# How to resubmit a paper after revisions in OJS3

This document provides step-by-step instructions on how to resubmit the revised version of a paper in OJS3. Suppose, you as author have been asked for minor or major revisions to a paper you submitted to REGION. Now, you have revised the paper and want to send it back to the editor.

## The Author needs to login and go to the Dashboard of the Article

The author needs to login to OJS3 via the **Login-button** on the REGION homepage (http://region.ersa.org). He/she needs to use the same credentials under which he/she uploaded the original submission. When you have logged in successfully as author, you will get to the "**My Queue**" tab of the submissions dashboard.

Click on the Author name or title to get to the dashboard of the article. (Alternatively, you may click the marker on the right hand side and then click the "**View Submission**" button). This will get you to the "Review" tab of the article dashboard.
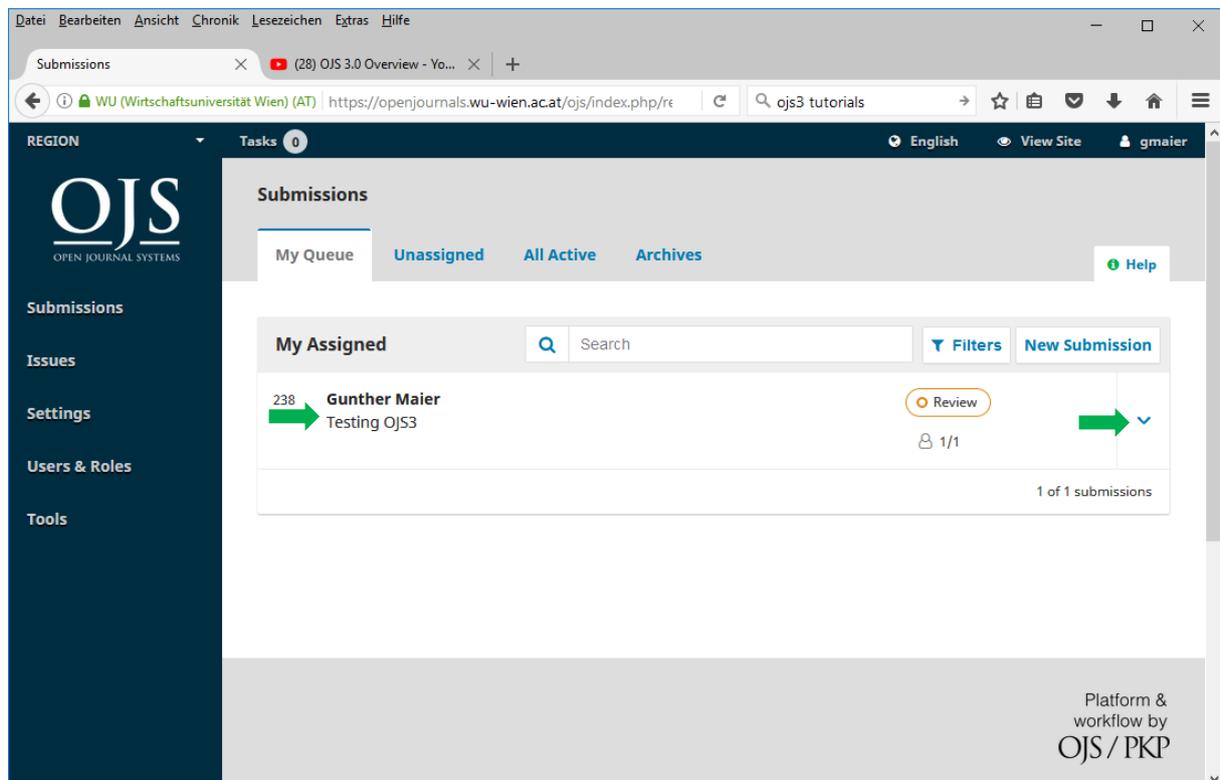

How to Upload the revised version

In the "Review" tab of the article dashboard you can re-read the notification from the editor and also look at files uploaded by the referee if there are any (there are none in our example).
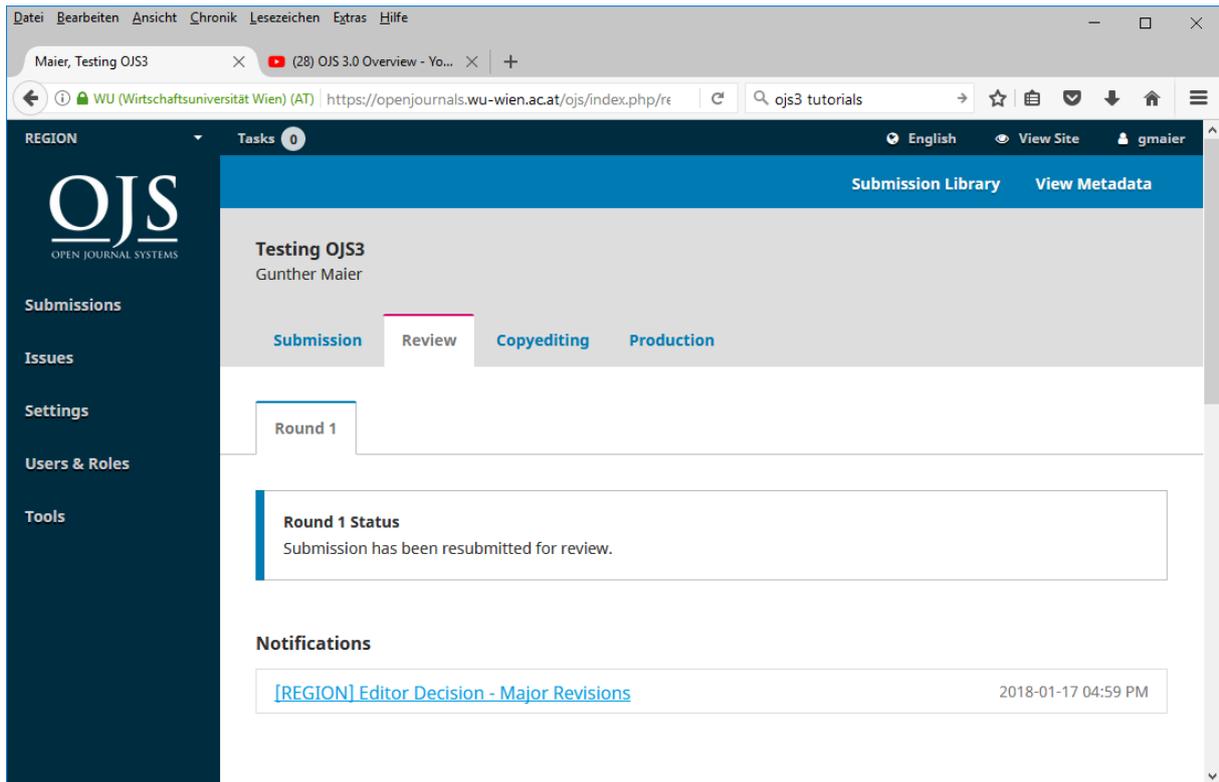
At the lower part of the page you will find a heading "**Revisions**" with a button "**Upload File**". Click this button if you want to submit a revised version of your paper.
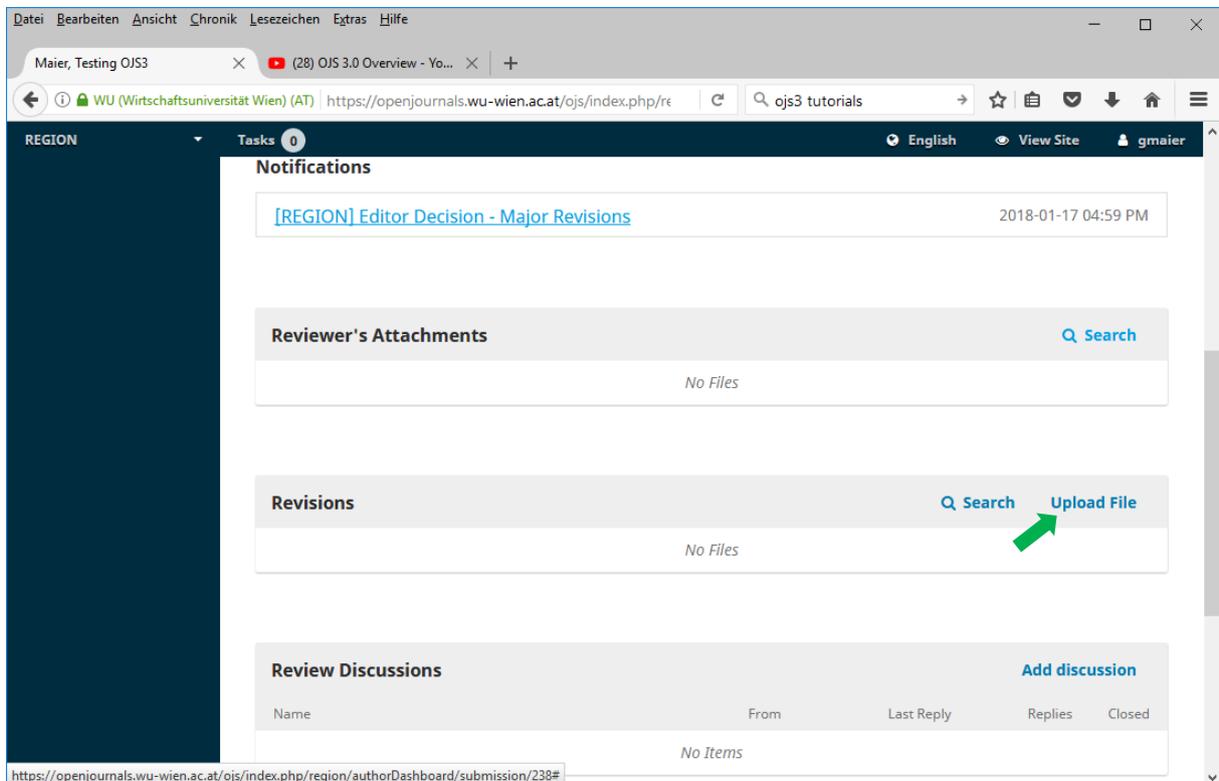

This gets you to the "**Upload Review File**" dialog. First, you need to specify whether you are uploading a revision of an existing file or not. The first select box shows the title of our file in review as an additional option. Since we want to upload a revised version of this paper, we select this title.
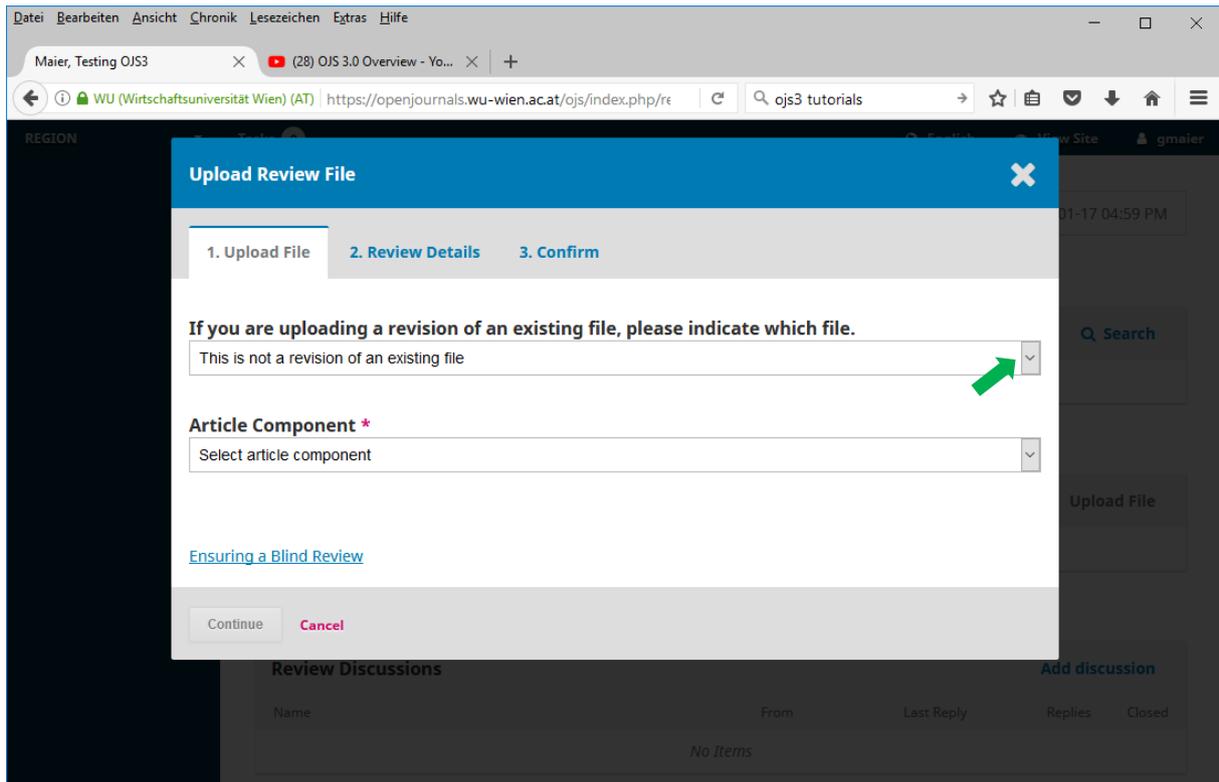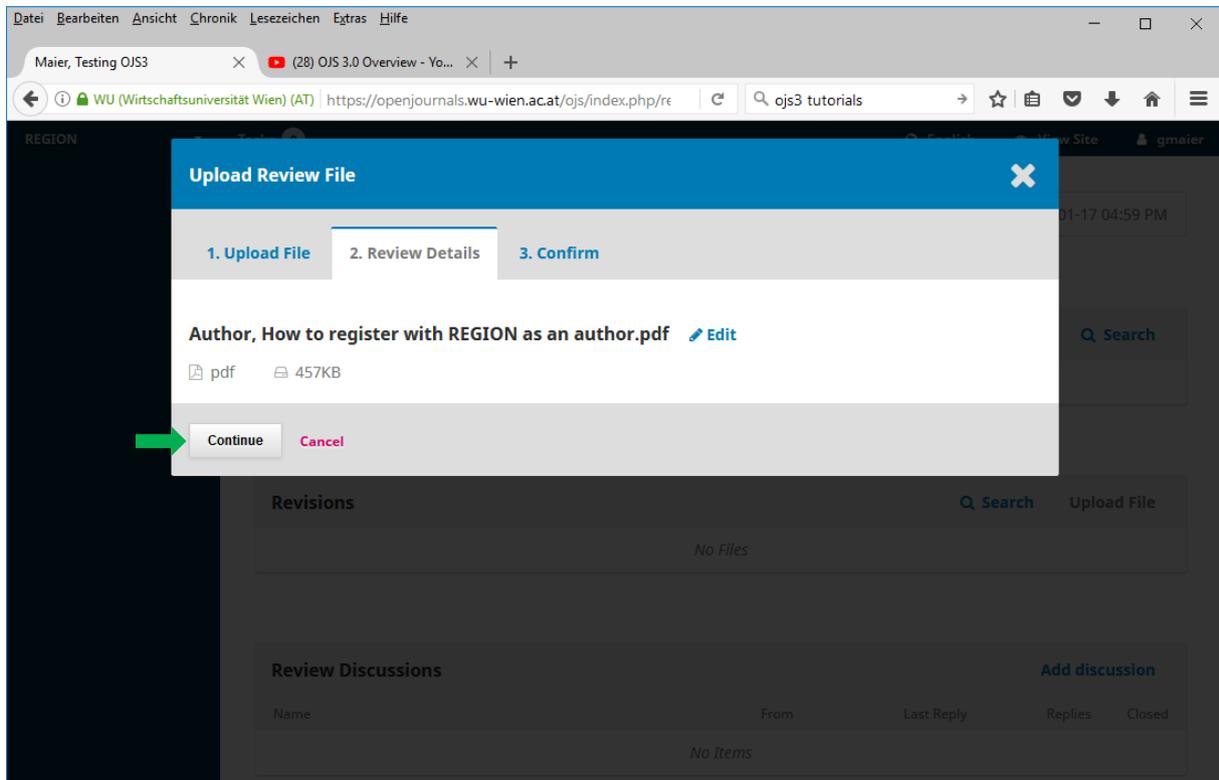
With this selection, the form changes to the following one. All you now need to do is click the
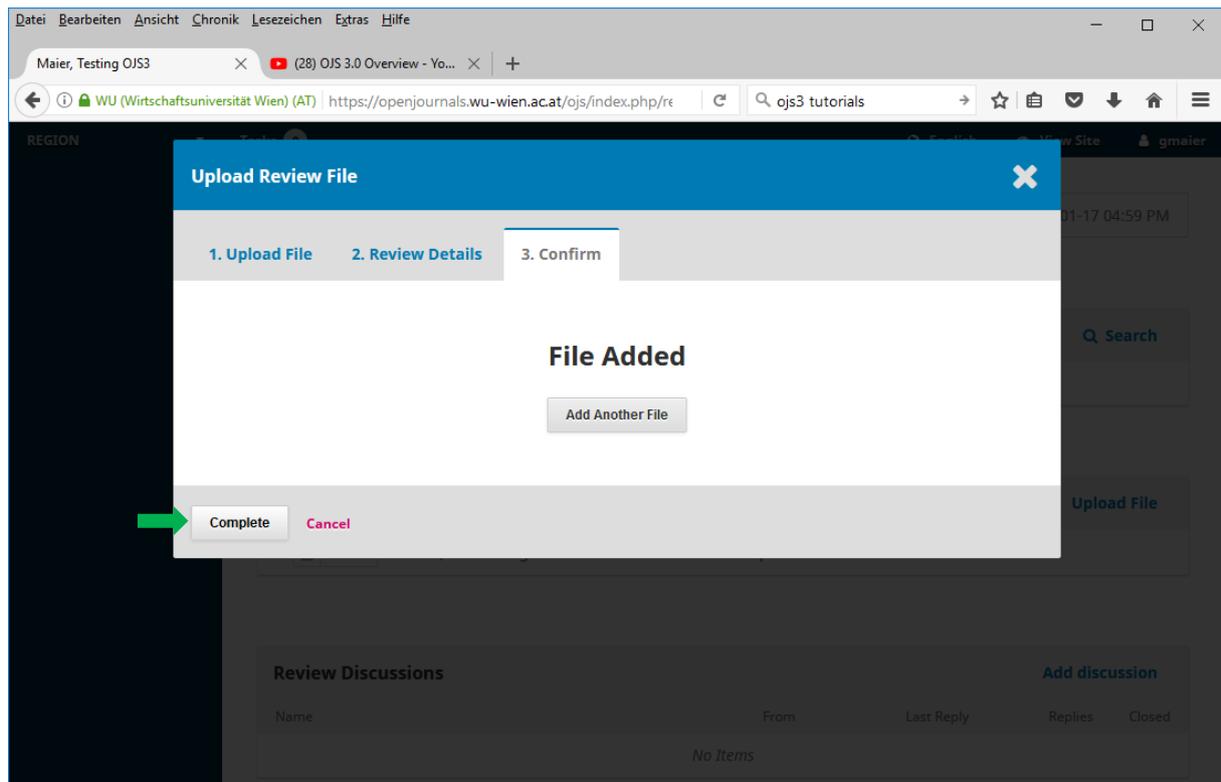"**Upload File**" button and upload the file.
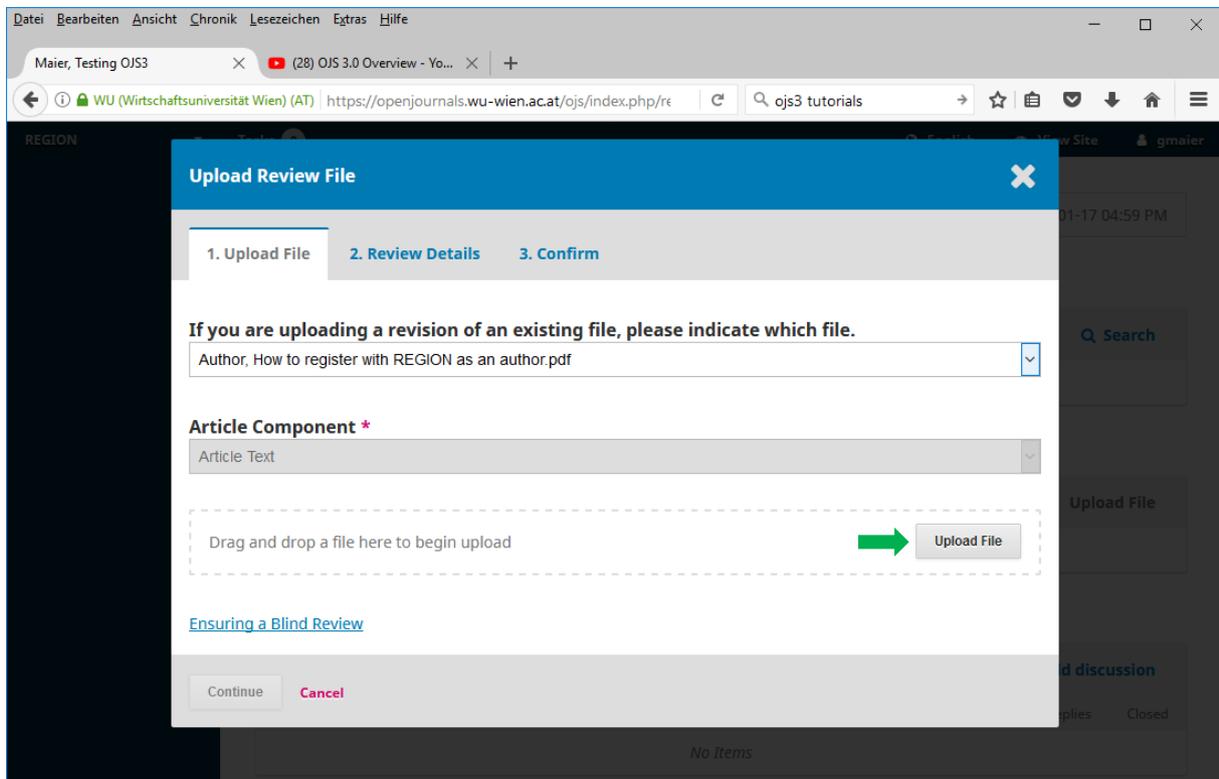
Then, click "**Continue**" to move to step 2.
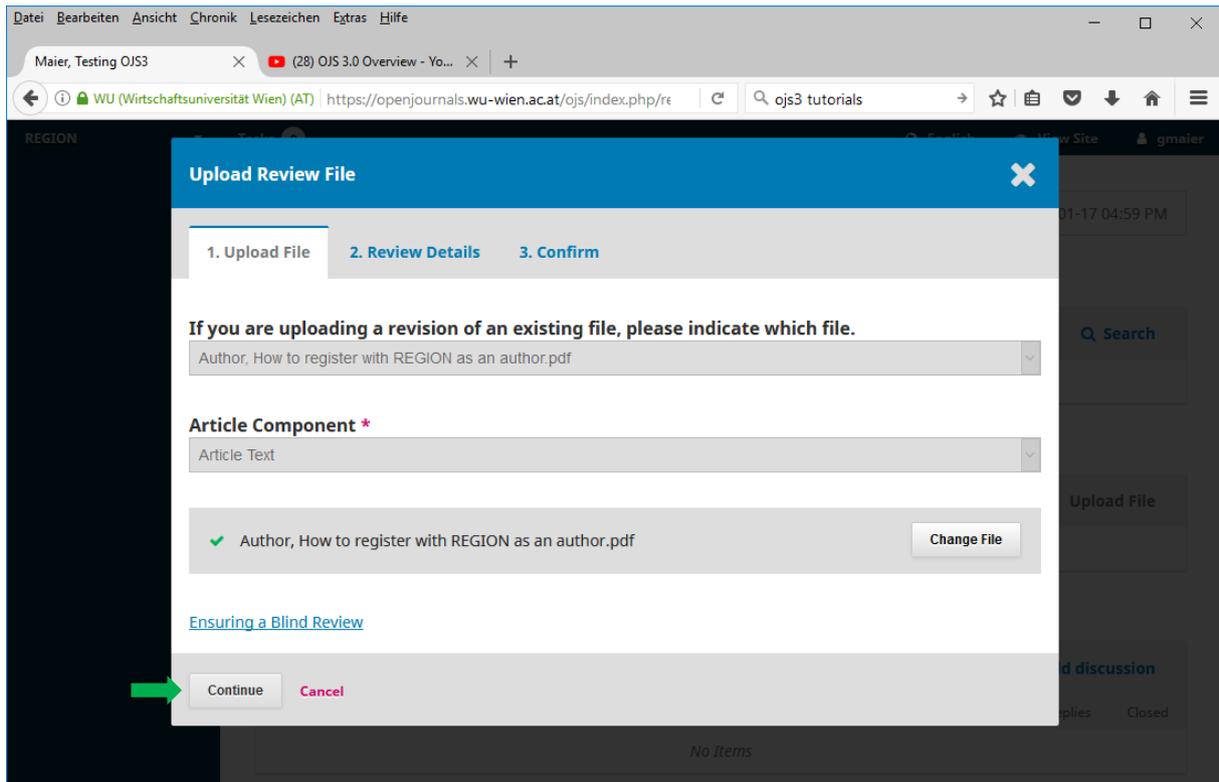
Step 2 just allows you to review your selections. If everything is OK, click "**Continue**".


In the final step, you can add more files or finalize the file upload by clicking "**Complete**".

This gets you back to the article dashboard. There, you see the newly uploaded file under "**Revisions**" (blue arrow).

Inform the Editor

Unfortunately, in the current version OJS3 does not automatically notify the editor about the uploaded revision. Therefore, we recommend that you add a review discussion. To do this, click "**Add discussion**"
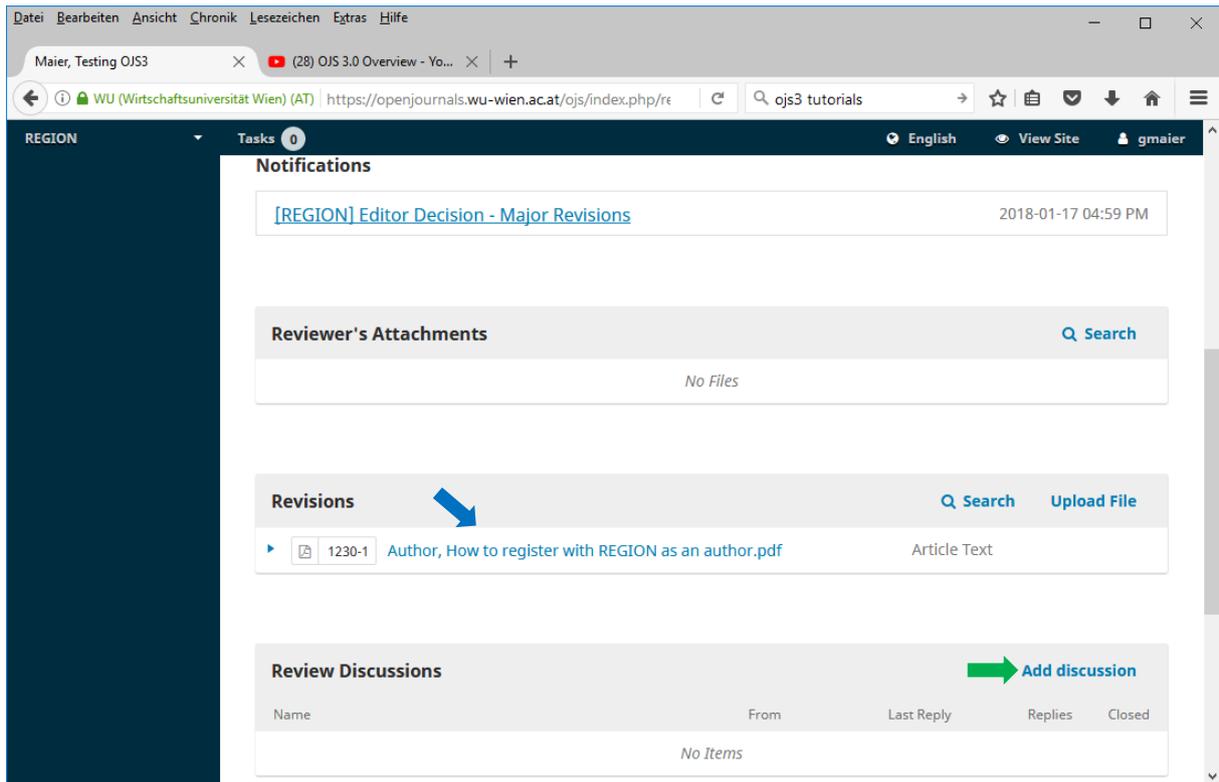
Make sure you add the editor as a participant in the discussion (red arrow). Type in a Subject and a Message, and click "**OK**" (not shown on the screenshot).
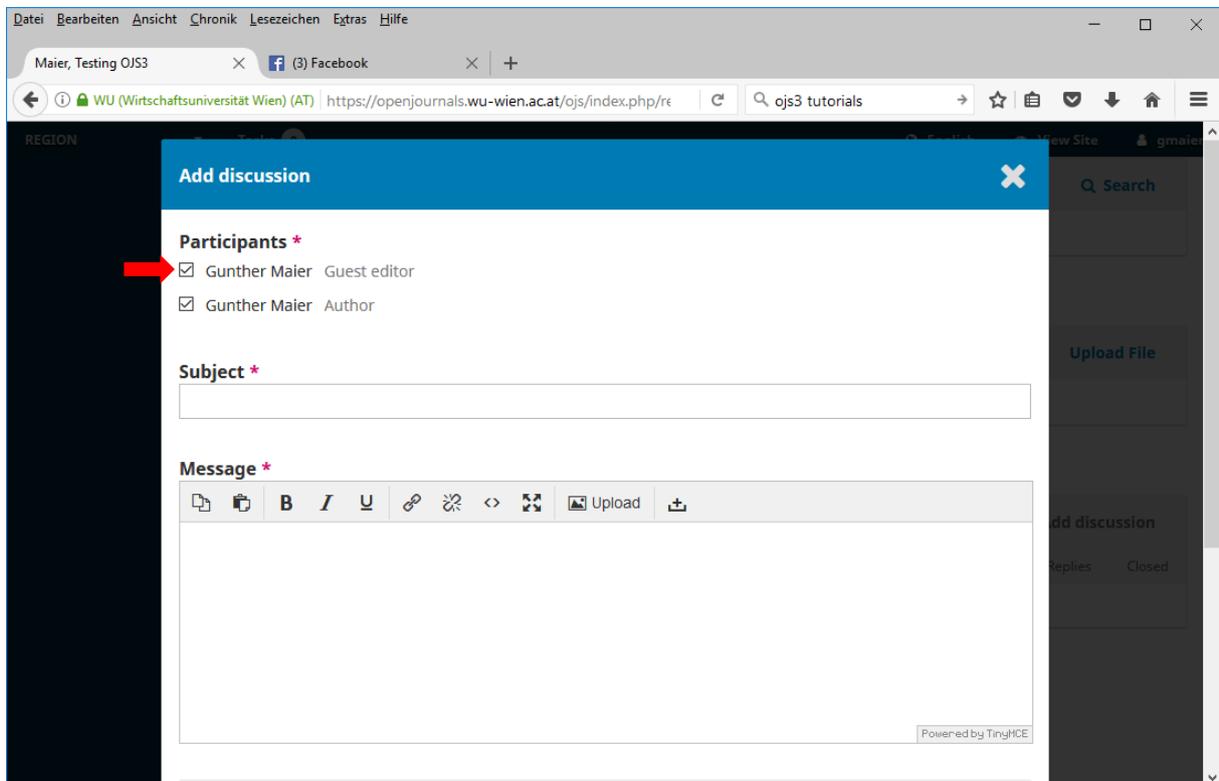
With this step, the author has finished uploading the revised version of the article. The next steps need to be taken by the editor.