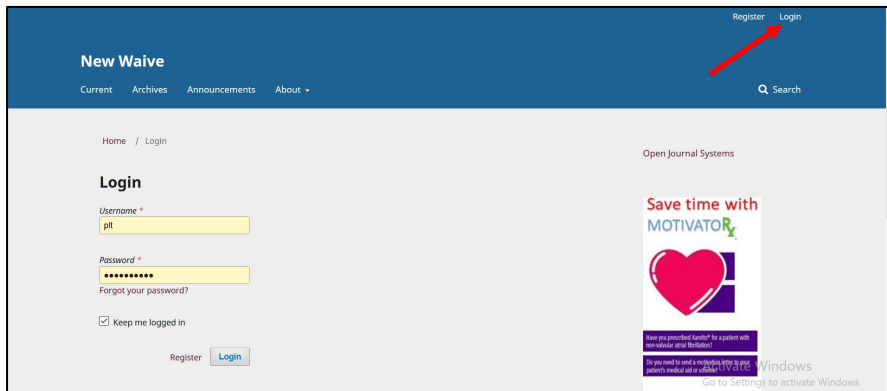


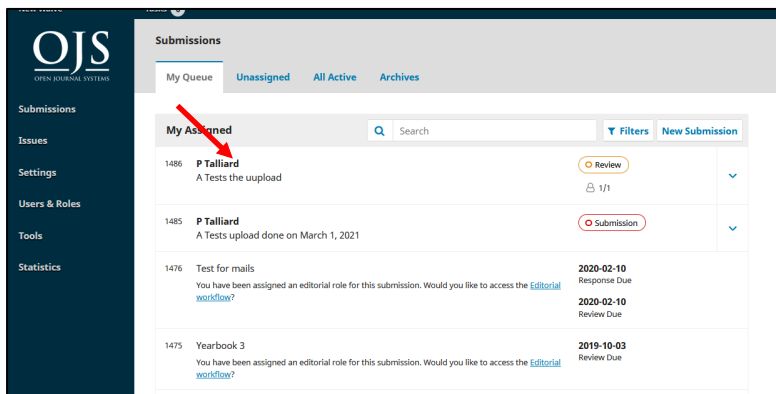
## Author Workflow after submission

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

Log on to the journal.



Click on the title marked review.



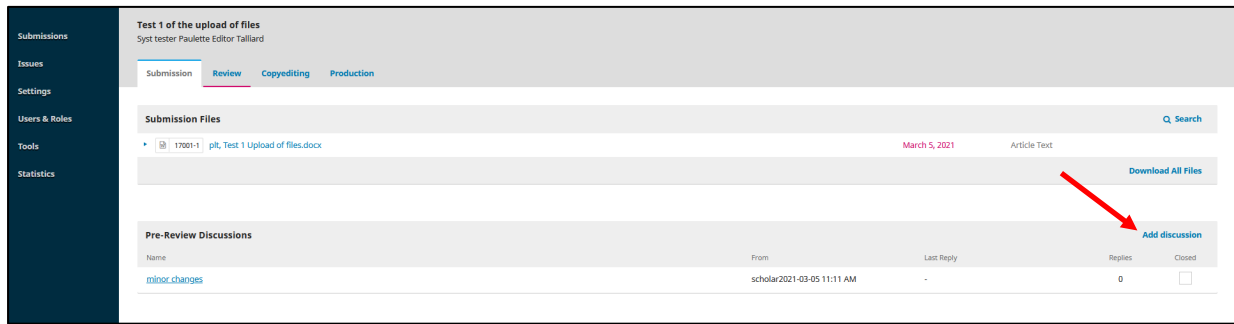
1. Pre-Review by Editor

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

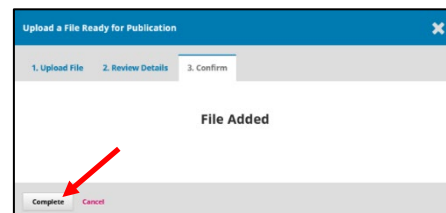
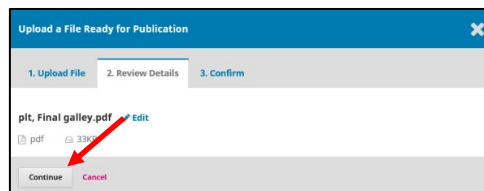
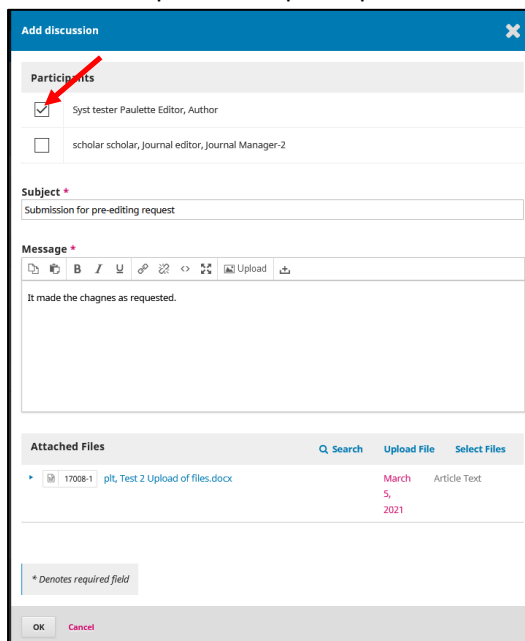
1. Click **Submission** or the screen will automatically open the tab **Submission**.
2. Click **minor changes** [this is the name of the file].



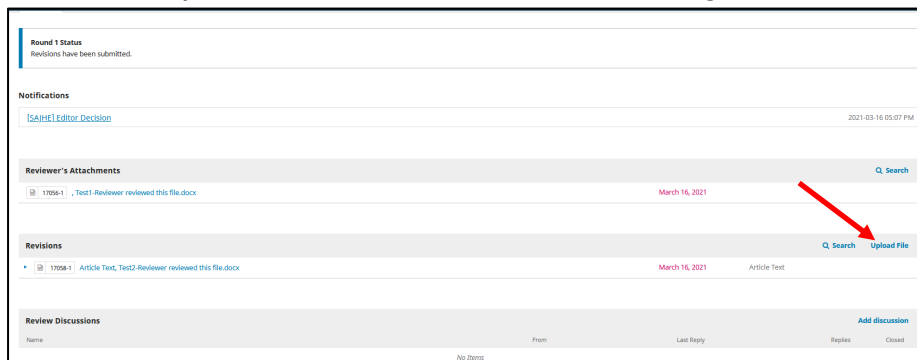
- Download the file and make the changes, save it on your computer.
- Click **Add discussion**.



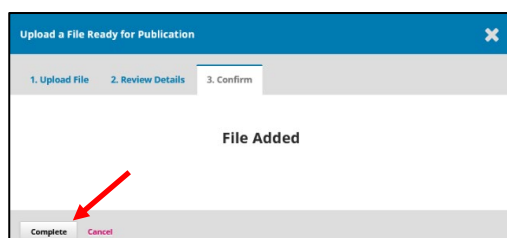
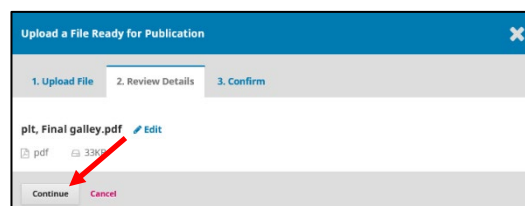
- Complete the message.
- Tick the box(s) for participants who must also receive this email.
- Complete the upload process.



- 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**

Search	Upload File	Select Files
17008-1	plt, Test 2 Upload of files.docx	March 5, 2021

\* Denotes required field

OK Cancel

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.

**Test 1 of the upload of files**  
Syst tester Paulette Editor Talliard

Submission **Review** Copyediting Production

**Submission Files**

- 17001-1 | plt, Test 1 Upload of files.docx

**Pre-Review Discussions**

Name  
[minor changes](#)

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).

**copyediting**

**Participants** [Edit](#)

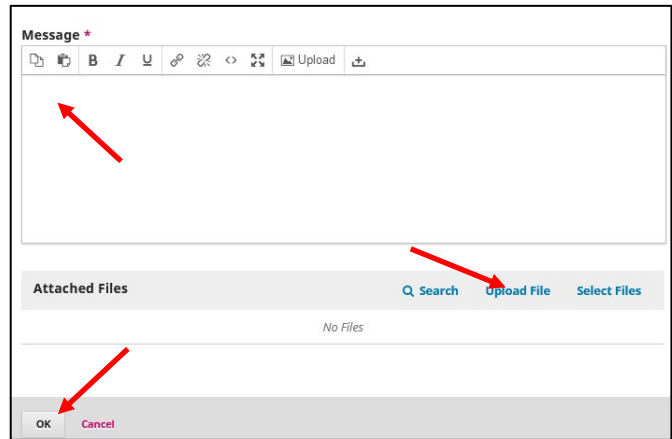
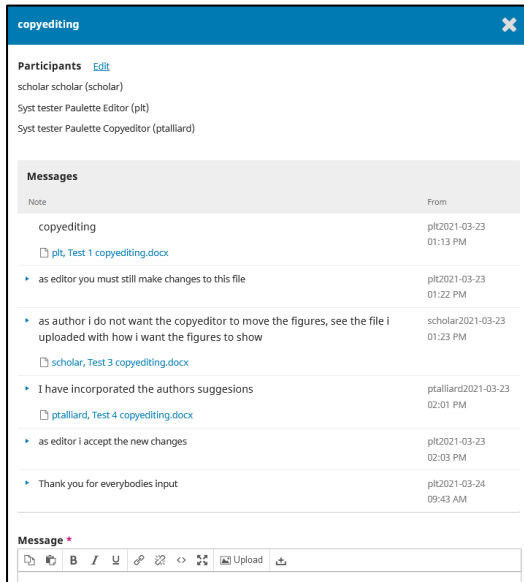
- scholar scholar (scholar)
- Syst tester Paulette Editor (plt)
- Syst tester Paulette Copyeditor (ptalliard)

**Messages**

Note	From
copyediting <a href="#">plt, Test 1 copyediting.docx</a>	plt2021-03-23 01:13 PM
as editor you must still make changes to this file	plt2021-03-23 01:22 PM
as author i do not want the copyeditor to move the figures, see the file i uploaded with how i want the figures to show <a href="#">scholar, Test 3 copyediting.docx</a>	scholar2021-03-23 01:23 PM
I have incorporated the authors suggesions <a href="#">ptalliard, Test 4 copyediting.docx</a>	ptalliard2021-03-23 02:01 PM
as editor i accept the new changes	plt2021-03-23 02:03 PM

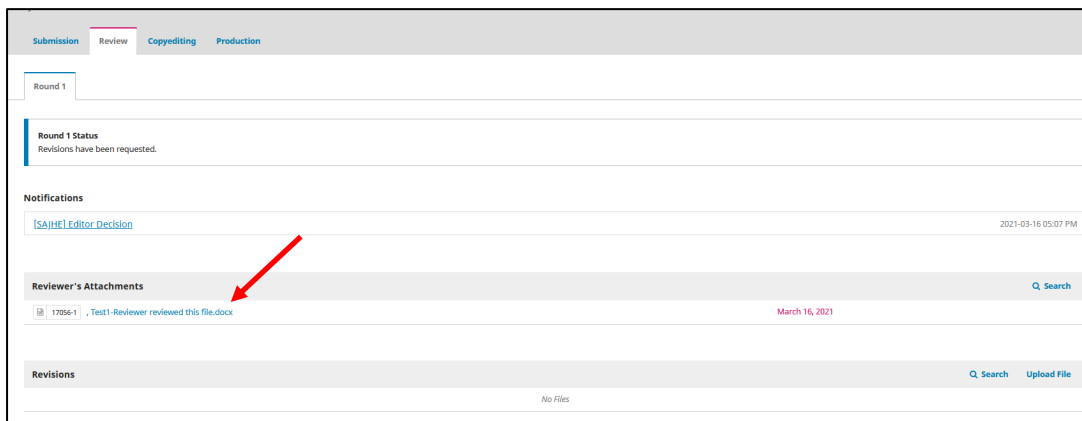
Add Message

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

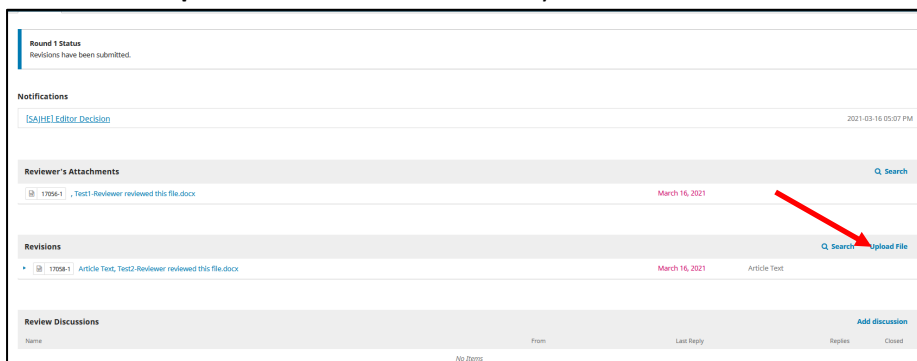


## 2. [Review by Reviewer](#)

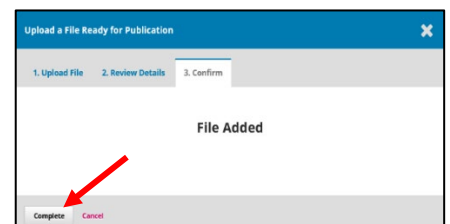
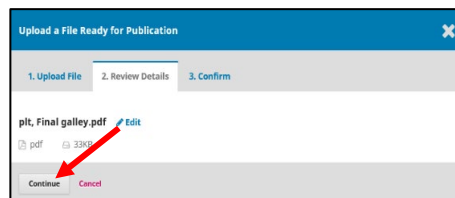
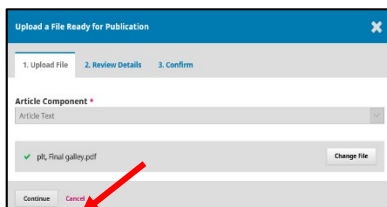
1. Click on the title of the item marked as Review.
2. Click on the reviewed document.



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**.

The screenshot shows the 'Round 1 Status' page with sections for Notifications, Reviewer's Attachments, Revisions, and Review Discussions. A red arrow points to the 'Add discussion' button in the Review Discussions section.

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**.

The 'Add discussion' dialog box is shown with the following fields: Participants (checked), Subject (\* Changes made), Message (I have made the changes as recommended by the reviewer.), and Attached Files (pl1, Test 3 Reviewer reviewed this file.docx). Red arrows point to the Subject, Message, and Upload File buttons. The OK button is also highlighted.

The 'Upload a File Ready for Publication' dialog box shows the '1. Upload File' step. The file 'pl1, Final galley.pdf' is selected. A red arrow points to the 'Continue' button.

The 'Upload a File Ready for Publication' dialog box shows the '1. Upload File' step. The file 'pl1, Final galley.pdf' is shown with a progress bar. A red arrow points to the 'Continue' button.

The 'Upload a File Ready for Publication' dialog box shows the '3. Confirm' step. The message 'File Added' is displayed. A red arrow points to the 'Complete' button.

Your reviewed document is now attached to the record.

The screenshot shows the 'Round 1 Status' page with the 'Review Discussions' section. A red arrow points to the 'Changes made' entry in the Review Discussions table.

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.

The screenshot shows a submission interface with the following sections:

- Round 1 Status:** Revisions have been submitted.
- Notifications:** A notification for "[S&JHE] Editor Decision" dated 2021-03-16 05:07 PM.
- Reviewer's Attachments:** A table with one entry: "17056-1 | Test1-Reviewer reviewed this file.docx" dated March 16, 2021.
- Revisions:** A table with one entry: "17056-1 | Article Text, Test2-Reviewer reviewed this file.docx" dated March 16, 2021, with a sub-entry "Article Text".
- Review Discussions:** A table with one entry: "Changes made" from "plr2021-03-16 05:19 PM" with 0 replies and a closed status. A red arrow points to the "Changes made" link.

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.

The screenshot shows a "copyediting" conversation window with the following details:

- Participants:** scholar scholar (scholar), Syst tester Paulette Editor (plt), Syst tester Paulette Copyeditor (ptalliard).
- Messages:**
  - plt2021-03-23 01:13 PM: "copyediting" with attachment "plt, Test 1 copyediting.docx".
  - plt2021-03-23 01:22 PM: "as editor you must still make changes to this file".
  - scholar2021-03-23 01:23 PM: "as author i do not want the copyeditor to move the figures, see the file i uploaded with how i want the figures to show" with attachment "scholar, Test 3 copyediting.docx".
  - ptalliard2021-03-23 02:01 PM: "I have incorporated the authors suggestions" with attachment "ptalliard, Test 4 copyediting.docx". A red arrow points to this message.
  - plt2021-03-23 02:03 PM: "as editor i accept the new changes". A red arrow points to this message.
- Add Message:** A button at the bottom right.

### 3. [Copyediting](#)

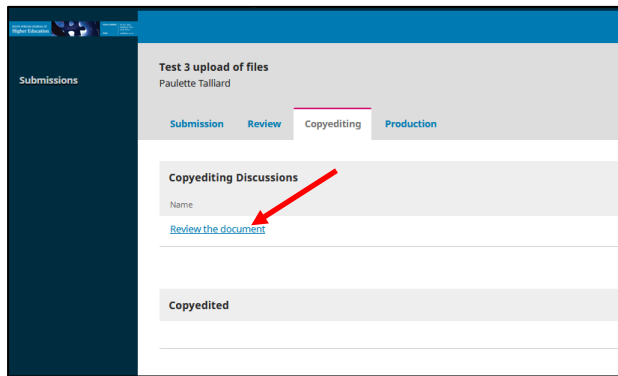
Click on the title that shows **Copyediting**.

[this goes for layout editing and proofreading]

The screenshot shows a "Submissions" page with the following details:

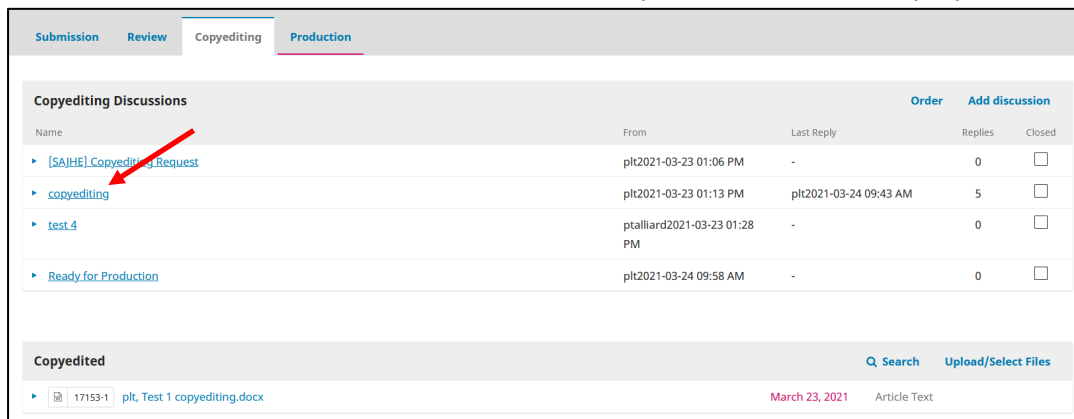
- My Assigned:** A list of three submissions by Paulette Talliard:
  - 4564: "Test 3 upload of files" with a "Copyediting" status and 1 reply.
  - 4563: "Test 2 upload of files" with a "Review" status and 1/1 reply. A red arrow points to this submission.
  - 4552: "Test 1 of the upload of files" with a "Review" status and 1/1 reply.
- 3 of 3 submissions:** A footer indicating the total number of submissions.

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.

