

la piattaforma OJS
per le Riviste di Vita e Pensiero
Tutorial

www.vpjournals.it

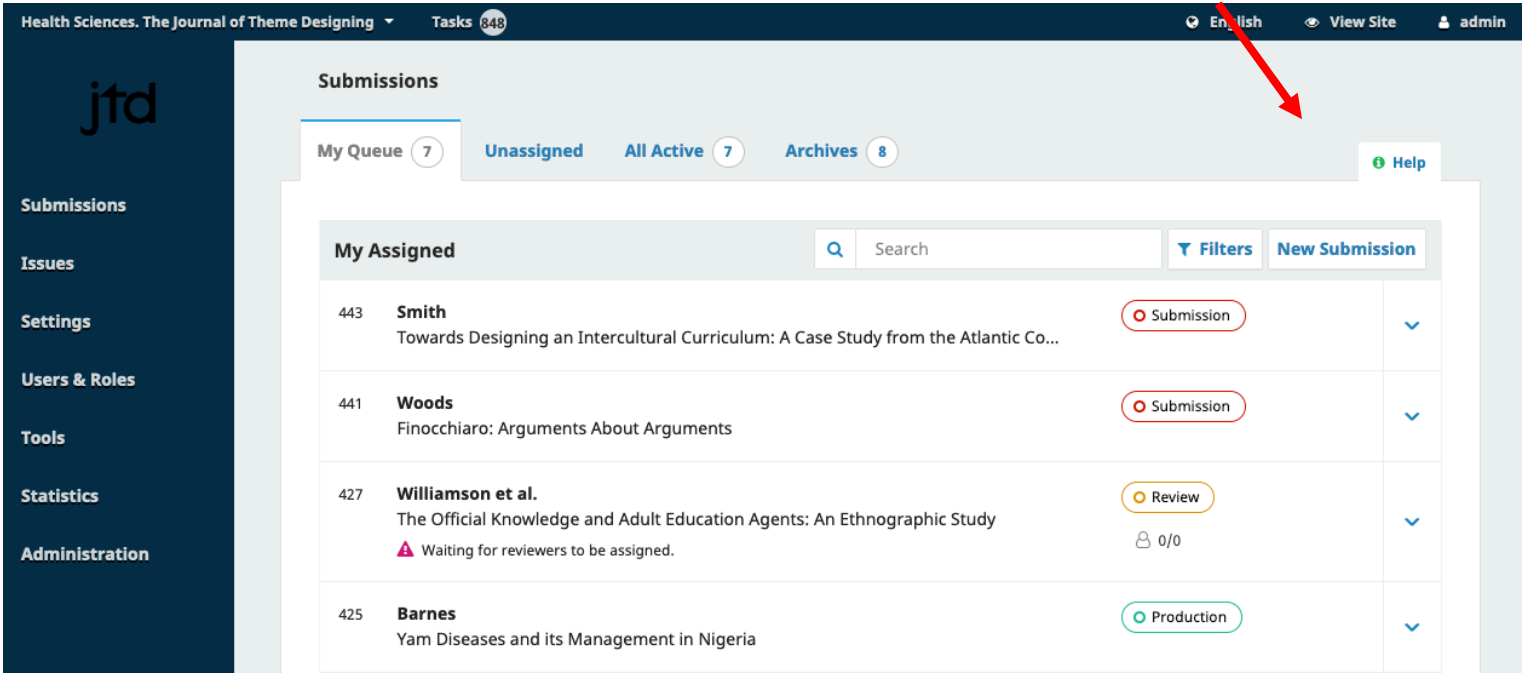
AUTORE

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

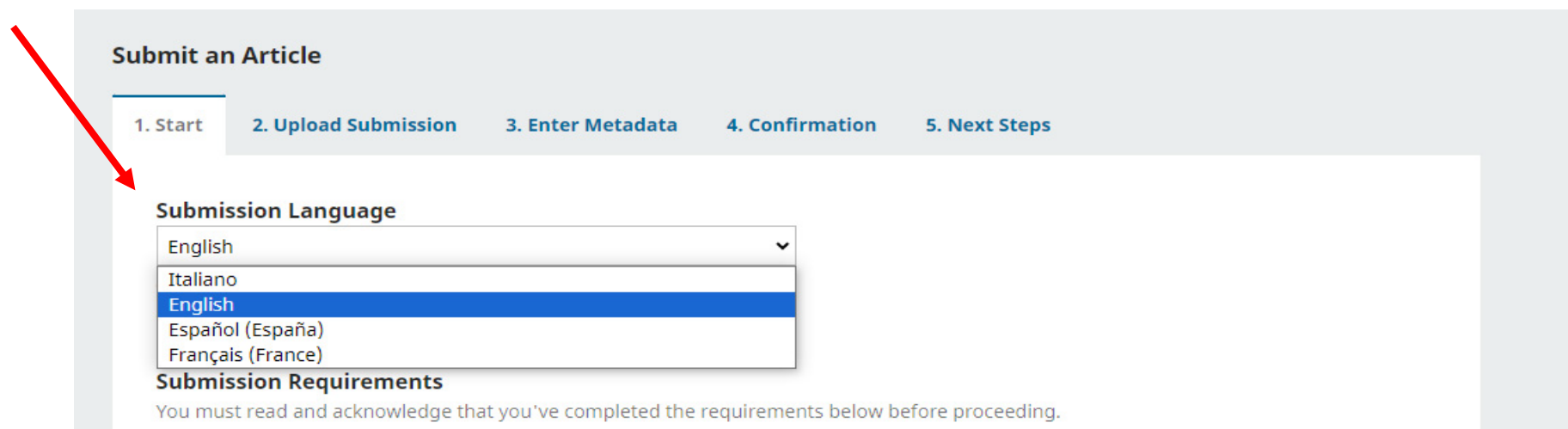
Start a new submission by clicking the **New Submission button** on the right side of the screen. You will be taken to the submission wizard where you can upload and describe your submission.



➤ 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 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 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 menu, 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 progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Step 2, "Upload Submission", is currently active and highlighted. The main content area is titled "Files" and contains a large text box with the instruction: "Upload any files the editorial team will need to evaluate your submission. [Upload File](#)". To the right of the text box is a button labeled "Add File". At the bottom right of the form 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](#)

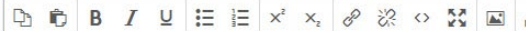
Prefix

Examples: A. The

Title *

Subtitle

Abstract *



List of Contributors

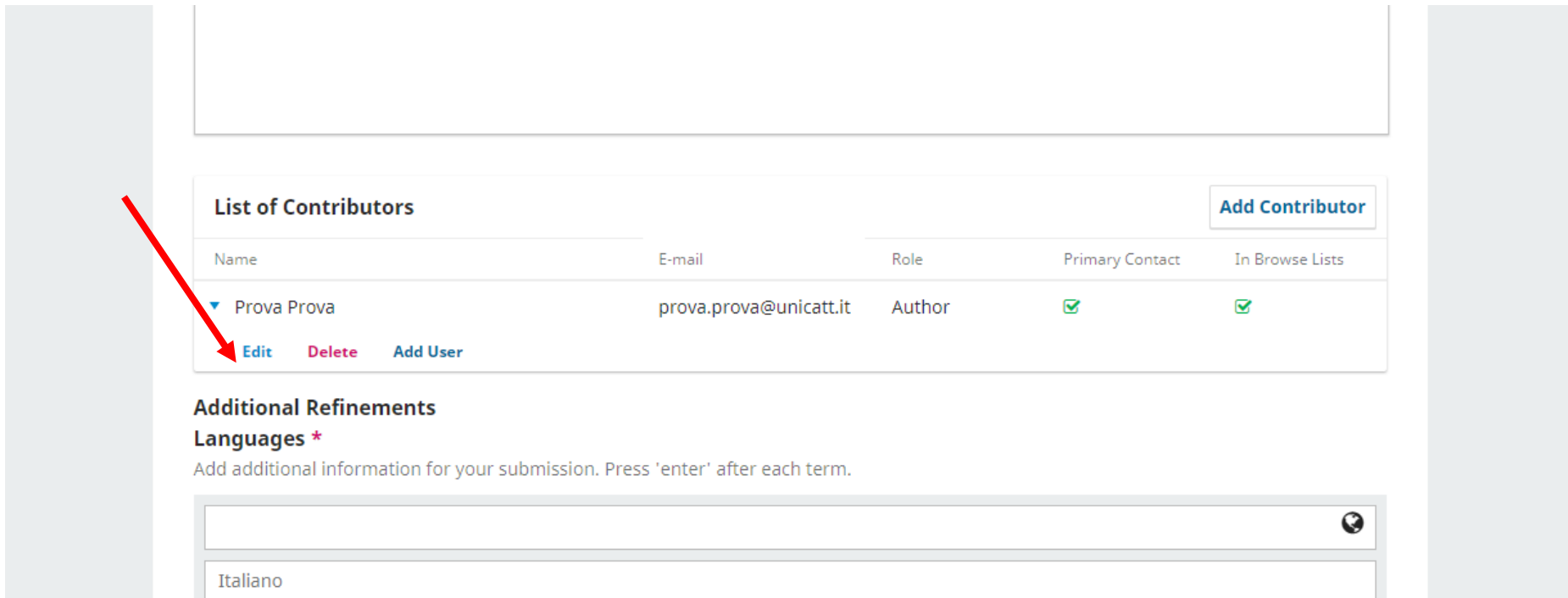
Add Contributor

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 section reads: "Add additional information for your submission. Press 'enter' after each term." At the bottom, there 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

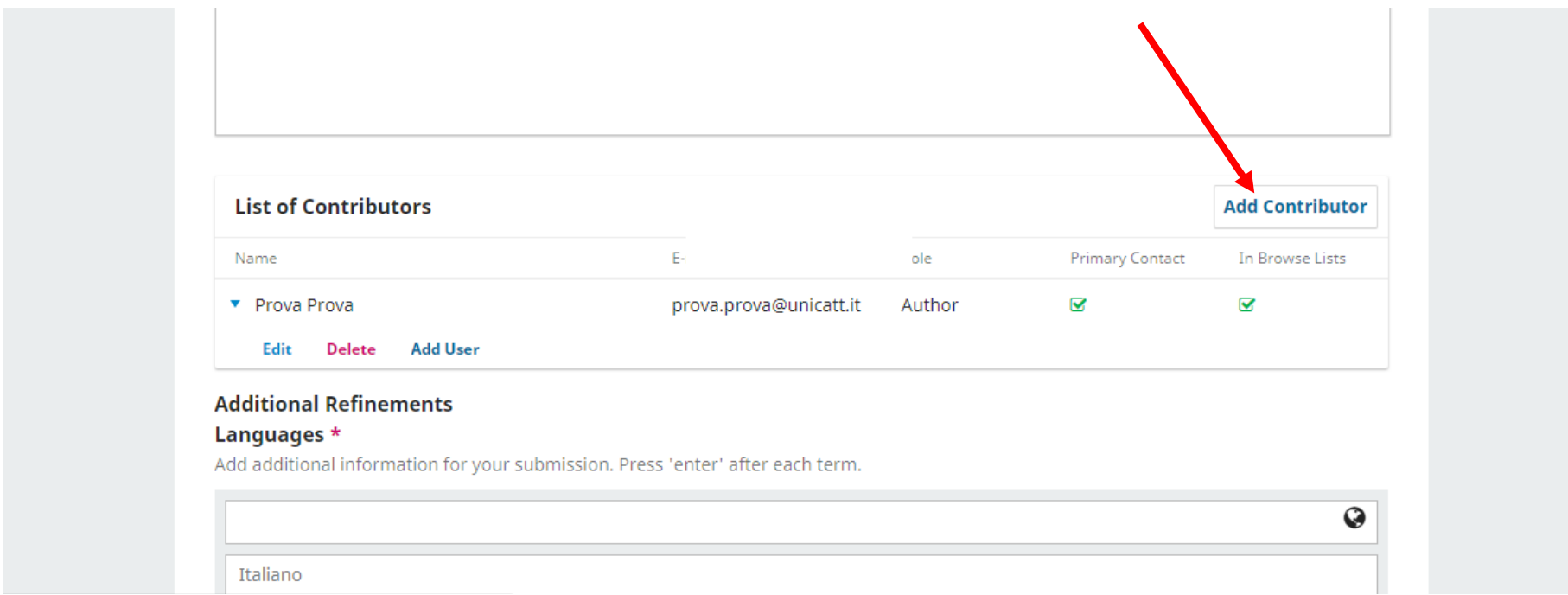
Languages *

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 shows 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: [checked], and In Browse Lists: [checked]. Below the table are three links: Edit, Delete, and Add User. To the right of the table, there is a button labeled "Add Contributor" which is highlighted by a red arrow. Below the table, there is a section titled "Additional Refinements" with a sub-section "Languages *". Below this, there is a text input field with the placeholder text "Add additional information for your submission. Press 'enter' after each term." and a small globe icon on the right. Below the input field, the word "Italiano" is visible.

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

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

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 displays a journal submission system interface. At the top, the user is identified as '1289 / Fracarolli / prova 25 marzo 2025'. Navigation buttons for 'Upload File' and 'Library' are in the top right. The main workflow is shown with tabs: 'Workflow' and 'Publication'. Under 'Publication', there are sub-tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Round 1' tab is also visible. The 'Round 1 Status' section indicates 'Revisions have been requested.' Below this, a 'Notifications' section shows a message from '[RFNS] Editor Decision' dated '2025-03-25 05:35 PM'. The 'Reviewer's Attachments' section lists a file '2741 Referenze foto - REV.docx' with a date 'March 25, 2025'. A red arrow points to the 'Upload File' button in the 'Revisions' section, which is currently empty and labeled 'No Files'.

1289 / Fracarolli / prova 25 marzo 2025

Upload File Library

Workflow Publication

Submission Review Copyediting Production

Round 1

Round 1 Status
Revisions have been requested.

Notifications

[RFNS] Editor Decision 2025-03-25 05:35 PM

Reviewer's Attachments

2741 Referenze foto - REV.docx March 25, 2025

Revisions

No Files

Q Search Upload File