A Manual for the Journals Portal
(Reviewer)
A Manual for the journals portal (Dirasat) / (Reviewer)

This file illustrates the steps needed to review a research in the journals system.

1-Log in to the journals portal: [http://journals.ju.edu.jo](http://journals.ju.edu.jo) and choose the journal containing the research you want to review. (Dirasat: Administrative sciences) for example.

![Figure (1): Main page](image)

2-To change the language: choose the language from the language list on the right.

![Figure (2): Changing the language](image)
3-If you have registered before, use the following link to log in to the system.


But if it is the first time you are using the system, then you have to register first, using the following link: http://journals.ju.edu.jo/DirasatAdm/user/register

Figure (3): Log in

Figure (4): The journals main page in English
4. After clicking on the link to register, fill up your personal information, then click on “register”. You can choose any username and password.

**Notes:**

*Fill up all the fields marked with (*), and not leaving them empty*

*Make sure that you provide the correct email, as it is the only mean of communication used by the financial unit to send the reviewing rewards.*
*In case a user has forgotten his password: from the login page please click on “forgot my password” as in figure (6):

**LOGIN**

![Login Page](image)

Figure (6): Forgot your password

**RESET PASSWORD**

![Reset Password Page](image)

Figure (7): Resetting your password

*After clicking on “Forgot my password”, a screen appears, where the user is asked to enter his email (registered before) in order to receive a link that assures that the email is legit and has been registered before. After verification, an email is sent to the user with a temporary password that enables him to login to the system and assigns the password he wants.

5-Click on the reviewer’s active researches.

**USER HOME**

![User Home Page](image)

Figure (8): User home
6. Click on the title of the research you want to review.

**Note:**

Please take into consideration the delivery time of the reviewer's recommendation.

**Review round:**

Number (1): reviewing for the first time.

Number (2): reviewing for the second time (checking whether the researcher has made the modifications needed).

Figure (9): Active submissions
7- Please review the research's title and abstract. And then follow the reviewing steps as shown in figure (10):

![Reviewing steps](image)

Figure (10): Reviewing steps

8- Step one:

a) If you accept to review a research, click on “accept” or on “response” in case you were not capable of reviewing this research.

![Accepting or rejecting the review](image)

Figure (11): Accepting or rejecting the review

b) In case you accept to review a research, a “send an email” screen appears. Click on “send” to confirm your acceptance in reviewing a research.
9- **Step two**: click on the files link to upload the research and its associated files.

10- **Step three**: click on the blue icon to fill up the review form.

11- The review form must be filled and then click on “save”. You will be redirected to the page containing the reviewing steps, if the form was filled correctly.

**Note:**

You have to fill all the fields marked with (*) and not leaving them empty.
12- **Step four:** this step is optional. If modifications are required, you can attach a file to the author, by choosing the file, then by clicking on “upload”.

**Note:**
The reviewer’s name must not be mentioned in the report.
13- **Step five**: a recommendation must be chosen in order to complete the reviewing process, then click on “submit review to editor”.

**Note:**

Once you have chosen the recommendation, and have clicked on “submit”, then you have finished reviewing and you cannot attach or modify anything.

![Selecting your recommendation](image)

Figure (17): Selecting your recommendation

14- After you finish reviewing and sending your final recommendation, the file is sent to the “Archive” list as shown below:

![Archived researches](image)

Figure (18): Archived researches