Reviewer guide

Guides for authors, reviewers and readers

PLOMSE Editorial Office · https://plomscience.com · 2026-11-17

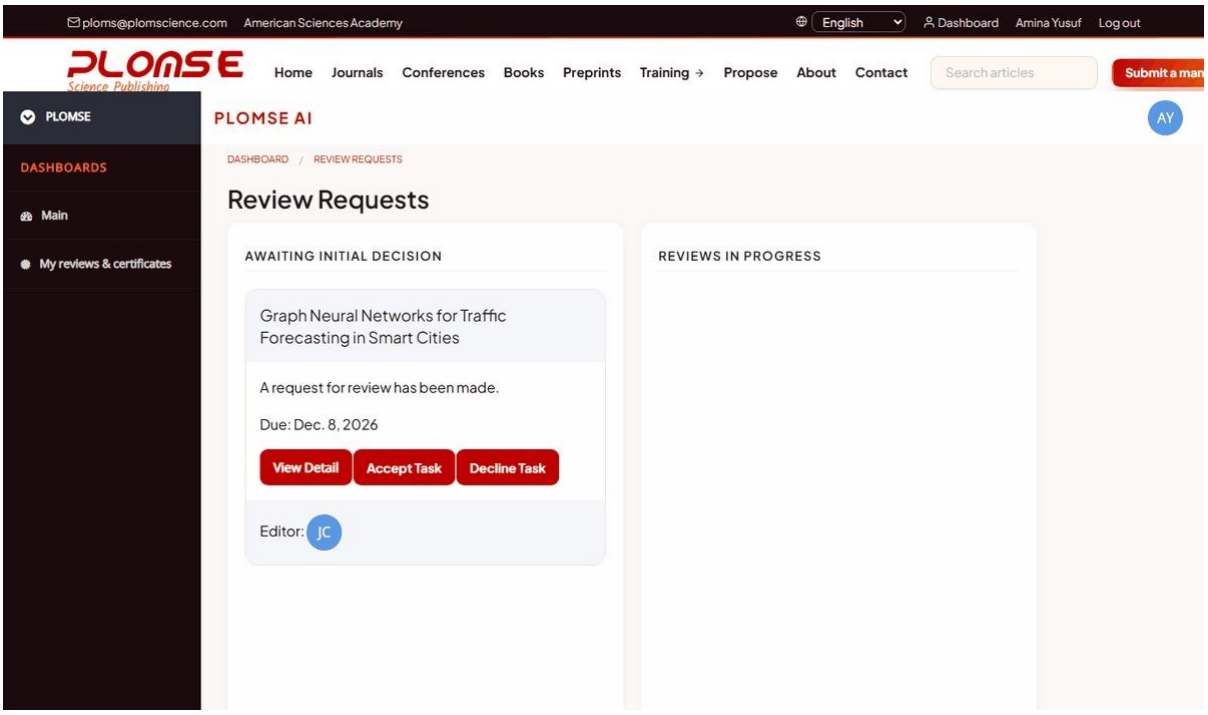
Accept or decline an invitation, download the files, complete the review form, upload an annotated file, meet the deadline and get your review certificate.

Thank you for reviewing for PLOMSE. Peer review keeps our journals and proceedings reliable, and we recognise every completed review with a certificate.

The invitation

You receive an email from the editor with the title and abstract of the manuscript, the review due date and a link. The link contains a personal **access code**, so you can open the review directly, even without logging in. Please do not forward it.

If you already have a PLOMSE account you can also log in and open **Dashboard** → **Review Requests** (or go to `/<journal code>/review/requests/`).



Your review requests

Accept or decline

Open the request. Under **Accept or Decline this Review**:

- click **Agree to perform review** if you can complete the review by the due date and have no conflict of

interest;

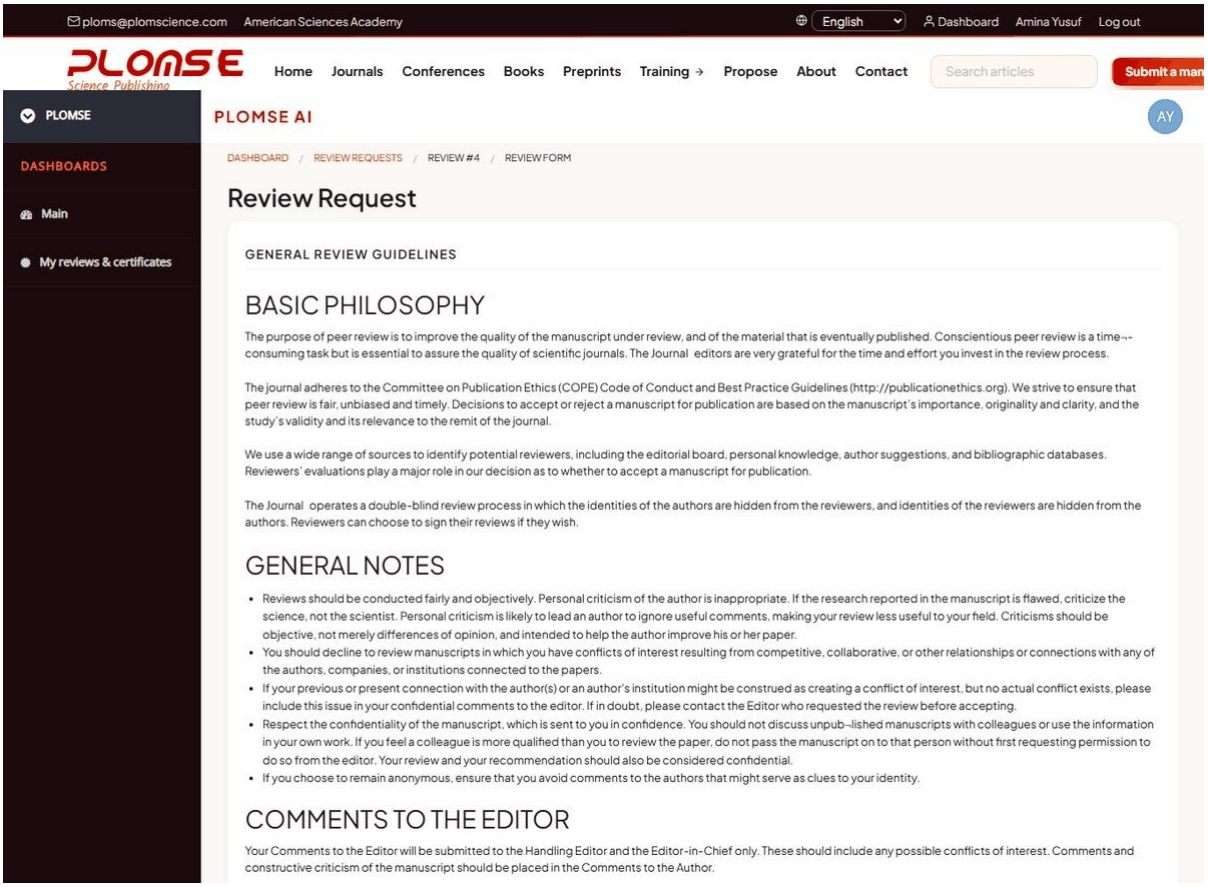
- click **Decline to perform review** otherwise – you can suggest an alternative reviewer in the message. Please answer quickly either way so that the editor can plan.

Conflicts of interest

Decline (or tell the editor) if you collaborate with the authors, work at the same institution, compete directly with the work or have any other conflict. In double-anonymous review, if you recognise the authors, tell the editor.

Read the guidelines and download the files

The review page shows the **General Review Guidelines** of the journal, information about the review form, and the manuscript metadata. In **Review Files**, click the download icon next to each file (manuscript, figures, supplementary material) or **Download all as ZIP**.



The review page

Complete the review form

1. Answer the questions of the **Review Form** (the questions vary by journal: originality, methods, clarity, significance…). Comments to the authors should be constructive and specific.
2. Optionally upload a file under **File Upload** – for example an annotated PDF or a Word document with your comments. In anonymous review, make sure the file does not reveal your identity (remove your name from the document properties and comments).

3. In **Your Recommendation** choose one: **Accept Without Revisions**, **Minor Revisions Required**, **Major Revisions Required** or **Reject**. Add **Comments for the Editor** that the authors will not see.
4. Click **Save progress and continue later** to keep a draft, or **Complete Review** when you are finished.

If the journal offers it, **Download Review File (Docx)** gives you the form as a Word file to prepare your answers offline; you still submit them in the online form.

Deadlines and reminders

The due date is in the invitation and on the review page. The editor may send you a reminder as the due date approaches. If you need more time, contact the editor (reply to the invitation email) – an extension is usually possible if you ask early.

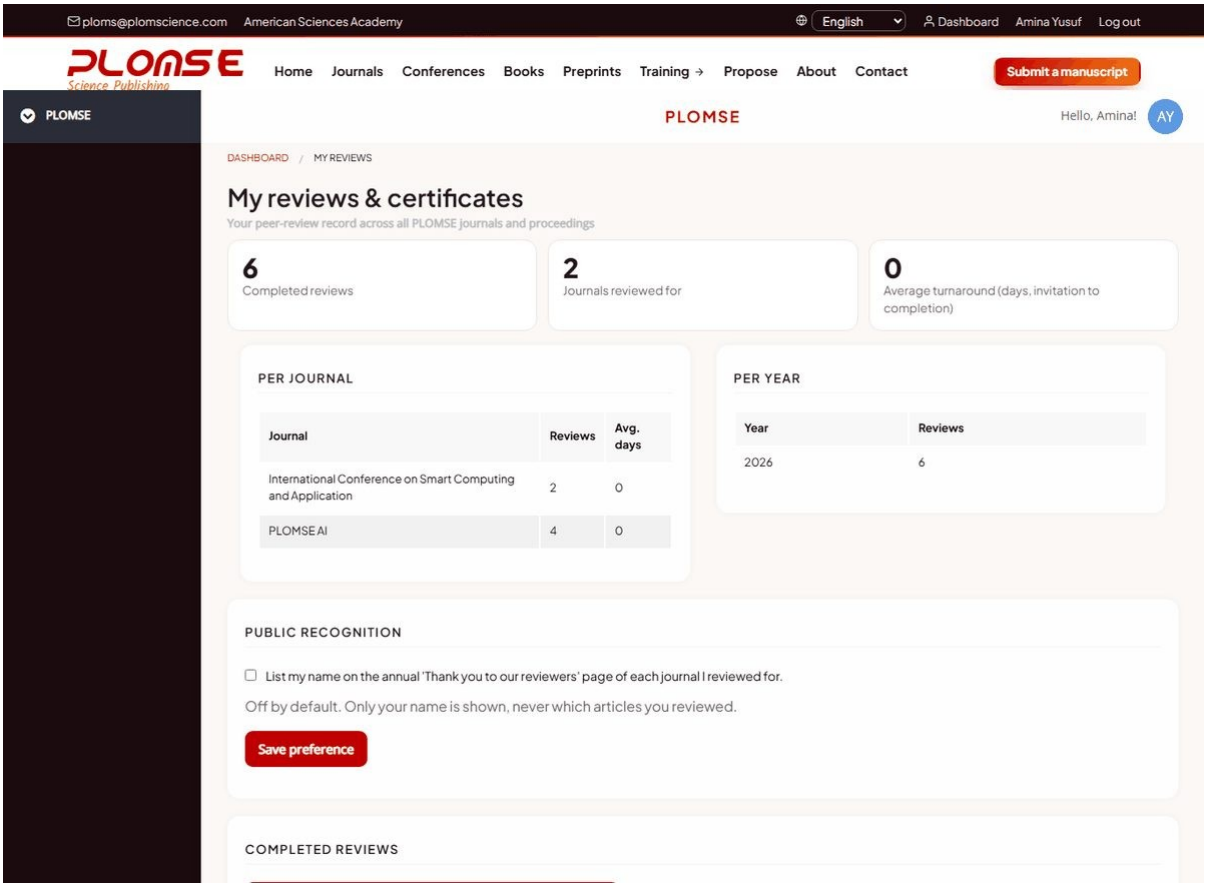
After you submit

- The editor is notified and reads all reviews before making a decision. Reviews may be shared with the authors (without your name in anonymous review) and, if the journal allows, with the other reviewers.
- You may be invited to review the revised version in a new round.
- You receive a thank-you email with your **review certificate**.

Your reviews and certificates

Logged-in reviewers can open **My reviews & certificates** (`/plugins/plomse_editorial/reviews/`). It shows your completed reviews, the journals you reviewed for and your average turnaround, by journal and by year. For each review:

- **View / print** opens the certificate (with a verification code such as `PLOMSE-RC-XXXX-XXXX-XXXX` that anyone can check online);
- **Export CSV** gives you the list for entering your reviews in ORCID or Web of Science.



My reviews and certificates

Public recognition: tick **List my name on the annual "Thank you to our reviewers" page** and click **Save preference** if you want to be thanked publicly. It is off by default; your name is never linked to a specific manuscript.

Becoming a reviewer

To volunteer as a reviewer for a journal, register, add your research interests and ORCID iD to your profile, and write to the journal's editorial office (Contact page) with your areas of expertise.