

JOURNAL OF WATER RESOURCES MANAGEMENT

User Manual for Author



Content

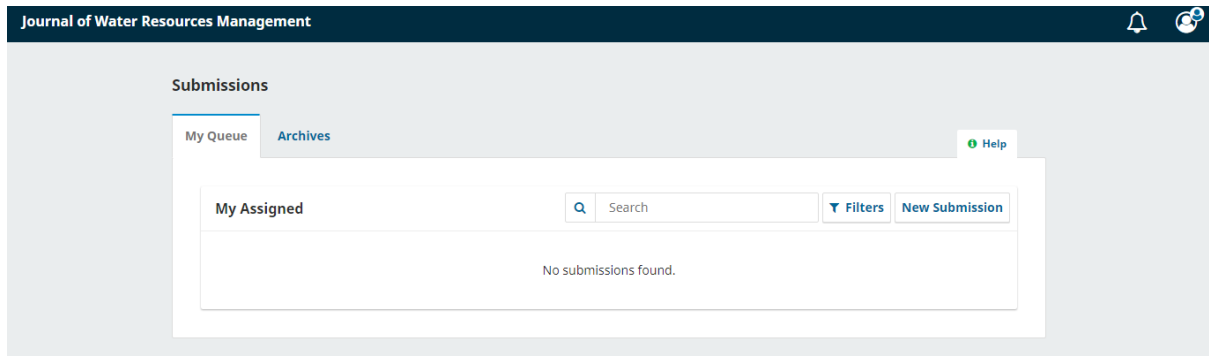
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Authoring

In this chapter, you will learn about how an author works in JOWRM

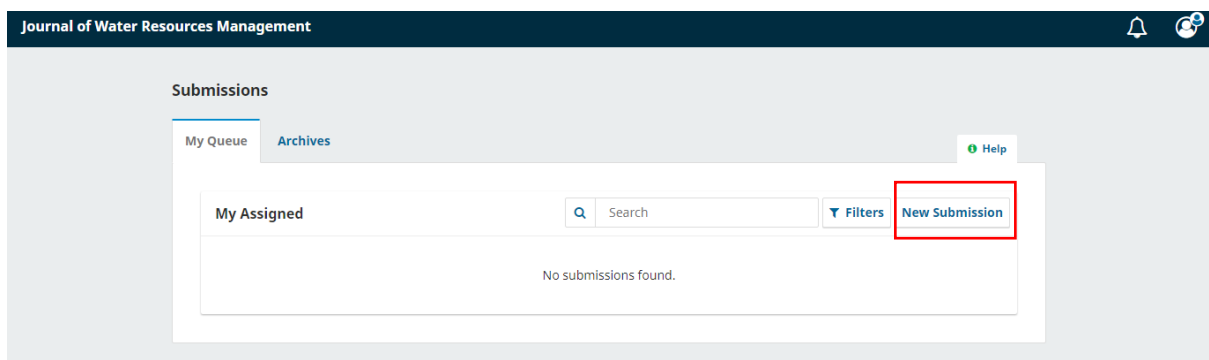
Registering with the Journal

To make a submission to the journal, you will first need to register a user account with a journal and log in. After that, when you login, you will be taken to your Dashboard.



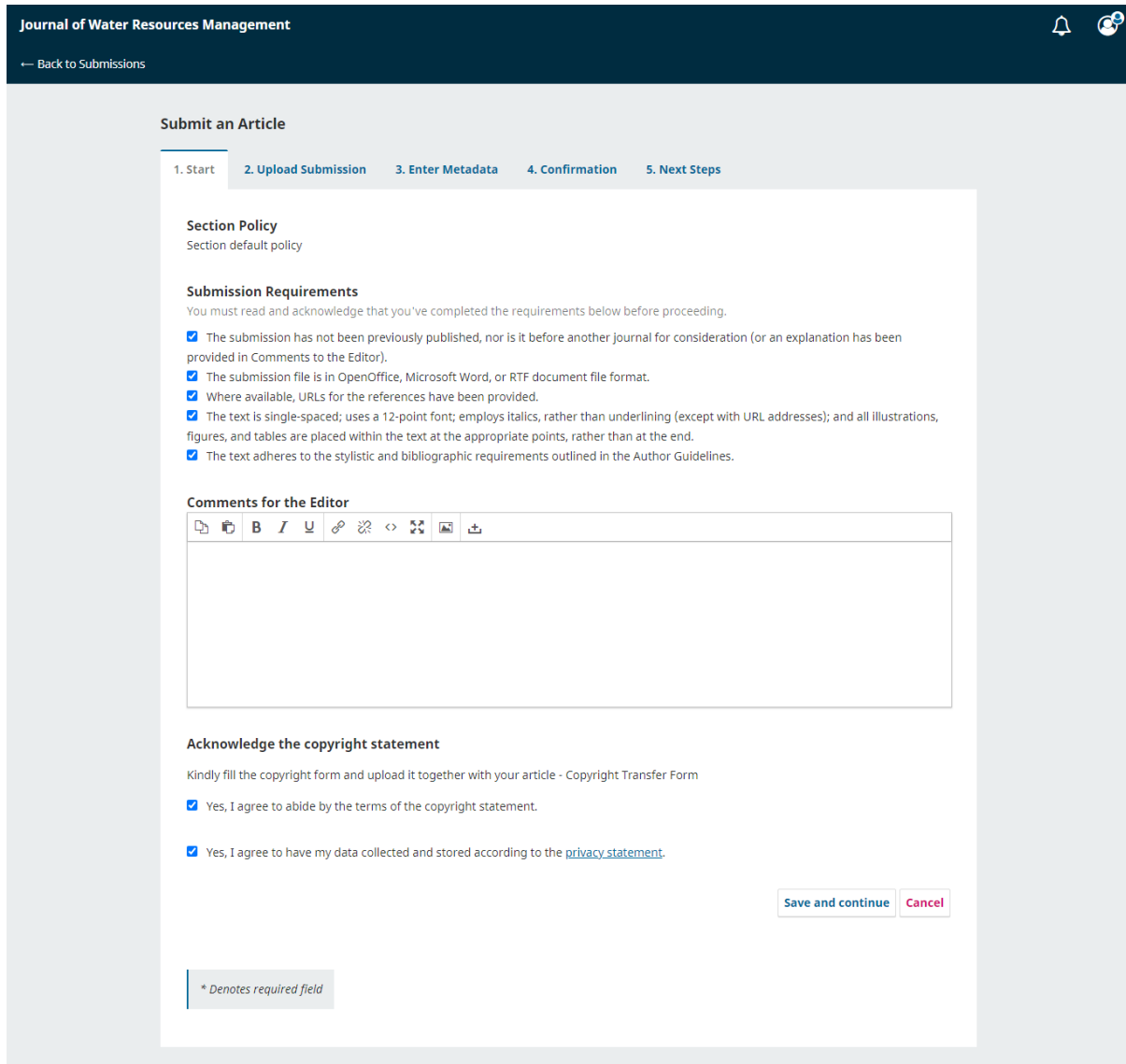
It is currently empty as you have made no submissions.

Start a new submission by clicking the New Submission button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



Step 1

In Step 1 you will provide preliminary information about your submission.



Journal of Water Resources Management

← Back to Submissions

Submit an Article

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

Section Policy
Section default policy

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

Acknowledge the copyright statement
Kindly fill the copyright form and upload it together with your article - Copyright Transfer Form

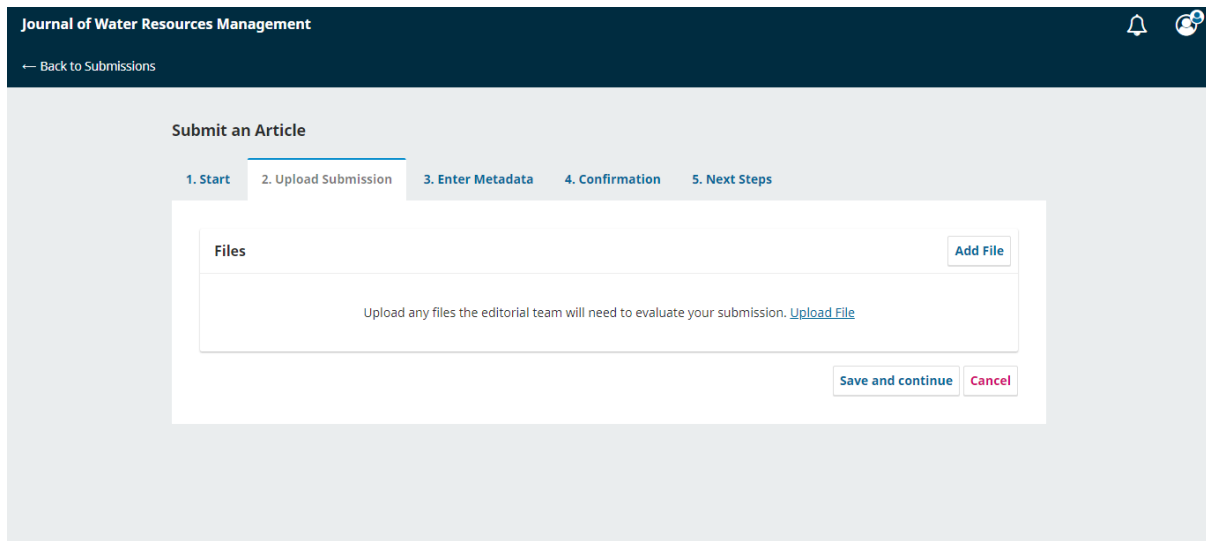
- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

* Denotes required field

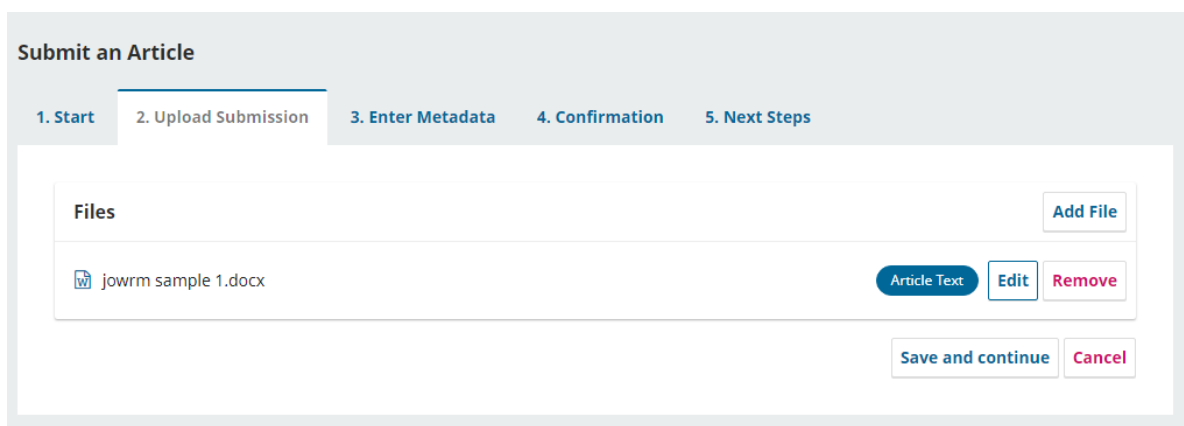
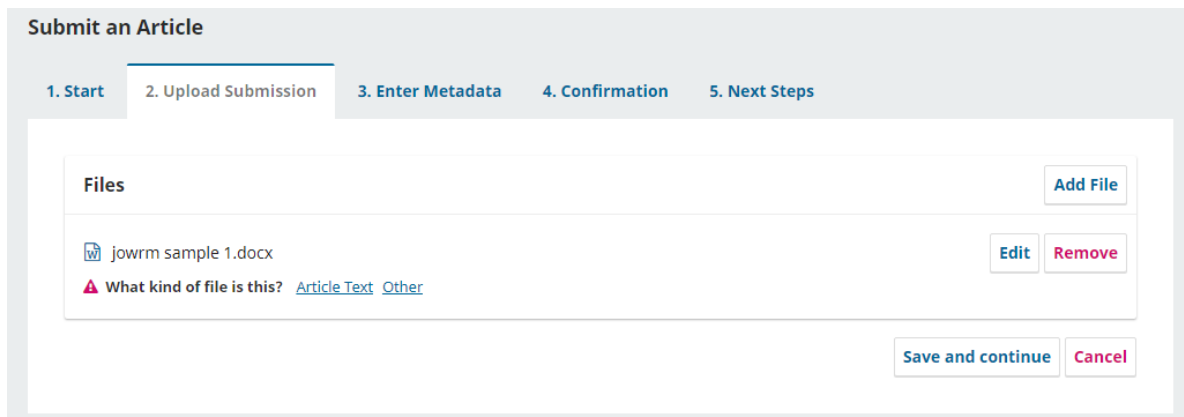
Click save and continue.

Step 2

On Step 2, a window will open allowing you to upload your submission file.



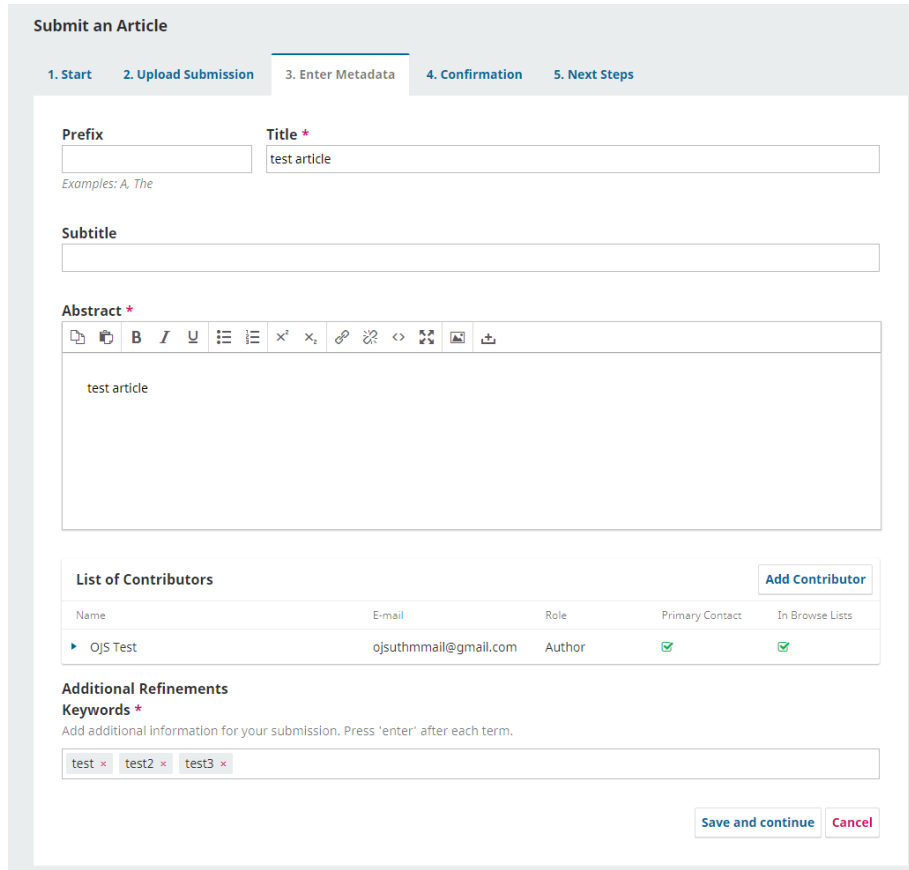
Once you've uploaded all your files you can indicate the file type for each from a single menu panel, and metadata such as a description or license can be entered during the workflow.



Once you have finished uploading and labelling all of your files, click the Save and Continue button to move to Step 3.

Step 3

On Step 3, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract.



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
▶ OJS Test	ojsuthmmail@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

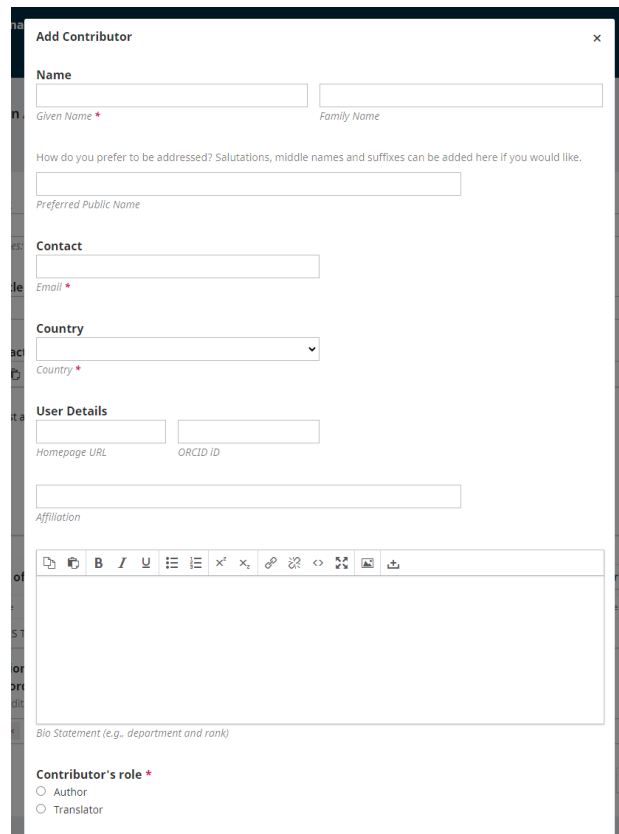
Additional Refinements

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

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

You are able to add any additional contributors.

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



Add Contributor x

Name

Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Country *

User Details

Homepage URL ORCID ID

Affiliation

Bio Statement (e.g., department and rank)

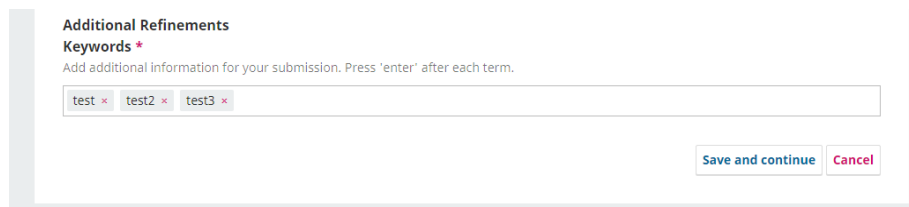
Contributor's role *

Author

Translator

Hit Save, and the new contributor will appear on the screen.

You may also see additional fields to complete, such as keywords.



Additional Refinements

Keywords *

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

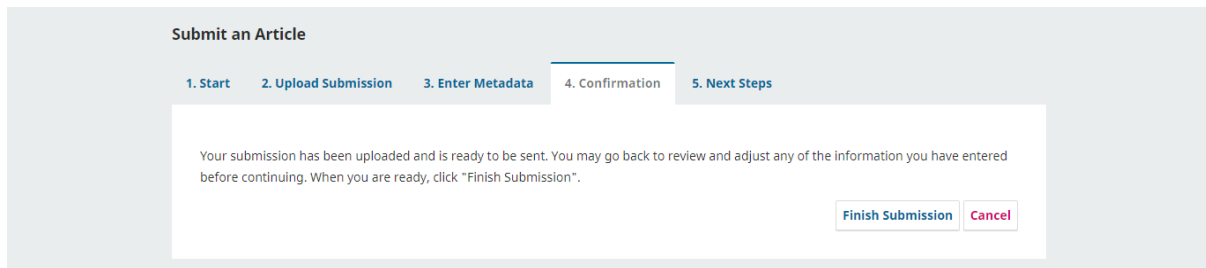
test × test2 × test3 ×

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click Save and Continue to move forward.

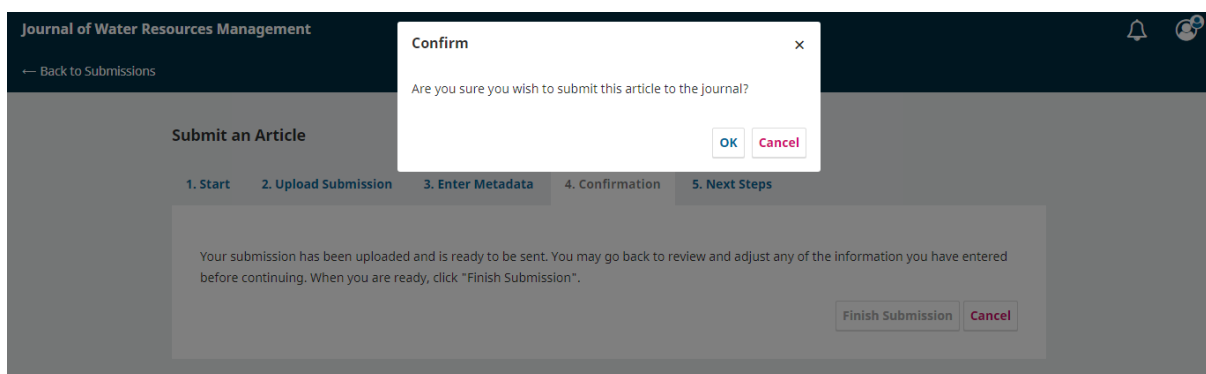
Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

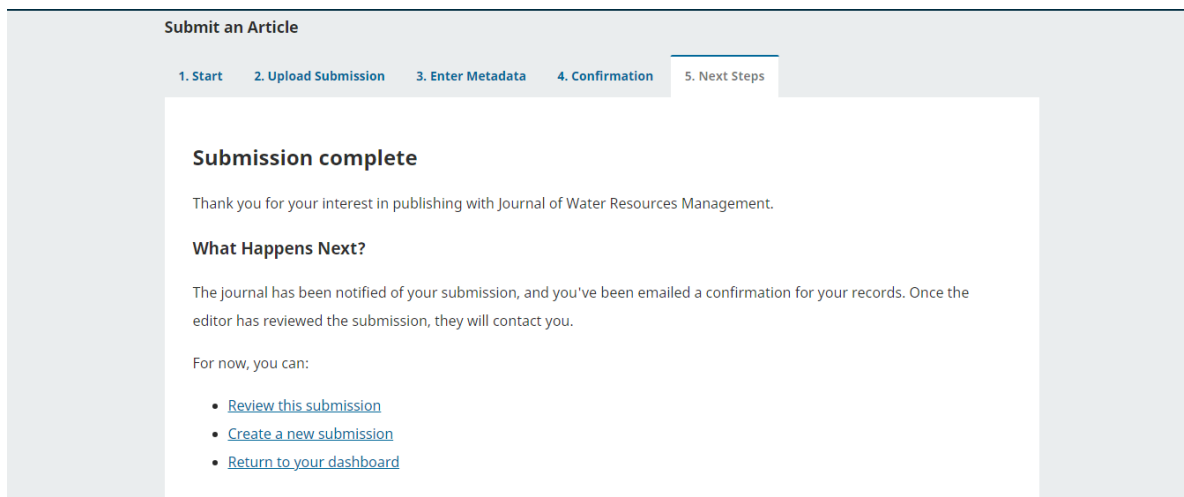


Click Finish Submission.

A box will pop up asking you to confirm you are finished. Click OK.



Step 5



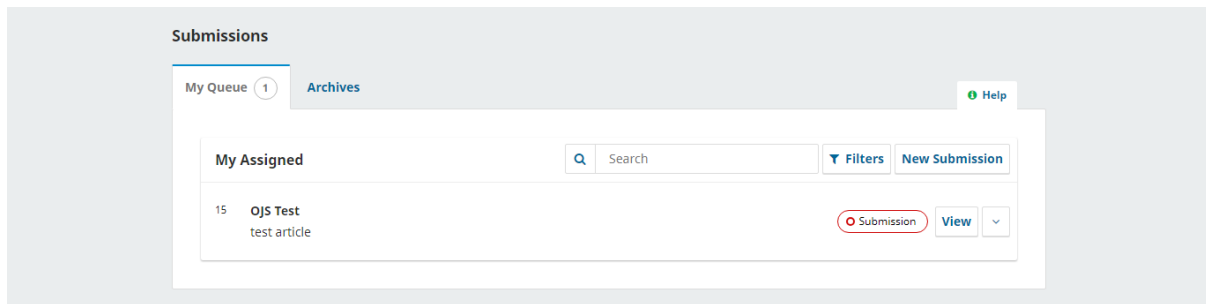
Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

Dashboard

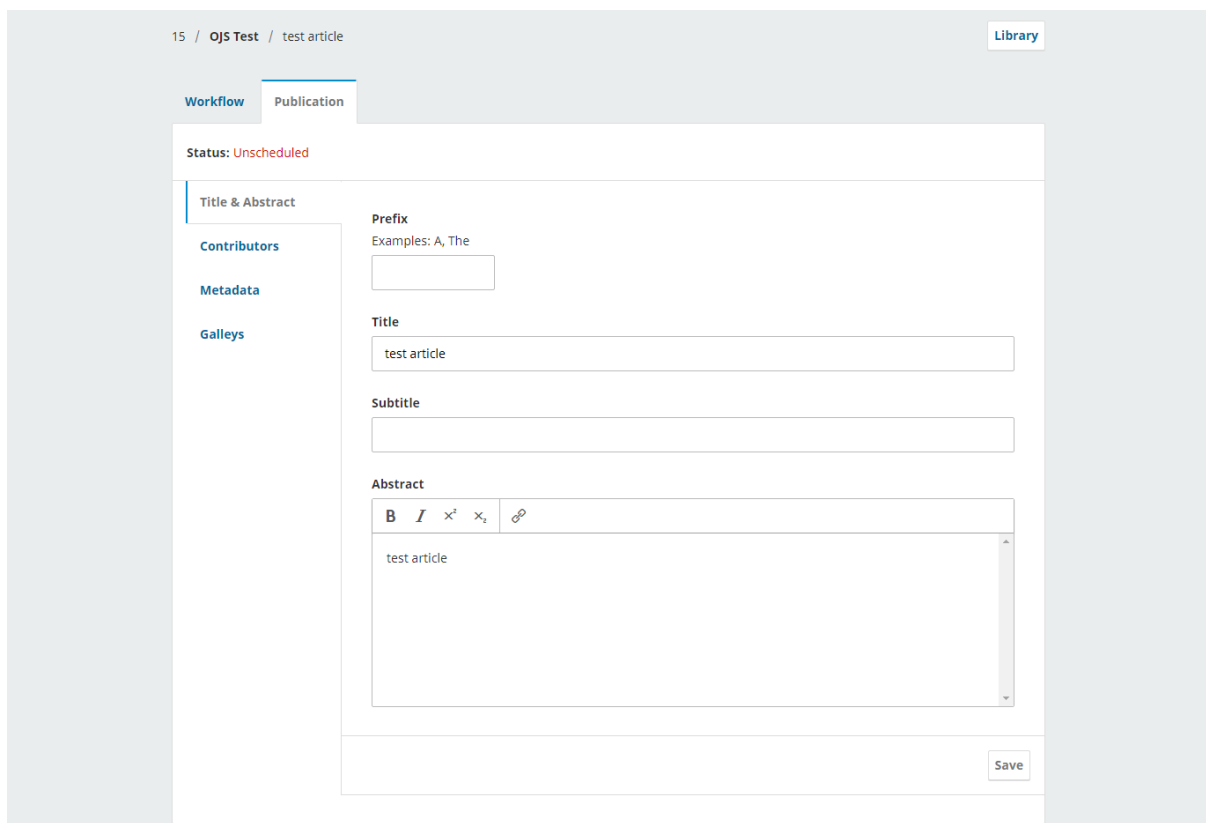
And here is your submission in your Dashboard. You can see that it is currently in the Submission stage.



Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

You may edit your own metadata at different stages of the editorial workflow. This will be dependent on settings granted by the Journal. You may either have global permission to make edits or have to send a request to the Editor to do so.

Changes might include updated abstracts, correcting spelling errors, or adding additional contributors.



To make edits to your submitted manuscript, click on the publication tab of your submission.

You will be able to make changes to any of the sub-menus on the left by clicking to those tabs. If multiple languages are enabled for the journal, you will be able to edit metadata in those languages by clicking on the language tab in the top right. Click 'Save' once you're done making your changes.

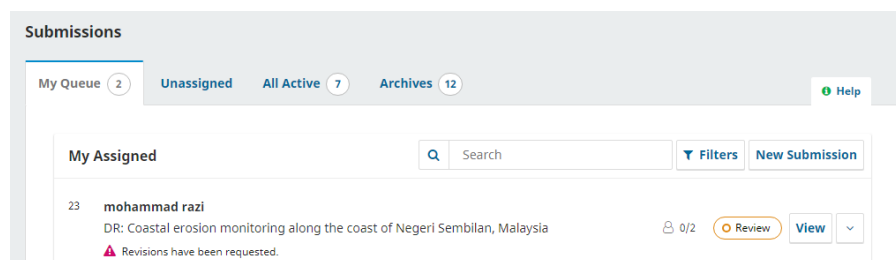
When granted permission, you will be able to make changes to the following sections on the Publication tab: Title & Abstract, Contributors, and Metadata. While Galleys is listed as an option on the side menu, you will not be able to upload or make changes in this section.

If you notice that the 'Save' button is grey and inactive, this means you will have to request permission from the Editor to make changes to your submission or ask them to make the changes for you.

Responding to a Review

Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email with the decision, login to your dashboard. Select the manuscript you have been notified about.



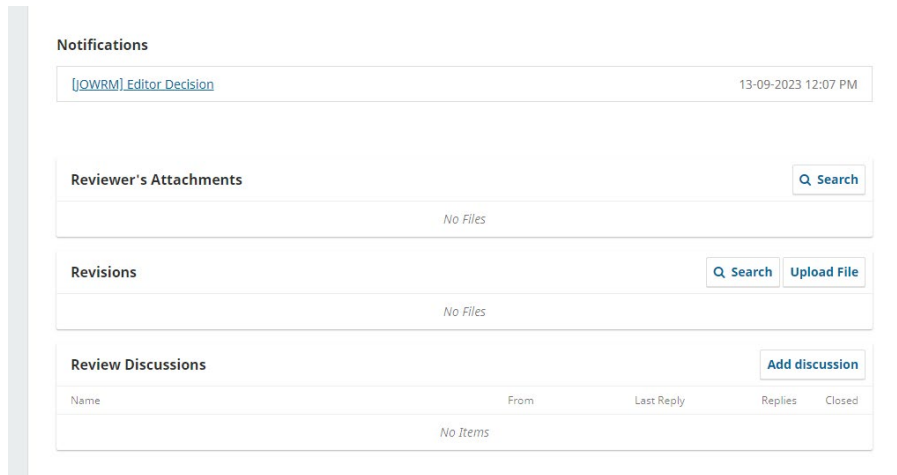
Within the Review tab of the manuscript, you will also see a copy of the Editorial Decision under Notifications. Depending on the type of peer review the journal uses, you may see less information on the Review tab of the journal.

To view the Editorial decision, click the link under notifications.

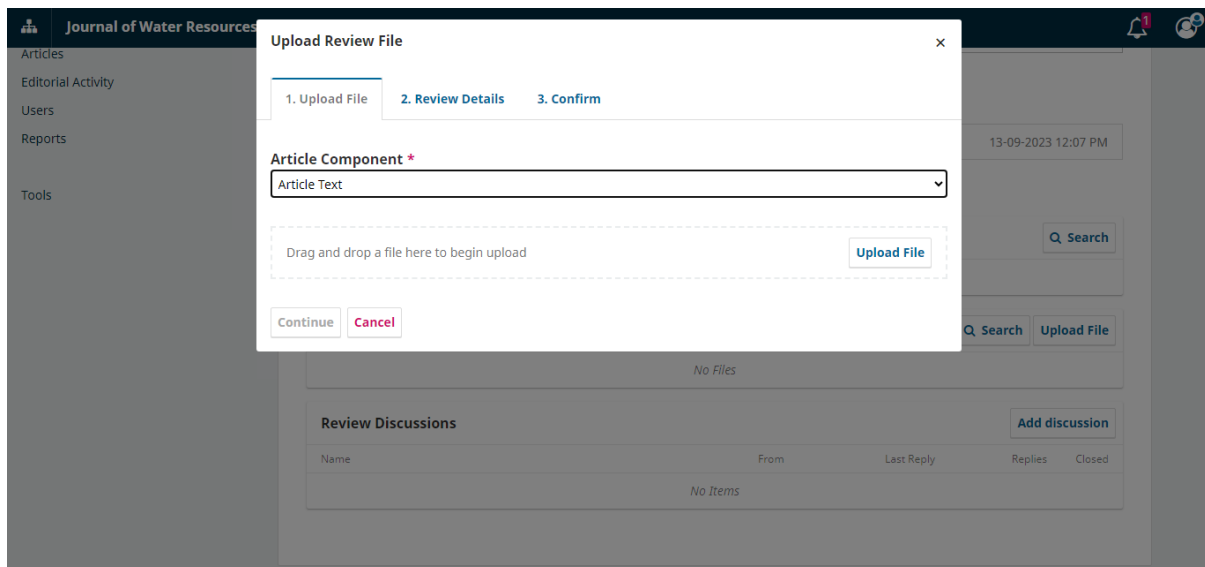
Based on the information in the editor’s message, you must now prepare your revisions.

Uploading the Revised File

Once you're ready to upload the revised file, scroll down the page and find the panel for Revisions.



Use the Upload a File link to upload your revised manuscript.



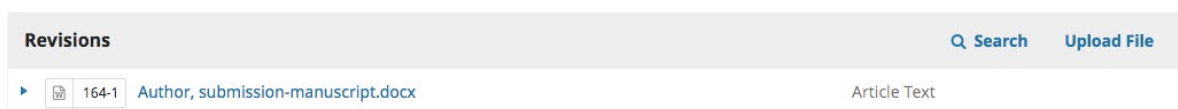
Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit Continue.

Check the file details and hit Continue again.

If you have any additional files to upload, do so now. Otherwise, hit Complete.

Your revised file is now visible in the Revisions panel.



Inform the Editor

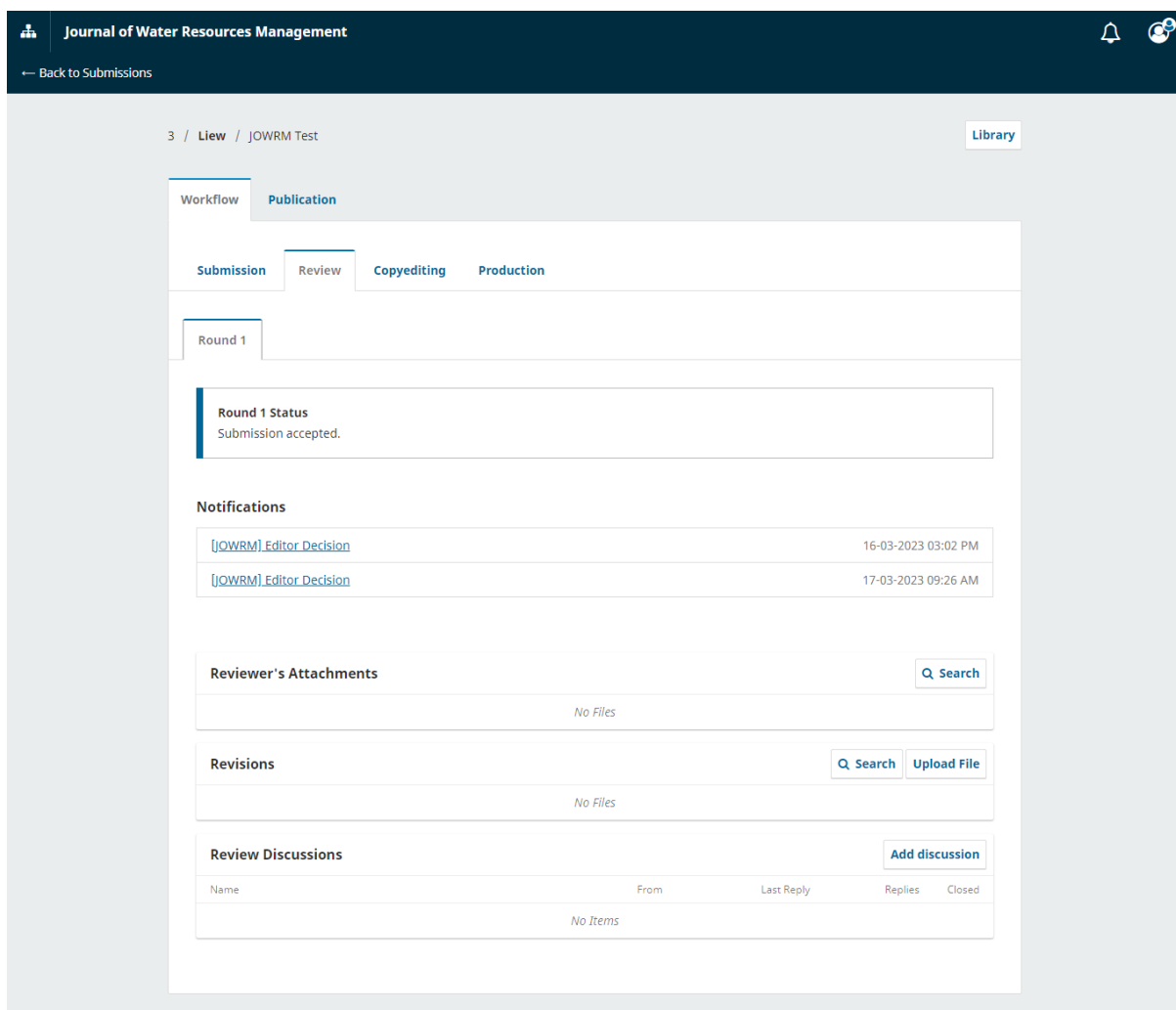
The editor will receive a notification about the new file(s) being uploaded. Additionally you can inform the editor via the Review Discussion panel as explained below.

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
<i>No Items</i>					

Revisions Accepted

You will receive an email that your revisions have been accepted.

In addition, notifications will appear on your dashboard.



The screenshot shows the JOWRM dashboard interface. At the top, there is a navigation bar with the journal name and a 'Back to Submissions' link. The main content area displays the submission workflow for 'Liew / JOWRM Test'. The workflow steps are Submission, Review, Copyediting, and Production. The current step is 'Round 1', which shows a 'Round 1 Status' of 'Submission accepted.' Below this, there is a 'Notifications' section with two entries: '[JOWRM] Editor Decision' dated 16-03-2023 03:02 PM and another dated 17-03-2023 09:26 AM. There are also sections for 'Reviewer's Attachments', 'Revisions', and 'Review Discussions', all of which currently show 'No Files' or 'No Items'.

The notifications show up in order of date, meaning the most recent one will be on the bottom. Click on it to open the message (which is the same as the email you would have also received).

That's it! Your role in the editorial workflow is now completed for JOWRM.