comments on the article for executive editor and you can add text attachments by clicking on the “**Add attachment**” button.

After you are finished with everything, just click on the “**Submit**” button. Your review will be submitted to executive editor.