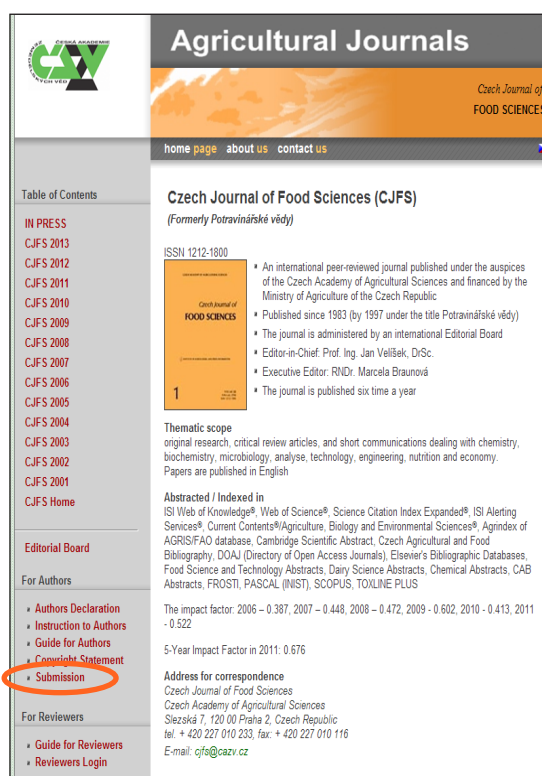
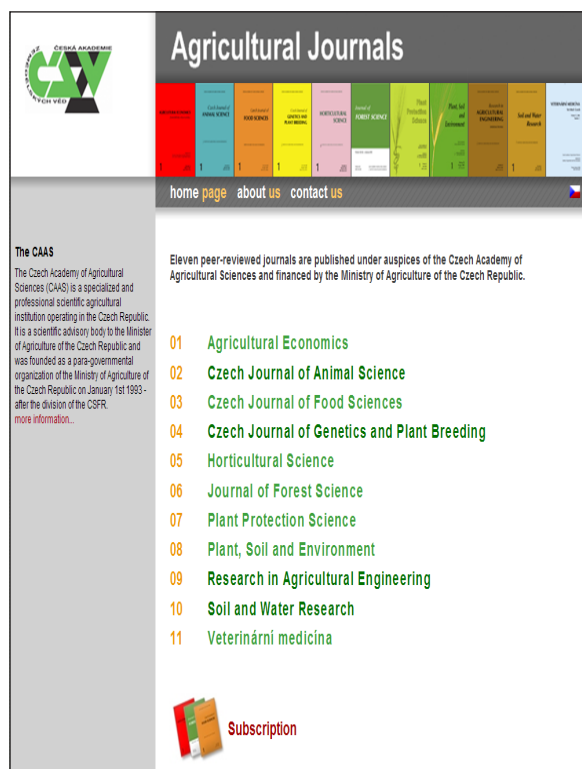


Guide for Authors

Logging to the system

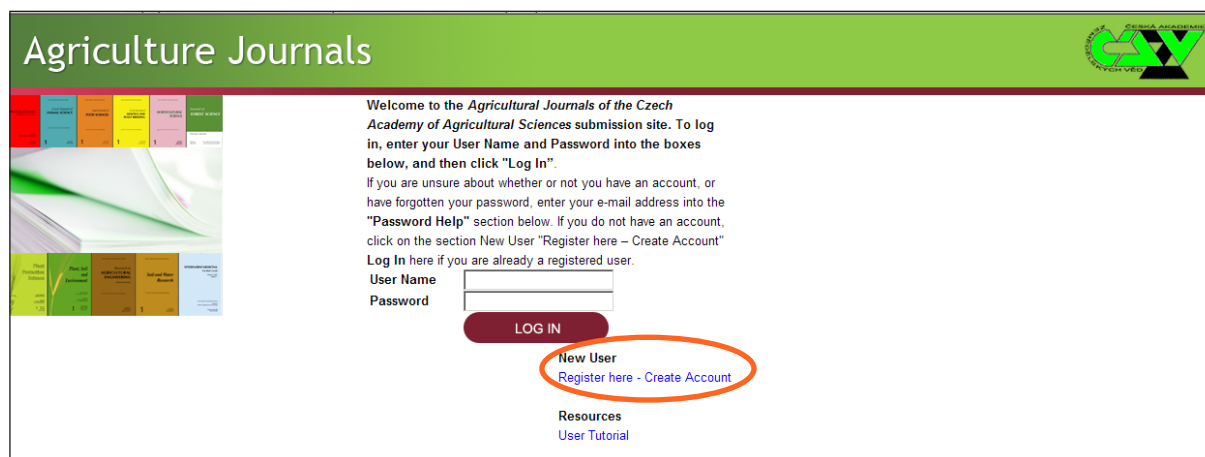
The article must be submitted on the website <http://agriculturejournals.cz>

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

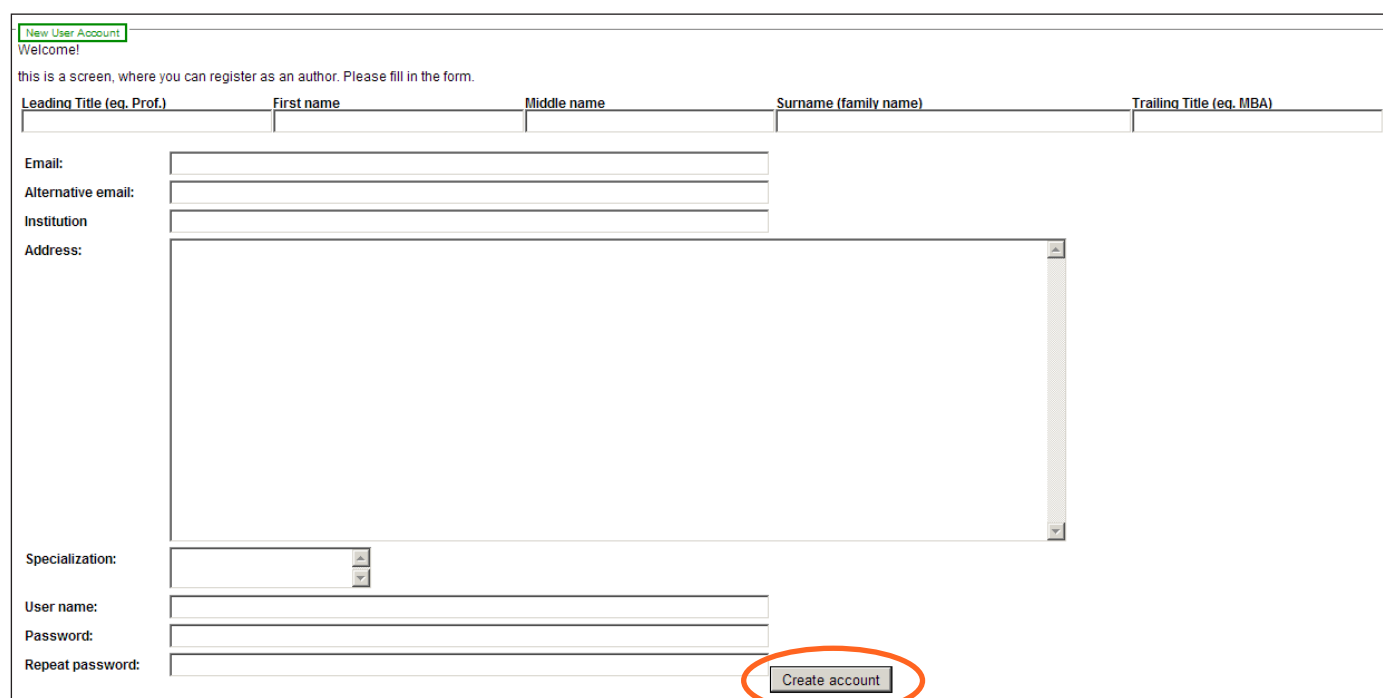


New User

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.

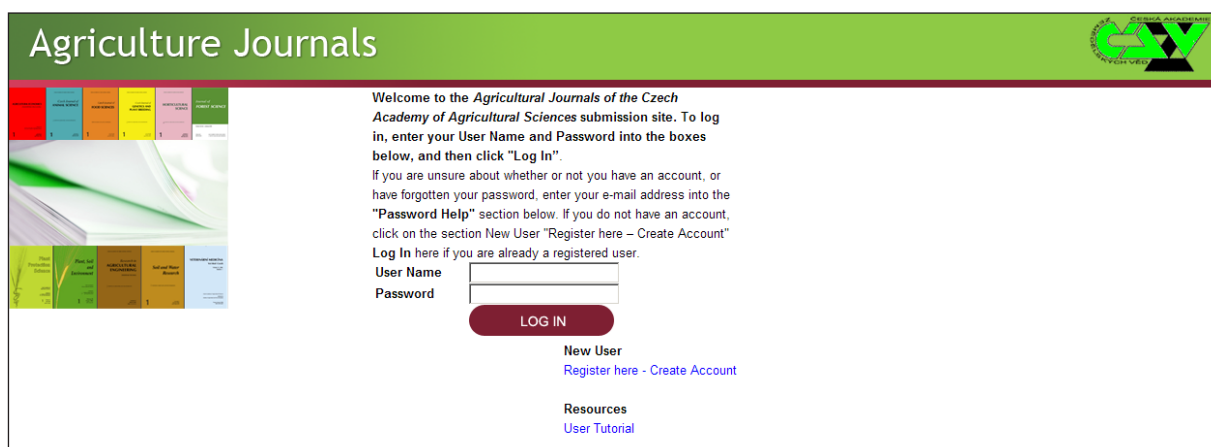


The form is titled "New User Account" and includes a "Welcome!" message. It instructs the user to fill out the form to register as an author. The form fields are: Leading Title (eq. Prof.), First name, Middle name, Surname (family name), Trailing Title (eq. MBA), Email, Alternative email, Institution, Address (a large text area), Specialization (a dropdown menu), User name, Password, and Repeat password. A "Create account" button is located at the bottom right of the form, circled in red.

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.

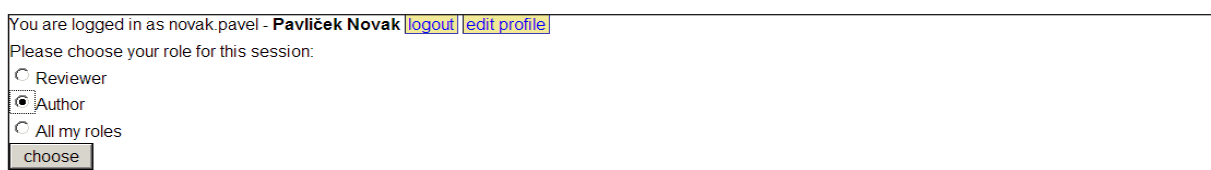
Registered User

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"**.



The page is titled "Agriculture Journals" and features a green header with a logo. The main content area includes a welcome message: "Welcome to the Agricultural Journals of the Czech Academy of Agricultural Sciences submission site. To log in, enter your User Name and Password into the boxes below, and then click 'Log In'." Below this, there are instructions for new users and a "Log In" button. The login fields are "User Name" and "Password". A "LOG IN" button is located below the password field. Links for "New User" (Register here - Create Account) and "Resources" (User Tutorial) are provided at the bottom.

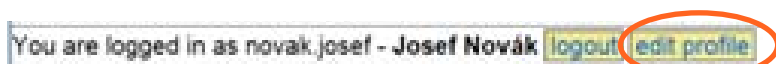
After logging in, please choose your role – **Author**



The form displays the user's login status: "You are logged in as novak.pavel - Pavlíček Novak" with links for "logout" and "edit profile". It asks the user to "Please choose your role for this session:" and provides three radio button options: "Reviewer", "Author" (selected), and "All my roles". A "choose" button is located at the bottom left of the form.

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.



The bar shows the user's login status: "You are logged in as novak.josef - Josef Novák" with links for "logout" and "edit profile". The "edit profile" link is circled in red.

Submission of the article


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

Author's Articles Notices Archive Notices Sent Notices User's history

Please choose journal into which you wish to submit your article



Agricultural Economics (Zemědělská ekonomika)



Horticultural Science




Plant, Soil and Environment




Czech Journal of Food Sciences




Journal of Forest Science



Research in Agricultural Engineering



Czech Journal of Genetics and Plant Breeding



Plant Protection Science



Soil and Water Research

Choose journal

For example:

Author's Articles Notices Archive Notices Sent Notices User's history

Submitted articles:

Id	Title	Submitted	State	Pub
212/2011-CJFS	Formation of acylglycerol chloro derivatives in vegetable oils	19.5.2011	Article finally done	201
3/2011-CJFS	Changes of S-alk(en)ylcysteine sulfoxide levels during garlic growth	5.1.2011	Article finally done	201
524/2010-CJFS	Pigments of higher fungi: a review	29.12.2010	Article finally done	201
468/2010-CJFS	3-Chloropropane-1,2-diol fatty acid esters in potato products	1.12.2010	Article finally done	201
135/2010-CJFS	Profiles of S-Alk(en)ylcysteine Sulfoxides in Various Garlic Genotypes	16.4.2010	Article finally done	201

[Submit new article...](#)

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.

Then fill in the requested information.

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.

Recommendation of Reviewers

Please recommend approximately 3 reviewers to check on the article (please specify full name, address and e-mail of recommended reviewers).

First name	Last name	E-mail	Address	remove?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
add reviewer				

Reviewers you do not wish to assess your article can be mentioned here.

First name	Last name	E-mail	Address	remove?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
add reviewer				

(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.

Text File and Attachments

MS Word (no PDF files), standard size of paper (A4 format), type size 12 font, double-space lines. Scientific papers should not exceed 20 000 characters with spaces (including tables, references, and figure captions); use the automatic page numbering function to number the pages and lines. Manuscripts have to be spellchecked. References have to be in the correct format for this journal. All references mentioned in the reference list have to be cited in the text, and vice versa. Please submit here one file including all tables and figures and below in the figure input file submit each figure separately in proper format and resolution.

Text file:

[add attachment](#)

(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.

Figures

Submit each figure separately in optimal resolution 300 dpi. Graphs should be provided in MS Excel (if possible) and stored with original data, photos and diagrams in JPG or TIFF format. Coloured figures are published in printed version at author's costs (200 EUR for full page figures or 100 EUR for half page). Charges will be requested.

Please tick (mandatory)

☐ The corresponding author takes into account that the colour figures will be invoiced when the proof will be sent

☐ Colour figures have not been submitted

(f) Tables

[add table](#)

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.

Authors Declaration

Insert completed and signed [Author Declaration](#)

Signed declaration:

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

(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.

Submit the Article

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.

Article Data

Journal:

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

Name	E-mail	Institution	City	
<input type="text" value="John Brown"/>	<input type="text" value="brown@gmail.com"/>	<input type="text" value="eFractal"/>	<input type="text" value="Prague"/>	delete
<input type="text" value="Jack Smith"/>	<input type="text" value="smith@gmail.com"/>	<input type="text"/>	<input type="text"/>	delete

[add author](#)

Title:

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

Abstract: **B I U** [bullets] [numbered] [link] [unlink]

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 Konuskana and Ahmet Canbasb 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

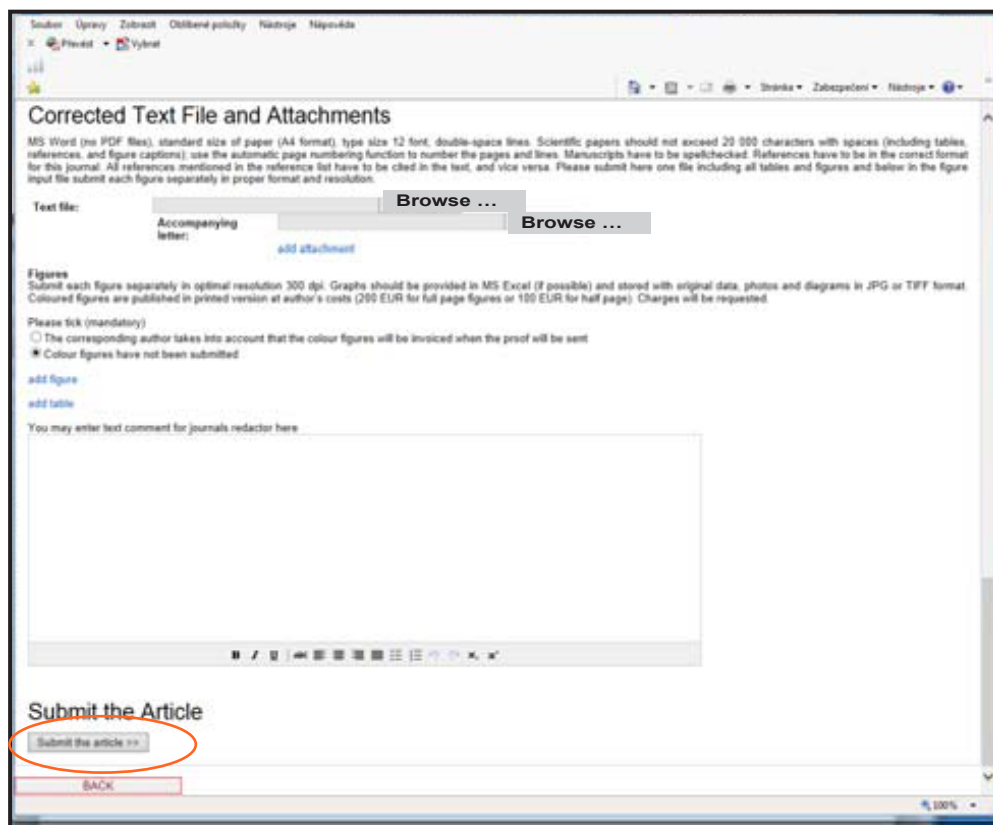
If your article requires additional improvement, you will receive an e-mail with the corresponding information. In that case, login to the system again, go to the “**Articles**” tab, choose relevant article (with the status REDO) and click on its title.



The screenshot shows a web interface with a navigation bar at the top containing links like 'You are logged in as PPS - Prof. Alek Labeda, DrSc.', 'Author's Articles', 'Notifies', 'Archive Notices', 'Sent Notices', and 'User's history'. Below this is a section titled 'Submitted articles:' followed by a table. The table has columns for 'Id', 'Title', 'Submitted', 'State', and 'Published Volume'. One row is highlighted in red, indicating an article that needs correction.

Id	Title	Submitted	State	Published Volume
65/2013-PPS	Wet Plant Pathosystems - Introduction	14.9.2013	Corrected	
51/2013-PPS	Incidence of Lettuce Downy Mildew (<i>Bremia lactucae</i>) and Powdery Mildew (<i>Gaeumannomyces graminis</i>) in Natural Populations of Prickly Lettuce (<i>Lactuca serotia</i>) - St PPS 01/2013	28.6.2013	Redo	
62/2012-PPS	<i>Cosmos</i> x <i>angustifolius</i> hybrid: a botanical model. Czech and English names of plant diseases and pests (Book Review)	20.11.2012	Article finally done	2013/49-No. 1
85/2012-PPS	Introduction for Special Volume Plant Protection Science 2012	8.11.2012	Article finally done	2012/45-Special Issue - Biotech Crops and their Utilization in Plant Protection against Diseases and Pests

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



The screenshot shows a web form titled 'Corrected Text File and Attachments'. It contains instructions for authors regarding file formats (MS Word, PDF, etc.) and character limits. There are fields for 'Text file:' and 'Accompanying letter:' with 'Browse ...' buttons. Below these are sections for 'Figures' and 'Tables' with 'add figure' and 'add table' links. At the bottom, there is a 'Submit the Article' section with a 'Submit the article >>' button circled in red, and a 'BACK' button.

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.

The screenshot shows a web interface for submitting a proof sheet. At the top, there are tabs: 'Detail', 'History', 'Edit article attributes', 'Proof Sheet' (which is active), and 'Notes'. Below the tabs, a message states: 'Here you can download the preview of article that would go to print: 56-2012 Farambaktsh.pdf. If you do not have appropriate reader, you can download it for free from www.adobe.com.' Below this, a prompt says 'Please make your decision from possibilities below.' There are three radio button options: the first is selected and reads 'Article is all right, no changes are necessary'; the second is 'I will send corrected proof-sheet by e-mail to pps@cazv.cz or fax to number: +420 227 010 116'; the third is 'Upload corrected PDF:'. To the right of the third option is a 'Browse ...' button. Below these options, a message says 'You can upload additional materials by clicking "add attachment" just below.' There is a link 'add attachment' in blue. Below that, a message says 'Upload file with copyright (you can download it [here](#)).' followed by another 'Browse ...' button. At the bottom, there is a large text area for 'Use this input box for additional comments:' and a 'Submit' button at the very bottom left.

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. 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](#).

Revised 2013