

How to upload an updated article?

Step by step

1 Log in to your account with your username and password. Once you're logged in, on 'My Assigned' list you'll see your submission as well as a notification "Revisions have been requested". Click on the submission.

The screenshot shows a user interface for 'My Assigned' submissions. At the top, there is a search bar and a 'New Submission' button. Below, a submission entry for 'Juan Beracaza' is highlighted with a yellow border. The entry includes the number '219', the name 'Juan Beracaza', a red triangle warning icon with the text 'Revisions have been requested.', a 'Review' button, and a user icon with '1/1'.

2 On the review tab you'll see available the 'Notifications' section. Click on the one you want to read to find the specifications of the request and steps to follow. Close the window to continue.

The screenshot shows a 'Notifications' window with a blue header and a close button (X) in the top right corner. The main content area has the following text:

[estudios] Editor Decision
 2017-12-11 11:48 AM

Juan Beracaza:

We have reached a decision regarding your submission to Revista Estudios en Seguridad y Defensa, ".

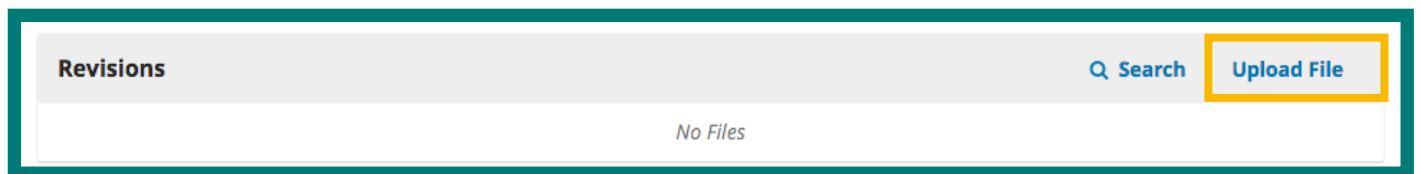
Our decision is: Revisions Required

admin biteca
 editorial@biteca.com2

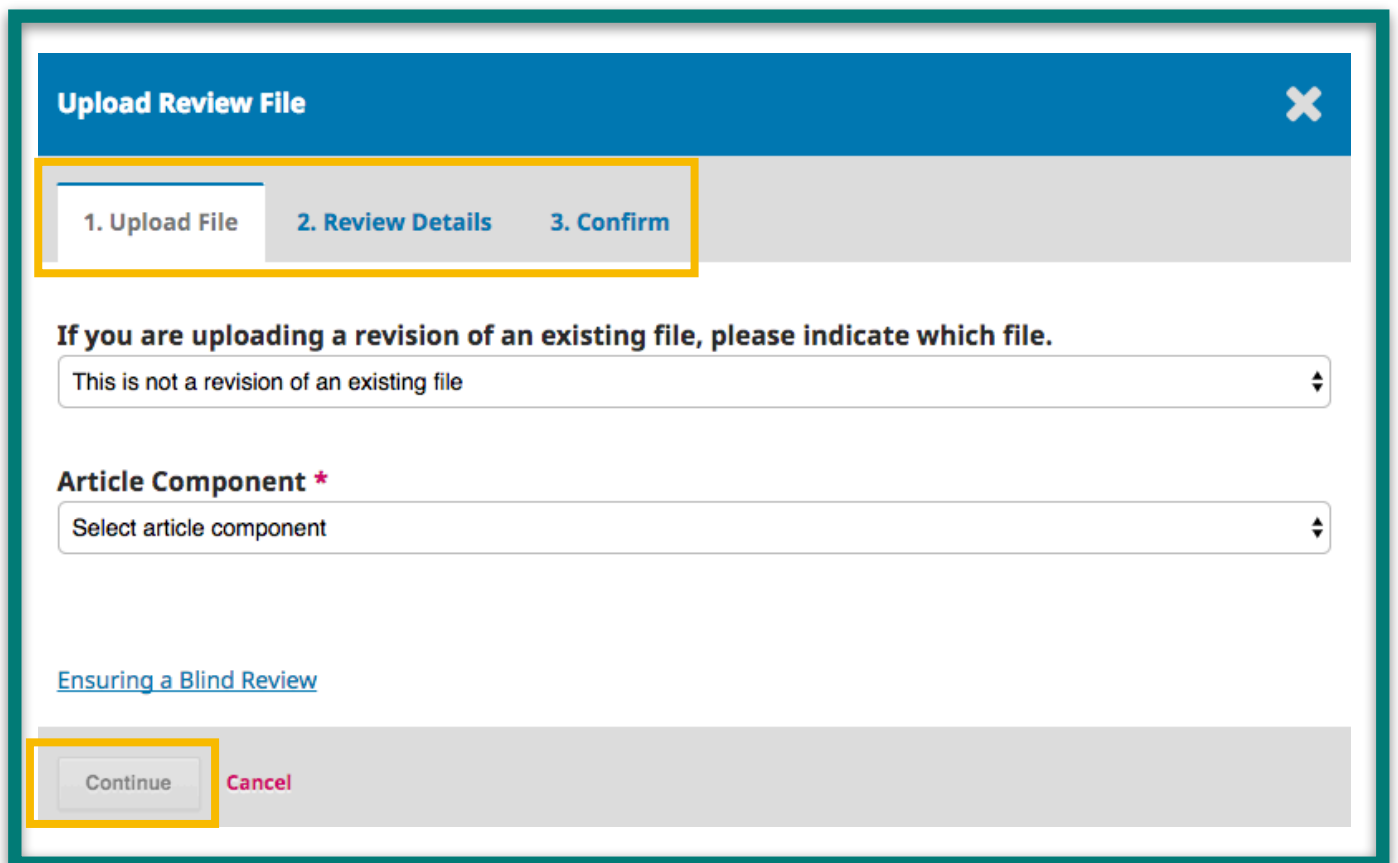
_____ {\$journalName}
<https://esdeguerevistacientifica.edu.co/index.php/estudios>

3

When you have the updated file, upload it on the 'Revisions' section by clicking on 'Upload File' and follow the three steps.



The screenshot shows a header bar with the word "Revisions" on the left, a search icon and the text "Search" in the middle, and a yellow-bordered button labeled "Upload File" on the right. Below the header, the text "No Files" is centered.



The screenshot shows a modal window titled "Upload Review File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (highlighted with a yellow box), "2. Review Details", and "3. Confirm".

Below the progress indicator, there is a section titled "If you are uploading a revision of an existing file, please indicate which file." followed by a dropdown menu with the text "This is not a revision of an existing file".

Below that is a section titled "Article Component *" followed by a dropdown menu with the text "Select article component".

Below the dropdowns is a link labeled "Ensuring a Blind Review".

At the bottom of the modal, there are two buttons: "Continue" (highlighted with a yellow box) and "Cancel".

4

Once you've completed the three steps to upload the updated version you'll get the confirmation message. Click on **'Complete'**.

