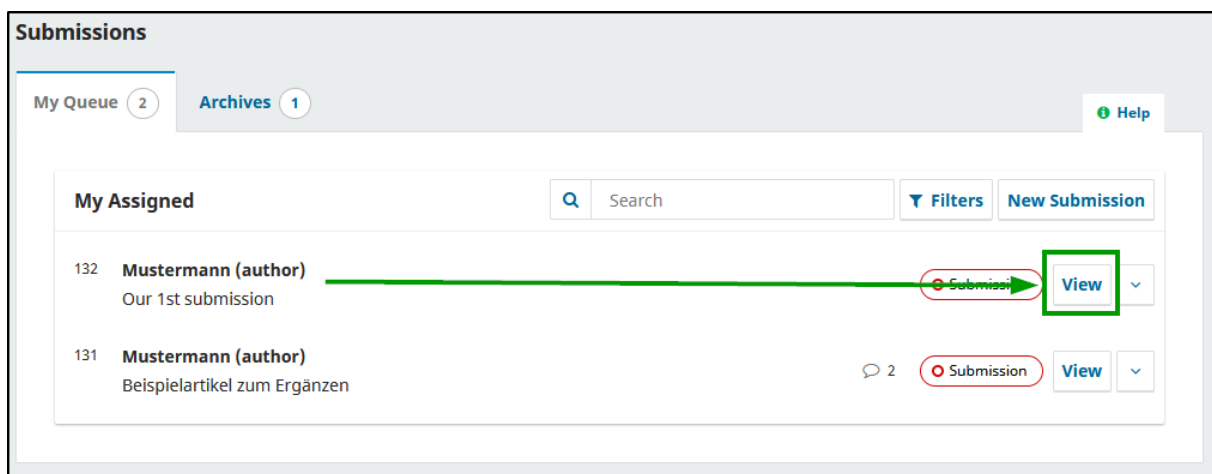


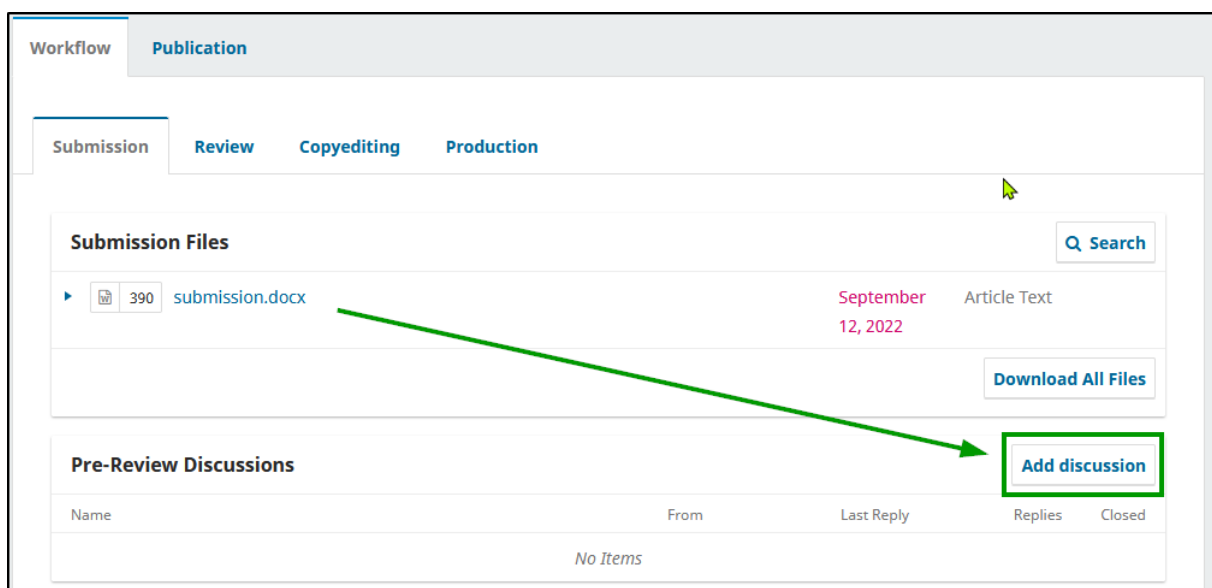
HOW AN AUTHOR CAN ATTACH AN ADDITIONAL FILE TO HIS SUBMISSION

Sometimes it is necessary for authors to add to or correct a document that has already been uploaded. This manual describes how this works.

Log in. Your dashboard will be displayed. Click on "View" next to the title you want to edit.



Add a discussion by clicking on the button.



Select an editor by checking the box in the "Participants" area.
Click the button „Upload File“; load up you new file by answering the popup dialogue.
Your new file is now available for the editorial team as attached file.

Add discussion ✕

Participants

- Robert Rubrikmanager (section manager „Article“), Section editor
- Michael Mustermann, Author

Subject *

Message *

Please exchange this new file with my first submission.

Attached Files

<input type="checkbox"/>	391	File2 - corrected version	September 12, 2022	Article Text
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** Denotes required field*

You can check the process by clicking on the linked new file.

The screenshot shows a web interface for submission management. A modal dialog box titled "Correction of my submission" is open, displaying the following information:

- Participants** [Edit](#)
 - Michael Mustermann (mmustermann)
 - Robert Rubrikmanager (section manager „Article“) (rrubrik)
- Messages**

Note	From
Please exchange this new file with my first submission.	mmustermann
File2 - corrected version	2022-09-12 09:40 AM
- [Add Message](#)

Below the dialog box, a "Pre-Review Discussions" table is visible. The first row is highlighted with a green box and has a green arrow pointing to the "File2 - corrected version" link in the dialog box above.

Name	From	Last Reply	Replies	Closed
Correction of my submission	mmustermann	-	0	<input type="checkbox"/>