

la piattaforma OJS
per le Riviste di Vita e Pensiero

Tutorial

www.vpjournals.it

ojs.vpjournals@unicatt.it

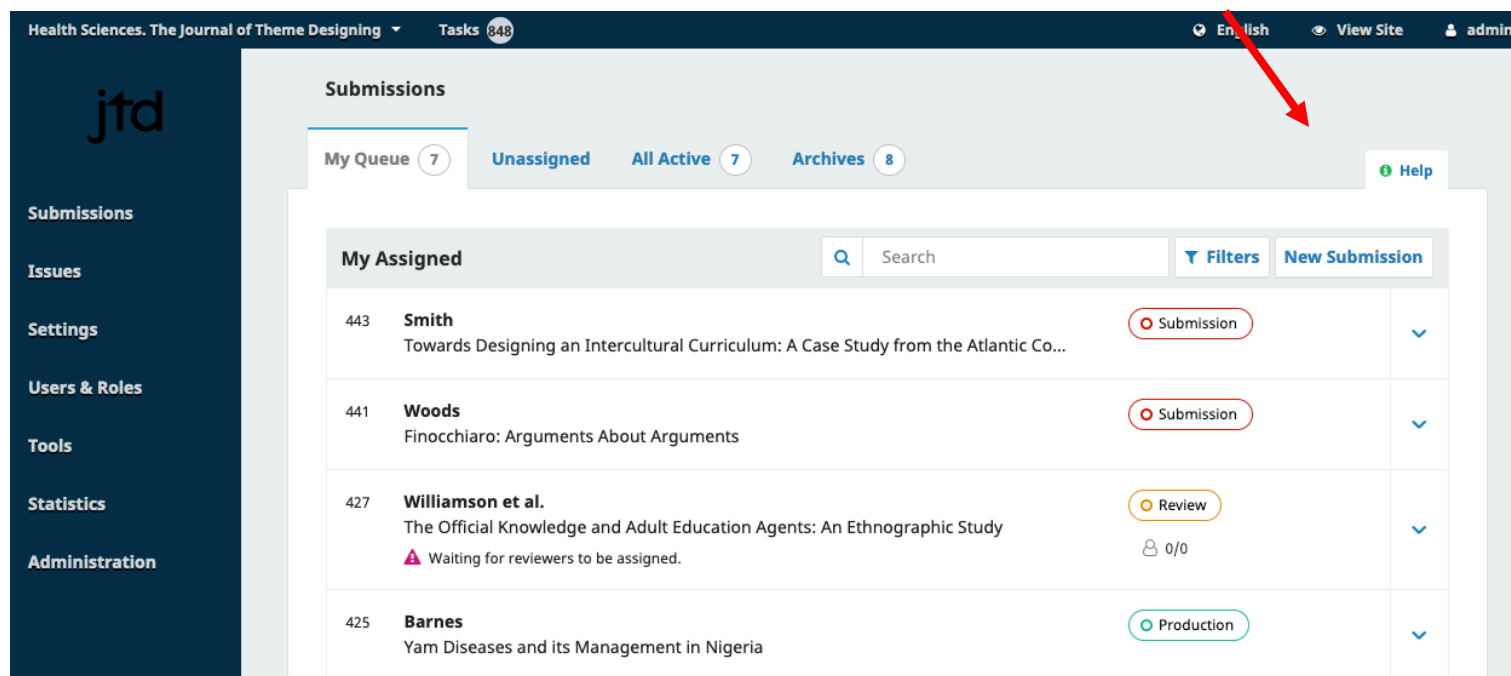
AUTORE

Sottoporre una submission

Per sottoporre un nuovo articolo, fai clic sul pulsante **Nuova Proposta** situato sul lato destro dello schermo. Sarai indirizzato alla procedura guidata, dove potrai caricare e descrivere la tua proposta.

Making a submission

Start a new submission by clicking the **New Submission button** on the right side of the screen. You will be taken to the submission wizard where you can upload and describe your submission.



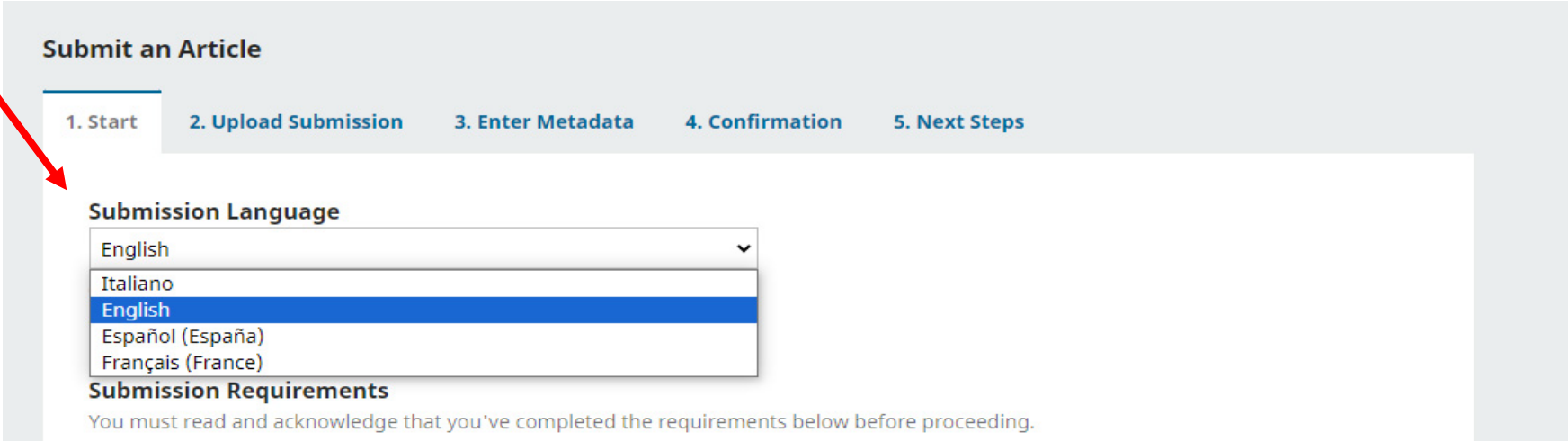
The screenshot shows the 'Submissions' page of the journal 'Health Sciences. The Journal of Theme Designing'. The page has a dark blue sidebar on the left with the 'jtd' logo and navigation links: Submissions, Issues, Settings, Users & Roles, Tools, Statistics, and Administration. The main content area is titled 'Submissions' and includes a top navigation bar with 'My Queue 7', 'Unassigned', 'All Active 7', and 'Archives 8'. A 'Help' button is visible in the top right. Below this is a 'My Assigned' section with a search bar, 'Filters', and a 'New Submission' button. A red arrow points to this 'New Submission' button. The table below lists four submissions:

ID	Author	Title	Status	Actions
443	Smith	Towards Designing an Intercultural Curriculum: A Case Study from the Atlantic Co...	Submission	▼
441	Woods	Finocchiaro: Arguments About Arguments	Submission	▼
427	Williamson et al.	The Official Knowledge and Adult Education Agents: An Ethnographic Study ⚠️ Waiting for reviewers to be assigned.	Review 0/0	▼
425	Barnes	Yam Diseases and its Management in Nigeria	Production	▼

➤ Step 1

Se la rivista consente proposte in più lingue, dovrai prima selezionare la lingua appropriata.

If the journal allows submissions in multiple languages, you will first need to select the appropriate language for your submission.



The screenshot shows a web form titled "Submit an Article" with a progress bar at the top containing five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". A red arrow points to the "1. Start" step. Below the progress bar, the "Submission Language" section features a dropdown menu with the following options: "English", "Italiano", "English" (highlighted in blue), "Español (España)", and "Français (France)". Below the dropdown is a section titled "Submission Requirements" with the text: "You must read and acknowledge that you've completed the requirements below before proceeding."

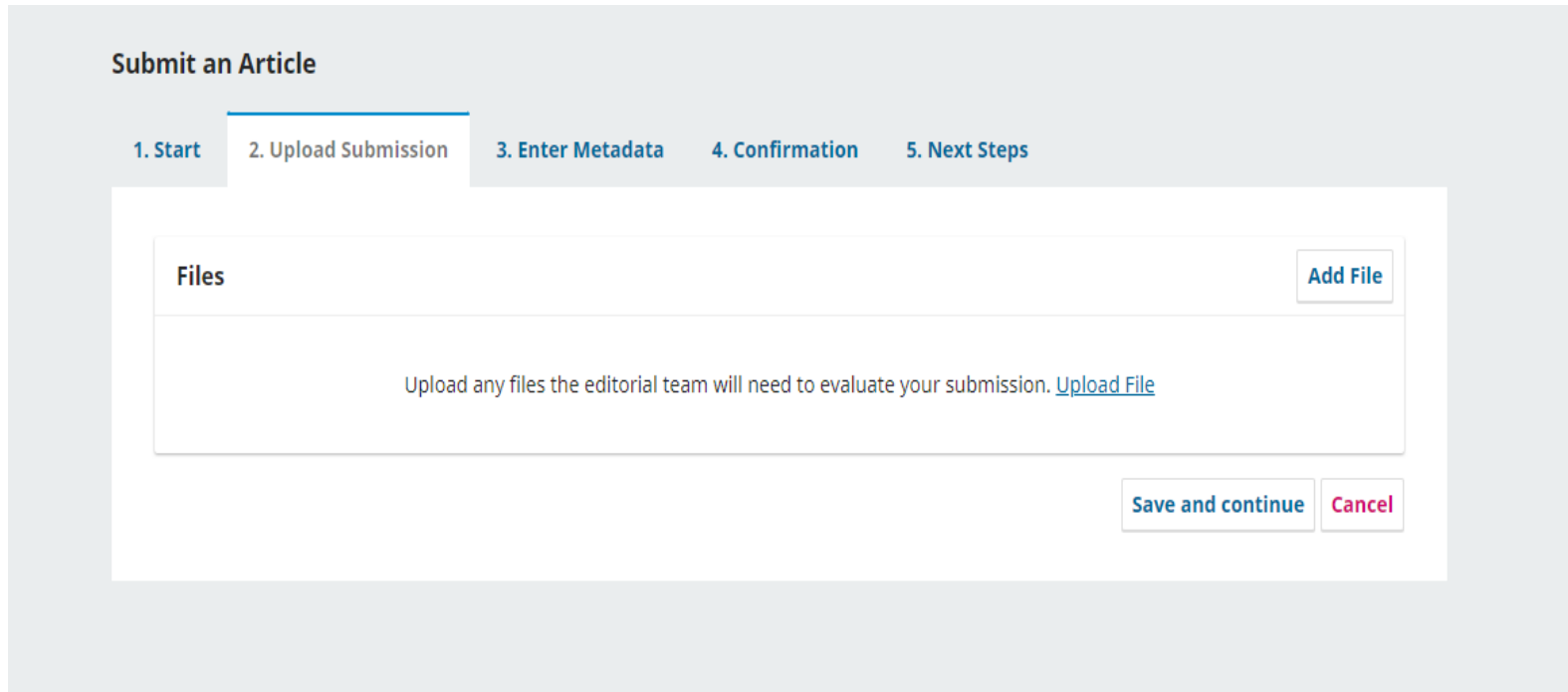
Successivamente, devi leggere e accettare i requisiti richiesti dalla singola rivista.

Then, you must read and acknowledge that you've completed the submission requirement.

➤ Step 2

Nel Passo 2, si aprirà una finestra che ti permetterà di caricare uno o più file/immagini/tabelle.

In Step 2, a window will open allowing you to upload your submission file(s).



The screenshot shows a web interface for submitting an article. At the top, the title "Submit an Article" is displayed. Below it is a progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Step 2 is currently active. The main content area is titled "Files" and contains a large empty box for uploading files. In the top right corner of this box is a button labeled "Add File". Below the box, there is a text prompt: "Upload any files the editorial team will need to evaluate your submission. [Upload File](#)". At the bottom right of the interface, there are two buttons: "Save and continue" and "Cancel".

Scegliere la **tipologia** di file.

Choose the file type.

The screenshot displays the 'Submit an Article' workflow. The left sidebar contains navigation links for Submissions, Issues, Settings, Journal, Website, Workflow, Distribution, Users & Roles, Statistics, Articles, Editorial Activity, Users, Reports, and Tools. The main content area shows a progress bar with five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar is a 'Files' section with an 'Add File' button. A file named 'articolo prova_RED.docx' is listed with 'Edit' and 'Remove' buttons. A red arrow points from the '2. Upload Submission' step to the file type selection prompt: 'What kind of file is this?' with links for 'Article Text' and 'Other'. At the bottom right of the file section are 'Save and continue' and 'Cancel' buttons.

➤ Step 3

In questo passaggio, ti sarà chiesto di aggiungere i metadati (titolo, abstract, parole chiave...) del tuo articolo.

In this step, you will be asked to add metadata (Title, abstract, keywords...)

Submit an Article

1. Start 2. Upload Submission **3. Enter Metadata** 4. Confirmation 5. Next Steps

Prefix **Title ***

Examples: A. The

Subtitle

Abstract *

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

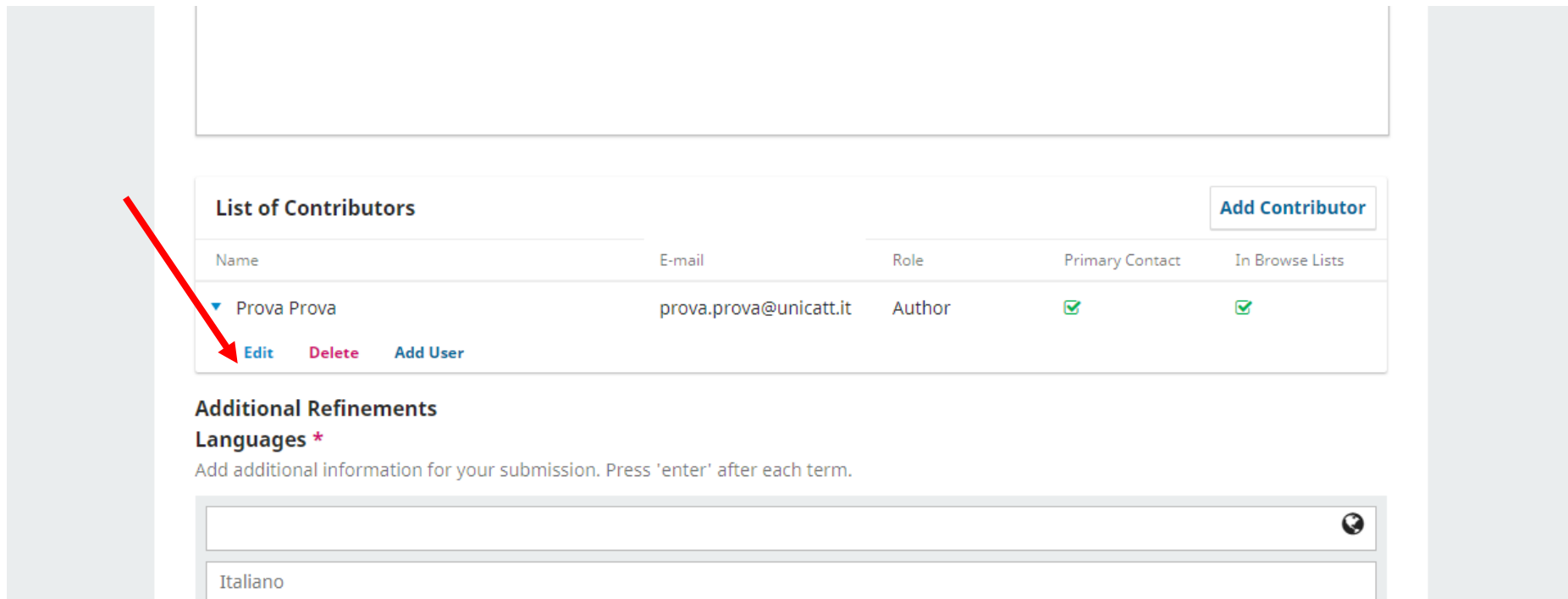
Additional Refinements

Languages *

Add additional information for your submission. Press 'enter' after each term.

E potrai aggiungere ulteriori informazioni sui collaboratori (come l'ID ORCID, il ruolo del contribuente, ecc.) cliccando sul collegamento **Modifica**.

And more information (ORCID ID, Contributor's role...) about contributors by clicking the **Edit** link.

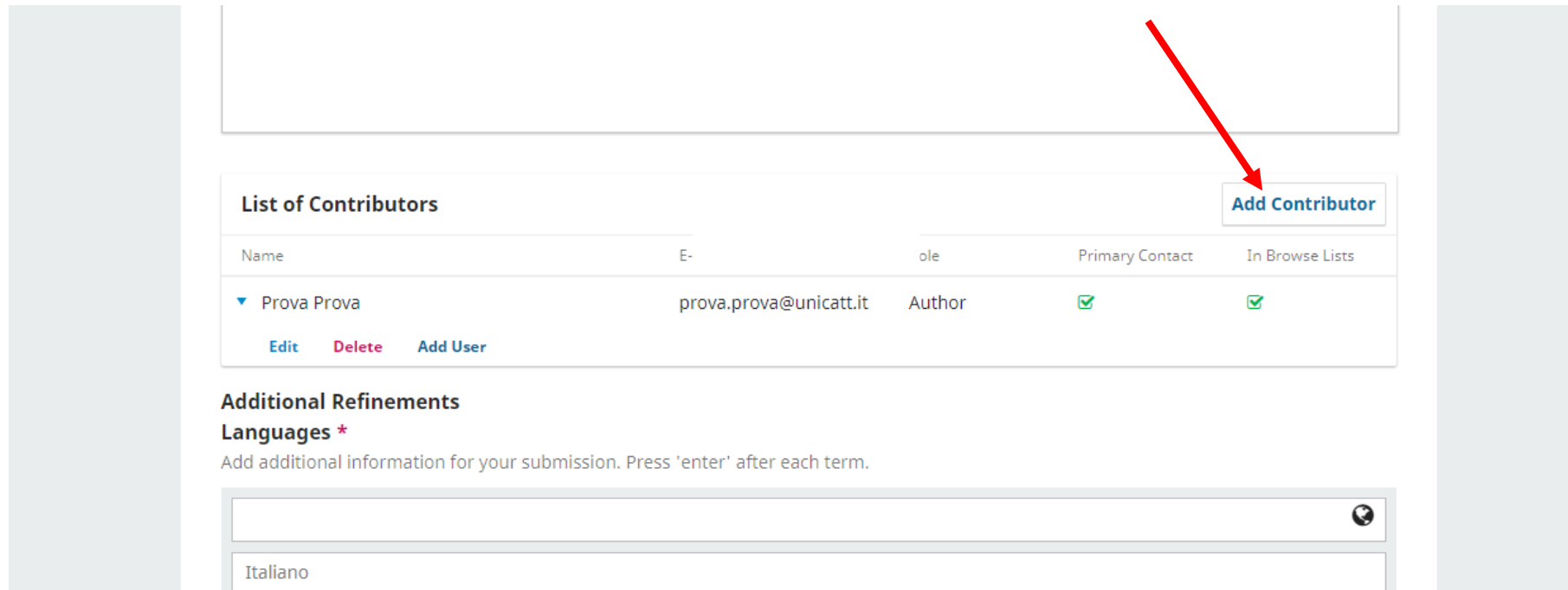


The screenshot displays a web interface with a 'List of Contributors' section. At the top right of this section is an 'Add Contributor' button. Below it is a table with the following columns: Name, E-mail, Role, Primary Contact, and In Browse Lists. A single row is visible with the name 'Prova Prova', email 'prova.prova@unicatt.it', role 'Author', and both 'Primary Contact' and 'In Browse Lists' checked. Below the table, there are three links: 'Edit' (highlighted with a red arrow), 'Delete', and 'Add User'. Below the table is a section titled 'Additional Refinements' with a sub-section 'Languages *'. A text input field is provided for adding information, with a note: 'Add additional information for your submission. Press 'enter' after each term.' The field contains the text 'Italiano' and has a globe icon on the right.

Name	E-mail	Role	Primary Contact	In Browse Lists
Prova Prova	prova.prova@unicatt.it	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Puoi aggiungere ulteriori collaboratori (ad esempio, coautori) cliccando sul collegamento **Aggiungi un contributore**. Ciò aprirà una nuova finestra con campi in cui inserire le loro informazioni.

You can add additional contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.



The screenshot displays a web interface for managing contributors. At the top, there is a large empty text input field. Below it, a section titled "List of Contributors" contains a table with the following data:

Name	E-	ole	Primary Contact	In Browse Lists
▼ Prova Prova	prova.prova@unicatt.it	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, there are three buttons: "Edit" (blue), "Delete" (red), and "Add User" (blue). To the right of the table, a blue button labeled "Add Contributor" is highlighted with a red arrow. Below the table, there is a section titled "Additional Refinements" with a sub-section "Languages *". A text input field is provided for this section, with the text "Italiano" entered. A small globe icon is visible on the right side of the input field.

Una volta che tutti i collaboratori sono stati aggiunti e ordinati secondo le tue preferenze, clicca su **Continua per procedere**.

Once all contributors have been added and ordered to suit your preferences, click **Continue to proceed**.

➤ Step 4

Infine, puoi confermare la tua proposta cliccando sul pulsante **Proposta finita**.

Finally, you can confirm the submission by clicking the Submit button.

Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

EDITOR - I PARTE

Assegnare la submission

Il passo successivo è assegnare un editor. Per farlo, seleziona il collegamento **Assegna** nel pannello **Partecipanti**.

Assigning the Submission

The next step is to **assign an editor**. To do this, select the **Assign link** in the Participants panel.

The screenshot displays a submission management interface. At the top, it shows the submission ID '1291' and the author 'Fracarolli / D'Agata'. There are 'Activity Log' and 'Library' buttons in the top right. The main content area has a 'Workflow' tab with sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. Below this, there's a 'Submission Files' section with a search bar and an 'Upload File' button. A file entry is shown: '05_D'Agata_inviato.docx' (ID 2745), dated 'March 26, 2025', with the type 'Article Text'. A 'Download All Files' button is present. Below that is a 'Pre-Review Discussions' section with an 'Add discussion' button and a table with columns for Name, From, Last Reply, Replies, and Closed. The table is currently empty, showing 'No Items'. On the right side, there's a 'Participants' panel with an 'Assign' button. A red arrow points to this button. Above the 'Assign' button, there's a text box that says 'Assign an editor to enable the editorial decisions for this stage.' The author's name 'Martinan Fracarolli' is listed below the 'Participants' header.

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.

Message

B *I* U Upload

Ora l'Editor è elencato sotto **Partecipanti** e può:

- Inviare l'articolo alla **fase di revisione**
- **Accettare**, saltando la revisione
- **Rifiutare** la submission

You can now see that the 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 screenshot displays a journal submission management interface. At the top, it shows the submission ID '1289', the author 'Fracarolli', and the date 'prova 25 marzo 2025'. There are links for 'Activity Log' and 'Library'. The main navigation bar includes 'Workflow' and 'Publication'. Below this, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is active. On the right side, a red box highlights three action buttons: 'Send to Review' (dark blue), 'Accept and Skip Review' (light blue), and 'Decline Submission' (pink). The interface also shows 'Submission Files' with a file named 'Referenze foto.docx' (2739 KB) dated 'March 25, 2025'. Below that is a 'Pre-Review Discussions' section with a table showing a discussion titled '[RFNS] Editorial Assignment' by 'martina_fracarolli' on '2025-03-25 04:20 PM'. On the right, the 'Participants' section lists 'Martina Fracarolli' as the 'Journal editor' and 'Martinan Fracarolli' as the 'Author'.

Per permettere a un autore di cambiare i metadata, nel **Pannello partecipanti** fai clic sulla **freccia accanto al nome dell'autore**, quindi su **Modifica**.

To allow an author to change the metadata at a specific stage of the workflow, click on the workflow stage. Under the participants list, click the arrow beside the author's name followed by Edit.

The screenshot displays a journal submission management interface. On the left is a sidebar with navigation options: Submissions, Issues, Settings (Journal, Website, Workflow, Distribution, Users & Roles), Statistics (Articles, Editorial Activity, Users, Reports), and Tools. The main content area shows the submission details for ID 1289 by Fracarolli, titled 'prova 25 marzo 2025'. It includes tabs for Workflow and Publication, and sub-tabs for Submission, Review, Copyediting, and Production. The 'Submission Files' section lists a file named 'Referenze foto.docx' (2739 bytes) with a due date of March 25, 2025. Below this is the 'Pre-Review Discussions' section, which contains one discussion titled '[RFNS] Editorial Assignment' from 'martina_fracarolli' on 2025-03-25 at 04:20 PM. On the right side, there are action buttons: 'Send to Review', 'Accept and Skip Review', and 'Decline Submission'. The 'Participants' panel shows the 'Journal editor' and 'Author' sections. The author 'Martina Fracarolli' is listed with a red arrow pointing to the 'Edit' button next to her name. Other buttons for 'Remove', 'Notify', and 'Login As' are also visible.

The screenshot shows a journal submission management interface. A modal dialog box titled "Edit Assignment" is open in the center. The dialog has a title bar with a "Help" icon and a close "X" button. It contains the following information:

- Participant:** Martinan Fracarolli (Author)
- Permissions:** A checkbox is currently unchecked. The text below it reads: "Allow this person to make changes to the publication, such as the title, abstract, metadata and other publication details. You may wish to revoke this privilege if the submission has received a final check and is ready for publication."
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right of the dialog.

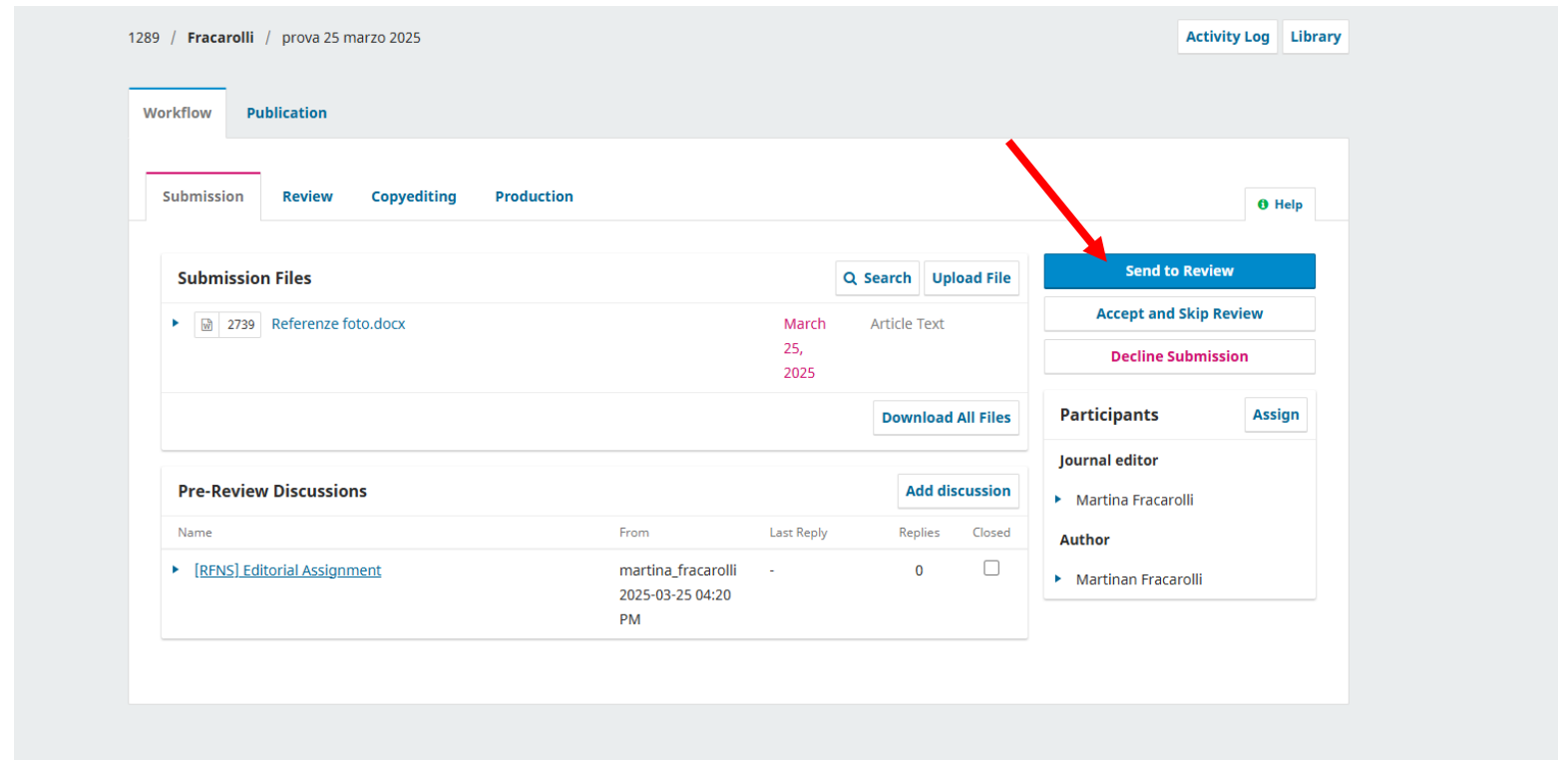
Two red arrows point to the "Permissions" section and the "OK" button. The background interface is dimmed and includes sections for "Submission Files" (with a file named "Referenze foto.docx"), "Pre-Review Discussions" (with a discussion titled "[RFNS] Editorial Assignment"), and a "Participants" sidebar on the right with an "Assign" button.

Inviare l'articolo a un revisore esterno

L'editor può selezionare il pulsante **Invia questa proposta al revisore esterno** per passare alla fase successiva.

Sending to Review

Once the Section Editor is satisfied that the submission is appropriate for the journal, they can select the **Send to Review** button to move the submission to the next stage.



The screenshot displays a journal submission interface. At the top, the breadcrumb path is '1289 / Fracarolli / prova 25 marzo 2025'. On the right, there are links for 'Activity Log' and 'Library'. Below this, a 'Workflow' section shows 'Publication' as the current stage, with other stages being 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Help' icon is also present. The main content area is divided into three sections: 'Submission Files', 'Pre-Review Discussions', and 'Participants'. The 'Submission Files' section shows a file named 'Referenze foto.docx' (2739 bytes) with a due date of 'March 25, 2025' and the type 'Article Text'. There is a 'Download All Files' button. The 'Pre-Review Discussions' section has an 'Add discussion' button and a table with one entry: '[RfNS] Editorial Assignment' from 'martina_fracarolli' on '2025-03-25 04:20 PM', with 0 replies and a closed status. The 'Participants' section includes an 'Assign' button and lists 'Martina Fracarolli' as the 'Journal editor' and 'Martinan Fracarolli' as the 'Author'. A red arrow points to the 'Send to Review' button in the right-hand sidebar.

Seleziona i file che devono essere mandati in revisione, poi clicca su **Invia alla Revisione**.

Keep the files that are to be reviewed checked off and then select **Send to Review**.

The screenshot shows a 'Send to Review' dialog box with the following content:

- Header: **Send to Review** (with a close button 'x')
- Instruction: Select files below to send them to the review stage.
- Section: **Submission Files** (with 'Search' and 'Upload File' buttons)
- File List:

File Name	Size	File Type	Submission Date	Submission Type
Referenze foto.docx	2739	Document	March 25, 2025	Article Text
- Buttons: **Send to Review** (highlighted with a red arrow) and **Cancel**

The background shows a submission workflow interface with a 'Pre-Review Discussions' table:

Name	From	Last Reply	Replies	Closed
[RFNS] Editorial Assignment	martina_fracarolli	-	0	<input type="checkbox"/>
		2025-03-25 04:20 PM		

Successivamente, clicca su **Aggiungi revisore** per assegnare la revisione a un revisore.

You can select **Add Reviewer** to assign a new Reviewer.

The screenshot displays a web interface for managing a submission. At the top, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Review' currently selected. A 'Help' icon is visible in the top right. Below the tabs, there are sub-tabs for 'Round 1' and 'New Review Round'. A status box indicates 'Round 1 Status: Waiting for reviewers to be assigned.' The main content area is divided into several sections: 'Review Files' (containing a file named 'Referenze foto.docx' with a size of 2740 bytes and a date of March 25, 2025), 'Reviewers' (currently empty with the text 'No Items'), and 'Revisions' (currently empty with the text 'No Files'). On the right side, there are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission'. Below these, there is a 'Participants' section with an 'Assign' button, listing 'Martina Fracarolli' as the 'Journal editor' and 'Martinan Fracarolli' as the 'Author'. A red arrow points from the 'Article Text' link in the 'Review Files' section to the 'Add Reviewer' button in the 'Reviewers' section.

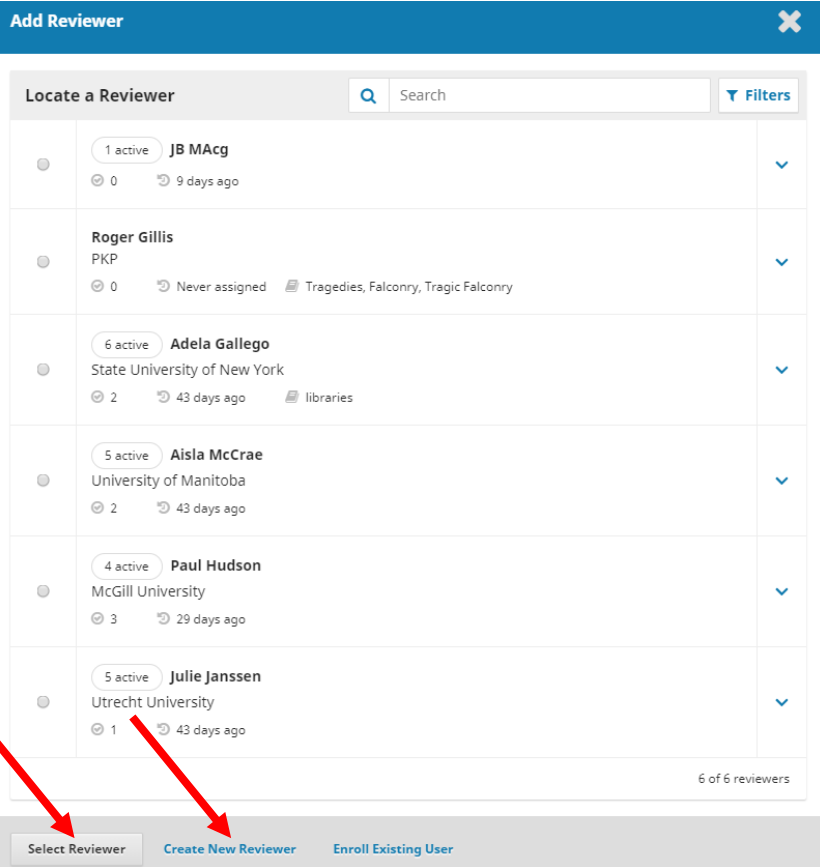
Si apre questa nuova finestra, in cui è possibile selezionare i revisori. È possibile:

- **Selezionare un revisore**, scegliendolo dall'elenco
- **Creare un nuovo revisore**, se non è già presente nell'elenco

This opens a new window, where Reviewers are listed and can be selected one at a time.

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.



The screenshot shows a window titled "Add Reviewer" with a search bar and a list of reviewers. The reviewers listed are:

Reviewer	Status	Assigned	Last Assigned	Libraries
JB MACg	1 active	0	9 days ago	
Roger Gillis PKP		0	Never assigned	Tragedies, Falconry, Tragic Falconry
Adela Gallego	6 active	2	43 days ago	libraries
Aisla McCrae	5 active	2	43 days ago	
Paul Hudson	4 active	3	29 days ago	
Julie Janssen	5 active	1	43 days ago	

At the bottom of the window, there are three buttons: "Select Reviewer", "Create New Reviewer", and "Enroll Existing User". Two red arrows point to the "Select Reviewer" and "Create New Reviewer" buttons.

Add Reviewer

Selected Reviewer
 Monica Scudiero [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "addebiti: addebiti," which has been submitted to Archive of Psychology, Neurology and Psychiatry. 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 review itself is due REVIEW DUE DATE.

Submission URL: URL

Thank you for considering this request.

Martina Fracarolli
 fmartina96@gmail.com

"addebiti: addebiti"

Do not send email to Reviewer.

Important Dates

Response Due Date Review Due Date

+ [Files To Be Reviewed](#)

Review Type

Anonymous Reviewer/Anonymous Author
 Anonymous Reviewer/Disclosed Author
 Open

Review Form

Peer Review Form

+ [Files To Be Reviewed](#)

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 review itself is due REVIEW DUE DATE.

Submission URL: URL

Thank you for considering this request.

Martina Fracarolli
 fmartina96@gmail.com

"addebiti: addebiti"

Do not send email to Reviewer.

Important Dates

Response Due Date Review Due Date

+ [Files To Be Reviewed](#)

Review Type

Anonymous Reviewer/Anonymous Author
 Anonymous Reviewer/Disclosed Author
 Open

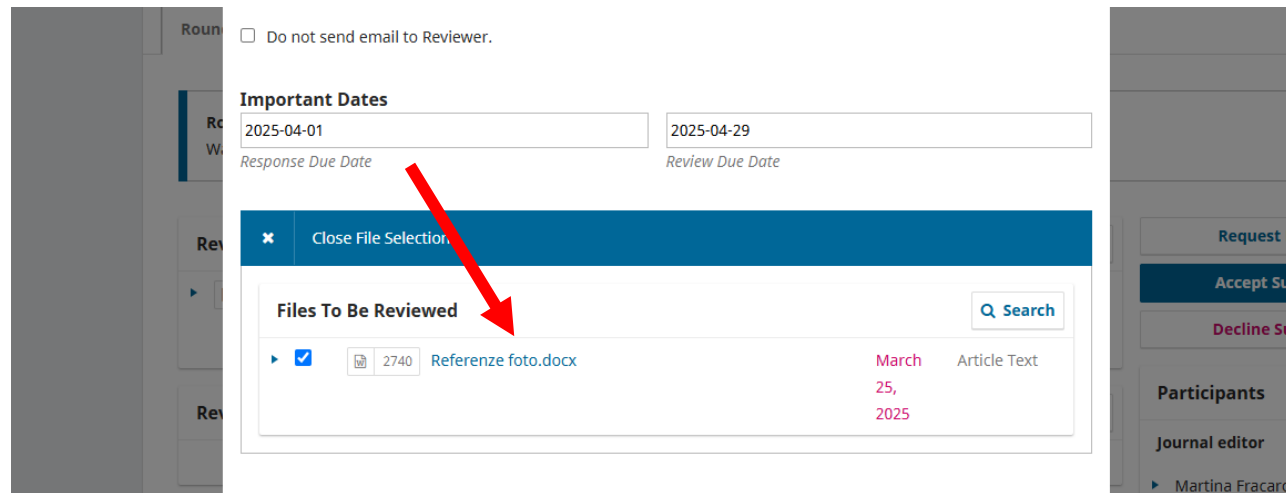
Review Form

Peer Review Form

[Add Reviewer](#) [Cancel](#)

N.B. Controlla che sia selezionato il file da mandare in revisione!

N.B. Keep the files that are to be reviewed checked off!



Fai clic sul pulsante **Aggiungi Revisore** per inviare il messaggio e assegnare il Revisore.

Hit the **Add Reviewer** button to send the message and assign the Reviewer.

REVISORE

Il revisore, dopo essersi registrato o aver effettuato l'accesso al proprio account personale, riceverà una notifica che lo informa della revisione in sospeso. Il revisore potrà scaricare i file, visualizzare i dettagli della sottomissione e consultare le date di accettazione e consegna della revisione.

Il revisore deve cliccare su **Accetta** per procedere con la revisione / su **Rifiuta** se non desidera procedere con la revisione.

The reviewer, upon registering or logging into their personal account, will receive a notification to alert them of a pending review. The reviewer can download the files, view the details of the submission, and see the acceptance and delivery dates for the review.

Click on **Accept** to proceed with the review / Click on **Decline** if you do not wish to proceed with the review.

Review: prova 25 marzo 2025

1. Request 2. Guidelines 3. Download & Review 4. Completion

Request for Review
You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
prova 25 marzo 2025

Abstract
prova 25 marzo 2025

Review Type
Anonymous Reviewer/Anonymous Author

Review Files Q Search

2740	Referenze foto.docx	March 25, 2025	Article Text
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[All Submission Details](#)

Review Schedule

2025-03-25	2025-04-01	2025-04-29
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

Competing Interests
This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.
[Competing Interests](#)

I do not have any competing interests
 I may have competing interests (Specify below)

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Il revisore può leggere e scaricare le Linee guida e il Codice etico della Rivista.

The reviewer can read and download the Review Guidelines and the Journal's Code of Ethics.

Review: prova 25 marzo 2025

1. Request 2. Guidelines 3. Download & Review 4. Completion

Reviewer Guidelines

The referees are anonymous by a double-blind procedure of revision.
In the paper there is no element which can allow the identification of the author.

We invite referees to submit their own review by completing [this form](#).

Thank you for your precious collaboration.

It is mandatory to conform to [ethical code](#) of «Rivista di Filosofia Neo-Scolastica»

[Continue to Step #3](#) [Go Back](#)


Il revisore può ora scaricare l'articolo e, per inviare la revisione, deve compilare il form.

The reviewer can download Reviews File and then he must fill out the form.

Review:prova 25 marzo 2025

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files Q Search

 2740	Referenze foto.docx	March 25, 2025	Article Text
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Reviewer Guidelines
[Review Guidelines](#)

Peer-Review Form

The referees of essays proposed for publication are strictly anonymous.

Articles are submitted for review after removing any element that would allow the author to be identified. We invite referees to submit their review by filling out this form.
Thank you for your valuable cooperation.

It is mandatory to conform to [ethical code](#) of «Rivista di Filosofia Neo-Scolastica»

Redazione editoriale «Rivista di Filosofia Neo-Scolastica»

Largo Gemelli 1 - 20123 Milano, Italia

<https://filosofianeoscolastica.vitaepensiero.com/>

Referee *

Title of the article *

Il revisore può anche caricare il file revisionato.

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

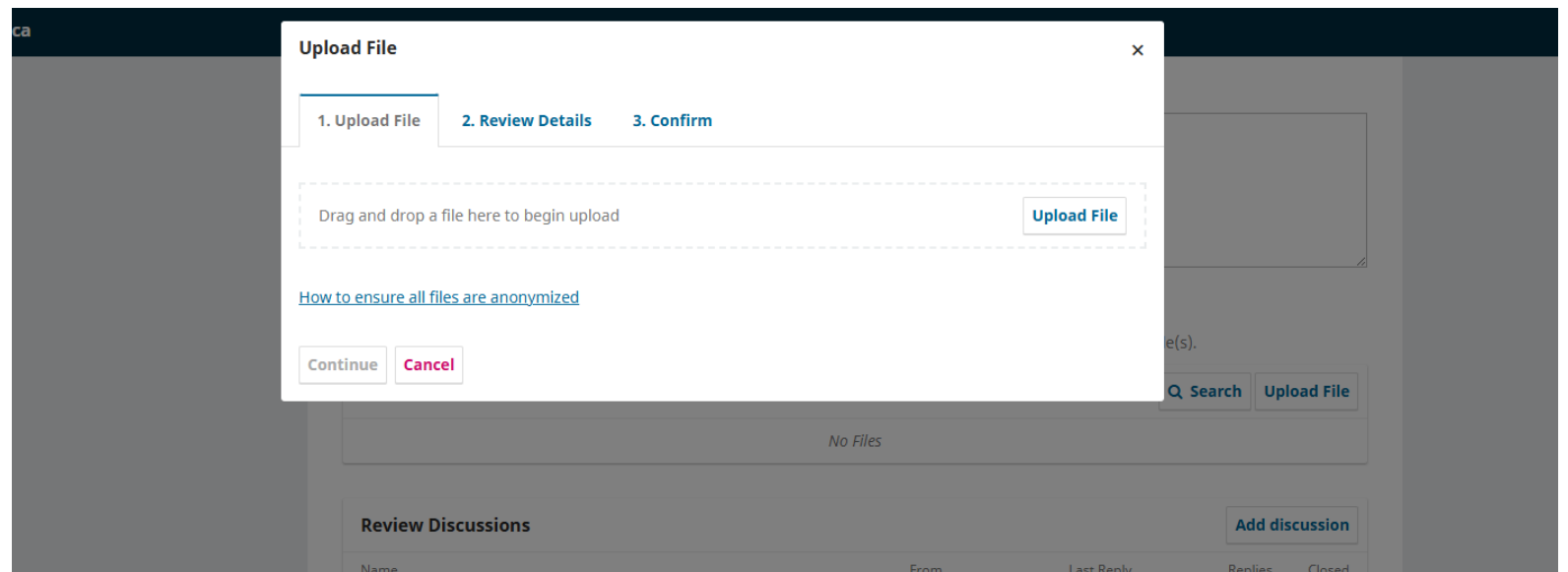
Search

Upload File

No Files



The reviewer can upload revised versions of the original file.



Dopo aver selezionato il Parere finale, il revisore può inviare la revisione all'editor.

After selecting the final opinion, the reviewer can submit the review to the editor.

The screenshot shows a web interface for submitting a review. At the top, there is a dark blue header. Below it, a large empty rectangular box is visible. The main content area is divided into several sections:

- Carica**: A section for uploading files. It includes the text "Carica i file che voi far consultare all'editor e/o all'autore, incluse le versioni riviste dei file originali." Below this is a search bar labeled "File del revisore" with a "Cerca" button and a "Carica un file" button. The text "Non ci sono file" is displayed below the search bar.
- Discussioni della revisione**: A section for discussions. It includes a table with columns: "Nome", "Da parte di", "Ultima replica", "Repliche", and "Chiusa". The text "Nessun elemento" is displayed below the table. There is an "Aggiungi una discussione" button in the top right corner of this section.
- Parere**: A section for selecting a final opinion. It includes the text "Seleziona un parere conclusivo e invialo all'editor per completare questa fase. Devi inserire un commento o caricare un file prima di poter scegliere il parere." Below this is a dropdown menu labeled "Scegli" with a downward arrow. A red circle highlights this dropdown menu. Below the dropdown is a red asterisk and the text "Campo obbligatorio." Below the dropdown is a blue button labeled "Invia la revisione" and a white button labeled "##reviewer.submission.saveReviewForLater##". A red arrow points to the "Invia la revisione" button. To the right of the "Invia la revisione" button is a white button labeled "Torna indietro".

At the bottom left, there is a grey box with the text "* indica i campi obbligatori".

EDITOR II parte - Rispondere al revisore

Una volta che il/i revisore/i hanno completato il loro lavoro, l'Editor potrà visualizzare i risultati nella propria dashboard.

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

The screenshot displays a journal submission dashboard for 'Round 1'. The interface includes several sections:

- Round 1 Status:** A notification box stating 'New reviews have been submitted.'
- Review Files:** A table listing submitted files. One file is visible: '2740 Referenze foto.docx' (Article Text) submitted on 'March 25, 2025'. Buttons for 'Search' and 'Upload/Select Files' are present.
- Reviewers:** A table showing reviewer information. One reviewer is listed: 'Francesca Porri' (Anonymous Reviewer/Anonymous Author). The review status is 'Review Submitted' with a recommendation: 'Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.' Buttons for 'Add Reviewer', 'Read', and 'Review' are available.
- Revisions:** A section for tracking revisions, currently showing 'No Files'.
- Participants:** A list of participants including 'Journal editor' (Martina Fracarolli) and 'Author' (Martinan Fracarolli). An 'Assign' button is present.
- Review Discussions:** A section for discussions, currently showing 'No Items'.

On the right side of the dashboard, there are three main action buttons: 'Request Revisions', 'Accept Submission' (highlighted in blue), and 'Decline Submission'.

Clicca su **Leggi Revisione** nel pannello dei Revisori per leggere i commenti dei Revisori, inclusi quelli destinati sia all'Autore che all'Editor, oltre a quelli riservati esclusivamente all'Editor.

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.

The screenshot displays a 'New Review Round' interface for Round 1. It includes sections for Round 1 Status, Review Files, Reviewers, Revisions, and Review Discussions. A red arrow points to the 'Read Review' link in the Reviewers panel.

Round 1 Status
New reviews have been submitted.

Review Files [Q Search] [Upload/Select Files]

File Name	Submitted	Author	Actions
2740 Referenze foto.docx	March 25, 2025	Article Text	[Read Review]

Reviewers [Add Reviewer]

Reviewer	Status	Comments	Actions
Francesca Porri	Review Submitted	Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.	[Read Review]

Revisions [Q Search] [Upload File]

No Files

Review Discussions [Add discussion]

Name	From	Last Reply	Replies	Closed
No Items				

Participants [Assign]

- Journal editor
 - Martina Fracarolli
- Author
 - Martina Fracarolli

Request Revisions
Accept Submission
Decline Submission

Dopo aver letto la revisione, clicca su **Conferma**.

Select the **Confirm**

The screenshot displays a review interface with the following sections:

- Additional comments (if any) to Editorial Staff only**: A large empty text area.
- Reviewer Files**: A table with a search bar and an 'Upload File' button. The table contains one entry: a document icon, the number '2741', the filename 'Referenze foto - REV.docx', and the date 'March 25, 2025'.
- Recommendation**: A dropdown menu with the selected option 'Except for some minimal lexical adaptations and the c'.
- Reviewer rating**: A section with the instruction 'Rate the quality of the review provided. This rating is not shared with the reviewer.' and a list of radio buttons for ratings: 'No rating' (selected), '5 stars', '4 stars', '3 stars', '2 stars', and '1 star'.

At the bottom right, there are two buttons: 'Confirm' (highlighted with a red arrow) and 'Cancel'.

L'Editor può ringraziare il revisore.

The Editor can **thank** the Reviewer.

The screenshot displays a journal submission management interface. At the top, there are tabs for 'Round 1' and 'New Review Round'. Below this, a 'Round 1 Status' box indicates that new reviews have been submitted. The 'Review Files' section shows a file named 'Referenze foto.docx' with a search icon and an 'Upload/Select Files' button. The 'Reviewers' section lists a reviewer named Francesca Porri, who is 'Complete'. A red arrow points to the 'Thank' button in the reviewer's action menu. Other buttons include 'Request Revisions', 'Accept Submission', 'Decline Submission', and 'Assign'.

Review Files	Search	Upload/Select Files	Request Revisions
▶ 2740 Referenze foto.docx	Q Search	Upload/Select Files	Request Revisions
			Accept Submission
			Decline Submission
Reviewers	Add Reviewer	Participants	Assign
▶ Francesca Porri		Journal editor	Assign
Complete Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.	Anonymous Reviewer/Anonymous Author	▶ Martina Fracarolli	Author
		▶ Martinan Fracarolli	

Richiesta di revisioni

Se l'Autore deve apportare alcune revisioni prima dell'accettazione, seleziona il pulsante **Richiedi Revisioni**. Si aprirà una nuova finestra di messaggio.

If the Author make some minor revisions before acceptance, select the **Request Revisions** button. This results in a new message window.

The screenshot shows the 'Round 1 Status' page. A red arrow points to the 'Request Revisions' button in the right-hand sidebar. The main content area includes sections for 'Review Files' (with a search and upload button), 'Reviewers' (listing Francesca Porri with a 'Reviewer Thanked' status and a 'Revert Decision' button), 'Revisions' (with a search and upload button), and 'Review Discussions' (with an 'Add discussion' button). The 'Participants' sidebar lists 'Martina Fracarolli' as the Journal editor and 'Martinan Fracarolli' as the Author.

Request Revisions



Require New Review Round

- Revisions will not be subject to a new round of peer reviews.
- Revisions will be subject to a new round of peer reviews.

Send Email

- Send an email notification to the author(s): Martinan Fracarolli
- Do not send an email notification

The email composition window has a toolbar with icons for copy, paste, bold, italic, underline, link, unlink, undo, redo, insert image, and insert file. The body text reads: 'Martinan Fracarolli: We have reached a decision regarding your submission to Rivista di Filosofia Neo-Scolastica, "prova 25 marzo 2025". Our decision is: Revisions Required'.

[+ Add Reviews to Email](#)

Send to Reviewers

Send a copy of this email notification by BCC to the following reviewers. This will reveal the author's identity to the reviewers.

- Francesca Porri

This section allows selecting files to share with the author(s). It includes a search and upload button. Two files are listed: 'Referenze foto.docx' (March 25, 2025, Article Text) and 'Referenze foto - REV.docx' (March 25, 2025, Article Text).

Puoi modificare qualsiasi parte del testo prima di inviare il messaggio. Utilizza il pulsante **Aggiungi Revisioni** per importare i commenti dei Revisori dai campi **Editor e Autore**. I commenti presenti nel campo **Solo Editor** non verranno visualizzati.


You can modify any of the text before sending the message. Use the **Add Reviews** button to import the Reviewer's comments from the Editor and Author field. Comments in the Editor only field will not be displayed.

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

1) Seleziona il file revisionato per condividerlo con l'autore.

1) Select review files to share with the author.

The screenshot shows a web interface for managing reviews. At the top, there is a toolbar with icons for copy, paste, bold, italic, underline, link, unlink, and a right-pointing arrow, followed by an 'Upload' button. Below the toolbar, a text area contains the following content: 'Reviewer B:', 'Sample Review', and 'Recommendation: Revisions Required'. A button labeled '+ Add Reviews to Email' is positioned below the text area. The main section is titled 'Select review files to share with the author(s)' and includes a search icon and the text 'Search' and 'Upload File'. Below this title, there is a list of two files: the first is '34-1 Article Text, sodiumbutyrateimprovesgrowthperformanceofweanedpigletsduringthefirstperiodafterweaning.pdf' and the second is '86-1 , blank.pdf'. At the bottom of the interface, there are two buttons: 'Record Editorial Decision' and 'Cancel'.

2) Puoi anche caricare altri file da condividere con l'autore.

2) If there are any attachments, such as a marked up file created by a Reviewer, you can attach it here

Fai clic sul pulsante **Registra Decisione Editoriale** per inviare il messaggio.

A questo punto, dovrai attendere che l'Autore risponda con le proprie revisioni.

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

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

Alla fine del processo di revisione l'autore deve caricare il file revisionato nel **Pannello Revisioni**.

After making the requested corrections, the author must upload the revised file.

1289 / Fracarolli / prova 25 marzo 2025 Upload File Library

Workflow **Publication**

Submission **Review** **Copyediting** **Production**


Round 1

Round 1 Status
Revisions have been requested.

Notifications


[RFNS] Editor Decision 2025-03-25 05:35 PM

Reviewer's Attachments Q Search

 2741	Referenze foto - REV.docx	March 25, 2025
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Revisions Q Search Upload File

No Files



EDITOR III PARTE

A questo punto l'editor può scaricare il file revisionato dall'autore.

At this point, the editor can download the revised file and check to make sure it is ready.

The screenshot displays a journal submission management interface. At the top, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Review' selected. A 'Help' icon is visible in the top right. Below the tabs, there are sub-tabs for 'Round 1' and 'New Review Round'. The main content area is divided into several sections:

- Round 1 Status:** A box indicating 'Revisions have been submitted.'
- Review Files:** A table listing files for review. One file is shown: 'Referenze foto.docx' (ID 2740), dated 'March 25, 2025', with the category 'Article Text'. Buttons for 'Q Search' and 'Upload/Select Files' are present.
- Reviewers:** A section for reviewer information. It lists 'Francesca Porri' as a reviewer. The status is 'Reviewer Thanked' with a recommendation: 'Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.' Other details include 'Anonymous Reviewer/Anonymous Author' and buttons for 'Revert Decision' and 'Add Reviewer'.
- Revisions:** A table listing submitted revisions. One revision is shown: 'Referenze foto - REV AUTORE.docx' (ID 2742), dated 'March 25, 2025', with the category 'Article Text'. Buttons for 'Q Search' and 'Upload File' are present. This section is circled in red.
- Review Discussions:** A section for discussions, currently showing 'No Items'. It includes columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed', and an 'Add discussion' button.
- Participants:** A section for assigning participants. It lists 'Martina Fracarolli' as a 'Journal editor' and 'Martinan Fracarolli' as an 'Author'. An 'Assign' button is present.
- Submission Actions:** A vertical stack of buttons on the right side: 'Request Revisions', 'Accept Submission' (highlighted in dark blue), and 'Decline Submission'.

L'editor può ora **accettare** la submission.

At this point, the editor can **accept submission**.

The screenshot displays a web interface for managing a submission. At the top, there are tabs for 'Submission', 'Review' (which is active), 'Copyediting', and 'Production'. A 'Help' icon is located in the top right corner. Below the tabs, there are sub-tabs for 'Round 1' and 'New Review Round'. A 'Round 1 Status' box indicates that 'Revisions have been submitted.' The main content area is divided into several sections: 'Review Files' with a search and upload button, showing a file named 'Referenze foto.docx' with a date of 'March 25, 2025'; 'Reviewers' with an 'Add Reviewer' button, showing a reviewer 'Francesca Porri' who is 'Reviewer Thanked' with a recommendation to publish; 'Revisions' with a search and upload button, showing a revision file 'Referenze foto - REV AUTORE.docx' dated 'March 25, 2025'; and 'Review Discussions' with an 'Add discussion' button. On the right side, there are buttons for 'Request Revisions', 'Accept Submission' (highlighted with a red arrow), and 'Decline Submission'. Below these are 'Participants' with an 'Assign' button, listing 'Martina Fracarolli' as 'Journal editor' and 'Martinan Fracarolli' as 'Author'.

L'editor deve ricordarsi di selezionare il file finale.

The editor must remember to select final file.

Accept Submission

Send Email

Send an email notification to the author(s): Martinan Fracarolli

Do not send an email notification

Martinan Fracarolli:

We have reached a decision regarding your submission to Rivista di Filosofia Neo-Scolastica, "prova 25 marzo 2025".

Our decision is to: Accept Submission

[+ Add Reviews to Email](#)

Send to Reviewers

Send a copy of this email notification by BCC to the following reviewers. This will reveal the author's identity to the reviewers.

Francesca Porri

Select review files to share with the author(s)

Search [Upload File](#)

<input type="checkbox"/>	2740	Referenze foto.docx	March 25, 2025	Article Text
<input type="checkbox"/>	2741	Referenze foto - REV.docx	March 25, 2025	
<input type="checkbox"/>	2742	Referenze foto - REV AUTORE.docx	March 25, 2025	Article Text

[+ Select Library Files to attach](#)

[Next: Select Files for Copyediting](#) [Cancel](#)

1289 / Fra

Workflow

Submit

Round


Round 1 Status

Activity Log


Accept Submission

Select the files you would like to forward to the Copyediting stage.

Revisions

<input checked="" type="checkbox"/>	 2742	Referenze foto - RE AUTORE.docx	March 25, 2025	Article Text
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Record Editorial Decision Previous: Author Notification Cancel



L'articolo è ora pronto per essere trasferito alla fase di **copyediting**. Per farlo, utilizza il pulsante **Invia al Copyediting**.

I **copyeditor** possono essere assegnati utilizzando il link **Aggiungi** nel pannello dei Partecipanti.

The submission is now ready to be moved to copyediting. To do so, use the **Send to Copyediting** button.

Copyeditors can be assigned using the *Add* link on the Participants panel.

The screenshot displays a web interface for managing a submission. At the top, the submission ID '1289' and author 'Fracarolli' are shown, along with the date 'prova 25 marzo 2025'. Navigation buttons for 'Preview', 'Activity Log', and 'Library' are in the top right. The main area has a 'Workflow' section with tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Notification' box instructs to 'Assign a copyeditor using the Assign link in the Participants list.' Below this is a 'Draft Files' section with a table containing one entry: 'Referenze foto - REV AUTORE.docx' with a date of 'March 25, 2025'. A 'Send To Production' button is highlighted with a red arrow. To the right is a 'Participants' panel with an 'Assign' button and a list of participants: 'Martina Fracarolli' (Journal editor) and 'Martinan Fracarolli' (Author). Other sections include 'Copyediting Discussions' (empty) and 'Copyedited' (empty).

Assign Participant Help ×

Locate a User

Copyeditor Search User By Name Search

Name
<input checked="" type="radio"/> Francesca Porri

1 of 1 items

Permissions

Allow this person to make changes to the publication, such as the title, abstract, metadata and other publication details. You may wish to revoke this privilege if the submission has received a final check and is ready for publication.

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

[RFNS] Copyediting Request

Message


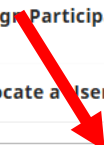
Discussions as needed.

3. Save copyedited file(s), and upload to Copyedited panel.
4. Notify the Editor that all files have been prepared, and that the Production process may begin.

Rivista di Filosofia Neo-Scolastica URL: <https://www.vpjournals.it/index.php/filosofianeoscolastica>
Submission URL: URL
Username: USERNAME

* Denotes required field

OK Cancel



Nel **Pannello partecipanti** selezionare Francesca Porri e poi cliccare su **Notifica**.

On the **Participants** panel, select Francesca Porri and click on **Notify**.

The screenshot shows the Journal Manager interface for the journal 'Archive of Psychology, Neurology and Psychiatry'. The workflow is currently in the 'Copyediting' stage. The 'Draft Files' section shows a document titled 'Terruzzi_et_al_FB_ST_SS_CP_FB_ST formato cattolica.docx' with 6 pages, dated October 2025. The 'Copyediting Discussions' table has one entry: '[ArchivePNP] Copyediting Request' from 'vpjadmin' on 06-10-2025 at 01:34 PM, with 0 replies. The 'Participants' panel on the right is expanded to show Francesca Porri as a Copyeditor, with a red arrow pointing to the 'Notify' button. Other participants listed include Maria Caterina Silveri (Journal editor) and Costanza Papagno (Author).

Name	From	Last Reply	Replies	Notify
[ArchivePNP] Copyediting Request	vpjadmin	-	0	<input type="checkbox"/>

The screenshot shows a web browser window with the URL <https://www.vpjournals.it/index.php/ArchivePNP/workflow/index/1356/4>. The page title is "Archive of Psychology, Neurology and Psychiatry". A "Notify" dialog box is open in the center, with the following content:

- Start Discussion**
Begin a discussion between yourself and Francesca Porri.
- Choose a predefined message to use, or fill out the form below.**
A dropdown menu is set to "[ArchivePNP] Copyediting Request".
- Message ***
A rich text editor contains the following text:
NAME :
I would ask that you undertake the copyediting of "FROM THEORY TO CLINICAL PRACTICE: A NEUROPSYCHOLOGICAL INVESTIGATION OF AN EARLY CASE OF POSTERIOR CORTICAL ATROPHY" for Archive of Psychology, Neurology and Psychiatry by following these steps.
1. Click on the Submission URL below.
2. Open any files available under Draft Files and do your copyediting, while adding any Copyediting
- A note at the bottom left of the dialog says: "* Denotes required field".
- A "Notify" button is located at the bottom right of the dialog.

Two red arrows are present: one pointing to the dropdown menu and another pointing to the "Notify" button. The background interface shows a sidebar with "Settings" (Journal, Website, Workflow, Distribution, Users & Roles) and "Statistics" (Articles, Editorial Activity, Users, Reports, Tools). The main content area shows "Participants" (Journal editor: Maria Caterina Silveri, Francesca Porri; Copyeditor: Francesca Porri) and "Author" (Costanza Papagno). A "Send To Production" button is also visible.

Il processo è terminato!

The process is now complete!

1291 / Fracarolli / D'Agata Preview Activity Log Library

Workflow **Publication**

Submission Review **Copyediting** Production Help

Notification
Assign a copyeditor using the Assign link in the Participants list.

Draft Files Search Upload/Select Files Send To Production

▶ 2749 A-D'Agata_rev AUTORE.docx **March 26, 2025** Article Text

Copyediting Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ [RENS] Copyediting Request	martina_fracarolli	-	0	<input type="checkbox"/>
	2025-03-26 11:53 AM			

Copyedited Search Upload/Select Files

No Files

Participants Assign

Journal editor

- ▶ Martina Fracarolli

Copyeditor

- ▶ Francesca Porri

Author

- ▶ Martinan Fracarolli