Manazir مناظر Journal

Step-by-step instruction how to edit an issue and use **BOP** as an **editor** for **Manazir Journal**

Riccardo Legena   12. 10. 2020   manazir@unige.ch

Dear editor,

This is a **step-by-step instruction** for using **BOP (Bern Open Publishing)** as an **editor**. It will guide you in editing and formating an issue for the **Manazir Journal**. If you are having any questions, feel free to contact us under **manazir@unige.ch**.
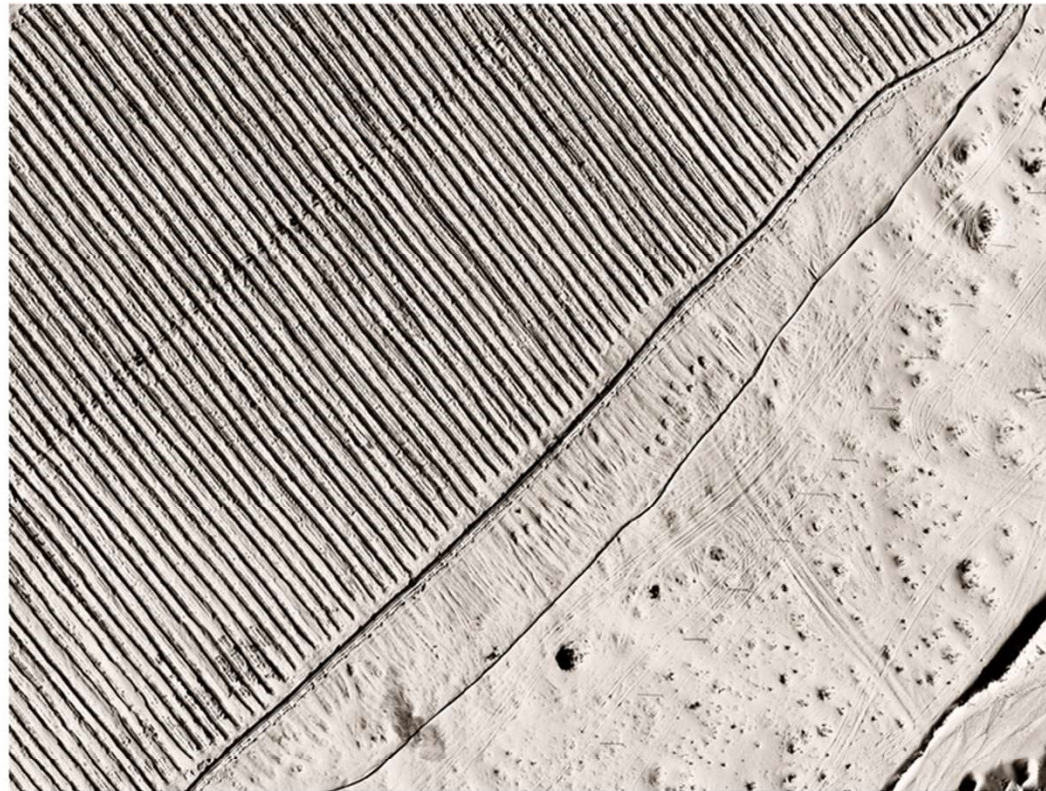
We are happy to have you on board!

Manazir مناظر

Swiss Platform for the Study of Visual Arts, Architecture and Heritage in the MENA Region

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1. Go to our website: **www.manazir.art**

2. Click on **Manazir Journal**

NEWS

"Abstraction, the Parisian environment and artists from the MENA region"
Next ARVIMM Seminar 2020-21

1st issue of Manazir Journal
Edited by Silvia Naef & Nadia Radwan

A Photographic Odyssey. Fred Boissonnas and the Mediterranean
Exhibition curated by Estelle Sohier, Rath Museum, Geneva

Adel Abdessemed "Description of a Struggle"
Exhibition, Wilde Gallery, Geneva

Kader Attia, "Remembering the Future"
Exhibition, Kunsthaus, Zürich

The Contemporary Art Scene in Syria: Social Critique and an Artistic Movement
by Charlotte Bank

Jananne al Ani, production still from the film *Shadow Sites II*, 2011. Courtesy the artist, photography Adrian Warren

VITROMUSÉE

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Manazir

مناظر

Journal

Current   **Forthcoming**   Archives   About ▾   Editorial Team   **Submissions**

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Vol. 1 (2019): The Arab Apocalypse. Art, Abstraction & Activism in the Middle East

This first issue of *Manazir Journal* originates in the exhibition dedicated to the Lebanese-American artist, poet and writer Etel Adnan held at the Zentrum Paul Klee in Bern in 2018 and the related symposium. It illustrates how artists, in the Arab world, connected abstraction and political activism, in a search that ties visual aspects to clearly expressed opinions and visions of and on this region. The title refers to Adnan's well-known epic poem "The Arab Apocalypse" which she wrote during the Lebanese civil war.

Published: 25-10-2019

Forthcoming Issues

Vol. 2 (2020): *Circulations et trajectoires artistiques entre le Nord de l'Afrique et la France (XIXe-XXe s.)*, edited by Alain Messaoudi and Camilla Murgia

Vol. 3: *Ce que l'art fait à la ville au Maghreb et au Moyen-Orient. Pratiques artistiques, expression du politique et transformations de l'espace public*, edited by Marie Bonte and Marion Slitine.

Vol. 4: *Art - Creativity - Spontaneity: Ramsis Wissa Wassef*, edited by Leïla El Wakil.

Linked to

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Introduction

Introduction

Click in the upper-right corner on either **Register** or **Login**, if you already made an account or has been made for you.

Manazir Journal

Tasks **0**

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Submissions

Submissions

My Queue	Archives

❶ Help

My Assigned

🔍 Search   ▼ Filters   **New Submission**

7177   **Your Name**
Your Article's Title

⭕ Submission   ⌄

1 of 1 submissions

This is how your personal site looks.

15:30
23.10.2020

As **editor**, you must guide and accompany the submitted articles through the **four stages of publishing**. The four stages are:

1. **Submission**
2. **Review**
3. **Copyediting**
4. **Production**

You are in charge of navigating the articles between the four stages. This instruction will guide you through all of this.

Health Sciences. The Journal of Theme Designing ▾   Tasks 848

⊘ English   👁 View Site   👤 admin

jtd

Submissions

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Submissions

| My Queue 7 | Unassigned | All Active 7 | Archives 8 |

🛈 Help

My Assigned

🔍 Search   ▼ Filters   New Submission

443   **Smith**
Towards Designing an Intercultural Curriculum: A Case Study from the Atlantic Co...
◯ Submission   ⌄

441   **Woods**
Finocchiaro: Arguments About Arguments
◯ Submission   ⌄

427   **Williamson et al.**
The Official Knowledge and Adult Education Agents: An Ethnographic Study
⚠ Waiting for reviewers to be assigned.
◯ Review
👤 0/0   ⌄

425   **Barnes**
Yam Diseases and its Management in Nigeria
◯ P

You find all the submitted articles in **«My Queue»** or if you have not been assigned to them, under **«Unassigned»**

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The Official Knowledge and Adult Education Agents
Joe Williamson, Frederic Serletis

| Submission | Review | Copyediting | Production |

❶ Help

Submission Files   🔍 **Search**   **Upload File**

▶ [w] 47-1   jwilliamson, Author, submission.docx   Article Text

Download All Files

Pre-Review Discussions   **Add discussion**

Name	From	Last Reply	Replies	Closed
		No Items		

Send to Review

Accept and Skip Review

Decline Submission

Participants   **Assign**

Journal editor

▶ Daniel Barnes

Section editor

▶ David Buskins

▶ Stephanie Berardo

Author

Choose one submission,
click on **«View Submission»**
and then on
«Send to Review»

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Submissions

Metadata   **Editorial History**   **Submission Library**

The Official Knowledge and Adult Education Agents
Joe Williamson, Frederic Serletis

Submission   **Review**   **Copyediting**   **Production**   ⊕ **Help**

Round 1   **New Review Round**

Round 1 Status
Waiting for reviewers to be assigned.

Review Files   Q **Search**   **Upload/Select Files**

| 📄 | 48-1 | Author, submission.docx | Article Text |

You progressed from the Submission stage to the **Review stage**. Click on **Add Reviewer**

Reviewers   **Add Reviewer**

No Items

Make Recommendation

Participants   **Assign**

Journal editor

▸ Daniel Barnes

Section editor

Add Reviewer

Locate a Reviewer

Q Search   ▼ Filters

○   (1 active) **JB MAcg**
    ⊘ 0   🕙 9 days ago   ⌄

○   **Roger Gillis**
    PKP
    ⊘ 0   🕙 Never assigned   📖 Tragedies, Falconry, Tragic Falconry   ⌄

○   (6 active) **Adela Gallego**
    State University of New York
    ⊘ 2   🕙 43 days ago   📖 libraries   ⌄

○   (5 active) **Aisla McCrae**
    University of Manitoba
    ⊘ 2   🕙 43 days ago   ⌄

○   (4 active) **Paul Hudson**
    McGill University
    ⊘ 3   🕙 29 days ago   ⌄

○   (5 active) **Julie Janssen**
    Utrecht University
    ⊘ 1   🕙 43 days ago   ⌄

6 of 6 reviewers

Select Reviewer   **Create New Reviewer**   **Enroll Existing User**

Choose your reviewer for the submitted article. You can use **filters** or the **search tab**, if you don't find your preferred reviewer or you can directly **create** an user account for him or her.

Here you can write the email, which will be automatically sent to the selected reviewer.

the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

☐ Do not send email to Reviewer.

Important Dates

2016-09-20	2016-09-27
Response Due Date	*Review Due Date*

+   Close File Selection

Files To Be Reviewed   Q **Search**

▶ ☑   W   163-1   Author, submission-manuscript.docx   Article Text

Review Type
- ◉ Double-blind
- ○ Blind
- ○ Open

Add Reviewer   Cancel

Enter the **Response** and **Review Due Dates,** choose **Double-blind** and click on **Add Reviewer**.

Add Reviewer   ✖

Selected Reviewer

Adela Gallego   Change

Email to be sent to reviewer

🗐   📋   **B**   *I*   U   🔗   ✂   <>   ⛶   🖼 Upload   ±

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "The Official Knowledge and Adult Education Agents," which has been submitted to Journal of Public Knowledge. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by RESPONSE DUE DATE to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is http://vpstest2.lib.sfu.ca/index.php/publicknowledge

Submission	Review	Copyediting	Production		❶ Help

Round 1	New Review Round

Round 1 Status
New reviews have been submitted.

Notification
All reviews are in and a decision is needed in Review.

Review Files   🔍 Search   Upload/Select Files

▶ 📄 163-1 Author, submission-manuscript.docx   Article Text

Reviewers   Add Reviewer

▶ Adela Gallego   **Review Submitted**   **Read Review**
                                 Recommendation: Revisions
                                 Required

Request Revisions

Resubmit for Review

Send to Copyediting

Decline Submission

Participants   Add

Section editor

If the reviewer is finished, you can see his or her **recommendation** here. You can read the reviewer's comment and write him or her a thank email by clicking on **Read Review**.

Submission **Review** **Copyediting** **Production**   **ⓘ Help**

Now you need to decide between those four options: **Request Revisions**, **Resubmit for Review**, **Send to Copyediting** and **Decline Submission**.

If you decided in favor of the article, choose **Send to Copyediting**

ew Round

submitted.

decision is needed in Review.

                                        Q Search   Upload/Select Files

▶ 📄 163-1 Author, submission-manuscript.docx   Article Text

Reviewers   **Add Reviewer**

▶ Adela Gallego   **Review Submitted**   **Read Review**
                                  Recommendation: Revisions
                                  Required

Request Revisions

Resubmit for Review

Send to Copyediting

Decline Submission

Participants   **Add**

Section editor

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approach for externalization of expert tacit knowledge
Apostolos Mishkin, Frederic Serletis

Tasks 3

Submissions

| Submission | Review | Copyediting | Production |

ⓘ Help

Draft Files   🔍 Search   **Upload/Select Files**

| 📄 | 165-1 | Author, submission-manuscript.docx | Article Text |

You progressed from the Review stage to the **Copyediting stage**. Here you can download the article, change it, conduct a discussion with the author and finally **upload** the copyedited version of the article.

Copyediting Discussions   **Add discussion**

Name	From	Last Reply	Replies	Closed
[JPK] Copyediting Request	sberardo Aug/31	-	0	☐

Copyedited   🔍 Search   **Upload/Select Files**

No Files

Participants

Section editor

▸ Stephanie Berardo

Copyeditor

▸ Sarah Vogt

Author

▸ Apostolos Mishkin

In the **Upload/Select Files** window, you can upload the copyedited version of the article and finally also choose which version of the article you want to continue with. Be careful not to choose the author's original version.

Upload/Select Files

Copyedited   Upload File

☐ *Show files from all accessible workflow stages.*

Copyediting

▶ ☐   W 165-1   Author, submission-manuscript.docx   Article Text

▶ ☐   W 166-1   svogt, Copyeditor, submission-manuscript.docx   Article Text

OK   Cancel

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Tasks 4

Submissions

If you uploaded and selected the final version of the article, click on **Send to Production**.

Submission   **Review**   **Copyediting**   **Production**

ℹ️ **Help**

Draft Files   🔍 **Search**   **Upload/Select Files**

▶ 📄 165-1 Author, submission-manuscript.docx   Article Text

Copyediting Discussions   **Order**   **Add discussion**

Name	From	Last Reply	Replies	Closed
▶ [JPK] Copyediting Request	sberardo Aug/31	-	0	☐
▶ Copyediting check	svogt Aug/31	mishkin Aug/31	1	☐
▶ Copyediting complete	svogt Aug/31	-	0	☐

Send To Production

Participants   **Add**

Section editor

▶ Stephanie Berardo

Copyeditor

▶ Sarah Vogt

Author

▶ Apostolos Mishkin

Congratulations!
You successfully navigated an article to the **Production stage**. From here, we will take the last steps for publishing. If you still have questions or problems, contact us directly under **manazir@unige.ch.**