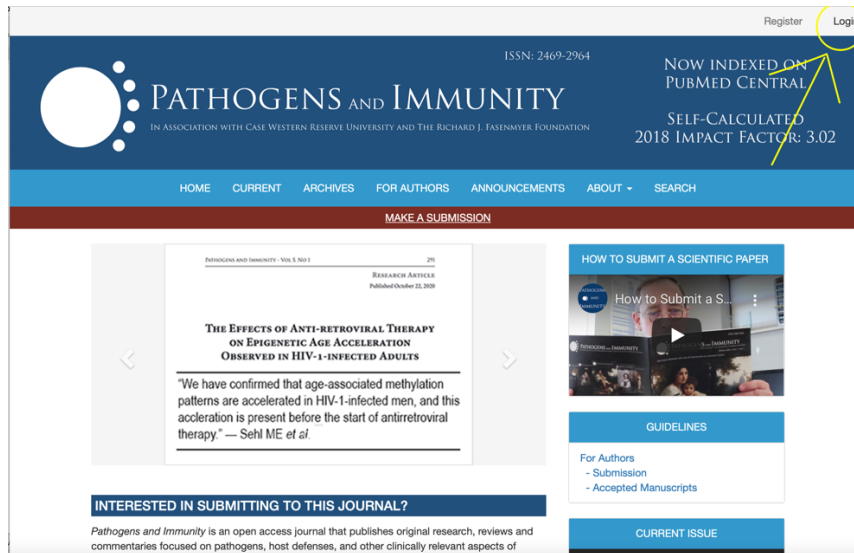


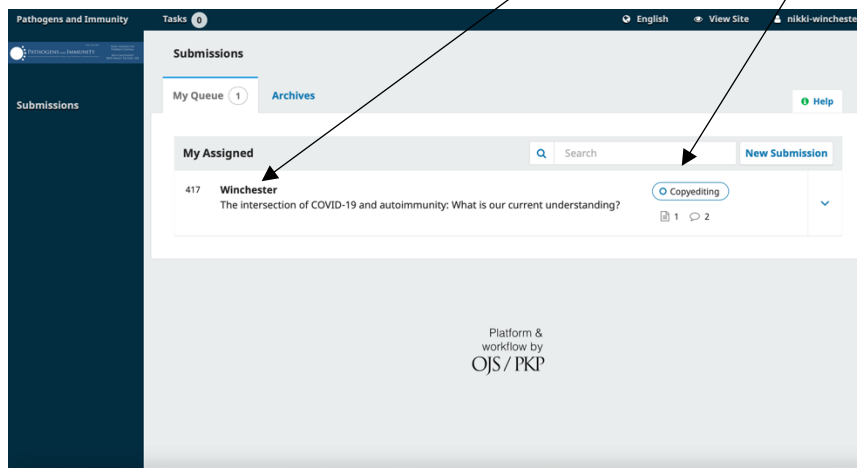
Author Process — Copyediting

How to Receive Copyedits

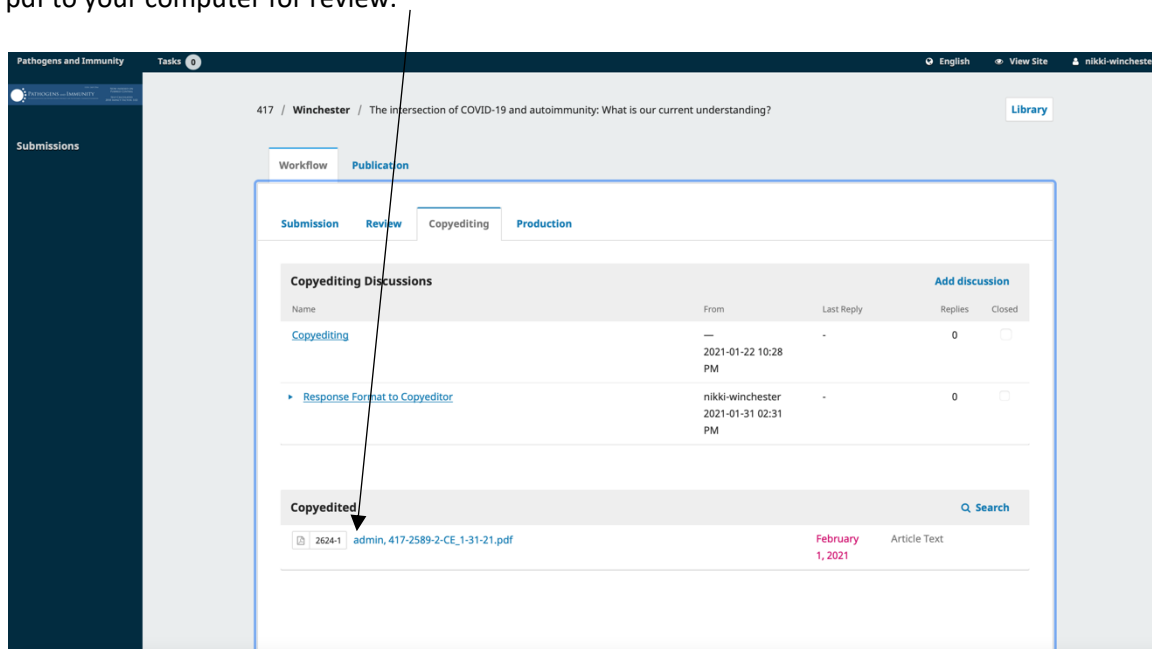
1. To log in, go to <https://www.paijournal.com>
2. Click **Login** in the top right corner



3. In your **My Queue** area, you will see your submission listed and its status. Click your name on the submission to open it.

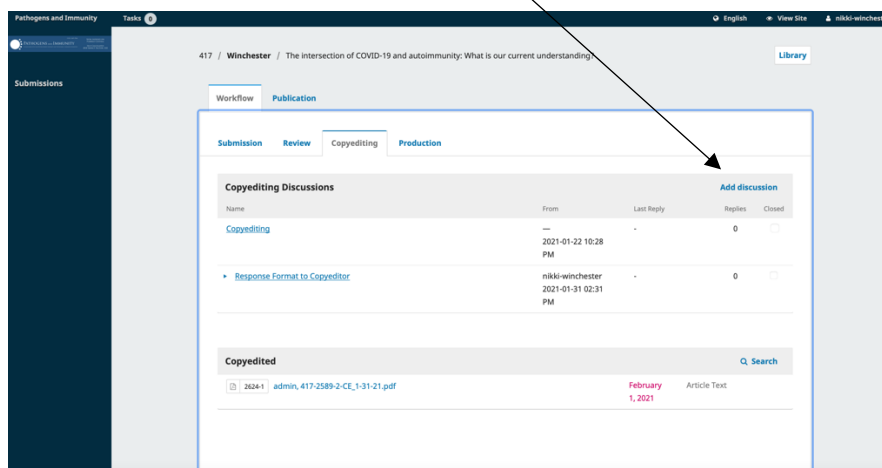


- You will go straight into the copyediting tab. Discussions between you and the copyeditor – if any – will reside in the top section under **Copyediting Discussions**. Look to the next section called **Copiedited**. Click the name of the file here to download the pdf to your computer for review.



- Use the comments tools in the pdf file to respond to the copyedits and comments on your manuscript. When you are ready to upload your file back to the copyeditors, log back into the system and return to this copyedit tab.

This time, you'll click on **Add discussion**.



6. A message box will pop up for you to upload your file back with comments. Check **Heather Onorati, copyeditor** under Participants.

You can use the form below to send an email to notify the copyeditor that you have completed your review.

Upload your file.

Click OK.

The screenshot shows a dialog box titled "Add discussion" with a close button (X) in the top right corner. It contains the following sections:

- Participants:** A list of names with checkboxes. "Heather Onorati, Copyeditor" is checked, while others are not.
- Subject *:** A text input field with an asterisk indicating it is required.
- Message *:** A rich text editor area with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image.
- Attached Files:** A section with a search icon and "Search" text, and an "Upload File" button. Below it, it says "No Files".
- Footer:** A note "* Denotes required field" and two buttons: "OK" and "Cancel".

Arrows from the text on the left point to the "Heather Onorati, Copyeditor" checkbox, the "Upload File" button, and the "OK" button.