

Atrio. Revista de Historia del Arte

How to Upload Revisions to a Submission on the Platform?

In this guide, we will learn how to use the platform of *Atrio. Journal of Art History* to consult the reviews of our articles and upload the revised files of the same.

1. To start, we will go to the *Atrio. Journal of Art History* page ([Click here](#)), and log in with our credentials. Remember that if we have forgotten our access details, we can recover them by clicking on "Forgot your password?" and following the steps indicated by the platform.

Inicio / Entrar

Nombre usuario *

Contraseña *

[¿Has olvidado tu contraseña?](#) 

Mantenerme conectado

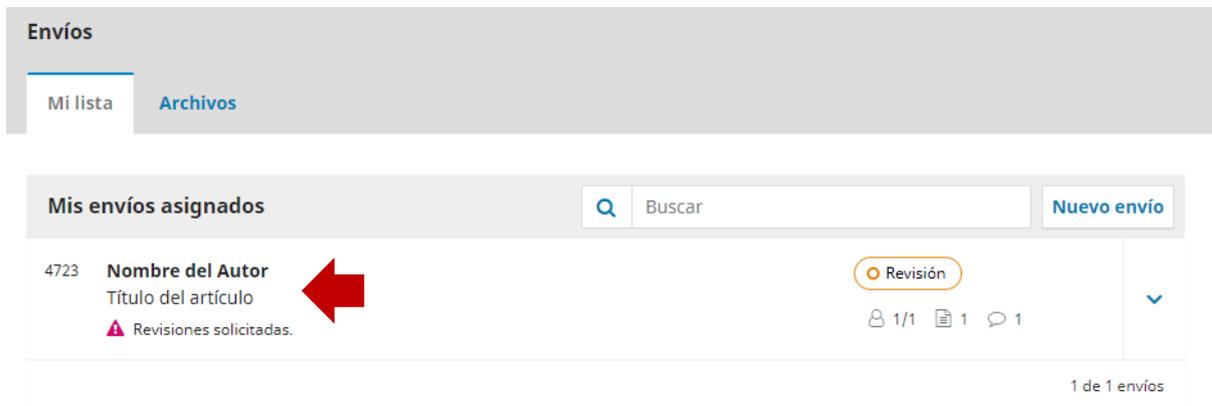
[¿No es usuario/a? Regístrese en el sitio](#)

If, after entering our details, we are not automatically redirected to our personal area, we will click on "Dashboard."

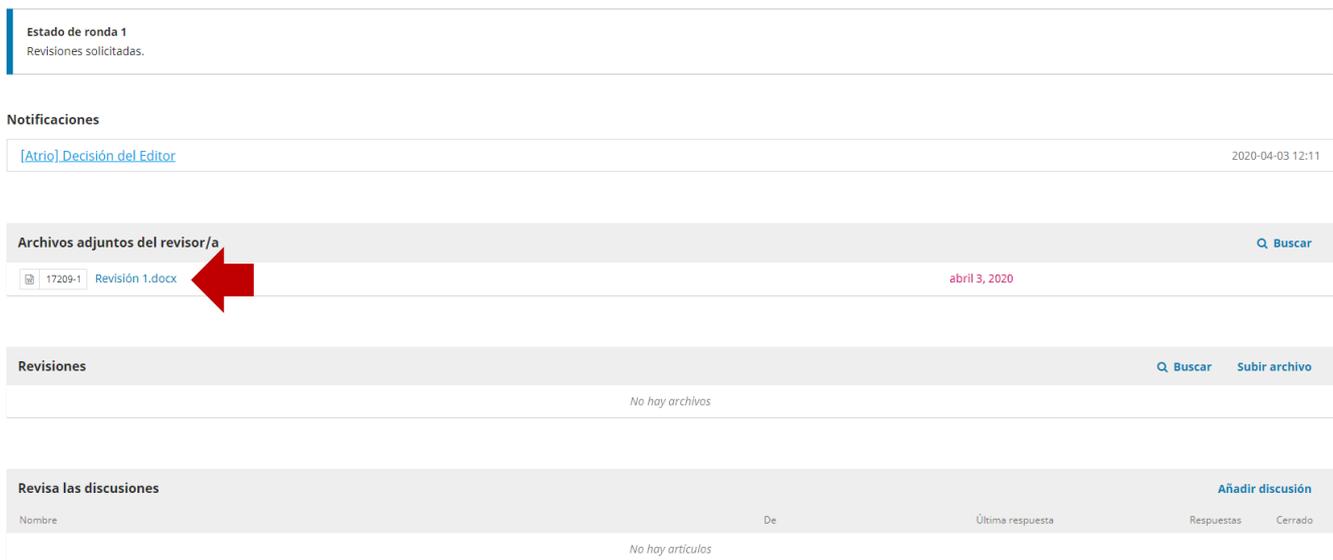


The screenshot shows the top navigation bar of the Atrio website. On the left is the logo of Universidad Pablo de Olavide and the journal title 'Atrio Revista de Historia del Arte'. On the right, there are links for 'Revistas UPO', 'Panel de control' (with a '0' indicator), and 'Usuario' (with a '0' indicator and a dropdown arrow). Below the navigation bar is a menu with links: 'Actual', 'Archivos', 'Monográficos', 'Indexaciones', 'Avisos', and 'Acerca de'. A search bar with the text 'Buscar' is also present. Below the menu is a large banner image of a historical cityscape. On the right side of the banner, there is a white arrow pointing upwards and the text 'Open Journal Systems'.

2. On this new page, we will see a list of our tasks and active submissions, along with their status. We click on the article for which we want to upload a new version, where we will usually find the message "Revisions requested."



3. On the next page, we will see the status of the submission and the notification from the editors (which will also have been sent to our email). Additionally, in the Reviewer's attachments, we will be able to download and review the documents with suggestions and corrections that the reviewers have uploaded to the platform.

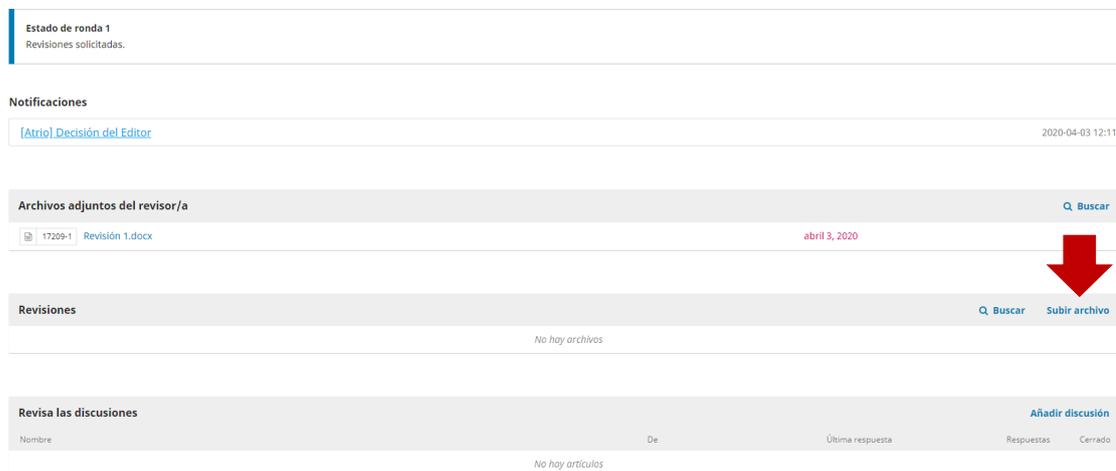


4. When adding changes to our document, we will ensure that the Track Changes mode is activated. In the latest versions of Microsoft Word, we do this by clicking on "Track Changes" from the Review tab in the toolbar.



If, for any reason, we are unable to activate it, we will ensure that all changes are easily identifiable (for example, by marking them in color) to facilitate the editorial process.

5. Once we have edited and saved the changes to the document, we will return to the previously viewed platform page and select "Upload file."



Estado de ronda 1
Revisiones solicitadas.

Notificaciones
[\[Atrio\] Decisión del Editor](#) 2020-04-03 12:11

Archivos adjuntos del revisor/a Q. Buscar

17209-1 Revisión 1.docx abril 3, 2020

Revisiones Q. Buscar Subir archivo

No hay archivos

Revisa las discusiones Añadir discusión

Nombre	De	Última respuesta	Respuestas	Cerrado
No hay artículos				

In the window that opens, we upload the articles as we did when making the submission. First, selecting the component (in the case of a revision, we will most likely upload a "Text of the article"), and then clicking on "upload file" to search for the document on our computer, clicking "continue" in this and the next step.

We recommend uploading the articles in this way, individually and without dragging them to the window, to ensure that they are received correctly..



Subir archivo de revisión ×

1. Cargar envío 2. Metadatos 3. Finalizar

Componente del artículo *
Texto del artículo

Arrastre y suelte aquí el fichero para empezar a subirlo Subir fichero

[Garantizar una revisión anónima](#)

Continuar Cancelar

The files uploaded to the platform will appear as follows:

Revisiones Q Buscar Subir archivo

17213-2 Revisión 1.pdf (2) abril 3, 2020 Texto del artículo

Additionally, at this point, we can also read a discussion with the editors or create a new one to notify them of any issues we consider important regarding our revisions.



Revisa las discusiones Añadir discusión

Nombre	De	Última respuesta	Respuestas	Cerrado
Acepto los cambios			0	<input type="checkbox"/>



For the first, we will click on the title of the discussion. If we want to respond, we will click on "Add message" within the window that opens. We write our response and click "Accept" to complete the process.

Acepto los cambios ✕

Participantes [Editar](#)

Atrio, Revista de Historia del Arte (atrio)

Nombre y Usuario

Mensajes

Nota	De
Todos los cambios quedan aceptados.	



For the second, we will check "Add discussion," and in the window that opens, we will choose the participants we want to include in the conversation, put in a title (subject), and write the message—we can also attach documents by clicking on "upload file." To send the message, we click "Accept."

Añadir discusión ✕

Participantes

<input type="checkbox"/>	Nombre del Autor
<input type="checkbox"/>	Atrio. Revista de Historia del Arte, Editor/a de la revista

Materia *

Mensaje *

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Archivo adjuntos 🔍 Buscar 📎 Subir archivo

No hay archivos

* Campos obligatorios

With all this, we will be able to update the files of our submission correctly.

If you have any questions, contact us at atrio@upo.es

The editorial team of *Atrio. Revista de Historia del Arte*
