

Step by Step Tutorial for Revisions

As a revisor, you'll get notified to start your revision process via e-mail or by checking out your "Submissions" dashboard.

The screenshot shows the 'Submissions' dashboard for the Journal of Public Knowledge. The interface includes a top navigation bar with 'English', 'View Site', and a user profile 'agallego'. A left sidebar contains 'Tasks 7' and 'Submissions'. The main content area is titled 'Submissions' and has tabs for 'My Queue' and 'Archives'. Under 'My Assigned', there is a search bar and a table listing submissions. The table has columns for ID, Author; Title, and Stage. The first submission (ID 19) is 'Hydrologic Connectivity in the Edwards Aquifer between San Marcos Springs and Barton Springs during 2009 Drought Conditions' with a 'Review' link. Other submissions include 'System Dynamics in Distance Education and a Call to Develop a Standard Model' (ID 33, 'Published'), 'KFS Computer Science Journal' (ID 36, 'Production'), and 'approach for externalization of expert tacit knowledge' (ID 52, 'Review'). A footer indicates '11 of 11 items'.

ID	Author; Title	Stage
	Management Systems	
19	Hydrologic Connectivity in the Edwards Aquifer between San Marcos Springs and Barton Springs during 2009 Drought Conditions	Review
33	System Dynamics in Distance Education and a Call to Develop a Standard Model	Published
36	KFS Computer Science Journal	Production
52	approach for externalization of expert tacit knowledge	Review

On the list **My Assigned**, look for the **Review** link. No info is provided regarding author's details due to the double-blind features of the process.

After clicking on it, you'll access to Step 1 of the revision process, also without any info of the author.

The screenshot shows the 'Review: approach for externalization of expert tacit knowledge' page. It features a progress bar with four steps: '1. Request' (active), '2. Guidelines', '3. Download & Review', and '4. Completion'. The main content area is titled 'Request for Review' and contains the following 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.' Below this, the 'Article Title' is 'approach for externalization of expert tacit knowledge'. The 'Abstract' section follows, describing the challenges of knowledge transfer in e-learning environments and proposing a dynamic query handling system to address these challenges.

Review: approach for externalization of expert tacit knowledge

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

Request for Review

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.

Article Title
approach for externalization of expert tacit knowledge

Abstract

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

This are the sections you'll find:

- Request for Review: introductory invitation to the process.
- Article Title
- Abstract: The article in a nutshell.

Scroll down and you'll find additional info.

[View All Submission Details](#)

Review Schedule

2016-08-30	2016-09-20	2016-09-27
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[About Due Dates](#)

Click on the link View All Submission Details and you'll access to additional info, including metadata.

View All Submission Details ✕

Articles ⌵

Prefix

Examples: A, The

Title *

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

Be aware that is read-only info provided only to help you bring about a more thorough revision.

By closing that window and scrolling down you'll find Review Schedule with all the relevant deadlines for the process.

Now you can accept or reject to be part of the process. In case of rejection, that's the end of it, but if you accept, you'll be prompted to Step 2, where you'll get access to the Guidelines.

The screenshot displays a web interface for a review process. At the top, a header bar contains the title "Review: *approach for externalization of expert tacit knowledge*". Below the header, a horizontal navigation bar features four steps: "1. Request", "2. Guidelines", "3. Download & Review", and "4. Completion". Step 2, "Guidelines", is currently selected and highlighted. The main content area is titled "Reviewer Guidelines" and contains the instruction "Please complete the review with a constructive perspective." At the bottom of this area, there are two buttons: "Continue to Step #3" and "Go Back".

Click on Continue to Step # 3. From there you can download a copy of the article to be reviewed and introduce your comments. First window is to introduce yours comments to the editor and the author, the second one is only for yours comments to the editor.

Review: approach for externalization of expert tacit knowledge

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

Review Files Q Search

163-1	Author, submission-manuscript.docx	Article Text
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Reviewer Guidelines
[Review Guidelines](#)

Review
 Enter (or paste) your review of this submission into the form below.

This is a very good article.

Once you have read the article and finished to introduce your comments, scroll down to upload a reviewed copy of it (this is optional). Remember to erase any trace that could be used to identify yourself if you decide to go forward with the upload.

Upload
 Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files Q Search Upload File

No Files

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 ↓

Go Back

* Denotes required field

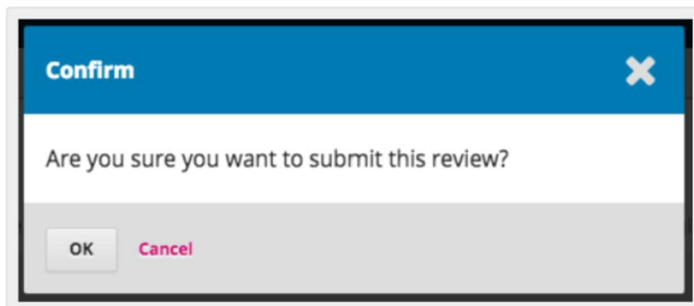
After that, it's time for you to make your recommendation by using the drop-down menu.

These are your options:

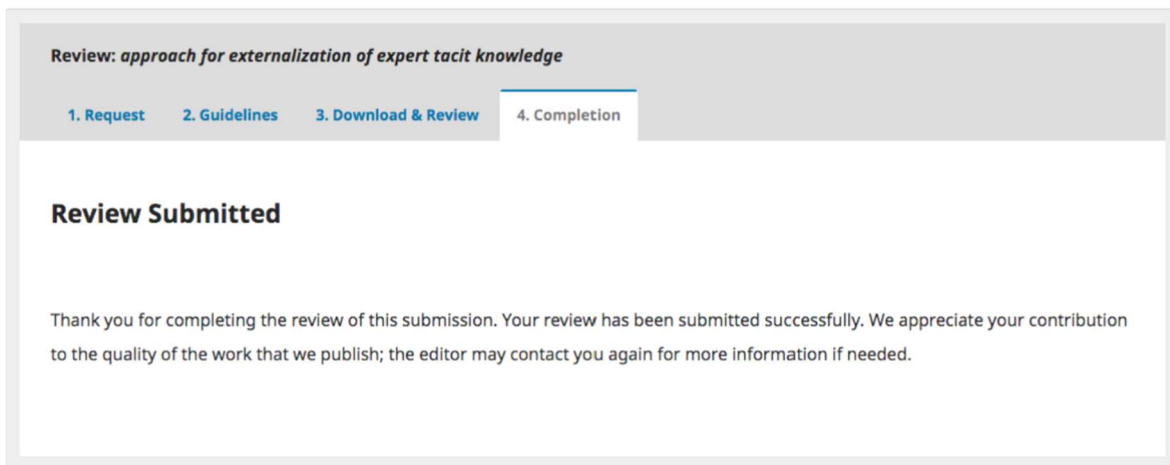
- **Accept Submission:** In case you agree to go forward as it is.

- More Review Required: Minor changes are in order that can be made by the editor.
- Re-send to review again: It requires that the author introduce major corrections and changes to make the article publishing worthy.
- Re-send to another place: Not to be used for it contradicts the focus and scope of our journal.
- Decline: Too weak to be accepted.
- See Comments: In case none of the above options is suitable according to your opinion. You will elaborate further is that is the case.

Finally, click on the Submit Review button and confirm when prompted.



Click OK and a Completion screen will be shown with a thank you note for your hard work.



And this is it! Mission accomplished.