

# Article Submission and Peer Review Process

<http://lync-sync.com>

**Welcome!** Before reading this document, please familiarize yourself with how to use this website. Click on the link **“How To Use This Site”** located at <http://lync-sync.com> and read what is there.

## **Author’s Article Submission Process:**

### **Log In:**

Go to <http://lync-sync.com>. Log in to the website. You will find yourself on your home page. Please make sure all of your information is filled in as stated on the **“How To Use This Site”** document. You are now ready to make your first submission.

### **Making your first submission:**

On the top right hand side of your home page you will see the section titled **“My Articles/Peer Reviews”**. This is where you will submit your articles and receive your peer reviews.

1. Write the first draft of your paper using the guidelines found under the link **“Article Formatting Guidelines”** located at <http://lync-sync.com>. Please number your pages. Save your paper as a PDF.
2. Click on the **“Upload New Article”** link. A new form will appear.
3. Type in the name of your paper.
4. Select **“Draft”**.
5. Select **“Yes”**, so you will get peer reviewed.
6. Click **“Browse”** button and upload your paper.
7. Click the **“Submit”** button.

A computer-generated email will be sent to the peer reviewers and senior reviewers on this site letting them know your wish to be peer reviewed. You will get a computer-generated email when you have been reviewed. After you get this email, come back to the **“My Articles/Peer Reviews”** section and click on the link(s) named **“Peer Review”** to read what has been written. Make your corrections and resubmit.

### **When resubmitting your paper:**

1. Located under the title of the paper you have written, click on the link **“Upload Latest Version Of This Article”**. DO NOT CLICK **“Upload New Article”** unless you are uploading another paper under a different name.
2. Choose **“Second Draft”** or **“Final Version”**. You have three cycles to submit, get feedback and make changes.
3. Choose **“Yes”**
4. Click **“Browse”** button and upload latest version of your paper.
5. Click the **“Submit”** button. The latest version of your paper will replace the old version. The peer reviews for the previous version(s) will not be erased.

## Peer Reviewer Instructions: (Peer Review Check List on last page)

### Peer Reviewer's Responsibility:

Once you get an email informing you that someone on the site wants his/her article peer reviewed, log in to <http://lync-sync.com>, go to that person's page, click on the article title and read the article. If you decide to peer review this article, please click on the **"I will Peer Review This Article"** link. This person will get a computer-generated email informing he/she that you will review him/her. Please write up your review within 30 days of clicking on this link.

### First Draft (Cycle One)

1. Make sure article conforms to the formatting standards spelled out in the link **"Article Formatting Guidelines"** located at <http://lync-sync.com> and make suggestions for improvement.
2. Make sure article conforms to the conceptual and theoretical standard for research articles in that particular genre and make suggestions for improvement.

### Second Draft (Cycle Two)

1. Make sure article conforms to methodological research standards for research articles in that particular genre and make suggestions for improvement.
2. Check article for technical errors and make suggestions for improvement.

### Final Draft (Cycle Three)

1. Check that the author has followed all recommendations from cycle one and two.
2. If all recommendations have been implemented, upload a statement informing him/her that he/she is ready for publication.
3. If not, upload one more review making your suggestions for improvement.

**Up-Load your Review:** Write up your peer review and save it as a PDF. Please complete your peer review within 30 days. Make sure to include your name, university affiliation, date of review and the article version somewhere in the text of your review.

1. Click on the link **"Peer Review This Article"**.
2. Click the **"Browse"** button.
3. Upload your peer review.
4. Click **"Submit"**.

This person will get a computer-generated email informing him/her that he/she has been reviewed.

### Additional Questions?

[custserv@lync-sync.com](mailto:custserv@lync-sync.com)

Please up-load your Peer Review following this checklist, in PDF format, to complete your Peer Review.

(√) Cycle number	Instructions
<b>First Draft (Cycle One)</b>	1. Make sure article conforms to the formatting standards spelled out in the link <b>“Article Formatting Guidelines”</b> located at <a href="http://lync-sync.com">http://lync-sync.com</a> and make suggestions for improvement.
	2. Make sure article conforms to the conceptual and theoretical standard for research articles in that particular genre and make suggestions for improvement.
<b>Second Draft (Cycle Two)</b>	1. Make sure article conforms to methodological research standards for research articles in that particular genre and make suggestions for improvement.
	2. Check article for technical errors and make suggestions for improvement.
<b>Final Draft (Cycle Three)</b>	1. Check that the author has followed all recommendations from cycle one and two.
	2. If all recommendations have been implemented, upload a statement informing him/her that he/she is ready for publication.
	3. If not, upload one more review making your suggestions for improvement.

**To Up-Load your Review:**

1. Click on the link <b>“Peer Review This Article”</b> .	2. Click the <b>“Browse”</b> button.
3. Upload your peer review.	4. Click <b>“Submit”</b> .

This person will get a computer-generated email informing him/her that he/she has been reviewed.

**Additional Questions?** [custserv@lync-sync.com](mailto:custserv@lync-sync.com)