Guidelines for Reviewers

A request to prepare a review will be sent by the editor to the reviewer's e-mail address. Reviewers' accounts are created by the editorial office. If you are not among the reviewers of the journal and you want to perform such a function, go to the journal's website and select **Register** in the registration form from the menu and then select the **Reviewer** option.

Request for review

Request for a review of the article will be sent to your e-mail address from the editorial office. Click on the link in the text of the message. A page with information related to the review will be displayed.

In the **Inquiry** section, you will find an abstract and keywords related to the text and **a review schedule.** There will be given both the deadline for **deciding** to prepare the review and the final date **by which it should finish the review and send it with your recommendations to the editorial office.**

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You can also view detailed information on the paper submitted by the author by selecting the option **View all details of the submissions**.

You must also accept the *Consent for the collection and processing of your personal data*

Then decide whether you agree to review the text. If you are ready to prepare it, select the **Accept review request** button and go to step two. If you decline to review the text, select the **Deny Request For Review** button**.** A notification for the editor will be generated automatically. Of course, you can make any changes to the content of the notification. Confirm your choice with the **Send** button**.**

Guidelines

If you have agreed to prepare a review, you will receive access to the full text of the submitted paper.

In the **Guidelines** section, you will be asked to read the review guidelines. Then go to step 3 - **Review**

Review

In the **Review** section, download the file with the text of the article (click the file name), and then save it on your medium.

Enter the review form by selecting the **Review form** option and after completing it, click the button **Save.**

You can also attach and send additional files (author's text with your comments). To do this, in the **Upload** section, attach a file by clicking the **Upload** button.

While writing the review, you can correspond with the editor. To do so, in the **Discussion** section **during the review,** select **Add discussion.** Select the person you want to send the message to

After completing the review (file attachment, form filling) to complete the review, in the **Recommendations** section**,** select from the list appropriate recommendations and confirm the review with the **Submit review** button

Warning! After the approval of the recommendation, no further changes to the review are possible!

After selecting the **Submit review** button**,** the editor will be notified of the completed review for the managing editor.

Your review has been completed