



Como trabajar con las plataformas editoriales

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Contenidos del taller

- Conocimientos previos requeridos para trabajar con las plataformas editoriales
- ¿Qué es y para qué se utiliza el *Manuscript management system*
- *Editorial manager*
- *Publisher manager*
- Requerimientos:
 - punto de acceso a las plataformas
 - formatear los manuscritos según las instrucciones de la revista y el editorial (*formatting*)
 - formatear las tablas, gráficas e imágenes (*artwork*)
- ¿Cuáles las disposiciones nacionales e institucionales sobre los derechos de autor y *LCC*?
- ¿Cuáles son *Publisher copyright policies & self-archiving* del editorial y la revista específica?
- Ayuda editorial para los autores

Conocimientos y destrezas previas a someter el manuscrito

- Destrezas y conocimiento tecnológicos
- Competencias sobre el manual de redacción y estilo correspondiente y el uso ético de la información
- Destrezas de trabajo con gestores bibliográficos
- Concomimiento sobre ética de la publicación científica (autoría y co-autoría, originalidad de la investigación, conflicto de interés, etc.)
- Conocimiento de las instrucciones para los autores de la revista específica y del editorial
- Conocimiento sobre derechos de autor y las políticas de autoarchivo

¿Qué es y para qué se utiliza el *Manuscript management system*?

Es un sistema (plataforma) en línea que permite hacer todo el proceso editorial desde el someter el manuscrito hasta la publicación del mismo en línea. Se utiliza para gestión de la producción de los contenidos de las revistas.

Editorial manager

Se llama también *Peer review manager (system) o Submission system*.

Ejemplos:

Elsevier

<https://www.elsevier.com/editors/submission-systems>

https://service.elsevier.com/app/answers/detail/a_id/4342/supporthub/publishing/

<https://www.elsevier.com/journals/journal-of-environmental-management/0301-4797/guide-for-authors>

Sage:

<https://us.sagepub.com/en-us/nam/manuscript-submission-guidelines>

<https://us.sagepub.com/en-us/nam/online-submission-peer-review-system>



Resources > Journal Authors/Editors/Reviewers > Journal Reviewer Gateway

- JOURNAL AUTHORS/EDITORS/REVIEWERS
- JOURNAL AUTHOR GATEWAY
- JOURNAL EDITOR GATEWAY
- JOURNAL REVIEWER GATEWAY
 - Ethics and Responsibility
 - How to Review Articles
 - Online Submission & Peer Review System**
 - Purpose of Peer Review
 - Resources for reviewers & FAQs
 - Reviewer Rewards
 - Get credit for your reviews
- ETHICS & RESPONSIBILITY
- PUBLISHING POLICIES
- IMPACT FACTOR & RANKING RESULTS
- SAGE CHINESE AUTHOR GATEWAY
中国作者资源

Online Submission & Peer Review System

Referees are sent invitations to review papers by journal editors. Most will either make requests by email or using an online submission and review system. We understand that our reviewers are busy so it won't always be possible for invitations to be accepted. In order to avoid delays we would be grateful to reviewers to let us know as soon as possible if they need to refuse a review or if a problem arises after the invitation has been accepted.

ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of [ORCID, the Open Researcher and Contributor ID](#).

ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized. Visit our [ORCID homepage](#) to learn more.

Researchers can also use their ORCID to gain recognition of their peer reviewing activities. Read ORCID's six tips for building an authoritative ORCID record here: <https://orcid.org/blog/2017/08/10/six-ways-make-your-orcid-id-work-you>

Online Submission and Peer Review with SAGE Track

Many journals in the SAGE portfolio use SAGE Track, which was developed in conjunction with ScholarOne, based on the industry leading ScholarOne Manuscripts system (formerly Manuscript Central). The initial invitation will contain brief information about the article to allow the reviewer to make a decision about whether they would like to pursue the review. Using the links within the email, reviewers can communicate their decision to the editorial office easily and cleanly.

If the reviewer accepts the invitation another email will be sent to them that contains links and information to allow the reviewer to reach the paper and make the responses necessary. Once registered on the journal's SAGE Track site the reviewer just needs to sign in to get to links that will take them to all papers assigned to them as a reviewer. If they are also a contributing author to the journal they will see information about their own papers too. This allows everyone to access a journal site with one log in. The Reviewer Centre link takes you to the list of papers that you have agreed to review.

Using the forms available through SAGE Track, you will have the opportunity to make decision recommendations and full comments. Many sites allow you to make two sets of comments, one of which is directed to the attention of the editor only and the other that the editor can send on to the author to allow you to direct questions or recommendations appropriately.

In the **Resources** section for each journal you will find a link to User Tutorials. On the page that follows choose Reviewer from the four options available and you will see a list of FAQs to help you with many user situations.

Email submission

Journals that do not use SAGE Track usually request that reviewers email their comments directly to the editor. Reviewers should check their invitation email carefully and email the editor direct if they have any queries about how to reply.

Editorial managers de diferentes editoriales

- Elsevier

<https://editorial.elsevier.com/app/login>

- Emerald

<https://mc.manuscriptcentral.com/arla>

- Taylor & Francis

<https://www.editorialmanager.com/wbfl/Default.aspx>

<https://www.tandfonline.com/toc/rabr20/current>

<https://mc.manuscriptcentral.com/abr>

<https://authorservices.taylorandfrancis.com/using-editorial-manager/>

- Springer

<https://www.springer.com/gp/authors-editors/journal-author/journal-author-helpdesk/journals-by-subject-area/5670>

<https://www.editorialmanager.com/etrd/default.aspx>

- Wiley

<https://authorservices.wiley.com/author-resources/Journal-Authors/submission-peer-review/index.html>

- Sage

<https://mc.manuscriptcentral.com/bcq>



5 tips for using online submissions systems

A little preparation goes a long way



Submitting to a journal using an online submission system can seem like a daunting task. However, a little preparation goes a long way and our top 5 tips for using online submissions systems will help to ensure that your paper makes its way through peer review as swiftly as possible.

1) Have you checked the journal's Aims and Scope?

The [Aims and Scope](#) will help you to identify the most appropriate journal for your work. All papers are subject to initial screening by the editor, and this will help increase the chance of your paper making it to peer review.

2) Have any co-author details to hand before beginning your submission.

Having the email addresses, titles, institutions, and ORCIDiDs (if applicable) of your co-authors ready in advance will speed up the submission process for you. Delays will also occur if incorrect information is provided.

3) Ensure that you upload a copy of your paper with a title page.

This must reflect the same author names that you have provided in the system, and should include any contact details and institutions.

4) Do some research into the blinding process of your chosen journal.

If the journal uses a [double-blind review process](#), it's essential that you upload an anonymous copy of your manuscript for blinded peer review in addition to the full named copy of your manuscript.

5) Provide a point-by-point response to any reviewer comments, and highlight where changes have occurred when submitting a revision.

This can significantly help editors and reviewers to assess revised papers; enabling them to come to a decision on revised papers as quickly as possible. Be careful not

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Insights

- 29 Mentoring and support
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- 56 Research stories

Featured video

<https://authorservices.taylorandfrancis.com/5-tips-for-using-online-submissions-systems/>

Editoriales con varios *Editorial Managers*

Ejemplo: *Wiley*

<https://authorservices.wiley.com/author-resources/Journal-Authors/submission-peer-review/index.html>



REGISTER

LOGIN

Author Resources > Journal Authors > Submission & Peer Review

Find Journal

Prepare

Submission & Peer Review

Licensing

Open Access

Publication

Promotion

▼ Author Resources

▼ Journal Authors

➤ Find a Journal

➤ Prepare

▼ Submission & Peer Review

ORCID

Peer Review

Editorial Manager

ScholarOne

Registered Reports

Registered Reports Policy

Webinars

➤ Licensing

➤ Open Access

➤ Publication

➤ Promotion

➤ Book Authors

➤ Reviewers

Your submission checklist:

1. Read your chosen journal's submission requirements

Use the links below to select your journal of choice – individual author guidelines are located on the relevant journal homepage, under 'Contribute' (in the top menu).

2. Read the online submission system guidelines

You can submit to most Wiley journals online, for example via [ScholarOne](#) or [Editorial Manager](#). The system you use will depend on which journal you want to submit to.

3. Learn about the [peer review process](#)

Read about what to expect from peer review and the possible outcomes for your manuscript, including what to do if your manuscript isn't accepted right away.

4. Understand more about how [Registered Reports](#) can help you publish your work

Learn about how to pre-register your research, what the benefits are, and Wiley's policy.

5. Make sure you [register for an ORCID iD](#) and associate it to your manuscript when you submit

This will ensure that your published article is listed on your ORCID record.

Visit our [Find a journal](#) page for resources to help you choose the perfect journal.



Emerald Emerging Markets Case Studies

[Log In](#)

[Reset Password](#)

[Create An Account](#)

⚠ Please add this site to your pop-up blocker exception list

Blocking pop-ups on this site may prevent peer-review related e-mails from being sent.

[More information on disabling pop-up blockers](#)

Log In

User ID

[Create an Account](#)

Password

[Reset Password](#)

[Log In](#)

[Log In With ORCID iD](#)

Welcome to the submission site for

Emerald Emerging Markets Case Studies

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

Need help? [click here](#)

Resources

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Help / Site Support](#)

Lo común y lo diferente de estas plataformas

LO COMÚN

- La manera de registrarse
- El interface
- La lógica (el flujo) de trabajo
- Instrucciones para los autores
- Políticas de derecho de autor, copyright y auto-archivo
- Diversos servicios para los autores

LO DIFERENTE

- Las instrucciones específicas de la revista y del editorial
- El estilo de citas y referencias
- El grado de apertura de la revista (copyright y auto archivo)
- Los precios de los servicios a los autores

Pasos de trabajo con la plataforma

- Registrarse en la plataforma de la revista:
 - correo electrónico institucional
 - [ORCID](#)
- Someter manuscrito según las instrucciones correspondientes
- Monitorear el estatus del manuscrito (*Tracking*)
- Completar las rondas de revisiones
- El *proof reading* en *Production Manager*

Ejemplos

- *Taylor & Francis*

Using Editorial Manager to submit your article. A step-by-step guide

<https://authorservices.taylorandfrancis.com/using-editorial-manager/>

- *Elsevier*

Publishing with Elsevier: step-by-step

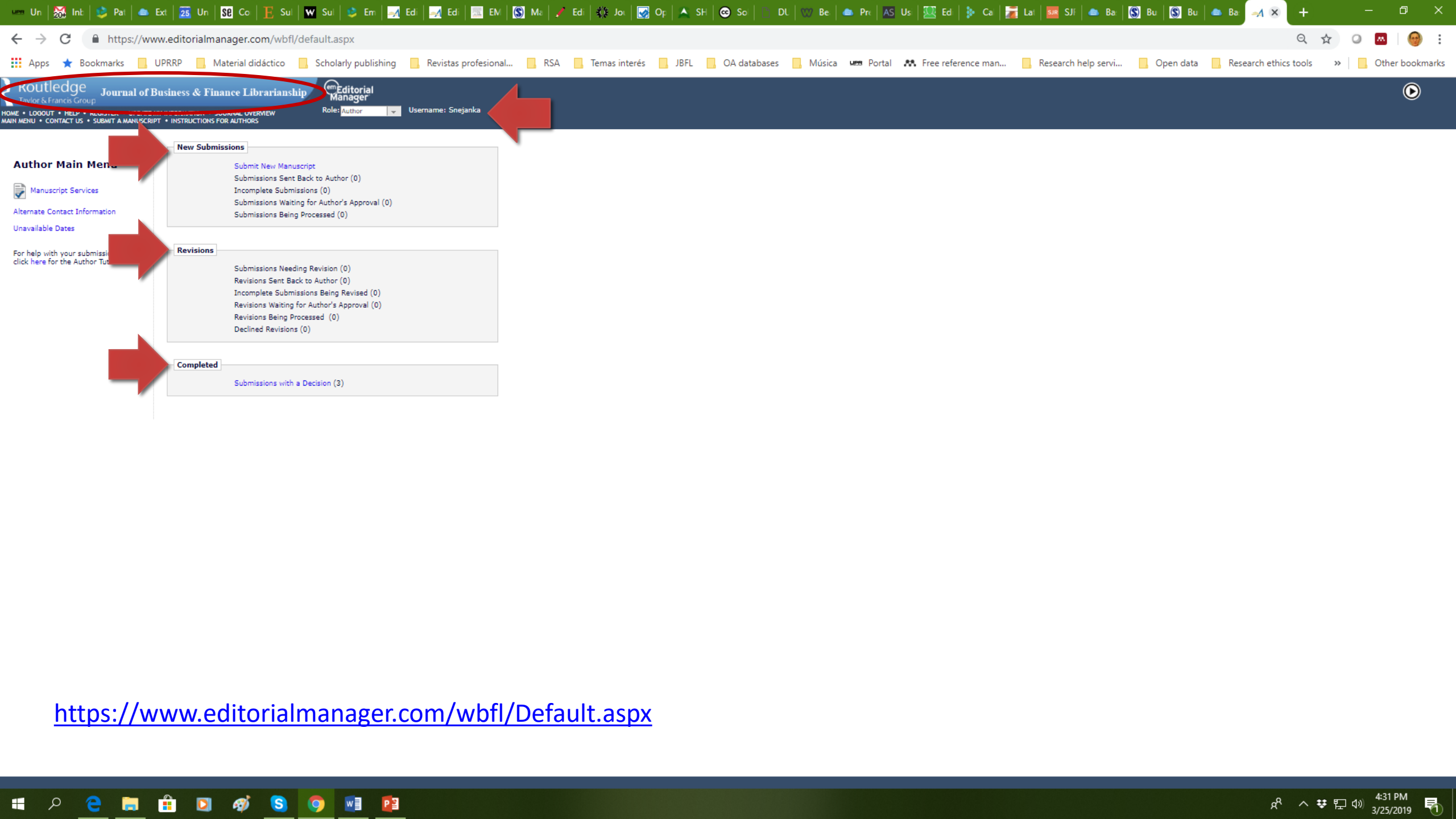
<https://www.elsevier.com/authors/journal-authors/submit-your-paper>

https://www.elsevier.com/_data/assets/pdf_file/0003/91173/PublishedAndNoticed-guide-March-2019.pdf

- *Emerald*

Publishing a journal article. A step-by-step guide

https://www.emeraldgrouppublishing.com/authors/journal_article.htm



<https://www.editorialmanager.com/wbfl/Default.aspx>

Requerimientos para someter

- Registro para acceder a la plataforma
 - ORCID
- Instrucciones del editorial
- Instrucciones específicas de la revista
- Formato, resolución y peso de los archivos de imágenes, tablas y gráficas, el color según requerido por el editorial

Ejemplos:

- Emerald

http://www.emeraldgrouppublishing.com/authors/journal_article.htm

- Elsevier

<https://editorial.elsevier.com/app/login>

- Taylor & Francis

<https://www.tandfonline.com/action/authorSubmission?journalCode=rabr20&page=instructions>

- Springer

<https://www.editorialmanager.com/busi/default.aspx>

https://www.springer.com/philosophy/ethics+and+moral+philosophy/journal/10551?detailsPage=pltc_i_2883224

- Sage

<https://mc.manuscriptcentral.com/bcq>

<https://us.sagepub.com/en-us/nam/journal/accounting-history#submission-guidelines>

Production manager

- Es una herramienta en línea que se utiliza para realizar las correcciones del manuscrito y del *proof readings*.
- Se le provee acceso a los autores cuando el manuscrito ha llegado a estas etapas.

Gmail

Compose

Trash

Categories

- Social 1
- Updates 9
- Forums 6
- Promotions 1
- BAE 26
- BBIA
- CEA 12
- CIPSHI 24
- Conferencia México 1
- CRECS 4
- InGenios
- JBFL**
- Mendeley
- snejanka.penkova... 27
- UMAIPUR 1
- More

Search: label:jbfl

Navigation icons: back, forward, refresh, delete, archive, search, etc.

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Comments from: Snejanka Penkova

Date sent: 09 May 2018

Date returned: 11 May 2018

Correction#: 1
 Query#: 1
 Page#: 1
 Line#: 1
 Library System, University of Puerto Rico, Rio Piedras Campus, San Juan, USA

Correction#: 2
 Query#: 2
 Page#: 1
 Line#: 1
 University of Puerto Rico, Rio Piedras Campus

Correction#: 3
 Query#: 2
 Page#: 2
 Line#: 41
 the University of Puerto Rico Rio Piedras Campus (UPRRP)

Correction#: 4
 Query#: 2
 Page#: 2
 Line#: 43
 University of Puerto Rico (UPR)

Correction#: 5
 Query#: 2
 Page#: 2
 Line#: 43
 Rio Piedras



Gmail

Compose

Trash

Categories

- Social 1
- Updates 9
- Forums 6
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- BAE 26
- BBIA
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- CRECS 4
- InGenios
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UPR Universidad de Puerto Rico

Page#: 13
Line#: 424

[Redacted]

Correction#: 20
Query#: 7
Page#: 14
Line#: 437
Universidad de Puerto Rico. (2006). Diez para la Década: Agenda para la planificación 2006-2016. Retrieved from http://cayey.upr.edu/wp-content/uploads/sites/10/2016/09/Diez_para_la_Decada_Agenda_para_la_planificacion_2006-2016_Final.pdf

Correction#: 21
Query#: 8
Page#: 14
Line#: 439
Universidad de Puerto Rico Recinto de Río Piedras. (2006). Visión Universidad 2016: Plan estratégico. Retrieved from http://www.uprr.edu/wp-content/uploads/2014/08/Visión-Universidad-2016-vision_2016.pdf

Correction#: 22
Query#: 9
Page#: 14
Line#: 445
Lucca Irizarry, N., & Berrios Rivera, R. (2003).

Correction#: 23
Query#: 10
Page#: 14
Line#: 456
School of Business, University of Puerto Rico Rio Piedras Campus. (2012). Self-study, appendix book B. Unpublished manuscript, University of Puerto Rico Rio Piedras Campus, San Juan, Puerto Rico.

Reply Reply all Forward

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Compose

- Trash
- Categories
- Social 1
- Updates 9
- Forums 6
- Promotions 1
- BAE 26
- BBIA
- CEA 12
- CIPSHI 24
- Conferencia México 1
- CRECS 4
- InGenios
- JBFL**
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- UMAIPUR 1
- More

Search: label:jbfl

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Submitted Corrections for Manuscript ID: WBFL 1467168

WBFL-production@journals.taylorandfrancis.com <cats@taylorandfrancis.com> Fri, May 11, 2018, 10:14 AM

to WBFL-production, me

This e-mail confirms that you have submitted the following corrections to your proofs. Please review the journal and article/content titles below to make sure they are correct.

If any of this information is incorrect, please contact the Production Editor for *Journal of Business & Finance Librarianship*, Imran Ali, at WBFL-production@journals.taylorandfrancis.com.

- Journal: WBFL: *Journal of Business & Finance Librarianship*
- Manuscript ID: 1467168
- Title: Manuscript Title: [Redacted]
- By: [Redacted]

Comments from: Snejanka Penkova

Date sent: 09 May 2018

Date returned: 11 May 2018

Correction#: 1
 Query#: 1
 Page#: 1
 Line#: [Redacted]
 Library System, University of Puerto Rico, Rio Piedras Campus, San Juan, USA

Correction#: 2
 Query#: 2
 Page#: 1
 Line#: [Redacted]
 University of Puerto Rico, Rio Piedras Campus

Disposiciones nacionales e institucionales sobre los derechos de autor y *LCC*

- Universidad de Puerto Rico (UPR)

<http://www.upr.edu/mdocs-posts/derecho-intelectual-derechos-de-autor/>

- UPR- Recinto de Río Piedras

http://graduados.uprrp.edu/images/pdf/Fond_Ext_Brochure_Politica_Institucional_Patentes.pdf

http://graduados.uprrp.edu/index.php?lang=en&option=com_content&view=article&id=190&Itemid=453

Licencias de *Creative Commons*



<https://creativecommons.org/licenses/?lang=es>

“Las licencias y herramientas de derechos autorales Creative Commons, forja un equilibrio dentro del escenario tradicional de «todos los derechos reservados» que crean las leyes de derechos autorales. Nuestras herramientas le dan a todas, desde creadoras individuales hasta grandes compañías e instituciones, una vía simple y estandarizada para otorgar permisos de derechos autorales a sus obras creativas. La combinación de nuestras herramientas y nuestras usuarias es un procomún digital vasto y creciente, una fuente de contenidos que pueden ser copiados, distribuidos, editados, remezclados, y usados como base para crear, todo dentro de los límites de las leyes de derecho autoral.”

Publisher copyright policies & self-archiving

- Sherpa Romeo

<http://www.sherpa.ac.uk/romeo/index.php>

- Dulcinea

<https://www.accesoabierto.net/dulcinea/?idioma=en>

Ayuda editorial

- Con costo:
 - Copy editing (Manuscript formatting)
 - Language editing
 - Scientific editing
 - Artwork preparation
 - Statistical and Data analysis, etc.
- Gratuita:
 - guías
 - infografías
 - Elsevier Research Academy

Ayuda editorial con costo

- Emerald

<https://authorservices.emeraldpublishing.com/>

- Taylor & Francis

https://www.tandfeditingservices.com/?utm_source=Author_Services&utm_medium=cms&utm_campaign=JMT05842

- Elsevier

<https://webshop.elsevier.com/>

- Springer

<https://authorservices.springernature.com/>

- Wiley

<https://wileyeditingservices.com/en/>

Ayuda editorial gratuita para los autores

- Elsevier

<https://www.elsevier.com/authors/journal-authors>

<https://www.elsevier.com/authors/journal-authors/submit-your-paper>

http://www.elsevier.com/_data/assets/pdf_file/0011/239294/Get-Published-Quick-Guide.pdf

http://www.elsevier.com/_data/assets/pdf_file/0017/181250/author_info_pack_2014_A4_WEB_Final.pdf

Ayuda editorial gratuita para los autores...

- Elsevier Research Academy

<https://researcheracademy.elsevier.com/>

- Emerald

<http://www.emeraldgrouppublishing.com/authors/index.htm>

- Wiley

<https://authorservices.wiley.com/author-resources/Journal-Authors/index.html>



Home > Authors > Journal Authors

Journal Authors

Every year, we accept and publish more than 250,000 journal articles. Publishing in an Elsevier journal starts with finding the right journal for your paper. If you already know which journal, you can enter the title directly in the [find a journal](#) search box. Alternatively, you can [match the abstract](#) of your article to a journal.



Publishing with Elsevier: step-by-step

1. Find a journal >

2. Prepare your paper >

3. Submit and revise >

4. Track your submission >

5. Track your accepted article >

6. Sharing and promoting >

Useful resources

[Sharing and promoting](#)

Promote your article to make a

[Share research data](#)

Elsevier journals offer several options

[Policies and ethics](#)

View the policies that are applicable

How to get published

What distinguishes a good manuscript from a bad one?

A good manuscript...

...is in scope

Investigate all candidate journals on elsevier.com to find out:

- Aims and scope
- Accepted types of articles
- Readership
- Current hot topics by going through the abstracts of recent publications

...adheres to publication ethics

- Avoid plagiarism of others' work
- Avoid multiple publication of the same work, never submit your manuscript to more than one journal at a time
- Cite and acknowledge others' work appropriately
- Only list co-authors who made major contributions

...follows the Guide for Authors

Stick to the [Guide for Authors](#) in your manuscript, editors do not like wasting time on poorly prepared manuscripts.

You can find the [Guide for Authors](#) on the journal's homepage on elsevier.com.



Article structure

Title	_____
Abstract	_____
Keywords	_____
(IMRAD)	_____
Introduction	_____
Methods	_____
Results	_____
And	_____
Discussions	_____
Conclusions	_____
Acknowledgements	_____
References	_____

Make your article as concise as possible

Illustrations

Illustrations are critical, because...

- **Figures and tables** are the most efficient way to present results
- **Results** are the driving force of the publication

“One picture is worth a thousand words.”
Sue Hanauer (1968)

- **Captions and legends** must be detailed enough to make figures and tables self explanatory
- **No duplication of results** described in text or other illustrations

Use proper manuscript language

Publishers do not correct language, this is the author's responsibility

- Ask a **native speaker** or use a **language editing service** to improve your paper before you submit it.
- Poor English makes it difficult for the editor and reviewers to understand your work and **might lead to rejection of your paper**.
- Be alert to common errors:
 - ✗ Sentence construction
 - ✗ Incorrect tenses
 - ✗ Inaccurate grammar
 - ✗ Mixing languages
- English language should be used throughout the manuscript, including figures, charts, graphs and photos.

Are you ready to submit?

Roughly 35% of all submitted manuscripts are rejected before peer review. Make sure you revise before you submit.

- Do your findings **advance understanding** in a specific research field?
- Is your work of **interest** to the journal's audience?
- Is your manuscript **structured** properly?
- Are your conclusions **justified** by your results?
- Are your **references** international/accessible enough?
- Did you format your **figures and tables** properly?
- Did you **correct** all grammatical and spelling mistakes?

Make sure you are equipped!



Guía para
autores

UNDERSTANDING THE PUBLISHING PROCESS

How to publish in scholarly journals



elsevier.com/authors



Asuntos éticos de la publicación

- Elsevier

<https://www.elsevier.com/authors/journal-authors/policies-and-ethics>

- *Committee on Publication Ethics* (COPE)

<https://publicationethics.org/>

<https://publicationethics.org/guidance/Guidelines>



GRACIAS!

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