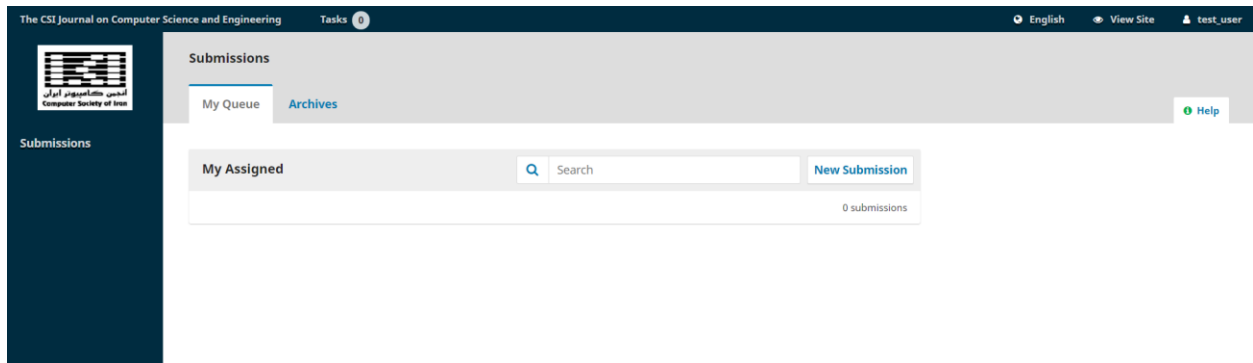Authors Guide:

1) The first page that you see after login, is the "Submissions page".
   In this page, author can start a new submission using "New Submission" button.

2) Summission proccess has 5 steps.
   The first step ("Start") is to read and acknowledge some requirements before proceeding.
   After that, author can write some comments for the Editor if needed. Finally, author should agree with the "privacy statement".
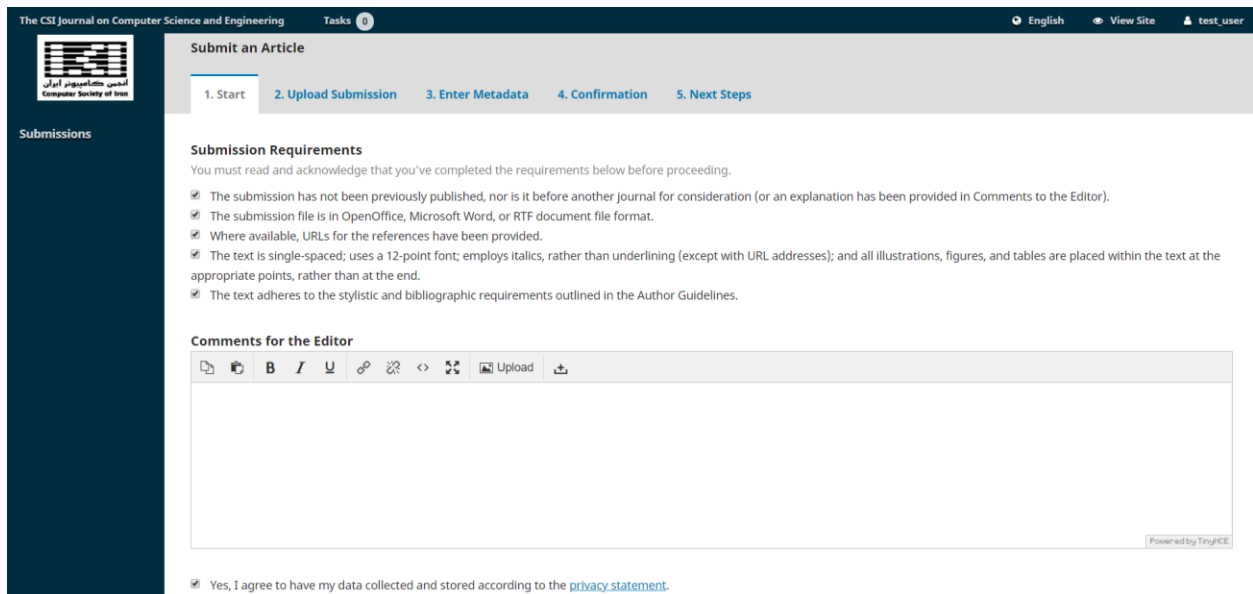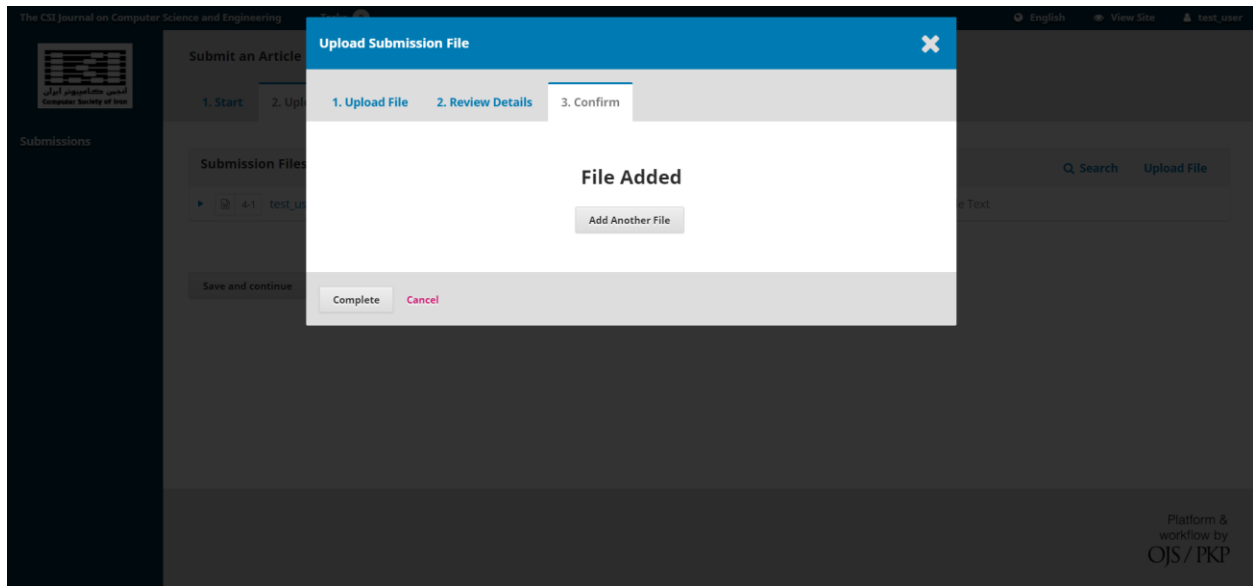
3) The second step ("Upload Submission") requires to:

    I.   Select article component (ex: "Article Text") and upload its file.
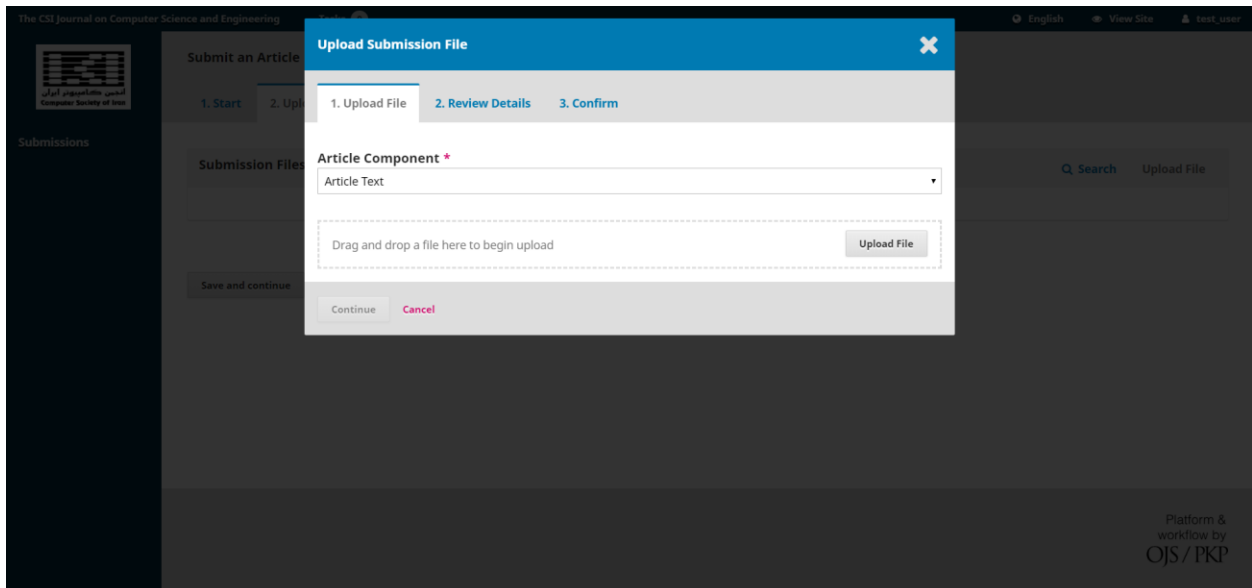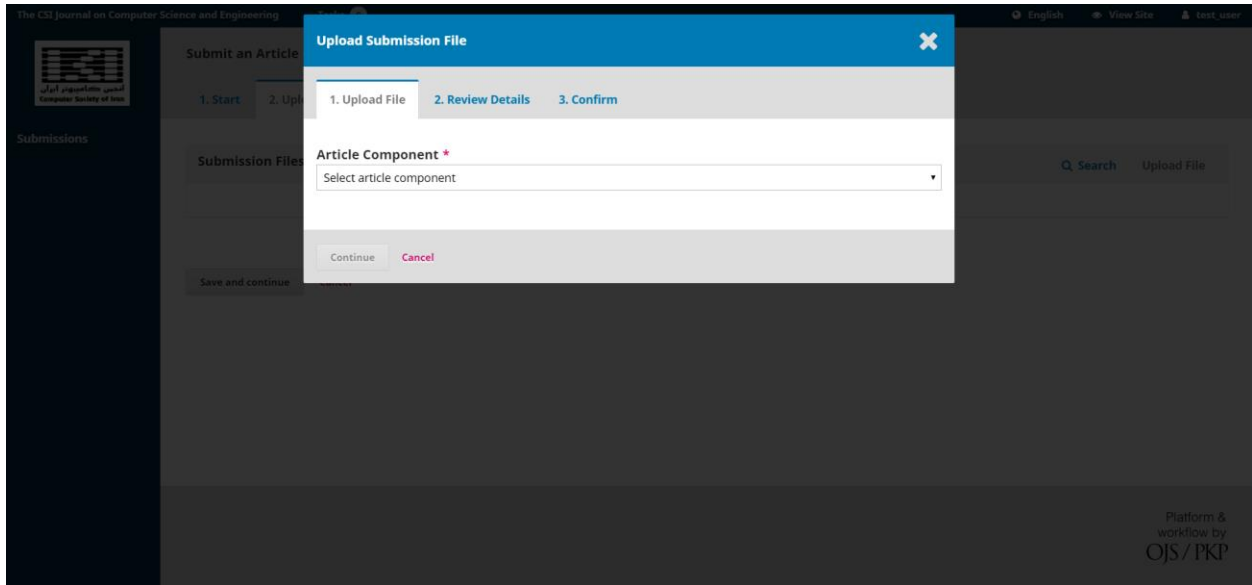
II.   "Review details".
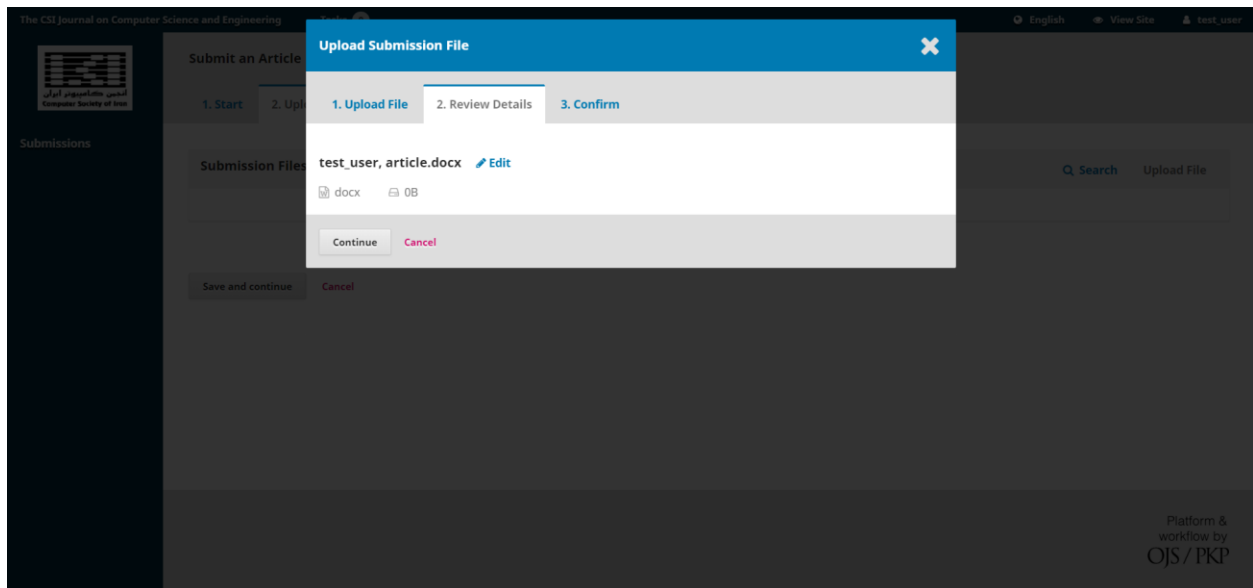
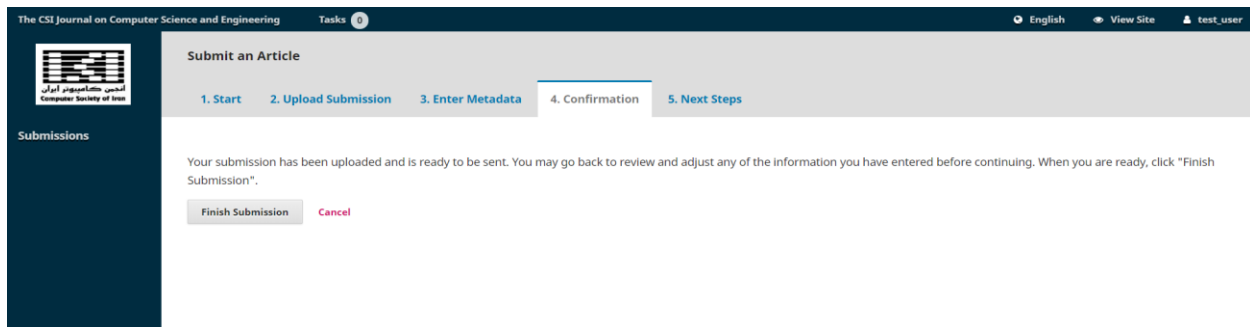III.   Add another file if needed and select the "Complete button".

After submitting the files, they will be shown on a list in "Upload Submission" page. Click "Save and continue" to go to the next step.

4) The third step ("Enter Metadata") requires entering metadata, if available, about your submission.

5) The fourth step ("Confirmation") is to confirm and finish the submission.

6) The fifth step ("Next Steps") acknowledges that you have completed your submission.
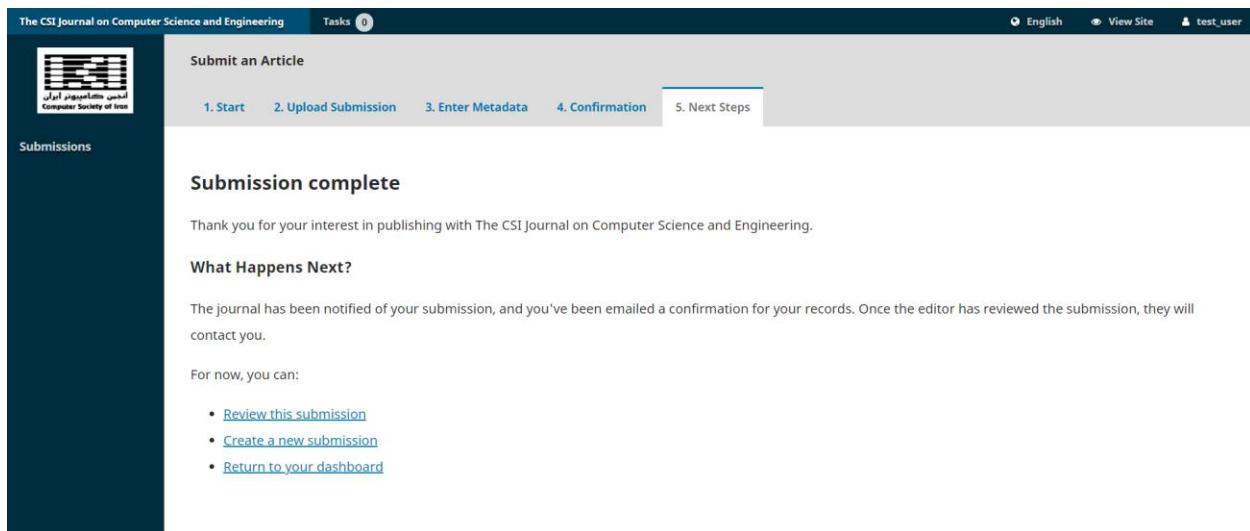
7) After you finish your submission, please wait until you are notified with any email or discussion on your submission. For example, in the picture below, the author sees his/her submission in the production stage.
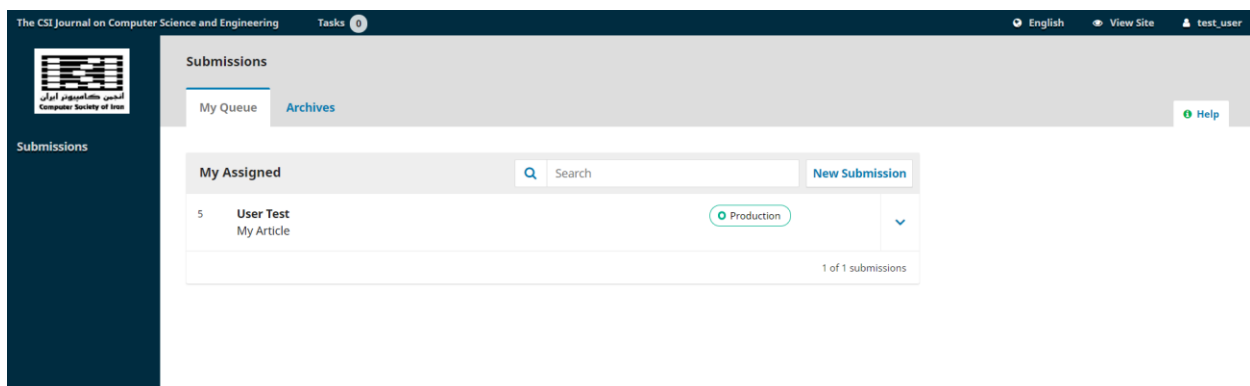
8) The Editor decision on your submission might be: Accept Submission, Decline Submission, Request Revisions, Resubmit for Review.

If the decision is revisions required you can see the status of the review telling you Revisions have been requested. So upload your revisions file in "Revisions" section.

Submission Library   View Metadata

Ali Article 2
Seyed Ali Khatami

Submissions

Submission   Review   Copyediting   Production

Round 1

Round 1 Status
Revisions have been requested.

Notifications

[jcse] Decision on Paper#10 submitted to CSI-JCSE   2019-03-16 02:31 PM

Reviewer's Attachments   Q Search

No Files

Revisions   Q Search   Upload File

No Files

Review Discussions   Add discussion

Name	From	Last Reply	Replies	Closed
		No Items		

After uploading revision files again wait for Editor decision.

9) If the decision is revisions required with new round of review, you will be facing with following page, telling you "The submission must be resubmitted for another review round".

Notice files on Re3visions section are for the previous step. Now you have to submit new submission on this step. Use Upload File button in Revisions section.

Now status os changed to: "Submission has been resubmitted for another review round".

Submission Library   View Metadata

Ali Article 2
Seyed Ali Khatami

Submissions

Submission   Review   Copyediting   Production

Round 1

Round 1 Status
Submission has been resubmitted for another review round.

Notifications

[jcse] Decision on Paper#10 submitted to CSI-JCSE	2019-03-16 02:31 PM
[jcse] Editor Decision	2019-03-16 02:48 PM

Reviewer's Attachments   🔍 Search

No Files

Revisions   🔍 Search   Upload File

▸	📄 25-1	Article Text, test.txt	Article Text
▸	📄 26-1	Article Text, test.txt	Article Text

Review Discussions   **Add discussion**

Name	From	Last Reply	Replies	Closed
		No Items		

Now wait for the Editor decision like previous steps.