JAI Review Guidelines

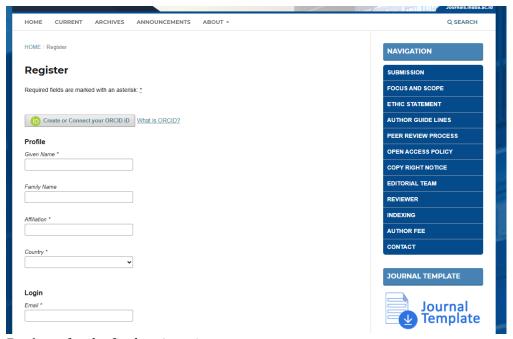
The author can create an account as an author by registering online on the website https://journals.inaba.ac.id/index.php/jai/user/register?source= in order to submit paper to the Journal of Accounting Inaba (JAI)

Registration

- 1) Reviewer can be registered in the OJS system by the journal manager.
- 2) Registration can also be done independently by the Reviewer in the OJS system as the following:
 - a. Klik on the website https://journals.inaba.ac.id/index.php/jai/login, and then click "Register"



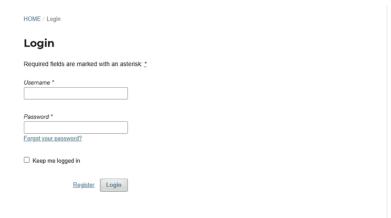
b. On "Register" form, please fill in the form with the appropriate data



c. Click **Register** for the final registration process.

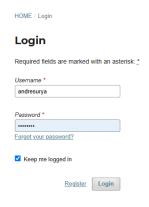
Login

1) After creating an account a reviewer can login through JAI login website https://journals.inaba.ac.id/index.php/jai/login according to the role as a **Reviewer**.



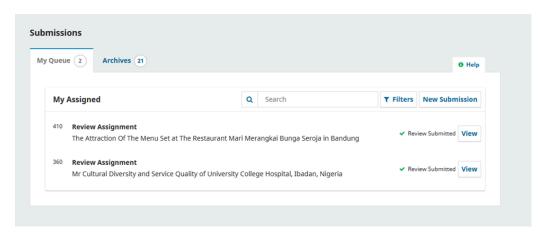


2) Type username and password according to the registration. Then click "Login".





3) After successfully logging, the display will appear as follows:



Review Process

- 1) The reviewer appointed to review will receive a notification via email.
- 2) From the email, there is some information of an article that requested to review. There is a URL link to access the review page of the article in question.

I believe that you would serve as an excellent reviewer of the manuscript, "The INFORMATION TECHNOLOGY FOR TAX ADMINISTRATION AND OPERATIONAL PERFORMANCE OF STATE INTERNAL REVENUE SERVICE IN NIGERIA: EVIDENCE FROM OSUN STATE," which has been submitted to Journal of Business and Management Inaba. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2025-05-20 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due 2025-06-20.

Submission

URL: https://journals.inaba.ac.id/index.php/JAI/reviewer/submission?submissionld=47022&reviewId=6806&key=ibsHGY6t

Thank you for considering this request.

- 3) If the login process is successful, the reviewer will enter the "**User Home**" menu page.
- 4) If there are articles that have been reviewed, the status of the article will appear, click the status of the article to do the review process
- 5) After the reviewer chooses the role as "**Reviewer**" or clicks on the review process status, the reviewer will enter on the "**Active Submission**" page.
- 6) To continue the review process, click "view" the article to be reviewed
- 7) Reviewer will enter on the "Review" page
- 8) On this review page there is some information
 - a. View Metadata: contains metadata articles that will be reviewed
 - b. Review Schedule
 - c. Review Step:
 - i. Step 1

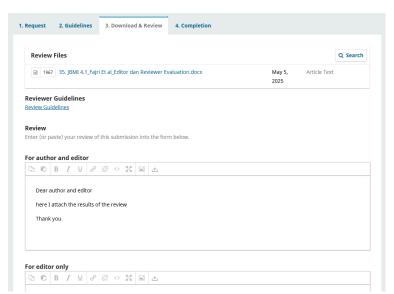
Explains that the reviewer will review the article. Click **Will do the Review** if the article will be reviewed, and **Unable to do a review** if the reviewer cannot review the article.

If a reviewer will select and receive articles for review (click **Will Do the Review**), an automatic message will appear which will be submitted to the editor. Click Send to send the message to the editor.



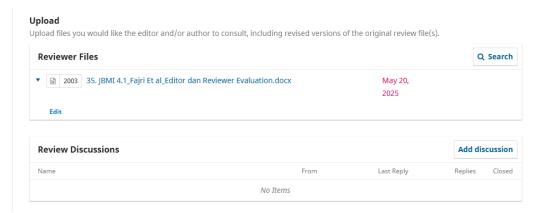
ii. Step 2

In this review step, reviewers can download articles by clicking on the article in the **Download & Review** sub menu option, for example below:



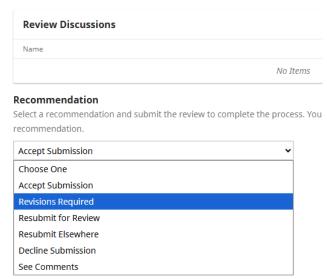
iii. Step 3

Reviewers can upload articles that have been reviewed for further discussion with the editor. Choose articles file that have been reviewed and uploaded.



iv. Step 4

The reviewer gives recommendations to the editor regarding the article that has been reviewed.



The recommendations that reviwer can give to the editor are:

- 1. **Accept Submission** (Article accepted)
- 2. **Revision Required** (Article accepted with minor revision, do not need to send back to the Reviewer)
- 3. **Resubmit for Review** (Article returned to the author for major revision and send back to the Reviewer)
- 4. **Decline Submission** (Artiel is not worth publishing)

Click **Submit review** to continue sending messages to the editor.

Click **Send** to send the message has reviewed to the Editor and the review process has been completed.

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.



