

The ASL Journals Website:
<http://asljournals.org>
A Brief Guide for Referees
August 1, 2014

You have received a request to referee a paper for one of our journals. Please respond.

1 Logon and Password:

Your email is your logon id. **Please use only one.** If you are already a user of our system you may logon and be taken to your projects page as usual. You will see the paper that you have been requested to referee listed on your current projects. If you are already in the system but under a name/email other than the one used by the editor, please email the editor who can remove the original request and send out a new one under your preferred identity.

If you are new to the system, the email address to which the refereeing request was sent is your logon id. **Please do not change it or use another one.** The request letter included a randomly generated password. You should logon with this email address and password. Logging on takes you to your *Projects* page where you will see the paper listed as a current project.

Probably the first thing you should do is change your password. Click on *My Profile* (at the top of the page) and edit the entry for your password (NOTE: Do not change the email. It is your identifier) and then save the changes (*Save* icon).

2 Projects, Actions and Details

By default this page lists papers currently in process. Finished ones can be displayed using *Show Closed*. The *Details* button leads to a summary of actions on the paper (*Activities tab*) and access to files. The submitted paper may be found by clicking the *files* tab. Your reports will appear under *Change Requests*. *Notes* include a record of extra communications about the paper.

The *Action* box leads to a choice of actions which should be mostly self explanatory. The first choice asks you to *Accept or Decline* the task. Please choose accept the refereeing job. In any case, click *Submit* to send your response to the editor. Once you have accepted, choosing the *Enter Report* action offers choices about accepting (with major or minor changes requested) or rejecting the paper. If you want to see the revised version of the paper before recommending acceptance, choose the *Request changes* option (minor or major). **Please choose an option.** You may then also upload a report or directly enter a note to the editor. (Again click *Submit* when finished.) If you asked to see the revised version by choosing *Request changes*, you will be notified when the author has submitted the revised version. You should then go back to the site and find the revisions by clicking the *Details* box for the paper and then the *Files* tab. At this point you can once again make a decision about the paper at the action choice for entering a report.

The last action (*Communicate With Someone*) is one that allows you to send emails to the editor that are recorded in the system.

As consideration of the paper progresses you will receive emails from the editor or the system asking you to proceed to the next step, e.g. review changes made by the author and then accept the paper or not.

We hope these procedures are self explanatory.

3 Problems

Problems may be reported to the editor of the paper, managing editor of the journal or to the publisher (aslpub@math.cornell.edu).