⊕ Preliminary steps before start the review

Please make sure before accept or decline the article for the review process:

- Check whether the subject of article is under your area of expertise, *then only you can deliver a high-quality of review.*
- Check whether you have enough time for deliver a good review, *you may have to do lots of work in the review process therefore before commit, insure you can finish it before deadline.*
- Check whether you have a potential conflict of interest, *then disclose it to editor in your respond*
- Check whether you want more details about the reviewing process *learn from the certified reviewers' instructions or lessons*

Quick response for the invitation whether accept or decline is healthier – delays in the response will slow the process and sooner decline will help to find another reviewer.

⊕ Handling of the review
- Peer review is based on *trust.* The peer review process, which in essence determines what becomes the public record of science is based on trust: between the *authors and editors,* and *editors and reviewers.*
- Keep the received manuscript as confidential, *a manuscript is a form of intellectual property.*
- Report the unethical of the reviewing manuscript, *suspected plagiarism or other breaches of legality, notify to editor.*
- Disclose the limitation for reviewing process, *example, even though the subject matter is under your expertise area, particular methodology used in the manuscript is not familiar to you, please let the editor soon.*
- Look on the journal specific instructions, *when start the reviewing process, make sure you familiar with the journal's instructions and manuscript followed all.*
- Experimental type manuscripts should be paid attentions to method section first and analytical type manuscript examines the sampling reports.
- Make sure the way of presenting of research data and results visualizations is clearly understandable by the readers.

⊕ Reporting of the review
- Do not show any forms of your identity to the authors.
- Do not state the overall recommendation whether accepted or rejected as it is the duty of the editor.
- Providing the review comments by text box or pdf file format and do not upload a .doc file.
- Provide all comments in one by one in order and number it so that easily editor will get all
- When state comments for a specific section, cite the page number for easy access.
- When providing comments, be polite, scholarly, detailed and constructive in writing.
- Always refer to the paper rather than the author. Examine the topics, ideas, and techniques rather than the author. Your evaluation should be based on your scholarly experience and judgment.
- Try to improve the quality of the manuscript by providing suggestions and help the author to show maximum strength of the manuscript to readers.