

## INFORMATION FOR EVALUATORS

The peer evaluation process begins with the appointment of the evaluator(s) for a submission. Once the evaluator is appointed, the editor will send you an automatic invitation email, in which the evaluator will be provided with some metadata about the original, evaluation form and the link for direct access to the registration in the system, without the need to log in. If there are any problems, it is possible to use the 'Forgot my password' feature or contact the technical support directly.

After accessing, one is taken to the user's page. On this page, you can access the active and completed (archived) assessments. Under "My Designated Submissions," you will display the articles to which the appraiser has been assigned. The evaluator must access the files under evaluation.

By clicking on the submission assigned by the evaluator, you get access to the work evaluation page that shows the four tabs, referring to the evaluation flow. In each step, there are specific activities to be performed, facilitating the work of the evaluator, besides recording all actions.

The first step of the valuation flow is the Requisition, in which the reviewer evaluates whether he can execute the process. The evaluator can accept or decline the proposal, and regardless of the decision made, an automatic email is sent to the editor to register the process. By accepting the task, the evaluator becomes aware of the deadlines and the work to be evaluated.

The second step to be performed is that of the guidelines, in which the editor provides evaluation guidance information. After getting to know the guidelines, which guide the evaluation, the reviewer can download the document in full form and perform the task, which will be outside the OJS. However, the decision will be inserted in the third tab of the evaluation flow. There is a text box that allows the evaluator to justify the evaluation to the editor quickly. If the evaluator deems it necessary, you can make a text and file and send it to the editor, or even include the text referring to the article with recommendations, by clicking on this same tab.

Finally, a check box shows the evaluator's decision.

The evaluator completes the process and sends the editor his decision.