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Tech Science Press

**Submission system
Editorial process guideline**

2018



Editorial Workflow

In this chapter, you will follow as submission throughout the workflow, from first submission to final publication.

The workflow is divided into 4 stages:

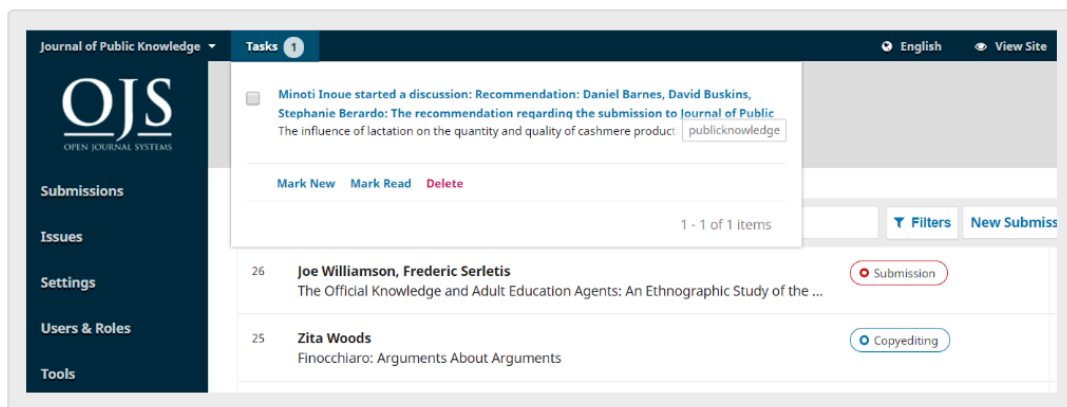
Submission: This is where new submissions land while being assigned to the Editors/Associate Editor and considered for moving into the Review stage.

Some submissions are clearly inappropriate and never make it beyond this stage.

Review: This is where the peer review happens, as well as any revisions required by the author. Some submission will not pass review and end here. Those that are accepted move to the next stage.

Tasks

Your Tasks are available from the top left menu of your Dashboard. Note the number “1” in the image below. This indicates that there is currently 1 task in your list.

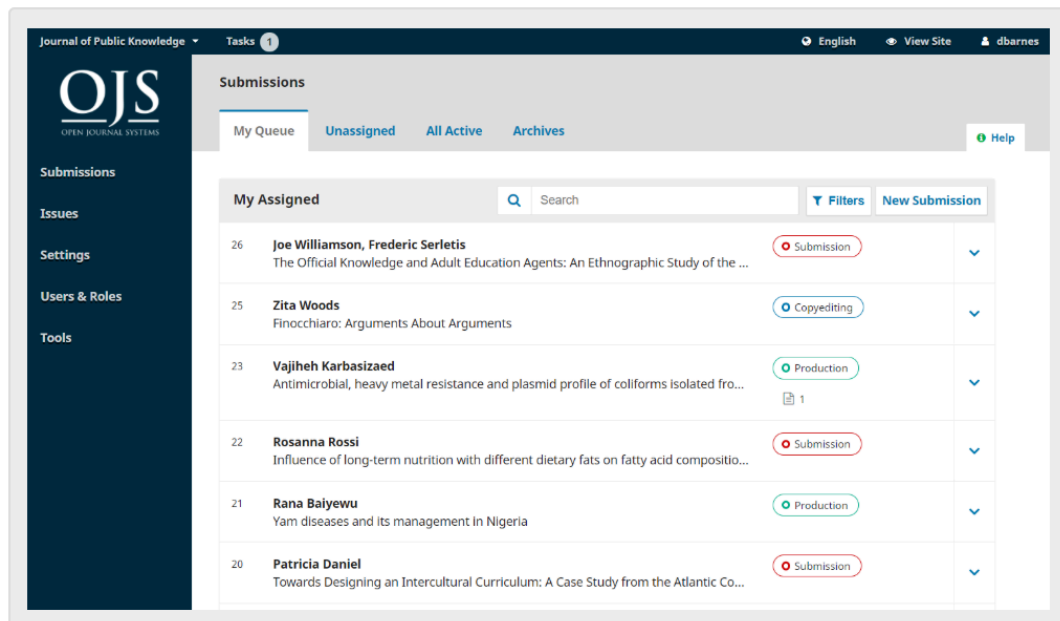


Tasks provide a quick look at items that need your attention. Bold entries are unread, and unbold entries have been read.

Use the checkbox to mark tasks for deletion (the delete link is available at the bottom of the list).

Submissions

When an author makes a new submission to your journal, the editor is automatically emailed. When you log into your Dashboard, you can find it either from your Tasks, or from one of the queues (My Queue, Unassigned, All Active, and Archives).



My Queue

My Assigned: This panel includes submissions added to sections where you are an editor or to your own submissions if you are also an author with this journal.

The **Search** tool for each queue can sometimes be helpful in tracking down submissions.

The **Filter** tool allows you to limit your browsing to specific status (e.g., incomplete, overdue) stages (submission, review, copiediting, production), or sections (e.g., articles, reviews) for faster searching.

The screenshot shows the 'My Assigned' panel with a search bar and 'Filters' and 'New Submission' buttons. The filter sidebar on the left includes sections for 'Filters', 'Stages', and 'Sections'. The main list contains the following items:

ID	Editor	Title	Status	Actions
26	Joe Williamson, Frederic Serletis	The Official Knowledge and Adult Education Agents: An ...	Submission	▼
25	Zita Woods	Finocchiaro: Arguments About Arguments	Copyediting	▼
23	Vajiheh Karbasizaed	Antimicrobial, heavy metal resistance and plasmid profil...	Production	▼
22	Rosanna Rossi	Influence of long-term nutrition with different dietary fa...	Submission	▼
21	Rana Baiyewu	Yam diseases and its management in Nigeria	Production	▼
20	Patricia Daniel	Towards Designing an Intercultural Curriculum: A Case S...	Submission	▼

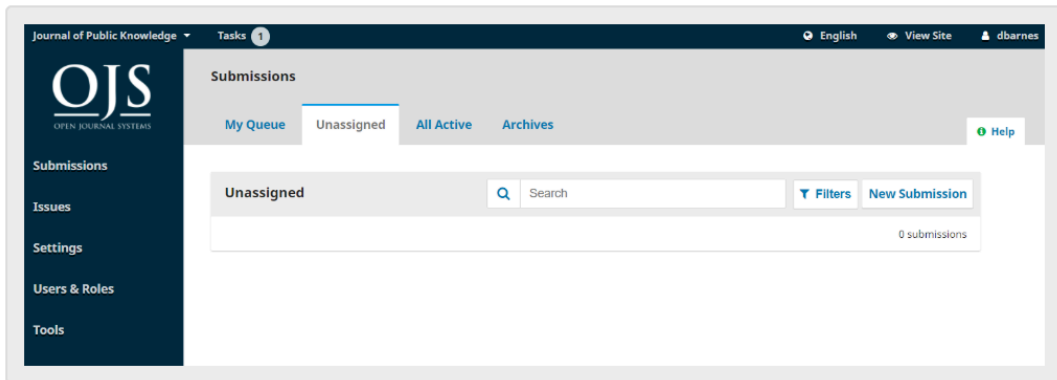
Note that you can use the blue arrows to the right of each submission to reveal more details, including how many reviews are outstanding, new discussions, and more. It also reveals buttons to take you to the submission record, view the activity log and notes, and to delete the submission.

This screenshot shows the 'My Assigned' panel with submission 23 expanded. The expanded view includes a table with activity log and discussion counts, and three action buttons: 'View Submission', 'Activity Log & Notes', and 'Delete'.

ID	Editor	Title	Status	Expanded View	Actions				
26	Joe Williamson, Frederic Serletis	The Official Knowledge and Adult Education Agents: An ...	Submission		▼				
25	Zita Woods	Finocchiaro: Arguments About Arguments	Copyediting		▼				
23	Vajiheh Karbasizaed	Antimicrobial, heavy metal resistance and plasmid profil...	Production	<table border="1"> <tr> <td>1</td> <td>Production galleys created</td> </tr> <tr> <td>0</td> <td>Open discussions</td> </tr> </table>	1	Production galleys created	0	Open discussions	▲ View Submission Activity Log & Notes Delete
1	Production galleys created								
0	Open discussions								
22	Rosanna Rossi	Influence of long-term nutrition with different dietary fa...	Submission		▼				

Unassigned

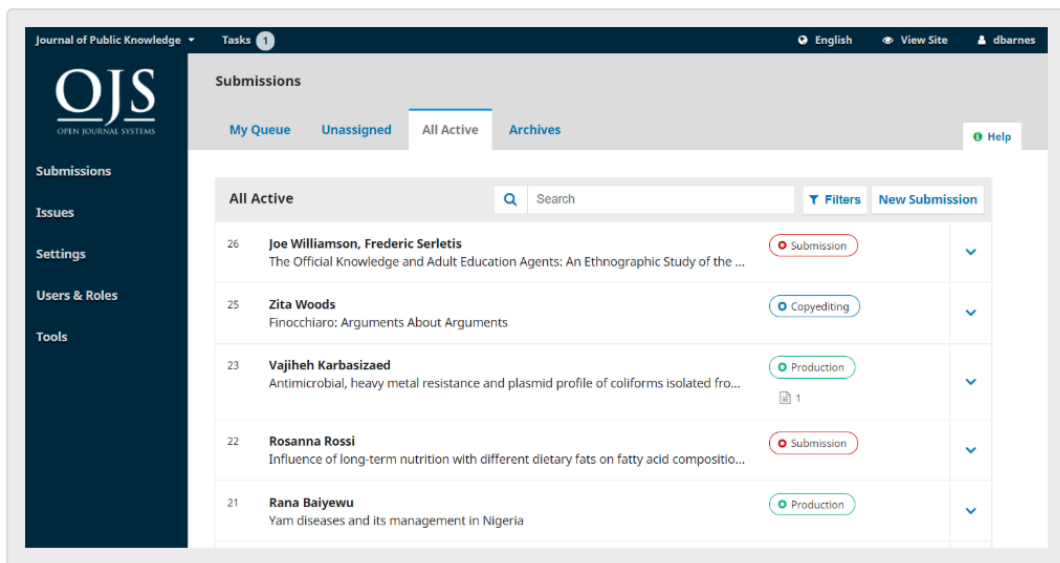
This panel includes submissions added to workflows without editors.



In the above example, there are no unassigned submissions, so the panel is empty.

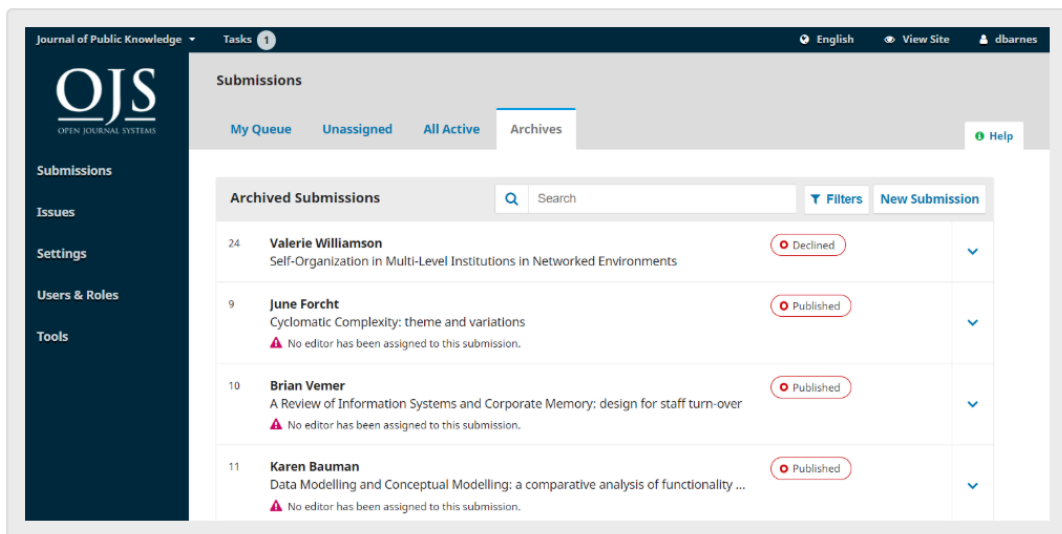
All Active

This section includes a list of all submissions, without being organized into queues.



Archived

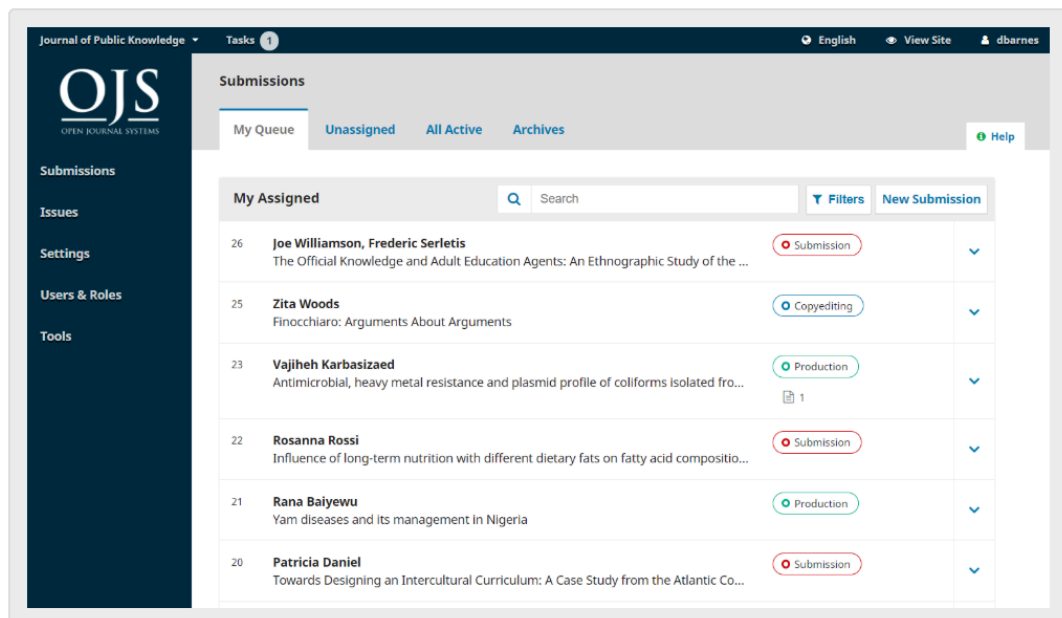
This section includes a list of all submissions either rejected or already published by the journal.



Demonstration Submission

For this demonstration, we are looking for the Williamson and Serletis submission, entitled *The Official Knowledge and Adult Education Agents*.

It can be found at the top of the **My Assigned** queue, as well as in the **All Active** queue.



Once you find the submission, you can use the blue arrow to reveal options to see if there are any open discussion (there are none), as well as to view the submission, view the activity logs and note, or to delete the submission.

26 **Joe Williamson, Frederic Serletis** Submission ^

The Official Knowledge and Adult Education Agents: An ...

0 Open discussions

[View Submission](#)
[Activity Log & Notes](#)
[Delete](#)

Delete will move the submission to the Archives and **Activity Log & Notes** will bring up the submission's history.

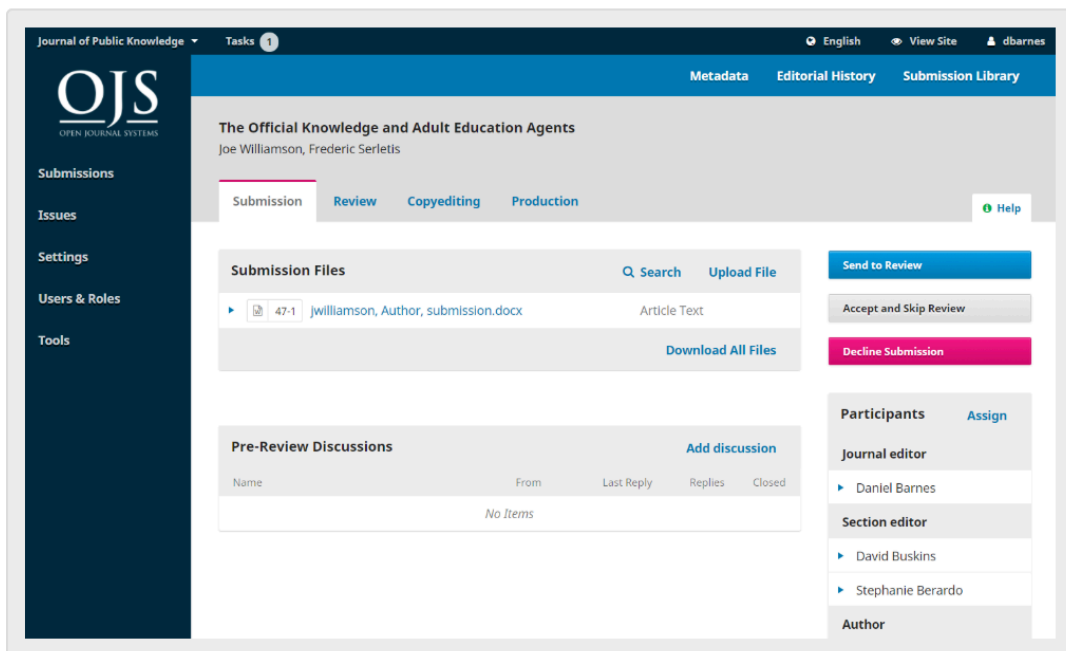
undefined ✕

History
Notes
Help

Date	User	Event
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
2017-10-26	Daniel Barnes	Initial submission completed.
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
▶ 2017-10-26	Daniel Barnes	A file "submission.docx" was uploaded for submission 26 by jwilliamson.

Submission Record

To view the submission in more detail, select **View Submission** button. This will take you to the submission record.



From here, you can see:

Submission Files: This panel lists the files that have been submitted. In this view, there is just one file, but multiple files could have been submitted.

Pre-Review Discussions: This panel allows the editor to communicate with the author, or with others on the editorial team. For example, to ask the author for some additional information, or to ask an editor to take responsibility for this submission.

Action Buttons: These include Send to Review, Accept and Skip Review, and Decline Submission.

Note: If you don't see these buttons, you likely have not yet assigned the submission to an editor.

Participants: This panel is where you will see the list of participants involved in the submission, including the editor, associate editors, and author. Other names (copyeditors, layout editors, etc.) will appear here as they are added in subsequent steps.

In addition, in the blue bar along the top, you can see:

Metadata: Where you can view and revise the submission metadata.

Submission and Publication Metadata ✕

Submission
Identifiers

Section *

Articles must be submitted to one of the journal's sections. *

Prefix **Title ***
Examples: A, The

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

📄 📁 **B** *I* U x^2 x_2 [🔗](#) [🔗](#) `<>` [🔄](#) [📷](#) Upload [+](#)

Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with

Use the Identifiers tab to also view or add a unique identifier.

Submission and Publication Metadata ✕

Submission
Identifiers

Public URL identifier

Save
Cancel

Editorial History: Where you can view the history and any notes about the submission.

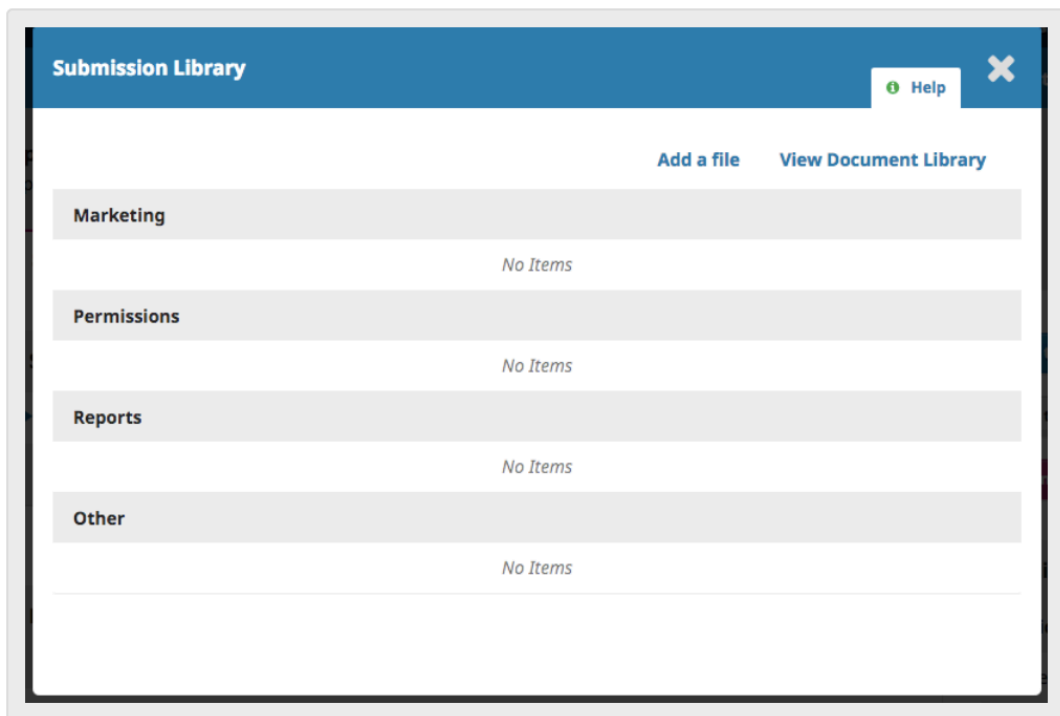
The screenshot shows a window titled "undefined" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "History" (selected) and "Notes". A "Help" button with a question mark icon is located in the top right of the content area. The main content is a table with three columns: "Date", "User", and "Event".

Date	User	Event
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
2017-10-26	Daniel Barnes	Initial submission completed.
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
▶ 2017-10-26	Daniel Barnes	A file "submission.docx" was uploaded for submission 26 by jwilliamson.

Use the Notes tab to also view or add any editorial notes.

The screenshot shows a window titled "Mishkin, approach for externalization of expert tacit knowledge" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "History" and "Notes" (selected). The main content area displays the text "There are no notes to display." Below this text, there is a section titled "Add Note" with a large empty text input field. At the bottom left of the content area, there is a button labeled "Add Note".

Submission Library: Where you can add any relevant documents to the submission's library.



Assigning the Submission

Depending on how you have your sections configured, some new submissions may come in unassigned. If this is the case, the next step is to assign an editor or associate editor. To do so, select the *Assign* link in the **Participants** panel.

Add Participant

HelpX

Locate a User

Section editor

Search User By Name

Search


Name	
<input type="radio"/>	David Buskins
<input checked="" type="radio"/>	Stephanie Berardo
<input type="radio"/>	Minoti Inoue
<input type="radio"/>	Demo Editor

4 of 4 items

Choose a predefined message to use, or fill out the form below.

[JPK] A message regarding Journal of Public Knowledge

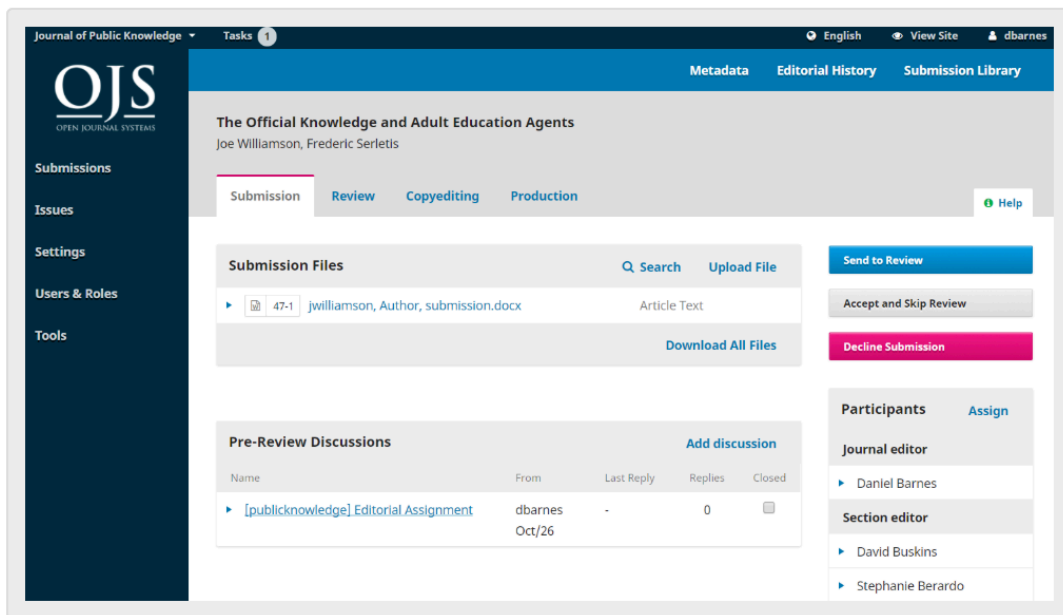
Message



You will have the option to locate a user by role, choose an individual, and send them a message requesting their assistance.

Note: If you are not sure of the names of the editors/associate editors, simply choose that role from the dropdown menu and then hit the Search button. All Section Editors will be displayed and available for selection.

Hit the **OK** button to make the assignment and send the message.



Note the new Pre-Review Discussion that was automatically created as part of the assignment.

You can now see that the Associate Editor (Section Editor) is listed under Participants, and the Action buttons are available:

Send to Review: Moves the submission on to the next stage.

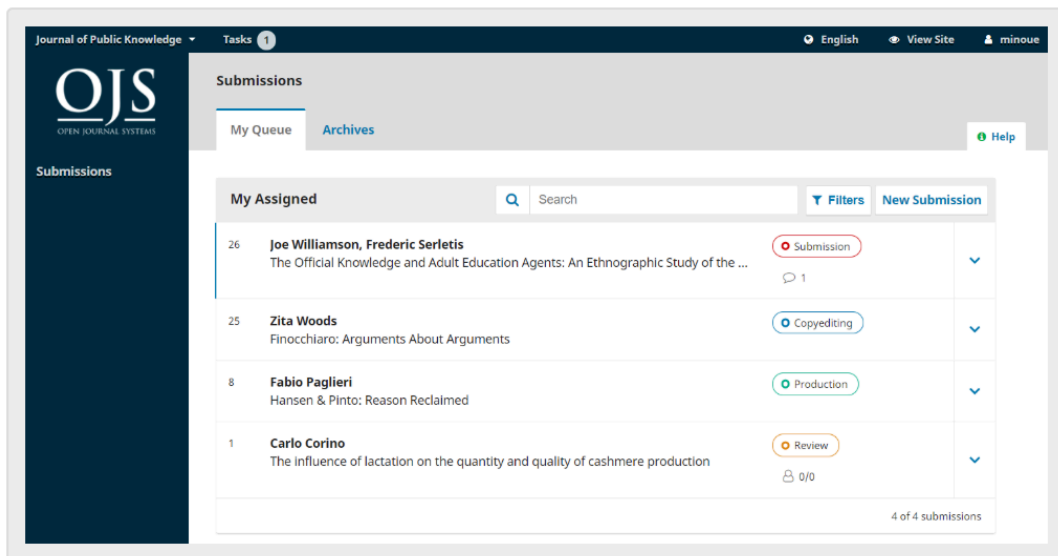
Accept and Skip Review: Skips the Review Stage and moves the submission directly into Copyediting.

Decline Submission: Rejects the submission before going through the review process. The submission would then be archived.

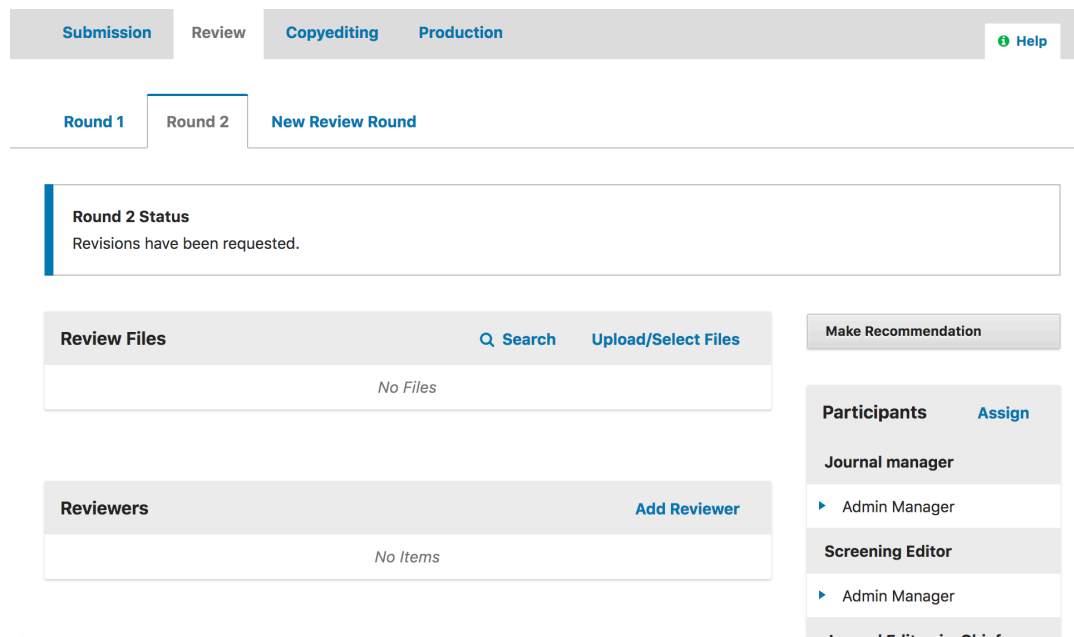
Although in this example, the editor assigned an associate editor, it would also be possible for the editor to assign herself to the submission.

Associate Editor

Now that the Associate Editor has been assigned, she can login and view her dashboard. The submission can be found at the top of the My Assigned queue.



Clicking on the article title opens the full submission record.



Accepting the Assignment

It is not required, but the Associate Editor could reply to the Pre-Review Discussion to inform the editor that she will be proceeding with the assignment.

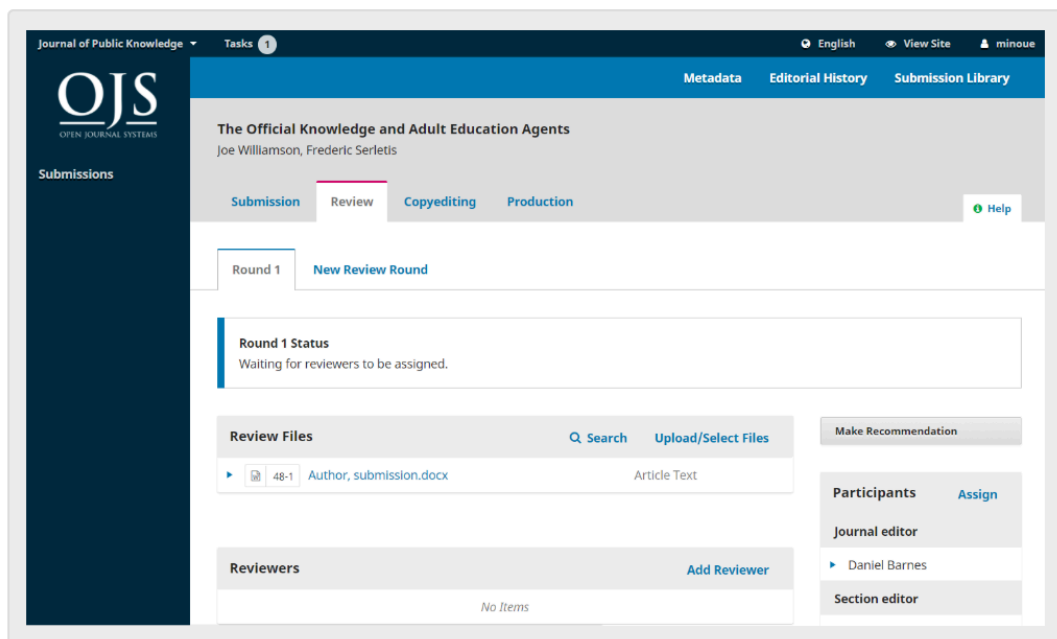
Communicating with the Author

If the Associate Editor has any questions for the author, she can use the Pre-Review Discussions.

Keep the files that are to be reviewed checked off.

Review

When the submission enters the Review Stage, a notification indicates that Reviewers need to be assigned.



Note: In the screenshot above, we see the Associate Editor's view. Notice the limited Action buttons (only Make Recommendation is available). If we were logged in as an Editor, we would see more Action buttons (Request Revisions, Resubmit for Review, Send to Copyediting, Decline Submission).

From the Reviewers panel, you can select Add Reviewer to assign a new Reviewer. This opens a new window, where Reviewers are listed and can be selected one at a time.

Add Reviewer
✕

Locate a Reviewer

Search Reviewers By Name

+
More search options

	Name	Done	Average Days	Latest	Active	Reviewing interests
<input type="radio"/>	Mohsan Amin	0	0	--	0	
<input type="radio"/>	Demo Author	0	0	--	0	
<input type="radio"/>	Bozana Bokan	1	0	Jun 6	0	spirituality
<input type="radio"/>	valeria brancolini	0	0	--	0	
<input type="radio"/>	Peter Čerče	0	0	--	0	
<input checked="" type="radio"/>	Adela Gallego	4	0	Jul 21	6	
<input type="radio"/>	Paul Hudson	1	0	Jul 29	6	

Note the details visible about the Reviewers, including their interests, past assignments, etc.

At the bottom of this form, you will see options to:

Select Reviewer: Use this to confirm your selection once you have picked a Reviewer from the list.

Create New Reviewer: If none of the Reviewers are suitable, you can use this button to create a new Reviewer. This is a new account in the system.

Enroll Existing User: If none of the Reviewers are suitable, you can enroll an existing user as a Reviewer.

<input type="radio"/>	Lucas Mello	0	0	--	0	educação, ensino, didática
<input type="radio"/>	Peter Rabbit	0	0	--	0	
<input type="radio"/>	Alec K Smecher	1	0	Jun 6	0	
<input type="radio"/>	tom tiddler	0	0	--	0	

17 of 17 items

[Create New Reviewer](#)
[Enroll Existing User](#)

For this demonstration, we will pick Adela as our Reviewer and hit the **Select Reviewer** button. This initiates a new window with a message for the Reviewer.

Add Reviewer ✕

Selected Reviewer
Adela Gallego [Change](#)

Email to be sent to reviewer

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NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "The Official Knowledge and Adult Education Agents," which has been submitted to Journal of Public Knowledge. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by RESPONSE DUE DATE to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <http://vpstest2.lib.sfu.ca/index.php/publicknowledge>

You can revise any of the prepared text.

If you are using a Blind Review method, ensure that the files you send to the Reviewer are stripped of any identifying information about the Author.

Further down the form, you will see the additional details that are sent to the Reviewer including title, abstract, important dates, and a link to the files to be reviewed.

the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

Do not send email to Reviewer.

Important Dates

2016-09-20 2016-09-27

Response Due Date *Review Due Date*

+ Close File Selection

Files To Be Reviewed Q Search

▶ <input checked="" type="checkbox"/>	163-1	Author, submission-manuscript.docx	Article Text
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Review Type

Double-blind

Blind

Open

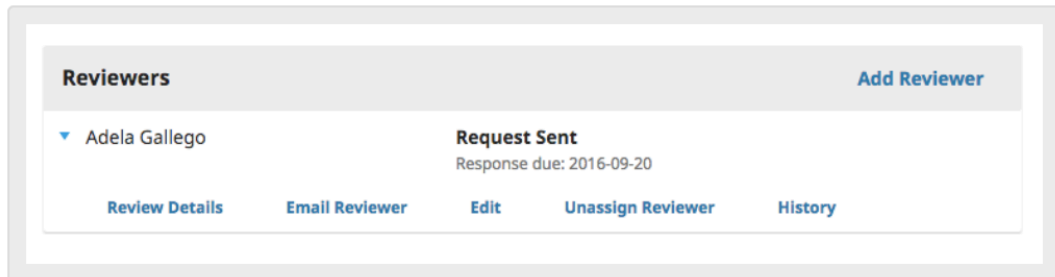
By default, Reviewers will be provided with an extended text box to type in their comments. However, the Journal Manager can create Review Forms in **Workflow Settings > Review** to ask more focused questions. If you would like the Reviewer to fill out a review form, select it under **Review Form**.

Hit the **Add Reviewer** button to send the message and assign the Reviewer. Back on the Review Stage, we can see the Reviewer is now listed.

Reviewers Add Reviewer

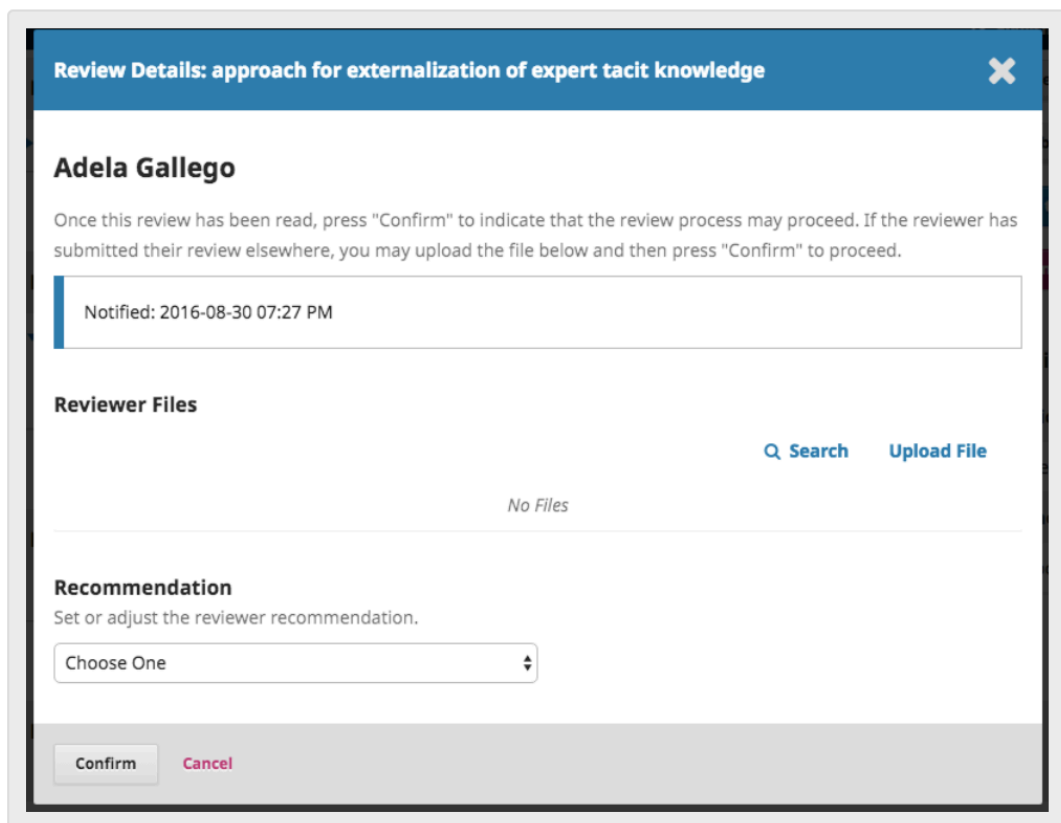
▶ Adela Gallego	Request Sent Response due: 2016-09-20
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You can make additional changes using the blue arrow toggle next to the Reviewer's name.



The screenshot shows a 'Reviewers' panel with a header bar containing the title 'Reviewers' and an 'Add Reviewer' button. Below the header, a reviewer named 'Adela Gallego' is listed with a blue downward arrow to her name. To the right of her name, it says 'Request Sent' and 'Response due: 2016-09-20'. At the bottom of the reviewer's entry, there are five buttons: 'Review Details', 'Email Reviewer', 'Edit', 'Unassign Reviewer', and 'History'.

Review Details: Provides details on the review.



The screenshot shows a modal window titled 'Review Details: approach for externalization of expert tacit knowledge' with a close button in the top right. The reviewer's name 'Adela Gallego' is displayed prominently. Below the name, there is a paragraph of text: 'Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.' A notification box below this text says 'Notified: 2016-08-30 07:27 PM'. Under the heading 'Reviewer Files', there are 'Search' and 'Upload File' buttons, and the text 'No Files' is centered below. The 'Recommendation' section includes the text 'Set or adjust the reviewer recommendation.' and a dropdown menu currently showing 'Choose One'. At the bottom of the modal, there are 'Confirm' and 'Cancel' buttons.


Email Reviewer: Allows you to send a message to the Reviewer.

Email Reviewer ✕

To
Adela Gallego

Subject *

Body *



** Denotes required field*

Edit Review: Allows you to change the review dates and files.

Edit Review [Close]

Important Dates

2016-09-20 2016-09-27

Response Due Date *Review Due Date*

Files To Be Reviewed

Files To Be Reviewed Q Search

<input checked="" type="checkbox"/>	163-1	Author, submission-manuscript.docx	Article Text
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OK Cancel

Unassign Reviewer: Allows you to unassign the Reviewer. Please note that once the reviewer accepts the request, you cannot make Unassign Reviewer action.

▼ jas lee **Overdue** [Send Reminder](#)

Response due: 2018-07-02

[Review Details](#) [Email Reviewer](#) [Edit](#) [Unassign Reviewer](#) [History](#)

History: Provides a brief history of the review.

History [Close]

2016-08-30 07:27 PM Assigned

2016-08-30 07:27 PM Notified

At this point, we could add additional Reviewers, and then wait for their recommendations to come in.

Responding to Reviews

Once the Reviewers have completed their work, the Associate Editor can see the results in their dashboard.

Here they will see notifications that new reviews have been submitted and whether all reviews are in.

The screenshot displays a dashboard with a top navigation bar containing 'Submission', 'Review', 'Copyediting', 'Production', and a 'Help' icon. Below this, a sub-navigation bar shows 'Round 1' and 'New Review Round'. A central box titled 'Round 1 Status' indicates 'A review is overdue.' To the left, a 'Review Files' section lists a file 'Author, PAPER.docx' (Manuscript) with search and upload options. To the right are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission'. Below the files, a 'Reviewers' table lists 'Jiangnan Chen' with an 'Overdue' status and a 'Send Reminder' link. To the right of the reviewers is a 'Participants' section with an 'Assign' link and a 'Screening Editor' role.

Reviewers		Add Reviewer
▶ Jiangnan Chen	Overdue Response due: 2018-03-19	Send Reminder

Use the *Read Review* link in the Reviewers panel to read the comments from the Reviewers, including those for both the Author and Editor as well as for the Editor only.

Review: approach for externalization of expert tacit knowledge ✕

Adela Gallego

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2016-08-30 08:07 PM

Recommendation: Revisions Required

Reviewer Comments

For author and editor

This is a very good article.

For editor only

This is good, but not the best.

Select the *Confirm* link at the bottom of the screen.

Reviewers Add Reviewer

▶ Adela Gallego	Review Confirmed Recommendation: Revisions Required	Thank Reviewer
-----------------	--	--------------------------------

In the Reviewers panel, you can now see a *Thank Reviewer* link. Choose that to thank the Reviewer.

Thank Reviewer ✕

Reviewer
Adela Gallego <agallego@mailinator.com>

Email to be sent to reviewer

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Adela Gallego:

Thank you for completing the review of the submission, "approach for externalization of expert tacit knowledge," for Journal of Public Knowledge. We appreciate your contribution to the quality of the work that we publish.

Stephanie Berardo
University of Toronto
sberardo@mailinator.com

Do not send email to Reviewer.

Thank Reviewer
Cancel

Hit the **Thank Reviewer** button to send the message.

Making the Recommendation/Decision

Based on the Reviewer recommendations, you can use the action buttons to make an AE recommendation.

Submission
Review
Copyediting
Production
🔗 Help

Round 1
Round 2
New Review Round

Round 2 Status
Revisions have been requested.

Review Files 🔍 Search Upload/Select Files

No Files

Make Recommendation

Participants Assign

Journal manager

- ▶ Admin Manager

Reviewers Add Reviewer

Click the Make Recommendation to complete the Recommendation action.

You can choose recommendation options from the dropdown box.

Recorded Recommendations

Round 1 (2018-08-01 07:55 AM): Major Review

Round 1 (2018-08-03 03:45 PM):

Round 1 (2018-08-03 04:08 PM): Request Revisions

Recommendation

Recommend an editorial decision for this submission.

Choose One

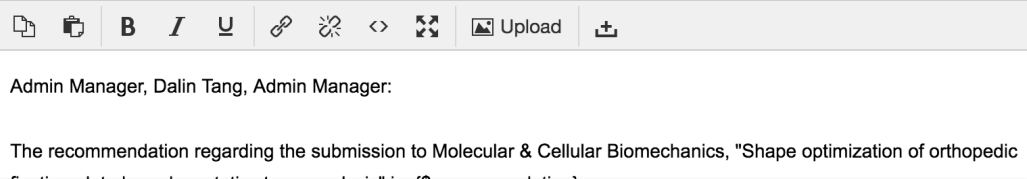
Notify Editors

Send an email notification to the editor(s): Admin Manager, Dalin Tang, Admin Manager

Do not send an email notification

Create a review discussion about this recommendation.

Do not create a review discussion.



The image shows a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Link, Unlink, Source Code (<>), Full Screen, and Upload. Below the toolbar, the text reads: "Admin Manager, Dalin Tang, Admin Manager:" followed by "The recommendation regarding the submission to Molecular & Cellular Biomechanics, "Shape optimization of orthopedic fixation plate based on static stress analysis" is: (Recommendation)".

Recorded Recommendations: This is the record of the recommendation history in review round.

Recommendation: AE can select one of the options to make recommendations

Options are:

Accept Submission

Minor Revision

Major Revision

Decline Submission

Notify Editors: AE can choose either send email notification to assigned Editor(s) or not. AE can also decide to create or do not create a review discussion.

Based on the AE's recommendations, Manager can use the action buttons to make a Request Revisions.

Review Files		Q Search	Upload/Select Files
▶	18112-1 Author, Cover letter.docx		Other
▶	18113-1 Journal manager, 355-Manuscript-17913-1-18-20180807.doc		Manuscript

Reviewers		Add Reviewer
▶ Janardhan K	Review Submitted Recommendation: Minor Revision	Read Review

Request Revisions
Accept Submission
Decline Submission
Participants Assign
Screening Editor
▶ Admin Manager
Journal editor in chief

Request Revisions: This will require the Author to make minor changes, but no further peer review is required.

When an Accept/Decline decision is finally recommended, Manager will inform the EIC to make the final call.

Accept Submission: This means the submission is accepted without revisions and can proceed to the Copyediting stage.

Decline Submission: This means that the submission has not passed peer review and is unsuitable for further consideration. The submission would then move to the Archives.

Request Revisions

In this demonstration, we are going to request that the Author make some minor revisions before acceptance.


To do so, select the **Request Revisions** button. This results in a new message window.

Request Revisions ✕

Request revisions from the author.

Author(s)
Apostolos Mishkin, Frederic Serletis

Email to be sent to author



Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is: Revisions Required

Stephanie Berardo

+ Add Reviews to Email

Do not send author email

You can modify any of the text before sending the message.

Use the **Add Reviews** button to import the Reviewer's comments.

Email to be sent to author

📄 🗑️ **B** *I* U [🔗](#) [🔗](#) [<>](#) [🔄](#) [📷 Upload](#) [📤](#)

Reviewer A:
This is a very good article.

[+ Add Reviews to Email](#)

Do not send author email

Reviewer's Attachments

[🔍 Search](#)

No Files

[Record Editorial Decision](#) [Cancel](#)

If there are any attachments, such as marked up file created by a Reviewer, you can attach it here (as long as it has been anonymized).

Hit the **Record Editorial Decision** button to send the message.

You must now wait for the Author to respond with her revisions.

Author Responds

Once the Author has made the revisions, you will also see the revised file in the Revisions panel.

The screenshot displays a submission management interface with several sections:

- Review Files:** Shows a file named '163-1 Author, submission-manuscript.docx' with the type 'Article Text'. It includes search and upload/select file options.
- Reviewers:** Lists 'Adela Gallego' with a 'Complete' status and a recommendation of 'Revisions Required'. It includes an 'Add Reviewer' and 'Revert Decision' option.
- Revisions:** Shows a file named '164-1 Author, submission-manuscript.docx' with the type 'Article Text'. It includes search and upload file options.
- Review Discussions:** A table with columns for Name, From, Last Reply, Replies, and Closed. It contains one entry: 'Revision uploaded' from 'mishkin' on 'Aug/30' with 0 replies and a closed checkbox.
- Request Revisions:** A button to request revisions.
- Resubmit for Review:** A button to resubmit the manuscript.
- Send to Copyediting:** A blue button to send the manuscript to copyediting.
- Decline Submission:** A pink button to decline the submission.
- Participants:** A section with an 'Add' button, listing 'Stephanie Berardo' as the Section editor and 'Apostolos Mishkin' as the Author.

At this point, you can download the revised file, check to make sure it is ready, and communicate with the Author using the Review Discussions panel. In this case, we're going to inform the Author that we are accepting the revisions. To do so, click on the linked title of the discussion. This will open the discussion box.

The screenshot shows a 'Revision uploaded' discussion box with the following content:

- Participants:** Stephanie Berardo (sberardo) and Apostolos Mishkin (mishkin). There is an 'Edit' link next to the participants list.
- Messages:** A table with columns for Note and From. It contains one message: 'I've uploaded the file.' from 'mishkin' on 'Aug 30'.
- Add Message:** A button at the bottom right to add a new message.

Use the **Add Message** button to reply.

Revision uploaded ✕


Participants [Edit](#)

Stephanie Berardo (sberardo)
Apostolos Mishkin (mishkin)

Messages

Note	From
I've uploaded the file.	mishkin Aug 30

Message *



The revisions look great. We're ready to move to the next stage.

Another option would be to ask for further revisions, but at this point, we're ready to move on.