Using the JVWR Publishing System

Update: 11 November, 2012
By: Tzafnat Shpak, Coordinating Editor

We are using a fully automated publishing management system offered by the Texas Digital Library based on the Open Journal System.

The system has robust work-flow capabilities that take care of author submission, review process, and publishing – all under the same system.

This manual is detailed for those who need it. The system itself is logical for those experienced with publishing. If you have any questions please do ask – we usually answer within few days.

The manual is divided into three chapters:

1. How to submit a paper as author so that the Journal editors can access and comment as well submit revisions, supplementary docs etc.
2. How to act as JVWR reviewer.
3. Known bugs. (few).

This manual does not include instructions for issue editors.

Note: As of 5 November, 2012 the site has been upgraded and some of the steps may be a bit different due to this change as well as due to browser formats and cookies. Images here were taken with Firefox in the old system – we will update it as we go along. Note: as of January 2012: Some fields work better with Firefox then Google Chrome.

If you have comments re this manual please send them to Tzafnat.Shpak AT jvwresearch.org with line number (on the left side).
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How to Submit to the Journal of Virtual Worlds Research (JVWR)  
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1. Register As a User

Before you can use the system as Reviewer, Author, or Editor you must have a user in the system. If you already have a user, go to step 0

1.1. Sign Up Details

From the main journal site [http://jvwresearch.org/](http://jvwresearch.org/)

Click on **Register** on the right-hand menu.

Complete the form with as many details as possible and click Register at the bottom.

You will have to register as author in order to be able to submit a paper.
It is important that you sign up as author: The Journal of Virtual Worlds Research is explicitly transdisciplinary in nature and we welcome proposals and suggestions for alternate and innovative forms of submissions, and strongly encourage the sharing of ideas and discourse across the many different academic and creative communities that intersect virtual worlds research.

Make sure you are check **both** Reader and Author.

Click **Register** to complete the process.

Note: in the Captha field (those letters and numbers) you must follow the lower and upper case.

Make sure you remember your user name, email and password (and yes – do write them down☺)

**1.2. Get Approval**

Once registered, you will get your “User Home” screen.
You will also get an email approval of registration (shown here in Gmail but you will get it in your own email).

From: Prof. Yesha Sivan <yesha.sivan@jvresearch.org>
Date: Tue, Nov 6, 2012 at 11:24 AM
Subject: [JVWR] Journal Registration
To: Tzafnat Shpak

Tzafnat Shpak

You have now been registered as a user with Journal of Virtual Worlds Research. At any point, you can ask to be removed from the journal’s list of users by contacting me.

Thank you,
Prof. Yesha Sivan

[This is an automated email from JVWR publishing system]

Journal of Virtual Worlds Research
http://jvresearch.org

If you want to upload a submission follow the instructions on paragraph 3 below.
2. Login

2.1. User Login

From the main journal site http://jvwresearch.org/

Click on Login on the right-hand menu.

You will get the Log In page.

As a result of the upgrade of November 5, 2012, you will have to renew your password. This is done for safety reasons. We do not keep records of your passwords so they cannot be retrieved.

If you have gone through this stage already, please login (2). For details about submitting a paper as an author continue to paragraph 3 below.

2.2. Get a New Password (A One-time Process after Upgrade)

Please click on “Forgot your password?” (1).
You will get the Reset Password page to enter a new password.

You will get an email with your new password.

Go back to your browser and the Log In page and use the new password to log in to the system (2 above).

This is also a good practice for future use in case you forget your password.

Make sure you complete the entire registration form (Edit your profile) with up-to-date relevant information about yourself. This can help other authors, editors, and in case you want to become a reviewer in the future.

3. Submit a Paper as Author

Important note: This section is not fully updated. If you have any submission problems – please do not hesitate to contact us directly at info@jvwresearch.org.

3.1. Submitting a Paper

Click on the author - this will take you to the submission process.

This User Home page will serve you in the future as well, to access other roles you might have (Reviewer; Editor), as well as to update your profile as necessary.
You may have other roles that will appear on your User Home.

If you were enrolled as a Reviewer or an Editor, this will be your starting point to complete your other role’s tasks as well.
3.2. Access Submission

Click on CLICK HERE to start submission.

3.3. Step 1: Start the Submission

This is “envelope” data for the submission.

Your first choice is the Peer Reviewed Research Papers.

We have few sections that are different by size, kind and review process.

Note: this list may change per issue, as the Issue Editors choose the nature and spirit of their issue.
Invited articles are papers that you were requested to write by an editor (please use this only if you have a letter “INVITING” you. Not because you got a general call for papers.

Peer Reviewed are full research paper, including background. This is the Default choice.

Research Papers will be examined by the editors and may be moved to peer reviewed.

Research in brief are shorter research papers usually without literature review.

Essays take one topic and reflect on it.

Monographs summarize data on a field, usually without a stance.

“Think pieces” are smaller 2-3 pages items designed to stimulate thinking or updates.

Book review is a book review.

Interactive online is a reference to an online site, or location

Other is other format.

Assembled is Rush to press papers.

Most papers are simple “Peer Reviewed.” The editor may update this choice pending editorial considerations and in consultation with the author.

Note: as of Jan, 2012 we are allowing two options: classic double-blind process, or double-open process. Each editor chooses his/her method.
We recommend that you leave **Comments for the Editor**, to let the editorial team know of your intentions:

- A paper that answers a specific CFP - specify CFP, issue or Editor

Any other comments or suggestions you might want the Editorial Team to know.

**Save and continue** to the next step.

### 3.4. Step 2: Submission Metadata

![Submission Metadata Form](image)
Complete this form. **Save and continue** to the next step.

### 3.5. Step 3: Upload the Submission

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal’s web site and renames it following the journal’s conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

**Ensuring Blind Review**

Make sure you read the “Ensuring Blind Review”
3.6. Step 4: Uploading Supplementary Files

Upload items as needed.

The full website for the Journal of Virtual Worlds Research can be found at: http://jvwrresearch.org
3.7. Step 5: Confirmation

Click on **Finish Submission** to confirm.

3.8. Email Confirmation

You will get an email confirmation.

---

tzs test:

Thank you for submitting the manuscript, "Test Tzs" to Journal of Virtual Worlds Research. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site.

Manuscript URL: [https://journals.tdl.org/jvwr/author/submission/6163](https://journals.tdl.org/jvwr/author/submission/6163)

Username: natibek@gmail.com

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

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Dr. Yesha Sivan
Journal of Virtual Worlds Research

Journal of Virtual Worlds Research
[http://jvwrsearch.org](http://jvwrsearch.org)

This image is taken from Gmail. You will get it in your email.
3.9. Follow Your Submission

Your submission will be managed from the above main screen. You will be able to track it.

3.10. Status should be “In Review”

If the status does not change within 7 days please contact the Coordinating Editor tzafnat.shpak@jvwresearch.org.

4. Upload Full Submission to Abstract

4.1. Introduction

By default, each new submission to the TDL System (JVWR’s publishing system) creates a unique submission ID number that, from now on, will accompany the paper in all of its publishing stages. It is therefore important that all the documents concerning a specific paper will be “under the same roof” and will bear the same ID. That is to say, that if an abstract was
uploaded to the system – the full paper, when done, should be uploaded into the same place (same ID) as the abstract, to avoid duplications.

Please follow the instructions below on how to add a submission under the same ID number.

4.2. Author’s Role

When you need to upload a full paper or a revised file for review, it must be done under the same ID number as the original one, but NOT as a supplementary file. It should be uploaded as a new version for Review.

Login to your account and choose AUTHOR user.

You will get a list of your ACTIVE submissions, with ID numbers (N) title (1) and status (2). You can also find the archive (3) of your past submissions, whether previously published or archived for any other reason. **DO NOT** start a new submission.
1. Enter the “review” section of your paper (1). This can be done either by:
   a. The Metadata of the paper: click on the paper’s title (2).
   b. ‘In Review’ status (3).
2. If you choose to go through the paper’s summary, you can edit the abstract and other information about your paper by editing the Metadata (2) (see below). To go on - click ‘Review’ (1).
#6291 Summary

**Summary**

**Submission**

- **Authors:** Tzafnat Shpak
- **Title:** Test for review form
- **Original file:** 6291-26036-1.SM.DOXX 2012-04-17
- **Supp. files:** 6291-26418-1.SE.DOXX 2012-07-01
- **Submitter:** Tzafnat Shpak
- **Data submitted:** April 17, 2012 - 02:20 AM
- **Section:** Other
- **Editor:** Tzafnat Shpak
- **Author comments:** test document only for review tests

**Status**

- **Status:** In Review
- **Initiated:** 2012-04-17
- **Last modified:** 2012-07-05

**Submission Metadata**

- **Edit metadata**
- **Add file**

---

[Image annotations highlighted for emphasis]
3. Once you are in the ‘Review’ page of your submission you will have to add a new file for revision. Note: a version for review was automatically created when you previously uploaded the abstract (see X below) so the full version should be uploaded as ‘Author’s version’ under Editor Decision section.

![#6291 Review]

**SUBMISSION**

<table>
<thead>
<tr>
<th>Authors</th>
<th>Tzafnat Shpak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Test for review form</td>
</tr>
<tr>
<td>Section</td>
<td>Other</td>
</tr>
<tr>
<td>Editor</td>
<td>Tzafnat Shpak</td>
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**Peer Review**

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<tr>
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<tr>
<td>Last modified</td>
<td>2012-05-03</td>
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<tr>
<td>Uploaded file</td>
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**Editor Decision**

<table>
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<td>Editor/Author Emile Record 2012-07-06</td>
</tr>
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<td>Editor Version</td>
<td>6291-26420-1.RD.DOCX 2012-07-01, 2012-07-01, 2012-07-01, 2012-07-06</td>
</tr>
<tr>
<td>Author Version</td>
<td>6291-26417-1.RD.DOCX 2012-07-01 DELETE</td>
</tr>
</tbody>
</table>

The full website for the Journal of Virtual Worlds Research can be found at: [http://jvwrresearch.org](http://jvwrresearch.org)
4. Upload and save the new version by clicking on Upload button. You will see the new file under Author Version (1).
Let the Editor know by email that you have uploaded a new/full version and attach the file to your email. You can use the internal system to do so (2).

4.3. Editor’s Role

Only editors can upload a new file for revision of the same ID number.

You get a message from author that a new/full version of paper title XXXX is available under ID number #xxxx.
Enter your account as Editor and search for the correct paper by available criteria (1) below: title/author/editor etc. (you cannot search for ID number.)

You may have several publications on the list. Make sure you choose the correct ID number and click on the paper’s title (2) to move to the Summary section of the paper. Click on Review (3) to go to the review section.
In the Review section upload the new file that the author sent you as a revised Review Version (1).

The author and/or reviewers will be able to see this new version as the one to be reviewed (2).
5. **Review a Paper**

5.1. **Reviewer Role**

Once you are enrolled as a Reviewer by the Journal editorial team, you will receive an email from the Issue Editor requesting you to accept a reviewing task.

By clicking on the Submission URL you will be forwarded to the paper’s review page. This is a secured URL only for you.

Once you have agreed to review, you will be able to use this URL to review, comment and recommend without login to the system.

5.2. **Undertake Reviewing Task**

Respond to Editor by email whether you will or will not do the review.
#6161 Review

Submission To Be Reviewed

Title test for review
Journal Section Other
Abstract testing for reviewer test text
Submission Editor Tzalfit Shpak
Submission Metadata VIEW METADATA

Review Schedule

Editor’s Request 2012-01-30
Your Response —
Review Submitted —
Review Due 2012-02-13

Review Steps:

1. Notify the submission’s editor as to whether you will undertake the review.
   - Response: Will do the review [ ] Unable to do the review [ ]

If you are going to do this review, consult Reviewer Guidelines below.

2. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review.

3. Click on icon to enter (or paste) your review of this submission.

4. In addition, you can upload files for the editor and/or author to consult.
   - Uploaded files: None
   - Upload

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
   - Recommendation: [ ] Unable [ ] Submitted Review to Editor

Reviewer Guidelines

More information can be found in the web site.
See https://jvwrresearch.org/

The full website for the Journal of Virtual Worlds Research can be found at: http://jvwrresearch.org
5.3. Unable to Review Email

If you are unable to accept the review – you will not be able to continue.

Review Steps

1. Notify the submission’s editor as to whether you will undertake the review. 
   Response: Rejected

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
   Submission will be made available, if and when reviewer agrees to undertake review.

4. Click on icon to enter (or paste) your review of this submission.
   Review

5. In addition, you can upload files for the editor and/or author to consult.
   Uploaded files: None
   Choose File: No file chosen

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
   Recommendation: Choose One
   Submit Review To Editor
5.4. Agree to Review

Once you accepted the 1st step (1 of 6) of the review process is completed and you’ll be able to add your comments and recommendations.
5.5. **Step 2: Reviewer Guidelines**

A Guideline document and/or form will be sent to you by the Issue Editor. [there may be forms there per your issue]

5.6. **Step 3: Download the Paper to Review and Comments**

Click on the paper’s link to download. If there are supplementary files – make sure you download them as well; they might contain valuable information from Autor to Reviewer.

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5.7. **Steps 4 & 5: Enter Your Online Comments**
Your comments will appear onsite. You will be able to add more comments whenever you wish until you have completed your review and uploaded a new file to the system.
5.8. Step 6: Reviewer Recommendations

1. Notify the submission's editor as to whether you will undertake the review.
   Response: Accepted

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
   Submission Manuscript: 1234.56.docx 2012-01-30
   Supplementary File(s): None

4. Click on icon to enter (or paste) your review of this submission.

5. In addition, you can upload files for the editor and/or author to consult.
   Uploaded files:
   None
   Choose File | No file chosen
   Upload

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
   Recommendation:
   Choose one:
   Accept Submission
   Revisions Required
   Resubmit for Review
   Re-submit Elsewhere
   Decline Submission
   See Comments
   Submit Review to Editor

Reviewer Guidelines:
More information can be found in the we
See http://jvwrresearch.org/

Choose recommendation and click Submit Review to Editor. Click OK to finalize your review.

5.9. Send Email to Editor
Once you are a reviewer you will see this role appears on your home page after login.

Click on Reviewer
6.  Known Bugs

6.1.  XML Error

If you get this error, close and re-open your browser. This bug has to do with session timing.

```
<?xml version="1.0" encoding="UTF-8"?>
  <soap:Body>
    <GetResponse>
      <Response>
        <Status />
        <StatusMessage>Invalid request data</StatusMessage>
      </Response>
    </GetResponse>
  </soap:Body>
</soap:Envelope>
```

6.2.  Fields Do Not Edit HTML Correctly

This may occur in Google Chrome, use Firefox instead.