Online Proofing System – Basic Guidelines for Authors

Online Proofing System
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1. Introduction

The Online Proofing System is an HTML based application where an author, a group of authors or an editor can proofread and make corrections to their proof. This is an alternative to traditional PDF-based proofing where the author can only indicate changes as “PDF annotations”. The Online Proofing System allows the author to make changes directly to the content in an easy-to-use “what you see is what you get” (WYSIWYG) environment.

A PDF view of the printed page is available for the reviewer to view within the online system. Please review the typeset pdf for layout related checks and provide your comments through the online proofing system.

2. Guidelines for carrying out proofing changes

2.1 Accessing your proof:

Browser support: Currently, the Proofing System supports Google Chrome, Mozilla Firefox and Microsoft Edge (version 42 and above) in Windows OS, and Safari, Google Chrome and Mozilla Firefox in Mac OS. Support for Internet Explorer is planned for a future release.

Session timeout: The proof session will disconnect from the server if the proof reviewer is idle for 1 hour. Please note that the Proofing System automatically saves the proof changes.

The proof reviewer will receive an auto-generated email containing the Proof Access Link. Click on the Link to access your proof content.

Landing page after clicking on the proof link:

The landing page provides general instructions, journal information and links to User Guide and FAQ. Clicking on the “Proceed to Proofing” link will open the proofing page.
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A Step-by-step guide appears over the proof page, which will guide the user through the various menus and options available in the Proofing System.

Welcome to the Online Proofing System.
Let us take a quick tour.

The user can click the “Skip” button, if he/she is already familiar with the Proofing System.

Closing the Step-by-step guide will reveal the Article for your review.

3. Proofing Features

3.1 Instructions on how to make corrections to your proof:

3.1.1 To Insert Text

1. The system allows the user to move the cursor left and right using keyboard. Place the mouse pointer where you wish to insert the text, start inserting the text and press enter.

2. Alternatively you can place the cursor where you wish to insert the text, then click Insert button under Editing Options tab on the top left panel. The text insertion window appears as shown below.
3. Enter text with **appropriate** spacing and formatting (bold, italic etc.) in the insertion box.

4. Select text that you want to be styled and click the required styling options.
   a. **Bold** – Click .
   b. **Italic** – Click .
   c. **Subscript** – Click .
   d. **Superscript** – Click .

5. To insert a special character, click . The **Special Character** dialog appears as shown below.

6. The inserted text will appear with an underline as shown in the below example.

   buffer layer and between

### 3.1.2 To Cut, Copy & Paste Text

The Cut , Copy and Paste options are available in the selection context menu. Select a portion of text and click on the copy or cut icon in the context menu.

To paste the text, place the cursor in the location where you want to paste the text. Another context menu appears as shown below.
In the context menu, click on the Paste icon, to paste the text.

Please note that when you try to paste for the first time using the context menu, your browser may show a security alert as under.

You need to click on the ‘Allow’ button in order to enable the paste function in the OPS. If you choose ‘Block’, the paste function will not be enabled and OPS will display a notification as under.

In such cases, use the keyboard shortcut Ctrl+V to paste the copied content.

3.1.3 Keyboard Shortcuts

The OPS supports the following keyboard shortcuts, which you may find it more useful while reviewing the article.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL+Z</td>
<td>Undo</td>
</tr>
<tr>
<td>CTRL+Y</td>
<td>Redo</td>
</tr>
<tr>
<td>CTRL+X</td>
<td>Cut</td>
</tr>
<tr>
<td>CTRL+C</td>
<td>Copy</td>
</tr>
<tr>
<td>CTRL+V</td>
<td>Paste</td>
</tr>
</tbody>
</table>

3.1.4 Undo Changes That You Make

 Undo is supported in 2 ways:

- Using the context menu
  - Clicking on the proof change will display a context menu ‘Undo’. Click on the ‘Undo’ to undo the change and revert to the original content.
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- Using \textbf{UNDO} button in the header menu
  - Undo button applies to the “Undo Stack”, so that the last change is undone first, and so on, the “Undo Stack” is reset after each session.

3.1.5 Redo

- Click the \textbf{REDO} button in the header menu
  - Redo will reapply what has just been undone.

3.1.6 To Edit Text

1. Click on the “edited text”, a context menu will be displayed as shown below.

2. Click \textit{Edit}, to edit the inserted text.

3. The changes are saved automatically as they are carried out.

3.1.7 To Delete Text

Delete is supported in two ways

1. Delete text using keyboard keys “Delete” and “Backspace”. Place the cursor on the content to be deleted and use the delete key or the backspace key on the keyboard to delete the desired content.

2. Select the text that you want to delete and click \textbf{x}

3. The deleted text will appear with a strike-through as shown in the below example.

To undo the deleted text: Click on the deleted text, the undo option will be displayed as shown below.
**Note**: Only one paragraph can be deleted at a time. An error message will be displayed if you attempt to delete multiple paragraphs in the same **Delete** operation.

### 3.1.8 Replace or Select & Delete Text

- Select the text you want to replace and click **Replace**. The selected text will be deleted and replaced with updated text as shown below.

  Zn buffer layers-layer were first

### 3.1.9 To Style Text

- Select the text that you want to be styled and click the required styling options **from the popup menu**

### 3.1.9.1 To make text bold:

- Select the text and click **Bold**. The selected text will be made bold and highlighted as shown below.

  We **fabricate** magnesium zinc oxide (MZO)

### 3.1.9.2 To make text italic:

- Select the text and click **Italics**. The selected text will be italicized and highlighted as shown below.

  decrease the **magnitude** of the

### 3.1.9.3 To make text subscript:

- Select the text and click **Sub**. The selected text will appear in subscript and be highlighted as shown below.

  crystallinity of MZO thin films, **identical** $T_1$ and $T_2$ from 2.35

### 3.1.9.4 To make text superscript:

- Select the text and click **Sup**. The selected text will appear in superscript and be highlighted as shown below.

  between the MZO thin film **identical** $T_1$ and $T_2$ from 2.35
3.1.10 To insert a new paragraph

In addition to regular text editing and styling, OPS now has the ability to insert a new paragraph into the proof.

Click the mouse pointer anywhere in a paragraph, a context menu with several icons appears. Click on the Insert New Paragraph icon. A drop down menu appears with two links, Insert before and Insert after.

Clicking on the Insert before link inserts a blank paragraph above the existing paragraph. And clicking on the Insert after link inserts a blank paragraph below the existing paragraph.

Another method to insert a new paragraph is to place the cursor at the end of the paragraph and press the ‘Enter’ key.

Right clicking on the new paragraph will give ‘Undo’ and ‘Edit’ options.

Complexity and controversy notwithstanding, the history of AAE remains one of the most important topics in the study of language in the United States.

(a) Absence of Exploitation

Please note that a new paragraph can be inserted only from within the existing paragraph.

3.1.11 To edit URL/email link

Any URL can be edited by right clicking on the link and choosing the edit option.

Couvert, M. (2020). What are the downside value implications of non-voted shareholder proposals? (Swiss Finance Institute Research Paper No. 18–79). Available at SSRN.

A pop up window ‘Edit Link’ appears, as shown below. You can edit the display text for the link in the upper text box and the URL in the lower text box. After completing the edit, click ‘Update’ to save the changes.
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3.1.12 Non-editable Text

Proof content will contain auto-generated text like labels and citation links (as well as some proof metadata) which cannot be edited. In such cases if you intend to insert an instruction, select adjacent text that is editable and leave a comment.

Example 1: Metadata information. Click View Chapter Metadata (at the top of a proof), the metadata details appear as shown below. proof metadata cannot be edited.
Example 2: Elements such as foot note links and reference links are not editable.

Note: The blue text above denotes a live link.

Example 3: The system does not allow direct amendments or comment on a previously edited text. Click on the content to edit/undo.

3.1.13 Comments/Attachments

3.1.13.1 Contextual Comments

1. Click on the “Comments” tab. Select the text or place the cursor (for non-editable text, select the adjacent text) that you want to annotate. Then click on the “New” button next to Contextual Comments. The Comment input editor appears.
2. Enter your comment and click OK to apply the comment. The inserted comment will appear as a popup whenever the mouse pointer hovers over the annotated text as shown below.

3.1.13.2 Edit a comment:

Move the mouse pointer on the highlighted text where the comment is made and click. The reviewer will get two options, Edit or Delete and can choose appropriately.

3.1.13.3 Attachments:

When proofreading your content, if you need to include a particular image or any other type of document such as a table, bibliography, you can do so using the Add Attachments feature in the comment option.

1. In Comments box, enter your comments if any (in the same row as the attached file / figure) and click Add Attachment.

2. Click Upload.

Attachments should not exceed 20 MB in size.

3.1.13.4 Global comments

A global comment applies to the whole proof. It does not involve selection of any text. To create a global comment, click on the Comments tab in the right panel, and then click on the “New” button next to
Global Comments/Attachments. The Comment input editor appears below. Enter your comments and click “OK”. You may even add attachments if required.

3.1.14 Math

3.1.14.1 To edit an equation:

1. Click on a math equation to edit.

\[(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}\]

2. The Math Editor dialog appears as shown below.

3. Modify the math equation using the Math Editor and click Update. The equation gets updated and will be highlighted in a red border as shown below. The red border around an equation indicates that the equation has been modified.

\[(x + y + z)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}\]

3.1.14.2 To view original math

- Right-click on the math equation that was changed and select “Show original math”.

- The original math will be displayed on a popup.
3.1.15 Tables

Table Cell is the basic unit of editing inside a table, edits can’t span multiple cells. For example, if you select multiple cells and click on Delete, an alert message will be displayed as shown below.

Please note that when the table is long, you may have to scroll to the bottom of the table, to use the "horizontal" scrollbar and navigate to all columns of the table.

3.1.15.1 To edit table cell:

- Select text and choose an editing operation. Editing a table cell is just like editing a Paragraph. Below is an example of an edited table.

You cannot add a new row or a new column to a table. However, you can insert a comment (by selecting adjacent cell text) and note that a new row or column is required.
3.1.16 Figures

3.1.16.1 To add a note or comment on a figure:

4. Click Add Note at the bottom of the figure as shown in the example below.

5. The Comment window appears as shown below.

By selecting the region box (highlighted black circle), you can drag the comment context to any specific area within the figure.

6. Enter your comment text in the Text area.

7. Click OK, to apply the comment.

8. Click Delete, to delete the comment.

A figure comment cannot be edited. So if you want to modify an existing figure comment, delete it and insert a new comment instead.

3.1.16.2 To replace a figure:

1. Click Replace Figure at the bottom of the figure. The Replace Figure dialog appears as shown below.
2. Click **Choose file**, and select the file you want to upload from within your computer file directory. The system will accept figures in the following formats .jpeg, .jpg, .bmp, .gif, .png. If you need to upload an alternative format (e.g. .tiff/.pdf/.eps) then please use the “comment” option on the system with its attachment feature.

3. Click **Upload**, to replace the figure. System will prompt below alert after successful replacement and **History** option will be as shown below.

4. Click **History**, to view the figure replacement history as shown below.

5. Click **Restore**, to restore the previous figure (if required).

If you have placed any comments to the existing figure and you wish to replace it with the new figure then the comments placed in the existing figure will be lost. The below alert is displayed if the figure being replaced has “figure comments”.

-
3.1.17 References

Clicking on an “in text reference citation” will take you to the specific reference in the “Reference Section”. This applies to both numbered and named references. For numbered references, clicking on the “reference number” in the Reference Section will take you to the first citation of that reference in the document.

3.1.17.1 Numbered Reference:

*Addition of a new reference:*

There are two ways of adding a reference

A: Choose “Insert Reference as text” and type the whole reference
B: Choose “Insert reference using DOI” and Type the DOI. The system will then check the details against the database and if the search is successful, a structured reference will be inserted

1. Place the cursor near the reference section and click. Click on the reference icon 📚
2. Insert the reference inside the box and click ok.
3. Or Choose “Insert reference using DOI”. Type the DOI and click fetch.

The new reference is included at the end of the reference section.

*In-text citation to the newly added reference:* To provide an in-text citation for the newly added reference, place the cursor at the desired content and click the reference icon 📚. The dialog box opens with the complete reference list, choose the specific reference number and click ok.
Deletion of a numbered reference: There are 2 ways to delete a reference

A. Deletion of a reference in the Reference section: Right click on the reference and click “Delete”. The system will remove the reference and the corresponding in-text citation.

B. Right click on the in-text reference citation to be removed and click “Delete”. The deleted reference and in-text citations will be highlighted in red. The user can cite this deleted reference at some other location or the user can delete the content in the reference section.

If the user does not want to cite the deleted reference, right click and delete the reference.

3.1.17.2 Unnumbered References

Place the cursor near the reference section and click. The pop up shows the reference icon and click the icon. The system allows the user to insert references directly or fetch the references using DOI and include in-text citation. Refer to section 3.1.13.1 for instructions to add a new reference.
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The user must provide the in-text citation using the comment option or directly insert the reference details.

3.1.17.3 Reordering References

When the reviewer is finished with adding/deleting references and citations, the reviewer may use the ‘Reorder References’ feature to reorder the references. This feature can be accessed by right clicking on any references or any citations.

After reordering, a reference appear like this.

And citation appear like this.

3.1.17.4 Manually Re-ordering the Un-numbered References

To manually re-order the un-numbered references, right click on a reference and choose ‘Reposition’ from the menu.

A pop up window ‘Reposition Reference’ appears as under. Select a reference in the reference list to reposition the reference, and then select an option to reposition the reference above or below the selected reference. Click ‘Ok’ to update.
The reference is repositioned as shown below. Right click on the repositioned reference to see the other options:

- **Delete** – Deletes the reference.
- **Reposition** – Click to reposition the reference again.
- **Revert to Original Position** – Click to revert the reference to its original position.
- **Show Original Position** – Click to see the original position (highlighted for 2 seconds).

### 3.1.18 Proof Changes and Navigation

The **Proof Changes Panel** lets you review the proofing changes made to the content and navigate to a specific change. Changes can be filtered based on **Text**, **Math**, and **Figure**. The number in the colored box indicates the number of changes of that type in the proof.
3.1.19 Document Navigation

Document Navigation is displayed at the left side panel. This feature allows the user to access the different sections of the text. Clicking on the specific Sections/headers allows the user to navigate to the different parts of the proof.

3.1.20 Supplementary Information

Author can add Supplementary Information to the proof by way of uploading relevant files. All the file formats are supported. The file size should not exceed 100 MB.
To add a SI file, click on the Add New SI button. A popup window ‘Supplementary Information’ appears.

Click on the empty box below the ‘New File’ and then in the file Open window, select a file to upload. You can also drag and drop a file to upload. Add a caption in the text box (optional) and click the Save button. The uploaded file appears below the existing files.

To edit the newly added Supplementary Information, click on the Edit button. The popup window ‘Supplementary Information’ will open again and you can edit the caption or replace current file by choosing a new file from open file dialog. To remove the newly added SI file, click on the Remove button.

To delete any existing SI file, click on the Remove button.

To undo the file deletion, click on the Undo button.

### 3.1.21 Find and Replace

Clicking the Find menu in the header section, will open the Find & Replace window at the bottom-right corner as shown below. The Find and Replace feature helps to find and replace the instances of word or text specified by the user, in the proof document.

Enter a word in the text area next to ‘Find’. Additionally, if you need to replace the word, enter a word in the text area next to ‘Replace’.

Clicking the Find Next button will take you to the next instance of the word.

Clicking the Replace button will replace the content of the selected instance.

To close the Find and Replace Window, click Cancel.
This works similar to the Find and Replace feature available in any popular text editors, e.g. Notepad. Clicking on the More >> link will reveal more options. The Reviewer can use this feature to find words with similar format.

This also works in combination, for example, the reviewer can select Bold and Italic to find bold and italicized words.

### 3.1.22 Spell check

The OPS provides a basic spell check feature to the user. Currently the spell checking is performed only on the text content that the user has inserted or edited.

Spell check can be enabled by clicking on the Spell Check toggle button. In the Confirmation dialogue box choose a language for the Spell Check.
Spelling error is shown with wavy red underline.

beginning of human slavery, then, persisted to the former slaves and African Americans born during those origins can be that have some roles, including varieties, monop

The user may select any appropriate word from the list, which will replace the word with a spelling error.

3.1.23 Find and Replace

Clicking the menu in the header section, will open a pop up window as shown below. The Find and Replace feature helps to find and replace the instances of word or text specified by the user, in the proof document.
This works similar to the Find and Replace feature available in any popular text editors, e.g. Notepad.

### 3.1.24 Clean View

The Clean View feature in the OPS provides the reviewer with an option to hide the track changes in the proof. This feature can be turned on/off by clicking the Clean View button in the header menu.

When the feature is turned on, the reviewer cannot make any proof changes. A notification to this effect is displayed when the Clean View is turned on.

To disable the Clean View and to continue making changes to the proof, click on the Clean View button in the header menu.

### 3.2 Queries

Queries are displayed in the right-side panel. All queries must be answered by the author before submission. An alert message will be displayed if queries are left unanswered – as shown below.
3.2.1 To answer a query:

1. Click on the query. The Edit Query dialog appears.

   - The author must answer the query in the designated “text area” as shown below.

**Note:** The queries can be navigated by clicking the **Left** and **Right** arrows and that the location of the query in the document is represented by an arrow.
2. The query answers are saved automatically, when the user navigates to another query or when the Query Board is closed.

3. After answering all queries, close the pop-up to continue proofing.

4. **Reviewing Options**

The left panel contains reviewing options such as “Typeset PDF” and “Proof Corrections PDF”

4.1 **Typeset PDF**

- You can view the PDF showing uncorrected typeset content of the printed page layout if available. If the proof is produced in color, the color figures will be in the online version, however, kindly refer to the text color in the typeset PDF.
- Click Typeset PDF, and the system automatically downloads the PDF file.

4.2 **Proof Corrections PDF**

1. The proof reviewer can convert the proofed content showing where changes have been made into a PDF Document to keep as a record of the corrections. In short, it’s a copy of the proof that was reviewed.
2. Click **Proof Corrections PDF**. The **Confirmation** dialog appears as shown below.

3. Click **Yes**, the system automatically converts the proof into PDF format and saves to your default download location.

5. **Title Bar**

   The **Title bar** is the horizontal bar at the top of the window bearing the name of the currently active document in the browser and contains the **Help, TOC, Submit** and **Close** function buttons (see below).

5.1 **Help**

   The proof reviewer can access the help document from the main proof menu. Take your mouse over **Help** and click “**Help Guide**” to download the help document to your downloads location.

5.2 **Submit a proof**

   Click **Submit** to submit the proof. The following message will be displayed.

   Click **Yes**, to submit the proof.
Click **No**, to continue proofing.

*After successful submission, an Alert message is displayed as shown below.*

![Confirmation](image)

Click **OK** to close / exit your proofing session.

![Article closed](image)

### 5.3 Auto Save

The proof changes carried out by the user are automatically saved as they are carried out.

### 5.4 Close

You can close your “proofing session” on the proof anytime you want by clicking on the “close” button.

You should close the browser window after clicking the close button. Directly closing the browser will not close your session with the server and it will remain open till it is automatically timed out, which is not recommended. To access the proof again you should click on the “proof link” in the email (that you received).

1. **Click “Close”**. The **Confirmation** message appears as shown below.

![Article closed](image)
6. Proofing Features – Production Editor

Proofing changes are supported via the following procedures:

6.1 Accept / Reject / Revert

Note: Before accepting / rejecting proofing corrections, the proof cannot be submitted.

Click OK.
6.1.1 Accept:

- Click ✔️, to accept only the associated change.
- Click ✔️ Accept All at the bottom, to accept all changes.

6.1.2 Reject:

- Click ✗, to reject only the associated change.
- Click ✗ Reject All at the bottom, to reject all changes.

6.1.3 Revert:

- Click ⌛, to undo accept / reject.
  
  **Note**: This option will be visible only if the accept / reject is already carried out.

6.2 Submit a proof

Click **Submit** to submit the proof.

The following message will be displayed.

![Confirmation]

Click **Yes**, to submit the proof.
Click **No**, to continue proofing.

After successful submission, an **Alert** message is displayed as shown below.

![Confirmation]

The article was submitted successfully.
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Click **OK** to close / exit your proofing session.

7. **Limitations**

7.1 **Browser Support**

The Proofing System supports **Google Chrome, Mozilla Firefox and Microsoft Edge (version 42 and above)** in Windows OS, and **Safari, Google Chrome and Mozilla Firefox** in Mac OS. Support for **Internet Explorer** is planned for a future release.

7.2 **Backspace**

The proof reviewer should not click on the browser “**Previous Page**” button or hit the “**Backspace**” key (unless the proof reviewer is entering text in a text input box). This will cause the browser to move to the previous page, thus invalidating the current session on a proof. This is default browser behavior.

7.3 **Nested changes are not allowed**

The proof reviewer can’t make further changes to a “selection” that has already been edited. All proofing changes are saved to the proof xml as “instruction markup”. This restriction is to keep the “instruction markup” as simple as possible for now. As a workaround nested changes can be expressed as an instruction via the commenting feature.

7.4 **“Text Selection” as a context is required with Comments**

The proof reviewer is required to select text when entering a comment and the entered “comment” will be applied to the “selected text”.

7.5 **Limitations in introducing a new Paragraph/Heading/Section**

While the reviewer can edit an existing paragraph, heading, and section via the proofing options described in section 3, they will not be able to introduce a **new** paragraph, heading, or section as this will impact the relative and nested structure of the underlying XML. In the interest of simplifying editing instructions and preserving the XML structure this is not allowed for now.

As a workaround the reviewer can leave instructions using the commenting option for such changes to the proof, or attach documents.
8. How to right-click on a Mac

8.1 Press Control to right click

On Mac computers, right click is known as secondary click or Control click. If your mouse, trackpad, or other input device doesn’t include a right-click button or other way to perform a right click, just hold down the Control key on your keyboard while you click. The Ctrl key is at the far end of the keyboard, on either the right or left side.

8.2 Right-click with an Apple trackpad

If you have a trackpad and want to right click, you can use two fingers to click.

If this doesn’t work you may need to set it up in System Preferences. To set up secondary click and other trackpad features, choose Apple menu > System Preferences, then click Trackpad.

8.3 How to right-click with an Apple mouse or Mighty Mouse

Right-clicking on an Apple Magic Mouse is actually pretty intuitive - you can actually click on the right of the mouse.
If this doesn’t work then you may need to set it up in System Preferences. Choose Apple menu > System Preferences, then click Mouse.

8.4 How to right-click with any mouse

If you have a mouse with two buttons to use with your Mac you should be able to use the right-click as you would expect.