

A GUIDE TO RECORDING YOUR REVIEWS

Record your review activity so that you can easily refer to it when handing in applications. Follow the steps below:

1. If you do not have a Web of Science account yet, register here:
<https://access.clarivate.com/login?app=wos>
2. Send the notification letter received after completing a review to the following e-mail address: reviews@webofscience.com. If you have not received a notification letter, sign in to the OJS manuscript submission platform of the journal for which you completed the review, then, click on the Completion tab.

Review: [REDACTED]

1. Request 2. Guidelines 3. Download & Review 4. Completion

Did you know that this peer review activity is publicly recordable? (More details below)

Certificate about peer review activity

Dear [REDACTED],

Hereby, we would like to thank and testify that you have reviewed the manuscript below. The upload of the review has been successful. Thank you for helping to ensure with your work that only papers of high professional standards are published in the journal. In case we need further help, we will contact you.

DETAILS OF THE RECEIVED REVIEW:

Title of the reviewed manuscript : [REDACTED]

Deadline of the peer review activity : **2018-11-16**

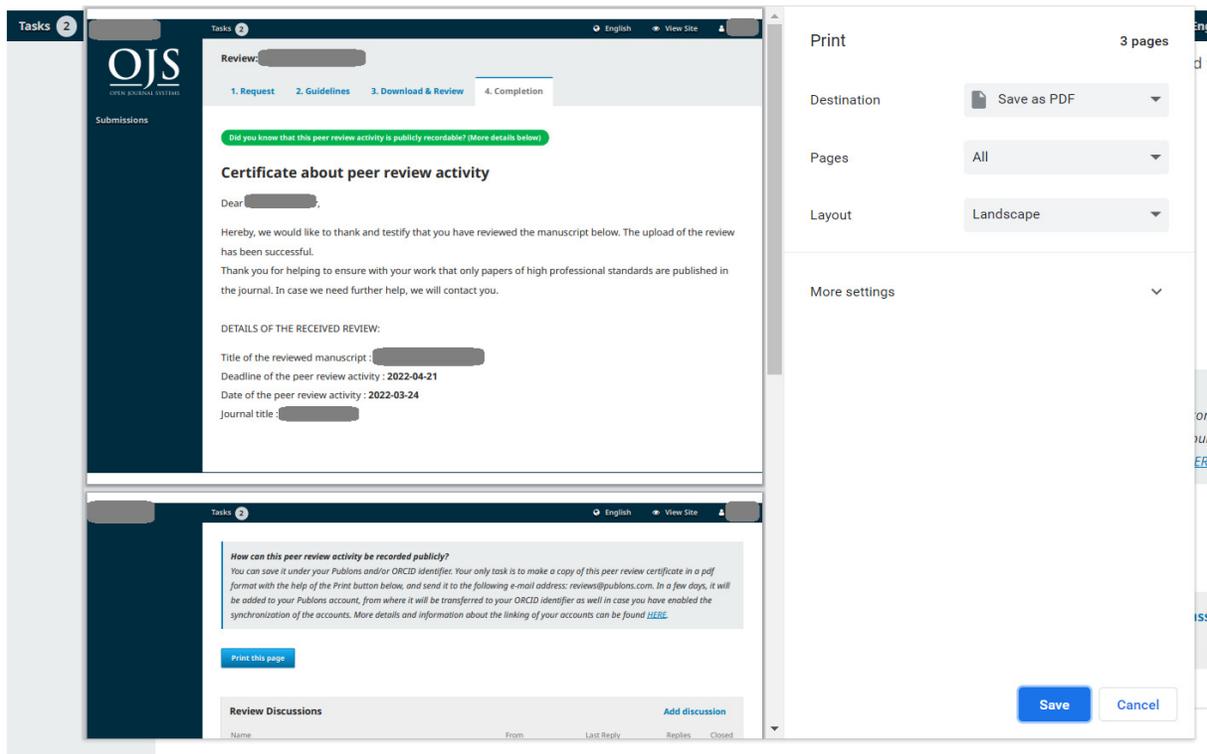
Date of the peer review activity : **2018-11-15**

Journal title : [REDACTED]

How can this peer review activity be recorded publicly?
You can save it under your Web of Science and/or ORCID identifier. Your only task is to make a copy of this peer review certificate in a pdf format with the help of the Print button below, and send it to the following e-mail address: reviews@webofscience.com. In a few days, it will be added to your Web of Science account, from where it will be transferred to your ORCID identifier as well in case you have enabled the synchronization of the accounts. More details and information about the linking of your accounts can be found [HERE](#).

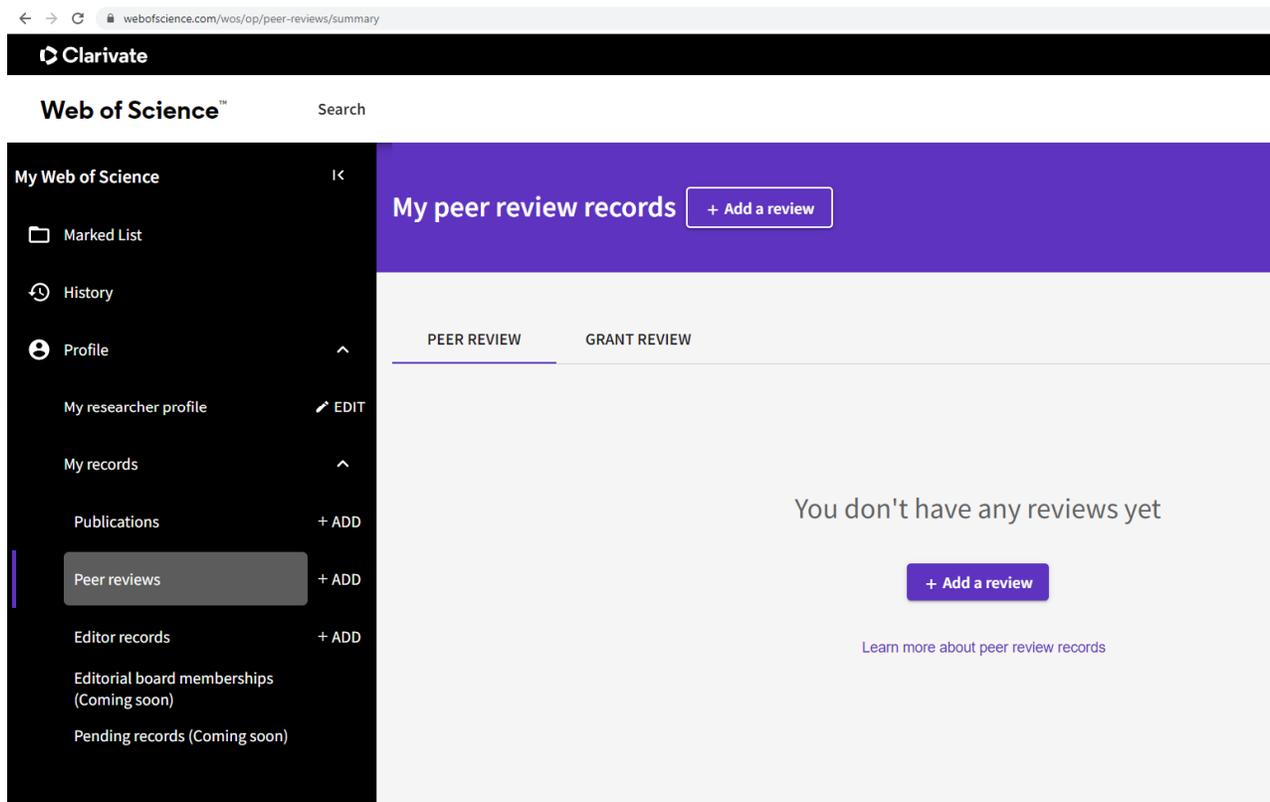
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3. Scroll down to the bottom of the page and click on the “**Print this page**” button.

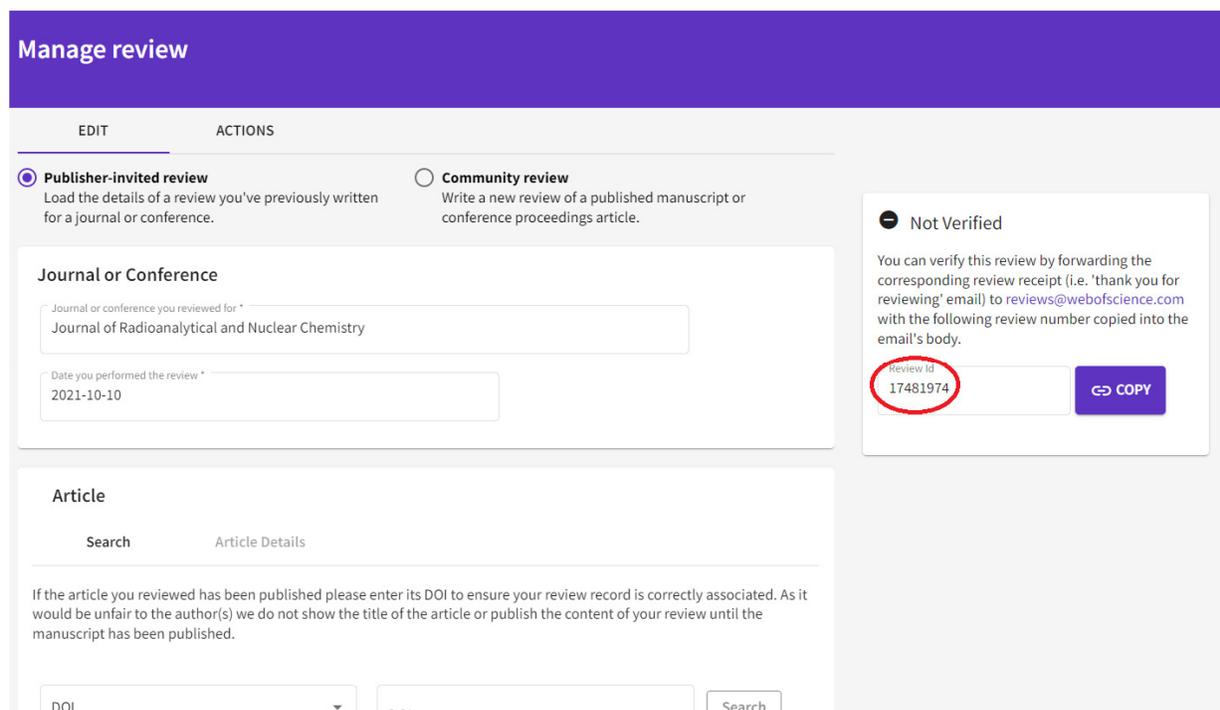


4. Save the generated pdf file on your computer, then, without any accompanying text, send it to the following e-mail address: reviews@webofscience.com. (Please, make sure that the e-mail is sent from the same mailbox that was used for registering at Web of Science.)

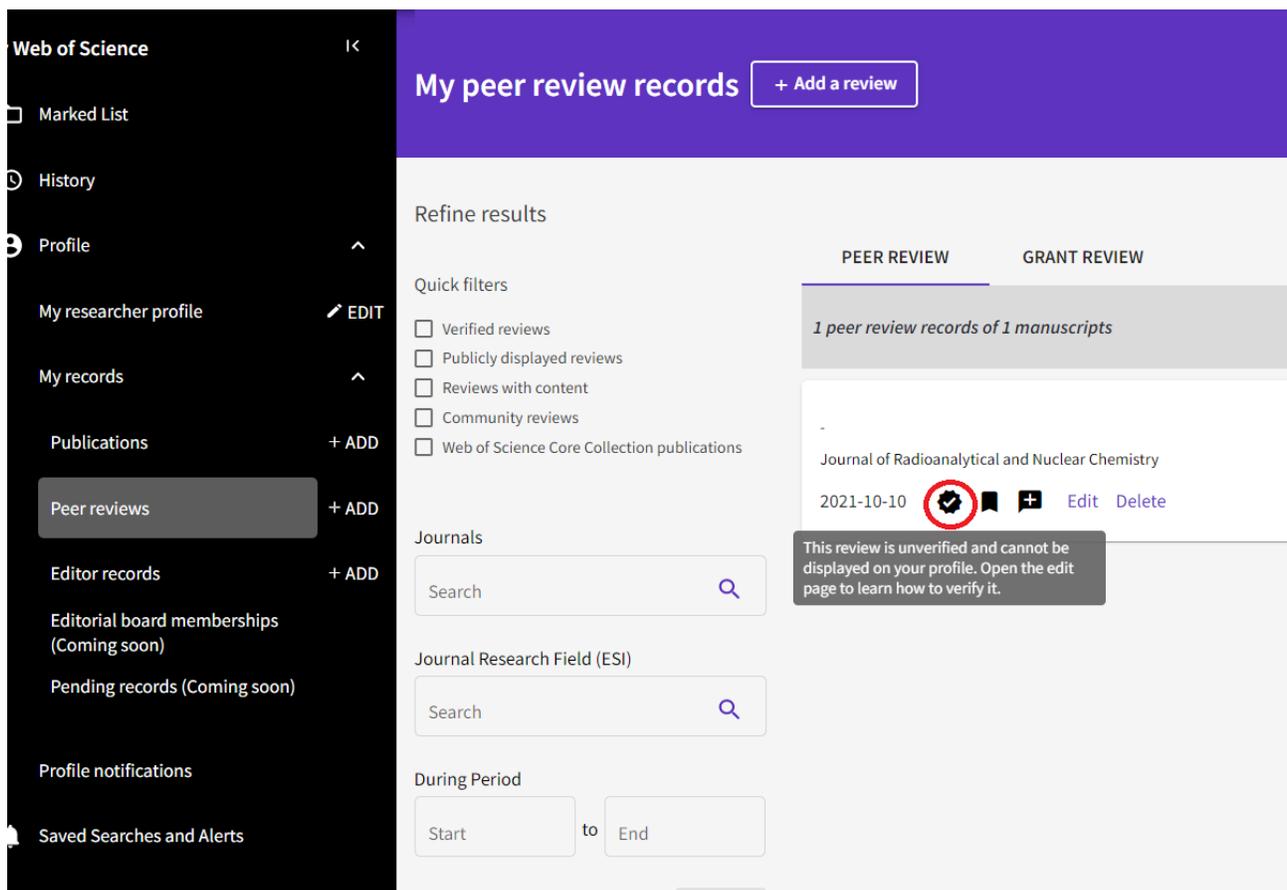
In this case, the recording takes a few days; however, the process can be speeded up if you record the details in your Web of Science account by yourself with the help of the “Add” button. In this case, you can provide the journal name, the date of the review request as well as other details:



Please, note that, in order to have your recorded review confirmed and validated, you must send proof to the Web of Science e-mail address in all cases citing the Review ID you received when recording the review. As such, you will need the notification email received after completing your review, a screenshot of the manuscript handling system, or your certificate.

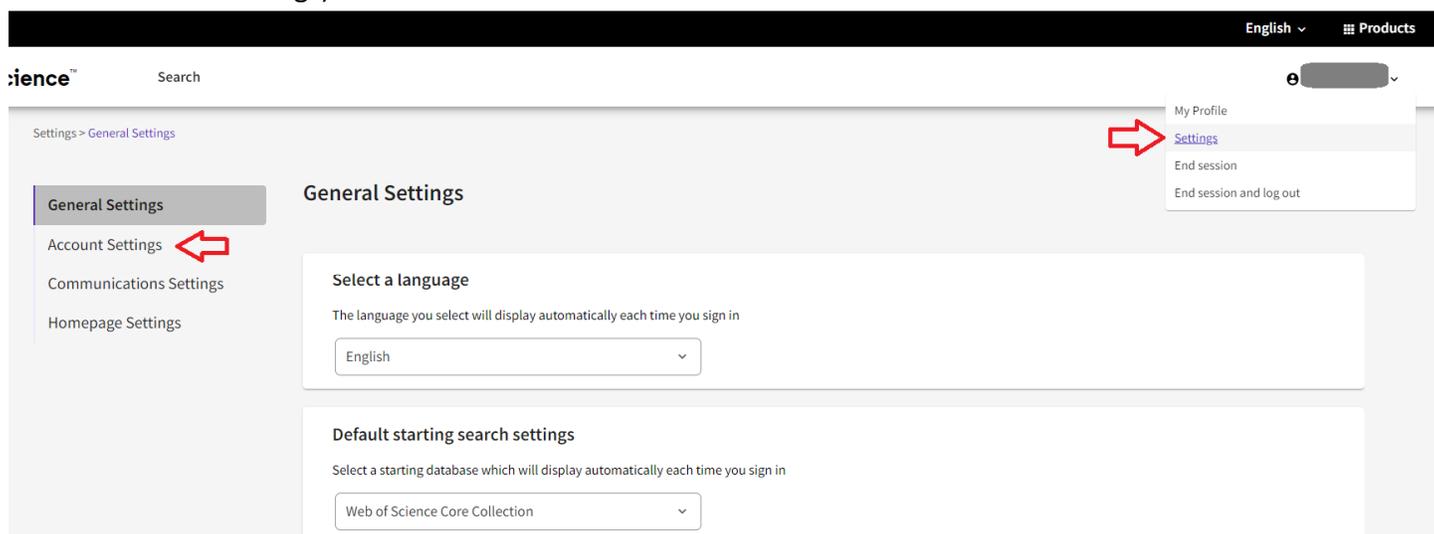


Until this has not happened, the recorded review will appear in your account without verification:



When using the standard setting, only the journal name and the year of the review activity become public; further details can be made public by manual setting on the Web of Science page.

5. If you wish to make your review activity public under your ORCID identifier as well, you can send the data from your Web of Science to your ORCID account. For this, you need to have an [ORCID](#) identifier, which needs to be linked to your Web of Science account by completing the following steps (Settings / Account Settings):



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You can manage emails, create or change your password, connect sign in methods, and request deletion of your account.

Your account sign in & security changes will apply across Clarivate products.

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Connected accounts provide flexibility in sign in options. We do not post back information to your social accounts. If you remove a connected account, your email address will not be automatically removed. You can remove the email address from the Emails tab.

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	ORCID	<input type="button" value="Connect"/>
	Google	<input type="button" value="Connect"/>



Naturally, once you have completed the setting, you do not need to link the two systems anymore. That is, you will only need to forward the details of your review to Web of Science, and, after they have processed it, it will automatically be transferred to your ORCID identifier.

From this moment onwards, you can track your reviews in your ORCID account as well.

By default, your peer-review activities are only visible to individuals and institutions with an ORCID account (i.e., trusted parties). Should you wish to change this, you need to select any of the icons in the right corner of the review activity section:

▼ Peer review (1)

▼ Review activity for [Redacted]





journal, [Redacted]
 ISSN: [Redacted]

Review date: 2019 **Type:** review **Role:** reviewer

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