



The Deanship of Academic Research
The University Of Jordan

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> and choose the journal containing the research you want to review. (Dirasat: Administrative sciences) for example.

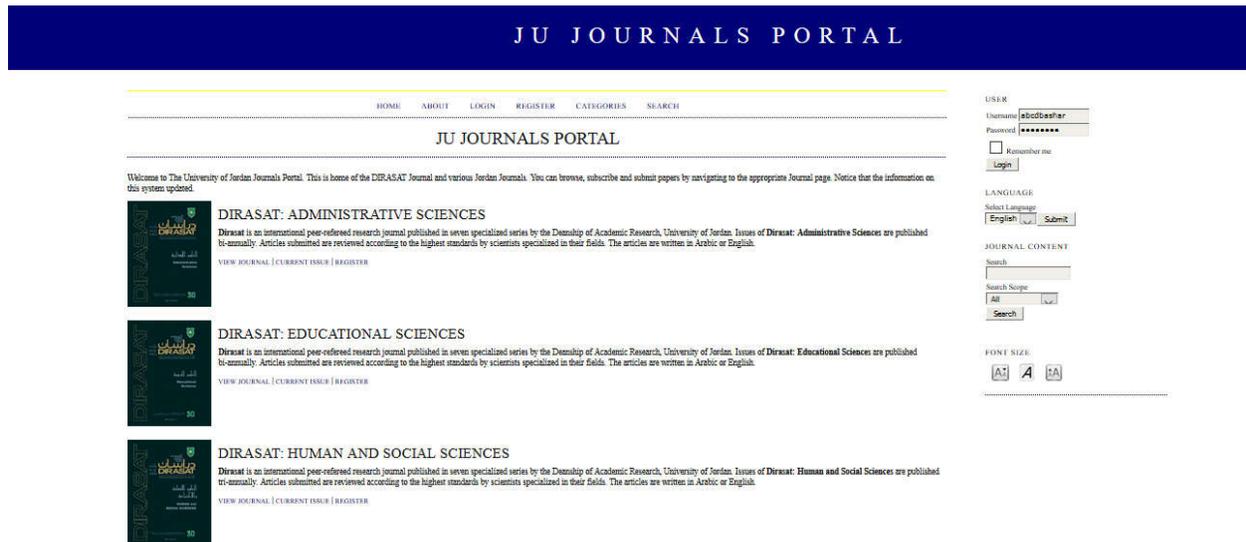


Figure (1): Main page

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

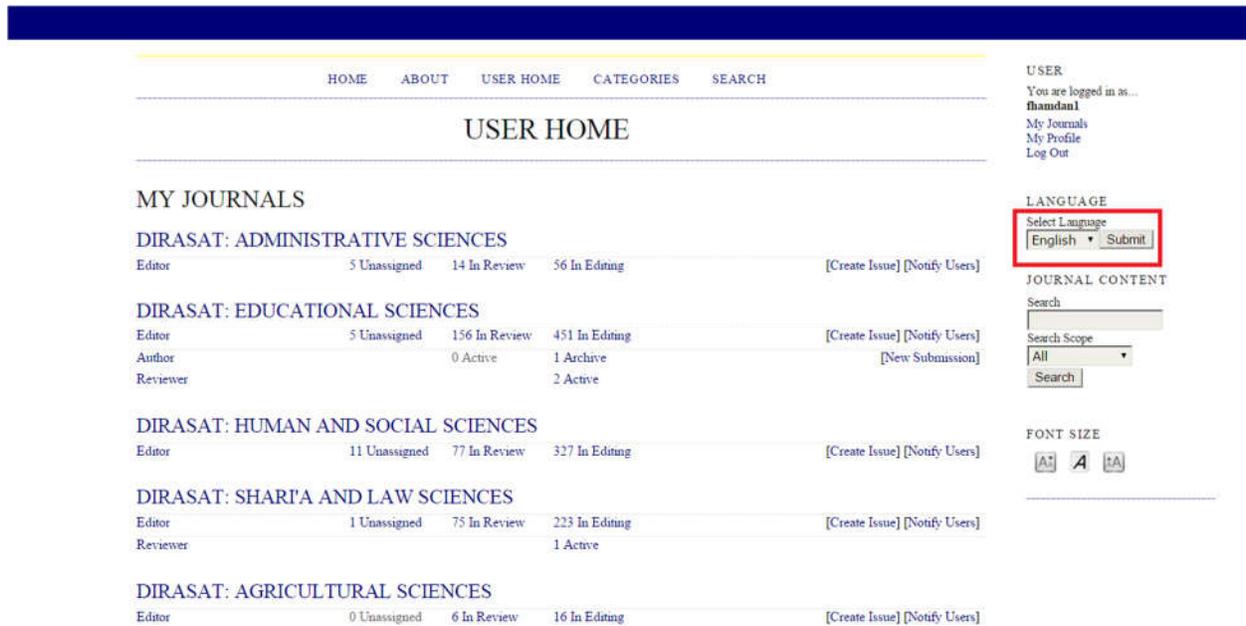


Figure (2): Changing the language

3-If you have registered before, use the following link to log in to the system.

<http://journals.ju.edu.jo/DirasatAdm/login> .

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>

LOGIN

Username

Password

Remember my username and password

- Not a user? Register with this site
- Forgot your password?

Figure (3): Log in

JU JOURNALS PORTAL

HOME ABOUT **LOGIN** **REGISTER** CATEGORIES SEARCH

JU JOURNALS PORTAL

Welcome to The University of Jordan Journals Portal. This is home of the DIRASAT Journal and various Jordan Journals. You can browse, subscribe and submit papers by navigating to the appropriate Journal page. Notice that the information on this system updated.

DIRASAT: ADMINISTRATIVE SCIENCES
Dirasat is an international peer-reviewed research journal published in seven specialized series by the Deanship of Academic Research, University of Jordan. Issues of **Dirasat: Administrative Sciences** are published bi-annually. Articles submitted are reviewed according to the highest standards by scientists specialized in their fields. The articles are written in Arabic or English.
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)

DIRASAT: EDUCATIONAL SCIENCES
Dirasat is an international peer-reviewed research journal published in seven specialized series by the Deanship of Academic Research, University of Jordan. Issues of **Dirasat: Educational Sciences** are published bi-annually. Articles submitted are reviewed according to the highest standards by scientists specialized in their fields. The articles are written in Arabic or English.
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)

DIRASAT: HUMAN AND SOCIAL SCIENCES
Dirasat is an international peer-reviewed research journal published in seven specialized series by the Deanship of Academic Research, University of Jordan. Issues of **Dirasat: Human and Social Sciences** are published tri-annually. Articles submitted are reviewed according to the highest standards by scientists specialized in their fields. The articles are written in Arabic or English.
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)

USER
Username
Password
 Remember me

LANGUAGE
Select Language:

JOURNAL CONTENT
Search
Search Scope:

FONT SIZE

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.

REGISTER

Fill in this form to register with this site.
Click here if you are already registered with this or another journal on this site.

PROFILE

Form Language: English To enter the information below in additional languages, first select the language.

Username * The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password * The password must be at least 6 characters.

Repeat password *

Submission

First Name *

Middle Name

Last Name *

Initials from Alice Smith - JAS

Gender

Affiliation (Your institution, e.g. "Simon Fraser University")

Signature:

Email * PRIVACY STATEMENT

Confirm Email *

ORCID ID ORCID IDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID IDs, and include the full URI (e.g. <http://orcid.org/0000-0002-1815-0007>).

URL

Phone

Fax

Mailing Address

Country

Bio Statement (E.g., department and rank)

Confirmation Send me a confirmation email including my username and password

Working Languages English العربية

Register as Author: Able to submit items to the journal. Reviewer: Willing to conduct peer review of submissions to the site. Identify reviewing interests (substantive areas and research methods):

* Denotes required field

Figure (5): Register

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

Username

Password

Remember my username and password

[Not a user? Register with this site](#)

[Forgot your password?](#)

Figure (6): Forgot your password

RESET PASSWORD

For security reasons, this system emails a reset password to registered users, rather than recalling the current password.

Enter your email address below to reset your password. A confirmation will be sent to this email address.

Registered user's email

[Not a user? Register with this site](#)

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.

HOME ABOUT USER HOME CATEGORIES SEARCH

USER HOME

MY JOURNALS

DIRASAT: ADMINISTRATIVE SCIENCES

Editor	5 Unassigned	14 In Review	56 In Editing	[Create Issue] [Notify Users]
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DIRASAT: EDUCATIONAL SCIENCES

Editor	5 Unassigned	156 In Review	451 In Editing	[Create Issue] [Notify Users]
Author		0 Active	1 Archive	[New Submission]
Reviewer			2 Active	

DIRASAT: HUMAN AND SOCIAL SCIENCES

Editor	11 Unassigned	77 In Review	327 In Editing	[Create Issue] [Notify Users]
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DIRASAT: SHARI'A AND LAW SCIENCES

Editor	1 Unassigned	75 In Review	223 In Editing	[Create Issue] [Notify Users]
Reviewer			1 Active	

DIRASAT: AGRICULTURAL SCIENCES

Editor	0 Unassigned	6 In Review	16 In Editing	[Create Issue] [Notify Users]
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USER
You are logged in as...
fhamdani
[My Journals](#)
[My Profile](#)
[Log Out](#)

LANGUAGE
Select Language

JOURNAL CONTENT
Search
Search Scope

FONT SIZE

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).

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES

ACTIVE SUBMISSIONS

ACTIVE	ARCHIVE				
ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
11006	2015-12-15	ART	Research title	2016-01-12	01-12 1
10881	2015-11-15	ART	Research title	2015-12-13	12-13 1

1 - 2 of 2 Items

ISSN: 1026-3713

FONT SIZE: A A A

LANGUAGE: Select Language English Submit

USER: You are logged in as... thamdani My Journals My Profile Log Out

JOURNAL CONTENT: Search Search Scope All Search

Figure (9): Active submissions

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

The screenshot shows the journal's review interface for submission #11006. The page is titled "#11006 REVIEW" and includes a navigation menu at the top with links for HOME, ABOUT, USER HOME, CATEGORIES, SEARCH, CURRENT, and ARCHIVES. The main content area is divided into several sections:

- SUBMISSION TO BE REVIEWED:** This section displays the submission details, including the title "Research title" and the abstract "Research abstract", both of which are highlighted with red boxes. It also shows the submission editor's name, Aisha Alioua Fakhri Hassane, Ayel Salwa, and a link to view the metadata.
- REVIEW SCHEDULE:** This section provides a timeline for the review process, including the editor's request date (2015-12-11), the user's response date (2015-12-17), the review submission date (2016-01-12), and the review due date (2016-01-12).
- REVIEW STEPS:** This section is highlighted with a red box and contains a list of steps for the reviewer. Step 1 is "Notify the submission's editor as to whether you will undertake the review." with the response "Accepted" selected. Step 2 involves downloading and reviewing the submission files. Step 3 is to click on links to fill in the review form. Step 4 is to upload files for the editor and author to consult. Step 5 is to select a recommendation and submit the review to the editor.

The right sidebar contains additional options such as font size, language (English), user information, journal content search, and notifications.

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.

The screenshot shows a close-up of the "REVIEW STEPS" section. Step 1 is highlighted with a red box and reads: "1. Notify the submission's editor as to whether you will undertake the review." Below this step, the response "Response Accepted" is selected.

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.

SEND EMAIL

To:

CC: Aisha Alissa,Fakhri Hamdan,Ayed Sabra . <dirasa

BCC:

Send a copy of this message to my address (dirasath@ju.edu.jo)

Attachments: No file chosen

Subject: [DEDU] Article Review Completed

Body: Aisha Alissa,Fakhri Hamdan,Ayed Sabra . :
أتم منحنى "دمج مفاهيم العلم وعطائته" المستند إلى "I have now completed my review of " المعايير العالمية للتربية العلمية في اكتساب مهارات التفكير المعرفية وفق الاتحاد نحو العلم لدى طلبة المرحلة الأساسية" for Dirasat: Educational Sciences, and submitted my recommendation, "See Comments."
Aisha Alissa,Fakhri Hamdan,Ayed Sabra .

Figure (12): Sending an email

9-Step two: click on the files link to upload the research and its associated files.

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [11006-31755-2-RV.DOCX](#) 2015-11-26
Supplementary File(s) None

Figure (13): Uploading the files

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

3. Click on icon to fill in the review form.
Review Form 

Figure (14): The review form icon

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.

REVIEW FORM RESPONSE

نموذج التحكيم

How clear and compatible the research Title is with the content. *

How clear are the goals of the research and the research commitment of them. *

Is the Abstract written in a right way that shows the content of the research. *

How consistent the method of the research that is used. *

How Successful the research is in presenting it's conclusion in a clear way. *

How accurate the Statistical Analysis is (if any). *

How compatible the discussion is to the conclusions of the research. *

How compatible the Figures and the schedules are to the research (if any). *

How compatible and updated the references are. *

The accuracy and honesty in the citation. *

How authentic and creative the research is. *

How accurate and correct the language of the research is. *

Will the research add anything new to the researchers in the same field. *

Will the research attract a wide base of interested people in it's field. *

Will the research help people working in the same field at increasing their capability in applying its results. *

The general evaluation of the research. *

Recommended Decision *

* Denotes required field

Figure (15): The review form

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.

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files

11006-32760-1-RV\DOCX 2015-12-15 DELETE

 No file chosen

Figure (16): Uploading files (modifications report) for the author

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.

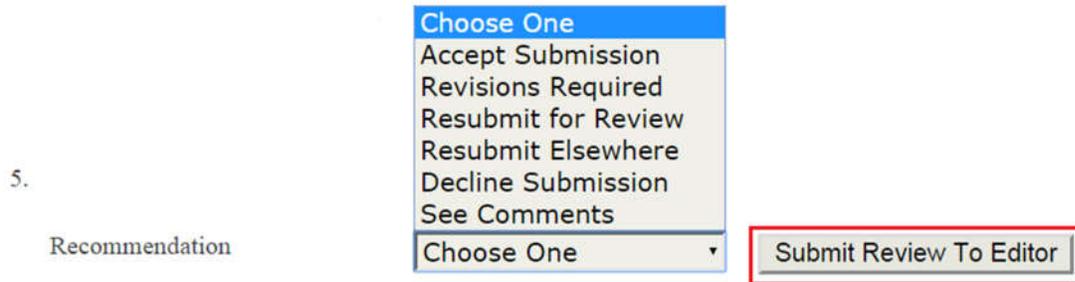


Figure (17): Selecting your recommendation

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



Figure (18): Archived researches