

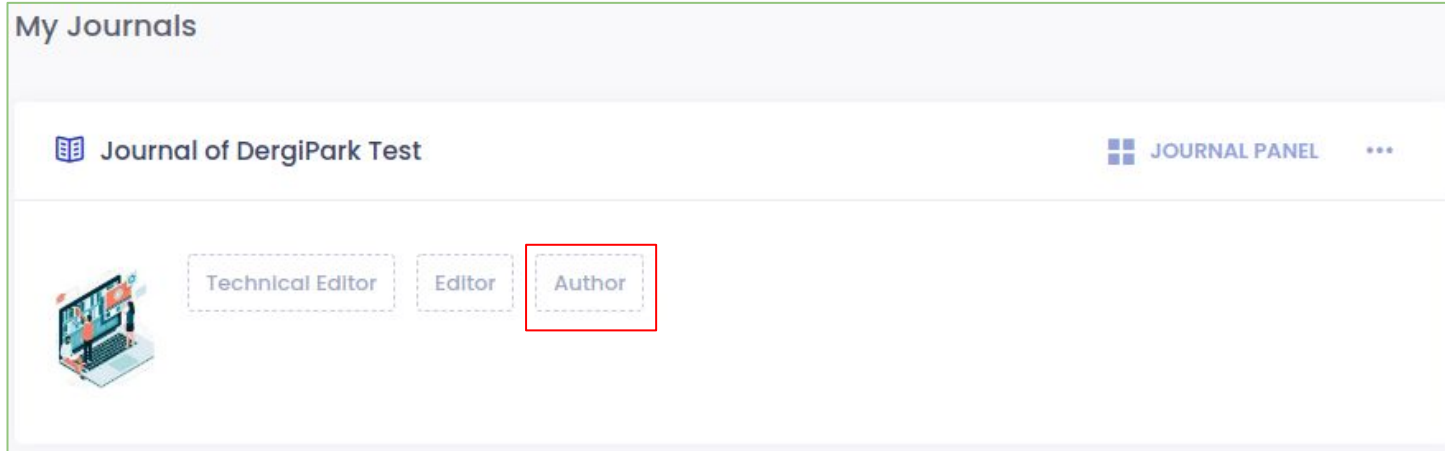
Author's Panel

September 2021

DergiPark
AKADEMİK

My Journals

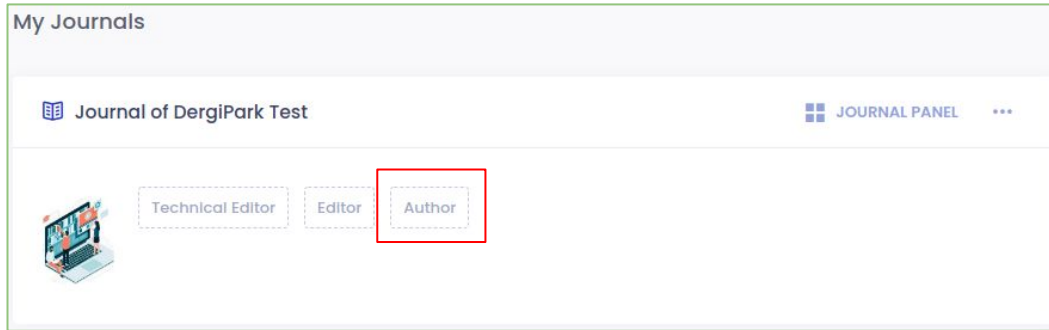
When you log in to DergiPark, the **"My Journals"** menu is opened. You can switch to your author panel by clicking on the "Author" role in the journal you submitted an article to.



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

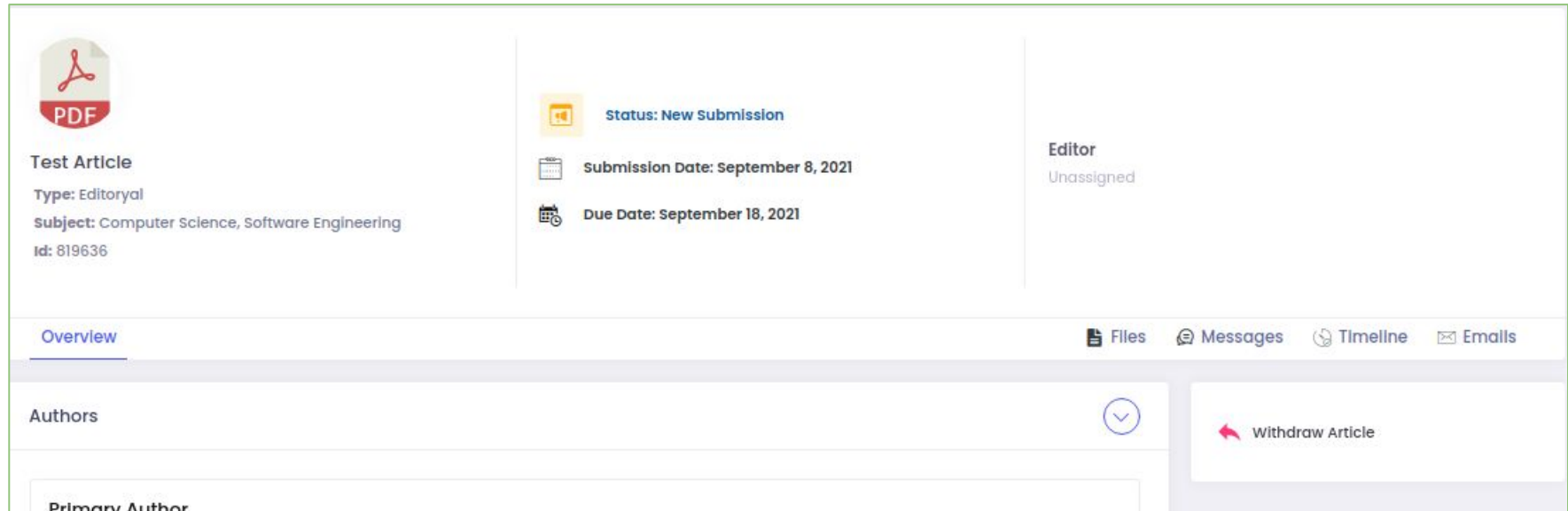
ID	Title	Type	Subject	Authors	Submission Date	Due Date	Actions
988541	hjh	Research Article	Computer Science, Information System	Elif Çağla DELİ	August 30, 2021	September 9, 2021	Show

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.



The screenshot displays a submission management interface. On the left, a PDF icon is shown above the article title 'Test Article', its type 'Editorial', subject 'Computer Science, Software Engineering', and ID '819636'. The central section indicates the status as 'New Submission' with a yellow speaker icon, and lists the submission date as 'September 8, 2021' and the due date as 'September 18, 2021'. On the right, the editor is listed as 'Unassigned'. A navigation bar at the bottom includes 'Overview', 'Files', 'Messages', 'Timeline', and 'Emails'. Below the navigation bar, the 'Authors' section is partially visible, showing a dropdown arrow and a 'Withdraw Article' button with a red arrow icon.

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.

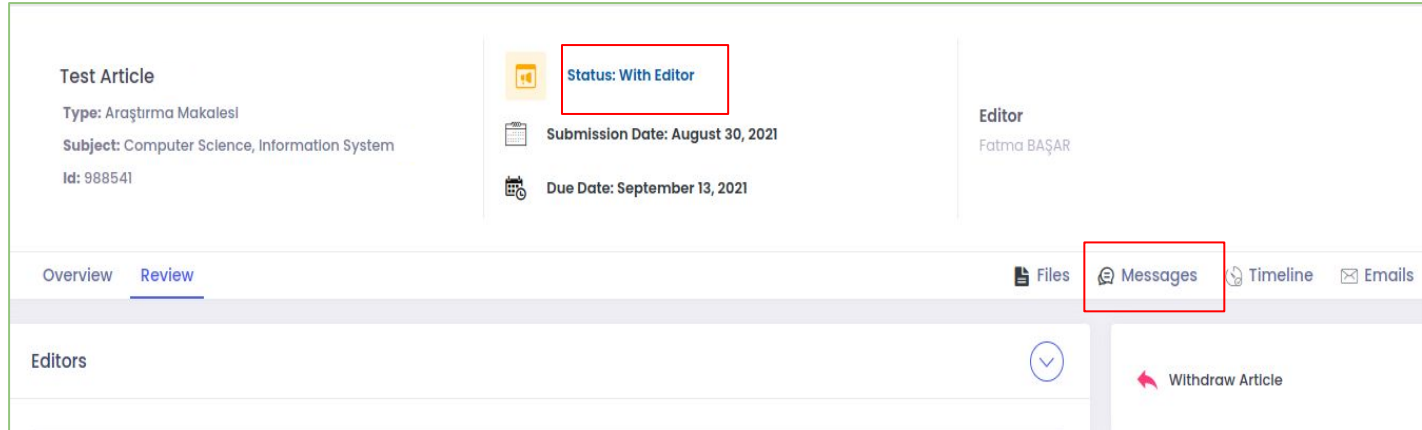
Secretary or editor who take over the article make pre review.

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.



The screenshot displays the article management interface for a "Test Article". The article details include:

- Type:** Araştırma Makalesi
- Subject:** Computer Science, Information System
- Id:** 988541
- Status:** With Editor (highlighted with a red box)
- Submission Date:** August 30, 2021
- Due Date:** September 13, 2021
- Editor:** Fatma BAŞAR

The interface includes a navigation bar with tabs for "Overview" and "Review" (selected). Below the navigation bar, there are tabs for "Files", "Messages" (highlighted with a red box), "Timeline", and "Emails". At the bottom, there is an "Editors" section with a dropdown arrow and a "Withdraw Article" button with a red arrow icon.

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

Journal of DergiPark Test • Author Panel • 988541



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

Editor

Withdraw Article

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

The screenshot displays a journal submission interface. At the top left, there is a document icon labeled 'DOC' and the text 'yeni gönderim 3'. Below this, the article details are listed: 'Type: Araştırma Makalesi', 'Subject: Materials Science, Textiles', and 'Id: 651463'. To the right, the status is 'Status: With Statistical Editor', the submission date is 'Submission Date: December 2, 2019', and the due date is 'Due Date: April 6, 2021', which is highlighted in red. Further right, the editor's name is 'Editor: Gülsultan ÇAVUŞOĞLU'. Below the article details, there are navigation tabs for 'Overview' and 'Review'. On the right side, there are icons for 'Files', 'Messages', 'Timeline', and 'Emails'. The main content area is divided into two sections: 'Editors' and 'Statistics Editor'. The 'Statistics Editor' section is highlighted with a red box. On the right side of the 'Editors' section, there is a 'Withdraw Article' button with a red arrow icon.

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 similar 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.

The screenshot shows the 'Author Panel' for an article titled 'Test Article' (ID: 988541) in the 'Journal of DergiPark Test'. The article is currently in the 'Under Resubmission (With Author)' status. The submission date is August 30, 2021, and the due date is September 18, 2021. The editor is Fatma BAŞAR. The interface includes tabs for 'Overview' and 'Review', and a sidebar with 'Files', 'Messages', 'Timeline', and 'Emails'. The 'Editors' section is visible, and the 'Complete Resubmission' button is highlighted with a red box.

Journal of DergiPark Test • Author Panel • 988541

PDF

Test Article [✎](#)

Type: **Araştırma Makalesi** [✎](#)

Subject: **Computer Science, Information System** [✎](#)

Id: 988541

Status: Under Resubmission (With Author)

Submission Date: August 30, 2021

Due Date: September 18, 2021

Editor
Fatma BAŞAR

[Overview](#) [Review](#)

Files Messages Timeline Emails

Editors

Complete Resubmission

Withdraw Article

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 edited 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.

The screenshot displays the DergiPark Author interface. At the top, there are three panels: a header panel with article details (bölüm editörlerine, Type: Derleme, Subject: Engineering, Multidisciplinary, Id: 390647), a status panel (Status: Under Resubmission (With Author), Submission Date: February 6, 2018, Due Date: October 2, 2021), and an editor panel (Editor: DergiPARK, Editor: DERGIPARK). Below these is a navigation bar with tabs: Overview, Review, Decision, **Files** (highlighted with a red box), Messages, Timeline, and Emails. The main content area is titled 'Article Files' and includes a button 'Add Additional File'. A warning message states: 'Do not forget to upload your file before completing your resubmission or your revision! To make a file change; click Actions>>Reupload button.' Below this is a table of article files:

Revision	Version	File Name	File Type	Uploaded By	Date	Actions
Revision1	VI	yonca-sartname-1.docx	Full Text File	Gülsultan ÇAVUŞOĞLU	January 18, 2021 at 11:34:56 AM	Reupload the edited file Download More
Revision1	VI	makale denemesi2.odt	Supporting File	Gülsultan ÇAVUŞOĞLU	March 5, 2021 at 5:57:34 PM	Reupload the edited file Download More

At the bottom, there is a warning message: 'After uploading revised manuscript or additional files, do not forget to complete!' and a green 'Complete' button (highlighted with a red box).

If the author has expired due date

Journal of DergiPark Test • Author Panel • 251565

Sanat turizmi ülkeyi ne kadar geliştirir?
Type: Rapor
Subject: Hospitality Leisure Sport and Tourism, Art
Id: 251565



Status: Under Resubmission (With Author)

Submission Date: August 11, 2016

Due Date: July 23, 2021

Editor
Editör DERGİPARK

Overview Review Files Messages Timeline Emails

Editors  

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

Journal of DergiPark Test • Author Panel • 988541

PDF

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

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.

Authors

Primary Author

Journal of DergiPark Test • Author Panel • 988541

PDF

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

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.

When a revision is requested for the article

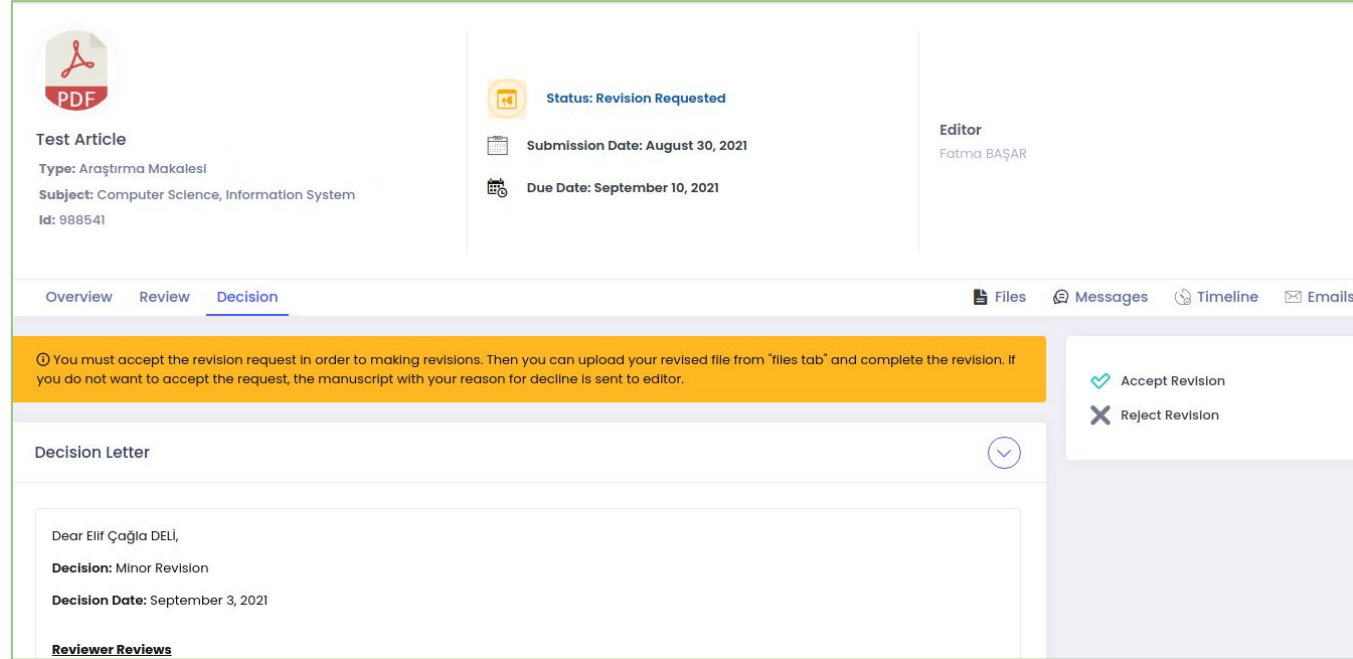
When all reviewers submit their review, the editorship sends the decision to author.

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.



The screenshot displays a journal submission system interface. At the top, there is a navigation bar with tabs for 'Overview', 'Review', and 'Decision', with 'Decision' being the active tab. To the right of the navigation bar are icons for 'Files', 'Messages', 'Timeline', and 'Emails'. The main content area is divided into several sections:

- Article Information:** A PDF icon is shown next to the title 'Test Article'. Below the title, it lists 'Type: Araştırma Makalesi', 'Subject: Computer Science, Information System', and 'Id: 988541'.
- Status:** A yellow box indicates 'Status: Revision Requested'.
- Submission Date:** A calendar icon is next to 'Submission Date: August 30, 2021'.
- Due Date:** A calendar icon is next to 'Due Date: September 10, 2021'.
- Editor:** The name 'Fatma BAŞAR' is listed under the 'Editor' heading.

A prominent yellow warning box states: 'ⓘ 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.' Below this, there are two buttons: 'Accept Revision' (with a green checkmark icon) and 'Reject Revision' (with a red X icon). The 'Decision Letter' section is expanded, showing a letter addressed to 'Dear Elif Çağla DELİ,'. The letter content includes: 'Decision: Minor Revision' and 'Decision Date: September 3, 2021'. At the bottom of the letter, there is a link for 'Reviewer Reviews'.

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

The screenshot displays a journal submission interface. At the top left, there is a PDF icon and the text "Test Article" with a link icon. Below it, "Type: Editorial" and "Subject: Computer Science, Information System" are listed, along with "Id: 819632". To the right, a calendar icon indicates "Status: Under Revision", with "Submission Date: September 8, 2021" and "Due Date: September 23, 2021". Further right, the "Editor" is listed as "Didem AYDAN".

The main content area has tabs for "Overview", "Review", and "Decision". Below the tabs, there are sections for "Decision Letter" and "Review Reports", each with an upward arrow icon. A prominent pink button labeled "Complete Revision" is visible. Below this button, a warning message states: "Do not forget to upload your file before completing your resubmission or your revision! To make a file change; click Actions>>Reupload button." At the bottom, a table lists the submission details:

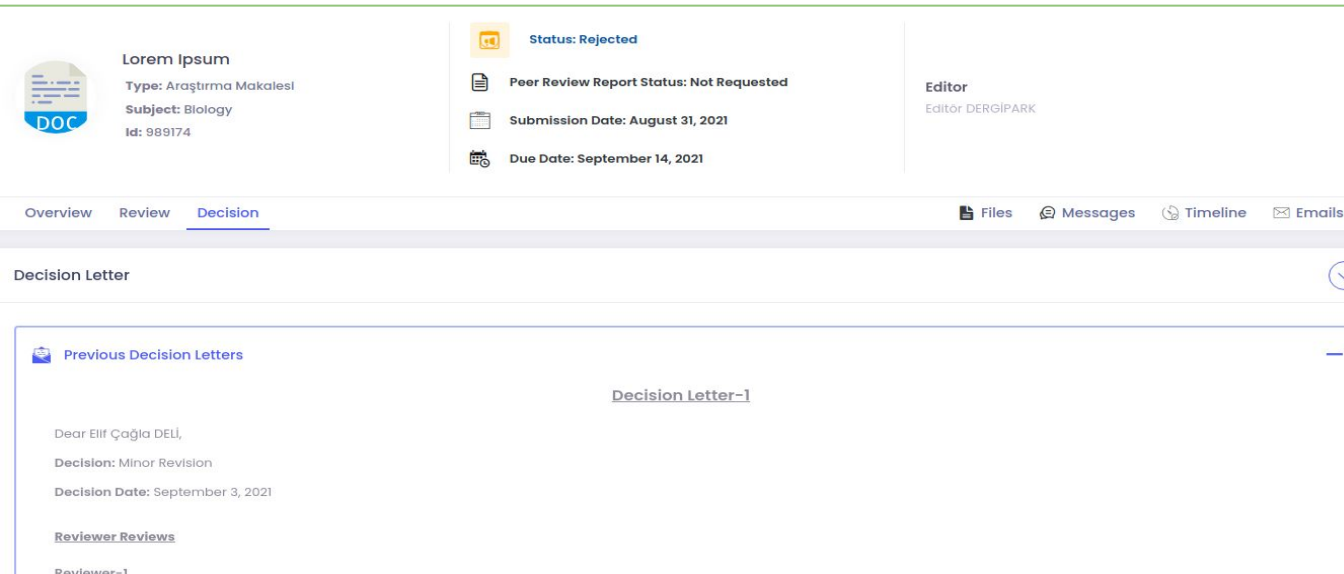
Revision	Version	File Name	File Type	Uploaded By	Date	Actions
Original	V0	612cbd244c6cl(10).pdf	Full Text File	Editör	September 8, 2021 at 10:14:00 AM	Reupload the edited file

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.



When the article is accepted

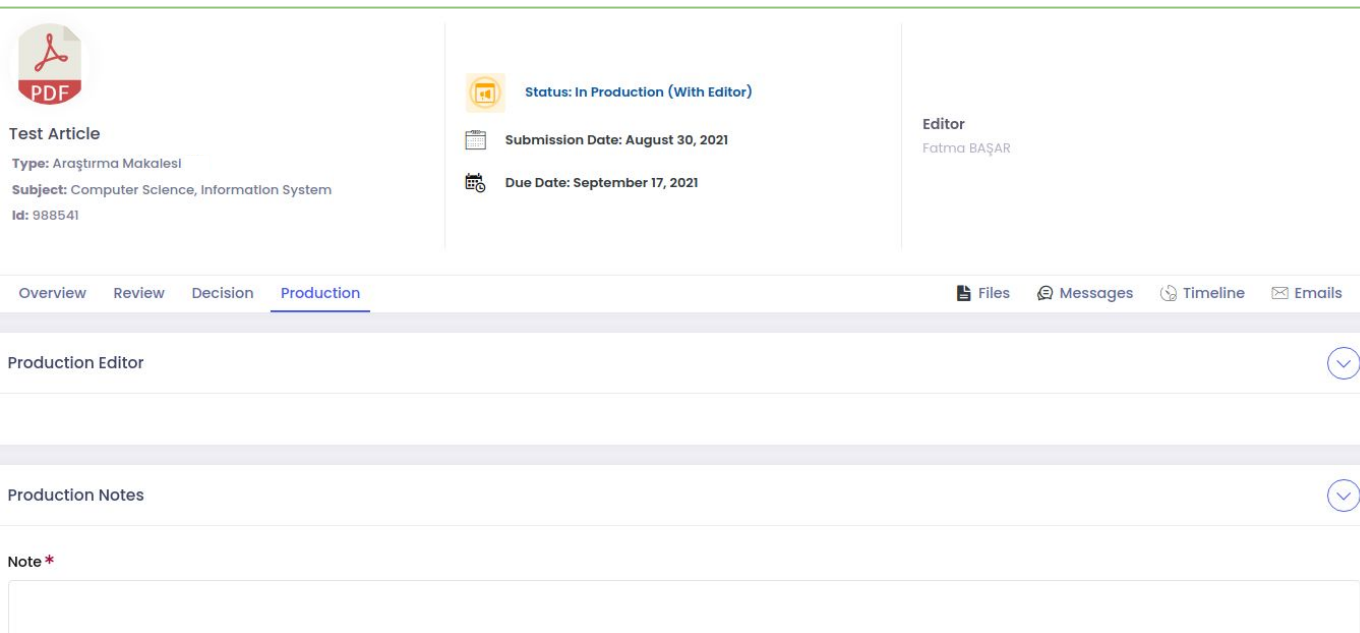
After editor decision if the article is accepted, the production process begins. The status of accepted articles state “In Production(With Editor)”

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.



The screenshot displays the article production interface. At the top left, there is a PDF icon and the text "Test Article". Below this, the article details are listed: "Type: Araştırma Makalesi", "Subject: Computer Science, Information System", and "Id: 988541". The status is "Status: In Production (With Editor)". The submission date is "August 30, 2021" and the due date is "September 17, 2021". The editor is identified as "Fatma BAŞAR". The interface includes a navigation bar with tabs for "Overview", "Review", "Decision", and "Production". Below the navigation bar, there are sections for "Production Editor" and "Production Notes", each with a dropdown arrow. At the bottom, there is a "Note*" field.

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	6119fdelb47ae(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](#)

 **Status: In Layout Editing**

 **Submission Date: May 8, 2016**

 **Due Date: October 2, 2021**

You can add notes the Production tab or you can see if a note has been added to the process.

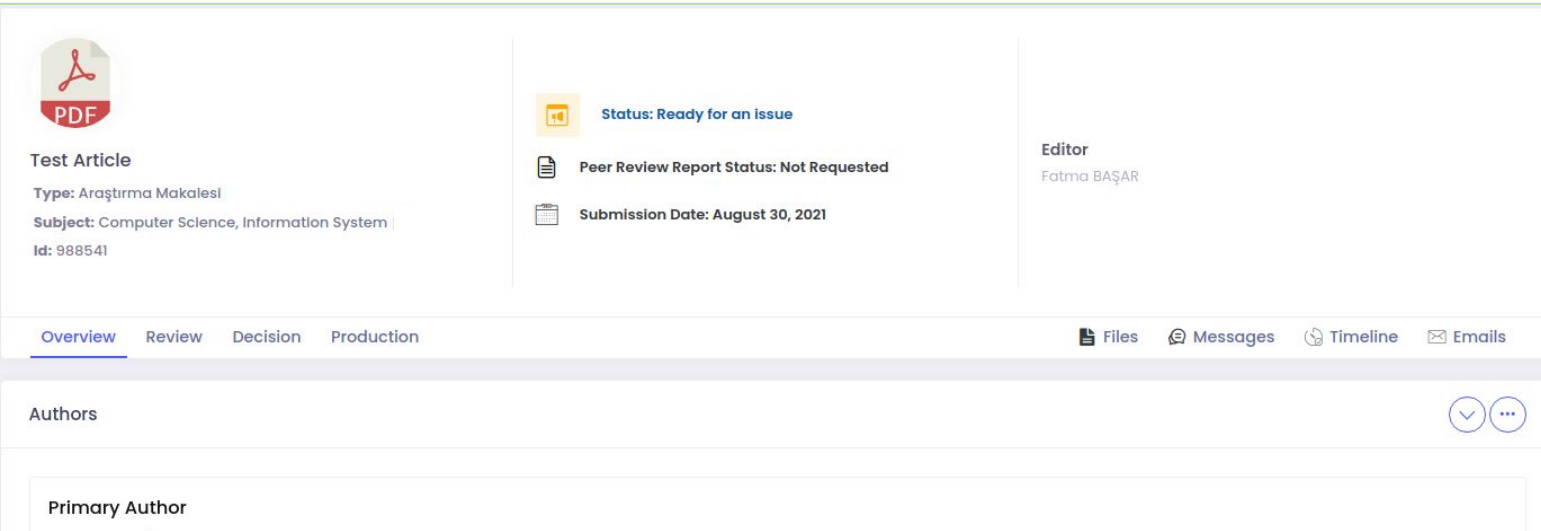
You'll get a notification if the layout editor or the proof send message and then you can answer.

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.



The screenshot displays a user interface for managing an article. On the left, there is a PDF icon and the text "Test Article" with details: "Type: Araştırma Makalesi", "Subject: Computer Science, Information System", and "Id: 988541". The main area shows the article's status as "Ready for an issue" with a yellow icon. Below this, it indicates "Peer Review Report Status: Not Requested" and "Submission Date: August 30, 2021". On the right, the editor is identified as "Fatma BAŞAR". A navigation bar at the bottom includes tabs for "Overview", "Review", "Decision", and "Production", along with icons for "Files", "Messages", "Timeline", and "Emails". The "Authors" section is partially visible, showing a "Primary Author" field.

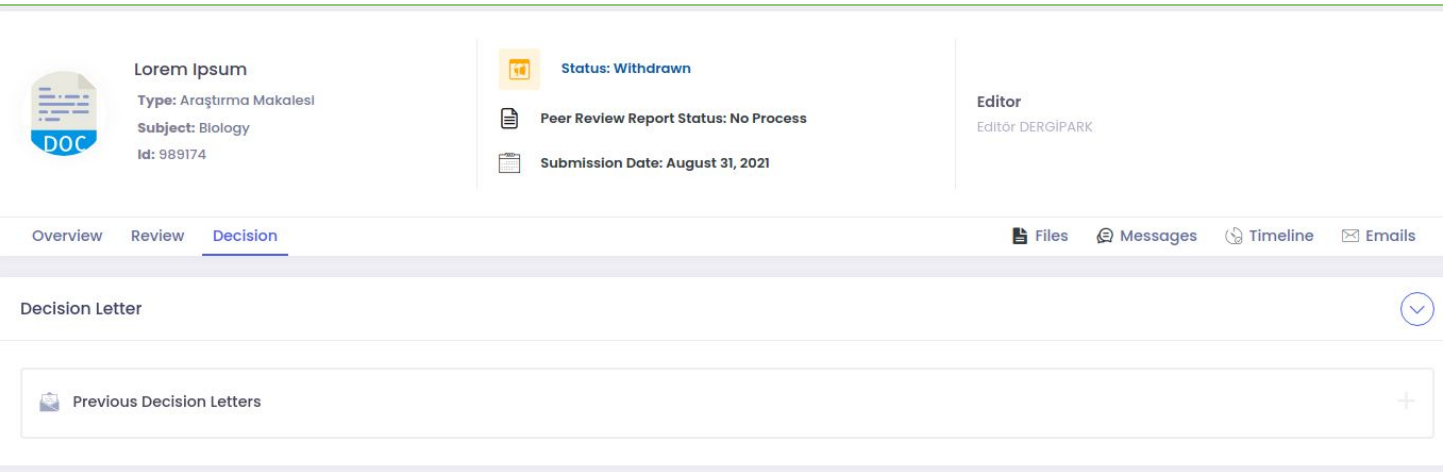
When the article is withdrawn

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.



We wish you good work

DergiPark
AKADEMİK