

JMMS
Instructions for Submitting Authors and
Reviewers

JavaTech Team

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1 General

JMMS system can be used to manage article submitting and reviewing process. The process unfolds as follows:

1. author registers in the system,
2. the author submits an article (with PDF file),
3. the editor invites reviewers to review the article,
4. if the invited reviewer doesn't have an account in the system, he registers,
5. the reviewer fills in and submits a review of the article,
6. based on the reviews the editor makes a decision, choosing from:
 - *Accept*
 - *Accept subject to minor revision*
 - *Accept subject to major revision*
 - *Decline*
 - *Decline with encouragement to resubmit a substantially revised paper*
7. when the editor chooses *Accept subject to minor revision* or *Accept subject to major revision* decision:
 - a) the submitting author sends a revised article,
 - b) the editor makes a decision based on the revised article or invites reviewers to review the revised article,
8. when the editor chooses *Accept* decision:
 - a) the submitting author sends sources (\LaTeX) of final version of the article.

2 Author and Reviewer

2.1 Login and New Password Generating

After having obtained a user account, users can log in (fig. 2.1) with their username and password, choosing *Login* position from menu and clicking *Log in* button. After log in the user is redirected to home page (*Home*).

If the user have forgotten his password a new one can be obtained through the *I forgot my password* link (below the standard log in Web form). After filling in the username and confirming with *Send new password* button a new password is send to user's e-mail address (fig. 2.2).

The screenshot shows the login interface for the e-Informatica journal. At the top, there is a header with the journal's logo and name, the date and time, and a navigation menu with 'Home page', 'Register', and 'Login' options. The main content area is titled 'Log in page' and contains a form with two input fields: 'Login:' with the value 'author' and 'Password:' with masked characters. Below the password field is a link for 'I forgot my password'. A 'Log in' button is located below the form. The footer contains version information and suggested web browsers.

Figure 2.1: Log-in form.

2.2 Personal Data Editing

After logging in the user can modify his personal data by:

- Choosing the *Edit your data* option from menu.
- Changing the personal data. All required fields of the Web form are marked by asterisk '*' – fig. 2.3.
- Clicking the *Update* button in order to save the changes.

The screenshot shows the 'Password reminder' form. At the top left is the 'e-Informatica' logo. To its right, the page title is 'e-Informatica Software Engineering Journal (ISEJ)', the date is 'Wednesday, 22 July 2009', and the time is '12:39'. Below the header are navigation links: 'Home page', 'Register', and 'Login'. The main content area is titled 'Password reminder' and contains a 'Login:' label followed by a text input field containing the value 'author'. Below the input field is a button labeled 'Send new password'. At the bottom of the page, there is a footer with version information: 'V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. ©2008-2009 Wrocław University of Technology, JavaTech, SEEnS. Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9. Developed by JavaTech.'

Figure 2.2: Password generating form.

The screenshot shows the 'User details' form. At the top left is the 'e-Informatica' logo. To its right, the page title is 'e-Informatica Software Engineering Journal (ISEJ)', the date is 'Wednesday, 22 July 2009', the time is '11:59', and the user is logged in as 'Mr. John Author (author)'. Below the header are navigation links: 'Home page', 'Papers', 'Add paper', 'Edit your data', 'Change password', and 'Logout'. The main content area is titled 'User details' and is divided into two sections: 'Personal data' and 'Address data'. The 'Personal data' section contains fields for 'Salutation:' (Mr.), 'Name:' (John), 'Surname:' (Author), 'E-mail address:' (ognnus@gmail.com), and 'Affiliation:' (Wrocław University of Technology). The 'Address data' section contains fields for 'Street address:' (5 San Pedro St), 'Post code:' (89245), 'City:' (Los Angeles), 'Phone:', and 'Country:' (United States). Below the form is an 'Update' button. At the bottom of the page, there is a footer with version information: 'V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. ©2008-2009 Wrocław University of Technology, JavaTech, SEEnS. Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9. Developed by JavaTech.'

Figure 2.3: Edit personal data.

2.3 Password Changing

After logging in the user can modify his password by:

- Choosing the *Change password* option from menu.

- Filling in the Web form with an old password and a new one (the new password twice) – fig. 2.4.
- Clicking the *Update* button in order to save the changes.

The screenshot shows a web interface for changing a password. At the top, there is a header with the 'e-Informatica' logo, the journal title 'e-Informatica Software Engineering Journal (ISEJ)', the date 'Wednesday, 22 July 2009 11:59', and the user status 'Logged in user: Mr. John Author (author)'. Below the header is a navigation menu with options: 'Home page', 'Papers', 'Add paper', 'Edit your data', 'Change password' (which is highlighted), and 'Logout'. The main content area is titled 'Change password' and contains a form with three input fields: 'Old password: *', 'New password: *', and 'Confirm password: *'. Each field is filled with black dots to mask the text. Below the form is an 'Update' button. At the bottom of the page, there is a footer with version information: 'V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. ©2008-2009 Wrocław University of Technology, JavaTech, SEp5. Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9. Developed by JavaTech'.

Figure 2.4: Password change.

2.4 Viewing an Article Details

After logging in the user can view available articles (fig. 2.5) by choosing the *Papers* option from menu and clicking the *Paper details* link of selected article.

Visiting pages related to an article details (e.g. *Paper details*, *Reviews*, *Decision*), the user can switch between versions of the article by clicking appropriate link in *Paper versions* panel. If the article hasn't been modified (none revision was sent) the *Paper versions* panel is not visible.



e-Informatica

e-Informatica Software Engineering Journal (ISEJ)

Wednesday, 22 July 2009
16:14

Logged in user: Mr. John Author (author)

Home page
Papers
Add paper
Edit your data
Change password
Logout

[Papers list](#)
Paper details

Paper details [Reviews](#) [Decision](#)

Paper versions

ISEJ-2009-0040-rev1 (22-07-2009 12:04)
ISEJ-2009-0040 (22-07-2009 11:26)

Paper (id: ISEJ-2009-0040)

Title: Utilization of Weather Forecasting in Software Development

Submitted by: Mr. John Author

[+/-] Paper details

Type: Research Article

Issue:

Authors:

- ▶ Mr. John Author (submitter)
- ▶ Mr. Koneikka Co-author

Abstract: Utilization of weather forecasting in UML diagrams generation based on pressure coverage histograms.

Modification: 22-07-2009 12:17

Topics

- ▶ Empirical and experimental studies in software engineering

Files

PDF file:

 **File name:** si-referat.pdf
File size: 186 KB

Archive with sources:

 **File name:** ISEJ-2009-0040-rev1.zip
File size:

[Papers list](#)

V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. ©2008-2009 Wrocław University of Technology, [JavaTech](#), [SEnS](#).
Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9.
Developed by [JavaTech](#).

Figure 2.5: Article details.

3 Author

3.1 Registration

In order to submit an article, an author needs to register in the system first. An author can register by:

- Choosing the *Register* option from menu.
- Filling in the required fields of the Web form (marked by asterisk '*') – fig. 3.1.
- Clicking the *Send* button to send a Web form. A confirmation message will be sent to specified e-mail address – fig. 3.2.
- Clicking the activation link in confirmation e-mail message – fig. 3.3.

After registration and activation, one can log in to the system.

3.2 Submitting a New Article

After logging in the submitting author can submit an article by:

- Choosing the *Add paper* option from menu.
- Filling in the required fields of the Web form (marked by asterisk '*') – fig. 3.4.
- Adding other authors (if applicable) – fig. 3.5.
- Adding article's topics – fig. 3.6.
- Clicking the *Add* button next to the *PDF file:* label and choosing PDF file. Waiting for PDF file being uploaded to server (when done, the message *Done* appears) – fig. 3.7.
- Checking that all filled data are correct.
- Clicking the *Send* button to send a Web form.

After submitting an article please wait for a editor's decision.

3.3 Viewing an Article Reviews

After logging in the user can view sent reviews of available articles by choosing the *Papers* option from menu and clicking the *Show reviews* link of selected article (fig. 3.8).

Visiting pages related to an article details (e.g. *Paper details*, *Reviews*, *Decision*), the user can switch between versions of the article by clicking appropriate link in *Paper versions* panel. If the article hasn't been modified (none revision was sent) the *Paper versions* panel is not visible.

e-Informatica *e-Informatica Software Engineering Journal (ISEJ)*
 Wednesday, 22 July 2009 10:44

Home page Register Login

Login data

Login: * author
 Password: * ●●●●●●
 Confirm password: * ●●●●●●

Personal data

Salutation: * Mr.
 Name: * john
 Surname: * Author
 E-mail address: * john@mail.com
 Confirm e-mail: * john@mail.com
 Affiliation: * Wroclaw University of Technology

Address data

Street address: * 5 San Pedro St
 Post code: * 89245
 City: * Los Angeles
 Phone: *
 Country: * United States

Captcha

fk3r83
 Answer: * fk3r83

* I accept the [regulations](#) of e-Informatica Software Engineering Journal

Send

V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. ©2008-2009 Wroclaw University of Technology, [JavaTech](#) [SEnS](#).
 Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9.
 Developed by [JavaTech](#).

Figure 3.1: Registration.

Registration

Registration successful. We have sent an e-mail with activation link. Without confirmation, registration is invalid.

Figure 3.2: Registration completed.

3.4 Checking Decision

After logging in the user can check decision of available articles by choosing the *Papers* option from menu. Decision is visible in the *Status* column of articles table. Possible decisions are:

- *Accept*
- *Accept subject to minor revision*

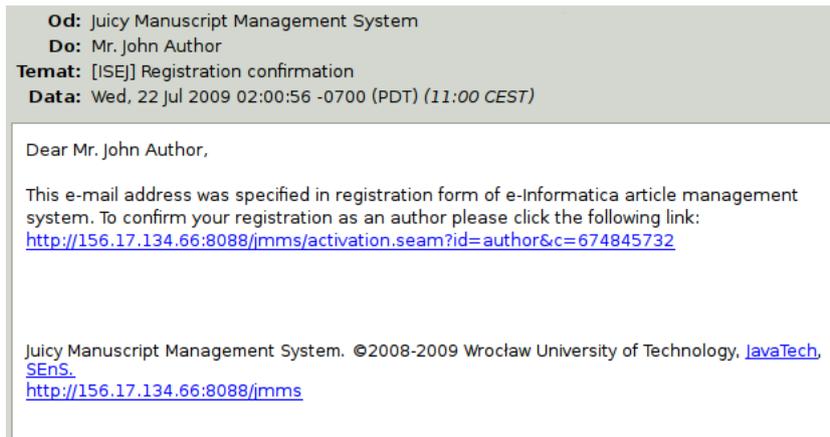


Figure 3.3: Confirmation mail.

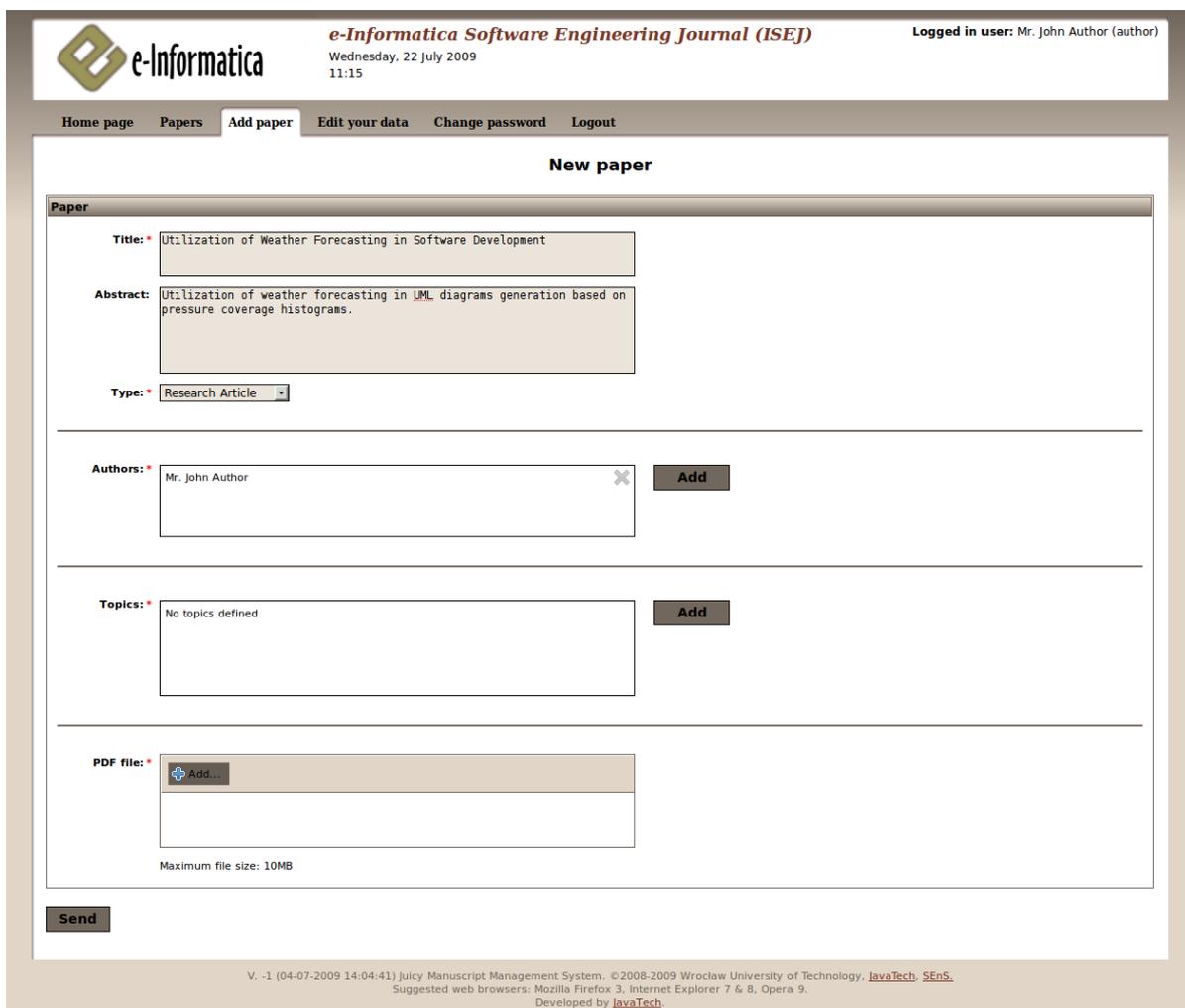


Figure 3.4: Submitting a new article.

e-Informatica *e-Informatica Software Engineering Journal (ISEJ)* **Logged in user:** Mr. John Author (author)
 Wednesday, 22 July 2009 11:19

Home page Papers **Add paper** Edit your data Change password Logout

New paper author

Personal data

Salutation: * Mr. ▾
 Name: * Копейка
 Surname: * Co-author
 E-mail address: * tom@mail.com
 Affiliation: * Moscow State Aviation Institute (University of Aerospace Technology)

Address data

Street address: * Владимир Ильич Ленин St 28
 Post code: * 325423
 City: * Москва
 Phone: *
 Country: * Russian Federation ▾

Add **Cancel**

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 Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9.
 Developed by [JavaTech](#).

Figure 3.5: Defining an author.

Type: * Research Article ▾

Authors: * Mr. John Author
 Mr. Копейка Co-author

New topic [X]

Topic: * Empirical and experimental studies in software engine ▾
 Use Add button to add new value

Add **Cancel**

Topics: * No topics defined **Add**

Figure 3.6: Defining a topic.

- *Accept subject to major revision*
- *Decline*
- *Decline with encouragement to resubmit a substantially revised paper*

The user can check comments related to the decision by clicking the *Show decision* link of selected article – fig. 3.9. If the decision hasn't been made this link is not visible.

e-Informatica *e-Informatica Software Engineering Journal (ISEJ)* **Logged in user:** Mr. John Author (author)
 Wednesday, 22 July 2009 11:24

Home page Papers **Add paper** Edit your data Change password Logout

New paper

Paper

Title: Utilization of Weather Forecasting in Software Development

Abstract: Utilization of weather forecasting in UML diagrams generation based on pressure coverage histograms.

Type: Research Article

Authors:

Mr. John Author

Mr. Копейка Co-author

Add

Topics:

Empirical and experimental studies in software engineering

Add

PDF file:

si-referat.pdf
 uploading

Maximum file size: 10MB

Send

V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. ©2008-2009 Wrocław University of Technology, [JavaTech](#) [SEnS](#).
 Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9.
 Developed by [JavaTech](#).

Figure 3.7: Overview of filled in form. Sending a PDF file.

Visiting pages related to an article details (e.g. *Paper details*, *Reviews*, *Decision*), the user can switch between versions of the article by clicking appropriate link in *Paper versions* panel. If the article hasn't been modified (none revision was sent) the *Paper versions* panel is not visible.

3.5 Sending an Article Revision

When the editor makes the *Accepted to minor revision* or *Accepted to major revision* decision the submitting author needs to submit an appropriate article revision. Author can send a revision by

- Choosing the *Papers* option from menu.
- Clicking the *Revise paper* link of selected article.
- Revise an article description data if necessary – fig. 3.10.

Figure 3.8: Reviews.

- Clicking the *Add* button next to the *PDF file:* label and choosing PDF file. Waiting for PDF file being uploaded to server (when done, the message *Done* appears).
- Checking that all filled data are correct.
- Clicking the *Send* button to send a Web form.

After submitting an article revision please wait for a new editor's decision.

3.6 Sending a Source Files

In the editor have accepted an article (have chosen the *Accepted* decision) the submitting author of this article needs to send an article's source files (the $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ files, bibliography, graphics, etc.) by:

- Choosing the *Papers* option from menu.
- Clicking the *Send source files* link of selected article.

The screenshot shows the web interface for the e-Informatica Software Engineering Journal (ISEJ). At the top, there is a logo for e-Informatica and the journal title. The date is Wednesday, 22 July 2009, 12:07, and the user is logged in as Mr. John Author (author). A navigation menu includes Home page, Papers, Add paper, Edit your data, Change password, and Logout. The main content area is titled 'Decision' and has a 'Papers list' link. Below this, there are tabs for Paper details, Reviews, and Decision. The 'Decision' tab is active, showing a 'Paper versions' table with two entries: ISEJ-2009-0040-rev1 (22-07-2009 12:04) and ISEJ-2009-0040 (22-07-2009 11:26). Below the table, the 'Decision' section contains the text: 'Decision: (Revision deadline: 26-08-2009) Accepted to minor revision'. A 'Comments from the Editor' section contains a text box with the text 'please follow the reviewer's comments'. At the bottom, there is a footer with version information and suggested web browsers.

Figure 3.9: Decision.

- Adding sources files by using the *Add* button. Et least one $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ file is required (**.tex*).
- Uploading files to server by clicking the *Select files* button.
- Checking that all uploaded files appeared on the right-hand list – fig. 3.11.
- Clicking the *Confirm* button to send a Web form.

3.7 Deleting an Article

An author can delete the submitted article by the time the editor invites reviewers to review this article.

In order to delete an article the logged in user need to choose the *Papers* option from menu and click the *Delete* link of selected article. If the user confirms by clicking the *Yes* button then the article will be permanently deleted from the system.

[Papers list](#)

Edit paper

Paper

Title: * Utilization of Weather Forecasting in Software Development

Abstract: Utilization of weather forecasting in UML diagrams generation based on pressure coverage histograms.

Type: *

Authors: *

Topics: *

PDF file: *

si-referat.pdf
uploading
Maximum file size: 10MB

Comments to the Editor:

[Papers list](#)

Figure 3.10: Sending an article revision.


e-Informatica

e-Informatica Software Engineering Journal (ISEJ)
 Wednesday, 22 July 2009
 12:16
 Logged in user: Mr. John Author (author)

[Home page](#)
[Papers](#)
[Add paper](#)
[Edit your data](#)
[Change password](#)
[Logout](#)

[Papers list](#)
Source file

Source files

Add...	Clear All
si-referat.bib Done	Clear
si-referat.tex Done	Clear
wykres1.png Done	Clear
wykres2.png Done	Clear

Maximum file size: 10MB
 Accepted files: tex, bib, jpg, jpeg, png, gif, pdf, bmp, emf, eps, ps, svg, wmf

Files to be uploaded

-  **File name:** si-referat.bib
File size: 2 KB
-  **File name:** si-referat.tex
File size: 24 KB
-  **File name:** wykres1.png
File size: 22 KB
-  **File name:** wykres2.png
File size: 24 KB

[Clear All](#)

[Confirm](#)

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 Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9.
 Developed by [JavaTech](#).

Figure 3.11: Sending sources files.

4 Reviewer

4.1 Sending a Review

Based on the reviewers' fields of interest, the editor will assign articles to the reviewers. The editor can also assign users that don't have an reviewer role and people that aren't registered in the system. After the assignment the invitation e-mails are send. A reviewer can accept or reject the invitation to review an article by clicking the link in received invitation e-mail and clicking the *Accept* or *Reject* respectively. If the reviewer accepts the invitation and is not registered in the system he will be automatically redirected to registration Web form.

After logging in the reviewer can send a review by:

- Choosing the *Papers* option from menu.
- Clicking the *Review* link of selected article.
- Filling in the required fields of the Web form (marked by asterisk '*') – fig. 4.1.
- Clicking the *Send* button to send a Web form.
- Checking the filled in data in displayed summary and clicking *Confirm* button – fig. 4.2.

4.2 Viewing a Sent Review

After logging in the reviewer can view sent reviews by choosing the *Papers* option from menu and clicking the *Show review* link of selected article.

Visiting pages related to an article details (e.g. *Paper details*, *Reviews*, *Decision*), the user can switch between versions of the article by clicking appropriate link in *Paper versions* panel. If the article hasn't been modified (none revision was sent) the *Paper versions* panel is not visible.



e-Informatica

e-Informatica Software Engineering Journal (ISEJ)

Wednesday, 22 July 2009
11:49

Logged in user: Dr. Tom Reviewer (tom)
Author
[Reviewer](#)

Home page
Papers
Edit your data
Change password
Logout

[Papers list](#) **New review**

Paper evaluation

Is the subject matter suitable for publication? * Yes No

Does the paper describe original work? * Yes No

Are the references adequate? * Yes No

Should the paper be shortened? * Yes No

Is the use of English clear and unambiguous? * Yes No

Is the manuscript organized to show clearly what has been done? * Yes No

Recommendation: * Accept subject to minor revision

Would you like to review a revision of this manuscript? * Yes No

Confidence: * 8

Comments to the Author: *

just a minor revision, please shorten your paper

Confidential comments to the Editor:

[Papers list](#)
Send

V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. © 2008-2009 Wrocław University of Technology, [JavaTech](#), [SEnS](#).
Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9.
Developed by [JavaTech](#).

Figure 4.1: Sending a review.



e-Informatica

e-Informatica Software Engineering Journal (ISEJ)

Wednesday, 22 July 2009
11:51

Logged in user: Dr. Tom Reviewer (tom)
[Author](#)
[Reviewer](#)

Home page
Papers
Edit your data
Change password
Logout

New review

Paper evaluation

Recommendation: **Accepted to minor revision**

Is the subject matter suitable for publication? Yes No

Does the paper describe original work? Yes No

Are the references adequate? Yes No

Should the paper be shortened? Yes No

Is the use of English clear and unambiguous? Yes No

Is the manuscript organized to show clearly what has been done? Yes No

Would reviewer like to review a revision of this manuscript? Yes No

Confidence: 8/10

Comments to the Author:

just a minor revision, please shorten your paper

Confidential comments to the Editor:

Back
Confirm

V. -1 (04-07-2009 14:04:41) Juicy Manuscript Management System. ©2008-2009 Wrocław University of Technology, [JavaTech](#) [SEnS](#).
 Suggested web browsers: Mozilla Firefox 3, Internet Explorer 7 & 8, Opera 9.
 Developed by [JavaTech](#).

Figure 4.2: Sending a review – confirmation.