# JPAAP Guide for Authors - revisions

Once your article has been through review stage, which can take a few months, you will be informed of the outcome – revisions required, resubmit elsewhere, accepted or declined. You will receive an email informing you of the decision and the next stage.

If you are informed that you need to complete revisions you'll receive an email similar to below. Please take note of the date the revisions need to be resupplied and ensure that you can achieve this. If not please email your editor or the journal manager as soon as possible.

The steps below will help you with how to do this.

1. Login to the website. This will take you to your article.
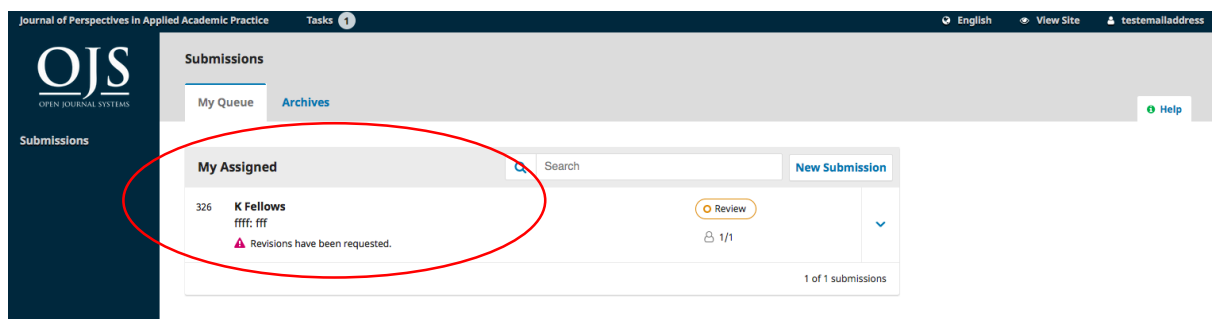
2. Click on your article. You can then see the different stages and any reviewers attachments or discussions.
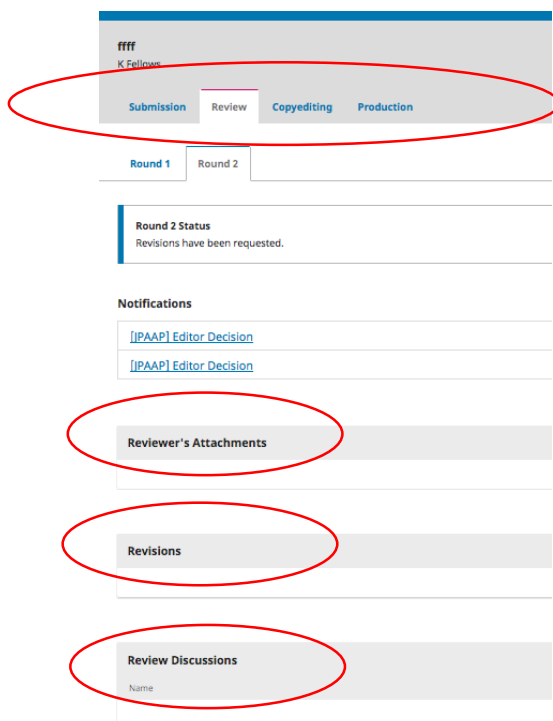
3. Ensure that you are in the review stage – four tabs will show for submission, review, copyediting and production.
4. Under Revisions click on Upload file on the right hand side and find your new file to upload. You must include a table at the end of the document and highlight any changed areas in red throughout the text. The new document must also be in the JPAAP template.

Revisions   Q Search   **Upload File**

No Files
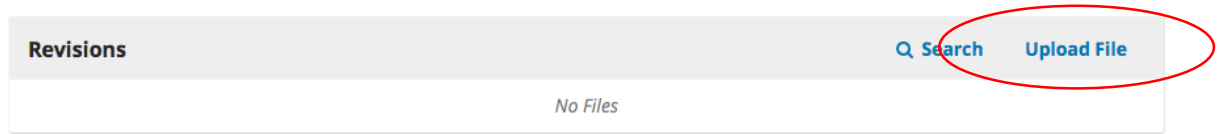
Fill in the details in the pop up box indicating that you are submitting a revision to an existing file and choose the article component.

Upload Review File   ✖

| 1. Upload File | 2. Review Details | 3. Confirm |

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file   ▾

Article Component *

Select article component   ▾

Continue   **Cancel**

Confirm Reviewer Details in step 2. And continue to then confirm and complete the upload of the new file.

5. Now add a review discussion so that the journal editor knows the revised file has been uploaded. Click on Add discussion within Review Discussions:

Choose participants – your editor/journal manager.
Add a subject and message – required fields. You do not need to attach your file here again. Click OK.

6. You will now see your uploaded revised file and your discussion:

7. Your editor will not check the file and decide if it needs to all reviewer comments have been addressed and whether a further review is required. They will then be in touch to let you know the next stage.