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## GUIDE FOR REVIEWERS

### 1. LOGGING IN THE ONLINE SYSTEM

- Access the online-system via <http://tcsj.utc.edu.vn>
- Select the language of the system: **English** (Fig1)
- **Login** the system or **Sign-up** for the first time



Fig 1. Selecting the language of the system

#### 1.1. Sign-up an account

- Click **Sign-up** to create a new account
- Fill all required information and select **Register** (Fig 2)

Fig 2. Filling the information to sign-up

## 1.2. Log in the system

- Click **Login** at the menu bar (Fig. 3)
- Log in with your username and password



Fig 3. Logging in the system

If you forget your password, click **Forgot the password?** provide your e-mail which was used for your registration and check the e-mail for the new password.

The password can be changed at any time by clicking **your name** → View Profile → Password (Fig.4)

This screenshot shows the 'Change Password' form within the user's profile. The 'Profile' tab is active, and the 'Password' sub-tab is selected. The form contains three input fields: 'Current password', 'New password', and 'Repeat new password'. A note states 'The password must be at least 6 characters.' At the bottom are 'Save' and 'Cancel' buttons. In the top right corner, the 'View Profile' and 'Logout' links are visible, with 'View Profile' circled in red.

Fig 4. Changing the password

This screenshot shows the 'Roles' section of the user profile. The 'Roles' sub-tab is selected. It features three checkboxes: 'Reader' (unchecked), 'Author' (checked), and 'Reviewer' (checked). Below these are several input fields for 'Chose research topics', 'Identification card', 'Tax', 'Bank account', 'Bank branch code', and 'Keywords'. A 'Save' button is located at the bottom left.

Fig 5. Providing the Reviewer's or Author's information

After changing password, provide other information such as ID number, Tax number, Banking account with name of the bank and its branch, etc. at the **Roles** (Fig 5)

## 2. REVIEW CONFIRMATION

An e-mail with the Title “[vn] Invitation to Review Manuscript – Transport and Communications Science Journal” would be sent to the Reviewer.

The e-mail message includes the information about the manuscript title, abstract, and the link which connects to the TCSJ-online system. (Fig 6)

After logging in the TCSJ-online system via <http://tcsj.utc.edu.vn> using **username** and **password** of the Reviewer, click on the attached link. For the first time, the Reviewer could find the **username** and **password** in the previous e-mail from TCSJ system.

Note: Please check the Spam box if there is no e-mail in your mail box.

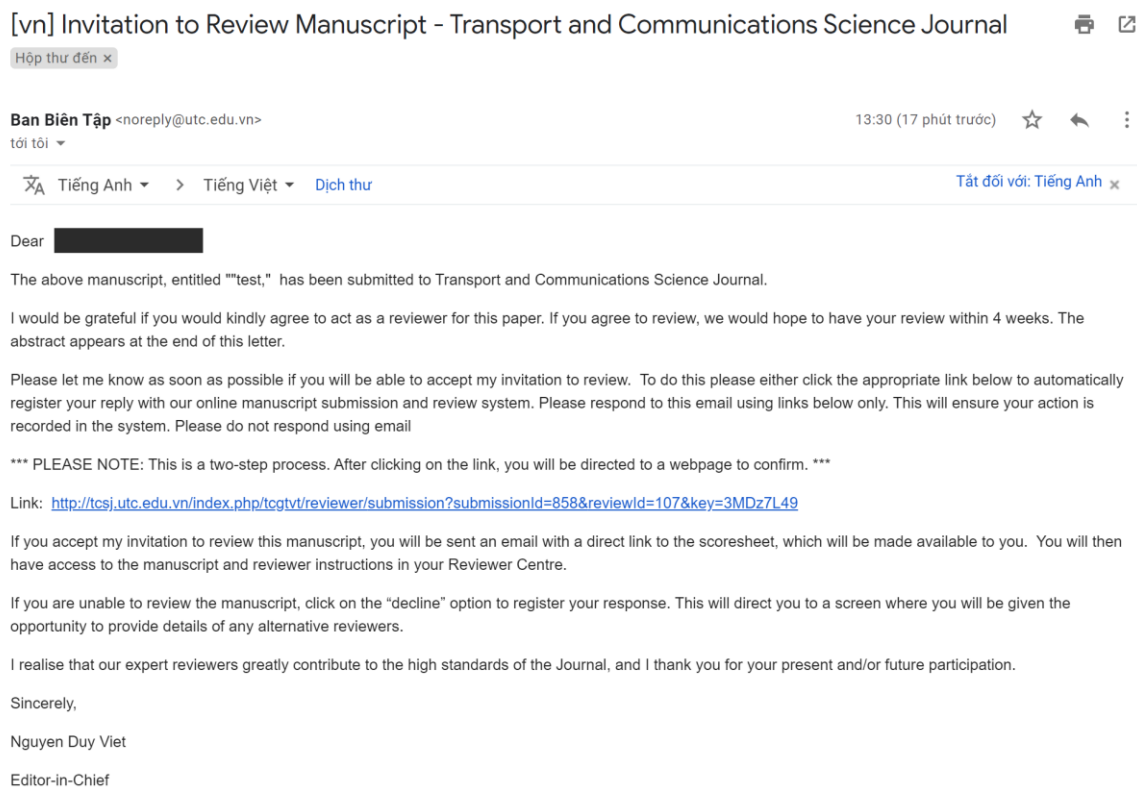


Fig 6. Invitation to Review Manuscript

After logging in the system as a Reviewer, a schedule of review would appear on the screen. Confirm whether you are ready to review the manuscript or not by checking the check box and the **Accept Review** or **Decline Review** buttons (Fig 7)

If the **Accept Review** button is pressed, the next step will be started.

**Article Title**  
test

**Abstract**  
test

**Review Type**  
Double-blind

[View All Submission Details](#)

**Review Schedule**

2021-06-07	2021-06-28	2021-07-05
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

**Accept Review, Continue to Step #2** **Decline Review Request**

Fig 7. Accepting or Declining Review

### 3. DOWNLOADING THE MANUSCRIPT

After accepting to review the manuscript, please click **Continue to Step #3** in the **Review Guidelines**.

In the **Download & Review**, the Reviewer could download the manuscript and insert comments to the Authors (Fig 8)

1. Request 2. Guidelines 3. Download & Review 4. Completion

**Review Files** [Search](#)

1111-1	Manuscript File (doc or .docx), Mau bai bao TA.doc	Manuscript File (doc or .docx)
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Download the manuscript here

**Reviewer Guidelines**  
[Review Guidelines](#)

**Review**  
Enter (or paste) your review of this submission into the form below.

**Insert the comment of the manuscript here**

Powered by TinyMCE

Fig 8. Downloading manuscript and inserting comments to the Authors

#### 4. SUBMITTING THE REVIEW OF THE MANUSCRIPT

The Reviewers insert directly comments on the manuscript into the textbox (required) and upload comment file to the TCSJ system.

After that, please give the recommendation to the Editors as follows:

- **Accept Submission:** The manuscript is accepted for publication in TCSJ without any revisions. The content of the manuscript meets the TCSJ requirements with its contributions and scientific values which are presented clearly and convincingly. The references are used sufficiently under TCSJ format.
- **Revisions Required:** The manuscript might be accepted for publication with some revisions after clarifying the comments from reviewers
- **Resubmit for Review:** The manuscript is not accepted for publication. It is suggested that the authors should revise and implement some results following by resubmitting for the next round of the review.
- **Resubmit Elsewhere:** The manuscript is rejected for publication, but it can be submitted to other journals
- **Decline Submission:** The manuscript is rejected for publication because it does not meet the TCSJ requirements.
- **See Comments:** The manuscript is rejected for publication with some comments shown in the attached file .

##### Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

A screenshot of a web form showing a dropdown menu for selecting a recommendation. The dropdown is open, displaying a list of options: 'Choose One', 'Accept Submission', 'Revisions Required', 'Resubmit for Review', 'Resubmit Elsewhere', 'Decline Submission', and 'See Comments'. The 'Choose One' option is currently selected and highlighted in grey.

Fig 9. Submitting the recommendation

The comments on the manuscript by the Reviewers are collected and sent back to the Authors. The revised manuscript could be reviewed at the 2<sup>nd</sup> round by the same Reviewers with the same steps from 1 to 4 presented above.

At this step, please check the revisions of the manuscript and give another comment (if necessary).