Use Editorial Manager for a review

Register as a Reviewer

To review manuscripts in EES, the journal office needs to add Reviewer privileges to your online profile. If you are already registered as an Author and you are granted access as a Reviewer, you can proceed to log in to EES.

Log in to EES

You will receive your access details (username and password) by e-mail once you have registered in the system. Your username and password is confidential to you, therefore please file this carefully. However, you will always receive your unique username and password in each e-mail from EES when you are invited to review a paper.

Switch user roles

If you use more than one role in the journal (for example, Reviewer, Author, and/or Editor) once logged in, you can switch to another role without logging out.

Respond to an invitation

The review process may be described as follows:

- The Editor or the journal office invites the Reviewer.
- The Reviewer receives the invitation by e-mail.
- The Reviewer logs on to the site using the username and password or hotlinks provided in the e-mail.
- After reading the abstract or previewing the manuscript, the Reviewer agrees or declines to review.
- If the Reviewer agrees, he or she reads the manuscript and logs on to EES to submit a review.
- The Reviewer types comments to the Authors and Editor, selects a Recommendation, rates the manuscript and submits the review to the journal office.

Submit a review of an article

To submit your review you must firstly log in to your Reviewer homepage on the journal EES website.

1. On your reviewer homepage, click into Pending Assignments. You will now be presented with five actions for each of your assigned papers.*
2. To submit your review please click on the Submit Recommendation action, you are now brought to the review form.
3. Please follow each of the requested steps and when completed click on the Proceed button on the review form.

4. You will now be asked to confirm that all the details in your review are correct. If any changes need to be made please click on the Back button, this will bring you back to the editable review form.
5. Once you are satisfied that the review is correct and complete please click on the Submit Review to Journal Office button.

View your completed assignments

Once you have submitted your recommendation, the submission will move into your **Completed Assignments**. No further action is required of you.