

Tutorial

for associate editors



ISSN 0370-3908
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**REVISTA DE LA
ACADEMIA COLOMBIANA**
de Ciencias Exactas, Físicas y Naturales



Step 1.

Accept assignment

Make initial editorial decision

Step 2.

Send the manuscript to peers

Step 3.

Make the final editorial decision

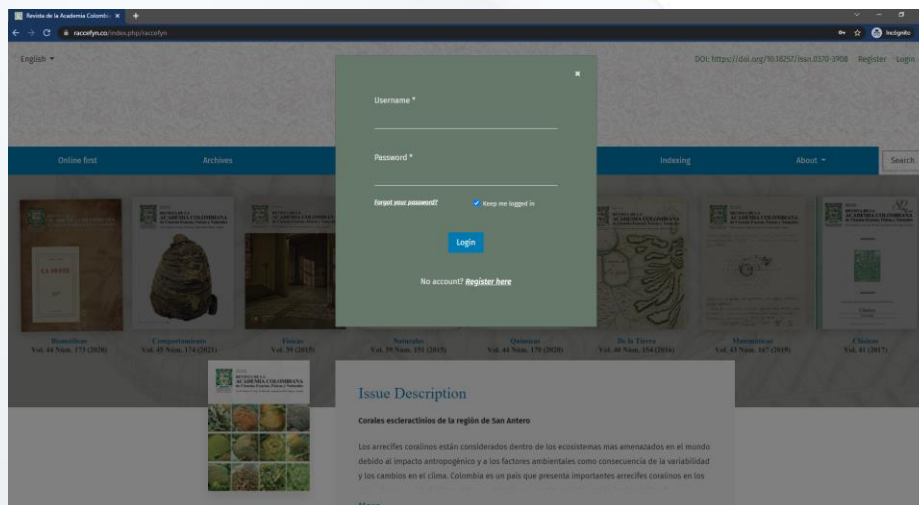
How to send the evaluations to the authors?

Review the version corrected by the authors

Make the final editorial decision and inform the authors

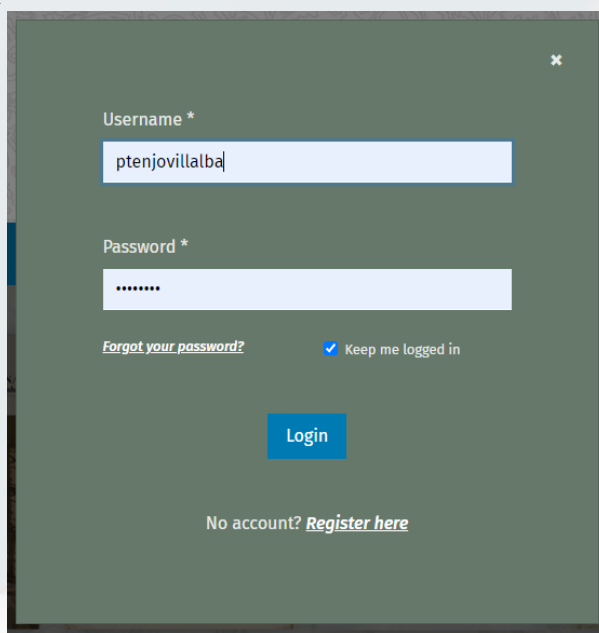
Step 1. Accept assignment

Login to the Journal platform



With the following passwords

- User: XXX
- Password: XXX





In the tab "My Assigned" locate the article you want to review

Submissions

My Queue 1 Unassigned 5 All Active 57 Archives 1126 [Help](#)

My Assigned [Filters](#) [New Submission](#)

1574 **Acosta**
Proof text 1 [Submission](#) [View](#)

Click on view

Submissions

My Queue 1 Unassigned 5 All Active 57 Archives 1126 [Help](#)

My Assigned [Filters](#) [New Submission](#)

1574 **Acosta**
Proof text 1 [Submission](#) [View](#)



Review Submission Files

On the [Submission](#) tab

1574 / Acosta / Proof text [Activity Log](#) [Library](#)

Workflow **Publication**

Submission Review Copyediting Production [Help](#)

Submission Files

[Search](#) [Upload File](#)

▶ 20395 Proof.docx	September 30, 2021	Article Text
▶ 20398 Submission letter.docx	September 30, 2021	Article cover letter

[Download All Files](#)

Pre-Review Discussions

[Add discussion](#)

Name	From	Last Reply	Replies	Closed
▶ [raccefyn] Editorial Assignment Id. 1574	ptenjovillalba 2021-09-30 04:25 PM	-	0	<input type="checkbox"/>

Send to Review

[Accept and Skip Review](#)

[Decline Submission](#)

Participants

[Assign](#)

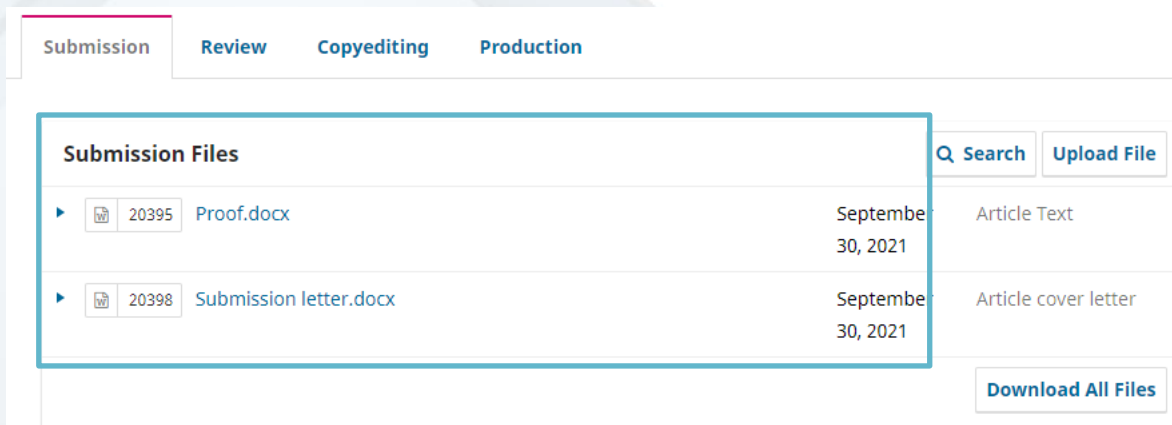
Section editor

▶ Pablo Alexander Tenjo Villalba

Author

▶ Yenny Carolina Acosta

You can download all the files and check if the article deserves to be sent to peers



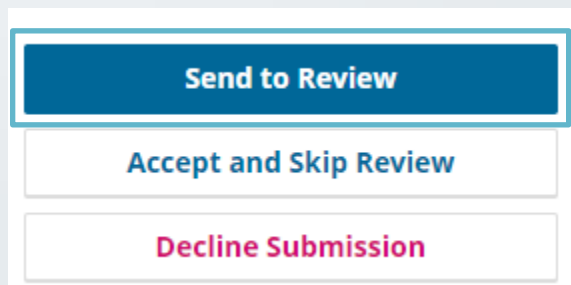
The screenshot shows a submission management interface with four tabs: **Submission**, **Review**, **Copyediting**, and **Production**. The **Submission** tab is active. Below the tabs is a table titled "Submission Files" with two rows of files. To the right of the table are buttons for "Search" and "Upload File". Below the table is a "Download All Files" button.

Submission Files		Q Search	Upload File
▶	20395 Proof.docx	September 30, 2021	Article Text
▶	20398 Submission letter.docx	September 30, 2021	Article cover letter

Download All Files

Making the initial editorial decision

If you decide to send to peers, click on the blue tab: [Send to Review](#).



The image shows three buttons stacked vertically. The top button is blue with white text and is highlighted with a blue border. The middle button is white with blue text. The bottom button is white with red text.

Send to Review

Accept and Skip Review

Decline Submission



This will record the ***Editorial Decision*** to continue with the process.

If, on the other hand, the manuscript does not meet the journal's criteria, you should make the decision to reject it by clicking on the [Decline Submission](#) button.

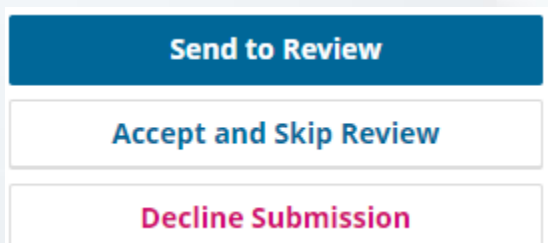
Send to Review

Accept and Skip Review

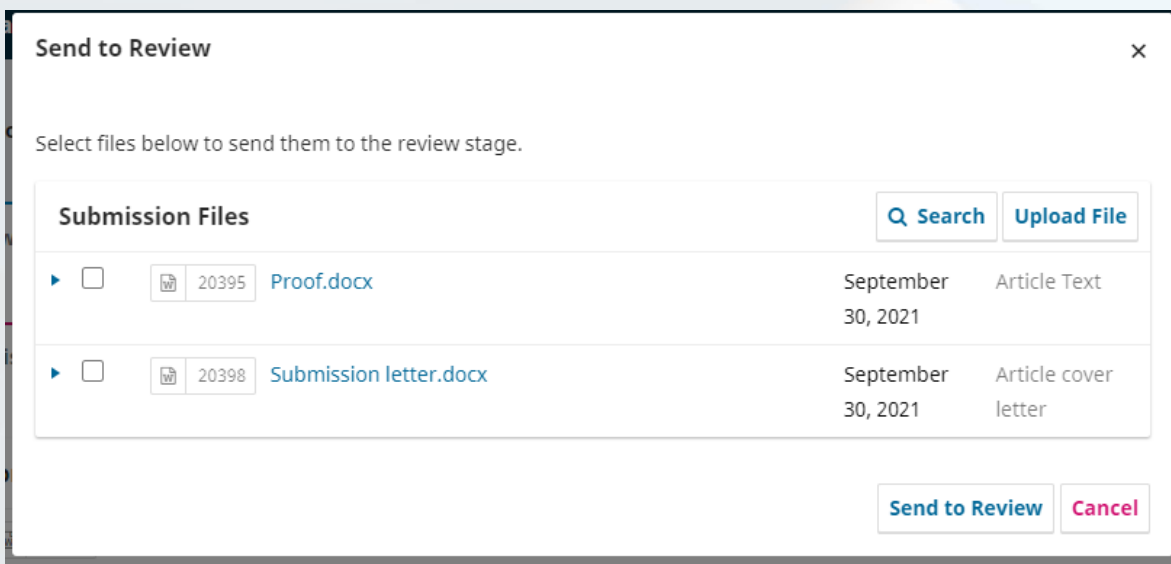
Decline Submission

Step 2. Submit the manuscript to peers

If you decide to send in pairs, click on the blue tab: [Send for Review](#), this will record the Editorial Decision to continue with the process.



Select all the files you want to share with the reviewers (except the Submission letter)



Then click Send to Review

[Send to Review](#)

In this space you can change the language.

Change Language

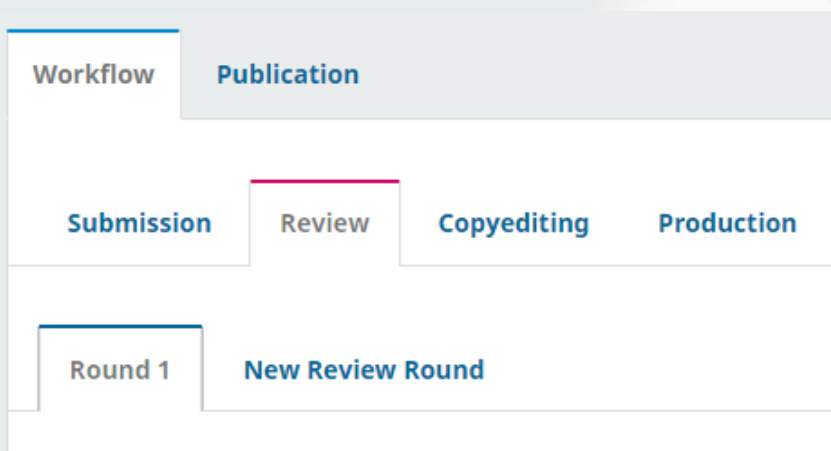
✓ English

Español (España)

Edit Profile

Logout

To invite reviewers, go to the tab [Review](#).



The screenshot shows a navigation menu with two main sections: 'Workflow' and 'Publication'. Under 'Workflow', there are two tabs: 'Round 1' and 'New Review Round'. Under 'Publication', there are four tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is highlighted with a red underline, and the 'New Review Round' tab is highlighted with a blue underline.

Press, Add Reviewer

Add Reviewer

Select the first or last name in the form to search for the evaluator in the platform's database.

Add Reviewer

Locate a Reviewer [Filters](#)

1 active	Francisco Palacios Quiñonero	Select Reviewer
0	2 days ago	
1 active	Huijun Gao	Select Reviewer
0	2 days ago	
1 active	Andres Caceres Bottia	Select Reviewer
	independiente	
0	8 days ago	estratigrafica, mineralizaciones, geologia economica
1 active	Eunice Villicaña Ortiz	Select Reviewer
	Universidad de Ingeniería y Tecnología del Perú	
0	9 days ago	Energía solar, energía eólica
1 active	Roberto Terraza Melo	Select Reviewer
	Servicio Geológico Colombiano	
0	11 days ago	estratigrafia, minerales, fosforita
1 active	Sebastian Zapata	Select Reviewer
	STRI	
0	12 days ago	Tectónica, magmatismo
	Yang Shi	Select Reviewer
0	Never assigned	

Add Reviewer

Locate a Reviewer

PhD Eduardo Alberto Egea Bermejo
Associated Profesor División Ciencias de la Salud Universidad del Norte. barranquilla Co

0 Never assigned

Elizabeth Castañeda

2 84 days ago

If you find the reviewer's name, select it.

Add Reviewer

Locate a Reviewer

PhD Eduardo Alberto Egea Bermejo
Associated Profesor División Ciencias de la Salud Universidad del Norte. barranquilla Co

0 Never assigned

Elizabeth Castañeda

2 84 days ago

Press, Select Reviewer

Elizabeth Castañeda

2 84 days ago

The platform will show the automatic message to the evaluator when pressing [Send](#)

- This message is editable and can be adjusted as needed.

Add Reviewer

Selected Reviewer
Elizabeth Castañeda [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "Proof text," which has been submitted to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by RESPONSE DUE DATE to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due REVIEW DUE DATE .

Submission URL: URL

Thank you for considering this request.

Pablo Alexander Tenjo Villalba
pablo.tenjo@gmail.com

Do not send email to Reviewer.

Important Dates

<input type="text" value="2021-11-04"/>	<input type="text" value="2021-11-18"/>
<small>Response Due Date</small>	<small>Review Due Date</small>

No Files Selected



The dates on which an answer must be given also appear

Important Dates

2021-11-04

Response Due Date

2021-11-18

Review Due Date

If the reviewer is interested in evaluating the article, they will enter through the link that will come to them in the invitation and will do the entire evaluation online, once the reviewer accepted the evaluator, the system will send a notification to their email.

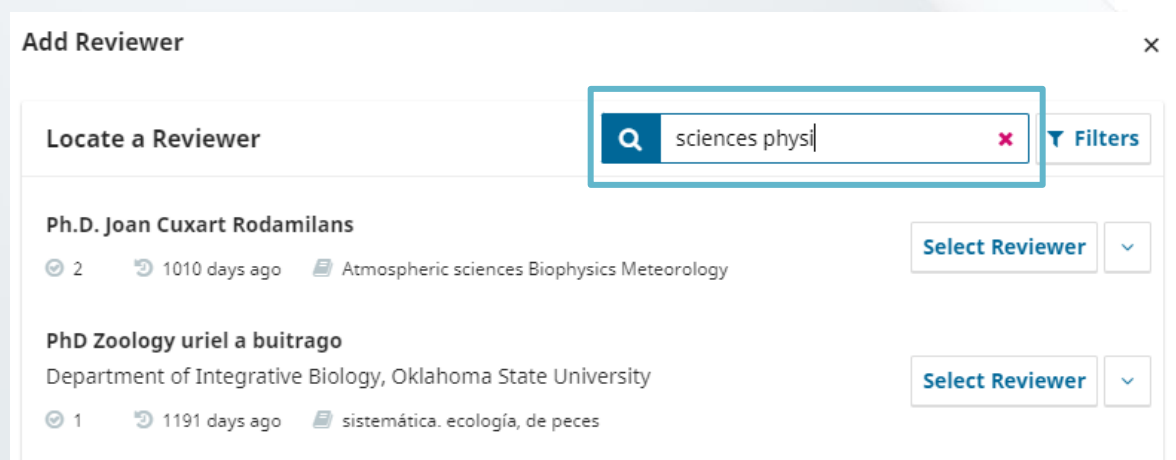
The date on which the reviewer must send the evaluation is preset in the invitation.

2021-11-18

Review Due Date

If you want to search for the reviewer by the subject of the article, enter the publication area:

- Biomedical sciences
- Behavioral sciences
- Physical sciences
- Natural Sciences
- Chemical sciences
- Earth and space sciences and
- Math



Add Reviewer ×

Locate a Reviewer × Filters

Ph.D. Joan Cuxart Rodamilans Select Reviewer ▼
2 1010 days ago Atmospheric sciences Biophysics Meteorology

PhD Zoology uriel a buitrago Select Reviewer ▼
Department of Integrative Biology, Oklahoma State University
1 1191 days ago sistemática. ecología, de peces



Add a pair to the database

If the reviewer is not in the platform database, you can create it by clicking on [Add Reviewer](#)

Add Reviewer

Then you need to select Create New Reviewer / Reviewer

Create New Reviewer

To create a reviewer, the platform will request the fields of

- Name surname
- Email
- Review interests
- Membership

Add Reviewer

[Back to Search](#)

Create New Reviewer

Name

Given Name * Family Name

Username *

The username must contain only lowercase letters, numbers, and hyphens/underscores. *

Email *

Reviewing Interests

Affiliation

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "Proof text," which has been submitted to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

The email message is editable.

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "Proof text," which has been submitted to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by `RESPONSE DUE DATE` to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due `REVIEW DUE DATE` .

Submission URL: `URL`

Thank you for considering this request.

Pablo Alexander Tenjo Villalba
pablo.tenjo@gmail.com

As soon as you fill out this information, click on the option [Add reviewer](#) so that the invitation is sent to the new reviewer that you have created in the database

[Add Reviewer](#)



If the reviewer deadline expires, you must click on [Send reminder](#)

▶ Gerardo Tibana	Overdue Response due: 2021-10-11	Anonymous Reviewer/Disclosed Author	Send Reminder
------------------	--	---	-----------------------------------

The platform will display the template that is editable for sending the message.

Review Reminder

Reviewer
Gerardo Tibana <gerardo.tibana@scimago.es>

Email to be sent to reviewer

NAME :

Just a gentle reminder of our request for your review of the submission, " ARTICLE TITLE ," for REVISTA DE LA ACADEMIA COLOMBIANA DE CIENCIAS EXACTAS, FÍSICAS Y NATURALES . We were hoping to have this review by REVIEW DUE DATE , and would be pleased to receive it as soon as you are able to prepare it.

Submission URL: URL

Review Schedule

2021-10-28	2021-10-11	2021-11-18
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[Send Reminder](#) [Cancel](#)



If you want to extend the evaluation date to the reviewer, click on the tab [Reviewers](#)

▶ Gerardo Tibana	Overdue Response due: 2021-10-11	Anonymous Reviewer/Disclosed Author	Send Reminder
------------------	--	---	-----------------------------------

Ubique el nombre del revisor

Find the reviewer's name

▼ Gerardo Tibana	Overdue Response due: 2021-10-11	Anonymous Reviewer/Disclosed Author	Send Reminder		
Review Details	Email Reviewer	Edit	Unassign Reviewer	History	Login As
Editorial Notes					

Click on [Edit](#)

Edit



You can then modify the date

Edit Review

Important Dates

2021-10-11 Response Due Date 2021-11-18 Review Due Date

Review Type

Anonymous Reviewer/Anonymous Author
 Anonymous Reviewer/Disclosed Author
 Open

No Files Selected
You have not selected any files for the reviewer to review.

Files To Be Reviewed

Files To Be Reviewed Q Search

No Files

Review Form

None / Free Form Review

OK Cancel

[Review Details](#) [Email Reviewer](#) [Edit](#) [Unassign Reviewer](#) [History](#) [Login As](#)



Edit Review

Important Dates

2021-10-11 2021-11-18

Response Due Date

Review Type

Anonymous Reviewer/Anonymous Author
 Anonymous Reviewer/Disclosed Author
 Open

No Files Selected
You have not selected any files for the reviewer to review

Files To Be Reviewed

Files To Be Reviewed Q Search

No Files

Review Form

None / Free Form Review

← November 2021 →

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

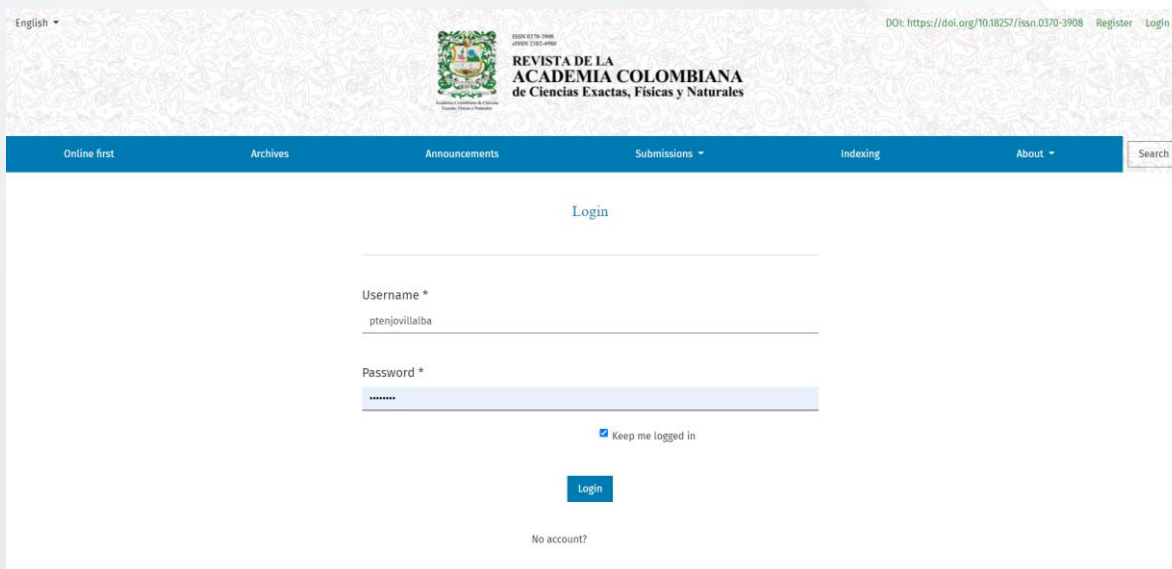
Press ok



Step 3. Make the final editorial decision

¿How to send the evaluations to the authors?

Enter the platform with your username and password



English ▾

DOI: <https://doi.org/10.18257/issn.0370-3908> Register Login

ISSN 0570-3908
eISSN 2382-4990

REVISTA DE LA
ACADEMIA COLOMBIANA
de Ciencias Exactas, Físicas y Naturales

Online first Archives Announcements Submissions ▾ Indexing About ▾ Search

Login

Username *

ptenjovillalba

Password *

Keep me logged in

Login

No account?



You will see the list of manuscripts assigned to you. Click on View to enter the article that has the evaluations you want to send to the author.

Submissions

My Queue (2) Unassigned (4) All Active (56) Archives (1131) [Help](#)

My Assigned [Filters](#) [New Submission](#)

1591	Tenjo Villalba et al. Proj: tex ▲ No editor has been assigned to this submission. Assign Editor	Submission View ▾
1574	Review Assignment Proof text You have been assigned an editorial role for this submission. Would you like to access the Editorial workflow?	✓ Review Submitted View



On the [Review](#) tab, you will locate the reviewers' responses, click [Read Review](#).

▶ Gerardo Tibana	Complete Recommendation: Accept Submission	Anonymous Reviewer/Disclosed Author	Thank Reviewer Revert Decision
▶ Pablo Alexander Tenjo Villalba	Review Submitted Recommendation: Accept Submission	Anonymous Reviewer/Disclosed Author	Read Review



The form that the reviewer filled out will appear, check if the reviewer uploaded any file with comments in Reviewer's Files

Review: Proof text ×

Pablo Alexander Tenjo Villalba

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2021-11-01 04:29 AM

Recommendation: Accept Submission

Reviewer Files

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

No Files

Recommendation
Set or adjust the reviewer recommendation.

Accept Submission ▼

Reviewer rating
Rate the quality of the review provided. This rating is not shared with the reviewer.

No rating

★★★★★

★★★★

★★★

★★

★

[Confirm](#) [Cancel](#)

Once the evaluations have been read, click the [Request Revisions](#) tab to send the evaluators' comments to the author.

[Request Revisions](#)

The system will display an editable template to notify the author of the evaluations

Request Revisions

Require New Review Round

Revisions will not be subject to a new round of peer reviews.
 Revisions will be subject to a new round of peer reviews.

Send Email

Send an email notification to the author(s): Yenny Carolina Acosta
 Do not send an email notification



Yenny Carolina Acosta:

We have reached a decision regarding your submission to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales, "Proof text".

Our decision is to:

[+ Add Reviews to Email](#)

Select review files to share with the author(s) [Q Search](#) [Upload File](#)

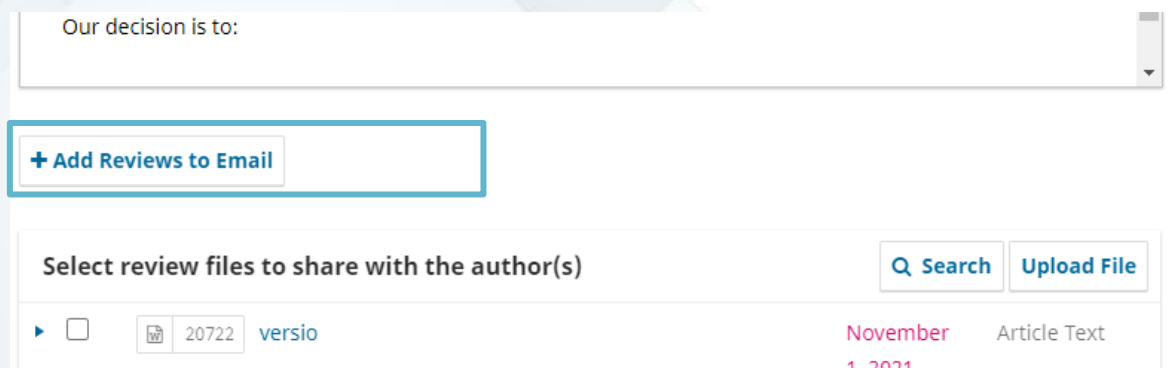
<input type="checkbox"/>	 20722 versio	November 1, 2021	Article Text
<input type="checkbox"/>	 20723 car	November 1, 2021	Reviewers response letter

[Record Editorial Decision](#) [Cancel](#)

Read the text and if you want you can modify it.




Then click the [Add revisions to email](#) box.



Our decision is to:

[+ Add Reviews to Email](#)

Select review files to share with the author(s) [Search](#) [Upload File](#)

<input type="checkbox"/>		20722 versio	November 1, 2021	Article Text
--------------------------	---	--------------	------------------	--------------

Si los revisores añadieron documentos escoja los documentos que los revisores enviaron en [Seleccione los archivos de revisión](#) para compartir con el autor.

Por último, pulse Registrar decisión editorial.

If the reviewers added documents, choose the documents that the reviewers submitted in [Select the review files to share with the author](#).

Finally, click Record Editorial Decision.

[Record Editorial Decision](#)



Review the version corrected by the authors

Enter the platform with your username and password.

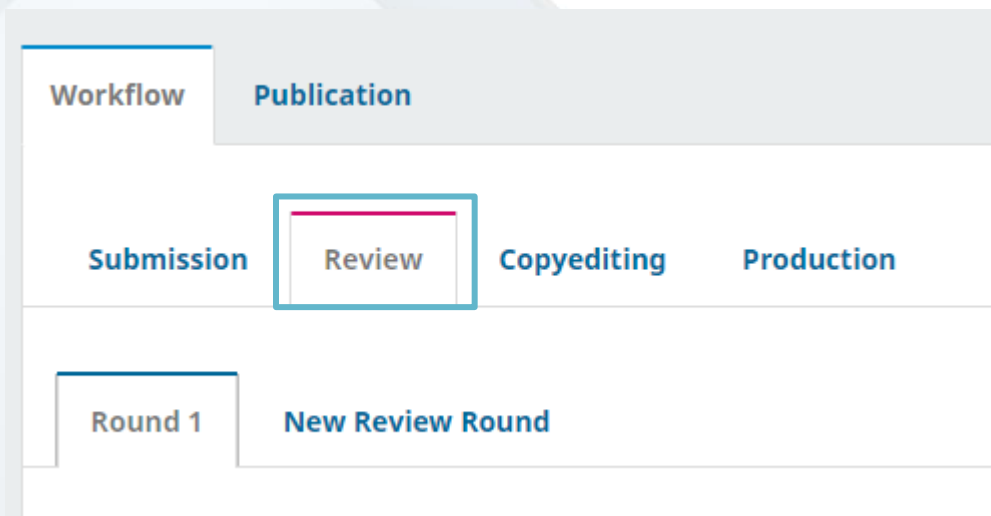
The screenshot shows the login page of the journal. At the top, there is a navigation bar with links for 'Online first', 'Archives', 'Announcements', 'Submissions', 'Indexing', and 'About'. Below this is a 'Login' section with a 'Username' field containing 'ptenjovillalba' and a 'Password' field with masked characters. There is a 'Keep me logged in' checkbox and a 'Login' button. A 'No account?' link is located below the login button.

You will see the list of articles assigned to you. Press [View](#)



The screenshot shows the 'Submissions' dashboard. At the top, there are tabs for 'My Queue' (2), 'Unassigned' (4), 'All Active' (56), and 'Archives' (1131). A 'Help' button is visible in the top right. Below the tabs is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' buttons. The list contains two items:

- 1591 **Tenjo Villalba et al.**
Proi: tex
No editor has been assigned to this submission. [Assign Editor](#)
Submission **View**
- 1574 **Review Assignment**
Proof text
You have been assigned an editorial role for this submission. Would you like to access the [Editorial workflow?](#)
Review Submitted **View**

Click on the [Review](#) tab



Then in the [Revisions](#) section

Revisions		Q Search	Upload File
▶  20722	versio	November 1, 2021	Article Text
▶  20723	car	November 1, 2021	Reviewers response letter

Verify that the author sent

- the corrected version (two copies, one indicating the changes made and the other without indicating them),
- the letter of reply to the evaluators.
- figures in jpg format in individual files

If you agree with the changes made by the author, accept by clicking Accept Submission

Accept Submission

La plataforma le desplegará una plantilla editable para notificar al autor.
The platform will display an editable template to notify the author.

Accept Submission

Send Email

Send an email notification to the author(s): Yenny Carolina Acosta

Do not send an email notification



Yenny Carolina Acosta:

We have reached a decision regarding your submission to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales, "Proof text".

Our decision is to:

[+ Add Reviews to Email](#)

Select review files to share with the author(s) [Q Search](#) [Upload File](#)

<input type="checkbox"/>	 20722 versio	November 1, 2021	Article Text
<input type="checkbox"/>	 20723 car	November 1, 2021	Reviewers response letter



[+ Select Library Files to attach](#)

[Next: Select Files for Copyediting](#) [Cancel](#)



Select the latest files submitted by the author.

Select review files to share with the author(s) Q Search Upload File

<input type="checkbox"/>	 20722 versio	November 1, 2021	Article Text
<input type="checkbox"/>	 20723 car	November 1, 2021	Reviewers response letter



Then click: Next: select files for editing

Next: Select Files for Copyediting

Accept Submission

Select the files you would like to forward to the Copyediting stage.

Revisions		Q Search	
<input checked="" type="checkbox"/>	20722 versio	November 1, 2021	Article Text
<input checked="" type="checkbox"/>	20723 car	November 1, 2021	Reviewers response letter

Record Editorial Decision Previous: Author Notification Cancel

Record Editorial Decision