

# euConference System

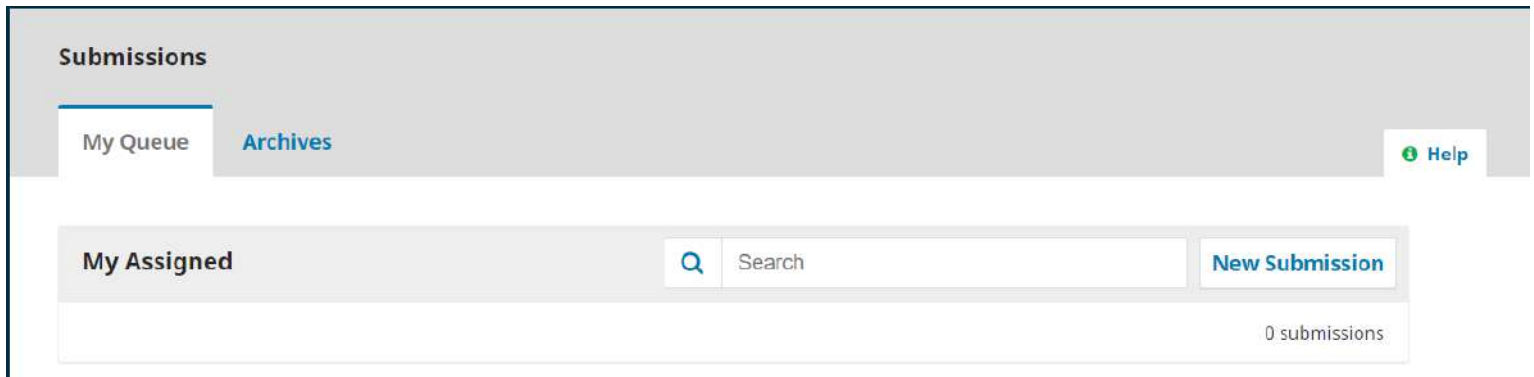
## User Guide (Authoring; submitting an Article and Responding to Review)

### 1. Authoring

In this section, you will learn how an author works in euConference System.

#### Registering with the Conference #

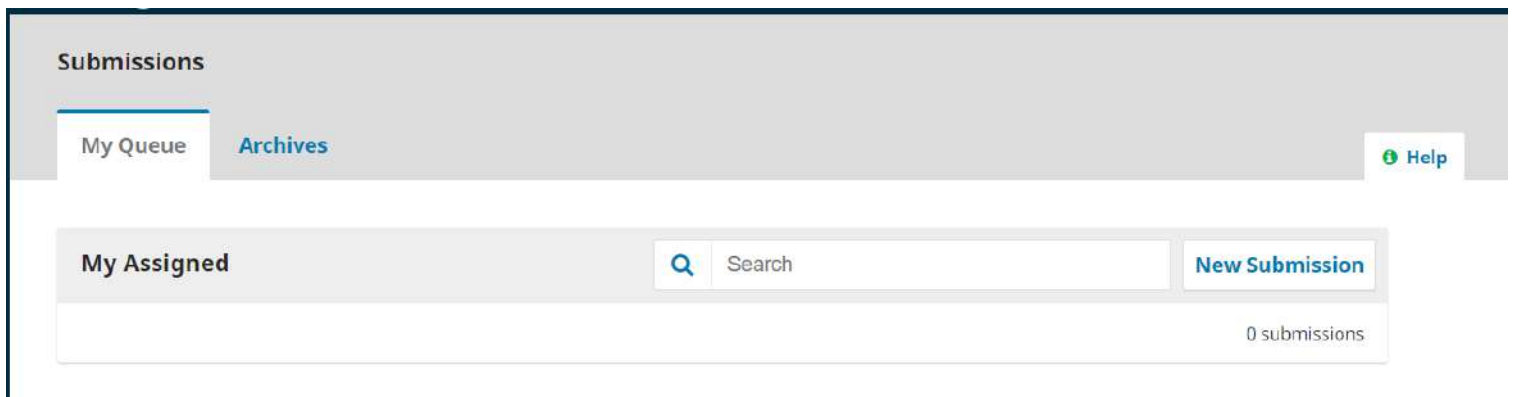
To make a submission to euConference System, you will first need to [register](#) a user account with a conference and log in. After login, you will be taken to your Dashboard.



It is currently empty as you have made no submissions.

#### Submitting an Article #

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



## Step 1 #

In **Step 1** you will provide preliminary information about your submission.

### Submit an Article

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

**Section**

*Articles must be submitted to one of the conference's sections. \**

#### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

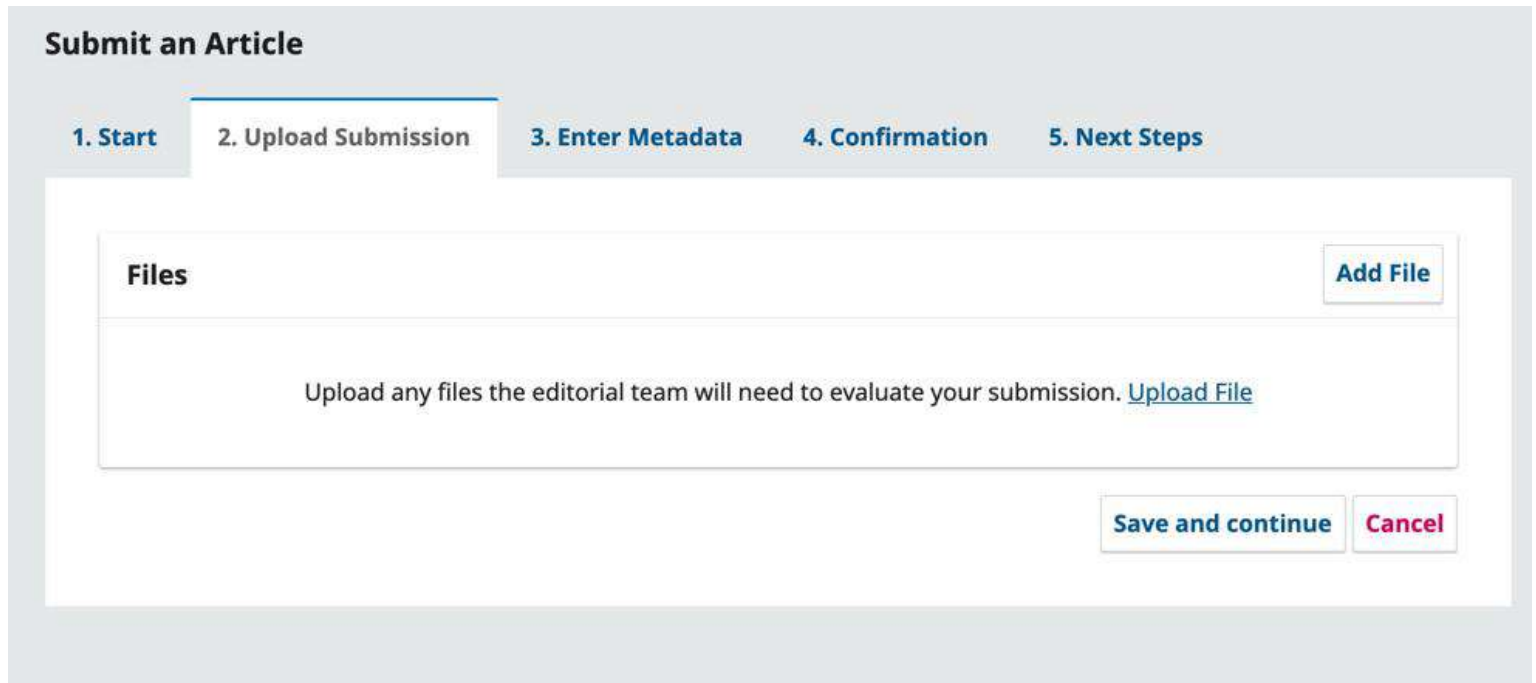
- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format (abstracts and full papers).
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Select the appropriate section (Sub-theme) for your submission. If you aren't sure which section is appropriate, make your best guess.

Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the conference's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

## Step 2 #

On **Step 2**, a window will open allowing you to upload your submission file.



The screenshot shows a web interface titled "Submit an Article" with a progress bar at the top containing five steps: 1. Start, 2. Upload Submission (highlighted), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar is a "Files" section with an "Add File" button. A text box contains the instruction: "Upload any files the editorial team will need to evaluate your submission. [Upload File](#)". At the bottom right of the form are two buttons: "Save and continue" and "Cancel".

In euConference System, authors can upload multiple files at once, as well as drag-and-drop files.

Once you've uploaded all your files you can indicate the file type for each from a single menu panel, and metadata such as a description or license can be entered during the workflow.

Once you have finished uploading and labelling all of your files, click the **Save and Continue** button to move to **Step 3**.

## Step 3 #

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract. Scrolling down, you are able to add any additional contributors.

List of Contributors				<a href="#">Add Contributor</a>
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

**Add Contributor**

**Name**

Frederic Middle Name Serletis

First Name \* Middle Name Last Name \*

**Contact**

seletis@mailinator.com

Email \*

**Country**

Canada

Country \*

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	☑	☑
▶ Frederic Serletis	serletis@mail.com	Author		☑

You may also see additional fields to complete, such as keywords. If additional languages are enabled for the conference, you can enter the metadata in these languages. Clicking on the metadata field will reveal the fields for other languages enabled in the conference.

## Additional Refinements

### Keywords

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click **Save and Continue** to move forward.

### Step 4 #

On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

### 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".

A box will pop up asking you to confirm you are finished. Click **OK**.



## Step 5 #

### Submit an Article

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

## Submission complete

Thank you for your interest in publishing with Egerton University International Conference.

### What Happens Next?

The conference has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

1. Review this submission
2. Create a new submission
3. Return to your dashboard

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

## Dashboard #

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.

**Submissions**

My Queue Archives Help

**My Assigned** Search New Submission

26 **Joe Williamson, Frederic Serletis** Submission

The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...

1 of 1 submissions

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

### Editing Metadata #

In euConference System, you may edit your own metadata at different stages of the editorial workflow. This will be dependent on settings granted by the Conference Secretariat. You may either have global permission to make edits or have to send a request to the Editor to do so.

Changes might include updated abstracts, correcting spelling errors, or adding additional contributors.

To make edits to your submitted article, click on the publication tab of your submission.

You will be able to make changes to any of the sub-menus on the left by clicking to those tabs. If multiple languages are enabled for the conference, you will be able to edit metadata in those languages by clicking on the language tab in the top right. Click 'Save' once you're done making your changes.

**Workflow** **Publication**

Status: **Unscheduled**

**Title & Abstract** **Français (Canada)** English

**Contributors**

**Metadata**

**Galleys**

**Prefix**  
Examples: A, The

The

**Title**

Official Knowledge and Adult Education Agents

**Subtitle**

An Ethnographic Study of the Adult Education Team of a Local Development-Oriented Nongr

When granted permission, you will be able to make changes to the following sections on the Publication tab: Title & Abstract, Contributors, and Metadata. While Galleys is listed as an option on the side menu, you will not be able to upload or make changes in this section.

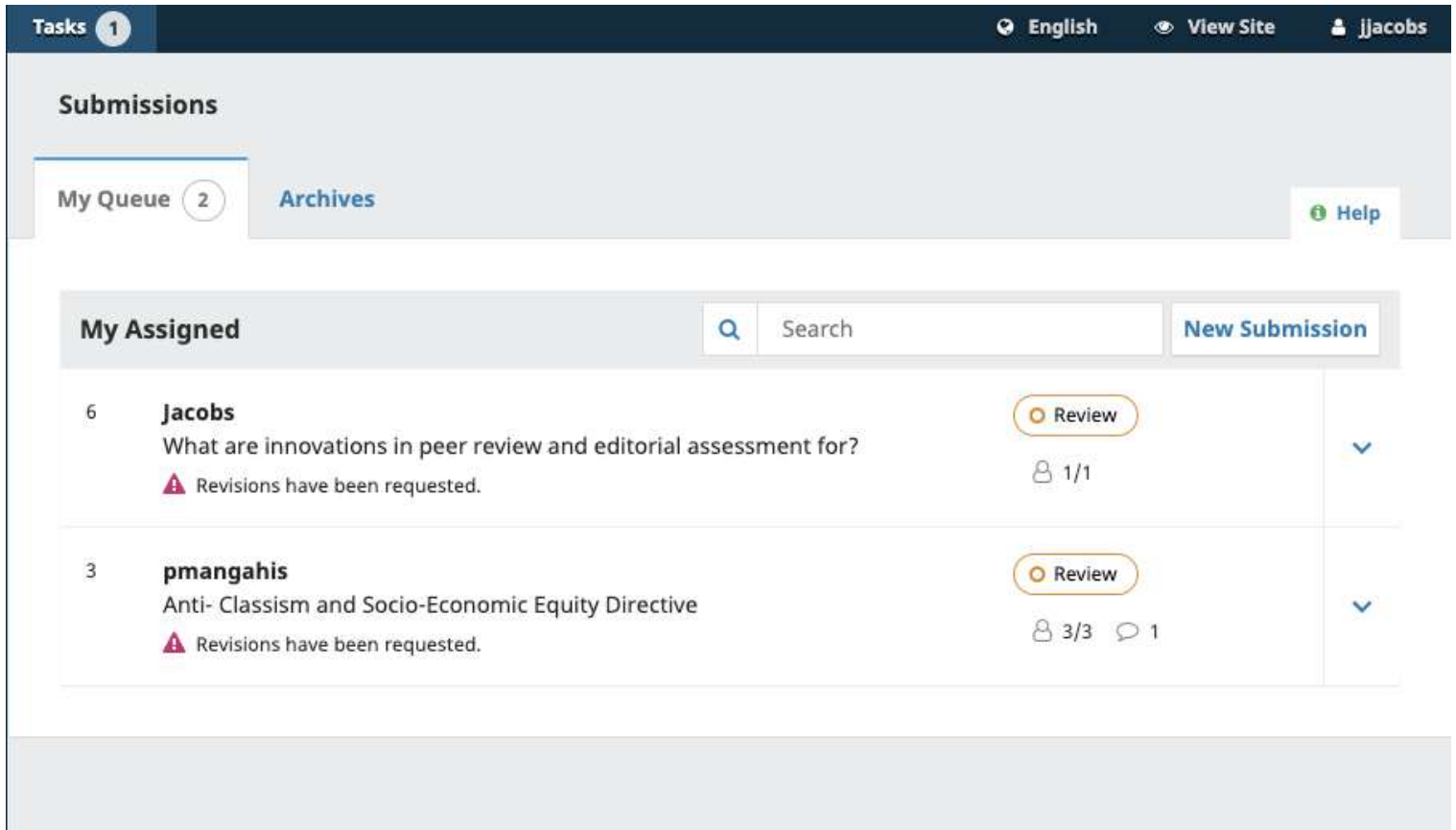
If you notice that the 'Save' button is grey and inactive, this means you will have to request permission from the Editor to make changes to your submission or ask them to make the changes for you.



## Responding to a Review #

Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email with the decision, login to your dashboard. Select the submission you have been notified about.



The screenshot shows the 'Submissions' section of the euConference System dashboard. At the top, there is a navigation bar with 'Tasks 1', 'English', 'View Site', and 'jjacobs'. Below this, the 'Submissions' header is followed by 'My Queue 2' and 'Archives'. A 'Help' button is visible in the top right. The main content area is titled 'My Assigned' and includes a search bar and a 'New Submission' button. Two submissions are listed:

Submission ID	Author	Title	Status	Reviewers	Comments
6	Jacobs	What are innovations in peer review and editorial assessment for?	Review	1/1	Revisions have been requested.
3	pmangahis	Anti- Classism and Socio-Economic Equity Directive	Review	3/3	1 comment, Revisions have been requested.

Within the Review tab of the submission, you will also see a copy of the Editorial Decision under Notifications. Depending on the type of peer review the conference uses, you may see less information on the Review tab of the conference. The example below shows an open peer review which allows authors to see who the reviewer was.

Tasks **1** English View Site jjacobs

6 / **Jacobs** / What are innovations in peer review and editorial assessment for? Upload File Library

**Workflow** **Publication**

Submission **Review** Copyediting Production

Round 1

**Round 1 Status**  
Revisions have been requested.

**Notifications**

[\[OJS\] Editor Decision](#) 2020-05-26 05:47 PM

**Reviewers**

Stacy Reviewer	<b>Review Submitted</b> Recommendation: Resubmit for Review	Open	<a href="#">Read Review</a>
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To view the Editorial decision, click the link under notifications.

Based on the information in the editor’s message, you must now prepare your revisions.

### Uploading the Revised File #

Once you’re ready to upload the revised file, scroll down the page and find the panel for **Revisions**.

### Round 1 Status

Revisions have been requested.

### Notifications

[\[JPK\] Editor Decision](#)

2016-08-30 08:32 PM

### Reviewer's Attachments

[Q Search](#)

No Files

### Revisions

[Q Search](#)

[Upload File](#)

No Files

### Review Discussions

[Add discussion](#)

Name

From

Last Reply

Replies

Closed

No Items

Use the *Upload a File* link to upload your revised submission.

**Upload Review File** ✕

1. Upload File   2. Review Details   3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

Author, submission-manuscript.docx

**Article Component \***

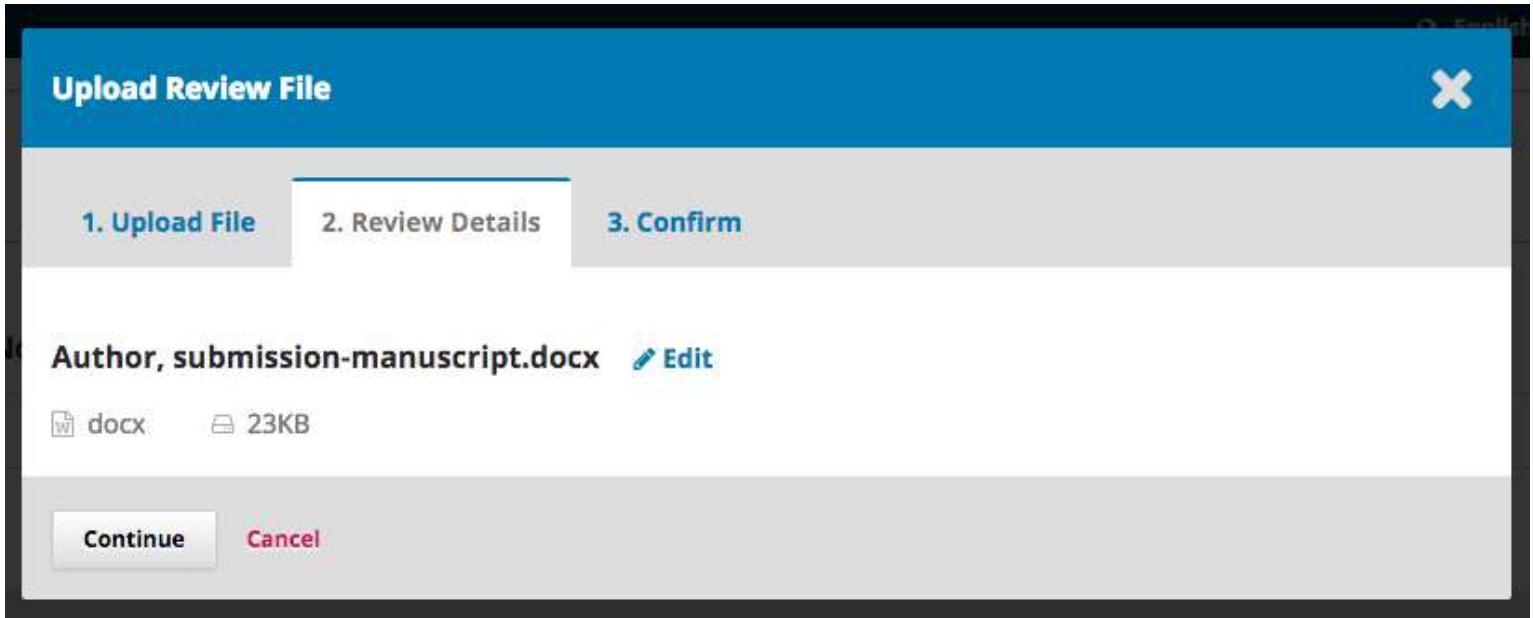
Article Text

Drag and drop a file here to begin upload

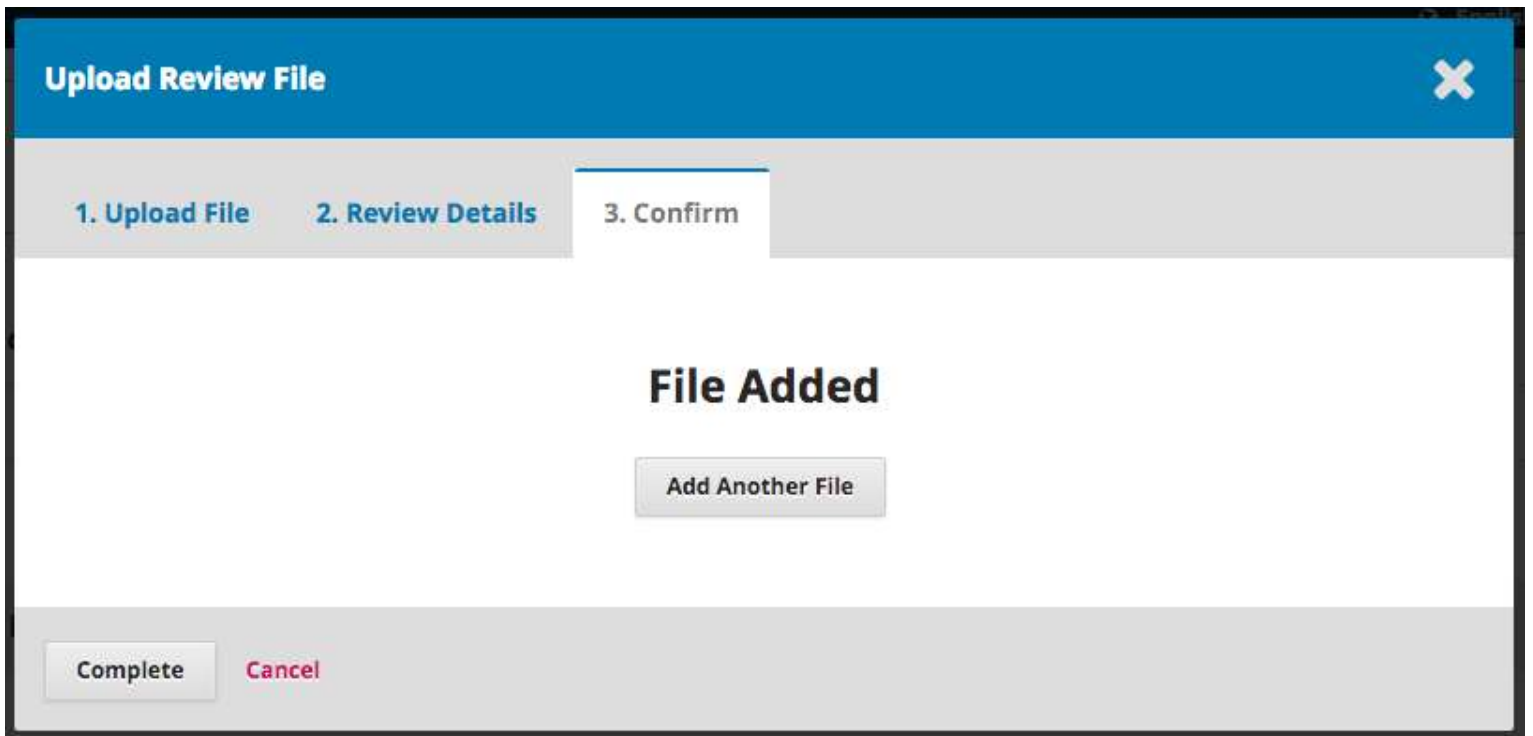
Upload File

Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.



Check the file details and hit **Continue** again.



If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

## Revisions

▶  164-1 Author, submission-manuscript.docx

### Inform the Editor #

The editor will receive a notification about the new file(s) being uploaded. Additionally, you can inform the editor via the Review Discussion panel as explained below.

Review Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
No Items					

From there, select the *Add Discussion* link.

Select the users you want to notify under Participants.









**Add discussion** ✕

**Participants**

<input type="checkbox"/>	Stacy Reviewer, Reviewer (Open)
<input type="checkbox"/>	Edwin Editor, Journal editor
<input checked="" type="checkbox"/>	John Jacobs, Author

**Subject \***

**Message \***

  **B** *I* U      

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.

Review Discussions		<a href="#">Add discussion</a>		
Name	From	Last Reply	Replies	Closed
<a href="#">Revision uploaded</a>	mishkin Aug/30	-	0	<input type="checkbox"/>

At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

### Revisions Accepted #

You will receive an email that your revisions have been accepted.

In addition, notifications will appear on your dashboard.

6 / **Jacobs** / What are innovations in peer review and editorial assessment for? Library

**Workflow** **Publication**

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

**Round 1**

**Round 1 Status**  
Submission accepted.

**Notifications**

<a href="#">Editor Decision</a>	2020-05-26 05:47 PM
<a href="#">Editor Decision</a>	2020-05-26 07:01 PM

The notifications show up in order of date, meaning the most recent one will be on the bottom. Click on it to open the message (which is the same as the email you would have also received).

Use the **X** in the upper right corner to close the window.

Further down your dashboard, you will also see a discussion reply from the editor.

**Revisions** [Q Search](#) [Upload File](#)

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▶  164-1 [Author, submission-manuscript.docx](#) Article Text

**Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<span>▶</span> <a href="#">Revision uploaded</a>	mishkin Aug/30	dbarnes Aug/31	1	<input type="checkbox"/>

Clicking the discussion title will open it up.

Congratulations! You've been accepted and your submission file is moving on to the Copyedit stage.

## Resubmitting for Review #

If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

At the review stage you will need to do two things to resubmit once you have revised your document:

Upload the new file in the revisions section. To upload a new file, click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you are submitting a revision of an existing file.

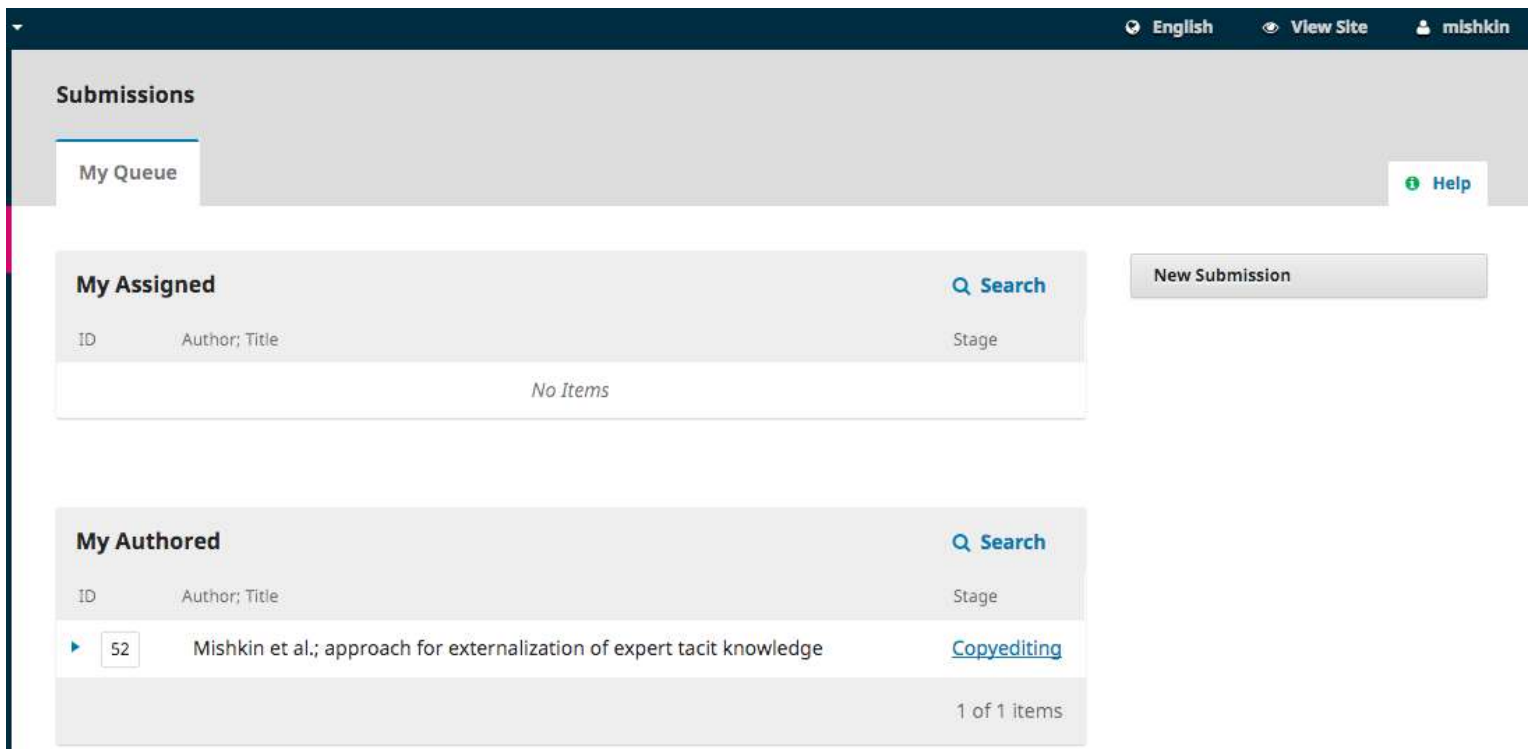
Add a discussion to notify the editor that you have re-submitted.

The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage.

## Responding to a Copyediting Request #

The next step in the workflow is to inspect your submission files that have been copyedited.

You will receive an email indicating that files are available. To see them, login to the conference and go to your dashboard.



The screenshot shows a user interface for 'Submissions'. At the top right, there are links for 'English', 'View Site', and a user profile 'mishkin'. Below the 'Submissions' header, there is a 'My Queue' tab and a 'Help' button. The main content area is divided into two sections: 'My Assigned' and 'My Authored'. The 'My Assigned' section is currently empty, displaying 'No Items'. The 'My Authored' section contains one entry with the following details:

ID	Author; Title	Stage
52	Mishkin et al.; approach for externalization of expert tacit knowledge	<a href="#">Copyediting</a>

At the bottom right of the 'My Authored' section, it indicates '1 of 1 items'. There is also a 'New Submission' button on the right side of the dashboard.

You can see your entry in the My Authored panel. Select the Copyediting link to go to the full submission record, including the notification in the Copyediting Discussions panel.



English View Site mishkin

Submission Library View Metadata

**approach for externalization of expert tacit knowledge**  
Apostolos Mishkin, Frederic Serletis

Submission Review **Copyediting** Production

**Copyediting Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">Copyediting check</a>	svogt Aug/31	-	0	<input type="checkbox"/>


Click on the linked discussion to open it, read the message, and open the attached file.

**Copyediting check** ✕

**Participants**

Sarah Vogt (svogt)  
Apostolos Mishkin (mishkin)

**Messages**

Note	From
Please review the attached copyedited files and let me know if you have any comments.	svogt Aug 31
 <a href="#">svogt, Copyeditor, submission-manuscript.docx</a>	

[Add Message](#)

Once you have read the attached file, you can respond to the copyeditor indicating any required changes or your approval.

## Messages

Note

From

Please review the attached copyedited files and let me know if you have any comments.

svogt  
Aug 31

 [svogt, Copyeditor, submission-manuscript.docx](#)

## Message \*

  **B** *I* U      Upload 

This looks good!

## Attached Files

 Search

[Upload File](#)

No Files

OK

Cancel

If needed, you could attach a revision, but for this example we will simply approve the changes and hit **OK**.

On your dashboard, you can see that you were the last person to reply to the message.

English View Site mishkin

Submission Library View Metadata

**approach for externalization of expert tacit knowledge**  
Apostolos Mishkin, Frederic Serletis

Submission Review **Copyediting** Production

**Copyediting Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">Copyediting check</a>	svogt Aug/31	mishkin Aug/31	1	<input type="checkbox"/>

Your role in the copyediting process is now complete and you can wait for the request to proofread the final galleys (e.g., PDFs, HTML, etc.) before publication.

### Responding to a Proofreading Request #

The next step in the workflow is to inspect your submission files that have been converted into galleys (e.g., PDF, HTML, etc.).

You will receive an email indicating that files are available. To see them, login to the conference and go to your dashboard.

You can see your entry in the My Authored panel. Select the Production link to go to the full submission record, including the notification in the Production Discussions panel.

Submission Library View Metadata

**approach for externalization of expert tacit knowledge**  
Apostolos Mishkin, Frederic Serletis

Submission Review Copyediting **Production**

**Production Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">Galley ready for proofreading</a>	gcox Aug/31	-	0	<input type="checkbox"/>

Click on the linked discussion to open it, read the message, and open the attached file.

## Galley ready for proofreading



### Participants

Graham Cox (gcox)

Apostolos Mishkin (mishkin)

### Messages

Note

From

Please take a look at the attached galley and let me know if it is ready to publish.

gcox  
Aug 31

 [gcox, Layout Editor, submission-manuscript.pdf](#)

Add Message

Once you have read the attached file, you can respond to the Layout Editor indicating any required changes or your approval.



### Participants

Graham Cox (gcox)

Apostolos Mishkin (mishkin)

### Messages

Note



From

Please take a look at the attached galley and let me know if it is ready to publish.

gcox  
Aug 31

 [gcox, Layout Editor, submission-manuscript.pdf](#)

### Message \*

  **B** *I* U      Upload 

This looks perfect. Thank you!

That's it! Your role in the editorial workflow is now completed.