**Reviewer guideline:**

Thank you for your interest in signing up to be a reviewer for this journal. These guidelines provide reviewing process to encourage you to take to heart of quality of the journal. Submission and review to this journal proceeds online via the homepage of this journal. Reviewer has to sign up for an account to be able to do the review process.

1. Account registration

The procedure to create new account:

1. Open the homepage of this journal: <http://jemis.ub.ac.id/index.php/jemis>
2. Choose “Register” in the menu to make a new account
3. Fill the data as required:
   1. Username
   2. Password (min. 6 characters)
   3. Re-enter password
   4. Validation
   5. Salutation (optional)
   6. First Name
   7. Middle Name (optional)
   8. Last Name
   9. Initials (optional)
   10. Gender (optional)
   11. Affiliation (optional)
   12. Signature (optional)
   13. Email
   14. Confirm Email
   15. ORCID iD (optional)
   16. URL (optional)
   17. Phone (optional)
   18. Fax (optional)
   19. Mailing address (optional)
   20. Country (optional)
   21. Bio Statement (optional)
   22. Confirmation (click the box)
   23. Register As (click the box as Reviewer)
4. Click “Register” in the end of the page to finish new account registration process.
5. Review notification

Reviewer will receive notifications both in email and in reviewer account to review paper(s) assigned by editor.

1. Review format

The review must be submitted within the timelines provided. We provide evaluation criteria to help reviewer to justify the manuscript. However, comments and suggestions are required for each article. Please provide the author(s) a structured review by separating and numbering comments. It would be very helpful if the review cites specific page numbers, passages, tables, and figures. This journal uses a double-blind review process. Therefore, it is necessary to keep information about your identity as well as not to seek to discover the identity of the authors. We suggest to write 1 single-spaced page in length for the comments and suggestions.

1. Reviewer comments and suggestions

Please keep your comments constructive, helping to revise an article until each is suitable for publication. If the problems you identify cannot be fixed, try to provide the authors with constructive suggestions for how they might improve upon their submission as they develop their research. It is also important to try to identify the strengths of a manuscript to help the author(s) improve their work. Identify areas of weakness in a manuscript, but also provide specific guidance on how the authors might address the limitations you have noted. The more specificity you provide in your review, the more likely author(s) will get benefit from your efforts. We hope this journal could provide services to develop research of members who submit their work. In addition, consideration on the overall value-added contribution the submission offers is as important as the comments on the theoretical development of a submission and the technical correctness of the methodology. It is also essential to consider whether the submission has any practical value, and comment on its implications for the practice community.

1. Status of manuscript
2. Publish As Is. The article fulfills all of the requirements listed in the criteria and is ready for publication.
3. Major Revision. The article has significant inadequacies in content.
4. Minor Revision. The article contains a small number of easily correctable errors including missing references, and minor content clarification.
5. Reject & Resubmit. The form of article is not suitable for publication and requires significant rewrites for more than 50% of the manuscript. However, it does contain value and after taking into consideration the reviewer’s comments would be worthy of an evaluation for future publication upon the author’s resubmission of the manuscript. Please not to reject articles because you may disagree with the opinion expressed. Judge the article on the relevance of the topic and how well the author makes his/her case. If you are recommending a revision, provide alternative solutions for how the author might revise his/her article.
6. After completing review process

Please click the “Submit Review” button. You may want to save a copy of your review offline for your records. The completion review will be saved in your Past Reviews folder. The feedback and response from author will be submitted to online system journal, and reviewer will get the notification to be able to check the revised version from the author. The fulfillment on comments and suggestions will define the status of a manuscript.