



Reviewer User Guide

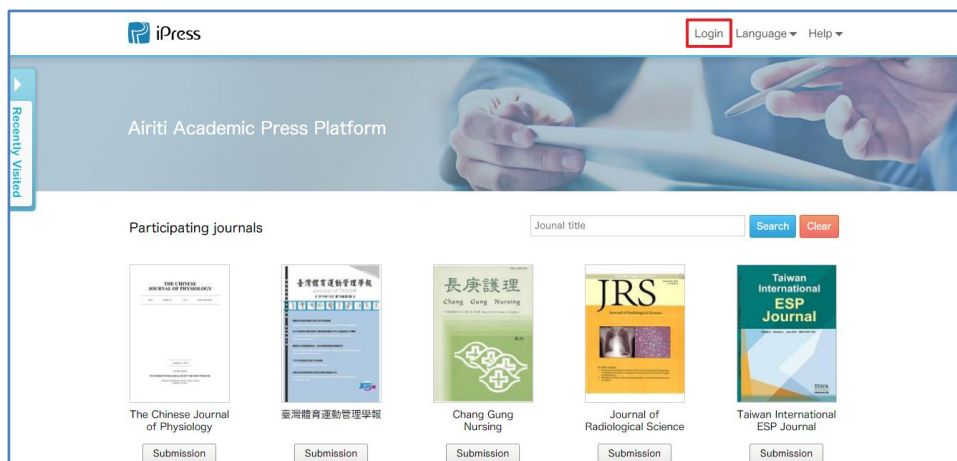
Contents

I.	Apply for an iPress ID/log in.....	3
●	<input type="checkbox"/> Register a user account	3
●	<input type="checkbox"/> Forget password	4
II.	My iPress ID settings	5
●	<input type="checkbox"/> Enter personal information	5
●	<input type="checkbox"/> My Journals.....	6
●	<input type="checkbox"/> Preferences	6
●	<input type="checkbox"/> The most relevant author information	6
III.	Review functions and steps	7
●	<input type="checkbox"/> Review invitation	7
●	<input type="checkbox"/> Produce review comments	8
●	<input type="checkbox"/> Withdraw from review	9
●	<input type="checkbox"/> Review history	10

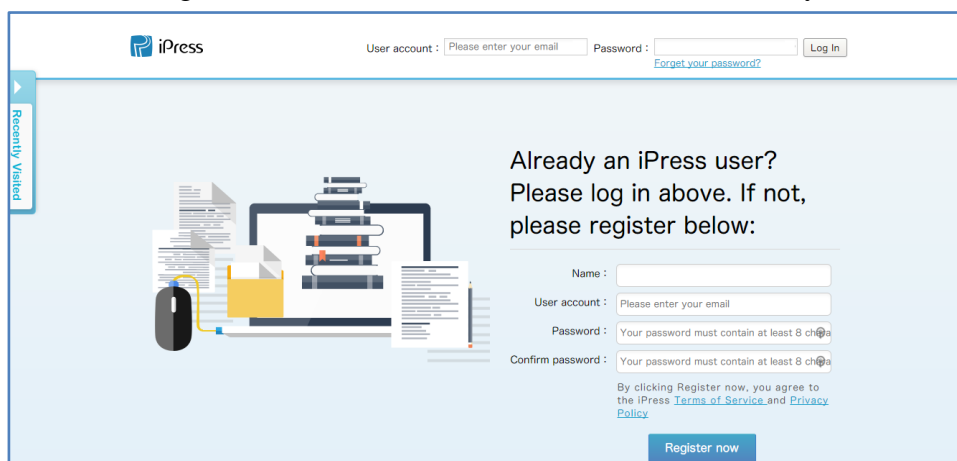
I. Apply for an iPress ID/log in

● Register a user account

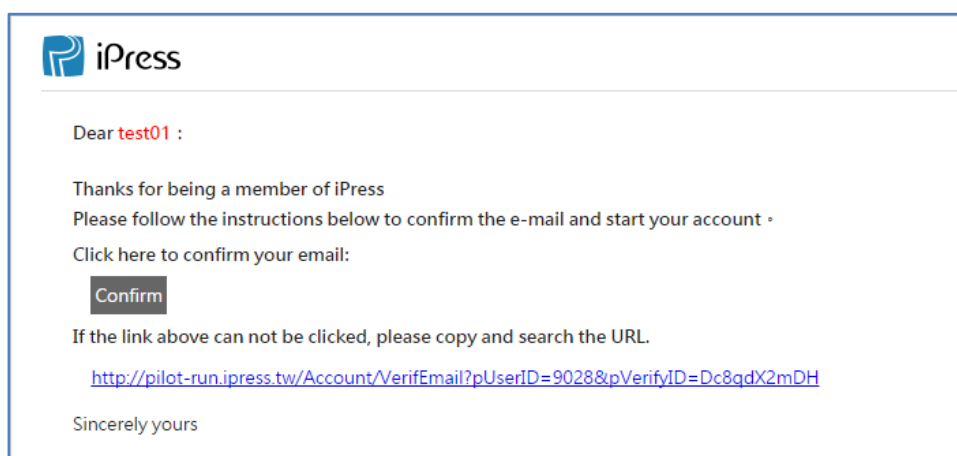
Click “Log in” at the upper right corner on the iPress homepage (<http://www.ipress.tw>) and start the registration process. Enter the registration information in the registration page, and the system will lead you through the process and send a confirmation letter to the mailbox you just entered for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



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



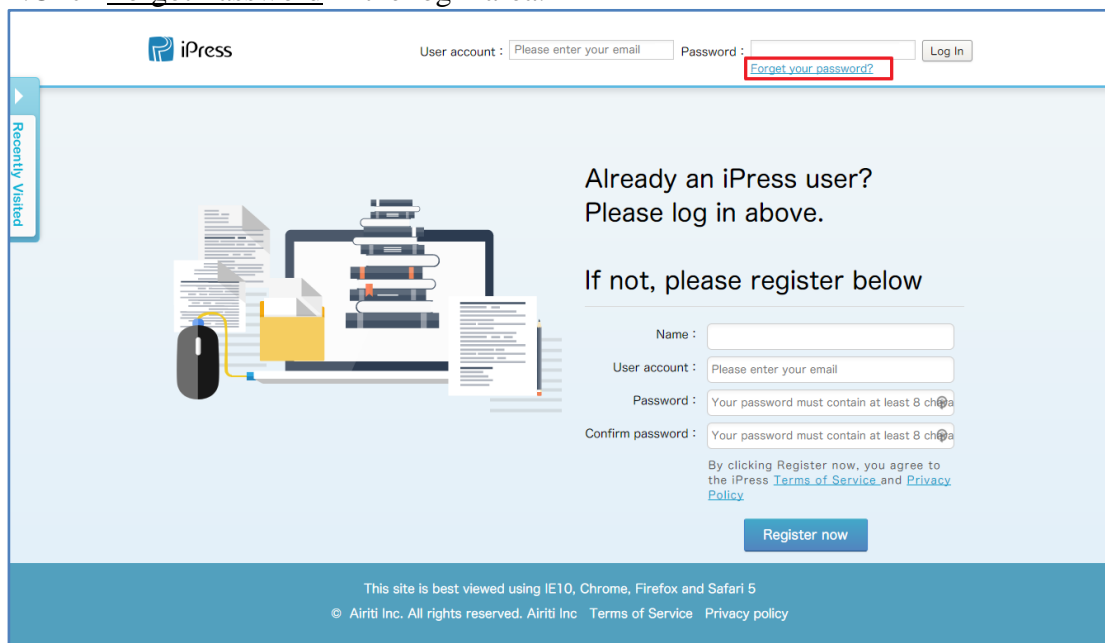
2. Collect the letter at the mailbox entered, click “verify” and log in again.



● Forget password

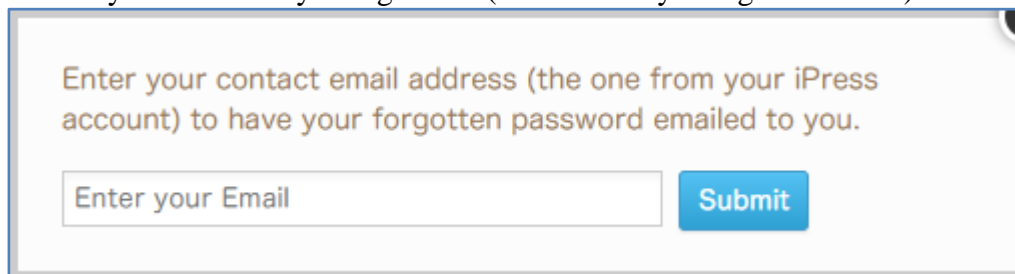
If you forget the password, just enter the mailbox you registered with at the beginning and the system will send a forget password letter asking to reconfirm the iPress ID.

1. Click Forgot Password in the login area.



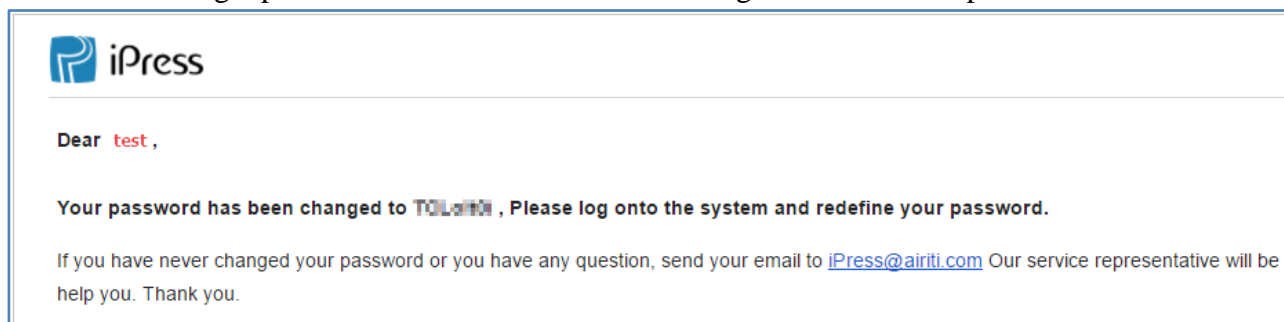
The screenshot shows the iPress login interface. At the top, there's a header with the iPress logo and a navigation bar. Below the header, there's a login section with a 'Log In' button and a 'Forgot your password?' link highlighted with a red box. To the left of the login section is a 'Recently Visited' sidebar. The main content area has a graphic of a computer and a mouse, and text asking if the user is already an iPress user or if they should register. The registration form includes fields for Name, User account, Password, and Confirm password, with a 'Register now' button. The footer contains a note about browser compatibility and copyright information.

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



The screenshot shows a 'Forgot Password' form. It has a heading that says 'Enter your contact email address (the one from your iPress account) to have your forgotten password emailed to you.' Below the heading is a text input field labeled 'Enter your Email' and a blue 'Submit' button.

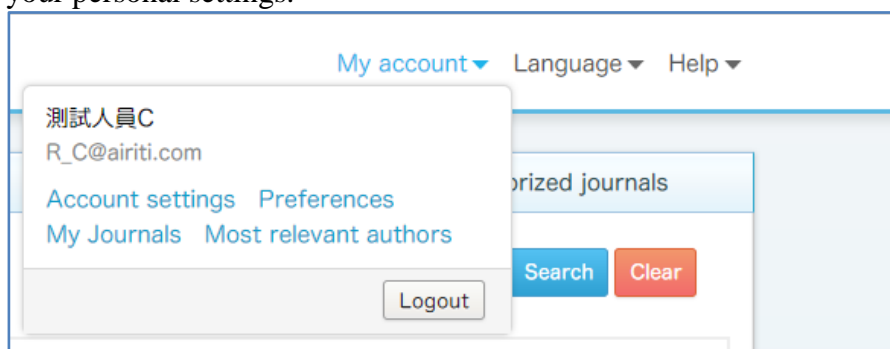
3. Collect the forget password letter in the mailbox and log in with the new password.



The screenshot shows an email from iPress. The email is addressed to 'test' and contains a message about a password change. The text in the email is: 'Dear test, Your password has been changed to TOLAH, Please log onto the system and redefine your password. If you have never changed your password or you have any question, send your email to iPress@airiti.com Our service representative will be help you. Thank you.'

II. My iPress ID settings

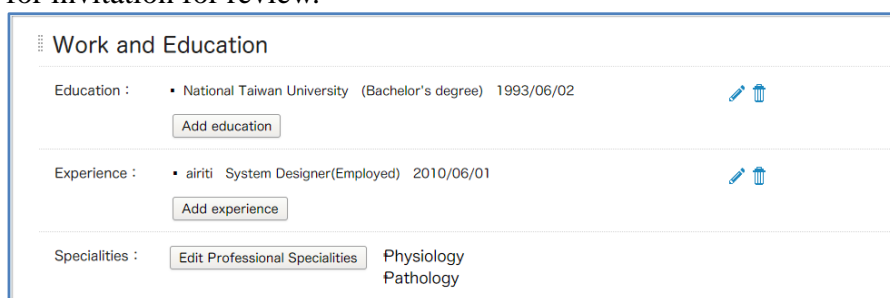
As you log in, you may check your name and **iPress ID** at the upper corner of the screen and edit your personal settings.



● Enter personal information

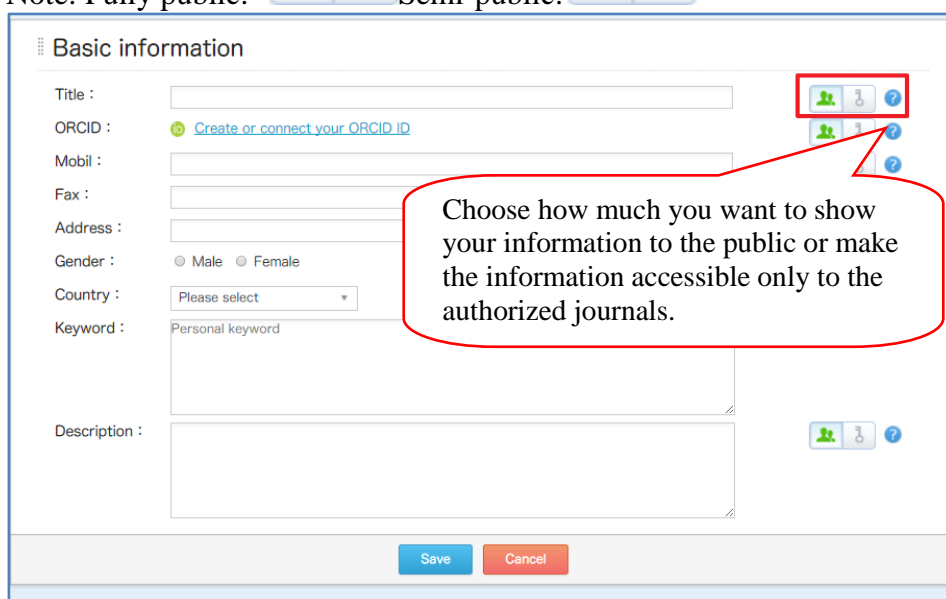
For the protection of your interests and the convenience of invitation for submission or review, please provide as much personal information as possible.

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:  



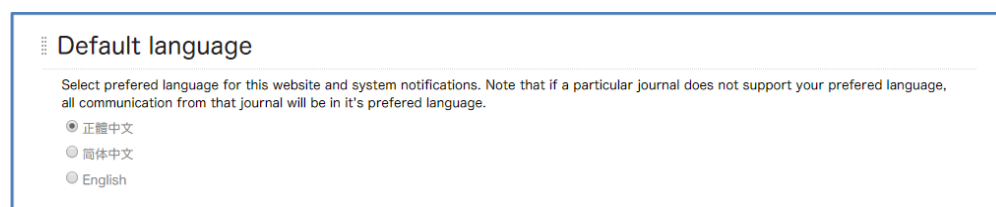
● My Journals

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



● Preferences

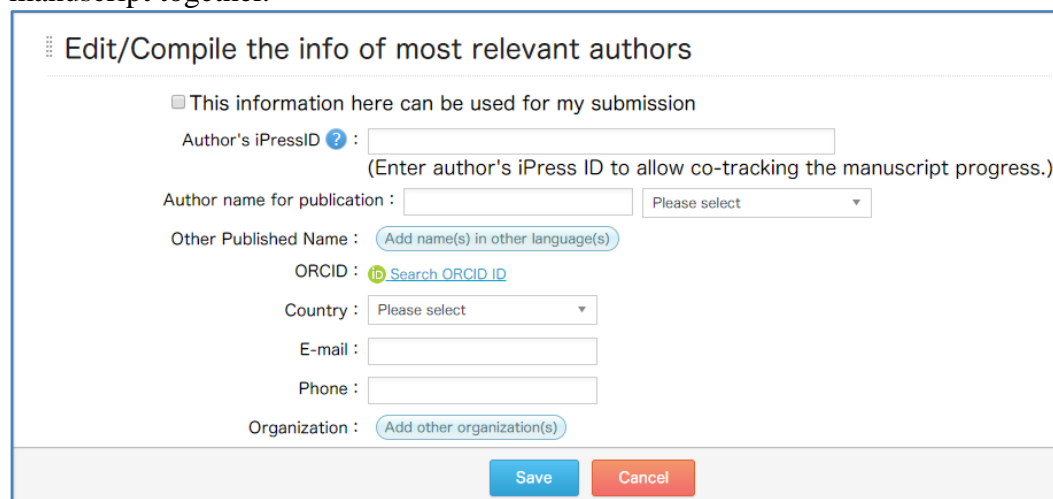
Default language: choose the preferred language for the interface and the system notification.



● 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 評閱者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

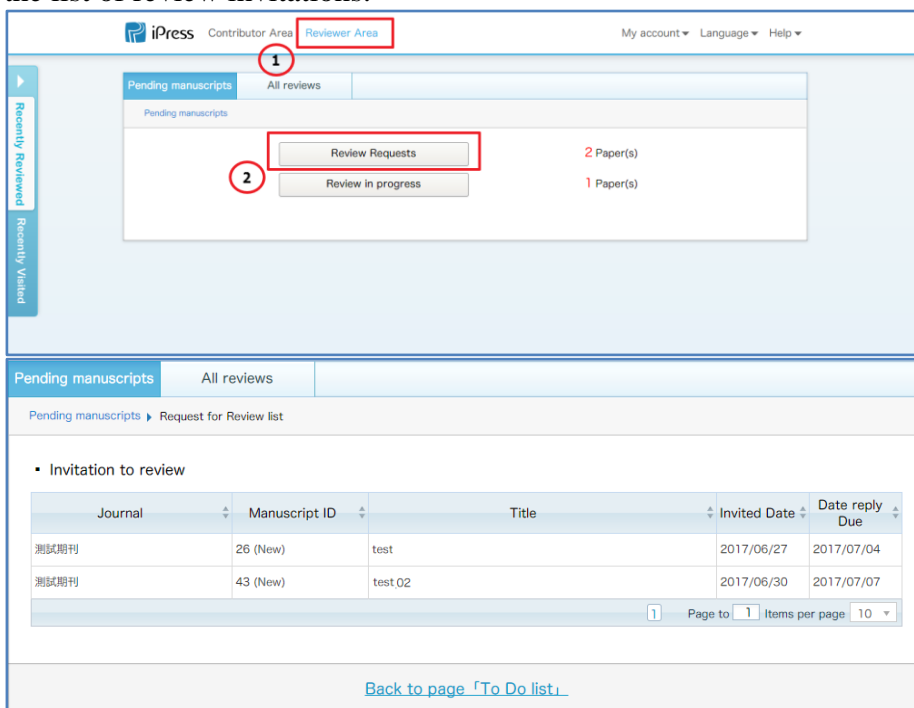
Deadline to reply for review invitation: 2017/07/07
Deadline to submit review comments: 2017/07/14

Thank you for your assistance.

Sincerely yours

【2】

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



The screenshot shows the iPress Contributor Area with the 'Reviewer Area' tab selected. A red box labeled '1' highlights the 'Reviewer Area' tab. Another red box labeled '2' highlights the 'Review Requests' button, which shows '2 Paper(s)'. Below this, a table titled 'Invitation to review' lists pending manuscripts.

Journal	Manuscript ID	Title	Invited Date	Date reply Due
測試期刊	26 (New)	test	2017/06/27	2017/07/04
測試期刊	43 (New)	test.02	2017/06/30	2017/07/07

At the bottom of the table, there is a pagination bar showing 'Page to 1' and 'Items per page 10'. A link 'Back to page "To Do list"' is also visible.

● Produce review comments

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

Review in progress

Decline the review
View details
Manuscript history

Manuscript ID : 43 『New』
Review Due Date:2017/07/14

Manuscript category : Original Research

Manuscript Title : TEST_02 (English)

Keywords : TEST_02 (English)

Abstract TEST_02 (English)

Disciplines : 醫藥衛生

Review description : Please be our reviewer

Main Document:(N)測試期刊_43_TEST_12_02_V0

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

Please enter your review comments

☐ Accepted
☒ Accept after revision
☐ Review after revision
☐ Reject

Your choice is Accept after revision

Score:

Completed Score

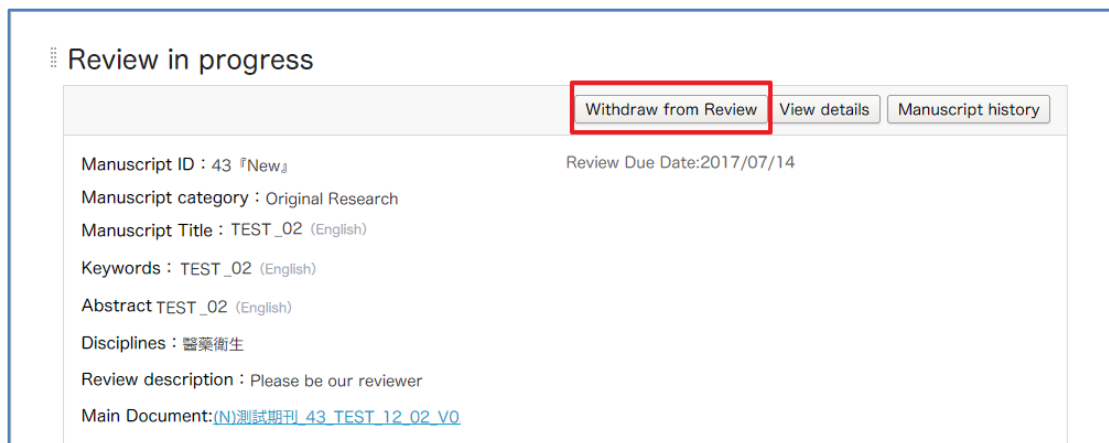
Comments to author(s):

Comments to editor:

- 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.



Review in progress

[Withdraw from Review](#) [View details](#) [Manuscript history](#)

Manuscript ID : 43 『New』 Review Due Date:2017/07/14

Manuscript category : Original Research

Manuscript Title : TEST_02 (English)

Keywords : TEST_02 (English)

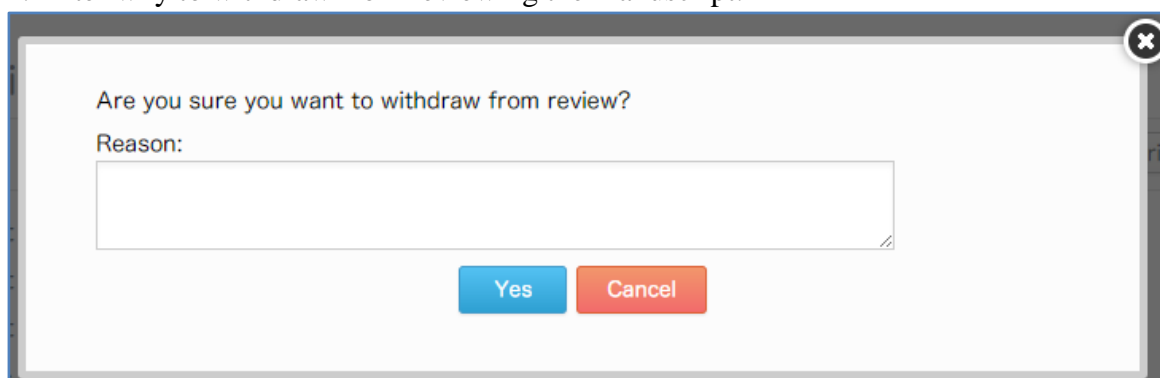
Abstract TEST_02 (English)

Disciplines : 醫藥衛生

Review description : Please be our reviewer

Main Document: [\(N\)測試期刊_43_TEST_12_02_V0](#)

2. Enter why to withdraw from reviewing the manuscript.



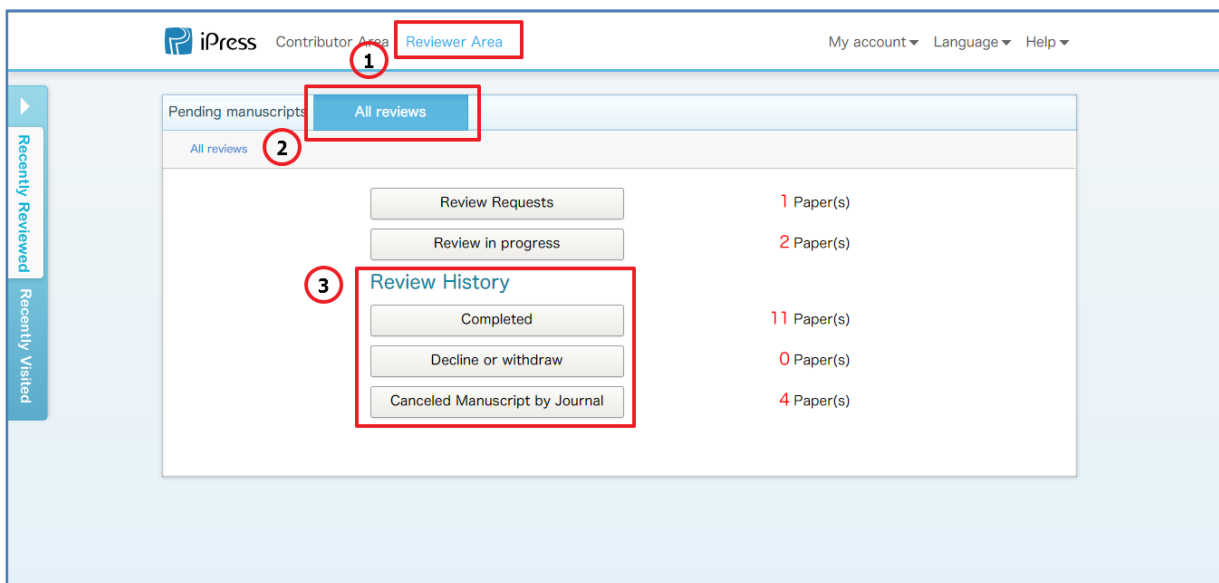
Are you sure you want to withdraw from review?

Reason:

[Yes](#) [Cancel](#)

● 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.



The screenshot shows the iPress Contributor Area with the 'Reviewer Area' tab selected. The 'All reviews' link is highlighted, and the 'Review History' link is also highlighted. The 'Review History' link is circled with a red '3'. The 'All reviews' link is circled with a red '2'. The 'Reviewer Area' tab is circled with a red '1'.

Pending manuscripts

All reviews

All reviews ▶ Completed Review

Completed Review

Journal	Manuscript ID	Title	Date Completed	Review Results
測試期刊	8 (New)	SaveStepTestMail2	2017/03/29	Accept after revision
測試期刊	14 (New)	TEST	2017/03/29	Accept after revision
測試期刊	5 (New)	test	2017/03/27	Accept after revision
測試期刊	2 (New)	TEST	2017/03/19	Accept after revision
測試期刊	1 (Resubmission[2])	TEST	2017/03/06	Accepted

12 ▶ Page to 1 Items per page 10 ▼

Back to page 「All reviews」