How to get a reviewer certificate

REGION provides a reviewer certificate for every reviewer who contributed a review report. Reviewer certificates are available on an annual basis for every year when a reviewer contributed a review. Since the certificate mentions the number of reviews completed by the reviewer in a certain year, the certificate for the current year is preliminary.

The reviewer certificate look as shown on the right.

When can you get a reviewer certificate?

You can get a reviewer certificate as soon as you finished submitting your review in OJS. The respective steps and procedures are described in the document "How the reviewer handles the request in OJS3" available in the Help pages on the REGION homepage. When you are eligible to a reviewer certificate, you need to request it from the REGION homepage. The remaining part of this document describes how to do that. In short, you need to take the following steps (they will be described in detail below):

- Open the REGION homepage and login to OJS with your credentials.
- Goto "View Profile" or "Edit Profile".
- Click "Services".
- Click the respective year button.
- Wait few seconds until the server prepares your certificate and the browser downloads it.
- Print the downloaded certificate.

Step by step instructions

Open the REGION homepage and login to OJS with your credentials

When you open the REGION homepage (https://region.ersa.org) in your web browser, depending on your settings you may or may not be logged in to OJS. When you see the links "Register" and "Login" on the top right of the page, click "Login". Since you have uploaded a review report before, you are already registered and should not register again. You can only download a reviewer certificate via the account that you used when you uploaded your review report.
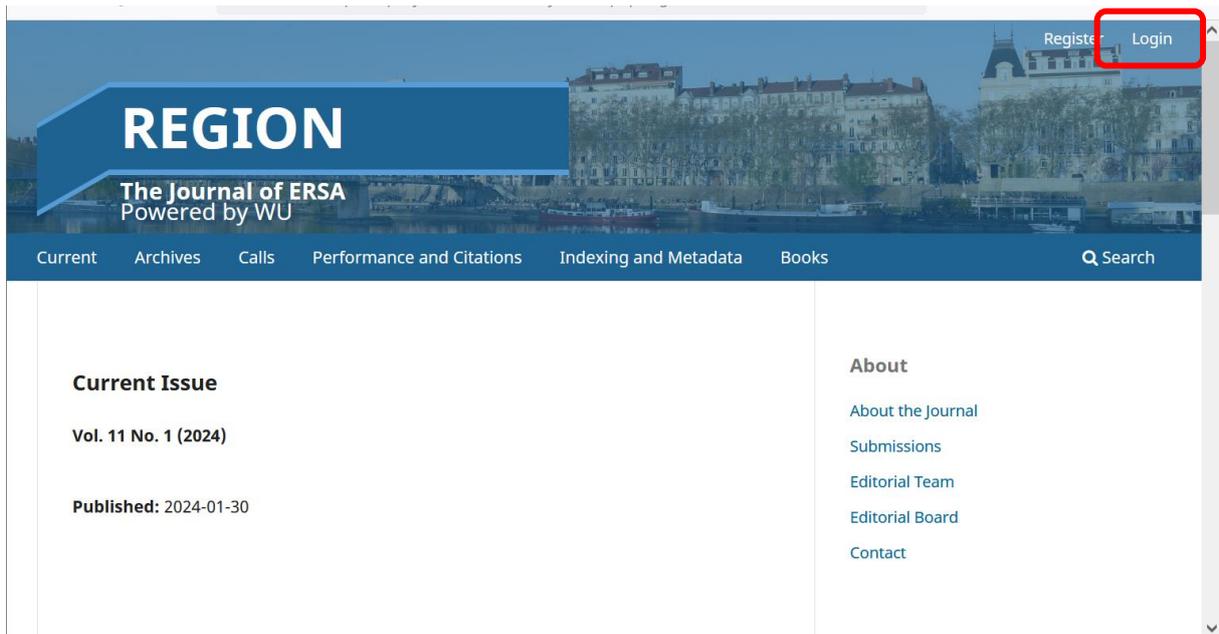
On the Login page, enter username and password and click the "Login" button (not visible in the screenshot). If you cannot remember your password, click "Forgot your password?" and reset the password.
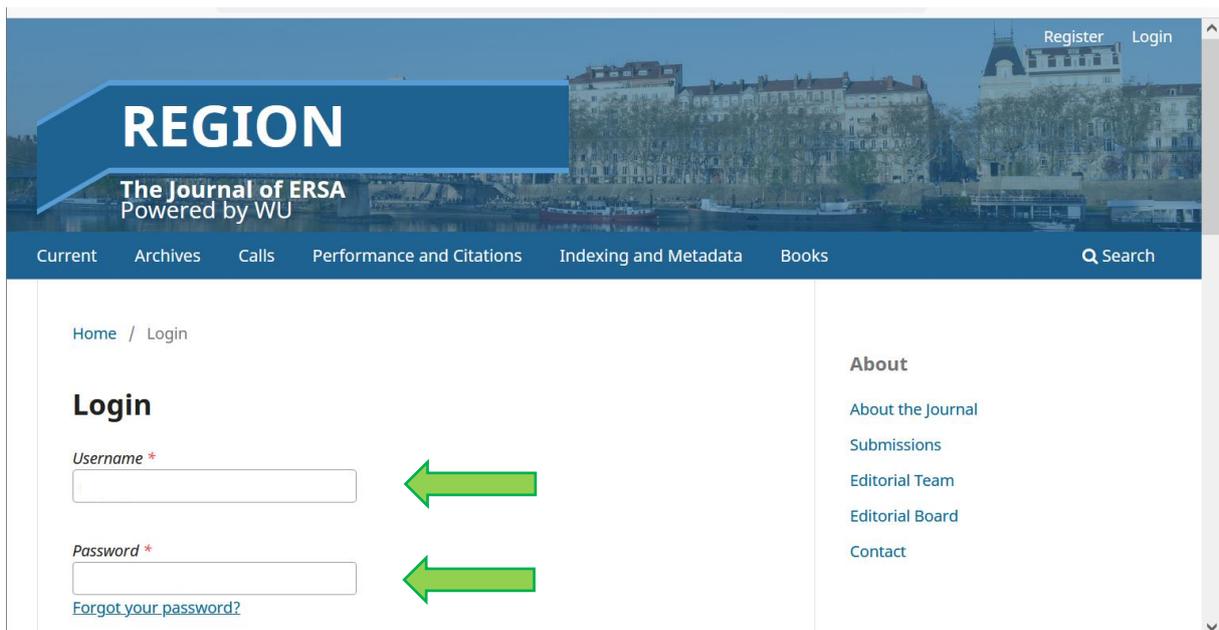
Goto "Edit Profile"

This will get you to your Dashboard in OJS. On the top right of the page, you find a round "profile image" icon. Click on that and in the submenu that folds out, click "Edit Profile".
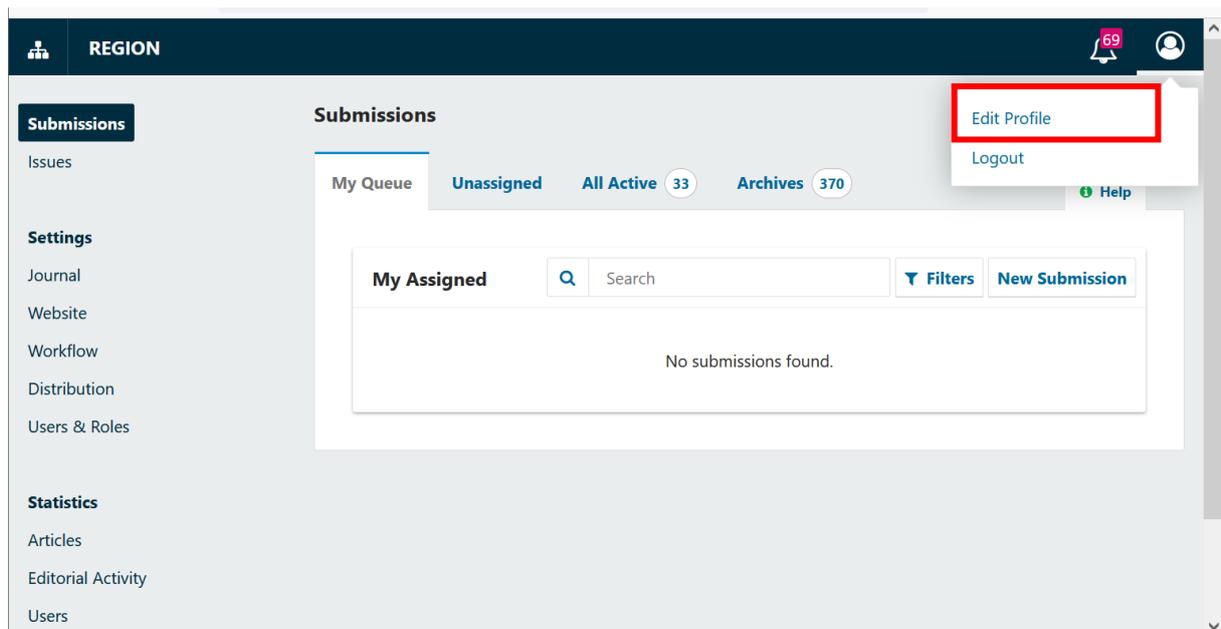
When already logged in, click "View Profile"

When you open the REGION homepage in your browser, you may already be logged in. This happens when you have activated "Keep me logged in" on the login page before. In this case, you see your username at the top right of the page instead of "Register" and "Login".

In that case, click the username and then "View Profile" in the submenu.
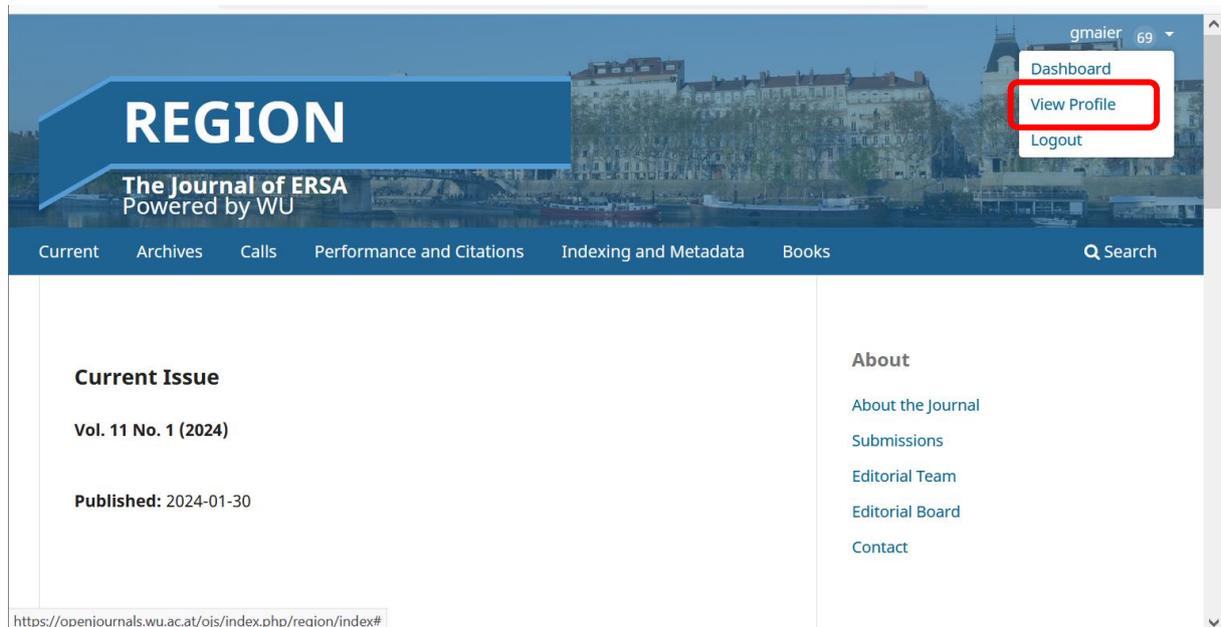
On the Profile page, click "Services"

Irrespective of whether you click "Edit Proile" or "View Profile", the Profile page of your account will open. On this page you can provide more detailed information about yourself. In particular, you can link to your ORCID Id if you have one.

To download a reviewer certificate, click the "Services" tab in your Profile page.
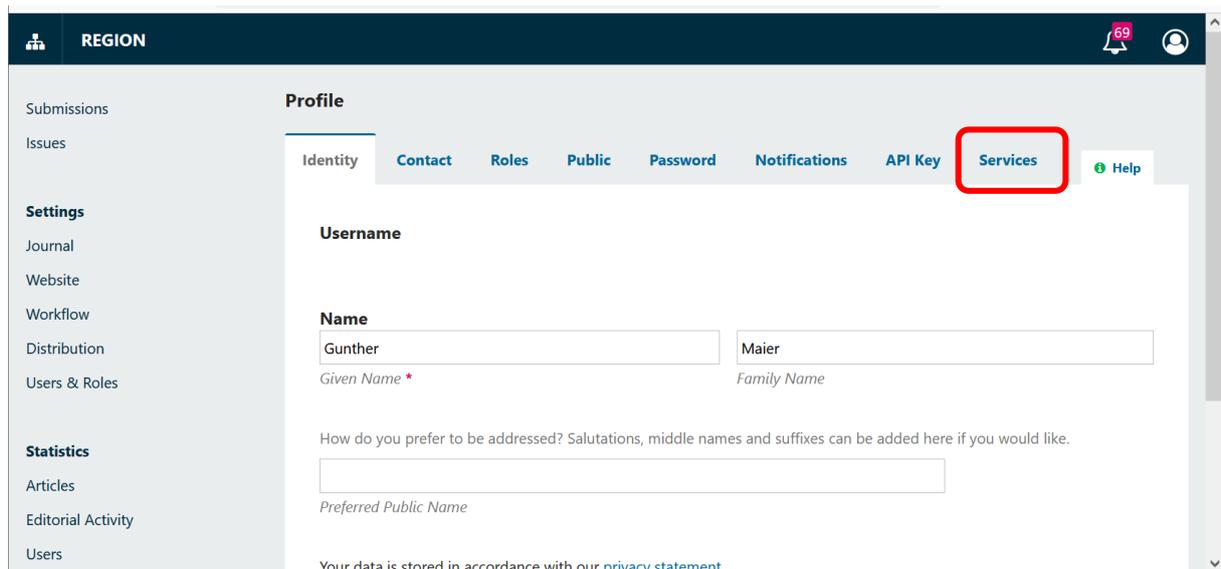
Click the respective year button

This click takes you to your personal services page. In addition to requesting reviewer certificates, you can also upload an image and a testimonial for our "Faces of REGION" tool.

To request a reviewer certificate for a certain year, find the respective button under the heading "Reviewer Certificates" and click it. Of course, you can only request reviewer certificates for those years, when you submitted at least one review report for REGION. The certificate will state the number of reviews you completed in the respective year.
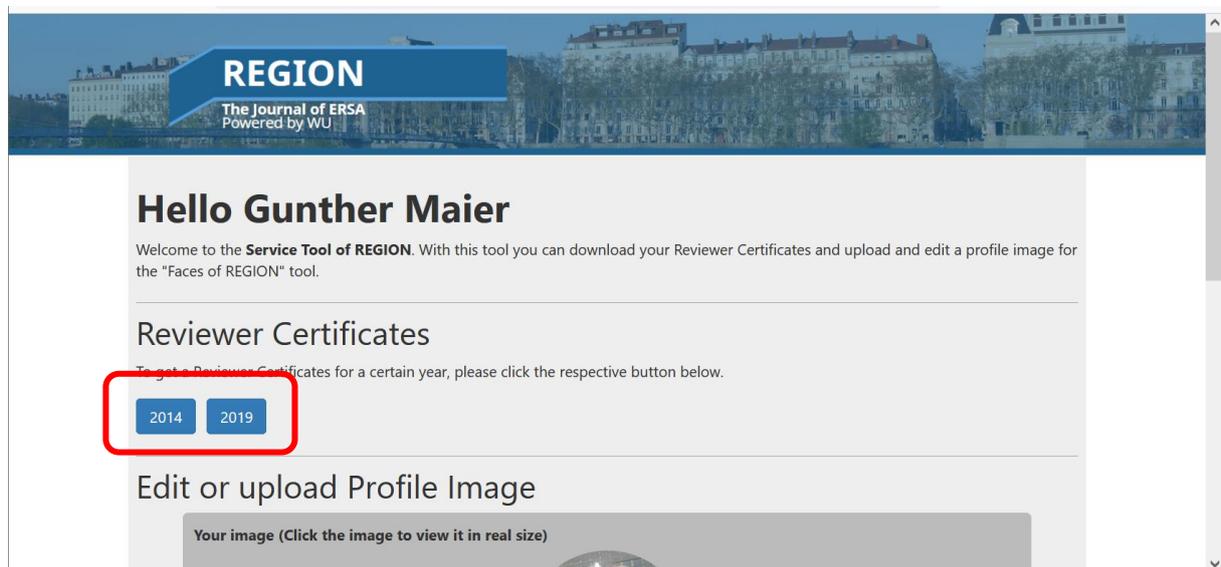
Get your reviewer certificate

The server will generate your reviewer certificate on the fly and provide it as a PDF-file. This will take few seconds. Your browser will open a tab and you will see an empty page. Please, be patient.

This file with the certificate will download automatically. If the security settings of your browser prohibit this download, please, remove them temporarily.

Can I get the reviewer certificate in any other form?

The procedure describes in this document is the *only* way for you to get your reviewer certificate. You can download it at any time and any number of times. Due to the procedures involved, we cannot send you your reviewer certificate in printed form or in an email attachment.

Getting help

If something goes wrong or does not work as described or as you expected, please, send an email to the technical director of REGION (gunther.maier@wu.ac.at). When doing so, please describe

- what went wrong
- which steps you took to get there,
- at what date and time you experienced the problem.