

# EDITOR ON OJS PLATFORM



**SOPHIA**  
PEER REVIEWED JOURNAL

# Submissions

My Queue 4

Unassigned

All Active 56

Archives 79

Help

## All Active


 Search

Filters

New Submission

528 **Autor**

The Title

 No editor has been assigned to this submission. [Assign Editor](#)

click here!

Submission

View



## Locate a User

✓ Journal editor

Author

choose the editor role

Search

Name

- ☐ Editor A
- ☒ Editor B
- ☐ Editor C
- ☐ Editor D
- ☐ Editor E
- ☐ Editor F
- ☐ Editor G
- ☐ Editor H

choose the editor who will be responsible for the article

☐ This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.

[S.I] A message regarding Sophia Journal

✓ [SJ] Editorial Assignment

choose this option and this automatic message will be sent to the editor's email

## Message



EDITOR :

The submission, "The Title," to Sophia Journal has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: URL

Username: USERNAME

\* Denotes required field

Submissions

| All Active |                                     | <div><div></div>Search</div> | <div><div></div>Filters</div>    | New Submission                        |
|------------|-------------------------------------|------------------------------|----------------------------------|---------------------------------------|
| 531        | <div></div> <div></div> <div></div> |                              | <div><div></div>Submission</div> | <div><div>View</div><div></div></div> |
| 528        | <b>Author</b><br>The Title          |                              | <div><div></div>Submission</div> | <div><div>View</div><div></div></div> |
| 526        | <div></div> <div></div> <div></div> |                              | <div><div></div>Submission</div> | <div><div>View</div><div></div></div> |
| 524        | <div></div> <div></div> <div></div> |                              | <div><div></div>Submission</div> | <div><div>View</div><div></div></div> |
| 523        | <div></div> <div></div>             |                              | <div><div></div>Submission</div> | <div><div>View</div><div></div></div> |

by clicking here you can follow the steps/editions

Workflow

in the **Workflow tab** you can download the article files and even open discussions with another editors

Submission

Help

Submission Files

Search Upload File

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Download All Files

Pre-Review Discussions

Order Add discussion

| Name                     | From                                   | Last Reply | Replies | Closed                   |
|--------------------------|--|------------|---------|--------------------------|
| Comments for the Editor  | autor-teste<br>2022-10-25<br>10:08 AM  | -          | 0       | <input type="checkbox"/> |
| [S] Editorial Assignment | editor-teste<br>2022-10-26<br>12:01 PM | -          | 0       | <input type="checkbox"/> |

Send to Review

Accept and Skip Review

Decline Submission

Participants

Assign

Journal editor

Diana

Author

Autor

Workflow

Publication

in the **Publication tab** you  
can follow the article and as-  
sign information to this

 Help

Status: **Unscheduled**

Schedule For Publication

• Title & Abstract

Contributors

Metadata

References

Identifiers

Galleys

Permissions &  
Disclosure

Issue

Prefix

Examples: A, The

The

Title

Title

Subtitle

Abstract

**B**

*I*

$\times^2$

$\times_2$



teste plataforma

**Workflow** **Publication**

**Submission** **Review** **Copyediting** **Production**

 [Help](#)

**Submission Files**

▶  1050 teste plataforma OJS sophia journal .pdf

by clicking here  
you can send to  
review when it's  
ready

**Send to Review**

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**Participants**

[Assign](#)

**Journal editor**

▶ Diana

**Author**

▶ Autor

**Pre-Review Discussions**

[Order](#)

[Add discussion](#)

| Name                                       | From                                   | Last Reply | Replies | Closed                   |
|--|--|------------|---------|--------------------------|
| ▶ <a href="#">Comments for the Editor</a>  | autor-teste<br>2022-10-25<br>10:08 AM  | -          | 0       | <input type="checkbox"/> |
| ▶ <a href="#">[S] Editorial Assignment</a> | editor-teste<br>2022-10-26<br>12:01 PM | -          | 0       | <input type="checkbox"/> |



## Send to Review



Select files below to send them to the review stage.

### Submission Files

[Q Search](#)[Upload File](#)

1050

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Article Text

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## Pre-Review Discussions

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Name

From

Last Reply

Replies

Closed

Workflow

Publication

Submission

Review

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Production

 Help

Round 1

New Review Round

now, in the review tab, you'll  
add a reviewer

Round 1 Status

Waiting for reviewers to be assigned.

Review Files

 Search

Upload/Select Files

Request Revisions

Accept Submission

Decline Submission

Reviewers

Add Reviewer

Participants

Assign

Journal editor

 Diana

Revisions

 Search

Upload File

No Items

No Files

Review Discussions

Add discussion

## Add Reviewer



### Locate a Reviewer



Filters

#### Reviewer X

[Redacted]

[Redacted]

[Redacted]

Select Reviewer



#### Reviewer



0



Never assigned

Select Reviewer



#### Reviewer Y

[Redacted]

[Redacted]

Select Reviewer



#### Reviewer Z

[Redacted]

[Redacted]

[Redacted]



#### Reviewer W

[Redacted]

[Redacted]

Select Reviewer



## Add Reviewer

### Selected Reviewer

Reviewer [Change](#)

this automatic message will be sent to the editor's email

### Email to be sent to reviewer

  **B** *I* U     

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "The Title," which has been submitted to Sophia Journal . The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by **RESPONSE DUE DATE** to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <https://www.up.pt/revistas/index.php/sophia>

The review itself is due **REVIEW DUE DATE** .

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username).  
<https://www.up.pt/revistas/index.php/sophia/login/lostPassword>

Submission URL: **URL**

Thank you for considering this request.

☐ Do not send email to Reviewer.

indicate the deadline date

### Important Dates

year-month-day

Response Due Date

year-month-day

Review Due Date



Files To Be Reviewed

### Review Type

- ☐ Anonymous Reviewer/Anonymous Author  
☒ Anonymous Reviewer/Disclosed Author  
☐ Open

choose always "anonymous reviewer"