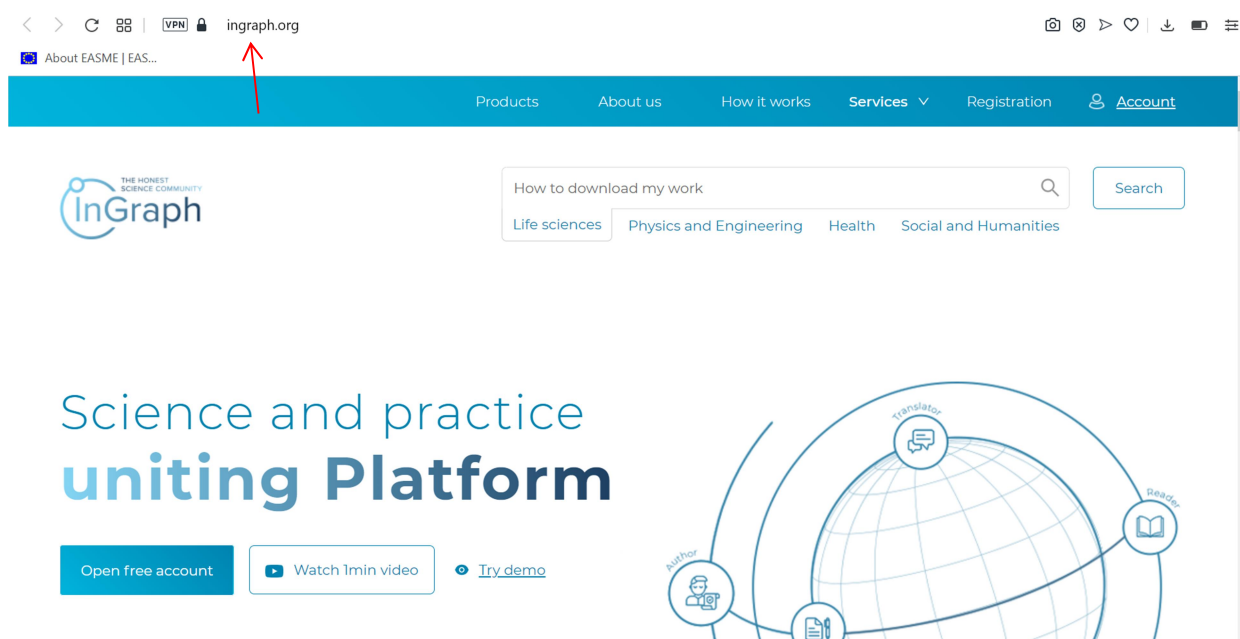




SEQUENCE OF STEPS FOR "REVIEWER" ON THE PLATFORM

ENTERING THE PLATFORM AND REGISTRATION

Enter the Platform by filling the address in the browser <http://ingraph.org>
You will see the main page in the form given in **Screenshot 1**



Screenshot 1

You can register in two ways, depending on whether you are registered for the first time as a reviewer or have already registered as an Author. The proposed video provides instructions on how to register for the first time as a reviewer. At the end of the video, you will be advised how to register as a reviewer if you have already registered as an Author.

If you have not been registered on the Platform, please find [Registration](#) in the upper menu.

You will see the page given in **Screenshot 2**. Please select [SIGN UP](#).

The result will be the registration page given in **Screenshot 3**.

THE HONEST SCIENCE COMMUNITY

InGraph

LOGIN SIGN UP

username

password

LOG IN

Login in with [Forgot password?](#)

Screenshot 2

THE HONEST SCIENCE COMMUNITY

InGraph

LOGIN SIGN UP

name surname email

username

password

confirm password

SIGN UP

[Already have an account?](#) Login in with

copyright © 2020 Ingraph Platform

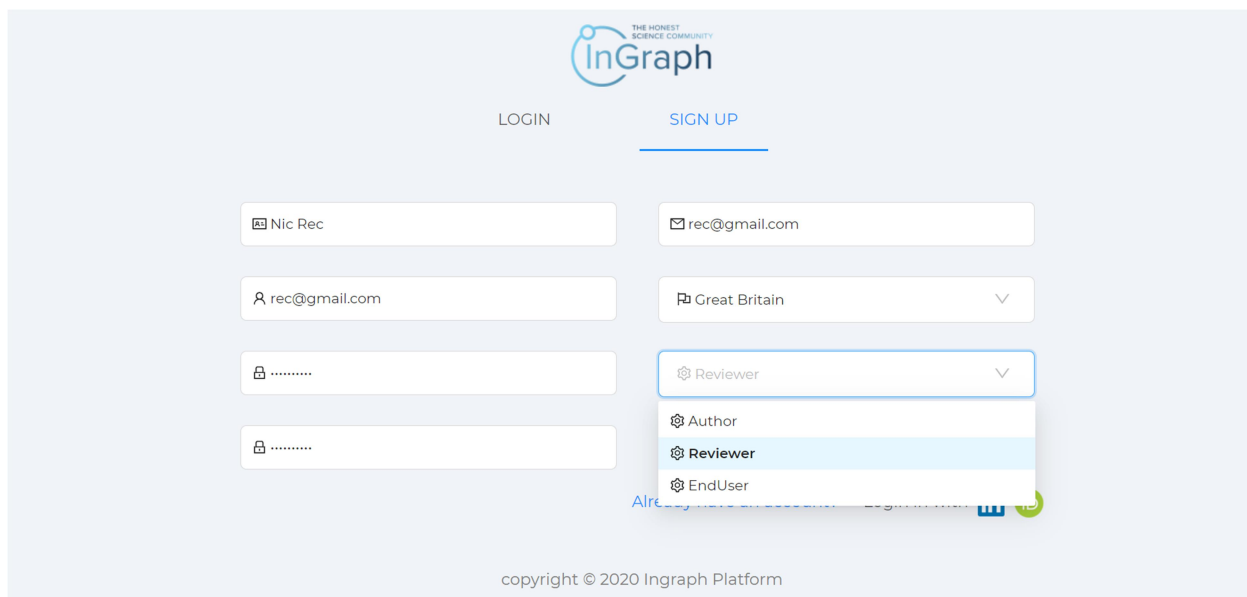
Screenshot 3

Please fill in all registration fields.

Important!

1. You must add your e-mail address to **both** the **username** field and **email** field.
2. The list in the last field proposes one of the roles that you assume when registering on the Platform: Author, Reviewer, End-User (**Screenshot 4**). Please choose the one you have assumed.

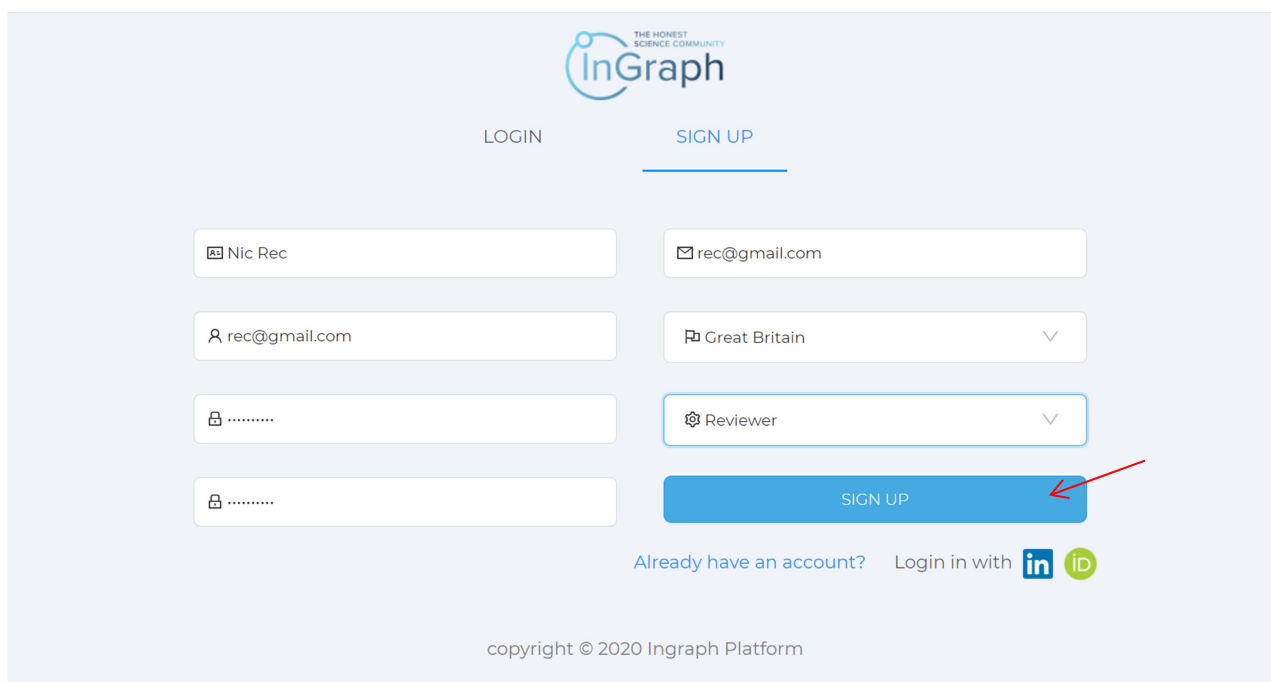
The Platform allows the registered users to assume all roles. Therefore, while choosing one of the roles here, when you next sign in assuming a different role, all the filled fields from your previous role will be shown automatically. All you will have to do is fill in the remaining ones.



The screenshot shows the InGraph sign-up page. The header includes the InGraph logo and the tagline "THE HONEST SCIENCE COMMUNITY". Below the logo are links for "LOGIN" and "SIGN UP". The form consists of several input fields: a name field containing "Nic Rec", an email field containing "rec@gmail.com", a second email field also containing "rec@gmail.com", a country dropdown menu showing "Great Britain", a role dropdown menu with options "Reviewer", "Author", "Reviewer" (highlighted), and "EndUser", and two password fields represented by dots. A "SIGN UP" button is partially visible at the bottom right. The footer contains the text "copyright © 2020 Ingraph Platform".

Screenshot 4

Upon filling in all fields, please press **SIGN UP (Screenshot 5)** to access the section of final registration where you must take 5 steps: Step 1 – Personal information; Step 2 – Scientific degrees, Step 3 – Fields of science, Step 4 – Payment information; Step 5 – Legal information (**Screenshot 6**).



This screenshot is identical to Screenshot 4, but the "SIGN UP" button is now fully visible and highlighted with a red arrow. The button is blue with the text "SIGN UP" in white. Below the button, there is a link "Already have an account?" and a "Login in with" section featuring the LinkedIn and ORCID iD logos. The footer remains "copyright © 2020 Ingraph Platform".

Screenshot 5

Nic Rec,
Welcome to your admin panel! **Please finish your registration from below:**

1 Personal information 2 Scientific degrees 3 Fields of science 4 Payment information 5 Legal information

Name:

Birth date:

Citizenship:

Living country:

Screenshot 6

Important!

Within rendering our services on the INGRAPH Platform, we collect the necessary personal data. By filling in the fields in the registration form at step 1, you consent to the collection and processing of your data in order to exercise user rights on the INGRAPH Platform. The data will be used exclusively to provide the service and will not be passed on to third parties. The collection and processing of the collected data are carried out exclusively in accordance with the applicable laws, including the requirements by GDPR.

Important!

1. Don't forget to specify your organization's official website and the department where you work
2. When entering a telephone number, all numbers must be entered without spaces, hyphens, etc. All phone numbers must be entered one after the other (**Screenshot 7**)

1 Personal information 2 Scientific degrees 3 Fields of science 4 Payment information 5 Legal information

Name:

Birth date:

Citizenship:

Living country:

Science degree:

Organization's name:

Organization's website: ☐ don't have

Department: ☐ don't have

Phone:

Next step

Screenshot 7

At step 2, you need to fill in all the fields related to scientific degrees information (**Screenshot 8 a**, **Screenshot 8b**)

Important!

When you type a link to your profile in Scopus, please make no mistake. Your personal profile in Scopus is one of the identifiers that confirm your right to act as a reviewer. The system remembers this profile and connects it with you as a potential reviewer on the Platform (**Screenshot 8 a**)

This screenshot shows the 'Scientific degrees' step (Step 2) of a registration process. The interface includes a sidebar on the left with navigation options: 'My financial indicators', 'Organizer', 'Working groups', 'Email', 'Community', 'Payments', 'Agreements', 'Statistics', 'Information', and 'Feedback'. The main content area has a progress bar at the top with five steps: 1. Personal information, 2. Scientific degrees (current step), 3. Fields of science, 4. Payment information, and 5. Legal information. Below the progress bar, there are several input fields and upload buttons: 'Link to Scopus profile:' with a text box containing 'paste link here' and a red arrow pointing to it; 'Link to Google Scholar profile:' with a text box containing 'paste link here'; 'Upload a copy of PhD Diploma:' with a '+ Upload document' button; 'Upload a copy of Candidate of Sciences Diploma:' with a '+ Upload document' button; 'Upload a copy of Doctor of Sciences Diploma:' with a '+ Upload document' button; 'Upload a copy of Professor Diploma:' with a '+ Upload document' button; 'Years of your teaching at a University, or working at a scientific organization:' with a text box containing 'years'; and 'Upload DOI of the most important work:' with a text box containing 'DOI'.

Screenshot 8 a

Attach a copy of your degree's diploma (**Screenshot 8 b**)

DOI of your most significant work is one of the identifiers confirming that you have the right to be a reviewer in the field of science that you choose at the next step of registration (**Screenshot 8 b**).

Important!

You need to confirm this Agreement (**Screenshot 8 b**)

This screenshot shows the 'Scientific degrees' step (Step 2) of a registration process, continuing from Screenshot 8 a. The sidebar on the left is the same. The main content area shows the same progress bar and input fields as Screenshot 8 a, but with some changes: 'Link to Scopus profile:' and 'Link to Google Scholar profile:' are now disabled (grayed out). 'Upload a copy of PhD Diploma:' has a '+ Upload document' button and a file named 'Diploma_PhD.pdf' is shown. 'Upload a copy of Candidate of Sciences Diploma:' has a '+ Upload document' button. 'Upload a copy of Doctor of Sciences Diploma:' has a '+ Upload document' button. 'Upload a copy of Professor Diploma:' has a '+ Upload document' button and a file named 'Diploma_Professor.pdf' is shown. 'Years of your teaching at a University, or working at a scientific organization:' has a text box containing '25'. 'Upload DOI of the most important work:' has a text box containing 'DOI'. Below these fields, there is a checkbox labeled 'I confirm that the data I have provided confirming my competence as a potential reviewer are true. I am aware of my responsibility for intentionally untruthfully submitted or distorted data'. The checkbox is checked, and a red arrow points to it. At the bottom right, there are two buttons: 'Previous step' and 'Next step'.

Screenshot 8 b

At step 3, choose those science subclusters where you can act as a reviewer (**Screenshot 9 a**)

Attention!

The choice is limited to three options.

Screenshot 9 a

Choose which types of research you would be interested in reviewing (**Screenshot 9 b**).

Attention!

In α -versions of the Platform the choice is limited to three options.

Screenshot 9 b

Choose the type of content you're willing to review (**Screenshot 9 c**).

Attention!

In α -versions of the Platform the following types of content are not available for reviewing:
Textbook, Handbook, Regulatory documents

> Social Sciences and Humanities

> Health Sciences

> Life Sciences

Type of content I'm ready to peer review

☒ Original research ⓘ

☒ Brief message ⓘ

☐ Thesis ⓘ

☐ Author's abstract ⓘ

☐ Monograph ⓘ

☒ Review article ⓘ

☐ Brief review ⓘ

☐ Textbook ⓘ

☐ Handbook ⓘ

☐ Research and development report ⓘ

☐ Invention ⓘ

☐ Regulatory documents ⓘ

Previous step Next step

Screenshot 9 c

At step 4, fill in the payment information to get rewarded for reviewing (**Screenshot 10 a**)

My financial indicators

Organizer

Working groups

Email

Community

Payments

Agreements

Statistics

Information

Personal information

Scientific degrees

Fields of science

Payment information

Legal information

☐ I want to be rewarded

Bank account: write bank account number here

SWIFT: SWIFT

Bank address: address

Personal address: address

Currency of account: USD

For the content you have reviewed, you will be paid based on the fact of downloading this content if it is placed at the Platform on a paid

Screenshot 10 a

You can choose the option of reviewing at will (**Screenshot 10 b**):

- for a fee
- on a free basis
- you can choose both options for reviewing at the same time

☒ I want to be rewarded

Bank account:

SWIFT:

Bank address:

Personal address:

Currency of account:

For the content you have reviewed, you will be paid based on the fact of downloading this content if it is placed at the Platform on a paid basis

☒ I'm ready to review for free

[Previous step](#)
[Next step](#)

Screenshot 10 b

At step 5, you need to confirm the Agreements, having read them in advance. Complete this step by clicking [Confirm and Finish](#) (Screenshot 11)

Personal information Scientific degrees Fields of science Payment information **5** Legal information

☒ SCIENTIFIC Copyright

☒ COPYRIGHT DISCLAIMER

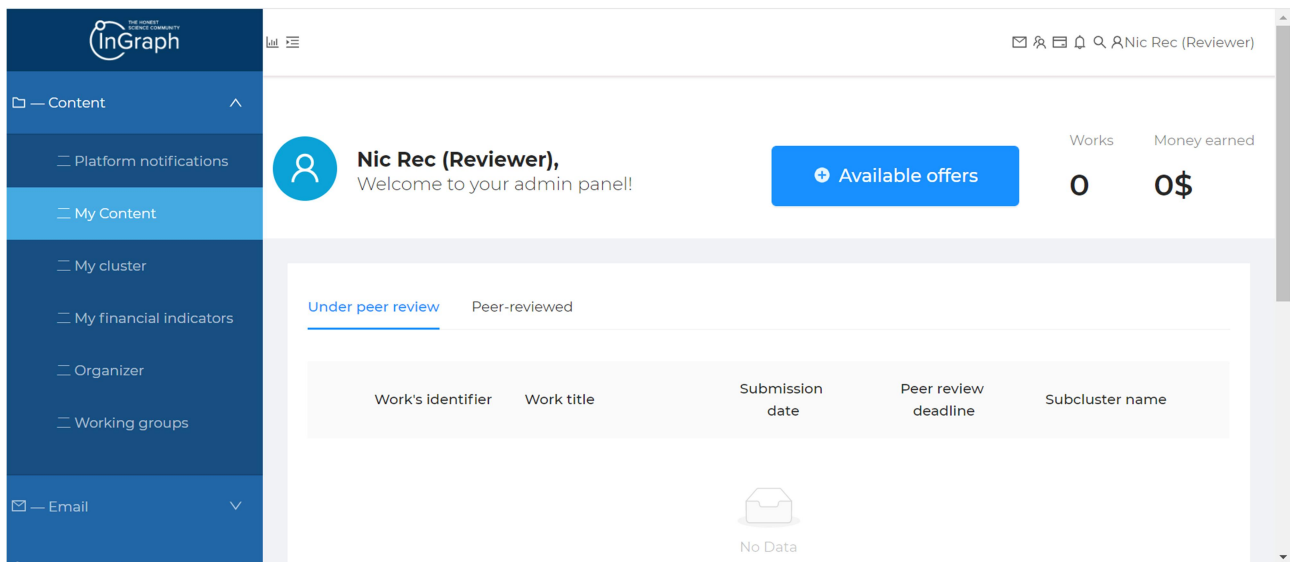
☒ TAX DISCLAIMER

☒ I confirm that I am familiar with the contents of the documents, understand their essence and accept them

[Previous step](#)
[Confirm and finish](#)

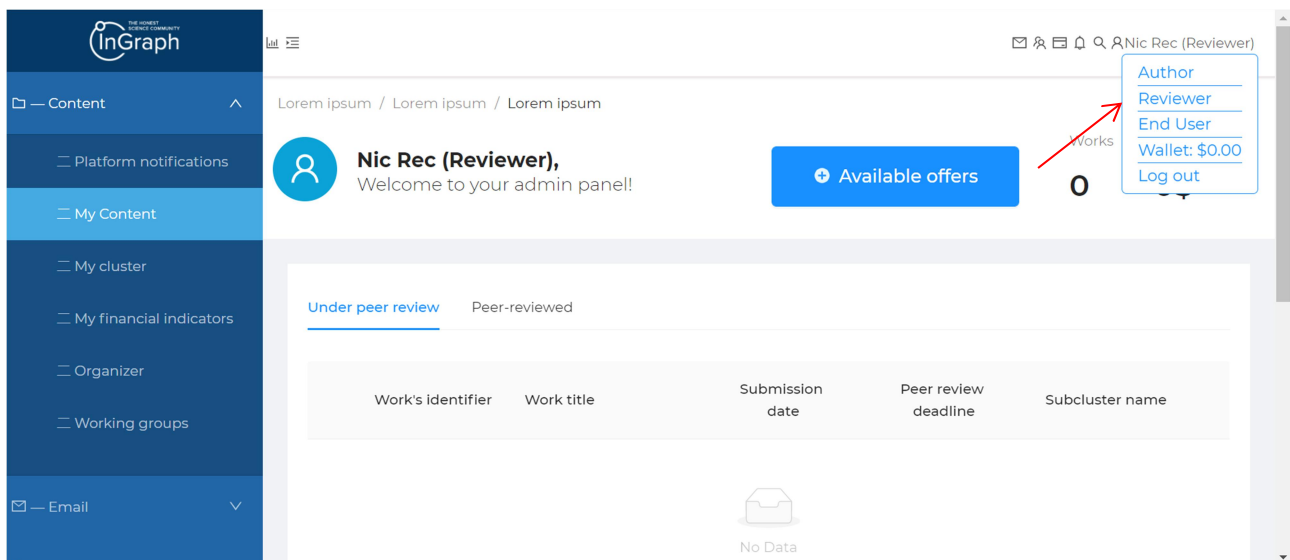
Screenshot 11

In so doing, you have registered on the platform as a Reviewer. After completing the registration process, you will be taken to the Reviewer's personal account (Screenshot 12)



Screenshot 12

If you are already registered as the Author, you can proceed to the reviewer's account using the menu and fill in the missing information (**Screenshot 13**).



Screenshot 13