

la piattaforma OJS
per le Riviste di Vita e Pensiero
Tutorial

www.vpjournals.it

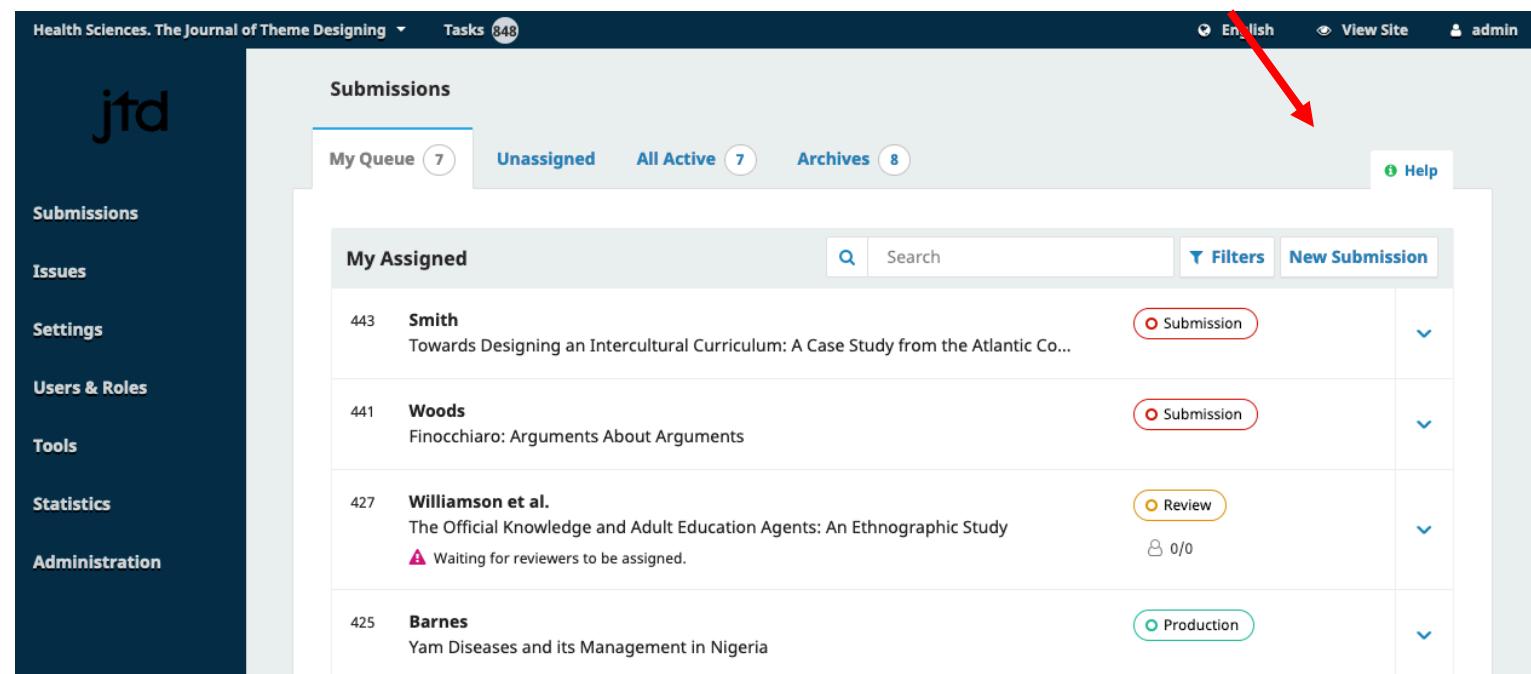
AUTORE

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.'

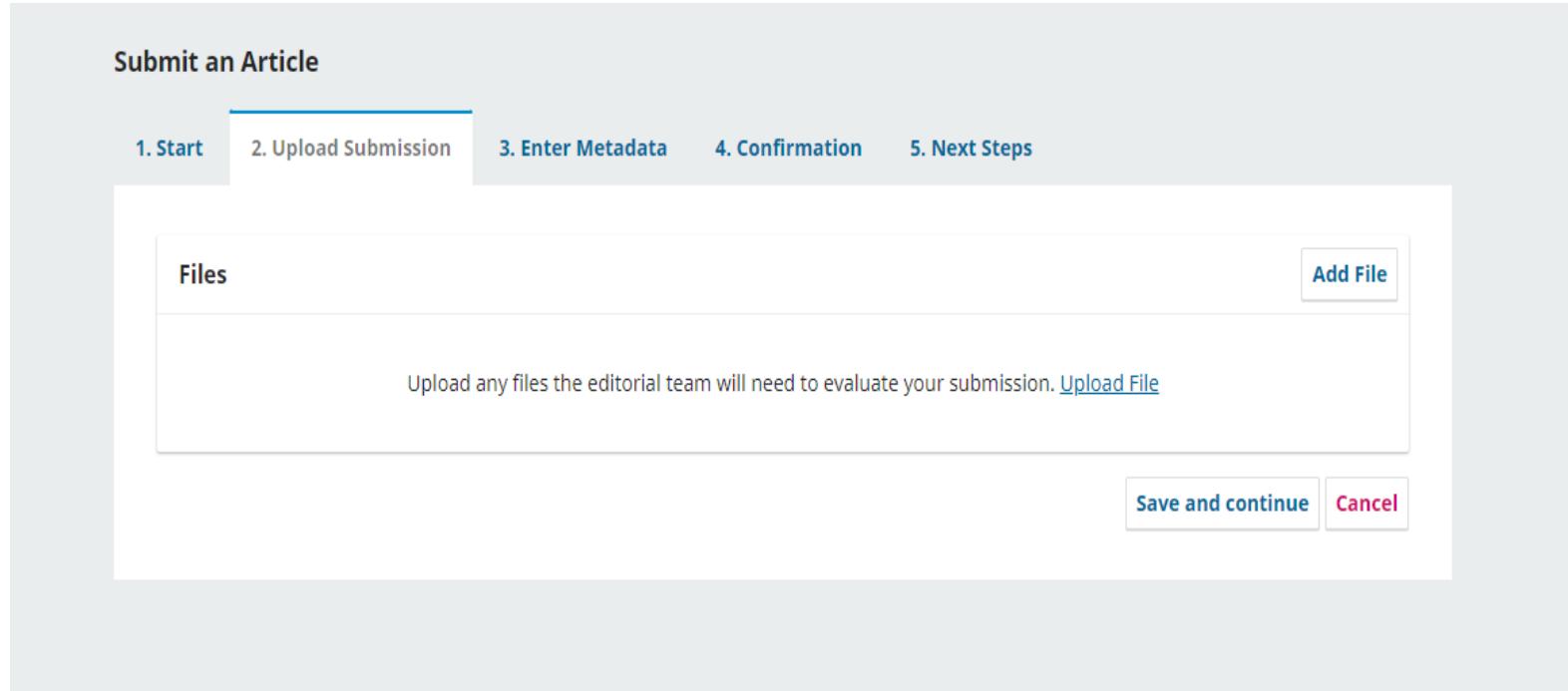
Successivamente, devi leggere e accettare i requisiti richiesti dalla singola rivista.

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 'List of Contributors' interface. At the top, there is a table with columns: Name, E-, Role, Primary Contact, and In Browse Lists. A single row is visible, showing 'Prova Prova' in the Name column, 'prova.prova@unicatt.it' in the E- column, 'Author' in the Role column, and two checked checkboxes in the other two columns. Below the table are buttons for 'Edit', 'Delete', and 'Add User'. A red arrow points from the text above to the 'Add User' button. Below the table, there is a section titled 'Additional Refinements' with a 'Languages *' field containing 'Italiano'. There is also a note: 'Add additional information for your submission. Press 'enter' after each term.'

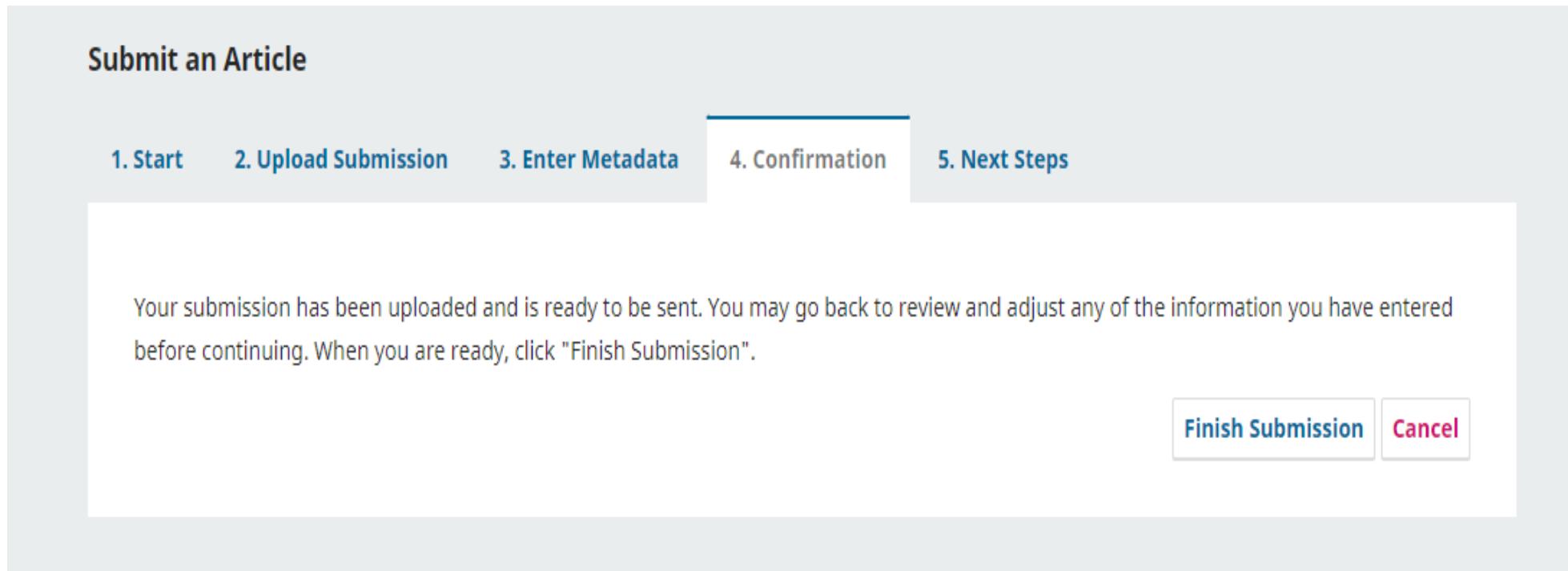
Una volta che tutti i collaboratori sono stati aggiunti e ordinati secondo le tue preferenze, clicca su **Continua per procedere**.

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.



Richiesta di revisioni

Una volta terminato il processo di revisione, l'editor invia all'autore le revisioni. L'autore dovrà caricare il file revisionato nel **Pannello revisioni**.

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

The screenshot shows a manuscript submission interface. At the top, the document ID 1289, author Fracarolli, and date prova 25 marzo 2025 are displayed. The top navigation bar includes 'Upload File' and 'Library' buttons. Below the navigation, a 'Workflow' tab is active, showing stages: Submission, Review (selected), Copyediting, and Production. The 'Review' stage is expanded, showing 'Round 1'. Under 'Round 1', the 'Round 1 Status' box contains the message: 'Revisions have been requested.' In the 'Notifications' section, a message '[RFNS] Editor Decision' is listed with the timestamp 2025-03-25 05:35 PM. The 'Reviewer's Attachments' section lists a file named 'Referenze foto - REV.docx' with a size of 2741 and a timestamp of March 25, 2025. The 'Revisions' section shows 'No Files'. There are 'Search' and 'Upload File' buttons in the 'Revisions' section. A red arrow points to the 'Upload File' button.