



PRESS

Universiti Teknologi PETRONAS

USER MANUAL JOURNAL MANAGEMENT SYSTEM (JMS)

REVIEWER

Journal Management System (JMS)	Version: 1.0
	Date: 1-Nov-2018

CONFIDENTIAL INFORMATION

The information in this document is confidential and only for the use of UTP Press and Universiti Teknologi PETRONAS only and shall not be disclosed to any party that is not applicable. It can not be reproduced either wholly or in part without the permission of UTP Press and UTP.

Any form of reproduction, addition, copying, disclosure, alteration, distribution or publication of this document is strictly prohibited.

Journal Management System (JMS)	Version: 1.0
	Date: 1-Nov-2018

CHANGES HISTORY

Tarikh	Version	Author	Changes Information
1 Nov 2018	1.0	UTP Press	

Journal Management System (JMS)	Version: 1.0
	Date: 1-Nov-2018

TABLE OF CONTENTS

1. Introduction	5
1.1 Objective	5
1.2 Targetted User	5
2. Journal Management	6
2.1 Editorial Assignment - Reviewer	6
3. Attachment	10
3.1 Attachment A – Definition, Acronym & Abbreviation	10

Journal Management System (JMS)	Version: 1.0
	Date: 1-Nov-2018

1. Introduction

1.1 Objective

This document is the Journal Management System (JMS) user guide for journal management process.

1.2 Targetted User

This user manual is used by

1. Reviewer

Journal Management System (JMS)	Version: 1.0
	Date: 1-Nov-2018

2. Journal Management

2.1 Editorial Assignment - Reviewer

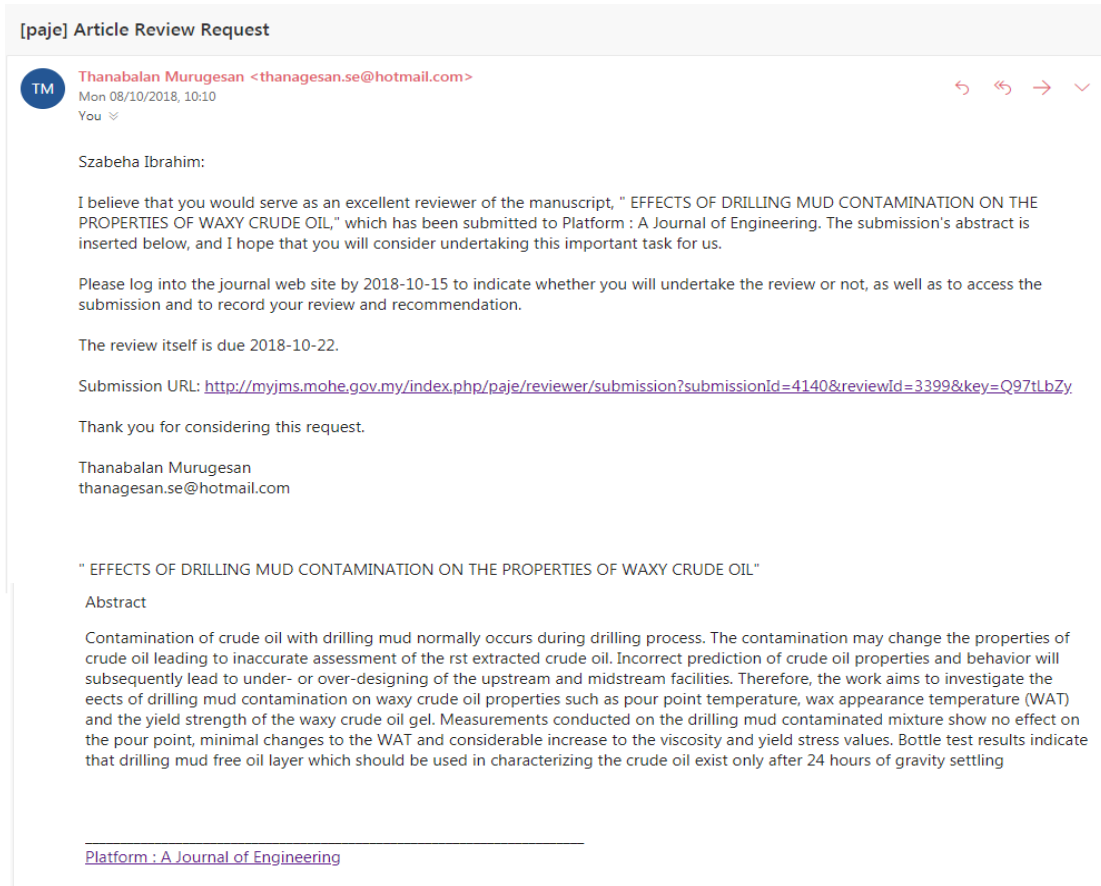


Figure 1

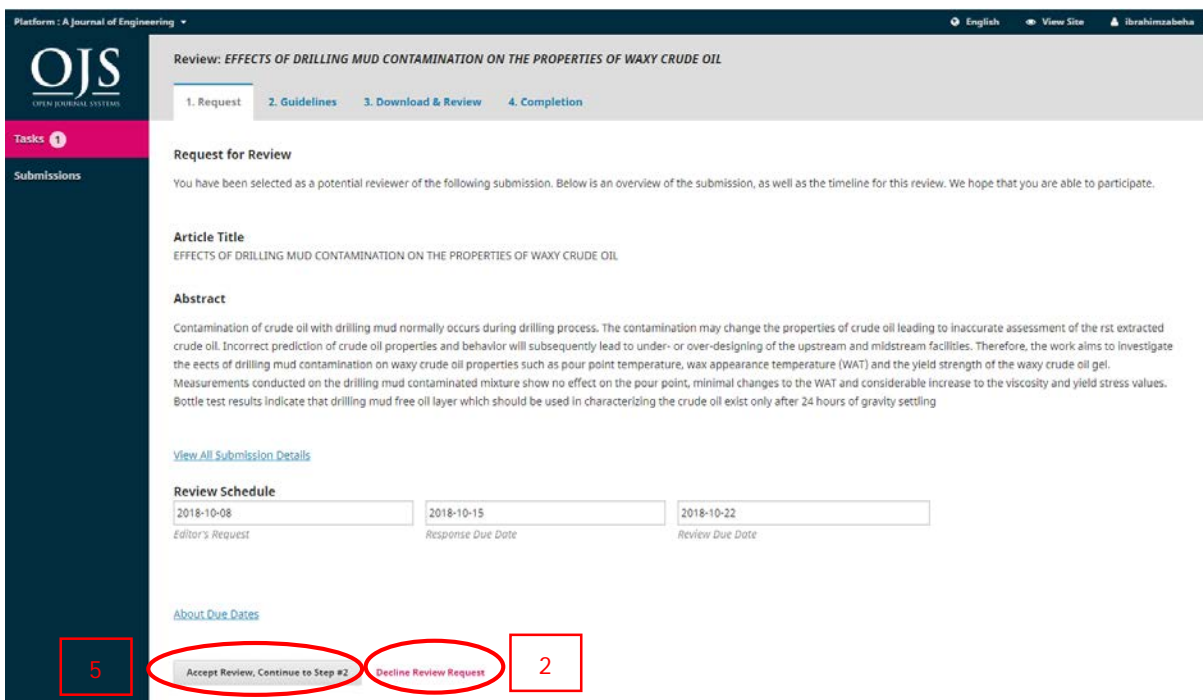


Figure 2

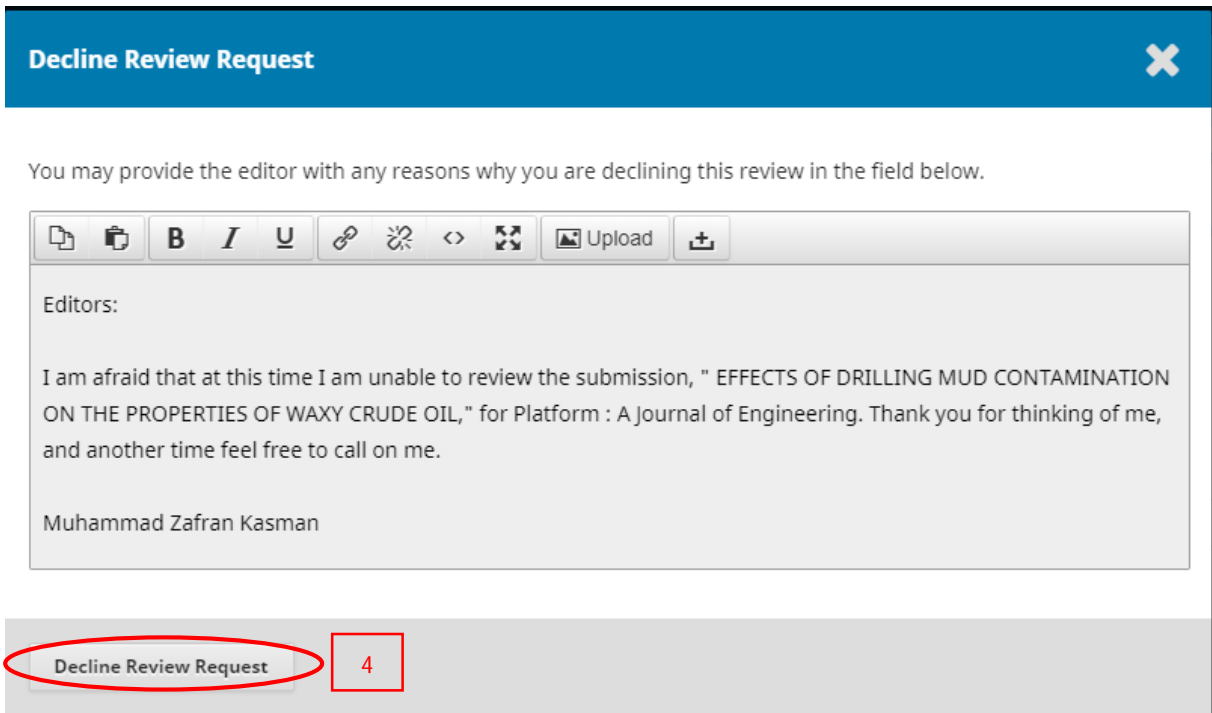


Figure 3

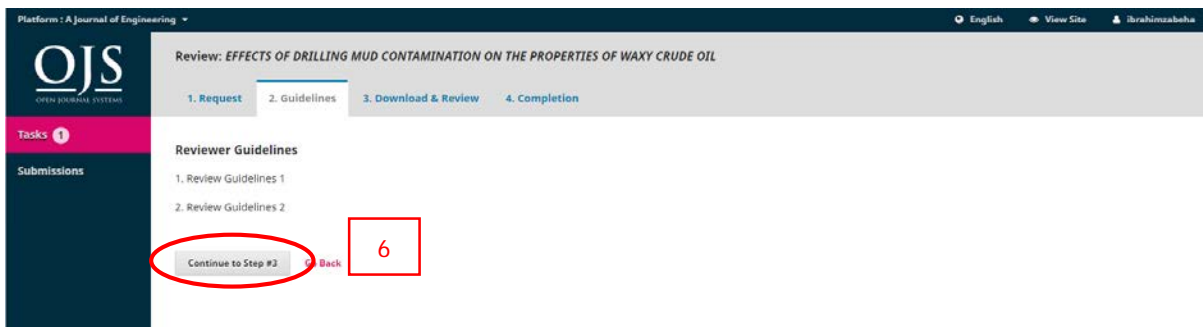


Figure 4

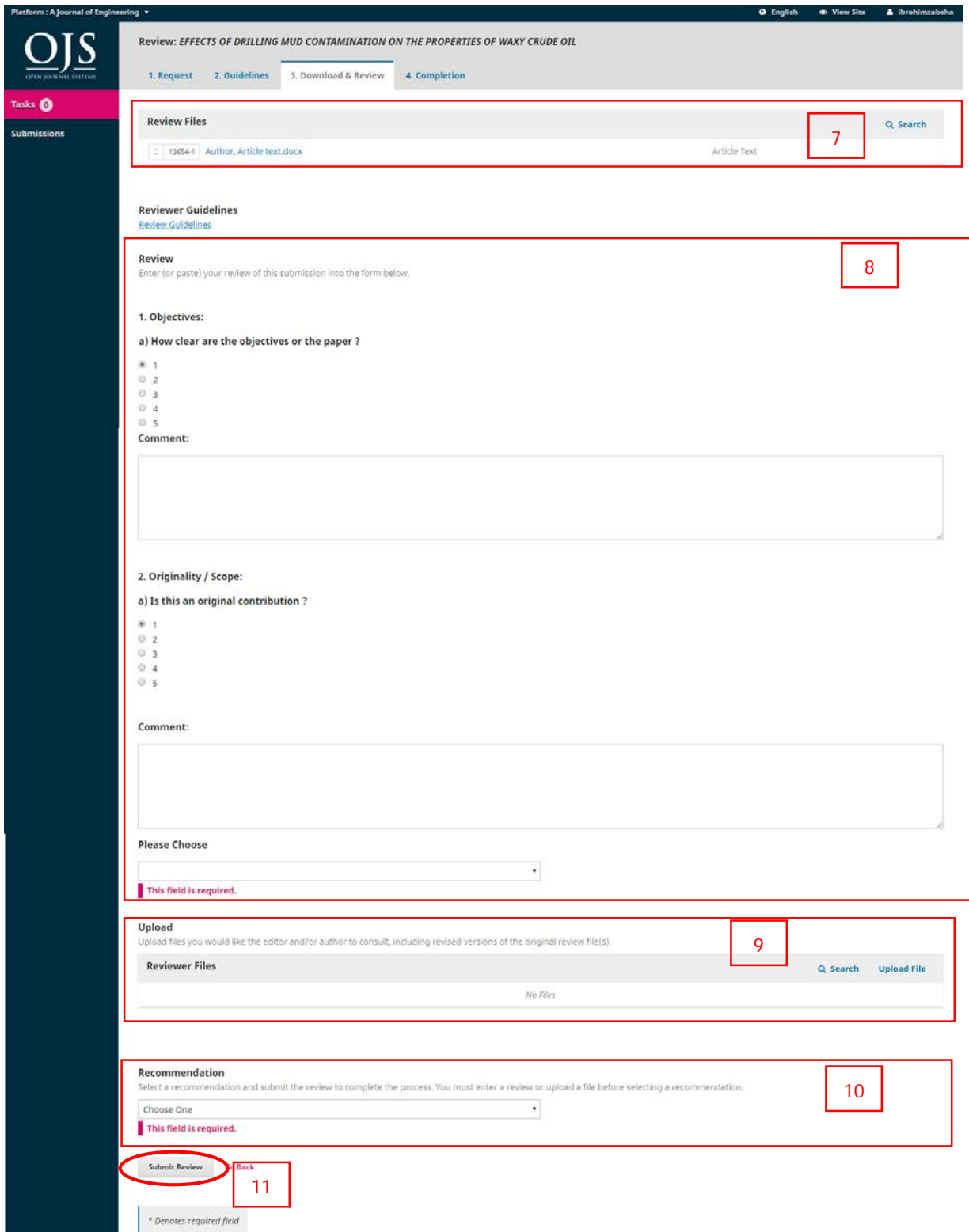


Figure 5

Journal Management System (JMS)	Version: 1.0
	Date: 1-Nov-2018

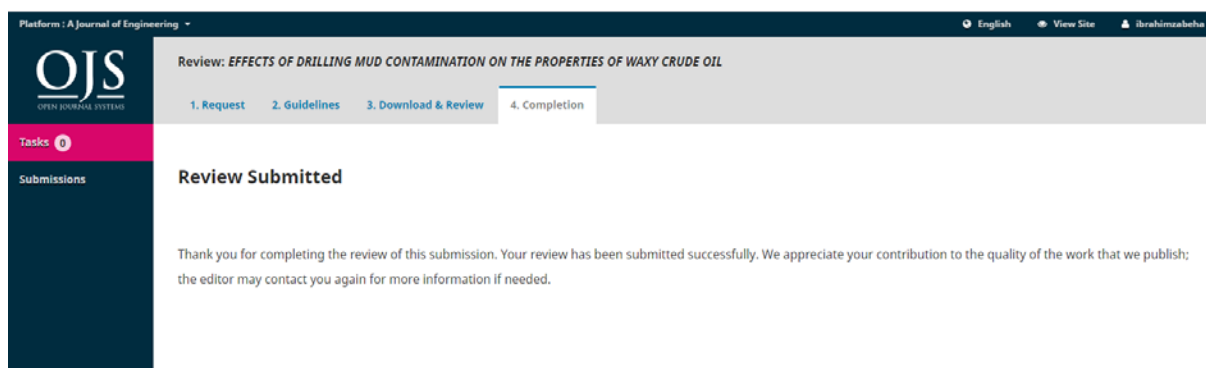


Figure 6

No.	Step	Result of Action
1.	Editorial assignment email will be received by Reviewer as shown in Figure 1	
2.	Click email link	Details of article screen will be displayed as shown in Figure 2
3.	Click 'Decline Review Request'	Decline Review Request screen will be displayed as shown in Figure 3
4.	Click 'Decline Review Request' button	Notification regarding declining the review request will be emailed to Section Editor and Chief Editor
5.	Click 'Accept Review. Continue to Step #2'	Guidelines screen will be displayed as shown in Figure 4. Email notification will be sent to Chief Editor and Section Editor
6.	Click 'Continue to Step #3'	Download and Review screen will be displayed as shown in Figure 5
7.	Download and review the articles under Review Files section	
8.	Enter the feedback in review form	
9.	Upload files that reviewer like the editor and/or author to consult or comments, including revised version of the original files (if any)	All the files will be listed under Upload section
10.	Select the Recommendation for the articles	
11.	Click 'Submit Review'	All the data will be recorded in database. If its incomplete, the system will show 'The field is required'. If successful, the Completion screen will be displayed as shown in Figure 6. Email notification will be sent to Chief Editor and Section Editor

Journal Management System (JMS)	Version: 1.0
	Date: 1-Nov-2018

3. Attachment

3.1 Attachment A – Definition, Acronym & Abbreviation

Terma	Definisi
JM	Journal Manager
CE	Chief Editor
SE	Section Editor