

# SYSTEM USER MANUAL



## CONTEXT – AUTHOR

Task: Submission of manuscript

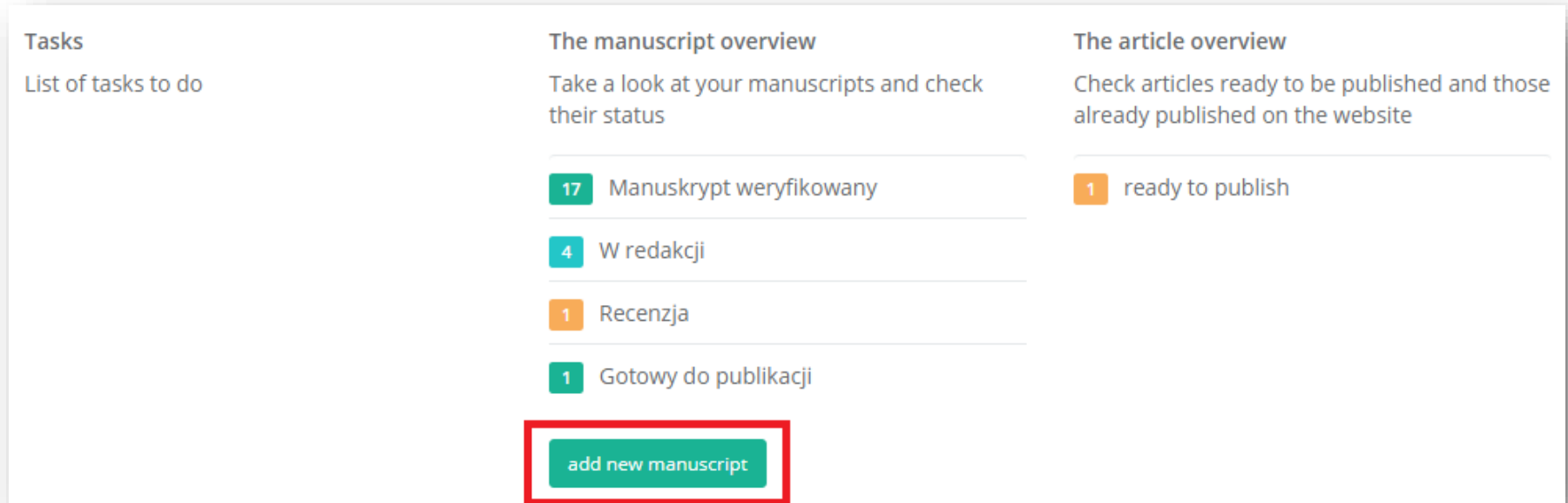
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## SUBMISSION OF MANUSCRIPT TO THE ICI PUBLISHERS PANEL SYSTEM

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 screenshot displays the 'Information panel' of the ICI Publishers Panel system. It is divided into three main sections:

- Tasks:** A section titled 'List of tasks to do' which is currently empty.
- The manuscript overview:** A section titled 'Take a look at your manuscripts and check their status'. It contains a list of manuscript statuses:
  - 17 Manuskrypt weryfikowany
  - 4 W redakcji
  - 1 Recenzja
  - 1 Gotowy do publikacji
- The article overview:** A section titled 'Check articles ready to be published and those already published on the website'. It shows 1 ready to publish.

At the bottom of the 'The manuscript overview' section, there is a green button labeled 'add new manuscript', which is highlighted with a red rectangular box.

## 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.

**Journals**  
Home / Information panel Back

ISSN  Journal title

---

Journal selection  
Select journal for manuscript

ISNN /EISSN	National title of journal	Editorial office	
<input checked="" type="checkbox"/> - -	- [ID:10141]	AMSE / JAMME	<input type="text" value="select"/>
<input checked="" type="checkbox"/> 1730-7503 2084-4298	<b>Acta Neuropsychologica</b> [ID:10022]	Acta Neuropsychologica	<input type="text" value="select"/>
<input checked="" type="checkbox"/> 0867-4361 1689-3530	<b>Alkoholizm i Narkomania</b> [ID:10113]	Alkoholizm i Narkomania	<input type="text" value="select"/>

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).**

**Title**

**Title in the original language**   
Maximal number of characters: 512. Characters left 512

**Title in English**   
Maximal number of characters: 512. Characters left 512

**Short title**

Short title in the original language   
Maximal number of characters: 256. Characters left 256

Short title in English   
Maximal number of characters: 256. Characters left 256

**Abstract**

**Abstract in the original language**   
Maximal number of characters: 6000. Characters left 6000

**Abstract in English**   
Maximal number of characters: 6000. Characters left 6000

[Save manuscript draft version](#) [Cancel editing manuscript data](#) [Next 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.

### Authors

 The form enables entering manuscript authors

**Tip:** In order to complete the manuscript data correctly it is necessary ... manuscript authors (at least one correspondence author is required). [show more.](#)

Add author

Name and surname	ORCID	Affiliation
Not found.		

Correspondent author

Save manuscript draft version
Cancel editing manuscript data

← Previous step
Next step →

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.

Author

The form enables entering information about manuscript author

**First name**  Maximal number of characters: 64.

Second name  Maximal number of characters: 64.

**Surname**  Maximal number of characters: 64.

ORCID  Enter a unique ORCID number

E-mail address  Maximal number of characters: 256.

Telephone number  Maximal number of characters: 64.

Correspondent author

Polish affiliation

Affiliation  Maximal number of characters: 256.

**Confirm author data**

### 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.

Authors

The form enables entering manuscript authors

**Tip:** In order to complete the manuscript data correctly it is necessary ... manuscript authors (at least one correspondence author is required). [show more.](#)

Add author

Name and surname	ORCID	Affiliation	
<input checked="" type="checkbox"/> <b>Doe Jane</b> jane.doe@example.com		-	<input type="button" value="edit"/> <input type="button" value="move up"/> <input type="button" value="delete"/> <input type="button" value="move down"/>
<input type="checkbox"/> <b>Doe John</b> john.doe@example.com		-	<input type="button" value="edit"/> <input type="button" value="move up"/> <input type="button" value="delete"/> <input type="button" value="move down"/>

Correspondent author

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.



**Files**  
The form enables entering files connected to manuscript

**Tip:** In order to complete the manuscript data it is necessary to load documents related by manuscript (at least one document is required).

Files with the main part of the manuscript including title, abstract, keywords, bibliography. No authors data

Not found.

Files with the title page including authors data - invisible to the reviewer.

Not found.

files with tables for manuscript

Not found.

files with figures for manuscript

Not found.

additional files

Not found.

Save manuscript draft version Cancel editing manuscript data

#### 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.

Type and subject area

The form enables entering information about types and subject of the manuscript

Key words Define key words in both English and national language

Key words in original language

Key words in English

Maximal number of characters: 2048. Characters left 2048

Maximal number of characters: 2048. Characters left 2048

**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".

Article type Determine the type of an article

Types choose

Manuscript type Classification of disciples and domains in Poland and scientific and art disciples

Branches of science

humanities  social sciences  science

natural sciences  technical sciences  agriculture, forestry and veterinary sciences

medicine, health sciences and physical culture  arts

## Acknowledgements and financing

The form enables entering information about acknowledgements and founding source

**Research funding sources**

Maximal number of characters: 512. Characters left 512

**Thanks**

Maximal number of characters: 2048. Characters left 2048

Save manuscript draft version
Cancel editing manuscript data
< Previous step
**Next step >**

**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.

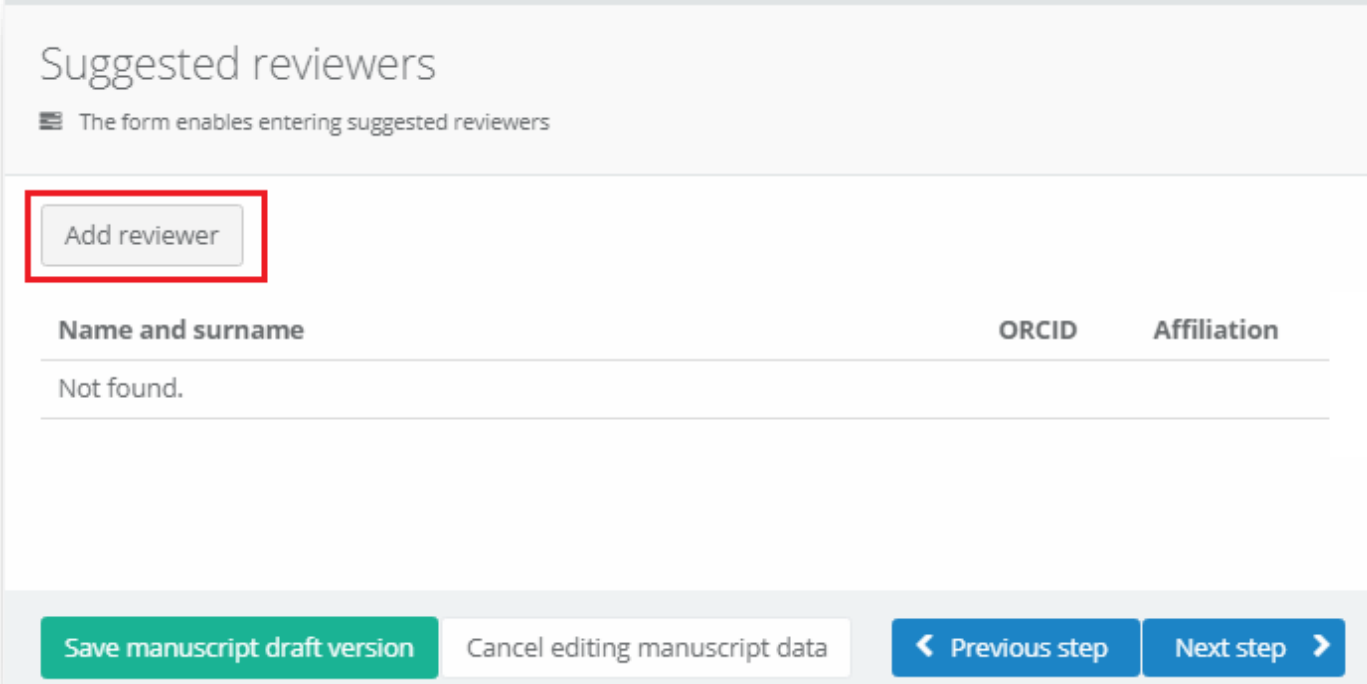
Entering the information is optional. The information may be additional and valuable for the Editorial Office that might be included in the final version of the article.

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.



Suggested reviewers

The form enables entering suggested reviewers

**Add reviewer**

Name and surname	ORCID	Affiliation
Not found.		

Save manuscript draft version    Cancel editing manuscript data    Previous step    Next step

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.

### Reviewer

The form enables entering information about suggested reviewer.

First name   
Maximal number of characters: 64.

Second name   
Maximal number of characters: 64.

Surname   
Maximal number of characters: 64.

ORCID   
Enter a unique ORCID number

E-mail address   
Maximal number of characters: 256.

Telephone number   
Maximal number of characters: 64.

Polish affiliation

Affiliation   
Maximal number of characters: 256.

**Confirm reviewer data** Cancel editing reviewer data

### Suggested reviewers

The form enables entering suggested reviewers

Add reviewer

Name and surname	ORCID	Affiliation	
<b>Doe Jane</b> jane.doe@example.com		DepartmentExample Affiliation	delete edit

Save manuscript draft version Cancel editing manuscript data < Previous step **Next step >**

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.**