

Instructions to enter a Peer Reviewed Journal (PRJ) article acceptance/publication on Sedona

As of April 2011

1. As soon as you receive a FINAL, unconditional acceptance letter, **convert that into pdf format** and save it on your hard drive. Remember the location in which you have saved it.
2. Log on to Sedona at www.sedonaweb.com
 - a. Contact Prashanth Bharadwaj at pnb@iup.edu if you have forgotten your ID or password.
3. On the Sedona Home Screen, Under “Research Articles,” click on Articles in Journals
4. On the top Right Hand part of the screen, Click on Add
5. In the next screen, enter the details for your article. The mandatory fields are:
 - a. Title of Article
 - b. Periodical
 - c. Status : Accepted or Published (Please click Accepted in most cases and Published if that is the case. You need an acceptance letter that has a specific date—which will be used to determine research release eligibility).
 - d. Year Accepted: The Calendar Year
 - e. Academic Year: Please make sure that you enter this appropriately
 - i. E.g., January to August (all days inclusive) of 2011 will be AY 2010-11 and Sept to Dec of 2011 will be AY 2011-12
 - f. Research Type: DBS (Discipline Based Scholarship—Basic Research) OR CP (Contribution to Practice—Applied Research) OR LPS (Learning and Pedagogical Scholarship)
 - g. Activity: Journal: Academic.
6. If it is a co-authored paper, please enter on the right hand side the names of the co-authors in the **same** sequence as in the article. Please include **all** authors including **non-IUP affiliated** authors.
7. Each IUP author needs to enter the PRJ data (for coauthored articles).
8. Click on Save
9. Your article entry will appear on the top of the list. Under the heading File, click on Manage.
10. The File Manager window appears. Click on Browse and go to the location of the file pertaining to the acceptance letter and double click on the file. Once the file appears in the window next to Browse, click on Upload. Optionally, repeat these steps to add another file (e.g., the manuscript)
11. **Once the article gets published**, go back to the article and click on Edit. Change the status to Published and add the specifics—volume, issue, month, etc. Click on Save.
12. **DO NOT remove the pdf attachment for the acceptance letter**. But you can add the pdf for the article, if you wish.