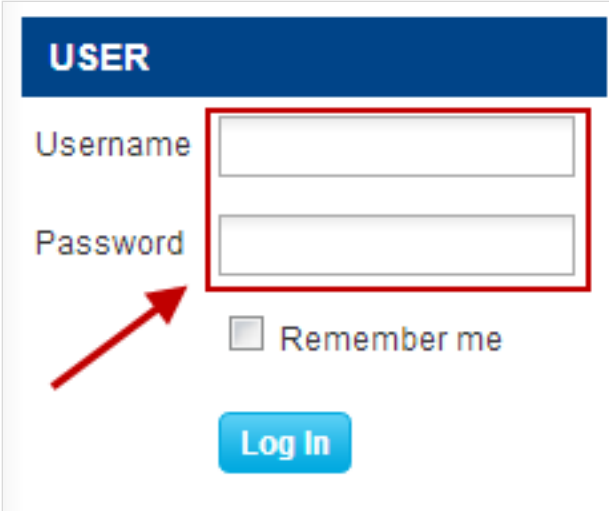


# PELATIHAN E-JOURNAL UB UNTUK REVIEWER

oleh Rizki Trisnadi, ST.

# Akses

- Untuk melakukan proses review secara online melalui aplikasi e-journal, reviewer harus login terlebih dahulu, kemudian memilih peran sebagai “REVIEWER”



The image shows a login form with a blue header labeled "USER". Below the header, there are two input fields: "Username" and "Password". A red box highlights both input fields. Below the "Password" field, there is a checkbox labeled "Remember me". At the bottom of the form, there is a blue button labeled "Log In". A red arrow points from the bottom left towards the "Remember me" checkbox.

# Proses Review

- Reviewer yang ditunjuk untuk melakukan review akan menerima notifikasi melalui email
- Pada email tersebut terdapat beberapa link URL :
  - ▣ Untuk website e-journal
  - ▣ Untuk reset password jika reviewer tidak dapat login ke dalam aplikasi e-journal karena lupa password
  - ▣ Untuk mengakses halaman review dari artikel yang dimaksud
- Pada email tersebut juga terdapat keterangan batas waktu proses review

# Proses Review

## [JKB] Article Review Request

Rizki Trisnadi <rizki@ub.ac.id>

Extra line breaks in this message were removed.

Sent: Mon 5/20/2013 3:12 PM

To: Rizki Trisnadi

Rizki Trisnadi:

I believe that you would serve as an excellent reviewer of the manuscript, "catetan," which has been submitted to Jurnal Kedokteran Brawijaya. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2013-05-27 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <http://jkb.ub.ac.id/index.php/jkb>

The review itself is due 2013-06-03.

1

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username).

<http://jkb.ub.ac.id/index.php/jkb/login/resetPassword/rizki?confirm=577dba>

2

Submission URL: <http://jkb.ub.ac.id/index.php/jkb/reviewer/submission/19>

3

Thank you for considering this request.

Rizki Trisnadi  
Universitas Brawijaya  
[rizki@ub.ac.id](mailto:rizki@ub.ac.id)

# Proses Review

- Jika proses login berhasil maka reviewer akan masuk pada halaman menu “USER HOME”
- Pilih peran sebagai “REVIEWER” untuk melakukan proses review pada artikel atau
- Jika terdapat artikel yang telah diberikan untuk direview maka akan muncul status artikel, klik status artikel untuk melakukan proses review

The screenshot displays the 'USER HOME' interface. At the top, it says 'USER HOME'. Below that is a section for 'MY JOURNALS' with the journal name 'JURNAL KEDOKTERAN BRAWIJAYA'. A table below shows the user's role as 'Reviewer' and the number of active articles as '1 Active'. At the bottom, there is a 'MY ACCOUNT' section with links for 'Edit My Profile', 'Change My Password', and 'Log Out'.

Role	Active
» Reviewer	1 Active

# Proses Review

- Setelah reviewer memilih peran sebagai “REVIEWER” atau klik pada status proses review maka reviewer akan masuk pada halaman “ACTIVE SUBMISSION”

**ACTIVE SUBMISSIONS**

[ACTIVE](#) [ARCHIVE](#)

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ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
245	05-20	Art	CATETAN	06-03	1

1 - 1 of 1 Items

# Proses Review

- Untuk melanjutkan proses review klik pada judul artikel yang akan direview
- Reviewer akan masuk pada halaman “REVIEW”
- Pada halaman ini terdapat beberapa informasi :
- Artikel yang akan direview, jika ingin mengetahui metadata artikel klik “VIEW METADATA”
- Jadwal review
- Langkah-langkah review

## #245 REVIEW

### SUBMISSION TO BE REVIEWED

<b>Title</b>	catetan
<b>Journal Section</b>	Artikel Penelitian
<b>Abstract</b>	jkkhkjh
<b>Submission Editor</b>	Dini Mentari 
<b>Submission Metadata</b>	<a href="#">VIEW METADATA</a>

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### REVIEW SCHEDULE

<b>Editor's Request</b>	2013-05-20
<b>Your Response</b>	2013-05-20
<b>Review Submitted</b>	—
<b>Review Due</b>	2013-06-03



## REVIEW STEPS

1. Notify the submission's editor as to whether you will undertake the review.

Response Accepted

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

<b>Submission Manuscript</b>	245-517-3-RV.DOCX 2013-05-08
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<b>Supplementary File(s)</b>	None
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3. Click on icon to enter (or paste) your review of this submission.

Review  


4. In addition, you can upload files for the editor and/or author to consult.

<b>Uploaded files</b>	245-849-1-RV.DOCX 2013-05-20 <a href="#">DELETE</a>
-----------------------	--------------------------------------------------------

No file chosen

ENSURING A BLIND REVIEW

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

**Recommendation**

Choose One



# Tahapan Review – Tahap 1

- Pada tahap pertama, reviewer harus memberikan notifikasi kepada editor, apakah reviewer menerima atau menolak review
- Jika reviewer tidak dapat melakukan review, klik "Unable to do the review" yang mengarah ke email notifikasi untuk Editor.
- Jika dapat melakukan review, klik pada "Will do the review", yang juga mengarah ke email notifikasi untuk Editor, dan akan menunjukkan kepada Editor dan Penulis bahwa review sedang berlangsung.
- Status pilihan reviewer akan tampil pada halaman "REVIEW"

1.	Notify the submission's editor as to whether you will undertake the review.
	Response Accepted


# Tahapan Review – Tahap 2

- Pada tahap kedua, reviewer dapat mengunduh dokumen yang akan direview
- Klik nama dokumen untuk mengunduh

2.	Click on file names to download and review (on screen or by printing) the files associated with this submission.	
	<b>Submission Manuscript</b>	<a href="#">245-517-3-RV.DOCX</a> 2013-05-08
	<b>Supplementary File(s)</b>	None

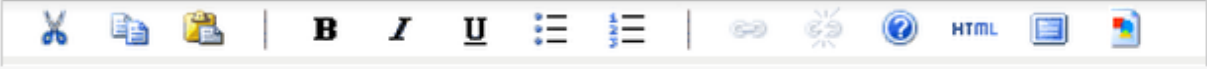

# Tahapan Review – Tahap 3

- Pada tahap ketiga, reviewer dapat memberikan hasil review dari artikel
- Klik icon untuk memberikan catatan hasil review artikel
- Form review yang muncul sesuai dengan form review yang telah ditetapkan oleh editor
- Klik “SAVE” untuk menyimpan hasil review

3.	Click on icon to enter (or paste) your review of this submission.
	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Review </div>

# REVIEW

No Reviews

<b>Subject</b>	<input type="text" value="catetan"/>
<b>For author and editor</b>	<div data-bbox="529 411 1742 725"></div> <div data-bbox="529 729 1742 796"></div>
<b>For editor</b>	<div data-bbox="529 811 1742 1125"></div> <div data-bbox="529 1129 1742 1196"></div>

\* Denotes required field

# Tahapan Review – Tahap 4

- Pada tahap keempat, reviewer dapat mengunggah artikel yang telah direview untuk dikonsultasikan lebih lanjut dengan editor atau author

4. In addition, you can upload files for the editor and/or author to consult.

<b>Uploaded files</b>	245-849-1-RV.DOCX 2013-05-20 DELETE
<input type="button" value="Choose File"/>	No file chosen
<input type="button" value="Upload"/>	

ENSURING A BLIND REVIEW

# Tahapan Review – Tahap 5

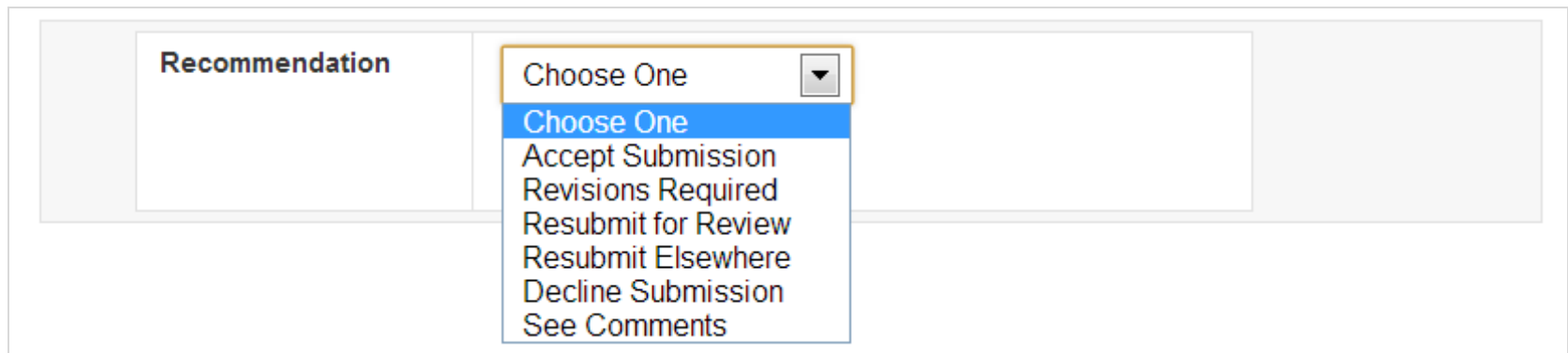
- Pada tahap kelima, reviewer memberikan rekomendasi kepada editor mengenai artikel yang telah direview
- Reviewer melakukan submitting untuk menyelesaikan proses review

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

<b>Recommendation</b>	<div style="border: 1px solid red; padding: 5px;"><p>Choose One <input type="button" value="v"/></p><p><a href="#">Submit Review To Editor</a></p></div>
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# Rekomendasi

- Rekomendasi yang dapat diberikan reviewer pada editor adalah :
  - Accept Submission
  - Revision Required
  - Resubmit for Review
  - Resubmit Elsewhere
  - Decline Submission
  - See Comment



The image shows a screenshot of a web interface. On the left, there is a label "Recommendation" in a light gray box. To its right is a white rectangular area containing a dropdown menu. The dropdown menu is currently open, showing a list of options. The top option is "Choose One" with a small downward arrow icon to its right. Below this, the following options are listed: "Choose One", "Accept Submission", "Revisions Required", "Resubmit for Review", "Resubmit Elsewhere", "Decline Submission", and "See Comments". The "Choose One" option at the top of the dropdown is highlighted with a blue background.



TERIMA KASIH

Kontak :

Rizki Trisnadi, ST.

[rizki@ub.ac.id](mailto:rizki@ub.ac.id)

PPTI - UB