



A User Manual for Editors

MULTIDISCIPLINARY RESEARCH JOURNAL (MRJ)

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<https://cmdr.tezu.ernet.in/>

INTRODUCTION

This user-guide is a comprehensive manual for the editors covering the various information needed to verify and send the manuscript for review on the journal website. By following this guide, an editor will be able to successfully manages the submitted manuscripts for peer-review process easily and effectively.

EDITING

As an editor, you'll able to access your dashboard by following the given steps: -

STEP 1: Log in to the Journal Website (MRJ)

To login, visit at <https://cmdr.tezu.ernet.in/>



Click here to **Login**

Now, click on “**Login**” button given on the top right of the web page.

STEP 2: Enter the Credentials and Click “Login” button

Enter your username or
Email ID

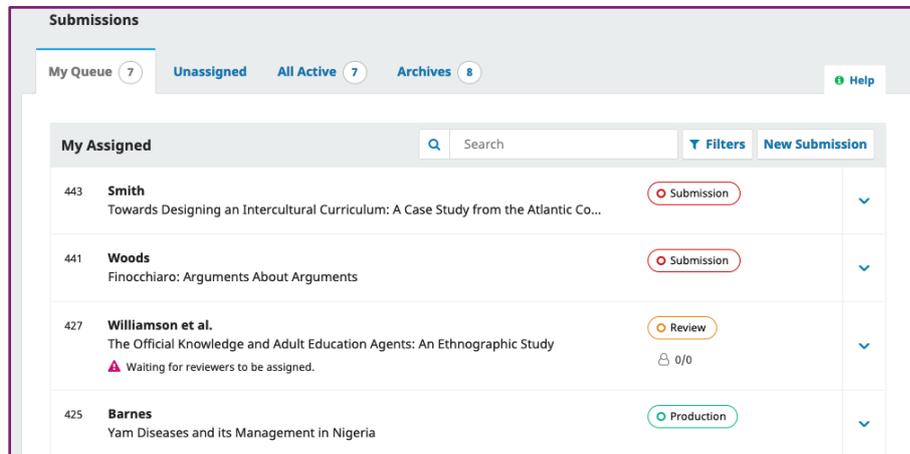
Enter your Password

Click on **Login** button

For resetting the password,
click on **Forgot your
Password?**

STEP 3: Submission Dashboard

When you log into your Dashboard, you can find active submissions either from your Tasks, or from one of the queues (*My Queue*, *Unassigned*, *All Active*, and *Archives*). The counter gives you an overview of how many total items are in each queue.

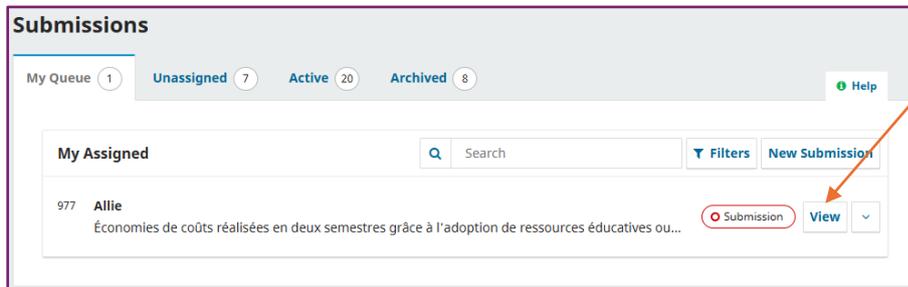


The **Filter tool** allows you to limit your browsing to specific conditions for faster searching. Depending on their role, editorial roles will be able to filter by the following:

- **Status:** select from *incomplete*, *overdue*, and *inactive for 30 days*
- **Stages:** select from *submission*, *review*, *copyediting*, and *production*
- **Sections:** this option is only available if more than 5 sections exist. After you begin entering text, the filter will auto-suggest. For example, filter by *articles* or *reviews*
- **Categories:** this option is only available if you have set up at least 1 customized [category](#).
- **Assigned editor(s):** only Journal Managers and Journal Editors have this filter option. Like sections, this is a textbox which will auto-suggest a Section Editor, Journal Editor, or Guest Editor's name as you start to type it, then display all articles assigned to the editor.
- **Assigned issue:** only journal managers can filter by unpublished issues, but editors and assistants will be able to filter by published issues. This field is case-sensitive and require exact match. For best results, search by year or title, rather than volume or number. This filter is mostly used if the assignment of a submission to an issue is done in an early phase of the editorial process.

STEP 4: View Submission Record

To view the submission in more detail, select **View** Submission button. This will take you to the submission record.

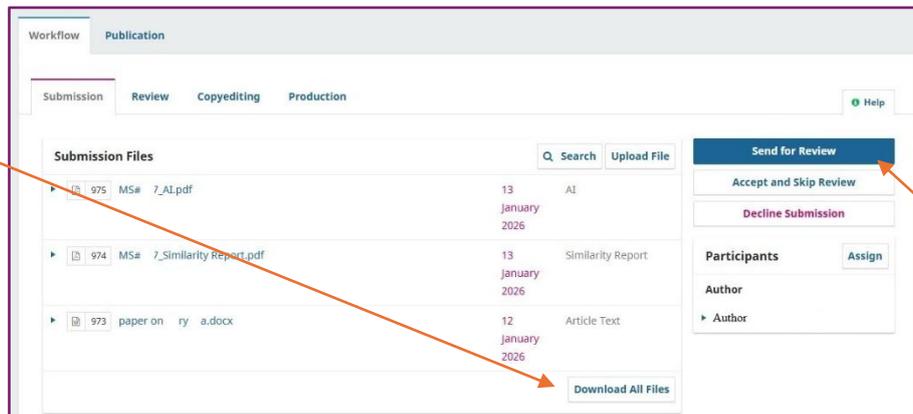


The screenshot shows the 'Submissions' dashboard. At the top, there are tabs for 'My Queue' (1), 'Unassigned' (7), 'Active' (20), and 'Archived' (8). Below this is a search bar and buttons for 'Filters' and 'New Submission'. A list of submissions is shown, with the first one being submission 977 by 'Allie'. The submission title is 'Économies de coûts réalisées en deux semestres grâce à l'adoption de ressources éducatives ou...'. To the right of the submission title are buttons for 'Submission' and 'View'.

Click on **View** to see the Submission.

STEP 5: Similarity and AI Report Verification and Send for Review

Click on either each file to verify or can **Download All Files**.



The screenshot shows the 'Submission Files' page. At the top, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. Below this is a search bar and an 'Upload File' button. A table of submission files is shown with columns for file name, date, and type. The files are: 975 MS# 7_AI.pdf (13 January 2026, AI), 974 MS# 7_Similarity Report.pdf (13 January 2026, Similarity Report), and 973 paper on ry a.docx (12 January 2026, Article Text). At the bottom of the table is a 'Download All Files' button. On the right side, there is a 'Send for Review' button, an 'Accept and Skip Review' button, and a 'Decline Submission' button. Below these are 'Participants' and 'Assign' buttons, and an 'Author' dropdown menu.

Click on **Send for Review** after verifying the Submission.

From here, you can download and check the Similarity and AI and as well as Add Blind copy. After verification, click on **Send for Review**, if **AI (should be 0%)** and **Similarity (below 10%)**.

STEP 6: Send for Review: Notify Authors

Send for Review: Notify Authors
This submission is ready to be sent for peer review.

1 **Notify Authors** 2 Select Files

Notify Authors
Send an email to the authors to let them know that this submission will be sent for peer review. If possible, give the authors some indication of how long the peer review process might take and when they should expect to hear from the editors again. This email will not be sent until the decision is recorded.

Email Templates
Find Template

[Sent to Review](#)
{authors}: We have reached a decision regarding your submission to [...]

To: Author [Add CC/BCC](#)

Subject: Your Submission Will be Sent for Review

B I x² x₂ Attach Files + Insert Content

Dear Dr Author,

I am pleased to inform you that an editor has reviewed your submission, **Title of the Manuscript**, and has decided to send it for peer review. An editor will identify qualified reviewers who will provide feedback on your submission.

This Journal conducts double-anonymous peer review. The reviewers will not see any identifying information about you or your co-authors. Similarly, you will not know who reviewed your submission, and you will not hear from the reviewers directly. You will hear from us with feedback from the reviewers and information about the next steps.

[Skip this email](#) Cancel Continue

Edit the email content (if required)

Click on **Continue**.

After verifying, the submission is ready to be sent for peer review and notify the authors. For notifying the authors, edit the email content (if required), click on **Continue**, and then hit **Record Decision**.

Send for Review: Select Files
This submission is ready to be sent for peer review.

Notify Authors 2 Select Files

Select Files
Select files that should be sent to the review stage.

Submission Files

1462 author, Submission_New Submission.docx Uploaded by aallie on 2021-03-15 Article Text

Cancel Previous Record Decision

Click on **Record Decision** to **Send for Review**.

Sent for Review ✕

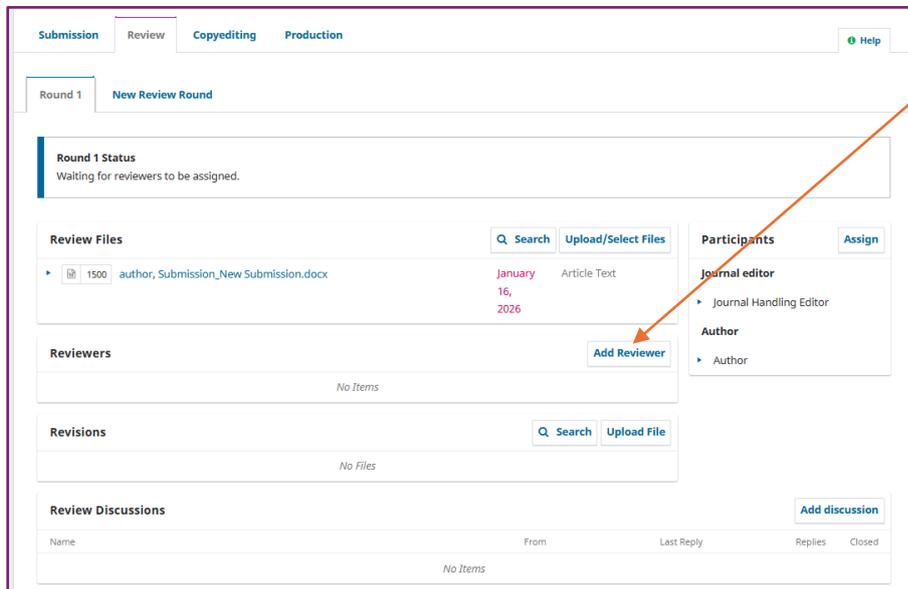
The submission, Title of the Manuscript, has been sent to the review stage. The author has been notified, unless you chose to skip that email.

View Submission View All Submissions

Click on **View Submission** to **Add Reviewers**.

STEP 7: Add Reviewers

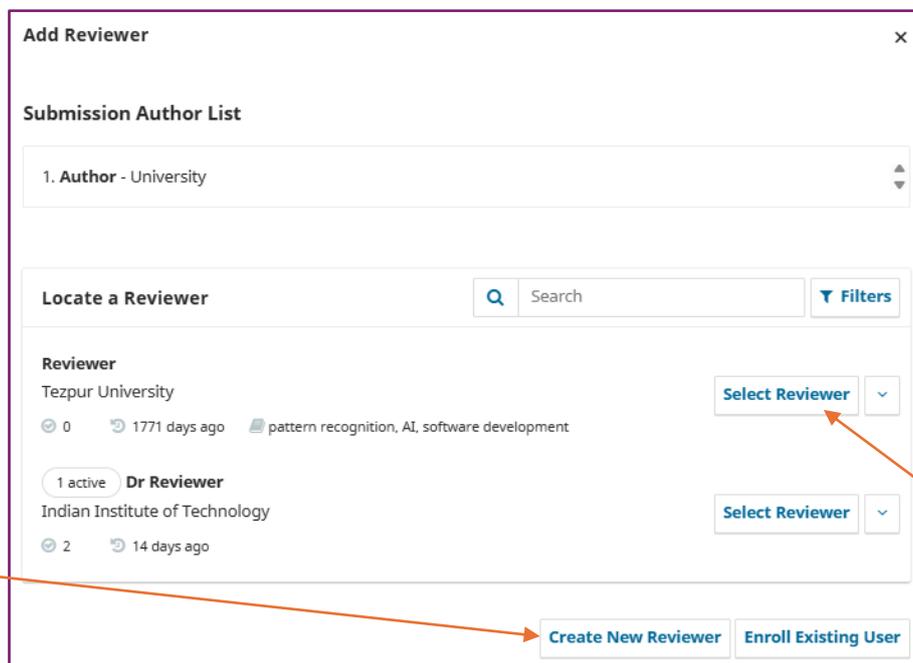
When the submission enters the Review Stage, a notification indicates that Reviewers need to be assigned. Now, it's time to add reviewers for the submission by clicking on **Add Reviewer**.



The screenshot shows the 'Review' stage of a submission. The 'Reviewers' panel is empty, displaying 'No Items'. An orange arrow points from a callout box to the 'Add Reviewer' button in the 'Reviewers' panel.

Click on **Add Reviewer**

From the Reviewers panel, you can select **Add Reviewer** to assign a new Reviewer. This opens a new window, where Reviewers are listed and can be selected one at a time.



The 'Add Reviewer' dialog box shows a 'Submission Author List' with one author: '1. Author - University'. Below is a 'Locate a Reviewer' section with a search bar and filters. Two reviewers are listed: 'Tezpur University' (0 active, 1771 days ago) and 'Indian Institute of Technology' (1 active, 14 days ago). Each reviewer has a 'Select Reviewer' button. At the bottom, there are buttons for 'Create New Reviewer' and 'Enroll Existing User'.

Click here to search for existing reviewer.

Click here to create a **New Reviewer**

Click here to select a reviewer.

An editor can create a new reviewer or want to send someone known related to the topic before assigning this submission for review.

At the bottom of this form, you will see options to:

- **Select Reviewer:** Use this to confirm your selection once you have picked a Reviewer from the list.

- **Create New Reviewer:** If none of the Reviewers are suitable, you can use this button to create a new Reviewer. This is a new account in the system.
- **Enroll Existing User:** If none of the Reviewers are suitable, you can enroll an existing user as a Reviewer.
- For this demonstration, we will pick Adela as our Reviewer and hit the **Select Reviewer** button.

This initiates a new window with a message for the Reviewer.

Add Reviewer ✕

Selected Reviewer
Dr Reviewer [Change](#)

Choose a predefined message to use, or fill out the form below.

Review Request ▼

Email to be sent to reviewer

Dear NAME ,

I believe that you would serve as an excellent reviewer for a submission to Multidisciplinary Research Journal. The submission's title and abstract are below, and I hope that you will consider undertaking this important task for us.

If you are able to review this submission, your review is due by REVIEW DUE DATE . You can view the submission, upload review files, and submit your review by logging into the journal site and following the steps at the link below.

[Title of the Manuscript](#)

Do not send email to Reviewer.

Important Dates

2026-01-21 2026-01-31

Response Due Date Review Due Date

✕ Close File Selection

Files To Be Reviewed Q Search

▶	<input checked="" type="checkbox"/>		1500	author, Submission_New Submission.docx	January 16, 2026	Article Text
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Review Type

Anonymous Reviewer/Anonymous Author

Anonymous Reviewer/Disclosed Author

Open

Add Reviewer Cancel

Select and Change **Response Due Date (Max. 03-05 days)**

Verify the email content/template

Select and Change **Review Due Date (Max. 02 Weeks / 15 days)**

Select only **Anonymous Reviewer/ Anonymous Author (Mandatory).**

Hit the **Add Reviewer** button to send the message and assign the Reviewer.

STEP 8: Review Details

Back on the Review Stage, we can see the Reviewer is now listed. You can make additional changes using the blue arrow toggle next to the Reviewer's name.

This screenshot shows the 'New Review Round' interface. At the top, it says 'Round 1 Status: Awaiting responses from reviewers.' Below this, there are sections for 'Review Files' (with a search and upload button), 'Reviewers' (listing 'Dr Reviewer' with a blue arrow toggle), and 'Participants' (listing 'Journal editor' and 'Author'). A callout box on the left says 'Click blue arrow for making additional changes.' Another callout box on the right says 'Reviewer's details now listed under Reviewers section.' A third callout box on the left says 'Click Review Details to upload reviewer comments.' An arrow points from the 'Review Details' button to a callout box on the right that says 'Click Review Details to upload reviewer comments.'

As an editor, you may also add the reviewer's comment by clicking on **Review Details**, which will open popup window for uploading files provided by the reviewer through alternative mode such as email, text message, whatsapp or by other means.

This block contains two screenshots. The top screenshot is a 'Review Details' popup window for 'Dr Reviewer'. It includes a title, a description of the review process, an 'Assigned' date, a 'Reviewer Files' section with a search and 'Upload File' button, a 'Recommendation' section with a dropdown menu, and a 'Reviewer rating' section with radio buttons for 'No rating' and star ratings. A 'Confirm' button is at the bottom right. Callouts include: 'Choose to set reviewer recommendation.' pointing to the dropdown; 'Click Upload File to add reviewer's files, if any.' pointing to the 'Upload File' button; and 'Click Confirm to save the changes.' pointing to the 'Confirm' button. The bottom screenshot shows the 'Reviewers' list with 'Dr Reviewer' now marked as 'Complete' and 'Revert Decision' buttons. A callout says 'After selecting Confirm, the reviewer's comments will be shown here.' pointing to the 'Revert Decision' button.

In case of any queries and suggestions, feel free to contact us at editormrj@tezu.ernet.in