Kerala Veterianry and Animal Sciencs University

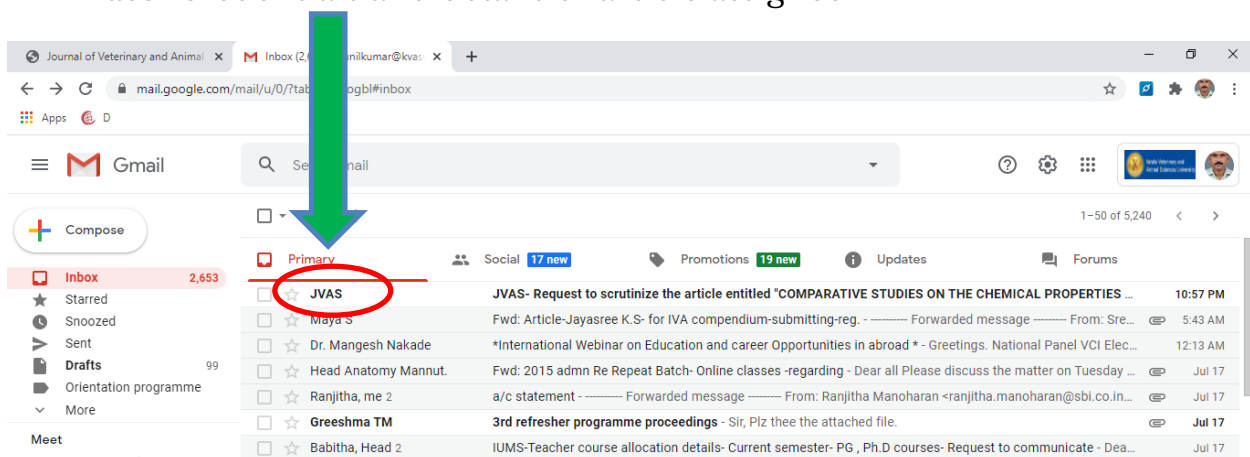# JOURNAL of VETERINARY and ANIMAL SCIENCES
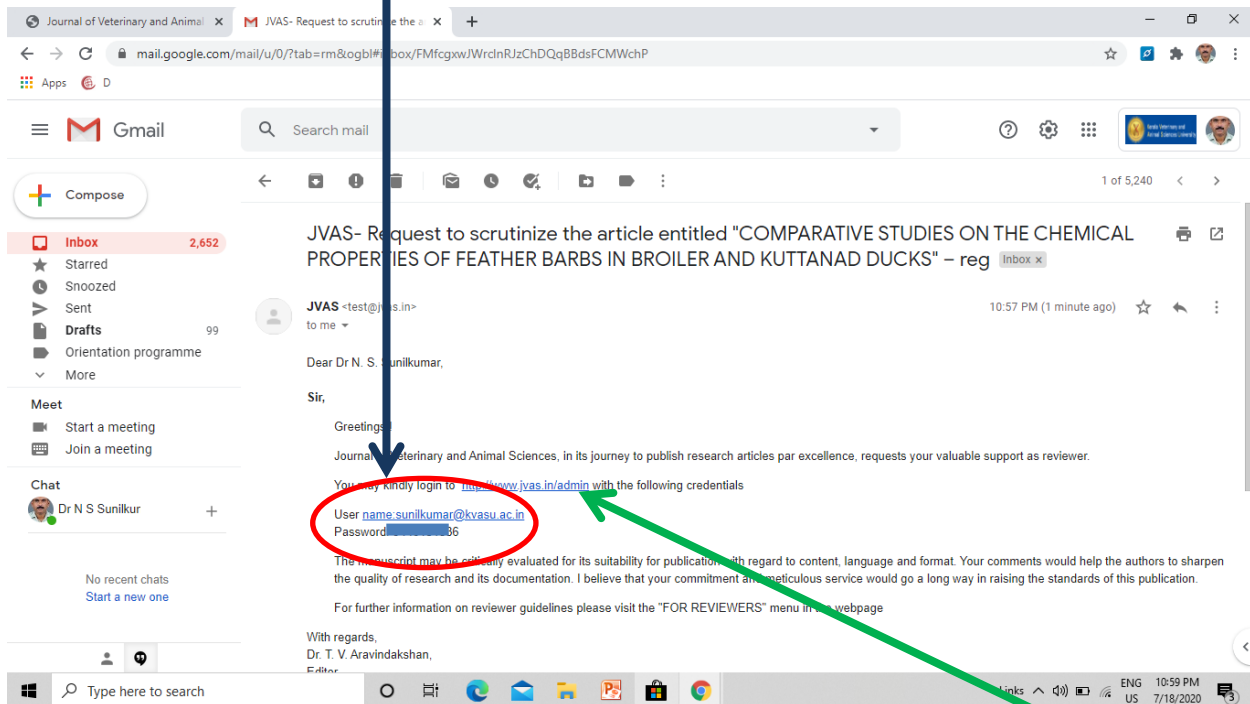
Article Management System

User guide for Reviewers

Step by step user guidelines on how to review the articles through the article management system of the Journal
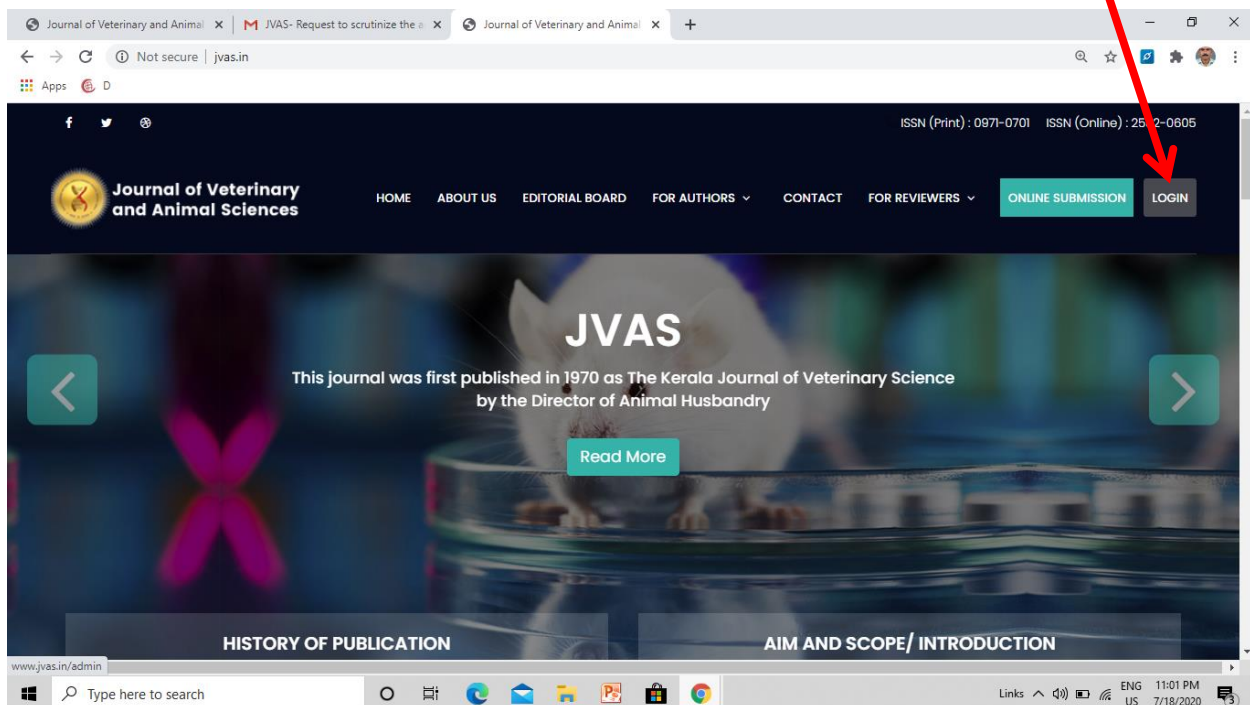
1. When a reviewer is assigned with an article, a mail will be sent with user credentials and details of article assigned
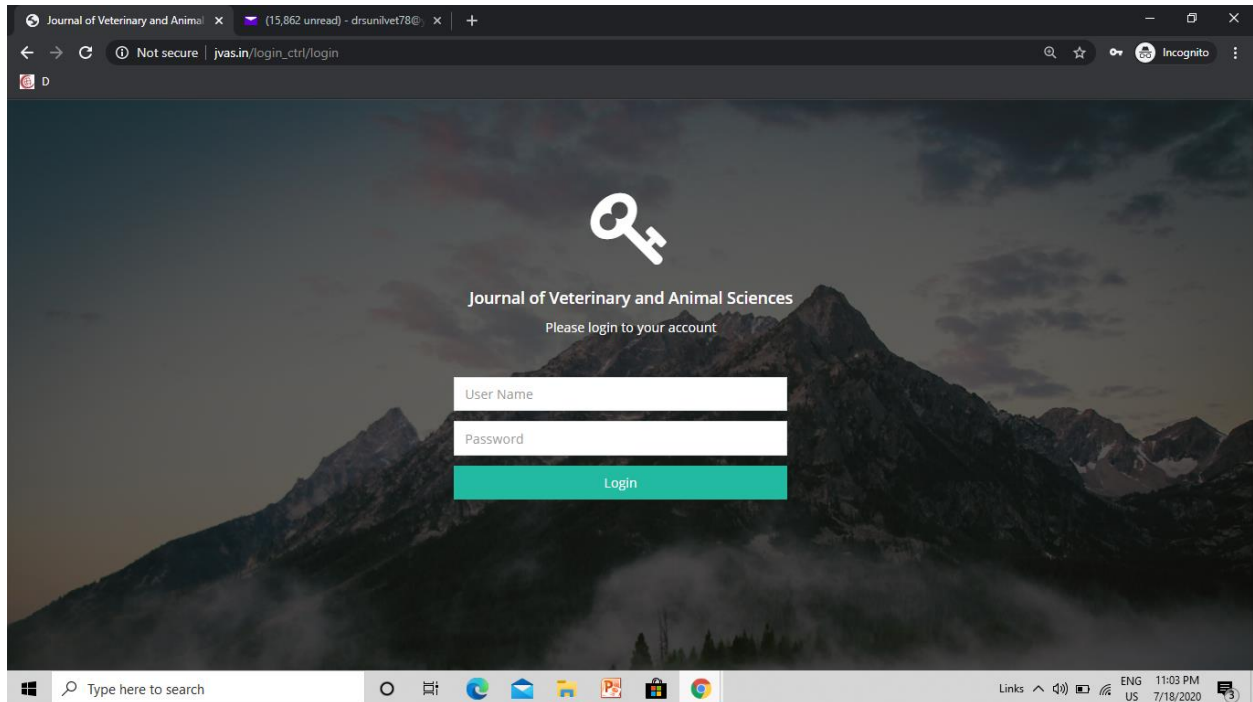
2. The mail contains user id and password for logging in to the article management system of the journal


3. The reviewer can log in to the article management system either through the link provided in the mail or from the journal website: www.jvas.in
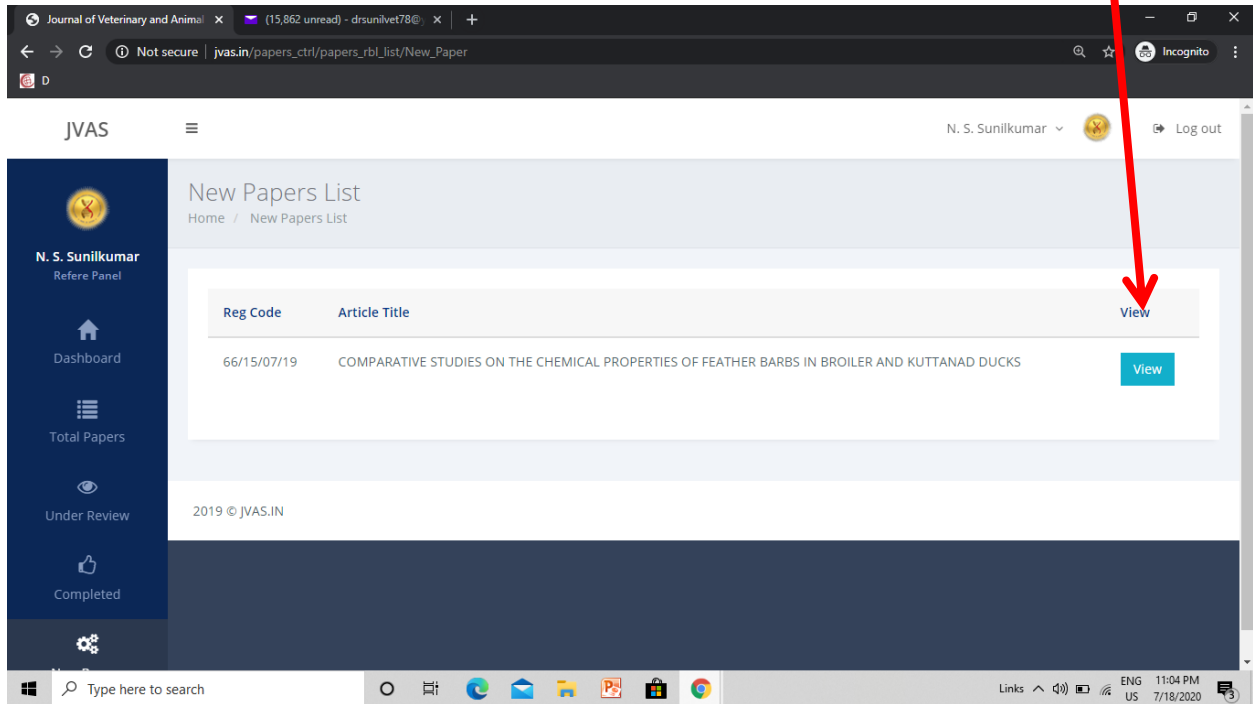
4. Use the user id and password provided with the mail for logging in

5. Once the reviewer logs in, the assigned article/ articles will be listed in the dashboard, and the reviewer can open the newly assigned article by clicking on the "New Paper" link.
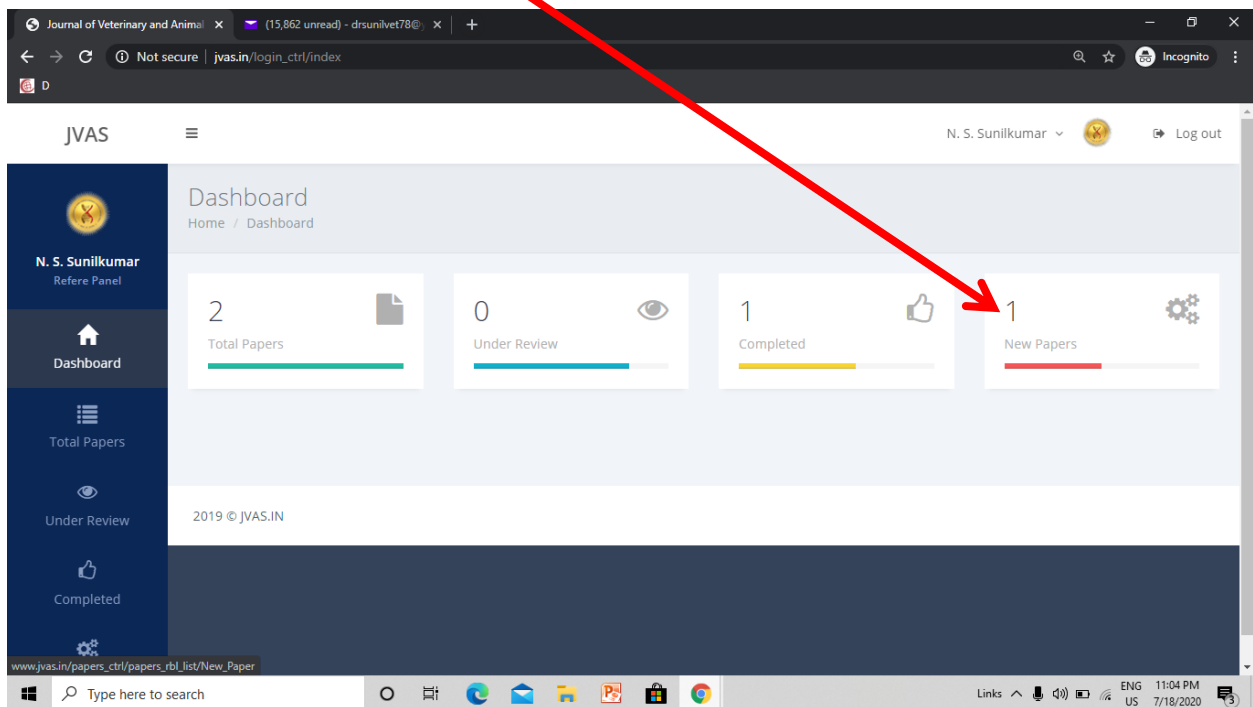
6. The new article assigned will be listed as shown below and click on the view button

7. Now click on the Article Download button
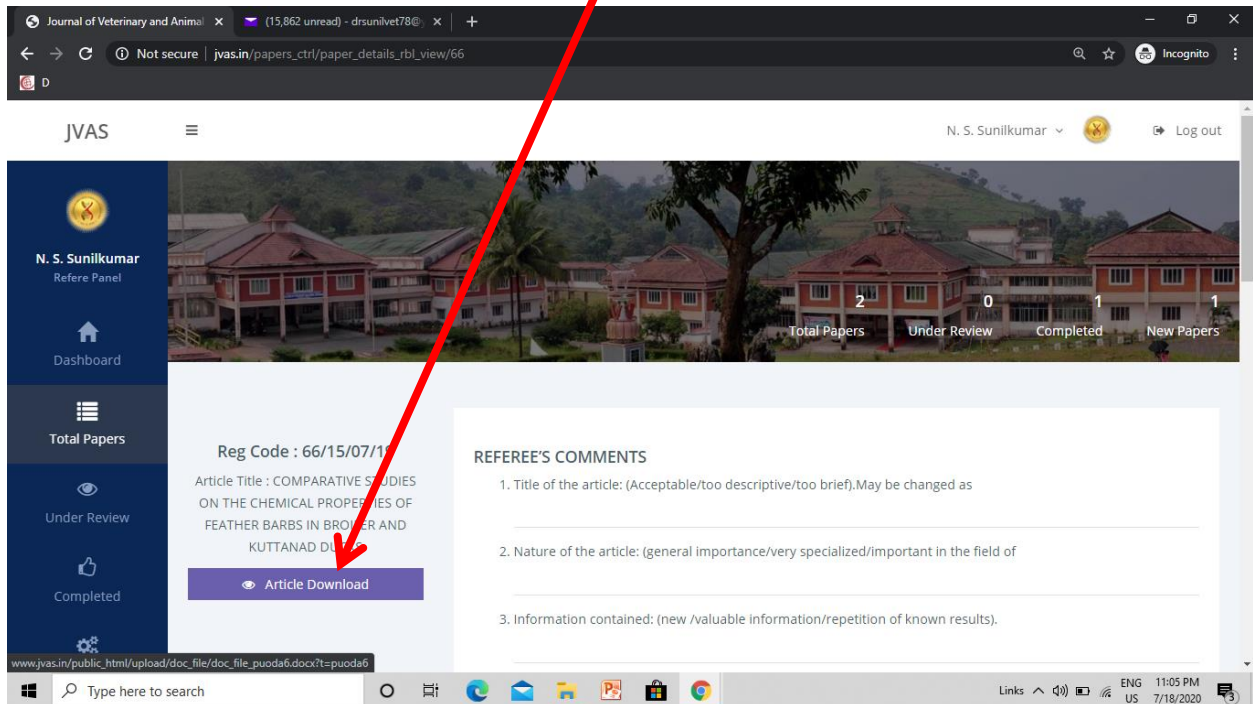
8. The assigned article will be downloaded in word format

9. The article (without disclosing the details of the authors) is ready for review

10. The comments on the article may be added through the review/ track changes mode in MS word
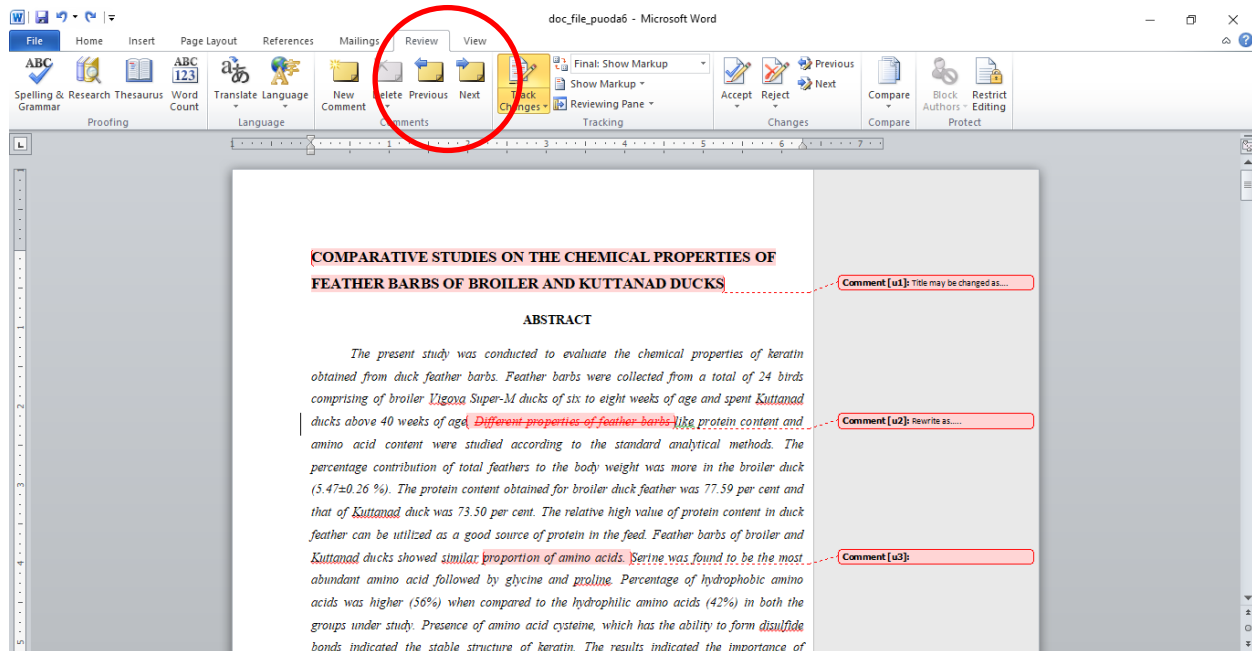
11. Once the review is completed, save the file to any specified location in your system
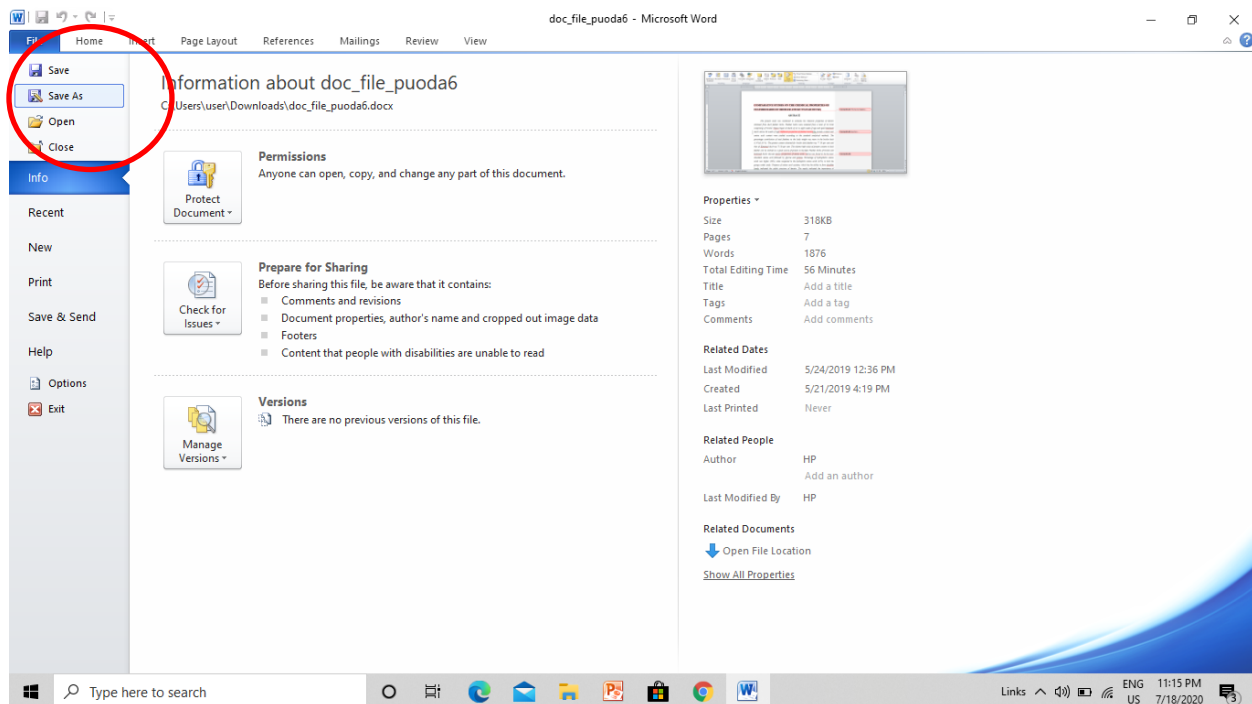
12. In the dashboard, the reviewer can add comments by answering 14 questions listed

13. In the column number 14 you may add any specific comments about the article

14. Now upload the corrected article already saved in the system by clicking on choose file option
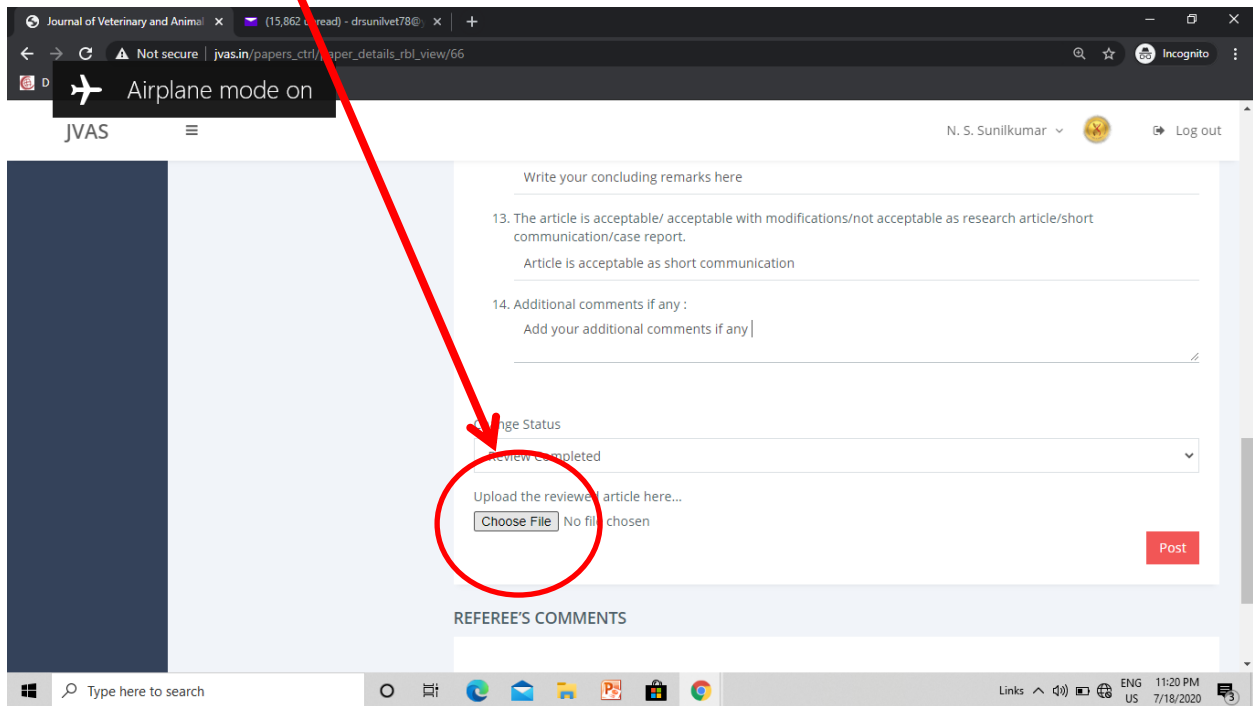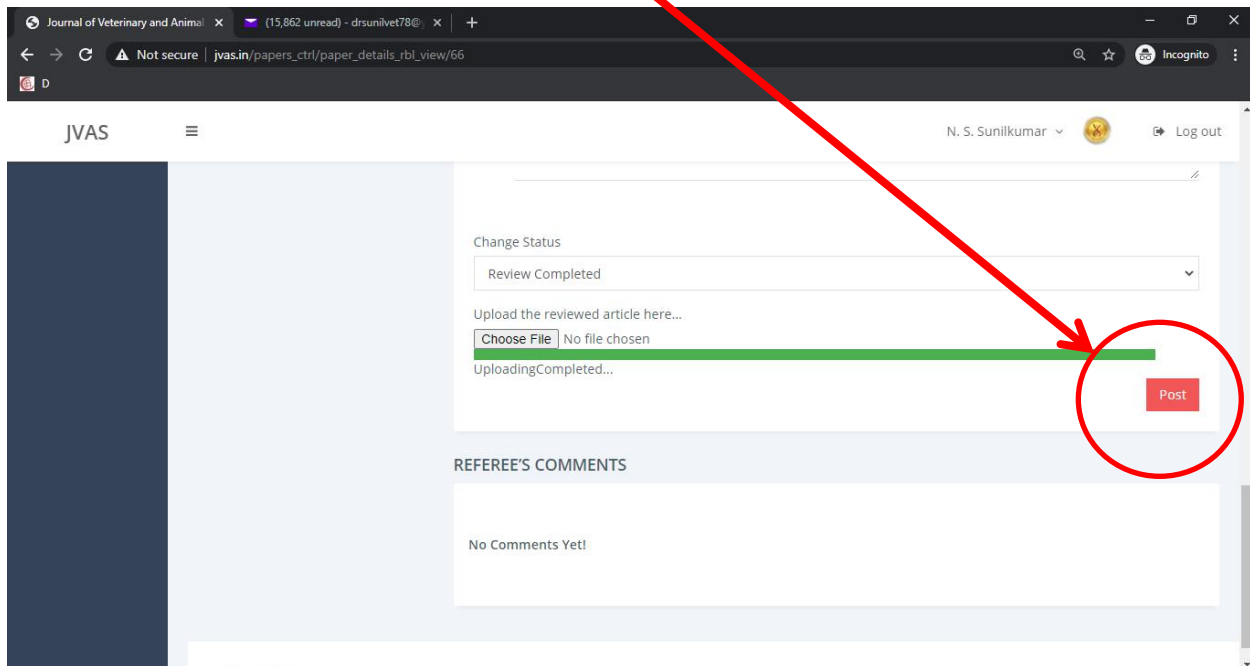

15. Reviewer can select the reviewed article saved in the system and upload it.
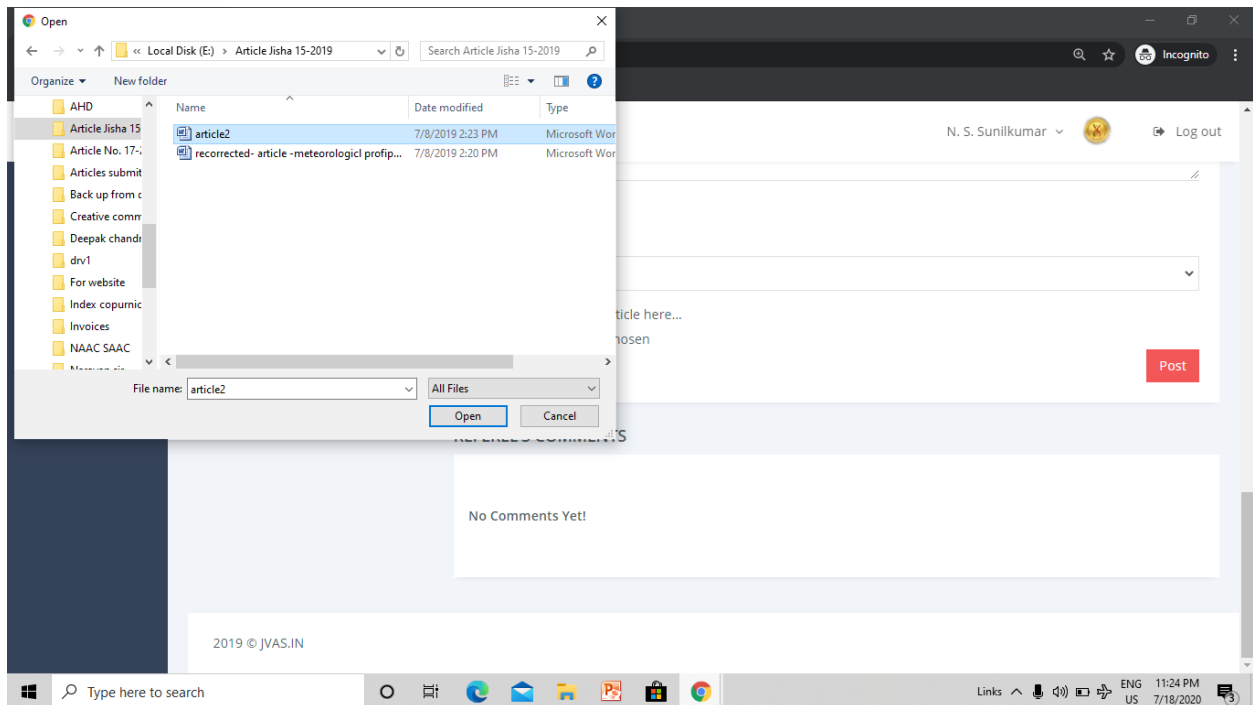
16. Once the uploading is completed a green bar will appear and click on the post button

17. The uploaded article will appear in the bottom of the dashboard. This completes the procedure and the reviewer can logout from the dashboard of article management system.