

Tutorial

for associate editors

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



Content

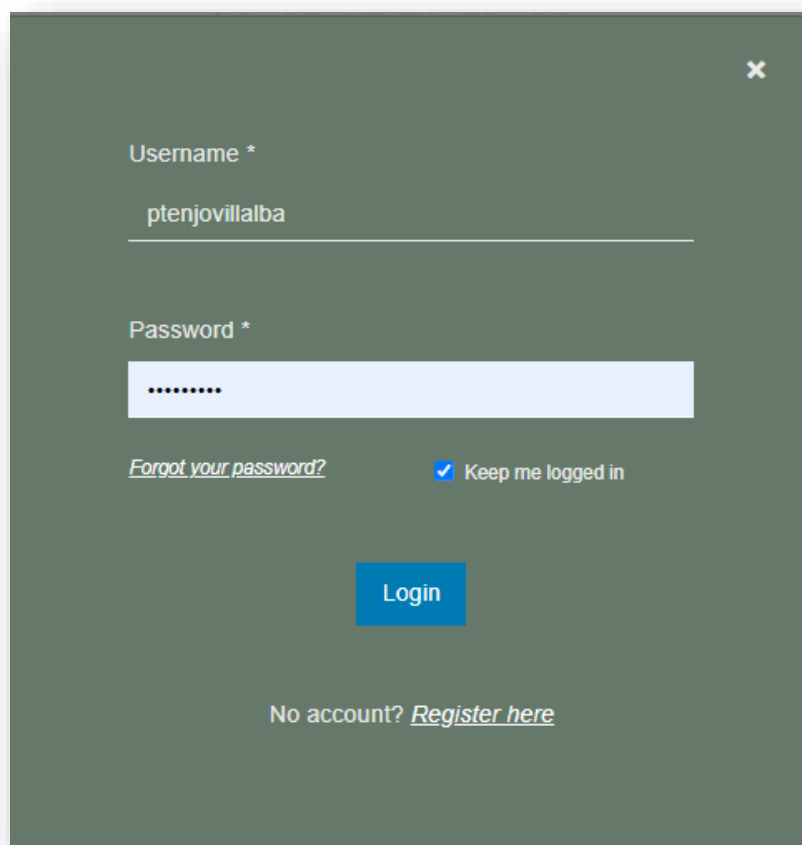
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Step 1

Accepting the assignment

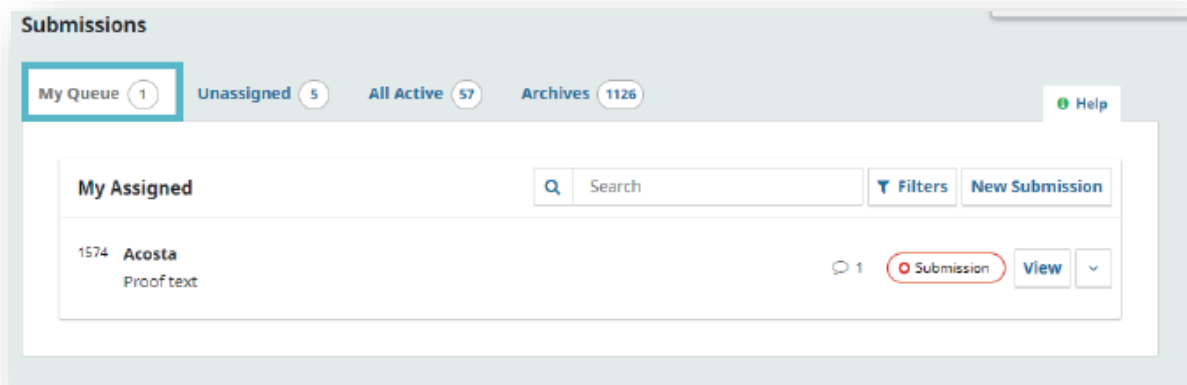
Log in to the journal platform using the following username and password.

- User: XXX
- Password: XXX



A screenshot of a login form on a dark green background. The form includes a close button (X) in the top right corner. It has two input fields: 'Username *' containing the text 'ptenjovillalba' and 'Password *' containing seven dots. Below the password field are two links: '[Forgot your password?](#)' and a checked checkbox next to 'Keep me logged in'. A blue 'Login' button is centered below these links. At the bottom, there is a link: 'No account? [Register here](#)'.

In the "**My Assigned**" tab, locate the article.



Submissions

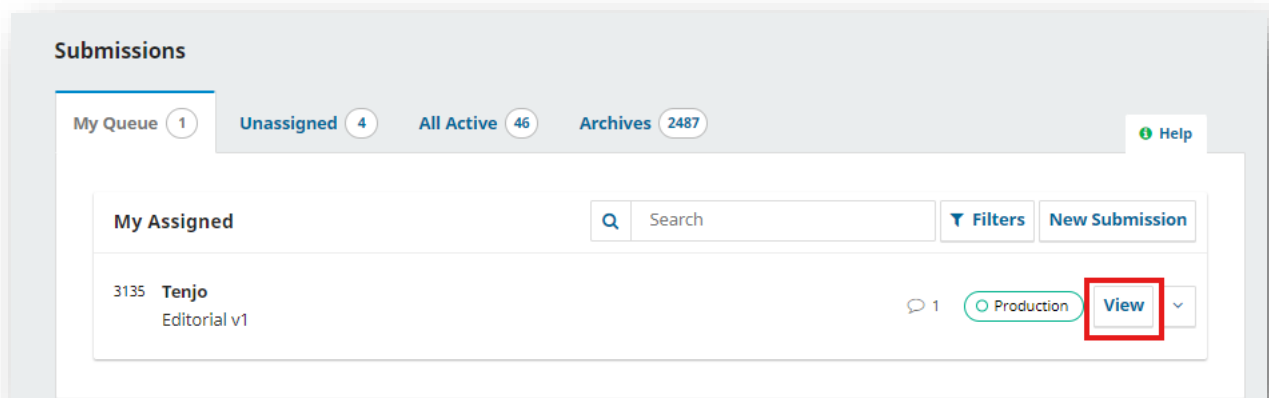
My Queue 1 Unassigned 5 All Active 57 Archives 1126 Help

My Assigned Search Filters New Submission

1574 Acosta
Proof text

1 Submission View

Click on "**View**".



Submissions

My Queue 1 Unassigned 4 All Active 46 Archives 2487 Help

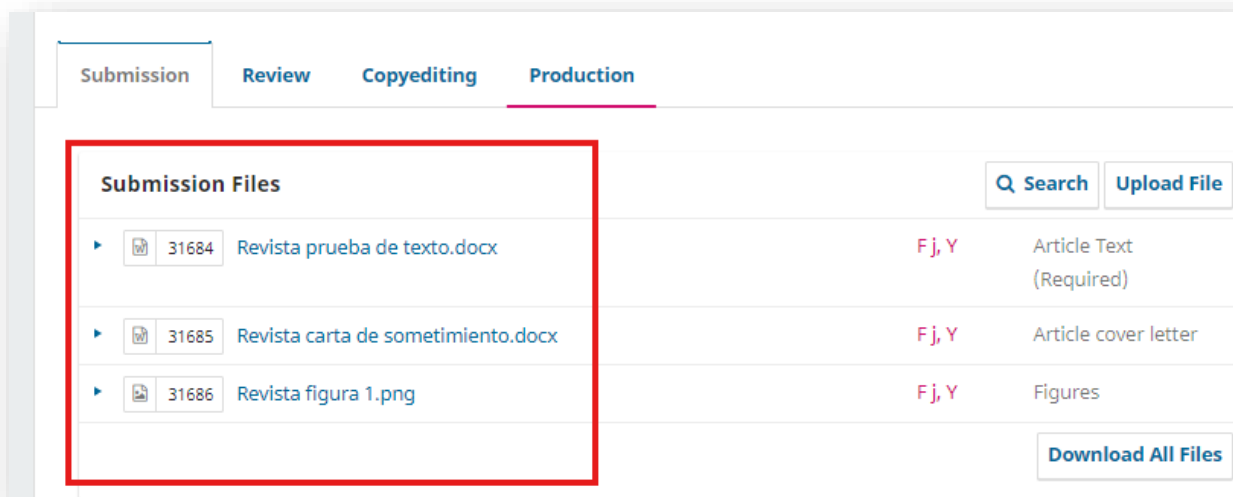
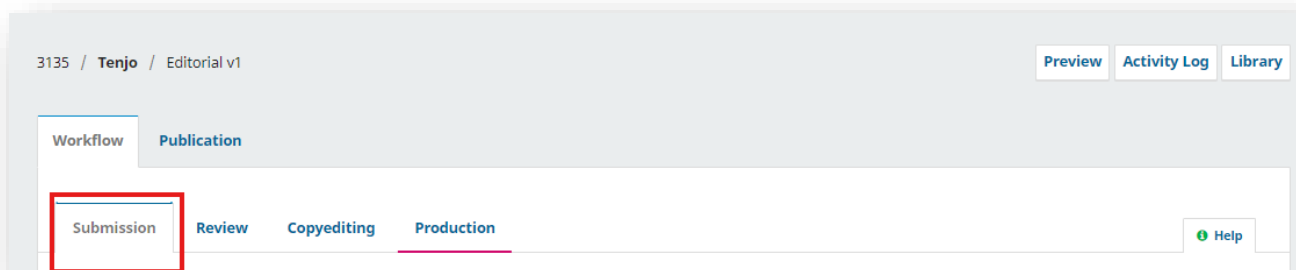
My Assigned Search Filters New Submission

3135 Tenjo
Editorial v1

1 Production View



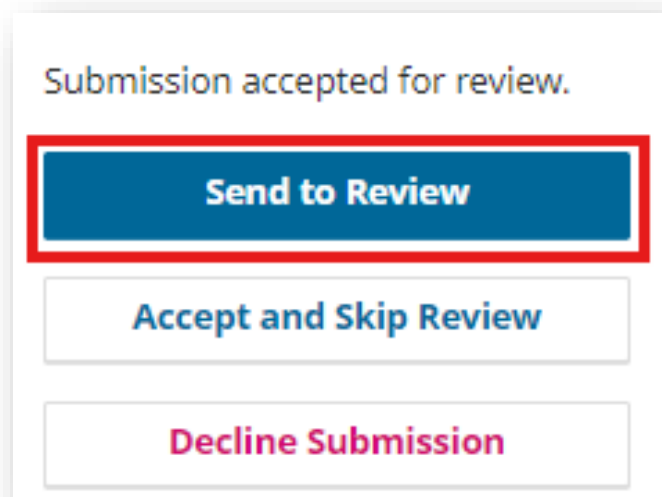
On the “**Submission**” tab, download and check all the files, then decide whether the article should be sent to peers.



Step 1

Make the initial editorial decision

If you decide to send the article to peers, click on “**Send to Review**”.



When the manuscript does not meet the journal's criteria, it should be rejected by clicking “**Decline Submission**”.



Submission accepted for review.

Send to Review

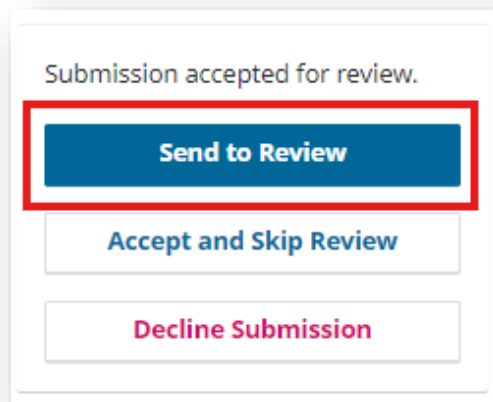
Accept and Skip Review

Decline Submission

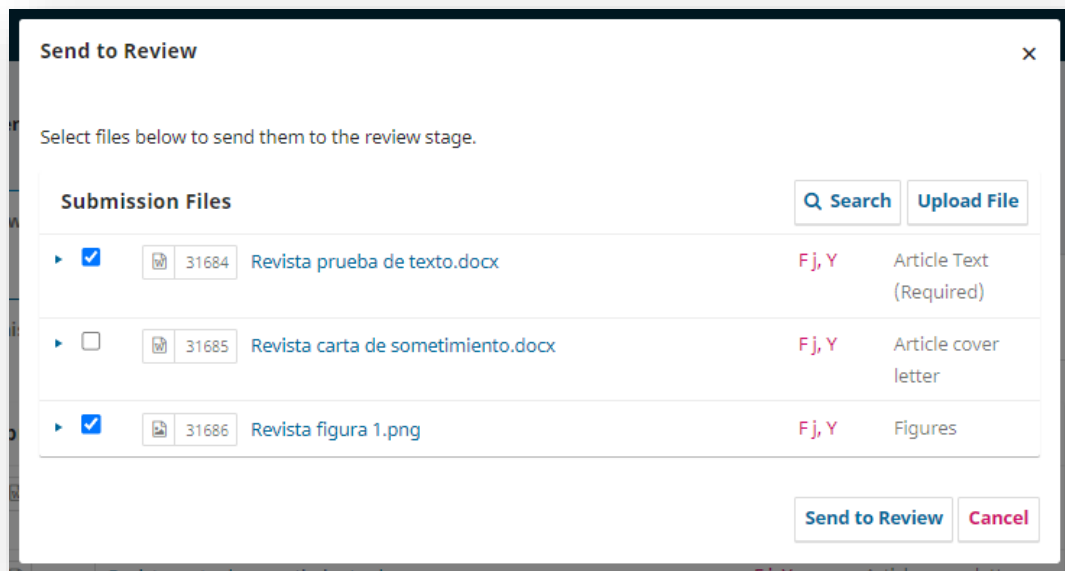
Step 2

Sending the manuscript to peers

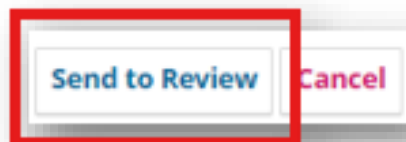
Click on “**Send to Review**”.



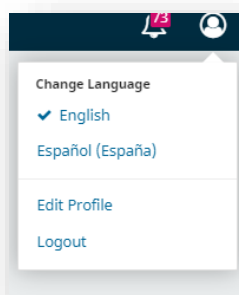
Select all the files you want to share with the reviewers (except the submission letter).



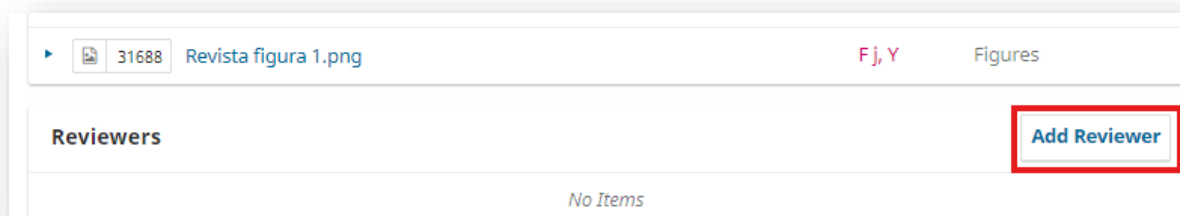
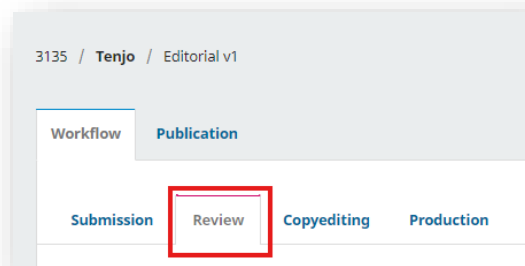
Then, click **“Send to Review”**.



Here you have the option of changing the language.



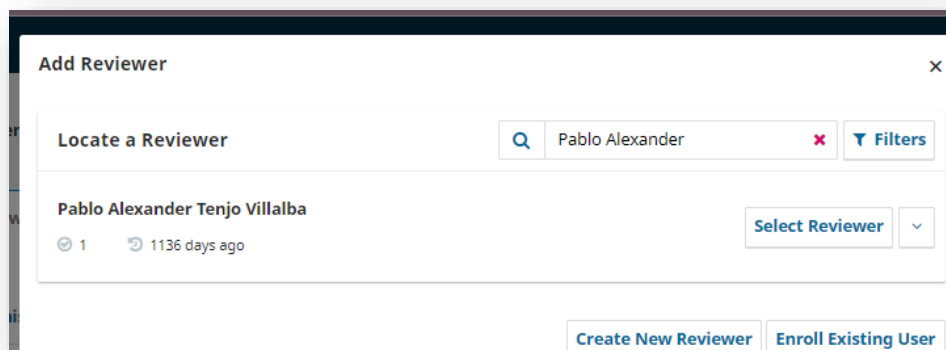
To invite reviewers, click **“Review”** and then, **“Add Reviewer”**.



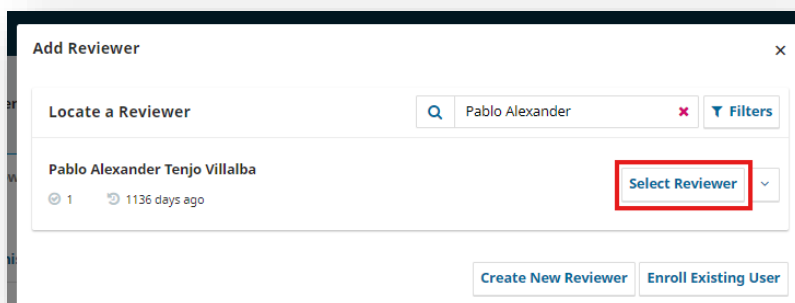
Click the first or last name of reviewers from the platform's database in the list displayed on the screen and then select the reviewer of your choice.

The screenshot shows a window titled "Add Reviewer" with a search bar and a "Filters" button. Below the search bar is a list of six reviewers, each with a "1 active" status indicator, their name, affiliation, and a "Select Reviewer" button. The reviewers listed are:

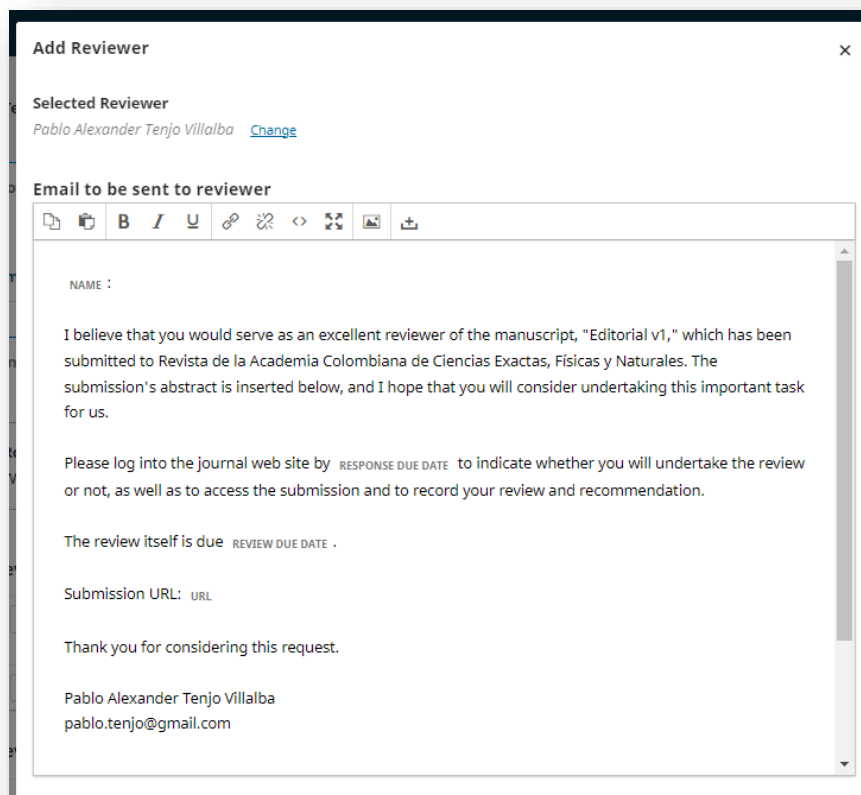
- José Manuel Gómez**, Universidad Nacional de Colombia, Medellín. Never assigned. Topología Algebraica.
- Cesar Neyit Galindo Martinez**, Universidad de Los Andes. 2 days ago. Categorías de fusión, Teorías topológicas de campo.
- Marie N. Nydam**, Life Sciences Concentration, Soka University of America, USA. 5 days ago. Biología evolutiva, Tunicata.
- Rosana Rocha**, English. 5 days ago. Tunicada, Ascidiacea.
- Diego Gerardo Roldan**, Universidad Nacional de Colombia. 8 days ago.
- Orlando O. Ortíz**, Freie Universität Berlin.



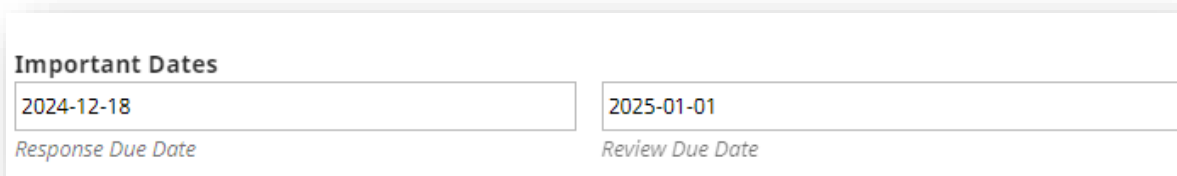
Click **“Select Reviewer”**.



Click **“Send”**. An automatic message will be displayed on the screen addressed to the evaluator. This message is editable and can be adjusted as needed.



The response due date will appear in “**Important Dates**”.



If the reviewer accepts to evaluate the article, he/she will enter the platform through the link that will be included in the invitation to accept it and proceed with the online evaluation. The deadline for submitting the evaluation is established in the invitation.

2025-01-01

Review Due Date

If you wish to search for the reviewer by subjects, click on the corresponding one:

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

The screenshot shows a web interface titled "Add Reviewer". At the top, there is a search bar labeled "Locate a Reviewer" containing the text "Physical sciences" and a "Filters" button. Below the search bar, there are three reviewer profiles listed, each with a "Select Reviewer" button:

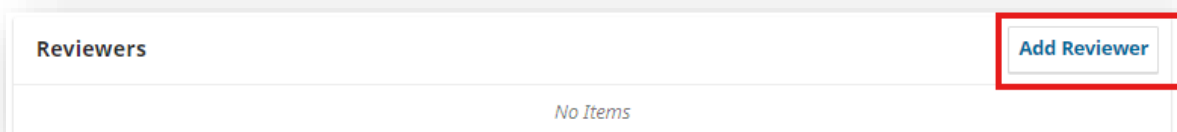
- Ph.D. Ignacio Rodríguez-Iturbe**
Princeton University
0 reviews, 3555 days ago
- 2 active Ph.D. JUAN CARLOS LOAIZA**
Departamento de Geociencias y Medio Ambiente, Universidad Nacional de Colombia, S
1 review, 1619 days ago
- Dr.rer.nat. Angela Stella Camaho Beltran**
Departamento de Física Universidad de los Andes
0 reviews, Never assigned, Física deMateria Condensada Nanociencia

At the bottom of the interface, there are two buttons: "Create New Reviewer" and "Enroll Existing User".

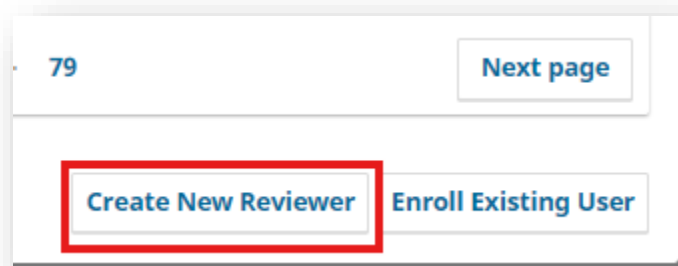
Step 2

Adding peers to the database

If the reviewer is not listed in the platform database, enter his/her data by clicking on **“Add Reviewer”**.

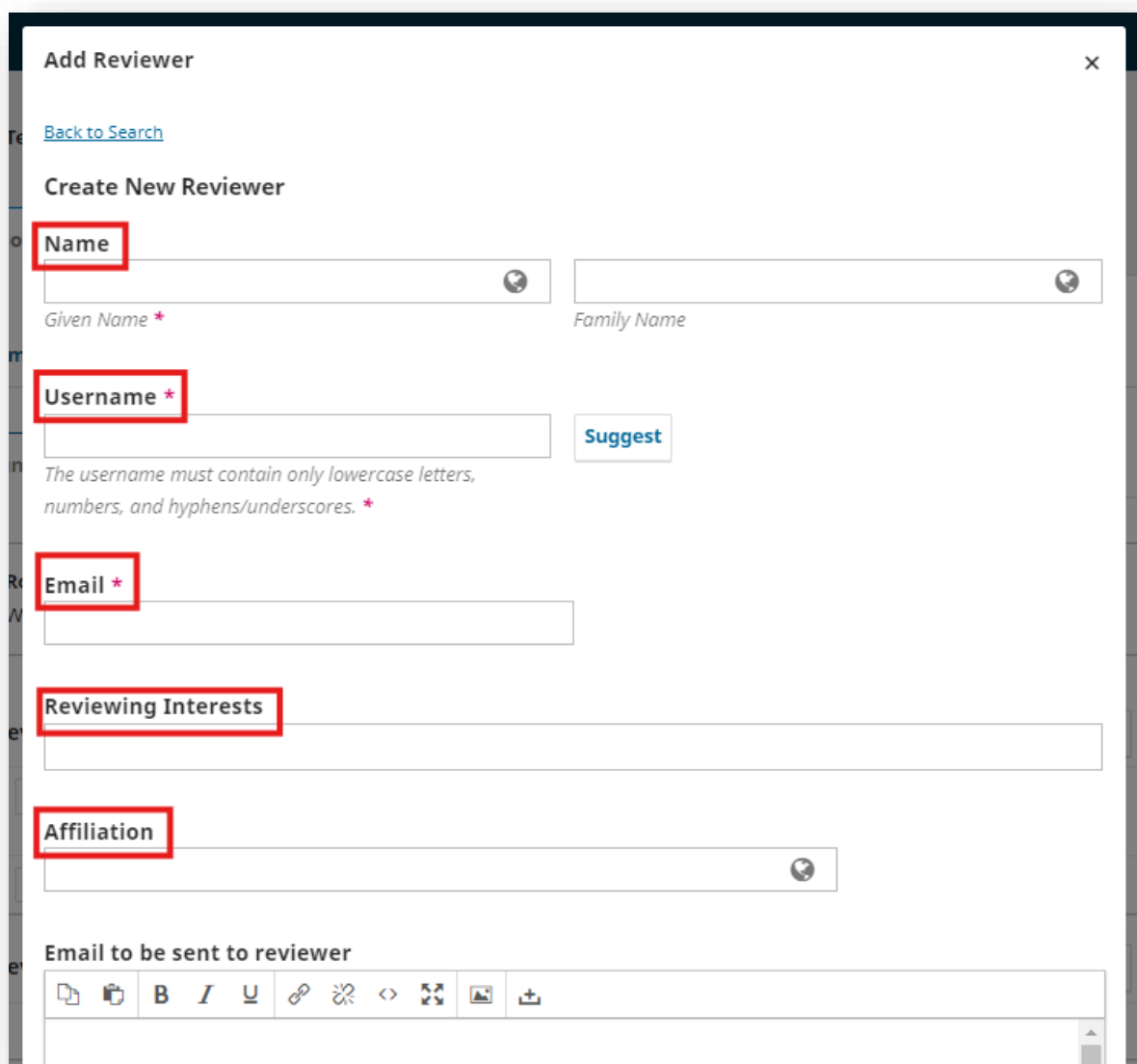


Then click **“Create New Reviewer”**.



The following information will be requested by the platform.

- Name
- Username
- Email
- Reviewing interests
- Affiliation



Add Reviewer ✕

[Back to Search](#)

Create New Reviewer

Name

Given Name * Family Name

Username *

[Suggest](#)

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

Email *

Reviewing Interests

Affiliation

Email to be sent to reviewer

The email message to be sent to the reviewer is editable.

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "Editorial v1," 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.

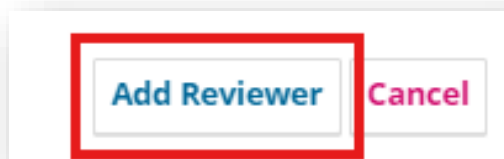
The review itself is due `REVIEW DUE DATE`.

Submission URL: `URL`

Thank you for considering this request.

Pablo Alexander Tenjo Villalba
pablo.tenjo@gmail.com

Once this information is provided, click "Add Reviewer". The invitation to the new reviewer will then be sent.





In case the deadline for the review expires, click on **“Send Reminder”**.

Reviewers			Add Reviewer
▶ Pablo Alexander Tenjo Villalba	Overdue Response due: 2024-12-11	Anonymous Reviewer/Anonymous Author	Send Reminder

The platform will display an editable template of the message to be sent.

Review Reminder

Reviewer
Pablo Alexander Tenjo Villalba <pablo.tenjo@gmail.com>

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

2024-12-12	2024-12-11	Y-m-d
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

Send Reminder **Cancel**

To extend the review due date, click the “Reviewers” tab.

Reviewers			Add Reviewer
▶ Pablo Alexander Tenjo Villalba	Overdue Response due: 2024-12-11	Anonymous Reviewer/Anonymous Author	Send Reminder

Find the reviewer's name.

Reviewers			Add Reviewer	
▼ Pablo Alexander Tenjo Villalba	Overdue Response due: 2024-12-11	Anonymous Reviewer/Anonymous Author	Send Reminder	
Review Details	Email Reviewer	Edit	Unassign Reviewer	History

Click on “Edit”.

Reviewers		
▼ Pablo Alexander Tenjo Villalba	Overdue Response due: 2024-12-11	
Review Details	Email Reviewer	Edit

Modify the date.

Edit Review

Important Dates

Response Due Date: 2024-12-11
Review Due Date: 2024-12-11

Review Type

Anonymous Reviewer/Anonymous Author
 Anonymous Reviewer/Disclosed Author
 Open

Files To Be Reviewed

Files To Be Reviewed Q Search

- 31687 Revista prueba de texto.docx F, Y Article Text (Required)
- 31688 Revista figura 1.png F, Y Figures

Review Form

Formato de evaluación

OK Cancel

Edit Review

Important Dates

Response Due Date: 2024-12-11
Review Due Date: 2024-12-11

Review Type

Anonymous Reviewer/Anonymous Author
 Anonymous Reviewer/Disclosed Author
 Open

Files To Be Reviewed

Files To Be Reviewed

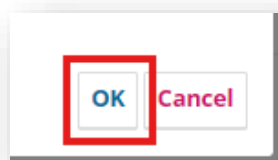
- 31687 Revista prueba de texto.docx
- 31688 Revista figura 1.png

Review Form

Formato de evaluación

OK Cancel

Finally, click **“Ok”**.

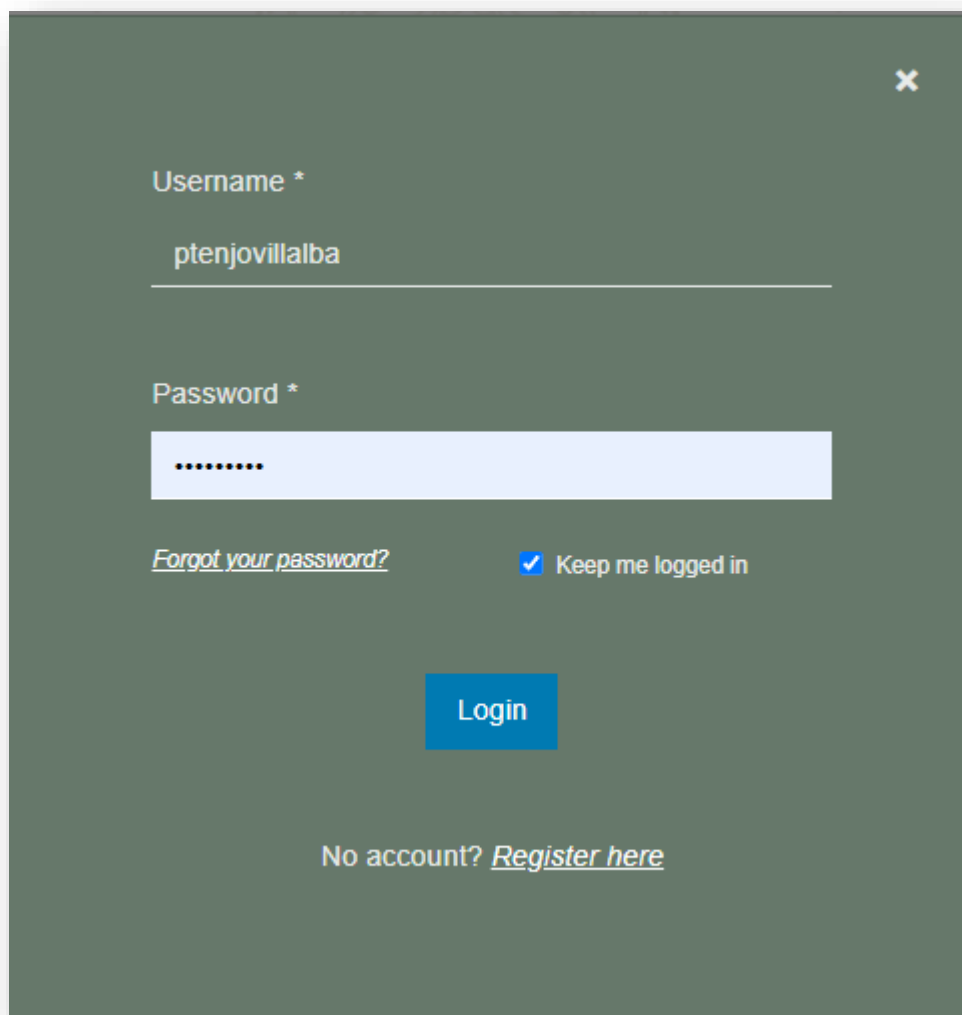


Step 3

Making the final editorial decision

How to send the evaluations to the authors

Enter the platform with your username and password



Username *

ptenjovillalba

Password *

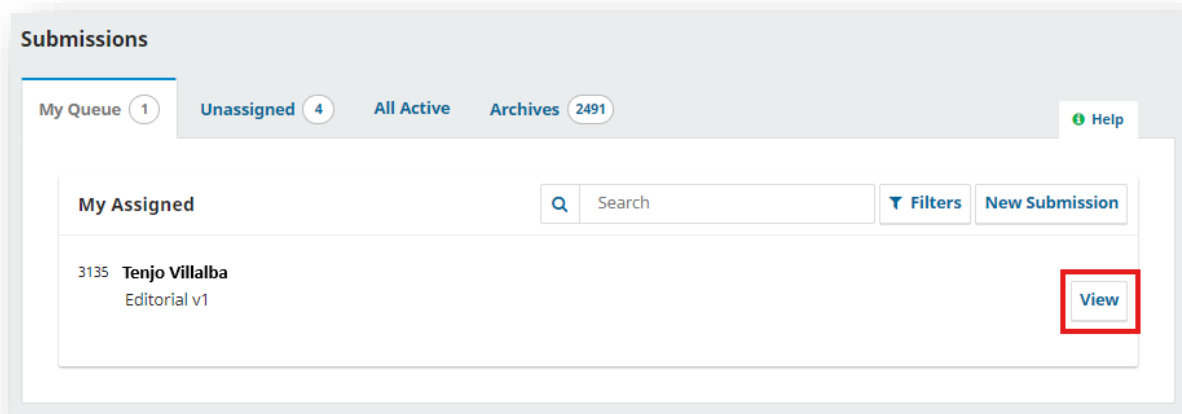
.....

[Forgot your password?](#) Keep me logged in

Login

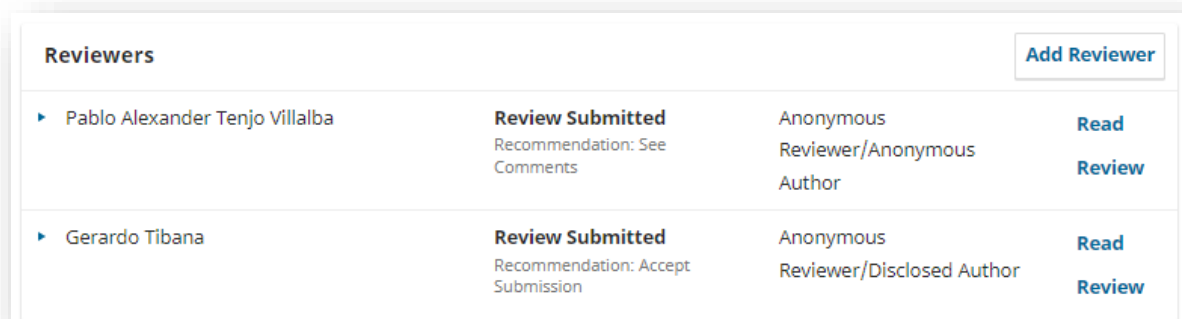
No account? [Register here](#)

The list of your assigned manuscripts will be displayed on the screen. Click **“View”** to access the article whose evaluations are to be sent to the author.



The screenshot shows the 'Submissions' interface. At the top, there are tabs for 'My Queue' (1), 'Unassigned' (4), 'All Active', and 'Archives' (2491). A 'Help' icon is also present. Below the tabs is a search bar and buttons for 'Filters' and 'New Submission'. The main content area shows a list of manuscripts under the heading 'My Assigned'. One manuscript is listed: '3135 Tenjo Villalba Editorial v1'. A red box highlights the 'View' button next to this manuscript.

On the **“Review”** tab, access the reviewers' responses by clicking **“Read Review”**.



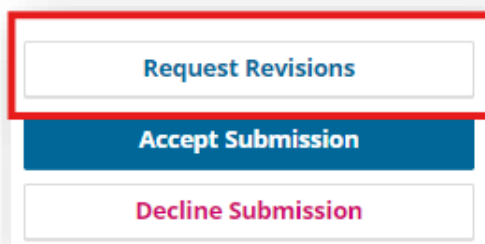
The screenshot shows the 'Reviewers' interface. At the top right is an 'Add Reviewer' button. Below is a table with two rows of reviewer information.

Reviewer	Review Status	Reviewer Type	Action
▶ Pablo Alexander Tenjo Villalba	Review Submitted Recommendation: See Comments	Anonymous Reviewer/Anonymous Author	Read Review
▶ Gerardo Tibana	Review Submitted Recommendation: Accept Submission	Anonymous Reviewer/Disclosed Author	Read Review

The form completed by the reviewer will be displayed on the screen. Check if the reviewer uploaded any file with comments in “**Reviewer's Files**”.



Read the evaluations, then click the “**Request Revisions**” tab to send the evaluators' comments to the author.



An editable template to notify the author of the evaluations will be displayed on the screen.

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): Pablo Tenjo
 Do not send an email notification

Pablo Tenjo:

We have reached a decision regarding your submission to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales, "Editorial v1".

Our decision is to:

[+ Add Reviews to Email](#)

Send to Reviewers
Send a copy of this email notification by BCC to the following reviewers. This will reveal the author's identity to the reviewers.

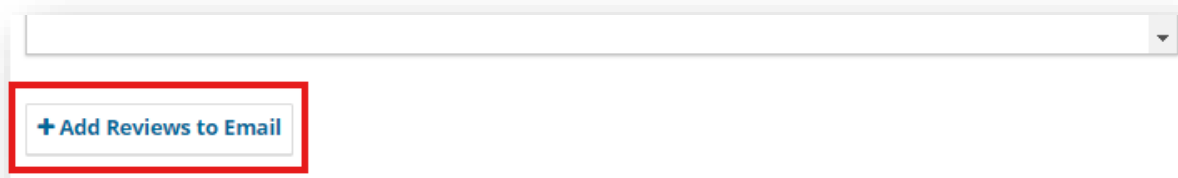
Pablo Alexander Tenjo Villalba
 Gerardo Tibana

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

<input type="checkbox"/>	31687	Revista prueba de texto.docx	F, J, Y	Article Text (Required)
<input type="checkbox"/>	31688	Revista figura 1.png	F, J, Y	Figures
<input type="checkbox"/>	31689	Revista prueba de texto_v1.docx	F, J, Y	

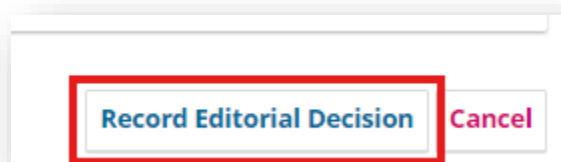
[Record Editorial Decision](#) [Cancel](#)

Then click **“Add Reviews to Email”**.



In the case reviewers added documents, select them in **“Select the review files to share with the author(s)”**.

Finally, click **“Record Editorial Decision”**.

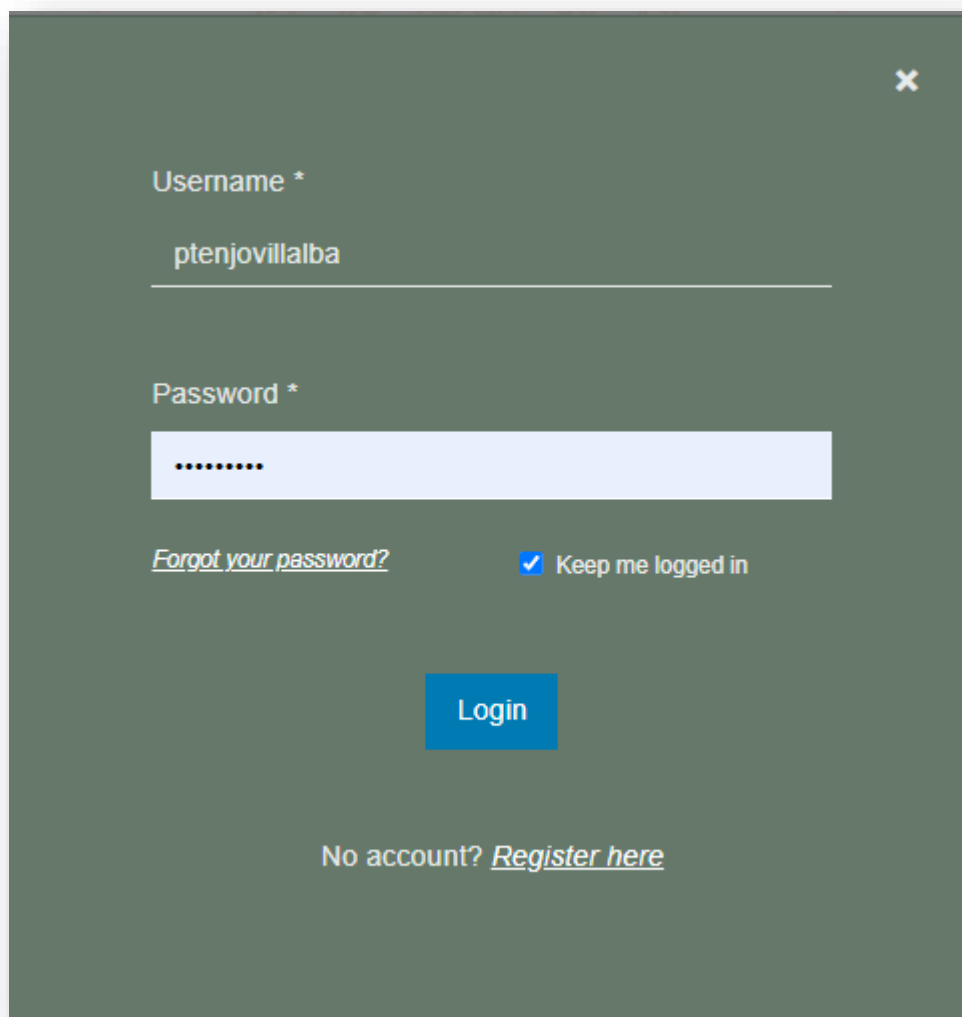


Step 3

Making the final editorial decision

Review the version corrected by the authors

Enter the platform with your username and password.



Username *

ptenjovillalba

Password *

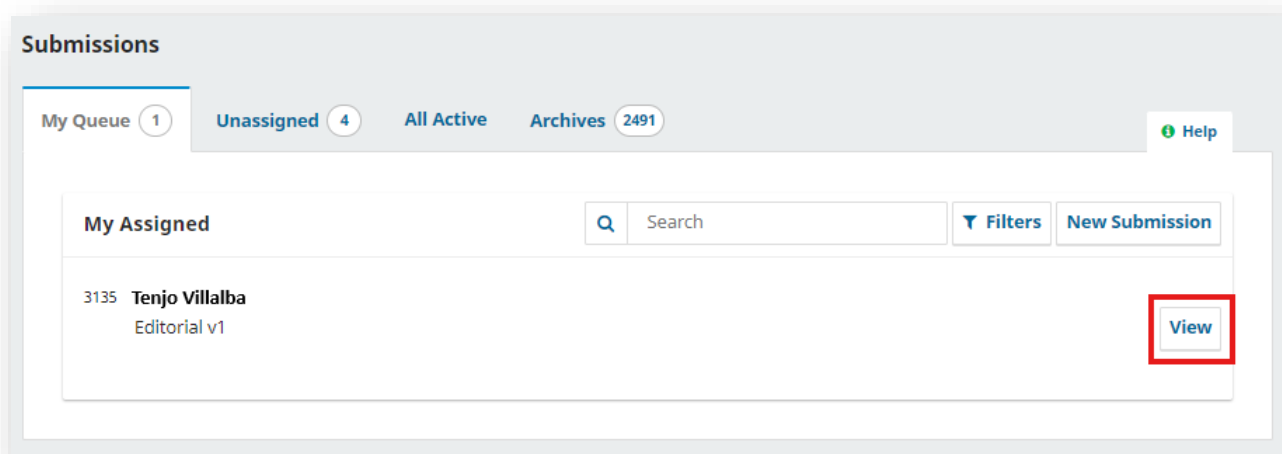
.....

[Forgot your password?](#) Keep me logged in

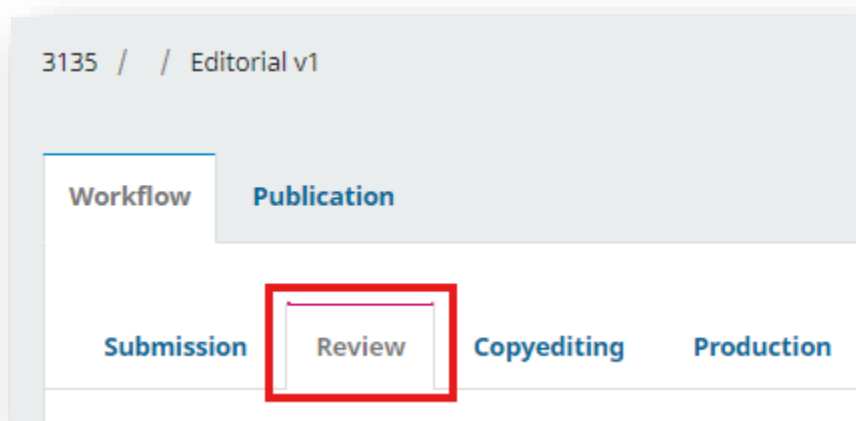
Login

No account? [Register here](#)

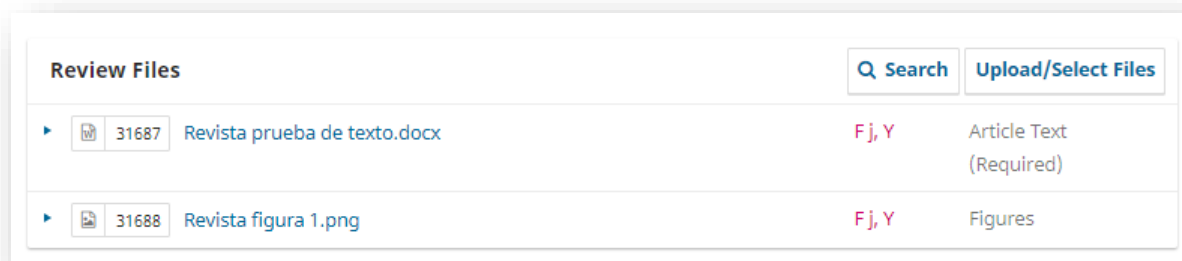
The list of your assigned articles will be displayed. Click **“View”**.



Then click the **“Review”** tab.



In the **“Review Files”** section, check whether the author(s) sent the following:

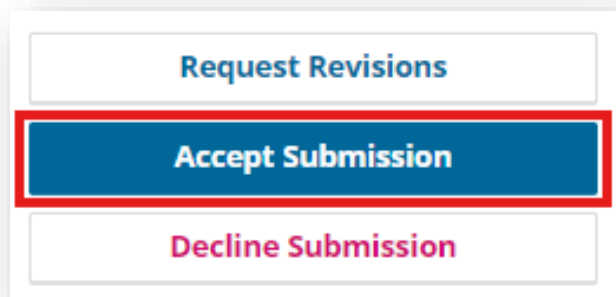


Check that the author has sent the following information:

- The corrected version (two copies, one indicating the changes made and the other with the clean version).
- The letter of response to the reviewers
- The figures in individual files in JPEG format

Making the final editorial decision and informing the authors

If you agree with the changes made by the author, accept by clicking “**Accept Submission**”.



The platform will display an editable template to notify the author.

Accept Submission

Send Email

Send an email notification to the author(s): Pablo Tenjo

Do not send an email notification

Pablo Tenjo:

We have reached a decision regarding your submission to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales, "Editorial v1".

Our decision is to:

[+ Add Reviews to Email](#)

Send to Reviewers

Send a copy of this email notification by BCC to the following reviewers. This will reveal the author's identity to the reviewers.

Pablo Alexander Tenjo Villalba

Gerardo Tibana

Select review files to share with the author(s)

<input type="checkbox"/>	31687	Revista prueba de texto.docx	F, J, Y	Article Text (Required)
<input type="checkbox"/>	31688	Revista figura 1.png	F, J, Y	Figures
<input type="checkbox"/>	31689	Revista prueba de texto_v1.docx	F, J, Y	
<input type="button" value="+"/>	Select Library Files to attach			

Select the latest files submitted by the author.

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

<input type="checkbox"/>	31687	Revista prueba de texto.docx	F, J, Y	Article Text (Required)
<input type="checkbox"/>	31688	Revista figura 1.png	F, J, Y	Figures
<input checked="" type="checkbox"/>	31689	Revista prueba de texto_v1.docx	F, J, Y	

Then click **“Next: Select Files for Copyediting”**.

Next: Select Files for Copyediting Cancel

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

Finally click on **Register Editorial Decision**.

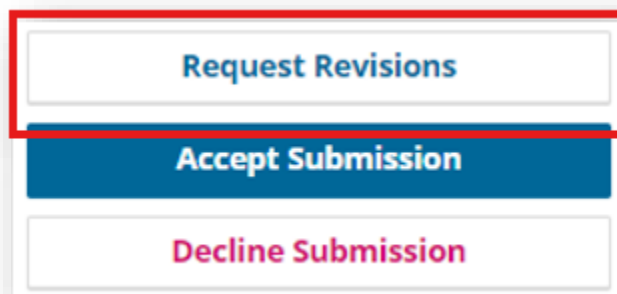
Record Editorial Decision F

Step 3

Making the final editorial decision

Open a second round of evaluation

Click on the “**Request Revisions**” tab.



This will record the editorial decision to proceed with the process.

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): Pablo Tenjo

Do not send an email notification

Gerardo Tibana:

We have reached a decision regarding your submission to Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales, "Editorial v1".

Our decision is to:

[+ Add Reviews to Email](#)

Send to Reviewers

Send a copy of this email notification by BCC to the following reviewers. This will reveal the author's identity to the reviewers.

Pablo Alexander Tenjo Villalba

Gerardo Tibana

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

<input type="checkbox"/>	31687	Revista prueba de texto.docx	Fj, Y	Article Text (Required)
<input type="checkbox"/>	31688	Revista figura 1.png	Fj, Y	Figures
<input type="checkbox"/>	31689	Revista prueba de texto_v1.docx	Fj, Y	

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

Select all the files you wish to share with the reviewers (minus the cover letter) and then click **“Submit for Review”**.

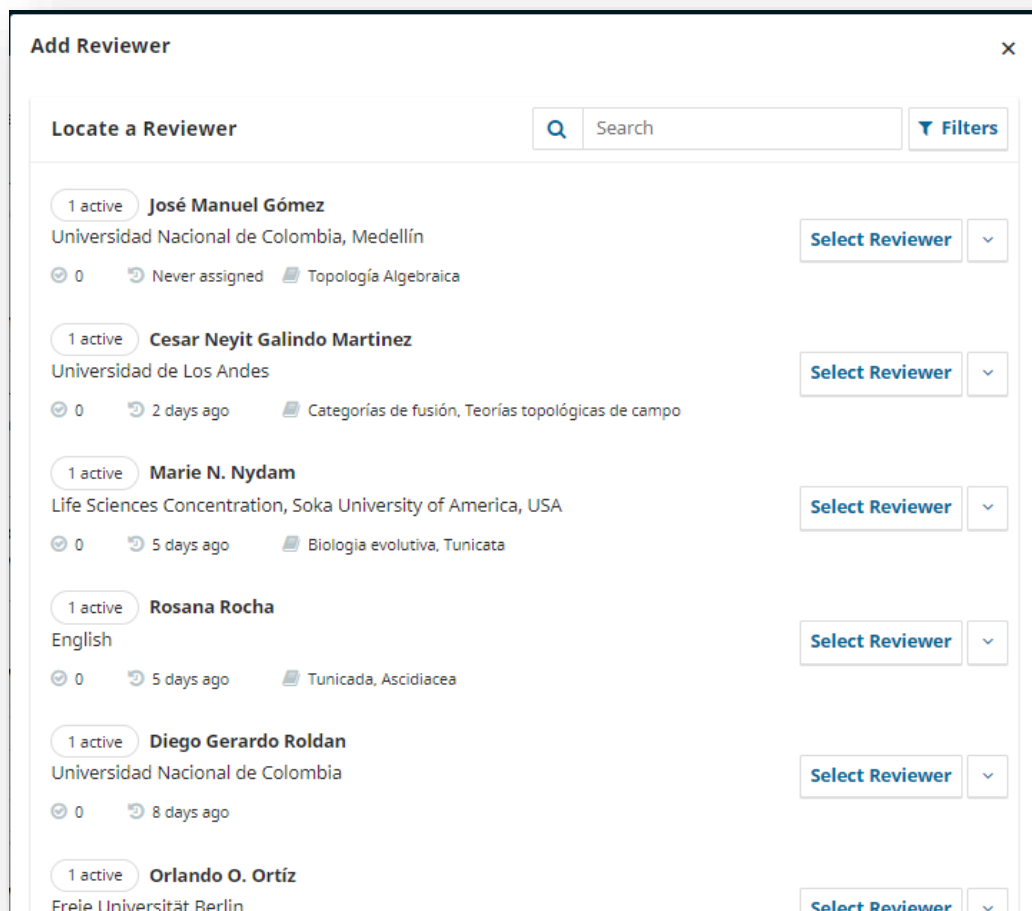
Select review files to share with the author(s) Q Search Upload File

<input type="checkbox"/>	 31687	Revista prueba de texto.docx	Fj, Y	Article Text (Required)
<input type="checkbox"/>	 31688	Revista figura 1.png	Fj, Y	Figures
<input type="checkbox"/>	 31689	Revista prueba de texto_v1.docx	Fj, Y	

Select the reviewers who evaluated the manuscript in the first round.
To invite them, click on the **“Review”** tab and then on **“Add reviewer”**.

Reviewers Add Reviewer

Click the first or last name of reviewers from the platform's database in the list displayed on the screen and then select the reviewer of your choice.

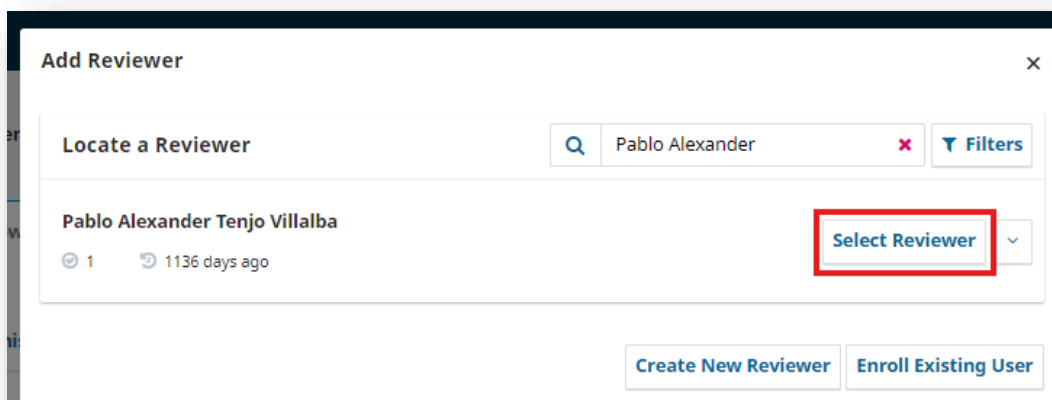


Add Reviewer [Close]

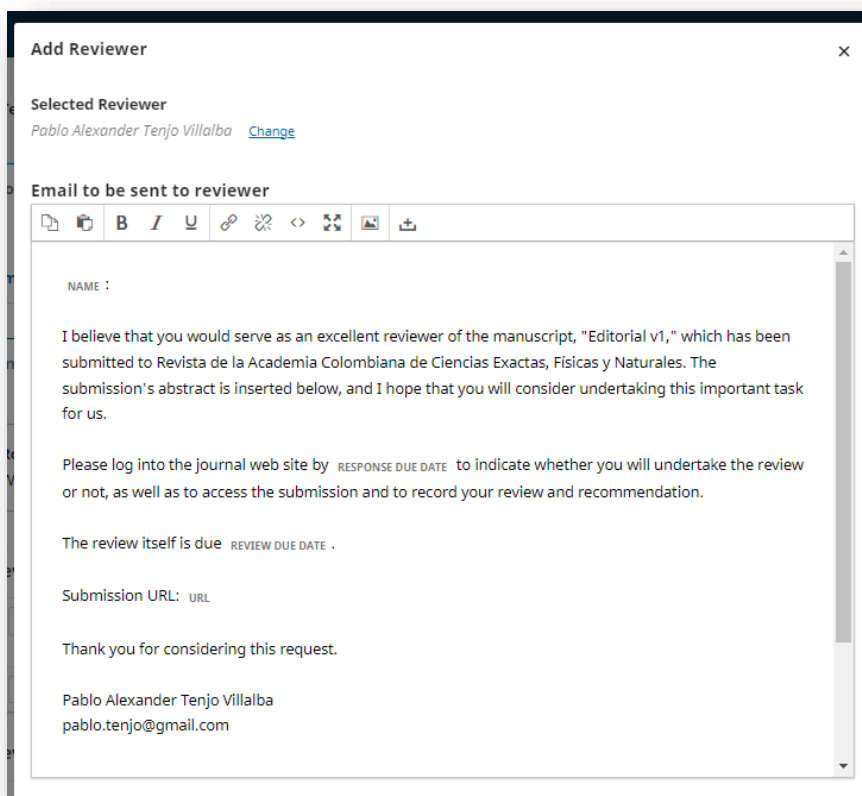
Locate a Reviewer [Search] [Filters]

1 active	José Manuel Gómez Universidad Nacional de Colombia, Medellín	Select Reviewer
0	Never assigned Topología Algebraica	
1 active	Cesar Neyit Galindo Martinez Universidad de Los Andes	Select Reviewer
0	2 days ago Categorías de fusión, Teorías topológicas de campo	
1 active	Marie N. Nydam Life Sciences Concentration, Soka University of America, USA	Select Reviewer
0	5 days ago Biología evolutiva, Tunicata	
1 active	Rosana Rocha English	Select Reviewer
0	5 days ago Tunicada, Ascidiacea	
1 active	Diego Gerardo Roldan Universidad Nacional de Colombia	Select Reviewer
0	8 days ago	
1 active	Orlando O. Ortíz Freie Universität Berlin	Select Reviewer

Click **“Select Reviewer”**.



Click **“Send”**. An automatic message will be displayed on the screen addressed to the evaluator. This message is editable and can be adjusted as needed.





The invitation that will be sent to the reviewer contains the
user keys,
the link,
the title,
the abstract
and the dates by which the reviewer must respond.

If the reviewer is interested in evaluating the article in the second round, he/she will enter the platform through the link that will be included in the invitation. The entire evaluation must be done online.

Once the invitation is accepted, the system will send a notification to your e-mail.

Step 3

Making the final editorial decision

Final editorial decision

Once the evaluation is received, the system will notify you by mail that the evaluation is available.

Click on “**Check details**”.

Reviewers [Add Reviewer](#)

▼ Pablo Alexander Tenjo Villalba	Review Submitted Recommendation: See Comments	Anonymous Reviewer/Anonymous Author	Read Review
----------------------------------	---	---	--

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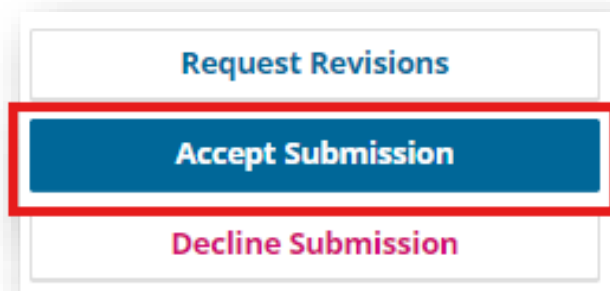
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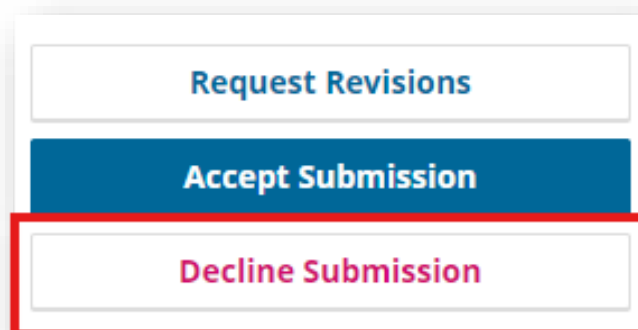
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