



REVIEWER PORTAL

MPS TUTORIAL

[Abstract](#)

Step by step guide to use reviewer portal

Reviewer's Dashboard:

The Reviewer's dashboard consists of the following sections:

- Manuscript Requested For Review
- Manuscript Requested For Re-Review
- Review Completed

The screenshot shows the MPS Reviewer's Dashboard for Karen Williams. The dashboard is divided into several sections:

- Benefits Available:** A section with three items, each with a 'click here to redeem' button.
 - 50% Fee Waiver on Quick Track charges after accumulating 15 points.
 - 40% Discount on Open Access Publication charges after accumulating 60 points.
 - Free e book of your choice after accumulating 10 points Ebooks available here.
- MANUSCRIPT REQUESTED FOR REVIEW:** A table with columns: Journal, Ref #, Date, Title, and Action. It shows one entry for TJL, BMS-TJL-2022-479, dated Sep 30, 2022, titled 'Testing submission for research article 3453453'. The Action column has buttons for 'View Abstract' and 'Start Review'.
- YOU MAY ALSO REVIEW:** A list of articles with 'View Abstract' and 'I agree to review' buttons.

The left sidebar contains navigation links: Reviewer Portal, Dashboard, User Portal, Support, and User Manuals. The top header shows the MPS logo and 'Powered by Eureka'.

The screenshot shows the MPS Reviewer's Dashboard for Karen Williams, displaying the 'MANUSCRIPT REQUESTED FOR RE-REVIEW' and 'REVIEW COMPLETED' sections.

- MANUSCRIPT REQUESTED FOR RE-REVIEW:** A table with columns: Journal, Ref #, Date, Title, and Action. It shows 'No Submission'.
- REVIEW COMPLETED:** A table with columns: Journal, Ref #, Date, Title, Recommendation, and Rereview Comments. It shows three entries, all with a 'Accepted with minor changes' recommendation.

The right sidebar contains a list of articles with 'View Abstract' and 'I agree to review' buttons. The left sidebar and top header are identical to the previous screenshot.

Manuscript Requested For Review:

In this panel, the following options are available:

View Abstract:

Click on this button to view the abstract.

Yes, I agree to review:

Click on this button to do the review.

Decline:

Click on this button if you are not willing to do the review.

MANUSCRIPT REQUESTED FOR REVIEW

Show entries Search:

Journal	Ref #	Date	Title	Action
TJL	BMS-TJL-2022-79	Oct 03,2022	Testing by xolva -21-2-22 -abcd	View Abstract Yes, I agree to review Decline

Showing 1 to 1 of 1 entries

Previous **1** Next

Note: If you wish to review this manuscript, please click on agree button.

Manuscript Requested for Re-Review:

Upon receiving the revised manuscript from the author, the EIC may assign the manuscript for re-review. The Reviewer can upload the comments by clicking on the “**Upload Comments**” button.

MANUSCRIPT REQUESTED FOR RE-REVIEW

Show entries Search:

Journal	Ref #	Date	Title	Action
TJL	BMS-TJL-2022-79	Oct 03,2022	Testing by xolva -21-2-22 -abcd	Upload Comments

Showing 1 to 1 of 1 entries

Previous **1** Next

On the “**Upload Comment**” button, this section appears. It is mandatory to fill the comment section and upload the file here. Click on the “**upload**” button to end the re-review process.

Upload Rereview Comments

Upload Comments * :

Upload File * :

Browse...

No file selected.

Note : Please fill out fields marked with *

Close

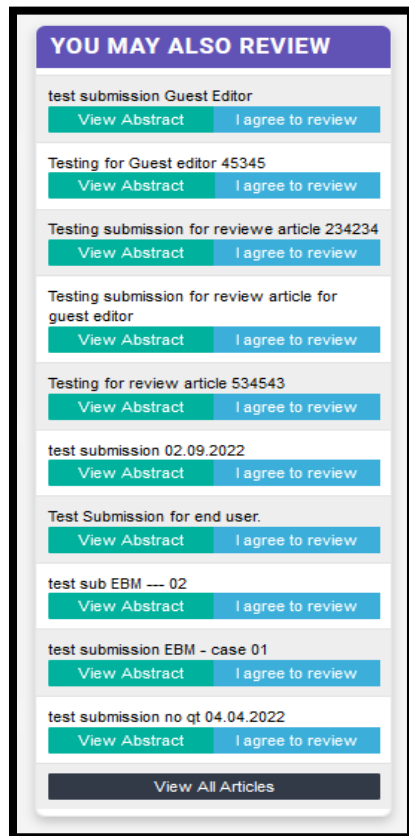
Upload

Review Completed:

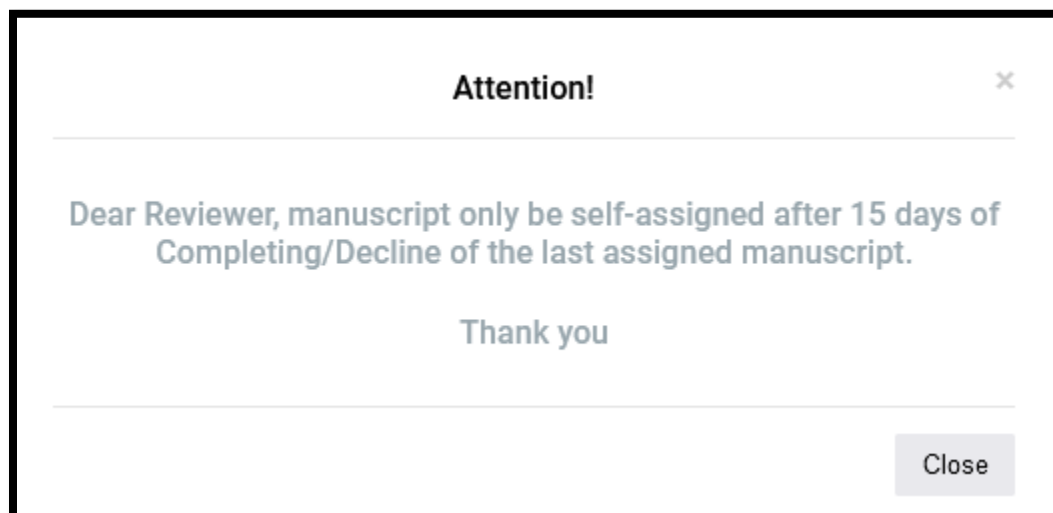
The reviewer can view the manuscripts that have been reviewed in the past.

REVIEW COMPLETED					
Show 5 entries		Search:			
Journal	Ref #	Date	Title	Recommendation	Rereview Comments
TJL	BMS-TJL-2022-479	Sep 30,2022	Testing submission for research article 3453453	Accepted with minor changes	
TJL	BMS-TJL-2022-79	Oct 03,2022	Testing by xolva -21-2-22 -abcd	Accepted with major changes	ReReview Comments
TJL	BMS-TJL-2021-517	Oct 14,2021	Test submission for self assigned review1	Accepted with minor changes	
TJL	BMS-TJL-2022-499	Sep 26,2022	test submission author	Accepted with minor changes	
TJL	BMS-TJL-2022-103	Jun 22,2022	test submission 24/02/2022	Accepted with minor changes	
Showing 1 to 5 of 10 entries				Previous	1 2 Next

On the left side of the panel, you may find the manuscripts for review, but you can select only one. You cannot review more than one manuscript at a time.

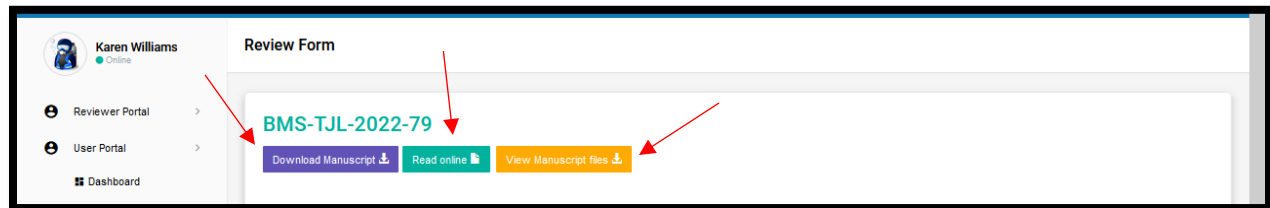


The “**Attention**” pop-up indicates that you must wait at least 15 days to self-assign the manuscript.



Review Form:

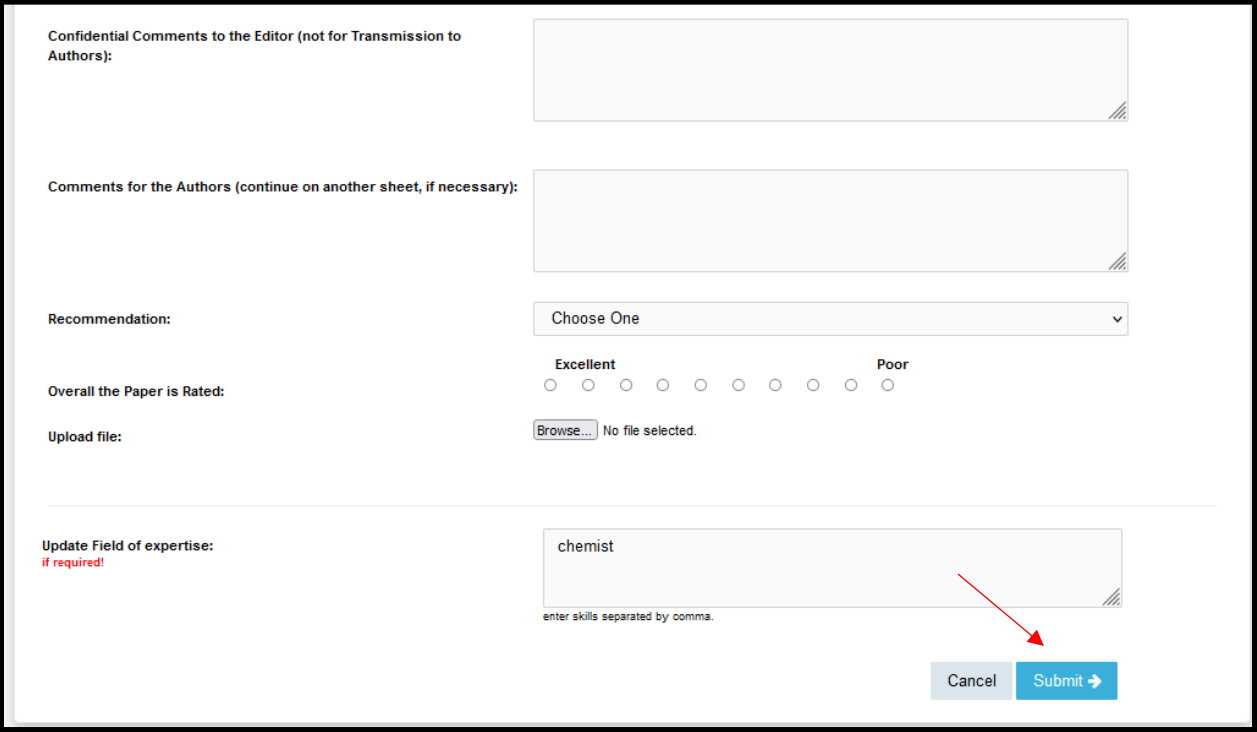
Clicking the “Yes, I agree to review” button will open the Review Form. Here you can download the manuscript file at once or individually, you can also read the online version of the manuscript.



Reviewers are expected to provide a detailed review by selecting the mandatory fields.

Aims & Scope	Yes	No		
Is the article within the scope of the journal?	☐	☐		
	Excellent	Good	Fair	Poor
Originality of the topic	☐	☐	☐	☐
Technical Quality	☐	☐	☐	☐
Importance in its Field	☐	☐	☐	☐
Style & Overall Representation	☐	☐	☐	☐
Readily Understandable	☐	☐	☐	☐
Adequate Illustrations or Drawings	☐	☐	☐	☐
English language	☐	☐	☐	☐
Criterion	Yes	No	N/A	
Does the title represent manuscript's contents?	☐	☐	☐	
Is the Abstract accurate and concise?	☐	☐	☐	
Are the approaches/ methods properly described?	☐	☐	☐	
Are the conclusions and interpretations sound?	☐	☐	☐	
Are the references properly cited?	☐	☐	☐	
Are the references given relevant to the manuscript?	☐	☐	☐	
Is this a new/ original contribution?	☐	☐	☐	
Is it within the scope of the journal?	☐	☐	☐	
Is the sample size adequate for the study?	☐	☐	☐	
Other Specific Criticism	Select			
Imperfect style	☐			
Too long	☐			
References incorrectly presented	☐			
Typographical and Grammatical errors	☐			
Other	☐			
PAPER TYPE:	Choose One v			
Have the following Reporting Guidelines been used by the authors in this study (if applicable)?	Yes	No		
Randomized Controlled Trials – CONSORT – Consolidated Standards of Reporting Trials	☐	☐		
Observational Studies – STROBE – Strengthening the Reporting of	☐	☐		

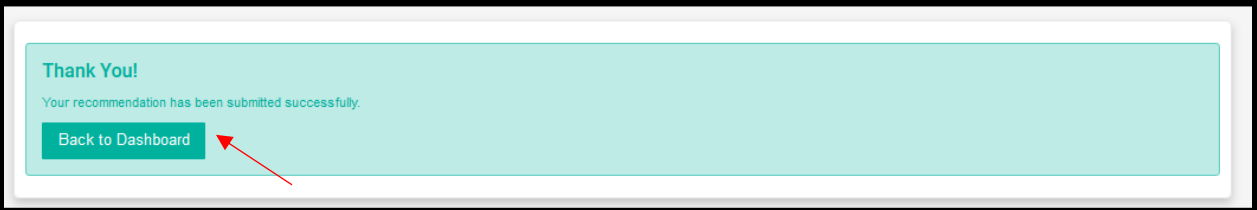
Once the Reviewer Evaluation form is filled, click on the **“Save”** button,



The form contains the following sections:

- Confidential Comments to the Editor (not for Transmission to Authors):** A large text area.
- Comments for the Authors (continue on another sheet, if necessary):** A large text area.
- Recommendation:** A dropdown menu currently showing "Choose One".
- Overall the Paper is Rated:** A row of 10 radio buttons. The first two are labeled "Excellent" and the last one is labeled "Poor".
- Upload file:** A "Browse..." button followed by the text "No file selected."
- Update Field of expertise: if required!** A text input field containing the word "chemist". Below the field is the instruction "enter skills separated by comma."
- Buttons:** "Cancel" and "Submit" buttons at the bottom right. A red arrow points from the "Submit" button to the "Update Field of expertise" input field.

A “Thank You!” message will appear when you click on it. The reviewer can go back to the dashboard by clicking on the **“Back to Dashboard”** button.



The message box contains:

- Thank You!** (in bold teal text)
- Your recommendation has been submitted successfully.
- Back to Dashboard** button: A teal button with white text. A red arrow points to this button.

Redeem Points:

The Reviewer earns five points for each review. The reviewer can redeem Points on Redeem Points Section by availing different offers.

The screenshot displays the MPS Reviewer Portal interface. The top header is blue with the MPS logo and a search bar. The left sidebar contains navigation links: Reviewer Portal, Dashboard, Redeem points (highlighted with a red arrow), User Portal, Read & Publish, Support, and User Manuals. The main content area is titled 'Redeem Points' and shows a summary of points earned, redeemed, and remaining, along with a circular progress indicator for reviews. Below this is a 'Redeem List' table showing available offers and their corresponding points.

Redeem Points Summary:

Total Earned Points	Total Redeem Points	Remaining Points
25	25	0

Redeem List:

Title	Redeem Points	Redeem Date
You have availed Free e book of your choice facility.	10	15-09-2022
You have availed Quick Track facility.	15	15-09-2022

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Activate Windows
Go to Settings to activate Windows.