

# RV Guide 1.0.0

FUJIPRESS MANUSCRIPT MANAGER

Fuji Technology Press Ltd.

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## 1. Account Creation and Management

Please refer to the Authors Guide.

## 2. Log in

Please refer to the Authors Guide.

### 3. Dashboard

On your Dashboard you can see the most recent papers assigned to you. You can quickly navigate to a paper's details by clicking on the ID.

Dashboard

Review

Invitation

ID	Request Date	Review	Type	Title	Research Field
<a href="#">Dr24-0033</a>	2024-02-27	1st	Paper	A Comparative Study of Relation Classification Approaches for Japanese Discourse Relation Analysis	Others

Papers you are currently reviewing

Reviewing Papers

ID	Request Date	Review	Type	Title	Research Field
<a href="#">Dr24-0011</a>	2024-02-06	1st	Paper	Bousai literacy	Earthquake

Unique ID of each paper

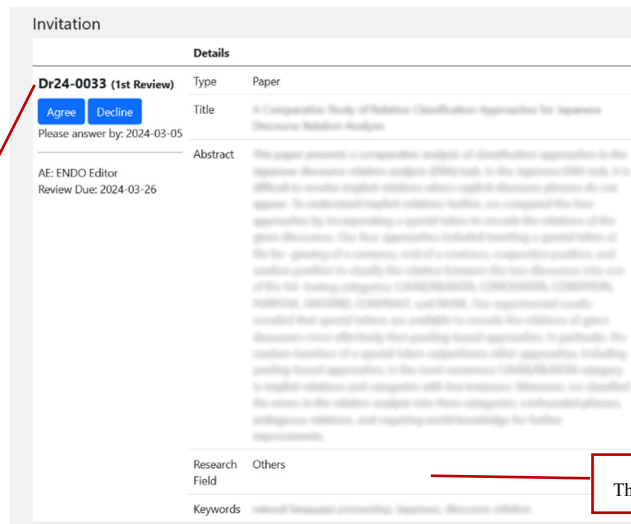
Current status of paper

Papers you have been invited to review

#### 4. Accepting an Assignment

Once a paper has been assigned to you, you have the option to Accept or Reject the invitation.

When you view the paper, you have been invited to, you will see the following page:



Use this ID in correspondence about this paper

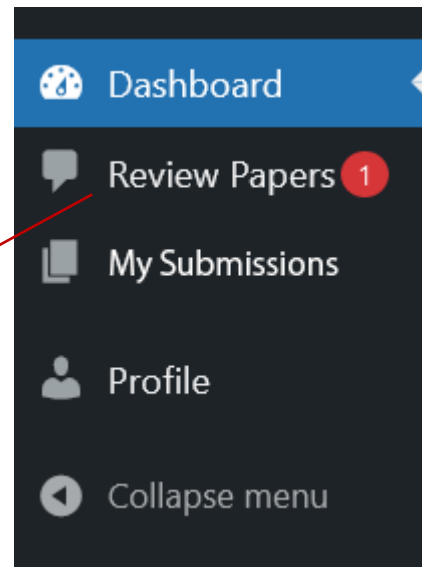
The main categories of research of the paper

Once you have made your decision, click on or **Agree** to **Decline** accept or reject the invitation.

## 5. Reviewing a Paper

Once you have accepted a paper to review, you will be able to access it from your Reviewer Dashboard.

You can click on the Review Papers tab of the side menu to view all the papers you are currently reviewing.



## Review Pane

The screenshot shows the 'Review Pane' interface. At the top, there are two buttons: 'Back to list' and 'Review Form (.docx)'. Below this, the manuscript details are displayed: ID: Dr24-0033, Title: [blurred], Article Type: Paper, Manuscript: 1. [dr194\\_1\\_manuscript0.pdf](#), Figure/Video: 1. [dr194\\_1\\_figures0.pdf](#), and Comment from Author: Placeholder. A callout box points to the manuscript link with the text: 'You can download a PDF of the manuscript using this link.'

The main review section contains several rating options: Recommendation (Accept, Conditionally Accept, Revise and Resubmit, Reject), New Findings (Excellent, Good, Acceptable, Fair, Poor), Logical Strength (Excellent, Good, Acceptable, Fair, Poor), and Level of English (Excellent, Good, Acceptable, Fair, Poor). A callout box points to these options with the text: 'Please be specific in your comments to the Author.'

Below the ratings are two text input fields: 'Comment to Editor' (with a placeholder 'If necessary (Not shown to author).') and 'Comment to Author'. A callout box points to the 'Comment to Author' field with the text: 'If necessary, you can also upload a file containing your comments or any other relevant content. This will be forwarded to the Author.'

At the bottom, there is a file upload section: 'File \*If necessary. Upload before "Submit Review".' with a 'Browse...' button, 'No file selected.', and an 'Upload' button. At the very bottom, there are three buttons: 'Back to list', 'Save as Draft', and 'Submit Review'.

On the Review Pane you will be able to give your review score.

Please select a Recommendation of Accept, Conditionally Accept, Revise and Resubmit or Reject.

Once you have filled in your review, click on **Submit Review** to finalize your review.

You can also save your review as a draft, if you wish to return to it later.

In the case of re-review, the past review results and the author's responses and revised manuscripts will be displayed below the response form for the current review.

Back to list Save as Draft Submit Review

**1st Review**

Manuscript:  
1. [Rb24-0003\\_1\\_manuscript0.pdf](#)

Author Response:  
Author response to your comments

Recommendation: Conditionally Accept

Scientific Value: Good

Logical Integrity: Good

Proficiency in English: Good

Comments to Editor (not disclosed to author)

Comments to Author

File  
No file.

Revised manuscript

For reference only (Japanese manuscript):  
1. [Rb24-0003\\_ja\\_ja-manuscript0.pdf](#)

Previous review result

Author Comments at Submission

Cover letter

### Reminder Email

If the following situation, the reminder emails are sent automatically from the system:

Subject	When
Invitation letter to review	3 days after Reviewer invitation
Review Deadline Notification	3, 7, and 14 days before the review deadline
Review Deadline Today	The day of the review deadline
Review Deadline Passed	3 days after the review deadline



## Links & Resources

Official Website: <https://www.fujipress.jp/>

JRM: <https://www.fujipress.jp/jrm/rb-about/>

IJAT: <https://www.fujipress.jp/ijat/au-about/>

JDR: <https://www.fujipress.jp/jdr/dr-about/>

JACIII: <https://www.fujipress.jp/jaciii/jc-about/>

For authors: <https://www.fujipress.jp/jaciii/jc-authors/>

Article Search: <https://www.fujipress.jp/search/>

Overleaf guide on TeX: <https://www.overleaf.com/learn>

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