

Makara Journal of Technology (MJT)

<http://journal.ui.ac.id/technology/>



Guidance to Reviewers

Notification for Reviewers

Reviewers will receive a notification email for each step they are required to perform. In their MJT web-account, Reviewers can click the [Active](#) link to view all articles they need to review and the [Archive](#) link to view all articles they have finished reviewing.

Performing Reviewing Process

When there is a request to review, Reviewers will receive a notification email containing a link and an abstract of the paper to be reviewed. Reviewers should click the link and login if they are not logged in to the website. Next, they should click **[Accept](#)** or **[Decline](#)** to decide whether they are willing to review or not. If they click Decline, they are not required to do anything else. If they click Accept, they will see a link to download the manuscript to be reviewed and a link to fill in a review form online. After filling in the review form, Reviewers should also provide a suggestion whether the article is rejected, approved with revision, or approved without revision. After clicking the **[Save](#)** button, their task in relation to the article is completed and the article is moved to the [Archive](#) section.