

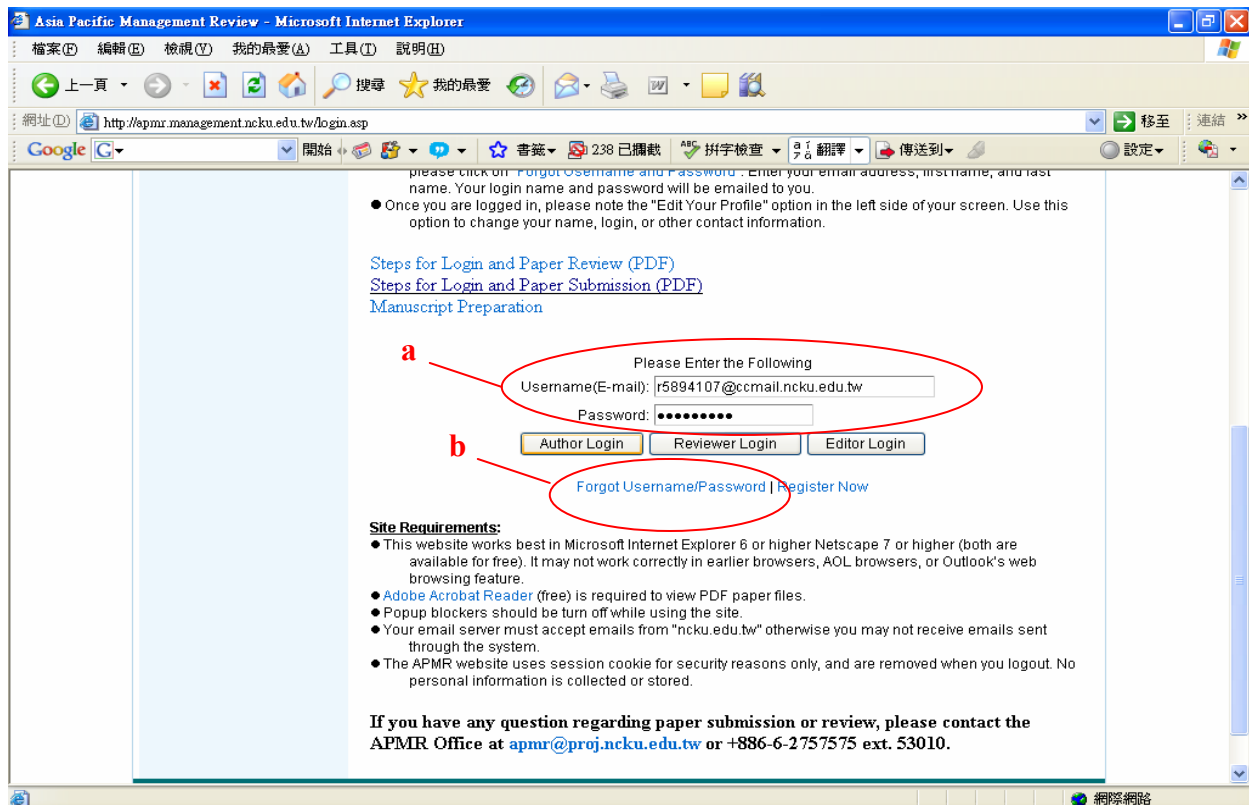
# Asia Pacific Management Review

## STEPS FOR LOGIN AND PAPER REVIEW

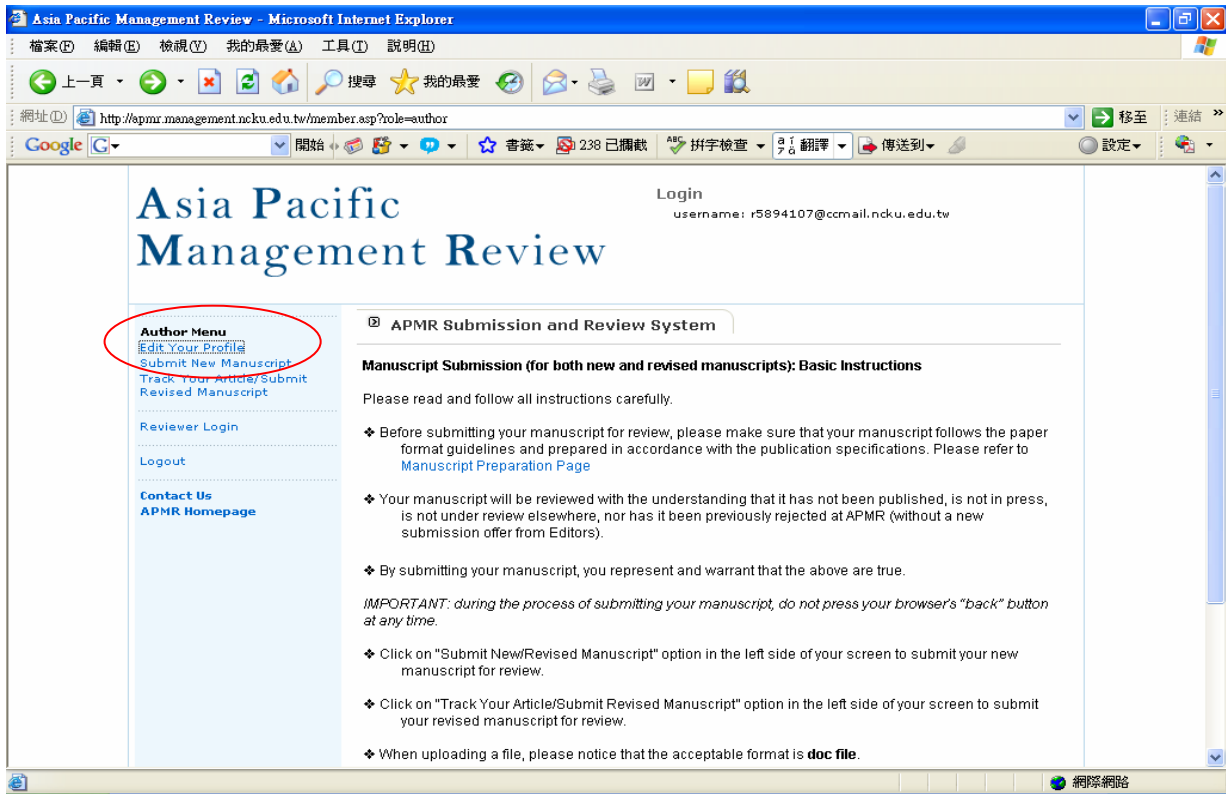
1. Go to the APMR Editorial System homepage at <http://apmr.management.ncku.edu.tw/> and click on “Submit Review/See Review Materials” header.



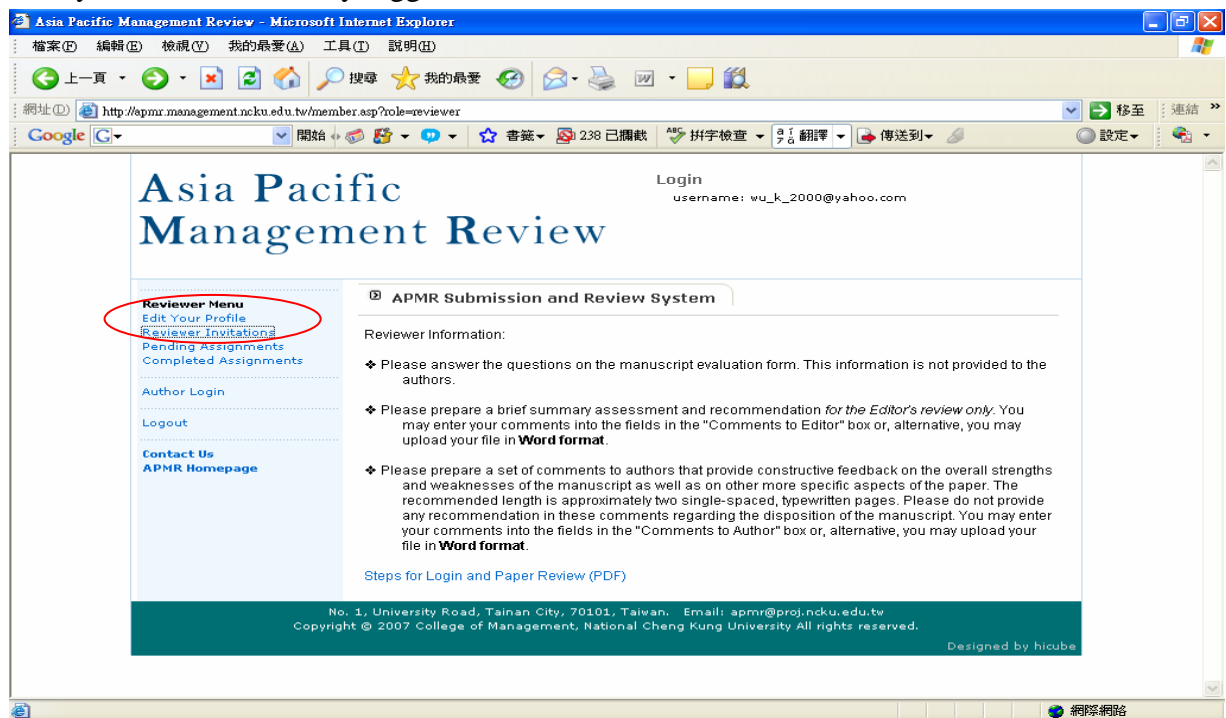
2. Enter your temporary APMR “Username(e-mail address)” “Password”, which were provided to you in the invitation email, and click on “Reviewer Login”.



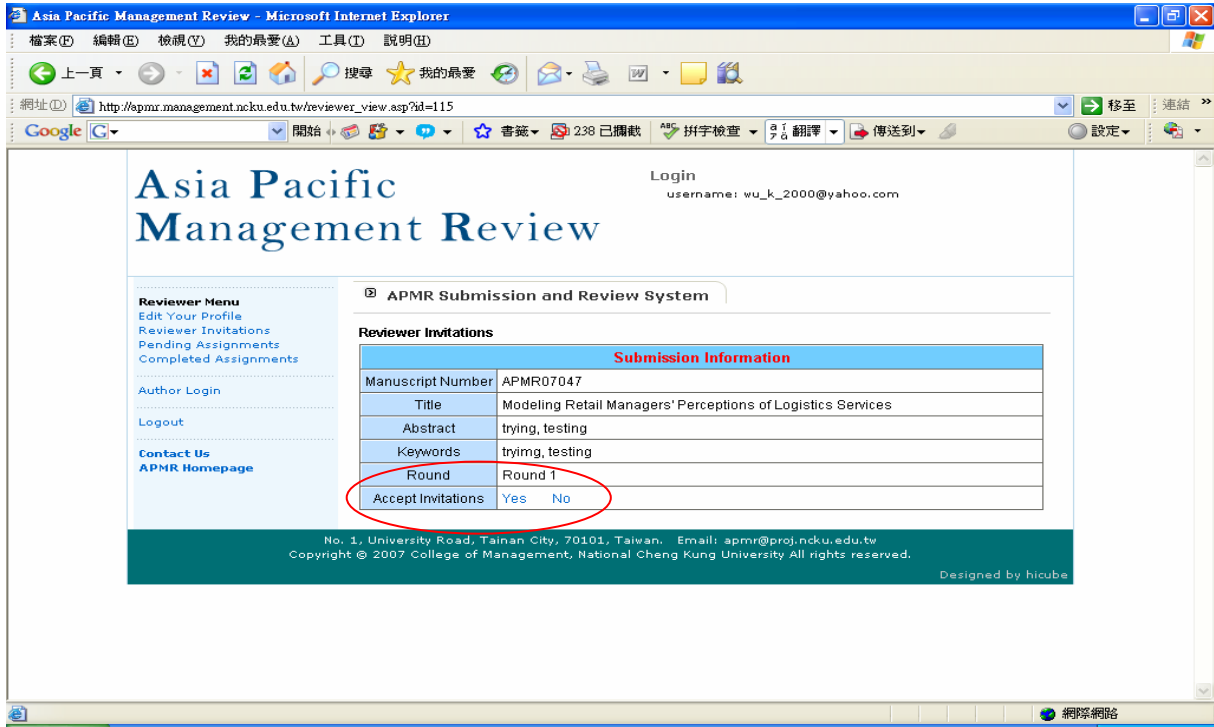
- a. If you are a Returning Reviewer and you know your login name(email address) and password simply enter them into the fields in the Login box.
  - b. If you are a Returning Reviewer and you have forgotten your password, click on “**Forgot Username/Password**”. Enter your email address, First name, and Last name. Your APMR username(email address) and password will be sent to your email inbox.
3. Once you are logged in, please note the “**Edit Your Profile**” option in the top left corner of your screen: Use this option to change your name, login, or other contact information.



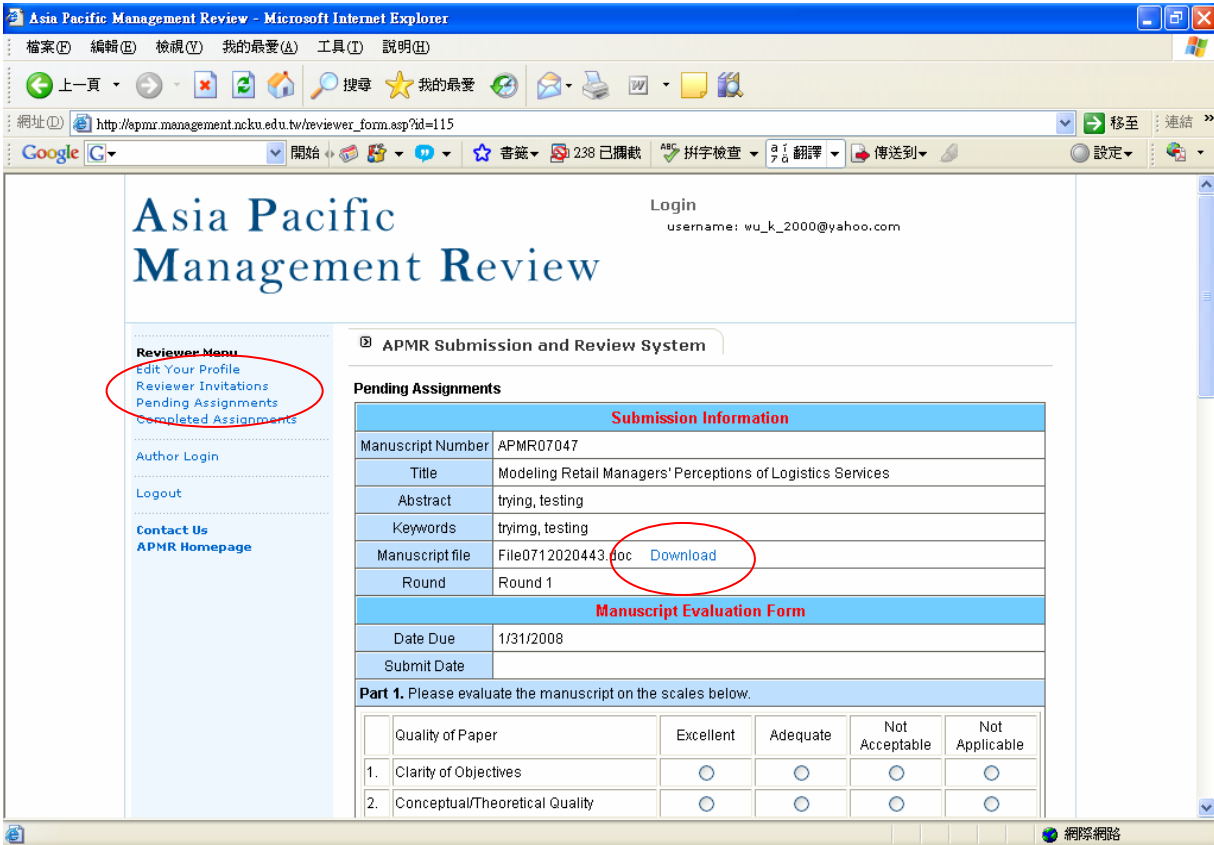
4. Once you have successfully logged in, click on “**Reviewer Invitations**”.



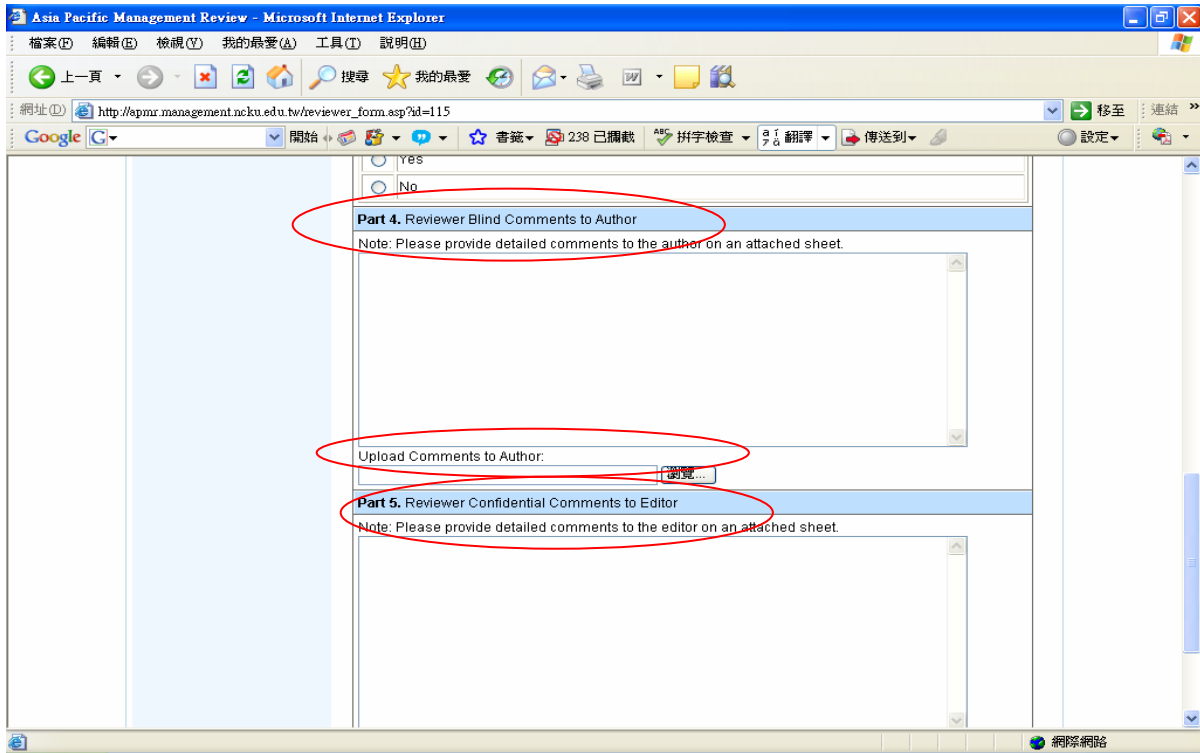
- Click on “View” in the Action box. Then click on “Yes” to accept the invitation in the Submission Information page and fill out the requested evaluation form.



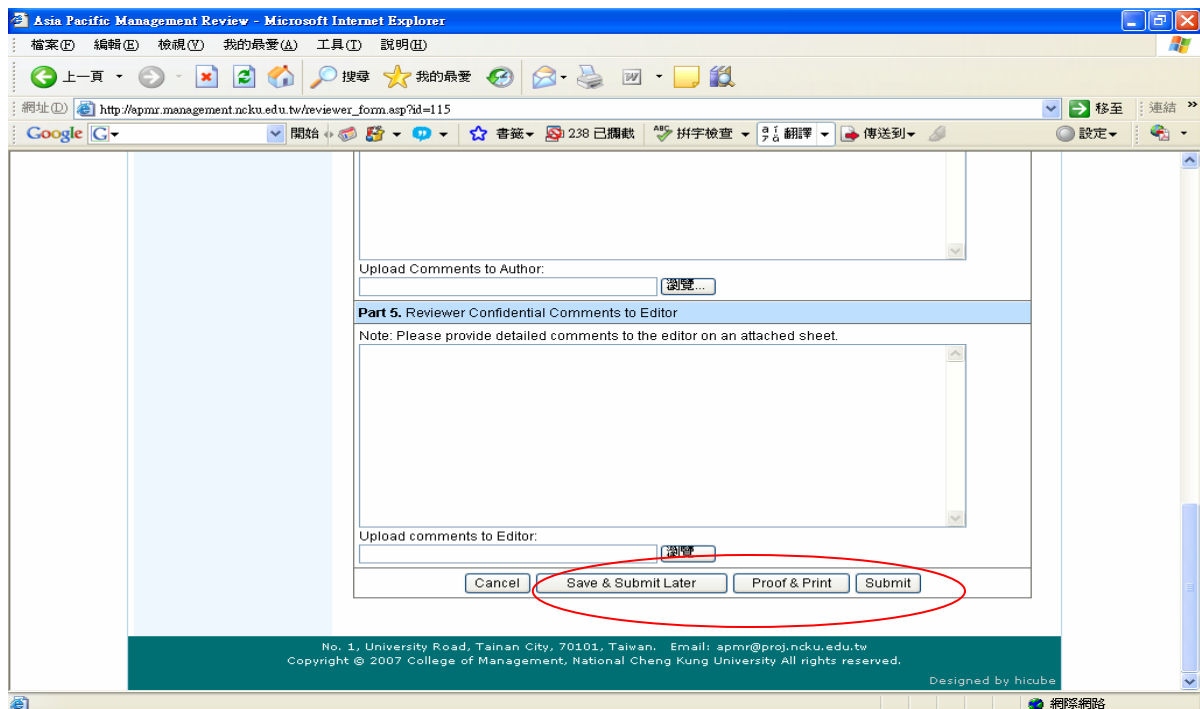
- Once you accept the invitation, the system will automatically direct you to the Pending Assignments page. There you will be able to download the manuscript assigned to you and spaces for confidential comments to the editor, comments for the author(s), and an evaluation form to be completed.



7. Please prepare a **brief summary assessment and recommendation for the Editor's review only** and a **set of comments to authors** that provide constructive feedback on the overall strengths and weaknesses of the manuscript as well as on other more specific aspects of the paper. The recommended length is approximately two single-spaced, typewritten pages. Please do not provide any recommendation in these comments regarding the disposition of the manuscript. You may enter your recommendation and comments into the fields in the “Comments to Editor/Author” boxes or, alternative, you may upload your files in **Word format**.



8. To prove your evaluation: 1) view and prove it by clicking on “**Submit**” or 2) click on “**Save & Submit Later**” to submit later.



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