

# Content Management System

## Reviewer Work Portal Manual

### Table of Contents

<b>1. Logging In</b> .....	2
<b>2. Understanding your Work Portal</b> .....	2
<b>3. Manage Title as Reviewer</b> .....	3
<b>4. Reviewed Module Description</b> .....	4
4.1 Abstract Reviewing .....	4
4.1.1 Abstract Available For Review .....	6
4.1.2 Abstracts Decline .....	8
4.1.3 Abstracts in Review.....	8
4.1.4 Abstract Reviewed .....	10
4.2 Manuscript Reviewing .....	11
4.2.1 Manuscript Available for Review .....	11
4.2.2 Manuscripts in Review .....	11
4.2.3 Manuscripts Declined .....	13
4.2.4 Manuscripts Reviewed .....	14

## 1. Logging In:

Got <http://bentham-editorial.org> and log in using your user id and password.



Figure 1

## 2. Understanding Work Portal:

Once you log-in to the system the Work Portal work as the welcome screen to initiate the software, Work Portal shows your different roles with respect to different journals.

The main purpose of the Work Portal is to ease the user to initiate the system according to his **role and journal**.

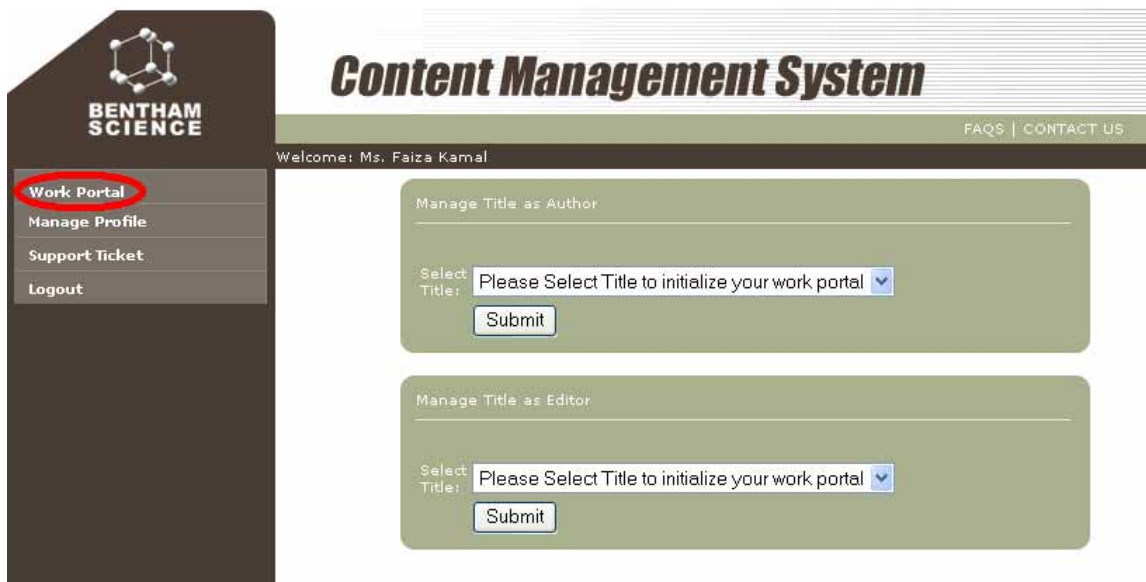


Figure 2

### 3. Manage Title as Reviewer:

After login select your role to manage particular journal, and click on submit button, the software will initialize according to selected role and journal. For example you want to manage your title **Certified Chocolate Journal** as **Reviewer**. Click on Submit button to proceed.

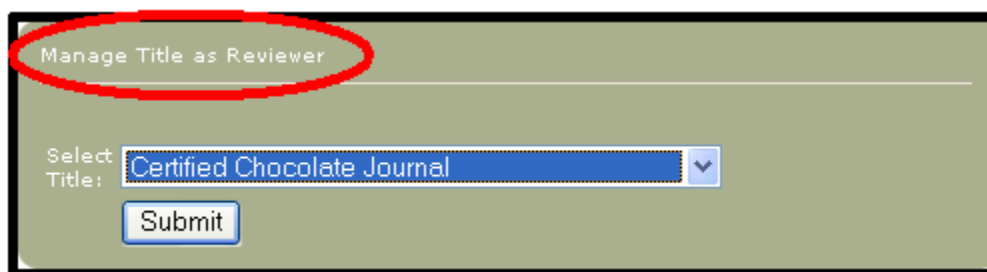


Figure 3

When you clicked the submit button, you will directed to the Reviewer Module as shown in the following figure.

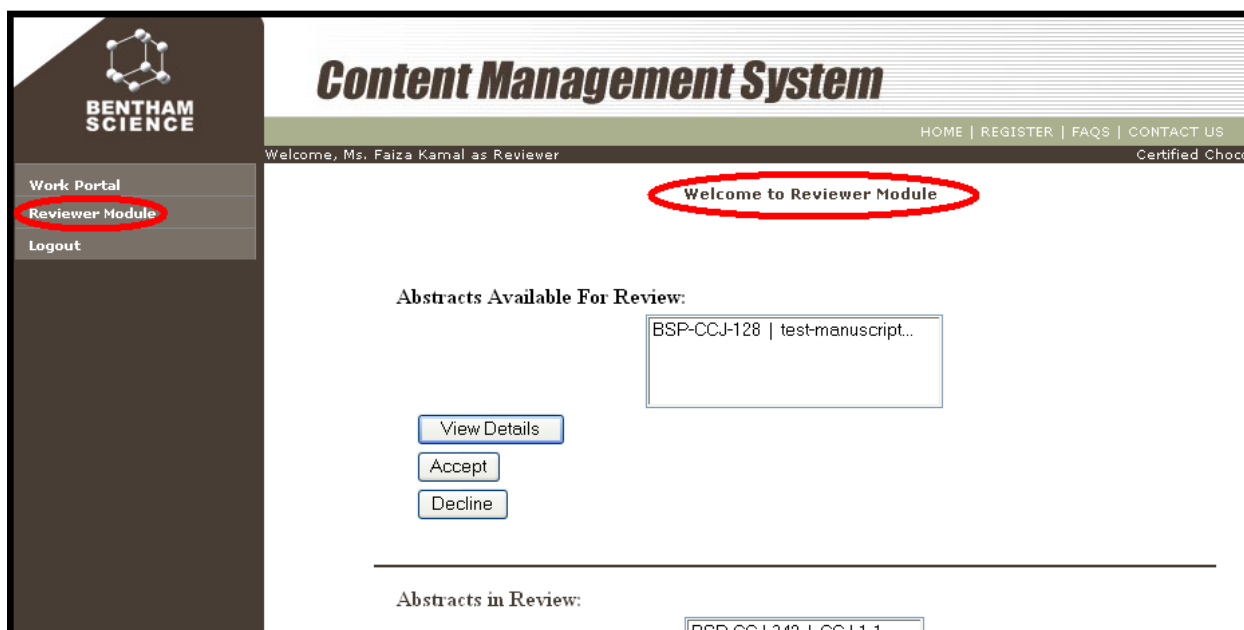


Figure 4

#### 4. Reviewer Module Description:

##### 4.1 Abstract Reviewing

When editor or manager assign abstract for review, the specified reviewers will get an n review invitation through email alerts the below figure shows the email message which a reviewer will receive when he/she will be invited to review the abstract. If you accept the abstract for review, you will see the following window which shows the abstract details.

If you are willing to review the abstract then please click the following link:  
<http://bertham-editorial.org/rev-ent-abstract.php?ustring=21c53aal75840cedc2ff0e0d5132a2a&id=1&act=yes&revprodlnid=68966&manid=963>

In case you are unable to review the abstract, I shall be grateful if you can kindly help us by recommending one or more names and e-mail addresses of suitable potential reviewers to this paper.

If you are declining to review the abstract then please click on the following link:  
<http://bertham-editorial.org/rev-ent-abstract.php?ustring=21c53aal75840cedc2ff0e0d5132a2a&id=1&act=no&revprodlnid=68966&manid=963>

If you have any queries or concerns, kindly feel free to contact the editorial office at [ocj@berthamopen.org](mailto:ocj@berthamopen.org).

The screenshot shows a web interface titled "Welcome to Reviewer Module". It contains the following information:

Journal/Book Title:	Certified Chocolate Journal
Manuscript Reference#:	BSP-CCJ-128
Manuscript Title:	test-manuscript
Author:	MR. IMRAN KHAN
Keywords:	dsdsds

---

Original Abstract Files

- Leave Form\_300305.pdf [Download]

Download Files

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Abstract

abstractccvcev

At the bottom, there are two radio button options: "Accept for Reviewing" and "Decline". The "Accept for Reviewing" option is circled in red. To the right of these options are "Submit" and "Back" buttons.

Figure 4

There are two options available "accept" and "decline" through which you can accept or decline abstract reviewing.

### 4.1.1 Abstract Available For Review:

There are two methods through which you can accept or decline reviewing abstract. first one is through email alerts which is explained above and second one is login through your email ID as a reviewer in reviewer module, in which abstract available for review will show you all the abstract which has been assigned to you for review. Using button view details, you can view the details of the abstract which has been assign for reviewer you can directly accept for decline abstract.

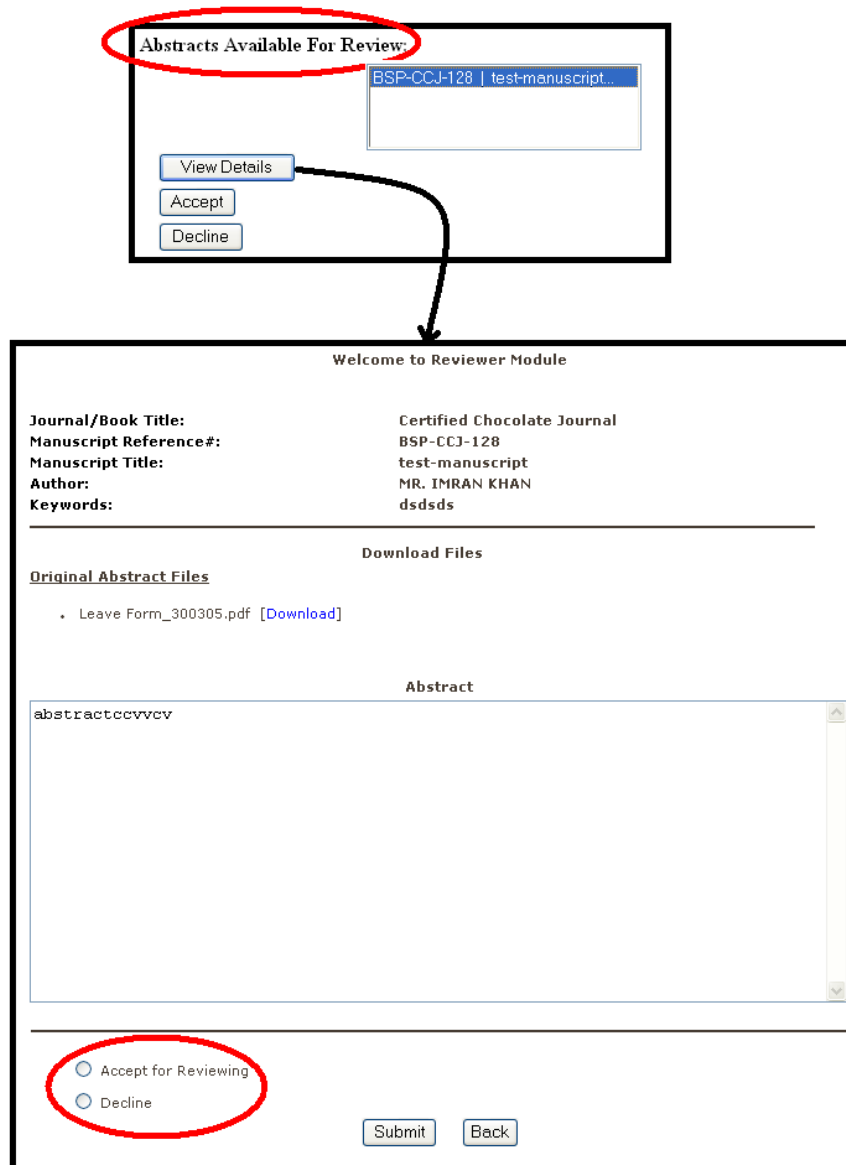


Figure 5

If you click on option “accept for review”, the abstract title will be shown on abstract in review pool from which you can start reviewing abstract as shown below.

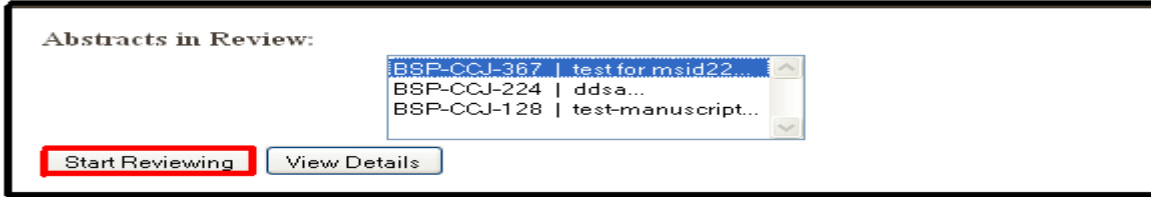


Figure 5

If you click on the option **Decline**, you will be directed to the decline form in which you have to specify the decline reason as shown below.

**Welcome to Reviewer Module**

<b>Journal/Book Title:</b>	Certified Chocolate Journal
<b>Author Name:</b>	Mr. UROOJ RASHID KHAN
<b>Email Address:</b>	urooj@benthamscience.org
<b>Manuscript Reference#:</b>	BSP-CCJ-442
<b>Manuscript Title:</b>	POPOPO
<b>Keywords:</b>	POTPOT

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**Download Files**

**Original Abstract Files**

- 3.jpg [Download]

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**Abstract**

jsdkjskdjk

---

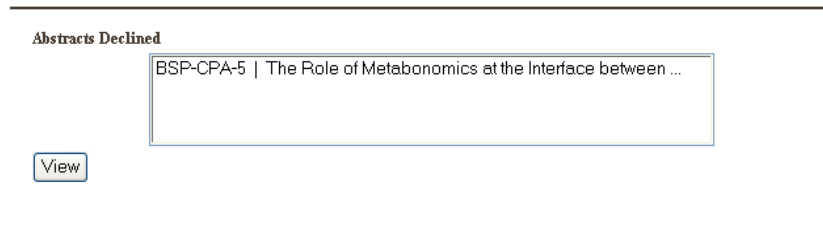
**Please specify a reason for declining the reviewing of this Abstract**

Too Busy	<input type="radio"/>
Manuscript out of scope	<input type="radio"/>
Travelling	<input type="radio"/>
Can Review after one week	<input type="radio"/>
Can Review after 2 weeks	<input type="radio"/>
Can Review after 1 month	<input type="radio"/>

Figure 6

### **4.1.2 Abstract Declined:**

After filling the decline form, the abstract title will be shown in abstract declined pool as shown below.



**Figure 7**

Using **view** button, you can view you posted comments but you are not allowed to edit them.

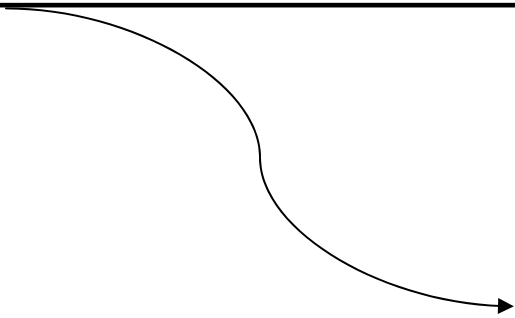
### **4.1.3 Abstracts in Review:**

When you **accept** the title it will be shown in abstract in review pool as shown above. Using start reviewing button you can write your comments and post them to manager / editor.

Abstracts in Review:

- BSP-CCJ-367 | test for msid22...
- BSP-CCJ-224 | ddsa...
- BSP-CCJ-128 | test-manuscript...

**Start Reviewing** View Details



Journal/Book Title:	Certified Chocolate Journal
Manuscript Reference#:	BSP-CCJ-367
Manuscript Title:	test for msid22

---

**Original Abstract files**

▼ New Microsoft Word Document (2).doc | [Download](#) |

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	Excellent	Good	Fair	Poor						
Originality:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Technical quality:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Importance in its field:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Language Quality :	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Overall the paper is rated: (encode)	<input type="radio"/> 10	<input type="radio"/> 9	<input type="radio"/> 8	<input checked="" type="radio"/> 7	<input type="radio"/> 6	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1

Referee's Comments to author

good

Confidential Comments to editor

v good

Referee's Recommendations

Accept  
 Reject

**Figure 8**

After filling the reviewing form and clicking on **submit** button, the comments will be posted to editor / manager and the abstract will be shown in reviewed abstract pool in reviewer module.

**4.1.4 Abstract Reviewed:**

Abstracts Reviewed:

BSP-CCJ-367 | test for msid22...  
 BSP-CCJ-342 | CCJ-1-1...

Figure 9

Using **view** button, you can view your posted comments but can't edit them.

<b>Journal/Book Title:</b>	Certified Chocolate Journal
<b>Author Name:</b>	Ms. AISHA KHAN
<b>Email Address:</b>	aishakhan@benthamsience.org
<b>Manuscript Reference#:</b>	BSP-CCJ-367
<b>Manuscript Title:</b>	test for msid22

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COMMENTS POSTED

<b>Date:</b>	2009-07-28
<b>Originality:</b>	Excellent
<b>Technical quality:</b>	Good
<b>Importance in its field:</b>	Good
<b>Language Quality :</b>	Good
<b>Overall the paper is rated:</b>	7

**Referee's Comments to author:**

good

**Confidential Comments to editor:**

v good

**Referee's Recommendations:** Accept

Figure 10

## **4.2 Manuscript Reviewing:**

In case of manuscript, the reviewer will get an email alert for review invitation as explain above in figure4.you can accept or decline the review invitation by clicking on specified links given in email.

### **4.2.1 Manuscript Available for Review:**

You can either accept the review invitation from email or you can login to CMS and you will find manuscripts in manuscript available for review pool as shown below.

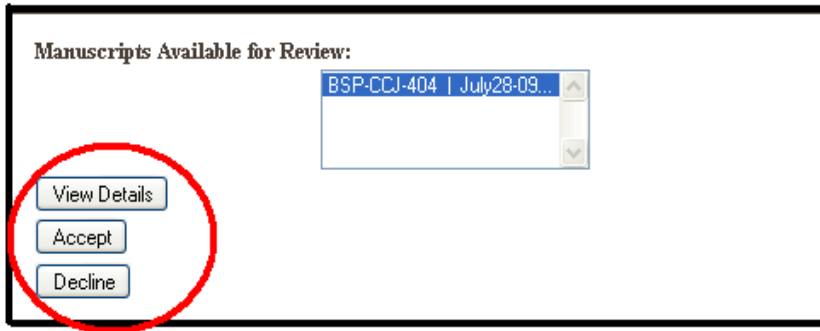
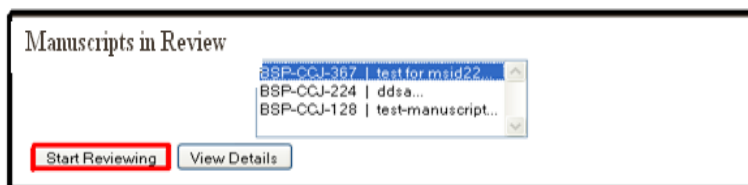


Figure 11

Using view details button, you can view the details of manuscript and accept or decline the review invitation or you can directly accept and decline from the button shown above.

#### **4.2.2 Manuscript in Review:**

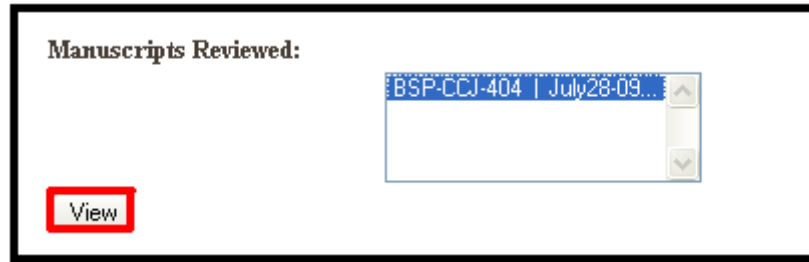
When you accept the manuscript for review, it will show in the manuscript in review pool. Using **start reviewing** button you can redirect to review form in which you have to fill out your comments on the manuscript you have reviewed. These posted comments will be sending to manager or editor





#### **4.2.4 Manuscript Reviewed:**

After submitting your comments, the manuscript title will be show in manuscript reviewed pool. Using **view** button you can view your comments but can't edit them. Only manager or editor has rights to edit and finalize manuscript.



**Figure 13**