



Submit a Peer-Review Report  
(For Reviewers only)  
**DECENT Manager**

## 1. Accepting a Review Invitation from DECENT Journals

Reviewers who are interested in reviewing a manuscript for DECENT Journals will receive an email from **DECENT Journals** to either **Accept (green button (1))** or **Reject (red button (2))** the invitation.

Please find below a sample of the invitation email.

**DECENT**  
database  
BRIDGING THE GAP

DECENT Number: SCECHM1502  
Title: Keywords ((Minimum of 4 and maximum of 6 required.)  
Corresponding Author(s): Prof Boss,

Dear Mr Reviewer October,

We would kindly like to seek your expertise in reviewing a manuscript titled 'Keywords ((Minimum of 4 and maximum of 6 required.)' for possible publication in DECENT Journals. DECENT Journals is a project born out of the love for science, with the primary aim of decentralizing peer-to-peer review of scientific research articles. The idea is to enhance access to empirical research materials around the globe.

If you are willing and available to review this manuscript for DECENT, please click on the link below:

**Accept (1)** →

Your username/Access key is: [decent\[redacted\]s@gmail.com](mailto:decent[redacted]s@gmail.com)

If you are already registered and need to retrieve password details, please go to: [Reviewer Password Retrieval](#).

We would appreciate having your comments within three (3) weeks (on or before Friday, November 22, 2019), if you kindly agree to review this manuscript for DECENT.

In appreciation of your time and effort as a reviewer for DECENT, you are entitled to access our database for 45 days.

**Reject (2)** →

If you are indisposed, please click on the link below. We do understand the situation.

If you will like to review for DECENT in future, please visit <https://decentdatabase.com> to register as a reviewer

Kind regards,

**Please note, if you do not wish to review the manuscript, you can either ignore the email or click the Reject button.**

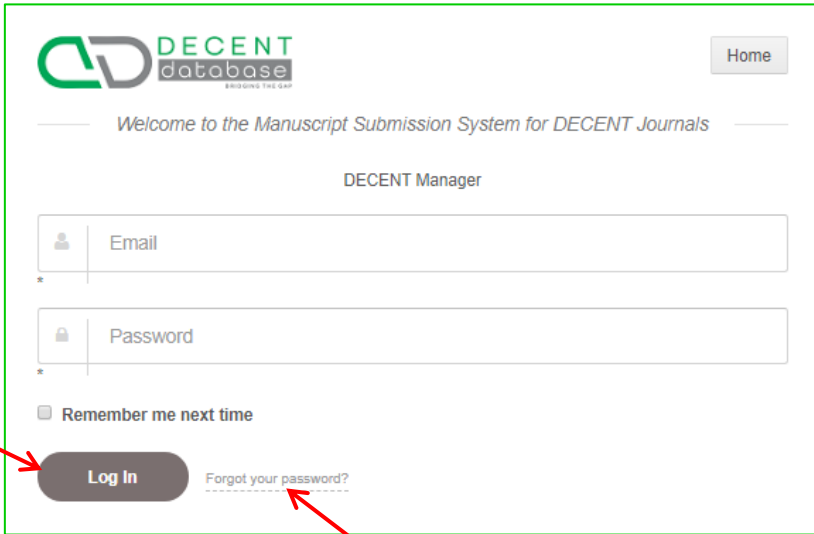
## 2. Agree to Accept the Invitation

### a. If you already have an account with DECENT Database.

Click the **Accept** button and you will be redirected to the **Log In (1)** page.

If you already have an account with DECENT Database, all you need to do is to enter your **username (email address)** and **password**.

If you cannot remember your password, please use the **Forgot your password (2)** link beside the **Log In** to reset your password.

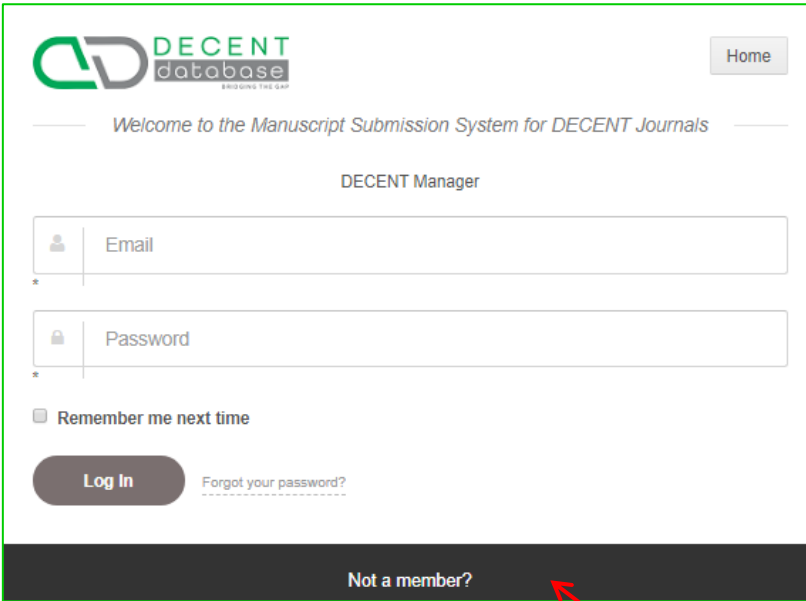


(1)

(2)

### b. For new users (You do not have an account with DECENT Database).

Click on the **Register** button and you will be redirected to the **Registration page**.



Not a member?

**c. Registration Page**

Ensure you register using the **email address or username** that the **Reviewer’s Invitation** was sent to. **DECENT Manager** only recognises this email address as a possible reviewer.

**DECENT Manager** will not allow an email address to be used twice, so please make sure your information is correct when registering.

Users who have difficulty in registering should contact the administration department ([admin@decentdatabase.com](mailto:admin@decentdatabase.com)).

The registration page for DECENT database features a header with the logo and a 'Home' button. Below the header is a navigation bar with the text 'Register with your e-mail address'. The registration form consists of the following fields:

- Title: A dropdown menu with 'Prof' selected.
- First name/Given: A text input field.
- Last name/Family: A text input field.
- E-mail address: A text input field, highlighted with a red arrow and labeled 'Username'.
- Password: A text input field.
- Confirm Password: A text input field.
- Sex: A dropdown menu with 'Male' selected.
- Country: A dropdown menu with 'Afghanistan' selected.
- State: A text input field.
- Organization: A text input field.
- Referral: A text input field.

At the bottom of the form, there are two checked checkboxes:

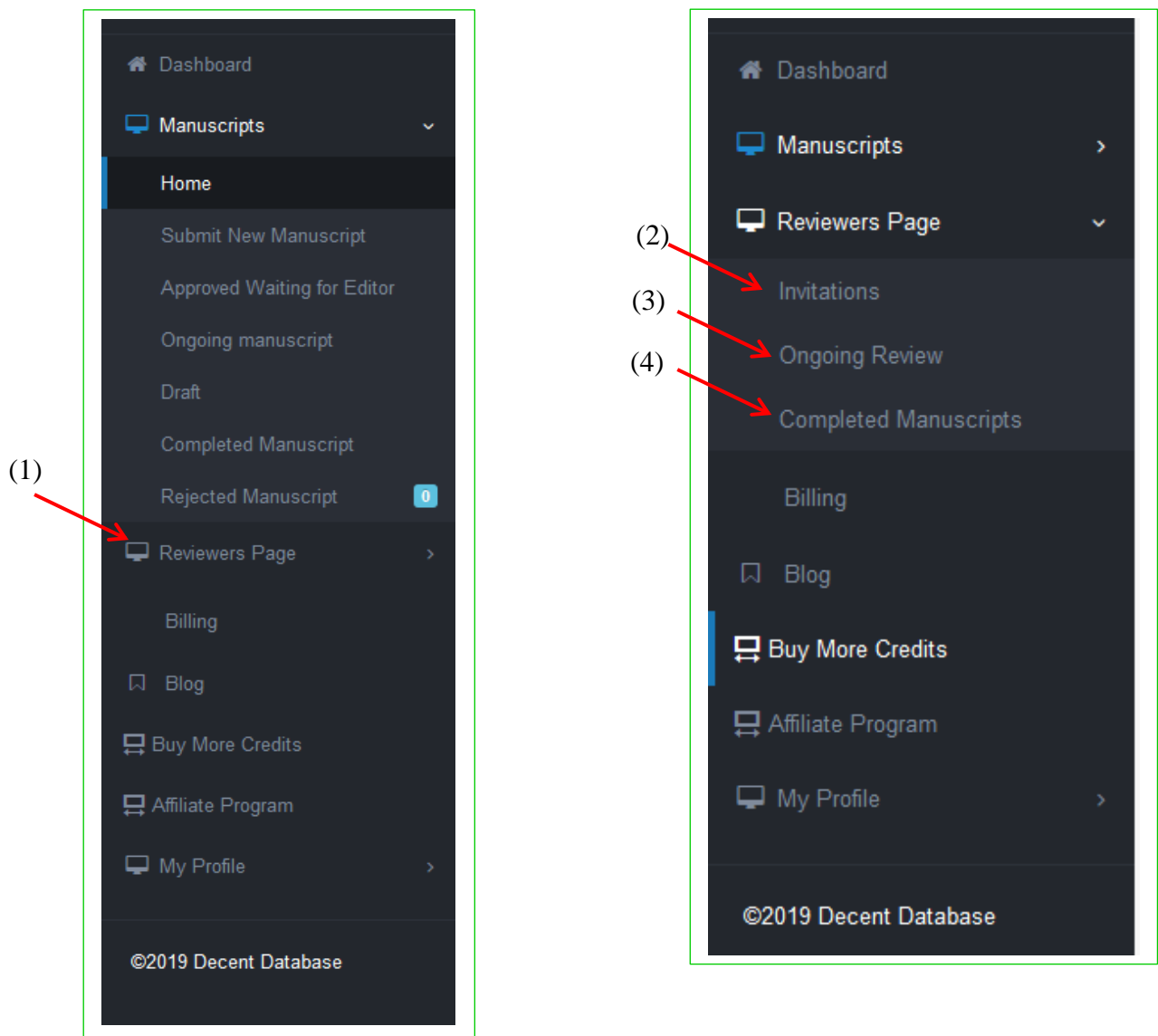
- I wish to receive the latest updates from DECENT Database and DECENT Journals
- I have read and understood the DECENT Database user agreement and privacy policy

A 'Register' button is located below the checkboxes. Below the button, it states 'All fields are mandatory'.

### 3. Accessing your Reviewer's Dashboard on DECENT Manager

Once in your dashboard, the **Reviewers Dashboard** can be accessed on the **left-hand side** of your dashboard.

Users should click on the **Reviewer Page** (1) to display the **Reviewer main menu** which includes **Invitations** (2), **Ongoing Review** (3), and **Completed Manuscripts** (4).

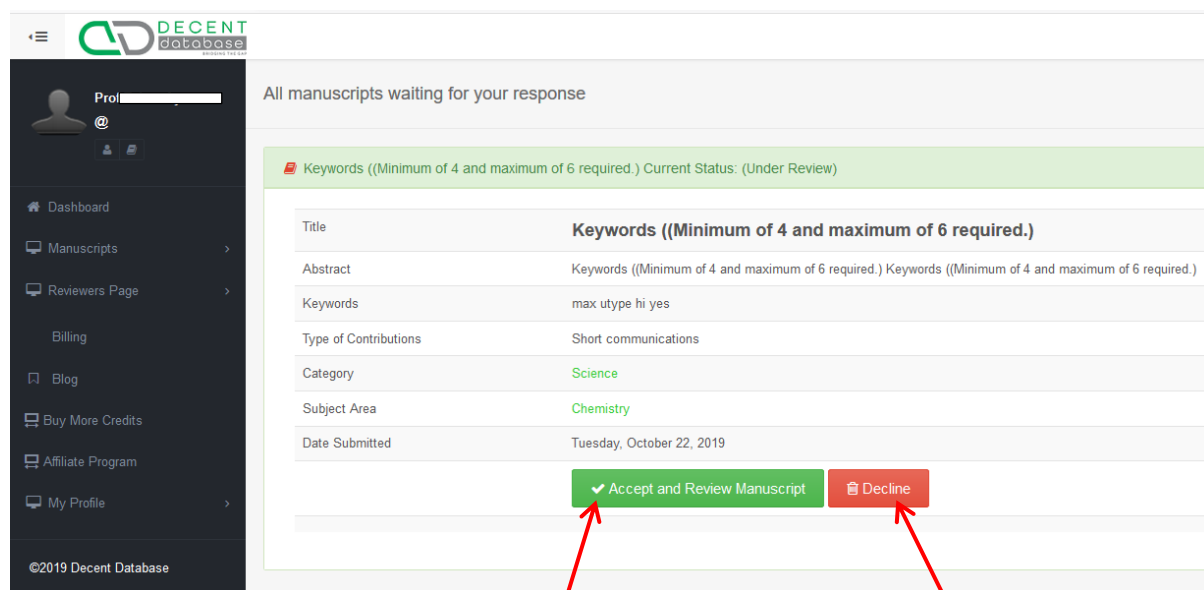


## 4. Accepting or Rejecting a Reviewer Invitation

To accept your current reviewer invitation, please click on **Invitations** to display the page below.

The page contains a **green button** that says **Accept and Review Manuscript** (1) and a **red button** that says **Decline** (2).

The page also contains title of the manuscript, an abstract, keywords, type of contributions, subject category/subject area, and the date submitted.



The screenshot shows the DECENT database interface. On the left is a dark sidebar with navigation options: Dashboard, Manuscripts, Reviewers Page, Billing, Blog, Buy More Credits, Affiliate Program, and My Profile. The main content area is titled "All manuscripts waiting for your response" and displays a manuscript under review. The manuscript details are as follows:

Title	Keywords ((Minimum of 4 and maximum of 6 required.))
Abstract	Keywords ((Minimum of 4 and maximum of 6 required.)) Keywords ((Minimum of 4 and maximum of 6 required.))
Keywords	max utype hi yes
Type of Contributions	Short communications
Category	Science
Subject Area	Chemistry
Date Submitted	Tuesday, October 22, 2019

At the bottom of the manuscript details, there are two buttons: a green button labeled "Accept and Review Manuscript" and a red button labeled "Decline". Red arrows point from these buttons to labels (1) and (2) respectively.

**Accept and Review Manuscript (1)**

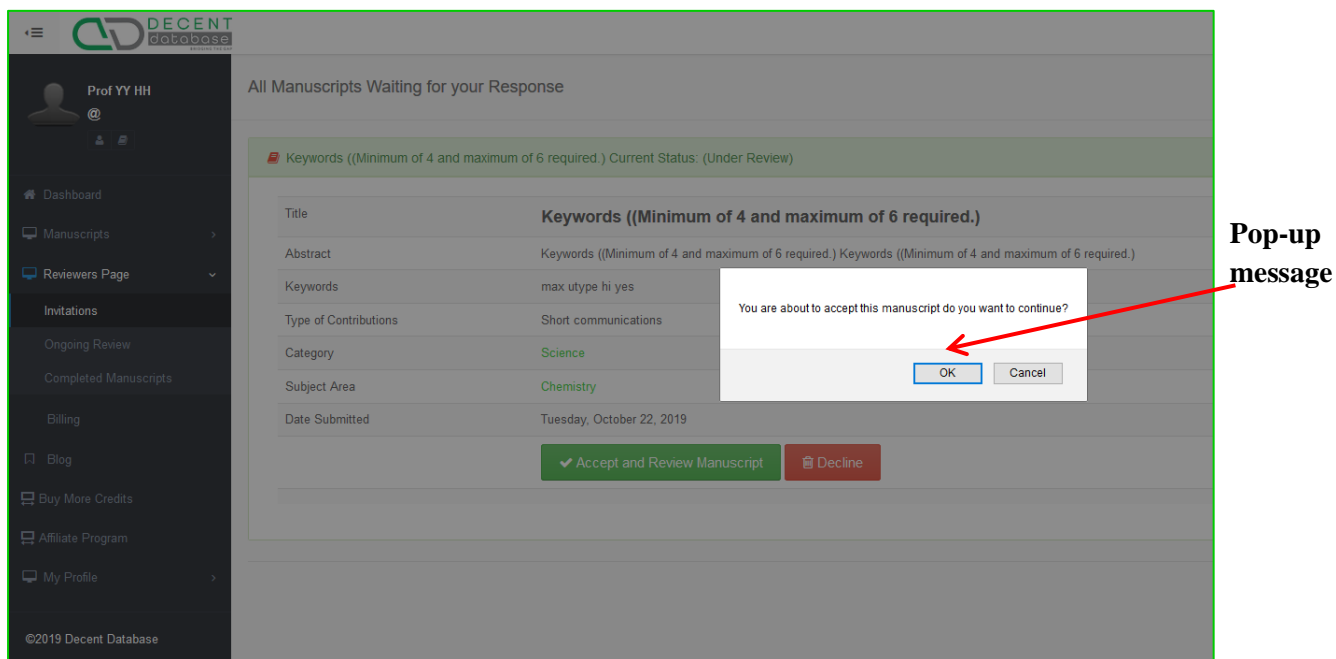
**Decline (2)**

a. The **Accept and Review Manuscript** (1) button.

Once you click the **Accept and Review Manuscript** (1) button, a pop-up message comes up asking you if you want to continue to accept the invitation to review the manuscript.

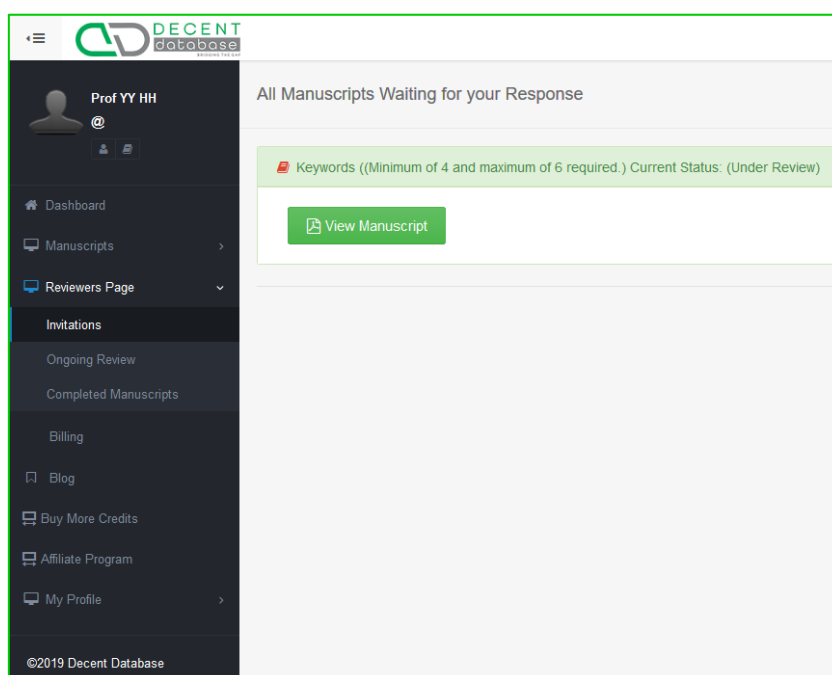
If you are okay to review the manuscript, please click **OK**.

**Please note, you will receive an email thanking you for accepting the invitation to review the manuscript.**



b. After clicking **OK**, the system will redirect you to a new page.

To see the manuscript assigned to you, please click **View Manuscript**.



c. Once you click on the **View Manuscript** button, the page below should appear.

The page contains 4 sections.

1. **Dashboard**
2. **General Information**
3. **Current Manuscript**
4. **My Note**

The screenshot shows a web interface for manuscript review. At the top, there is a text input field for keywords with a note: "keywords ((Minimum of 4 and maximum of 6 required.)". Below this is a navigation bar with four tabs: "Dashboard", "General Information", "Current Manuscript", and "My Note". Red arrows point from labels above to each of these tabs. The "Dashboard" tab is active. The main content area is divided into several sections: "Reviewer Responses Round 1" (a yellow banner with the text "Waiting for reviewer(s) response"), "Review form" (a blue banner with the text "Please you can decide to upload your 'Comment to Authors' or paste it in the section provided below."), "Recommendation" (a dropdown menu with "Select one"), "Comment to Editor" (a rich text editor with a toolbar), "Comment to Author" (another rich text editor with a toolbar), and "Upload your Review (Accepted documents: Pdf,doc,docx)" (a file upload area with a "Drop files here" instruction, a "Select File" button, and a "Submit Review" button).



## 1. Dashboard

The **Recommendation drop-down** contains the following options – **Accept, Minor Revision, Major Revision, and Reject**.

Reviewers can recommendation any of these options to the Editor.

**Comment to Editor** – Reviewer can send a private message regarding the manuscript to the Editor.

**Comment to Author** – Reviewer can paste their comments to author(s) regarding the manuscript in this section.

**Select File** – Reviewer can directly attach a word document of their comment to the author(s). Click on the **Select File** button and attach the word file from your computer or where ever the document is stored.

**Submit Review** – Once the document has been attached or pasted in the space provided, please click the **Submit Review** button to submit your review to the Editor.

## 2. General Information

This section contains a general overview of the manuscript to be reviewed.

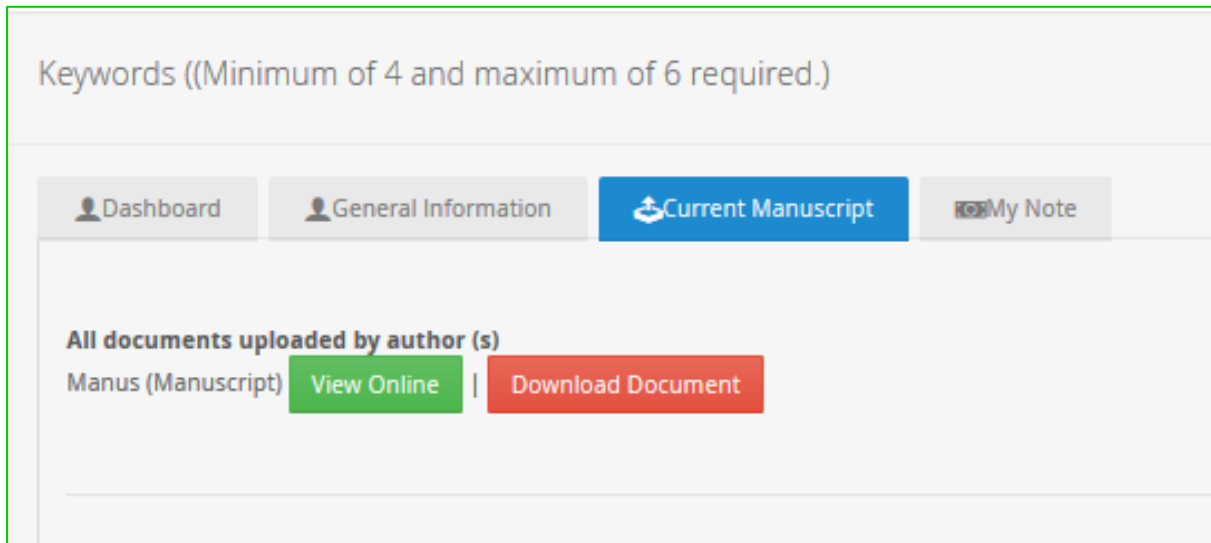
Keywords ((Minimum of 4 and maximum of 6 required.))

Dashboard	General Information	Current Manuscript	My Note
Title	<b>Keywords ((Minimum of 4 and maximum of 6 required.))</b>		
Title	Keywords ((Minimum of 4 and maximum of 6 required.))		
Abstract	Keywords ((Minimum of 4 and maximum of 6 required.)) Keywords ((Minimum of 4 and maximum of 6 required.))		
Keywords	max utype hi yes		
Type of Contributions	Short communications		
Category	Science		
Subject Area	Chemistry		
Date Submitted	Tuesday, October 22, 2019		
<b>Novelty Points</b>			
(Minimum of 4 and maximum of 6 required)			
(Minimum of 4 and maximum of 6 required)			

### 3. Current Manuscript

This section contains manuscripts and other documents to be reviewed.

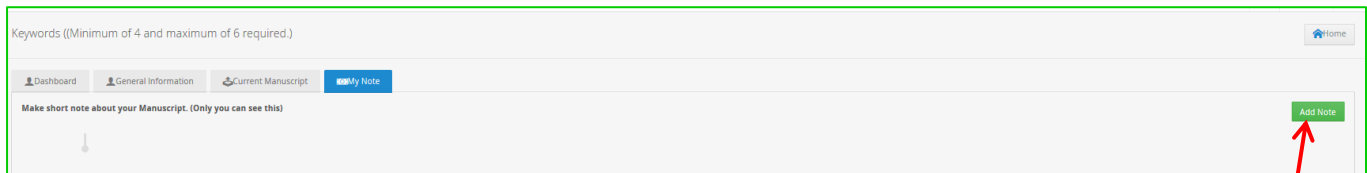
Please, click the **Download Document** to view the attached document(s) by the author.



### 4. My Note

Reviewers can use this section to make a note regarding the manuscript. Please note that the note is only visible to you.

To add a short note, please click on the **Add Note** button.



Add Note

## 5. Attaching files (Your Comments to the Author)

Click on the **Select File** button to attach the word file that contains your comments to the **Comment to Author** section.

Once you click on the **Select File**, the system will redirect you to select the document from where it is saved.

The screenshot shows a web interface for a review process. At the top, there are navigation tabs: Dashboard, General Information, Current Manuscript, and My Note. Below this is a section titled 'Reviewer Responses Round 1' with the text 'Waiting for reviewer(s) response'. The main form area is titled 'Review form' and contains several sections: 'Recommendation' with a dropdown menu set to 'Select one'; 'Comment to Editor' with a rich text editor; 'Comment to Author' with another rich text editor; and 'Upload your Review (Accepted documents: Pdf,doc,docx)' with a file upload area. The file upload area includes a 'Drop files here' instruction and a 'Select File' button. A red arrow points to the 'Select File' button. A 'Submit Review' button is located at the bottom right of the form.

**Select File**

Select the document you want to upload and click on blue **Upload** button.

Review form

Please you can decide to upload your "Comment to Authors" or paste it in the section provided below.

Recommendation

Minor Revision

Comment to Editor

Dear Editor,  
Minor Revision required.

body p

Comment to Author

Authors need to thoroughly revised their manuscript.

body p

Upload your Review (Accepted documents: Pdf,doc,docx)

Drop files here

Select File

1 file(s) in queue.

DECENT Hub.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document) - 15.78 kb (pending)

Remove

Upload

Submit Review

After clicking on the **Upload** button the wording in **BLUE** of the attached file name will change to **GREEN** and the **Upload** button will disappear, confirming that the document has been uploaded.

At this stage, you are ready to submit your review to the editor.

Review form

Please you can decide to upload your "Comment to Authors" or paste it in the section provided below.

Recommendation

Minor Revision

Comment to Editor

Dear Editor,  
Minor Revision required.

body p

Comment to Author

Authors need to thoroughly revised their manuscript.

body p

Upload your Review (Accepted documents: Pdf,doc,docx)

Drop files here

Select File

All Files Uploaded. Please select file(s) to upload.

DECENT Hub.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document) - 15.78 kb (Uploaded)

Submit Review

**GREEN** wording

## 5. After clicking the Submit Review button

After clicking the **Submit Review** button, the page below should appear.

**You should also receive an email thanking you for submitting your review.**

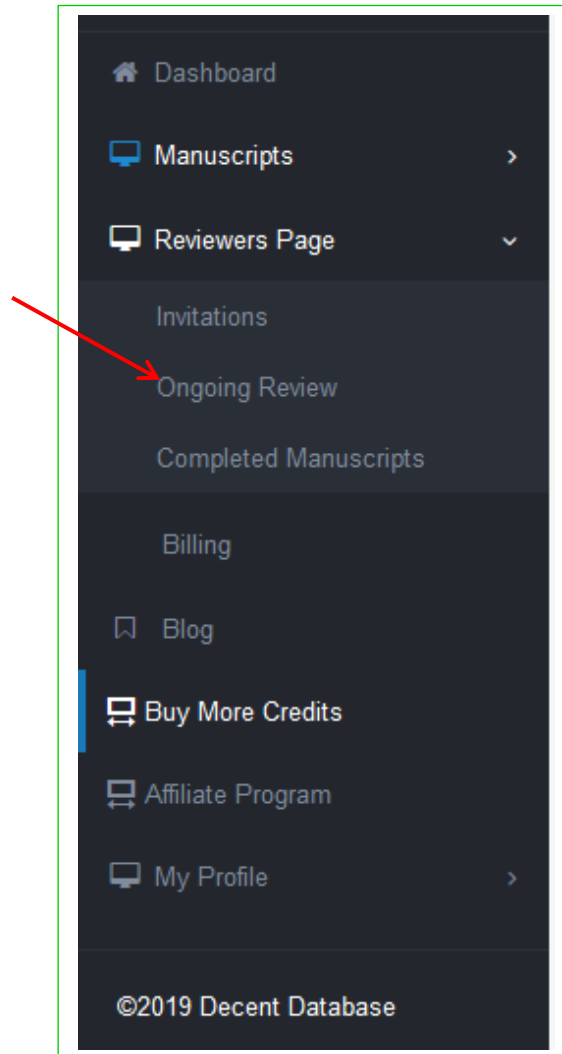
The **Round 1** on the top of the page below indicates that this is the first review (**Round 1**) of that particular manuscript. It also contains all your comments to the editor regarding the manuscript, together with your attached file (**Comment to Author**).

You can view the attached **Comment to Author** document by clicking on the **Download File** button.

The screenshot displays a web interface for a journal submission system. At the top, there is a search bar for keywords and a navigation menu with options like 'Dashboard', 'General Information', 'Current Manuscript', and 'My Note'. A green button labeled 'Add New Response to Author' is visible in the top right. The main content area is titled 'Reviewer Responses Round 1' and features a red header bar indicating 'Round 1: | Reviewer: Prof YY HH | Response on Wednesday, October 23, 2019 12:41:33 PM'. Below this, the review details are shown, including a 'Remark: Minor Revision' and a 'Comment to Editor' section. A 'Comment to Author' section contains the text 'Authors need to thoroughly revised their manuscript.' and 'Waiting for Editor and Author(s) to respond'. A green 'Download File' button is located in the bottom right corner of the review details. Red arrows point from the text 'Round 1' on the left to the 'Reviewer Responses Round 1' header and the 'Round 1' header bar, and another red arrow points from the text 'Download File' on the right to the 'Download File' button.

## Accessing the Submitted Manuscript for Further Review in Future

1. Once the **Invitation** has been accepted and you have submitted the first review for the manuscript, the manuscript will automatically be moved to **Ongoing Review** section in your **Reviewers Dashboard**.

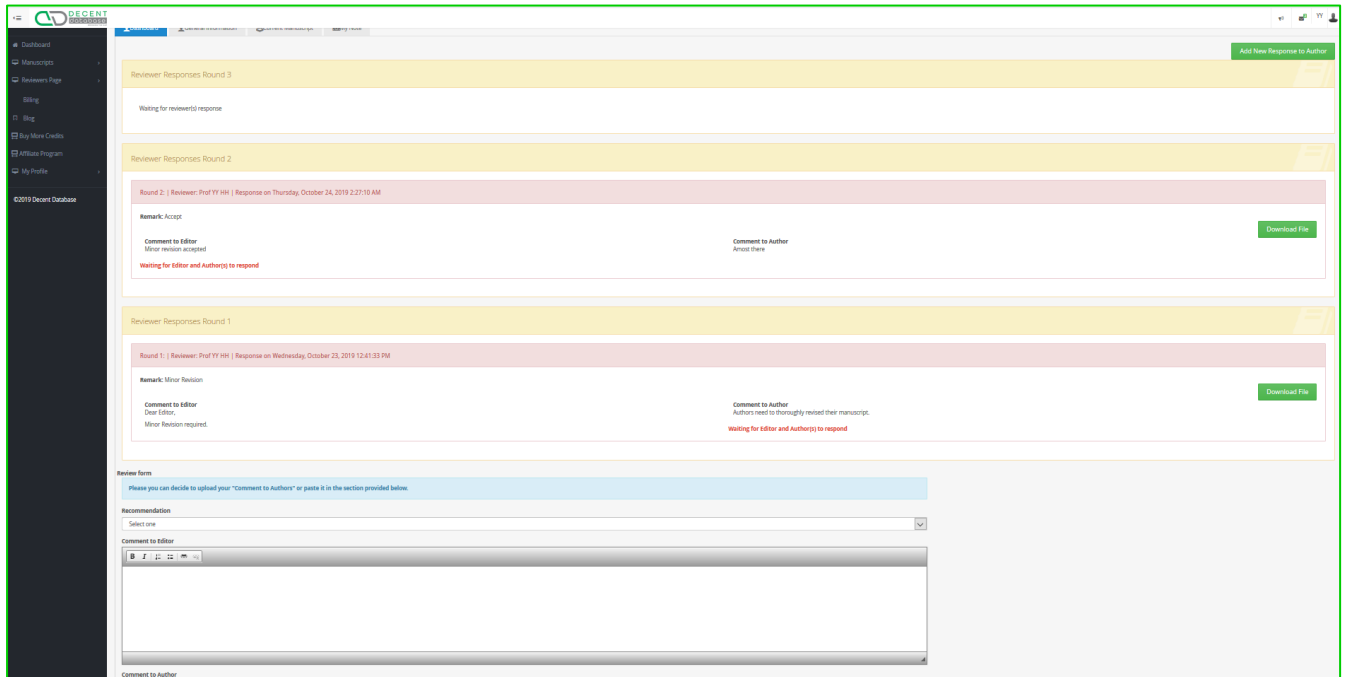


2. After clicking the **Ongoing Review** (1) link, the page below should appear. To view the details of your past review for any manuscript, please click on the **View Details** (2) button.

The screenshot displays the user interface of the Decent Manager. On the left is a dark sidebar with a navigation menu. The 'Ongoing Review' option is highlighted with a red arrow and labeled with a circled '1'. The main content area is titled 'All Manuscripts Waiting for Review' and features a table with manuscript details. A green button labeled 'View Details' is positioned below the table, with a red arrow pointing to it and labeled with a circled '2'.

R1-Keywords ((Minimum of 4 and maximum of 6 required.) Current Status: (Under Review)	
Title	<b>R1-Keywords ((Minimum of 4 and maximum of 6 required.)</b>
Abstract	Keywords ((Minimum of 4 and maximum of 6 required.) Keywords ((Minimum of 4 and maximum of 6 required.)
Keywords	max utype hi yes
Type of Contributions	Short communications
Category	Science
Subject Area	Chemistry
Date Submitted	Tuesday, October 22, 2019

3. After clicking the **View Details** button, the page below should appear. This page contains the details of your past review of the manuscript.



4. Once the editor has reached a decision (**Accept or Reject**) regarding the manuscript, your past review will automatically be moved from **Ongoing Review** to **Completed Manuscripts** (1). To view the details of your completed review, click on the **drop-down button** (2) and **View Details** (3).

