

# Agriculture Journals System

## Guide for reviewers

### 1 Receiving and Responding to an Invitation

As a reviewer, you will be notified by e-mail 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**.

Dear dr janko jankovic,  
Based on your expertise, we would like to ask you to cooperate as a reviewer with our journal TEST1. An e-mail with request for the peer review follows. Your username is jankovic.janko and your password is UGPPXT. You may login in to the [system](#) here or you can use our website <http://www.agriculturejournals.cz/web/ZTEST1.htm> (you will find the "Reviewer's login" and "Guide for reviewers" on the left side of the home page of our journal).  
Password never expires. However, it is a good idea to change your password on regular basis (you will find "edit profile" link at top-right of the screen once you login).  
If you have any questions, please contact our Editor-in-Chief, at [admin@cazv.cz](mailto:admin@cazv.cz).  
  
Yours sincerely,  
Your Agriculture Journals team

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

Dear dr janko jankovic,  
Your peer review of the below mentioned manuscript for TEST1 would be greatly appreciated.  
No. 1/2012-ZTEST1.  
Author: ing. petr stepanek, MBA  
Title: **pokus na novy vkladaci formular**  
We would like to obtain your permission to send the manuscript to you.

Please go to the [choice site](#) and pick an option there. If the link does not work, please copy and paste this to your browser: <http://www.agriculturejournals.cz/autoLogin?hash=50NU5DSSL5UZk1Seb3fRXF0jc&username=jankovic.janko>

You can use the same link afterwards to review the article or you can use the reviewer's login on our [website](#)

Your username is jankovic.janko and your password is UGPPXT.

It is necessary to choose one of the options offered in the "choice site". The manuscript will be sent to your Reviewer's account after you have chosen.

Your recommendation to publish/publish after revision/reject the paper could be marked in the review form within three weeks, if possible.

Thank you for your cooperation.

In this e-mail, there is a **hyperlink** that will take you directly 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.

Scientific Journals IAFI

Dear Jonas Revier,

Our database indicates that you may have the expertise to review the following manuscript: No. 11/2008-ZTEST1

**Author:** ZTEST1 AUTOR  
**Title:** *Effect of UV ray on betacaroten of cherry tomatoes*  
**Abstract:**

We would like to obtain your permission to send the manuscript to you. If you like, you may download the text file and attachments right from here:

↓ **Text file:** [document.doc](#)  
**Attachments:**  
 none  
[table1.csv](#)  
[figure.JPG](#)

**Original attachments**  
**Original tables**  
**Original figures**

If you are unable to review the manuscript, we would appreciate your suggestion of another qualified expert.

**Please, check below which method you would prefer in receiving your review materials.**

Yes, I will be able to review the manuscript. Do not send it, I will download it from the links above.  
 Yes, I will be able to review the manuscript. Please send by mail. My mailing address is correct (Vinohradska 174).  
 Yes, I will be able to review the manuscript. Please send by e-mail. My e-mail address is correct (Vinohrads@gmail.com).  
 No, I cannot review the manuscript, but I suggest the following experts: (Please include affiliation, e-mail, if possible.)

Jonas Revier is no longer at this location but can be reached at the following e-mail:

**Submit choice**

By choosing any of the first three options, you agree to review 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 the fourth option, and we ask you to suggest other reviewer(s) that might be willing to cooperate with us.

If you are 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.

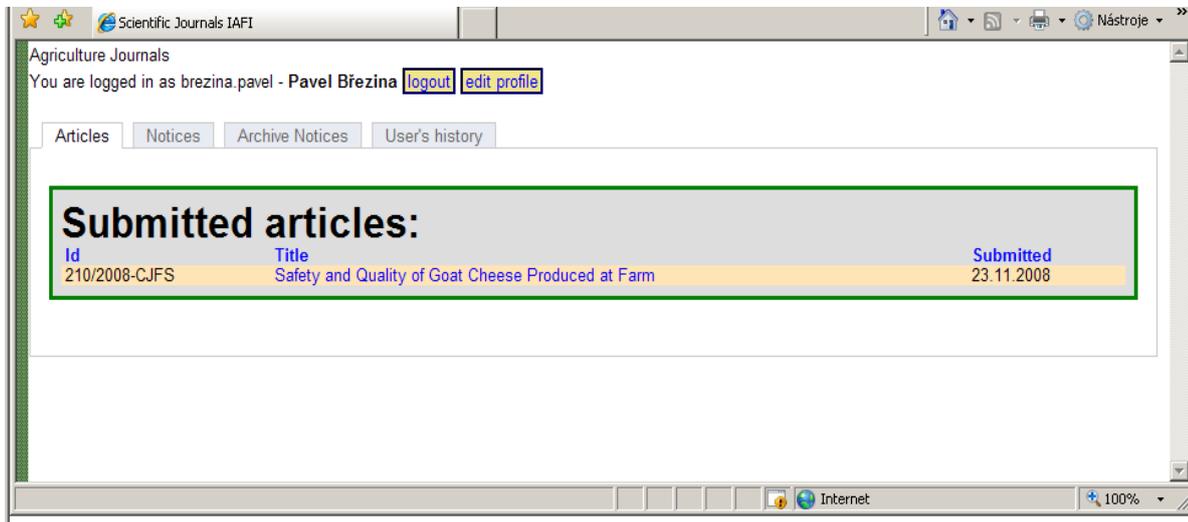
If you choose any of the first three options, you will see a screen like this:

## 2 Logging in and submitting review

After you have your review ready, please login to the system at <http://agriculturejournals.cz/login2>

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 likethis



**There are four tabs at the top of the screen:**

#### **Articles for Reviewer**

Here you see a list of articles submitted for reviewing.

#### **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 **Articles for Reviewer**, 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.

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Agriculture Journals

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

Detail | Reviewer's response

## Czech Journal of Food Sciences(CJFS)

Manuscript No. 210/2008-CJFS  
 Author(s): Bohumíra Janštová, 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](#)

### Reviewer's Response

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.