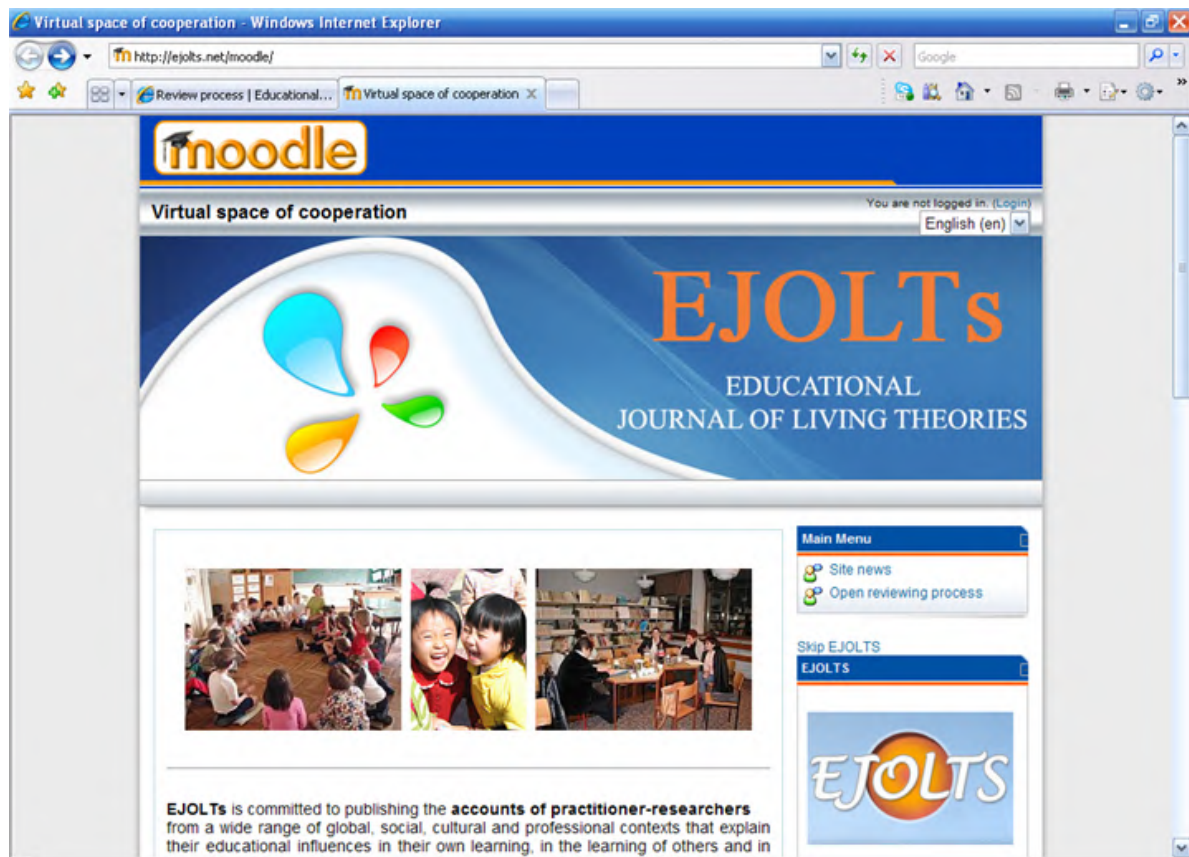


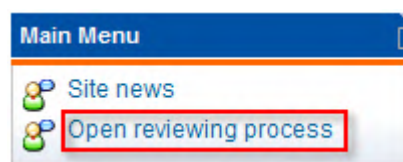
## Review process guidelines

In our open access journal we would like to develop an open review process. It means that communication between reviewers and authors is transparent and that our readers are able to participate in the whole process. For this purpose we have established our [virtual space of cooperation](http://ejolts.net/moodle) (Figure 1) in which you can read the suggestions of our reviewers and post your comments.






**Figure 1.** Moodle site – virtual space of cooperation (<http://ejolts.net/moodle>).

When you open the moodle site (Figure 1) you'll notice the "[Open reviewing process](#)" menu in the right hand side box "Main Menu" (Figure 2). If you just want to read the posted comments click on the "[Open reviewing process](#)" menu.



**Figure 2.** "Open-review process" menu.


You will see the list of discussions already launched (Figure 3). By clicking on any link on the left-hand side column in this list you can read comments of reviewers and the responses of authors. But you can not participate in a discussion until you are logged in.

Discussion	Started by	Replies	Last post
<a href="#">Pupils as action researchers</a>	 Branko Bognar	6	Moira Laidlaw Sun, 10 Aug 2008, 02:16 PM
<a href="#">Using A Living Theory Methodology In Improving Practice And Generating Educational Knowledge in Living Theories.</a>	 Jack Whitehead	0	Jack Whitehead Sat, 2 Aug 2008, 05:28 PM
<a href="#">Second Submission of Paper: In Pursuit of Counterpoint</a>	 Moira Laidlaw	5	Jacqueline Delong Thu, 14 Feb 2008, 10:34 AM
<a href="#">Love and critique in guiding student teachers</a>	 Moira Laidlaw	12	Moira Laidlaw Tue, 22 Jan 2008, 03:21 PM
<a href="#">In Pursuit of Counterpoint: an Educational Journey</a>	 Moira Laidlaw	10	Moira Laidlaw Wed, 14 Nov 2007, 06:37 PM

**Figure 3. List of open-review discussions.**

When you decide to send your comments just click on the “Reply” button at the bottom of any postings within the discussion you’ve opened. If you’ve followed this set of instructions it will mean you didn’t log in. In that case you’ll see the following message: “*Sorry, guests are not allowed to post. Would you like to log in now with a full user account?*” You need to click on the “Yes” button and then fill in the user name and password for your account (Figure 5).

**Pupils as action researchers**  
by Branko Bognar - Saturday, 2 August 2008, 02:13 PM

 [Pupils\\_action\\_researchers.doc](#)

We (Marica Zovko & Branko Bognar) submitted a paper "**Pupils as action researchers: improving something important in our lives**" for publishing in the first issue of EJOLTS. We invite you to help us improve this account which is very important in our lives by your critical and friendly suggestions. 😊

Reply

**Figure 4. Click on “Reply” button to write your comments.**

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

---

Forgotten your username or password?

**Figure 5. Log in to the Moodle site.**

However, if you do not have your account at our Moodle site, then you need to create a new one. Just follow the instructions on the left-hand column in the same window (Figure 6). In fact you need

only to click on the “Create new account” button and you’ll get a form for creating a new account. Fill in the required fields – especially user-name and password which you can decide on yourself. The best practice for creating a user name is with a combination of the first letter of your name and the whole surname. For example, if your name is Mark Smith then your user name would be *msmith*. You can choose any combination of letters and numbers for your password, but be sure that you can remember them or write down them somewhere. It is important to remember that both user-name and password are case-sensitive.

### Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Figure 6. Creating an account at the Moodle site.

#### Choose your username and password

Username\*

Password\*   Unmask

---

#### More details

Email address\*


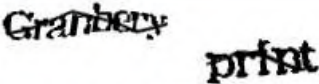
Email (again)\*

First name\*

Surname\*

City/town\*

Country\*

reCAPTCHA  

Enter the words above

[Get another CAPTCHA](#)  
[Get an audio CAPTCHA](#)

There are required fields in this form marked\*.

**Figure 7. Form for creating a new account.**

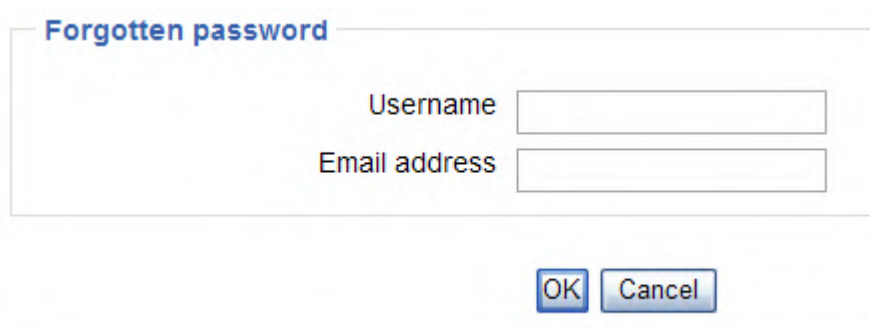
Finally, you need to write down reCAPTCHA distorted text. “CAPTCHAs are used by many websites to prevent abuse from ‘bots,’ or automated programs usually written to generate spam. No computer program can read distorted text as well as humans can, so bots cannot navigate sites protected by CAPTCHAs.” (<http://recaptcha.net/learnmore.html>) Send your registration request by clicking on the “Create my new account” button. You’ll get back the following message:

*An email should have been sent to your address at **mark.smith@email.com***

*It contains easy instructions to complete your registration.*

*If you continue to have difficulty, contact the site administrator.*

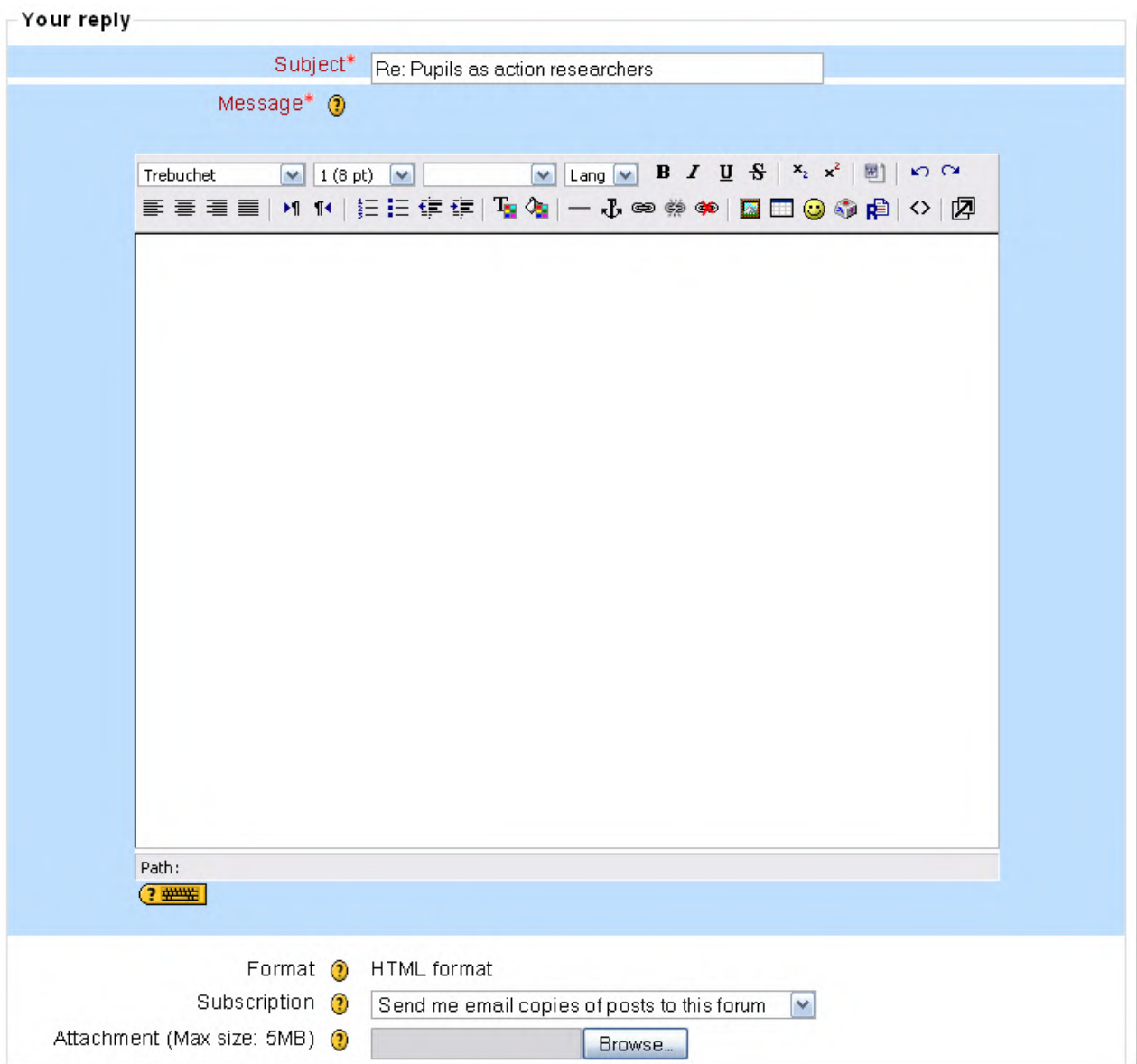
If you have an account but you’ve forgotten your user-name or password then click on the button “Yes, help me login” (Figure 5). In the new page you should write your user name or email address so you can get information about your user name and a new password (Figure 8).

A screenshot of a web browser dialog box titled "Forgotten password". The dialog contains two text input fields. The first field is labeled "Username" and the second is labeled "Email address". Below the input fields are two buttons: "OK" and "Cancel".

**Figure 8. Forgotten password.**

When you are logged in you can start writing your comments. Although you can do it straight off in the web editor (Figure 9) we recommend that you write your comments in the text editor like MS Word or some other one. You can then copy/paste your text in the web form (Figure 9). In that way you’ll avoid losing notes if a server error occurs. If you like, you can attach an additional file from your computer. Just click on the button “Browse” and find a file (not be bigger then 5 MB). When the option “Subscription” is set up as: ‘Send me email copies of posts to this forum,’ you’ll then receive any post from this forum on your email account. **Finally, do not forget to click on the “Post to forum” button.** For a few minutes (that depends the size of any attached file) you’ll see your post at the forum. You then have 30 minutes to edit your post. Later it won’t be possible, but you will still be able to delete any of your post and write a new one at any time.

**We are looking forward to your creative and constructive contribution to our review process. Thank you!**



**Figure 9. Web editor.**