Guidelines for Online Review Submission

First signing into the system

If you want to sign into the "System for electronic submission of reviews for *Literary History*" for the first time, that means you have previously accepted the Editorial Board's invitation to review submitted papers and received an e-mail from the Secretary of the Board, containing your username and password needed to access the system.

1. Open the "Sign in" web page on the website of Literary History (http://knjizevnaistorija.rs). Fill into the corresponding fields the username and password you received from the Board secretary, select the option "Reviewer" and press "Sign in".
2. Another page will open automatically, with the request to enter and confirm a new password.
3. After you sign in, the system will take you into a protected part of the website with restricted access. You can check the "My data" section and verify the facts we have entered on the basis of your available data. If some information has to be altered, please inform us of the changes per e-mail.

Online Review Submission

The Editorial Board will send you an e-mail message inviting you to review a paper, containing:
- The paper's unique code number,
- The integral text of the paper under review.

1. In order to submit the paper after reading, it is necessary to:

- Visit the "Sign in" page at the journal's website – 'http://knjizevnaistorija.rs'. Next, enter your username and password and select the option "Reviewer";
- On the next page, select the "Submit review" option and enter the code number of the reviewed paper (you have received the code number via e-mail). If you enter a wrong or inexistent code number, the system will inform you of that:
- If you have entered an existing, appropriate code number, an electronic form will open, containing the same elements as the previous review form in Word document form. The corresponding code number will be verified by the paper's title, appearing in blue letters, automatically downloaded from the manuscript database;

- It is required to fill in all fields, except for 'Length', 'Necessary elaborations and revisions' and 'Comment';
- The field 'Comment' is intended for all notes, comments or suggestions the reviewer would like to send to the editor and the Editorial Board, but that are not intended for the paper's author.

2. After filling in the fields on the web page "Submit review", click on the 'Send' button. This will open another page with the basic data on the review and, if applicable, the comments you have entered. In order to continue, click on the button 'Next'.

3. If your submission was successful, you will be transferred to the web page "Review Status", where you can view the details of your review, including the date of submission.

4. You can exit the online system by clicking on the 'Sign out' button.

Request for a repeated review

If you have requested elaborations and revisions from the author, and an additional review reading, you can view this page at any time in order to check if the editor has sent you a request for a second review.

- The 'Comment' usually contains additional assessments of the editor and the editorial board.
- This time, it won't be necessary to enter the code number of the paper under review. By clicking on the icon in the 'Repeat' field, you open an electronic form for sending a review of the corresponding paper.
- The further procedure is identical with the submission of the first review.