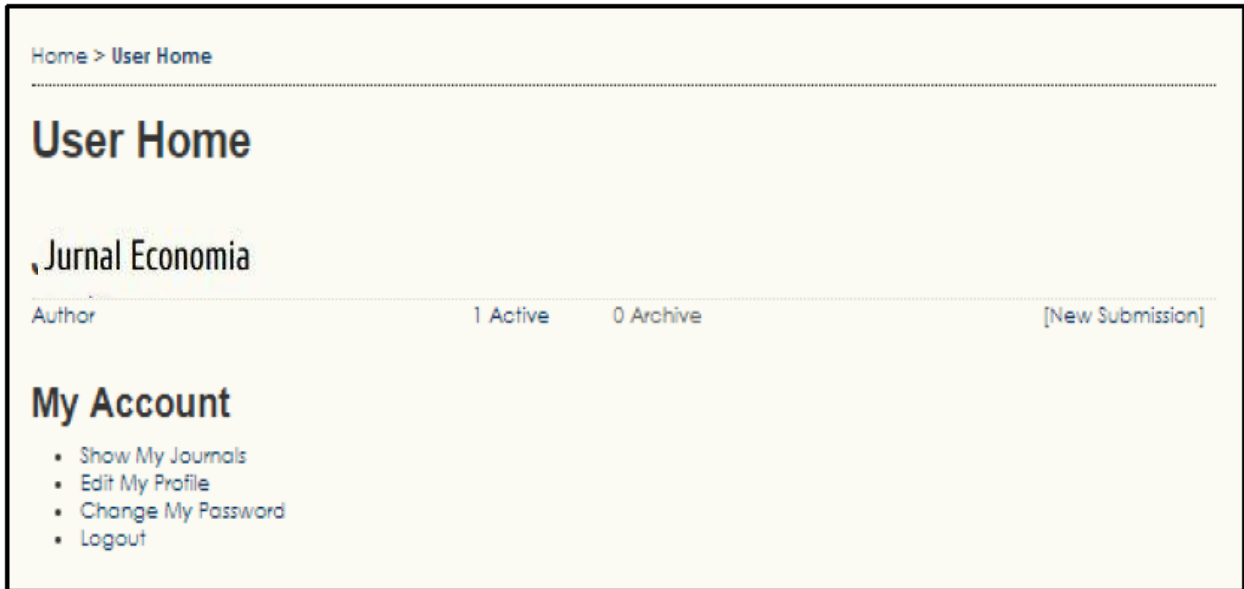


## ARTICLE REVISION GUIDELINES

1. Log into Journal Economia webpage by using your username and password. You will find the **User Home** page, as displayed below. You can find the number of your active submissions in Jurnal Economia. Select **Active** to find the list of active submissions.



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### User Home

Jurnal Economia

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2. You will find the list of all your active submission, accompanied by the manuscripts' title, in Jurnal Economia in **Active Submisson** page. The following displayed shows an example of a submission with an 'Awaiting Assignment' status. It means that your manuscript has not been assigned to any reviewers.



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### Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2630	02-14	ART	ahmad	PENGARUH	Awaiting assignment

1 - 1 of 1 items

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If your manuscript has entered the review process, you will find an ‘In Review’ status in the page, as displayed below.

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## Active Submissions

**ACTIVE** ARCHIVE

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ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2630	02-14	ART	ahmad	PENGARUH	IN REVIEW

1 - 1 of 1 Items

**Start a New Submission**  
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- If the reviewer had finished review process and provided feedbacks, Editor will send an email to authors describing the editor’s decisions the review results. If you want to check the review result, you can also select **In Review** under Status. You will find the following screen.

Home > User > Author > Submissions > #2630 > Review

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## #2630 Review

SUMMARY **REVIEW** EDITING

### Submission

Authors: arisona ahmad  
 Title: Pengaruh  
 Section: Articles  
 Editor: Mohammad Firdaus

### Peer Review

#### Round 1

Review Version: 2630-5552-1-RV.DOCX 2018-02-14  
 Initiated: —  
 Last modified: —  
 Uploaded file: None

### Editor Decision

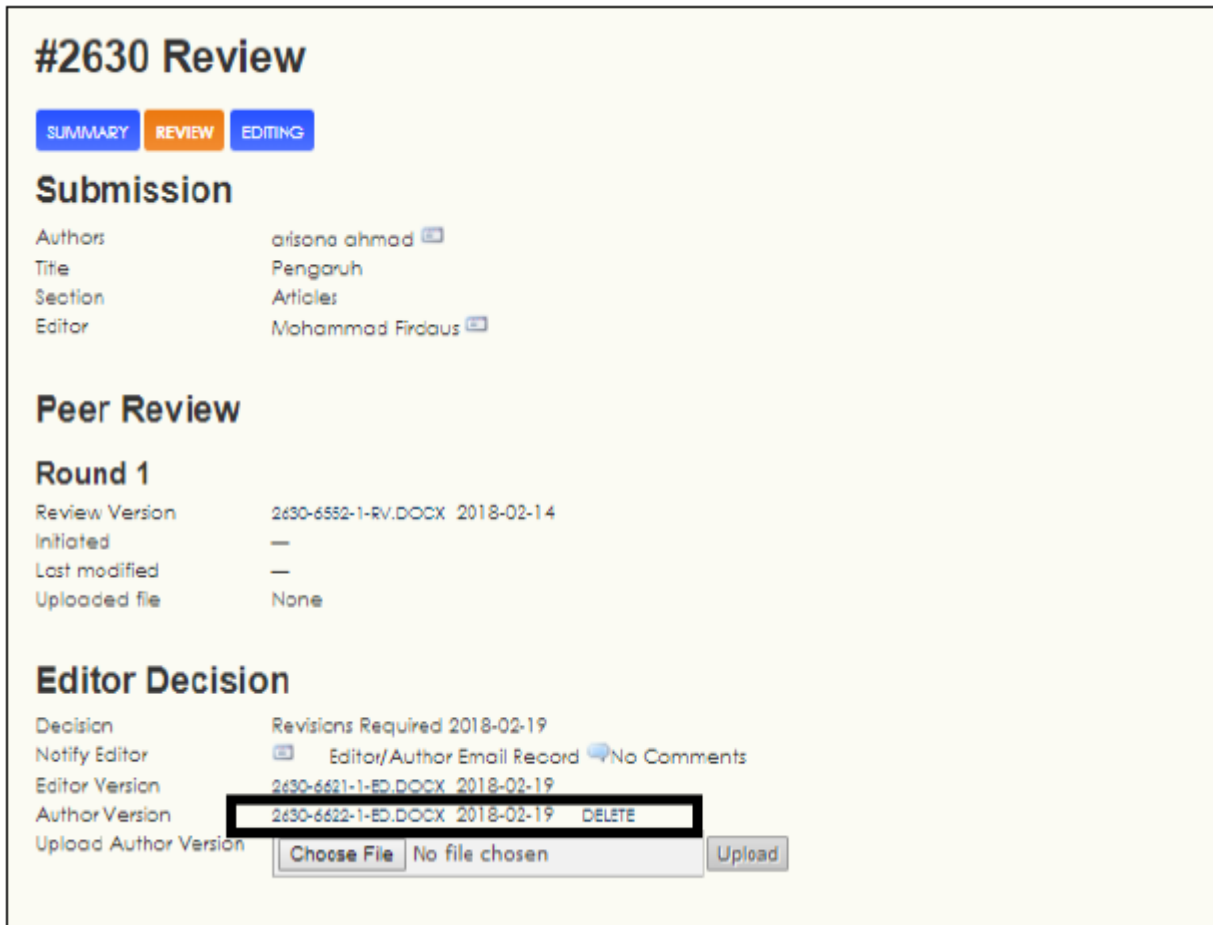
Decision: **Revisions Required 2018-02-19**  
 Notify Editor: Editor/Author email record No Comments  
 Editor Version: 2630-5621-1-ED.DOCX 2018-02-19  
 Author Version: None  
 Upload Author Version:  No file chosen

In the page, you will find the Editor’s decision regarding your manuscript. There are 4 types of decision which can be given by the Editor, which are:

- “*Accept Submission*” (the manuscript is accepted without necessity to revise it),
- “*Revisions Required*” (the manuscript needs to be revised, by it will not go through the review process again),
- “*Resubmit for Review*” (the manuscript needs to be revised and the revised version need to be re-reviewed), or
- “*Decline Submission*” (the manuscript is rejected).

If your manuscript needs to be revised and you have finalized the revised version, you can upload the revised file by selecting **Choose File** in the **Upload Author Version** section. After selecting the file that you want to upload, please make sure that you have selected **Upload**.

4. If you have uploaded the revised version, you will see the following display below:



**#2630 Review**

SUMMARY REVIEW EDITING

**Submission**

Authors arisona ahmad  
Title Pengaruh  
Section Articles  
Editor Mohammad Firdaus

**Peer Review**

**Round 1**

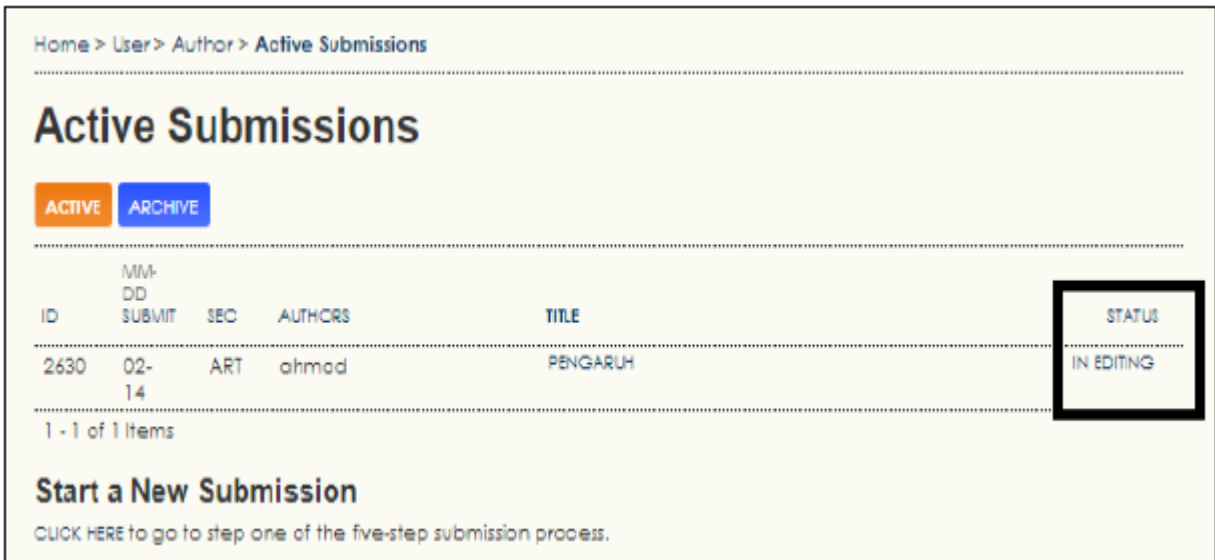
Review Version 2630-6582-1-RV.DOCX 2018-02-14  
Initiated —  
Last modified —  
Uploaded file None

**Editor Decision**

Decision Revisions Required 2018-02-19  
Notify Editor Editor/Author Email Record No Comments  
Editor Version 2630-6621-1-ED.DOCX 2018-02-19  
Author Version 2630-6622-1-ED.DOCX 2018-02-19 DELETE  
Upload Author Version Choose File No file chosen Upload

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- You can use the email feature in the system if you want to contact the Editor. Select the small box at the left side of **Editor/Author Email Record** to send an email to the Editor. You can use the form to send an email to the Editor.
- If your manuscript has been accepted by the Editor, you will get a confirmation email from the Editor. You can also check your submission status and it will show an 'In Editing' status, as displayed below:



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## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2630	02-14	ART	ahmad	PENGARUH	IN EDITING

1 - 1 of 1 items

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- When your accepted manuscript has been published, it will be moved from **Active Submission** page to **Archive**. The volume and edition number where the manuscript is published can be found under the **Status** section. If your manuscript is rejected, your manuscript will also be moved from Active Submission to Archive. However, the manuscript status will be listed as Archived.