

Using the JVWR Publishing System

Update: 11 November, 2012

By: Tzafnat Shpak, Coordinating Editor

We are using a fully automated publishing management system offered by the Texas Digital Library based on the [Open Journal System](#).

The system has robust work-flow capabilities that take care of author submission, review process, and publishing – all under the same system.

This manual is detailed for those who need it. The system itself is logical for those experienced with publishing. If you have any questions please do ask – we usually answer within few days.

The manual is divided into three chapters:

1. How to **submit a paper as author** so that the Journal editors can access and comment as well submit revisions, supplementary docs etc.
2. How to act as **JVWR reviewer**.
3. Known bugs. (few).

This manual does not include instructions for issue editors.

Note: As of 5 November, 2012 the site has been upgraded and some of the steps may be a bit different due to this change as well as due to browser formats and cookies. Images here were taken with Firefox in the old system – we will update it as we go along. Note: as of January 2012: Some fields work better with Firefox then Google Chrome.

If you have comments re this manual please send them to Tzafnat.Shpak AT jvwresearch.org with line number (on the left side).

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1. Register As a User

Before you can use the system as Reviewer, Author, or Editor you must have a user in the system.

If you already have a user, go to step 0

1.1. Sign Up Details

From the main journal site <http://jvwresearch.org/>

Click on **Register** on the right-hand menu.



Complete the form with as many details as possible and click Register at the bottom.

You will have to register as author in order to be able to submit a paper.

It is important that you sign up as author: The Journal of Virtual Worlds Research is explicitly transdisciplinary in nature and we welcome proposals and suggestions for alternate and innovative forms of submissions, and strongly encourage the sharing of ideas and discourse across the many different academic and creative communities that intersect virtual worlds research.

Make sure you are check **both** Reader and Author.

The screenshot shows a registration form for the Journal of Virtual Worlds Research. A red dashed line with arrows highlights the 'Reader' and 'Author' checkboxes under the 'Register as' section, indicating that both should be selected. Another red dashed line circles the 'Register' button. The form includes sections for 'Confirmation', 'Working languages', 'Register as', 'Entry reviewing interests', and a 'Privacy Statement'.

Confirmation ☒ Send me a confirmation email including my username and password

Working languages ☐ English ☒ Spanish

Register as ☒ Reader: Notified by email on publication of an issue of the journal. ☒ Author: Able to submit items to the journal.

Entry reviewing interests (substantive areas and research methods):

 (Separate interests by pressing the enter or comma key)

* Denotes required field

Privacy Statement

The names and email addresses entered on this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purposes or to any other party.

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>

Click **Register** to complete the process.

Note: in the Captha field (those letters and numbers) you must follow the lower and upper case.

Make sure you remember your user name, email and password (and yes – do write them down☺)

1.2. Get Approval

Once registered, you will get your “User Home” screen.

Journal of Virtual Worlds Research

» [Journal Manager](#)

» [Editor](#) [1 Unassigned](#) [49 In Review](#) [6 In Editing](#) [\[Create Issue\]](#) [\[Notify Users\]](#)

» [Section Editor](#) [22 In Review](#) [2 In Editing](#)

» [Author](#) [2 Active](#) [\[New Submission\]](#)

» [Reviewer](#) [1 Active](#)

My Account

» [Edit My Profile](#)

» [Change My Password](#)

» [Log Out](#)

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>

You will also get an email approval of registration (shown here in Gmail but you will get it in your own email).

From: **Prof. Yesha Sivan** <yesha.sivan@jvwresearch.org>
 Date: Tue, Nov 6, 2012 at 11:24 AM
 Subject: [JVWR] Journal Registration
 To: Tzafnat Shpak

Tzafnat Shpak

You have now been registered as a user with Journal of Virtual Worlds Research. At any point, you can ask to be removed from the journal's list of users by contacting me.

Thank you,
 Prof. Yesha Sivan

[this is an automated email from JVWR publishing system]

Journal of Virtual Worlds Research
<http://jvwresearch.org>

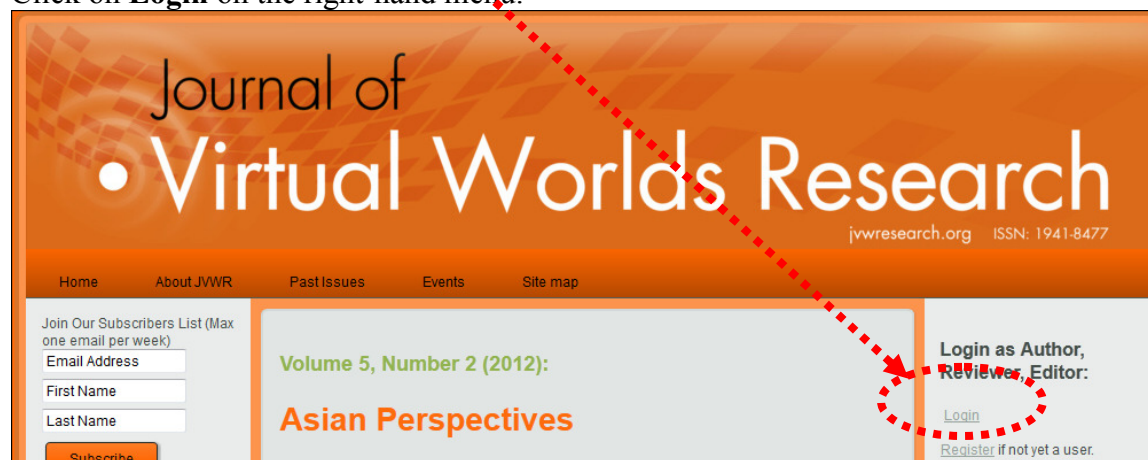
If you want to upload a submission follow the instructions on paragraph 3 below.

2. Login

2.1. User Login

From the main journal site <http://jvwresearch.org/>

Click on **Login** on the right-hand menu.



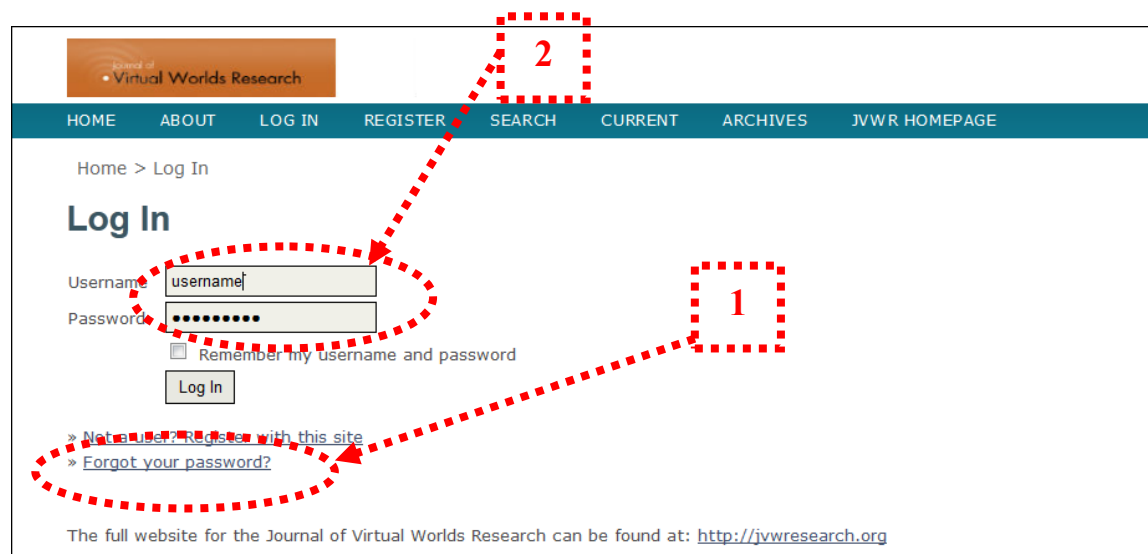
You will get the **Log In** page.

As a result of the upgrade of November 5, 2012, you will have to renew your password. This is done for safety reasons. We do not keep records of your passwords so they cannot be retrieved.

If you have gone through this stage already, please login (2). For details about submitting a paper as an author continue to paragraph 3 below.

2.2. Get a New Password (A One-time Process after Upgrade)

Please click on “Forgot your password?” (1).



131 You will get the Reset Password page to enter a new password.

132
133

134 You will get an email with your new password.

135 Go back to your browser and the **Log In** page and use the new password to log in to the system (2
136 above).

137
138 This is also a good practice for future use in case you forget your password.

139
140 Make sure you complete the entire registration form (Edit your profile) with up-to-date relevant
141 information about yourself. This can help other authors, editors, and in case you want to become a
142 reviewer in the future.

143 3. Submit a Paper as Author

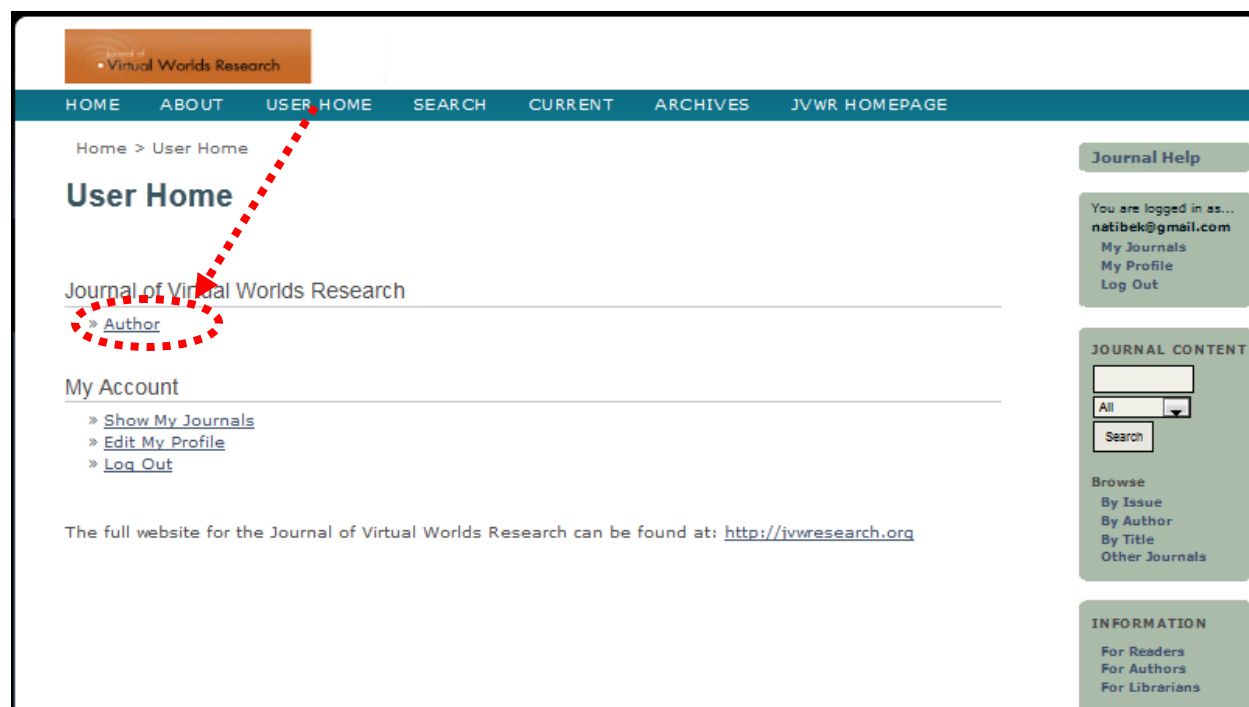
144 **Important note: This section is not fully updated.** If you have any submission problems –
145 please do not hesitate to contact us directly at info@jvwresearch.org.

146 3.1. Submitting a Paper

147 Click on the author - this will take you to the submission process.

148
149 This User Home page will serve you in the future as well, to access other roles you might have
150 (Reviewer; Editor), as well as to update your profile as necessary.

151



You may have other roles that will appear on your User Home.

If you were enrolled as a Reviewer or an Editor, this will be your starting point to complete you other role's tasks as well.



3.2. Access Submission

Home > User > Author > Active Submissions

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
No Submissions					

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwrresearch.org>

Journal Help

You are logged in as...
natibek@gmail.com
[My Journals](#)
[My Profile](#)
[Log Out](#)

AUTHOR

Submissions
 Active (0)
 Archive (0)
[New Submission](#)

JOURNAL CONTENT

Click on **CLICK HERE** to start submission.

3.3. Step 1: Start the Submission

Home > User > Author > Submissions > New Submission

Step 1. Starting the Submission

1. **START** 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Tzafnt Shpak](#) for assistance (617-606 3312).

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section* Please select a section...

- Peer Reviewed Research Papers
- Research Papers
- Research-in-brief papers
- Essays
- Monographs
- "Think Pieces"
- Interactive Online Exhibits and Demonstrations
- Other
- Assembled (rush to press papers)

Submission Checklist

Indicate that this submission can be added below by checking off the following (comments to the editor can be added below):

- ☐ The submission has been explained by the author.
- ☐ The submission file is in the correct format (PDF or Word document file format).
- ☐ Where available, URLs for the references have been provided.
- ☐ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- ☐ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Journal Help

You are logged in as...
natibek@gmail.com
[My Journals](#)
[My Profile](#)
[Log Out](#)

JOURNAL CONTENT

All

Browse
[By Issue](#)
[By Author](#)
[By Title](#)
[Other Journals](#)

INFORMATION

[For Readers](#)
[For Authors](#)
[For Librarians](#)

This is "envelope" data for the submission.

Your first choice is the Peer Reviewed Research Papers.

We have few sections that are different by size, kind and review process.

Note: this list may change per issue, as the Issue Editors choose the nature and spirit of their issue.

- Invited articles – are papers that you were requested to write by an editor (please use this only if you have a letter “INVITING” you. Not because you got a general call for papers.
- Peer Reviewed are full research paper, including background. This is the Default choice.
- Research Papers – will be examined by the editors and may be moved to peer reviewed.
- Research in brief – are shorter research papers usually without literature review.
- Essays – take one topic and reflect on it.
- Monographs – summarize data on a field, usually without a stance.
- “Think pieces” – smaller 2-3 pages items designed to stimulate thinking or updates.
- Book review – a book review
- Interactive online – reference to an online site, or location
- Other – other format.
- Assembled – Rush to press papers.

Most papers are simple “Peer Reviewed.” The editor may update this choice pending editorial considerations and in consultation with the author.

Note: as of Jan, 2012 we are allowing two options: classic double-blind process, or double-open process. Each editor chooses his/her method.

Copyright Notice

The JVWR is an academic journal. As such, it is dedicated to the open exchange of information. For this reason, JVWR is freely available to individuals and institutions. Copies of this journal or articles in this journal may be distributed for research or educational purposes only free of charge and without permission. However, the JVWR does not grant permission for use of any content in advertisements or advertising supplements or in any manner that would imply an endorsement of any product or service. All uses beyond research or educational purposes require the written permission of the JVWR. Authors who publish in the Journal of Virtual Worlds Research will release their articles under the Creative Commons Attribution No Derivative Works 3.0 United States (cc-by-nd) license. This journal utilizes the LOCKSS system to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration. The publisher perpetually authorizes participants in the LOCKSS system to archive and restore our publication through the LOCKSS System for the benefit of all LOCKSS System participants. Specifically participating libraries may: • Collect and preserve currently accessible materials; • Use material consistent with original license terms; • Provide copies to other LOCKSS appliances for purposes of audit and repair.

☐ The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

We recommend that you leave **Comments for the Editor**, to let the editorial team know of your intentions:

- A paper that answers a specific CFP - specify CFP, issue or Editor
- A paper intended for a specific issue as published on site (<http://jvwresearch.org/>) in the the planned Publication Calendar.

Any other comments or suggestions you might want the Editorial Team to know.

Save and continue to the next step.

3.4. Step 2: Submission Metadata

The screenshot shows the 'Step 2: Entering the Submission's Metadata' form on the JVWR website. The form is titled 'Step 2. Entering the Submission's Metadata' and includes a progress bar with five steps: 1. START, 2. ENTER METADATA (current), 3. UPLOAD SUBMISSION, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. The form is divided into two main sections: 'Authors' and 'Journal Help'. The 'Authors' section contains fields for First name*, Middle name, Last name*, Affiliation, Country, Email*, URL, and Bio statement (E.g., department and rank). The 'Journal Help' section includes a 'Journal Help' button, a login status for 'natibek@gmail.com' with links for 'My Journals', 'My Profile', and 'Log Out', a 'JOURNAL CONTENT' section with a search bar and a dropdown menu, and an 'INFORMATION' section with links for 'For Readers', 'For Authors', and 'For Librarians'. The 'Add Author' button is located at the bottom left of the form.

Virtual Worlds Research

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES JVWR HOMEPAGE

Home > User > Author > Submissions > New Submission

Step 2. Entering the Submission's Metadata

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors

First name* tzs

Middle name

Last name* test

Affiliation u-edu

Country

Email* natibek@gmail.com

URL

Bio statement (E.g., department and rank) test only

Add Author

Journal Help

You are logged in as...
natibek@gmail.com
My Journals
My Profile
Log Out

JOURNAL CONTENT

All

Search

Browse
By Issue
By Author
By Title
Other Journals

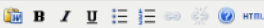
INFORMATION

For Readers
For Authors
For Librarians

Title and Abstract

Title*

Abstract*



Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

Complete this form. **Save and continue** to the next step.

3.5. Step 3: Upload the Submission

Virtual Worlds Research

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES JVWR HOMEPAGE

Home > User > Author > Submissions > New Submission

Step 3. Uploading the Submission

1. START 2. ENTER METADATA 3. **UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Tzafnt Shpak](#) for assistance (617 606 3312).

Submission File

No submission file uploaded.

Upload submission file [ENSURING A BLIND REVIEW](#)

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwrresearch.org>

Journal Help

You are logged in as...
natibek@gmail.com
[My Journals](#)
[My Profile](#)
[Log Out](#)

JOURNAL CONTENT

All

Browse
[By Issue](#)
[By Author](#)
[By Title](#)
[Other Journals](#)

INFORMATION
[For Readers](#)
[For Authors](#)
[For Librarians](#)

Make sure you read the “Ensuring Blind Review”

Open Journal Systems Help

Home > Editorial Process > Editor's Role > Ensuring a Blind Peer Review

Ensuring a Blind Peer Review

To ensure the integrity of the blind peer-review for submission to this journal, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

1. The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.
3. With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.

Close

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Editor's Role

- Submissions
- Submission Summary
- Ensuring a Blind Peer Review

3.6. Step 4: Uploading Supplementary Files

Upload items as needed.

Journal of Virtual Worlds Research

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES JVWR HOMEPAGE

Home > User > Author > Submissions > New Submission

Step 4. Uploading Supplementary Files

[1. START](#) [2. ENTER METADATA](#) [3. UPLOAD SUBMISSION](#) [4. UPLOAD SUPPLEMENTARY FILES](#) [5. CONFIRMATION](#)

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file [ENSURING A BLIND REVIEW](#)

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>

Journal Help

You are logged in as...
natibek@gmail.com
[My Journals](#)
[My Profile](#)
[Log Out](#)

JOURNAL CONTENT

All

Browse
[By Issue](#)
[By Author](#)
[By Title](#)
[Other Journals](#)

INFORMATION

[For Readers](#)
[For Authors](#)
[For Librarians](#)

3.7. Step 5: Confirmation

The screenshot shows the 'Step 5. Confirming the Submission' page on the Journal of Virtual Worlds Research website. The page has a blue header with navigation links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and JVWR HOMEPAGE. Below the header, a breadcrumb trail reads: Home > User > Author > Submissions > New Submission. The main heading is 'Step 5. Confirming the Submission'. Below this, a list of steps is provided: 1. START, 2. ENTER METADATA, 3. UPLOAD SUBMISSION, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION (highlighted). A paragraph explains that clicking 'Finish Submission' will result in an email acknowledgment and allow tracking of the submission's progress. A 'File Summary' table is shown with columns: ID, ORIGINAL FILE NAME, TYPE, FILE SIZE, and DATE UPLOADED. The table contains one entry: ID 25437, ORIGINAL FILE NAME JVWR LOGIN AND SUBMIT V01.DOC, TYPE Submission File, FILE SIZE 1MB, and DATE UPLOADED 01-20. Below the table are two buttons: 'Finish Submission' and 'Cancel'. At the bottom, a note states: 'The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>'. On the right side, there is a 'Journal Help' section with a login status for 'natibek@gmail.com' and links for 'My Journals', 'My Profile', and 'Log Out'. Below that is a 'JOURNAL CONTENT' section with a search bar and a 'Browse' section with links for 'By Issue', 'By Author', 'By Title', and 'Other Journals'. At the bottom right is an 'INFORMATION' section with links for 'For Readers', 'For Authors', and 'For Librarians'.

Home > User > Author > Submissions > New Submission

Step 5. Confirming the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Journal of Virtual Worlds Research click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Journal of Virtual Worlds Research.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
25437	JVWR LOGIN AND SUBMIT V01.DOC	Submission File	1MB	01-20

[Finish Submission](#) [Cancel](#)

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>

Journal Help

You are logged in as...
natibek@gmail.com
[My Journals](#)
[My Profile](#)
[Log Out](#)

JOURNAL CONTENT

All

Browse
[By Issue](#)
[By Author](#)
[By Title](#)
[Other Journals](#)

INFORMATION

[For Readers](#)
[For Authors](#)
[For Librarians](#)

Click on **Finish Submission** to confirm.

3.8. Email Confirmation

You will get an email confirmation.

The screenshot shows an email confirmation message. It starts with 'tzs test:'. The main body of the email says: 'Thank you for submitting the manuscript, "Test Tzs" to Journal of Virtual Worlds Research. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:'. Below this, it provides the 'Manuscript URL: <https://journals.tdl.org/jvwr/author/submission/6163>' and the 'Username: natibek@gmail.com'. It then says: 'If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.' followed by a three-dot menu icon. At the bottom, it is signed 'Dr. Yesha Sivan' and 'Journal of Virtual Worlds Research'. Below the signature is a horizontal line, followed by 'Journal of Virtual Worlds Research' and the URL '<http://jvwresearch.org>'.

tzs test:

Thank you for submitting the manuscript, "Test Tzs" to Journal of Virtual Worlds Research. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:

Manuscript URL: <https://journals.tdl.org/jvwr/author/submission/6163>
Username: natibek@gmail.com

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

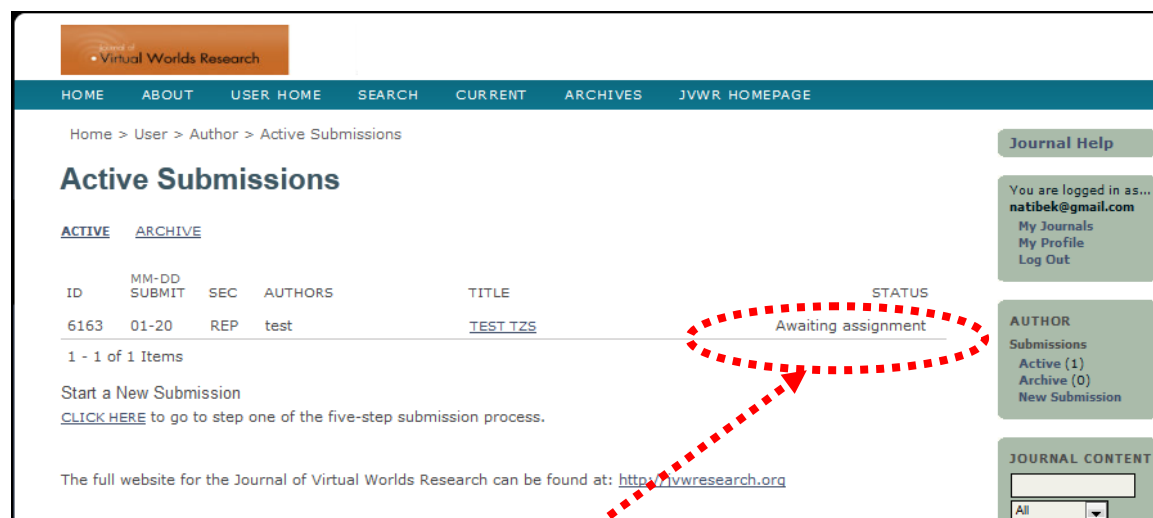
...

Dr. Yesha Sivan
Journal of Virtual Worlds Research

Journal of Virtual Worlds Research
<http://jvwresearch.org>

This image is taken from Gmail. You will get it in your email.

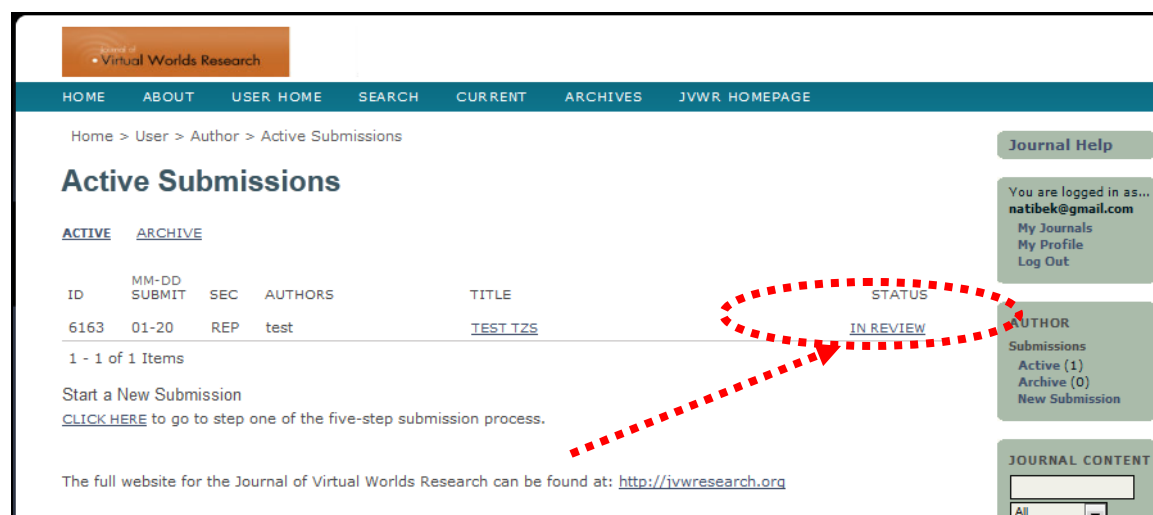
3.9. Follow Your Submission



Your submission will be managed from the above main screen.

You will be able to track it.

3.10. Status should be “In Review”



If the status does not change within 7 days please contact the Coordinating Editor

tzafnat.shpak@jvwresearch.org.

4. Upload Full Submission to Abstract

4.1. Introduction

By default, each new submission to the TDL System (JVWR's publishing system) creates a unique submission ID number that, from now on, will accompany the paper in all of its publishing stages. It is therefore important that all the documents concerning a specific paper will be “under the same roof” and will bear the same ID. That is to say, that if an abstract was

uploaded to the system – the full paper, when done, should be uploaded into the same place (same ID) as the abstract, to avoid duplications.

Please follow the instructions below on how to add a submission under the same ID number.

4.2. Author's Role

When you need to upload a full paper or a revised file for review, it must be done under the same ID number as the original one, but NOT as a supplementary file. It should be uploaded as a new version for Review.

Login to your account and choose AUTHOR user.



You will get a list of your ACTIVE submissions, with ID numbers (N) title (1) and status (2). You can also find the archive (3) of your past submissions, whether previously published or archived for any other reason. **DO NOT** start a new submission.

Journal of Virtual Worlds Research

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES JVWR HOMEPAGE

Home > User > Author > Active Submissions

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
N 6291	04.17	OTH	Shpak	TEST FOR REVIEW FORM	IN REVIEW

1 - 1 of 1 Items

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>

1. Enter the “review” section of your paper (1). This can be done either by:
 - a. The Metadata of the paper: click on the paper’s title (2).
 - b. ‘In Review’ status(3).
2. If you choose to go through the paper’s summary, you can edit the abstract and other information about your paper by editing the Metadata (2) (see below). To go on - click ‘Review’ (1).

#6291 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#)

Submission

Authors	Tzafnat Shpak
Title	Test for review form
Original file	6291-26038-1-SM.DOCX 2012-04-17
Supp. files	6291-26418-1-SP.DOCX 2012-07-01 ADD A SUPPLEMENTARY FILE
Submitter	Tzafnat Shpak
Date submitted	April 17, 2012 - 02:20 AM
Section	Other
Editor	Tzafnat Shpak
Author comments	test document only for review tests

Status

Status	In Review
Initiated	2012-04-17
Last modified	2012-07-06

Submission Metadata

[EDIT METADATA](#)

264
265
266

3. Once you are in the 'Review' page of your submission you will have to add a new file for revision. Note: a version for review was automatically created when you previously uploaded the abstract (see X below) so the full version should be uploaded as 'Author's version' under Editor Decision section.

#6291 Review

[SUMMARY](#)
[REVIEW](#)
[EDITING](#)

Submission

Authors	Tzafnat Shpak
Title	Test for review form
Section	Other
Editor	Tzafnat Shpak

Peer Review

Round 1

Review Version	6291-26039-4-ED.DOCX 2012-07-01
Initiated	2012-04-17
Last modified	2012-05-03
Uploaded file	None

Editor Decision

Decision	—
Notify Editor	Editor/Author Email Record 2012-07-06
Editor Version	6291-26420-1-ED.DOCX 2012-07-01 6291-26420-2-ED.DOC 2012-07-01 6291-26420-3-ED.DOCX 2012-07-01 6291-26420-4-ED.DOCX 2012-07-06
Author Version	6291-26417-1-ED.DOCX 2012-07-01 DELETE
Upload Author Version	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>

4. Upload and save the new version by clicking on Upload button. You will see the new file under Author Version (1).

#6291 Review

[SUMMARY](#) [REVIEW](#) [EDITING](#)

Submission

Authors	Tzafnat Shpak
Title	Test for review form
Section	Other
Editor	Tzafnat Shpak

Peer Review

Round 1

Review Version	6291-26039-4-RV.DOCX	2012-07-01
Initiated	2012-04-17	
Last modified	2012-05-03	
Uploaded file	None	

Editor Decision

Decision	
Notify Editor	Editor/Author Email Record 2012-07-06
Editor Version	

1

Author Version

[6291-26417-1-ED.DOCX](#) 2012-07-01 [DELETE](#)

Upload Author Version

2

Let the Editor know by email that you have uploaded a new/full version and attach the file to your email. You can use the internal system to do so (2).

Home > User > Author > Submissions > Email

Send Email

To: Tzafnat Shpak <tzafnat.shpak@jvwresearch.org>

CC:

BCC:

Add Recipient Add CC Add BCC

☐ Send a copy of this message to my address (tzafnat.shpak@jvwresearch.org)

Attachments: Browse... Upload

From: "Tzafnat Shpak" <tzafnat.shpak@jvwresearch.org>

Subject: Test for review form

Body:

Dear Editor

I have uploaded a new/full version of my paper #6291 copy of which is attached herewith for your consideration.

Sincerely,
Author's name

http://jvwresearch.org

Send Cancel Skip Email

4.3. Editor's Role

Only editors can upload a new file for revision of the same ID number.

You get a message from author that a new/full version of paper title XXXX is available under ID number #xxxx.

287 Enter your account as Editor and search for the correct paper by available criteria (1) below: title/
 288 author/ editor etc. (you cannot search for ID number.)

Home > User > Editor

Editor Home

Submissions

- » [Unassigned](#) (0)
- » [In Review](#) (40)
- » [In Editing](#) (9)
- » [Archives](#)

1

Title contains Test for review

Submitted between and

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
6161	01-30	OTH	Shpak	TEST FOR REVIEW	Archived
6291	04-17	OTH	Shpak	TEST FOR REVIEW FORM	In Review

2

1 - 2 of 2 Items

Issues

- » [Create Issue](#)
- » [Notify Users](#)
- » [Future Issues](#)
- » [Back Issues](#)

289
 290 You may have several publications on the list. Make sure you choose the correct ID number and click
 291 on the paper's title (2) to move to the Summary section of the paper. Click on Review (3) to go to the
 292 review section.

Home > User > Editor > Submissions > #6291 > Summary

#6291 Summary

SUMMARY REVIEW EDITING HISTORY

Submission

Authors	Tzafnat Shpak		
Title	Test for review form		
Original file	6291-26038-1-SM.DOCX 2012-04-17		
Supp. files	6291-26418-1-SP.DOCX	2012-07-01	EDIT ADD A SUPPLEMENTARY FILE
Submitter	Tzafnat Shpak		
Date submitted	2012-04-17		
Section	Other	Change to	Other <input type="button" value="Record"/>
Author comments	test document only for review tests		

Editors

	REVIEW	EDITING	REQUEST	ACTION
Editor	Tzafnat Shpak	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	— DELETE
<input type="button" value="Record"/>	ADD SECTION EDITOR ADD EDITOR			

Status

Status	In Review	ARCHIVE SUBMISSION
--------	-----------	------------------------------------

In the Review section upload the new file that the author sent you as a revised Review Version (1).

Home > User > Editor > Submissions > #6291 > Review

#6291 Review

SUMMARY REVIEW EDITING HISTORY

Submission

Authors	Tzafnat Shpak		
Title	Test for review form		
Section	Other		
Editor	Tzafnat Shpak		
Review Version	6291-26039-4-RV.DOCX	2012-07-01	
	Upload a revised Review Version <input type="button" value="Browse..."/> <input type="button" value="Upload"/>		
Supp. files	6291-26418-1-SP.DOCX	2012-07-01	Present file to reviewers <input type="checkbox"/> <input type="button" value="Record"/>

Peer Review

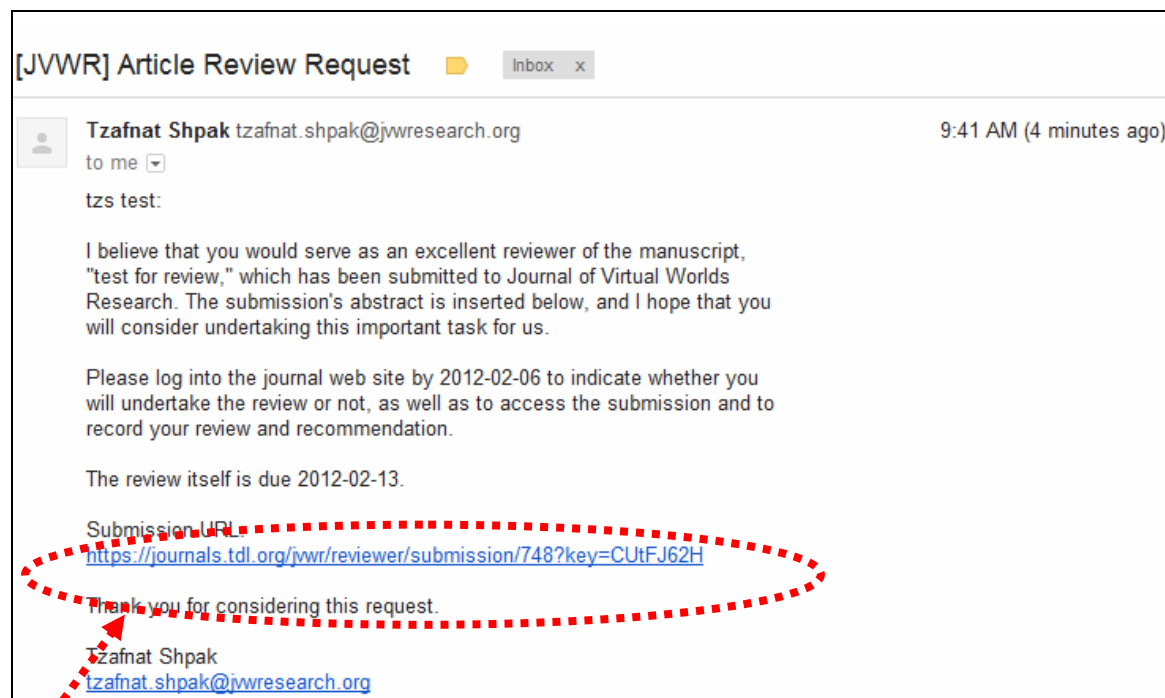
Round 1	SELECT REVIEWER VIEW REGRETS, CANCELS, PREVIOUS ROUNDS
---------	--

The author and/or reviewers will be able to see this new version as the one to be reviewed (2).

5. Review a Paper

5.1. Reviewer Role

Once you are enrolled as a Reviewer by the Journal editorial team, you will receive an email from the Issue Editor requesting you to accept a reviewing task.




By clicking on the Submission URL you will be forwarded to the paper's review page. This is a secured URL only for you.

Once you have agreed to review, you will be able to use this URL to review, comment and recommend without login to the system.

5.2. Undertake Reviewing Task

Respond to Editor by email whether you will or will not do the review.




[HOME](#)
[ABOUT](#)
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[REGISTER](#)
[SEARCH](#)
[CURRENT](#)
[ARCHIVES](#)
[JVWR HOMEPAGE](#)

[Home](#) > [User](#) > [Reviewer](#) > #6161 > Review

#6161 Review




Submission To Be Reviewed

Title	test for review
Journal Section	Other
Abstract	testing for reviewer tzs test
Submission Editor	Tzafnat Shpak 
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2012-01-30
Your Response	—
Review Submitted	—
Review Due	2012-02-13

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
 Response Will do the review  Unable to do the review 
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review
4. Click on icon to enter (or paste) your review of this submission.
 Review 
5. In addition, you can upload files for the editor and/or author to consult.
 Uploaded files None

[ENSURING A BLIND REVIEW](#)
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
 Recommendation

Reviewer Guidelines

More information can be found in the web site.
 See <http://jvwresearch.org/>

The full website for the Journal of Virtual Worlds Research can be found at: <http://jvwresearch.org>

Journal Help

[Journals Login](#)

JOURNAL CONTENT

Browse

[By Issue](#)
[By Author](#)
[By Title](#)
[Other Journals](#)

INFORMATION

[For Readers](#)
[For Authors](#)
[For Librarians](#)

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313

314

315

5.3. Unable to Review Email

Virtual Worlds Research

HOME ABOUT LOG IN REGISTER SEARCH CURRENT ARCHIVES JVWR HOMEPAGE

Home > User > Reviewer > Email

Send Email

To:

CC: Tzafnat Shpak <tzafnat.shpak@jvwresearch.com>

BCC:

From: "tzs test" <natibek@gmail.com>

Subject: [JVWR] Unable to Review

Body:

Tzafnat Shpak:

I am afraid that at this time I am unable to review the submission, "test for review," for Journal of Virtual Worlds Research. Thank you for thinking of me, and another time feel free to call on me.

tzs test

Journal Help

Journals Login

JOURNAL CONTENT

All

Browse

- By Issue
- By Author
- By Title
- Other Journals

INFORMATION

- For Readers
- For Authors
- For Librarians

If you are unable to accept the review – you will not be able to continue.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Rejected
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission will be made available, if and when reviewer agrees to undertake review
4. Click on icon to enter (or paste) your review of this submission.
Review
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files: None
 No file chosen
[ENSURING A BLIND REVIEW](#)
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation:

5.4. Agree to Review

Home > User > Reviewer > Email

Send Email

To:

CC: Tzafnat Shpak <tzafnat.shpak@jvwresearch.com>

BCC:

From: "tzs test" <natibek@gmail.com>

Subject: [JVWR] Able to Review

Body:

Tzafnat Shpak:

I am able and willing to review the submission, "test for review," for Journal of Virtual Worlds Research. Thank you for thinking of me, and I plan to have the review completed by its due date, 2012-02-13, if not before.

tzs test

[Journal Help](#)

[Journals Login](#)

JOURNAL CONTENT

All

Browse

- By Issue
- By Author
- By Title
- Other Journals

INFORMATION

- For Readers
- For Authors
- For Librarians

Once you accepted the 1st step (1 of 6) of the review process is completed and you'll be able to add your comments and recommendations.

Virtual Worlds Research

HOME ABOUT LOG IN REGISTER SEARCH CURRENT ARCHIVES JVWR HOMEPAGE

Home > User > Reviewer > #6161 > Review

#6161 Review

Submission To Be Reviewed

Title	test for review
Journal Section	Other
Abstract	testing for reviewer tzs test
Submission Editor	Tzafnat Shpak
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2012-01-30
Your Response	2012-01-30
Review Submitted	—
Review Due	2012-02-13

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response: Accepted

[Journal Help](#)

[Journals Login](#)

JOURNAL CONTENT

All

Browse

- By Issue
- By Author
- By Title
- Other Journals

INFORMATION

- For Readers
- For Authors
- For Librarians

5.5. Step 2: Reviewer Guidelines

A Guideline document and/or form will be sent to you by the Issue Editor.
[there may be forms there per your issue]

5.6. Step 3: Download the Paper to Review and Comments

Click on the paper's link to download. If there are supplementary files – make sure you download them as well: they might contain valuable information from Autor to Reviewer.

The screenshot shows a 'Review Steps' interface with the following content:

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (or screen or by printing) the files associated with this submission.
Submission Manuscript [6161-25466-1-RV.DOCX](#) 2012-01-30
Supplementary File(s) None
4. Click on icon to enter (or paste) your review of this submission.
Review
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
 No file chosen
[ENSURING A BLIND REVIEW](#)
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation

A red dashed arrow points from the text 'Click on file names to download and review' to the link '6161-25466-1-RV.DOCX'.

5.7. Steps 4 & 5: Enter Your Online Comments

Review

No Reviews

Subject

test for review

For author and editor

Paper is OK

For editor

Notes

Save

Close

* Denotes required field

Your comments will appear onsite. You will be able to add more comments whenever you wish until you have completed your review and uploaded a new file to the system.

Review

Reviewer
2012-01-30 03:04 AM

For author and editor

Reviewer
2012-01-30 03:04 AM

For editor

Reviewer
2012-01-30 03:05 AM

For author and editor

Reviewer
2012-01-30 03:05 AM

For editor

Subject: test for review
Paper is OK

Subject: test for review
Notes

Subject: test for review
123 second

Subject: test for review
123 tzs

Subject

For author and editor

test for review

345
346

5.8. Step 6: Reviewer Recommendations

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	6161-25466-1-RV.DOCX	2012-01-30
Supplementary File(s)	None	

4. Click on icon to enter (or paste) your review of this submission.
Review

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

No file chosen

[ENSURING A BLIND REVIEW](#)

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation Choose One

- Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

Reviewer Guidelines

More information can be found in the web site.

See <http://jvwresearch.org/>

Choose recommendation and click Submit Review to Editor. Click OK to finalize your review.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	6161-25466-1-RV.DOCX	2012-01-30
Supplementary File(s)	None	

4. Click on icon to enter (or paste) your review of this submission.
Review

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

No file chosen

[ENSURING A BLIND REVIEW](#)

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation See Comments

The page at <https://journals.tdl.org> says:

Once you have recorded a decision you will no longer be able to make changes to this review. Are you sure you wish to continue?

5.9. Send Email to Editor

Home > User > Reviewer > Email

Send Email

To:

CC: Tzafnat Shpak <tzafnat.shpak@jvwresearch.com>

BCC:

From: "tzs test" <natibek@gmail.com>

Subject: [JVWR] Article Review Completed

Body: Tzafnat Shpak:
I have now completed my review of "test for review" for Journal of Virtual Worlds Research, and submitted my recommendation, "See Comments."
tzs test

Journal Help

Journals Login

JOURNAL CONTENT


All

Browse
By Issue
By Author
By Title
Other Journals

INFORMATION

For Readers
For Authors
For Librarians

Once you are a reviewer you will see this role appears on your home page after login.

 **Texas Digital Library**

HOME ABOUT USER HOME SEARCH

Home > User Home

User Home

My Journals

[Journal of Virtual Worlds Research](#)

» [Reviewer](#)

» [Author](#)

My Account

» [Register for Other Journals](#)

» [Edit My Profile](#)

» [Log Out](#)

OPEN JOURNAL SYSTEMS

Journal Help

You are logged in as...
natibek@gmail.com

[My Journals](#)
[My Profile](#)
[Log Out](#)

LANGUAGE

English

JOURNAL CONTENT

All

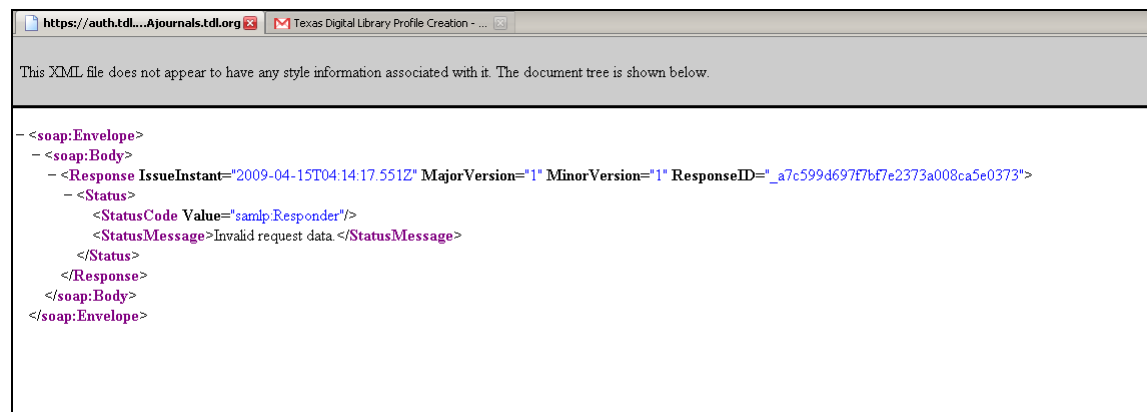
FONT SIZE

Click on Reviewer

6. Known Bugs

6.1. XML Error

If you get this error. Close and re-open your browser. This bug has to do with session timing.



6.2. Fields Do Not Edit HTML Correctly

This may occur in Google Chrome, use Firefox instead.