

Tutorial

for reviewers

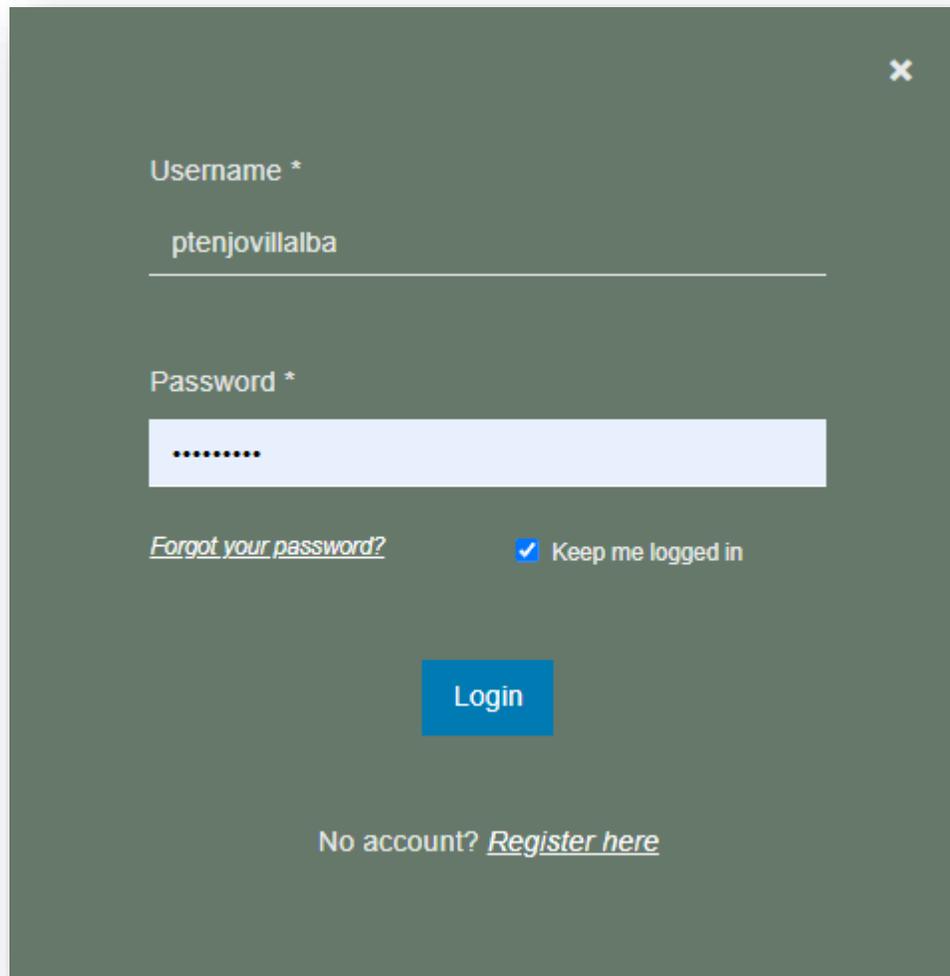
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REVISTA DE LA
ACADEMIA COLOMBIANA
de Ciencias Exactas, Físicas y Naturales

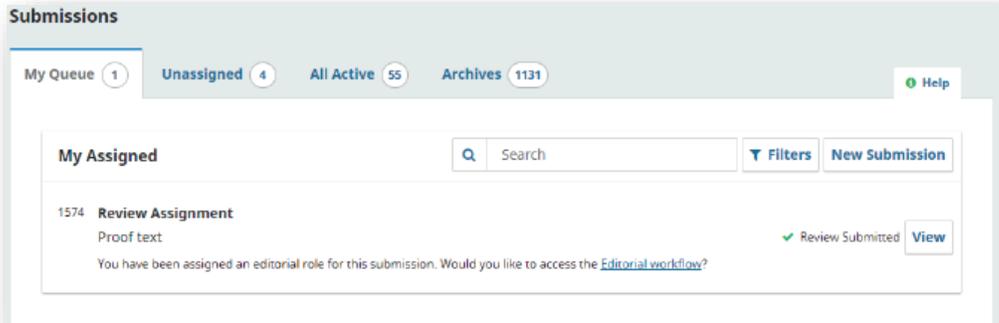
Enter the Journal platform.



A screenshot of a login form with a dark green background and a white close button (X) in the top right corner. The form contains the following elements:

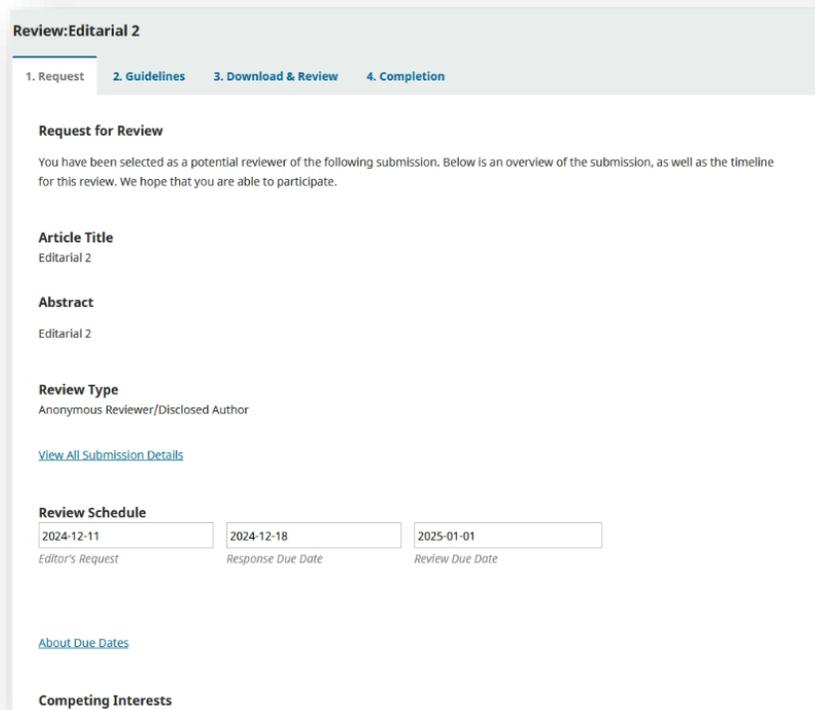
- Username ***: A text input field containing the username "ptenjovillalba".
- Password ***: A password input field with a light blue background and a masked password of eight dots.
- Forgot your password?**: A link in italics located below the password field.
- Keep me logged in**: A checkbox with a blue checkmark and the text "Keep me logged in".
- Login**: A blue button with white text centered below the login options.
- No account? Register here**: A link in italics centered at the bottom of the form.

Click on “**View**” to access the manuscript.



The screenshot shows a 'Submissions' dashboard with tabs for 'My Queue' (1), 'Unassigned' (4), 'All Active' (55), and 'Archives' (1131). A 'Help' button is visible. Under the 'My Assigned' section, there is a search bar and buttons for 'Filters' and 'New Submission'. A submission entry for ID 1574 is shown with the title 'Review Assignment' and 'Proof text'. It includes a green checkmark and the text 'Review Submitted' followed by a 'View' button. Below the entry, a message states: 'You have been assigned an editorial role for this submission. Would you like to access the [Editorial workflow?](#)'

First, read the title of the manuscript and the abstract.



The screenshot displays the 'Review:Editorial 2' page with a progress bar showing four steps: 1. Request, 2. Guidelines, 3. Download & Review, and 4. Completion. The 'Request for Review' section contains the text: 'You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.' The 'Article Title' is 'Editorial 2' and the 'Abstract' is also 'Editorial 2'. The 'Review Type' is 'Anonymous Reviewer/Disclosed Author'. A link 'View All Submission Details' is provided. The 'Review Schedule' section shows three dates in input fields: '2024-12-11' (labeled 'Editor's Request'), '2024-12-18' (labeled 'Response Due Date'), and '2025-01-01' (labeled 'Review Due Date'). There is also a link 'About Due Dates' and a section for 'Competing Interests'.

Then press “**Accept Review**” and go on to “**Step # 2**”. The “Guidelines” will be displayed. Please, read them carefully.



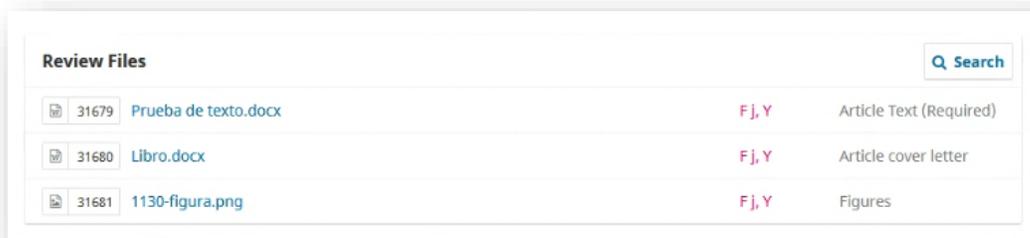
Now click “Continue to **Step # 3**”.



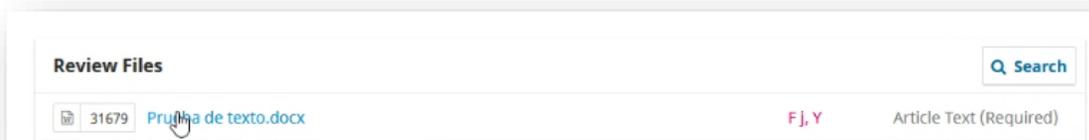
“**Step # 3**”, Download & Review, will be displayed on the screen.



Locate the manuscript and the figures in the “**Review files**” section.



Download them by clicking on the corresponding links.



Fill out the evaluation form.

Review:Editorial 2

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files		Q Search	
31679	Prueba de texto.docx	F, Y	Article Text (Required)
31680	Libro.docx	F, Y	Article cover letter
31681	1130-figura.png	F, Y	Figures

Reviewer Guidelines
[Review Guidelines](#)

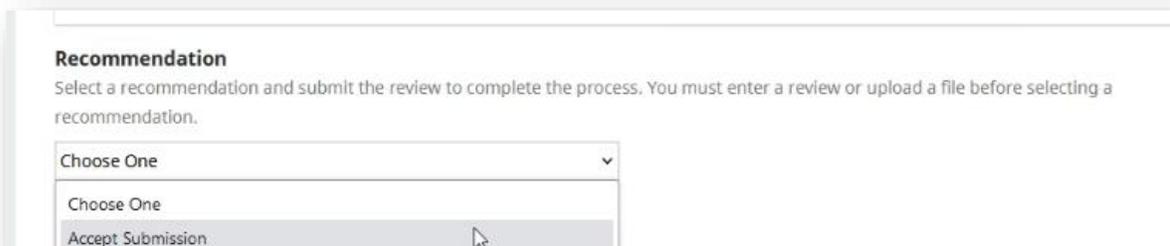
Formato de evaluación

1. Comentarios confidenciales para el editor *

2. Comentarios para el autor

2.1. Calidad del resumen *

Select your “**Recommendation**”.



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

Choose One

Choose One

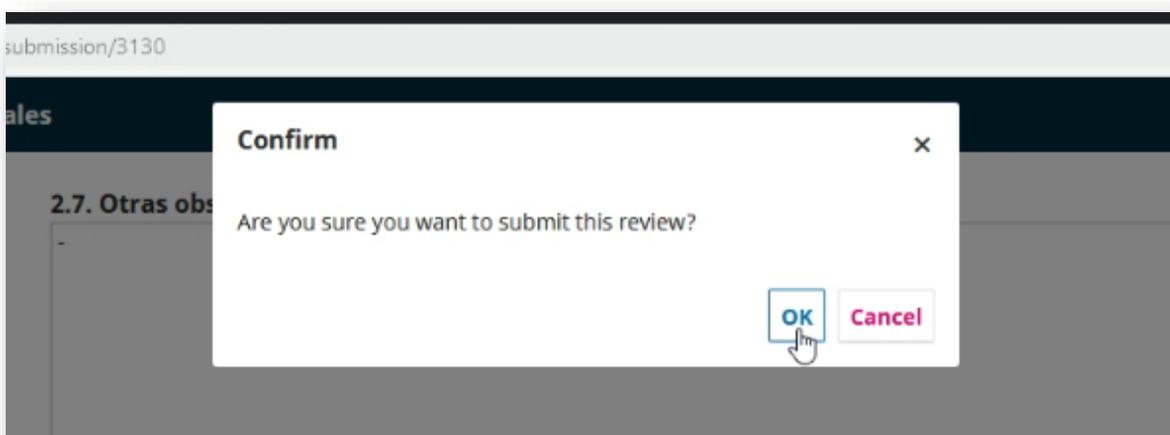
Accept Submission

Now click “**Submit Review**”.



Submit Review Save for Later Go Back

To confirm the submission of your review, **click OK**.



submission/3130

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2.7. Otras obs

Confirm ×

Are you sure you want to submit this review?

OK Cancel



Review:Editorial 2

- 1. Request
- 2. Guidelines
- 3. Download & Review
- 4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions

[Add discussion](#)

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				