Journal *of the* American Association *for the* Advancement of Curriculum Studies

INSTRUCTIONS FOR RE-SUBMITTING ARTICLES TO JAAACS

These instructions explain how to RE-submit articles under review.

1. Log into the JAAACS system here.
2. On your User Home, you will see a line for "Author." The columns to the right of this title correspond to all of your activity as an author for JAAACS.

3. On this screen (User Home), click '# Active' to the right of "Author" (see red arrow above).

4. Under the heading "Status," Click 'IN REVIEW: REVISIONS REQUIRED'

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HOME   ABOUT   CURRENT   ARCHIVES   USER HOME   SEARCH   ANNOUNCEMENTS   SUBMISSIONS

Home > User > Author > **Active Submissions**

ACTIVE   ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
190076	01-11	CRE		CRITICAL REVIEW ESSAY	IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items

Start a New Submission

CLICK HERE to go to step one of the five-step submission process.

5. Scroll down to "Editor Decision" section on the page. This will be the only section you will be using for this process.

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HOME   ABOUT   CURRENT   ARCHIVES   USER HOME   SEARCH   ANNOUNCEMENTS   SUBMISSIONS

Home > User > Author > Submissions > #190076 > Review

SUMMARY   **REVIEW**   EDITING

Submission

Authors	
Title	Critical Review Essay
Section	Critical Review Essays
Editor	

Peer Review

Round 1

Review Version	190076-209433-1-RV.PDF 2018-01-11
Initiated	2018-01-11
Last modified	2018-01-11
Uploaded	None

Editor Decision

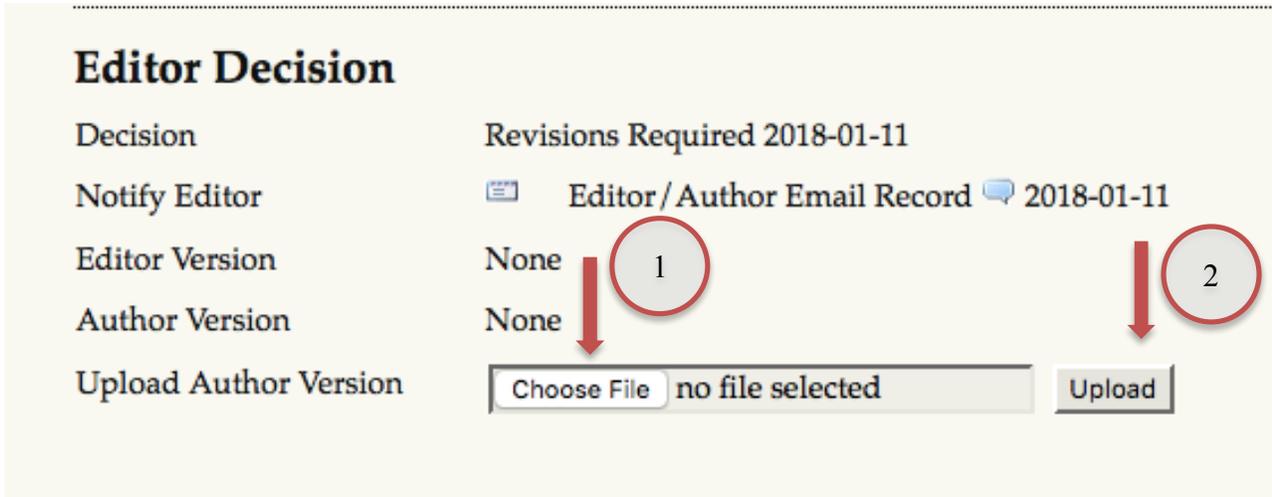|	
Decision	Revisions Required 2018-01-11
Notify Editor	Editor/Author Email Record 2018-01-11
Editor Version	None
Author Version	None
Upload Author Version	Choose File no file selected Upload

6. To view the feedback provided by the reviewers, please click the bubble icon located to the right of "Notify Editor."

   This will bring up a pop-up window listing all of the email records between you and the section editor as well as any additional comments on future drafts.
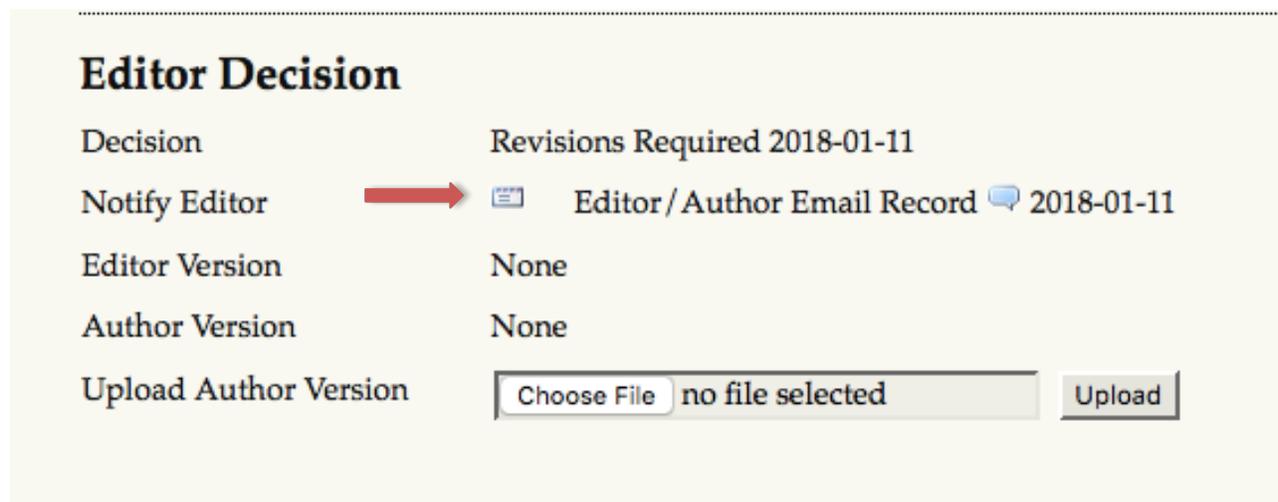
Editor Decision

Decision	Revisions Required 2018-01-11
Notify Editor	✉ Editor/Author Email Record 💬 2018-01-11
Editor Version	None
Author Version	None
Upload Author Version	Choose File no file selected Upload

7. As your revise your article based on the feedback offered by the reviewers, please make sure you include the revision date in the footer. This way the editors may easily know which version they are reviewing.

8. When you have finished revising your article, please upload it under "Editor Decision."

    a. First, click 'Choose File' and navigate to your article on your local drive. Once selected, click 'Choose.'
    b. Second, click 'Upload.'

Editor Decision

Decision	Revisions Required 2018-01-11
Notify Editor	✉ Editor/Author Email Record 💬 2018-01-11
Editor Version	None 1
Author Version	None
Upload Author Version	Choose File no file selected 2 Upload

9. Next, you need to notify the section editor that you have uploaded a revised draft by clicking on the Mail icon to the right of "Notify Editor." This email must contain the information outlined in the next step.

Editor Decision

Decision	Revisions Required 2018-01-11
Notify Editor	→ ✉ Editor/Author Email Record 💬 2018-01-11
Editor Version	None
Author Version	None
Upload Author Version	Choose File no file selected Upload

10. In addition to including the article title and the date of the revised version in the body of the email, please include a detailed explanation regarding how each of the reviewer's suggestions were variously integrated into the manuscript or addressed. Where you disagree with particular suggestions for revision, you need to explain your reasons for doing so.

    Please note that revised manuscripts cannot be reviewed in the absence of a clear record of the edits that have or have not been made in response to reviewer comments.

    When appropriate, identify each revision with PAGE NUMBER/PARAGRAPH NUMBER/LINE NUMBER. Should it be useful to you, you can also leave markings on your revised manuscript to indicate where changes have been made.

    Please do NOT include any attachments on this email. All files shared with the section editor should be uploaded through the system on other screens.

11.   When you are finished composing your email, please click 'Send' (see red arrow above).

12.   Once the section editor reviews your revised article, they will be in contact with you regarding how to proceed.

       If further revisions are required, please repeat Steps 1-11 from above.

       Please Log Out of the system using the menu on the far right side.