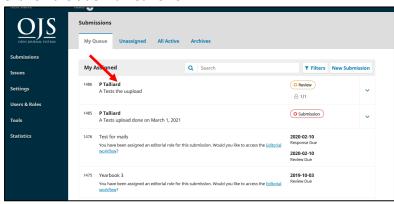
Author Workflow after submission

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

Log on to the journal.



Click on the title marked review.



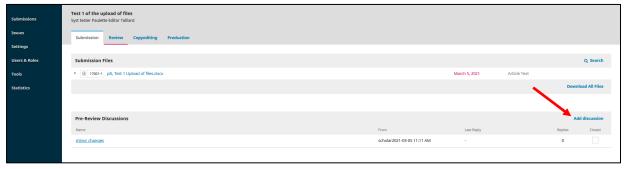
1. Pre-Review by Editor

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

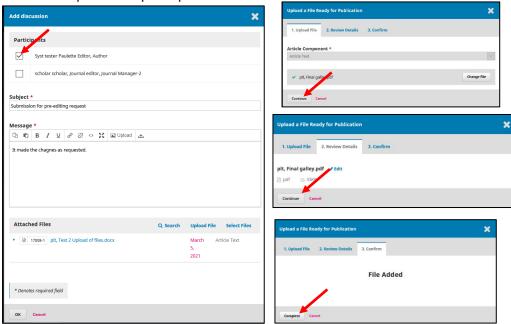
- 1. Click **Submission** or the screen will automatically open the tab **Submission**.
- 2. Click **minor changes** [this is the name of the file].



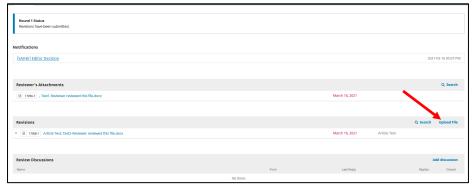
- 3. Download the file and make the changes, save it on your computer.
- 4. Click Add discussion.



- 5. Complete the message.
- 6. Tick the box(s) for participants who must also receive this email.
- 7. Complete the upload process.



8. Click **Upload file** to re-attach the file with the changes.

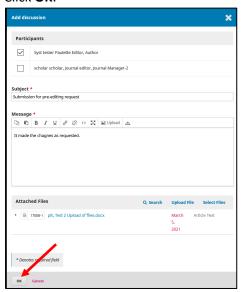


Complete the upload process.





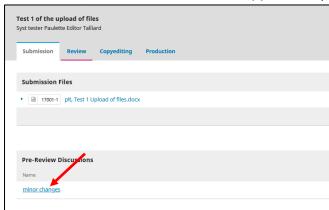
Click OK.



You can conduct all conversation by clicking on the file name.

By clicking on the file name again, you can continue the discussion while adding file(s) until all the copyediting has been completed.

All comments/discussions and add-on file(s) must be placed here for record purposes.



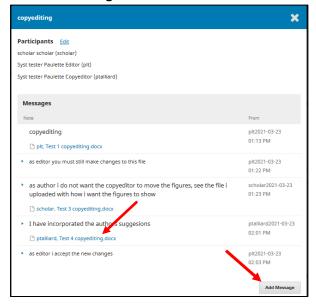
This is how your ongoing conversation will look like.

This is also where you will find the latest file(s) uploaded by author/editor.

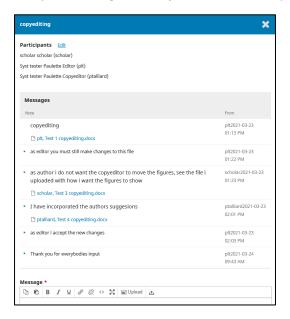
Click on the file(s) to download, view, edit.

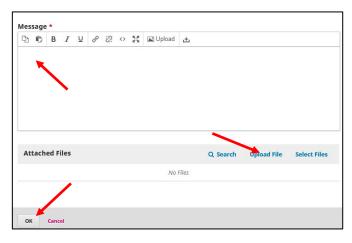
Do not forget to add the latest edited file with every communication.

Click **Add message** to continue the conversation and or attach a file(s).

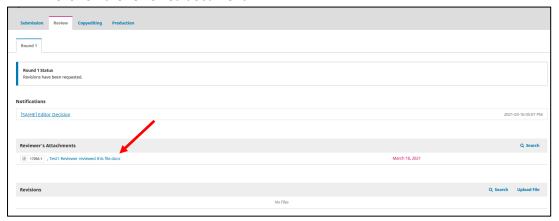


Add your message, click **Upload file** and complete the upload process, then click **OK**.

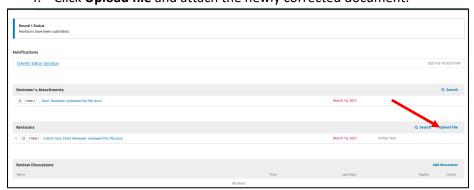




- 2. Review by Reviewer
- 1. Click on the title of the item marked as Review.
- 2. Click on the reviewed document.



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



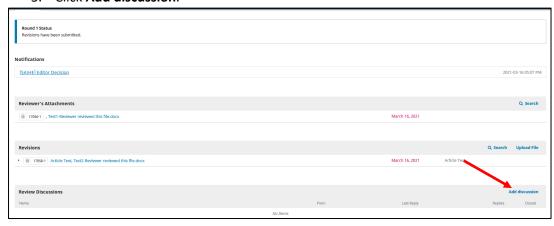
Complete the upload process.



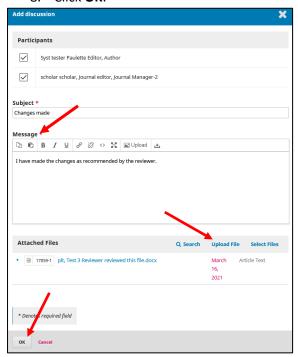


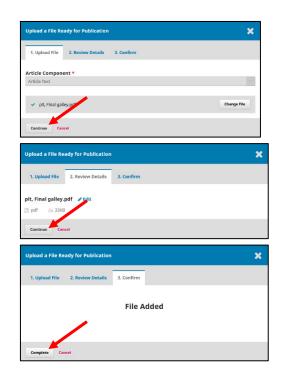


5. Click Add discussion.

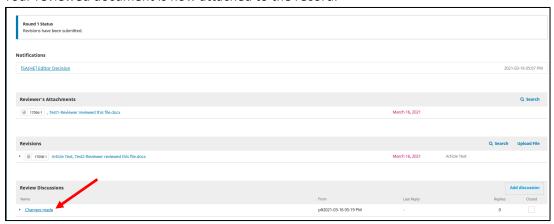


- 6. Complete the message and include the Editor. They will receive this email.
- 7. Click **Upload file** to attach the newly corrected document. [this is the same file as step 4.] Complete the upload process.
- 8. Click OK.





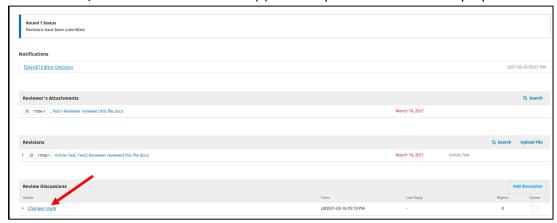
Your reviewed document is now attached to the record.



You can conduct all conversations by clicking on the file name.

By clicking on the file name again, you can continue the discussion while adding file(s) until all the copyediting has been completed.

All comments/discussions and add-on file(s) must be placed here for record purposes.



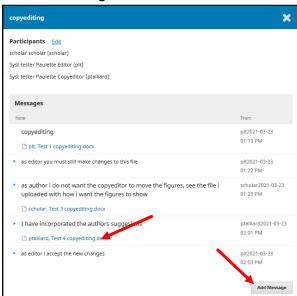
This is how your ongoing conversation will look.

This is also where you will find the latest file(s) uploaded by author/editor.

Click on the file(s) to download, view, edit.

Do not forget to add the latest edited file with every communication.

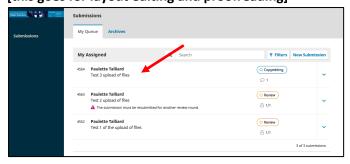
Click **Add Message** to continue the conversation.



3. Copyediting

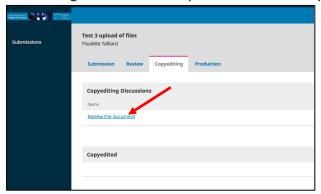
Click on the title that shows Copyediting.

[this goes for layout editing and proofreading]



Click Review the document [this is the name of the file.]

Make changes where necessary and save the file on your computer.



By clicking on the file name again, you can continue the discussion while adding file(s) until all the copyediting has been completed.

All comments/discussions and add-on file(s) must be placed here for record purposes.



This is how your ongoing conversation will look.

This is also where you will find the latest file(s) uploaded by author/editor.

Click on the file(s) to download, view, edit.

Do not forget to add the latest edited file with every communication.

Click Add Message to continue the conversation.

