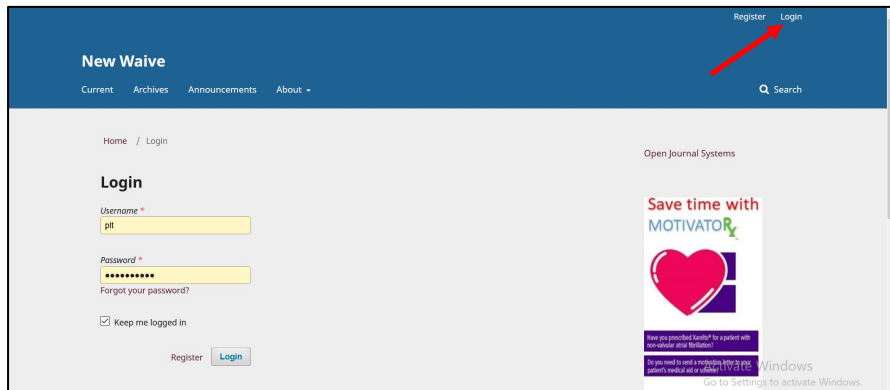


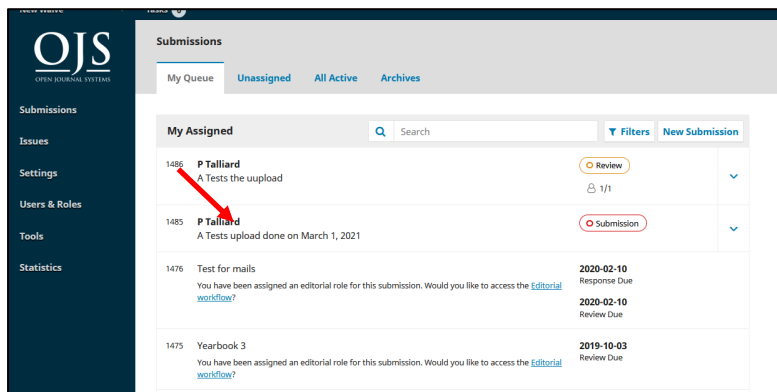
Author Workflow after submission

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**.

Test 1 of the upload of files
Syst tester Paulette Editor Tallard

Submission **Review** Copyediting Production

Submission Files [Q Search](#)

ID	File Name	Date	Type	Download All Files
17001-1	plt, Test 1 Upload of files.docx	March 5, 2021	Article Text	Download All Files

Pre-Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
minor changes	scholar2021-03-05 11:11 AM	-	0	☐

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

Add discussion ✕

Participants

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

Subject *
Submission for pre-editing request

Message *

It made the chagnes as requested.

Attached Files [Q Search](#) [Upload File](#) [Select Files](#)

ID	File Name	Date	Type
17008-1	plt, Test 2 Upload of files.docx	March 5, 2021	Article Text

* Denotes required field

OK **Cancel**

2. [Review by Reviewer](#)

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

Submission **Review** Copyediting Production

Round 1

Round 1 Status
Revisions have been requested.

Notifications

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

Reviewer's Attachments [Q Search](#)

ID	File Name	Date
17056-1	Test1-Reviewer reviewed this file.docx	March 16, 2021

Revisions [Q Search](#) [Upload File](#)

No Files

- Download the file and make the changes, save it on your computer.
- Click **Upload file** and attach the newly corrected document.
Complete the upload process.
- 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				

- Complete the message and include the Editor.
- Click **Upload file** to attach the newly corrected document. [this is the same file as step 4.]
Complete the upload process.
- 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 | plr, 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

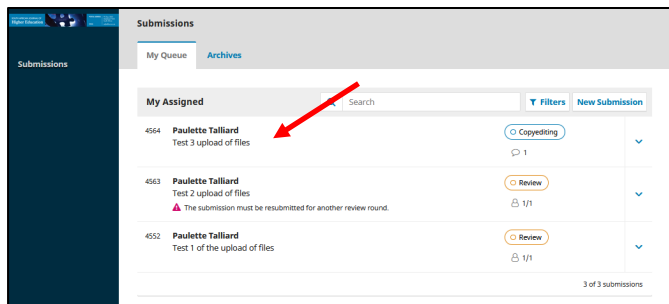
Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
Changes made	pr2021-03-16 05:19 PM	-	0	☐

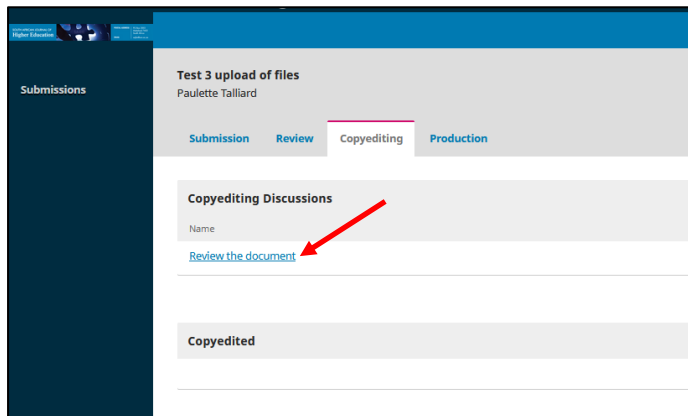
3. Copyediting

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**.

