



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.

rev: 2.3. EN

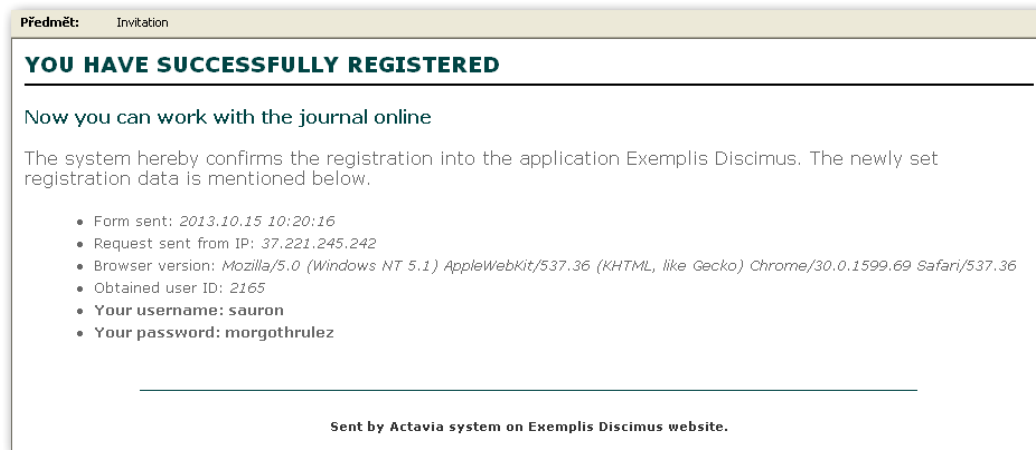
datum: november 2013

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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:

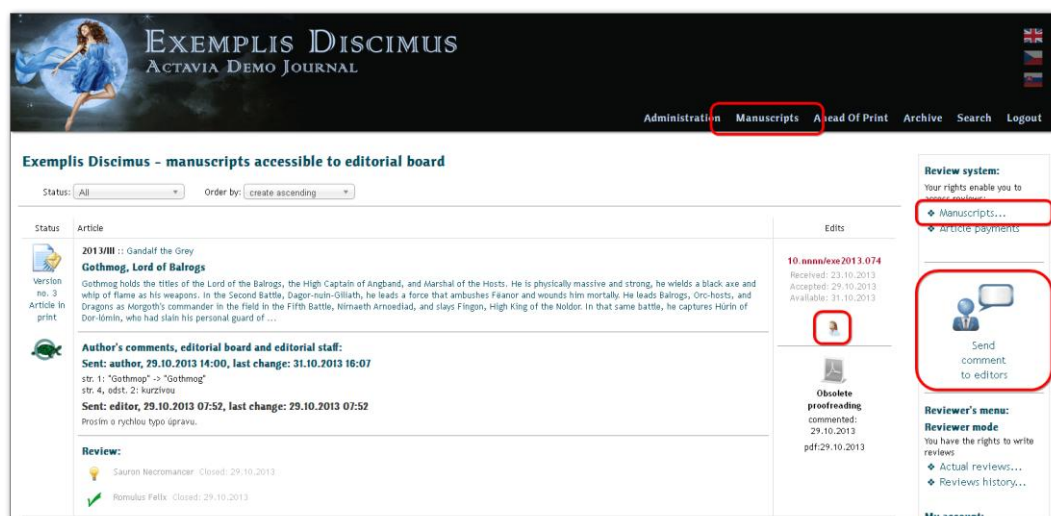


VISIBILITY OF ARTICLES AND INTERVENTION OPTIONS

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 "Manuscripts" (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 department:

Confirm in message to the editorial board

System request confirmation:

you are sending a message concerning article or the whole issue to the editorial department

If you enter a comment in the field below, it will be added to the information e-mails and to the description:

Pozor na kvalitu obrázků.
Důležitější články zařadit na začátek čísla.

I confirm the event!
Back without confirmation

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:

Status	Article	Edits
 <small>Version no. 3 Article in print</small>	<p>2013/III :: Gandalf the Grey</p> <p style="text-align: right;">✓ Darth Malgus</p> <p>Gothmog, Lord of Balrogs</p> <p><small>Gothmog holds the titles of the Lord of the Balrogs, the High Captain of Angband, and Marshal of the Hosts. He is physically massive and strong, he wields a black axe and whip of flame as his weapons. In the Second Battle, Dagor-nuin-Giliath, he leads a force that ambushes Fëanor and wounds him mortally. He leads Balrogs, Orc-hosts, and Dragons as Morgoth's commander in the field in the Fifth Battle, Nirnaeth Arnoediad, and slays Fingon, High King of the Noldor. In that same battle, he captures Húrin of Dor-lómin, who had slain his personal guard of ...</small></p> <p>Author's comments, editorial board and editorial staff: Sent: author, 29.10.2013 14:00, last change: 31.10.2013 16:07 <small>str. 1: "Gothmop" -> "Gothmog" str. 4, odst. 2: kurzívou</small></p>	<p>10.nnnn/exe2013.074</p> <p><small>Received: 23.10.2013 Accepted: 29.10.2013 Available: 31.10.2013</small></p> <div style="text-align: center; margin-top: 10px;"> <small>Obsolete proofreading</small> </div>