

Peer Reviews Management System

Padova University Press

User guide

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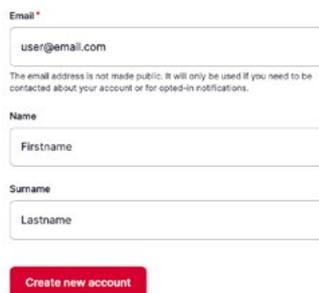
1. Registration and account details

1.1. How to register

To register your account, follow the link provided by the journal staff, fill out the registration form with the required information, and wait for access authorization.

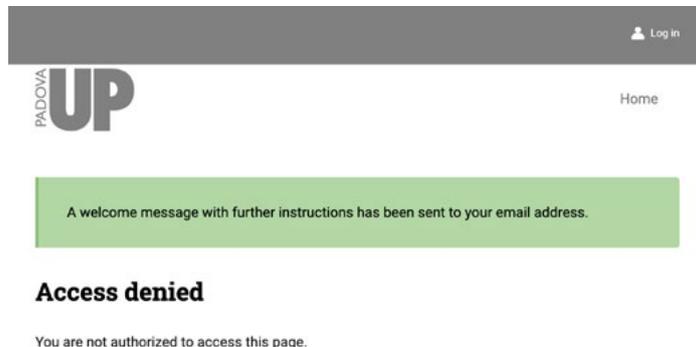
Enter your Email, Name, Surname then press “Create new account”.

Create new account



The screenshot shows a registration form titled "Create new account". It contains three input fields: "Email *" with the value "user@email.com", "Name" with a sub-field "Firstname", and "Surname" with a sub-field "Lastname". Below the fields is a red button labeled "Create new account". A small note under the email field states: "The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications."

The account is registered but not active and the system won't let you access any page.



1.2. Activate your account and change password

The system sends a link to activate the account by email, follow these instructions to activate your account.

Open the email from “Peer Review Management System”, click the link and wait for the page to open in your browser.

Click on the reset button.

Insert your password and confirm it.

Save the changes.

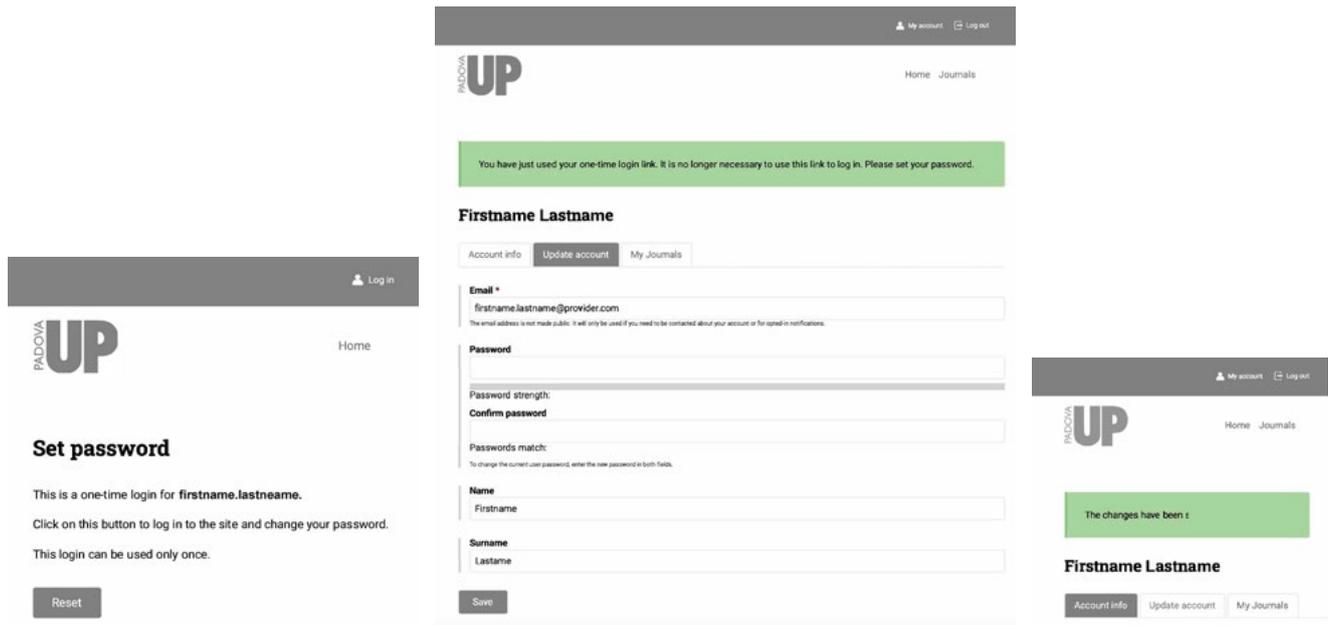
If you can't find the email, please, check the Spam folder of your mailbox.

Account details for Firstname Lastname at Peer Review Management System

Peer Review Management System <info@padovauniversitypress.it>
Rispondi a: account@padovauniversitypress.it
A: firstname.lastname@provider.com

Firstname Lastname,
Thank you for registering at Peer Review Management System.
You may now log in by clicking this link or copying and pasting it into your browser:
https://reviews.padovauniversitypress.it/user/reset/000/15930/0oTlyDlh1DroYag_N8dISBXsUXlg2zb
This link can only be used once to log in and will lead you to a page where you can set your password.
After setting your password, you will be able to log in at <https://reviews.padovauniversitypress.it/user> in the future using:
username: firstname.lastname
password: Your password

Peer Review Management System team



1.3. Roles and permissions

As soon as you are registered to the system an email notification is sent to the journal staff, they update your account with more role on the journal (Author, Reviewer, Editor).

[PUP] New journal member

Peer Review Management System <info@padovauniversitypress.it>
Rispondi a: info@padovauniversitypress.it
A: firstname.lastname@provider.com

Firstname Lastname your account has been registered in the Journal-name review system.

[PUP] New journal member role

Peer Review Management System <info@padovauniversitypress.it>
Rispondi a: info@padovauniversitypress.it
A: firstname.lastname@provider.com

Firstname Lastname, your account has been accepted in the Journal-name review system with the following roles: Author, Reviewer, Editor.

1.4. How to Log in

To access the system, the user needs to fill the Log in form (<https://reviews.padovauniversitypress.it/user/login>).

Fill the Log in form with your Email and Password and click “Log in”.

Log in

Email *

Enter your email address.

Password *

Enter the password that accompanies your email address.

Log in

Create new account

[Forgot your password?](#)

To Log out, click on “Log out” in the upper right corner.

1.5. Edit your account

Users can update their account details.

My account Log out

PADOVA UP Home Journals

AUTHOR TEST (G)

Account info **Update account** My Journals

Current password

Required if you want to change the Email address or Password below. Reset your password.

Email *

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Password

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

Name

Surname

Click on tab “Update account”, insert your old password into the field “Current password”.

Insert your new password into the fields “Password” and “Confirm password”.

If the two fields match and meet the requirements, click on “save” at the bottom of the page.

1.6. Select your journals

Users can interact with multiple journals, having different roles (author, reviewer or editor), the list of your journals and the assigned role can be found in the panel “My Journals”.



The screenshot shows the 'My Journals' panel in the UP (Padova University Press) interface. The panel includes a navigation bar with 'My account' and 'Log out' options. Below the navigation bar, the 'UP' logo is visible, along with 'Home' and 'Journals' links. The 'My Journals' section features three tabs: 'Account info', 'Update account', and 'My Journals'. A table below the tabs displays the following data:

Title	Roles
Padova University Press - Editorial Board	Author
Universa. Recensioni di filosofia	N/A

Click on the panel “My Journals”.

Click on the name of the journal in order to view its contents.

2. Guide for authors

2.1. Viewing the state of your articles in a journal

The user can view the state of the review of their articles from the panel “My articles” of the selected journal.

- Click on the panel “My Journals”.
- Click on the name of the desired journal.
- Click on the panel “My articles” to view a complete list of your articles.

01 First draft				
Title	Author	Editor	Updated	Operations
Article 1	AUTHOR TEST (0)		03/24/2023 - 11:58	

02 Manuscript proposed				
Title	Author	Editor	Updated	Operations
Article 2	AUTHOR TEST (0)		03/24/2023 - 11:57	

03 Editor assigned				
Title	Author	Editor	Updated	Operations
Article 3	AUTHOR TEST (0)	EDITOR TEST (webmaster)	03/24/2023 - 12:16	

04 Revision in progress				
Title	Author	Editor	Updated	Operations
Article 4	AUTHOR TEST (0)	EDITOR TEST (webmaster)	03/24/2023 - 12:15	

05 Manuscript reviewed				
Title	Author	Editor	Updated	Operations
Article 5	AUTHOR TEST (0)	EDITOR TEST (webmaster)	03/24/2023 - 12:13	

06 Second Draft				
Title	Author	Editor	Updated	Operations
Article 5	AUTHOR TEST (0)	EDITOR TEST (webmaster)	03/24/2023 - 12:10	

07 Second Draft completed				
Title	Author	Editor	Updated	Operations
Article 7	AUTHOR TEST (0)	EDITOR TEST (webmaster)	03/24/2023 - 12:06	

08 Rejected				
Title	Author	Editor	Updated	Operations
Article 8	AUTHOR TEST (0)		03/24/2023 - 12:02	

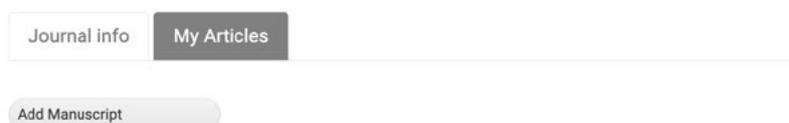
09 Accepted				
Title	Author	Editor	Updated	Operations
Article 9	AUTHOR TEST (0)	EDITOR TEST (webmaster)	03/24/2023 - 11:54	

2.2. Inserting a new draft

The registered user of a journal with the author’s role can insert a new draft from the panel “My Articles” of the selected journal.

- From the panel “My articles” click the button “Add Manuscript”.

Padova University Press - Editorial Board nodes



A new window will appear where you can insert all the data relative to your article.

- Insert the title on the box "Title".
- Insert the abstract in the box "Summary".

The article can be inserted both in text format in the box "Full Text" or as a file attachment, in the formats agreed upon with the journal's staff.

- Insert the article as text format in the box "Full Text".
- Insert the article files as attachments on "Add new file" field. you can upload multiple files separately.
- Click on "Save" to save the data and files inserted.

The screenshot shows a web interface for submitting an article. At the top right, there are links for 'My account' and 'Log out'. The logo 'UP' (University of Padua) is on the left. The main heading is 'Add'. Below it are three text input areas: 'Title *' (containing 'Title of My Article'), 'Summary' (with a rich text editor toolbar and containing 'Summary of My Article'), and 'Full Text' (with a rich text editor toolbar and containing 'Content of My Article'). Below these is a 'Files' section with a table:

File information	Operations
My Article.docx (481.54 KB)	Remove

Below the table is an 'Add a new file' section with a 'Scegli file' button and the text 'Nessun file selezionato'. It also lists file limits: 'Maximum: 50 files. 64 MB limit. Allowed types: txt doc docx odt rtf zip jpg jpeg png pdf tiff tif gif.' At the bottom left is a 'Save' button.

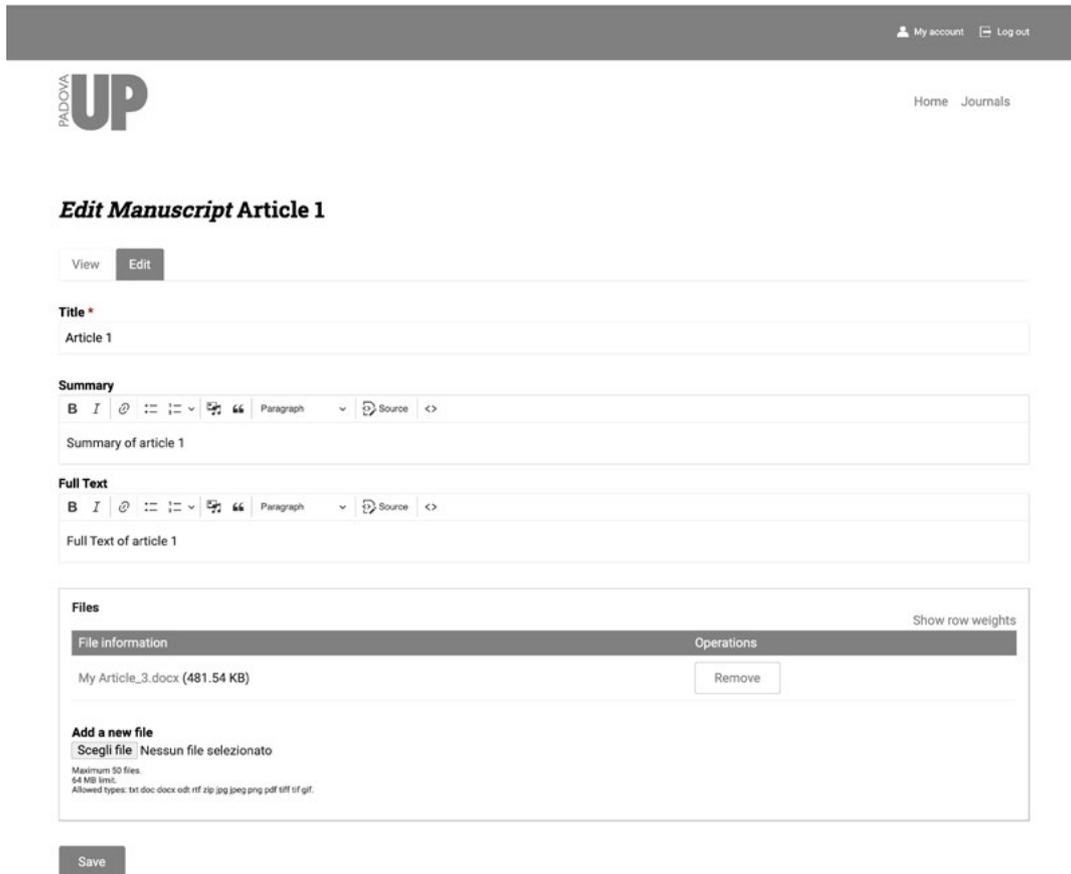
The draft has been saved but hasn't been sent to the journal's editorial board yet, as pointed out by the yellow notice.

The image shows two notification banners. The top one is green and says 'Manuscript Article 1 has been created.' The bottom one is yellow and says 'Warning! Choices saved but not confirmed/sent'.

2.3. Editing a draft

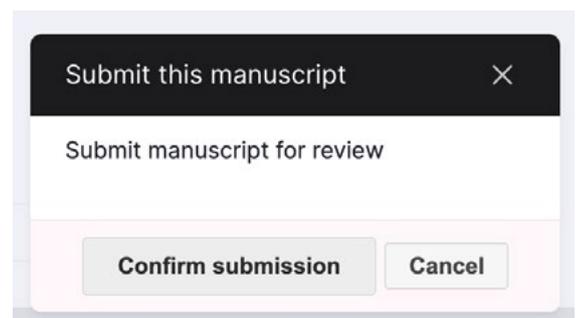
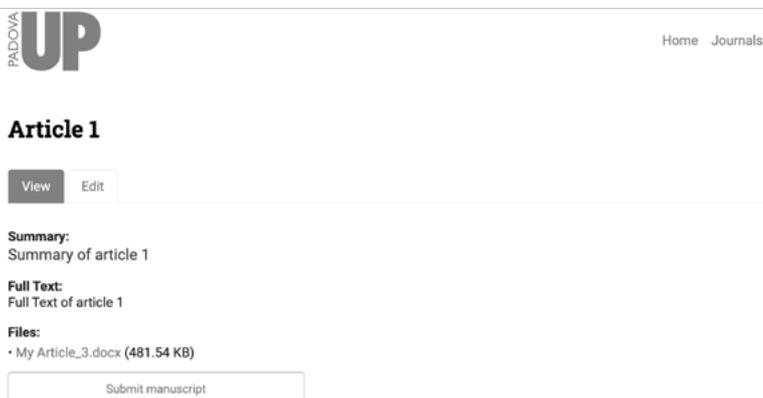
The article inserted as a draft, but yet to be sent, can only be viewed by the author, who can edit it.

- Select the draft from the panel “My articles”.
- Click on the panel “Edit content”.
- Edit the contents.
- Click on “Save” to save both the modifications to the data and the files.



2.4. Sending a draft to the journal’s staff

- Select the draft from the panel “My articles”.
- Click the button “Submit manuscript”.
- When asked to confirm click the button “Confirm submission”.



The draft is then sent to the journal’s editorial board and can’t be modified until the editor renders it available to the author to edit it again.

2.5. Requests of modification from the journal's staff

After the review process the editorial board can ask for modifications that can be seen in the draft's page inside of the blue box.

Select the article from your list to view the Editor's comments.

The screenshot shows a web interface for a journal article. At the top, there is a navigation bar with 'My account' and 'Log out' links. Below this is the journal logo 'UP' and 'Home Journals' links. A green notification bar states 'Your comment has been posted.' The main content area is titled 'Title of My Article' and includes 'View' and 'Edit' buttons. Below the title, there are sections for 'Summary', 'Full Text', and 'Files'. A blue-bordered box contains a 'Review response: editors-author discussions' section. This section shows a comment from 'EDITOR TEST (webmaster)' dated 03/10/2023 - 10:48, with a 'Comment' field and a 'Comment file' section containing 'CommentFormEditorToAuthor.pdf (7.52 KB)'. Below this is a 'Reply' button. Another comment from 'AUTHOR TEST (G)' dated 03/10/2023 - 10:53 is shown, followed by a 'Comment' field and a 'Reply' button. A third comment from 'AUTHOR TEST (G)' dated 03/10/2023 - 10:50 is also shown with a 'Comment' field and a 'Reply' button. Below the discussion is a 'Write your comment' section with a 'Comment' field, a rich text editor toolbar (B, I, bold, italic), and a 'Comment file' section with a file selection button and a 'Save' button. The file selection section includes the text 'Scegli file | Nessun file selezionato' and 'One file only. 64 MB limit. Allowed types: pdf doc docx.'

When the manuscript is in the state “Reviewed” it can be possible to view and answer the editor’s comments and to add yours.

Insert text and file in the box “comments” and click on the button “Save” inside of the blue box.

This is a close-up view of the 'Write your comment' section from the previous screenshot. It features a 'Comment' field with a rich text editor toolbar (B, I, bold, italic) and a 'Comment file' section. The file selection section includes the text 'Scegli file | Nessun file selezionato' and 'One file only. 64 MB limit. Allowed types: pdf doc docx.' Below the file selection is a 'Save' button.

2.6. Editing the contents

- Click on the panel “Edit content”.
- Modify the text and the file attachments.
- Click on “Save” to save the modifications.

UP

Home Journals

Edit Manuscript Article 1

View Edit

Title *
Article 1

Summary
B I Paragraph Source <>
Summary of article 1

Full Text
B I Paragraph Source <>
Full Text of article 1

Files Show row weights

File information	Operations
My Article_3.docx (481.54 KB)	Remove

Add a new file
Scogli file | Nessun file selezionato
Maximum 50 files,
64 MB limit,
Allowed types: txt doc docx odt rtf zip jpg jpeg png pdf tiff tif gif.

Save

2.7. Sending the edited manuscript.

- To send the final version of your manuscript click on button “Submit Edited Manuscript”, then click on “Confirm submission”.

Review response: editors-author discussions

EDITOR TEST (webmaster)
03/10/2023 - 10:48
Comment
Comment file:
CommentFormEditorToAuthor.pdf (7.52 KB)
Reply

AUTHOR TEST (G)
03/10/2023 - 10:53
Comment
Reply

AUTHOR TEST (0)
03/10/2023 - 10:50
Comment
Reply

Write your comment

Comment
B I Paragraph Source <>

Comment file
Scogli file | Nessun file selezionato
Only for only
64 MB limit
Allowed types: pdf doc docx

Save

Submit edited manuscript

Submit edited manuscript X

Submit the new version of the manuscript

Confirm submission Cancel

3. Guide for Reviewers

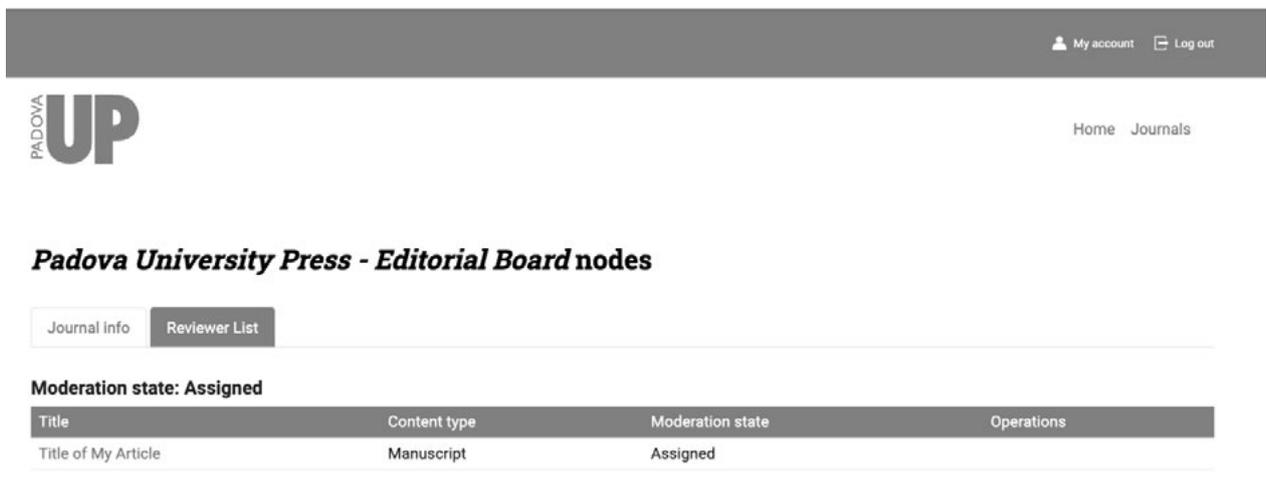
3.1. Revision list

The reviewer can check the list of articles assigned to him/her by the journal staff.

- Click on the "My Journals" tab.
- Click on the name of the desired journal.



- Click on the "Reviewer list" tab to view the list of articles awaiting review.



3.2. Making Reviews

The reviewer, after reading the contents of the article assigned to him/her by the editors, can enter his/her comments in text format or by attaching a file into the green box.

- Click on the article in the "Reviewer list" tab.
- Download and view the contents.

Enter your comments in the green box, in text format or as an attached file.

Save the comments by clicking on the "Save" button inside the green box.

Warning: comments cannot be deleted!

Title of My Article

Summary:
Summary of My Article

Full Text:
Content of My Article

Files:
• My Article.docx (481.54 KB)

Review feedback: reviewers-editors discussions

REVIEWER TEST (Y)
03/10/2023 - 10:43

Comment

Comment file:
CommentFormReviewerToEditor.pdf (7.52 KB)

Reply

Write your comment

Comment

B I | **:= :=**

Comment file
 Nessun file selezionato
One file only.
64 MB limit.
Allowed types: pdf doc docx.

Save

3.3. Sending back your Review

To complete the review, click on the "Confirm revision" button.

Submit your revision to the journal staff by clicking the "Confirm revision" button, then click on "Confirm revision."

Review feedback: reviewers-editors discussions

REVIEWER TEST (Y)
03/10/2023 - 10:43

Comment

Comment file:
CommentFormReviewerToEditor.pdf (7.52 KB)

Reply

Write your comment

Comment

B I | **:= :=**

Comment file
 Nessun file selezionato
One file only.
64 MB limit.
Allowed types: pdf doc docx.

Save

Confirm revision

Set as revised

Set this manuscript as revised

4. Guide for Editors

4.1. Managing submitted manuscripts

The Managing editor may delegate the processing of the manuscript to an editor. The editor will be in charge of checking the contents, choosing reviewers and completing the workflow of the manuscript until it is finally approved or rejected.

If you are an editor you will receive a message from the managing editor assigning you a manuscript.

[Padova University Press - Editorial Board] you are editor of a new manuscript

1 message

Peer Review Management System <info@padovauniversitypress.it>
Reply-To: info@padovauniversitypress.it
To: editor@mail.com

New manuscript has been assigned to you by managing editor of **Padova University Press - Editorial Board**: [Title of My Article](#) .

- Click on the tab "My Journals".
- Click the name of the journal.
- Click on the tab "All Articles" to view the list of the articles.



Home Journals

Padova University Press - Editorial Board nodes

Journal info Members **All articles** My Articles

01 First draft

Title	Author	Editor	Updated	Operations
Article 1	AUTHOR TEST (G)		03/24/2023 - 11:58	

02 Manuscript proposed

Title	Author	Editor	Updated	Operations
Article 2	AUTHOR TEST (G)		03/24/2023 - 11:57	Edit manuscript

03 Editor assigned

Title	Author	Editor	Updated	Operations
Article 3	AUTHOR TEST (G)	EDITOR TEST (webmaster)	03/24/2023 - 12:16	Edit manuscript

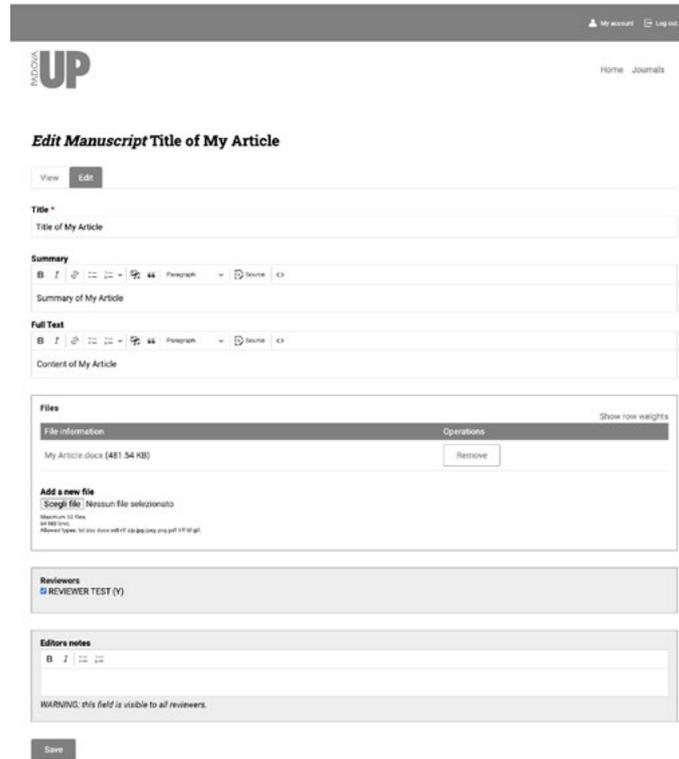
04 Revision in progress

Title	Author	Editor	Updated	Operations
Article 4	AUTHOR TEST (G)	EDITOR TEST (webmaster)	03/24/2023 - 12:15	Edit manuscript

05 Manuscript reviewed

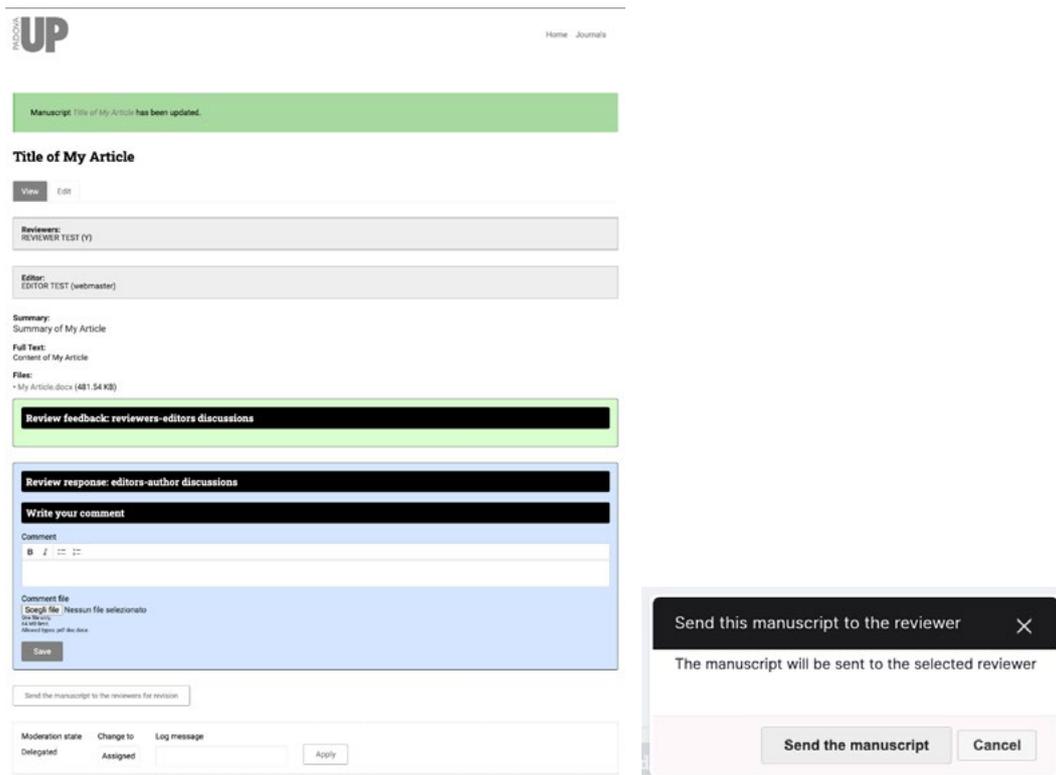
Title	Author	Editor	Updated	Operations
Article 5	AUTHOR TEST (G)	EDITOR TEST (webmaster)	03/24/2023 - 12:13	Edit manuscript

- Click on the article and check all the contents.
- Click on the tab "Edit".
- Select the reviewers.
- Save your choice by clicking the button "Save".



4.2. Sending the manuscript to the reviewers

- Click the button "Send the manuscript to the reviewers for revision".
- Click "Send the manuscript" to confirm.



4.3. Request for manuscript changes.

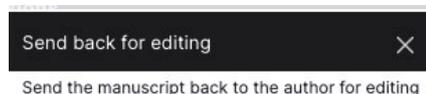
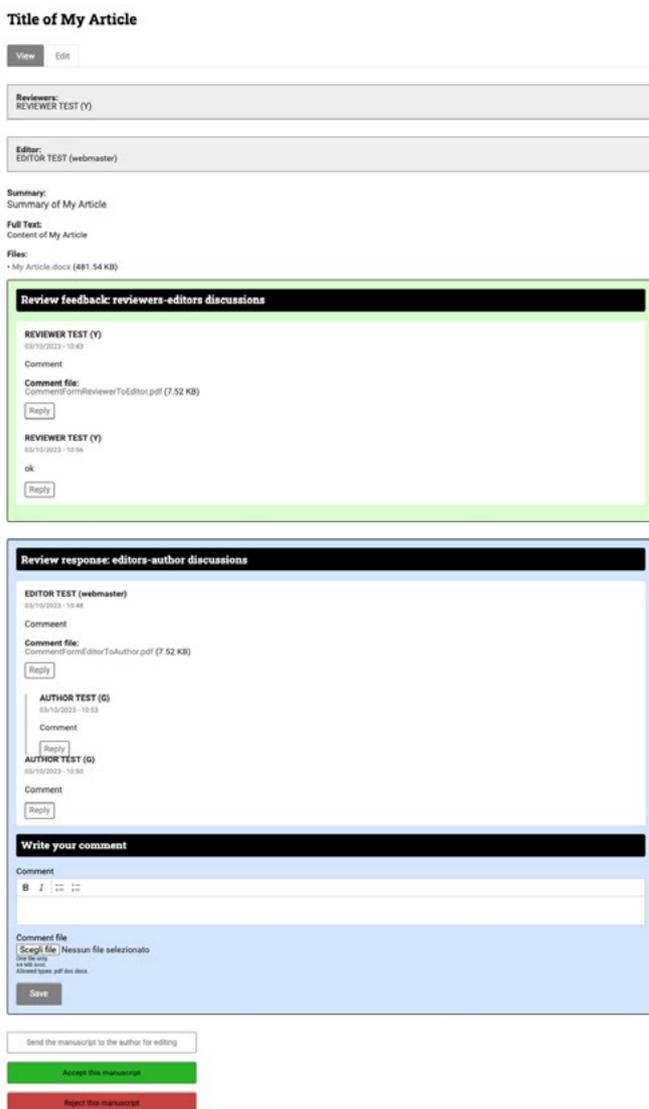
The editor may require the author to do changes to the manuscript.

- Click on the article.
- Click on the tab "View".
- Add your comments in the blue box and save it by clicking on the button "Save"
- Warning: comments cannot be deleted!



4.4. Sending back the manuscript to the author

- Click the button "Send manuscript to the author for editing".
- Click on "Send the manuscript" to confirm your choice.



4.5. Accepting or Rejecting the manuscript

After the review process, the editor should accept or reject the manuscript.

- Click on the article.
- Click on the tab "View".
- Click on the green button "Accept this manuscript" to accept the manuscript.
- Click on the red button "Reject this manuscript" to reject the manuscript.
- Click on "Confirm" to confirm your choice.

The screenshot displays a manuscript review interface. At the top, it shows the article title "Title of My Article" with "View" and "Edit" buttons. Below this are sections for "Reviews" (REVIEWER TEST (Y)), "Editor" (EDITOR TEST (webmaster)), "Summary", "Full Text", and "File". A "Review feedback: reviewers-editors discussions" section contains two reviewer comments, each with a "Reply" button. Below that is a "Review response: editors-author discussions" section with an editor comment and two author responses, each with a "Reply" button. A "Write your comment" section includes a text area, a "Comment" button, and a "Send" button. At the bottom, there are three buttons: "Send the manuscript to the author for editing", "Accept this manuscript" (green), and "Reject this manuscript" (red). To the right, a modal dialog titled "Accept the manuscript" with a close button (X) contains the text "Set this manuscript as accepted" and two buttons: "Confirm" and "Cancel".

- The editor may accept or reject a manuscript at any time.

5. Guide for Managing Editors

The Managing Editors of the journal can manage manuscripts, users and roles. He/she can manage the manuscript or delegate that to an editor.

The editor will be in charge of checking the contents, choosing reviewers and completing the workflow of the manuscript until it is finally approved or rejected.

If you don't want to manage the workflow for a manuscript follow the paragraphs 5.1 - 5.2.

If you want to manage the workflow for a manuscript follow the paragraphs 5.3 - 5.6.

5.1. Assign an editor to the manuscript (optional)

If you don't want to manage the workflow for a manuscript.

Click on the tab "My Journals" and click the name of the journal.

Click on the tab "All Articles" to view the list of the articles.

Click the title of the manuscript.

Click on the tab "Edit".

Select one editor from the list.

Save your choice by clicking the button "Save".



The screenshot shows a dropdown menu titled "Editor" with three radio button options: "N/A", "EDITOR 1 (ARTICLE TEST (M))", and "EDITOR 2 (ARTICLE TEST (M))".

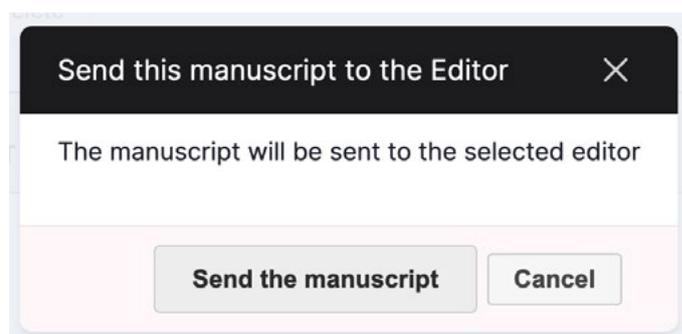
5.2. Sending the manuscript to the editor

If you have assigned another editor to the manuscript send it to him/her by clicking on the button "Send the manuscript to the editor" and confirm your choice.

Send the manuscript to the editor

Accept this manuscript

Reject this manuscript



The screenshot shows a confirmation dialog box with a dark header "Send this manuscript to the Editor" and a close button (X). The main text reads "The manuscript will be sent to the selected editor". At the bottom, there are two buttons: "Send the manuscript" and "Cancel".

5.4. Sending the manuscript to the reviewers

- Click the button “Send the manuscript to the reviewers for revision”.
- Click “Send the manuscript” to confirm.

The screenshot shows the journal submission interface. At the top left is the logo for PADOVA UP. At the top right are links for Home and Journals. A green notification bar at the top states: "Manuscript *Title of My Article* has been updated." Below this is the article title "Title of My Article" with "View" and "Edit" tabs. There are sections for "Reviewers: REVIEWER TEST (Y)", "Editor: EDITOR TEST (webmaster)", "Summary: Summary of My Article", "Full Text: Content of My Article", and "Files: My Article.docx (481.54 KB)". A blue box contains a "Review feedback: reviewers-editors discussions" section and a "Review response: editors-author discussions" section with a "Write your comment" form. The form includes a comment text area with rich text formatting (B, I, list, link) and a "Comment file" section with a file selection button and a "Save" button. At the bottom of the page is a button labeled "Send the manuscript to the reviewers for revision". A modal dialog box is open on the right, titled "Send this manuscript to the reviewer", with the text "The manuscript will be sent to the selected reviewer" and two buttons: "Send the manuscript" and "Cancel".

5.5. request for manuscript changes.

The editor may require the author to do changes to the manuscript.

- Click on the article.
- Click on the tab “View”.
- Add your comments in the blue box and save it by clicking on the button “Save”.
- Warning: comments cannot be deleted!

The screenshot shows the journal submission interface. At the top left is the logo for PADOVA UP. At the top right are links for Home and Journals. A green notification bar at the top states: "Your comment has been posted."

5.6. Sending back the manuscript to the author

Click the button “Send manuscript to the author for editing”.

Click on “Send the manuscript” to confirm your choice.

Title of My Article

View Edit

Reviewers:
REVIEWER TEST (Y)

Editor:
EDITOR TEST (webmaster)

Summary:
Summary of My Article

Full Text:
Content of My Article

Files:
• My Article.docx (481.54 KB)

Review feedback: reviewers-editors discussions

REVIEWER TEST (Y)

03/10/2023 - 10:43

Comment

Comment file:

CommentFormReviewerToEditor.pdf (7.52 KB)

Reply

REVIEWER TEST (Y)

03/10/2023 - 10:56

ok

Reply

Review response: editors-author discussions

EDITOR TEST (webmaster)

03/10/2023 - 10:48

Comment

Comment file:

CommentFormEditorToAuthor.pdf (7.52 KB)

Reply

AUTHOR TEST (G)

03/10/2023 - 10:53

Comment

Reply

AUTHOR TEST (G)

03/10/2023 - 10:50

Comment

Reply

Write your comment

Comment

B I : : =

Comment file

Scogli file Nessun file selezionato

One file only

64 MB limit

Allowed types: pdf doc docx

Save

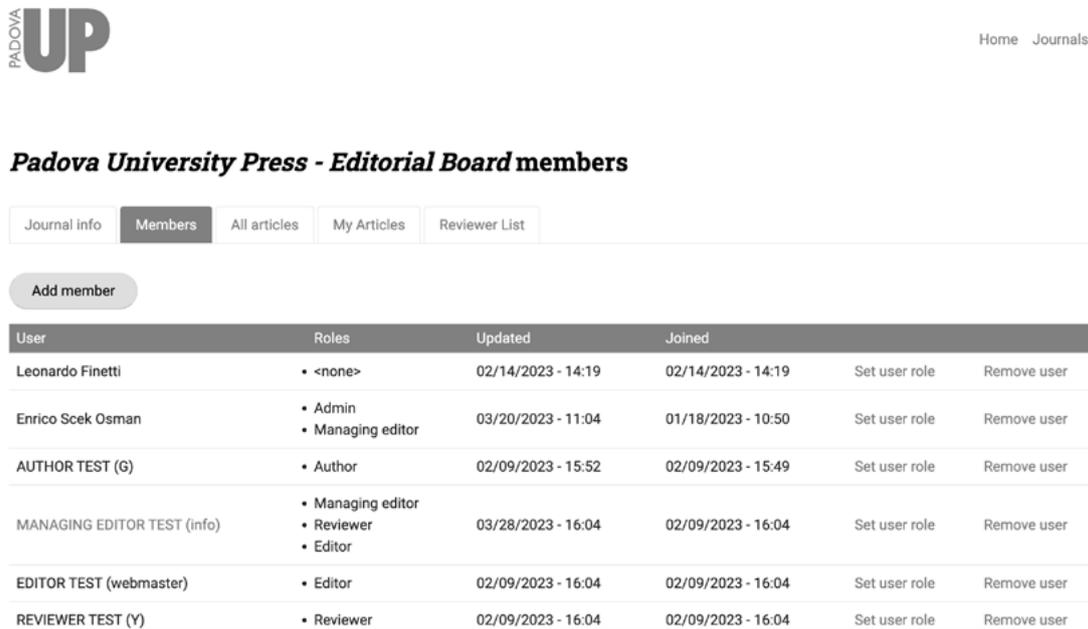
Send the manuscript to the author for editing

Accept this manuscript

Reject this manuscript

5.7. Manage journal users and roles

- Click on the tab "My Journals".
- Click on the name of the journal.
- Click on the tab "Members" to view the list of members.

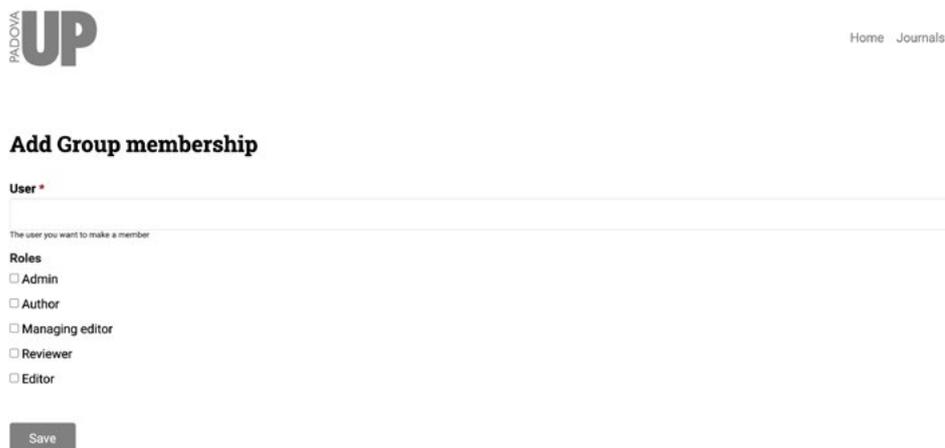


The screenshot shows the Padova University Press (UP) interface. At the top left is the logo with "PADOVA" written vertically and "UP" in large letters. At the top right are links for "Home" and "Journals". Below the logo is the title "Padova University Press - Editorial Board members". There are four tabs: "Journal info", "Members" (which is active), "All articles", "My Articles", and "Reviewer List". Below the tabs is a button labeled "Add member". The main content is a table with columns: "User", "Roles", "Updated", "Joined", "Set user role", and "Remove user".

User	Roles	Updated	Joined	Set user role	Remove user
Leonardo Finetti	• <none>	02/14/2023 - 14:19	02/14/2023 - 14:19	Set user role	Remove user
Enrico Sceck Osman	• Admin • Managing editor	03/20/2023 - 11:04	01/18/2023 - 10:50	Set user role	Remove user
AUTHOR TEST (G)	• Author	02/09/2023 - 15:52	02/09/2023 - 15:49	Set user role	Remove user
MANAGING EDITOR TEST (info)	• Managing editor • Reviewer • Editor	03/28/2023 - 16:04	02/09/2023 - 16:04	Set user role	Remove user
EDITOR TEST (webmaster)	• Editor	02/09/2023 - 16:04	02/09/2023 - 16:04	Set user role	Remove user
REVIEWER TEST (Y)	• Reviewer	02/09/2023 - 16:04	02/09/2023 - 16:04	Set user role	Remove user

5.8. Add users and roles

- Click on the button "Add member" to add an existing user to the journal member group.
- Type his/her name on the "Add" textbox.
- Choose the roles for that user.
- Click on "Save".



The screenshot shows the "Add Group membership" form. At the top left is the Padova University Press logo. At the top right are links for "Home" and "Journals". Below the logo is the title "Add Group membership". There is a text input field labeled "User *" with a search icon on the right. Below the input field is the text "The user you want to make a member". Underneath is a section titled "Roles" with a list of checkboxes: "Admin", "Author", "Managing editor", "Reviewer", and "Editor". At the bottom of the form is a "Save" button.

5.9. Changing roles of active members

- Click on the tab "Members".
- Select the member from the list.

- Click on "Set user role" to change his/her roles.
- Click on "Save".

Edit *AUTHOR TEST (G)*

Journal info Edit Remove

Roles

- Admin
- Author
- Managing editor
- Reviewer
- Editor

Save Delete

5.10. Remove members

- Click on the tab "Members".
- Select the member from the list.
- Click on the tab "Remove".
- Click on the button "Delete" to confirm your choice.

Are you sure you want to delete *AUTHOR TEST (G)*?

Journal info Edit Remove

This action cannot be undone.

Delete Cancel