

Jimma University, College of Natural Sciences

Brief guideline for authors on how to **re-submit** corrected version of a manuscript to the Ethiopian Journal of Education and Sciences (EJES)

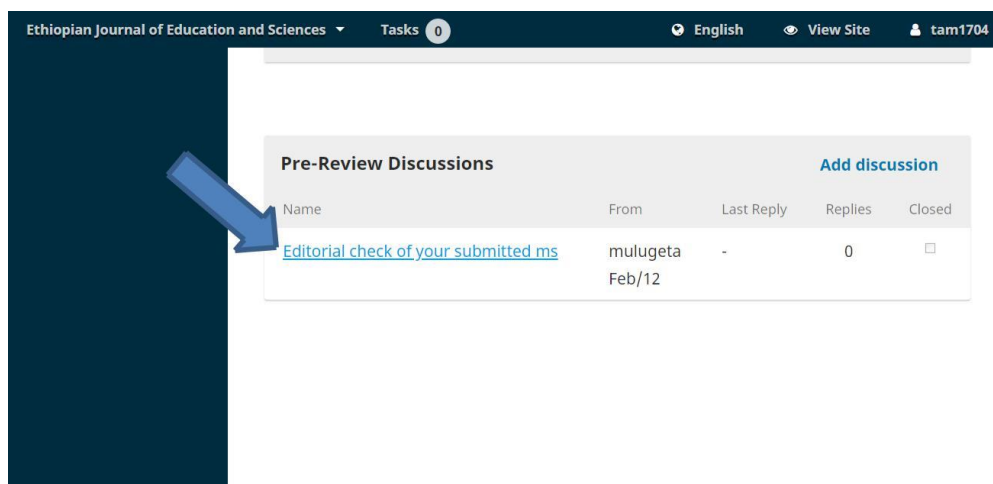
We have learnt that authors are re-submitting their corrected manuscripts as a new file (new submission), following editorial checkups and reviewer comments, which unfortunately will count as two different submissions.

Basically, once an author initially submits a manuscript, all the following communications such as pre-review discussions and re-submissions of the corrected versions of the manuscript should build up on the same initially submitted system.

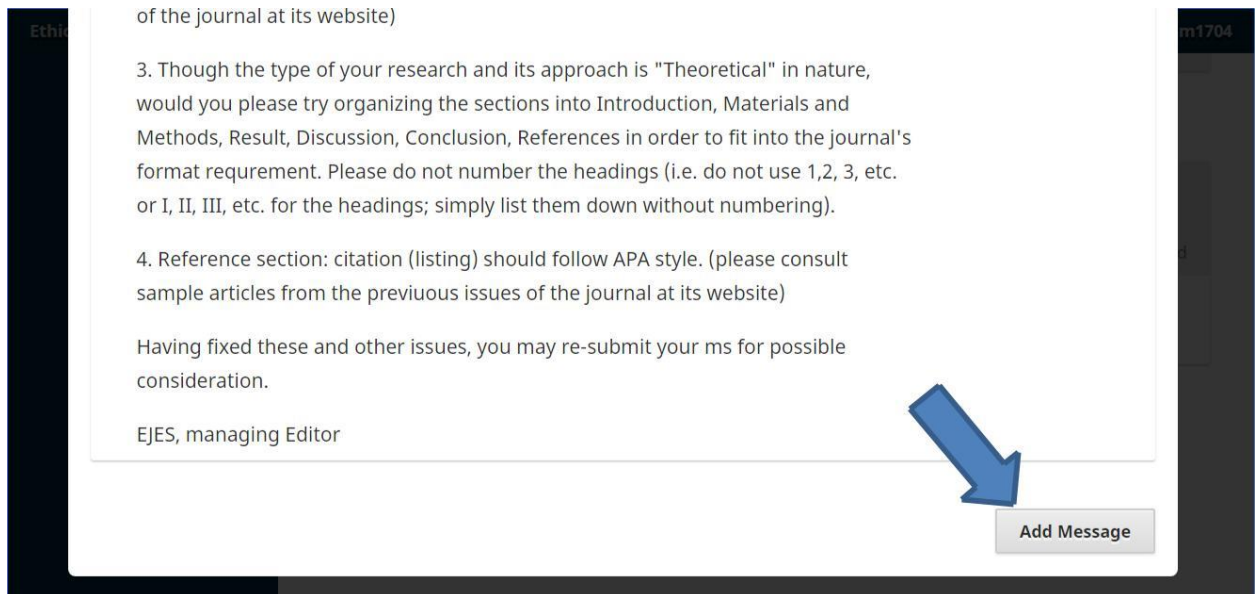
Therefore, this brief information is intended to guide you through on how to re-submit the corrected versions of your manuscript(s) every time you make re-submissions following editorial or review comments.

Brief steps to re-submit a corrected version of a manuscript to EJES

1. Login using your author user name and password at the journal site: journals.ju.edu.et/index.php/ejes
2. Once you get into your page, click on your submitted manuscript
3. Then, gradually scroll down to the “Pre-Review Discussions” where you will find a page of the following type. Then, click on the pre-review discussions such as [“Editorial check of your submitted ms”](#) indicated by the arrow.

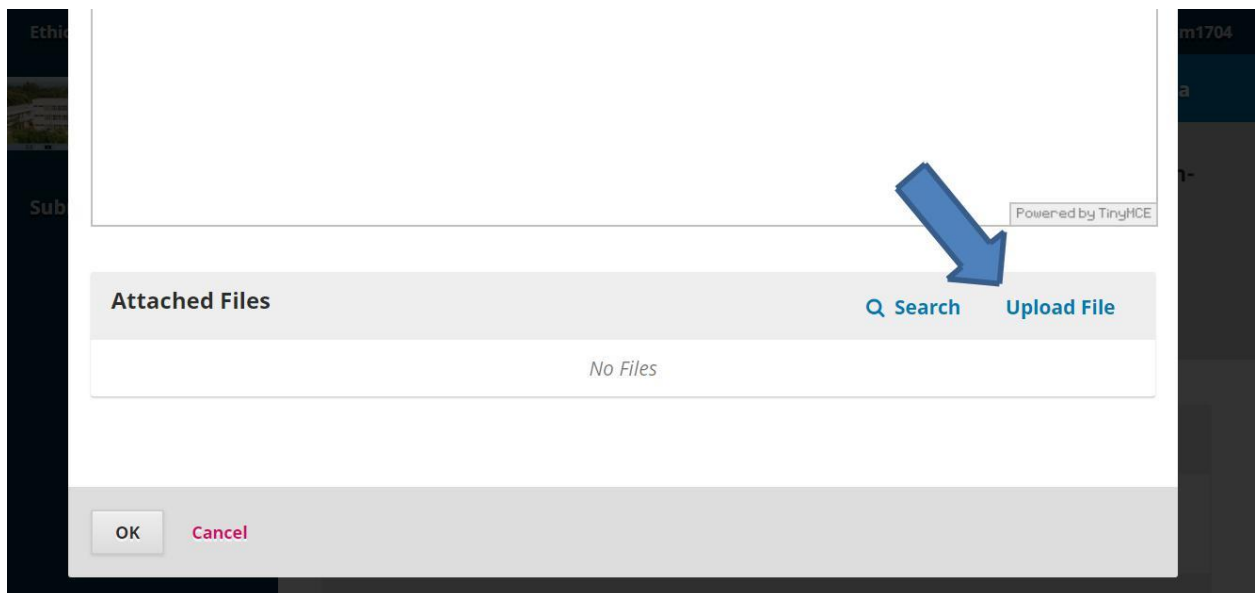


4. Once the page in **step #3** opens, scroll down to the end of the page where you will find **"Add message"** tab at the bottom right corner of the page (see the image below)

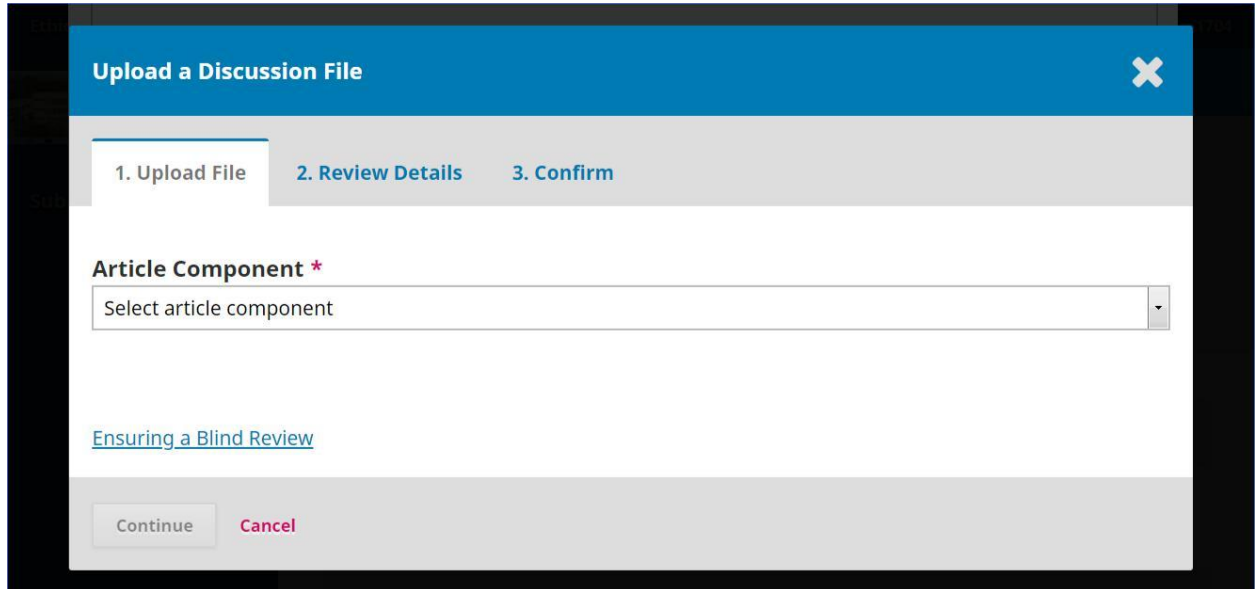


5. Click on **"Add Message"** Tab

6. Once the page in **step #5** opens, scroll down to the end of the page where you will find **"Upload File"** at the bottom right corner of the page (see the image below). Click on the **"Upload File"** tab



7. Then, you will find the following page, where you can upload your file (the corrected version of your manuscript)



The screenshot shows a dialog box titled "Upload a Discussion File" with a close button (X) in the top right corner. Below the title bar, there are three steps: "1. Upload File" (highlighted), "2. Review Details", and "3. Confirm". The main content area contains a dropdown menu labeled "Article Component *" with the text "Select article component" and a downward arrow. Below the dropdown is a blue hyperlink labeled "Ensuring a Blind Review". At the bottom of the dialog, there are two buttons: "Continue" and "Cancel".

EJES, Editorial