actavia©

Guide for the editorial board member

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abstract:	The guide is designed for the editorial board members who encounter the Actavia editorial system for the first time. The pictures are taken over a fictitious journal Exemplis Discimus, some of the screens thus do not have to be properly corresponding with the view of "your" journal.
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CONTENT:

SOLEN SOFTWARE

ACCESS TO THE SYSTEM FOR THE EDITORIAL BOARD

To access the system as the editorial board member, username and password are required which are typically received in an e-mail:
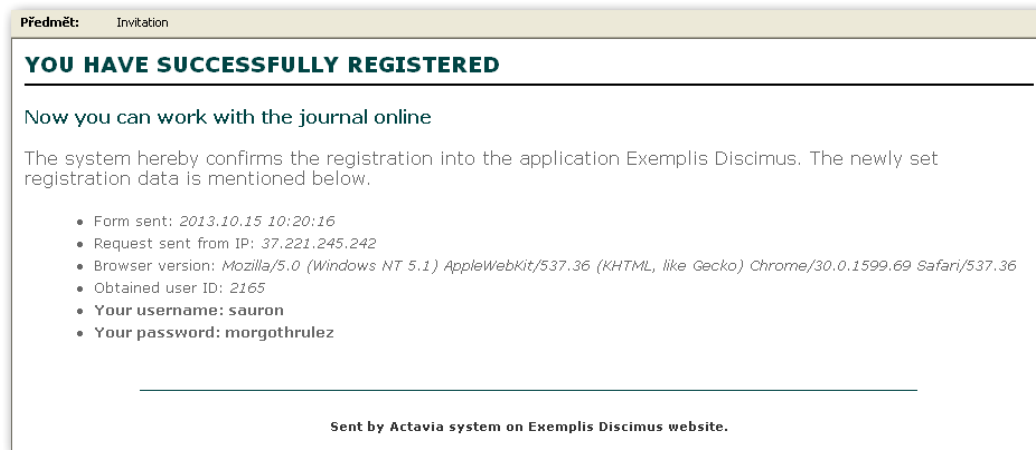

VISIBILITY OF ARTICLES AND INTERVENTION OPTIONS

While the article is undergoing the review process, the editorial board member does not know anything about the article (unless he has another role within the system that would enable them to access the article).

Once the text has undergone through the process, the editor can make the articles or the whole issue accessible to the whole editorial board.

The link of "Manuscritps" (in the right column as well as in the top menu) leads to a page which shows the accessible articles including the source files, status and comments. At the same time we are acquiring the possibility to comment the articles as well as the whole issues in the course of typographical revisions and issue compilation.
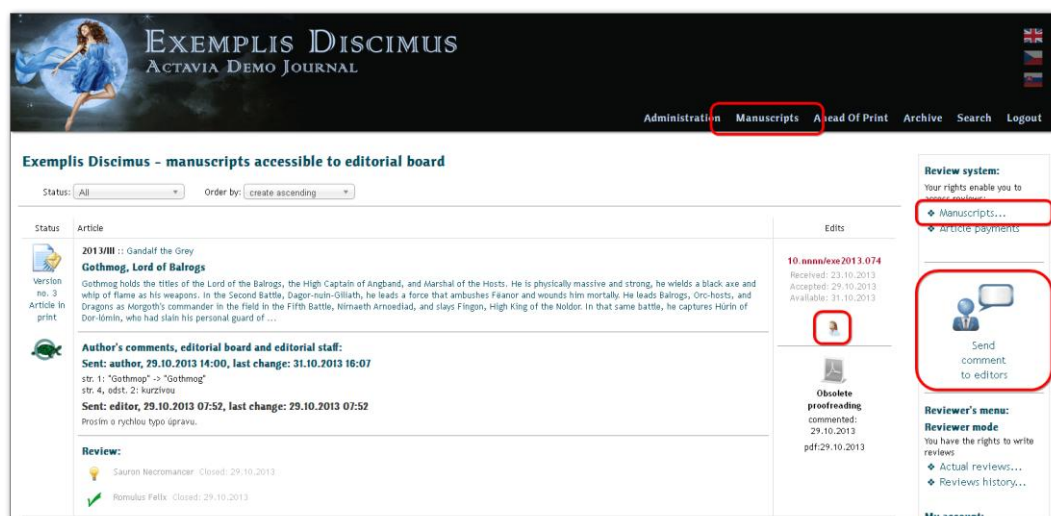
The icon enables sending either an addressed comment (directly to a specific article), or a non-addressed one – a plain note to the editorial deparment:

There is no other way how to intervene into the course of revisions (and the whole acceptance and publishing process) for the editorial board member unless they have been assigned with another role.

ARTICLE MANAGED BY AN EDITOR

In some editorial departments, the editor-in-chief delegates managing of the article during the reviewing process to an editor (a field editor – specialist in a particular field). This does not effect the editorial board member's work – at the moment at which the editorial board member is entitled to intervene in the article, the editor's task is finished. If the editorial board member, however, wishes to contact the editor, an e-mail can be sent upon clicking on the nametag that appears in those articles which were edited by the editor. The nametag appears in the top right corner: