https://www.loomio.org/d/hMsiCnoZ/bug-reports-and-questions-concerns-about-the-new-janeway-platfor

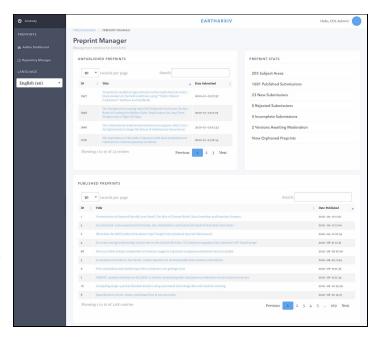
m

Topics Addressed in This Guide

- Getting Familiar with the Repository Manager Page
- Handling Unpublished Preprints
- Handling New Versions Awaiting Moderation
- Author Revision Workflow

Getting Familiar with the Repository Manager Page

- Log in with your Moderator account at https://eartharxiv.org
- Once logged in, select Account ▼ in the upper-right corner of the page, then Dashboard
- By default, you will arrive on the Author Dashboard page. Select Repository Manager from the grey sidebar
 - a. If you do not see a Repository Manager option, then your account has not been properly configured. Contact admin@eartharxiv.org to request permissions. EarthArXiv Admins will then work with CDL to properly provision your account.
- 4. The Repository Manager page is divided into 4 sections
 - a. Unpublished Preprints these are new submissions that require moderation. Click on any title to view more details.
 - b. Preprint Stats General counts of papers in the system.
 - i. Pay particular attention to the Versions Awaiting Moderation. Since there is not yet a separate queue on this page for these items, this is your primary indicator that an author has submitted a new version which requires the attention of a Moderator.
 - c. Published Preprints All papers published in the system are listed here. Click on any title for more details.



d. Metrics Summary - A snapshot of repository usage. More detailed usage is available to Admins via Google Analytics.

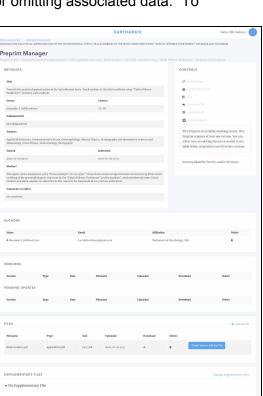
Handling Unpublished Preprints

- 1. Click on the title of any unpublished preprint, as described in step 4. a. above.
- 2. Review the Metadata section for general information about the submission
 - a. Note: As of 10/5, a known bug prevents you from seeing the value of Additional (custom) Fields on this page. EarthArXiv makes use of 2 additional fields: "Conflict of interest statement" and "Reason for omitting associated data." To

view what has been input into these fields, select 'Edit Metadata' in the Controls

panel.

- 3. Scroll down the page to review the Author information
- 4. Scroll down the page, past the Versions and Pending Updates sections (as these sections will be blank for new submissions), to the Files section.
- 5. Download the PDF version of the paper, open it on your computer, and review the manuscript in accordance with EarthArXiv's moderation policies.
 - a. If the PDF is fine as-is, select the Create Version with this File button. This will move the PDF up to the Versions section above. preparing it for publication on the site.
 - b. If the PDF is not appropriate for publication, select Decline Preprint in the Controls panel at the top of the page. You will have an opportunity to explain to the author why their submission was rejected.
 - c. If you require additional information from the author, or the author needs to
 - submit a revised PDF, select Contact the Owner from the Controls panel at the top of the page. You will be able to send a message to the author detailing the required changes or updates.
 - See Author Revision Workflow below for a view of how authors can complete a revision during initial moderation.
 - d. If you would like to record an internal note, visible only to fellow Moderators, select the Discussion option in the Control panel.
- 6. Review the Supplemental File entries at the bottom of the page.
- 7. If any metadata needs correction, use the Edit Metadata option in the Control panel
- 8. Once the paper is ready for publication, select the Accept Preprint option in the Control panel. You will need to indicate the date and time that the paper should be published.



Handling New Versions Awaiting Moderation

- 1. Click Versions Awaiting Moderation in the Control panel, as described in step 4. b. i. above.
- 2. Download the file associated with the new version
- 3. Approve or reject the new version

Author Revision Workflow

- 1. If an author is asked by a moderator to make a correction to their submission, they may do so by logging into the site and selecting the Author Dashboard.
- 2. Next, the author should select the title of the manuscript that needs attention.
- 3. Select the Upload New Version button
- 4. The author will be asked to indicate whether the file they are uploading is a correction or a new version
- The author can select a new file and then click Upload
 Note: These same steps can be used by an author to upload a new version of an existing preprint.

