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Document History

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Preface

About this document

This document describes the step-by-step process to manage, submit, edit & review an article using Revview Central. All steps are explained in detail along with screenshots.

Target Audience

This guide is primarily for Journal office to manage, submit, edit & review the articles using Revview Central. However, it will also be useful to anyone with an interest in learning about this product.
Contents

1 Getting Started........................................................................................................................................ 7
  1.1 Supported Browsers ........................................................................................................................ 7
  1.2 Login to Your Account ................................................................................................................... 7
    1.2.1 Filter option ............................................................................................................................. 8
    1.2.2 Forgot Your Password .......................................................................................................... 8

Journal Office.............................................................................................................................................. 11

2 View the Status of the Articles............................................................................................................ 11
  2.1 View the Status of all the Articles in a Journal ............................................................................... 12
    2.1.1 Filter the Articles that Requires My Attention ...................................................................... 13
  2.2 View the Articles in each Status ................................................................................................... 13

3 View an Article and Take Action....................................................................................................... 14
  3.1 View an Article .............................................................................................................................. 14
    3.1.1 Manuscript Submitted in MS Word Format ........................................................................... 14
    3.1.2 Manuscript Submitted in PDF or LaTeX Format ................................................................ 14
  3.2 Make Decision ............................................................................................................................... 15
    3.2.1 Incomplete Article .................................................................................................................. 16
    3.2.2 Compliant Article .................................................................................................................... 16

4 Proxy any Registered User .................................................................................................................. 17

5 Logout of Proxy Mode .......................................................................................................................... 19

Author Tasks ............................................................................................................................................. 20

6 Submit an Article .................................................................................................................................. 20
  6.1 Drag & Drop Option ....................................................................................................................... 20
  6.1.2 Choose File(s) option ............................................................................................................... 21
  6.2 Submitting Manuscript as MS Word document .......................................................................... 23
  6.3 Submitting Manuscript as PDF files ............................................................................................ 26
    6.3.1 Add New Author Information ............................................................................................... 27
6.3.2 Edit Author Details ................................................................. 28
6.3.3 Delete Author Details ............................................................ 29

7 Know the Status of the Submitted Article ........................................... 30

8 Resubmit an Article ........................................................................... 30

9 View/Download a Submitted Article .................................................... 31
  9.1 Download the Submitted Article as PDF .................................. 32
  9.2 View the Other Versions of the Article ................................... 32

Reviewer Tasks .................................................................................. 34

View a Request ................................................................................... 34
  9.2.1 Manuscript Submitted in MS Word Format ......................... 35
  9.2.2 Manuscript Submitted in PDF or LaTeX Format .................. 35
  9.2.3 Download the Files Submitted by the Author ..................... 36
  9.3 Accept a Request ...................................................................... 36
  9.4 Decline a Request .................................................................... 36

10 Review an Article ............................................................................. 37
  10.1 Provide Paragraph Specific Comment .................................. 37
    10.1.1 Attach a File ................................................................. 38
  10.2 Provide General Comment .................................................... 39
    10.2.1 Attach a File ................................................................. 40
  10.3 To View My Comments ....................................................... 41
  10.4 To Edit My Comment .......................................................... 42
  10.5 To Delete My Comment ........................................................ 42

11 Submit to Editor ............................................................................... 43

Editor Tasks ...................................................................................... 44

12 View an Article and Take Action ..................................................... 44
  12.1 View an Article ....................................................................... 44
    12.1.1 Manuscript Submitted in MS Word Format .................. 44
12.2 Make Decision - Submitted Article ................................................................. 46
  12.2.1 Submission not Suitable with no resubmission ........................................ 46
  12.2.2 Accept and Send for Peer Review .............................................................. 47
  12.2.3 Submission not Suitable ........................................................................... 48
  12.2.4 Accept for Publication .............................................................................. 48
12.3 Make Decision - Reviewed Article ................................................................. 49
  12.3.1 Decision in Progress .................................................................................. 49
  12.3.2 Minor Revision Needed ............................................................................. 50
  12.3.3 Major Revision Needed ............................................................................ 50
  12.3.4 Rejected ...................................................................................................... 50
  12.3.5 Accept for Publication .............................................................................. 51
13 Provide Review Comments ................................................................................. 51
  13.1 Manuscript Submitted in Word Format ......................................................... 51
    13.1.1 Provide Paragraph Specific Comment ..................................................... 52
    13.1.2 Provide General Comment ....................................................................... 53
  13.2 To View My Comments ................................................................................ 55
  13.3 To Edit My Comment ................................................................................... 55
  13.4 To Delete My Comment ............................................................................... 56
14 Reassign Editor .................................................................................................... 56
15 View Reviewer’s Comments .............................................................................. 57
  15.1 Hide Reviewer Comments ............................................................................ 58
  15.2 Unhide Reviewer Comments ........................................................................ 58
  15.3 Preview Review Comments before Decision ................................................ 58
16 Invite More Reviewers ........................................................................................ 59
1  Getting Started

Welcome to Revview Central help page!

1.1  Supported Browsers

For optimal performance, we recommend to use the below mentioned browsers:

- Google Chrome 60+
- Safari 11+

1.2  Login to Your Account

Step 1: Go to Revview Central home page. The login form opens as shown below:

Step 2: Enter your login credentials.

Step 3: Click LOGIN. The Dashboard opens as shown below:
1.2.1 Filter option

You can use filter option to find an article quickly.

Step 1: Click . The menu expands as shown below:

![Filter menu example]

You can use any or all of the following options to filter the article.

- Date Range
- Article Type
- Article Status

1.2.2 Forgot Your Password

Step 1: Click  in Revview Central home page. The Forgot Password page opens as shown below:
Step 2: Enter your registered email in the text box.

Step 3: Click **SEND RESET LINK**. Reset link is emailed to you and Revview Central shows the following confirmation message:

Note: if you have made any error while providing the email id, you can correct it in the text box and click **SEND RESET LINK** again to get the reset link.

The content of the Password Recovery email is shown below:

```plaintext
Welcome

In order to recover your password for [redacted], please reset [here](https://www.example.com/reset).

Thanks,
SR Central
```
Step 1: Click **here** in the message. The Reset Password page opens as shown below:

![Reset Password Page](image)

Step 2: Enter the new password.

Step 3: Click **SET MY PASSWORD**. The password is reset, and Revview Central shows the following message:

![Password Reset Successfull](image)
2 View the Status of the Articles

When you login to Revview Central the Dashboard opens as shown below:

The Dashboard lists the following details:

1. The journals that are assigned to you

2. Total number of articles submitted in a journal:

3. Number of articles in various stages of submission and review process:
2.1 View the Status of all the Articles in a Journal

Step 1: Click the journal name (for example: J123456 - Transhumanism and Existentialism). The Article Dashboard with the status of all the articles submitted in the journal are listed as shown below:

![Article Dashboard](image)

The details that are displayed in the article Dashboard are tabulated below:

<table>
<thead>
<tr>
<th>Header</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article ID</td>
<td>Article Identification</td>
</tr>
<tr>
<td>Article Title</td>
<td>Title of the article along with the article type</td>
</tr>
<tr>
<td>Submission Date</td>
<td>Date of submission</td>
</tr>
</tbody>
</table>
The status of reviewer is depicted here:

- N.A. – indicates that the reviewer is not yet assigned
- 🙄 😞 😞 😞 😞 - indicates that the reviewer is assigned. 😞 😞 😞 😞 - indicates the number of reviewers assigned; 😞 😞 😞 😞 - indicates the number of reviewers accepted the article for review; 🙄 😞 😞 😞 😞 - indicates the number of reviewers submitted the article after reviewing. When you click this the menu expands as shown below:

<table>
<thead>
<tr>
<th>Reviewer Name</th>
<th>Invite Response Status</th>
<th>Review Submission Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Accepted</td>
<td>Submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>on 25 July 2018 (Today)</td>
</tr>
</tbody>
</table>

### Status

Current status of the article.

### Action

Indicates the action required from you.

#### 2.1.1 Filter the Articles that Requires My Attention

Step 1: Click 🌐 Needs my attention. The articles that require my attention are filtered and listed.

#### 2.2 View the Articles in each Status

Clicking the number given within parentheses lists the articles in the mentioned status. For example, when you want to view the articles that are assigned to the reviewers:

Step 1: Click 🌐 Reviewer(s) Assigned (8). The Article Dashboard with the articles that are assigned to the reviewers are listed as shown below:
3 View an Article and Take Action

3.1 View an Article

Step 1: Click **Take Action**. The menu expands as shown below:

![Menu Expansion](image)

Step 2: Click **Make Decision**. The article page opens as shown below:

![Article Page](image)

3.1.1 Manuscript Submitted in MS Word Format

When the author has submitted the manuscript in MS Word format:

The manuscript is loaded as HTML below the Metadata information. You can scroll and view the manuscript.

Alternatively you can download the manuscript as PDF by clicking **Download article as a PDF**.

3.1.2 Manuscript Submitted in PDF or LaTeX Format

When the author has submitted the manuscript in PDF or LaTeX format:
You can download the manuscript by clicking **DOWNLOAD**.

You can upload new files using the upload option.

You can change the document type of the author uploaded files.

### 3.2 Make Decision

Step 1: Click **Make Decision**. The dropdown opens as shown below:
### 3.2.1 Incomplete Article

When you click Incomplete Article, a textbox appears as shown below:

```
Hi,
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla quam velit
```

Step 2: Enter the message to the author, this will be sent through email.

Step 3: Click **MAKE DECISION**. Revview Central shows the following message:

```
As you are marking this article ‘Non-compliant’, you will need to send a note to the author requesting them to make a compliant submission
```

Step 4: Click **Yes**. An email is sent to the author and the status is updated.

### 3.2.2 Compliant Article

When you click Compliant Article, Make Decision button appears:

Step 1: Click **MAKE DECISION**. Revview Central shows the following message:

```
Marking this article ‘Compliant’ means it is ready to be processed for further review. Would you like to assign an Editor?
```

Step 2: Click **Yes**. The Assign Editor page opens as shown below:
Step 3: Select the editor by clicking the \( \checkmark \) against the editor name.

Step 4: Click \( \text{ASSIGN} \). The message window opens as shown below:

Step 5: Enter the message.

Step 6: Click \( \text{Submit} \). Revview Central shows the following confirmation message:

4 Proxy any Registered User

This option aids to proxy any registered user so that you can complete a task on their behalf, in case of the intended user being unable to do so.

Step 1: In the Article Dashboard page, click \( \text{On Off} \). The “Proxy user as” window opens as shown below:
Step 2: Select the user by clicking the ◼️ against the user name.

When a user is assigned to more than one role:

Step 2.1: click ▶️ against the user name. The roles assigned to actor are listed as shown below:

Step 2.2: Select the role you want to proxy by clicking the ◼️ against the actor.

Step 3: Click CHANGE. The Dashboard page of the selected user opens as shown below:
See the respective sections in this document to perform the actions of the corresponding actors.

5 Logout of Proxy Mode

Step 1: Click **On**. Revview Central shows the following message:

Are you sure want to logout proxy session?

[No] [Yes]

Step 2: Click **Yes**. You are directed to your Dashboard.
Author Tasks

6 Submit an Article

Step 1: Click SUBMIT ARTICLE at the top right corner of the dashboard. The Upload File(s) page opens as shown below:

Step 1: Select the article type from the drop-down menu.

You can upload the manuscript and supporting file using Drag & drop option or Choose Files(s) option.

6.1.1 Drag & Drop Option

Step 1: Navigate to the file location.

Step 2: Move the pointer to the file.
Step 3: Press, and hold down, the button on the mouse or any other pointing device, to grab the file.

Step 4: Drag the file to Revview Central by moving the pointer.

Step 5: Drop the object by releasing the button.

The file is added.

6.1.2 Choose File(s) option

Step 1: Click Choose File(s). The Open dialog opens as shown below:
Step 2: Navigate to the file location and select the file.

Step 3: Click Open.

You can also select multiple files related to the manuscript using this option.

The file is uploaded and it is listed as highlighted in the below screenshot:

You can add other files related to the manuscript by repeating the above steps.

You can remove an uploaded file by clicking ✗ against the file.

Step 4: Click NEXT. The Document Summary page opens.
6.2 Submitting Manuscript as MS Word document

When you submit the manuscript as a MS Word document (.doc/.docx) Revview Central auto extracts the metadata (which you can edit) and auto checks the manuscript compliance against the journal guidelines.

Revview Central identifies the document type of each uploaded file and displays in this page. If there is any discrepancy in the identification. You can manually change the document type by selecting the same from the dropdown menu as shown below:

Document type of at least one file must be Manuscript, if not Revview Central shows the following message:

Once you have verified the document type:

Step 5: Click **CONFIRM DOCUMENT TYPE**. Revview Central shows the following message:

You can choose to leave or wait till Revview Central performs the completeness of your manuscript and usability.
When you click **Yes, Send me the link**, Revview Central redirects you to the Dashboard and sends the URL of the article to your registered email id.

The content of the email is shown below:

![Email Content]

Step 6: Click **COMPLETE YOUR SUBMISSION** in the mail content. Your manuscript is presented as HTML along with the Completeness Check as shown in the [screenshot](#) above Step 7.

When you click **Proceed with standard process**. Revview Central shows the progress of the processing as shown below:
Once the processing is completed, your manuscript is presented as HTML along with the Completeness Check as shown below:

The Problem Summary is categorized based on the components of the article. For example, missing data of Metadata are consolidated as a category.

The problems that are coloured in <<colour>> are to be resolved before submission.

Step 7: Resolve the problems, if any.

Step 8: Click **SUBMIT**. The article is submitted, and Review Central shows the following confirmation message:
The article information is added to the Dashboard as shown below:

6.3 Submitting Manuscript as PDF files

When you submit the manuscript in PDF format the Document Summary page opens as shown below:

Revview Central identifies the document type of each uploaded file and displays in this page. If there is any discrepancy in the identification. You can manually change the document type by selecting the same from the dropdown menu as shown below:
Document type of at least one file must be Manuscript, if not Revview Central shows the following message:

![Please select one file as Manuscript for further processing.](image)

Step 1: Click **CONFIRM DOCUMENT TYPE**. The Metadata Check page opens as shown below:

![Metadata Check](image)

Step 3: Enter the Metadata details in the relevant fields.

Tips: You can copy and paste the content from any other source.

By default, the Name registered with Revview Central is identified as Corresponding Author. You can add more authors and edit the corresponding Author details.

### 6.3.1 Add New Author Information

Step 1: Click **ADD AUTHOR(S)**. Add Author form opens as shown below:
Step 2: Enter the details in the relevant fields.

All the fields except for Phone Number and City, are mandatory, so fill in all other fields before proceeding.

Step 3: Click ADD. The new details are added as shown below:

### 6.3.1.1 Change the Corresponding Author

You can change the corresponding author by selecting the relevant radio button as shown below:

### 6.3.2 Edit Author Details

You can edit the author details at any point in time before submission.
Step 1: Click against the author details you want to edit. The Update Author form opens as shown below:

![Update Author Form](image)

Step 2: Make the required edits.

Step 3: Click **UPDATE**. The details are saved.

### 6.3.3 Delete Author Details

You can delete an author details at any point in time before submission.

Step 1: Click against the author details you want to delete. Revview Central shows the following message:

![Delete Confirmation](image)

Step 2: Click **Trash**. The author details are removed from the pane.

Once you complete, click **SUBMIT**. The article is submitted, and Revview Central shows the following confirmation message:

![Success Message](image)
The article information is added to the Dashboard as shown below:

When you submit an article, the article is listed in your Dashboard as shown below:

7 **Know the Status of the Submitted Article**

The status of the article is updated in the Dashboard as shown below:

8 **Resubmit an Article**

Step 1: Click **Take Action**. The menu expands as shown below:
Step 2: Click **Resubmit**. The Article page opens as shown below:

Step 3: Click **Resubmit**. The Upload File(s) page opens as shown below:

Submit the updated article by following the procedure given in section 2 **Submit an Article**.

9 **View/Download a Submitted Article**

When you submit an article, the article is listed in your Dashboard as shown below:
Step 1: Click the article tile (For example: Development and evaluation of rheological and bioactive properties of rice protein-based gels), The article page opens as shown below:

You can view the Metadata of the article here.

**9.1 Download the Submitted Article as PDF**

Step 1: Click **Download article as a PDF**. The Article is downloaded in the PDF format.

**9.2 View the Other Versions of the Article**

This option is available only when you resubmit the article. All the versions of the article are hosted in separate tabs as shown below:
By default, the current version of the article is displayed.

Step 1: Click Version 1.0. The previous version of the article is displayed as shown below:
Reviewer Tasks

View a Request

When you login, the Dashboard opens as shown below:

![Dashboard Image]

The articles that need your action are marked by [Take Action](#).

**Step 1:** Click [Take Action](#). The menu expands as shown below:

![Take Action Menu Image]

**Step 2:** Click [View Request](#). The article page opens as shown below:
9.2.1  Manuscript Submitted in MS Word Format

When the author has submitted the manuscript in MS Word format:

The manuscript is loaded as HTML below the Metadata information. You can scroll and view the manuscript.

Alternatively you can download the manuscript as PDF by clicking

9.2.2  Manuscript Submitted in PDF or LaTeX Format

When the author has submitted the manuscript in PDF or LaTeX format:
You can download the manuscript by clicking [DOWNLOAD].

Note: You can view the Metadata information in the wide window by clicking [►]. The view can be restored by clicking [◄].

9.2.3 Download the Files Submitted by the Author

Step 1: Click [Download Submitted File(s)]. A window opens as shown below:

![Download Submitted Files Window]

Step 2: Click [►] against the file you want to download. The file is downloaded.

9.3 Accept a Request

Step 1: Click [Accept Request]. Review Central shows the following message:

![Accept Request Message]

Step 2: Click [Yes]. The option to review the article is enabled.

9.4 Decline a Request

Step 1: Click [Decline Request]. Review Central shows the following message:

![Decline Request Message]

Step 2: Click [Yes]. The request is declined.
10 Review an Article

Once you accept an article for review, the option to review the article is enabled.

10.1 Provide Paragraph Specific Comment

This option is enabled only when the manuscript is submitted in Word format, you can provide paragraph specific comments.

Using this option you can give comments specific to a paragraph, figure or table.

Step 1: When you scroll through a paragraph, the comment icon appears at the right side as shown below:

Step 2: Place the mouse over the icon. The icon expands as shown below:

You can add comments for the author which will be moderated by the editor by clicking

You can add comments which can be viewed only by the editor by clicking

Step 3: Click the necessary comment option. The comment box opens in the right pane and the paragraph is highlighted in yellow as shown below:
Step 4: Enter the comments in the text box.

10.1.1 Attach a File

Step 1: Click **Browse**. The “Open” dialog opens as shown below:

Step 2: Navigate the file you want to attach.

Step 3: Click **Open**. The file is attached as shown below:

Step 4: Click **ADD COMMENT**. The comment is added as shown below:
The number of comment attached to the paragraph is updated as shown below:

10.2 Provide General Comment

You can provide general comments for manuscript submitted in all formats (Word, PDF or LaTeX). For manuscript submitted in PDF or LaTeX format, you can provide comment only using this option.

You can add general comment for the author which will be moderated by the editor by clicking Author.

You can add comments which can be viewed only by the editor by clicking Editor Only.

Step 1: Click the necessary comment option. The comment box opens as shown below:
Step 2: Enter the comments in the text box.

10.2.1 Attach a File

Step 1: Click Browse. The “Open” dialog opens as shown below:

![Open dialog]

Step 2: Navigate the file you want to attach.

Step 3: Click Open. The file is attached as shown below:
Step 4: Click [ADD COMMENT]. The comment is added as shown below:

10.3 To View My Comments

The comments are listed in Right Pane under Reviews as shown below:

The editor-only comments are highlighted in blue.
10.4 To Edit My Comment

Your comments are listed under Reviews in right pane. To edit a particular comment.

Step 1: Click Edit. The comment opens as shown below:

![Image showing Edit comment interface]

Step 2: Make required edits.

Step 3: Click UPDATE COMMENT. The comment is updated.

10.5 To Delete My Comment

Your comments are listed under Reviews. To delete a particular comment.

Step 1: Click Delete. Revview Central shows the following message:

![Image showing delete comment confirmation]

Step 2: Click Yes. The comment is removed from the Reviews list.
11 Submit to Editor

After completing the review, submit the article to the editor as follows:

Step 1: Click **Submit to Editor**. Revview Central shows the following message:

Would you like to submit this to the editor?

![Yes No Choice](image)

Step 2: Click **Yes**. The article is submitted to the editor.

Note: After submission you cannot Add/edit/delete comments.
Editor Tasks

12 View an Article and Take Action

12.1 View an Article

Step 1: Click View an Article. The menu expands as shown below:

View article and take decision
Re-assign Editors

Note: Based on the stage of the article the menu changes:

View article and take decision
Invite More Reviewers

Step 2: Click View article and take decision. The article page opens as shown below:

12.1.1 Manuscript Submitted in MS Word Format

When the author has submitted the manuscript in MS Word format:

The manuscript is loaded as HTML below the Metadata information. You can scroll and view the manuscript.

Alternatively you can download the manuscript as PDF by clicking Download article as PDF.
12.1.2 Manuscript Submitted in PDF or LaTeX Format

When the author has submitted the manuscript in PDF or LaTeX format:

You can download the manuscript by clicking .

Note: You can view the Metadata information in the wide window by clicking . The view can be restored by clicking .

12.1.3 Download the Files Submitted by the Author

Step 1: Click . A window opens as shown below:

Step 2: Click against the file you want to download. The file is downloaded.
12.1.4 View Article History

Step 1: Click Article History. The Article History window opens as shown below:

![Article History Window](image)

12.2 Make Decision - Submitted Article

The following decisions appears for the articles that are newly submitted or resubmitted.

Step 1: Click Select an option. The dropdown opens as shown below:

![Select an option Dropdown](image)

12.2.1 Submission not Suitable with no resubmission

When you click Submission not suitable with no resubmission, a textbox appears as shown below:
Step 1: Edit the message as required.

Note: You can format the message text using the format option available in the textbox

Step 2: Click **NOTIFY AUTHOR**. The message is sent as email to the author.

### 12.2.2 Accept and Send for Peer Review

When you click **Accept and send for peer review**, Search and invite reviewers appears as shown below:

Step 1: Click **SEARCH & INVITE REVIEWERS**. Assign reviewer window opens as shown below:

Step 2: Select the reviewer by clicking the corresponding check box.

Note: You can select more than one reviewer at a time.

Note: You can use search option to filter the reviewers.

Step 3: Click **ASSIGN**. The message box opens as shown below:
Note: You can remove a reviewer in this window by clicking .

Step 4: Enter the message to the reviewer.

Step 5: Click . The reviewer is invited and Review Central shows the following message:

![You have successfully invited to start the review process](image)

12.2.3 Submission not Suitable

When you click , a textbox appears as shown below:

![Textbox for Submission not Suitable](image)

Step 1: Edit the message as required.

Note: You can format the message text using the format option available in the textbox

![Format options](image)

Step 2: Click . The message is sent as email to the author.

12.2.4 Accept for Publication

When you click , a textbox appears as shown below:
Step 1: Edit the message as required.

Note: You can format the message text using the format option available in the textbox.

Step 2: Click **INFORM TO JOURNAL OFFICE**. The message is sent as email to the author and a notification is sent to journal office.

### 12.3 Make Decision - Reviewed Article

When an article returns back from the reviewer, “Decision in Progress” status needs to be updated.

#### 12.3.1 Decision in Progress

Step 1: Click **Select an option**. The menu expands as shown below:

```
Select an option
Decision In Progress
```

Step 2: Click **Decision In Progress**. The Submit Decision button is enabled as shown below:

```
SUBMIT DECISION
```

Step 3: Click **SUBMIT DECISION**. The decision is updated.

Once “Decision in Progress” status is updated, “Select an Option” menu is updated as follows:

```
Select an option
Accept for publication
Minor revision required
Major revision required
Rejected
```
12.3.2 Minor Revision Needed

When you click `Minor revision required`, a textbox appears as shown below:

Step 1: Edit the message as required.

Note: You can format the message text using the format option available in the textbox.

Step 2: Click `NOTIFY AUTHOR`. The message is sent as email to the author.

12.3.3 Major Revision Needed

When you click `Major revision required`, a textbox appears as shown below:

Step 1: Edit the message as required.

Note: You can format the message text using the format option available in the textbox.

Step 2: Click `NOTIFY AUTHOR`. The message is sent as email to the author.

12.3.4 Rejected

When you click `Rejected`, a textbox appears as shown below:
Step 1: Edit the message as required.

The reasons for rejection are listed in the message. You can remove whichever is not applicable and also you can provide a Short Report on the article.

Note: You can format the message text using the format option available in the textbox

Step 2: Click **INFORM TO JOURNAL OFFICE**. The message is sent as email to the author and a notification is sent to journal office.

### 12.3.5 Accept for Publication

When you click **Accept for publication**, a textbox appears as shown below:

Step 1: Edit the message as required.

Note: You can format the message text using the format option available in the textbox

Step 2: Click **INFORM TO JOURNAL OFFICE**. The message is sent as email to the author and a notification is sent to journal office.

### 13 Provide Review Comments

#### 13.1 Manuscript Submitted in Word Format

When a manuscript is submitted in Word format, you can provide paragraph specific and general comments.
13.1.1 Provide Paragraph Specific Comment

This option is enabled only when the manuscript is submitted in Word format, you can provide paragraph specific comments.

Using this option you can give comments specific to a paragraph, figure or table.

Step 1: When you scroll through a paragraph, the comment icon appears at the right side as shown below:

Step 2: Place the mouse over the icon. The icon expands as shown below:

Step 3: Click . The comment box opens in the right pane and the paragraph is highlighted in yellow as shown below:

Step 2: Enter the comments in the text box.

13.1.1.1 Attach a File

Step 1: Click . The “Open” dialog opens as shown below:
Step 2: Navigate the file you want to attach.

Step 3: Click Open. The file is attached as shown below:

![File attachment](image)

Step 4: Click ADD COMMENT. The comment is added as shown below:

![Comment added](image)

The number of comment attached to the paragraph is updated as shown below:

![Comment count](image)

### 13.1.2 Provide General Comment

You can provide general comments for manuscript submitted in all formats (Word, PDF or LaTeX). For manuscript submitted in PDF or LaTeX format, you can provide comment only using this option.
Step 1: Click Author in right pane. The comment box opens as shown below:

Step 2: Enter the comments in the text box.

13.1.2.1 To attach a file

Step 1: Click Browse. The “Open” dialog opens as shown below:

Step 2: Navigate the file you want to attach.

Step 3: Click Open. The file is attached as shown below:

Step 4: Click ADD COMMENT. The comment is added as shown below:
13.2 To View My Comments

The comments are listed in Right Pane under Reviews as shown below:

13.3 To Edit My Comment

Your comments are listed under Reviews in right pane. To edit a particular comment.

Step 1: Click Edit. The comment opens as shown below:
Step 2: Make required edits.

Step 3: Click UPDATE COMMENT. The comment is updated.

**13.4 To Delete My Comment**

Your comments are listed under Reviews. To delete a particular comment.

Step 1: Click Delete. Revview Central shows the following message:

![Confirmation Message]

Step 2: Click Yes. The comment is removed from the Reviews list.

**14 Reassign Editor**

You can re-assign only newly submitted articles that are assigned you.

Step 1: Click Take Action. The menu expands as shown below:

- View article and take decision
- Re-assign Editors
Step 2: Click **Re-assign Editors**. The Assign Editor window opens as shown below:

![Assign Editor Window]

Step 3: Select the editor by clicking the corresponding radio button.

Step 4: Click **ASSIGN**. The message box opens as shown below:

![Assign Editor Message Box]

Step 5: Enter the message.

Step 6: Click **Submit**. The article is reassigned and Revview Central shows the following message:

![Success Message]

### 15 View Reviewer’s Comments

This option is available for the articles that are reviewed.

Step 1: Click **Take Action**. The menu expands as shown below:

- View article and take decision
- Invite More Reviewers
Step 2: Click View article and take decision. The article page opens.

The Reviewers comments are listed under Reviews along with your comments, if any, in the right pane as shown below

15.1 Hide Reviewer Comments

You can hide the reviewer’s comments by clicking Hide. The author will not be able to view the hided comments.

15.2 Unhide Reviewer Comments

You can unhide the hided reviewer’s comments by clicking UnHide.

15.3 Preview Review Comments before Decision

Step 1: Click Preview before decision. The Preview opens as shown below:
16 Invite More Reviewers

This option is available for the articles that are reviewed.

Step 1: Click Take Action. The menu expands as shown below:

- View article and take decision
- Invite More Reviewers

Step 2: Click Invite More Reviewers. The Assign Editor page opens as shown below:

Step 2: Select the reviewer by clicking the corresponding check box.

Note: You can select more than one reviewer at a time.

Note: You can use search option to filter the reviewers.
Step 3: Click **ASSIGN**. The message box opens as shown below:

Note: You can remove a reviewer in this window by clicking **x**.

Step 4: Enter the message to the reviewer.

Step 5: Click **Submit**. The reviewer is invited and Revview Central shows the following message:

```
✓ You have successfully invited to start the review process   | Dismiss
```

End of Document