

## Author Tutorial: How to “Resubmit for Review”

### Overview

When reviewers recommend extensive revisions, the journal will sometimes request that authors implement those revisions and then resubmit the manuscript for a second round of reviews. In that case, the question arises:

“I have now made the requested revisions, how do I use the online system to resubmit my revised manuscript?”

This tutorial uses a series of screen shots for a “test author” to show how to resubmit a revised manuscript for review.

### Process

1) Log in to the journal at <http://hcjournal.org>



[Home](#) [Archives](#) [Current Issue](#) [Author G](#)

#### Login

Username

Password

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» [Forgot your password?](#)

2) Select the link for the active submission (“1 Active”)

## User Home

## Human Computation

» [Author](#)

1 Active

0 Archive

## My Account

- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Logout](#)

### 3) Select the relevant paper – in this example “TEST PAPER”

## Active Submissions

Active Archive

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE
43	01-29	RSC	Author	TEST PAPER

1 - 1 of 1 Items

## Start a New Submission


[CLICK HERE](#) to go to step one of the five-step submission process.

#### 4) Select the “Review” tab

### #43 Summary

Summary **Review** Editing

### Submission

Authors	Test Author
Title	Test Paper
Original file	<a href="#">43-234-1-SM.DOCX</a> 2015-01-29
Supp. files	None <a href="#">ADD</a>
Submitter	Test Author 
Date submitted	January 29, 2015 - 10:08 AM
Section	Research

5) Scroll to the “Editor Decision” section at the bottom and upload the revised manuscript where it says “Upload Author Version”

## #43 Review

Summary Review Editing

### Submission



Authors	Test Author 
Title	Test Paper
Section	Research
Editor	Pietro Michelucci 

### PeerReview

#### Round I

Review Version	<a href="#">43-235-1-RV.DOCX</a> 2015-01-29
Initiated	2015-01-29
Last modified	2015-01-29
Uploaded file	None

### Editor Decision

Decision	Resubmit for Review 2015-01-29
Notify Editor	 Editor/Author Email Record  2015-01-29
Editor Version	None
Author Version	None

**Upload Author Version**



Choose File no file selected

Upload

## 6) Verify that file has uploaded properly

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### Editor Decision

Decision	Resubmit for Review 2015-01-29
Notify Editor	 Editor/Author Email Record  2015-01-29
Editor Version	None
Author Version	<a href="#">43-236-1-ED.DOCX</a> 2015-01-29 <a href="#">DELETE</a>
Upload Author Version	<input type="button" value="Choose File"/> no file selected <input type="button" value="Upload"/>