Authors: Uploading the Author's Version

When, after a paper has been proofread, authors are asked to upload a new version of it heeding the proofreaders' instructions, the following steps must be followed:

Access the corresponding submission from your own Author's Profile.

Then go to the submission's Proofreading section.

At the bottom of the page, in the Editor's decision section, you will find the option Upload the author's version. Pick the file that you want to submit and click on Upload.

After that, the file with the new version of the paper will appear on the platform.

Editor Decision

Decision	Revisions Required 2018-02-25
Notify Editor	✉ Editor/Author Email Record 💬 2018-02-25
Editor Version	None
Author Version	7367-36023-1-ED.DOCX 2018-03-23 DELETE
Upload Author Version	Seleccionar archivo Ningún archiv...seleccionado Upload

Once the new version is uploaded it is possible to inform the editor about it from the platform itself, by clicking on the envelope icon. A template for sending an email to the editor will then appear. In this template, it is possible to comment on the text and, if necessary, to attach other files (for instance, replies to proofreaders).

Send Email

To	
CC	
BCC	
	Add Recipient Add CC Add BCC
	☐ Send a copy of this message to my address ( )
Attachments	Seleccionar archivo Ningún archiv...seleccionado Upload
From	"
Subject	
Body	

Send Cancel Skip Email

2

This email will be registered on the platform. It can be consulted by clicking on the balloon icon.

Editor Decision

Decision	Revisions Required 2018-02-25
Notify Editor	Editor/Author Email Record 2018-02-25

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Editor Subject: DELETE

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