Solen Software – Actavia

AUTHOR'S GUIDE

Czech Academy of Agricultural Sciences (CAAS)

## Content:

REGISTRATION OF A NEW AUTHOR AND LOGIN

To submit a paper, you must be a registered user. Review of papers for CAAS journals is managed through the online editorial system called "Actavia".

Access the online submission site at: www.agriculturejournals.cz

An author may register into the system themselves or an account may be opened for them by the Executive Editor of the journal.

A) AUTHOR REGISTERS THEMSELVES

The registration link is to be found in the top menu in every journal of the CAAS, the example from the "Veterinární medicína" (one of eleven journals published by the CAAS) below:
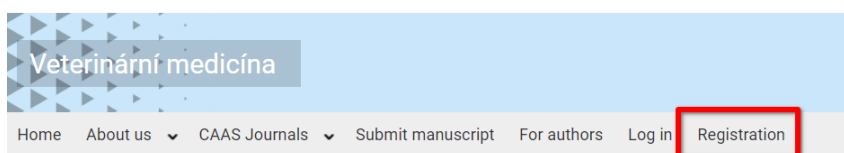
You will now have to go through several steps to enter information about the authors, some of which may be mandatory or optional. A simple registration form is accompanied by detailed instructions. If you do not know what which line serves for, you can use a small icon with help located on the left. In some forms, the help can show directly below the group of the fields being filled in.

The fields marked with an asterisk are mandatory.

By checking the box "I want to choose the login information (username and password)", the form will extend by fields for your username and password. The username can contain 6–20 characters without diacritics and will be checked for uniqueness. The password and its check must match and have min. 6 characters; you can change it at any time.

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Please enter your personal information in the given fields. Then, click on "Continue" button at the bottom of the page.

Once registration is complete, a confirmation email will be sent to the email that was submitted during registration. **Please be sure to check your spam folder as our email is sometimes treated as spam.** Now, you can directly submit your manuscript for review.

B) AUTHOR IS REGISTERED BY THE EXECUTIVE EDITOR

The Executive Editor opens an author's account. A reset link will be generated and sent to the user. The user will be forced to set the password on the first sign-in.

LOGIN INTO THE APPLICATION

The username and password will enable you to login into the application. Upon the login, hidden tabs or items of the menu will appear. If you are also registered as a reviewer (under the same e-mail account), you will see both your manuscripts and requests for reviews/processed reviews in one place.

If you forgot your username and/or password, please use the reset page. For security reasons, the editorial system will not email you your current password. Instead, by entering your email address (or username etc.) on the reset page, the system will send you an email containing instructions for resetting your password.

If you require any further information, feel free to contact the Executive Editor of the journal.

AUTOMATIC LOGOUT

The system may logout the user after a longer time of inactivity (tens of minutes) for security reasons so that misuse by a random "visitor" at the computer is prevented.

Manuscript submission

The basic author's view is "My articles".

After downloading the journal's template (see the journals' website), and modelling your paper in it; according to all publication conditions, click on the "Submit manuscript" of „New manuscript" icon as indicated in the picture below.
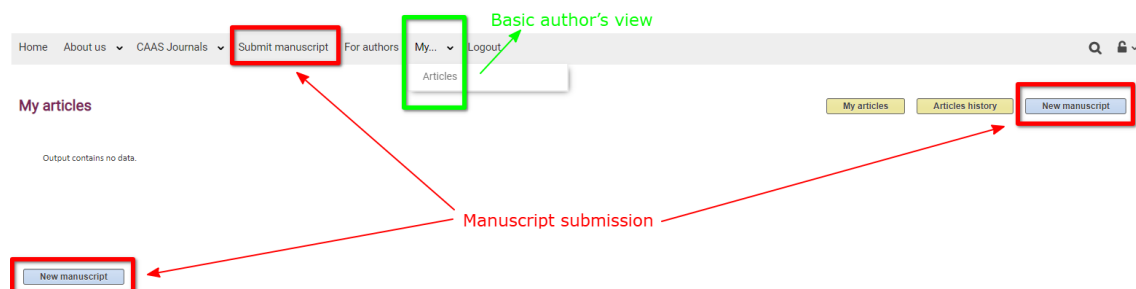
Please input the information about all the co-authors (click on "Add author" button). You can change the order by dragging the yellow right edge of the author block up or down.

By login in, the paper submission page appears, where all papers and author data are listed. The system will require a basic description of your manuscript. Please input the full title of the manuscript, abstract, keywords, section (article type – original paper, review, case report etc.), preferred/opposed reviewers (optional), and discount information (optional). Follow the step-by-step instructions.

The authors that have reviewed an article from the CAAS journal in the last 12 months within the deadline and requested quality, can apply for a 50% discount on the manuscript handling fee. The discount is subject to review by the Editorial Board. If applicable, please fill in the following fields:

If the manuscript is complete and correct, check the box to indicate that you agree to the terms and conditions provided by CAAS. Click the "Create" button to send your paper to the journal.

SOURCE FILES

After the form has been sent, the system will ask you to insert source files. Again, please use our templates, which can be also found on the submission site:

At this stage, you can only upload one file. Additional files can be uploaded later in the process. The first file will be the full text of your manuscript.

Please select the specific file by the icon highlighted below, or alternatively fill in the text comment and finally confirm with the "Send" button. Follow the instructions regarding each item. Below the individual files, a choice for "Comment" is to be found, which allows to add comments to the files.

The Editorial Department has the ability to read most common formats; they might also contact you requiring conversion of the format. In case you are not sure, you can send us a query in advance. If possible, the Editorial Department requires all the documents to be in original formats in maximum resolution.

If you want to upload more files, the system contains two variants for file sending – the blue and green buttons. We recommend the blue button of "Insert more files (modern browsers)" which allows you to send all the files at once (this function must be also supported by your browser – most currently used browsers do not experience troubles.

Upon clicking on the blue button of "Insert more files", you can select files from the hard disk of your computer – it is possible to select more of them at once (e.g., you can hold the Ctrl key and mark each file by clicking the mouse). After confirming the selection (typically with the "Open" button), the files will start uploading; the overview will be visible on the screen. You can repeat the same activity or cancel the uploading of accidentally selected sources. When you are satisfied with the upload, close the window and the files become visible in the article.

Upload manager

Adding a source files

The source files used to store the text of the manuscript and all attachments in the highest quality for typographic processing. These files are not sent to reviewers as such, the review will send a PDF file at print resolution, which creates the resource editor. After racing review cycle will be valid (latest) version of resources sent to our graphic artists.

The source files can be of any type, in which the author agrees with the editors. We accept word processing documents (Word, Open Office, Wordpad, …), all types of bitmap images (JPG, TIF, BMP, …), vector graphics editors consult with (it should not be a problem with EMF formats, CDR, EPS or AI, but only use standard fonts or convert fonts to curves). The PDF files either send only text, or verify that the embedded graphics are suitable for high quality printing in CMYK scale and the text is exportable. Tables and graphs can be sent in format Excel or Open Office - but always clearly indicate which part of the file is designated as an annex of the manuscript. Larger files or more attachments in accepted formats can be wrapped in packages compression algorithms (ZIP, ARJ, RAR, …).

The other variant suitable also for older browsers is offered by the green "Insert next source file" button – The procedure is the same as when uploading mandatory files.

After all the necessary sources are inserted, the article may be sent to the Editorial Department.

SUBMITTING TO THE EDITORIAL DEPARTMENT

Unless the article is sent, it is visible only to the author. The article can remain in this state for as long as necessary, the sources may be changed, etc. The button of "Send to editorial department" serves for sending the article to the Editorial Department. Only upon using this button, the manuscript is sent:
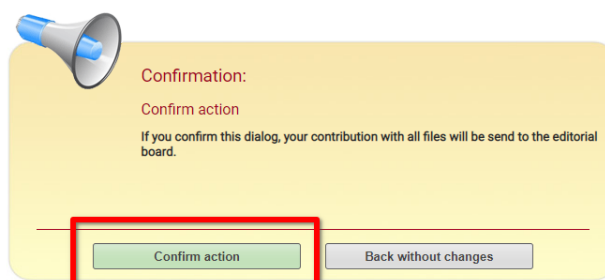

The system will require confirmation, after that the article (including the source files) switches to the state under which no more changes are possible. **Unless the article is sent, the Editorial Department does not know about it.**

If the paper submission process was successful, a message will appear on the screen indicating that. The author will receive notification of the article's submission in her/his email. Also, if they exist, a notification to the other authors confirming their participation in the paper will be sent.

REVIEW ACQUIRING

The Executive Editor will check your manuscript for accuracy (kindly see the Instructions for authors). Upon evaluation, your manuscript will be sent to the reviewers. They will write a review and will deliver them to the Editorial Department.

The Editorial Department will create a PDF with the reviews and based on the reviewers' recommendations will accept, decline or send the article back to the author with a request for a further version.

The author will receive the results of the reviewing process via e-mail (attached review) that contains a link – through this, the author can access the article without the need for username and password.

Conclusion: your manuscript will be accepted after minor revision

The Editorial Board of Horticultural Science is sending you the review of manuscript "Nullam sit amet magna in magna gravida vehicula". We look forward to the revised version.

To see the manuscript status «CLICK HERE».

To see the reviews in the editorial system, please click on the pdf button with "Reviews".

NEW VERSION OF THE ARTICLE

Submission processes are almost the same as "Manuscript submission".

The view of the article at each source file offers three options: replace the file in the further version with another file, the file no longer belongs to a further version and the file is valid also in the further version:

Please attach an Accompanying letter (by clicking on "Insert next source file" or "Insert more files") where you will respond to all suggestions of reviewers and where you will inform us whether you accepted their suggestions or not and what revisions you made in the original text of the paper according to these suggestions.

After determining the status of all the sources, the "Send the revised article to the Editorial Department (Send…)" button becomes available.

Again, the system will require confirmation, after that the article (including the source files) switches to the state under which no more changes are possible.
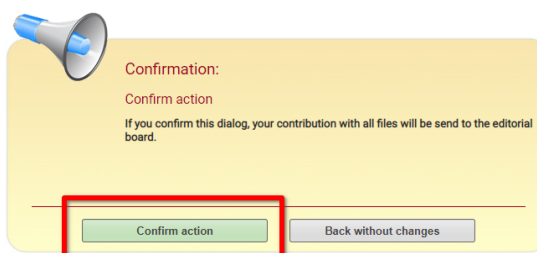
Unless the article is sent, the Editorial Department does not know about the article and understand that the author is still in the process of working on the article.

Then the Editorial Department decides on whether they will accept, decline, or send the article for further reviewing.

Of course, it is possible that this editing process will be repeated several times – it depends on the reviewer's feedback (or the feedback of the Editorial Board Members etc.). Additionally, the manuscript could be sent back to authors by the Executive Editor (for lacking some sources, poor quality of the objects, not being readable, etc…).

Deadlines and their monitoring

The system contains a reminder mechanism that reminds the reviewers as well as the authors via e-mail when important deadlines come close or expire. E-mails are sent by a programmed robot.

The deadline will be signed also by the icons:

 – upcoming deadline for submitting new versions,

 – deadline a while before its expiration,

 – expired deadlines.

FINAL DECISION ON THE ARTICLE

The author (including the co-authors) will be informed via e-mail again on the decline or acceptance of their article.

The author can log in to his account on the platform to find out about the situation of the manuscript. Different icons will then illustrate the status:

– declined and closed the article,

– approved article, waiting to be sent for printing,

– approved article sent for printing.

In this status, the article awaits being processed by a typographer. They only see approved articles and their sources in their final versions; reviews and the history of previous versions are hidden from them.

Two other statuses are related to the final authorial revision:

– typography done, waiting for final proofreading and

– published article.

POTENTIAL AUTHORIAL FEES

If the Editorial Department collects the article processing fees from the authors, you will be able to find a reminder of the expected payment in your authorial view. Instructions on the payment will also be sent via e-mail (the example from the journal "Horticultural Science" below):

Marked reminder remains until the payment is made and matched by the journal. At the moment at which the Editorial Department confirms having received the payment, the information in the manuscript detail gets updated to an unobtrusive confirmation:

FINAL PROOFREADING

After processing the article, the Editorial Department brings up the final authorial proofreading. An e-mail will be sent containing an authorial link that leads to a page on which the article may be approved directly ("Confirm without comments"):

…or where pdf with comments can be inserted – comments may be left unfinished for several days (saved by the "Save comments" button), the system will remember them, however, it is essential to submit them by the deadline.

Comments should be separated by "Enter". This is to ensure brevity and conciseness.

After finishing your authorial proofreading, please send the corrected proof-sheet back to the Editorial Department.

…once more, the next step is to confirm this action:

The submitted comments for final proofreading will appear over the reviews:

The Editorial Department may send the request for proofreading repeatedly if should they have the feeling that the changes are numerous and that the author should see the article again.

Notice the grey (previously red) icon signing obsolete proofreading. The icon changes when the author submits any comments. The icon becomes red again when the typographer uploads a new version of the article.

The system cannot analyse both the text and the comments, for example, "Thank you, the text is excellent, I have no comments". This would cause invalidation of the text. Thus, use comments only for comments. If you wish to approve the text as it is, leave the field empty.

CONCLUSION

We hope that you find the advice in this guide helpful and that it makes the process of reviewing and publishing your manuscript easier.

Should you have any questions, do not hesitate to contact the Editorial Department.