

# E-JOURNAL WEBSITE GUIDE FOR REVIEWER

## LOGGING INTO YOUR ACCOUNTS

### Login : New accounts

Access to the journal site may be provided in one of two ways:

1. Medicine & health journal may create your account and email to you instructions on how to log in and set your User ID and password.
2. Medicine & health journal allow users to create their own accounts. To create a new account, click the Register link in the top left corner of the page.



Follow the step-by-step instructions for creating your account. Upon registration, user will be logged in to the system and has the following benefits :

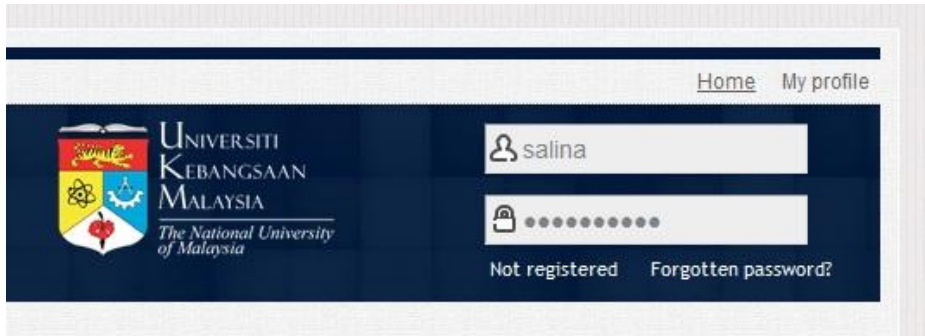
- i. Download full text article in pdf format.
- ii. Viewing full text article in html format.
- iii. Using the bookmark tool to store selected article to user account.
- iv. Submit manuscript online
- v. Receive updates from Medicine & Health journal

You can log out of Medicine & Health journal website at any time by selecting Log Out at the top right corner of the page. You will be returned to the main page.

## Login : Registered user

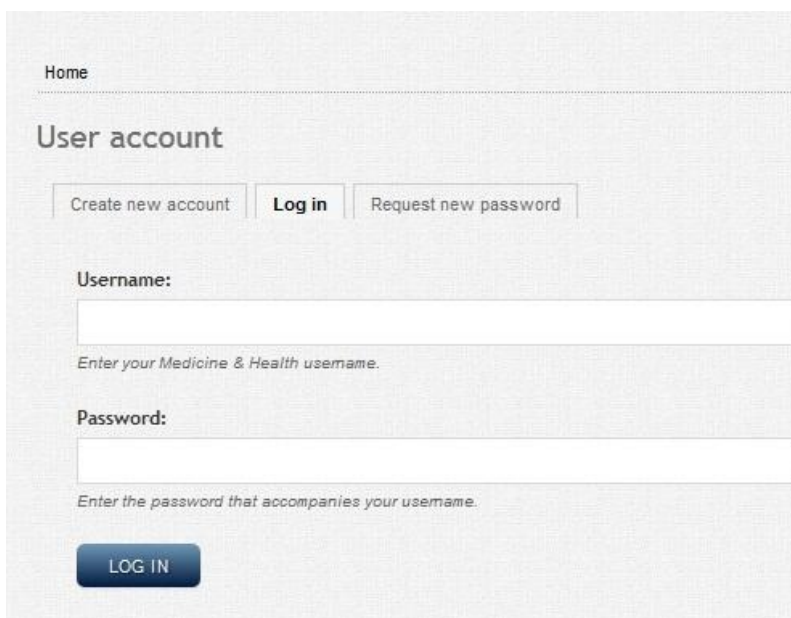
Registered user may access the journal site in one of two ways:

1. Fill in the account information (username and password) in the login form at the top right header page of the site and click 'Enter'.



The screenshot shows the top right header of the website. On the left is the logo of Universiti Kebangsaan Malaysia (UKM), featuring a shield with various symbols and the text 'UNIVERSITI KEBANGSAAN MALAYSIA The National University of Malaysia'. To the right of the logo is a login form with two input fields: the first contains the username 'salina' and the second contains a masked password represented by ten dots. Below the password field are two links: 'Not registered' and 'Forgotten password?'. At the top right of the header, there are links for 'Home' and 'My profile'.

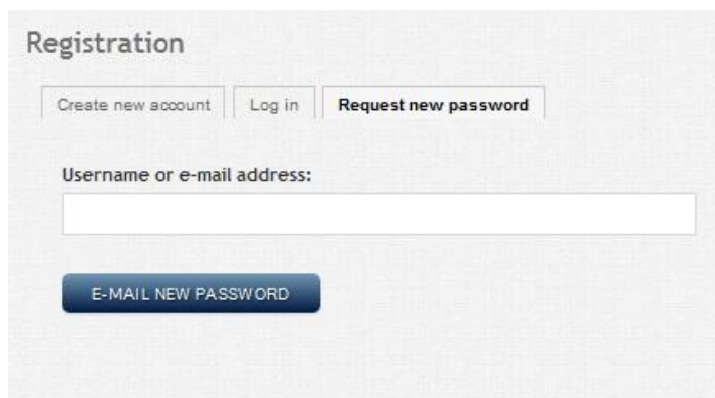
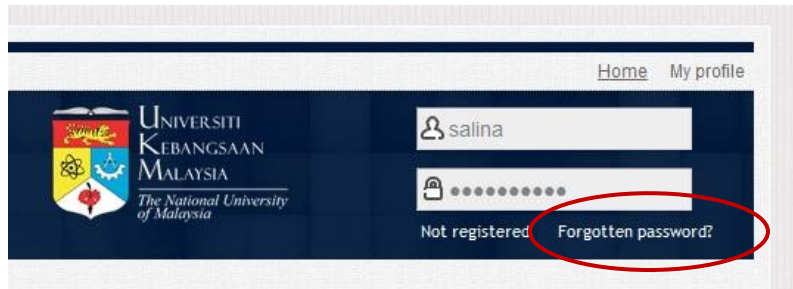
2. Click the Login link in the top left corner of the page. This will navigate the page to the login form. Enter the required account information and click the 'Log In' button.



The screenshot shows a 'User account' section on a website. At the top left is a 'Home' link. Below it are three buttons: 'Create new account', 'Log in', and 'Request new password'. The 'Log in' button is highlighted. Below these buttons are two input fields. The first is labeled 'Username:' and has a placeholder text 'Enter your Medicine & Health username.'. The second is labeled 'Password:' and has a placeholder text 'Enter the password that accompanies your username.'. At the bottom of the form is a blue button labeled 'LOG IN'.

## Forgot your password?

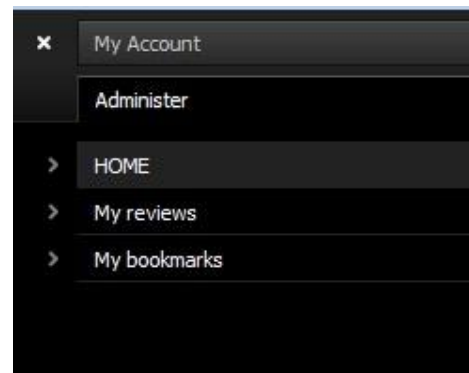
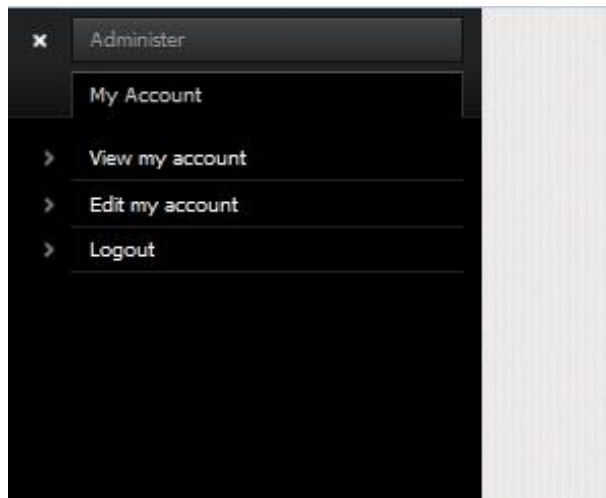
To retrieve password, click the forgotten password link at the top right corner of the site. A request password form will appear. Enter the username or email address and click the 'Email new password' button. Check your email for the new password and log in to the site with the given password. Please be sure to check your spam or junk folder as our email is sometimes treated as spam. Upon logged in, please navigate to your account page by clicking the 'My profile' link at the top right corner of the site and change your password.



The image shows a "Registration" form. At the top, there are three buttons: "Create new account", "Log in", and "Request new password". The "Request new password" button is highlighted. Below the buttons is a label "Username or e-mail address:" followed by a text input field. At the bottom of the form is a blue button labeled "E-MAIL NEW PASSWORD".

## THE START UP PAGE

When you log in as a reviewer, you are taken to the 'My Reviews' page. Here you see information to all your reviews assignment. You will also see an icon at the top left corner of the page. Upon clicking this icon, the administration menu will appear.



MENU	DETAILS
<b>My account</b>	
View my account	Viewing your account information
Edit my account	Editing your account information
Logout	Log out from the Medicine & Health website
<b>Administer</b>	
Home	Navigate to M&H main page
My reviews	List all your review
My bookmarks	List all your stored articles

## THE REVIEWER CENTER : MY REVIEWS

My reviews is the page that list all the papers/manuscripts assigned to you (author)for reviewing in the Medicine & Health journal site. My reviews allows reviewer to :

- i. keep track the status of each paper (due date, review status)
- ii. download the file to review
- iii. link to create/edit/view review

Click the 'Create review' link to start creating review.

Click the file link to start downloading the manuscript.

MEDICINE & HEALTH > ADMINISTER > MY REVIEWS >

Hello admin Logout

### My reviews

The following table contains all papers assigned to you:

Paper ID	Title	Submitted	Due date	Download	Reviewed	Operations
MS0001	Tai Chi Exercise Modulates Physiological and Biochemical Parameters in Pre-Menopausal Women 2	October 3, 2012 - 12:15pm	October 31, 2012 - 12:15pm	<a href="#">sample_article.doc</a>	no	<a href="#">create review</a>
MS0001	Tai Chi Exercise Modulates Physiological and Biochemical Parameters in Pre-Menopausal Women 2	October 3, 2012 - 12:15pm	October 31, 2012 - 12:15pm	<a href="#">sample_article.doc</a>	October 3, 2012 - 12:28pm	<a href="#">view/edit review</a>

## DOWNLOAD THE MANUSCRIPT FILE

Select the manuscript from the listing on 'My Review'. The file to be downloaded will appear under the 'Download' column. Simply click the file to download it.

## SUBMIT A REVIEW

Select the manuscript from the listing on 'My Review'. Click the 'Create Review' link under the Operations column and a review form will appear. Fill in the required fields and click the 'Save' button when done.

MEDICINE & HEALTH > CREATE CONTENT > MANUSCRIPT REVIEW

### Create Manuscript review

**Review**

PAPER ID:  
MS0001

REFERRING TO PAPER:  
Tai Chi Exercise Modulates Physiological and Biochemical Parameters in Pre-Menopausal Women

COMMENTS FOR THE EDITOR:

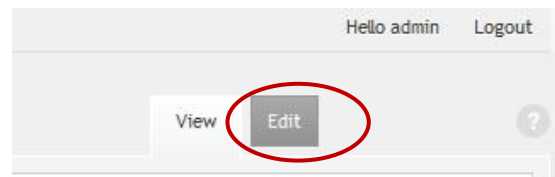
COMMENTS FOR THE AUTHOR:

Download and complete the reviewer report form and reviewer agreement form. Attach the files in the required field in the review form.

The screenshot shows two sections for file uploads. The top section is titled 'REVIEWER REPORT FORM:' and contains a text input field, a 'Browse...' button, and an 'Upload' button. Below the input field, it specifies 'Maximum file size: 2 MB' and 'Allowed extensions: pdf jpg jpeg'. The bottom section is titled 'REVIEWER AGREEMENT FORM:' and also contains a text input field, a 'Browse...' button, and an 'Upload' button, with the same file size and extension restrictions. A light blue message box between the sections reads: 'Please complete and upload the checklist in the reviewer report form. You can [download](#) the form from the main page menu.'

### EDIT/VIEW A REVIEW

Select the manuscript from the listing on 'My Review'. Click the 'View/Edit Review' link under the Operations column and the review form for the requested manuscript will appear. To edit the review form, click the 'Edit' tab at the top right of the form.



### DELETE A REVIEW

Select the manuscript from the listing on 'My Review'. Click the 'View/Edit Review' link under the Operations column and the review form for the requested manuscript will appear. Click the 'Delete' button at the top right of the form. A confirmation dialog box will appear, click 'Delete' button to proceed.

The screenshot shows a confirmation dialog box titled 'Please confirm'. The main text asks: 'Are you sure you want to delete *Review of Tai Chi Exercise Modulates Physiological and Biochemical Parameters in Pre-Menopausal Women?* This action cannot be undone.' At the bottom, there are two buttons: 'Delete' and 'Cancel'.