Reviewer User Guide

Contents

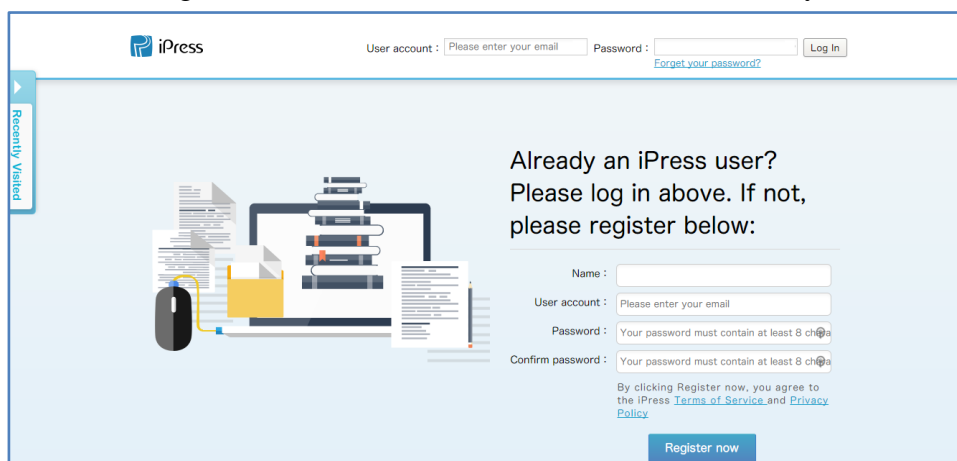# I. Apply for an iPress ID/log in
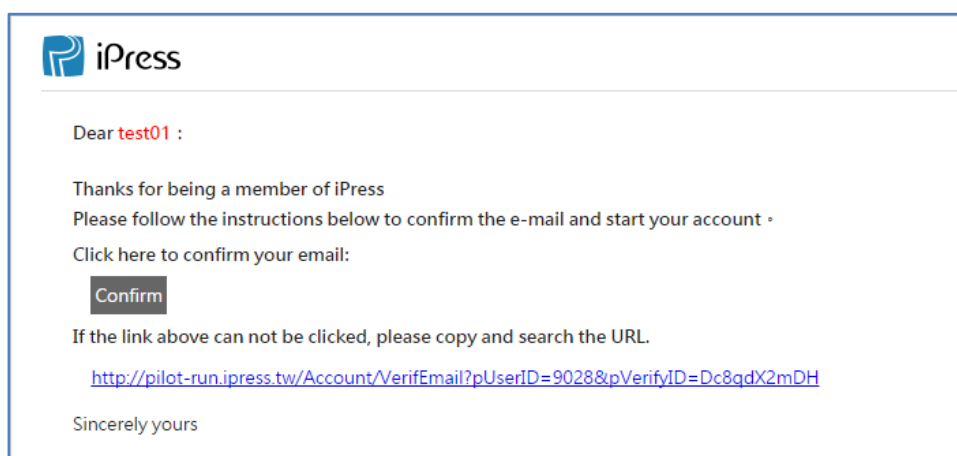
● Register a user account

Click "Log in" at the upper right corner on the iPress homepage (http://www.ipress.tw) and start the registration process. Enter the registration information in the registration page, and the system will lead you through the process and send a confirmation letter to the mailbox you just entered for registration.

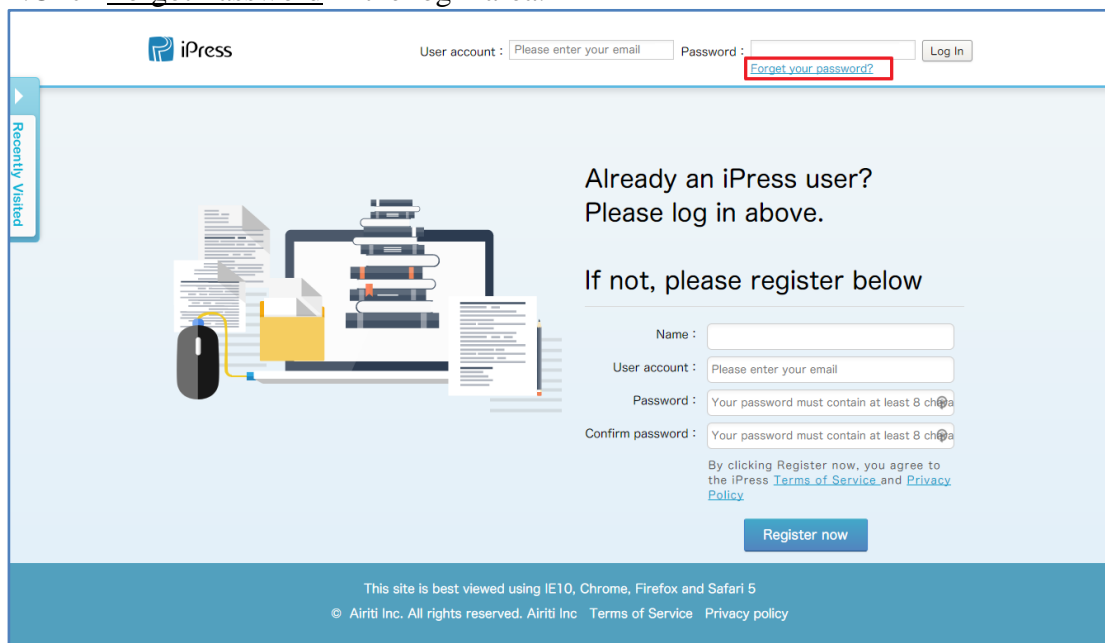1.Enter the registration information. ※Use the most commonly used mailbox as the **iPress ID.**

2.Collect the letter at the mailbox entered, click "verify" and log in again.
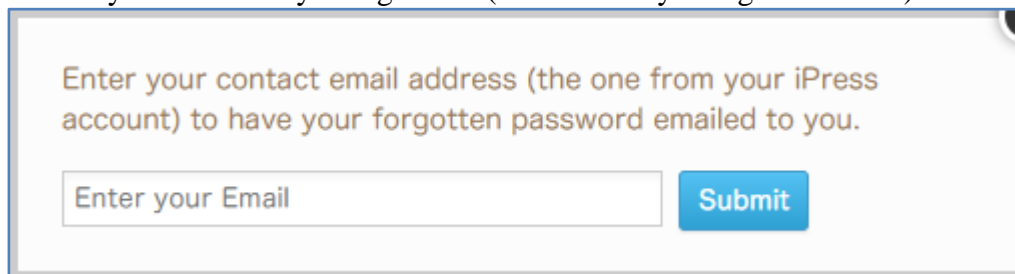
- Forget password

If you forget the password, just enter the mailbox you registered with at the beginning and the system will send a forget password letter asking to reconfirm the iPress ID.
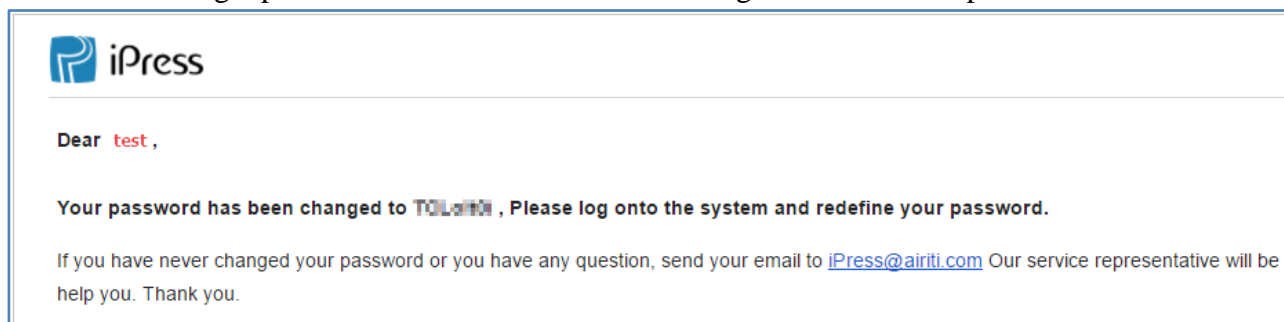
1.Click Forgot Password in the login area.

2.Enter you **iPress ID** you registered (the mailbox you registered with).

3.Collect the forget password letter in the mailbox and log in with the new password.
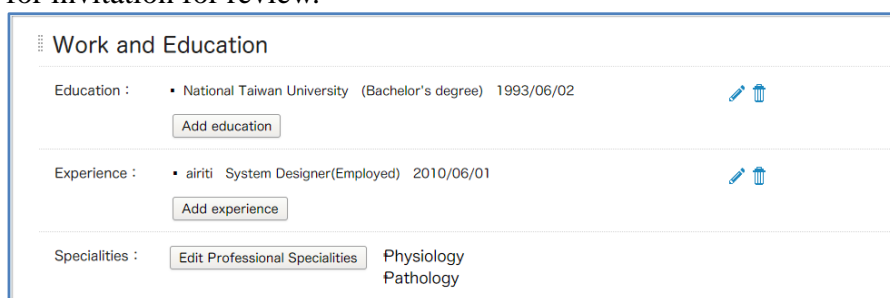
II. My iPress ID settings

As you log in, you may check your name and **iPress ID** at the upper corner of the screen and edit your personal settings.
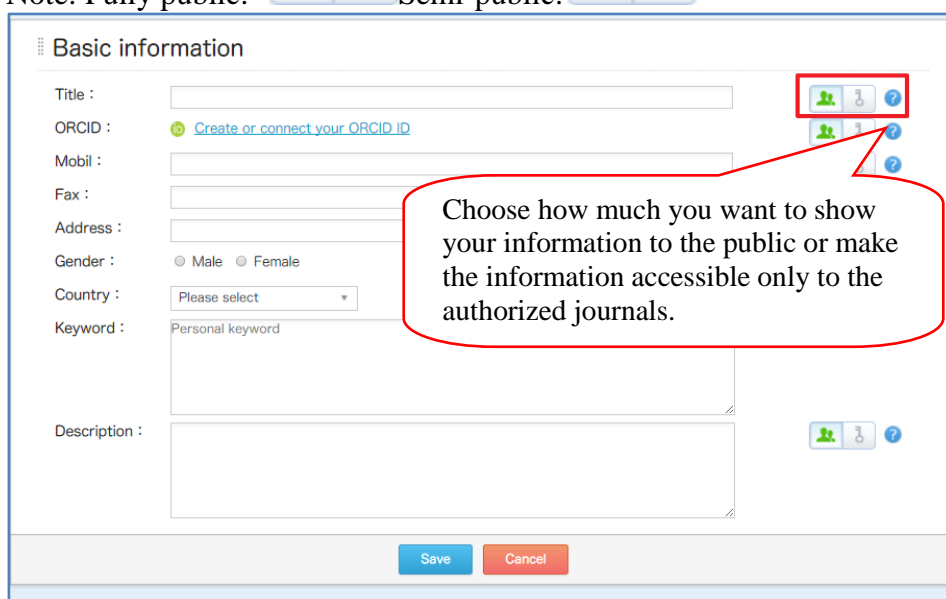

● Enter personal information

For the protection of your interests and the convenience of invitation for submission or review, please provide as much personal information as possible.

1. Enter your education and experience. Complete entry of specialties makes it easier to locate you for invitation for review.

2. You may make your personal information public to the extent that you are comfortable with. Fully public information will be made accessible to the journals on **the entire platform**. On the other hand, semi-public information allows only the access to the journals **authorized by you**. (See My Journals)

Note: Fully public: Semi-public:

Choose how much you want to show your information to the public or make the information accessible only to the authorized journals.
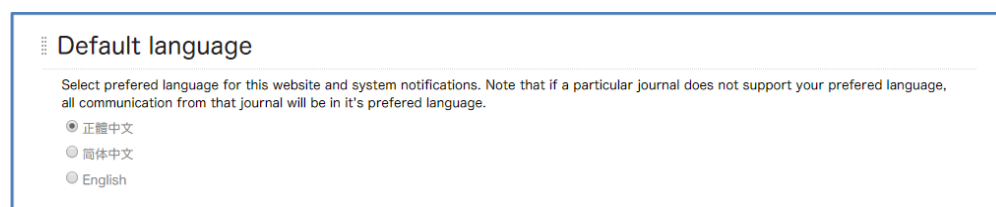
● My Journals

Search for the journals that you are following and have authorized, and check your relationship with these journals in other notes.
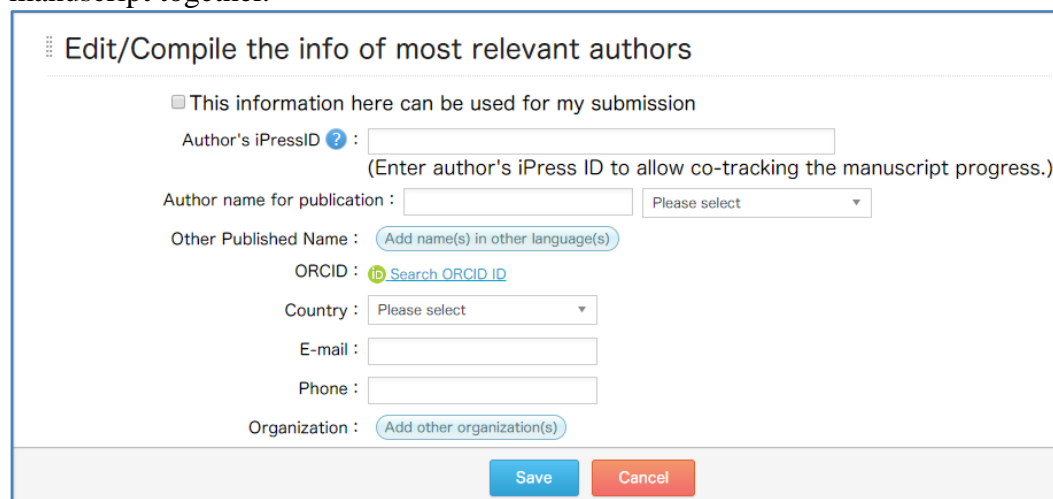

● Preferences

Default language: choose the preferred language for the interface and the system notification.

● The most relevant author information

This is where the information of author or co-authors is stored. It allows introducing the author information quickly to submission and makes the submission process go faster.

1.If you enter an author's **iPress ID** in the default information and introduce to the author field in the submission information, that author will be allowed to view and follow the current status of manuscript together.

III. Review functions and steps

● Review invitation

When a "reviewer invitation" is received, click the link in the letter to reply whether to accept the invitation as a reviewer or log in the system to reply.

【1】
After reading the invitation, click the link at the bottom of the invitation, log in and reply the request for reviewing a manuscript.

Dear 評閲者A:

This is a letter from Test Journal 001 to invite your assistance in reviewing manuscripts. We would like to invite you to be a reviewer for the journal. The following are the manuscript information and our review instruments:

Manuscript name: TEST_001
Review instructions: Please be our reviewer

Please log onto to iPress and to tell whether you will or will not be a reviewer by the given deadline.

Reply link: http://pilot-run.ipress.tw/Account/Login?url=/Reviewer/Request_Review?pArticleID=306&From=Reviewer_TopTab_02-Reviewer_Invitations_01
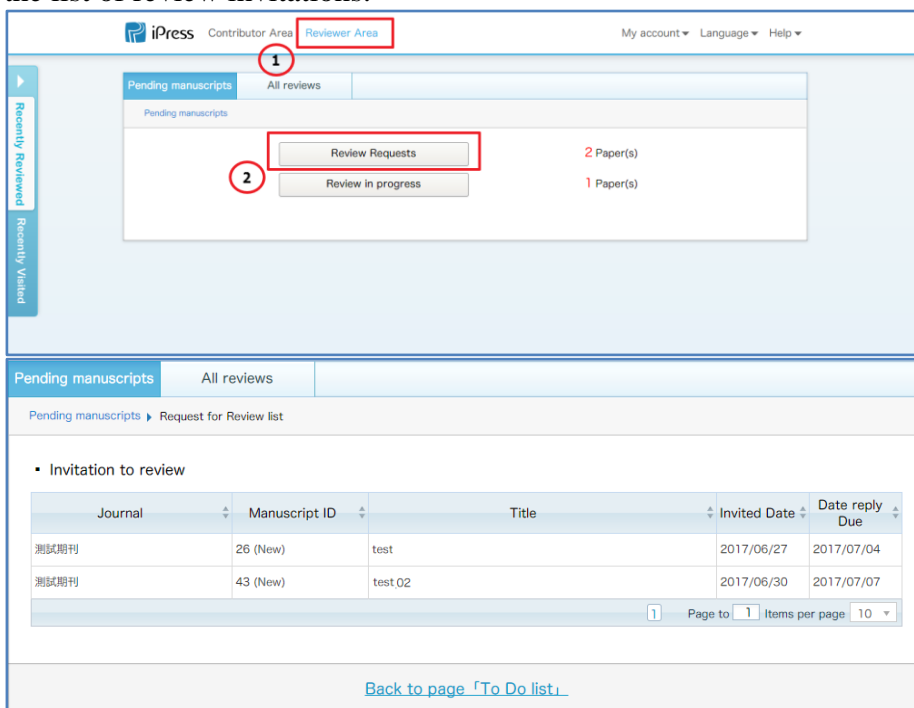
Deadline to reply for review invitation: 2017/07/07
Deadline to submit review comments: 2017/07/14

Thank you for your assistance.

Sincerely yours

【2】
Log in the system: go to reviewer's area→ pending maunscripts →review requests and examine the list of review invitations.

- Produce review comments

1. Go to the manuscript detail page. Select the main document, view the file and start reviewing.

2. Enter the comments for the editor and author about the manuscript. Click OK to finish the review.
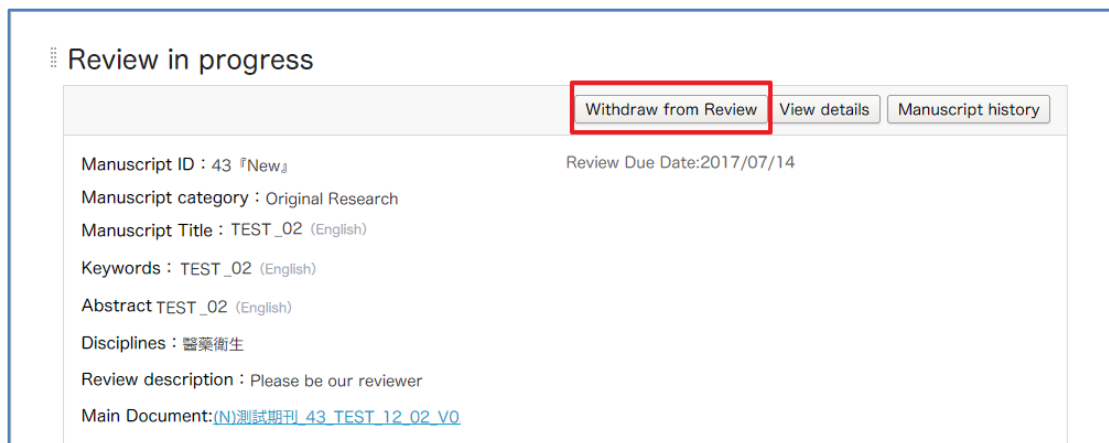
- Withdraw from review

If a reviewer is unable to continue the review for any reason during the review process, click on "**Withdraw from Review**" at the header of manuscript and enter the reason of withdrawal to withdraw from the review process.

1. If unable to review, click on "**Withdraw from Review**" at the header of manuscript.

2. Enter why to withdraw from reviewing the manuscript.

● Review history

The complete review data after completion can be found at reviewer's area→ all reviews → review history. This allows the viewing of all previous review comments.