



Technologies for
Lightweight Structures



Technologies for Lightweight Structures (TLS) –

Editorial Guide

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The following instructions are to serve as a quick-reference guide to Open Journal Systems (OJS) version 2.4.7. These instructions will give editors of the journal *Technologies for Lightweight Structures (TLS)* a step-for-step description on the editorial workflow that is specifically tailored to the journal.

For general, but more detailed instructions on any OJS issue, please use the following resources:

- OJS Documentation: http://pkp.sfu.ca/ojs_documentation. The “OJS in an Hour” Guide is particularly in-depth.
- OJS Support Forum: <http://forum.pkp.sfu.ca/>

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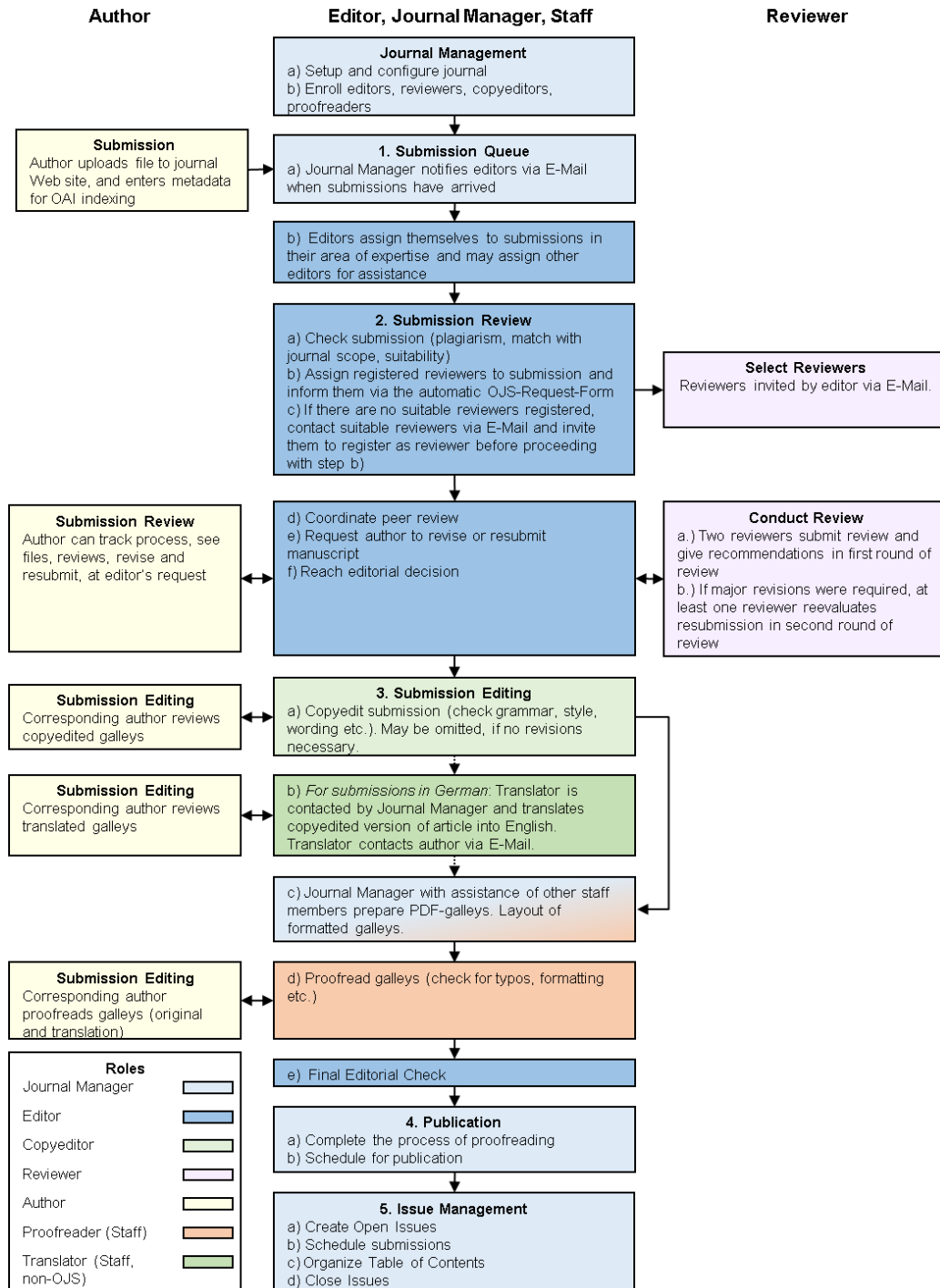
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Editorial Workflow *Technologies for Lightweight Structures*

Technologies for Lightweight Structures – Editorial Workflow



Adapted Figure „OJS Workflow Chart“ in: OJS in an Hour: An Introduction to Open Journal Systems. Version 2.2.1.0; <http://pkp.sfu.ca/files/OJSinHour.pdf>; p. 12

Figure 1: Editorial Workflow



Learn more

Help Documentation

Open Journal Systems has a 12,000 word Help document that is contextually embedded within OJS, with the relevant pages coming up depending on where the user is when requesting Journal Help. Click on “Journal Help” in the bottom of the sidebar to enter the Help document.

Test-Drive OJS 2.1.1

PKP hosts a demo version of the current OJS release at:

<http://pkp.sfu.ca/ojs/demo/present/index.php/demojournal/issue/current>

Log in using **admin** as the username and **testdrive** as the password, and select the Author role (or any other role) to explore how it operates.

Please note that any changes made to the Test-Drive Journal will be cleared every Monday (8:00 GMT).



Editors

The Editor oversees the entire editorial and publishing process. In the Editorial Process, the Editor sees through Submission Review and Submission Editing.

Getting Started

- If you are not registered as a user of *Technologies for Lightweight Structures*, please start by signing up as an Author, Reviewer and/or Reader at www.lightweight-structures.de/user/register. After submitting the register form, please email the journal staff at tls-journal@tu-chemnitz.de to request enrollment as an Editor for the journal.
- Log in to your OJS account under www.lightweight-structures.de/login (or use the login function in the right sidebar on any journal site) with your chosen login credentials.
- Select the preferred language, English (default) or German, from the right sidebar. **Note:** Even for submissions in German you may leave the default English language setting of the software. Switching to German is only necessary prior to sending automated emails to German speaking Authors or Reviewers via the software and prior to selecting the Review form for the first round of review (see the Review section in this guide).
- Select your role as 'Editor' on the User Home page (Fig. 2). to get to the Editor Home page (Fig.3).

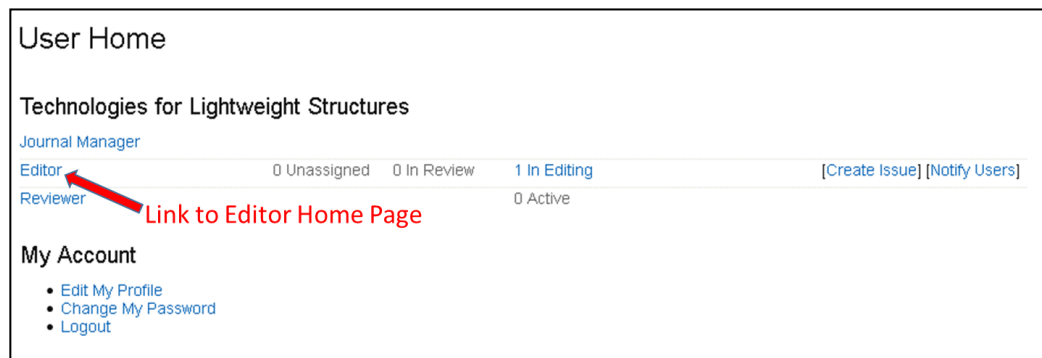


Figure 2: User Home page

Submissions

The Journal Manager notifies all enrolled Editors via E-Mail, when new articles have been submitted to the journal. Editors then assign themselves to submissions according to their area of expertise and available time resources.

Assigned Editors may at their own discretion organize the Editorial tasks among each other. From a technical point of view, the software Open Journal Systems requires actions by only one of the assigned Editors at each step.



Under “Submissions”, Editors will see articles which are “unassigned”, “in review”, “in editing”, or in the “archives”. Clicking any of these links will provide additional details on each article in these categories.

Editor Home

Submissions

- [Unassigned \(1\)](#)
- [In Review \(0\)](#)
- [In Editing \(1\)](#)
- [Archives](#)

Title contains

Submitted between and

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

Figure 3: Editor Home page

Assign Editors

Each submission to the journal enters the editorial process in the Editors' Unassigned queue. Select “Unassigned” and then click the article title link.

Unassigned

[UNASSIGNED](#) [IN REVIEW](#) [IN EDITING](#) [ARCHIVES](#)

Assigned To: In Section:

Title contains

Submitted between and

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE
58	03-29	ART	Niedziela, Tröltzsch	COMPUTATIONAL MODELING OF POLYURETHANE FOAM EXPANSION FOR...

1 - 1 of 1 Items

Figure 4: Selecting an unassigned article





On the “Summary” page, go to the “Submission” and “Editors” section (Fig. 5).




#58 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

Submission

Authors	D. Niedziela, J. Tröltzsch 	Send E-Mail to Author
Title	Computational Modeling of Polyurethane Foam Expansion for Lightweight Sandwich Structures	
Original file	58-157-1-SM.DOCX 	Read or download manuscript
Supp. files	None	ADD A SUPPLEMENTARY FILE
Submitter	GerritJM KuehleJM 	
Date submitted	2016-03-29	
Section	Articles	Change to Articles  Record

Editors

[Record](#) [ADD SECTION EDITOR](#) [ADD EDITOR](#) [ADD SELF](#)  **Assign Editor and/or self**

None assigned


Status

Status	Awaiting assignment	REJECT AND ARCHIVE SUBMISSION
Initiated	2016-03-29	
Last modified	2016-03-29	

Submission Metadata

[EDIT METADATA](#)

Authors

Name	D. Niedziela 
Affiliation	—
Country	—
Bio Statement	—

Principal contact for editorial correspondence.

Figure 5: Unassigned article summary page

From here, you have the option to:

- Send an email message to the author (click on the envelope icon next to the author's name)
- Read the original file by clicking on the submission file name.
- Add any supplementary files by clicking on the “Add Supplementary File” link.
- Assign yourself and/or another Editor. (Note: The role “Section Editor” is used only if one of the submitting Authors is an enrolled Editor for the journal. In that case, please [contact the Journal Manager](#) to enquire about the procedures). Clicking on “ADD EDITOR” will take you to a list of journal Editors. Select the “Assign” link to give the submission to the chosen person (Fig. 6).
- This will automatically generate an email message form informing the assigned Editor of your decision. Click on Send to notify the assigned Editor.



Editors

Select Editor

First Name contains

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

NAME	JOURNAL SECTIONS	COMPLETED	ACTIVE	ACTION
GERRITE KUEHLEE	—	2	1	ASSIGN

1 - 1 of 1 Items

Figure 6: Assigning an editor

In the “Submission Metadata” section of the article Summary page, you may use the “Edit Metadata” link to make any changes to the submission’s metadata fields. For example, you may wish to review the abstract provided by the author.

You can also use the “Review”, “Editing”, and “History” links at the top of the Summary page (Fig. 7) to follow the progress of the submission. The Review and the Editing tab correspond to stages in the Editorial Process. The Summary tab shows details about the submission such as author, editors, status, and metadata. The History tab provides a log of actions taken regarding the submission, related emails, and submission notes.

[Home](#) > [User](#) > [Editor](#) > [Submissions](#) > #58 > [Summary](#)

#58 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

Figure 7: Summary Links

Review

After the Editor assignment, a submission is pushed in the Review queue of the editorial process. In the Review stage, assigned Editors will perform all the tasks necessary to manage the Peer Review of the submission. For the journal *Technologies for Lightweight Structures*, this includes two Reviewers, and at least one but no more than two rounds of review (see details below).

To see submissions that are in the Review phase, click “In Review” on the Editor Home page.



Editor Home

Submissions

- [Unassigned \(0\)](#)
- [In Review \(1\)](#)
- [In Editing \(1\)](#)
- [Archives](#)

Title contains

Submitted between and

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

Figure 8: Start Review

The “Submissions in Review” page (Fig. 9) shows all the submissions that have been assigned to you and which are in the Submissions Review phase of the Editorial Process. In the list of "In Review" submissions, you will see:

- the unique ID number assigned to this submission (an ID number used in the filenames of all versions of this submission as it goes through the Editorial Process)
- the date when this item was submitted
- the Section abbreviation (ART=articles)
- the name(s) of the author(s)
- the title of the submission
- several colored status fields indicating the dates when certain actions – such as review requests and due dates – occur and the final ruling on this submission

Look for the article you want to manage using the search and filtering tools provided. Click on the title of the article. This will bring you to the main Review page for this submission.



Submissions in Review

UNASSIGNED
IN REVIEW
IN EDITING
ARCHIVES

Assigned To: All Editors
In Section: All Sections

Title contains
Submitted between and
Search

ID	MM-DD SUBMITTED	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING	SE
58	03-29	ART	Niedziela, Tröltzsch	COMPUTATIONAL MODELING OF...	—	—	—	—	GK GK

1 - 1 of 1 Items

Click on title link to manage review

Notes

- Highlighted items indicate action is required by an editor, labelled as follows:
 - A Reviewer has been assigned but not notified by email
 - All Reviewers have returned with their comments, but no decision is recorded
 - Author has uploaded a revised manuscript
 - Reviewer is overdue to confirm peer review invitation
 - Reviewer is overdue to complete review
- "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

Figure 9: Submissions in Review

Initial Editorial Check

By default, you will be taken to the Review tab of the editorial process.

On the Review page for the submission you are working on, first go to the Editor Decision section (Fig. 10) at the bottom of the page. Open the “Review Version” of the submission to conduct an initial examination as to whether a submission is a non-plagiarized research paper, falls within the journal's subject area and complies with the basic formal guidelines of the journal.

Under “Select decision”, you may dismiss unsuitable submissions right away by selecting „Decline Submission“ from the dropdown and clicking on „Record Decision“. In that case, notify the Author(s) by clicking on the envelope icon next to “Editor/Author Email Record”. Remember to switch the language setting of OJS in the right sidebar to German before sending the Mail to non-English speaking Authors.



#58 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors

D. Niedziela, J. Tröltzsch

Title

Computational Modeling of Polyurethane Foam Expansion for Lightweight Sandwich Structures

Section

Articles

Editor

GerritE KuehleE
GerritJM KuehleJM

Review Version

58-158-1-RV.DOCX 2016-03-29

Upload a revised Review Version

Durchsuchen...

Keine Datei ausgewählt.

Upload

Supp. files

None

Peer Review

Round 1

SELECT REVIEWER VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

Editor Decision

Select decision

Choose One

Record Decision

Decision

None

Notify Author

Editor/Author Email Record No Comments

Review Version

58-158-1-RV.DOCX 2016-03-29

Author Version

None

Editor Version

None

Durchsuchen...

Keine Datei ausgewählt.

Upload

If article is unsuitable for publication, select „Decline Submission“ from dropdown and click „Record Decision“

Open file for initial examination

Figure 10: Submissions in Review

Assigning the Submission to Reviewers

On the Submission Review page is a section labeled “Peer Review”. The first step in this process is to select two Reviewers for the submission. Click the “Select Reviewer” link (Fig. 11).

Peer Review

Round 1

SELECT REVIEWER

VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

Figure 11: Start Peer Review

You'll be taken to a list of available Reviewers for the journal including their Review statistics (Fig. 12). You can click on the name of any Reviewer to view his or her profile. You may also use the Search and Browse features at the top of this page to find a Reviewer.

If you see the Reviewer you want (criteria: area of expertise, language, workload of reviewer etc.), click “ASSIGN” in the appropriate row and you will be taken back to the main Review screen. Repeat this process to assign a second Reviewer.



Reviewers

Select Reviewer

Reviewing interests contains

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

[ENROLL AN EXISTING USER AS REVIEWER](#) [CREATE NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
UTE ELKE BLUM		N/A	0	—	—	0	ASSIGN
GERRITE KUEHLEE		N/A	0	—	—	0	ASSIGN
GERRITJM KUEHLEJM		N/A	0	—	—	0	ASSIGN
GERITR KUEHLER		N/A	0	—	—	0	ASSIGN

1 - 4 of 4 Items

Notes

Name links to reviewer's profile.
 Ratings is out of 5 (Excellent).
 Weeks refers to average period of time to complete a review.
 Latest is date of most recently accepted review.
 Active is how many reviews are currently being considered or underway.

Figure 12: Selecting Reviewers

If you don't find the person you want in the list of registered Reviewers, you may use the "ENROLL AN EXISTING USER" link to find a user who has a user account with the journal, but is not enrolled specifically as a Reviewer (e.g. another Editor, Author). On the following screen (Fig. 13), click on a name to get more information about a user. Tick the box in the line of the user you want to enroll and click on "ENROLL USER". Once you have enrolled the user, he/she will appear on the list of available Reviewers (Fig. 12). You may then click "ASSIGN" to assign the submission to that Reviewer, and you'll be taken back to the main Review screen.

Enrollment

Reviewing interests contains

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

	USERNAME	NAME	EMAIL	ACTION
<input type="checkbox"/>	UTE	Blumtritt, Ute	ute.blumtritt@bibliothek.tu-chemnitz.de	ENROLL USER
<input type="checkbox"/>	AHELLER	Heller, Ariane	ariane.heller@informatik.tu-chemnitz.de	ENROLL USER

Figure 13: Enroll existing user

A note on how to find a suitable Reviewer:

Authors are asked to provide a list of up to three Reviewers who they would recommend to review their manuscript. The suggestions can be found in the first paragraph of the submission's "Summary" page. You may follow these suggestions or use them a starting point for the Reviewer search.

If there are no suitable Reviewers registered or suggested by the Author(s), identify suitable scientists and academics online (e.g. by clicking on the "Find Reviewers on



Scopus” link provided on the Reviewer selection page), contact them via e-mail and invite them to [register as a Reviewer](#). You may include the journal's email address tls-journal@tu-chemnitz.de in the BCC line of the mail. That way you will be notified by the journal's staff when the sought person has registered and can be assigned to submissions.

When you have finished assigning Reviews, you should be returned to the “Review” Section (Fig.14). Click the “Request” icon under each Reviewer generating an email message to request his/her participation. Remember to switch the language setting of OJS in the right sidebar to German before sending the Mail to non-English speaking Reviewers. You may also personalize the message before sending. You can choose to send the e-mail (by clicking “Send”) or skip the e-mail (by clicking “Skip Email”) if you have already notified the Reviewer in another way.

Peer Review Round 1

[SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A	First Reviewer	CLEAR REVIEWER		
Review Form	None / Free Form Review SELECT REVIEW FORM			
	REQUEST UNDERWAY DUE ACKNOWLEDGE			
		—	2016-04-26	

Click to request review

Reviewer B	Second Reviewer	CLEAR REVIEWER		
Review Form	None / Free Form Review SELECT REVIEW FORM			
	REQUEST UNDERWAY DUE ACKNOWLEDGE			
		—	2016-04-26	

Figure 14: Requesting review

You will now be sent back to the main Review screen. Note that after sending the message, the “Request” icon now includes a message sent date (Fig. 15). On the main Review screen click on “Select Review Form” (Fig. 15).

Reviewer A First Reviewer [CANCEL REQUEST](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST UNDERWAY DUE ACKNOWLEDGE

2016-03-29 — 2016-04-26

Editor To Enter [WILL DO THE REVIEW](#) [UNABLE TO DO THE REVIEW](#)

Upload review [Durchsuchen...](#) Keine Datei ausgewählt. [Upload](#)

Reviewer B Second Reviewer [CANCEL REQUEST](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST UNDERWAY DUE ACKNOWLEDGE

2016-03-29 — 2016-04-26

Editor To Enter [WILL DO THE REVIEW](#) [UNABLE TO DO THE REVIEW](#)

Upload review [Durchsuchen...](#) Keine Datei ausgewählt. [Upload](#)

Figure 15: Select review form



According to the language of the submission, select either the “Review Form (English)” or, after switching the language selection in the right sidebar to German, the “Review Form (German)” for **each Reviewer** of the first round of review by clicking on “ASSIGN” (Fig. 16). The selected form will be presented to Reviewers to complete, instead of the default form which consists of two open text boxes, the first “for author and editor,” and the second “for editor” (used for second round of review).

Figure 16: Assign review form

First Round of Review

The journal is set up to allow Reviewers to log in to the journal, record his/her decision to conduct the review and then enter his/her recommendation and review comments. Once this happens, you as an Editor will see this information recorded in the Peer Review section for the submission (Fig. 17).

You can also use this section to cancel a Review request (click Cancel Request), change the due date (click the due date link), send a reminder to the Reviewer (use the Send Reminder link), and to read the Reviewers comments (click the “Review” icon). If the Reviewer has sent you his review via E-Mail, you can upload it in the “Editor To Enter” line.

Figure 17: Review is underway

The Reviewer’s final recommendation will also appear in this section once their decision has been made (Fig.18). You will receive a message once the Reviewer has completed their review. At this point, you can use the “Acknowledge” icon to thank them for their efforts.



Any uploaded files from the Reviewer will also be available here. By ticking the box to left of the “Record” button and clicking the button you enable the Author to view the Reviewer’s file. Please make sure that the file does not contain any information that jeopardises Reviewer’s anonymity.

Reviewer A Review Form	Second Reviewer Review Form (German)			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2016-05-04	2016-05-04	2016-06-01	
Recommendation	Major Revisions Required	2016-05-06		
Uploaded files	62-175-1-RV.DOCX	2016-05-06 Let author view file	<input type="checkbox"/> Record	

Reviewer B Review Form	First Reviewer Review Form (German)			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2016-05-04	2016-05-04	2016-06-01	
Recommendation	Major Revisions Required	2016-05-04		
Uploaded files	62-174-1-RV.NET	2016-05-04 Let author view file	<input type="checkbox"/> Record	

Figure 18: Review is completed

Making a Decision on an Article

The Editors must now decide the next step for the submission on the grounds of the Reviewer’s recommendation. In the “Editor Decision” section on the Review page (Fig. 19), your choices are: accept, ask for revisions, resubmit for another Reviewer (not used for initial selection), or decline the submission. Select your choice from the dropdown menu and click “Record Decision”.

Editor Decision	
Select decision	Revisions Required <input type="button" value="Record Decision"/>
Decision	Revisions Required 2016-03-30
Notify Author	Editor/Author Email Record No Comments
Review Version	58-158-1-RV.DOCX 2016-03-29
Author Version	None
Editor Version	None
<input type="button" value="Durchsuchen..."/> <input type="text" value="Keine Datei ausgewählt."/> <input type="button" value="Upload"/>	

Figure 19: Making Editor Decision

The consequences of the Editor Decisions at this point are:

Decline Submission

If you decline the submission, your task is complete once you have notified the Author of the decision (see below). The article automatically goes to the journal's archive, and no further work is required.



Accept Submission

If you choose to accept submission, you can send the submission to the Copyediting stage.

Revisions Required

Indicates that the Author(s) must make revisions to the article, which will then go through another round of review (see below). If you make this decision, you must await a revised version from the Author(s).

After making your decision, you will need to notify the Author(s) of your decision, using the email icon next to the text "Editor/Author Email Record" (Fig. 19). The system, in fact, will not let you proceed to the Submission Editing process unless you do so. Remember to switch the language setting of OJS in the right sidebar to German before sending the Mail to non-English speaking Authors. In the form that opens up (Fig.20) you may (1) paraphrase Reviewer's assessment in the body text, or (2) insert the comments from the Peer Review Forms into the body text by clicking "Import Peer Reviews", or (3) upload manuscript version with detailed comments (your own or those provided by the Reviewers during the Peer review process) under "Attachments". **Don't forget to include the decision in the body text after the phrase "Our decision is to:"**.

Figure 20: Notifying the Author of Editor Decision



If you chose to accept the submission, you have to click the “Send to Copyediting” button to push a selected version of the article to the Copyediting stage (Fig. 21).

The screenshot shows the 'Editor Decision' interface. On the left, there is a list of actions: 'Select decision', 'Decision', 'Notify Author', 'Review Version', 'Author Version', and 'Editor Version'. The 'Select decision' dropdown is set to 'Accept Submission'. The 'Decision' field shows 'Accept Submission' dated '2016-04-01'. The 'Notify Author' section has a 'Send to Copyediting' button highlighted with a red box. The 'Review Version' section shows a radio button selected for '58-158-2-RV.DOCX' dated '2016-04-01'. The 'Author Version' and 'Editor Version' are both set to 'None'. At the bottom, there is a search bar with 'Durchsuchen...' and 'Keine Datei ausgewählt.', and an 'Upload' button. A red arrow points from the text 'Select uploaded Reviewer or Author version, or upload and select version with your own comments and send to Copyediting.' to the 'Send to Copyediting' button.

Figure 21: Sending final version to Copyediting

Second Round of Review

If you decide that an article has to be revised, the Author(s) have the opportunity to amend the article and resubmit it for a second review. The Corresponding Author may upload the revision through the journal's Web system, in which case it will appear on the submission's Editing page in the Editor Decision section, next to the label "Author Version" (Fig. 22). If, on the other hand, the Author e-mails the file to one of the Editors, that person will need to upload the file to the journal's system using the upload tool next to "Editor Version".

The screenshot shows the 'Editor Decision' interface. The 'Select decision' dropdown is set to 'Revisions Required'. The 'Decision' field shows 'Revisions Required' dated '2016-03-30'. The 'Notify Author' section has a 'Send to Copyediting' button highlighted with a red box. The 'Review Version' section shows a radio button selected for '58-158-1-RV.DOCX' dated '2016-03-29'. The 'Author Version' section shows a radio button selected for '58-160-1-ED.DOCX' dated '2016-04-01'. The 'Editor Version' is set to 'None'. At the bottom, there is a search bar with 'Durchsuchen...' and 'Keine Datei ausgewählt.', and an 'Upload' button.

Figure 22: Revised Author Version uploaded

If minor revisions were required by the Reviewers, the Editors decide whether the amendments the Author(s) have made have taken into account all the points raised in the initial review. Again, they may accept the submission (proceed as described above), require further revisions (proceed as described above) or decline the submission.

If major revisions were required by the Reviewers, the revised version will be re-evaluated by at least one of the Reviewers. Therefore, you will need to record a new



decision in the Editor Decision section. Select "Resubmit for Review" from the dropdown menu, and click "Record Decision" (Fig. 23).

The screenshot shows the 'Editor Decision' section of a web interface. On the left, there is a sidebar with the following options: 'Select decision', 'Decision', 'Notify Author', 'Review Version', 'Author Version', and 'Editor Version'. The main content area shows a dropdown menu for 'Select decision' with 'Resubmit for Review' selected. To the right of the dropdown is a green button labeled 'Record Decision'. Below this, there is a section for 'Revisions Required' with the date '2016-05-06'. Underneath, there is a table with two columns: 'Editor/Author Email Record' and '2016-05-06'. The first row shows '62-173-1-RV.DOCX' and '2016-05-04'. The second row shows '62-176-1-ED.DOCX' and '2016-05-06'. Below the table, there is a 'None' option. At the bottom, there are three buttons: 'Durchsuchen...', 'Keine Datei ausgewählt.', and 'Upload'.

Figure 23: Revised Author Version uploaded

You will be asked if you're sure you wish to record the decision - click OK if you are sure. Now under the Editor Decision section of the Review page, you will see an option to resubmit the selected file for peer review. Select the radio button next to the version (Review Version, Author Version or Editor Version) you wish to send through the Review Process, and click "Resubmit" (Fig. 24).

The screenshot shows the 'Editor Decision' section of a web interface. On the left, there is a sidebar with the following options: 'Select decision', 'Decision', 'Notify Author', 'Review Version', 'Author Version', and 'Editor Version'. The main content area shows a dropdown menu for 'Select decision' with 'Resubmit for Review' selected. To the right of the dropdown is a green button labeled 'Record Decision'. Below this, there is a section for 'Revisions Required' with the date '2016-03-30 | Resubmit for Review 2016-04-01'. Underneath, there is a table with two columns: 'Editor/Author Email Record' and '2016-04-01'. The first row shows '58-158-1-RV.DOCX' and '2016-03-29'. The second row shows '58-160-1-ED.DOCX' and '2016-04-01'. Below the table, there is a 'None' option. At the bottom, there are three buttons: 'Durchsuchen...', 'Keine Datei ausgewählt.', and 'Upload'.

Figure 24: Choose version to resubmit

If you look under the Peer Review section of the Review tab for this submission, you will now see that a second round of review is underway (Fig. 25). The Reviewers assigned to the original submission are already assigned to review the revised version. You can see the results from previous rounds of reviews, including the Editor's previous decision, by clicking "VIEW REGRETS, CANCELS, PREVIOUS ROUNDS".

First, you may "CLEAR REVIEWER" whose presence in the second round of review is not needed. Then, you should notify the Reviewer that you chose to assign for the second round and begin the review process again (see description above).



Peer Review		Round 2	SELECT REVIEWER	VIEW REGRETS, CANCELS, PREVIOUS ROUNDS
Reviewer A	First Reviewer		CLEAR REVIEWER	
Review Form	None / Free Form Review	SELECT REVIEW FORM		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
	—	2016-04-29		
Reviewer B	GerritJM KuehleJM		CLEAR REVIEWER	
Review Form	None / Free Form Review	SELECT REVIEW FORM		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
	—	2016-04-29		

Figure 25: Starting second round of review

Note: The only difference to the first round of review is that **no specific Review Form** is selected for this stage. Instead, the Editor requests the Reviewer in the notification mail to assess whether the Author(s) have addressed all issues raised in the first round of review.

Based on the Reviewer's recommendation you may accept the submission, require further revisions (which are the assessed by you then) or decline the submission. Notify the Author(s) and send the final version of the manuscript, if accepted, to the Copyediting Stage.

Copyediting

Accepted submissions are directly sent to Copyediting, the first step of the Submissions Editing process. For *Technologies for Lightweight Structures* a designated Copyeditor manages this stage, which typically entails working with the author to improve grammar, language style and clarity.

Please notify the Journal Manager (Mail: tls-journal@tu-chemnitz.de) of your editorial decision. The Journal Manager will coordinate the remaining stages of the Editing process, namely Copyediting, Translating, Layout Editing, Proofreading and Scheduling, and reconfirm with you before publishing the final article.

Final Editorial Check and Publication

Once the whole Editing process has been completed, the initially assigned Editors are notified by the Journal Manager and receive the article galleys (possibly with translation) via e-mail for a final Editorial Check. When the Editors give their final approval, the Journal Manager schedules the article for publication offering immediate open access.