

Tutorial

for authors (2)

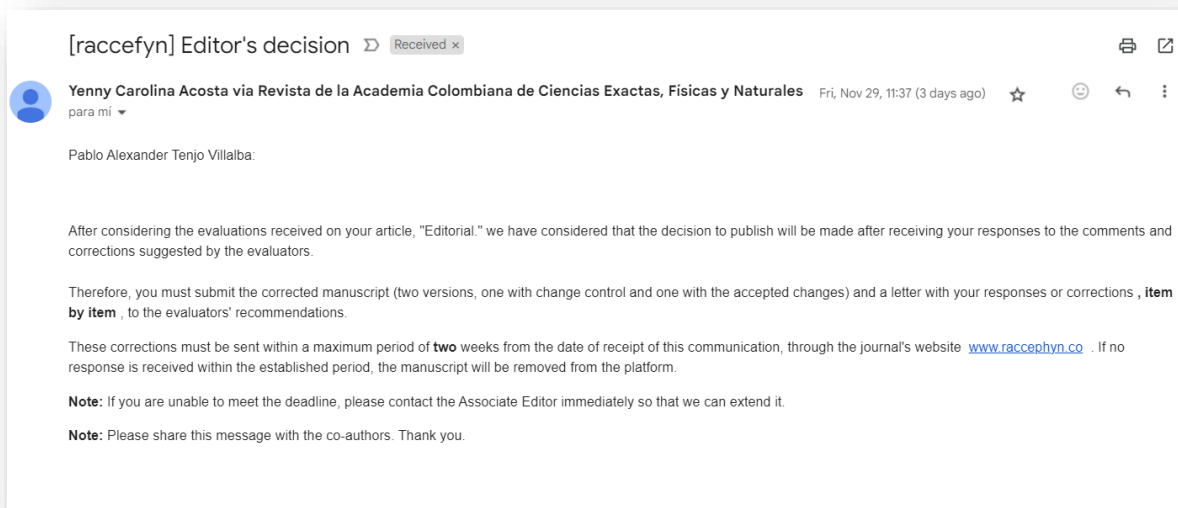
Version 12.15.2024



ISSN 0370-3908
eISSN 2382-4980

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

Once your article has been reviewed by the evaluators, you will receive the following message to your registered email:



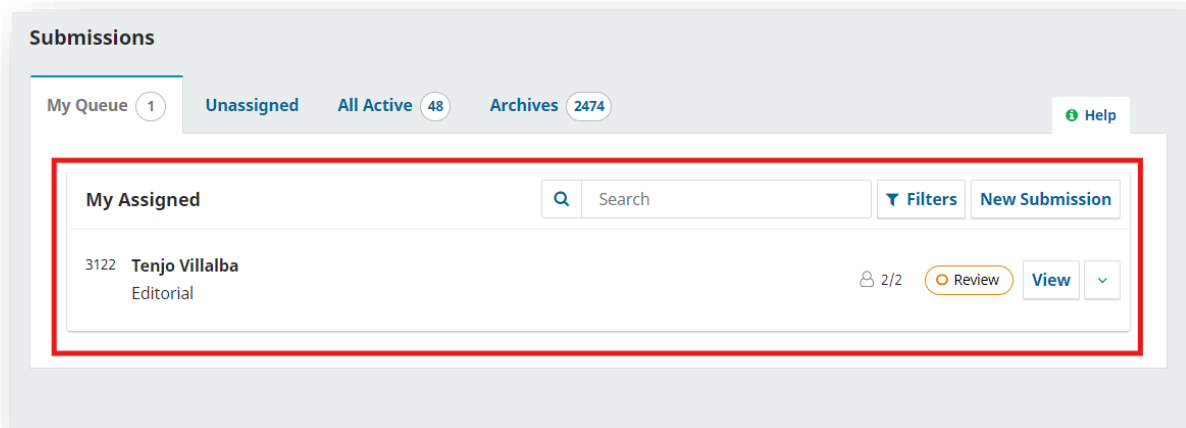
You should prepare the documents requested in the email:

- The corrected manuscript in two versions:
 - one with change control
 - and another with the accepted changes,
- A letter with your reply to the evaluators' recommendations that should be uploaded to the platform.

Please, put the **article code number** before the name of the files to upload:

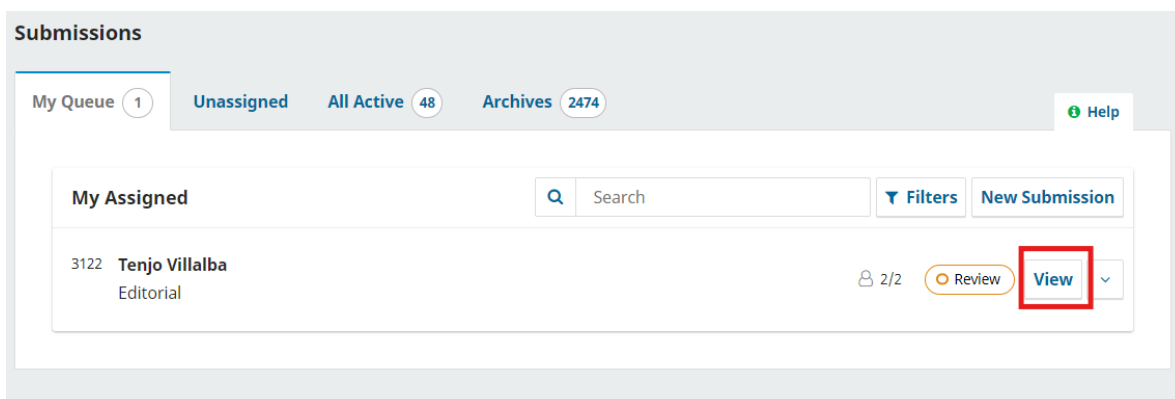


Your **“Submissions”** appear on your **“Home”** screen:



The screenshot shows the 'Submissions' interface. At the top, there are tabs for 'My Queue' (1), 'Unassigned', 'All Active' (48), and 'Archives' (2474). A 'Help' button is visible on the right. Below the tabs is a section titled 'My Assigned' with a search bar, 'Filters', and 'New Submission' buttons. A submission entry is shown for '3122 Tenjo Villalba Editorial' with a '2/2' icon, a 'Review' button, and a 'View' button. The 'View' button is highlighted with a red box.

Select **“View”** to review and upload your files



This screenshot is identical to the previous one, but the 'View' button for the submission '3122 Tenjo Villalba Editorial' is highlighted with a red box, indicating the next step in the tutorial.



On “**View**”, you should upload the following information:

3122 / Tenjo Villalba / Editorial Activity Log Library

Workflow **Publication**

Submission **Review** Copyediting Production Help

Round 1 **New Review Round**

Round 1 Status
Revisions have been requested.

Review Files Q Search Upload/Select Files

▶ 31573 1130-figura.png	F, J, Y	Figures
▶ 31574 Prueba de texto.docx	F, J, Y	Article Text (Required)

Reviewers Add Reviewer

▶ Gerardo Tibana	Review Submitted Recommendation: Revisions Required	Anonymous Reviewer/Disclosed Author	Read Review
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Request Revisions

Accept Submission

Decline Submission

Participants Assign

Journal editor

- ▶ Yenny Carolina Acosta

Upload the documents to the reviewer's **“Attachments”** section.

The screenshot shows a submission workflow interface. At the top, there are tabs for 'Workflow' and 'Publication'. Below these are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is active. Underneath, there are tabs for 'Round 1' and 'New Review Round'. A section titled 'Round 1 Status' indicates 'Revisions have been requested.' At the bottom, a red-bordered box highlights the 'Review Files' section, which includes a search icon and an 'Upload/Select Files' button.

The screenshot shows the 'Review Files' section. At the top right is an 'Upload Review File' button. Below it is a checkbox labeled 'Show files from all accessible workflow stages.' Under the heading 'Review', there is a list of three files:

File Name	Icon	File ID	Description
3122-figura	Image icon	31573	Figures
3122-Prueba de texto	Word document icon	31574	Article Text (Required)
3122-Carta.docx	Word document icon	31591	Reviewers response letter

The three documents will be sent again to the reviewers.