

Author

Role

The author of a submission is able to log into the journal's web site to track the progress of the submission and participate in the editorial process. If there is more than one author, the author submitting the item is asked to identify the principal contact who becomes the one with whom all editorial correspondence is conducted and who accesses the journal web site.

We will discuss:

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Submissions

By logging in to the journal and selecting the role of Author (as an Author may also have other roles, such as Reviewer) on the User Home page, the Author is led to the Submissions queue. This page lists the submissions currently in the editorial process. The Author also has access to past submissions that have been made to the journal.

Review

The Author is able observe the progress of the submission through the Review process, as well as upload revised versions, as required by the Section Editor overseeing the Review process.

A. Peer Review

Several dates are recorded on this page, including the date of the editor's request to Reviewers, dates when Reviews are underway, and dates Reviews are completed by each Reviewer. The Author can consult the Review Policy in [About the Journal](#) to learn more about how submissions are reviewed by the journal. Reviewers are able to upload files for the Author to consult, including annotated versions of the submission. (To consult uploaded files, the Author clicks on the file name, and opens the file or saves the file to the computer and then opens it.)

B. Editor Decision

With the Editor Decision, the Section Editor with a decision, based on the reviews and the Section Editor's judgment, will email the Author. The decision is also recorded in the Editor/Author Correspondence on the Author's Review page. If the Editor requests revisions before arriving at a final decision, the Author is able to upload a revised version of the submission on this page, as well as revised or additional Supplementary Files as well (reflecting data sets, research instruments, source documents, etc.). The Editor is also able to upload and present versions of the submission or other documents for the Author to consult. (To consult uploaded files, the Author clicks on the file name, and opens the file or saves the file to the computer and then opens it.) If and when the submission is accepted, it will then proceed to the [Editing](#) stage of the editorial process.

Resubmit for Review. If the Section Editor's decision is that the submission should be revised and then resubmitted for peer review, the Author should first indicate their willingness to undertake the revisions, using the Editor/Author Correspondence. Then, when the revisions have been completed, the Author uploads the version for a second round of reviews. The Section Editor will submit it to the same Reviewers or to one or more new Reviewers, and notify the Author when a decision has been reached in a similar manner to the initial review.

[Editing](#)

The Author contributes to both the Copyediting and Proofreading of the submission in the Editing stage, as the submission is prepared for electronic and/or print publication.

A. Copyediting

The Copyeditor initially copyedits the submission by working directly on the submission's electronic file, with suggestions to improve the flow of language and communication of meaning, and with changes to ensure the submission adheres to the journal's style and format (especially its bibliographic format). The Copyeditor uploads the copyedited submission in Step 1 and sends an email to the Author and Section Editor indicating that the initial copyedit is complete. The Author can access this version in Step 1 of Copyediting by clicking on the file name, saving the file to the computer and then opening it.

Author's review of copyedits. The Author reviews all of the copyeditor's proposed changes and can make further suggestions or changes to the submission by adhering to the Copyediting Instructions followed by this journal. (This is the last chance to make such changes, for in the Proofreading, only typographical and formatting errors can be fixed.) The Author should also respond to any Author Queries (e.g., missing page numbers, etc.) from the Copyeditor. When finished, the Author saves the file to the computer and then uploads it in Step 2 of the Copyediting, which makes it available to the Copyeditor.

Review Metadata. The Author should, as well, review the submission's Metadata for errors and omissions. The metadata is used to index the submission on publication and will assist, depending on how it is indexed, readers' ability to locate the item. Finally, the Author clicks on the email icon under Complete to notify the Copyeditor and Section Editor that Step is now complete.

B. Proofreading

The Author proofreads the galley for the submission, which are the versions in HTML, PDF and/or Postscript that will appear in the online edition of the journal. To view these files, the Author clicks on each of the Proof Formats (and not the file names) to see the submission in each of the formats in which it will be published. In the Proofreading stage, the Layout Editor makes only typographical and formatting corrections. Obviously, if more than one file format is used, the Author only checks one for spelling errors but all of them for possible formatting problems. The Author should follow the Proofreading Instructions when recording the corrections in the Corrections text-box. The Author should also review any Supplementary Files that are to accompany the published submission. These files are presented in their original format, and thus can be modified and uploaded again, as well as having their titles altered using the Edit function. Any changes made to these files should be noted in the Corrections text-box.

[Authors Overview](#)

Authors are able to register and [submit items to the journal](#) directly through the journal's web site. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

The Author is also able to accompany an item with [Supplementary Files](#) in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship.

The Author is able to [track the submission](#) through the editorial process – as well as participate in the copyediting and proofreading of submissions accepted for publication – by logging in, and using the username and password provided.

Do It!

Getting Started

- Log in to your OJS account.
- Select your role as ['Author'](#):

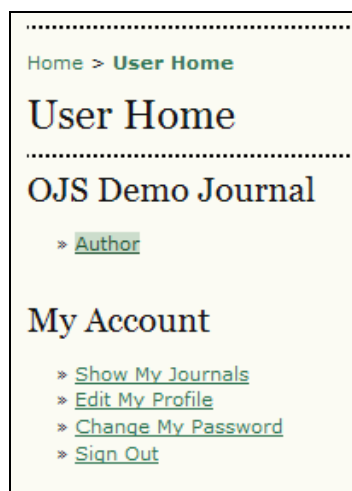


Figure 66: Selecting your role as an author

Submitting Articles

Step 1: Start the submission process by selecting the “[Click here to start the submission process](#)” link:

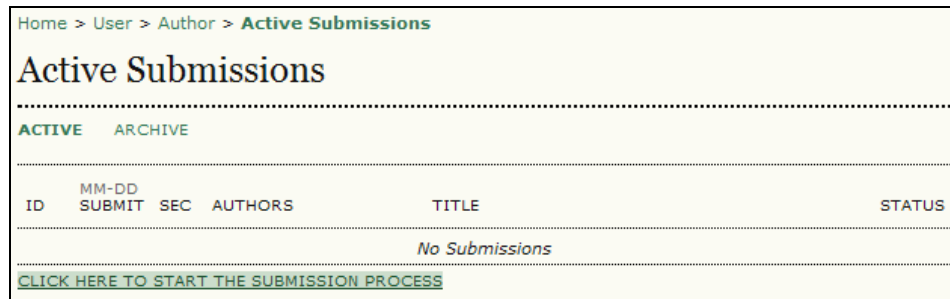


Figure 67: Starting a new submission

1. Confirm each item in the Submission Checklist is correct and check each box:

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., <http://pkp.sfu.ca>).
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Figure 68: Submission Checklist

2. Select which section you feel is most appropriate for your article:

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section * Please select a section... ▼

Comments for Please select a section...
Articles
Reviews

Figure 69: Selecting the Journal Section

- Optionally, you may add any comments you wish to send to the editor:

Figure 70: Comments and saving

- Select “[Save and continue](#)”.

Step 2: Enter the submission’s metadata.

- Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the “Add Author” button to bring up additional fields:

Figure 71: Adding author information

- Add the title and abstract, in multiple languages if appropriate:

Title and Abstract	
Title*	<input type="text" value="Publishing in latin america"/>
Title (Español (España))	<input type="text" value="El publicar en América latina"/>
Title (Français (Canada))	<input type="text"/>
Abstract	<input type="text" value="This is an article about the current state of publishing in Latin America."/>
Abstract (Español (España))	<input type="text" value="Esto es un artículo acerca del estado actual de publicar en América latina."/>

Figure 72: Adding title and abstract information

3. Complete the indexing:

Indexing	
Choose terms that best describe the submission's content following the categories used by this journal, and examples provided by the editor. Separate terms with a semi-colon (term1; term2; term3).	
Language	<input type="text" value="en;es"/>
English=en; French=fr; Spanish=es. Additional codes.	

Figure 73: Indexing

4. Enter the names of any supporting agencies:

Supporting Agencies	
Identify agencies that provided funding or support for the work presented in this submission.	
Agencies	<input type="text"/>
<input type="button" value="Save and continue"/> <input type="button" value="Cancel"/>	

Figure 74: Adding supporting agency information and saving

5. Select "Save and continue".

Step 3: Upload the submission file.

Figure 75: Uploading an article

1. Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click **“Upload”** on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions. If a mistake was made (e.g. the wrong file was uploaded, the correct file can be uploaded in the “Replace submission file” box.
5. Once the submission is correctly uploaded, click **“Save and continue”**.

Please note: The submission file will not be uploaded unless step 4 has been completed.

Step 4: Upload supplementary files.

1. This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. The author, identifying their relation to the submission, as well as their ownership, also indexes these files. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click “Save and continue”.

Step 5: Confirming the submission.

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

File Summary				
ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1	ARTICLE.TXT	Submission File	0B	07-29

Figure 76: Completing the submission process

Each time you log in, you will be presented with a list of all of your outstanding submissions, including their status.

Home > User > Author > Active Submissions						
Active Submissions						
ACTIVE ARCHIVE						
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS	
1	07-29	ART	Cressman	PUBLISHING IN LATIN AMERICA	Awaiting assignment	

1 - 1 of 1 Items

[CLICK HERE TO START THE SUBMISSION PROCESS](#)

Figure 77: Active submissions

Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

Responding to Reviews

You will be prompted via email by the Section Editor by Log in to your account and click on the linked title of your submission.

From the 'Summary' page, you will be able to review the fields you entered at the time of submission.

Go to the "Review" section:

Home > User > Author > Submissions > #1 > **Summary**

#1 Summary

SUMMARY **REVIEW** EDITING

Submission



Authors	Ivan Cressman
Title	Publishing in latin america
Original file	1-1-1-SM.TXT 2006-07-29
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Ivan Cressman 
Date submitted	July 29, 2006 - 01:59 PM
Section	Articles
Editor	Lucy Kaleb 

Figure 78: Selecting the “Review” link

Home > User > Author > Submissions > #1 > **Review**

#1 Review

SUMMARY **REVIEW** EDITING

Submission

Authors	Ivan Cressman 
Title	Publishing in latin america
Section	Articles
Editor	Lucy Kaleb 

Peer Review

Round 1

Review Version	1-2-1-RV.TXT 2006-07-29
Initiated	2006-07-29
Last modified	2006-07-29
Uploaded file	None

Editor Decision

Decision	Accept Submission 2006-07-29
Notify Editor	 Editor/Author Email Record  2006-07-29
Editor Version	1-3-1-ED.TXT 2006-07-29
Author Version	None
Upload Author Version	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Figure 79: Following the review process

From here you can read the reviewer’s version and the editor’s version of the manuscript, but more importantly, [read the instructions from the editor in the “Editor/Author Email record”](#).

Use the file upload tool [“Upload Author Version”](#) to submit any changes for your article. Once you have uploaded a new “Author version” you can delete and replace it.

Respond to the editor by submitting comments using the [“Editor/Author”](#) message icon.

Copyediting

When your submission has been accepted, you will be invited to copyedit your submission.

Log in to your OJS account and select the [“Queued for Editing”](#) link:



Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	07-29	ART	Cressman	PUBLISHING IN LATIN AMERICA	QUEUED FOR EDITING

1 - 1 of 1 Items

[CLICK HERE TO START THE SUBMISSION PROCESS](#)

Figure 80: Queued for editing

Download the file under “Initial Copyedit” and read through the edited version and make any additional changes necessary. This will be your last opportunity to make any major changes to your article before publication.

Copyedit comments can be added using the icon near the bottom of this section. Note the link to “COPYEDIT INSTRUCTIONS” as well.

Upload the revised version in the “Author Copyedit” section. Select the “Complete” icon when finished, notifying the Copyeditor that you are finished:

Copyediting

Copyeditor: Amelia Bennett

	REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1.	Initial Copyedit File: 1-4-2-CE.TXT 2006-07-29	2006-07-29	2006-07-29	2006-07-29
2.	Author Copyedit File: None <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	2006-07-29	—	<input type="button" value="View"/>
3.	Final Copyedit File: None	—	—	—

Copyedit Comments [COPYEDIT INSTRUCTIONS](#)

Figure 81: Author copyediting

Proofreading

Once the HTML and PDF documents have been created, you will be asked by email to proofread them before publication.

Login to your OJS account and click on “[QUEUED FOR EDITING](#)” next to the manuscript you need to copyedit.

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	07-29	ART	Cressman	PUBLISHING IN LATIN AMERICA	QUEUED FOR EDITING

1 - 1 of 1 Items
[CLICK HERE TO START THE SUBMISSION PROCESS](#)

Figure 82: Author proofreading

You will be transferred to the Editing page. Scroll down to the Copyediting section to find the Proof under Galley Format. Click on “[VIEW PROOF](#)”.

Layout				
Layout Editor	ptester ptester			
Layout Version		REQUEST	UNDERWAY	COMPLETE
302-652-1-LE.DOC	2006-12-11	2006-12-11	2006-12-11	2006-12-11
Galley Format	FILE			
1. PDF	VIEW PROOF	302-654-1-PB.PDF	2006-12-11	
Supplementary Files	FILE			
	None			
Layout Comments				

Figure 83: Author finding file for proofreading

PROOFING INSTRUCTIONS are linked at the bottom of the section. You may also submit corrections using the “Proofreading Corrections” icon. When you are finished, use the “Complete” icon to notify the Proofreader:

Proofreading				
Proofreader	Rina Akers			
		REQUEST	UNDERWAY	COMPLETE
1. Author		2006-07-29	2006-07-29	
2. Proofreader		—	—	—
3. Layout Editor		—	—	—
Proofreading Corrections	PROOFING INSTRUCTIONS			

Figure 84: Author proofreading

This is your last opportunity to make any changes to your article before publication.