

Responding to a Review

Once the review process has completed, you will be notified via email by the Editor of their decision.

After receiving the email, login to your dashboard.

The screenshot shows the OJS Submissions dashboard. The top navigation bar includes 'Journal of Public Knowledge', 'English', 'View Site', and the user name 'mishkin'. The left sidebar has 'Tasks 1' and 'Submissions' sections. The main content area is titled 'Submissions' and contains three sections: 'My Queue' (empty), 'My Assigned' (empty), and 'My Authored'. The 'My Authored' section contains one submission with ID 52, titled 'Mishkin et al.; approach for externalization of expert tacit knowledge', and a 'Review' link. A 'New Submission' button is also visible.

Select the *Review* link next to your submission to view the decision.

The screenshot shows the submission details page for 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin and Frederic Serletis. The 'Review' tab is selected. Below the title, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Round 1' tab is also visible. The 'Round 1 Status' box indicates 'Revisions have been requested.' Below this, the 'Notifications' section shows a link to '[JPK] Editor Decision' dated 2016-08-30 08:32 PM. At the bottom, the 'Reviewer's Attachments' section is empty.

From here, you can see the decision (revisions requested) and a link to the editor's notification.

Notifications ✕

[JPK] Editor Decision

2016-08-30 08:32 PM

Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is: Revisions Required

Stephanie Berardo
University of Toronto
sberardo@mailinator.com

Reviewer A:
This is a very good article.

Based on the information in the editor's message, you must now prepare your revisions.

Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

Round 1 Status
Revisions have been requested.

Notifications

[\[JPK\] Editor Decision](#) 2016-08-30 08:32 PM

Reviewer's Attachments [Q Search](#)
No Files

Revisions [Q Search](#) [Upload File](#)
No Files

Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

Use the *Upload a File* link to upload your revised manuscript.

Upload Review File ✕

1. Upload File 2. Review Details 3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

Author, submission-manuscript.docx

Article Component *

Article Text

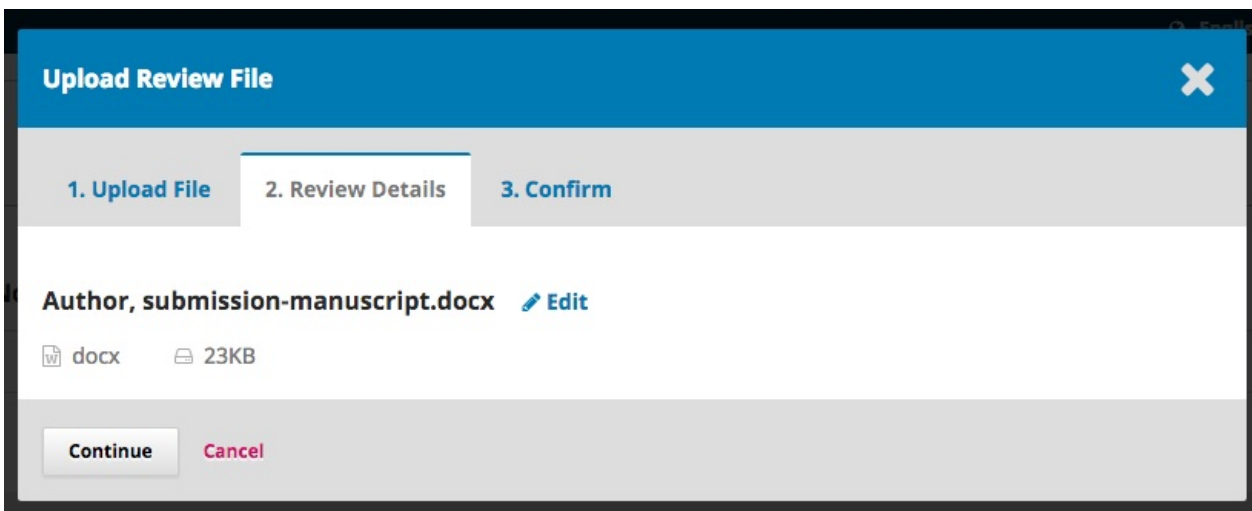
Drag and drop a file here to begin upload [Upload File](#)

* Denotes required field

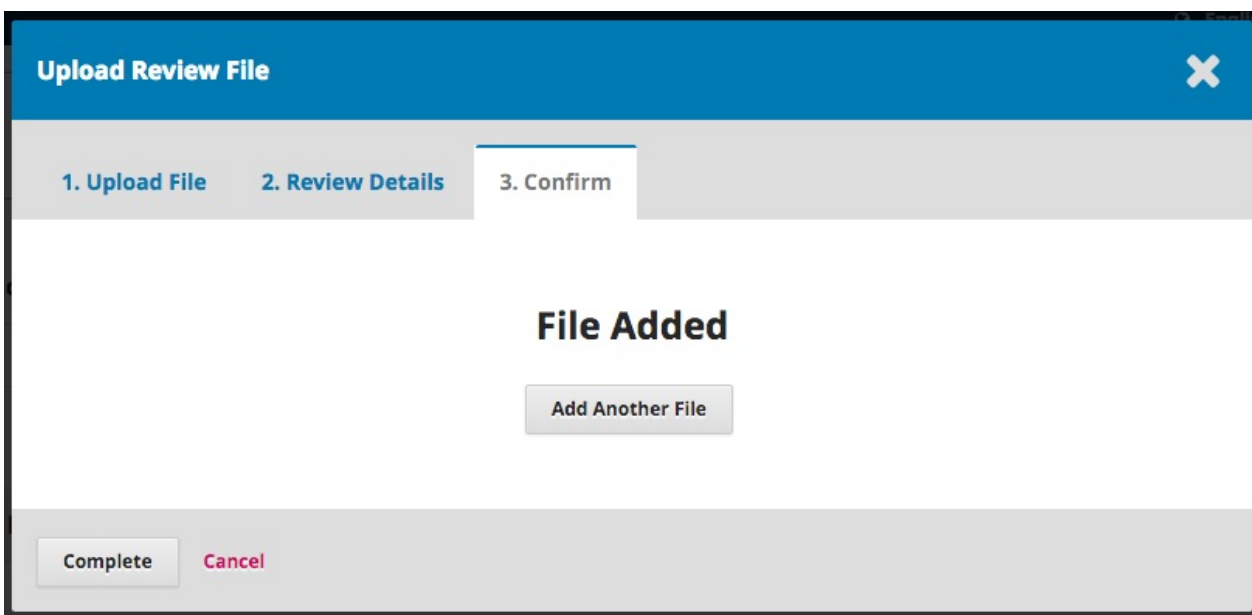
[Continue](#) [Cancel](#)

Use the dropdown menu to choose that you are uploading a revision of an existing file.


Then upload the revised file and hit **Continue**.



Check the file details and hit **Continue** again.



If you have any additional files to upload, do so now. Other files may include documents with Tracked Changes, a response to the comments, etc. Otherwise, hit **Complete**. Your revised file is now visible in the Revisions panel.

Revisions		Search	Upload File
 164-1	Author, submission-manuscript.docx	Article Text	

Inform the Editor

Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion panel.

Review Discussions				Add discussion
Name	From	Last Reply	Replies	Closed
No Items				

From there, select the *Add Discussion* link.

Add discussion
✕

Participants [Add User](#)

Apostolos Mishkin <mishkin@mailinator.com>	✕
Stephanie Berardo <sberardo@mailinator.com>	✕

Subject *

Revision uploaded

Message *

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Dear Stephanie,

I have now uploaded my revised file.

Thank you,

Apostolos

Use the *Add User* link to add the editor or point of contact (Managing Editor).

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.

Review Discussions			Add discussion
Name	From	Last Reply	Replies Closed
▶ Revision uploaded	mishkin Aug/30	-	0 <input type="checkbox"/>

At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

If your revisions are accepted:

You will receive an email that your revisions have been accepted.

In addition, notifications will appear on your dashboard.

Submission Review **Copyediting** Production

Round 1

Round 1 Status
Submission accepted.

Notifications

[JPK] Editor Decision	2016-08-30 08:32 PM
[JPK] Editor Decision	2016-08-31 09:26 AM

The later notification is the current one. Click on it to open the message (which is the same as the email you would have also received).

Notifications ✕

[JPK] Editor Decision
2016-08-31 09:26 AM

Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is to: Accept Submission

Daniel Barnes
University of Melbourne
dbarnes@mailinator.com

[Journal of Public Knowledge](#)

Use the **X** in the upper right corner to close the window.

Further down your dashboard, you will also see a discussion reply from the editor.

Revisions		Q Search	Upload File
▶  164-1	Author, submission-manuscript.docx	Article Text	

Review Discussions		Add discussion		
Name	From	Last Reply	Replies	Closed
▶ Revision uploaded	mishkin Aug/30	dbarnes Aug/31	1	<input type="checkbox"/>

Clicking the discussion title will open it up.

Revision uploaded ✕

Participants [Edit](#)

Stephanie Berardo (sberardo)
Apostolos Mishkin (mishkin)

Messages

Note	From
I've uploaded the file.	mishkin Aug 30
The revisions look great. We're ready to move to the next stage.	dbarnes Aug 31

[Add Message](#)

Resubmitting for Review

If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

At the review stage you will need to do two things to resubmit once you have revised your document:

Upload the new file in the revisions section. To upload a new file click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you not submitting a revision of an existing file.

Add a discussion to notify the editor that you have re-submitted.

The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage (refer to page 5).
