IASRD · RESEARCH SKILLS DEVELOPMENT PROGRAMME (RSDP)

OJS Reviewer Training

Session agenda and learning objectives

DATE	TIME	FORMAT
Friday, 23 October 2026	16:00–17:00 UK time Please check the time in your country	Online Microsoft Teams

TRAINER

Dr. Sana Shahid Post Doc Scholar, Utah State University, USA

Learning objectives

By the end of this session, participants will be able to:

1. Explain the reviewer's role and the double-blind review process.
2. Navigate OJS to find, assess and accept or decline a review invitation.
3. Apply the journal's rules on confidentiality, conflict of interest and AI use.
4. Write a clear, constructive reviewer report, with the right comments in the right section.
5. Complete and submit a review in OJS.

Agenda (UK time)

16:00–16:03 3 min	**Welcome and session guidelines**	Introductions, attendance and how the session will run.
16:03–16:10 7 min	**Peer review basics and the reviewer's role**	What peer review is, why it matters, and what reviewers are responsible for.
16:10–16:22 12 min	**Live OJS demonstration I: from login to review invitation** LIVE DEMO	Reviewer dashboard, assigned submissions, and assessing and responding to an invitation.
16:22–16:32 10 min	**Ethics, confidentiality and AI policy**	Conflict of interest, confidentiality of manuscripts and the IASRD AI policy.
16:32–16:44 12 min	**Writing the reviewer report**	Structuring constructive feedback, and the two sections of the reviewer report.
16:44–16:54 10 min	**Live OJS demonstration II: completing and submitting a review** LIVE DEMO	Entering comments, uploading files, choosing a recommendation and submitting.
16:54–17:00 6 min	**Recap and Q&A**	Key points, questions from the chat, and next steps.

Certificate requirements

01 Registration
Be registered for the session.

02 Attendance
Submit the attendance code shared during the session.

03 Assessment
Pass the assessment, due within 24 hours of the session.