

USER GUIDE FOR THE OJS SYSTEM FOR REVIEWERS

<https://workflow.studreg.uw.edu.pl/>

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OJS (Open Journal Systems)

Open Journal Systems (OJS) is a platform used to manage the editorial process and publish academic journals online.

With OJS, users can:

- submit manuscripts and track their status,
- perform peer reviews,
- manage all stages of the publishing workflow: from submission to peer review and final approval,
- monitor various types of activity within the system.

Introductory tutorial videos on navigating the OJS platform (in English):

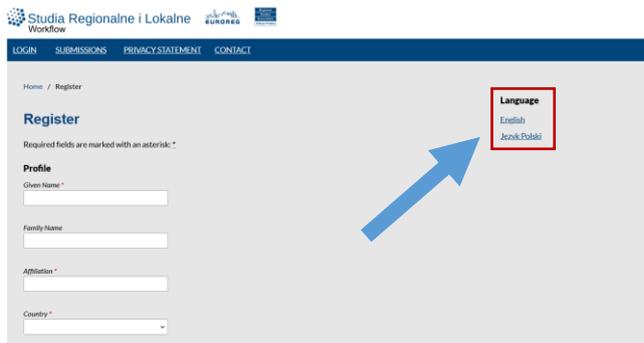
- How to create a new user and assign a role to a user in Open Journal Systems (OJS)
<https://www.youtube.com/watch?v=YIOmhONn864>
- What is Open Journal Systems (OJS) and how to submit a paper in Open Journal Systems
<https://www.youtube.com/watch?v=5tj1GLi-v40>
- Editor Work Flow and Publication Process
<https://www.youtube.com/watch?v=MHdhCTty5dM>
- The Reviewer's steps
<https://www.youtube.com/watch?v=CINhUa35Jic>

REGISTRATION

The journal's editorial board selects individuals to review specific articles and sends invitations by email. The invitation includes instructions on how to accept or decline. If accepted, the reviewer is asked to register in the OJS system:

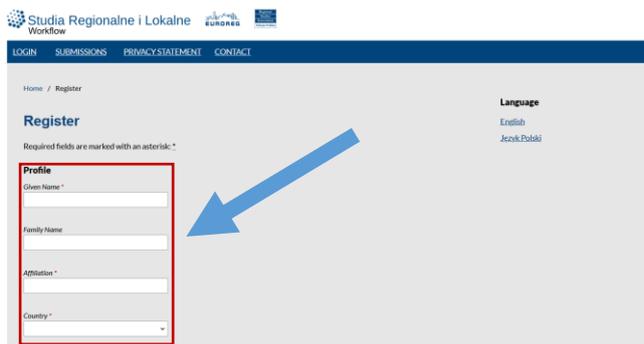
<https://workflow.studreg.uw.edu.pl/index.php/sril/user/register>

- Language selection



The screenshot shows the 'Register' page of the OJS system. The page has a dark blue header with navigation links: LOGIN, SUBMISSIONS, PRIVACY STATEMENT, and CONTACT. Below the header, there is a breadcrumb trail 'Home / Register'. The main content area is titled 'Register' and includes a note: 'Required fields are marked with an asterisk*'. Under the 'Profile' section, there are input fields for 'Given Name *', 'Family Name', 'Affiliation *', and 'Country *'. On the right side, there is a 'Language' dropdown menu with 'English' and 'Język Polski' as options. A red box highlights the 'Language' dropdown, and a blue arrow points to it from the left.

- Fill in personal details (given name, family name, affiliation, country)



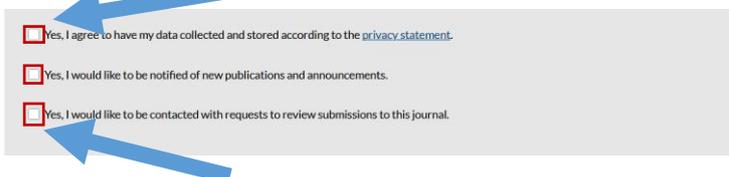
This screenshot is similar to the previous one, showing the 'Register' page. In this view, a red box highlights the 'Profile' section, which contains the input fields for 'Given Name *', 'Family Name', 'Affiliation *', and 'Country *'. A blue arrow points to this red box from the right.

- Provide login credentials (email address, username, password, repeat password)



The screenshot shows the 'Login' section of the registration page. It contains four input fields: 'Email *', 'Username *', 'Password *', and 'Repeat password *'. A red box highlights the entire 'Login' section.

- Confirm the following consents:
 - required: privacy statements
 - optional: be notified of new publications and announcements
 - required: agree to be contacted with requests to review submissions to this journal



The screenshot shows the consent section of the registration page. It contains three checkboxes, each followed by a line of text. The first checkbox is for 'Yes, I agree to have my data collected and stored according to the [privacy statement](#).' The second checkbox is for 'Yes, I would like to be notified of new publications and announcements.' The third checkbox is for 'Yes, I would like to be contacted with requests to review submissions to this journal.' Red boxes highlight each checkbox, and blue arrows point to them from the left.

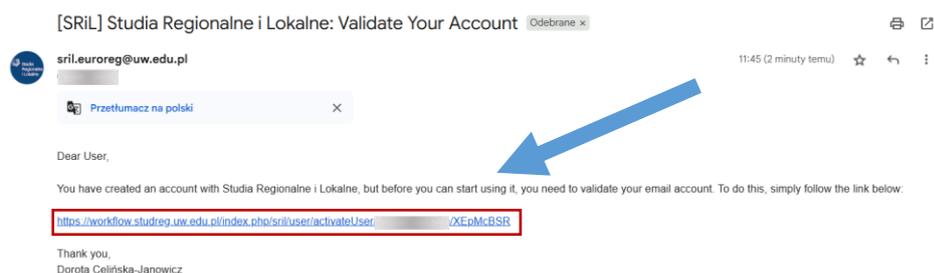
- Complete the CAPTCHA: "I'm not a robot"



Once you see the message "Registration awaiting verification", an email will be sent from sril.euroreg@uw.edu.pl



- Click the confirmation link in the email inbox



- Select "Login" on the account activation confirmation screen



- Log in using your username and password

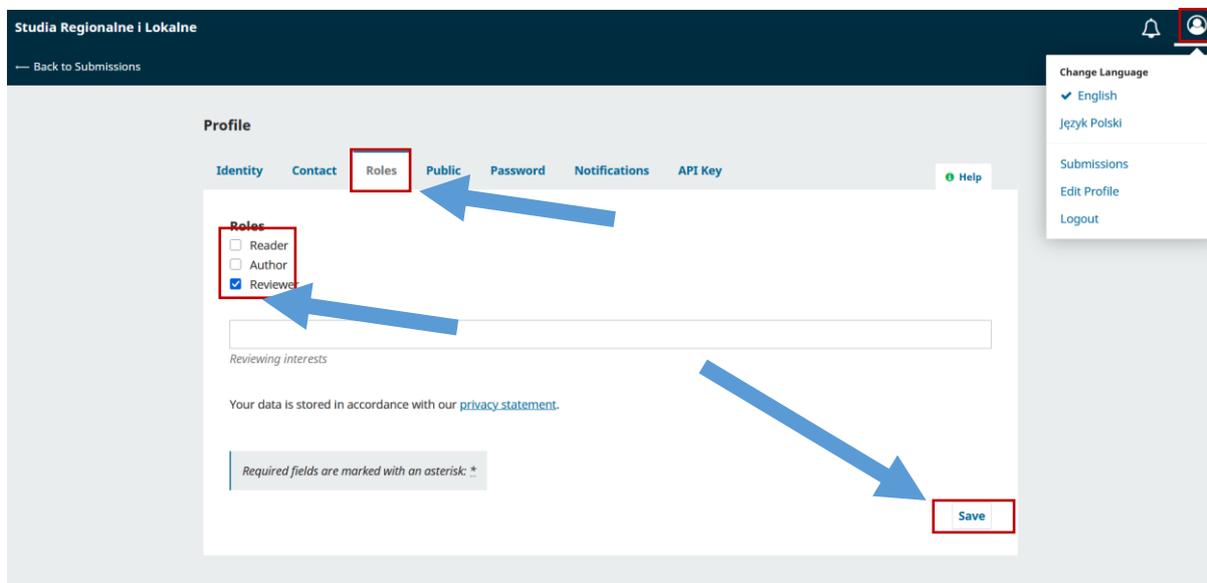


SETTINGS AND ROLES

- Once registered and logged in, you can view and modify your role(s). Available roles include:
 - Reader
 - Author (can submit articles and post comments)
 - Reviewer (can evaluate submissions and provide recommendations for revision and/or publication)

<https://workflow.studreg.uw.edu.pl/index.php/sril/user/profile>

- Click the profile icon 
- Select Edit Profile
- Click the Roles tab
- Select applicable roles (Reader, Author, Reviewer)
- Click Save

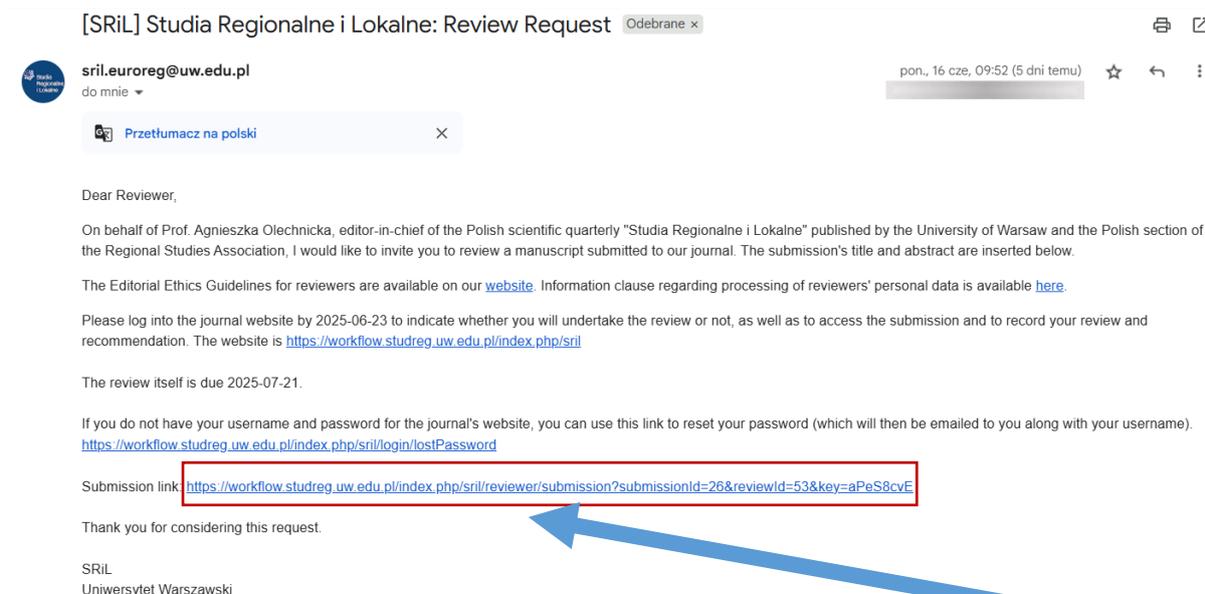


The screenshot displays the 'Profile' settings page. At the top, there is a navigation bar with 'Studia Regionalne i Lokalne' and a 'Back to Submissions' link. The main content area has tabs for 'Identity', 'Contact', 'Roles', 'Public', 'Password', 'Notifications', and 'API Key'. The 'Roles' tab is active, showing a list of roles: 'Reader', 'Author', and 'Reviewer'. The 'Reviewer' role is selected with a checked checkbox. Below the roles list is a text input field for 'Reviewing interests'. At the bottom, there is a 'Save' button. A blue arrow points from the profile icon in the top right corner to the 'Roles' tab. Another blue arrow points from the 'Roles' tab to the 'Reviewer' checkbox. A third blue arrow points from the 'Reviewer' checkbox to the 'Save' button. A fourth blue arrow points from the top right corner of the page to the profile icon.

ARTICLE REVIEW

Once registered and logged in, the reviewer can independently submit a review.

- Open your email inbox and locate the message from sril.euroreg@uw.edu.pl
- Click the article link



[SRiL] Studia Regionalne i Lokalne: Review Request Odebrane x

 **sril.euroreg@uw.edu.pl**
do mnie ▾ pon., 16 cze, 09:52 (5 dni temu) ☆ ↶ ⋮

 Przetłumacz na polski x

Dear Reviewer,

On behalf of Prof. Agnieszka Olechnicka, editor-in-chief of the Polish scientific quarterly "Studia Regionalne i Lokalne" published by the University of Warsaw and the Polish section of the Regional Studies Association, I would like to invite you to review a manuscript submitted to our journal. The submission's title and abstract are inserted below.

The Editorial Ethics Guidelines for reviewers are available on our [website](#). Information clause regarding processing of reviewers' personal data is available [here](#).

Please log into the journal website by 2025-06-23 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The website is <https://workflow.studreg.uw.edu.pl/index.php/sril>

The review itself is due 2025-07-21.

If you do not have your username and password for the journal's website, you can use this link to reset your password (which will then be emailed to you along with your username). <https://workflow.studreg.uw.edu.pl/index.php/sril/login/lostPassword>

Submission link: <https://workflow.studreg.uw.edu.pl/index.php/sril/reviewer/submission?submissionId=26&reviewId=53&key=aPeS8cvE>

Thank you for considering this request.

SRiL
Uniwersytet Warszawski

- In the first step you will see a request to conduct a review, along with the article title and abstract

Review: Resilience Ukraine's Regional Labor Markets in conditions of full-scale war

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

Resilience Ukraine's Regional Labor Markets in conditions of full-scale war

Abstract

This study examines the resilience of Ukraine's regional labor markets during the ongoing war, developing a methodology based on 17 indicators related to business activity, entrepreneurship, investment, employment, and institutional support. A resilience index was calculated for 25 regions in 2023. Findings indicate significant disparities: Lviv (0.754), Rivne (0.740), and Ivano-Frankivsk (0.739) showed the highest resilience due to increased business activity, while Luhansk (0.137), Kherson (0.254), and Donetsk (0.301) had the lowest resilience due to military operations and destruction. The research offers recommendations to enhance labor market resilience, such as supporting business relocation, reskilling the workforce, and improving institutional capacity.

- Information on the review type (Anonymous Reviewer/Anonymous Author) and relevant deadlines will appear

Review Type

Anonymous Reviewer/Anonymous Author

[View All Submission Details](#)

Review Schedule

16.06.2025

Editor's Request

23.06.2025

Response Due Date

21.07.2025

Review Due Date

- Information about the Competing Interests will be displayed below
- Declare I do not have any competing interests (if applicable)
- Click Accept Review, Continue to Step #2 and continue

Competing Interests

This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.

[Competing Interests](#)

I do not have any competing interests

I may have competing interests (Specify below)

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Accept Review, Continue to Step #2](#)

[Decline Review Request](#)

- Step 2 will display guidelines for the reviewer to read
- Select Go to step 3

Review: Resilience Ukraine's Regional Labor Markets in conditions of full-scale war

1. Request

2. Guidelines

3. Download & Review

4. Completion

Reviewer Guidelines

The Journal follows the [CSE guidelines](#) concerning the Reviewers' roles and responsibilities:

Responsibilities toward the Authors:

- Reviewers keep in confidence the details concerning the review process.
- They provide written, unbiased, and constructive feedback in a timely manner.
- They comment on the originality, accuracy, relevance, and linguistic competence of the article.

Responsibilities toward the Editors:

- Reviewers reply promptly to invitations.
- They disclose any conflict of interest, ethical concerns, bias, plagiarism, or any other misconduct discovered.
- They provide constructive criticism.
- They indicate the ways to improve the manuscript.

Responsibilities toward the Readers:

- Reviewers make sure that the presented research can be validated by the methods and analyses described in the manuscript.
- They make sure that the cited works are relevant and up to date.

[Continue to Step #3](#)

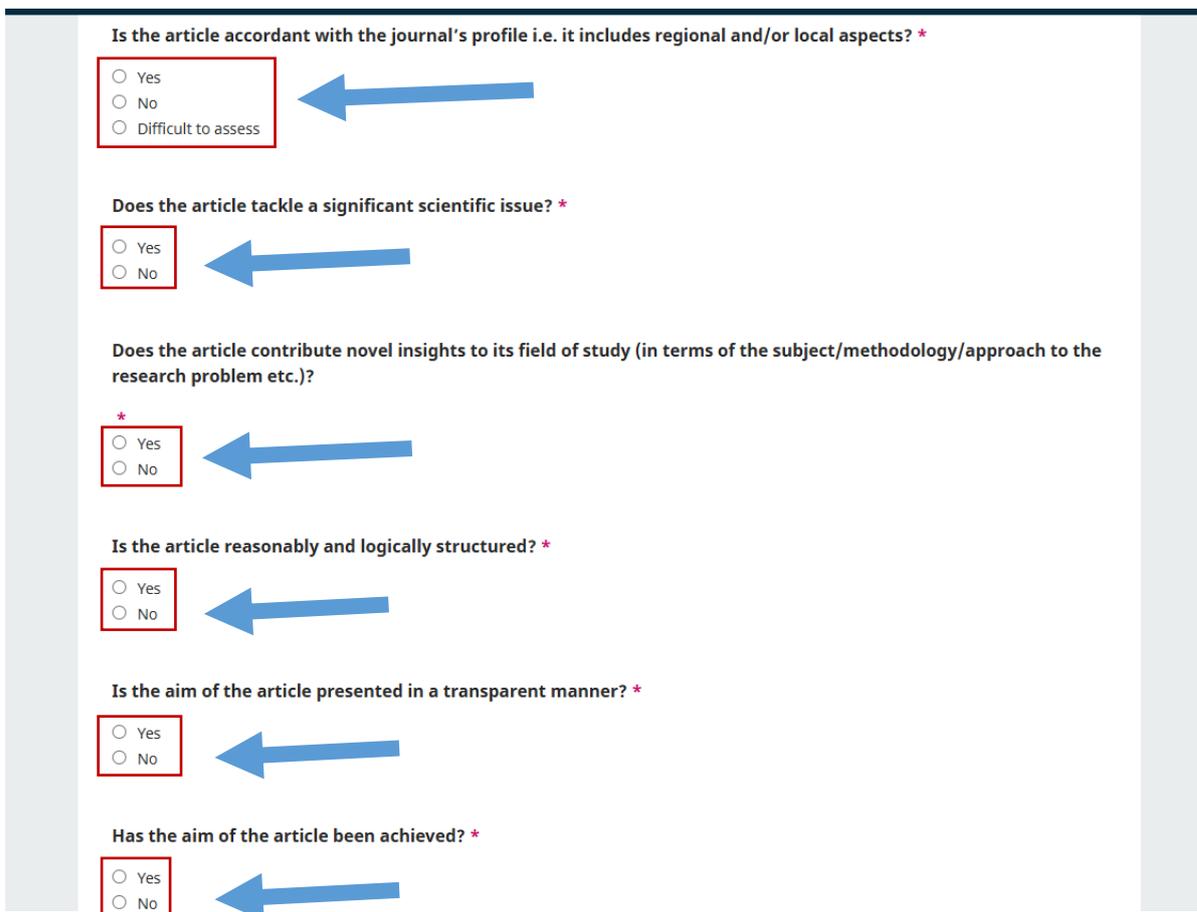
[Go Back](#)

- In step 3, the article file for download will be displayed
- You can download the article to your local disk by hovering the cursor over the article title
- Locate the file in your downloads folder



The screenshot shows a review interface for the article "Resilience Ukraine's Regional Labor Markets in conditions of full-scale war". The interface includes a progress bar with four steps: 1. Request, 2. Guidelines, 3. Download & Review (active), and 4. Completion. A "Review Files" section displays a file named "95 | Resilience Ukraine's Regional Labor Markets in conditions of full-scale war - for review.docx" with a date of "2 June 2025" and a type of "Article Text". A search bar is also present. A red box highlights the file name, and a blue arrow points to it. Another red box highlights the file name and date, with a blue arrow pointing to it. A third red box highlights the file name and date, with a blue arrow pointing to it.

- Complete the checklist by responding Yes / No / Difficult to assess



The screenshot shows a checklist for article assessment. The questions and their corresponding radio button options are:

- Is the article accordant with the journal's profile i.e. it includes regional and/or local aspects? *
 Yes
 No
 Difficult to assess
- Does the article tackle a significant scientific issue? *
 Yes
 No
- Does the article contribute novel insights to its field of study (in terms of the subject/methodology/approach to the research problem etc.)?
*
 Yes
 No
- Is the article reasonably and logically structured? *
 Yes
 No
- Is the aim of the article presented in a transparent manner? *
 Yes
 No
- Has the aim of the article been achieved? *
 Yes
 No

Has the aim of the article been achieved? *

- Yes
 No

Is the presented research methodologically correct? *

- Yes
 No

Does the argument successfully support central claims? *

- Yes
 No

Is the bibliography sufficient? *

- Yes
 No

Is the title adequate? *

- Yes
 No

Is the language comprehensible and correct? *

- Yes
 No
 I do not feel competent to assess the language

Is the graphic illustration (maps, graphs, tables) sufficient? *

- Yes
 No
 Not applicable

Is the article of appropriate length? *

- Yes
 No, it is too short
 No, it is too long

Do you have any potential conflict of interest with regard to this paper? *

- Yes
 No

Did you detect any signs of plagiarism? *

- Yes
 No

Do you have any other ethical concerns about this study and paper? *

- Yes
 No

- In the next step the reviewer is asked to:
 - Choose one final recommendation
 - Enter your review text for the author in the provided editor
 - Optionally, enter confidential comments for the editorial team

Final recommendation *

- Accept as it stands
- Minor revisions
- Major revisions
- Reject



THE REVIEW (to be sent to the Author/Authors without the reviewer's identity disclosure) *

Please specify:

- What are the major shortcomings and limitations of the article (please explain)?
- How can they be reduced/corrected?
- What should be the direction of the revisions?
- What elements/theories/references are missing?
- Which elements should be removed, and which should be saved/kept?

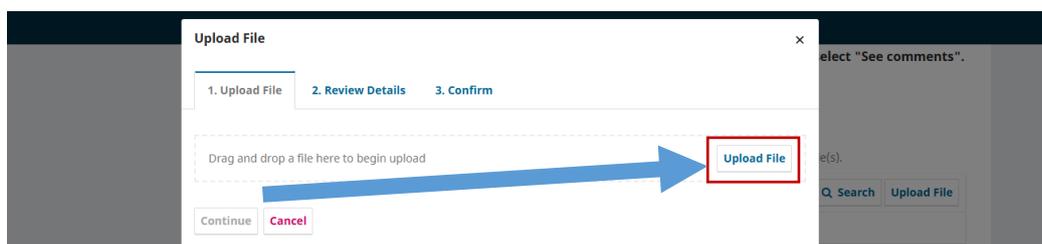
ADDITIONAL COMMENTS FOR THE EDITOR (not to be sent to the Author/Authors with the reviewer's identity disclosure):

- The reviewer has the option to attach a file with the review, which will be sent to the Author
 - Selecting Upload file and uploading the file from your device

Upload

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

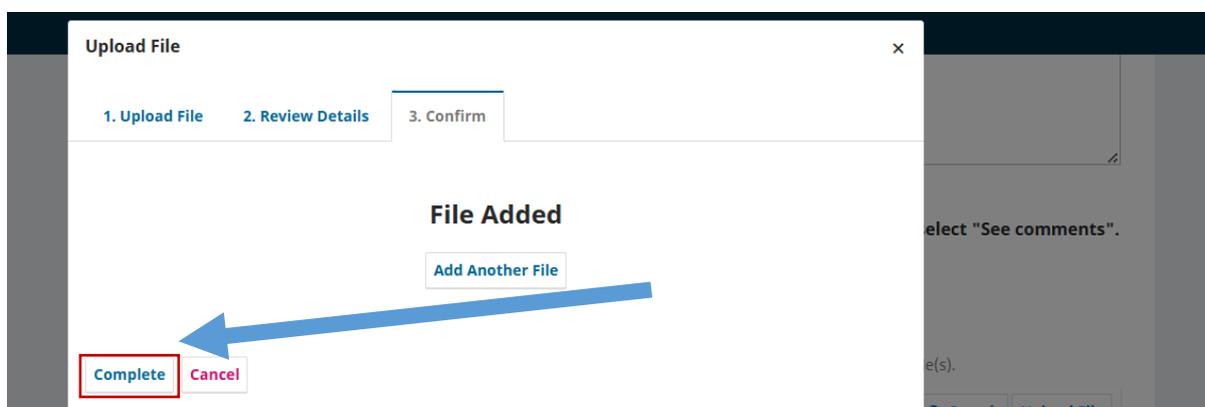
- Click Upload File



- Click Continue



- Click Complete



- Optional: Add Discussion



- Select participants

Add discussion



Participants

- Reviewer (Anonymous Reviewer/Anonymous Author)
- Reviewer (Anonymous Reviewer/Anonymous Author)
- (Anonymous Reviewer/Anonymous Author)
- , Funding coordinator
- SPiS journal editor
- Reviewer (Anonymous Reviewer/Anonymous Author)

- Enter a subject line
- Enter message text
- Add attachments if needed
- Click OK

Subject *

Message *



Attached Files Q Search Upload File Select Files

No Files

Required fields are marked with an asterisk: *

OK Cancel

- From the dropdown menu, select Recommendation
- Click Submit Review

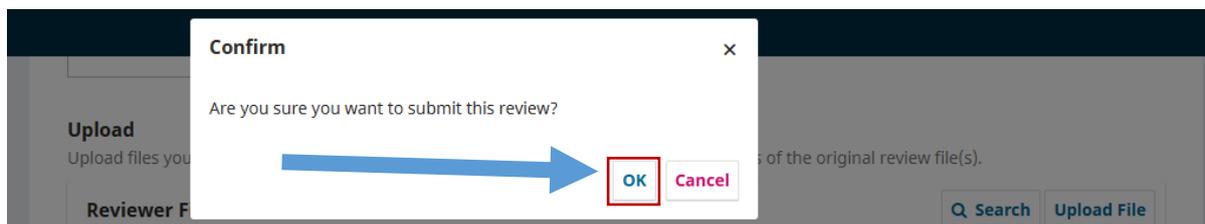
Recommendation
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

- Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

Submit Review Save for Later Go Back

- Confirm in the pop-up window by clicking OK



- In the fourth step you will see confirmation that the review has been completed

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

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
▶ Reviewers	sril 02.06.2025 13:06	-	0	<input type="checkbox"/>

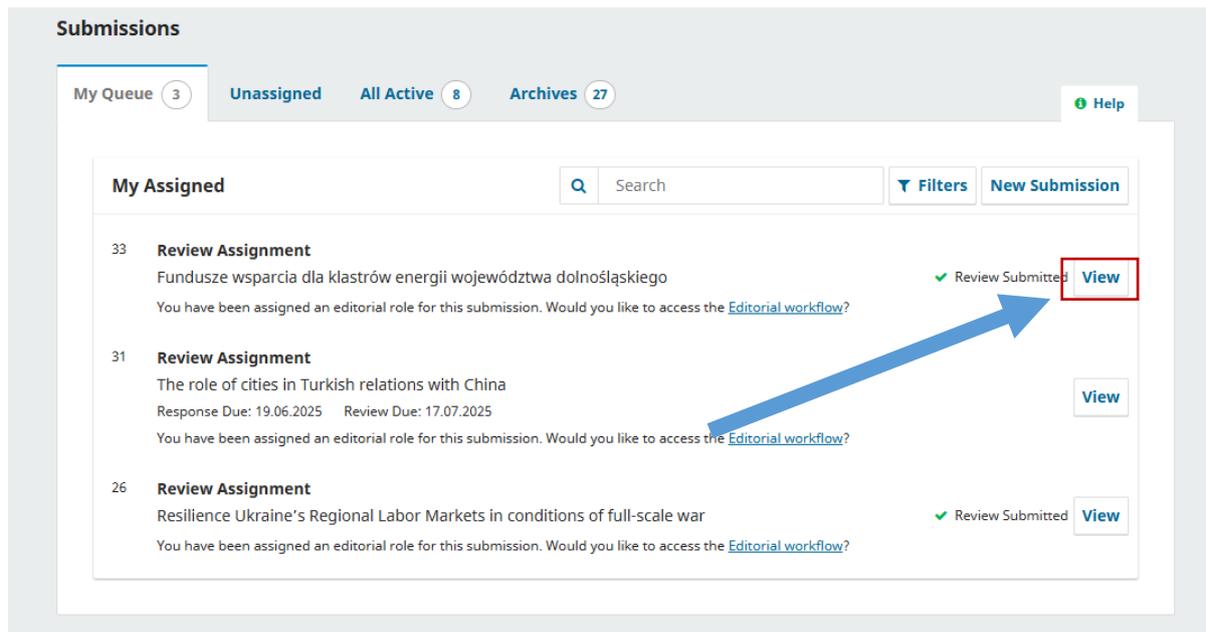
SUBMISSIONS

Once a reviewer accepts the invitation, information about assigned articles and review deadlines becomes visible on the user dashboard after login:

<https://workflow.studreg.uw.edu.pl/index.php/sril/submissions#myQueue>

In the My Queue view, articles pending review are listed.

- Click View next to the relevant article to begin the review process



The screenshot displays the 'Submissions' dashboard. At the top, there are tabs for 'My Queue' (3), 'Unassigned', 'All Active' (8), and 'Archives' (27). A 'Help' button is visible on the right. Below the tabs, the 'My Assigned' section is active, featuring a search bar, 'Filters', and 'New Submission' buttons. The main content area lists three review assignments:

Submission ID	Title	Status	Action
33	Fundusze wsparcia dla klastrów energii województwa dolnośląskiego You have been assigned an editorial role for this submission. Would you like to access the Editorial workflow?	Review Submitted	View
31	The role of cities in Turkish relations with China Response Due: 19.06.2025 Review Due: 17.07.2025 You have been assigned an editorial role for this submission. Would you like to access the Editorial workflow?		View
26	Resilience Ukraine's Regional Labor Markets in conditions of full-scale war You have been assigned an editorial role for this submission. Would you like to access the Editorial workflow?	Review Submitted	View

A blue arrow points from the 'Editorial workflow?' link of the second submission to the 'View' button of the first submission, which is highlighted with a red box.

FORGOTTEN PASSWORD

To reset a forgotten password, go to the login page:

<https://workflow.studreg.uw.edu.pl/index.php/sril/login>

- Click Forgot your password?



Home / Login

Login

Required fields are marked with an asterisk: *

Username *

Password *

Forgot your password?

Keep me logged in

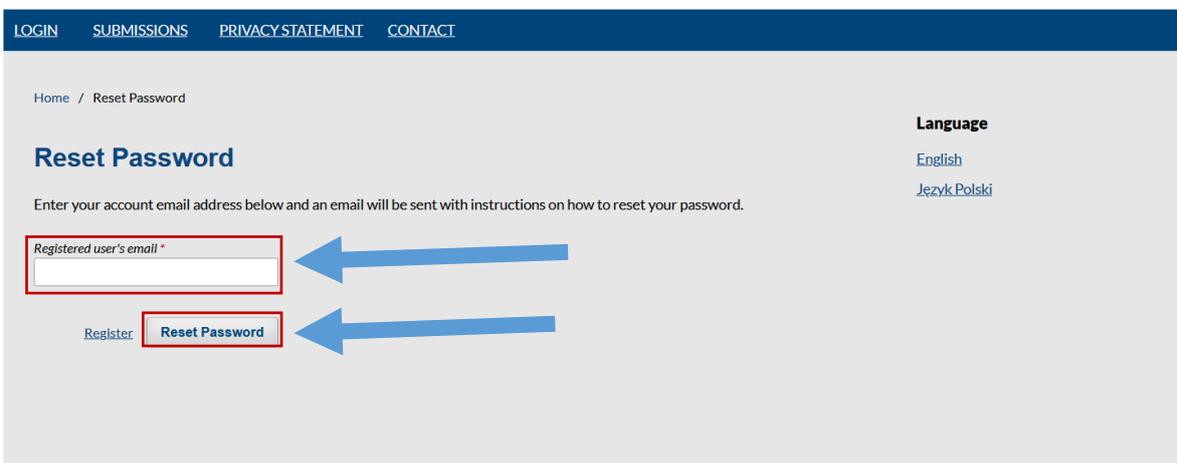
[Register](#) [Login](#)

Language

[English](#)

[Język Polski](#)

- Or go directly to:
<https://workflow.studreg.uw.edu.pl/index.php/sril/login/lostPassword>
- Enter the email address used during registration
- Click Reset Password



LOGIN SUBMISSIONS PRIVACY STATEMENT CONTACT

Home / Reset Password

Reset Password

Enter your account email address below and an email will be sent with instructions on how to reset your password.

Registered user's email *

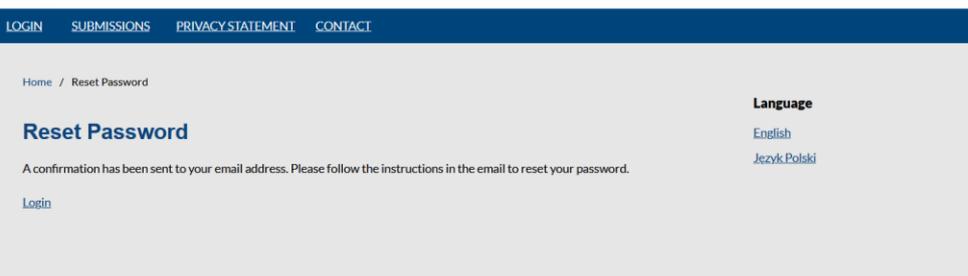
[Register](#) [Reset Password](#)

Language

[English](#)

[Język Polski](#)

An email will be sent with a link to set a new password. After receiving the reset confirmation message:



LOGIN SUBMISSIONS PRIVACY STATEMENT CONTACT

Home / Reset Password

Reset Password

A confirmation has been sent to your email address. Please follow the instructions in the email to reset your password.

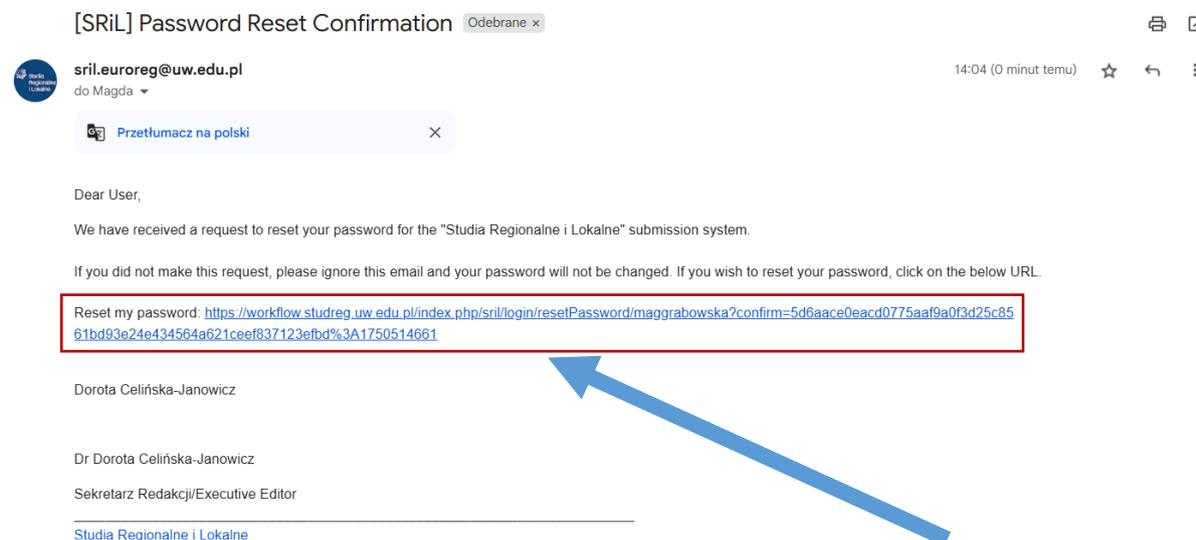
[Login](#)

Language

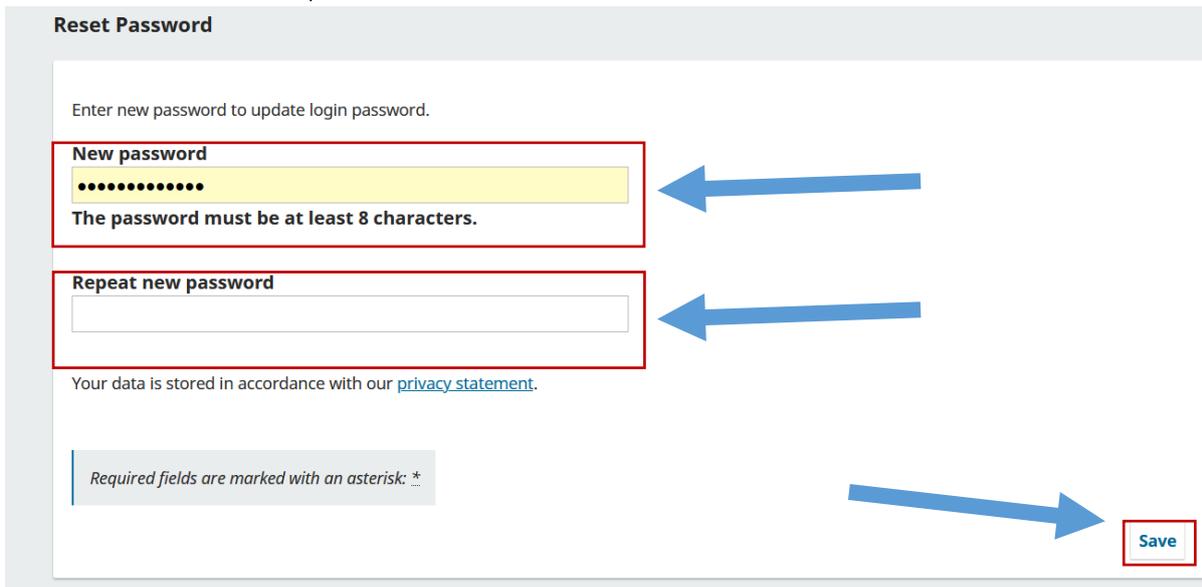
[English](#)

[Język Polski](#)

- Open your email inbox and find the message from sril.euroreg@uw.edu.pl
- Click the reset link



- Enter a new password
- Confirm the new password



Reset Password

Enter new password to update login password.

New password
●●●●●●●●
The password must be at least 8 characters.

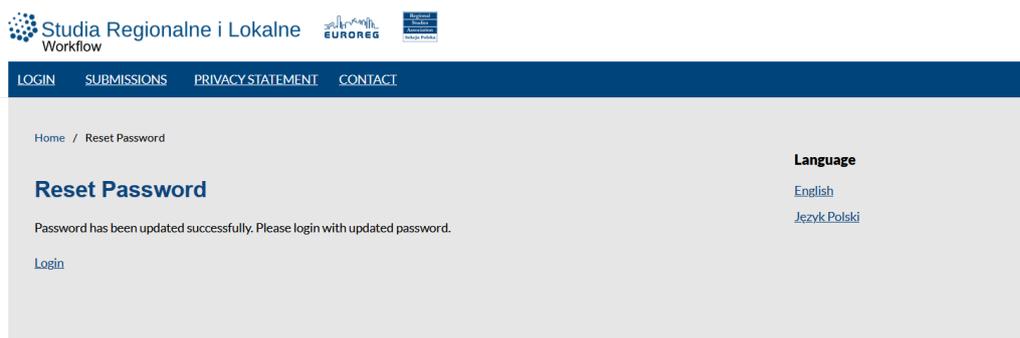
Repeat new password

Your data is stored in accordance with our [privacy statement](#).

Required fields are marked with an asterisk: *

Save

After receiving the reset confirmation message:



Log in via <https://workflow.studreg.uw.edu.pl/index.php/sril/login>

Home / Login

Login

Required fields are marked with an asterisk: *

Username *

Password *

[Forgot your password?](#)

Language
[English](#)
[Język Polski](#)

