

la piattaforma OJS
per le Riviste di Vita e Pensiero
Tutorial

www.vpjournals.it

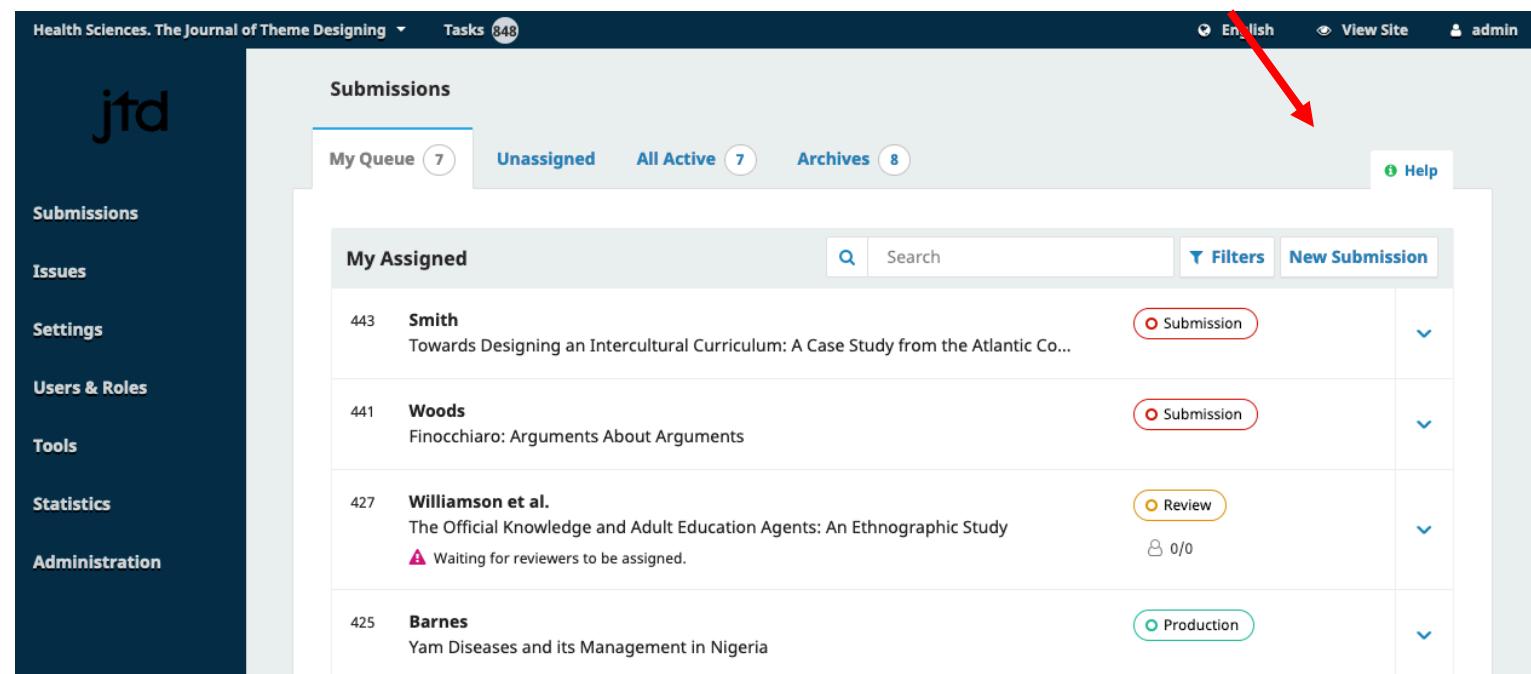
AUTORE

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 'Submit an Article' interface with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Step 1 is active. Below it, a 'Submission Language' dropdown menu is open, showing the following options:

- English
- Italiano
- English** (highlighted with a blue background)
- Español (España)
- Français (France)

Below the dropdown, there is a section titled 'Submission Requirements' with the text: 'You must read and acknowledge that you've completed the requirements below before proceeding.'

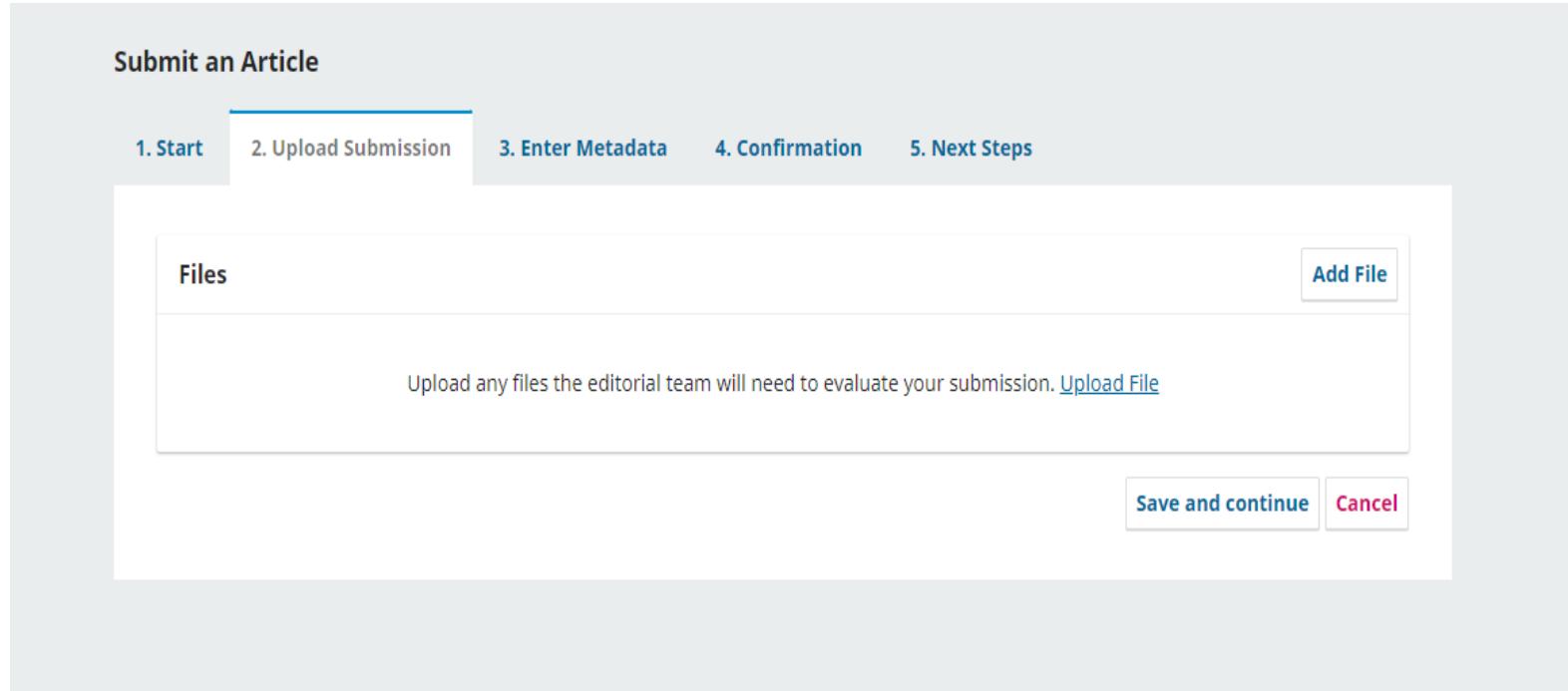
Successivamente, devi leggere e accettare i requisiti richiesti dalla singola rivista.

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).



Scegliere la **tipologia** di file.

Choose the file type.

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

articolo prova_RED.docx

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

Add File Edit Remove

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

| Name | E-mail | Role | Primary Contact | In Browse Lists |
|------|--------|------|-------------------------------------|-------------------------------------|
| ▶ | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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 shows a user interface for managing contributors. At the top right, there is a blue button labeled "Add Contributor". Below it is a table titled "List of Contributors" with columns for Name, E-mail, Role, Primary Contact, and In Browse Lists. A single row is visible, showing "Prova Prova" as the name, "prova.prova@unicatt.it" as the e-mail, "Author" as the role, and two checked checkboxes for Primary Contact and In Browse Lists. At the bottom of this section, there are three buttons: "Edit" (highlighted with a red arrow), "Delete", and "Add User".

List of Contributors

| 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 shows a user interface for managing contributors. At the top, there's a header 'List of Contributors'. Below it is a table with columns: Name, E-, Role, Primary Contact, and In Browse Lists. There is one entry: 'Prova Prova' with email 'prova.prova@unicatt.it', role 'Author', checked boxes for both 'Primary Contact' and 'In Browse Lists'. Below the table are buttons for 'Edit', 'Delete', and 'Add User'. Underneath the table, there's a section titled 'Additional Refinements' with a 'Languages *' field. A note says 'Add additional information for your submission. Press 'enter' after each term.' A text input field contains the word 'Italiano'. A red arrow points from the top right towards the 'Add User' button.

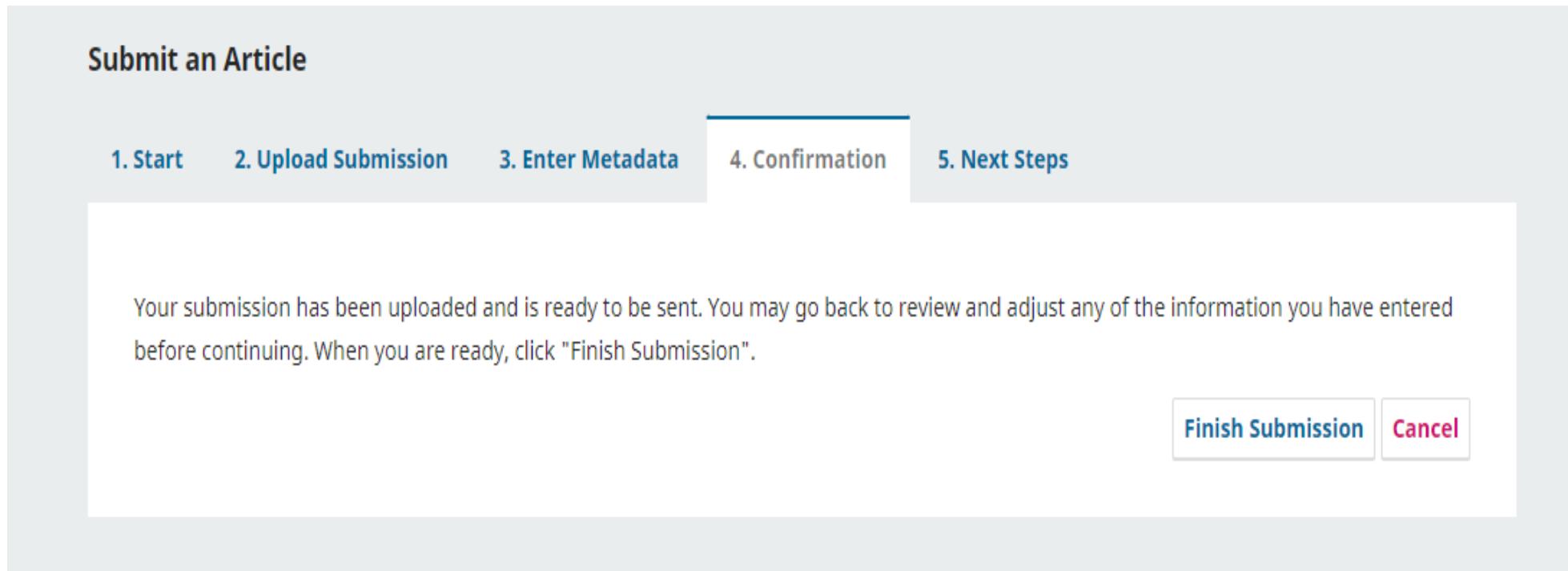
Una volta che tutti i collaboratori sono stati aggiunti e ordinati secondo le tue preferenze, clicca su **Continua per procedere**.

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.



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 shows the Editorial Manager software interface. At the top, it displays the ID 1291 / Fracarolli / D'Agata. The navigation bar includes Workflow, Publication, Activity Log, and Library. Below the navigation, tabs for Submission, Review, Copyediting (which is selected), and Production are shown. The main content area displays 'Submission Files' with a file named '05_D'Agata_invito.docx' (March 26, 2025) and a 'Download All Files' button. Below that is a 'Pre-Review Discussions' section with a 'No Items' message and an 'Add discussion' button. On the right side, there is a 'Participants' panel. It shows one participant, Martinan Fracarolli, and contains a note: 'Assign an editor to enable the editorial decisions for this stage.' A red arrow points from the text to the 'Assign' button in the Participants panel.

Add Participant

Locate a User

Section editor

Search User By Name

Search

| Name |
|--|
| <input type="radio"/> David Buskins |
| <input checked="" type="radio"/> Stephanie Berardo |
| <input type="radio"/> Minoti Inoue |
| <input type="radio"/> 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

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.

The screenshot shows the Editorial Manager software interface for article 1289, dated March 25, 2025. The 'Workflow' tab is active, showing the 'Submission' stage. On the right, a red box highlights the 'Action' menu, which contains three options: 'Send to Review', 'Accept and Skip Review', and 'Decline Submission'. The 'Participants' section lists 'Journal editor' Martina Fracarolli and 'Author' Martinan Fracarolli. The 'Submission Files' section shows a file named 'Referenze foto.docx'. The 'Pre-Review Discussions' section shows a discussion titled '[RFNS] Editorial Assignment' from martina_fracarolli at 2025-03-25 04:20 PM.

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.

The screenshot shows a journal management software interface. On the left, a sidebar lists various administrative sections: Submissions, Issues, Settings (Journal, Website, Workflow, Distribution, Users & Roles), Statistics (Articles, Editorial Activity, Users, Reports), and Tools. The main workspace displays a submission titled "1289 / Fracarolli / prova 25 marzo 2025". The "Workflow" tab is selected, showing stages: Submission, Review, Copyediting, and Production. Below these are sections for "Submission Files" (listing a file named "Referenze foto.docx" uploaded on March 25, 2025) and "Pre-Review Discussions" (listing a discussion from "martina_fracarolli" dated 2025-03-25 04:20 PM). To the right, there are buttons for "Send to Review" (Accept and Skip Review, Decline Submission) and a "Participants" section. The "Participants" section lists "Journal editor" (Martina Fracarolli) and "Author" (Martinan Fracarolli). A red arrow points to the "Edit" link next to Martinan Fracarolli's name. At the bottom right of the participant list, there are links for Remove, Edit, Notify, and Login As.

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**

Submission Files

| | 2739 | Referenze foto.docx | March 25, 2025 | Article Text |
|--|------|---------------------|----------------|---------------------------|
| | | | | Download All Files |

Pre-Review Discussions

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

Add discussion

Participants **Assign**

Journal editor

- Martina Fracarolli

Author

- Martinan Fracarolli

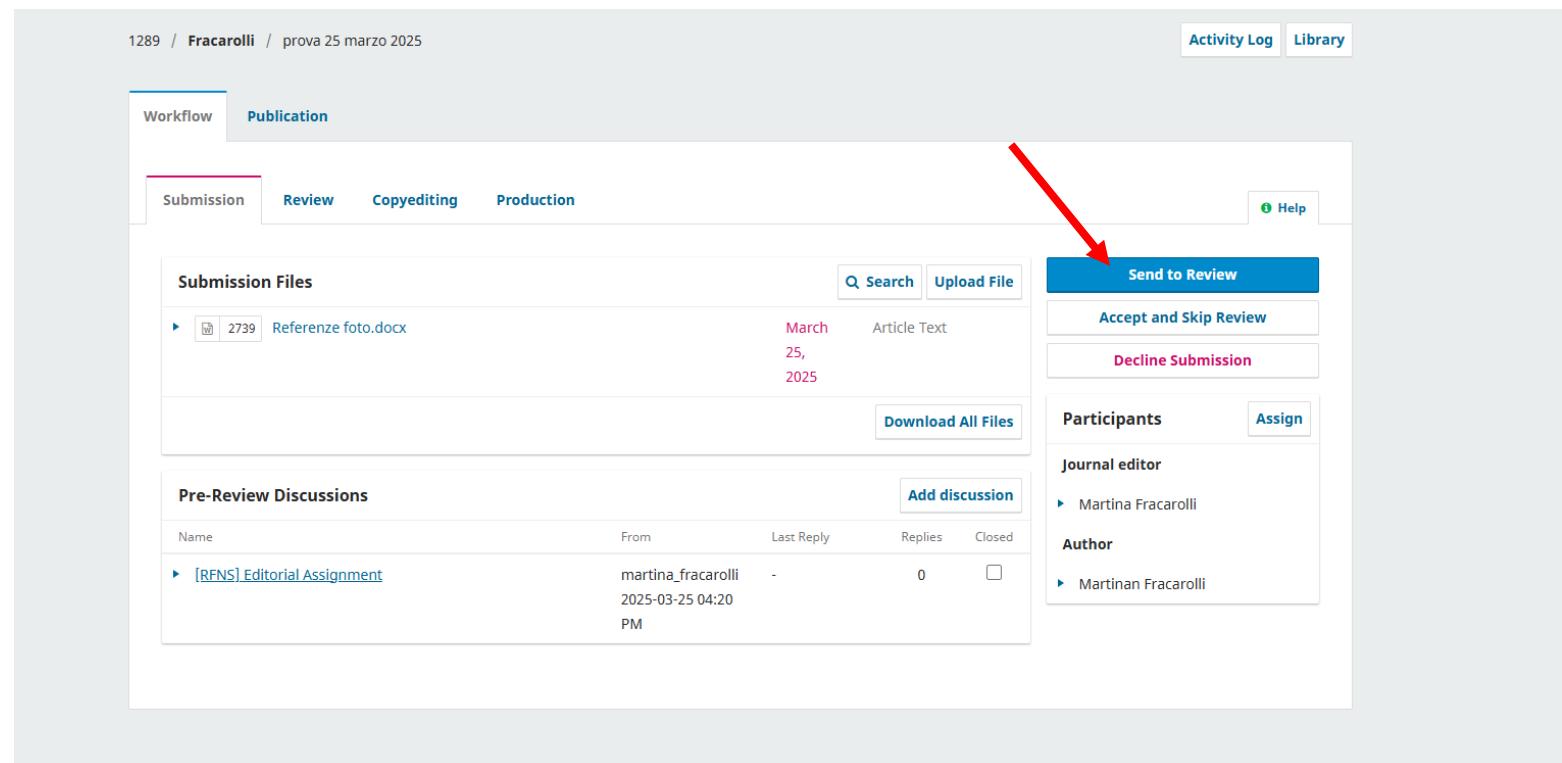
Remove **Edit** **Notify**
Login As

Inviare l'articolo a un revisore esterno

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

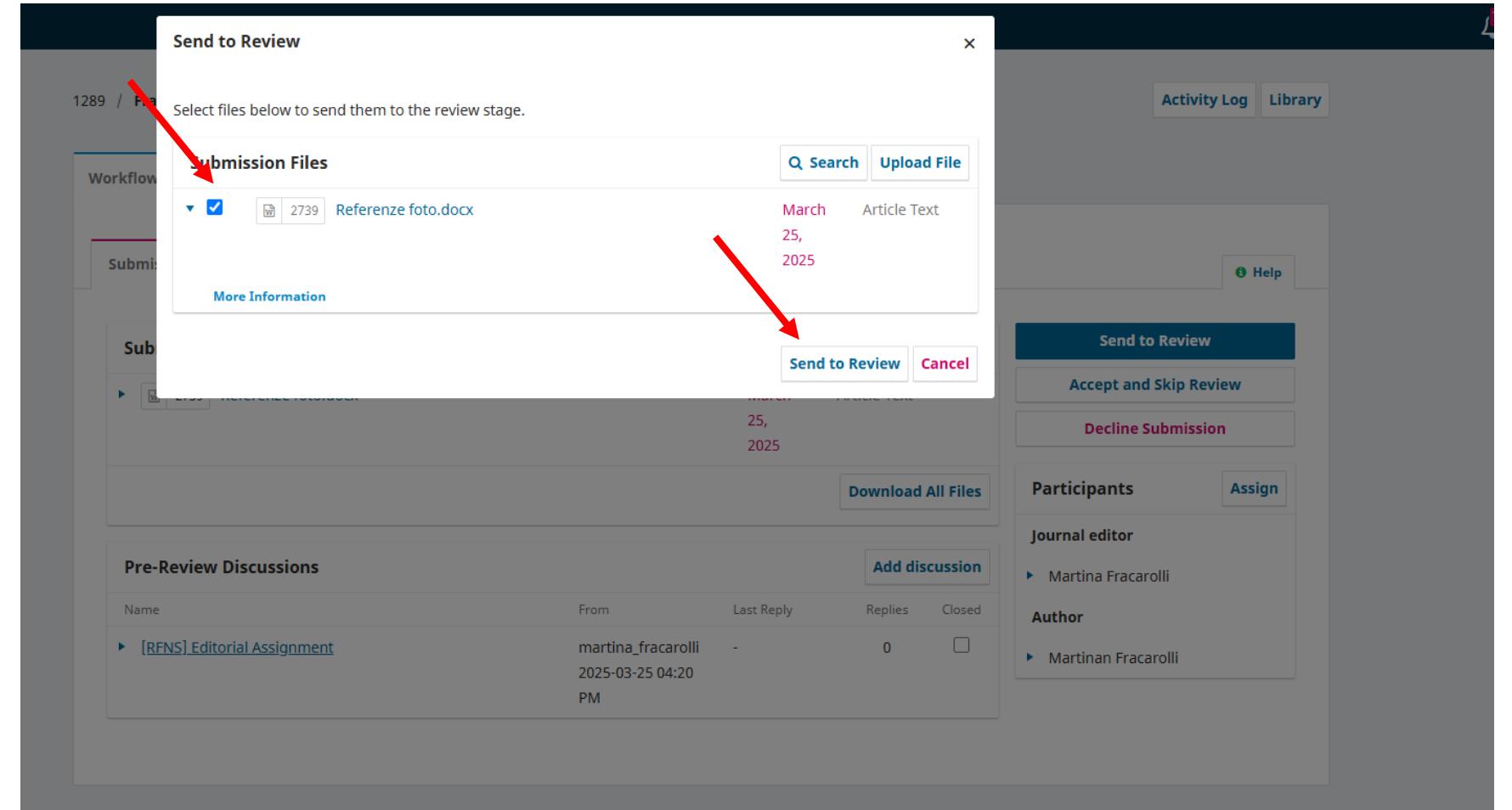
Sending to Review

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.

The screenshot shows a digital review interface with the following elements:

- Top Navigation:** Submission, Review (highlighted in pink), Copyediting, Production, Help.
- Section Headers:** Round 1, New Review Round.
- Round 1 Status:** Waiting for reviewers to be assigned.
- Review Files:** A list containing one item: ▶ 2740 Referenze foto.docx. To the right are buttons for Search, Upload/Select Files, Article Text, and a date: March 25, 2025. A red arrow points to the "Add Reviewer" button below this section.
- Reviewers:** A section showing "No Items".
- Revisions:** A section showing "No Files".
- Request Revisions:** Buttons for Accept Submission (blue) and Decline Submission (pink).
- Participants:** A list under Journal editor: Martina Fracarolli. Under Author: Martinan Fracarolli. An "Assign" button is shown next to the Participants list.

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 a modal window titled "Add Reviewer". At the top right is a close button (X). Below the title is a search bar with a magnifying glass icon and a "Search" placeholder, followed by a "Filters" button. The main area is titled "Locate a Reviewer" and contains a table with six rows of reviewer data. Each row includes a small profile picture, the reviewer's name, their status (e.g., "1 active"), and their affiliation (e.g., "JB MACg", "PKP", "State University of New York"). The bottom of the modal features three buttons: "Select Reviewer" (highlighted with a red arrow), "Create New Reviewer" (highlighted with a red arrow), and "Enroll Existing User". A footer note indicates "6 of 6 reviewers".

| | Locate a Reviewer | |
|--|-------------------|----------|
| | JB MACg | 1 active |
| | Roger Gillis | 0 |
| | Adela Gallego | 6 active |
| | Aisla McCrae | 5 active |
| | Paul Hudson | 4 active |
| | Julie Janssen | 5 active |

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 | Response Due Date | 02-05-2024 | Review Due Date |
|------------|-------------------|------------|-----------------|

Files To Be Reviewed

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 | Response Due Date | 02-05-2024 | Review Due Date |
|------------|-------------------|------------|-----------------|

Files To Be Reviewed

Review Type

Anonymous Reviewer/Anonymous Author
 Anonymous Reviewer/Disclosed Author
 Open

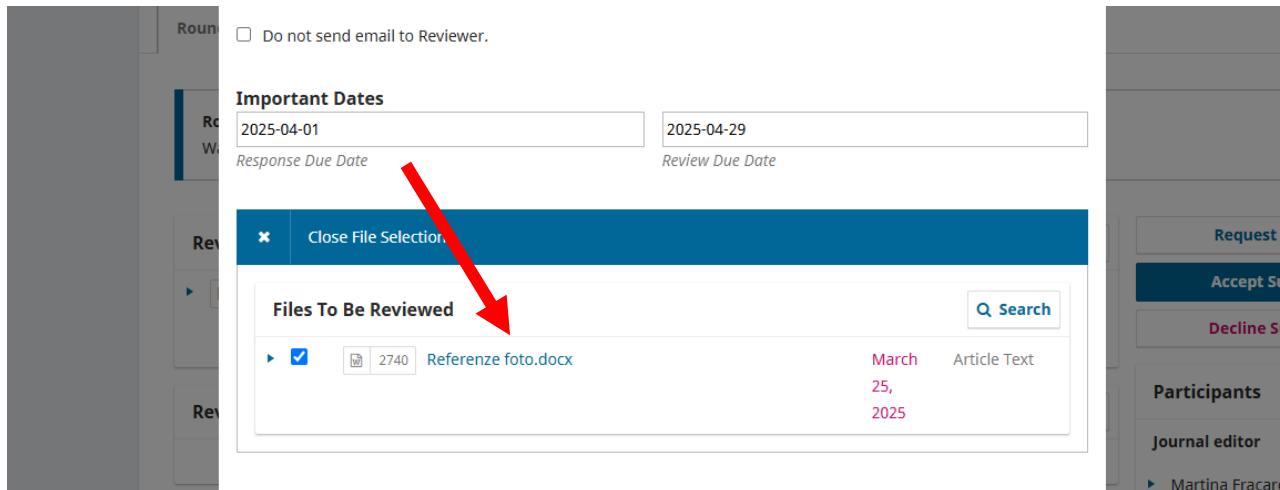
Review Form

| |
|------------------|
| 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.

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
 2740 Referenze foto.docx March 25, 2025 Article Text

[All Submission Details](#)

Review Schedule
2025-03-25 Editor's Request 2025-04-01 Response Due Date 2025-04-29 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](#).



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

 2740 Referenze foto.docx March 25, 2025 Article Text Q Search

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.vitaeponsiero.com/>

Referee *

Title of the article *

Il revisore può anche caricare il file revisionato.

The reviewer can upload revised versions of the original file.

The screenshot shows a user interface for managing review files. At the top, there is a header with the word "Upload". Below it, a sub-header says "Reviewer Files" and indicates "No Files". To the right of the sub-header are two buttons: "Search" and "Upload File". A red arrow points to the "Upload File" button. In the center, a modal dialog box is open with the title "Upload File". The dialog has three tabs: "1. Upload File" (which is active), "2. Review Details", and "3. Confirm". Inside the dialog, there is a dashed box for dragging and dropping files, with the text "Drag and drop a file here to begin upload". Below this is a link "How to ensure all files are anonymized". At the bottom of the dialog are "Continue" and "Cancel" buttons. The background of the main interface shows a "Review Discussions" section with columns for "Name", "From", "Last Reply", "Replies", and "Closed".

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 user interface for managing a review. At the top, there is a dark header bar. Below it, a large white area contains several sections:

- Carica**: A section for uploading files, with a placeholder "Non ci sono file". It includes a search bar ("Q Cerca") and a "Carica un file" button.
- Discussioni della revisione**: A table-like section with columns "Nome", "Da parte di", "Ultima replica", "Repliche", and "Chiusa". It shows a single row with the status "Nessun elemento". There is also a "Aggiungi una discussione" button.
- Parere**: A section for selecting an opinion. It contains a dropdown menu labeled "Scegli" with the note "Campo obbligatorio." below it. A red circle highlights this entire section.
- Action Buttons**: At the bottom right, there are three buttons: a blue "Invia la revisione" button, a grey "#reviewer.submission.saveReviewForLater#", and a grey "Torna indietro" button.

A red arrow points from the bottom left towards the "Invia la revisione" button.

* 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.

The screenshot shows the Editorial Manager software interface for managing reviews. At the top, there are tabs for "Round 1" (which is selected) and "New Review Round". Below this, a "Round 1 Status" box indicates "New reviews have been submitted".

The main content area is divided into several sections:

- Review Files:** Shows a file named "Referenze foto.docx" uploaded on March 25, 2025, with "Article Text" status.
- Reviewers:** Lists a reviewer named "Francesca Porri". The status is "Review Submitted" with a note: "Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author." There is a "Read Review" button next to her name.
- Revisions:** A section showing "No Files".
- Review Discussions:** A section showing "No Items".
- Action Buttons:** On the right side, there are buttons for "Request Revisions", "Accept Submission" (which is highlighted in blue), "Decline Submission", and "Participants". Under "Participants", it lists "Journal editor" (Martina Fracarolli) and "Author" (Martina Fracarolli).

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.

The screenshot shows a software interface for managing reviews. At the top, there are tabs for "Round 1" and "New Review Round". Below this, a section titled "Round 1 Status" indicates "New reviews have been submitted".

In the center, there is a "Review Files" section showing a file named "Referenze foto.docx" uploaded on March 25, 2025, with the status "Article Text". To the right of this section is a "Request Revisions" button.

Below the files, the "Reviewers" section lists "Francesca Porri" as having submitted a review. The review is described as follows:

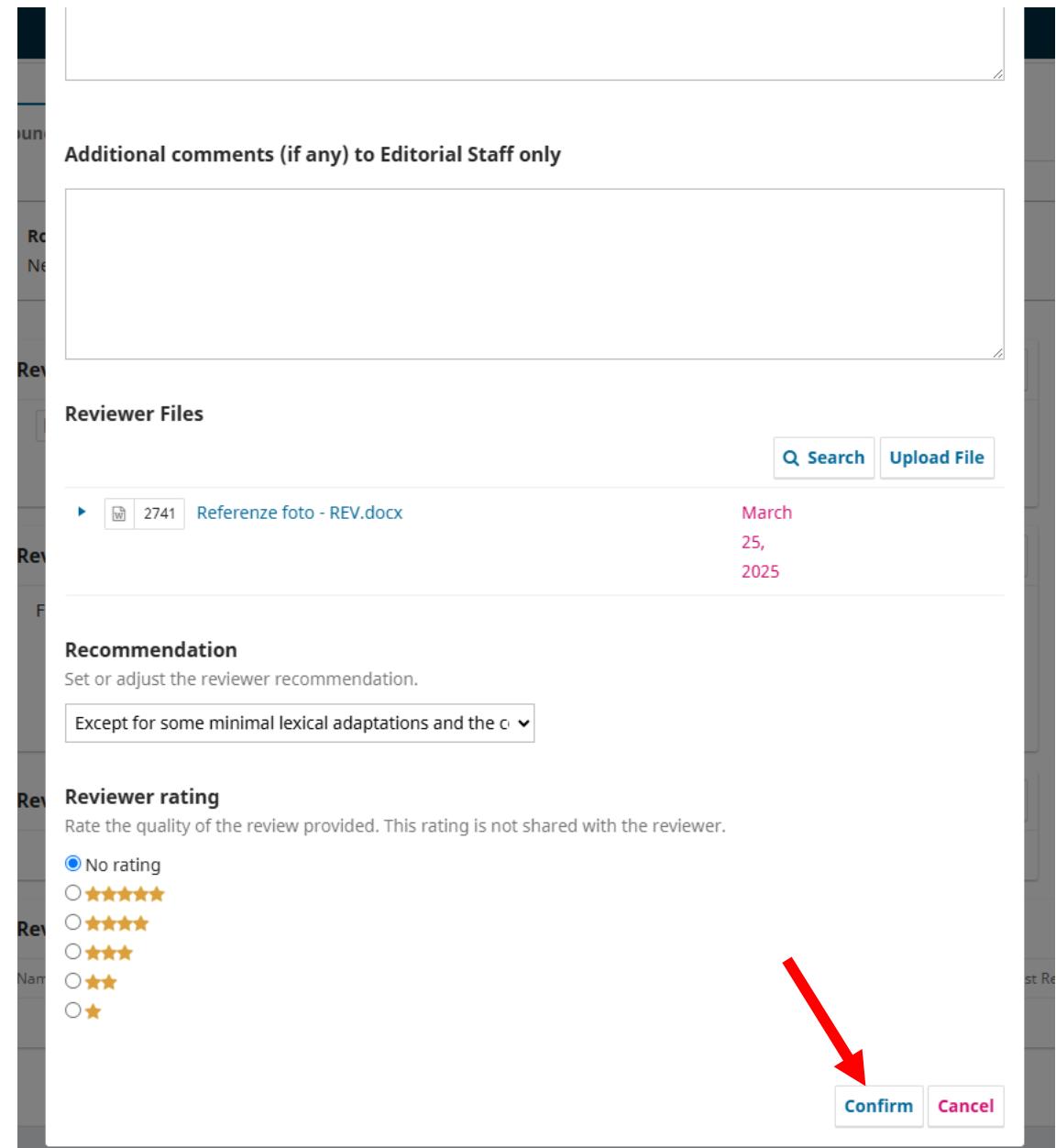
Review Submitted
Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.

Next to the review entry are "Anonymous Reviewer/Anonymous Author" and "Read Review" buttons. A red arrow points to the "Read Review" button.

On the far right, there are sections for "Participants" (listing "Journal editor" and "Author"), "Assign" (with a "Martina Fracarolli" entry), and "Review Discussions" (which is currently empty).

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

Select the **Confirm**



L'Editor può ringraziare il revisore.

The Editor can **thank** the Reviewer.

The screenshot shows a software interface for managing journal submissions. At the top, there are two tabs: "Round 1" (selected) and "New Review Round". Below them, a section titled "Round 1 Status" displays the message: "New reviews have been submitted." On the left, there's a "Review Files" section listing a file named "Referenze foto.docx" (size 2740). To the right of the files are search and upload buttons. In the center, there's a "Reviewers" section showing one reviewer named "Francesca Porri" with a status of "Complete". A detailed note under "Complete" states: "Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author." To the right of the review details is a vertical menu with options: "Add Reviewer", "Thank Reviewer" (which is highlighted with a red arrow), "Revert", and "Decision". On the far right, there are sections for "Request Revisions" (with "Accept Submission" and "Decline Submission" buttons), "Participants" (listing "Journal editor" and "Author" roles), and a "Participants" table showing names like "Martina Fracarolli" and "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.

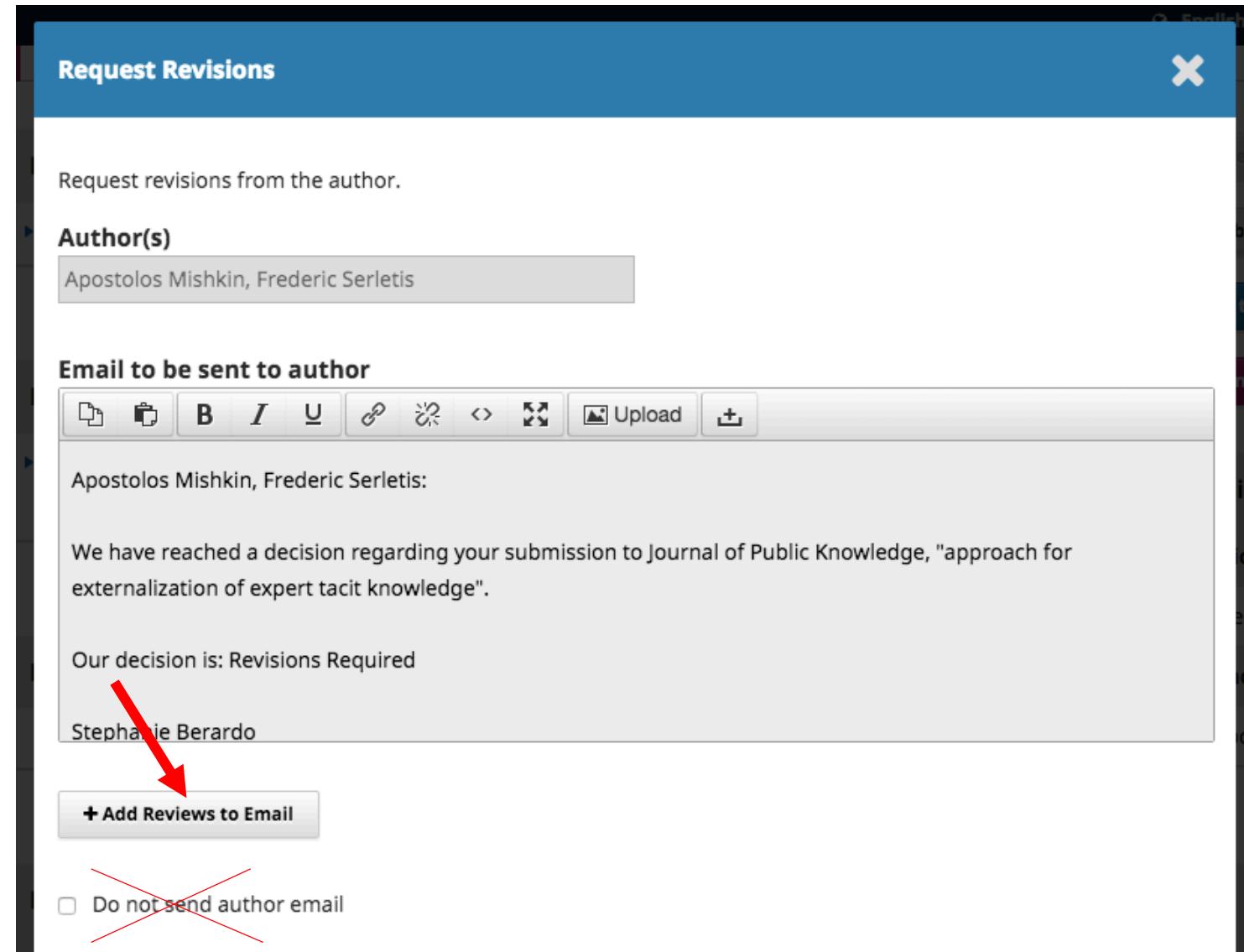
If the Author make some minor revisions before acceptance, select the **Request Revisions** button. This results in a new message window.

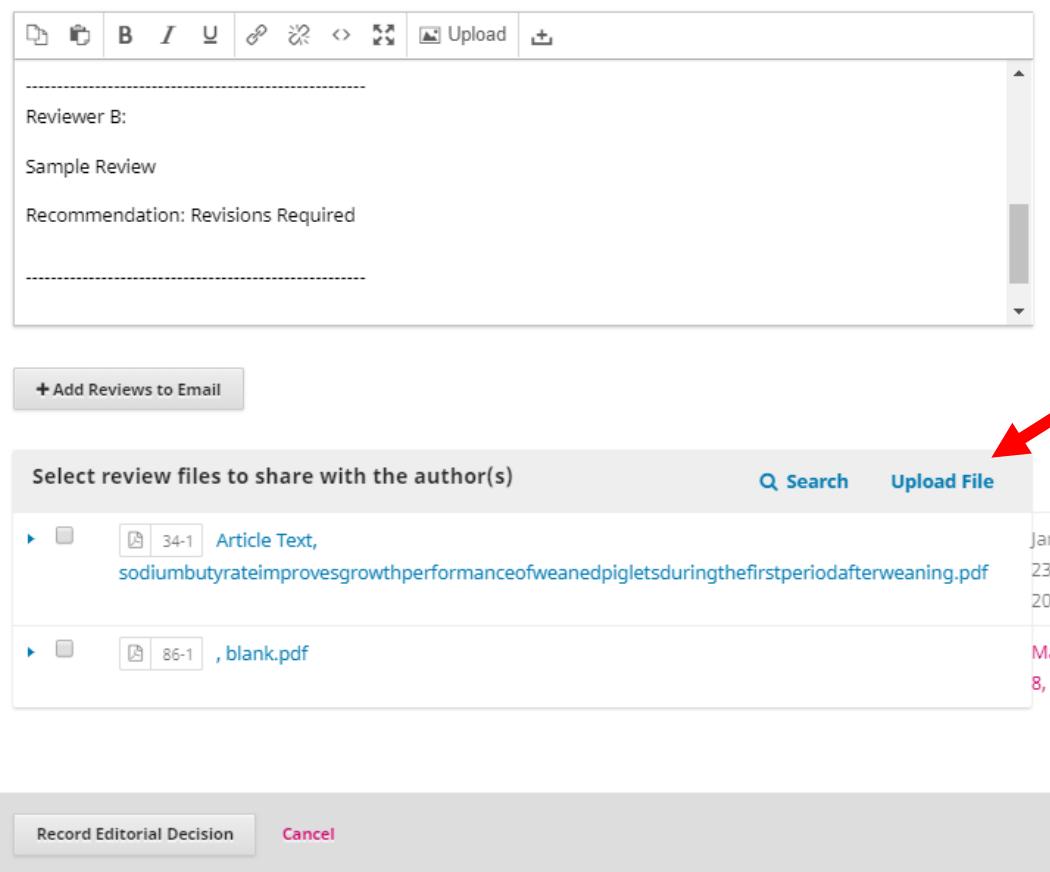
The screenshot shows a portion of a manuscript submission interface. On the right side, there is a vertical column of buttons: 'Request Revisions' (highlighted with a red arrow), 'Accept Submission', 'Decline Submission', 'Participants', 'Assign', 'Revert Decision', 'Add Reviewer', 'Participants', 'Assign', 'Journal editor', 'Martina Fracarolli', 'Author', 'Martinan Fracarolli'. Below this column are sections for 'Review Files', 'Reviewers', 'Revisions', and 'Review Discussions'. A red arrow points from the 'Request Revisions' button to the right, indicating it leads to a new message window.

The screenshot shows a 'Request Revisions' message window. It includes sections for 'Require New Review Round' (radio buttons for 'Revisions will not be subject to a new round of peer reviews.' and 'Revisions will be subject to a new round of peer reviews.'), 'Send Email' (radio buttons for 'Send an email notification to the author(s): Martinan Fracarolli' and 'Do not send an email notification'), and a rich text editor toolbar. The main body of the message reads: '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'. Below the message is a '+ Add Reviews to Email' button. At the bottom, there is a section titled 'Select review files to share with the author(s)' with a table showing two files: 'Referenze foto.docx' (March 25, 2025) and '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.





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, dovrà 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.

The screenshot shows the 'Review' tab of a manuscript submission system. At the top, it displays the manuscript ID (1289), the author's name (Fracarollo), and the date (prova 25 marzo 2025). On the right, there are 'Upload File' and 'Library' buttons. Below this, a navigation bar includes 'Workflow' (selected), 'Publication', 'Submission', 'Review' (selected), 'Copyediting', and 'Production'. The 'Review' section shows 'Round 1' status: 'Revisions have been requested.' In the 'Notifications' section, there is an entry for '[RFNS] Editor Decision' dated 2025-03-25 05:35 PM. The 'Reviewer's Attachments' section lists a file named 'Referenze foto - REV.docx' (size 2741). The 'Revisions' section indicates 'No Files'. On the far right, there are 'Search' and 'Upload File' buttons, with a red arrow pointing to the 'Upload File' button.

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.

The screenshot shows a manuscript management system interface. At the top, there are tabs: Submission, Review (which is highlighted in pink), Copyediting, and Production. Below the tabs, a sub-header says "Round 1" and "New Review Round".

The main content area has several sections:

- Review Files:** Shows a file named "Referenze foto.docx" (size 2740). To its right are buttons for "Search" and "Upload/Select Files". Further right are buttons for "Request Revisions" (blue), "Accept Submission" (dark blue), and "Decline Submission" (pink).
- Reviewers:** Shows a list of reviewers. One entry is highlighted with a red oval: "Francesca Porri" (Reviewer Thanked), with a note: "Recommendation: Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author." To the right are buttons for "Add Reviewer", "Anonymous Reviewer/Anonymous Author", and "Revert Decision".
- Revisions:** Shows a file named "Referenze foto - REV AUTORE.docx" (size 2742). To its right are buttons for "Search" and "Upload File". Further right are buttons for "Accept Submission" (dark blue), "Decline Submission" (pink), and "Participants" (with an "Assign" button).
 - Participants:** Shows "Journal editor" (Martina Fracarolli) and "Author" (Martinan Fracarolli).
- Review Discussions:** Shows a table with columns: Name, From, Last Reply, Replies, and Closed. It displays the message "No Items".

L'editor può ora accettare la submission.

At this point, the editor can accept submission.

The screenshot shows a software interface for managing manuscript submissions. At the top, there are tabs for 'Submission', 'Review' (which is selected), 'Copyediting', and 'Production'. Below the tabs, a navigation bar includes 'Round 1' and 'New Review Round'. A 'Help' link is in the top right corner.

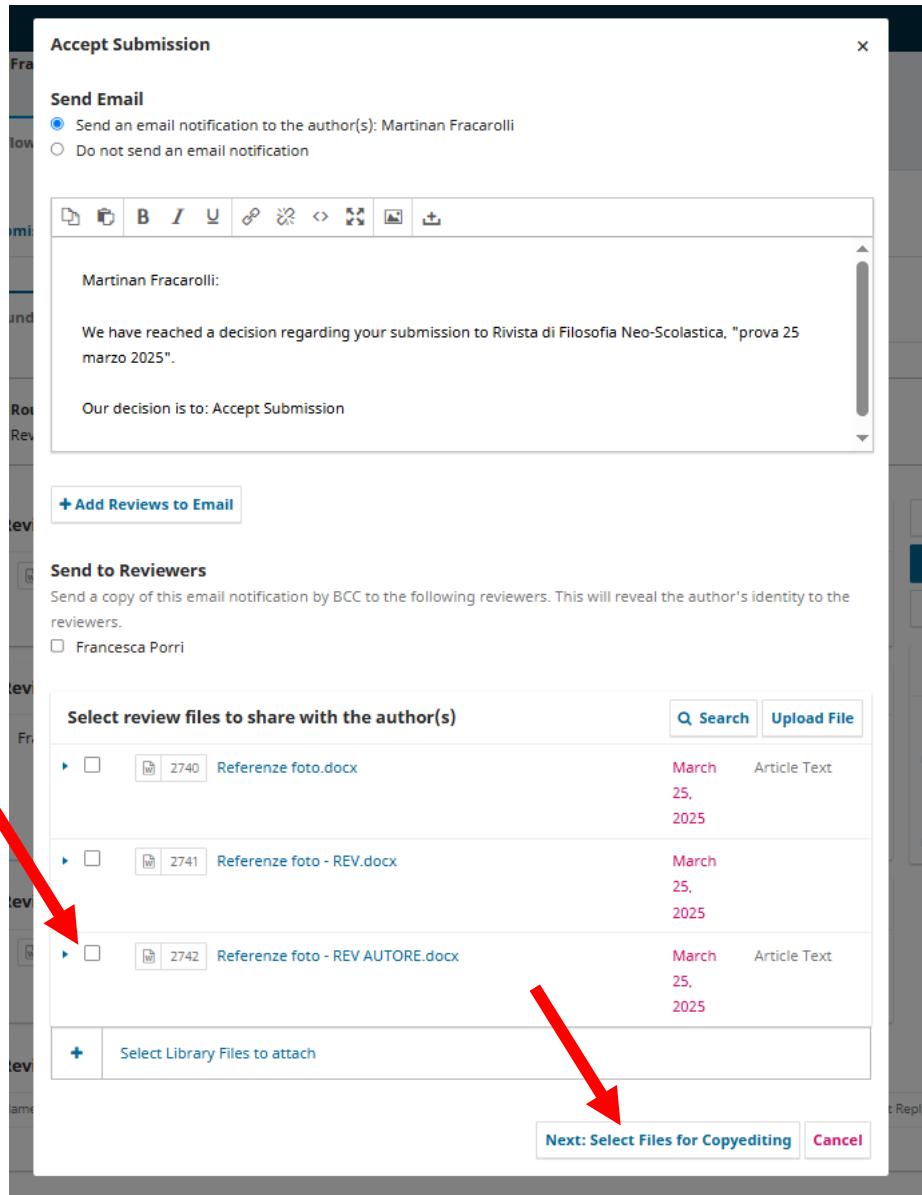
In the center, a 'Round 1 Status' box indicates 'Revisions have been submitted.' To the right of this box is a vertical toolbar with buttons for 'Request Revisions', 'Accept Submission' (which is highlighted with a red arrow), and 'Decline Submission'. Below this toolbar, a 'Participants' section lists 'Journal editor' (Martina Fracarolli) and 'Author' (Martinan Fracarolli). There is also an 'Assign' button.

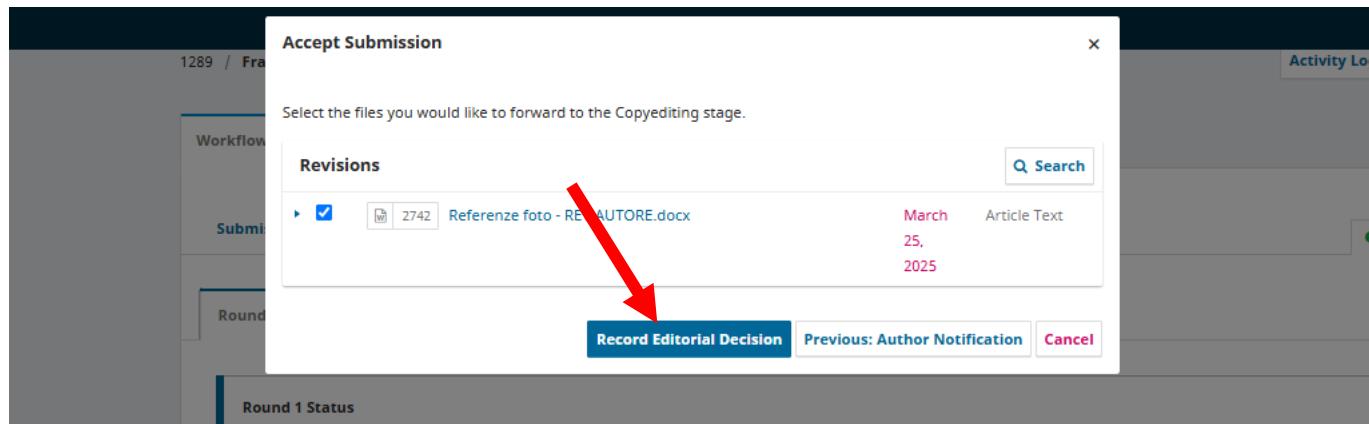
The main content area contains several sections:

- Review Files:** Shows a file named 'Referenze foto.docx' uploaded on March 25, 2025, categorized as 'Article Text'. It includes 'Search' and 'Upload/Select Files' buttons.
- Reviewers:** Shows a review by 'Francesca Porri' who has been thanked. The recommendation states: 'Except for some minimal lexical adaptations and the correction of typos, the essay can be published without further revisions by the author.' It includes 'Add Reviewer', 'Revert Decision', and 'Anonymous Reviewer/Anonymous Author' buttons.
- Revisions:** Shows a revision file named 'Referenze foto - REV AUTORE.docx' uploaded on March 25, 2025, categorized as 'Article Text'. It includes 'Search' and 'Upload File' buttons.
- Review Discussions:** A table with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. It displays the message 'No Items'.

L'editor deve ricordarsi di selezionare il file finale.

The editor must remember to select final file.





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.

1289 / Fracarolli / prova 25 marzo 2025

Workflow Publication

Submission Review Copyediting Production

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

Draft Files

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

Copyediting Discussions

Name From Last Reply Replies Closed
No Items

Add discussion

Send To Production

Participants

Journal editor
▶ Martina Fracarolli

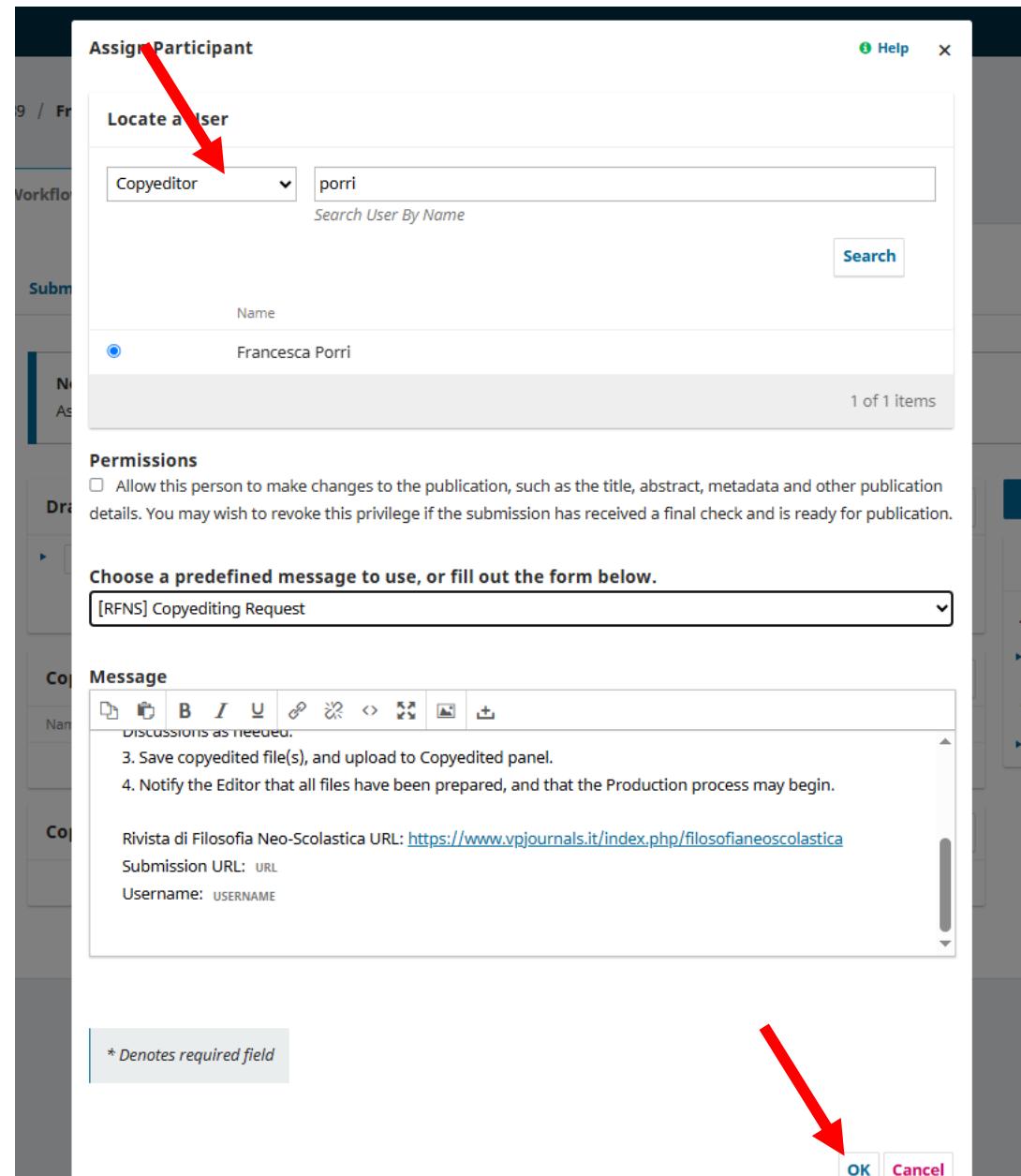
Author
▶ Martinan Fracarolli

Assign

Copyedited

No Files

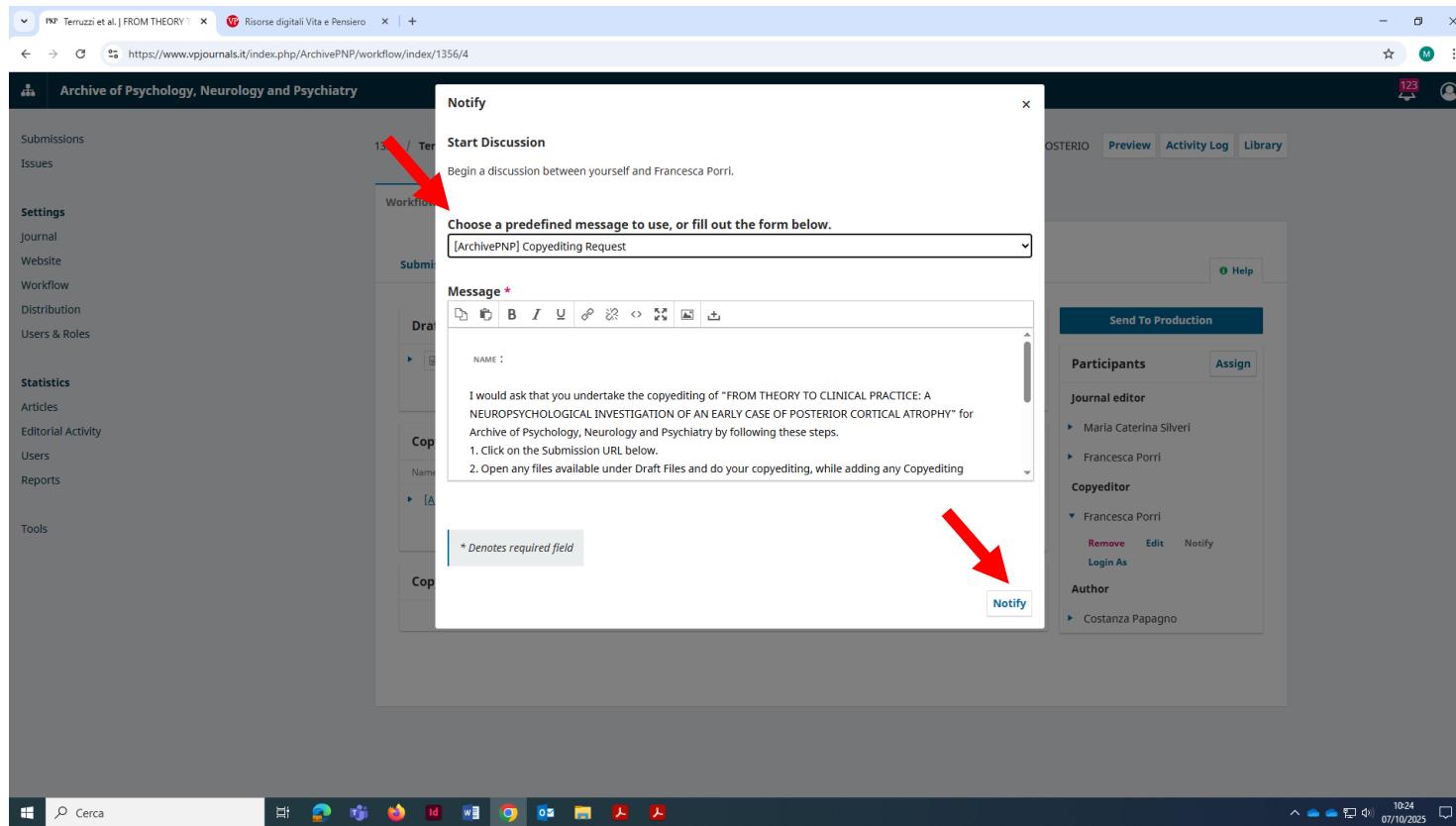
Q Search Upload>Select Files



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

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

The screenshot shows a web browser window with the URL <https://www.vpjournals.it/index.php/ArchivePNP/workflow/index/1356/4>. The page title is "Archive of Psychology, Neurology and Psychiatry". On the left, there's a sidebar with links like Submissions, Issues, Settings (selected), Journal, Website, Workflow, Distribution, Users & Roles, Statistics, Articles, Editorial Activity, Users, Reports, and Tools. The main content area shows a "Workflow" tab selected, with sub-tabs for Submission, Review, Copyediting (selected), and Production. Under "Draft Files", there's a list item for "Terruzzi_et_al_FB_ST_SS_CP_FB_ST formato cattolica.docx" (version 3002). Under "Copyediting Discussions", there's a list item for "[ArchivePNP] Copyediting Request" from vpjadmin on 06-10-2025 at 01:34 PM. On the right, a "Participants" panel is open, listing "Journal editor" (Maria Caterina Silveri, Francesca Porri), "Copyeditor" (Francesca Porri), and "Author" (Costanza Papagno). A red arrow points to the "Notify" button next to Francesca Porri's name in the "Copyeditor" section.



Il processo è terminato!

The process is now complete!

The screenshot shows a digital manuscript submission system interface. At the top, there are navigation links: '1291 / Fracarolli / D'Agata' on the left and 'Preview / Activity Log / Library' on the right. Below these are tabs for 'Workflow' (selected), 'Publication', 'Submission', 'Review', 'Copyediting' (which is highlighted with a red border), and 'Production'. A 'Help' button is also present.

In the 'Copyediting' section, there is a 'Notification' box stating: "Assign a copyeditor using the Assign link in the Participants list." Below this, the 'Draft Files' section shows a single file: 'A-D'Agata_rev AUTORE.docx' (2749). To the right of the file are buttons for 'Search' and 'Upload/Select Files', and a large blue 'Send To Production' button. The file's status is 'Article Text' and it was uploaded on 'March 26, 2025'.

The 'Copyediting Discussions' section lists a single item: '[RFNS] Copyediting Request' from 'martina_fracarolli' (Last Reply: 2025-03-26 11:53 AM). There is an 'Add discussion' button next to it.

The 'Copiedited' section shows a message: 'No Files'.

On the right side of the interface, there is a sidebar titled 'Participants' with an 'Assign' button. It lists three roles: 'Journal editor' (Martina Fracarolli), 'Copyeditor' (Francesca Porri), and 'Author' (Martinan Fracarolli).