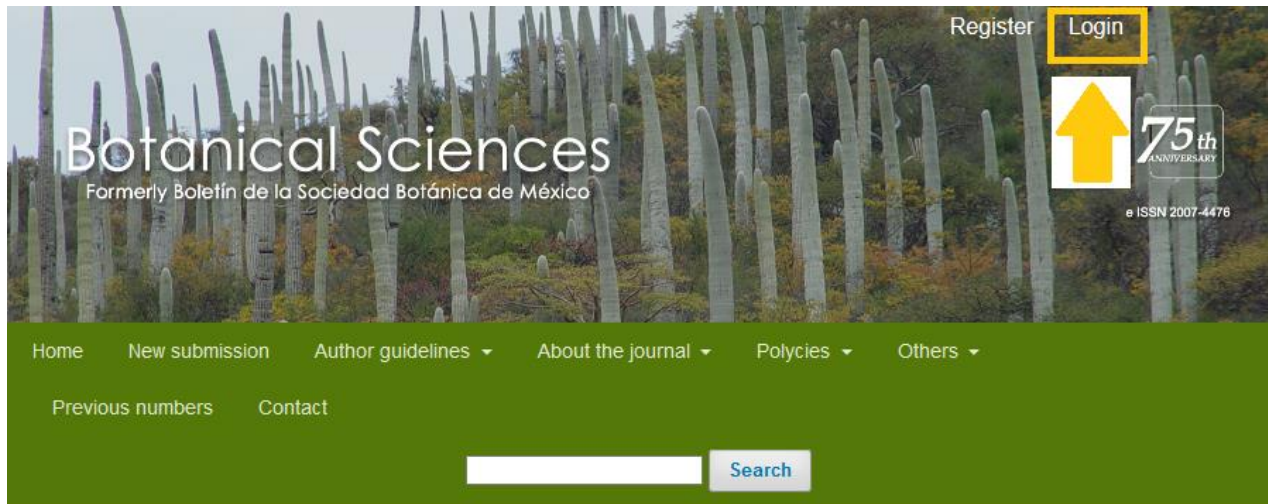
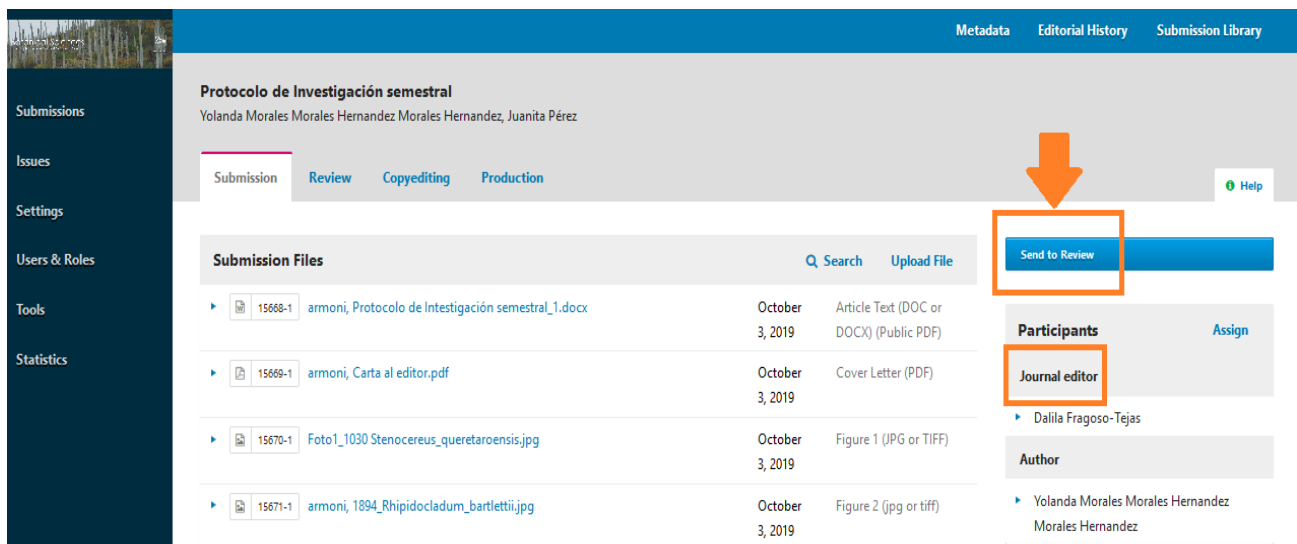


1. Login with your username and password



Current Issue

2. You will directly enter your page, where your manuscripts are assigned. Download the files by clicking directly on them. Assign reviewers by clicking on SEND TO REVIEW




choose the files that you will send to the reviewers, uncheck the ones you don't and send

Send to Review ✕

Select files below to send them to the review stage.

Submission Files		Q Search	Upload File
<input checked="" type="checkbox"/>	15668-1 armoni, Protocolo de Investigación semestral_1.docx	October 3, 2019	Article Text (DOC or DOCX) (Public PDF)
<input type="checkbox"/>	15669-1 armoni, Carta al editor.pdf	October 3, 2019	Cover Letter (PDF)
<input checked="" type="checkbox"/>	15670-1 Foto1_1030 Stenocereus_queretaroensis.jpg	October 3, 2019	Figure 1 (JPG or TIFF)
<input checked="" type="checkbox"/>	15671-1 armoni, 1894_Rhipidocladum_bartlettii.jpg	October 3, 2019	Figure 2 (jpg or tiff)
<input checked="" type="checkbox"/>	15672-1 armoni, 1862.vegetacion-riparia.jpg	October 3, 2019	Figure 3(jpg or tiff)
<input checked="" type="checkbox"/>	15673-1 foto 4_ceiba aesculifolia.jpg	October 3, 2019	Figure 4 (jpg or tiff)
<input checked="" type="checkbox"/>	15674-1 foto5_chichen-itza-1.jpg	October 3, 2019	Figure 5(jpg o tiff)
<input type="checkbox"/>	15675-1 armoni, Modifs al nvo regla de campo 23 sept.docx	October 3, 2019	Appendix



3. The next page will open, go to the bottom of it and assign reviewers

Metadata Editorial History Submission Library

Protocolo de Investigación semestral
Yolanda Morales Morales Hernandez Morales Hernandez, Juanita Pérez

Submission **Review** Copyediting Production Help

Round 1 [New Review Round](#)

Round 1 Status
Waiting for reviewers to be assigned.

Review Files Q Search Upload/Select Files Make Recommendation

Reviewers [Add Reviewer](#)
No Items

Revisions [Search](#) [Upload File](#)
No Files

Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

You can select listed reviewers and select (in green) or add one at the bottom of the page (in red), new role or add person.

Add Reviewer ✕

Locate a Reviewer [Filters](#)

<input checked="" type="radio"/>	Dalilah Farah University of Bangladesh 0 Never assigned Taxonomy and systematics, phylogeny and evolution, ecology and biogeography, and applications of tropical lichens	▼
<input type="radio"/>	1 active Javier Leon BUAP 2 5 days ago	▼
<input type="radio"/>	Elizabeth Taylor Cambridge University 0 Never assigned	▼

[Load more](#) 15 of 1133 reviewers

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

The email you will send to the selected reviewer is displayed.

Add Reviewer ✕

[Back to Search](#)

Enroll an Existing User as Reviewer


Reviewer ▼
*Enroll the user with this reviewer user group **

Yolanda Morales Morales Hernandez Morales Hernandez
*Search By Name **

Choose a predefined message to use, or fill out the form below.

[BotSci] Article Review Request ▼

Email to be sent to reviewer



Dear Morales Hernández:

I would appreciate your assessment of the manuscript "Protocolo de Investigación semestral" which has been submitted to Botanical Sciences. I hope that you have the time to provide a review, preferably within the next 21 days.

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 web site is <http://base4.mx/ojs3/index.php/botanicalSciences>

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username). <http://base4.mx/ojs3/index.php/botanicalSciences/login/lostPassword>

Submission URL: URL

If you are unable to accept this invitation, I would appreciate your suggestions for other suitable reviewers.

I look forward to your response.

Do not send email to Reviewer.

At the bottom of the page, please choose the review opinion that the reviewer must complete.

Review Type

- Double-blind
- Blind
- Open

Review Form

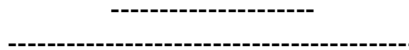
None / Free Form Review



Add Reviewer

Cancel

Choose REVIEW FORMAT ARTICLE, and click on ADD REVIEWER



When the reviewers give their opinions and recommendations, you will receive a notice.

Protocolo de Investigación semestral
Yolanda Morales Morales Hernandez Morales Hernandez, Juanita Pérez

[Submission](#) [Review](#) [Copyediting](#) [Production](#) [Help](#)

Round 1 [New Review Round](#)

Round 1 Status
New reviews have been submitted.

6. At the bottom of the page you can review the comments of the reviewers (green box). And you can also remove a reviewer (who has not answered, for example) by displaying the arrow (green circle).

Reviewers		Add Reviewer	
▶ Yolanda Morales Morales Hernandez Morales Hernandez	Request Sent Response due: 2019-11-06	Blind	
▶ Dra. Dalila Fragoso Tejas	Review Submitted Recommendation: Resubmit Elsewhere	Blind	Read Review

Unassign the reviewer to replace


Reviewers		Add Reviewer	
▼ Yolanda Morales Morales Hernandez Morales Hernandez	Request Sent Response due: 2019-11-06	Blind	
Review Details	Email Reviewer	Edit	Unassign Reviewer
Login As	Editorial Notes		History
▶ Dra. Dalila Fragoso Tejas	Review Submitted Recommendation: Resubmit Elsewhere	Blind	Read Review

Send the corresponding letter, wait for the system notice and add the new reviewer.

- When you have the opinions of both reviewers, send your opinion to the editor in chief by mail: editor.botanicalsciences@gmail.com.

You can upload files in the final section of the page, as many as you want. It is possible that when you upload a file, before sending it you have to fill in the Spanish language box. Put only the name of the file and voila. We recommend that your file be called: associated editor review.docx and voila!

Reviewers			Add Reviewer
▶ Dra. Dalila Fragoso Tejas	Review Submitted Recommendation: Resubmit Elsewhere	Blind	Read Review
▶ Dali Fratex	Review Submitted Recommendation: Decline Submission	Blind	Read Review

Revisions		Q Search	Upload File
▶  15715-1	associate editor review.docx	October 16, 2019	Article Text (DOC or DOCX) (Public PDF)

IMPORTANT: Only have communication with the Reviewers and the Editor in Chief. Use the ADD DISCUSSION section.

Review Discussions				Add discussion
Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

Contact:

Dalila Fragoso

dalila_f@ciencias.unam.mx