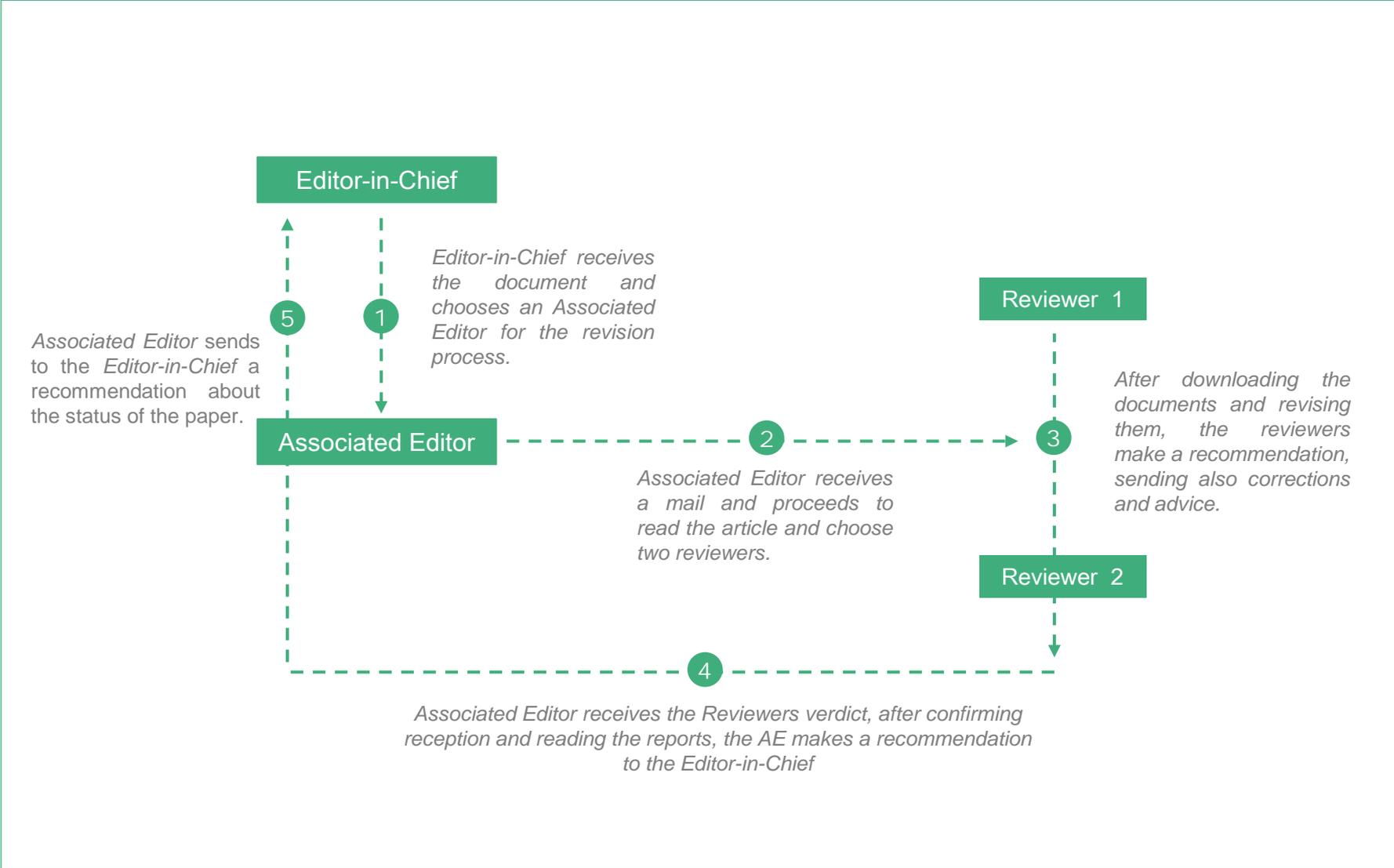
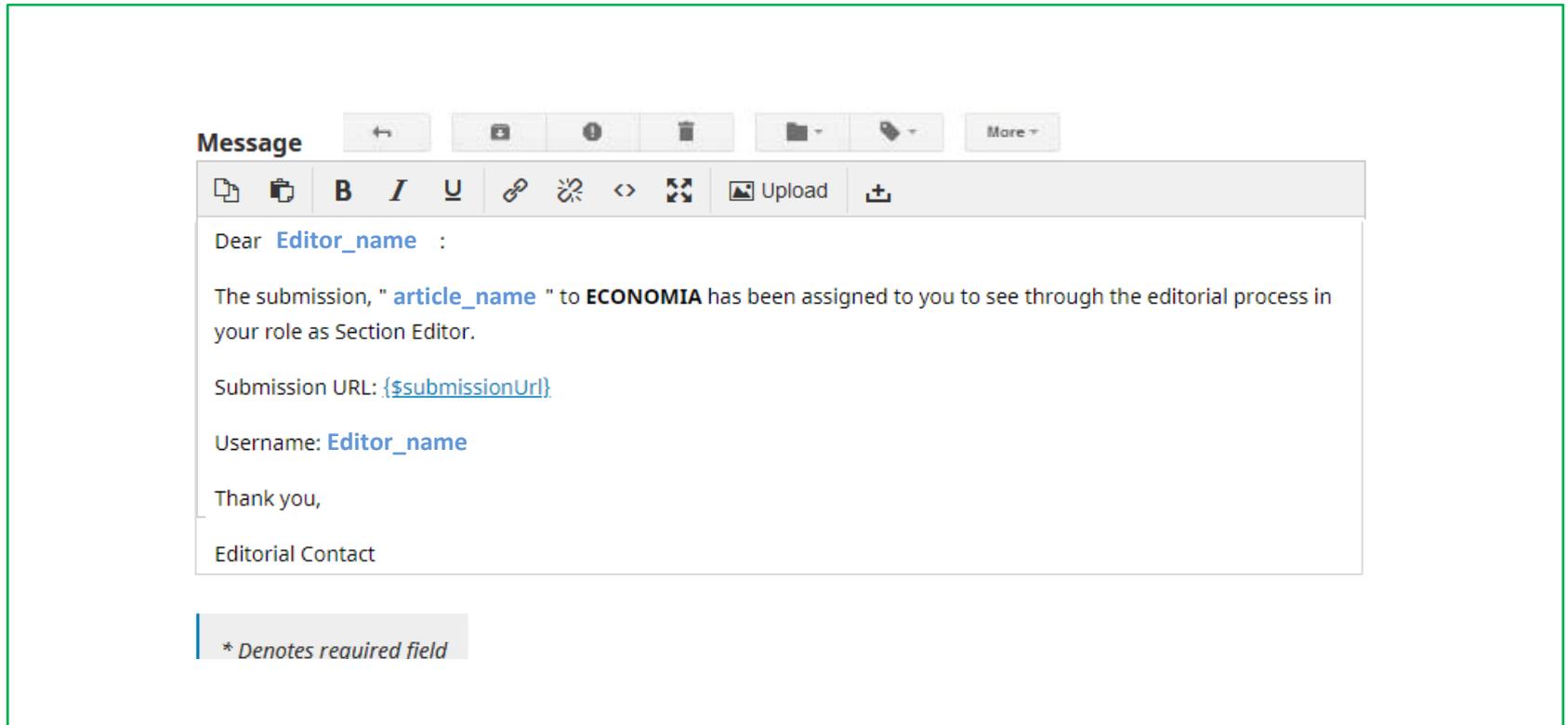


Associated Editor



Invitation to Associated Editor



You will receive a mail that notifies that the Editor-in-Chief has selected you as an associated editor to supervise the peer-review process of an article. There is the relevant information, most importantly the URL that links you to the submission platform.

Control Panel

The screenshot shows the 'Control Panel' for a submission. At the top, there are tabs for 'Submission', 'Review' (which is active), 'Copyediting', and 'Production'. Below the tabs is a 'Submission Files' section with a search bar and an 'Upload File' button. A file named 'archive.pdf' (ID: 84388-1) is listed with the label 'Article Text'. A 'Send to Review' button is highlighted in blue. To the right, there is a 'Participants' section with an 'Assign' button. Below that is a 'Section editor' section with a dropdown menu showing 'Editor_name'. At the bottom, there is an 'Author' section with a dropdown menu showing 'Author_name'. A 'Pre-Review Discussions' section is also visible at the bottom left.

Click in "Send to Review" to start with the process of peer-reviewing

The 'Send to Review' dialog box is shown. It has a blue header with the title 'Send to Review' and a close button. Below the header, it says 'Select files below to send them to the review stage.' There is a 'Submission Files' section with a search bar and an 'Upload File' button. Two files are listed: 'archive.pdf' (ID: 84388-) with a checked checkbox, and 'cover_letter' with an unchecked checkbox. At the bottom, there are two buttons: 'Send to Review' and 'Cancel'.

It will pop - up a window that shows which article are you sending to the reviewer. Remember to choose the documents without personal information of the author in order to provide a blind review.

Associated Editor: Selection of Reviewers

The screenshot shows the Associated Editor (AE) interface for selecting reviewers. At the top, there is a header with the article name and author name, and a navigation bar with tabs for Submission, Review (selected), Copyediting, and Production. A Help icon is visible in the top right. Below the navigation bar, there are tabs for Round 1 and New Review Round. A status box indicates that Round 1 is waiting for reviewers to be assigned. The Review Files section shows a search bar and an upload button, with a file named '84400-1 archive.pdf' (Article Text) listed. The Reviewers section is currently empty, with an 'Add Reviewer' button and a callout box that says 'Add a reviewer'. On the right side, there are sections for 'Make Recommendation', 'Participants' (with an 'Assign' button), 'Section editor' (with 'Editor_name' listed), and 'Author' (with 'Author_name' listed).

After choosing the documents that will be reviewed, the AE should add reviewers for the process

Selection of Reviewers

Add Reviewer

Locate a Reviewer [Filters](#)

<input checked="" type="checkbox"/>	Reviewer 1 PUCP 0 Never assigned	▼
<input type="checkbox"/>	Reviewer 2 Abogado 0 Never assigned	▼
<input type="checkbox"/>	Reviewer 3 University of Puerto Rico 0 Never assigned	▼
<input type="checkbox"/>	Reviewer 4 Universidad del Pacífico 1 49 days ago	▼
<input type="checkbox"/>	Reviewer 5 Pontificia Universidad Católica del Perú 1 Never assigned	▼
<input type="checkbox"/>	Reviewer 6 Pontificia Universidad Católica del Perú 5 Never assigned	▼

6 of 6 reviewers

[Select Reviewer](#) [Create New Reviewer](#) [Enroll Existing User](#)

In the following window appears the list of Reviewers already registered, to choose one click on Select Reviewer.

Also it is possible to Create a New Reviewer, doing click in the label with that name.

Selection of Reviewers

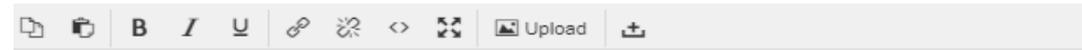
1. Send a mail to the reviewer (there is a default mail, that can be edited by the Associated Editor), asking to accept or decline.
2. The response and Review Due Date can be changed. Our recommendation is 1 week of Response Date and Three Months of Review Date.
3. Verify that the box that indicates that the article document is attached is activated.
4. Choose the kind of review (always double blind)
5. Click on Add Reviewer to continue.

Add Reviewer

Selected Reviewer
Reviewer 1 [Change](#)

Choose a predefined message to use, or fill out the form below.
[ECONOMIA] Article Review Request

Email to be sent to reviewer



{reviewer_name}:
I believe that you would serve as an excellent reviewer of the manuscript, {article_name}, which has been submitted to ECONOMÍA. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by {response_Due_Date} to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due {review_Due-Date}.

Submission URL: {submission_Review_Url}

Thank you for considering this request.

{editorial_Contact_Signature}

"{article_submission}"
{Abstract}

Important Dates

Response Due Date: Review Due Date:

Files To Be Reviewed [Search](#)

84400-1 Article Text, prueba1.pdf Article Text

Review Type

Double-blind
 Blind
 Open

Associated Editor Control Panel

Then, when the reviews are completed, we can see them available in the control panel of the Associated Editor.

The screenshot displays the 'Associated Editor Control Panel' for an article. At the top, the article name and author name are shown. Below this, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Review' currently selected. A 'Help' icon is visible in the top right corner.

The main content area is divided into several sections:

- Round 1:** A tab for 'Round 1' and a link for 'New Review Round'.
- Round 1 Status:** A box indicating 'New reviews have been submitted.'
- Review Files:** A section with a search bar and an 'Upload/Select Files' button. It shows a file named '84400-1 archive.pdf' with the label 'Article Text'.
- Reviewers:** A table listing reviewers and their review status. Two reviewers are shown, both with a 'Review Submitted' status and a 'Recommendation: Accept Submission'. Each reviewer has a 'Read Review' link, which is highlighted with a green arrow.
- Participants:** A section with an 'Assign' button and a list of participants. The list includes 'Section editor', 'Editor_name', and 'Author'. The 'Author' section is expanded to show 'Author_name'.

Reviewer	Review Status	Review Type	Action
Reviewer 1	Review Submitted Recommendation: Accept Submission	Double-blind	Read Review
Reviewer 2	Review Submitted Recommendation: Accept Submission	Double-blind	Read Review

Associated Editor Control Panel

The screenshot displays the Associated Editor Control Panel. It features a table with two reviewer entries. The first reviewer, 'Reviewer 1', is in a 'Double-blind' state. The second reviewer, 'Reviewer 2', is in a 'Complete' state with a recommendation to 'Accept Submission'. A green circle highlights the 'Thank Reviewer' button for Reviewer 2. To the right of the table is a sidebar with 'Editor_name' and 'Author' sections, the latter containing 'Author_name'. A tooltip at the bottom right states: 'This review is complete, but you may unconsider it'.

Reviewers		Add Reviewer
▶ Reviewer 1	Double-blind	Revert Decision
▶ Reviewer 2	Complete Recommendation: Accept Submission	Double-blind Thank Reviewer Revert Decision

▶ Editor_name

Author

▶ Author_name

This review is complete, but you may unconsider it

The Associated Editor will revise each recommendation, read all commentaries and download the modified documents. After this evaluation and considering that the reviewers have complete the task, click in "Thank Reviewer".

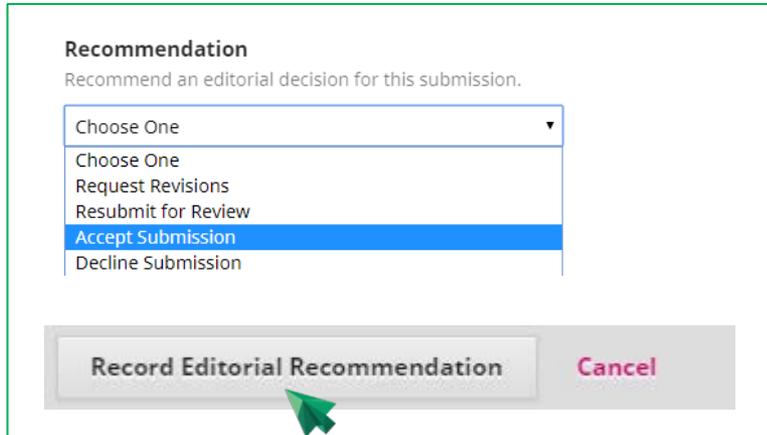
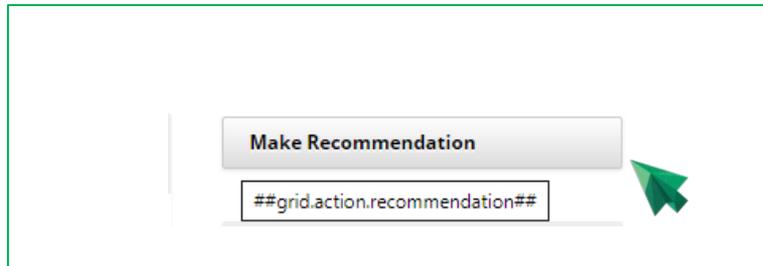
Making a recommendation to the Journal Editor

Finally, the associated editor makes a recommendation to the Editor-in-Chief.

The screenshot displays a web interface for a journal submission system. At the top, there are tabs for 'Submission', 'Review' (which is selected), 'Copyediting', and 'Production'. A 'Help' icon is located in the top right corner. Below the tabs, there are two sub-tabs: 'Round 1' and 'New Review Round'. A 'Round 1 Status' box indicates that 'New reviews have been submitted.' The 'Review Files' section shows a file named 'archive.pdf' with ID '84400-1' and the type 'Article Text'. There are search and upload options. A 'Make Recommendation' button is highlighted with a green arrow. The 'Participants' section includes an 'Assign' button and lists 'Section editor', 'Editor_name', and 'Author'. The 'Author' section lists 'Author_name'. A 'Reviewers' table shows two reviewers, both with 'Review Submitted' status and 'Double-blind' review type, with a 'Read Review' link for each.

Reviewers	Review Submitted	Review Type	Action
▶ Reviewer 1	Review Submitted Recommendation: Accept Submission	Double-blind	Read Review
▶ Reviewer 2	Review Submitted Recommendation: Accept Submission	Double-blind	Read Review

Making a recommendation to the Journal Editor



Choose between the following options, ignoring the "Resubmit for Review".

This recommendation will be elevated the Journal Editor-in-Chief.

It is possible that a second round of review may happen, this will be duly communicated by the Journal Editor-in-Chief