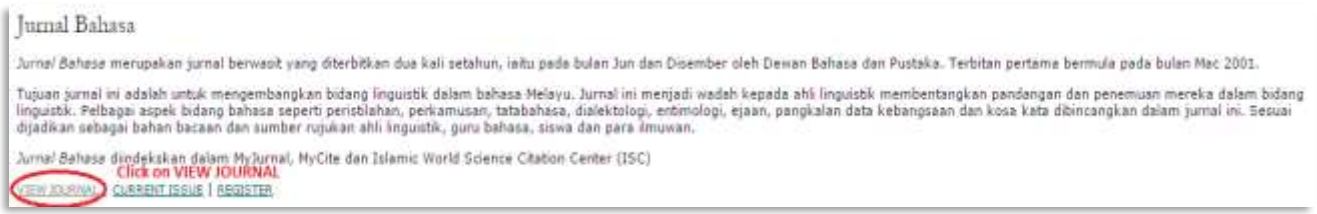
Editor: Handle New Manuscript in MyJMS

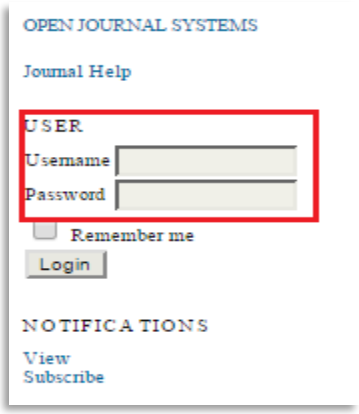
Step 1:

1. Go to www.myjurnal.my/ojs
2. Click on 'VIEW JOURNAL'



Step 2:

1. Login using username and password

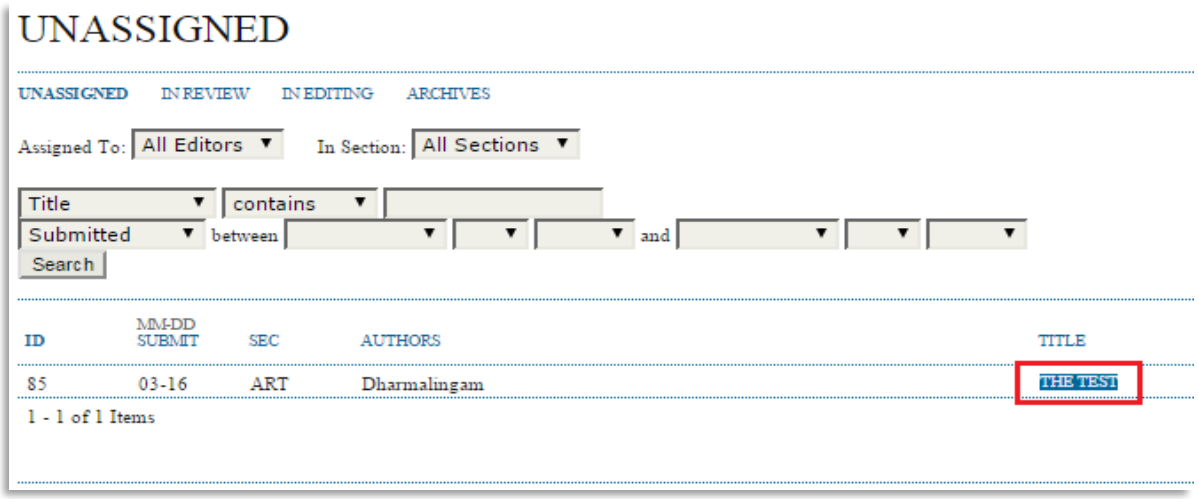


Step 3:

1. Click on Editor / directly click on article status
2. Click on Unassigned to view new article submitted

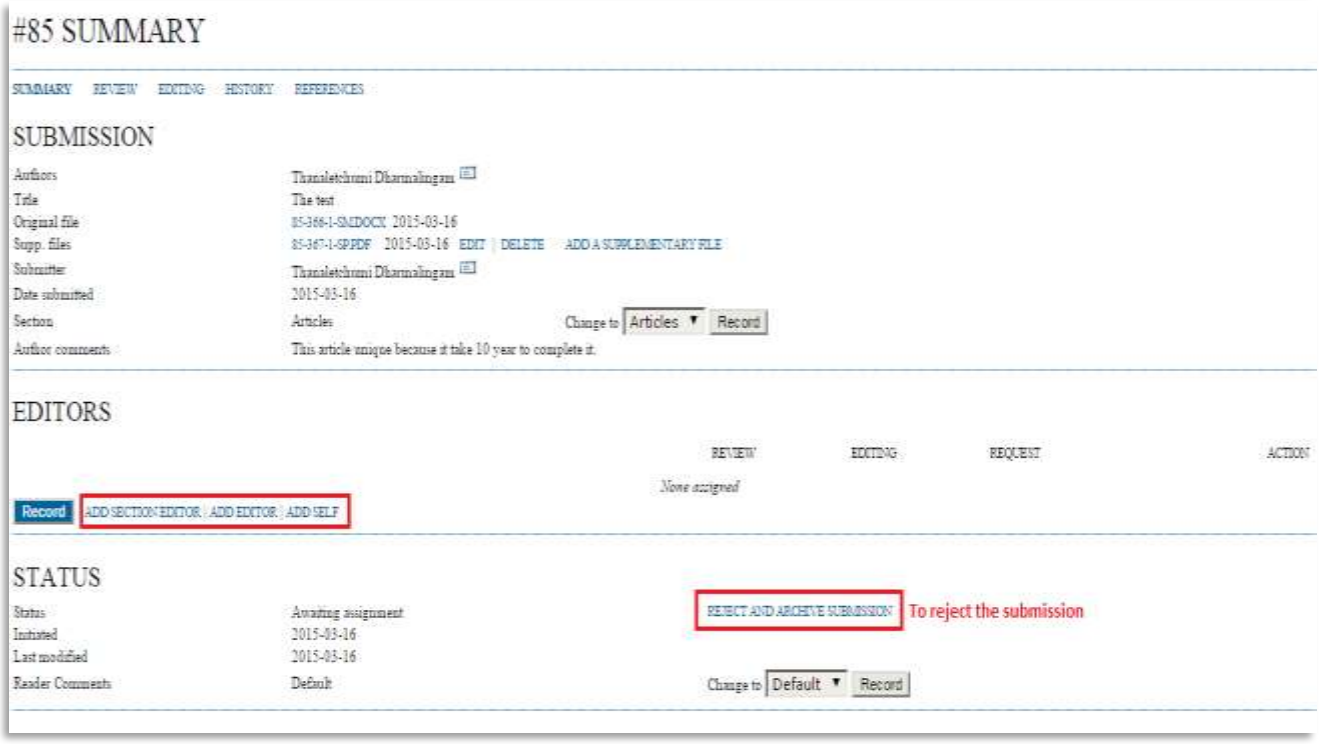
Step 4:

1. Click on article title to view details.



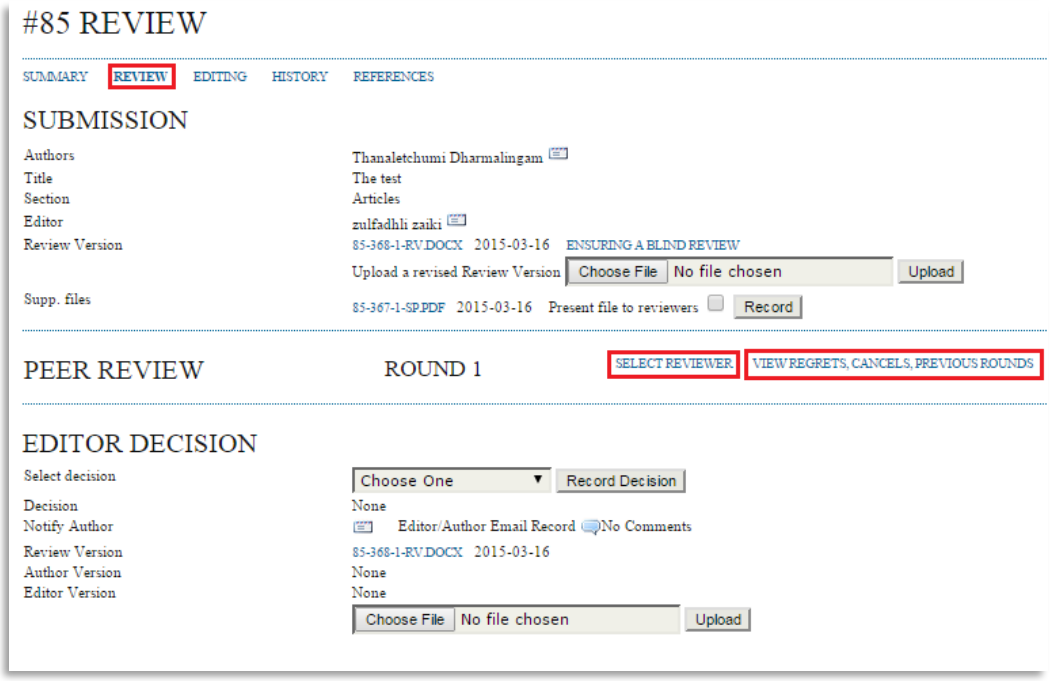
Step 5:

1. Submission article can be rejected by click on 'REJECT AND ARCHIVE SUBMISSION'
2. If Editor want to proceed, click on;
    a. ADD SECTION EDITOR – Pass task to choose and assign reviewer to 'SECTION EDITOR'
    b. ADD EDITOR – Add another editor for this journal.
    c. ADD SELF – Editor itself will choose and assign reviewer.



Step 6:

1. If Editor ‘ADD SELF’, click on ‘REVIEW’



2. If assign to ‘SECTION EDITOR’;
   a. section editor need to login and click on ‘IN REVIEW’

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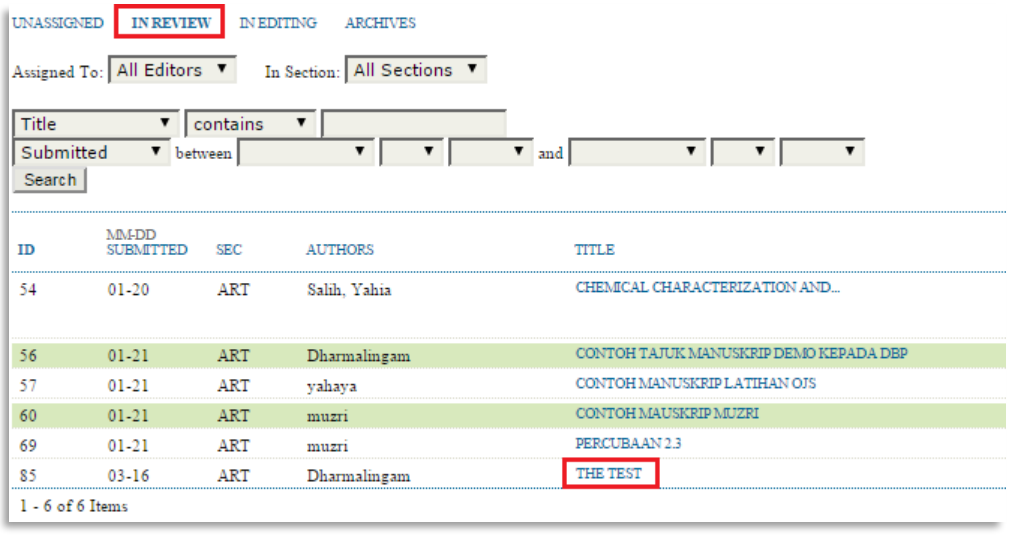
   b. Then click on submission article tittle.



Step 7:

1. Click on 'SELECT REVIEWEER'

2. Click on
    a. ASSIGN – Select reviewer from reviewer pool.
    b. ENROLL AN EXISTING USER AS REVIEWER – select existing user to insert in reviewer pool.
    c. CREATE NEW REVIEWER – Create new user as reviewer.

3. Click on
    a. 'DUE' to change the due date and
    b. 'SELECT REVIEW FORM' to assign reviewer review form.
    c. Then click on mail icon to confirm invitation.

d. Editor/ Section Editor can send extra document to reviewer by choose file and upload
e. Click Send to confirm invitation.

Step 8:

1. After reviewer done reviewing, editor will see submission status as below;
2. Click on submission article to view details.

ID	MM-DD SUBMITTED	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE
54	01-20	ART	Salih, Yahia	CHEMICAL CHARACTERIZATION AND...	01-20 01-20 01-30	— — -4	01-20 01-20 —
56	01-21	ART	Dharmalingam	CONTOH TAJUK MANUSKRIP DEMO KEPADA DBP			
57	01-21	ART	yahaya	CONTOH MANUSKRIP LATIHAN OJS	01-21	-4	—
60	01-21	ART	muzri	CONTOH MAUSKRIP MUZRI	01-21	—	01-21
69	01-21	ART	muzri	PERCUBAAN 2.3	—	—	—
85	03-16	ART	Dharmalingam	THE TEST	03-16	—	03-16

1 - 6 of 6 Items

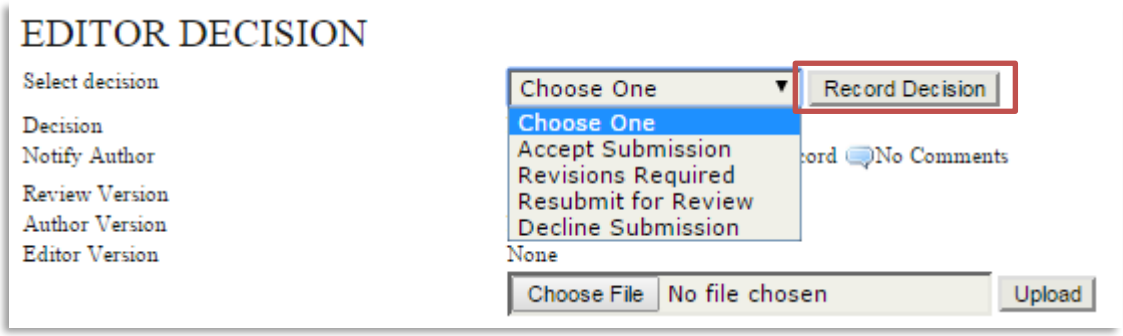
NOTES

1. Highlighted items indicate action is required by an editor, labelled as follows:
   - A Reviewer has been assigned but not notified by email
   - All Reviewers have returned with their comments, but no decision is recorded
   - Author has uploaded a revised manuscript
   - Reviewer is overdue to confirm peer review invitation
   - Reviewer is overdue to complete review
2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

3. Editor will see reviewer recommendation and can see reviewer form by clicking on message icon.
4. Reviewer can be rate for future decision.
5. Editor need to click on mail icon to acknowledge the reviewer.

Step 9:

1. Editor need to record decision

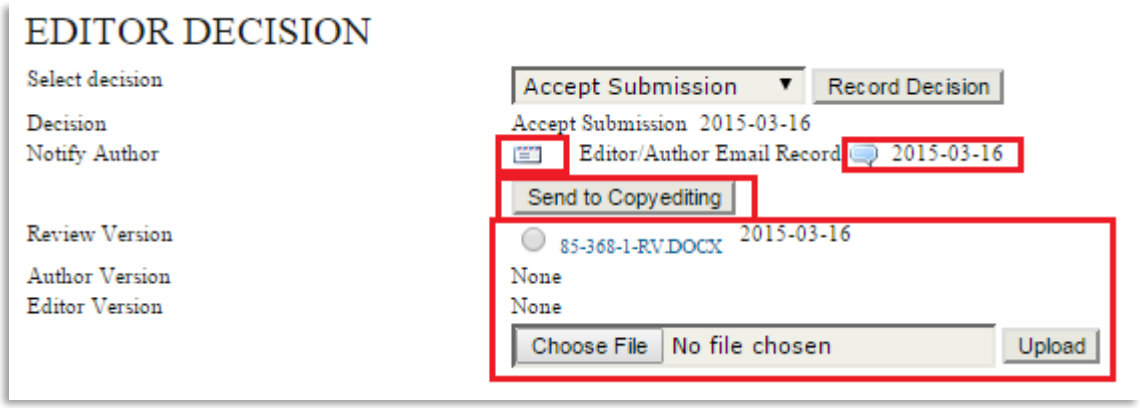


a. Accept Submission – Submission article accepted can will process for next step
b. Revisions Required - Submission article will sent back to author for revision, add Import 'Peer Reviews' to show comment from Reviewer.

c. Resubmit for Review – Article will resubmit for review when the submission article have been revise. Editor will assign the submission back to the reviewer.
d. Decline Submission – Reject the article

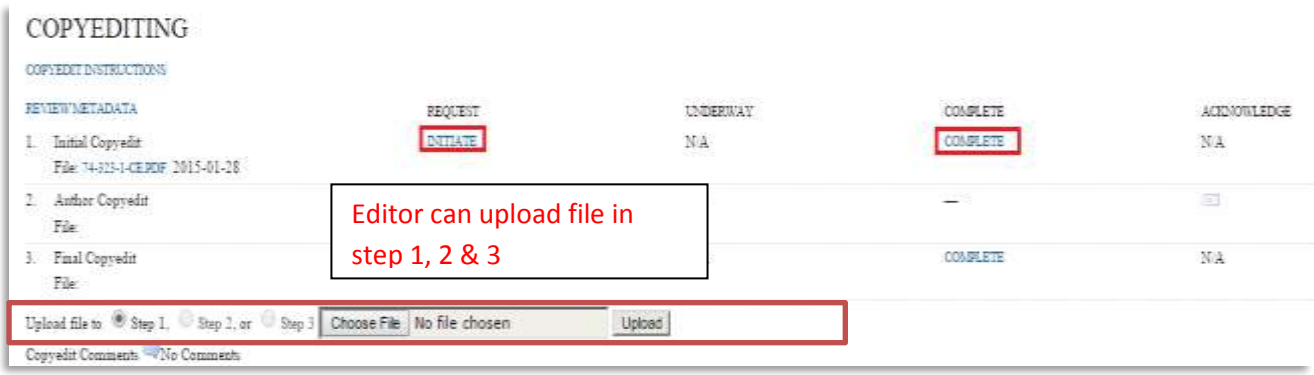
Step 10:

1. After submission article have done revision, resubmit for review or no revision required. Editor will 'Accept Submission' and 'Record Decision'
2. Editor / Section Editor need to add comment by click on message icon.
3. Notify Editor to acknowledge Author and Other Editor.
4. Upload and select final version of submission article for 'Copyediting' and then click on Send to Copyediting button.



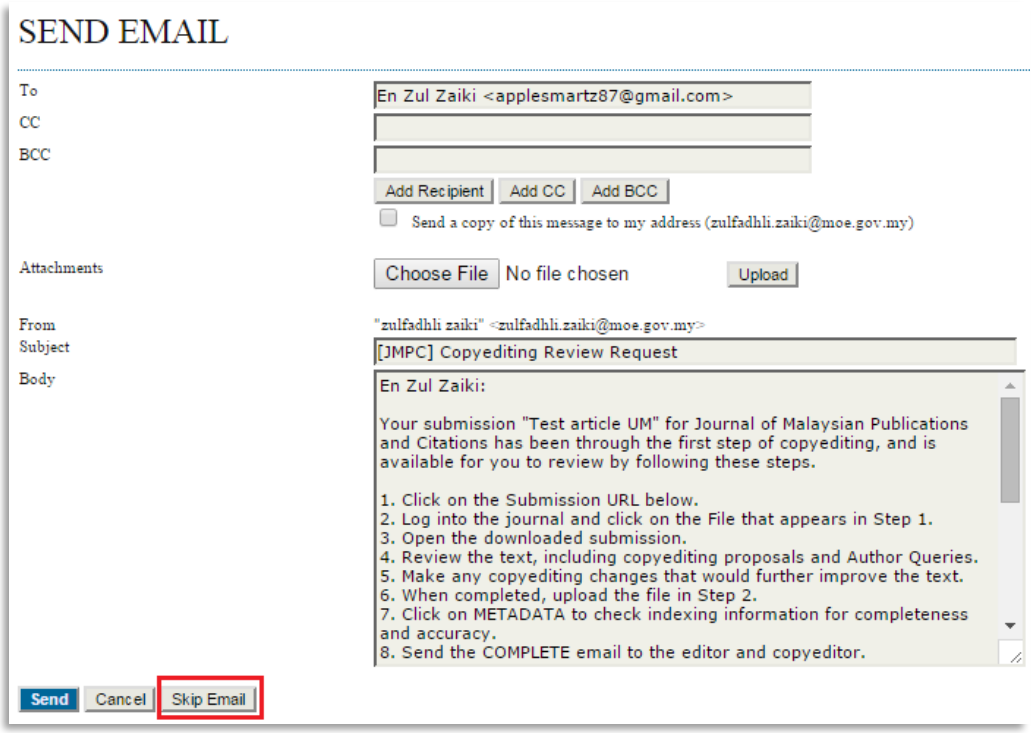
Step 11:

1. On COPYEDITING page, Click on initiate to start copyediting task.
2. Upload file for each step as highlighted below.
3. Click finish after complete first step.

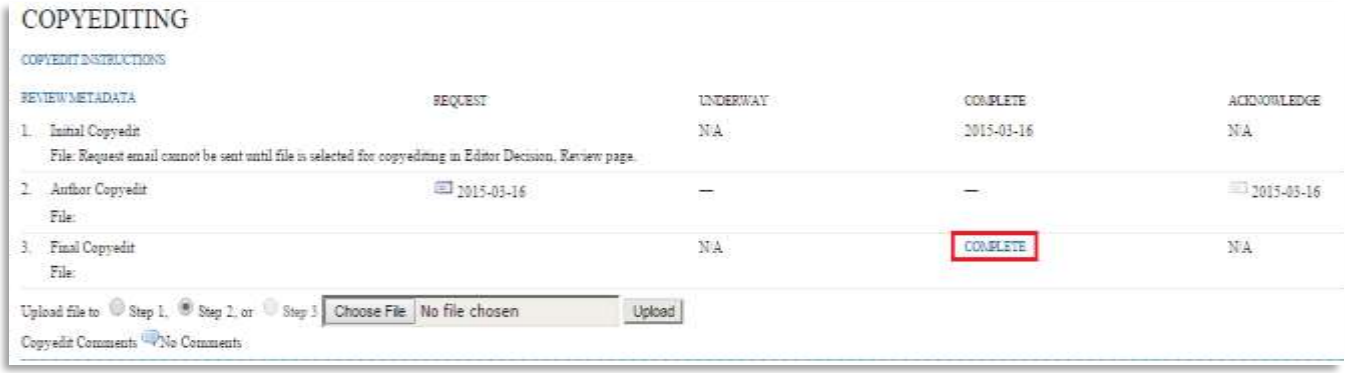


4. Click on mail icon to request and acknowledge author.

5. Editor/ Section Editor can skip email author by click on 'Skip Email'

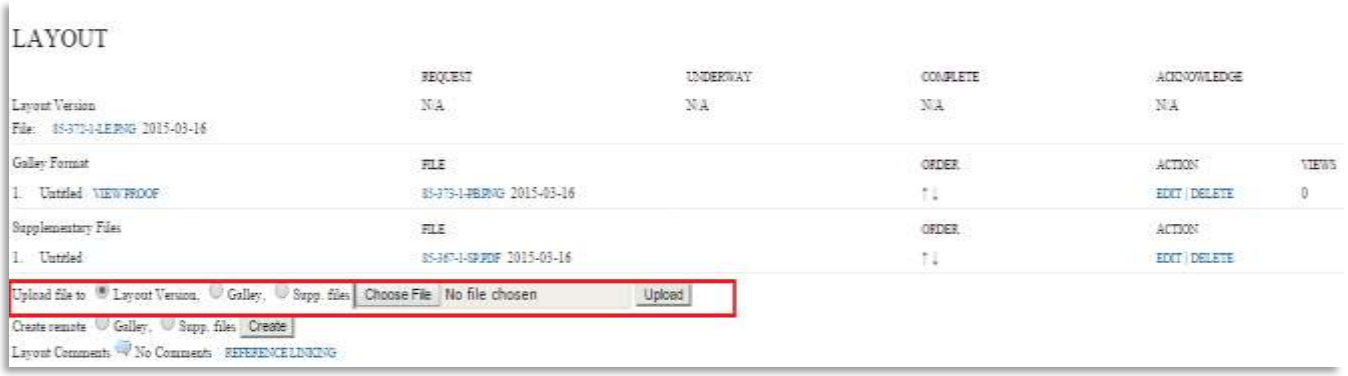


6. Click on COMPLETE after done copy editing.



Step 12:

1. Upload 'Layout Version', 'Galley Format', and Supplementary Files for LAYOUT.

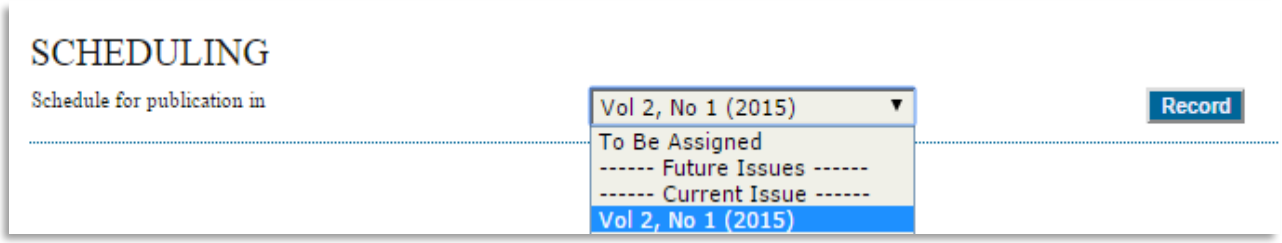


Step 13:

1. Invite Author as proof reader if required.
2. INITIATE Proofreader and Layout Editor.
3. And Click Complete after done proof reading.

Step 14:

1. Record scheduling for publication by select Vol and Click on 'Record' button.



2. Published article can be seen in achieve.