E-referee System Guide

Reviewing papers in the **Journal of Critical Care Nursing (JCCN)** is done electronically. The way of using the journal's E-referee system is presented below. Your kind cooperation in publishing a professional journal deserving the scientific community of our dear homeland is appreciated.
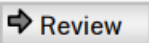
1. Go to the journal's site: (www.jccnursing.com).

2. Login with your username and password (members' login section is at the top left side of the main page of the site).

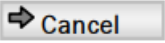3. Select the "article review" section from the top-page menu (right).

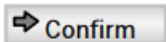| Main page	Personal page	User profile	Article review	Messaging	Sign out

4. In this section you will observe three groups of articles: "List of new articles," "incomplete reviews" and "approved reviews".

4-1. **List of new articles** includes articles that have been referred to you for review, but have not been investigated yet. There are three buttons before each article for receiving the article, starting the review and withdrawal.

4-1-1. To receive and read the given article click on the icon.

4-1-2. To start reviewing the article, click on the **Review** Icon. After filling the review form, click on the **Confirm** Icon. in order to send your review results to the site administrator.

4-1-3. If you do not want to review an article, after clicking **Cancel**, announce the reason of the cancellation in a new page (e.g.: "lack of relevance to my specialization") and then click **Confirm**.

4-2. **Incomplete reviews** illustrate the list of articles that some part of their review process has been performed, but have not been confirmed yet. You can confirm these papers after reinvestigation or completing the review form.

4-3. **Approved reviews** contain the list of reviews that you have confirmed and have been declared to authors and the journal editor (without mentioning your name) by the site administrator.