

JournalsTube's Editorial System Manual for Reviewers

Table of contents

Reviewer registration	3
Log in	3
Manuscript acceptance/rejection	4
Return of manuscript for revision (with review file attached)	4
Providing a negative or positive final review	6

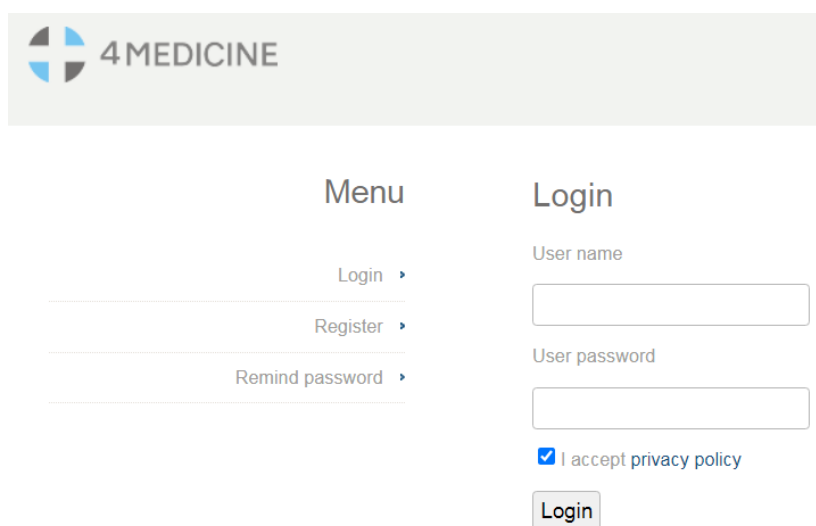
Reviewer registration

Registration of new reviewers in the JournalsTube's editorial system is only possible after the Editorial Office have sent an invitation to review. Upon receipt of the invitation, the reviewer should click on the link in the email. In the web page that appears, the reviewer should complete the registration form with the following fields:

- user name;
- your password to access your account;
- personal data (name and surname);
- e-mail address;
- telephone number.

Log in

The reviewer can access his/her account on the JournalsTube's editorial system via the journal's website <http://www.pjambp.com/> (button 'Author and Reviewer Zone'), or via the following link: <http://platform.4medicine.pl/>



The image shows a web interface for 4MEDICINE. At the top left is the logo, a blue cross with the text '4MEDICINE'. Below the logo is a 'Menu' section with three items: 'Login', 'Register', and 'Remind password', each with a right-pointing arrow. To the right of the menu is a 'Login' section. It contains two input fields: 'User name' and 'User password'. Below these fields is a checkbox labeled 'I accept privacy policy' which is checked. At the bottom of the login section is a 'Login' button.

Figure 1. Login panel

After logging into the JournalsTube's editorial system, the *Articles* tab will be displayed (Figure 2), in which the list of manuscripts assigned to a reviewer will be visible (Figure 3).



Figure 2. Horizontal menu with "Articles" tab highlighted

Show manuscript with the status:

Manuscript title in main language	Assigned date	Manuscript status	Manuscript deadline	Options
Manuscript title.doc	02-04-2023	Sent for review	24.04.2023	Accept Reject

Figure 3. List of manuscripts submitted for evaluation

Manuscript acceptance/rejection

Before making a decision whether to accept or reject a manuscript, the reviewer can only read the title and abstract of the manuscript. To do this, click on the active link in the title of the manuscript in the column *Manuscript title in main language* (Figure 3). A new window will display the abstract of the manuscript.

The decision to accept or reject the manuscript is made by the reviewer by selecting the button [Accept](#) or button [Reject](#), respectively (Figure 3). Once the manuscript has been accepted, the reviewer can view the attached files e.g., a manuscript file. To do this, click on the active link in the title of the manuscript (Figure 3) and, in a new window, navigate to the table of attached files (Figure 4).

Uploaded files

	File name	File type	File size	Date of file upload
5788	Manuscript title.doc	GIF	7 KB	02-04-2023

Figure 4. List of files attached to the submission

The manuscript file and others as required should be downloaded by clicking on the title (Figure 4) and saved to your computer.

Return of manuscript for revision (with review file attached)

If the reviewer judges that the manuscript requires changes, he or she can send it back to the Editorial Office with a recommendation to forward it to the author(s). To do this, click on the button [Return to correction](#) located in the *Options* column (Figure 5).

Manuscripts

Show manuscript with the status:

Manuscript title in main language	Assigned date	Manuscript status	Manuscript deadline	Options
Manuscript title.doc	02-04-2023	Accepted for review	24.04.2023	<input type="button" value="Enter review"/> <input type="button" value="Return to correction"/>

Figure 5. Submission of the review to the Editorial office

A new website will display a form (Figure 6) containing a field for comments to the editor (not visible to the author(s) of the manuscript) and an option to attach a file with a review (file format PDF or DOC is recommended). Once attached, the file is displayed in a table (Figure 6). It will also be visible in the window with the manuscript (Figure 4) updated to (Figure 7).

Return to correction

Uploaded files

	File name	File type	File size	Date of file upload
5687	InstERGO.txt	TXT	4 KB	02-02-2023
5688	InstERGO - PL2.txt	TXT	6 KB	02-02-2023

Upload files

Nie wybrano pliku.

Give a reason for the correction:

review 3




Figure 6. Form to attach reviews

NOTE: The content posted in this box ‘Give a reason for the correction’ will not be presented to the authors or other reviewers. The text will also not be visible/accessible in a subsequent review of the same manuscript, so it is recommended to attach the review as a separate file.

After completing the form (Figure 6), press the button . If the editor consider it reasonable to return the manuscript, they will send it back to the author for revision.

Uploaded files

	File name	File type	File size	Date of file upload
5788	Manuscript title.doc	GIF	7 KB	02-04-2023
5789	review1.pdf	PDF	576 KB	02-04-2023

Figure 7. Records of files with reviews

Providing a negative or positive final review

This option to include a review (Figure 5, *Options* column, **Enter review** button) is used to close the manuscript evaluation procedure. This situation occurs when the reviewer gives a final rate:

- negative, due to the manuscript is unsuitable for publication even after substantial changes to the content, or
- positive, if he or she accepts the manuscript for publication without the need for a re-review.

To provide this type of review, click on the button **Enter review** (Figure 5, *Options* column) and then complete the review questionnaire (Figure 8).

Enter review

Back

Overall publication value of the article ()

Is the subject an important one? ()

Figure 8. Part of the review questionnaire used to complete the manuscript evaluation procedure

After answering the questions, click on the button **Enter review** and the questionnaire will be sent to the Editorial Office and the review process will be completed.

NOTE: When completing the questionnaire, using the options to return to the main window with the list of manuscripts (Figure 3), e.g. by pressing the *Articles* button in the horizontal menu (

Figure 2) or the button **Back** in the review questionnaire window (Figure 8), will result in the loss of the data. It is therefore recommended that the review (the answers to the questions in the questionnaire) be drafted and saved in a file on a computer. The content of the review should then be copied into the relevant fields of the questionnaire. A template of the questionnaire (editable version) can be downloaded from the journal's website (tab "Information for reviewers").