

Reviewer Guidelines

Reviewers will first need to create a profile on the journal site:

<https://journals.tdl.org/palara/index.php/palara/user/register>. Only the fields with an asterisk are required. In the last step, “Confirmation Register as”, be sure to check the “Reviewer” box. Once you have filled out the required sections, click on the “Register” button.

1. Reviewers will receive an email notifying them that they have been selected to review an article. This email contains the title and abstract of the article under review, the deadline for the reviewer to acknowledge the request and the date the review is due. Follow the quick link (Submission URL) which takes you directly to the “Review” page of the relevant submission.
2. On the Review page of the submission, you will see some brief information about the submission and the Review schedule including the due date of the review. Further down the Review page, you will see the **Five Review** steps which need to be followed.
 - a. **Step 1:** To accept the request, click on the “Will do the Review” link and send the email message that is generated. To decline the request, click on the “Unable to do the Review” link and send the email message that is generated.
 - b. **Step 2:** Click on the file name to download the submitted article for your review as well as any supplementary files.
 - c. **Step 3:** To enter your review, click on the Review Form” link.
 - d. **Step 4:** If you wish to upload the manuscript with your comments, use the “Upload files” tool. (Optional)
 - e. **Step 5:** Select a recommendation from the dropdown menu.
3. To conclude the review, click on the “Submit Review to Editor” button. Upon submitting the review, you will be asked if you are sure you wish to continue. Once you have recorded the decision you will not be able to make any changes to the review. At this point, an email message will also be provided, informing the Editor of the review completion.