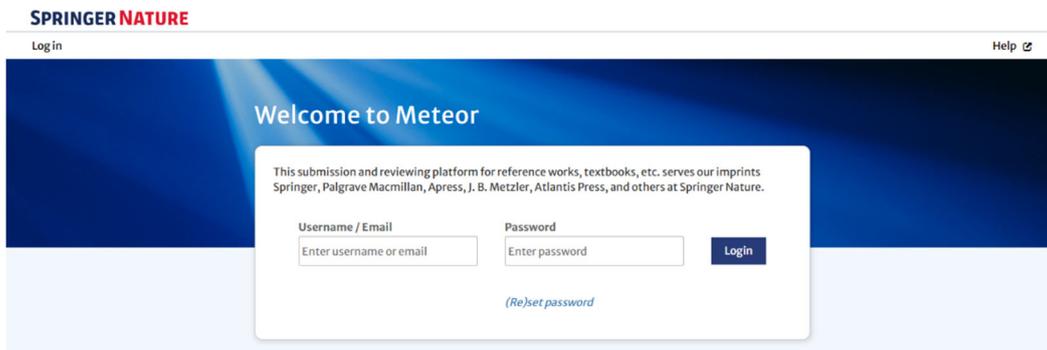


# Get-started guide for PC members (reviewers) reviewing an article for P-LRT, Volume 5, Issue 1

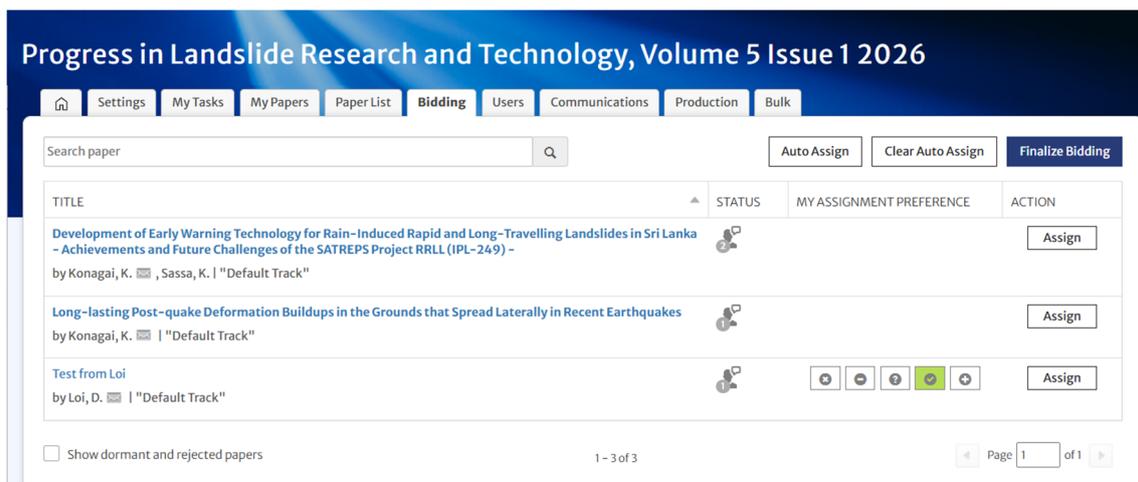
**PC Member:** These are potential reviewers in the system. Once these are assigned to the papers then they can review. generally, the one who acts as reviewer/referees on papers assigned to them

- PC members can log in/Register for the P-LRT open-access book series project on the Meteor system. Link to the Project Registration Page is:  
[https://meteor.springer.com/project/dashboard.jsf?id=2291&tab=About&auth\\_user=620212&auth\\_key=7ba9c21ea52f2138ef8a3dcf007dd551](https://meteor.springer.com/project/dashboard.jsf?id=2291&tab=About&auth_user=620212&auth_key=7ba9c21ea52f2138ef8a3dcf007dd551)
- The PC member can register for the project or log in if the registration has already been done.



## Bidding

You will receive a mail from the PC Chair to be a bidder. After logging in Meteor, the editorial system for P-LRT, please click on the “Bidding” tag.



A series of "MY ASSIGNMENT PREFERENCE" buttons appear on the right of each article. They are "Conflicted," "Rejected," "indifferent (default)," "Interested," and "Desired." Then, place a bid on each article listed on the page by clicking any of these buttons, indicating your preference for each article.



## Review

Later, you will receive an invitation from METEOR asking you to review some of the submitted articles. Then, please log in to Meteor and click the "My Tasks" tag. You will see the list of articles that have been assigned to you and are ready for review.

The screenshot shows the 'My Tasks' page in the METEOR system. The page title is 'Progress in Landslide Research and Technology, Volume 5 Issue 1 2026'. The navigation bar includes 'My Tasks' and 'My Papers'. Below the navigation bar is a search bar and a filter button. The main content is a table with the following columns: TASK, PRIORITY, ENTRY, STATUS, SINCE, and DUE DATE. The table contains three rows of review tasks, all with a priority of 1 and a status of 'In Review'.

TASK	PRIORITY	ENTRY	STATUS	SINCE	DUE DATE
Review	1	test test "Default Track"	In Review	2024-11-19	2024-12-12 (review)
Review	1	My test paper "Default Track"	In Review	2024-11-19	2024-12-11 (review)
Review	1	Paper Initial Submission "Default Track"	In Review	2024-11-28	2024-12-19 (review)

You will see the following screen when you click on an article on the list. A tutorial is also available on the right side to guide you through the review steps.

The screenshot shows the 'Paper 5' review page. The page title is 'Paper 5' with the ID '5' and Version '1'. The page is divided into three main sections:
 

- STEP 1: DOWNLOAD CURRENT MANUSCRIPT**: A section with a 'Download' button and a 'Show all files' link.
- STEP 2: READ REVIEWS AND COMMENTS**: A section showing a 'Review Iteration 1' with a date of '2024-11-14 08:58' and a 'Submitted' status. There is a 'Download Comments' button.
- STEP 3: WHAT DO YOU THINK ABOUT THE MANUSCRIPT?**: A section with a dropdown menu labeled 'Please Select' and three options:
  - Recommend acceptance**: Recommend that the manuscript be accepted for publication.
  - Recommend revision**: Recommend changes to the manuscript.
  - Recommend rejection**: Recommend that the manuscript is unsuitable for publication.

 On the right side, there is a 'Follow These Steps' section with a list of four steps:
 

- Download Current Manuscript
- Read Reviews and Comments
- Declarations
- What do you think about the manuscript?

 Below this list is a progress bar showing '0' to '100' with a green bar indicating 'In Review' progress. At the bottom right, there is a 'Tutorial' button.

You need to take the following steps:

### Follow These Steps

1. Download Current Manuscript
2. Read Reviews and Comments
3. What do you think about the manuscript?

STEP 1: Download the manuscript and its attachment (if available).

**STEP 1: DOWNLOAD CURRENT MANUSCRIPT**

Show all files Download

STEP 2: Read reviews and comments if available and necessary.

**STEP 2: READ REVIEWS AND COMMENTS**

  
**Authors**  
provide the manuscript  
[✉ Dr. Doan Loi](#)

  
**Reviewers**  
give recommendations  
Due:    
[✉ Dr. Kazuo Ko...](#)

  
**Deciders**  
accept and request revision  
[✉ Kyoji Sassa](#)  
[✉ Dr. Kazuo Ko...](#)  
[✉ Shinji Sassa](#)

[Download Comments](#)

**Review Iteration 1**

2025-05-29 05:00	<b>Not yet reviewed</b> <a href="#">✉ Dr. Kazuo Konagai</a> <b>Plagiarism check</b> Similarity Index 25% for document "8-1-Loi Huy Doan.pdf". The highest score of another source matching the document was approx. 8%. For a full report see <a href="#">here</a> .
2025-05-29 04:39	<b>Submitted</b> <a href="#">✉ Dr. Doan Loi (PC Member)</a> <a href="#">Download</a>

STEP 3: Reviewers will see these three recommendation options:

1. **Recommend acceptance:**  
Recommend that the manuscript be accepted for publication.
2. **Recommend revision;**  
Recommend changes to the manuscript.
3. **Recommend rejection**  
Recommend that the manuscript be unsuitable for publication.

**STEP 3: WHAT DO YOU THINK ABOUT THE MANUSCRIPT?**

Write comment

**Write comment**  
To discuss the manuscript.

**Recommend acceptance**  
Recommend that the manuscript be accepted for publication.

**Recommend revision**  
Recommend changes to the manuscript.

**Recommend rejection**  
Recommend that the manuscript is unsuitable for publication.

After one of the reviewing decisions is selected for the manuscript, the comment window will open to draft the feedback comments.

**STEP 4: GIVE REASONS FOR ACCEPTANCE**

Show help

⊖ ★ ★ ★ ★ ★

**B I U S x<sub>o</sub> x<sup>o</sup>** [List] [Link] [Unlink] [Help]

Attachments (0)

Save draft

Submit Feedback

If needed, you can attach a file with your suggested edits by clicking the “Attachments” button below the comment box.

Once the decision is selected and comments (with attachments if needed) are added, these can be submitted by clicking the “Submit Feedback” button. After that, the paper will disappear from your task list.

Then, the author can see the paper under the “My Papers” section, and by clicking on it, the author can also see the comments uploaded against it.