



ELECTRONIC EDITORIAL SYSTEM

USER'S GUIDE

(Powered by Open Journal Systems 3.1)

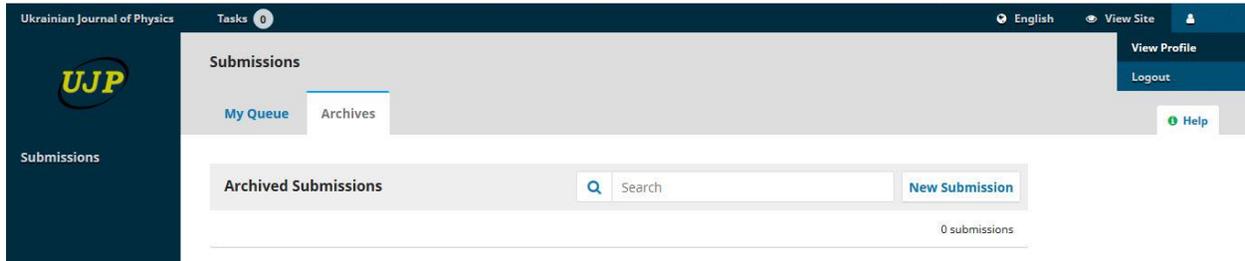
► REVIEWER

Updating the reviewing interests

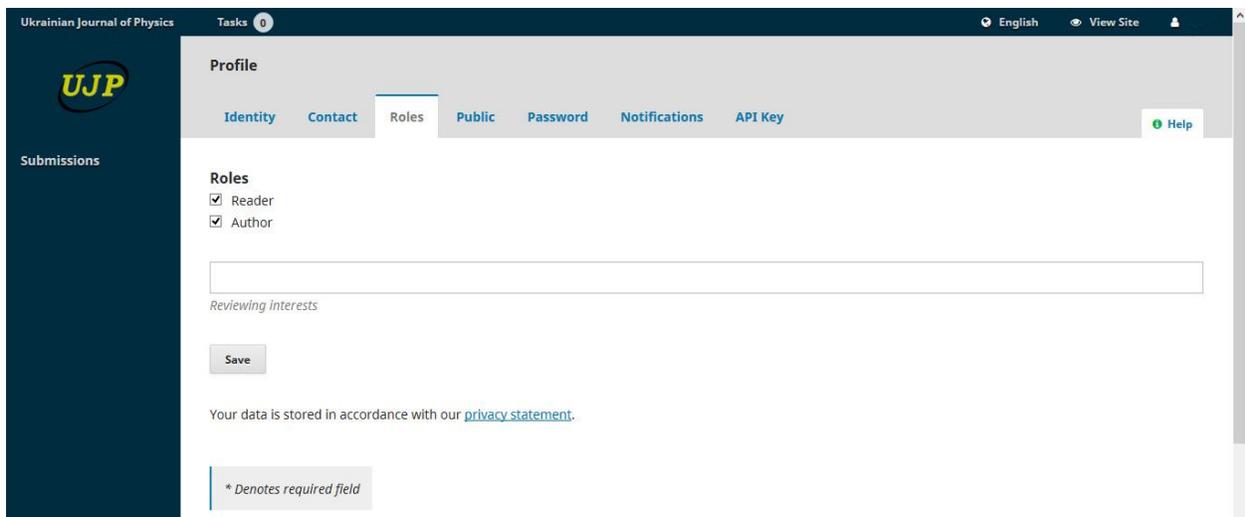
UPDATING THE REVIEWING INTERESTS

To update the reviewing interests, the user should log in to his/her electronic cabinet.

Next, the user should click the user icon  in the right top corner of the screen and select the View Profile section, as shown in the screenshot below.



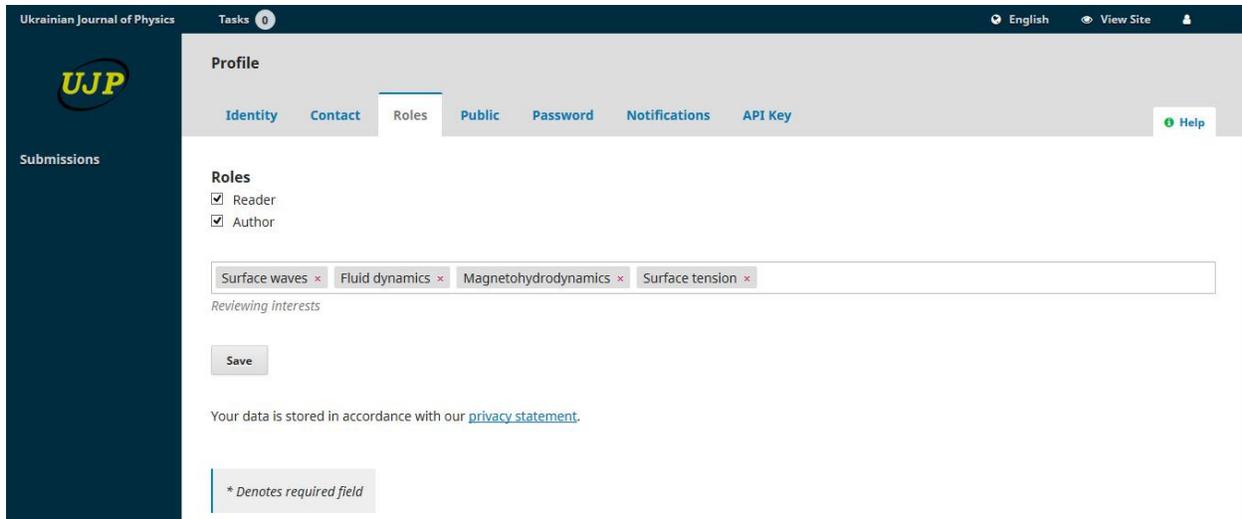
The user profile data should appear on the screen, and the user should select the Roles tab. This tab contains the Reviewing interests field:



Moving the mouse pointer to this field, the user should add all the keywords from the UJP keyword list that correspond to his/her reviewing interests to this field. This can be done by using the Copy / Paste function (Ctrl+C / Ctrl+V) or by typing each keyword separately using the keyboard. After entering each keyword, the user should press the Enter button on the keyboard.

The UJP keyword list is available by the link

<https://ujp.bitp.kiev.ua/public/journals/1/Keywords.pdf>



After all the keywords were added, the user should press the Save button below the keyword list and verify whether the list was really saved by the system. To this end, the user can log out from his/her cabinet and log in again. If the Roles tab shows all the keywords on the screen, the process of updating the reviewing interests can be qualified as completed.

After updating his/her reviewing interests, the user is requested to send a notification to the UJP technical secretary by e-mail ukr.j.phys.secretary@gmail.com.

In addition to his scientific interests, the reviewer is requested to update his affiliation in the Contact tab.

In the Notifications tab, the user can select which notifications from the Electronic editorial system he/she wishes to receive. If the user does not wish to receive notifications from the Ukrainian Journal of Physics, he/she can untick the corresponding notifications under the Notifications tab.