GUIDE FOR ONLINE SUBMISSION OF REVIEW REPORT

STEP 1: LOGGING IN THE ONLINE SYSTEM

➢ **Option 1: Logging in the Online system from the Link in the e-mail message:**

Reviewers receive an invitation to review the manuscript from the Editors via e-mail automatically sent with the subject titled "[JOMC] Article Review Request".

The e-mail message includes information about the manuscript title, abstract, keywords and review schedule.

Reviewers click the Link in the e-mail message to access directly the Online system as Users and view the full manuscript.

Note: Please check the "Spam box" in your e-mail if it is not found in the Inbox.

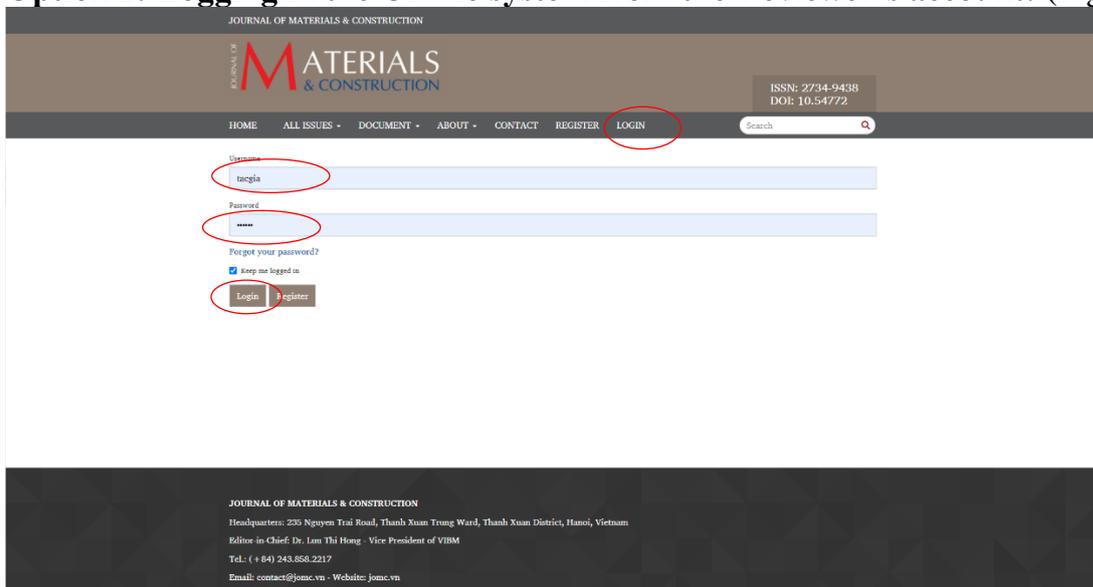➢ **Option 2: Logging in the Online system from the Reviewer's account:** (Figure 1)

Figure 1. Logging in the Online system

Reviewers' accounts have already been created in the database of the Online system; Reviewers click the box "Login" in the upper right hand corner;

Enter "Username" and "Password" in the corresponding boxes;

Click the box "Login" to log in the account and view the full manuscript.

➢ **If you forget the "Password":** (Figure 2)

Click "Forgot your password?";

Enter your e-mail address used to register as a User in the box "Registered user's email";

Click "Reset Password";

A new Password will be generated and automatically sent to your e-mail address;

Note: Check the "Spam box" because the automatically sent messages may be located here; you may need to click the link and the box "Report not spam" in your e-mail;

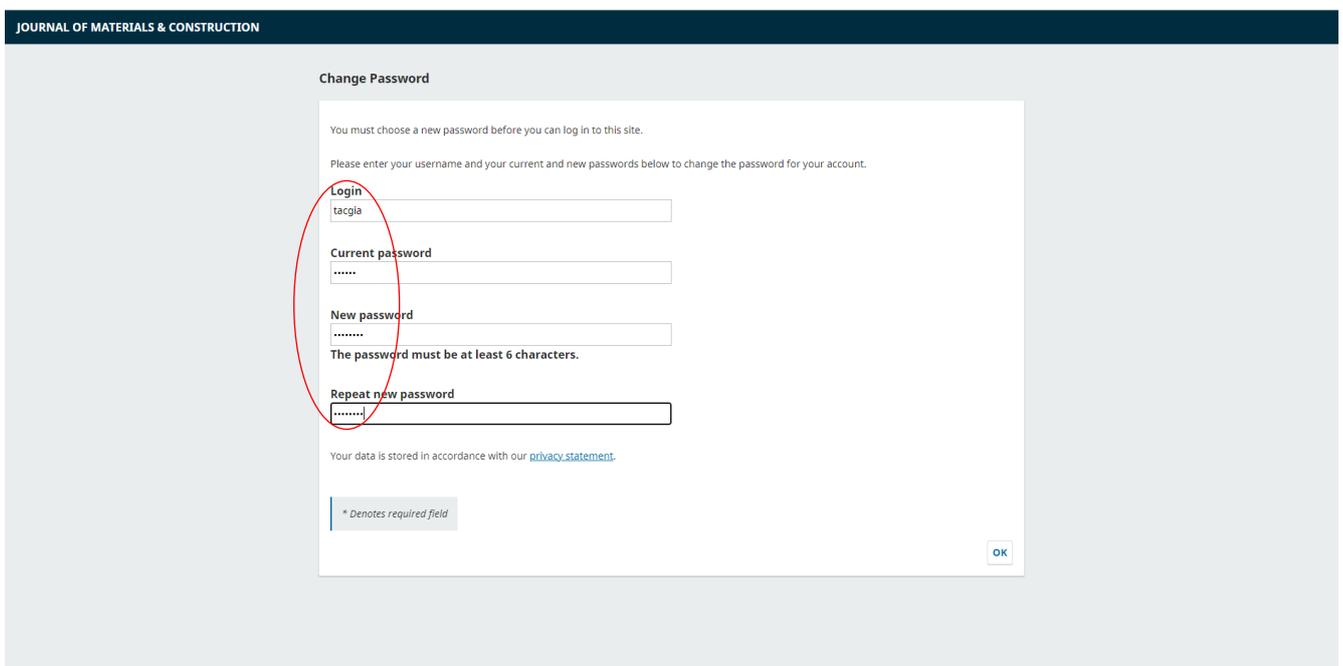Use this "New Password" to log in the Online system.
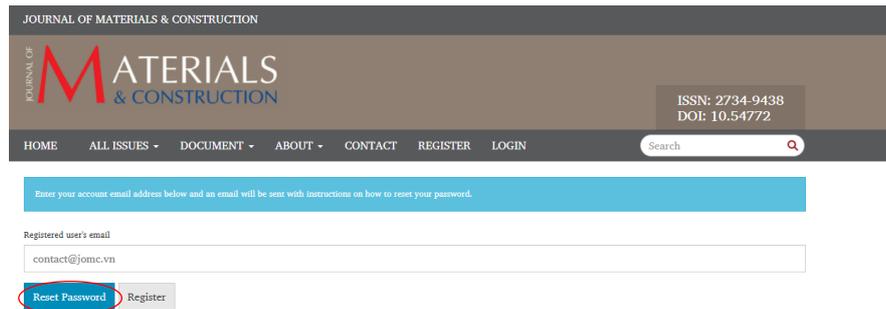
Figure 2. Retrieving "Password" to log in the Online system

➢ **Change "Password":** (Figure 3)
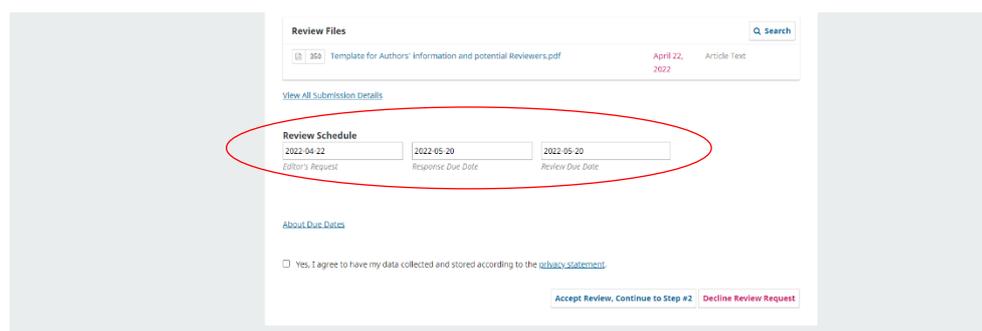
After logging in, you can change your Password.

Figure 3. Changing "Password" to log in the Online system

STEP 2: CONFIRMING TO ACCEPT OR DECLINE THE REVIEW REQUEST

➢ **Review Schedule:** (Figure 4)

Figure 4. Review schedule

Editor's Request is the date that the Editor sent an e-mail message titled "Article Review Request" to the Reviewer.

Response Due Date is the deadline date for the Reviewer to confirm whether or not to review the manuscript. If, after this date, the Reviewer has not confirmed, an e-mail will be sent to the Reviewer for an overdue reminder;

Review Due Date is the deadline date for the Reviewer to submit the review report on the manuscript. If the Reviewer has not sent the review report after this date, an e-mail will be sent for the overdue reminder.
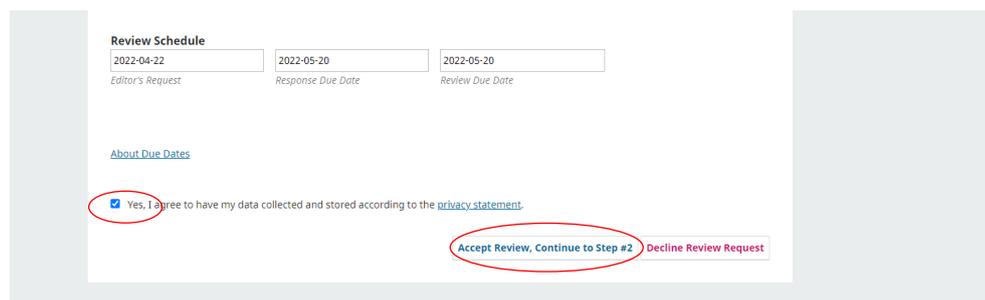
➢ **Accept Review:** (Figure 5)

Figure 5. Agreement to review the manuscript

First, click the box "Yes, I agree to have my data collected and stored according to the policy statement";

Next, click the box "Accept review, continue to Step #2" to confirm the agreement to review the manuscript.

➢ **Decline Review Request**: (Figure 6)

Figure 6. Disagreement to review the manuscript

First, click the box "Yes, I agree to have my data collected and stored according to the Policy Statement";

Next, click the box "Decline Review Request" to confirm that you do not agree to review the manuscript.

STEP 3: DOWNLOADING THE MANUSCRIPT FILE (Figure 7)

After accepting the review request, please click the box "Continue to Step #3" in the "Reviewer Guidelines";

Click to download the full manuscript in the box "Review Files".
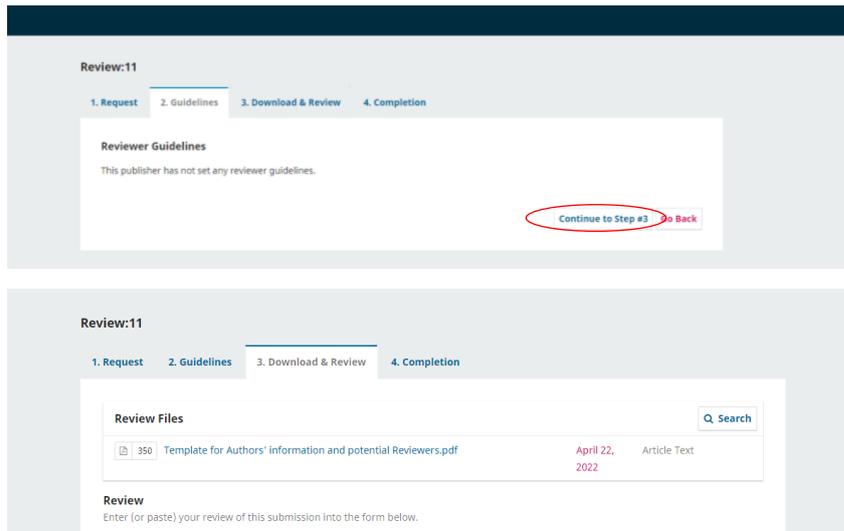
Figure 7. Downloading the full manuscript

STEP 4: SUBMISSION OF REVIEW REPORT AT ROUND 1

➢ **Submission of the review report by filling in the boxes:** (Figure 8)
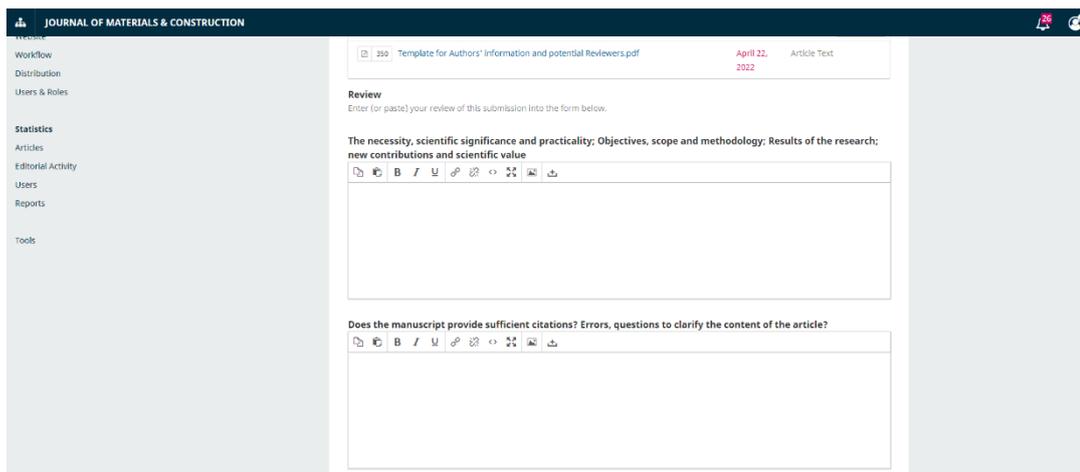
Figure 8. Filling comments in the boxes

Reviewers enter comments into five blank boxes as follows (Figure 8):

1. The necessity, scientific significance and practicality; Objectives, scope and methodology; Results of the research; new contributions and scientific value

2. Does the manuscript provide sufficient citations? Errors, questions to clarify the content of the article?

Note: Filling the comments in the two blank boxes is requested. Reviewers can only submit the review report to the Editors after filling in all the boxes.

➢ **Submission of the review repot by uploading an attachment:** (Figure 9)

If the review report is submitted as an attached file in addition to comments filled in the Two boxes as shown in Figure 8, please click the box "Upload File";

If the review report is submitted as an attached file only, please fill some words "see attachment" in the five boxes (Figure 9).

Figure 9. Submitting the review report by an attached file

➢ **Making a recommendation to the Editors:** (Figure 10)

Figure 10. Selecting a recommendation for the overall evaluation of the manuscript

Based on the review comments, the Reviewer gives a recommendation for the overall evaluation of the whole manuscript.

The Reviewer should select one among six following options for giving recommendation to the Editors as shown in Figure 10:
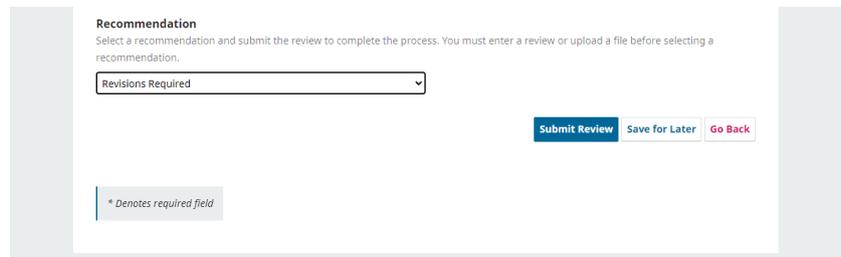
1. *Accept Submission*: The manuscript is accepted for publication in the current form without any revisions required. The manuscript is all satisfactory; the Authors' contribution is significant; evidences are presented clearly and convincingly; related publications are adequately cited; the analysis result and evaluation are clear; the format is as specified;...

2. *Revisions Required*: The manuscript is accepted for publication with major or minor revisions required; it is requested for the Authors to revise the manuscript and clarify the comments and questions reported by the Reviewers.

3. *Resubmit for Review*: The manuscript is not accepted for publication; it should be rewritten with major changes and resubmitted again for peer-review process.

4. *Resubmit Elsewhere*: The manuscript is rejected, but it can be submitted to other places.

5. *Decline Submission*: The manuscript is rejected because it does not meet the basic requirements as specified by the Journal.

6. *See Comments*: The manuscript is denied for publication with some comments shown in the attached file.

➢ **Submit Review:** (Figure 11)

Reviewers click the box "Submit Review" to submit the review report.

Figure 11. Submitting the review report

STEP 5: SUBMISSION OF REVIEW REPORT AT ROUND 2

➢ **Number of review Rounds:**

For high quality manuscripts, the review process can be finished at Round 2, and at this final round, the Reviewer makes a recommendation for the whole manuscript as "Accept Submission"; this is rare case.

For manuscripts which were revised at Round 1 (following the Reviewers' comments at Round 1) but not satisfactory and still required for further revisions, the Reviewers will continue for the review process at Round 2, Round 3 or more.

➢ **Review process at Round 2:**

The Authors revise the manuscript by following the Reviewers' comments at Round 1 and then submit it again to the Editors;

The Editors invite the Reviewers at Round 1 to continue to review the revised manuscript at Round 2;

The Reviewers receive an invitation to review the revised manuscript at Round 2 via e-mail with the subject titled "[JOMC] Article Review Request";

The Reviewers log in the Online system to continue the review process following the steps 1 to 4 as described above;

At this Round 2, the Reviewers check the revised manuscript and can add new comments if any;

The process of submitting the review report at Round 2 is similar to that at Round 1.

Here are some notes when submitting the review report at Round 2 or more.

➢ **Filling the comments in the boxes:**

For the completely revised manuscripts with no further revisions required, please enter

"Ok" in the five blank boxes as shown in Figure 11.

In this case, the Reviewers select a recommendation of "Accept Submission" as shown in Figure 12.
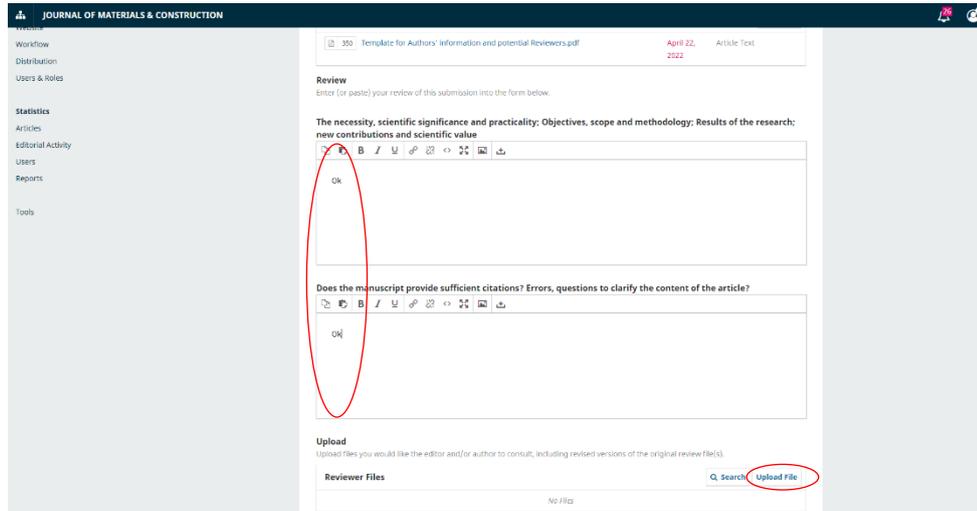

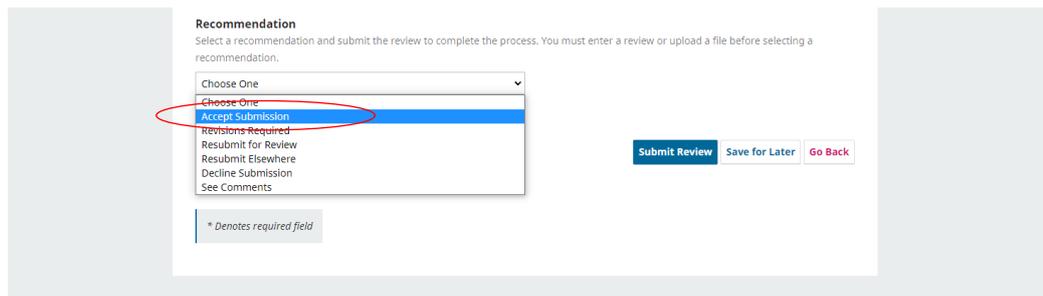Figure 11. Submitting the review report at Round 2

Figure 12. Recommending "Accept Submission" without any revision

➢ **Recommendation:**

See Step 4.

➢ **Submit Review:**

See Step 4.

STEP 6: SUBMISSION OF REVIEW REPORT AT ROUND 3

The review procedure performed at Round 3 (or possibly Round 4) is the same as that described at Step 5 for Round 2.

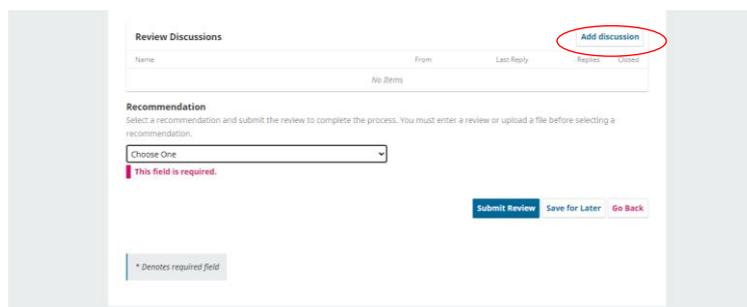The Reviewers can use the function "Add discussion" to discuss with the Editors (Figure 12).

Figure 12. Using "Add discussion" for Reviewers to discuss with Editors