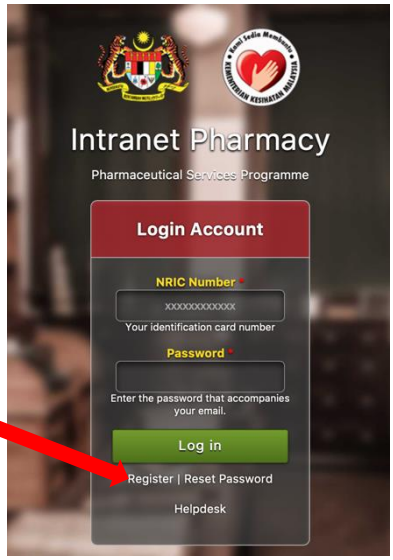
# STEP-BY-STEP GUIDE FOR REVIEWER

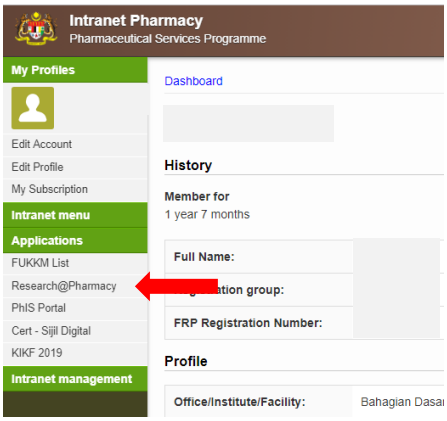
## A. How to log in to Research@Pharmacy

1. Log in to the Pharmaceutical Services Programme Intranet Portal (https://i.pharmacy.gov.my).

2. Please note that you must have an active intranet account. If you do not have one yet, click “Register” at https://i.pharmacy.gov.my and fill in all required information to create a new account. If you have problem registering, click “Helpdesk” for assistance.




3. Click on the “Applications” in the main menu and select “Research@Pharmacy”. You will be logged in to the Research@Pharmacy portal.




4. For first time user, please update your details (click “My account” → click “Edit” → fill in your details and click “Save”).

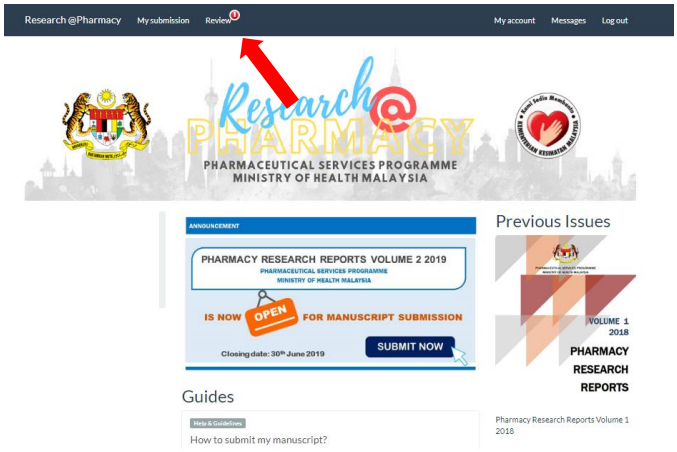
5. The portal administrator will set up your reviewer’s profile after you have logged in to the Research@Pharmacy portal.

## B. Completing a review task in Research@Pharmacy

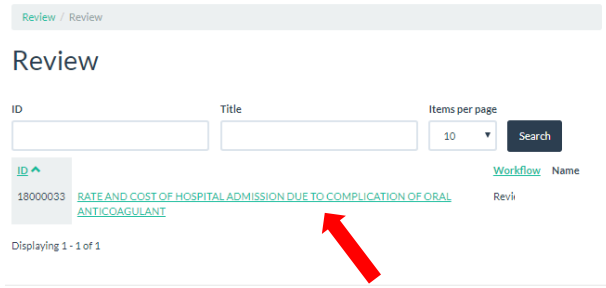
1. You will receive an email notification when the Editor assigns a manuscript review task to you.

2. Log in to the Research @ Pharmacy portal through the Pharmaceutical Services Programme Intranet portal (https://i.pharmacy.gov.my).

3. To view your task, click "Review" at the main menu.

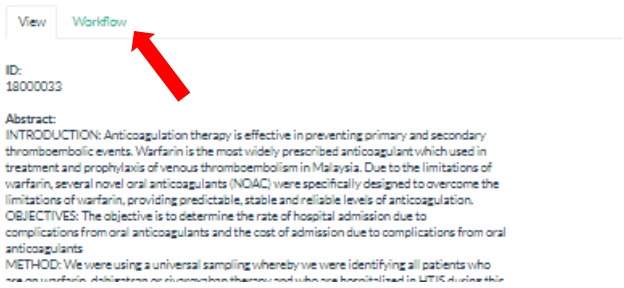



4. Manuscript(s) requiring your review will be listed. Click on the title of a manuscript.

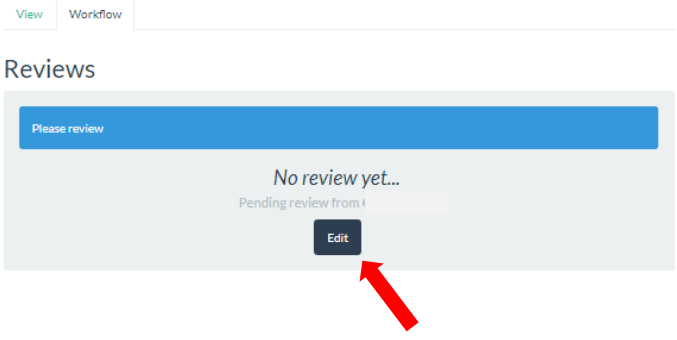



5. In the "View" tab, the details of the manuscript will be shown, and you will be able to download the manuscript.

6. Click on the "Workflow" tab to proceed.



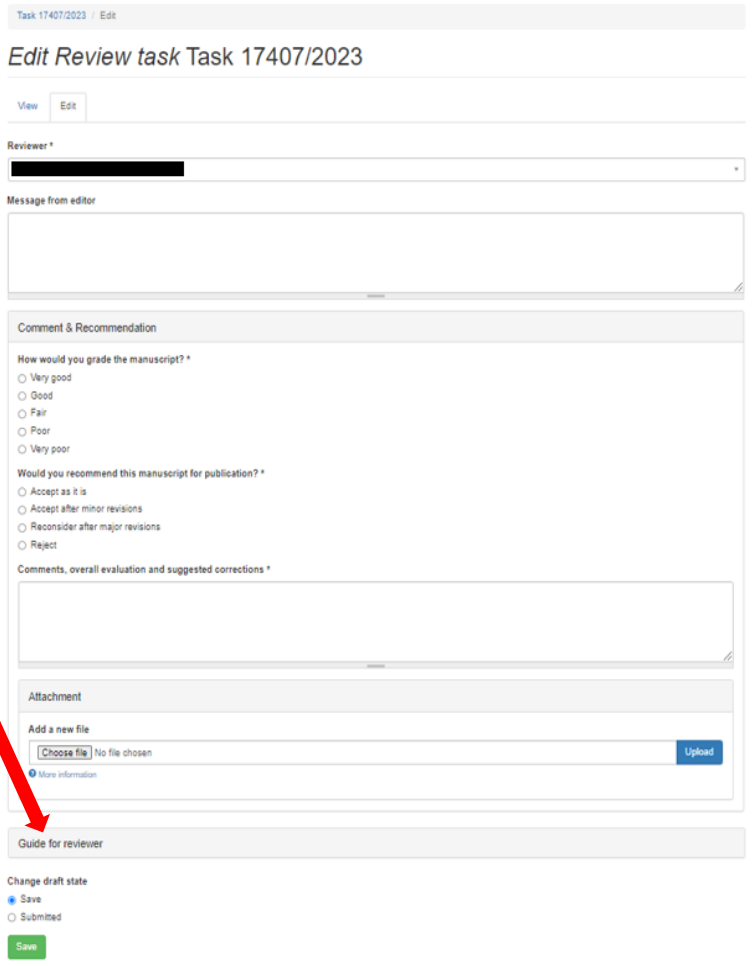

7. To complete your task, click on the "Edit" button in the Reviews box.



8. Enter your recommendations and comments. (Your recommendation is only visible to the editors, not to the authors.)
9. Upload the reviewed manuscript or review notes.
   (Refer to **General guidelines for reviewers**)

10. You may also provide additional comments by answering the questions in the "Guide for reviewer" section (optional).

11. If you wish to save your work and continue editing next time, select "Save as draft" and click "Save". If you wish to submit your review, select "Submit" and click "Save".




## C. General guidelines for reviewers

1. Reviewers should critically review the manuscript as a whole, and also pay close attention to all sections and the figures, tables and data presented in the manuscript.
2. Kindly ensure that the comments or suggestions are detailed so that the authors can understand and address the points correctly.
3. Comments should be provided in a neutral tone and focus on constructive criticisms that will help the authors improve their manuscript.
4. Reviewers can provide references when they are deemed important to improve the quality of the manuscript.
5. Reviewers may refer to the relevant reporting standards and checklists when necessary (https://casp-uk.net/casp-tools-checklists/; https://www.equator-network.org/).
6. General questions to guide the reviewers in assessing the manuscript:
   a. Overall:
      i. Is the manuscript well-organised?
      ii. Is the manuscript well-written and easy to understand?
      iii. Is the English language appropriate and understandable?
   b. Introduction
      i. Is the introduction adequate to explain the subject and importance of the topic?
      ii. Is the rationale or justification for conducting the study explained?
      iii. Is the objective(s) of the study clearly stated?

c. Methods
    i. Is the study design appropriate?
    ii. Is the methodology adequately described? Is the study reproducible based on the details given in the methods section? [PICOs, sample size calculation, subject recruitment procedures, inclusion & exclusion criteria, data sources, validation of questionnaire, measurements of study outcomes, calculations, etc.]
    iii. Is the statistical test appropriate?
    iv. Are there any ethical concerns?
d. Results
    i. Are the results relevant to the objective(s)?
    ii. Are the number and quality of table(s) and figure(s) appropriate? Do they properly show the data? Are they easy to interpret and understand?
e. Discussion
    i. Is the discussion coherent and of an appropriate length?
    ii. Is the discussion consistent with the findings? Are the findings interpreted appropriately? Did the author(s) compare and contrast their findings with existing literature?
    iii. Are the study limitations stated clearly.
    iv. Did the author(s) provide policy or practice recommendation(s) based on the findings?
    v. Did the author(s) provide recommendation(s) for future research based on the findings or study limitations?
f. Conclusion
    i. Is the conclusion relevant to the objective(s)?
    ii. Is the conclusion supported by the findings and consistent with the arguments presented?
g. Citations and references
    i. Is the referencing up-to-date and appropriate?
    ii. Are the in-text references or literature cited appropriately? Are any relevant citations omitted?

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