

The Submission Guide for the Author

Registration

Enter the journal's webpage, from the top menu select the **Register** option.

Fill out the form bearing in mind that the fields marked with asterisks are obligatory.

If you hold the scientist's ID ORCID you can register by using the ORCID account. In this case select the button **Create or Connect your ORCID iD**.

After logging in to your account you can complete or make changes to your personal data. In order to edit the account select the **View Profile**. If you wish to become the journal reviewer, mark the **Reviewer** feature in the **Role** section additionally.



The screenshot shows a user profile settings page with a navigation bar at the top containing tabs: Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Roles' tab is selected. Below the navigation bar, the 'Roles' section is displayed with three options: Reader (unchecked), Author (checked), and Reviewer (checked).

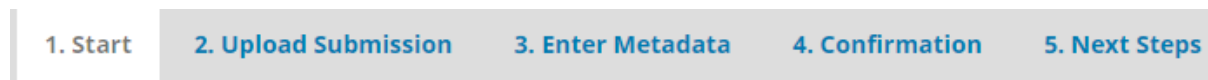
Identity	Contact	Roles	Public	Password	Notifications	API Key
		Roles <input type="checkbox"/> Reader <input checked="" type="checkbox"/> Author <input checked="" type="checkbox"/> Reviewer				

In the user's account RRS **Notification** section you can mark the actions you wish to be notified about, for example: publication of the new number, metadata modification implemented by you or new review. De-selection of the entry will cause that you will not be informed about the above actions.

Submissions

In order to send your text to the journal in the *My Queue* section select the **New Submission** button.

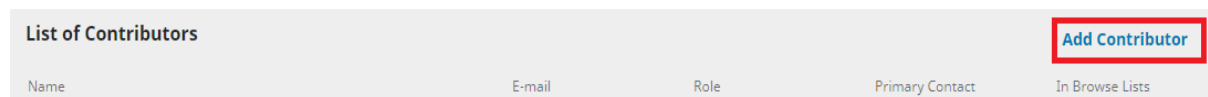
The process of reporting the text consists of five steps:



In step one select the language of the text; confirm it fulfills the basic editorial requirements; you can write the message to the editor; you must also accept the privacy policy. Next, before moving to step two – select the **Save and continue** button.

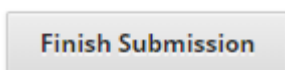
In step two attach the file with the text (select the type of the text to be sent, for example the text articles), next attach the file; check the correctness of the attached file; in the confirm section you can attach additional files (for example pictures, charts, research findings etc.). In the section Another Files upload obligatory statement for the author. Finish sending the text by pressing the **Save and continue** button.

In step three **Enter the Metadata** (you can also fill out the data in another language), include: the title of the article; abstract; language of the publication; fill in the details of potential co-authors (system downloads the data from the registration process, hence remember to fill out your profile);



In the last field enter the attachment bibliography. Next, move to the next stage- select the **Save and continue** button.

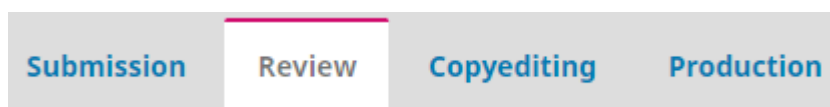
In step four confirm the submission by clicking the button:



At the time of approval of the submitted text, Journal's editors are informed about your submission. The confirmation of your submission will also be sent to your e-mail address. Expect the contact from the editorial's office, which will notify you about the decision regarding your submission.

The Review Process

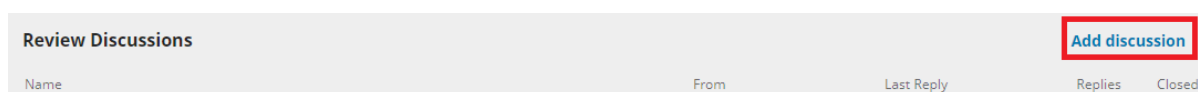
The stages of work on your text include: the stage of review, correction and implementation. By logging into the system and selecting your application, you will gain access to the following menu.



Application Review Correction Implementation

If the host editor wishes to contact you before submitting the application for review, you will receive information to your mailbox. This information will also be available after logging in to the journal platform in the **Submissions** section, in the **Review Discussions** before review section.

If you want to answer the lead editor's query, select **Add discussion**, mark the recipient, write the message and send.



After finishing the review you will receive the notification containing the decision made by the editorials into your mailbox. Click the link attached to the message, log on to the system, check the review forms and in the **Reviewer's files** section verify if the files of your text have been attached with the reviewers' comments. Such files can be downloaded and saved to your data storage device.

If the leading editor recommends making some corrections to your text (in accordance with the reviewers' guidelines), adjust the document and then upload it to the system in the **Review** section in the **Text versions section corrected by the author**.

Once the text with your corrections has been attached, the leading editor will receive a message to his or her e-mail address. If the changes are approved and the second round of review is not required you will receive information about the acceptance of the text for further editorial work and the text will be submitted to the Correction department.

The Copyediting Process

The technical editor (proofreader) will contact you in order to approve the stylistically corrected text. All comments and possible versions of the file for approval will be sent to the **Copyediting** section in the **Discussion** section during the correction.

After the approval of the final version, your text will be sent to the Implementation section.

The Production Process

The DTP specialist will introduce the appropriate text template and pagination in line with the journal's editorial policy. The final technical correction will also be made on an editable PDF file. The corrector may consult with you about the final record and structure of the article. Similar to the production process, all messages will be available in the Implementation section in the **Discussion** in **Production** section, and alerts will be sent to your email account.

Help

If you have any questions, please contact us: srees@sggw.edu.pl