

OENOne
VINE AND WINE
OPEN ACCESS JOURNAL

By **IVES** International
Viticulture & Enology
Society
www.ives-openscience.eu



Using the journal platform: **associate editors**

Associate editor

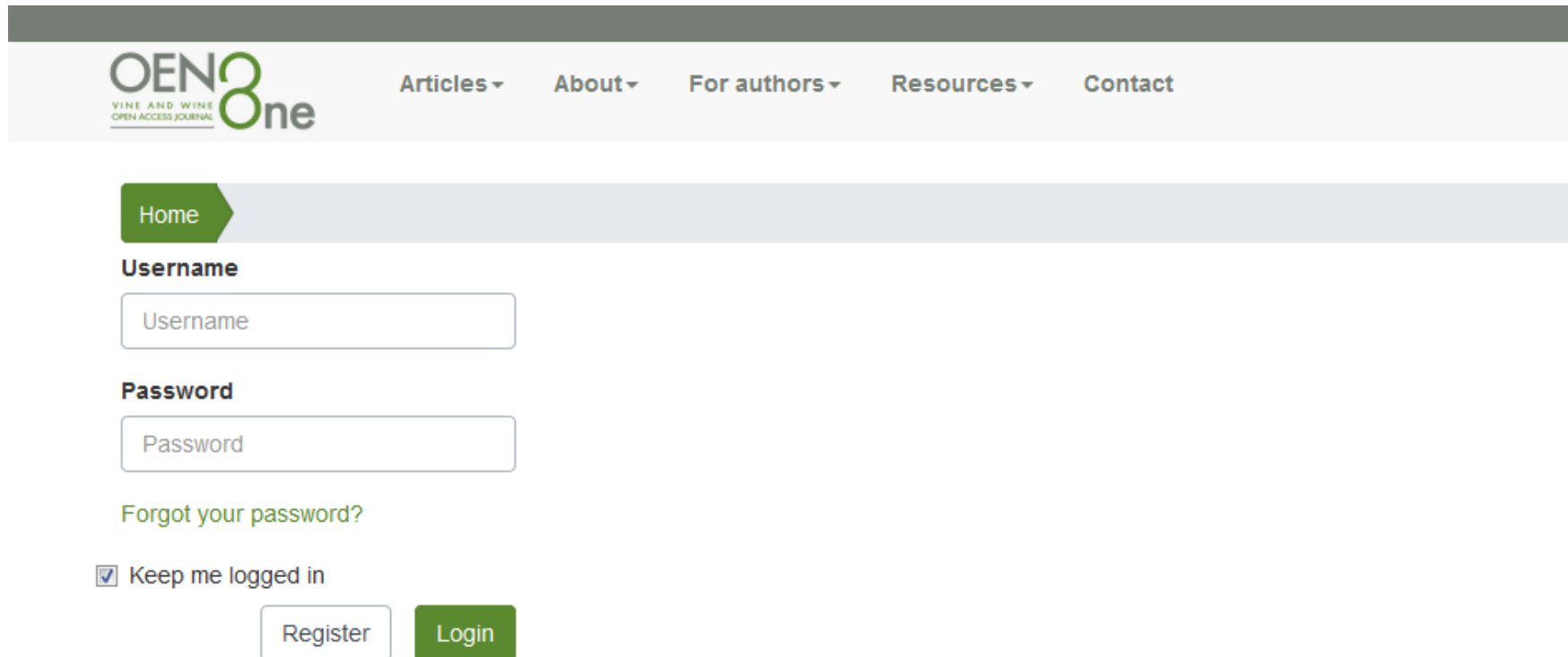
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Click on the index items to access each tutorial part

An article has been assigned to you

You receive an automatic email from the Oeno One Editor-in-Chief with a link to the journal platform.
Click on the link and log into the platform.



The screenshot shows the OEN One journal platform's login interface. At the top, there is a navigation bar with the OEN One logo and menu items: Articles, About, For authors, Resources, and Contact. Below the navigation bar is a horizontal bar with a green arrow pointing right, labeled 'Home'. The main content area contains a login form with the following elements:

- Username**: A text input field with the placeholder text 'Username'.
- Password**: A text input field with the placeholder text 'Password'.
- [Forgot your password?](#): A link in green text.
- Keep me logged in: A checked checkbox.
- : A white button with a grey border.
- : A solid green button.

An article has been assigned to you

Once logged in, you can find directly on the landing page the article assigned:

The screenshot displays the journal's submission management interface. At the top, a dark navigation bar shows 'Tasks 1' on the left and user/setting options on the right. Below this is a secondary navigation bar with 'Metadata', 'Editorial History', and 'Submission Library'. The main content area is titled 'Lorem ipsum' by 'Thomas Blicek-Auteur'. A left sidebar highlights 'Submissions'. The article is in the 'Submission' phase, with tabs for 'Review', 'Copyediting', and 'Production'. A 'Help' icon is visible in the top right of the article view. The 'Submission Files' section shows a document titled '8990-1 tbleick_auteur, soumission-test.docx' with 'Article Text' content and a 'Download All Files' button. The 'Pre-Review Discussions' table lists two entries: 'Commentaires pour le Rédacteur' and '[] Assignation d'une soumission', both from 'tbleick_auteur' and 'tbleick_editeurchef' respectively, dated 'May/25'. On the right, action buttons include 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (pink). A 'Participants' section shows 'Associate editor' (Thomas Blicek-EditeurAssocie) and 'Author' (Thomas Blicek-Auteur) with an 'Assign' button.

Tasks 1 English View Site tbleick_editeurassocie TEST3 Journal test UB

Metadata Editorial History Submission Library

Lorem ipsum
Thomas Blicek-Auteur

Submissions

Submission Review Copyediting Production Help

Submission Files Q Search Upload File

8990-1 tbleick_auteur, soumission-test.docx Article Text

Download All Files

Pre-Review Discussions Order Add discussion

Name	From	Last Reply	Replies	Closed
Commentaires pour le Rédacteur	tbleick_auteur May/25	-	0	<input type="checkbox"/>
[] Assignation d'une soumission	tbleick_editeurchef May/25	-	0	<input type="checkbox"/>

Send to Review

Accept and Skip Review

Decline Submission

Participants Assign

Associate editor

▶ Thomas Blicek-EditeurAssocie

Author

▶ Thomas Blicek-Auteur

Finding a new assigned article on the platform

In addition to the link on the email, you can also **find articles assigned to you** on your dashboard by clicking on:

- “My Queue” tab
- or “Tasks”

The screenshot shows the OEN One dashboard interface. At the top, there is a navigation bar with a 'Tasks 4' tab highlighted by a red circle. Below this, the 'Submissions' section is visible, with 'My Queue' and 'Archives' tabs, both also highlighted by red circles. The main content area displays a list of 'My Assigned' submissions. The list includes four entries with their respective statuses: 'Submission', 'Review', 'Review', and 'Copyediting'. A search bar, filters, and a 'New Submission' button are located at the top of the list. The bottom right of the list indicates '4 of 4 submissions'.

ID	Author	Title	Status	Comments	Actions
2168	Thomas Blieck-Auteur	test submission	Submission	1	Dropdown
2166	Thomas Blieck-Auteur	titre de ma déposition <small>⚠ A review is overdue.</small>	Review	0/1	Dropdown
2164	Jacob Steenwyk, Thomas Blieck-Auteur	Copy number variation in fungi and its implications for wine yeast genetic diversit... <small>⚠ Revisions have been submitted.</small>	Review	1/1 2	Dropdown
2162	Thomas Blieck-Auteur	Extreme Amyloid Polymorphism in Staphylococcus aureus Virulent PSMα Peptides	Copyediting		Dropdown

“My Queue”

- This panel includes the list of submissions which are assigned to you as an associate editor.

The screenshot shows the 'Submissions' management interface. At the top, there is a navigation bar with 'Tasks 4', 'English', 'View Site', 'tblick_editeurassocie', and 'TEST3 Journal test UB'. Below this, the 'Submissions' section has two tabs: 'My Queue' (highlighted with a red circle) and 'Archives'. A 'Help' button is visible on the right. The main content area is titled 'My Assigned' and includes a search bar, 'Filters', and 'New Submission' buttons. The submission list contains the following entries:

ID	Author(s)	Title	Status	Comments	Actions
2168	Thomas Blicck-Auteur	test submission	Submission	1	Dropdown arrow
2166	Thomas Blicck-Auteur	titre de ma déposition ⚠ A review is overdue.	Review	0/1	Dropdown arrow
2164	Jacob Steenwyk, Thomas Blicck-Auteur	Copy number variation in fungi and its implications for wine yeast genetic diversit... ⚠ Revisions have been submitted.	Review	1/1 2	Dropdown arrow

“Archives”

- This panel includes a list of all submissions either rejected or already published by the journal.

The screenshot displays the 'Submissions' management interface. At the top, a dark grey bar shows 'Tasks 4'. Below this, the 'Submissions' section has two tabs: 'My Queue' and 'Archives'. The 'Archives' tab is highlighted with a red circle. The main content area is titled 'Archived Submissions' and includes a search bar, 'Filters', and 'New Submission' buttons. A single submission is listed with ID 2168, author 'Thomas Blicck-Auteur', and title 'test submission'. The status is 'Declined', indicated by a yellow circle around the text. Below the submission name, it shows '0/0' with a person icon. A dropdown arrow is visible on the right side of the submission row. At the bottom right of the list, it says '1 of 1 submissions'.

Read/open the new submission

The new submission will be displayed at the top of the list on the “My Queue” panel (note the “Submission” tag in red on the right).

Click on the title to open the submission.

Tasks 4 English View Site tbleick_editeurassocie TEST3 Journal test UB

Submissions

My Queue Archives Help

Submissions

My Assigned Search Filters New Submission

2168	Thomas Blieck-Auteur test submission	Submission	1	▼
2166	Thomas Blieck-Auteur titre de ma déposition ▲ A review is overdue.	Review	0/1	▼
2164	Jacob Steenwyk, Thomas Blieck-Auteur Copy number variation in fungi and its implications for wine yeast genetic diversit... ▲ Revisions have been submitted.	Review	1/1 2	▼
2162	Thomas Blieck-Auteur Extreme Amyloid Polymorphism in Staphylococcus aureus Virulent PSMa Peptides	Copyediting		▼

4 of 4 submissions

Submission record: overview

To read the submission, open the submission file (multiple files could have been submitted) by **clicking on it**. Under the files you can find the “**Pre-Review Discussions**” tab: This panel **allows the editor to communicate with the author, or with others on the editorial team** (ie to ask the author for some additional information, or to ask a section editor to take responsibility for this submission). To **begin the review process**, select the **blue button on the right “Send to review”**.

The screenshot shows the submission record for 'test submission' by Thomas Blicek-Auteur. The page is divided into several sections:

- Submission Files:** A table listing the submitted files. The first file, '8932-1 tbleick_auteur, soumission-test.docx', is highlighted with a red box. A blue callout bubble points to it with the text 'Click for downloading the submission file'.
- Pre-Review Discussions:** A table listing discussions. Two entries are highlighted with red boxes: 'Comments for the Editor' and 'Editorial Assignment'. Blue callout bubbles point to them with the text 'Click for reading an author's message' and 'Click here for reading an editorial 's message' respectively.
- Submission Actions:** A vertical panel on the right contains three buttons: 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (pink). The 'Send to Review' button is highlighted with a red box, and a blue callout bubble points to it with the text 'Click for starting the reviewing process'.

The 'Pre-Review Discussions' table has the following data:

Name	From	Last Reply	Replies	Closed
Comments for the Editor	tbleick_auteur	-	0	<input type="checkbox"/>
Editorial Assignment	tbleick_editeurchef	-	0	<input type="checkbox"/>

Submission record: participants

This panel is where you will see the list of **participants involved in the submission process, including the editor, associate editors, and author.** ⚠️ **Reviewers will not appear on this panel.**

Other names (copyeditors, layout editors, etc.) will appear here as they are involved in subsequent steps.

[Metadata](#) [Editorial History](#) [Submission Library](#)

Copy number variation in fungi and its implications for wine yeast genetic diversity and adaptation

Submission Review Copyediting Production Help

Submission Files Q Search Upload File

▶ 8898-1 tbleick_auteur, 233122.full.pdf	Article Text
---	--------------

[Download All Files](#)

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ Editorial Assignment	tbleick_editeurchef	-	0	<input type="checkbox"/>
	May/09			

Send to Review

Accept and Skip Review

Decline Submission

Participants Assign


Associate editor

- ▶ Thomas Blieck-EditeurAssocie

Author

- ▶ Thomas Blieck-Auteur

Submission record: action buttons

- **Send to review:** Moves the submission on to the next stage. **The review process will be started.**
- **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. An email will be sent to the author. The submission will then be automatically archived.

Metadata Editorial History Submission Library

Copy number variation in fungi and its implications for wine yeast genetic diversity and adaptation

Submission Review Copyediting Production Help

Submission Files [Q Search](#) [Upload File](#)

8898-1 tbleick_auteur, 233122.full.pdf Article Text [Download All Files](#)

Pre-Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
Editorial Assignment	tbleick_editeurchef May/09	-	0	<input type="checkbox"/>

Send to Review

Accept and Skip Review

Decline Submission

Participants [Assign](#)

Associate editor

▶ Thomas Blieck-EditeurAssocie

Author

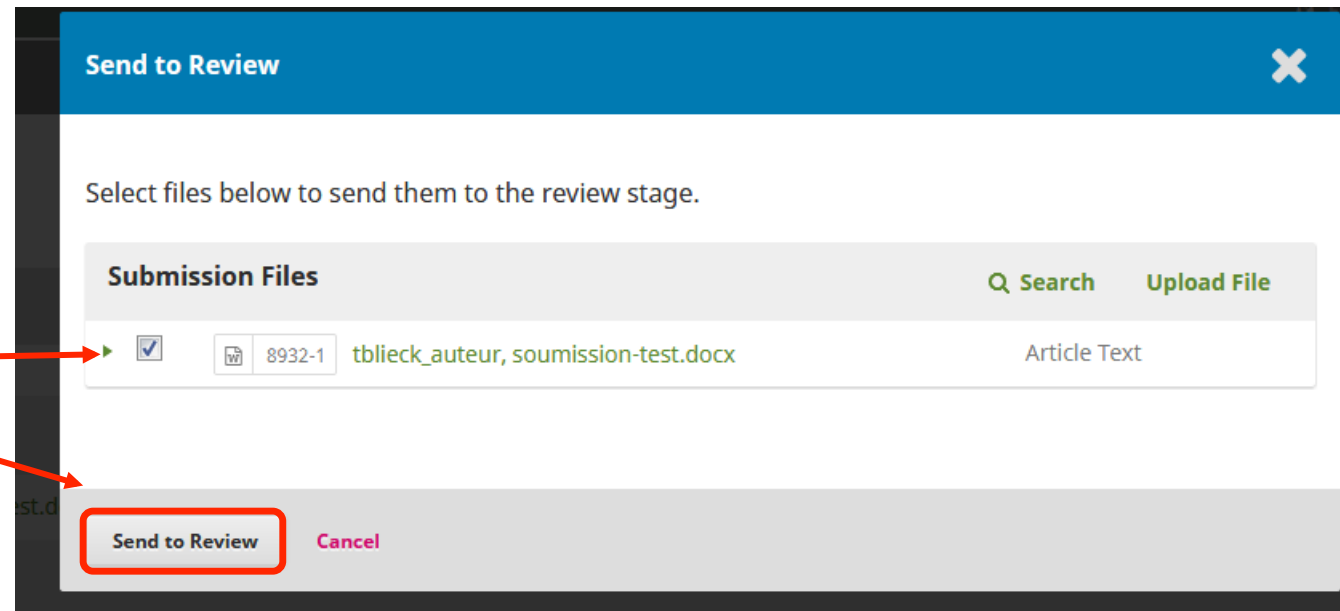
▶ Thomas Blieck-Auteur



Sending to Review

- If you consider that the submission is appropriate for the journal, you select **“Send to Review”** (action button on the previous screen) to move the submission to the review stage.

1. Select the file(s)
2. Click on “Send to Review”



Review: assigning reviewers (1)

Once you click on “Send to Review”, the submission enters the review stage. **A new “Round 1” tab is created** and a notification on the page indicates that **reviewers need to be assigned**.

Copy number variation in fungi and its implications for wine yeast genetic diversity and adaptation

Submission Review Copyediting Production Help

Round 1 New Review Round

Round 1 Status
Waiting for reviewers to be assigned.

Review Files Q Search Upload/Select Files

8899-1 Article Text, 233122.full.pdf Article Text

Request Revisions

Accept Submission

Decline Submission

Reviewers Add Reviewer

No Items

Revisions Q Search Upload File

No Files

Participants Assign

Associate editor

Thomas Blieck-EditeurAssocie

Author

Thomas Blieck-Auteur

Review: assigning reviewers (2)

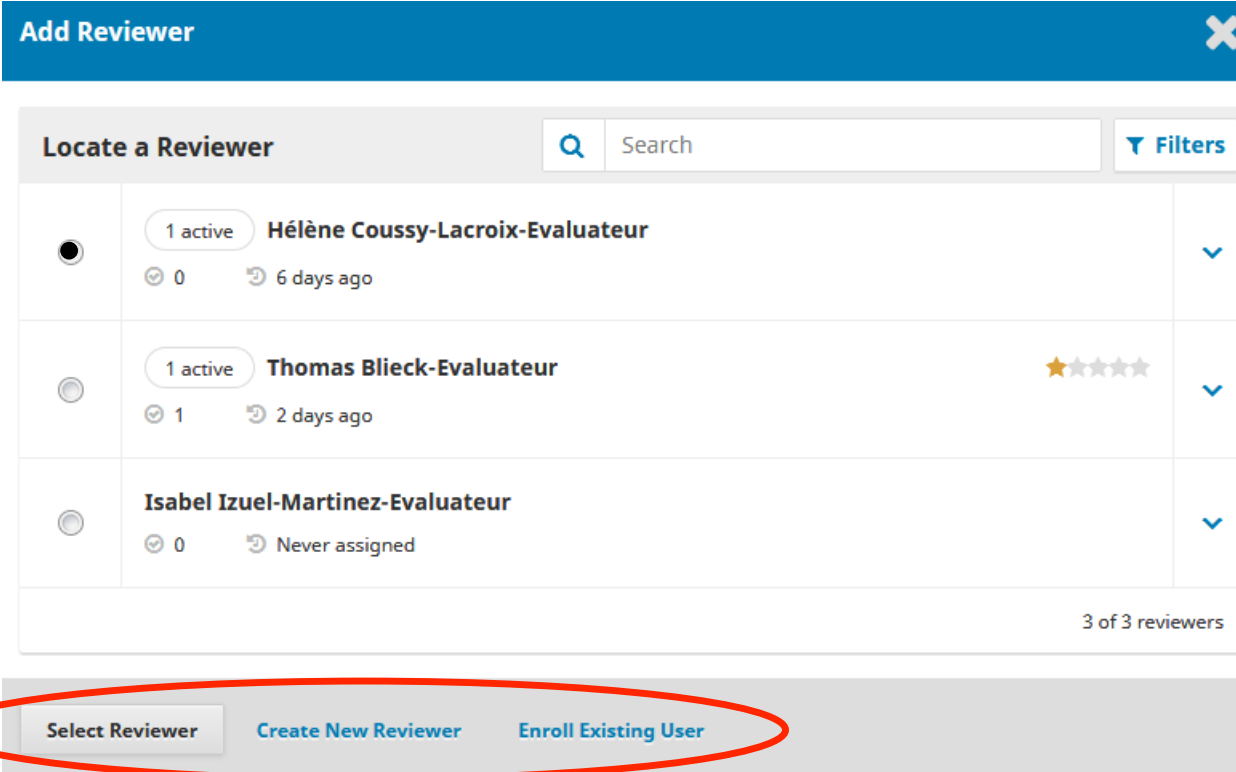
You can select “Add Reviewer” from the Reviewers panel to assign a reviewer.

The screenshot displays the submission management interface for the article "Copy number variation in fungi and its implications for wine yeast genetic diversity and adaptation". The interface includes a top navigation bar with "Metadata", "Editorial History", and "Submission Library". Below this, the article title is shown, followed by a tabbed interface with "Submission", "Review", "Copyediting", and "Production" tabs. The "Review" tab is active, showing "Round 1" and a "New Review Round" button. A "Round 1 Status" box indicates "Waiting for reviewers to be assigned." The "Review Files" section lists "8899-1 Article Text, 233122.full.pdf" with "Article Text" as the file type. The "Reviewers" section is currently empty, with a red circle highlighting the "Add Reviewer" button. The "Revisions" section is also empty. On the right side, there are buttons for "Request Revisions", "Accept Submission", and "Decline Submission", along with a "Participants" section listing "Associate editor" (Thomas Blieck-EditeurAssocie) and "Author" (Thomas Blieck-Auteur).

Review: assigning reviewers (3)

This opens a new window:

- **Select Reviewer:** Use this to confirm your selection if you have picked a reviewer from the list.
- **Create New Reviewer:** If none of the listed reviewers are suitable, you can use this button to create a new reviewer.
- **Enroll Existing User:** If none of the reviewers are suitable, you can enroll an existing user as a reviewer.



The screenshot shows a window titled "Add Reviewer" with a close button (X) in the top right corner. Below the title bar is a search bar labeled "Locate a Reviewer" with a search icon and a "Filters" button. The main content area displays a list of three reviewers:

Reviewer	Status	Activity	Rating	Action
Hélène Coussy-Lacroix-Evaluateur	1 active	0 reviews, 6 days ago		Dropdown arrow
Thomas Blicck-Evaluateur	1 active	1 review, 2 days ago	★★★★★	Dropdown arrow
Isabel Izuel-Martinez-Evaluateur		0 reviews, Never assigned		Dropdown arrow

At the bottom of the window, there are three buttons: "Select Reviewer", "Create New Reviewer", and "Enroll Existing User". These three buttons are circled in red.

Review: assigning reviewers (4)

This opens a new window with a message which you can possibly customize for the reviewer. Please note that reviews are due within three weeks.

Add Reviewer
✕

Selected Reviewer
Thomas Blicek-Evaluateur [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "Copy number variation in fungi and its implications for wine yeast genetic diversity and adaptation," which has been submitted to TEST3 Journal test UB. 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 web site is <http://revues.u-bordeaux.fr/ojs3/index.php/jtestub>

The review itself is due review due date.

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username). <http://revues.u-bordeaux.fr/ojs3/index.php/jtestub/login/lostPassword>

Submission URL: url

Thank you for considering this request.

Powered by TinyMCE

Important Dates

2018-05-30
Response Due Date

2018-06-06
Review Due Date

+ Files To Be Reviewed

Review Type

- Double-blind
- Blind
- Open

Add Reviewer
Cancel

Click on double-blind and “Add Reviewer” button to send the message and assign the reviewer. Repeat this action to assign at least two reviewers.

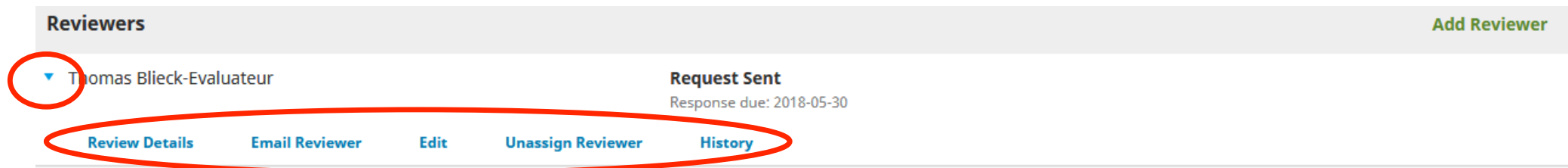
Review: assigning reviewers (5)

Reviewers will be provided with an extended text box to type in their comments.
The reviewers are now listed on the Review panel, along with the response deadline.
 More reviewers can be added by clicking on “Add Reviewer”.

The screenshot shows a web interface for managing a submission. At the top, there are navigation tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is active. Below this, there's a 'Round 1' section with a 'New Review Round' button. A 'Round 1 Status' box indicates 'Awaiting responses from reviewers.' Below that is a 'Review Files' section with a search bar and an 'Upload/Select Files' button. A file named '8991-1 Article Text, soumission-test.docx' is listed. The 'Reviewers' section is circled in red and contains one reviewer: 'Thomas Blicek-Evaluateur' with a 'Request Sent' status and a 'Response due: 2018-06-15'. To the right of the reviewers is an 'Add Reviewer' button. Below the reviewers is a 'Revisions' section with a search bar and an 'Upload File' button. On the far right, there are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission', along with a 'Participants' section showing 'Associate editor' (Thomas Blicek-EditeurAssocie) and 'Author' (Thomas Blicek-Auteur).

Review: assigning reviewers (6)

On the Reviewers panel, you can make additional changes using the blue arrow next to the reviewer's name.



Review Details: Provides details on the review.

Email Reviewer: Allows you to send a message to the reviewer.

Edit: Allows you to access the files.

Unassign Reviewer: Allows you to unassign the reviewer as long as he or she has not yet responded.

History: Provides a brief history of the review.

Review: assigning reviewers (7)

When the review deadline expires, an “Overdue” alert appears on the Reviewers panel. A reminder can be sent by clicking on “Send Reminder”.

The screenshot shows the OEN One review process interface. The top navigation bar includes 'Tasks 4', 'English', 'View Site', 'cvanleeuwen', and 'OENO One'. The main navigation tabs are 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is active, showing 'Round 1' and a 'New Review Round' button. A 'Round 1 Status' box indicates 'A review is overdue.' The 'Review Files' section shows a file named '9443-1 Article Text, GTD CmA_Oeno One_vdéf.pdf'. The 'Reviewers' table lists two reviewers, both with 'Overdue' status and 'Send Reminder' buttons. The 'Request Revisions' section has 'Accept Submission' and 'Decline Submission' buttons. The 'Participants' section lists 'Associate editor' participants: Pierre-Louis Teissedre, Cornélis van Leeuwen, and Stéphane Compant.

Reviewers		Add Reviewer
▶ Christophe Bertsch	Overdue Response due: 2018-05-25	Send Reminder
▶ Olivier Zekri	Overdue Review due: 2018-05-25	Send Reminder

Tracking reviews (1)


Once a reviewer has completed the review, the results are visible on the dashboard (“My Queue” tab). An automatic email notification will also be sent to you.

Here you will see **notifications that a new review has been submitted** and whether all reviews are in. To **see details, open the submission by clicking on the title.**

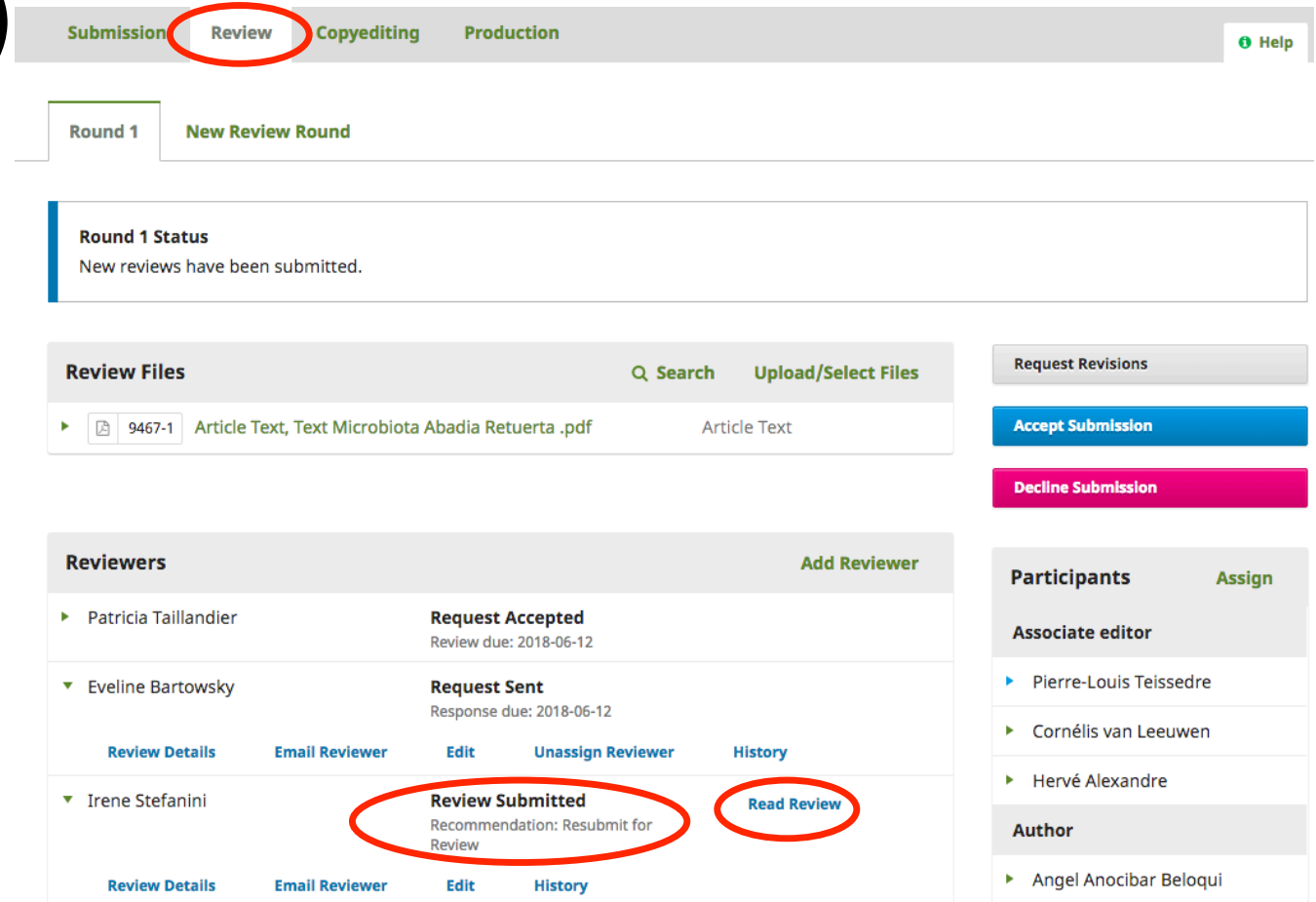
Submissions

The screenshot shows the 'My Assigned' section of the submission dashboard. At the top, there are tabs for 'My Queue' and 'Archives', and a 'Help' button. Below the tabs is a search bar and buttons for 'Filters' and 'New Submission'. The main content area displays a list of submissions. The first submission is 'Copy number variation in fungi and its implications for wine yeast genetic diversit...' with a 'Review' button and a '0/1' review count. The second submission is 'Extreme Amyloid Polymorphism in Staphylococcus aureus Virulent PSMα Peptides' by 'Thomas Blicek-Auteur'. This submission is highlighted with a blue box. A red circle highlights a notification icon and the text 'New reviews have been submitted.' Another red circle highlights the 'Review' button and the '1/1' review count for this submission. At the bottom right of the list, it says '2 of 2 submissions'.

Tracking reviews (2)

 Go to the “Review” tab (not the “Submission” tab) to access the review.

Use the “Read Review” link in the Reviewer 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 the journal's submission tracking interface. At the top, there are navigation tabs: Submission, **Review** (circled in red), Copyediting, and Production. A 'Help' icon is visible on the right. Below the tabs, there are sections for 'Round 1' and 'New Review Round'. A 'Round 1 Status' box indicates 'New reviews have been submitted.' The 'Review Files' section shows a file named '9467-1 Article Text, Text Microbiota Abadia Retuerta .pdf'. On the right, there are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission'. The 'Reviewers' table lists three reviewers: Patricia Taillandier (Request Accepted), Eveline Bartowsky (Request Sent), and Irene Stefanini (Review Submitted). The 'Review Submitted' status for Irene Stefanini and the 'Read Review' link are circled in red. The 'Participants' section lists the Associate editor (Pierre-Louis Teissedre, Cornélis van Leeuwen, Hervé Alexandre) and the Author (Angel Anocibar Beloqui).

Reviewers	Add Reviewer
▶ Patricia Taillandier	Request Accepted Review due: 2018-06-12
▼ Eveline Bartowsky	Request Sent Response due: 2018-06-12
	Review Details Email Reviewer Edit Unassign Reviewer History
▼ Irene Stefanini	Review Submitted Recommendation: Resubmit for Review
	Review Details Email Reviewer Edit History

Tracking reviews (3)

- By clicking on “Read Review”, a window appears with the reviewer’s recommendations and files.
- Please rate the reviewer according to the quality and timeliness of the review.
- **Use the “Confirm” button to validate the review.**

Review: Lorem ipsum ✕

Thomas Blicck-Evaluateur

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2018-05-25 08:50 AM

Recommendation: Accept Submission

Reviewer Files

[Q Search](#) [Upload File](#)

No Files

Recommendation

Set or adjust the reviewer recommendation.

Accept Submission ▼

Reviewer rating

Rate the quality of the review provided. This rating is not shared with the reviewer.

No rating
 ★★★★★
 ★★★★☆
 ★★★☆☆
 ★★☆☆☆
 ★☆☆☆☆

Confirm
Cancel

Tracking reviews (4)

A “Thank Reviewer” link will appear on the “Reviewers” panel.
Please select to thank the reviewer.

The screenshot displays the journal's submission tracking interface. At the top, a navigation bar includes tabs for 'Submission', 'Review' (which is active), 'Copyediting', and 'Production', along with a 'Help' button. Below this, a sub-navigation bar shows 'Round 1' and 'New Review Round'. A status box indicates 'Round 1 Status: All reviews are in and a decision is needed.' The 'Review Files' section lists a file named 'Article Text, 309062.full.pdf'. The 'Reviewers' section shows a reviewer named 'Thomas Blicck-Evaluateur' with a 'Complete' status and a recommendation to 'Accept Submission'. A red circle highlights the 'Thank Reviewer' link next to the reviewer's name. Other options like 'Revert Decision' are also visible. On the right side, there are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission'. The 'Participants' section lists 'Thomas Blicck-EditeurAssocie' as the Associate editor and 'Thomas Blicck-Auteur' as the Author. The 'Revisions' section at the bottom shows 'No Files'.

Tracking reviews (5)

A new window suggesting an email text will open. You can modify the text if needed. Click on the “**Thank Reviewer**” button to send the message.

Thank Reviewer [X]

Reviewer
Thomas Blicck-Evaluateur <thomas.blicck+evaluteur@u-bordeaux.fr>

Email to be sent to reviewer

Thomas Blicck-Evaluateur:

Thank you for completing the review of the submission, "Extreme Amyloid Polymorphism in Staphylococcus aureus Virulent PSMα Peptides," for TEST3 Journal test UB. We appreciate your contribution to the quality of the work that we publish.

Thomas Blicck-EditeurAssocie
thomas.blicck+editeurassocie@u-bordeaux.fr

Do not send email to Reviewer.

Thank Reviewer Cancel

Making the decision

Based on the reviewers' recommendations, you can use the action buttons to make a decision.

The screenshot displays the submission management interface. At the top, there are navigation tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. Below the tabs, a 'Round 1' status box shows 'Submission accepted.' A 'Review Files' table lists a file named '9462-1 Article Text'. On the right side, there are three prominent action buttons: 'Request minor or major Revisions' (green), 'Accept Submission' (blue), and 'Decline Submission' (pink). A large orange arrow points from the top right towards the 'Request minor or major Revisions' button.

Request revisions: This will require the author to make revisions.

Accept submission: This means the submission is accepted without any modification. The text is sent to the copyeditors.

Decline Submission: This means that the submission has not passed peer review and is unsuitable for further consideration. ⚠️ The submission is then moved to the Archives and an email is sent to the author.

Author's response

Once the author has made the revisions, you should receive an email and an alert on the “Review Discussions” panel.

You will also see the revised file on the “Revisions” panel.

At this point, you can download the revised file, check to make sure it is ready, and communicate with the author using the “Review Discussions” panel.

Round 1 Status
 Submission accepted.

Review Files Q Search Upload/Select Files

Request minor or major Revisions

▶ 10511-1 Article Text

Reviewers Add Reviewer

Accept Submission

▶ Pierre-Louis Teissedre Review Submitted Recommendation: Accept Submission Blind Read Review

▶ Cornélis van Leeuwen Review Submitted Recommendation: Revisions Required Blind Read Review

Revisions Q Search Upload File

Decline Submission

▶ 10856-1 Article Text

Review Discussions

Participants Assign

Associate editor

▶ Pierre-Louis Teissedre

▶ Cornélis van Leeuwen

Author

▶ Dr. Barbara Guddis

	Order	Add discussion
Name	From	Last Reply
▶ Response letter	-	0
▶ [OENO One] A message regarding OENO One	-	0

Accept the submission

Click on the “Accept Submission” button.

The screenshot displays the submission management interface for an Associate Editor. At the top, there are navigation tabs: **Submission**, **Review**, **Copyediting** (which is the active tab), and **Production**. A **Help** icon is located in the top right corner. Below the tabs, a **Round 1** section is visible. A **Round 1 Status** box indicates that the **Submission accepted.**

The main interface is divided into several sections:

- Review Files:** A table with columns for **Q Search** and **Upload/Select Files**. It contains one entry with ID **9462-1** and the file name **Article Text, 20160704, complete, Submission.pdf**.
- Request minor or major Revisions:** A green button.
- Accept Submission:** A blue button, which is circled in red in the image.
- Decline Submission:** A pink button.
- Reviewers:** A table with columns for **Add Reviewer**. It lists two reviewers, both with a **Blind** status and a **Revert Decision** link.
- Participants:** A table with columns for **Assign**. It lists participants under three roles: **Associate editor** (Pierre-Louis Teissedre, Cornélis van Leeuwen), **Author** (Wouter Bredius), and another role (Bart de Vries).
- Revisions:** A table with columns for **Q Search** and **Upload File**. It contains one entry with ID **10815-1** and the file name **Article Text, 20160704, complete, Submission, revised.pdf**.

Accept the submission

A new window allows you to inform the author that the submission has been accepted and to send him the accepted file.

1. Click on “Send an email notification” to inform the author that the submission has been accepted.
2. Select the file(s) you want to share with the author.
3. Click on “Next: select files for copyediting”.

Accept Submission
✕

Send Email

Send an email notification to the author(s): Marion Claverie, Martin Notaro, Jacques Wery
 Do not send an email notification

📄 📁 **B** *I* U 🔗 🔗 <> 🔄 📤 Upload 📎

Your manuscript will be published after some minor modifications.

Waiting for your revised manuscript,

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