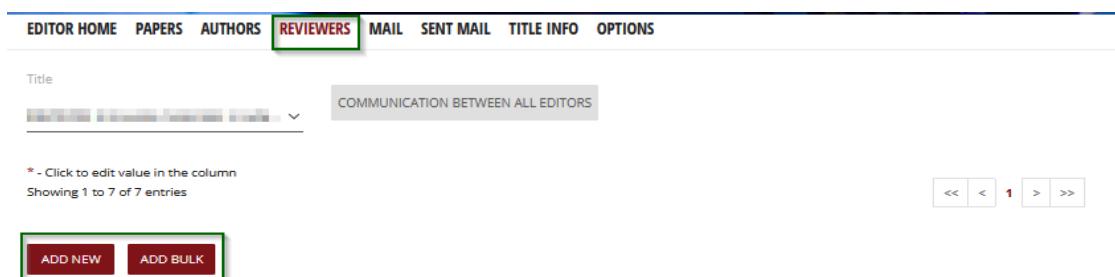


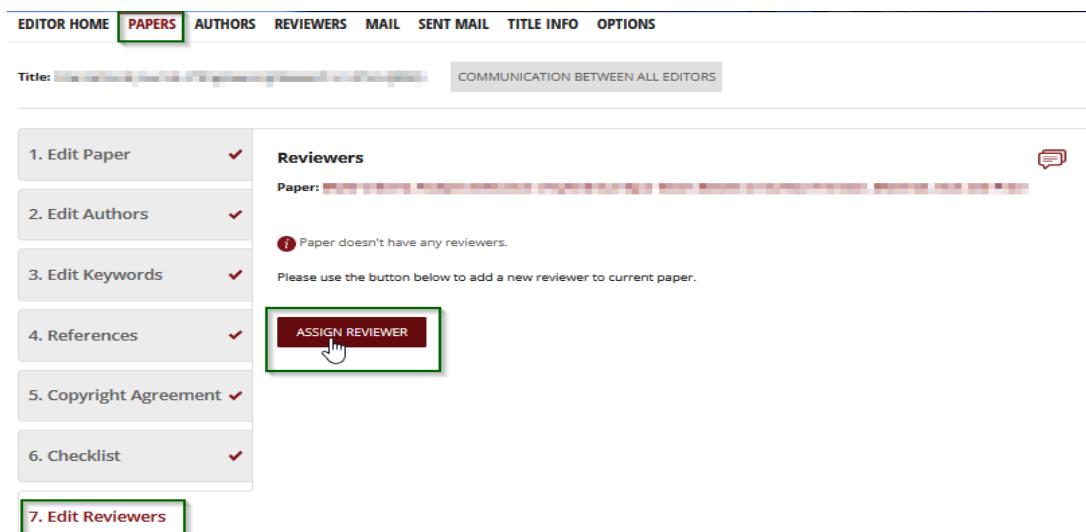
Registering Reviewers

If the reviewers have not been registered to the project, please register them via the **REVIEWERS** menu:

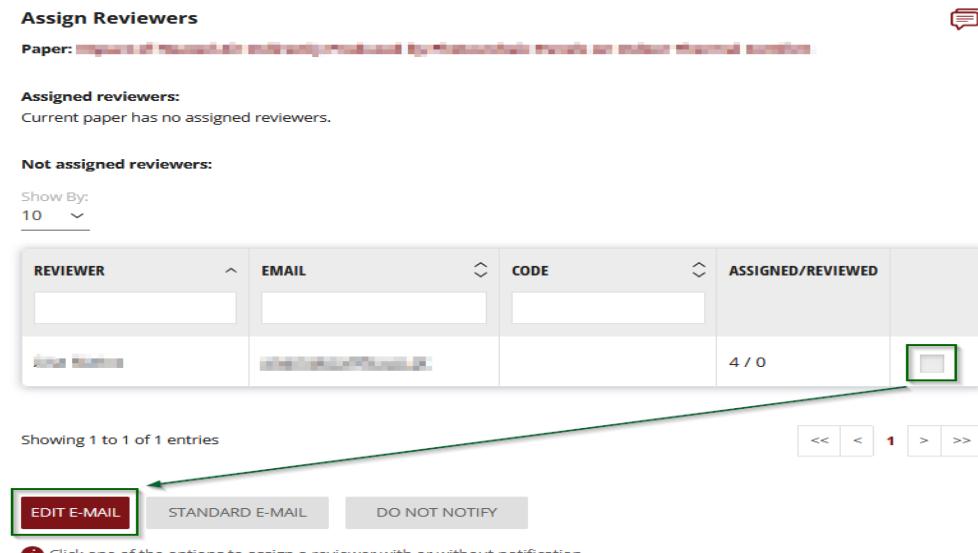


Assigning Reviewers to Papers

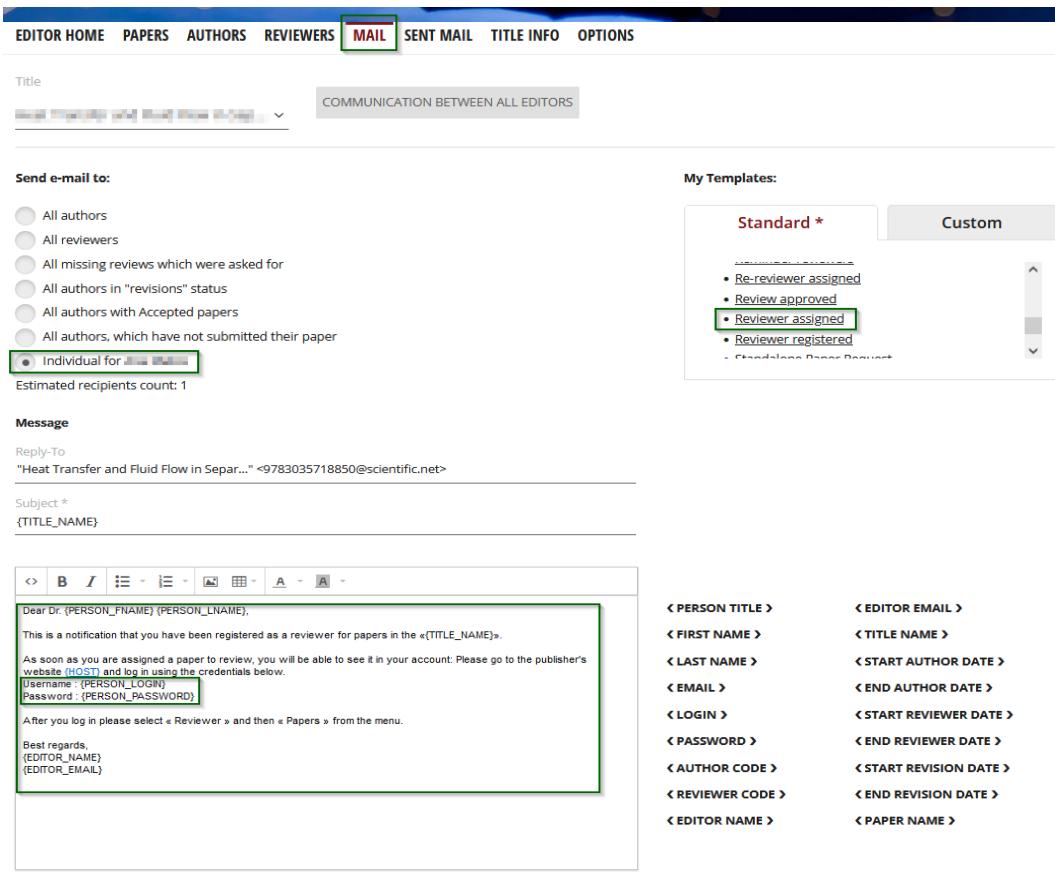
Option 1. In your Editor tool, please select the needed paper from the **PAPERS** menu, go to **Edit Reviewers** tab and use the relevant button **Assign Reviewer**:



The list of reviewers registered to your project will appear. Please tick the appropriate reviewer and send the notification about the assignment.



By clicking **EDIT E-MAIL** button you will be re-directed to the **MAIL** page where you can send out the notification with log in credentials. Please use the “Reviewer assigned” template (will be selected automatically) or create your own text:



Send e-mail to:

- All authors
- All reviewers
- All missing reviews which were asked for
- All authors in "revisions" status
- All authors with Accepted papers
- All authors, which have not submitted their paper
- Individual for [REDACTED]

Estimated recipients count: 1

Message

Reply-To: "Heat Transfer and Fluid Flow in Separ..." <9783035718850@scientific.net>

Subject * {TITLE_NAME}

Dear Dr. {PERSON_FNAME} {PERSON_LNAME},
This is a notification that you have been registered as a reviewer for papers in the «{TITLE_NAME}». As soon as you are assigned a paper to review, you will be able to see it in your account. Please go to the publisher's website [\(HOST\)](#) and log in using the credentials below.
Username : {PERSON_LOGIN}
Password : {PERSON_PASSWORD}

After you log in please select «Reviewer» and then «Papers» from the menu.

Best regards,
(EDITOR_NAME)
(EDITOR_EMAIL)

Standard * Custom

Dear Dr. {PERSON_FNAME} {PERSON_LNAME},
This is a notification that you have been registered as a reviewer for papers in the «{TITLE_NAME}». As soon as you are assigned a paper to review, you will be able to see it in your account. Please go to the publisher's website [\(HOST\)](#) and log in using the credentials below.
Username : {PERSON_LOGIN}
Password : {PERSON_PASSWORD}

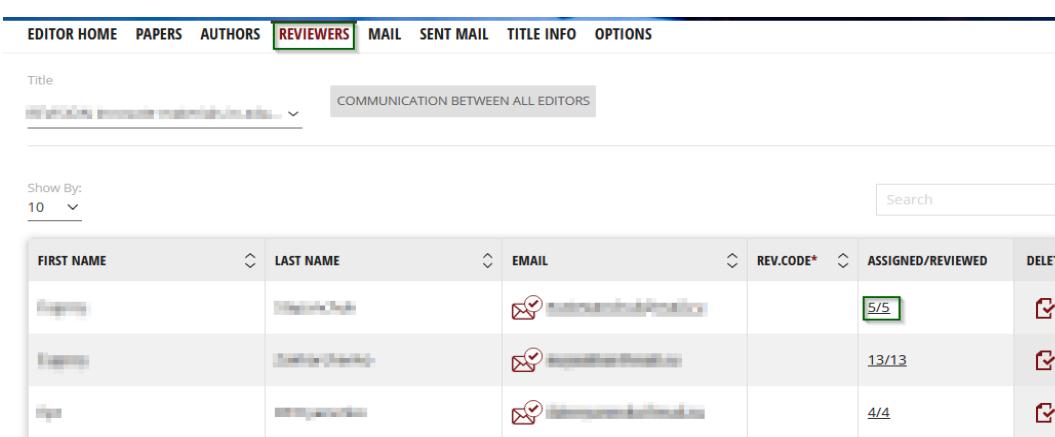
After you log in please select «Reviewer» and then «Papers» from the menu.

Best regards,
(EDITOR_NAME)
(EDITOR_EMAIL)

PERSON TITLE > EDITOR EMAIL >
FIRST NAME > TITLE NAME >
LAST NAME > START AUTHOR DATE >
EMAIL > END AUTHOR DATE >
LOGIN > START REVIEWER DATE >
PASSWORD > END REVIEWER DATE >
AUTHOR CODE > START REVISION DATE >
REVIEWER CODE > END REVISION DATE >
EDITOR NAME > PAPER NAME >

SEND PREVIEW RECIPIENTS SAVE AS TEMPLATE

Option 2. You can assign the paper to the appropriate reviewer via the **REVIEWERS** menu by clicking on **ASSIGNED/REVIEWED** column of the table:



FIRST NAME	LAST NAME	EMAIL	REV.CODE*	ASSIGNED/REVIEWED	DELETE
[REDACTED]	[REDACTED]	[REDACTED]		5/5	
[REDACTED]	[REDACTED]	[REDACTED]		13/13	
[REDACTED]	[REDACTED]	[REDACTED]		4/4	

You will be re-directed to a page where you can select and assign papers which are not yet assigned to the selected reviewer. Please go to the relevant block “**Not assigned papers**”, tick necessary papers and proceed with mailing as described in **Option 1**:

Not assigned papers:

 Show By:
10

PAPER TITLE	CHAPTER	AUTHOR	ASSIGNED/REVIEWED
Investigation of Mechanical Properties of Multi-Phase Ceramics by Electron Beam Irradiation		Patricia ...	32/1
Electrical Characterization and Dielectric Study of Potassium Phthalateates thin film capacitors		Patricia ...	0/0
Production of Potassium-stabilized Nanocrystalline ZnO ceramic dielectric		Patricia ...	0/0
Study on Electrical Conductive Properties and Sintering Behavior of ZnO/SiO ₂ nanocomposites		Patricia ...	28/2
Study on Sintering Properties of Zirconia-Containing ZnO _x Nanocrystalline		Patricia ...	10/2

Showing 1 to 5 of 5 entries

<< < 1 > >>

[EDIT E-MAIL](#) [STANDARD E-MAIL](#)

DO NOT NOTIFY

Reminding Reviewers

This option is available from the **PAPERS** menu. Please select the relevant paper, go to **Edit Reviewers** tab and use the relevant button **REMIND REVIEWERS**.

 EDITOR HOME [PAPERS](#) [AUTHORS](#) [REVIEWERS](#) [MAIL](#) [SENT MAIL](#) [TITLE INFO](#) [OPTIONS](#)
Title: [Investigation and Dielectric Properties of Multi-Phase Ceramics by Electron Beam Irradiation](#)

COMMUNICATION BETWEEN ALL EDITORS

[1. Edit Paper](#)

[2. Edit Authors](#)

[3. Edit Keywords](#)

[4. References](#)

[5. Copyright Agreement](#)

[6. Checklist](#)

[7. Edit Reviewers](#)

Reviewers

Paper: [Investigation and Dielectric Properties of Multi-Phase Ceramics by Electron Beam Irradiation](#)

FIRST NAME	LAST NAME	EMAIL	CODE	REVIEW STATUS
Patricia ...	Patricia ...	mailto:patricia...@...com		Assigned (View)

[ASSIGN REVIEWER](#) [REMIND REVIEWERS *](#)

* send email to reviewer(s) who was assigned to review the paper and hasn't provided the report

You will be re-directed to the **MAIL** page. The “Reminder reviewers” template will be automatically applied. You can amend it as necessary.

My Templates:

Standard *	Custom
<ul style="list-style-type: none"> • Paper requires revision • Paper submitted • Reminder reviewers • Re-reviewer assigned • Review approved 	

Approving Reviewer's Report

After the reviewer submits the report, the editor evaluates it and in the absence of objections approves it. Please click on numbers in the **REVIEWS** column for the relevant paper:

<u>2022-03-28</u> <u>14:35</u>	In Review	2/1/0	...
-----------------------------------	-----------	--------------	-----

The report will appear in a separate window. To approve, please press **APPROVE** button:

Reviewer's Report

Reviewer	2022-01-14 08:42	APPROVE
Title:	...	
Paper:	...	
Author(s):	...	

Making Review Report Available to Authors

After approval of the review report, please set **Revisions** status to the relevant paper:

<u>2022-03-28</u> <u>14:35</u>	In Review	2/1/0	...
<u>2022-03-28</u> <u>14:33</u>	Submitted	3/0/0	...
<u>2022-03-27</u> <u>14:20</u>	In Review	3/1/0	...
<u>2022-03-28</u> <u>14:41</u>	Editorial	4/3/2	...
<u>2022-03-21</u>	Revisions	Revised	...
	Rejected	Rejected	...
	Accepted	Accepted	...

In this status, authors are able to re-upload the revised manuscript from their Author tool in the Edit Paper menu. When the revised manuscript is re-uploaded, the status will automatically change to Revised.

Final Decision on the Paper

Note: every paper shall be reviewed by at least 2 independent reviewers (minimum 2 reports shall be submitted).

When the review process is completed and the paper is successfully revised, the editor should Accept or Reject the paper according to the evaluation results.

<u>2022-03-28</u> <u>14:35</u>	In Review	2/1/0	...
<u>2022-03-28</u> <u>14:33</u>	Submitted	3/0/0	...
<u>2022-03-27</u> <u>14:20</u>	In Review	3/1/0	...
<u>2022-03-28</u> <u>14:41</u>	Editorial	4/3/2	...
<u>2022-03-21</u>	Revisions	Revised	...
	Rejected	Rejected	...
	Accepted	Accepted	...