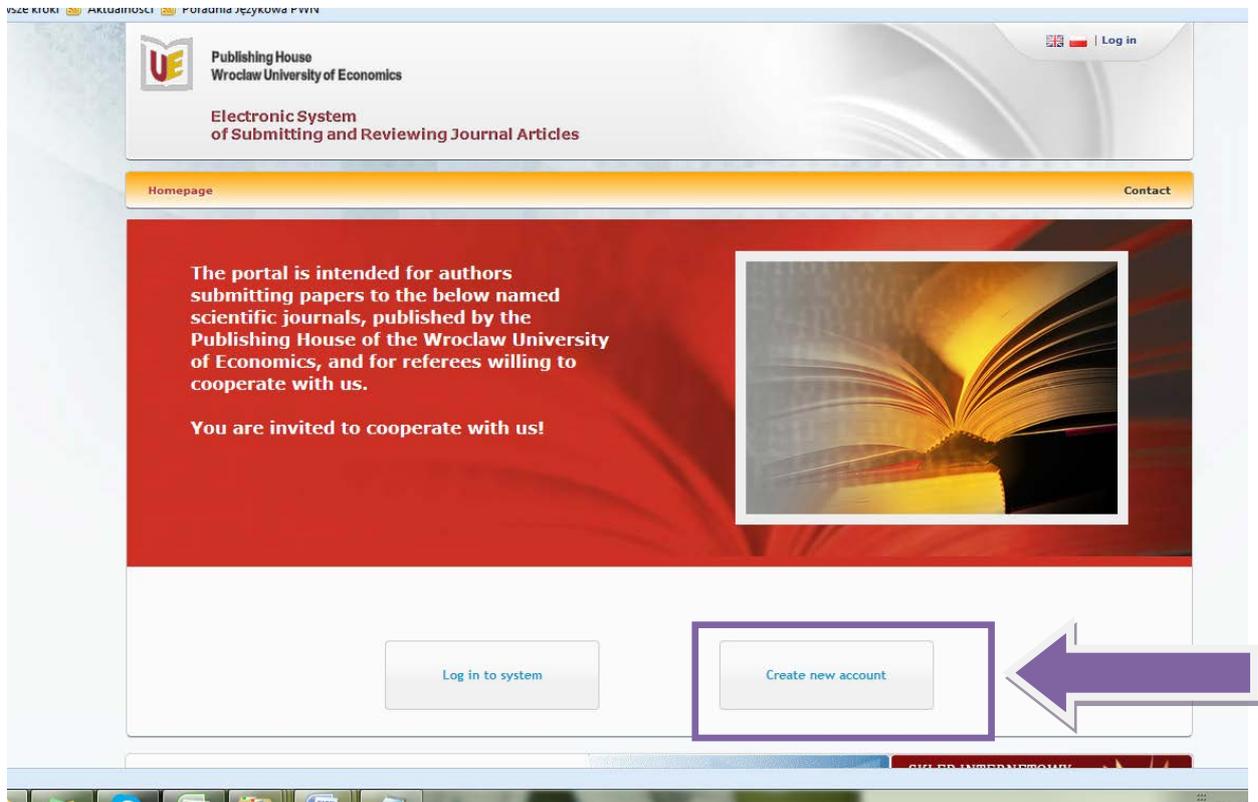


# 1. Logging into SENIR system

Open your account on <https://review.ue.wroc.pl>



An e-mail address is a login in the system.

## 2. Entering reviewer's data

In the form with data mark that you want to review articles for journals.

Entered personal data will be subsequently used to generate an agreement for a review.

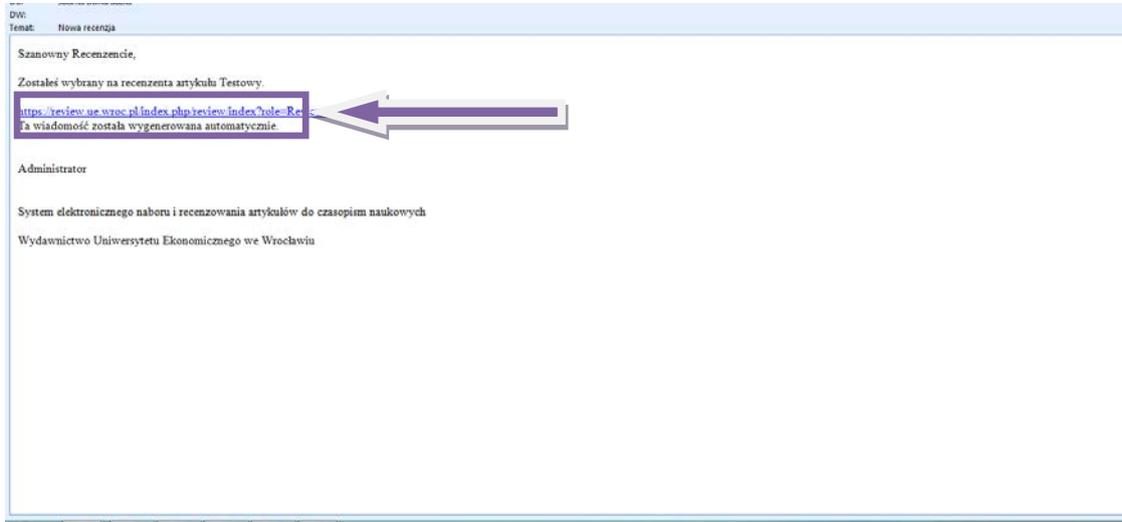
**Attention! Newly created account is inactive! On the e-mail address given during the registration you obtain confirmation of opening your account and a request to activate it.**

Having logged into the system a reviewer sees a screen which is below.

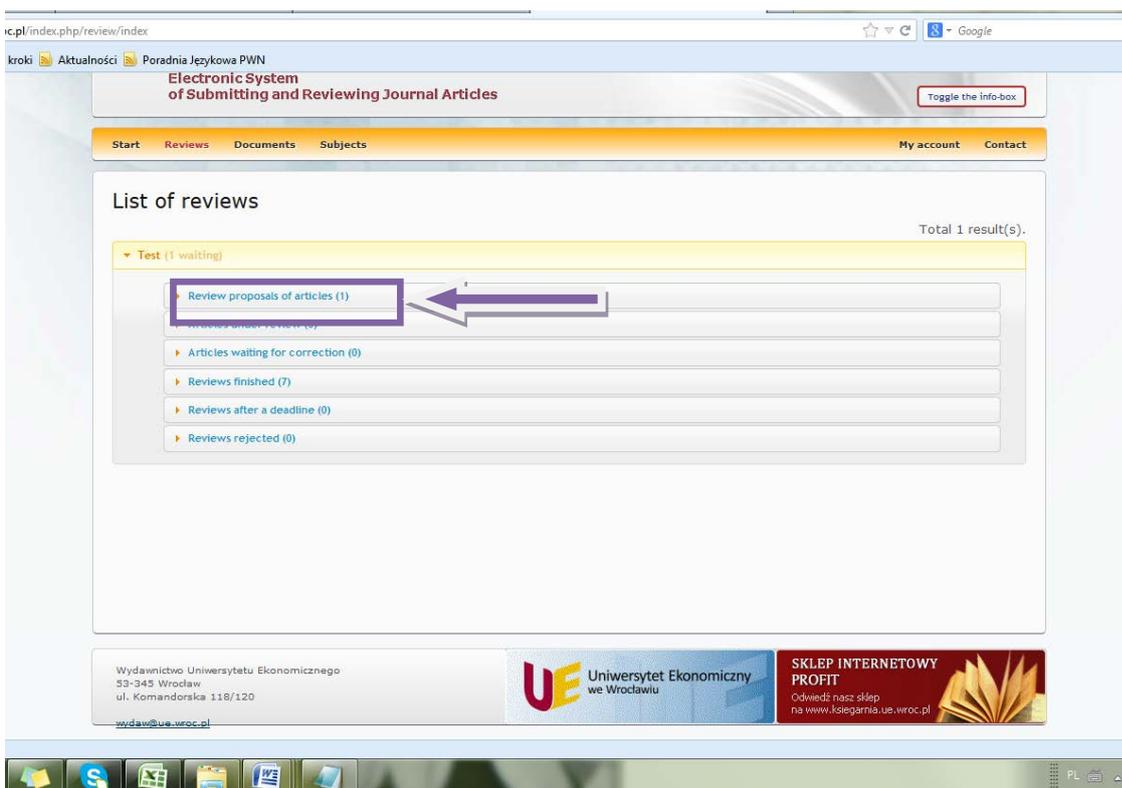
A reviewer can also be an author of an article. In this case they should take the role of an author and follow the instructions for an author.

### 3. Reviewing articles

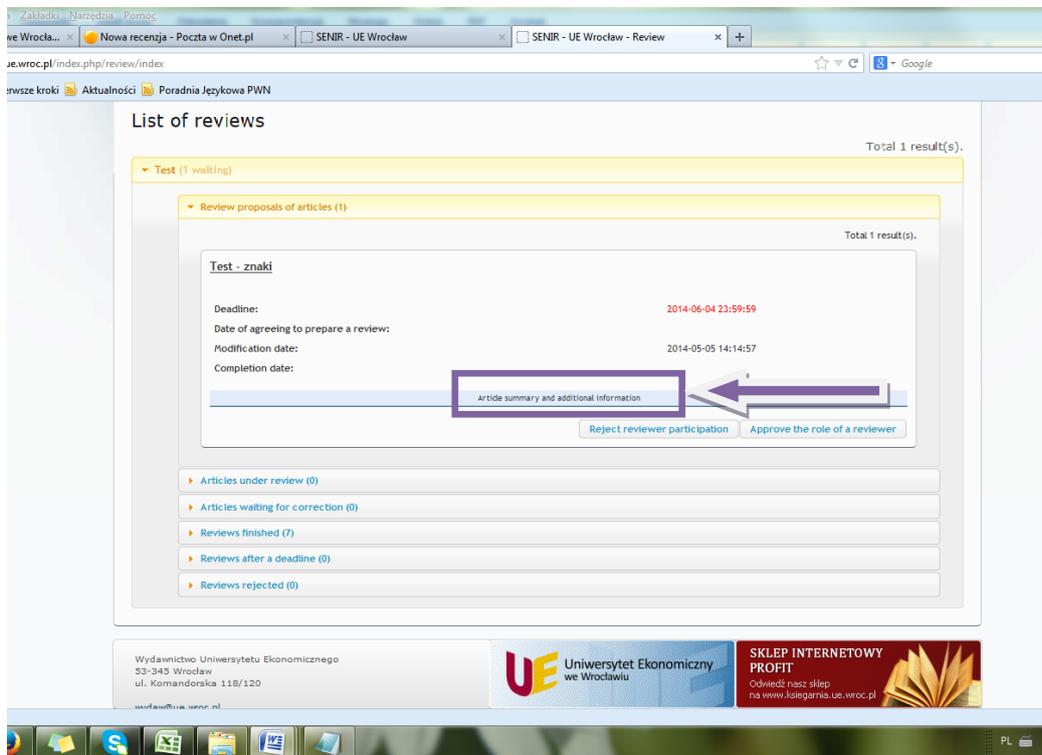
An invitation to review an article is sent on an e-mail address given in the data form. Clicking the following link opens the page with articles for review.



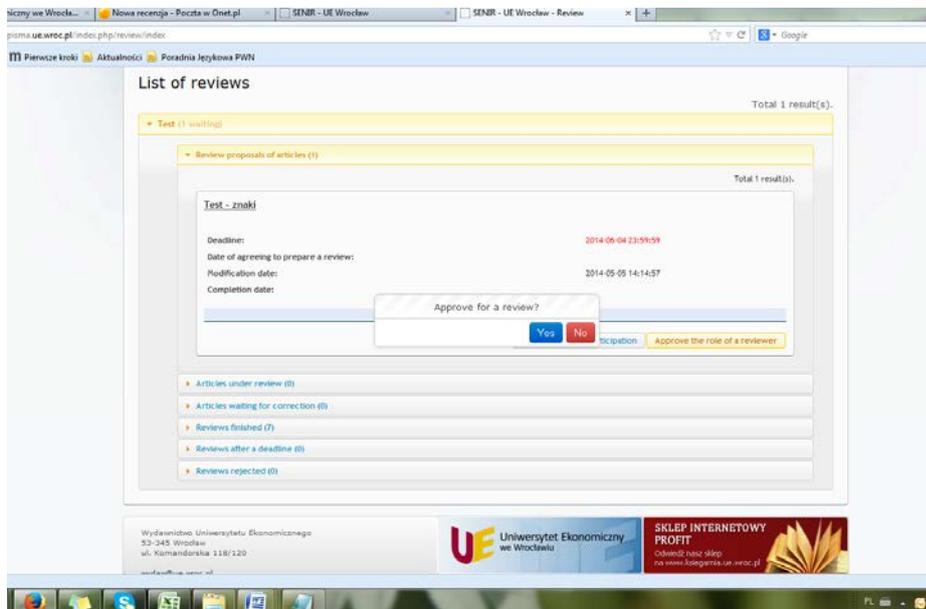
Now "Proposals of articles for review" should be clicked.



A reviewer still does not have access to an article. A decision of accepting it for review is taken based on summary. Having clicked “Article summary and additional information” the summary of the article appears.

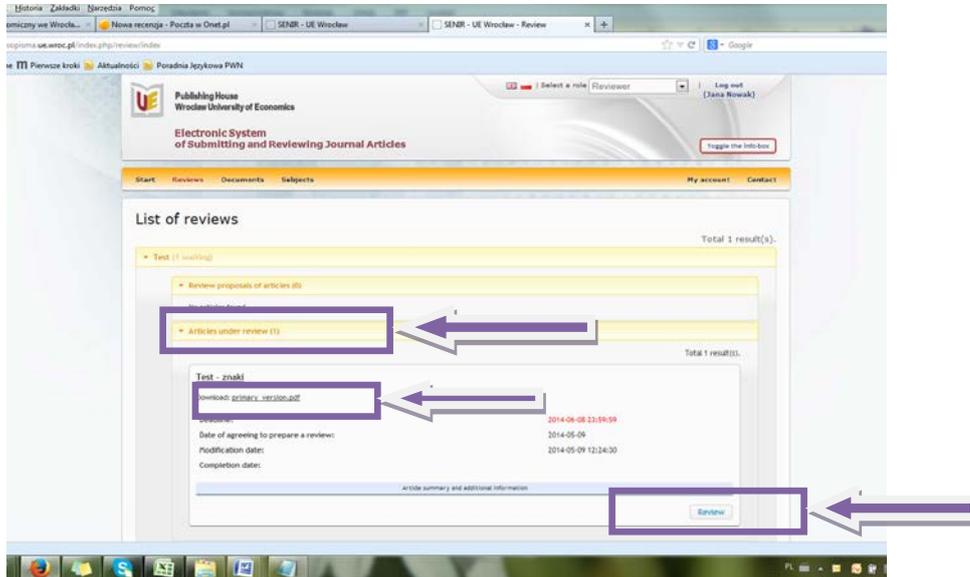


If a reviewer chooses “Approve the role of a review”, the following box will be seen.

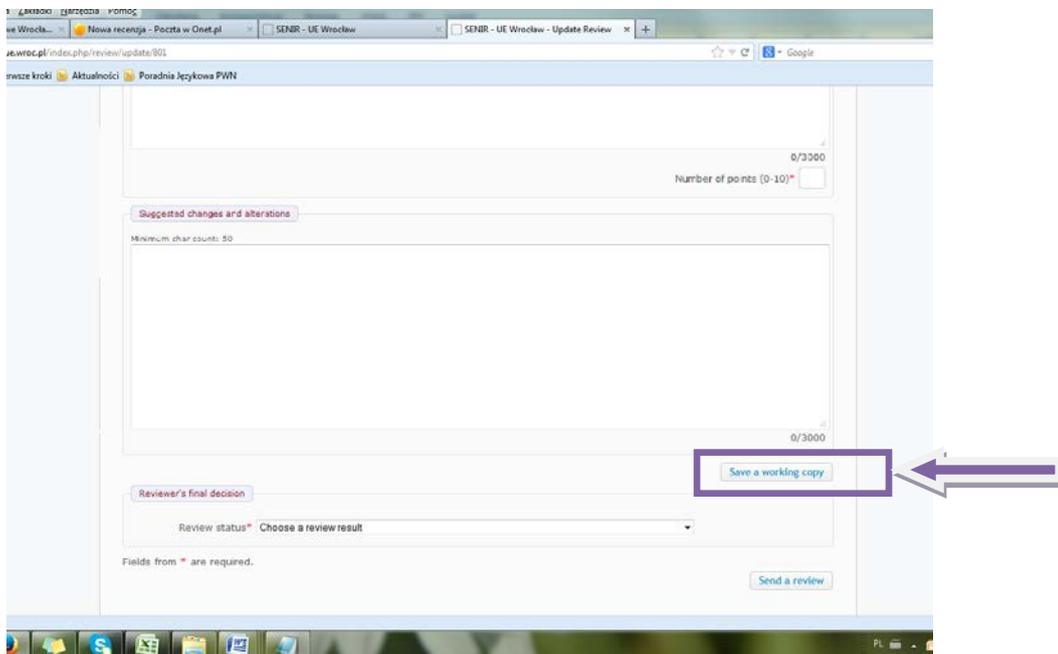


Next the article changes its place and is in “Article under review” bookmark.

Now the article for review can be downloaded. It is saved in PDF format, so it cannot be edited. It is possible to open it and work on it in the system or save it on a disk of own computer using “save as” command.

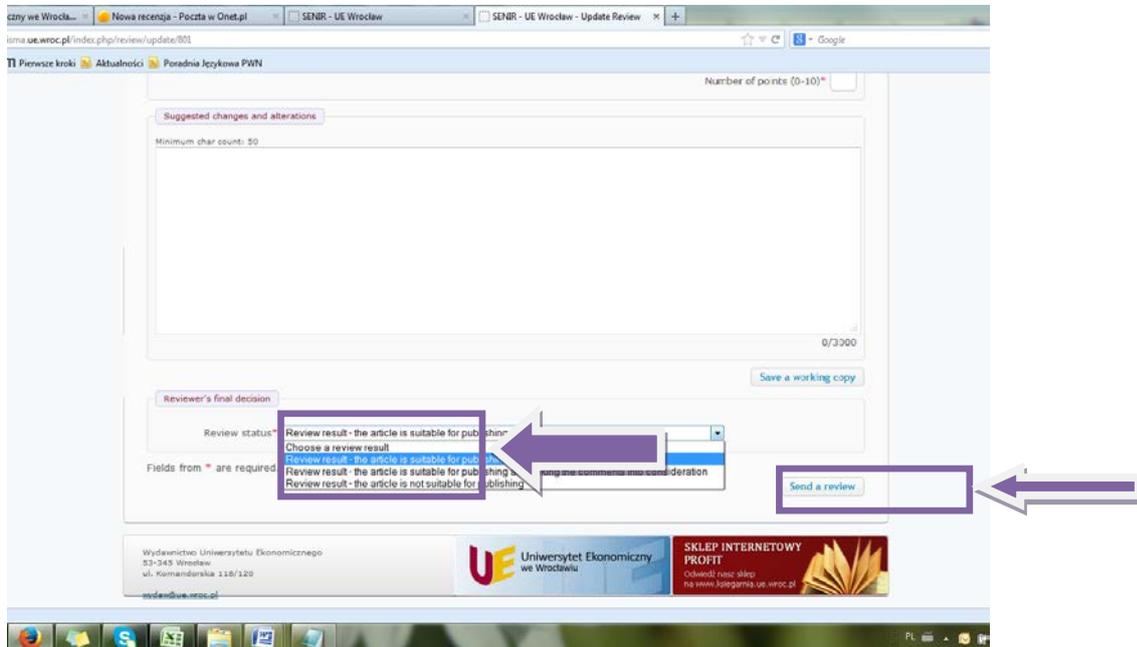


Having clicked “Review”, a review form, which should be filled in, will appear.



If the work on review has not been finished, “Save a working copy” should be chosen. It will enable to re-edit the review form.

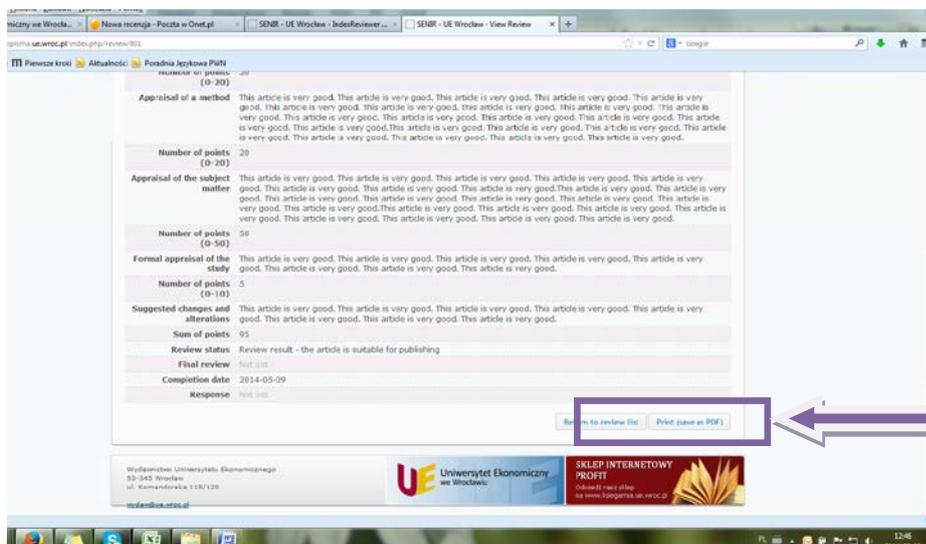
When the review is completed, a button which corresponds to the result of the review should be chosen and then “Send review” clicked. It will cause sending an electronic version of the review to the Publishing House.



## 4. Documents for the Publishing House

### 4.1 . Printing a review

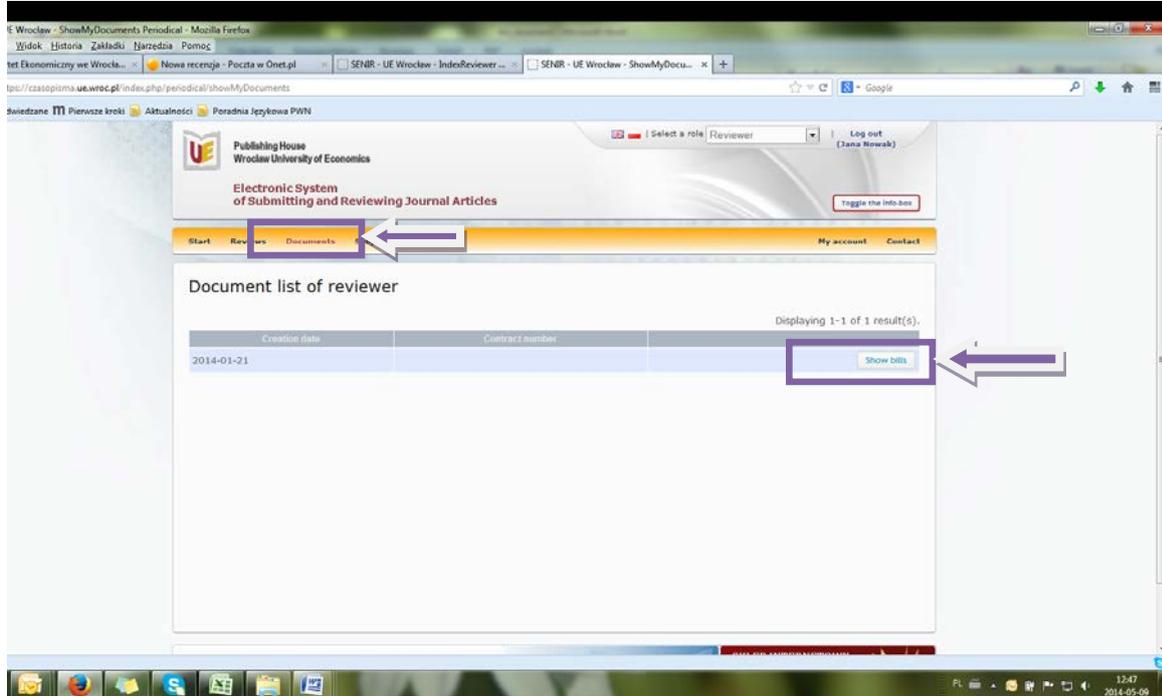
Considering the requirements which concern data archiving please print a review (using “Print (save as PDF)” button), sign it and send it together with an agreement to the Publishing House.



## 4.2. Printing an agreement

An agreement is generated in the publishing house during a review. Notification about a ready agreement is sent via e-mail.

To print an agreement click “Show bills” in “Dokuments” bookmark.



Then a box with an agreement will appear. Click “Print (save as PDF)” button and print on both sides two copies of an agreement. Signed agreement send together with a review form to the publishing house.

