



A User Manual for Reviewers

# MULTIDISCIPLINARY RESEARCH JOURNAL (MRJ)

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

## INTRODUCTION

This user-guide is a comprehensive manual for the reviewers covering the various information needed to review a submitted manuscript on the journal website. By following this guide, a reviewer will be able to successfully add their comments, communicate with editors and authors as well as submit their recommendations easily and effectively.

## REVIEWING

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

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

To login the Journal Editorial Systems, you can visit <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

HOME / Login

### Login

Required fields are marked with an asterisk: \*

Username or Email \*

Password \*

[Forgot your password?](#)

Keep me logged in

[Register](#)

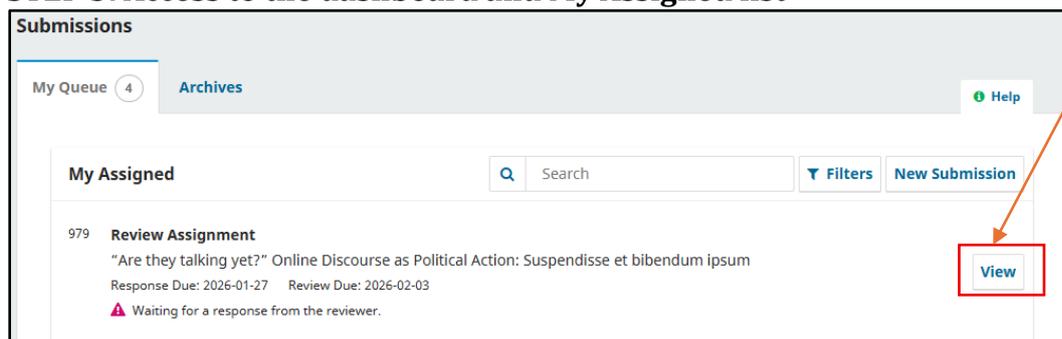
Enter your username or Email ID

Enter your Password

Click on **Login** button

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

### STEP 3: Access to the dashboard and My Assigned list



Click on **View** link to access the submission

After successfully **Login**, you can find the title and review link from the **My Assigned** list.

Selecting the **view** link will take you to the first review step in the submission record, which is a limited access compared to the editor’s view, and contains no author information.

### STEP 4: Respond to a Review Request

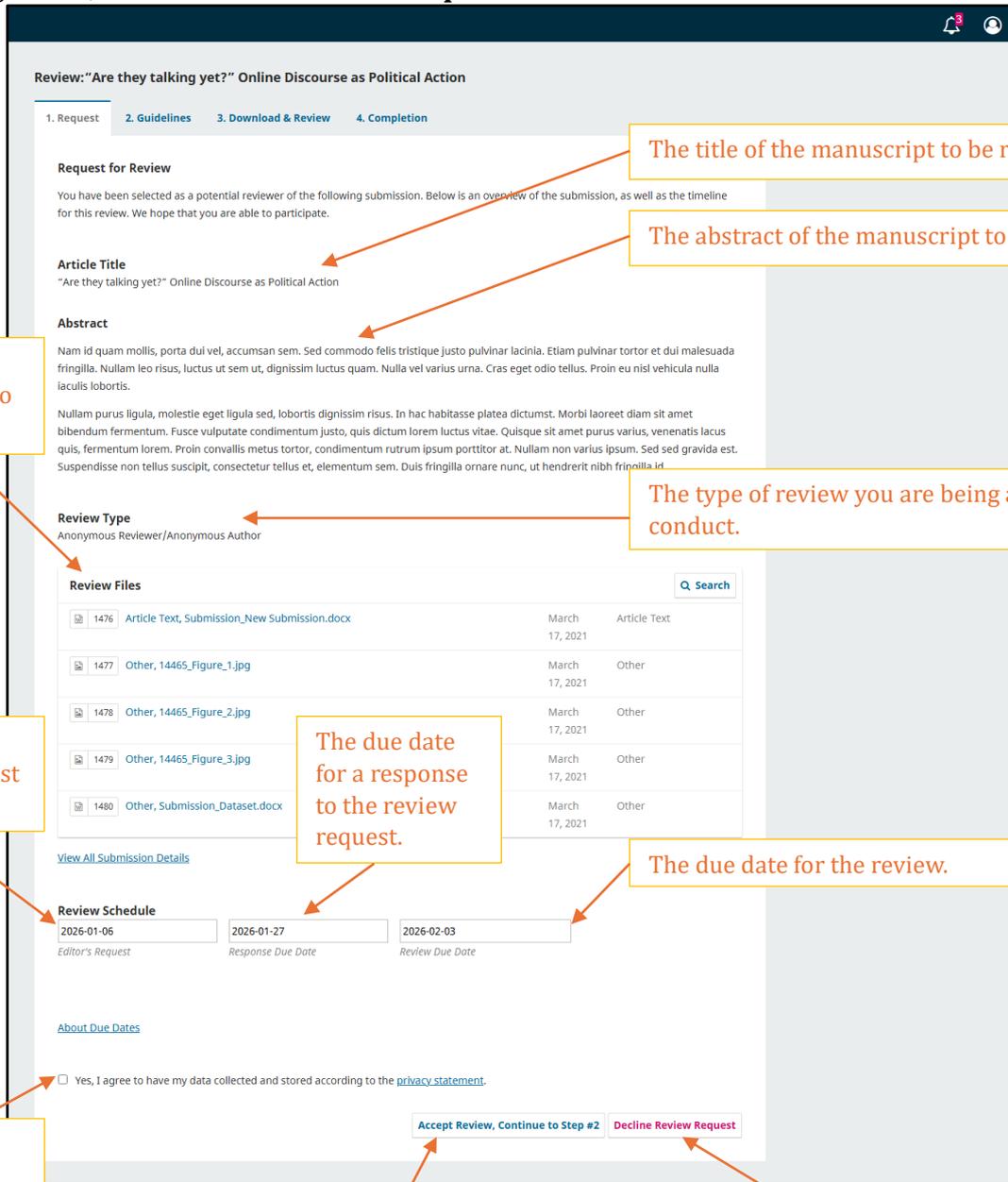
In your Review Assignment, you will see basic information about the article and the review assignment:

- **Article Title:** The title of the manuscript to be reviewed.
- **Abstract:** The abstract of the manuscript to be reviewed.
- **Review Type:** The type of review you are being asked to conduct.
- **Review Files:** All relevant files related to the manuscript.
- **Review Schedule:** The date the review request was sent, the due date for a response to the review request, and the due date for the review.
- **Review Type** is set by a journal’s editor. There are three types of review:
  - **Anonymous reviewer/Anonymous author:** a “double-blind” review in which neither the reviewer (you) nor the author know one another’s names.
  - **Anonymous reviewer/Disclosed author:** the name of the reviewer (you) is unknown to the author, but the name of the author is known to the reviewer.
  - **Open:** the name of the reviewer (you) will be known to the author when the review is submitted and the name of the author is known to the reviewer.
- **Review Schedule** is also set by the journal’s editor. Please note that none of the date fields in the review schedule are editable by the reviewer. These dates are only provided to help you assess whether you’re able to provide a review. If you’d like to negotiate new due dates, please contact the journal editor before accepting the review request.

Click “**View all Submission Details**” for additional information about the submission, including keywords. If the review type allows the author’s name to be disclosed, “**View All Submission Details**” will include the author’s name.

You will also be asked to agree to having your data collected and stored according to the journal’s privacy statement, which you can read before agreeing. From here, you can

decline or accept the review. If you decline, you will be dropped from the process. If you accept, you will move to review step 2 i.e. Guidelines.  
 To accept the assignment, click **“Accept Review, Continue to Step #2”**. To decline the assignment, click **“Decline Review Request”**.



The title of the manuscript to be reviewed.

The abstract of the manuscript to be reviewed.

The type of review you are being asked to conduct.

The due date for the review.

The due date for the review.

The due date for the review.

All relevant files related to the

The date the review request was sent.

The due date for a response to the review request.

Click here to accept the Privacy Statement.

1. Request

2. Guidelines

3. Download & Review

4. Completion

**Request for Review**

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

**Article Title**

"Are they talking yet?" Online Discourse as Political Action

**Abstract**

Nam id quam mollis, porta dui vel, accumsan sem. Sed commodo felis tristique justo pulvinar lacinia. Etiam pulvinar tortor et dui malesuada fringilla. Nullam leo risus, luctus ut sem ut, dignissim luctus quam. Nulla vel varius urna. Cras eget odio tellus. Proin eu nisl vehicula nulla iaculis lobortis.

Nullam purus ligula, molestie eget ligula sed, lobortis dignissim risus. In hac habitasse platea dictumst. Morbi laoreet diam sit amet bibendum fermentum. Fusce vulputate condimentum justo, quis dictum lorem luctus vitae. Quisque sit amet purus varius, venenatis lacus quis, fermentum lorem. Proin convallis metus tortor, condimentum rutrum ipsum porttitor at. Nullam non varius ipsum. Sed sed gravida est. Suspendisse non tellus suscipit, consectetur tellus et, elementum sem. Duis fringilla ornare nunc, ut hendrerit nibh fringilla id.

**Review Type**

Anonymous Reviewer/Anonymous Author

**Review Files**

ID	File Name	Date	Type
1476	Article Text, Submission_New Submission.docx	March 17, 2021	Article Text
1477	Other, 14465_Figure_1.jpg	March 17, 2021	Other
1478	Other, 14465_Figure_2.jpg	March 17, 2021	Other
1479	Other, 14465_Figure_3.jpg	March 17, 2021	Other
1480	Other, Submission_Dataset.docx	March 17, 2021	Other

[View All Submission Details](#)

**Review Schedule**

2026-01-06  2026-01-27  2026-02-03

Editor's Request

Response Due Date

Review Due Date

[About Due Dates](#)

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

**Accept Review, Continue to Step #2**

**Decline Review Request**

## STEP 4: Read Review Guidelines

The reviewer guidelines will appear in the second step of the review process. Read these guidelines carefully before you begin your review.

Review: "Are they talking yet?" Online Discourse as Political Action

1. Request 2. Guidelines 3. Download & Review 4. Completion

### Reviewer Guidelines

#### Reviewer Guidelines - Multidisciplinary Research Journal

We extend our sincere gratitude to our esteemed reviewers for their invaluable contributions to the peer review process. Your expertise and dedication are essential in ensuring the quality and integrity of the research published in *MRJ*.

#### Instructions for Reviewers

- 1. Review Invitation & Login**
  - Upon receiving the review request via email, the reviewer must log in to their dashboard.
  - If the reviewer accepts the request, they should confirm their availability through the system.
- 2. Confidentiality & Ethical Considerations**
  - Reviewers **must not** download the manuscript from the dashboard.
  - Reviewers **must not** contact the author(s) directly via email, phone, or any other means.
  - Reviewers **must not** disclose any details of the manuscript to anyone.
- 3. Review Process & Timeline**
  - The assigned manuscript should be evaluated thoroughly within **2 to 3 weeks**.
  - The reviewer must submit their comments and suggestions directly through the reviewer dashboard.
- 4. Manuscript Evaluation Criteria**
  - Reviewers should assess the manuscript based on originality, scientific rigor, clarity, ethical compliance, and adherence to *MRJ* guidelines.
  - Constructive feedback should be provided to help improve the manuscript, ensuring clarity and relevance.
- 5. Final Recommendation**
  - After completing the evaluation, the reviewer must submit their final recommendation on whether the manuscript should be **accepted, revised, or rejected**.
  - The final decision regarding publication will be made by the editorial board, considering the reviewer's insights.
- 6. Compliance with Journal Guidelines**
  - Reviewers should be familiar with *MRJ*'s manuscript preparation guidelines to ensure consistency in evaluation.

We appreciate your commitment to maintaining the high standards of *MRJ* and look forward to your continued support in advancing medical and pharmaceutical research.

For any concerns or queries, please contact the editorial office.

[Continue to Step #3](#) [Go Back](#)

Click here after going through the **Review Guidelines**.

You can review these guidelines at any time even after proceeding by clicking on the "2.Guidelines" tab.

Hit **Continue** to move to step 3 i.e., **Download & Review**.

## STEP 5: Conduct a Review

From here, you can download a copy of the review files and enter your review comments.

The **first window** is for comments to the **editor and the author**; while any comments entered in the **second window** can only be **seen by the editor**.

The screenshot shows a review interface for the article "Are they talking yet?" Online Discourse as Political Action. The interface is divided into four steps: 1. Request, 2. Guidelines, 3. Download & Review (active), and 4. Completion. A "Review Files" table lists several files for download, including the main article text and three figure images. Below the table are two text input areas for review comments: "For author and editor" and "For editor only".

File ID	File Name	Date	Type
1476	Article Text, Submission_New Submission.docx	March 17, 2021	Article Text
1477	Other, 14465_Figure_1.jpg	March 17, 2021	Other
1478	Other, 14465_Figure_2.jpg	March 17, 2021	Other
1479	Other, 14465_Figure_3.jpg	March 17, 2021	Other
1480	Other, Submission_Dataset.docx	March 17, 2021	Other

**Review**  
Enter (or paste) your review of this submission into the form below.

**For author and editor**

**For editor only**

Callout 1: Click here to download the review files. (Points to the first file in the table)

Callout 2: Here, you can add review comments which will be **visible** to both **Author** and **Editor**. (Points to the "For author and editor" text area)

Callout 3: Here, you can add review comments which will be **visible only to Editor**. (Points to the "For editor only" text area)

Once you have read the paper and added your comments, you can optionally upload a marked up copy of the review file in the **Upload section** further down the page.

**Upload**  
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** [Q Search] [Upload File]  
No Files

**Review Discussions** [Add discussion]  
Name From Last Reply Replies Closed  
No Items

**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One  
 Choose One  
 Accept Submission  
 Revisions Required  
 Resubmit for Review  
 Resubmit Elsewhere  
 Decline Submission  
 See Comments

[Submit Review] [Save for Later] [Go Back]

Required fields are marked with an asterisk: \*

If you want to upload relevant files such as manuscript **comments**, **track changes file**, you can add it here.

Here you can also correspond with Associate Editor/Editor regarding this manuscript.

Here you can choose your **final recommendation** from the dropdown list.

After choosing the recommendation, click **Submit Review** button

Before proceeding to your recommendation, you may also add discussions under **Review Discussions** panel to Communicate with Editors if you have questions about the manuscript or the review process, which will be available in both **Step 3: Download & Review** and **Step 4: Completion**.

Click the “**Add discussion**” button to begin a new discussion. You can then choose which Editor(s) should receive the message, enter a subject and body, and optionally upload attachments.

Enter the subject.

Select the editor(s) whom you want to communicate.

**Add discussion** [x]

**Participants**  
 Journal editor  
 Reviewer (Anonymous Reviewer/Anonymous Author)

**Subject \***

**Message \***  
 [Rich text editor toolbar]

**Attached Files** [Q Search] [Upload File] [Select Files]  
 No Files

Required fields are marked with an asterisk: \*

[OK] [Cancel]

Add your message.

Attach relevant files (if any)

Select **OK** to send the message.

Here you can open and view the discussion panel.

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Questions About Review</a>	reviewer	-	0	<input type="checkbox"/>
	2026-01-06 08:54 AM			

After sending the message, you can click a discussion in the panel to open it and view any replies, as well as add new messages.

Next, you must then **make your recommendation** using the dropdown menu.

Possible choices include:

- **Accept Submission:** The submission does not need further revisions or corrections.
- **Revisions Required:** Requires minor changes.
- **Resubmit for Review:** Requires major changes and another round of peer review.
- **Resubmit Elsewhere:** Doesn't fit the focus and scope of this journal.
- **Decline Submission:** Doesn't fit the requirements of the journal and is unsuitable for publication.
- **See Comments:** If none of the above recommendations are suitable, you can leave a comment for the editor detailing your thoughts.

**Note:** Some options may not available to you depending on our journal's requirements.

## STEP 6: Complete a Review

When you are satisfied with your **review** and your **recommendation**, hit the **Submit Review** button to complete your task. You'll be asked to confirm.



Once you have clicked **OK**, you will be redirected to review completion page.

Review: "Are they talking yet?" Online Discourse as Political Action

1. Request 2. Guidelines 3. Download & Review 4. Completion

### Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Questions About Review</a>	reviewer	-	0	<input type="checkbox"/>
	2026-01-06 08:54 AM			

In case of any queries and suggestions, feel free to contact us at [editormrj@tezu.ernet.in](mailto:editormrj@tezu.ernet.in)