

Peer review

Configuration of the referee questionnaire

First, configure your questions to the referee here:

The screenshot displays the NESTOR ecp sciences administration interface. The top navigation bar includes the NESTOR logo, a search bar, and user roles (STET, ADMIN, NESTOR ADMIN). The left sidebar lists various administrative functions, with 'Questionnaires' highlighted. The main content area shows the 'QUESTIONNAIRES' configuration page, which includes a table of existing questionnaires and search filters.

Name	Description	Activated	Nb of questions	Actions
Referee questionnaire	Questions listed in the review form	Active	8	[Edit] [Add] [Delete]
Submission questionnaire	Questions asked at submission	Active	8	[Edit] [Add] [Delete]

Article type configuration

Once the questionnaire is ready, activate the peer review and set up the questionnaire in each relevant [article type](#).

For each article type, you can enable/disable the peer review and set up the time granted to referees to answer invitations and send reports:

ARTICLES MANAGEMENT

Article types

File Types

Submission Instructions

Sections

Topical Issues

Metadata

Flags

Questionnaires

Recommendations

Peer reviewing configuration

Peer Reviewing

☒ Activated

☐ Disabled

Referee questionnaire

Referee questionnaire

Number of mandatory reviews to unlock editorial decision

1

Set referee due date to answer invitation

5

days after invitation

Set referee due date to send report

21

days on original version

The numbers of mandatory review defines how Nestor handles the statuses transition, [as defined here](#).

Profile configuration

Once article types are configured, you must ensure profiles have the right to manage the peer review:

NESTOR

ecp sciences

Quick search (ref./title/cor. auth.)

A&A

ADMIN

File Types

Submission Instructions

Sections

Topical Issues

Metadata

Flags

Questionnaires

Recommendations

Assignment Strategies

USERS MANAGEMENT

Editorial board

Profiles

Search users

Add User

Merge user accounts

EDIT EDITOR PROFILE - ASSOCIATE EDITOR

General settings

Article workflow rights

Article information visibility

☒ Manage peer review

Can assign and manage referees on the current version of the article. Enabling this option will also display the "In search of referee" status on the user's to-do list (personal dashboard). Disabling this option will disable the referee module and the referee thumbnail on articles.

☒ May upload an editor report

If enabled, the editor has the possibility to load a personal report on each version of the article. This is similar to a referee report, and will be forwarded to the authors. However, uploading an editor report does not trigger a decision. This right should typically be reserved to copy-editing editors.

☒ May request revisions

If enabled, the editor can request revision

☒ May propose revisions

If enabled, the editor can propose revision to his parent editor

Configure available recommendations for revision

Selected recommendations will be available to the editor. Unselected recommendations will be masked to the editor.

Acceptable after minor revision

Sending the paper to referees

Once the above configurations are ok, the peer review workflow is functional. It is documented [here](#).

Revision #5

Created 26 August 2026 08:44:14 by Nestor

Updated 11 September 2026 09:27:54 by Nestor