

Journal of Business Administration

Four workflow updates — user guide with screenshots

How to use the new reviewer login link, plagiarism report upload, editor approval of reviews, and author manuscript versions.

Website: <https://journal.iba-du.edu> | Help: journal@iba-du.edu | August 2026

1 Reviewer login link **2** Plagiarism report (PDF or image) **3** Editor approval + comments
(Reviewer 1, 2, 3) **4** Author manuscript versions 2, 3, 4...

Update	Who uses it	What it does
1. Login link	Editor → Reviewer	When the editor selects a reviewer, a sign-in link is generated and emailed.
2. Plagiarism report	Plagiarism checker	Upload the full similarity report as a PDF or an image.
3. Approve reviews	Editor, then Author	Reviewer comments and files stay hidden until the editor approves them. Author then sees Reviewer 1, 2, 3. Editor can also post a comment both sides can see.
4. New versions	Author	After seeing approved comments, the author uploads version 2, 3, 4... (Word + PDF).

These screenshots match the buttons and labels on the live site. Red numbered circles (**1**) show where to click.

Update 1 — Generate a login link when selecting a reviewer

Role: Editor (All submissions) · Reviewer receives the email

Open **Dashboard** → All submissions. On the paper row, use the Actions column.

The screenshot shows a web browser window with the address bar displaying 'journal.iba-du.edu/editor/papers'. The main content area has a green background and contains the following elements:

- A message: 'Reviewer 1 assigned (review #1). A login link was emailed to reviewer@example.com.'
- A bold text: 'Login link for reviewer@example.com (valid 14 days)' followed by a red circle with the number 3.
- A text box containing the URL: 'https://journal.iba-du.edu/reviewer-access/...?expires=...&signature=...'
- A section titled 'Send to reviewer' followed by a red circle with the number 1.
- A dropdown menu showing 'Choose reviewer' and 'Dr. A. Rahman — rahman@iba-du.edu'.
- A red button labeled 'Send (emails login link)'.
- A section titled 'Reviewer 1 — Dr. A. Rahman' with the email 'rahman@iba-du.edu'.
- A blue button labeled 'Send login link' followed by a red circle with the number 2.

Screenshot 1 — Editor assigns a reviewer. A login link is emailed and shown on screen.

1. Select the reviewer in **Choose reviewer** 1.
2. Click the red button **Send (emails login link)**.
3. The reviewer gets an email: "Sign in to review" (valid 14 days).
4. The same link appears in the green box so you can copy it 3.
5. To send the link again later, click **Send login link** under that reviewer 2.

The reviewer clicks the link and lands on **My assignments**. They can also log in with email and password.

Update 2 — Upload a full plagiarism report (PDF or image)

Role: Plagiarism checker · Dashboard

After the editor sets status to **Assign for plagiarism**, the paper appears under Pending plagiarism checks.

journal.iba-du.edu/plagiarism-dashboard

Pending plagiarism checks

ID	Title	Action
42	Digital Banking Adoption in Bangladesh	View PDF View Word file 1 Select Result * 2 Plagiarism is below 20% Comment (optional) Full plagiarism report (PDF or image) 3 Choose file — .pdf / .jpg / .png / .gif / .webp Submit Result 4

Already submitted — upload or replace the report later

Upload / replace full report (PDF or image)

Save report 5

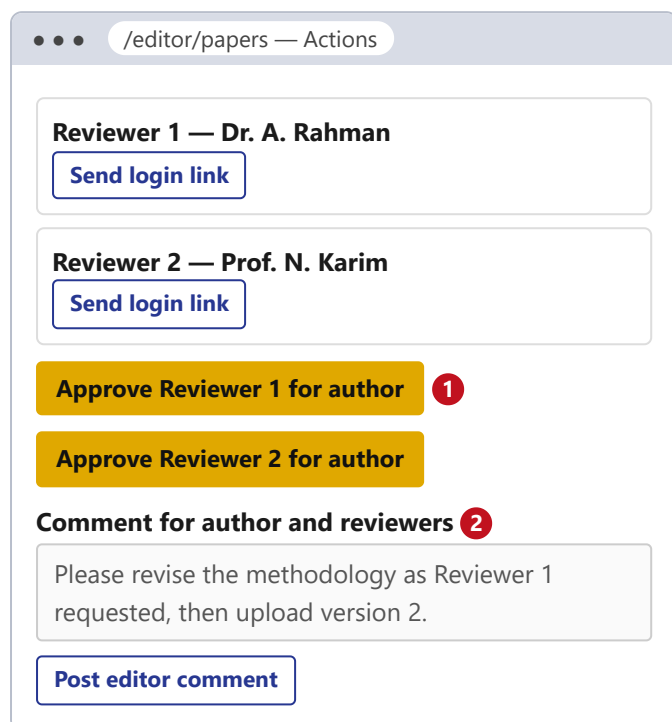
Screenshot 2 — Plagiarism checker uploads the full report as PDF or image.

1. Open the manuscript with **View PDF** or **View Word file** 1.
2. Choose the result: above 20% or below 20% 2.
3. Upload the **full report** as PDF or image (JPG, PNG, GIF, WebP) 3.
4. Click **Submit Result** 4.
5. If you forgot the file, use **Save report** on the already-submitted list 5.

Update 3 — Editor must approve reviews; author sees Reviewer 1, 2, 3

Roles: Editor approves · Author and reviewer see editor comments

Reviewer comments and uploaded files are **not** shown to the author until the editor approves them. Assign several reviewers; they appear as Reviewer 1, Reviewer 2, Reviewer 3 (not by name) for the author.



• • • /editor/papers — Actions

Reviewer 1 — Dr. A. Rahman
[Send login link](#)

Reviewer 2 — Prof. N. Karim
[Send login link](#)

Approve Reviewer 1 for author ①

Approve Reviewer 2 for author

Comment for author and reviewers ②

Please revise the methodology as Reviewer 1 requested, then upload version 2.

[Post editor comment](#)

Screenshot 3a — Editor: approve each reviewer, then post a comment.



• • • /profile — Author view

Editor comments

Editor · 15 Aug 2026
Please revise the methodology as Reviewer 1 requested, then upload version 2.

Reviewer 1 ③ · shared 15 Aug 2026

Recommendation: Paper maybe accepted, after changes
Comments to you: Clarify sampling in section 3.2.
[Download reviewer file](#)

Reviewer 2 · shared 16 Aug 2026

Recommendation: Paper has major changes
Comments to you: Strengthen the literature review.

Screenshot 3b — Author: Reviewer 1, 2, 3 and editor comment (no reviewer names).

1. Wait until the reviewer submits the form (recommendation + comments + optional file).
2. Click **Approve Reviewer 1 for author** (then 2, 3, ...) ①.
3. Write an **editor comment** and click **Post editor comment** ②. The author and assigned reviewers both see it.
4. On Profile, the author reads **Reviewer 1 / 2 / 3** with full comments and the uploaded file ③.
5. Confidential notes to the editor are never shown to the author.

Until you approve, the author cannot see that reviewer's comments or file. You can approve Reviewer 1 first and wait on Reviewer 2.

Update 4 — Author uploads manuscript version 2, 3, 4...

Role: Author · after the editor has shared at least one review

Version 1 is the original submission. After the author can see approved reviewer comments, they upload a revised Word file and PDF as the next version. Editors and reviewers then work from the latest file.

The screenshot shows a web interface for a journal submission. At the top, there's a breadcrumb trail: "journal.iba-du.edu/profile — My Submission / Files". Below this, the section is titled "Files — manuscript versions". It lists two versions: "v1" with "PDF" and "DOC" buttons, labeled "Original submission" with a red circle containing the number 1; and "v2" with "PDF" and "DOC" buttons, labeled "Addressed Reviewer 1 comments". Below the list, there's a section titled "Upload version 3" with a red circle containing the number 2. Under this title, it says "After reading reviewer comments, upload a revised Word file and PDF." There are two input fields: "Word (.doc / .docx) *" and "PDF *", each with a "Choose file" button. Below these is a text area for a "Note (optional), e.g. addressed Reviewer 2 comments". At the bottom, there is a blue button labeled "Upload version 3" with a red circle containing the number 3.

Screenshot 4 — Author uploads the next manuscript version (Word + PDF).

1. Read editor comments and Reviewer 1, 2, 3 on your Profile.
2. In **Files**, check previous versions (v1, v2, ...) ①.
3. Choose a new Word file and PDF ②. Optional: add a short note.
4. Click **Upload version 3** (the number increases each time) ③.
5. The editor and reviewers see the new version as the current manuscript. Repeat for version 4, 5, ... if needed.

The upload form appears only after at least one review has been approved for you, and only while the paper is not yet Accepted or Rejected.

Quick reminder — who does what

Step	Person	Action on the website
1	Editor	Choose reviewer → Send (emails login link)
2	Reviewer	Open login link → accept → submit review form (and optional file)
3	Plagiarism checker	Submit result + full report PDF or image
4	Editor	Approve Reviewer 1/2/3 for author + post editor comment
5	Author	Read Reviewer 1, 2, 3 → Upload version 2, 3, 4...

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