

### Registering Reviewers

If the reviewers have not been registered to the project, please register them via the **REVIEWERS** menu:

The screenshot shows the top navigation bar with the following items: EDITOR HOME, PAPERS, AUTHORS, REVIEWERS (highlighted with a green box), MAIL, SENT MAIL, TITLE INFO, and OPTIONS. Below the navigation bar, there is a title field and a dropdown menu. A message box says "COMMUNICATION BETWEEN ALL EDITORS". Below that, there is a note: "\* - Click to edit value in the column" and "Showing 1 to 7 of 7 entries". At the bottom, there are two buttons: "ADD NEW" and "ADD BULK".

### Assigning Reviewers to Papers

**Option 1.** In your Editor tool, please select the needed paper from the **PAPERS** menu, go to **Edit Reviewers** tab and use the relevant button **Assign Reviewer**:

The screenshot shows the "PAPERS" menu highlighted in the top navigation bar. Below it, there is a title field and a dropdown menu. A message box says "COMMUNICATION BETWEEN ALL EDITORS". On the left side, there is a list of tasks: 1. Edit Paper, 2. Edit Authors, 3. Edit Keywords, 4. References, 5. Copyright Agreement, 6. Checklist, and 7. Edit Reviewers (highlighted with a green box). On the right side, there is a section titled "Reviewers" with a paper title field. Below it, there is a message: "Paper doesn't have any reviewers. Please use the button below to add a new reviewer to current paper." and a button "ASSIGN REVIEWER" (highlighted with a green box and a hand cursor).

The list of reviewers registered to your project will appear. Please tick the appropriate reviewer and send the notification about the assignment.

### Assign Reviewers

**Paper:** *Impact of nanoscale structure on the mechanical properties of polymer nanocomposites*

#### Assigned reviewers:

Current paper has no assigned reviewers.

#### Not assigned reviewers:

Show By:  
10

REVIEWER	EMAIL	CODE	ASSIGNED/REVIEWED	
			4 / 0	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

<< < 1 > >>

**EDIT E-MAIL** STANDARD E-MAIL DO NOT NOTIFY

\* Click one of the options to assign a reviewer with or without notification.

By clicking **EDIT E-MAIL** button you will be re-directed to the **MAIL** page where you can send out the notification with log in credentials. Please use the "Reviewer assigned" template (will be selected automatically) or create your own text:

EDITOR HOME PAPERS AUTHORS REVIEWERS **MAIL** SENT MAIL TITLE INFO OPTIONS

Title

COMMUNICATION BETWEEN ALL EDITORS

Send e-mail to:

☐ All authors  
☐ All reviewers  
☐ All missing reviews which were asked for  
☐ All authors in "revisions" status  
☐ All authors with Accepted papers  
☐ All authors, which have not submitted their paper  
☒ Individual for **Dr. J. Doe**

Estimated recipients count: 1

Message

Reply-To

"Heat Transfer and Fluid Flow in Separ..." <9783035718850@scientific.net>

Subject \*

{TITLE\_NAME}

<

B

I

A

Dear Dr. (PERSON\_FNAME) (PERSON\_LNAME),

This is a notification that you have been registered as a reviewer for papers in the «{TITLE\_NAME}».

As soon as you are assigned a paper to review, you will be able to see it in your account. Please go to the publisher's website (HOST) and log in using the credentials below.

Username : (PERSON\_LOGIN)

Password : (PERSON\_PASSWORD)

After you log in please select «Reviewer» and then «Papers» from the menu.

Best regards,

(EDITOR\_NAME)

(EDITOR\_EMAIL)

My Templates:

Standard \*

Custom

Re-reviewer assigned

Review approved

**Reviewer assigned**

Reviewer registered

Standard Paper Request

« PERSON TITLE »

« FIRST NAME »

« LAST NAME »

« EMAIL »

« LOGIN »

« PASSWORD »

« AUTHOR CODE »

« REVIEWER CODE »

« EDITOR NAME »

« EDITOR EMAIL »

« TITLE NAME »

« START AUTHOR DATE »

« END AUTHOR DATE »

« START REVIEWER DATE »

« END REVIEWER DATE »

« START REVISION DATE »

« END REVISION DATE »

« PAPER NAME »

SEND

PREVIEW

RECIPIENTS

SAVE AS TEMPLATE

**Option 2.** You can assign the paper to the appropriate reviewer via the **REVIEWERS** menu by clicking on **ASSIGNED/REVIEWED** column of the table:

**EDITOR HOME**   **PAPERS**   **AUTHORS**   **REVIEWERS**   **MAIL**   **SENT MAIL**   **TITLE INFO**   **OPTIONS**

---

Title  
 COMMUNICATION BETWEEN ALL EDITORS

Show By:  
 10

FIRST NAME	LAST NAME	EMAIL	REV.CODE*	ASSIGNED/REVIEWED	DELETE
Rajendra	Mishra	mishra@univ.kyushu-u.ac.jp		5/5	<input checked="" type="checkbox"/>
Rajendra	Singh	singh@univ.kyushu-u.ac.jp		13/13	<input checked="" type="checkbox"/>
Rishi	Kumar	kumar@univ.kyushu-u.ac.jp		4/4	<input checked="" type="checkbox"/>

You will be re-directed to a page where you can select and assign papers which are not yet assigned to the selected reviewer. Please go to the relevant block “**Not assigned papers**”, tick necessary papers and proceed with mailing as described in **Option 1**:

**Not assigned papers:**

Show By:  
 10

PAPER TITLE	CHAPTER	AUTHOR	ASSIGNED/REVIEWED	
Enhancement in Mechanical Properties of Poly Monomers Deposited by Electron Beam Evaporation		POHAR PRAS	32/1	<input type="checkbox"/>
Optical Characterizations and Gas Detection Study of Nitride-Metalorganic Thin Film Systems		Wahid Benmounem	0/0	<input type="checkbox"/>
Investigation of the Nanocomposite and Nanoparticles of poly (vinylidene fluoride)		Waleed Al. Shanna	0/0	<input type="checkbox"/>
Study on Electrical, Structural Properties and Hydrolytic Degradation of Poly Monomers		Mani Jangal	28/2	<input type="checkbox"/>
Study on Engineering Properties of Concrete-Containing Marble Powder as Substitutes		Imenah Komer	10/2	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

<< < 1 > >>

EDIT E-MAIL

STANDARD E-MAIL

DO NOT NOTIFY

## Reminding Reviewers

This option is available from the **PAPERS** menu. Please select the relevant paper, go to **Edit Reviewers** tab and use the relevant button **REMIND REVIEWERS**.

EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS

Title: **Heat Transfer and Fluid Flow in Deposition and Transport Processes**

COMMUNICATION BETWEEN ALL EDITORS

1. Edit Paper



2. Edit Authors



3. Edit Keywords



4. References



5. Copyright Agreement



6. Checklist



7. Edit Reviewers



### Reviewers

Paper: **Heat Transfer and Fluid Flow in Deposition and Transport Processes**

FIRST NAME	LAST NAME	EMAIL	CODE	REVIEW STATUS
Mani	Jangal	manijangal@gmail.com		Assigned (not started)

ASSIGN REVIEWER

REMIND REVIEWERS \*

\* send email to reviewer(s) who was assigned to review the paper and hasn't provided the report

You will be re-directed to the **MAIL** page. The “Reminder reviewers” template will be automatically applied. You can amend it as necessary.

### My Templates:

Standard \*

Custom

- Paper requires revision
- Paper submitted
- Reminder reviewers
- Re-reviewer assigned
- Review approved

### Approving Reviewer's Report

After the reviewer submits the report, the editor evaluates it and in the absence of objections approves it. Please click on numbers in the **REVIEWS** column for the relevant paper:

<a href="#">2022-03-28 14:35</a>	In Review	<a href="#">2/1/0</a>	<a href="#">[Reviewer's Report]</a>
----------------------------------	-----------	-----------------------	-------------------------------------

The report will appear in a separate window. To approve, please press **APPROVE** button:

### Reviewer's Report

Reviewer [\[Reviewer's Name\]](#) 2022-01-14 08:42
 APPROVE

Title: [\[Title\]](#)  
 Paper: [\[Paper\]](#)  
 Author(s): [\[Author\(s\)\]](#)

### Making Review Report Available to Authors

After approval of the review report, please set **Revisions** status to the relevant paper:

<a href="#">2022-03-28 14:35</a>	In Review	<a href="#">2/1/0</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-28 14:33</a>	In Review	<a href="#">3/0/0</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-27 14:20</a>	In Review	<a href="#">3/1/0</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-28 14:41</a>	In Review	<a href="#">4/3/2</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-21</a>	In Review	<a href="#">[Reviews]</a>	<a href="#">[Reviewer's Report]</a>

In this status, authors are able to re-upload the revised manuscript from their Author tool in the Edit Paper menu. When the revised manuscript is re-uploaded, the status will automatically change to Revised.

### Final Decision on the Paper

**Note: every paper shall be reviewed by at least 2 independent reviewers (minimum 2 reports shall be submitted).**

When the review process is completed and the paper is successfully revised, the editor should Accept or Reject the paper according to the evaluation results.

<a href="#">2022-03-28 14:35</a>	In Review	<a href="#">2/1/0</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-28 14:33</a>	In Review	<a href="#">3/0/0</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-27 14:20</a>	In Review	<a href="#">3/1/0</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-28 14:41</a>	In Review	<a href="#">4/3/2</a>	<a href="#">[Reviewer's Report]</a>
<a href="#">2022-03-21</a>	In Review	<a href="#">[Reviews]</a>	<a href="#">[Reviewer's Report]</a>