



# **User Manual** for **Author Portal**

Developed by  
TNQ Technologies

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**Document History**

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1.	1	0	08/11/2018	Initial Version
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7.	1	6	21/11/2019	Included features related to R3

## **Preface**

### **About this document**

This document describes the step-by-step process to submit, edit & review using Author Portal. All steps are explained in detail along with the screenshots.

### **Target Audience**

This guide is primarily for authors, journal manger, editors and reviewers of Pleiades Publishing. However, it will also be useful to anyone with an interest in learning about this product.

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## 1 Getting Started

Welcome to Author Portal help page!

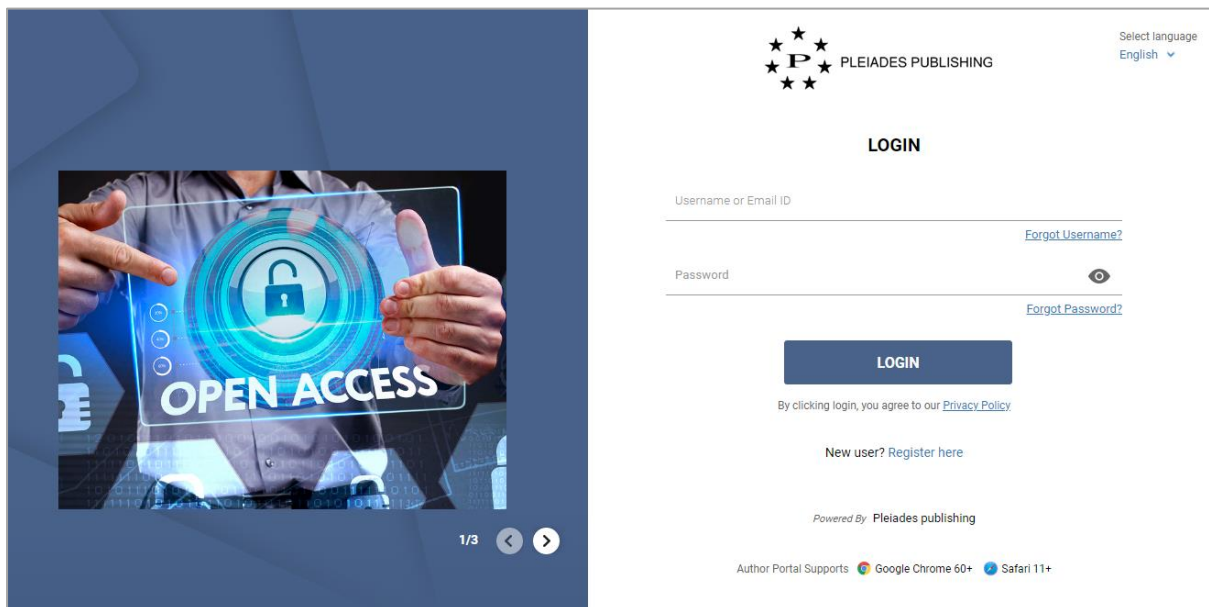
### 1.1 Supported Browsers

For optimal performance, we recommend to use the below mentioned browsers:

- Google Chrome 60+
- Safari 11+

### 1.2 Log in to Your Account

Step 1: Go to Author Portal home page. The login page opens as shown below:



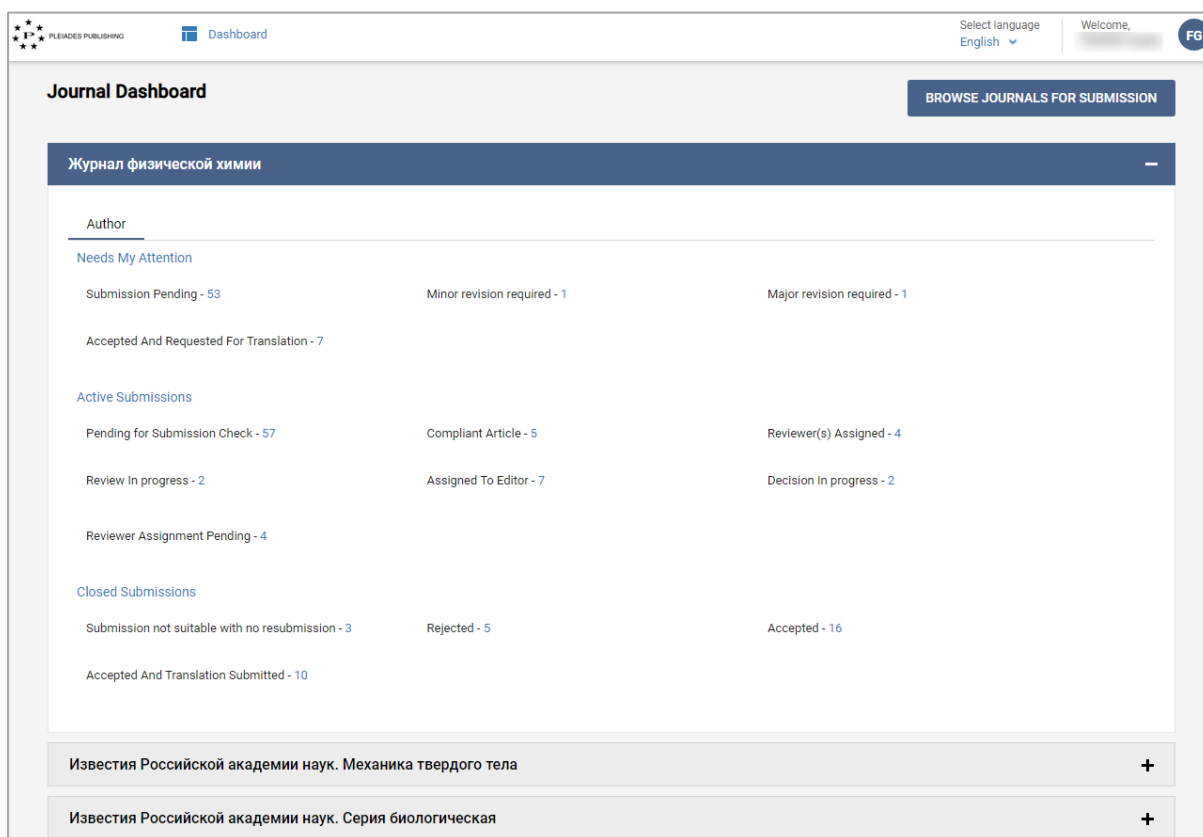
Note: By default, the login page opens in English language and you can switch to Russian language using Select language dropdown menu at the top-right corner.

Note: The login page contains news block, where you could see notifications and announcements from the publisher. Click on the image to open the notification link. The publisher will periodically update the news block.

Step 2: Enter your login credentials.

Note: You can view the privacy policy of Pleiades Publishing by clicking [Privacy Policy](#).

Step 3: Click **LOGIN**. Based on user type the respective dashboard opens. For example, the below screenshot shows the author dashboard.



The screenshot shows the 'Journal Dashboard' for 'Журнал физической химии'. At the top right, there is a 'Select language' dropdown set to 'English' and a 'Welcome, [User Name]' greeting with an 'FG' icon. A 'BROWSE JOURNALS FOR SUBMISSION' button is located in the top right corner of the dashboard area.

The main content is organized into sections:

- Needs My Attention:** Submission Pending - 53, Minor revision required - 1, Major revision required - 1, Accepted And Requested For Translation - 7.
- Active Submissions:** Pending for Submission Check - 57, Compliant Article - 5, Reviewer(s) Assigned - 4, Review In progress - 2, Assigned To Editor - 7, Decision In progress - 2, Reviewer Assignment Pending - 4.
- Closed Submissions:** Submission not suitable with no resubmission - 3, Rejected - 5, Accepted - 16, Accepted And Translation Submitted - 10.


At the bottom, there are two expandable journal sections:

- Известия Российской академии наук. Механика твердого тела (+)
- Известия Российской академии наук. Серия биологическая (+)

### 1.2.1 Multiple Roles

This feature is applicable for Editor and Reviewer.

When you are assigned to multiple roles, the dashboard lists the article status of all the roles in separate tabs as shown below:



The screenshot shows the 'Journal Dashboard' for 'Журнал физической химии' with three role tabs: 'Chief Editor', 'Author', and 'Reviewer'. The 'Author' tab is highlighted with a red box.

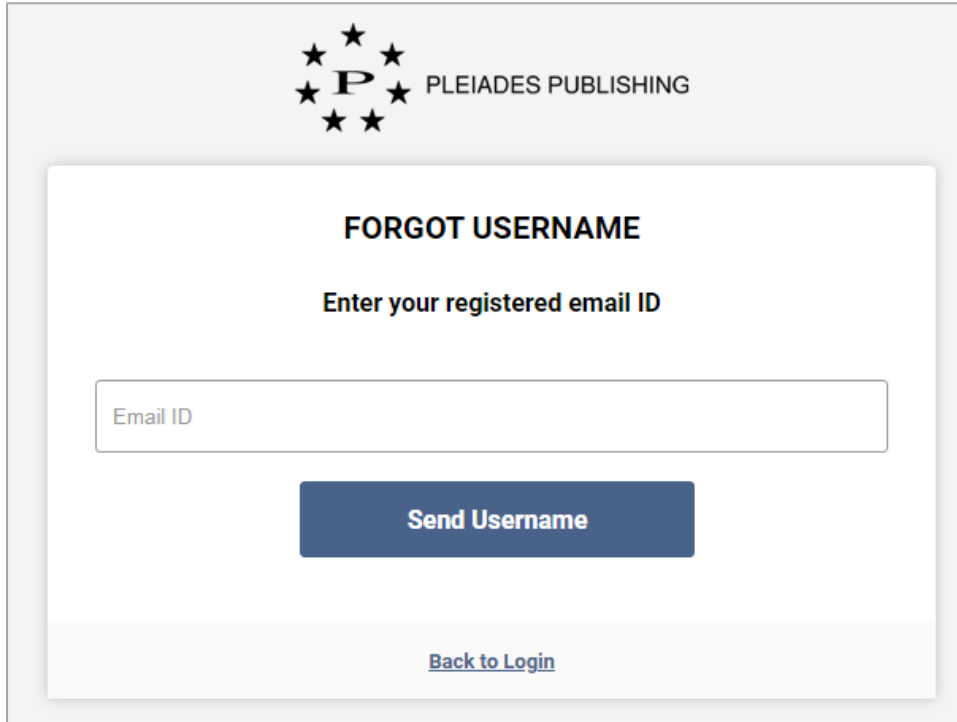
The dashboard content is organized into sections:

- Needs My Attention:** Assigned To Editor - 41, Decision In progress - 16, Reviewer Assignment Pending - 21.
- Active Submissions:** Reviewer(s) Assigned - 43, Minor revision required - 3, Submission not suitable - 2, Review In progress - 5, Major revision required - 6.
- Closed Submissions:** Submission not suitable with no resubmission - 4, Rejected - 6, Accepted - 64, Accepted And Requested For Translation - 52, Accepted And Translation Submitted - 71.

Step 1: Click the other role (For example: **Author**) to view the dashboard of the respective role.

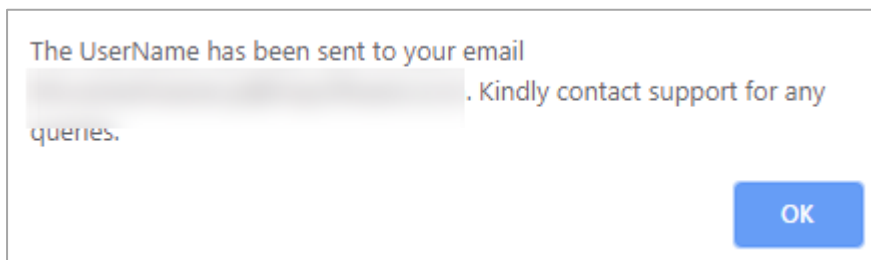
### 1.2.2 Forgot Your User Name

Step 1: Click [Forgot Username?](#) in Author Portal home page. The Forgot Username page opens as shown below:




Step 2: Enter your registered email address in the text box.

Step 3: Click [Send Username](#). User name is emailed to you and Author Portal shows the following confirmation message:



The content of the Username Recovery email is shown below:

**Pleiades Publishing**

**Forgot Username**

дорогая [redacted],

Пожалуйста, найдите имя пользователя для приложения: [redacted]. Вы можете войти с помощью имени пользователя или основного адреса электронной почты.

Спасибо,

Администрация издательского портала Pleiades

---

Dear [redacted]

Please find the user name for the application [redacted]. You can login with the UserName or the primary email.

Thanks,

Pleiades Publishing Portal

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Для любой помощи, пожалуйста, напишите [authorportal@yopmail.com](mailto:authorportal@yopmail.com)  
For any assistance, please write to [authorportal@yopmail.com](mailto:authorportal@yopmail.com)

Powered by **Author Portal**

If you have not set the username, during log in, Author Portal shows the following message:

## Set your Username

We suggest you to set your unique Username. The Username can be used for login purpose along with the verified primary email ID which was provided.

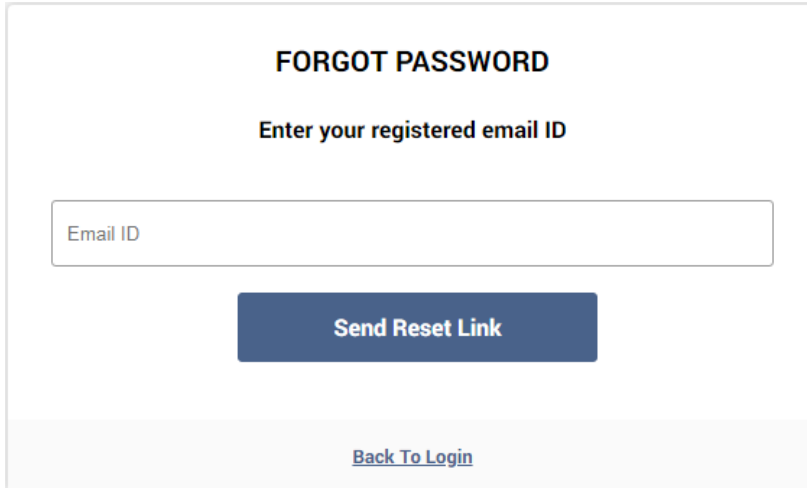
Enter your new username  

**SET USERNAME**

You can set the username using this screen.

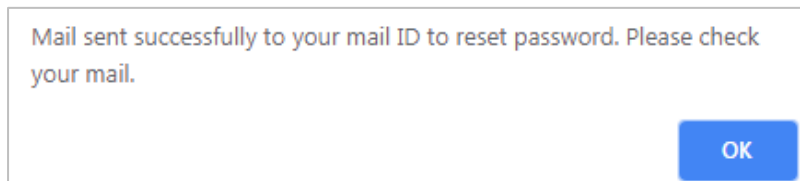
### 1.2.3 Forgot Your Password

Step 1: Click [Forgot Password?](#) in Author Portal home page. The Forgot Password page opens as shown below:



Step 2: Enter your registered email address in the text box.

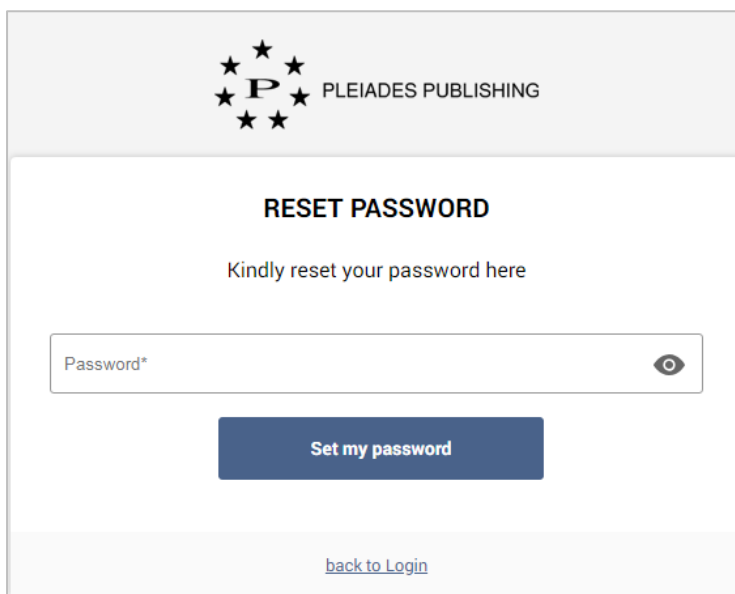
Step 3: Click [Send Reset Link](#). Reset link is emailed to you and Author Portal shows the following confirmation message:



The content of the Password Recovery email is shown below:

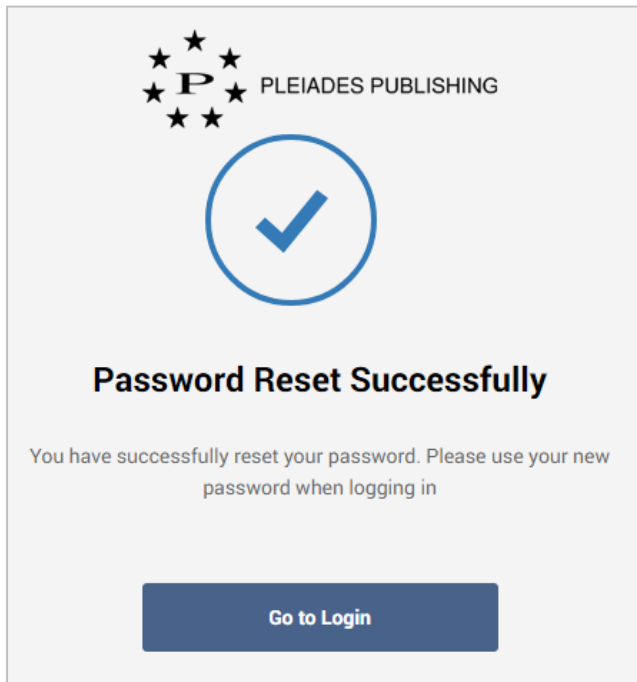


Step 4: Click [here](#) in the message. The Reset Password page opens as shown below:




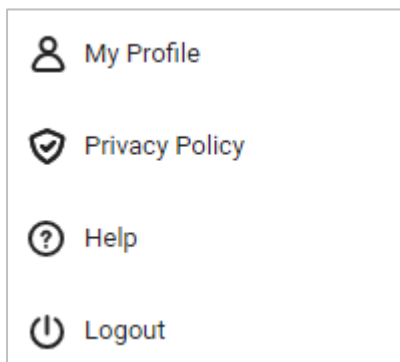
Step 5: Enter the new password.

Step 6: Click **Set my password**. The password is reset, and Author Portal shows the following message:




### 1.3 Update Profile

Step 1: Click the user icon (for example: ) at the top-right corner of the browser. The menu expands as shown below:



Step 2: Click . The Profile page opens as shown below:

### My Profile



[Edit](#)

---

ORCID
h-Index

---

DOB

20 May 1982

About Me [Edit](#)

No Details Available

Login & Primary Communication Details

Username

Primary Email ID [Edit](#)

✔ Verified

Contact Details [Edit](#)

Affiliations [+ Add New Affiliation](#)

University of Madras [Edit](#)

Chennai, India - 600001

Areas of Expertise [Edit](#)

PHYSICS AND ASTRONOMY

Languages Spoken [Edit](#)

No Details Available

### 1.3.1 Edit Information

You can add or modify the details by clicking , in the respective fields.

For example: To add “About Me”, click . The form opens as shown below:

Edit About Me Details

Describe about yourself

---

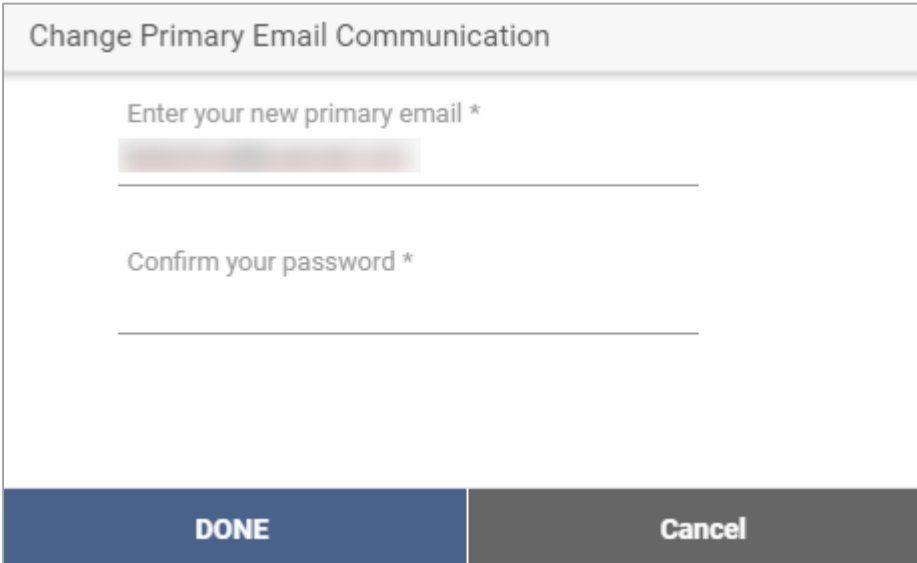
Save
Cancel

### 1.3.2 Edit Primary Email Communication

You can modify your primary email address at any point in time. When you edit your email address, a verification email is sent to the edited email address. You will be able to submit any new article only when your edited email address is verified.

You can provide secondary email address for login recovery.

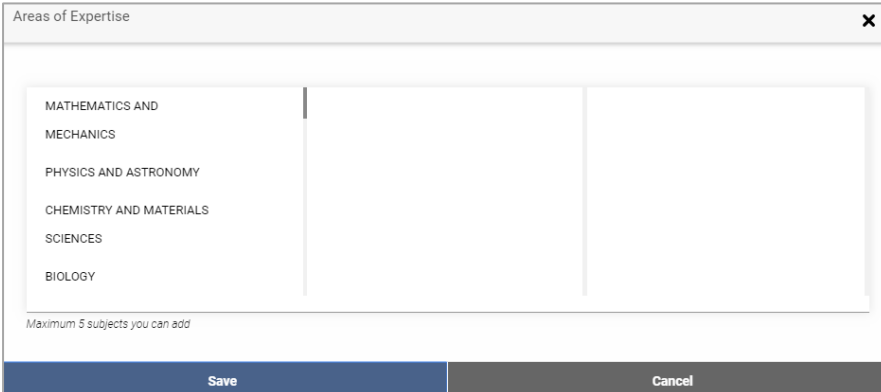




The form is titled "Change Primary Email Communication". It contains two input fields: "Enter your new primary email \*" and "Confirm your password \*". Below the fields are two buttons: "DONE" (blue) and "Cancel" (grey).

### 1.3.3 Edit Areas of Expertise

When you click  **Edit** in "Areas of Expertise", a window opens as shown below:



The window is titled "Areas of Expertise" and has a close button (X) in the top right corner. It displays a list of subjects: MATHEMATICS AND MECHANICS, PHYSICS AND ASTRONOMY, CHEMISTRY AND MATERIALS, SCIENCES, and BIOLOGY. A vertical arrow points to "PHYSICS AND ASTRONOMY". Below the list, it says "Maximum 5 subjects you can add". At the bottom are "Save" and "Cancel" buttons.

The Area with next level taxonomy is indicated with an arrow as shown below:



A rectangular box containing the text "PSYCHOLOGY" and a right-pointing arrow (>).

Click the arrow to view the next level taxonomy. Author Portal allows three levels of taxonomy.

Areas of Expertise ✕

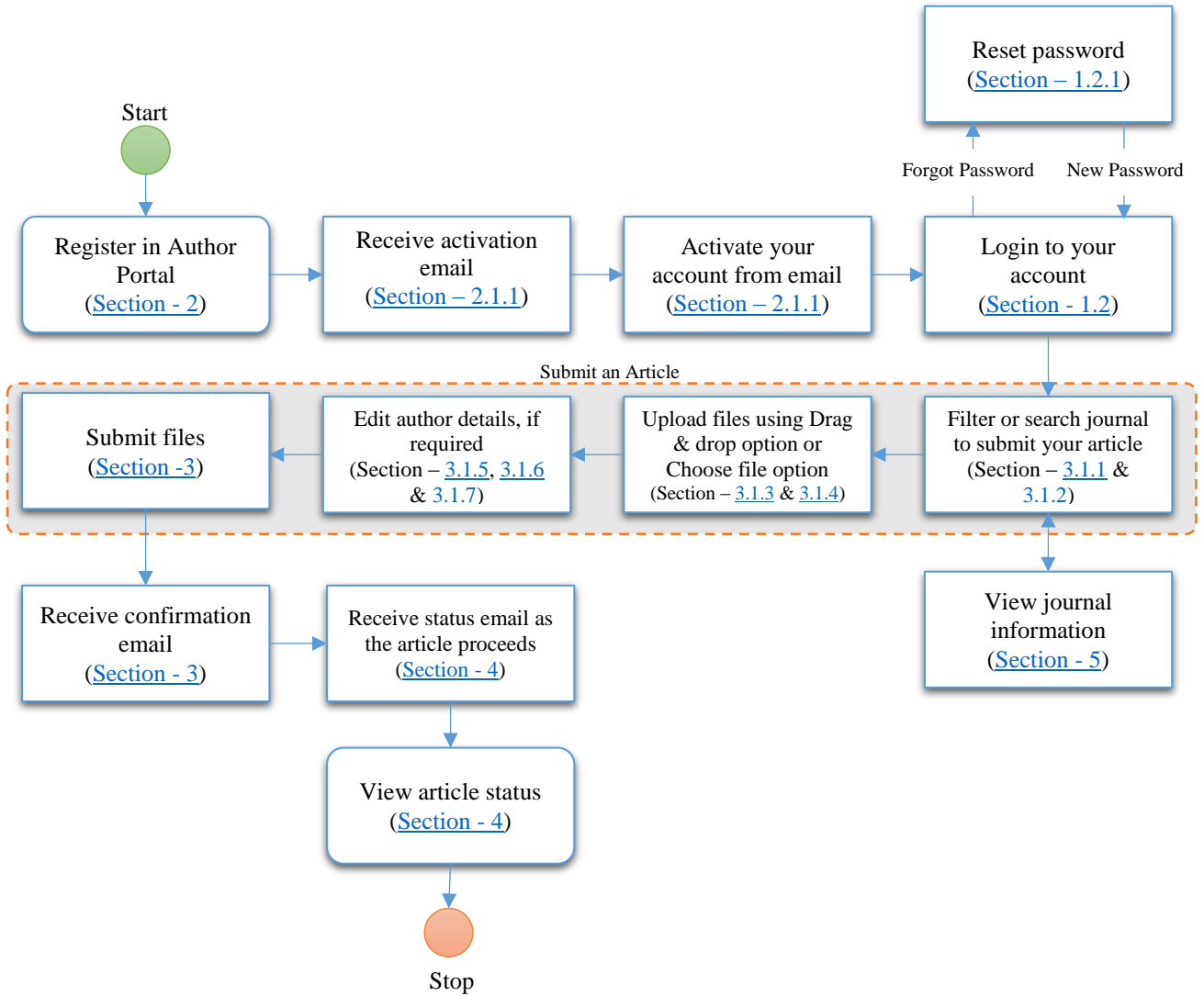
SCIENCE		CLINICAL PSYCHOLOGY		COGNITION
PSYCHOLOGY	>	ABNORMAL PSYCHOLOGY		EMOTION AND MOTIVATION
MATHEMATICS AND MECHANICSS	>	EVOLUTIONARY PSYCHOLOGY	>	PERSONALITY
MATHEMATICS AND ECONOMY	>	BEHAVIORAL PSYCHOLOGY		

Maximum 5 subjects you can add

**Save** Cancel

Enter the details and click **Save**. The details are updated in the field.

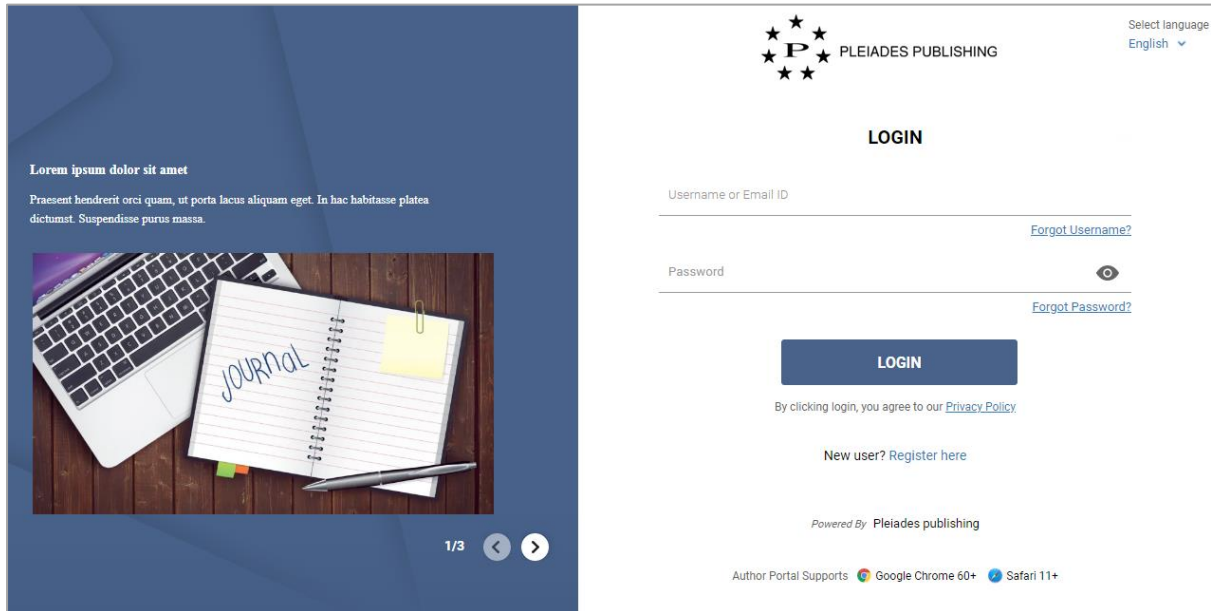
# Author




## 2 Create an Account

You need to register and create an account before you start submitting your articles in Author Portal.

Step 1: Go to Author Portal home page. The login page opens as shown below:



Step 2: Click [Register here](#). “CREATE AN ACCOUNT” page with Personal Details form opens as shown below:

 PLEIADES PUBLISHING

Select language  
English ▾

### CREATE AN ACCOUNT

*\* marked fields are mandatory*

Personal DetailsProfessional Details


**Russian**

Title ▾	First Name *	Abbr.First Name
Middle Name	Abbr.Middle Name	
Last Name *	Other Name	

**English**

Title * ▾	First Name *	Abbr.First Name
Middle Name	Abbr.Middle Name	
Last Name *	Other Name	

#### Login Details

User Name *	i
Password *	i
Confirm Password *	
Date of Birth	Clear 
Telephone Number	i
Email ID *	i
Secondary Email ID	

Next

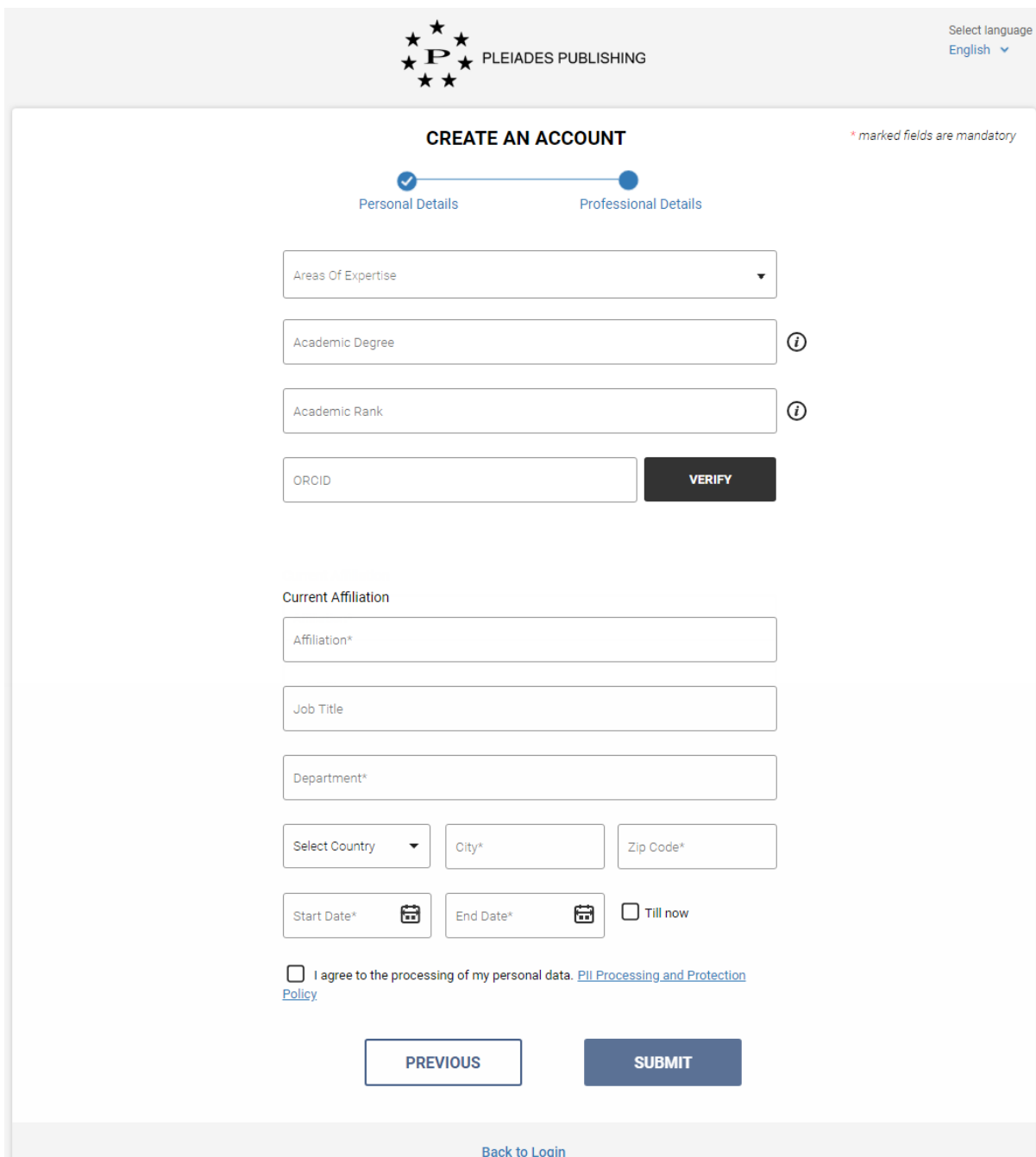
[Back to Login](#)

Note: By default, the page opens in English language and you can switch to Russian language using Select language dropdown menu at the top-right corner.

Step 3: Fill in the details. The fields marked with asterisk are mandatory.

Note: It is mandatory to fill the details in both English and Russian.

Step 4: Click Next. The Professional Details form opens as shown below:



**CREATE AN ACCOUNT** \* marked fields are mandatory

Personal Details Professional Details

Areas Of Expertise

Academic Degree ⓘ

Academic Rank ⓘ

ORCID **VERIFY**

**Current Affiliation**

Affiliation\*

Job Title

Department\*

Select Country City\* Zip Code\*

Start Date\* End Date\*  Till now

I agree to the processing of my personal data. [PII Processing and Protection Policy](#)

**PREVIOUS** **SUBMIT**

[Back to Login](#)

Note: By default, the page opens in English language and you can switch to Russian language using Select language dropdown menu at the top-right corner.

Step 5: Fill in the details. The fields marked with asterisk are mandatory.

Note: You can view the PII Processing and Protection Policy by clicking

[PII Processing and Protection Policy](#)

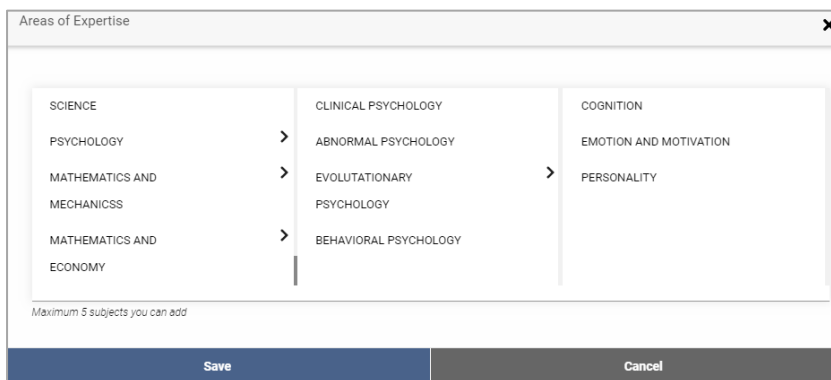
Note: When you click “Areas of Expertise” dropdown, a window opens as shown below:



The Area with next level taxonomy is indicated with an arrow as shown below:



Click the arrow to view the next level taxonomy. Author Portal allows three levels of taxonomy.



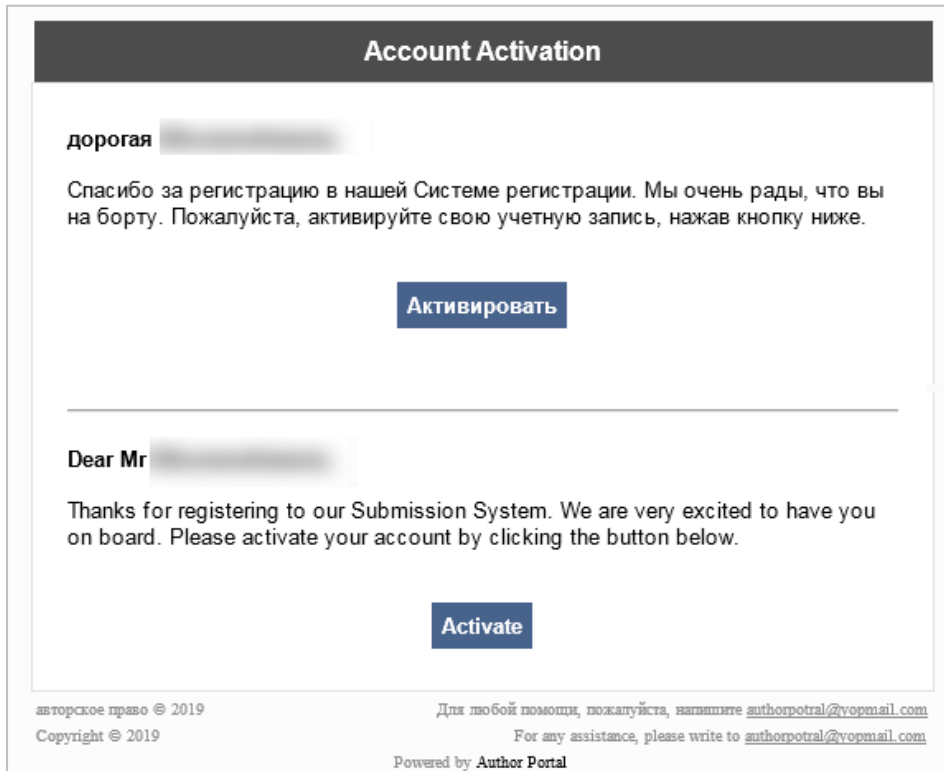
Step 6: Click **SUBMIT**. Author Portal shows the following message:

tesi@authorportal.com'." data-bbox="119 616 439 901"/>

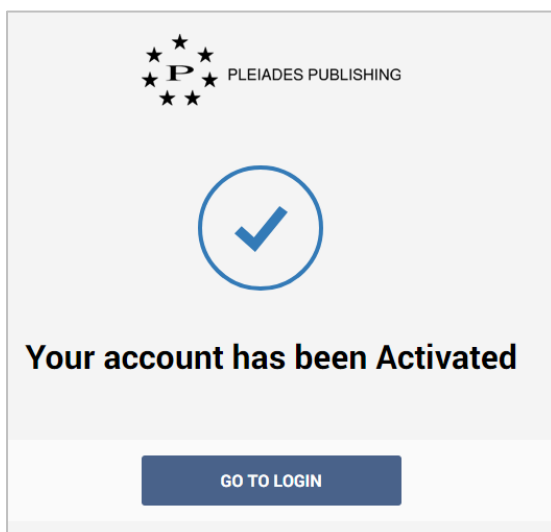
Author Portal sends an activation link to your registered email id with the subject line “[Account Activation]”.

### 2.1.1 Activate Your Account

The content of the activation email is shown below:



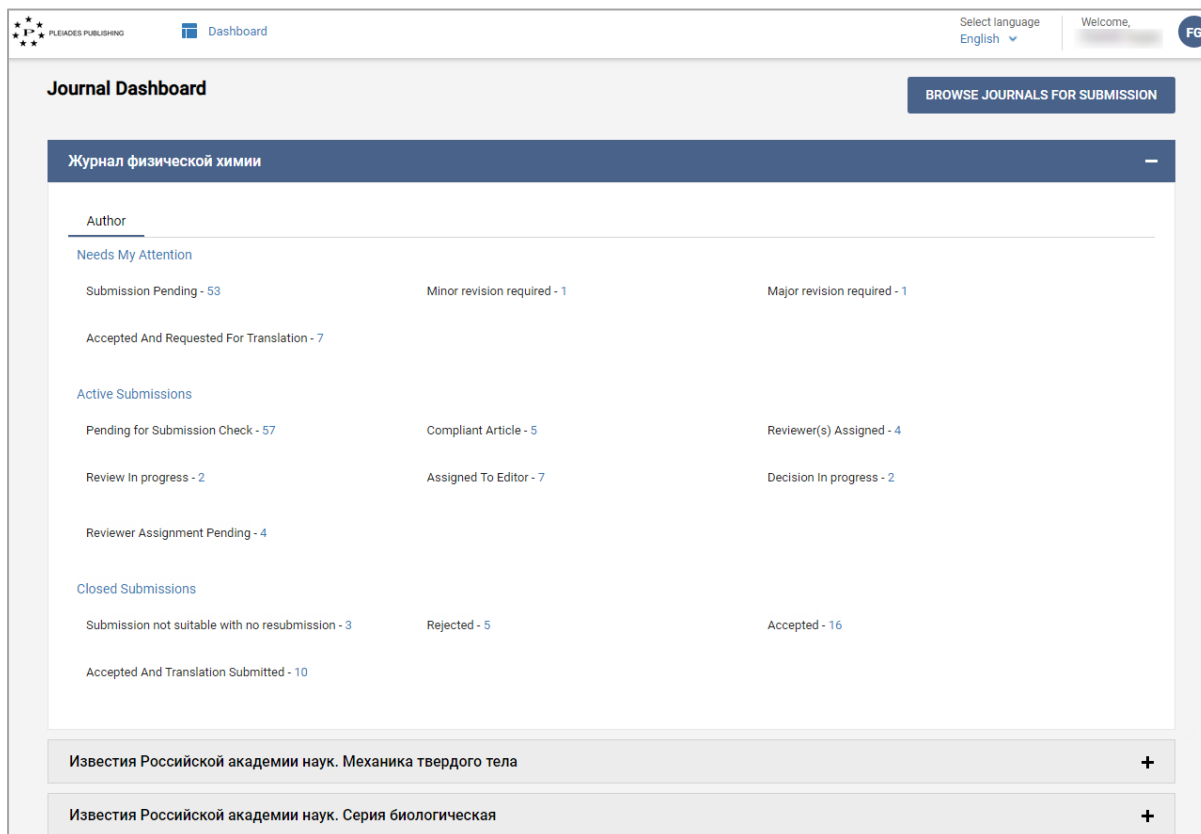
Step 1: Click **Activate** in the message. Your account is activated, and Author Portal shows the following message:





### 3 Submit an Article

When you log in to Author Portal, the dashboard opens as shown below:



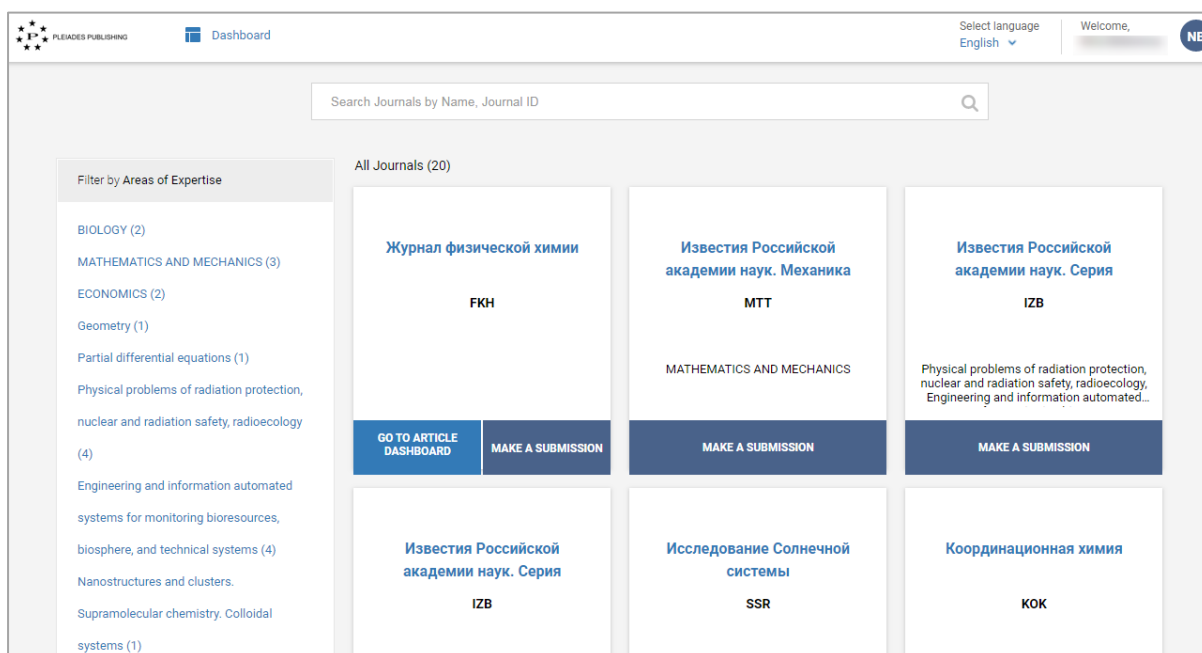
The screenshot shows the 'Journal Dashboard' for 'Журнал физической химии'. The dashboard is divided into several sections:

- Needs My Attention:**
  - Submission Pending - 53
  - Minor revision required - 1
  - Major revision required - 1
  - Accepted And Requested For Translation - 7
- Active Submissions:**
  - Pending for Submission Check - 57
  - Compliant Article - 5
  - Reviewer(s) Assigned - 4
  - Review In progress - 2
  - Assigned To Editor - 7
  - Decision In progress - 2
  - Reviewer Assignment Pending - 4
- Closed Submissions:**
  - Submission not suitable with no resubmission - 3
  - Rejected - 5
  - Accepted - 16
  - Accepted And Translation Submitted - 10

At the bottom of the dashboard, there are two expandable journal lists:

- Известия Российской академии наук. Механика твердого тела (+)
- Известия Российской академии наук. Серия биологическая (+)

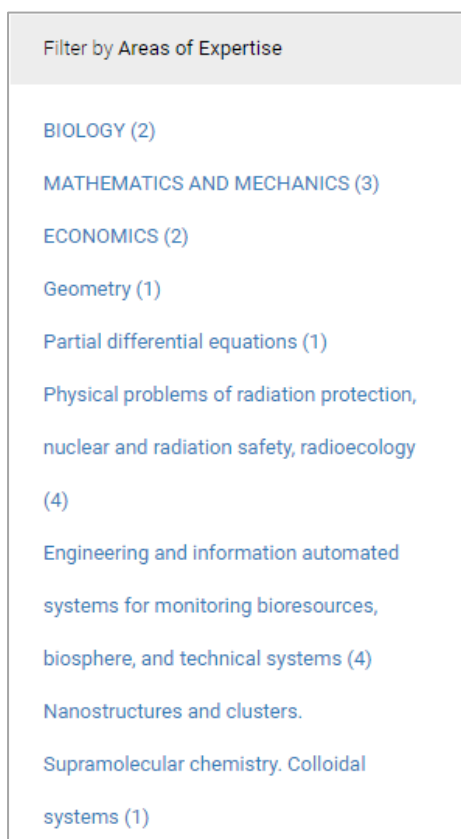
Step 1: Click **BROWSE JOURNALS FOR SUBMISSION**. The list of journals mapped to you are listed as shown below:



The screenshot shows the Author Portal dashboard. At the top left is the PLEIADES PUBLISHING logo and a 'Dashboard' link. At the top right, there is a language selection dropdown set to 'English' and a 'Welcome, [user]' message with a profile icon labeled 'NB'. Below the header is a search bar with the placeholder text 'Search Journals by Name, Journal ID'. On the left side, there is a 'Filter by Areas of Expertise' sidebar with a list of categories and their counts: BIOLOGY (2), MATHEMATICS AND MECHANICS (3), ECONOMICS (2), Geometry (1), Partial differential equations (1), Physical problems of radiation protection, nuclear and radiation safety, radioecology (4), Engineering and information automated systems for monitoring biosources, biosphere, and technical systems (4), Nanostructures and clusters, Supramolecular chemistry, Colloidal systems (1). The main content area is titled 'All Journals (20)' and displays a grid of journal cards. Each card shows the journal title in Russian, its acronym, and a 'MAKE A SUBMISSION' button. The visible cards are: 1. 'Журнал физической химии' (FKH) with a 'GO TO ARTICLE DASHBOARD' button. 2. 'Известия Российской академии наук. Механика' (MTT) with 'MATHEMATICS AND MECHANICS' below the title. 3. 'Известия Российской академии наук. Серия' (IZB) with a description: 'Physical problems of radiation protection, nuclear and radiation safety, radioecology, Engineering and information automated...'. 4. 'Известия Российской академии наук. Серия' (IZB). 5. 'Исследование Солнечной системы' (SSR). 6. 'Координационная химия' (KOK).

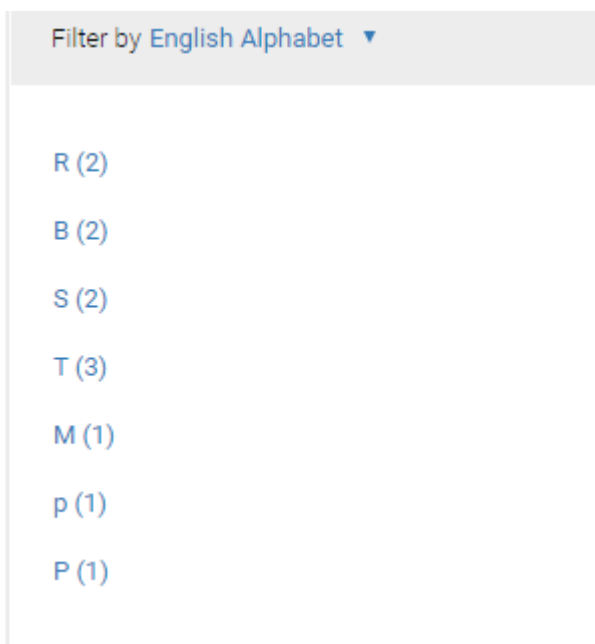
### 3.1.1 Filter Options

You can filter the journal by clicking the Areas of Expertise; the journals associated are displayed:

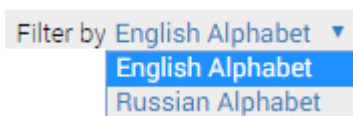


This image shows a close-up of the 'Filter by Areas of Expertise' sidebar. The title 'Filter by Areas of Expertise' is at the top. Below it is a list of categories with their respective counts: BIOLOGY (2), MATHEMATICS AND MECHANICS (3), ECONOMICS (2), Geometry (1), Partial differential equations (1), Physical problems of radiation protection, nuclear and radiation safety, radioecology (4), Engineering and information automated systems for monitoring biosources, biosphere, and technical systems (4), Nanostructures and clusters, Supramolecular chemistry, Colloidal systems (1).

You can filter the journal by clicking the Alphabet; the journal names starting with the clicked alphabet are displayed:

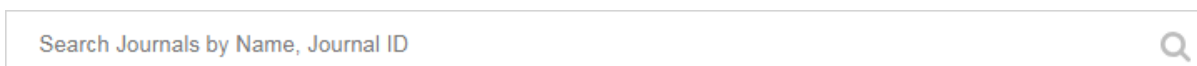


By default, the Filter by alphabet is in English language and you can select Russian language using the dropdown.



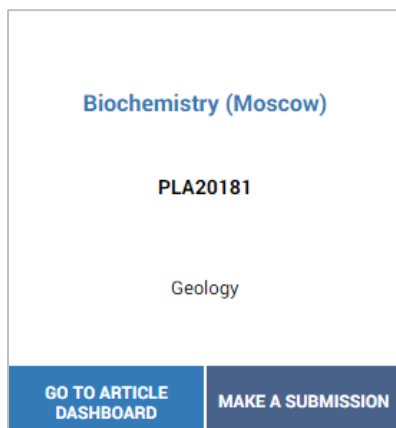
### 3.1.2 Search Option

You can search the journal by entering the journal name or journal id in the search box.



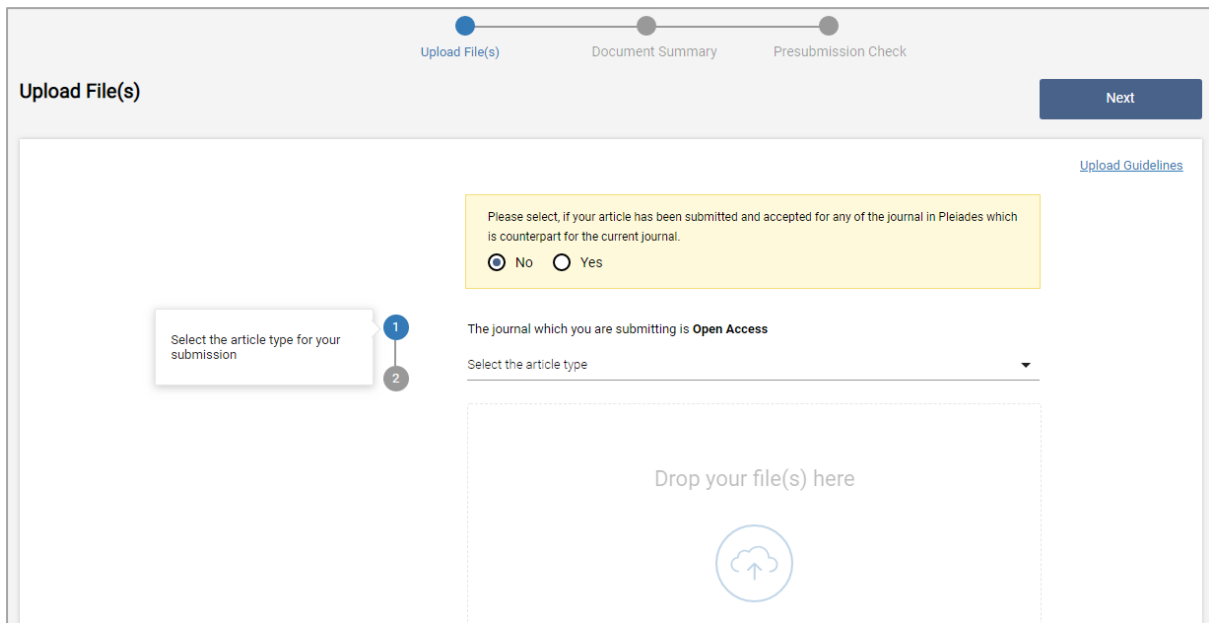
The journal with entered name/id is displayed.

The journals is displayed as grids in the dashboard as shown below:

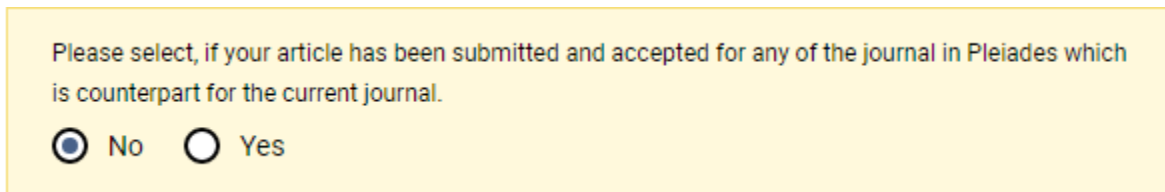


Note: When you have already submitted an article in a journal, the journal grid contains both “GO TO ARTICLE DASHBOARD” and “MAKE A SUBMISSION” button. When you have not submitted any article in a journal, the journal grid contains only “MAKE A SUBMISSION” button.

Step 2: Click **MAKE A SUBMISSION**, in the journal you want to submit. Submit Article page opens as shown below:



Note: Author Portal shows the following banner in the article submission page:



In the banner, the default selection is “No”, if the article which you are submitting is already submitted and accepted by any other counterpart Pleiades journal, select “Yes”.

When you select “Yes”, the banner expands as shown below:

Please select, if your article has been submitted and accepted for any of the journal in Pleiades which is counterpart for the current journal.

No  Yes

Enter Counterpart Manuscript ID\*

Enter Article Title\*

Enter the counterpart manuscript id and article title.

Note: If the selected journal is an open access journal, it is notified as shown below:

The journal which you are submitting is **Open Access**

Step 3: Select the article type from the drop-down menu.

Select the article type

- Research Article
- Review Article
- Brief Report
- Editorial
- Book Review
- Letter
- Erratum
- Meeting Report
- Announcement
- Hypothesis
- Discussion
- Commentary
- Miscellaneous

Note: Article types are configured based on the journal.

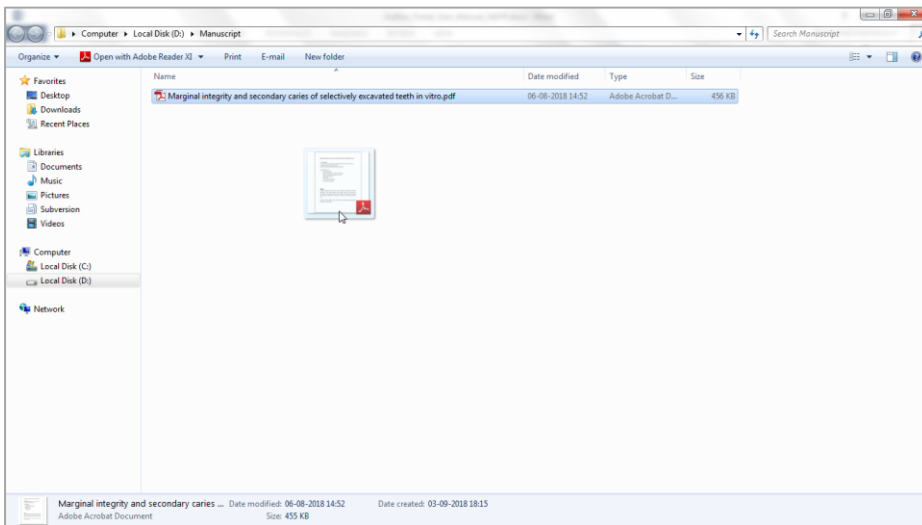
Article type in English	Article type in Russian	Description
Research Article	Стандартная статья	Research Article/Regular Article/Experimental Article. Стандартная статья
Review Article	Обзор	Review Article/Mini-Review. Обзор
Brief Report	Краткое сообщение	Brief Report/Short Communication/Brief Communication. Краткое сообщение
Editorial	Редакционный материал	Editorial. Материалы из редакции, не являющиеся стандартными статьями
Book Review	Рецензия на книгу	Book Review. Рецензия на книгу
Interview	Интервью	Interview. Интервью
Letter	Письмо редактору	Letter to the Editor. Письмо в редакцию или ответ на письмо
Erratum	Опечатка	Correction/Errata. Поправка/Опечатка (включая Retraction Note и Corregendum)
Meeting Report	Материалы конференции	Meeting Report/Proceedings of the Conference. Тезисы/Доклады/Материалы конференции
Announcement	Сообщение	Announcement. Ненаучные материалы (юбилеи, некрологи, биографии).
Hypothesis	Гипотеза	Hypotesis/Научная гипотеза
Discussion	Дискуссия	Discussion/Научная дискуссия
Commentary	Комментарий	Commentary/Комментарий к какому-либо материалу, опубликованному ранее
Miscellaneous	Разное	Miscellaneous. Все другие материалы

You can upload the manuscript and supporting file using Drag & drop option or Choose Files(s) option.

### 3.1.3 Drag & Drop Option

Step 1: Navigate to the file location.

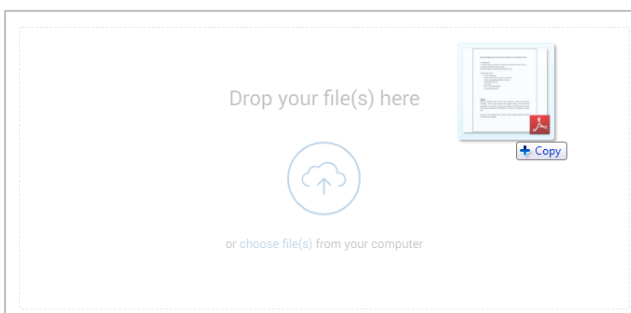
Step 2: Move the pointer to the file.



Step 3: Press, and hold down, the button on the mouse or any other pointing device, to grab the file.

Step 4: Drag the file to Author Portal by moving the pointer.

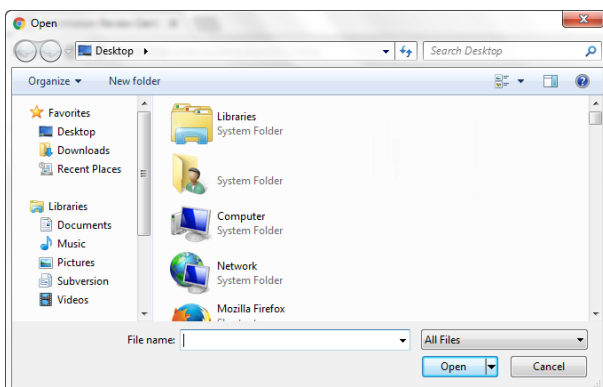
Step 5: Drop the object by releasing the button.



The file is added.

### 3.1.4 Choose File(s) option

Step 1: Click **choose file(s)**. The Open dialog opens as shown below:

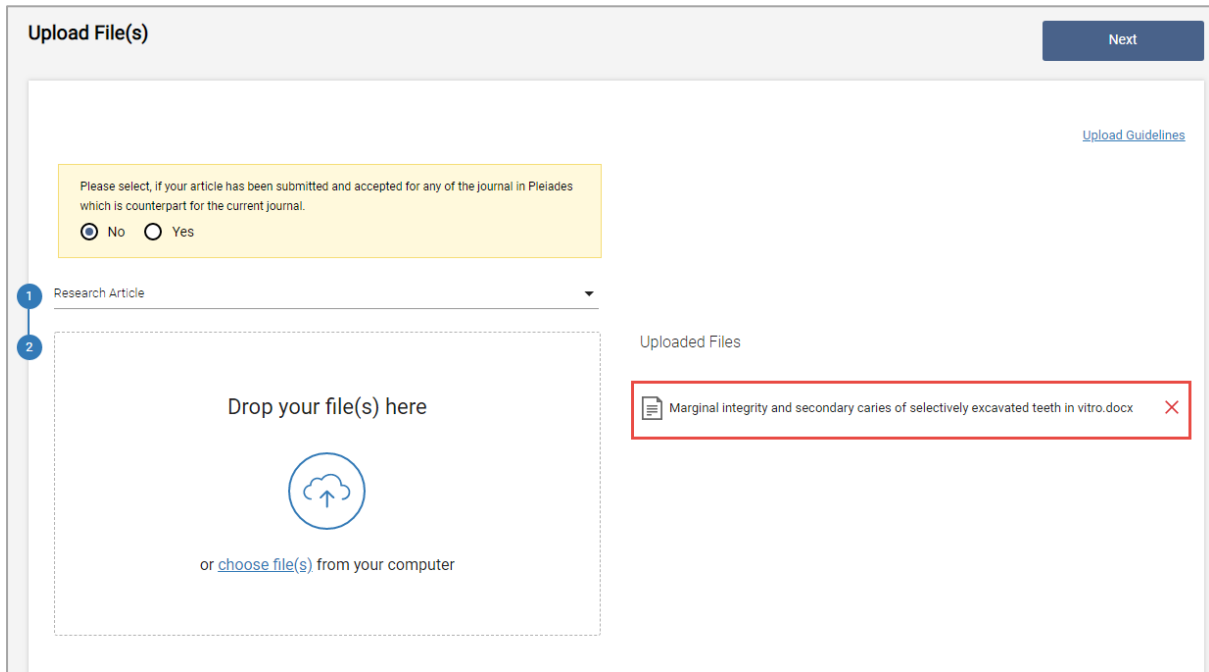


Step 2: Navigate to the file location and select the file.

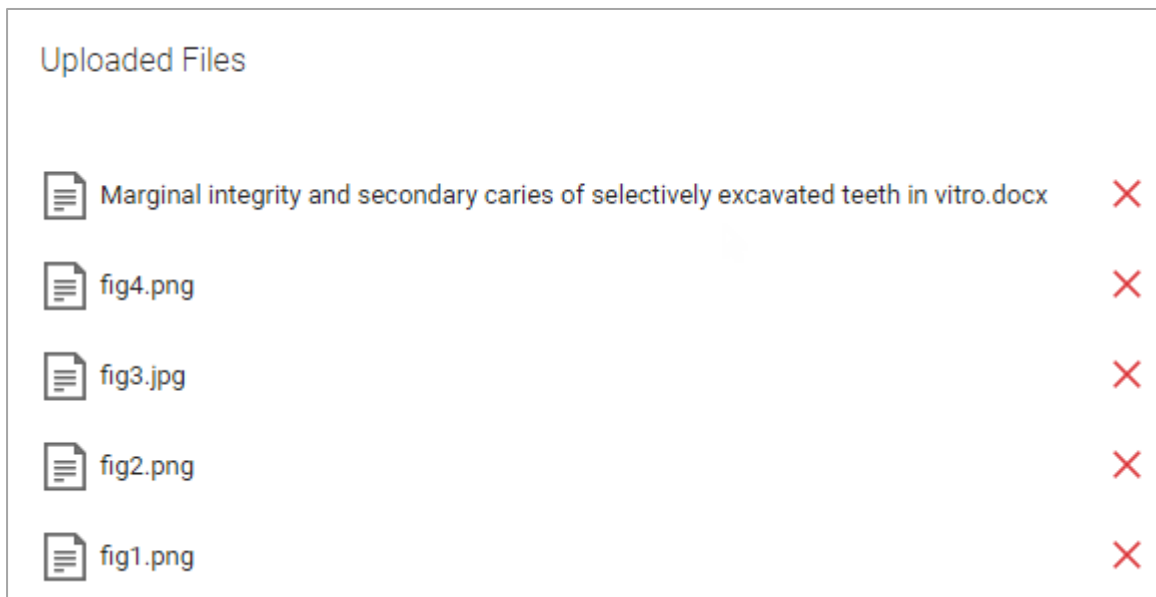
Step 3: Click .


Note: You can also select multiple files related to the manuscript using this option

The file is uploaded and it is listed as highlighted in the below screenshot:



You can add other files related to the manuscript by repeating the above steps.








Note: You can remove an uploaded file by clicking  next to the file.

Step 4: Click . The Document Summary page opens as shown below:








**Document Summary**
Confirm Document Type

	Marginal integrity and secondary caries of selectively excavated teeth in vitro.docx	Manuscript	▼
	fig1.png	Figures	▼
	fig2.png	Figures	▼
	fig3.jpg	Figures	▼
	fig4.png	Figures	▼

Please provide your willingness to translate to Russian Journal of Physical Chemistry A, Steel In Translation, Исследование Солнечной системы, in case if the submitted article is accepted and requested for counterpart submission

Yes  
  No  
  Not Recorded

Author Portal identifies the document type of each uploaded file. However, you can change the document type using the drop-down menu next to the file.

	Marginal integrity and secondary caries of selectively excavated teeth in vitro.pdf	<div style="border: 1px solid #ccc; padding: 2px; font-size: 8px;">             Abstract              Acknowledgement              Appendix              AuthorDeclaration              Biography              Caption              Class              Colorform              ConflictOfInterest              DuplicateManuscript  <b>Figure</b>              GraphicalAbstract              Highlights              Manuscript              ManuscriptSupportingDoc              Miscellaneous              MultiMedia              PublisherInput              References              Style           </div>	▼
	fig1.png		
	fig2.png		
	fig3.jpg		
	fig4.png	Figure	▼

Document type of at least one file must be Manuscript, if not Author Portal shows the following message:

Please select one file as Manuscript for further processing.

Document Type in English	Document Type in Russian	Description
Manuscript	Рукопись	Manuscript
Graphical Abstract	Графический реферат	Graphical Abstract . Графический реферат для содержания номера
Figures	Рисунки	Figures
Tables	Таблицы	Tables
Diagrams	Схемы	Diagrams. Схемы, графики, чертежи, планы и пр.
Supplementary materials	Дополнительные материалы	Supplementary materials
Agreement	Договор	Agreement. Договор о передаче авторского права, Лицензионный договор и пр.
Cover letter	Сопроводительное письмо	Cover letter. Сопроводительное письмо/Экспертное заключение и пр.
Captions/Legends	Подписи к рисункам и таблицам	Legends
Authors Information	Информация об авторах	Authors Information
Ethical Statement	Заявление об этических аспектах	Ethical Statement
Other materials	Другие материалы	Все другие материалы

### 3.1.5 Willingness to Submit Counterpart Submission

Some journals offer option to provide you willingness to translate your article to Russian Language as shown below:

Please provide your willingness to translate to Russian Journal of Physical Chemistry A, Steel In Translation, Исследование Солнечной системы, in case if the submitted article is accepted and requested for counterpart submission

Yes   
  No   
  Not Recorded

Provide you willingness to initiate counterpart submission, in case your article is accepted, by selecting the option.

Step 5: Click **Confirm Document Type**. The Metadata Check page opens as shown below:

Upload File(s)
Document Summary
Presubmission Check

**Pre-submission Check**

**SUBMIT**

The journal which you are submitting is **Open Access**

*\* Russian metadata is mandatory*



**METADATA IN RUSSIAN**

Title \*: 

Abstract \*: 

Author: 

**1 First Author**




 

**Corresponding Author**

Email:

Affiliation(s):

**2 Second Author**

Email:

Affiliation:

**Add Author(s)**

Keywords: 

Language of Manuscript \* 

General Classification 

Color Image Information: 

Page Count \*: 

Number of pages in the manuscript \*: 

Number of words in a manuscript \*: 

Number of chars in a manuscript \*: 

Number of figures \*: 

The journal which you are submitting is **Open Access**

*English metadata is optional*



**METADATA IN ENGLISH**

Title: 

Abstract: 

Author: 

**1 First Author**




 

**Corresponding Author**

Email:

Affiliation(s):

**2 Second Author**

Email:

Affiliation:

**Add Author(s)**

Keywords: 

Language of Manuscript 


General Classification 

Color Image Information: 

Page Count: 


Number of pages in the manuscript: 

Number of words in a manuscript: 

Number of chars in a manuscript: 

Number of figures: 

**Suggest / Oppose Reviewers**

 You can enter the list of reviewers to Suggest / Oppose regarding the review process for Editor's consideration. Please enter the Reviewer's name, affiliation and their email ID.

**Suggested Reviewers**

Please add details of reviewers whom you wanted to suggest for review process

**Opposed Reviewers**

Please add details of reviewers whom you wanted to oppose for review process

Step 6: Enter the metadata details in the relevant fields.

Note: Based on the journal, metadata and mandatory fields may vary.

Tips: You can copy and paste the content from any other source.

By default, the Name registered with Author Portal is identified as corresponding author. You can add more authors and edit the corresponding author details.

Tips: When you enter the information in Page Count and the fields after it, in any one of the languages, the same information is auto entered in the other language.

### 3.1.6 Add New Author Information

Step 1: Click [Add Author\(s\)](#). Add Author form opens as shown below:

*\* marked fields are mandatory*

Remove

+ Add More Affiliation

Cancel
Save

Step 2: Enter the details in the relevant fields.

All the fields except Phone Number and City, are mandatory.

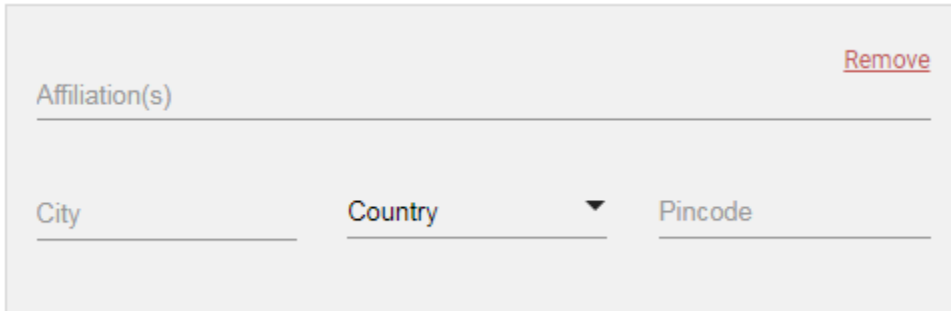
Note: When you enter the author in Russian language, it is transliterated in English language.

Note: When you enter the details of a new author in any one of the languages, the same information is auto entered in the other language.

Note: You must at least enter one affiliation.

### Add More Affiliation


Step 3: Click . The fields expand as shown below:



A screenshot of a form for adding an affiliation. At the top right is a red **Remove** link. Below it is a text input field labeled **Affiliation(s)**. Underneath are three input fields: **City**, **Country** (with a dropdown arrow), and **Pincode**.

Step 4: Enter the details.

After entering required details,


Step 5: Click . The new details are added as shown below:



A screenshot of a card showing the added affiliation. It includes a trash icon and an edit icon in the top right corner. The text on the card reads: **Email:** [blurred] and **Affiliation: University of Madras**.


### 3.1.7 Edit Author Details

You can edit the author details at any point in time before submission.

Step 1: Click  against the author details you want to edit. Update Author form opens as shown below:

*\* marked fields are mandatory*

Phone Number

Affiliation:  

+ Add More Affiliation

Cancel
Save

Step 2: Make the required edits.

#### Add More Affiliation

Step 3: Click + Add More Affiliation. The fields expand as shown below:

[Remove](#)

Affiliation(s)

---

City 
 Country 

 Pincode


Step 4: Enter the details.

After making required edits,

Step 5: Click Save. The details are saved.

### 3.1.8 Delete Author Details

You can delete an author details at any point in time before submission.


Step 1: Click  against the author details you want to delete. Author Portal shows the following message:

Are you sure, you want to delete author!

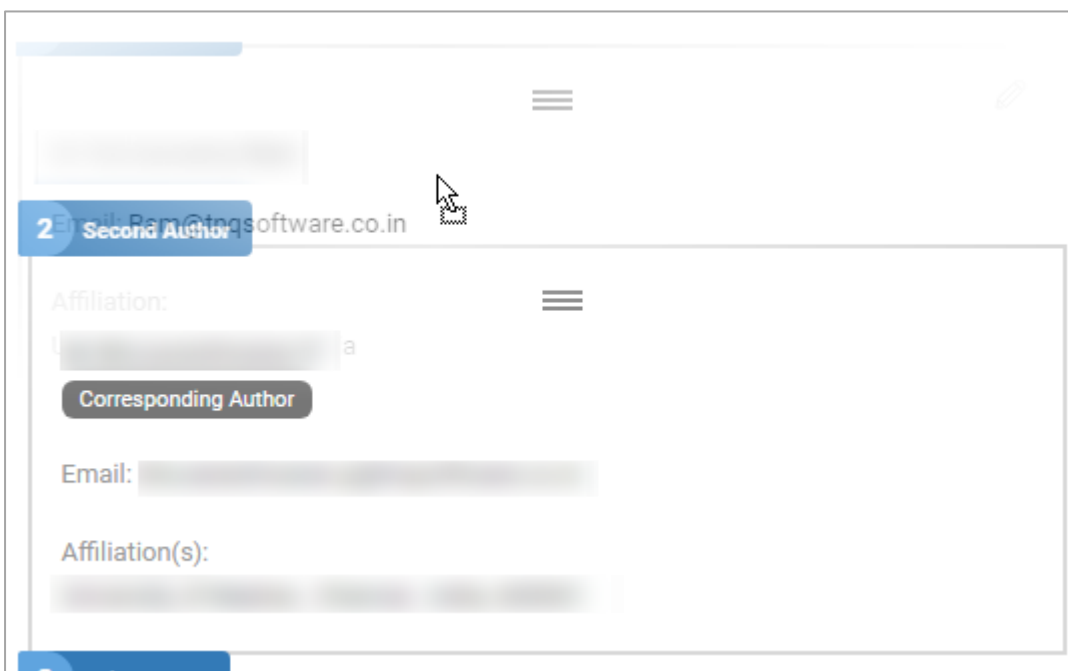
OK
Cancel

Step 2: Click OK. The author details are removed from the list.

### 3.1.9 Reorder Author

Step 1: Click  [Reorder Author List](#). The author list becomes moveable.

Step 2: Move the author details in the required order, by dragging and dropping the details in required order as shown below:



Once done, Click ✓ Save ordered list. The order is saved.

Note: You can perform the reordering in any one of the languages. Once saved, the reordering is reflected in the other language also.

### 3.1.10 Suggest/Oppose Reviewers

You can suggest or oppose reviewers for editor's to consider, by entering the names in the relevant fields.

Suggest / Oppose Reviewers

i You can enter the list of reviewers to Suggest / Oppose regarding the review process for Editor's consideration.

<p><b>Suggested Reviewers</b></p> <p>Please add details of reviewers whom you wanted to suggest for review process</p> <hr style="border: 0; border-top: 1px solid #ccc; margin-top: 10px;"/>	<p><b>Opposed Reviewers</b></p> <p>Please add details of reviewers whom you wanted to oppose for review process</p> <hr style="border: 0; border-top: 1px solid #ccc; margin-top: 10px;"/>
---	--

Once you complete, click Submit. Author Portal shows the following message:

✕

The article you are about to submit needs Copyright Contract you and the co-authors. If you wish to proceed submitting the Contract now, you can provide the same by clicking the below button.

YES, PROCEED AS ▾

If not now, you can upload contract form later from your dashboard/article view.

[Ok, Skip upload & submit the article now](#) i

Note: You can skip the contract upload procedure and submit the article by clicking

[Ok, Skip upload & submit the article now](#)

### 3.1.11 To Submit the Contract

Step 1: Click YES, PROCEED AS ▾. Based on the journal configuration, any one of the following menu opens:

The article you are about to submit needs Copyright Contract you and the co-authors. If you wish to proceed submitting the Contract now, you can provide the same by clicking the below button.

YES, PROCEED AS ▾

Offline contract form

If not now, you can upload contract form later from your dashboard/article view.

[Ok, Skip upload & submit the article now](#) i



The article you are about to submit needs Copyright Contract you and the co-authors. If you wish to proceed submitting the Contract now, you can provide the same by clicking the below button.

YES, PROCEED AS ▾

Online contract form

Offline contract form

If not now, you can upload contract form later from your dashboard/article view.

[Ok, Skip upload & submit the article now](#)

The article you are about to submit needs Copyright Contract you and the co-authors. If you wish to proceed submitting the Contract now, you can provide the same by clicking the below button.

YES, PROCEED AS ▾

Online contract form

If not now, you can upload contract form later from your dashboard/article view.

[Ok, Skip upload & submit the article now](#) ⓘ

### Online Contract Form

When you click Online contract form, Author Portal shows the following message:

**Online Contract form confirmation**

You have selected Online contract process, post confirmation a separate mail will be sent to all the co-authors for contract process. Are you sure about your selection?

YES, PROCEED

CANCEL

Click YES, PROCEED. The article is submitted and Author Portal shows the following message:




**Congrats! Your article has been successfully submitted**

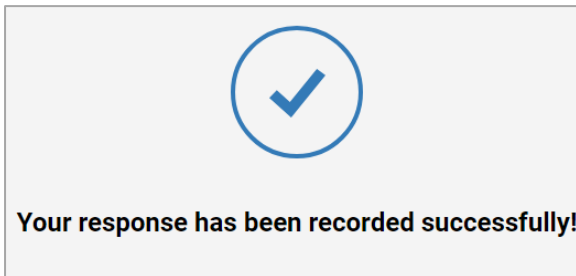
Note: For the journals that mandate contract form along with the submission, the article is moved to “Submission pending for contract” stage. Only after submitting the contract form, the article is processed further.

Once the article is submitted, the online contract form is mailed to all the authors of the article.

Mail Message: The following is the online contact form mailed to the authors.

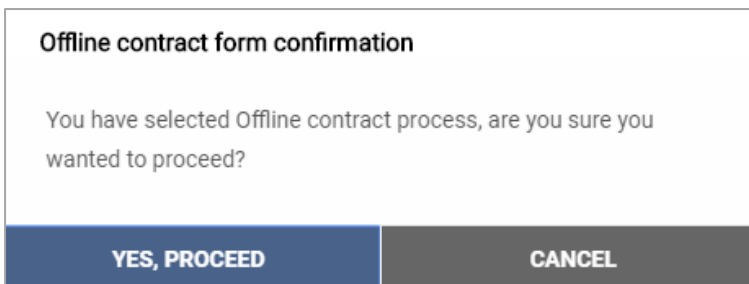
 Pleiades Publishing	
Журнал:	Журнал физической химии
Название рукописи:	Marginal integrity and secondary caries of selectively excavated teeth in vitro
<p><b>После подачи рукописи в Редакцию автор (или автор для корреспонденции, если авторов несколько) должен согласиться с нижеследующими условиями.</b></p> <p>Я(мы) гарантирую(ем), что:</p> <ul style="list-style-type: none"> <li>переданная в Редакцию рукопись не находится на рассмотрении в других журналах; не будет опубликована где-либо еще, если она будет принята к публикации в этом журнале.</li> <li>в список авторов включены все лица, внесшие значительный вклад в работу над рукописью и только они, согласно действующим правилам и установившейся надлежащей практике.</li> <li>все использованные материалы и цитаты из литературы надлежащим образом оформлены; даны полные ссылки.</li> <li>принятие рукописи к публикации не повлечет за собой нарушение авторских прав третьих лиц или других публикаций.</li> <li>в случае принятия рукописи к публикации будет запрещено вносить изменения в список и порядок следования ФИО авторов, в том числе добавлять или удалять их.</li> <li>авторы гарантируют, что ими соблюдены этические нормы работы с животными и людьми (и об этом явно написано в рукописи)</li> <li>авторами указаны конфликты интересов или же в рукописи указано, что их нет</li> <li>авторы ознакомлены с правилами оформления рукописей и выполнили все необходимые требования</li> </ul> <p>Я (мы) ознакомлен(ы) и согласен(ы) со условиями Договора:</p> <ul style="list-style-type: none"> <li>Журналы производства PleiadesPublishing. Договор о передаче авторского права. (<a href="http://pleiades.online/pub/agreements/copyright_us.zip">http://pleiades.online/pub/agreements/copyright_us.zip</a>)</li> <li>Журналы производства "ИКИ" "Академика". Лицензионный договор. (<a href="http://sciencejournals.ru/pub/license_agreement_ru.docx">http://sciencejournals.ru/pub/license_agreement_ru.docx</a>)</li> </ul> <p style="text-align: center;"> <span style="color: red;">Не согласен</span> <span style="margin-left: 100px; color: blue;">Согласен</span> </p> <p>С уважением, Редакция Журнал физической химии</p>	
Journal:	Журнал физической химии
Title of manuscript:	Marginal integrity and secondary caries of selectively excavated teeth in vitro
<p><b>Upon submission of a manuscript for publication, the author, or in the case of multiple authors the corresponding author, is required to provide consent to the following undertaking.</b></p> <p>In respect of the manuscript mentioned above, I/we undertake to ensure that:</p> <ul style="list-style-type: none"> <li>It is not under consideration for publication elsewhere; and that if accepted for the journal, it will not be published elsewhere.</li> <li>The list of authors includes those and all those who have contributed in substance to the manuscript, as understood by convention and established good practice.</li> <li>All material taken or quoted from the existing literature has been properly acknowledged, and complete references have been given.</li> <li>In case of acceptance for publication, this manuscript will not in any manner infringe the copyright of any person or other published work.</li> <li>No changes in the list and sequence of authors' names, or additions or deletions, will be permitted if the manuscript is accepted for publication.</li> </ul> <p style="text-align: center;"> <span style="color: red;">I Disagree</span> <span style="margin-left: 100px; color: blue;">I Agree</span> </p> <p>Regards, Editorial board Журнал физической химии</p>	
<small>авторское право © 2019      Для любой помощи, пожалуйста, напишите <a href="mailto:authorportal@yopmail.com">authorportal@yopmail.com</a>            Copyright © 2019      For any assistance, please write to <a href="mailto:authorportal@yopmail.com">authorportal@yopmail.com</a>            Powered by <b>Author Portal</b></small>	

Click **I Agree**. The contract form is submitted and Author Portal shows the following confirmation message:

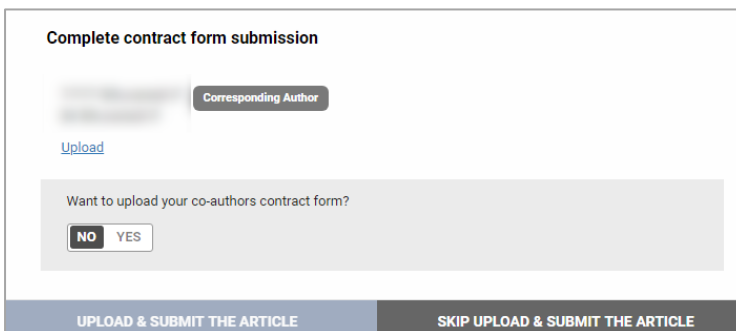


### Offline Contract Form

When you click **Offline contract form**, Author Portal shows the following message:



Click **YES, PROCEED**. The following window opens:

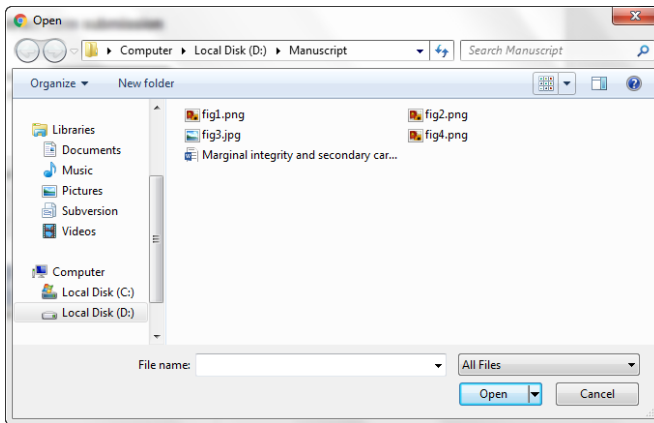


Note: You can skip the upload procedure and submit the article by clicking

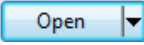
**SKIP UPLOAD & SUBMIT THE ARTICLE**

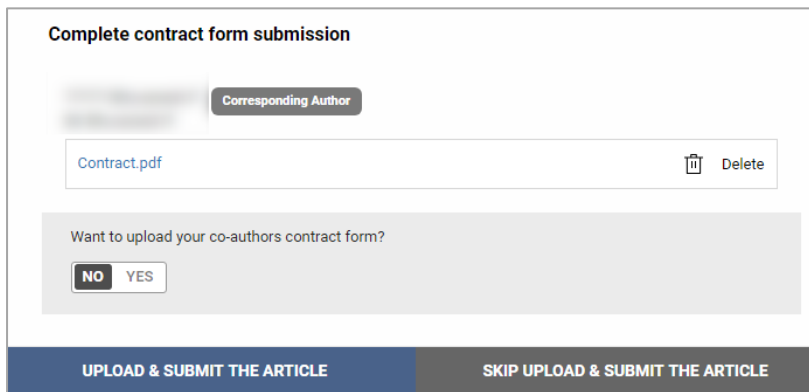
Note: For the journals that mandate contract form along with the submission, the article is moved to "Submission pending for contract" stage. Only after submitting the contract form, the article is processed further.

Step 2: Click **Upload**. The "Open" dialog opens as shown below:




Step 3: Browse the contract file.

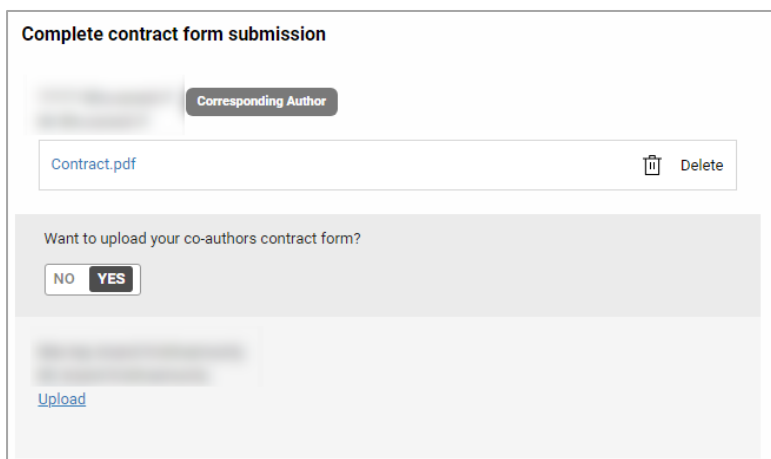
Step 4: Click . The file is uploaded as shown below:



When you want to upload your co-authors contract form and other co-authors will receive emails (in bilingual) to submit their own contracts.

Note: When you upload the contract forms of your co-authors, in case of contract resubmission, you can only upload the revised contracts forms of your co-authors.

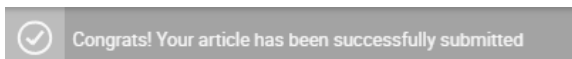
Step 5: Click . The provision to upload the files of the co-authors opens as shown below:



Upload the file by following Step 2 – 4.

Once the files are uploaded,

Step 6: Click **UPLOAD & SUBMIT THE ARTICLE**. The article is submitted and Author Portal shows the following message:



Also a confirmation email in bilingual (Russian and English) is sent to your registered email id as shown below:

 Pleiades Publishing

---

Уважаемый/ая Bhuvaneshwaran P,

Благодарим Вас за подачу статьи в журнал **Журнал физической химии**.

В ближайшее время мы проверим комплектность материалов и их соответствие требованиям журнала, и сообщим, если потребуется предоставить недостающие сведения или материалы.

Если статья отвечает всем требованиям, она будет отправлена на рассмотрение редакционной коллегией.

Используйте следующие ссылки для получения дополнительной информации:

**Статья**  
<http://10.0.5.222/article-view/FKH/M201911199372?from=author-submission&lang=ru>  
**Идентификатор статьи**  
**FIZKHIM1911A055P**

С уважением,  
Редакция журнала  
Журнал физической химии

---

Dear Mr Bhuvaneshwaran P,

Thanks for your submission of **Marginal integrity and secondary caries of selectively excavated teeth in vitro** against **Журнал физической химии**.

As a next step, we will assess the submission for its completeness and compliance with the journal guidelines, and will notify you in case of any missing information required from your end. In case the submission is complete and complies with the given guidelines, it will be shared with Editors and Peer-reviewers for them to review and provide their feedback.

You will be notified for any pending input from your end and also about the review progress of your submission

Please use the below information for any further action/communication with regards to this submission:

**SUBMISSION SYSTEM LINK**  
<http://10.0.5.222/article-view/FKH/M201911199372?from=author-submission&lang=en>  
**ARTICLE ID**  
**FIZKHIM1911A055P**

Regards,  
Journal Manager  
Журнал физической химии

---

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Copyright © 2019

Для любой помощи, пожалуйста, напишите [authorportal@yopmail.com](mailto:authorportal@yopmail.com)  
For any assistance, please write to [authorportal@yopmail.com](mailto:authorportal@yopmail.com)

Powered by **Author Portal**

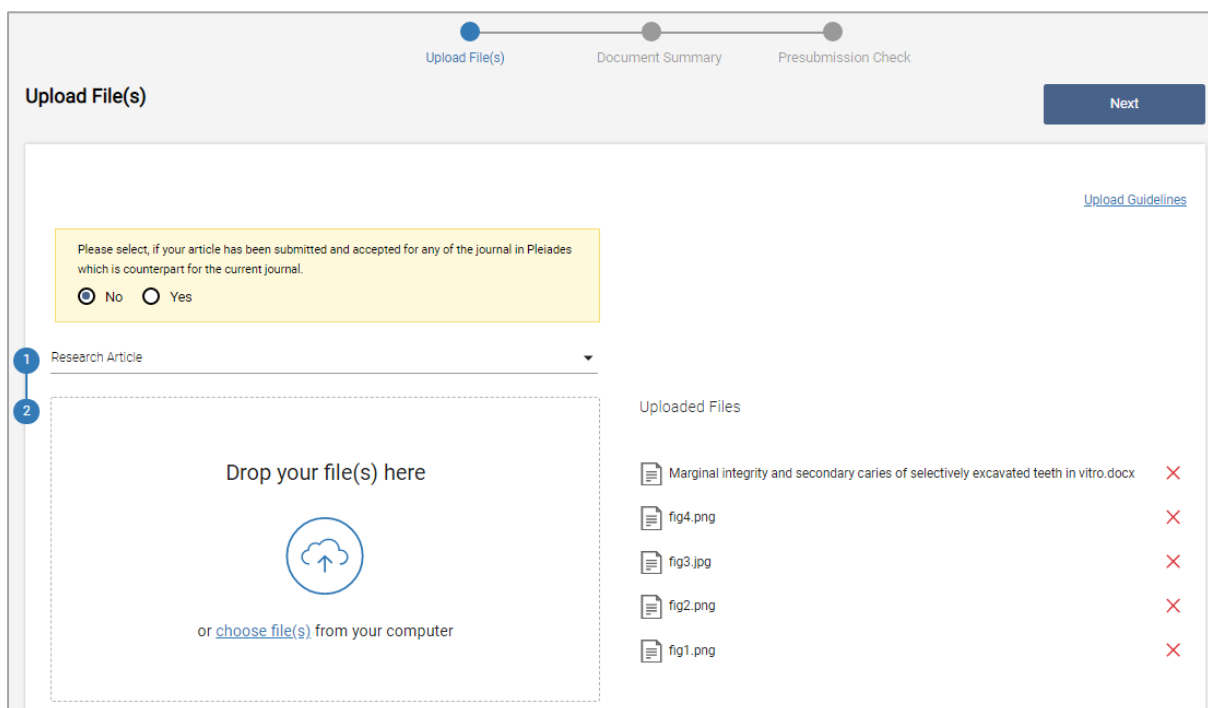
## 4 Resume Submission

Author Portal auto saves the submission process, which means you can stop your submission mid-way and resume later from the point of stop.

An incomplete submission is listed under “Need My Attention → Submission Pending” as shown below:

Article Details	Submission Date	Article Status	Production Status	Action
<b>M201911146616</b> <a href="#">No Title</a> Research Article Counterpart: -N.A-	-	Submission Pending On 20 Nov 2019 - 19 minutes ago	N.A.	<a href="#">Take Action</a> ▾

Step1: Click [No Title](#). The submission page opens from the point of stop as shown below:



Upload File(s)    Document Summary    Presubmission Check

**Upload File(s)** [Next](#)


[Upload Guidelines](#)

Please select, if your article has been submitted and accepted for any of the journal in Pleiades which is counterpart for the current journal.

No     Yes






1 Research Article ▾

Drop your file(s) here



or [choose file\(s\)](#) from your computer

Uploaded Files

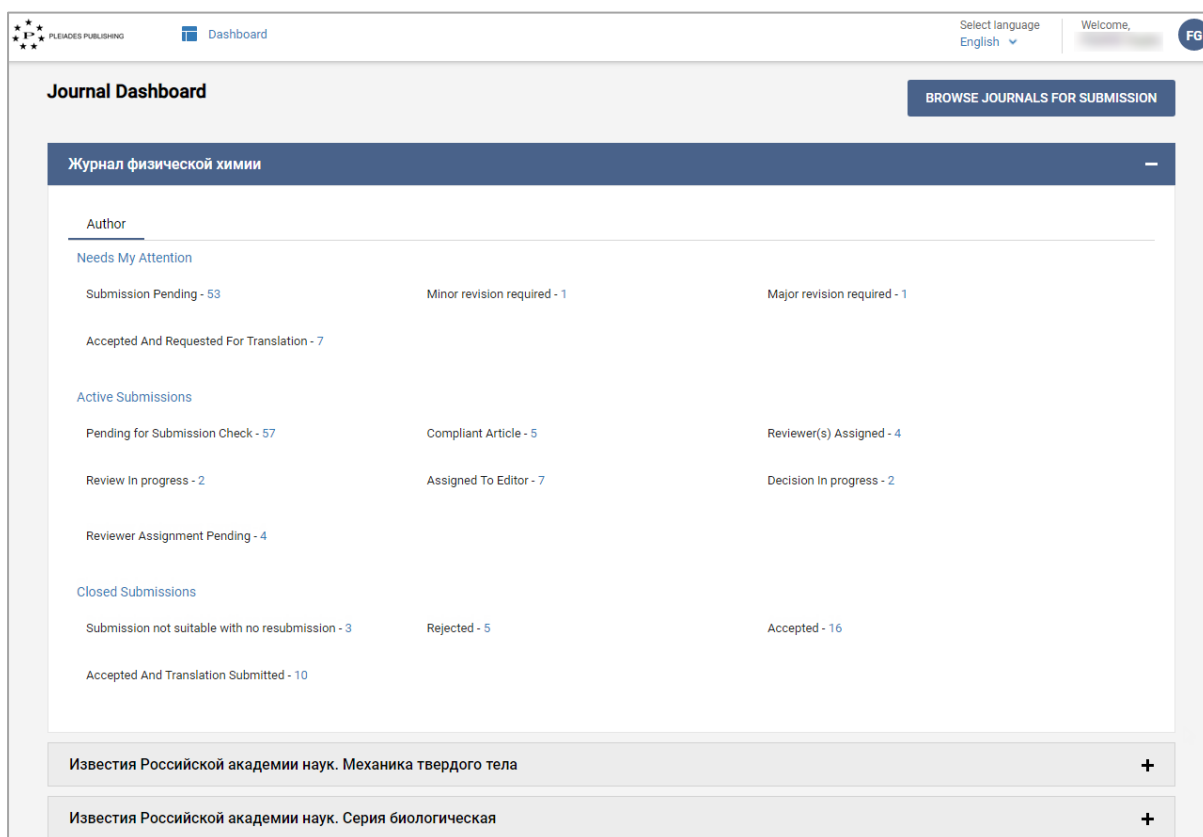
-  Marginal integrity and secondary caries of selectively excavated teeth in vitro.docx ✕
-  fig4.png ✕
-  fig3.jpg ✕
-  fig2.png ✕
-  fig1.png ✕

Proceed with the submission.

## 5 Know the Status of the Submitted Article

Note: A notification email is sent to your registered email address when your article passes through a stage.

When you log in to Author Portal, the dashboard opens as shown below:



The screenshot shows the 'Journal Dashboard' for 'Журнал физической химии'. At the top right, there are options for 'Select language' (English) and a user profile 'Welcome, FG'. A button 'BROWSE JOURNALS FOR SUBMISSION' is visible. The dashboard is divided into sections: 'Needs My Attention', 'Active Submissions', and 'Closed Submissions'. Each section contains a grid of submission statuses and their counts.

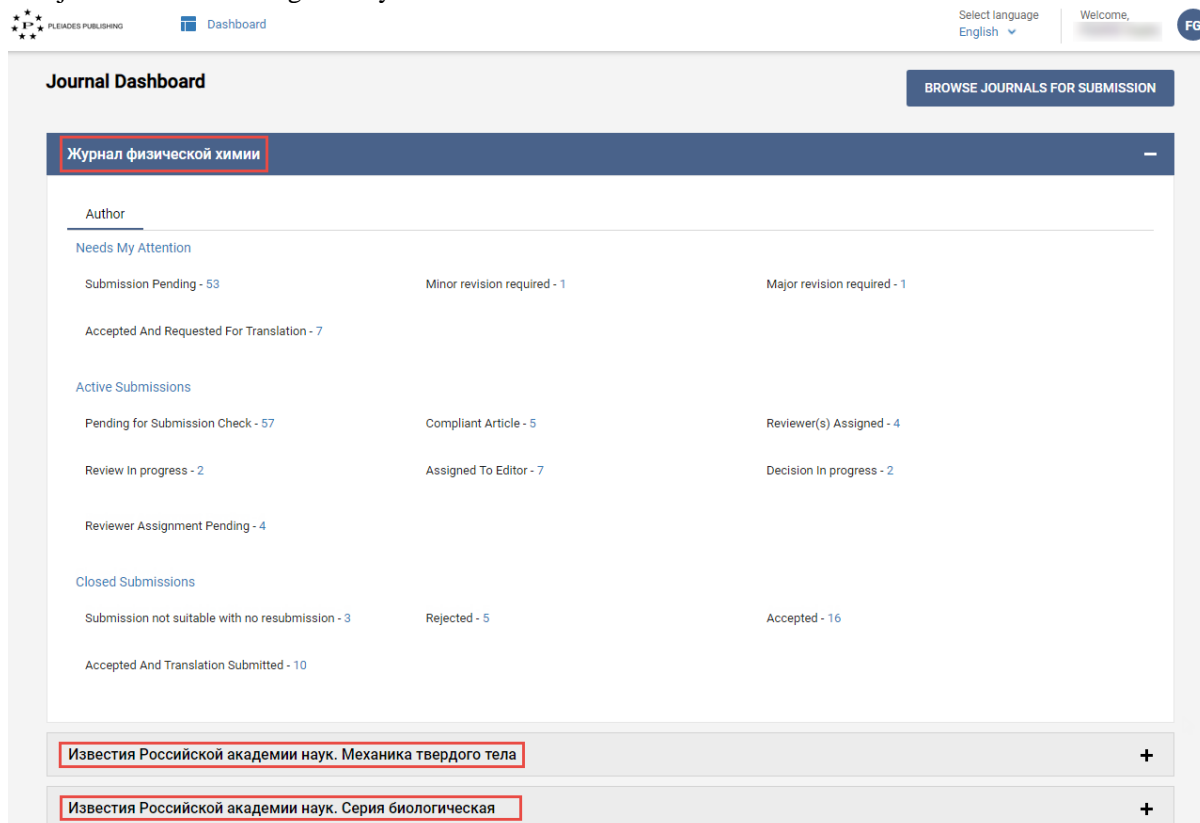
Needs My Attention	Active Submissions	Closed Submissions
Submission Pending - 53	Pending for Submission Check - 57	Submission not suitable with no resubmission - 3
Minor revision required - 1	Review In progress - 2	Rejected - 5
Major revision required - 1	Reviewer Assignment Pending - 4	Accepted - 16
Accepted And Requested For Translation - 7	Compliant Article - 5	Accepted And Translation Submitted - 10
	Assigned To Editor - 7	
	Decision In progress - 2	
	Reviewer(s) Assigned - 4	

At the bottom, there is a list of journals with expandable options:

- Известия Российской академии наук. Механика твердого тела (+)
- Известия Российской академии наук. Серия биологическая (+)

The Journal Dashboard lists the following details:

1. The journals that are assigned to you

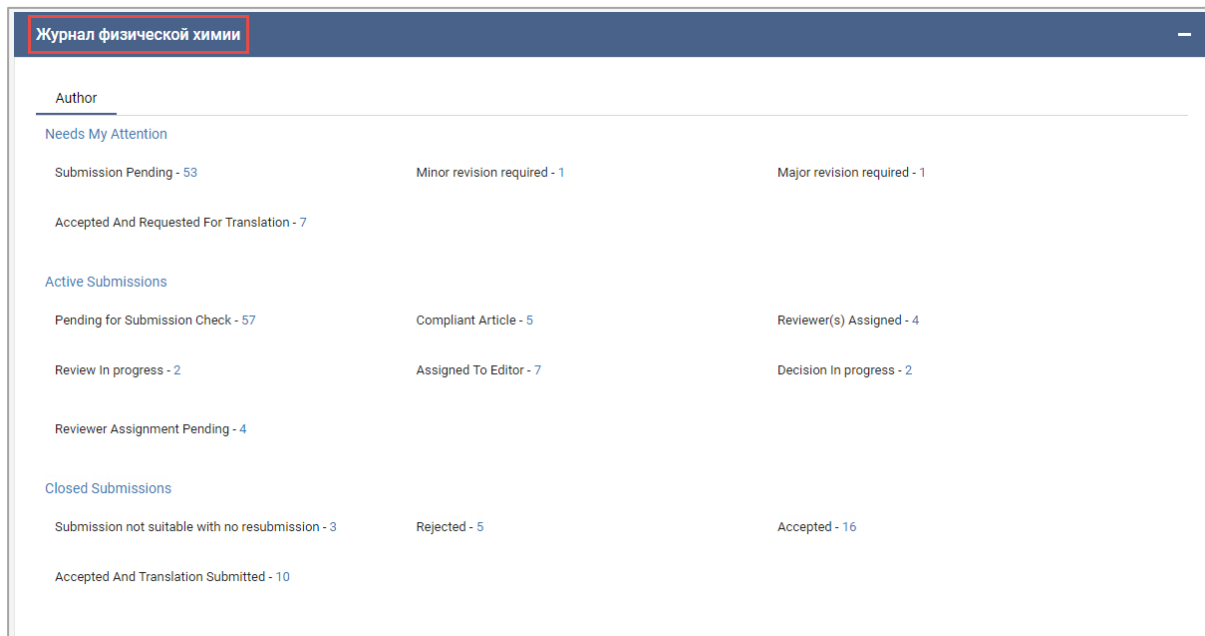


This screenshot is identical to the one above, but with red rectangular boxes highlighting the journal name 'Журнал физической химии' and the two journal entries at the bottom: 'Известия Российской академии наук. Механика твердого тела' and 'Известия Российской академии наук. Серия биологическая'.

By default, the details of the first journal is in expanded state and you can click on the journal name of the other journals to expand and view the details

Note: The Red marker in the journal name/role indicates pending action.

- Number of articles in various stages are grouped as Needs my attention, Active submissions and Closed submissions:



**Журнал физической химии**

Author

**Needs My Attention**

- Submission Pending - 53
- Minor revision required - 1
- Major revision required - 1
- Accepted And Requested For Translation - 7

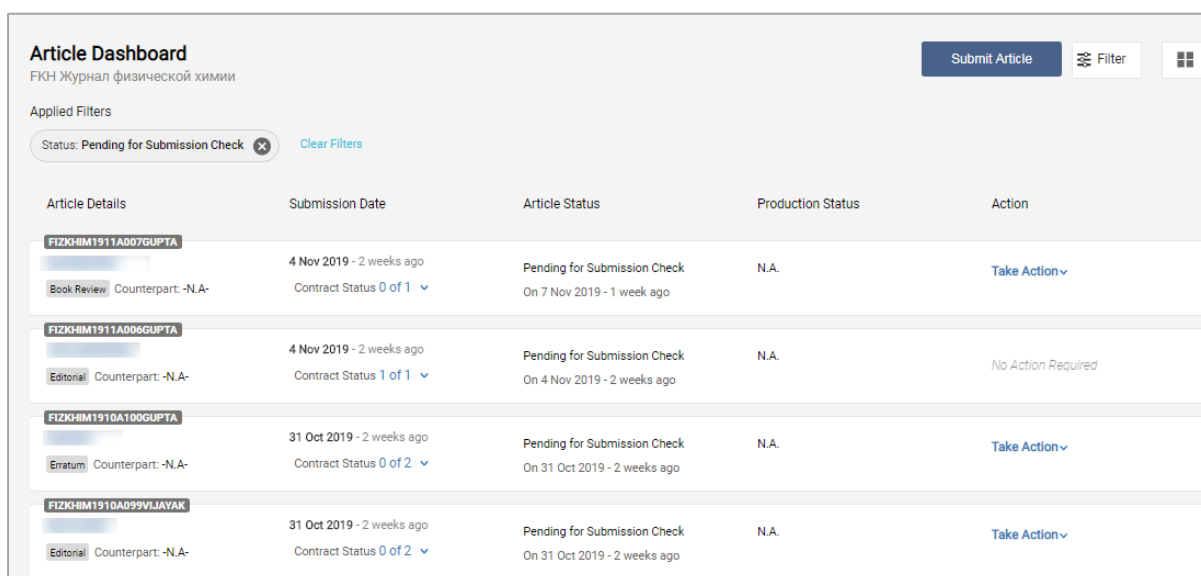
**Active Submissions**

- Pending for Submission Check - 57
- Compliant Article - 5
- Reviewer(s) Assigned - 4
- Review In progress - 2
- Assigned To Editor - 7
- Decision In progress - 2
- Reviewer Assignment Pending - 4

**Closed Submissions**

- Submission not suitable with no resubmission - 3
- Rejected - 5
- Accepted - 16
- Accepted And Translation Submitted - 10

Step 1: Click on the status (for example: **Pending for Submission Check - 57**). The article details are listed as shown below:



**Article Dashboard**  
 FKH Журнал физической химии

Submit Article Filter

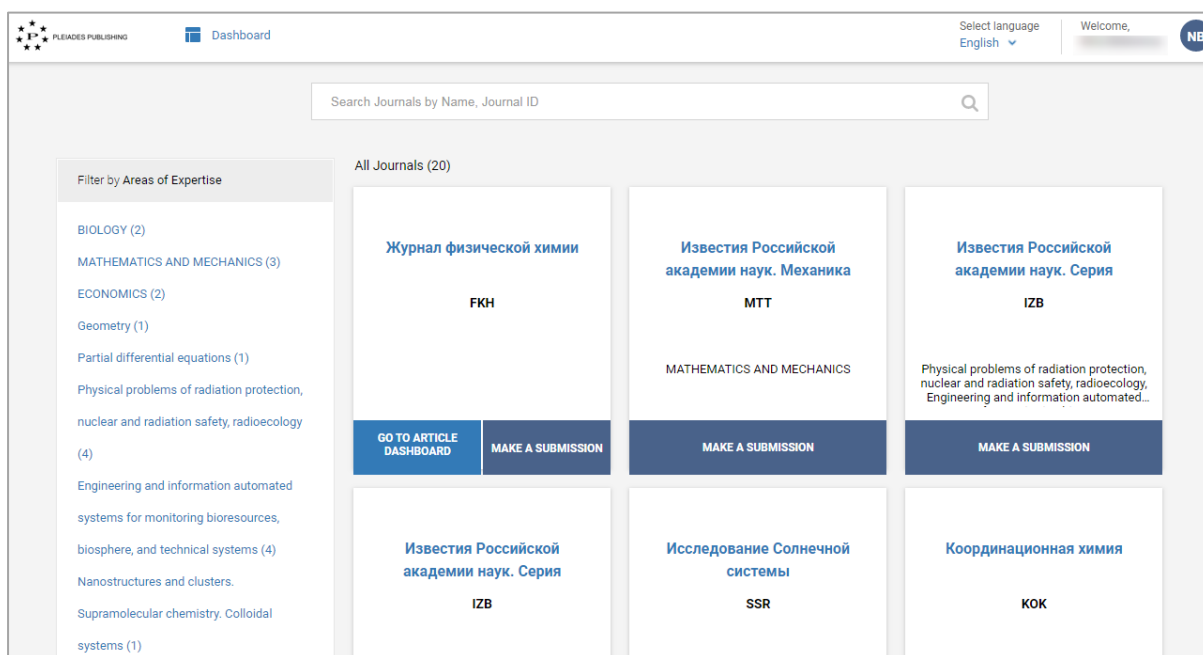
Applied Filters  
 Status: Pending for Submission Check Clear Filters

Article Details	Submission Date	Article Status	Production Status	Action
<b>FIZKHIM1911A007GUPTA</b> Book Review Counterpart: -N.A-	4 Nov 2019 - 2 weeks ago Contract Status 0 of 1	Pending for Submission Check On 7 Nov 2019 - 1 week ago	N.A.	Take Action
<b>FIZKHIM1911A006GUPTA</b> Editorial Counterpart: -N.A-	4 Nov 2019 - 2 weeks ago Contract Status 1 of 1	Pending for Submission Check On 4 Nov 2019 - 2 weeks ago	N.A.	No Action Required
<b>FIZKHIM1910A100GUPTA</b> Erratum Counterpart: -N.A-	31 Oct 2019 - 2 weeks ago Contract Status 0 of 2	Pending for Submission Check On 31 Oct 2019 - 2 weeks ago	N.A.	Take Action
<b>FIZKHIM1910A099VJAYAK</b> Editorial Counterpart: -N.A-	31 Oct 2019 - 2 weeks ago Contract Status 0 of 2	Pending for Submission Check On 31 Oct 2019 - 2 weeks ago	N.A.	Take Action

## 6 View Journal Information

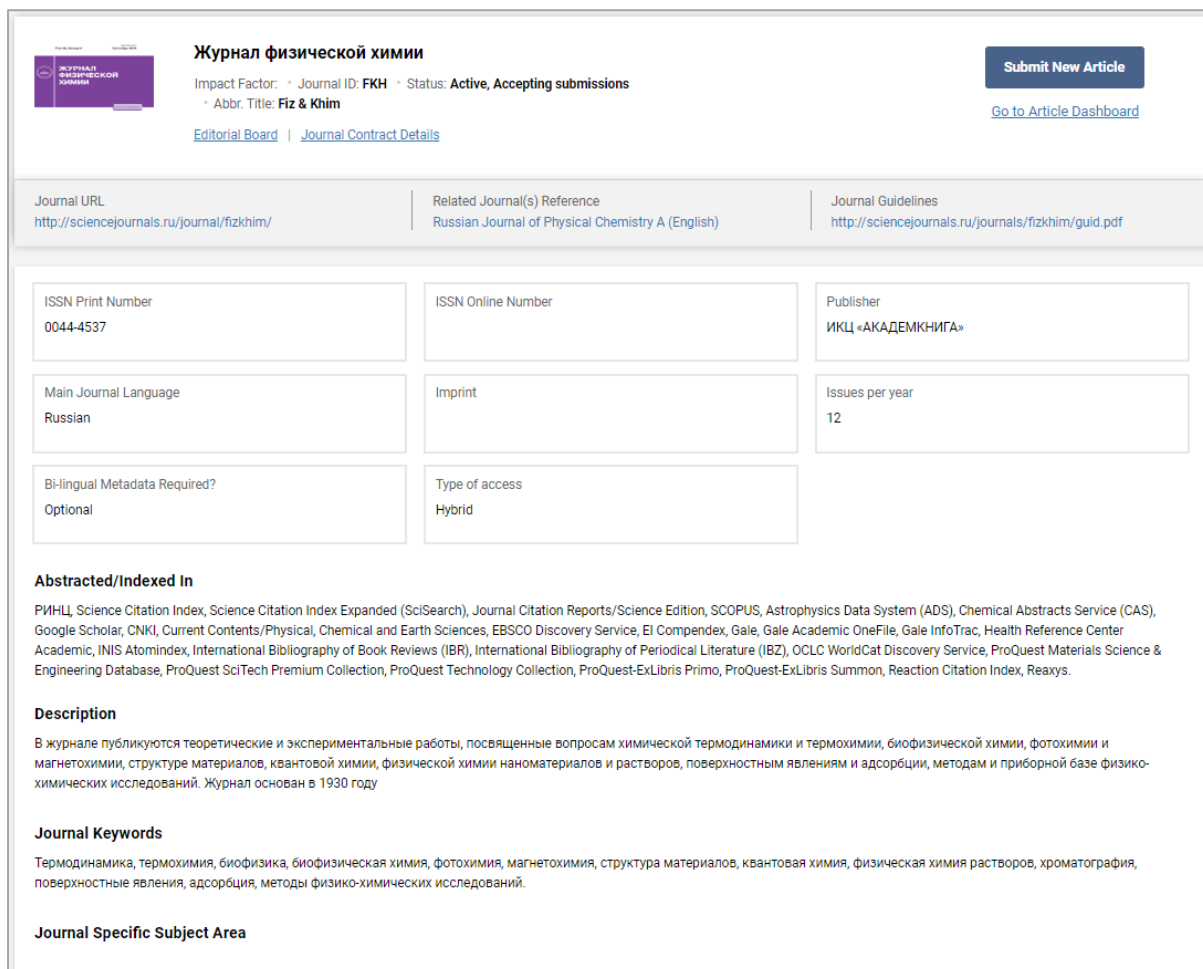
When you click **BROWSE JOURNALS FOR SUBMISSION** in the dashboard. The list of journals mapped to you are listed as shown below:





The dashboard shows a search bar at the top with the text "Search Journals by Name, Journal ID". On the left, there is a "Filter by Areas of Expertise" sidebar with categories like BIOLOGY (2), MATHEMATICS AND MECHANICS (3), ECONOMICS (2), Geometry (1), Partial differential equations (1), Physical problems of radiation protection, nuclear and radiation safety, radioecology (4), Engineering and information automated systems for monitoring biosources, biosphere, and technical systems (4), Nanostructures and clusters, and Supramolecular chemistry, Colloidal systems (1). The main area displays "All Journals (20)" in a grid. The first row includes "Журнал физической химии" (FKH), "Известия Российской академии наук. Механика" (MTT), and "Известия Российской академии наук. Серия" (IZB). The second row includes "Известия Российской академии наук. Серия" (IZB), "Исследование Солнечной системы" (SSR), and "Координационная химия" (КОК). Each card has a "GO TO ARTICLE DASHBOARD" or "MAKE A SUBMISSION" button.

Step 1: Click the journal name (for example: **Журнал физической химии** ). The journal information is displayed as shown below:



The journal information page for "Журнал физической химии" (Journal ID: FKH) is shown. It includes a "Submit New Article" button and a "Go to Article Dashboard" link. The page lists the journal's URL, related journal references, and guidelines. Below this, there is a table of journal details:

ISSN Print Number 0044-4537	ISSN Online Number	Publisher ИКЦ «АКАДЕМКНИГА»
Main Journal Language Russian	Imprint	Issues per year 12
Bi-lingual Metadata Required? Optional	Type of access Hybrid	

**Abstracted/Indexed In**  
 РИНЦ, Science Citation Index, Science Citation Index Expanded (SciSearch), Journal Citation Reports/Science Edition, SCOPUS, Astrophysics Data System (ADS), Chemical Abstracts Service (CAS), Google Scholar, CNKI, Current Contents/Physical, Chemical and Earth Sciences, EBSCO Discovery Service, Ei Compendex, Gale, Gale Academic OneFile, Gale InfoTrac, Health Reference Center Academic, INIS Atomindex, International Bibliography of Book Reviews (IBR), International Bibliography of Periodical Literature (IBZ), OCLC WorldCat Discovery Service, ProQuest Materials Science & Engineering Database, ProQuest SciTech Premium Collection, ProQuest Technology Collection, ProQuest-ExLibris Primo, ProQuest-ExLibris Summon, Reaction Citation Index, Reaxys.

**Description**  
 В журнале публикуются теоретические и экспериментальные работы, посвященные вопросам химической термодинамики и термохимии, биофизической химии, фотохимии и магнетохимии, структуре материалов, квантовой химии, физической химии наноматериалов и растворов, поверхностным явлениям и адсорбции, методам и приборной базе физико-химических исследований. Журнал основан в 1930 году.

**Journal Keywords**  
 Термодинамика, термохимия, биофизика, биофизическая химия, фотохимия, магнетохимия, структура материалов, квантовая химия, физическая химия растворов, хроматография, поверхностные явления, адсорбция, методы физико-химических исследований.

**Journal Specific Subject Area**

You can make a submission or go to the article dashboard by clicking the corresponding options in the top-right corner of the page.

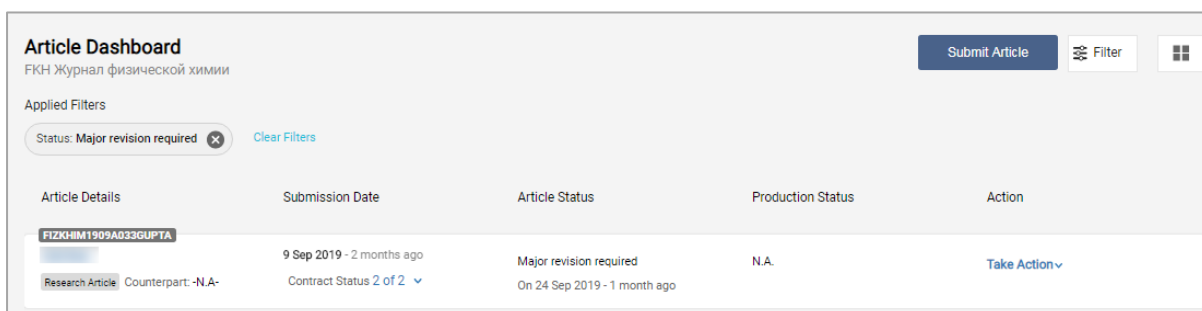


## 7 Resubmit an Article

The article that needs to be resubmitted may be listed in “Needs My Attention” under, “Incomplete Article”, “Submission not Suitable”, “Major revision required” or “Minor revision required” based on the Editorial Office’s or editor’s decision.

In the below example, editor has moved the article to “Major revision required”

Step 1: Click **Major revision required - 1**. The article dashboard opens as shown below:



Step 2: Click **Take Action**. The menu expands as shown below:



Step 3: Click **Resubmit**. The Upload File(s) page opens.

Submit the updated article by following the procedure given in section [3 Submit an Article](#).

## 8 Submit a Counterpart Article

There will be a prompt to Editor if the article is “Accepted” and if the Journal has counterpart journal, When the counterpart process is initiated by the editor, in the journal dashboard it is listed in “Needs My Attention” under “Accept & Request for Translation”.

In the Journal Dashboard,

Step 1: Click **Accept And Requested For Translation - 1**. The Article Dashboard opens as shown below:

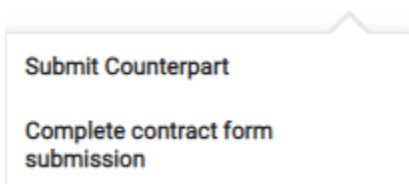


**Article Dashboard**  
 ФКН Журнал физической химии

Applied Filters  
 Status: Accepted And Requested For Translation ✕ [Clear Filters](#)

Article Details	Submission Date	Article Status	Production Status	Action
<b>FIZKHIM1910A096GUPTA</b> <a href="#">Mail check</a> Book Review Counterpart: Requ...	30 Oct 2019 - 2 weeks ago Contract Status 0 of 2 <span>▾</span>	Accepted And Requested For Translation On 30 Oct 2019 - 2 weeks ago	Sent to Production	<a href="#">Take Action ▾</a>

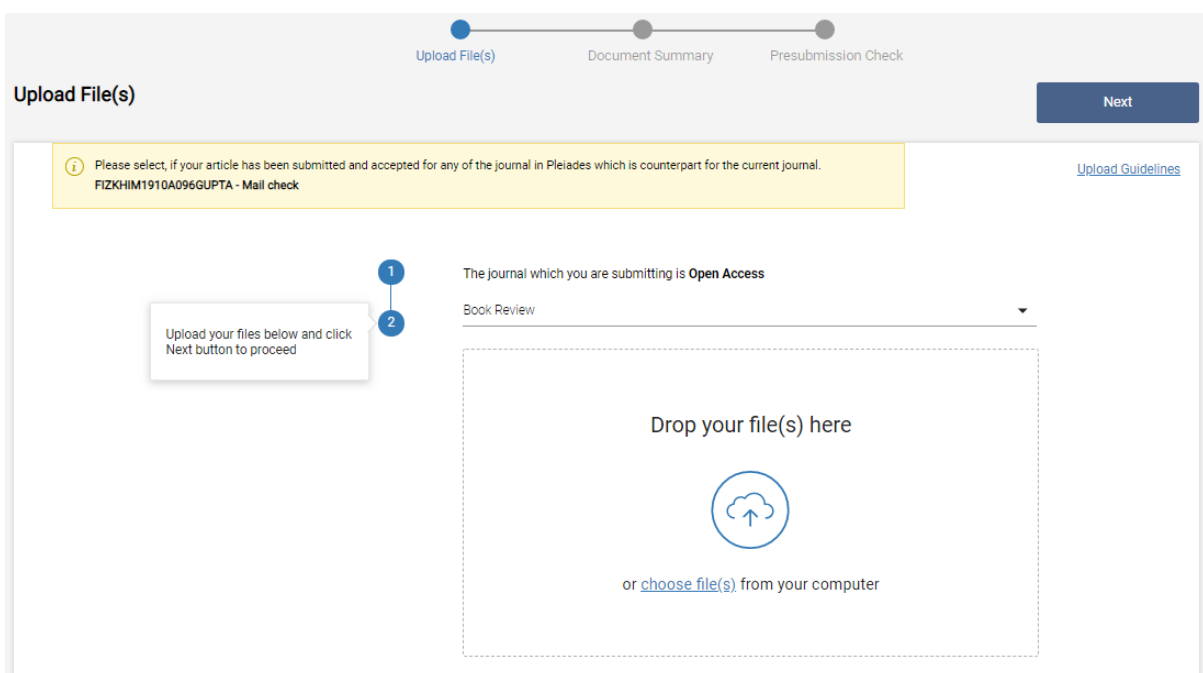
Step 2: Click **Take Action ▾**. The menu expands as shown below:



**Submit Counterpart**

**Complete contract form submission**

Step 3: Click **Submit Counterpart**. The submission page opens as shown below:



Upload File(s) [Next](#)


ⓘ Please select, if your article has been submitted and accepted for any of the journal in Pleiades which is counterpart for the current journal.  
 FIZKHIM1910A096GUPTA - Mail check [Upload Guidelines](#)

1 The journal which you are submitting is **Open Access**

2 Book Review ▾

Upload your files below and click Next button to proceed

Drop your file(s) here



or [choose file\(s\)](#) from your computer

Follow the same procedure given in section [3 Submit an Article](#).

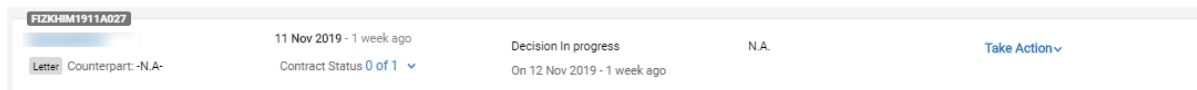
You must provide fresh contract for counterpart article.

Once counterpart article is submitted, then the status changes to ‘Accepted and submitted translation’

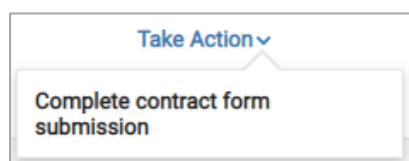
## 9 Resubmit Contract

A mail is sent to your registered email id, when the editor initiates resubmission. You can use the Article Id mentioned in the mail to find the article.

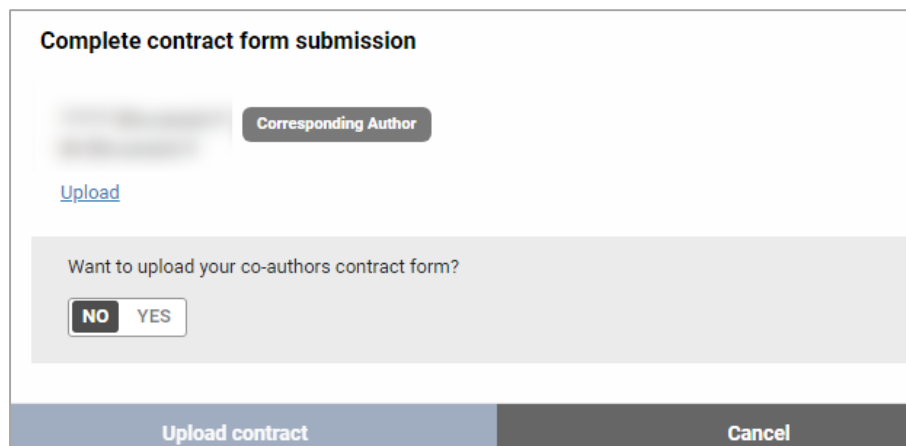
The article dashboard opens as shown below:



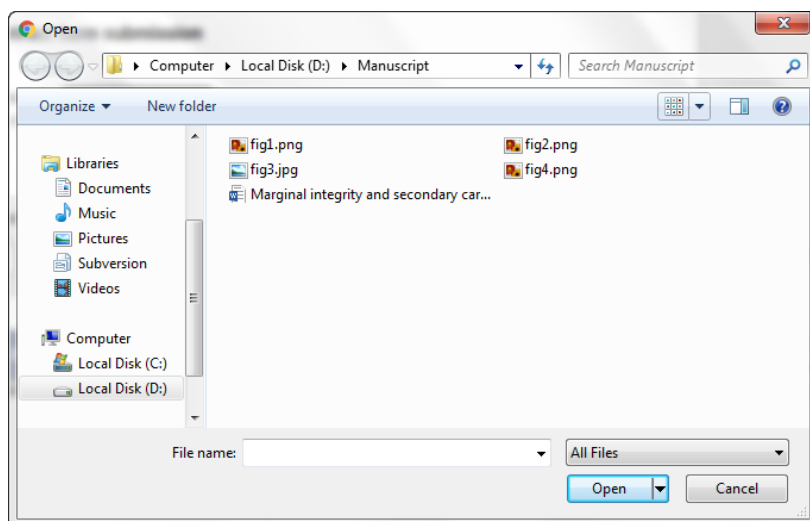
Step 1: Click [Take Action](#). The menu expands as shown below:




Step 2: Click [Complete contract form submission](#). Complete contract form submission window opens as shown below:

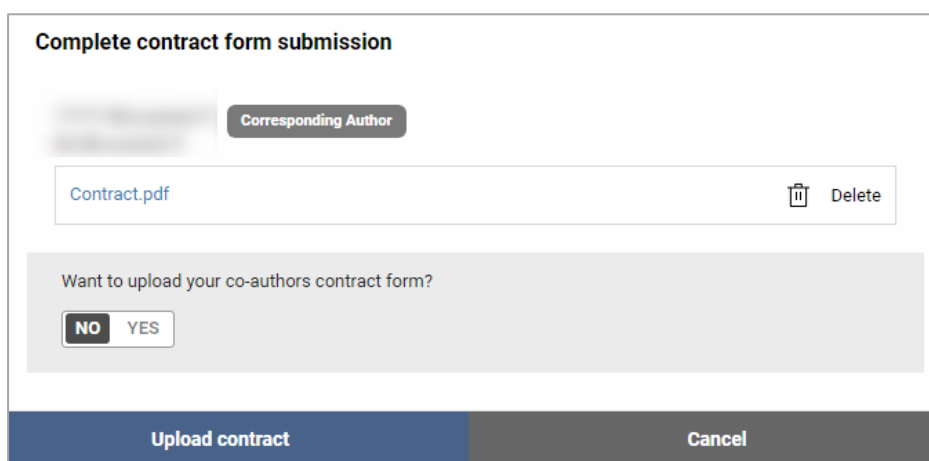


Step 3: Click [Upload](#). The “Open” dialog opens as shown below:




Step 4: Browse the contract file.

Step 5: Click . The file is uploaded as shown below:



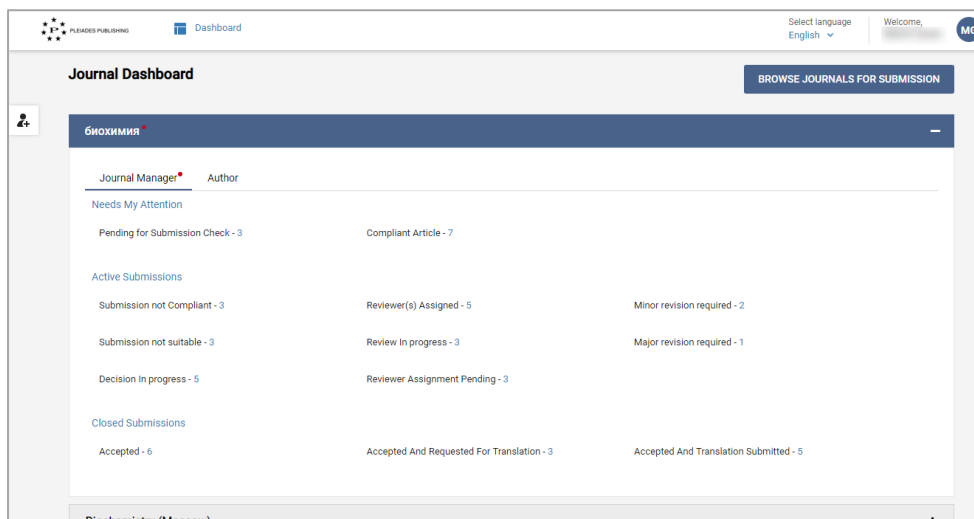
When you upload the contract forms of your co-authors, in case of contract resubmission, you can only upload the revised contracts forms of your co-authors.

Step 6: Click . The contract is uploaded.

# Editorial Office

## 10 Add User

When you login to Author Portal the Dashboard opens as shown below:



**Step 1:** Click  in the left pane. The Add User form opens as shown below:

### Add User

**Personal Details** \* marked fields are mandatory

Please enter the email ID and click ENTER to add or update the user details. You can add roles for the entered email ID for the journals you have access to.

Email ID\*

**Russian**

Barcode  First Name\*  Abbr. First Name

Middle Name  Abbr. Middle Name

Last Name\*  Other Name

**English**

Title  First Name\*  Abbr. First Name

Middle Name  Abbr. Middle Name

Last Name\*  Other Name

---

**Add Roles**  
Showing journals whichever you have access in this system.

**БИОХИМИЯ**

Author  Associate Editor  Chief Editor  Reviewer

Primary Role  Additional Role  Additional Role  Additional Role

**Biochemistry (Moscow)**

Author  Associate Editor  Chief Editor  Reviewer

Primary Role  Additional Role  Additional Role  Additional Role

**System Biology**

Author  Associate Editor  Chief Editor  Reviewer

Primary Role  Additional Role  Additional Role  Additional Role

**UPDATE**

## 10.1 Add New User

Step 1: Enter the email id of the new user.

Step 2: Click anywhere outside the email id field. The other fields are enabled as shown below:

### Add User

\* marked fields are mandatory

**Personal Details**  
Please enter the email ID and click ENTER to add or update the user details. You can add roles for the entered email ID for the journals you have access to.

**Russian**

Заролов

First Name\*

Abbr.First Name

Middle Name

Abbr.Middle Name

Last Name\*

Other Name

**English**

Title\*

First Name\*

Abbr.First Name

Middle Name

Abbr.Middle Name

Last Name\*

Other Name

---

**Add Roles**  
Showing journals whichever you have access in this system.

**БИОХИМИЯ**

Author  
Primary Role

Associate Editor  
Additional Role

Chief Editor  
Additional Role

Reviewer  
Additional Role

**Biochemistry (Moscow)**

Author  
Primary Role

Associate Editor  
Additional Role

Chief Editor  
Additional Role

Reviewer  
Additional Role

**System Biology**

Author  
Primary Role

Associate Editor  
Additional Role

Chief Editor  
Additional Role

Reviewer  
Additional Role

UPDATE

Step 3: Enter the details in the form.

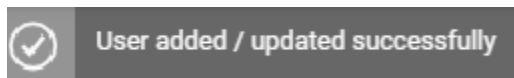
### 10.1.1 Add Roles

Step 4: Select the check box before the role you want to assign to the user

Step 5: Select the role type from the dropdown menu.

Note: There should be at least one primary role assigned to the user.

Step 6: Click **UPDATE**. Author Portal shows the following:



An account pre-register notification email is sent to the user.

## 10.2 Update User

Step 1: Enter the email id of the user.

Step 2: Click anywhere outside the email id field. The other fields are enabled with the user details as shown below:

### Add User

\* marked fields are mandatory

**Personal Details**  
Please enter the email ID and click ENTER to add or update the user details. You can add roles for the entered email ID for the journals you have access to.

**i** This email ID already exists and we found following role(s) for this user

- Author for the Biochemistry (Moscow)
- Author for the биохимия
- Author for the System Biology

<p><b>Russian</b></p> <p>Заронов <input type="text"/> Abbr.First Name</p> <p><input type="text"/> Middle Name <input type="text"/> Abbr.Middle Name</p> <p><input type="text"/> <input type="text"/> Other Name</p>	<p><b>English</b></p> <p>Mr <input type="text"/> Abbr.First Name</p> <p><input type="text"/> Middle Name <input type="text"/> Abbr.Middle Name</p> <p><input type="text"/> <input type="text"/> Other Name</p>
---	--

**Add Roles**  
Showing journals whichever you have access in this system.

**биохимия**

<input checked="" type="checkbox"/> Author <small>Primary Role</small>	<input type="checkbox"/> Associate Editor <small>Additional Role</small>	<input type="checkbox"/> Chief Editor <small>Additional Role</small>	<input type="checkbox"/> Reviewer <small>Additional Role</small>
---	---	---	---

**Biochemistry (Moscow)**

<input checked="" type="checkbox"/> Author <small>Primary Role</small>	<input type="checkbox"/> Associate Editor <small>Additional Role</small>	<input type="checkbox"/> Chief Editor <small>Additional Role</small>	<input type="checkbox"/> Reviewer <small>Additional Role</small>
---	---	---	---

**System Biology**

<input checked="" type="checkbox"/> Author <small>Primary Role</small>	<input type="checkbox"/> Associate Editor <small>Additional Role</small>	<input type="checkbox"/> Chief Editor <small>Additional Role</small>	<input type="checkbox"/> Reviewer <small>Additional Role</small>
---	---	---	---

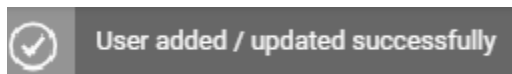
**UPDATE**



Note: The already existing roles of the user are listed below the email id field.

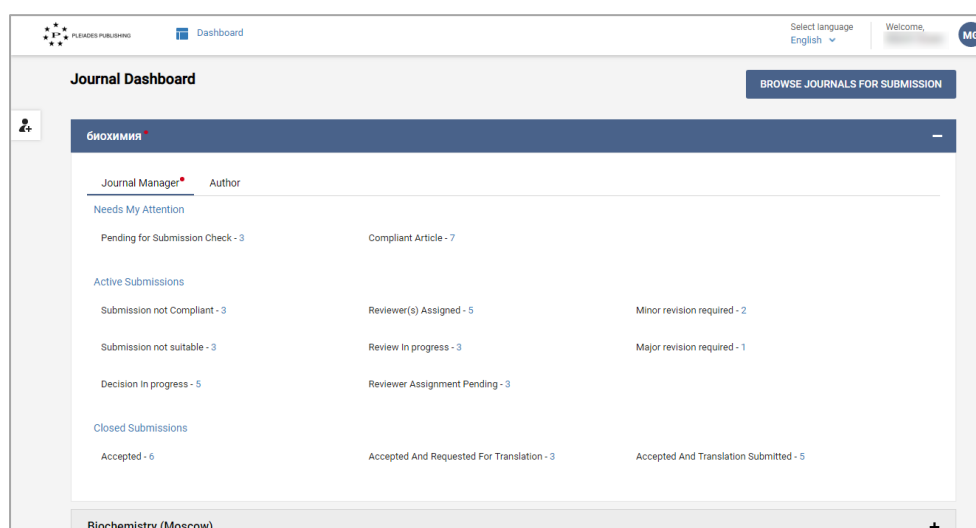
Step 3: Make the required edits.

Step 4: Click **UPDATE**. Author Portal shows the following:



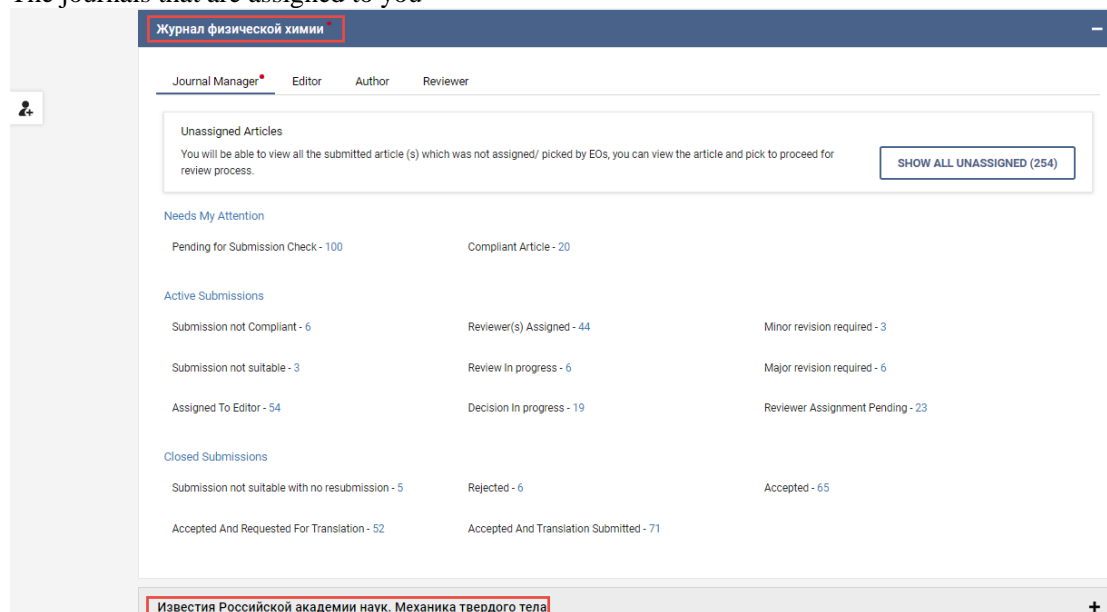
## 11 View the Status of the Articles

When you log in to Author Portal the Journal Dashboard opens as shown below:



The Journal Dashboard lists the following details:

### 1. The journals that are assigned to you



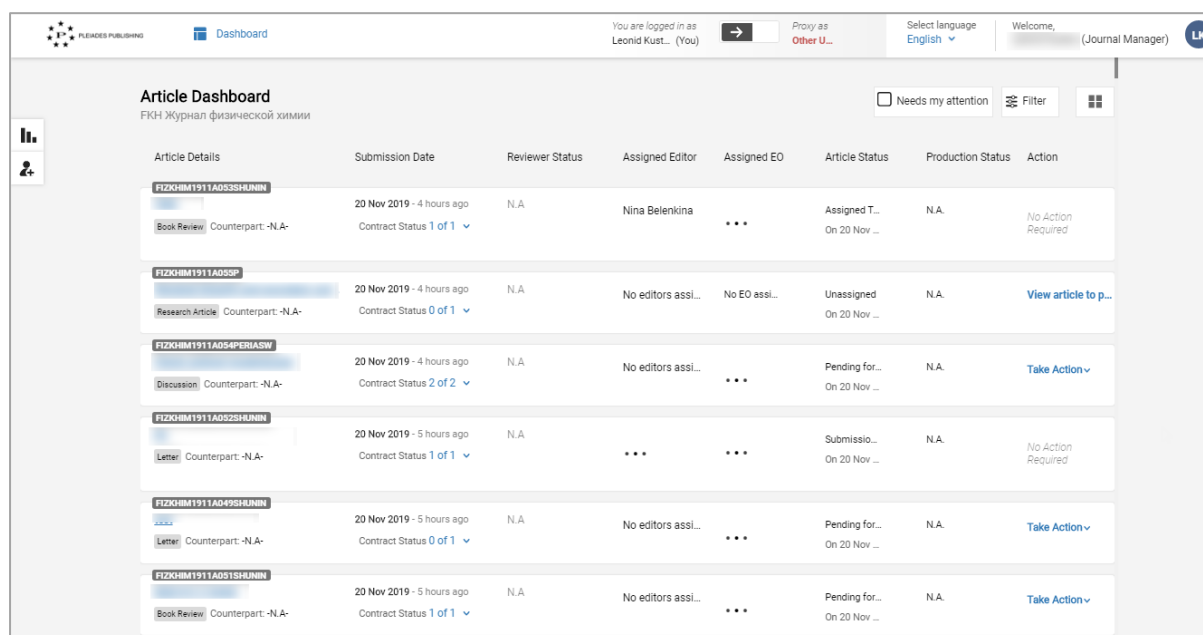
Note: The Red marker in the journal name/role indicates pending action.

2. Number of articles in various stages that are grouped as Needs my attention, Active submissions and Closed submissions:

<b>Needs My Attention</b>		
Pending for Submission Check - 100	Compliant Article - 20	
<b>Active Submissions</b>		
Submission not Compliant - 6	Reviewer(s) Assigned - 44	Minor revision required - 3
Submission not suitable - 3	Review In progress - 6	Major revision required - 6
Assigned To Editor - 54	Decision In progress - 19	Reviewer Assignment Pending - 23
<b>Closed Submissions</b>		
Submission not suitable with no resubmission - 5	Rejected - 6	Accepted - 65
Accepted And Requested For Translation - 52	Accepted And Translation Submitted - 71	

## 11.1 View the Status of all the Articles in a Journal

Step 1: Click the journal name (for example: **Журнал физической химии**). The Article Dashboard with the status of all the articles submitted in the journal are listed as shown below:



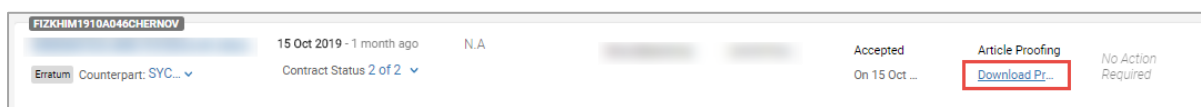
Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
<b>FI2KHIM1911A05SHUNIN</b> Book Review Counterpart: -N.A-	20 Nov 2019 - 4 hours ago Contract Status 1 of 1	N.A	Nina Belenkina	...	Assigned T... On 20 Nov ...	N.A.	No Action Required
<b>FI2KHIM1911A05SP</b> Research Article Counterpart: -N.A-	20 Nov 2019 - 4 hours ago Contract Status 0 of 1	N.A	No editors assi...	No EO assi...	Unassigned On 20 Nov ...	N.A.	View article to p...
<b>FI2KHIM1911A05APERIASW</b> Discussion Counterpart: -N.A-	20 Nov 2019 - 4 hours ago Contract Status 2 of 2	N.A	No editors assi...	...	Pending for... On 20 Nov ...	N.A.	Take Action
<b>FI2KHIM1911A052SHUNIN</b> Letter Counterpart: -N.A-	20 Nov 2019 - 5 hours ago Contract Status 1 of 1	N.A	...	...	Submissio... On 20 Nov ...	N.A.	No Action Required
<b>FI2KHIM1911A049SHUNIN</b> Letter Counterpart: -N.A-	20 Nov 2019 - 5 hours ago Contract Status 0 of 1	N.A	No editors assi...	...	Pending for... On 20 Nov ...	N.A.	Take Action
<b>FI2KHIM1911A051SHUNIN</b> Book Review Counterpart: -N.A-	20 Nov 2019 - 5 hours ago Contract Status 1 of 1	N.A	No editors assi...	...	Pending for... On 20 Nov ...	N.A.	Take Action

The details that are displayed in the Article Dashboard are tabulated below:

Header	Description
Article Details	Displays article identification, title, article type and counterpart article detail
Submission Date	Date of submission along with contract form status
Reviewer Status	Status of the article in review stage

Assigned Editors	Name of the editor assigned
Assigned EO	Name of the editorial office assigned
Article Status	Current status of the article in review process.
Production Status	Current status of the article in production process post acceptance
Action	Indicates the action required from you.

Note: When the article is in Proofing stage, a link to download the proof is provided in the article dashboard as shown below:



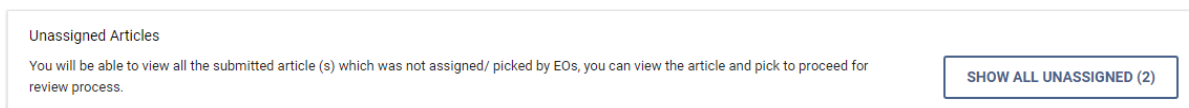
Article ID: FIZKHIM1910A046CHERNOV  
 Date: 15 Oct 2019 - 1 month ago  
 Status: Accepted  
 On 15 Oct ...  
 Article Proofing  
 Download Pr...  
 No Action Required

### 11.1.1 Filter the Articles that Requires My Attention

Step 1: Click  Needs my attention. The articles that requires your attention are filtered and listed.

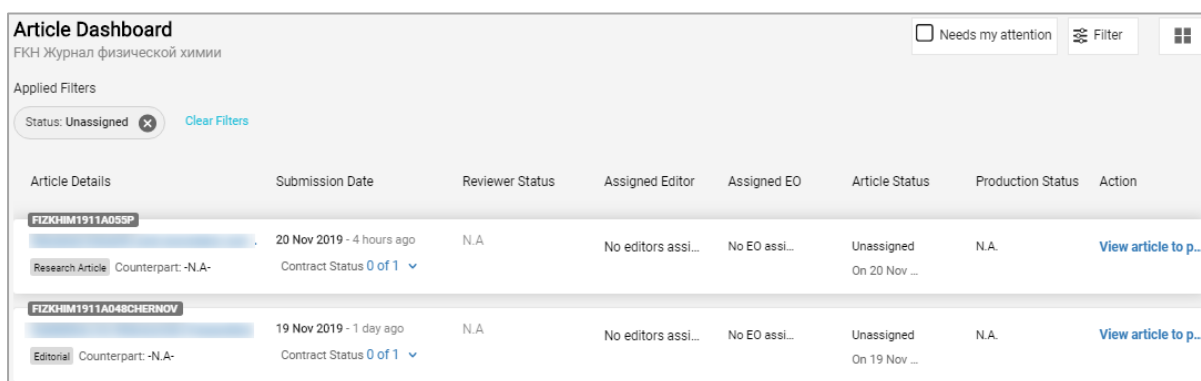
## 12 Pick an Article

When there are unassigned articles, a banner is displayed in Journal Dashboard as shown below:



Unassigned Articles  
 You will be able to view all the submitted article (s) which was not assigned/ picked by EOs, you can view the article and pick to proceed for review process.  
 SHOW ALL UNASSIGNED (2)

Step 1: Click  Needs my attention. The dashboard opens as shown below:

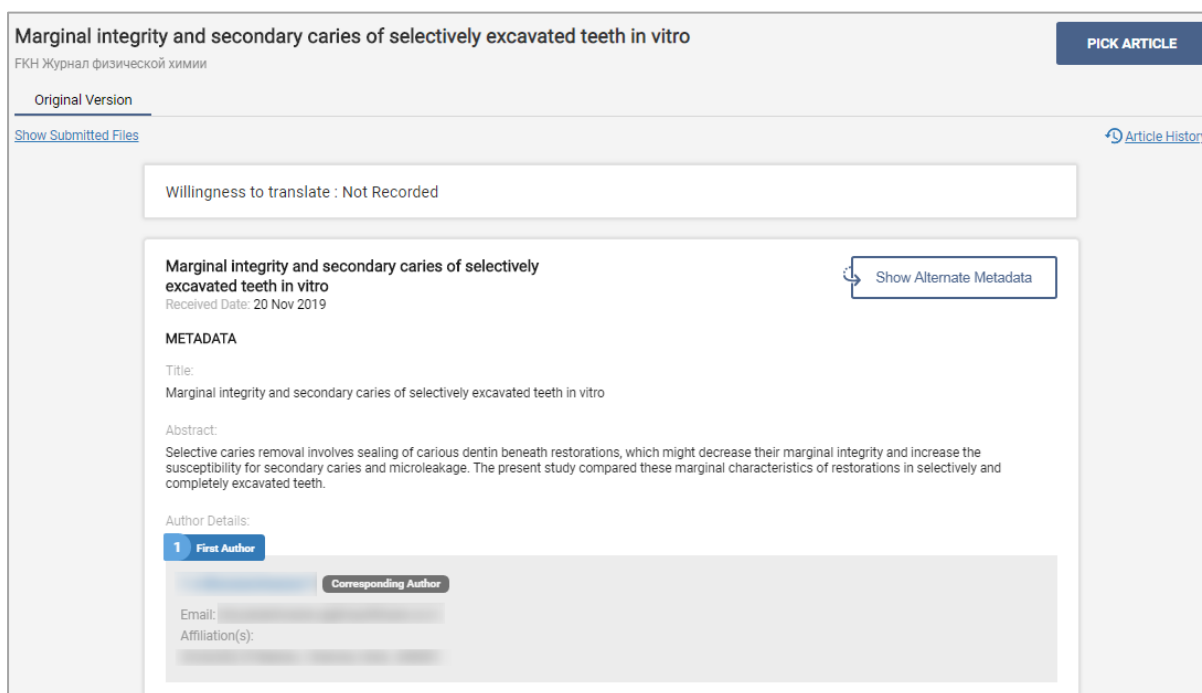


Article Dashboard  
 FKH Журнал физической химии  
 Needs my attention Filter

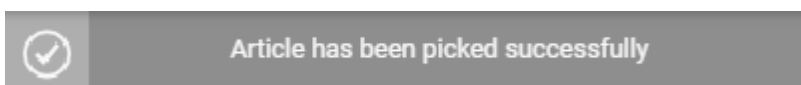
Applied Filters  
 Status: Unassigned Clear Filters

Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
FIZKHIM1911A055P Research Article Counterpart: -N.A-	20 Nov 2019 - 4 hours ago Contract Status 0 of 1	N.A	No editors assi...	No EO assi...	Unassigned On 20 Nov ...	N.A.	<a href="#">View article to p...</a>
FIZKHIM1911A048CHERNOV Editorial Counterpart: -N.A-	19 Nov 2019 - 1 day ago Contract Status 0 of 1	N.A	No editors assi...	No EO assi...	Unassigned On 19 Nov ...	N.A.	<a href="#">View article to p...</a>

Step 2: Click  Pick Article. The Article page opens as shown below:



Step 3: Click **PICK ARTICLE** in the article page. The article is assigned to you and Author Portal shows the following confirmation message:



Note: Articles picked by other editors can be viewed in read-only mode.

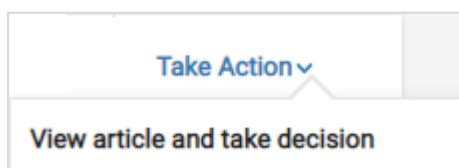
## 13 View an Article and Take Action

### 13.1 View an Article

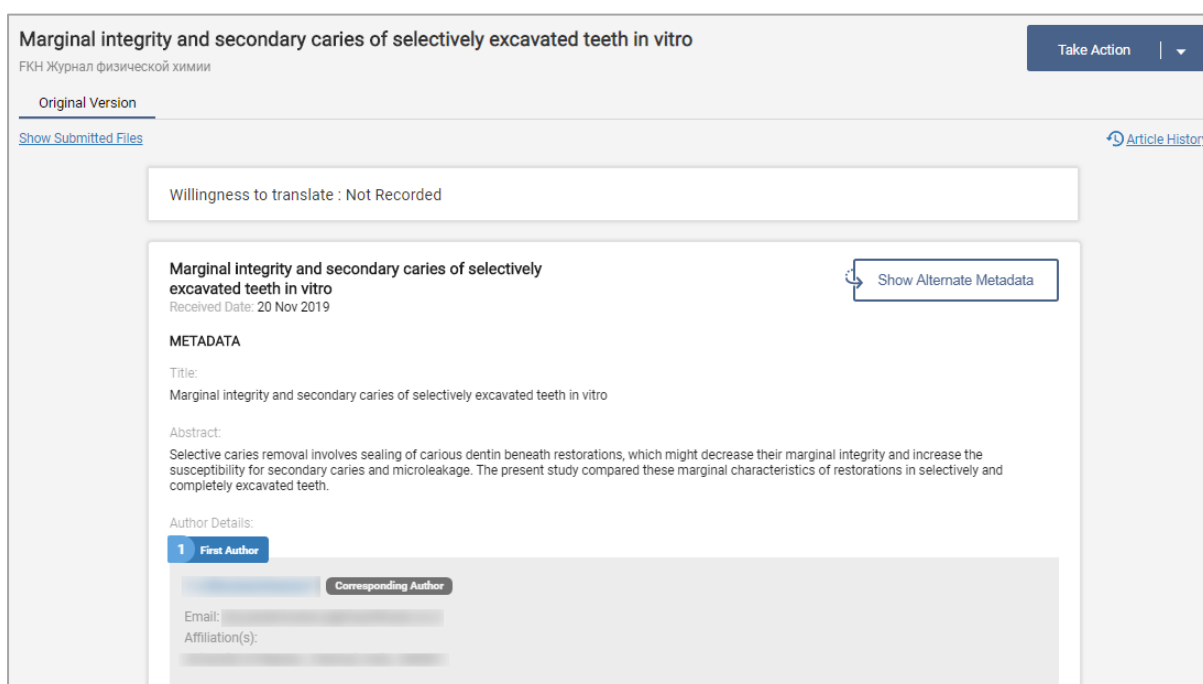
In the Journal dashboard,

Step 1: Click **Pending for Submission Check - 12**. The Article dashboard lists only the articles that are in “Pending for Submission Check” status.

Step 2: Click **Take Action** at the end of the article panel you want to view. The menu expands as shown below:



Step 3: Click **View article and take decision**. The article page opens as shown below:



**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 FKH Журнал физической химии

Original Version

[Show Submitted Files](#) [Article History](#)

Willingness to translate : Not Recorded

**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 Received Date: 20 Nov 2019

[Show Alternate Metadata](#)

**METADATA**

Title:  
 Marginal integrity and secondary caries of selectively excavated teeth in vitro

Abstract:  
 Selective caries removal involves sealing of carious dentin beneath restorations, which might decrease their marginal integrity and increase the susceptibility for secondary caries and microleakage. The present study compared these marginal characteristics of restorations in selectively and completely excavated teeth.

Author Details:

1 **First Author**

**Corresponding Author**

Email:  
 Affiliation(s):

The Article page displays the article metadata and the links to the author submitted files.

### 13.1.1 View Alternate Metadata

By default, Author Portal displays the metadata information in English, you can view the same in Russian language by clicking [Show Alternate Metadata](#).

### 13.1.2 Download Author Submitted files

You can scroll down the page or

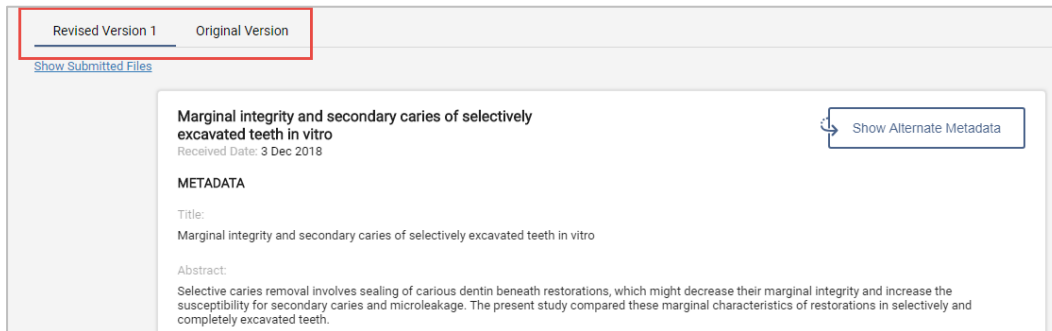
Step 1: Click [Show Submitted Files](#). The files are displayed as shown below:

Documents uploaded by Author		<a href="#">Download All</a>
Marginal integrity and secondary caries of selectively excavated teeth in vitro.docx	Manuscript	<a href="#">Download</a>
fig1.png	Figures	<a href="#">Download</a>
fig2.png	Figures	<a href="#">Download</a>
fig3.jpg	Figures	<a href="#">Download</a>
fig4.png	Figures	<a href="#">Download</a>
M201902267578_metadata.xls	Metadata	<a href="#">Download</a>

You can download a file by clicking [Download](#) next to the file.

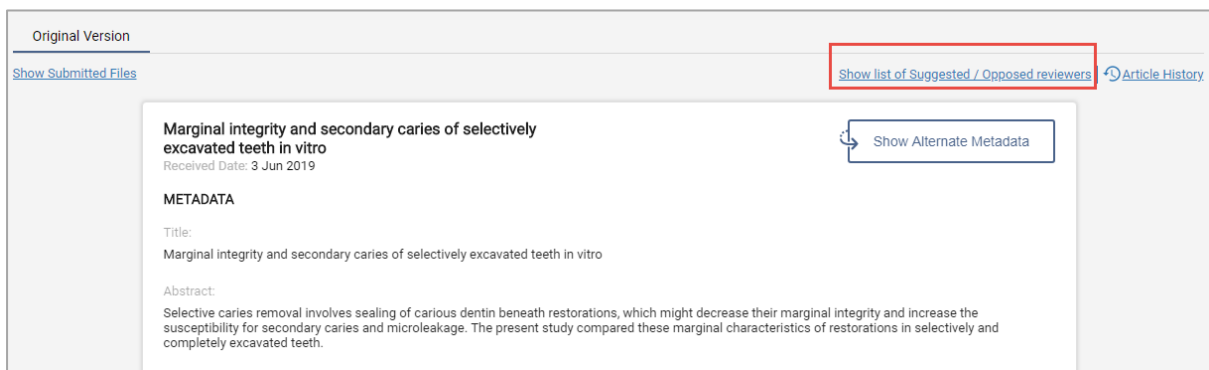
The metadata information of the article can be downloaded in Microsoft Excel format by clicking the download button next to <<Article ID>>\_metadata.xls (For example: **M201902267578 metadata.xls** ).

Note: When the article is resubmitted by the author you can view the original version by clicking the corresponding tab.

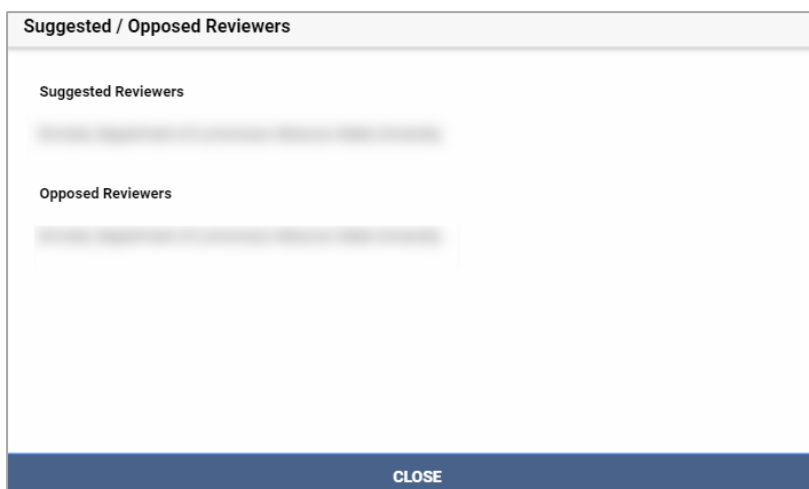


### 13.1.3 View Suggested or Opposed Reviewers

When author has suggested or opposed reviewer, the following option is added in the article page:



Click [Show list of Suggested / Opposed reviewers](#) . The Suggested/Opposed Reviewers window opens as shown below:



## 13.2 Take Action

Step 1: Click **Take Action**. The dropdown opens as shown below:



### 13.2.1 Incomplete Article

When you click Incomplete Article, a textbox appears as shown below:

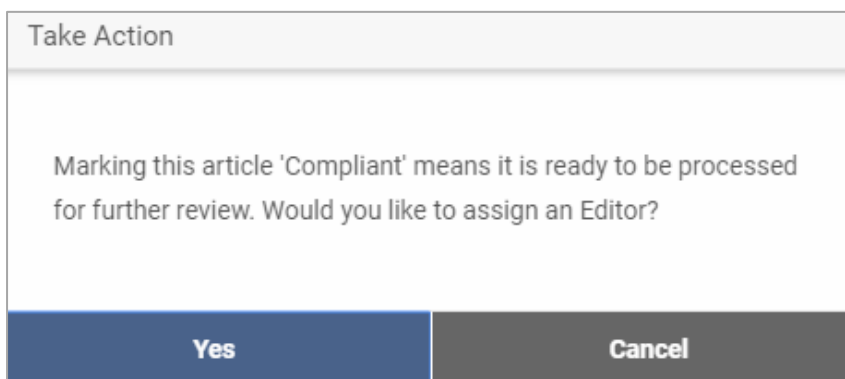


Step 1: Enter the message to the author, this will be sent as email.

Step 2: Click **Yes**. An email is sent to the author regarding the status and the same is updated in the dashboard.

### 13.2.2 Compliant Article

When you click Compliant Article, Author Portal shows the following message:



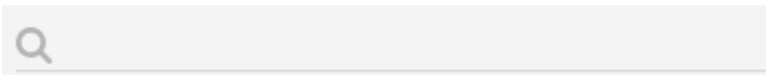
Case 1 - When you click **Yes**. The Assign Editor page opens as shown below:

### Assign Editor ASSIGN

Can't find your Editor? [Add new editor](#)

	Name	Affiliations	Areas of Expertise	Email ID
<input type="radio"/>			EARTH SCIENCES,ECONOMIC SCIENCES	
<input type="radio"/>				
<input type="radio"/>			HEAT AND MASS EXCHANGE PROCESSES, PROPERTIES OF SUBSTANCES AND MATERIALS,Hydrogen energy	
<input type="radio"/>				
<input type="radio"/>				

Note: You can use search option to filter the editor



Note: You can add a new editor by clicking [Add new editor](#).

Note: You can view the profile of the Editor by clicking the editor name.

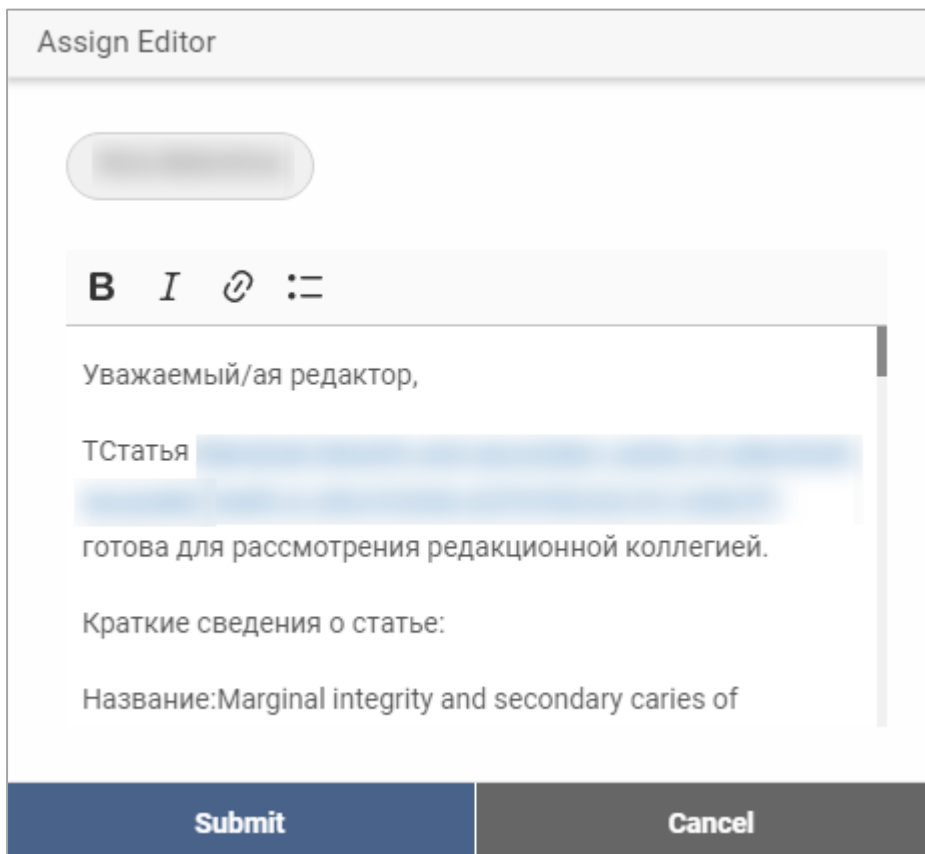
Step 1: Select the editor by clicking  next to the editor name.

Note: When the article is resubmitted, by default, the last invited editor is in selected state, as shown below:

	Name	Affiliations	Areas of Expertise	Email ID
<input checked="" type="radio"/>			EMOTION AND MOTIVATION,BEHAVIORAL PSYCHOLOGY	
<input type="radio"/>				
<input type="radio"/>			PHYSICS AND ASTRONOMY,FUNDAMENTAL BASES OF AGRICULTURAL SCIENCES,CLINICAL PSYCHOLOGY,COGNITION,PERSONALITY	

Step 2: Click ASSIGN. The message window opens as shown below:





Step 3: Edit the message as required.

Step 4: Click **Submit**. Author Portal shows the following message and updates the article status in the dashboard.

You have successfully invited an Editor!

**Case 2 - When you click **Cancel**, you must assign the editor by following the below procedure.**

In the Journal dashboard,

Step 1: Click **Compliant Article - 2**. The Article Dashboard lists only the articles that are compliant.

Step 2: Click **Take Action** at the end of the article panel to which you want to assign the editor. The menu expands as shown below:

**Assign Editors**

The Assign Editor page opens as shown below:

### Assign Editor

ASSIGN

Can't find your Editor? [Add new editor](#)

	Name	Affiliations	Areas of Expertise	Email ID
<input type="radio"/>	[blurred]	[blurred]	EARTH SCIENCES,ECONOMIC SCIENCES	[blurred]
<input type="radio"/>	[blurred]	[blurred]		[blurred]
<input type="radio"/>	[blurred]	[blurred]	HEAT AND MASS EXCHANGE PROCESSES, PROPERTIES OF SUBSTANCES AND MATERIALS,Hydrogen energy	[blurred]
<input type="radio"/>	[blurred]	[blurred]		[blurred]
<input type="radio"/>	[blurred]	[blurred]		[blurred]

Note: You can use search option to filter the editor

Note: You can add a new editor by clicking Add new editor

Step 3: Select the editor by clicking  before the editor name.

Step 4: Click ASSIGN. The message window opens as shown below:

### Assign Editor

B I @ :=

Уважаемый/ая редактор,

Статья [blurred]  
[blurred]  
готова для рассмотрения редакционной коллегией.

Краткие сведения о статье:

Название: Marginal integrity and secondary caries of

Submit
Cancel

Step 5: Edit the message, as required.

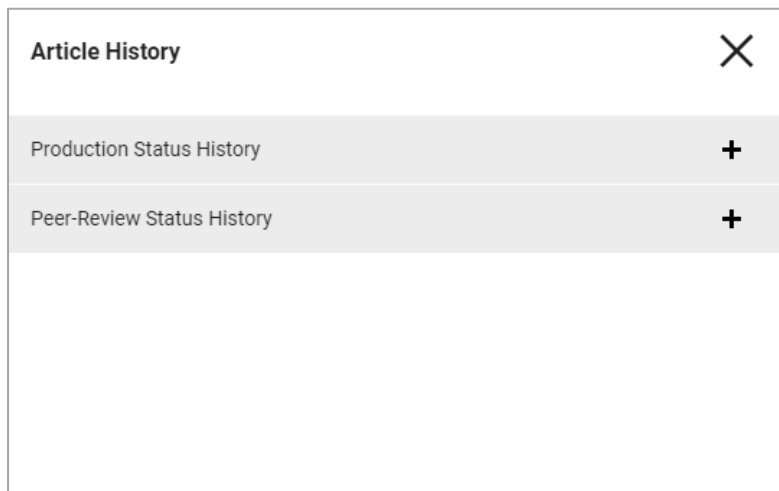
Step 6: Click **Submit**. Author Portal shows the following message and updates the article status in the dashboard.

You have successfully invited an Editor!

### 13.3 View Article History

You can view the history of transactions (both peer review and production) of the article in the Article History.

Step 1: Click [Article History](#). The Article History panel opens as shown below:



#### 13.3.1 View Peer-review Status

Step 1: Click **Peer-Review Status History**. The accordion expands as shown below:

### Peer-Review Status History

[Download All](#)

**NB** 00:33 PM 19 Nov 2019  
Chief Editor [redacted] has invited 1 Reviewers - [redacted]

[View Email](#)

---

**LK** 04:36 PM 18 Nov 2019  
Journal Manager [redacted] has assigned the article to Chief Editor [redacted]

[View Email](#)

---

**LK** 04:29 PM 18 Nov 2019  
Journal Manager [redacted] has marked the article as Compliant

[View Email](#)


You can view the email sent to the respective actor by clicking [View Email](#). The mail window opens as shown below:

**Subject:** Запрос на рецензирование статьи от редакции журнала Журнал физической химии | Request for manuscript review [Resend Email](#)

**To:** [redacted]

**Cc:**

---

 Pleiades Publishing

**уведомление | Notification**

Уважаемый/ая рецензент,

Статья [redacted] готова для рассмотрения редакционной коллегией.

Краткие сведения о статье:

**Close**

You can resend the email by clicking [Resend Email](#).

Note: You can download the article history by clicking [Download All](#).

For an accepted article, the Peer-review status will be displayed as shown below:

Peer-Review Status History [Download All](#)

---

**NB** 00:43 PM 15 Oct 2019  
Chief Editor [redacted] has marked the article as Accepted for publication

---

**LK** 00:42 PM 15 Oct 2019  
Journal Manager [redacted] has assigned the article to Chief Editor [redacted]

---

**LK** 00:41 PM 15 Oct 2019  
Journal Manager [redacted] has marked the article as Compliant

---

**LK** 00:39 PM 15 Oct 2019  
Journal Manager [redacted] has marked the article as Pending for Submission Check

---

**NC** 02:26 PM 19 Nov 2019  
Author I [redacted] has made the article submission

### Auto-reminder Emails

Periodic reminder emails are sent automatically to the author and reviewer for their pending action items. The periodicity and the email content are as per the journal specification.

For authors the reminder mails are sent for the following actions:

- Submission Not Compliant
- Minor Revision Required
- Major Revision Required
- Accepted and Requested for Translation
- Submission Not Suitable.

For reviewer the reminder mails are sent for the following actions:

- Reviewer Response
- Reviewer Comment.

The auto-reminder emails are logged in Article History as shown below:



11:02 AM 18 Nov 2019

An auto-reminder was sent on 11:02 AM 18 Nov 2019

### 13.3.2 View Production Status

Production status will be available only for the accepted articles.

Step 1: Click **Production Status History**. The accordion expands as shown below:

**Production Status History** —

---

01:22 PM 15 Oct 2019  
This Article is marked as Article Proofing

---

06:34 PM 15 Oct 2019  
This Article is marked as Article Composition

---

06:26 PM 15 Oct 2019  
This Article is marked as Article Processing

The status is marked with time and date of the status change.

## 14 View Reports

You can view the number of articles in each stage using Reports page:

Step 1: Click the journal name (for example: **Журнал физической химии**). The Article Dashboard with the status of all the articles submitted in the journal are listed as shown below:

Step 2: Click . The reports page opens as shown below:

DESCRIPTION	May 2019	Jun 2019	TOTAL
Pending for Submission Check	2	3	5

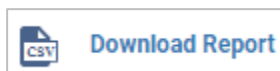
By default, it shows the report of the current date. You can view the report for any date range by entering the date.

Report Details shows the number of article in each stage for current and previous month as shown below:

Report Details All Download Report

DESCRIPTION	May 2019	Jun 2019	TOTAL
Pending for Submission Check	2	3	5
Unassigned	0	1	1
Assigned To Editor	1	0	1
Reviewer(s) Assigned	0	0	0
Rejected With No Resubmission	0	0	0
Review In progress	0	0	0
Accepted	1	1	2
Minor revision required	0	0	0
Decision In progress	2	0	2
Review Submitted	0	0	0
Reviewer Assignment Pending	0	0	0
Decline Request	0	0	0
Submission not Compliant	1	0	1
Submission not suitable	0	0	0
Rejected	0	0	0
Major revision required	0	0	0
Accepted And Requested For Translation	0	0	0
Accepted And Translation Submitted	0	0	0

You can download this report in CSV format by clicking

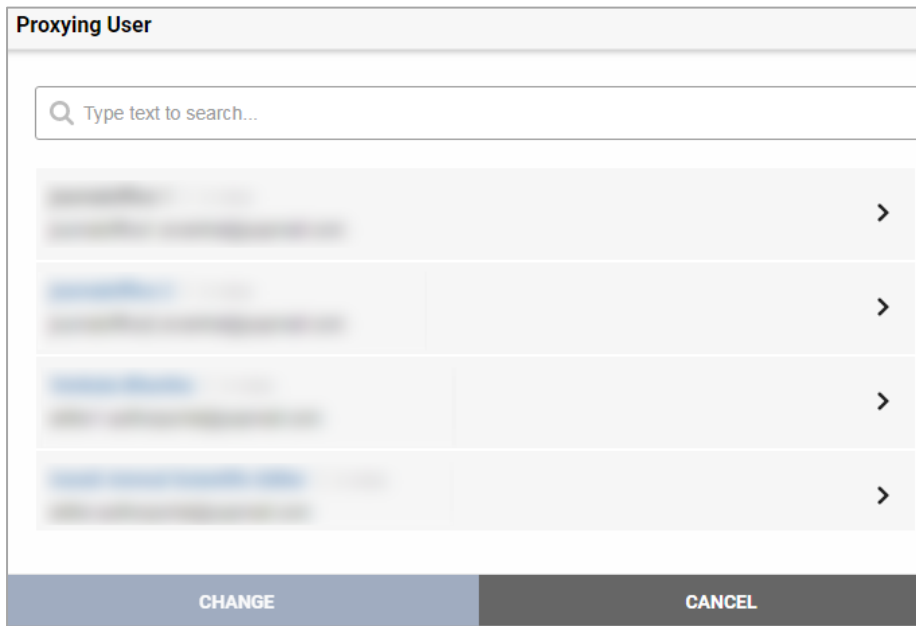


## 15 Proxy any Registered User

This option helps to proxy any registered user so that you can complete a task on their behalf, in case of the intended user being unable to do so.

Step 1: In the Article Dashboard page, click . The “Proxy user as” window opens as shown below:





Note: You can view the profile of the user by clicking the user name.

Step 2: Select the user by clicking the  against the user name.

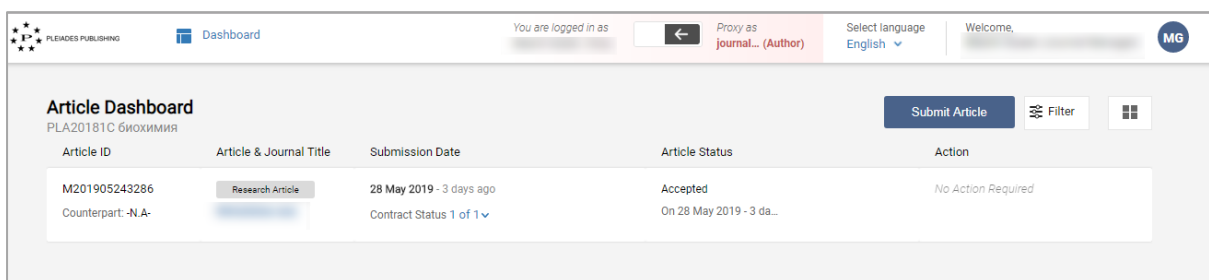
When a user is assigned to more than one role:

Step 2.1: click  against the user name. The roles assigned to actor are listed as shown below:



Step 2.2: Select the role you want to proxy by clicking the  against the actor.

Step 3: Click **CHANGE**. The Dashboard page of the selected user opens as shown below:



See the respective sections in this document to perform the actions of the corresponding actors.


## 16 Logout of Proxy Mode

Step 1: Click . Author Portal shows the following message:

Proxy Session Logout

Are you sure want to logout proxy session?

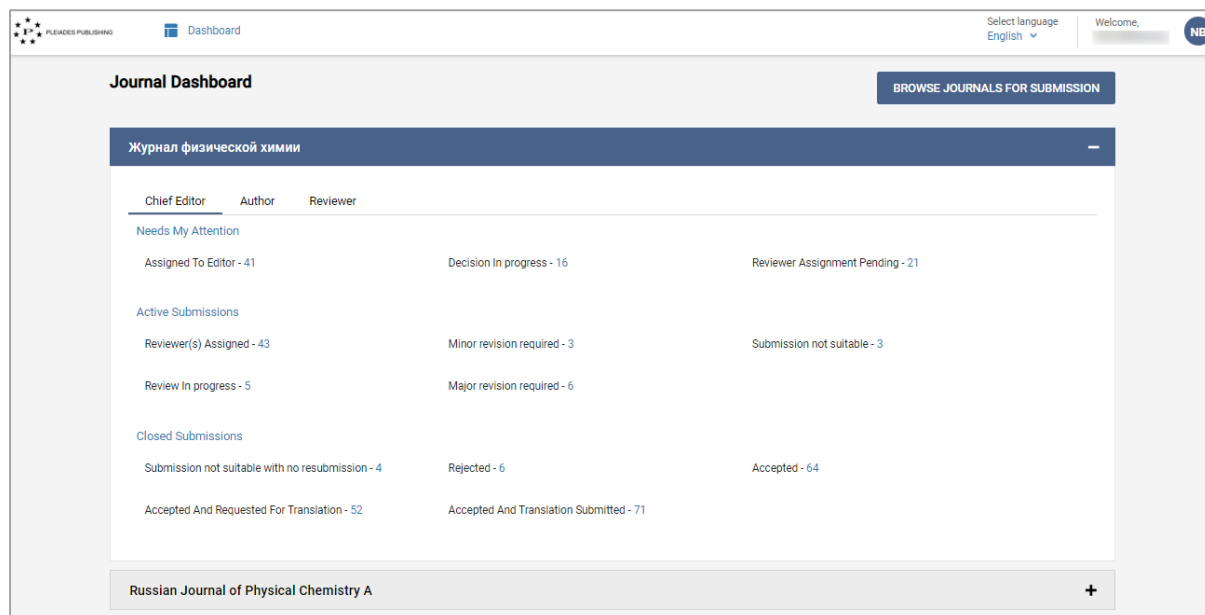
**YES** **NO**

Step 2: Click . You are directed to your Dashboard.

# Editor

## 17 View the Status of the Articles

When you log in to Author Portal the Journal Dashboard opens as shown below:



**Journal Dashboard** (Russian Journal of Physical Chemistry A)

**Needs My Attention**

Chief Editor	Author	Reviewer
Assigned To Editor - 41	Decision In progress - 16	Reviewer Assignment Pending - 21

**Active Submissions**

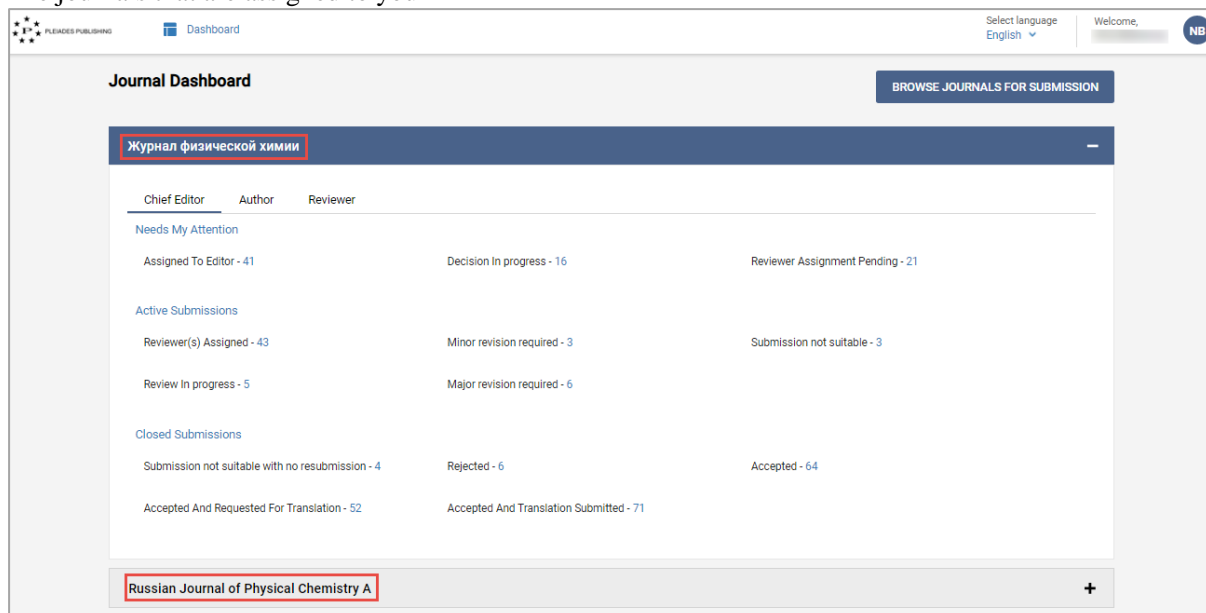
Reviewer(s) Assigned - 43	Minor revision required - 3	Submission not suitable - 3
Review In progress - 5	Major revision required - 6	

**Closed Submissions**

Submission not suitable with no resubmission - 4	Rejected - 6	Accepted - 64
Accepted And Requested For Translation - 52	Accepted And Translation Submitted - 71	

The Journal Dashboard lists the following details:

1. The journals that are assigned to you



**Journal Dashboard** (Russian Journal of Physical Chemistry A)

**Needs My Attention**

Chief Editor	Author	Reviewer
Assigned To Editor - 41	Decision In progress - 16	Reviewer Assignment Pending - 21

**Active Submissions**

Reviewer(s) Assigned - 43	Minor revision required - 3	Submission not suitable - 3
Review In progress - 5	Major revision required - 6	

**Closed Submissions**

Submission not suitable with no resubmission - 4	Rejected - 6	Accepted - 64
Accepted And Requested For Translation - 52	Accepted And Translation Submitted - 71	

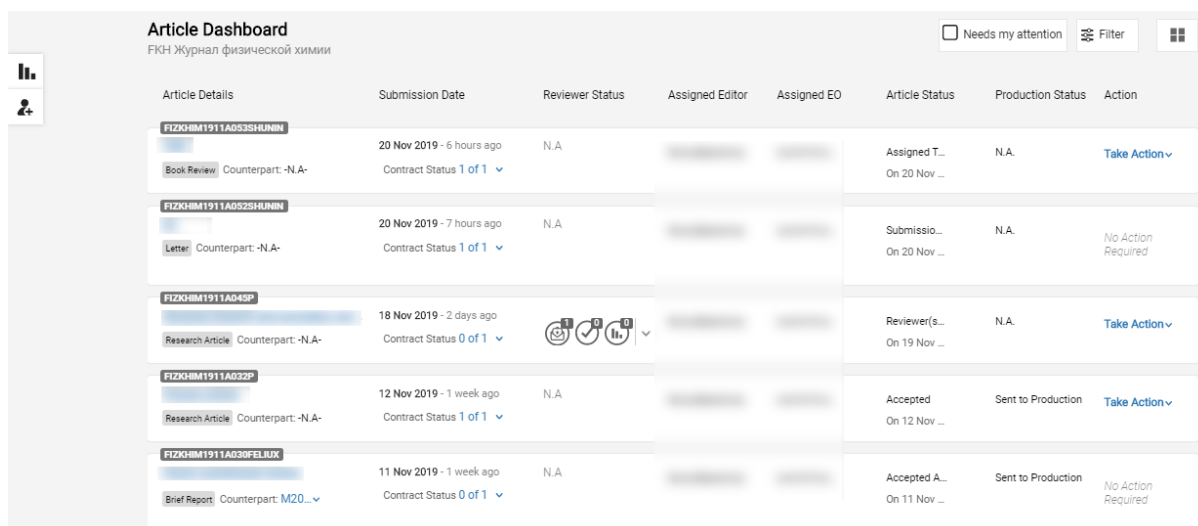
Note: The Red marker in the journal name/role indicates pending action.

2. Number of articles in various stages that are grouped as Needs my attention, Active submissions and Closed submissions:

Chief Editor	Author	Reviewer
<b>Needs My Attention</b>		
Assigned To Editor - 41	Decision In progress - 16	Reviewer Assignment Pending - 21
<b>Active Submissions</b>		
Reviewer(s) Assigned - 43	Minor revision required - 3	Submission not suitable - 3
Review In progress - 5	Major revision required - 6	
<b>Closed Submissions</b>		
Submission not suitable with no resubmission - 4	Rejected - 6	Accepted - 64
Accepted And Requested For Translation - 52	Accepted And Translation Submitted - 71	

## 17.1 View the Status of all the Articles in a Journal

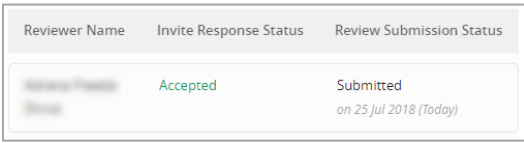
Step 1: Click the journal name (for example: **Журнал физической химии**). The Article Dashboard with the status of all the articles submitted in the journal are listed as shown below:



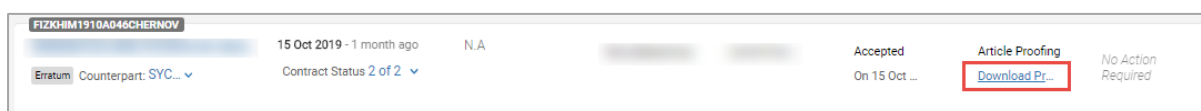
Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
<b>FIZKHM1911A033SHUNN</b> Book Review Counterpart: -N.A-	20 Nov 2019 - 6 hours ago Contract Status 1 of 1	N.A			Assigned T... On 20 Nov ...	N.A.	Take Action
<b>FIZKHM1911A032SHUNN</b> Letter Counterpart: -N.A-	20 Nov 2019 - 7 hours ago Contract Status 1 of 1	N.A			Submissio... On 20 Nov ...	N.A.	No Action Required
<b>FIZKHM1911A049P</b> Research Article Counterpart: -N.A-	18 Nov 2019 - 2 days ago Contract Status 0 of 1				Reviewer(s)... On 19 Nov ...	N.A.	Take Action
<b>FIZKHM1911A032P</b> Research Article Counterpart: -N.A-	12 Nov 2019 - 1 week ago Contract Status 1 of 1	N.A			Accepted On 12 Nov ...	Sent to Production	Take Action
<b>FIZKHM1911A030FELIUX</b> Brief Report Counterpart: M20...	11 Nov 2019 - 1 week ago Contract Status 0 of 1	N.A			Accepted A... On 11 Nov ...	Sent to Production	No Action Required

The details that are displayed in the article Dashboard are tabulated below:

Header	Description
Article Details	Displays article identification, title, article type and counterpart article detail
Submission Date	Date of submission along with contract form status
Reviewer Status	<p>The status of reviewer is depicted here:</p> <p>N.A – indicates that the reviewer is not yet assigned</p> <p> - indicates that the reviewer is assigned.  - indicates the number of reviewers assigned;  - indicates the number of reviewers accepted the article for review;  - indicates the number of reviewers</p>


	<p>submitted the article after reviewing. When you click this the menu expand as shown below:</p> 
Assigned EO	Editorial Office assigned to article.
Article Status	Current status of the article in review process.
Production Status	Current status of the article in production process post acceptance
Action	Indicates the action required from you.

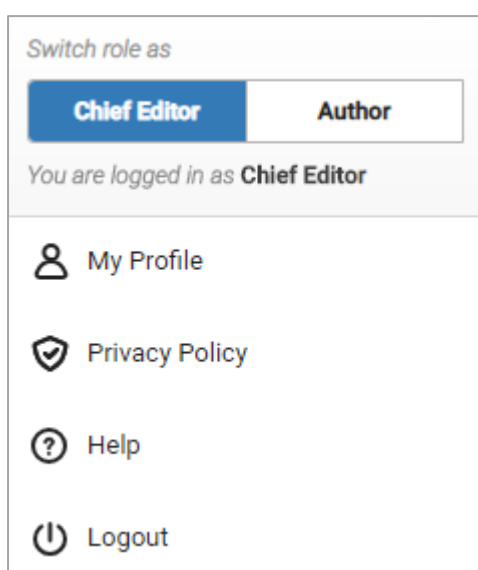
Note: When the article is in Proofing stage, a link to download the proof is provided in the article dashboard as shown below:



### 17.1.1 Multiple Roles

When you are assigned to multiple roles, you can switch between the roles by following the below procedure:

Step 1: Click the user icon (for example: ) on the top-right corner of the browser. The menu expands as shown below:



Note: The current role is highlighted in blue.


Step 2: Click the new role (for example: **Author**). The article dashboard of the new role is displayed.

### 17.1.2 Filter the Articles that Requires My Attention

Step 1: Click  **Needs my attention**. The articles that requires my attention are filtered and listed.

### 17.1.3 View Contract



Step 1: Click **1 of 1** in Submission Date row. The menu expands as shown below:

Author's Name	Contract Form
 <b>Corresponding Author</b>	<a href="#">Contract.pdf</a>
Incase if you need request for a contract resubmission <a href="#">Request to resubmit contract forms</a>	

Step 2: Click the file name (for example: [Contract.pdf](#)). The form is downloaded.

### 17.1.4 Request Contract Resubmission

Step 1: Click **1 of 1** in Submission Date row. The menu expands as shown below:

Author's Name	Contract Form
 <b>Corresponding Author</b>	
Incase if you need request for a contract resubmission <a href="#">Request to resubmit contract forms</a>	

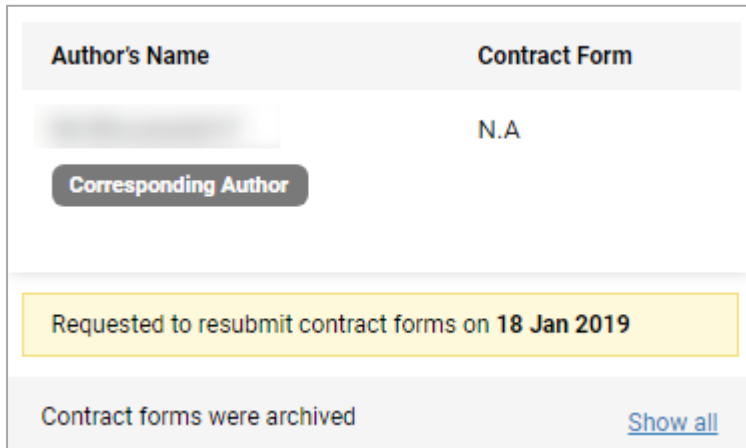
Step 2: Click [Request to resubmit contract forms](#). The following message is displayed.

**Requested to resubmit contract forms on 18 Jan 2019**

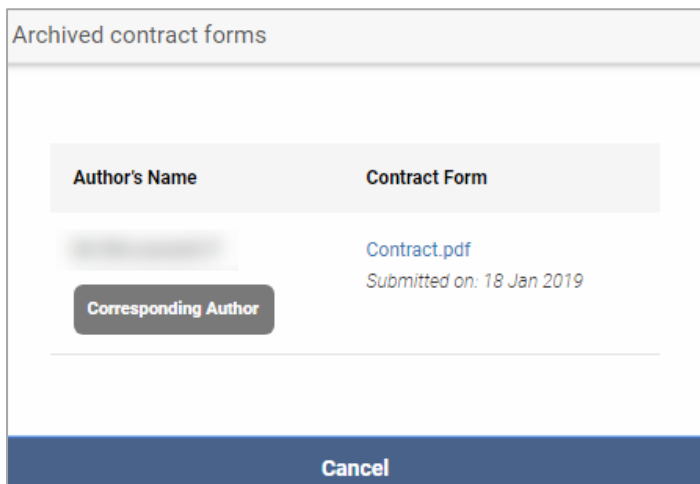
### 17.1.5 View Pervious Version of the Contract

This option is available only when resubmission is requested

Step 1: Click **1 of 1** in Submission Date row. The menu expands as shown below:



Step 2: Click **Show all**. The Archived contract forms window opens as shown below:



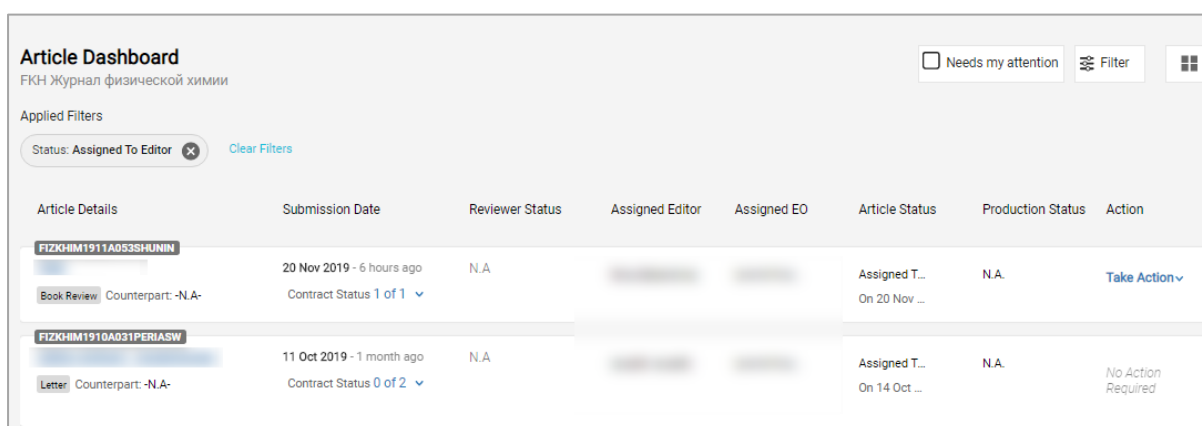
Note: You can view the profile of the author by clicking the author name.

Step 3: Click the file name (for example: **Contract.pdf**). The form is downloaded.

## 17.2 View the Articles in each Status

Clicking the particular status lists the articles in that status. For example, when you want to view the articles that are in “Assigned To Editor” status:

Step 1: Click **Assigned To Editor - 2**. The Article Dashboard with the articles that are assigned to the reviewers are listed as shown below:



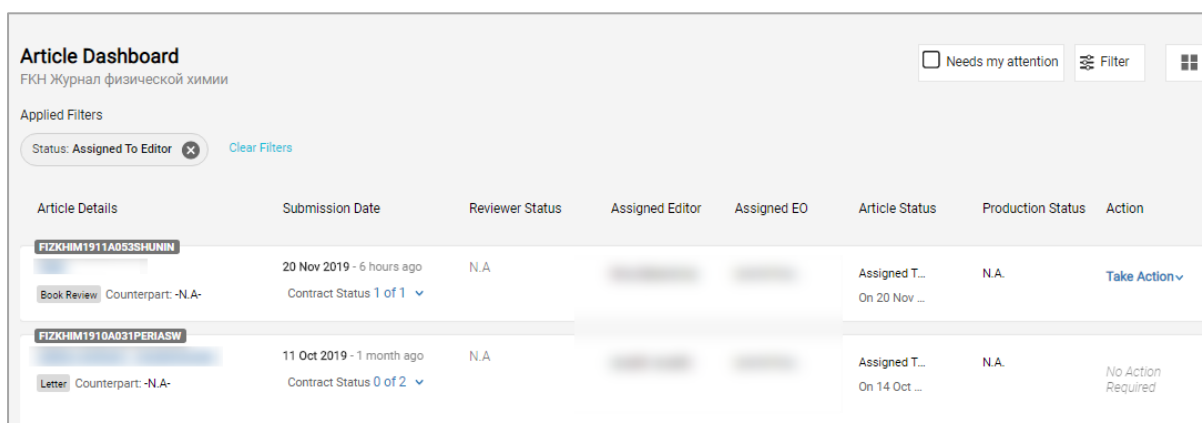
Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
<b>FIZKHIM1911A053SHUNIN</b> Book Review   Counterpart: -N.A-	20 Nov 2019 - 6 hours ago Contract Status 1 of 1	N.A			Assigned T... On 20 Nov ...	N.A.	Take Action
<b>FIZKHIM1910A031PERIASW</b> Letter   Counterpart: -N.A-	11 Oct 2019 - 1 month ago Contract Status 0 of 2	N.A			Assigned T... On 14 Oct ...	N.A.	No Action Required

## 18 View an Article and Take Action

### 18.1 View an Article

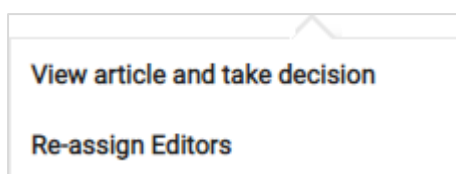
In the Dashboard,

Step 1: Click **Assigned To Editor - 2**. The Article Dashboard with the articles that are in assigned to the editor are listed as shown below:



Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
<b>FIZKHIM1911A053SHUNIN</b> Book Review   Counterpart: -N.A-	20 Nov 2019 - 6 hours ago Contract Status 1 of 1	N.A			Assigned T... On 20 Nov ...	N.A.	Take Action
<b>FIZKHIM1910A031PERIASW</b> Letter   Counterpart: -N.A-	11 Oct 2019 - 1 month ago Contract Status 0 of 2	N.A			Assigned T... On 14 Oct ...	N.A.	No Action Required

Step 2: Click **Take Action** at the panel end of the article you want to view. The menu expands as shown below:



Step 3: Click **View article and take decision**. The article page opens as shown below:



**Marginal integrity and secondary caries of selectively excavated teeth in vitro**

PLA20182 System Biology

Original Version

[Show Submitted Files](#)

Take Action ▼

---

**Marginal integrity and secondary caries of selectively excavated teeth in vitro**

Received Date: 3 Jun 2019

**METADATA**

Title:

Marginal integrity and secondary caries of selectively excavated teeth in vitro

Abstract:

Selective caries removal involves sealing of carious dentin beneath restorations, which might decrease their marginal integrity and increase the susceptibility for secondary caries and microleakage. The present study compared these marginal characteristics of restorations in selectively and completely excavated teeth.

Author Details:

Corresponding Author

Email: [REDACTED]

Affiliation: [REDACTED]

Show Alternate Metadata

**To add the review comment(s)...**

Click the below button to add comments for the article.

[Add comments to author](#)

The Article page displays the article metadata and the links to the author submitted files.

### 18.1.1 View Alternate Metadata

By default, Author Portal displays the metadata information in English, you can view the same in Russian language by clicking Show Alternate Metadata.

### 18.1.2 Download Author Submitted files

You can scroll down the page or

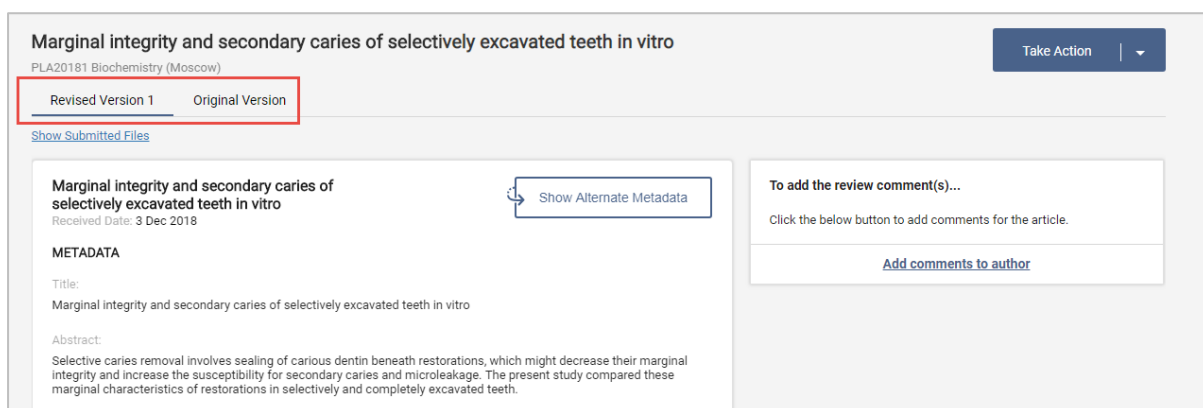
Step 1: Click Show Submitted Files. The files are displayed as shown below:

Documents uploaded by Author	Download All
Marginal integrity and secondary caries of selectively excavated teeth in vitro.docx   Manuscript	
fig1.png   Figures	
fig2.png   Figures	
fig3.jpg   Figures	
fig4.png   Figures	
M201902267578_metadata.xls   Metadata	

You can download the files by clicking next to the file.

The metadata information of the article can be downloaded in Microsoft Excel format by clicking the download button next to <<Article ID>>\_metadata.xls (For example: **M201902267578 metadata.xls** ).

Note: When the article is resubmitted by the author, you can view the original version by clicking the corresponding tab.



**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 PLA20181 Biochemistry (Moscow) Take Action | ▾

**Revised Version 1**    Original Version

[Show Submitted Files](#)

**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 Received Date: 3 Dec 2018

[Show Alternate Metadata](#)

**METADATA**

Title:  
 Marginal integrity and secondary caries of selectively excavated teeth in vitro

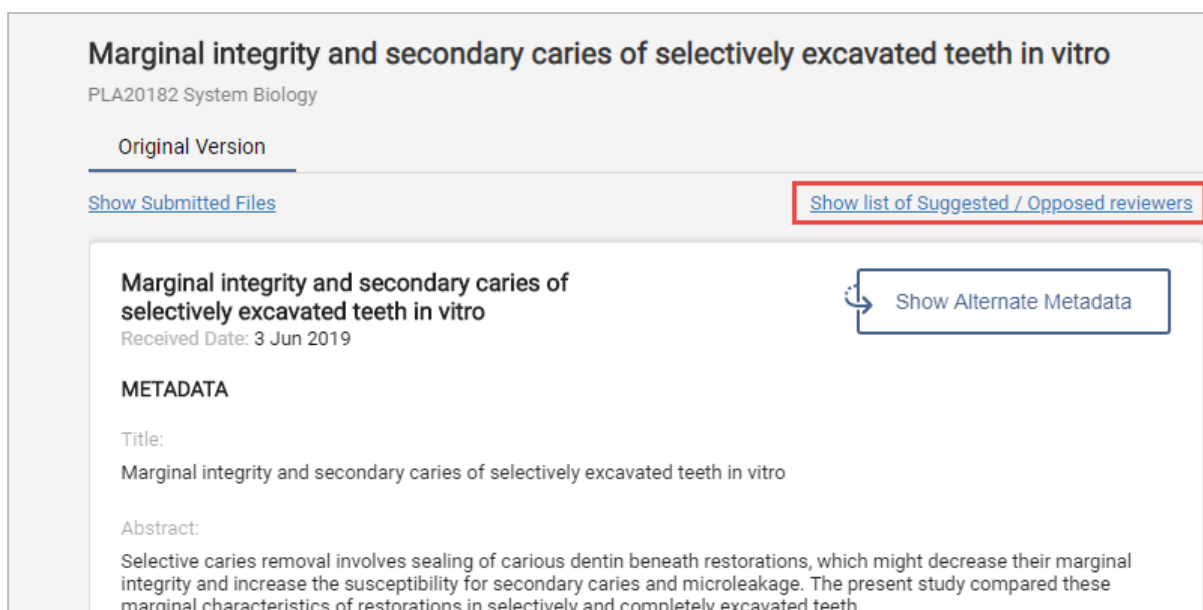
Abstract:  
 Selective caries removal involves sealing of carious dentin beneath restorations, which might decrease their marginal integrity and increase the susceptibility for secondary caries and microleakage. The present study compared these marginal characteristics of restorations in selectively and completely excavated teeth.

To add the review comment(s)...  
 Click the below button to add comments for the article.

[Add comments to author](#)

### 18.1.3 View Suggested or Opposed Reviewers

When author has suggested or opposed reviewer, the following option is added in the article page:



**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 PLA20182 System Biology

**Original Version**

[Show Submitted Files](#) [Show list of Suggested / Opposed reviewers](#)

**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 Received Date: 3 Jun 2019

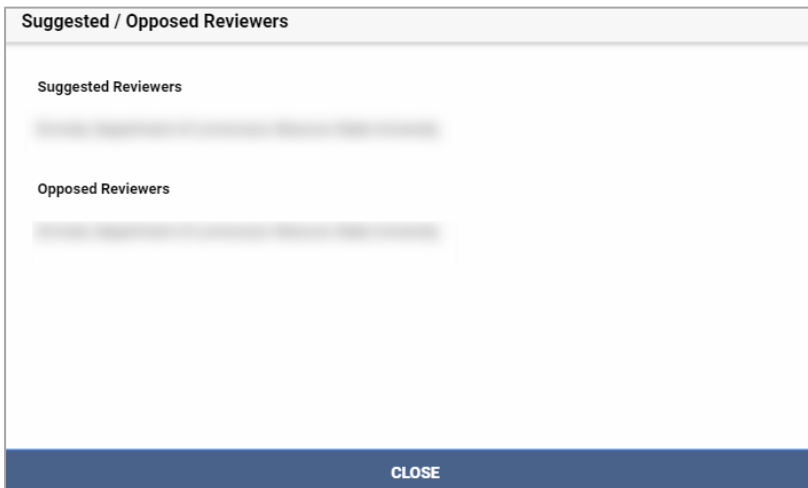
[Show Alternate Metadata](#)

**METADATA**

Title:  
 Marginal integrity and secondary caries of selectively excavated teeth in vitro

Abstract:  
 Selective caries removal involves sealing of carious dentin beneath restorations, which might decrease their marginal integrity and increase the susceptibility for secondary caries and microleakage. The present study compared these marginal characteristics of restorations in selectively and completely excavated teeth.

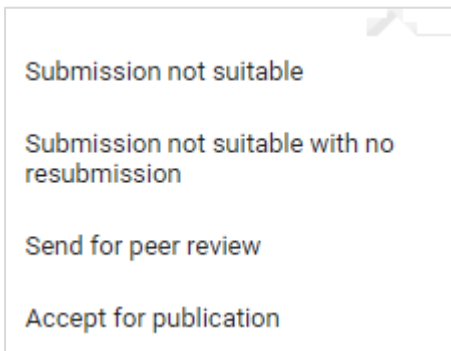
Click [Show list of Suggested / Opposed reviewers](#) . The Suggested/Opposed Reviewers window opens as shown below:



## 18.2 Make Decision - Submitted Article

The following decisions appears for the articles that are newly submitted or resubmitted.

Step 1: Click **Take Action** | ▾. The dropdown opens as shown below:



### 18.2.1 Submission not Suitable

When you click **Submission not suitable**, a textbox appears as shown below:

Take Action

**B** *I* @ :=

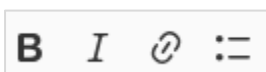
С сожалением сообщая вам, что ваша рукопись  
 Предельная целостность и вторичный кариес  
 избирательно (Идентификатор статьи: M201901171810)  
 не подходит для публикации в ее нынешней форме для  
 Biochemistry (Moscow).

Пожалуйста, найдите комментарии к обзору ниже /  
 напротив вашей статьи на нашей платформе

Notify Author
Cancel

Step 1: Edit the message as required.

Note: You can format the message text using the format options available in the textbox



Step 2: Click Notify Author. The message is sent as an email to the author.

### 18.2.2 Submission not Suitable with no resubmission

When you click Submission not suitable with no resubmission, a textbox appears as shown below:

Take Action

**B** *I* @ :=

дорогая

С сожалением сообщая, что ваша рукопись Предельная  
 целостность и вторичный кариес избирательно  
 (Идентификатор статьи: M201901171810) не  
 рекомендуется для публикации в Biochemistry (Moscow).

Пожалуйста, найдите комментарии рецензента ниже /  
 напротив вашей статьи на нашей платформе

Notify Author
Cancel

Step 1: Edit the message as required.

Note: You can format the message text using the format options available in the textbox







Step 2: Click **Notify Author**. The message is sent as an email to the author.

### 18.2.3 Send for Peer Review

When you click **Send for peer review**, Author Portal shows the following window:

File(s) from author's submission

Except manuscript you can de-select more than one files before assigning this article to reviewers.

<input checked="" type="checkbox"/>		Marginal integrity and secondary caries of selectively excavated teeth in vitro.docx		Manuscript
<hr/>				
<input checked="" type="checkbox"/>		fig1.png		Figures
<hr/>				
<input checked="" type="checkbox"/>		fig2.png		Figures
<hr/>				
<input checked="" type="checkbox"/>		fig3.jpg		Figures




CANCEL
INVITE REVIEWERS

The window shows all the files submitted by the author. By default, all the files are selected. You can deselect the files that are inappropriate for reviewers.

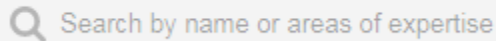
Step 1: Click **Invite Reviewer**. Assign reviewer window opens as shown below:

Assign Reviewer(s) ASSIGN

Can't find your reviewer? [Add new reviewer](#)
 Show only available reviewers

Name	Affiliations	Areas of Expertise	Availability	Email ID
<input type="checkbox"/>	 [blurred]	EARTH SCIENCES,ECONOMIC SCIE NCES	Available <span style="font-size: small;">Reviewer Statistics ▾</span>	[blurred]
<input type="checkbox"/>	 [blurred]	EARTH SCIENCES,ECONOMIC SCIE NCES	Available <span style="font-size: small;">Reviewer Statistics ▾</span>	[blurred]
<input type="checkbox"/>	 [blurred]	EARTH SCIENCES,ECONOMIC SCIE NCES	Available <span style="font-size: small;">Reviewer Statistics ▾</span>	[blurred]

Note: You can use search option to filter the editor



Note: You can add a new editor by clicking [Add new reviewer](#)

Note: You can view the profile of the reviewer by clicking the reviewer name.

Note: When the article is resubmitted, by default, the last invited reviewer is in selected state, as shown below:

Name	Affiliations	Areas of Expertise	Availability	Email ID
<input checked="" type="checkbox"/>			Available <a href="#">Reviewer Statistics</a>	
<input type="checkbox"/>		CHEMISTRY AND MATERIALS SCIENCES	Available <a href="#">Reviewer Statistics</a>	

Note: When author has suggested or opposed reviewer, the following option is added in the Assign Reviewer(s) page:

**ASSIGN**

*i* Click the below link to view the list of reviewers the author have suggested and opposed for the review process.  
[Show list of Suggested / Opposed reviewers](#)

Show only available reviewers

Can't find your reviewer? [Add new reviewer](#)

Name	Affiliations	Areas of Expertise	Availability	Email ID
<input type="checkbox"/>	Biochemistry Moscow Editorial Office	BIOLOGY	Unavailable Unavailable from 31-05-2019 to 08-06-2019 <a href="#">Reviewer Statistics</a>	
<input type="checkbox"/>	Biochemistry Moscow Editorial Office	FUNDAMENTAL BASES OF ENGINEERING SCIENCES,BEHAVIORAL PSYCHOLOGY	Available <a href="#">Reviewer Statistics</a>	

Click [Show list of Suggested / Opposed reviewers](#) to view Suggested/Opposed Reviewers

Note: You can view the availability of a reviewer in Availability column.

**Unavailable**  
 Unavailable from 31-05-2019 to 08-06-2019  
[Reviewer Statistics](#)

Note: You can view the reviewer statistics by clicking [Reviewer Statistics](#)

Review Statistics	
Review in progress	4 Articles
Number of Reviews Accepted/Submitted	12/1 Articles
Number of Reviews Declined/No Response	1/18 Articles

Step 2: Select the reviewer by clicking the corresponding check box.

Note: You can select more than one reviewer.

Note: You can use search option to filter the reviewers , by name or areas of expertise.

Step 3: Click **ASSIGN**. The message box opens as shown below:

**Assign Reviewer(s)**

×

**B** *I* @ :=


Уважаемый/ая ,

ТСтатья   
 ) готова  
 для рассмотрения редакционной коллегией.


Краткие сведения о статье:

Название:

Submit
Cancel

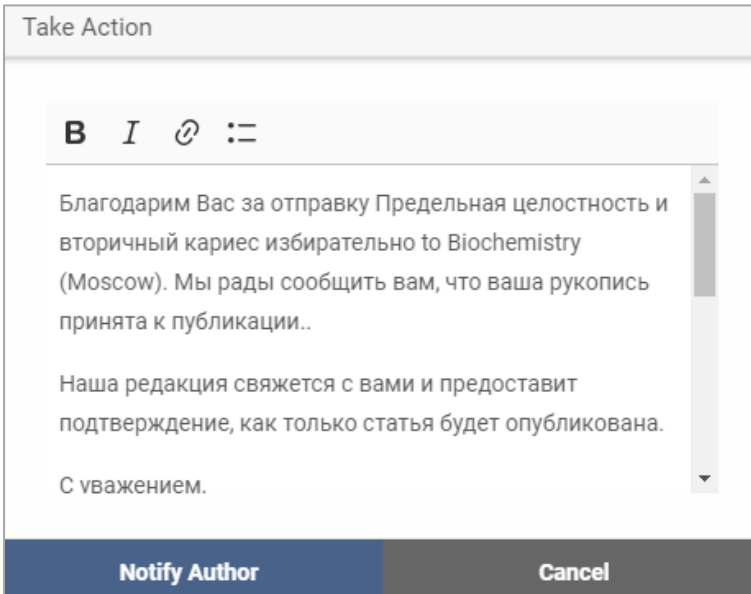
Note: You can remove a reviewer in this window by clicking .

Step 4: Edit the message, if required.

Step 5: Click . The reviewer is invited and the status is updated.

### 18.2.4 Accepted


When you click , a textbox appears as shown below:



Step 1: Edit the message as required.

Note: You can format the message text using the format options available in the textbox



Step 2: Click . The message is sent as an email to the author and a notification is sent to the editorial office.

### 18.3 Make Decision - Reviewed Article

When the editor gets enough review comments from the reviewers, the editor can change the status to 'Decision in Progress' to take the decision on the submitted article.

Step 1: Click  in the Dashboard. The Article Dashboard opens as shown below:



**Article Dashboard**  
PLA20181 Biochemistry (Moscow)

Needs my attention Filter

Applied Filters  
Status: Decision Inprogress Clear Filters

Article ID	Article & Journal Title	Submission Date	Reviewer Status	Article Status	Action
M201901033657 Counterpart: -N.A-	SERIES ARTICLE	11 Jan 2019 - 1 week ago Contract Form Status 2 of 2	5 1 1	Decision Inprogress On 11 Jan 2019 - 6 day...	Take Action

Step 2: Click **Take Action**. The menu expands as shown below:

View article and take decision

Invite More Reviewer

Step 3: Click **View article and take decision**. The Article page opens as shown below:

Marginal integrity and secondary caries of selectively excavated teeth in vitro  
PLA20181 Biochemistry (Moscow)

Original Version

Show Submitted Files

**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
Received Date: 30 Nov 2018

Show Alternate Metadata

**METADATA**

Title:  
Marginal integrity and secondary caries of selectively excavated teeth in vitro

Abstract:  
Selective caries removal involves sealing of carious dentin beneath restorations, which might decrease their marginal integrity and increase the susceptibility for secondary caries and microleakage. The present study compared these marginal characteristics of restorations in selectively and completely excavated teeth.

Author Details:  
Corresponding Author

Email:  
Affiliation:

Keywords:  
Partial, Residual caries; Caries removal; Marginal integrity; Secondary caries; Biofilm; Microleakage

To add the review comment(s)...  
Click the below button to add comments for the article.  
Add comments to author

**Reviews**

(Reviewer) To Hide

(Reviewer) To Hide

(Reviewer)

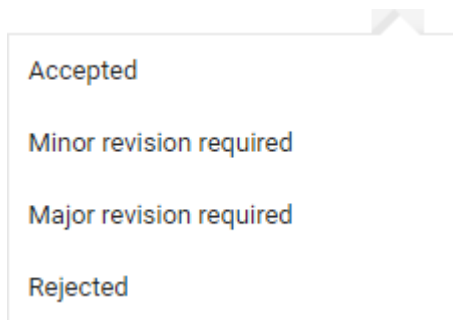
### 18.3.1 Decision in Progress

For some journals, when the reviewer submits the article after review, by default the article moves to “Decision Inprogress” so this process may not be applicable to those journals.

Step 1: Click **Take Action**. The menu expands as shown below:

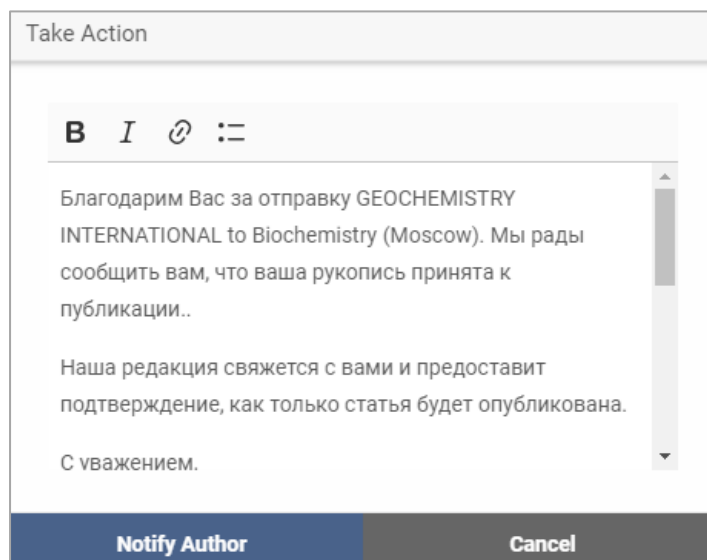
Decision Inprogress

Step 2: Click **Decision Inprogress**. The menu in the Take Action button is updated as shown below:



### 18.3.2 Minor Revision Needed

When you click **Minor revision required**, a textbox appears as shown below:



Step 1: Edit the message as required.

Note: You can format the message text using the format options available in the textbox



Step 2: Click **Notify Author**. The following window opens:

You are one step away to submit your decision.

Please record your overall rating and for the Reviewers who has submitted the review comments.

☆☆☆☆

Submit my decision with ratings      Cancel

Step 3: Provide your Star-rating about the reviewer and enter your comments, if any.

Step 4: Click **Submit my decision with ratings**. The message is sent as an email to the author.

### 18.3.3 Major Revision Needed

When you click **Major revision required**, a textbox appears as shown below:

Take Action

**B I @ :=**

Идентификатор статьи: M201901033657  
 заглавие: GEOCHEMISTRY INTERNATIONAL  
 Biochemistry (Moscow)

дорогая Д-р каруня кумар,

Рецензенты уже прокомментировали вашу статью. Вы увидите, что они советуют вам пересмотреть вашу рукопись.

Notify Author      Cancel

Step 1: Edit the message as required.

Note: You can format the message text using the format options available in the textbox

**B I @ :=**

Step 2: Click **Notify Author**. The following window opens:

You are one step away to submit your decision.

Please record your overall rating and for the Reviewers who has submitted the review comments.

☆☆☆☆

Submit my decision with ratings      Cancel

Step 3: Provide your Star-rating about the reviewer and enter your comments, if any.

Step 4: Click **Submit my decision with ratings**. The message is sent as an email to the author.

#### 18.3.4 Rejected

When you click **Rejected**, a textbox appears as shown below:

Take Action

**B I @ :=**

дорогая Д-р [redacted]

С сожалением сообщая вам, что ваша рукопись  
 GEOCHEMISTRY INTERNATIONAL (Идентификатор  
 статьи: M201901033657) не рекомендуется для  
 публикации в Biochemistry (Moscow).

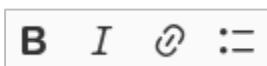
Пожалуйста, найдите комментарии рецензента против  
 вашей статьи на нашей платформе представления

Notify Author      Cancel

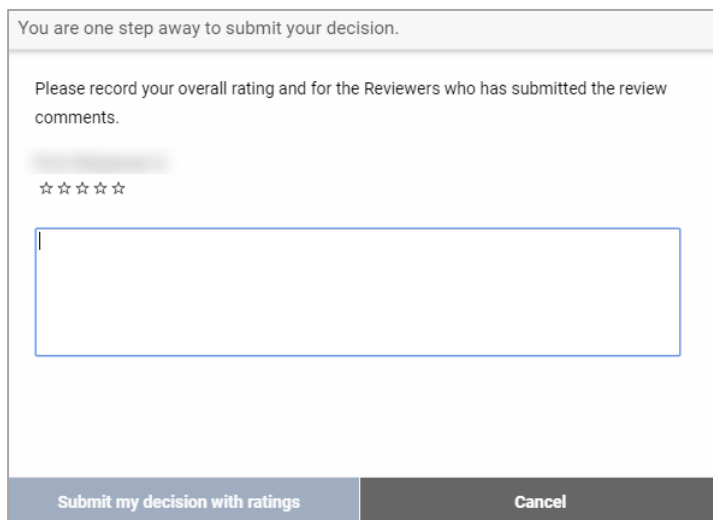
Step 1: Edit the message as required.

The reasons for rejection are listed in the message. You can remove whichever is not applicable and also you can provide a Short Report on the article.

Note: You can format the message text using the format options available in the textbox



Step 2: Click **Notify Author**. The following window opens:

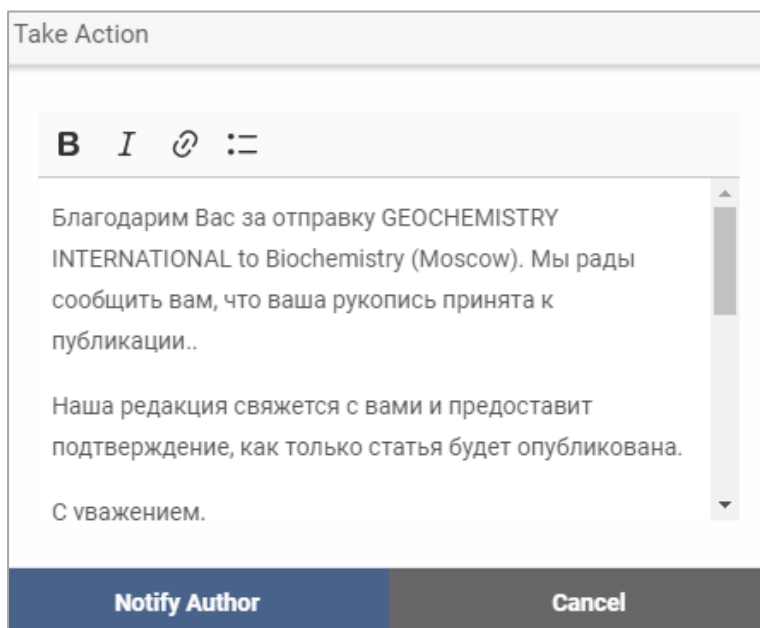


Step 3: Provide your Star-rating about the reviewer and enter your comments, if any.

Step 4: Click **Submit my decision with ratings**. The message is sent as an email to the author and a notification is sent the editorial office.

### 18.3.5 Accepted

When you click **Accepted**, a textbox appears as shown below:

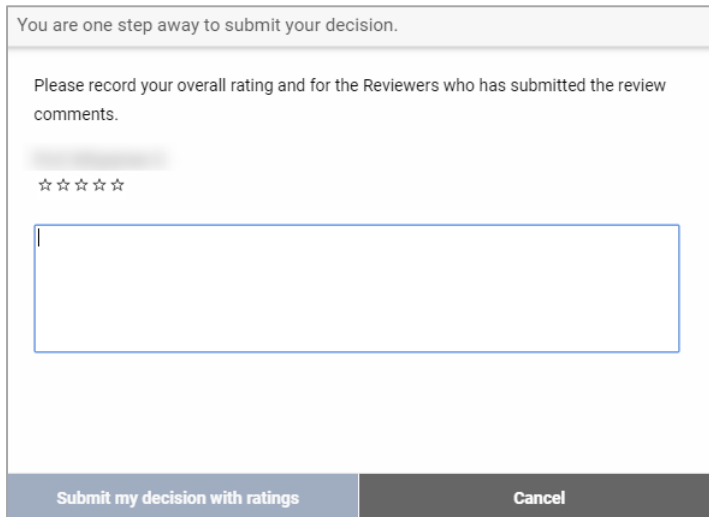


Step 1: Edit the message as required.

Note: You can format the message text using the format options available in the textbox



Step 2: Click **Notify Author**. The following window opens:



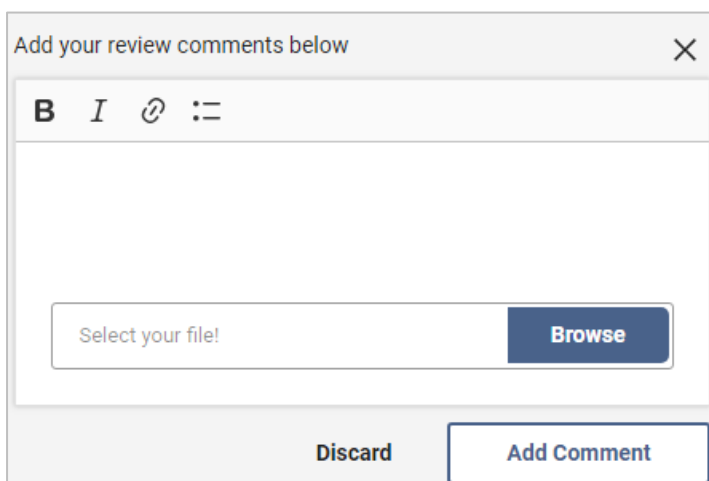
Step 3: Provide your Star-rating about the reviewer and enter your comments, if any.

Step 4: Click **Submit my decision with ratings**. The message is sent as an email to the author and a notification is sent to the editorial office.

## 19 Provide Review Comments

You can add comments on the article which can be viewed by the author.

Step 1: Click **Add comments to author**. The comment box opens as shown below:



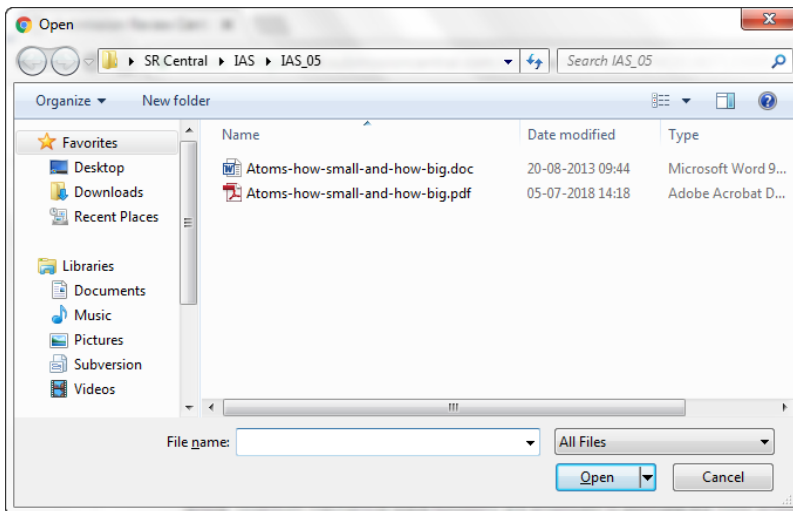
Step 2: Enter the comments in the text box.

Note: You can format the message text using the format options available in the textbox



### 19.1.1 Attach a File


Step 1: Click **Browse**. The “Open” dialog opens as shown below:



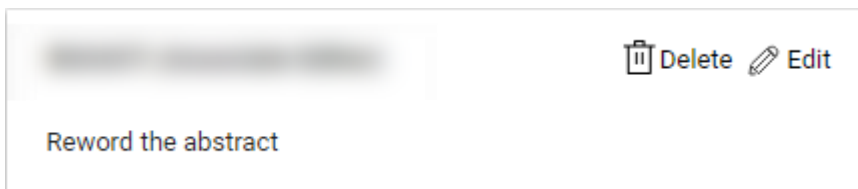
Step 2: Navigate the file you want to attach.

Step 3: Click **Open**. The file is attached as shown below:



Note: You can delete the attached file by clicking .

Step 4: Click **Add Comment**. The comment is added as shown below:



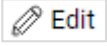
## 19.2 To View My Comments

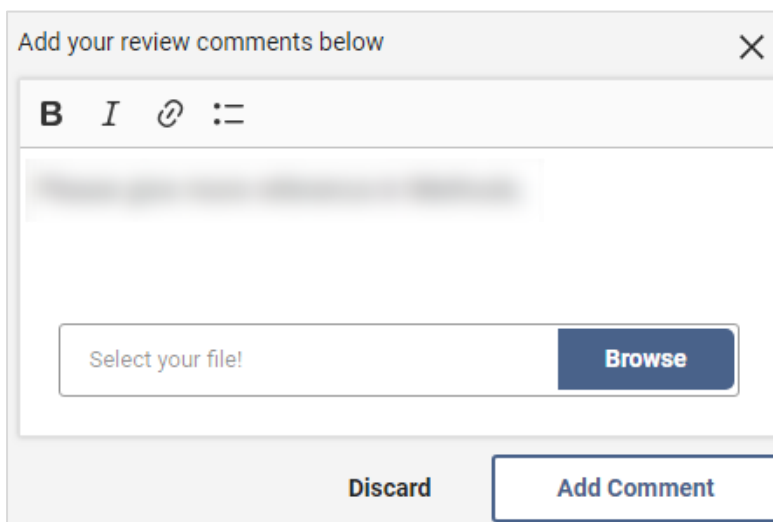
The comments are listed in the right side under Reviews as shown below:




### 19.3 To Edit My Comment

Your comments are listed under Reviews in the right side. To edit a particular comment.

Step 1: Click . The comment opens as shown below:



Step 2: Make required edits.

Step 3: Click . The comment is updated.

### 19.4 To Delete My Comment

Your comments are listed under Reviews. To delete a particular comment.

Step 1: Click . Author Portal shows the following message:



**Delete Confirmation**

---

Are you sure want to delete this?

Delete
Cancel

Step 2: Click Delete. The comment is removed from the Reviews list.

## 20 Reassign Editor

When the articles are in the following stage, you can re-assign them to other editors:


- Assigned to Editor
- Reviewer Assignment Pending
- Reviewer Assigned
- Review In Progress and Decision In Progress

Step 1: Click Take Action | ▾. The menu expands as shown below:

**View article and take decision**

**Re-assign Editors**

Step 2: Click Re-assign Editors. Assign Editor window opens as shown below:


Dashboard

Select language  
 English ▾

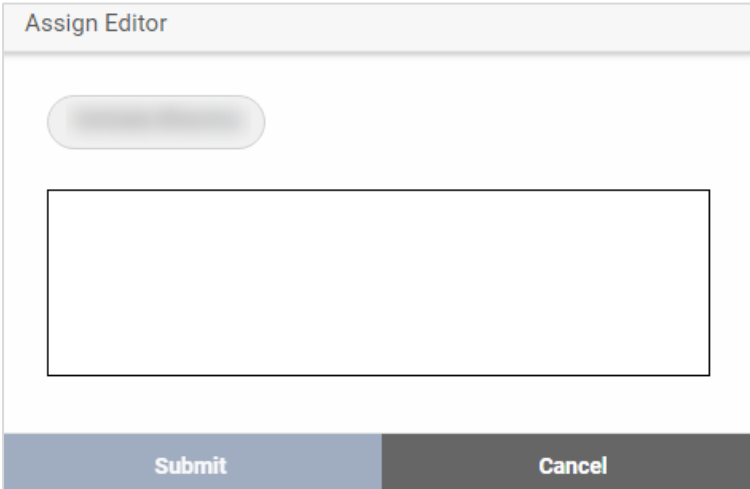
Welcome,  
 (Associate Editor) IA

**Assign Editor** ASSIGN

Name	Affiliations	Areas of Expertise	Email ID
<input type="checkbox"/> <span style="background-color: #eee; padding: 2px 10px; border: 1px solid #ccc;">[Blurred Name]</span>	<span style="background-color: #eee; padding: 2px 10px; border: 1px solid #ccc;">[Blurred Affiliation]</span>	<span style="background-color: #eee; padding: 2px 10px; border: 1px solid #ccc;">[Blurred Expertise]</span>	<span style="background-color: #eee; padding: 2px 10px; border: 1px solid #ccc;">[Blurred Email]</span>

Step 3: Select the editor by clicking  before the editor name.

Step 4: Click ASSIGN. The message box opens as shown below:



The image shows a dialog box titled "Assign Editor". At the top, there is a grey header bar with the text "Assign Editor". Below the header, there is a large, empty rectangular text area for entering a message. Above this text area, there is a small, rounded rectangular button that is currently disabled (greyed out). At the bottom of the dialog box, there are two buttons: "Submit" on the left and "Cancel" on the right.

Step 5: Enter the message.

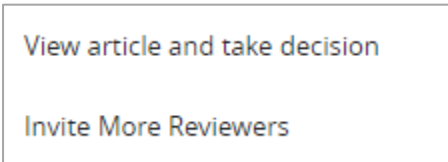
Step 6: Click **Submit**. The article is reassigned and Author Portal shows the following message:

**You have successfully invited an Editor!**

## 21 View Reviewer's Comments

This option is available for the articles that are reviewed.

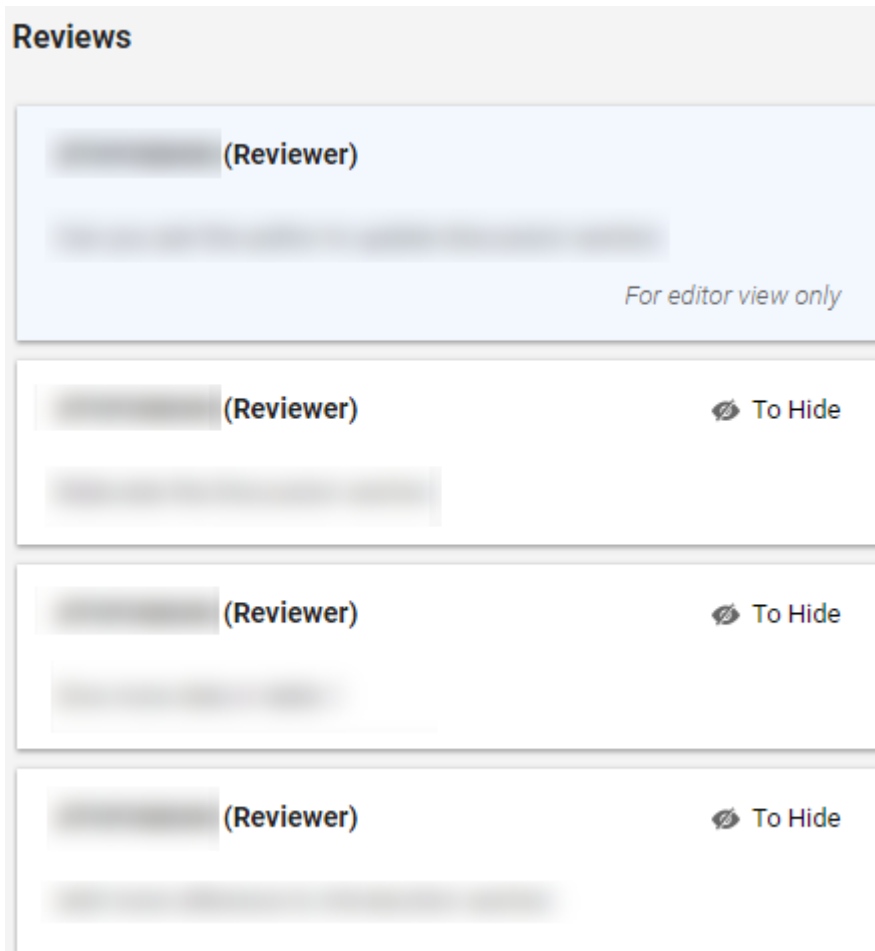
Step 1: Click **Take Action** . The menu expands as shown below:



The image shows an expanded menu with two options: "View article and take decision" and "Invite More Reviewers".

Step 2: Click **View article and take decision** . The article page opens.

The Reviewers comments are listed under Reviews along with your comments, if any, in the right side as shown below

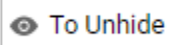


The editor-only comments are highlighted in blue. These comments are visible only to the editor and not to the author.

### 21.1 Hide Reviewer Comments

You can hide the reviewer's comments by clicking . The author will not be able to view the hidden comments.

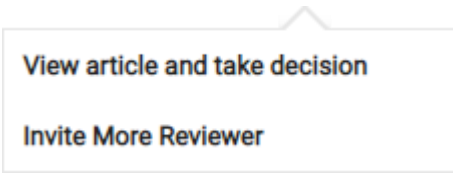
### 21.2 Unhide Reviewer Comments

You can unhide the hidden reviewer's comments by clicking .

## 22 Invite More Reviewers

This option is available for the articles that are reviewed.

Step 1: Click **Take Action** . The menu expands as shown below:



Step 2: Click **Invite More Reviewers**. Assign Reviewer(s) page opens as shown below:

Assign Reviewer(s)					ASSIGN
Name	Affiliations	Areas of Expertise	Availability	Email ID	
<input type="checkbox"/>	[Redacted]	Novo State University	Math,Physics	Available	[Redacted]
<input type="checkbox"/>	[Redacted]	Novo State University	BIOLOGY	Available	[Redacted]
<input type="checkbox"/>	[Redacted]	Novo State University	Math,Physics	Available	[Redacted]
<input type="checkbox"/>	[Redacted]	Novo State University	Math,Physics	Available	[Redacted]
<input type="checkbox"/>	[Redacted]	Novo State University	FUNDAMENTAL BASES OF MEDICAL SCIENCES	Unavailable Unavailable from 07-01-2019 to 25-01-2019	[Redacted]
<input type="checkbox"/>	[Redacted]	Novo State University	BIOLOGY	Available	[Redacted]

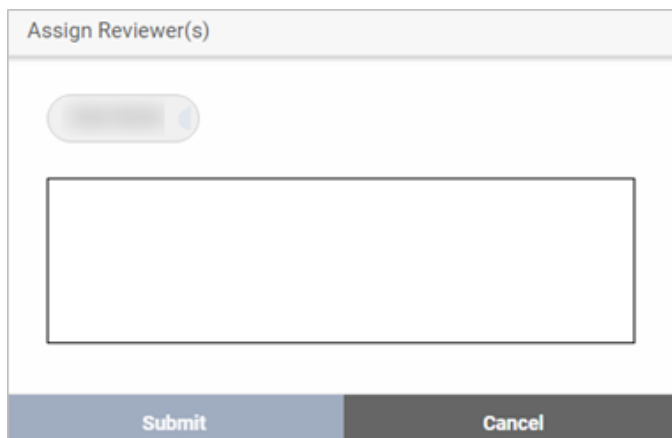
Note: You can view the availability of a reviewer in Availability column.


Step 3: Select the reviewer by clicking  before the reviewer name.

Note: You can select more than one reviewer at a time.

Note: You can use search option to filter the reviewers

Step 4: Click **ASSIGN**. The message box opens as shown below:



Note: You can remove a reviewer in this window by clicking .

Step 5: Enter the message to the reviewer.

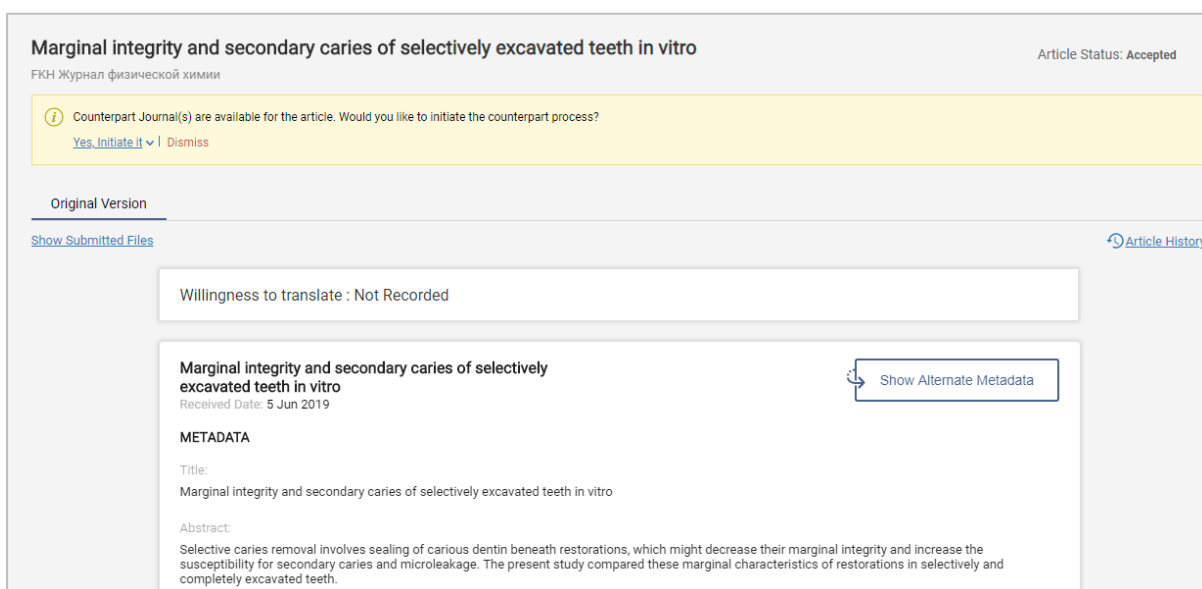
Step 6: Click **Submit**. The reviewer is invited.

## 23 Initiate Counterpart Process

When an article from a journal for which counterpart is available is accepted for publication, it is marked with a red dot as shown below:

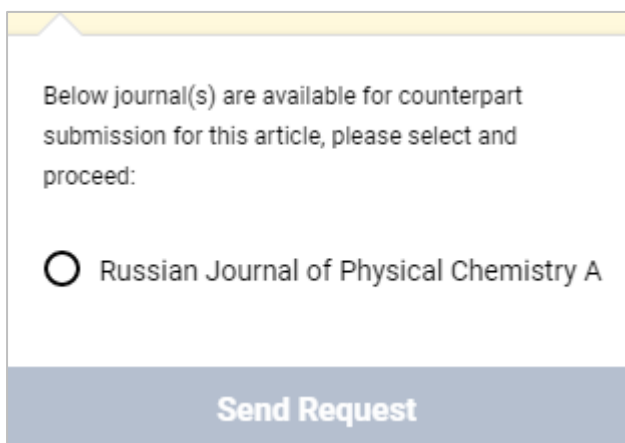


Step 1: Click the article title (For example: **Marginal integrity and s...**) in the article dashboard, the article page opens as shown below:




A yellow banner is added as shown in the above screenshot.

Step 2: Click **Yes, Initiate it**. The dropdown opens as shown below:



Step 3: Select the journal by clicking the option button next to the journal title.

Step 4: Click **Send Request**. The counter process is initiated and the message in the banner changes as shown below:

 You have requested counterpart journal submission for Russian Journal of Physical Chemistry A to author.

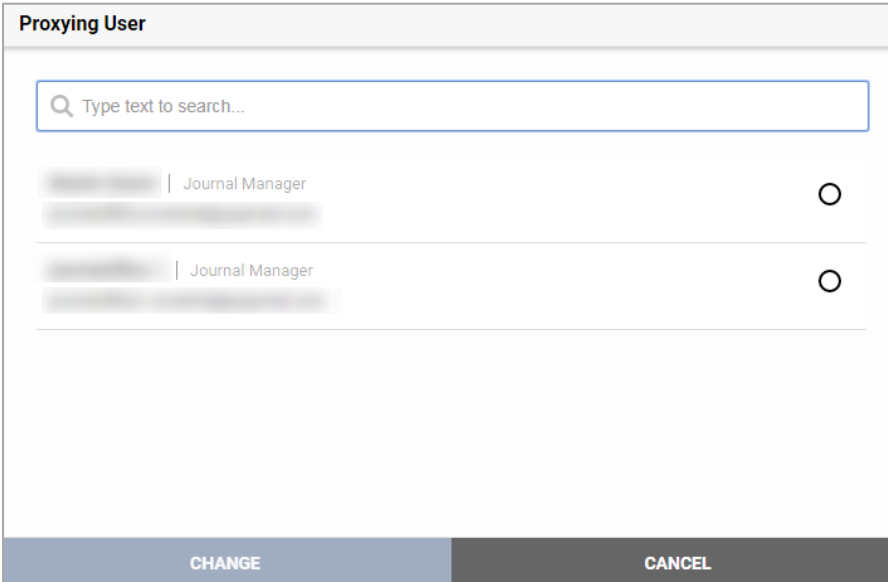
## Chief Editor


Along with the features described in the [editor](#) section, you will have access to the following additional feature: Proxy JO, View articles assigned to all the associate editors, and View Reports.


### 24 Proxy JO

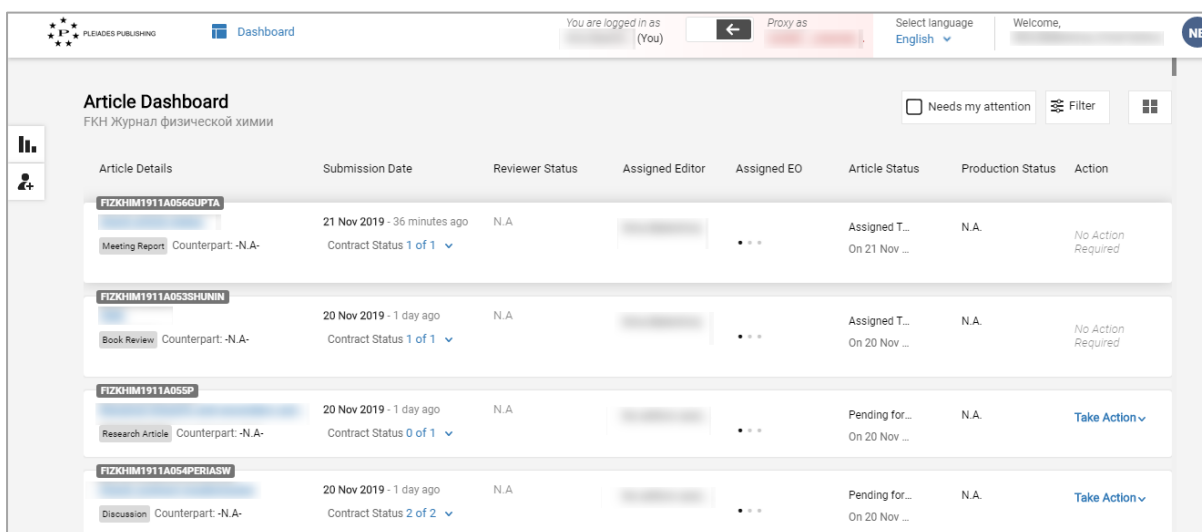
This option helps to proxy any registered user so that you can complete a task on their behalf, in case of the intended user being unable to do so.

Step 1: In the Article Dashboard page, click . The “Proxy user as” window opens as shown below:



Step 2: Select the user by clicking the  against the user name.

Step 3: Click . The Dashboard page of the selected user opens as shown below:

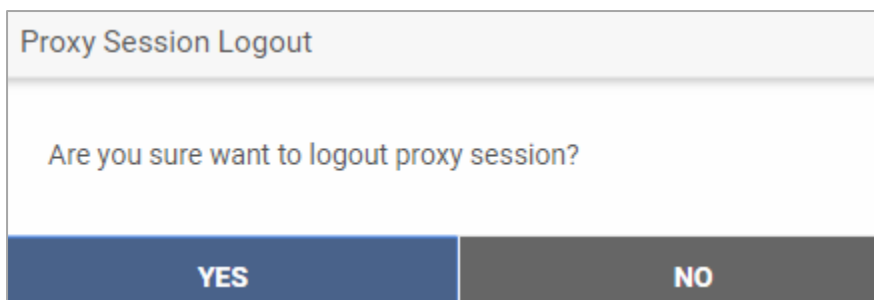


Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
FZKHIM1911A056GUPTA Meeting Report Counterpart: -N.A-	21 Nov 2019 - 36 minutes ago Contract Status 1 of 1	N.A			Assigned T... On 21 Nov ...	N.A.	No Action Required
FZKHIM1911A053SHUNIN Book Review Counterpart: -N.A-	20 Nov 2019 - 1 day ago Contract Status 1 of 1	N.A			Assigned T... On 20 Nov ...	N.A.	No Action Required
FZKHIM1911A055P Research Article Counterpart: -N.A-	20 Nov 2019 - 1 day ago Contract Status 0 of 1	N.A			Pending for... On 20 Nov ...	N.A.	Take Action
FZKHIM1911A054PERIASW Discussion Counterpart: -N.A-	20 Nov 2019 - 1 day ago Contract Status 2 of 2	N.A			Pending for... On 20 Nov ...	N.A.	Take Action

View [Editorial Office](#) section to perform the actions of the journal office.

## 25 Logout of Proxy Mode

Step 1: Click . Author Portal shows the following message:



Proxy Session Logout

Are you sure want to logout proxy session?

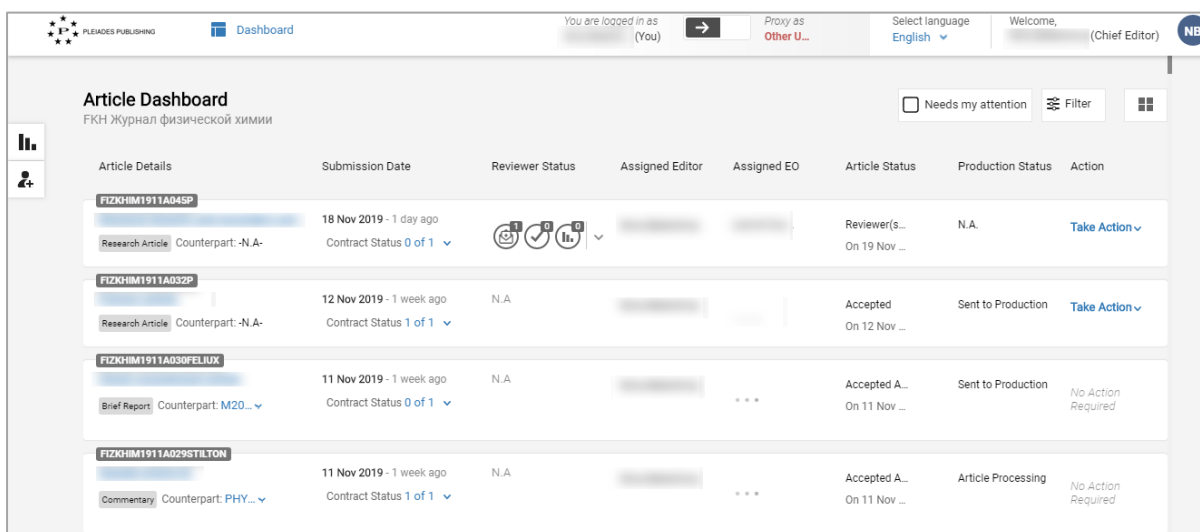
YES NO

Step 2: Click **YES**. You are directed to your Dashboard.

## 26 View the Articles Assigned to All the Associate Editors

Step 1: Click the journal name (for example: **Журнал физической химии**). The Article Dashboard with the status of all the articles submitted in the journal are listed as shown below:





**Article Dashboard**  
ФХН Журнал физической химии

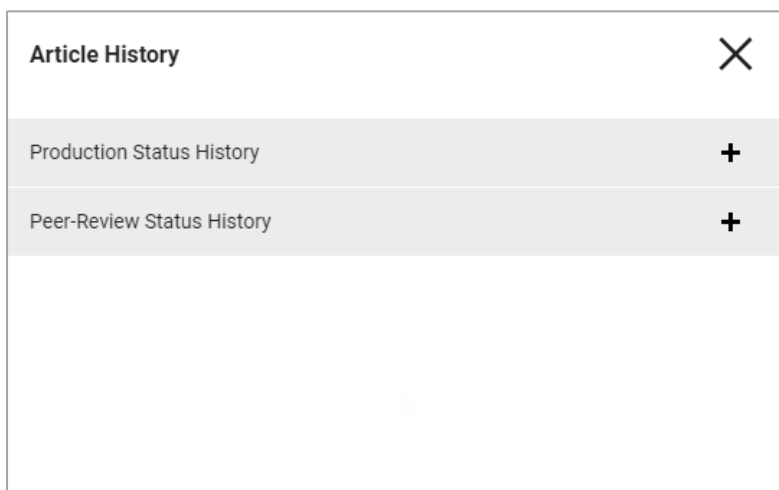
Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
<b>FZKHM1911A04SP</b> Research Article Counterpart: -N A-	18 Nov 2019 - 1 day ago Contract Status 0 of 1				Reviewer(s... On 19 Nov ...	N.A.	Take Action
<b>FZKHM1911A032P</b> Research Article Counterpart: -N A-	12 Nov 2019 - 1 week ago Contract Status 1 of 1	N.A.			Accepted On 12 Nov ...	Sent to Production	Take Action
<b>FZKHM1911A030FELIUX</b> Brief Report Counterpart: M20...	11 Nov 2019 - 1 week ago Contract Status 0 of 1	N.A.		...	Accepted A... On 11 Nov ...	Sent to Production	No Action Required
<b>FZKHM1911A029STILTUN</b> Commentary Counterpart: PHY...	11 Nov 2019 - 1 week ago Contract Status 1 of 1	N.A.		...	Accepted A... On 11 Nov ...	Article Processing	No Action Required

The articles assigned to the associate editors are updated with “Action” status action not required.

## 27 View Article History

You can view the history of transactions (both peer review and production) of the article in the Article History.

Step 1: Click [Article History](#). The Article History panel opens as shown below:



**Article History** ✕

Production Status History +

Peer-Review Status History +

### 27.1 View Peer-review Status

Step 1: Click [Peer-Review Status History](#). The accordion expands as shown below:

### Peer-Review Status History

[Download All](#)

**NB** 00:33 PM 19 Nov 2019  
Chief Editor [redacted] has invited 1 Reviewers - [redacted]

[View Email](#)

---

**LK** 04:36 PM 18 Nov 2019  
Journal Manager [redacted] has assigned the article to Chief Editor [redacted]

[View Email](#)

---

**LK** 04:29 PM 18 Nov 2019  
Journal Manager [redacted] has marked the article as Compliant

[View Email](#)


You can view the email sent to the respective actor by clicking [View Email](#). The mail window opens as shown below:

**Subject:** Запрос на рецензирование статьи от редакции журнала Журнал физической химии | Request for manuscript review [Resend Email](#)

**To:** [redacted]

**Cc:**

---

 Pleiades Publishing

**уведомление | Notification**

Уважаемый/ая рецензент,

Статья [redacted] готова для рассмотрения редакционной коллегией.

Краткие сведения о статье:

[Close](#)

You can resend the email by clicking [Resend Email](#).

Note: You can download the article history by clicking [Download All](#).

For an accepted article, the Peer-review status will be displayed as shown below:

Peer-Review Status History [Download All](#)

---

**NB** 00:43 PM 15 Oct 2019  
Chief Editor [redacted] has marked the article as Accepted for publication

---

**LK** 00:42 PM 15 Oct 2019  
Journal Manager [redacted] has assigned the article to Chief Editor [redacted]

---

**LK** 00:41 PM 15 Oct 2019  
Journal Manager [redacted] has marked the article as Compliant

---

**LK** 00:39 PM 15 Oct 2019  
Journal Manager [redacted] has marked the article as Pending for Submission Check

---

**NC** 02:26 PM 19 Nov 2019  
Author I [redacted] has made the article submission

### 27.1.1 Auto-reminder Emails

Periodic reminder emails are sent automatically to the author and reviewer for their pending action items.

The periodicity and the email content are as per the journal specification.

For authors the reminder mails are sent for the following actions:

- Submission Not Complaint
- Minor Revision Required
- Major Revision Required
- Accepted and Requested for Translation
- Submission Not Suitable.

For reviewer the reminder mails are sent for the following actions:

- Reviewer Response
- Reviewer Comment.

The auto-reminder emails are logged in Article History as shown below:



11:02 AM 18 Nov 2019

An auto-reminder was sent on 11:02 AM 18 Nov 2019

## 27.2 View Production Status

Production status will be available only for the accepted articles.

Step 1: Click **Production Status History**. The accordion expands as shown below:

### Production Status History

01:22 PM 15 Oct 2019

This Article is marked as Article Proofing

---

06:34 PM 15 Oct 2019

This Article is marked as Article Composition

---


06:26 PM 15 Oct 2019

This Article is marked as Article Processing

The status is marked with time and date of the status change.

## 28 Add User

The journal dashboard opens with add user icon as shown below:


Dashboard

You are logged in as (You)
 Proxy as Other U...


Select language English
 Welcome, (Chief Editor) NB

### Article Dashboard

ФХН Журнал физической химии

Needs my attention
 Filter

Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
<b>FZKHM1911A045P</b> Research Article Counterpart: -N.A-	18 Nov 2019 - 1 day ago Contract Status 0 of 1				Reviewer(s... On 19 Nov ...	N.A.	Take Action
<b>FZKHM1911A052P</b> Research Article Counterpart: -N.A-	12 Nov 2019 - 1 week ago Contract Status 1 of 1	N.A.			Accepted On 12 Nov ...	Sent to Production	Take Action
<b>FZKHM1911A030FELIUX</b> Brief Report Counterpart: M20...	11 Nov 2019 - 1 week ago Contract Status 0 of 1	N.A.		***	Accepted A... On 11 Nov ...	Sent to Production	No Action Required
<b>FZKHM1911A029STILTON</b> Commentary Counterpart: PHY...	11 Nov 2019 - 1 week ago Contract Status 1 of 1	N.A.		***	Accepted A... On 11 Nov ...	Article Processing	No Action Required

**Step 1:** Click  in the left pane. The Add/Update User form opens as shown below:

**Add User**

**Personal Details** \*marked fields are mandatory

Please enter the email ID and click ENTER to add or update the user details. You can add roles for the entered email ID for the journals you have access to.

Email ID\*

---

**Russian**

**English**

---

**Add Roles**  
Showing journals whichever you have access in this system.

**Genomics**

<input checked="" type="checkbox"/> Author	<input type="checkbox"/> Associate Editor	<input type="checkbox"/> Chief Editor	<input type="checkbox"/> Reviewer
Primary Role ▾	Additional Role ▾	Additional Role ▾	Additional Role ▾

**Biochemistry (Moscow)**

<input checked="" type="checkbox"/> Author	<input type="checkbox"/> Associate Editor	<input type="checkbox"/> Chief Editor	<input type="checkbox"/> Reviewer
Primary Role ▾	Additional Role ▾	Additional Role ▾	Additional Role ▾

**System Biology**

<input checked="" type="checkbox"/> Author	<input type="checkbox"/> Associate Editor	<input type="checkbox"/> Chief Editor	<input type="checkbox"/> Reviewer
Primary Role ▾	Additional Role ▾	Additional Role ▾	Additional Role ▾

**UPDATE**

## 28.1 Add New User

Step 1: Enter the email id of the new user.

Step 2: Click anywhere outside the email id field. The other fields are enabled as shown below:

### Add User

**Personal Details** \* marked fields are mandatory

Please enter the email ID and click ENTER to add or update the user details. You can add roles for the entered email ID for the journals you have access to.

**Russian**

Заголовок

First Name\*

Abbr.First Name

Middle Name

Abbr.Middle Name

Last Name\*

Other Name

**English**

Title \*

First Name\*

Abbr.First Name

Middle Name

Abbr.Middle Name

Last Name\*

Other Name

---

**Add Roles**

Showing journals whichever you have access in this system.

**БИОХИМИЯ**

Author  
Primary Role

Associate Editor  
Additional Role

Chief Editor  
Additional Role

Reviewer  
Additional Role

**Biochemistry (Moscow)**

Author  
Primary Role

Associate Editor  
Additional Role

Chief Editor  
Additional Role

Reviewer  
Additional Role

**System Biology**

Author  
Primary Role

Associate Editor  
Additional Role

Chief Editor  
Additional Role

Reviewer  
Additional Role

UPDATE

Step 3: Enter the details in the form.

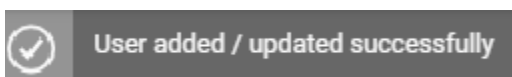
### 28.1.1 Add Roles

Step 4: Select the check box before the role you want to assign to the user

Step 5: Select the role type from the dropdown menu.

Note: There should be at least one primary role assigned to the user.

Step 6: Click UPDATE. Author Portal shows the following:



An account pre-register notification email is sent to the user.

## 28.2 Update User

Step 1: Enter the email id of the user.

Step 2: Click anywhere outside the email id field. The other fields are enabled with the user details as shown below:

### Add User

**Personal Details** \* marked fields are mandatory

Please enter the email ID and click ENTER to add or update the user details. You can add roles for the entered email ID for the journals you have access to.

i This email ID already exists and we found following role(s) for this user

- Author for the Biochemistry (Moscow)**
- Author for the биохимия**
- Author for the System Biology**

<p><b>Russian</b></p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 30%;"> <input type="text" value="Заролов"/> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;"> <input type="text" value=""/> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Abbr.First Name     </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Middle Name     </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Abbr.Middle Name     </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;"> <input type="text" value=""/> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Other Name     </div> </div>	<p><b>English</b></p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 30%;">       Mr <span style="font-size: 0.8em;">▼</span> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;"> <input type="text" value=""/> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Abbr.First Name     </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Middle Name     </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Abbr.Middle Name     </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;"> <input type="text" value=""/> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;">       Other Name     </div> </div>
---	--

---

**Add Roles**

Showing journals whichever you have access in this system.

**биохимия**

<input checked="" type="checkbox"/> Author	<input type="checkbox"/> Associate Editor	<input type="checkbox"/> Chief Editor	<input type="checkbox"/> Reviewer
Primary Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>

**Biochemistry (Moscow)**

<input checked="" type="checkbox"/> Author	<input type="checkbox"/> Associate Editor	<input type="checkbox"/> Chief Editor	<input type="checkbox"/> Reviewer
Primary Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>

**System Biology**

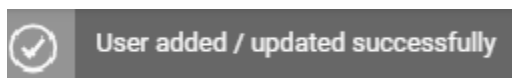
<input checked="" type="checkbox"/> Author	<input type="checkbox"/> Associate Editor	<input type="checkbox"/> Chief Editor	<input type="checkbox"/> Reviewer
Primary Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>	Additional Role <span style="float: right;">▼</span>

UPDATE

Note: The already existing roles of the user are listed below the email id field.

Step 3: Make the required edits.

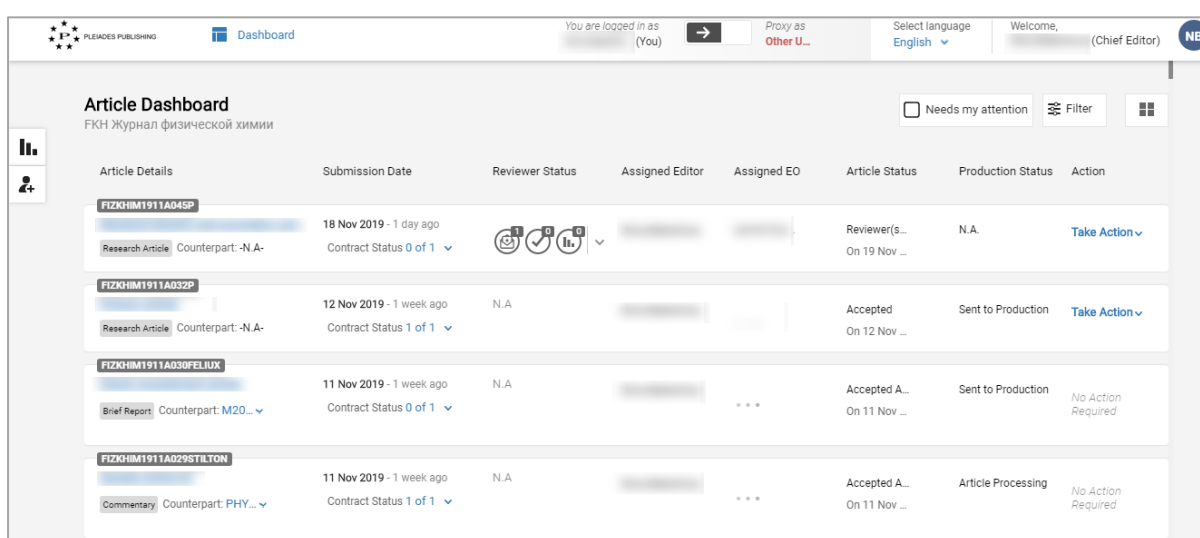
Step 4: Click **UPDATE**. Author Portal shows the following:



## 29 View Reports

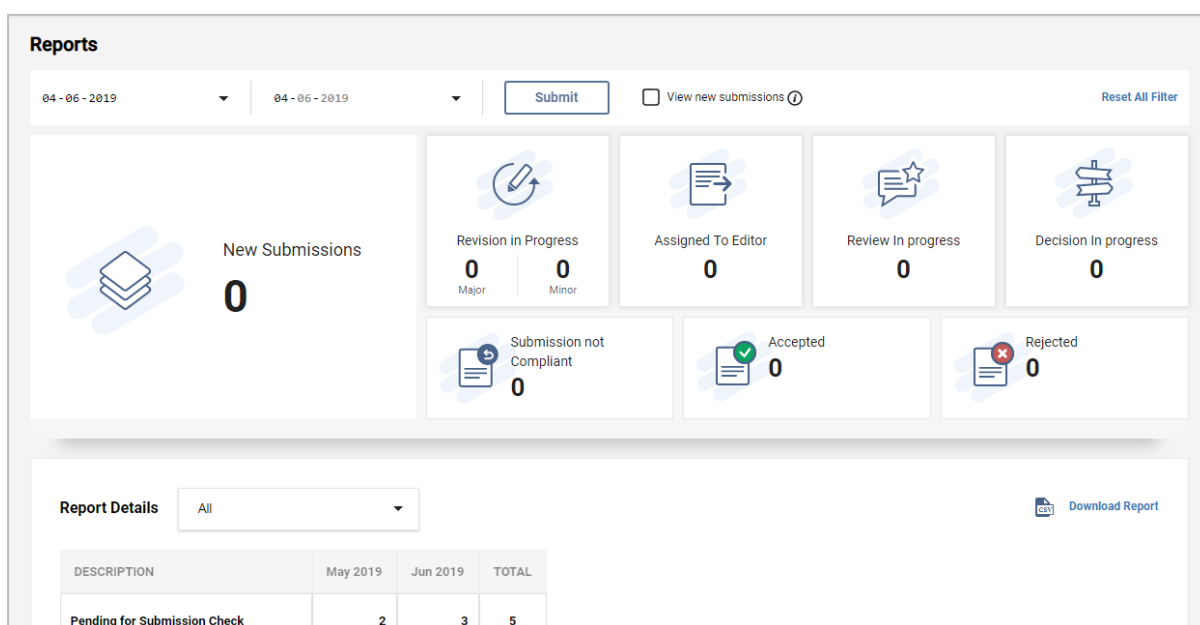
You can view the number of articles in each stage using Reports page:

Step 1: Click the journal name (for example: **Журнал физической химии**). The Article Dashboard with the status of all the articles submitted in the journal are listed as shown below:



Article Details	Submission Date	Reviewer Status	Assigned Editor	Assigned EO	Article Status	Production Status	Action
<b>FZKHM1911A04SP</b> Research Article Counterpart: -N A-	18 Nov 2019 - 1 day ago Contract Status 0 of 1				Reviewer(s) On 19 Nov ...	N.A.	Take Action
<b>FZKHM1911A032P</b> Research Article Counterpart: -N A-	12 Nov 2019 - 1 week ago Contract Status 1 of 1	N.A.			Accepted On 12 Nov ...	Sent to Production	Take Action
<b>FZKHM1911A030FELIUX</b> Brief Report Counterpart: M20...	11 Nov 2019 - 1 week ago Contract Status 0 of 1	N.A.		...	Accepted A... On 11 Nov ...	Sent to Production	No Action Required
<b>FZKHM1911A029STILTON</b> Commentary Counterpart: PHY...	11 Nov 2019 - 1 week ago Contract Status 1 of 1	N.A.		...	Accepted A... On 11 Nov ...	Article Processing	No Action Required

Step 2: Click . The reports page opens as shown below:



**Reports**

04-06-2019 | 04-06-2019 | Submit | View new submissions | Reset All Filter

<b>New Submissions</b> 0	<b>Revision in Progress</b> 0 Major   0 Minor	<b>Assigned To Editor</b> 0	<b>Review In progress</b> 0	<b>Decision In progress</b> 0
<b>Submission not Compliant</b> 0	<b>Accepted</b> 0	<b>Rejected</b> 0		

Report Details: All | Download Report


DESCRIPTION	May 2019	Jun 2019	TOTAL
Pending for Submission Check	2	3	5



By default, it shows the report of the current date. You can view the report for any date range by entering the date.

04 - 06 - 2019 ▼
04 - 06 - 2019 ▼
Submit
 View new submissions 

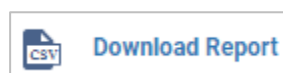
Report Details shows the number of article in each stage for current and previous month as shown below:

**Report Details** 

All ▼

DESCRIPTION	May 2019	Jun 2019	TOTAL
Pending for Submission Check	2	3	5
Unassigned	0	1	1
Assigned To Editor	1	0	1
Reviewer(s) Assigned	0	0	0
Rejected With No Resubmission	0	0	0
Review In progress	0	0	0
Accepted	1	1	2
Minor revision required	0	0	0
Decision In progress	2	0	2
Review Submitted	0	0	0
Reviewer Assignment Pending	0	0	0
Decline Request	0	0	0
Submission not Compliant	1	0	1
Submission not suitable	0	0	0
Rejected	0	0	0
Major revision required	0	0	0
Accepted And Requested For Translation	0	0	0
Accepted And Translation Submitted	0	0	0

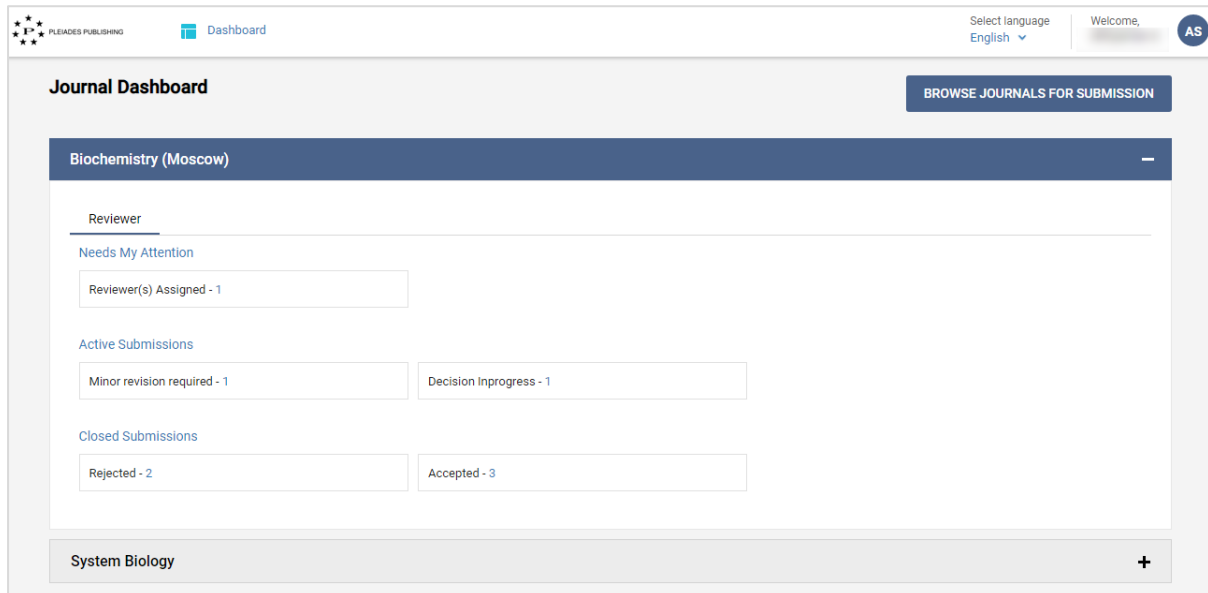
You can download this report in CSV format by clicking



# Reviewer

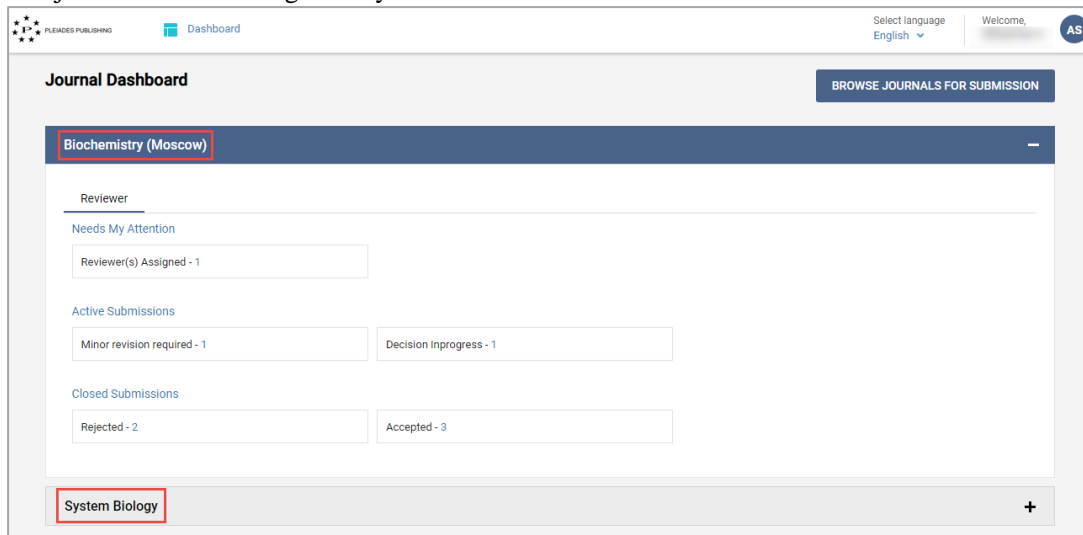
## 30 View the Status of the Articles

When you log in to Author Portal the Journal Dashboard opens as shown below:



The Journal Dashboard lists the following details:

1. The journals that are assigned to you



Note: The Red marker in the journal name/role indicates pending action.

2. Number of articles in various stages that are grouped as Needs my attention, Active submissions and Closed submissions:

**Reviewer**

**Needs My Attention**

Reviewer(s) Assigned - 1

**Active Submissions**

Minor revision required - 1

Decision Inprogress - 1

**Closed Submissions**

Rejected - 2

Accepted - 3

### 30.1 View the Status of all the Articles in a Journal

Step 1: Click the journal name (for example: **Biochemistry (Moscow)**). The Article Dashboard with the status of all the articles submitted in the journal are listed as shown below:


Article Dashboard				
PLA20181 Biochemistry (Moscow)				
Article ID	Article & Journal Title	Submission Date	Article Status	Action
M201818836878	BOOK RECEIVED	9 Jan 2019 - 1 week ago	Reviewer(s) Assigned On 9 Jan 2019 - 1 wee...	Take Action
M201869861036	SERIES ARTICLE	8 Jan 2019 - 1 week ago	Reviewer(s) Assigned On 8 Jan 2019 - 1 wee...	Take Action
M201823972493	FEATURE ARTICLE	8 Jan 2019 - 1 week ago	Review Inprogress On 8 Jan 2019 - 1 wee...	Take Action
M201889266980	GENERAL ARTICLE	8 Jan 2019 - 1 week ago	Reviewer(s) Assigned On 9 Jan 2019 - 1 wee...	Take Action

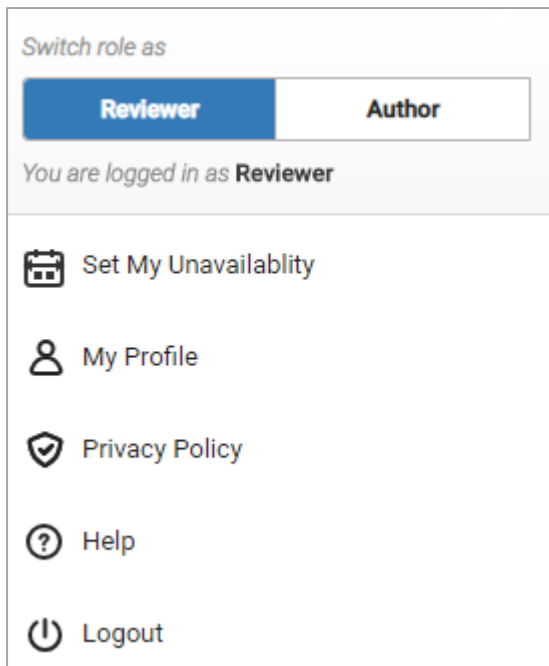
The details that are displayed in the article Dashboard are tabulated below:

Header	Description
Article ID	Article Identification
Article Title	Title of the article along with the article type
Submission Date	Date of submission
Article Status	Current status of the article.
Action	Indicates the action required from you.


### 30.1.1 Multiple Roles

When you are assigned to multiple roles, you can switch between the roles by following the below procedure:

Step 1: Click the user icon (for example: ) on the top-right corner. The menu expands as shown below:



Note: The current role is highlighted in blue.

Step 2: Click the new role (for example: ) . The article dashboard of the new role is displayed.

### 30.1.2 Filter the Articles that Requires My Attention

Step 1: Click  . The articles that requires your attention are filtered and listed.

## 30.2 View the Articles in each Status

Clicking the particular status lists the articles in that status. For example, when you want to view the articles that are in “Reviewer(s) Assigned” status:

Step 1: Click  . The Article Dashboard with the articles that are assigned to the reviewers are listed as shown below:



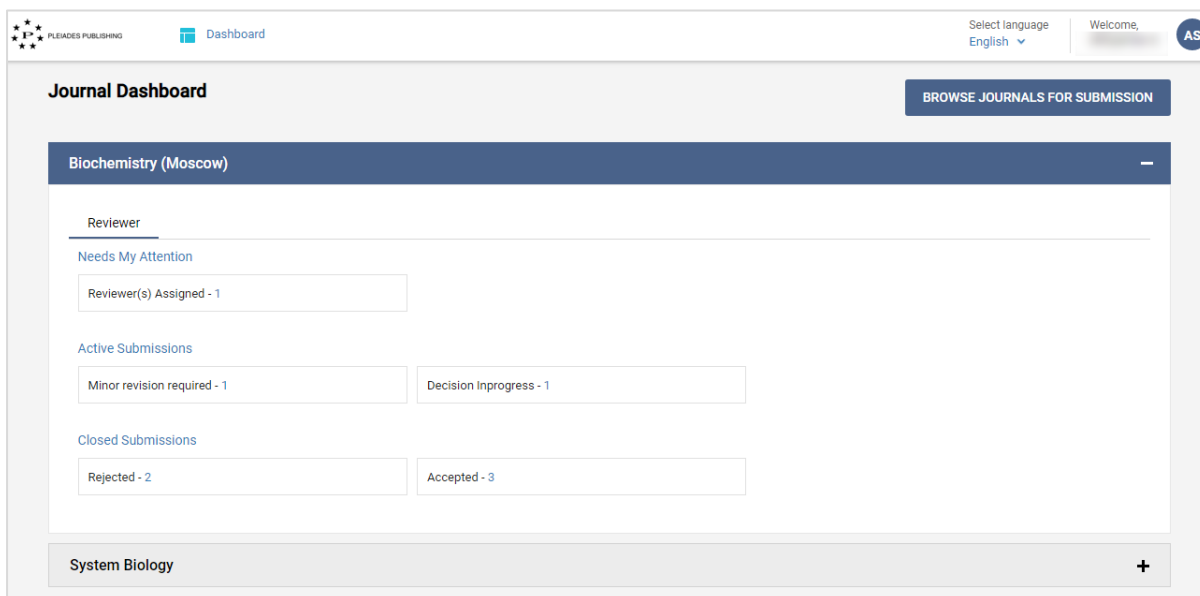
**Article Dashboard**  
PLA20181 Biochemistry (Moscow)

Applied Filters  
Status: **Reviewer(s) Assigned** [Clear Filters](#)

Article ID	Article & Journal Title	Submission Date	Article Status	Action
M201869861036	<b>SERIES ARTICLE</b>	8 Jan 2019 - 1 week ago	Reviewer(s) Assigned On 8 Jan 2019 - 1 wee...	<a href="#">Take Action</a>

## View a Request

When you login, the Dashboard opens as shown below:



**Journal Dashboard** [BROWSE JOURNALS FOR SUBMISSION](#)

**Biochemistry (Moscow)**

**Reviewer**

Needs My Attention

Reviewer(s) Assigned - 1

Active Submissions

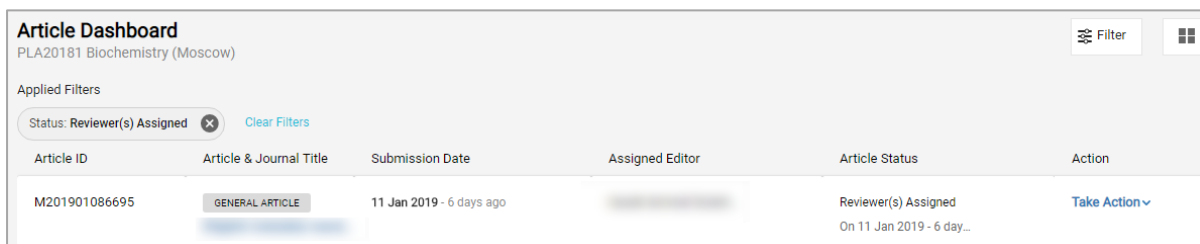
Minor revision required - 1    Decision Inprogress - 1

Closed Submissions

Rejected - 2    Accepted - 3

System Biology

Step 1: Click **Reviewer(s) Assigned - 1**. The Article Dashboard with the articles that are assigned to the reviewers are listed as shown below:

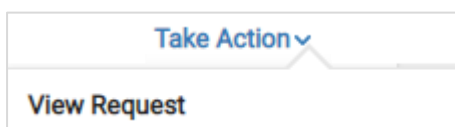


**Article Dashboard**  
PLA20181 Biochemistry (Moscow)

Applied Filters  
Status: **Reviewer(s) Assigned** [Clear Filters](#)

Article ID	Article & Journal Title	Submission Date	Assigned Editor	Article Status	Action
M201901086695	<b>GENERAL ARTICLE</b>	11 Jan 2019 - 6 days ago		Reviewer(s) Assigned On 11 Jan 2019 - 6 day...	<a href="#">Take Action</a>

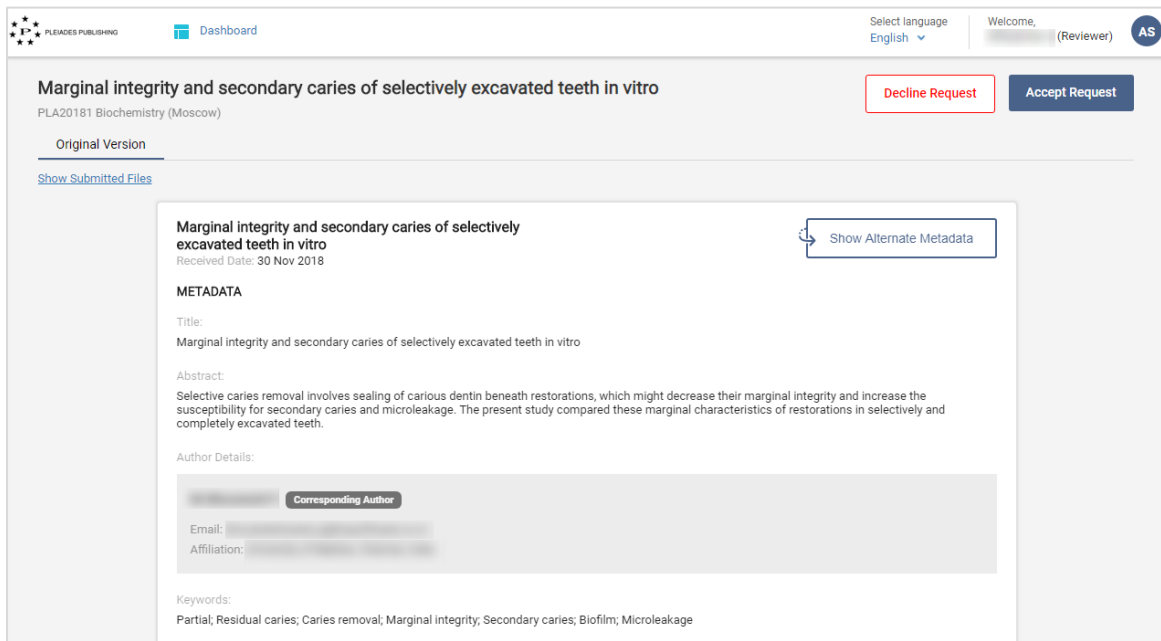
Step 2: Click **Take Action** against the article you want to view. The menu expands as shown below:



**Take Action**

**View Request**

Step 3: Click **View Request**. The article page opens as shown below:



The screenshot shows the article page for "Marginal integrity and secondary caries of selectively excavated teeth in vitro". It includes a "Dashboard" link, language selection (English), and a reviewer profile (AS). The article title is "Marginal integrity and secondary caries of selectively excavated teeth in vitro" (PLA20181 Biochemistry (Moscow)). There are "Decline Request" and "Accept Request" buttons. A "Show Submitted Files" link is present. A "Show Alternate Metadata" button is highlighted with a red box. The metadata section includes:

**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 Received Date: 30 Nov 2018

**METADATA**  
 Title:  
 Marginal integrity and secondary caries of selectively excavated teeth in vitro


Abstract:  
 Selective caries removal involves sealing of carious dentin beneath restorations, which might decrease their marginal integrity and increase the susceptibility for secondary caries and microleakage. The present study compared these marginal characteristics of restorations in selectively and completely excavated teeth.

Author Details:  
 Corresponding Author  
 Email:  
 Affiliation:

Keywords:  
 Partial, Residual caries; Caries removal; Marginal Integrity; Secondary caries; Biofilm; Microleakage

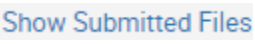
The Article page displays the article metadata and the links to author submitted files.








### 30.2.1 View Alternate Metadata


By default, Author Portal displays the metadata information in English, you can view the same in Russian language by clicking .

### 30.2.2 Download Author Submitted files

You can scroll down the page or

Step 1: Click . The files are displayed as shown below:

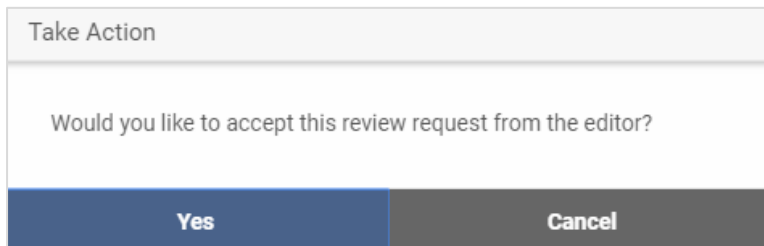
Documents uploaded by Author	 Download All
Marginal integrity and secondary caries of selectively excavated teeth in vitro.docx   Manuscript	
fig1.png   Figures	
fig2.png   Figures	
fig3.jpg   Figures	
fig4.png   Figures	
M201902267578_metadata.xls   Metadata	

You can download the files by clicking  next to the file.

The metadata information of the article can be downloaded in Microsoft Excel format by clicking the download button next to <<Article ID>>\_metadata.xls (For example: **M201902267578 metadata.xls**).

### 30.3 Accept a Request

Step 1: Click **Accept Request**. Author Portal shows the following message:

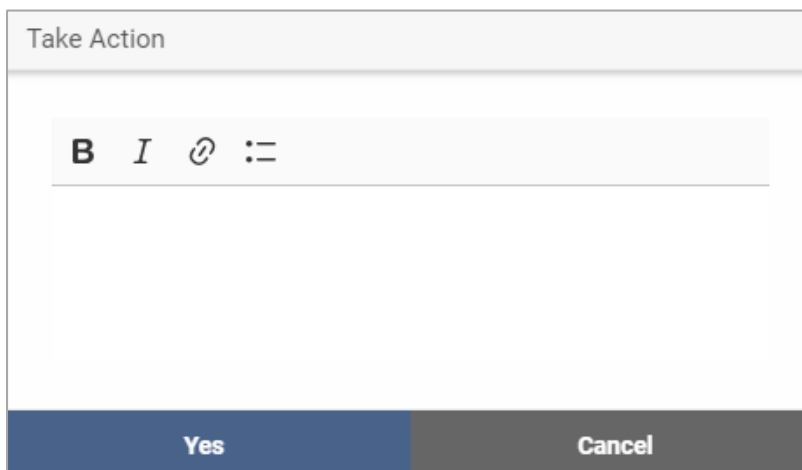


The dialog box has a title bar 'Take Action'. The main content area contains the question: 'Would you like to accept this review request from the editor?'. At the bottom, there are two buttons: 'Yes' (highlighted in blue) and 'Cancel' (grey).

Step 2: Click **Yes**. The option to review the article is enabled.

### 30.4 Decline a Request

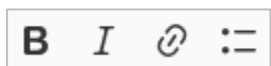
Step 1: Click **Decline Request**. Author Portal shows the following textbox:



The dialog box has a title bar 'Take Action'. The main content area contains a rich text editor with a toolbar showing icons for Bold (B), Italic (I), Link (🔗), and List (☰). Below the toolbar is a large empty text area for entering a message. At the bottom, there are two buttons: 'Yes' (highlighted in blue) and 'Cancel' (grey).

Step 2: Enter the message as required.

Note: You can format the message text using the format options available in the textbox

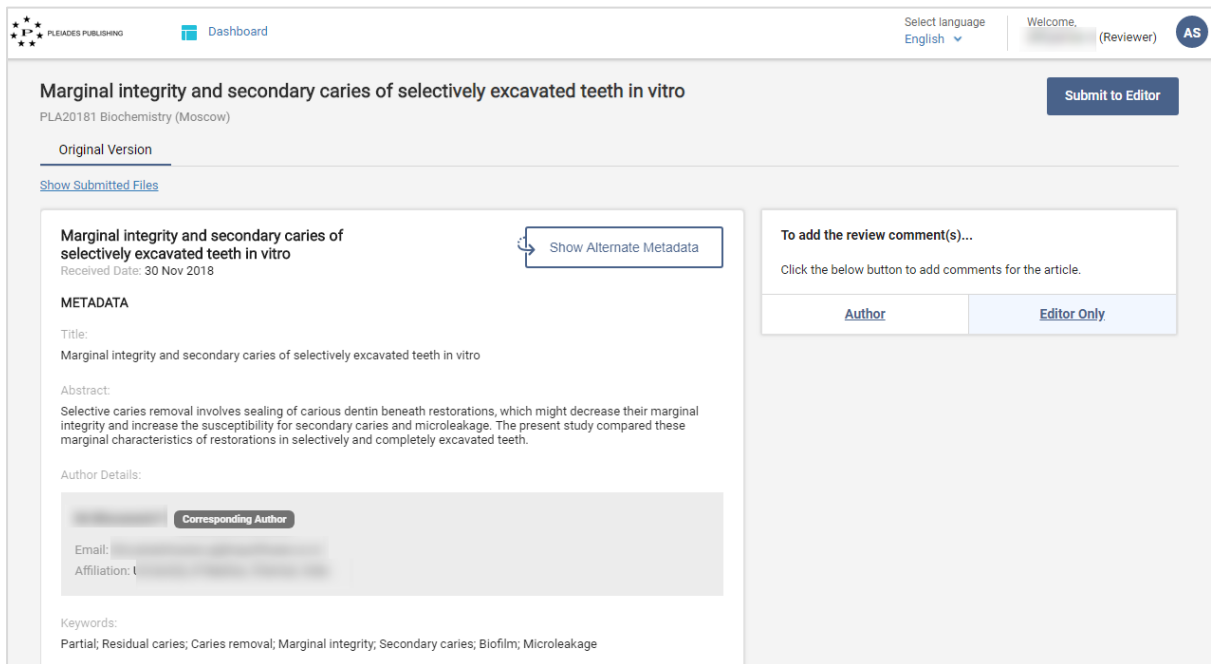


The toolbar contains four icons: Bold (B), Italic (I), Link (🔗), and List (☰).

Step 3: Click **Yes**. The request is declined and the message is send as an email to the editor.

## 31 Review an Article

Once you accept an article, the option to review the article is enabled.



Marginal integrity and secondary caries of selectively excavated teeth in vitro  
 PLA20181 Biochemistry (Moscow)

[Original Version](#)  
[Show Submitted Files](#)

**Marginal integrity and secondary caries of selectively excavated teeth in vitro**  
 Received Date: 30 Nov 2018

[Show Alternate Metadata](#)

**METADATA**  
 Title:  
 Marginal integrity and secondary caries of selectively excavated teeth in vitro

Abstract:  
 Selective caries removal involves sealing of carious dentin beneath restorations, which might decrease their marginal integrity and increase the susceptibility for secondary caries and microleakage. The present study compared these marginal characteristics of restorations in selectively and completely excavated teeth.

Author Details:  
 Corresponding Author  
 Email:  
 Affiliation:

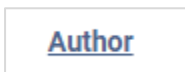
Keywords:  
 Partial, Residual caries; Caries removal; Marginal integrity; Secondary caries; Biofilm; Microleakage

To add the review comment(s)...  
 Click the below button to add comments for the article.

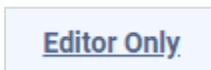
[Author](#)      [Editor Only](#)

[Submit to Editor](#)

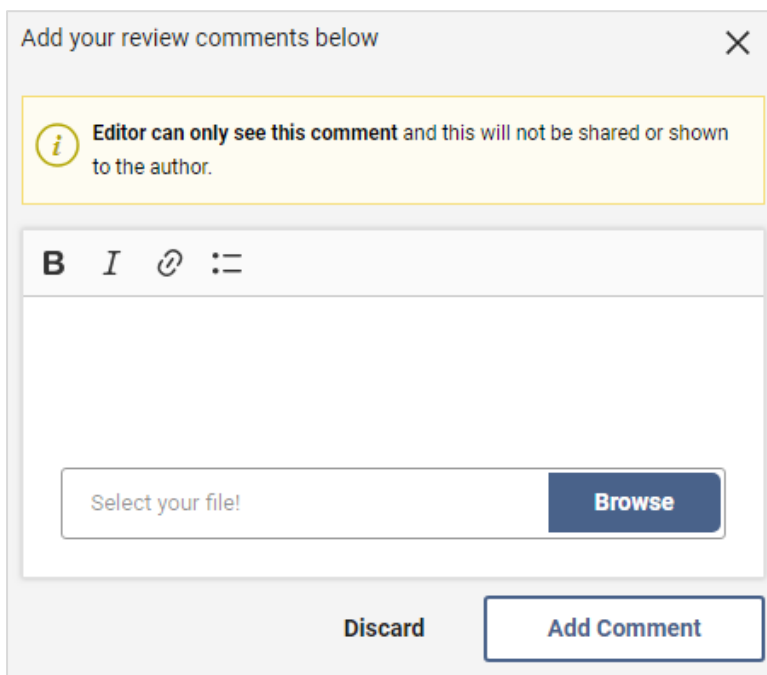
You can add general comment for the author which will be moderated by the editor by clicking



You can add comments which can be viewed only by the editor by clicking



Step 1: Click the necessary comment option. The comment box opens as shown below:



Add your review comments below

*i* **Editor can only see this comment and this will not be shared or shown to the author.**

**B** *I* @ :=

Select your file! [Browse](#)

[Discard](#)      [Add Comment](#)



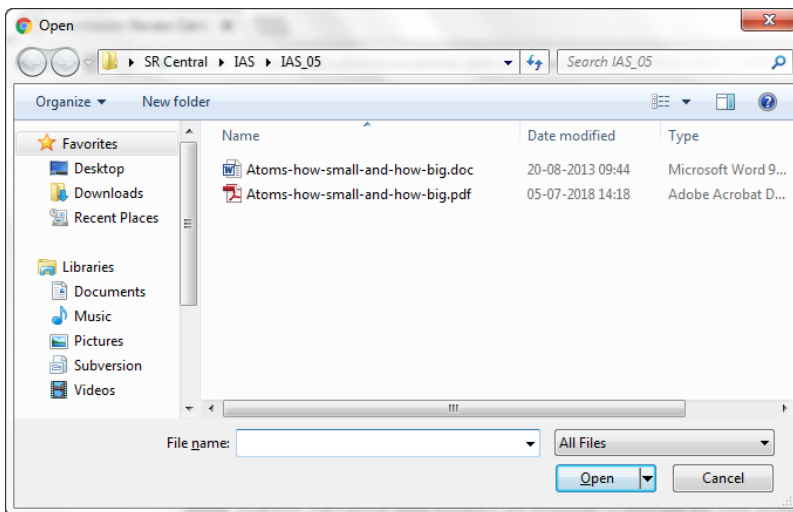
Step 2: Enter the comments in the text box.

Note: You can format the text using the format options available in the textbox



### 31.1.1 Attach a File


Step 1: Click **Browse**. The “Open” dialog opens as shown below:



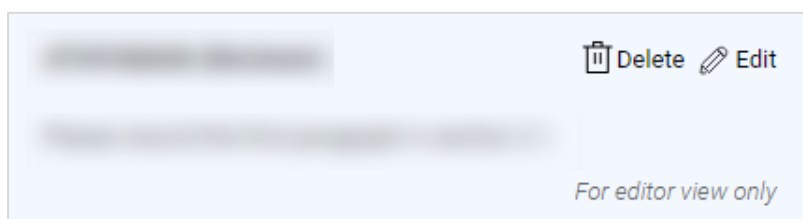
Step 2: Navigate the file you want to attach.

Step 3: Click **Open**. The file is attached as shown below:



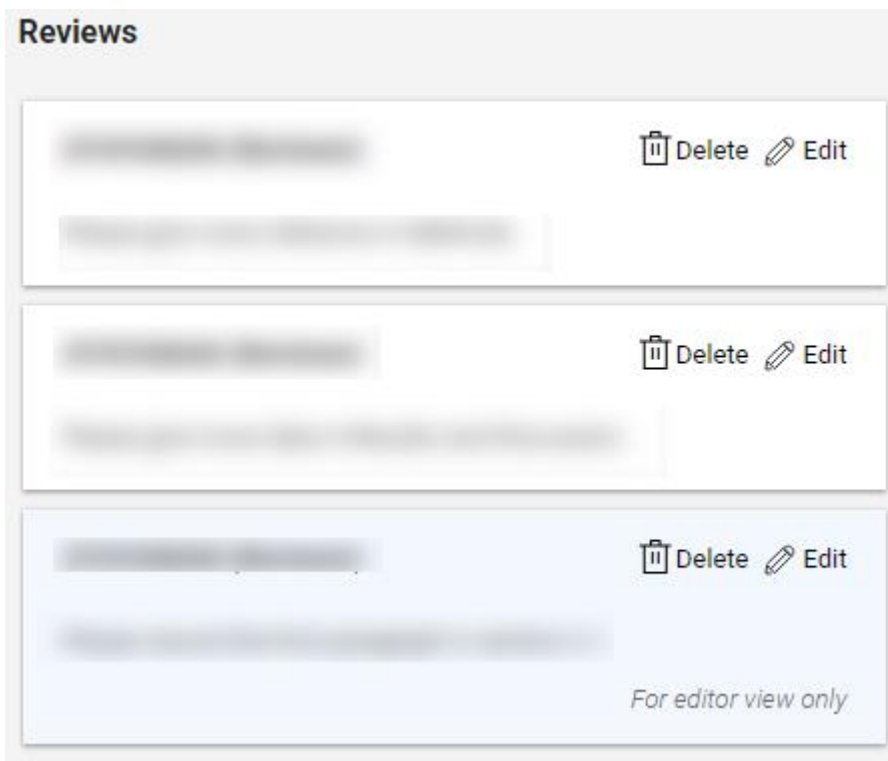
Note: You can delete the attached file by clicking .

Step 4: Click **Add Comment**. The comment is added as shown below:



## 31.2 To View My Comments

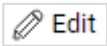
The comments are listed in the Right side under Reviews as shown below:

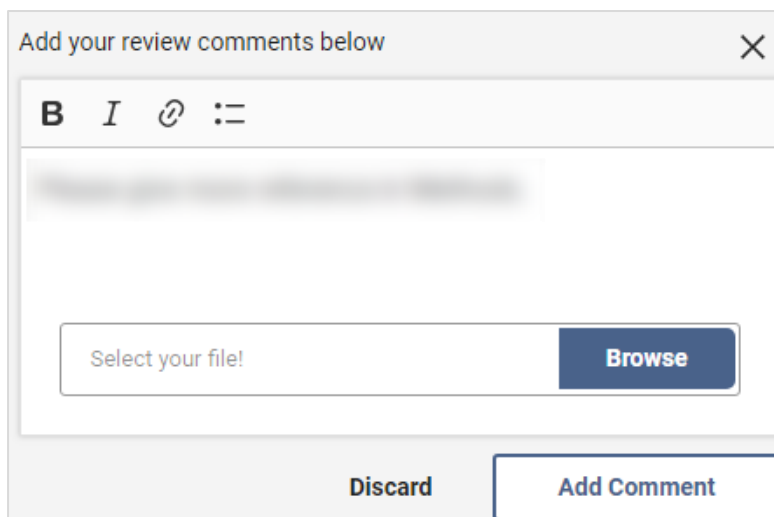


The editor-only comments are highlighted in blue.


### 31.3 To Edit My Comment

Your comments are listed under Reviews in right pane. To edit a particular comment.

Step 1: Click . The comment opens as shown below:



Step 2: Make required edits.

Step 3: Click . The comment is updated.

### 31.4 To Delete My Comment

Your comments are listed under Reviews. To delete a particular comment.

Step 1: Click  **Delete**. Author Portal shows the following message:

Delete Confirmation

Are you sure want to delete this?

Delete
Cancel

Step 2: Click . The comment is removed from the Reviews list.

### 32 Submit to Editor


After completing the review, submit the article to the editor for following the below procedure:

Step 1: Click . Author Portal shows the following message:

Take Action

Would you like submit to Editor?

Yes
Cancel


Step 2: Click . The article is submitted to the editor and Author Portal shows the following message:


Your comments for the article been shared to Editor !

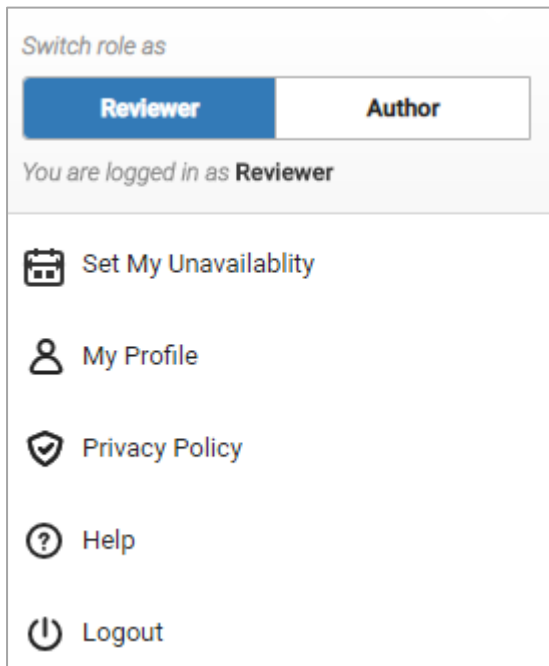
Note: After submission you cannot Add/edit/delete comments.

### 33 Set Unavailability

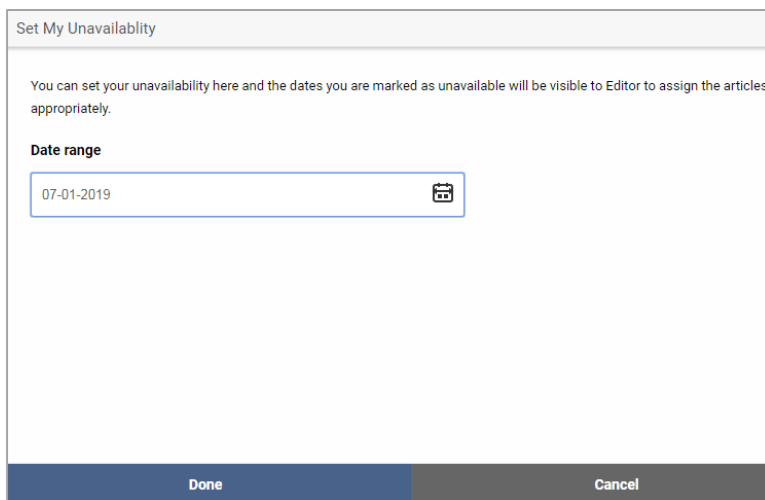
In the Journal Dashboard:

Step 1: Click the journal name (for example: ). The Article Dashboard with the status of all the articles submitted in the journal are listed.

Step 2: Click the user icon (for example: ) at the top-right corner. The menu expands as shown below:



Step 3: Click  **Set My Unavailability** . The “Set My Unavailability” window opens as shown below:



Step 4: Click  . The calendar opens as shown below:

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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	31	1	2
3	4	5	6	7	8	9

Step 5: Select the start date by clicking on the date in the calendar. The date is highlighted in blue as shown below:

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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	31	1	2
3	4	5	6	7	8	9

Step 6: Select the end date by clicking on the date in the calendar. The entire date range is highlighted in light blue colour as shown below:

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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	31	1	2
3	4	5	6	7	8	9

Step 7: Click **Done**. The unavailability is set.

-----End of Document-----