



**DergiPark**

# New Article Workflow System

-EDITOR-

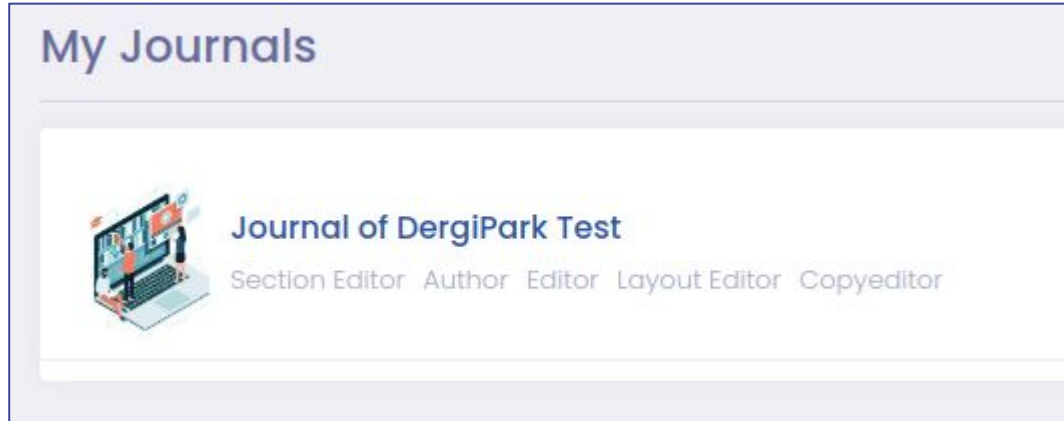


July 2020



# My Journals Menu

- When you log into DergiPark, you can click on your name in the upper right corner and go to the "**My Journals**" menu.
- And you can login to the journal on this page according to the role.



# Editor Panel

- When you click on the editor role, you can see general article status headings. You can access the articles in the process by clicking on any status card.
- You can change the role in the upper right corner, you can go to the settings because you are the editor.



Journal of DergiPark Test

Role: Editor ▾



My Journals • Journal of DergiPark Test • Editor Panel

Pre Review

17

With Editor

8

In Review

8

With Author

7

Decision

2

In Production  
(Article In Press)

10

# Settings

The screenshot displays a journal management interface for 'DergiPark Test'. The main area shows a grid of article counts in various stages:

Stage	Count
With Editor	10
In Review	10
Decision	2
In Production (Article In Press)	1
Other (Blue)	17
Other (Purple)	7

A 'Settings' panel is open on the right, listing the following options:

- Journal Info
- Boards
- Submission Settings
- Workflow Settings
- Review Forms
- Users
- Articles
- Issues

Additional interface elements include a 'Role: Editor' dropdown, a breadcrumb 'Editor Panel', and a footer with 'DĞLU Systems, Information Systems'.

# Article in Process

- You can see the article status and table by clicking the cards in the editor panel. (On the next slide)
- You can filter the articles by clicking on the states on the left.
- You can go to the workflow by clicking on the "+" sign at the beginning of the articles, and by clicking on the "Show" button.
- **It is shown in red so that you can distinguish articles that have expired.** Thus, you can see the delayed articles on the table without opening the workflow page.
- In articles under a situation; You can search in title, ID, type, subject, author, secretary, editor columns.
- You can search for an article from the "Articles" menu and go to the workflow page with the workflow button next to it.

Transferred 13

New Submission 12

With Secretary 1

In Copy Editing 4

With Statistical Editor 0

Checked 0

With Editor 10

With Author 7

Resubmission Requested 1

Under Resubmission 4

Revision Requested 2

Under Revision 0

In Review 6

Reviewer Invited 2

Under Review 3

Additional Reviews Required 1

Decision 2

Ready For Decision 0

Show 20 entries

Title


Search

ID	Title	Type	Subject	Authors	Submission Date	Editor
266925	Hemoptizi Ayırıcı Tanısında Mikroskopik Polianjiitin Önemi	Research Article	Computer Science, Software Engineering	Fatih DEMİRCAN, Faruk KİLİNC, Nevzat GÖZEL, Cemil GÖYA	November 16, 2016	Editor: Gülsultan ÇAVUŞOĞLU
267460	Kırşehir'in Turizm'deki Yeri		Art	Özgür Sönmez	November 22, 2016	Editor: Gülsultan ÇAVUŞOĞLU
357012	wadef	Research Article	Law	Editör Dergipark	November 22, 2017	Editor: Editör DERGİPARK
390647	bölüm editörlerine	Review	Engineering, Multidisciplinary	Gülsultan ÇAVUŞOĞLU	February 6, 2018	Editor: Ertuğrul YAŞAR
390651	pre review	Editorial	Computer Science, Information System	Gülsultan ÇAVUŞOĞLU	February 6, 2018	Editor: Didem AYDAN
452228	Ön Kontrolde yapılacaklar	Research Article	Engineering, Multidisciplinary	Yazar DERGİPARK	August 9, 2018	Editor: Ertuğrul YAŞAR Section Editor: Nusret ERİZÖRÜ

# Article Workflow Page

- In the upper block on this page; The title of the article, ID number, type, subject, file, what status it is, and the names of the editor, editor assistant, section editor assigned can be seen.  
This information is a fixed field.
- The workflow is managed by clicking the "Overview", "Review", "Decision", "Production", "Messages", "Files" and "Timeline" tabs.
- On the right side of the page, the operations that can be performed are listed according to the role and authority of the user.
- **In the overview tab;** authors, article details, secretary, notes to the editor, special flags added with the uploaded similarity file can be seen.
- **In the review tab;** editors, section editor, assistant editor, statistics editor, copy editor and reviewers can be seen.
- **In the decision tab;** form responses from the reviewers, note area to the author and decision options can be seen.
- **In the production tab;** the production editor is assigned. The article can be published as an early view.

# Article Process Page



**Kırşehir'in Turizm'deki Yeri** [✎](#)

Type: [✎](#)

Subject: Art [✎](#)

Id: 267460

Status: With Editor

Submission Date: November 22, 2016

**Editor**

Gülsultan ÇAVUŞOĞLU

Overview Review Files Messages Timeline

**Editors** ⌵

**Editor**

Assigned Date: July 17, 2020

Gülsultan ÇAVUŞOĞLU  
gulsultan.cavusoglu@yt.com.tr

**Reassign**

+ Assign Section Editor

+ Assign Associative Editor

**Copyeditor** ⌵

Copyeditor (Passive)

[✎ Ask For Resubmission](#)

[👤 Assign Reviewer](#)

[👤 Send To Statistics Editor](#)

[👤 Send To Copy Editor](#)

[📄 Make a Decision](#)

[⊗ Reject](#)

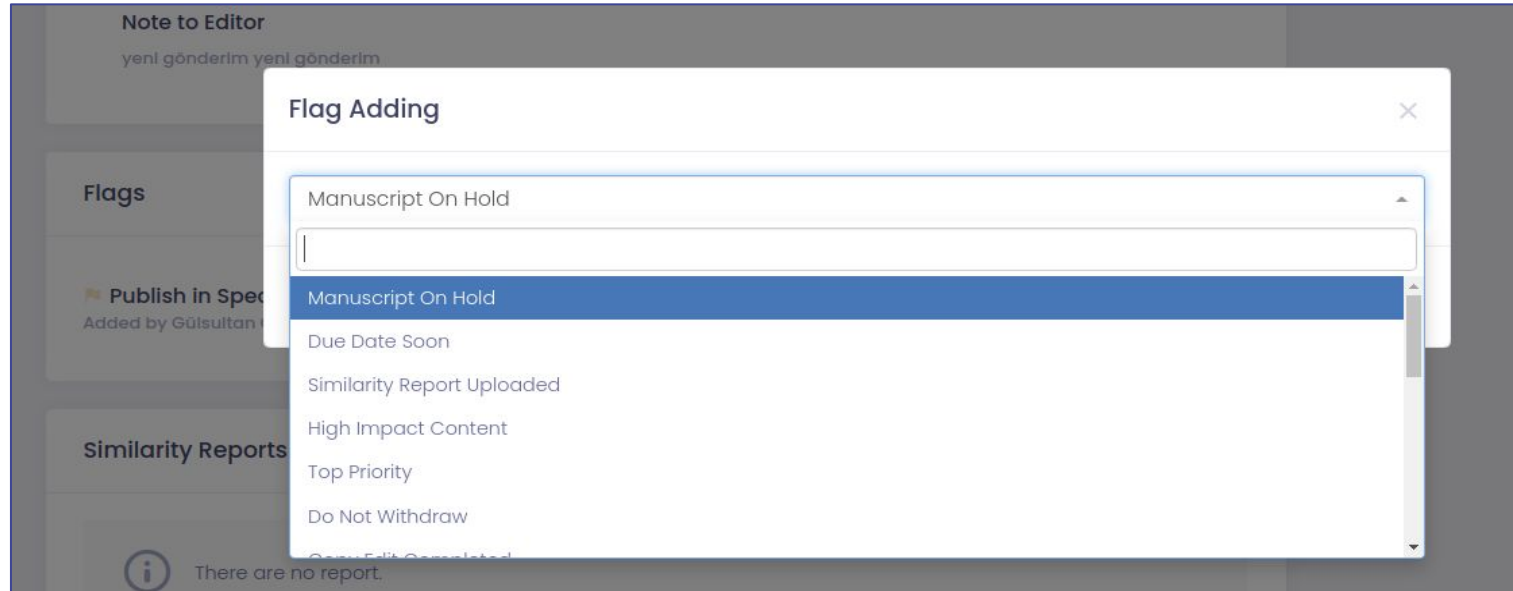
[↩ Rescind Decision](#)

[✎ Edit Workflow Setting](#)



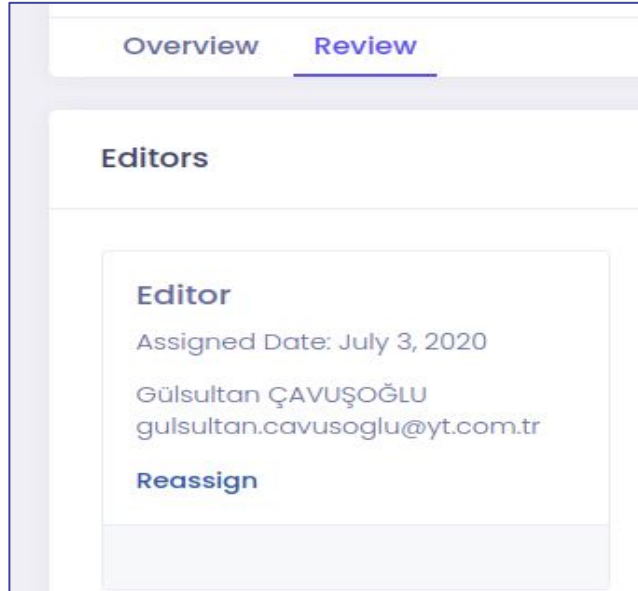
# Overview

- In the overview tab; authors, article details, secretary, notes to the editor, special flags added with the uploaded similarity file can be seen.
- Users who are editors in the journal can edit the article metadata even if they are not the editor of the article.
- Can edit; title, type, subject, abstract, keyword, author and references.
- You can add a special flag for the controllability of the article in the workflow. E.g; "Publish in Special Issue" or "Editor's own Manuscript" etc.



# Review

- In the review tab; editors, section editor, assistant editor, statistics editor, copy editor and reviewers can be seen.
- If an editor is assigned to the article, other editors in the journal can take over the article with the "Reassign" option on this tab in order to take action in the article. Thus, the number of options it can perform will increase.



- The section editor and editor assistant can be assigned, canceled or changed.
- Active and passive copy editors and statistical editors can be viewed. The active/passive status in this role exists because more than one role is assigned at the same time.
- Assigned reviewers, their review status and forms can be viewed.

# Review

### Editors

**Editor**  
Assigned Date: July 3, 2020  
Gülsultan ÇAVUŞOĞLU  
gulsultan.cavusoglu@yt.com.tr  
[Reassign](#)

[+ Assign Section Editor](#)

[+ Assign Associative Editor](#)

### Reviewers

[Add My Comment](#) [Assign Reviewer From Editorial Board](#)

Reviews Needed For Decision: (3)

#	File Revision	Reviewer	E-mail	Due Date	Recommendation	Review Form	Author Response
1		Hakem DERGİPARK	gulsultan.yildirim+hakem@yt.com.tr	-	-	-	-
2	Original	Zekiyenur CANER	zekiyenur.caner@yt.com.tr	July 6, 2020	Undefined	<a href="#">See Answer</a>	-

- The article's editor can assign the section editor and co-editor as in the image.
- In the new process, the assistant editor; has been identified as the assistant of both the editor and the section editor.
- The permissions of the editor and co-editor can be determined from the "Workflow Settings".
- The editor may assign a reviewer to the article or add its opinion to the article by as a reviewer.
- It determines the number of reviews needed for decision. Thus, the article can follow the situation in the review and when it is ready for decision, it is understood from the change of situation.

The screenshot displays a submission management interface. At the top left, the status is 'With Editor'. Below this, the submission date is 'November 16, 2016' and the due date is 'July 6, 2020'. The editor's name is 'Gülsultan ÇAVUŞOĞLU'. A navigation bar includes 'Files', 'Messages', and 'Timeline'. The main area shows two boxes for assigning roles: 'Assign Section Editor' and '+ Assign Associative Editor'. A right-hand sidebar contains a list of actions: 'Ask For Resubmission', 'Assign Reviewer', 'Send To Statistics Editor', 'Send To Copy Editor', 'Make a Decision', 'Reject', 'Rescind Decision', and 'Edit Workflow Setting'. At the bottom, there are buttons for 'Add My Comment' and 'Assign Reviewer From Editorial Board'.

Status: With Editor

Submission Date: November 16, 2016

Due Date: July 6, 2020

Editor  
Gülsultan ÇAVUŞOĞLU

Files Messages Timeline

Assign Section Editor

+ Assign Associative Editor

Ask For Resubmission

Assign Reviewer

Send To Statistics Editor

Send To Copy Editor

Make a Decision

Reject

Rescind Decision

Edit Workflow Setting

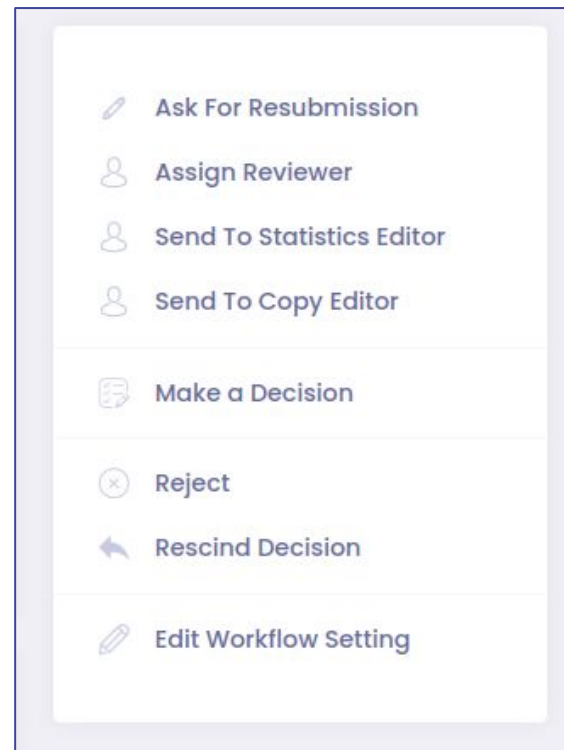
Add My Comment Assign Reviewer From Editorial Board

# Review

- The assigned role is given time. The remaining time can be seen from the "Due Date".
- Articles expiring in the assigned user are shown in red.
- You may request a revision from the author.
- You may assign reviewer, statistical editor, copy editor.
- With the “Make a Decision” button; You can mark major, minor, accept or reject.
- You can withdraw the article.
- You can change the workflow setting on an article basis.

# Decision

- Clicking the "Make a Decision" button opens the "Decision" tab.
- This tab contains the review forms sent by the reviewers.
- Editor, adding notes to the author; can create and send a "Decision Letter" to the author with the review forms of its choice.
- Decision letter; Major, minor revision or reject, accept can be forwarded to the author by marking one of the decision options.
- **If major or minor revision is marked**, the status of the article changes to "Revision Requested".
- **If the acceptance is marked**, the status of the article will be in the "In Production".
- **If the rejection is marked**, the article changes to the "Rejected" state. And workflow is over.



# Decision

Overview Review Decision Files Messages Timeline

**Decision Letters** ⌵

⊙ No decision letter is sent to the author.

**Review Reports** ⌵

⊙ There is no reviewer's review. ←

**Associative Editors Recommendations** ⌶

**Editor Decision** ⌵

Comments to Author

Select Decision\*


- Revise Manuscript (Major Revision)
- Revise Manuscript (Minor Revision)
- Reject
- Accept


Rescind Decision

Edit Workflow Setting

Decision page of the article that the reviewers have not yet filled in the form.


Overview Review Decision Files Messages Timeline

Decision Letters 

Review Reports 

1. Editor Decision

Gülsultan ÇAVUŞOĞLU

 Decision: *Minor Revision*


2. Reviewer Reviews


Decision page of the article with the reviewer form.

The decision page of the article that was previously marked decision option.


Overview Review Decision Production

Decision Letters

 The new decision letter will be generate after the decision is made.


 Previous Decision Letters

Review Reports


 Previous Review Reports

# Production

Overview Review Decision **Production** Files Message


Production Editor 

+ Assign Production Editor

Production Notes 

Note\*

Author can see note.



Article In Press (will be accessible from journal page)

- The publication process of the article whose accept decision is marked begins.
- The "Production" tab opens in the article.
- In this tab, the production editor can be assigned.
- Or, roles (Editor, co-editor) that have been authorized for decision may continue the publication process.
- Notes on publishing can be added.
- And the article can be published as an "early view" optionally.
- The proof reader or layout editor can be assigned.
- The workflow is completed and made ready for publication.



# Workflow Settings

- Editor of the journal can adjust both “general for journal” and “article-specific” instant process.

### Article Workflow Setting Editing

Process Settings Due Date Settings Editorial Team and Permissions

Blind review

Can author withdraw article?

Send the review form to reviewers who accepted the invitation automatically.

Number reviews required to make a decision/recommendation

Languages\*

En [Default] \* Tr [Optional] De [Optional]

Reviewer Guide

# Workflow Settings

On the workflow settings page;

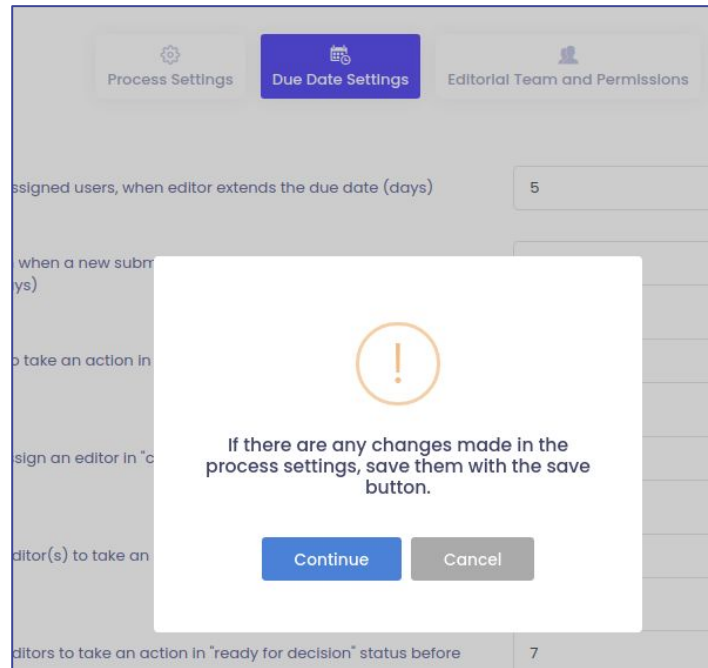
- Workflow settings
- Due date settings
- Editorial Team and Permissions

there are three tabs. The actions made from these tabs should be saved with the save button at the bottom of the page.

You can switch between tabs on the page. However, these transitions will not save the change on the page. (A warning like on the right appears)

**In editorial team and permissions tab;** permissions of the section editor and co-editor are determined.

Secretary's permissions, and the copy editor or statistics editor messaging with the author, and the permission to change the full text are set.



# Editorial Team and Permissions

## Co-Editor

#	User Name Surname	E-mail
1	Filiz MENGÜÇ	filiz.menguc
2	Yazar DERGİPARK	beyzakok@f

### Settings

- Can withdraw article.
- Can make a decision (accept or reject).
- Can make a revision decision (major revise or minor revise).
- Can make a recommendation.

## Secretary

#	User Name Surname
1	Beyza BAŞOĞLU

### Settings

- Can delete article.
- Can withdraw article.
- Can assign editor.
- Can reject article.

## Statistics Editor

#	User Name Surname
1	Test SEKRETER

### Settings

- Can contact with the author.
- Can update full text file.

We wish you success in your work  
**DergiPark**

EDITOR

July 2020