

ONLINE PROCESS REVIEW: INSTRUCTIONS for REVIEWERS

From January 2014 submissions to the SIFET Bulletin will be handled with an online procedure.

The Editorial Board will receive a message when a new submission has been sent, and will proceed to selecting reviewers.

The online procedure for the reviewer is the following:

- 1) an email is sent to the reviewer by the Editorial Board asking to review a submission
- 2) if the reviewer is not already registered in the SIFET website, along with the request he will get a user name and password to access the SIFET website and the online review process and the instructions for access
- 3) the reviewer will then login the SIFET website and select the menu "Publications"-> "Elenco Invii / Submissions" and download the article by selecting "View article".
- 4) once you have reviewed the work completed the review form (also downloadable from the SIFET webpage) you can access again the menu "Publications"-> "Elenco Invii / Submissions" and select "View detail" and upload the review form
- 5) fill in the box reserved for the revision with your comments for editors and indicate the result of the review (accepted, minor revision, major revision, rejected)
- 6) once you have loaded the review an automatic email will be sent to the editor and he/she will inform the authors
- 7) once the authors have made corrections and submitted a new version of the work, the reviewer will automatically receive an email so the new version can undergo another round of review or be accepted as is

If the reviewer cannot review the work in due time please communicate to the Editorial Board proposing a new deadline.

If a reviewer cannot do the revision, he/she should communicate it as soon as possible so that another reviewer will be chosen keeping an efficient procedure

For further information contact:

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