

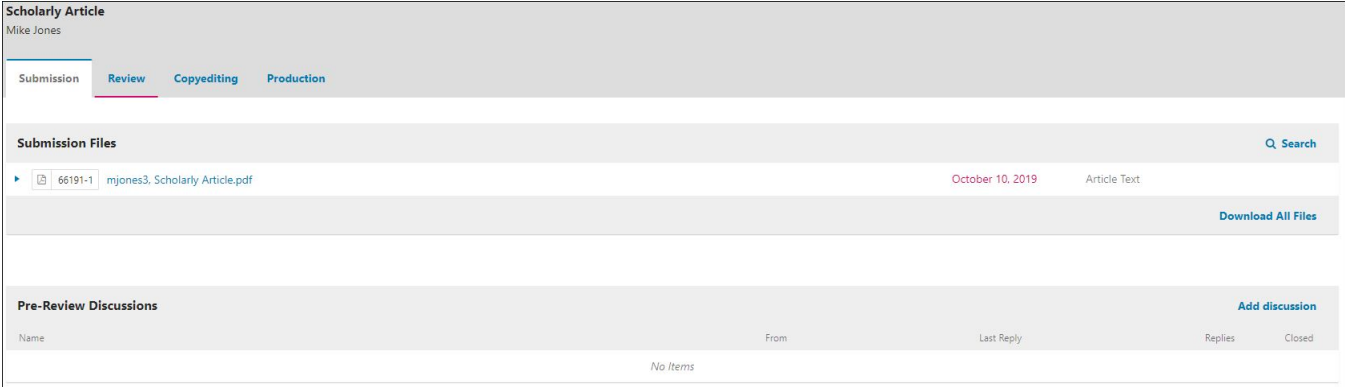
# Author Dashboard (Review, Copyediting, and Production Tabs)

- 1. [Author Dashboard \(Review, Copyediting, and Production Tabs\)#Dashboard](#)
- 2. [Author Dashboard \(Review, Copyediting, and Production Tabs\)#Review Tab](#)
  - a. [Author Dashboard \(Review, Copyediting, and Production Tabs\)#Notifications](#)
  - b. [Uploading Revisions and Viewing Attachments](#)
  - c. [Author Dashboard \(Review, Copyediting, and Production Tabs\)#Review Discussions](#)
- 3. [Author Dashboard \(Review, Copyediting, and Production Tabs\)#Copyediting Tab](#)
- 4. [Author Dashboard \(Review, Copyediting, and Production Tabs\)#Production Tab](#)

This is a walk-through of the review, copyediting, and production process for an author.

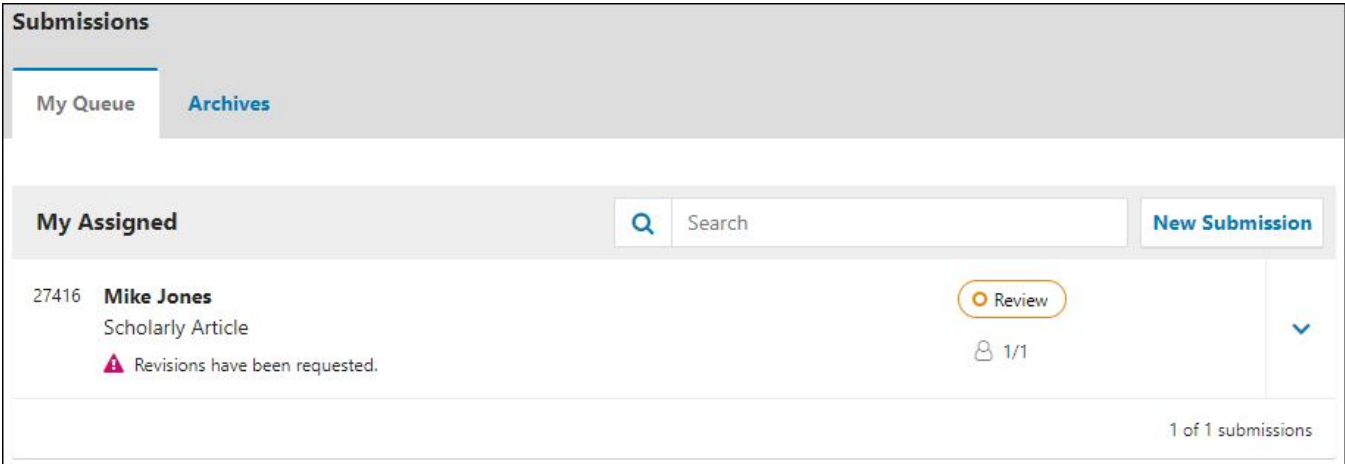
## 1. Dashboard

After completing their initial submission, authors will be able to view their **"Submission"** dashboard. From this dashboard, they can access the various materials, reviews, and edits related to their work. Authors will not be able to see editorial options like **"Send to Review"**, **"Accept and Skip Review"**, and **"Decline Submission"**. They will also not be able to view the **"Participants"** panel.



## 2. Review Tab

Once the review process has completed, the author will be notified via email by the editor of their decision. After receiving the email, the author can login to view the decision. On the **"Submissions"** page, the author will be able to see a notification that "Revisions have been requested." Clicking on the article title will automatically take the author to the **"Review"** tab on their dashboard.



When a reviewer has been assigned and a review has been submitted, the author will receive a status update in the **"Review"** tab.

<b>Submission</b>	<b>Review</b>	<b>Copyediting</b>	<b>Production</b>
<b>Round 1</b>			
<b>Round 1 Status</b> New reviews have been submitted and are being considered by the editor.			
<b>Review Discussions</b> Name			

If the editor then requests revisions, the author will in most cases receive a second status update, a notification of the editor's decision, and attachments from the reviewer.

Submission **Review** Copyediting Production


Round 1

**Round 1 Status**  
Revisions have been requested.

**Notifications**

[\[test\] Editor Decision](#)

**Reviewer's Attachments**

 66211-1 , Scholarly Article.pdf

Authors can then view editor decisions and any reviewer attachments. They will also be able to upload their revisions and add discussion messages.

## Round 1

### Round 1 Status

Revisions have been submitted.

### Notifications

[\[test\] Editor Decision](#)

2019-10-14 01:57 PM

### Reviewer's Attachments

[Search](#)

 66201-1 , Revisions1.docx

October 14, 2019

### Revisions

[Search](#)

[Upload File](#)

 66202-1 [Article Text, Revisions2.docx](#) [October 15, 2019](#) [Article Text](#)

### Review Discussions

[Add discussion](#)

Name	Last Reply	Replies	Closed
<a href="#">Revisions</a>	-	0	<input type="checkbox"/>

#### a. Notifications

"Notifications" are important messages about the status of the author's submission. To view a notification, click on the linked title.



## [testj] Editor Decision

2019-10-14 01:57 PM

Mike Jones:

We have reached a decision regarding your submission to Test Journal. "Scholarly Article".

Our decision is: Revisions Required

IUScholarWorks OJS Administrator  
ojsadmin@mailinator.com

[Test Journal](#)

### b. Uploading Revisions and Viewing Attachments

Authors can upload their revisions by clicking "**Upload File**" on the right side of the "**Revisions**" panel.

Reviewer's Attachments		Q Search	
66201-1	.Revisions1.docx	October 14, 2019	

Revisions		Q Search	Upload File
66202-1	Article Text, Revisions2.docx	October 15, 2019	Article Text

In most cases, authors will be uploading a revised version of their article text.

**Upload Review File** ✕

1. Upload File
2. Review Details
3. Confirm

**If you are uploading a revision of an existing file, please indicate which file.**

This is not a revision of an existing file ▼

**Article Component \***

Article Text ▼

Drag and drop a file here to begin upload Upload File

Continue
Cancel

Authors can view any attachments provided by the reviewer or any revision they have uploaded by clicking on the title links.

**Reviewer's Attachments**

📄 66201-1 , [Revisions1.docx](#)

**Revisions**

▶ 📄 66202-1 [Article Text, Revisions2.docx](#)

**c. Review Discussions**

Authors can communicate with the journal editor by using the discussion panel. To view a discussion topic, click on title link under "Name".

Review Discussions <span style="float: right; font-size: 12px; color: #0070C0;">Add discussion</span>			
Name	From	Last Reply	Replies
<a href="#">Revisions</a>	ojsadmin 2019-10-15 09:08 AM	-	0

To add a new discussion topic, click "Add discussion" on the right side of the "Review Discussions" panel.

Add discussion
✕

---

**Participants**

<input checked="" type="checkbox"/>	Mike Jones, Author
<input type="checkbox"/>	IUScholarWorks OJS Administrator, Journal manager

**Subject \***

**Message \***

📄 📁 **B** *I* U [🔗](#) [🔗](#) `<>` [🔄](#) 📎 Upload +

**Attached Files**
🔍 Search    📎 Upload File

*No Files*

*\* Denotes required field*

OK
Cancel

### 3. Copyediting Tab

After the author's files have been copy edited, the author will receive an email indicating that files are available. The author will then need to login to the journal to review the edited files.

In the **"Copyediting"** tab on the dashboard, the author will be able to view discussion messages and any files uploaded by the copy editor.

Authors can communicate with the journal editor by using the discussion panel. To view a discussion topic, click on title link under **"Name"** in the **"Copyediting Discussions"** panel. To view any copy edited files, click on the title link in the **"Copyedited"** panel.

Submission Review Copyediting **Production**

**Copyediting Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">[text] Copyediting Check</a>	rsmith 2019-10-14 01:02 PM	-	0	<input type="checkbox"/>

**Copyedited** [Q Search](#)

66203-1 | rsmith, Scholarly Article (Copyedited).docx October 15, 2019 Article Text

#### 4. Production Tab

When the submission has reached the production stage, the author will receive an email notifying them that their submission has been sent to production. The author will then be able to exchange discussion messages under the "Production" tab and to view galleys under the "Publication" tab. To view a discussion topic, click on blue title link under "Name" in the "Production Discussions" panel.

Workflow **Publication**

Submission Review Copyediting **Production**

**Production Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">Galley ready for proofreading</a>	ojsadmin 2021-02-21 05:16 PM	-	0	<input type="checkbox"/>