REVIEWER PORTAL

MPS TUTORIAL

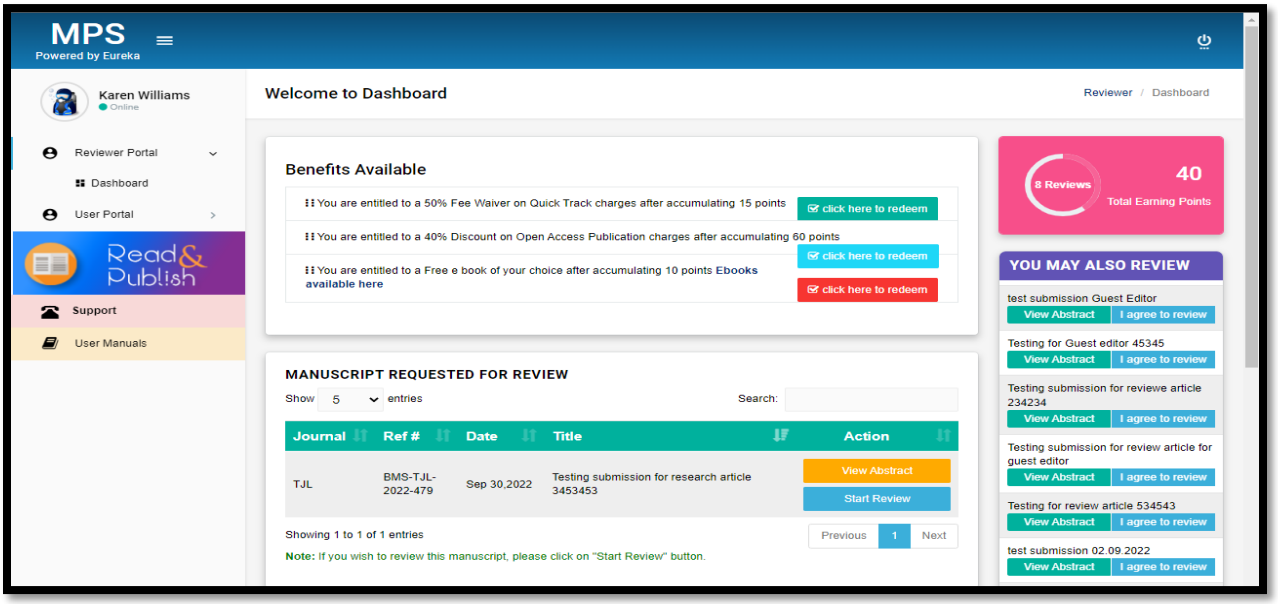
Abstract

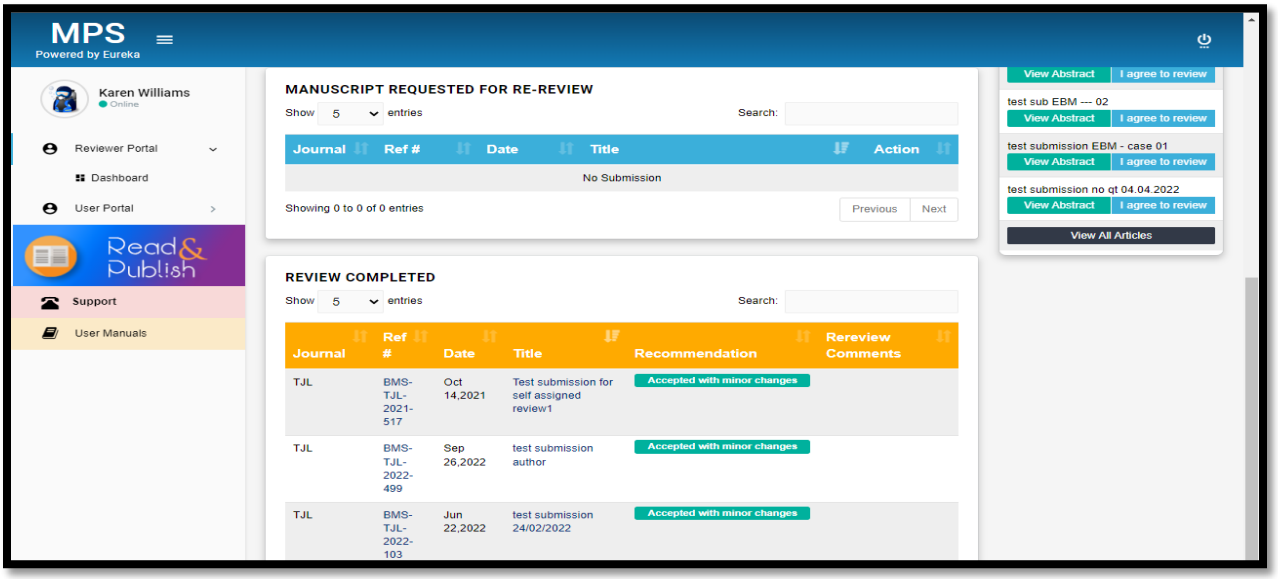
Step by step guide to use reviewer portal

Reviewer's Dashboard:

The Reviewer's dashboard consists of the following sections:

- Manuscript Requested For Review
- Manuscript Requested For Re-Review
- Review Completed





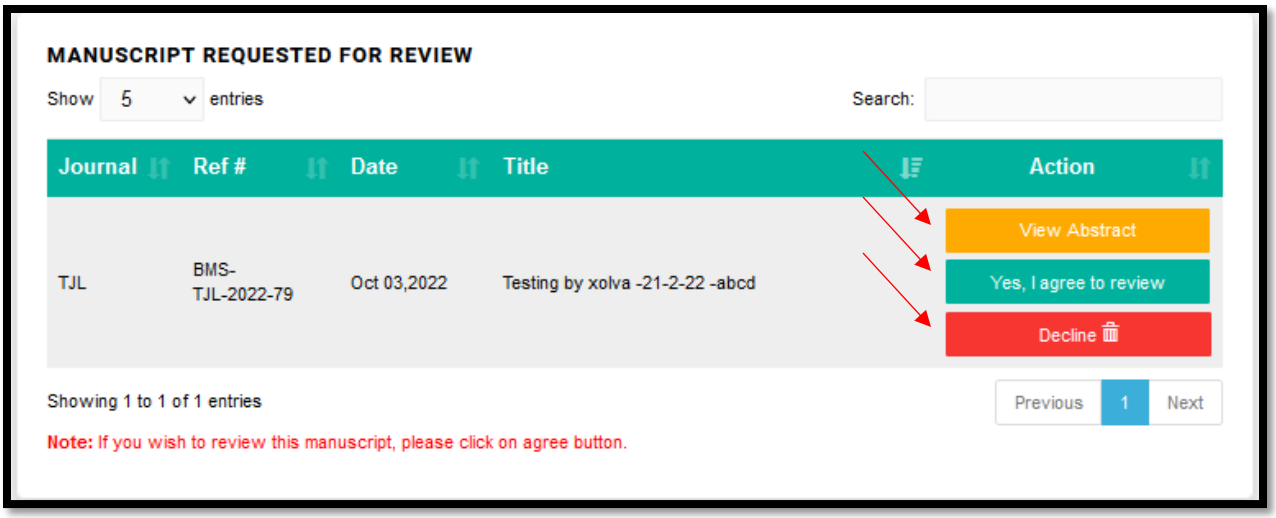
Manuscript Requested For Review:

In this panel, the following options are available:

View Abstract:
Click on this button to view the abstract.

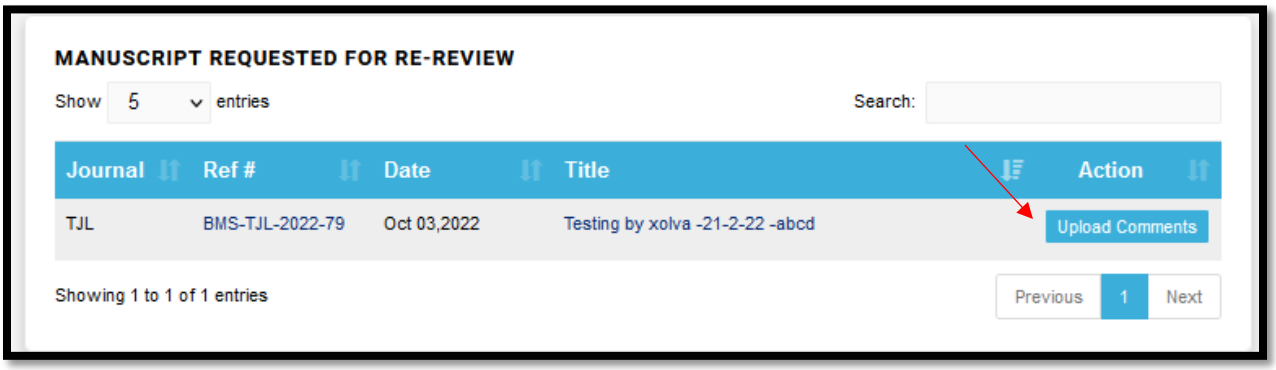
Yes, I agree to review:
Click on this button to do the review.

Decline:
Click on this button if you are not willing to do the review.

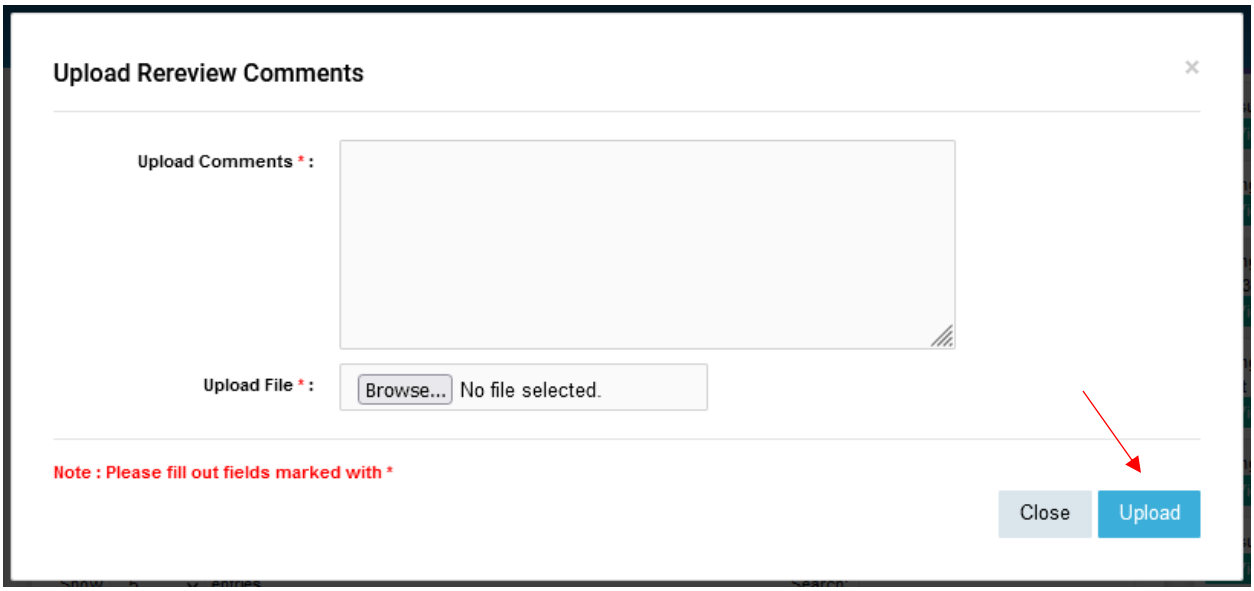


Manuscript Requested for Re-Review:

Upon receiving the revised manuscript from the author, the EIC may assign the manuscript for re-review. The Reviewer can upload the comments by clicking on the "**Upload Comments"** button.

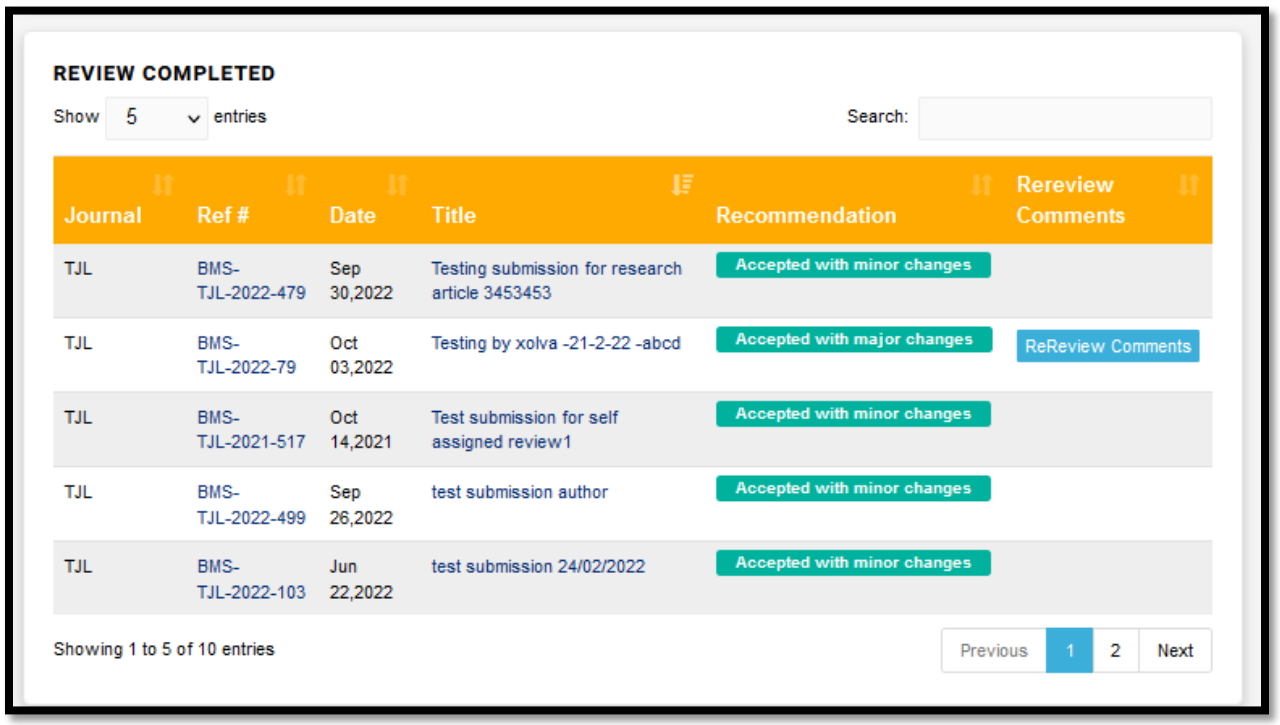


On the "**Upload Comment"** button, this section appears. It is mandatory to fill the comment section and upload the file here. Click on the "**upload"** button to end the re-review process.

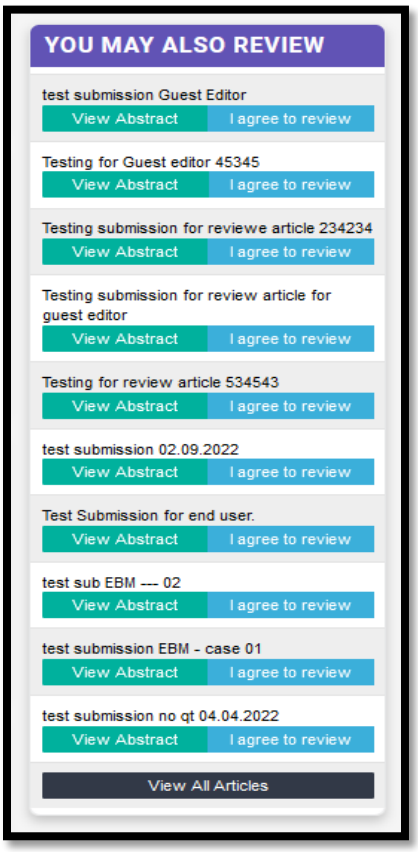


Review Completed:

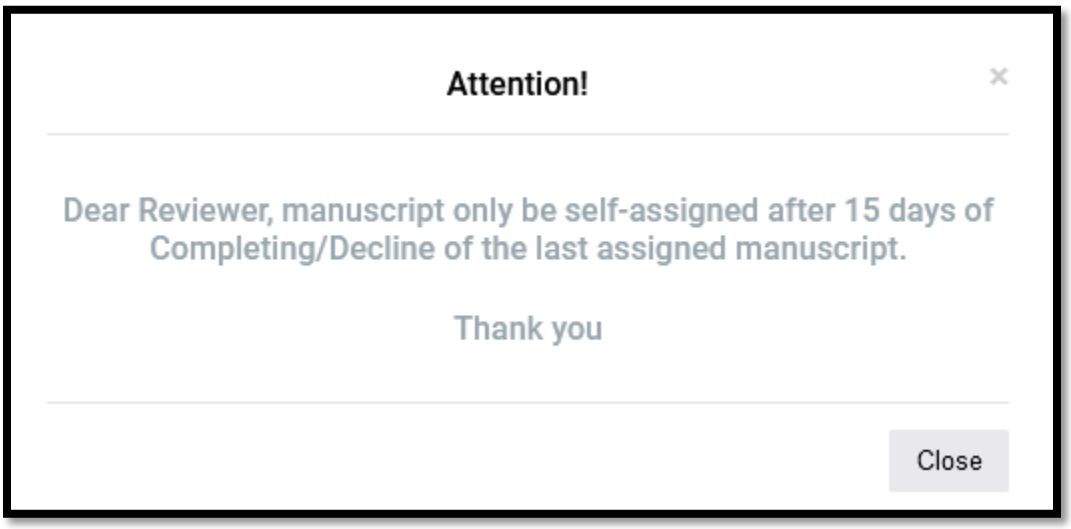
The reviewer can view the manuscripts that have been reviewed in the past.



On the left side of the panel, you may find the manuscripts for review, but you can select only one. You cannot review more than one manuscript at a time.

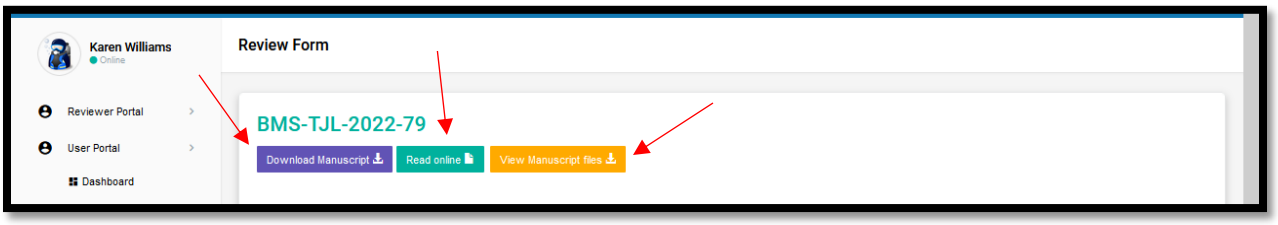


The **"Attention"** pop-up indicates that you must wait at least 15 days to self-assign the manuscript.

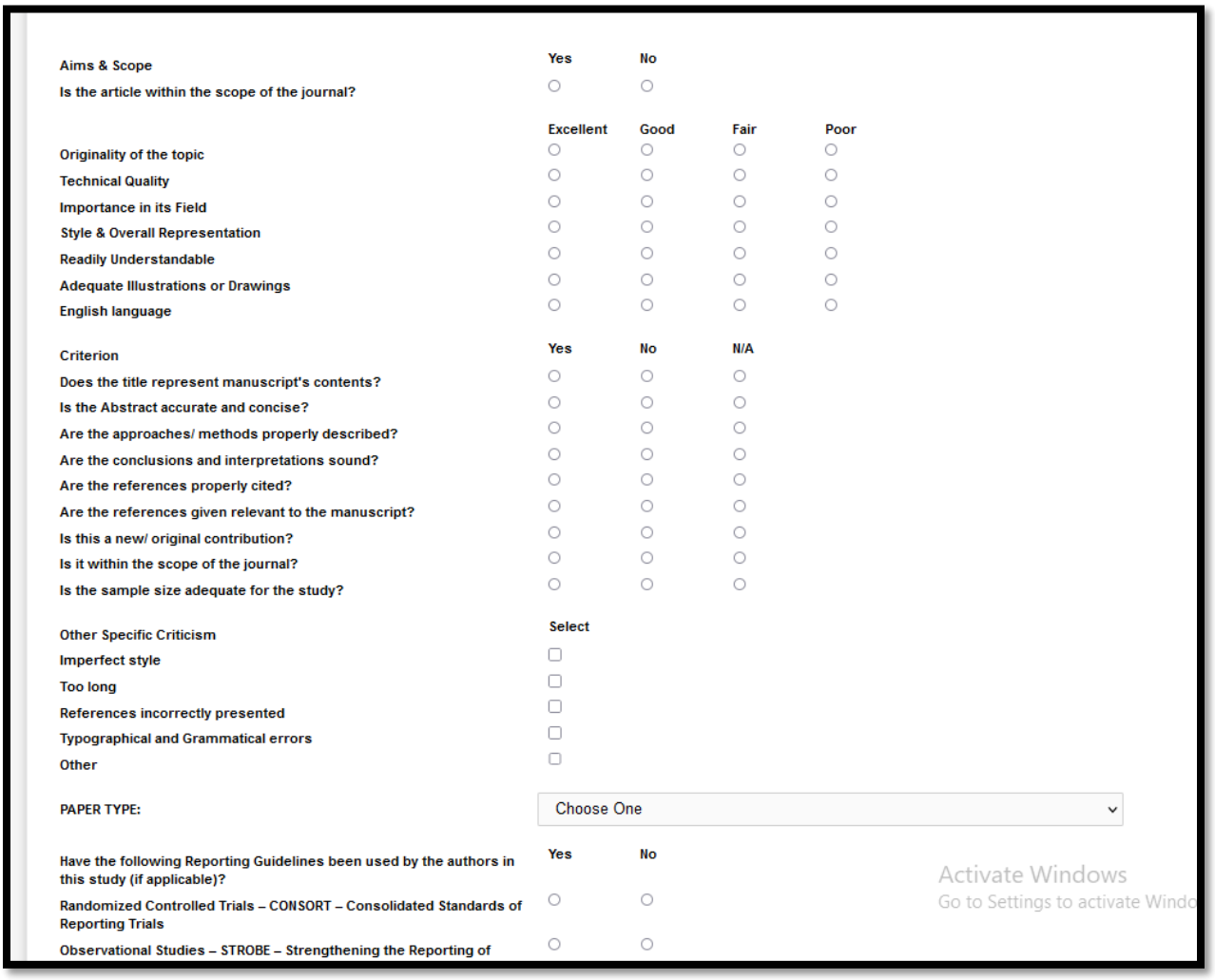


Review Form:

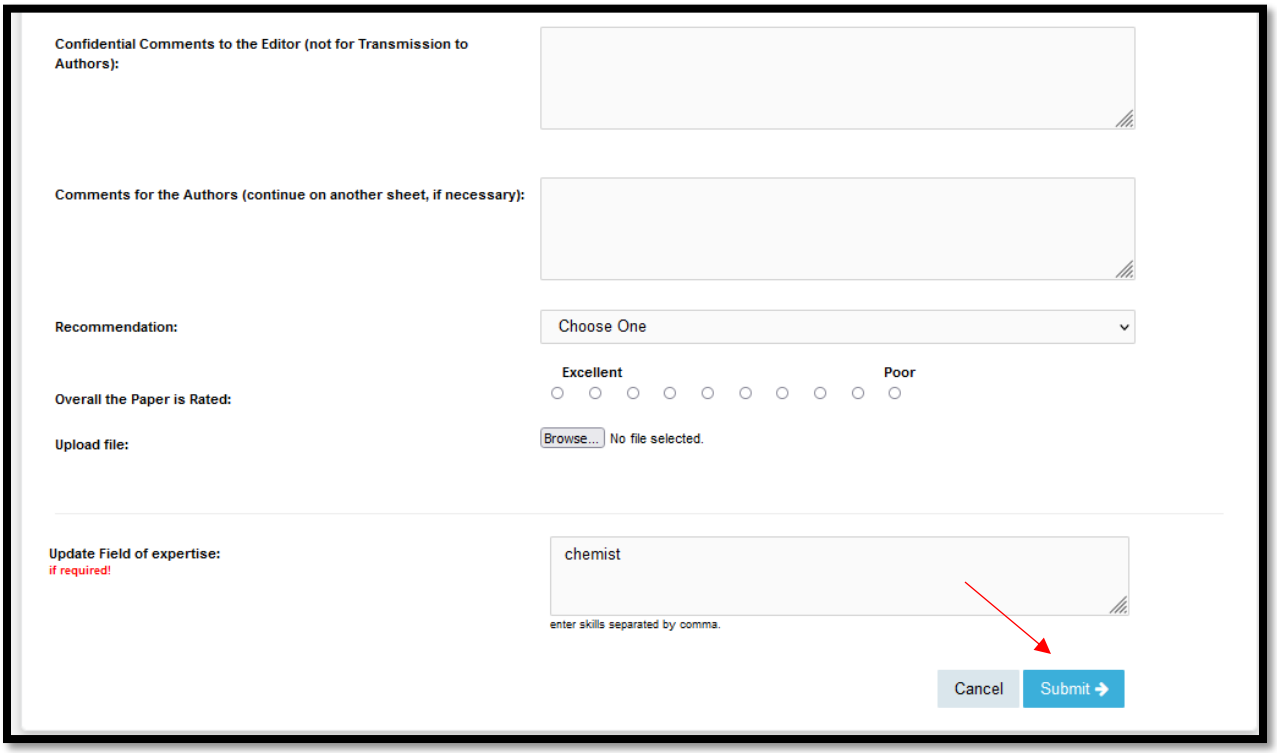
Clicking the **“Yes, I agree to review”** button will open the Review Form. Here you can download the manuscript file at once or individually, you can also read the online version of the manuscript.



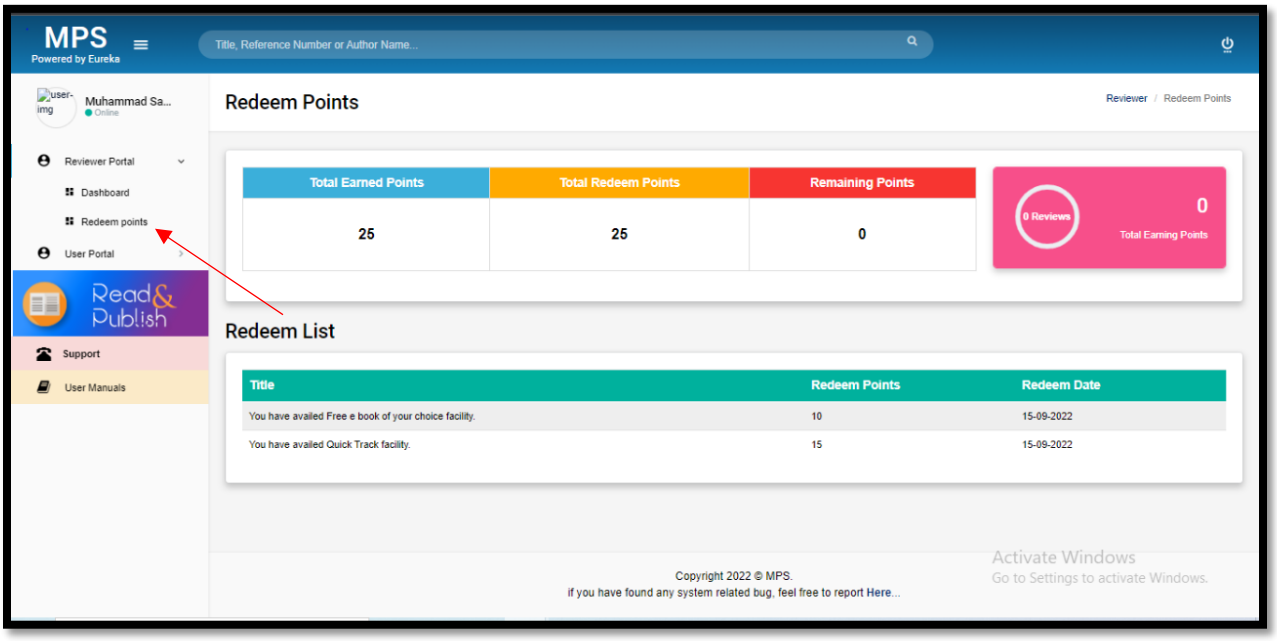
Reviewers are expected to provide a detailed review by selecting the mandatory fields.



Once the Reviewer Evaluation form is filled, click on the **“Save”** button,



A “Thank You!” message will appear when you click on it. The reviewer can go back to the dashboard by clicking on the **“Back to Dashboard”** button.

Redeem Points:

The Reviewer earns five points for each review. The reviewer can redeem Points on Redeem Points Section by availing different offers.