

# GUIDELINE FOR REVIEWERS

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**JISDeP**  
The Journal of Indonesian  
Sustainable Development  
Planning

2020

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PUSBINDIKLATREN BAPPENAS



*Kementerian PPN/  
Bappenas*

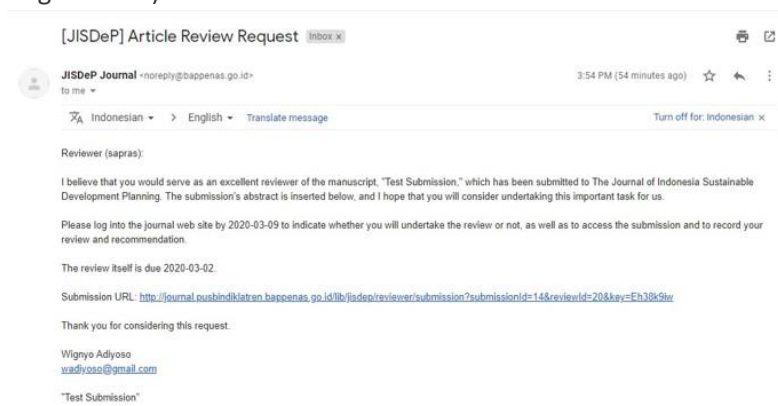
## Table of Contents

Invitation Email for Reviewer .....	3
Login to JISDEP .....	3
List of Submissions .....	4
Request for Review (1) .....	4
Request for Review (2) .....	5
Guidelines for Reviewing .....	5
Download & Review (1) .....	6
Download & Review (2) .....	6
Download & Review (3) .....	7
Download & Review (4) .....	7
Download & Review (5) .....	8
Download & Review (6) .....	8
Download & Review (7) .....	9
Complete Review .....	9

# Information Email

## Invitation Email for Reviewer

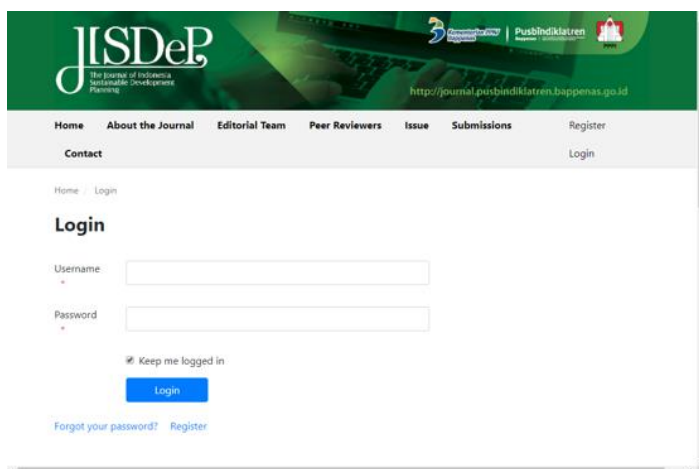
1. The Reviewer gets an information email from JISDeP Journal by email subject “JISDeP (Journal Registration)”



# Login

## Login to JISDEP

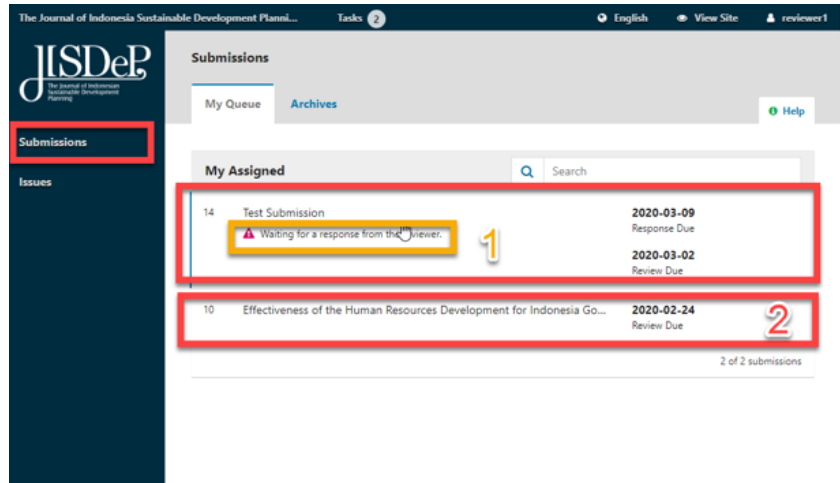
1. Before conducting a review on JISDeP journal, make sure that you already have a username and password as a reviewer. You will receive your credentials for accessing the system sent by JISDeP Editorial team
2. Once you received your username and password, you can immediately open the JISDeP website (<http://jurnal.pusbindiklatren.bappenas.go.id/>) and click on the “Login” menu, or you can open via the link: (<http://jurnal.pusbindiklatren.bappenas.go.id/lib/jisdep/login>)



# Submissions

## List of Submissions

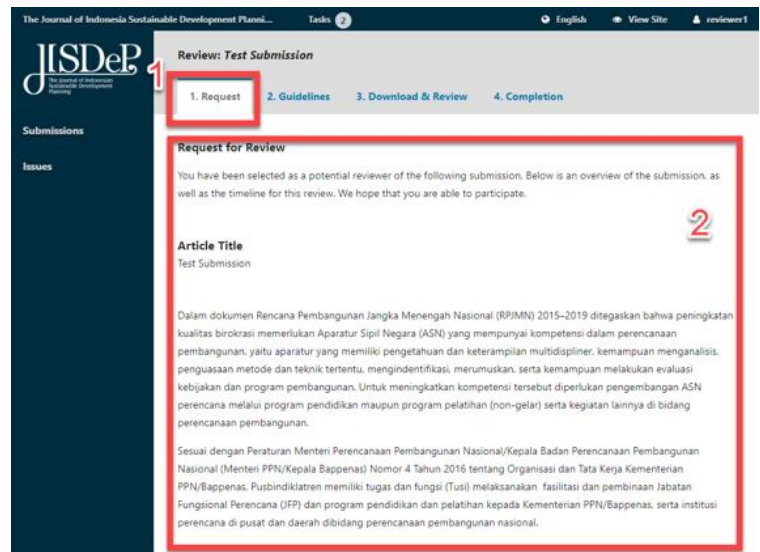
1. After Login, click “Submissions” link.
2. On this page, you can see list of articles that you need to be reviewed
3. New Submissions will be highlighted as **Waiting for response from the reviewer (1)** with **Response Due** date
4. Ongoing reviews listed only with **Review Due** date (2)



# Request for Review

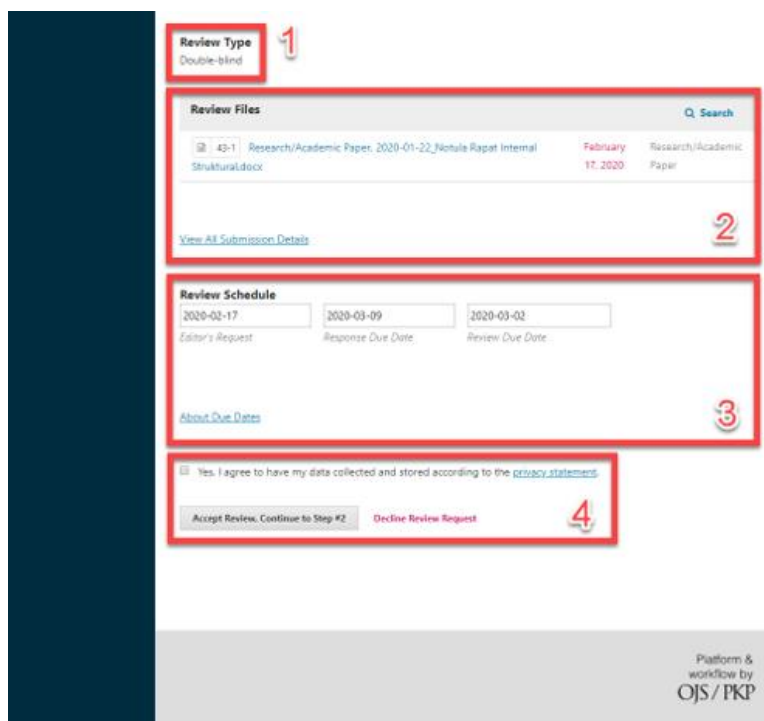
## Request for Review (1)

1. Once you can click the article that you need to review, the **Request** tab will appear (1)
2. On this page, you may read the **article title** and **abstract** (2)



## Request for Review (2)

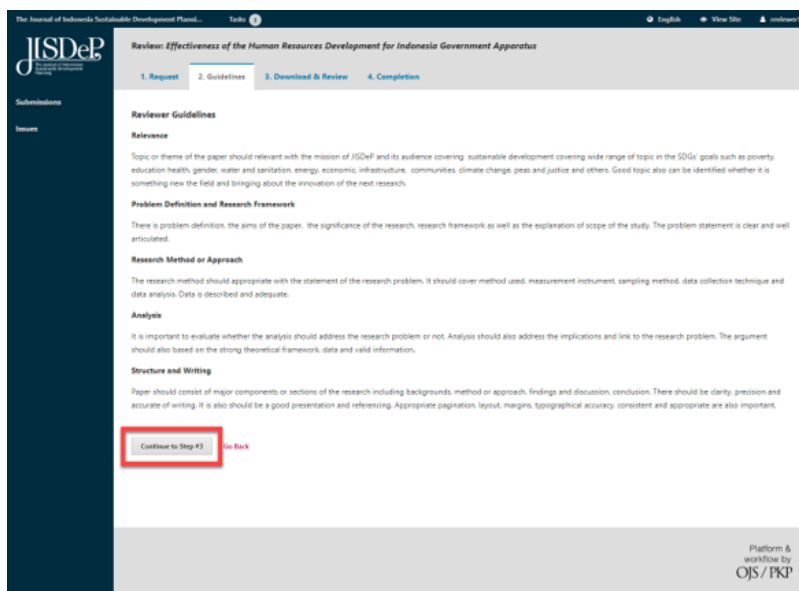
1. The **Review Type** will be **Double-blind**, means you don't know who the Author is, and the Author will also not available to know who the Reviewer is (1)
2. Download and see the **review files** (2)
3. On **Review Schedule**, you must make the review between the **Review Due** date and the **Response Due** date and (3)
4. Click **Accept Review Continue to Step #2** to accept the assignment to review or decline the review request by clicking the **Decline Review Request** (4)



## Review Guidelines

### Guidelines for Reviewing

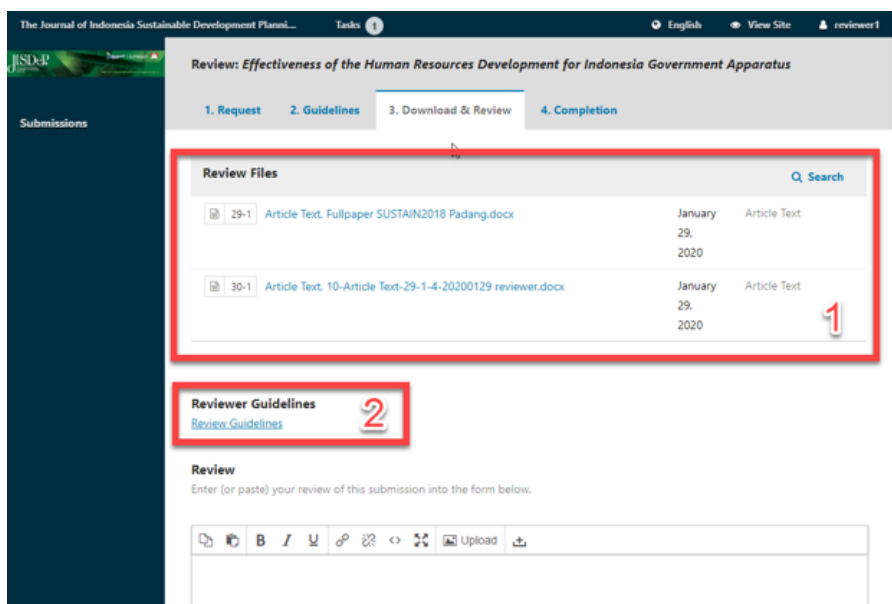
1. On this page, you are informed on how to do the Reviewing task
2. Click **Continue to Step #3** button



# Download & Review

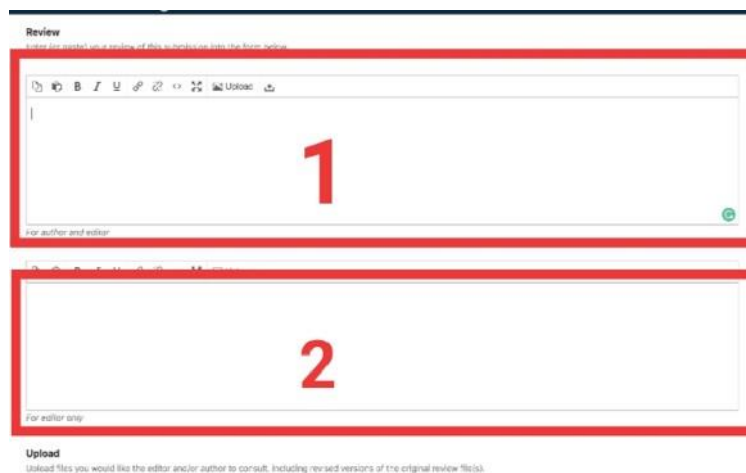
## Download & Review (1)

1. On the **Download & Review** tab you can download and see the **review files (1)**
2. For more information on how to make a review, you may click **Review Guidelines** link to find out the assessment steps of a paper (2)



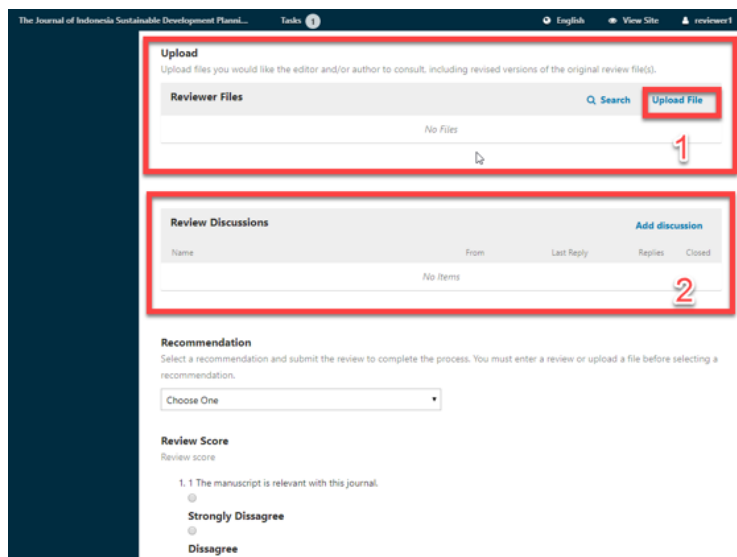
## Download & Review (2)

1. You may give review to **Author and Editor (1)**. This feedback will be received by both author and editors as a reference for author.
2. And **to Editor Only (2)** on separated fields provided.
3. Or you can also review by giving comments or notes in a file (next page)



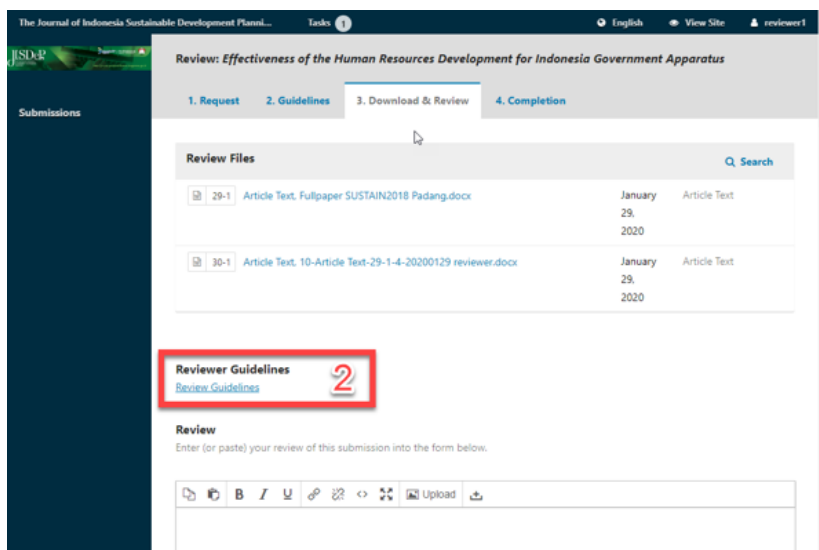
## Download & Review (3)

1. After giving comments or notes in a file, you may upload the file you would like the Editor and/or the Author to consult, including revised of the original review files (**Upload - 1**)
2. And you can reach Editor by opening discussion (**Review Discussions - 2**)



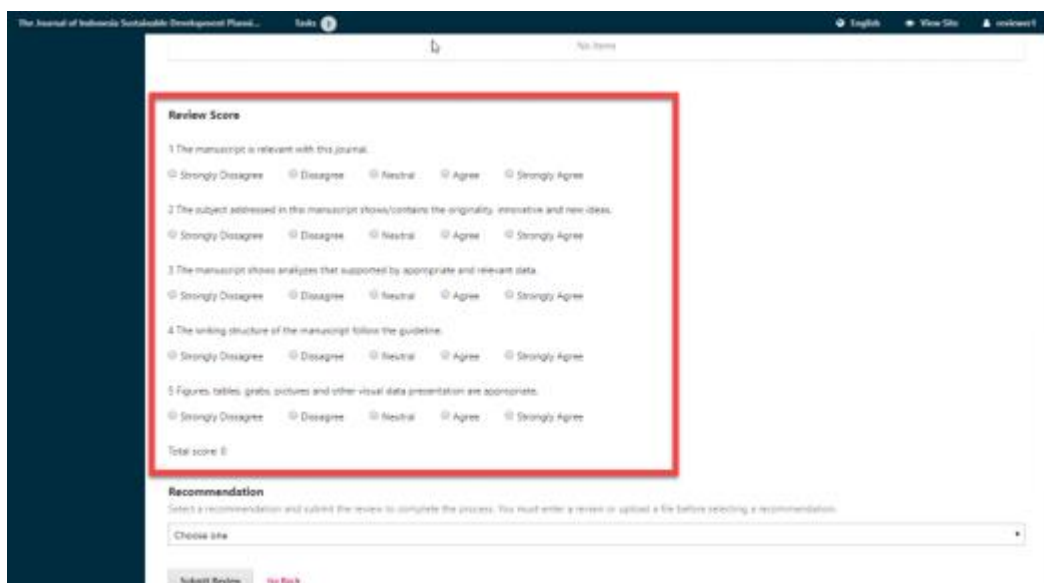
## Download & Review (4)

1. 5 types of scoring points need to be noticed on reviewing a paper:
  - a. Relevance
  - b. Problem Definition and Research Framework
  - c. Research Method or Approach
  - d. Analysis
  - e. Structure and Writing
2. You may select one of the options on each question



## Download & Review (5)

1. You may also request to evaluate the quality of paper by rating (ticking) aspect provided:
2. **Agree:** The manuscript is the best paper I have ever read (best paper award)
3. **Strongly Agree:** The manuscript is considered to be included in the best paper.
4. **Neutral:** manuscripts are recommended to be accepted.
5. **Disagree:** The manuscript has little scientific contribution, or research is not ready to be published. Better not be accepted, but if there are results of other reviews that are different, I will not oppose it.
6. **Strongly Disagree:** The manuscript did not make a scientific contribution, or worse defective. Acceptance and publication of this manuscript will reflect a bad thing for the community. I will strongly reject this manuscript.



The screenshot shows a web interface for reviewing a manuscript. The 'Review Score' section is highlighted with a red box and contains five criteria, each with five radio button options: Strongly Disagree, Disagree, Neutral, Agree, and Strongly Agree.

- 1 The manuscript is relevant with this journal.
- 2 The subject addressed in the manuscript shows/contains the originality, innovative and new ideas.
- 3 The manuscript shows analyzes that supported by appropriate and relevant data.
- 4 The linking structure of the manuscript follow the guideline.
- 5 Figures, tables, graphs, pictures and other visual data presentation are appropriate.

Below the 'Review Score' section is the 'Recommendation' section, which includes a dropdown menu labeled 'Choose one' and a 'Submit Review' button.

## Download & Review (6)

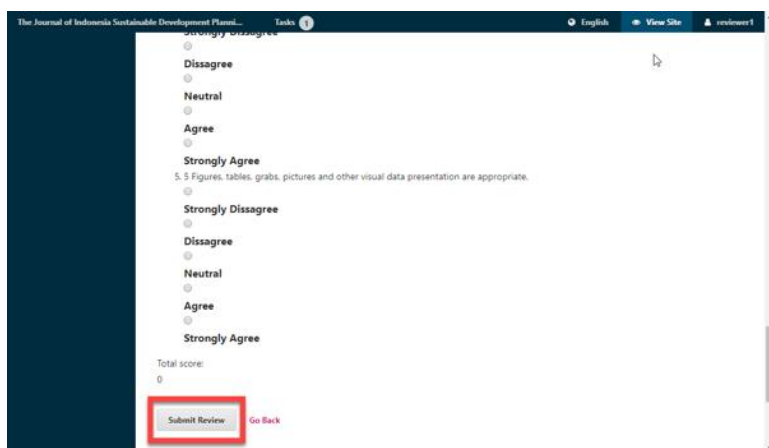
1. These are 4 options for final review conclusion for the paper:
  - a. **Accept with No Revision:** if you agree and believe there are no revision needed for the paper, as it matches with the Vision and the Mission for this journal.
  - b. **Accept with Minor Revision:** if you agree and believe there are revision needed in few sections of the paper, and you may have to inform/give feedback to the Author, on which section needed to be revised. Once the Author send the new revision, the Reviewer may not be able to review again.



- c. **Accept with Major Revision:** if you agree and believe there are revision needed in many sections of the paper, and you may have to inform/give feedback to the Author, on which section needed to be revised. Once the Author send the new revision, the Reviewer may not be able to review again.
- d. **Reject:** if you agree and believe that the paper cannot be accepted in all aspects.

## Download & Review (7)

1. To finalized the review process, click the **Submit Review** button



## Completion

### Complete Review

1. You are now have completed the review process

