

EDITOR

User Manual

Security and Information Applications (JSIA) – Guide for Editors (Senior Editor / Editor / Associate Editor)

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CHAPTER 1

Signing In and the Dashboard

The Assigned to me view shows submissions assigned specifically to you.

ALL EDITORS

Sign in at ejournal.um.edu.my/index.php/JSIA. The **Assigned to me** view on the dashboard shows submissions assigned specifically to you.

Only submissions the Editorial Manager assigned to you will appear in your queue.

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CHAPTER 2

Reviewing a Submission and Sending for Review

The first step for every new submission: check it and open a review round.

EDITOR

- 1 Open the submission from **Assigned to me** → the **Submission** tab.
- 2 Check the manuscript files and metadata (title, abstract, authors).
- 3 If it should proceed, click **Send for Review** in the decision panel on the right.

This opens the **Review** tab with Round 1 for that submission.

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CHAPTER 3

Assigning Reviewers

JSIA requires at least 2 reviewers per submission, double-blind.

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In the **Review** tab, Round 1 section, click **Add Reviewer** to open the search panel:

The Add Reviewer search panel — search by name, expertise, or current active-review count.

- 1 Search by name or expertise (only reviewers who accepted their invitation will appear).
- 2 Click **Select Reviewer** on the chosen name.
- 3 Under **Review Type**, choose **Anonymous Reviewer/Anonymous Author** (double-blind, JSIA default).
- 4 Set the response due date and the review due date.
- 5 Check/edit the invitation email, then click **Add Reviewer** to send it.

JSIA requires at least **2 reviewers** per submission (double-blind, 4-week window). Repeat the steps above for the second reviewer.

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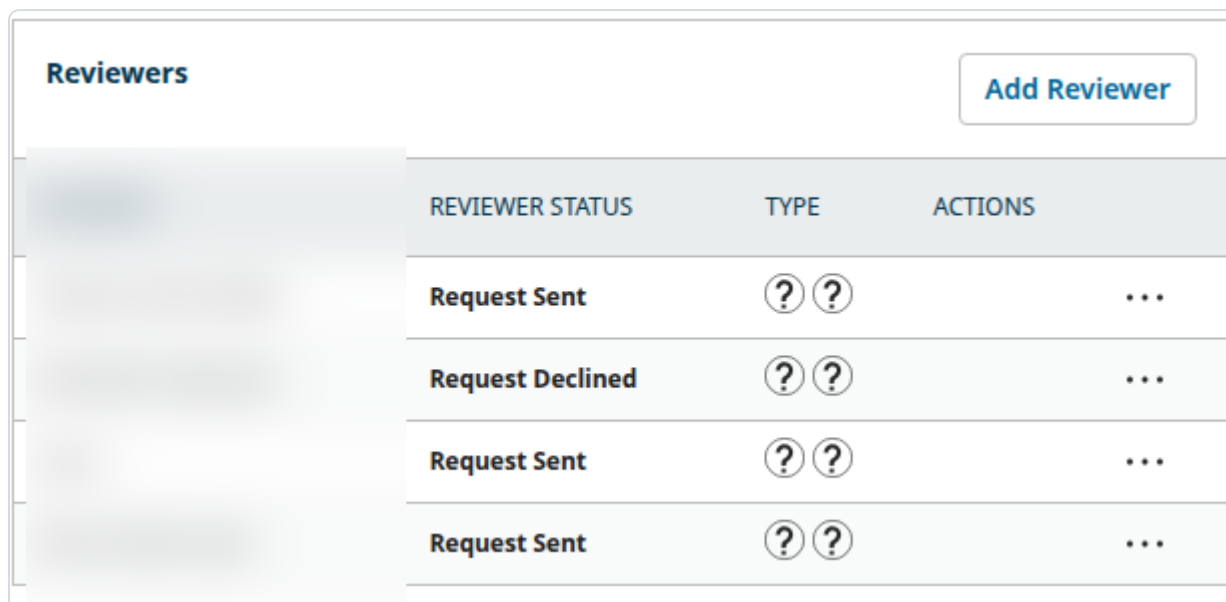
CHAPTER 4

Monitoring Review Status

Track each reviewer's status and send a reminder if they are slow to respond.

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Each reviewer in Round 1 has a status such as **Request Sent** → **Request Accepted** (or **Request Declined**) → **Completed** once the review is submitted.



Reviewers			
	REVIEWER STATUS	TYPE	ACTIONS
[Blurred]	Request Sent	??	...
[Blurred]	Request Declined	??	...
[Blurred]	Request Sent	??	...
[Blurred]	Request Sent	??	...

The Reviewers panel in Round 1 (reviewer names blurred).

- If a reviewer is slow to respond, click the ... menu on the reviewer's row → **Email Reviewer** to send a reminder.
- If a reviewer declines, add a replacement with **Add Reviewer** again.
- Once all reviews are submitted, open each review with **Read Review** on the reviewer's row (or the ... menu → **Review Details**).

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CHAPTER 5

Making an Editor Decision

After reading all reviewer comments, the editor makes one of four decisions.

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In the decision panel on the right of the Review tab, choose one:

- **Request Revisions** — ask the author for changes; you choose whether the revised version needs a new review round
- **Accept Submission** — the manuscript is accepted
- **Create New Review Round** — starts Round 2 after the author resubmits a revised manuscript
- **Decline Submission** — rejected

Every decision sends an automatic email to the author. Check the email text before sending.

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CHAPTER 6

After Acceptance: Production and Publication

An accepted submission moves through copyediting and production before it is published.

SENIOR EDITOR / MANAGING EDITOR

- 1 Make sure the author has uploaded a signed **Copyright Transfer Agreement (CTA)**.
- 2 Review the galley (final PDF) before it is scheduled for publication.
- 3 Notify the Editorial Manager for article number, DOI and Early Access publication steps.



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