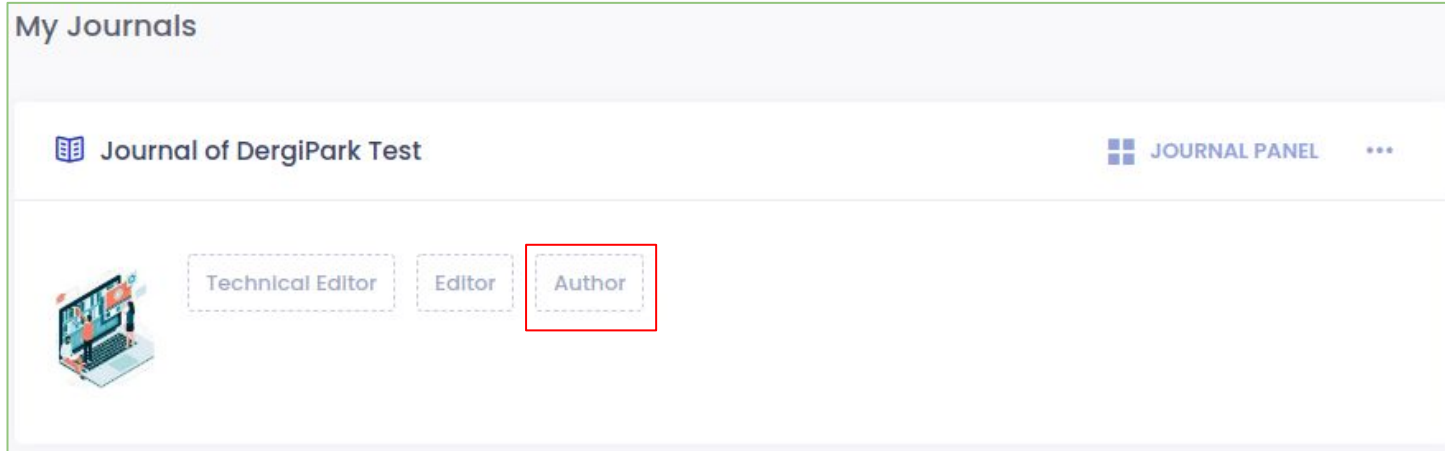# Author's Panel

September 2021

DergiPark
AKADEMİK

My Journals

When you log in to DergiPark, the **"My Journals"** menu is opened. You can switch to your author panel by clicking on the "Author" role in the journal you submitted an article to.

If you delete your author role, you can ask added your account as an author from relating editor to see the process of your article.

If you cannot see the journal or your role as an author on your My Journals page, you may have logged in with a different e-mail address other than the account you sent the article to.

My Journals
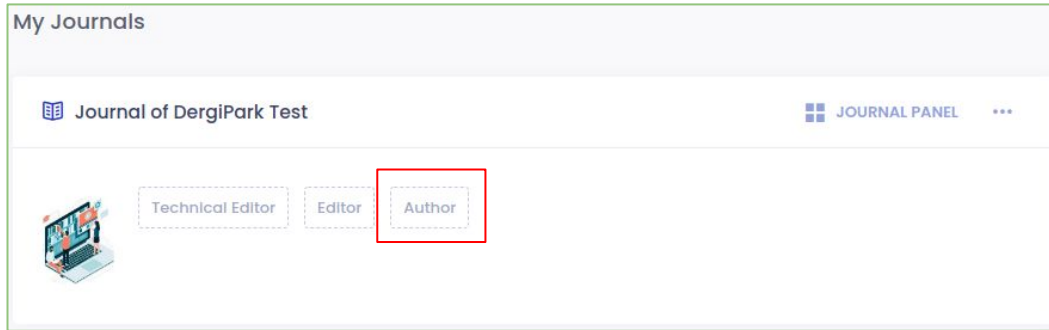
Click on your author role in the My Journals menu as shown above. Thus, your author panel is opened.

Only the author who uploaded the article can follow the article process. When the article is published, the other authors can see in their own profile.

If you have verified your account, you will receive an email from the process. For example: "Assigned editor", "The File Uploaded", "The Message Sent" etc.

Authors who do not verify their account will not receive mail from the process.

If you have not verified your account, you can verify it by going to the **"User page"**.

Author Panel

1 In Copy Editing

1 In Production

3 Rejected

1 Not Submitted

2 Ready for an Issue

1 Published

When you click on the author role, you will see the article status.

By clicking on it, you can reach the process page of the article with the **"Show"** option next to the article.

Journal of DergiPark Test

Author Panel | 📖 ▪ Journal of DergiPark Test ▪ Author Panel

1 New Submission
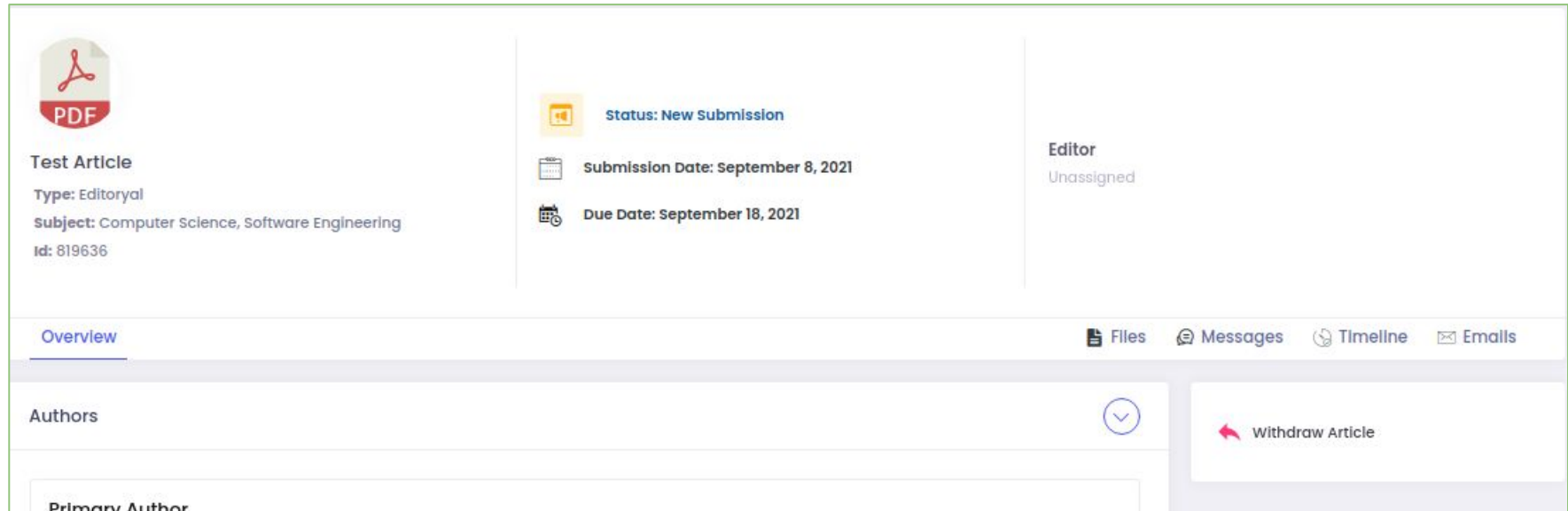
1 New Submission

Show 20 ⬍ entries   Title ⌄   [   ] Search

ID	Title	Type	Subject	Authors	Submission Date	Due Date	Actions
988541	hhh	Research Article	Computer Science, Information System	Elif Çağla DELİ	August 30, 2021	September 9, 2021	≫ Show

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4

New Submission

When the article is submitted to the journal, its status is **"New submission"**.

You only have the authority to withdraw your article while it is in the new submission status. If you do not want it to be review, you can withdraw it. When you withdraw article, the process is closed.
The page that opens when you click the "Show" button is as follows. It is the process page of your article.

Test Article

Type: Editoryal
Subject: Computer Science, Software Engineering
Id: 819636

Status: New Submission

Submission Date: September 8, 2021

Due Date: September 18, 2021

Editor
Unassigned

Overview · Files · Messages · Timeline · Emails

Authors ⌄

↩ Withdraw Article

Primary Author

When Secretary or Editor is assigned to the article

If you have verified your account, you will receive an email about assigned secretary or editor.

The status of the article indicates the role of the assigned user. For example: With secretary, With editor.
You can message assigned user through the process .
While the article is in these two status, if you do not want to review, you can withdraw your article. When you withdraw article process is closed.

The author can only edit while the article status **"With Author"**.
When the editorship or the secretary sends the article to the author, you can upload files or edit metadata.
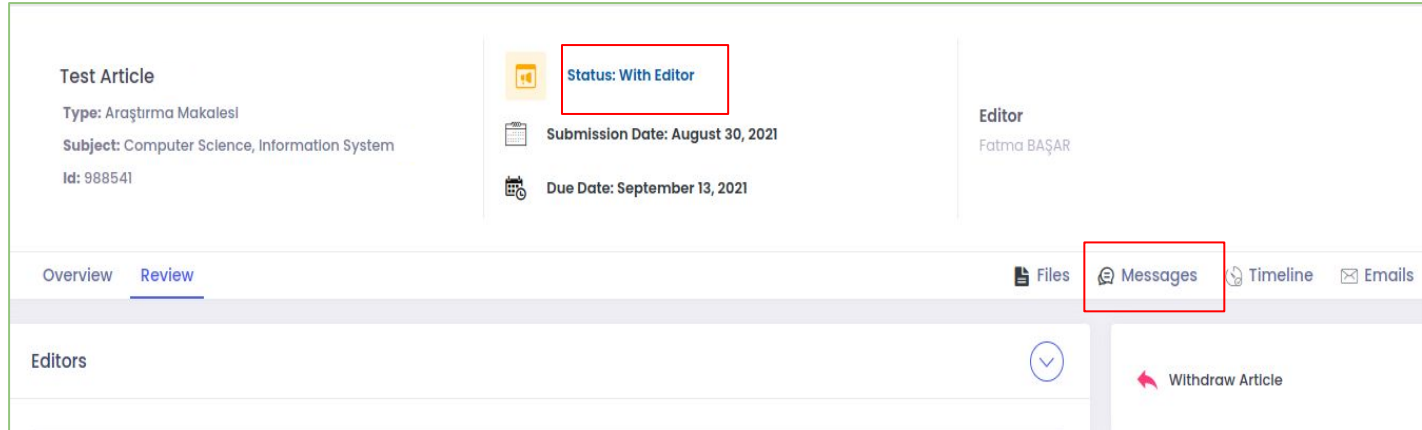
Secretary or editor who take over the article make pre review.

They can assign statistic editor or copy editor. They may ask resubmission from the author. They can withdraw, reject or delete the article.

While the article is in the editor or secretary, you can message with the assigned user from the Messages tab.

You can withdraw article. When the article is withdrawn, the process is closed. It cannot be re-processed.

If you want it to go through the process, you must resubmit the article to the journal.

Test Article
Type: Araştırma Makalesi
Subject: Computer Science, Information System
Id: 988541

Status: With Editor

Submission Date: August 30, 2021

Due Date: September 13, 2021

Editor
Fatma BAŞAR

Overview   Review   📄 Files   💬 Messages   🕙 Timeline   ✉ Emails

Editors   ⌄

↩ Withdraw Article

In Copy Editor -With Statistics Editor

The Secretary or Editor can assign a copy editor or a statistics editor. When these two role are assigned to the status of article **"In copy editing"** or **"With statistical editor"**.

If the copy editor or the statistics editor writes a message to the author, you can reply. Author cannot directly message with these two roles.

While the article is in process in these two roles, you can see the uploaded files and upload your mutual files.

1 In Copy Editing

Show [20 ▼] entries

Title ▼ [   ] [Search]

ID ↑↓	Title ↑↓	Type ↑↓	Subject	Authors	Submission Date ↑↓	Due Date ↑↓	Editor	Actions
988541	Test Article	Research Article	Computer Science, Information System	Elif Çağla DELİ	August 30, 2021	September 18, 2021	Editor: Fatma BAŞAR	➤➤ Show

Showing 1 to 1 of 1 entries

< 1 >

1 With Statistical Editor

Show [20 ▼] entries

Title ▼ [   ] [Search]

ID ↑↓	Title ↑↓	Type ↑↓	Subject	Authors	Submission Date ↑↓	Due Date ↑↓	Secretary ↑↓	Editor	Actions
988541	Test Article	Research Article	Computer Science, Information System	Elif Çağla DELİ	August 30, 2021	September 18, 2021	Not assigned	Editor: Fatma BAŞAR	➤➤ Show

Showing 1 to 1 of 1 entries

< 1 >

In Copy Editing - With Statistics Editor

Test Article

Type: Araştırma Makalesi

Subject: Computer Science, Information System

Id: 988541

Status: In Copy Editing

Submission Date: August 30, 2021

Due Date: September 18, 2021

Editor
Fatma BAŞAR

Overview   Review

Files   Messages   Timeline   Emails

Editors

Withdraw Article

Editor

You can see the assigned copy editors or statistic editor in the "Review" tab.
You can upload files to the article while in the copy editor or the statistics editor.
You can see uploaded files in "Files" tab.

In Copy Editing - With Statistics Editor

You can see assigned statistic editor.
The red color on the due date indicates that whoever is on the article, the process has expired.
When the editorship extends the due date, they can continue their process. While the article is in these two roles, if you do not want it to be review, you can withdraw the article. When you withdraw article, the process is closed so the article switches into a withdraw status. It cannot be re-processed.

With "Author"

While the article is with author, you can edit the metadata and upload files.

There are editing icons next to the article name, type, subject. Also, you can edit the abstract, keywords and references in the "Overview" tab and you can add similarty reports.

If you accept resubmission, file uploading buttons are opened.

If you reject resubmission, you must add reason for rejection.

When you fill and save reason for rejection, the article switches to editorship.

Once you've made and uploaded your editing, you should be done editing. Thus, the process of article switch to the editor.

With "Author"

While the process is with author, you can switch to the **"Files"** tab and upload files.
There are **"Article Files"** and **"Process Files"** in the files tab.
You can see every file uploaded from article files. The version changes as the file is uploaded. You can view previous versions with the **"Show older versions"** option.
In process files, you can only see files whose visibility has been opened to you.
You can upload with the **"Reupload editted file"** or **"Add additional file"** option in the "Article Files" table.
When you complete the process, the process of article switches to the editor.
If you have incorrectly completed the process, write a message to the editor and ask them to resend the article to you.

If the author has expired due date

The red color on the due date indicates that process has expired.

You can ask for extending due date.

If you do not want to review your article, you can withdraw article. When you withdraw article, the process is closed and cannot be taken back the process.

When reviewer assigned to article

Test Article
Type: Araştırma Makalesi
Subject: Computer Science, Information System
Id: 988541

Status: Reviewer Invited

Submission Date: August 30, 2021

Due Date: September 10, 2021

Editor
Fatma BAŞAR

Overview   Review

Files   Messages   Timeline   Emails

Authors

Primary Author

When the reviewer is invited to the article status is shown **"Reviewer Invited"**. When the reviewer accept invitation the article status is shown **"Under Review"**.

While the status of article is "Under Reviewer" or "Reviewer Invited" you cannot upload files or edit metadata. If the status of the article is with the author or if a revision is requested from the author, you can upload a file.

Double-sided blind reviewer is applied in DergiPark. The information of the author is closed to the reviewer, and the information of the reviewer is closed to the author.

When the reviewer submits a review, the author cannot see the review information.

Journal of DergiPark Test • Author Panel • 988541

Test Article
Type: Araştırma Makalesi
Subject: Computer Science, Information System
Id: 988541

Status: Under Review

Submission Date: August 30, 2021

Due Date: September 18, 2021

Editor
Fatma BAŞAR

Overview   Review

Files   Messages   Timeline   Emails

Authors

DergiPark AKADEMİK
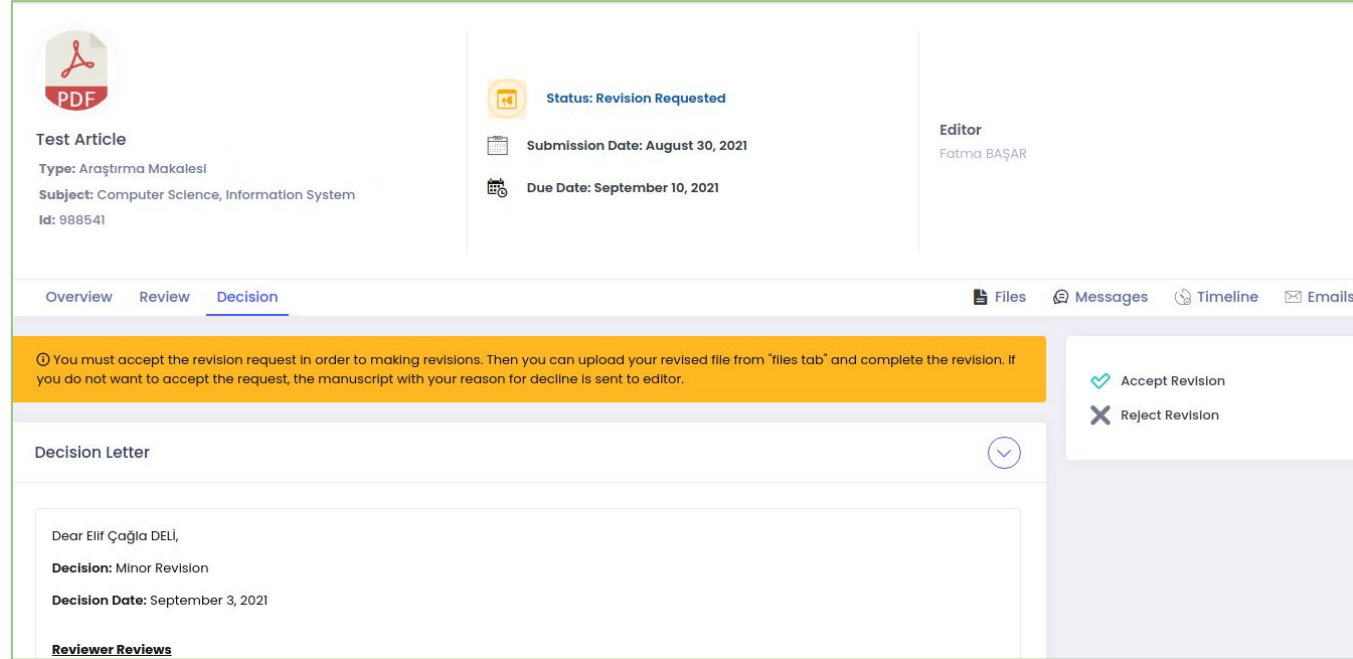
When a revision is requested for the article

When all reviewers submit their review, the editorship sends the decision to author.

This decision; If it is "major revision" or "minor revision", the article is sent to the author with the status of **"Revision Requested"**.
As the author, you will receive an email about the decision. In addition, this mail is kept in the process, in the Emails tab.

You can see the decision letter in the decision tab when the article is in the status of "Revision request sent".
When the revision request is sent, you can see the Decision Letter in the decision tab.

Test Article
Type: Araştırma Makalesi
Subject: Computer Science, Information System
Id: 988541

Status: Revision Requested

Submission Date: August 30, 2021

Due Date: September 10, 2021

Editor
Fatma BAŞAR

Overview   Review   Decision   Files   Messages   Timeline   Emails

ⓘ You must accept the revision request in order to making revisions. Then you can upload your revised file from "files tab" and complete the revision. If you do not want to accept the request, the manuscript with your reason for decline is sent to editor.

Decision Letter

Dear Elif Çağla DELİ,

Decision: Minor Revision

Decision Date: September 3, 2021

Reviewer Reviews

✔ Accept Revision
✖ Reject Revision

If you accept the revision, you can edit and upload the file.
If the reviewer form has been sent to you, you can reply to the reviewer for review.
If you do not accept, you can reject it. For this, you will be asked to fill a reason for rejection.
When you reject revision the process of article switches to the editor.

Under Revision

Once you accept revision, the article of status states "Under Revision".

While the article is under revision,
You can edit metadata, upload file and see decision reports.
After editing and uploading files, you do not forget to **"Complete Revision"**.

Thus, the process of article switches to the edi

When the article is rejected

If the article is rejected as a decision, the status of the article is "Rejected".

You can see the rejected article in your panel. You can see the decision letter in the decision tab.

Although the process of the article is finished, you can message with the editor from the "Messages" tab.

Author Panel | 📖 · Journal of DergiPark Test · Author Panel

1 Rejected

Lorem Ipsum
Type: Araştırma Makalesi
Subject: Biology
Id: 989174

Status: Rejected

📄 Peer Review Report Status: Not Requested

📅 Submission Date: August 31, 2021

📅 Due Date: September 14, 2021

Editor
Editör DERGİPARK

Overview   Review   **Decision**   📄 Files   💬 Messages   🕙 Timeline   ✉ Emails

Decision Letter   ⌄

📧 **Previous Decision Letters**   —

Decision Letter-1

Dear Elif Çağla DELİ,

Decision: Minor Revision

Decision Date: September 3, 2021

Reviewer Reviews

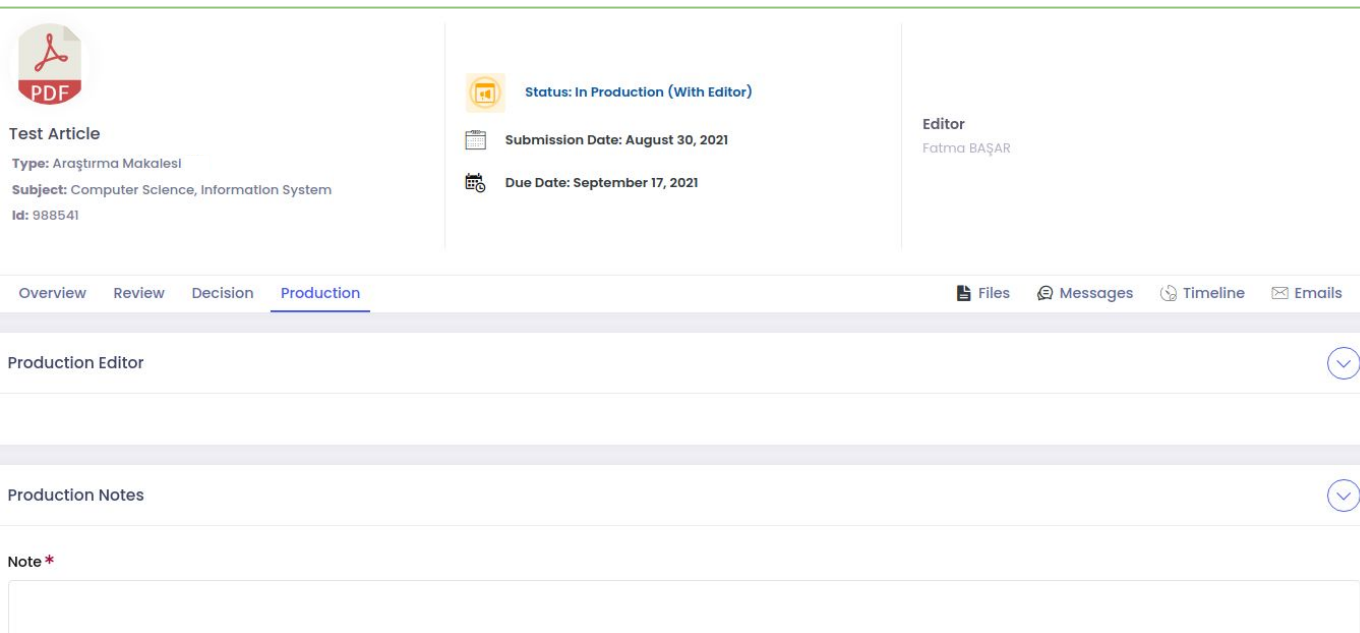**Reviewer-1**

When the article is accepted

After editor decision if the article is accepted, the production process begins. The status of accepted articles state "In Production(With Editor)"

While the status of accepted article "In Production(With Editor)", the editor can assign to layout editing or to proof.

You can message assigned users.

While the status of accepted article "In Production(With Editor)", the author do not upload files or edit metadata. The author can just add notes.

The layout editing or proof must be assigned before you can upload files to an article in the publication process. You can upload files while in these two roles.

Test Article

Type: Araştırma Makalesi
Subject: Computer Science, Information System
Id: 988541

Status: In Production (With Editor)

Submission Date: August 30, 2021

Due Date: September 17, 2021

Editor
Fatma BAŞAR

Overview   Review   Decision   **Production**   📄 Files   💬 Messages   🕙 Timeline   ✉ Emails

Production Editor ⌄

Production Notes ⌄

Note *

During the production process you can write production notes.

The assigned editors, layout editing,or proof will see the note you write.

During the production process, the edit buttons are turned off for the author and the author cannot upload files.

You can message with the editor in the Messages tab.

When the layout editing or proof is assigned

You will be notified when a layout editing or the proof are assigned to the article.

When these two roles are assigned, you can upload files from the Files tab.

Test Article
Type: Araştırma Makalesi
Subject: Computer Science, Information System
Id: 988541

Status: In Proof
Submission Date: August 30, 2021
Due Date: September 22, 2021

Editor
Fatma BAŞAR

Overview   Review   Decision   Production   📄 Files   💬 Messages   🕙 Timeline   ✉ Emails

Article Files

ⓘ You can view article files here. If you would like to add a revised or new file, article should be on you (with editor). To upload a file, if the article is at author, you can cancel the request from the action menu. If the article is in review, you need to cancel the reviewers then upload the file and reinvite the reviewers.

Revision	Version	File Name	File Type	Uploaded By	Reviewer Visibility	Date	Actions
Original	V1	612cbd244c6c1(6).pdf	Full Text File	Elif Çağla DELİ	✓	September 3, 2021 at 11:23:23 AM	⬇ Download ☰
Original	V0	6119fde1b47ae(2).pdf	Supporting File	Elif Çağla DELİ	✕	September 3, 2021 at 11:21:58 AM	⬇ Download ☰
Original	V0	612cbd244c6c1(8).pdf	Supporting File	Elif Çağla DELİ	✕	September 3, 2021 at 11:22:31 AM	⬇ Download ☰

Process Files

Add New File

You can add notes the Production tab or you can see if a note has been added to the process.
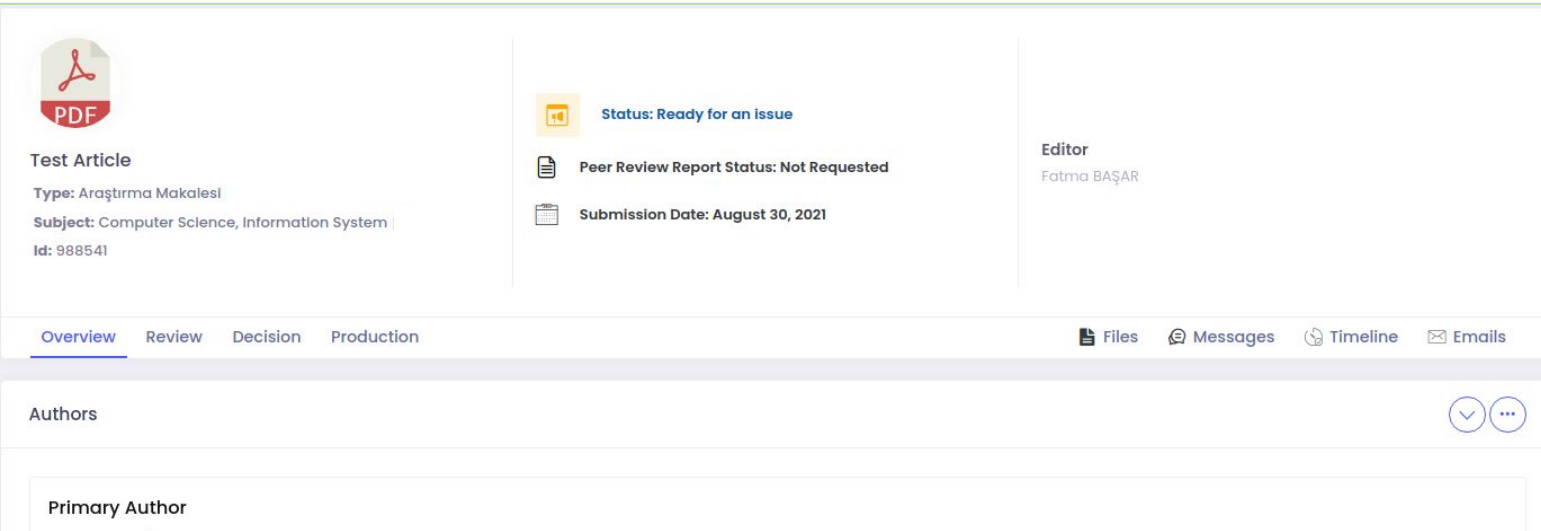
You'll get a notification if the layout editor or the proof send message and then you can answer.

Status: In Layout Editing
Submission Date: May 8, 2016
Due Date: October 2, 2021

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When the article of process is completed

When the process for your article is completed, the editing process ends. Thus, the status of the article becomes "Ready for an Issue".

While in this state, you can see the process of the article.

According to the planning of the editorship, you will receive an email when your article is published in an issue.
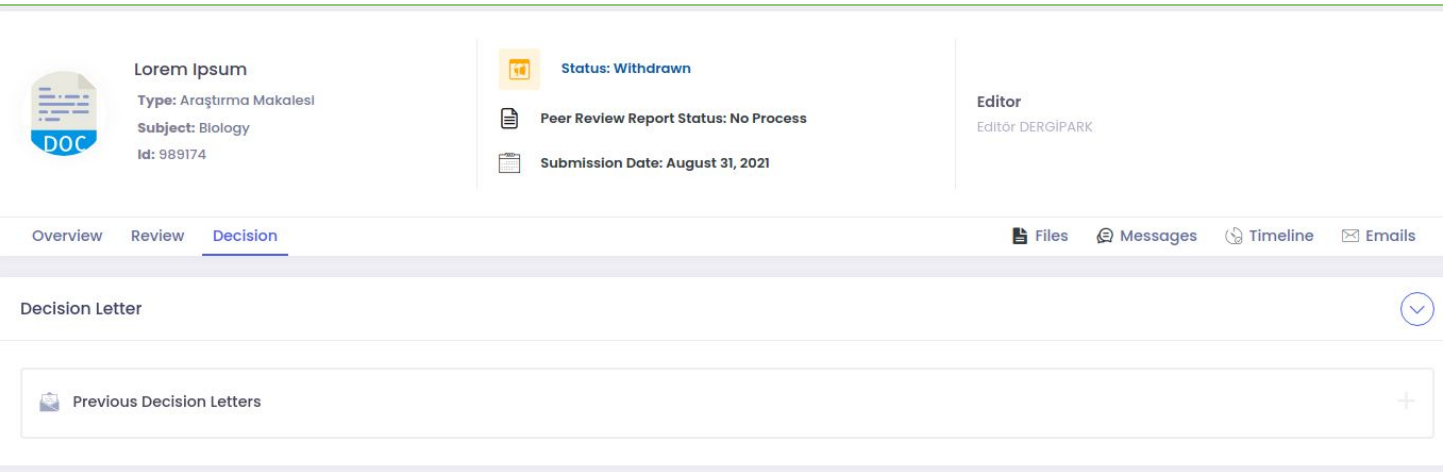
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When the article is withdrawn

If your article is duplicated or not related with the journal subject, it will be withdrawn by the editor or the secretary.

The status of withdrawn articles is "Withdrawn".

You can see your withdrawn article from your author panel. Although the process of the article is closed, you can message with the editor from the "Messages" tab.

If you want it to go through the process in the journal, you should resubmit your article.

Author Panel | 📖 • Journal of DergiPark Test • Author Panel

1 Withdrawn

Lorem Ipsum
Type: Araştırma Makalesi
Subject: Biology
Id: 989174

Status: Withdrawn

Peer Review Report Status: No Process

Submission Date: August 31, 2021

Editor
Editör DERGİPARK

Overview   Review   **Decision**   📄 Files   💬 Messages   🕙 Timeline   ✉ Emails

Decision Letter   ⌄

✉ Previous Decision Letters   +

We wish you good work

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