JISTaP Website Help:
For Reviewers

December 2013

1. Log in to JISTaP Website

-JISTaP website: http://www.jistap.org

- email m.editor@jistap.org to resolve log-in problems

2. Accept (or Decline) Review Invitations

1. Click the "**New Invitations**" link.
2. Click the "**Accept or Decline**" link.

JISTaP — Journal of Information Science Theory and Practice

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Welcome, Kiduk Yang(Logout)
· Change Detail
eISSN : 2287-4577

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REVIEWER ▼

❷ Reviewer's Main Menu

My Assignment
· New Invitations(3) ← **1**
· Incomplete Reviews(5)
· Completed Reviews(54)
· Review History

Make sure "**REVIEWER**" is showing instead of "AUTHOR"

❷ Reviewer's Main Menu > New Reviewer Invitations

● **New Reviewer Invitations**

Total : 3

Manuscript ID	My Reviewer Number	Title	Date Invited (Days Elapsed)	Date Response Due (Days Left)	Review Due (Days Left)	Operations
KISTI-2012-003	1	An Autonomic -Interleaving Registry Overlay Network for Efficient Ubiquities Web Services Discovery Service	2012-04-24 (602)	2012-04-27 (599 Over Due)	2012-04-28 (598 Over Due)	- Manuscript File - Manuscript Info - Files - Letters - **Accept or Decline** ← **2**

2. Accept (or Decline) Review Invitations

1. Click the "**New Invitations**" link.
2. Click the "**Accept or Decline**" link.
3. Select your response (Yes/No) and click the "**Submit**" link.

3. Download the assigned manuscript

1. Click the "**Incomplete Reviews**" link.
2. Click the **Manuscript File** link on the right to download the manuscript file.

    (If the Manuscript File link does not work, click the "Files" link.)
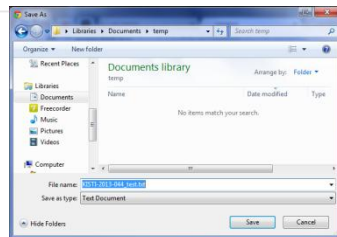
4. Complete the manuscript review according to the Review Guidelines

General Questions
- poor, below average, average, good, excellent

1. How original is the work presented in the paper?
- Is the article sufficiently novel and interesting to warrant publication?
- Does the study extend previous research in an original way?

2. How significant are the contributions of the paper?
- Is the research question an important one?
- Are the findings important enough to warrant publication?

3. Is the content logical and professional?
- Is the article clearly laid out?
- Do authors clearly state their hypothesis, describe the methodology, and explain the findings?

4. Is the writing style and presentation appropriate?
- Is the article well-written?
- Are figures and tables adequate and complementary to the content?

5. How confident are you in your assessment of the paper?
- Is the subject area of the paper in your field of expertise?
- How familiar are you with literature in the field?

Recommendation
- accept, accept w/ revision, rereview after revision, reject

Confidential Comments to the Editor

Comments to the Author
- Originality (Q.1)
- Contributions (Q.2)
- Structure (Q.3)
- Presentation (Q.4)
- Other comments

5. Submit the Manuscript Recommendation

1. Click the "**Submit Recommendation**" link in the **Incomplete Reviews** window.

5. Submit the Manuscript Recommendation

1. Click the "**Submit Recommendation**" link in the **Incomplete Reviews** window.

2. Fill out the Recommendation form and click "**Proceed**"

5. Submit the Manuscript Recommendation

1. Click the "**Submit Recommendation**" link in the **Incomplete Reviews** window.

2. Fill out the Recommendation Form and click "**Proceed**".

3. Review the Recommendation Letter and click "**Send**".