A User Manual for Reviewers

MULTIDISCIPLINARY RESEARCH JOURNAL (MRJ)

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.

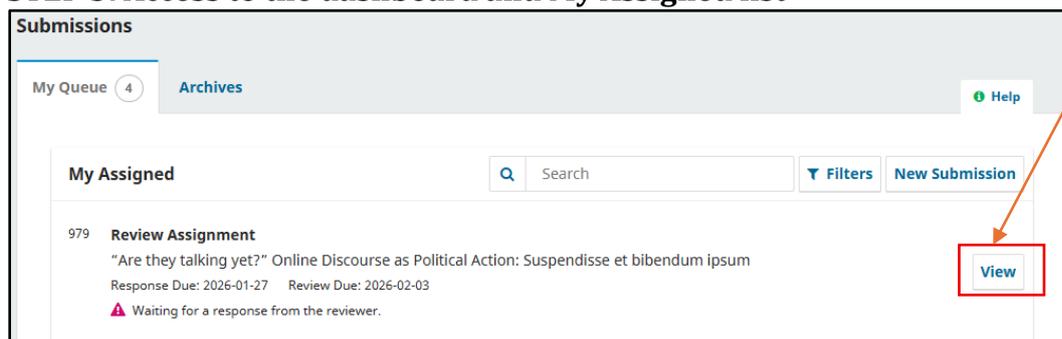### STEP 2: Enter the Credentials and Click "Login" button

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

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**".
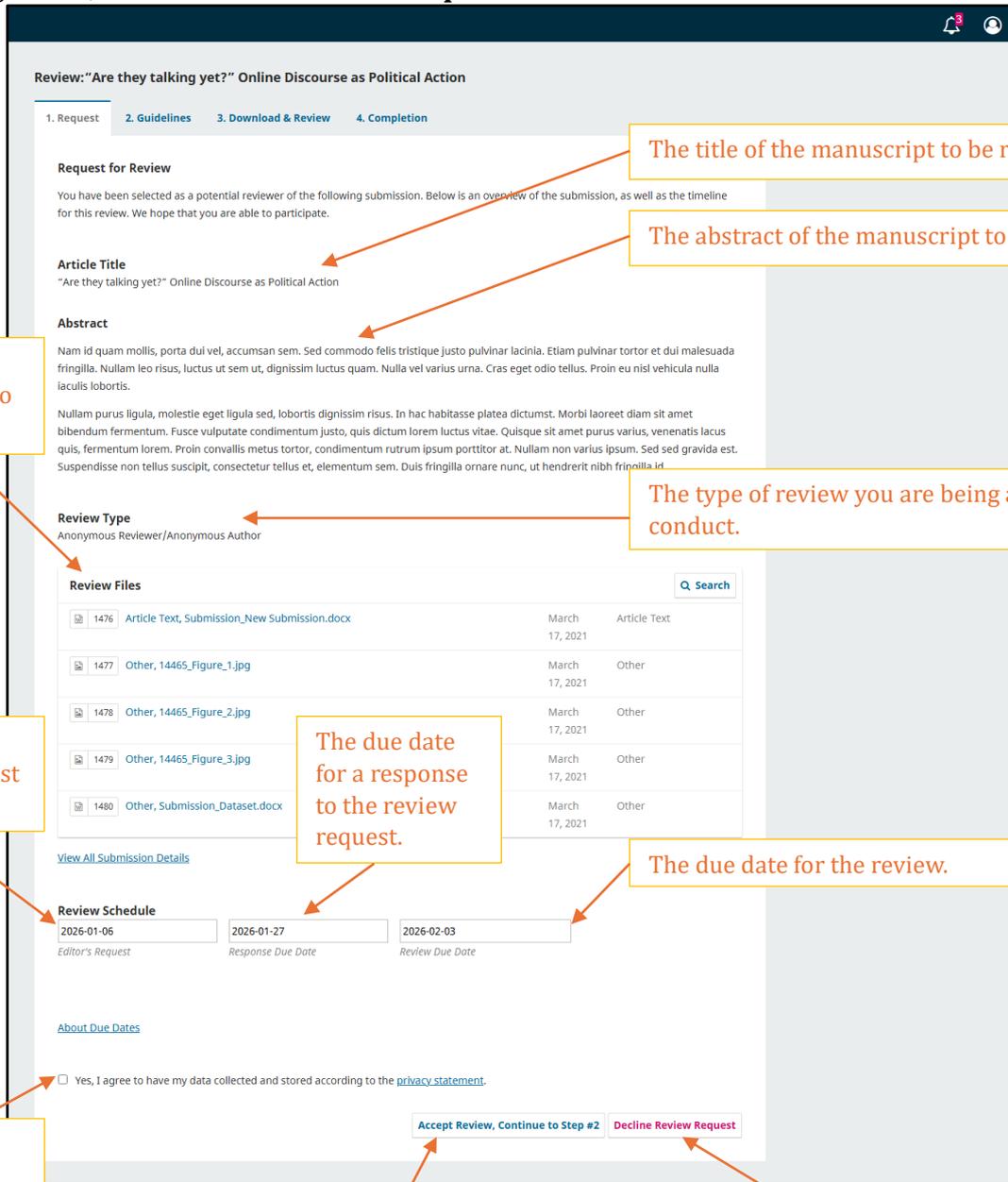
The title of the manuscript to be reviewed.

The abstract of the manuscript to be reviewed.

All relevant files related to the

The type of review you are being asked to conduct.

The date the review request was sent.

The due date for a response to the review request.

The due date for the review.

Click here to accept the Privacy Statement.

The due date for the review.

The due date for the review.

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.

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**.

Click here to download the review files.

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

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

Review Files   🔍 Search

📄	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

Here, you can add review comments which will be **visible** to both **Author** and **Editor**.

Here, you can add review comments which will be **visible only to Editor**.

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.

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 your message.

Attach relevant files (if any)

Select **OK** to send the message.

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.

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