

การจัดการความรู้ (KM) สำหรับบุคลากร :

หัวข้อ

“กระบวนการจัดการวารสารเศรษฐศาสตร์และนโยบายสาธารณะแบบออนไลน์สำหรับ
บรรณาธิการประจำบทความ (Section Editor) บนระบบ ThaiJO”

คณะเศรษฐศาสตร์ มหาวิทยาลัยศรีนครินทรวิโรฒ

16 มีนาคม 2565

For the KM section, I would like to show you the process for being section editor in the ThaiJo system so firstly you have to log into our journal website and you will see the submission page.

In the submission page under my queue tab, after I have assigned you as a Section Editor, you will see the manuscript that you are responsible for under “My Assigned” as a review assignment saying that you have been assigned an editorial role for this submission. Would you like to access the Editorial workflow? So, you just need to click Editorial workflow.

Submission tab

1.1 Submission Files

1. Download the article
2. Check whether the article is suitable to publish in our journal as it has to be about economy and public policy.
3. Check whether the article is research or academic article
4. Cut the authors' names and affiliation and also don't forget to cut their identity

1.2 Pre-Review Discussions

You can add any comments here so the others also can see your comment all the participants can see you are comments here so just add discussion if you want to say something. I suggest that you also should ask for the author mobile phone number because sometimes they don't reply our email, so it is better to call them in their mobile phone.

2. Review tab

2.1 Review Files

1. Upload the file

2.2 Reviewers

1. Add reviewers

We need 3 reviewers to review the article and if the article is from inside our university then we need the reviewers from outside our university. The reviews should have at least Ph.D. degree.

2. Locate a Reviewer by search their name

3. Fill in Important Dates

- Response Due Date ... 5 days
- Review Due Date ... 14 days so that you would have some time to find a new reviewer.

4. Review Type

- Our journal is a double blind review type so you need to choose
 - Anonymous Reviewer/Anonymous Author

5. Review Form

- Choose the one in Thai language saying that...**article evaluation form**

2.3 Click request revisions on the right hand side

- Require New Review Round
- Revisions will not be subject to a new round of peer reviews.
- Send Email
- Send an email notification to the author(s): พันธุ์งาม ประไพพานิช
- Click add reviews to email
- Send to Reviewers
- Don't need to Send a copy of this email notification by BCC to the following reviewers.
- Select review files to share with the author(s)
- Click record editorial decision

2.4 Revisions

The authors need to upload their revision file here

2.5 Review Discussions

You can add any comments here so the others also can see your comment all the participants can see you comment here so just add discussion if you want to say something

2.6 Click Accept/ Decline Submission

3. Copyediting

3.1 Check the revision file

- Check the in-text citation and bibliography whether they are in APA format or not
- Check the paper whether it has our journal format for example if the article is in Thai the title is needed to have both English and Thai versions as well as name and affiliation of all of the authors and abstract are needed to be in both English and Thai versions.
- I have already attached the example of the article that need to be followed

3.2 Upload the Draft Files

3.3 Copyediting Discussions

You can add any comments here so the others also can see your comment all the participants can see you comment here so just add discussion if you want to say something

3.4 Upload the Copyedited file

After the author finish with the edit then he/she can add the file here.

4. Production Tab

4.1 Upload Production Ready Files

4.2 Production Discussions

You can add any comments here so the others also can see your comment all the participants can see you comment here so just add discussion if you want to say something

You need to be at the production stage a month before we publish the article that mean if you want it to be publish in our first issue you have to finish at the production stage within May and if you want to publish in the second issue you need to finish at the production stage within November so that I have some time to do the publication processes.

Now, it comes to a time to volunteer to be a section editors at the moment we have three articles in Thai which are first second....third