

la piattaforma OJS
per le Riviste di Vita e Pensiero

Tutorial

www.vpjournals.it

ojs.vpjournals@unicatt.it

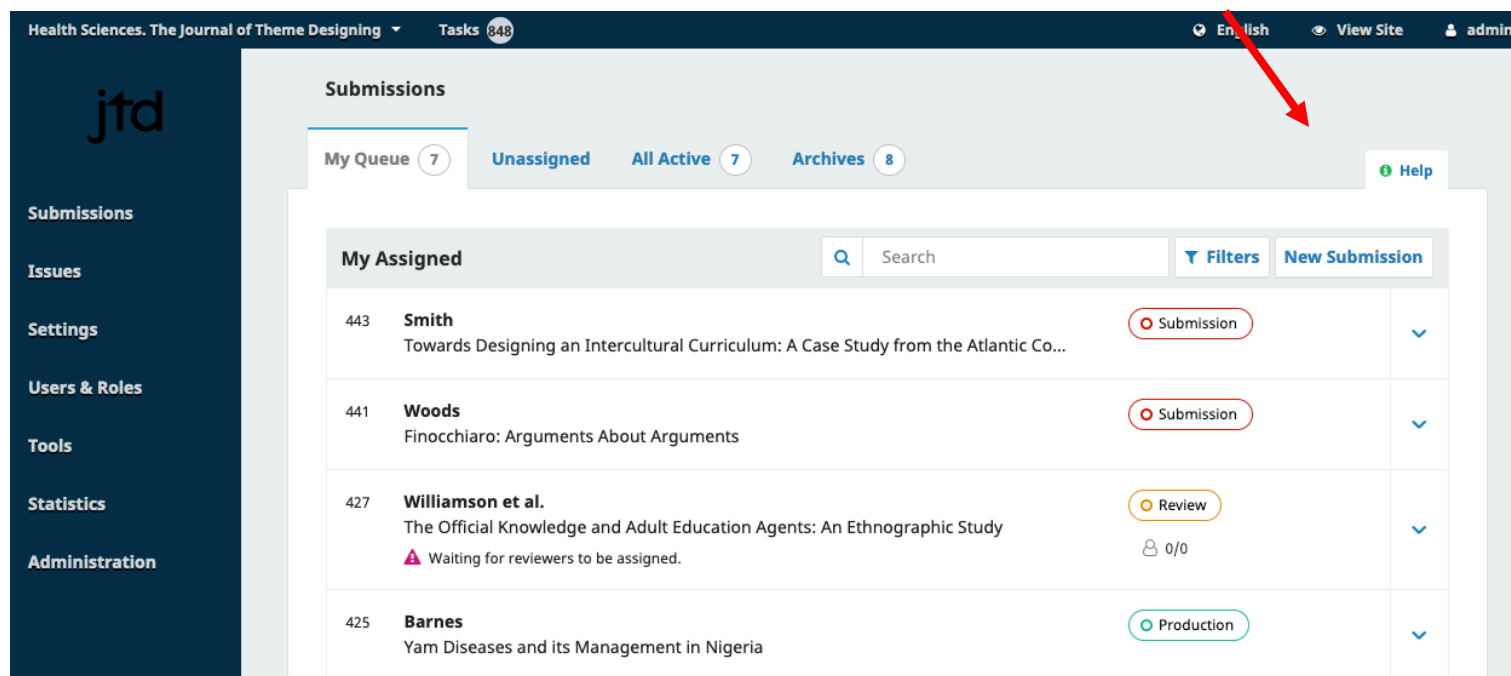
AUTORE

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.



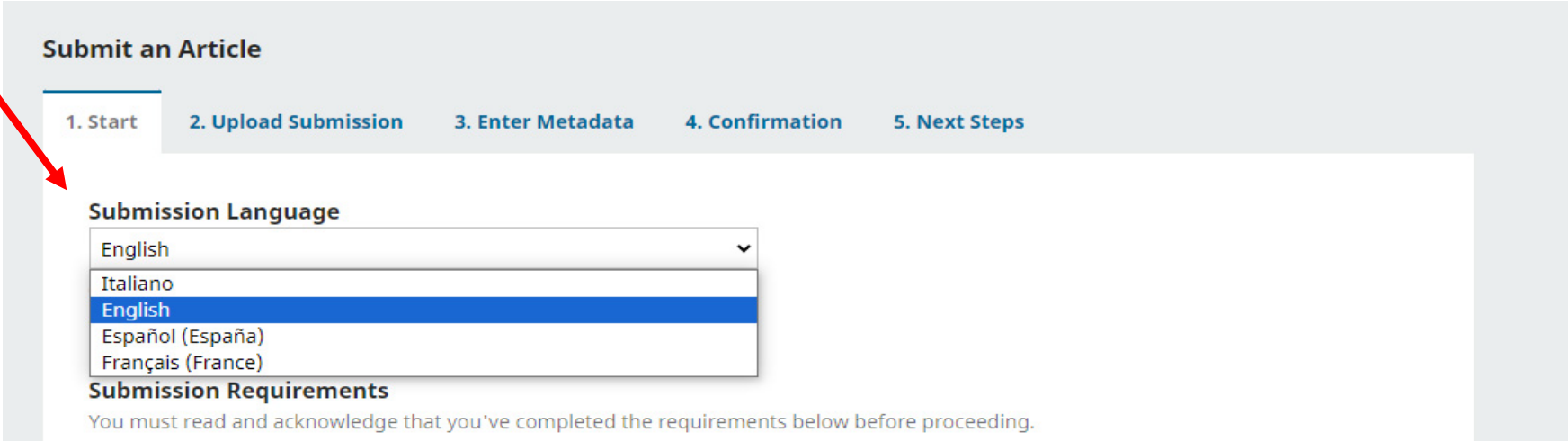
The screenshot shows the 'Submissions' page of the journal 'Health Sciences. The Journal of Theme Designing'. The top navigation bar includes 'English', 'View Site', and 'admin'. The main content area is titled 'Submissions' and features tabs for 'My Queue' (7), 'Unassigned', 'All Active' (7), and 'Archives' (8). A 'Help' button is visible in the top right. Below the tabs, there is a search bar and a 'New Submission' button, which is highlighted by a red arrow. The main table lists assigned submissions with columns for ID, author, title, status, and actions.

My Assigned		Search	Filters	New Submission
443	Smith Towards Designing an Intercultural Curriculum: A Case Study from the Atlantic Co...		Submission	▼
441	Woods Finocchiario: 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 "Submission Language" dropdown menu, which is currently open. The menu lists four options: "English", "Italiano", "Español (España)", and "Français (France)". The "English" option is highlighted with a blue background. Below the dropdown menu, the text "Submission Requirements" is visible, followed by a note: "You must read and acknowledge that you've completed the requirements below before proceeding."

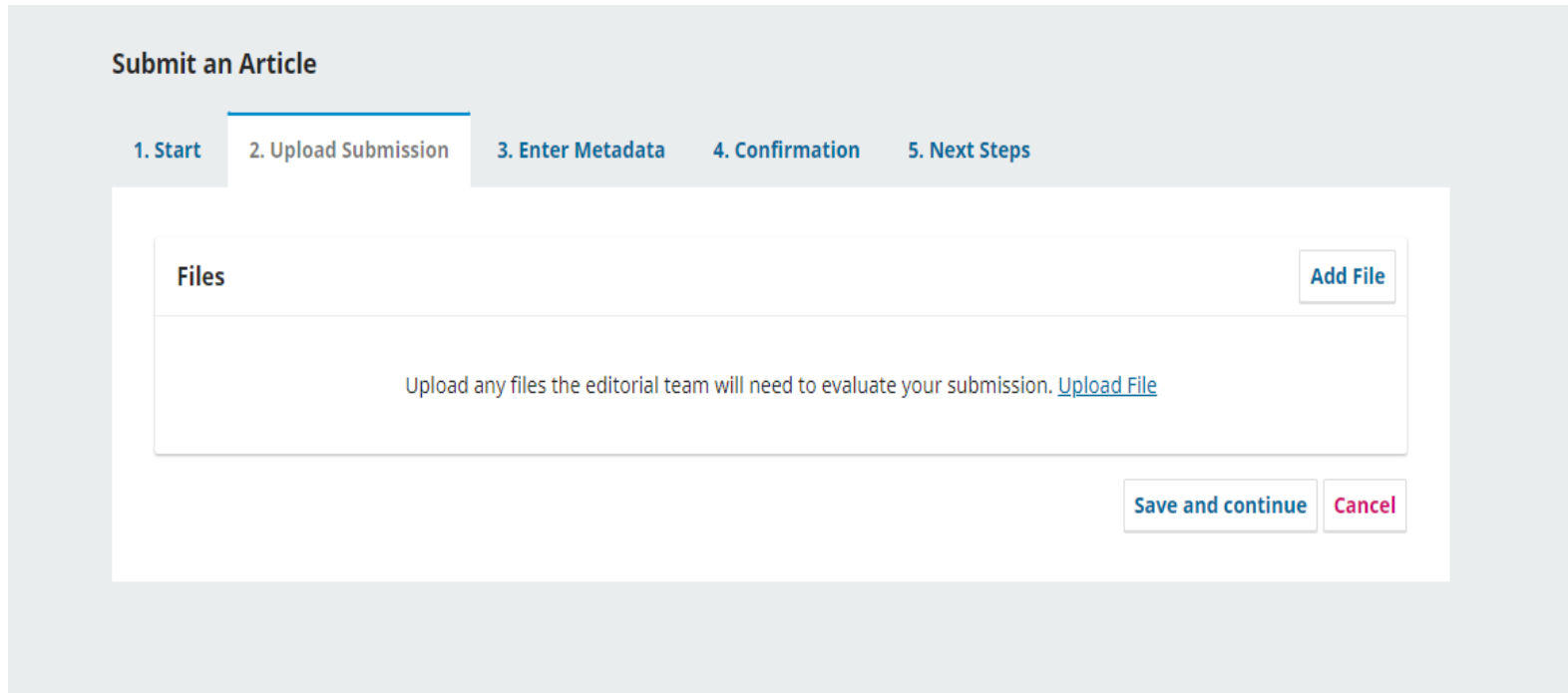
Successivamente, devi leggere e accettare i requisiti richiesti dalla singola rivista.

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". The "2. Upload Submission" step is currently active and highlighted. 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 form, 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, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. A red arrow points from the '2. Upload Submission' step to a file upload box. The box is titled 'Files' and contains a file named 'articolo prova_RED.docx'. Below the file name, there is a warning icon and the text 'What kind of file is this?' followed by two links: 'Article Text' and 'Other'. The 'Add File' button is located in the top right corner of the box. Below the file list, there are 'Edit' and 'Remove' buttons. At the bottom right of the box, there 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"/>

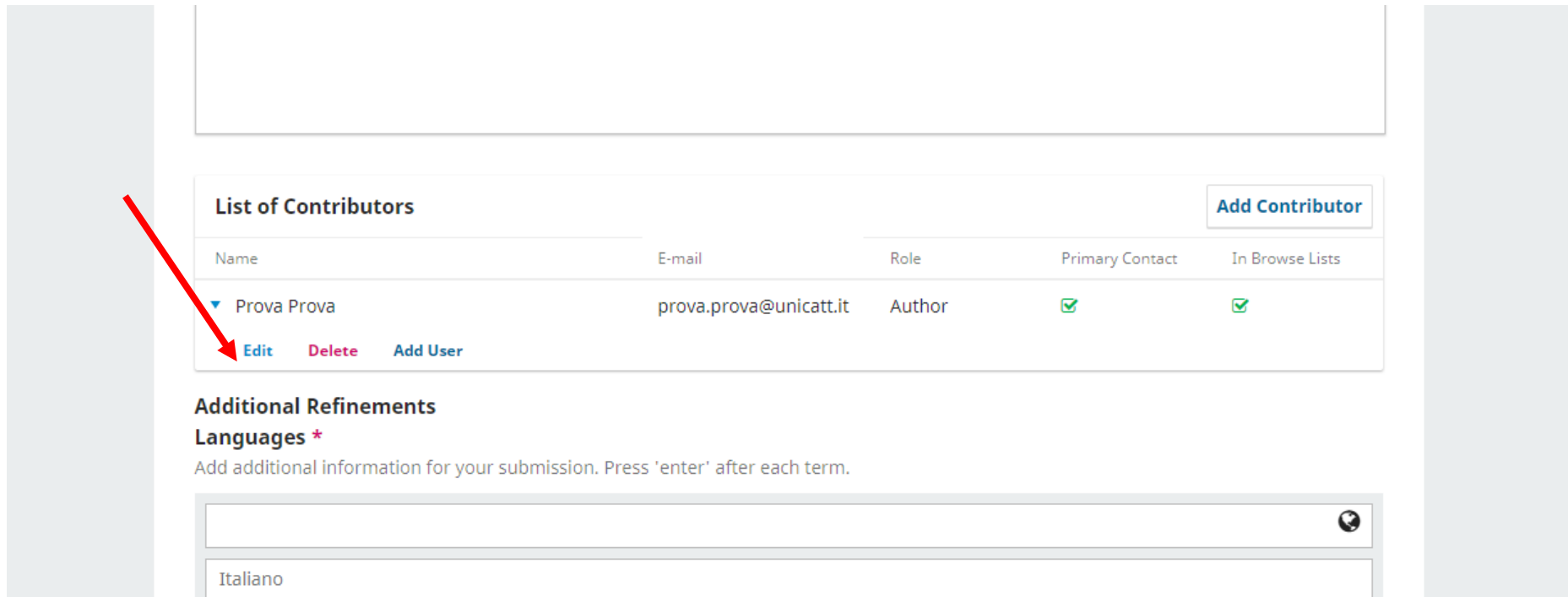
Additional Refinements

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 for managing contributors. At the top, there is a large empty rectangular box. Below it, the section is titled "List of Contributors" with an "Add Contributor" button on the right. A table lists contributors with columns for Name, E-mail, Role, Primary Contact, and In Browse Lists. One contributor, "Prova Prova", is listed with email "prova.prova@unicatt.it", role "Author", and both Primary Contact and In Browse Lists checked. Below the table, there are links for "Edit", "Delete", and "Add User". A red arrow points to the "Edit" link. Below the table, there is a section for "Additional Refinements" with a sub-section for "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 input field contains the text "Italiano".

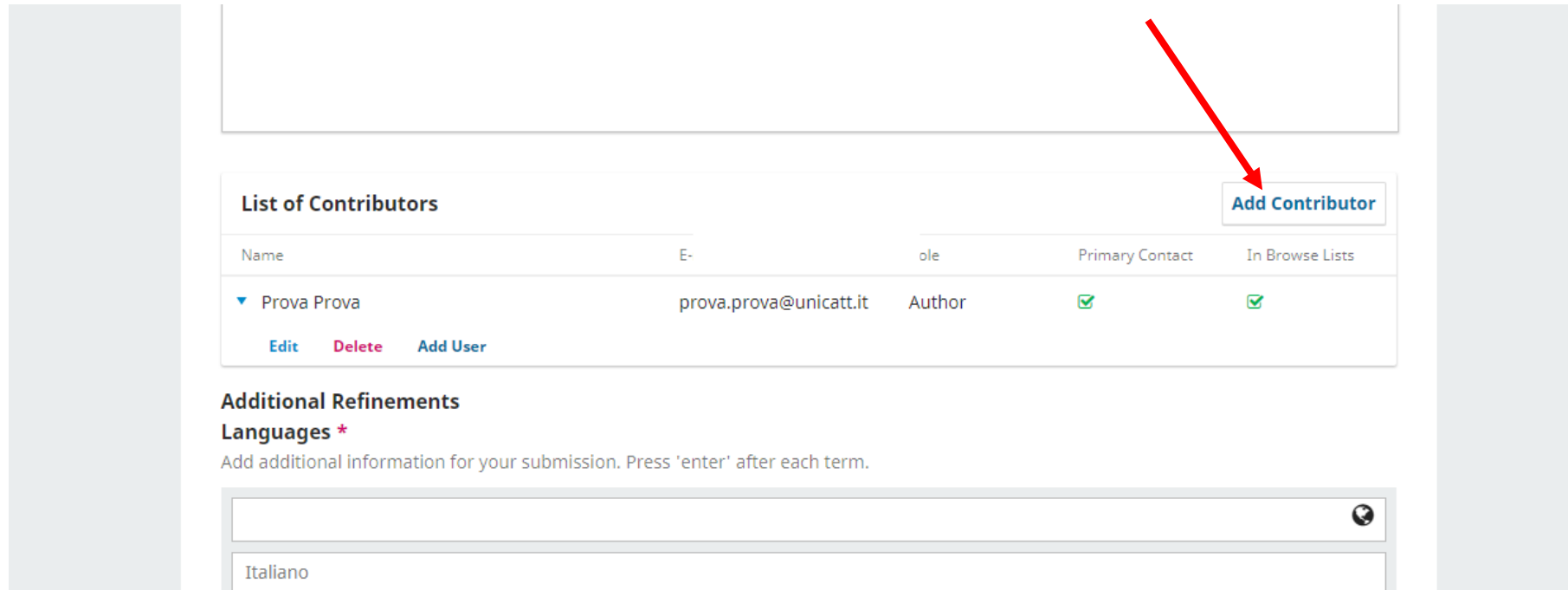
Name	E-mail	Role	Primary Contact	In Browse Lists
Prova Prova	prova.prova@unicatt.it	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Refinements
Languages *
Add additional information for your submission. Press 'enter' after each term.

Italiano

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 in the bottom right corner 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](#)

Richiesta di revisioni

Una volta terminato il processo di revisione, l'editor invia all'autore le revisioni. L'autore dovrà caricare il file revisionato nel **Pannello revisioni**.

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

The screenshot displays a submission management interface. At the top, it shows the article ID '1289', the author 'Fracarolli', and the submission date 'prova 25 marzo 2025'. There are 'Upload File' and 'Library' buttons in the top right. The main navigation bar includes 'Workflow' and 'Publication' tabs. Below this, a sub-navigation bar shows 'Submission', 'Review', 'Copyediting', and 'Production' stages. The 'Round 1' tab is active. A 'Round 1 Status' box indicates 'Revisions have been requested.' Below this is a 'Notifications' section with a link to '[RFNS] Editor Decision' dated '2025-03-25 05:35 PM'. The 'Reviewer's Attachments' section lists a file '2741 Referenze foto - REV.docx' with a date of 'March 25, 2025'. A red arrow points to the 'Upload File' button in the 'Revisions' section, which currently shows 'No Files'.