73rd Annual Scientific Sessions of The Sri Lanka Veterinary Association

22nd & 23rd October 2021

EasyChair instructions for Reviewer

If you have any problems using EasyChair, please feel free to contact the SLVA Scientific Committee for any assistance

REVIEWING PROCESS CONTAINS TWO STEPS

1. Accepting review request
2. Reviewing paper and submitting a review report

1. ACCEPTING REVIEW REQUEST

1. Initially, the Reviewer should accept the request sent through email by EasyChair account. Request for review abstract will be sent to your email. This email request contains a link and by clicking the link can log in to your Easychair account for Conference SLVA 2021 using your user name and password. Then select the sub reviewer.
2. Select the **'Alerts'** tab for new review assignments or notes **(Figure 1)**.

Figure 1: Check for alerts

2. On the Alerts page, you can see all the reviews assigned to you (review requests). You can select the '**View'** option (clicking the magnifying glass icon – **Figure 2**) to access more information on the review that is requested from you. If you click on the dismiss cross icon, the review assignment will no longer show on the Alerts page.

Figure 2: Check for review request

3. The assignment will still be accessible through an item in the main menu (Note: submission can be accessible if you loged as a sub-reviewer. If not, change your role as sub reviewer in the EasyChair account setting).

4. To respond to the request, click on reply to “Answer request” (**Figure 3**) and will be directed to the answer review request page .

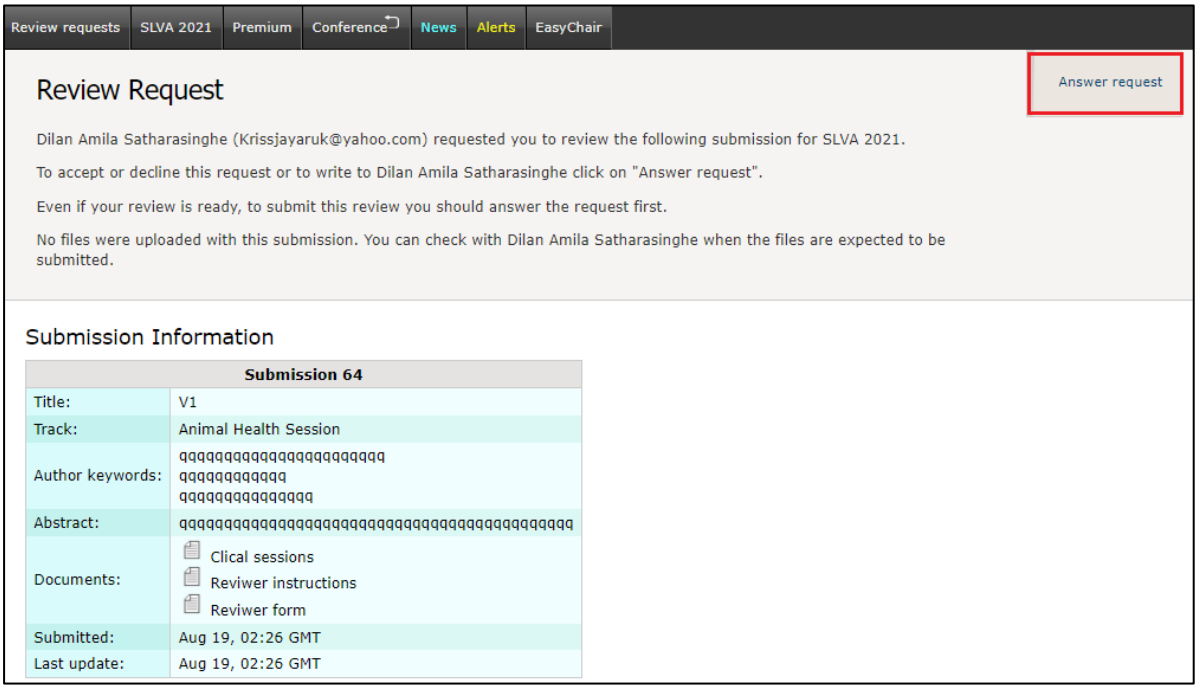


Figure 3: Answer to review request

5. You need to accept the review request to write the review (to answer request see (**Figure 4**). You can also decline the review request here. **Please answer the request as soon as possible** to let the person who requested your assistance with the review know whether you are willing to review the abstract.

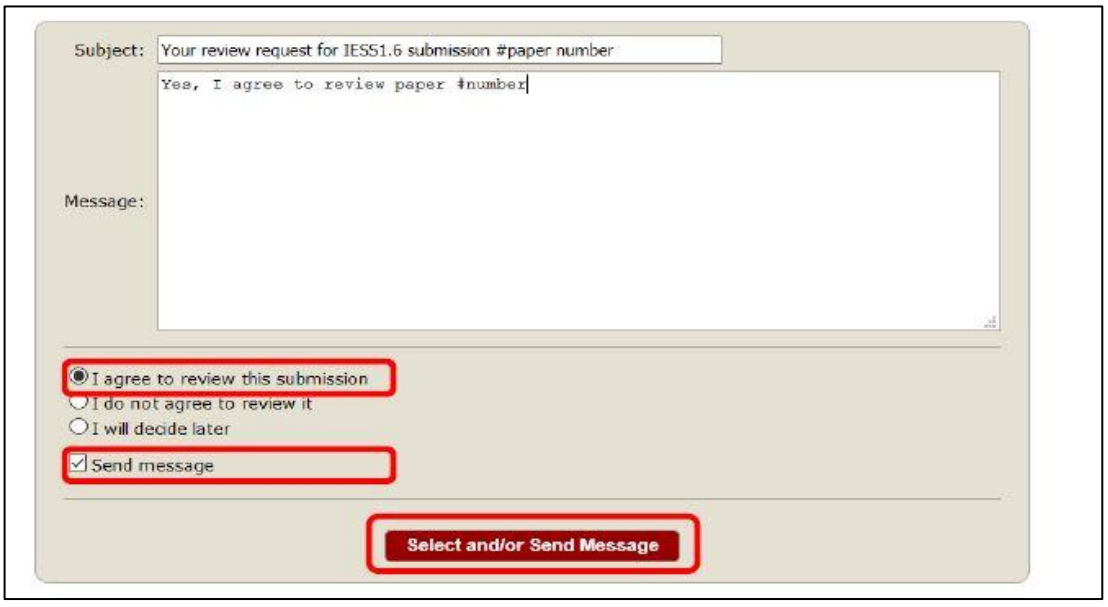


Figure 4: Answer the request

2. REVIEWING PAPER AND SUBMITTING A REVIEW REPORT

1. To Access the submission for review - Click on the Review request (**Figure 1**)

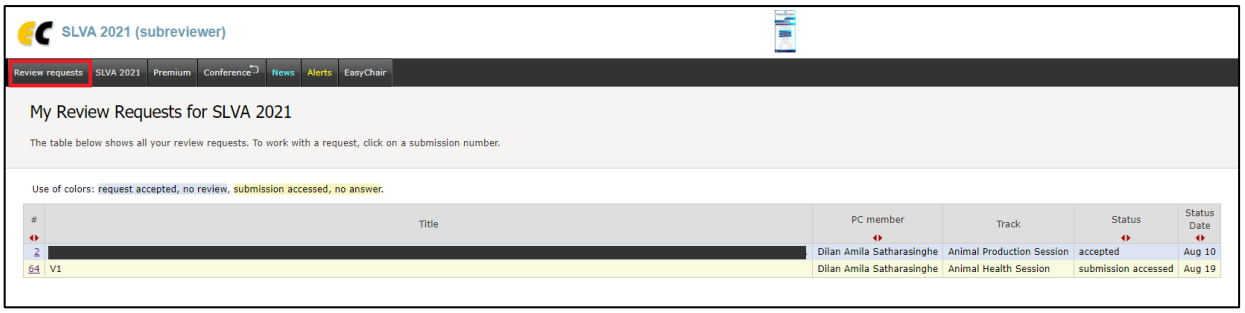
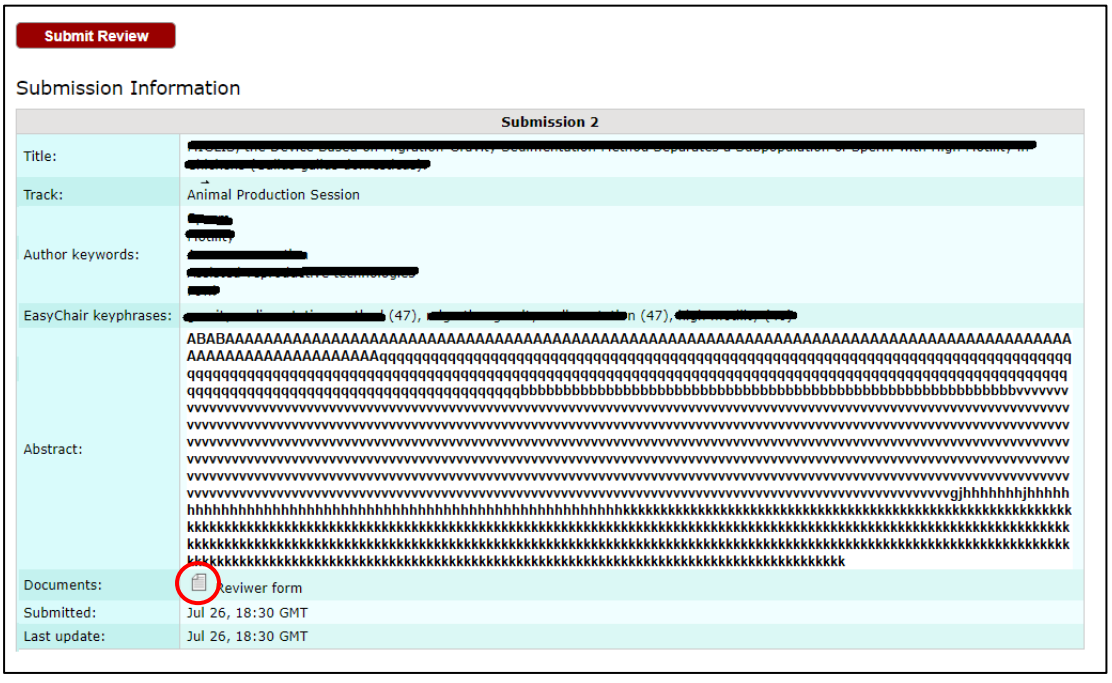


Figure 1: Check Review request

2. In the list, you can access the information about submission by clicking on the submission number (**Figure 2**).

Figure 2: Check information of submission

3. The abstract will be available and the reviewer form can be downloaded (**Figure 4**)


Submit Review
Submission Information
Submission 2
Title: [redacted]
Track: Animal Production Session
Author keywords: [redacted]
EasyChair keyphrases: [redacted]
Abstract: ABABAAA

4. After reviewing the abstract can submit the review report. Click on **"Submit review"** (**Figure 5**), and the online review form will be appearing on your screen (**Figure 6**).

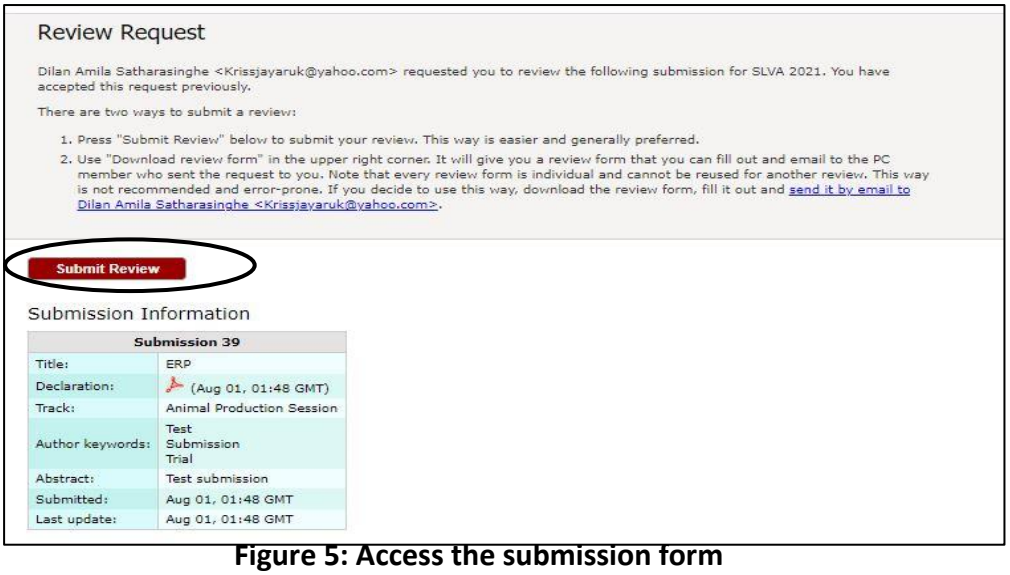


Figure 5: Access the submission form

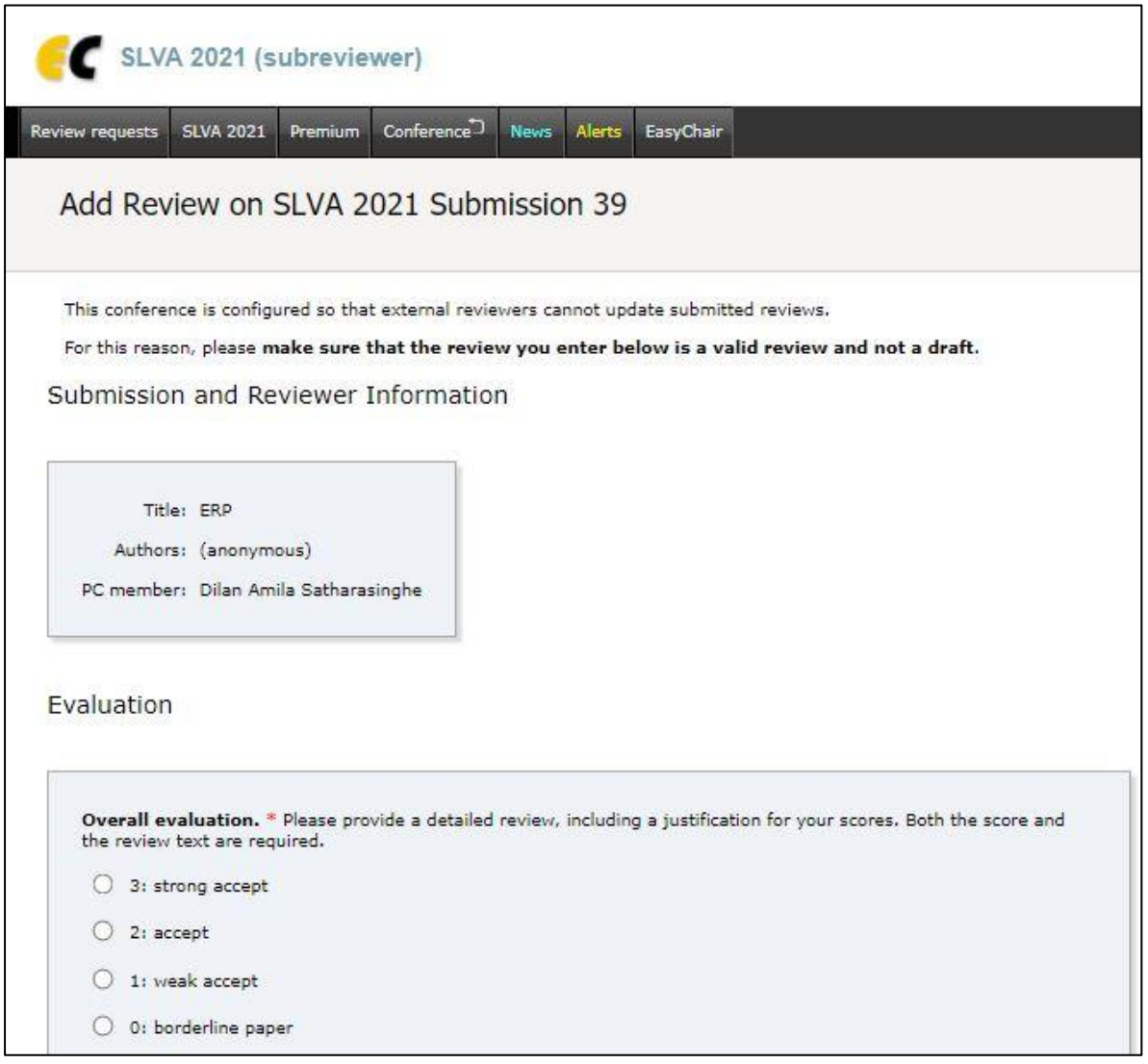


Figure 6: Review report

5. Fill the review report and attach the reviewer form by clicking **"Attachment"** submit the report by clicking **"Submit review"** at the end of the form (**Figure 7**).

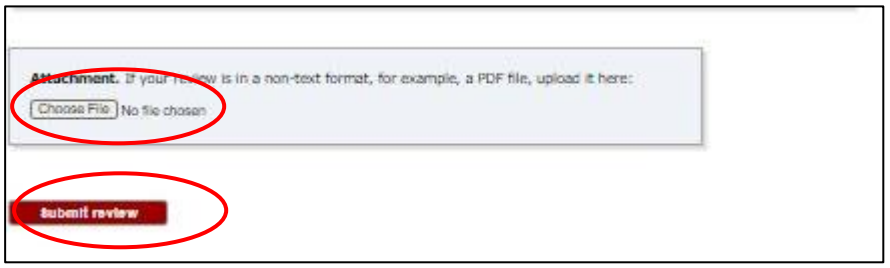


Figure 7: Submitting the review report

6. After the submission of the review report, one can observe the review status (**Figure 8**).

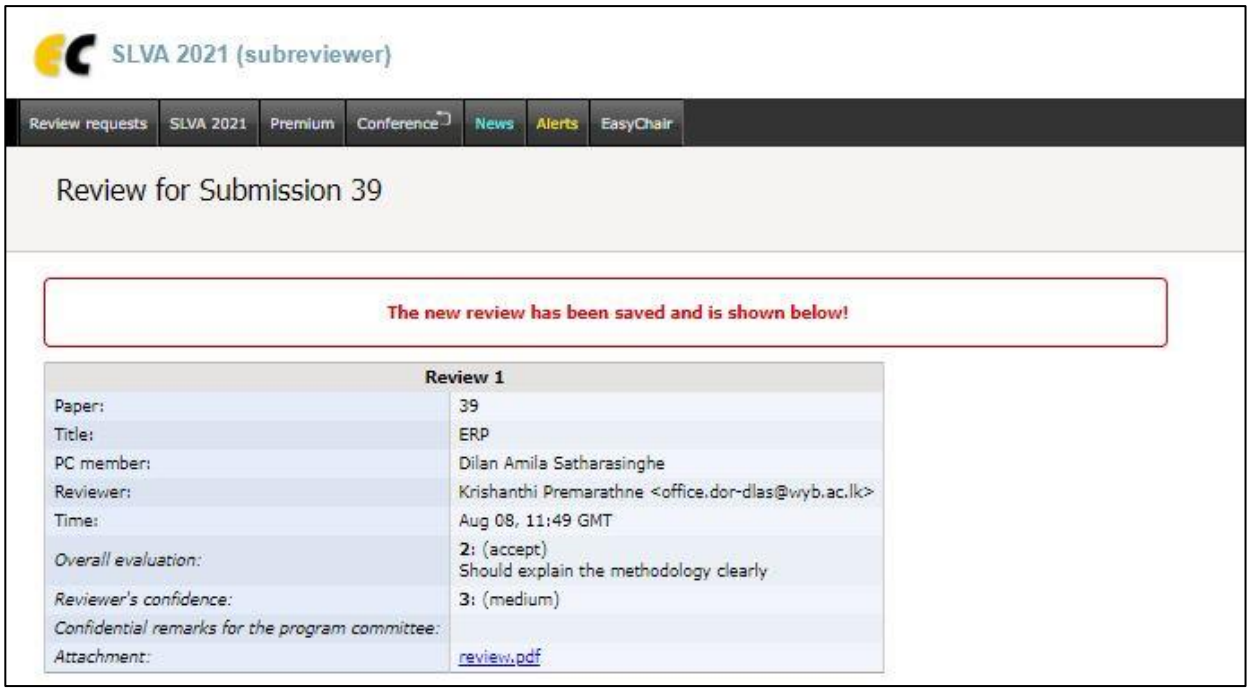


Figure 8: Submitting the review report