# RJSH Reviewer User Guide

**Contents**                                                                        **page**

# For example an email invitation to the qualified reviewer, evaluate the article.
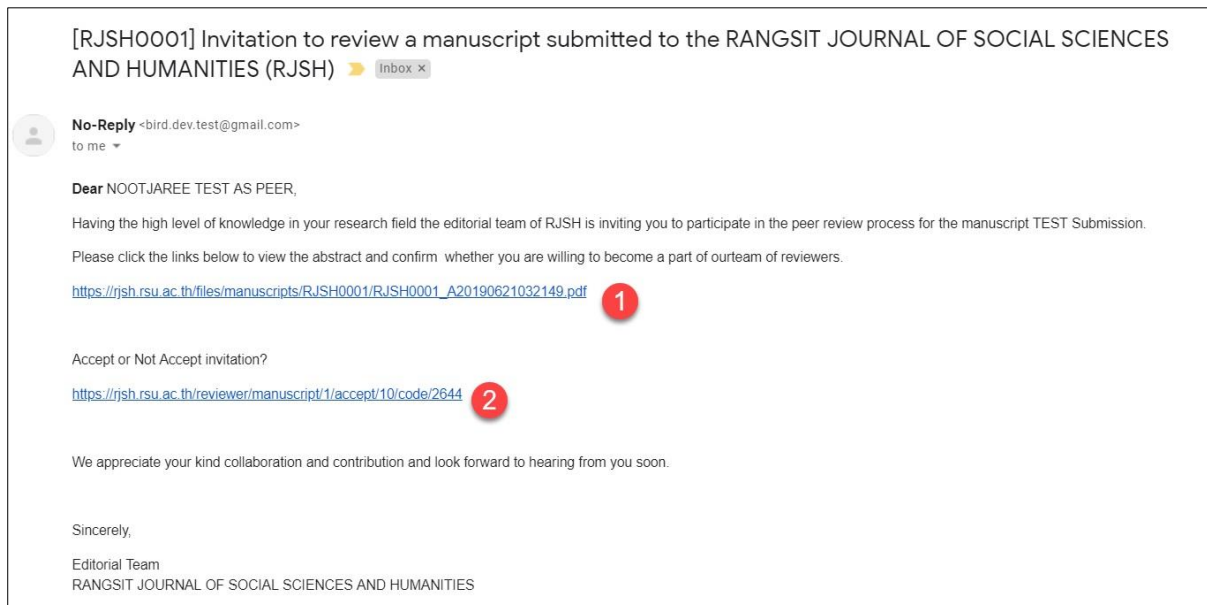


Figure 1

From Figure 1

1) You can download the file to read the Article Abstract from the link number 1.

2) Can accept or reject an invitation. For reviewing the article, from the link number 2.

# The Acknowledgment to evaluate the article.

When you click a link in the header, Accept or Not Accept invitation? It will open the response web page to evaluate the article. Illustrated in figure 2.

Then, click to Accept and press the button to confirm senior evaluation article.

In cases Not accept, click Not Accept, and briefly give explaining reasons in the text box, and then click the Confirm button.
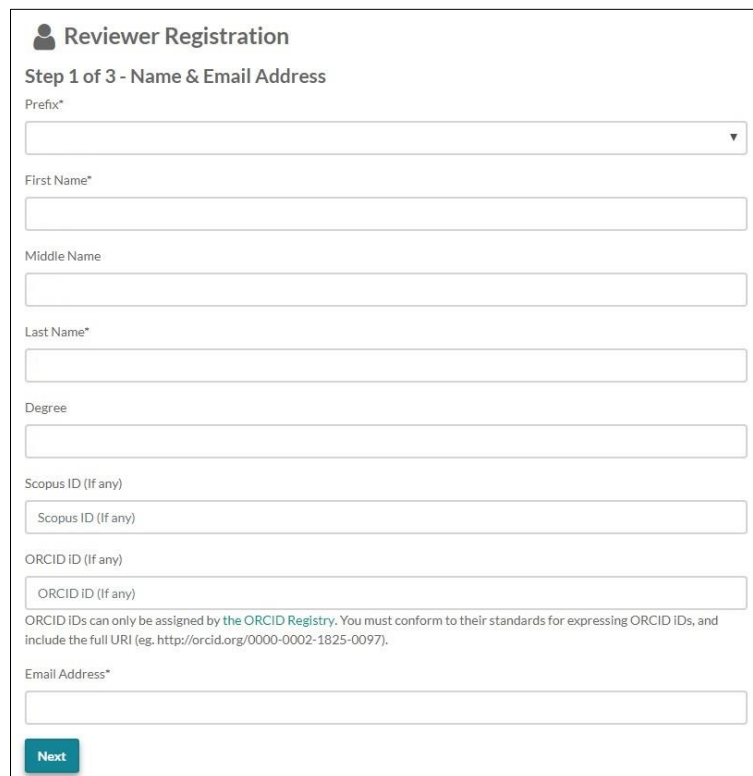


Figure 2

## Account Registeration.

In cases where a registered Reviewer will then skip this step. You will login with your E-mail and password that you have previously registered.

Register as a Reviewer is divided in 3 Step is

1) Name E-mail Address as shown at Figure 3

2) Address as shown at Figure 4

3) Password as shown at Figure 5



Figure 3

Figure 4



Figure 5

When the registration is successfully, a message is displayed as illustrated in Figure 6.



Figure 6

Login to the system using your E-mail and password that you designated during the registration process.

# Select the articles to evaluate.

Click the Manuscript(s) on the left. It will displays a list of articles that you can evaluate as illustrated in Figure 7.
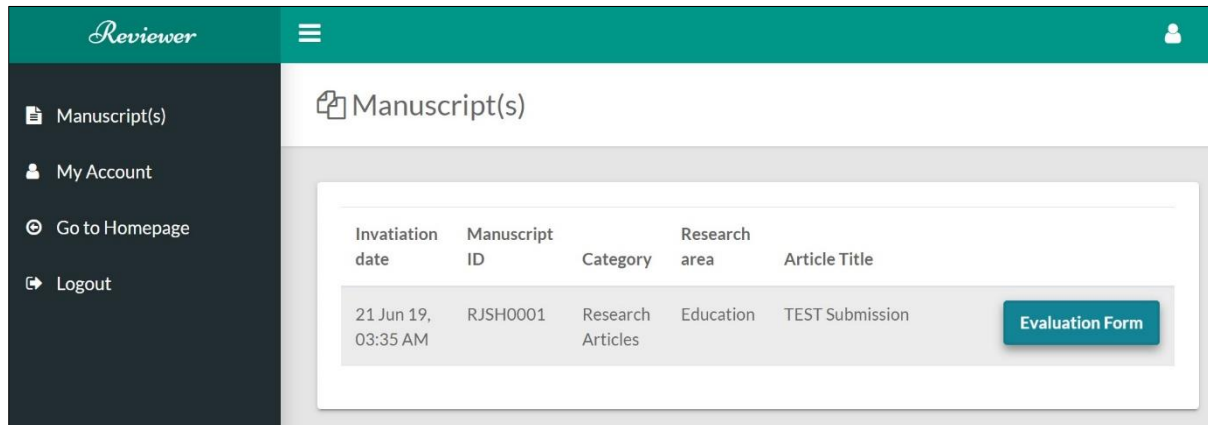


Figure 7

Evaluation button of the articles to populate information about the article and the Full Paper can be downloaded from the other related documents section as illustrated in Figure 8.
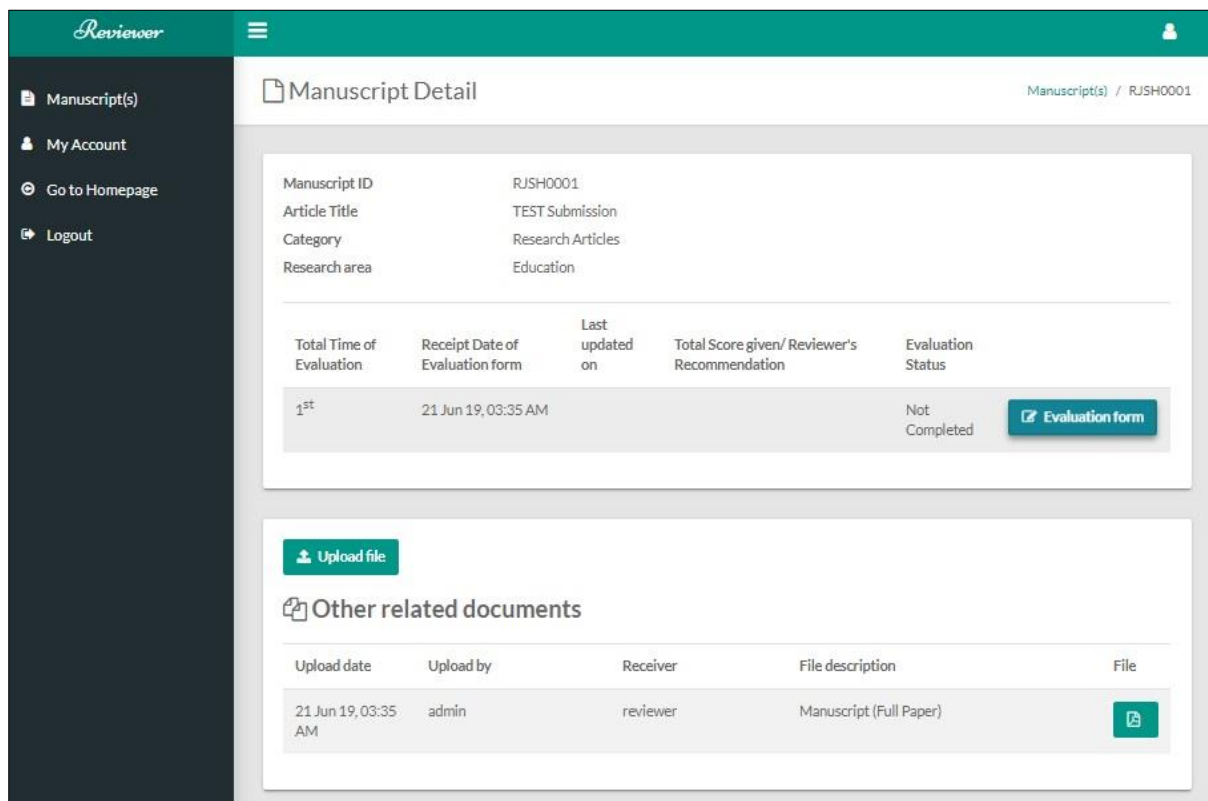


Figure 8

## Article evaluation.

Click on the Evaluation Form of the entry form for evaluating.



Figure 9

The article quality assessment form page.



Figure 10

A question for article assessment consists of 5 topics and each topic can be rated according to the following criteria.

1. Significance of themes 20 points

2. Literature review 20 points

3. Research design 20 points

4. Critical and Innovative qualities 20 points

5. Quality of communication 20 points

On each topic. A reviewer can type in the comments and give ratings, as shown in Figure 11.



Figure 11

When evaluating each topic, press the Save button to save the result. The system will automatic assessment based on the total scores that you have evaluated as the following criteria:

- Accept: 75-100%
- Accept with minor revision: 60-74%
- Resubmit with major revision: 40-59%
- Reject: less than 40%
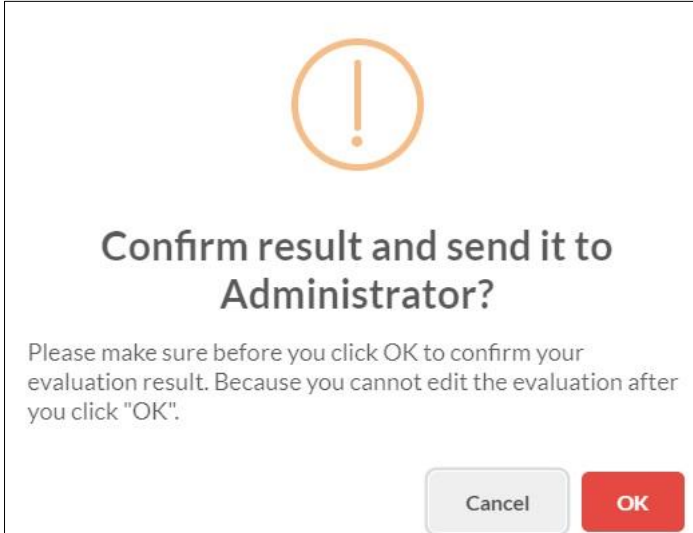


Figure 12

When the evaluation is done at least once, the Confirm result and send it button will appear. Clink the button  to send the evaluation result to Administrator as shown in Figure 13



Figure 13

Click ok button to confirm result and send it to Administrator. The system will confirm again, as shown in Figure 14. Click OK.



Figure 14

After confirming the results of the evaluation assessment. The results cannot be corrected again as shown in Figure 15.



Figure 15

The system evaluation is completed.



Figure 16

If the editor asks you to re-evaluate the article, you will receive an email as shown in Figure 17.
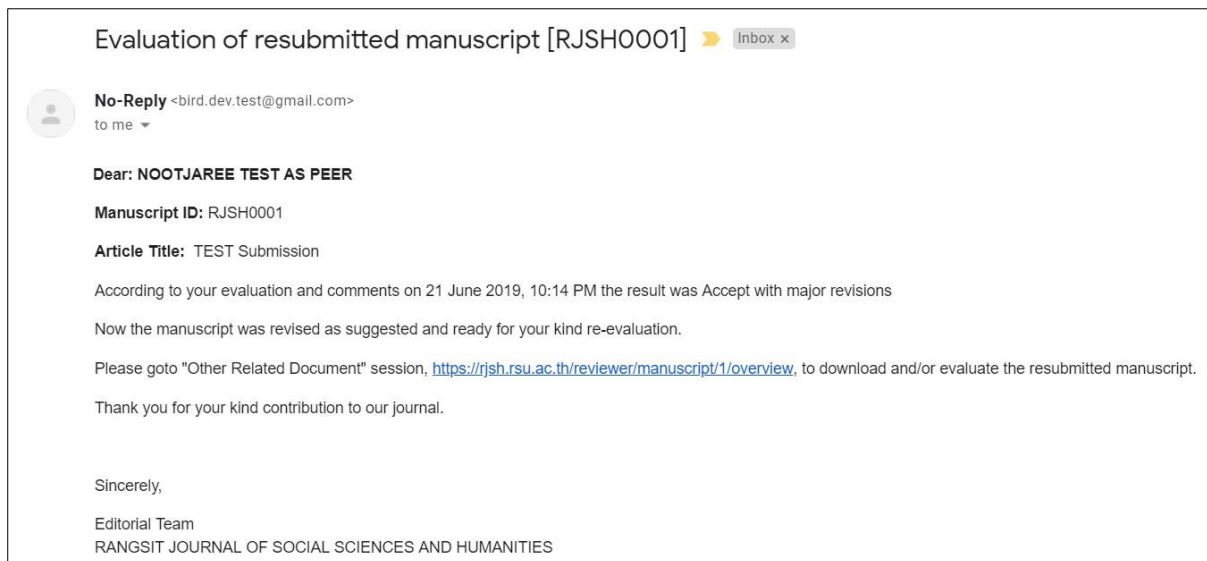


Figure 17

A list of a new evaluation forms will appear. The re-evaluation process can be assessed by the steps above.
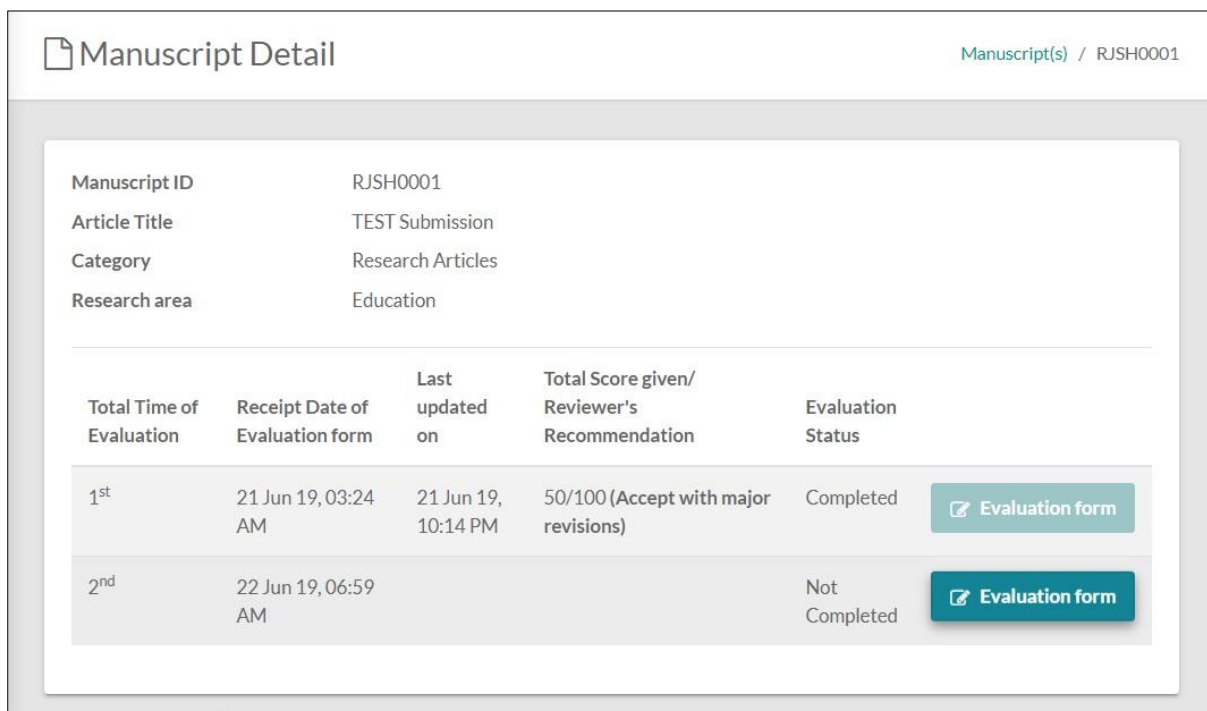


Figure 18

## Uploading documents to send the editorial.

You can upload a document to the editorial team in the related documents by clicking the Upload button, as shown in Figure 19.
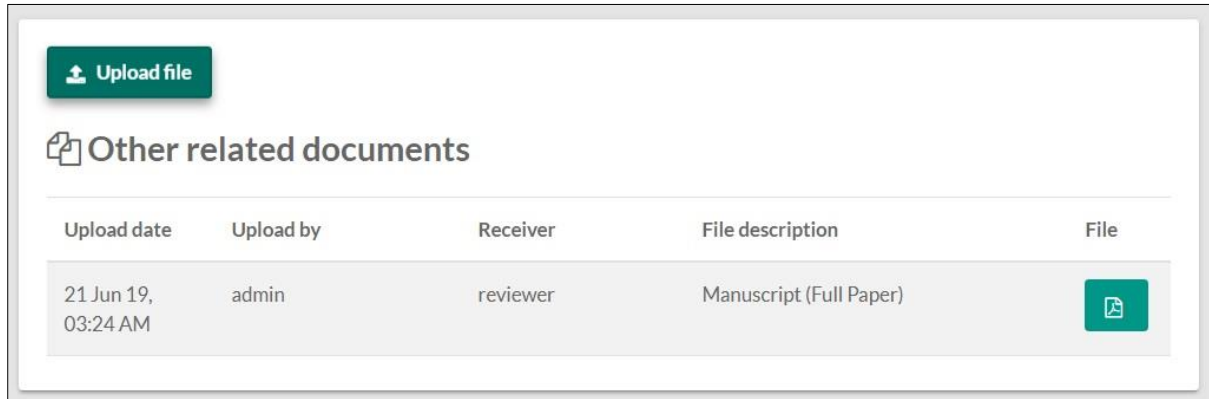


Figure 19

Please enter a description of the file. Select the file you want to upload. Then press the Upload file button.
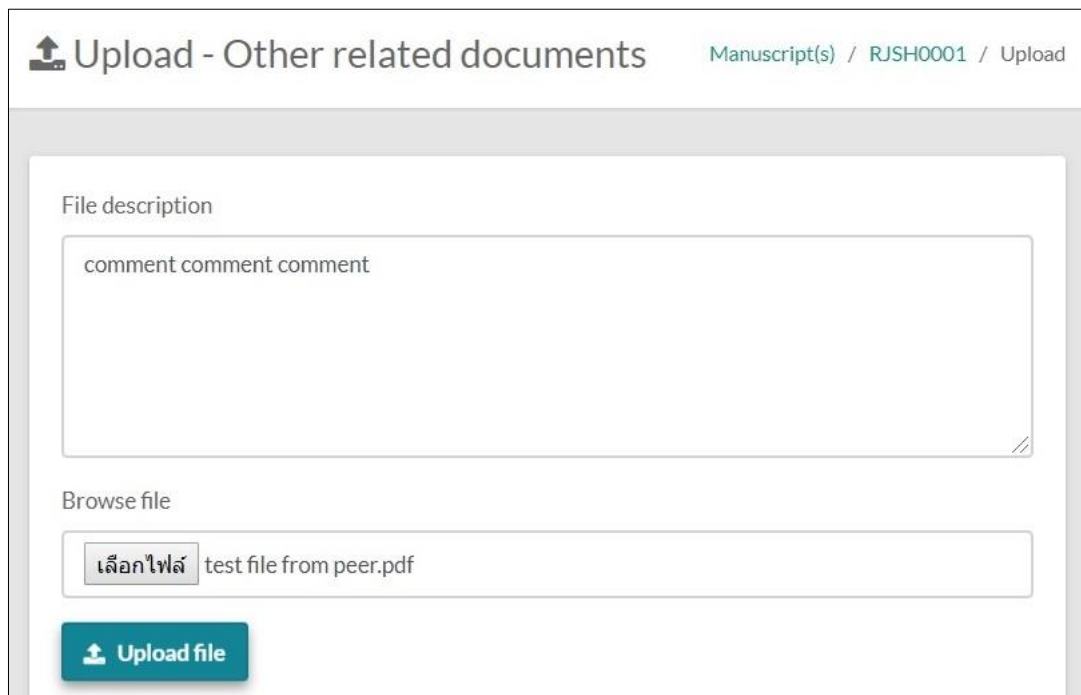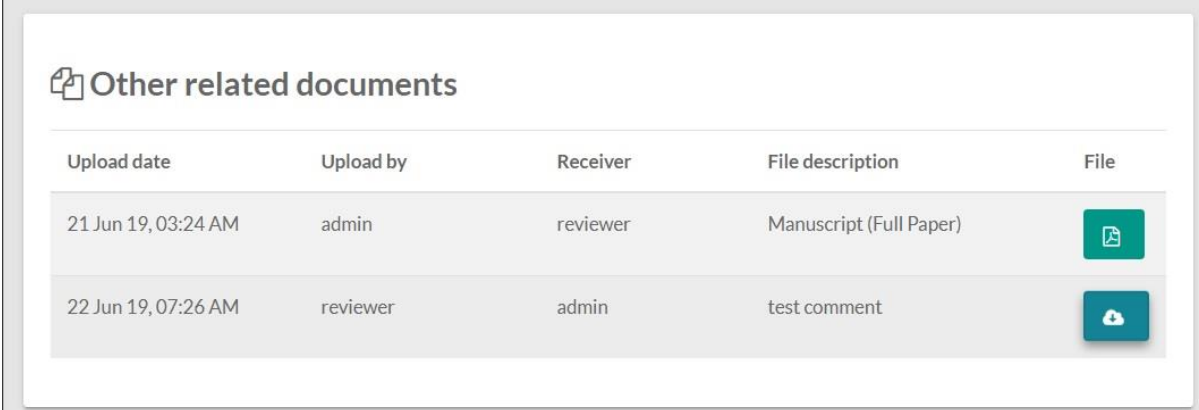


Figure 20

The other related document section will display a list of files that you submit to the editorial. Including files that the editor sends to you.



Figure 21