

Reviewer Training Document

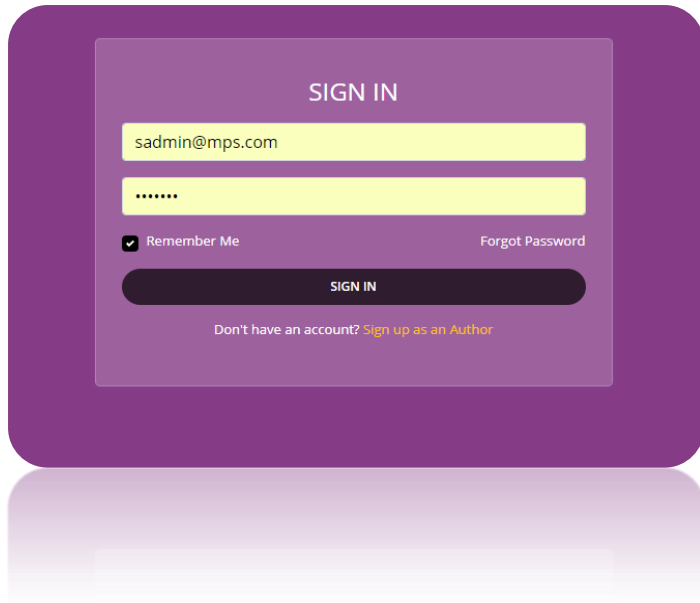


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LOGIN PAGE

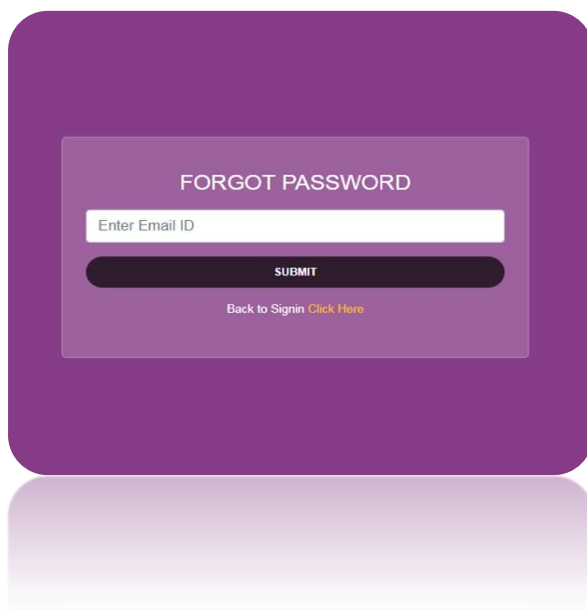
To get the login page use the URL of MSS



In case, you want the system to remember your username and password, then check it on **“Remember me”** option, however, it is highly recommended to type in the username and the password manually before every login attempt.

FORGOT PASSWORD

In case, you forget your **“Password”**, click on the **“Reset Password”** option. Once clicked, it will direct to page which will ask for your email address. Fill in the email address and then click on **“Submit”** button to get the new password.



HOME PAGE (Reviewer)

On Right Side menu of Home Page you will find four sections:

- **Dashboard** - At the top which will have link by clicking, each will display a grid related to it :
 - **New Assignment**
 - **Pending Assignment**
 - **Completed Assignment**
 - **Declined Manuscripts**
 - **Revised Manuscripts**



- **Communication** – Author can communicate via mail related to any topic or issue.
- **Mark Non Availability** – In this section Reviewer should mark their unavailability at least one day before the apply date.

The screenshot shows the Reviewer Home Page. On the left is a dark navigation menu with a 'Reviewer' header and a 'Scripture's Zone' logo. The menu items are 'Dashboard' (highlighted with a green box), 'Communication', and 'Mark Non Availability'. The main content area has a top bar with five circular icons and their corresponding counts: 2 New Assignment, 0 Pending Assignment, 0 Completed Assignment, 1 Declined Manuscripts, and 0 Revised Manuscripts. Below this is a section titled 'New Assignment' with a search bar and a table of assignments.

Manuscript Id	Title	Invited Date	Due Date	Accept	Decline
JPJ36712220519jCCM	Clinical biochemical and radiological features of a swine flu pandemic in a tertiary care centre of northern india in 2017 – 2018	25/06/2019	6/25/19	✓	✗
JPJ36953170619jCCM	Invited articles Dyhnju	28/06/2019	6/28/19	✓	✗

Dashboard (Reviewer):



When the related icon on dashboard is clicked by user

New Assignment

- **New Assignment:** When The user click icon titled as New Assignment the grid will be displayed

Manuscript Id	Title	Invited Date	Due Date	Accept	Decline
JPJ36712220519JCCM	Clinical biochemical and radiological features of a swine flu pandemic in a tertiary care centre of northern india in 2017 - 2018	25/06/2019	6/25/19	✓	✗
JPJ36953170619JCCM	Invited articles (jyhrju	28/06/2019	6/28/19	✓	✗

Columns Available in the grid:

- **Manuscript ID** – Gives the ID of the Manuscript
- **Manuscript Title** – Gives the Title of the Manuscript
- **Invited Date** – Gives the date on which the Reviewer was Invited
- **Due Date** – Gives the Reviewer's due date
- **Accept** – User can Accept the Manuscript
- **Decline** – User can decline the Manuscript

Action in Grid Column :

- **Manuscript ID:** If Reviewer clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.

Manuscript Information

Type, Title, & Abstract

Manuscript ID	Manuscript Type	Title

Running Head

Abstract:

Keyword:

Authors & Institutions +

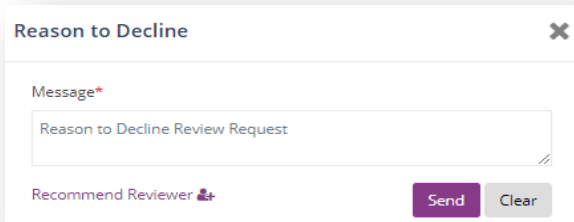
Details & Comments +

File(s) Uploaded +

Author Reply File(s) +

- **Manuscript Title:** Clicking on title, it redirect to NCBI's Database with manuscript title.

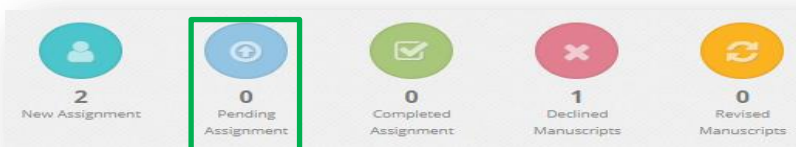
- **Accept:** If the user wants to accept the manuscript then the user can click the icon in the grid in related row of manuscript.
- **Decline:** If the user wants to decline the manuscript then the user can click the icon in the grid in related row of manuscript and the pop will render for enter the reason to decline in the message box and click on send button.



A dialog box titled "Reason to Decline" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Reason to Decline Review Request". Below the input field are two buttons: "Send" (purple) and "Clear" (grey). There is also a "Recommend Reviewer" icon with a plus sign.

Pending Assignment

- **Pending Assignment** - : When The user click icon titled as Pending Assignment the corresponding grid will be displayed




A table titled "Pending Assignment" with a search bar and a "Show 10 entries" dropdown. The table has the following columns: Manuscript Number, Title, Agreed Date, Due Date, Editor, and Action.

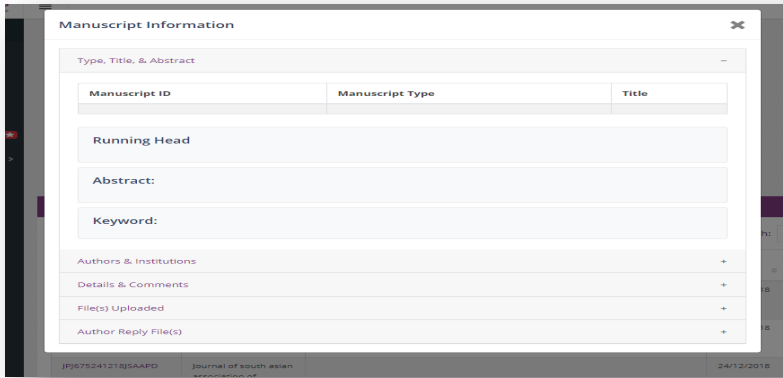
Manuscript Number	Title	Agreed Date	Due Date	Editor	Action
JP136712220519 CCM	Clinical biochemical and radiological features of a swine flu pandemic in a tertiary care centre of northern India in 2017 – 2018	10/07/2019	25/06/2019	singh arun	Action

Columns Available in the grid:

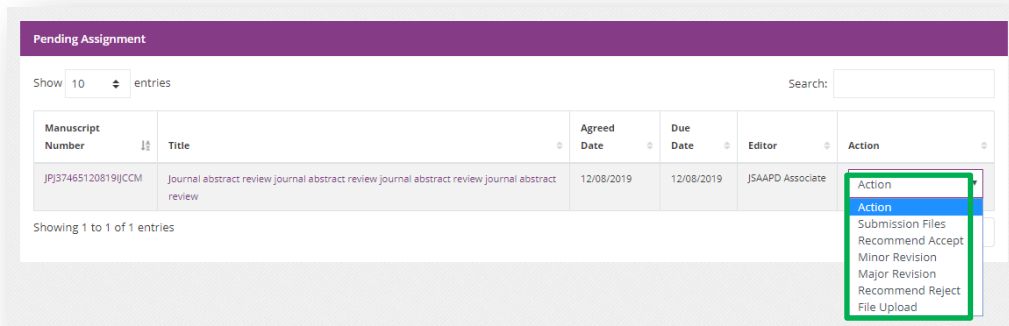
- **Manuscript ID** – Gives the ID of the Manuscript
- **Manuscript Title** – Gives the Title of the Manuscript
- **Agreed Date** – Gives the date on which the manuscript was accepted
- **Due Date** – Gives the Reviewer’s due date
- **Editor** – Gives the name of the editor
- **Action** – User can perform actions on the Manuscript

Action in Grid Column:

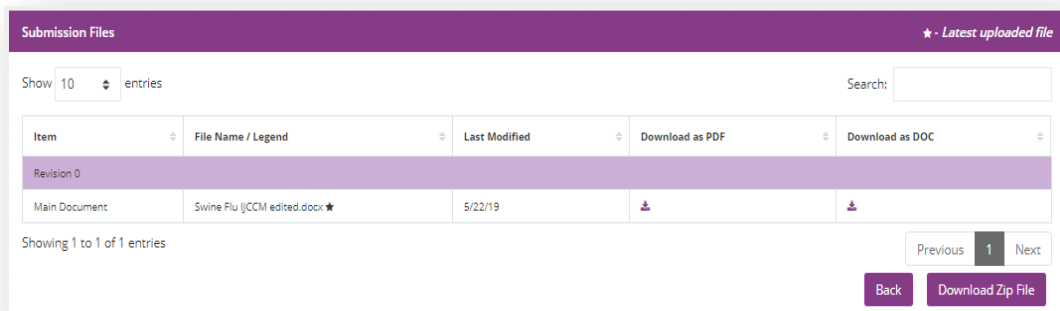
- **Manuscript ID:** If Reviewer clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



- **Manuscript Title:** Clicking on title, it redirect to NCBI’s Database with manuscript title.
- **Action :** Clicking on the Action drop down, five option present there :
 - a) Submission Files
 - b) Recommend Accept
 - c) Minor Revision
 - d) Major Revision
 - e) Recommend Reject
 - f) File Upload



Submission Files: Clicking on the Submission files from the drop-down, page redirect to submission files page and all submitted files shows in the grid list, related to that manuscript. User can download files as Doc and Pdf after clicking on Download as PDF and Download as Doc icon and user can download all submitted files in the zip format after clicking on download zip file button.

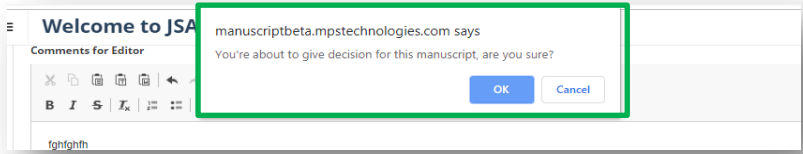


Recommend Accept: Clicking on the Recommend Accept from the drop-down, page redirect to Recommendation and Comments page. Please evaluate the figures, Select most applicable fields of study to this material, Comments for Author and Comments for Editor are the mandatory fields on this page. Fill all the mandatory fields and click on the Proceed button which present on the bottom right of this page.

The screenshot shows a web form titled "Recommendation & Comments" for manuscript ID JP36/12220/19JCCM. The form is divided into several sections:

- Message:** A notification box asking "Is there a new message from the manuscript?" with "Yes" and "No" options.
- Heading:** A section titled "Please evaluate the figures" with radio button options: "Figures & text are well-balanced and complementary", "Insufficient to illustrate concepts", "Not all data is represented graphically that should be", "Some illustrations are redundant", "Figures are not needed for this subject matter", and "Included figures are irrelevant to the subject matter".
- Fields of Study:** A section titled "Select most applicable fields of study to this material:" with radio button options: "Faceted Classification", "Credentia", "User Experience Design", "Visual Information Design", and "The Semantic Web".
- Priority:** A section titled "Priority (only for the Article to be Accepted)" with radio button options: "High", "Middle", and "Low".
- Comments for Author and Editors:** Two large text areas, each with a rich text editor toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Source).
- Editorial Requirement:** A section titled "Do you think this the article, if accepted, requires commentary or editorial? If yes, would you like to write a commentary / editorial when the article is accepted?" with radio button options: "Yes, I would like to write a commentary" (with a text input field and a character count of 0/200), "Yes, but I do not want to write a commentary", and "No, This article does not require a commentary".
- Competing interests:** A section with radio button options: "I declare that I have no competing interests" and "I have declared my competing interests in the box for 'Comments for editorial staff'".
- Buttons:** At the bottom right, there are three buttons: "Save & Submit Later", "Proceed", and "Cancel".

After click on the Proceed button a pop up pop will render asking the user choice and after click on ok button manuscripts comes in Completed Assignment grid list.



Minor Revision: Clicking on the Minor Revision from the drop-down, page redirect to Reviewer Checklist page. If user wants to give any comment or any suggestion can enter in text box area and click on Proceed button.

Reviewer Checklist

Change required in Citations & References? Yes No Not Sure
Maximum 1000 characters

Change required in Styles? Yes No Not Sure
Maximum 1000 characters

Change required in Figures & Tables? Yes No Not Sure
Maximum 1000 characters

Change required in Language? Yes No Not Sure
Maximum 1000 characters

Change required in Structured/ Unstructured? Yes No Not Sure
Maximum 1000 characters

Change required in Keywords (3 to 7)? Yes No Not Sure
Maximum 1000 characters

Change required in Content part 1? Yes No Not Sure
Maximum 1000 characters

Change required in Content part 2? Yes No Not Sure
Maximum 1000 characters

Change required in Content part 3? Yes No Not Sure
Maximum 1000 characters

Change required in Others? Yes No Not Sure
Maximum 1000 characters

Ethical approval mentioned Yes No Not Sure
Maximum 1000 characters

If it was a clinical trial, is it registered at CTRI? Yes No Not Sure
Maximum 1000 characters

Sample size was calculated and appropriate Yes No Not Sure
Maximum 1000 characters

Statistical methods applied were appropriate Yes No Not Sure
Maximum 1000 characters

I recommend language/ grammar check Yes No Not Sure
Maximum 1000 characters

I recommend additional plagiarism check Yes No Not Sure
Maximum 1000 characters

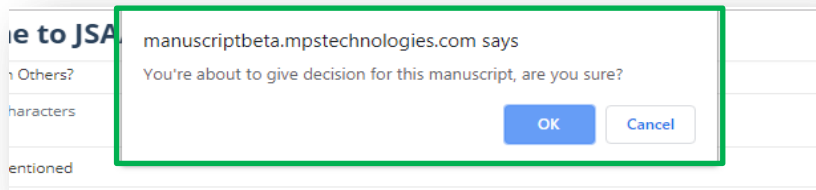
I recommend additional check for references Yes No Not Sure
Maximum 1000 characters

Comment for Author
Maximum 5000 characters

Comment for Editor
Maximum 5000 characters

Proceed **Cancel**

After click on the Proceed button a pop up pop will render asking the user choice and after click on ok button manuscripts comes in Completed Assignment grid list.

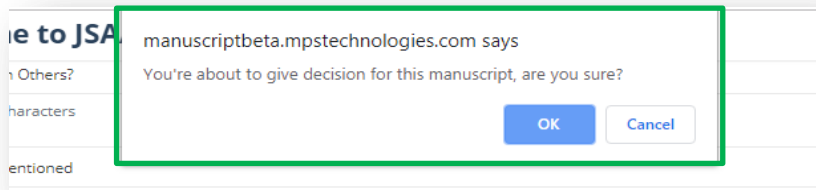


Major Revision: Clicking on the Major Revision from the drop-down, page redirect to Reviewer Checklist page. If user wants to give any comment or any suggestion can enter in text box area and click on Proceed button.

Reviewer Checklist

Change required in Citations & References? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Styles? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Figures & Tables? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Language? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Structured/ Unstructured? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Keywords (3 to 7)? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Content part 1? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Content part 2? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Content part 3? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Others? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Ethical approval mentioned Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
If it was a clinical trial, is it registered at CTRI? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Sample size was calculated and appropriate Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Statistical methods applied were appropriate Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
I recommend language/ grammar check Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
I recommend additional plagiarism check Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
I recommend additional check for references Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Comment for Author Maximum 5000 characters	Comment for Editor Maximum 5000 characters

After click on the Proceed button a pop up pop will render asking the user choice and after click on ok button manuscripts comes in Completed Assignment grid list.

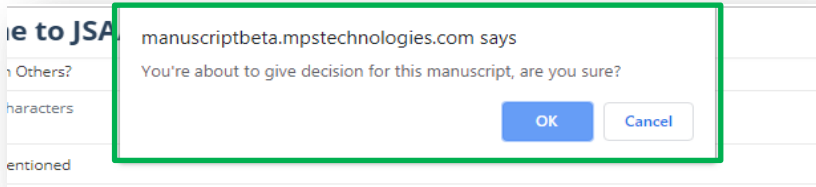


Recommend Reject: Clicking on the Recommend Reject from the drop-down, page redirect to Reviewer Checklist page. If user wants to give any comment or any suggestion can enter in text box area and click on Proceed button.

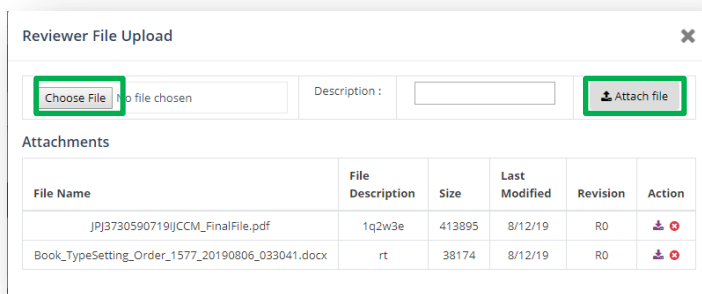
Reviewer Checklist

Change required in Citations & References? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Styles? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Figures & Tables? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Language? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Structured/ Unstructured? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Keywords (3 to 7)? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Content part 1? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Content part 2? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Content part 3? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Change required in Others? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Ethical approval mentioned Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
If it was a clinical trial, is it registered at CTRI? Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Sample size was calculated and appropriate Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Statistical methods applied were appropriate Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
I recommend language/ grammar check Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
I recommend additional plagiarism check Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
I recommend additional check for references Maximum 1000 characters	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Comment for Author Maximum 5000 characters	Comment for Editor Maximum 5000 characters

After click on the Proceed button a pop up pop will render asking the user choice and after click on ok button manuscripts comes in Completed Assignment grid list.

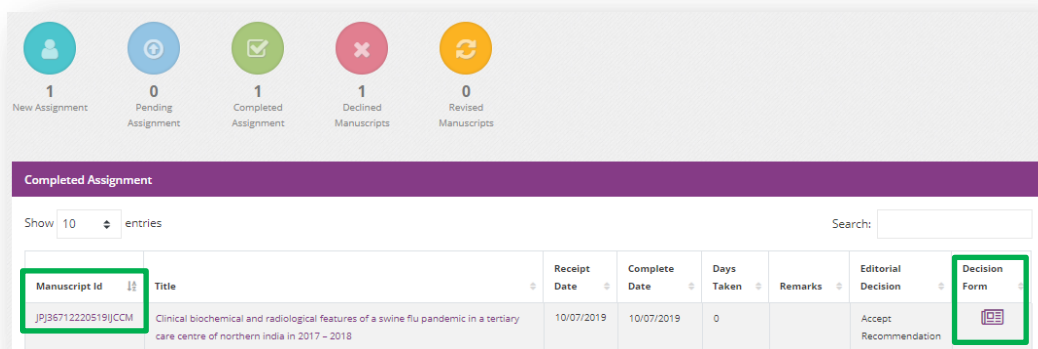


File Upload: Clicking on the File Upload from the drop-down, page redirect to Reviewer File Upload page. Reviewer can choose file by clicking on choose file button, add comments in description box and click on attach file to upload the file. The uploaded file will be shown in Attachments grid list with revision number and user can download and delete from download and delete icon.



Completed Assignment

- **Completed Assignment:** When The user click icon titled as completed assignment the corresponding grid will be displayed

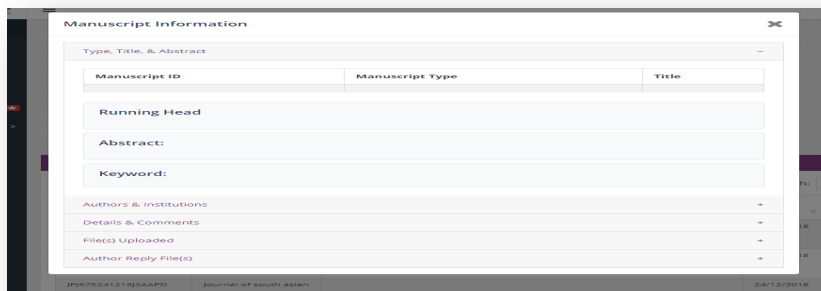


Columns Available in the grid:

- **Manuscript ID** – Gives the ID of the Manuscript
- **Manuscript Title** – Gives the Title of the Manuscript
- **Receipt Date** – Gives the date on which the manuscript was created
- **Complete Date** – User can update the Manuscript
- **Days Taken** – User can Withdraw the Manuscript
- **Reviewer Decision** – shows the decision of Reviewer
- **Decision Form** – Gives the decision form

Action in Grid Column:

- **Manuscript ID:** If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.

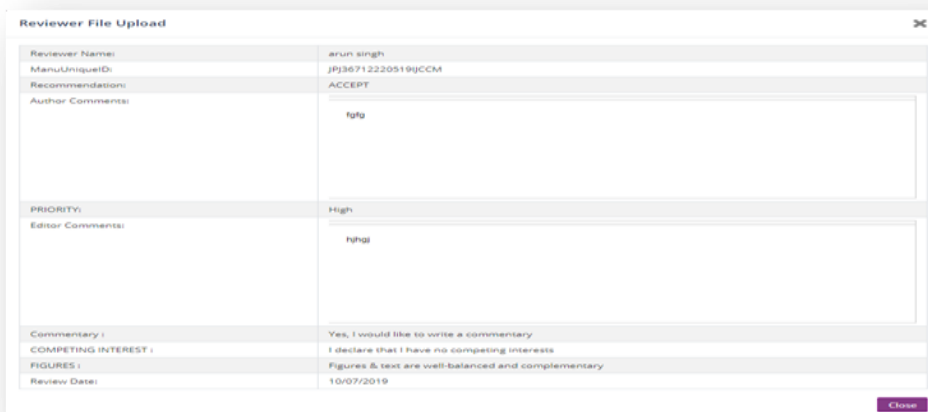


The screenshot shows a 'Manuscript Information' form with the following sections:

- Type, Title, & Abstract: Manuscript ID, Manuscript Type, Title
- Running Head
- Abstract:
- Keyword:
- Authors & Institutions
- Details & Comments
- File(s) Uploaded
- Author Reply File(s)

Footer: jpr36712220519jCCM Journal of South Asian 2019

- **Manuscript Title:** Clicking on title, it redirect to NCBI's Database with manuscript title.
- **Decision Form:** Clicking on Decision Form icon user can see the decision form of reviewer.



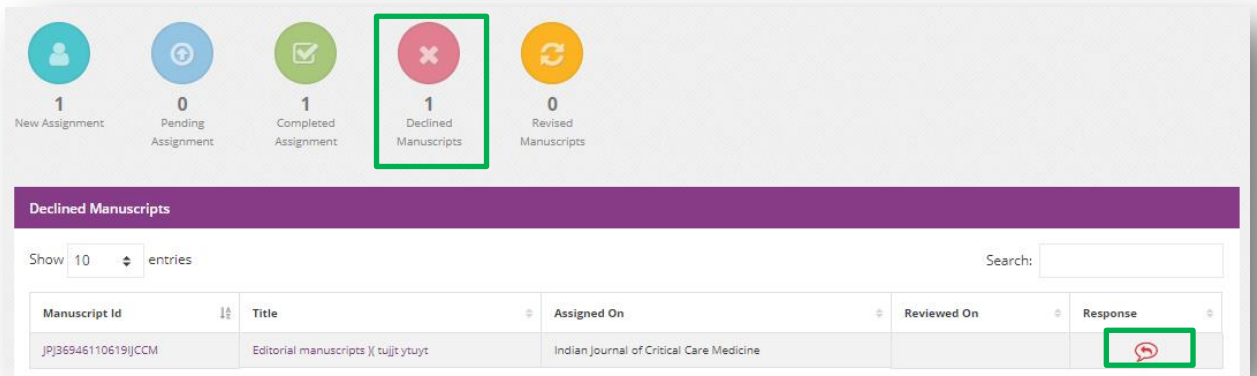
The screenshot shows a 'Reviewer File Upload' form with the following fields:

- Reviewer Name: arun singh
- ManuUniqueID: jpr36712220519jCCM
- Recommendation: ACCEPT
- Author Comments: hfg
- PRIORITY: High
- Editor Comments: hfg
- Commentary: Yes, I would like to write a commentary
- COMPETING INTEREST: I declare that I have no competing interests
- FIGURES: Figures & text are well-balanced and complementary
- Review Date: 10/07/2019

Close button is visible at the bottom right.

Decline Manuscripts

- **Decline Manuscripts:** When the user click icon titled as Decline Manuscripts corresponding grid will be display

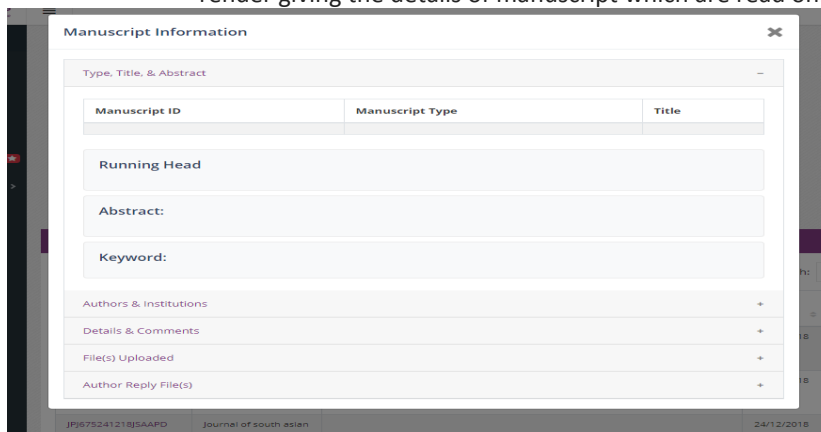


Columns Available in the grid :

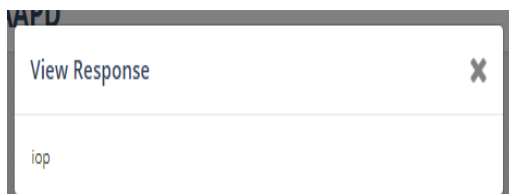
- **Manuscript ID** – Gives the ID of the Manuscript
- **Manuscript Title** – Clicking on title, it redirect to NCBI's Database with manuscript title.

Action in Grid Column:

- **Manuscript ID:** If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



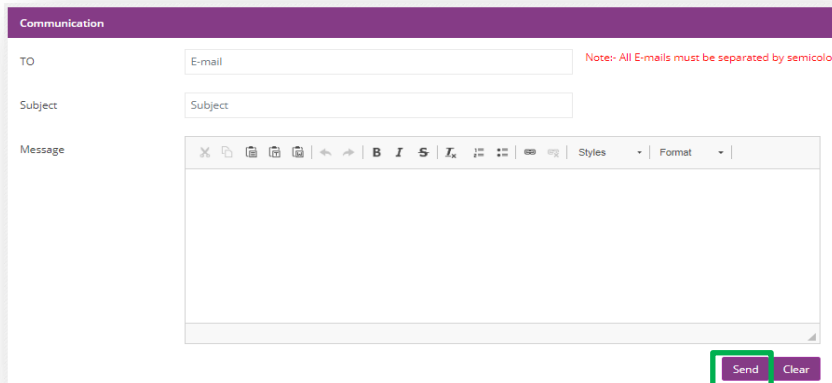
- **Manuscript Title:** Clicking on title, it redirect to NCBI's Database with manuscript title.
- **Response:** After clicking on Response icon, a pop up will render that shows the response given by Reviewer at the time of decline manuscript.



Communication

Message

Message in submenu is used so that author can communicate via mail related to any topic or issue that author want to discuss.



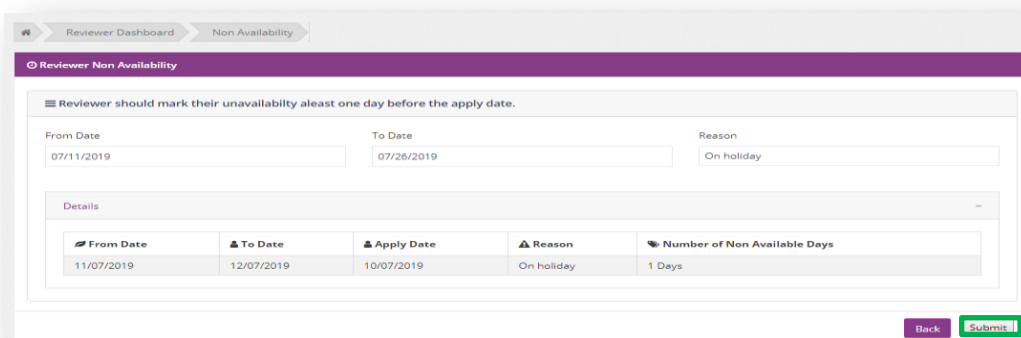
The screenshot shows a web form titled "Communication". It has three main sections: "TO" with an "E-mail" input field, "Subject" with a "Subject" input field, and "Message" with a rich text editor. A red note above the TO field says "Note: All E-mails must be separated by semicolon". At the bottom right, there are "Send" and "Clear" buttons, with the "Send" button highlighted by a green box.

After filling the detail like to, subject, body, author has to click "Send" button.

Mark Non Availability:

In this section Reviewer should mark their unavailability at least one day before the apply date. In this Reviewer need to enter From date, To date and the Reason of unavailability and click on submit button.

After click on submit button user can see Details like as From Date, To Date, Apply Date, Reason and Number of Days of unavailability.



The screenshot shows a web form titled "Reviewer Non Availability". It has a breadcrumb trail: "Reviewer Dashboard > Non Availability". The form has a header: "Reviewer should mark their unavailability atleast one day before the apply date." Below this, there are three input fields: "From Date" (07/11/2019), "To Date" (07/26/2019), and "Reason" (On holiday). Below these is a "Details" section with a table:

From Date	To Date	Apply Date	Reason	Number of Non Available Days
11/07/2019	12/07/2019	10/07/2019	On holiday	1 Days

At the bottom right, there are "Back" and "Submit" buttons, with the "Submit" button highlighted by a green box.