

REVIEWER

User Manual

Security and Information Applications (JSIA) — Guide for Reviewers

PUBLISHED BY



UNIVERSITI
MALAYA

Centre of Research for Cyber Security and Network (CSNET)
Universiti Malaya
ejournal.um.edu.my/index.php/JSIA

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01

CHAPTER 1

Accepting a Review Invitation

A review invitation arrives by email and should be answered as soon as possible.

REVIEWER

When an editor selects you as a reviewer, you will receive an **invitation email** from JSIA.

- 1 Open the email and click the link to sign in to the system.
- 2 On the dashboard, the **Action Required by me** tab shows invitations waiting for your action.

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My Assignments as Reviewer

1 Action Required by me

1 All assignments

0 Completed

0 Declined

0 Published

0 Archived

Action Required by me (1)

Filters

Search submissions, ID, authors, k

ID ↑↓	SUBMISSIONS	EDITORIAL ACTIVITY	ACTIONS
		Please accept or decline this request by 2026-11-12	Respond to request

Showing 1 to 1 of 1

Reviewer Dashboard — Action Required by me.

- 1 Click **Respond to request**, check the manuscript's title and abstract, declare any **Competing Interests**, and agree to the privacy statement.
- 2 Click **Accept Review** or **Decline Review Request**.

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My Assignments as Reviewer

Review Files

214810

October 13, 2026

Article Text

214811

October 13, 2026

Article Text

[View All Submission Details](#)

Review Schedule

2026-10-15

2026-11-12

2026-11-12

Editor's Request
Response Due Date
Review Due Date

[About Due Dates](#)

Competing Interests

This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.

[Competing Interests](#)

☒ I do not have any competing interests
☐ I may have competing interests (Specify below)

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Decline Review Request
Accept Review, Continue to Step #2

Invitation details + Competing Interests declaration before accepting.

Please respond as soon as possible. The editor needs an early answer to move the process along.

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CHAPTER 2

Signing In and Viewing the Submission

Access the double-blind manuscript and the journal's review guidelines on one page.

REVIEWER

Sign in at **ejournal.um.edu.my/index.php/JSIA** using the same account used for MJCS / the UM ejournal system.

- 1 Go to **Review** in the dashboard.
- 2 Click the submission you accepted to review.
- 3 Download the manuscript file (author names are hidden — double-blind review).
- 4 Read the journal's **Review Guidelines** (shown on the same page) before writing your review.

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My Assignments as Reviewer

1. Request 2. Guidelines 3. Download & Review 4. Completion

Reviewer Guidelines

JSIA uses **double-blind peer review**: reviewers and authors remain anonymous to each other. Every manuscript is evaluated by at least two independent expert reviewers.

Please assess:

- Relevance to the JSIA Aims and Scope.
- Originality and contribution.
- Technical soundness and methodology.
- Quality of experiments, results and discussion, including reproducibility.
- Clarity, structure and adherence to the JSIA template (12 pages maximum; 6 pages for Short Communications).
- Adequacy of references to recent literature.

Recommend one of: Accept, Minor Revision, Major Revision, or Reject. Provide constructive comments for the authors, and confidential comments for the editor where needed.

Treat the manuscript as confidential: do not share it or use its content, and do not upload it to generative AI tools. Please complete the review within 4 weeks, or inform the editor promptly if you cannot.

[Go Back](#) [Continue to Step #3](#)

JSIA's actual Reviewer Guidelines (step 2 of the invitation process).

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CHAPTER 3

Structured Peer Review Guide

Use this section-by-section checklist to keep your review thorough and consistent.

REVIEWER

This framework (based on Elsevier's Structured Peer Review practice) helps you check each part of the manuscript systematically, rather than leaving only general comments.

For Original Articles / Case Studies

MANUSCRIPT SECTION	REVIEW PROMPT
Abstract	Nilaikan sama ada abstrak mencerminkan dengan tepat semua aspek penting kajian, termasuk semua dapatan utama dan batasan.
Introduction	Latar belakang dan sorotan literatur perlu terkini dan relevan dengan topik. Pengenalan perlu menjelaskan latar belakang saintifik dan rasional kajian dengan jelas. Semak sama ada objektif (utama dan sekunder) dinyatakan dengan jelas di akhir pengenalan.
Methods	Kaedah kajian (teori, kebolegunaan, pemodelan) perlu diterangkan dengan cukup terperinci untuk membolehkan replikasi. Jika berkaitan, semak sama ada reka bentuk eksperimen dinyatakan. Analisis statistik (kawalan, kaedah persampelan, pelaporan p-value, CI, effect size) perlu diterangkan dengan sewajarnya.
Results	Sahkan sama ada persembahan dapatan (jadual dan rajah) sesuai untuk menggambarkan dapatan kajian dengan jelas. Jika terdapat analisis statistik, semak sama ada sub-analisis atau ukuran statistik tambahan diperlukan.
Discussion	Pentafsiran dapatan dan kesimpulan kajian perlu disokong oleh data dan reka bentuk kajian. Nilaikan sama ada pengarang menyatakan dengan jelas batasan kajian mereka.
References	Teliti sama ada rujukan yang digunakan adalah yang paling terkini dan relevan dengan topik berkenaan.
Overall	Nyatakan sama ada manuskrip ini membawa penyelidikan yang baharu atau penting untuk jurnal atau bidang berkenaan. Walaupun semua manuskrip menjalani semakan integriti, sila nilai dan ulas jika pengarang perlu menangani sebarang kebimbangan etika/integriti.

For Review Articles

MANUSCRIPT SECTION	REVIEW PROMPT
Overall relevance	Nilaikan sama ada pengarang menjelaskan dengan jelas rasional penulisan artikel ulasan dalam bidang ini.
Historical development	Nilaikan sama ada ulasan memberikan gambaran menyeluruh perkembangan sejarah bidang berkenaan serta pandangan ke hadapan.
References	Nilaikan sama ada pengarang membincangkan perkembangan terkini bidang berkenaan dengan secukupnya.

Methods & reproducibility	Nilaiikan sama ada ulasan dilaporkan dengan kaedah yang cukup terperinci untuk membolehkan replikasi (strategi carian, kriteria inklusi/eksklusi, penilaian risiko bias).
Statistical analyses	Nilaiikan sama ada kaedah statistik yang digunakan (contoh: meta-analisis) sesuai dan diterangkan dengan jelas.
Essential reporting	Nilaiikan struktur, aliran dan kejelasan keseluruhan manuskrip. Cadangkan penambahbaikan sekiranya perlu.
Language quality	Nilaiikan sama ada manuskrip memerlukan penyuntingan bahasa profesional atau penambahbaikan tatabahasa dan kejelasan.

TIP

You don't need to answer every prompt separately in the **For author and editor** box — use this list as a guide while reading the manuscript, then organise your comments by section (Introduction, Methods, Results, etc.).

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CHAPTER 4

Using AI in Your Review (Ethically)

JSIA allows the use of AI tools to assist the review process, provided confidentiality and accountability are respected.

REVIEWER

Reviewers **may** use AI tools (e.g. ChatGPT, Claude) to help with review tasks — for example, checking the clarity of your own written comments, summarising a complex technical section for your own understanding, or checking citation formatting.

LIMITS AND CONDITIONS ON AI USE

- **Never upload the full manuscript or substantial parts of it** into a public AI tool (ChatGPT, etc.) — this breaches double-blind confidentiality and the authors' copyright. Only *your own* review text may be entered into an AI tool for language improvement.
- **AI cannot replace your expert judgement.** The final recommendation (Accept/Revisions/Decline) and any substantive comment on scientific validity must come from your own assessment.
- **You remain fully responsible** for the accuracy and integrity of the submitted review, even if part of the text was AI-assisted.
- **Do not let AI fabricate claims** about the manuscript's content (e.g. an automated plagiarism accusation with no human check).
- If AI was used in a meaningful way, note this in the **For editor** box (not shown to the author).

This policy aligns with JSIA's public *Artificial Intelligence (AI) Policy* page — refer to it for policy updates.

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CHAPTER 5

Submitting Your Review

Send your recommendation and comments — this action cannot be undone once submitted.

REVIEWER

- 1 Fill in the review form (if provided) or write your review in the **For author and editor** box (the author will see this).
- 2 Also fill in **For editor** for any confidential remarks meant only for the editor (not shown to the author).

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My Assignments as Reviewer

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files

File ID	Date	File Name
214810	October 13, 2026	Article Text
214811	October 13, 2026	Article Text

Reviewer Guidelines
[Review Guidelines](#)

Review
 Enter (or paste) your review of this submission into the form below.

For author and editor

For editor

The Submit Review form: the 'For author and editor' and 'For editor' fields.

- 1 You may upload a file (e.g. an annotated manuscript) under **Upload File**.
- 2 Choose a recommendation: **Accept Submission / Revisions Required / Resubmit for Review / Resubmit Elsewhere / Decline Submission / See Comments**.
- 3 Click **Submit Review** to send it to the editor.

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My Assignments as Reviewer

For editor

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Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

Search

Upload File

No Files

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

Go Back

Save for Later

Submit Review

File upload, the Recommendation list, and the Submit Review button.

Once submitted, a review cannot be edited. Check it carefully before clicking Submit.

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CHAPTER 6

Ethics and Confidentiality

Manuscript confidentiality and transparency about conflicts of interest are the foundation of ethical review.

REVIEWER

- The manuscript and its content are **confidential** — do not share or discuss it with anyone else, and never upload it to a public AI tool (see Chapter 4).
- Tell the editor if you have a conflict of interest (e.g. you have previously worked with an author).
- JSIA does not charge or pay for reviews — it is a voluntary contribution to the academic community.



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Updated: 2026-10-15
