E-Journal Review System

User Guide for Reviewer

(2012.07)

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User Guide for Reviewers

Access to Our System

Thank you for using our system. Please follow our instructions below

or link to our website as

http://www.edubook.com.tw/en/ejrs/



Log In

1. Invitation to Review a Paper

The reviewer will receive an invitation to review a paper from the Editorial Board (picture 1). Please click "accept" if you would like to review the paper. If not, click "reject." If you accept the invitation, you will receive a message expressing thanks (picture 2).



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2. Initial Log In

First-time users will be asked to activate their reviewer account. Log in to the system with the email address and password provided.



3. Revising Your Email Address

Users cannot change their email address. If you need to change it, please contact the Editorial Board to add in your new email address.

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4. Update Your Personal Information

Immediately after logging in for the first time, please update your personal information, especially your password. Remember to click "Send" to complete.(Please notice there's 50 letters limits to the name.) Also, we suggest you can add in other email(s) so you can receive our letters at the same time.

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Start Reviewing

1. Survey Form

After logging in, please first check the Function List to see if there is a File Download from the Editorial Board. If there is, please download it.

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《課程研究》期刊審查意見書↩

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2. Paper Pending

In the Paper Pending section of the Function List, you will see a list of all the manuscripts awaiting review. If you have not already accepted or rejected the invitation in your email, you will be asked to do so (picture 1). You will be E-Journal Review System http://www.edubook.com.tw/tw/ejrs/ User Guide for Reviewer 2012.07 Higher Education Publishing Co., Ltd.

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shown confirmation of your choice (pictures 2 and 3).

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4. Reviewer's Comments

There are two ways to provide comments: (1) enter them directly into the system, or (2) upload a MS Word file or PDF file. If a survey form has been provided by the Editorial Board, please upload that form.

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5. Your Decision

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Second Review

1. Decision

After receiving a message indicating an Editorial Board decision, you may request a second review. Make sure you are logged in as a reviewer and then add your comments as described in the previous section. Note that there are only three choices available this time.

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Reviewed Papers

1. Print Survey Form

You can view your reviewed papers (picture 1) and even download and print out your comments in an MS Excel document by clicking the "print survey

form" print survey form

(pictures 2 and 3).

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Contact Information :

TEL: 886-2-23885899

FAX: 886-2-23892500

ling@mail.edubook.com.tw (ext. 103)

stella@mail.edubook.com.tw (ext. 112)

ganho@mail.edubook.com.tw (ext. 104)