

# RJSH Reviewer User Guide

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

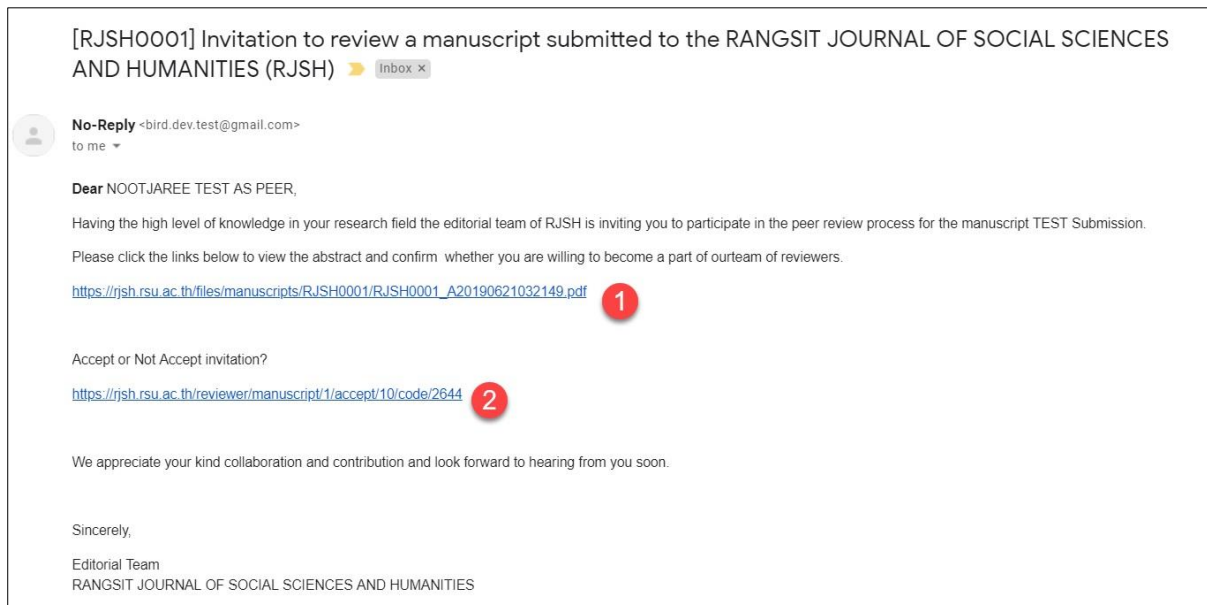


Figure 1

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.

The screenshot displays the RJSH (RANGSIT JOURNAL OF SOCIAL SCIENCES AND HUMANITIES) website interface. The header includes the journal's name, ISSN numbers (2286-976X for Print, 2539-5513 for Online), and a navigation menu with links for Home, About RJSH, Advisory & Editorial Boards, Publication Policies & Ethics, and Contact Us. A sidebar on the left contains various menu items such as Call for Paper, Current Issue, Archives, For Author(s), Review & Publishing Processes, For Reviewer(s), Announcements, Related Links, and For Administrator. The main content area features a form titled 'Accept to be a reviewer?' with a user icon. The form includes fields for Manuscript ID (RJSH0001), Article Title (TEST Submission), Category (Inaugural Message), and Research area (Education). Below these fields are two radio buttons: 'Accept' (selected) and 'Not Accept'. A text box labeled 'Why (if not accept):' is provided for the 'Not Accept' option. At the bottom of the form is a large teal 'Confirm' button. A small logo for 'Hirto.com' is visible in the bottom left corner of the page.

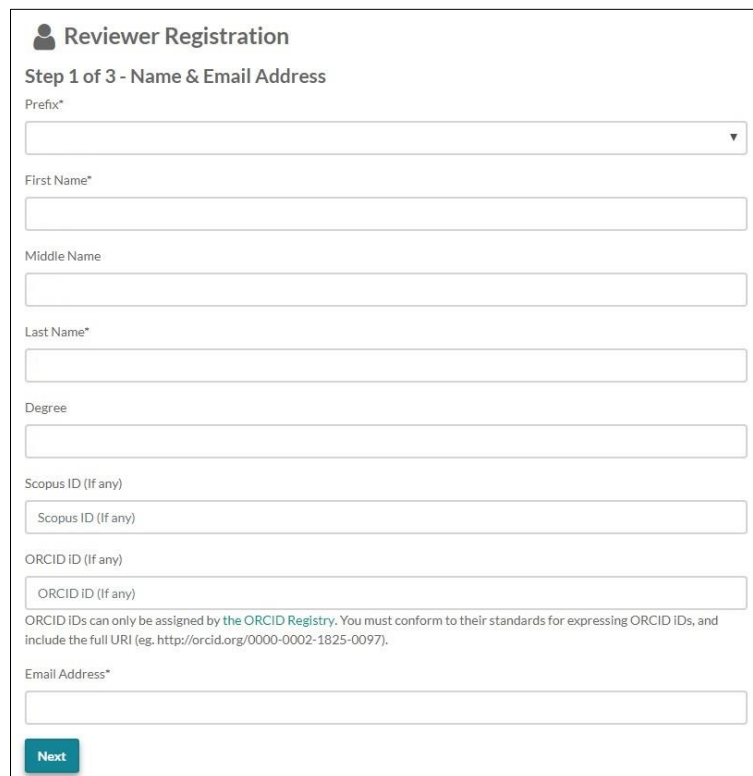
Figure 2

## Account Registration.

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



**Reviewer Registration**

**Step 1 of 3 - Name & Email Address**

Prefix\*

First Name\*

Middle Name

Last Name\*

Degree

Scopus ID (If any)

ORCID ID (If any)

ORCID IDs can only be assigned by the [ORCID Registry](#). You must conform to their standards for expressing ORCID IDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

Email Address\*

**Next**

Figure 3

**Reviewer Registration**

**Step 2 of 3 - Address**

**Primary Address**

Institution

Department

Address\*

City\*

State/Province\*

Country\*

Phone

Fax

**Secondary Address (If any)**

Institution

Department

Address

City

State/Province

Country

Phone

Fax

[Previous](#) [Next](#)

Figure 4

**Reviewer Registration**

**Step 3 of 3 - Password**

Password\*

Confirm password\*

[Previous](#) [Finish](#)

Figure 5

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

**Sign up complete! You can login with your registered email and password.**

**Reviewer Login**

Email Address

Password

[Login](#) [Forgot your password?](#)

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.

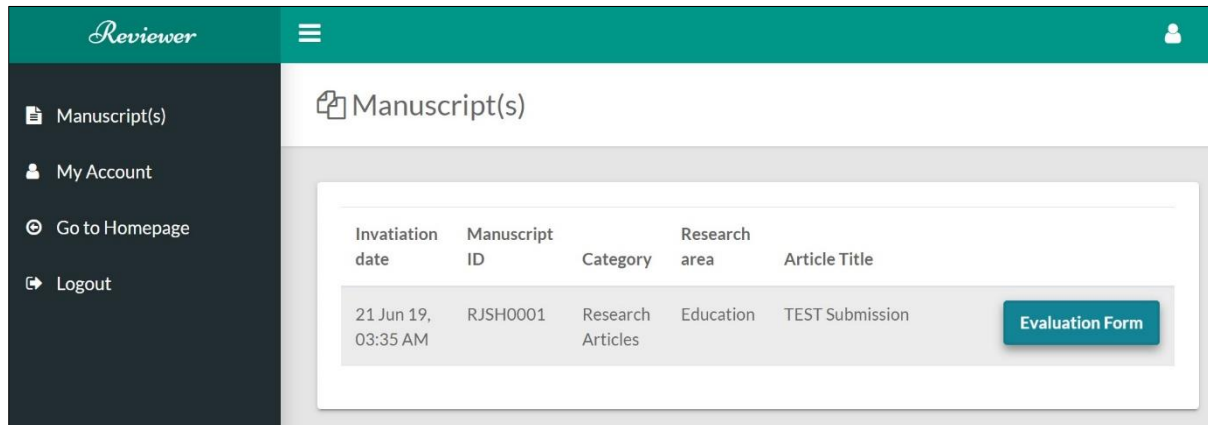


Figure 7

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.

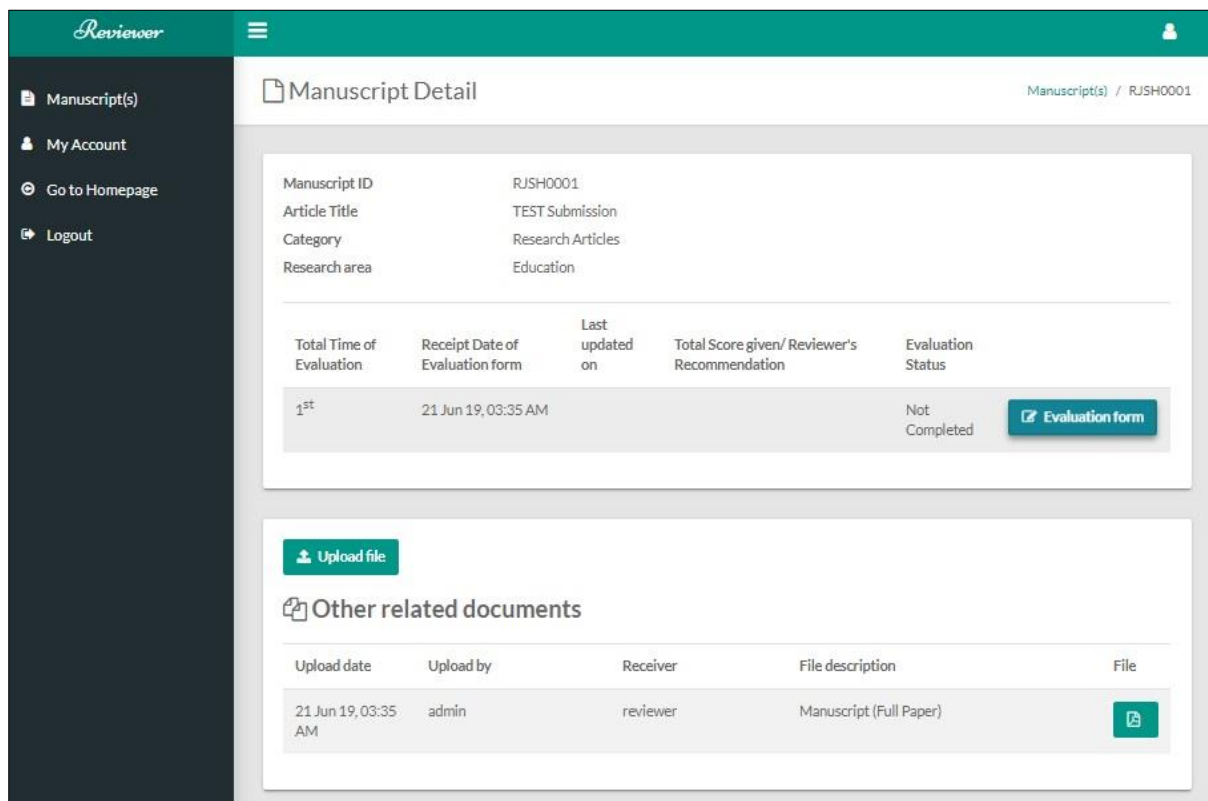


Figure 8

## Article evaluation.

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

Total Time of Evaluation	Receipt Date of Evaluation form	Last updated on	Total Score given/ Reviewer's Recommendation	Evaluation Status
1 <sup>st</sup>	21 Jun 19, 03:35 AM			Not Completed

[Evaluation form](#)

Figure 9

The article quality assessment form page.

The screenshot shows the 'Evaluation Form' page for manuscript RJSH0001. The page has a dark green header with the 'Reviewer' logo and a user profile icon. A dark sidebar on the left contains navigation links: 'Manuscript(s)', 'My Account', 'Go to Homepage', and 'Logout'. The main content area is white and features the title '[RJSH0001] TEST Submission' and 'Reviewer's Result (1<sup>st</sup> Evaluation)'. Below the title, it shows 'Last updated on', 'Reviewer's Recommendation', and 'Total Score Given / 100'. A link for 'Guideline for Score giving in each topic. (Read more)' is present. The form is divided into sections, with the first section titled '1) Significance of themes'.

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.

The screenshot shows a form titled "Question / Comment". The main heading is "1) Significance of themes". Below this is a large text area containing "NNNNNNNNNNNN". Underneath the text area is a label "Given Score (Full Score is 20 points.)" and a dropdown menu currently showing "0". At the bottom left is a blue "Save" button with a floppy disk icon, followed by the text "Last updated on".

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%

The screenshot shows a summary screen with the heading "Total score is 50 points." Below this, it says "The following are indicative score ranges:" followed by a bulleted list:
 

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

 Below the list are five radio button options:
 

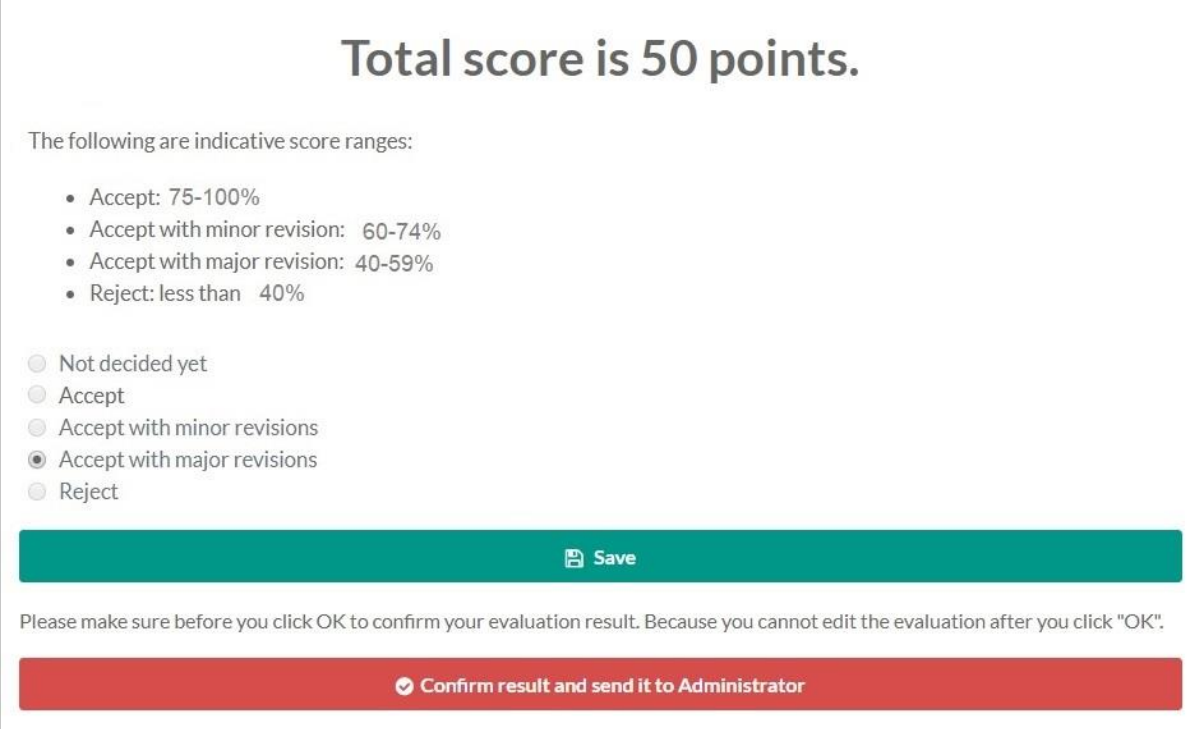
- Not decided yet
- Accept
- Accept with minor revisions
- Accept with major revisions
- Reject

 At the bottom is a large blue "Save" button with a floppy disk icon.

Figure 12



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



**Total score is 50 points.**

The following are indicative score ranges:

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

Not decided yet

Accept

Accept with minor revisions

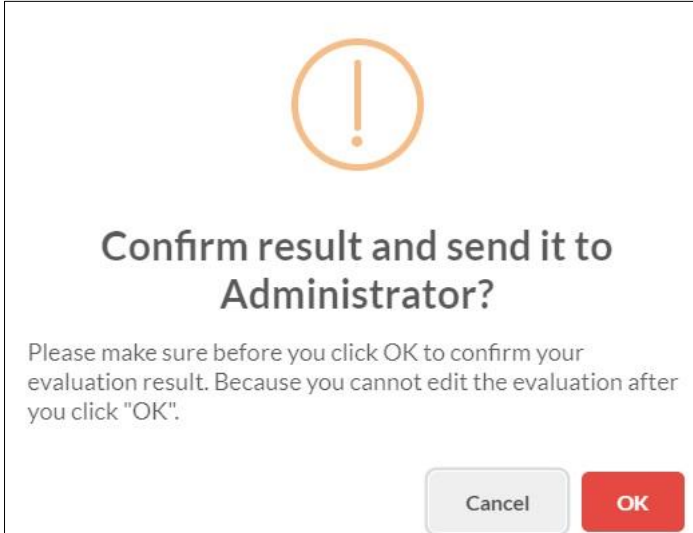
Accept with major revisions


Reject

Please make sure before you click OK to confirm your evaluation result. Because you cannot edit the evaluation after you click "OK".

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.





**Confirm result and send it to Administrator?**

Please make sure before you click OK to confirm your evaluation result. Because you cannot edit the evaluation after you click "OK".

Figure 14

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

## [RJSH0001] TEST Submission

### Reviewer's Result (1<sup>st</sup> Evaluation)

Last updated on	21 June 2019, 05:47 AM
Reviewer's Recommendation	Accept
Total Score Given	75/100

**Guideline for Score giving in each topic. ([Read more](#))**

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#### 1) Significance of themes

comment comment comment comment

**Given Score (Full Score is 20 points.)**

15

Last updated on 21 Jun 19, 05:47 AM

Figure 15

The system evaluation is completed.

Manuscript Detail		Manuscript(s) / RJSH0001		
Manuscript ID	RJSH0001			
Article Title	TEST Submission			
Category	Research Articles			
Research area	Education			
Total Time of Evaluation	Receipt Date of Evaluation form	Last updated on	Total Score given/ Reviewer's Recommendation	Evaluation Status
1 <sup>st</sup>	21 Jun 19, 03:35 AM	21 Jun 19, 05:47 AM	75/100 (Accept)	Completed
				<a href="#">Evaluation form</a>

Figure 16

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

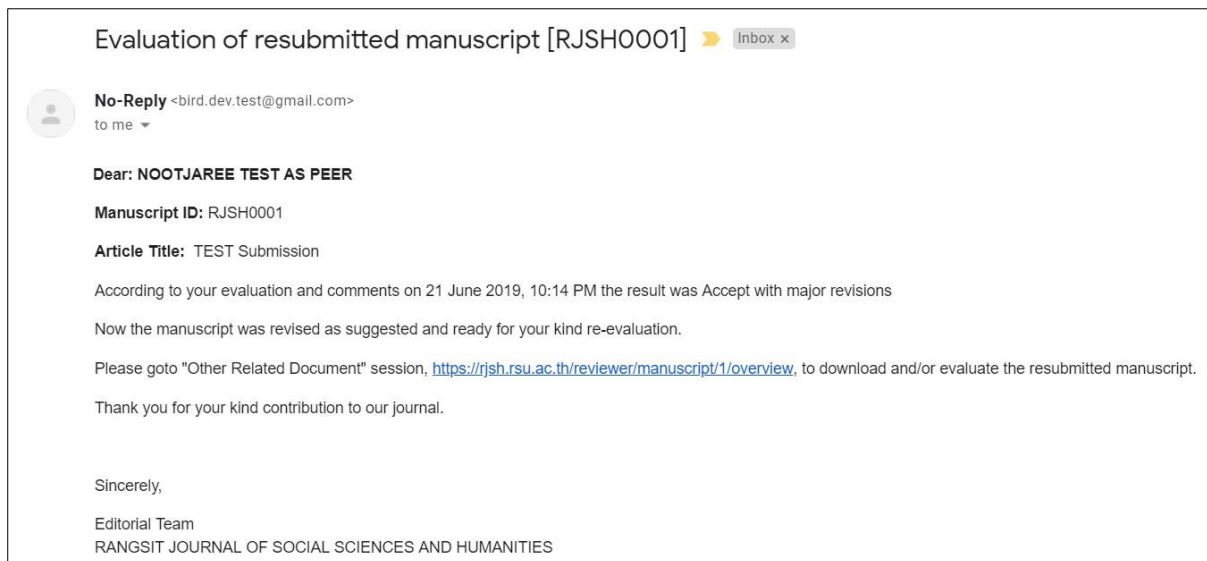


Figure 17

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

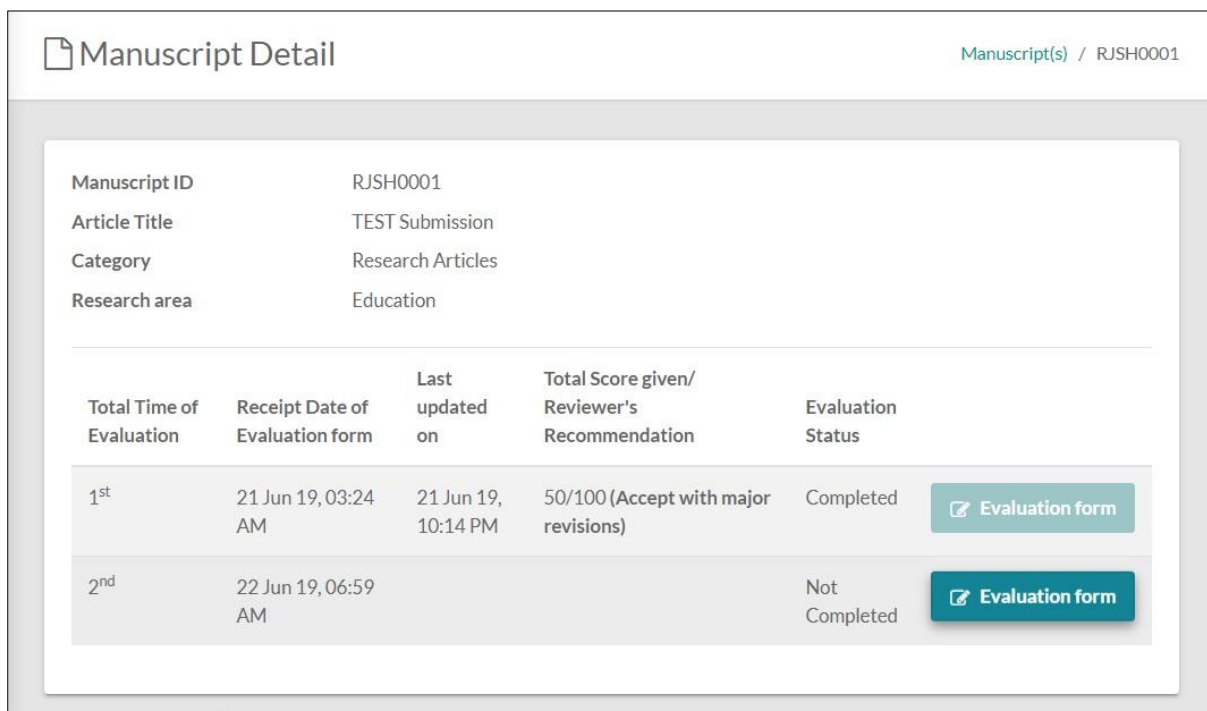


Figure 18

## 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.

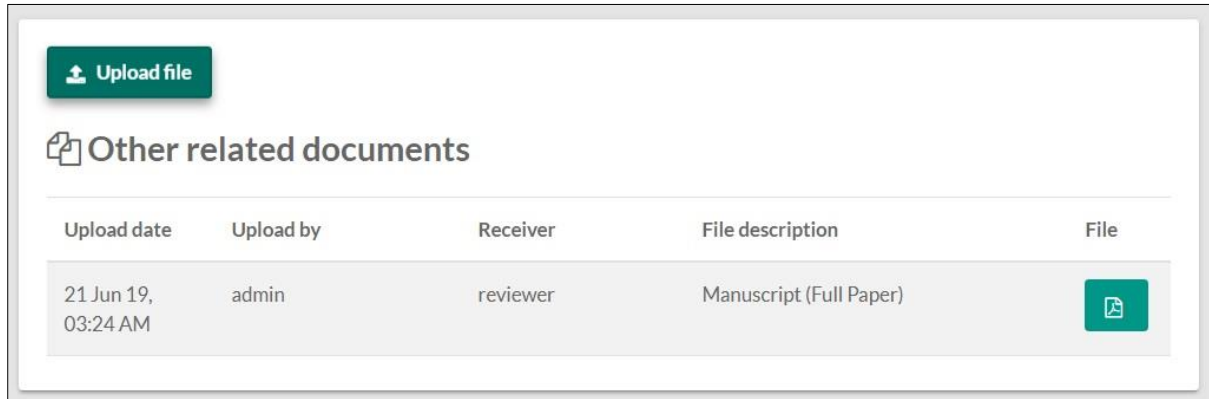


Figure 19

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

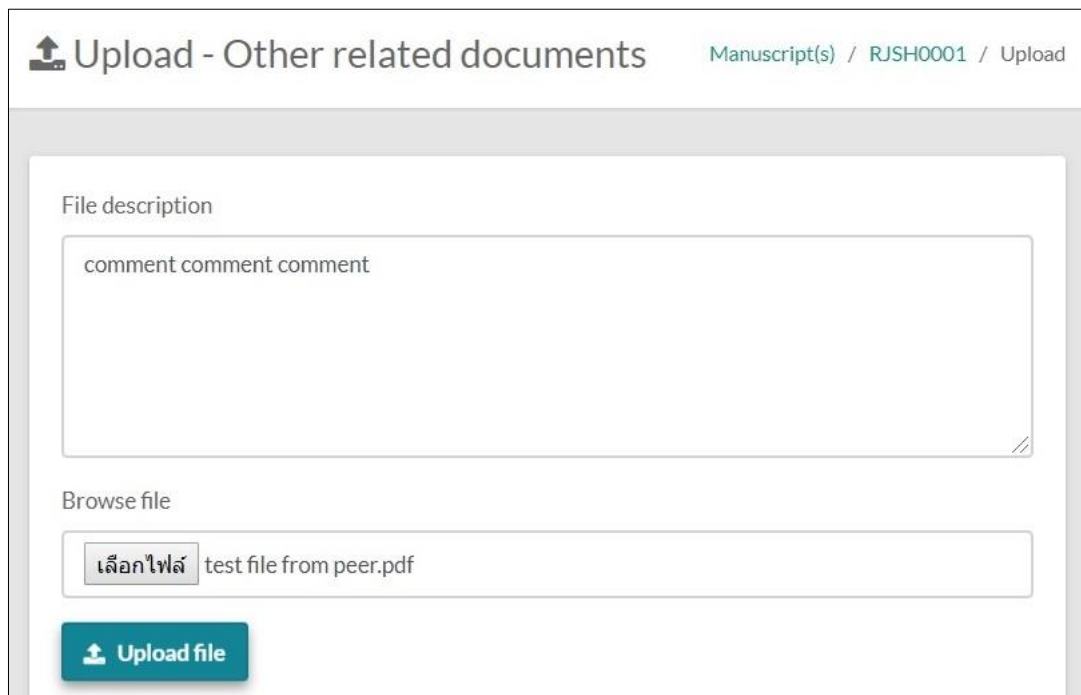
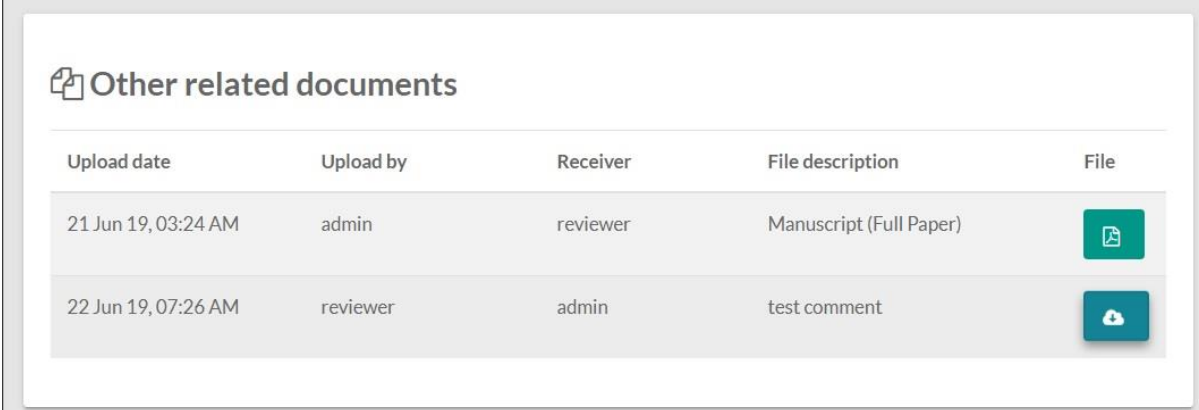


Figure 20

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.





Upload date	Upload by	Receiver	File description	File
21 Jun 19, 03:24 AM	admin	reviewer	Manuscript (Full Paper)	
22 Jun 19, 07:26 AM	reviewer	admin	test comment	

Figure 21