

The Instruction Manual for Tsp Online Submission System

September 11, 2020

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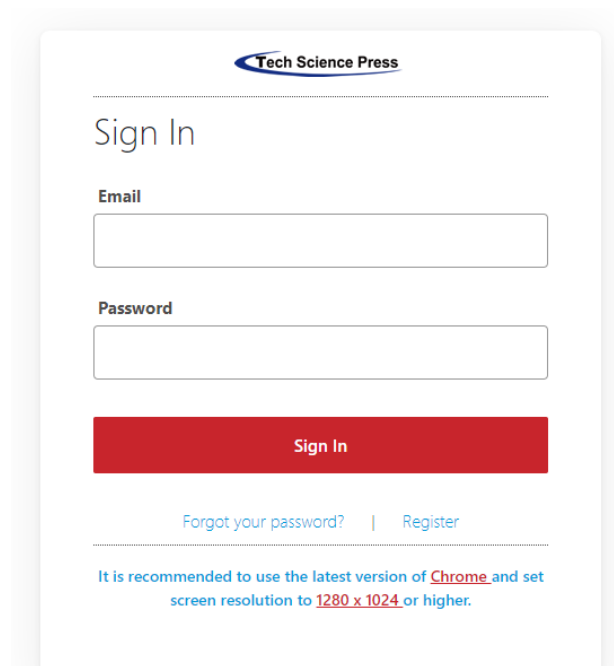
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The instructions for authors

1.1 User login, forget password, and registration

The image shows a web form for signing in. At the top, there is a logo for "Tech Science Press" with a blue swoosh. Below the logo, the text "Sign In" is displayed. There are two input fields: "Email" and "Password". Below the "Password" field is a red button labeled "Sign In". At the bottom of the form, there are two links: "Forgot your password?" and "Register". Below the links, there is a note: "It is recommended to use the latest version of Chrome and set screen resolution to 1280 x 1024 or higher."

Please click <http://cs.tpsubmission.com:82/homepage> to login.

If a user has already got the account, one can log in via the registered email and password.

Please click "Forgot your password?" to set the new password.

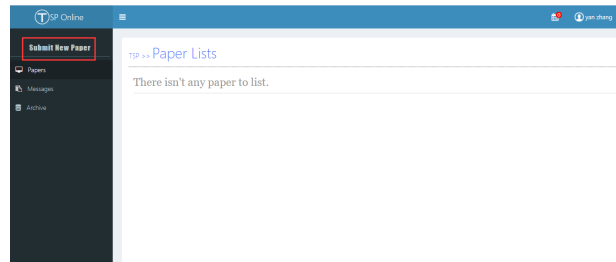
If there is not account registered, one needs to click "Register" to complete the registration.

Attention:

It is recommended to use the latest version of Chrome and set screen reso-

lution to 1280 x 1024 or higher.

1.1.1 You will enter into the following page as an ordinary user.



1.1.2 User Registration

During the registration, one needs to fill in such required fields as First Name, Last Name, Affiliation, Country, Email, Repeat Email, Research Interest, Password and Repeat Password. The field of “Middle Name” is optional. Please click “Confirm” to submit.

Attention:

The mailbox entered by the user must meet the specification; otherwise the registration cannot be completed.

The email entered by the user must be real and valid, otherwise the activation email cannot be received after the registration is completed.

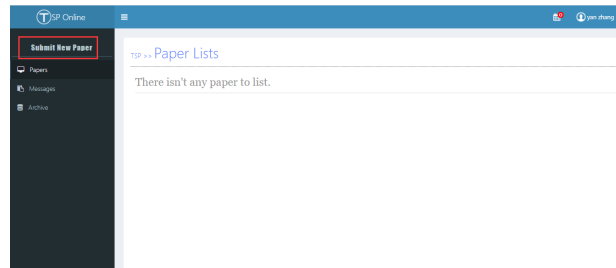
The mailbox entered by the user must not be registered in the system.

After successful registration, the user will receive an activation email. Click the activation link in the email to activate the account, and then log in with the new registered account.

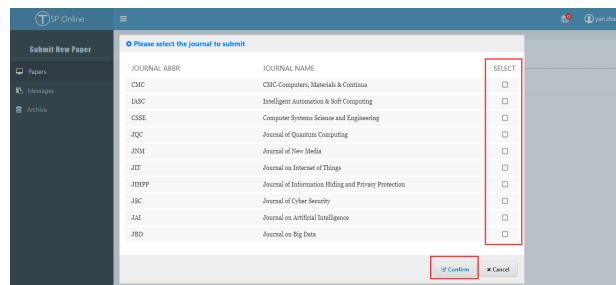
The screenshot shows the 'My User Profile' page in the 'My Office' application. The page has a sidebar on the left with navigation links: Home, Messages, Archive, Archive Settings, and Mail Management. The main content area is titled 'My User Profile' and includes a red box around the 'Edit' button. Below the title, there are sections for 'Personal Details' (First Name, Middle Name, Last Name, Address, Country) and 'Account Details' (Email, Password). A 'Save' button is located at the bottom right of the page.

Click Profile to enter this interface. By default, user information cannot be edited. Click “Edit” to edit user information. Click “Save” button in the lower right corner to save.

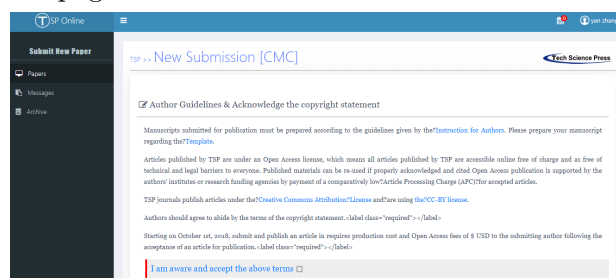
1.3 Submit New Paper



Click “Submit New Paper” for submission.



Select the journal you want to contribute to and click “Confirm” to enter the contribution page.



Users need to carefully read the manual instruction, copyright notice and the other contents. Click the check box to indicate that you agree with the above terms.

Users must fill in the basic information of the article. Multiple keywords can be separated by semicolons.

Users can add, modify, and delete authors. There must be at least one record in the Authors list.

Add Metadata

Title *

Keywords *

Abstract *

Authors

NAME	EMAIL	AFFILIATION	COUNTRY	CORRESPONDING?	ACTION
yan zhong	zyan@zhuang.com		China	Yes	Add New Author

Suggest Reviewers

[Add New Reviewer](#)

Section Select

[Please select a journal section](#)

Upload Submissions

[Upload New File](#)

[Submit](#)

Users can add possible reviewers in the Suggest Reviewers list if available. Click the drop-down box of Section, select the reasonable Section according to the major involved in the article.

Click “Upload New File” to upload manuscript and users can edit and delete these files.

Click the Submit button to confirm the information filled in is correct. If the information is wrong, click Cancel button to return to modify.

Once you’ve submitted your manuscript successfully, you can check your paper in the submission system.

Add New Author

Email: *

Name: *

Affiliation:

Country:

Corresponding author: ☐

Suffix:

Urb:

ORCID:

[Confirm](#) [Cancel](#)

Click “Add New Author” and fill in the basic information.

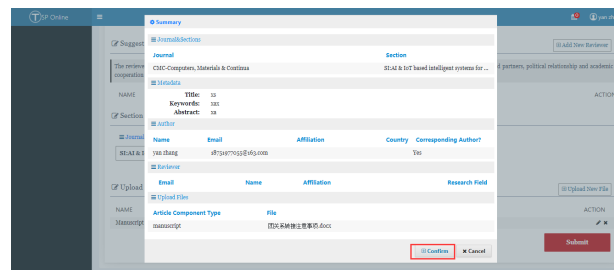
The screenshot shows the 'Add New Reviewer' form in the TSP Online system. The form is a modal window with the following fields: Email, Name, Affiliation, and Research Field. At the bottom right of the form, there is a red box highlighting the 'Confirm' button. The background shows a table with columns for NAME, EMAIL, AFFILIATION, COUNTRY, CORRESPONDING, and ACTION.

Click “Add New Reviewer” and fill in the basic information.

The top screenshot shows the 'Upload Files' form in the TSP Online system. The form has a 'Choose file type' dropdown menu with the following options: Manuscript, Cover Letter, Copyright transfer statement, Supplementary file, and Other file. The bottom screenshot shows the 'Upload' button highlighted with a red box, along with 'Confirm' and 'Cancel' buttons. The background shows a table with columns for NAME, EMAIL, AFFILIATION, COUNTRY, CORRESPONDING, and ACTION.

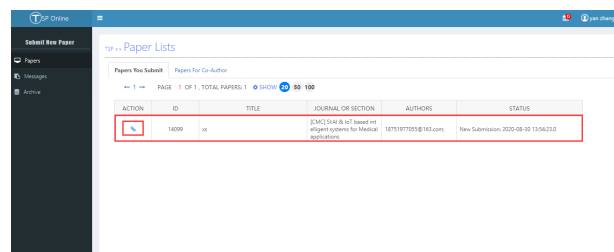
Click “Upload New File” to upload different types of files.

The “Summary” will display all the information for your submission. Please click “Confirm” to complete your submission.

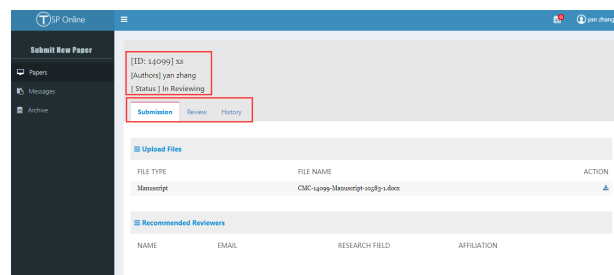


1.4 Left navigation bar

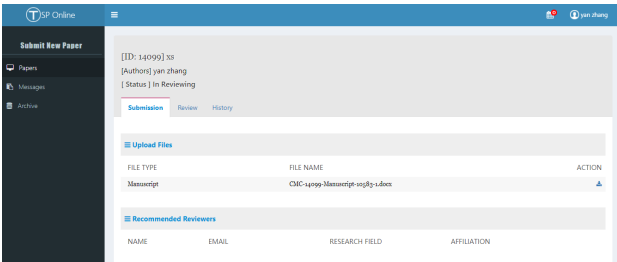
1.4.1 Papers



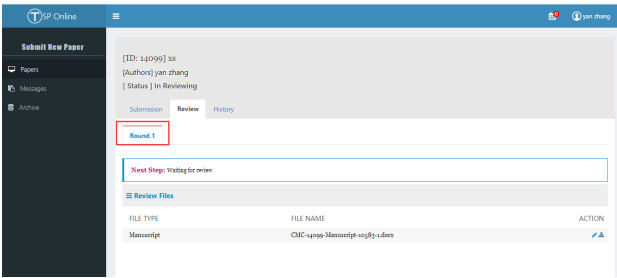
You will see all the submissions in “Papers You Submit”/“Papers for Co-Author”. Click “ACTION” to enter into each submission.



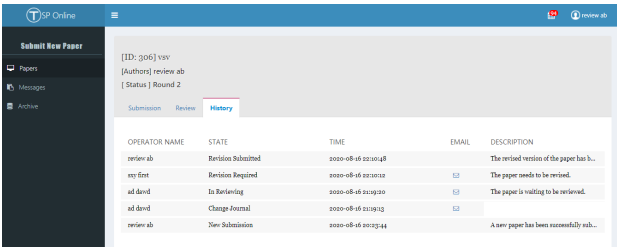
Users could see the ID, Title, Authors and Status, as well as the submissions, review progress and historical operations of the article.



“Submission” should include the manuscript and its recommended reviewers.



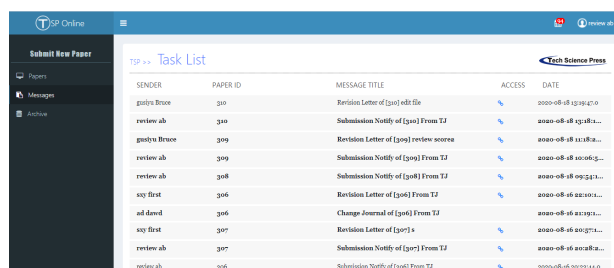
“Review” will include all the review rounds, next step for the users and all the files to be reviewed.



“History” has the history records of all operations.

1.5. USERS PERFORM REVISION, CHANGE JOURNAL AND COPYEDIT OPERATIONS⁹

1.4.2 Messages

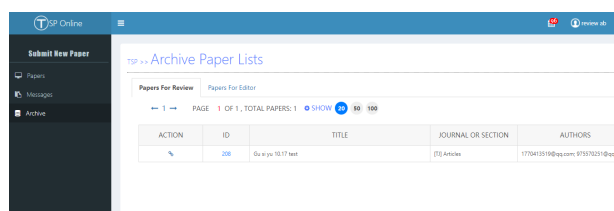


The screenshot shows the 'Task List' page in the TSP Online system. It displays a table of messages with columns for SENDER, PAPER ID, MESSAGE TITLE, ACCESS, and DATE. The messages are from 'gaoju Bruce' and 'review ab', with titles related to submission notifications and revision letters. The 'ACCESS' column shows a blue checkmark icon, and the 'DATE' column shows the timestamp.

SENDER	PAPER ID	MESSAGE TITLE	ACCESS	DATE
gaoju Bruce	310	Revision Letter of [310] edit file	✓	2020-08-18 13:19:47.0
review ab	310	Submission Notify of [310] From T2	✓	2020-08-18 13:18:1...
gaoju Bruce	309	Revision Letter of [309] review scores	✓	2020-08-18 11:18:2...
review ab	309	Submission Notify of [309] From T2	✓	2020-08-18 10:08:5...
review ab	308	Submission Notify of [308] From T2	✓	2020-08-18 09:54:1...
sqz first	306	Revision Letter of [306] From T2	✓	2020-08-18 02:10:1...
ad dard	306	Change Journal of [306] From T2	✓	2020-08-18 02:10:1...
sqz first	307	Revision Letter of [307] s	✓	2020-08-18 02:07:1...
review ab	307	Submission Notify of [307] From T2	✓	2020-08-18 02:08:1...
review ab	306	Submission Notify of [306] From T2	✓	2020-08-18 20:52:44.0

The information in Messages is the site information. If the information is unread, it will be displayed in bold. Click it to view.

1.4.3 Archive



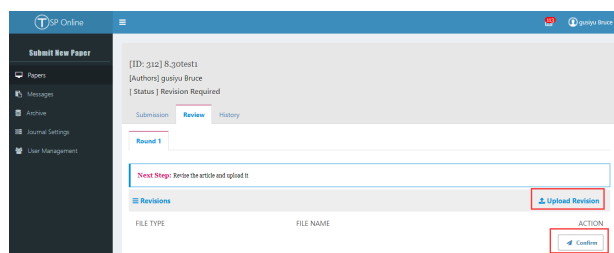
The screenshot shows the 'Archive Paper Lists' page in the TSP Online system. It displays a table of archived papers with columns for ACTION, ID, TITLE, JOURNAL OR SECTION, and AUTHORS. The table shows one paper with ID 206, titled 'Ga x yu 10.17 test', published in 'T2 Article'.

ACTION	ID	TITLE	JOURNAL OR SECTION	AUTHORS
✓	206	Ga x yu 10.17 test	T2 Article	1770415119@qq.com, 875370231@qq.com

Articles in declined and copyediting-completed status will be moved to Archive at 6:00 pm every Sunday.

1.5 Users perform revision, change journal and copyedit operations

1.5.1 Revision

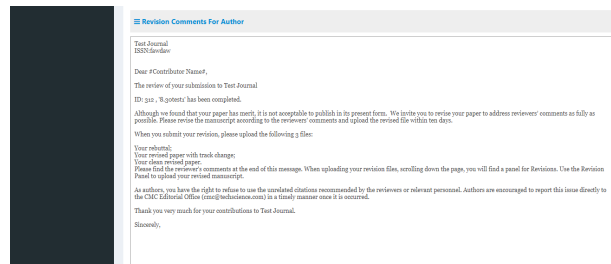


The screenshot shows the 'Revision' page in the TSP Online system. It displays a form for submitting a revision. The form includes a 'Next Steps' section with a text input field and a 'Upload Revision' button. Below this is a table for listing revisions with columns for FILE TYPE, FILE NAME, and ACTION. The 'ACTION' column has a 'Confirm' button.

Next Steps: Review the article and upload it

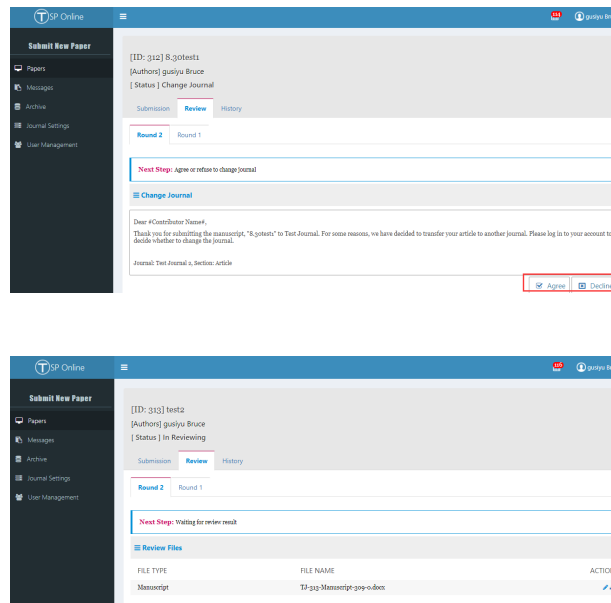
Upload Revision

FILE TYPE	FILE NAME	ACTION
		Confirm



Authors are asked to upload the revised file upon revision request. Meanwhile, authors will receive the review comments and attachments. Authors will click “Upload Revision” to upload their revised files and press “Confirm” to send it. Then the manuscript will automatically enter the next round of review.

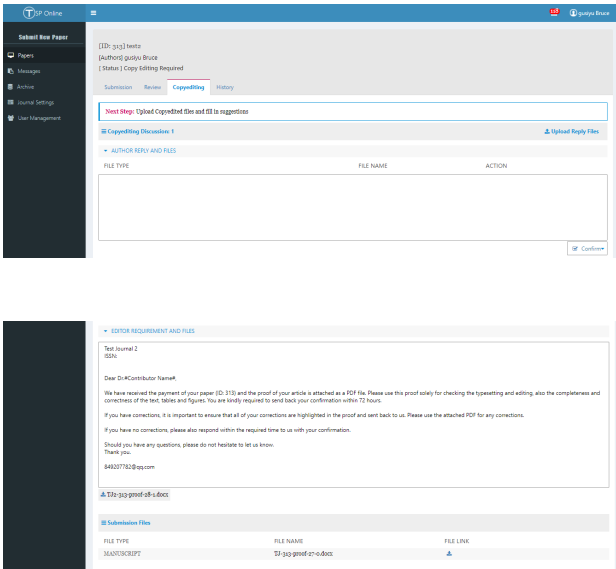
1.5.2 change journal



When the editor proposes a journal-change request, the author can choose either Agree or Decline. When the request is rejected, the article will be invalid. When accepted, it will proceed into the next round of review within the new journal.

1.5. USERS PERFORM REVISION, CHANGE JOURNAL AND COPYEDIT OPERATIONS11

1.5.3 copyedit

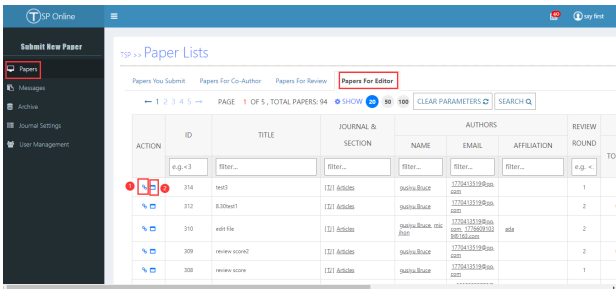


After the editor sends the “Send Copyediting Requirement” request, the paper will go to the step of Copyediting, which includes three parts: AUTHOR REPLY AND FILES, EDITOR REQUIREMENT AND FILES, and Submission Files. The author can typeset the article again and upload the files.

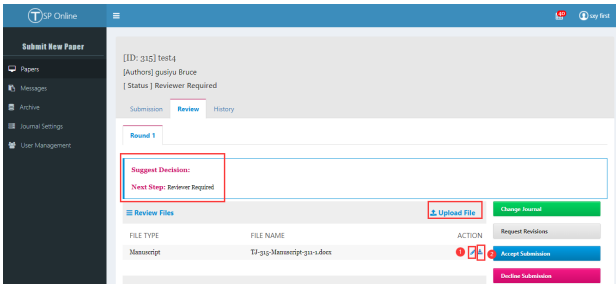
2

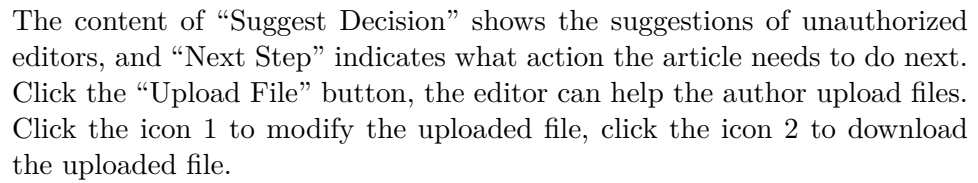
The instructions for editors

2.1 To view the article information



After the user submits the article, the editor can see the user’s article in the “Papers For Editor” of “Papers”, click the icon 1 to open the article on the current page, and click the icon 2 to open the article on another page.





2.2 The Editor assign reviewers and related operations

Click the “Assign” button, and the editor-in-chief assigns Participants for this article. The “Journal Editor” is the editor-in-chief of the journal, the “Section Editor” is the editor of the journal, the “Copy Editor” is the layout editor, and the Production Editor is the publication editor. Click to delete the editor.

Participants Assign

Select Participant

Section Editor	LXP Bruce
Name	Email
le yang	lincongvanhu@163.com
LXP Bruce	15195905998@163.com

Send Message

Editorial Assignment of [622] From CMC <to:15195905998@163.com>

CMC-Computers, Materials & Continua
ISSN: 1546-2226

2.2. THE EDITOR ASSIGN REVIEWERS AND RELATED OPERATIONS15

Network

If you have questions about our submission system on how to take actions, you may download and read the Operation Guideline of the Editorial Workflow. Any further questions or queries you have, please do not hesitate to contact us.

Thank you very much.

871 Coronado Center Drive, Suite 200,

Henderson, Nevada, 89052, USA

Tel: +1 702 673 0457

Fax: +1 844 635 2598

Office Hours: 9:00-17:00 (UTC -8:00)

allow the selected editor to accept paper ? ☐

Send message with email? ☐

Confirm

Cancel

Click the “Assign” button, then the assignment window appears. To select the role in “Select Participant”, “Team Members” shows the name list of that role, and “Send Message” shows the content of the appointment email. “Allow the selected editor to accept paper?” means whether to grant the editor the right of accepting the article. The name color of authorized editors is red, and the unauthorized editors is black. “Send message with email?” means whether to send an email to the nominator.

Submit New Paper

Round 1

Suggest Decisions

Next Step: Reviewer Required

Review Files

Upload File

Change Journal

Request Revisions

Accept Submission

Reject Submission

Add New

NAME

EMAIL

DUE DATES

STATUS

RESULT

ACTION

Click the “Add New” to add a new reviewer. And “Suggested Reviewers by Authors” shows the reviewers list recommended by the author, “Final Reviewers” shows the reviewers list finally selected by the editor, and “Add Reviewers in Database” is where the editor can add reviewers through fuzzy query of registered users. “Create New Reviewer” is to add an unregistered user as a reviewer.

Submit New Paper

Suggested Reviewers by Authors

Final Reviewers

Add Reviewers in Database

Create New Reviewer (all information are required)

Add New Reviewer

EMAIL

NAME

AFFILIATION

RESEARCH FIELD

ACTION

EMAIL

NAME

REVIEWING/FINISHED

RESPONSE DUE

REVIEW DUE

ACTION

Email

Name

Affiliation

Research Field

Search

Email

Name

Affiliation

Research Field

ACTION

Click the “Go back” to return to the former “Review” page.

Click the “Send Review Request” to send a review invitation email to the selected reviewer.

Users can be added as reviewers by clicking “Search” to search the users through their Email Address, Name, Affiliation, and Research Field in the database.

Click the “Add New Reviewer” to add a new user as a reviewer who is not in the database, and all items are required.

Click the “Email Template Setting” to enter the page of the review invitation email. The following figure shows the page that appears by clicking the “Email Template Setting” button. You can edit the email content on this page. Files in the “Files in Review File List” are uploaded by the author during the submission stage. The file can be deleted by clicking the “delete” after the file, and the file will not be attached to the reviewer.

FILE TYPE	FILE NAME	ACTION
MANUSCRIPT	TF-313-MANUSCRIPT-313-1.DOCX	[Delete] [Download]

NAME	EMAIL	DUE DATES	STATUS	RESULT	ACTION
ad f...	jiaf@uif.com	10-11-10-12	Requested		[Send Reminder] [Accept] [Decline]

“Reviewers” is the list of reviewers. All the reviewers invited by the editor will be eventually showed in the list. “Name” is the reviewer’s name, “Email” is the reviewer’s mailbox, “Due Dates” shows the reviewer’s response time and deadline for review, and “STATUS” shows the review status of the reviewer, “Result” shows the review result of the reviewer, and “Action” is the operation of the editor on the reviewer.

Clicking the icon 1 will send a reminder email to the reviewer to remind the reviewer to review the manuscript. The following figure shows the page

2.2. THE EDITOR ASSIGN REVIEWERS AND RELATED OPERATIONS¹⁷

displayed after clicking the icon 1, “Email Template Setting” is to set the email template, check any template, and “Recipients” is the email recipient, “Title” is the email title, “Email Content” is the content of the email, and the “Go Back” button is to return to the previous page of the “Review” tab, the “Send Message” is to send a review reminder email.

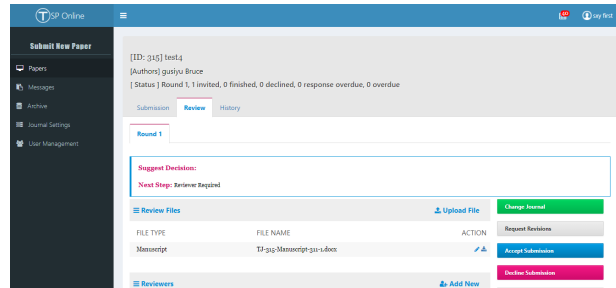
The screenshot shows the 'Email Template Setting' page in the TSP Online system. The left sidebar contains navigation links: 'Submit New Paper', 'Papers', 'Messages', 'Archive', 'Journal Settings', and 'User Management'. The main content area displays details for a submission with ID 133861, titled 'Experimental Evaluation of Clickbait Detection using Machine Learning Models'. Below this, the 'Email Template Setting' section includes a 'system default' checkbox, a 'Recipients' field with a dropdown menu showing 'Jack Conell', a 'Title' field with the text 'Review Remind of 133861 From IASC', and an 'Email Content' field with a rich text editor. At the bottom, there are 'Go Back' and 'Send Message' buttons.

Click the icon 2 to view the review results. The following figure shows the page after clicking the icon 2, “Reviewer Information” shows the basic information of the “Reviewer”, “Review Result” is the review result returned by the reviewer, “Recommend” shows the reviewer’s suggestions, and “Comment for Authors & Editors” shows the comments for the author and editor, “Comment for Editors Only” is the comment for the editor, “Review Files” shows the review file uploaded by the reviewer, the editor and the author can download the file by “File Link”, and “Go Back” is to return to the former operation.

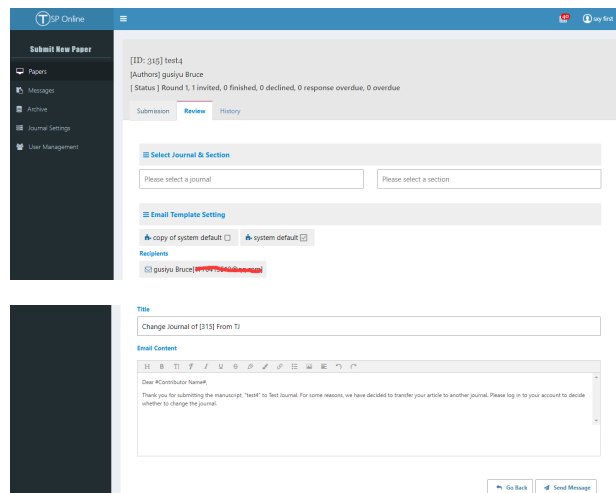
The screenshot shows the 'Review' page in the TSP Online system. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Review' tab for submission ID 133861. It includes a 'Reviewer Information' section with fields for 'EMAIL', 'NAME', 'AFFILIATION', and 'RESEARCH FIELD'. Below this is a 'Review Result' section with a 'Recommend' dropdown menu set to 'Minor Revision'. There are also sections for 'Comment for Authors & Editors' and 'Comment for Editors Only'. At the bottom, there is a 'Review Files' section with columns for 'FILE NAME' and 'FILE LINK'. A 'Go Back' button is located at the bottom right.

Click the icon 3 to close the review.

2.3 The editor makes a decision based on the reviewers' comments

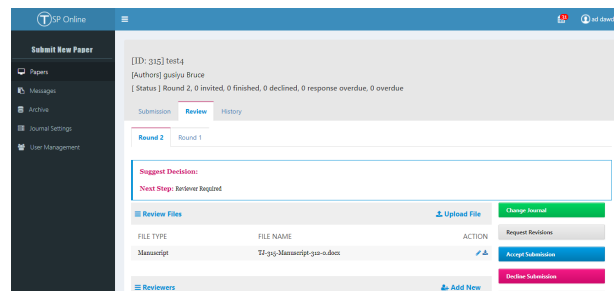


2.3.1 Change Journal



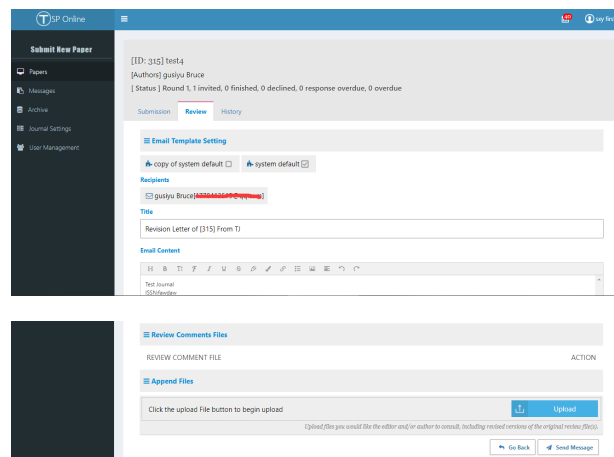
The above picture is the page that appears after clicking the “Change Journal” button. To transfer an article to another journal or section by clicking “Select Journal & Section”. “Recipients” shows the recipient’s mailbox, “Title” is the email title, “Email Content” shows the content of the email, and “Go Back” is to return to the former operation, “Send Message” means to send the email.

2.3. THE EDITOR MAKES A DECISION BASED ON THE REVIEWERS' COMMENTS19

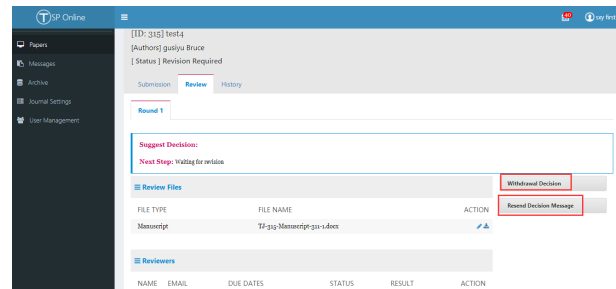


After the journal was transferred, the editor of another journal can see the article enter into the next round.

2.3.2 Request Revisions



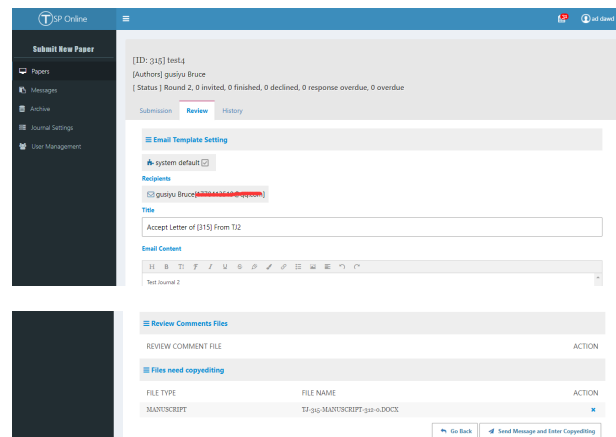
Based on the comprehensive review comments, the editor clicks on the Request Revisions button to make a revision request on the article. The picture above shows the page displayed by clicking the Request Revisions button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files are the review files uploaded by the reviewers during the review stage, which will be sent to the author in the form of attachment. Append Files are uploaded by the editor. The Go Back button is to return to the previous Review tab, and the Send Message button is to send the request revision email.



The above picture is the page that appears after the editor decides to send the request revision email. Click the Withdraw Decision button can withdraw the current decision. Click the Resend Decision Message button to resend the current decision email, and the author receives the request revision email again.

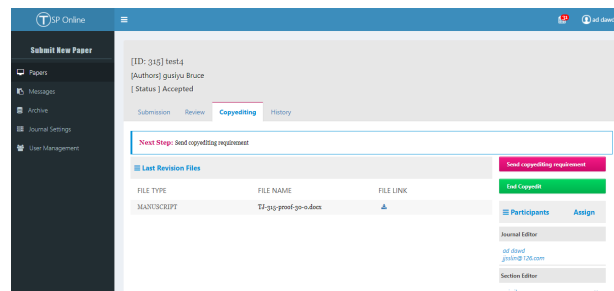
2.3.3 Accept Submission

When the editor has the right to accept the article:

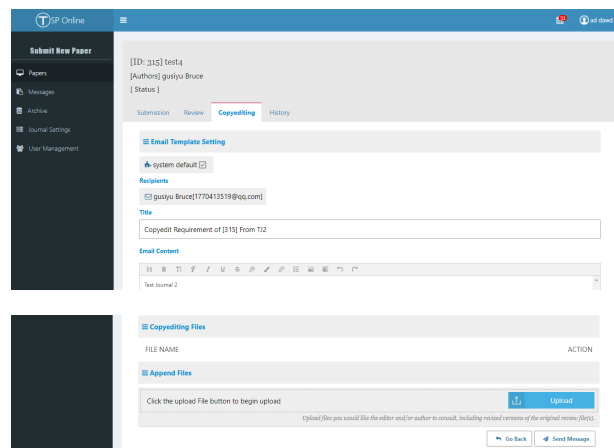


The above picture is the page that appears after clicking the Accept Submission button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files are the review files uploaded by the reviewer; Files need copyediting are the files uploaded by the author in the current round; the Go Back button is to return to the previous Review tab, and the Send Message and Enter copyediting button is to send Accept emails.

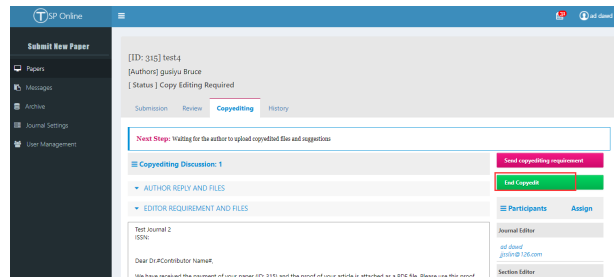
2.3. THE EDITOR MAKES A DECISION BASED ON THE REVIEWERS' COMMENTS²¹



After the article is accepted, the page enters the Copyediting phase. Last Revision Files is the previous revised article. Click the Send Copyediting Requirement button to send the Copyedit Requirement email to the author.



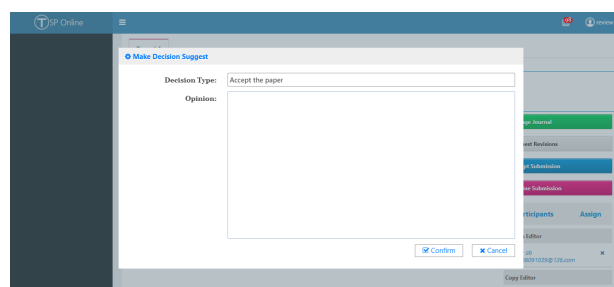
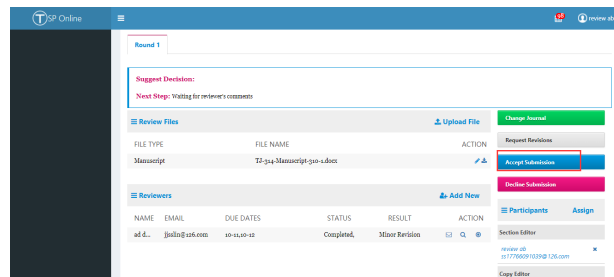
The above picture is the page that appears after clicking the Send Copyediting Requirement button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Copyediting Files is uploaded by the editor. Upload is the upload button, and the editor must upload the file. The Go Back button is to return to the previous tab, and the Send Message button is to send Copyediting Requirement email.



The above page appears after the editor sends the Copyedit Requirement email. Copyediting Discussion is the number of rounds of typesetting; AUTHOR REPLY AND FILES is the file uploaded after the author responds to the request; and EDITOR REQUIREMENT AND FILES are the Copyedit Requirement email and attached file sent by the editor. The download button is to download attachments.

Click the End Copyedit button, the articles in the copyedit state will be moved to Archive at 6 pm every Sunday.

When the editor does not have the right to accept the article:



After clicking Accept Submission, the editor cannot accept the article directly, but can only send the suggestion of accepting the article. Decision Type is the suggested type; Opinion is the suggested content, confirm is the confirmation, and Cancel is the cancellation.

2.3. THE EDITOR MAKES A DECISION BASED ON THE REVIEWERS' COMMENTS²³

2.3.4 Decline Submission

When the editor has the right to decline the article:

The screenshot shows the 'Decline Submission' form in the TSP Online system. The form is titled 'Decline Submission' and includes the following fields:

- Decline After Review:** A checkbox labeled 'Decline After Review' and a checkbox labeled 'system default'.
- Recipients:** A text input field containing the email address 'guaiyu Bruce(1770413519@qq.com)'.
- Title:** A text input field containing the text 'Decision Letter of 315 test4'.
- Email Content:** A rich text editor containing the text 'Hello guaiyu Bruce'.
- Review Comments Files:** A section for uploading review comment files, with a table header 'REVIEW COMMENT FILE' and an 'ACTION' column.

At the bottom of the form, there are two buttons: 'Go Back' and 'Send Message'.

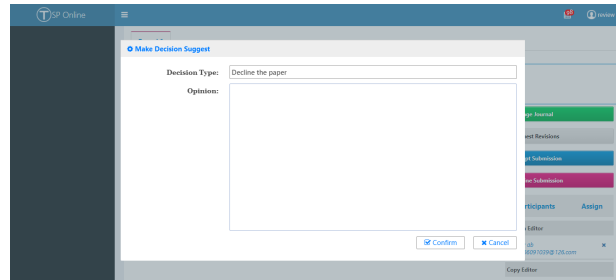
The above picture is the page that appears after clicking the Decline Submission button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files is uploaded by reviewers. The Go Back button is to return to the previous Review tab, and the Send Message button is to send decline submission email.

When the editor does not have the right to decline the article:

The screenshot shows the 'Decline Submission' form in the TSP Online system, but the 'Decline Submission' button is disabled (grayed out). The form includes the following sections:

- Round 1:** A section for the current round.
- Suggest Decision:** A section for suggesting a decision.
- Next Step:** A section for the next step, which is 'Waiting for reviewer's comments'.
- Review Files:** A table showing the review files, with columns for 'FILE TYPE', 'FILE NAME', and 'ACTION'.
- Reviewers:** A table showing the reviewers, with columns for 'NAME', 'EMAIL', 'DUE DATES', 'STATUS', 'RESULT', and 'ACTION'.

At the bottom of the form, there are two buttons: 'Go Back' and 'Send Message'.



After clicking Decline Submission, the editor cannot decline the article directly, but can only send the suggestion of declining the article. Decision Type is the suggested type; Opinion is the suggested content, confirm is the confirmation, and Cancel is the cancellation.

2.4 Papers for Editor in Papers

ACTION	ID	TITLE	JOURNAL & SECTION	AUTHORS	REVIEW ROUND	CURRENT REVIEWERS					STATUS	START	END	SECTION EDITORS
						TOTAL	OVERDUE	ACCEPTED	DECLINED	COMPLETED				
[icon]	315	test4	[icon] Article	gustaf.Bae 172041311 95001000	2	0	0	0	0	0	Copy Editing Required: 2020-09-30 10:10:00	2020-09-30 10:10:00	2020-09-30 10:10:00	gustaf.Bae
[icon]	314	test3	[icon] Article	gustaf.Bae 172041311 95001000	1	1	0	0	0	0	Review Submitted: 2020-09-30 15:40:15	2020-09-30 15:40:15	2020-09-30 15:40:15	gustaf.Bae
[icon]	313	test2	[icon] Article	gustaf.Bae 172041311 95001000	2	0	0	0	0	0	Copy Editing Required: 2020-09-30 14:27:53	2020-09-30 14:27:53	2020-09-30 14:27:53	gustaf.Bae
[icon]	312	testtest1	[icon] Article	gustaf.Bae 172041311 95001000	2	0	0	0	0	0	Accepted: 2020-09-30 14:29:10	2020-09-30 14:29:10	2020-09-30 14:29:10	gustaf.Bae
[icon]	310	edit file	[icon] Article	gustaf.Bae 172041311 95001000	2	1	0	0	0	0	Review Required: 2020-09-30 11:30:47	2020-09-30 11:30:47	2020-09-30 11:30:47	gustaf.Bae
[icon]	309	review score2	[icon] Article	gustaf.Bae 172041311 95001000	2	0	0	0	0	0	Review Required: 2020-09-30 09:08:52	2020-09-30 09:08:52	2020-09-30 09:08:52	gustaf.Bae
[icon]	308	review score	[icon] Article	gustaf.Bae 172041311 95001000	1	1	0	0	0	0	Review Submitted: 2020-09-30 09:15:10	2020-09-30 09:15:10	2020-09-30 09:15:10	gustaf.Bae
[icon]	307	1	[icon] Article	gustaf.Bae 172041311 95001000	2	1	0	0	0	0	Copy Editing Required: 2020-09-30 21:14:00	2020-09-30 21:14:00	2020-09-30 21:14:00	gustaf.Bae

Papers For Editor is the list of articles operated by Editors; CLEAR PARAMETERS is to clear the query condition; SEARCH is to query the article according to the condition; ACTION is the article link; ID is the article ID, and the article can be searched according to the ID; TITLE is the title of the article, and the article can be searched according to the title. JOURNAL&SECTION is the journal and Section, and the article can be searched according to the journal and Section. AUTHORS is the author, and the article can be searched according to the author's mailbox, Name, Affiliation. REVIEW ROUND is the number of review rounds of the current article. TOTAL in CURRENT REVIEWERS is the number of invited reviewers. OVERDUE is the number of overdue reviewers; ACCEPTED is the number of reviewers who accepted the review task; DECLINED is the number of reviewers who declined the invitation; COMPLETED is the number of articles which have completed the review process. STATUS is the status of the article, which can be queried according to the current status of the article. START is the start time, END is the end time, and SECTION EDITORS is the editor responsible for the article, which can be queried according to the editor's name.

3

The instructions for reviewers

3.1 Ways for reviewers to access the submission system

After review assignments are sent by the editor to reviewers, the reviewers can access their review assignments in any of the following 3 ways:

First way: Login to the review system. Click on “Papers” to display the “Paper Lists” screen. Under “Papers for Review”, locate the paper to review and click the ”Action” icon. The “Review” screen will appear with a synopsis of the paper. Click on “Accept & Start Review” or “Decline Review Request.”

ACTION	ID	TITLE	JOURNAL OR SECTION	AUTHORS
	314	test3	[E] Articles	1770413119@eqs.com
	315	WIRELESS	[E] Articles	1770413119@eqs.com
	316	with file	[E] Articles	1770413119@eqs.com
	317	review score2	[E] Articles	1770413119@eqs.com
	318	review score	[E] Articles	1770413119@eqs.com
	319	1	[E] Articles	1770413119@eqs.com
	320	view	[E] Articles	1770413119@eqs.com
	321	copyedit	[E] Articles	1770413119@eqs.com
	322	test rounds	[E] Articles	1770413119@eqs.com

You have been selected as a potential reviewer of the following submission. We hope that you are able to participate. The editor asks that you complete the review by the Review Due Date: [review due date](#). You can click the "Accept & Start Review" button to start review work or click the "Decline Review Request" to reject the task.

Paper Information

Journal: Test Journal
Paper ID: 314
Title: test3
Abstract: test

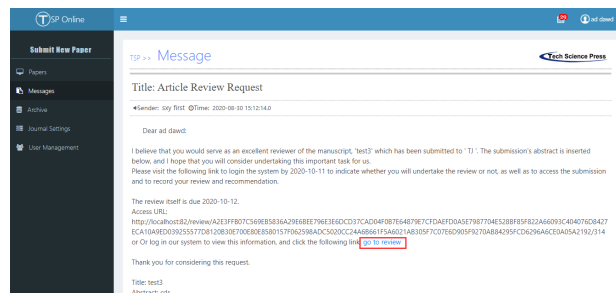
[Accept & Start Review](#) [Decline Review Request](#)

Second Way: Login to the review system. Click on “Messages” to display

the “Task List” screen. Under “Message Title”, locate the paper to review and click on it. The “Messages” screen will appear with the “Article Review Request”. Click on the Submission URL link. The “Review” screen will appear with a synopsis of the pending paper. Click on “Accept & Start Review” or “Decline Review Request”.



SENDER	PAPER ID	MESSAGE TITLE	ACCESS	DATE
xyz first		Article Review Request		2020-08-30 12:21:13...
guy@w. Broun	313	The Change Journal Notification of [313]		2020-08-30 14:29:23...
xyz first		Article Review Request		2020-08-30 11:39:14...
guy@w. Broun	311	Article Review Request of [311] From TEST11		2020-08-29 11:07:13...
xyz first		Article Review Request		2020-08-18 10:07:13...
xyz first		Article Review Request		2020-08-18 09:34:13...
xyz first		Article Review Request		2020-08-16 11:25:13...
xyz first		Article Review Request		2020-08-16 10:25:13...
xyz first	307	Revision Letter of [307]		2020-08-16 10:07:13...
xyz first		Article Review Request		2020-08-16 10:25:13...



Title: Article Review Request

• Sender: xyz first • Time: 2020-08-30 15:12:14.0

Dear ad dawd:

I believe that you would serve as an excellent reviewer of the manuscript, 'test1' which has been submitted to 'TJ'. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us. Please visit the following link to login the system by 2020-10-11 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

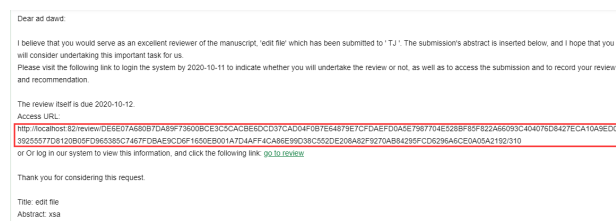
The review itself is due 2020-10-12.

Access URL:
<http://localhost:82/review/DEED07A880B7DA89F73600BC3C3CACCBE8DCD37CAD04F0B7E54879E7CFDAEFD0A4E7987704E5288F85F832A66093C404075D08427ECA10A9ED039255577D8120B0F0965385C7467FCBAEBCDF1650EB001A7D44FFACAB8E99D38C502DE208A82F9270A84295FC06296A8CE0A05A2192/314>
 or Or log in our system to view this information, and click the following link: [Go to review](#)

Thank you for considering this request.

Title: test1
 Abstract: cdfs

Third way: Open the review invitation letter, click on the Submission URL link or copy / paste it in your browser. The “Review” screen will appear with a synopsis of the pending paper. Click on “Accept & Start Review” or “Decline Review Request”.



Dear ad dawd:

I believe that you would serve as an excellent reviewer of the manuscript, 'edit file' which has been submitted to 'TJ'. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us. Please visit the following link to login the system by 2020-10-11 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due 2020-10-12.

Access URL:
<http://localhost:82/review/DEED07A880B7DA89F73600BC3C3CACCBE8DCD37CAD04F0B7E54879E7CFDAEFD0A4E7987704E5288F85F832A66093C404075D08427ECA10A9ED039255577D8120B0F0965385C7467FCBAEBCDF1650EB001A7D44FFACAB8E99D38C502DE208A82F9270A84295FC06296A8CE0A05A2192/310>
 or Or log in our system to view this information, and click the following link: [Go to review](#)

Thank you for considering this request.

Title: edit file
 Abstract: xsa

3.2. INSTRUCTIONS FOR REVIEWERS WHO ACCEPT A REVIEW²⁷

3.2 Instructions for reviewers who accept a review

Upon agreeing to review a paper, by clicking on the on “Accept & Start Review”, the “Review” screen will appear with a synopsis of the paper, including Journal, Paper ID, Title, Abstract and Review Files. Reviewers are required to fill their comments in “Comment for Authors & Editors” area, and check one of the options in the “Review Recommendation” section at the bottom. “Comment for Editors Only”, and “Marking Table” are optional. Reviewers could upload a file with markups of their revisions or additional comments. Click “Submit Review Result” to complete your review.

TSP Online

Submit New Paper

Papers

Messages

Archives

Journal Settings

User Management

TSP >> Review

Tech Science Press

You have been selected as a potential reviewer of the following submission. We hope that you are able to participate. The editor asks that you complete the review by the Review Due Date: [2020-05-20](#). You can click the "Accept & Start Review" button to start review work or click the "Decline Review Request" to reject the task.

Paper Information

Journal: Test Journal

Paper ID: 314

Title: test3

Abstract: eds

Review

Review Files:	FILE TYPE	FILE LINK
	Manuscript	TSP Manuscript.pdf.docx

Comment for Authors & Editors:

Comment for Editors Only:

Marking Table:

Appropriateness:	Very Strong <input type="radio"/>	Strong <input type="radio"/>	Moderate <input type="radio"/>	Poor <input type="radio"/>
Clarity:	Very Strong <input type="radio"/>	Strong <input type="radio"/>	Moderate <input type="radio"/>	Poor <input type="radio"/>
Originality:	Very Strong <input type="radio"/>	Strong <input type="radio"/>	Moderate <input type="radio"/>	Poor <input type="radio"/>
Substance:	Very Strong <input type="radio"/>	Strong <input type="radio"/>	Moderate <input type="radio"/>	Poor <input type="radio"/>
Significance:	Very Strong <input type="radio"/>	Strong <input type="radio"/>	Moderate <input type="radio"/>	Poor <input type="radio"/>
Impact of Results:	Very Strong <input type="radio"/>	Strong <input type="radio"/>	Moderate <input type="radio"/>	Poor <input type="radio"/>

Click the upload File button to begin upload

Upload file you would like the editor and/or author to consult, including revised versions of the original review files.

Review Recommendation

Accept Submission ☐ Minor Revision ☐ Major Revision ☐ Resubmit Elsewhere ☐ Decline Submission ☐ See comments

Submit Review Result

4

The instructions for managers

4.1 Journal Settings

Click Journal Settings on the left to enter the journal list. The following figure shows the list of all journals. Click the red box on the right to enter the journal setting page.

ID	ABBR	TITLE	STATUS	CONFIGURATION
10	test	test	Config unsynced	<input type="radio"/>
8	Tj	Testj	Config unsynced	<input type="radio"/>
7	Tj	Testj	Config unsynced	<input type="radio"/>
9	Testo	Testo	Config unsynced	<input type="radio"/>
11	TESTu	TESTu	Config unsynced	<input type="radio"/>
1	TJ	Test Journal	Config unsynced	<input type="radio"/>
3	TJa	Test Journal a	Config unsynced	<input type="radio"/>
6	Tj?	Test?	Config unsynced	<input type="radio"/>
5	Tk	Testk	Config unsynced	<input type="radio"/>

Journal settings are divided into the following seven parts: Masthead, Contact, Team, Sections, Email, Submission, and Review.

Edit Journal

Masthead | Contact | Team | Sections | Email | Submission | Review

Name* Order* Abbreviation*

Test Journal TJ TJ

Upload Cover*

Click the upload file button to begin upload

Upload

Publisher* Research Field: Separate with semicolon ;

adasta Computer

ISSN

Copyright

Copyright

The first part is Masthead, which fills in the basic information of the journal, including Name, Order, Abbreviation, Cover, Publisher, Research Field,

ISSN, Journal Summary and About the Journal, where Name, Order, Abbreviation, Cover, Publisher and Research Field are required. Click the Save button in the upper right corner to save this information.

The screenshot shows the 'Edit Journal' interface in TSP Online. The 'Metadata' tab is active, displaying the following fields:

- Name***: CMC-Computers, Materials & Continua
- Order***: 1
- Abbreviation***: CMC
- Upload Cover***: A button to upload a cover image.
- Publisher***: Tech Science Press
- ISSN**: 1546-2226
- Research Field (Separate with semicolon ";")***: computer networks;artificial intelligence;big data management;software

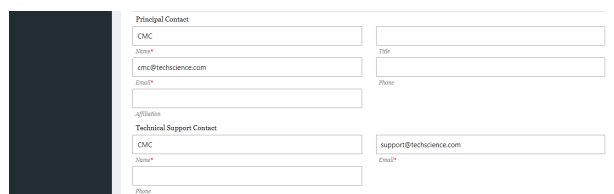
A red box highlights the 'Save' button in the top right corner. Below the 'Metadata' tab, the 'Journal Summary' and 'About the Journal' sections are visible, both containing rich text editors with pre-filled content.

The second part is Contact, including Contact Information, Principal Contact and Technical Support Contact. Click the Save button in the upper right corner to save this information. Principal contact includes five parts: Name, Title, Email, Phone and Affiliation, where Name and Email are required; Technical Support Contact includes Name, Email and Phone, where Name and Email are required.

The screenshot shows the 'Edit Journal' interface in TSP Online, with the 'Contact' tab active. The 'Contact Information' section is visible, containing the following text:

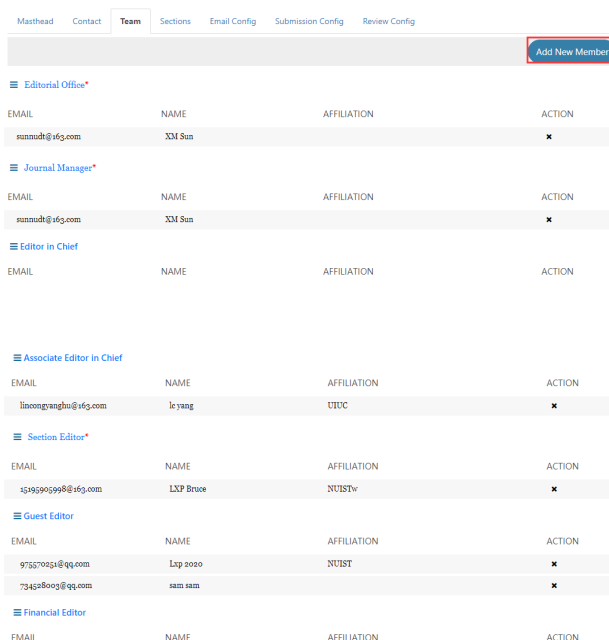
Computers, Materials & Continua
871 Coronado Center Drive, Suite 200,
Henderson, Nevada, 89052, USA
Tel: +1 702 673 0657
Fax: +1 844 635 2686
Office Hours: 9:00-17:00 (UTC-8:00)
Home Page: <http://techscience.com/journal/cmc>

A red box highlights the 'Save' button in the top right corner. The 'Principal Contact' and 'Technical Support Contact' sections are also visible, each with a rich text editor.



The screenshot shows a form with two main sections: 'Principal Contact' and 'Technical Support Contact'. Each section has fields for Name, Email, and Phone. The Principal Contact section also has a Title field. The Technical Support Contact section has a Phone field. The form is set against a dark background on the left and a light background on the right.

The third part is Team, including Editorial Office, Journal Manager, Editor In Chief, Associate Editor In Chief, Section Editor, Guest Editor, Financial Editor, Production Editor, Copy Editor, Similarity Checker, where Editorial Office, Journal Manager, Section Editor, Production Editor and Copy Editor are required.



The screenshot shows the 'Team' tab in the Journal Settings. It features a navigation bar with tabs: Masthead, Contact, Team, Sections, Email Config, Submission Config, and Review Config. The 'Team' tab is active, and an 'Add New Member' button is visible. Below the navigation bar, there are several sections, each with a list of team members and their roles. The sections are: Editorial Office, Journal Manager, Editor in Chief, Associate Editor in Chief, Section Editor, Guest Editor, and Financial Editor. Each section has a table with columns for EMAIL, NAME, AFFILIATION, and ACTION.

EMAIL	NAME	AFFILIATION	ACTION
sunmuh@vfg.com	XM Sun		✕
sunmuh@vfg.com	XM Sun		✕
sunmuh@vfg.com	XM Sun		✕
linconggyanghu@vfg.com	le yang	UIUC	✕
1599999999@vfg.com	LXP Bruce	NUIST	✕
975270214@qq.com	Lxp 2020	NUIST	✕
734328003@qq.com	sam sam		✕

Production Editor*			
EMAIL	NAME	AFFILIATION	ACTION
x776609029@163.com	mic joy		✕

Copy Editor*			
EMAIL	NAME	AFFILIATION	ACTION
x776609029@163.com	mic joy		✕

Similarity Checker			
EMAIL	NAME	AFFILIATION	ACTION

Click the Add New Member button in the upper right corner, add Team roles, fill in the pop-up window with Email, Name, Research Field and Affiliation, where Role and Email are required, and click Confirm to confirm.

Add New Member

Role: *

Email: *

Name:

Research Field:

Affiliation:

Confirm
Cancel

Click ✕ on the right side of Team to delete the role
The fourth part is Sections. Click the Add New Section button in the upper right corner to add a section in the pop-up window.

Masthead	Contact	Team	Sections	Email Config	Submission Config	Review Config
Add New Section						
Sections						
SECTION TITLE	ABBREVIATION	EMAIL OF SECTION EDITOR	AUTHORITY	ACTIVE	ACTION	
Papers on Computers	Papers on Computers	15192905998@163.com	true	true	✕	✎
Articles on Computa...	CMM	15192905998@163.com	true	true	✕	✎
Papers Recommend...	ICAI5	15192905998@163.com	true	true	✕	✎
Special Issue: AIIT f...	Special Issue: AIIT for ...	15192905998@163.com	true	true	✕	✎
Special Issue: Innov...	Innovation of Blockcha...	794528003@qq.com	true	true	✕	✎
Special Issue: Securi...	Security and Computin...	291433705@qq.com	true	true	✕	✎
Special Issue: Math ...	Math Aspects of COVI...	sunmudi@163.com	true	true	✕	✎

Fill in Section Title, Order, Email of Section Editor and Authority. Section Title, Order and Email of Section Editor are required. Click “Confirm” to confirm.

Add New Section

Section title: *

Order: *

Email of Section Editor: *

Authority: ☐

Click the icon in the middle of the action to invalidate this section. Stay on this button to display Click this button to disable the section.

Click the rightmost icon in the action to modify Section.

The fifth part is Email, including seven email templates of Submit, Decline, Accept, Revision, Review, Change Journal and Copyedit. Click “Create New Configuration” in the upper right corner to copy the default email template to generate a new template.

Edit Journal

Mailhead Contact Team Sections **Email** Submission Review

Submit Decline Accept Revision Review Change Journal Copyedit

Create New Configuration

CONFIGURATION NAME	ACTION	IS DEFAULT SETTING
journal 1		<input type="checkbox"/>
system default		<input type="checkbox"/>

Click the leftmost icon in the action to copy this email template to generate a new template.

Click the icon in the middle of the action to delete the email template.

Click the rightmost icon in the action to modify the email template. You can modify the four parts: Template Name, Email Recipients Setting, Email Title, and Email Content. Available Variables are variables that can be used in the email. Click “Save Settings” in the lower right corner to save the changes.

Template Name

copy of system default

Email Recipients Setting

☐ Submitter ☐ Contributors ☐ Corresponding Authors ☐ Invited Reviewers

Email Title

Submission Acknowledgement of [#Article Id#] From #Journal Abbreviation#

Email Content

H B T I U S P L E C

#Journal Title#
ISSN: #Journal Online Issn#

Dear #Contributor Name#,

Thank you for submitting the manuscript, “#Article Title#” to #Journal Title#. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal website.

Available Variables

#jid#	#Publisher#	#Journal Mail Address Info#	#Journal Title#	#Journal Abbreviation#	#Journal Online Issn#
#Journal Print Issn#	#Journal Principal Email#	#Journal Principal Name#	#Journal Support Email#	#Journal Manager#	
#Journal Manager Name#	#isSpecial#	#Editor in Chief#	#Editor in Chief Name#	#Article Id#	#Article Title#
#Article Title#	#Article Abstract#				
#Article Url#	#Submitor Name#	#Submitor Email#	#Contributors Name#	#Contributors Email#	#Contributor Name#
#Contributor Email#	#Corresponding Authors Name#	#Corresponding Authors Email#	#Reviewers Email#	#Reviewers Name#	
#Review Response Date#	#Review Due Date#	#Revision Due Date#	#accessUrl#		

Close Save Settings

The sixth part is Submission, including Author Guidelines, Reviewer Suggestion Requirement, Submission Notification Settings and Other Settings. Click “Save” in the upper right corner to save the changes.

TSP Online

Submit New Paper

Papers

Messages

Archive

Journal Settings

User Management

System Settings

TP Edit Journal

Mathewd Contact Team Sections Email Submission Review

Save

Submission Settings

Author Guidelines

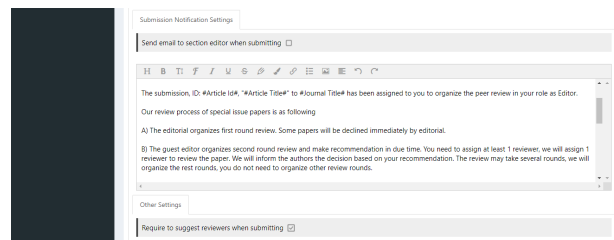
Author Guidelines & Acknowledge the copyright statement

Manuscripts submitted for publication must be prepared according to the guidelines given by the [Instruction for Authors](#). Please prepare your manuscript regarding the [Template](#).

Articles published by TSP are under an Open Access license, which means all articles published by TSP are accessible online free of charge and as free of technical and legal barriers to everyone. Published materials can be re-used if properly acknowledged and cited. Open Access publication is supported by the author's institutes or research funding agencies by payment of a comparatively low Article Processing Charge (APC) for accepted articles.

Reviewer Suggestion Requirement

The reviewer shall have a senior title or a deputy senior title with a doctor's degree, and there is no personal relationship with the author, such as family and partners, political relationship and academic cooperation relationship.



Submission Notification Settings

Send email to section editor when submitting ☐

The submission, ID: #Article ID#, #Article Title# to #Journal Title# has been assigned to you to organize the peer review in your role as Editor.

Our review process of special issue papers is as following

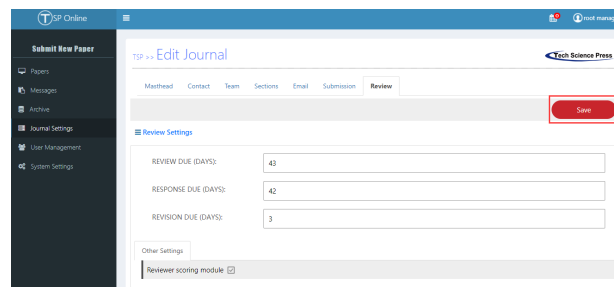
A) The editorial organizes first round review. Some papers will be declined immediately by editorial.

B) The guest editor organizes second round review and make recommendation in due time. You need to assign at least 1 reviewer, we will assign 1 reviewer to review the paper. We will inform the authors the decision based on your recommendation. The review may take several rounds, we will organize the rest rounds, you do not need to organize other review rounds.

Other Settings

Require to suggest reviewers when submitting ☐

The seventh part is Review. You could set up the review due, response due, revision due and Reviewer scoring module. Click “Save” in the upper right corner to save the changes



TSP Online

Submit New Paper

Papers

Messages

Archive

Journal Settings

User Management

System Settings

TSP Online Edit Journal

Mailhead Contact Team Sections Email Submission Review

Save

Review Settings

REVIEW DUE (DAYS): 43

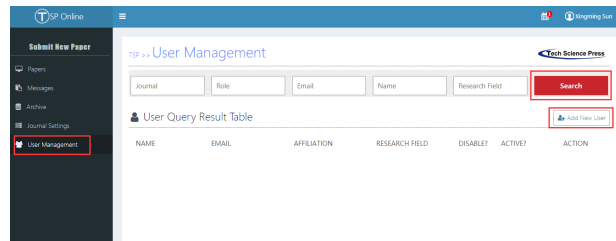
RESPONSE DUE (DAYS): 42

REVISION DUE (DAYS): 3

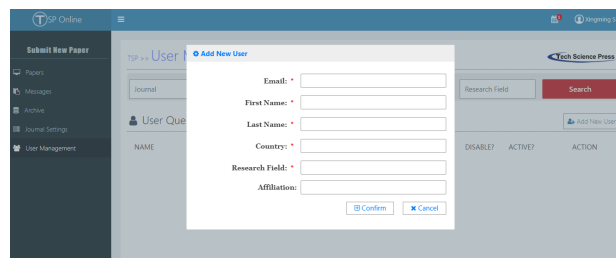
Other Settings

Reviewer scoring module ☐

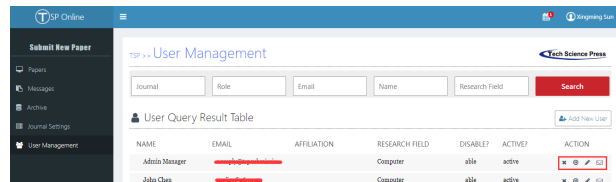
4.2 User Management



Click the “User Management” button on the left for user management. You can directly click the “Search” button to query all user information, or you can check for users based on the terms of Journal, Role, Email, Name, and Research Field.

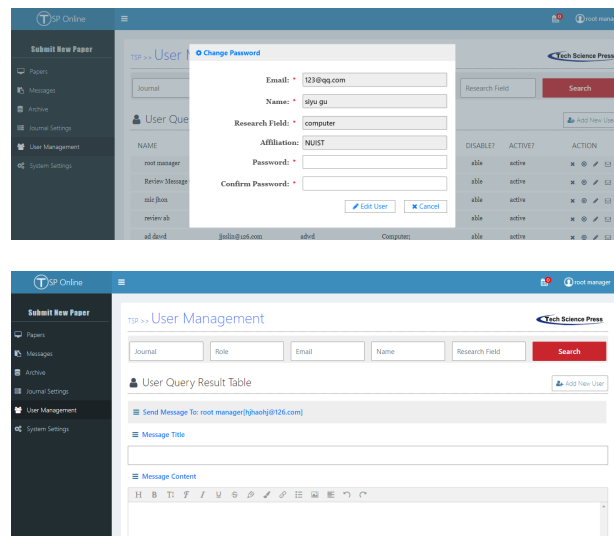


Click “Add New User” and fill in the basic information.



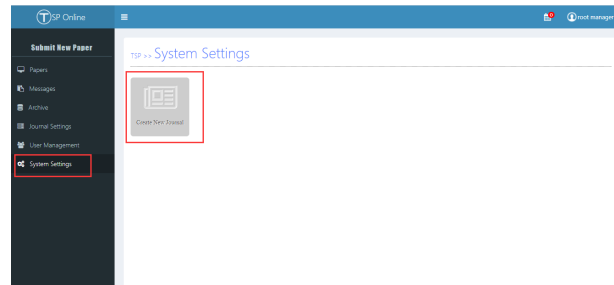
Click the first icon in the action to disable (delete) the user.
 Click the second icon in the action to active/inactive the user.
 Click the third icon in the action to modify the username and password.
 Click the fourth icon in action to send message to the user.

4.3. CREATE JOURNALS (THIS FUNCTION CAN ONLY BE OPERATED BY ADMINISTRATORS)3



4.3 Create journals (this function can only be operated by administrators)

Click System Settings on the left and click Create New Journal to Create a New Journal



Click “Create New Journal” and enter the next step



Filling in the basic information of the journal to complete creating the journal.

A screenshot of a web form titled "Create New Journal" with a gear icon. The form contains three text input fields, each preceded by a label and a red asterisk: "Journal Title:", "Abbreviation:", and "Editorial Office's Email:". Below these fields, there are two buttons: "Confirm" (with a checkmark icon) and "Cancel" (with an 'X' icon). The "Confirm" button is highlighted with a red rectangular box.