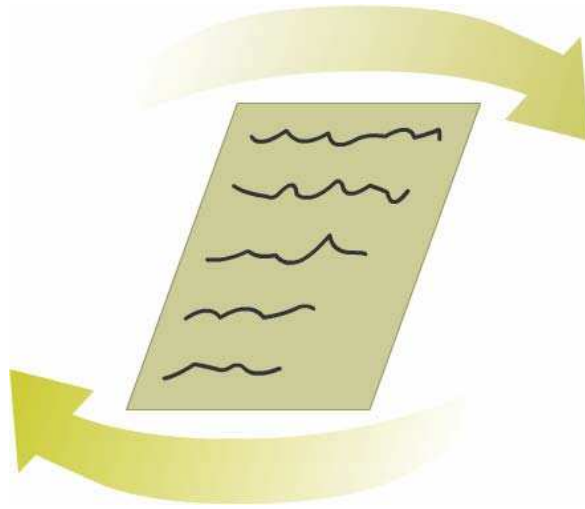


## Central European Science Journals

Editool - Paper Processing System (PPS)



Manual for Referee (R)



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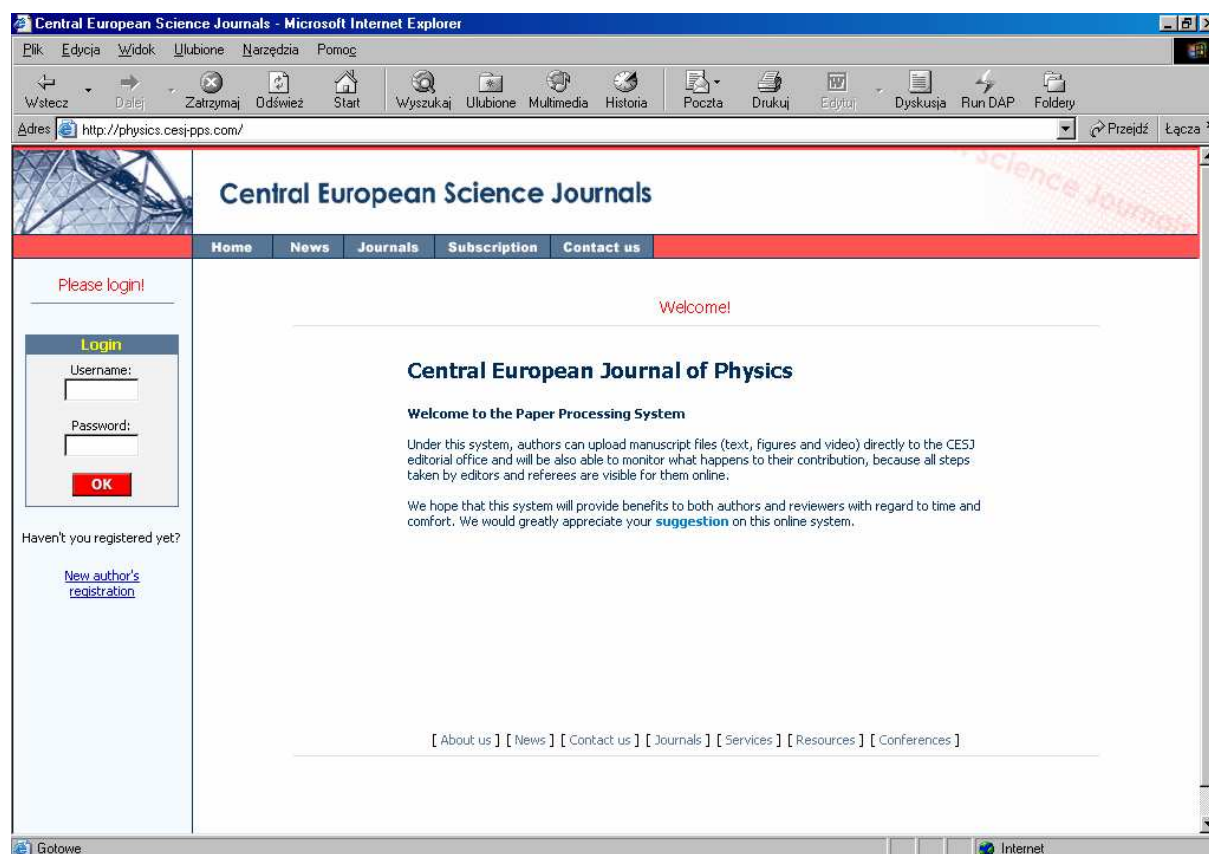
## INTRODUCTION

The system has been designed in order to aid Authors, Editors and Referees in managing the regular duties connected with processing the papers. One of the most important assumptions of this system was to develop a user friendly and platform independent system.

*All the screens used in the manual were grabbed from Editool system installed for CEJP journal but the systems installed for other journals are exactly the same.*

## LOGGING TO THE SYSTEM

All the system users supposed to obtain personal username and the password. This data are essential for logging into the system.



Screen 1. Logging to the system

R may log into the system by entering obtained data into appropriate windows placed on the left site of the webpage (Screen 1) and pressing the red button 'OK'. This is essential to type correct data; otherwise the system returns the message:

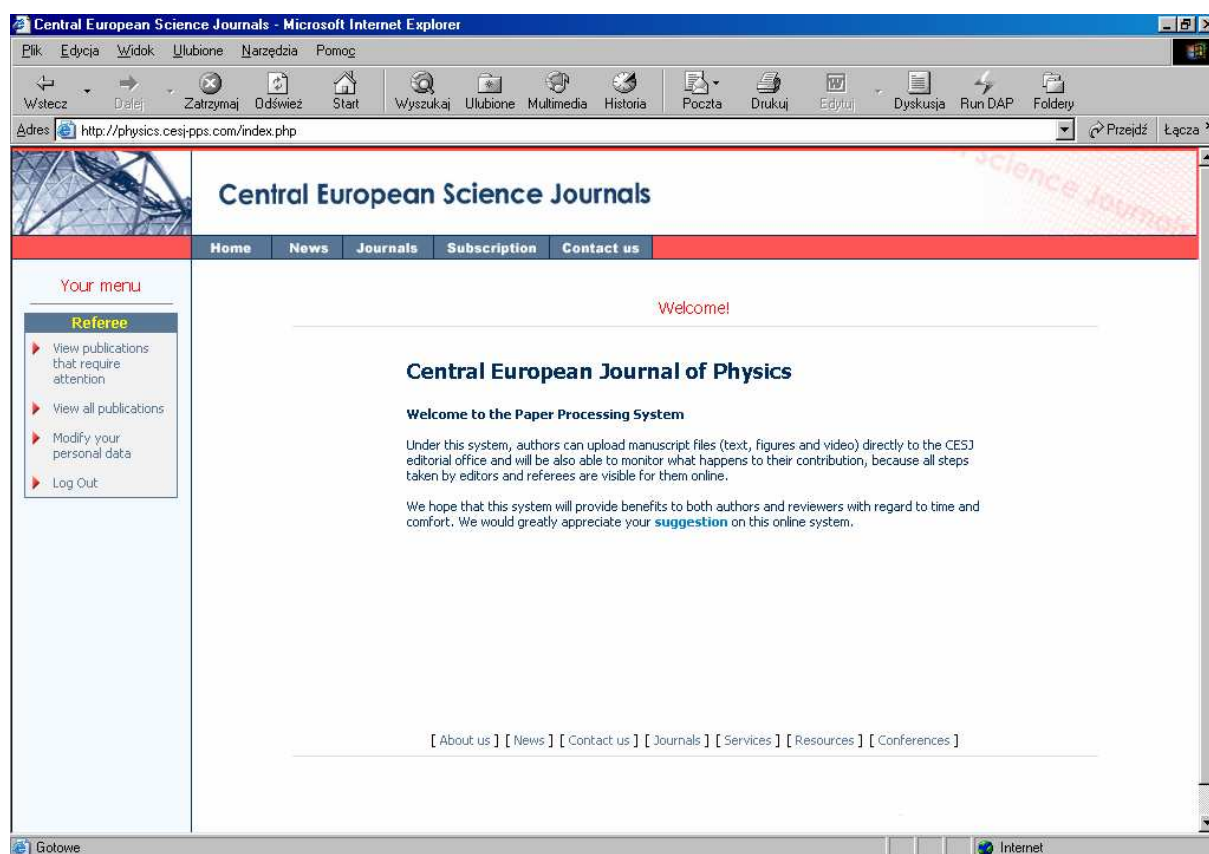


“The username or password doesn't exist. Try again!” it means that typed data are incorrect.

## R PROFILE

If there are no publications that require attention in the system, R supposed to obtain the screen (Screen 2). If there is a publication that requires R's attention system switches the fist web page and will select the first option from the menu *View publication that require attention*.

We can say that the Internet browser window is divided on two separated windows. The first window is a *Menu Window* placed on the left side and the second is a *Work Window*, which is beside the first one. Now, R can choose the option from the menu; and the second window will change and display all the information and further parameters.



Screen 2. R's profile

There is also an *Option Tag*, marked in read color, at the top of the *Work Window* which informs about the selected option.



## MENU OPTIONS

1. View publications that require attention
2. View all publications
3. Modify your personal data
4. Log out

### View publications that require attention

*View publications that require attention* option shows a list of all the articles which require attention from R.

Central European Science Journals

Home News Journals Subscription Contact us

Your menu

- Referee
- View publications that require attention
- View all publications
- Modify your personal data
- Log Out

List of publications that require your attention

Date	From	To	Publication	Message	To do
Ph 0025/2003	Anna Kuptsova				
Mar 25, 2003	Editor	Ph 0025/2003	Ask for refereeing		<a href="#">Please check!</a>

**Paper Processing System (PPS).**

You can see the publications that you handle. [Red link](#) in a row means that you should manage that publication by clicking on it. More help will be available later...

[ About us ] [ News ] [ Contact us ] [ Journals ] [ Services ] [ Resources ] [ Conferences ]

Screen 3. View publication that require attention

The list of the publication is a table, which presents the histories of the publications. *Date* column helps to follow the publication history and gives information regarding the time of the review. The columns: *From* and *To* inform about the status of the publication, selecting positions at these columns R is able to obtain detailed information about the system users who were/have been processing the publication. *Publication* column provides with the detailed information regarding the article. There



is also *Message* column, which handles the messages which have been sent inside the system.

The publications are separated by *Green Topics*. The *Green Topic* consist unique publication number (e.g. Ph 0025/2003) and name of the corresponding author.

In the *To do* column, the system informs R what action should be taken. And clicking on the red tag *Please check!*, R is able to take requested action (download the article, send the recommendation).

If the list of the articles is long, system attaches a *Navigation Bar* at the top and the bottom of the list, which helps to navigate the publications.

## Please check!

Clicking on *Please check* link R supposed to obtain the Screen 4.

The screenshot shows a web browser window with the URL `http://physics.cesj-pps.com/index.php?page=ref_report&id=834&code=773287`. The page title is "Central European Science Journals". The navigation bar includes "Home", "News", "Journals", "Subscription", and "Contact us". A sidebar on the left contains a "Your menu" section with a "Referee" sub-menu, listing options like "View publications that require attention", "View all publications", "Modify your personal data", and "Log Out".

The main content area features a red banner that says "Submit your report about this publication!". Below this is a form for a specific publication, identified by the ID "Ph 0025/2003". The form fields are as follows:

<b>Title:</b>	Basic properties of the resonance of the coherent population trapping for a three-level atom with asymmetric optical transitions
<b>Short title:</b>	Basic properties of the CPT-resonance ...
<b>Author(s):</b>	Anna Kuptsova
<b>Affiliations:</b>	Saratov State Technical University 410054, Politechnicheskaya 77, Saratov, Russia
<b>PACS number:</b>	42.62.Fi, 42.65.-k
<b>Category:</b>	Optics and Lasers
<b>E-mail:</b>	kupav@mail.ru
<b>Phone:</b>	+7 (8452) 526383
<b>Fax:</b>	no
<b>Date of upload:</b>	March 11, 2003 23:03

Below the form fields is a section for "Uploaded files:" with a table:

Filename	Size	Time
Kuptsova.pdf	492792	03/27/2003
Kuptsova.zip	1640477	03/27/2003

To the right of the publication details is a "Your decision:" section with three radio buttons: "Accept" (selected), "Need rewrite", and "Reject". Below this is a "Want to see the paper again?" section with "Yes" (selected) and "No" radio buttons. Further down is a "Report:" section with a large text area for writing a report. At the bottom of the form is a "Report from file (eg.:\*.doc, \*.pdf):" section with a file input field and a "Przełączaj..." button. A red "Submit" button is located at the bottom right of the form area.

Screen 4. Please check!

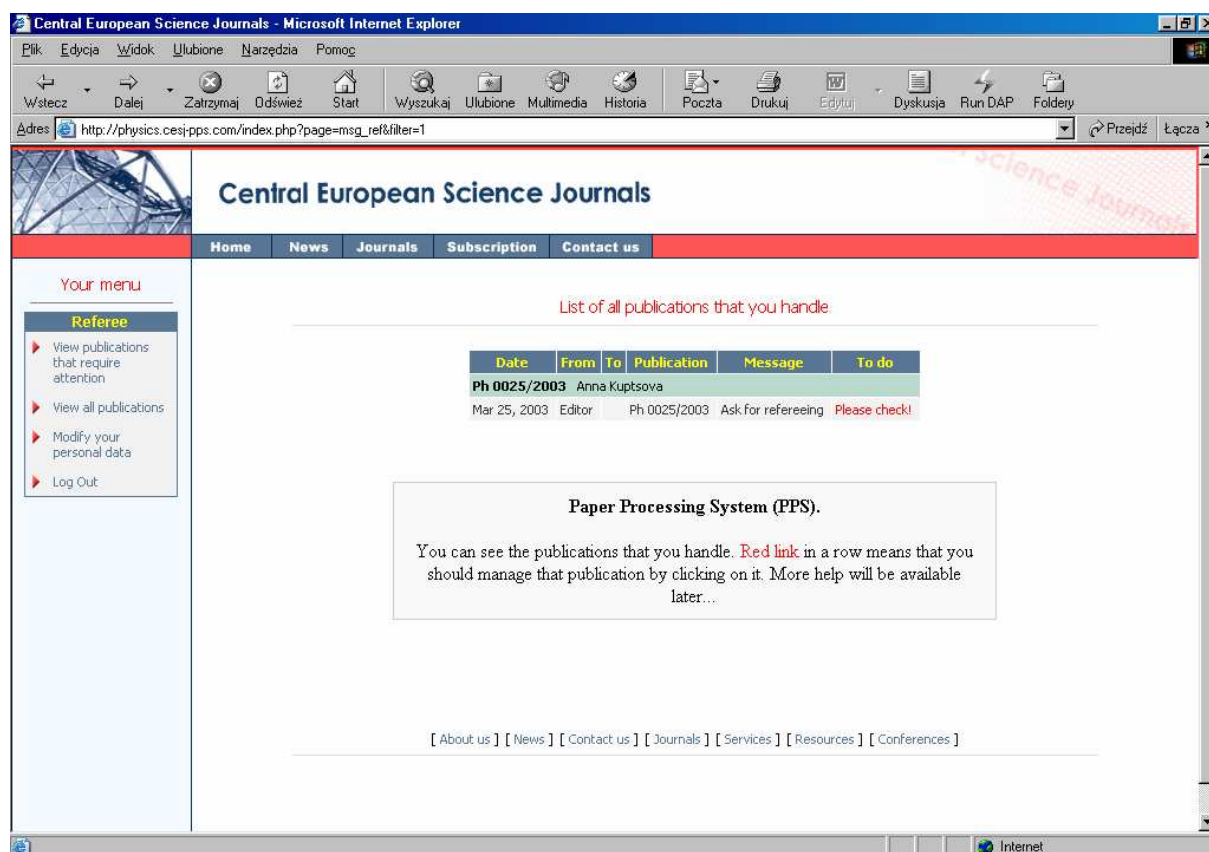
In the *Work Window* R is able to find information about the reviewing publication and also view or download all the files which has been uploaded by author. In the *Report* frame R supposed to write or attach a report from a file. R is asked to choose one of the three options: Accept, Need rewrite or Reject. And this



way inform Editor about her/his decision/recommendation. There is a possibility to inform Editor if R would like to see the article again or not.

## View all publications

Selecting option *View all publications* R is able to obtain the list of all the articles which has handled or are handling by him.



Screen 5. View all publications

The table, a list of publications is almost the same as in the option *View publications that require attention* except that, this list contain all the publication which was and which are handling by R.

The publications are separated by *Green Topics*. The *Green Topic* consist unique publication number (e.g. Ph 0033/2003) and name of the corresponding author.



## Modify your personal data

Filling out the form showed on the Screen 6, R is able to modify his personal data. Having the gaps in the form filled out, R has to click on the red button **OK** to confirm the changes. This is very important to keep these data up to date, especially the e-mail address.

R may also change the password to the profile clicking on the red link *Change your password* placed under the form.

The screenshot shows a web browser window titled "Central European Science Journals - Microsoft Internet Explorer". The address bar shows the URL "http://physics.cesj-pps.com/index.php?page=regform&mode=mod". The page content includes a "Your menu" sidebar with options like "View publications that require attention", "View all publications", "Modify your personal data", and "Log Out". The main content area is titled "Modify user's data" and contains a form with the following fields:

Name:	
First name:	Katarzyna
Last name:	Sosnowska

Address:	
Country:	Poland
City:	Warsaw
Address:	al. Jerozolimskie 35
Postal Code:	07-345
Phone:	+48 22 6713333
Fax:	+48 22 6713334
E-mail:	ksosnowska@physics.com

Below the form is a red "OK" button. At the bottom of the page, there is a link "Change your password".

Screen 6. Modify your personal data

## Log out

R may finish working with the system by clicking on the *Log out* option.