

## **INSTRUCTIONS FOR REVIEWERS**

The *SECRJ* is hosted by the Texas Digital Libraries (TDL) Open Journal System (OJS). The URL for the Journal is: <https://journals.tdl.org/secrj>.

### **CREATE A USER ACCOUNT**

To submit a Case or Article to the *Southeast Case Research Journal (SECRJ)* you will need to create a user account by going to: (<https://journals.tdl.org/secrj/index.php/secrj/login/signIn>). Creating a user account takes about 10 minutes and only needs to be done once. The following instructions are provided on the account creation page:

1. Create a unique username using lowercase letters, numbers, hyphens and underscores. You cannot use uppercase letters in your username.
2. Create a password of at least 6 characters
3. Load your author information including name, institutional affiliation, email address, and phone number. The other information is useful
4. Please check the confirmation box to get automatic status updates on your submission from the OJS.
5. Check the Author box if you intend to submit to the journal.
6. Check the Reviewer box if you are willing to review cases for the journal.
7. Check the Reader box to get notification of new issues of the *SECRJ*.

### **REVIEWER INSTRUCTIONS**

Enter the *SECRJ* Website and select “User Home” (Figure 1, following page). From the User Home page, select the “Reviewer” role in the Southeast Case Research Journal section to get to the reviewer page. All active and archived reviews will be listed. Go to your active reviews by clicking on “Active”.

**FIGURE 1:**  
**“User Home” Screen - Format A**



The active submissions will provide information on each of your current reviews including the ID, date Assigned, the Case Title, the Review Deadline, and the Review Round. From the Active Submissions page, select the title of the submission you desire to review (Figure 2).

**FIGURE 2:**  
**“Active Submissions” Screen - Format A**

**SOUTHEAST CASE RESEARCH JOURNAL**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES  
*Home > User > Reviewer > Active Submissions*

**ACTIVE SUBMISSIONS**

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
13	02-16	ART	TEST CASE 18	03-16	1

1 - 1 of 1 Items

ISSN: 1938-2154

INFORMATION  
For Readers  
For Authors  
For Librarians

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REVIEWER  
Submissions  
Active (1)  
Archive (1)

NOTIFICATIONS  
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JOURNAL CONTENT  
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Search

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By Issue  
By Author  
By Title

Once on the “Review” page (Figure 3), you can access the submission’s meta-data, followed by the “Review Schedule”, and the “Review Steps”. In each Review Step you will click buttons to indicate your choice. In step 1 you will indicate if you “Will do the review” or that you are “Unable to do the review”.

**FIGURE 3:**  
**“Review” screen - Format A**

**SOUTHEAST CASE RESEARCH JOURNAL**

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**INFORMATION**  
For Readers  
For Authors  
For Librarians

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

*Home > User > Reviewer > #13 > Review*

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## #13 REVIEW

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### SUBMISSION TO BE REVIEWED

Title	Test Case 18
Journal Section	Articles
Abstract	I forget
Submission Editor	Christopher Cassidy
Submission Metadata	<a href="#">VIEW METADATA</a>

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### REVIEW SCHEDULE

Editor's Request	2019-02-16
Your Response	—
Review Submitted	—
Review Due	2019-03-16

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### REVIEW STEPS

- Notify the submission's editor as to whether you will undertake the review.  
Response  Will do the review  Unable to do the review
- 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.
- In addition, you can upload files for the editor and/or author to consult.  
Uploaded files: None  
 No file selected.

**ENSURING A BLIND REVIEW**

- Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.  
Recommendation:

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**REVIEWER**  
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**FONT SIZE**

Depending on your choice, you will be presented with different options. Clicking on “Will do the review” will take you to a form letter to notify the editor of your intention to do the review (Figure 4). You may customize the letter if you desire. Be sure to press the Send button to transmit the letter to the editor.

A different letter will be displayed if you are “Unable to do the review”. You may customize the letter if you desire. Be sure to press the Send button to transmit the letter to the editor.

**FIGURE 4:**  
**“Send Email” Screen “Willing to do review” response to editor - Format A**

**SOUTHEAST CASE RESEARCH JOURNAL**

INFORMATION  
For Readers  
For Authors  
For Librarians

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES  
*Home > User > Reviewer > Email*

**SEND EMAIL**

To: Christopher Cassidy <cassidy@shsu.edu>  
CC:   
BCC:   
    
 Send a copy of this message to my address (dr.cassidy1@gmail.com)

Attachments  No file selected.

From: "Dr. Christopher M. Cassidy" <dr.cassidy1@gmail.com>  
Subject: [SECRJ] Able to Review  
Body: Christopher Cassidy:  
I am able and willing to review the submission, "Test Case 18," for Southeast Case Research Journal. Thank you for thinking of me, and I plan to have review completed by its due date, 2019-03-16, if not before.  
Dr. Christopher M. Cassidy  
Christopher M. Cassidy

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After sending your reply to the editor, you will automatically return to the Review page (Figure 5). Follow the remaining Review Steps.

**FIGURE 5:**  
**“Review” screen - Format A**

**SOUTHEAST CASE RESEARCH JOURNAL**

INFORMATION  
For Readers  
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For Librarians

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES  
*Home > User > Reviewer > #13 > Review*

### #13 REVIEW

#### SUBMISSION TO BE REVIEWED

Title	Test Case 18
Journal Section	Articles
Abstract	I forget
Submission Editor	Christopher Cassidy
Submission Metadata	<a href="#">VIEW METADATA</a>

#### REVIEW SCHEDULE

Editor's Request	2019-02-16
Your Response	2019-02-16
Review Submitted	—
Review Due	2019-03-16

#### REVIEW STEPS

1. Notify the submission's editor as to whether you will undertake the review.  
Response  Accepted
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 Manuscript	<a href="#">13-26-1-RVDOCK</a>	2019-02-06
Supplementary File(s)	None	
4. Click on icon to fill in the review form.  
[Review Form](#)
5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files	None
<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>

ENSURING A BLIND REVIEW
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.

Recommendation	<input type="button" value="Choose One"/> <input checked="" type="checkbox"/>	<input type="button" value="Submit Review To Editor"/>
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Step 3: You can read or download the manuscript and any supplementary files.

Step 4: Click on the “Review Form” to complete the Southeast Case Research Journal Review Form (See Appendix 1). This step is required and will enable subsequent steps.

Step 5: Submit optional files (step 5). The optional files can include your review or a marked up copy of the document (DOC or PDF formats are acceptable – be sure to anonymize your file by following the instructions titled “ENSURING A BLIND REVIEW”). For step 4, click on the review form to display the “Southeast Case Research Journal Review Form” (Appendix 1).

Step 6: After completing the review form and submitting optional files, you will be asked to provide a recommendation. The TDL/OJS system provides the following choices:

- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

These choices do not match the choices in the SECRJ Review Form. The editors are exploring options to change the TDL/OJS choices Form. Until those changes are made, select the choice from the following table.

If you chose this SECRJ Review Form Choice	Use this TDL / OJS Choice
Accept subject to editor’s approval.	Accept Submission
Accept with minor editing as noted in the comments; I do not need to see the revision.	Accept Submission
Revise; this case would benefit from another round or reviews.	Revisions Required
Revise; this case requires much work to be publishable in the SECRJ.	Resubmit for Review
Do not accept.	Resubmit Elsewhere

When your review is complete, click on the “Submit Review To Editor” button. A dialog box will ask if you are sure you want to submit – click yes if you are sure. A form letter informing the editor of your completed review will appear to which you can customize or add files. Click on the “SEND” button when ready to send. This will complete your review. You will be contacted by the editor if the submission requires another round of reviews.

**APPENDIX 1:**

**SOUTHEAST CASE RESEARCH JOURNAL CASE REVIEW FORM**

**Instructions:** Respond to the following questions by checking 1 - 5 with 1 defined as poor and 5 as excellent. Written comments can be submitted under the appropriate heading, uploaded in a separate document, or uploaded on a marked up copy of the manuscript. This sheet and any additional documents will be forwarded to the author(s). You may communicate confidentially with the editor by email.

<b>Case Focus and Utility:</b>	1	2	3	4	5
Is there a clear decision focus?	___	___	___	___	___
Is this case useful in the course for which it is written?	___	___	___	___	___
Will students be able to identify problems for discussion?	___	___	___	___	___
Are there real characters to identify with?	___	___	___	___	___
Will it capture students' interest?	___	___	___	___	___

Comments/Suggestions:

<b>Case Data and Presentation:</b>	1	2	3	4	5
Is there enough information to address the problem(s)?	___	___	___	___	___
Is the information clearly presented?	___	___	___	___	___
Is the case well organized?	___	___	___	___	___
Are the figures, tables, and exhibits helpful?	___	___	___	___	___
Is the writing style appropriate?	___	___	___	___	___

Comments/Suggestions:

<b>Data:</b>	1	2	3	4	5
Are data objectively presented?	___	___	___	___	___
Should additional data be gathered?	___	___	___	___	___

Comments/Suggestions:

<b>Instructor's Manual/Teaching Note:</b>	1	2	3	4	5
Are teaching objectives clear and feasible?	___	___	___	___	___
Are assignment or discussion questions suggested?	___	___	___	___	___
Are responses suggested for discussion questions?	___	___	___	___	___
Are the teaching approaches and suggestions useful?	___	___	___	___	___
Are exhibits/figures adequate for class use?	___	___	___	___	___
Is there linkage to the theoretical frameworks of the field?	___	___	___	___	___

Comments/Suggestions:

<b><u>Overall Evaluation:</u></b>	<u>Choose One</u>
Accept subject to editor's approval.	
Accept with minor editing as noted in the comments; I do not need to see the revision.	
Revise; this case would benefit from another round or reviews.	
Revise; this case requires much work to be publishable in the SECRJ.	
Do not accept.	

Overall Comments/Suggestions: