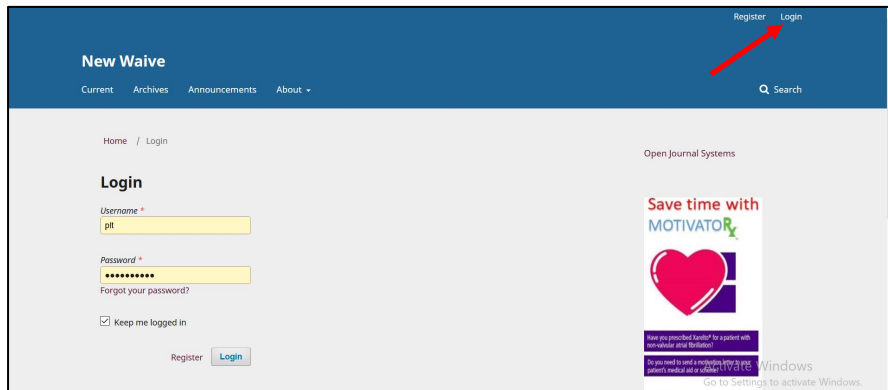


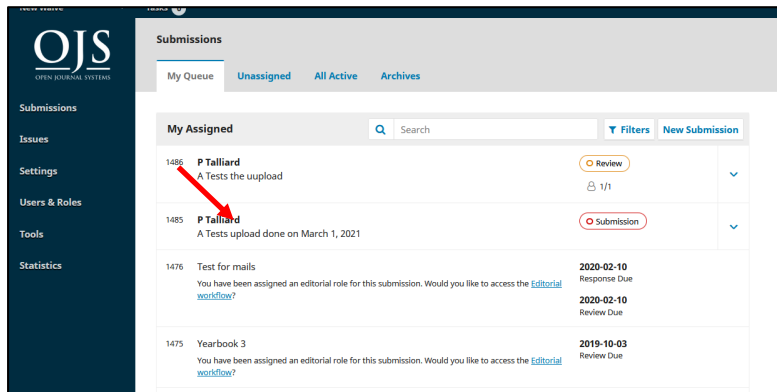
Author Workflow after submission

1. Pre-Review by Editor
2. Review by Reviewer
3. Copyeditor

Log on to the journal.



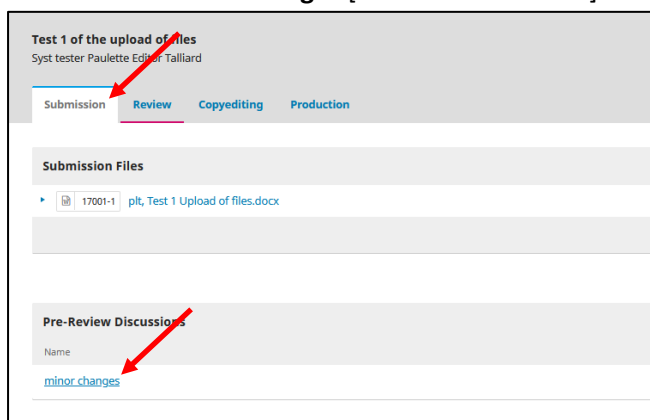
Click on the reviewed title.



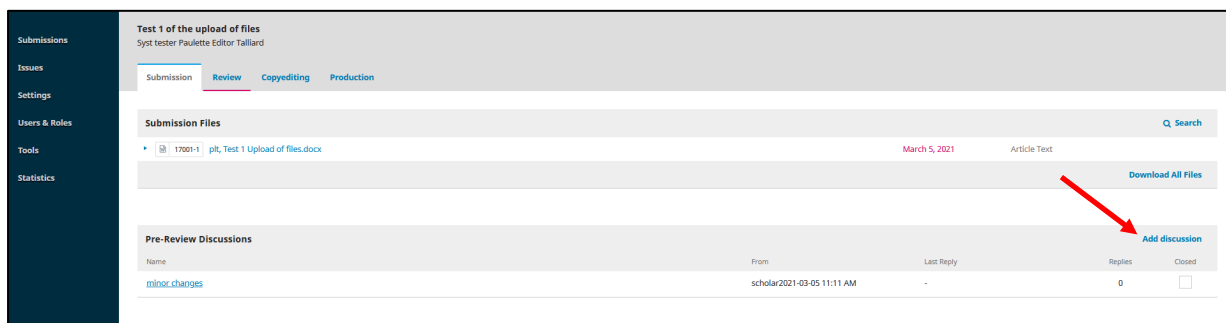
1. Pre-Review by Editor

The Editor requested some changes before sending it to a Reviewer.

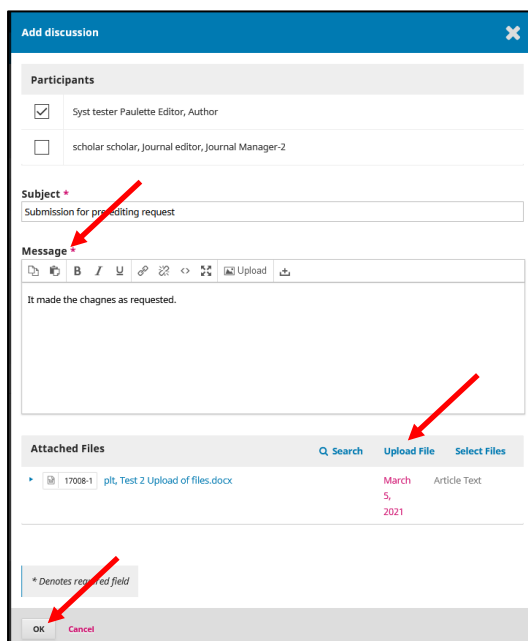
1. Click **Submission**.
2. Click **minor changes** [this is the file name].



- Download the file and make the changes, save it on your computer.
- Click **Add discussion**.



- Complete the message.
- Click **Upload file** to re-attach the file with the changes. Complete the upload process.
- Click **OK**.



2. Review by Reviewer

- Click on the title of the item under review.
- Click on the reviewed document.



3. Download the file and make the changes, save it on your computer.
4. Click **Upload file** and attach the newly corrected document.
Complete the upload process.
5. Click **Add discussion**.

Round 1 Status
Revisions have been submitted.

Notifications
[SAJHE] Editor Decision 2021-03-16 05:07 PM

Reviewer's Attachments [Q Search](#)
17056-1 | Test1-Reviewer reviewed this file.docx March 16, 2021

Revisions [Q Search](#) [Upload File](#)
17058-1 | Article Text, Test2-Reviewer reviewed this file.docx March 16, 2021 Article Text

Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

6. Complete the message and include the Editor.
7. Click **Upload file** to attach the newly corrected document. [this is the same file as step 4.]
Complete the upload process.
8. Click **OK**.

Add discussion

Participants
 Syst tester Paulette Editor, Author
 scholar scholar, Journal editor, Journal Manager-2

Subject *
Changes made

Message *
I have made the changes as recommended by the reviewer.

Attached Files [Q Search](#) [Upload File](#) [Select Files](#)
 17059-1 | pl1, Test 3 Reviewer reviewed this file.docx March 16, 2021 Article Text

* Denotes required field

OK Cancel

Your reviewed document is now attached to the record.

Round 1 Status
Revisions have been submitted.

Notifications
[SAJHE] Editor Decision 2021-03-16 05:07 PM

Reviewer's Attachments [Q Search](#)
17056-1 | Test1-Reviewer reviewed this file.docx March 16, 2021

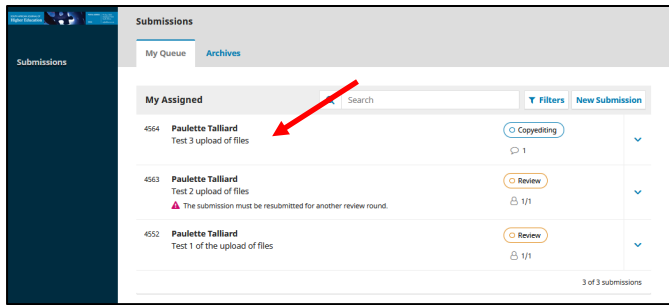
Revisions [Q Search](#) [Upload File](#)
17058-1 | Article Text, Test2-Reviewer reviewed this file.docx March 16, 2021 Article Text

Review Discussions [Add discussion](#)

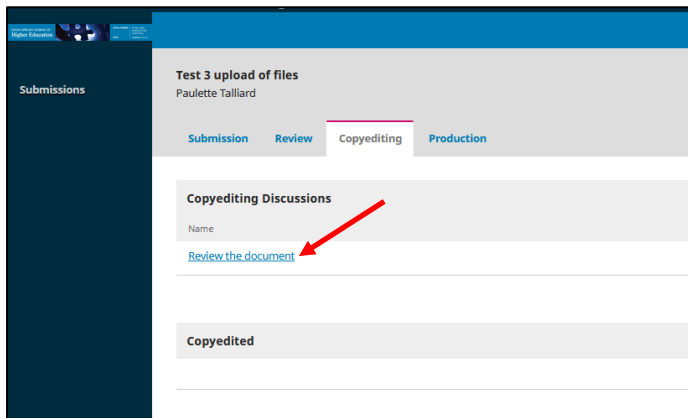
Name	From	Last Reply	Replies	Closed
Changes made	pr2021-03-16 05:19 PM	-	0	<input type="checkbox"/>

3. Copyediting

Click on the title that shows **Copyediting**.
[this goes for layout editing and proofreading]



Click **Review the document**.



Complete the form, add your comments and your file(s), if any, and click **OK**.

