



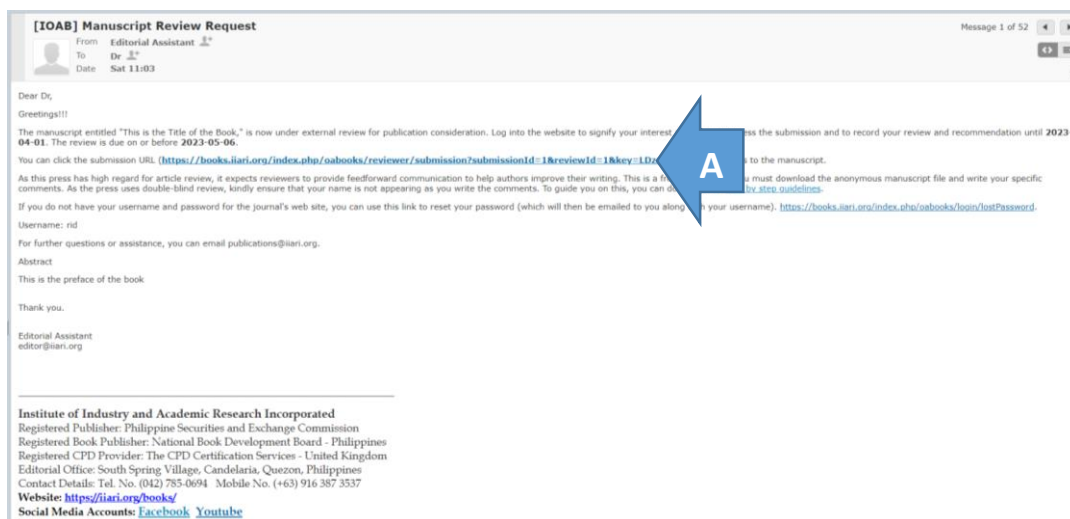
OMP/PKP User guide for Reviewers

There are three checkpoints for manuscript review:

1. **Manuscript Review Request** – this is sent to your email.
2. **Acceptance of review** – You need to accept the review request to be able to gain access to the submitted file. This is still double-blind review.
3. **Submission of the Manuscript File with Comments** – you need to upload the same file with comments.

The step-by-step process of review follows:

1. You will receive 'Manuscript Review Request' through your email. This will give you the link to accept or decline the request. If you cannot do the review, you can just ignore the email.



- A. You can click on the link to accept the review request.



- If you login directly to your account, the submission portal will show the details of the submission waiting for review response. You can access the submission and the details of the review. You can click on the submission to accept the review request.

The image displays two screenshots of the submission portal interface. The top screenshot shows a submission by 'Velasco' with the title 'This is the Title of the Book'. A blue arrow labeled 'A' points to the title, and another blue arrow labeled 'B' points to the 'View' button. The bottom screenshot shows a 'Review Assignment' with the title 'This is the Title of the Book', response due date '2023-04-01', and review due date '2023-05-06'. A blue arrow labeled 'B' points to the title, and another blue arrow labeled 'D' points to the 'View' button. Both screenshots include a 'My Queue' tab with a count of '1', an 'Archives' tab, a search bar, and buttons for 'Filters' and 'New Submission'.

- The title of the article is available here.
- You can click on view to see the manuscript details.
- The due dates are shown here.
- Click View to see the review details.



3. The review request will give you the following details.

Review: This is the Title of the Book

1. Request 2. Guidelines 3. Download & Review 4. Completion

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Book Title
This is the Title of the Book

Description
This is the preface of the book

Review Type
Anonymous Reviewer/Anonymous Author

[View All Submission Details](#)

Review Schedule

2023-03-25	2023-04-01	2023-05-06
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

Competing Interests

This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.

[Competing Interests](#)

☒ I do not have any competing interests (specify below)

☐ I may have competing interests (specify below)

☐ Yes, I agree to have my data collected and stored in accordance with the [privacy statement](#).

[Accept Review, Continue to Step #2](#) [View Request](#)

- A. The important due dates are here.
- B. This requires declaring any conflict of interest.
- C. You need to agree that your data will be collected.
- D. Click on accept review.



4. Upon acceptance of the review, you can read the review guidelines. The MSWord file can be downloaded. Similar to our old system, you will follow the guide questions in the review form.

Review: This is the Title of the Book

1. Request 2. Guidelines 3. Download & Review 4. Completion

Reviewer Guidelines

Preliminary evaluation by the director and editors. The book proposal is sent directly to the publication director for preliminary evaluation. The director evaluates the proposal based on its fitness to the thrust of the institute. If the paper is accepted, it is sent to two (2) editors for further evaluation. All accepted proposals are sent to external review. If the proposal is rejected, the author receives detailed feedback. The preliminary evaluation takes one to two weeks.

Click to the next step

Continue to Step #3

Go Back

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files

Q Search

4 Book Guidelines

Download the file to write your comments

Reviewer Guidelines

[Review Guidelines](#)

Review

Enter (or paste) your review of this submission into the form below.

For author and editor

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, and image.

Write your overall comments here.

For editor only

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, and image.

Write note to editor here



YOU NEED TO UPLOAD THE REVIEWED FILE WITH COMMENTS. ENSURE THAT YOUR NAME DOES NOT APPEAR ANYWHERE ON THE FILE. THERE IS GUIDE TO CHANGE REVIEWER NAME AT THE END OF THIS FILE.

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

No Files

Upload File

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
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No Items

Submit Review

Save for Later

Go Back

* Denotes required field

Click to upload the reviewed file

Upload File

×

1. Upload File

2. Review Details

3. Confirm

Drag and drop a file here to begin upload

Upload File

Continue

Cancel

Click to choose file

Upload

Upload file

Review

No Files

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
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No Items

Submit Review

Save for Later

Go Back

* Denotes required field



Upload File

1. Upload File2. Review Details3. Confirm

Name the file (e.g., Manuscript)
Business I

ContinueCancel

No Files

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Submit ReviewSave for LaterGo Back

* Denotes required field

Upload File

1. Upload File2. Review Details3. Confirm

File Added

Complete

No Files

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Submit ReviewSave for LaterGo Back

* Denotes required field



Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

5 Business

The uploaded file will appear here

Search

Upload File

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Click to submit the review

Submit Review

Save for Later

Go Back

* Denotes required field

Review: This is the Title of the Book

1. Request

2. Guidelines

3. Download & Review

4. Completion

Review Submitted

CONGRATULATIONS!

YOUR COMPLETED THE
REVIEW!

Thank you for completing the review of and successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

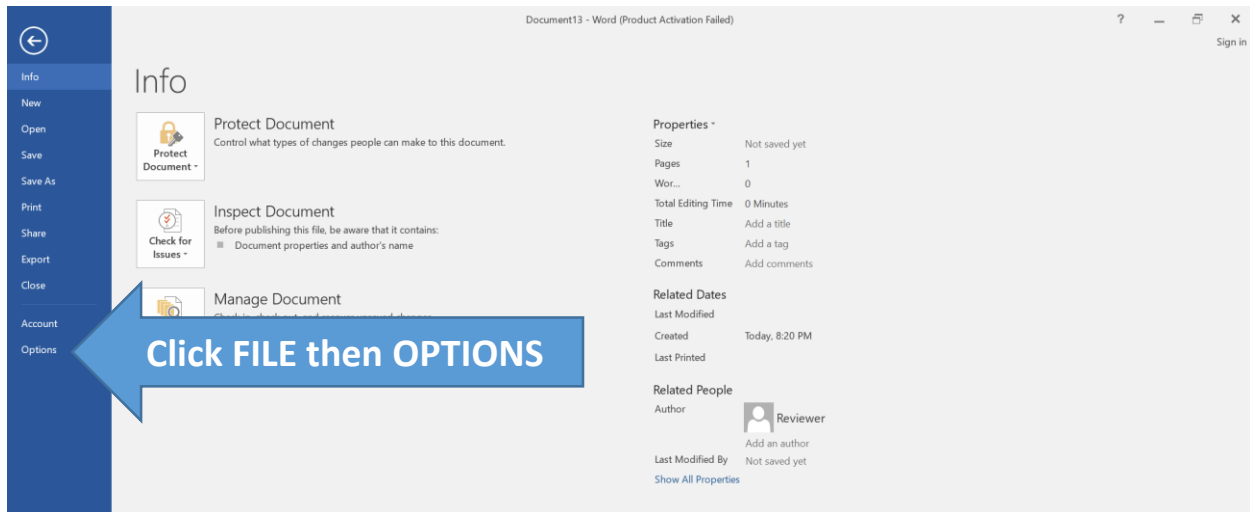
Review Discussions

Add discussion

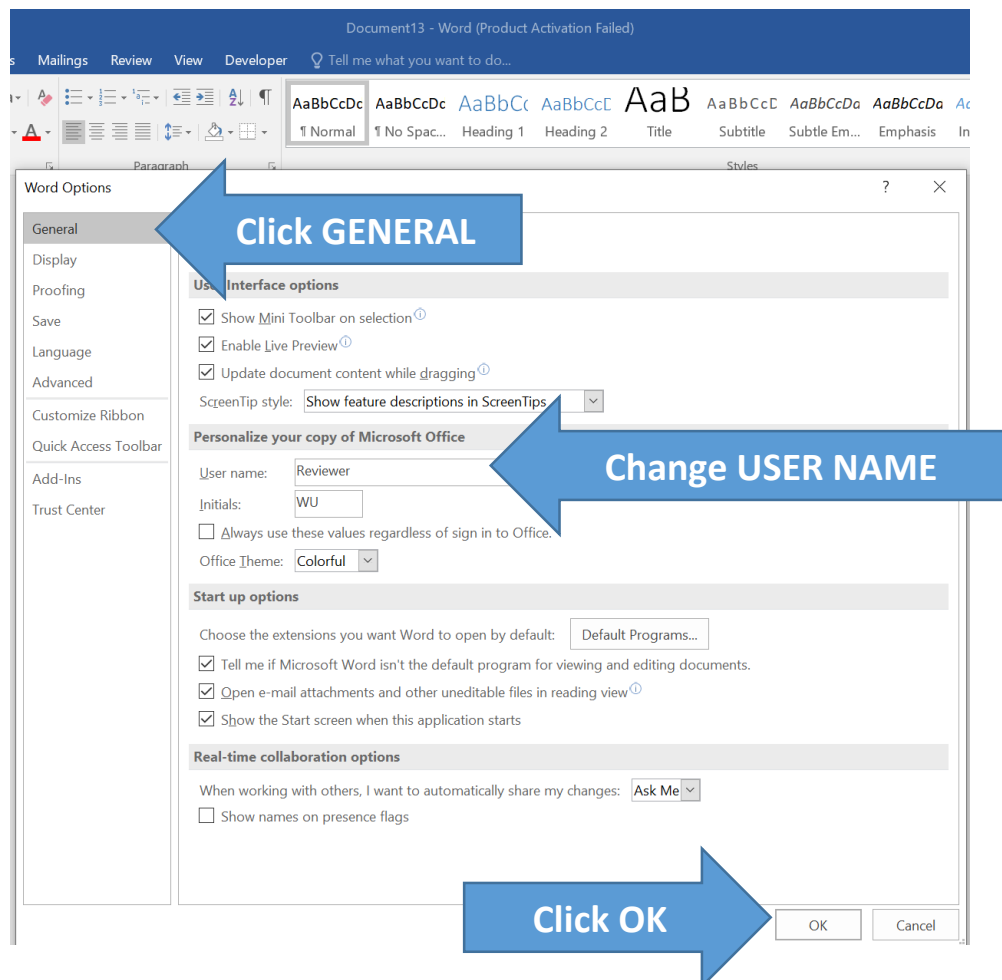
Name	From	Last Reply	Replies	Closed
No Items				



Change the name that appears in the comments section of MS Word. In the MS Word, click in the FILE menu then choose OPTIONS.



From the dialogue box, click GENERAL then change the User name.





Write your detailed comments in the MS Word file.

