- REVISTA DE -
MEDICINA DE LABORATORIO

Author's manual

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    a. Modifying information

2. CREATING A NEW ARTICLE
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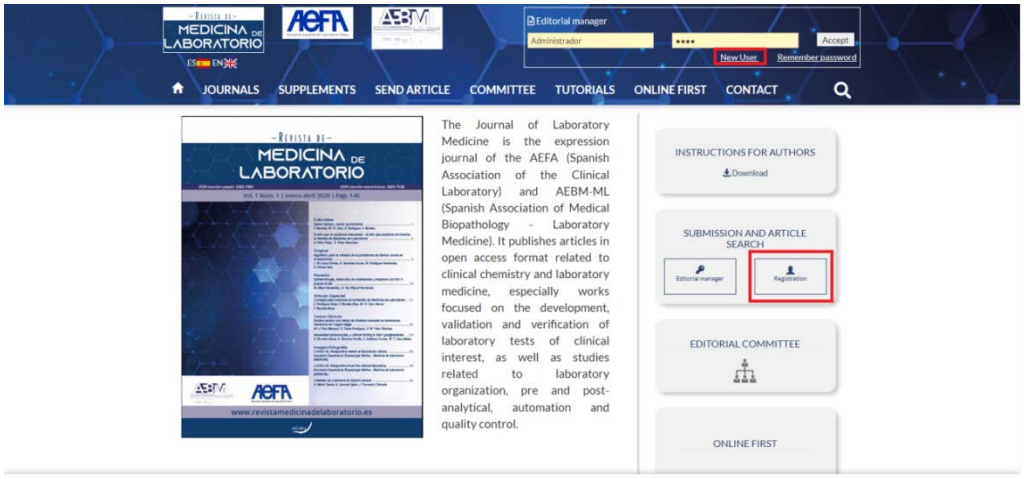
4. DESIGN PROCESS

ARÁN ediciones

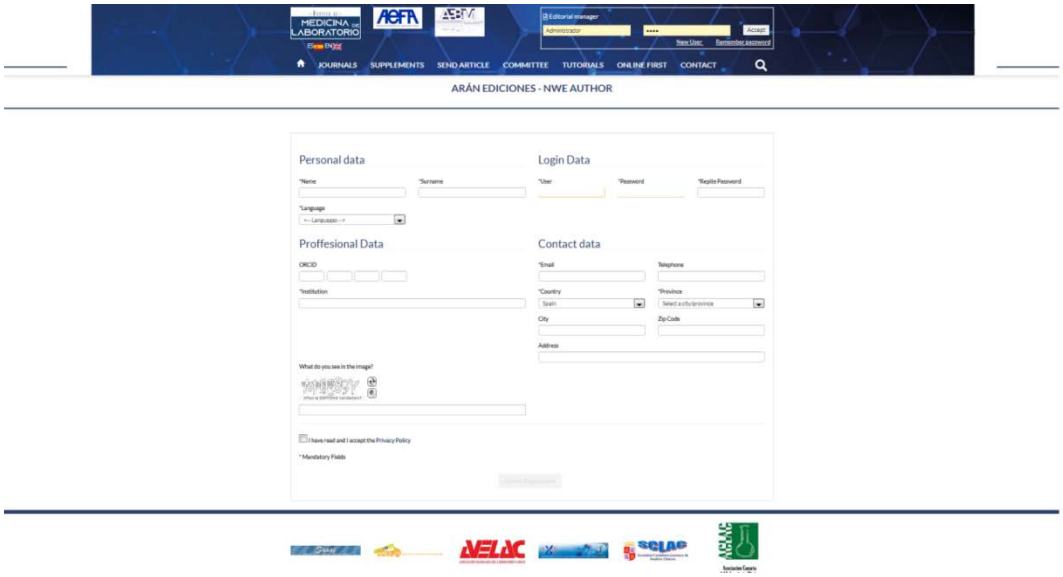
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1. REGISTERING A NEW AUTHOR

From the home page we must click on the 'Registration' button to access the form to be filled with information about the author:

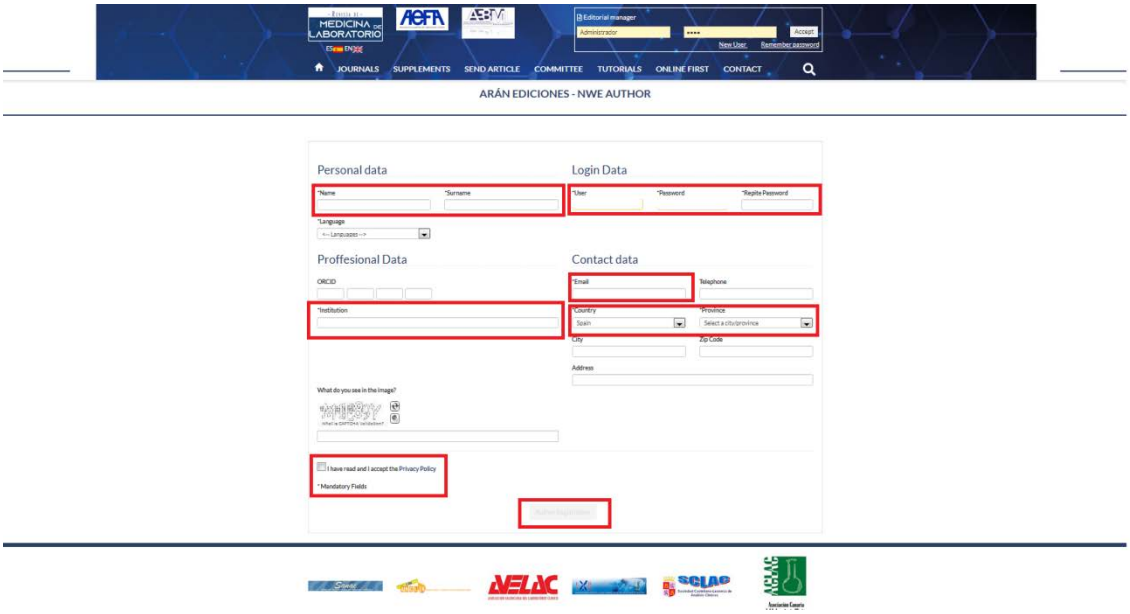


We will see this screen:

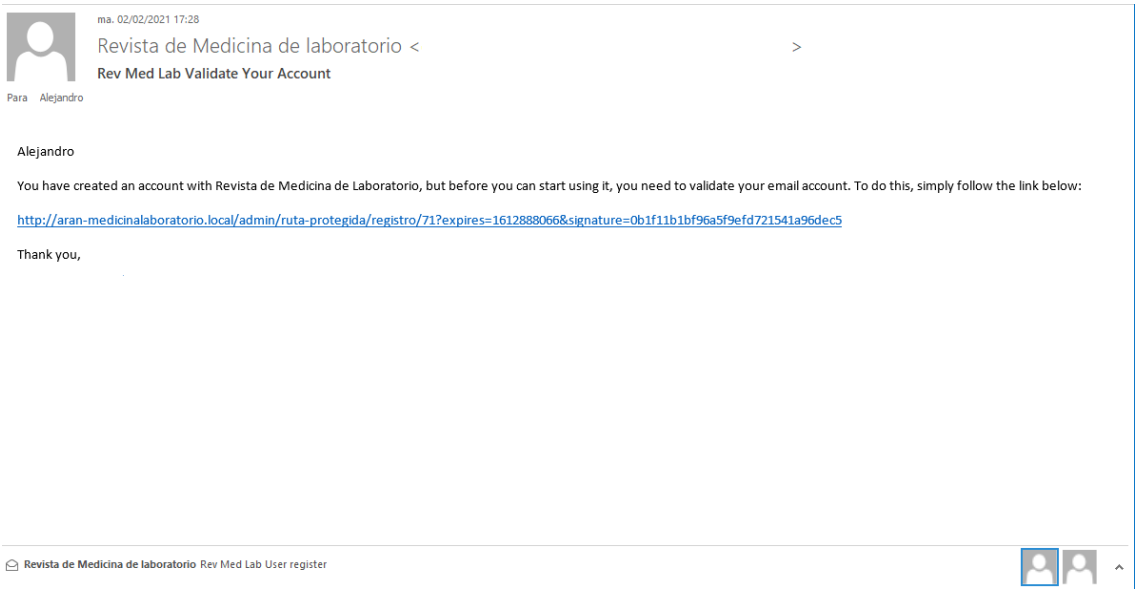


All the mandatory fields must be filled in (marked with a *). Tick the 'I have read and I accept the Privacy Policy' and click on 'Author Registration'.

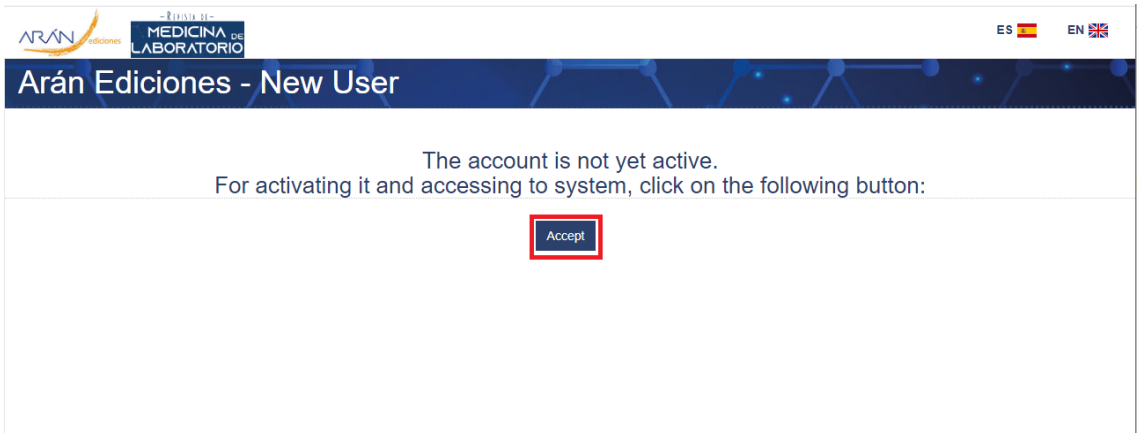
To access the website, we will need to confirm the account (we will receive a confirmation email) and then introduce the Username or Email and the password that we chose in the registration process.



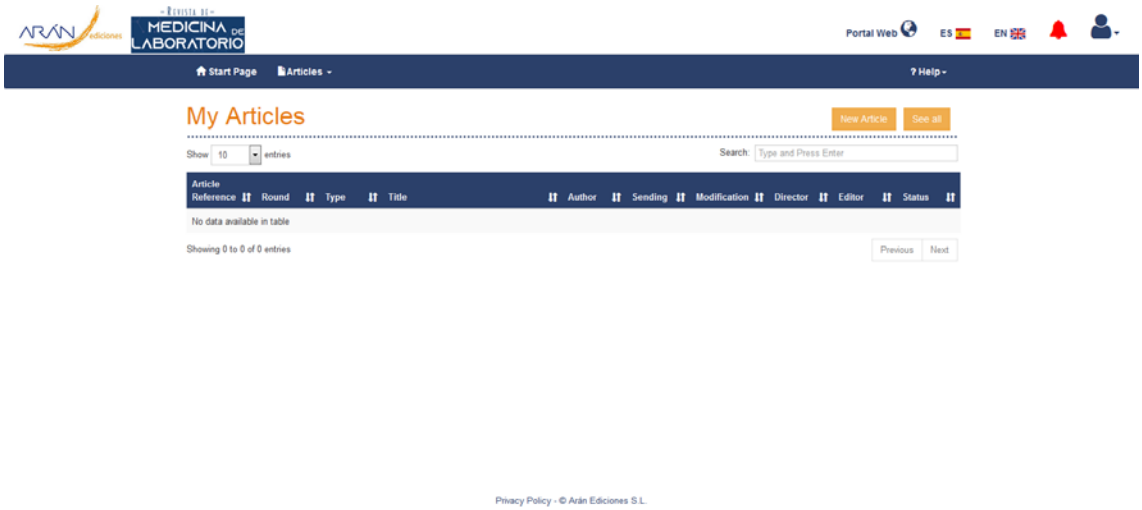
We will recieve an email to confirm our account with a link to do so:



When we click on the link we will arrive at this page, where we will have to click on 'Accept':

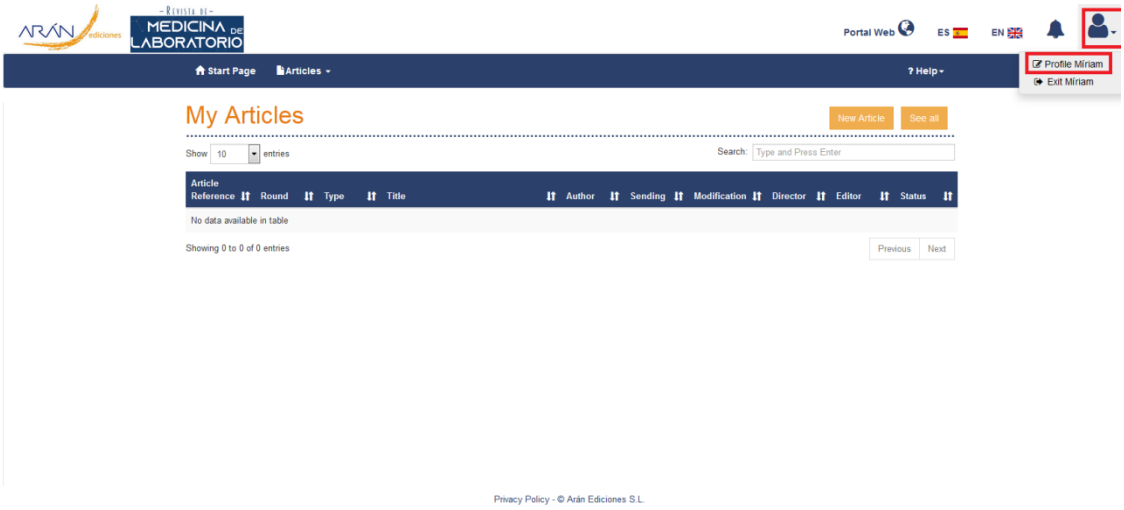


By doing so, the account will be active and we will automatically enter in the website:

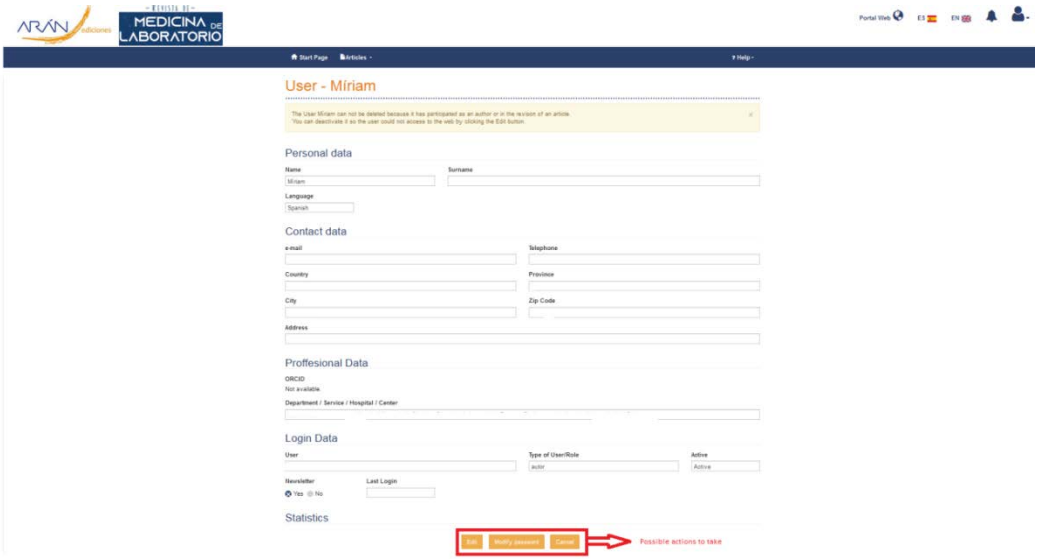


1.a Modifying information

We can modify our information from the user's profile page. To access it, we have to click on the user image at the top and click on 'Profile':

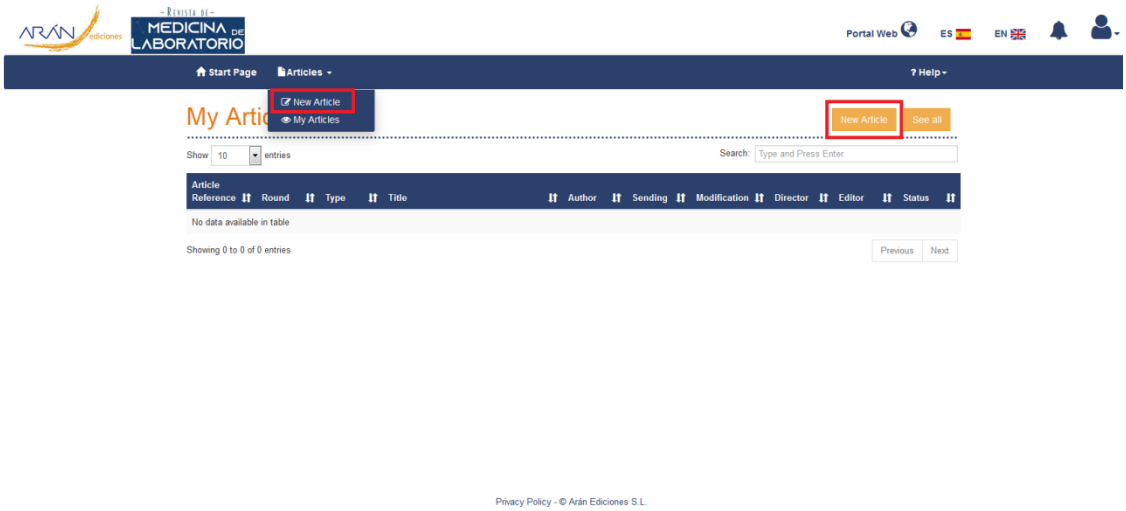


We will arrive at this page where the we can find the information and at the bottom we have the actions that we can take:

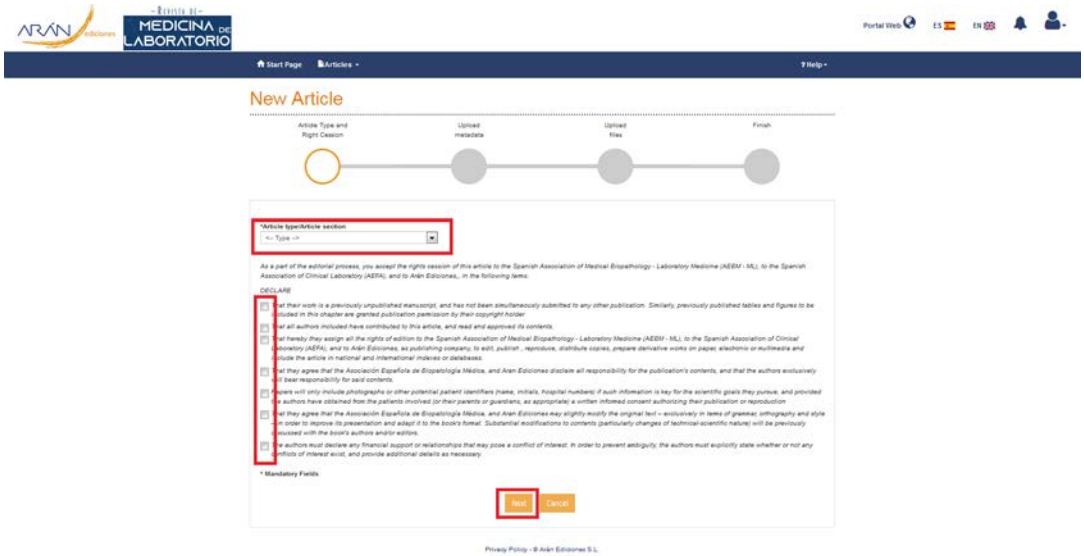


2. CREATING AN ARTICLE

To create a new article we must go to the main page and click on the 'New Article' button or in the top menu, the option 'New Article':

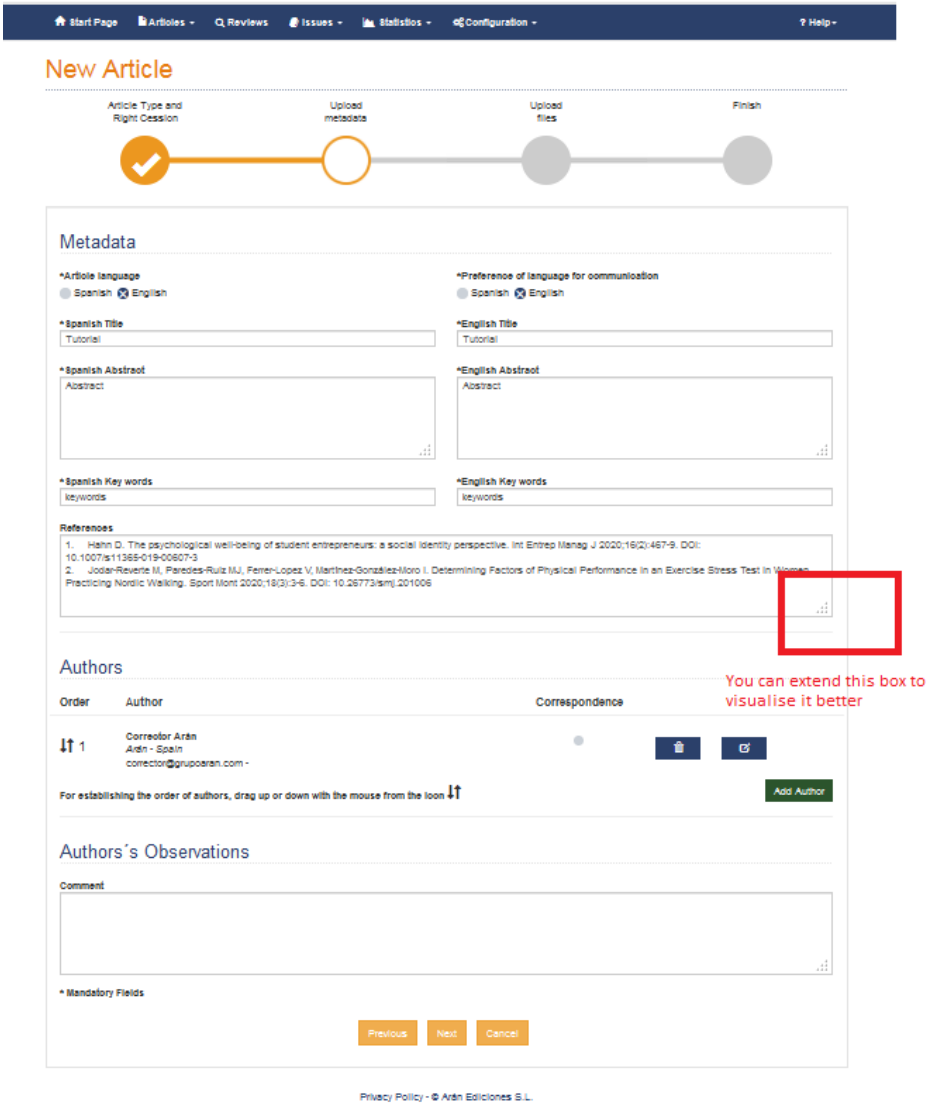


We will arrive at the following screen where we will have to choose what kind of article and tick all the boxes for the transfer or rights and click on the 'Next' button:



2.a Imputing metadata

We will arrive at a page where we have to fill in the metadata (title, abstract, keywords, references) and the authors:



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METADATA:

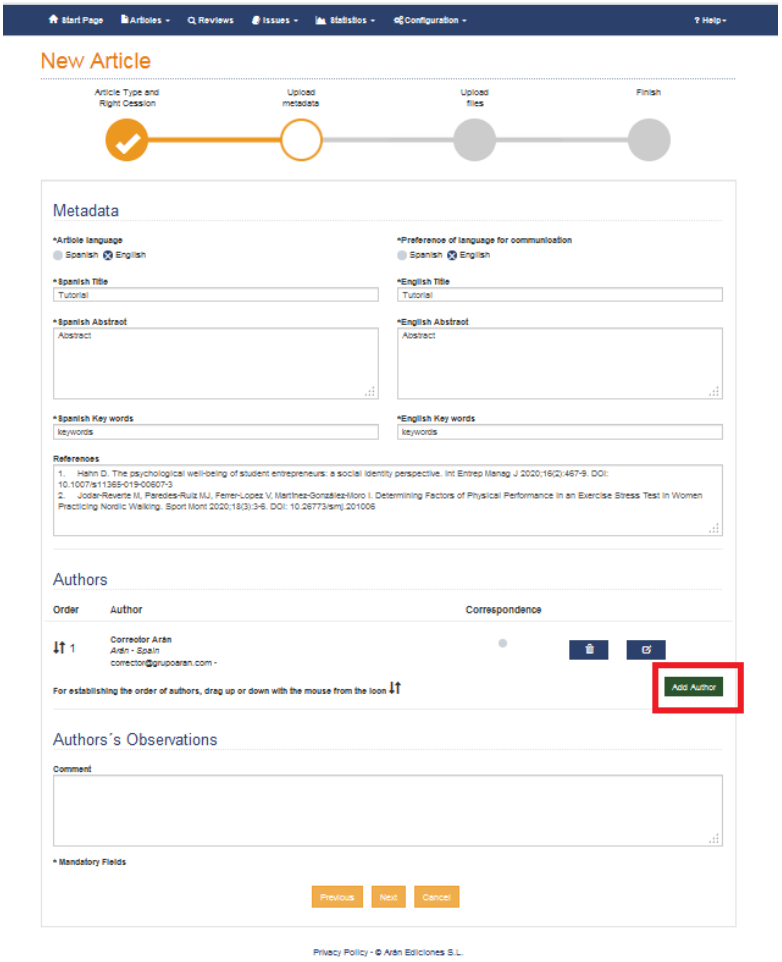
All of the fields have to be filled in, as well as the references.

Keywords must be seperated by commas.

The references must be separated by periods, each one their own sentence.

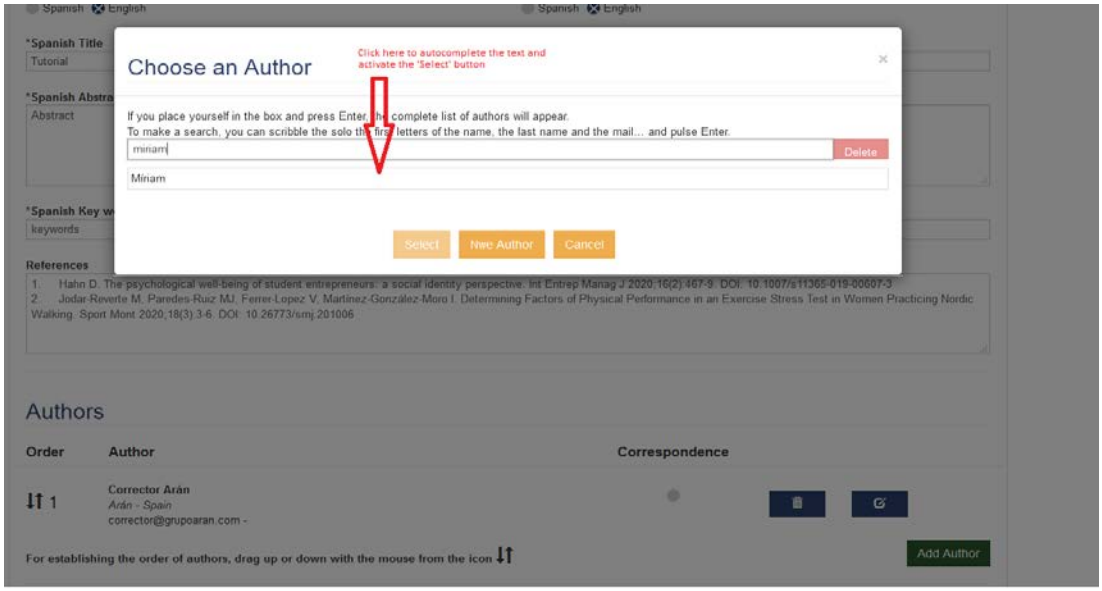
AUTHORS:

By defect the author creating the article will appear, but you can add coauthors (either already registered in the platform or creating their user from this page). For this, we have to click on the 'Add Author' button:

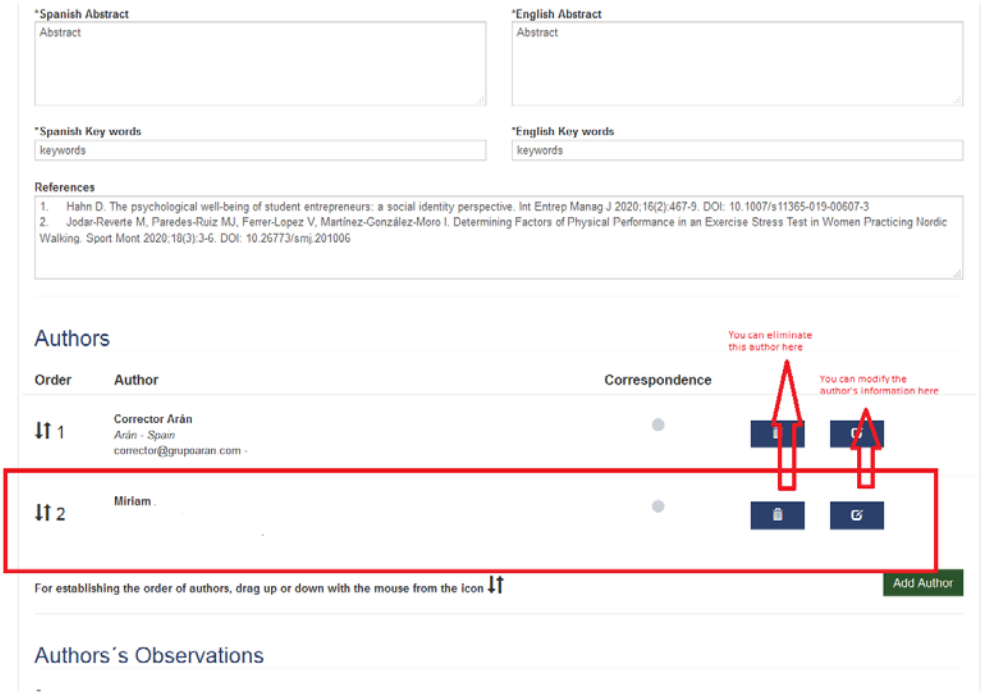


ARÁN ediciones

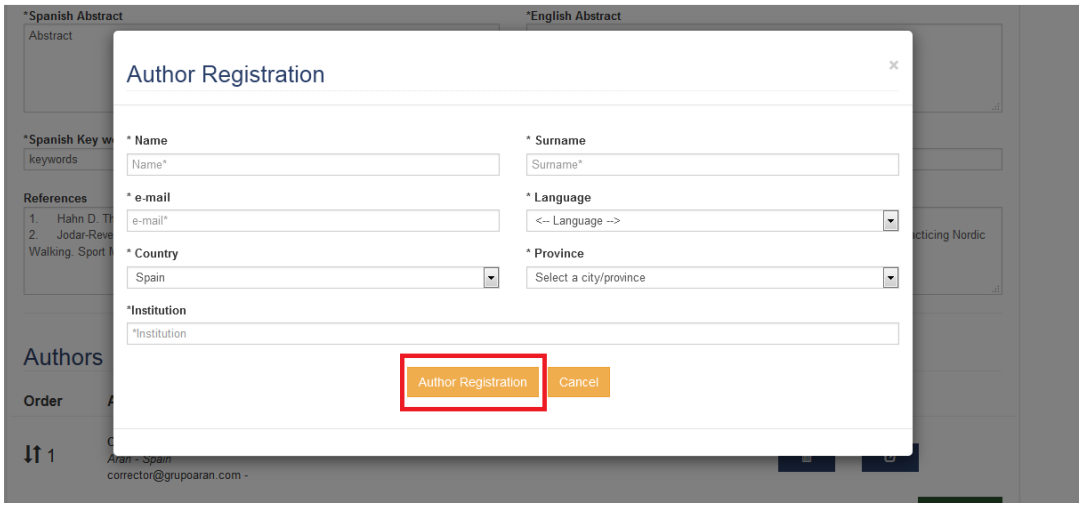
We will have a pop-up window where we can search for an author (writing the text to search for) and once we have found it we click on the item on the list and afterwards on 'Select' (bear in mind the search works best if you write the letters one by one).



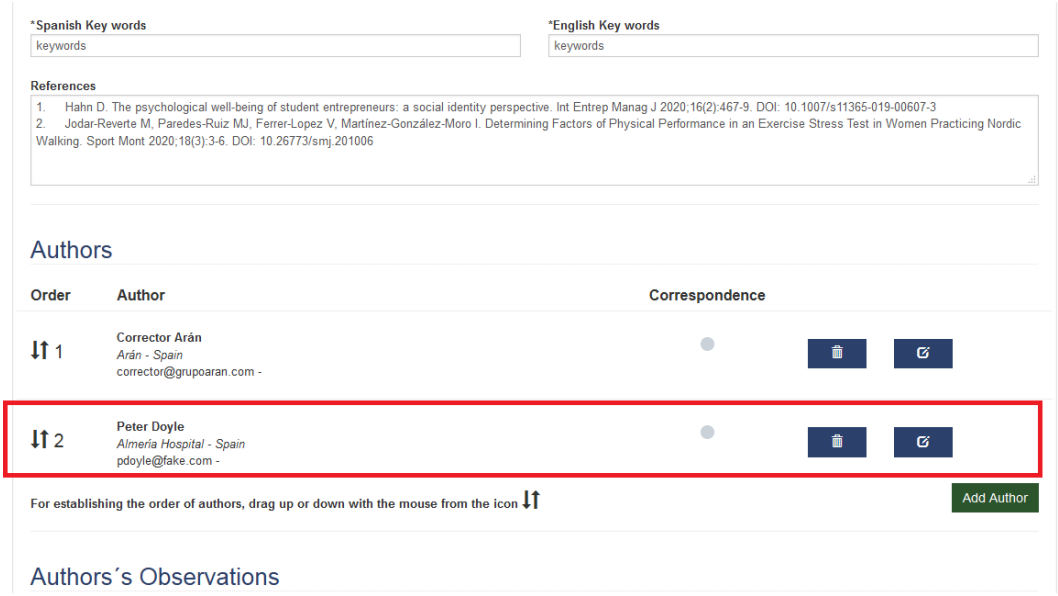




We can add an unregistered author and that author can then enter the platform and finish filling in his information necessary to finish the registration process. This is done by clicking on 'New Author' and we will see a form to imput the new author's information.



By clicking on 'Author Registration' the list of authors will be updated:

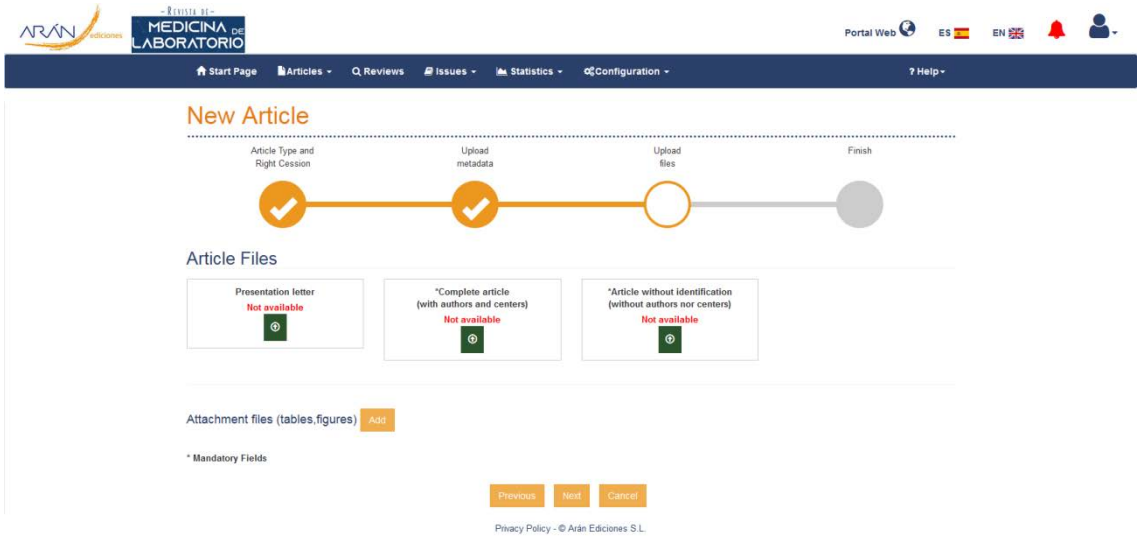


You can change the correspondence author by clicking on the circular button under 'Correspondence' and the order of the authors by either dragging the items of the list or clicking in the arrows under 'Order'.

To go to the next step of the article, we have to click on 'Next' and we will arrive at the uploading files section.

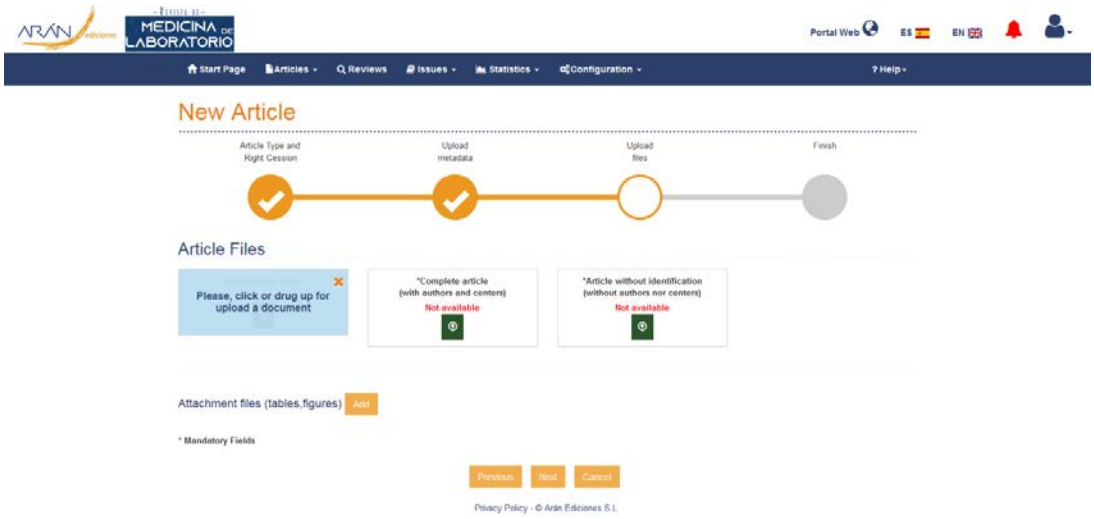
2.b Including files

The screen we will see is the following:

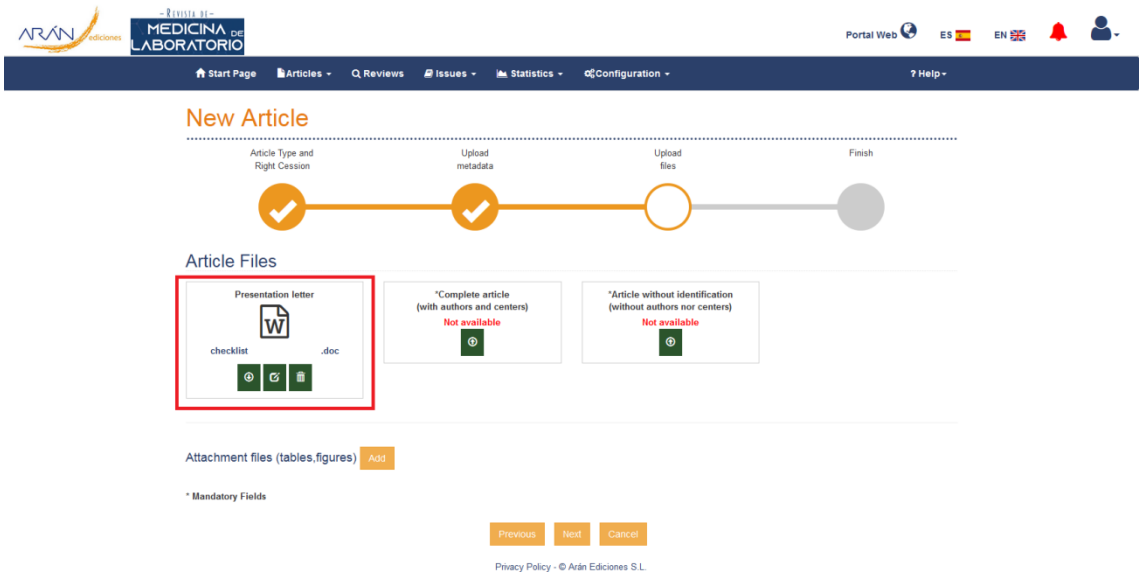


There is a box for every file (Presentation letter, Complete article, Article without identification) with a button to upload the file. We can also add attachment files. From here, you can go back by clicking on 'Previous', 'Next' to continue or 'Cancel' to undo the creation of the article.

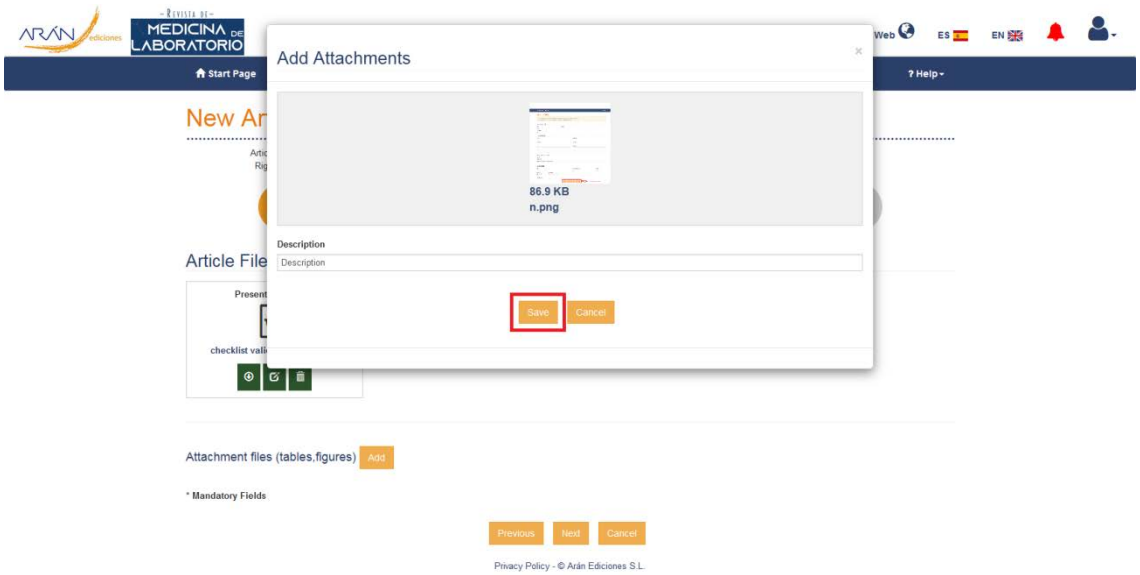
If we click on the button to upload the file we will see the area coloured in blue, where we can drag the file to upload it or click on the area to open the file and upload it from our computer:



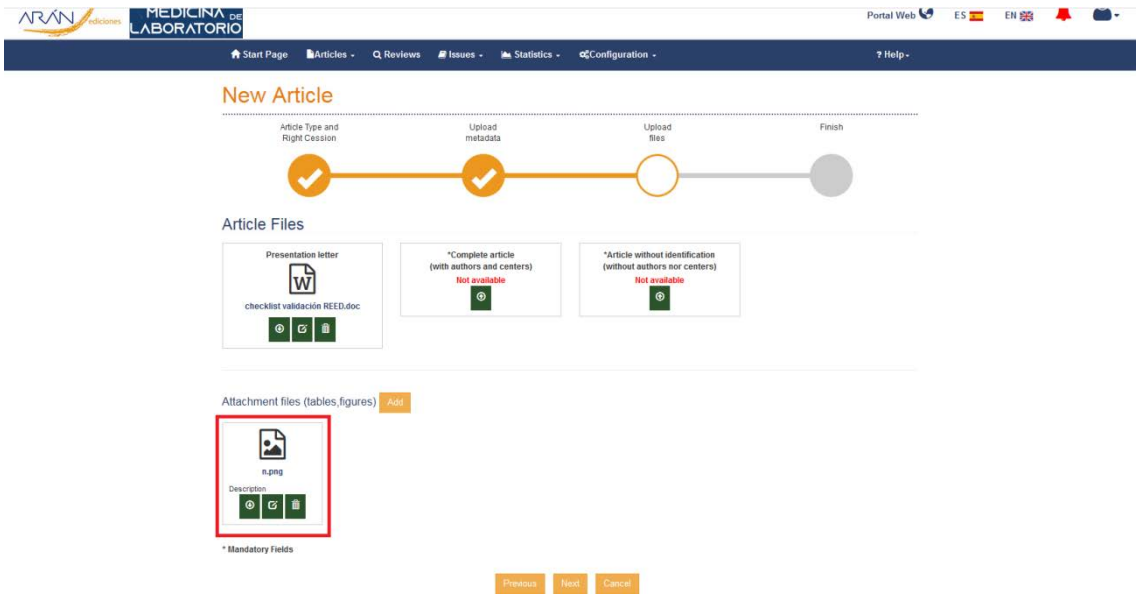
Once we have uploaded the file, we will see it in the box and the icon corresponding to what kind of file it is. The box now displays three buttons: Download, Modify (in case we want to change the uploaded file) or Delete.



If we want to add an attachment file, we click on Add and a pop-up window will appear where we will see an area to upload the file and a field where we can put the description of the file:

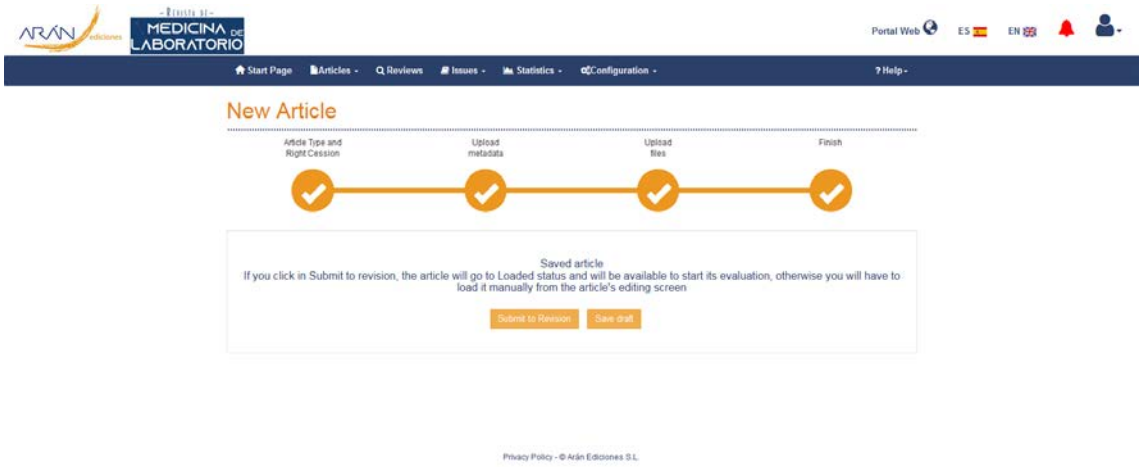


By clicking on 'Save' we will see the page now has the attachement in its designated area:

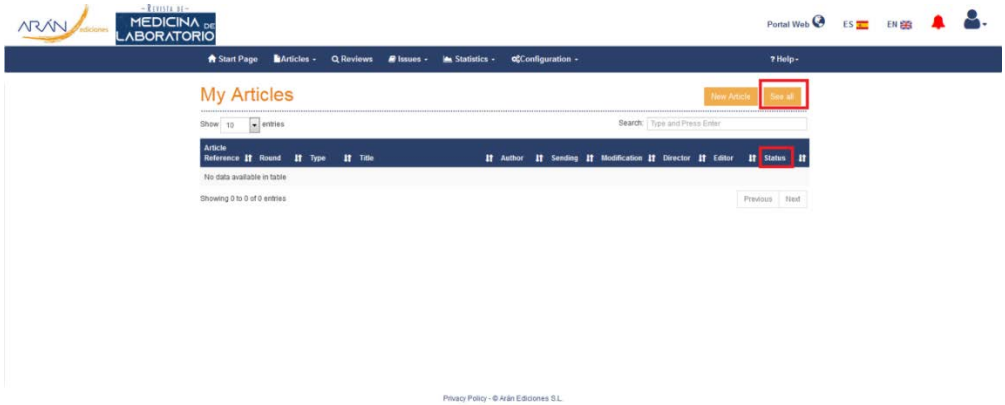


2.c Finalising

If we click on 'Next' we will arrive at the end of the process where we have two buttons: one to send the article for its evaluation and the other to save it as a draft (in this case, the evaluation process will not start, the corresponding author will still have the possibility to add or delete information or files).



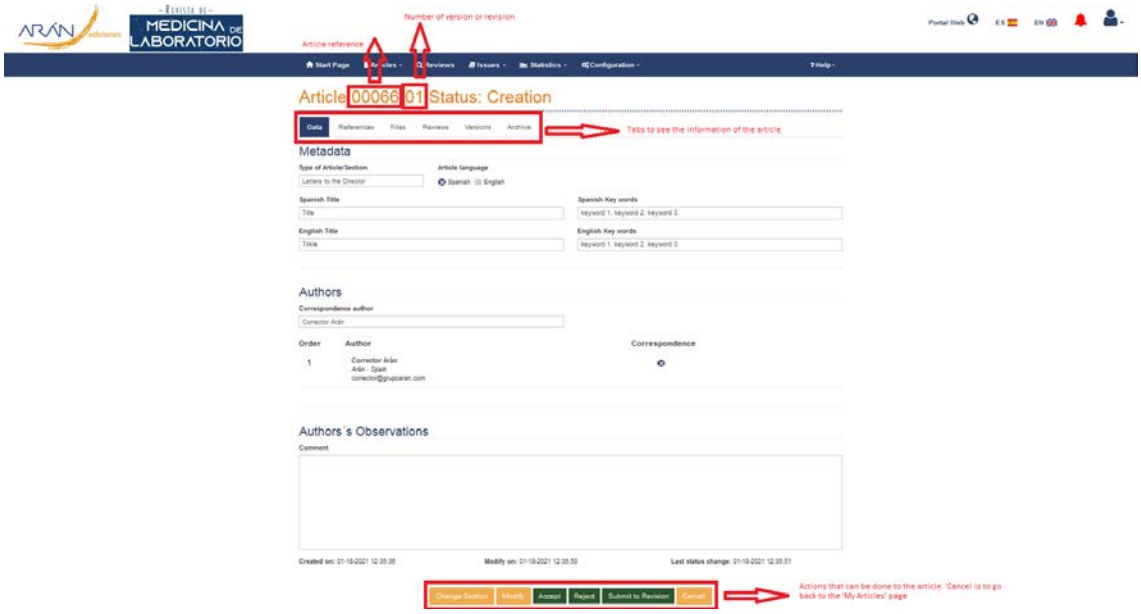
By clicking on any of them, we will be redirected to the 'My Articles' page where we will see a list of the articles created and that depend on a pending action (these will depend on the status of the article) such as 'Preparation', 'Pending author documentarion', 'Accepted with modifications' and 'Pending changes'. If we wish to see other articles that are in another status we have to click on 'See all'.



3. STATUS OF THE ARTICLE PENDING AN ACTION FROM THE AUTHOR

3.a Preparation

By clicking on the article we will arive at this page:



The visualisation page is divided in different parts. Firstly, at the top and in orange letters you have the **article reference** ('00066'), the **version** ('01') and the **status** ('Creation'). The next part are the tabs (Data, References, Files, Reviews, Version, Archive); by clicking on them we will see the relevant information. Lastly, we have the buttons at the bottom with the actions the user can perform. These buttons will depend on the kind of user and on the status of the article.

To modify the files we will have to click on the Files tab. To modify the metadata (title, abstract, references, authors, etc) we will have to click on the 'Modify' button.

If everything is OK and we want to send it to be evaluated, we must click on 'Submit to Revision'. The article will have an 'Uploaded' status and will be available to manage it.

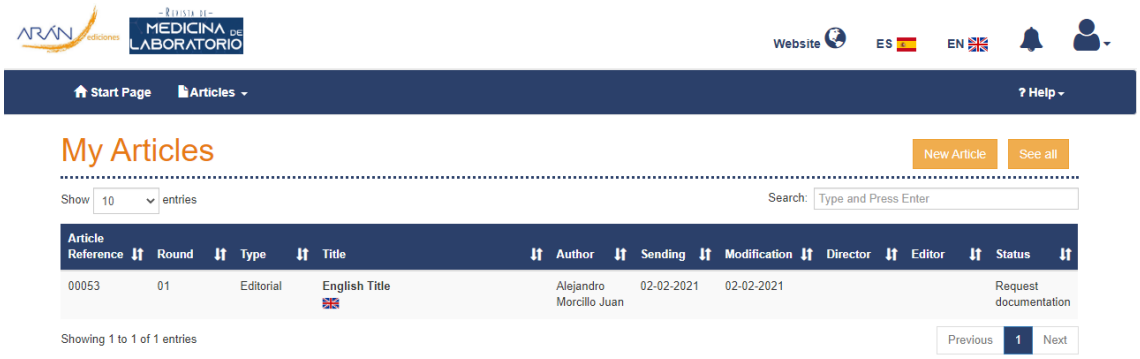
If we click on Reject the evaluation will be terminated.

If we click on Cancel we will go back to the 'My Articles' page.

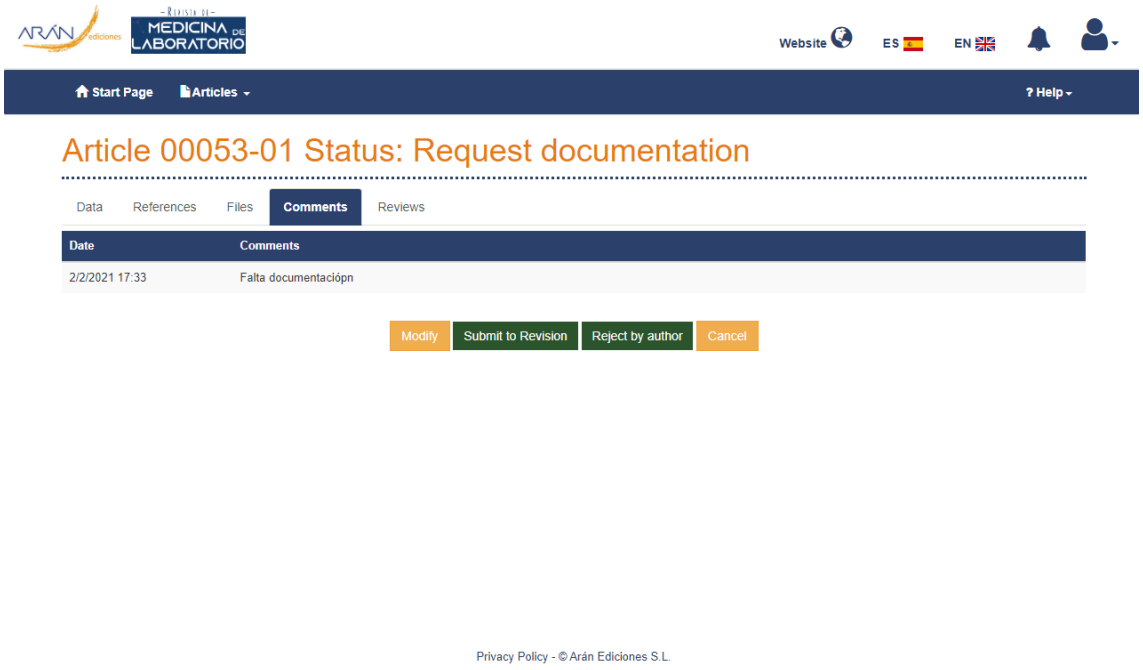
3.b Pending documentation

Before undergoing review, the information and the files will be checked and correct. If this is not the case, the necessary documents will be required to be provided or changed.

We will have to access the article from the 'My Articles' page, clicking on the line where we see its information:



We will access the article and we will see an 'Comments' tab where there will be a message indicating the documentation that is needed. We will also have received this by email.



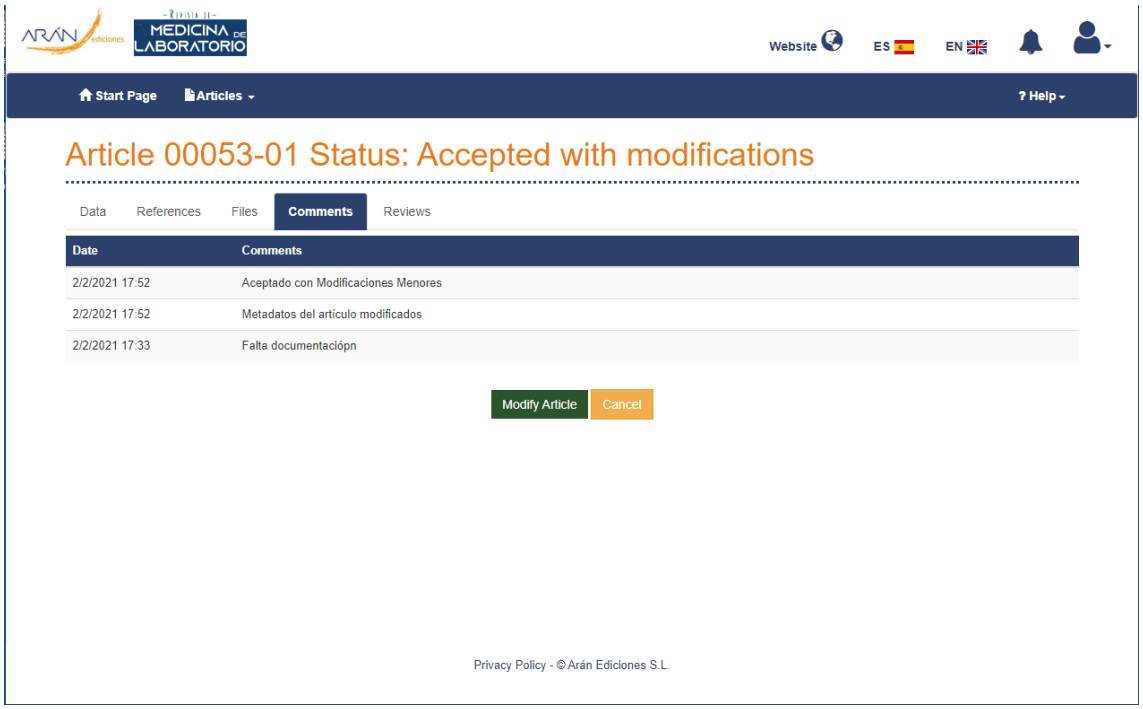
In this case the available actions will be:

- Modify → To modify the information of the article and the references
- Submit to Revision → To check everything is correct before sending the article for evaluation
- Reject → To discard the article
- Cancel → To go back to the 'My Articles' page

3.c Accepted with modifications

This status is given by the Editorial Comittee's decision (as well as the Accepted or Rejected status' but the author no longer intervenes in these). When an article has to be sent again with modifications, a new version will be uploaded and it will be evaluated again by the comittee.

When we access the article in 'Accepted with modifications', we will directly be in the 'Description of changes' tab where we can see the comments made by the committee:



The available actions will be:

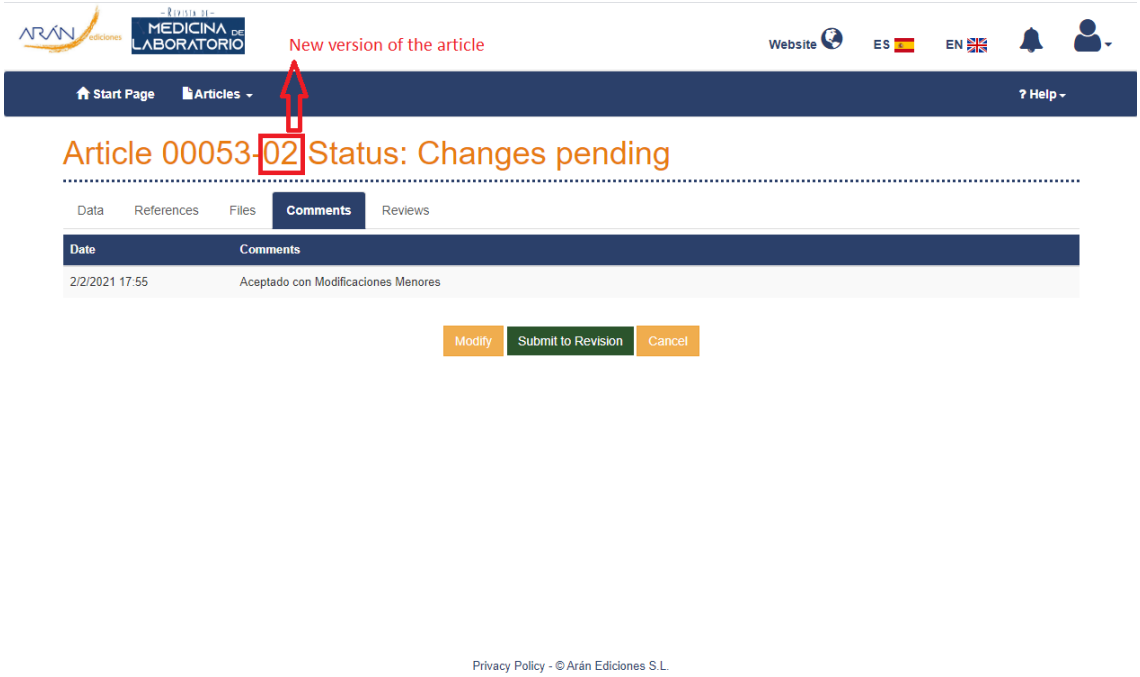
- Modify → To start doing the corrections needed. The article will then be in a 'Pending changes' status. Observe that the version will be modified (not only in

the files but also in the title at the top) but the content is the same as when the article was sent, so you will have to upload the modified versions

- Cancel → Go back to the 'My Articles'

3.d Pending changes

Observe that the version has been modified (both in the files and the title) the content is the same as when the article was sent, so you will have to upload the modified versions.



The actions are:

- Modify → To modify the metadata, users, references (the files have to be changed in the Files tab)

- Submit to Revision → To send the article to be evaluated again and start the evaluation process again
- Cancel → To go back to the 'My Articles'

4. DESIGN PROCESS

Once the article is accepted, it will be proofread and will be published on the Online First part of the website with a designated DOI reference.

When the article is assigned to a published journal issue, you will receive an email stating that the article has been designed and you must review the layout.



We must then access the platform, open the article, click on the 'Files' tab and download the mockup of the file to check everything is correct. If there are no errors, nothing further is required. If there is a mistake, you will have to upload a file in the designated box or a document with the changes to be done on the non-designed file.

