

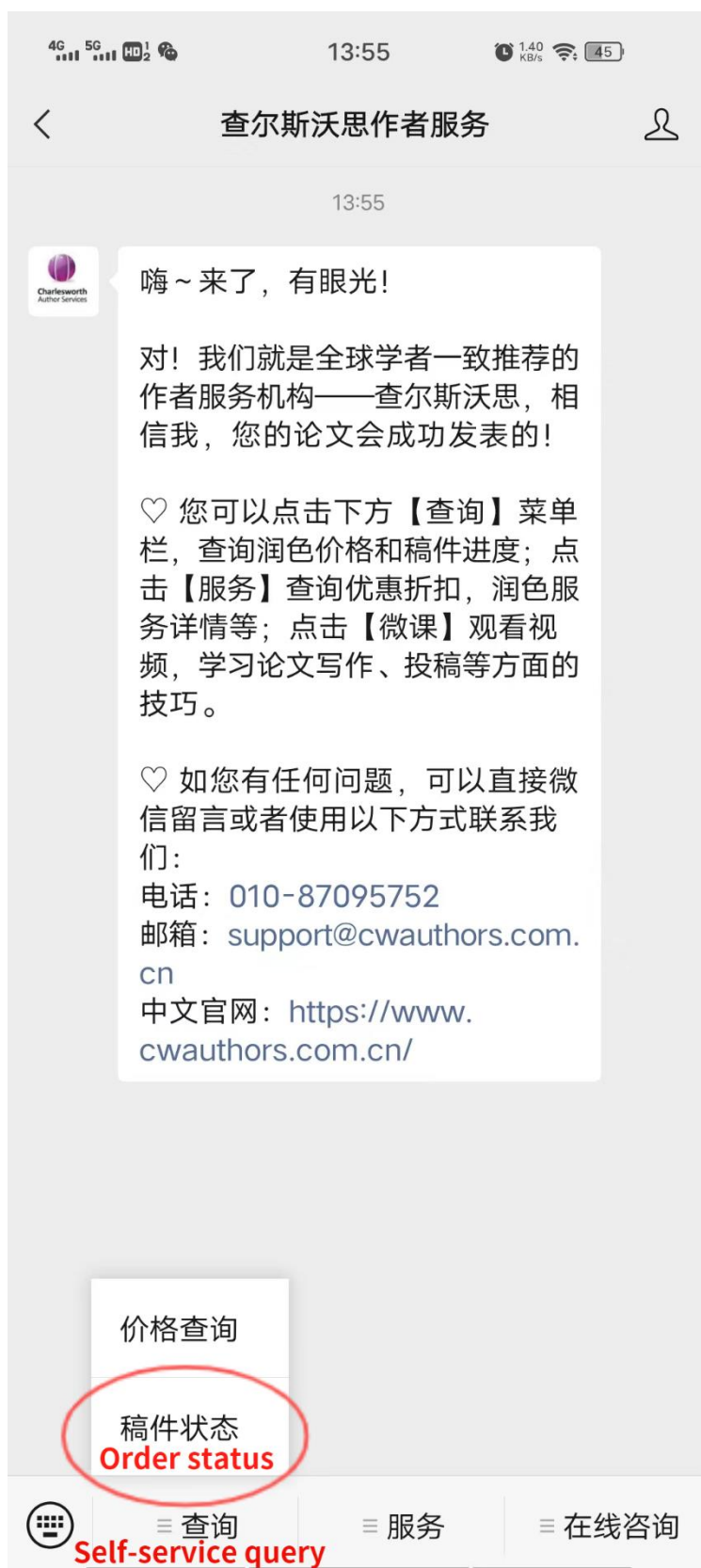
## Instructions on how to check order status via Charlesworth WeChat

1. 关注查尔斯沃思作者服务官方微信公众号  
Follow official WeChat account of Charlesworth Author Service by scanning  
the QR code below:

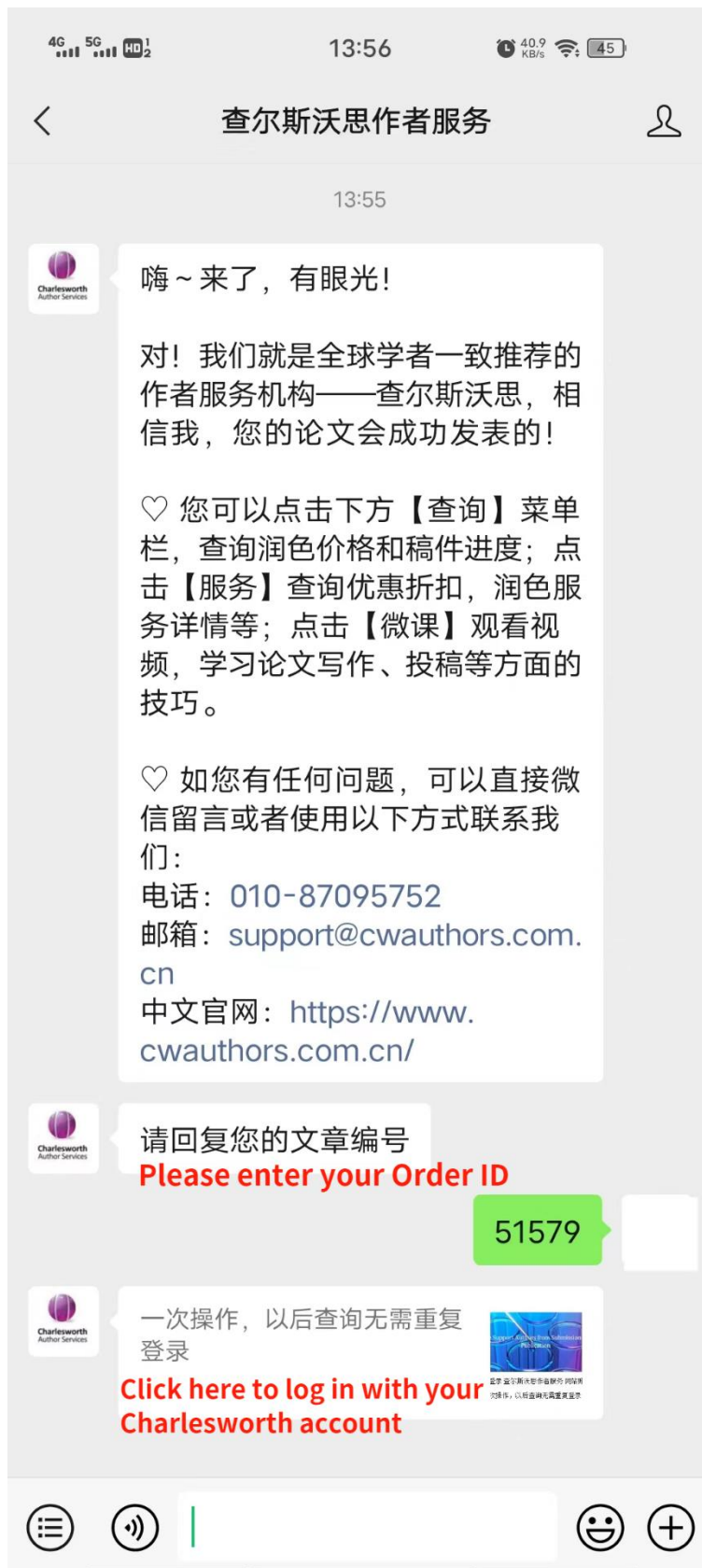


2. 点击下方菜单栏“查询”

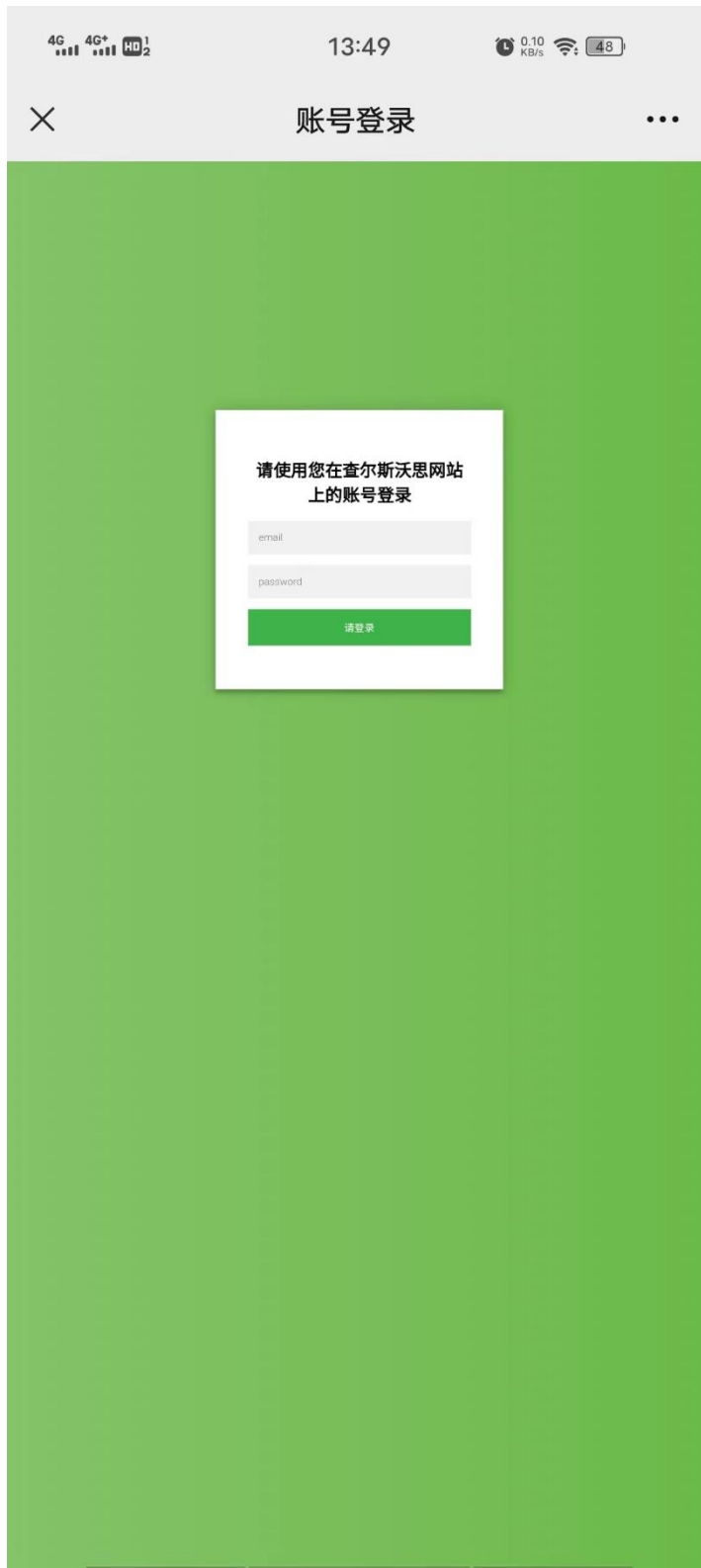
Click "**Self-service query – Order status**" menu at the bottom of the screen.



3. 输入文章编号，点击进入登录页面  
Enter your **Order ID**, and click the pop-up to log in



4. 输入注册邮箱和密码，登录自己在查尔斯沃思网站上注册的账号  
Enter your email and password to log in

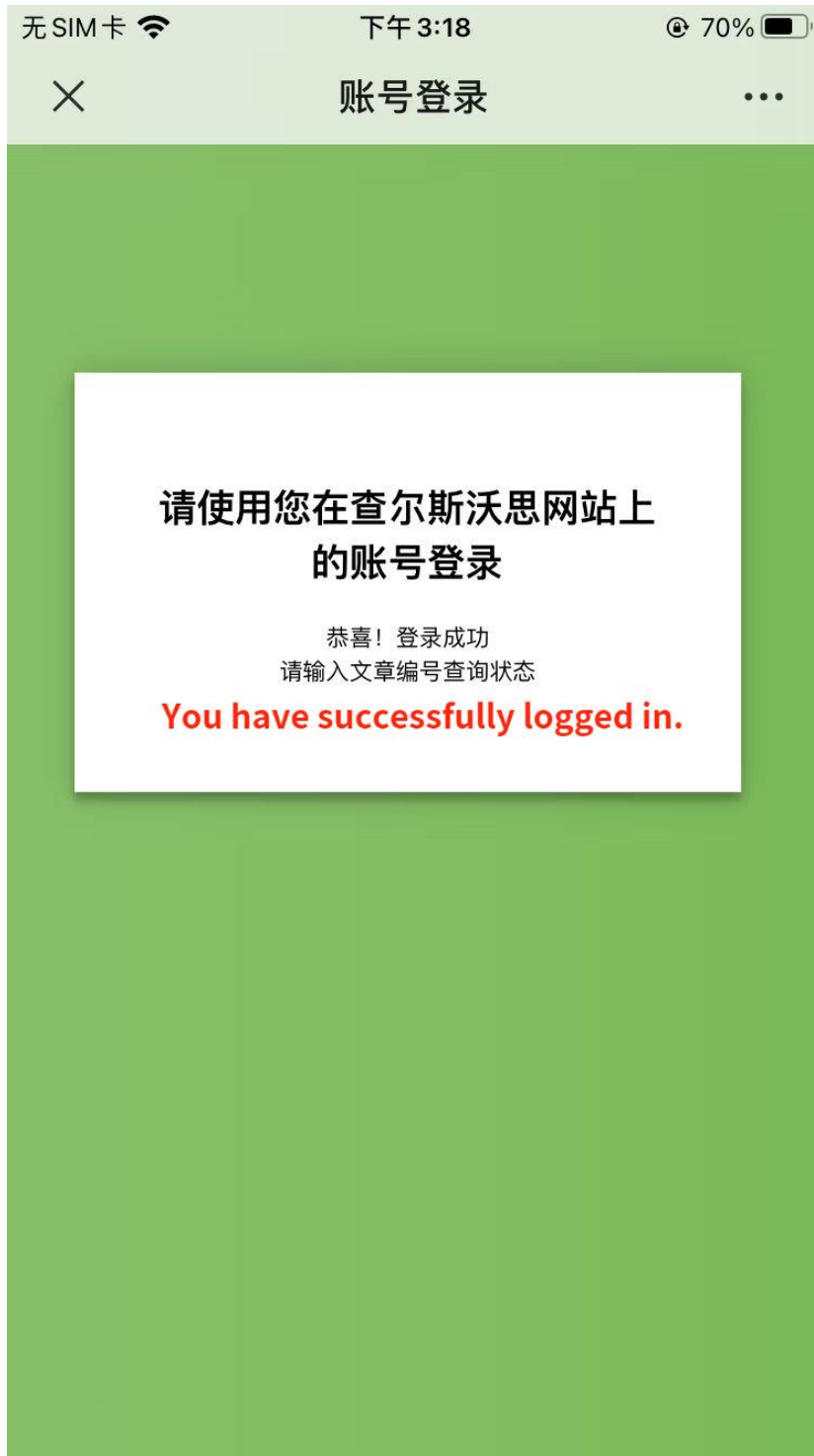


The image shows a mobile application interface for logging into a Charlesworth account. The screen has a green background. At the top, there is a grey header bar with a close button (X) on the left, the title "账号登录" (Account Login) in the center, and a menu icon (three dots) on the right. The status bar at the very top shows network status (4G, 4G+, 5G), time (13:49), and battery level (48%).

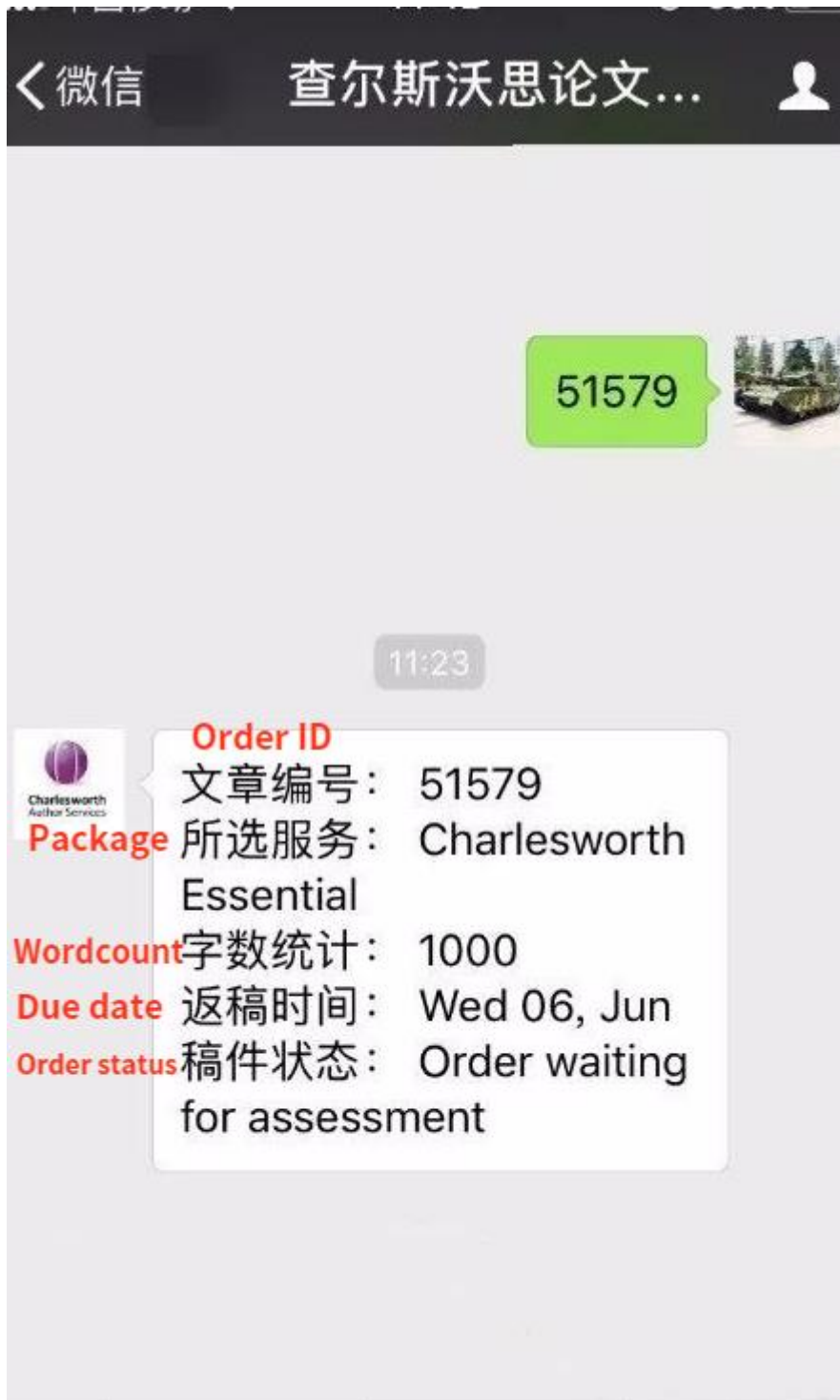
In the center of the screen, there is a white login form with the following elements:

- Header text: "请使用您在查尔斯沃思网站上的账号登录" (Please use your account on the Charlesworth website to log in)
- Input field for "email"
- Input field for "password"
- A green button labeled "请登录" (Please log in)

5. 登录成功  
Login success



6. 再次点击“查询-稿件状态”，输入文章编号，即可查看稿件状态  
Click "**Self-service query – Order status**" menu again, and then enter your Order ID, you can see the push on your order status:



**注:**

**Please note:**

- 首次查询您需要使用在查尔斯沃思中文官网上注册的账号进行登录，以后无需再次登录。

If you are using self-service query for the first time, you need to log in with the account signed up on Charlesworth website, but you do not need to log in again in the future.

- 稿件状态查询功能仅限查询您已注册绑定的账户下所提交的稿件。

The order status query function is only used to query the paper submitted under your registered account that has been linked to your WeChat account.

- 您查询到的稿件状态在稿件提交系统中包括以下几种：

There are 8 kinds of order status. They are as follows:

- 1) Order waiting for assessment — 稿件等待评估中
- 2) Editor selection by Admin — 匹配编辑中
- 3) Your order is being edited — 稿件正在编辑
- 4) QC editor selection by Admin — 正在指定审校编辑中
- 5) Your order is being checked by QC editor — 审校编辑中
- 6) Admin to check and upload sample — 检查并上传样稿中
- 7) Sample to author — 样稿已发送作者
- 8) Completed — 编辑已完成