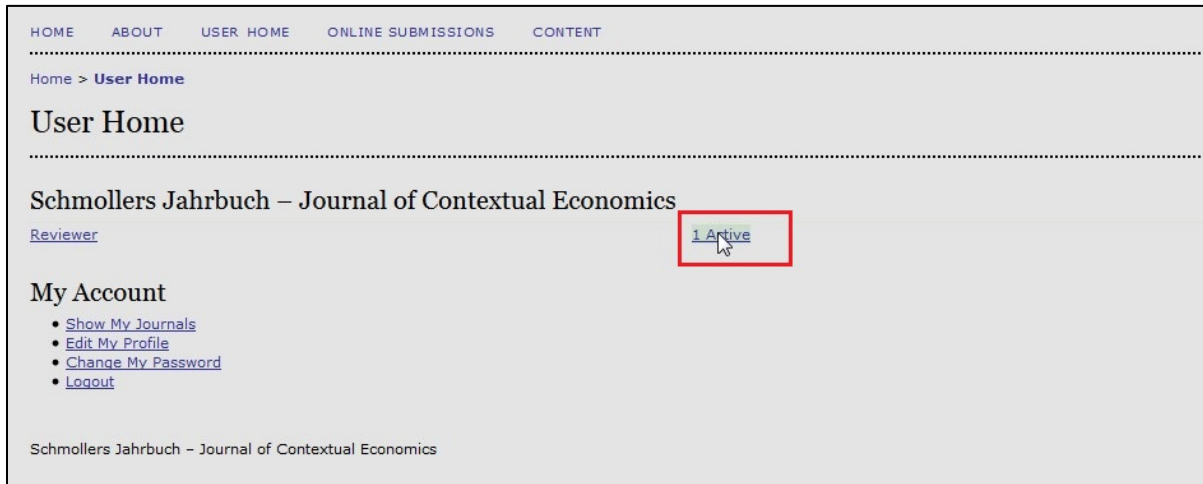


### 1. Submission of a review

If you receive an email with the request to review an article, you can click on the link in the email which redirects you to the Open Journal System. Please log into your account and go to your personal startpage. You will find the submission to review under the status “Active”.



HOME ABOUT USER HOME ONLINE SUBMISSIONS CONTENT

Home > User Home

## User Home

Schmollers Jahrbuch – Journal of Contextual Economics

[Reviewer](#)

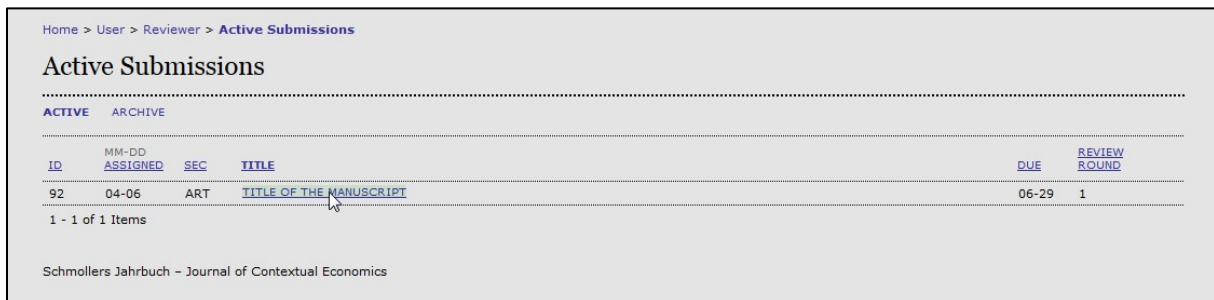
**1 Active**

### My Account

- [Show My Journals](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

Schmollers Jahrbuch – Journal of Contextual Economics

Click on the title of the manuscript. On the right side of the submission you will see the due date for the review and in which round of reviews you are.



Home > User > Reviewer > Active Submissions

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
92	04-06	ART	<a href="#">TITLE OF THE MANUSCRIPT</a>	06-29	1

1 - 1 of 1 Items



Schmollers Jahrbuch – Journal of Contextual Economics

Now you are directed to the page in which you can submit your review. Before confirming that you will undertake the review, you have access to the metadata of the manuscript. Access to the manuscript will be granted only after the confirmation that you will do the review.

#92 Review

---

Submission To Be Reviewed

Title	Title of the Manuscript
Journal Section	Articles
Abstract	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sancti dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.
Submission Editor	Schmoller Redakteur 
Submission Metadata	<a href="#">VIEW METADATA</a> 




---

Review Schedule

Editor's Request	2016-04-06
Your Response	—
Review Submitted	—
Review Due	2016-06-29

---

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.  
Review 
- In addition, you can upload files for the editor and/or author to consult.  

Uploaded files

None

[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

View of the metadata:

Home > User > Reviewer > #92 > [View Metadata](#)

---

View Metadata

---

Title and Abstract

Title	Title of the Manuscript
Abstract	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sancti dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor in aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

---

Cover

Cover image	—
Alternate text	

---

Indexing

[JEL Codes](#)

Subject classification	F3; F4; F6
Language	en

---

Supporting Agencies

Agencies	—
----------	---

Schmollers Jahrbuch – Journal of Contextual Economics

Under “Review Steps” you can confirm whether you will undertake the review or not.

## #92 Review

---

### Submission To Be Reviewed

Title	Title of the Manuscript
Journal Section	Articles
Abstract	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna al diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus es dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et d aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.
Submission Editor	Schmoller Redakteur
Submission Metadata	<a href="#">VIEW METADATA</a>

---

### Review Schedule

Editor's Request	2016-04-06
Your Response	—
Review Submitted	—
Review Due	2016-06-29

---

### Review Steps

1. Notify the submission's editor as to whether you will undertake the review.  
Response [Will do the review](#) [Unable to do the review](#)
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 will be made available, if and when reviewer agrees to undertake review
4. Click on icon to enter (or paste) your review of this submission.  
Review
5. In addition, you can upload files for the editor and/or author to consult.  
Uploaded files None  

Keine Datei ausgewählt.

  
[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 

Choose One

An email template will open to notify the editor of your decision.

HOME ABOUT USER HOME ONLINE SUBMISSIONS CONTENT

---

Home > User > Reviewer > Email

## Send Email

---

To

Schmoller Redakteur <redakteur@hotmail.com>

CC

BCC

☐ Send a copy of this message to my address (poprawa@duncker-humblot.de)

Attachments

Keine Datei ausgewählt.

Subject

[SCHMJB] Able to Review

Body

Dear Schmoller Redakteur,

I am able and willing to review the submission, "Title of the Manuscript," for Schmollers Jahrbuch – Journal of Contextual Economics. Thank you for thinking of me; I plan to have the review completed at the latest by its due date, 2016-06-29.

Susann Poprawa

Schmollers Jahrbuch – Journal of Contextual Economics

After clicking on “Will do the review” you will be granted access to the manuscript. This will be marked with the suffix 1\_RV to record the first round of reviews. Under the manuscript you will see all the supplementary files uploaded by the author.

### Submission To Be Reviewed

Title	Title of the Manuscript
Journal Section	Articles
Abstract	<p>Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.</p>
Submission Editor	Schmoller Redakteur
Submission Metadata	<a href="#">VIEW METADATA</a>

---

### Review Schedule

Editor's Request	2016-04-06
Your Response	2016-04-06
Review Submitted	—
Review Due	2016-06-29

---

### Review Steps

- Notify the submission's editor as to whether you will undertake the review.  
Response Accepted
- 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 Manuscript	<a href="#">92-407-1-RV.DOCX</a>	2016-04-05
Supplementary File(s)	<a href="#">92-405-1-SP.JPG</a> <a href="#">92-406-1-SP.XLSX</a>	
- Click on icon to fill in the review form.  
[Review Form](#)
- In addition, you can upload files for the editor and/or author to consult.

Uploaded files	None
<input type="button" value="Durchsuchen..."/> <input type="text" value="Keine Datei ausgewählt."/> <input type="button" value="Upload"/>	

[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	<input type="button" value="Choose One"/> <input type="button" value="Submit Review To Editor"/>
----------------	--

Under step 4 you will find the review form.

### Review Steps

- Notify the submission's editor as to whether you will undertake the review.  
Response Accepted
- 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 Manuscript	<a href="#">92-407-1-RV.DOCX</a>	2016-04-05
Supplementary File(s)	<a href="#">92-405-1-SP.JPG</a> <a href="#">92-406-1-SP.XLSX</a>	
- Click on icon to fill in the review form.  
[Review Form](#)
- In addition, you can upload files for the editor and/or author to consult.

Uploaded files	None
<input type="button" value="Durchsuchen..."/> <input type="text" value="Keine Datei ausgewählt."/> <input type="button" value="Upload"/>	

[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	<input type="button" value="Choose One"/> <input type="button" value="Submit Review To Editor"/>
----------------	--

There you will be asked to download two templates. The first one is only for comments for the author. The second one should include the comments for the editor.

## Review Form Response

---

### Review

Please follow the following steps:

- 1) Download the template [Form for referees author comments only.docx](#) and fill in your comments for the author and your recommendation.
- 2) Download the template [Form for referees for editor.docx](#) and fill in your comments for the editor, your comments for the author and your recommendation.
- 3) Click on "Save" to return. Upload both documents in step 4 once you have finished your review.

\* Denotes required field

Under step 5 you can upload the two files for the author and for the editor separately. The commentary for the author will be passed to the author through the editor.

## 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 [92-407-1-RV.DOCX](#) 2016-04-05  
Supplementary File(s) [92-405-1-SP.JPG](#)  
[92-406-1-SP.XLSX](#)
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 [92-409-1-RV.DOCX](#) 2016-04-06 [DELETE](#)  
[92-409-2-RV.DOCX](#) 2016-04-06 [DELETE](#)  
[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

After uploading the files, you can choose your recommendation to the editor in step 6.

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 [92-407-1-RV.DOCX](#) 2016-04-05  
Supplementary File(s) [92-405-1-SP.JPG](#)  
[92-406-1-SP.XLSX](#)
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 [92-409-1-RV.DOCX](#) 2016-04-06 [DELETE](#)  
[92-409-2-RV.DOCX](#) 2016-04-06 [DELETE](#)  
[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

## Reviewer Guidelines

[Download PDF file](#)

The editors request that reviews be completed within 90 days. Your review is respectful to our authors and will be appreciated by the editors. The editors request that reviewers to 1) make a publication recommendation on whether the manuscript should be accepted, rejected, or returned to the author for revision and resubmission; an informed and unbiased written critique justifying that recommendation. The written critique will be submitted to the editors to accompany the reviewer decision and with the author.



Once you have chosen an option from the drop-down menu, click on “Submit Review to Editor”. Please notice that once you submit your review you will not be able to revise your review anymore.

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  
[92-409-1-RV.DOCX](#) 2016-04-06 [DELETE](#)  
[92-409-2-RV.DOCX](#) 2016-04-06 [DELETE](#)  
    
[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

An email template will open to inform the editor that your review has been submitted.

[Home](#) > [User](#) > [Reviewer](#) > [Email](#)

## Send Email

To  
CC  
BCC

☐ Send a copy of this message to my address (poprawa@duncker-humblot.de)

Attachments

Subject  
Body

[SCHMJB] Article Review Completed

Dear Schmoller Redakteur,

I have now completed my review of "Title of the Manuscript" for Schmollers Jahrbuch – Journal of Contextual Economics, and submitted my recommendation, "Resubmit for Review."

Susann Poprawa

## 2. Preparation of a review for a revised version

If you receive an email with the request to review a revised version of an article, you can click on the link in the email which redirects you to the Open Journal System. Please log into your account and go to your personal startpage. You find the submission to review under the status “Active”. On the right side of the submission you will see in which round of reviews you are.

Active Submissions					
<a href="#">ACTIVE</a> <a href="#">ARCHIVE</a>					
ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
80	04-08	ART	<a href="#">LOREM IPSUM DOLOR SIT AMET, CONSETETUR SADIPSCING ELITR</a>	07-01	2 
1 - 1 of 1 Items					
Schmollers Jahrbuch – Journal of Contextual Economics					

The review process of a revised manuscript works in the same manner as for a manuscript, submitted the first time. The only difference is that you will find a note, detailing how the author responded to each of the reviewer's points at the very top of the revised version.

## 3. Submitted Reviews

Submitted reviews are saved in your account under ARCHIVE:

Home > User > Reviewer > Archive

Archive

ACTIVEARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	REVIEW	EDITOR DECISION
80	02-04	ART	LOREM IPSUM DOLOR SIT AMET, CONSETETUR SADIPSCING ELITR	Accept Submission	Resubmit for Review
92	04-06	ART	TITLE OF THE MANUSCRIPT	Resubmit for Review	Resubmit for Review
92	04-07	ART	TITLE OF THE MANUSCRIPT	Accept Submission	Accept Submission

1 - 3 of 3 Items

Schmollers Jahrbuch – Journal of Contextual Economics