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# ONLINE SYSTEM REVIEWER GUIDE

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**FACULTY OF ENGINEERING - PORT SAID UNIVERSITY**



## **INTRODUCTION**

Port Said Engineering Research journal (PSERJ) is a peer-reviewed, open-access journal dedicated to publishing high-quality research papers, short communication articles, and reviews in specific engineering fields. Peer Review is undertaken under the responsibility of the Faculty of Engineering, Port-Said University with the help of qualified external and internal reviewers. As a Reviewer of a manuscript, your input is a crucial part of the peer-review process. This guide is intended to give an overview of the Reviewer function.

## **THE REVIEW PROCESS**

The steps below are the steps involved in the review process. This document will describe each of these steps in detail.

1. Receiving an invitation to review
2. Responding to the review invitation
3. Review a manuscript
4. Complete and submit the review

### **1-RECEIVING AN INVITATION TO REVIEW**

As a reviewer, you will be notified by e-mail of the invitation to review a manuscript. The text in the e-mail may vary by journal. The e-mail contains information regarding the manuscript title, abstract, and review due date. The e-mail contains two hyperlinks to accept or decline the review invitation.



Manuscript ID: PSERJ-1907-1005

Manuscript Title:

Date: 2019-07-08

Dear **Dr. Reviewer:**

I cordially invite you to review the manuscript which has been submitted to the PSERJ.

The abstract appears at the end of this letter. Please let me know as soon as possible if you will be able to accept my invitation to review BY CLICKING ON ONE OF THE OPTIONS AT THE END OF THIS LETTER -- AGREED, DECLINED. Please click the appropriate link at the bottom of the page to automatically register your reply with our online manuscript submission and review system.

Review due date: **2019-07-24.**

I realize that our expert reviewers greatly contribute to the high standards of the Journal, and I thank you for your present and/or future participation.

Truly yours,

To respond automatically, click below:

Agreed: [http://pserj.journals.ekb.eg/reviewer?\\_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ](http://pserj.journals.ekb.eg/reviewer?_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ)

Declined: [http://pserj.journals.ekb.eg/reviewer?\\_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ](http://pserj.journals.ekb.eg/reviewer?_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ)

To access the manuscript in the journal website, click the link below:

[http://pserj.journals.ekb.eg/reviewer?\\_ad=IEYzMjI2MjYyMzNGM0Q3ODIwMkYyNjNGNjMzNzI3NjE2Mzc0NjY3QjY3NzUyODZGN0I2NDY2NzA2Mw](http://pserj.journals.ekb.eg/reviewer?_ad=IEYzMjI2MjYyMzNGM0Q3ODIwMkYyNjNGNjMzNzI3NjE2Mzc0NjY3QjY3NzUyODZGN0I2NDY2NzA2Mw)

## 2-RESPONDING TO THE REVIEW INVITATION

The e-mail might come embedded with hyperlink invitation responses. Selecting the appropriate hyperlink sends the response to the journal and updates the system with your response.

Agreed: [http://pserj.journals.ekb.eg/reviewer?\\_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ](http://pserj.journals.ekb.eg/reviewer?_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ)

Declined: [http://pserj.journals.ekb.eg/reviewer?\\_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ](http://pserj.journals.ekb.eg/reviewer?_ad=IEYzMjI2MjYyMzNGM0Q3ODMzMkUzNzIxMjAzNzE4MzUyNTYzMjAyRjI2NkU3NDYyN0I2NDYyNzI3NDE1M0QzMjJCMjc3NzYxNjc3MDY3N0I3NjMyMjYzMTJGMjAyNzFBMjAyRjNBMzYyNjI2Nzc2MQ)



If you select the **Agreed** hyperlink, you will be sent an additional e-mail that contains a link to your reviewer center. Click the link to begin your review.

Manuscript ID: PSERJ-1907-1005

Manuscript Title:

Dear **Dr. Reviewer**

Thank you for agreeing to review the above-mentioned manuscript for the . Please kindly complete your review within the next 2 weeks time.

In the review page, there is a space for "Comments to Author" and a space for "Comments to the Editor." Please be sure to put your comments to the author specifically in the appropriate space.

To access the manuscript, login to the site at <https://pserj.journals.ekb.eg/>

For direct access to the paper please follow this link:

[https://pserj.journals.ekb.eg/reviewer?\\_ad=IEYzMjI2MjYyMzNGM0Q3ODIwMkYyNjNGNjMzNzc3NjE2Mzc0NjY3QjY3NzUyODZGN0I2NDY2NzA2Mw](https://pserj.journals.ekb.eg/reviewer?_ad=IEYzMjI2MjYyMzNGM0Q3ODIwMkYyNjNGNjMzNzc3NjE2Mzc0NjY3QjY3NzUyODZGN0I2NDY2NzA2Mw)

Once you logged in, the Main Menu will be displayed. Please click on the Reviewer Center, where you will find the manuscript listed under "Pending Assignments." You can click on the manuscript title from this point or you can click on the "View Details" button to begin reviewing the manuscript.

All communications regarding this manuscript are privileged. Any conflict of interest, suspicion of duplicate publication, fabrication of data or plagiarism must immediately be reported to us.

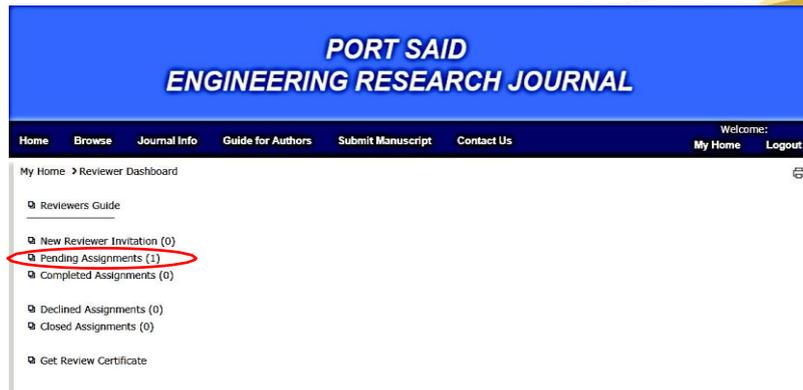
Thank you for evaluating this manuscript. Truly

yours,

Editorial Office of **Port-Said Engineering Research Journal**

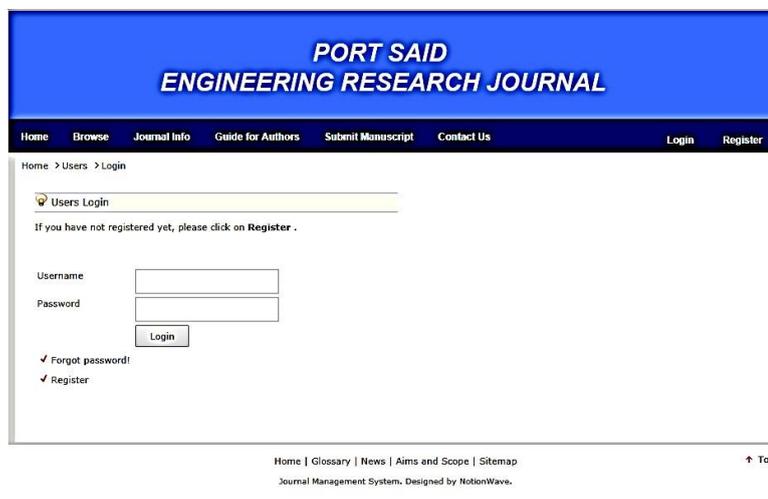
If you log into your Reviewer Center instead of replying to an email, you will see a notice that you have a pending assignment

If the option for **Decline – Suggest Alternate** is configured for your site, selecting this option will take you to a confirmation screen.



## LOGGING INTO YOUR REVIEWER CENTER

The journal site has a Web address (<https://pserj.journals.ekb.eg/>). Typically, you are given that address in the invitation or invitation-response e-mail sent by the journal. If the URL is hyperlinked, simply select the link within the e-mail. You can also enter the web address in the address field of your browser and press the Enter key on your keyboard. The journal's Log In page is displayed.



If you already have an account on the site, you will only need to provide your login name and password. Or you can register to create your account.

## FORGOT YOUR PASSWORD?

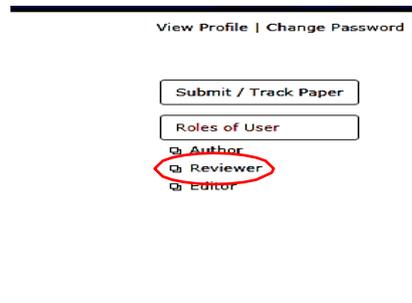
If you forget your password, select **Reset Password**.



## 3-REVIEWING A MANUSCRIPT

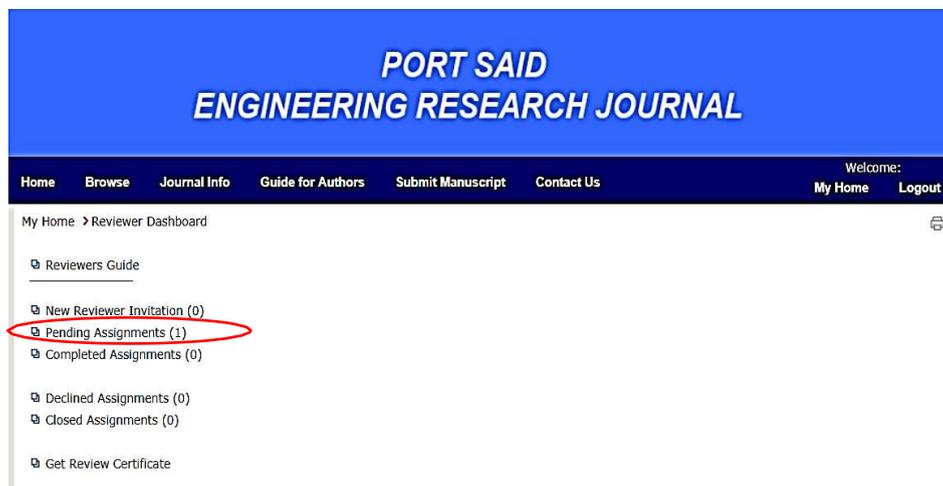
### ACCESSING THE REVIEW CENTER

Select the Review role on the left menu.



### ACCESS THE MANUSCRIPT FOR REVIEW

The Reviewer dashboard will show you the number of papers you have to review. You can select pending assignment to Continue Review.



When you choose **pending assignment**, you will be able to see the manuscript information.

When you click on the manuscript ID, you will be taken directly to the submission and score sheet. You will be able to View Abstract, download PDF Proof on the left side of the screen and you will be taken to the score sheet.



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ENGINEERING RESEARCH JOURNAL**

Home Browse Journal Info Guide for Authors Submit Manuscript Contact Us Welcome:  
My Home Logout

My Home > Reviewer Dashboard > Pending Assignments

Click **Manuscript ID** to see manuscript information and start to review.

#	Manuscript ID	Manuscript Title	File	Submit Date	Assign Date	Review Due Date	Agree/Decline Date
1	PSERJ-1907-1005	TEST FOR PORT SAID ENG. JOURNAL AS AN AUTHOR AND REVIEWER		2019-07-08	2019-07-09	2019-08-02	2019-07-18

**PORT SAID  
ENGINEERING RESEARCH JOURNAL**

Home Browse Journal Info Guide for Authors Submit Manuscript Contact Us Welcome: Randa Atta  
My Home Logout

My Home > Reviewer Dashboard > Pending Assignments

Click **Manuscript ID** to see manuscript information and start to review.

#	Manuscript ID	Manuscript Title	File	Submit Date	Assign Date	Review Due Date	Agree/Decline Date
1	PSERJ-1907-1005	TEST FOR PORT SAID ENG. JOURNAL AS AN AUTHOR AND REVIEWER		2019-07-08	2019-07-09	2019-08-02	2019-07-18

Related Files

#	File Type	File Name	Size	File Description	Upload Date	Download
1	Manuscript Main File	PSERJ-1907-1005-1-2.docx	83.18 KB		2019-07-09	

Reviewer Options

Reviewer Comment For Author

Reviewer Comment For Editor/Editor-in-Chief

## 4-COMPLETE AND SUBMIT THE REVIEW

The format of a score sheet includes a recommendation field, comments to the author, comments to the editor, and the ability to attach files.

Reviewer Options

Reviewer Comment For Author

Reviewer Comment For Editor/Editor-in-Chief

Attach File  No file chosen

Reviewer Recommendation

- Accept
- Minor Revision
- Major Revision
- Reject
- Unable to Review

Manuscript Information



## ATTACHING FILES

You can either click on the drop zone or drop files from the computer. Once you select the file is selected, the uploading process will begin.



Once you submit your review, you will receive a notification on the screen, and you will be sent an e-mail that appreciates the contribution that each reviewer gives to the Journal.