

# JOURNAL OF BUSINESS ADMINISTRATION

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Manual of Online Reviewing System

【 For reviewer 】

# » For the **first time** becoming our reviewer, you will receive the mail to **Activate Your Reviewer Account.**

Journal of Business Administration - Activate Your Reviewer Account.

jrs@mail.edubook.com.tw

(This is an automatically generated email. Please do not reply.)

Dear Reviewer

We would like to invite you to review the paper below.  
Please use the account name and email address provided to log in to the system.  
Update your profile. and submit your review.

Website: [http://jrs.edubook.com.tw:80/JBA/reviewer\\_index.zul?locale=zh\\_TW](http://jrs.edubook.com.tw:80/JBA/reviewer_index.zul?locale=zh_TW)

Account: ● You're mail address is your account

Email: 09d963d6b556 ● The system will provide you a random code as the password at first.

Thank you very much. Please do contact us if you have any questions.

Best wishes

Journal of Business Administration Editorial Board

Address:151, University Rd., San Shia District, New Taipei City, 23741 Taiwan

Phone:02-86715913

Fax:02-8671-5912

- Notice : Do not reply the mail directly.  
For more contact info:
  - mail: [ntpujournal@gmail.com](mailto:ntpujournal@gmail.com)
  - phone: 02-8671-5913

# » Click the **link** on the email, you will see the **login page**.

**E-Journal Review System**      企業管理學報

login

來自 jrs.edubook.com.tw  
請更換您的登入密碼

3. For the first time logging in,  
the system will remind setting new password.

確定

中文 | English

reviewer log in

email: 1. Please enter your email.

password: .....

captcha: xdn3c

enter captcha: xdn3c

send   rewrite   **forget password**

2. Please enter the random code  
provided by the previous mail.

● If you forget the password, click here and  
receive the mail of password information.


# » Enter to the system.


## function list


hi | Reviewer


log out


## reviewer

 paper pending

 Reviewed papers

 personal information

 message to editor

 file download

Email of Editorial Board  
ntpujournal@gmail.com

## Calendar

Nov 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

## personal information

### Personal information

email: ● Your email address

password: ● Please remember to reset your password  ; in capital or small and limitation for at least six letters for password.

password (repeat):

language: English ▾

\* name: Reviewer's Name

affiliation:

position: professor ▾  Please fill in specific current position, like assistant or secretary.. etc. while you choose Other.

contact phone:  [ Please add country code if outside Taiwan ]

mobile phone:

\* specialty: ● Your research specialty

contact email:  [ You may add other contact email(s) except this registered email ]  
Right click to delete

address:

# » When receive the mail of Invitation to Review a Paper

Journal of Business Administration - Invitation to Review a Paper

jrs@mail.edubook.com.tw

(This is an automatically generated email. Please do not reply.)

Dear Reviewer

Our editor in chief has recommended you as a reviewer of the following paper.

Title (in Chinese):

Abstract (in Chinese):

Title (in English):

Abstract (in English):

- 1. You will get the information(title and abstract) about the paper.

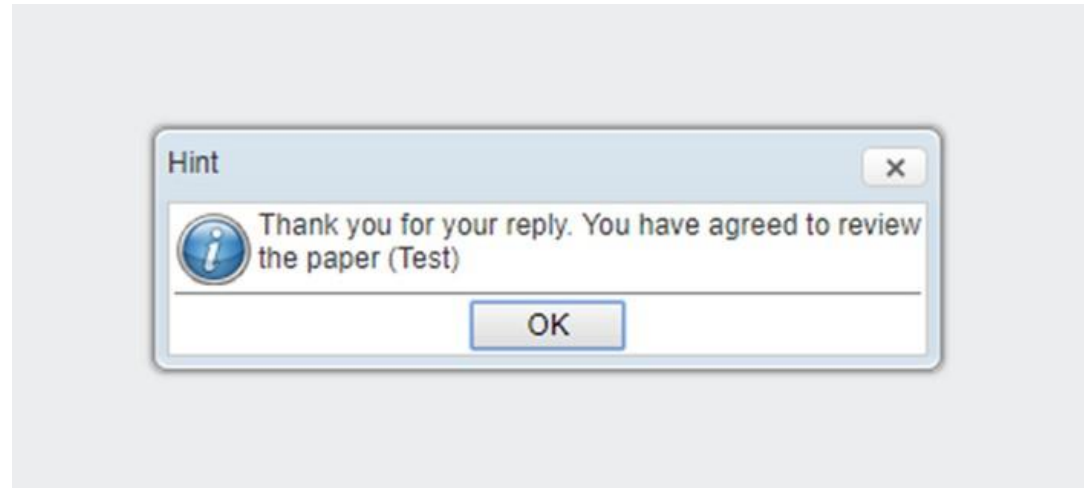
If you agree to review this paper, please click here ( [accept](#) ).

If you are unable to review the paper, please click here ( [reject](#) ).

Thank you very much for your time.

- 2. Please reply your decision (accept or reject the review) by click the link.

» If you click the **accept** button and agree to review the paper, you will see the **hint**.



» And you will receive the mail that **Thank you very much for your reviewing our manuscript.**

Journal of Business Administration – Thank you very much for your reviewing our manuscript

[jrs@mail.edubook.com.tw](mailto:jrs@mail.edubook.com.tw)

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(This is an automatically generated email. Please do not reply.)

Dear Reviewer

Thanks for your reply. You've agreed to be the reviewer for this article.  
Thank your very much for your reviewing our manuscript.

Title in (Chinese): 測試測試

Title in (English): Test

If you have any further questions. please feel free to contact us.  
Thanks!

Best wishes

Journal of Business Administration Editorial Board  
Address:151, University Rd., San Shia District, New Taipei City, 23741 Taiwan  
Phone:02-86715913  
Fax:02-8671-5912

# » To log in the online reviewing system

[http://jrs.edubook.com.tw/JBA/index\\_login.zul?locale=zh\\_TW](http://jrs.edubook.com.tw/JBA/index_login.zul?locale=zh_TW)



- Click the reviewer and enter to the log in pate.

系統發生非預期錯誤, 請確認網址是否正確, 或返回上一頁重新執行!

- Notice : If you see the wrong message, just return to the previous page and try the process again.



# » login page: Enter your information.

E-Journal Review System

企業管理學報

login

中文 | English

reviewer log in

email:

1. Please enter your email.

password:

\*\*\*\*\*

captcha:



enter captcha:

xdn3c

send

rewrite

forget password

2. Please enter the random code provided by the previous mail.

- If you forget the password, click here and receive the mail of password information.

# » Enter and see the paper pending.

function list

hi Reviewer  
log out

reviewer

paper pending

Reviewed papers

personal information

message to editor

file download

Email of Editorial Board  
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Calendar

Nov 2018

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25	26	27	28	29	30	1

paper pending

review checklist

review period [ ] ~ [ ] search reset

No.	paper No.	title	Date of subm	review status	result for 1st r	date for 1st r	date for author	result for 2nd revi	date for 2n	date for author	review peri
1	18024	Test	2018-05-25	Sent/invited	initial			initial			2018-11-23

1. Click here and you can see the paper pending.

- Notice :  
The system will automatically set the review period as two weeks after accepting.  
But you will have ONE MONTH to review the paper after your accepting.

# » Click the paper you can download the manuscript and write your review comments.

The screenshot shows a web interface for a journal reviewer. On the left is a sidebar with a 'function list' containing 'log out', 'paper pending', 'Reviewed papers', 'personal information', 'message to editor', and 'file download'. The 'file download' item is highlighted with a red box and an arrow pointing to the 'Initial review comments' section. The main area is titled 'paper pending' and contains a 'review checklist' table with one entry: No. 1, paper No. 18024, title 'Test', Date of subm. 2018-05-25, review status 'Reviewer accepted', result for 1st r. 'initial', and date for 2nd review 2018-11-23. Below the table is a 'survey form' with fields for title (Test), review period (2018-11-23), and word count (123). A yellow bar highlights the '18024 Original manuscript' link and the 'Click here to download' button. A red box highlights the 'Initial review comments' section, which contains the text 'test'. A red arrow points from the 'file download' link in the sidebar to this section. A blue box highlights the '18024 Original manuscript' link and the 'Click here to download' button. A blue arrow points from the '18024 Original manuscript' link to the 'Initial review comments' section.

function list

hi Reviewer

log out

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Calendar

Nov 2018

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paper pending

review checklist

review period [ ] ~ [ ] search reset

No.	paper No.	title	Date of subm.	review status	result for 1st r.	date for 1st r.	date for author	result for 2nd review	date for 2nd review	date for author	review period
1	18024	Test	2018-05-25	Reviewer accepted	initial			initial			2018-11-23

survey form

title: 測試測試 title: Test

review period: 2018-11-23 word count: total 123 words

paper content (open a new page)

18024 Original manuscript Click here to download

Initial review comments

test

author reply

1. Click to download the original manuscript

2. You can enter your comments in the column directly.  
Or you can click the "file download" on the left column to download the reviewing sheet to help you. Fill out the sheet and upload the file.

# » Complete the review

The screenshot displays a web interface for a journal review system. On the left, there is a sidebar with a user profile for 'hi (Test)許家瑄' and a 'log out' button. Below this are navigation links for 'paper pending', 'Reviewed papers', 'personal information', 'message to editor', and 'file download'. At the bottom of the sidebar is a calendar for November 2018. The main content area is titled 'paper pending' and contains a 'review checklist' table. The table has columns for 'No.', 'paper No.', 'title', 'Date of submit', 'review status', 'result for', 'date for 1st r', 'date for author', 'result for 2nd rev', 'date for 2n', 'date for author', and 'review peri'. A row is highlighted with 'No. 1', 'paper No. 18024', and 'title Test'. A 'Hint' dialog box is overlaid on the table, stating 'Your reply to review comments was successful' with an 'OK' button. Below the table, there are sections for 'Initial review comments' (with radio buttons for 'words' and 'upload file') and 'author reply'. At the bottom, there are radio buttons for 'Accepted for publication', 'Accepted for publication pending revisions', 'Review again after revision', and 'Rejected', followed by a 'send' button and a reminder: '(Reminder : This decision can't be changed after send out.)'.

No.	paper No.	title	Date of submit	review status	result for	date for 1st r	date for author	result for 2nd rev	date for 2n	date for author	review peri
1	18024	Test						initial			2018-11-23

Initial review comments:  words  upload file (Please select one of it.) You can use the review form on the left side of function list.

author reply

Accepted for publication  Accepted for publication pending revisions  Review again after revision  Rejected

send (Reminder : This decision can't be changed after send out.)

4. The system will give the hint when your reply is successful.

1. To write your comments, enter your words or upload file.

2. Give the final decision of the paper.

3. Send the review comments.