Guide for Authors

Logging to the system

The article must be submitted on the website http://agriculturejournals.cz

First, choose the journal name you would like to have your article published in. Then click on the “Submission”.

New User

If you submit the article for first time it is necessary to create an Author account for you by clicking on “New user – create 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.
Now you can submit your article.

**Registered User**
If you have your Account to log into the system already, enter your **User Name** and **Password** into the boxes, and then click on “Log In”.

After logging in, please choose your role – **Author**

**Change of the User Information**
You can change any information including your password later from “edit profile” button on the top of any screen later.
Submission of the article

Please choose the journal and click on the bottom “Choose journal”.

For example:

There are four tabs at the top of the screen:

**Author’s Articles**
Here you see a list of your previously submitted articles and the option “Submit new article” through which new articles are submitted.

**Notices**
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 its sender and contents. You can reply to them by either e-mail or through system, as you find appropriate.

**Archive Notices**
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” option of each notice.

**Sent Notices**
The notices (messages sent through the system) that you have sent are stored here. They can be moved to the Archive Notices Tab by clicking on “Archive” option.

**User’s history**
Here are listed all your the actions you have ever done with the system.
Please click on “Submit new article” button
Then fill in the requested information.

(a) Authors
Fill in the first author’s name, e-mail, institution and city to the corresponding fields. If the article has more authors, then use the “add author” option. Every article must have at least one author specified as corresponding author. Authors will be listed in the order as you fill in them at this stage. All authors of the article must be listed.

(b) Article data
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 and the keywords. You can make additional formatting changes to it if you wish.

(c) 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.
(d) 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.
To add additional text attachments, click on “add attachment” option.

(e) Figures
Please make sure that the originals of figures are stored in separate files, and uploaded separately. To do so, please click on “add figure”.
Please state whether the figures “in colour” have been submitted.

(f) Tables
Please click on “add table”.

(g) Declaration of Author
Please click on “Author Declaration”. Fill in the form and after signed, scanned form insert into the box.

(h) Submission of Article
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.

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

Success screen
After successfully submitting the article, a new screen appears.

For example:
Dear Dr Dilsat Bozdogan Konuskan,
Thank you for your interest to publish in Czech Journal of Food Sciences. Your manuscript The effects of variety and extraction methods on quality and chemical composition of olive oils in Turkey written by Dilsat Bozdogan Konuskan and Ahmet Canbas has been registered as 440/2013-CJFS and submitted to reviewers. You will be duly informed about the assessment procedure. You can view the status of your manuscript at any time by checking your Author’s account after logging.
Yours sincerely,
RNDr. Marcela Braunová
Czech Journal of Food Sciences
Executive Editor

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 your article requires additional improvement, you will receive an e-mail with the corresponding information. In that case, login to the system again, go to the “Articles” tab, choose relevant article (with the status REDO) and click on its title.

Please upload the corrected text file, all the figures and tables again and accompanying letter.

After that, click on “Submit the article” button again.

Manuscript acceptance

When the executive editor together with editors and reviewers decide to publish your article, you will receive an e-mail with this notification.

For example:
Dear Madam/Sir,
We would like to inform you that the Board of Editors decided on the basis of peer review to publish your paper Distribution and harmfulness of Plasmopara halstedii on sunflower in the Czech Republic (submitted as 62/2012-PPS).
Yours sincerely,
RNDr. Marcela Braunová
Plant Protection Sciences
Executive Editor
Proof-Sheet submission
The Proof-Sheet in PDF form is send to the corresponding author by e-mail.

For example:
Dear Prof. Aleš Lebeda, DrSc.,
Please log into system to find a proof-sheet of the paper Distribution and harmfulness of Plasmopara halstedii on sunflower in the Czech Republic (submitted as 62/2012-PPS). The proof-sheet is stored in PDF format that can be printed in Acrobat Reader.
Please will you kindly comment the proof-sheet if necessary by Adobe Acrobat comment feature (bubbles) or (if you cannot use the comment feature in Adobe Acrobat), return the hard copy of corrected proof-sheet (only corrected pages) to the editor’s office by fax (fax No. + 420 227 010 116) or scanned by e-mail within 48 hours.

Yours sincerely,
RNDr. Marcela Braunová
Plant Protection Sciences
Executive Editor

Proof-Sheet correction
Please 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.
Please comment the proof-sheet if necessary by Adobe Acrobat comment feature (bubbles).

Submission
• If you find the article all right, please choose “Article is all right ..…” and click on “Submit” button below.
• Corrected proof sheet can be submitted in PDF format and uploaded by choosing the “Upload corrected PDF” option.
• In case you cannot 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 have made your choice, click on “Submit” button.
When the article is ready for the publication, all authors receive an e-mail informing about the journal issue it will be published in with the **final PDF** in attachment.

*For example:*

Dear Madam/Sir,

I am sending you the final version of your paper *Diversity of carabid beetles (Coleoptera: Carabidae) under three different control strategies against European corn borer in maize* (submitted as 78/2012-PPS) which will be published in Plant Protection Science for your personal use in an attachment of this e-mail. The paper is stored in PDF format that can be printed in Acrobat Reader.

Let us advise you that all the papers published in the scientific journals of the Czech Academy of Agricultural Sciences are accessible in PDF format on the website [www.agriculturejournals.cz](http://www.agriculturejournals.cz). When sending the offprints, will you kindly inform your colleagues about this website where all information about our journals is available.

*attachment: 78-2012 Saska.pdf.*

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