M2PI Manuscript Guide

Manual for Reviewers

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Request for manuscript review

Request for manuscript review

As a reviewer, you will be notified by e-mail of an invitation to review a manuscript. The "Agree, Decline" buttons appear if requested for the first review. (For checking whether you agree or not)

Access the site to choose whether you accept the request or not.

	ONLINE MANUSCRIPT SUBMISSION
	[{journal_title}] Request for manuscript review : {atime}
Sender:	{journal_title}
Recipient :	{rName}
Manuscript ID :	{order_num}
Title :	{subject}
Review Period :	{assign_date}{sdate} ~ {pdate}
{sendmemo}	
{agree_date}	
{abstract}	
	requested to visit log in with your I.D. and password, and go er Center. Please read the Instructions for Reviewers and proceed as guided.
	this invitation, I would be very grateful if you would return your review within 2 weeks, be able to provide comments within this time frame, please let me know immediately by -mail.



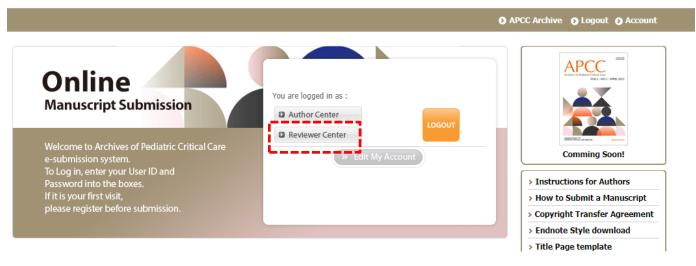
Reviewer Center

After logging in as a reviewer, the "Reviewer Center" shortcut menu appears as below. The "Reviewer Center" page is displayed by clicking the menu.

You might see different page from below because available menu is generated automatically under the user authority after logging in.

(You can access to Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher.)



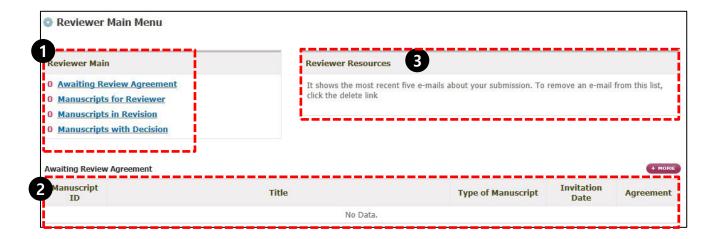




Reviewer Main menu

You can check the progress of the manuscript requested for review.

- 1. You can check and review according to awaiting review agreement, manuscripts for reviewer, manuscripts in revision and manuscripts with decision.
- 2. You should send the response whether you agree to review or not in the first review.
- 3. You can check the received manuscript again.





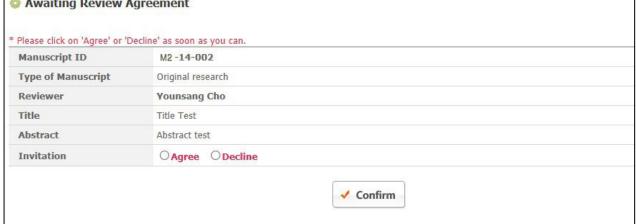
Awaiting Review Agreement

You should send the response whether you agree to review or not in the first review.

Once you select the Agree or Decline, you do not have to do any more. Be sure to respond as soon as possible.

It is possible for you to review after agreeing. You cannot review the relevant manuscript if you decline to review.

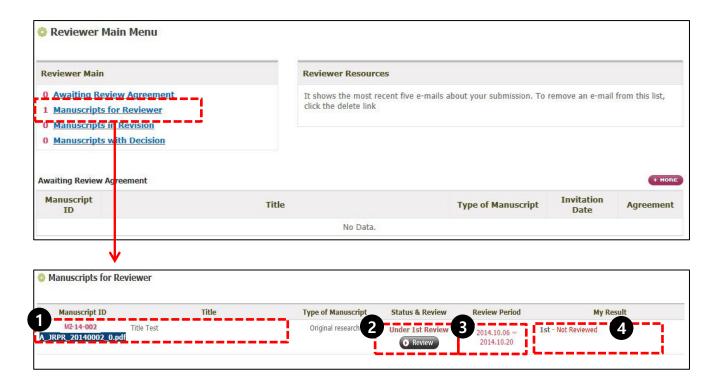






Manuscripts for Reviewer

You can confirm the list of manuscripts under review after agreeing to review.



- 1. Select the title or PDF file to see the information of manuscripts to review.
- 2. Click the "Review" button to review the relevant manuscript.
- 3. You must review by designated date, and you can review anytime before submitting the review result. (But, the review result is not modifiable after submitted.)
- 4. You can confirm the status of the review result.

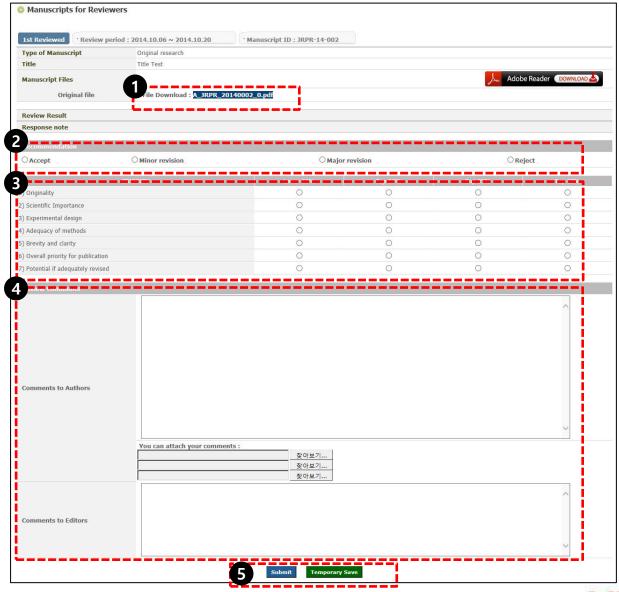


Manuscripts for Reviewer

To review manuscripts

- 1. Select and check the manuscripts to review. (PDF file)
- 2. Select one of the Recommendation tap.
- 3. Fill in the evaluation table. (only in the first review)
- 4. Write comments to authors and editors.
- 5. The "Submit" button is to complete submission. (It is not possible to revise although the period of review remains.)

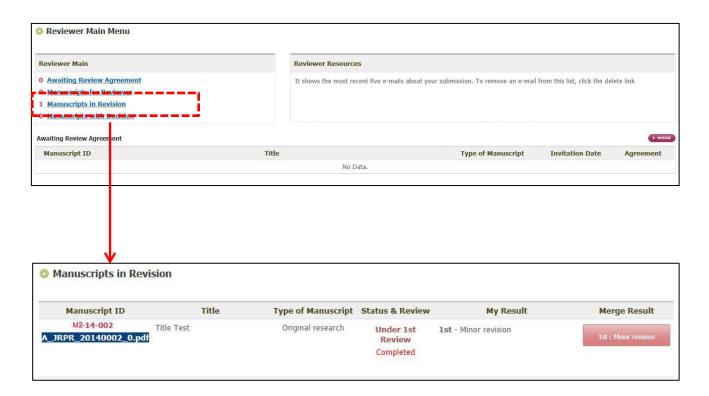
The "Temporary Save" button is to save contents temporarily. You can save contents and submit within the period.





Manuscripts in Revision

Select the "Manuscript in Revision" tap to see the review result.

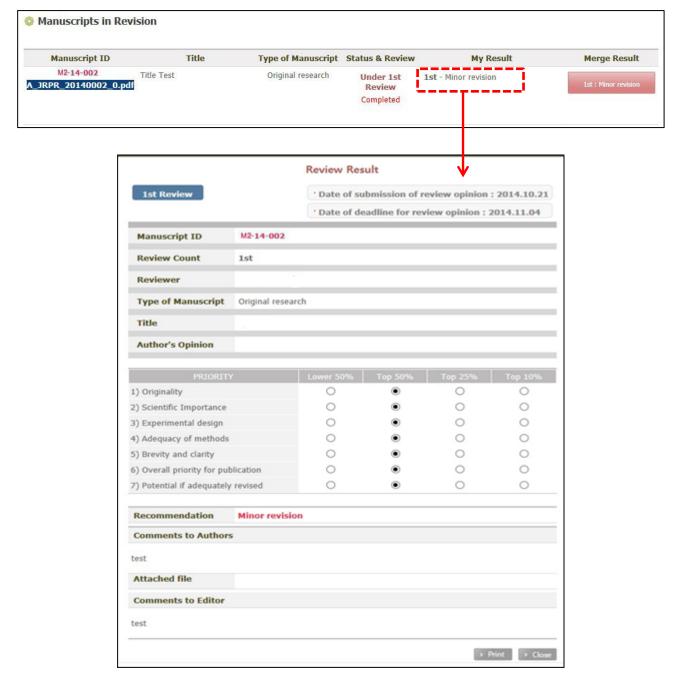




Manuscripts in Revision

Confirmation your own review result

Click the "My Result" to see your own review result. (the second and the third are the same as the first)

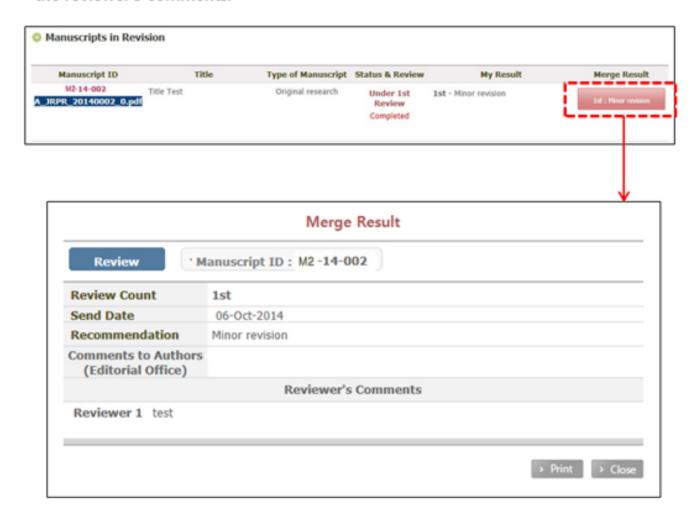




Manuscripts in Revision

Confirmation the final review result

Click the "Merge Result" button to confirm the final review result of the editor and all the reviewer's comments.





Manuscripts with Decision

You can confirm the list of manuscripts completed reviews and the review result.

