

REQUEST REVIEWER

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A Isamu Akasaki [CLEAR REVIEWER](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—	2015-04-08	<input type="checkbox"/>

Reviewer B Robert Betzig [CLEAR REVIEWER](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—		

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A Isamu Akasaki [CANCEL REQUEST](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input checked="" type="checkbox"/> 2015-03-11 UNABLE TO DO THE REVIEW	—	2015-04-08	<input type="checkbox"/>

Editor To Enter [UNABLE TO DO THE REVIEW](#)

Upload review No file chosen

Reviewer B Robert Betzig [CANCEL REQUEST](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input checked="" type="checkbox"/> 2015-03-11 UNABLE TO DO THE REVIEW	—	2015-04-08	<input type="checkbox"/>

Editor To Enter [UNABLE TO DO THE REVIEW](#)

Upload review No file chosen

REVIEWER'S RESPONSE

User Home

Jurnal Latihan

» [Author](#)
» [Reviewer](#)

0 Active

0 Archive

[\[New Submission\]](#)

[1 Active](#)

ACTIVE SUBMISSIONS

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	ART	TITLE	DUE	REVIEW ROUND
1	03-11	ART	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	04-08	1

#1 Review

Submission To Be Reviewed

Title The effect of the use of H2SO4
Journal Section Articles
Abstract bla bla bla...
Submission Editor [François l'Olonnais](#)
Submission Metadata [VIEW METADATA](#)

Review Schedule

Editor's Request 2015-03-11
Your Response —
Review Submitted —
Review Due [2015-04-08](#)

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response [Will do the review](#) [Unable to do the review](#)
2. Click on file icons to download and review on screen or by printing.
Submitted manuscript [Download PDF](#) 2015-03-11
Supplementary File(s) [Download SP1-SP.PDF](#) [Download SP2-1-SP.PDF](#)
3. Click on icon to fill in the review form.
Review Form
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
[Choose File](#) [No file chosen](#) [Upload](#)
[ENSURING A BLIND REVIEW](#)
5. Select a recommendation and submit the review to complete the process.

REVIEWER'S RESPONSE

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response Accepted

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript [1-5-1-RV.PDF](#) 2015-03-11

Supplementary File(s) [1-2-1-SP.PDF](#)

[1-3-1-SP.PDF](#)

3. Click on [Review Form](#) to fill in the review form.

[Review Form](#) 

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files [1-6-1-RV.PDF](#) 2015-03-11 [DELETE](#)

No file chosen

[ENSURING A BLIND REVIEW](#)

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

▼

SUPERVISE PEER REVIEWERS

if reviewer did not response the request;

- Request again and reset the due date

If reviewer unable to do;

- Select additional reviewer

If reviewer accept the request, but have no response until due date;

- Remind them

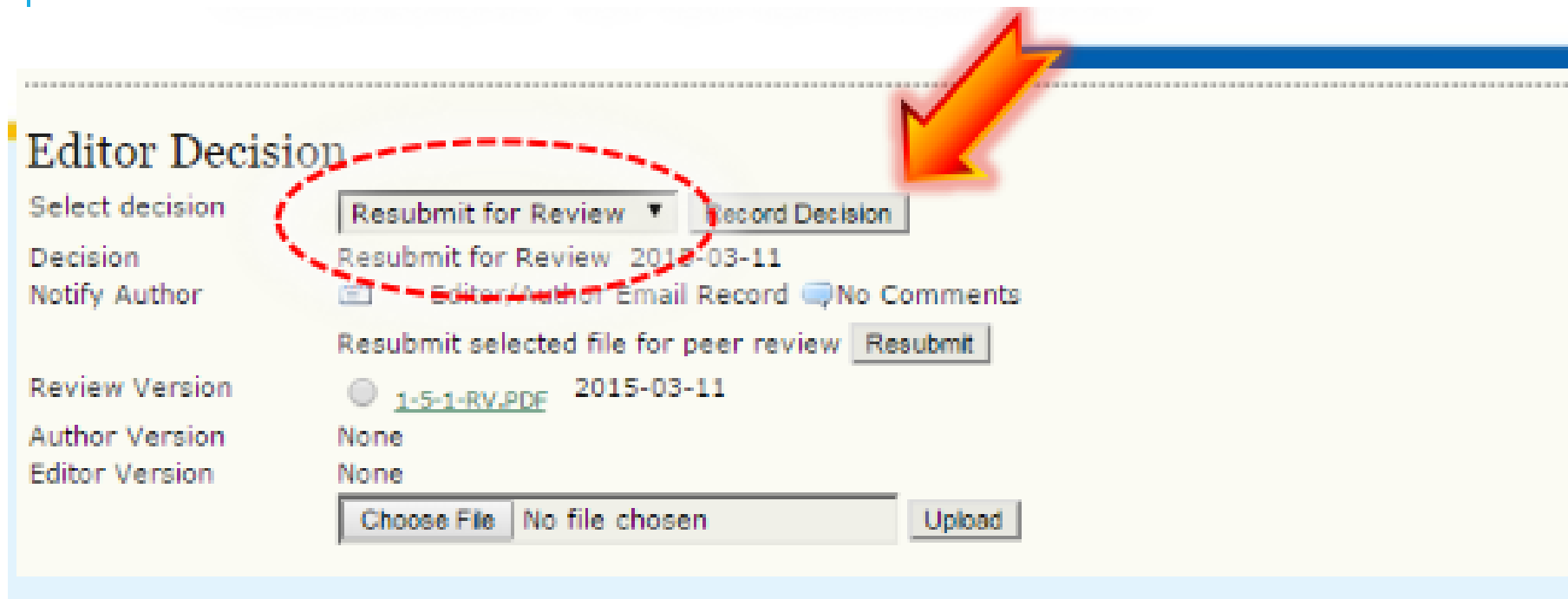
After all reviewers complete the recommendation;

- Acknowledge the Reviewer
- Rate the reviewer (optional)

EDITOR DECISION

Reviewer A & B	Editor	Final action
Both reviewers accept submission	Accept Submission	Send to copyedit
One of the reviewer ask for revision	Revision Required	Wait for author's revision and then send to copyedit
One of the reviewer ask for resubmit	Resubmit for Review	Wait for author's revision and then go to round 2
Both reviewers decline submission	Decline Submission	Archive submission
If both reviewers have opposite recommendations		Assign the third reviewer

EDITOR'S DECISION



The screenshot shows a web form titled "Editor Decision". On the left, there are labels for "Select decision", "Decision", "Notify Author", "Review Version", "Author Version", and "Editor Version". The main content area shows a dropdown menu with "Resubmit for Review" selected, a "Record Decision" button, and a date "2015-03-11". Below this is a section for "Editor/Author Email Record" with a "No Comments" status. There is a "Resubmit selected file for peer review" section with a "Resubmit" button and a file upload area showing "1-5-1-RV.PDF" dated "2015-03-11". At the bottom, there is a "Choose File" button, a "No file chosen" text, and an "Upload" button. A red dashed oval highlights the "Resubmit for Review" dropdown and the "Record Decision" button. A large red arrow points from the top right towards the "Record Decision" button.

Editor Decision

Select decision

Decision

Notify Author

Review Version

Author Version

Editor Version

Resubmit for Review ▼ Record Decision

Resubmit for Review 2015-03-11

Editor/Author Email Record No Comments

Resubmit selected file for peer review Resubmit

1-5-1-RV.PDF 2015-03-11

None

None

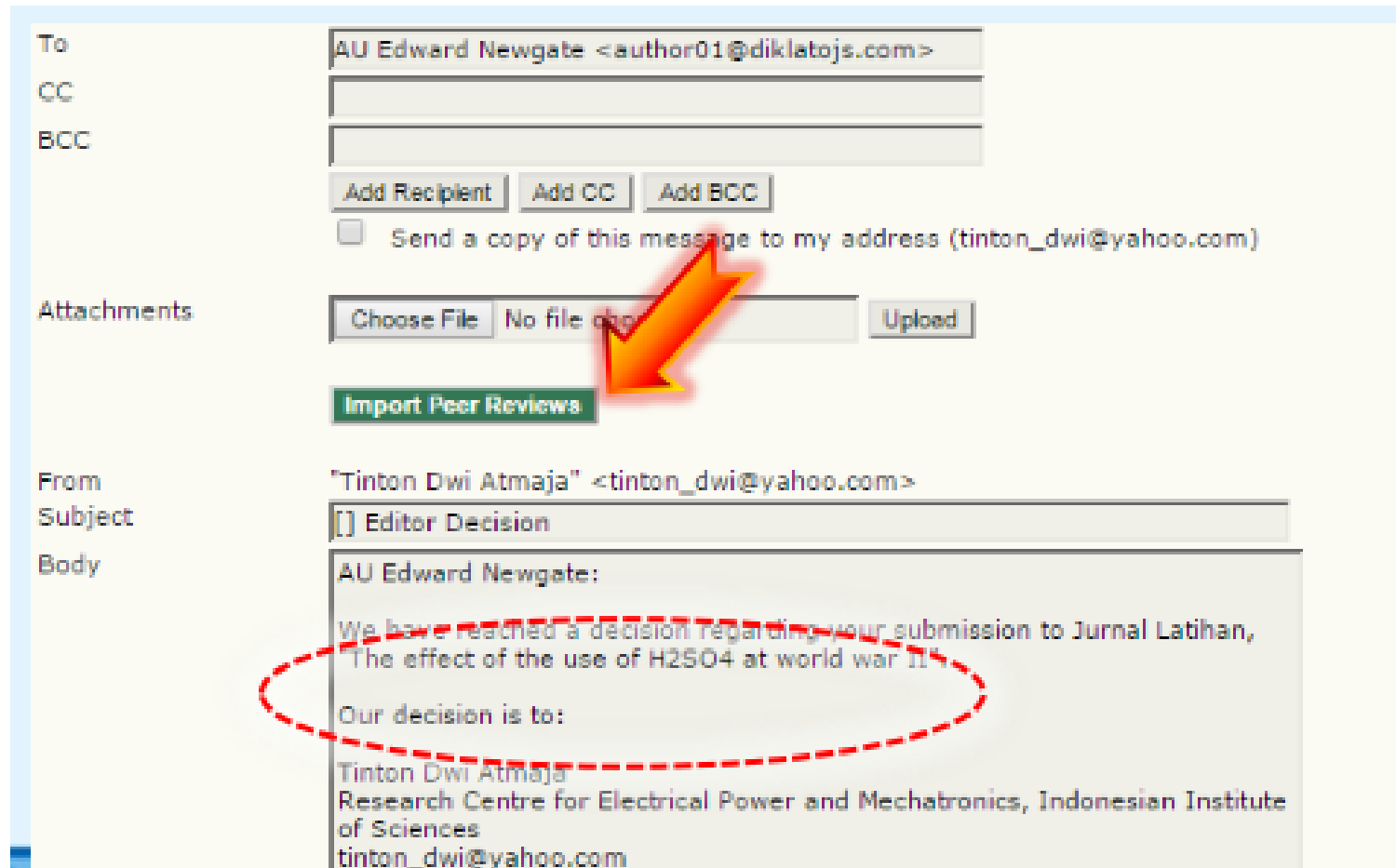
Choose File No file chosen Upload

After select decision → record decision

- Continue with 'notify author'

NOTIFY AUTHOR

- Do not forget to import peer reviews
- State the decision



The screenshot shows an email composition window. The 'To' field is filled with 'AU Edward Newgate <author01@diklatajs.com>'. The 'CC' and 'BCC' fields are empty. Below these fields are buttons for 'Add Recipient', 'Add CC', and 'Add BCC'. A checkbox labeled 'Send a copy of this message to my address (tinton_dwi@yahoo.com)' is present. The 'Attachments' section shows a 'Choose File' button, a 'No file chosen' text, and an 'Upload' button. A large red arrow points from the 'Choose File' button area down to the 'Import Peer Reviews' button. The 'From' field is filled with 'Tinton Dwi Atmaja' <tinton_dwi@yahoo.com>'. The 'Subject' field is filled with '[] Editor Decision'. The 'Body' field contains the following text: 'AU Edward Newgate:', 'We have reached a decision regarding your submission to Jurnal Latihan, "The effect of the use of H2SO4 at world war II"', 'Our decision is to:', and 'Tinton Dwi Atmaja', 'Research Centre for Electrical Power and Mechatronics, Indonesian Institute of Sciences', 'tinton_dwi@yahoo.com'. A red dashed oval highlights the decision text in the body.

To: AU Edward Newgate <author01@diklatajs.com>

CC:

BCC:

☐ Send a copy of this message to my address (tinton_dwi@yahoo.com)

Attachments: No file chosen

From: "Tinton Dwi Atmaja" <tinton_dwi@yahoo.com>

Subject: [] Editor Decision

Body:

AU Edward Newgate:

We have reached a decision regarding your submission to Jurnal Latihan, "The effect of the use of H2SO4 at world war II"

Our decision is to:



Tinton Dwi Atmaja
Research Centre for Electrical Power and Mechatronics, Indonesian Institute of Sciences
tinton_dwi@yahoo.com

AUTHOR'S REVISION

#1 Review

SUMMARY REVIEW EDIT

Submission



Authors Edward Newgate, Portgaz D Ace 
Title The effect of the use of H2SO4 at world war II
Section Articles
Editor François l'Olonnais 

Peer Review

Round 1

Review Version [1-5-1-RV.PDF](#) 2015-03-11
Initiated 2015-03-11
Last modified 2015-03-11
Uploaded file None

Editor Decision

Decision Resubmit for Review 2015-03-11
Notify Editor  Editor/Author Email Record  2015-03-11
Editor Version None
Author Version [1-6-1-ED.PDF](#) 2015-03-11 [DELETE](#)
Upload Author Version No file chosen

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	IN REVIEW



ROUND 2 (PEER REVIEW)

Reviewer from previous round should automatically appears

Request only those who recommended a resubmit review

Another new reviewer could be selected

Previous round's data can be accessed at “view regrets, cancels, previous rounds”

RESUBMIT TO ROUND 2

Editor Decision

Select decision: **Resubmit for Review**

Decision: Resubmit for Review 2015-03-11

Notify Author: ☐ Editor/Author Email Record 2015-03-11

Resubmit selected file for peer review

Review Version: ☐ 1-5-1-RV.PDF 2015-03-11

Author Version: ☒ 1-8-1-ED.PDF 2015-03-11

Editor Version: None

No file chosen

Repeat the procedure on round 1

Peer Review Round 2 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A Isamu Akasaki [CLEAR REVIEWER](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—	2015-04-08	<input type="checkbox"/>

Reviewer B Robert Betzig [CLEAR REVIEWER](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—	2015-04-08	<input type="checkbox"/>

SUBMISSION ACCEPTED

- When the submission is accepted → select decision, record, and notify author
- Select which version is going to be sent to copyediting

Editor Decision

Select decision: Accept Submission ▼ Record Decision

Decision: Accept Submission 2015-03-11

Notify Author: ✉ ~~Editor~~ Author Email Record 🗨 2015-03-11

Send to Copyediting

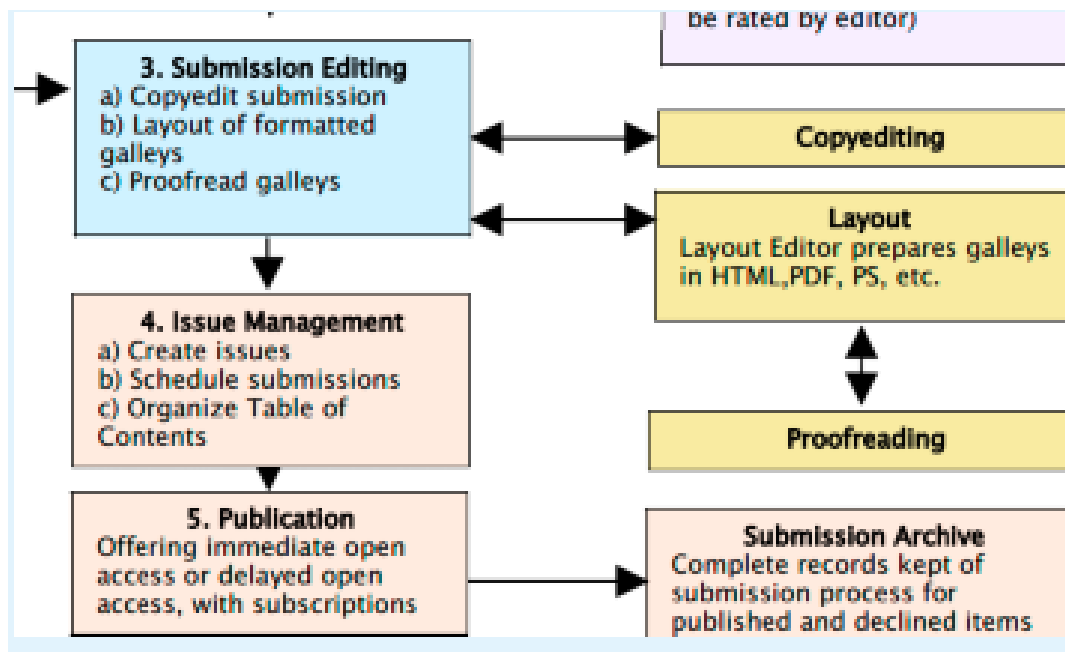
Review Version: ☐ 1-5-2-RV.PDF 2015-03-11

Author Version: ☒ 1-6-2-ED.PDF 2015-03-11

Editor Version: ☐ 1-10-1-ED.PDF 2015-03-11 DELETE

Choose File No file chosen Upload

SUBMISSION IN EDITING



Copyedit

- Initial Copyedit
- Author Copyedit
- Final Copyedit

Layout

- Layout version
- Galley version
- Supplementary file

Proofread

- Author proofread
- Proofreader
- Layout Editor

COPYEDITING

Assign Copyeditor

Select, assign, and request copyeditor

Initial Copyedit

When CE complete initial copyedit, author copyedit should be automatically initiated

Author Copyedit

When author complete author copyedit, final copyedit should be automatically initiated

Final Copyedit

When CE complete final copyedit, the final version file should be automatically send to layout

Finalizing Copyedit

round possibility and update
submission metadata

COPYEDITING

User Home

Jurnal Latihan

» [Copyeditor](#)

» [Author](#)

1 In Editing

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD ASSIGNED	SEC	AUTHORS	TITLE	STATUS
1		ART	Newgate, Ace	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	Initial Copyedit

Copyediting

[COPYEDIT INSTRUCTIONS](#)

Copyeditor CE Thomas Leo Clancy

[REVIEW METADATA REFERENCES](#)

1 Initial Copyedit

File: 1-11-1-CE.PDF 2015-03-11

No file chosen

REQUEST

2015-03-11

UNDERWAY

2015-03-11

COMPLETE

[REVIEW METADATA REFERENCES](#)

1 Initial Copyedit

File: 1-11-2-CE.PDF 2015-03-11

No file chosen

REQUEST

2015-03-11

UNDERWAY

2015-03-11

COMPLETE

2015-03-11

AUTHOR COPYEDIT

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	IN EDITING

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor CE Thomas Leo Clancy

REVIEW METADATA

	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2015-03-11	2015-03-11	2015-03-11

File: [1-11-2-CE.PDF](#) 2015-03-11

2. Author Copyedit	2015-03-11	2015-03-11	
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File: None

No file chosen

3. Final Copyedit	-	-	-
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File: None

REVIEW METADATA

	REQUEST	UNDERWAY	COMPLETE
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1. Initial Copyedit	2015-03-11	2015-03-11	2015-03-11
---------------------	------------	------------	------------

File: [1-11-2-CE.PDF](#) 2015-03-11

2. Author Copyedit	2015-03-11	2015-03-11	 2015-03-11
--------------------	------------	------------	--

File: [1-12-1-CE.PDF](#) 2015-03-11

No file chosen

3. Final Copyedit	2015-03-11	-	-
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File: None

FINAL COPYEDIT

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	<u>THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II</u>	Final Copyedit

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor CE Thomas Leo Clancy

REVIEW METADATA REFERENCES

	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2015-03-11	2015-03-11	2015-03-11
File: <u>1-11-2-CE.PDF</u> 2015-03-11			
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			
2. Author Copyedit	2015-03-11	2015-03-11	2015-03-11
File: <u>1-12-1-CE.PDF</u> 2015-03-11			
3. Final Copyedit	2015-03-11	2015-03-11	2015-03-11
File: None			
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			

Copyedit Comments

FINALIZING COPYEDIT

- If another round is requested;
 - Re-request step 1 or (by SE)
 - Re-request step 2 (by CE)
- Update submission metadata

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor: CE Thomas Leo P [ASSIGN COPYEDITOR](#)

	REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: 1-11-2-CE.PDF 2015-03-11	<input checked="" type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11
2. Author Copyedit File: 1-12-1-CE.PDF 2015-03-11	<input checked="" type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11
3. Final Copyedit File: 1-13-1-CE.PDF 2015-03-11	<input checked="" type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11

Upload file to ☐ Step 1, ☐ Step 2, or ☒ Step 3 No file chosen

Copyedit Comments

LAYOUTING

- Assign Layout Editor
- Layout version should be selected
- Galley (initial) should be uploaded
- Galley (final) should be after proofread

INITIAL LAYOUT

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	Initial

Layout

Layout Editor LE Theodor Seuss Geisel

Layout Version REQUEST UNDERWAY COMPLETE

[1-14-2-LE.PDF](#) 2015-03-11 2015-03-11 2015-03-11 

Galley Format FILE ORDER ACTION

None

Supplementary Files FILE ORDER ACTION

- | | | | | |
|----|--------------------------------------|---|-----|---|
| 1. | raw material for table | 1-2-1-SP.PDF 2015-03-11 | ↑ ↓ | EDIT DELETE |
| 2. | raw material for figure | 1-3-1-SP.PDF 2015-03-11 | ↑ ↓ | EDIT DELETE |
| 3. | Copyright Transfer Agreement (Draft) | 1-4-1-SP.PDF 2015-03-11 | ↑ ↓ | EDIT DELETE |

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files No file chosen

Layout Comments  No Comments

UPLOAD INITIAL GALLEY



Upload file to ☐ Layout Version, ☒ Galley, ☐ Supp. files No file chosen

Galley

Edit a Layout Galley

Galley File Information

Label *	<input type="text" value="PDF"/>	The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).
Language *	<input type="text" value="English"/>	
File Name	<u>1-15-1-PB.PDF</u>	
Original file name	_v05i1_5_139-998-1-LE-Final.pdf	
File Type	application/pdf	
File Size	1MB	
Date uploaded	2015-03-11	
Replace File	<input type="button" value="Choose File"/> No file chosen	Use Save to upload file.

COMPLETE INITIAL GALLEY

Layout

Layout Editor LE Theodor Seuss Geisel

Layout Version	REQUEST	UNDERWAY	COMPLETE
<u>1-14-3-LE.PDF</u> 2015-03-11	2015-03-11	2015-03-11	 2015-03-11

Galley Format

1.	PDF	VIEW PROOF	FILE	ORDER	ACTION
			<u>1-15-1-PB.PDF</u> 2015-03-11	—	—

Supplementary Files

		FILE	ORDER	ACTION
1.	raw material for table	<u>1-2-1-SP.PDF</u> 2015-03-11	—	—
2.	raw material for figure	<u>1-3-1-SP.PDF</u> 2015-03-11	—	—
3.	Copyright Transfer Agreement (Draft)	<u>1-4-1-SP.PDF</u> 2015-03-11	—	—

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files No file chosen

Layout Comments  No Comments

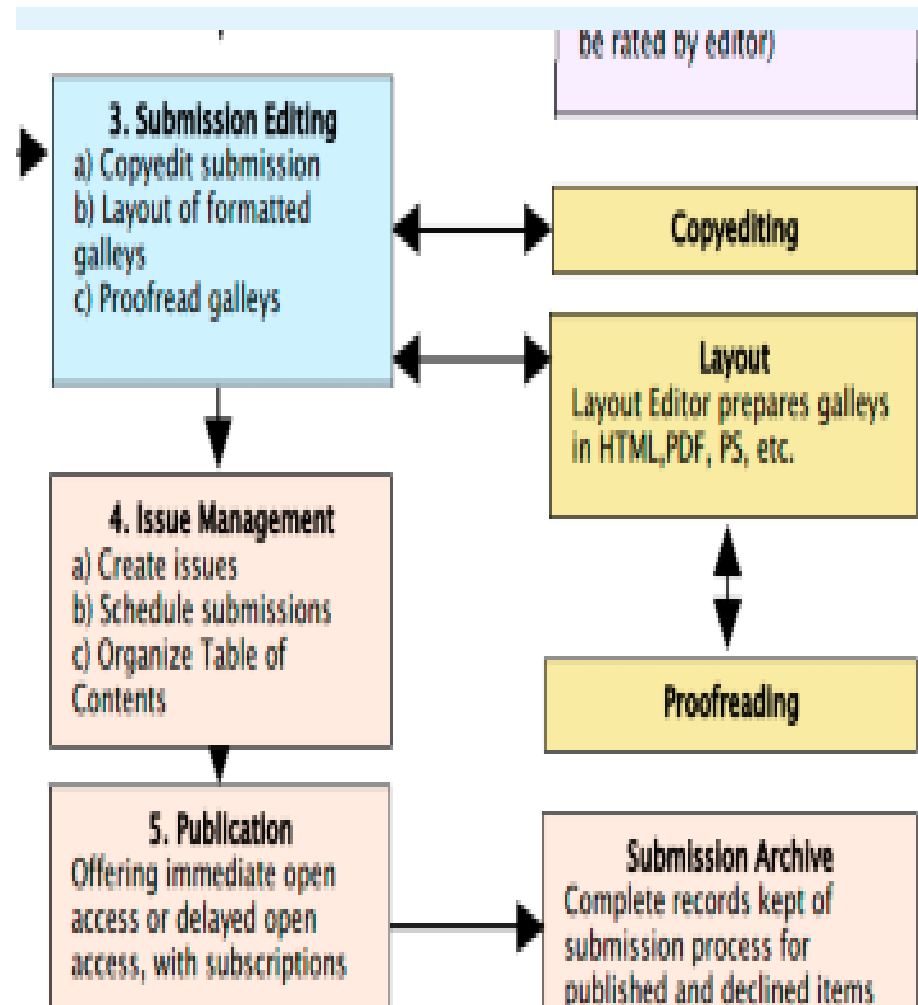
PROOFREAD

- **Assign Proofreader**
 - SE select proofreader and request author proofread
- **Author Proofread**
 - View proof galley, review metadata, and add comment if any
 - When author complete, proofreader is automatically requested
- **Proofreader**
 - View proof galley, review metadata, and add comment if any
 - When proofreader complete, layout editor is automatically requested
- **Layout Editor**
 - Review metadata and see if there is any comment
 - Layout Editor upload final galley and complete
- **SE Don't forget to acknowledge**

ISSUE MANAGEMENT

Editor setup and configure issue

- Create issues
- Schedule submissions
- Organize ToC



CREATE ISSUE

- State the volume, number, and year
- Identify which element is going to be displayed.
- If you want to display your own style, check the 'title' only

Create Issue

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: ----- Future Issues ----- ▼

Identification

Volume

Number

Year

Issue identification
☐ Volume
☐ Number
☐ Year
☒ Title

Title Article in Press

Description

Create Issue

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: ----- Future Issues ----- ▼

Identification

Volume

Number

Year

Issue identification
☒ Volume
☒ Number
☒ Year

CREATE

CREATE ISSUE FUTURE ISSUES BACK ISSUES

ISSUE

ARTICLE IN PRESS

VOL 1, NO 1 (2015)

SCHEDULING

After final galley uploaded, the submission can be scheduled in the designated issue

- Back issue
- Current issue
- Future issue
- Article in press