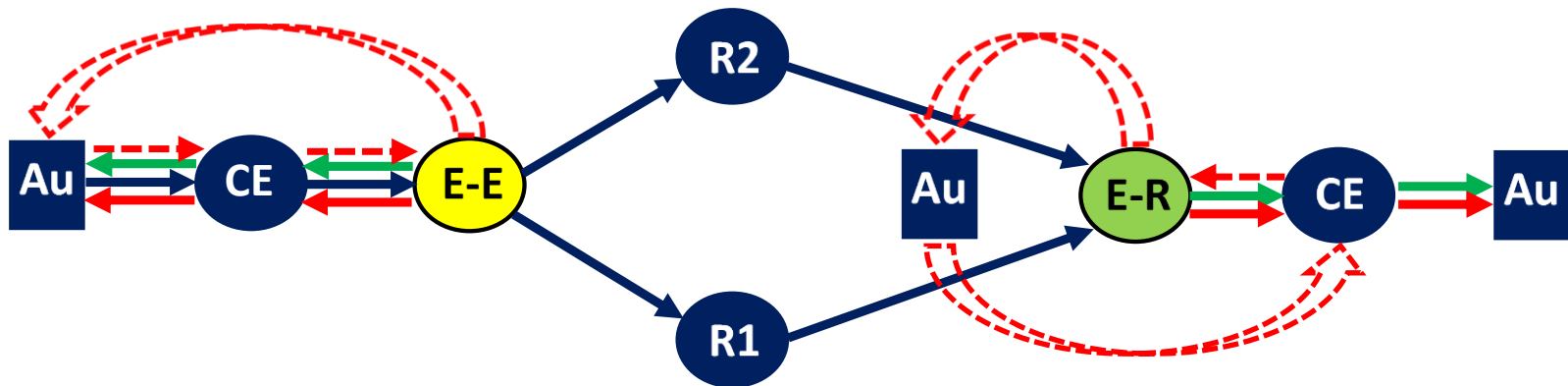


IAHRAPD2018

Guideline for Editor

FLOW CHART OF REVIEW PROCESS



- Initial Process
- - - Revision Required
- Accepted
- Rejected
- Au : Author
- CE : Chief Editor/Administrator
- E-E : Editor Evaluation
- E-R : Editor Recommendation
- R1 : Reviewer 1
- R2 : Reviewer 2

Contents



Editor Roles



Account Management



Main Menu



Editor Evaluation



Assign Reviewer



Editor Recommendation

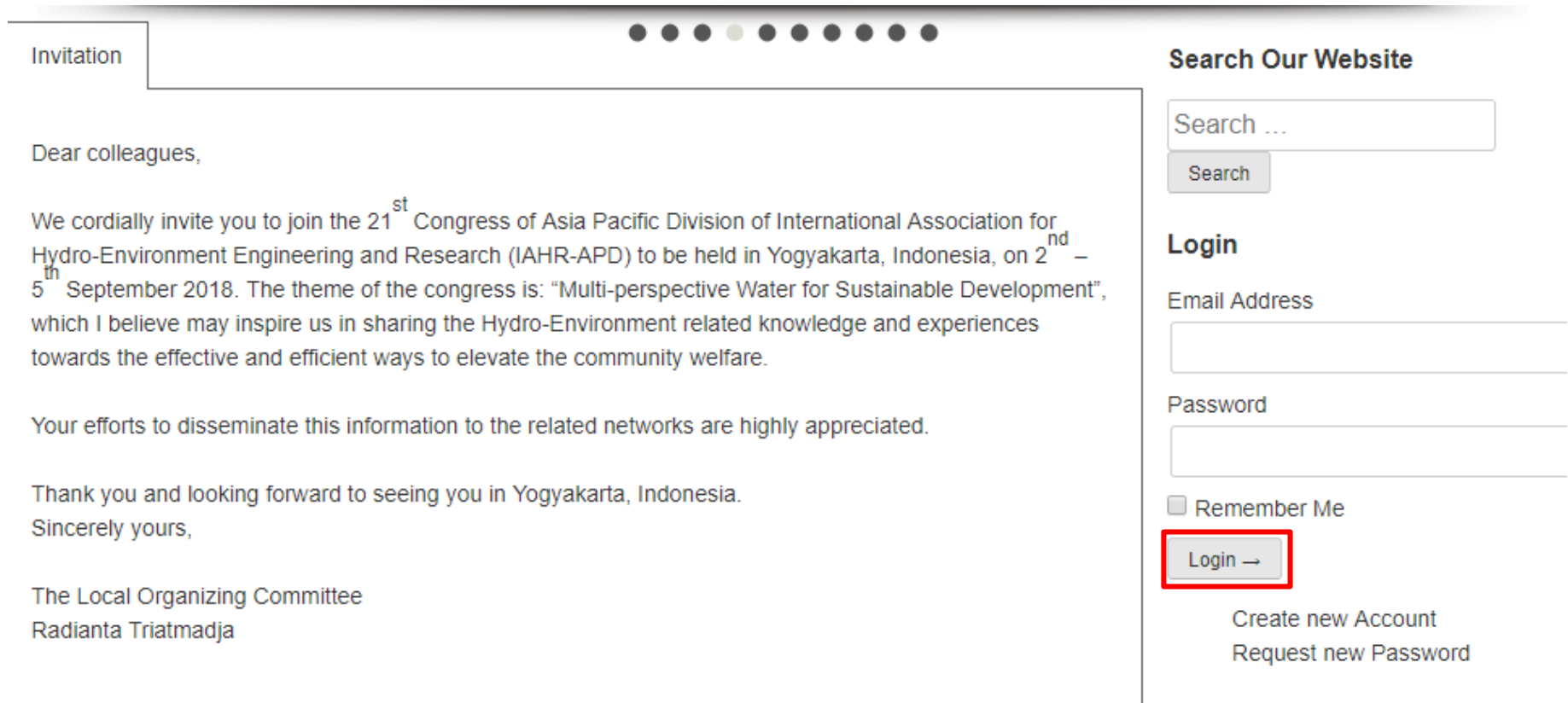
Editor Roles

1. Evaluating the accepted full paper (check the feasibility of English, contents, plagiarism/similarity, etc.)
2. Assign peer-reviewers (*remember* that this is a blind review system that reviewer may not know the author identity and vice versa)
3. Communicate with the peer-reviewers and the authors (when necessary)
4. Make recommendation from the peer-reviewers comments and/or the editors own judgment (upload the final version of the full paper)

Account Management : Log in

IAHRAPD2018 login menu is on

<http://iahrapd2018.ugm.ac.id/>. You can input your Email Address & Password and click the **Login** button.



The image shows a screenshot of an email invitation on the left and a login form on the right. The email is titled "Invitation" and is addressed to "Dear colleagues". It invites them to the 21st Congress of the Asia Pacific Division of the International Association for Hydro-Environment Engineering and Research (IAHR-APD) in Yogyakarta, Indonesia, from September 2nd to 5th, 2018. The theme is "Multi-perspective Water for Sustainable Development". The sender is the Local Organizing Committee, Radianta Triatmadja. On the right, there is a "Search Our Website" section with a search bar and a "Search" button. Below that is a "Login" section with fields for "Email Address" and "Password", a "Remember Me" checkbox, and a "Login →" button highlighted with a red box. At the bottom of the login section are links for "Create new Account" and "Request new Password".

Invitation

Dear colleagues,

We cordially invite you to join the 21st Congress of Asia Pacific Division of International Association for Hydro-Environment Engineering and Research (IAHR-APD) to be held in Yogyakarta, Indonesia, on 2nd – 5th September 2018. The theme of the congress is: "Multi-perspective Water for Sustainable Development", which I believe may inspire us in sharing the Hydro-Environment related knowledge and experiences towards the effective and efficient ways to elevate the community welfare.

Your efforts to disseminate this information to the related networks are highly appreciated.

Thank you and looking forward to seeing you in Yogyakarta, Indonesia.
Sincerely yours,

The Local Organizing Committee
Radianta Triatmadja

Search Our Website

Search ...

Search

Login

Email Address

Password

Remember Me

Login →

Create new Account
Request new Password

Account Management: Forgot Password?

If you forgot your Password, you click **Request new Password**.

Dear colleagues,

We cordially invite you to join the 21st Congress of Asia Pacific Division of International Association for Hydro-Environment Engineering and Research (IAHR-APD) to be held in Yogyakarta, Indonesia, on 2nd – 5th September 2018. The theme of the congress is: "Multi-perspective Water for Sustainable Development", which I believe may inspire us in sharing the Hydro-Environment related knowledge and experiences towards the effective and efficient ways to elevate the community welfare.

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Thank you and looking forward to seeing you in Yogyakarta, Indonesia.

Sincerely yours,

The Local Organizing Committee
Radianta Triatmadja

Login

Email Address

Password

Remember Me

[Create new Account](#)

[Request new Password](#)

Account Management: Forgot Password?

Input your email address and click **Get New Password**.
The system will immediately send a link to your email box,
and let you set your new password.

(IAHR), Asia Pacific Division (APD), Yogyakarta, Indonesia, 2-5

"Multi-perspective Water for Sustainable Develop

Request new Password

Please enter your username or email address.

You will receive a link to create a new password via email.

Username or E-mail

Get New Password

Main Menu (1)

As an Editor, you may check your task by clicking ***My Review***.
As an Editor, you may also behave as an author, therefore you could submit the full paper and check the position of your submitted full paper by clicking the ***My Submission*** respectively.

Welcome Murid Dua



My Profile

Full Paper Submission

My Submission

My Review

Logout

Main Menu (2)

Under My Full Paper Review, you will see the full paper lists that you are supposed to take care. Select and click the title, and you will see the Full Paper Detail.

My Full Paper Review

Click the full paper title to see the detail.

ID	Reference Number	Title	Presentation Type	Preferred Subtheme	Submission	Reviewer 1 Done (Grade)	Reviewer 2 Done (Grade)
3484	IAHR1510298532	Best Time-Lag for XMP-Radar versus Ground Rainfall Correlation at Mt. Merapi Area	Oral	8.4 Volcano and Multimodal Sediment Disaster: Simulation and Risk Mitigation	06 Jan 2018	0	0
3751	IAHR1510648039	This just the test whether system works properly	Poster	1.1 Hydraulics Structures	06 Jan 2018	06 Jan 2018 (65)	06 Jan 2018 (90)
5670	IAHR1511849682	Test2 also Yrial	Oral	1.1 Hydraulics Structures	05 Jan 2018	05 Jan 2018 (55)	05 Jan 2018 (70)
5109	IAHR1511337951	Test After Test	Poster	1. River (River Hydraulics, River Basin Engineering and River Basin Management)	05 Jan 2018	05 Jan 2018 (75)	05 Jan 2018 (50)
605	IAHR1496646687	Empowering	Oral		27 Dec 2017	27 Dec 2017 (75)	27 Dec 2017 (50)

Editor Evaluation (1)

Under the Full Paper Detail, you will see the content of the Full Paper (Authors, Affiliations, Abstract, and Attached Full Paper). Please download the Full Paper, then you are supposed to proceed the next steps.

sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan
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sembilan sepuluh

Full Paper

[Publication Ethic and Copyright agreement-iahrapd2018-rev1.docx](#)

Editor Evaluation *

: Send to Reviewers ▾

Send to Reviewers

Accepted

Write Comments *

: Revision Required

Rejected

Upload File *

: No file chosen

Only .doc and .docx file are allowed

Assign user to review this full paper.

Choose Reviewer 1: ▾

Choose Reviewer 2: ▾

Editor Evaluation (2)

1. Read through and improve necessarily (English and Substantial's)
2. Make sure that the Full Paper is clean from plagiarism/similarity (using Microsoft Words, Gramarly, Tessa, Ithenticate, or others)
3. Save as new filename (any file name, recommended file name: IAHR#####-EVA1), **without author name, affiliation, email address**)
4. You can then make the evaluation as follows;
 - a. Select one from the following three options:
 - Send to reviewers** (then you can assign the reviewers)
 - Accepted** (system will notify the admin including comment and the attached file – if any)
 - Revision Required** (system will notify the author including comment and the attached file – if any)
 - Rejected** (system will notify the admin including comment and the attached file – if any)
 - b. Write comments
 - c. Upload your updated file (from Point 3 above)

Assign Reviewer (1)

5. When you select Send to Reviewers, you must select reviewers that you consider most relevant to review the full paper. Please **write comments, upload** your IAHR#####-EVA1 file, **choose reviewer 1** and **choose Reviewer 2** then click **Assign**.

Editor Evaluation * : ▼

Write Comments * :

Upload File * : No file chosen
Only .doc and .docx file are allowed

Assign user to review this full paper.

Choose Reviewer 1: ▼

Choose Reviewer 2: ▼

Assign Reviewer (2)

After you Assign the reviewer, first step of your work is finish, you may **Log Out**. You then have to wait until the reviewer submit the review results (provided with the grade, comments, and commented file).

Editor Recommendation (1)

At the second step, after you **Log in**, just click **My Review**. Under My Full Paper Review, you will see a full paper lists that you are supposed to take care. Select and click the title, and you will see the Full Paper Detail.

My Full Paper Review

Click the full paper title to see the detail.

ID	Reference Number	Title	Presentation Type	Preferred Subtheme	Submission	Reviewer 1 Done (Grade)	Reviewer 2 Done (Grade)
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605	IAHR1496646687	Empowering	Oral		27 Dec 2017	27 Dec 2017 (75)	27 Dec 2017 (50)

Editor Recommendation (2)

You will see the Full Paper Detail as follows, then proceed next five steps

Full Paper Detail	Editor Evaluation
<p>Reference Number IAHR1516415609</p> <p>Title Mr</p> <p>Name Murid Satu</p> <p>Email murid1@yahoo.com</p> <p>Institution Universitas Gadjah Mada</p> <p>Title of Abstract You tell me I you love</p> <p>Preferred Sub-Theme</p> <p>Name of Presenter Paimin</p> <p>Author List Pamin teguh</p> <p>Affiliations Ugm</p> <p>Type of Presentation Oral</p>	<p>Editor Murid Dua</p> <p>Evaluation Send To Reviewers</p> <p>Comments Dear reviewers, Please Review</p> <p>File 6Desember2012_KelasC.doc</p>
<p>Abstract</p> <p>sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh Satu dua tiga empat lima enam tujuh delapan sembilan sepuluh</p> <p>Full Paper Publication Ethic and Copyright aqreement-iahrpd2018-rev1.docx</p>	<p>Reviewer 1 Results</p> <p>Reviewer 1 Prof. Djoko Legono</p> <p>Grade 90</p> <p>Comments Very good, go ahead</p> <p>File 4Desember2012_KelasB.doc</p>
	<p>Reviewer 2 Results</p> <p>Reviewer 2 Tamu Dua</p> <p>Grade 75</p> <p>Comments Not bad at all</p> <p>File 6Desember2012_KelasC1516663440.doc</p> <p>Editor Recommendation</p> <p>Editor Murid Dua</p> <p>Recommendation</p> <p>Messages</p> <p>File -</p>

Editor Recommendation * : Accepted ▼

Write Messages * : Accepted
Revision Required
Rejected

Upload File (if any) : **Choose File** No file chosen
Choose File No file chosen
Choose File No file chosen

Submit

Editor Recommendation (3)

1. You can then make the recommendation as follows;
 - a. Select one from the following three options:
 - Accepted** (system will notify the chief editor including comment and attached files – if any)
 - Revision Required** (system will notify the author including comment and the attached file – if any)
 - Rejected** (system will notify the chief editor including comment and attached files – if any)
 - b. Write some comments
 - c. Upload your updated file(s)
 - When you select the '**Accepted**' option, considering review results obtained from Reviewer1 and Reviewer 2, upload your final version of updated full paper (recommended file name is IAHR#####.REC)
 - When you select the '**Revision Required**' option, upload some files you considered important to be utilized by author to improve his/her paper (make sure any attached file does not contain reviewer identity).
 - When you select the '**Rejected**' option, you don't need to upload any file.

Editor Recommendation (3)

2. Click **Submit**.
 - a. When you select the 'Accepted' option or the 'Rejected', after you click **Submit**, system will notify the chief editor containing your recommendation (including comment and attached files – if any). Your task to handle one particular paper is completed. **Appreciate Indeed.**
 - b. When you select the 'Revision Required' option, after you click **Submit**, system will notify the author containing your recommendation (including comment and attached files – if any). A repeated process of reviewing will take place.

Any problem? Send email to:
iahrapd18dev@gmail.com

**Thank you for your contribution that make
IAHRAPD2018 a successful congress**