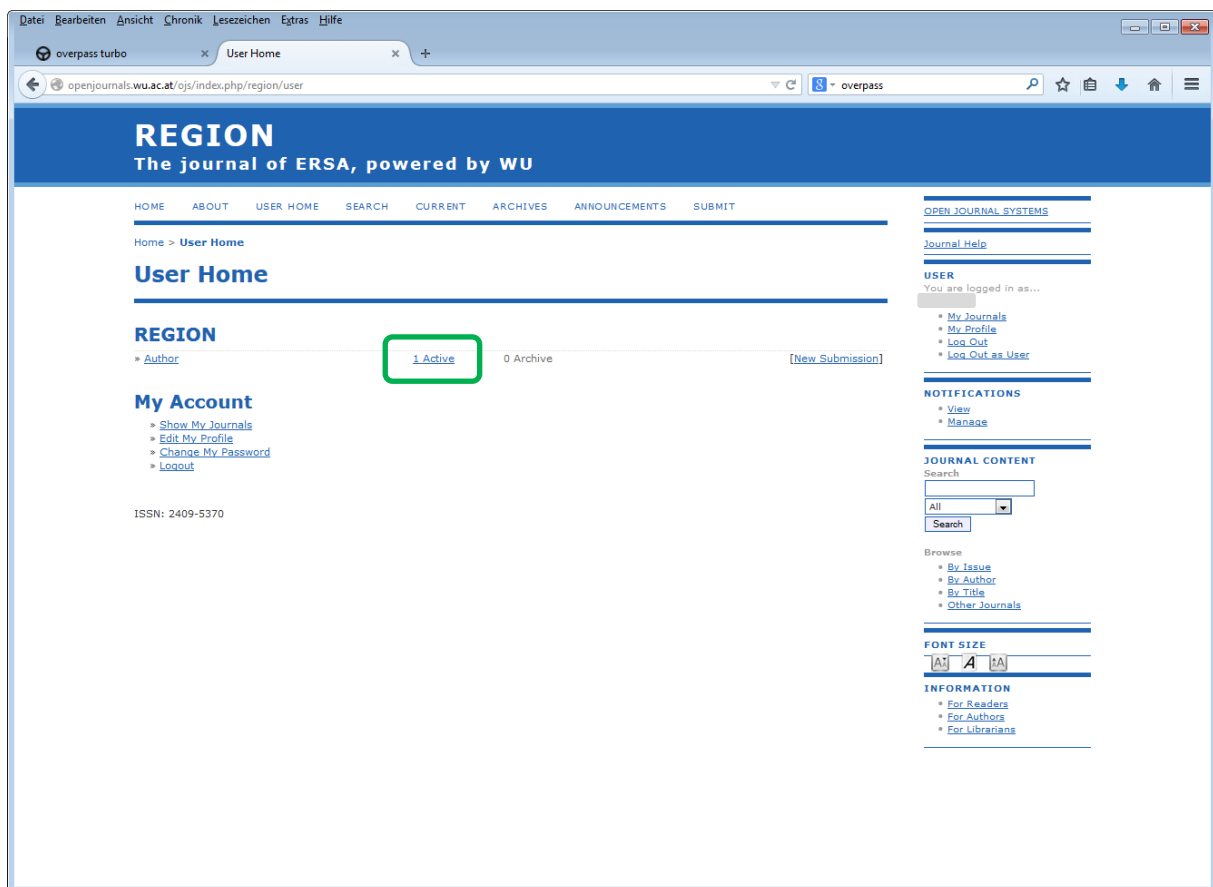


How to resubmit a paper after revisions

When your paper has been reviewed, you were asked to make some changes, and you have revised the paper, here are the steps you need to take in order to submit the revised version to the editorial team of REGION.

Log into Open Journal System from the homepage of REGION

On your “User Home” page, in the line names “Author” you should find a link “# Active”. Click on this link to get to your “Active Submissions” page



On the “Active Submissions” page you will see all your papers which are currently in the review stage with REGION. In our example, there is only one such paper. Author and title have been grayed out for anonymity.

Under “Status” you find that this one paper is “IN REVIEW” and that there are “REVISIONS REQUIRED”. Click on this link to get to the “Review” page of this submission.

The screenshot displays the 'Active Submissions' page for the 'REGION' journal. The page header includes the journal title and navigation links. The main content area features a table of active submissions. One submission is listed with the status 'IN REVIEW: REVISIONS REQUIRED', which is highlighted with a green box. Below the table, there is a yellow box with the text 'Start a New Submission' and a link to 'CLICK HERE'. The right sidebar contains several sections: 'OPEN JOURNAL SYSTEMS', 'USER' (with links for 'My Journals', 'My Profile', 'Log Out', and 'Log Out as User'), 'NOTIFICATIONS' (with 'View' and 'Manage' links), 'AUTHOR' (with 'Active (1)', 'Archive (0)', and 'New Submission' links), 'JOURNAL CONTENT' (with a search box and 'All' dropdown), and 'FONT SIZE' (with 'A', 'A', and 'A' buttons). The bottom of the page shows the ISSN: 2409-5370.

Your revised version of the paper is a new “Author Version”, which should be uploaded using the tools that you can find under “Editor Decision” on the “Review” page.

Click “Choose File”. The screenshots reflect the fact that I am working with a German version of Windows, therefore the button is named “Durchsuchen...”. Depending on the language version of your operating system, the button may have yet another title.

The screenshot shows a web browser window displaying the REGION journal submission review page. The page is titled "#24 Review" and is part of the "Open Journal system". The main content area is divided into several sections: "Submission", "PeerReview", and "Editor Decision".

Submission

Authors	[Redacted]
Title	[Redacted]
Section	Articles
Editor	Sierdjan Koster

PeerReview

Round 1

Review Version	24-54-2-RV.DOCX	2015-01-07
Initiated	2014-07-16	
Last modified	2014-09-11	
Uploaded file	None	

Editor Decision

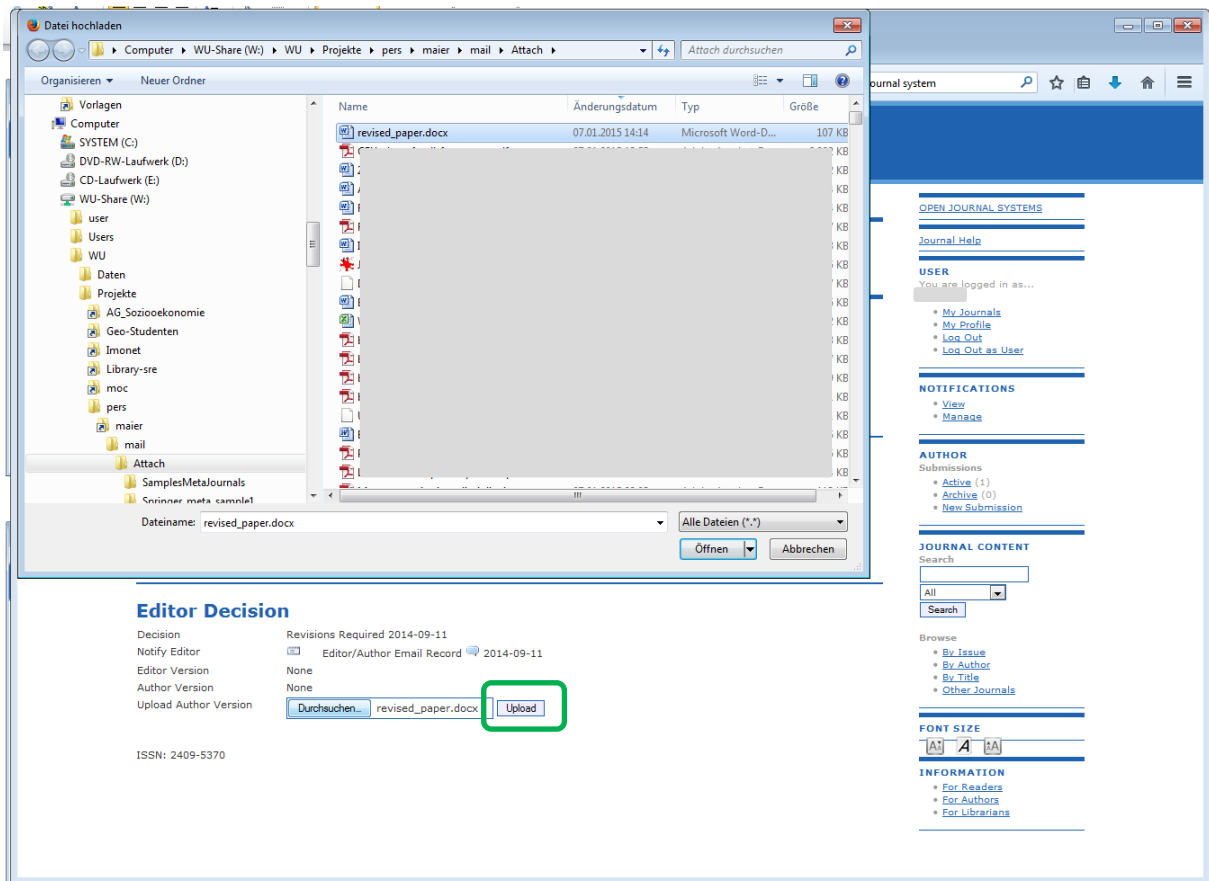
Decision	Revisions Required 2014-09-11
Notify Editor	<input checked="" type="checkbox"/> Editor/Author Email Record 2014-09-11
Editor Version	None
Author Version	None
Upload Author Version	<input type="text" value="Durchsuchen..."/> keine Datei ausgewählt <input type="button" value="Upload"/>

ISSN: 2409-5370

The right sidebar contains navigation links for "OPEN JOURNAL SYSTEMS", "USER", "NOTIFICATIONS", "AUTHOR", "JOURNAL CONTENT", "FONT SIZE", and "INFORMATION".

Anyways, click it and select the revised version document from the file selector dialog.

Once you have selected the respective file, click the "Upload" button to upload the file to REGION.



When the document has been uploaded successfully, it shows up as “Author Version” with the date when the document has been uploaded and the name it has been given by the system.

IMPORTANT: To finalize your document upload, notify the editor. You do this by clicking the icon marked by the red arrow and completing the corresponding email message. Click “Send” when the email message has been completed.

Open Journal system

REGION

The journal of ERSA, powered by WU

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS SUBMIT

Home > User > Author > Submissions > #24 > Review

#24 Review

SUMMARY REVIEW EDITING

Submission

Authors: [Redacted]
Title: [Redacted]
Section: Articles
Editor: Sierdjan Koster

PeerReview

Round 1

Review Version	24-54-2-RV.DOCX	2015-01-07
Initiated	2014-07-16	
Last modified	2014-09-11	
Uploaded file	None	

Editor Decision

Decision	Reviews Required	2014-09-11
Notify Editor	<input type="checkbox"/> Editor/Author Email Record	2014-09-11
Editor Version	None	
Author Version	24-215-1-ED.DOCX	2015-01-07 DELETE
Upload Author Version	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt	<input type="button" value="Upload"/>

ISSN: 2409-5370

OPEN JOURNAL SYSTEMS
Journal Help

USER
You are logged in as...
• [My Journals](#)
• [My Profile](#)
• [Log Out](#)
• [Log Out as User](#)

NOTIFICATIONS
• [View](#)
• [Manage](#)

AUTHOR
Submissions
• [Active \(1\)](#)
• [Archive \(0\)](#)
• [New Submission](#)

JOURNAL CONTENT
Search

All

Browse
• [By Issue](#)
• [By Author](#)
• [By Title](#)
• [Other Journals](#)

FONT SIZE

INFORMATION
• [For Readers](#)
• [For Authors](#)
• [For Librarians](#)

How to add “comments to the reviewers”

Comments to the reviewers can be added as “Supplementary file” to your submission. Supplementary files can be added from the “Summary” page of the submission. You can always get to this page by clicking the link “SUMMARY” on any one of the submission pages.

The screenshot shows the OJS submission summary page for submission #24. The page is titled "#24 Summary" and is part of the "REGION" journal, "The journal of ERSA, powered by WU". The page layout includes a navigation menu at the top, a breadcrumb trail (Home > User > Author > Submissions > #24 > Summary), and a main content area with several sections:

- Submission:** A table listing submission details: Authors (redacted), Title (redacted), Original file (24-53-2-SM.DOCX, 2014-07-11), Supp. files (None), Submitter (redacted), Date submitted (July 11, 2014 - 11:07 AM), Section (Articles), and Editor (Sierdjan Koster). A link "ADD A SUPPLEMENTARY FILE" is visible next to the "Supp. files" row.
- Status:** A table showing the submission's current state: Status (In Review), Initiated (2014-09-11), and Last modified (2015-01-07).
- Submission Metadata:** A section for editing metadata, including fields for Authors (Name, URL, Affiliation, Country, Bio Statement) and a checkbox for "Principal contact for editorial correspondence".

On the right side of the page, there are several utility sections: "OPEN JOURNAL SYSTEMS" with a "Journal Help" link; "USER" information showing the user is logged in with links for "My Journals", "My Profile", "Log Out", and "Log Out as User"; "NOTIFICATIONS" with "View" and "Manage" links; "AUTHOR Submissions" with links for "Active (1)", "Archive (0)", and "New Submission"; "JOURNAL CONTENT" with a search box and a "Browse" menu; "FONT SIZE" controls; and "INFORMATION" links for "For Readers", "For Authors", and "For Librarians".

Click on the link “ADD A SUPPLEMENTARY FILE” to get to the corresponding page.

There, you need to fill in the metadata for the supplementary file – only a title is required – and upload the respective file. This is again done via the file upload dialog. Make sure that your supplementary file does not reveal your identity so that it can directly be presented to the reviewers, if necessary. If the file should not be directly presented to the reviewers, deactivate the checkbox that is marked by the red arrow.

When you are finished with these steps click the “Save” button to upload the supplementary file and all the additional information.

DATEI Bearbeiten Ansicht Chronik Lesezeichen Extras Hilfe

Add a Supplementary File

openjournals.wu.ac.at/ojs/index.php/region/author/addSuppFile/24

Open Journal system

REGION
The journal of ERSA, powered by WU

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS SUBMIT

Home > User > Author > Submissions > #24 > Summary > **Supplementary Files**

Add a Supplementary File

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *

Creator (or owner) of file

Subject

Type Specify other:

Brief description

Publisher Use only with formally published materials.

Contributor or sponsoring agency

Date YYYY-MM-DD Date when data was collected or instrument created.

Source Name of study or other point of origin.

Language English=en; French=fr; Spanish=es. [Additional codes.](#)

Supplementary File

No file uploaded.

Upload Keine Datei ausgewählt. Click Save to upload file (after which additional files can be uploaded).

Present file to reviewers (without metadata), as it will not compromise blind review.

OPEN JOURNAL SYSTEMS

[Journal Help](#)

USER
You are logged in as...

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)
- [Log Out as User](#)

NOTIFICATIONS

- [View](#)
- [Manage](#)

AUTHOR
Submissions

- [Active \(1\)](#)
- [Archive \(0\)](#)
- [New Submission](#)

JOURNAL CONTENT
Search

All

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

FONT SIZE

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

The procedure is also shown in the following video:
<https://www.youtube.com/watch?v=z15gicwcbw>