SYSTEM USER MANUAL

CONTEXT – AUTHOR

Task: Submission of manuscript

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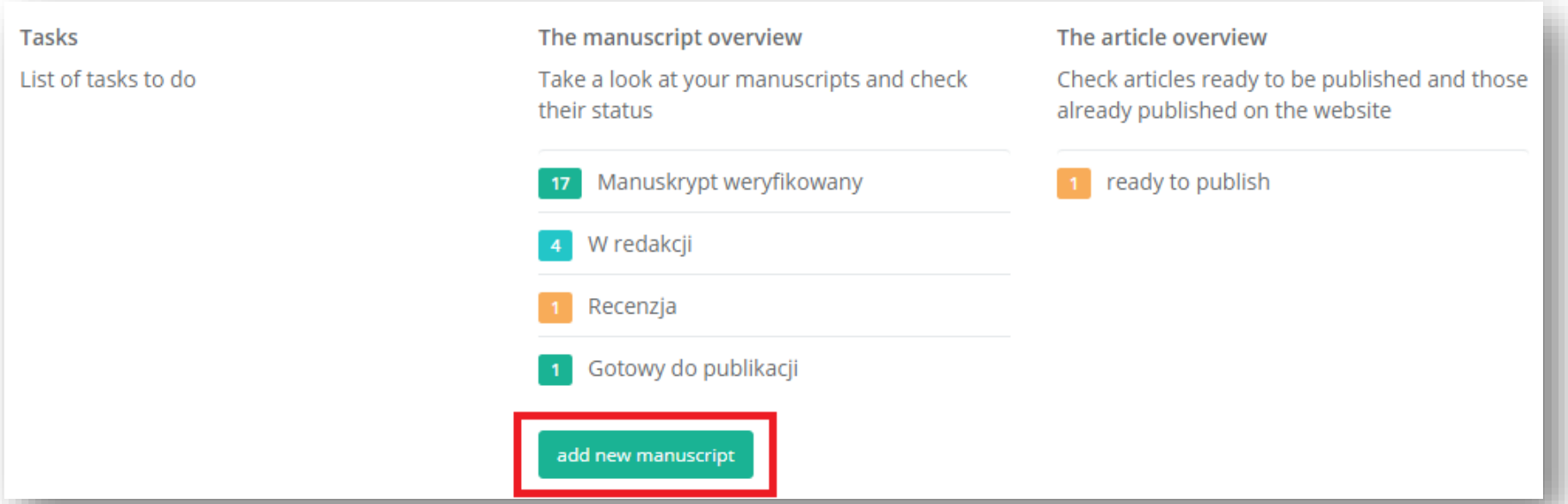
SUBMISSION OF MANUSCRIPT TO THE ICI PUBLISHERS PANEL SYSTEM

In order to submit the manuscript, after logging into the system https://editors.publisherspanel.com (and after choosing the Author context in the case of possession of other contexts e.g. Work Operator – Reviewer) "**Add new manuscript**" should be chosen from the level of *Information panel.*

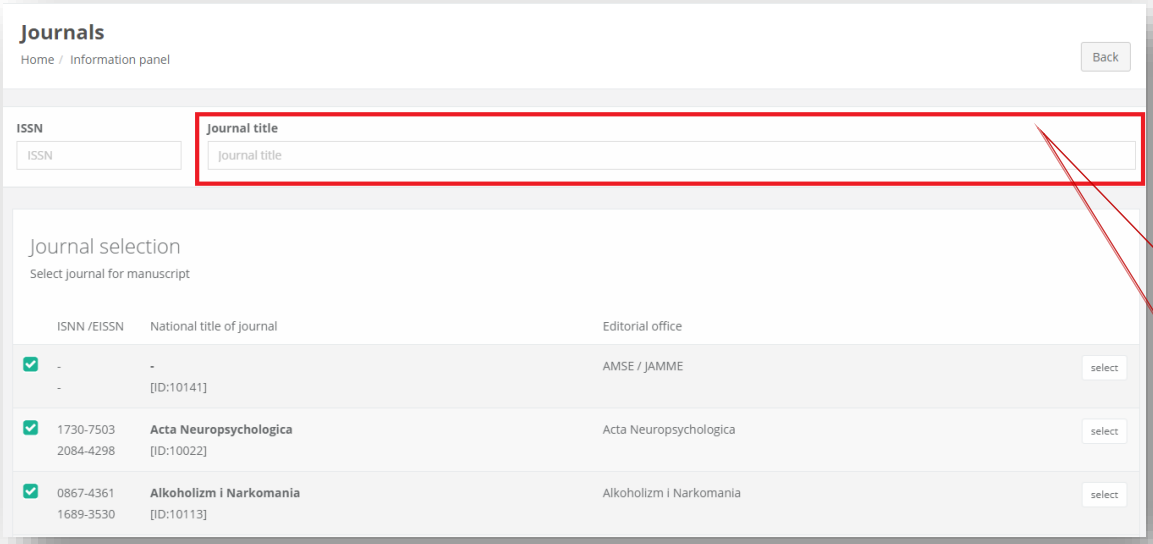


THE PROCESS OF MANUSCRIPT SUBMISSION

Step I: **Selection of scientific journal Editorial Office.**

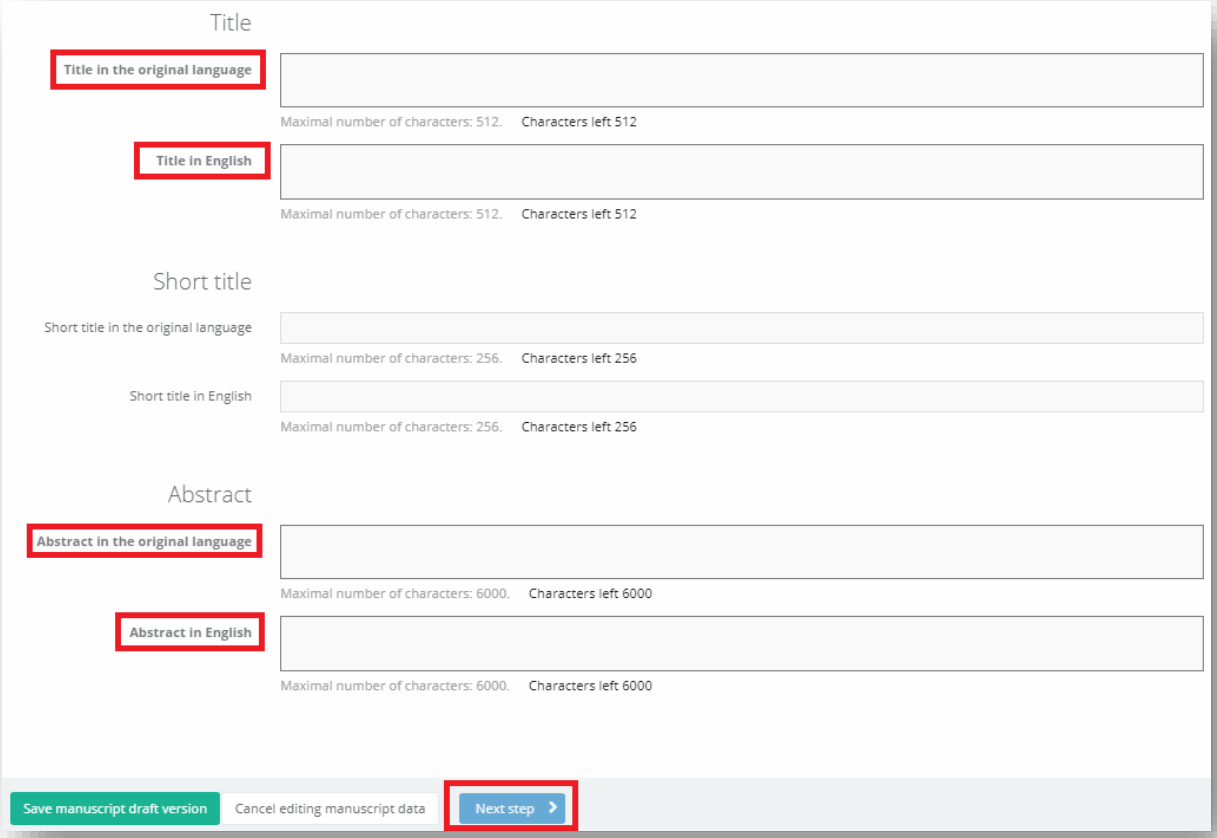
In this step you should choose proper scientific journal Editorial Office.

In order to search for proper Editorial Office enter the name in the Journal title form.



When Author logs in the system via the website of the journal, the journal is already selected and the User starts the process from the "**Step II**".

Step II: **Entering the manuscript titles and summaries (obligatory step).**



In this step you should enter the article title and abstract in the relevant fields:

- Title in English.
- Title in original language (i.e. the one defined by the Editorial Office. Most frequently the language of a country in which the Editorial Office has the registered office).
- Articles abstracts in languages versions similarly to the title.

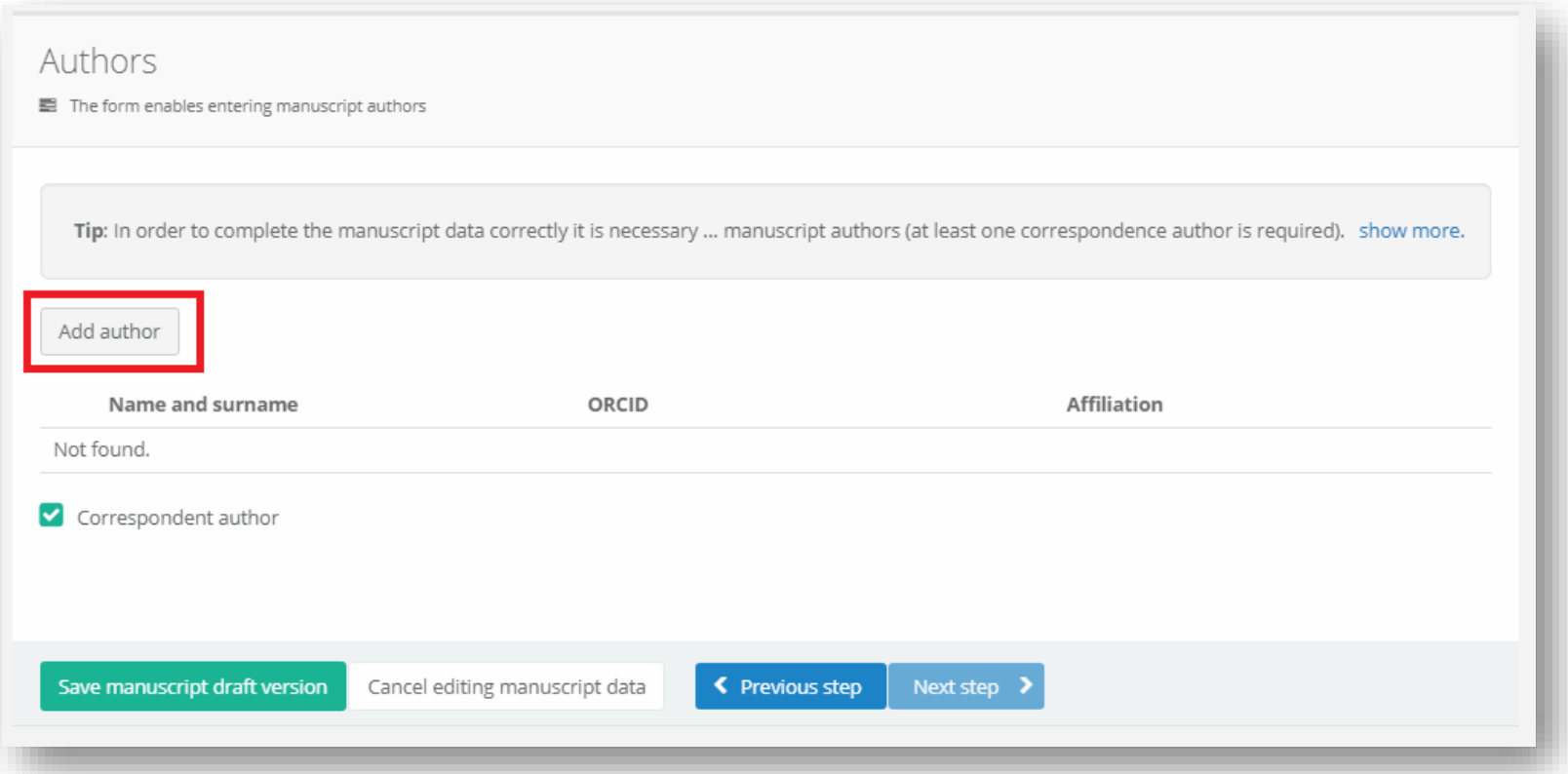
If the article is written only in English, enter the same content in both windows.

(entering short titles is optional).

After entering suitable information select "**Next step**".

Step III: **Entering the manuscript Authors (obligatory step).**

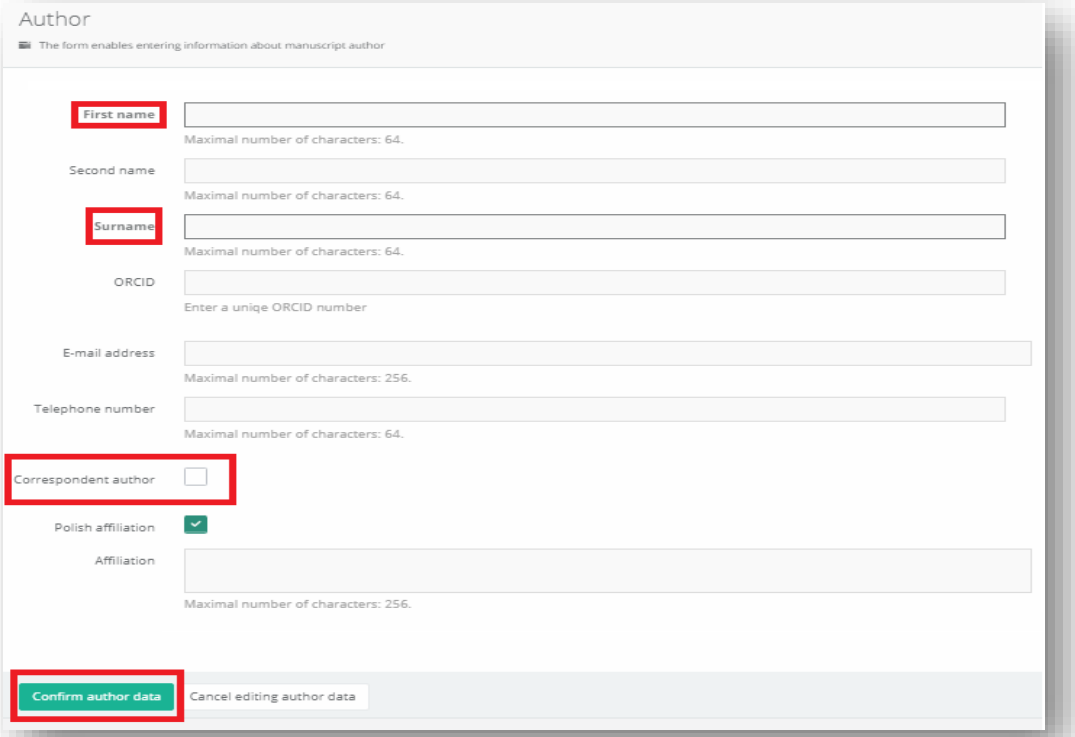
In this step you should enter all Authors that participated in manuscript creation.



In order to enter data on Authors select "**Add Author**".

If the article was prepared by several Authors, the action should be repeated in the case of each Author.

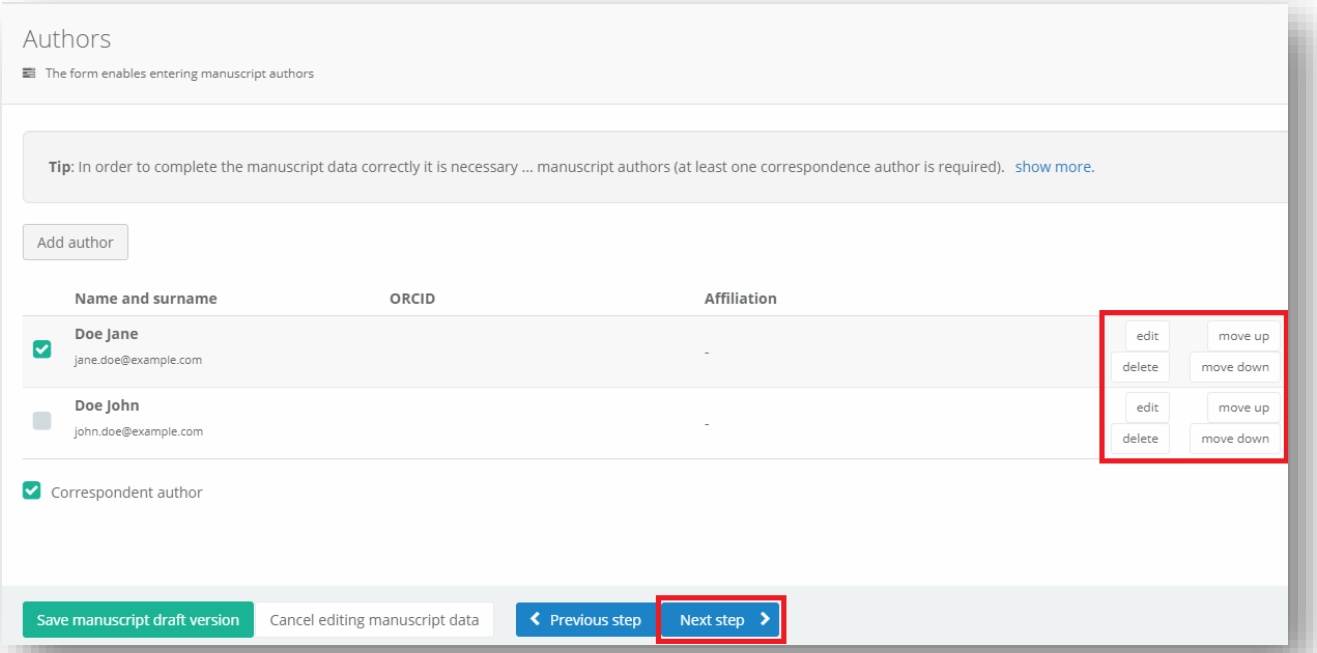
Relevant fields should be filled in according to the descriptions. Fields marked with "*" are obligatory. However, it is worth to make available as much information about every Author as possible to the Editorial Office.



WARNING

Indication of at least one Author to correspondence and establishment of involvement in the process of manuscript creation of each Author is obligatory.

After entering suitable information on a given Author select "**Confirm entering the Author**" to add one to the list of manuscript Authors.

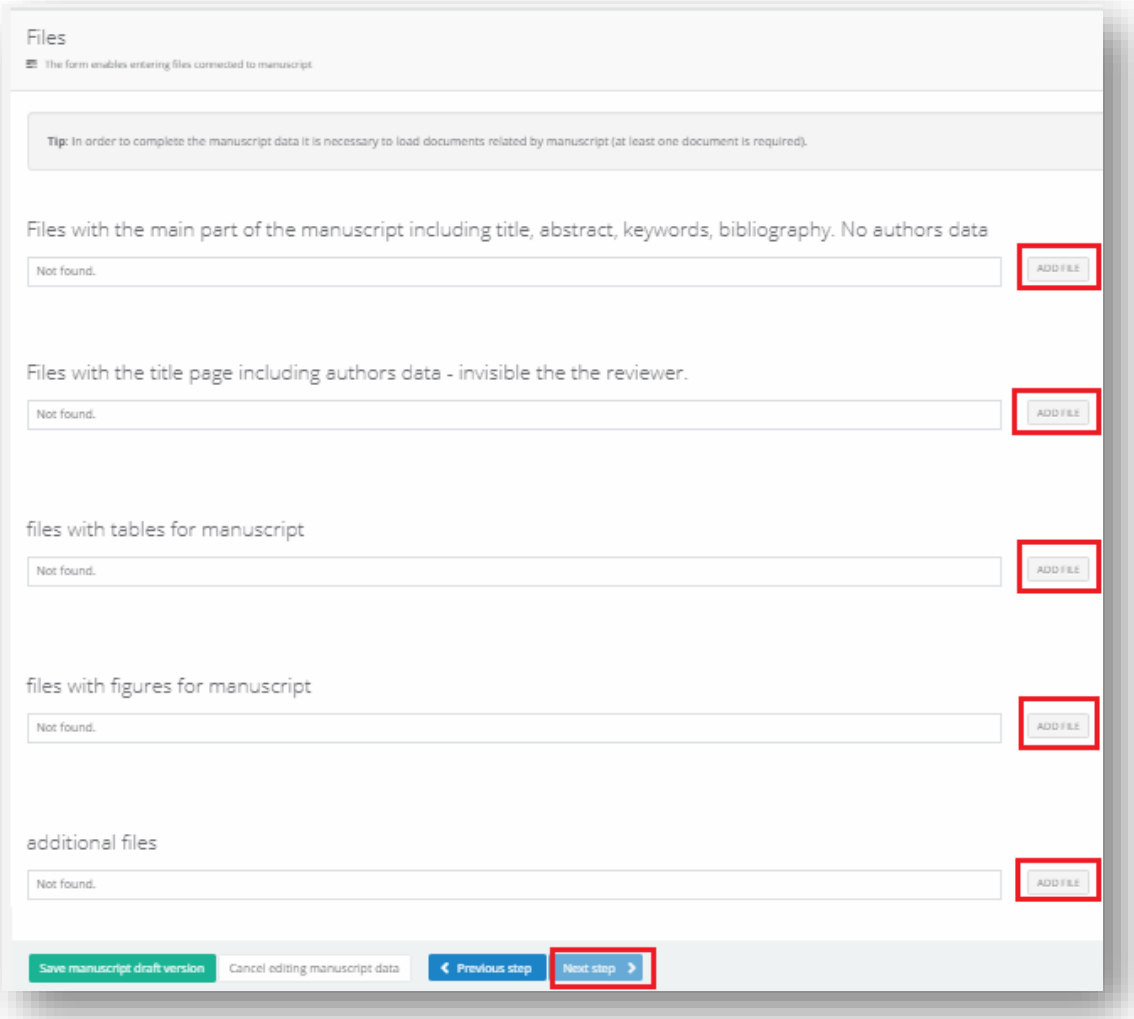


When manuscript Authors are on the list, it is possible to edit Authors data or delete an Author from the list by selecting "**Edit, Delete, Move up or Move down button**".

WARNING

The order of Authors indicated in the system is only informational for the Editorial Office. The proper order is stated and verified in the further steps on the basis of attached files.

In the case when all Authors of the article were entered, select "**Next step**" button in order to move to the next step.



Step IV: Entering the documents (obligatory step).

In this step you should attach all documents related to the manuscript.

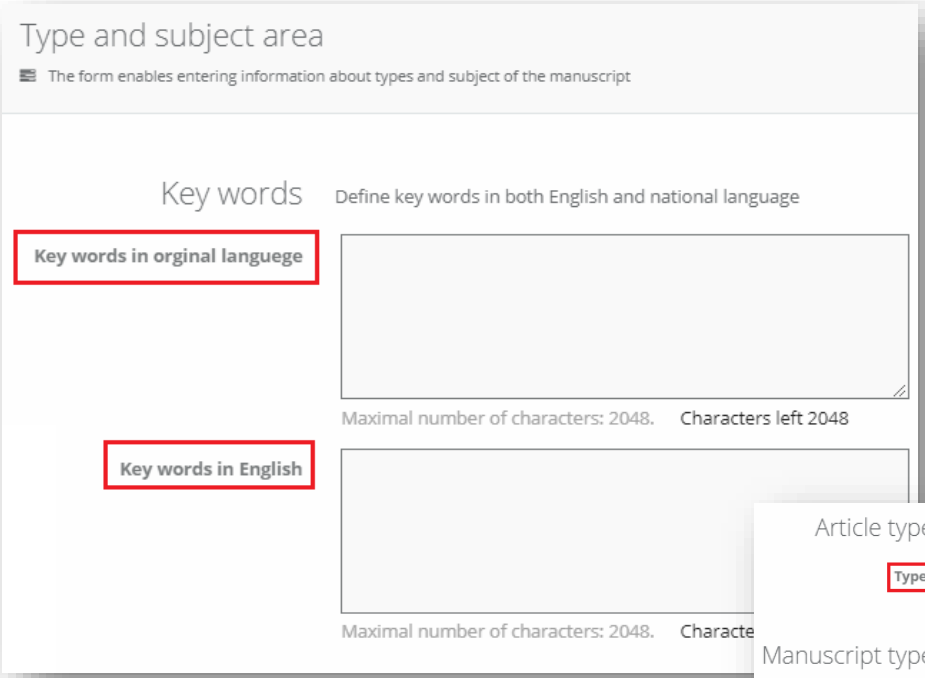
Relevant documents concerning the manuscript should be filled in according to the descriptions of relevant fields.

Figures, diagrams, photos should be attached in PDF format (preferred one), JPG. or TIFF. Files with the main part of the manuscript, the front page and tables should be attached in the Word format or formatted RTF, according to the journal Authors Manual.

WARNING

- The size of one attachment cannot be larger than 20MB.
- Attachment of all files in accordance with the guidelines improves the manuscript verification process by the Editorial Office.

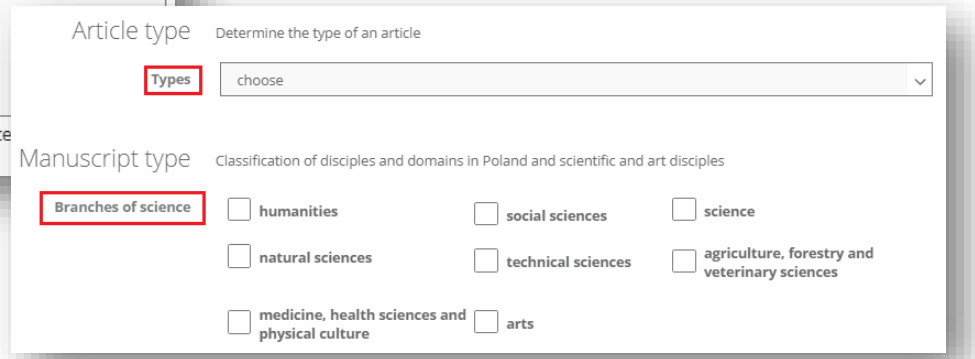
After attaching all files select "**Next step**" button.



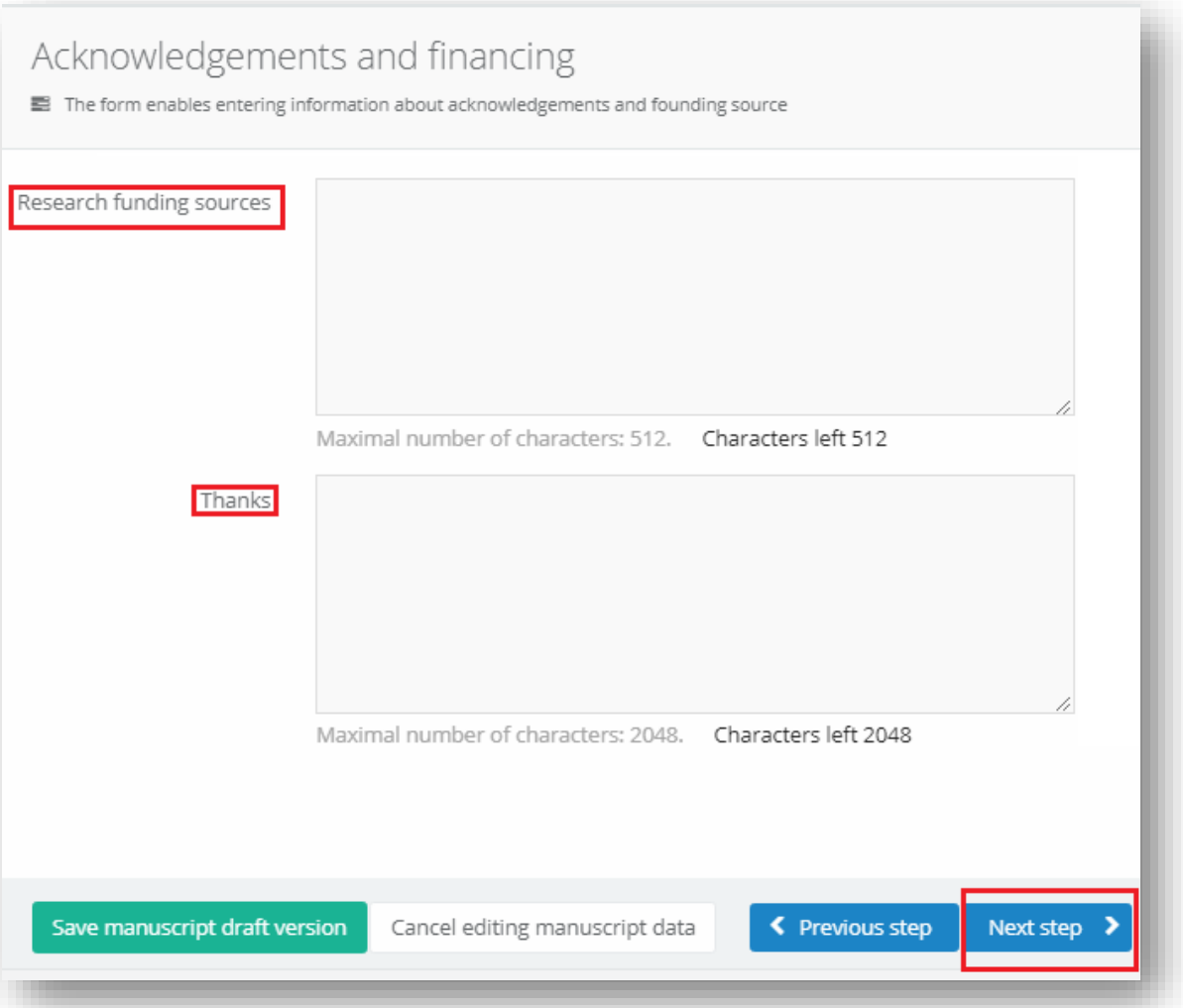
Step V: Entering the keywords, determination of manuscript type and subject area (obligatory step).

In this step manuscript keywords should be entered, as well as manuscript type and subject area.

If the article is written only in English, enter the same content in both windows.



The article type and sciences that correspond to the article subject area should be selected. In order to continue choose "**Continue entering the data**".



Step VI: Entering the information on funding source and acknowledgements (optional step).

In this step it is possible to enter information on research funding source and acknowledgements for co-authors.

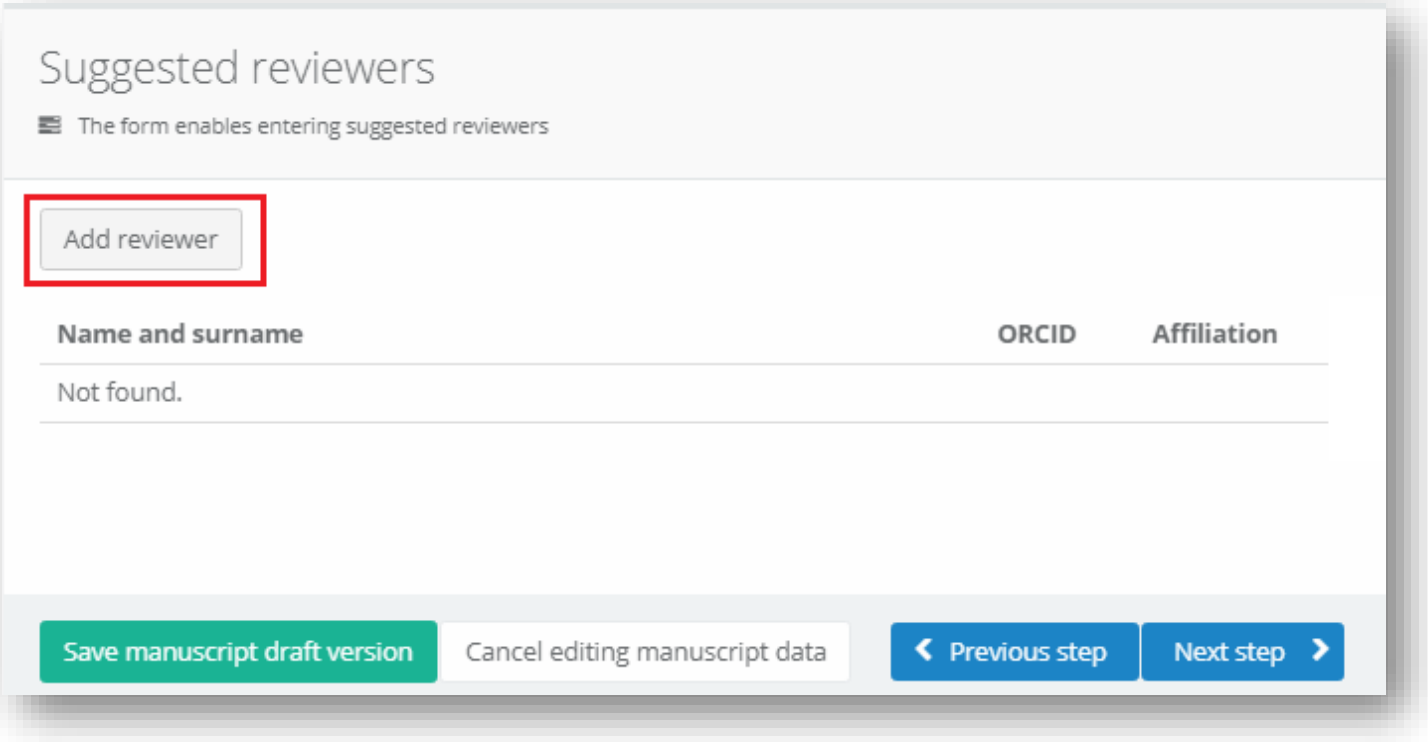
Entering the information is optional. The information may be additional and valuable for the Editorial Office that might be included in the final version of the article.

If the Author would like to skip the step and continue to the next one, "**Continue entering the data**" should be selected.

Step VII: Entering suggested Reviewers (optional step).

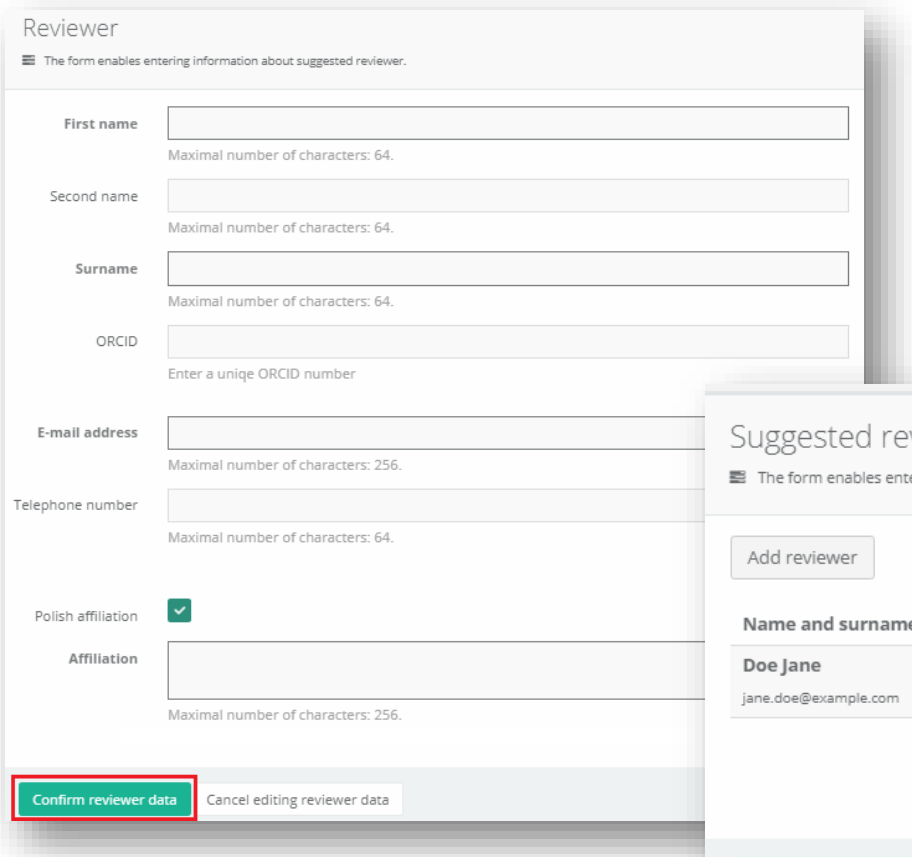
In this step the Author may add suggested reviewers to his/her work. It is advisable when the subject of the research conducted by the Author is not well known whereby assignment of the relevant Reviewer may be difficult for the Editorial Office.

The Editorial Office retains the right to decide about possible using or not using the suggested Reviewers during the sending of invitations to review the work.



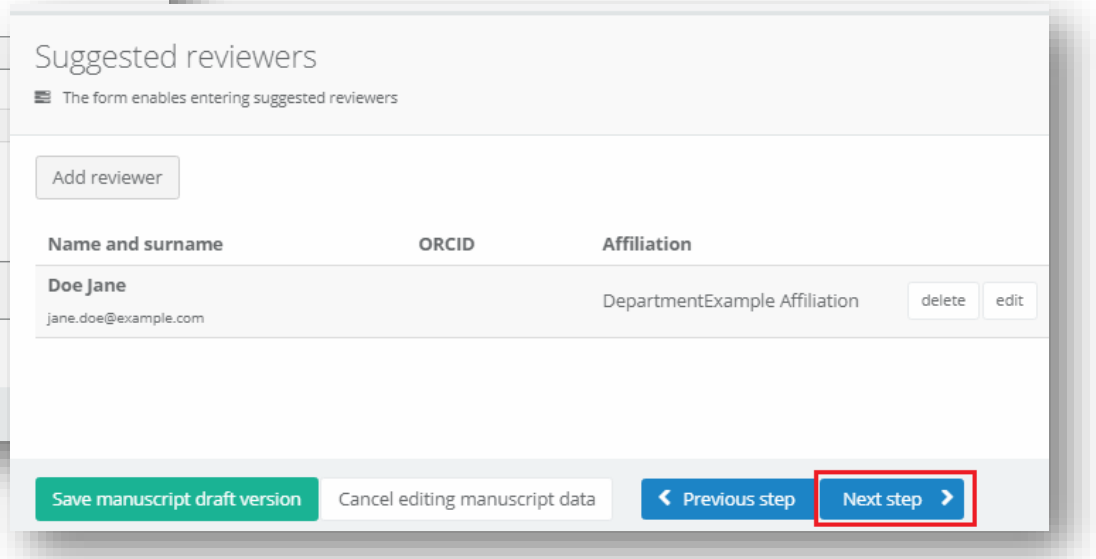
If Author decides to suggest the Reviewer, "**Add reviewer**" should be selected.

If Author decides to not use the possibility, the "**Next step**" should be selected.



If the Author decides to suggest the Reviewer, his/her data should be entered according to the description in the fields and "**Confirm reviewer data**" should be selected.

If the Author would like to enter several suggested Reviewers, the action should be repeated in the case of each Reviewer.

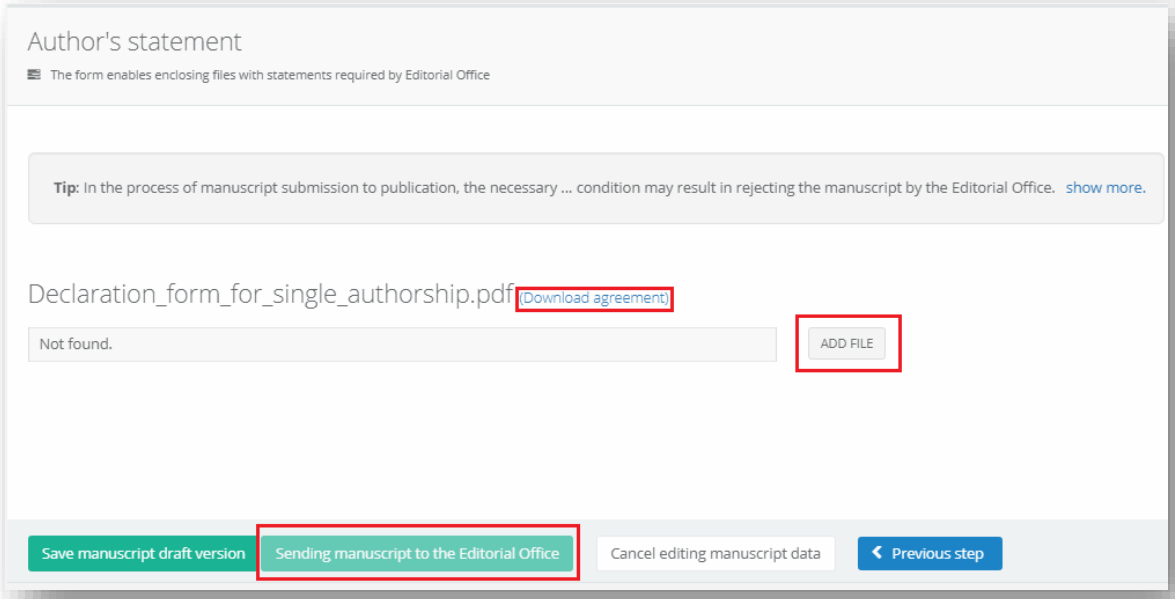


After entering every suggested Reviewers "**Next step** should be selected.

Step VIII: Entering the assents and agreements (obligatory or optional step – depending on an Editorial Office rules).

Each Editorial Office of a scientific journal, according to its editorial policy, may require from Authors various kinds of statements, the absence of which prevents the capability to send the manuscript to editorial verification. The content and the character of the statements depend on the Editorial Office decision.

If additional agreements are necessary, they should be **downloaded**, **filled in** and **uploaded** (in the form of the scan or photo) in this step of manuscript submission.



ACCOMPLISHMENT OF THE PROCESS

In order to send the manuscript to the Editorial Office after the uploading of the selected documents, you should:

select "**Sending manuscript to the Editorial Office**".

The confirmation of manuscript submission is the notification sent to the e-mail address introduced by the correspondence Author. Other notifications concerning the change of the work status will be sent to the same e-mail address.