

OJS Submission System User Guide



Introduction to the system

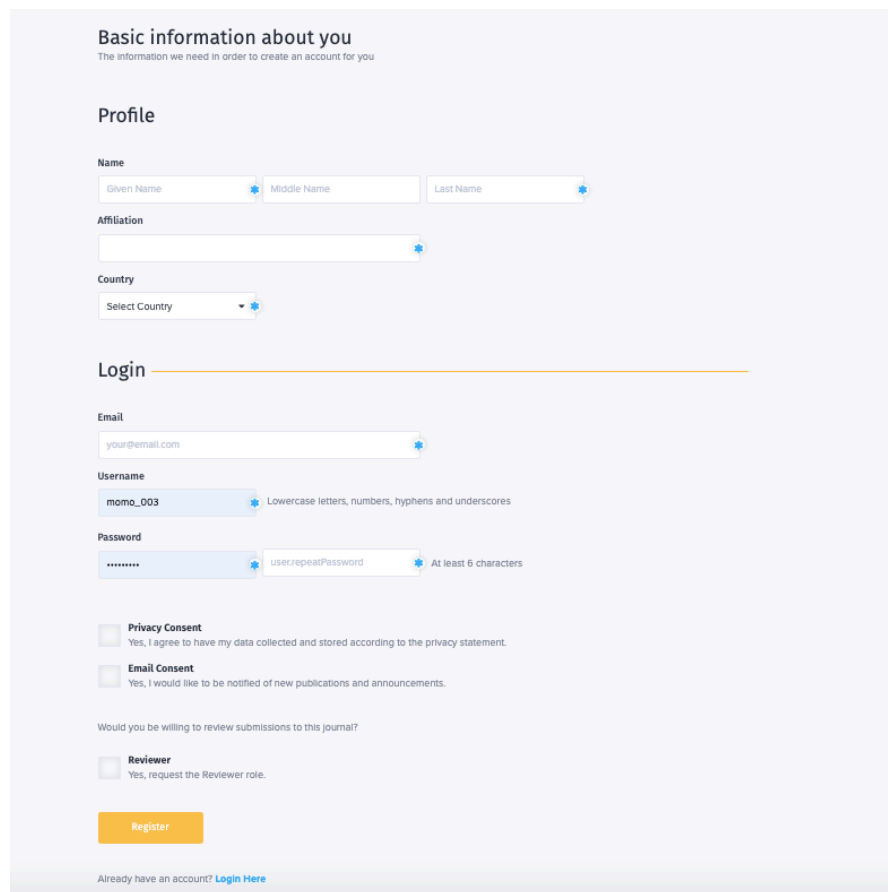
The submission system for JOVR is the Open Journal System (OJS version no. 3.1.1.4). We will use the system to handle all the submissions and manage the publication process of the journal.

1. Roles

1.1. Author:

1.1.1. Registration to the submission system for the first-time users:

(a) Click on register and fill in the form



The image shows a registration form titled "Basic information about you" with the subtitle "The information we need in order to create an account for you". The form is divided into two main sections: "Profile" and "Login".

Profile Section:

- Name:** Three input fields for "Given Name", "Middle Name", and "Last Name".
- Affiliation:** A single-line text input field.
- Country:** A dropdown menu labeled "Select Country".

Login Section:

- Email:** A single-line text input field.
- Username:** A single-line text input field with a hint: "Lowercase letters, numbers, hyphens and underscores".
- Password:** A single-line text input field with a hint: "At least 6 characters".

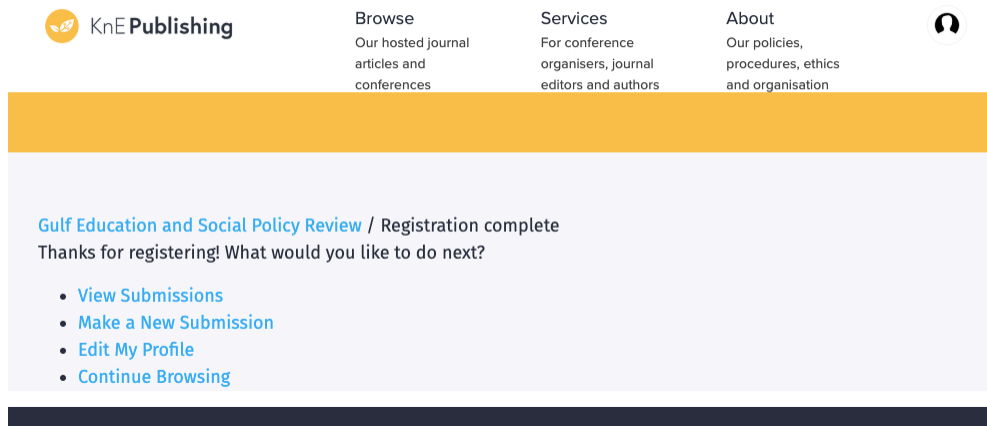
Consent and Reviewer Options:

- Privacy Consent:** A checkbox with the text "Yes, I agree to have my data collected and stored according to the privacy statement."
- Email Consent:** A checkbox with the text "Yes, I would like to be notified of new publications and announcements."
- Reviewer:** A checkbox with the text "Yes, request the Reviewer role."

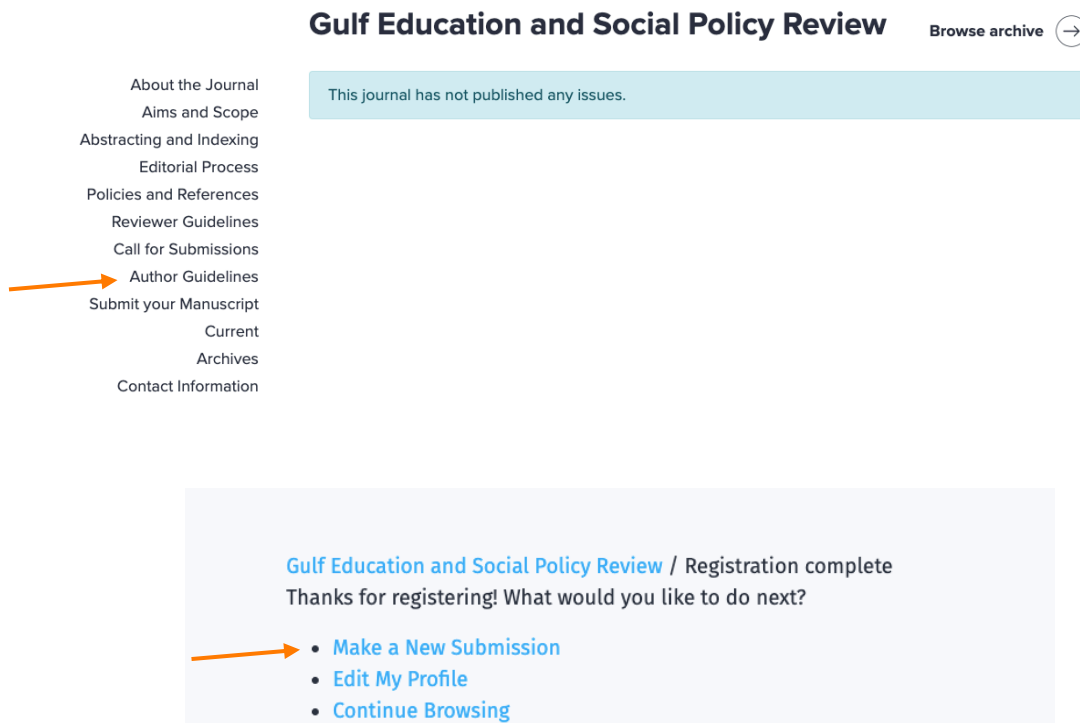
Registration Button: An orange button labeled "Register".

Footer: A link "Already have an account? [Login Here](#)".

(b) Upon registration, you'll be directed to the below page and you'll have to choose from the following four options: **View Submissions, Make a New Submission, Edit Your Profile, or Continue Browsing**



(c) Submitting manuscripts to the journal



(d) This will open the following page: please read carefully all the listed submission requirements and check all, then click on **save and continue** to move to the next steps

Gulf Education and Social Policy Review

Tasks 1

English View Site mmo_003

Submit an Article

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


Section 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.

Cover Letter *



Corresponding Contact *

☐ I agree to be contacted about this submission.

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

(e) Once you save and continue, the following window will open up

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component *

Select article component

Continue Cancel

(f) Select **Article Text** from the dropdown menu

Upload Submission File

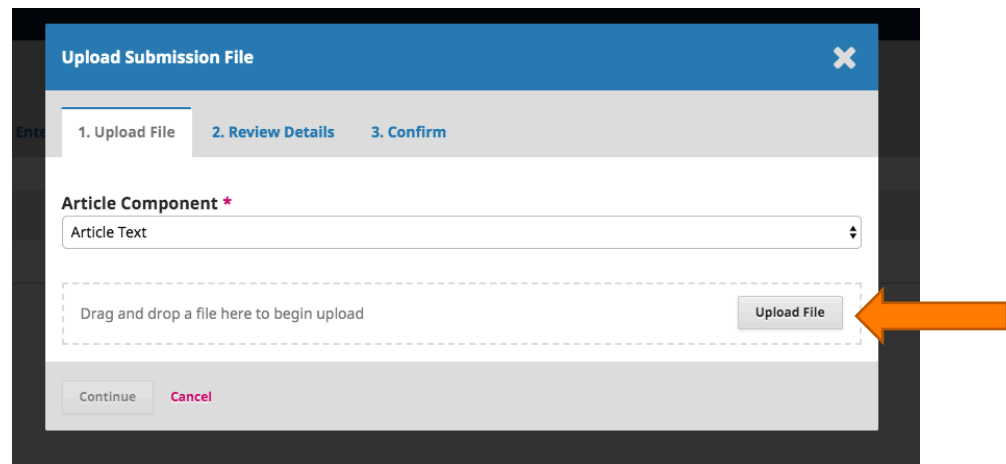
1. Upload File 2. Review Details 3. Confirm

Article Component *

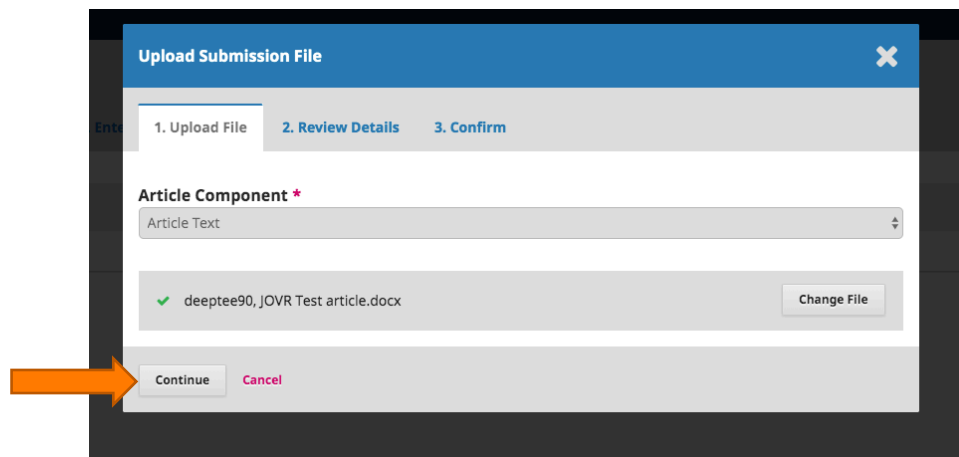
✓ Select article component

- Article Text
- Research Instrument
- Research Materials
- Research Results
- Transcripts
- Data Analysis
- Data Set
- Source Texts
- Other

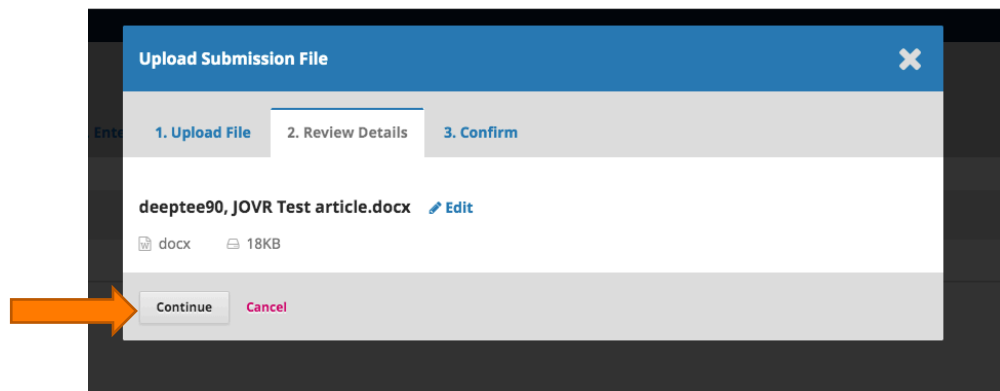
(g) Upload the manuscript by dragging & dropping the file OR by clicking on the **Upload File** button



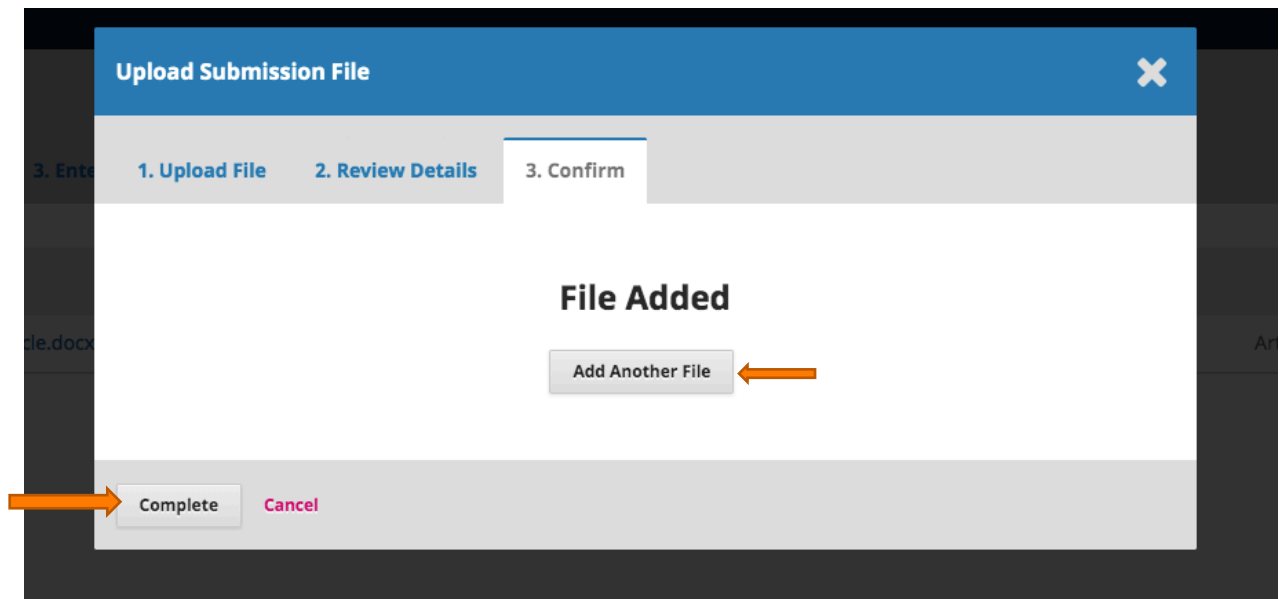
(h) Then, click on **Continue**:



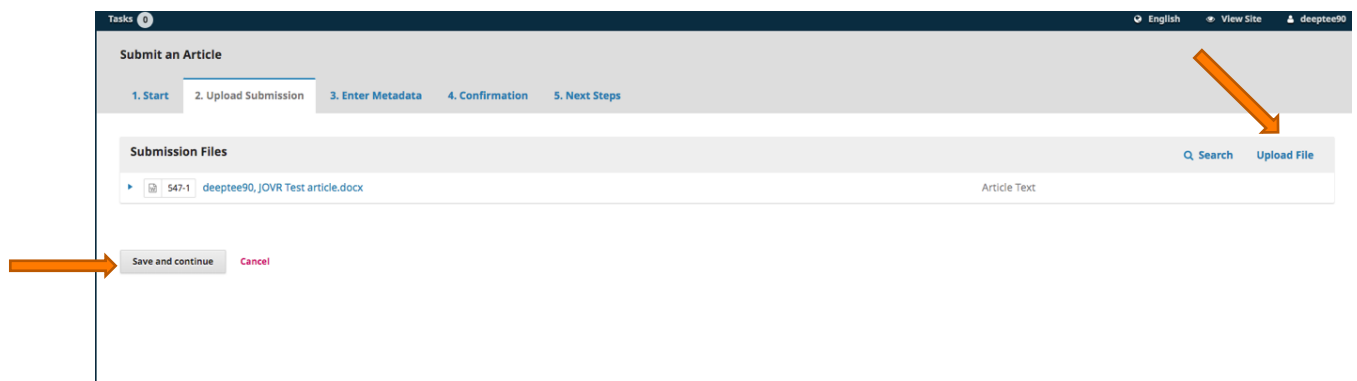
(i) Confirm the upload by clicking on **Continue** again:



(j) You can add additional files by clicking on **Add Another File** OR complete the submission by clicking on **Complete**:



(k) Clicking on **Complete** will lead you to the following page, where you'll have to **Save and continue** again (Remember you still have the option to change the file at this point by simply clicking on **Upload File** button on the right side)



(l) The **Save and continue** button will then lead you to the metadata page, where you can fill in the article metadata, i.e., **article title, abstract, references, and keywords**, and then scroll down and click on **Save and continue** again to move to the next page:

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

Prefix
 Examples: A, The

Title *
 JOVR Test Article

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

ABC

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Deepti T2	deepteethapa@yahoo.com	Author	✓	✓

Submission Metadata
These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

(m) Now, click on **Finish Submission** and then **OK**:

Tasks 0

Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

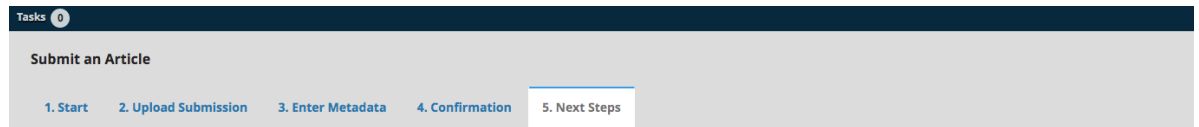
Finish Submission Cancel

Confirm ✕

Are you sure you wish to submit this article to the journal?

OK Cancel

(n) As you complete your submission, the following should be the final page. At this point, the system will notify the journal editor regarding your submission and you will receive a confirmation email for your reference



Submission complete

Thank you for your interest in publishing with Test case: JOVR.

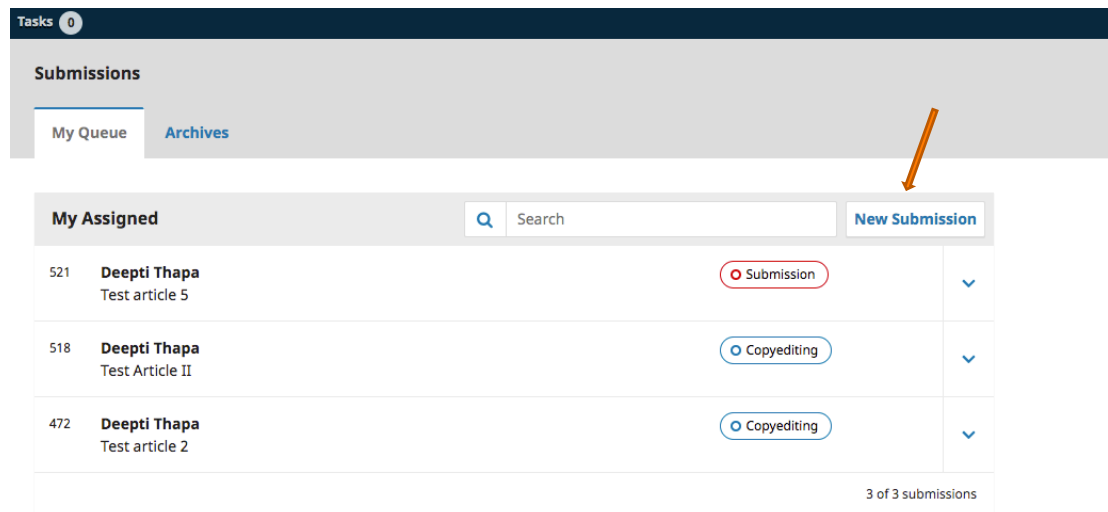
What Happens Next?

The Journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

- 1.1.2. Registered User: a registered user shall see the following page first thing they log in; this page indicates the stage at which their submitted manuscript is at the moment. You can make a new submission by clicking on New Submission on the right side



After this, **steps (d)–(n)** follow.

2. For Editors

2.1. The Editor-in-Chief (EiC)/Journal Manager (JM) of the journal will be notified of each new submission.

(a) Logging into the EiC/JM’s profile will lead to the following page, where they will be able to see a list of all the submissions and their respective statuses. They then need to click on the newly submitted manuscript and assign a Sub-/Section Editor (SE) to it:

Submissions

My Queue

Unassigned

All Active

Archives

My Assigned

Search

Filters

New Submission

584	Deepti T2 JOVR Test Article	<div>Submission</div>	
521	Deepti Thapa Test article 5	<div>Submission</div> <div>1</div>	<div></div>
518	Deepti Thapa Test Article II	<div>Copiediting</div>	<div></div>
472	Deepti Thapa Test article 2	<div>Copiediting</div>	<div></div>

4 of 4 submissions

New Submission

Manuscript status

(b) The EiC/JM will be able to view new submissions under the **Unassigned** tab and assign an SE to those submissions (**Note:** the same steps can be followed for adding more Editors to the submission):

Gulf Education and Social Policy Review

Tasks 3

English

View Site

eBruce

OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Statistics

Submissions

My Queue

Unassigned

All Active

Archives

Unassigned

Search

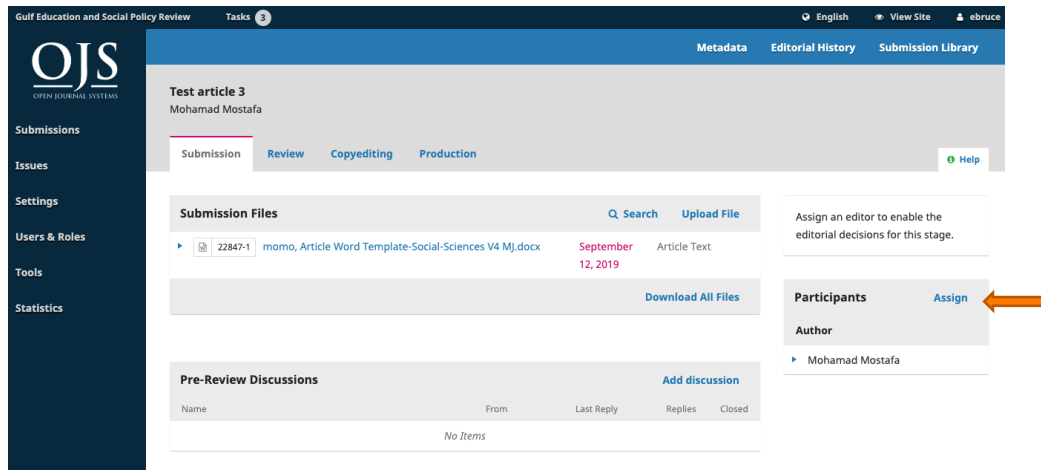
Filters

New Submission

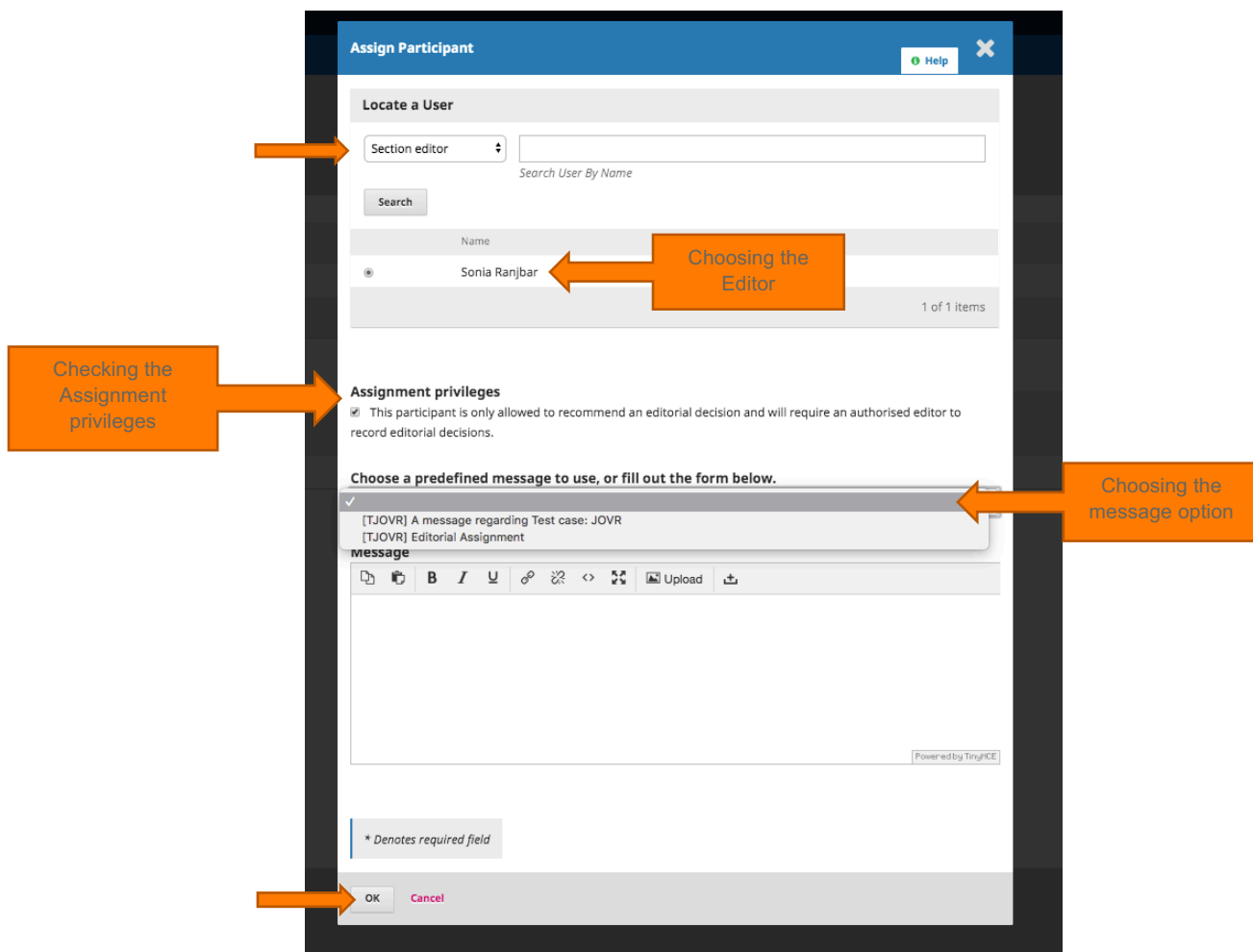
5179	Mohamad Mostafa Test article 3	<div>Submission</div>	<div></div>
5178	Mohammad Mostafa Test article 3	<div>Submission</div>	<div></div>
5174	Elizabeth Bruce A Test Article: A test article	<div>Submission</div>	<div></div>

3 of 3 submissions

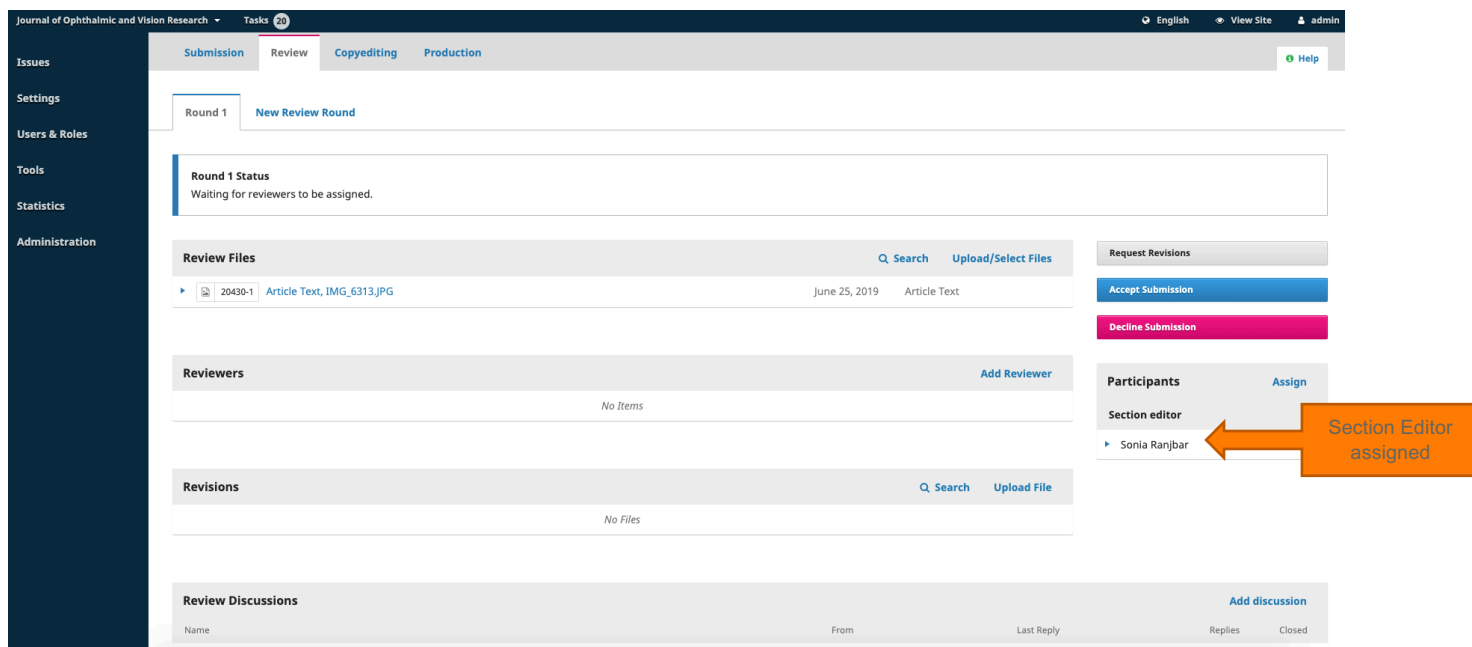
No editor has been assigned to this submission. [Assign Editor](#)



(c) The EiC/JM can select an SE of their choice from the dropdown menu. They need to check on the **Assignment privileges** option for the SE to allow them to only recommend an editorial decision which shall be finally reviewed and recorded by the EiC/JM. After this, the EiC/JM can either choose a predefined message or draft a new message to be sent to the SE. The EiC/JM can finally click on OK and the SE will be added to the list of participants.



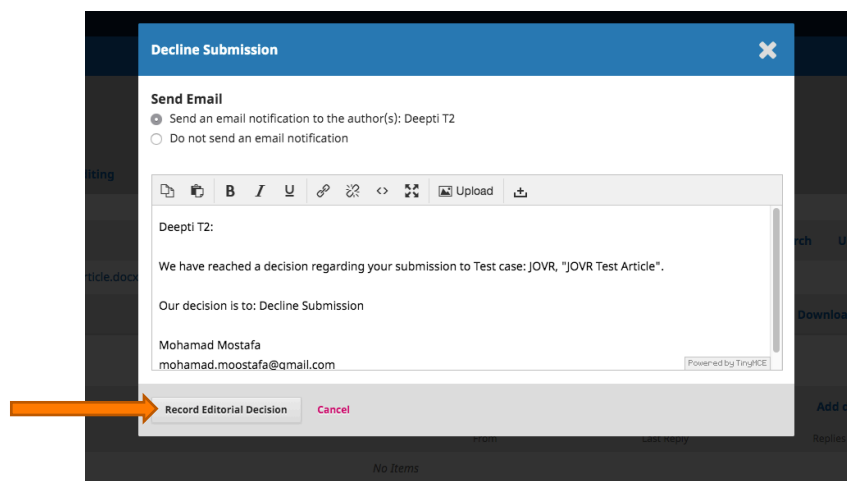
(d) This will take you to the following page:



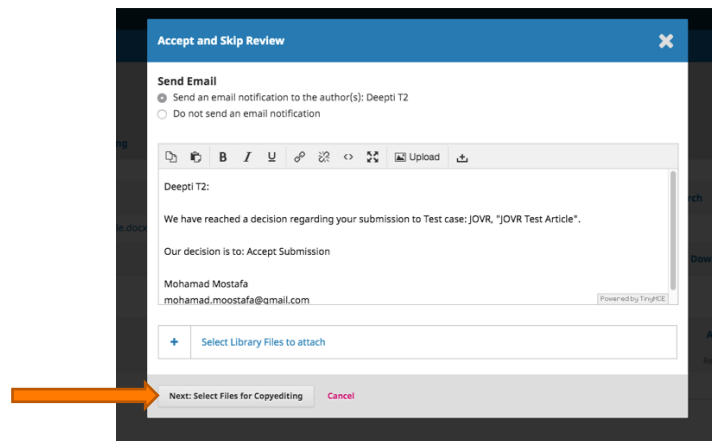
At this level, the EiC and the SE will have three options:

- (1) To directly reject the manuscript (by clicking on the **Decline Submission**)
- (2) To skip review and accept the manuscript directly
- (3) To send the manuscript for review (by clicking on the **Send to Review** button)

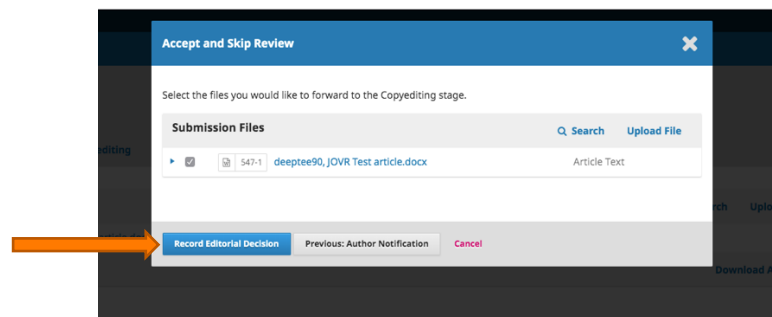
(1) If the EiC/SE clicks on the **Decline Submission** button, the following window will come up. The EiC/SE can choose to send an email notification to the author and customize the body of the email. After this, the EiC needs to record the decision by clicking on the **Record Editorial Decision** button. Once rejected, the submission will go to the archives tab in the EiC/JM's portal



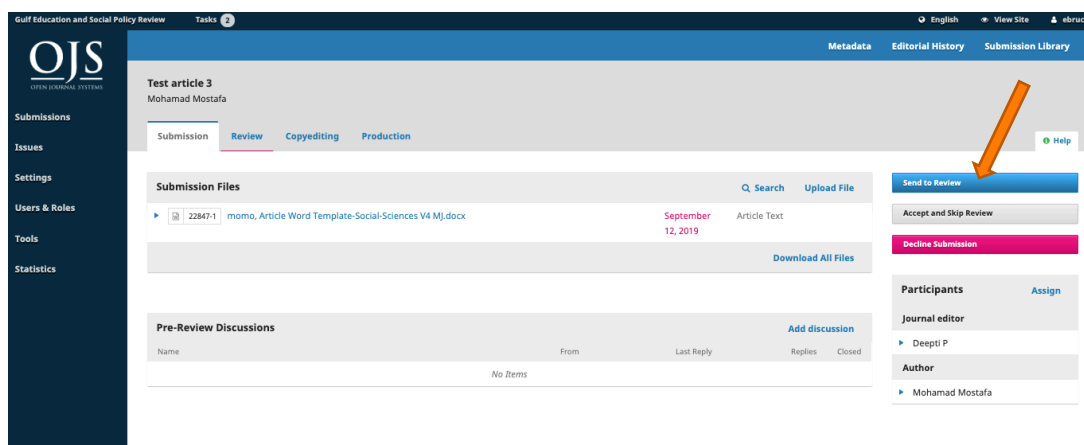
(2) If the EiC/SE decides to skip the review and accept the manuscript, the following window will come up. The EiC/SE can choose to send an email notification to the author and customize the body of the email. After this, the EiC/SE needs to click on **Select Files for Copyediting**.



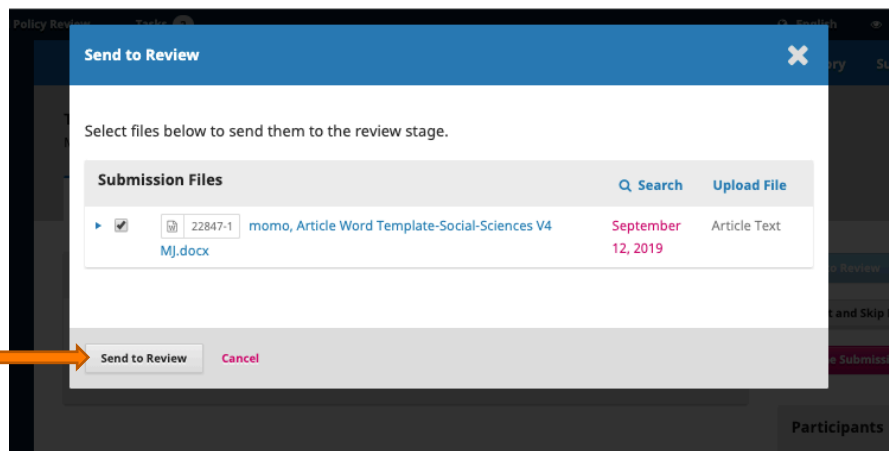
This will lead to the following window, where the EiC/SE will need to record the decision by clicking on the **Record Editorial Decision** button



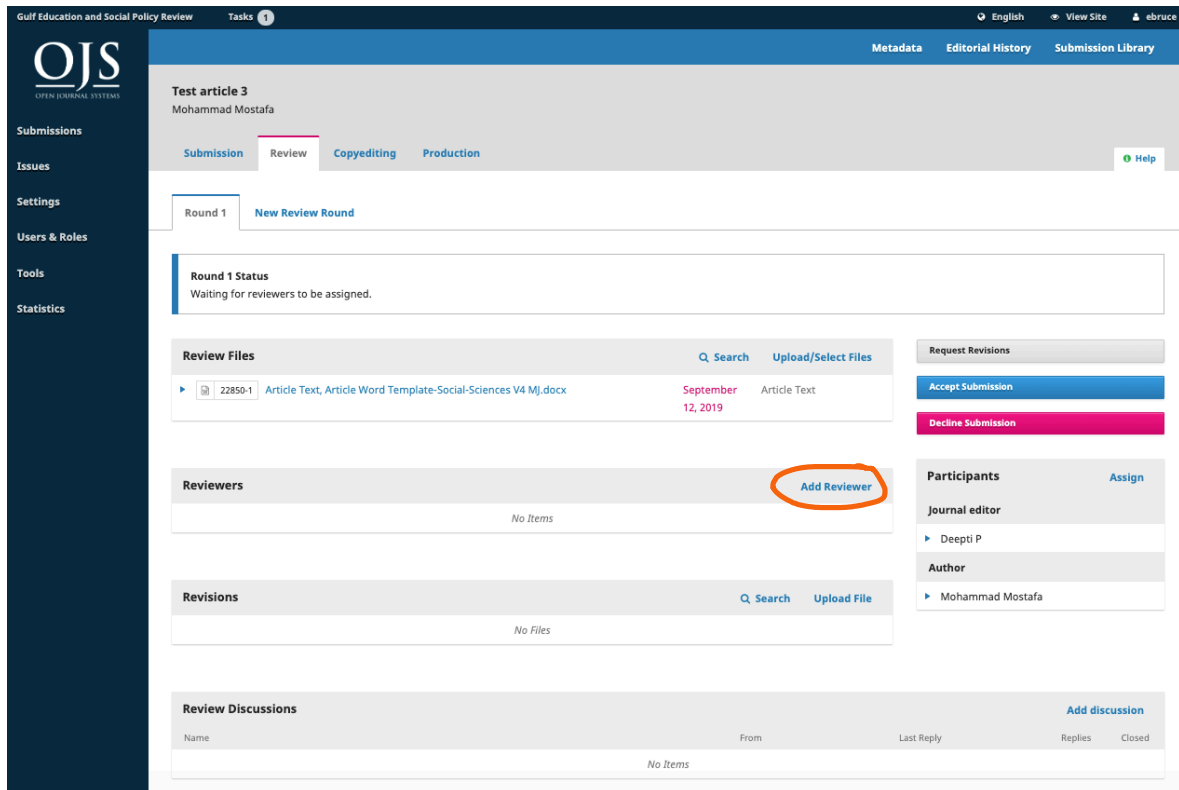
(3) If the EiC/SE decides to send manuscript to review, they can click on the **Send to review** button:



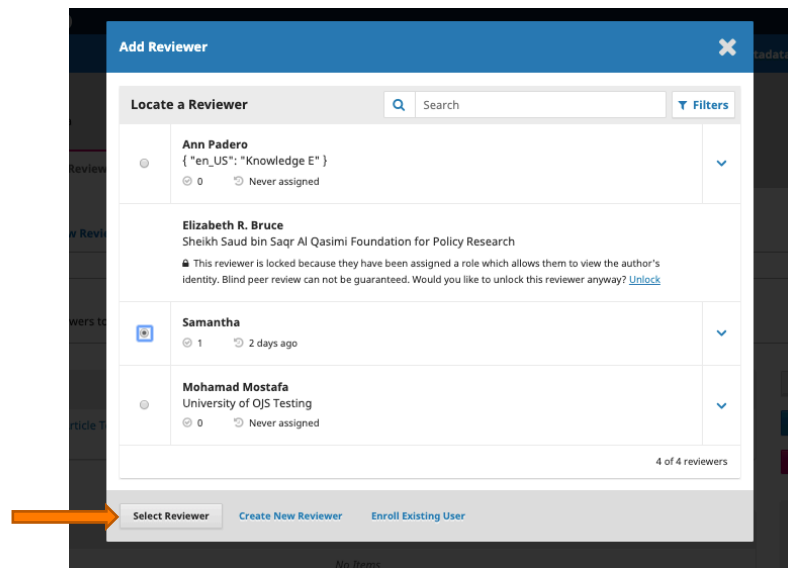
And click on **Send to Review** again:



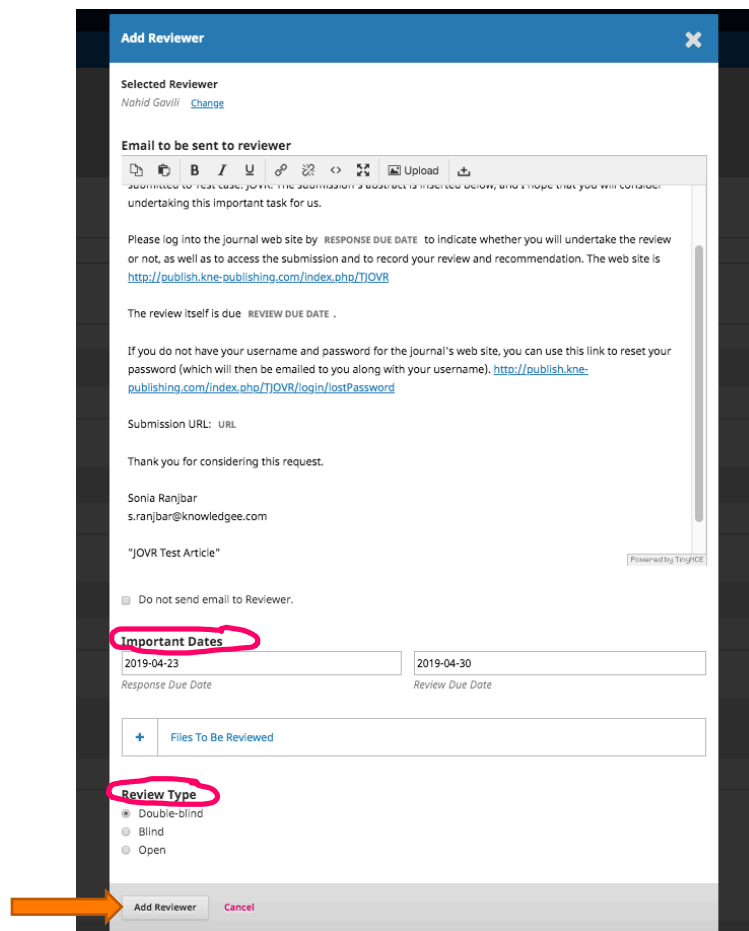
The EiC/SE can now add reviewers to the submission by clicking on the **Add Reviewer** button



You can select the reviewer of your choice from the list and click on **Select Reviewer**:



Choose the **Review Type**, set up the **review and response dates**, and then click on the **Add Reviewer** button at the bottom:



The review request is sent to the Reviewer who will now have to confirm it from their end. Similarly, more reviewers can be added.

3. For Reviewers

When the Reviewer logs in to their account, they should see the following page with a queue of manuscripts assigned to them. Click on the article to be reviewed.

The screenshot shows a dashboard with a 'Tasks' header and a 'Submissions' section. Below 'Submissions' are tabs for 'My Queue' and 'Archives'. The 'My Assigned' section contains a table of tasks:

Task ID	Task Name	Status	Response Due	Review Due
584	JOVR Test Article	Waiting for a response from the reviewer.	2019-04-23	2019-04-30
518	Test Article II	Review Submitted		
472	Test article 2	Review Submitted		

An orange arrow points to the first row (Task ID 584). At the bottom right of the table, it says '3 of 3 submissions'.

Accept Review and Continue to Step 2 OR Decline the review request

The screenshot shows the 'Request for Review' page for the 'JOVR Test Article'. It includes sections for 'Article Title', 'Abstract', 'Review Type', 'Review Files', 'Review Schedule', and a consent checkbox. At the bottom, there are two buttons: 'Accept Review, Continue to Step #2' and 'Decline Review Request'. An orange arrow points to the 'Accept Review, Continue to Step #2' button.

Request for Review
You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
JOVR Test Article

Abstract
ABC

Review Type
Double-blind

Review Files

File Name	File Type
Article Text, JOVR Test article.docx	Article Text

[View All Submission Details](#)

Review Schedule

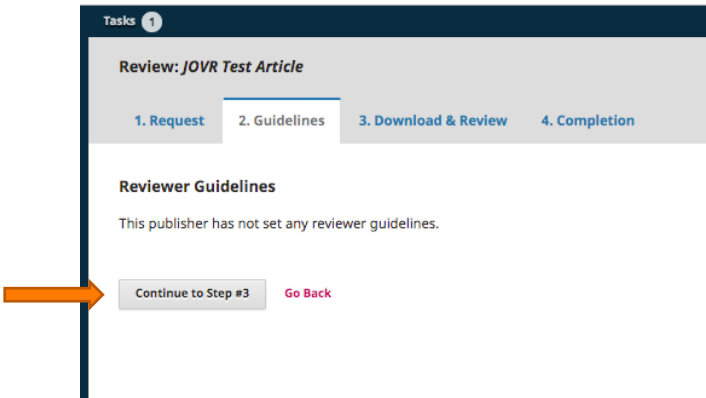
Editor's Request	Response Due Date	Review Due Date
2019-04-02	2019-04-23	2019-04-30

[About Due Dates](#)

☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Accept Review, Continue to Step #2](#) [Decline Review Request](#)

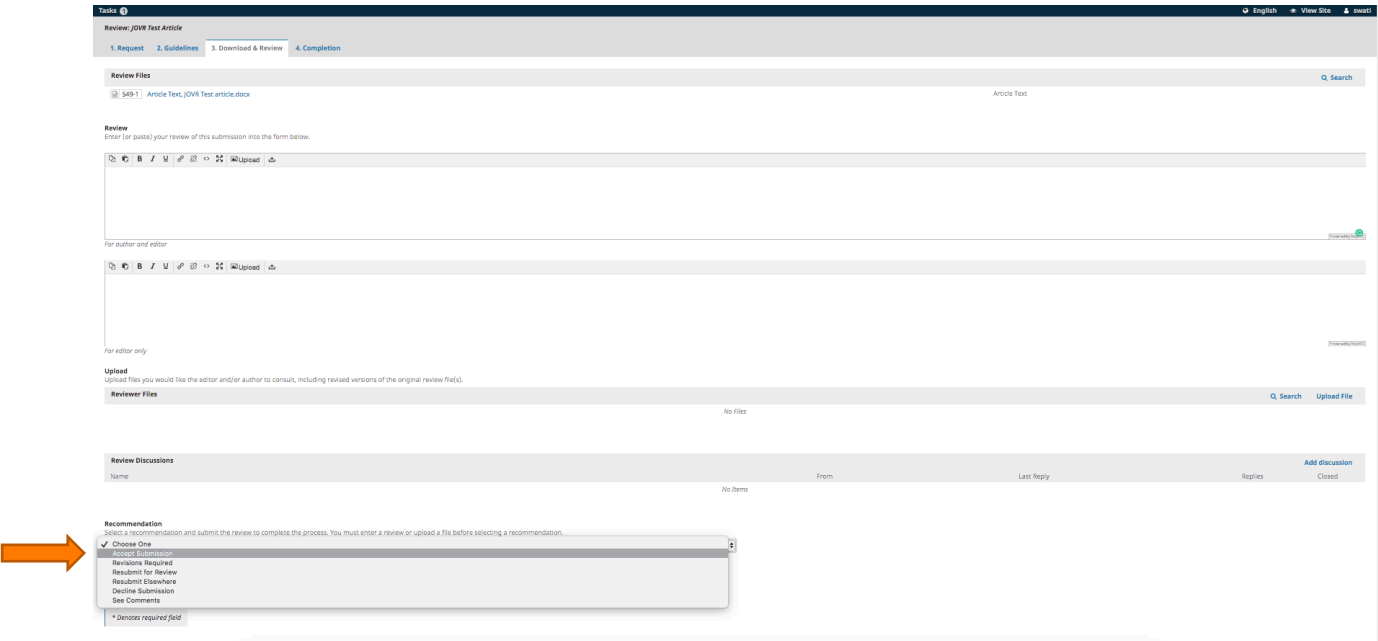
If you choose to accept Review, the next page lists Review guidelines after which you can click on the Continue to Step 3 button:



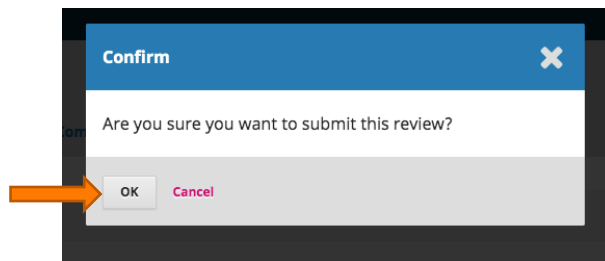
Step 3 will open up a form to be filled by the Reviewer. Choose the Recommendation from the drop-down menu and then click on the Submit Review button below it. The Reviewer can take the following actions:

- (a) Accept Submission
- (b) Revisions Required
- (c) Resubmit for Review
- (d) Resubmit Elsewhere
- (e) Decline Submission

(a) For acceptance:



Click on OK



This will then lead to the following page:

Tasks 1

English View Site sv

Review: JOVR Test Article

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

This will notify the SE (with limited permission level) assigned to the submission who can record their decision based on the Reviewer's recommendation by clicking on the reviewed article.

Tasks 4

Submissions

My Queue Archives

My Assigned [Filters](#) [New Submission](#)

584	Deepti T2 JOVR Test Article ▲ New reviews have been submitted.	Review 1/2	▼
521	Deepti Thapa Test article 5	Submission 1	▼
518	Deepti Thapa Test Article II	Copyediting	▼
472	Deepti Thapa Test article 2	Copyediting	▼

4 of 4 submissions

Click on the **Make Recommendation** button

Tasks 4 English View Site sonia

JOVR Test Article
Deepti T2

Submission Review Copyediting Production Help

Round 1 New Review Round

Round 1 Status
New reviews have been submitted.

Review Files Search Upload/Select Files

49-1 Article Text, JOVR Test article.docx Article Text

Reviewers Add Reviewer

Reviewer	Status	Response due	Blind	Action
Nahid Gavili	Request Sent	2019-04-23	Double-blind	
Swati Gajjar	Review Submitted	Recommendation: Accept Submission	Double-blind	Read Review

Revisions Search Upload File

No Files

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Make Recommendation

Participants Assign

Editor-in-Chief
Mohamad Mostafa

Section editor
Sonia Ranjbar

Author
Deepti T2

Choose their **Recommendation** and record their decision by clicking on the **Record Editorial Recommendation** button.

Make Recommendation

Recommendation
Recommend an editorial decision for this submission.

☒ Choose One
☐ Request Revisions
☐ Resubmit for Review
☐ Accept Submission
☐ Decline Submission

☒ Send an email notification to the editor(s): Mohamad Mostafa
☐ Do not send an email notification

☒ Create a review discussion about this recommendation.
☐ Do not create a review discussion.

Mohamad Mostafa:
 The recommendation regarding the submission to Test case: JOVR, "JOVR Test Article" is: {\$recommendation}
 Sonia Ranjbar
 s.ranjbar@knowledgee.com

Record Editorial Recommendation Cancel

This will notify the EiC/JM of the SE's decision on the submission

JOVR Test Article
Deepti T2

Submission | **Review** | Copyediting | Production

Round 1 | **New Review Round**

Round 1 Status
All recommendations are in and a decision is needed.

Review Files
S49-1 | Article Text, JOVR Test article.docx | Article Text

Reviewers
Nahid Gavili | Request Sent | Response due: 2019-04-23
Swati Gajjar | Review Submitted | Recommendation: Accept Submission

Revisions
No Files

Review Discussions

Name	From	Last Reply	Replies	Order	Add discussion
Recommendation	sonia Apr/02	-	0		
[T2QVR] A message regarding Test case: JOVR	sonia Apr/02	-	0		
Recommendation	sushant Apr/02	-	0		

Participants
Editor-in-Chief: Mohamad Mostafa
Section editor: Sonia Ranjbar
Associate Editor: Sushant Virdi
Author: Deepti T2

Buttons: Request Revisions, Accept Submission, Decline Submission, Assign

Annotations:
- Orange arrow pointing to "Accept Submission": "These are the SEs' decisions"
- Orange arrow pointing to "Review Submitted": "These are the two reviewers' feedback"

The EiC can now click on the **Accept Submission** button and record the final decision. Click on the **Select Files for Copyediting** button and then on the **Record Editorial Decision** button in the next window.

Accept Submission

Send Email
☒ Send an email notification to the author(s): Deepti T2
☐ Do not send an email notification

Rich text editor content:
 Deepti T2:
 We have reached a decision regarding your submission to Test case: JOVR, "JOVR Test Article".
 Our decision is to: Accept Submission
 Mohamad Mostafa
 mohamad.moostafa@gmail.com

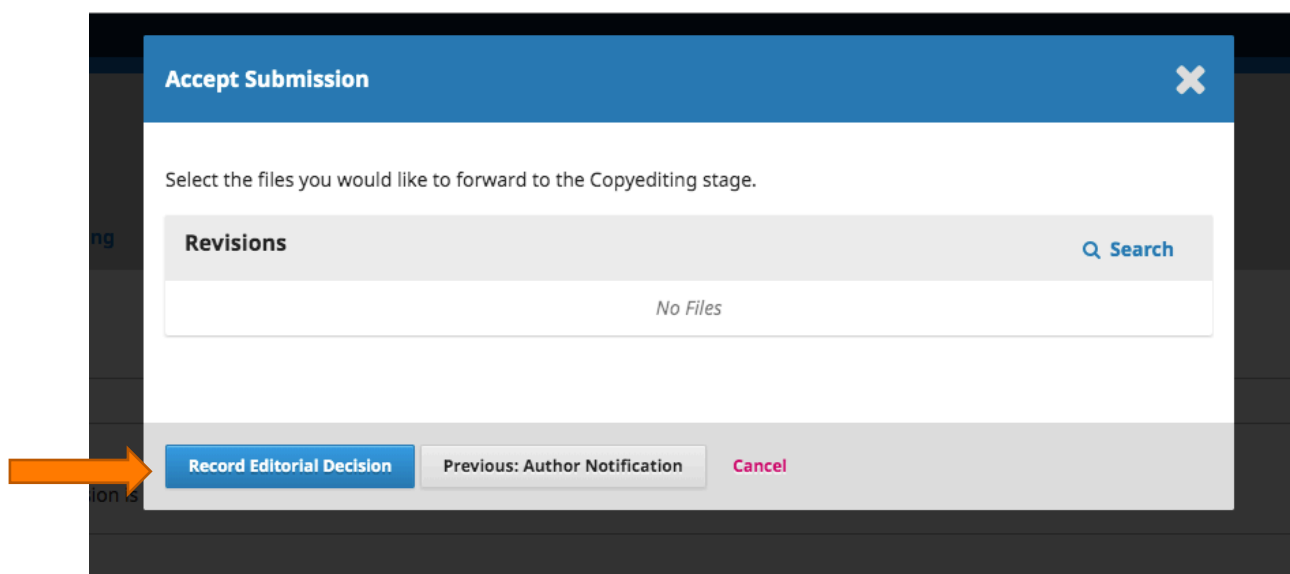
Buttons: + Add Reviews to Email

Select review files to share with the author(s)
No Files

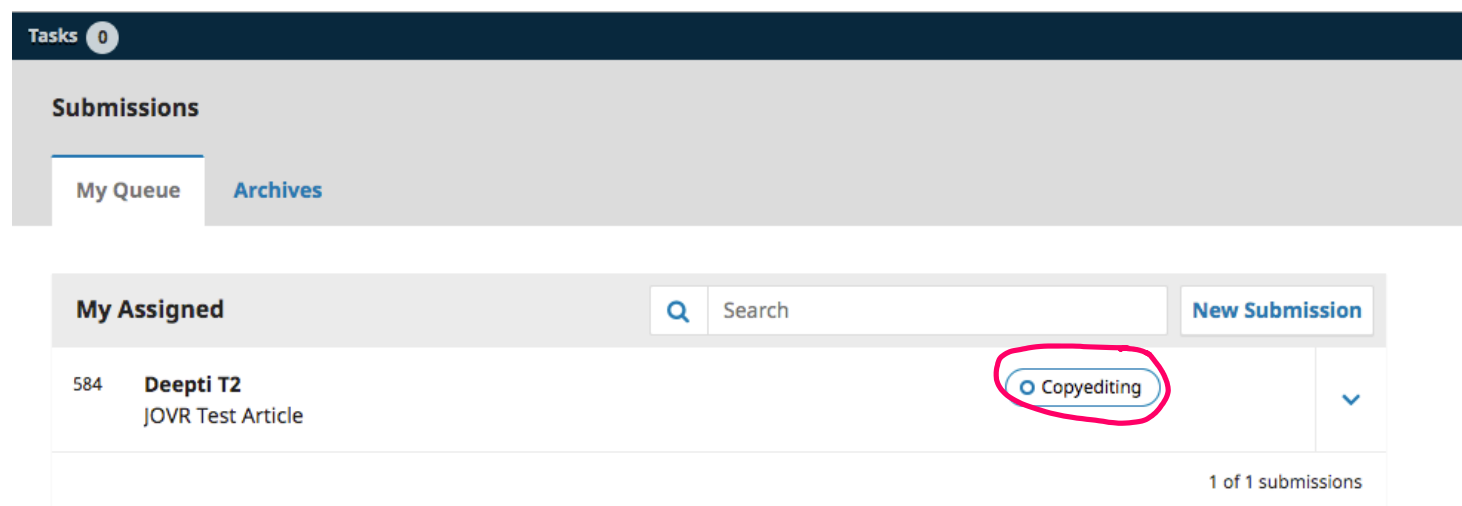
Select Library Files to attach

Next: Select Files for Copyediting | Cancel

Annotation: Orange arrow pointing to "Next: Select Files for Copyediting"



After the acceptance by the EiC, the manuscript will automatically move to the copyediting stage. The author should be able to see the status of their manuscript as follows:



For Rejections:

The steps from submission to Rejection will be the same except the SE should notify the EiC directly for rejections as per the below screenshot.

Change Recommendation

Recorded Recommendations

Round 1 (2019-04-02 10:56 AM): Decline Submission
Round 1 (2019-04-02 10:58 AM): Decline Submission

Recommendation

Recommend an editorial decision for this submission.

Decline Submission

Notify Editors

☒ Send an email notification to the editor(s): Mohamad Mostafa
☐ Do not send an email notification

☒ Create a review discussion about this recommendation.
☐ Do not create a review discussion.

B

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U

<>

Upload

Mohamad Mostafa:

For Revision:

If the Reviewer recommends a manuscript for revision or to be resubmitted for review, the SE will be notified as follows:

Gulf Education and Social Policy Review

Tasks 2

OJS

OPEN JOURNAL SYSTEMS

Submissions

Submissions

My Queue

Archives

My Assigned

Q

Search

Filters

New Submission

5181

Ann Padero

al quasimi test 2

Review

1/1

1 of 1 submissions

Clicking on the submission, will lead the SE to the following page

Gulf Education and Social Policy Review Tasks 2 English View Site s-gajjar

OJS OPEN JOURNAL SYSTEMS

Submissions

al quasimi test 2
Ann Padero

Submission Review Copyediting Production Help

Round 1 New Review Round

Round 1 Status
Awaiting recommendations from editors.

Review Files Search Upload/Select Files

22858-1	Article Text, Article Word Template-Social-Sciences V4 MJ.docx	September 15, 2019	Article Text
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Reviewers Add Reviewer

Mohamad Mostafa	Complete Recommendation: Revisions Required	Double-blind	Thank Reviewer Revert Decision
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Make Recommendation

Participants Assign

Section editor

Somin Gajjar

Author

Ann Padero

Make Recommendation

Recommendation
Recommend an editorial decision for this submission.

Choose One

- Request Revisions
- Resubmit for Review
- Accept Submission
- Decline Submission

Notify Editors

☒ Send an email notification to the editor(s):
☐ Do not send an email notification

☒ Create a review discussion about this recommendation.
☐ Do not create a review discussion.

The recommendation regarding the submission to Gulf Education and Social Policy Review, "al quasimi test 2" is: {\$recommendation}

Somin Gajjar
Knowledge E
s.gajjar@knowledgeqee.com

Record Editorial Recommendation Cancel

Once the decision is recorded, it will appear as follows in the SE's portal

Gulf Education and Social Policy Review Tasks **2** English View Site s-gajjar

Submission Review **Copyediting** Production Help

Round 1 **New Review Round**

Round 1 Status
Awaiting recommendations from editors.

Review Files Q Search Upload/Select Files Recommendation: Request Revisions

22858-1	Article Text, Article Word Template-Social-Sciences V4 MJ.docx	September 15, 2019	Article Text
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Remove link

Reviewers Add Reviewer

Mohamad Mostafa	Complete Recommendation: Revisions Required	Double-blind	Thank Reviewer Revert Decision
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Participants Assign

Section editor

- Somin Gajjar

Author

- Ann Padero

Revisions Q Search Upload File

No Files

This will also notify the EiC/JM, who will be able to view the recommendation from their portal as follows

Gulf Education and Social Policy Review Tasks **1** English View Site eBruce

OJS
OPEN JOURNAL SYSTEMS

Submissions Issues Settings Users & Roles Tools Statistics

Submissions My Queue Unassigned **All Active** Archives Help

All Active Q Search Filters New Submission

5181	Ann Padero al quasimi test 2 ⚠️ All recommendations are in and a decision is needed	Review 1/1	▼
5179	Mohamad Mostafa Test article 3 ⚠️ Waiting for reviewers to be assigned.	Review 0/0	▼
5178	Mohammad Mostafa Test article 3 ⚠️ New reviews have been submitted.	Review 1/1	▼
5174	Elizabeth Bruce A Test Article: A test article	Submission	▼
5173	Ann Padero Test article	Copyediting	▼

5 of 5 submissions

The EiC/JM will be able to take action on the SE's recommendation as follows

Gulf Education and Social Policy Review

Tasks 1

English View Site ebruce

UJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Statistics

al quasimi test 2

Ann Padero

Submission

Review

Copyediting

Production

Help

Round 1

New Review Round

Round 1 Status

All recommendations are in and a decision is needed.

Review Files

Q Search Upload/Select Files

22858-1	Article Text, Article Word Template-Social-Sciences V4 MJ.docx	September 15, 2019	Article Text
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Reviewers

Add Reviewer

Mohamad Mostafa	Complete	Double-blind	Thank Reviewer Revert Decision
Recommendation: Revisions Required			

Revisions

Q Search Upload File

Recommendations: Request Revisions

Request Revisions

Accept Submission

Decline Submission

Participants

Assign

Section editor

Somin Gajjar

Author

Ann Padero

Request Revisions

Require New Review Round

☐ Revisions will not be subject to a new round of peer reviews.
 ☒ Revisions will be subject to a new round of peer reviews.

Send Email

☒ Send an email notification to the author(s): Ann Padero
 ☐ Do not send an email notification

Ann Padero:

We have reached a decision regarding your submission to Gulf Education and Social Policy Review, "al quasimi test 2".
 Our decision is to:
 Elizabeth R. Bruce

Add Reviews to Email

Select review files to share with the author(s)

Q Search Upload File

<input type="checkbox"/>	22858-1	Article Text, Article Word Template-Social-Sciences V4 MJ.docx	September 15, 2019	Article Text
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Record Editorial Decision

Cancel

This will notify the author of the decision of the journal

Gulf Education and Social Policy Review

Tasks 1

OJS

OPEN JOURNAL SYSTEMS

Submissions

Submissions

My QueueArchives

My Assigned

Search

New Submission

5181

Ann Padero

al quasimi test 2

Review

1/1

▼

▲ The submission must be resubmitted for another review round.

5173

Ann Padero

Test article

Copyediting

▼

2 of 2 submissions

OJS

OPEN JOURNAL SYSTEMS

Submissions

al quasimi test 2

Ann Padero

Submission

Review

Copyediting

Production

Round 1

Round 1 Status

The submission must be resubmitted for another review round.

Notifications

[gespr] Editor Decision

2019-09-15 11:36 AM

Reviewer's Attachments

Search

No Files

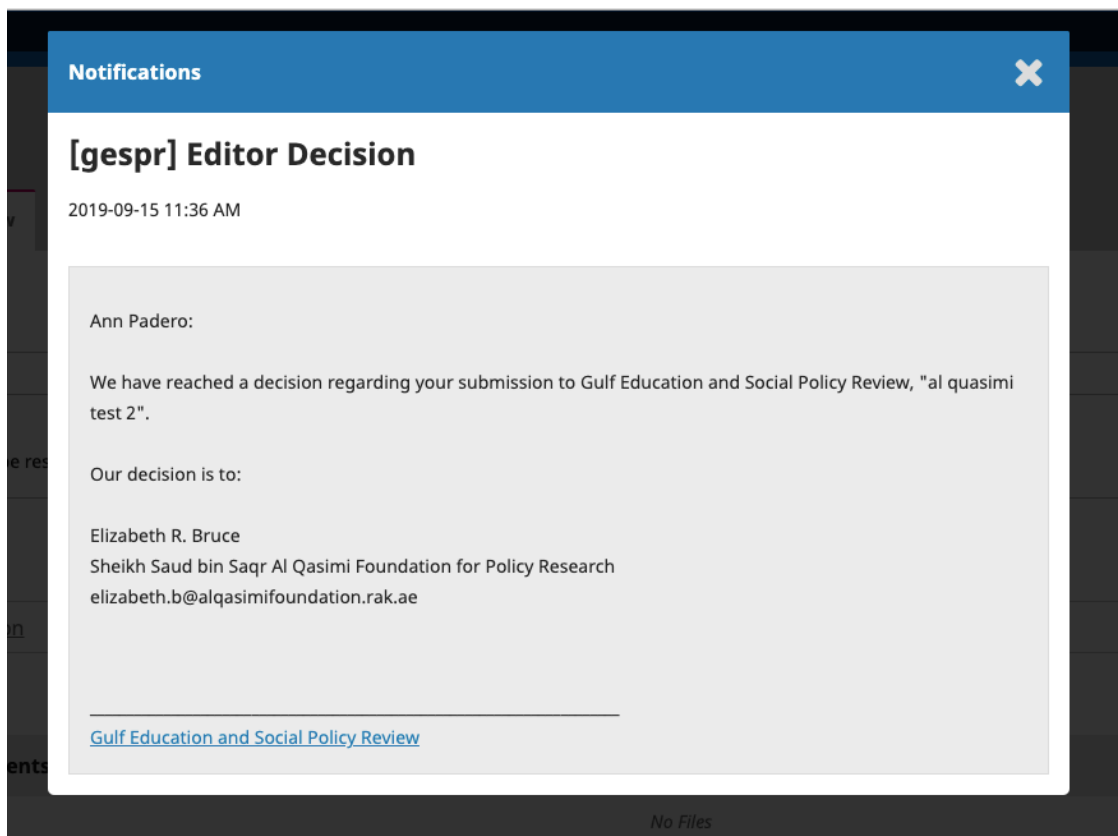
Revisions

Search

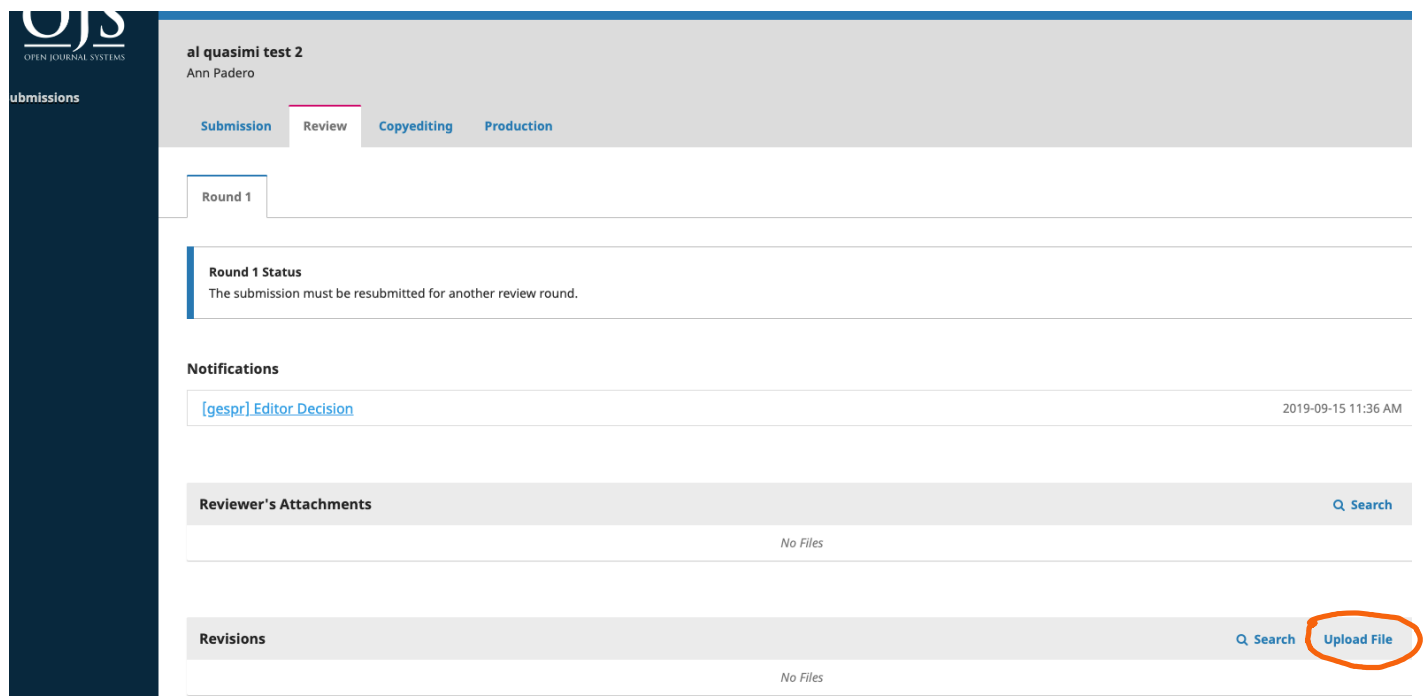
Upload File

No Files

Clicking on the Editor Decision will pop open a window with the Editor's feedback



The author can resubmit revised files for a second round of review by clicking on the **Upload Files** button under the Revisions



Gulf Education and Social Policy Review Tasks 1 English View Site ann

Round 1

Round 1 Status
Submission has been resubmitted for another review round.

Notifications
[gespr] Editor Decision 2019-09-15 11:36 AM

Reviewer's Attachments Search
No Files

Revisions Search Upload File
22859-1 Article Text, Article Word Template-Social-Sciences V4 MJ.docx September 15, 2019 Article Text

Review Discussions Add discussion
Name From Last Reply Replies Closed
No Items

This will notify the EiC/JM and the SE of the resubmission.

From the EiC's dashboard:

Gulf Education and Social Policy Review Tasks 1 English View Site ebruce

OJS
OPEN JOURNAL SYSTEMS

Submissions
Issues
Settings
Users & Roles
Tools
Statistics

Submissions
My Queue Unassigned All Active Archives Help

All Active Search Filters New Submission

5181	Ann Padero al quasimi test 2	Review	1/1 1	Submission has been resubmitted for another review round.
5179	Mohamad Mostafa Test article 3	Review	0/0	Waiting for reviewers to be assigned.
5178	Mohammad Mostafa Test article 3	Review	1/1	New reviews have been submitted.
5174	Elizabeth Bruce A Test Article: A test article	Submission		
5173	Ann Padero Test article	Copyediting		

5 of 5 submissions

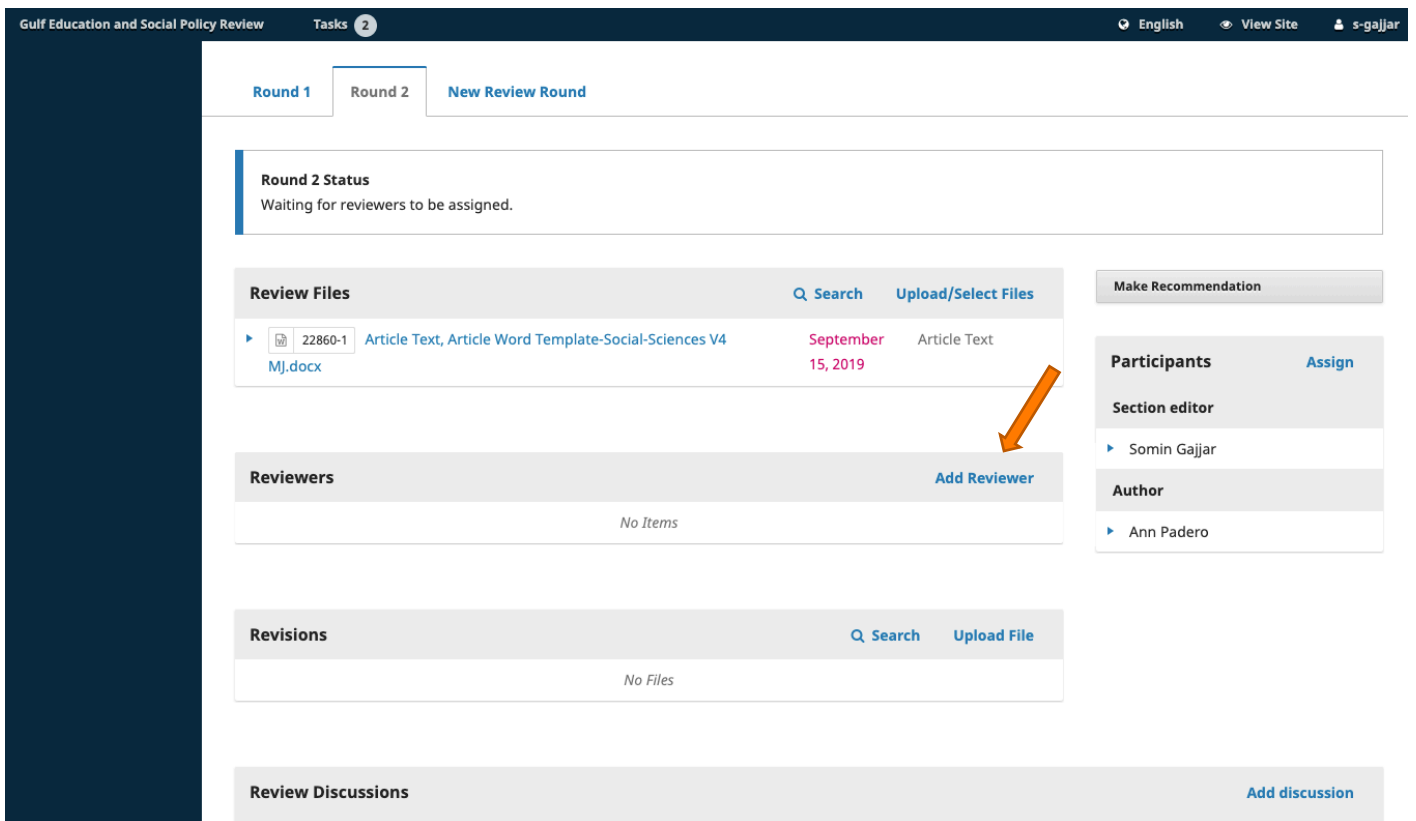
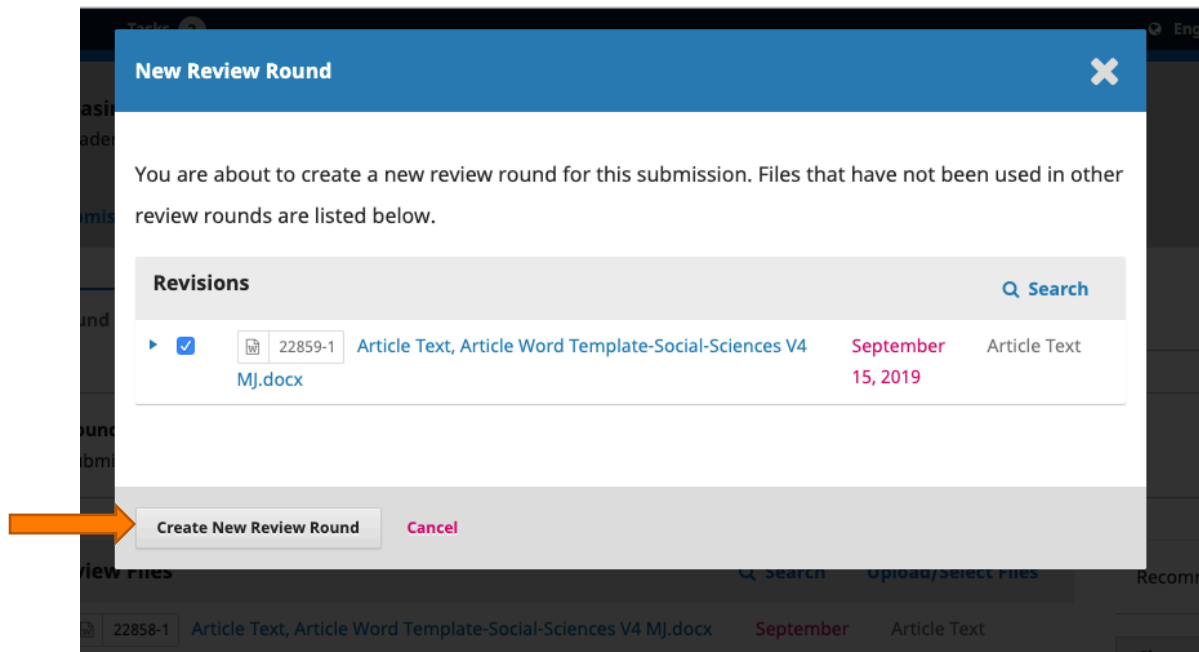
From the SE's dashboard

The screenshot shows the OJS Submissions dashboard. The header includes 'Gulf Education and Social Policy Review', 'Tasks 2', 'English', and 'View Site'. The left sidebar has the OJS logo and 'Submissions'. The main content area is titled 'Submissions' and has tabs for 'My Queue' and 'Archives'. Below this is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' button. A submission by 'Ann Paderno' titled 'al quasimi test 2' is listed. It has a status of 'Review' (indicated by a yellow circle) and a message: 'Submission has been resubmitted for another review round.' The submission is dated '1/1' and has '1' document. A dropdown arrow is visible on the right. At the bottom right of the submission list, it says '1 of 1 submissions'.

Either the EiC/JM or the SE can take it forward from here and send the manuscript for a second round of review (we are using the SE for example purposes)

The screenshot shows the submission details page for 'al quasimi test 2' by Ann Paderno. The header includes the OJS logo and 'Submissions'. The main content area has tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is selected. Below the tabs, there is a 'Round 1' section with a 'New Review Round' button circled in orange. Below this is a 'Round 1 Status' section with the message: 'Submission has been resubmitted for another review round.' Below the status section is a 'Review Files' section with a search bar and 'Upload/Select Files' button. It shows a file named '22858-1 Article Text, Article Word Template-Social-Sciences V4 MJ.docx' with a date of 'September 15, 2019' and a file type of 'Article Text'. Below the review files is a 'Reviewers' section with a table showing the reviewer 'Mohamad Mostafa' with a status of 'Complete' and a recommendation of 'Revisions Required'. The reviewer is 'Double-blind' and has buttons for 'Thank Reviewer', 'Revert Decision', and 'Add Reviewer'. To the right of the reviewers is a 'Recommendation' section with a 'Recommendation: Request Revisions' button and a 'Change Recommendation' button. Below the recommendation is a 'Participants' section with an 'Assign' button. It shows the 'Section editor' as 'Somin Gajjar' and the 'Author' as 'Ann Paderno'.

Click on the **New Review Round** button



Round 2 of review is created, and Reviewer(s) can be added following the steps described earlier, and the decisions can be made likewise.