



How to Track your Submission

Congratulations on submitting your resource to TRAILS. Your submission will go through a two-level peer review process. Please allow us between six to eight for our editors to review your submission. Below you can find how you can track the status of your submission.

When you submit a resource to TRAILS, it will appear in your Dashboard, which you can access by logging into TRAILS and then clicking on your name which appears in the upper right-hand corner of the blue bar at the top of the webpage. You will be taken to the Submissions page, which will show all submissions in your queue. Your submission will be listed and will be indicated as one of the following:

Incomplete. You have started but not completed all steps for submission. In this stage you can still add or change files and metadata.

Submission. You have successfully completed a submission, but it is not yet under review.

Review. The submission is currently under review and awaiting decision by the editor. Once a submission is under review, you will not be able to make changes. In the case that you are invited to revise and resubmit, you will receive an email from the editor with all accompanying reviewers' and editors' notes.

Production. The submission is accepted and in the process of being published. You will also receive an email from the editor.

Rejected. The submission was not selected for publication. You will also receive an email from the editor.

Click the down arrow to the right of your submission to expand the section and see all activity associated with the submission. This section will inform you of which round of review the submission is in, list revisions that you have submitted and open discussions regarding the submission, including correspondence between you and the editor. You can also check to see if your reviewer has uploaded any documents to support your revision process.