

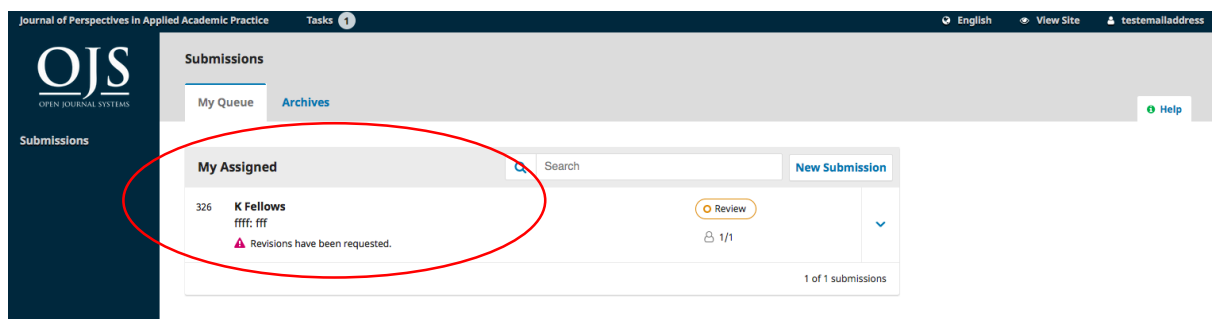
# JPAAP Guide for Authors - revisions

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.

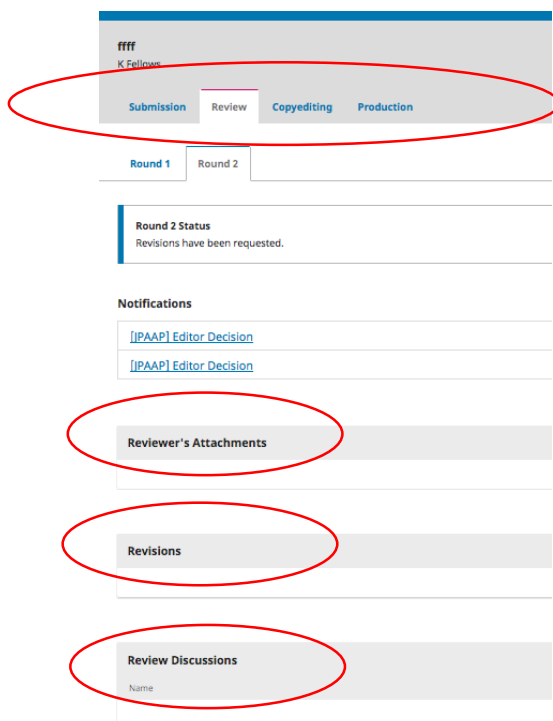
If you are informed that you need to complete revisions you'll receive an email similar to below. Please take note of the date the revisions need to be resupplied and ensure that you can achieve this. If not please email your editor or the journal manager as soon as possible.

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

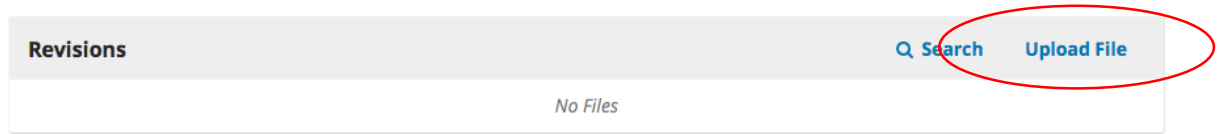
1. Login to the website. This will take you to your article.



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.



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.

A screenshot of a "Upload Review File" pop-up window. The window has a blue header with a close button (X) on the right. Below the header is a tabbed interface with three tabs: "1. Upload File" (selected), "2. Review Details", and "3. Confirm". The main content area contains a dropdown menu with the text "If you are uploading a revision of an existing file, please indicate which file." and the selected option "This is not a revision of an existing file". Below this is another dropdown menu labeled "Article Component \*" with the selected option "Select article component". At the bottom of the window, there are two buttons: "Continue" and "Cancel".

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

**Upload Review File** ✕

1. Upload File    2. Review Details    3. Confirm

## File Added

Add Another File

**Complete**    **Cancel**

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:

**Review Discussions** **Add discussion**

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

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.

**Add discussion** ✕

**Participants \***

- Kirsteen Wright Journal editor
- K Fellows Author

**Subject \***

**Message \***

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text color, Background color, Upload, etc.


**Attached Files** Search    Upload File

Search for files by Name

\* Denotes required field

**OK**    **Cancel**

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

Revisions		<a href="#">Q Search</a>	<a href="#">Upload File</a>
<a href="#">▶</a>  2679-1	<a href="#">Author, JPAAP Guide for Author Revisions.docx</a>	Word file	

Review Discussions		<a href="#">Add discussion</a>		
Name	From	Last Reply	Replies	Closed
<a href="#">▶ <u>Revised file uploaded</u></a>	testemailaddress Feb/12	-	0	<input type="checkbox"/>

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.