Introduction
As a Reviewer of a manuscript, your input is a crucial part of the peer review process. This guide is intended to give an overview of the Reviewer function.

The Review Process
The steps below are the high-level steps in the review process. This document will describe each of these steps in detail.
1. Receive invitation to review
2. Accept the invitation
3. Review manuscript
4. Complete review online
5. Submit review

Receiving an Invitation
As a reviewer, you will be notified by e-mail of an invitation to review a manuscript.

Responding to an Invitation
The e-mail might come embedded with hyperlink invitation responses. Selecting the appropriate hyperlink sends the response to the journal and updates the system with your response.

Agree: www.manuscriptssubmission.com/ijbas/reviewercrptancestate.php?ir1y=81
Decline: www.manuscriptssubmission.com/ijbas/reviewercrptancestate.php?ir1n=81

If you select the Agreed hyperlink, you will be sent an additional email that contains a link to your reviewer center. Click the link to begin your review.
If you log into your Reviewer Center instead of replying to an email, you will see a notice that you have a new invitation.

If you will accept the review invitation, then you will be taken directly to the submission and the score sheet. In case, if you will Reject the review invitation, then invitation will be disappear from from invitation box. Once you have declined, you will see a thank you notice.
Registration and Login Details

Registration
1. All first time users are required to Register within the system.
2. Once you are registered, you will receive an e-mail with your user name & password, which enables you to access the system.
3. Registering should be completed in less than 5 minutes.
4. For registration follow these instructions.

Procedure
1. To register yourself, click on the highlighted box “Registration”.

1. After clicking on registration “Account Center-Member Registration” form will be opened.
2. You are requested to fill all the fields.
3. It is necessary to fill the (*) fields.
1. Now click on the “Register” and register yourself with “Manuscript Submission.”
Logging In Details
1. Now you have your username & password (received by email), you can access the system.
2. Go to the Journal homepage & click on Login at the top of the screen.
3. Enter in your username & password and log in into the “Manuscript Submission”.

Forget Your Password
If you forget your password, select Reset Password.

Enter your E-mail Address select the Send Reset Link button. The system will send you an e-mail containing details on how to reset your password. In the email you will receive a link by clicking on the link you will go to the page Reset Password. After selecting the new password click on Reset password and your password will be updated.
Reviewing the Manuscript
1. Select the Review role on the top menu.

Access the Manuscript for Review
1. The Reviewer dashboard will show you the number of papers you have to review. You can select from the Action for review.

When you will accept the Action, invitations will go to the assignment History and by clicking on it you can submit your review. Similarly, you will receive an online link in email by clicking on that link, you will be taken to both the PDF proof on the left side of the screen and the score sheet on the right. This type of navigation will allow you to scroll through the PDF proof and have the score sheet next to the area of the document you are reviewing.

Scoring & Submitting Your Review
The format of a score sheet varies by journal and may include journal-specific questions, a recommendation field, comments to the author, comments to the editor, and the ability to attach files.
Once review will be done now you can click on submit and your review for manuscript will be submitted to the journal.