

la piattaforma OJS  
per le Riviste di Vita e Pensiero  
**Tutorial**

[www.vpjournals.it](http://www.vpjournals.it)

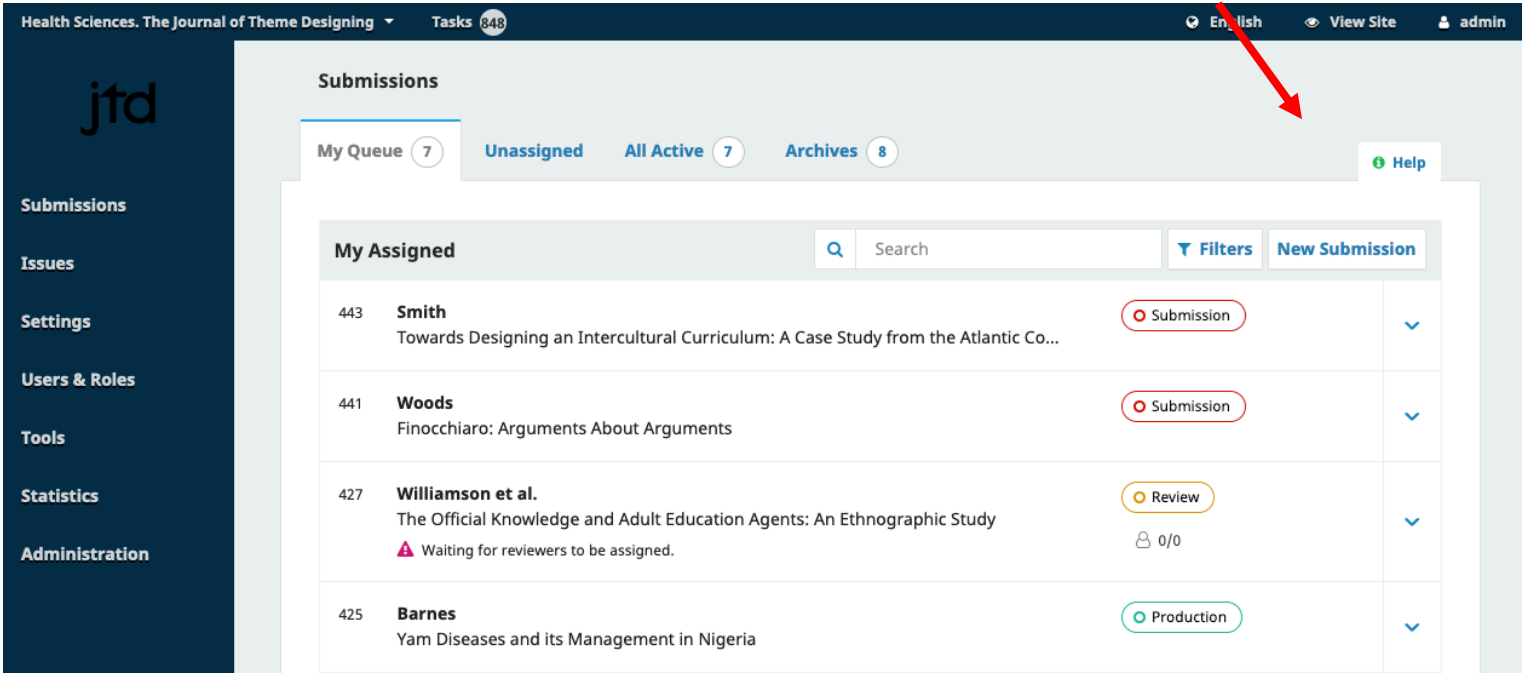
# AUTORE

## Sottoporre una submission

Per sottoporre un nuovo articolo, fai clic sul pulsante **Nuova Proposta** situato sul lato destro dello schermo. Sarai indirizzato alla procedura guidata, dove potrai caricare e descrivere la tua proposta.

## Making a submission

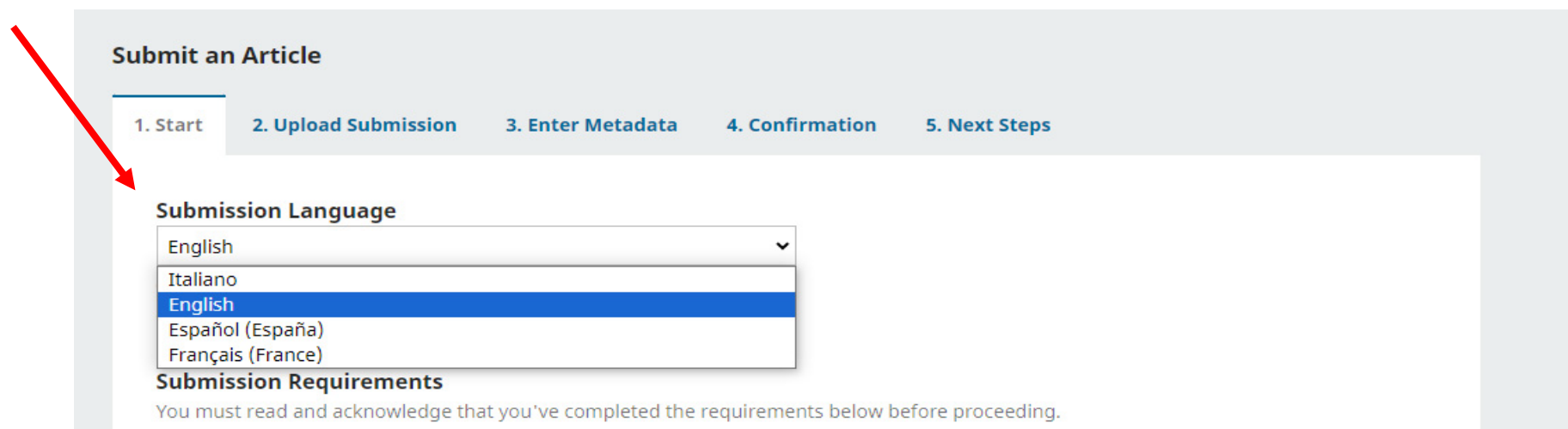
Start a new submission by clicking the **New Submission button** on the right side of the screen. You will be taken to the submission wizard where you can upload and describe your submission.



## ➤ Step 1

Se la rivista consente proposte in più lingue, dovrai prima selezionare la lingua appropriata.

If the journal allows submissions in multiple languages, you will first need to select the appropriate language for your submission.



The screenshot shows a web form titled "Submit an Article". At the top, there is a progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". A red arrow points from the top left towards the "1. Start" step. Below the progress bar, the "Submission Language" section is visible. It features a dropdown menu with the following options: "English", "Italiano", "English" (highlighted in blue), "Español (España)", and "Français (France)". Below the dropdown, the "Submission Requirements" section is partially visible, starting with the text "You must read and acknowledge that you've completed the requirements below before proceeding."

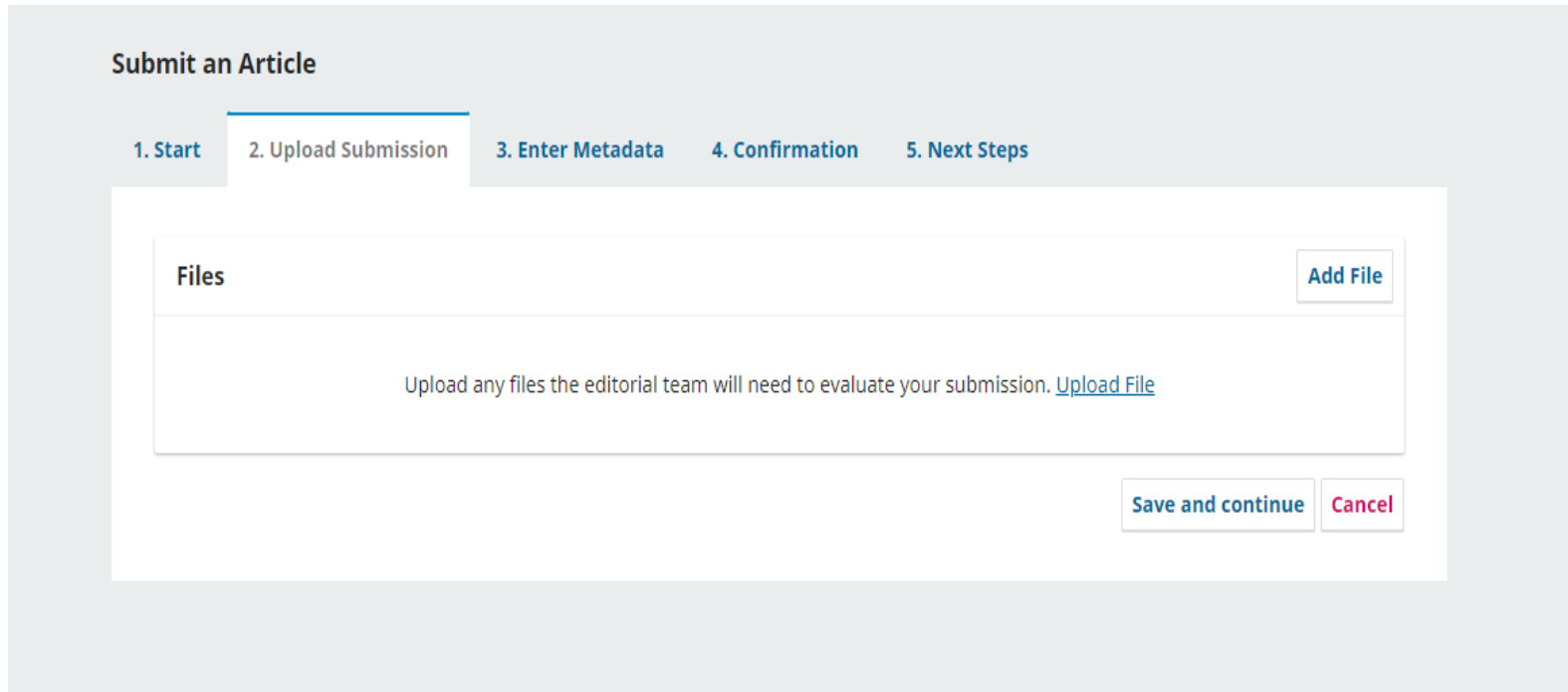
Successivamente, devi leggere e accettare i requisiti richiesti dalla singola rivista.

Then, you must read and acknowledge that you've completed the submission requirement.

## ➤ Step 2

Nel Passo 2, si aprirà una finestra che ti permetterà di caricare uno o più file/immagini/tabelle.

In Step 2, a window will open allowing you to upload your submission file(s).



The screenshot shows a web interface for submitting an article. At the top, the title "Submit an Article" is displayed. Below it is a horizontal navigation bar with five steps: "1. Start", "2. Upload Submission" (which is the active step, indicated by a blue underline), "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". The main content area is a white box with a light gray border. Inside, there is a section titled "Files" with a button labeled "Add File" in the top right corner. Below this, a large text area contains the instruction: "Upload any files the editorial team will need to evaluate your submission. [Upload File](#)". At the bottom right of the white box, there are two buttons: "Save and continue" and "Cancel".

Scegliere la **tipologia** di file.

Choose the file type.

The screenshot displays a web interface for submitting an article. On the left is a sidebar menu with categories: Submissions, Issues, Settings, Statistics, and Tools. The main content area is titled 'Submit an Article' and features a five-step progress bar: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. A red arrow points from the '2. Upload Submission' step to the file upload section. This section, titled 'Files', contains a list of uploaded files. One file is shown: 'articolo prova\_RED.docx'. Below the filename is a prompt: 'What kind of file is this?' followed by two links: 'Article Text' and 'Other'. To the right of the filename are 'Edit' and 'Remove' buttons. An 'Add File' button is located at the top right of the file list. At the bottom right of the 'Files' section are 'Save and continue' and 'Cancel' buttons.

Submissions  
Issues

**Settings**  
Journal  
Website  
Workflow  
Distribution  
Users & Roles

**Statistics**  
Articles  
Editorial Activity  
Users  
Reports

Tools

### Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Files** [Add File](#)

articolo prova\_RED.docx [Edit](#) [Remove](#)

⚠ What kind of file is this? [Article Text](#) [Other](#)

[Save and continue](#) [Cancel](#)

### ➤ Step 3

In questo passaggio, ti sarà chiesto di aggiungere i metadati (titolo, abstract, parole chiave...) del tuo articolo.

In this step, you will be asked to add metadata (Title, abstract, keywords...)

### Submit an Article

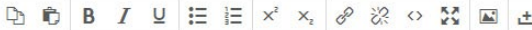
[1. Start](#) [2. Upload Submission](#) [3. Enter Metadata](#) [4. Confirmation](#) [5. Next Steps](#)

**Prefix**  
  
Examples: A. The

**Title \***

**Subtitle**

**Abstract \***  



**List of Contributors**

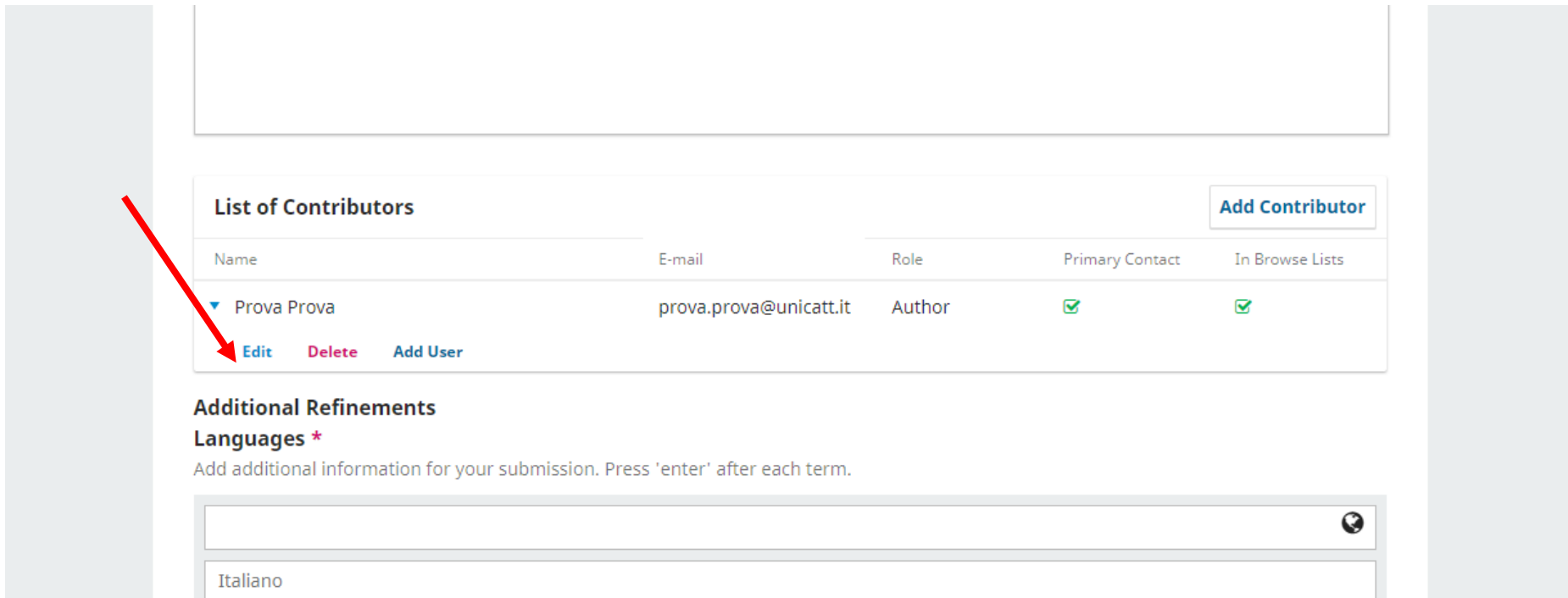
Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶			✓	✓

**Additional Refinements**  
**Languages \***  
Add additional information for your submission. Press 'enter' after each term.

E potrai aggiungere ulteriori informazioni sui collaboratori (come l'ID ORCID, il ruolo del contributore, ecc.) cliccando sul collegamento **Modifica**.

And more information (ORCID ID, Contributor's role...) about contributors by clicking the **Edit** link.



The screenshot displays a web interface for managing contributors. At the top, there is a large empty rectangular box. Below it, a section titled "List of Contributors" contains a table with the following columns: Name, E-mail, Role, Primary Contact, and In Browse Lists. A red arrow points to the "Edit" link in the row for "Prova Prova". To the right of the table is an "Add Contributor" button. Below the table, there is a section titled "Additional Refinements" with a sub-section "Languages \*". A text prompt below this says "Add additional information for your submission. Press 'enter' after each term." Below this is a text input field containing the word "Italiano" and a small globe icon on the right.

Name	E-mail	Role	Primary Contact	In Browse Lists
Prova Prova	prova.prova@unicatt.it	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Edit](#) [Delete](#) [Add User](#)

**Additional Refinements**

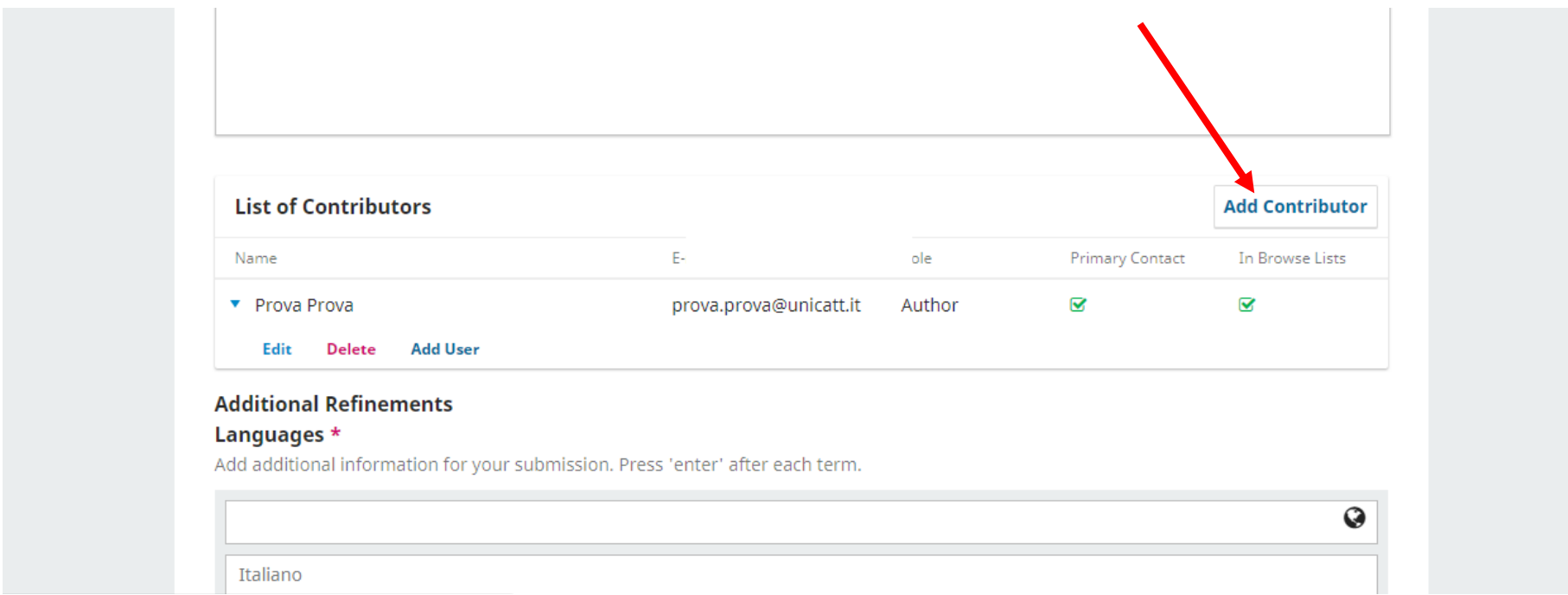
**Languages \***

Add additional information for your submission. Press 'enter' after each term.

Italiano

Puoi aggiungere ulteriori collaboratori (ad esempio, coautori) cliccando sul collegamento **Aggiungi un contributore**. Ciò aprirà una nuova finestra con campi in cui inserire le loro informazioni.

You can add additional contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.



The screenshot displays a web interface for managing contributors. At the top, there is a large empty rectangular box. Below it, a section titled "List of Contributors" contains a table with the following columns: Name, E-mail, Role, Primary Contact, and In Browse Lists. The table has one data row with the following values: Name: "Prova Prova" (with a dropdown arrow), E-mail: "prova.prova@unicatt.it", Role: "Author", Primary Contact: a checked checkbox, and In Browse Lists: a checked checkbox. Below the table are three links: "Edit", "Delete", and "Add User". To the right of the table, a button labeled "Add Contributor" is highlighted with a red arrow. Below the table, there is a section titled "Additional Refinements" with a sub-section "Languages \*". A text prompt below this says "Add additional information for your submission. Press 'enter' after each term." Below this is a text input field containing the word "Italiano" and a small globe icon on the right.

Name	E-mail	Role	Primary Contact	In Browse Lists
▼ Prova Prova	prova.prova@unicatt.it	Author	✓	✓

[Edit](#) [Delete](#) [Add User](#)

**Additional Refinements**

**Languages \***

Add additional information for your submission. Press 'enter' after each term.

Italiano

Una volta che tutti i collaboratori sono stati aggiunti e ordinati secondo le tue preferenze, clicca su **Continua per procedere**.

Once all contributors have been added and ordered to suit your preferences, click **Continue to proceed**.



## ➤ Step 4

Infine, puoi confermare la tua proposta cliccando sul pulsante **Proposta finita**.

Finally, you can confirm the submission by clicking the Submit button.

### Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission

Cancel

## EDITOR - I PARTE

### Assegnare la submission

Il passo successivo è assegnare un editor. Per farlo, seleziona il collegamento **Assegna** nel pannello **Partecipanti**.

### Assigning the Submission

The next step is to **assign an editor**. To do this, select the **Assign link** in the Participants panel.

The screenshot displays a journal submission management interface. At the top, the breadcrumb path is '1291 / Fracarolli / D'Agata'. On the right, there are links for 'Activity Log' and 'Library'. The main workflow is shown in a tabbed interface with 'Workflow' and 'Publication' tabs. Under 'Publication', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Submission' sub-tab is active, showing a list of submission files. The first file is '05\_D'Agata\_inviato.docx' (2745 bytes), dated March 26, 2025, with the file type 'Article Text'. Below the file list is a 'Download All Files' button. To the right of the file list is a 'Pre-Review Discussions' section with an 'Add discussion' button. On the far right, the 'Participants' panel is visible, showing the 'Author' as 'Martinan Fracarolli'. A red arrow points to the 'Assign' button in the 'Participants' panel. Above the 'Assign' button, there is a text box that says 'Assign an editor to enable the editorial decisions for this stage.'

1291 / Fracarolli / D'Agata

Activity Log Library

Workflow Publication

Submission Review Copyediting Production

Help

Submission Files

Search Upload File

2745 05\_D'Agata\_inviato.docx March 26, 2025 Article Text

Download All Files

Pre-Review Discussions

Add discussion

Name From Last Reply Replies Closed

No Items

Assign an editor to enable the editorial decisions for this stage.

Participants

Assign

Author

Martinan Fracarolli

## Add Participant

 Help



### Locate a User

Section editor

*Search User By Name*

Search

Name



David Buskins



Stephanie Berardo



Minoti Inoue



Demo Editor

4 of 4 items

**Choose a predefined message to use, or fill out the form below.**

[JPk] A message regarding Journal of Public Knowledge

### Message



**B**

*I*

U



Upload



Ora l'**Editor** è elencato sotto **Partecipanti** e può:

- Inviare l'articolo alla **fase di revisione**
- **Accettare**, saltando la revisione
- **Rifiutare** la submission

You can now see that the Section Editor is listed under Participants, and the Action buttons are available:

- **Send to Review:** Moves the submission on to the next stage.
- **Accept and Skip Review:** Skips the Review Stage and moves the submission directly into Copyediting.
- **Decline Submission:** Rejects the submission before going through the review process.

1289 / Fracarolli / prova 25 marzo 2025

Activity Log Library

Workflow Publication

Submission Review Copyediting Production

Submission Files

Search Upload File

2739 Referenze foto.docx March 25, 2025 Article Text

Download All Files

Pre-Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
[RFNS] Editorial Assignment	martina_fracarolli	-	0	<input type="checkbox"/>
	2025-03-25 04:20 PM			

Send to Review

Accept and Skip Review

Decline Submission

Participants Assign

Journal editor

- ▶ Martina Fracarolli

Author

- ▶ Martinan Fracarolli

Per permettere a un autore di cambiare i metadata, nel **Pannello partecipanti** fai clic sulla **freccia accanto al nome dell'autore**, quindi su **Modifica**.

To allow an author to change the metadata at a specific stage of the workflow, click on the workflow stage. Under the participants list, click the arrow beside the author's name followed by Edit.

Submissions

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1289 / Fracarolli / prova 25 marzo 2025

Activity LogLibrary

WorkflowPublication

SubmissionReviewCopyeditingProduction

Help

Submission Files

SearchUpload File

▶Referenze foto.docx

March 25, 2025

Article Text

Download All Files

Pre-Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
▶[RFS] Editorial Assignment	martina_fracarolli	-	0	<input type="checkbox"/>

Send to Review

Accept and Skip Review

Decline Submission

ParticipantsAssign

Journal editor

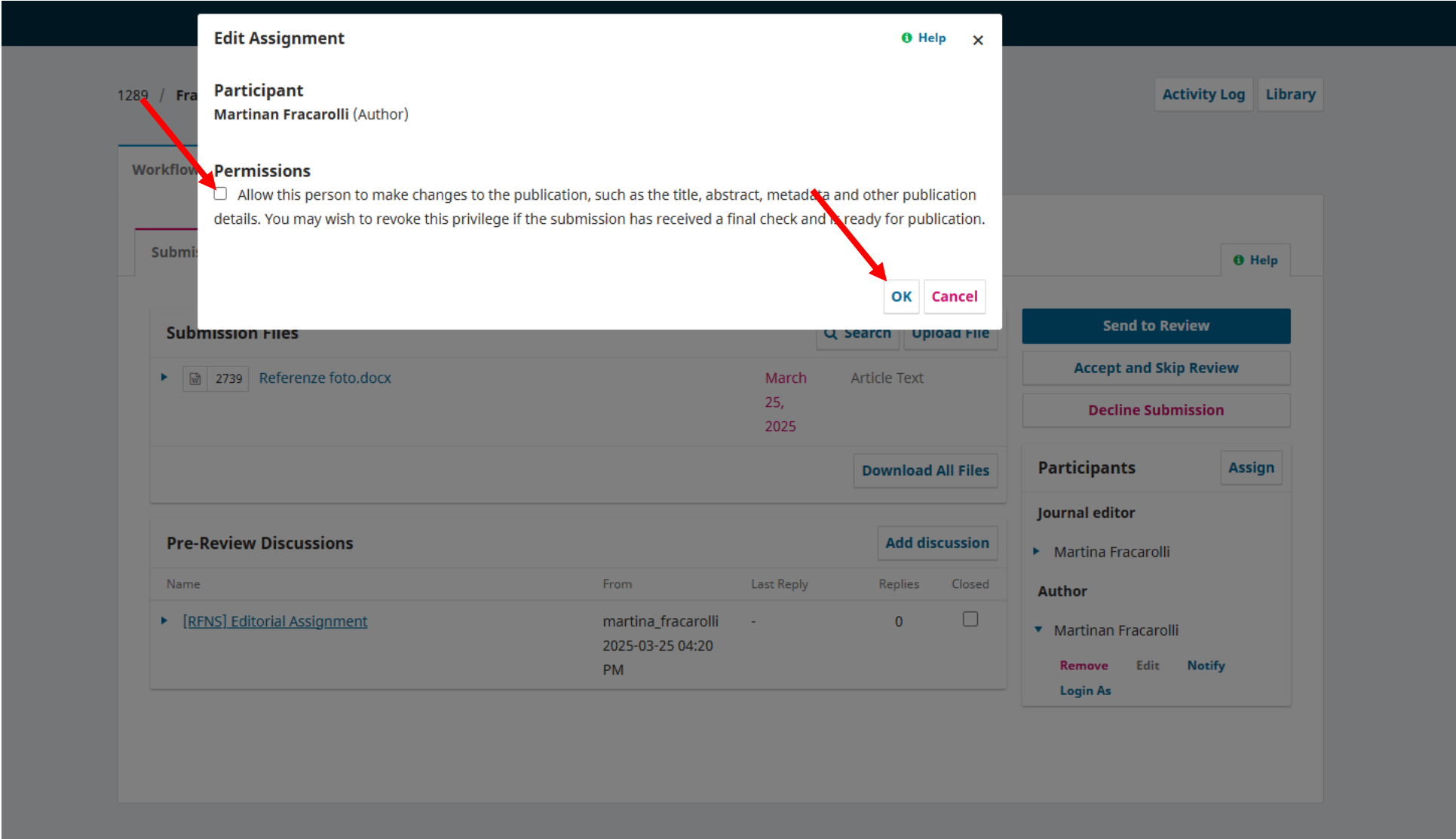
▶Martina Fracarolli

Author

▼Martinan Fracarolli

RemoveEditNotify

Login As

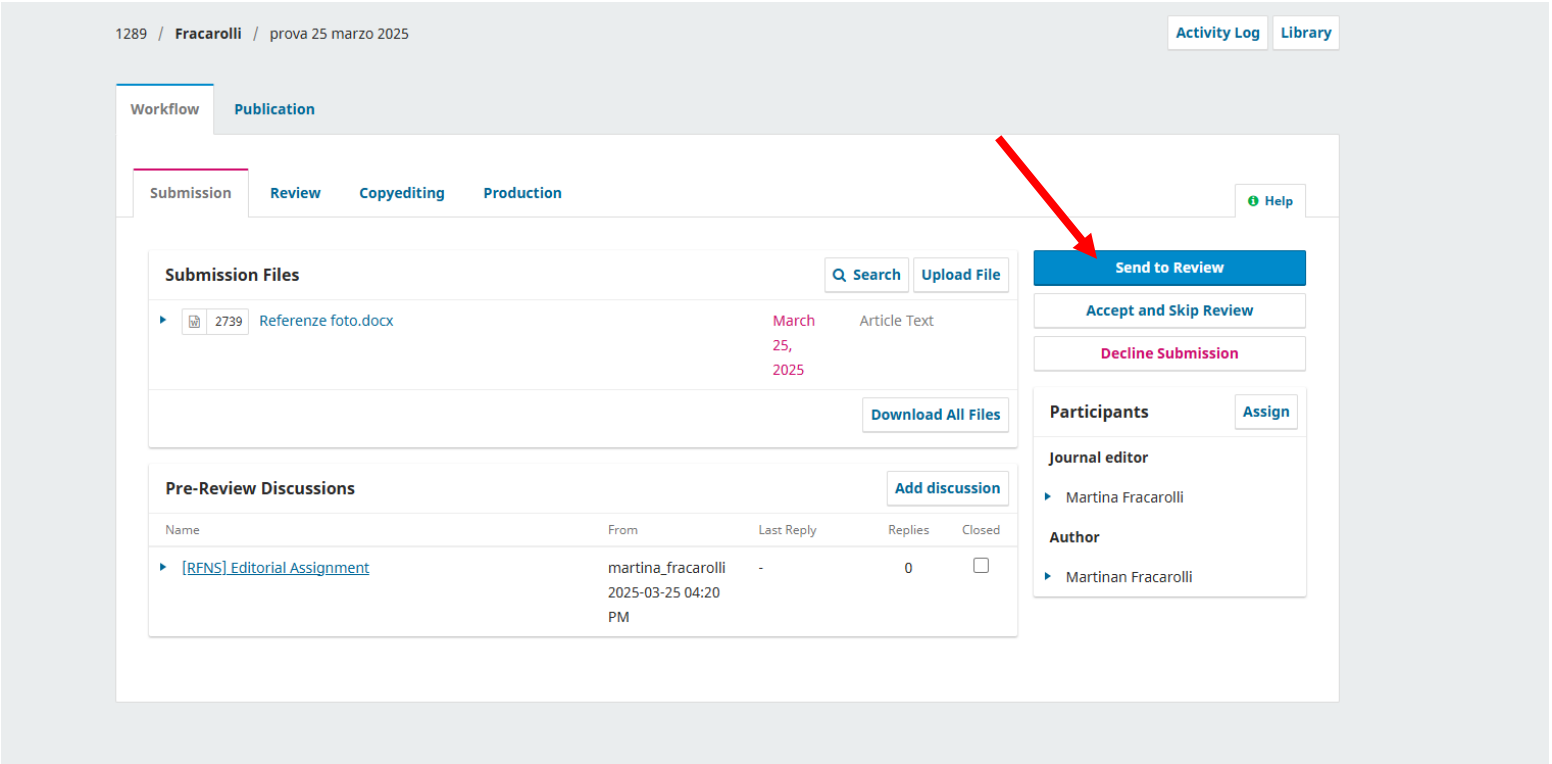


# Inviare l'articolo a un revisore esterno

L'editor può selezionare il pulsante **Invia questa proposta al revisore esterno** per passare alla fase successiva.

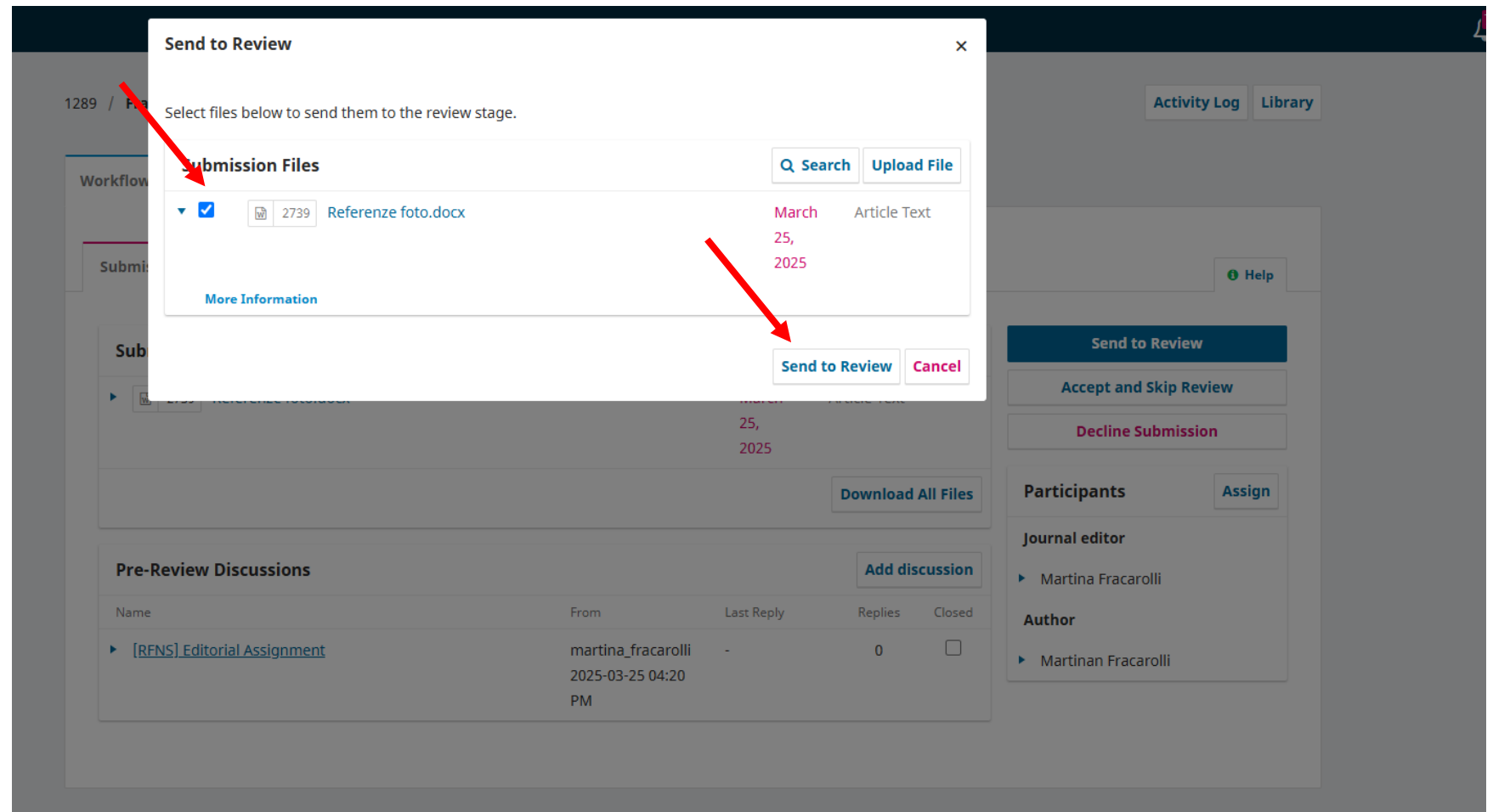
## Sending to Review

Once the Section Editor is satisfied that the submission is appropriate for the journal, they can select the **Send to Review** button to move the submission to the next stage.



Seleziona i file che devono essere mandati in revisione, poi clicca su **Invia alla Revisione**.

Keep the files that are to be reviewed checked off and then select **Send to Review**.





Successivamente, clicca su **Aggiungi revisore** per assegnare la revisione a un revisore.

You can select **Add Reviewer** to assign a new Reviewer.

Submission

Review

Copyediting

Production

Help

Round 1

New Review Round

Round 1 Status

Waiting for reviewers to be assigned.

Review Files

Q Search

Upload/Select Files

▶

2740

Referenze foto.docx

March 25, 2025

Article Text

Reviewers

No Items

Add Reviewer

Revisions

Q Search

Upload File

No Files

Request Revisions

Accept Submission

Decline Submission

Participants

Assign

Journal editor

▶ Martina Fracarolli

Author

▶ Martinan Fracarolli

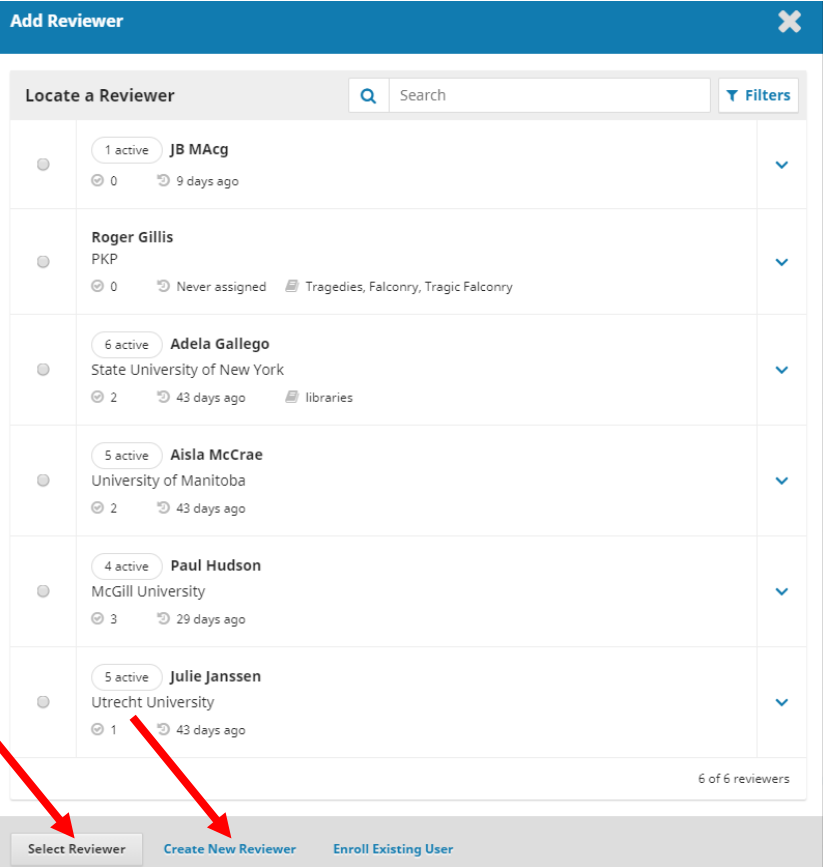
Si apre questa nuova finestra, in cui è possibile selezionare i revisori. È possibile:

- **Selezionare un revisore**, scegliendolo dall'elenco
- **Creare un nuovo revisore**, se non è già presente nell'elenco

This opens a new window, where Reviewers are listed and can be selected one at a time.

At the bottom of this form, you will see options to:

- **Select Reviewer:** Use this to confirm your selection once you have picked a Reviewer from the list.
- **Create New Reviewer:** If none of the Reviewers are suitable, you can use this button to create a new Reviewer. This is a new account in the system.



The screenshot shows the 'Add Reviewer' window with a blue header and a close button. Below the header is a search bar labeled 'Locate a Reviewer' with a search icon and a 'Filters' button. The main area contains a list of reviewers, each with a radio button, a status indicator (e.g., '1 active'), the reviewer's name, their affiliation, and additional details like '0' reviews and '9 days ago' last activity. The reviewers listed are JB MACg, Roger Gillis, Adela Gallego, Aisla McCrae, Paul Hudson, and Julie Janssen. At the bottom, there are three buttons: 'Select Reviewer', 'Create New Reviewer', and 'Enroll Existing User'. Two red arrows point from the text in the previous block to the 'Select Reviewer' and 'Create New Reviewer' buttons.

Reviewer	Status	Reviews	Last Activity	Details
JB MACg	1 active	0	9 days ago	
Roger Gillis	PKP	0	Never assigned	Tragedies, Falconry, Tragic Falconry
Adela Gallego	6 active	2	43 days ago	libraries
Aisla McCrae	5 active	2	43 days ago	
Paul Hudson	4 active	3	29 days ago	
Julie Janssen	5 active	1	43 days ago	

6 of 6 reviewers

[Select Reviewer](#) [Create New Reviewer](#) [Enroll Existing User](#)

Add Reviewer

Selected Reviewer

Monica Scudiero [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "addebiti: addebiti," which has been submitted to Archive of Psychology, Neurology and Psychiatry. 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 review itself is due REVIEW DUE DATE.

Submission URL: URL

Thank you for considering this request.

Martina Fracarolli  
fmartina96@gmail.com

"addebiti: addebiti"

☐ Do not send email to Reviewer.

Important Dates

04-04-2024

02-05-2024

Response Due Date

Review Due Date

+ Files To Be Reviewed

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 review itself is due REVIEW DUE DATE.

Submission URL: URL

Thank you for considering this request.

Martina Fracarolli  
fmartina96@gmail.com

"addebiti: addebiti"

☐ Do not send email to Reviewer.

Important Dates

04-04-2024

02-05-2024

Response Due Date

Review Due Date

+ Files To Be Reviewed

Review Type

☒ Anonymous Reviewer/Anonymous Author

☐ Anonymous Reviewer/Disclosed Author

☐ Open

Review Form

Peer Review Form

Add Reviewer

Cancel

**N.B. Controlla che sia selezionato il file da mandare in revisione!**

**N.B. Keep the files that are to be reviewed checked off!**

Round ☐ Do not send email to Reviewer.

**Important Dates**

2025-04-01 2025-04-29

*Response Due Date* *Review Due Date*

**Files To Be Reviewed** Q Search

▶ <input checked="" type="checkbox"/>	2740	Referenze foto.docx	March 25, 2025	Article Text
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**Participants**

Journal editor

▶ Martina Fracaro

Fai clic sul pulsante **Aggiungi Revisore** per inviare il messaggio e assegnare il Revisore.

Hit the **Add Reviewer** button to send the message and assign the Reviewer.

# REVISORE

Il revisore, dopo essersi registrato o aver effettuato l'accesso al proprio account personale, riceverà una notifica che lo informa della revisione in sospeso. Il revisore potrà scaricare i file, visualizzare i dettagli della sottomissione e consultare le date di accettazione e consegna della revisione.

Il revisore deve cliccare su **Accetta** per procedere con la revisione / su **Rifiuta** se non desidera procedere con la revisione.

The reviewer, upon registering or logging into their personal account, will receive a notification to alert them of a pending review. The reviewer can download the files, view the details of the submission, and see the acceptance and delivery dates for the review.

Click on **Accept** to proceed with the review / Click on **Decline** if you do not wish to proceed with the review.

Review: prova 25 marzo 2025

1. Request 2. Guidelines 3. Download & Review 4. Completion

**Request for Review**

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

**Article Title**  
prova 25 marzo 2025

**Abstract**  
prova 25 marzo 2025

**Review Type**  
Anonymous Reviewer/Anonymous Author

**Review Files** [Q Search](#)

2740 [Reference foto.docx](#) March 25, 2025 Article Text

[All Submission Details](#)

**Review Schedule**

2025-03-25	2025-04-01	2025-04-29
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

**Competing Interests**

This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.  
[Competing Interests](#)

☒ I do not have any competing interests  
☐ I may have competing interests (Specify below)

☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Accept Review, Continue to Step #2](#) [Decline Review Request](#)

Il revisore può leggere e scaricare le Linee guida e il Codice etico della Rivista.

The reviewer can read and download the Review Guidelines and the Journal's Code of Ethics.

Review:prova 25 marzo 2025

1. Request 2. Guidelines 3. Download & Review 4. Completion

**Reviewer Guidelines**


The referees are anonymous by a double-blind procedure of revision.  
In the paper there is no element which can allow the identification of the author.

We invite referees to submit their own review by completing [this form](#).

Thank you for your precious collaboration.

It is mandatory to conform to [ethical code](#) of «Rivista di Filosofia Neo-Scolastica»

[Continue to Step #3](#) [Go Back](#)




Il revisore può ora scaricare l'articolo e, per inviare la revisione, deve compilare il form.

The reviewer can download Reviews File and then he must fill out the form.

**Review:prova 25 marzo 2025**

[1. Request](#) [2. Guidelines](#) [3. Download & Review](#) [4. Completion](#)

**Review Files** [Q Search](#)

 2740	Referenze foto.docx	March 25, 2025	Article Text
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**Reviewer Guidelines**  
[Review Guidelines](#)

**Peer-Review Form**

The referees of essays proposed for publication are strictly anonymous.

Articles are submitted for review after removing any element that would allow the author to be identified. We invite referees to submit their review by filling out this form.

Thank you for your valuable cooperation.

It is mandatory to conform to [ethical code](#) of «Rivista di Filosofia Neo-Scolastica»

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**Redazione editoriale «Rivista di Filosofia Neo-Scolastica»**

Largo Gemelli 1 - 20123 Milano, Italia

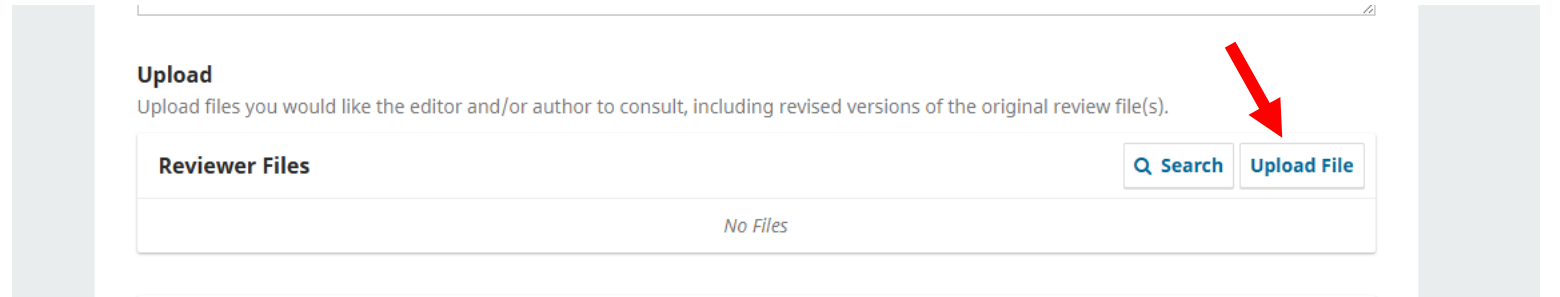
<https://filosofianeoscolastica.vitaepensiero.com/>

**Referee \***

**Title of the article \***

Il revisore può anche caricare il file revisionato.

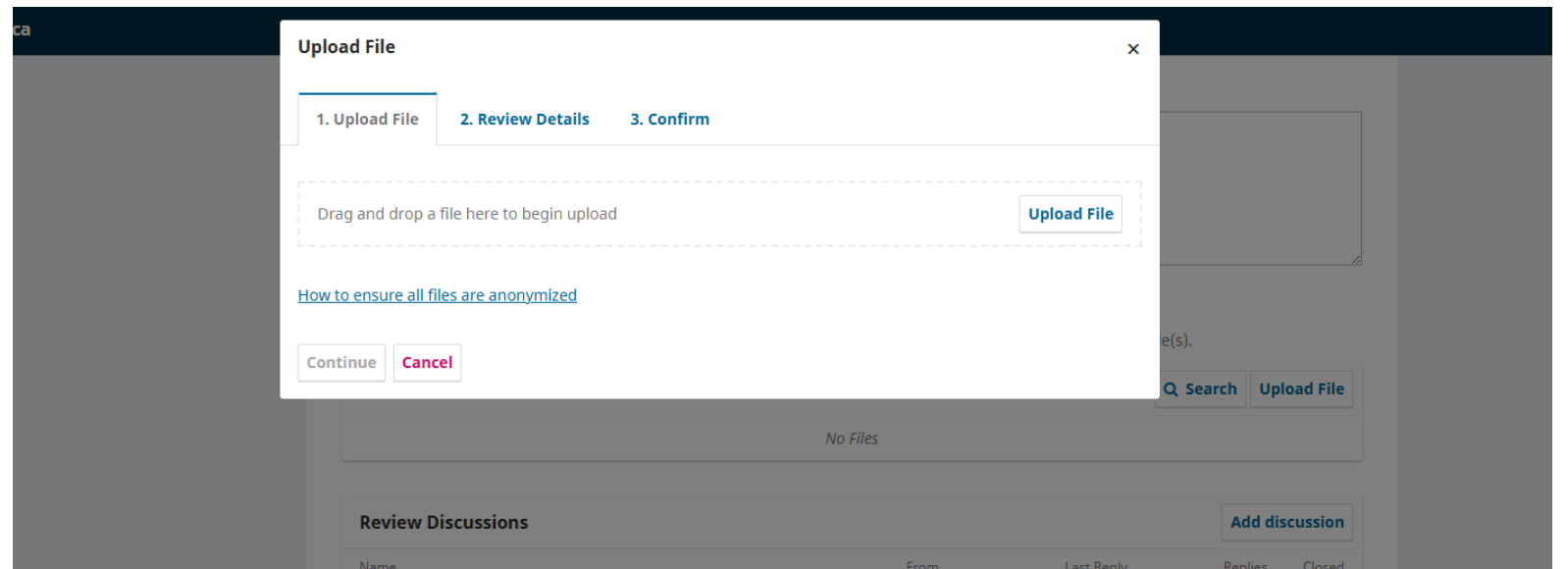
The reviewer can upload revised versions of the original file.



**Upload**  
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** Search Upload File

No Files



**Upload File** ×

1. Upload File 2. Review Details 3. Confirm

Drag and drop a file here to begin upload Upload File

[How to ensure all files are anonymized](#)

Continue Cancel



Dopo aver selezionato il  
Parere finale, il revisore può  
inviare la revisione all'editor.

After selecting the final opinion,  
the reviewer can submit the  
review to the editor.

The screenshot shows a web interface for submitting a review. At the top is a dark blue header. Below it is a large empty rectangular box. The main content area has a light gray background. It contains several sections: 1. 'Carica' (Upload) section with a sub-header 'Carica i file che voi far consultare all'editor e/o all'autore, incluse le versioni riviste dei file originali.' and a 'File del revisore' section with a search bar and a 'Carica un file' button. 2. 'Discussioni della revisione' (Review Discussions) section with a table showing no elements and an 'Aggiungi una discussione' button. 3. 'Parere' (Opinion) section, which is circled in red. It contains a dropdown menu labeled 'Scegli' with a downward arrow, and a red label 'Campo obbligatorio.' (Required field). 4. At the bottom, there are three buttons: 'Invia la revisione' (Submit review), '##reviewer.submission.saveReviewForLater##', and 'Torna indietro' (Go back). A red arrow points from the bottom towards the 'Invia la revisione' button. A footer note at the bottom left states '\* indica i campi obbligatori' (asterisk indicates required fields).

**Carica**  
Carica i file che voi far consultare all'editor e/o all'autore, incluse le versioni riviste dei file originali.

**File del revisore** [Cerca](#) [Carica un file](#)

*Non ci sono file*

**Discussioni della revisione** [Aggiungi una discussione](#)

Nome	Da parte di	Ultima replica	Repliche	Chiusa
<i>Nessun elemento</i>				

**Parere**  
Seleziona un parere conclusivo e invialo all'editor per completare questa fase. Devi inserire un commento o caricare un file prima di poter scegliere il parere.

Scegli ▼

**Campo obbligatorio.**

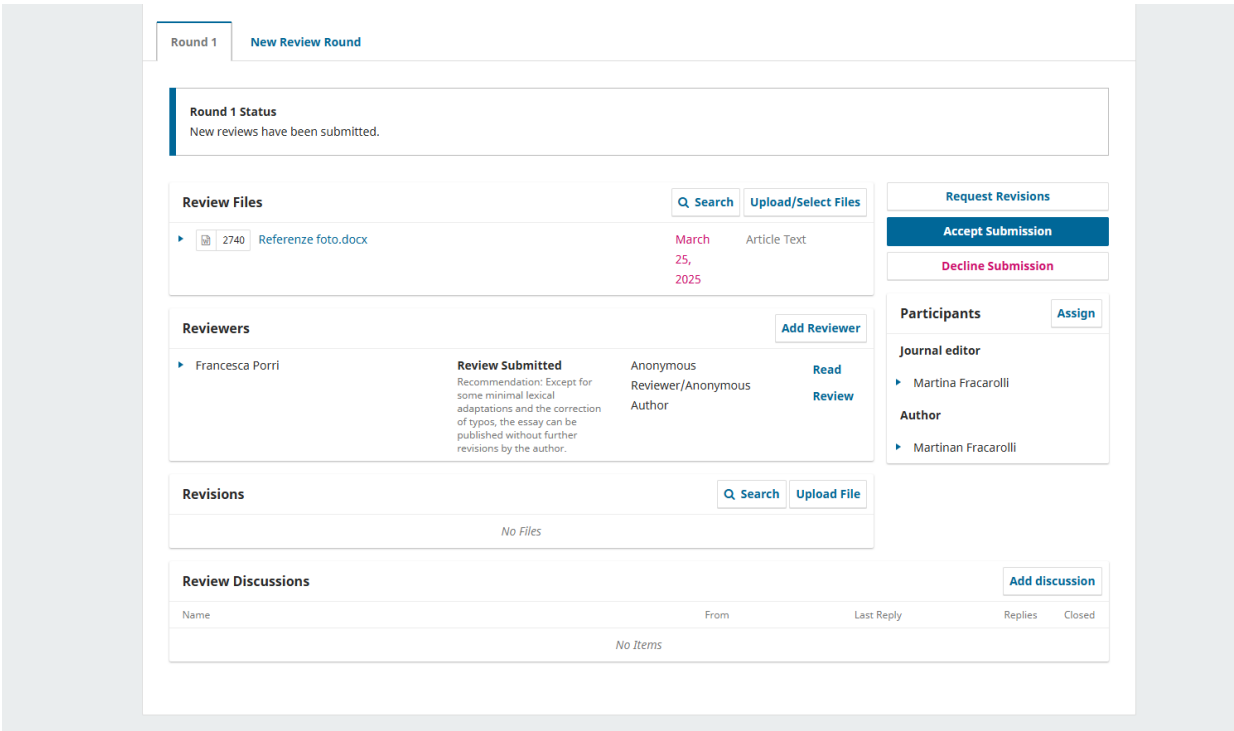
[Invia la revisione](#) [##reviewer.submission.saveReviewForLater##](#) [Torna indietro](#)

\* indica i campi obbligatori

# EDITOR II parte - Rispondere al revisore

Una volta che il/i revisore/i hanno completato il loro lavoro, l’Editor potrà visualizzare i risultati nella propria dashboard.

Once the Reviewers have completed their work, the Editor can see the results in their dashboard.



Clicca su **Leggi Revisione** nel pannello dei Revisori per leggere i commenti dei Revisori, inclusi quelli destinati sia all'Autore che all'Editor, oltre a quelli riservati esclusivamente all'Editor.

Use the **Read Review link** in the Reviewers panel to read the comments from the Reviewers, including those for both the Author and Editor as well as for the Editor only.

Round 1

New Review Round

Round 1 Status

New reviews have been submitted.

Review Files

Q Search

Upload/Select Files

▶

2740

Referenze foto.docx

March 25, 2025

Article Text

Request Revisions

Accept Submission

Decline Submission

Participants

Assign

Journal editor

▶ Martina Fracarolli

Author

▶ Martinan Fracarolli

Reviewers

Add reviewer

▶ Francesca Porri

Review Submitted

Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.

Anonymous Reviewer/Anonymous Author

Read

Review

Revisions

Q Search

Upload File

No Files

Review Discussions

Add discussion

Name

From

Last Reply

Replies

Closed

No Items

Dopo aver letto la revisione, clicca su **Conferma**.

Select the **Confirm**

Additional comments (if any) to Editorial Staff only

Reviewer Files

Search

Upload File

▶

2741

Referenze foto - REV.docx

March 25, 2025

Recommendation

Set or adjust the reviewer recommendation.

Except for some minimal lexical adaptations and the c ▼

Reviewer rating

Rate the quality of the review provided. This rating is not shared with the reviewer.

☒ No rating

☐ ★★★★★

☐ ★★★★☆

☐ ★★★☆☆

☐ ★★☆☆☆

☐ ★☆☆☆☆

Confirm

Cancel

L'Editor può ringraziare il revisore.

The Editor can **thank** the Reviewer.

The screenshot displays a web interface for managing a journal submission. At the top, there are tabs for 'Round 1' and 'New Review Round'. Below this, a 'Round 1 Status' box indicates that new reviews have been submitted. The main area is divided into several sections: 'Review Files' with a search bar and a file entry 'Referenze foto.docx'; 'Reviewers' with a table of reviewer information; and a right-hand sidebar with action buttons and participant lists. A red arrow points from the 'Reviewers' table to the 'Thank Reviewer' button in the sidebar.

**Round 1** **New Review Round**

**Round 1 Status**  
New reviews have been submitted.

**Review Files**

▶  2740	Referenze foto.docx	March 25, 2025	Article Text
---------	---------------------	----------------	--------------

**Reviewers**

▶ Francesca Porri	<b>Complete</b> Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.	Anonymous Reviewer/Anonymous Author	<a href="#">Thank Reviewer</a> <a href="#">Revert Decision</a>
-------------------	---	-------------------------------------	---

**Request Revisions**  
**Accept Submission**  
**Decline Submission**

**Participants**

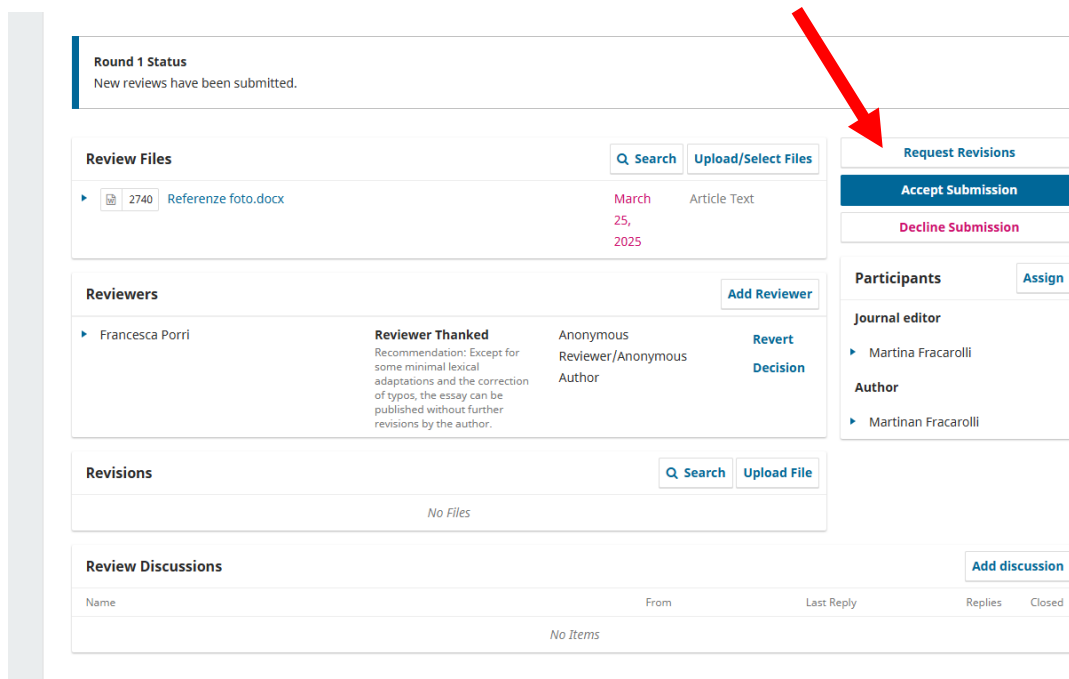
**Journal editor**  
▶ Martina Fracarolli

**Author**  
▶ Martinan Fracarolli

# Richiesta di revisioni

Se l'Autore deve apportare alcune revisioni prima dell'accettazione, seleziona il pulsante **Richiedi Revisioni**. Si aprirà una nuova finestra di messaggio.

If the Author make some minor revisions before acceptance, select the **Request Revisions** button. This results in a new message window.



The screenshot shows the 'Round 1 Status' page. A red arrow points to the 'Request Revisions' button in the right-hand sidebar. The main content area includes sections for 'Review Files', 'Reviewers', 'Revisions', and 'Review Discussions'.

**Round 1 Status**  
New reviews have been submitted.

**Review Files**

Q Search	Upload/Select Files
▶ 2740	Referenze foto.docx
March 25, 2025	Article Text

**Reviewers**

Add Reviewer
▶ Francesca Porri
<b>Reviewer Thanked</b> Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.
Anonymous Reviewer/Anonymous Author
Revert Decision

**Revisions**

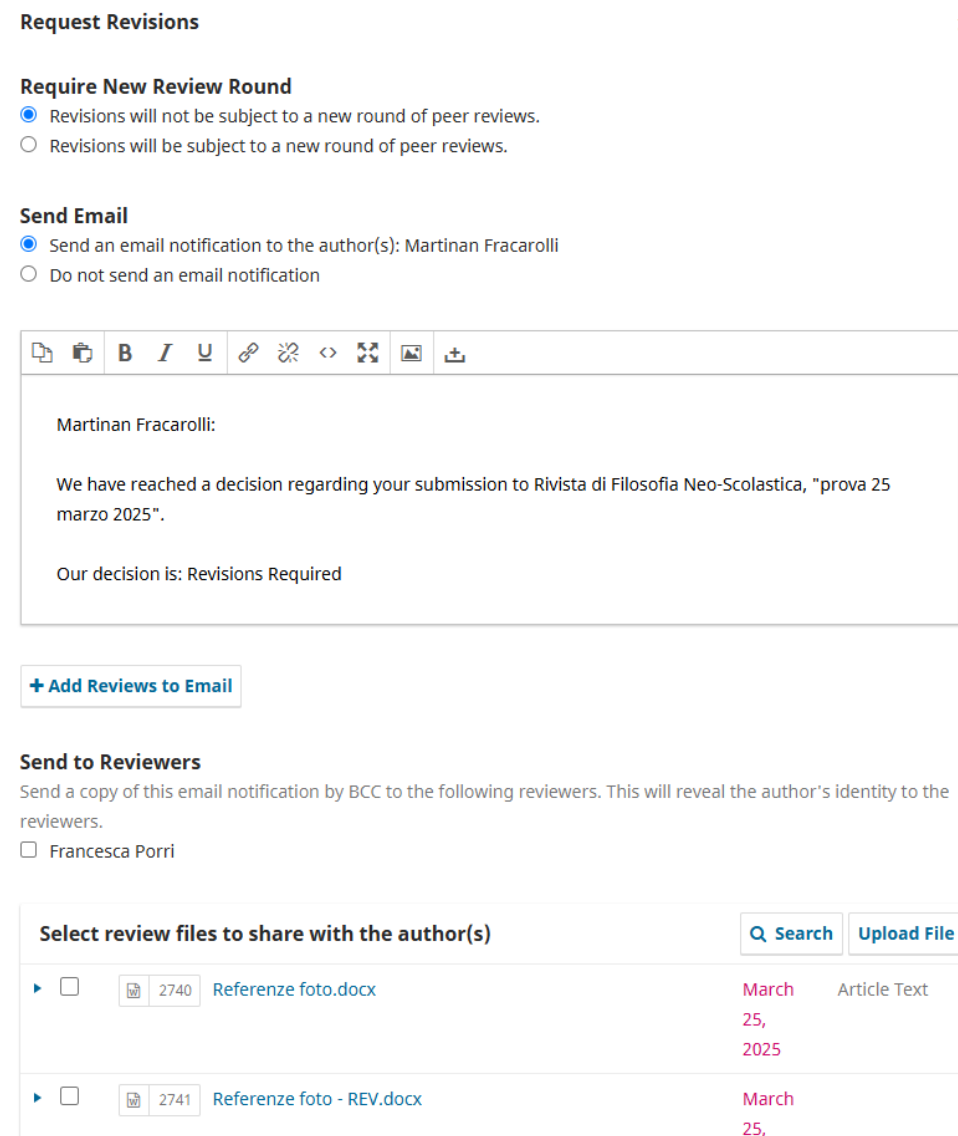
Q Search Upload File

No Files

**Review Discussions**

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				



The screenshot shows the 'Request Revisions' dialog box. It includes options to 'Require New Review Round', 'Send Email', and a text area for the message. Below the text area is a '+ Add Reviews to Email' button. At the bottom, there is a 'Send to Reviewers' section and a table for 'Select review files to share with the author(s)'.

**Request Revisions**

**Require New Review Round**

☒ Revisions will not be subject to a new round of peer reviews.  
☐ Revisions will be subject to a new round of peer reviews.

**Send Email**

☒ Send an email notification to the author(s): Martinan Fracarolli  
☐ Do not send an email notification

Martinan Fracarolli:

We have reached a decision regarding your submission to Rivista di Filosofia Neo-Scolastica, "prova 25 marzo 2025".

Our decision is: Revisions Required

+ Add Reviews to Email

**Send to Reviewers**

Send a copy of this email notification by BCC to the following reviewers. This will reveal the author's identity to the reviewers.

☐ Francesca Porri

**Select review files to share with the author(s)**

Q Search	Upload File
▶ <input type="checkbox"/>	2740 Referenze foto.docx
March 25, 2025	Article Text
▶ <input type="checkbox"/>	2741 Referenze foto - REV.docx
March 25,	

Puoi modificare qualsiasi parte del testo prima di inviare il messaggio. Utilizza il pulsante **Aggiungi Revisioni** per importare i commenti dei Revisori dai campi **Editor e Autore**. I commenti presenti nel campo **Solo Editor** non verranno visualizzati.








You can modify any of the text before sending the message. Use the **Add Reviews** button to import the Reviewer's comments from the Editor and Author field. Comments in the Editor only field will not be displayed.

### Request Revisions

Request revisions from the author.

**Author(s)**  
Apostolos Mishkin, Frederic Serletis

**Email to be sent to author**

**B***I*U<> Upload

Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is: Revisions Required

Stephanie Berardo

**+ Add Reviews to Email**

☐ Do not send author email

1) Seleziona il file revisionato per condividerlo con l'autore.

1) Select review files to share with the author.

The screenshot shows a web interface for managing reviews. At the top, there is a toolbar with icons for copy, paste, bold, italic, underline, link, unlink, code, and a full screen icon, followed by an 'Upload' button. Below the toolbar, a text area contains the following information: 'Reviewer B:', 'Sample Review', and 'Recommendation: Revisions Required'. A button labeled '+ Add Reviews to Email' is positioned below the text area. The main section is titled 'Select review files to share with the author(s)' and includes a search bar and an 'Upload File' button. A list of files is displayed below, each with a selection checkbox, a document icon, a file ID, and a filename. The first file is '34-1 Article Text, sodiumbutyrateimprovesgrowthperformanceofweanedpigletsduringthefirstperiodafterweaning.pdf'. The second file is '86-1 , blank.pdf'. At the bottom of the interface, there are two buttons: 'Record Editorial Decision' and 'Cancel'.

Select review files to share with the author(s)		Q Search	Upload File
<input type="checkbox"/>	34-1 Article Text, sodiumbutyrateimprovesgrowthperformanceofweanedpigletsduringthefirstperiodafterweaning.pdf		
<input type="checkbox"/>	86-1 , blank.pdf		

2) Puoi anche caricare altri file da condividere con l'autore.

2) If there are any attachments, such as a marked up file created by a Reviewer, you can attach it here

Fai clic sul pulsante **Registra Decisione Editoriale** per inviare il messaggio.  
A questo punto, dovrai attendere che l'Autore risponda con le proprie revisioni.

Hit the **Record Editorial Decision** button to send the message.  
You must now wait for the Author to respond with their revisions.



Alla fine del processo di revisione  
l'autore deve caricare il file  
revisionato nel **Pannello Revisioni**.

After making the requested corrections,  
the author must upload the revised file.

1289 / Fracarolli / prova 25 marzo 2025

Upload FileLibrary

WorkflowPublication

SubmissionReviewCopyeditingProduction

Round 1

**Round 1 Status**  
Revisions have been requested.

**Notifications**  
[RFNS] Editor Decision2025-03-25 05:35 PM

**Reviewer's Attachments**  
Q Search  
2741 Referenze foto - REV.docxMarch 25, 2025

**Revisions**  
Q SearchUpload File  
No Files

EDITOR III PARTE

A questo punto l’editor può scaricare il file revisionato dall’autore.

At this point, the editor can download the revised file and check to make sure it is ready.

Submission

Review

Copyediting

Production

Help

Round 1

New Review Round

Round 1 Status

Revisions have been submitted.

Review Files

Q Search

Upload/Select Files

▶

2740

Referenze foto.docx

March 25, 2025

Article Text

Request Revisions

Accept Submission

Decline Submission

Reviewers

Add Reviewer

▶

Francesca Porri

Reviewer Thanked

Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.

Anonymous Reviewer/Anonymous Author

Revert Decision

Revisions

Q Search

Upload File

▶

2742

Referenze foto - REV AUTORE.docx

March 25, 2025

Article Text

Participants

Assign

Journal editor

▶ Martina Fracarolli

Author

▶ Martinan Fracarolli

Review Discussions

Add discussion

Name

From

Last Reply

Replies

Closed

No Items

L'editor può ora **accettare** la submission.

At this point, the editor can **accept submission**.

SubmissionReviewCopyeditingProductionHelp

Round 1New Review Round

Round 1 Status

Revisions have been submitted.

Review Files

Q SearchUpload/Select Files

▶

2740

Referenze foto.docx

March 25, 2025

Article Text

Reviewers

Add Reviewer

▶

Francesca Porri

Reviewer Thanked

Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.

Anonymous Reviewer/Anonymous Author

Revert

Decision

Revisions

Q SearchUpload File

▶

2742

Referenze foto - REV AUTORE.docx

March 25, 2025

Article Text

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Request Revisions

Accept Submission

Decline Submission

Participants

Assign

Journal editor

▶ Martina Fracarolli

Author

▶ Martinan Fracarolli

L'editor deve ricordarsi di selezionare il file finale.

The editor must remember to select final file.

**Accept Submission**

**Send Email**

☒ Send an email notification to the author(s): Martinan Fracarolli

☐ Do not send an email notification

Martinan Fracarolli:

We have reached a decision regarding your submission to Rivista di Filosofia Neo-Scolastica, "prova 25 marzo 2025".

Our decision is to: Accept Submission

[+ Add Reviews to Email](#)

**Send to Reviewers**

Send a copy of this email notification by BCC to the following reviewers. This will reveal the author's identity to the reviewers.

☐ Francesca Porri

**Select review files to share with the author(s)**

<input type="checkbox"/>	2740	Referenze foto.docx	March 25, 2025	Article Text
<input type="checkbox"/>	2741	Referenze foto - REV.docx	March 25, 2025	
<input type="checkbox"/>	2742	Referenze foto - REV AUTORE.docx	March 25, 2025	Article Text

[+ Select Library Files to attach](#)

[Next: Select Files for Copyediting](#) [Cancel](#)

1289 / Fra

Workflow

Submi

Round

Round 1 Status

Activity Log

0

Accept Submission

X

Select the files you would like to forward to the Copyediting stage.

Revisions

Q Search

▶ ☒

2742

Referenze foto - RE AUTORE.docx

March

Article Text

25,

2025

Record Editorial Decision

Previous: Author Notification

Cancel

L'articolo è ora pronto per essere trasferito alla fase di **copyediting**. Per farlo, utilizza il pulsante **Invia al Copyediting**.

I **copyeditor** possono essere assegnati utilizzando il link **Aggiungi** nel pannello dei Partecipanti.

The submission is now ready to be moved to copyediting. To do so, use the **Send to Copyediting** button.

Copyeditors can be assigned using the *Add* link on the Participants panel.

The screenshot displays a web interface for managing a submission. At the top, the breadcrumb path is '1289 / Fracarolli / prova 25 marzo 2025'. Navigation tabs include 'Preview', 'Activity Log', and 'Library'. The main workflow is divided into 'Workflow' and 'Publication' sections. Under 'Publication', there are sub-tabs for 'Submission', 'Review', 'Copyediting' (which is active), and 'Production'. A 'Help' icon is also present. A notification box states: 'Notification: Assign a copyeditor using the Assign link in the Participants list.' The 'Draft Files' section shows a file named 'Referenze foto - REV AUTORE.docx' with a date of 'March 25, 2025' and a category of 'Article Text'. Below this is the 'Copyediting Discussions' section with an 'Add discussion' button. The 'Copyedited' section is currently empty. On the right side, the 'Participants' panel lists 'Journal editor' (Martina Fracarolli) and 'Author' (Martinan Fracarolli). A red arrow points to the 'Assign' button in the 'Participants' panel.

1289 / Fracarolli / prova 25 marzo 2025

Preview Activity Log Library

Workflow Publication

Submission Review Copyediting Production Help

**Notification**  
Assign a copyeditor using the Assign link in the Participants list.

**Draft Files** [Q Search](#) [Upload/Select Files](#)

▶ 2743 Referenze foto - REV AUTORE.docx March 25, 2025 Article Text

**Copyediting Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

**Copyedited** [Q Search](#) [Upload/Select Files](#)

No Files

**Send To Production**

**Participants** [Assign](#)

**Journal editor**

▶ Martina Fracarolli

**Author**

▶ Martinan Fracarolli

## Assign Participant

Help X

### Locate a User

Copyeditor ▼

porri

Search User By Name

Search

Name

Francesca Porri

1 of 1 items

### Permissions

☐ Allow this person to make changes to the publication, such as the title, abstract, metadata and other publication details. You may wish to revoke this privilege if the submission has received a final check and is ready for publication.

### Choose a predefined message to use, or fill out the form below.

[RFNS] Copyediting Request ▼

### Message

Discussions as needed.

3. Save copyedited file(s), and upload to Copyedited panel.
4. Notify the Editor that all files have been prepared, and that the Production process may begin.

Rivista di Filosofia Neo-Scolastica URL: <https://www.vpjournals.it/index.php/filosofianeoscolastica>

Submission URL: URL

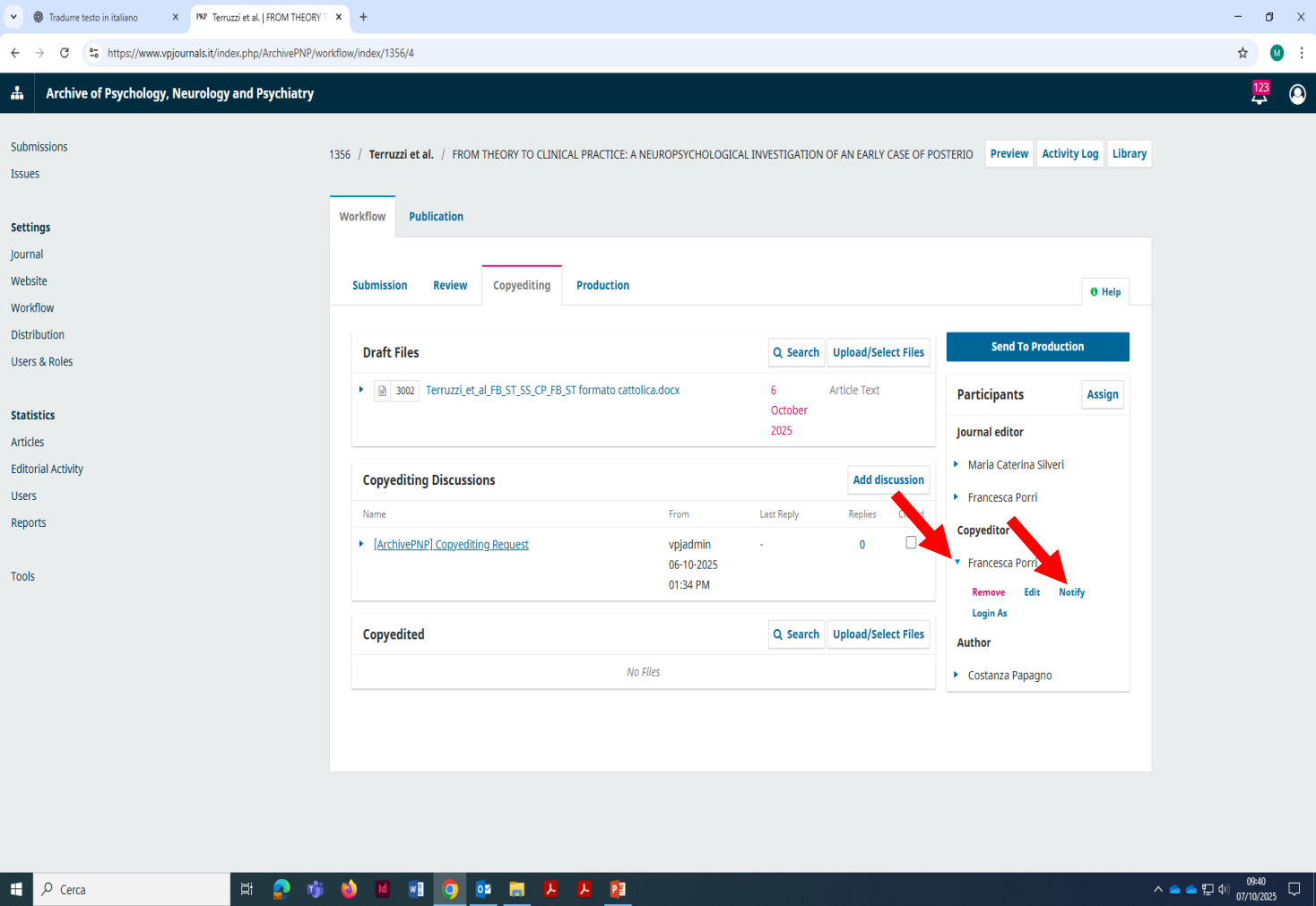
Username: USERNAME

\* Denotes required field

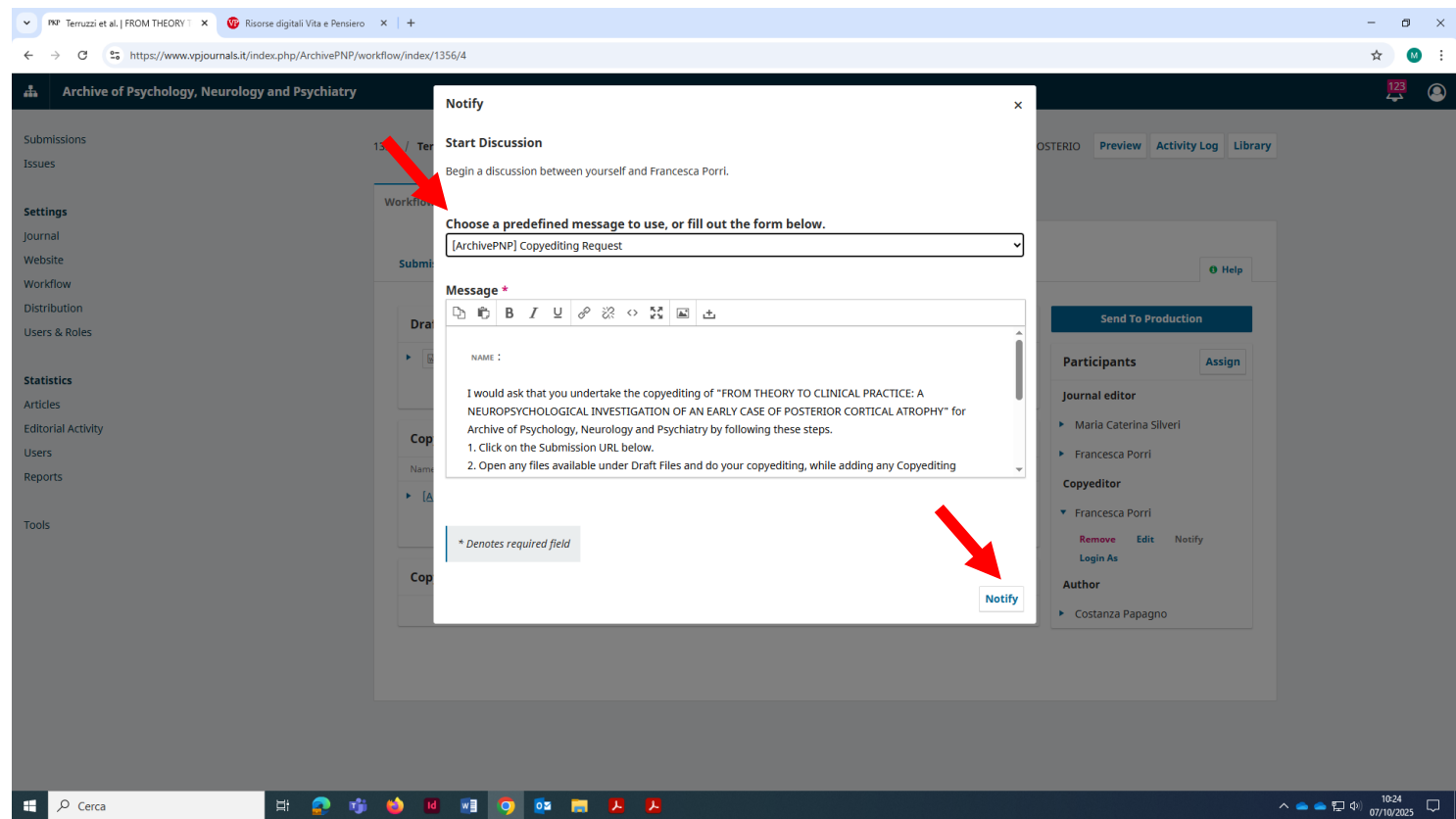
OK Cancel

Nel **Pannello partecipanti** selezionare  
Francesca Porri e poi cliccare su **Notifica**.

On the Participants panel, select Francesca Porri  
and click on **Notify**.







Il processo è terminato!

The process is now complete!

1291 / Fracarolli / D'Agata

PreviewActivity LogLibrary

WorkflowPublication

SubmissionReviewCopyeditingProductionHelp

Notification

Assign a copyeditor using the Assign link in the Participants list.

Draft Files

SearchUpload/Select Files

2749A-D'Agata\_rev AUTORE.docx

March 26, 2025

Article Text

Copyediting Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
[RfNS] Copyediting Request	martina_fracarolli	-	0	<input type="checkbox"/>
2025-03-26 11:53 AM				

Copyedited

SearchUpload/Select Files

No Files

Send To Production

ParticipantsAssign

Journal editor

Martina Fracarolli

Copyeditor

Francesca Porri

Author

Martinan Fracarolli