Site:

http://www.iseki-food-ejournal.com/

Circuit ➔ From submission to the publication:

1. Author
2. Associate Editor
3. Reviewer
4. Associate Editor
5. Author
6. Associate Editor
7. Copyeditor I
8. Associate Editor
9. Copyeditor II
10. Author
11. Copyeditor
12. Associate Editor
13. Layout Editor
14. Associate Editor
15. Author
16. Associate Editor
17. Layout Editor
18. Editor in Chief

IMPORTANT NOTES TO UNDERSTAND BETTER THE FOLLOWING DIAGRAMS:
1. The dark grey boxes are titles, not actions.
2. The light grey boxes are comments to elucidate some steps.
3. The boxes with no colour are actions.
4. The number in the right corner of each page is the sequence number of the submission process. This sequence must be followed.
ARTICLE SUBMISSION

Enter site

Log In
Password

Yes

Start a new submission

CLICK HERE...

Step 1

1. Select the Journal Section
2. Activate all items of the submission checklist

Please provide the name, affiliation and e-mail address of 3 reviewers

Save and Continue

Step 2

Uploading the Submission

Browse

Upload

Save and Continue

Step 3

Entering the Submission’s Metadata (Authors identification, title, abstract and keywords)

Save and Continue

Step 4

Uploading Supplementary Files

Save and Continue

Step 5

Confirming the Submission

Finish Submission

Log out

NOTES: * The corresponding author is always the person that logged in.
NOTIFICATION!
Editorial assignment

A MANUSCRIPT HAS BEEN SUBMITTED – the article does not fall entirely within the scope of the journal OR it does not follow the “Guidelines for authors”

Click link

Log In
Password

IN REVIEW

Click on the manuscript title

SUMMARY

REVIEW

Open the doc file - Review Version

The manuscript layout follows the “Guidelines for authors” defined by the IJFS and a search in the web didn’t reveal that this work was already published.

Proceed to the next page

The manuscript layout DOES NOT follow the “Guidelines for authors” defined by the IJFS.

SUMMARY

Status

REJECT AND ARCHIVE SUBMISSION

In the “Body” of the e-mail:

a) the manuscript does not fall entirely within the scope of the journal: send the e-mail as it is;

b) the manuscript is interesting for publication in the IJFS, but does not follow the “Guidelines for authors” defined by the IJFS: change the text of the e-mail, specifying everything that must be corrected and asking the author to re-submit the manuscript after making the required modifications.

c) IJFS policy is to publish original research. The work you submitted is published elsewhere (http:\...).

Log out
A MANUSCRIPT HAS BEEN SUBMITTED - the manuscript is interesting for publication in the IJFS and the article template is in accordance with the “Guidelines for authors”

Click link
Log In
Password

IN REVIEW

Click on the manuscript title

Review

Upload a Revised Review Version OR continue

Browse
Upload

PEER REVIEW

Select Reviewer*

Assign
...
Select Reviewer

ASSOCIATE EDITOR

You may visualize the manuscript.

You visualize the list of reviewers and choose the most appropriate.

You must select 3 reviewers, as required by the politics of IJFS.

See next page

The associate editor must send the manuscript for 3 reviewers, and send the answer to the author, as soon as 2 reviewers share the same opinion, regarding the acceptance of the manuscript in IJFS.

Reviewer A
Select Review Form (IJFS Review Form)
Assign Request Send
Reviewer B
Select Review Form (IJFS Review Form)
Assign Request Send
Reviewer C
Select Review Form (IJFS Review Form)
Assign Request Send

Log out
*Select reviewer – THE ASSOCIATE EDITOR MAY CREATE A NEW REVIEWER INSTEAD OF SELECTING ONE OF THOSE ALREADY REGISTERED

**PEER REVIEW**

- Select Reviewer
  - Create new reviewer
    - Fill the “First name”
    - Fill the “Last name”
    - Username - Click on “Suggest”
      - Make sure the option “Send the user a welcome email containing their username and password.” is activated (✓)
        - Fill the “Email”
          - Save

**Fill these items with the reviewer’s data**
NOTIFICATION!

Click link

Website

Request Log In/Password

Submit Log In/Password

Active submissions

Click on the manuscript title

Submission to be reviewed

Review Steps

Will do the review

1. Response

Send

Click on the 1st icon under Point 1. of “Review Steps”.

Review Steps

Send

2. Consult Reviewer Guidelines

3. Open the submission Manuscript

4. Click on icon “Review Form”

Fill in the Review Form

Save

After revision

6. Select Recommendation

Submit Review

OK

Send

Unable to do the review

Send

Click on the 2nd icon under Point 1. of “Review Steps”.

Log out

Log out

Send mail
A MANUSCRIPT HAS BEEN REVIEWED

Enter site

Log In
Password

IN REVIEW
Highlighted items

Click on the manuscript title

Reviewer A

Reviewer B

Reviewer C

Acknowledge → Send

Acknowledge → Send

Acknowledge → Send

Click “Review Form Response”

Editor Decision

Select Decision*

Record Decision → OK

Notify author

Send Email

Attachments

Browse

Upload

Send

Log out

* There are 4 possible options: “Accept submission”: the manuscript will be accepted without revisions, “Revisions required”: the manuscript will be accepted after minor revisions have been made, “Resubmit for review”: the manuscript needs to be significantly re-worked, but with the appropriate changes, may be accepted, and “Decline submission”: the manuscript will not be published in the journal.

The option “Accept Submission” is selected only if no modifications are required or after corrections by the author according with the Reviewers recommendations.

The associate editor sends an e-mail to the author with the decision on the acceptance of the paper, as well as, the comments of reviewers. The associate editor must prepare a MS Word document named “Comments to author” with all comments addressed to the authors (from reviewers and associate editor) and send it in attachment. The comments from the reviewers are provided in the “Review Form Response”.

Do this for each reviewer and copy the text inside the box “Comments to the author(s) to a new MS Word document. Save the file in your computer as “Comments to author”.
Enter site

Log In

Password

ACTIVE

Click on the decision below the “STATUS”

EDITOR DECISION

Notify author

Click 1st icon

Write message to the editor

Send

Upload author version

Browse

Upload

Log out

To send your answer to the Editor

Write your answers to the comments of reviewers and editor.

Upload the revised manuscript, after doing the corrections suggested by the reviewers and editor (MS Word format).
NOTIFICATION!

A REVISED MANUSCRIPT HAS BEEN UPLOADED BY THE AUTHOR

Enter site

Log In
Password

IN REVIEW

Click on the manuscript title

Editor Decision

Click on the author’s version

The associate editor should download and save the XXX.doc and, if necessary, work on this file outside the OJS platform.

Editor version

Browse

Upload

The associate editor should upload the last version of the manuscript (MS Word format).

Editor Decision

Select Decision

Accept submission

Record decision

Select file for Copyediting

Send

From the options below, select the last version of the paper (MS Word format) – Editor Version.

EDITING

Copyediting

Copyeditor

ASSIGN COPYEDITOR

CRP-UCP BGI

Assign

Send

Request

1. Initial Copyedit

Log out
NOTIFICATION!

INITIAL COPYEDIT (formatting)

Click URL

Log In
Password

Click on the manuscript title

Consult “COPYEDIT INSTRUCTIONS”

Click on the file that appears in step 1

Open the downloaded file and copyedit, while adding Author Queries as needed

Save copyedited file

Step 1. Initial Copyedit

Browse

Click on the icon that appears on the section editor name (on the top of the page) to send an e-mail to the section editor, informing that your work is concluded.

Upload

Log out

The copyeditor should activate the option “track changes” to allow the visualization of all modifications performed.
ASSOCIATE EDITOR

NOTIFICATION!

ASSIGN THE OTHER COPYEDITOR (grammar)

Enter site

Log In
Password

EDITING

Copyediting

Copyeditor

ASSIGN COPYEDITOR

Assign

Request

Send

Log out
**NOTIFICATION!**

**INITIAL COPYEDIT (grammar)**

1. Click URL
2. Log In
3. Password
4. Click on the manuscript title
5. Consult “COPYEDIT INSTRUCTIONS”
6. Click on the file that appears in step 1
7. Open the downloaded file and copyedit, while adding Author Queries as needed
8. Save copyedited file
9. Step 1. Initial Copyedit
10. Browse
11. Upload
12. Send the COMPLETE e-mail to the editor
13. Send

**To:** Author
**Cc:** Associate Editor

The copyeditor should activate the option “track changes” to allow the visualization of all modifications performed.
NOTIFICATION!

Click on the Submission URL

Log In
Password

Click on file

Step 1

Download and review the copyediting

Use the “track changes” tool. Answer queries.

Save file to desktop and upload it in Step 2. Author Copyedit

Browse
Upload

Click on the icon under COMPLETE and send e-mail to the editor

Send

To: copyeditor
Cc: associate editor

Log out
NOTIFICATION!

FINAL COPYEDIT

Enter site

Log In Password

In Editing

Active Submissions

Click on the manuscript title

Click on file of Step “2. Author Copyedit”

Accept the changes which you agree

Save the document in your computer

Upload final copyedited version in Step “3. Final Copyedit”

Browse

Upload

Click on the icon under COMPLETE and send e-mail to the editor

OK

Send

To: Associate Editor

Log out
ASSOCIATE EDITOR

NOTIFICATION!

COMPLETE COPYEDITING VERSION – FOR LAYOUT EDITOR

Enter site

Log In
Password

In Editing

Click on the manuscript title

Acknowledgement

1. Initial Copyedit

2. Author Copyedit

3. Final Copyedit

Layout

Assign Layout Editor

Assign

Request

Send

Log out
NOTIFICATION!

Click on the Submission URL

Log In
Password

Layout

Use the Layout Version file to create the galleys according to the journal’s standards

Select the option “Galley”

Upload file to Galley

Browse

Upload

Save

The PDF file of the proof

Click on the icon under COMPLETE and send e-mail to the editor

OK

Send

To: Associate Editor

Log out
Enter site

Log In
Password

In Editing

Click on the manuscript title

Layout

Acknowledge

Send

Proofreading

1. Author

Request

Send

Log out

To: layout editor

To: author

NOTIFICATION!

COMPLETE LAYOUT EDITING VERSION – FOR PROOFREADING (to author)
Click on the Submission URL

Log In
Password

EDITING

Proofreading

Click on “PROOFREADING INSTRUCTIONS”

Layout

Click on “VIEW PROOF”

Click on icon “Proofreading corrections”

Save and e-mail

Close

Click on the icon under COMPLETE and send e-mail

OK

Send

Log out

Write your modifications in the box “Proofreading corrections”.

NOTIFICATION!
NOTIFICATION!

PROOFREADING (to: associate editor and layout editor)

Enter site

Log In
Password

In Editing

Click on the manuscript title

Proofreading

1. Author

Acknowledge

Send

2. Proofreader

INITIATE

COMPLETE

3. Layout editor

Request

Send

To: Author
Cc: Associate Editor

Log out

After proofreading by the associate editor
Click on the Submission URL

Log In
Password

In Editing

Click on the manuscript title

Proofreading

Consult “Proofreading Instructions”

Create the corrected galleys

Layout

Select the option “Galley”

Upload file to Galley

Browse

Upload

Save

Galley format 1.PDF

DELETE

Proofreading

3. Layout Editor

Click on the icon under COMPLETE and send e-mail to the editor

OK

Send To: Associate Editor

Log out

The final PDF version for publication

In this step, the galley proof is deleted, remaining in the system only the file for publication.
Enter site

Log In
Password

In Editing

Click on the manuscript title

Proofreading

3. Layout Editor

Acknowledge

Send

Scheduling

Vol X, no Y (2010)

Record

Log out

To: Layout Editor
Cc: Associate Editor

Select the most recent issue created.