

# LUMEN Journal System

Reviewer Guide 2014.12.02

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# Interface

## Lumen: A Journal of Catholic Studies

About the Journal

All Issues of the Journal

HOME ABOUT REGISTER CURRENT ARCHIVES USER HOME

Home > Login

Current Issue

User Block

Breadcrumb

### Login

Username

Password

Remember my username and password

Login

- » [Not a user? Register with this site](#)
- » [Forgot your password?](#)

USER

Username

Password

Remember me

Login

Font Size Block

FONT SIZE

Information Block

- INFORMATION
- [For Readers](#)
  - [For Authors](#)
  - [For Librarians](#)

ISSN: 2307-2458

# Register (1)

To register with the journal, click the [Register](#) link on the topmost navigation bar.

HOME ABOUT REGISTER CURRENT ARCHIVES USER HOME

Home > Login

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## Login

Username

Password

Remember my username and password

» [Not a user? Register with this site](#)

» [Forgot your password?](#)

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# Register (2)

## Register

Fill in this form to register with this site.

### Profile

Username *	<input type="text"/>	
		The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password *	<input type="password"/>	
		The password must be at least 6 characters.
Repeat password *	<input type="password"/>	
Salutation	<input type="text"/>	
First Name *	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name *	<input type="text"/>	
Initials	<input type="text"/> Joan Alice Smith = JAS	
Gender	<input type="text"/>	
Affiliation	<input type="text"/>	
		(Your institution, e.g. "Simon Fraser University")
Signature	<input type="text"/>	
Email *	<input type="text"/>	<a href="#">PRIVACY STATEMENT</a>
Confirm Email *	<input type="text"/>	

## Filling out the Registration Form

★ Your username and your email address must be unique; furthermore, while you can change your email address at a later date, you will be unable to change your username.

# Register (3)

Email \*  [PRIVACY STATEMENT](#)

Confirm Email \*

ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Phone

Fax

Mailing Address

Country

Bio Statement  
(E.g., department and rank)

Confirmation  Send me a confirmation email including my username and password

Register as  Reader: Notified by email on publication of an issue of the journal.  
 Author: Able to submit items to the journal.  
 Reviewer: Willing to conduct peer review of submissions to the site.  
Identify reviewing interests (substantive areas and research methods):

## Selecting Roles

You may be able to register as:  
Reader / Author / Reviewer

# User Home (1)

Once you have an account, log in to the journal site and select the role of Reviewer.

HOME ABOUT CURRENT ARCHIVES **USER HOME**

Home > User Home

Alternatively, click here to enter User Home.

## User Home

### Lumen: A Journal of Catholic Studies

» **Reviewer** 1 Active

#### My Account

- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Logout](#)

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# User Home (2)

[HOME](#) [ABOUT](#) [CURRENT](#) [ARCHIVES](#) [USER HOME](#)

[Home](#) > [User](#) > [Reviewer](#) > **Active Submissions**

## Active Submissions

**ACTIVE** [ARCHIVE](#)

<u>ID</u>	<u>MM-DD ASSIGNED</u>	<u>SEC</u>	<u>TITLE</u>	<u>DUE</u>	<u>REVIEW ROUND</u>
20	12-02	ART	<a href="#">JOHN HENRY NEWMAN AND THE PROSPECTS FOR A DIALOGUE AMONG...</a>	12-23	1

1 - 1 of 1 Items

Clicking on the linked title will take you to the review process.

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# Review (1)

Home > User > Reviewer > #20 > Review

## #20 Review

### Submission To Be Reviewed

Title	John Henry Newman and the Prospects for a Dialogue among Faith, Reason, and Culture
Journal Section	ARTICLES
Abstract	[Abstract_content]
Submission Editor	System Manager 
Submission Metadata	<a href="#">VIEW METADATA</a>

Summary of the submission details

### Review Schedule

Editor's Request	2014-12-02
Your Response	—
Review Submitted	—
Review Due	2014-12-23

The review schedule and the associated deadline

# Review (2)

The Review process is divided into five steps.

## Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response [Will do the review](#)  [Unable to do the review](#) 

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission will be made available, if and when reviewer agrees to undertake review

3. Click on icon to fill in the review form.

Review Form 

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

# Viewing and Changing Profile (1)

Log in and click the [Edit My Profile](#) link from your [User Home](#) page. Alternatively, once logged in you can always click the [My Profile](#) link from the [User Block](#) on the sidebar. From here, you can update your email address, or change your personal information.



Home > [User Home](#)

## User Home

### Lumen: A Journal of Catholic Studies

» [Author](#)

[4 Active](#)

[1 Archive](#)

[\[New Submission\]](#)

### My Account

» [Edit My Profile](#)

» [Change My Password](#)

» [Logout](#)

#### USER

You are logged in as...

**author**

- [My Profile](#)
- [Change My Password](#)
- [Log Out](#)

#### FONT SIZE



#### INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

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# Viewing and Changing Profile (2)

Signature  
(Your institution, e.g. "Simon Fraser University")

Email \*  
tsungwei.chen@me.com

ORCID iD  
ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Phone

Fax

Mailing Address

Country

Roles

- Reader
- Author
- Reviewer

Reviewing interests

Bio Statement  
(E.g., department and rank)

Profile Image  
選擇檔案 未選擇任何檔案 Upload

**Save** Cancel

★ Please be aware that you can't completely delete your account from the system yourself.

If you want to register in another role (for example, if you are already a Reader, but also want to become an Author), check off the checkboxes next to any available roles, near the bottom of the page.

# Resetting Password (1)

If you remember your password and just want to change it to something else:  
Log in, and from your [User Home](#) page or the [User Block](#) on the sidebar, click the [Change My Password](#) link.

The screenshot displays the Lumen Journal System user interface. At the top, a dark red navigation bar contains links for HOME, ABOUT, CURRENT, ARCHIVES, and USER HOME, with the latter highlighted by an orange box. Below the navigation bar, the breadcrumb 'Home > User Home' is visible. The main content area features the heading 'User Home' and the journal title 'Lumen: A Journal of Catholic Studies'. Underneath, there are statistics for 'Author' (4 Active, 1 Archive) and a '[New Submission]' link. A 'My Account' section is present, with 'Change My Password' highlighted by an orange box. On the right sidebar, the 'USER' section shows the logged-in user as 'author' and lists 'Change My Password' as a menu option, also highlighted by an orange box. Other sidebar options include 'Font Size' and 'Information'.

HOME ABOUT CURRENT ARCHIVES **USER HOME**

Home > **User Home**

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## User Home

### Lumen: A Journal of Catholic Studies

» [Author](#) [4 Active](#) [1 Archive](#) [\[New Submission\]](#)

### My Account

- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Logout](#)

**USER**  
You are logged in as...  
**author**

- [My Profile](#)
- [Change My Password](#)
- [Log Out](#)

**FONT SIZE**  
[A<sup>-</sup>](#) [A](#) [A<sup>+</sup>](#)

**INFORMATION**

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

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# Resetting Password (2)

If you have forgotten your password:

[HOME](#) [ABOUT](#) [REGISTER](#) [CURRENT](#) [ARCHIVES](#) [USER HOME](#)

Home > **Login**

## Login

Username

Password

Remember my username and password

» [Not a user? Register with this site](#)

» [Forgot your password?](#)

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