



## ARPHA Abstract Submission

# Frequently Asked Questions

## Seeking Help

See the following resources for help.

- › [ARPHA Instructions on Starting a Manuscript](#)
- › in the ARPHA module, send an email to 'Helpdesk' in the top black ribbon
- › for technical submission questions [journals@pensoft.net](mailto:journals@pensoft.net)
- › for content/meeting-related questions [abstract@fdo2022.org](mailto:abstract@fdo2022.org)

When requesting email assistance, please include the ARPHA ID of your abstract in the subject line.

## ARPHA-related FAQs

### *How does the editing process work?*

After submitting the abstract for review, a Technical Editor (TE) will be notified and gain access to it. The TE will assess it for timeliness and relevance, substance and soundness, clarity and impact for acceptance. The TE will leave comments for improvement (if any) and send it back to the submitting author to resolve them. The submitting author will receive an automated notification from [awt@pensoft.net](mailto:awt@pensoft.net), and will regain editing control to implement changes. After coordinating modifications with co-authors, the abstract can be resubmitted. This cycle can be repeated as needed until the abstract is accepted, however, we ask that TE comments be addressed as expeditiously as possible to help us maintain the conference schedule. Once accepted, the abstract is ready to be submitted to the journal, and the submitting author will receive a system notification.

### *I see feedback and corrections to make in my abstract, but I don't have access.*

Don't worry--you did nothing wrong. Your abstract is still undergoing review (the abstract status in the dashboard should be 'pre-submission review' (see below 'How do I know the status of my abstract?') and should be sent back to you soon.

### *Where do I enter the state or province under address as an author?*

ARPHA does not currently track that information. If you feel it is necessary, add an [ISO 3166-2 code](#) for your country's subdivision, separating it from the city name with a comma and space.

### *My abstract has been approved and it validates but why don't I see a 'Submit to the Journal' button?*

You may not be the person who originally submitted the abstract. If this is the case, please request that the submitting author 'Submit to the Journal' or contact the ARPHA Helpdesk.

### *I use more than one email for my work. How do I choose one?*

In the ARPHA editorial platform, you should use only one email account that you check regularly, will have persistence, and that you do not mind being public (the system displays it publicly to other users and in published papers). This way all tasks appointed to the user will be accumulated under a single account and you will not have to access several dashboards for a single journal. Regardless of email, if you are an author and need to credit a particular institution for the work you are presenting, modify your affiliation in the Author module for each abstract or manuscript submitted. More than one affiliation can be submitted per author/abstract.

### *How do I know the status of my abstract?*

Sign into [ARPHA](#) and click on 'View Dashboard'. To the right of each manuscript, you can see the document's status. Note that only one person can work on an abstract at a time (either authors or editors). If you are not actively working on a manuscript, please close the window to give others a chance to contribute. *Note:* the dashboard may give misleading indications that someone is editing the manuscript. You can verify if this is true by clicking on the manuscript title. It will either let you into the manuscript or give a message that you don't have access (if someone else has it open).

#### ARPHA manuscript statuses

- *Draft.*  
Authors have editing rights (editors see as read-only).  
Authors must submit the abstract for review for the abstract to be released for editorial assessment.
- *In pre-submission review*  
Authors see as read-only (editors are able to make changes and add comments).  
Authors may see these comments but will not be able to make changes until

editors release the abstract back to the authors using the Send Feedback button. Pressing the Send Feedback button returns the abstract to Draft mode so that authors may respond.

- ▶ Once you have been notified that your abstract has been *Approved*, the submitting author (and *only* the submitting author - other authors will not see the option to Submit to Journal) must **Submit to Journal** and complete a final publication checklist. The checklist consists of multiple screens, however, please be sure to complete the entire process. If you fail to complete it, your abstract may be marked as an Incomplete Submission. You will get three automated warnings to remedy this before the system automatically buries/removes your submission from the publication queue.
- ▶ The abstract will subsequently proceed to *Layout* and be in a queue to be *Published*. Please ensure that the submitting author is available until the entire process is complete.
- ▶ For a FDO 2022 abstract to be published, the presenter must be fully registered (i.e., any assessed fee paid) for the conference.

### ***What if I don't see my abstract anywhere?***

It is possible that you have more than one ARPHA account under different emails. Please consolidate them if this is the case.

Another possibility is that the ARPHA platform has automatically archived your abstract due to prolonged inactivity (after three ignored email warnings). You will need to notify Pensoft to reinstate such an abstract. Please make sure all communications include an article identifier (ID#) in the subject line.

Communicate with the Pensoft Helpdesk or with [journals@pensoft.net](mailto:journals@pensoft.net) to resolve technical issues.