

SCHOOL LIBRARY JOURNAL

Review Submission Process

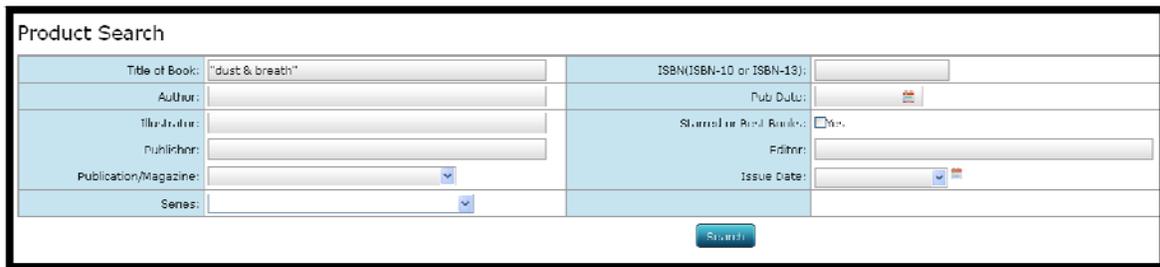
Important Notes

- All reviews should be submitted via our [web-based review application](#).
- For the review application to run properly, you must use Mozilla's [Firefox](#), which is [free to download](#). Chrome is also supported, and is also [free to download](#). **Please do not use Internet Explorer.**
- Please keep a copy of your review and checklist in case either is lost in transmission to us. If you have technical difficulties with submitting your review or checklist, please contact [Kent Turner](#).

Finding a Title

You will receive an email notification for each title assigned to you, from titleassignment@mediasourceinc.com. That email will include a link that will take you directly to that title's review submission form.

If you can't find the email, [log in to the application](#), click "Next."



The screenshot shows a "Product Search" form with the following fields:

Title of Book:	"dust & breath"	ISBN(ISBN-10 or ISBN-13):	
Author:		Pub Date:	
Illustrator:		Serialized and Bound:	<input type="checkbox"/> Yes
Publisher:		Printer:	
Publication/Magazine:		Issue Date:	
Series:			

A "Search" button is located at the bottom center of the form.

- Search for your assigned title in "Product Search."
 - Title of Book: Type the full title in "" or partial title without ""
 - ISBN: Type the full ISBN without dashes
- Do not fill in every field in "Product Search" when searching for a title. Only use the Title of Book **or** ISBN field.
- If you cannot find the title you're looking for, please contact [Kent Turner](#).



The screenshot shows the "Products Search Results" page. At the top right, there is an alphabetical index: A B C D E F G H I J K L M N O P Q R S T U V W X. Below this, a search result for "Dust & Breath" is displayed with the following details:

- Dust & Breath**
- Publisher Name : Ferdmans
- Initial Role : Hotz, Kendra G.
- Publication/Magazine : LJ 2013-02-01
- Assigned to Whom : Graham Christian (LJ)
- Assigned by: Margaret Hillman (11)

In the bottom right corner of the result box, there are three links: "Review", "Assign", and "Edit". A red arrow points to the "Review" link.

- Click "Review" in the bottom right corner of the search results box for the appropriate title.
- This will take you to the Add Review screen for the title selected.

Submitting a Review

Add a Review

1 Product Name	Oulipo Compendium	Publication Date	12-2005	
Publisher	Make Now Press	Authors		
Publication/Magazine	School Library Journal	Section	Professional Reading	
Page	341	Reviewer	<u>Dar , Mahnaz</u>	
ISBN	ISBN-13: 9780974355436	ISBN-10: 0974355437	Price: 42	Format: pap.
2 SlipSheet	<u>Poetry Check List.docx</u>			
Attachment				
Roles	Editor: Mathews, Harry			

Star: ★ Submit review Title/Review in use - Locked

Review:

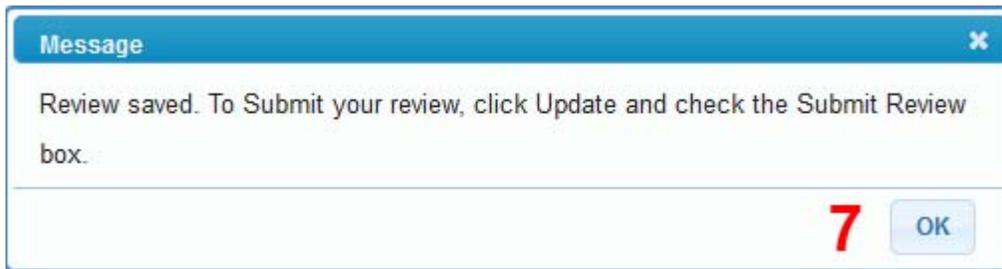
3 Inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo. Ut enim ad minim veniam, quis nostrud exercitation ullamco. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam. Itaque earum rerum hic tenetur a sapiente delectus.]

Notes: **4**

Attachment: **5**

Total words: 50 **6**

- 1) Check the title to confirm that you're reviewing the correct product.
- 2) Your checklist will be attached to your email notification. If not, or if you don't have it handy, download it here (SlipSheet), save it to your computer as a Word Document.
- 3) Paste or type review into Review box. Edit as needed; you will be able to save and continue editing later.
- 4) Add any relevant notes for the assigning editor, including corrections/additions to product data. eg: Title, Publisher, Pub. Date, ISBNs, etc. (Optional)
- 5) Upload your checklist. Only one checklist can be submitted per review.
- 6) Click "Save."



7) After saving, a message confirming that your review has been saved, but not yet submitted will appear. Click "OK."

Edit Review

Product Name	Oulipo Compendium			Publication Date	12-2005
Publisher	Make Now Press			Authors	
Publication/Magazine	School Library Journal			Section	Professional Reading
Page	341			Reviewer	Dar , Mahnaz
ISBN	ISBN-13: 9780974355436	ISBN-10: 0974355437	Price: 42	Format:	pap.
SlipSheet	Poetry_Check_List.docx				
Attachment					
Roles	Editor: Mathews, Harry				

10 Star:

11 Submit review Title/Review in use - Locked

Review:

9 Inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo. Ut enim ad minim veniam, quis nostrud exercitation ullamco. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam. Itaque earum rerum hic tenetur a sapiente delectus.

9 Itaque earum rerum hic tenetur a sapiente delectus.

Notes:

Attachment:

8, 9

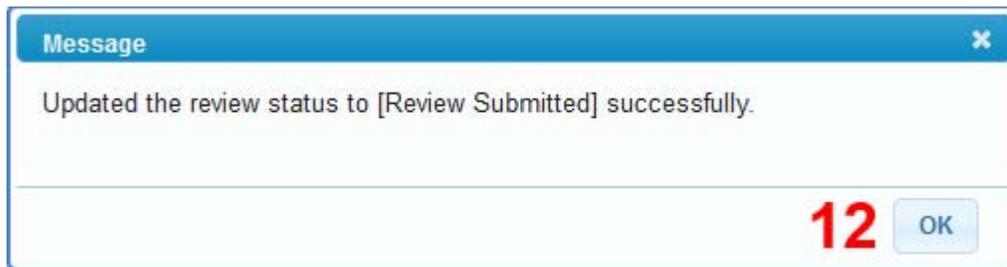
Total words: 50

8) Screen will refresh, and the "Update" button will appear. To continue editing, upload your checklist, and/ or submit your review, click "Update." (NOTE: The "Update" button will change to "Save" while you're editing the review, and then change back to "Update" after you click "Save.")

9) Make any additional edits to the "Review" or "Notes" as needed, or upload your checklist. You may click "Save" as many times as necessary.

10) If you want your review to receive Star consideration, check the "Star" box.

11) When you're ready to submit your review to your editor, click "Update," and then check the "Submit Review" box. The Review will be locked immediately after you check "Submit Review," so be sure you're finished before checking.



12) After submitting, a confirmation message will appear. Click "OK" and the editors will be notified that your review has been submitted.

Thank you!