

## GUIDE FOR APPOINTING A REVIEWER AND FOR PEER REVIEW

Click Assign Reviewer first.

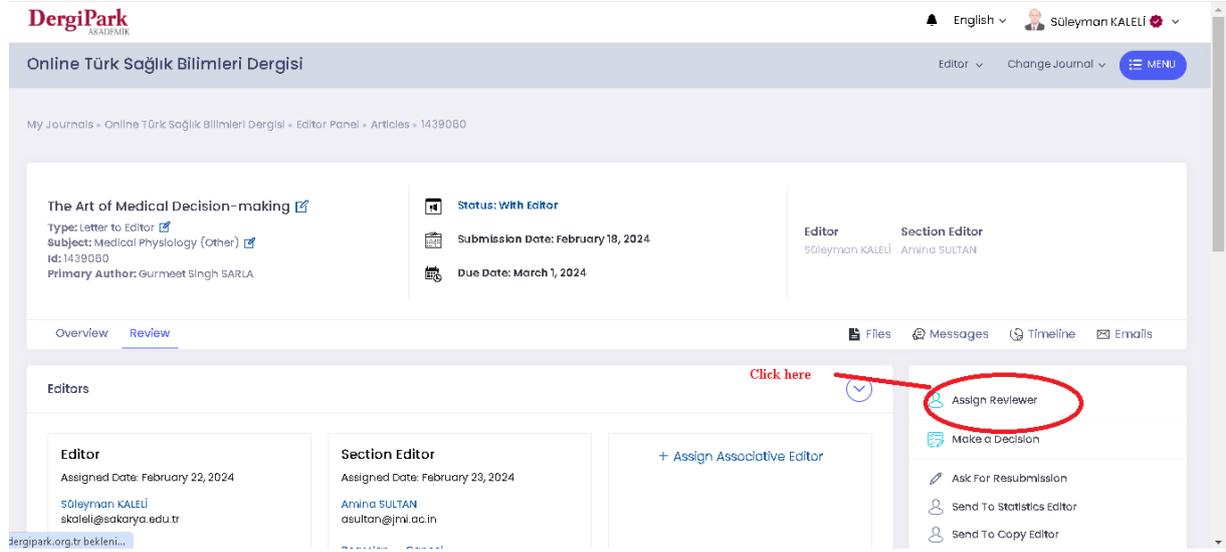


Figure 1

You can enter the tabs marked on the second figure. On the page that appears, there are the "Assign Reviewer from Journal", "Assign Reviewer From System", "Assign Reviewer From Editorial Board", and "Assign New Reviewer" tabs.

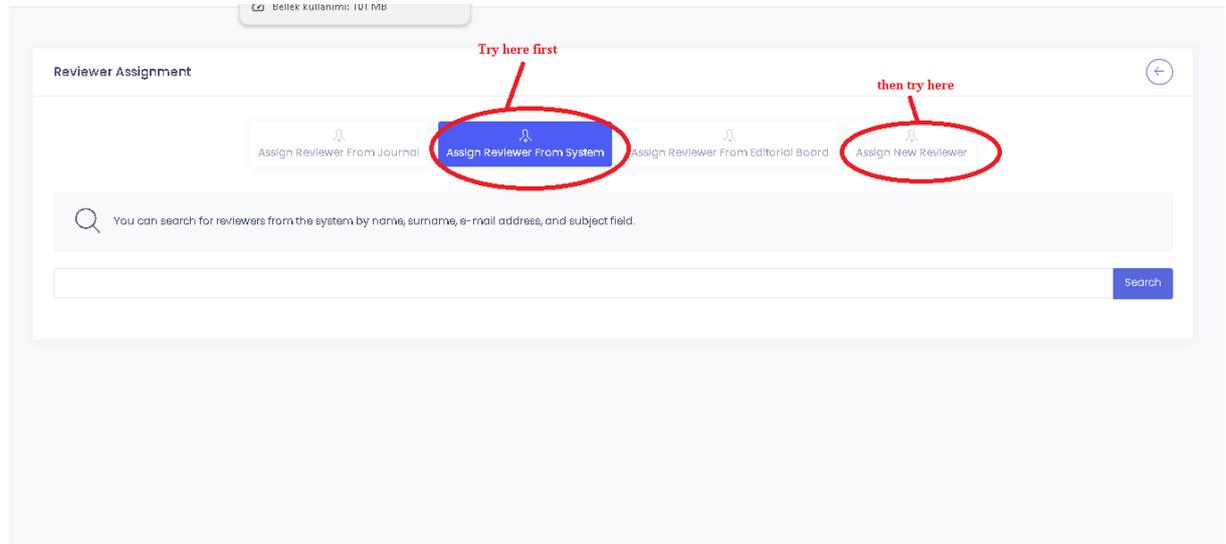


Figure 2

In the first tab, you can search for Reviewer names registered in the DergiPark system. Please call the Reviewers by entering their current e-mail address or name and surname. You can register the new Reviewer via the second tab if it is not listed here. You can type the Reviewer's First Name, Last Name and E-Mail at this stage. You can assign it later.

### **IMPORTANT NOTE**

Two blind referees are sufficient. After the referee appointment is completed, inviting each referee to the Review tab is essential. After the Editor's invitation, the Editor must follow up on whether the referee accepts the evaluation. If there is a delay in the first invitation, the referee will be given one opportunity to respond to the invitation, and the response time will be extended. If he/she does not respond to the invitation again, appointing a new referee begins using the guide described above.