



Found a bug? Please record as much detail as possible, including browser information if appropriate, and report it here:

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

Topics Addressed in This Guide

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Getting Familiar with the Repository Manager Page

1. Log in with your Moderator account at <https://eartharxiv.org>
2. Once logged in, select Account ▼ in the upper-right corner of the page, then Dashboard
3. 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 - a. Unpublished Preprints - these are new submissions that require moderation.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.

The screenshot displays the EarthArXiv Preprint Manager interface. The top navigation bar includes the EarthArXiv logo and a user profile icon. The left sidebar contains links for PREPRINTS, Author Dashboard, Repository Manager, and LANGUAGE. The main content area is titled 'Preprint Manager' and is divided into four sections:

- UNPUBLISHED PREPRINTS:** A table listing submissions that require moderation. It includes columns for ID, Title, and Date Submitted. The table shows several entries with their respective titles and submission dates.
- PREPRINT STATS:** A summary of the system's status, including counts for Subject Areas, Published Submissions, New Submissions, Rejected Submissions, Incomplete Submissions, Versions Awaiting Moderation, and View Orphaned Preprints.
- PUBLISHED PREPRINTS:** A table listing papers that have been published. It includes columns for ID, Title, and Date Published. The table shows several entries with their respective titles and publication dates.
- Language:** A dropdown menu set to 'English (en)'.

- 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.
 - i. 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.

The screenshot displays the EarthArXiv Preprint Manager interface. At the top, it says "EARTHARXIV" and "Hello, CDR Admin!". Below this is the "Preprint Manager" title and a subtitle: "Manage the lifecycle of preprints submitted to EarthArXiv, from submission to publication or withdrawal." The main content area is divided into several sections:

- METADATA:** Contains fields for Title, Author, Published Date, Subjects, Status, and Abstract. The title is "Towards the analytical approximation of the hydrothermal vents/black smokers in the field conditions using 'Tadpole-Hotspot-Environment' database and handbook". The author is "Alexander S. Subbotin". The published date is "2023-10-05 10:17". The status is "Submitted".
- CONTROLS:** Contains a "Decline Preprint" button, a "Contact the Owner" button, and a "Discussion" button. There is also a "Primary identifier for this article (DOI) 10.57" field.
- AUTHORS:** A table with columns: Name, Email, Affiliation, Index. The author is "Alexander S. Subbotin" with email "a.s.subbotin@gmail.com" and affiliation "Mathematical Geophysics, IIR".
- VERSIONS:** A table with columns: Version, Type, Date, Filename, Uploaded, Download, Index. It is currently empty.
- PENDING UPDATES:** A table with columns: Version, Type, Date, Filename, Uploaded, Download, Index. It is currently empty.
- FILES:** A table with columns: Filename, Type, Size, Uploaded, Download, Delete. It contains one entry: "black-smokers.pdf" (application/pdf, 421.1 KB, 2023-10-05 10:17). There is a "Create Version with this File" button.
- SUPPLEMENTARY FILES:** A section with a "Manage Supplementary Files" link and a note: "No Supplementary File".

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
5. 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.

The image shows a screenshot of a web application interface for managing preprints. The top section is the 'Preprints Dashboard' for a user named 'Janeway'. It displays a table of 'SUBMITTED PREPRINTS' with columns for ID, Title, and Date Submitted. The first entry has ID 1735, Title 'Revision Test', and Date Submitted '2020-10-08 12:44'. A hand cursor is pointing at the title 'Revision Test'. Below this is a section for 'INCOMPLETE SUBMISSIONS' with a similar table structure. The bottom section is titled 'Preprint #1735 - Revision Test' and shows the metadata for this specific preprint. It includes fields for Title ('Revision Test'), Keywords, Abstract ('Test'), Subjects ('Library and Information Science'), and License. On the right side of this section, there are 'DATES' (Submitted: 2020-10-08 12:44, Decision (Under Consideration): N/a, Date Published: No date set) and a 'COMMENTS' section with a 'Manage Comments' button and an 'Upload New Version' button.

Preprints Dashboard

REPOSITORY DASHBOARD

PREPRINTS

Author Dashboard

LANGUAGE

English (en)

SUBMITTED PREPRINTS

ID	Title	Date Submitted
1735	Revision Test	2020-10-08 12:44

INCOMPLETE SUBMISSIONS

ID	Title	Date Submitted
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Preprint #1735 - Revision Test

You can view the metadata of your article, its recent views and downloads and upload new versions of the preprint.

METADATA

Title

Revision Test

Keywords

Abstract

Test

Subjects

Library and Information Science

License

DATES

Submitted 2020-10-08 12:44


Decision (Under Consideration) N/a

Date Published No date set

COMMENTS

Manage Comments

Upload New Version

 Galley

×

Upload File

You can upload a new file here, if this is just a minor correction select the correct option and upload the file, it will replace the existing file. If this is a completely new version of this manuscript, upload it and a new version will be generated and the older version retained for posterity.


✓ Correction

New Version

File *

Browse...

No file selected.

 Upload