



INSTRUCTIONS FOR AUTHORS ON INITIAL FILES SUBMISSION AND MANUSCRIPT MONITORING AND MODIFICATIONS THROUGHOUT THE EDITORIAL PROCESS

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1. ACCESS TO THE WEBSITE AND REGISTRATION IN THE APPLICATION

1.1. Introduction and language of the web application

- This journal uses the **Open Journal System (OJS)** web application or platform. Authors must access and manage this website if they wish to publish their research in this journal. To do so, authors must:

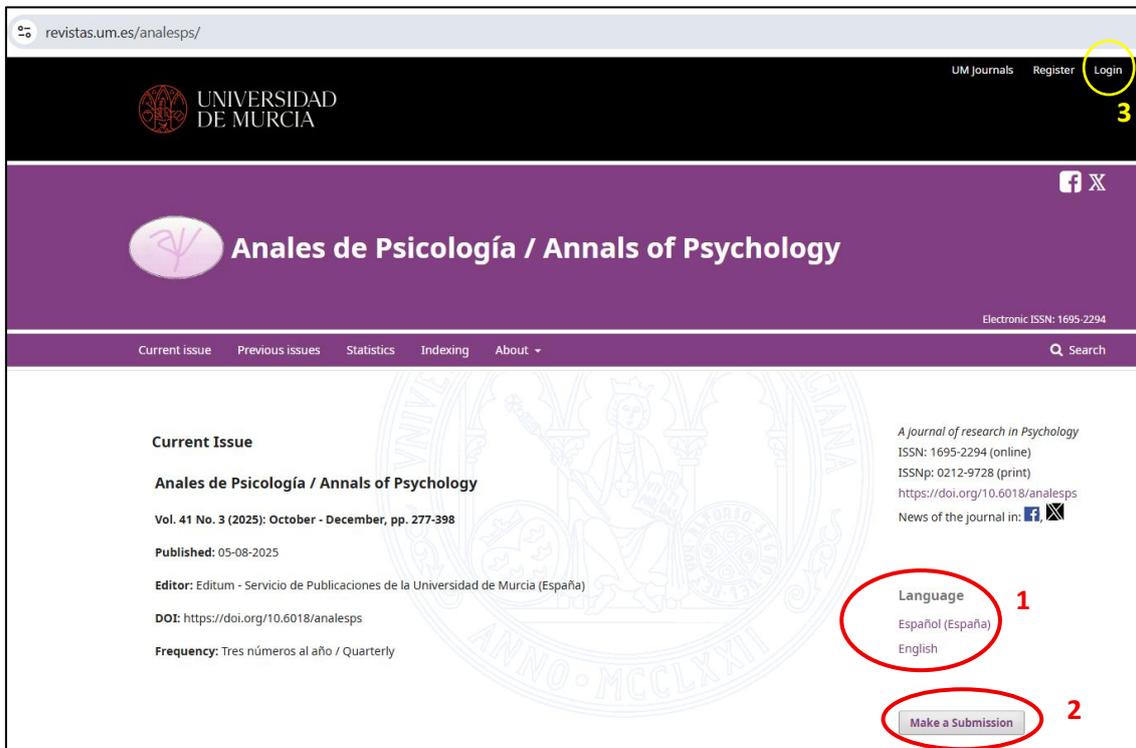
- (1) inform themselves about the journal's characteristics, objectives, and requirements,
- (2) appropriately prepare the two files (manuscript and authorship letter) that must be uploaded to the web application, and
- (3) follow these user instructions.

DO NOT BEGIN UPLOADING FILES WITHOUT FIRST KNOWING THE JOURNAL ([SECTION 1](#)) AND PREPARING THE FILES ([SECTION 2](#)). Hasty file preparation and the omission of relevant author or metadata could result in the submission being rejected by the editors upon initial review.

- The entire process that authors must follow begins at the journal's main website address at <https://revistas.um.es/analesps/>
- This process in the application must be completed by the **corresponding author**. No problem if there is only one author, but if there are multiple authors, they must agree on a corresponding author. This author will be the one who will manage the web application and communicate with the Editorial Team.

- **Web application languages.**- Initially, the language appears in English, since articles are required to be published in English (although a Spanish version is optional). For web application use, you can keep that language or change all the text visible on the screen to Spanish by clicking on Spanish (Spain) (see Figure 1, circle 1).

Figure 1



1.2. Start of the file upload process

- On the same screen, the author will click the *Make a Submission* button (circle 2 in Figure 1).
- On the next screen, a gray button will appear with the text *Login or Register to make a submission*.
- **If the author is already registered** and retains their username and password, they will log in by clicking Login.
- **If this is the first time the author is submitting** their manuscript to the journal, they must register in the journal's web application. This will allow them to upload their manuscript, letter of authorship, correspondence with the Editorial Team and reviewers, and track the review process. To do so, they will click Register, following the steps indicated in the application.

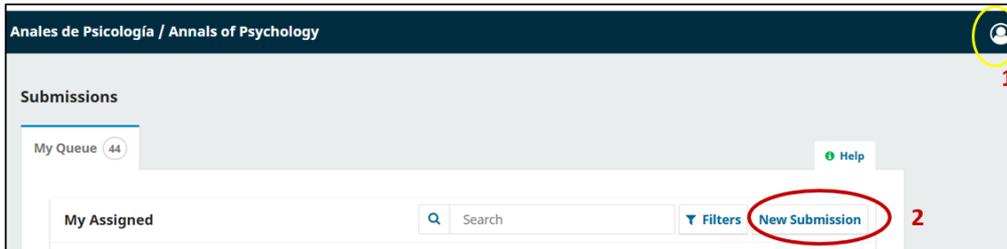
2. STEPS IN THE INITIAL FILE UPLOAD

In this section, we will see the procedure that the author must follow in the journal's OJS application to upload the two submission files (manuscript and authorship letter) for the first time.

Once inside the application (circle 3 in Figure 1), a new screen appears (Figure 2). You can do the following:

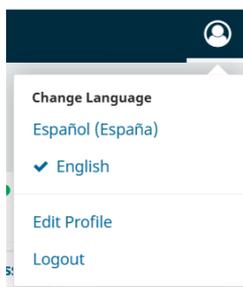
- If you need to change the language within the app, click the icon in the top right (circle 1 in Figure 2).

Figure 2



The menu shown in Figure 3 will appear.

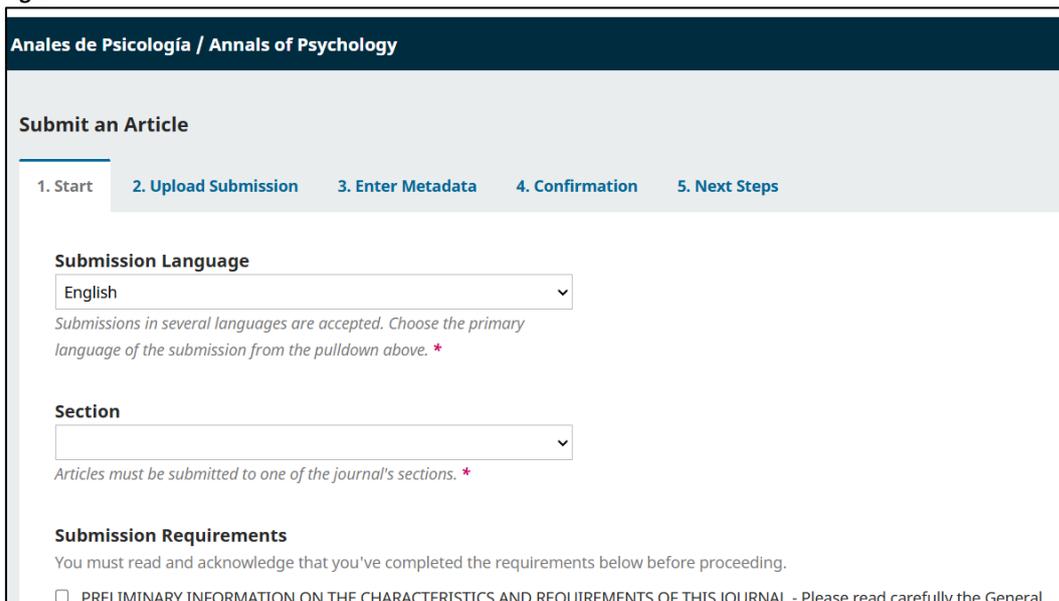
Figure 3



There, you can switch from English to Spanish by clicking on *Spanish (Spain)*. Or vice versa. You can also edit your user profile and exit the application.

- To **begin the steps for uploading files**, click *New Submission* (Figure 2, circle 2).
- You will see the following screen (Figure 4).

Figure 4



There are five successive steps to upload files (“submissions”):

1. *Start*
2. *Upload Submission*
3. *Enter Metadata*
4. *Confirmation*
5. *Next Steps*

Step 1. Start

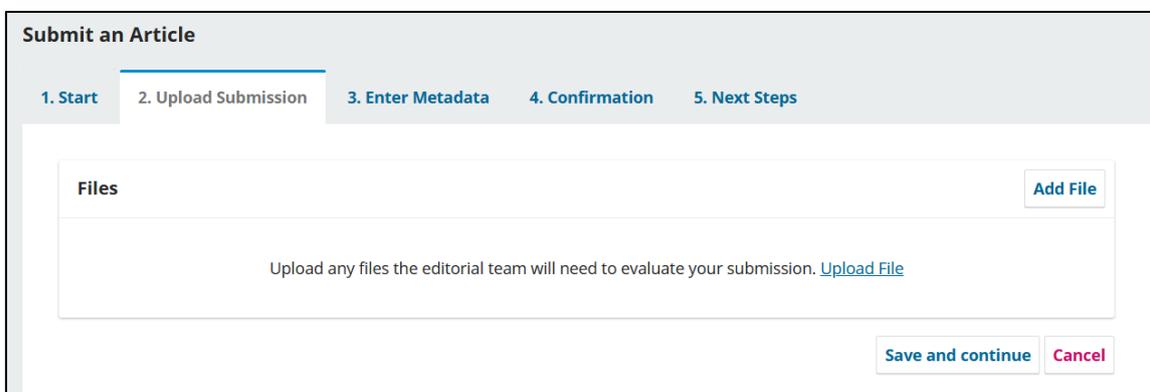
In the screen in Figure 4, we are already at Step 1, where several mandatory fields must be completed before clicking on Step 2:

- In **Submission Language**, select the language of the original manuscript (Spanish or English).
- In **Section**, select *Articles*.
- In **Submission Requirements**, a checklist of relevant aspects must be taken into account before proceeding. By checking each item, the author confirms that everything outlined there has been completed (otherwise, the Editorial Team may reject the submitted manuscript upon initial review). If anything is missing, we must postpone submitting the files until everything is correct.
- In **Comments for the Editor**, the author can leave it blank or add any comments they deem appropriate.
- In **Submit As**, select *Author*.
- Under **Acknowledge the copyright statement**, click on *Copyright and Licenses* to learn about those rights and then click on the box or text.
- In the phrase about personal data policies ("**Yes, I agree to have my data collected and stored according to the [privacy statement](#)**"), click anywhere within that text.
- Finally, click *Save and continue*.

Step 2. Upload the submission (upload the files)

The screen shown in Figure 5 then appears. Here we have to upload the manuscript file and the Letter of Authorship file.

Figure 5



The screenshot shows a web interface titled "Submit an Article". At the top, there is a navigation bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". The "2. Upload Submission" step is currently active and highlighted. Below the navigation bar, there is a section labeled "Files" with an "Add File" button on the right. Underneath, there is a text box containing the instruction: "Upload any files the editorial team will need to evaluate your submission. [Upload File](#)". At the bottom right of the form, there are two buttons: "Save and continue" and "Cancel".

Step 3. Enter the metadata

This screen is shown in Figure 7. Here you should include information such as *the title, abstract, author information, keywords, funding information, and a reference list*. Most of this information should be in English and Spanish. It's important to do this correctly, making sure nothing is forgotten or made mistakes, as **everything entered here will later be visible in the article's online publication**.

Figure 7

The screenshot shows a web form titled "Submit an Article" with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (current step), 4. Confirmation, and 5. Next Steps. The form contains the following fields:

- Prefix:** A text input field with a globe icon. Below it, examples are listed: "Examples: A, The".
- Title *:** A text input field with a globe icon. Below it, a second text input field is visible, indicating a second language selection.
- Subtitle:** A text input field with a globe icon.
- Abstract *:** A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, code, image, and upload.

At the bottom, there is a "List of Contributors" section with a table and an "Add Contributor" button.

Name	E-mail	Role	Primary Contact	In Browse Lists
------	--------	------	-----------------	-----------------

Below is a breakdown of what you must complete and in what language, and what you mustn't:

- There's quite a bit of information to be completed here, and most of it must be included in **English and Spanish** (as this is what will be displayed on the website, which is bilingual in English and Spanish).
- Leave it blank under **Prefix**.
- Under **Title**, to select both languages, first click anywhere in the title text box. Doing so will display a second box below. If your screen is in Spanish, the first box will contain the title text in Spanish, and the second, in English. If your screen is in English, the first box will contain the title text in English, and the second, the title text in Spanish. Titles must be exactly the same as those included in the Author Letter and in the manuscript (never capitalize all letters, only the first one; in the English title text, capitalization of the first letter of nouns, adjectives, verbs, adverbs, and pronouns is permitted, in addition to the first word of the title. Prepositions, articles, and conjunctions are generally not capitalized unless they are the first word of the title).
- In **Subtitle**, leave it blank.
- In **Abstract**, place the cursor at the beginning of the box. When you do so, you will see that the two boxes from the previous Title section become one, and a round green symbol appears on

the right, indicating that it is correctly capitalized in both languages (gray indicates no text, and red indicates text in only one of the languages). So, we copy the Spanish abstract from the manuscript, and in the next window, we copy it to the English version (remember that, if the screen is in English, the order of the two boxes is English first, then Spanish).

- In the **List of Contributors** section, we must include the information for all authors, in the order in which they were signed, as stated in the Letter of Authorship (the order can be changed later if there are errors or if you wish to make these changes before publication, for which you should request this from the Editorial Team). We will see that one author already appears, the one entering the information (the corresponding author). To add more authors, click *Add Contributors*.

It is essential that the following be included for each author:

- . **Name / Given name and surname / Family name** (in Spanish and English, although it is repeated and spelled the same in both languages).
- . **Contact**. This is the email address.
- . **Country**. From the drop-down list.
- . **User details**. This is the ORCID, which is mandatory. Check the "Send an email to request authorization..." box. You will then receive an ORCID verification email, which you must complete.
- . **Affiliation**. The same as the one stated in the Authorship Letter. In Spanish and English (even if it is repeated in the same language).
- . In **Biography**, leave it blank. Any biographical information is best stated in the Authorship Letter.

Finally, click the *Save* button.

And so on for all authors. For corrections, in the author list, a small blue triangle appears to the left of each author's name. Clicking on it allows you to edit author information or delete it. You can also change the order.

In the **Additional Refinements** section, you will find the following:

- Under **Keywords**, enter the keywords that were included in the manuscript, in the same order. If the screen is in Spanish, then the first box contains the keywords in Spanish, and the second box contains the keywords in English (the other way around if the screen is in English). For each keyword, capitalize the first letter and press Enter at the end of each keyword, and so on.
- Under **Supporting Agencies**, include the funding information detailed in the Letter of Authorship.
- Under **References**, copy the entire bibliographic reference list for the manuscript. If there are anonymized references (because they are publications by the author of the manuscript), if accepted at the end of the review process, they must be updated in the final file, as well as here in Metadata.
- Finally, click *Save and Continue*. The *Step 4 Confirmation* screen will then appear.

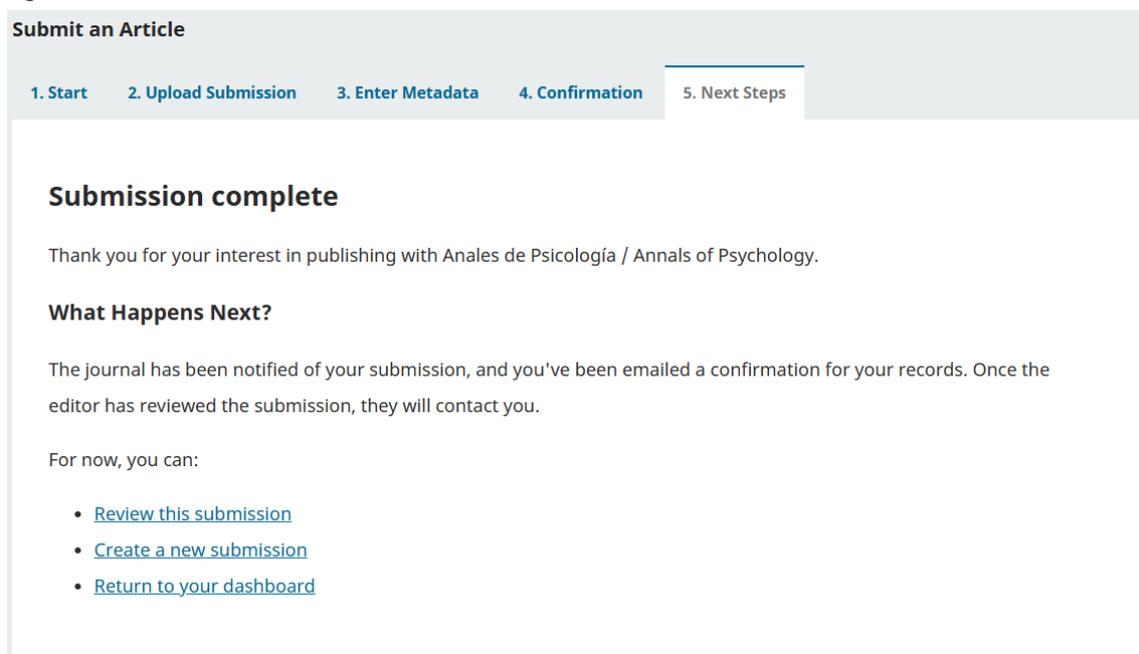
Step 4. Confirmation

It's time to return to the previous steps to review and correct them. Once the process is complete, click *Finish Submission*. The *Step 5. Next Steps* screen will then appear.

Step 5. Next steps

The information we see in Figure 8 appears.

Figure 8



The functions of these three links are:

- **Review this submission** allows you to preview the area of the application where the workflow and metadata for this article are located in the application.
- **Creating a new submission** would initiate the resubmission process. It is unlikely that this link will be used at this time.
- **Return to the dashboard** takes you to the author desktop. This would be the recommended option at this time, as it is the author's web area for monitoring and making corrections throughout the review process, which we discuss in the next point and which can be seen on the screen corresponding to Figure 9 below.

You could also exit the web application at this point in Step 5 by clicking *Logout*, as shown in Figure 3.

This completes the process of uploading the two submission files.

3. RE-ENTER THE WEB APPLICATION TO MONITOR AND RECTIFY THE MANUSCRIPT THROUGHOUT THE EDITORIAL PROCESS

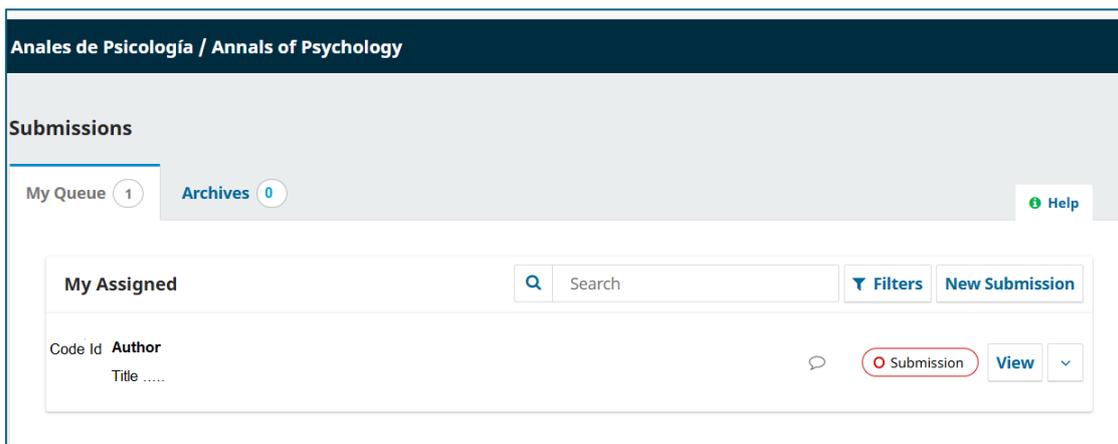
Once the files are uploaded to the journal's OJS application, the editorial process begins with the manuscript, which also occurs within that application. In the editorial process, the OJS application provides the resources for communication between author and editors, as well as the information necessary to understand the progress of the review process and the subsequent decisions made by the editors. Emails received by the author from the editors are also generated and sent from the OJS application, and the author can respond to the editors via the application's internal email address.

The web environment of the web application basically presents the author with three screens: Workflow, Publications (metadata), and Submission Library.

3.1. Workflow, Publications, and Submission Library screens

The corresponding author can re-enter the application through the journal's website at <https://revistas.um.es/analesps/> and, as seen in Figure 1, click on *Enter* in the top right corner. The screen shown in Figure 9 then appears. In it, under My Assigned Submissions, click on View in the bottom right corner.

Figure 9



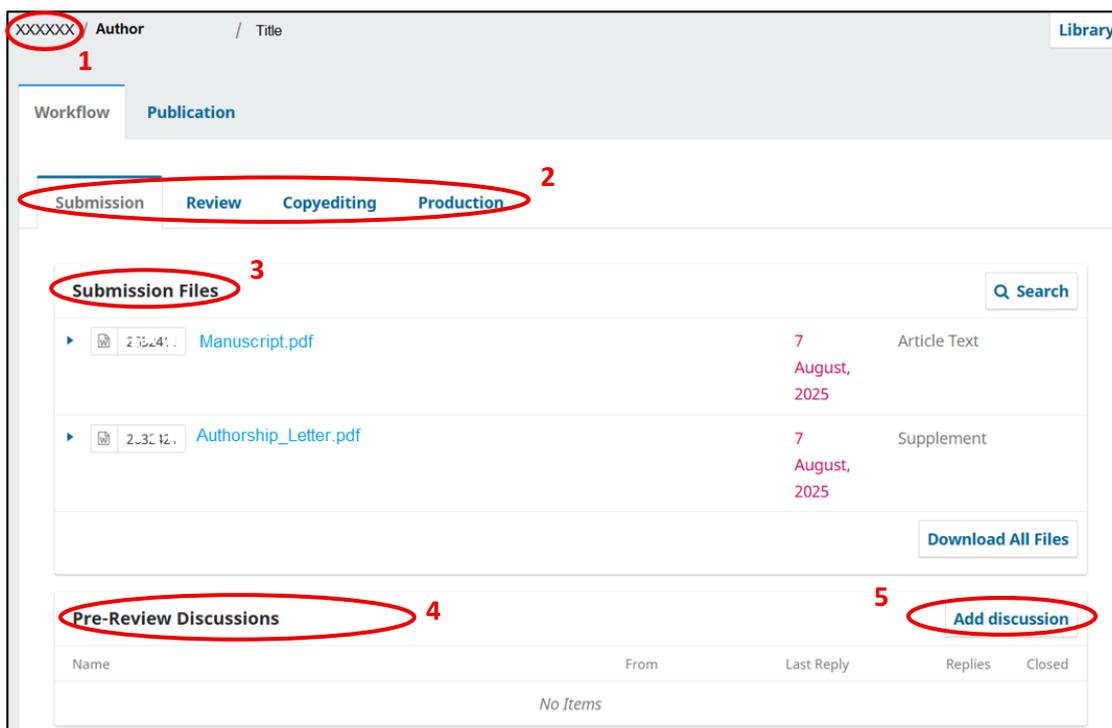
And then we'd be on the Manuscript Dashboard screen. It has two sections or screens:

- The **Workflow** section, which is the one we see in Figure 10 (and which is the same screen you could access in Step 5 of the manuscript submission by clicking on *Dashboard*), and
- The **Publication** tab, which we'll describe later.
- The **Submission library** section would allow you to upload different files to the application, for example, research data files. It's not commonly used, as the current trend is for authors to upload them to repositories of that type.

3.2. Workflow Screen (Files and Mail)

The **Workflow** screen (Figure 10) is where the author can track and make corrections to the manuscript throughout all phases of the editorial process. It's also where the author can communicate with the editor and vice versa.

Figure 10



Important aspects for the author:

- This entire work environment will be used throughout the review process to stay informed of progress and to communicate with editors via internal email within the application.
- Circle 1 in Figure 10 shows the **manuscript ID code**. It has six digits and is unique to this manuscript. It is important for the author to keep it in mind when communicating with editors. This code appears on all manuscript web pages in OJS.
- As we see in circle 2 in Figure 10, the manuscript workflow goes through **four phases**: *Submission, Review, Editorial, and Production*. As the process progresses, the author sees the successive phases, all of which remain visible. The most important ones for the author are the first three, as shown below:

Submission

- The author can view it from the moment they submit the files (manuscript and authorship letter) until the editor moves to the *Review* phase (if they meet the requirements). This is a phase for initial corrections.
- We see the *Submission files* area in circle 3 of Figure 10 (it only serves to verify that they have been uploaded).
- The area for sending corrections and communicating with the editor is at the bottom of the screen, *Pre-review discussions* (circle 4 of Figure 10). It's a kind of internal email, with the option to send and receive attachments and communicate with the editor. To create a new email, click *Add discussion* (circle 5 of Figure 10).
- A common task in this phase is the editor's request (via the *Discussions* email) for **corrections to the manuscript file or the authorship letter file** (if the Author Guidelines are not followed). Alternatively, at the author's own initiative, an email can be sent with the corrected files if errors are noticed.

- **Modifications to metadata** (which are found in the Publications tab, which we will discuss later) may also be required. For example, the editor could email the author **to review something in the Metadata area** (first and last name, ORCID, affiliation, adding all authors, etc.). To do this, in the *Submission* area, the author will click on *Authors' Names*, and then in the upper right corner of the screen, click *View Metadata*.
- It is important to resolve all of this quickly, especially if they are errors that are grounds for rejection of the manuscript.

Review

- This area is activated by the editor and is where they send the external reviewers' reports and the editorial decision. If it is a *Rejection* decision, the entire process would end here.
- If it is a *Rectifications* decision, the author would have to respond in the final area of this screen, under *Review Discussions*. The normal process in this phase would be as follows:
 - . Once the author receives an email with the **reviewers' correction reports**, they will have a **maximum of one month** to prepare their response and send it in a Word file, responding point by point to the reviewers' recommendations.
 - . They must also **send the manuscript with the modifications** suggested by the reviewers marked in a different color (usually red), clearly indicating the changes made to the original manuscript. This facilitates the second revision and subsequent revisions if necessary.

Copyediting

It is also activated by the editor when they send **the author an editorial decision email for Acceptance**. This email also provides **important post-acceptance instructions** (regarding translation into English, if necessary). The manuscript was submitted in Spanish, regarding the preparation and submission of the final Word file of the manuscript and the payment of the APC. Once the final Word file is received, it will be formatted and that version will be sent to the author for final corrections. The email area at the end is called **Copyediting Discussions**.

3.3. Publication screen (article metadata)

Clicking on the **Publication** tab allows you to review the metadata (the same ones you saw in Step 3 for uploading the files for the first time). This screen can be seen in Figure 11.

Figure 11

Anales de Psicología / Annals of Psychology

← Back to Submissions

Code Id / Author / Title Library

Workflow Publication

Status: **Unscheduled**

Title & Abstract Español (España) English

Contributors

Metadata

References

Galley

Full Text

Prefix
Examples: A, The

Title

Subtitle

Abstract

There, you only see the data in Spanish. You can format it to display in both Spanish and English (since the metadata must be displayed on the website in both English and Spanish). To do this, click on **Spanish (Spain)**, and the screen will then change to what we see in Figure 12.

Figure 12

Anales de Psicología / Annals of Psychology

← Back to Submissions

Code Id / Author / Title Library

Workflow Publication

Status: **Unscheduled**

Title & Abstract Español (España) English

Contributors

Metadata

References

Galley

Full Text

Español (España) **Prefix**
 Examples: A, The

Español (España) **Title**
 Conceptos y factores entorno al teletrabajo

Español (España) **Subtitle**

Español (España) **Abstract**

- As we can see, the author can make changes in several sections: title and abstract, contributors (authors), metadata (keywords and funding), and citations (bibliographic references).
- Special mention should be made of **data modifications in the author area** (adding or removing authors, as well as changing the order). If these are corrections due to an error by the corresponding author, this can be done without problem, but if they are major changes, they must have the prior agreement of all authors involved. If these changes occur during the period from acceptance to publication, then they must have the approval of the editor. After publication, changes are no longer made in this section.
- It is also important to note that the **keyword** entry method is different: each keyword has its first letter in uppercase and the rest in lowercase. Once you have finished typing it, press the Enter key. The next keyword is entered using the same procedure as the first, and so on.
- The same procedure applies to keywords in the **funding source section**. If there is no funding source, enter "No funding" (by pressing the *Enter* key). If there is funding, you must include the name of the funding institution and the project code.

- As always, you must **log out when you finish**. This is always done as explained in Figure 3 (click the icon in the upper right corner of the screen and click Exit again).

- If Author-Editor communication within the web application is **not effective**, send an email to analesps@um.es