Jurnal Economia
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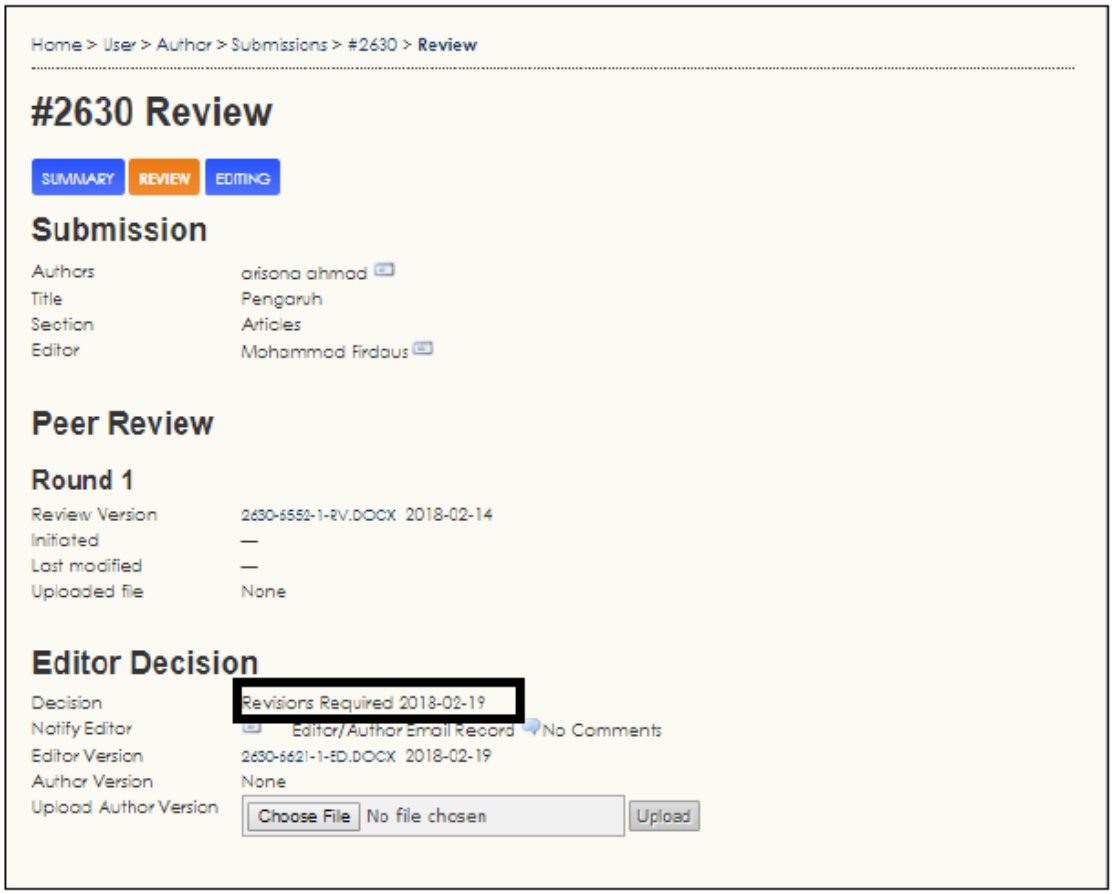
ARTICLE REVISION GUIDELINES

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.

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.

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

3. 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.

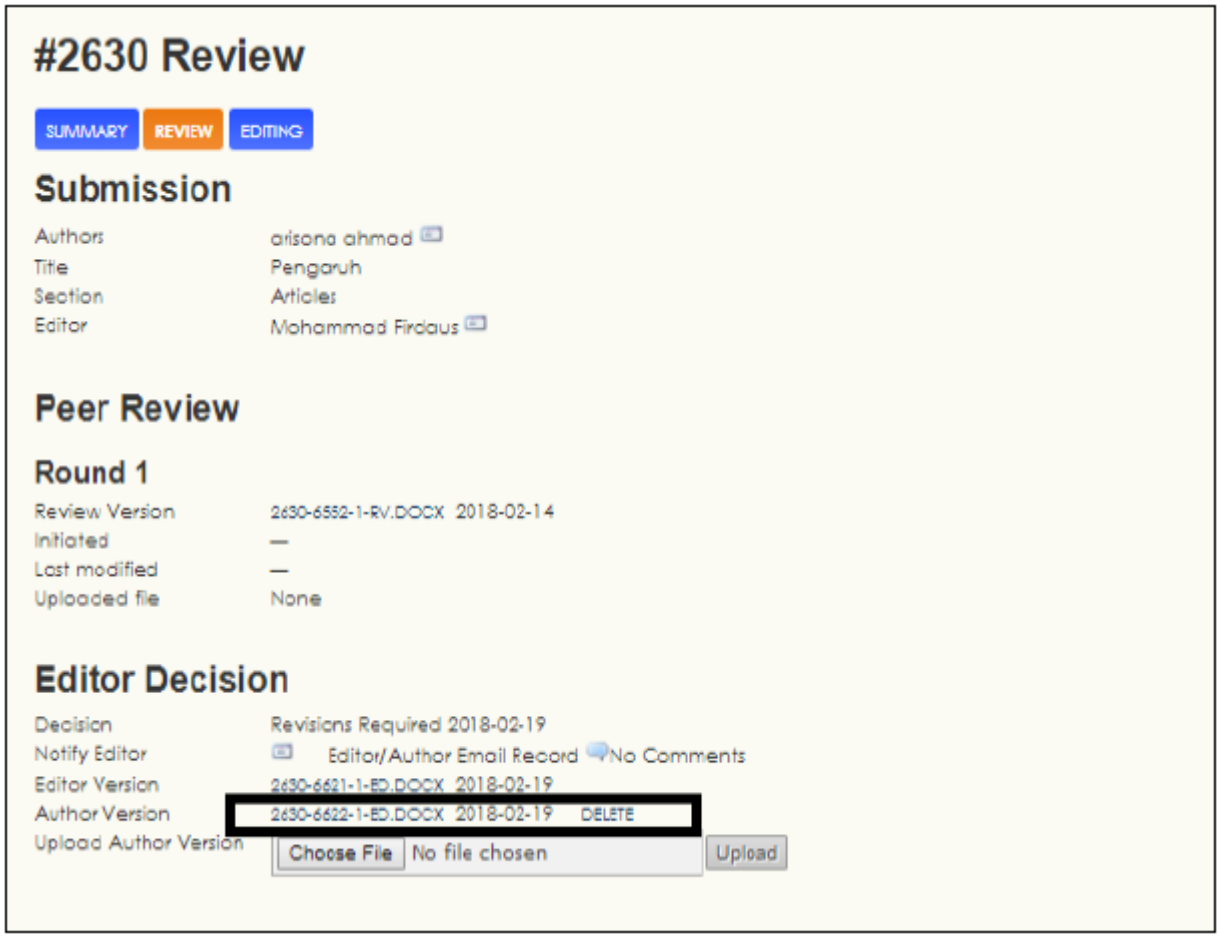


In the page, you will find the Editor's decision regarding your manuscript. There are 4 types of decision which can be given by the Editor, which are:

- "*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**.

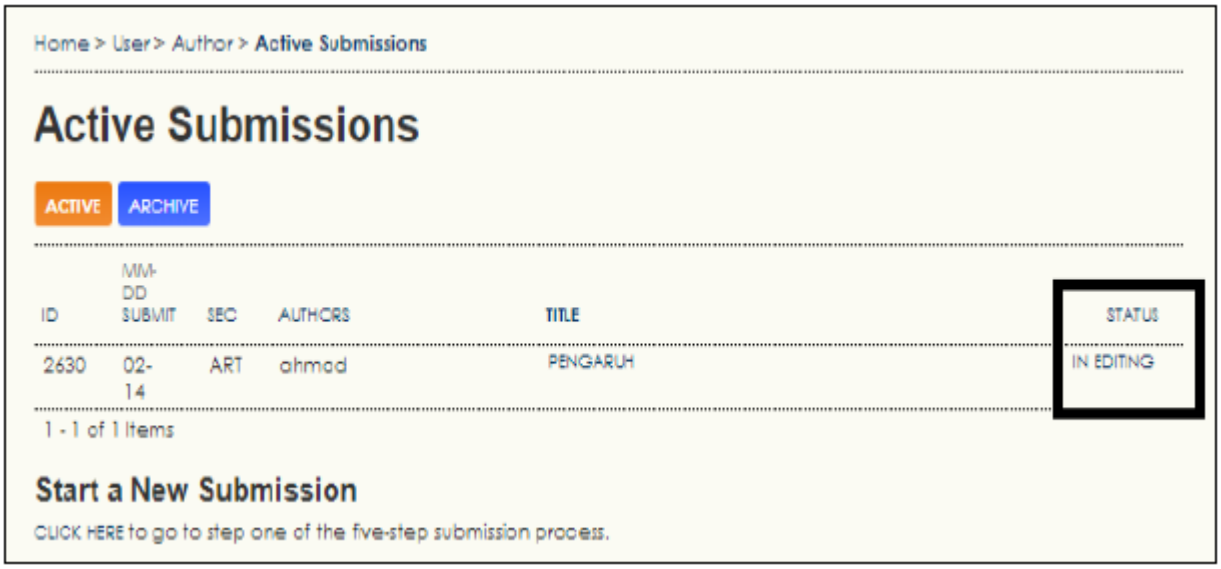
4. If you have uploaded the revised version, you will see the following display below:



If you are asked by the Editor to submit another revised manuscript, you can follow the same steps in uploading your most recent revised manuscript. Please remember that all revised manuscripts should be submitted to auditor by using these features. Do not send your revised manuscript by email.

5. 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.

6. If your manuscript has been accepted by the Editor, you will get a confirmation email form the Editor. You can also check your submission status and it will show an 'In Editing' status, as displayed below:



When your manuscript has reached this stage, you will need to contact the Editor regularly to ensure that you have fulfilled all the requirements so your manuscript can be published. Some examples of the requirements are proofreading, adjusting manuscript layout, and other requirements as mentioned by the Editor.

7. 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 find under the **Status** section. If your manuscript is rejected, your manuscript will laso be moved from Active Submission to Archive. However, the manuscript status will be listed as Archived.