

***Journal of Advertising* Ph.D. Student Reviewer Training Program**

We are pleased to announce that the *Journal of Advertising* (JA) has launched the Ph.D. Student Reviewer Training Program. If you want to participate in this program, your Ph.D. supervisor must nominate you as a student reviewer. Ph.D. students can be recognized as our reviewers *only* when they are officially registered in this program.

For the Ph.D. supervisors:

1. Please send the full name and an email address of the student to jaeditor.kcl@gmail.com, and indicate if this student already has a user account in ScholarOne. If the student is new to ScholarOne, we will create a new account.
2. The student will be asked to provide “Keywords” with regard to “Topic/Issue/Application expertise,” “Theory areas,” and “Methodological areas of expertise” in “Edit My Account” in ScholarOne.
3. We will assign a "Ph.D. Student Reviewer Program Trainee (SRT)" designation to the student. This designation is searchable so that the Editor-in-Chief and the Associate Editors can look for it when assigning reviewers.
4. When the student reviewers agree to review a paper, they will do so on the same reviewer score sheet that our formal reviewers use. After assigning a "Ph.D. Student Reviewer Program Trainee (SRT)" designation to the student, we will send the instructions that explain how to fill out the designated required fields.
5. The Editor-in-Chief or an Associate Editor will assign a paper to the student according to “Keywords” in Step 2.
6. The student will receive our review invitation email. Upon receipt of the invitation, the students should choose “Accept” and complete the review by the suggested deadline, according to the instructions in Step 4.
7. During the review, you should give the student enough guidance to help ensure that the student can write an effective manuscript review.
8. When the review process is complete, the Editor-in-Chief sends an email to the authors, notifying them of the decision and including reviewer comments. The student reviewer’s comments will not be included in this email.
9. Then, the Editor-in-Chief sends a second email (a reviewer notification email) to the reviewers—both our formal reviewers and the student reviewer—to thank them for their reviews. The student reviewer’s comments will be included in this second email.
10. Upon receipt of the reviewer notification email, the supervisor will provide feedback to the student reviewer in light of the editorial decision and the other reviewers’ comments.

Any questions or comments related to the JA Ph.D. Student Reviewer Training Program should be directed to jaeditor.kcl@gmail.com. Thank you very much.

Shintaro Okazaki
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