KADER JOURNAL

MANUAL FOR REVIEWERS

1. Log in to the DergiPark panel with your username and password.

2. Select "Kader" from the journals listed in your panel.

3. From the reviewer panel, click on the "New Invitation" tab to access the article assigned to you.

4. Accept the reviewer invitation.

5. Access the article information by clicking the "Show" button on the right of the relevant article.

6. Click on the "Files" tab and download the article to your computer by clicking on the "Download" icon to the right of the article under the "Article Files" heading.

7. Save your evaluation notes on the article. To do this, you need to click on the "Review" tab in the Word document and activate the "Track Changes" button. If necessary, comments can be added by using the "New Comment" button or by selecting the relevant text and right-clicking on it.

8. After completing your evaluation, change the file name to "Reviewer Report". Then delete the author information from the file. This is important to prevent the author from accessing the reviewer information ("File – Info - Check for Issues - Inspect Document – Inspect - Document Properties and Personal Information - Remove All" or "Tools - Protect Document - Privacy - Remove personal information from this file on save").

9. After logging in to the relevant article from the panel, go to the "Files" tab and upload your report using the "Add New File" button. Allow the author to see the article.

10. In the article panel, click on the "Evaluation" tab, fill in the "Article Evaluation Form" at the bottom of the page and complete the process by clicking the "Submit Evaluation" button. After this you should see the message "Your transaction completed successfully" at the top of the page. If you do not see this message, the form has not been submitted. Please check if there are any fields in the form that you have not filled in even though they should be filled in. Once you have filled in the missing fields, you can submit the form by clicking on the "Submit evaluation" button.

11. The "Major Revision" option in the "Suggestion" heading at the end of the form means "I would like to see the text again after the corrections I recommend", and the "Minor Revision" option means "There are some corrections I recommend, but I do not want to see the text again after these corrections". If you have asked for a major revision, you will be reappointed as a reviewer for the manuscript in the next process, at which point the process explained above will be repeated in the same way (In this case, you will need to accept the invitation again, review the manuscript and do the above process again). "Acceptance" means that no revision is recommended to the author and the manuscript can be published as it is.

Editorial Board Member: The evaluation to be made by the journal's editorial board member is limited to determining whether the article complies with Kader's editorial policy and whether it is sufficient to proceed to the evaluation process. The article does not need to be examined in detail. Just fill in the form and choose one of the Acceptance or Rejection options in the decision section. There is no need to upload a report.

Thank you for your contribution to our journal.

Kader Editorial Board