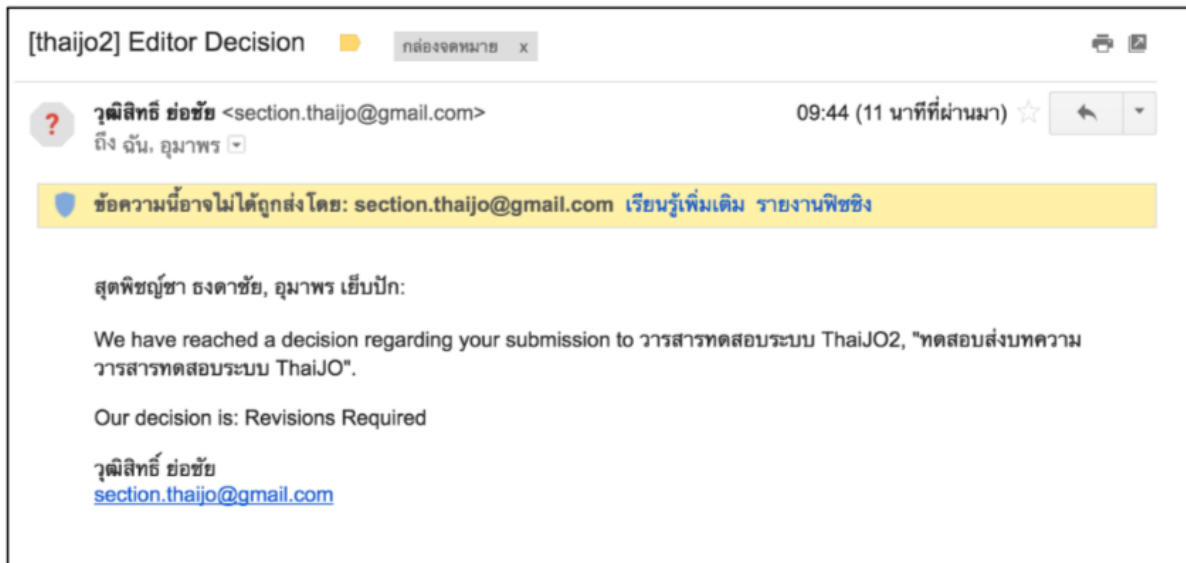
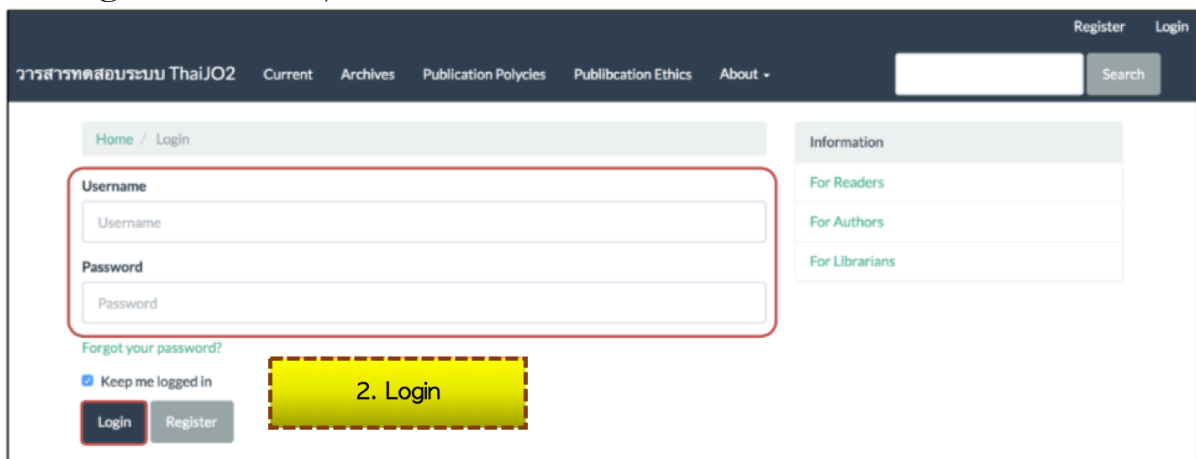


Revision of Manuscripts

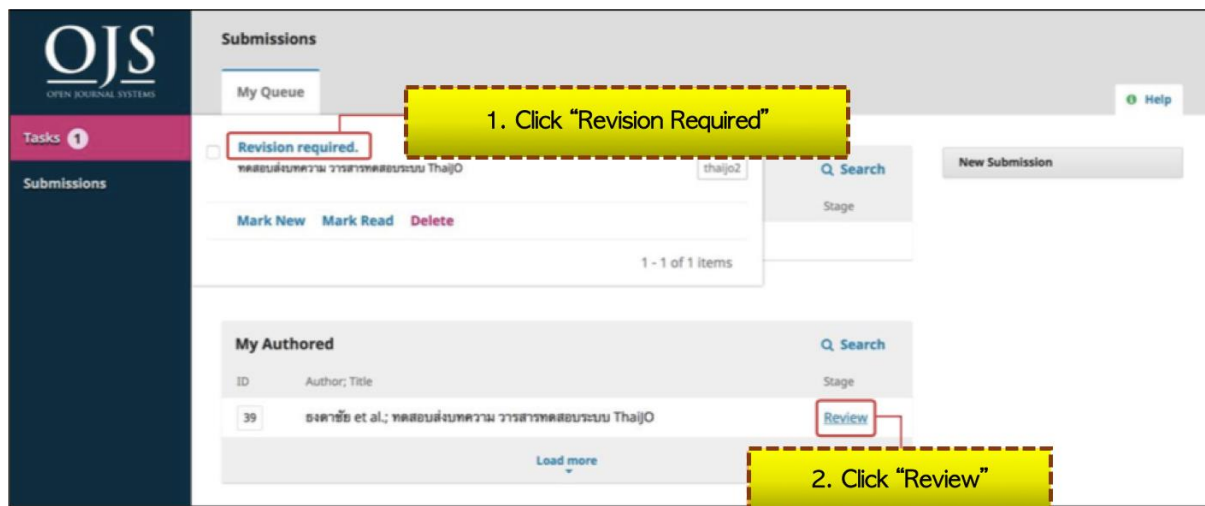
1. The author will receive an email from the editor titled “Editor Decision”, to revise the article.



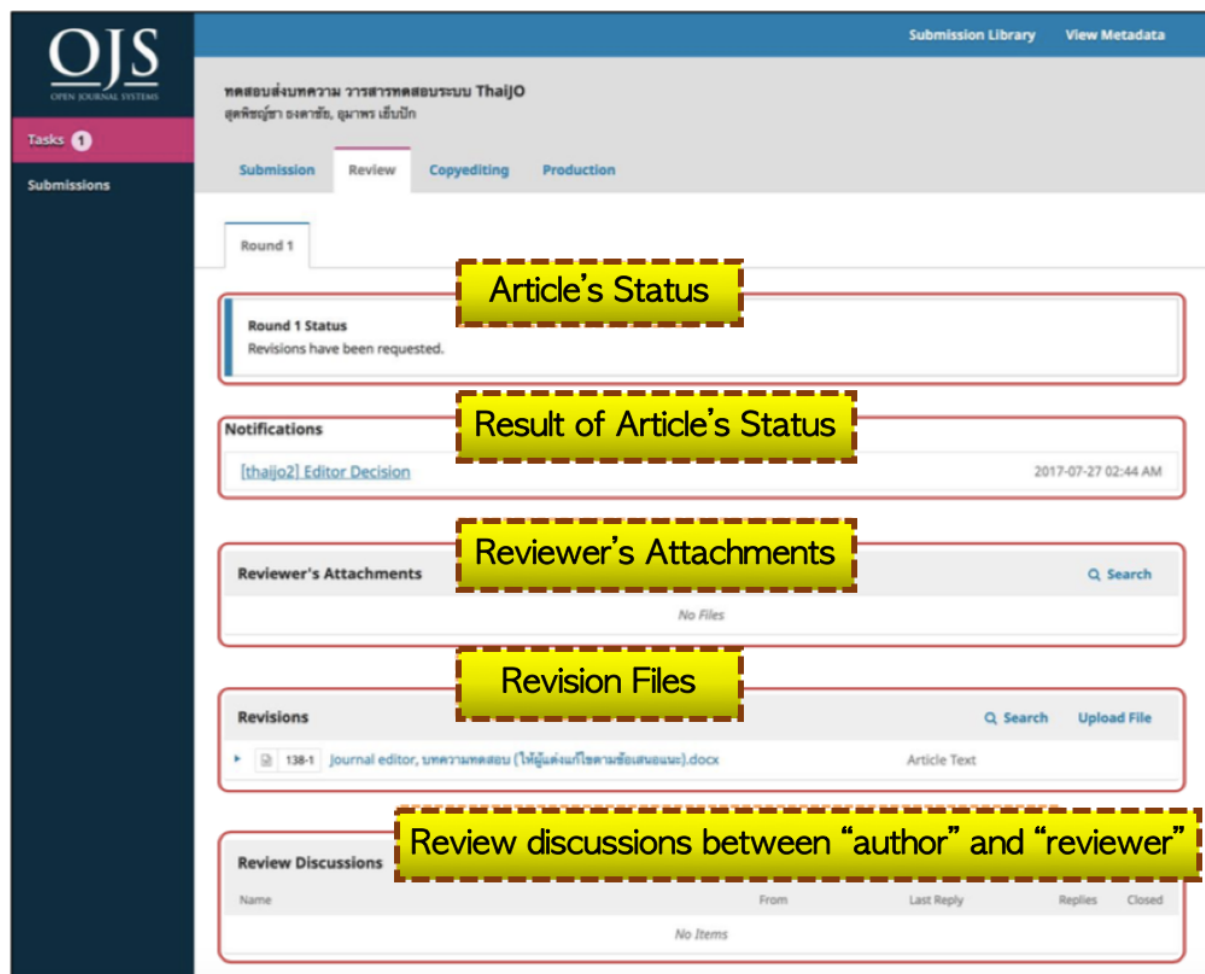
2. Log into www.journal.nu.ac.th



3. The author can access the article in two ways
 - On **Task** menu, there is the numeral sign attached to it. Click “Task” to check the article’s status and click “Revision required”
 - In “My Authored” box, click “Review” at the desired article.



4. The “Review” page will be shown as below:



5. The editor's suggestions can be sent in various types e.g.

- Via direct email or via “Notifications” tab
- Via “Reviewer's Attachments” through the system
- Via “Revision” through the system
- Via “Review Discussions” through the system

The example below illustrates the editor's suggestion sent via “Revision” through the system

6. The author click the file link to edit the article as suggested

7. After the author's revision, upload the revised file at “Revision” box by clicking “Upload File”

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Submission Library View Metadata

บทความทบทวน วารสารทบทวนระบบ ThaiJO
ผู้แก้ไขและเรียบเรียง, ผู้เผยแพร่

Submission Review Copyediting Production

Round 1

Round 1 Status
Revisions have been requested.

Notifications
[thaijo2] Editor Decision 2017-07-27 02:44 AM

Reviewer's Attachments
No Files

Revisions
138-1 journal editor, บทความทบทวน (ให้ผู้แก้ไขและเรียบเรียงบทความ).docx Article Text

Search Upload File

Review Discussions
Add discussion

Name From Last Reply Replies Closed
No Items

6. Click on the link to download file

7. Click “Upload File” to upload the revised version of article

8. Click the file which its name begins with “Author, ...”
9. Click “Upload File” and upload the revised file

The screenshot shows the 'Upload Review File' dialog box with a blue header and a close button (X). Below the header is a progress bar with three steps: '1. Upload File' (active), '2. Review Details', and '3. Confirm'. The main content area has a heading 'If you are uploading a revision of an existing file, please indicate which file.' followed by a dropdown menu showing 'Author, บทความทดสอบ.docx'. Below this is another dropdown menu labeled 'Article Component *' showing 'Article Text'. A yellow dashed box with the text '8. Click the file which its name begins with “Author, ...”' points to the first dropdown. Below the dropdowns is a dashed box containing the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. A yellow dashed box with the text '9. Click “Upload File”' points to the 'Upload File' button. At the bottom are 'Continue' and 'Cancel' buttons. A link 'Ensuring a Blind Review' is also visible.

10. Click “Continue”

*If the author wants to edit the file, click “Change File”

The screenshot shows the 'Upload Review File' dialog box with the same layout as the previous one. The 'Upload File' step is still active. The dropdown menus show the same selections. The 'Upload File' button is now disabled, and a 'Change File' button has appeared next to the file name 'Author, บทความทดสอบ.docx' in the file selection area. A yellow dashed box with the text '10. Click “Continue”' points to the 'Continue' button at the bottom left.

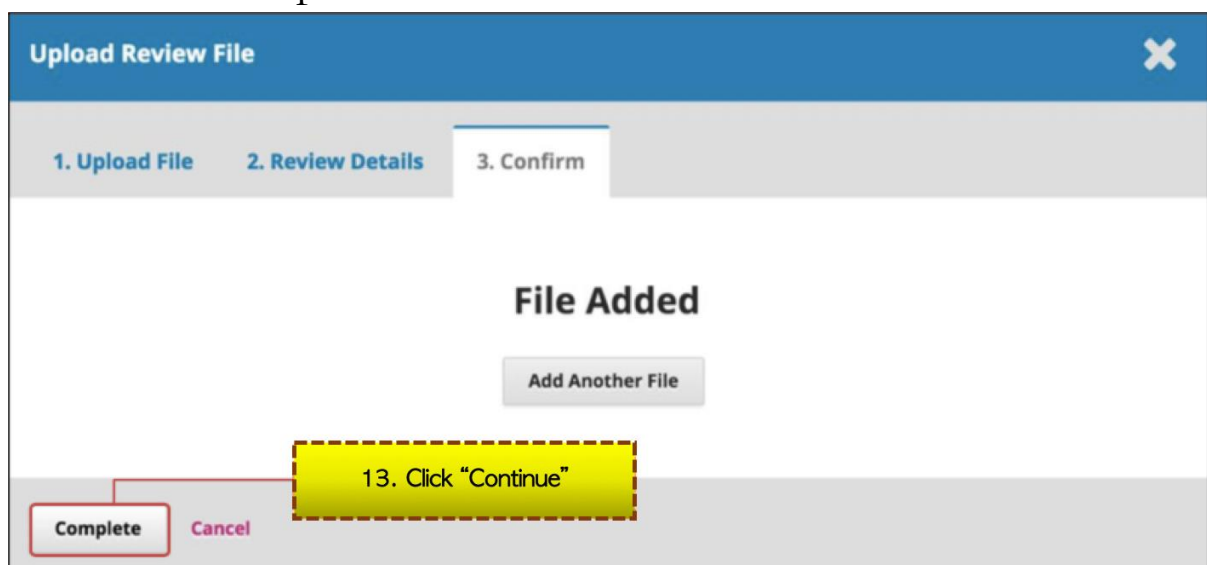
11. To rename the uploaded file, click “Edit” on “Review Details” tab



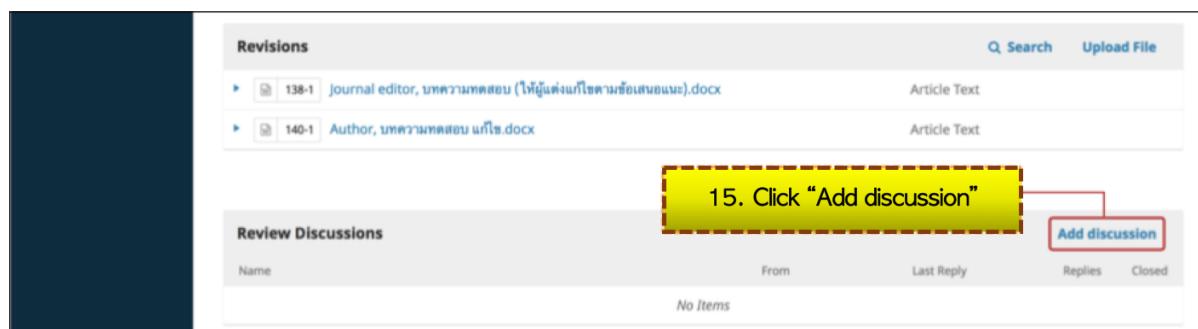
12. Rename the file, then click “Continue”



13. Click “Complete”



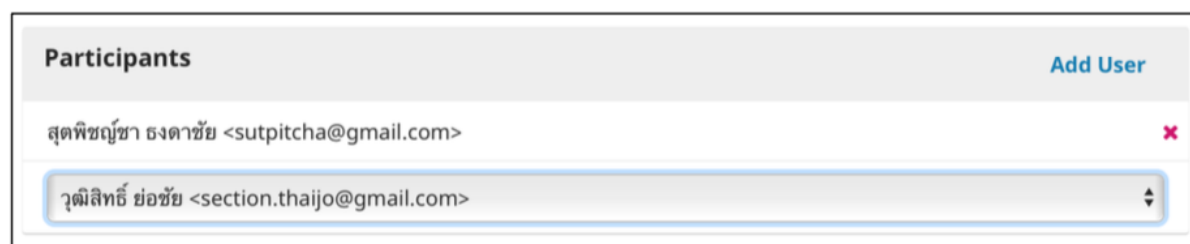
14. The uploaded files will be listed in “Revision” box
15. To notify the editor, click “Add discussion” at “Review Discussions” box



16. Click “Add User” at “Participants” box



17. The name of editors or editorial department are listed within the box



18. Fill the “Subject” and add “Message” to the editor or editorial department

**If there are files needed to be uploaded, click “Upload File” in “Attached Files” box*

19. Click “OK”

Add discussion

Participants Add User

สุตพิชญ์ชา ธงดาชัย <sutpitcha@gmail.com>	X
วุฒิสสิทธิ์ ย่อชัย <section.thaijo@gmail.com>	X

Subject *

แก้ไขบทความตามข้อเสนอแนะเรียบร้อยแล้วค่ะ

Message *

เรียน กองบรรณาธิการวารสาร
ดิฉันได้ทำการแก้ไขบทความตามข้อเสนอแนะและอัปโหลดไฟล์เข้าสู่ระบบเรียบร้อยแล้วค่ะ
ขอแสดงความนับถือ
สุตพิชญ์ชา ธงดาชัย

Attached Files Search Upload File

No Files

* Denotes required field

OK Cancel

20. The message sent to the editor or the editorial department will be shown as below

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Submission Library View Metadata

ทดสอบส่งบทความ วารสารทดสอบระบบ ThaiJO
สุทธพิชญ์ วิชา อังคาสัย, อุนาพร เอ็นบีที

Tasks 0

Submissions

Submission Review Copyediting Production

Round 1

Round 1 Status
Revisions have been requested.

Notifications

[thaijo2] Editor Decision 2017-07-27 02:44 AM

Reviewer's Attachments Q Search

No Files

Revisions Q Search Upload File

▶	138-1	Journal editor, บทความทดสอบ (ให้ผู้แต่งแก้ไขตามข้อเสนอแนะ).docx	Article Text
▶	140-1	Author, บทความทดสอบ แก้ไข.docx	Article Text

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ แก้ไขบทความตามข้อเสนอแนะเรียบร้อยแล้ว	author2_thaijo Jul/27	-	0	<input type="checkbox"/>