



# Como trabajar con las plataformas editoriales

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# Contenidos del taller

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- 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

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- Destrezas y conocimiento tecnológicos
- Competencias sobre el manual de redacción y estilo correspondiente y el uso ético de la información (incluyendo *data management* y *data sharing*)
- Destrezas de trabajo con gestores bibliográficos
- Conocimiento 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*?

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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.

Provee acceso para:

- editor
- autor(es)
- revisores (peer reviewers)

# *Editorial manager*

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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://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
<u>Online Submission &amp; Peer Review System</u>
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>

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- 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>





### WELCOME TO ELSEVIER'S ELECTRONIC MANUSCRIPT SUBMISSION SYSTEM

**Login**

Your email address:

Your password:

Remember me? [\(help\)](#) [New User?](#) [Forgot password?](#)

[FAQ](#) | [HELP](#) | [Privacy Policy](#) | [Terms and Conditions](#) | [Contact Us](#) | [Bookmark EMSS](#)

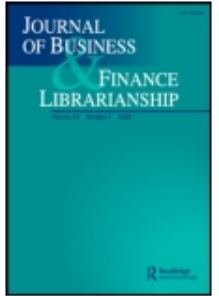
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[Editor Login](#)
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Or Login via: [What is ORCID?](#)

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



## Log In

**User ID** [Create an Account](#)

**Password** [Reset Password](#)

**Welcome to the submission site for**  
**Business and Professional Communication Quarterly**

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.

# 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
- 29 Open access
- 12 Peer review
- 28 Publishing tips
- 30 Research communication
- 34 Research impact
- 56 Research stories

Featured video

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

# Editoriales con varios *Editorial Managers*

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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](#)

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**⚠ 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](#)

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[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

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- 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*

\* Cuidado con las *resubmissions*! Se debe someter el manuscrito con el mismo número asignado inicialmente. En ocasiones la plataforma le agrega R o R1, R2, etc.



# Ejemplos

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- *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](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.emeraldgrouppublishing.com/authors/journal_article.htm)

Un Int Pa Ext 25 Un SE Co E Su W Su Em Ed EM Mz Ed Jo Op SH So DL W Be Pr AS Us Ed Ca La SJ Ba S Bu Ba

https://www.editorialmanager.com/wbfl/default.aspx

Apps Bookmarks UPRRP Material didáctico Scholarly publishing Revistas profesional... RSA Temas interés JBFL OA databases Música Portal Free reference man... Research help servi... Open data Research ethics tools Other bookmarks

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MAIN MENU • CONTACT US • INSTRUCTIONS FOR AUTHORS

**Author Main Menu**

- New Submissions**
  - Submit New Manuscript
  - Submissions Sent Back to Author (0)
  - Incomplete Submissions (0)
  - Submissions Waiting for Author's Approval (0)
  - Submissions Being Processed (0)
- Revisions**
  - Submissions Needing Revision (0)
  - Revisions Sent Back to Author (0)
  - Incomplete Submissions Being Revised (0)
  - Revisions Waiting for Author's Approval (0)
  - Revisions Being Processed (0)
  - Declined Revisions (0)
- Completed**
  - Submissions with a Decision (3)

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

# *Requerimientos para someter*

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- 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](http://www.emeraldgrouppublishing.com/authors/journal_article.htm)

- Elsevier

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<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](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*

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- 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 esta etapa.

**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

label:jbfl



11 of 66

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



Search bar containing the text 'label:jbfl' and a search icon.



Compose button

- 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

Navigation icons for back, forward, and other email actions, along with '11 of 66' and a settings icon.

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](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.uprrp.edu/wp-content/uploads/2014/08/Visión-Universidad-2016-vision\\_2016.pdf](http://www.uprrp.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 buttons

- 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

# Submitted Corrections for Manuscript ID: WBFL 1467168

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

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](mailto: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

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

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



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

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

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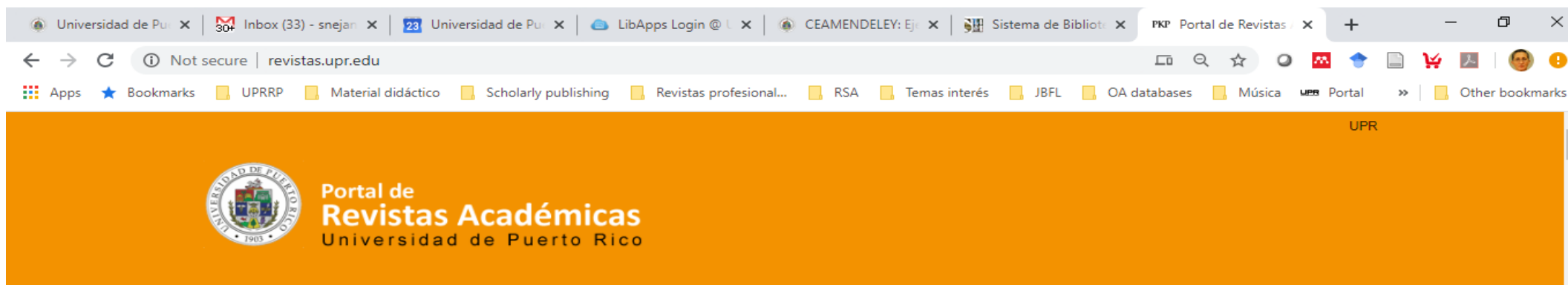
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# Portal de revistas de la UPR



Bienvenidos al Portal de Revistas Académicas de la Universidad de Puerto Rico (UPR). En el contexto de los procesos de la comunicación científica, la creación y mantenimiento de una revista exige un alto grado de compromiso y responsabilidad con la comunidad científica y la sociedad. Estas publicaciones son recursos imprescindibles para dar a conocer, validar y permitir el aprovechamiento de los resultados del esfuerzo de investigación y labor creativa.

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#### Idioma

- [English](#)
- [Español \(España\)](#)
- [Français \(France\)](#)
- [Português \(Brasil\)](#)

<https://revistas.upr.edu/>

Buscar en el portal

Type here to search

10:25 AM  
3/23/2020

# *Publisher copyright policies & self-archiving*

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- Sherpa Romeo

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

- Dulcinea

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

# Ayuda editorial

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- 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

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- Emerald

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

- Taylor & Francis

[https://www.tandfeditingservices.com/?utm\\_source=Author\\_Services&utm\\_medium=cms&utm\\_campaign=JMT05842](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

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- Elsevier

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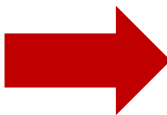




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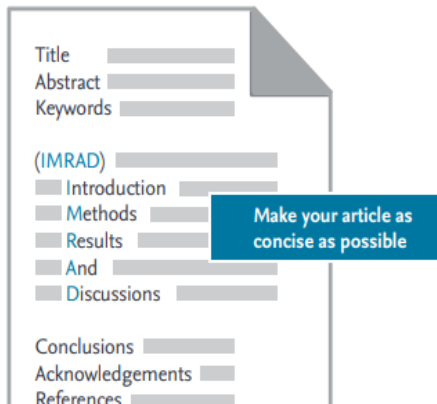
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# GRACIAS!

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