

Journal Management System (JMS): editorial processing guidelines

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Introduction

The Ubiquity Press Journal Management System (JMS) is an adaptation of the Public Knowledge Project's open source platform, Open Journal Systems (OJS). The system is designed to provide a simple journal publication workflow for authors, reviewers and editors on the Ubiquity Press platform.

Journal roles

Users may be enrolled as one or more of the following categories; author, reviewer, section editor and editor. Each of these roles has varying levels of permissions:

- Author: permission to submit and track their manuscript and respond to reviews and editor queries
- Reviewer: permission to receive and conduct reviews as allocated by the editor or section editor
- Section editor: permission to coordinate review of a manuscript for a particular section or article type when assigned to them by an editor
- Editor: overlooks the entire JMS and can see all submissions at all stages, and can allocate section editors to manuscripts as well as manage manuscripts themselves

NOTE: A single user may be allocated a combination of all of the above roles

Manuscript ID numbers

Manuscript ID numbers are assigned to papers on submission. They will remain with the manuscript throughout the JMS process and operate as a useful identifier when managing a high frequency of submissions.

Importance of using the JMS

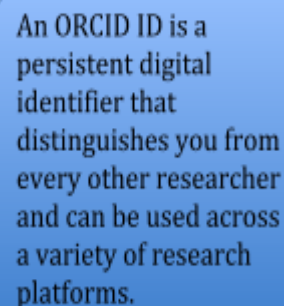
The JMS offers a complete workflow where all versions of manuscripts, communications and decisions can be audited and stored in one place for reference and by editors, presses and publishers. Any communications concerning the processing of manuscripts outside the JMS should be limited.

Registering an account

To register an account for the journal's JMS go to the journal's homepage and in the top right corner click register.

On the following page fill in your user details. If you have an [ORCID](#) account you can automatically populate the form by entering your ID at the top of the page, otherwise you may proceed to fill out the form manually.

Of the details on this page only your first name, last name, institution, country and email address are required. But we encourage you to fill as many fields as you can to make your account as detailed as possible, and to link with social media profiles such as Twitter and LinkedIn.



An ORCID ID is a persistent digital identifier that distinguishes you from every other researcher and can be used across a variety of research platforms.

Once these details are filled in and you have agreed to the terms and conditions and privacy policy click 'create account'.

Becoming a reviewer

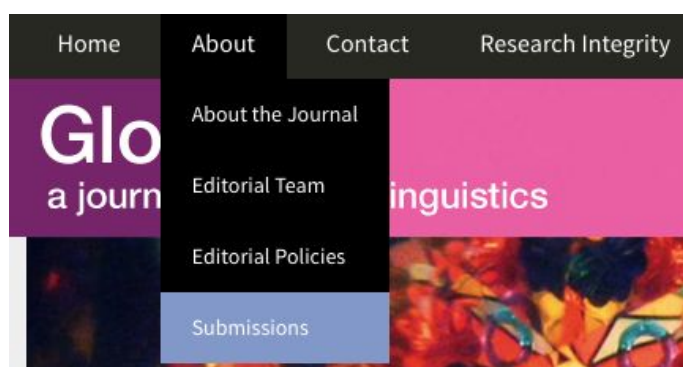
Depending on the policy of the specific journal, once you have registered an account you may also become a reviewer of the journal by clicking the button at the top of the page. If this feature is unavailable you may contact the editor and let them know of your interest in becoming a reviewer via the contact page.

For authors

Before Submitting

Each journal has its own submission guidelines. It is recommended that you read these thoroughly to ensure that your submission is correctly formatted in accordance with the specific journal's requirements.

To find the submission guidelines hover over 'about' on the top ribbon of the journal's homepage and in the dropdown menu click 'submissions'.



Submitting a manuscript

Start

To submit an article you go to the journal's home page and log in to the journal or click on the 'start submission' button.

Before starting to submit your file it is important that you have read the journal's payment terms and click the checkbox to say that you have agreed to these conditions. You will also need to have read and agreed to the submission requirements and copyright notice.

Once this is done click 'save and continue.'

Author details

As you are already logged in your author details will automatically populate on the next page. You can also edit these details should you need to.

If you are not the sole author of the paper you can add co-author details by clicking 'add author'. This will take you through to an information page similar to the user registration page.

You may then change the order of the authors as they would appear on the published article and change the corresponding author who will be the principal contact throughout the editorial process.

Article details

Start by selecting the section in which you intend your manuscript to be published. Continue by entering the title of the manuscript and the abstract.

In the metadata section, select the keywords that summarise the content of your manuscript. This will help us index the submission and enhance the publication's discoverability.

You may also add academic disciplines, sub-disciplines and research characteristics depending on the journal's submission settings. Completing as many of the available metadata fields as possible will help to surface the article post-publication.

You will also need to declare any competing interests if you have any. A linked page will be available to give guidance on what should be declared.

Finally, you need to confirm whether you received any funding for the research of which the manuscript is related to. If yes, proceed to fill in the funding body and award number.

Upload files

Follow the instructions below the manuscript heading and choose the manuscript file from your computer or storage device. Once selected, click 'upload file'.

If there are any images which accompany your manuscript you will have the opportunity to submit them here as separate files. To do this, please check the journal's image guidelines before selecting the file and clicking 'upload images'. The uploaded files will display a thumbnail image and have a figure number associated with it. If you wish to re-order the files then click and drag the thumbnails so that they are in the correct figure order.

If there are any datasets associated with the manuscript you may also add them to the submission. This will enable others to build on the data gathered and could result in further published research. You may do this by entering a dataset title, keywords describing the data and then selecting the data files.

Once you have finished uploading the manuscript, images and datasets click 'save and continue'.

Review and submit

At the end of the process you will be able to review and all the submission details on a single page. Once you have reviewed the data and are happy with these details click 'finish submission'. The author, as well as the editor of the journal will then receive notification of your submission.


Responding to reviews

Once the first round of review has been conducted you will receive an email from the editor of the journal confirming the decision taken on the paper, summarizing the review comments and the changes necessary for the paper to pass review. You can also view this decision and email by logging in to your JMS account, clicking on the submission name and going to the review panel.

It is possible for the editor to make one of four decisions on a paper:

- Accept submission
- Revisions required
- Resubmit for review
- Decline submission

Submit Revisions

Decision	Resubmit for Review 2016-02-22
Editor/Author Email Record	 2016-03-09
Editor Version	None
Author Version	None
Upload Author Version	<div><input type="button" value="Choose File"/> No file chosen</div> <div><input type="button" value="Upload"/></div>
Notify Editor	<input type="button" value="Send Notification"/>

Uploading revisions and resubmitting to the journal

Having received the notification the review is complete you will need to download the review version from the JMS. Once you have understood and implemented the revisions recommended by the editor you can upload the revised paper in the 'upload author version' section. To do this click on 'choose file', select the relevant file from your hard drive, and then click 'upload'.

Once the file is uploaded it will show in the 'Author Version' row of the Submitted Revisions section of the page, along with the date of upload.

If you need to add any supplementary files you will need to click on the summary section of the submission and 'Add a Supplementary File'.

When you are happy that the revisions are complete and uploaded then please always click the 'Send Notification' button. This will allow you to complete an email to the editor confirming the revisions, detailing if any of the revisions requested were not completed, and any further information that will be useful to the editor. When the email is complete, click Send. The editor will then receive a notification of your revised manuscript and can view it via the JMS.

If the paper is being resubmitted for review you may have to follow this procedure again depending on the journal's editorial policy.

Declined submission

If the manuscript has been declined by the editor you will receive an email from them explaining their decision. You are then free to submit your paper to another journal.

For editors

Assigning an editor to an article

Once an author successfully submits an article, it must be assigned to an editor or section editor who will be responsible for handling the peer review of the manuscript. To do this the editor must log in to the JMS.

You will then be able to see the unassigned category within the editor column. Click this and you will see a list of all the submissions awaiting allocation to an editor or section editor.

Home / / User / / Editor / / Submissions / Unassigned

Unassigned Submissions

Unassigned	In Review	In Editing	Archives
------------	-----------	------------	----------

Assigned To: In Section:

Show advanced filters

ID	MM-DD Submit	Sec	Authors	Title
71	09-18	ART	admin	Example submission title

1 - 1 of 1 Items -

Click the submission title to be taken through to its summary page where you can view the submission details.

From the Summary page you can review the submitted files, the author details, article type, the article abstract, comments to the editor and the metadata entered for the submission.

Home / / User / / Editor / / Submissions / / #71 / Summary

Summary	Review	Editing	History	References
---------	--------	---------	---------	------------

Submission

Authors	up admin
Title	Example submission title
Original file	71-824-1-SM.docx 2015-09-18
Supp. files	None Add a Supplementary File
Submitter	up admin
Date submitted	2015-09-18
Section	Articles

Change to Articles Record

To assign an editor or section editor who will manage the review of the submission, locate the 'Editors' section:

Editors

None assigned

Record

[Add Section Editor](#)

[Add Editor](#)

[Add Self](#)

You can assign yourself, if you wish to manage this process yourself, by clicking 'Add Self', and 'Record'.

Otherwise, you can assign an editor or section editor from those registered on the journal, by clicking on either of these options it will take you through to a list of the editors registered.

Home / / User / / Editor / / Submissions / / #71 / / Summary / Editors

Select Editor

First Name contains Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

NAME	JOURNAL SECTIONS	COMPLETED	ACTIVE	ACTION
up admin	—	0	0	Assign
Back Content	—	0	0	Assign
a editor	—	0	0	Assign
editor editor	—	0	0	Assign
Sam Hall	—	1	0	Assign
Erika Manten	—	0	0	Assign
Tim Wakeford	—	0	1	Assign

1 - 7 of 7 Items

Here you can see the names of those registered, the journal sections they may cover and the number of active submissions assigned to them, along with the number of completed assignments.

Once you have decided on an appropriate editor to manage the submission click assign.

An email template will then appear. You can edit this template as you wish. The 'Send' button must be clicked for the choice to be logged and the editor notified. It is then the assigned editor's responsibility to process the submission.

If you want multiple editors or section editors to be assigned to the submission then re-enter the 'Summary' page and repeat the selection process

Managing an assigned submission

(A video detailing this process can be found at <https://vimeo.com/144631620>, password 'JMSTraining')

Once an editor is assigned, the submission will appear in their work queue, within the 'Review' category. The section editor/editor should review the submission details, check that the submitted files have been blinded (if applicable) and then invite reviewers.

Updating the review file(s)

If the submitted file needs to be edited prior to sending to the reviewer (by having identifying information removed, for example) then the editor should:

1. Open the file by clicking on the link next to 'Review Version'
2. Save any edits to the computer desktop or a drive
3. Upload the modified file in the 'Submission' section
 - click 'Browse' to choose the file on your desktop
 - click the 'Upload' box to confirm the file to the submission record

The new file will now be listed in the 'Review Version' row and have the relevant date and time stamp associated with it.

Supplementary files

The supplementary files (if present) should be checked to ensure that they are suitable/relevant to be sent to the reviewer. This can be done by:

1. Clicking on the link(s) next to 'Supp. files' to check the content
2. If the file should be sent to the reviewer, ensure that the 'present file to reviewers' is ticked. Then click 'record' to ensure that this decision is logged.
3. If the file is not suitable or relevant for the reviewer then the 'present file to reviewers' should remain unticked. Click 'Record' to ensure that this decision is logged.

Home / / User / / Editor / / Submissions / / #71 / Review

Summary	Review	Editing	History	References
---------	---------------	---------	---------	------------

Submission

Authors	up admin
Title	Example submission title
Section	Articles
Editor	Tim Wakeford
Review Version	71-825-1-RV.docx 2015-09-18, 13:28
Upload a revised Review Version <input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
Supp. files	71-826-1-SPPluto 2015-09-18, 14:21 <input checked="" type="checkbox"/> Present file to reviewers <input type="button" value="Record"/>

Selecting a reviewer

1. Once logged in to the JMS, click on 'In Review', and then click on the article title.
2. Check that the submission details are all complete and that there is an article file uploaded (details above).
3. Beside the section heading 'Peer Review', click 'Select Reviewer'.
4. If you choose a reviewer(s) from your existing pool of registered reviewers. You can search for existing reviewers via the search options at the top of the page. When you have located the reviewer, select them by clicking the 'Assign' button on the right of their row.
5. If you wish to have multiple reviewers for the submission repeat steps 3 & 4.

Home / / User / / Editor / / Submissions / / #71 / / Review / Reviewers

Select Reviewer

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)
[All](#)

Name	Reviewing interests	Rating	Done	Weeks	Latest	Active	Action
up admin		N/A	0	—	—	0	Assign
Sam Hall		N/A	0	—	—	0	Assign
Erika Manten		N/A	0	—	—	0	Assign
Tom Mowlam		N/A	0	—	—	0	Assign
Tom Mowlam		N/A	1	0	2015-09-09	0	Assign
a reviewer		N/A	0	—	—	0	Assign
Peer Reviewer1	psychology	N/A	0	0	2015-04-07	0	Assign
Peer Reviewer2	philosophy	N/A	0	—	—	0	Assign
Peer Reviewer3	anthropology	N/A	0	0	2015-04-09	1	Assign



6. If the reviewer is not already listed, create a profile by clicking 'Create New Reviewer' and filling in the form. Click 'Save'¹.



¹By creating a profile on their behalf, you can decide if they receive an automated e-mail explaining that they have been invited to join the journal as a registered reviewer, with login details.

Inviting a reviewer



Once reviewer has been assigned, their details will appear on the 'Review' page, from which they can be sent the review invitation and submission details.

PeerReview Round 1 [Select Reviewer](#) [View Regrets, Cancels, Previous Rounds](#)

Reviewer A	Tim Wakeford	Clear Reviewer
Review Form	None / Free Form Review Select Review Form	
	REQUEST	UNDERWAY
		Not Accepted
		DUE
		2015-10-02, 00:00
		ACKNOWLEDGE
		



Reviewer B	Sam Hall	Clear Reviewer
Review Form	None / Free Form Review Select Review Form	
	REQUEST	UNDERWAY
		Not Accepted
		DUE
		2015-10-02, 00:00
		ACKNOWLEDGE
		

- Optional: To change the default review form:
 - 1.1. Click 'Select Review Form'.
 - 1.2. If multiple review forms have been created then click 'Assign' on your preferred option².
- Click on the date under 'DUE' to enter the deadline you wish to set your reviewer. Then click 'Continue'.
- To invite the reviewer, click on the envelope icon under 'REQUEST'.



- You will now see a template email text box, giving the reviewer instructions. Edit this, if required, then click 'Send'³.

Once you have assigned a reviewer from the list of options, you still need to complete the invitation.

PeerReview Round 1 [Select Reviewer](#) [View Regrets, Cancels, Previous Rounds](#)

Reviewer A	Test Account	Clear Reviewer
Review Form	Peer Review form 1 Select Review Form Clear Review Form	
	REQUEST	UNDERWAY
		Not Accepted
		DUE
		2020-08-21
		ACKNOWLEDGE
		

The assigned reviewer will now appear on the peer review section, but has not actually been invited. To invite them, you need to press the email icon (ringed in red in the image above). This will take you to a template email that can be sent to them, which will complete the invitation.

² Please contact the Editorial Manager/Journal Manager at Ubiquity Press to have Peer Review forms created or amended.

³ The peer reviewer will receive the invitation and can choose to accept or decline the invitation. Their response will be logged on to the system for you to see. If they decline, then repeat the reviewer selection stages.

You will know that the invitation has been sent because the reviewer's appearance will now change to the image below:

PeerReview Round 1 [Select Reviewer](#) [View Regrets, Cancels, Previous Rounds](#)

Reviewer A Test Account [Cancel Request](#)

Review Form Peer Review form 1 [Select Review Form](#) [Clear Review Form](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2020-07-24, 09:44	Not Accepted	2020-08-21	

Editor To Enter [Will do the review](#) [Unable to do the review](#)

Upload review [Choose file](#) No file chosen [Upload](#)

Reviewer rating 5 High [Record](#)

Performing the peer review

The invited reviewer will receive an email asking to do the review. A link is provided within the email so that the reviewer can view the abstract and anonymous metadata prior to accepting/declining the invitation. Once this has been viewed then the reviewer should: follow the steps indicated in the form:

1. Accept or decline the invitation to review the submission by clicking 'will do the review' or 'unable to do the review'. A template email will appear, where the decision can be sent back to the editor by pressing 'Send'. Accepting the files will also allow access to the full manuscript files.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response [Will do the review](#) [Unable to do the review](#)

2. Review the submission file(s)
3. Declare any competing interests and press 'Save'
4. Complete the review form and click 'Save'
5. Upload files (optional)
6. Finish the review by selecting a Recommendation from the dropdown box, and then click 'Submit Review to Editor'.
7. Send the email, making edits to the template where needed.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

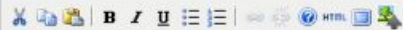
Response Accepted

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript 71-825-1-RV.docx 2015-09-18

Supplementary File(s) 71-826-1-SP.Pluto

3. Declare whether or not you have competing interests with regard to this research (see [CI Policy](#)).



Save

4. Click on icon to enter (or paste) your review of this submission.

Review

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

Browse...

No file selected.

Upload

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

Choose One

Submit Review To Editor

Where to find suggested or excluded reviewers

If your journal has the options for authors to suggest or exclude reviewers turned on, you will see this box when you go to select a reviewer:

User / Editor / Submissions / #247 / Review / Reviewers

Recommended Reviewers

joe bloggs (joe@bloggs.com) jane doe (jane@doe.com)

Excluded Reviewers

inspector sands

Select Reviewer

Reviewing interests contains Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Enroll an Existing User As Reviewer

Create New Reviewer

Name	Reviewing interests	Rating	Done	Weeks	Latest	Active	Action
Test Account		N/A	4	0	2020-07-24	2	Assign

If the author has made a reviewer recommendation that you wish to use, firstly, you can search for them on the reviewer list. If they are not already enrolled as a reviewer, you should obtain their permission to be enrolled. If they give

permission, you will be able to add them using the 'create new reviewer' button, and then invite them in the normal way.

Receiving peer review(s) reports and making editorial decision

If the reviewer accepts the task, a date will appear under heading 'UNDERWAY'. The reviewer should then complete the necessary forms and return them before the 'DUE' date. The editor will receive an email from the reviewer to confirm this. A editorial recommended and date of completion should also be logged next to the 'Recommendation' subheading. The editor should:

1. Log into the website and select the article from the 'Review' page.
2. To read the reviewers feedback, click on the speech bubble icon next to the 'Review' subheading. The completed review form will open in a pop-up window.

Reviewer A	Tim Wakeford			
Review Form	None / Free Form Review			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2015-09-18, 14:38	2015-09-18, 14:45	2015-10-02, 00:00	
Recommendation	Revisions Required 2015-09-18, 14:45			
Competing Interests	None			
Review	2015-09-18, 14:45			
Uploaded files	71-827-1-RV.docx 2015-09-18, 14:45 Let author view file <input type="checkbox"/> Record			
Reviewer rating	<div>5 High</div> Record			

3. Optional: If the reviewer uploaded a file to accompany the feedback, you will see a file with the same date as the one beside the speech bubble. Click on the file name to open and read the contents.
 - 3.1. If you wish the author to have access to this file then tick the option 'Let author view file' and click the Record button
4. You should acknowledge and thank the reviewer for their contribution by clicking on the email icon underneath the 'Acknowledge' column. This will help keep good relations with the journal reviewers.
5. If you wish to give the reviewer a rating of 1 to 5 (1 being not very good, 5 being excellent), you can do this using the drop down menu and clicking 'Record'.
6. Once you have read the reviewers' recommendation an 'Editor Decision' must be made on whether the submission is:

Accept submission	The manuscript is of publishable standard and no further revisions are required
Revisions required	Requires minor edits by the author prior to acceptance
Resubmit for review	Requires major edits by the author prior to acceptance and may be re-sent to reviewers after revision
Decline submission	Not of the standard or scope that the journal requires

One of these options must be selected in the drop down menu under the 'Editor Decision' heading.

Editor Decision

STEP 1:

Select decision

Choose One

Record Decision

Decision

STEP 2:

Notify Author

Send Notification

7. Click 'Record Decision' to submit and archive the result.
8. Click on the 'Send Notification' button beside the 'Notify author' subheading (this is a mandatory action to progress the article).

Notify Author

Send Notification

9. This will create an email template, which will need to be amended as required. To insert the peer review details, click the 'Import Peer Reviewer' button and press 'Send'. If revisions are being requested then it is recommended that the editor adds a deadline to the email.

The author should follow the instructions in the email to resubmit revised files (if required). Once these are uploaded the editor will be emailed and the new file will be visible in the 'author version' row of the Review page.

Starting a second round of peer review

If the decision 'resubmit for review' has been sent to the authors, this allows a second round of peer review to be undertaken when they have sent their revised version back. N.b. a second round of review is only possible after this decision has been made, and is not possible after 'revisions required'. However, the decision can be changed retrospectively if the editor decides that, in fact, further reviewing is necessary.

After resubmit for review:

Once the author has uploaded a new version, you will see this option part way down the 'review' tab.

Revised Files

Resubmit selected file for peer review		Resubmit
Review Version	246-946-1-RV.png 2020-07-24, 09:38	
Author Version	None	
Editor Version	None	
Choose file No file chosen		Upload

PeerReview	Round 2	Select Reviewer	View Regrets, Cancels, Previous Rounds
Reviewer A	üp admin	Clear Reviewer	
Review Form	Peer Review form 1	Select Review Form	Clear Review Form
	REQUEST	UNDERWAY	DUE
		Not Accepted	2020-08-21
			ACKNOWLEDGE

Receiving revised files

When an author has completed their revisions they will upload their files and send the editor an email to confirm that the new file is available for processing. The new file will be available to the editor at the bottom of the Review page, listed as 'Author Version'. If multiple files are uploaded you can find the most recent via the date stamp from when it was uploaded.

Revised Files

Review Version	71-825-1-RV.docx 2015-09-18, 13:28
Author Version	71-828-1-ED.docx 2015-09-18, 15:00
Editor Version	None
Browse... No file selected.	
Upload	

On receipt of revised files, the editor should:

1. Open the revised file by clicking on the link and review the changes made by the author
2. Optional: If the revised file needs to go for a second round of peer review
 - a. Select 'resubmit for review' from the Editor Decision box and record the decision
 - b. The file to be sent to review can now be selected and the 'resubmit' button clicked. The peer review process (see above) can then be repeated until an accept or reject editorial decision can be made.

Editorial Decision

1. When the submission has been assessed and a final decision has been made (possibly after the author has submitted revisions and/or has re-reviewed), record this decision by updating the 'Select decision' subheading so that 'Accept Submission' or 'Reject Submission' is selected, and by clicking 'Record Decision'
2. Click 'Send Notification' to email them with the decision.
NOTE: this is a vital step. Without pressing the icon to notify the author, the editorial system will not move onto the next stage in the process

Notify Author

 Send Notification

For accepted submissions:

1. Once accepted, the 'Send to Copyediting' button is activated. The accepted file must be selected (from Review Version / Author Version / Editor Version at the bottom of the Review page) and then click the 'Send to Copyediting' button to move the article on to the 'Editing' stage.

Editor Decision

STEP 1:

Select decision

Accept Submission

Record Decision

Decision

Revisions Required 2015-09-18, 14:59 | Accept Submission 2015-09-18, 15:04

STEP 2:

Notify Author

 Send Notification

View a current draft

Revised Files

Send to Copyediting

Review Version

☐ 71-825-1-RV.docx 2015-09-18, 13:28

Author Version

☒ 71-828-1-ED.docx 2015-09-18, 15:00

Editor Version

None

The Draft Decision Workflow

The process of peer review and editorial decision making works slightly differently if you have the draft decision workflow on.

For section editors:

Instead of making decisions you will now draft decisions. Once you have the peer review and are ready to make a decision, at the bottom of the review tab you will see the option to draft one.

Draft Decision

Select a Draft Decision

As a section editor you cannot make decisions, but may build a draft for a Senior Editor to approve

Choose One

Record Draft

[View a current draft](#)

Choosing a decision and pressing 'record draft' will enable you to write a full draft for the editor. There is a section to write the body of your decision, as well as a box for comments that should go to the editor but not the author. The peer review forms themselves are automatically pulled through into the final email to authors.

Draft a Decision

This email will eventually be sent to the author, but only once approved by a section editor.

Senior Editor



Subject

[GH] Editor Decision – "kira test please ignore" kira test please ignore

Body

Dear Kira Hopkins,

After review, we have reached a decision regarding your submission to Global Heart, "kira test please ignore". Our decision is to request revisions of the manuscript. These revisions may then undergo further peer review prior to acceptance.

Please could you have the revisions submitted by [XXX-ADD DEADLINE-XXX]. If you cannot make this deadline, please let us know as early as possible.

Please find the reviews for your manuscript at the bottom of this email. For accessing additional files that reviewers may have uploaded, please log into the submission system and view your review data, where the file will be available to download

Note (displayed only to the Editor)

Record Draft

For editors:

You will evaluate the drafts of section editors and pass those on to the authors yourself. You will be notified by email when a draft decision is available for you to look at.

Once you are notified that the Editor has made a draft decision, you will be able to access this.

This is at the bottom of the 'review' tab, under 'Editor Decision':

Editor Decision

STEP 1:

Select decision

Choose One

Record Decision

Decision

None

STEP 2:

Notify Author

Send Notification

View a current draft

[Accept Submission - Kira Test Hopkins](#)

If you click on the decision next to 'view current draft' it will show you what the Editor suggests, along with the peer review.

At the bottom of that page you will be prompted to make a decision (you can leave and come back at any time):

You may deposit this version of the accepted submission into your institutional repository in case you are required to do so under an open access Creative Commons license.

The review information should be included in this email.

Kind regards,

Kira Test Hopkins
kira.eva.hopkins@gmail.com

Peer Review Comments

[Decline Draft](#) [Edit Draft](#) [Accept and Send](#) [Accept and Send with Peer Review Comments](#)

Here, you can either decline the draft, edit it yourself before it gets sent to the authors, or send it to the authors as is.

Copyediting

Once the 'send to copyediting' button has been selected, the article will move into the 'Editing' queue.

Processing offline/copyediting the file yourself

In many cases, the editors will provide the copyediting services in-house, or wish to send the files manually. If this option is chosen, certain events still need to be logged.

Accessing and editing the file

1. Log into the website and select the article from the 'In Editing' queue.
2. Click 'initiate' under the 'REQUEST' heading. The date will now be logged and the article file will now be available from the subheading '1: Initial Copyedit of 'Copyediting'.
3. Download the file from the 'initial copyedit' section by right clicking the file name and selecting 'Save link as'. This will save the file to your selected location.
4. The file will now be available to either email to your desired copyeditor via your own email software, or for the copyediting to be done in-house, by the editorial team.
5. Once the copyedited file is finalized then upload it to the journal by clicking the 'browse' button, select the file, and then click 'upload'.
6. If you are happy that the final file is now uploaded, click the 'Complete' text in the 'Initial Copyedit' row.

Copyediting

	Request	Underway	Complete	Acknowledge
1. Initial Copyedit	Initiate	N/A	Complete	N/A
File: 71-829-1-CE.docx 2015-09-18				
2. Author Copyedit		—	—	
File:				
3. Final Copyedit		N/A	Complete	N/A
File:				

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3

No file selected.

Copyedit Comments No Comments [Copyedit Instructions](#)

Sending files to the author

(NOTE: it is highly recommended that the author sign off the file that has been copyedited. The author should approve all changes made during copyediting and be given a final chance to make edits, as this is their final chance to edit the text prior to publication)

1. Click the envelope article in step '2. Author Copyedit', below the 'REQUEST' heading. This will bring up an automatic email template asking the author to proof the final file. They will receive instructions on how to upload their reply.
2. When the author returns their signed off file, you will receive an email notification. You will also see that the 'Complete' column in step 2 now has a date showing. You can acknowledge that the file has been received by clicking on the icon in the 'Acknowledge' column

Copyediting

	Request	Underway	Complete	Acknowledge
1. Initial Copyedit	2015-09-18	N/A	2015-09-18	N/A
File: 71-829-1-CE.docx 2015-09-18				
2. Author Copyedit	2015-09-18	2015-09-18	2015-09-18	
File: 71-830-1-CE.docx 2015-09-18				
3. Final Copyedit	2015-09-18	N/A	Complete	N/A
File:				

Upload file to ☐ Step 1, ☐ Step 2, or ☒ Step 3

No file selected.

Copyedit Comments No Comments [Copyedit Instructions](#)

3. Open the uploaded file by clicking on the link under '2. Author Copyedit'.
4. Review the file. If you wish to make minor edits then do so, save the file and then upload it via the 'Browse' and then 'upload' buttons
5. When you are happy that the final file is uploaded and ready for typesetting, press the final 'Complete' button (the date will display in the copyediting section)
6. If there are any supplementary files you wish to reorder or remove you can do so beneath the layout section.

Layout

Layout Version	File: None (Upload final copyedit version as Layout Version prior to sending request)			
Galley Format	File	Order	Action	Views
None				
Supplementary Files	File	Order	Action	
1. Supp file 1	41-159-1-SP.docx 2016-06-10	↑ ↓	Edit Delete	
2. Supp file 2	41-160-1-SP.docx 2016-06-10	↑ ↓	Edit Delete	

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files No file chosen

Create remote ☐ Galley, ☐ Supp. files

NOTE: Between 'Copyediting' and 'Layout' there is a 'Scheduling' option, which editors are advised **not** to use. If an article is scheduled for publication in an issue that has already been published (including the current issue), then the article will also automatically be published, even if it has not yet been typeset. In addition to the publication of articles before they are ready, this is also likely to cause erroneous information regarding billing on the Ubiquity Press database.

Scheduling

Schedule for publication in

Sending the article to Production

Once the final manuscript file has been uploaded then the editor can send the file(s) for typesetting.

Once a paper has gone through the review process successfully and is ready for production, you will see the option on the 'review' tab to send it to copyediting (if there are multiple versions, check that you are sending the most up to date one).

Revised Files

Review Version	<input type="radio"/> 246-946-2-RV.png 2020-07-24, 10:01
Author Version	None
Editor Version	None

No file chosen

This will send the paper to the 'editing' tab. If you are undertaking your own copyediting, that is done here, and the final copyedited version can then be sent to typesetting.

If you have specific comments for the typesetter then these can be added by clicking the 'Typesetting Comments' button that is located in the Layout section. This will open a pop-up box to enter the instruction and then clicking 'Save'*

1. When you are happy that the correct files are uploaded and any necessary comments added, click the 'Send for typesetting' button that is located in the Layout section. This will provide the Production team with all of the files and metadata so that typesetting can begin immediately. Once the button has been pressed then a date will appear next to it to confirm that the task has been completed.

***NOTE:** if you have special instructions for the article during/after typesetting, please contact your Editorial Manager by email

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files No file chosen

Create remote ☐ Galley, ☐ Supp. files

Please also remember **not to schedule when sending an article to typesetting**. Please leave it unscheduled.