

Procedure to upload the Word article file to the Anales de Psicología [Annals of Psychology] website and monitoring the review process

You must follow the instructions detailed below for both the preparation of the file prior to uploading the whole procedure for the magazine's Web platform (OJS system, Open Journal System).

Phase A. – JOIN THE JOURNAL WEBSITE

In <http://revistas.um.es/analesps/> click on the link Instructions for authors (<http://revistas.um.es/analesps/about/submissions#authorGuidelines>). If you are already registered you must use the username and password you have (see the right of screen). If not, then click on the GO TO REGISTRATION link. There must complete all that apply. Very important to complete "Register as" not only as a reader (which is checked by default) but also as Author (only check this box if you can upload articles to the journal). Finally click on the green button "Register"

If you were previously registered as having been **reviewer** (referee) of this journal, the first thing you have to do is enter the link "My Profile" (right of the screen) and the line "role" put the mark "Author".

Phase B.- UPLOAD FILE MANUSCRIPT AND COMPLEMENTARY FILES TO THE WEBSITE JOURNAL

Later, at USER HOME – Author, click on **[New submission]**. Click there and it is the process follows five steps:

Step 1) START:

- In "section of the journal" put "Articles"
- In "Language Presentation", choose English as the language of the article.
- In "Copyright Notice" check the box.
- Press the green button SAVE AND CONTINUE

Step 2) UPLOADING THE SUBMISSION

- Click in **"Seleccionar Archivo"**, and browse, search (on the computer itself) the file you want to upload. Press **Upload**. We see that the system assigns a name to the file itself, in addition to the original name, also shows the date and time of file upload
- Click on the green button "Save and Continue"

If you forget at this time or subsequent amendments requested by the Editor, you can then upload the file. To do this, after entering a username and password, click on "1 active", then the name of the article. Then in the Review tab, in Editorial Decision area, click on the "Choose File" and upload the file.

Step 3a) ENTERING THE SUBMISSION'S METADATA IN THE ORIGINAL LANGUAGE MANUSCRIPT

Metadata is data identifying the authors of manuscript (title, abstract, keywords) in both Spanish and English. Detail is necessary to complete this section.

By default it starts in the chosen language on START:

- Authors:

Complete and fill in all the form data, the first author (especially name, affiliation or workplace, e-mail) and, if more authors, clicking on "Add author / a", filling its data and so on. To capitalize only the first letter of your name and surname.

- In contact author affiliation also put the full postal address.

- Title (only first letter capitalized)

- Summary and keywords (separated by ;).

- In Language, if the manuscript is in English put "en" and if it is in Spanish "es"

- If the work was supported, in "supporting agencies" need to put the data.

Click on the Save and continue button.

Step 3b) ENTER METADATA IN THE ALTERNATIVE LANGUAGE MANUSCRIPT

Back to 3. ENTER METADATA for data entry in the alternative language to the article (English if written in Spanish and vice versa). Once metadata, first change the "Form Language". For example, for an article in English, put now "Spanish" and then we paste the title, abstract, keywords, and supporting agencies in Spanish. Save and continue button.

Step 4) UPLOAD SUPPLEMENTARY FILES

Tables and figures should be in the main file (not here).

For each file, you must do the following:

- Click "**Choose File**". Search your computer for the file and then click **Upload**
- Put any name in **Title***
- Do not put mark on "Present file to Reviewers"
- In **Form lenguaje**, change language (if put English switch to "Español") and then click **Submit**
- Put any name in **Title***
- Finally click the red button **Save and continue**

Repeat this procedure for each supplementary file.

The three files are required:

- **Letter to Editor**

"LetterEditor.doc"

Upload and then *Save and continue*. Very important is

- **The list of possible reviewers**

"RefereesList.doc".

Upload, and then *Save and continue*

- **Identification data** of the manuscript

"Identification.doc".

Upload, and then *Save and continue*

Step 5) CONFIRM SUBMISSION

If everything is correct click on the **FINISH SUBMISSION** button, and then click in **Active Submissions**

If you forget at this time upload the supplementary files, then you can upload the files. After entering a username and password, click on "1 active", then the name of the article. Then the Summary tab in **Submission area**, click on the ADD A SUPPLEMENTARY FILE and upload the file or files.

Phase C.- MONITORING AND CORRECTIONS REVIEW EDITOR'S DEMAND

1) Follow-up review. - After entering a username and password, clicking on "Active Submissions" may view the shipping status. It will continue the review process on that screen.

2) Top adjustments upon review. - For empirical articles three successive filters review:

- Format, style and editorial policy, made by the same writing team.
- Methodological, conducted by experts in this field.
- Content, conducted by experts in the content area of the article.

In any of the three phases may refuse to work, or continue with or without corrections. If items are only theoretical review previous filters 1 and 3.

If there is an editorial decision of "Resubmit for review", the author will have three months to make (after that deadline will be rejected and archived). To do that, you must send two successive files. First, a file with a letter to the reviewers, specifying and justifying the changes made in the manuscript. Second, the file with the manuscript with the changes already made. This files will be uploaded to the web platform of the journal for this, after logging in with the username and password, click "1 Active", after the title of the article, then switch to the tab "Review" and in the end, Area "Editor decision" to the right of "Upload Author Version" is the place to upload the file ("Seleccionar archivo" button).

If you lose the password for access to the journal's website, once in <http://revistas.um.es/analesps/> in Login (top right) you'll see below "Remember Password". Click there and you will reach your email a new password. If problems persist, write mail to analesps@um.es