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AUTHOR & REVIEWER USER MANUAL

CMU Journal of Science User Manual
Author & Reviewer

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INTRODUCTION

With great pleasure, we present to you the CMU Journal of Science System, an online submission, review, and publication process-focused platform for academic works in the scientific field. Written especially for reviewers and authors, this manual is your full guide to using all of the features and functions of our system.

Discover how to sign up for our platform quickly and easily, so that your participation in our academic community gets off to a smooth start. Discover how to submit your paper step-by-step, from logging in to sending preliminary data and uploading files. Recognize the steps involved in editing your contribution, such as sending revision files to the editors upon request.

To keep your information up to date and relevant, manage and change the features of your profile, such as your identification, contact information, and password settings. Learn how reviewers are assigned tasks so you may participate in the peer-review process more successfully. Whether you are an experienced researcher submitting your most recent work or a committed reviewer offering insightful commentary, the goal of this handbook is to equip you with the skills and information required to interact with the CMU Journal of Science System with assurance. We are grateful that you are a member of our community that is committed to expanding scientific understanding and creativity. Please do not hesitate to contact our support team if you need any help or if you have any questions.

A. AUTHOR

I. Registration Process.



Figure 1. CMU Journal of Science Dashboard

If the user doesn't have an account yet, click on the **'Register'** link in the upper right corner. If already registered, click **'Login'**.

Register

Required fields are marked with an asterisk: *

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

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

Figure 2. Registration Form

To register, users must fill in the required information and review the user agreement. The email address provided must not be associated with another account, and the password should be at least **8 characters long**, including **at least 1 numeric and 1**

uppercase character. While checking the privileges is optional, it is recommended for a personalized experience.

Registration awaiting verification

We've sent a confirmation email to you at oliviastolas@gmail.com. Please follow the instructions in that email to activate your new account. If you do not see an email, please check to see if it was put in your spam folder.

Figure 3. Registration Confirmation Instructions

After submitting the registration form, a message with instructions will be displayed on how to verify and activate the created account.

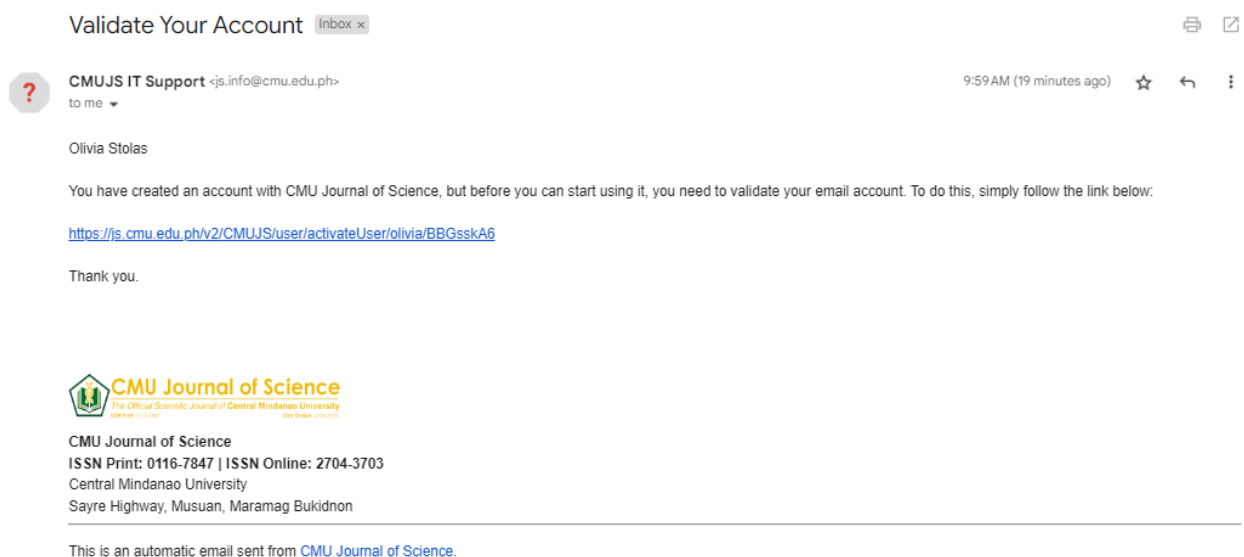


Figure 4. Email Confirmation

The email used for registration will receive the confirmation message with a provided link. Click on it to activate the account. If the email message is not received, the user must contact the administrator or the person in charge of the website.

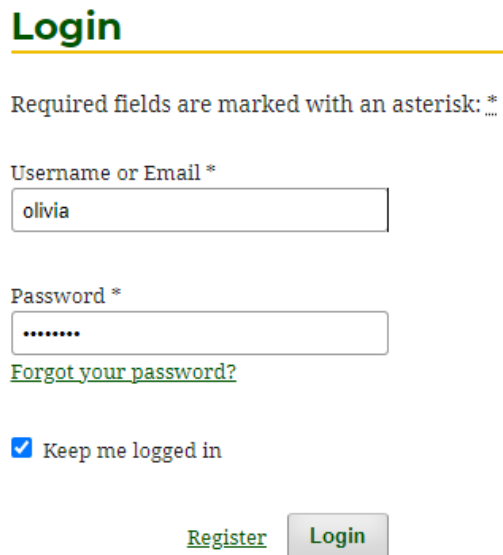
Thank you for activating your account. You may now log in using the credentials you supplied when you created your account.

Figure 5. User is an officially registered message.

The user is now registered and can log in using the credentials provided upon registration.

II. Make Submission

a. Login



Login

Required fields are marked with an asterisk: *

Username or Email *

olivia

Password *

.....

[Forgot your password?](#)

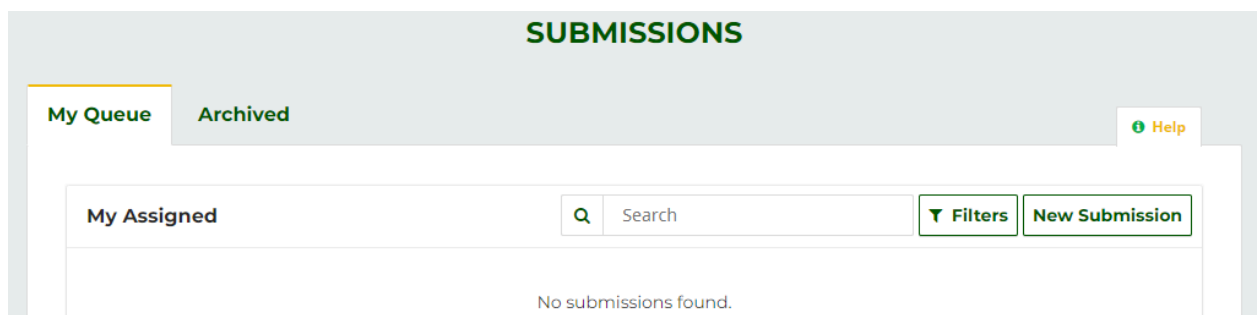
Keep me logged in

[Register](#)

Figure 6. Login Page

Enter the login details using the credentials provided upon registration. The user will then be redirected to the dashboard.

b. Create Submission



SUBMISSIONS

My Queue Archived [Help](#)

My Assigned

No submissions found.

Figure 7. Authors Dashboard

This is now the user's dashboard, which is currently empty since no submissions have been made yet. To create a submission, click on the 'New Submission' button.

c. Preliminary Information



Before you begin

Thank you for submitting to the CMU Journal of Science. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

use of tables must be minimized and that the data presented in tables do not repeat the results mentioned elsewhere in the article. If tables from other source are used, copy the original table, and cite the source using APA style.

Yes, my submission meets all of these requirements.

Privacy Consent *

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

Begin Submission

Figure 7. Begin submission form

Provide a title for the submission, then select the appropriate section (**e.g., Perspective, Articles, etc.**). Review the submission checklist to ensure your submission meets the journal's requirements. Finally, review the privacy statement and agree to the journal's data collection policy to begin your submission. Once you click the **'Start Submission'** button, users will be able to save incomplete submission for later and return to it from your dashboard at any time.

d. Details

MAKE A SUBMISSION: DETAILS Save for Later

Submitting to the **Short Communication** section. [Change](#)

1 **Details** — 2 Upload Files — 3 Contributors — 4 For the Editors — 5 Review

Submission Details

Formatting Style

Abbreviations that are unfamiliar or not common in the specific field of the study should be defined in a footnote. This footnote should be placed on the first page of the article. If such abbreviations are necessary to be included in the abstract, they must be defined at their first mention there, as well as in the footnote. There should be a consistency of abbreviations all throughout the article.

Nomenclature and units internationally

Title *

The Impact of Artificial Intelligence on Healthcare

Keywords

Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

Artificial intelligence × healthcare ×

Abstract *

B I x² x₂

Figure 8

Provide essential information about the submission, including the **abstract**. Optionally, include **keywords** and a list of references. To format keywords, type the keyword or keyphrase and press enter; no need for commas or other punctuation.

e. Upload Files

MAKE A SUBMISSION: UPLOAD FILES Save for Later

Submitting to the **Short Communication** section. [Change](#)

1 **Details** — 2 **Upload Files** — 3 Contributors — 4 For the Editors — 5 Review

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for your submission.

Files Add File

The Impact of Artificial Intelligence on ... Article Text Edit Remove

Figure 9

Users have the option to upload multiple files simultaneously and can also drag and drop them. Upon completing the upload process, users will be prompted to specify

the file type for each document. After uploading and specifying the type for all submission files, click the Continue button to proceed to the next step, which involves adding contributor information.

f. Contributors

MAKE A SUBMISSION: CONTRIBUTORS Save for Later

Submitting to the **Short Communication** section. [Change](#)

✓ Details — ✓ Upload Files — 3 Contributors — 4 For the Editors — 5 Review

Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a

Contributors	Order	Preview	Add Contributor
Olivia Stolas Author Central Mindanao University			
	Primary Contact	Edit	Delete

Figure 10

In this step, users will be prompted to provide additional information about contributors, such as authors and translators, involved in the submission. By default, the details of the user initiating the submission will already be included as the primary contributor.

Add Contributor ×

Given Name *

Family Name

Preferred Public Name
Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga

Email address *

Figure 11

Additional contributors, including co-authors, can be added by clicking the "Add Contributors" link, which opens a new window to enter their information. It's important to note that all contributors will receive an email confirmation of the submission. It is recommended to avoid using false email addresses for contributors if valid contact information is unavailable. If any contributors do not have valid email addresses, it's advised to inform editors in the next step of the process by adding a note. After adding a new contributor, users should click "Save", and the new contributor will be added to the list. Users can also adjust the order of contributors in the list using the "Order" button. Clicking "Order" allows users to use the up and down arrows next to a contributor to rearrange their position in the list. Once contributors have been arranged to the user's preference, they can click "Save Order".

g. For the editors

For the Editors
Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Comments for the Editor
Add any information that you think our editorial staff should know when evaluating your submission.

B *I* x^2 x_2

[Back](#) Last saved 2 hours ago [Save for Later](#) [Continue](#)

Figure 12

Additionally, users can also add messages/comments to the Editor before proceeding. After that is filled, click continue.

h. Submission Review

MAKE A SUBMISSION: REVIEW [Save for Later](#)

Submitting to the **Short Communication** section. [Change](#)

Details — Upload Files — Contributors — For the Editors — **5** Review

Review and Submit
Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

There are one or more problems that need to be fixed before you can submit. Please review the information below and make the requested changes.

Details [Edit](#)

Title
The Impact of Artificial Intelligence on Healthcare

Keywords

Figure 13

At last, users will have the opportunity to review all the information entered for their submission. If any required fields are left unfilled, users will be alerted on this screen and

provided with the opportunity to make corrections. Once all necessary adjustments are made, users can proceed by clicking the "Submit" button.

III. Revision Submission

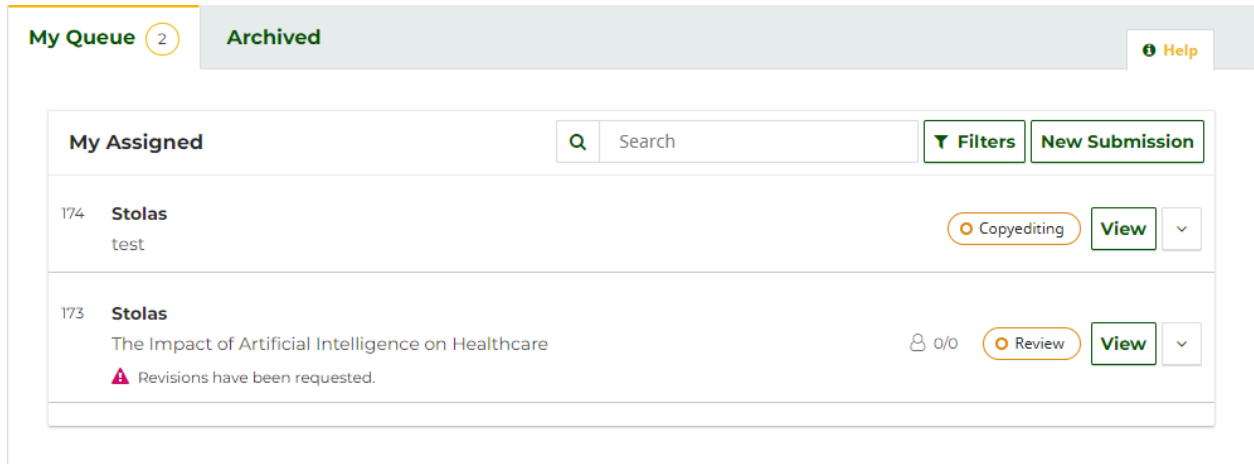


Figure 14

Authors can revise submissions if requested by editors or reviewers. Notifications of this decision will be sent via email or will be visible in the notification bar. Click on the 'View' button to upload revision files.

a. Upload Revision Files

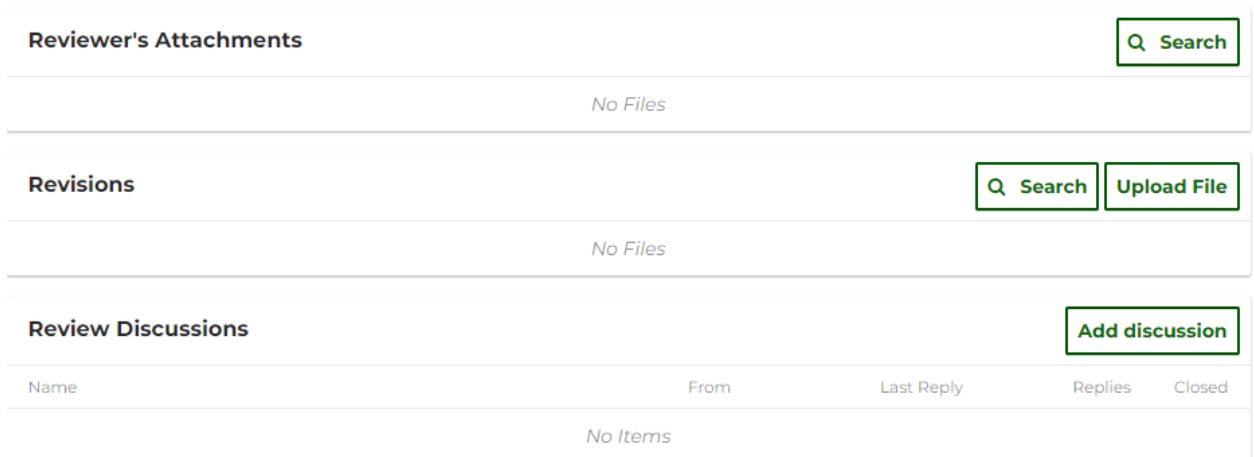


Figure 15

In the revision section, you'll find a button labeled 'Upload files.' Click on that to proceed with uploading your revisions.

First, select the file type of the document that will be uploaded. Then, choose the file you wish to upload. Authors can also change the file upload and click on 'Continue' to proceed.

The screenshot shows a dialog box titled "Upload Review File" with a close button (x) in the top right corner. Below the title is a progress indicator with three steps: "1. Upload File" (highlighted with a yellow border), "2. Review Details", and "3. Confirm". Below the progress indicator is a dropdown menu labeled "Article Component *" with "Article Text" selected. Below the dropdown is a file upload area showing a green checkmark, the filename "The Impact of Artificial Intelligence on Healthcare.docx", and a "Change File" button. At the bottom are "Continue" and "Cancel" buttons.

Figure 16

The screenshot shows the same dialog box, but now "2. Review Details" is highlighted with a yellow border. The "Article Component" dropdown is no longer visible. A text input field is labeled "Name the file (e.g., Manuscript; Table 1) *" and contains the text "The Impact of Artificial Intelligence on Healthcare.docx". At the bottom are "Continue" and "Cancel" buttons.

Figure 17

Review the uploaded file, then click 'Next' to proceed.

The screenshot shows the dialog box with "3. Confirm" highlighted with a yellow border. Below the progress indicator, the text "File Added" is displayed in a large, bold font. Below "File Added" is a button labeled "Add Another File".

Figure 18

Authors also have the option to add another file for the submission as much as they want or need. Once finished uploading click on 'Complete'.

IV. Profile Edit

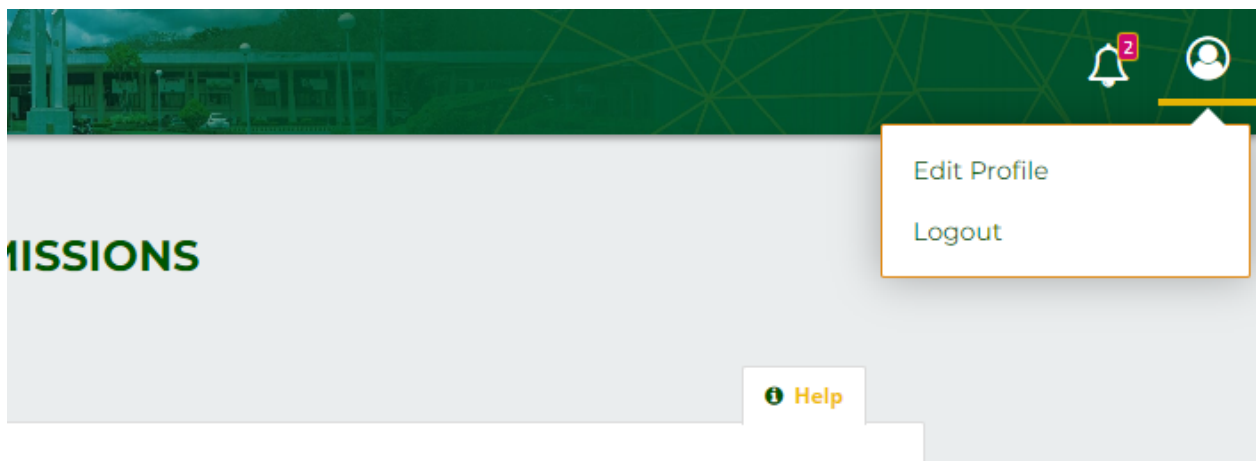
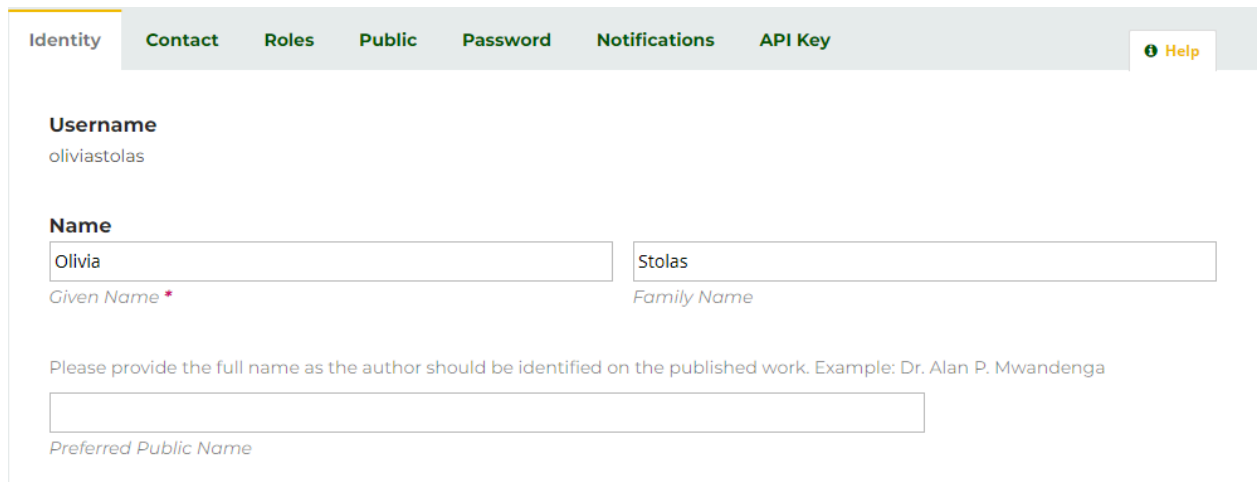


Figure 19

Click on the profile icon to access the "Edit Profile" action link. Click on that to proceed with editing the profile.

a. Identity

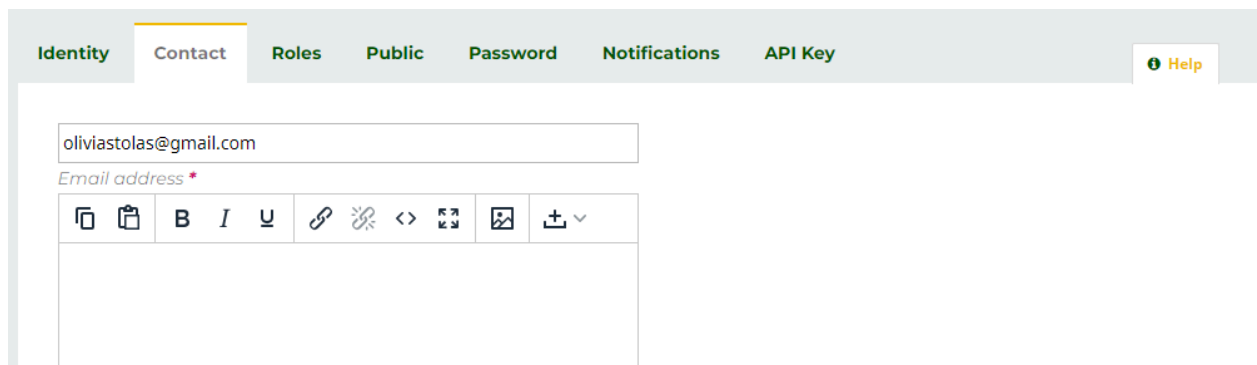


The screenshot shows the 'Identity' tab of a user profile. The navigation bar includes 'Identity', 'Contact', 'Roles', 'Public', 'Password', 'Notifications', and 'API Key', with a 'Help' button on the right. The 'Username' field is labeled 'oliviastolas'. The 'Name' section has two input fields: 'Given Name *' containing 'Olivia' and 'Family Name' containing 'Stolas'. Below these is a text area for 'Preferred Public Name' with the instruction: 'Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga'.

Figure 20

Personal information can be edited in the 'Identity' tab. Make sure to click the 'Save' button to ensure changes are saved for all tabs.

b. Contact



The screenshot shows the 'Contact' tab of a user profile. The navigation bar includes 'Identity', 'Contact', 'Roles', 'Public', 'Password', 'Notifications', and 'API Key', with a 'Help' button on the right. The 'Email address *' field contains 'oliviastolas@gmail.com'. Below the email field is a rich text editor toolbar with icons for copy, paste, bold, italic, underline, link, unlink, code, list, image, and a dropdown menu.

Figure 21

In the 'Contact' tabs, the email address, signature, phone, affiliation and others can be modified.

c. Roles

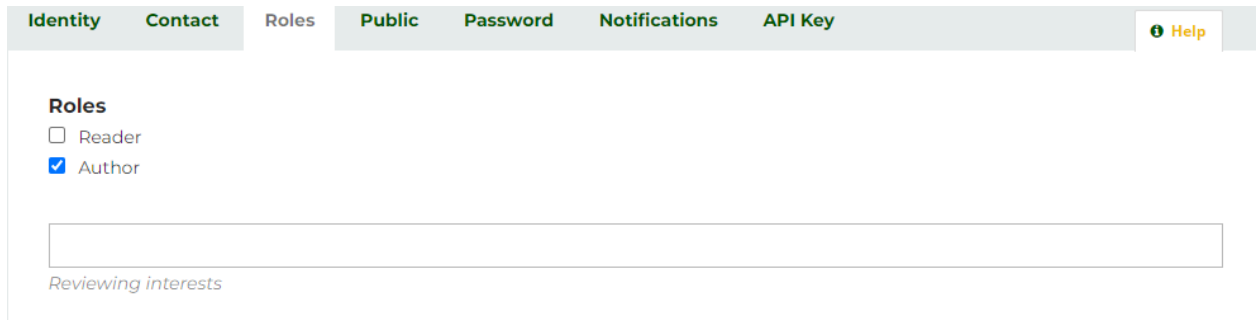


Figure 22

User roles can be edited in the 'Roles' tab, but they are limited to Reader and Author unless you have been granted permission by the administrator to access additional roles.

d. Public

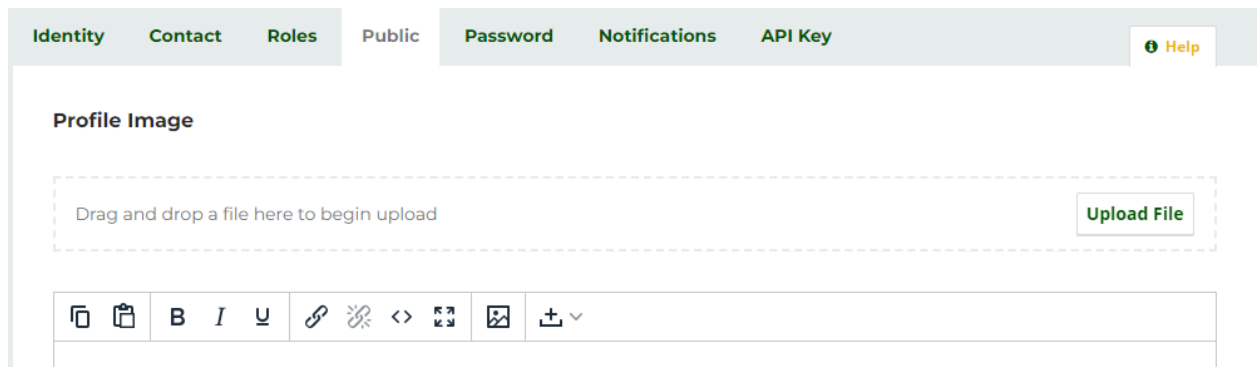
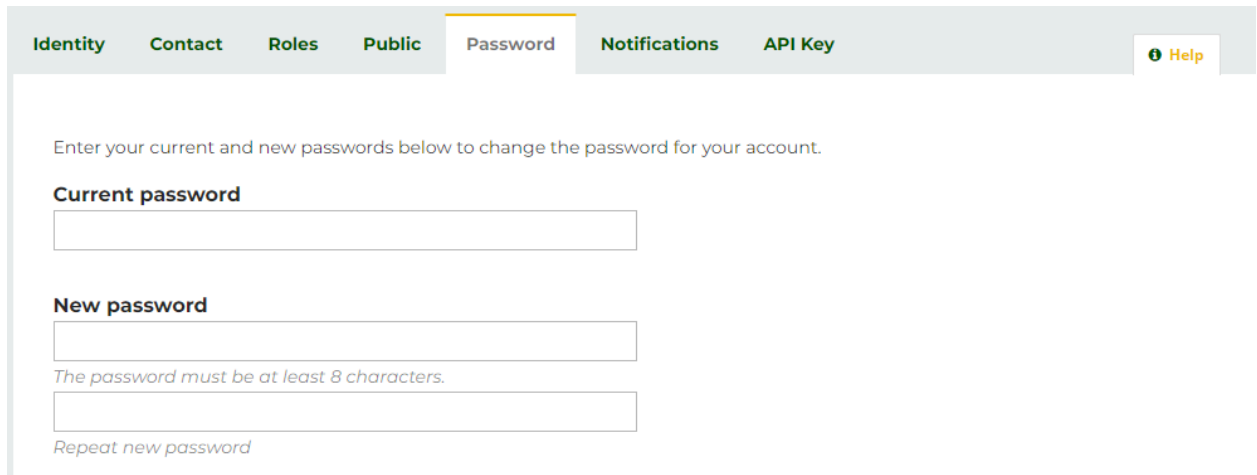


Figure 23

In the 'public' tabs, users can add a profile image, a bio statement, and other relevant information.

e. Password

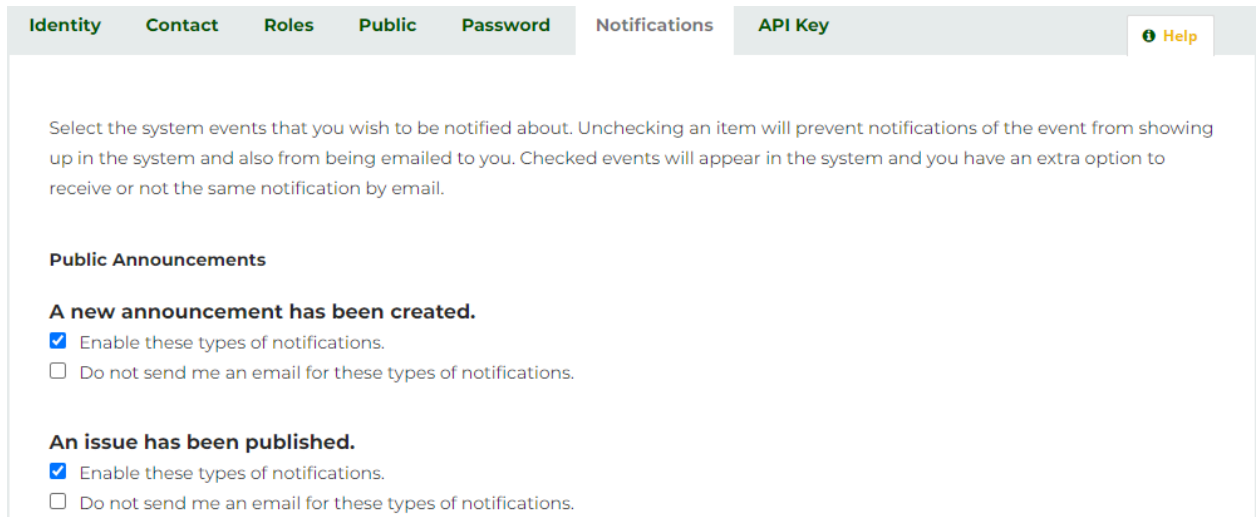


The screenshot shows a user profile interface with a navigation bar at the top containing tabs for Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Password' tab is selected and highlighted. Below the navigation bar, there is a text prompt: 'Enter your current and new passwords below to change the password for your account.' The form contains three input fields: 'Current password', 'New password', and a field for repeating the new password. A note below the 'New password' field states: 'The password must be at least 8 characters.'

Figure 24

The Password can be modified in the 'Password' tab.

f. Notification



The screenshot shows the 'Notifications' tab selected in the user profile interface. The navigation bar at the top includes tabs for Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Notifications' tab is highlighted. The main content area contains instructions: 'Select the system events that you wish to be notified about. Unchecking an item will prevent notifications of the event from showing up in the system and also from being emailed to you. Checked events will appear in the system and you have an extra option to receive or not the same notification by email.' There are two notification categories listed: 'Public Announcements' and 'An issue has been published.' For each category, there are two options: 'Enable these types of notifications.' (checked) and 'Do not send me an email for these types of notifications.' (unchecked).

Figure 25

The notification options can be modified in the "Notification" tab.

B. Reviewer

I. Review Assignment

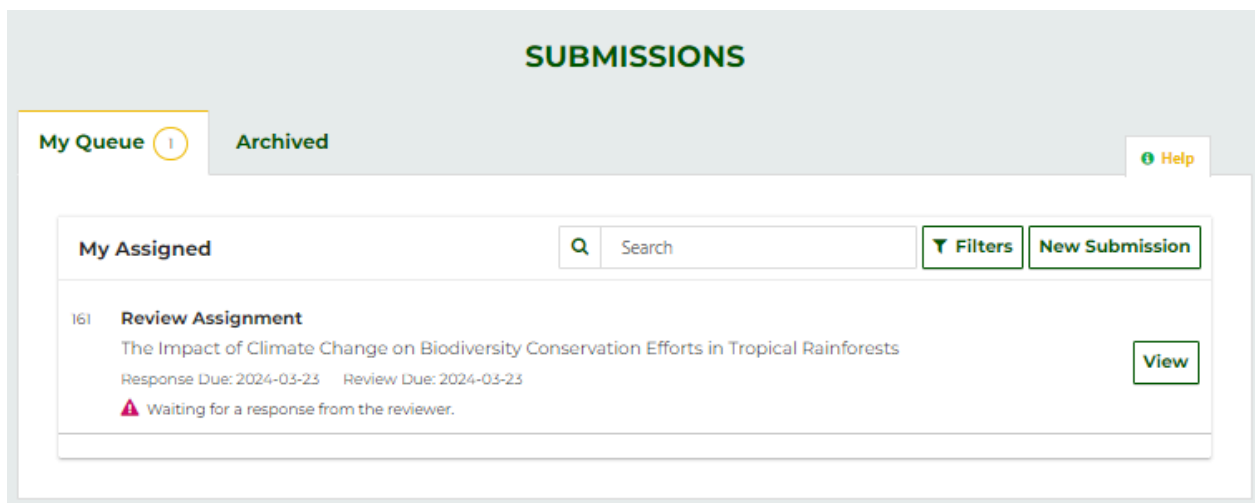


Figure 26

When a user is assigned as a reviewer, a notification or email will be sent to them, and they will find the assignment in the 'My Queue' tab where the deadline for the review is visible. Clicking on the 'View' button will provide access to additional options.

a. Accept/Decline Review

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

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title

The Impact of Climate Change on Biodiversity in Tropical Rainforests

Abstract

Climate change is one of the most pressing challenges facing our planet today, with significant implications for biodiversity conservation. In this study, we examine the specific impacts of climate change on tropical rainforests, which are among the most biologically diverse ecosystems on Earth. Through a comprehensive literature review and analysis of recent data, we assess how rising temperatures, changing precipitation patterns, and other climate-related factors are affecting species composition, distribution, and abundance in these critical habitats. Our findings highlight the complex and often nonlinear relationships between climate change and biodiversity in tropical rainforests, emphasizing the urgent need for adaptive management strategies to mitigate the negative consequences and protect these invaluable ecosystems for future generations.

Review Type

Open

[View All Submission Details](#)

Review Schedule

2024-03-25	2024-04-08	2024-04-08
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[About Due Dates](#)

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

Accept Review, Continue to Step #2

Decline Review Request

Figure 27

After clicking on the 'View' button, this page will appear, displaying all the information about the submission. Reviewers should click on the box next to the privacy statement to indicate agreement. They will then have to select whether to accept or reject review requests.

b. Reviewer Guidelines

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

Reviewer Guidelines


Thank you for agreeing to review manuscripts for the **CMU Journal of Science**. Your expertise and dedication play a crucial role in maintaining the quality and integrity of our publication. To ensure consistency and fairness in the peer review process, we have outlined the following guidelines for our reviewers:

- 1. Confidentiality:** All manuscripts under review are considered confidential documents. Reviewers should not discuss the content of the manuscripts or share them with anyone outside the review process without explicit permission from the journal's editorial team.
- 2. Timeliness:** Reviewers are expected to promptly accept or decline review invitations. If you are unable to complete the review within the specified timeframe, please inform the editorial team as soon as possible to avoid delays in the publication process.
- 3. Conflict of Interest:** Reviewers should disclose any potential conflicts of interest that may bias their judgment or perception of the manuscript. If you feel you cannot provide an unbiased review due to a conflict of interest, please decline the review invitation.
- 4. Objectivity and Constructiveness:** Reviews should be conducted objectively and provide constructive feedback to the authors. Criticisms should be expressed respectfully, focusing on the scientific merit and clarity of the manuscript. Personal attacks or derogatory remarks are not acceptable.
- 5. Content and Scope:** Reviewers should evaluate the manuscript based on its originality, significance, methodology, interpretation of results, and adherence to ethical standards. Assessments should be focused on the content of the manuscript rather than personal preferences or biases.

Figure 28

If the user accepted the review assignment, the second page/step will be the guidelines set by the publisher. Click on the button 'Continue to Step 3' to proceed.

c. Download & Review

Review Files		Q Search	
 527	The Impact of Artificial Intelligence on Healthcare.docx	March 25, 2024	Article Text

Reviewer Guidelines

[Review Guidelines](#)

Reviewer Assessment Form

Central Mindanao University Journal of Science

ISSN 0116-7847

Please ensure that you upload your signature in the designated Uploads section to certify your review.

Article Type *

- Perspective Article
- Technical Note
- Original Research
- Review Article
- Other

Please Fill up if you choose Other *

Significance of the Study *

- Highly Significant
- Moderately Significant
- Significant
- Not Significant

Completeness of Paper *

- Complete
- Important parts are excluded
- Contains unnecessary details
- Other

Please fill up if you choose Other

Comprehensibility *

- Well written. Easily understood
- Moderately understandable
- Virtually unreadable
- Other

Please fill up if you choose Other *

Adequate Summary and Conclusion? *

- Yes
- No (Please specify in the comments below)

Adequate Reference? *

- Yes
- No (Please specify in the comments below)

Overall Rating *

- Poor
- Average
- Good
- Excellent

Comments

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
<input type="checkbox"/>	530 signature.png	March 26, 2024	
<input type="checkbox"/>	529 The Impact of Artificial Intelligence on Healthcare.docx	March 26, 2024	

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

[Submit Review](#) [Save for Later](#) [Go Back](#)

Figure 30. Reviewer form continuation

Download the file(s) to be reviewed first in the 'Review Files' section. Ensure that all required fields are answered in this section, following the provided instructions. After

reviewing, upload the reviewed file(s) in the 'Upload Files' section. Additionally, ensure that the reviewer has uploaded an image of their signature, preferably in PNG format. Review discussion can also be added. Lastly, the reviewer must leave a recommendation. Click on 'Submit Review' once everything is settled; otherwise, click on 'Save for Later'.

d. Completion

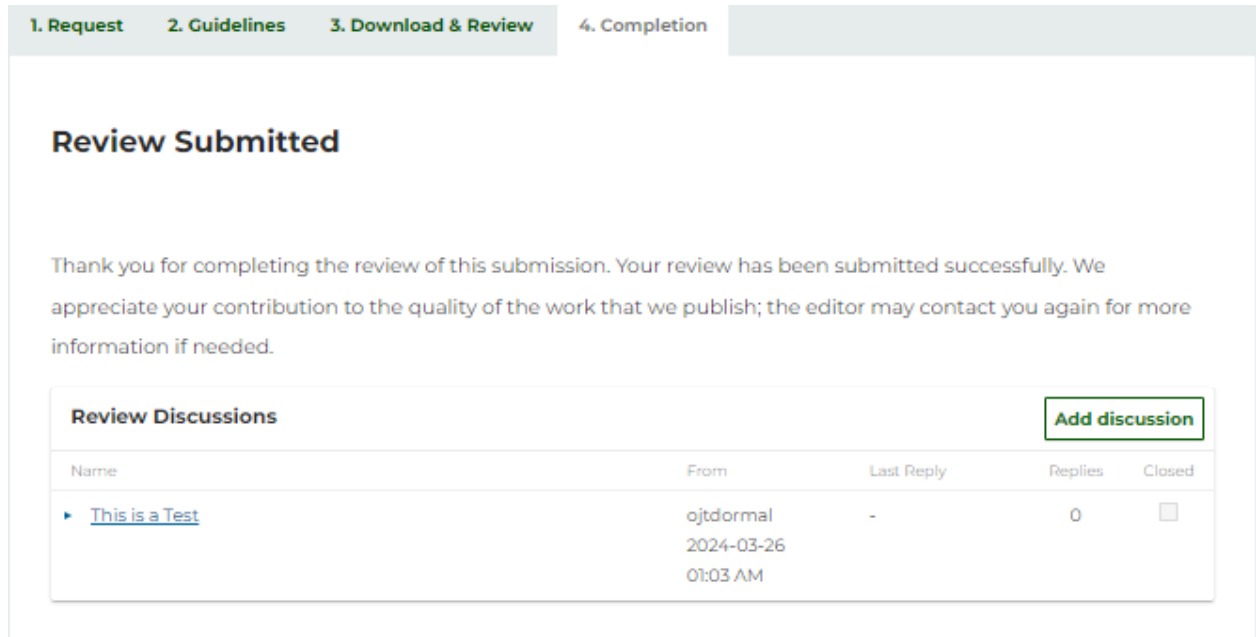


Figure 31. Reviewer completion section

The submission of the review is done. Now, reviewers can add as much discussion as they want or return to the submission dashboard.

To “Add Discussion” click on the ‘Add Discussion’ button.

e. Add Discussion

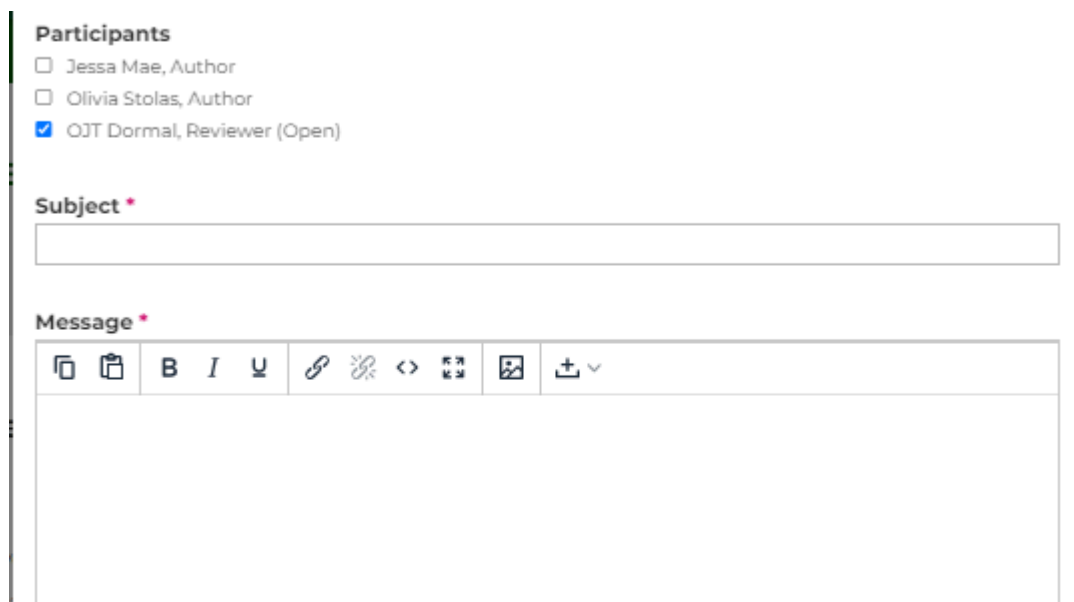


Figure 32. Add discussion form

Select the user/participant to whom you want to send the discussion message. Ensure to include the subject of the discussion, as it is required, and attach a file.

Upload a Discussion File ×

1. Upload File 2. Review Details 3. Confirm

Article Component *

Article Text

✓ The Impact of Artificial Intelligence on Healthcare.docx Change File

[How to ensure all files are anonymized](#)

Continue Cancel

Figure 33. Upload discussion file

To upload files, make sure to select an article component, whether it is an article text, research instrument, or other types. Below that, upload the file that the reviewer wants to upload, then click 'Next.' Reviewers will be given an option to add another file as they proceed by clicking the 'Continue' button.

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by:
JESSA MAE M. DORMAL
ALYANNA KRISTINA JEN F. MONTALLA