

Instructions for Referees

1. Use this link to login: <http://ojs.cepsj.si/index.php/cepsj/login>. Enter your assigned username and password.
2. On the User home page, you will see “My Queue” and “My Assigned” of active submissions to which you have been assigned.
3. Click on “Tasks” and you will find a message (Review pending) from the Editor in Chief requesting a review. Click on the message.
4. Go to the bottom of the page and select “Accept Review, Continue to Step 2” or “Decline Review Request”.
5. If the “Accept Review, Continue to Step 2” is chosen, please read short guidelines and click on “Continue to Step 3”.
6. Click on the file name to download the article for review and complete the review form. Once you have completed the review form, go to the bottom of the page and “Submit Review”. Please make sure, that the entered data in the review form is valid.
7. Step 4 “Completion” will appear once you have submitted the review.