

## Reviewer Tutorial for Mathematical Programming Computation Editorial Manager System

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## Login/Password

If you do not already have an account in MPC's editorial manager system, an account will be created for you when you receive your first request to review a manuscript. You will receive an email with the login details to your account.

If you forget your password, click "Forgotten Password" on the login page (Figure 1).



Please enter the following

Email:

Password:

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**Note:** If you are unsure whether you already have an account, click 'Forgotten password' and enter your email.

Figure 1: Login page

Enter your email address and an email will be sent to you with a link to reset your password (Figure 2).

Please enter the following

Email:

---

**Note:** You can change your current information after logging in by clicking 'edit account'.

Figure 2: Forgotten password

To log in to the editorial manager system, visit <https://www.mathprogramming.org/> and click "Log in" (Figure 3).

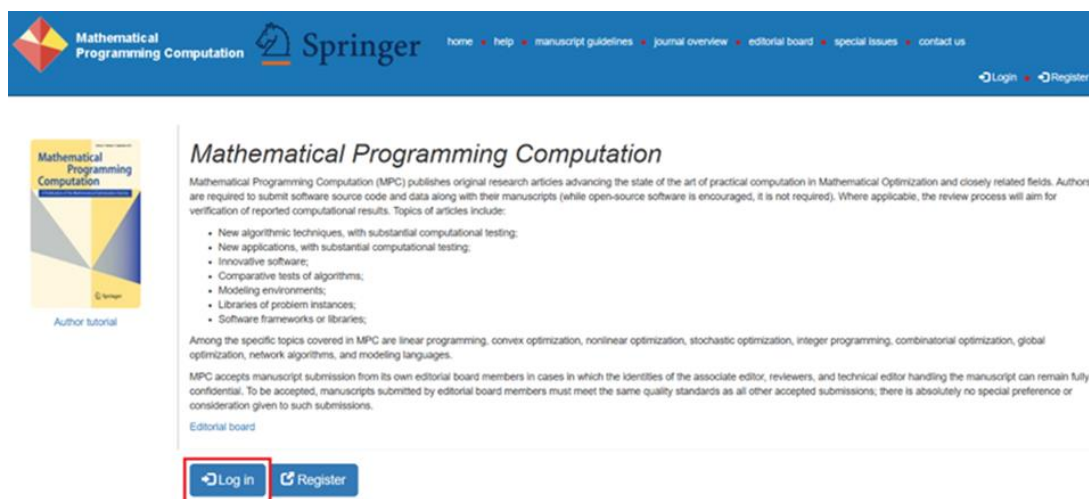


Figure 3: Login

Enter your email address and password and click “Login” (Figure 4).

Please enter the following

Email:

Password:

[Log in](#) [Register](#) [Forgotten password](#)

**Note:** If you are unsure whether you already have an account, click 'Forgotten password' and enter your email.

Figure 4: Login

After successfully logging in to the editorial manager system, the system will automatically identify you as a reviewer and redirect you to your respective homepage (Figure 5).

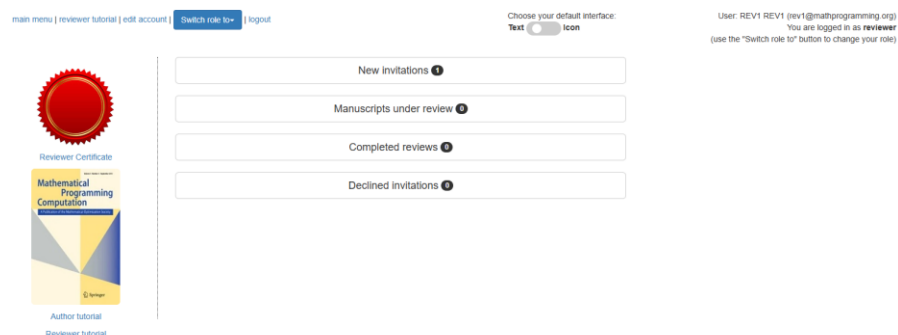


Figure 5: Reviewer home page

To submit or track the status of a submitted a manuscript, go to the main menu and select “Switch role to → Author” (Figure 6). For more information regarding the submission of a new manuscript, click “Author tutorial” on the left-hand side of your homepage.

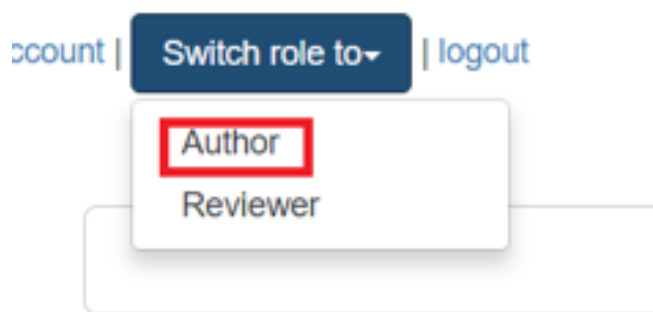


Figure 6: Switch role to → Author

Your active role (author or reviewer) is found in the information presented in the upper right corner of the menu (Figure 7).

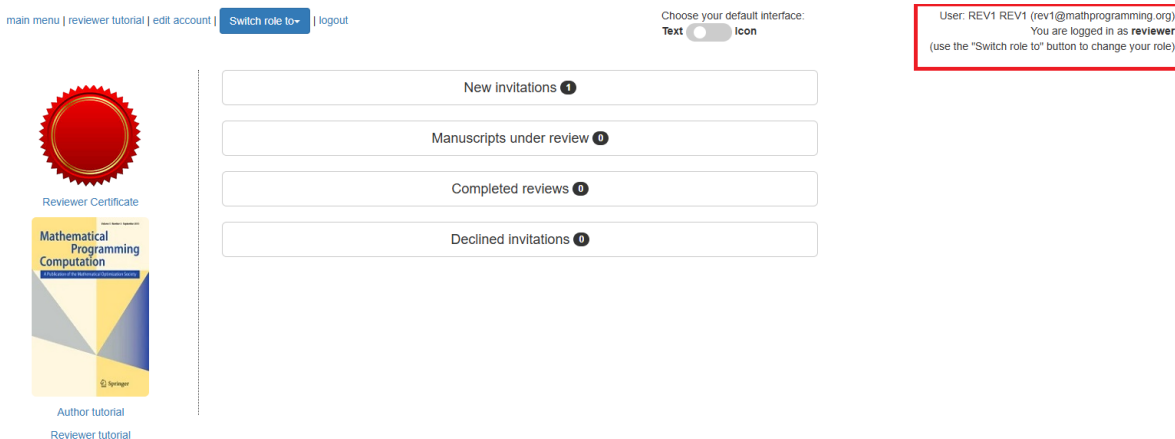


Figure 7: Role information

## Edit Account

To edit your account details, you must first log in to the editorial manager system at <https://www.mathprogramming.org/> and select “edit account” from the menu (Figure 8).

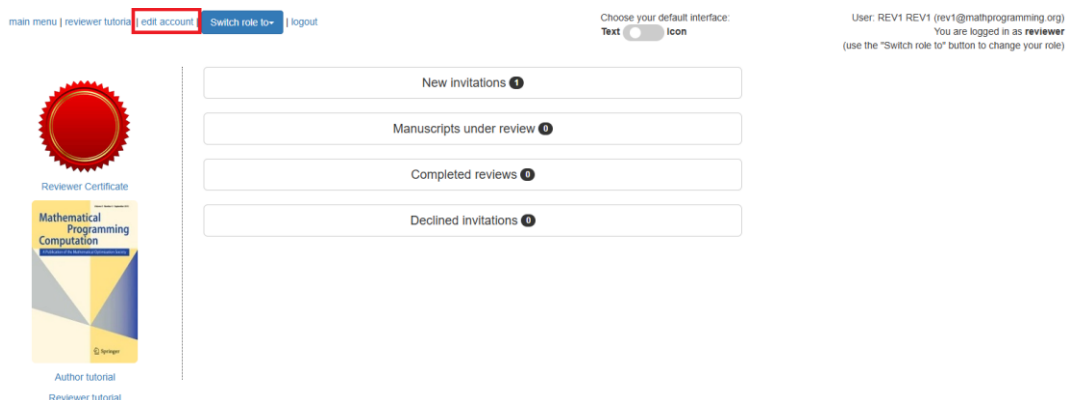


Figure 8: Edit account

On the next page, you can edit your account details and click “Update account” (Figure 9). All fields are required except for the ORCID iD. Note that you can also change the email address of your account.

Please enter the following

First name*:	<input type="text" value="John"/>
Last name*:	<input type="text" value="Doe2"/>
Email*:	<input type="text" value="johndoe2@mathprogramming.org"/>
Confirm Email*:	<input type="text" value="johndoe2@mathprogramming.org"/>
Password*:	<input type="password" value="Password"/>
Confirm Password*:	<input type="password" value="Confirm Password"/>
Affiliation*:	<input type="text" value="Georgia Tech"/>
Country*:	<input type="text" value="United States"/>
ORCID ID:	<input type="text" value="ORCID"/>

You can find your ORCID [here](#) or register [here](#).

Figure 9: Edit account

## Accept/Decline Review Invitations

The system allows you to choose your default interface: Text or Icon. In the following tutorial, all actions are described assuming the Icon interface is selected. If you have chosen the Text interface, the corresponding actions are explicitly labeled and self-explanatory.

To see your review invitations, you must first log in to the editorial manager system at <https://www.mathprogramming.org/> and select “New invitations” from the main screen (Figure 10).

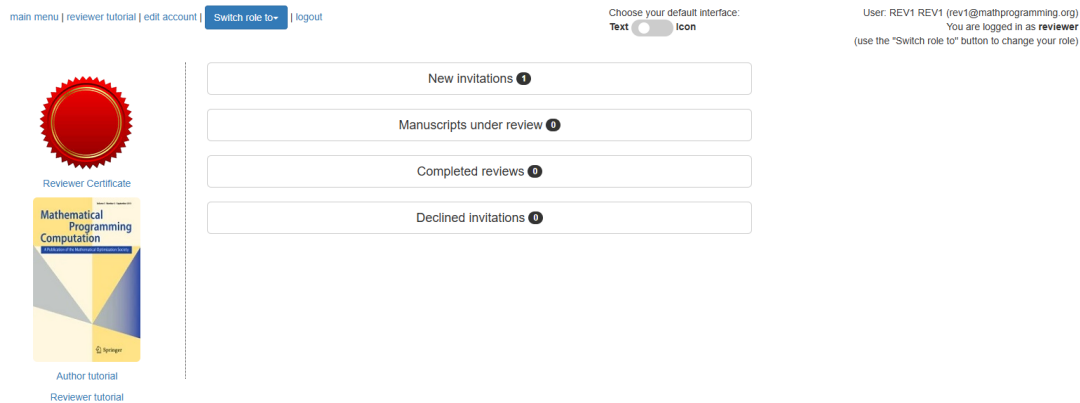


Figure 10: Reviewer home page


On this page, you can view the submission, accept/decline review invitations, and email the editor who invited you (Figure 11).



Figure 11: New invitations

If you choose to decline a review invitation, please state the reason for declining and recommend other suitable reviewers for the manuscript (Figure 12).

Please state the reason that you declined this invitation. Please also propose other reviewers that can review this manuscript (optional).

 Clear

[Confirm that you decline the invitation to review this paper](#)

Figure 12: Decline invitation

If you select to accept the review invitation, then the manuscript will move to the “Manuscripts under review” section of your home page (Figure 10).

Note that you can also view a submission, accept/decline to review it, and submit your recommendation from the related links included in the invitation sent by the editor that invited you.

## Submit Review/Invite Subreviewers

To submit a review for a manuscript, you must first log in to the editorial manager system at <https://www.mathprogramming.org/> and select “Manuscripts under review” from the main screen (Figure 10). On this page, you can view the submission, submit your review (i.e. reject, accept with minor revisions, accept with major revisions, or accept as is), email the handling editor, or invite subreviewers to assist you in the review process (Figure 13).

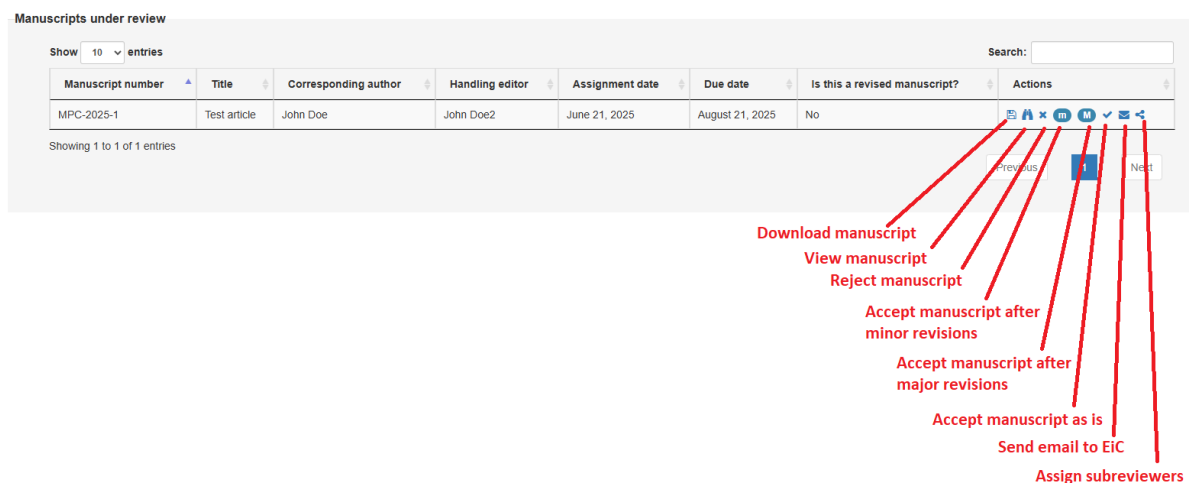


Figure 13: Manuscripts under review

To invite subreviewers to assist you in the review process, click on the triangle icon in the “Actions” column (Figure 13). On this page, enter the information of the subreviewers you wish to invite (Figure 14).



## Reviewer Tutorial for Mathematical Programming Computation Editorial Manager System

Assigned subreviewers to manuscript

Show  entries Search:

First name	Last name	Affiliation	Email	Assignment date	Days to review (default: 60 days)	Status	Actions
No data available in table							

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

---

Invite new subreviewer

First name:

Last name:

Email:

Affiliation:

Country:

Days to review (default: 60 days):

[Add](#)

Figure 14: Assign subreviewers

The assigned subreviewers are displayed in the first table shown in Figure 15. On this page, you can delete the subreviewer, change the review due date, or email the subreviewer.

Assigned subreviewers to manuscript

Show  entries Search:

First name	Last name	Affiliation	Email	Assignment date	Days to review (default: 60 days)	Status	Actions
REV6	REV6	Georgia Tech	rev6@mathprogramming.org	June 22, 2025	August 21, 2025	Invited in June 22, 2025	<a href="#">x</a> <a href="#">✉</a> <a href="#">✉</a>

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Figure 15: Assigned subreviewers

Once the subreviewers submit their review, you will see their review on the same page (Figure 16).

Assigned subreviewers to manuscript

Show  entries Search:

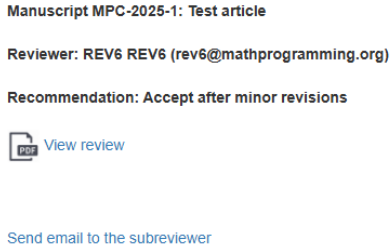
First name	Last name	Affiliation	Email	Assignment date	Days to review (default: 60 days)	Status	Actions
REV6	REV6	Georgia Tech	rev6@mathprogramming.org	June 22, 2025	August 21, 2025	Review sent in June 22, 2025 <a href="#">See review.</a>	<a href="#">✉</a>

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Figure 16: Completed assignments by subreviewers

To display the review of the subreviewer, select “See review” in the “Status” column (Figure 17).




*Figure 17: Display subreviewer’s review*

When you are ready to submit your review, select one of the four icons (reject submission, accept submission after minor revisions, accept submission after major revisions, or accept submission as is) in the “Manuscripts under review” section of the reviewer homepage (Figure 13). On this page, you can upload a single PDF file and/or fill out the review text box, as well as include confidential comments (not seen by authors) for the handling editor (Figure 18).


**Decision: Accept after major revisions**

**Upload review (a single pdf file):**


 Upload review

Upload new file

**and/or fill out the text box:**

 Clear

**Optional confidential comments to the editor (not seen by authors):**

 Clear

*Figure 18: Submit review*

Select “Completed reviews” from the reviewer’s homepage (Figure 10) to view your complete assignments (Figure 19).

## Reviewer Tutorial for Mathematical Programming Computation Editorial Manager System

Completed reviews

Show 10 entries

Search:

Manuscript number	Title	Corresponding author	Handling editor	Assignment date	Is this a revised manuscript?	Review sent date	Actions
MPC-2025-1	Test article	John Doe	John Doe2	June 21, 2025	No	June 22, 2025	<a href="#">📧</a> <a href="#">👤</a> <a href="#">👁</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 19: Completed assignments

Select the “Declined invitations” section of the reviewer’s homepage (Figure 10) to view your complete assignments (Figure 20).

Declined invitations

Show 10 entries

Search:

Manuscript number	Title	Corresponding author	Handling editor	Invitation date	Was this a revised manuscript?	Declined invitation date
MPC-2025-1	Test article	John Doe	John Doe2	June 22, 2025	No	June 22, 2025

Showing 1 to 1 of 1 entries

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Figure 20: Declined invitations

Subreviewer

If you receive an invitation to assist a reviewer with his/her review, you will see an additional section in the reviewer’s homepage (Figure 21).

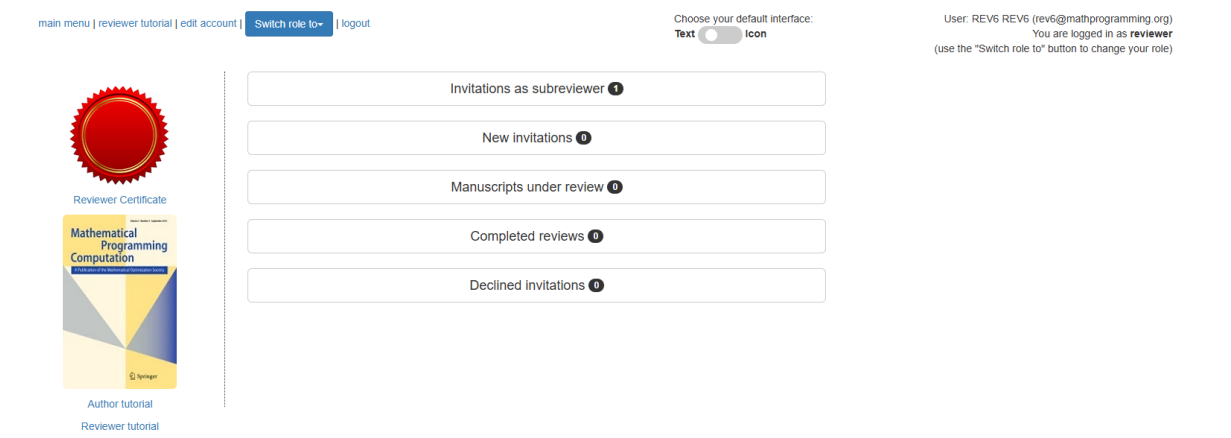


Figure 21: Subreviewer home page

On this page, you can view the invitations and your previous reviews as a subreviewer. For each invitation, you can view the submission, accept/decline the invitation, or email the reviewer who invited you (Figure 22).

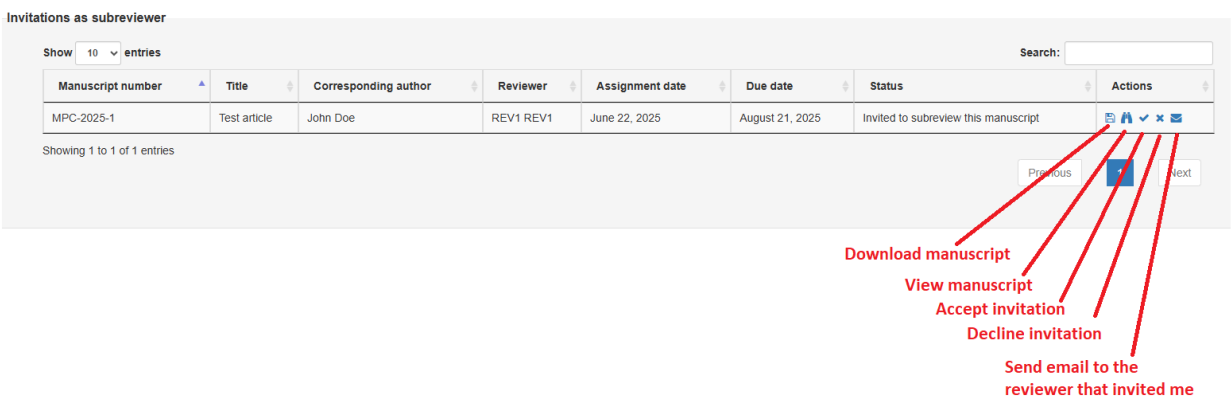


Figure 22: Invitations as subreviewer








After accepting an invitation, you will see additional options for each accepted invitation (i.e., download the submission, view the submission, submit your review, reject submission, accept submission after minor revisions, accept submission after major revisions, accept submission as is, or email the reviewer who invited you) (Figure 23).

## Reviewer Tutorial for Mathematical Programming Computation Editorial Manager System

Invitations as subreviewer

Show 10 entries

Search:

Manuscript number	Title	Corresponding author	Reviewer	Assignment date	Due date	Status	Actions
MPC-2025-1	Test article	John Doe	REV1 REV1	June 22, 2025	August 21, 2025	Accepted the invitation to subreview this manuscript	      

Showing 1 to 1 of 1 entries

Previous 1 Next

Download manuscript

View manuscript

Reject manuscript

Accept manuscript with minor revisions

Accept manuscript with major revisions

Accept manuscript as is


Send email to the reviewer who invited me

Figure 23: Actions after accepting an invitation

When ready to submit your review (Figure 23), you can select one of the four icons (reject submission, accept submission after minor revisions, accept submission after major revisions, or accept submission as is). On this page, you can upload a single PDF file and/or fill out the review text box (Figure 24).

**Decision: Accept after minor revisions**

**Upload review (a single pdf file):**

 Upload review

Upload new file

**and/or fill out the text box:**

Clear

Submit

Figure 24: Submit review

After submitting your review, you will still be able to see the manuscript and your review (Figure 25). To see your review, click the eye icon in the “Actions” column (Figure 26).

Invitations as subreviewer

Show 10 entries Search:

Manuscript number	Title	Corresponding author	Reviewer	Assignment date	Due date	Status	Actions
MPC-2025-1	Test article	John Doe	REV1 REV1	June 22, 2025	August 21, 2025	Completed assignment	<a href="#">📄</a> <a href="#">👤</a> <a href="#">🔍</a>

Showing 1 to 1 of 1 entries

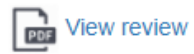
Previous **1** Next

Figure 25: Completed assignments

**Manuscript MPC-2025-1: Test article**

**Reviewer: REV6 REV6 (rev6@mathprogramming.org)**

**Recommendation: Accept after minor revisions**



*Figure 26: Display review*