INTERAÇÕES EVALUATION MANUAL FOR ARTICLES:
Open Journal System (OJS 3.0)

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The aim of this manual is to guide people who collaborate with INTERAÇÕES as evaluators of the texts submitted to this journal.

This electronic journal can be found on the following URL:

http://periodicos.pucminas.br/index.php/interacoes/

The Internet Explorer browser could occasionally cause some system navigation issues. In such cases, use MOZILLA (FIREFOX) or GOOGLE CHROME.

1 INTRODUCTION

The papers submitted to INTERAÇÕES are sent to the evaluation of two *ad hoc* consultant reviewers, with recognized skills in the knowledge area, guaranteeing the secrecy and anonymity of both, the author and the reviewer in the blind peer review system (*double-blind review*). To this purpose, the journal has voluntary evaluators registered in the system with Doctor Degree in the disciplines of the *Religious Studies and Theology* or related areas.

To become a reviewer, the researcher must have his / her profile configured with this role. Eventually, if you are already a reader and/or author, you can edit your profile requesting this role or you can be nominated as it. The editor of INTERAÇÕES may also send invitations to researchers who may become evaluators of the journal. In all cases, the reviewer must be registered in the system.

2 SYSTEM REGISTRIES

If you are not registered in the system, click on the *Register* button on the top menu as indicated in the image below; otherwise go to step 2.1:

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[1] Doctorate student and Master of Religious Studies (2018), from the Pontifícia Universidade Católica de Minas Gerais. English review made by Pollyanna Alves de Barros. Manual done under the supervision of Prof. Flávio Senra - INTERAÇÕES manager-editor.

On the next screen, fill in the Profile fields choosing a login name and a password. Make sure you have a valid e-mail address.

Be sure to fill in all the information on the form. All fields marked with an asterisk (*) are required.

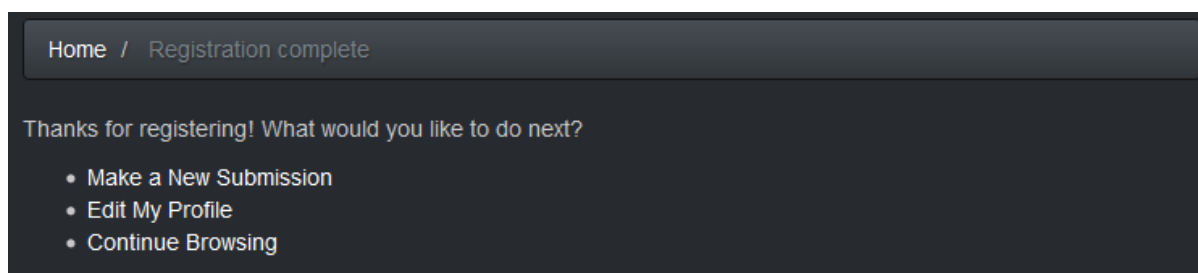Pay attention to the fields below:

The field pointed by a red arrow is required.

The field pointed by a blue arrow is optional.

The field pointed by a green arrow must be marked in order to become an evaluator of this journal.

The reCAPTCHA field is required.

After you have accomplished the registration, you will receive the following message:

After this registration, the INTERAÇÕES editor must accept you as a consultant reviewer. To evaluate an article, it will be necessary to complete your information in the system. To do that click on *Edit My Profile*. (Continue to step 2.2)

2.1 If you already have a Registration

If you already have a registration in INTERAÇÕES as a reader or an author, just click on *login* as follows:
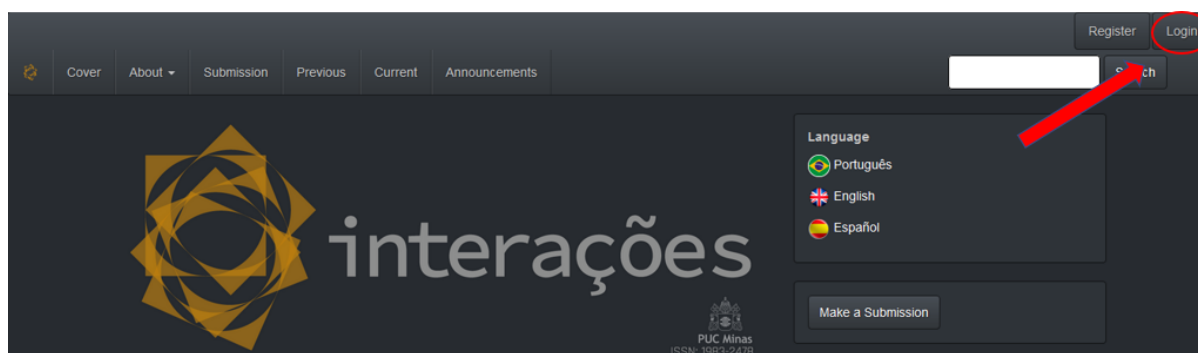
You will be taken to the login and password screen. Then, fill in the fields indicated with your information. If you have forgotten your login information, click on *Forgot Password?* and follow the instructions.

Once authenticated in the system, click on Profile as shown in the image below:

2.2 Complete your profile

When you click on *Edit my profile*, you will see the following screen:

There is information on *Contact*, *Roles* and *Public* tabs that are mandatory for article reviewers, as follows:

In *Contact*:

- Signature;
- Phone number;
- Affiliation;
- Mailing Address;
- Working languages (Those that the reviewer is able to issue an opinion).

In *Roles*:

- Reviewer (if this option is not checked, you will not able to evaluate an article);
- Reviewing interests (Briefly describe here your area of interest for reviewing. e.g.: Mystic, History of Religions, Philosophy of Religions etc.).

In *Public*:

- Biography Summary - [Name, highest degree (doctorate degree, master's or undergraduate) course in progress (if applicable), to which HEI (Higher Education Institution) is linked, city of residence];
- ORCID[2] – required.

3 PERFORMING AN EVALUATION

Now that your reviewer profile is complete, at appropriate time, the editor will email you a notification of the system approving your status as a reviewer.

When you receive an invitation to evaluate a paper, the system will email you a notification containing all the basic information about the paper.

The following information will be provided in this email:

- Title of the manuscript to be reviewed;
- Expected deadline for accepting this reviewing task;
- Expected deadline for the conclusion of this reviewing task;
- Internet link with the password and login recovery path, in case you forgot your password;
- Specific Submission URL assigned to you;
- The abstract of the text on evaluation;
- The publisher contacts who have assigned you to this evaluation.

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[2] If you do not have it do it for free in: <https://orcid.org/>

Click on the submission URL to be automatically redirected to the system, where you can see more details about the evaluation in process, as shown in the image below:
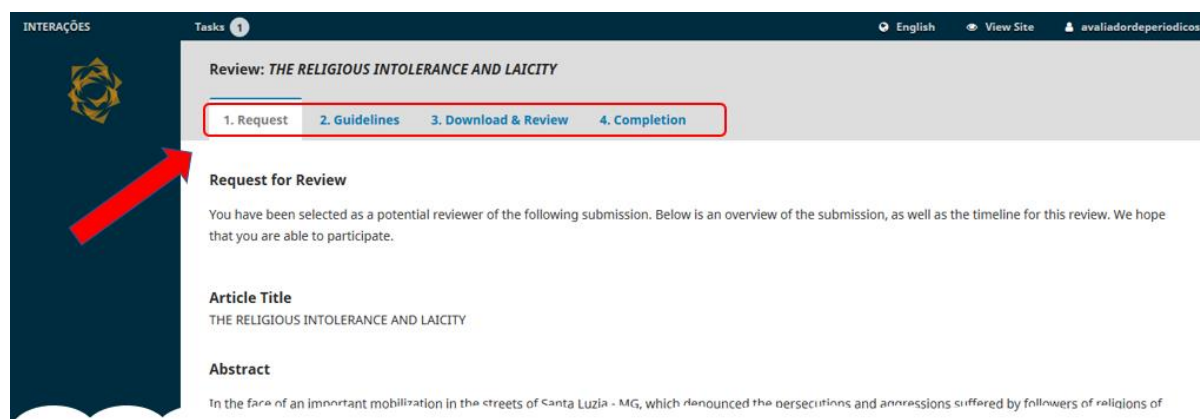

The process of evaluating a submission takes place in four steps. You can only proceed to the next step if you have completed all the requirements of the current one. If you accept the evaluation task, you can return to the previous step at any time to review or modify anything.

3.1 First Step: Request

In this step, you will be aware of all data of the paper that must be evaluated, except from its author. Scroll down the screen so then you can read and check all the information related to this paper.

- *Review Type* – INTERAÇÕES only performs double-blind review.
- *Review Schedule* – here you can see the deadlines required for the acceptance and evaluation of the submission as you can see in the image below:
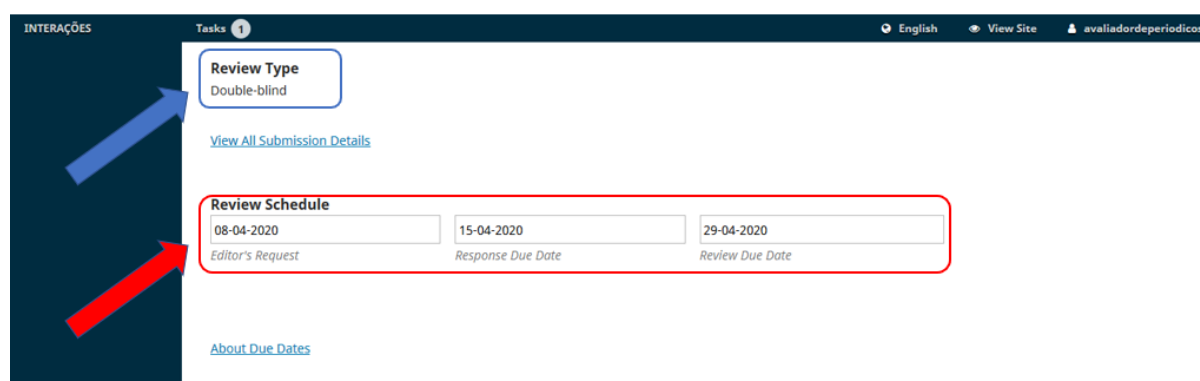
When you click on *View All Submissions Details,* you will be redirected to the following screen:

On this screen, you can also scroll down for more information.

Once you are satisfied with the information, click the [×] at the upper right corner and continue.

- *Competing Interests* – in possession of all information of the paper, you will be requested to declare if there are some competing interests. Click on the link with the same name to see the declaration and then indicate your response and comments if necessary:

Competing Interests ✖

After preliminary reading of the abstract of the the submited paper and its metadata, I declare that I have not identified any interest conflicts that may affect my review decision, whether those of an academic, financial, personal or political nature. If during the review, I eventualy notice some possible conflict, I'll imediatly decline of the evaluation process.

OK

Now, decide whether or not to accept the request. If you would like to come back later and make your choice, provide that within the deadline established in the *Review Schedule.*

To accept click on: *Accept Review, Continue to Step #2.* (In that case, you must accept the terms of the privacy statement).

To refuse, click on: *Decline Review Request.*

☐ Yes, I agree to have my data collected and stored according to the privacy statement.

Accept Review, Continue to Step #2   **Decline Review Request**

If you decline the review, you will be redirected to the following screen where you will confirm your choice.

Decline Review Request ✖

You may provide the editor with any reasons why you are declining this review in the field below.

☐ ☐ **B** *I* U 🔗 ⧉ <> 🔲 🖾 Upload ⬆

Editors:

I am afraid that at this time I am unable to review the submission, "THE RELIGIOUS INTOLERANCE AND LAICITY: THE CRIMINALIZATION OF SPIRITISM IN THE FIRST HALF OF THE 20TH CENTURY," for INTERAÇÕES. Thank you for thinking of me, and another time feel free to call on me.

Avaliador de Periodicos

Decline Review Request

Accept the default text of the refusal or enter your own text, then click on *Decline Review Request*. In both circumstances, Accept or Decline, the system will generate an automatic email with a notification to the Journal editor with your decision.

3.2 Second step: Guidelines

If you have decided to accept the request, you will be taken to the screen below. If you agree with all the terms, click on *Continue to Step # 3*, or click on *Go Back*, to review your decision:
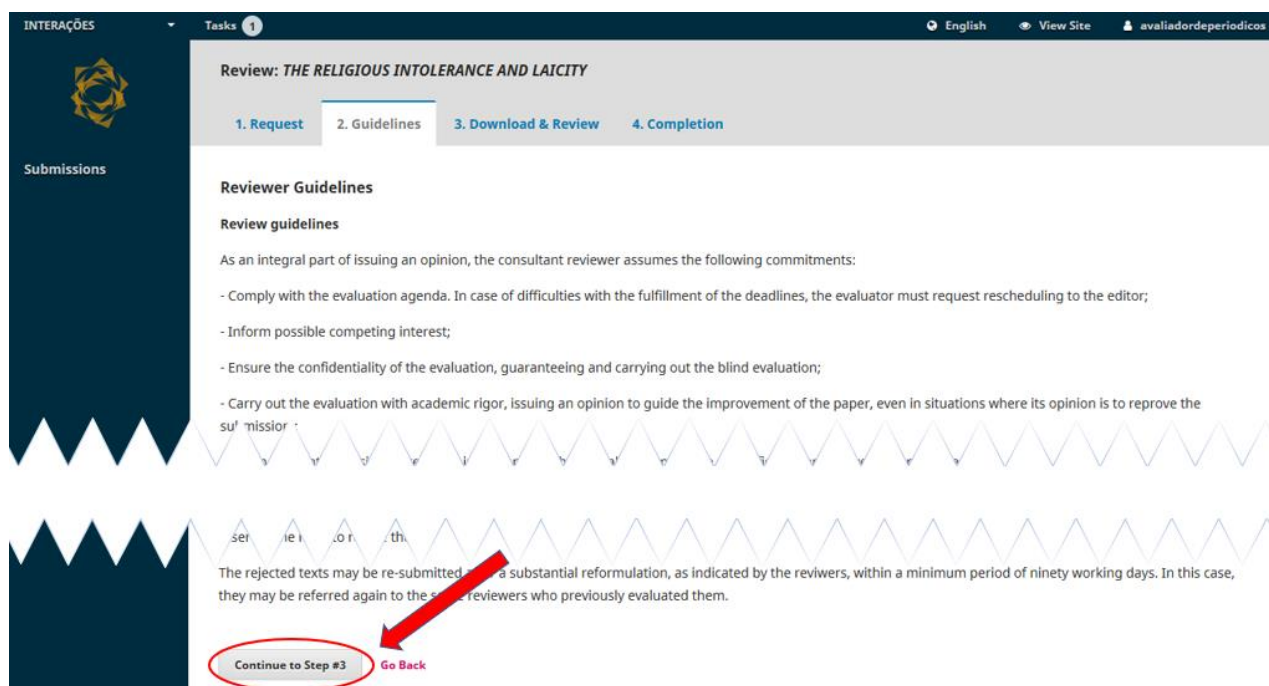

3.3 Third step: Download & Review

By accepting the previous step, the system will redirect you to the third step where the review itself, will be carried out. On the next screen, click on the link of the article as shown in the image below:
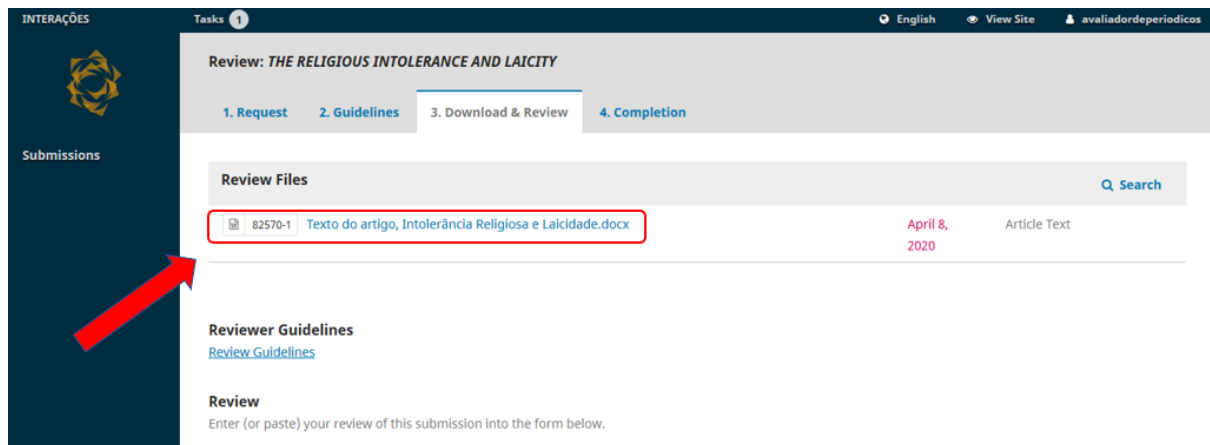
By clicking on the link of the article, the system will provide the download of the file in Word, OpenOffice or RTF format so that you can carry out your evaluation. When saving the file on your computer as shown in the image below, you can leave the INTERAÇÕES' system to return later (within the deadline of the *Review Schedule*) when your evaluation has been completed.
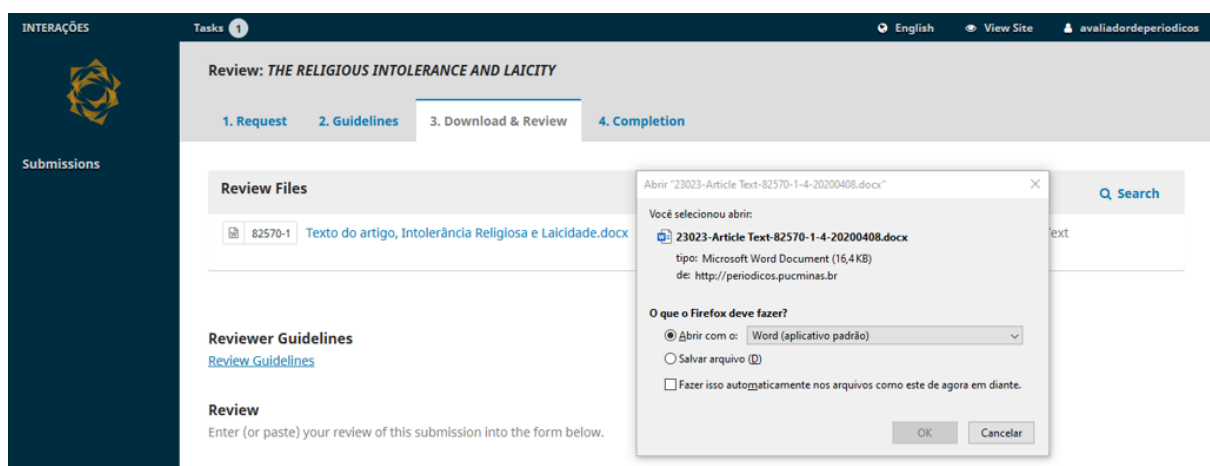
After you have finished the evaluation, you will need to return to the system to submit your conclusion. On the journal's website click on *Access* as shown below:
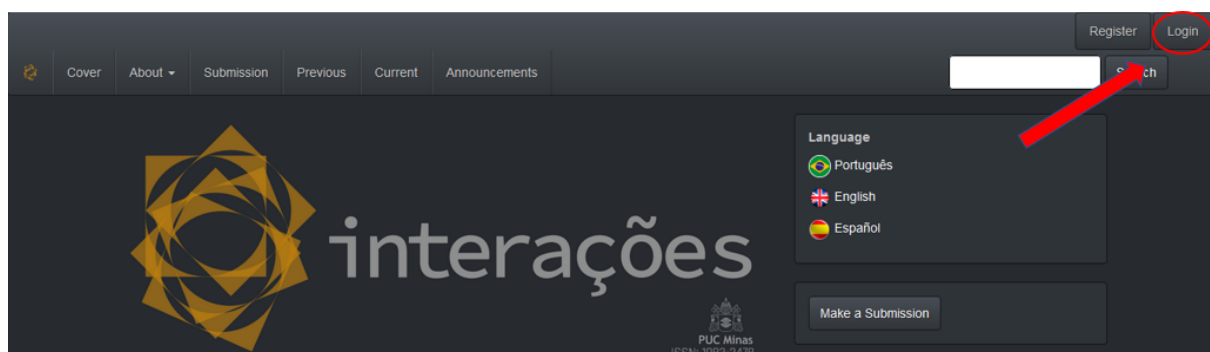
Then enter your username and password to be taken to your Dashboard, where the submitted paper will be available. Click on the paper's title, as shown in the image below:
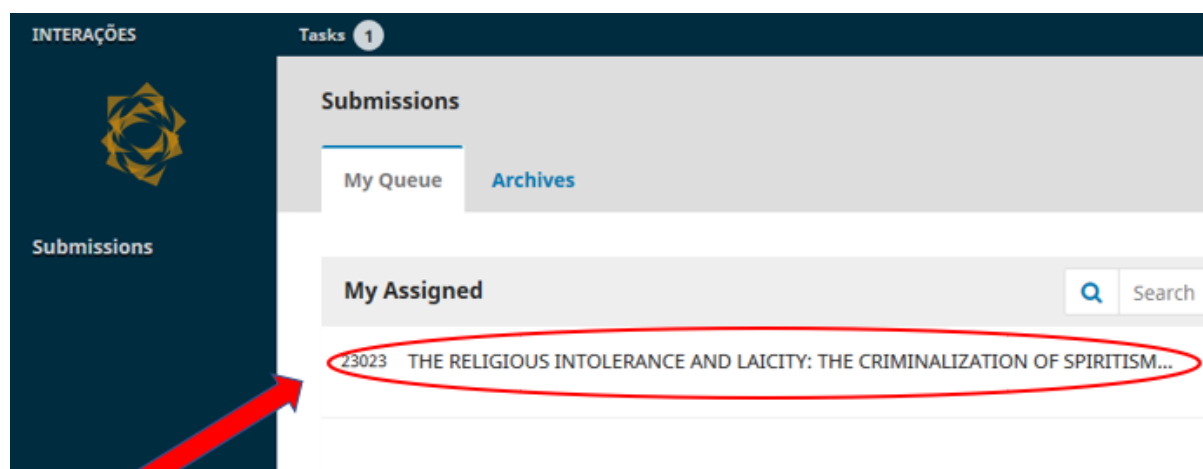

By clicking on it, you can continue the process where you left off. Answer the *Evaluation Form* to indicate your opinion.

If necessary, you can upload files to the editor for consultation, including revised versions of the original file or any other files that were useful for the evaluation. To transfer a file, do the following:
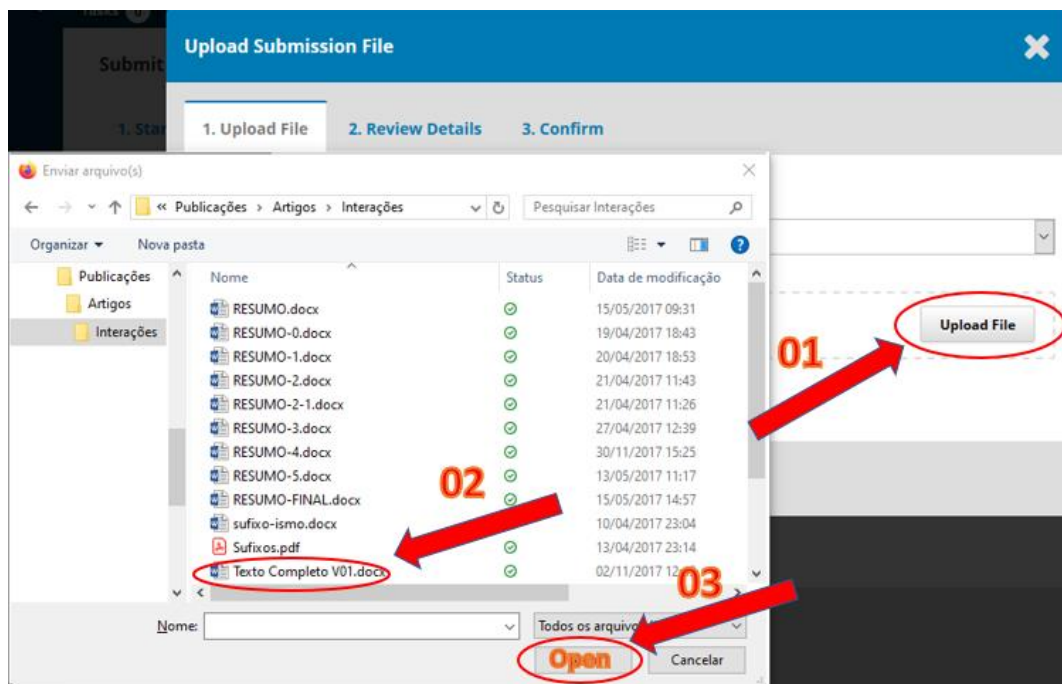
In the *Upload* section click on *Upload File*:
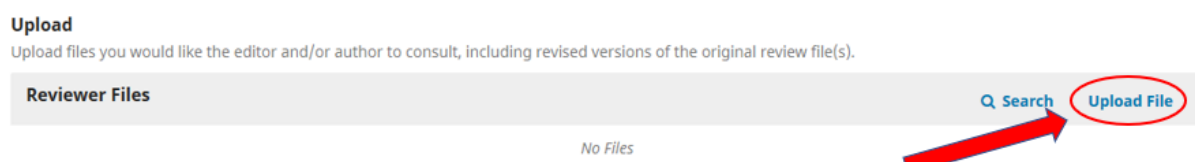
Click again on *Upload File* on the next screen:
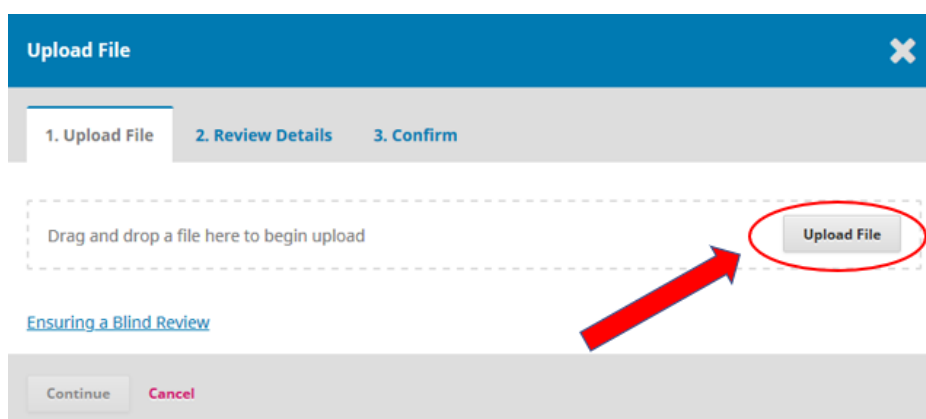
As shown in the image below, after clicking on *Upload File* (01), select the file with the text you want to send (02), which must be in Word OpenOffice or RTF format and, finally, click on (03) *open*:

After that, click on *Continue*. If you are certain about file, click on *Continue* again. Otherwise click on *Cancel* and repeat the process. On the next screen, you can send complementary files (tables, images, interview authorizations, etc.). If there is nothing more to submit, click on *Finish* and then on *Save and continue.*

Also, in the Evaluation process, the system allows the communication between the reviewer and the editor. To do it in the *Review Discussions* session of the evaluation, click on *Add discussion*, as shown in the image below:
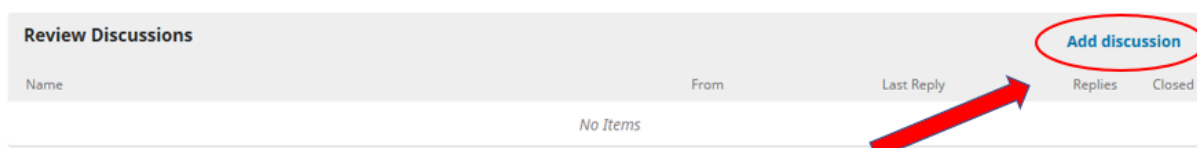
When you click on *Add discussion*, the evaluator will be directed to the following screen, where he or she can write the message:

Now that the reviewer has already submitted his/her comments, communicated with the journal's editor, and eventually added files to the system, it will be necessary to provide a recommendation, select the desired option as shown in the image below:


The available options are:

- *Accept Submission* – The paper is scientifically appropriate and there is no need for corrections;
- *Revisions Required* – The paper is scientifically appropriate, but corrections are required, which were mentioned on the comments;
- *Resubmit for Review* – This option will be used when the text has a large volume of changes that needs to be resubmitted;
- *Resubmit Elsewhere* – The paper is not adapted to the objectives of INTERAÇÕES;

- *Decline Submission* – The text is not scientifically appropriate;
- *See comments* – Check this option if none of the above fits your opinion. In that case, it is mandatory to provide comments that explain your assessment.

After everything is done in this step, click on *Submit Review*.
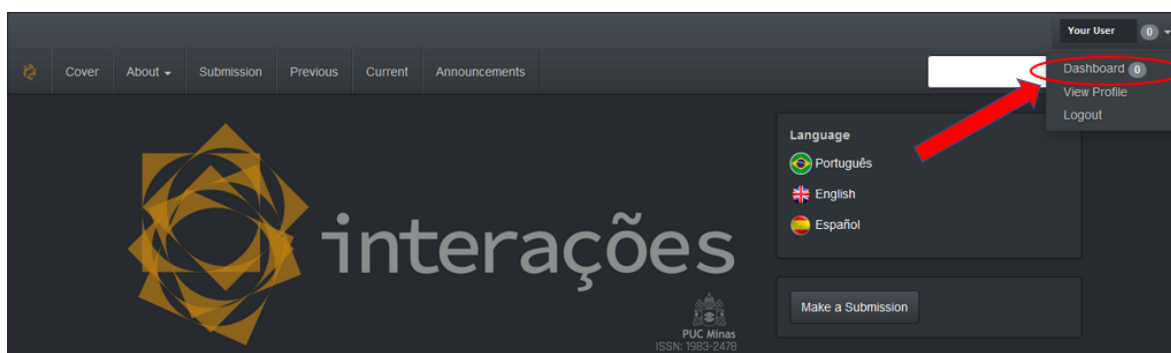
3.4 Fourth Step: Completion

At this step, your review has been sent to the editor, and you will see the following screen:
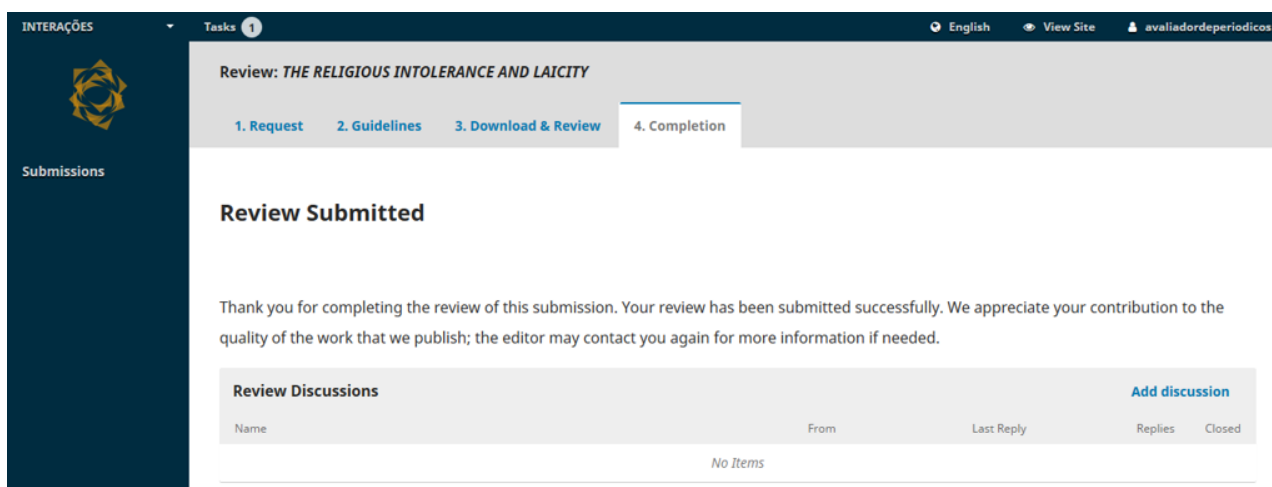
Even after finished, you can send comments to the editor.

To review your evaluation at any time, you can return accessing the system through *Dashboard* after *login* and *password* as indicated below:

If you have any questions, please email us at: interacoes.pucminas@gmail.com