



Uploading documents into the Galley

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Editor Home

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Title contains
Submitted between and
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Submissions in Review

UNASSIGNED IN REVIEW IN EDITING ARCHIVES

Assigned To: In Section:

Title contains
Submitted between and

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING	SE
139	02-12	THPR	Latimer	JENSEN, KNUD, AND WALKER, STEPHEN...	-	-	-	-	GMH
455	06-30	THPR	Pratt	TYRRELL BURGESS 1931-2009	-	-	-	-	GMH
617	09-16	THPR	Stacy	AN APPEAL TO THE UNAPPEALING: SOME...	-	-	-	-	GMH
651	09-23	THPR	Latimer	JENSEN, KNUD, AND WALKER, STEPHEN...	-	-	-	-	GMH
694	10-05	SPAR	Douglas, Gause	BEACONS OF LIGHT IN OCEANS OF...	-	-	-	-	CPG

1 - 5 of 5 Items

Notes

1. Highlighted items indicate action is required by editor.
2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

Select: Editing, under Review

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#139 Review

SUMMARY REVIEW **EDITING** HISTORY

Submission

From this screen scroll down to Layout

1. Select the Galley Option
2. From here select Browse and find the specific .html or .pdf file you are wishing to upload. Per SIUe's standards you will need to upload both formats into the system, so you will do this twice. Your previous, edited documents, will not automatically be added to the finally issue.
3. Click Upload

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
Layout Version	N/A	N/A	N/A	N/A	
File:	None (Upload final copyedit version as Layout Version prior to sending request)				
Galley Format	FILE		ORDER	ACTION	VIEWS
		None			
Supplementary Files	FILE		ORDER	ACTION	
		None			
Upload file to	<input type="radio"/> Layout Version,	<input checked="" type="radio"/> Galley,	<input type="radio"/> Supp. files	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Layout Comments					
