

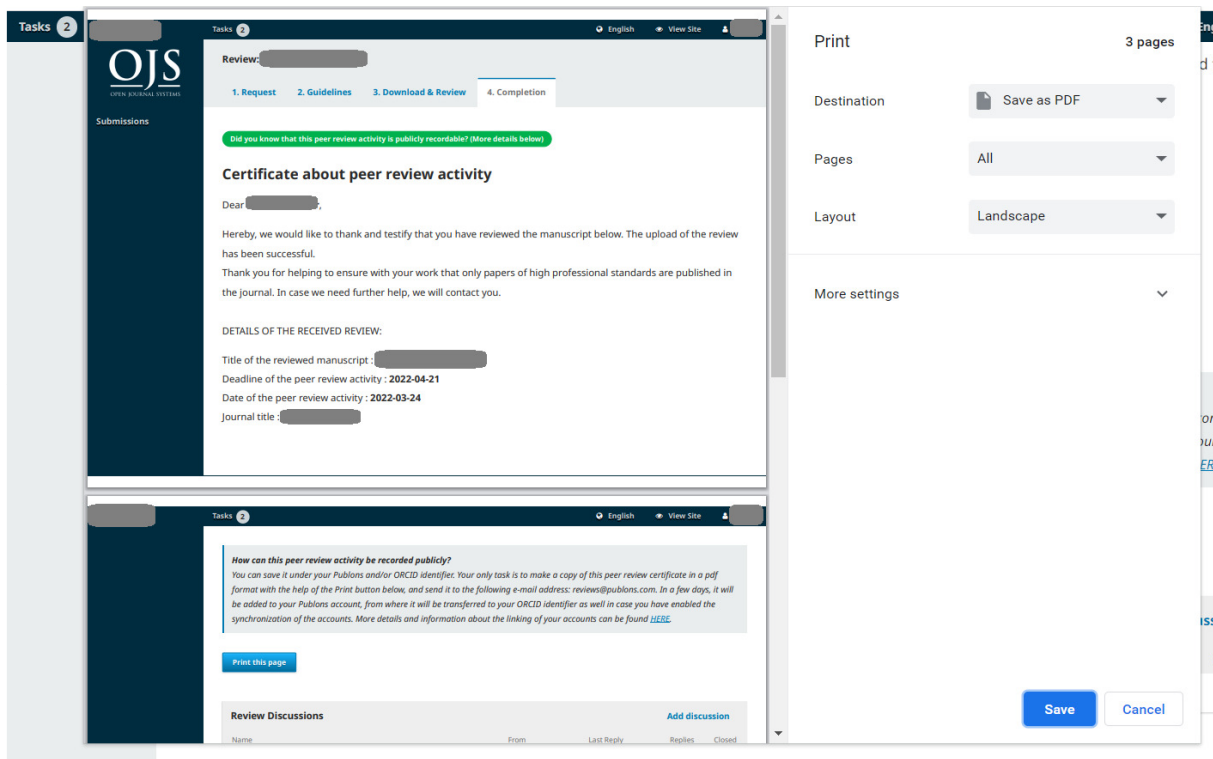
A GUIDE TO RECORDING YOUR REVIEWS

Record your review activity so that you can easily refer to it when handing in applications. Follow the steps below:

1. If you do not have a Publons account yet, register here: <https://publons.com/account/register/>
2. Send the notification letter received after completing a review to the following e-mail address: reviews@publons.com. If you have not received a notification letter, sign in to the OJS manuscript submission platform of the journal for which you completed the review, then, click on the Completion tab.

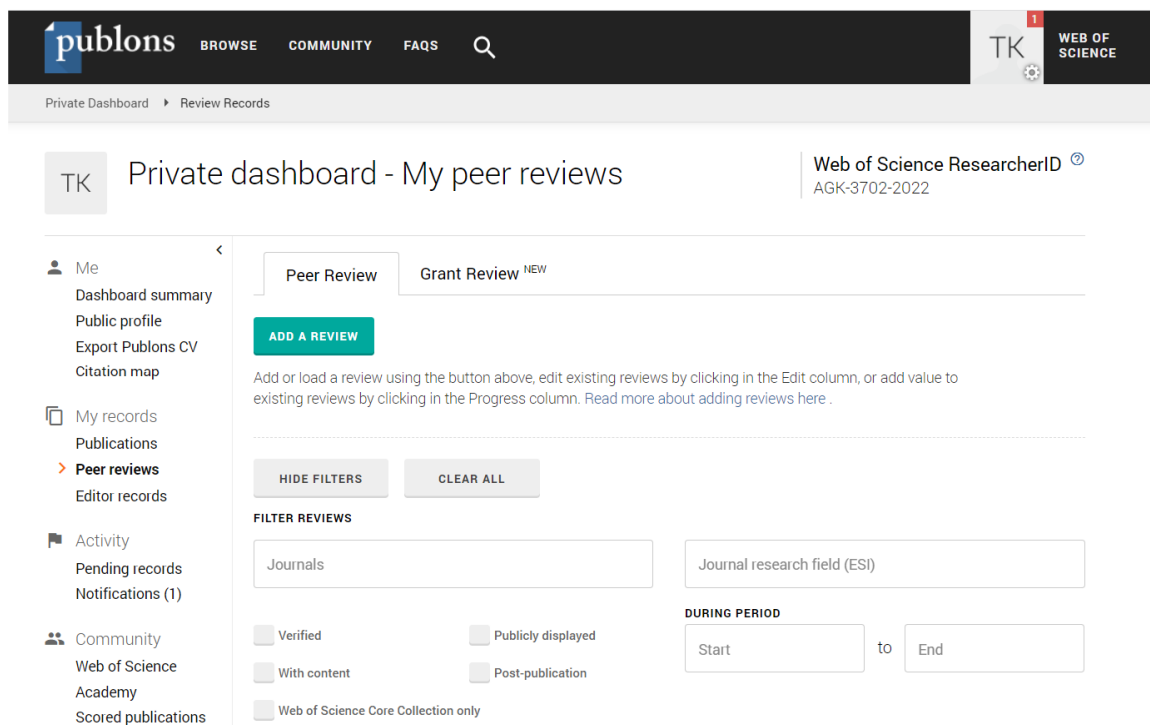
The screenshot shows the 'Completion' tab in the Publons interface. At the top, there are four tabs: '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion'. Below the tabs is a green notification bar that says 'Did you know that this peer review activity is publicly recordable? (More details below)'. The main heading is 'Certificate about peer review activity'. Below this, it says 'Dear [redacted],'. The text reads: 'Hereby, we would like to thank and testify that you have reviewed the manuscript below. The upload of the review has been successful. Thank you for helping to ensure with your work that only papers of high professional standards are published in the journal. In case we need further help, we will contact you.' Below this is the section 'DETAILS OF THE RECEIVED REVIEW:' with the following information: 'Title of the reviewed manuscript : [redacted]', 'Deadline of the peer review activity : 2022-04-21', 'Date of the peer review activity : 2022-03-24', and 'Journal title : [redacted]'. At the bottom, there is a grey box with the heading 'How can this peer review activity be recorded publicly?' and the text: 'You can save it under your Publons and/or ORCID identifier. Your only task is to make a copy of this peer review certificate in a pdf format with the help of the Print button below, and send it to the following e-mail address: reviews@publons.com. In a few days, it will be added to your Publons account, from where it will be transferred to your ORCID identifier as well in case you have enabled the synchronization of the accounts. More details and information about the linking of your accounts can be found [HERE](#).' At the very bottom left, there is a blue button that says 'Print this page'.

3. Scroll down to the bottom of the page, and click on the “Print this page” button.



- Save the generated pdf file on your computer, then, without any accompanying text, send it to the following e-mail address: reviews@publons.com. (Please, make sure that the e-mail is sent from the same mailbox that was used for registering at Publons.)

In this case, the recording takes a few days; however, the process can be speeded up if you record the details in your Publons account by yourself with the help of the “Add a Review” button. In this case, you can provide the journal name, the date of the review request as well as other details:



Please, note that, in order to have your recorded review confirmed and validated, you must send proof to the Publons e-mail address in all cases citing the URL you received when recording the review. As such, you will need the notification email received after completing your review, a screenshot of the manuscript handling system, or your certificate.

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Private Dashboard ▶ Review Records ▶ Review Progress

Export Publons CV
Citation map

My records
Publications
Peer reviews
Editor records

Activity
Pending records
Notifications (1)

Community
Web of Science
Academy
Scored publications
Journals
ResearcherID badge

Settings
Account
Profile
Affiliations
Email
Permissions

Reviews are important scientific knowledge. You are now getting personal recognition for your review but we have a few other ways to increase the value of your review and make it part of the scientific canon.

You can increase the value of your review by **scoring** the reviewed manuscript, **verifying** the review, receiving **feedback** on your review from the editor, and **publicly displaying** the content of your review.

Verify

You can verify this review by forwarding the corresponding *review receipt* (i.e. 'thank you for reviewing' email) to reviews@publons.com with the URL of your review copied into the email's body. Please note that only one review URL should be sent per email.

Review URL
https://publons.com/review/ [redacted] **COPY**

Publish

Score

Feedback

Until this has not happened, the recorded review will appear in your account without verification:

FILTER MANUSCRIPTS

Scored Published

Showing 2 reviews of 2 manuscripts

DATE	MANUSCRIPT	JOURNAL	PROGRESS	EDIT	VIEW	CITATIONS	ALTMETRIC
2019-10-22	[redacted]	[redacted]				-	-
2017-10-25	[redacted]	[redacted]				17	-

No more results.

When using the standard setting, only the journal name and the year of the review activity become public; further details can be made public by manual setting on the Publons page.

5. If you wish to make your review activity public under your ORCID identifier as well, you can send the data from your Publons to your ORCID account. For this, you need to have an ORCID identifier, which needs to be linked to your Publons account by completing the following steps:

publons BROWSE COMMUNITY FAQs

Private Dashboard ▶ Permission Settings

Profile
Affiliations
Email
> Permissions

YOUR REVIEWER PREFERENCE

Privacy
Show journal/conference

Content
Hide review content

Apply these settings to all of your existing pre-publication reviews

YOUR AUTHOR PREFERENCE

Content

Apply these settings to all of your existing publications

Grant review display preferences

Choose the display preferences of reviews you've written as part of grant review.

Content
Show review content

ORCID Settings

ID Create or connect your ORCID iD to enable data sharing with Publons.

SAVE CHANGES

Naturally, once you have completed the setting, you do not need to link the two systems anymore. That is, you will only need to forward the details of your review to Publons, and, after they have processed it, it will automatically be transferred to your ORCID identifier. For the continuous data transfer, you need to do the following in your Publons account:

publons BROWSE COMMUNITY FAQs

Private Dashboard > Permission Settings

If you believe you have exportable publications which are not counted above, please [read about export requirements](#).

You can use Publons' connections to *Web of Science* and other services to import more of your publications [here](#).

EXPORT REVIEWS TO ORCID

Keep my ORCID review list up to date with my Publons account

You have 1 verified pre-publication review which can be exported to your ORCID record (including 1 which has already been exported and may be updated) . If you believe you have exportable reviews which are not counted above, please [read about export requirements](#).

EXPORT REVIEWS TO ORCID NOW

REVOKE PERMISSION

You have granted Publons permission to update your works on ORCID.

REVOKE PUBLONS' PERMISSION TO UPDATE YOUR ORCID WORKS

From this moment onwards, you can track your reviews in your ORCID account as well.

By default, your peer-review activities are only visible to individuals and institutions with an ORCID account (i.e., trusted parties). Should you wish to change this, you need to select any of the icons in the right corner of the review activity section:

Who can see this?

- Everyone
- Trusted parties
- Only me

[More information on visibility settings](#)

Peer review (1)

Review activity for [redacted]

journal, [redacted]
ISSN: [redacted]

Review date: 2019 **Type:** review **Role:** reviewer [Show more detail](#) [View](#)

Source: Publons