ELECTRONIC EDITORIAL OFFICE OF THE JOURNAL
“Chemistry, Physics and Technology of Surface”

USER GUIDE
(based on Open Journal Systems 3.3.20 platform)

Reviewer

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1. GENERAL CONCEPT OF THE WORK PROCESS

The electronic editorial office of the CPTS operates on the basis of the free automated online system Open Journal Systems 3 (OJS), developed to ensure the editorial work of journal editorial offices online. In case of inaccuracies in the localization of the site, please contact the editorial office.

This manual describes the details of the workflow for the role of "**Reviewer**" from the moment of submission of the article for review to the moment of sending the review by the Reviewer to the editorial office.

Conceptually, the Reviewer's actions regarding each new article can be divided into the following main stages:

1. Logging into the Reviewer's account.
2. Preparing a review for the article.

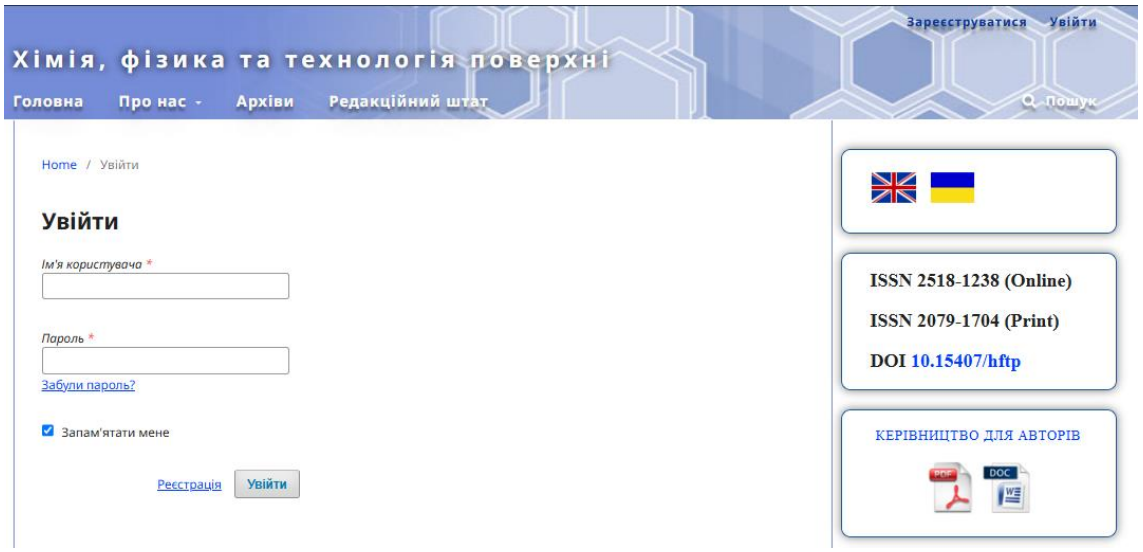
In the following sections of this manual, each of these stages is described in more detail with step-by-step instructions for each of the Reviewer's actions. The electronic edition of the CPTS works in a bilingual format, when the Reviewer can freely choose between English and Ukrainian.

In this manual, the English language option is selected, all actions in the Ukrainian interface are identical.

2. LOGIN TO THE REVIEWER'S CABINET

In order to get to the Reviewer's cabinet, on the home page of the CPTS journal at https://cpts.com.ua/, you must click on the "**Login**" hyperlink, which is located at the top right of the page.

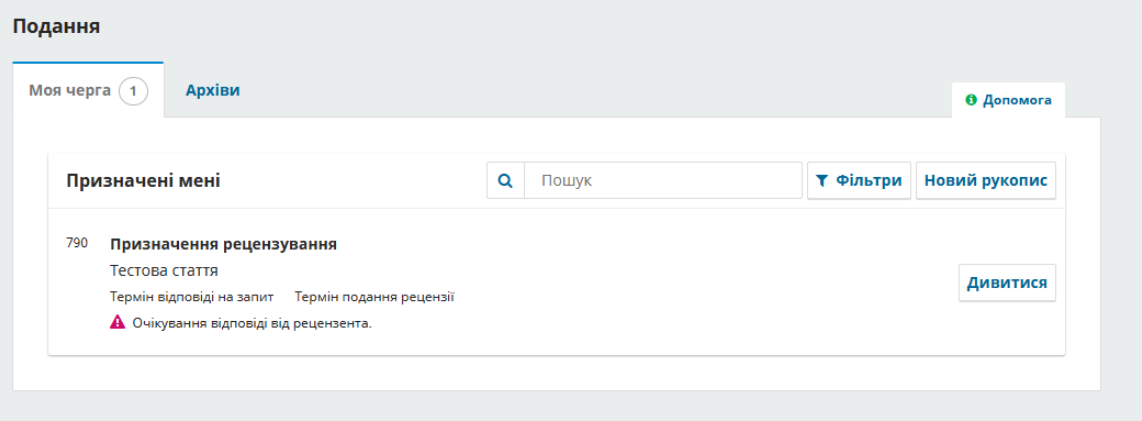
Next, you must enter the "**Username**" and "**Password**" that the Reviewer should have received in the invitation letter from the editorial office, or your own "**Username**" and "**Password**" if the Reviewer is already registered on the site as an Author. In this case, the editorial office will grant the Reviewer's profile additional rights that will allow them to participate in reviewing articles:



After completing the authorization, we will be taken to the Reviewer's office.

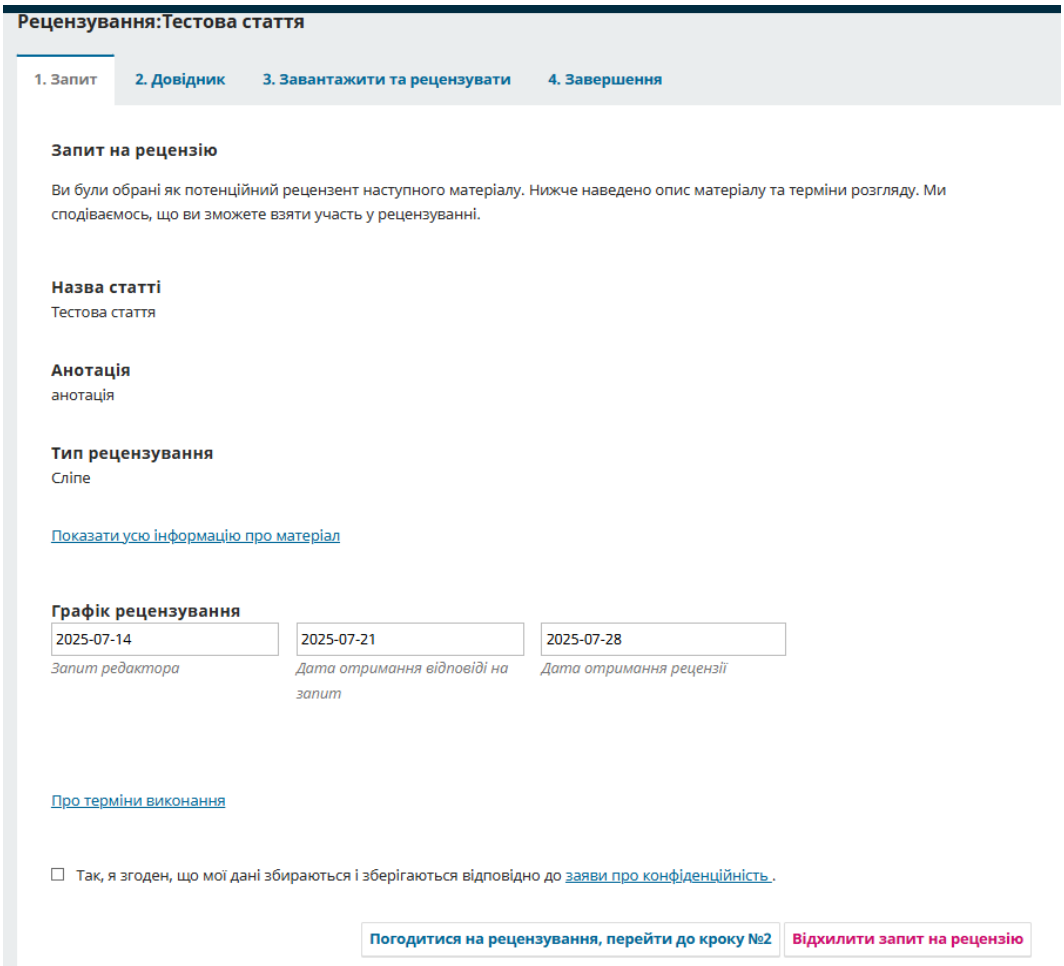
3. FORMING AN ARTICLE REVIEW

If a Reviewer has been invited to review a specific article, a corresponding notification will be sent to their email address. In order to form a review for an article, you must log in to the Reviewer's account, as described in the previous section of this guide. The new assignment will be indicated in the list of tasks that can be seen in the "**Assigned to me**" section



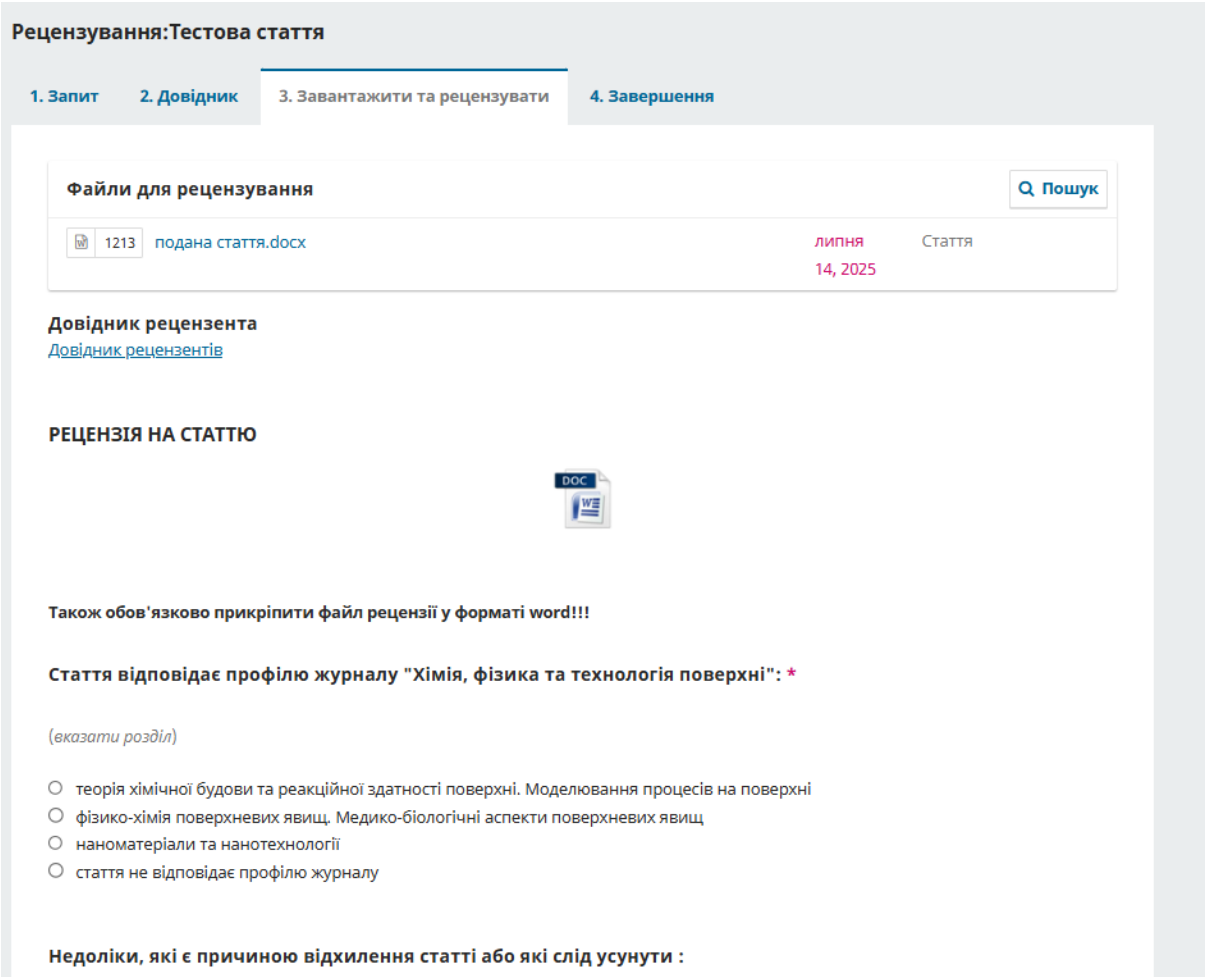
By clicking on the "**View**" button, the Reviewer is taken to the review request page

Here the Reviewer can view the title of the article, its abstract and metadata, and the review terms.

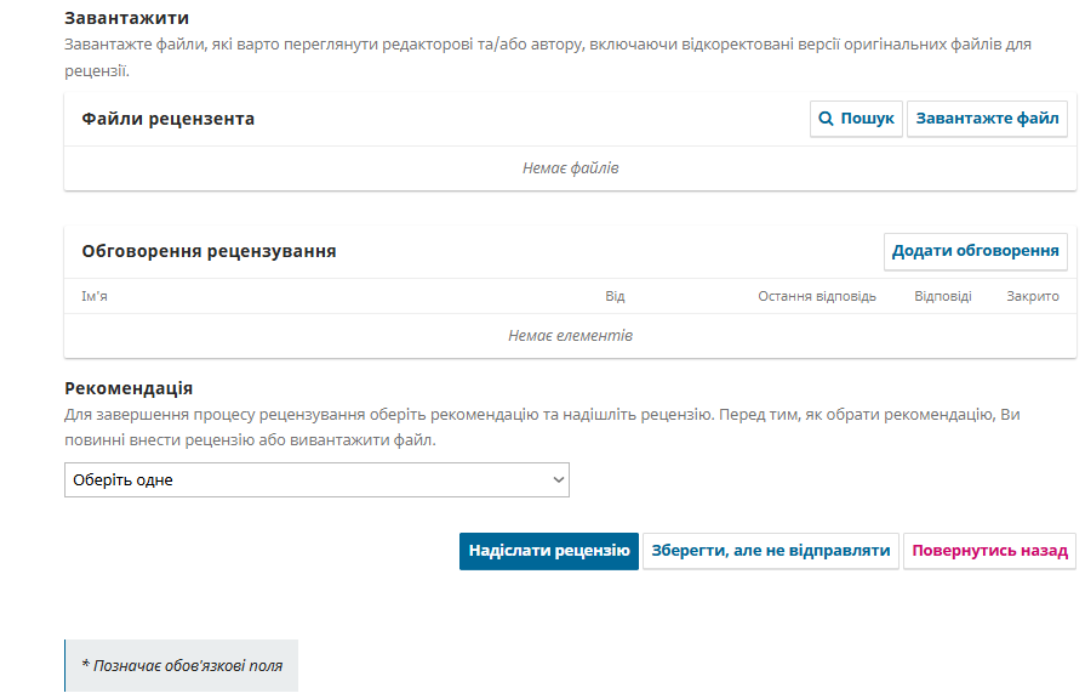


At the bottom of the page, the Reviewer must make a choice: either agree to the review by clicking on the appropriate panel, or reject the request if for some reason he is unable to review the article. If the Reviewer agrees to the review, he goes to the next step called "**Guidelines**".

On this page, the Reviewer can familiarize himself with the current review guidelines established by the journal. After that, the Reviewer must proceed to step 3 by clicking on the appropriate panel. In the next step, the Reviewer can download the article file, view it and proceed to the review by filling in the required fields in the review form:

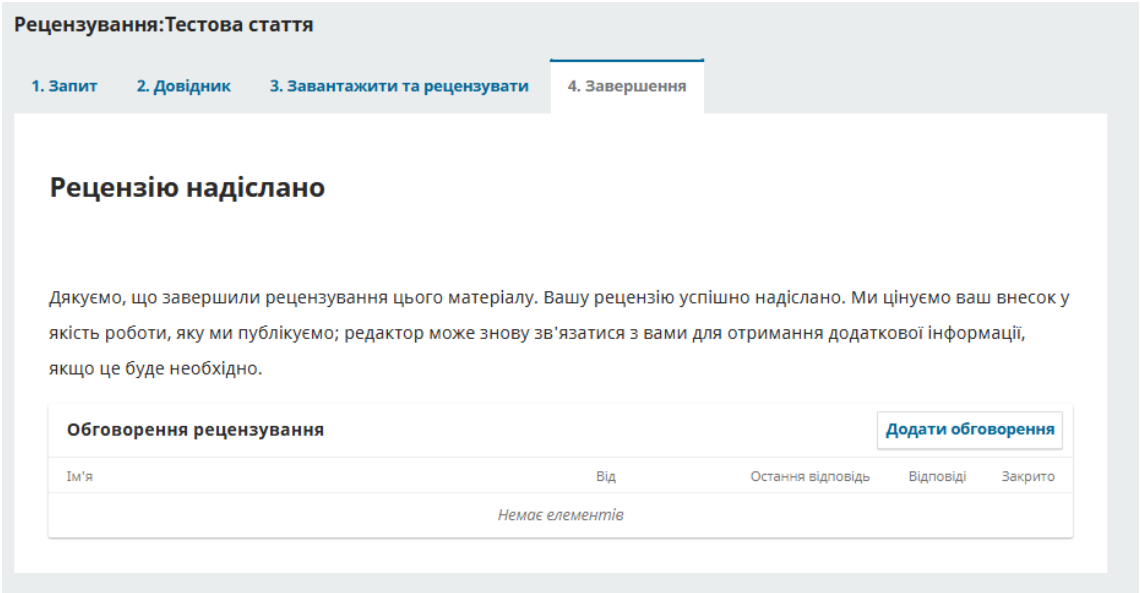


At the bottom of the review form "**Reviewer's Files**" the Reviewer must add a review form in word format (the template form is located in the "**Reference**" section), and can also add any other additional materials in the form of a separate file. At the end, the Reviewer must give his recommendation regarding the article he reviewed:



Having completed all the above steps, the Reviewer should send their findings to the editor by clicking on the "**Send Review**" field, or return to the previous step if they need additional time to make a final decision.

When the review is sent, the Reviewer will see a corresponding confirmation on their screen:

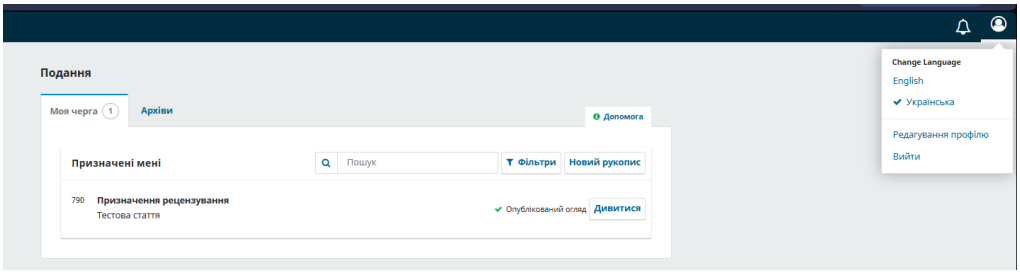


At this point, the Reviewer's work with the current article is complete, and he can move on to the "**Submission**" section to review other articles. All reviewed articles will remain in the reviewer's list of assignments until they are published or rejected by the CPTS editorial board. If, by the decision of the Editor and the recommendations of the Reviewers, the article requires re-review after revision, the Reviewer may again receive a notification for re-review.

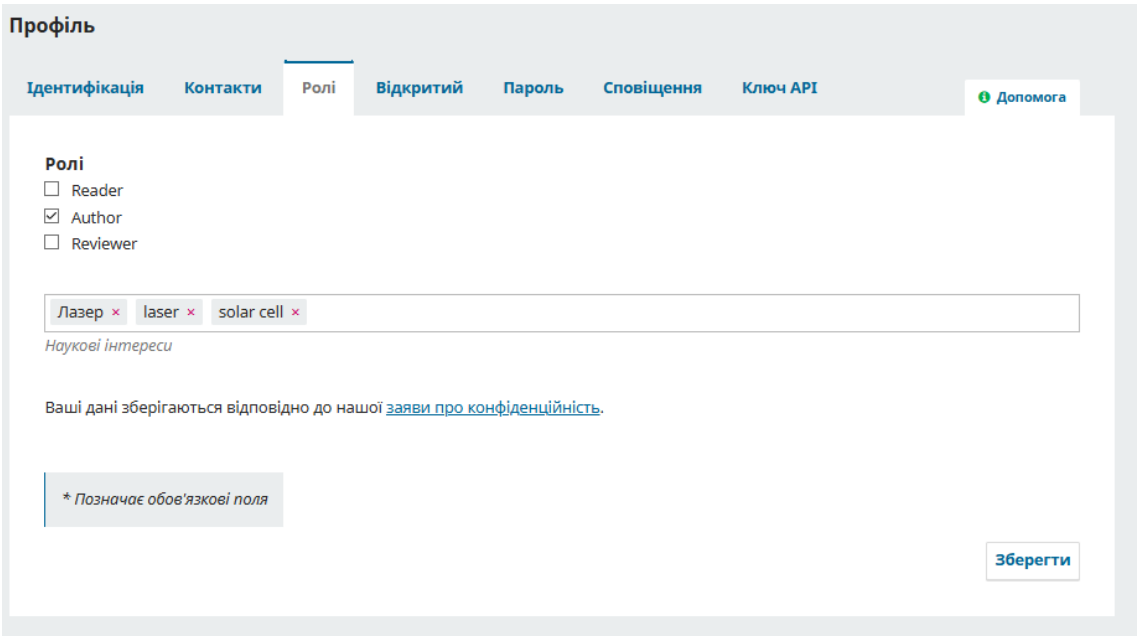
4. UPDATE OF REVIEWER'S SCIENTIFIC PROFILE DATA

To update the reviewer's scientific profile data, the user must log in to their electronic editorial office using their login and password.

Next, in the upper right corner of the page, click on the face icon and select the "**Edit Profile**" menu section, as shown in the screenshot below.



The user profile data should appear on the screen, where you need to go to the folder "**Roles**". In order for the Editor to be able to send you articles for review, you must have a check mark next to "**Reviewer**". This folder also contains a field called "**Scientific Interests**":



By moving the mouse cursor to this field, it is necessary to enter all the keywords that correspond to the user's scientific interests. This can be done by typing the corresponding keyword on the keyboard. After entering each keyword, it is necessary to press the Enter key.

IMPORTANT: It is necessary to enter both the Ukrainian and English versions of the keywords, as shown in the figure above.

After all the keywords are entered, it is necessary to click on the "**Save**" field.

In addition to scientific interests, the reviewer must also indicate the official place of his work. To do this, he must go to the "**Contacts**" folder and enter the relevant data in the "**Place of work**" field in both Ukrainian and English.

In the "**Notifications**" folder, the user can configure which notifications he wants to receive from the electronic editorial office and which not. In the remaining tabs, the Reviewer fills in the necessary information about himself.