The Instruction Manual for Tsp Online Submission System

September 11, 2022

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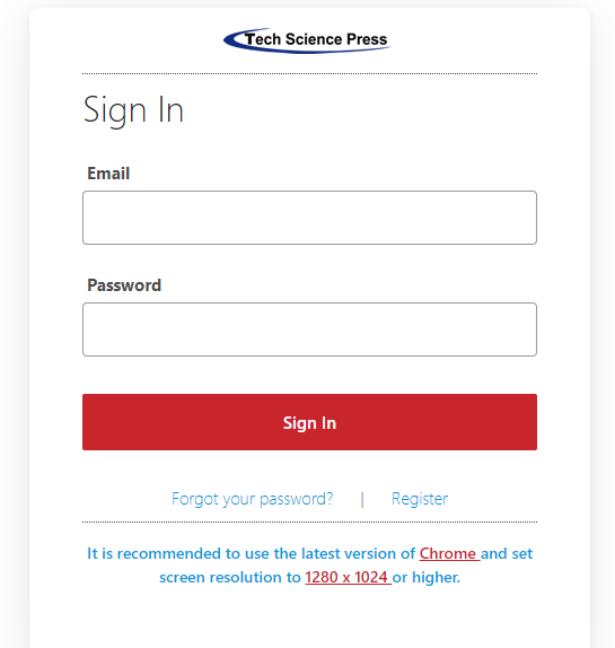
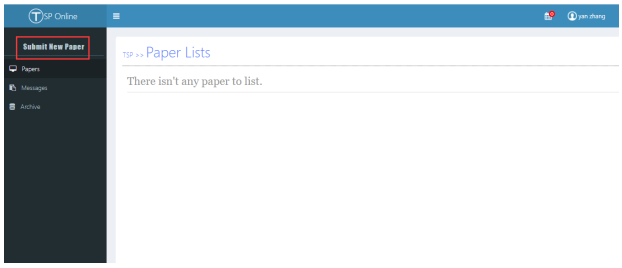
1
The instructions for authors

1.1 User login, forget password, and registration

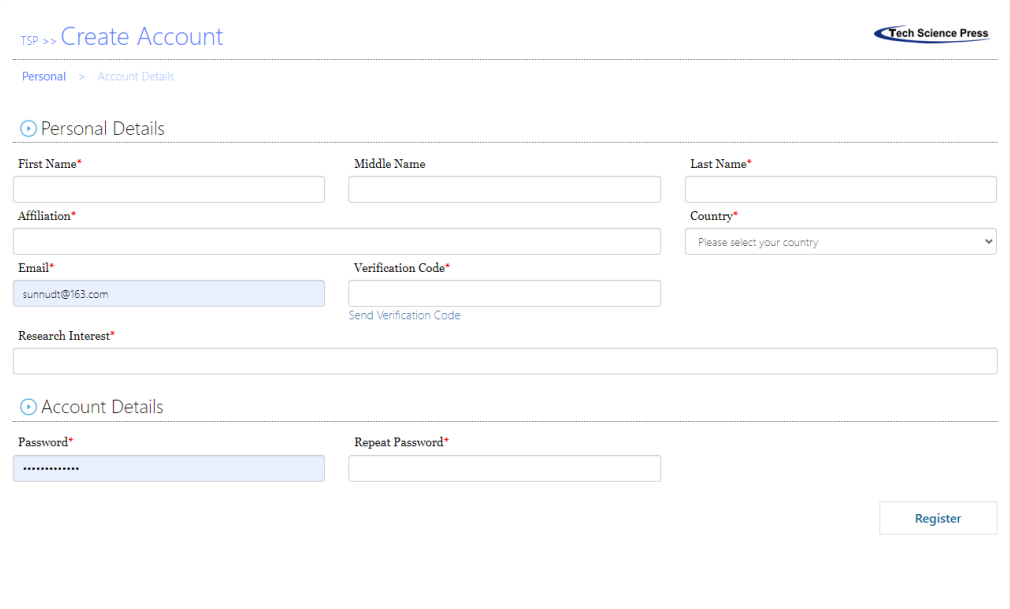


Please click https://ijs.tspsubmission.com to login.
If a user has already got the account, one can log in via the registered email and password.
Please click “Forgot your password?” to set the new password.
If there is not account registered, one needs to click “Register” to complete the registration.
Attention:
It is recommended to use the latest version of Chrome and set screen resolution to 1280 x 1024 or higher.

1.1.1 You will enter into the following page as an ordinary user.

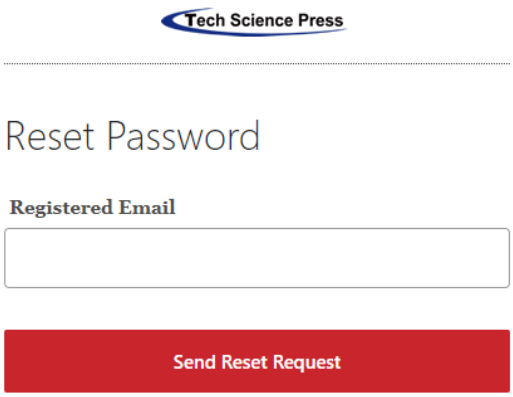


1.1.2 User Registration



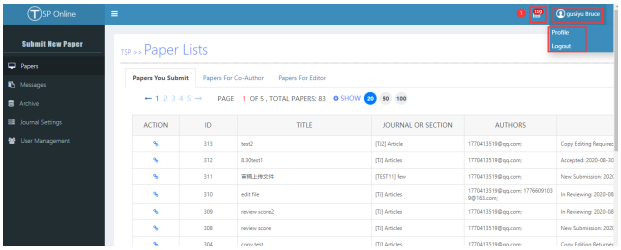
During the registration, one needs to fill in such required fields as First Name, Last Name, Affiliation, Country, Email, Repeat Email, Research Interest, Password and Repeat Password. The field of "Middle Name" is optional. Please click "Confirm" to submit.
Attention:
The mailbox entered by the user must meet the specification; otherwise the registration cannot be completed.
The email entered by the user must be real and valid, otherwise the activa-tion email cannot be received after the registration is completed.
The mailbox entered by the user must not be registered in the system.
After successful registration, the user will receive an activation email.
Click the activation link in the email to activate the account, and then log in with the new registered account.

1.1.3 Reset Password

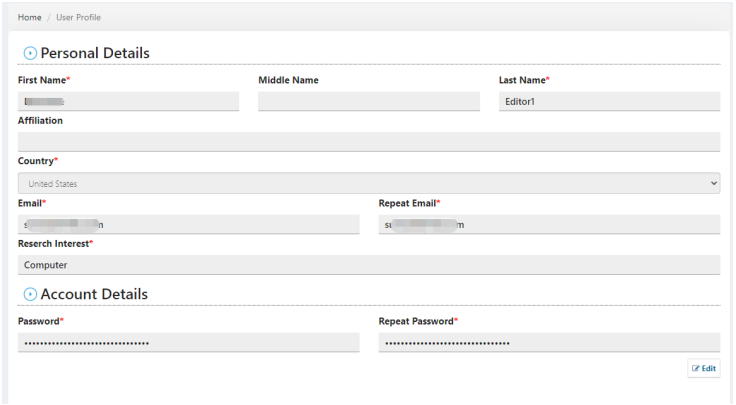


On the login page, users can click the "forgot your password" link to enter this page. After the user enters the registered email and clicks the “Send Reset Request” button, the system will automatically send the email to the mailbox. Users can click the reset password link in the email to enter the personal information interface for password modification.

1.2 Users modify basic information and log out of the system

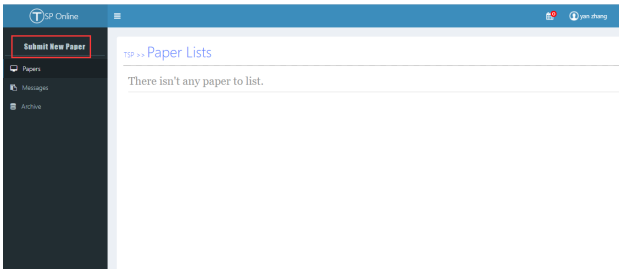


The user can click the user name in the upper right corner to display profile and logout. Click profile to modify user information, and click logout to log out of the system. Click the icon 1 to view the messages.

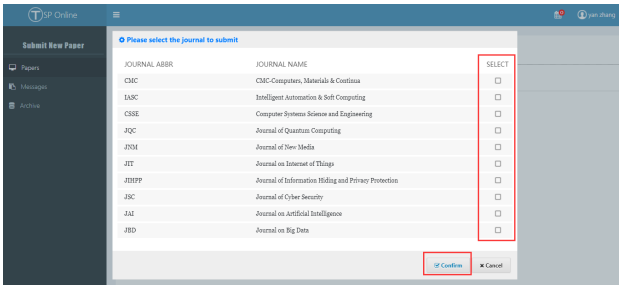


Click Profile to enter this interface. By default, user information cannot be edited. Click “Edit” to edit user information. Click “Save” button in the lower right corner to save.

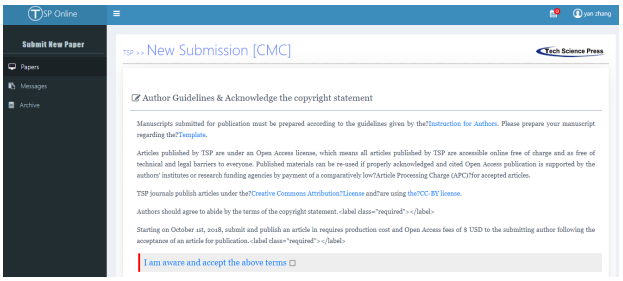
1.3 Submit New Paper



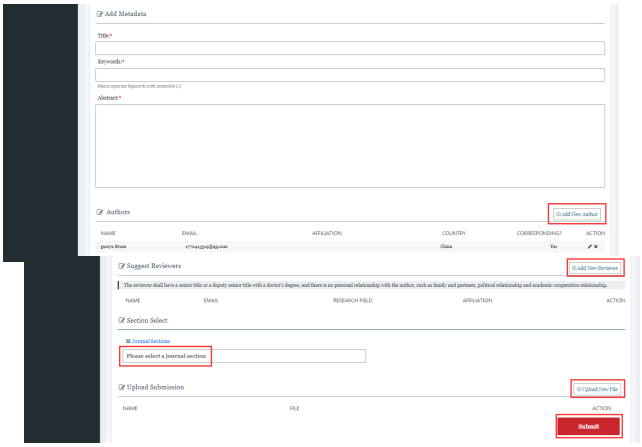
Click “Submit New Paper” for submission.



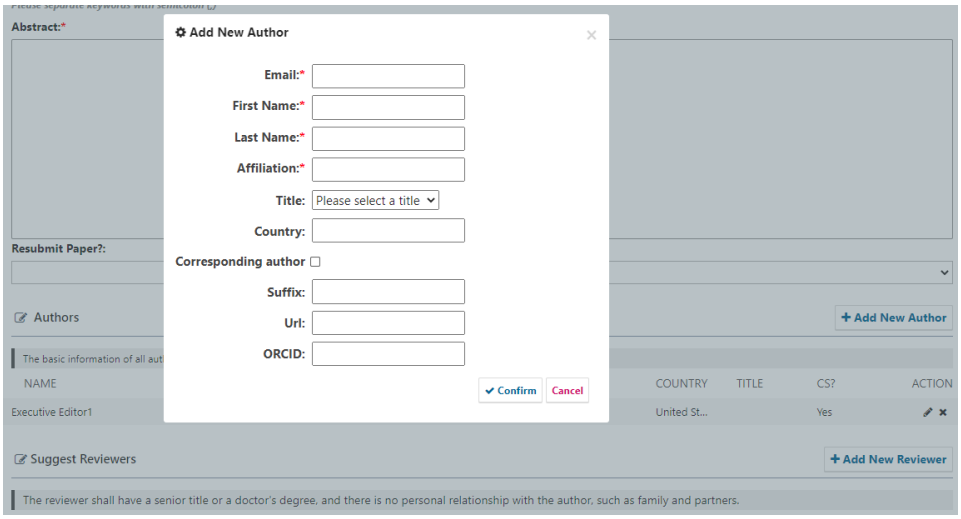
Select the journal you want to contribute to and click “Confirm” to enter the contribution page.



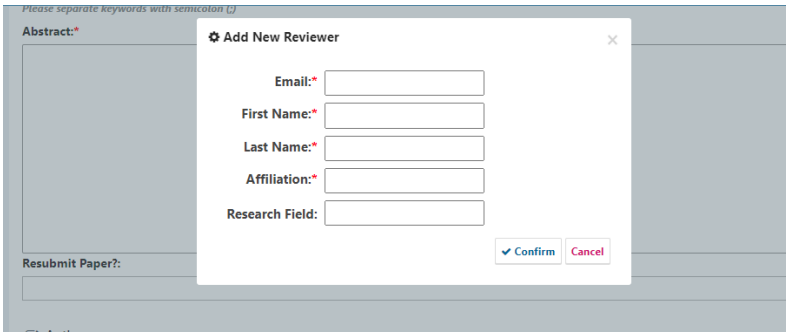
Users need to carefully read the manual instruction, copyright notice and the other contents. Click the check box to indicate that you agree with the above terms.
Users must fill in the basic information of the article. Multiple keywords can be separated by semicolons.
Users can add, modify, and delete authors. There must be at least one record in the Authors list.



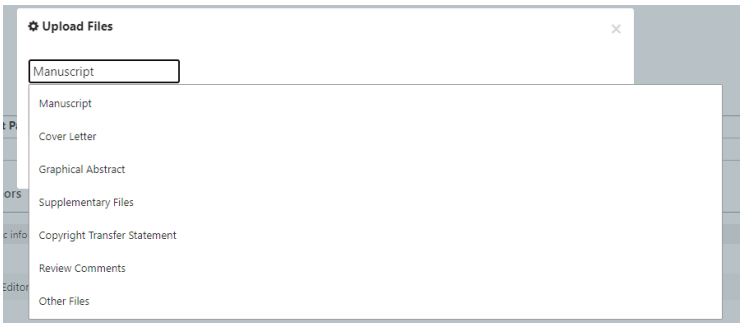
Users can add possible reviewers in the Suggest Reviewers list if available. Click the drop-down box of Section, select the reasonable Section according to the major involved in the article.
Click “Upload New File” to upload manuscript and users can edit and delete these files.
Click the Submit button to confirm the information filled in is correct. If the information is wrong, click Cancel button to return to modify.
Once you’ve submitted your manuscript successfully, you can check your paper in the submission system.

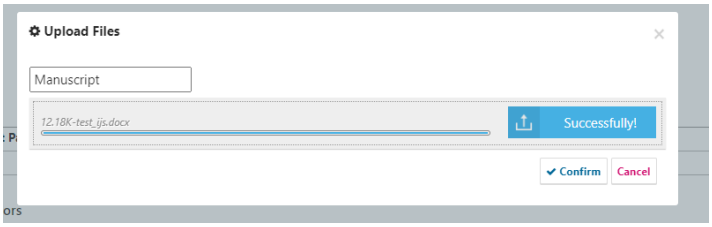


Click “Add New Author” and fill in the basic information.

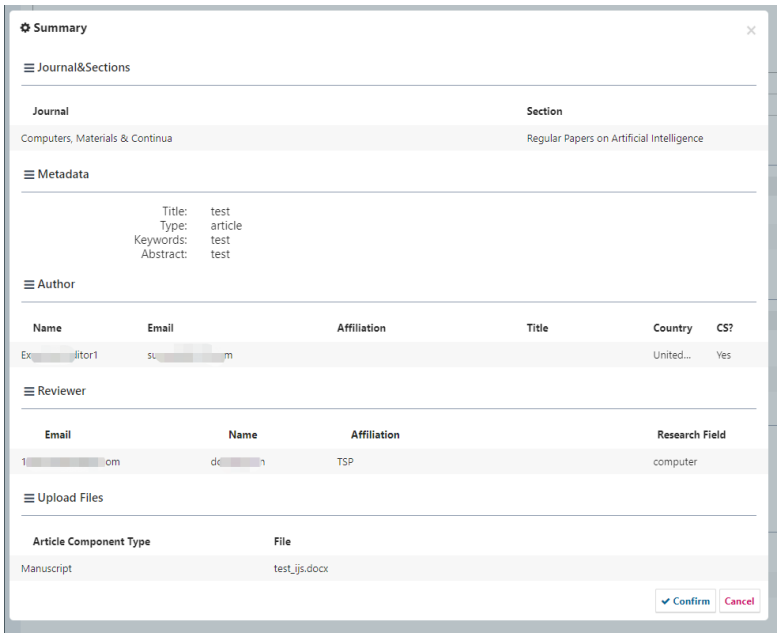


Click “Add New Reviewer” and fill in the basic information.



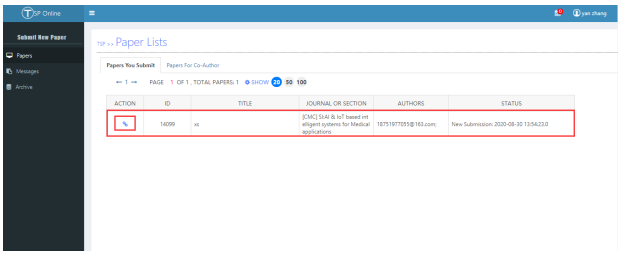


Click “Upload New File” to upload di˙erent types of files. The “Summary” will display all the information for your submission. Please click “Confirm” to complete your submission.

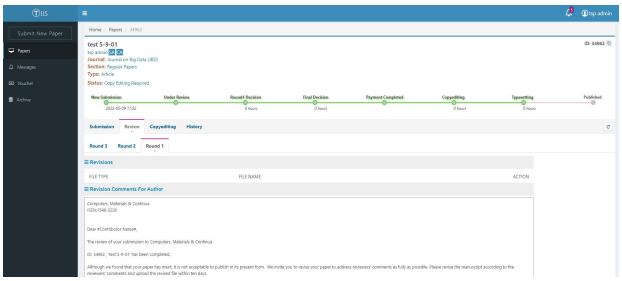


1.4 Left navigation bar

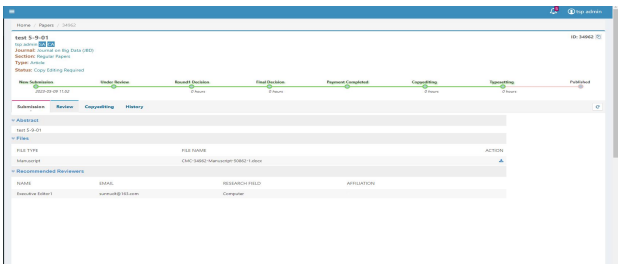
1.4.1 Papers



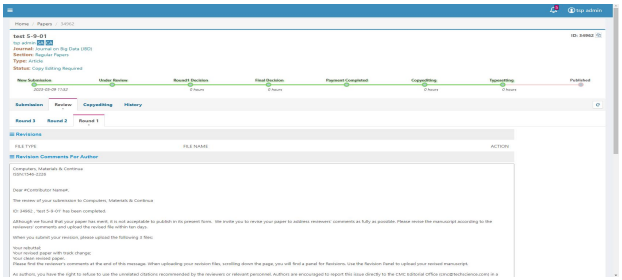
You will see all the submissions in “Papers You Submit”/“Papers for Co-Author”. Click “ACTION” to enter into each submission.



Users could see the ID, Title, Authors and Status, as well as the submissions, review progress and historical operations of the article.

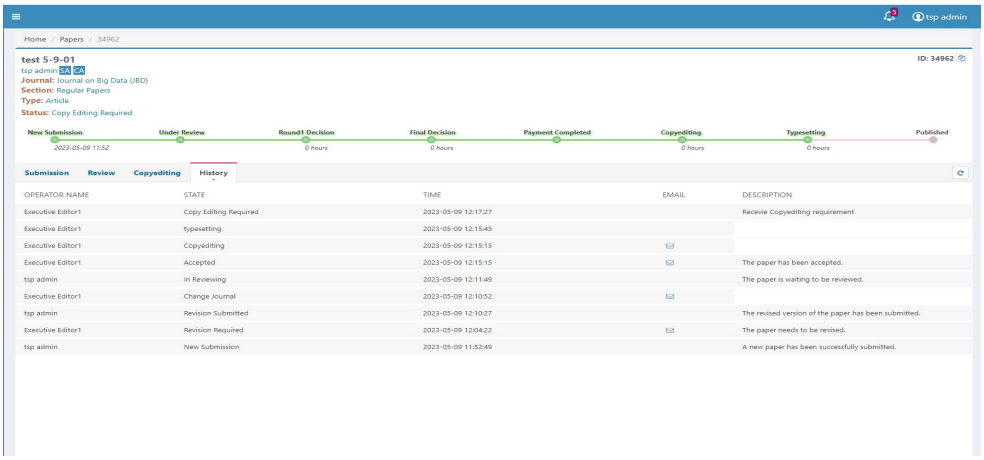


“Submission” should include the manuscript and its recommended reviewers.

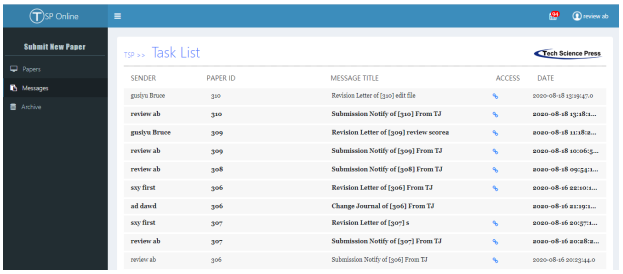


“Review” will include all the review rounds, next step for the users and all the files to be reviewed.

“History” has the history records of all operations.

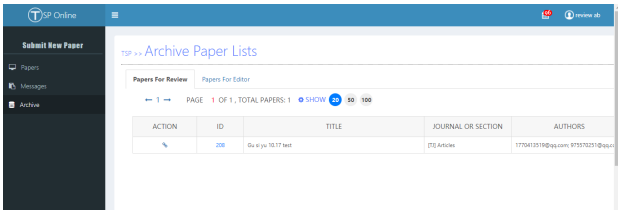


1.4.2 Messages



The information in Messages is the site information. If the information is unread, it will be displayed in bold. Click it to view.

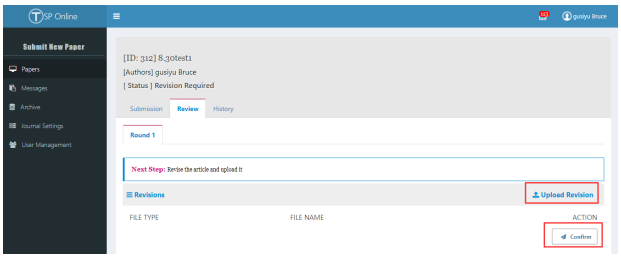
1.4.3 Archive

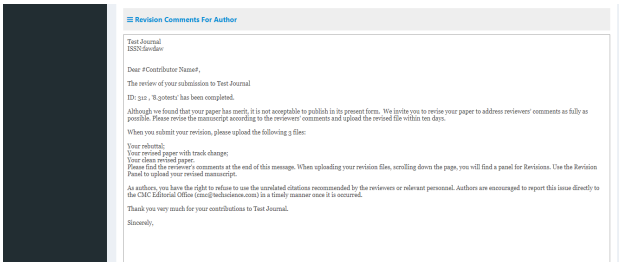


Articles in declined and copyediting-completed status will be moved to Archive at 6:00 pm every Sunday.

1.5 Users perform revision, change journal and copyedit operations

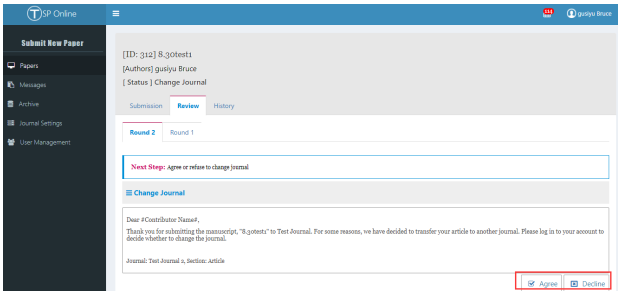
1.5.1 Revision

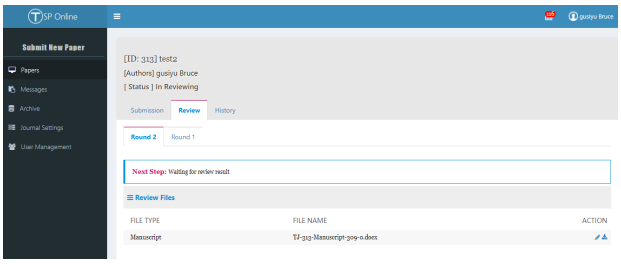




Author are asked to upload the revised file upon revision request. Mean-while, authors will receive the review comments and attachments. Authors will click “Upload Revision” to upload their revised files and press “Confirm” to send it. Then the manuscript will automatically enter the next round of review.

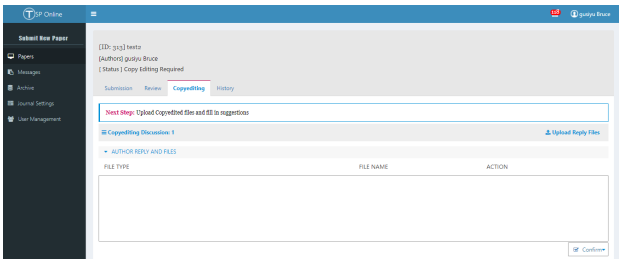
1.5.2 change journal

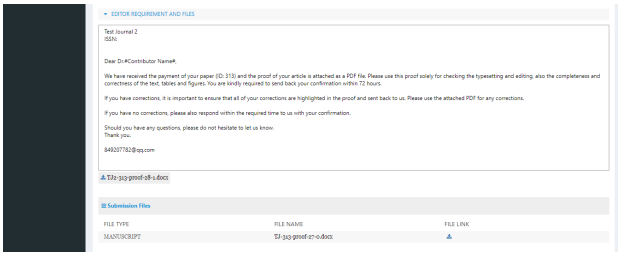




When the editor proposes a journal-change request, the author can choose either Agree or Decline. When the request is rejected, the article will be invalid. When accepted, it will proceed into the next round of review within the new journal.

1.5.3 copyedit



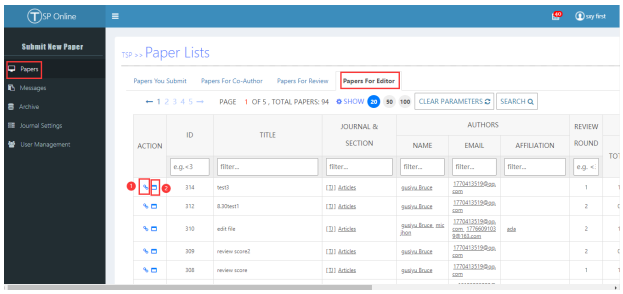


After the editor sends the “Send Copyediting Requirement” request, the paper will go to the step of Copyediting, which includes three parts: AU-THOR REPLY AND FILES, EDITOR REQUIREMENT AND FILES, and Submission Files. The author can typeset the article again and upload the files.

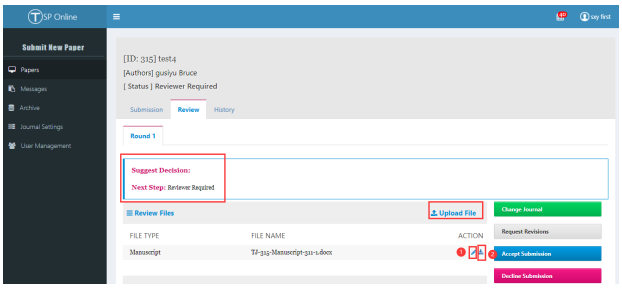
2

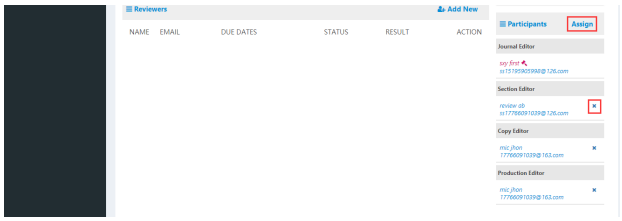
The instructions for editors

2.1 To view the article information



After the user submits the article, the editor can see the user's article in the "Papers For Editor" of "Papers", click the icon 1 to open the article on the current page, and click the icon 2 to open the article on another page.

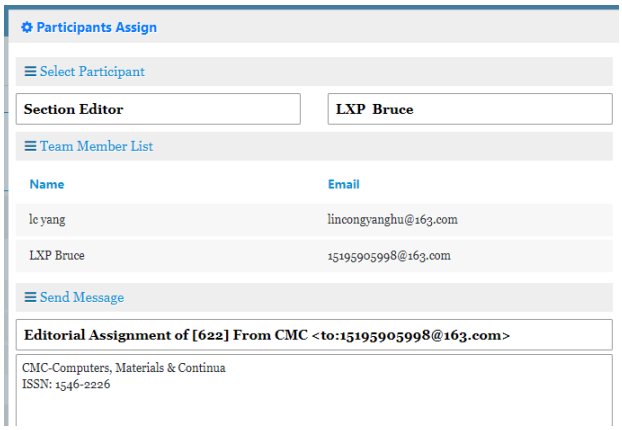


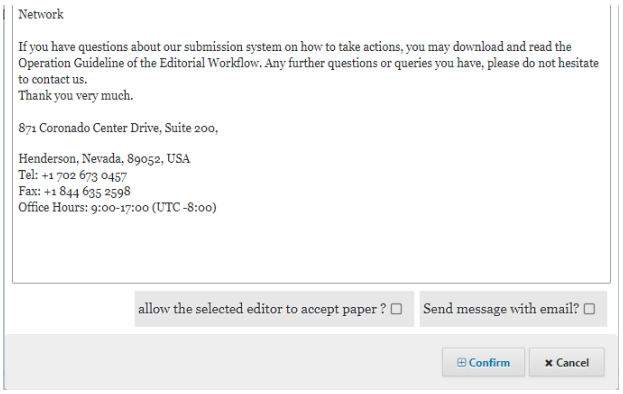


The content of "Suggest Decision" shows the suggestions of unauthorized editors, and "Next Step" indicates what action the article needs to do next. Click the "Upload File" button, the editor can help the author upload files. Click the icon 1 to modify the uploaded file, click the icon 2 to download the uploaded file.

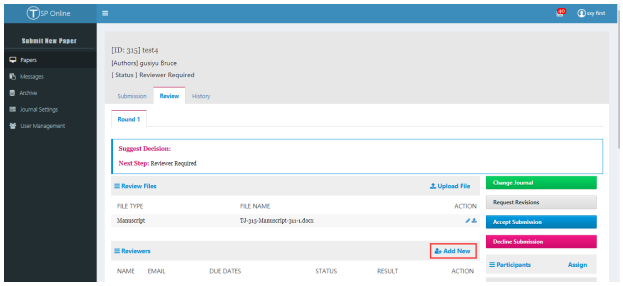
2.2 The Editor assign reviewers and related operations

Click the "Assign" button, and the editor-in-chief assigns Participants for this article. The "Journal Editor" is the editor-in-chief of the journal, the "Section Editor" is the editor of the journal, the "Copy Editor" is the layout editor, and the Production Editor is the publication editor. Click to delete the editor.

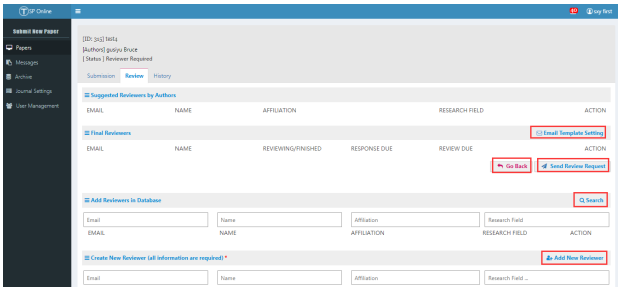




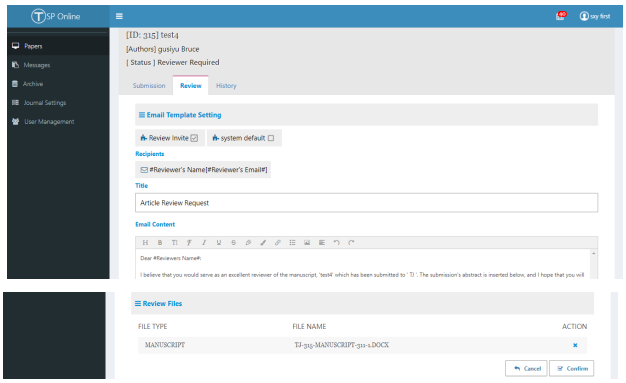
Click the "Assign" button, then the assignment window appears. To select the role in "Select Participant", "Team Members" shows the name list of that role, and "Send Message" shows the content of the appointment email. "Allow the selected editor to accept paper?" means whether to grant the editor the right of accepting the article. The name color of authorized editors is red, and the unauthorized editors is black. "Send message with email?" means whether to send an email to the nominator.

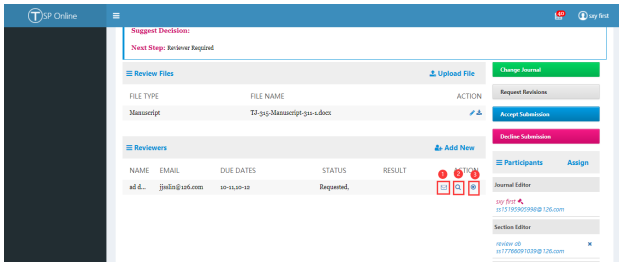


Click the "Add New" to add a new reviewer. And "Suggested Reviewers by Authors" shows the reviewers list recommended by the author, "Final Reviewers" shows the reviewers list finally selected by the editor, and "Add Reviewers in Database" is where the editor can add reviewers through fuzzy query of registered users. "Create New Reviewer" is to add an unregistered user as a reviewer.



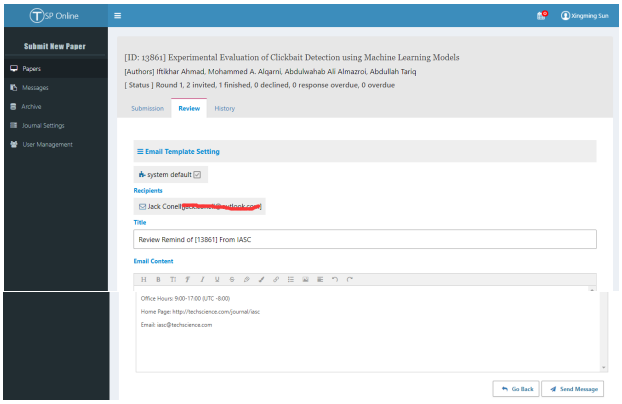
Click the “Go back” to return to the former “Review” page.
Click the “Send Review Request” to send a review invitation email to the selected reviewer.
Users can be added as reviewers by clicking “Search” to search the users through their Email Address, Name, Affiliation, and Research Field in the database.
Click the “Add New Reviewer” to add a new user as a reviewer who is not in the database, and all items are required.
Click the “Email Template Setting” to enter the page of the review invitation email. The following figure shows the page that appears by clicking the “Email Template Setting” button. You can edit the email content on this page. Files in the “Files in Review File List” are uploaded by the author during the submission stage. The file can be deleted by clicking the “delete” after the file, and the file will not be attached to the reviewer.



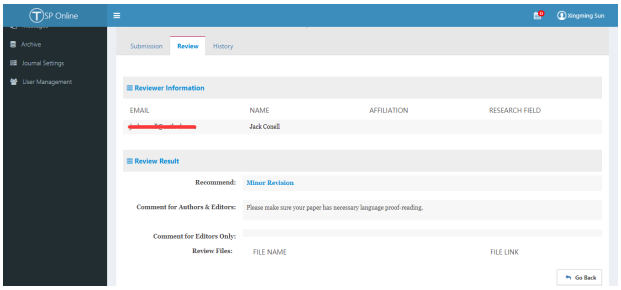


“Reviewers” is the list of reviewers. All the reviewers invited by the editor will be eventually showed in the list. “Name” is the reviewer’s name, “Email” is the reviewer’s mailbox, “Due Dates” shows the reviewer’s response time and deadline for review, and “STATUS” shows the review status of the reviewer, “Result” shows the review result of the reviewer, and “Action” is the operation of the editor on the reviewer.
Clicking the icon 1 will send a reminder email to the reviewer to remind the reviewer to review the manuscript. The following figure shows the page

displayed after clicking the icon 1, “Email Template Setting” is to set the email template, check any template, and “Recipients” is the email recipient, “Title” is the email title, “Email Content” is the content of the email, and the “Go Back” button is to return to the previous page of the “Review” tab, the “Send Message” is to send a review reminder email.

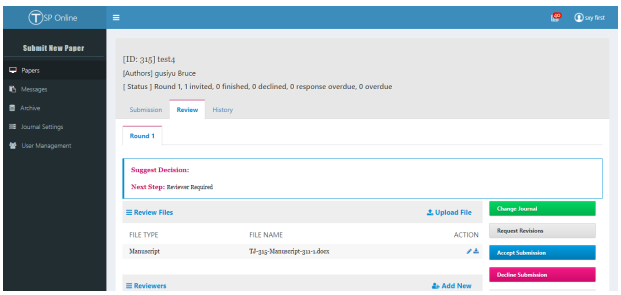


Click the icon 2 to view the review results. The following figure shows the page after clicking the icon 2, “Reviewer Information” shows the basic information of the “Reviewer”, “Review Result” is the review result returned by the reviewer, “Recommend” shows the reviewer’s suggestions, and “Comment for Authors & Editors” shows the comments for the author and editor, “Comment for Editors Only” is the comment for the editor, “Review Files” shows the review file uploaded by the reviewer, the editor and the author can download the file by “File Link”, and “Go Back” is to return to the former operation.

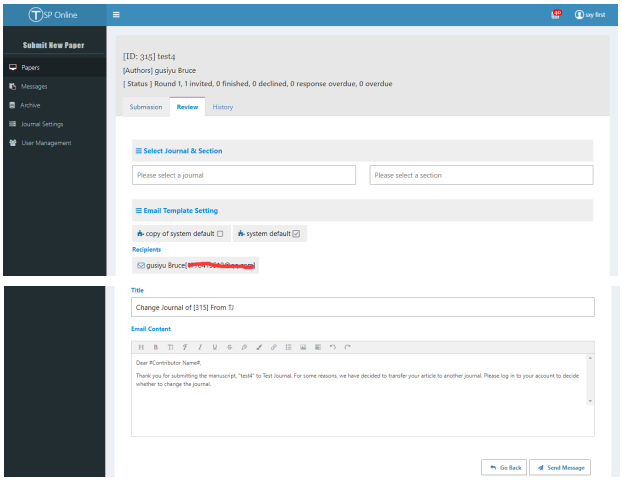


Click the icon 3 to close the review.

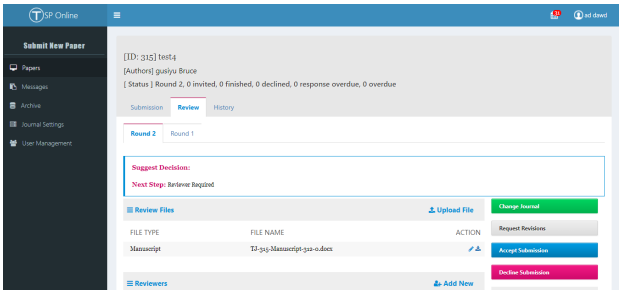
2.3 The editor makes a decision based on the reviewers' comments



2.3.1 Change Journal

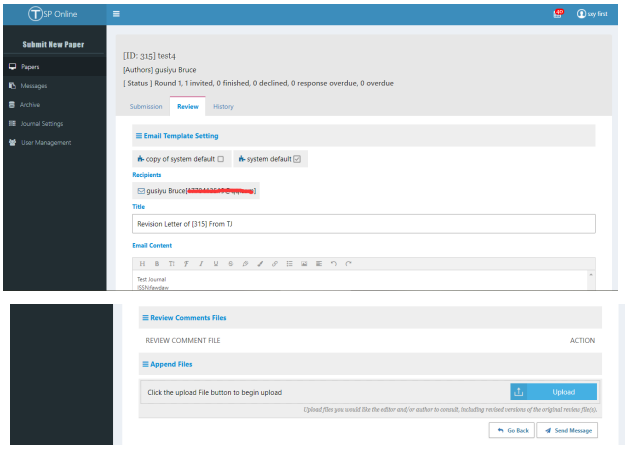


The above picture is the page that appears after clicking the "Change Journal" button. To transfer an article to another journal or section by clicking "Select Journal & Section". "Recipients" shows the recipient's mailbox, "Title" is the email title, "Email Content" shows the content of the email, and "Go Back" is to return to the former operation, "Send Message" means to send the email.

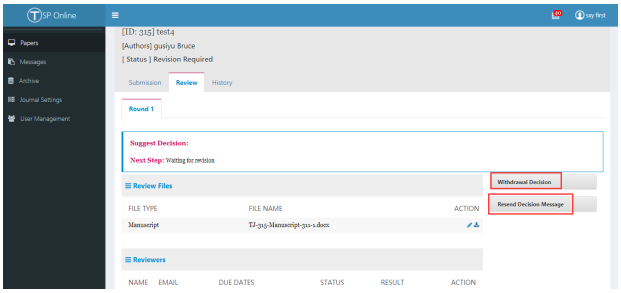


After the journal was transferred, the editor of another journal can see the article enter into the next round.

2.3.2 Request Revisions



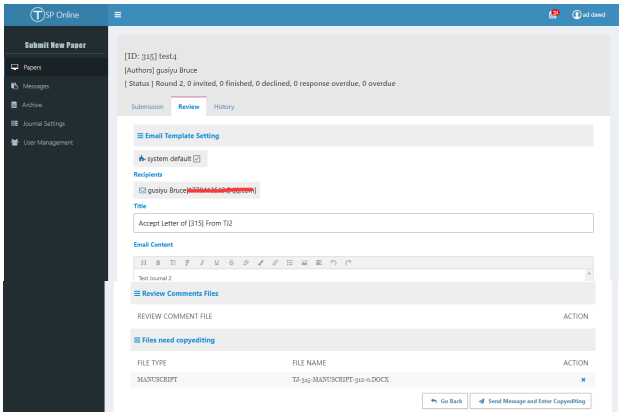
Based on the comprehensive review comments, the editor clicks on the Re-quest Revisions button to make a revision request on the article. The picture above shows the page displayed by clicking the Request Revisions button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files are the review files uploaded by the reviewers during the review stage, which will been sent to the author in the form of attachment. Append Files are uploaded by the editor. The Go Back button is to return to the previous Review tab, and the Send Message button is to send the request revision email.



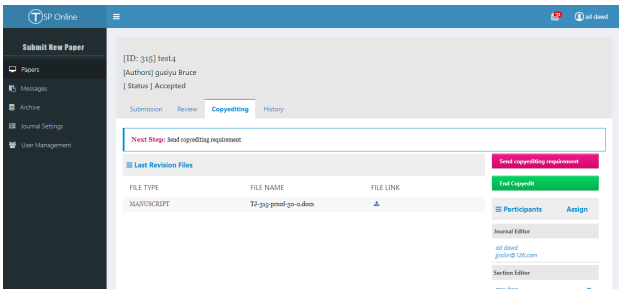
The above picture is the page that appears after the editor decides to send the request revision email. Click the Withdraw Decision button can with-draw the current decision. Click the Resend Decision Message button to resend the current decision email, and the author receives the request revi-sion email again.

2.3.3 Accept Submission

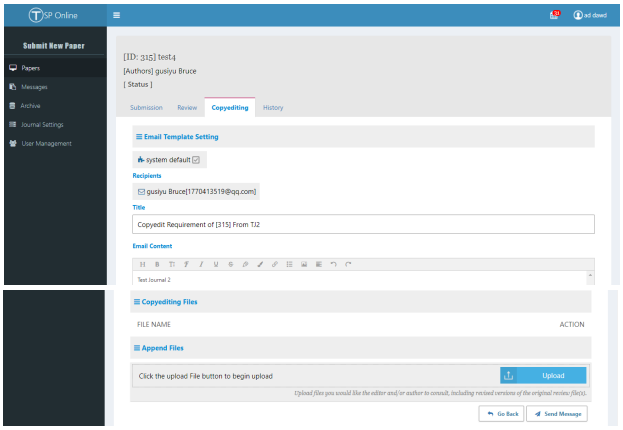
When the editor has the right to accept the article:



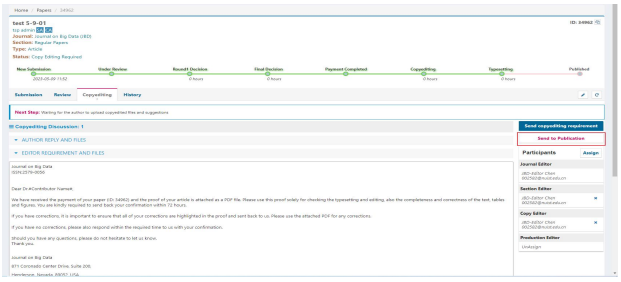
The above picture is the page that appears after clicking the Accept Submis-sion button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files are the review files uploaded by the reviewer; Files need copyediting are the files uploaded by the author in the current round; the Go Back button is to return to the previous Review tab, and the Send Message and Enter copyediting button is to send Accept emails.



After the article is accepted, the page enters the Copyediting phase. Last Revision Files is the previous revised article. Click the Send Copyediting Requirement button to send the Copyedit Requirement email to the author.

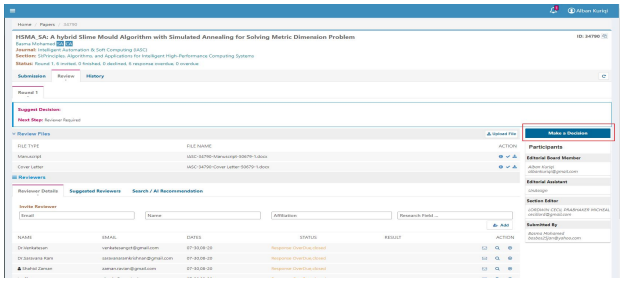


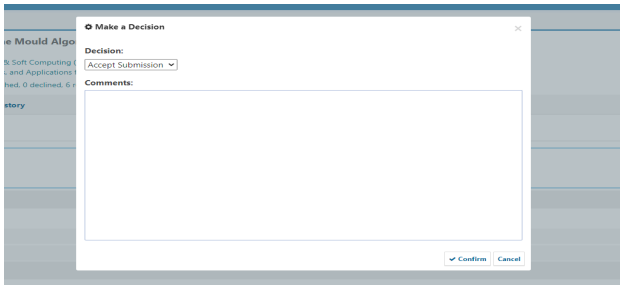
The above picture is the page that appears after clicking the Send Copy-editing Requirement button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Ti-tle is the email title; Email Content is the email content; Copyediting Files is uploaded by the editor. Upload is the upload button, and the editor must upload the file. The Go Back button is to return to the previous tab, and the Send Message button is to send Copyediting Requirement email.



The above page appears after the editor sends the Copyedit Requirement email. Copyediting Discussion is the number of rounds of typesetting; AU-THOR REPLY AND FILES is the file uploaded after the author responds to the request; and EDITOR REQUIREMENT AND FILES are the Copy-edit Requirement email and attached file sent by the editor. The download button is to download attachments.

Click the Send to Publication button,the articles in the copyedit state will be moved to Archive at 6 pm every Sunday. When the editor does not have the right to accept the article:

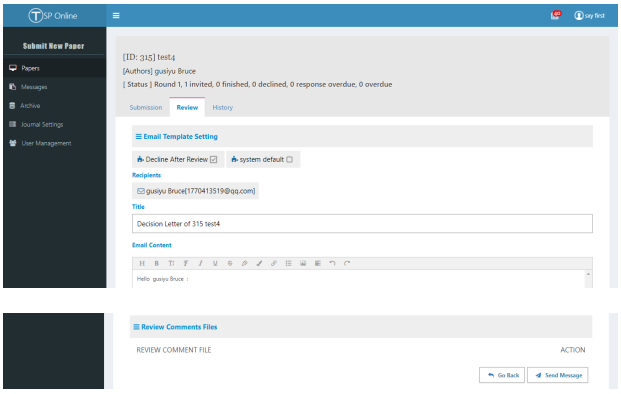




After clicking Accept Submission, the editor cannot accept the article di-rectly, but can only send the suggestion of accepting the article. Decision Type is the suggested type; Opinion is the suggested content, confirm is the confirmation, and Cancel is the cancellation.

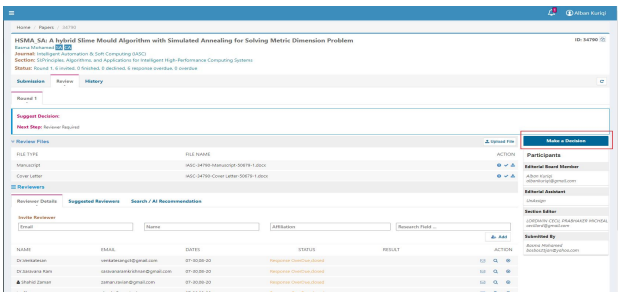
2.3.4 Decline Submission

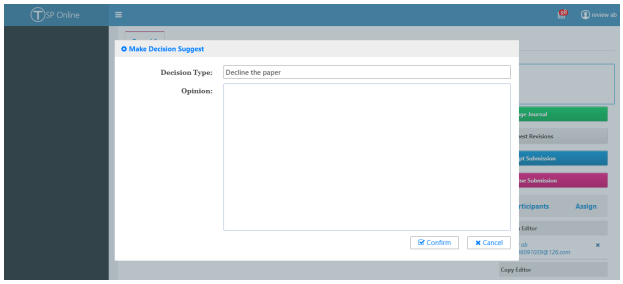
When the editor has the right to decline the article:



The above picture is the page that appears after clicking the Decline Submis-sion button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files is uploaded by reviewers. The Go Back button is to return to the previous Review tab, and the Send Message button is to send decline submission email.

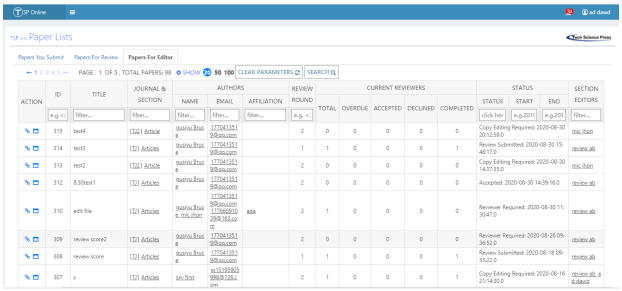
When the editor does not have the right to decline the article:





After clicking Decline Submission, the editor cannot decline the article di-rectly, but can only send the suggestion of declining the article. Decision Type is the suggested type; Opinion is the suggested content, confirm is the confirmation, and Cancel is the cancellation.

2.4 Papers for Editor in Papers



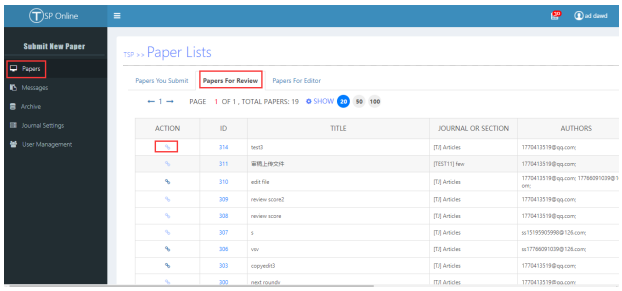
Papers For Editor is the list of articles operated by Editors; CLEAR PA-RAMETERS is to clear the query condition; SEARCH is to query the article according to the condition; ACTION is the article link; ID is the article ID, and the article can be searched according to the ID; TITLE is the title of the article, and the article can be searched according to the title. JOUR-NAL&SECTION is the journal and Section, and the article can be searched according to the journal and Section. AUTHORS is the author, and the ar-ticle can be searched according to the author's mailbox, Name, Aÿliation. REVIEW ROUND is the number of review rounds of the current article. TOTAL in CURRENT REVIEWERS is the number of invited reviewers. OVERDUE is the number of overdue reviewers; ACCEPTED is the number of reviewers who accepted the review task; DECLINED is the number of reviewers who declined the invitation; COMPLETED is the number of arti-cles which have completed the review process. STATUS is the status of the article, which can be queried according to the current status of the article. START is the start time, END is the end time, and SECTION EDITORS is the editor responsible for the article, which can be queried according to the editor's name.

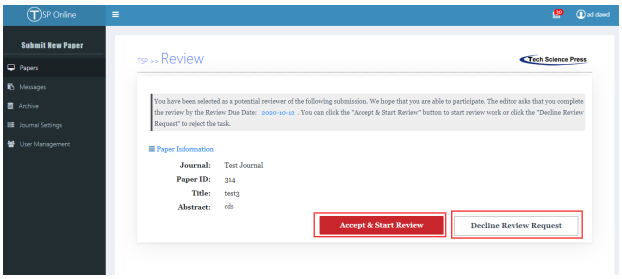
3

The instructions for reviewers

3.1 Ways for reviewers to access the submission system

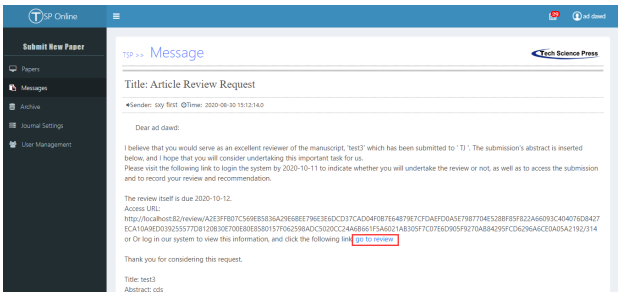
After review assignments are sent by the editor to reviewers, the reviewers can access their review assignments in any of the following 3 ways:
First way: Login to the review system. Click on “Papers” to display the “Paper Lists” screen. Under “Papers for Review”, locate the paper to review and click the ”Action” icon. The “Review” screen will appear with a synopsis of the paper. Click on “Accept & Start Review” or “Decline Review Request.



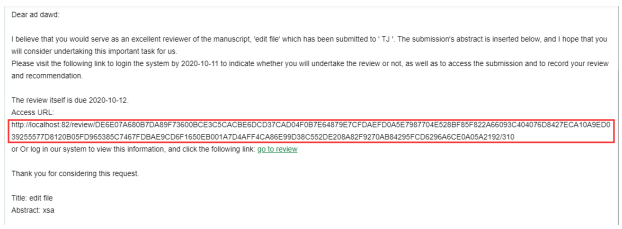


Second Way: Login to the review system. Click on “Messages” to

the “Task List” screen. Under “Message Title”, locate the paper to review and click on it. The “Messages” screen will appear with the “Article Review Request”. Click on the Submission URL link. The “Review” screen will appear with a synopsis of the pending paper. Click on “Accept & Start Review” or “Decline Review Request.

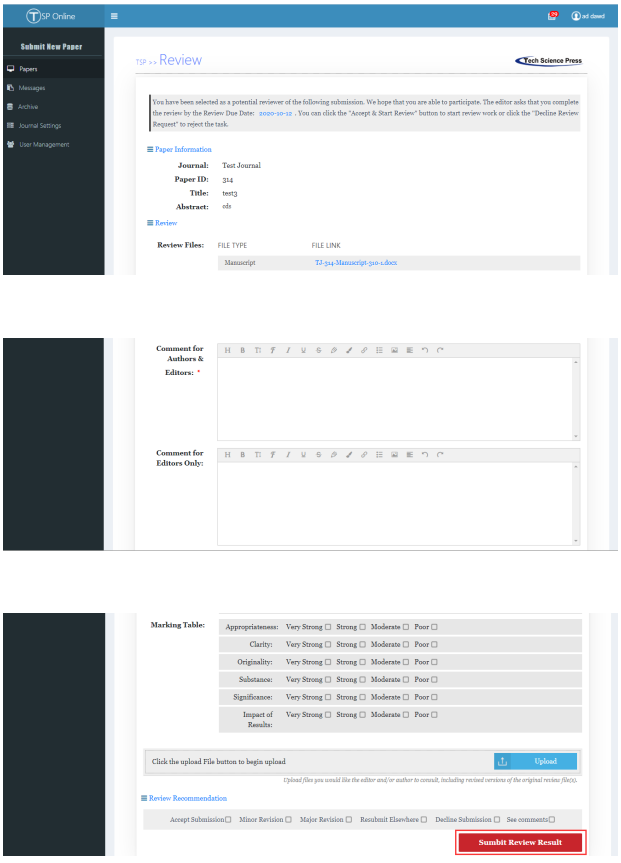


Third way: Open the review invitation letter, click on the Submission URL link or copy / paste it in your browser. The “Review” screen will appear with a synopsis of the pending paper. Click on “Accept & Start Review” or “Decline Review Request”.



3.2 Instructions for reviewers who accept a review

Upon agreeing to review a paper, by clicking on the on "Accept & Start Review", the "Review" screen will appear with a synopsis of the paper, including Journal, Paper ID, Title, Abstract and Review Files. Reviewers are required to fill their comments in "Comment for Authors & Editors" area, and check one of the options in the "Review Recommendation" section at the bottom. "Comment for Editors Only", and "Marking Table" are optional. Reviewers could upload a file with markups of their revisions or additional comments. Click "Submit Review Result" to complete your review.



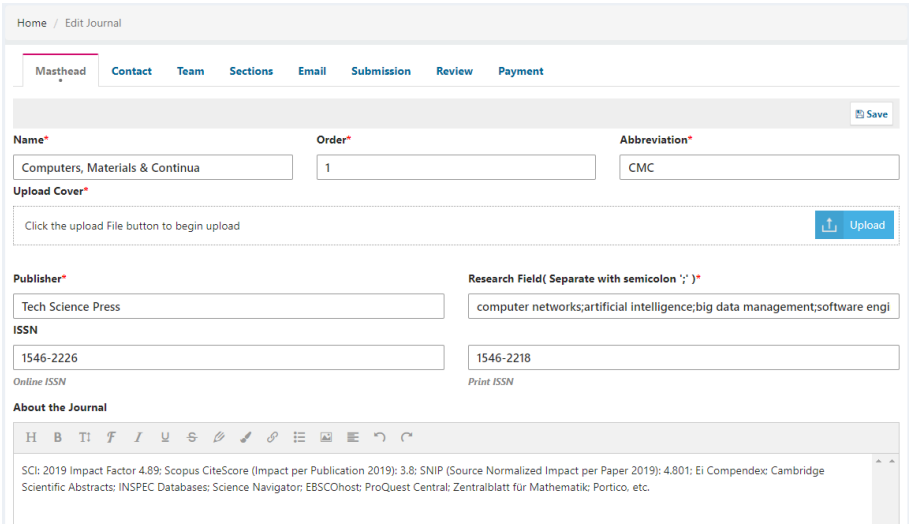
4

The instructions for managers

4.1 Journal Settings

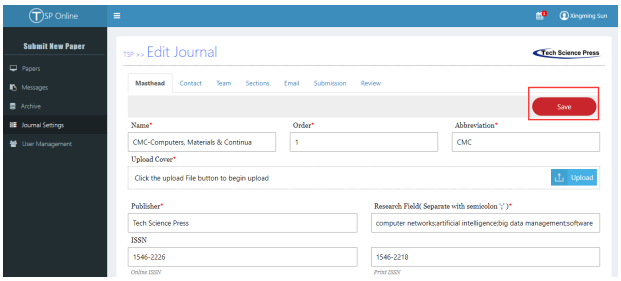
Click Journal Settings on the left to enter the journal list. The following figure shows the list of all journals. Click the red box on the right to enter the journal setting page.

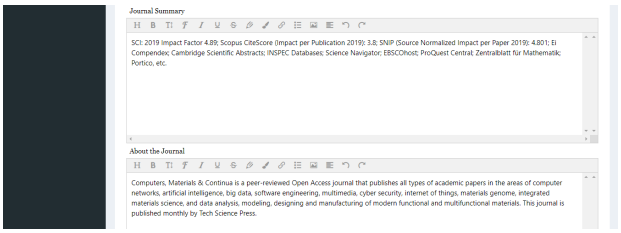
Journal settings are divided into the following seven parts: Masthead, Con-tact, Team, Sections, Email, Submission, and Review.



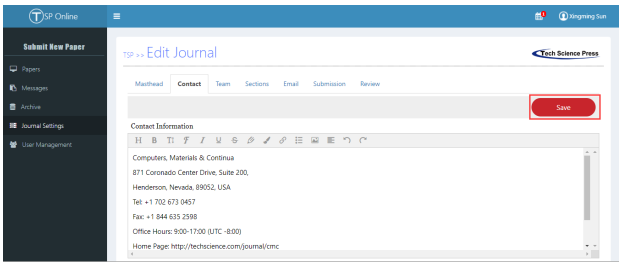
The first part is Masthead, which fills in the basic information of the jour-nal, including Name, Order, Abbreviation, Cover, Publisher, Research Field,

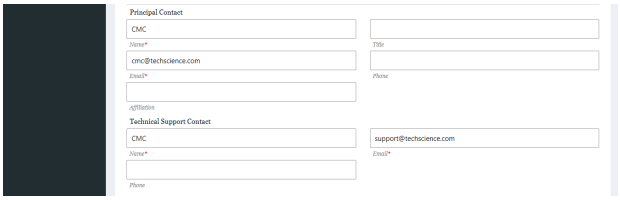
ISSN, Journal Summary and About the Journal, where Name, Order, Abbreviation, Cover, Publisher and Research Field are required. Click the Save button in the upper right corner to save this information.



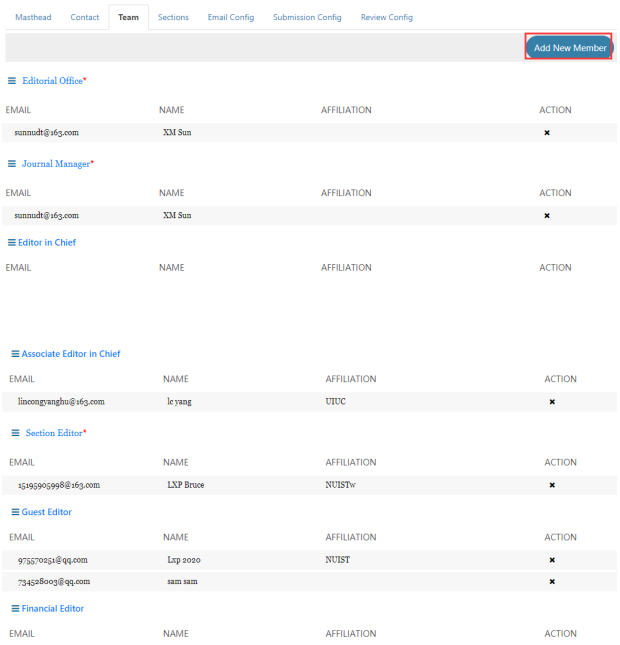


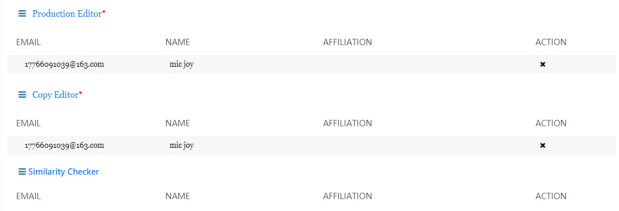
The second part is Contact, including Contact Information, Principal Contact and Technical Support Contact. Click the Save button in the upper right corner to save this information. Principal contact includes five parts: Name, Title, Email, Phone and Affiliation, where Name and Email are required; Technical Support Contact includes Name, Email and Phone, where Name and Email are required.



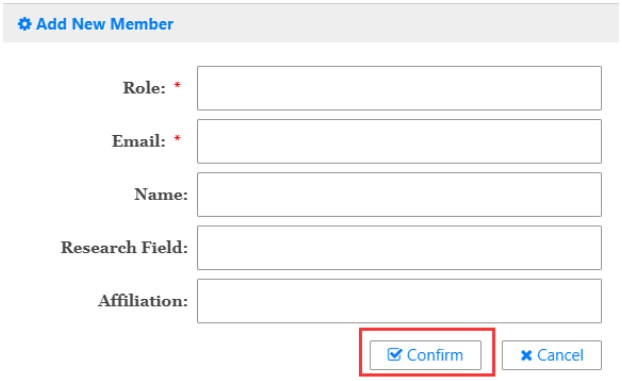


The third part is Team, including Editorial Office, Journal Manager, Editor In Chief, Associate Editor In Chief, Section Editor, Guest Editor, Financial Editor, Production Editor, Copy Editor, Similarity Checker, where Editorial Office, Journal Manager, Section Editor, Production Editor and Copy Editor are required.

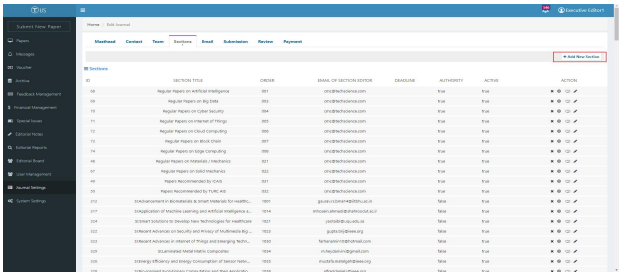




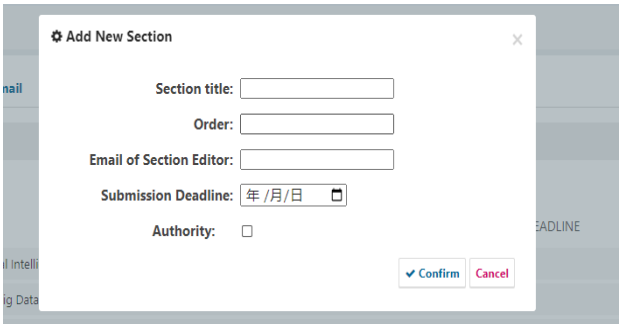
Click the Add New Member button in the upper right corner, add Team roles, fill in the pop-up window with Email, Name, Research Field and Affiliation, where Role and Email are required, and click Confirm to confirm.



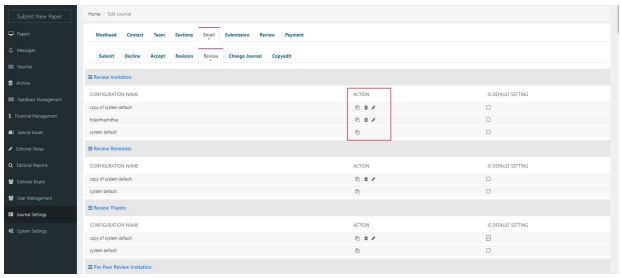
Click × on the right side of Team to delete the role
The fourth part is Sections. Click the Add New Section button in the upper right corner to add a section in the pop-up window.



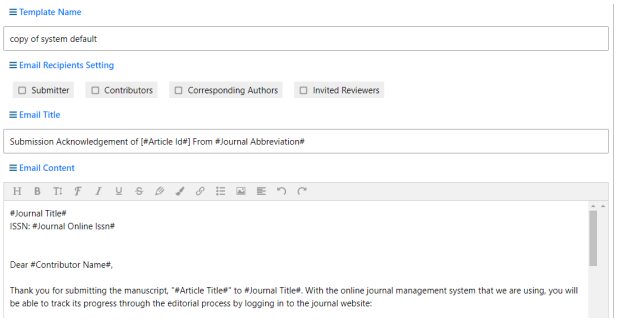
Fill in Section Title, Order, Email of Section Editor and Authority. Section Title, Order and Email of Section Editor are required. Click “Confirm” to confirm.

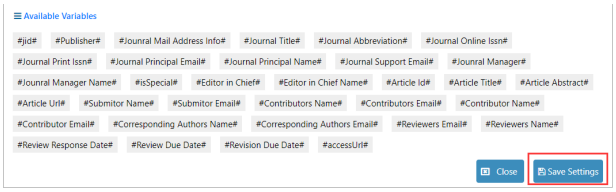


Click the icon in the middle of the action to invalidate this section.Stay on this button to display Click this button to disable the section.
Click the rightmost icon in the action to modify Section.
The fifth part is Email, including seven email templates of Submit, Decline, Accept, Revision, Review, Change Journal and Copyedit. Click “Create New Configuration” in the upper right corner to copy the default email template to generate a new template.

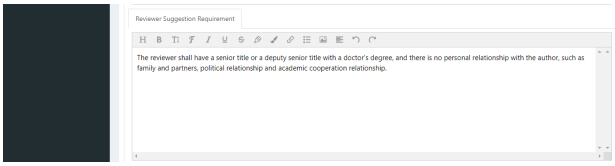


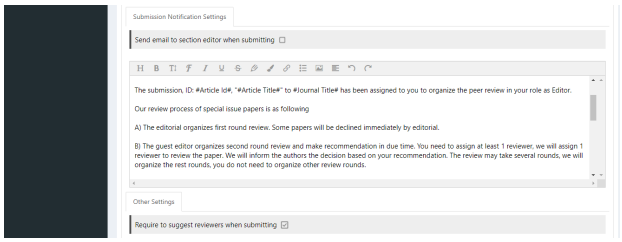
Click the leftmost icon in the action to copy this email template to generate a new template.
Click the icon in the middle of the action to delete the email template.
Click the rightmost icon in the action to modify the email template. You can modify the four parts: Template Name, Email Recipients Setting, Email Title, and Email Content. Available Variables are variables that can be used in the email. Click “Save Settings” in the lower right corner to save the changes.



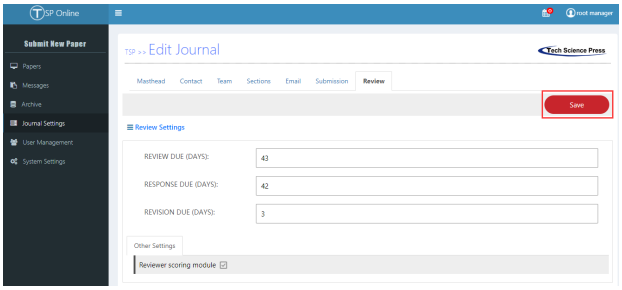


The sixth part is Submission, including Author Guidelines, Reviewer Suggestion Requirement, Submission Notification Settings and Other Settings. Click “Save” in the upper right corner to save the changes.

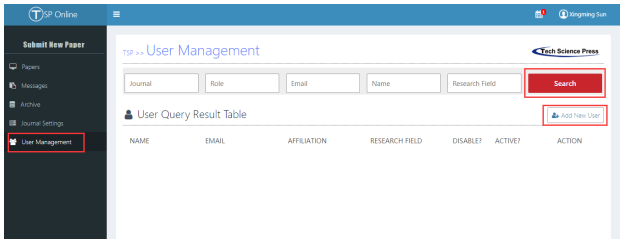




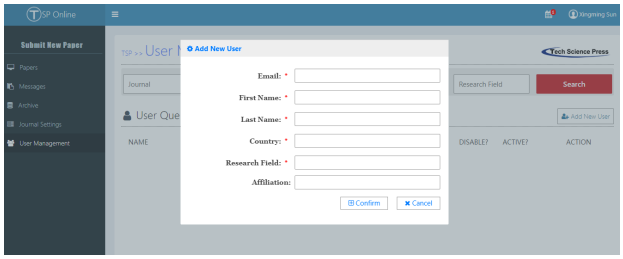
The seventh part is Review. You could set up the review due, response due, revision due and Reviewer scoring module. Click "Save" in the upper right corner to save the changes



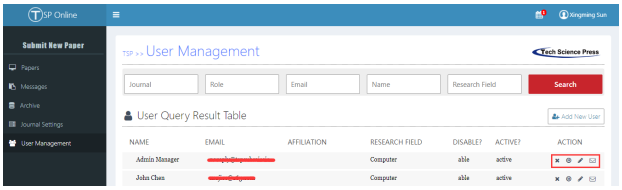
4.2 User Management



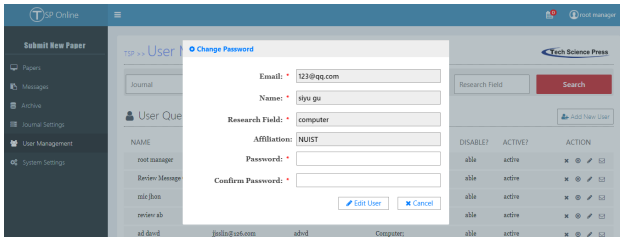
Click the "User Management" button on the left for user management. You can directly click the "Search" button to query all user information, or you can check for users based on the terms of Journal, Role, Email, Name, and Research Field.

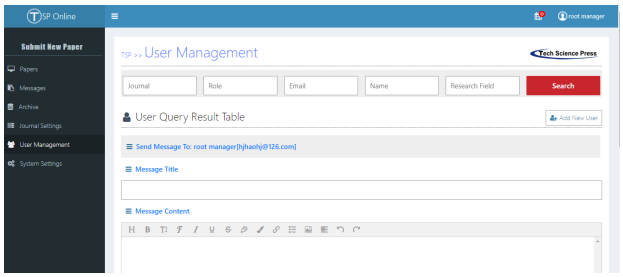


Click "Add New User" and fill in the basic information.



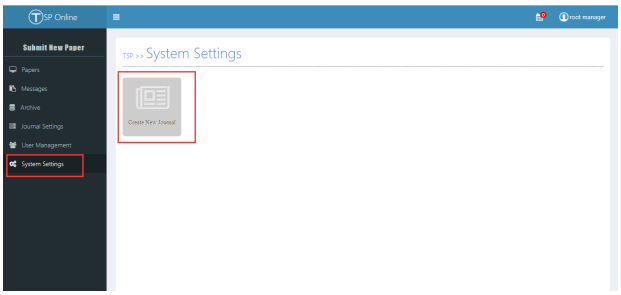
Click the first icon in the action to disable (delete) the user.
Click the second icon in the action to active/inactive the user.
Click the third icon in the action to modify the username and password.
Click the fourth icon in action to send message to the user.



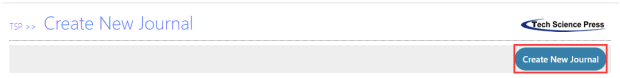
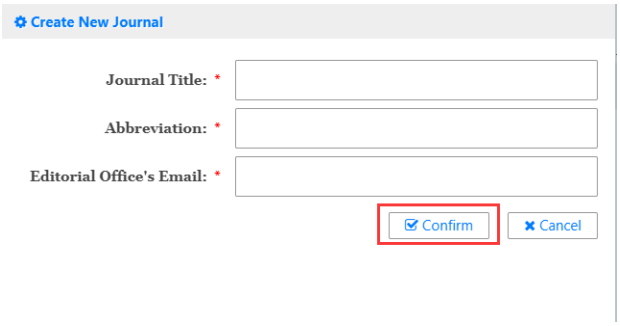


4.3 Create journals (this function can only be operated by administrators)

Click System Settings on the left and click Create New Journal to Create a New Journal



Click “Create New Journal” and enter the next step



Filling in the basic information of the journal to complete creating the journal.