

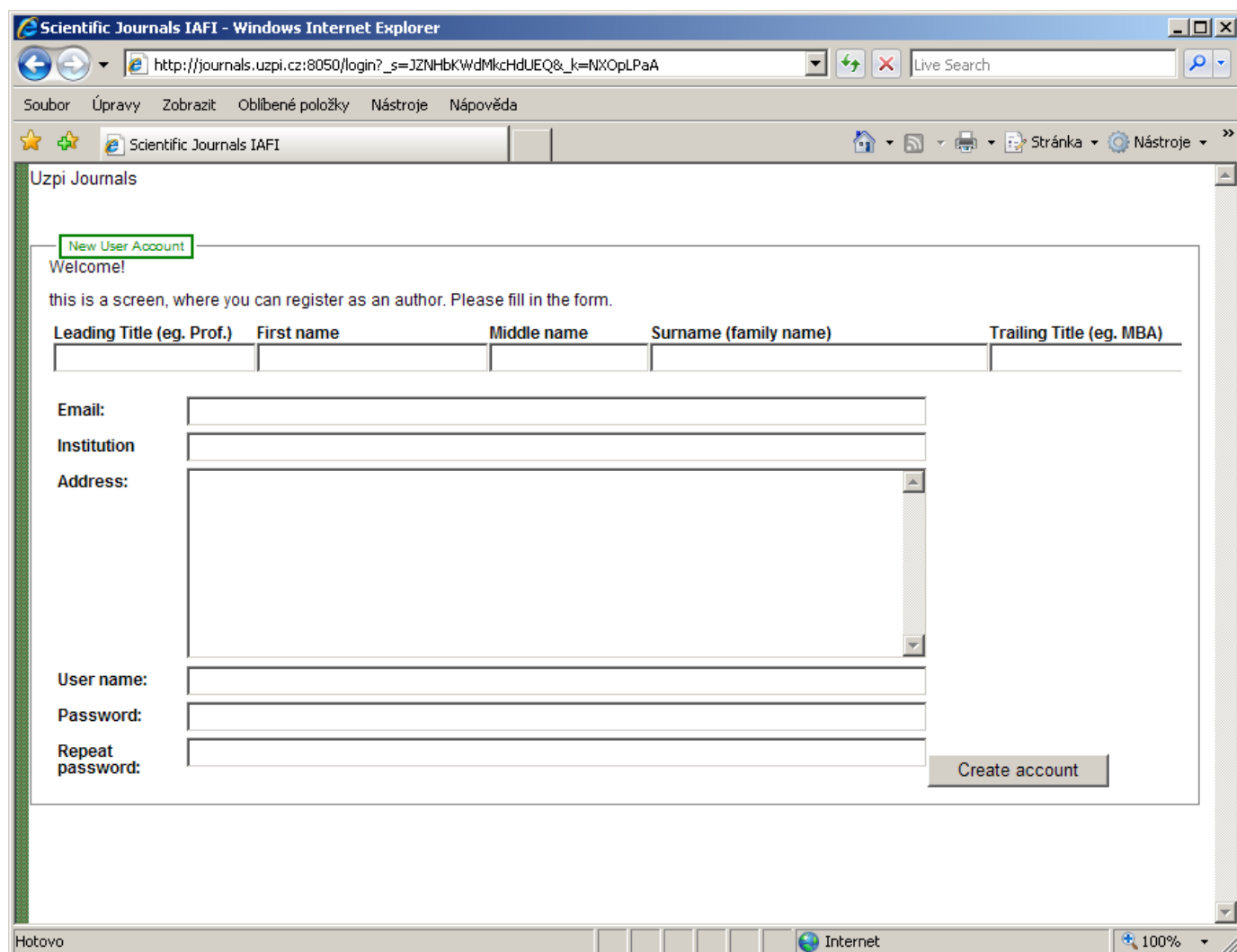
## Guide for Authors

### Creating a user account

Before you can start working with the system, it is necessary to create an author account for you. An account can be created by anyone from web site <http://journals.uzpi.cz>: by clicking on „create new user account“ button.



You will be asked to fill out a detailed form with information about you.



After filling in your information, click on “Create account” button. The system will send you welcoming e-mail, and log you in.

You can change any information including password later, from "edit profile" button on the top of any screen later.

There are four tabs at the top of the screen.



### **Articles Tab**

Here you see a list of your previously submitted articles and a button “**Submit new article**” through which new articles are submitted.

### **Notices Tab**

You are noticed about actions regarding your articles by internal system notices, as well as by e-mail. For every system notice you can see who sent it, and its contents. You can reply to them by either e-mail or through system, as you find appropriate.

### **Archive Notices Tab**

You can put older notices from Notices Tab to this tab so that it includes only recent notices. This is done by clicking on “archive” button of each notice.

### **User's history Tab**

Here are listed all your actions you have ever done with the system.

## **Submitting the article**

To submit new article, go to the Article Tab, and click on “**Submit new article...**” button.

A new page consisting of five sections appears.

### **Article Data**

At first, select which journal you wish to contribute to. Please choose appropriate journal from drop-down list.

Then, fill in the first author's name, e-mail, institution and city to the corresponding fields. If the article has more authors, you can, and them by clicking on “**add author**” button. Every article must have at least one author specified. Authors will be listed in the order as you fill in them at this stage.

The title of the article must be unique – no other article in the system may have the same or very similar name.

Copy your article abstract into the abstract field. You can make additional formatting changes to it if you wish.

### **Recommendation of reviewers**

You can nominate reviewers of your article in this section, please recommend approximately three of them.

Reviewers you do not wish to be reviewed from can be also noted here.

### **Text file and attachments**

In this section, you add your article content. The main document is uploaded by clicking on “Browse...” button. Usually, the main document should be saved in MS Word format, unless specified otherwise in the next section.

Please make sure that the originals of figures and tables are stored in separate files, and uploaded separately. To do so, please click on “add figure” or “add table” buttons. To add additional text attachments, click on "add attachment" button.

### **Article requirement information**

Please read carefully the information written in this section. It varies from journal to journal, and contains that journal's specific information and requirements.

After you have checked that your article is filled in with all the necessities, click on the “**Submit article**” button in the last section.

## Possible errors during submitting

If the system detects that you have omitted some necessary information, it would not accept the article, and you will be required to fill in the missing piece. You will be informed about it in red bold text above the problematic part

Scientific Journals IAFI - Windows Internet Explorer

http://journals.uzpi.cz:8050/login?\_s=YLELFJWAqpGkHyfx&\_k=zYaPQdX

Soubor Úpravy Zobrazit Oblíbené položky Nástroje Nápověda

Scientific Journals IAFI

Uzpi Journals

Articles Notices Archive Notices User's history

### Article Data

Journal: AGRICECON - Agricultural Economics (Zemědělská ekonomika)

Authors: **Please make sure that all authors have fully specified name, email, institution and city**

Name	E-mail	Institution	City	
John Brown	brown@gmail.com	eFractal	Prague	delete
Jack Smith	smith@gmail.com			delete

[add author](#)

Title: Effect of betacaroten on UV rays filtration on cherry tomatoes

It is possible to copy & paste your abstract from MS Word, the formatting will remain.

Abstract: **B I U** [bullet list icons]

After the correction, just click “Submit the article” button again.

## Success screen

After successfully submitting the article, a new screen appears. Information here is also journal-dependant. The same information will be sent to you by e-mail.

The submitting is over now, you can logout and wait for the executive editor to contact you via e-mail with information about the article.

## **Correcting the article**

If an editor or an executive editor find some problems with your article, you will receive an e-mail with relevant information. In that case, login to the system again, go to the “Articles” tab, choose relevant article and click on its title.

A familiar screen with 5 sections appears. In the first section is a description of problems from executive editor. It might contain additional files, in this case please download them and read them.

You may log out from the system and amend the changes, and then log in again, then upload the corrected text file and all the figures and tables again. After that, click on “Submit the article” button again.

## **Finishing touches to the article**

When the executive editor together with editors and reviewers decide to publish your article, you will receive an e-mail with this notification. The article will then be prepared in PDF form, and, when this is finished, you will receive another e-mail asking you to login to the system again and read (and possibly correct) a proof-sheet of your article.

To do so, login to the system, navigate to the “Articles” tab, click on appropriate article’s title, and select “Proof Sheet” tab. Here you will find your article in PDF. Please download it, and check that it contains everything you intended.

If you find the article all right, please choose “Article is all right, ...” and click on “Submit” button below.

If there is something wrong with the article, you can either note it in PDF and upload it back (choosing the “Upload corrected PDF”, then clicking on the “Browse...” button). In the case that you can not note the changes in PDF, you can fax them back to the executive editor, choosing “I will send proof-sheet by fax...” option. After you made your choice, click on "Submit" button below.

After that, executive editor will finish the works on the article, and send you e-mail informing you about journal issue it will be published in.