JMMS
Instructions for Submitting Authors and Reviewers

JavaTech Team

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Contents

1 General **3**

2 Author and Reviewer **4**
2.1 Login and New Password Generating 4
2.2 Personal Data Editing 4
2.3 Password Changing 5
2.4 Viewing an Article Details 6

3 Author **8**
3.1 Registration 8
3.2 Submitting a New Article 8
3.3 Viewing an Article Reviews 8
3.4 Checking Decision 9
3.5 Sending an Article Revision 12
3.6 Sending a Source Files 13
3.7 Deleting an Article 14

4 Reviewer **17**
4.1 Sending a Review 17
4.2 Viewing a Sent Review 17

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).

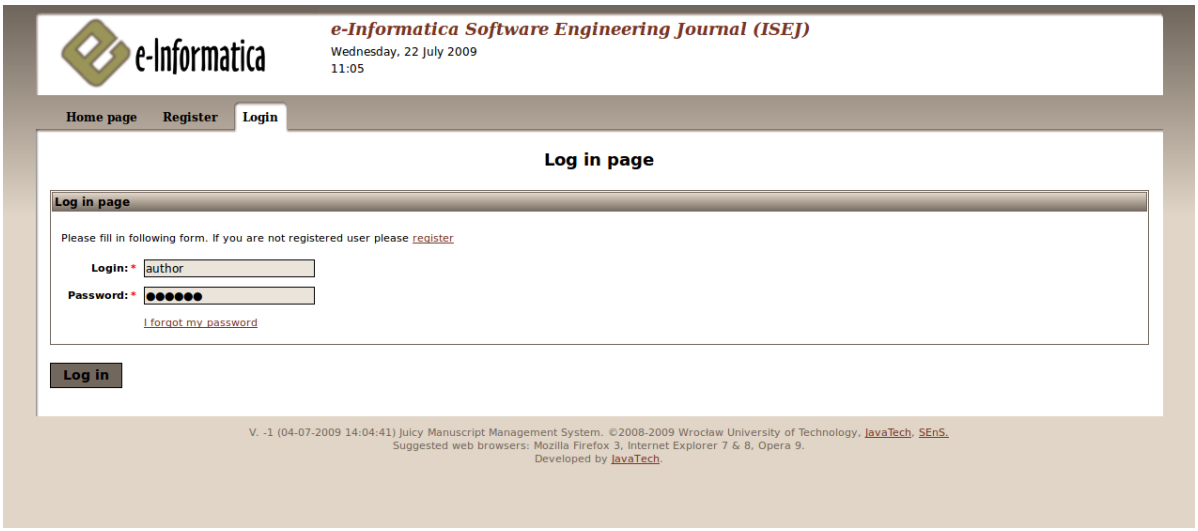

Figure 2.1: Log-in form.

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.

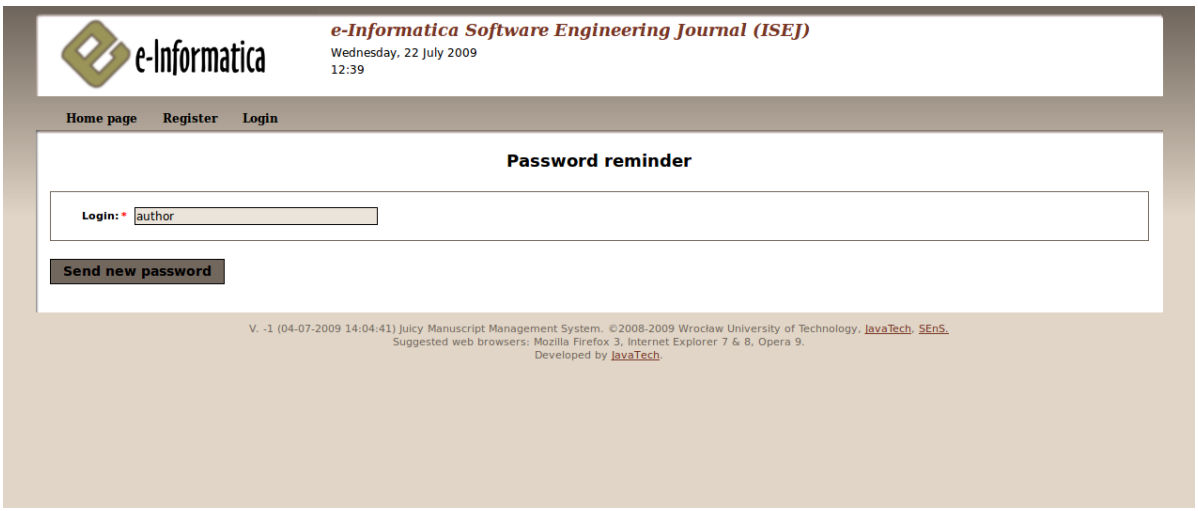

Figure 2.2: Password generating form.

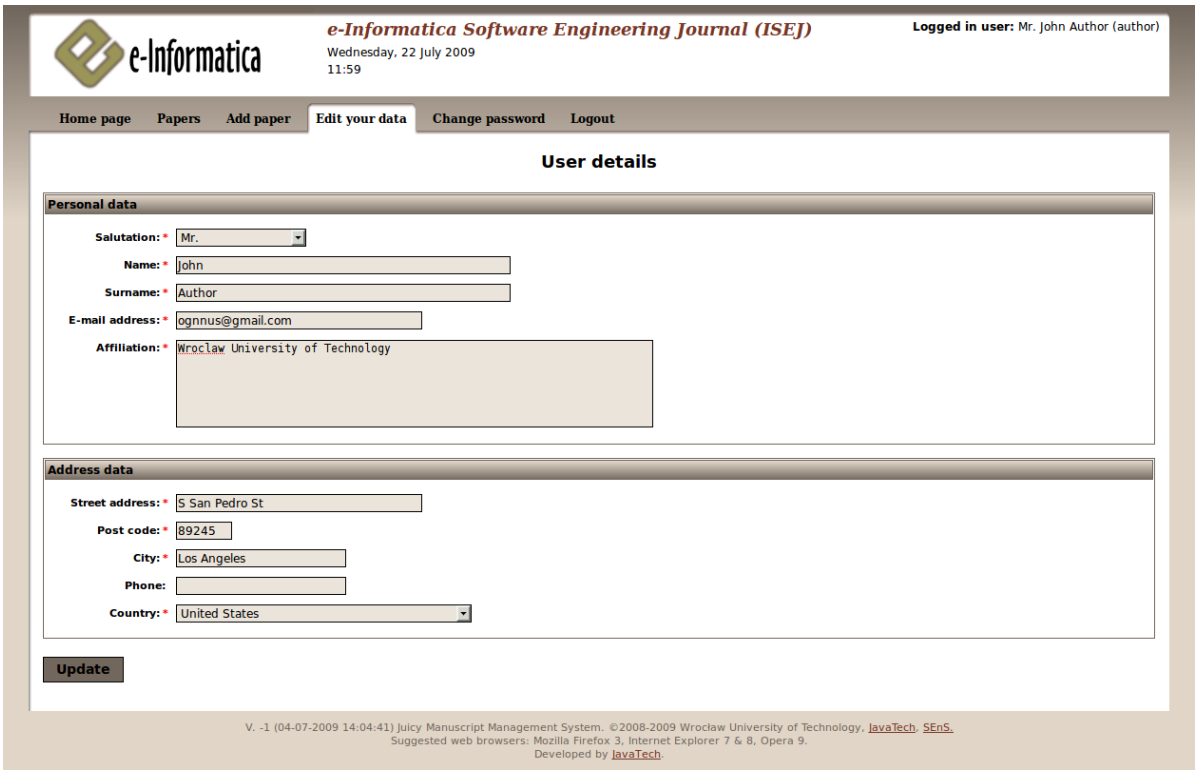

Figure 2.3: Edit personal data.

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.

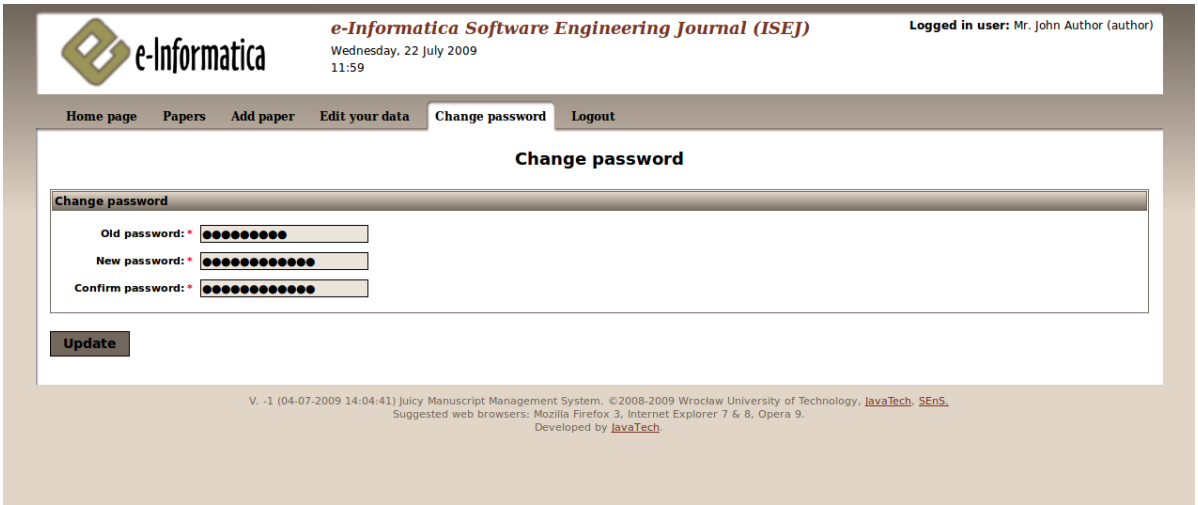

Figure 2.4: Password change.

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.

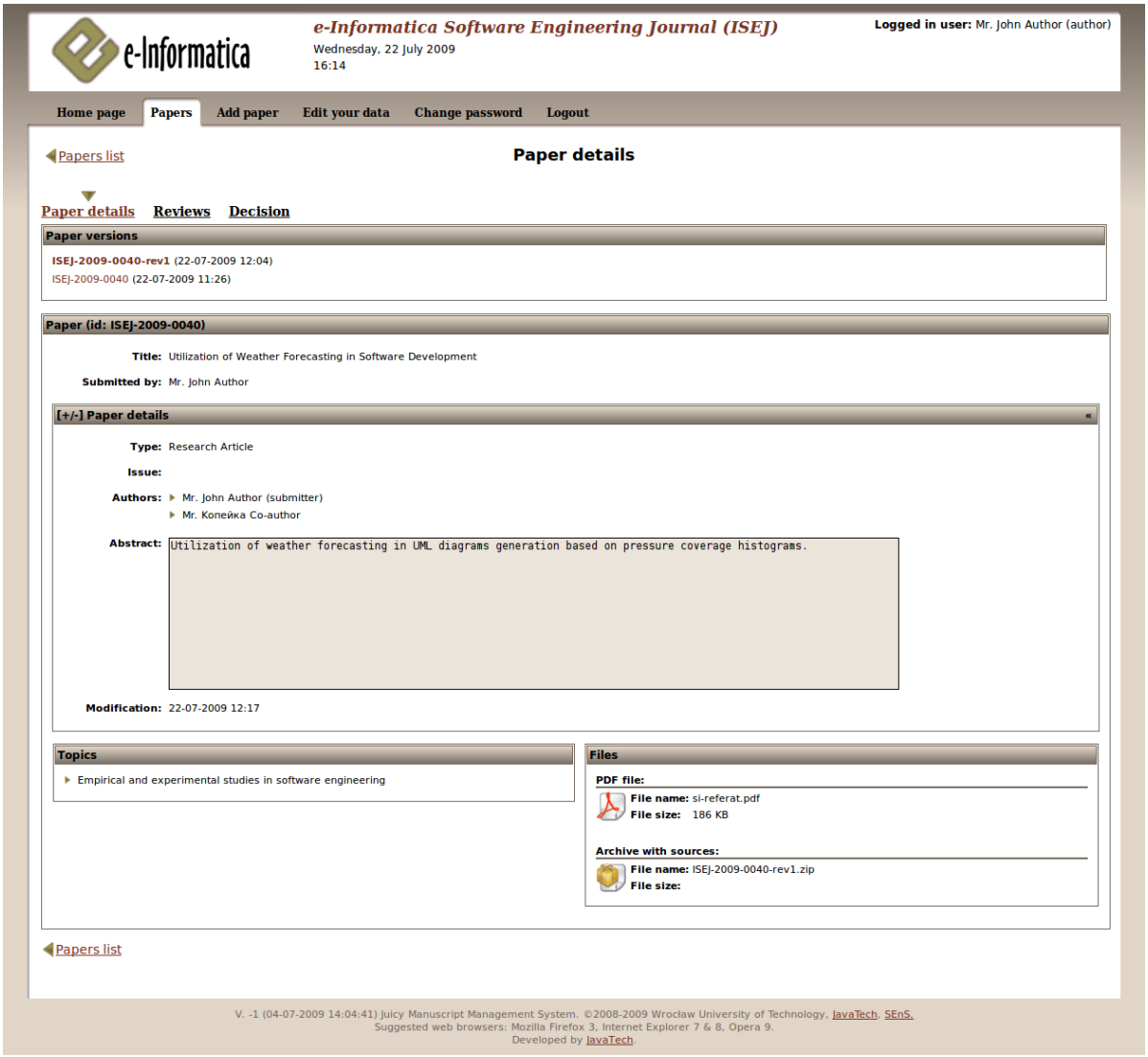

Figure 2.5: Article details.

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.

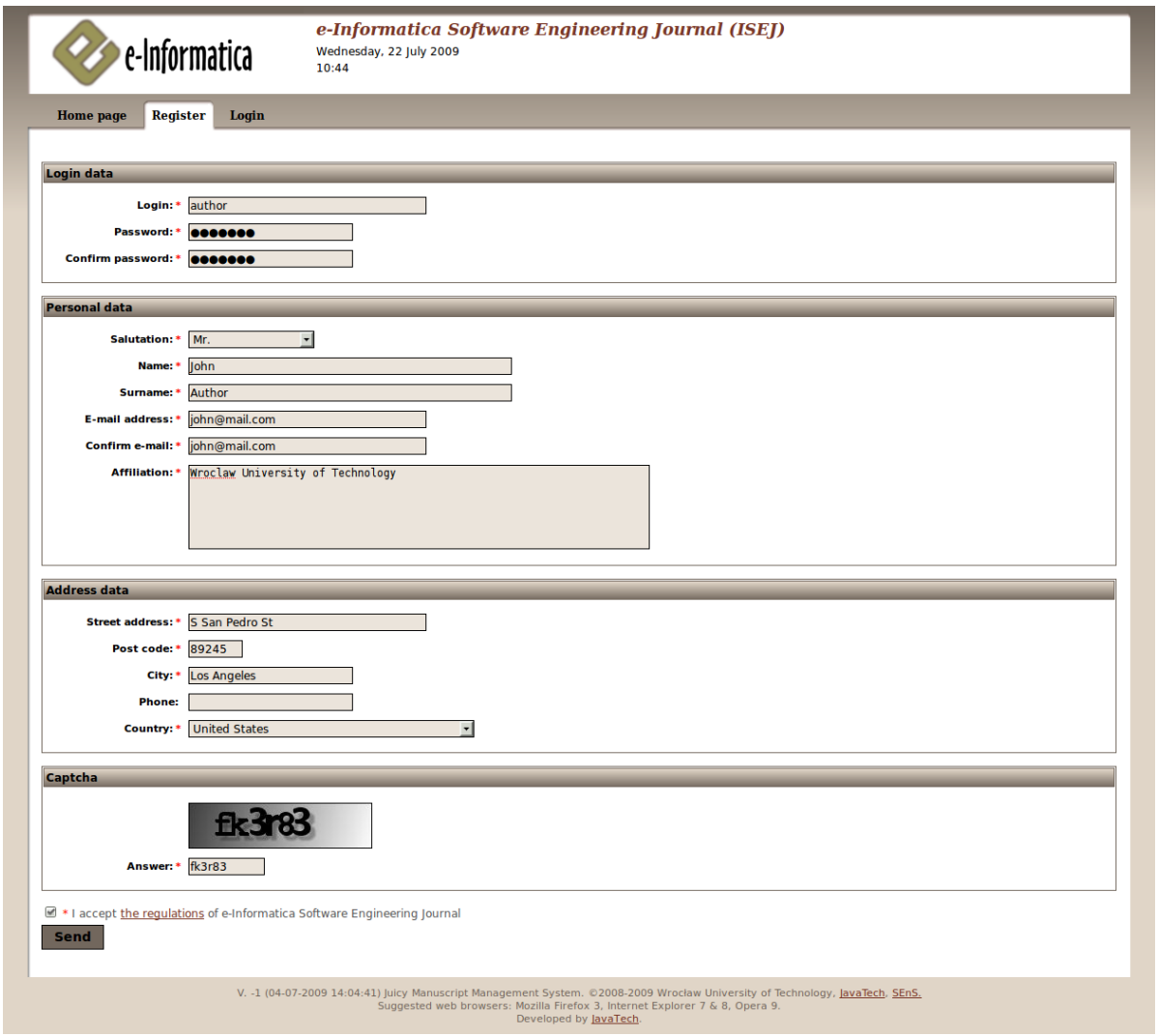

Figure 3.1: Registration.

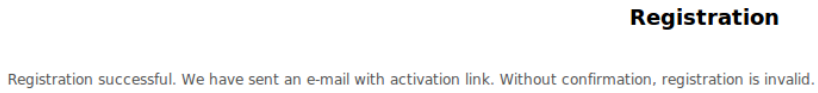

Figure 3.2: Registration completed.

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.

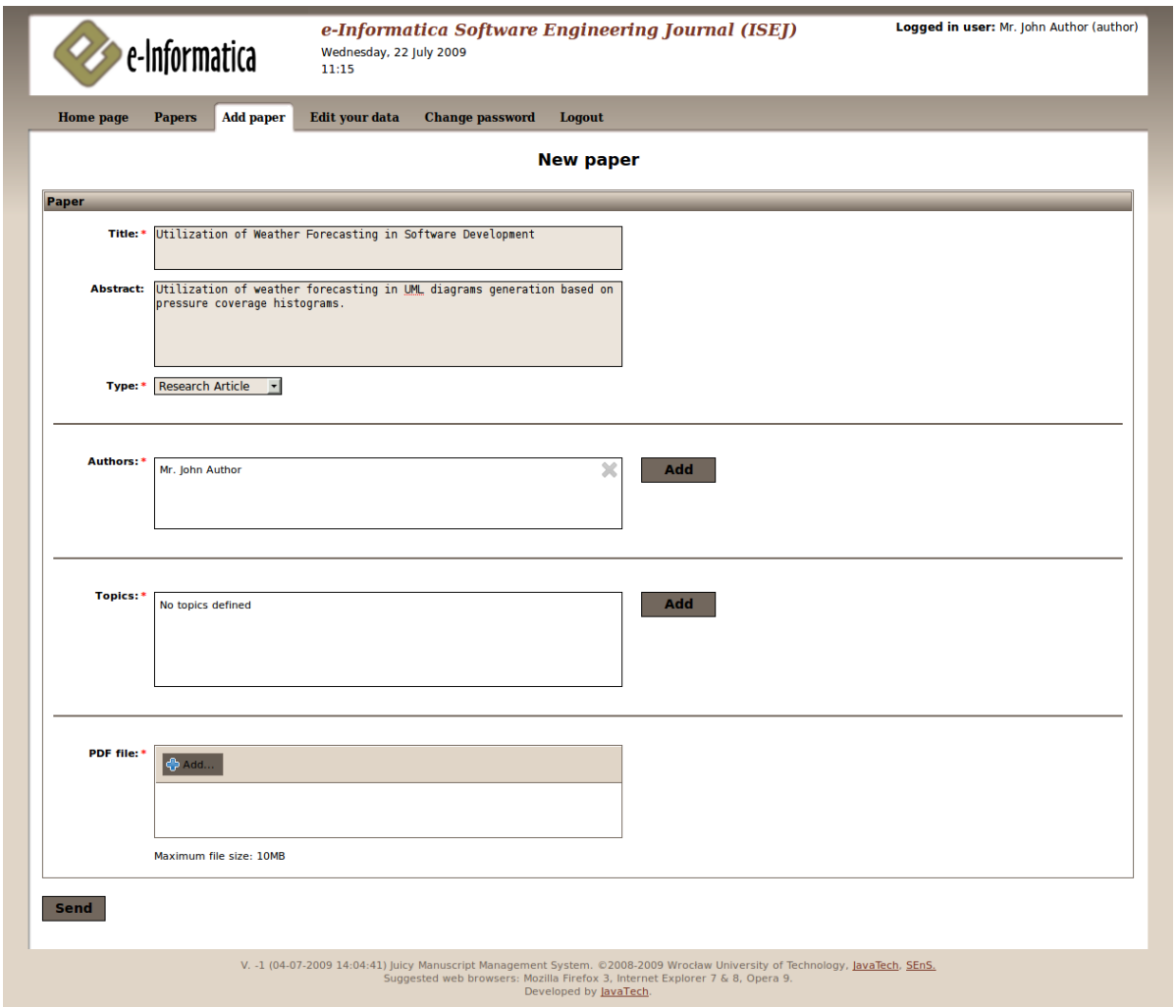

Figure 3.4: Submitting a new article.

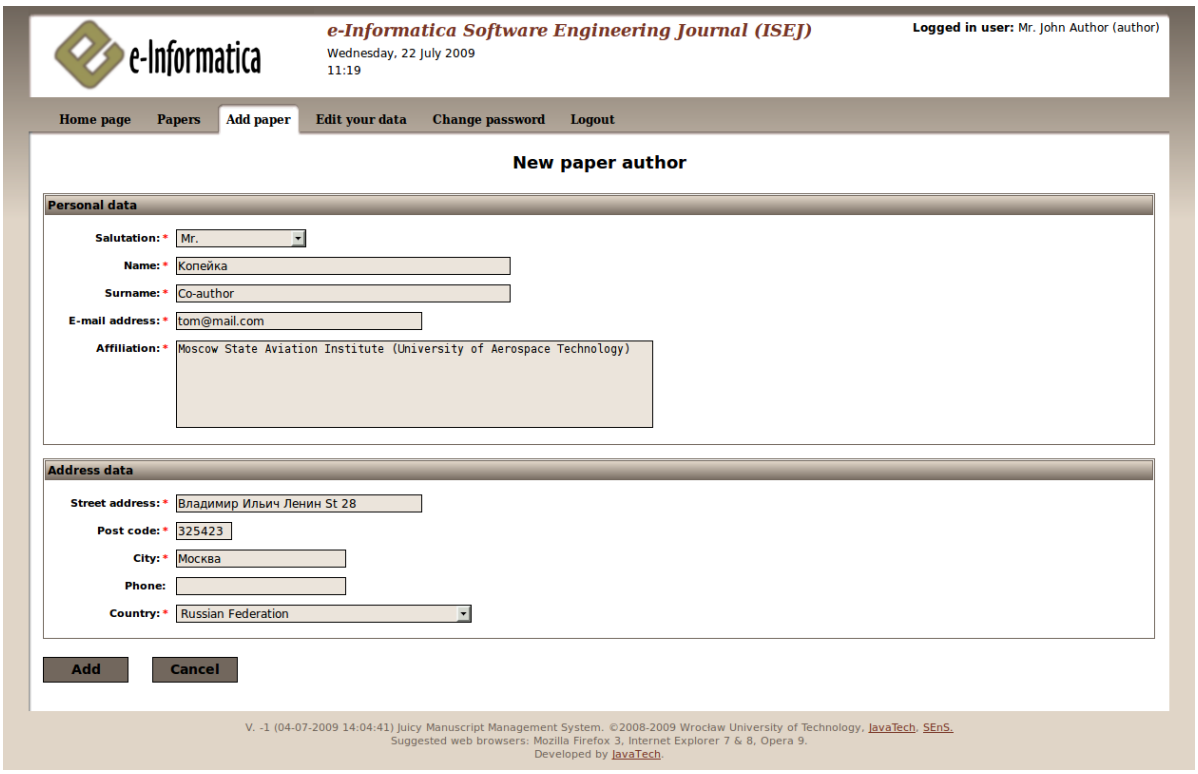

Figure 3.5: Defining an author.

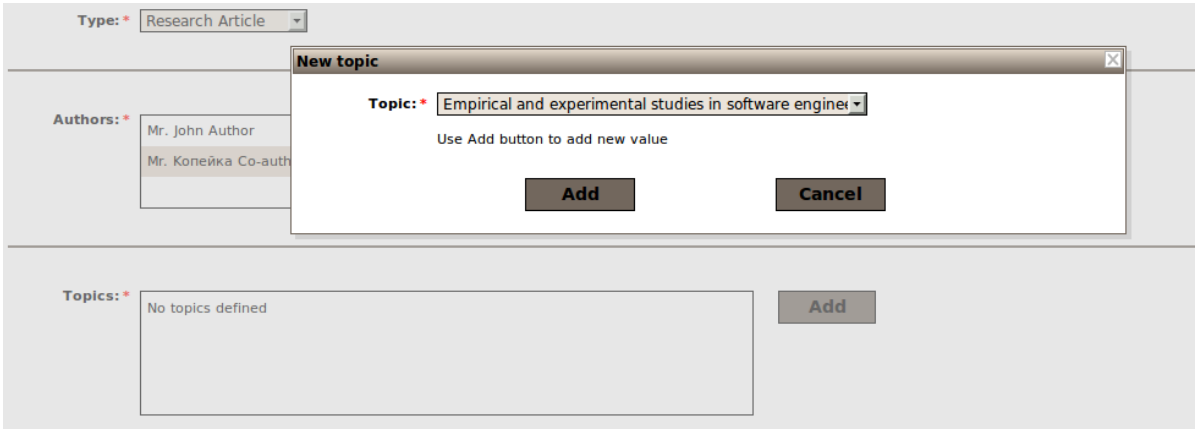

Figure 3.6: Defining a topic.

- *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.

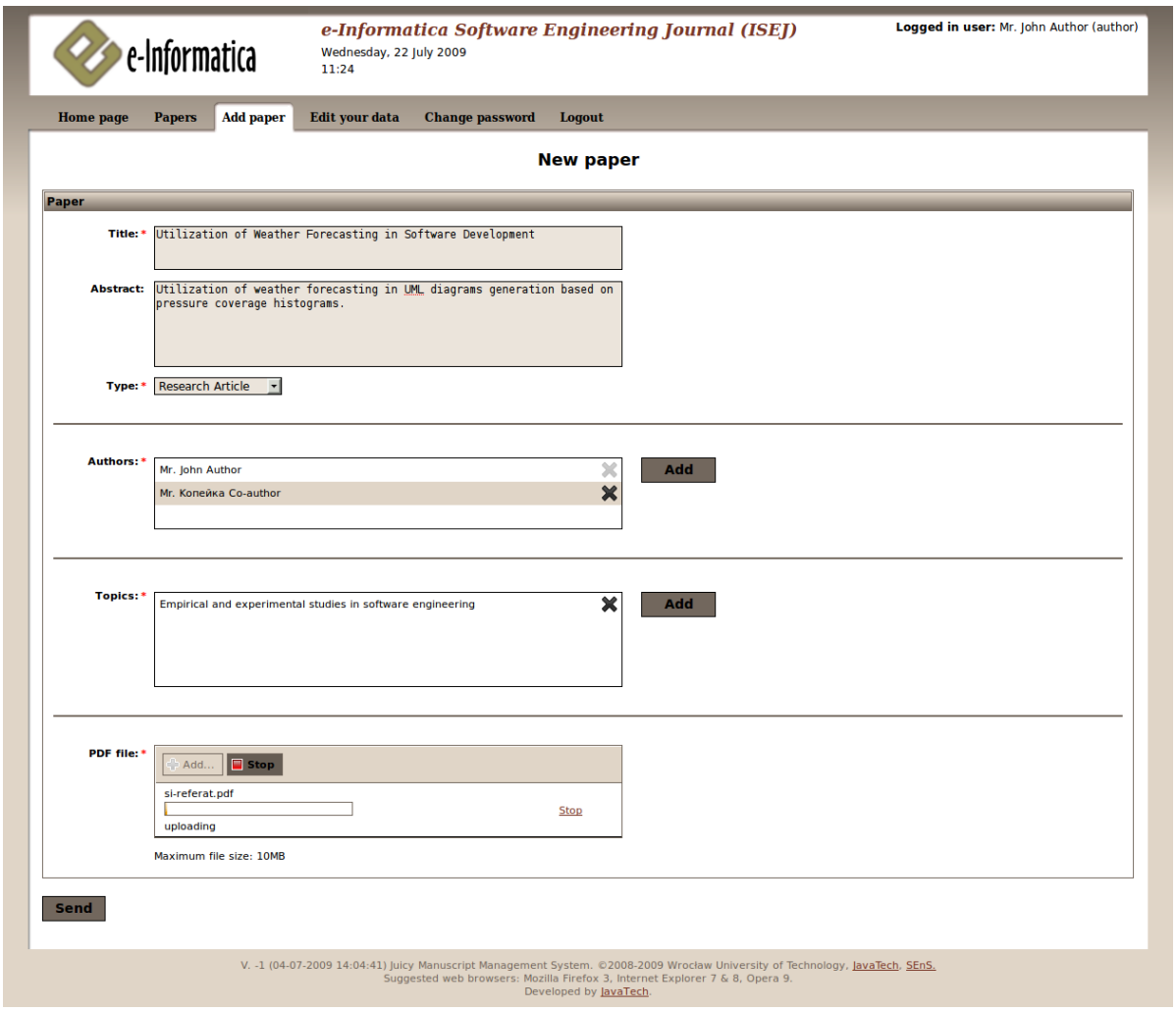

Figure 3.7: Overview of filled in form. Sending a PDF file.

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.

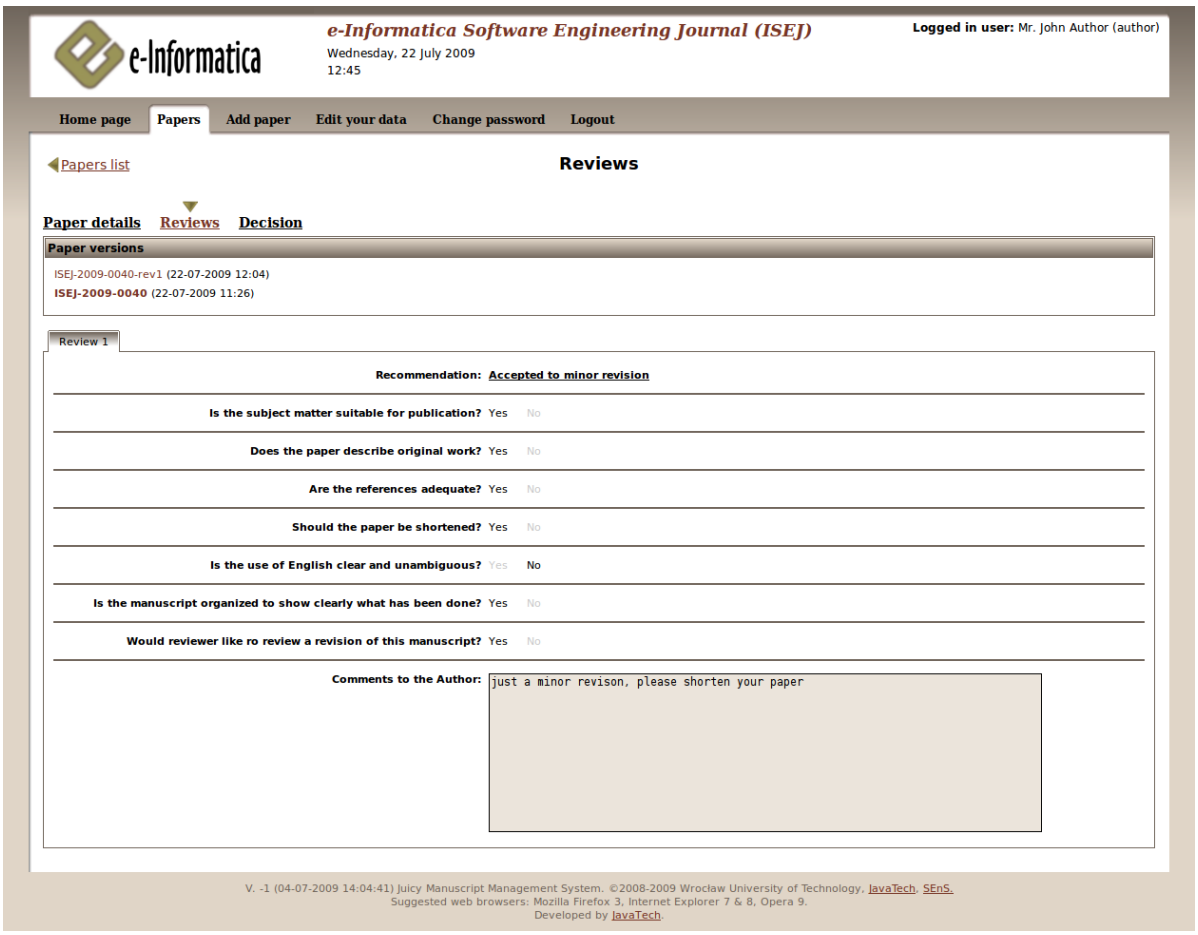

Figure 3.8: Reviews.

- 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 LaTeXfiles, bibliography, graphics, etc.) by:

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

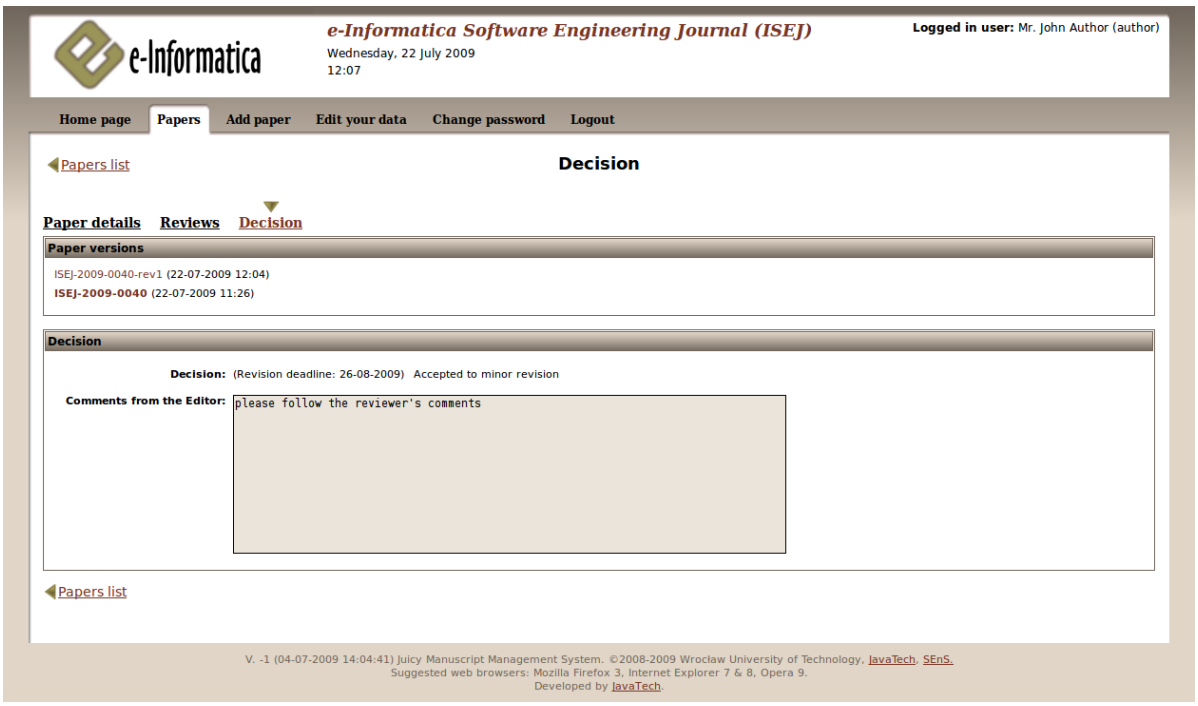

Figure 3.9: Decision.

- Adding sources files by using the *Add* button. Et least one LaTeXfile 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.

Figure 3.10: Sending an article revision.

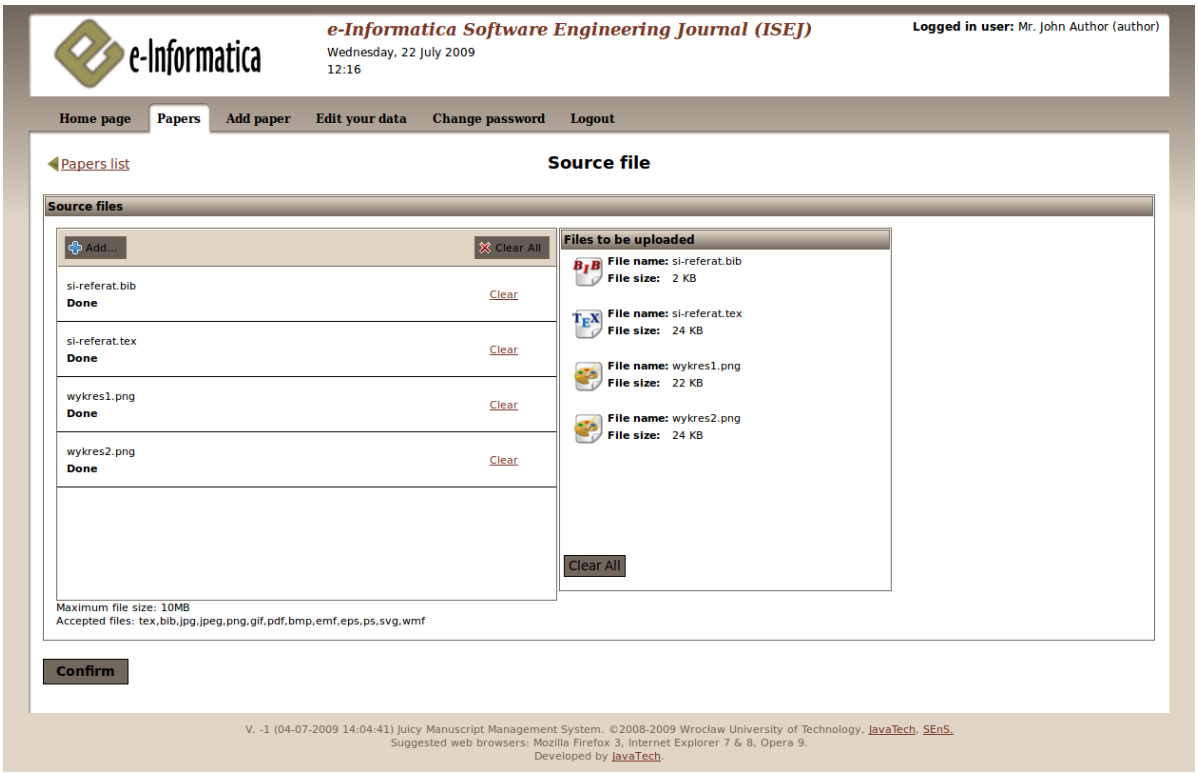

Figure 3.11: Sending sources files.

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.

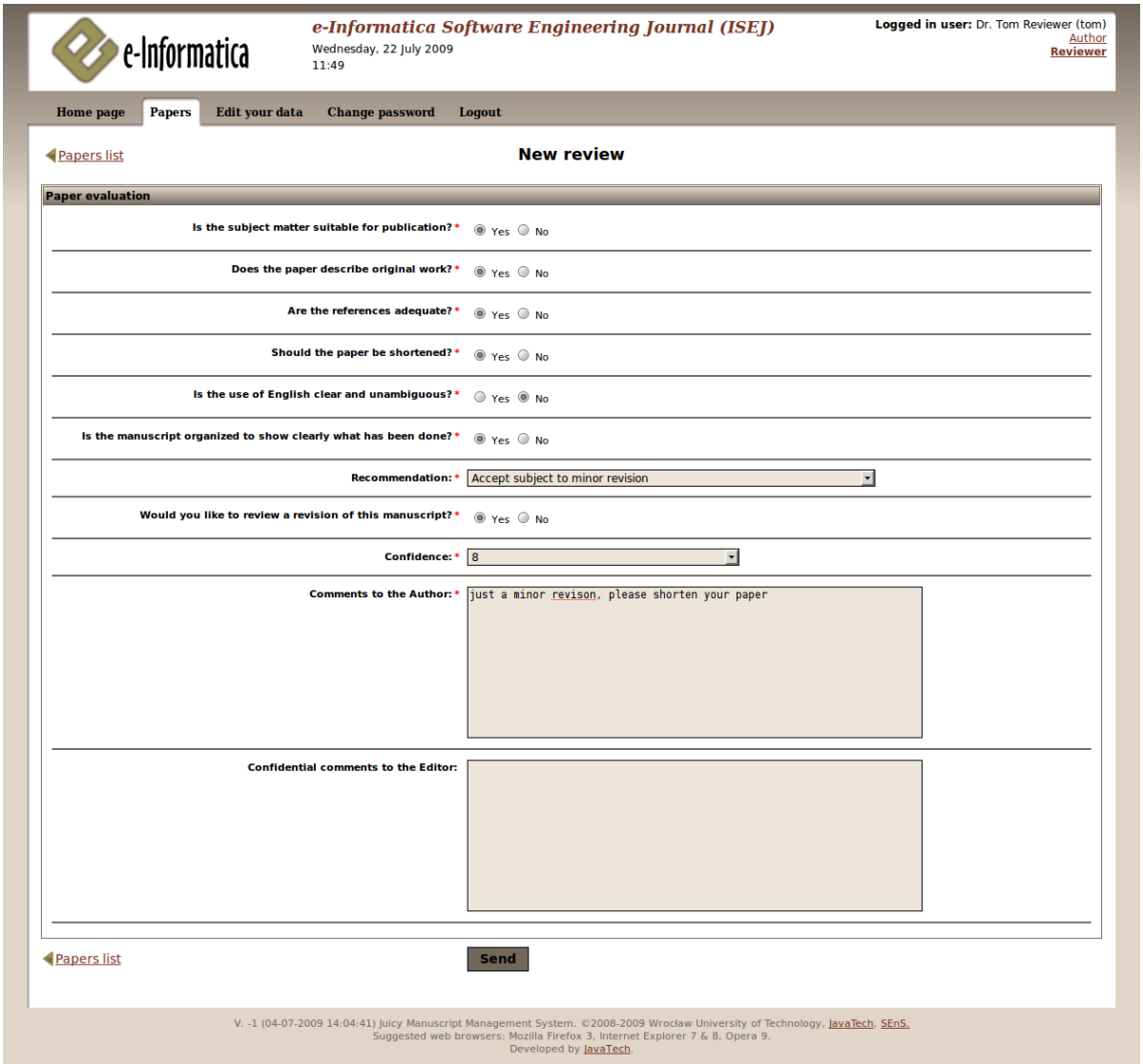

Figure 4.1: Sending a review.

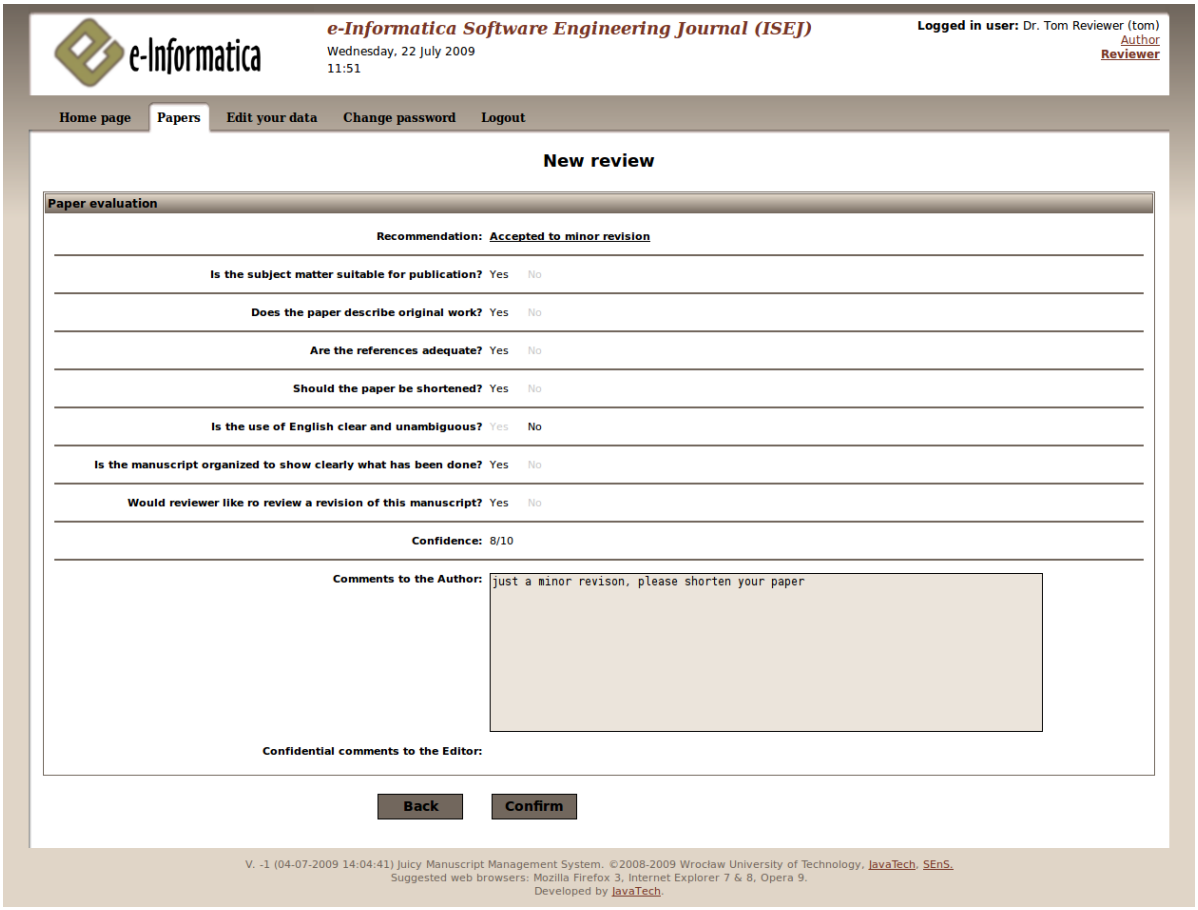

Figure 4.2: Sending a review – confirmation.