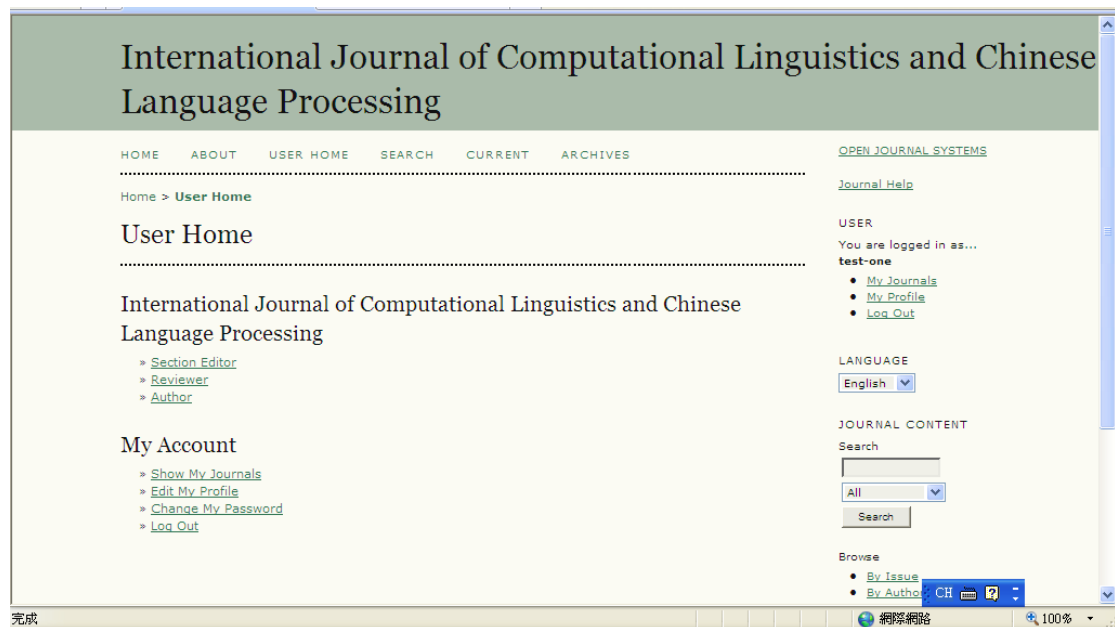


IJCLCLP OJS: Section editor

The Section Editor manages the Review and Editing of submissions in those Sections (e.g., Articles, Book Reviews, etc.) for which they have been assigned responsibility.

Getting Started

- Log in to your OJS account.
- Select your role as 'Section Editor':



Submissions

Under "Submissions in Review", you will see any articles which are "in review", "in editing", or in the "archives":

Language Processing

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Section Editor > Submissions in Review

Submissions in Review

IN REVIEW | IN EDITING | ARCHIVES

Section: **All Sections**

Title: [] contains []

Submitted: [] between [] and []

Search

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING
2	01-22	NLP	ho	CORRECTING MACHINE TRANSLATION DURING...	--	--	--	--
3	02-18	NLP	lee	SENSE EXTRACTION AND DISAMBIGUATION...	--	--	--	--
5	03-20	ART	lin	TEST	--	--	--	--

1 - 3 of 3 Items

Notes

OPEN JOURNAL SYSTEMS

Journal Help

USER

You are logged in as...

test-one

- My Journals
- My Profile
- Log Out

SECTION EDITOR

Submissions

- In Review (3)
- In Editing (0)
- Archives

LANGUAGE

English

JOURNAL CONTENT

Search

All

Search

Browse

CH

100%

Clicking any of these links will provide additional details on individual articles in these categories. (In dark blue circle, please select "All sections." The article is not your section, but the editor assigned you as section editor for this article. All articles you charge in will be showed under "All Sections.

Assigning Reviewers:

Click on the article title,

SUMMARY REVIEW EDITING HISTORY

Submission

Authors: abby ho

Title: Correcting Machine Translation during Question Answering

Section: Natural Language processing

Editor: test 1

Review Version: [2-5-1-RV.PDF](#) 2009-01-22 [ENSURING A BLIND REVIEW](#)

Upload a revised Review Version [] 瀏覽... Upload

Supp. files: None

Peer Review Round 1 **SELECT REVIEWERS** [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Editor Decision

Select decision: Choose One Record Decision

Decision: None

Notify Author: [] Editor/Author Email Record

Review Version: [2-5-1-RV.PDF](#) 2009-01-22

Author Version: None

Editor Version: None

[] 瀏覽... Upload

test-one

- My Journals
- My Profile
- Log Out

SECTION EDITOR

Submissions

- In Review (3)
- In Editing (0)
- Archives

LANGUAGE

English

JOURNAL CONTENT

Search

All

Search

Browse

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

FONT SIZE

A A A

CH

100%

You have the option to:

- ⊙ Send an email message to the author (click on the envelope icon “light blue circle” next to the author’s name) or the editor.
- ⊙ View the original submission file by clicking the link or upload a new version of the document for review.
- ⊙ Select a reviewer for the first round of review. Click the “Select Reviewer” <red circle>. From the list of names, assign a reviewer (press the button “Assign”)

Select Reviewer

Reviewing interests contains Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

[ENROLL AN EXISTING USER AS REVIEWER](#) | [CREATE NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
TEST 1		1	0	2009-01-10	0	ASSIGN
MING-HONG BAI	NLP	0	—	—	0	ASSIGN
KUANG-HUA CHEN		0	—	—	0	ASSIGN
ABBY HQ	NLP	0	—	—	0	ASSIGN
WANJU LEE		0	—	—	0	ASSIGN
YUEN-HSIEN TSENG		0	—	—	0	ASSIGN
TEST TWO		0	—	—	0	ASSIGN

1 - 7 of 7 Items

Notes

Name links to reviewer's profile.
Ratings is out of 5 (Excellent).

My Profile
Log Out

SECTION EDITOR

Submissions

- In Review (3)
- In Editing (0)
- Archives

LANGUAGE

English

JOURNAL CONTENT

Search

All

Search

Browse

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

FONT SIZE

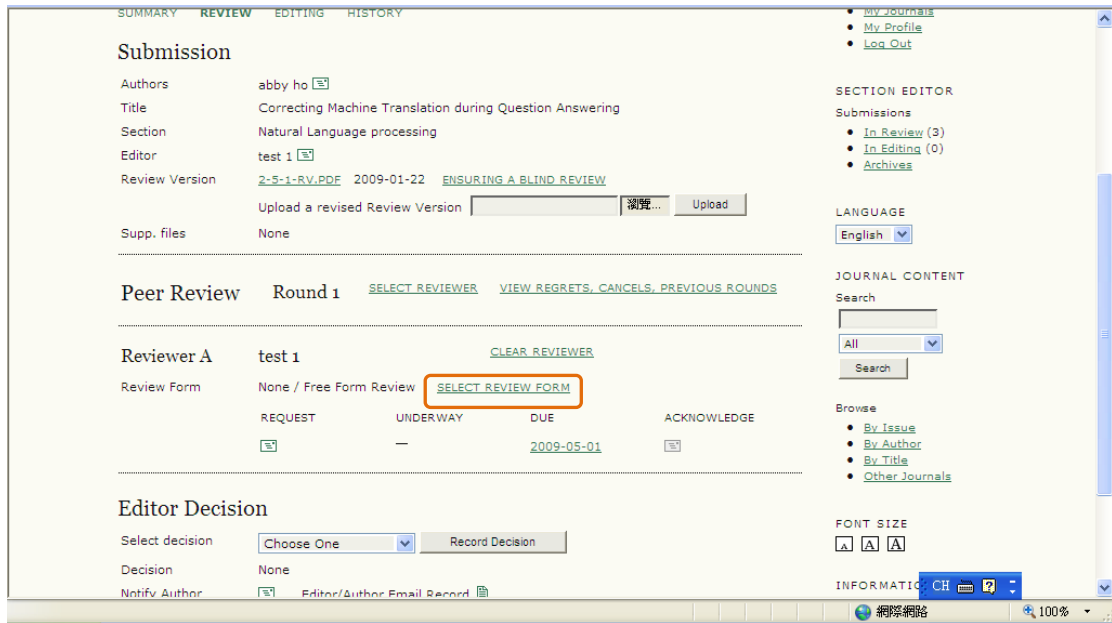
INFORMATION

CH

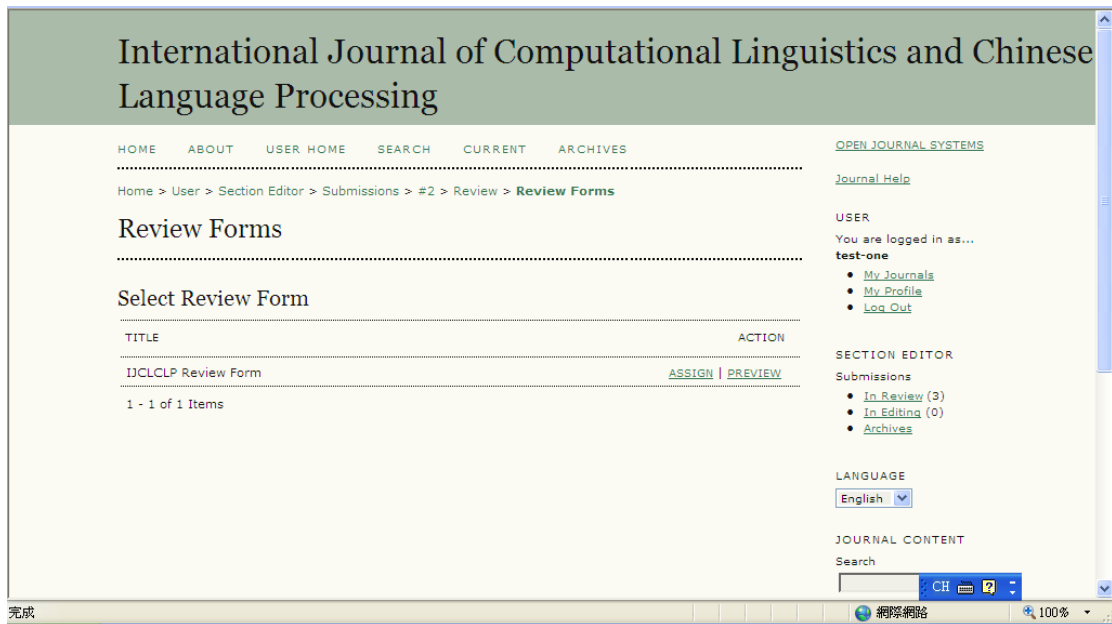
100%

If you wish to assign further reviewers, repeat this process.

- ④ When you have finished assigning reviews, you should be returned to the “Review” Section. Click on “Select Review Form”(orange square), and on Review Forms page assign an appropriate review form.



Press the button “assign” of IJCLCLP Review Form.



© Click the “Request” icon to generate an email message to each reviewer:

The screenshot shows the OJS Peer Review interface for a submission titled "Correcting Machine Translation during Question Answering". The submission is in the "Peer Review Round 1" stage. The reviewer is "test 1". The review form is "IJCLCLP Review Form". The "REQUEST" icon is circled in red. The "DUE" date is "2009-05-01". The "Editor Decision" section shows a "Choose One" dropdown menu and a "Record Decision" button. The "Editor Decision" section also shows "Notify Author" checked, "Review Version" "2-5-1-RV.PDF" dated "2009-01-22", and "Author Version" "None".

This email message includes a one-click access URL that will allow the reviewer immediate access into the OJS system.

Note that after sending the message, the “Request” icon now includes a message sent date and review due date.

The screenshot shows the OJS Peer Review interface after the "Request" icon has been clicked. The "REQUEST" icon is now circled in green and includes a message sent date of "2009-03-20". The "DUE" date is also circled in green and is "2009-05-01". The "Editor Decision" section shows a "Choose One" dropdown menu and a "Record Decision" button. The "Editor Decision" section also shows "Notify Author" checked, "Review Version" "2-5-1-RV.PDF" dated "2009-01-22", and "Author Version" "None".

Working with Reviewers:

You can use this section to cancel a review request (click Cancel Request), change the due date (click the due date link), send a reminder to the reviewer (use the Send Reminder link), and to read the reviewers comments (click the “Review Form” icon). Any uploaded files from the reviewer will also be available here.

The reviewer’s recommendation will also appear in this section once their decision has been made.

You will receive a message once the reviewer has completed their review. At this point, you can use the “Acknowledge” icon to thank them for their efforts:

The screenshot displays a web interface for managing peer reviews. At the top, it shows 'Peer Review Round 1' with navigation links for 'SELECT REVIEWER', 'VIEW REGRETS, CANCELS, PREVIOUS ROUNDS', and a search bar. The main content is divided into two sections for Reviewer A and Reviewer B.

Reviewer	Name	Review Form	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
Reviewer A	abby ho	IJCLCLP Review Form	2009-03-20	2009-03-20	2009-05-01	ACKNOWLEDGE
		Recommendation	Decline Submission	2009-03-20		
		Review Form Response				
		Uploaded files	None			
Reviewer B	test two	IJCLCLP Review Form	2009-03-20	2009-03-20	2009-05-01	ACKNOWLEDGE
		Recommendation	See Comments	2009-03-20		
		Review Form Response				
		Uploaded files	None			

The interface also includes a 'Browse' section with links for 'By Issue', 'By Author', 'By Title', and 'Other Journals', a 'FONT SIZE' section with three size options, and an 'INFORMATION' section with links for 'For Readers', 'For Authors', and 'For Librarians'. The bottom of the page shows a Windows taskbar with a clock, system tray, and browser window title 'CH 網路網路' at 100% zoom.


Making a Decision on an Article

You must now decide the next step for the submission. In the “Editor Decision” section, you must select whether to accept, ask for revisions, resubmit for another reviewer, or decline the submission. Select your choice from the dropdown menu and click “Record Decision”:

Editor Decision

Select decision: Choose One Record Decision

Decision: Choose One

Notify Author: Record 

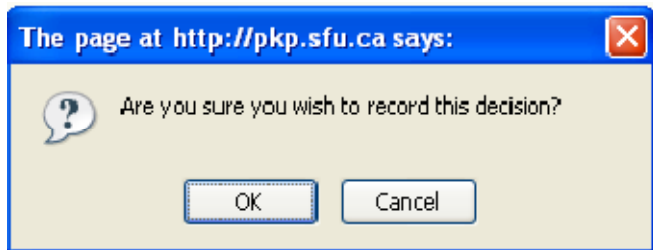
Review Version: B-07-06

Author Version: None

Editor Version: None

Browse... Upload

Once press "Record Decision", a window pops up to ask for confirming the director decision.




Next, you will need to notify the author of your decision, using the Notify Author email icon. (the purple circle is the mail that section editor can write and send to author, the orange circle is the comment sheet that section editor can integrate all review comments on it)


Uploaded files: None

Reviewer B: test two

Review Form: IJCLCP Review Form

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2009-03-20	2009-03-20	<u>2009-05-01</u>	

Recommendation: See Comments 2009-03-20



Review Form Response: 

Uploaded files: None

Editor Decision

Select decision: Revisions Required Record Decision

Decision: Revisions Required 2009-03-20


Notify Author:  Editor/Author Email Record 

Review Version: 3-7-1-RV.PDF 2009-02-18

Author Version: None

Editor Version: None

Browse... Upload

CH  100%