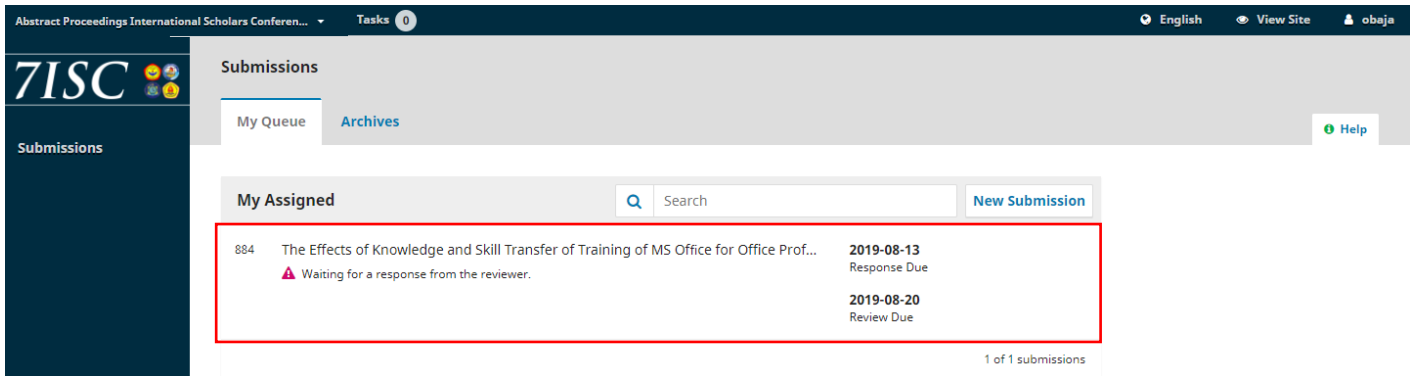


# 7ISC Guideline for Reviewing Article (Abstract or Full Paper)

1. Open <https://jurnal.unai.edu/index.php/isc>
2. Login
3. Reviewer's Personal homepage (after login)

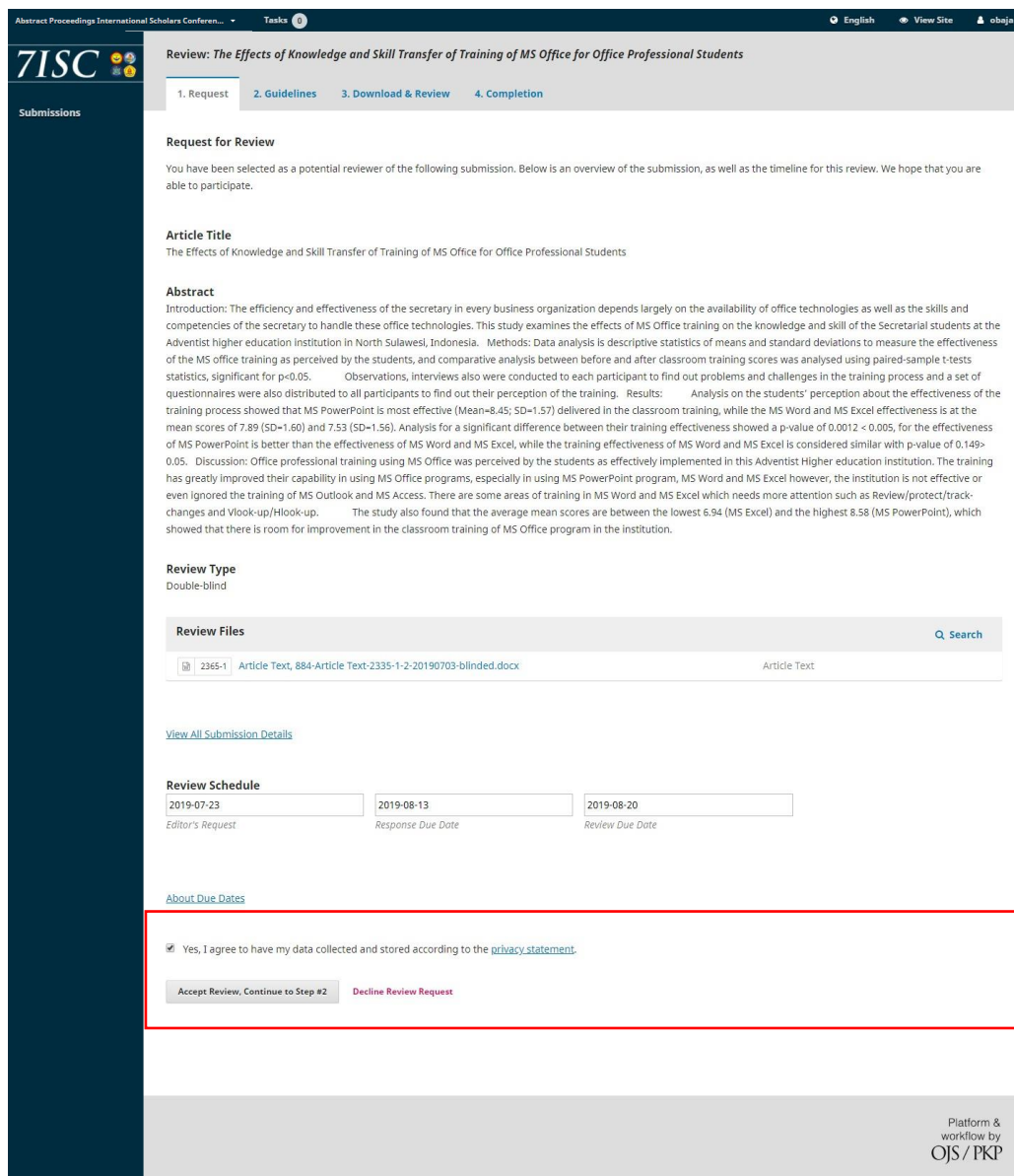


The screenshot shows the 'Submissions' page of the 7ISC journal. The page is divided into a header, a sidebar, and a main content area. The header includes the journal name, a 'Tasks' button, and language/site options. The sidebar contains the '7ISC' logo and 'Submissions' links. The main content area has a 'Submissions' tab with 'My Queue' and 'Archives' sub-tabs. Below this is a 'My Assigned' section with a search bar and a 'New Submission' button. A table lists assigned articles, with one article highlighted in a red box:

| ID  | Title   | Response Due               | Review Due               |
|-----|---|----------------------------|--------------------------|
| 884 | The Effects of Knowledge and Skill Transfer of Training of MS Office for Office Prof... | 2019-08-13<br>Response Due | 2019-08-20<br>Review Due |

Below the table, it indicates '1 of 1 submissions'.

4. Click at the article name to start review
5. Give a check mark for "Yes, I agree.."
6. Click **Accept Review**.



The screenshot shows the 'Review' page for the article 'The Effects of Knowledge and Skill Transfer of Training of MS Office for Office Professional Students'. The page is divided into a header, a sidebar, and a main content area. The header includes the journal name, a 'Tasks' button, and language/site options. The sidebar contains the '7ISC' logo and 'Submissions' links. The main content area has a 'Review' tab with '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion' sub-tabs. Below this is a 'Request for Review' section with a message: 'You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.' The 'Article Title' is 'The Effects of Knowledge and Skill Transfer of Training of MS Office for Office Professional Students'. The 'Abstract' is: 'Introduction: The efficiency and effectiveness of the secretary in every business organization depends largely on the availability of office technologies as well as the skills and competencies of the secretary to handle these office technologies. This study examines the effects of MS Office training on the knowledge and skill of the Secretarial students at the Adventist higher education institution in North Sulawesi, Indonesia. Methods: Data analysis is descriptive statistics of means and standard deviations to measure the effectiveness of the MS office training as perceived by the students, and comparative analysis between before and after classroom training scores was analysed using paired-sample t-tests statistics, significant for p<0.05. Observations, interviews also were conducted to each participant to find out problems and challenges in the training process and a set of questionnaires were also distributed to all participants to find out their perception of the training. Results: Analysis on the students' perception about the effectiveness of the training process showed that MS PowerPoint is most effective (Mean=8.45; SD=1.57) delivered in the classroom training, while the MS Word and MS Excel effectiveness is at the mean scores of 7.89 (SD=1.60) and 7.53 (SD=1.56). Analysis for a significant difference between their training effectiveness showed a p-value of 0.0012 < 0.005, for the effectiveness of MS PowerPoint is better than the effectiveness of MS Word and MS Excel, while the training effectiveness of MS Word and MS Excel is considered similar with p-value of 0.149 > 0.05. Discussion: Office professional training using MS Office was perceived by the students as effectively implemented in this Adventist Higher education institution. The training has greatly improved their capability in using MS Office programs, especially in using MS PowerPoint program, MS Word and MS Excel however, the institution is not effective or even ignored the training of MS Outlook and MS Access. There are some areas of training in MS Word and MS Excel which needs more attention such as Review/protect/track-changes and Vlook-up/Hlook-up. The study also found that the average mean scores are between the lowest 6.94 (MS Excel) and the highest 8.58 (MS PowerPoint), which showed that there is room for improvement in the classroom training of MS Office program in the institution.' The 'Review Type' is 'Double-blind'. The 'Review Files' section shows a file named '2365-1 Article Text, 884-Article Text-2335-1-2-20190703-blinded.docx'. The 'Review Schedule' section shows the 'Editor's Request' date as 2019-07-23, the 'Response Due Date' as 2019-08-13, and the 'Review Due Date' as 2019-08-20. Below this is an 'About Due Dates' section with a checkbox checked: 'Yes, I agree to have my data collected and stored according to the [privacy statement](#).' Below the checkbox are two buttons: 'Accept Review, Continue to Step #2' and 'Decline Review Request'.

## 7. Read the Reviewer Guidelines and Click Continue at the end of page.

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**7ISC**

Submissions

Review: *The Effects of Knowledge and Skill Transfer of Training of MS Office for Office Professional Students*

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

### Reviewer Guidelines

#### A. Responsibility of Peer Reviewer

Peer reviewer is responsible for critiquing by reading and evaluating manuscripts in the field of expertise, then giving constructive advice and honest feedback to the author of the article submitted. Peer reviewers, discuss the strengths and weaknesses of the article, how to increase the strength and quality of the paper, and evaluate the relevance and authenticity of the manuscript.

Before reviewing, please note the following:

- Is the article requested to be reviewed in accordance with your expertise? If you receive a script that covers the topics that are not appropriate areas of your expertise, please notify the editor as soon as possible. Please recommend an alternative reviewer.
- Do you have the time to review this paper? The review process must be completed within two weeks. If you agree and require a longer period, notify the editor as soon as possible, or suggest an alternative reviewer.
- Is there any potential conflict of interest? Meanwhile, conflicts of interest will not disqualify you as a reviewer, disclose all conflicts of interest to the editor before reviewing. If you have any questions about potential conflicts of interest, do not hesitate to contact the editorial office.

#### B. Review Process

When reviewing the article, please consider the following:

##### 1. For Abstract

###### a. Introduction

- Research problem is clearly identified;
- The study purpose/objectives are established;

###### b. Method

- Specific research design is written;
- Respondent/participants/subjects are stated (who, how many);
- Data gathering method is provided;
- Data analysis is described;

###### c. Result

- Findings are summarized;
- Conclusions and implications are given;

###### c. Discussion

- Recommendation for future research is provided;

##### 2. For Full Paper

- Title: is it clearly illustrating the article?
- Abstract: does it reflect the contents of the article?
- Introduction: does it describe the accuracy of matters submitted by the author and clearly state the problem being considered? Typically, the introduction should summarize the context of the relevant research, and explain the findings of the research or other findings, if any, offered for discussion. This research should explain the experiments, hypotheses and methods.

###### a. Content of the Article

In order to determine the originality and suitability for the journal, are there any elements of plagiarism over 25% of this paper field? Quick literature search can use certain tools such as Scopus to see if there are similarities from other parts.

- if the study had been previously done by other authors, it is still eligible for publication?
- is the article is fairly new, fairly deep, and interesting to be published?
- does it contribute to knowledge?
- does the article adhere to the standards of the journal?

Scope - Is the article in line with the objectives and scope of the journal?

###### b. Method

Comprehensive and perfect:

- does the author accurately describe how the data is collected?
- is the theoretical basis or reference used appropriate for this study?
- is the exposure design suitable for the answer to the question?
- is there a decent enough information for you to imitate the research?
- does the article identify following procedures?
- are there any new methods? If there is a new method, does the author explain it in details?
- is there any appropriate sampling?
- have the tools and materials used been adequately explained? and does the article exposure describe what type of data is recorded; right in describing the measurement?

###### c. Results:

This is where the author must explain the findings in his/her research. It should be clearly laid out and in a logical sequence. You will need to consider whether the appropriate analysis has been carried out; the use of statistical tools? If you have a better statistical tools to be used in this study, notify it, and the interpretation need not to be included in this section.

###### d. Discussion and Conclusion:

- are the claims in this section is supported by the fair results and quite reasonable?
- does the author compare the research results with other previous ones?
- do the results of research written in the article contradict the previous theories?
- does the conclusion explain how a better scientific research to be followed-up?

###### e. Tables and Pictures:

Is it suitable with the referred explanation by showing data which is easy to interpret and understandable for the readers?

#### E. Writing Styles

- Authors must be critical mostly to the literature systematic review of the issues, which is relevant to the field of study
- Reviews should be focused on a single topic
- All exposure should be in English and written in a good and coherent grammar
- Easy to understand
- Interesting to read.

#### C. Things that need to be considered:

- **Perspective.** A unique perspective that describes experiences and situations related to issues in marketing management, finance management, strategic management, operation management, human resource management, e-business, knowledge management, management accounting, management control system, management information system, international business, business economics, business ethics and sustainable, and entrepreneurship.

#### D. Originality Research.

- *The original data and testing.* It must present data that offers a new approach to improve systems, processes, and precision of the tools which are used.
- *Research policy and observational analysis.* It should clarify the feasibility, effectiveness, and implementation on the research results.
- *In Practice (case study).*
- Reference. - First Person (Interview); - Book Reviews; - Insight Technology (Product Review)

#### E. Final Review

- All results of the review submitted by reviewers are confidential
- If you want to discuss the article with a colleague, kindly inform the editor
- Do not contact the author directly.
- Ethical Issues:
  - Plagiarism: If you suspect the article is mostly plagiarism from other authors, please let the editor know the details
  - Fraud: It is very difficult to detect a fraud category, but if you suspect the results in the article is not true, please inform the editor

Complete "The Review" by the due date to the editorial office. Your recommendation for the article will be considered when the editor makes a final decision and your honest feedback is highly appreciated.

When you write a comment, please show the part of the comment that is only intended for the editor and parts that can be returned to the author. Please do not hesitate to contact the editorial office with any questions or problems that you may encounter.

Continue to Step #3 Go Back

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## 8. Use the guidelines to review the Article

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**7ISC**

Submissions

Review: *The Effects of Knowledge and Skill Transfer of Training of MS Office for Office Professional Students*

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

**Review Files** Search

2365-1 Article Text, 884-Article Text-2335-1-2-20190703-blinded.docx Article Text

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

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

For author and editor

For editor only

**Upload**  
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** Search Upload File

No Files

**Review Discussions** Add discussion

| Name     | From | Last Reply | Replies | Closed |
|----------|------|------------|---------|--------|
| No Items |      |            |         |        |

**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.

Choose One

Submit Review Go Back

\* Denotes required field

**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review

Choose One

- Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

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- Upload your reviewed files with the comments, if you don't want to write your review in the box.

- Add a discussion if you need something to say either to journal editor or section editor.
- **Last, give the editor the recommendation.**
- Click “Submit Review”, wait until the system directing you to the step “4. Completion”

Abstract Proceedings International Scholars Conferen... Tasks 0 English View Site oboja

**7ISC**

Submissions

Review: *The Effects of Knowledge and Skill Transfer of Training of MS Office for Office Professional Students*

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

### Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

**Review Discussions** [Add discussion](#)

| Name     | From | Last Reply | Replies | Closed |
|----------|------|------------|---------|--------|
| No Items |      |            |         |        |

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