# How To Use This Site

## http://lync-sync.com

## Login Page:

### Sign Up:

In order to submit your work, you need to sign in to this site. Go to http://lync-sync.com. Under the title **"Sign Up"**, fill in your email address, password, first and last name and click on the **"Sign Up"** button. You will get a confirmation email. Click on the link in that email to confirm your email address.

### Log In:

Enter your email and password under title **"Login"** and click on the **"Login"** button. This will take you to your home page.

## My Home Page:

### My Contact Information:

In order to be considered for peer review, you will need to fill in your home page completely. This includes uploading your picture, making sure your first and last names are spelled correctly, entering your institution or company, title or position, institution or company address, city, state or province and country. Your email address is not listed on this site. Click on the edit links found in the first column to fill in these fields.

### My Contacts:

Here you may add contacts. One way to find people to add as a contact is by clicking on the **"Search for Contact by Name"** box. Another way is by browsing the **"Latest Articles Submitted To Lync-Sync"** section. Just click on a person's name here, or anywhere else you may find a name on the site, and you will be taken to his/her home page. When you get to this person's home page, simply click the **"Make This Person A Contact"** link. This person will

then get an email informing him/her of your intention of making him/her a contact. He/she will then have the opportunity of accepting or rejecting your request.

Those on your contact list will get an email informing them whenever you upload a new or revised article to the site. He/she can then go online and read what you've written. Contacts can also chat with each other in real time if they are both logged into Lync-Sync at the same time.

## My Biography/Resume:

Although not required, you may wish to upload your resume/curriculum vitae and add your biography. Click on the **"View/Edit My Biography"** link to write a short introduction or biography you wish others to see when they go to your page. Click on the **"Update My Resume/Curriculum Vitae"** link to upload your resume/curriculum vitae. (If you wish to be a peer reviewer, you MUST have a resume/curriculum vitae uploaded and have filled in your biography)

## Become a Peer Reviewer:

Click on the link **"Become a Peer Reviewer"** if you wish to become a peer reviewer. All fields on your home page must be filled in before we will consider your request. Write to us explaining why you wish to be a peer reviewer and what qualifications you bring to the table. We will look through your home page and make our determination. If you are accepted as a peer reviewer, you are then free to peer review any article wishing a peer review. If you have 15 years or more experience in your field as documented by your resume you will have the opportunity to join our elite group of Senior Reviewers.

When someone wishes his/her article peer reviewed, you will get a computer-generated email informing you that an article needs to be reviewed. Go to this person's home page. The easiest way of doing this is to find the article under the **"Latest Articles Submitted To Lync-Sync"** section located on your own home page. Click on the author's name and you will be taken to his page.

Under the section **"Name's Articles/Peer Reviews"**, you will find his/her article. It will be a first draft, second draft, or final paper. You will be able to see the article, all intentions to peer review, and any peer reviews already written for this paper. If you decide to peer review this article, please click on the link **"I Will Peer Review This Article"** and click on the submit button. The author will receive a computer-generated email informing him/her you will be reviewing his/her article. Please write up you review in under 30 days. We would like a quick turnaround.

When you have written your review of this article, click on the **"Peer Review This Article"** link and upload it. The writer of this article will get a computer generated email informing him/her that you have peer reviewed his/her article. That author will then incorporate your suggestions into his/her article and resubmit. To insure a quick turn around, we would like you to write your review within 30 days. For a detailed list of submission guidelines, which includes how articles seeking peer review are submitted, and special instructions for you as a peer reviewer, please

click on the link **"Article Submission And Peer Review Process"** located at http://lync-sync.com.

### My Articles/Peer Reviews:

The articles you submit and peer reviews regarding those articles will appear here. For a detailed list of submission guidelines, and a guide to submitting your articles for inclusion into our journal, please click on the link **"Article Submission And Peer Review Process"** located at http://lync-sync.com.

### Comments Directed To Me:

Those who are not peer reviewers may still leave you constructive comments regarding your articles. You will get a computer-generated email informing you if you do get a comment. You may then read and reply to this comment.

### Latest Articles Submitted To Lync-Sync:

Here you will find the articles published on Lync-Sync.com, latest article listed first. Click on the article title to read the article, click on the author's name to go to his/her home page.

### Comments I Have Made To Others:

You may review the comments you have made to others in this section. If the person you made a comment to have replied, you will also see his/her reply here.

### Bulletin Board – Post To All Members:

Here you may post anything you wish, but please be relevant. Spam will be deleted. You may start a new topic or join an already existing thread. Everyone on this site will be able to read what you write.

### Peer Reviews I Have Written:

If you are selected as a peer reviewer or senior reviewer, reviews you have made will appear here. This is an easy way to keep track of what you have written to others in the past.

# Other Person's Page:

Clicking on another person's name will take your to his/her home page.

**Make This Person a Contact:**

Click on the **"Make This Person a Contact"** link if you wish this person to be your contact. He/she will receive a computer-generated email informing him/her you wish to be his/her contact. He/she will then have the opportunity to accept or reject your offer.

**Email This Person:**

Click on the **"Email This Person"** link if you wish to contact this person through your normal email. Please read the instructions carefully and do not use this feature to spam.

**Other Person's Resume/Curriculum Vitae:**

Click on the **"Other Person's Resume/Curriculum Vitae"** link read this person's Resume/Curriculum Vitae.

**Other Person's Contacts:**

These are this person's contacts. Click on a name to go to that other person's page.

**Other Person's Articles/Peer Reviews:**

This is the section containing this person's submitted articles and peer reviews regarding those articles. Just click on the links to read these articles and peer reviews.

**Comments Directed To Other Person:**

Here you may comment on this person's article. If you are not a peer reviewer, this is where your comments will be shown. If you are a peer reviewer, you may still make comments in addition to your reviews.

**Bulletin Board – Posted To All Members:**

This is duplicated on your home page.

**Other Person's Comments To Others:**

All of this person's comments he/she has made to another and any replies.

**Peer Reviews By Other Person:**

This is where peer reviews written by this person will appear if he/she is a peer reviewer or senior reviewer. Click on the links to read the articles and reviews.

# Additional Questions?

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