Technical Instructions

Reviewing Papers via the Submit-Manuscript.Org

Version 1.3.0

Submit-Manuscript.Org is an online conference management system, initiated, developed and maintained under the supervision and funding of Universitas Indonesia and PT. PAJON Teknologi Indonesia.

For complete information, please visit the web application http://submit-manuscript.org.

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About Submit-Manuscript.Org

Submit-Manuscript is a cloud technology solution for managing and publishing conferences online. Submit-Manuscript has a very flexible conference management, designed to help conference organizers and simplify the managerial tasks associated with managing conferences, while increasing record keeping and efficiency of the editorial process. This project aims to improve the quality of the papers of the conference through innovations with a transparent policy process.

Flow and System Description

Conference Manager   **Reviewer**   **Author**

Logs into Web Application Account
to create and manage conferences

Receive Invitation Emails
agree or decline the review invitation

Logs into Web Application Account
to submit and manage papers

Create a Conference
determine the scope, category, schedule, terms and conference reviewers

Manage Conferences
team collaboration, setting up categories, schedule and activity guidelines

Logs into Web Application Account
to review papers or access review history

Manage Papers
edit, forward to reviewer and determine paper decisions

Submit Papers
team collaboration, define conferences and categories, prepare abstracts and papers

Manage Registrations
set up facilities, terms of fees and validation of payments

Complete Registration
according to conference policy

Manage Reviewer Database and Assignments
invite, assign and delete reviewers

Evaluate papers
review and forward papers to the conference manager

Manage Papers
edit papers

Open Chat
real time communication and email notification with the author

Open Chat
real time communication and email notification with the conference manager

Submit-Manuscript.Org

User Guide for Reviewer

1. Reviewing Papers

1.1. Login

1. Open the invitation link for the reviewer on the Submit-Manuscript.Org Web Application system email according to the desired response (Accept / Decline / Unavailable).

If you do not have an account in Submit-Manuscript.Org, system will create an account for you and you will receive your login information as well in the email.
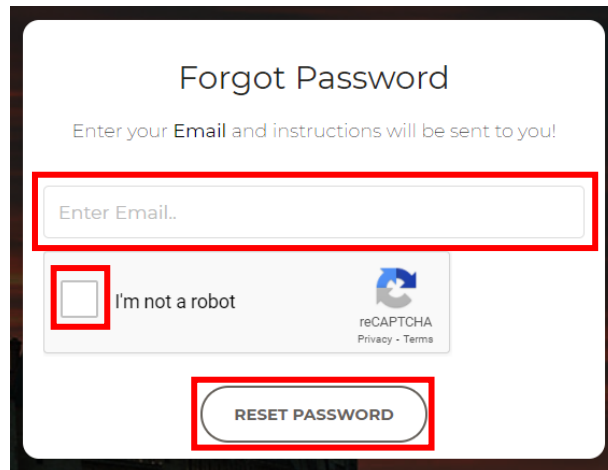
2. Logs to account using your email address and password, then click the *"Login"* button. You can reset your password, if you forget the existing account password, click the *"Forget your password?"* Link.
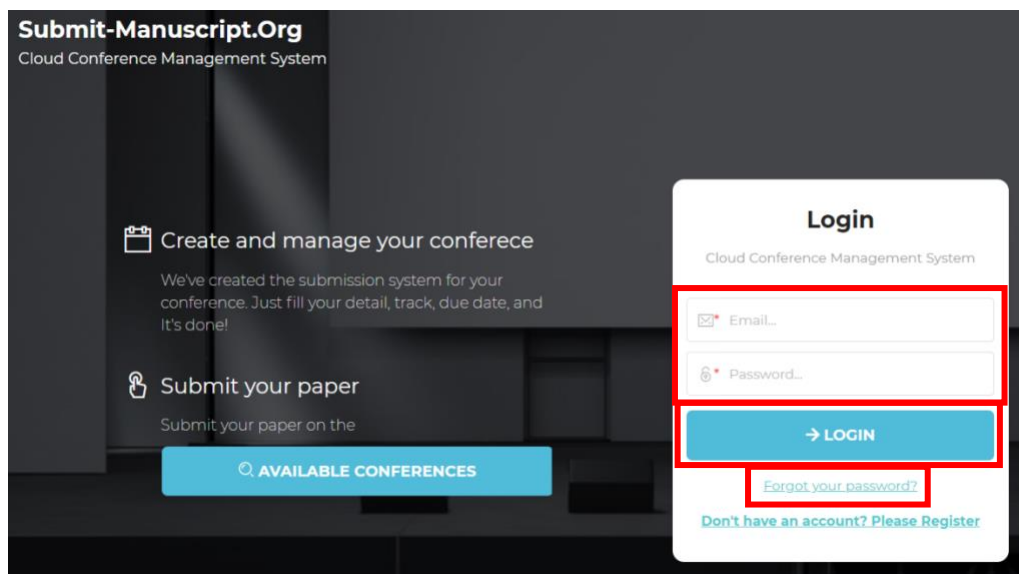
3. Enter the email address for the previously registered account, then check the checkbox *"I'm not Robot"* and click the *"Send Reset Password"* button. A password reset email will automatically be sent to the registered email address.
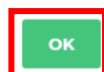

The email password reset email information pop up has been sent successfully, you can reset the password via the email that was sent.
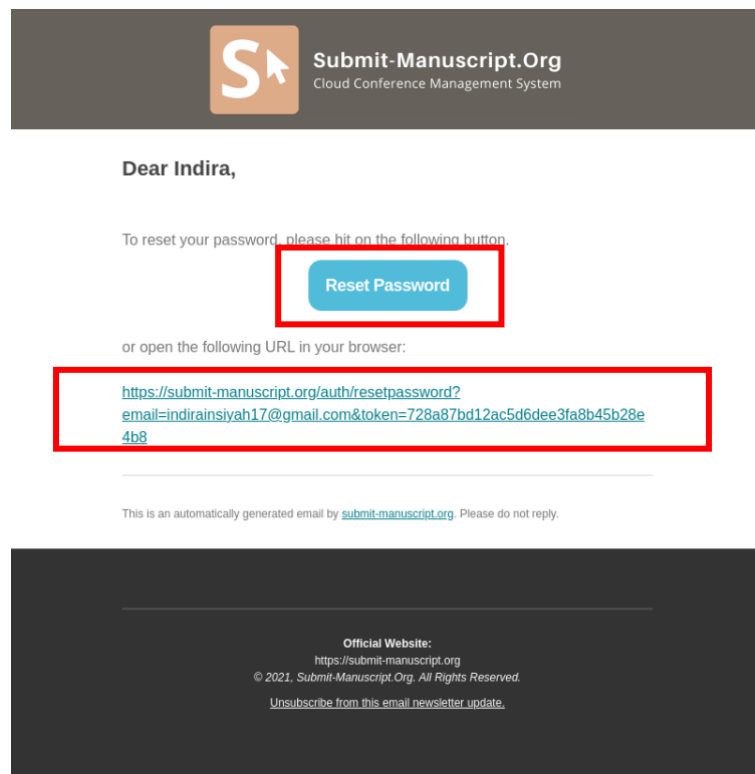

Click the "Ok" button to finish.

4. Perform password reset by clicking the *"Reset your account"* button or clicking the activation link provided in the password reset email that has been sent.

1.2. Reviewing Papers

1. Click the dropdown *"As Reviewer"* then click the *"My Review"* menu or the *"My Review Tasks"* link on the dashboard. Click the "View Abstract" link to review the participant's paper abstract and select the review assignment approval decision by clicking the "Agree / Decline / Unvailable" link.
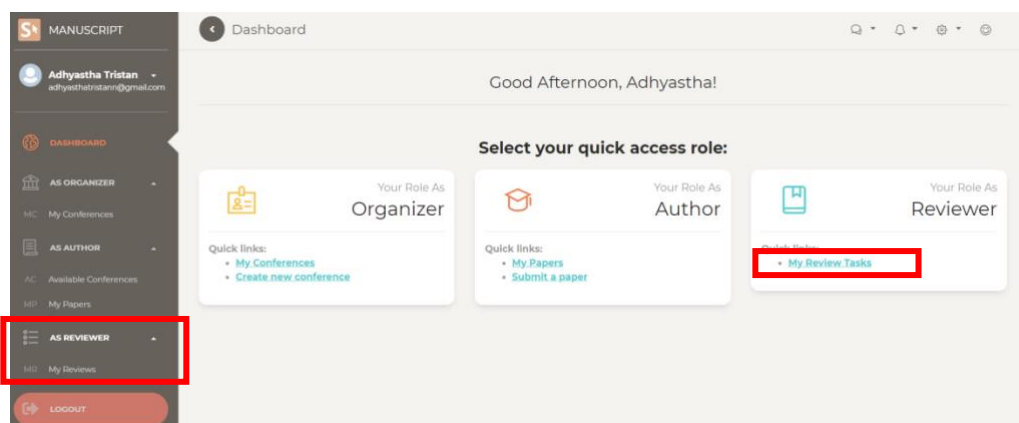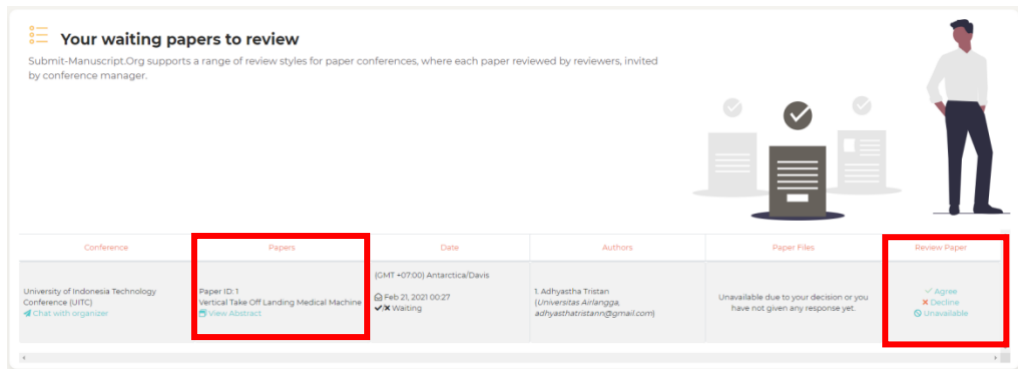
Click the *"Chat with Organizer"* link to connect directly with the conference organizer > Click the *"Download initial file"* link for the participant's paper to download the file > Click the *"Review / Edit"* link to evaluate the participant's paper.

2. Fill in the paper review data on the form according to the information required > Click the *"Select File Change"* button to load the review file from the user's device > Click the *"Upload Now"* button to upload the review file > Click the *"Submit Review"* button to complete the paper review participants.
   *An email notification of the review results will automatically be sent to the reviewer and conference manager.
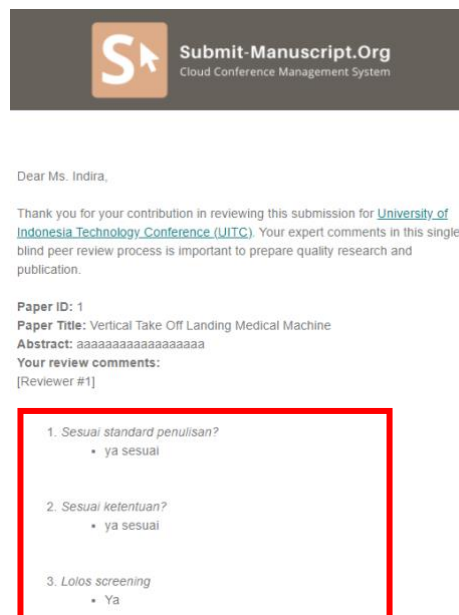
3. Accidentally handling click submit review results. Click the *"Yes, Commit and Finish Review"* button to continue the submission.
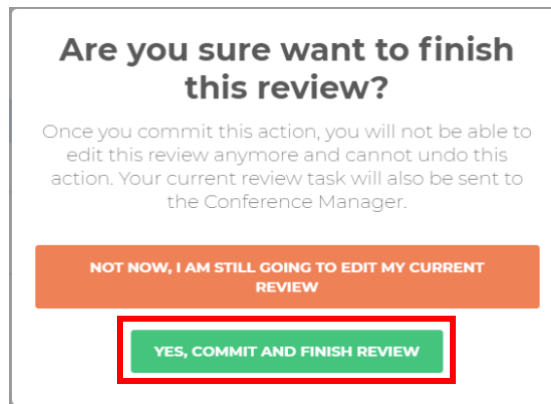
4. The review result data is displayed in an email notification message.

5. Click the *"Preview your review"* link to preview data on the review of papers that have been made.