

*Updated July 2009*

The reviewers' contribution to the processing of the manuscripts is highly appreciated. Reviewers will receive a letter of certifying their peer review activities on a regular basis or on upon request.

The editor would appreciate if you do the review task in the time due; however, if more time is required or if you are not able to review the manuscript, informing the editor will be extensively helpful.

If your review takes longer than the due time, there is a possibility that the review process completes with the comments of other reviewers. In that case, the editor has to decline the review request unless you inform them about the extra time you need.

The online review system would be easy if you follow the steps below:

#### **Access to the online review system**

1. You can have access to the review page and the manuscript via 2 ways:
  - a. You can click on the **link** in the **email** you received to go directly to the web site.
  - b. Alternatively, you can log in to the journal's website ([www.ijkd.org](http://www.ijkd.org)) and select your role as "**reviewer**" to see the manuscript(s) waiting for your peer review. Please click on the **title of the manuscript**.

If you do not have your username and password information, please ask this via email to [info@ijkd.org](mailto:info@ijkd.org). If you have forgotten your password, click on "**forgot your password?**" and submit your email address to receive the information.

#### **Accepting/Declining Review Task**

2. You can see the title and abstract of the manuscript and the scheduled deadline for review.
3. In **step 1**, under the title "**Review Steps**" you should choose either of the email icons beside "**will do the review**" or "**unable to do the review**."
4. A prepared email appears. You can modify it if you wish and click on "**send**" at the bottom. If you **skip** the email, your decision will be sent to the system, but no email will be sent to the editor.
5. If you **need more time** to review, please mention it in the email.

#### **Starting Review**

6. In **step 3** of the **Review Steps**, you can **download the manuscript** file(s). Please download them, read them and prepare you comments. In this step, you may log out and come back when your comments are ready to be submitted.

IMPORTANT NOTE: A supplementary file might be available along with the manuscript that contains abstracts of similar studies, prepared by editors, which would help you in your review. However, you may not rely on this if you need an extensive search of the subject in the literature.

7. In **step 4**, please click on the **icon beside “review form.”** Please complete the form by pasting your comments to the form boxes.

IMPORTANT NOTE: After you fill the review form, you should **save** it.

8. In **step 5**, optionally you can submit any files attached to your comments. Please click on **“upload”** after browsing.
9. In **step 6**, please choose one of the final **Recommendations** and click on **“Submit Review to Editor.”** Please note that your comments will not be submitted unless you do this step.
10. An email will appear; you can send it to the editor or skip it, but please do not cancel it.

Thank you for your time.