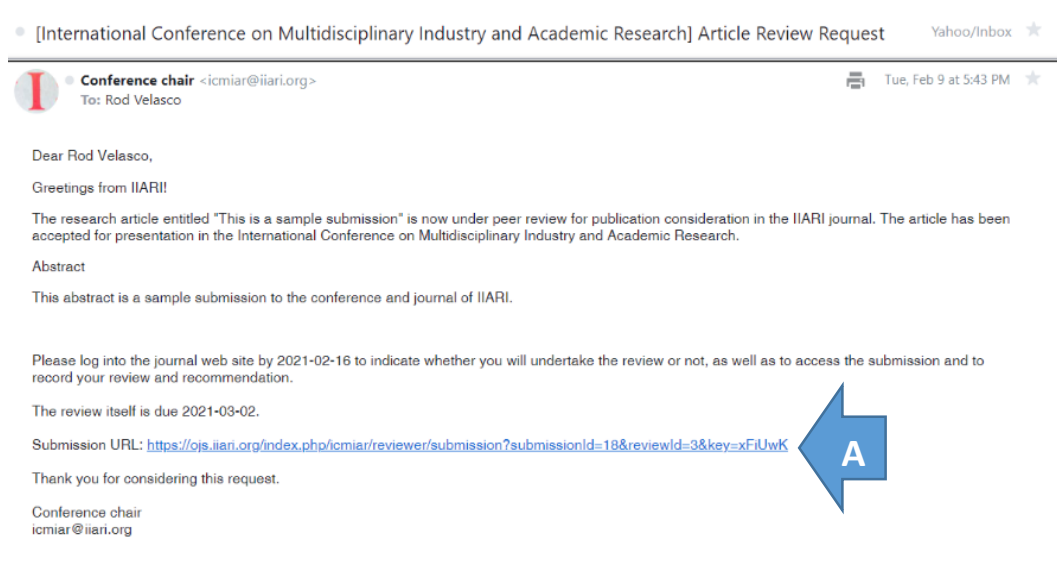


OJS/PKP User guide for Editorial Board and Reviewers

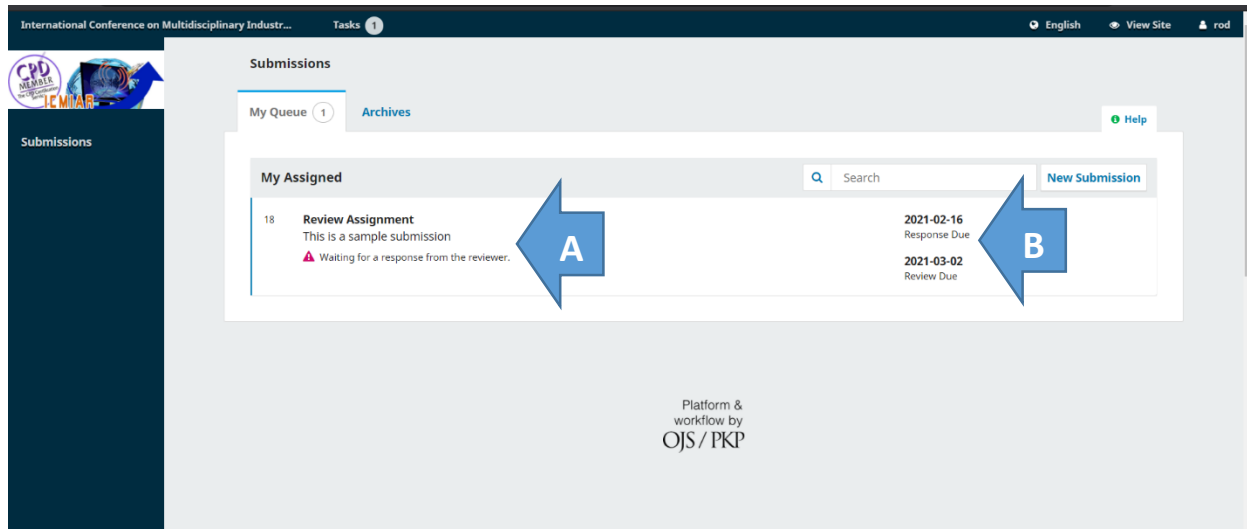
The step-by-step process of review follows:

1. You will receive 'Article 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.



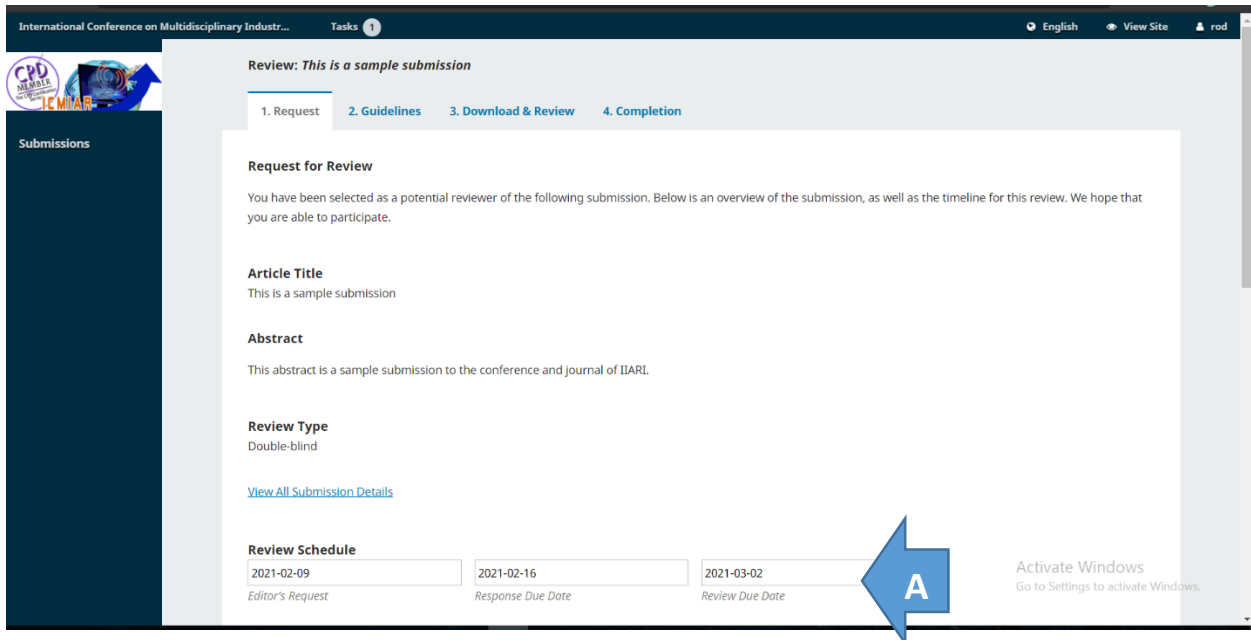
A. You can click on the link to accept the review request.

2. 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.



- A. The title of the article is available here. There is a signal icon whether you have accepted the review or not.
- B. The due dates are shown here.

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



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[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
 ☐ I may have competing interests (Specify below)

☒ Yes, I agree that my data collected and stored according to the [privacy statement](#).

Accept Review
Continue to Step #2

- 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 access the submitted file. The MSWord file can be downloaded. Similar to our old system, you will follow the guide questions in the review form.

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Reviewer Guidelines

The journal recruits external experts in the field to assist the editor in the evaluation and selection of the papers. They are selected based on their qualification and specialization.

All submitted papers duly accepted by the editor for suitability to journal scope or structural requirements are sent to the reviewers. The journal editorial staff reserve the right to choose the appropriate reviewer based on their knowledge of the topic.

The journal adheres to the double blind peer-review process. Neither the author nor the reviewers know each other's identity. Invitations are sent to potential reviewers. Thereafter, the paper is sent only to those who agreed to accept the review invite. The reviewers are given maximum one week for the acceptance of the task and maximum three weeks for the review process. The editor makes the decision after the receipt of at least two reviews.

The reviewers are expected to practice impartiality and confidentiality in the performance of their task. They need to exercise neutrality and fairness in their decisions. Any conflict of interest must be communicated to the editorial office. In addition, the reviewers need to observe confidentiality of the peer review process. They must not use the manuscript to their own advantage or share the same to anyone else.

The reviewers evaluate the articles based from the following:

1. An appropriate title for the article
2. Clarity of the general and specific objectives
3. Clear research framework with reference to related works in the area
4. Appropriate methodology
5. Clear and complete results; tables and explanations match
6. Accurate discussions of the results
7. Appropriate conclusion
8. Ethical consideration

Continue to Step #3
Go

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Article Review Form

General comments *

**provide brief justification of your recommendation*

**provide the strength and weakness of the paper*

**is the title of the article appropriate?*

**is the abstract complete and concise?*

Originality *

**does the paper contribute new knowledge?*

Write your review here

Activate Windows
Go to Settings to activate Windows.

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

Reviewer Files Search Upload File

No Files

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Recommendation
Select a recommendation and submit the review to complete

Choose One
 Choose One
 Accept Submission
 Revisions Required
 Resubmit for Review
 Resubmit Elsewhere
 Decline Submission
 See Comments

Choose your final recommendation

Activate Windows
Go to Settings to activate Windows.

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Upload

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

Reviewer Files

Q SearchUpload File

No Files

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Revisions Required

Submit Review

Submit your review

Activate Windows
Go to Settings to activate Windows.

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Submissions

Review: This is a sample submission

1. Request2. Guidelines3. Download & Review4. Completion

Review Submitted

Review Completed

Thank you for completing the review of this submission. Your review has been submitted 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.

You can add discussion visible to the editors and authors

Add discussion

RepliesClosed

No Items

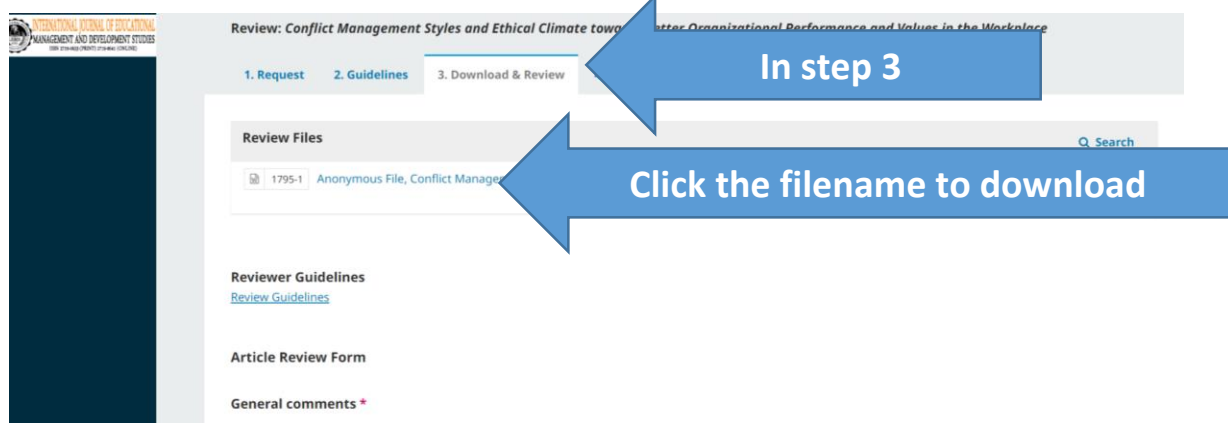
Platform & workflow by
OJS / PKP

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Go to Settings to activate Windows.

DOWNLOADING the article and writing the detailed review

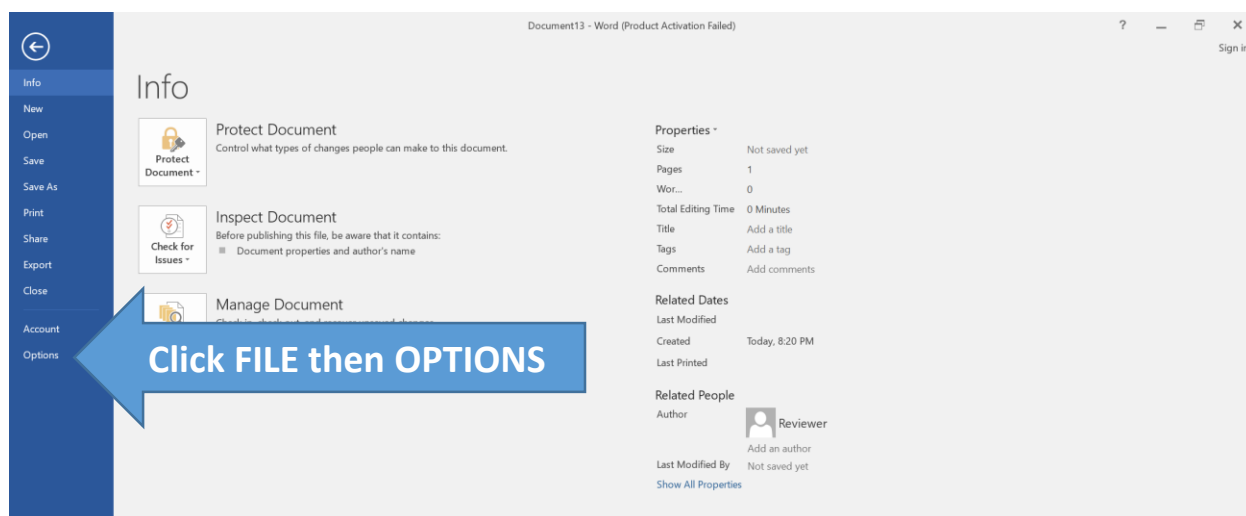
You can also download the manuscript and write the detailed comments on the paper itself. As the journal uses double-blind peer review process, please ensure that your full name is not visible when you write the comments.

1. Download the manuscript.



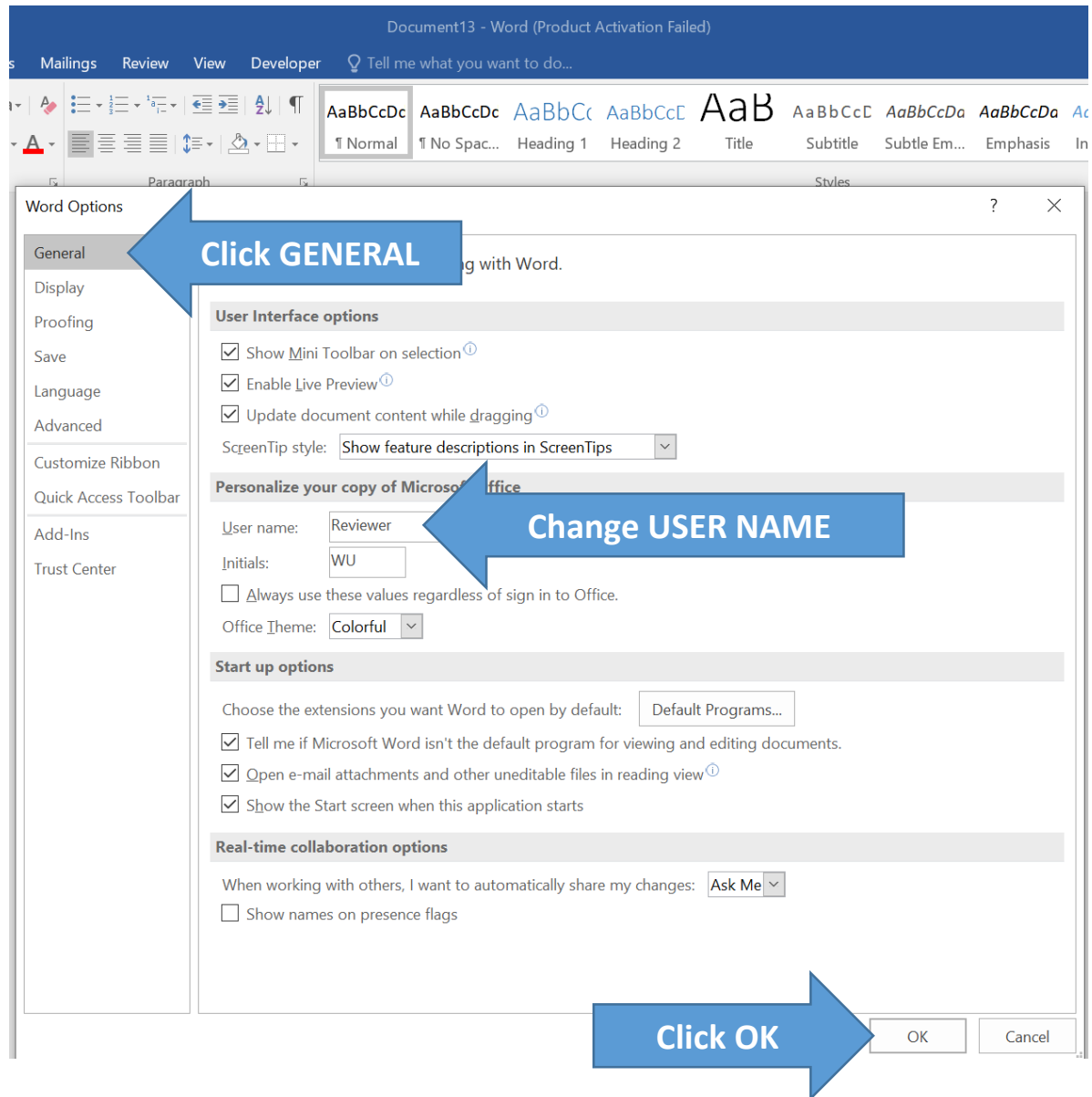
The screenshot shows the review interface for the article "Conflict Management Styles and Ethical Climate toward Organizational Performance and Values in the Workplace". The process is in step 3, "Download & Review". Under the "Review Files" section, there is a file named "Anonymous File, Conflict Management" with a download icon. A blue arrow points to this file with the instruction "Click the filename to download". Another blue arrow points to the "3. Download & Review" tab with the instruction "In step 3".

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

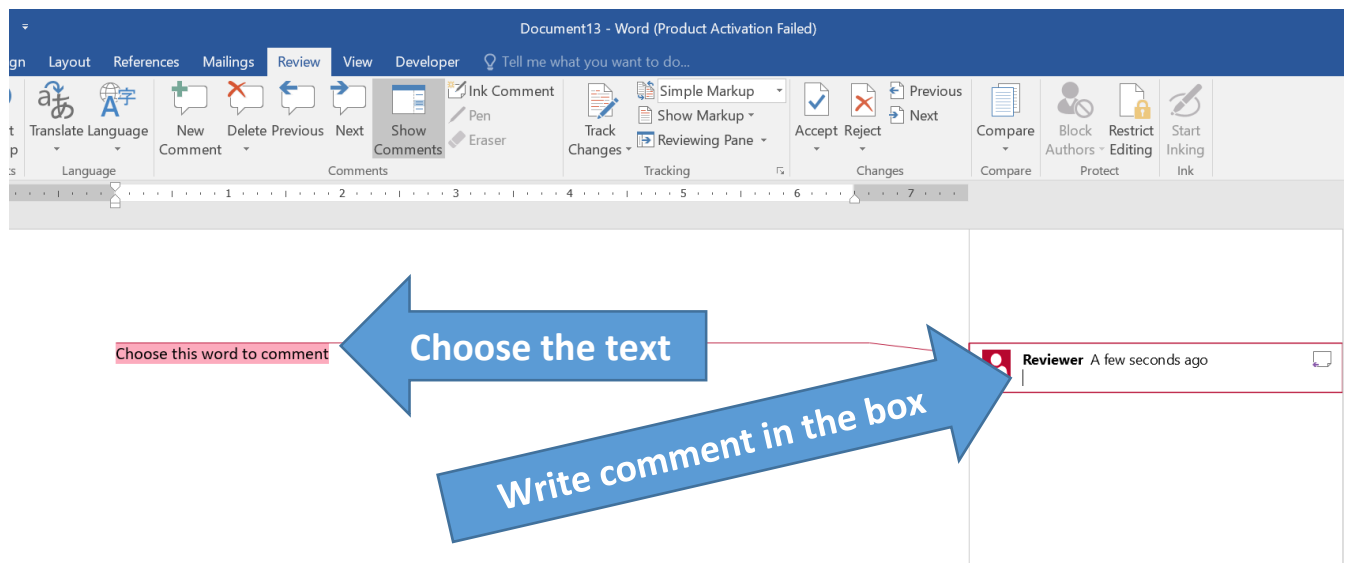
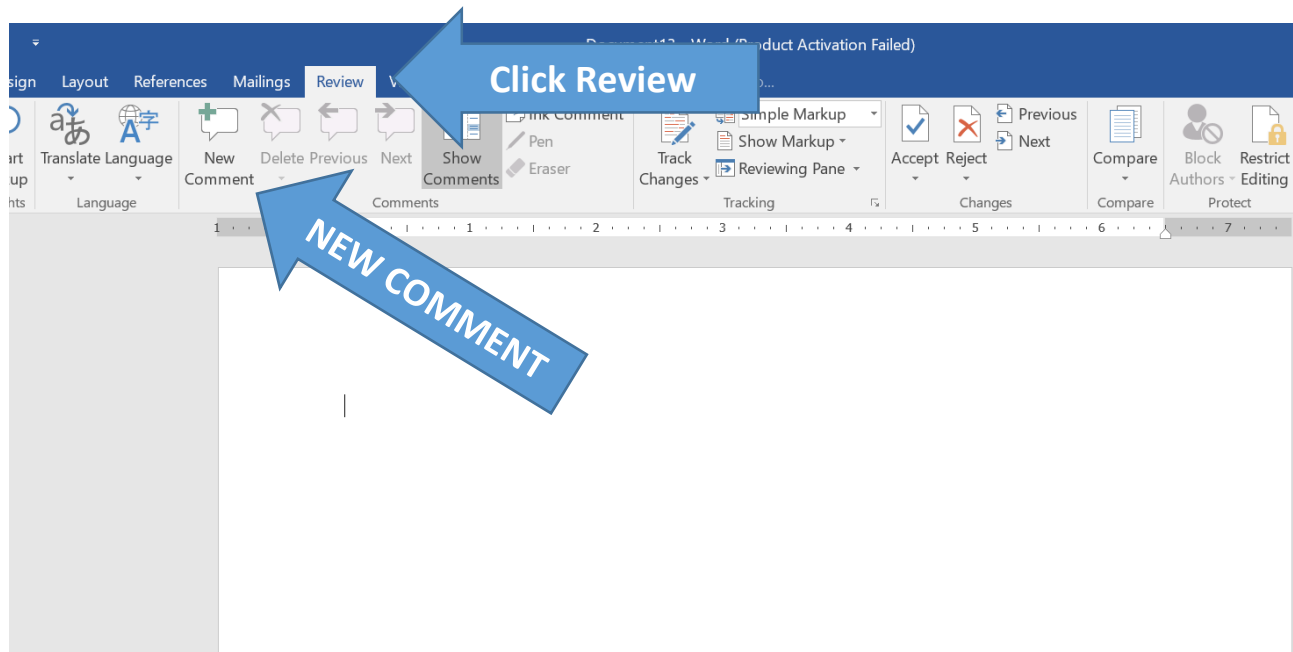


The screenshot shows the Microsoft Word 'Info' pane for a document titled "Document13 - Word (Product Activation Failed)". The left-hand menu has a blue arrow pointing to the 'Options' button with the instruction "Click FILE then OPTIONS". The main area shows document properties like 'Protect Document', 'Inspect Document', and 'Manage Document'. The right-hand pane shows 'Properties' including Size, Pages, Words, Total Editing Time, Title, Tags, Comments, Related Dates, and Related People.

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



3. Write your detailed comments in the MS Word file.



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