ELECTRONIC EDITORIAL OFFICE OF THE JOURNAL

"Chemistry, Physics and Technology of Surface"

USER GUIDE

(based on Open Journal Systems 3.3.20 platform)

AUTHOR

CONTENTS		

1. GENERAL WORKPROCESS CONCEPT

The electronic editorial office of the CPTS operates on the basis of the free automated online system Open Journal Systems 3 (OJS), developed to ensure the editorial work of journal editorial offices online. In case of inaccuracies in the localization of the site, please contact the editorial office.

This manual describes the details of the workflow for the role of "**Author**" from the moment the author submits an article to the editorial office until the moment the article is.

Conceptually, the Author's actions regarding each new article can be divided into the following main stages:

1. Registration on the site and obtaining the role of "**Author**".
2. Login to the Author's account.
3. Submission of a new article.
4. Finalization of the article at the request of the Editor.

In the following sections of this manual, each of these stages is described in more detail with step-by-step instructions for each of the Author's actions. The electronic edition of the CPTS works in a bilingual format, when the Author can freely choose between English and Ukrainian.

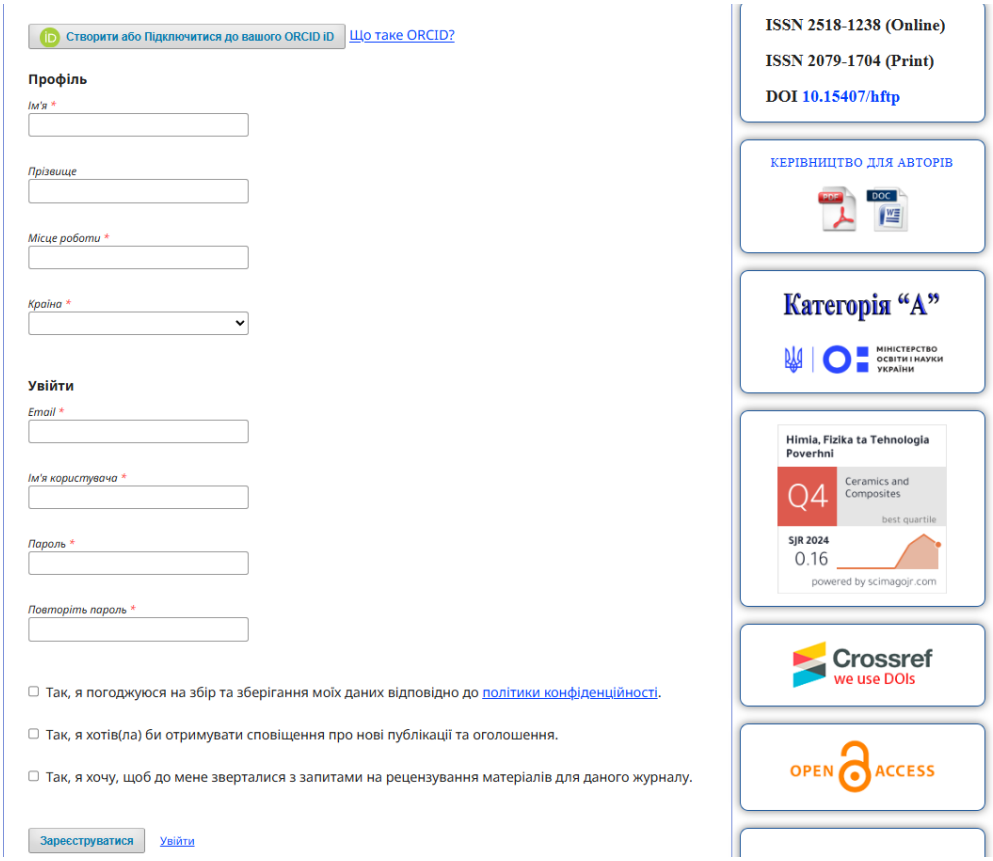
In this manual, the English language option is selected, all actions in the Ukrainian interface are identical.

2. AUTHOR REGISTRATION ON THE WEBSITE

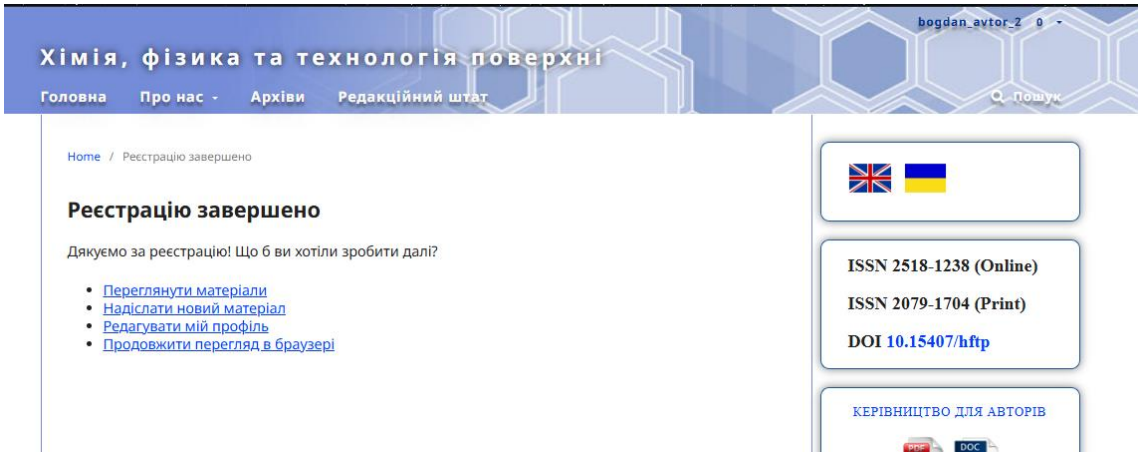
In order to register in the electronic editorial office of the CPTS, you must perform the following actions:

1. Go to the website https://cpts.com.ua/ and click on the hyperlink “**Register”** (in the upper right corner of the page).

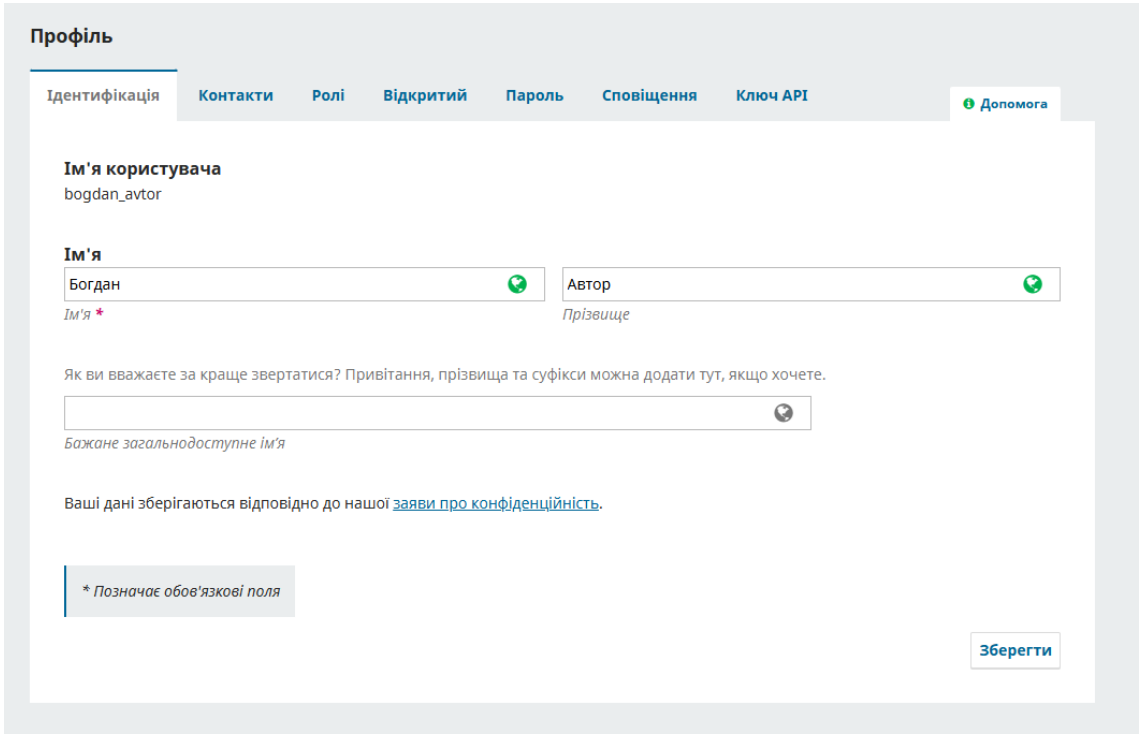
2. After that, the user goes to the registration form page:



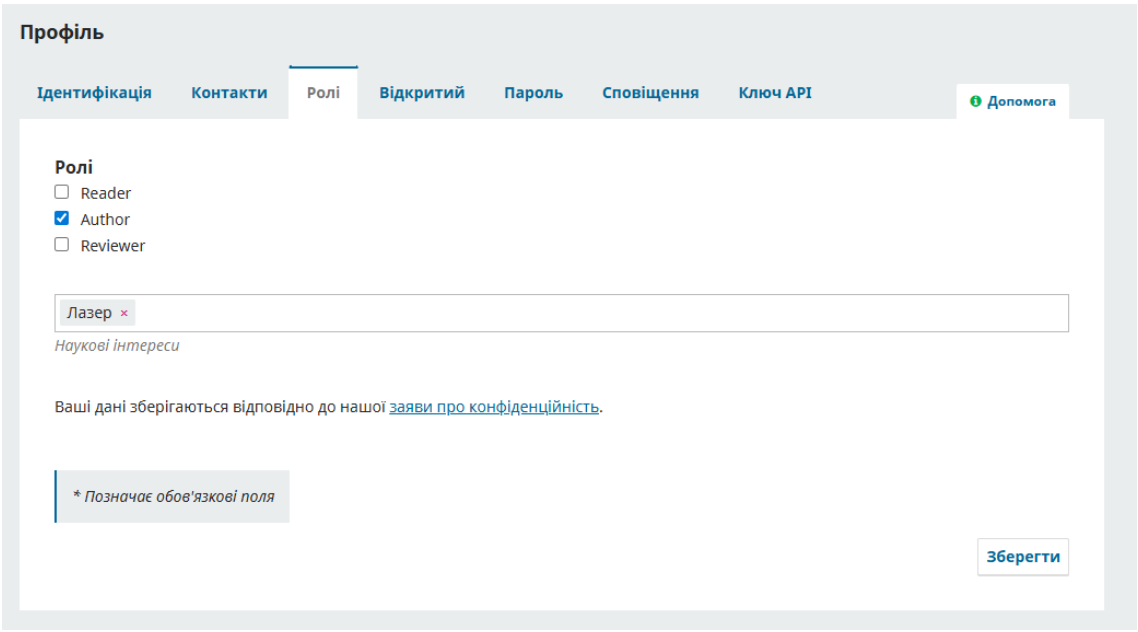
3. After filling in all the required fields (an asterisk indicates mandatory fields) and clicking “**Register”** at the bottom of the page on the left, the user will be taken to the next page, which indicates the successful completion of the registration process:



4. You can edit and add information about yourself using the "**View profile**" link:

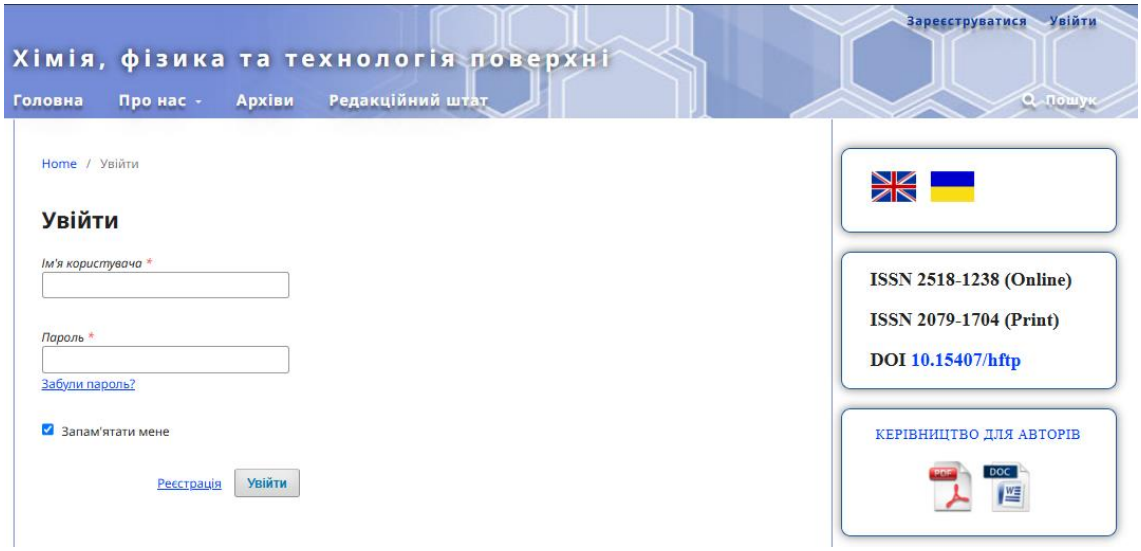


5. To be able to submit an article in the "**Roles**" tab, you must check the "**Author**" box.

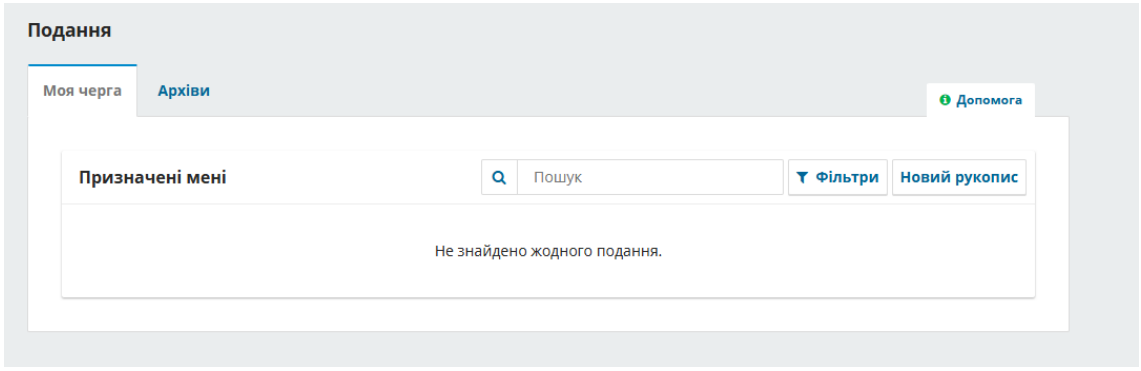

Профіль
Ідентифікація
Контакти
Ролі
Відкритий
Пароль
Сповіщення
Ключ API
Допомога
Ролі
Reader
Author
Reviewer
Лазер ×
Наукові інтереси
Ваші дані зберігаються відповідно до нашої заяви про конфіденційність.
* Позначає обов'язкові поля
Зберегти

3. LOGIN TO THE AUTHOR'S CABINET

In order to access the Author's cabinet, on the start page of the CPTS website (see the first screenshot in the previous section of this manual), you must click on the "**Login"** hyperlink, which is located at the top right of the page. Next, you must enter the "**Username**" and "**Password**" that the Author chose when registering on the website:

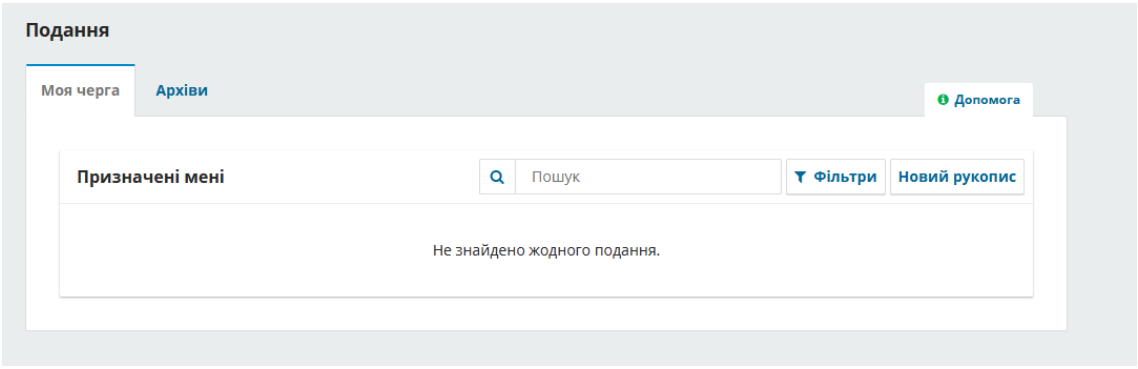


After completing the authorization, we get to the Author's account:

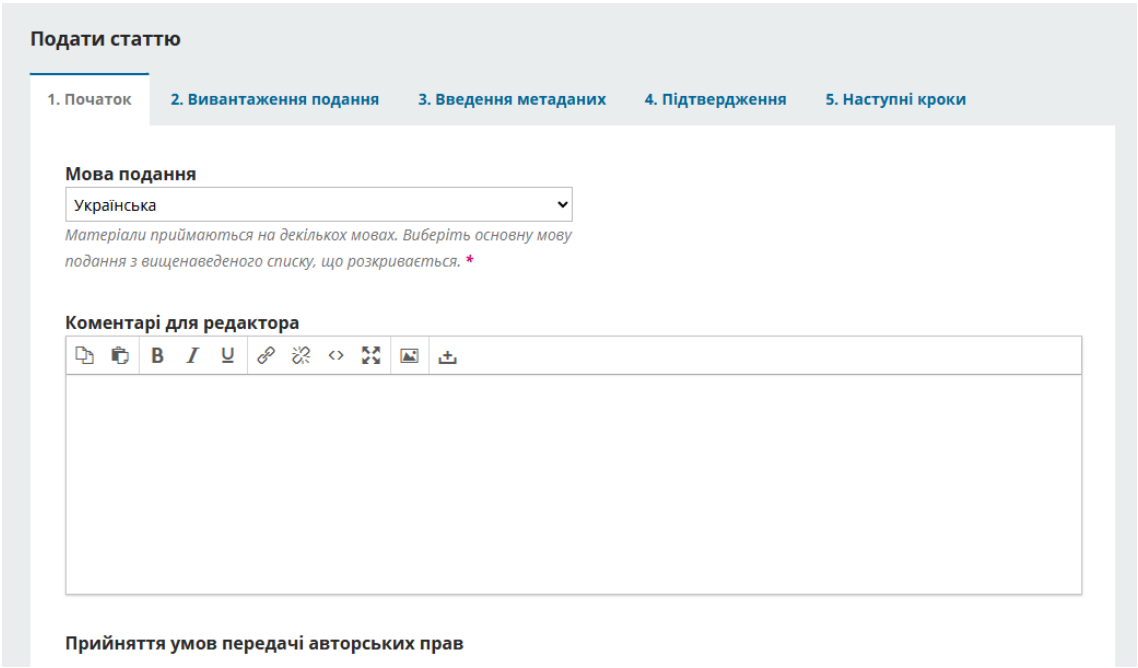


4. SUBMITTING A NEW ARTICLE

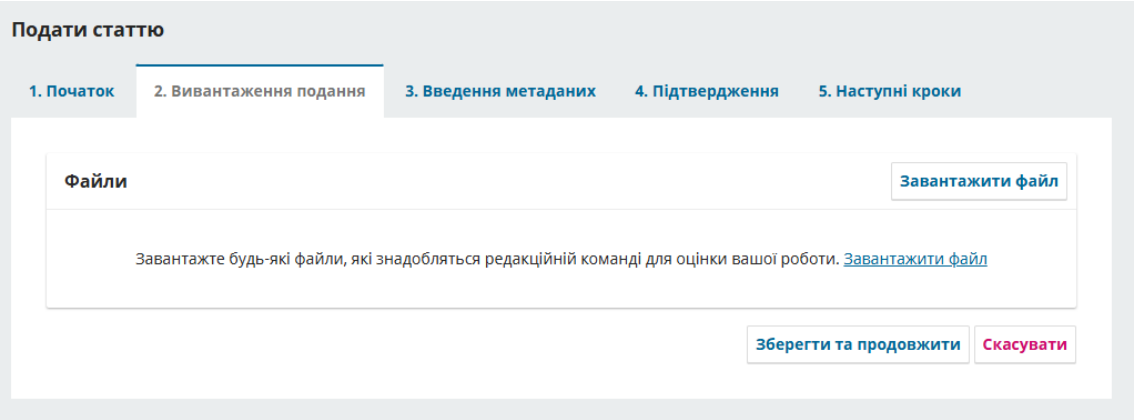
In order to submit a new article to the journal, the Author enters his/her account and clicks on the folder "**New Manuscript**":



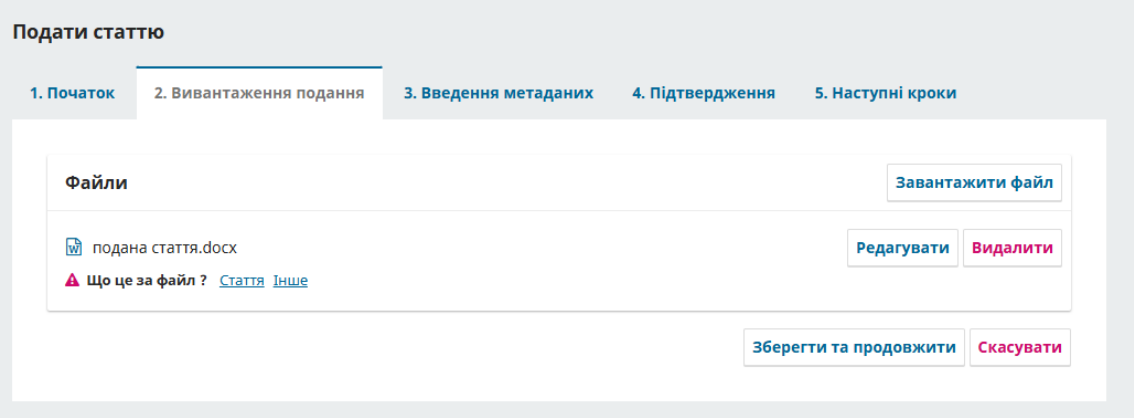
After that, the Author proceeds to the five steps that make up the article submission process. In the first step ("**Getting Started**"), the Author must confirm the copyright statement (license agreement) and fill in all required fields:



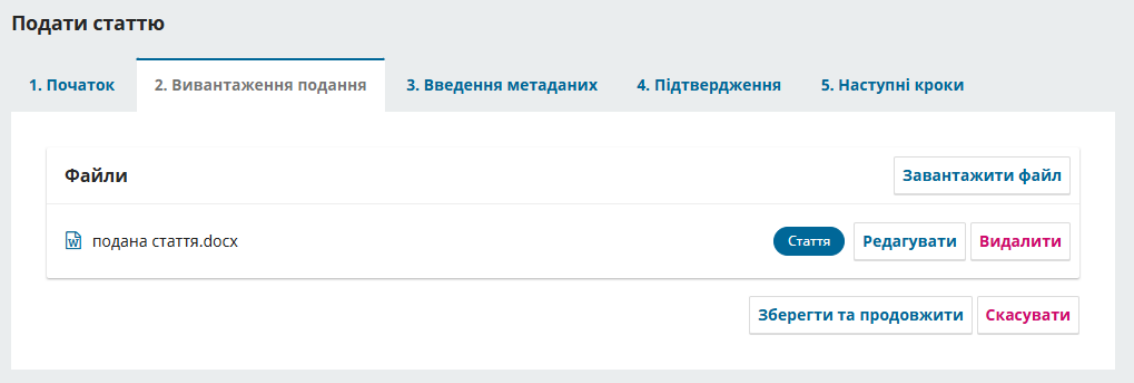
After clicking "**Save and Continue**", the Author proceeds to the second step of the submission, where he must upload the submission files to the system by selecting the appropriate article item in the menu below:



To add an article file, you can use the file manager by clicking "**Upload File**", or drag and drop the file into the appropriate field, as shown below:

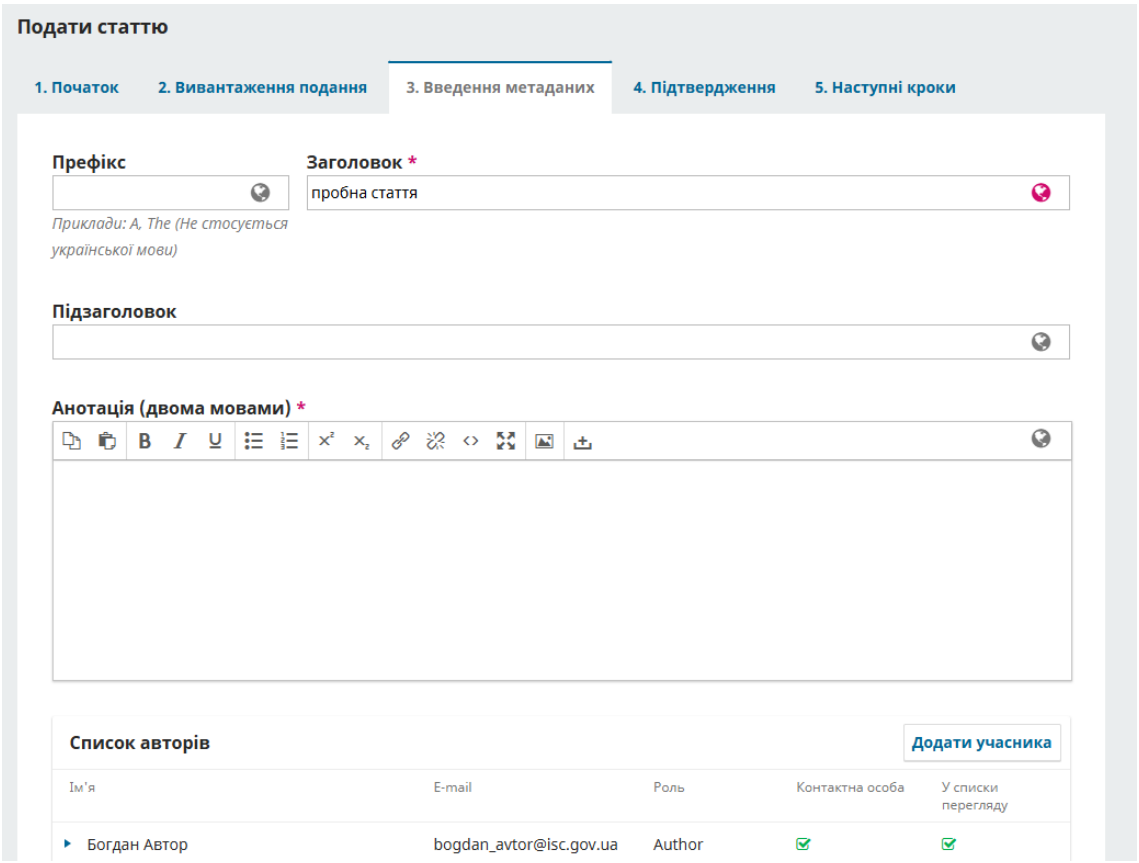


Before clicking "**Save and continue**", you need to select the topic of the attached file (is it an article or something else (additional files to the article))

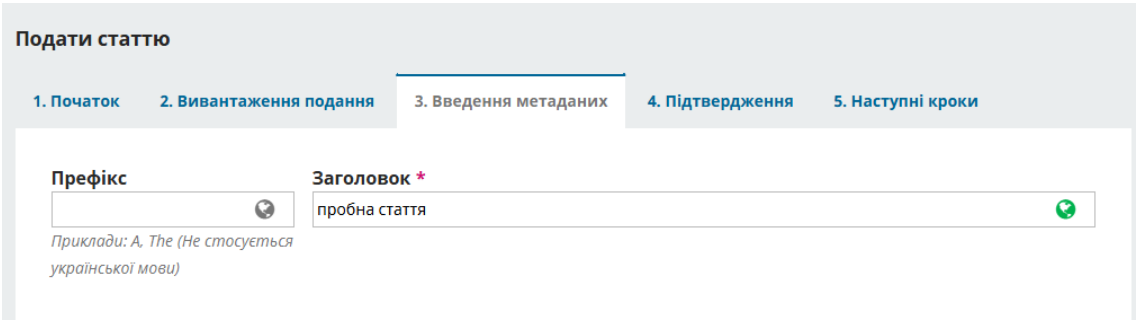


If the author needs to submit multiple files, each of these files must be added separately one by one, following the link "**upload file**"

By clicking on the "**Save and continue**" panel, the Author proceeds to the next step ("**Enter metadata**"), where he must enter all the necessary metadata of the article:

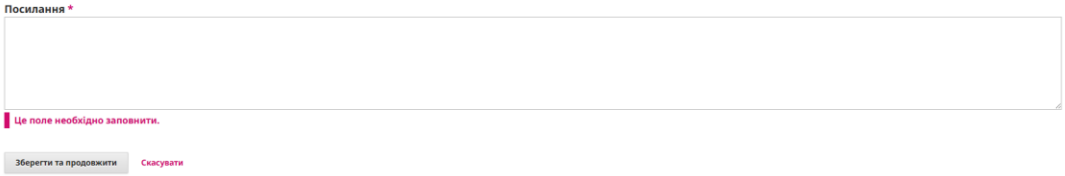


Please note that all fields with a globe image on the right must be filled in two languages - Ukrainian and English. If filled in correctly, the globe icon should turn green, as in the screenshot below:

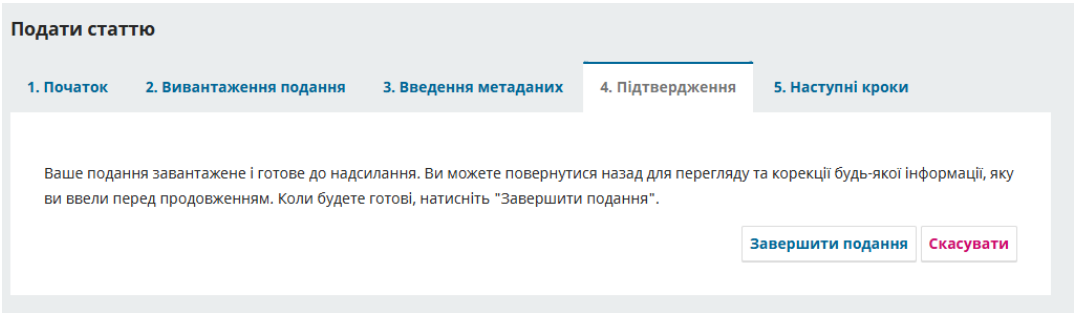


The author must also enter the names and email addresses of all his/her co-authors by clicking on the hyperlink "**Add author/contributor**". This step is absolutely mandatory for the successful consideration of the article by the editorial board of the HFTP. Each keyword is entered separately via ENTER.

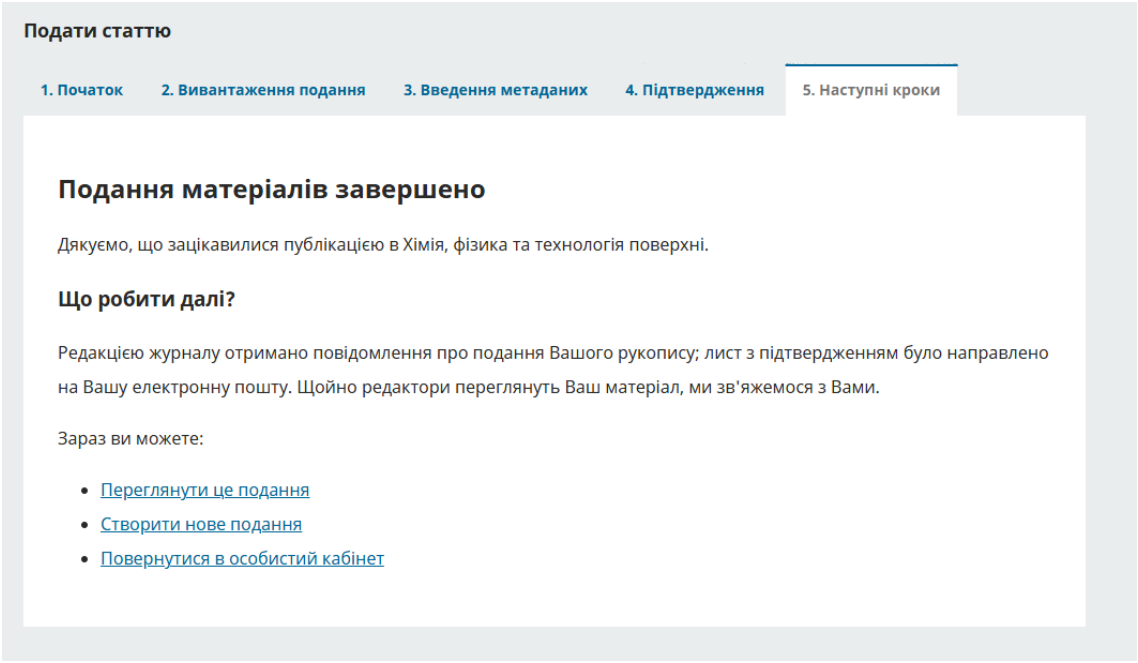
Before clicking "**Save and continue**", do not forget to indicate the literary references, which can be copied into the appropriate field from the text of the article:



When all metadata are filled in, the Author clicks on the "**Save and Continue**" panel to proceed to the next step, where he must finally confirm the correctness of all entered data:



If the Author decides to postpone the submission of the article for some reason, he can click on the "**Cancel**" hyperlink and continue the submission at another time (all the data entered by him remains saved in the system as an incomplete submission). If the Author is sure of the actions taken, he clicks on the "**Complete Submission**" panel to proceed to the last (fifth) step, where he receives a notification from the electronic editorial office that his submission has been completed and sent to the editor:

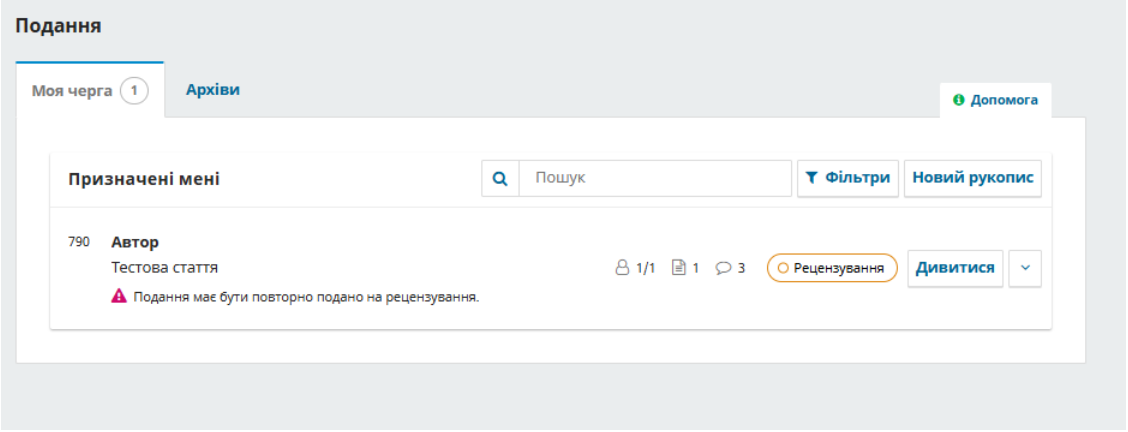


The corresponding confirmation will also be automatically sent to the author's email address, which he specified when registering on the site. At this point, the submission is complete and, after the editor reviews it, he will contact the Author.

5. ARTICLE REVISION AT THE EDITOR'S REQUEST

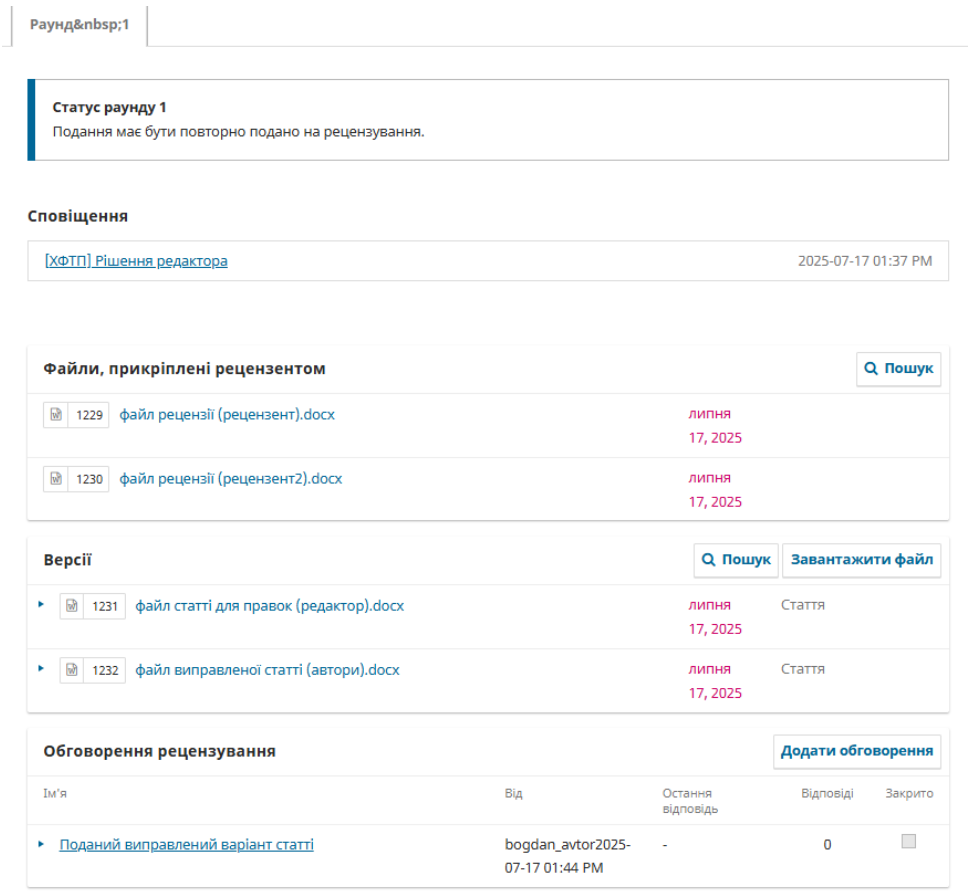
If the submitted article meets the basic requirements of the CPTS, the editor will send it for independent review. Reviewers may make certain comments on the content of the submitted work or ask the Author clarifying questions. In this case, the editor will send the Author a request to his email address to revise the article.

In order to revise the article, the Author must go to his account, as indicated in the "**Submission**" section, select his article:

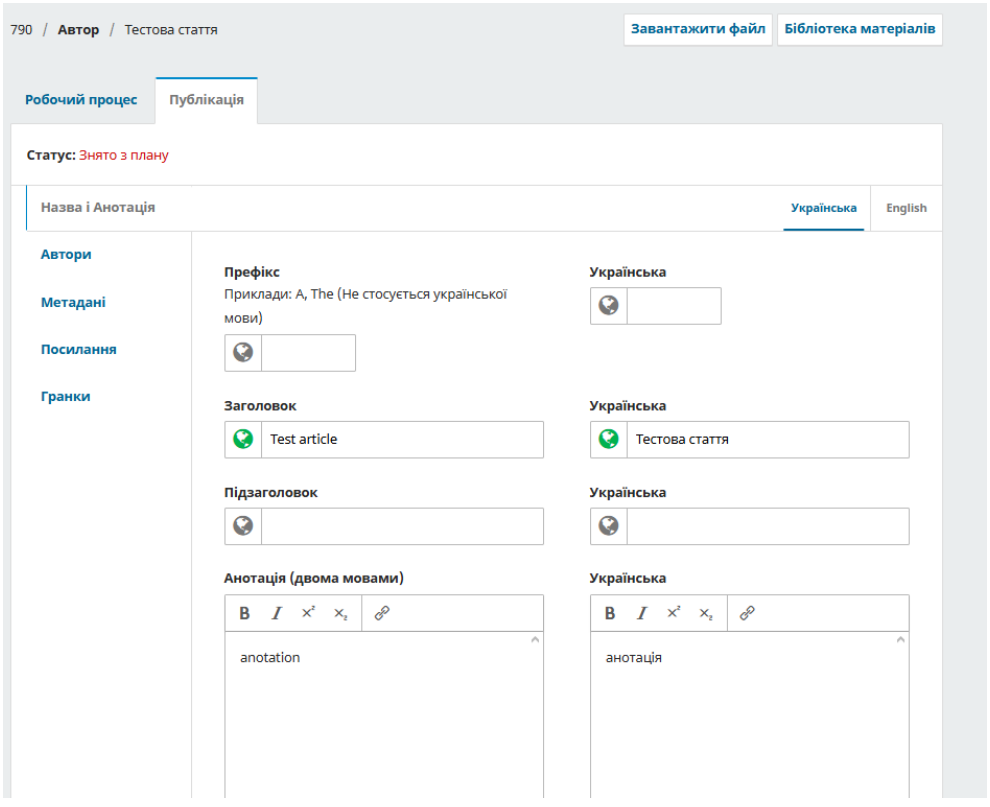


After that, once in the article workflow folder (Reviewing tab), the Author can:

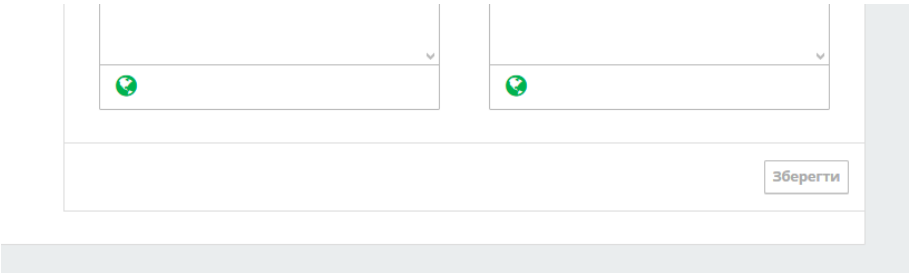
- Review the editor's decision and review;
- add corrected files by clicking on the "**Upload file**" hyperlink in the "**Versions**" field;
- and create a discussion by clicking on the "**Add discussion**" hyperlink in the "**Review discussion**" field to notify the editor about uploading the corrected version of the article.



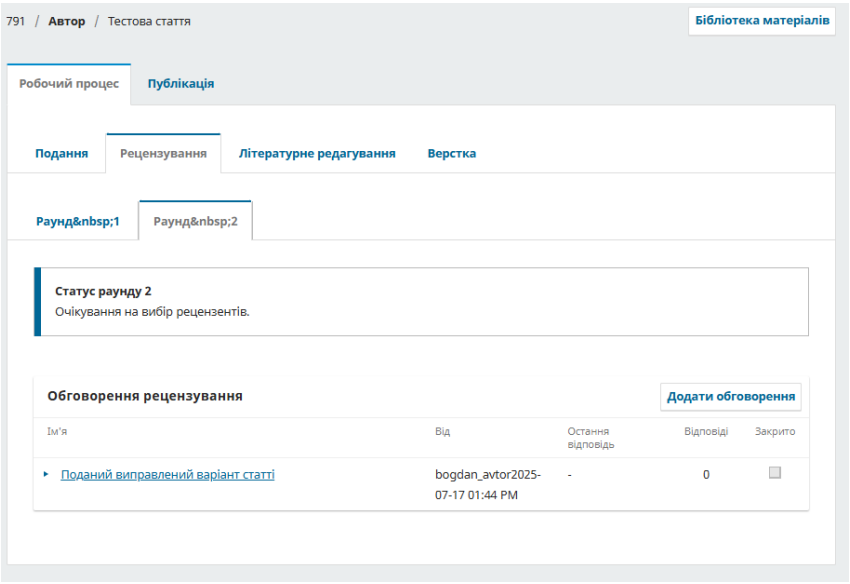
In the "**Publication**" tab, the Author can make changes to the article metadata (**but only if the editor has given permission)**



If permission has not been granted – the "**Save**" button will be inactive.

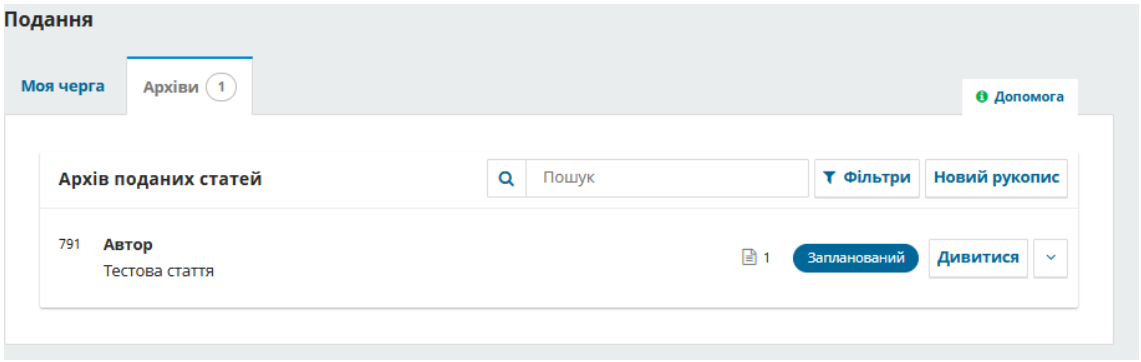


If the article has been resubmitted for review, authors will see a new tab in the "**Round 2**" review section



After the article is accepted, the "**Literary Editing**" and then "**Layout**" tabs will become available first. At the "**Literary Editing**" stage, the editor, through the "**Editing Discussion**" section, can ask the authors to check the layout and, if necessary, make their own corrections or write about inaccuracies that have arisen in the layout. In this discussion, the authors can upload the corrected layout of the article if they made any changes there.

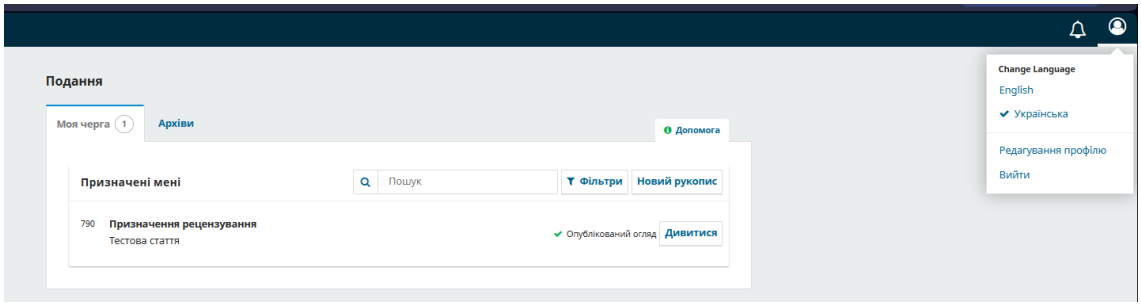
When the article is scheduled for publication, its status will change and it will go to the "**Archive**" section:



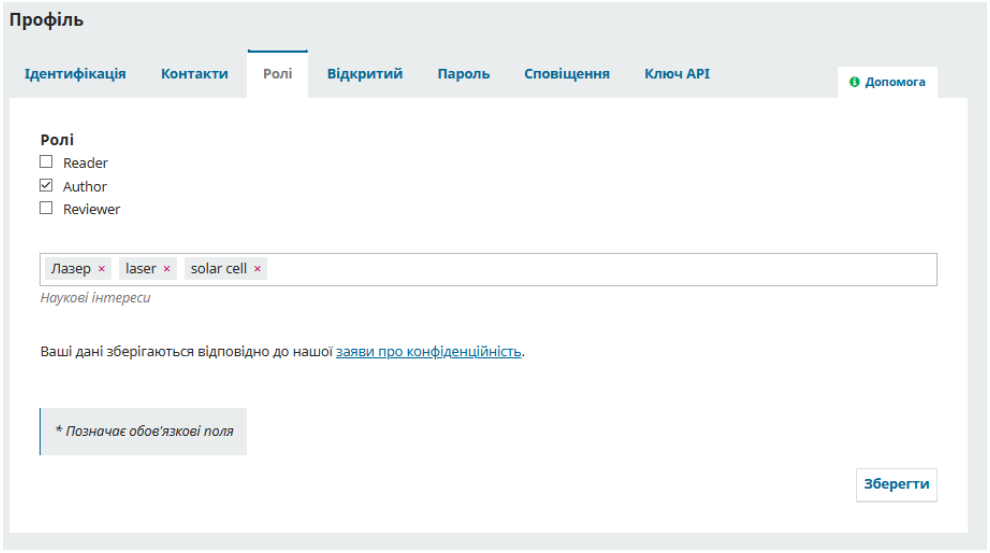
6. UPDATE OF AUTHOR PROFILE DATA

To update the author's scientific profile data, the user must log in to their electronic editorial office using their login and password.

Next, in the upper right corner of the page, click on the face icon and select the "**Edit Profile**" menu section, as shown in the screenshot below.



The user profile data should appear on the screen, where you need to go to the folder "**Roles**". In the roles, you can also check the box next to "**Reviewer**" so that the editorial office knows that you can be involved in the role of a Reviewer. This folder also contains a field called "**Scientific interests**":



By moving the mouse cursor to this field, it is necessary to enter all the keywords that correspond to the user's scientific interests. This can be done by typing the corresponding keyword on the keyboard. After entering each keyword, it is necessary to press the **Enter key**.

IMPORTANT: It is necessary to enter both the Ukrainian and English versions of the keywords, as shown in the figure above.

After all the keywords are entered, it is necessary to click on the "**Save**" field.

In addition to scientific interests, the reviewer must also indicate the official place of his work. To do this, he must go to the "**Contacts**" folder and enter the relevant data in the "**Place of work**" field in both Ukrainian and English.

In the “**Notifications**” folder, the user can configure which notifications he wants to receive from the electronic editorial office and which not. In the remaining tabs, the Author fills in the necessary information about himself.