



BAKHTINIANA – REVISTA DE ESTUDOS DO DISCURSO
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1. Access the site of the journal with your username and password.
2. Enter the user's page as REVIEWER (AVALIADOR).
3. On the ACTIVE SUBMISSIONS (SUBMISSÕES ATIVAS) page, click on the title of the submission.
4. On the REVIEW (AVALIAÇÃO) page, information about the submission and the review deadline will appear.
5. On the bottom of the same page, on REVIEW STEPS (DIRETRIZES PARA AVALIAÇÃO), 5 steps will be shown. They should be followed in order for you to review the submission.
6. In step 3, click on file.doc in SUBMISSION (MANUSCRITO DE SUBMISSÃO) and save it in your computer for later review.
7. The next steps are 4, 5, and 6. In step 4, click on the REVIEW FORM icon. Another window will open. Fill in the review form and click on SAVE.
8. In step 5, if there are comments on the text that is being reviewed, click on BROWSE to find the file. Then click on TRANSFER (TRANSFERIR) so that the editor/author can have access to it later.
9. In step 6, first select one recommendation option: Accept or Decline. Then click on SUBMIT THE REVIEW TO EDITOR.

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For the preparation of the review, we suggest you follow the criteria below:

1. Appropriateness to the theme of the work proposed;
2. The explicit objective of the study and coherent development of the text;
3. Compliance with the proposed theory, demonstrating current knowledge of relevant literature;
4. Originality and contribution to the field of knowledge;
5. Clarity, correctness, and appropriateness of language in a scientific work.