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 :
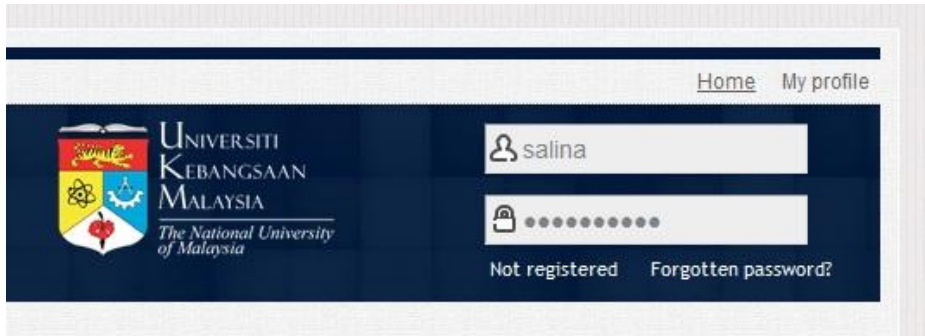
i. Download full text article in pdf format.

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.
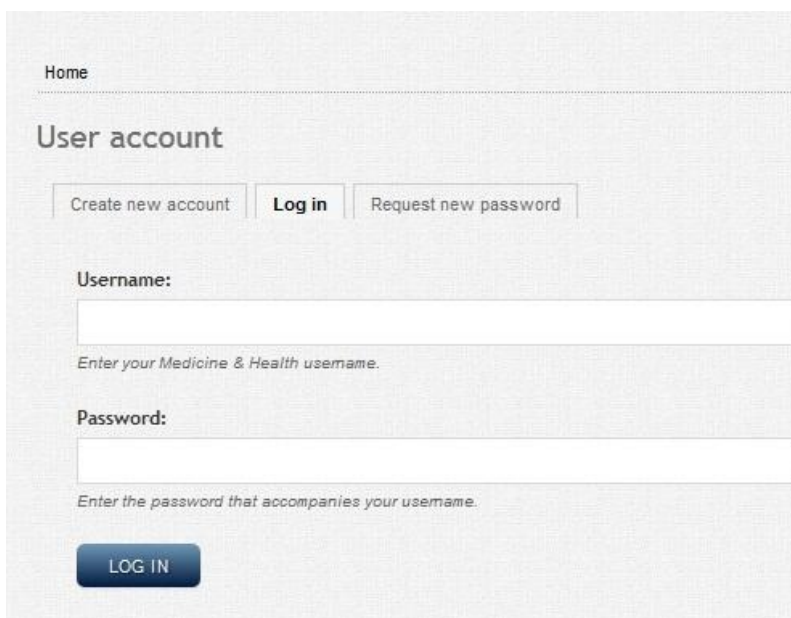
Login : Registered user

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'.
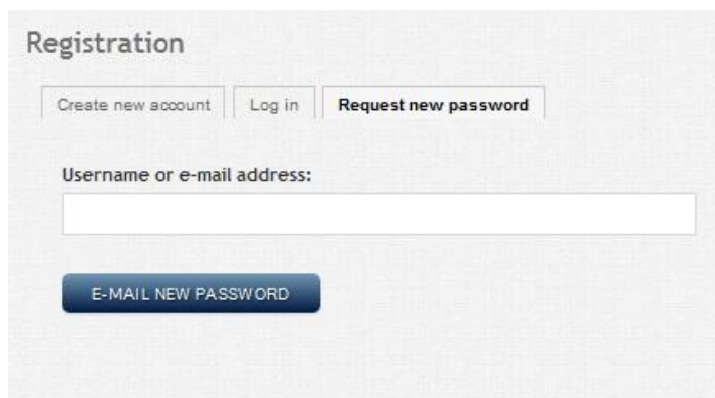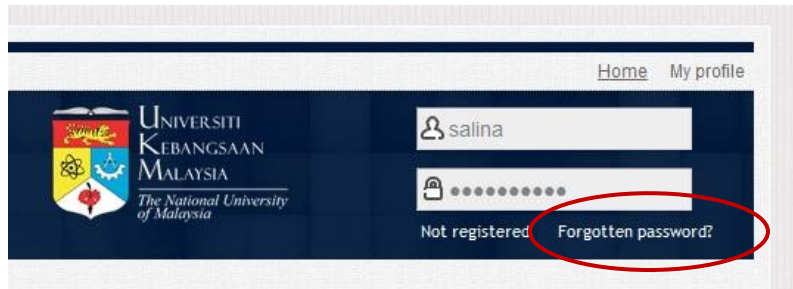

2. Click the Login link in the top left corner of the page. This will navigate the page to the login form. Enter the required account information and click the 'Log In' button.
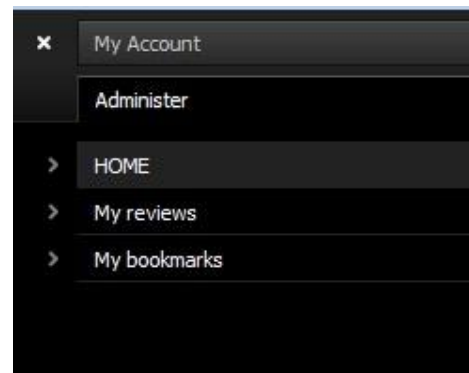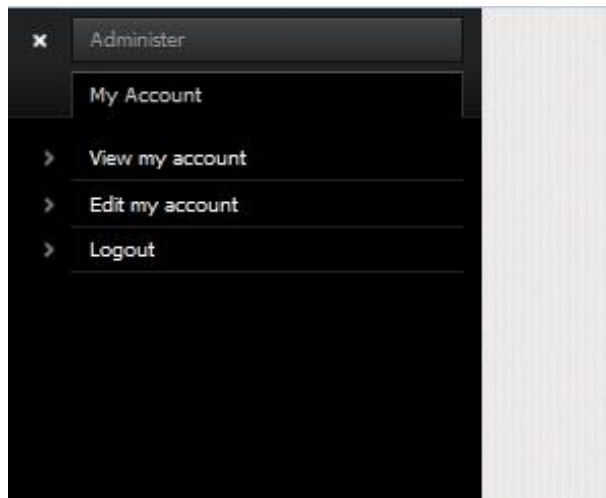
Forgot your password?

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 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
My account	
View my account	Viewing your account information
Edit my account	Editing your account information
Logout	Log out from the Medicine & Health website
Administer	
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

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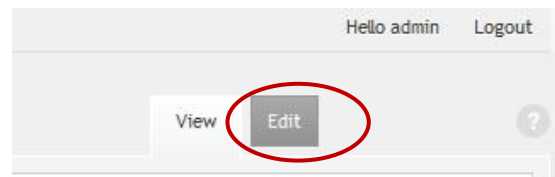
Download and complete the reviewer report form and reviewer agreement form. Attach the files in the required field in the review form.

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.