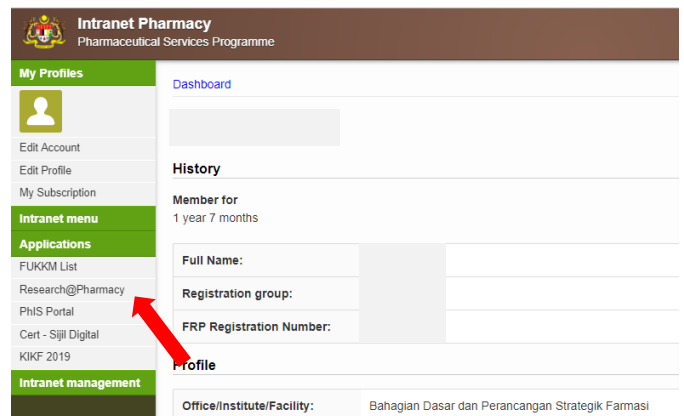




STEP-BY-STEP GUIDE FOR REVIEWER

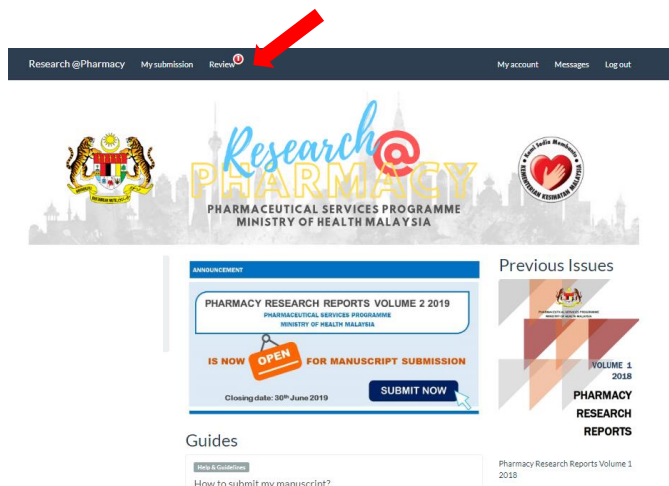
How to log in to Research@Pharmacy

1. Log in to the Pharmaceutical Services Programme Intranet Portal (<https://i.pharmacy.gov.my>) and click on the Research@Pharmacy link in the main menu. You will be logged in to the Research@Pharmacy portal.
2. Please note that you must have an active intranet account. If you do not have one yet, please click “register” at <https://i.pharmacy.gov.my> and fill in all required information to create a new account.

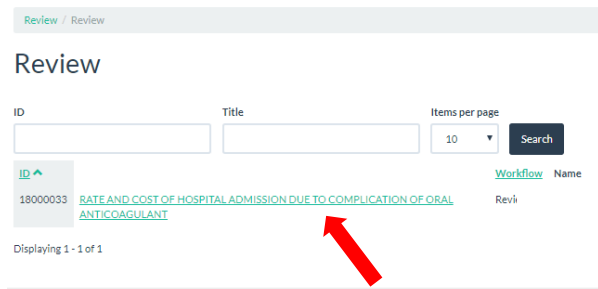


Completing A Review Task

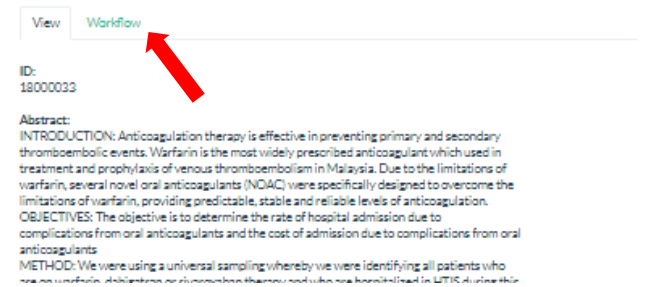
1. You will receive an email notification when the Editor assigns a manuscript review task to you.
2. Log in to the Research @ Pharmacy portal through the Pharmaceutical Services Programme Intranet portal (<https://i.pharmacy.gov.my>).
3. To view your task, please click “Review” at the main menu.



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



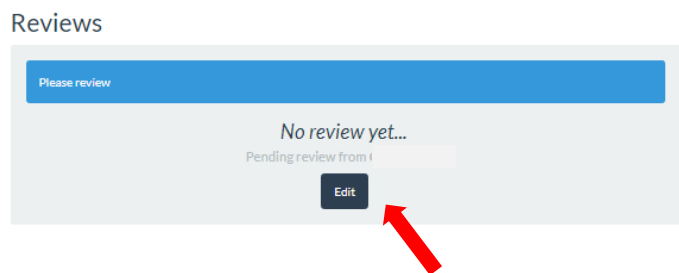
5. The details of the manuscript will be shown and you will be able to download the manuscript.



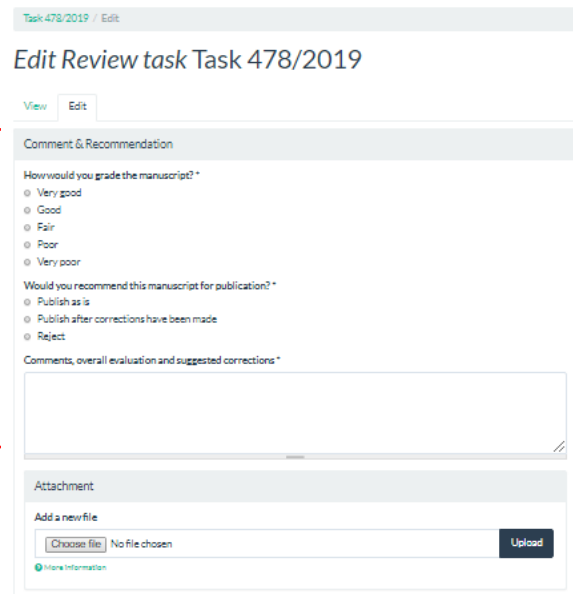
6. Please click on the “Workflow” tab.



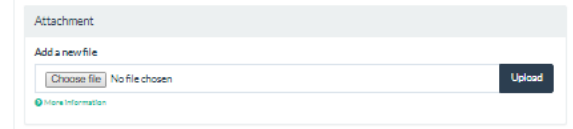
7. To complete your task, please click on the “Edit” button in the Reviews box.



8. Please enter your recommendations and comments.



9. You may also provide additional comments by uploading attachment(s) or answering the questions in the “Guide for reviewer” section (optional).



10. If you wish to save your work and continue editing next time, please select “Save as draft” and click “Save”. If you wish to submit your review, please select “Submit” and click “Save”.



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## GUIDE FOR REVIEWER

*These questions aim to guide the reviewers in assessing the manuscript. Kindly note that it is not necessary to fill in this form or answer any of the questions below. (The reviewers will provide their comments through the Research@Pharmacy portal.)*

1. Is the introduction adequate to explain the subject and importance of the topic?  
Yes / No  
Comment:
2. Is the objective(s) of the study clearly stated?  
Yes / No  
Comment:
3. Is the methodology adequately described?  
Yes / No  
Comment:
4. Are there any ethical concerns?  
Yes / No  
Comment:
5. Is the statistical test appropriate?  
Yes / No / NA  
Comment:
6. Are the number and quality of table(s) and figure(s) suitable?  
Yes / No / NA  
Comment:
7. Are the results relevant to the objective(s)?  
Yes / No  
Comment:
8. Is the discussion coherent and of an appropriate length?  
Yes / No  
Comment:
9. Is the conclusion supported by the findings?  
Yes / No  
Comment:
10. Is the referencing up-to-date and appropriate?  
Yes / No  
Comment:

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