



How to Revise and Resubmit Your Submission

These instructions will walk you through the steps of uploading revised resource documents, editing metadata as needed, and resubmitting your resource using the TRAILS online system.

Before you attempt to upload your revisions:

- You should complete any edits to the documents you plan to upload outside of the TRAILS platform. Be sure to address each of the reviewer's and editor's comments. Save your revised work on your local drive or device.
- We suggest you create a Revision Memo. This memo summarizes how you have addressed the comments or questions from the reviewer and/or the editor, highlighting which documents were revised and what changes were made. You have the option to copy and paste your revision memo directly into the Review Discussion text box OR attach it as a document in the Review Discussion section.

To edit metadata and/or upload revisions:

Follow the URL link for your submission found in the email you received from the editor OR log into TRAILS and navigate to "My TRAILS" (click on your username in the top right corner and select MyTRAILS). Click "View pending submissions." You will see the submission you need to revise listed under the "My Queue" tab.

When you click on the submission, you will be taken directly to the "Review" tab. To edit metadata, click on the "Publication" tab (located above the "Review" tab). This will then allow you to make any edits to the metadata.

Navigating to the "Review" tab will then allow you to upload revised documents and add a revision memo. Under the review tab, you will see the round of review you are in (Round 1, Round 2, etc.) Make sure you are working under the correct round. Within this tab, you will also see all revision documents and comments that the reviewer or the editor have provided for that round of review.

Scroll down to the Revisions field and click "Upload File." A window titled "Upload Review File" will appear. Select which Resource Component you are uploading (thumbnail, additional documents, multimedia, etc.). Click "continue." Select the revised document that you wish to upload and click "Continue." You will see a notification that says, "File Added." If you need to upload additional documents, click "Add Another File." You do not need to re-upload your entire submission, only the files for which revisions were requested. *DO NOT upload your revision memo here. Revision memos can be added in the Review Discussions section.*

You will see your revised documents now listed in the Revisions section.

When you have finished revising your submission, including uploading all revised documents and editing metadata as needed, please let the editor know that you are ready for the next round of review to begin. Do this by clicking "Add Discussion," and then writing a message to the editor letting them know all revisions are complete. Your message should also include a summary of the revisions that you have made (the Revision Memo). You can copy and paste your revision memo directly into the field or upload it as an attachment.

You will not be navigated away from the page or prompted to click "Continue" or "Save" once you upload your revisions. Only when you click "Add discussion" and leave a memo for the editor will your revisions be marked as complete.

You can be sure your submission is under a new round of review by navigating back to the "My Queue" tab and seeing that the submission is now labeled as "Review." The editor will send an email with next steps and/or their decision after the next round of review is complete.