

***M2PI***

# **Manuscript Guide**

Manual for  
Reviewers

# Manual for Reviewers

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# Request for manuscript review

## Request for manuscript review

As a reviewer, you will be notified by e-mail of an invitation to review a manuscript.

1. The "Agree, Decline" buttons appear if requested for the first review. (For checking whether you agree or not)
2. If you forgot your password, you can login by clicking "Login info" button. After login, you can change the PW on "Edit my account"

Sender : Asian Journal of Beauty and Cosmology  
Recipient : s[redacted]@kim  
Manuscript ID : A[redacted]006  
Title : tewt  
Review Period : **Agree OR Decline (Deadline) : ~ 2015/12/19**  
2015/12/14 - 2015/12/28

Dear Dr. s[redacted] :

You have been recommended as a reviewer for the above-mentioned manuscript. Given your knowledge and expertise in the subject area of the manuscript, we would be most grateful if you would find time to review the manuscript.

**1**

Your ID & Login information : s[redacted]@community.co.kr / **2** [Login info](#)

**Abstract**

If you cannot review this manuscript, let us know within 5 days. If you can, then press "Agree" below.

You are kindly requested to visit [http://submit\[redacted\]](http://submit[redacted]), log in with your I.D. and password, and go to the Reviewer Center. Please read the Instructions for Reviewers and proceed as guided.

If you accept this invitation, I would be very grateful if you would return your review by 2015/12/28.  
If you will not be able to provide comments within this time frame, please let me know immediately by replying this e-mail.

Sincerely,  
S[redacted], D.Phil  
Editor-in-Chief  
Asian Journal of Beauty and Cosmology Editorial Office  
3rd Floor, Life Science Building, P.O. Box 703, Konkuk University  
120 Neungdong-ro, Gwangjin-gu, Seoul 05029, Korea  
TEL: +82-70-8770-1034  
FAX: +82-51-9501-278  
E-mail: [ko\[redacted\]@community.co.kr](mailto:ko[redacted]@community.co.kr)  
Website: [http://submi\[redacted\]](http://submi[redacted])

# Reviewer Center

## Reviewer Center

- ✓ After logging in as a reviewer, the “Reviewer Center” shortcut menu appears as below. The “Reviewer Center” page is displayed by clicking the menu.
- ✓ You might see different page from below because available menu is generated automatically under the user authority after logging in.  
(You can access to Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher.)

The screenshot displays the 'Online Manuscript Submission' interface. On the left, a dark red banner contains the text: 'Welcome to Journal of Humanities and AI e-submission system. To Log in, enter your User ID and Password. If it is your first visit, please register before submission.' On the right, a white panel shows the user is logged in as 'submit@m2-pi.com'. Below this, a menu contains two items: 'Author Center' and 'Reviewer Center'. The 'Reviewer Center' item is highlighted with a red dashed border. To the right of the menu is a 'LOGOUT' button. At the bottom of the white panel, there are two buttons: '>> Admin' and '>> Edit My Account'.

## Reviewer Main menu

You can check the progress of the manuscript requested for review.

1. You can check and review according to awaiting review agreement, manuscripts for reviewer, manuscripts in revision and manuscripts with decision.
2. You should send the response whether you agree to review or not in the first review.
3. You can check the received manuscript again
4. You can check the review form and the submission regulations and review regulations for the paper.

Welcome to the Reviewer Center of the Korean Medical Education Review.  
On behalf of editors, we deeply appreciate your devoting to the Journal.  
Please read the Instructions for Authors, Instructions for Reviewers before your review. You can start the process by clicking the left column and then manuscript title.

The screenshot shows the Reviewer Center interface. Callout 1 points to the 'Reviewer Main' menu with links: 'Awaiting Review Agreement', 'Manuscripts for Reviewer', 'Manuscripts in Revision', and 'Manuscripts with Decision'. Callout 2 points to a table with columns: 'Manuscript ID', 'Title', 'Type of Manuscript', 'Invitation Date', and 'Agreement'. Callout 3 points to the 'Reviewer Resources' section, which includes a list of recent emails with columns for 'ID', 'Subject', and a delete link. Callout 4 points to the top navigation bar with buttons: 'Review Form', 'Instructions for Authors', and 'Instructions for Reviewers'.

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

ID	Subject	Delete
[Redacted]-23-0012	Editor [Redacted]	✕
[Redacted] 23-0010	Manus [Redacted] ter of decision 1st - Major revision	✕
[Redacted] 23-0012	Completion of manuscript submission to Korean Medical Education Review...	✕
20230012	[Redacted] Complete submissions. Temporary num...	✕
[Redacted] 23-0010	Completion of manuscript submission to Korean Medical Education Review...	✕

## Awaiting Review Agreement

You should send the response whether you agree to review or not in the first review.

Once you select the Agree or Decline, you do not have to do any more.  
Be sure to respond as soon as possible.

It is possible for you to review after agreeing. You cannot review the relevant manuscript if you decline to review.

Reviewer Main Menu

1

Reviewer Main

- 1 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

16-0008	[Redacted] request for manuscript review :(1st review)	✕
16-001	[Redacted] request for manuscript review :(1st review)	✕

2

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
15-0003	test test	Original article	21-Aug-2015	<a href="#">Agree/Decline</a>

Awaiting Review Agreement

\* Please click on 'Agree' or 'Decline' as soon as you can.

Manuscript ID	15-0003
Type of Manuscript	Original article
Reviewer	[Redacted]
Title	test test
Abstract	It should contain the following components in the order listed without changing titles, purpose, methods, results and conclusion
Invitation	<input type="radio"/> Agree <input type="radio"/> Decline

[Confirm](#)

## Manuscripts for Reviewer

You can confirm the list of manuscripts under review after agreeing to review.

**Reviewer Main Menu**

**Reviewer Main**

- 0 Awaiting Review Agreement
- 1 Manuscripts for Reviewer**
- 1 Manuscripts in Revision
- 0 Manuscripts with Decision

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 16-0008 [smeto] Request for manuscript review :(1st review)
- 16-001 [smeto] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

**Manuscripts for Reviewer**

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
16-0001	The bra age	Discussion	Under 1st Review Review	2016.01.13 ~ 2016.01.27	1st - Not Reviewed

- 1. Manuscript ID/Title:** Clicking on title will show the detailed information about the paper. Clicking on pdf file will download the paper file.
- 2. Status & Review:** The review process starts by clicking on "Review" icon.
- 3. Review Period:** The paper should be reviewed within the review period, and the paper can be reviewed before the submission of review result. (Changing the results is not possible after submission)
- 4. My Result:** The user can check the review results.

## Manuscripts for Reviewer

### [To review manuscripts](#)

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
16-0001 A 60001_0.pdf	The meridian massage effect on aged women	Discussion	Under 1st Review Review	2016.01.13 ~ 2016.01.27	1st - Not Reviewed

Manuscripts for Reviewers

1st Reviewed | Review period : 2016.01.13 ~ 2016.01.27 | Manuscript ID : 16-0001

Type of Manuscript : Discussion

Title : The meridian massage effect on aged women

Manuscript Files

Original file : File Download : A 60001\_0.pdf

Review Result

Author's comment

Recommendation

Accept  Minor revision  Major revision  Reject

	Originality	Scientific Importance	Experimental design	Adequacy of methods	Brevity and clarity
1) Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Scientific Importance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Adequacy of methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Brevity and clarity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Review Comments

Comments to Authors

You can attach your comments :

Comments to Editors

6 Submit Temporary Save

1. Check the detail manuscript information.

2. Clicking on PDF file will download the paper. Please progress the review process after checking the file.

3. Check the Recommendation.

4. Fill in the evaluation table.

5. Write comments to authors and editors.

6. The "Submit" button is to complete submission. (It is not possible to revise although the period of review remains.)

The "Temporary Save" button is to save contents temporarily. You can save contents and submit within the period.

## Manuscripts in Revision

Select the “Manuscript in Revision” tap to see the review result.

**Reviewer Main Menu**

**Reviewer Main**

- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 16-0008 [redacted] Request for manuscript review :(1st review)
- 16-001 [redacted] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

**Manuscripts in Revision**

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008	[redacted]	Original Article	In first revision	1st - Minor revision	<input type="button" value="1st : Minor revision"/>

## Manuscripts in Revision

### [Confirmation your own review result](#)

Click the "My Result" to see your own review result. (the second and the third are the same as the first)

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision



### Review Result

**1st Review**

Date of submission of review opinion : 2016.01.15  
Date of deadline in Review opinion : 2016.01.29

Manuscript ID : 16-0008  
Review Count : 1st  
Reviewer : han  
Type of Manuscript : Original Article  
Title :  
Author's comment :

Recommendation : **Minor revision**  
Comments to Authors :  
Attached file :  
Comments to Editor :

Print Close

## Manuscripts in Revision

### [Confirmation your own review result](#)

Click the "My Result" to see your own review result. (the second and the third are the same as the first)

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision



### Merge Result

[Review](#) Manuscript ID : 16-0008

**Review Count** 1st

**Send Date** 15-Jan-2016

**Recommendation** Minor revision

**Reviewer's Comments**

Reviewer 1

Reviewer 2

[Print](#) [Close](#)

## Manuscripts with Decision

You can confirm the list of manuscripts completed reviews and the review result.

**Reviewer Main Menu**

**Reviewer Main**

- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 1 [Manuscripts with Decision](#)

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 16-008 [Action: Review Comment] Request for manuscript review :(1st review)
- 16-001 [Action: Review Comment] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
14-002	Title Test	Original research	Accepted	1st - Minor revision	<input type="button" value="1st : Minor revision"/>
A_20140002_0.pdf					<input type="button" value="2nd : Accept"/>

*Thank you*