la piattaforma OJS
per le Riviste di Vita e Pensiero

Tutorial

VP

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.
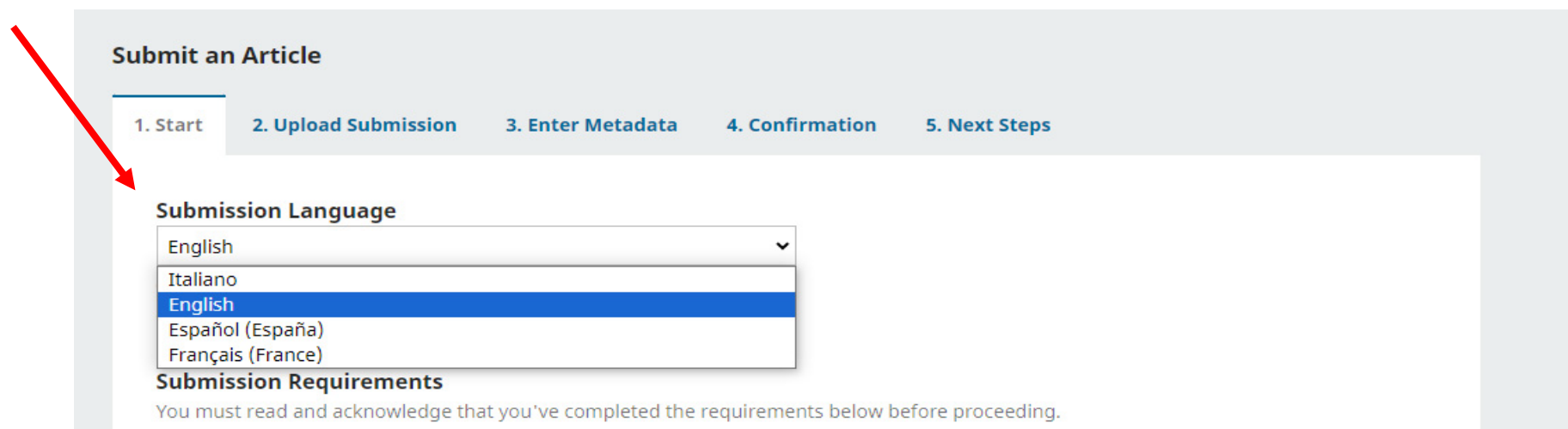
Making a submission

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.
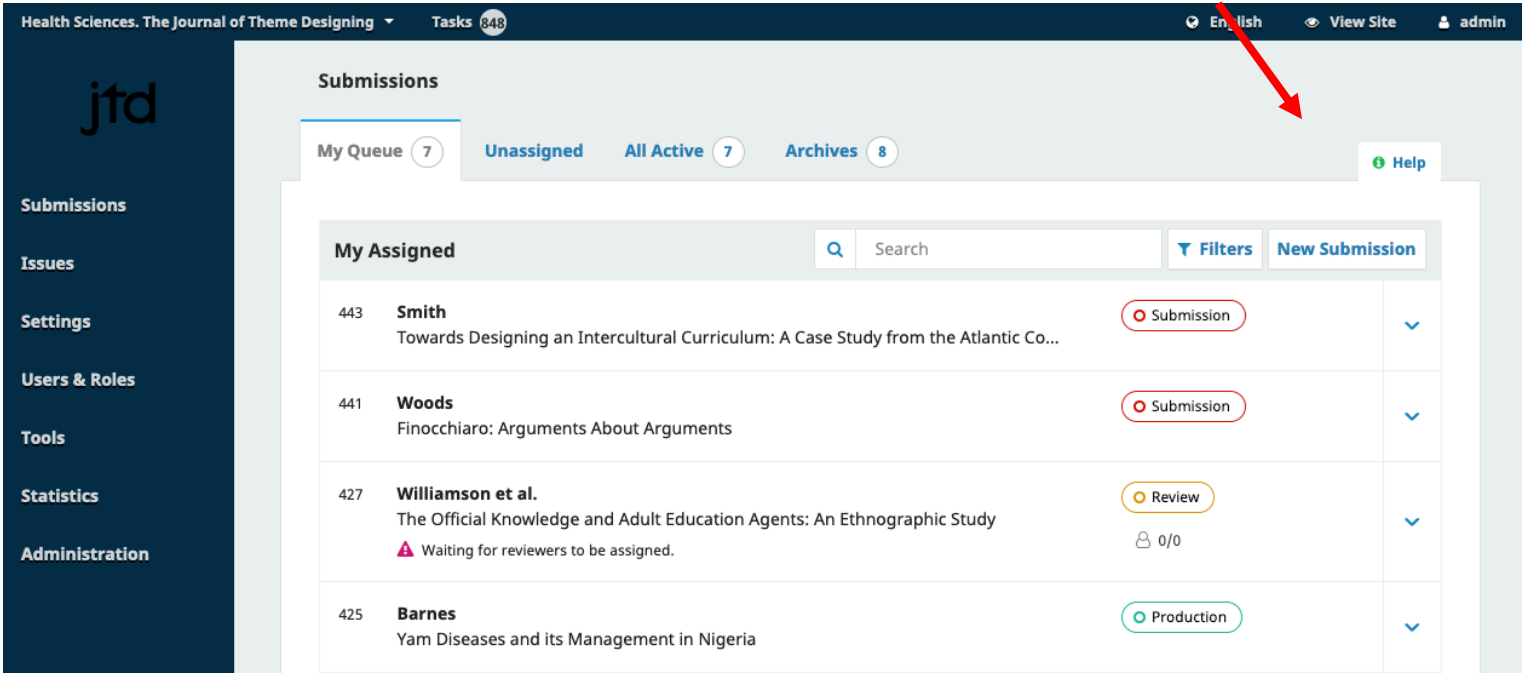
➢ Step 1

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.
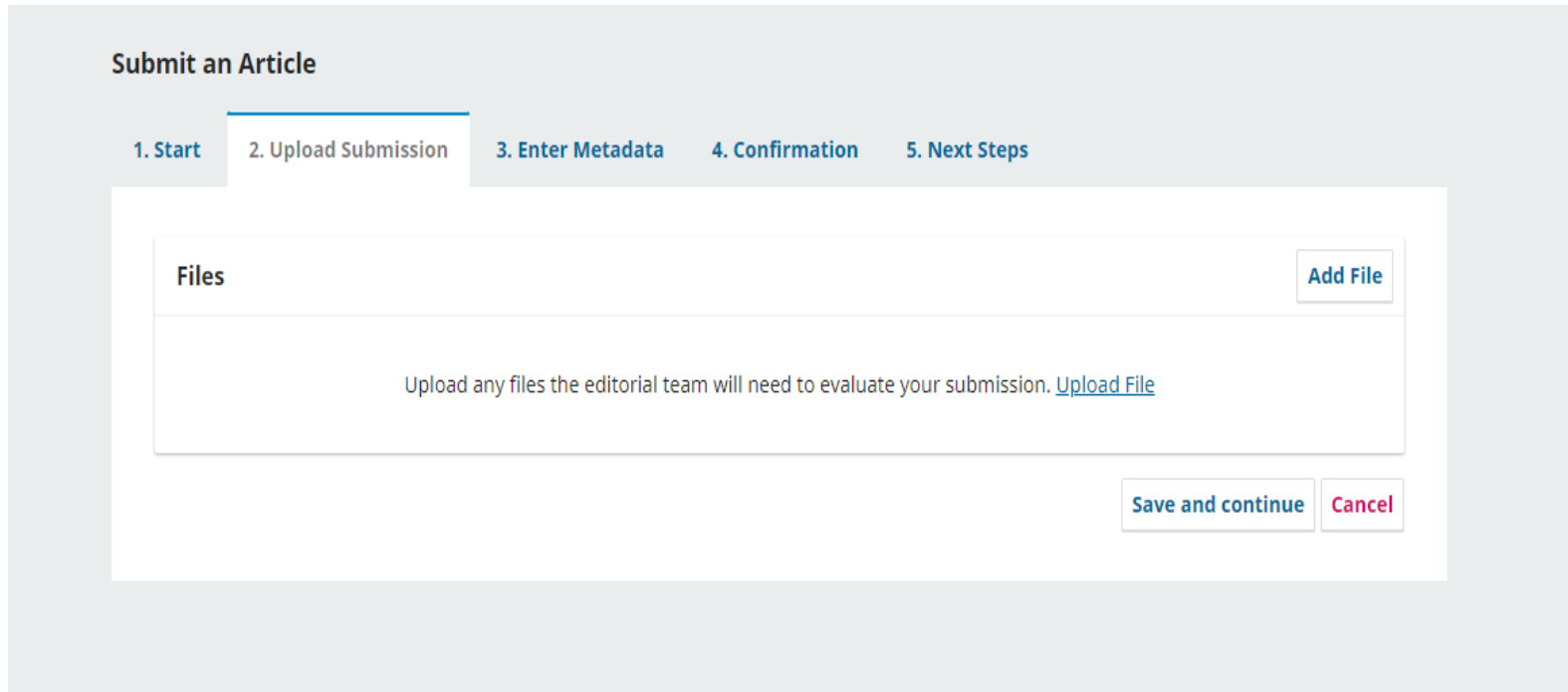

Successivamente, devi leggere e accettare i requisiti richiesti dalla singola rivista.

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).

Scegliere la **tipologia** di file.

Choose the file type.

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

Submissions
Issues

Settings
Journal
Website
Workflow
Distribution
Users & Roles

Statistics
Articles
Editorial Activity
Users
Reports

Tools

➢ Step 3

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

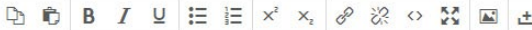In this step, you will be asked to add metadata (Title, abstract, keywords...)

Submit an Article

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

Prefix

Title *

Examples: A, The

Subtitle

Abstract *

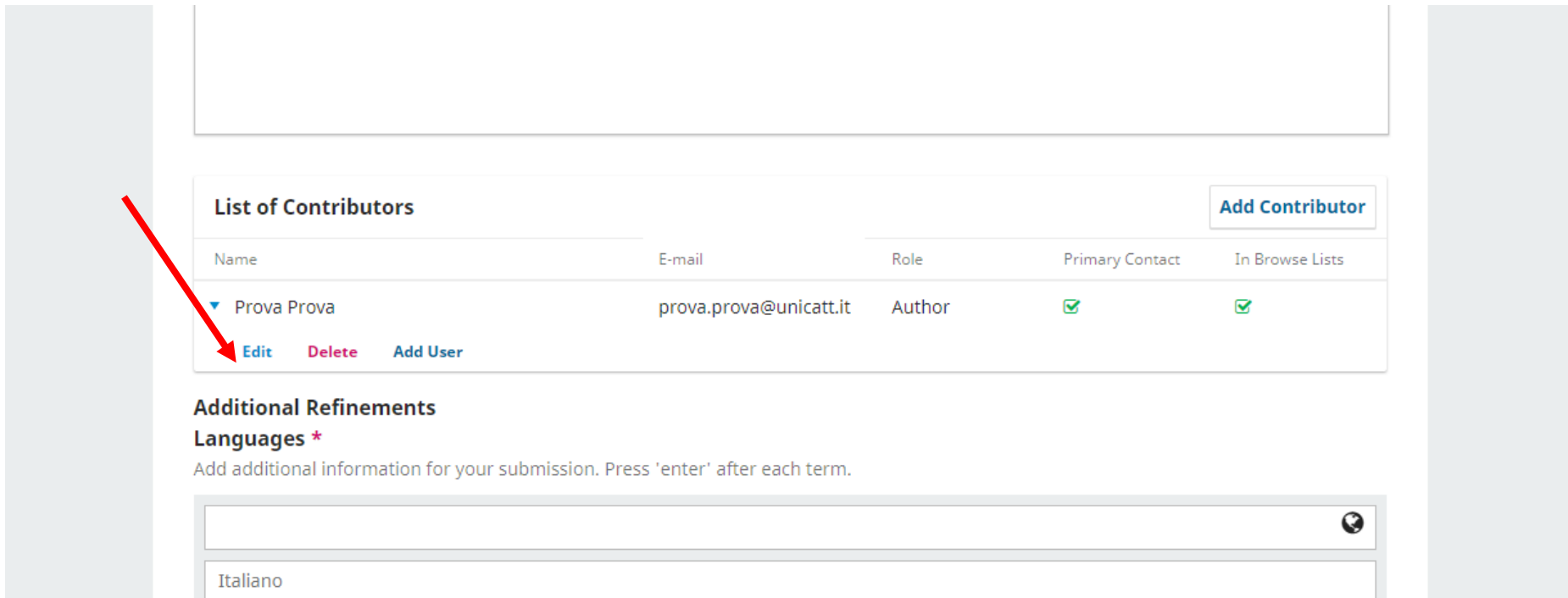List of Contributors   Add Contributor

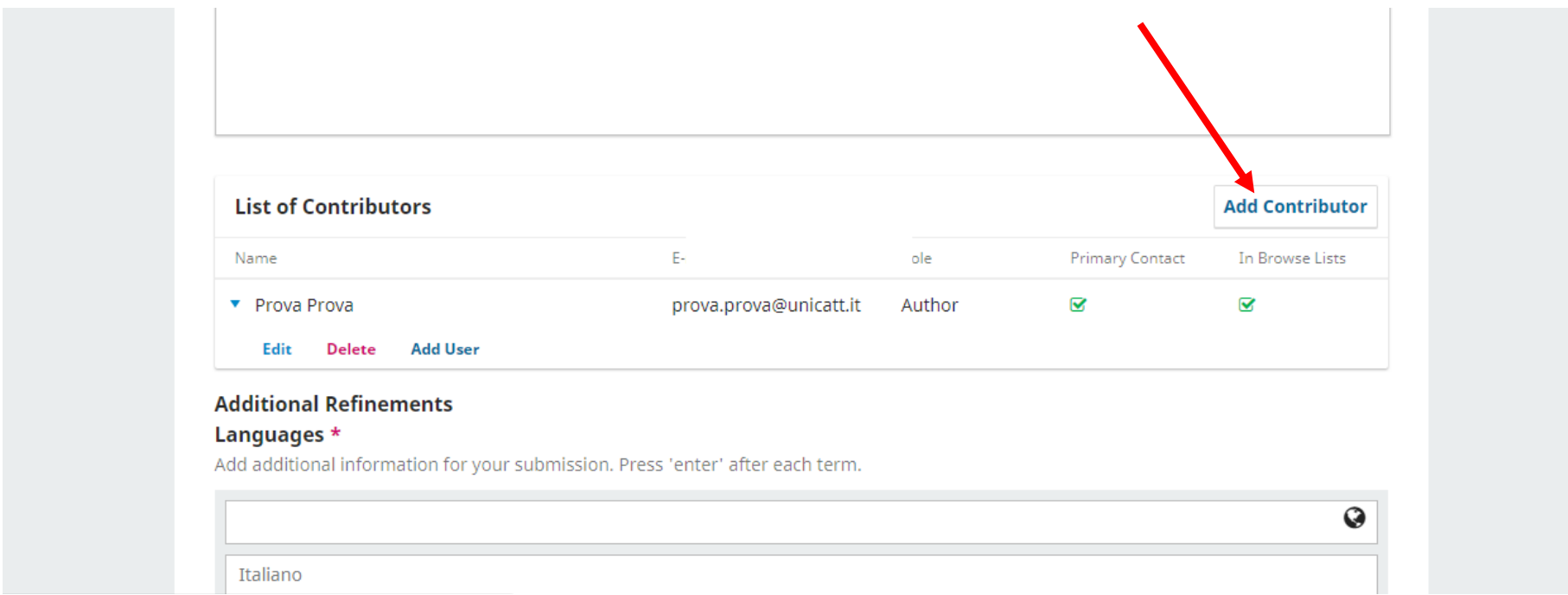| Name | E-mail | Role | Primary Contact | In Browse Lists |

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.

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.

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.

Add Participant

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* U̲ 🔗 🔗̸ <> ⛶ 🖼 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.

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.

Edit Assignment

✕

Participant

Martinan Fracarolli (Author)

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.

OK   Cancel

1289 / Fra

Activity Log Library

Workflow

Submis... ⓘ Help

Submission Files 🔍 Search Upload File

▶ 📄 2739 Referenze foto.docx March 25, 2025 Article Text

Download All Files

Send to Review

Accept and Skip Review

Decline Submission

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ [RFNS] Editorial Assignment	martina_fracarolli 2025-03-25 04:20 PM	-	0	☐

Participants Assign
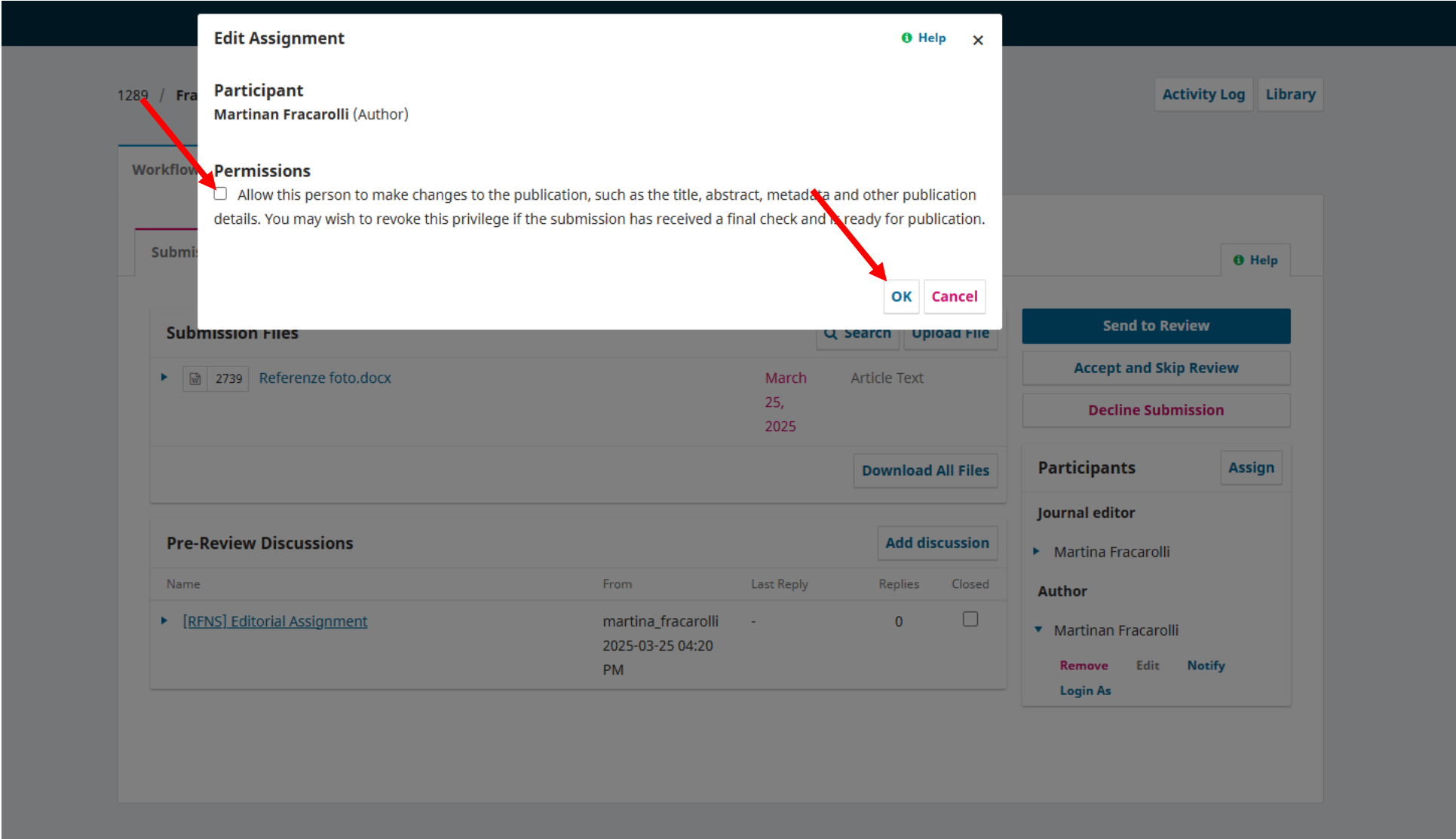
Journal editor

▶ Martina Fracarolli

Author

▼ Martinan Fracarolli

Remove Edit Notify

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.
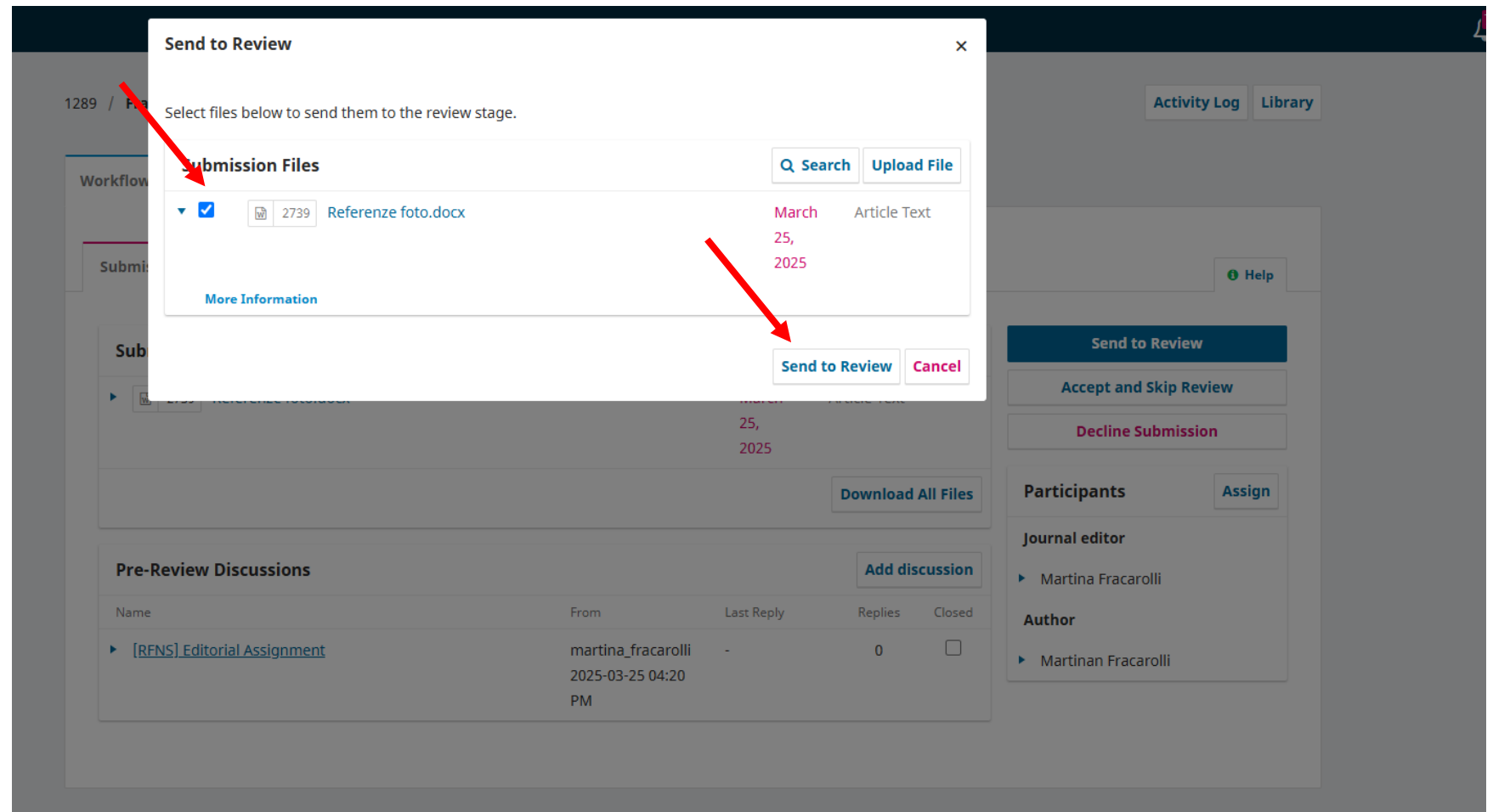
Sending to Review

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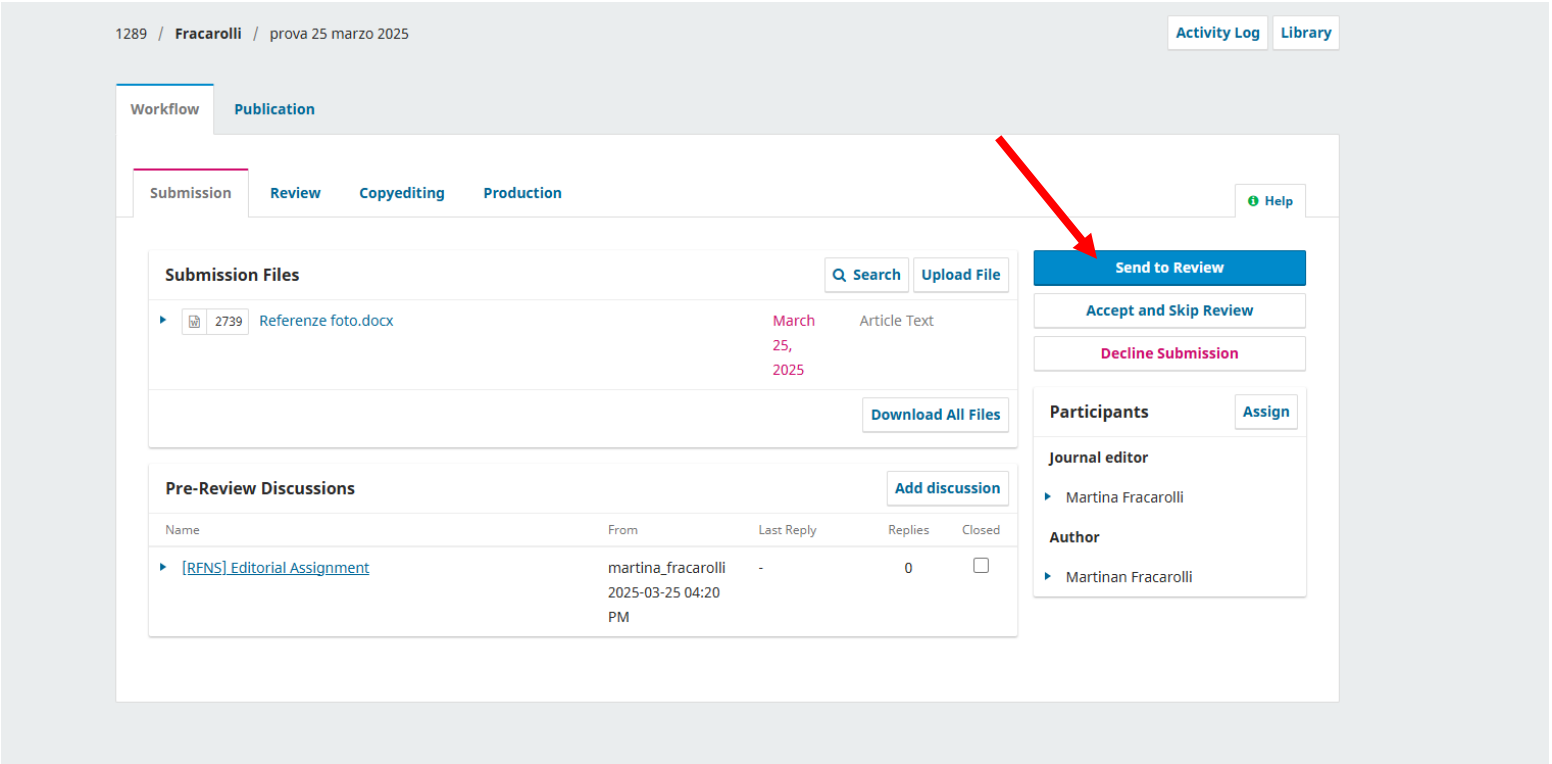
Seleziona i file che devono essere mandati in revisione, poi clicca su **Invia alla Revisione.**

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.

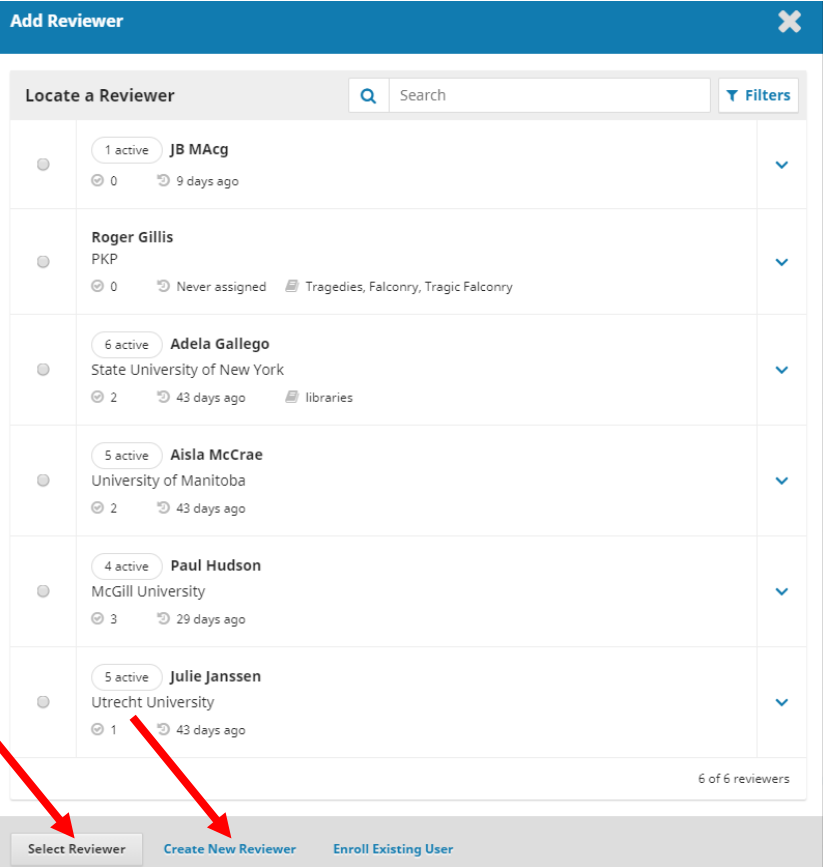You can select **Add Reviewer** to assign a new Reviewer.

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

- **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.

Left panel:

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

Right panel:

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.

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Thank you for considering this request.

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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!

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.

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   🔍 **Search**

📄 2740   Referenze foto.docx   March 25, 2025   Article Text

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»

_____

Redazione editoriale «Rivista di Filosofia Neo-Scolastica»

Largo Gemelli 1 - 20123 Milano, Italia

https://filosofianeoscolastica.vitaepensiero.com/
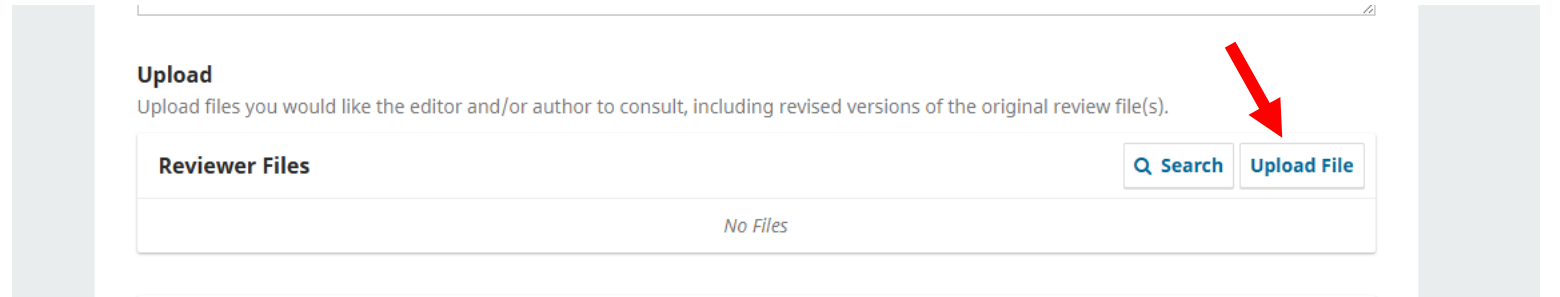
Referee *

[   ]

Title of the article *

Il revisore può anche caricare il file revisionato.
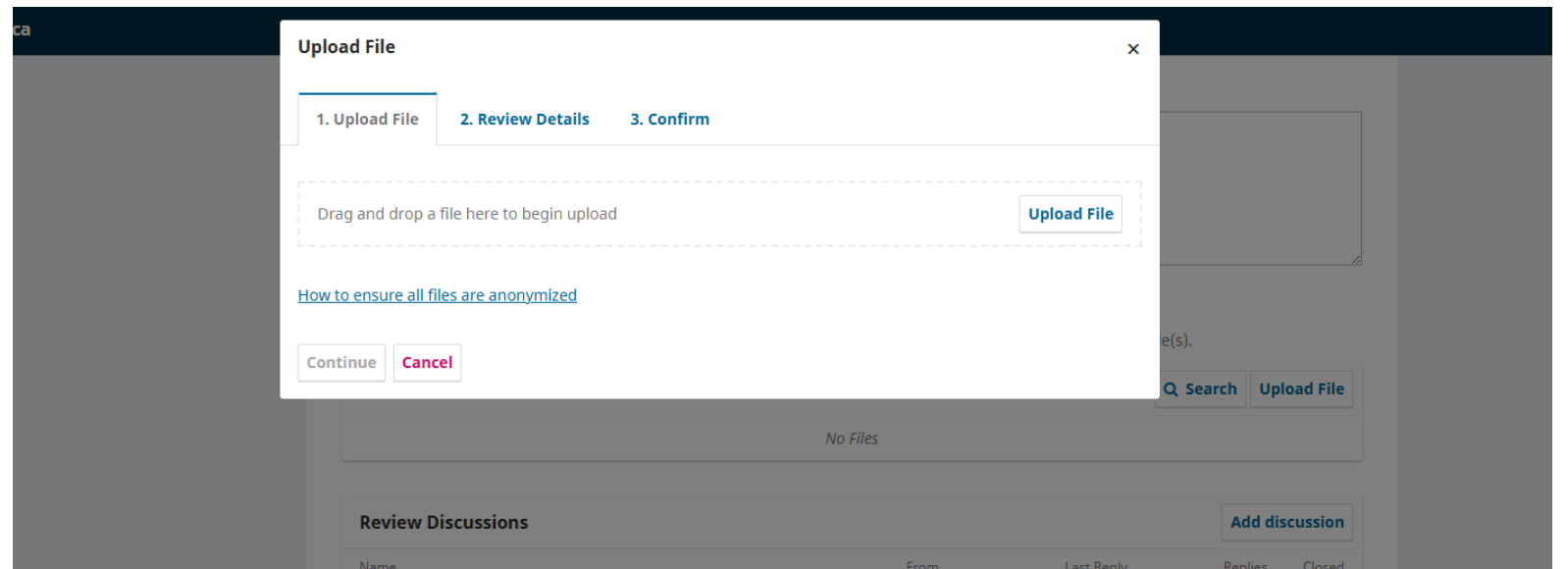
The reviewer can upload revised versions of the original file.

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.

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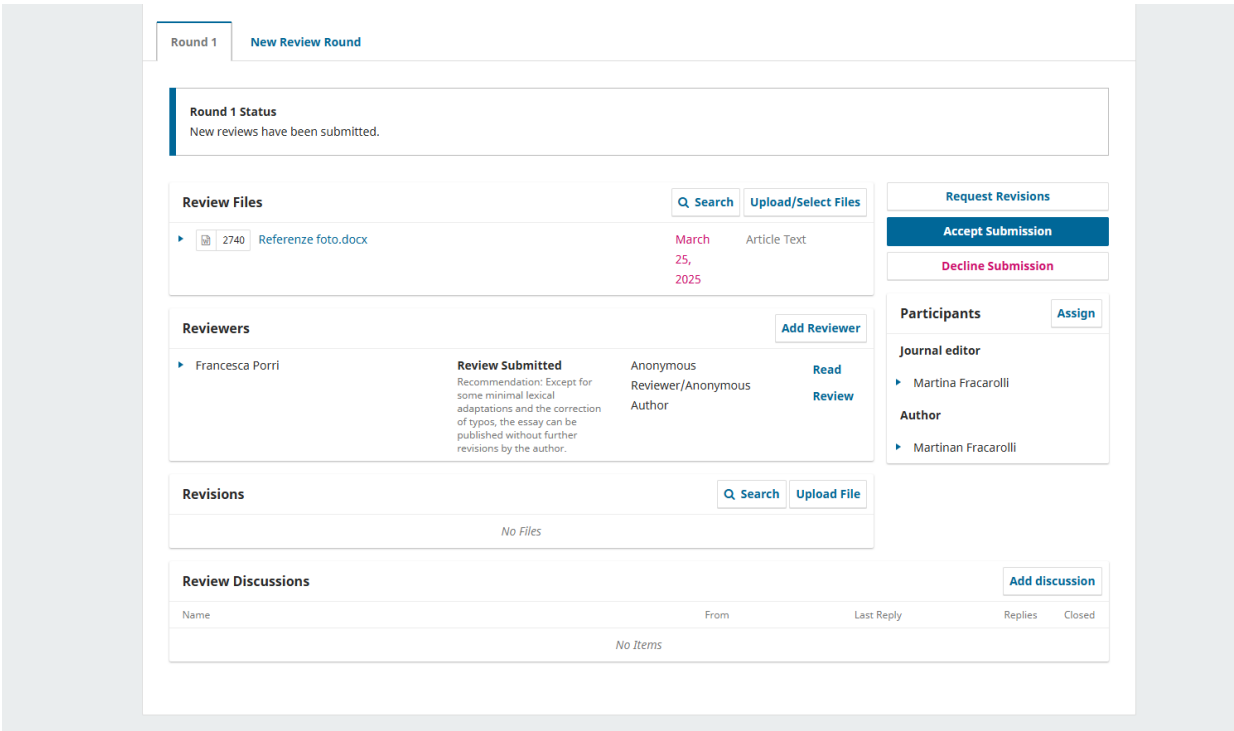
Clicca su **Leggi Revisione** nel pannello dei Revisori per leggere i commenti dei Revisori, inclusi quelli destinati sia all'Autore che all'Editor, oltre a quelli riservati esclusivamente all'Editor.

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.

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

Select the **Confirm**

Additional comments (if any) to Editorial Staff only

Reviewer Files

Q Search   Upload File

▶ W 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.
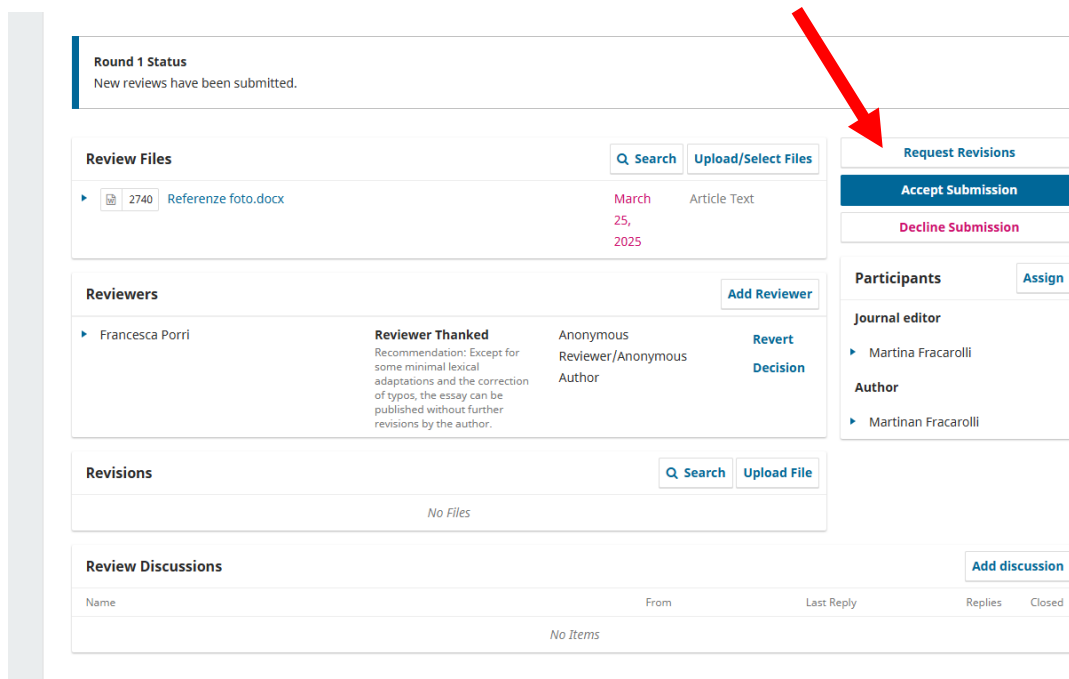
Richiesta di revisioni

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.

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.

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

1) Select review files to share with the author.

2) Puoi anche caricare altri file da convidere 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.

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.

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

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

L'editor deve ricordarsi di selezionare il file finale.

The editor must remember to select final file.

Accept Submission

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

Revisions

🔍 Search

▸ ☑ 📄 2742 Referenze foto - RE...AUTORE.docx   March 25, 2025   Article Text

Record Editorial Decision   Previous: Author Notification   Cancel

Workflow

Submi...

Round

Round 1 Status

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.

Assign Participant   ⓘ Help   ✕

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

⎘ ⎘ **B** *I* U 🔗 🔗 ⟨⟩ ⤢ 🖼 ⬆

~~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**.

Archive of Psychology, Neurology and Psychiatry

Submissions

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Articles

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Users

Reports

Tools

OSTERIO   Preview   Activity Log   Library

Notify ✕

Start Discussion

Begin a discussion between yourself and Francesca Porri.

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

[ArchivePNP] Copyediting Request ▾

Message *

NAME :

I would ask that you undertake the copyediting of "FROM THEORY TO CLINICAL PRACTICE: A NEUROPSYCHOLOGICAL INVESTIGATION OF AN EARLY CASE OF POSTERIOR CORTICAL ATROPHY" for Archive of Psychology, Neurology and Psychiatry by following these steps.
1. Click on the Submission URL below.
2. Open any files available under Draft Files and do your copyediting, while adding any Copyediting

* Denotes required field

Notify

Send To Production

Participants   Assign

Journal editor

▸ Maria Caterina Silveri

▸ Francesca Porri

Copyeditor

▾ Francesca Porri

   Remove   Edit   Notify
   Login As

Author

▸ Costanza Papagno

Il processo è terminato!

The process is now complete!

Preview   Activity Log   Library

Workflow   Publication

Submission   Review   **Copyediting**   Production   ❶ Help

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

Draft Files   🔍 Search   Upload/Select Files

▸ 📄 2749 A-D'Agata_rev AUTORE.docx   March 26, 2025   Article Text

Send To Production

Participants   Assign

Journal editor

▸ Martina Fracarolli

Copyeditor

▸ Francesca Porri

Author

▸ Martinan Fracarolli

Copyediting Discussions   Add discussion

Name	From	Last Reply	Replies	Closed
▸ [RFNS] Copyediting Request	martina_fracarolli 2025-03-26 11:53 AM	-	0	☐

Copyedited   🔍 Search   Upload/Select Files

No Files