

To Register the System as a Reviewer

1. First sign in the **Manuscript Management system** and enter and enter your title, name, surname and fill in other related fields in **New Membership** tab.
2. Log in the system with your username and password.
3. Select **My Profile** tab on the top menu and click on **Arrange** button
4. Fill in the required fields in the first part and then click **Save**
5. In the second part, select your research area of Associate Professorship and discipline. Then add key words by selecting your research area of interest. When you are finished, click Save.
6. Reply **Yes** to the question of “**Would you like to be a reviewer?**’ at the bottom of the page and Click **Save**.
7. Your registration will be completed once editor has approved it.

To review a Manuscript

1. Log in with your user name and password
2. Click on the **Reviewer** button in the top menu
3. Click on the **Manuscripts** button in the Reviewer page
4. You will see the title and status of the manuscript to be reviewed. Click on lens symbol under **View** headline on the left side of the screen.
5. You will see information and English abstract of manuscripts on a new browser window. There is a question asking if you accept to review the manuscript at the end of the page. To accept it, click on **I want to review** button.
6. After accepting to review a manuscript, you will be able to download and review the article using the review form opened in the same browser window.
7. If you click on **Save** button at the bottom of the page, it will allow you to save what you have done so far and to continue your work on it later.
8. If you have entirely completed the form and your review is finished, click **Save and Finish**

NOTES

1. Even if you are not an associate professor, please enter your area of expertise in the **associate professorship field**. This is important as you will be asked to review manuscripts matching with your area of expertise
2. All questions in the review form should be marked and the comments sections should be filled. Otherwise, form cannot be submitted.
3. For all enquiries, please contact efdergi@hacettepe.edu.tr