Instructions for Authors

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The paper contains instructions for authors of articles for Acta Acta IMEKO. It can be used as template for new submissions. Authors are encouraged to follow the instructions as described in this template file to produce their manuscript. This abstract should be composed in a way suitable for publication in the abstract section of electronic journals, and should state concisely what it is written in the paper. Important items are the aim of the research, the basic method and the major achievement (also numerically, when applicable). The length should not exceed 200 words.

1. INTRODUCTION

This paper describes how a new article can be submitted from Acta IMEKO's website. Authors can track their submission, resubmit revised papers, communicate with the editors and support the editorial process including copyediting and proofreading.

2. A NEW SUBMISSION

To register with the Journal System, open the website http://acta.imeko.org/index.php/acta-imeko/index and go to REGISTER. If you don't have a user account, fill in the form, otherwise enter your username and password. Then click the REGISTER button near the end of the page. You arrive at the Acta IMEKO page USER HOME. Under ACTA IMEKO select your role: "» Author". Here you see your current submissions and the status (when applicable).

For a new submission, click on "CLICK HERE" under "start a new submission", and you arrive at the page Step 1: Starting the Submission. In "Section" select "Article", and go to the 4-point checklist. Check all four after reading.

In the 4th button, you see a link "Author Guidelines" pointing to the Template. Download this template, which contains all further instruction for the layout of your paper.

Check the Copyright Notice.

You can enter a message for the Editor, when you like.

Press "save and continue", and you arrive at the next page Step 2: Enter Metadata. In this page you can enter the META data of the paper. Title and Abstract are required fields.

When done, click "save and continue", and you arrive at the next page: "Step 3. Uploading the Submission". In this page you can upload your submission and in the next one "Step 4. Uploading supplementary files" you can upload additional files if necessary. The next step is "Step 5. Confirming the Submission". When finished, you receive an acknowledgement of your submission by email. You can view all your running submissions and their status by clicking the button "Active submissions".

Your submission is assigned to a Section Editor. The Section Editor invites reviewers. Reviewers who have accepted to review upload their review reports together with a recommendation. The Section Editor sends the Editor's decision to the author, together with the reviewer's reports. The following decisions can be made:

1) accept submission > the paper enters the final stages of the submission process
2) revisions required > the paper is accepted provided the author complies with the recommendations of the reviewers and Editor
3) resubmit for review > the paper is not suitable for publication in this form, but can be resubmitted after major revisions
4) decline submission.

3. TRACKING YOUR SUBMISSION(S)

Register, go to USER HOME, select your role: "» Author". Here you see a list of your submissions and their

status. Click on the name of the submission to view the details.

4. RESUBMISSION OF A REVISED PAPER

When the recommendation is "revisions required", the author is asked to make revisions based on the comments of the reviewers, and to upload the revised paper.

When the recommendation is "resubmit for review", the author is asked to revise the paper (usually major revisions concerning the structure, missing material, expansion of the theory, incomplete experimental results).

Resubmission follows the same procedure as the first submission. The resubmission is again peer reviewed, by either the same or different reviewers.

5. PROCESSING YOUR ACCEPTED SUBMISSION

Once your paper has been accepted, the author can take part in the copyedit, the layout and the proofreading process.

Copyedit.

The editor will do a first copyedit. You receive a request to review your submission after the first copyedit step by the editor. Follow the instructions in this request:

1. Click on the Submission URL.

2. Log into the Journal; you are directed to the author home page (Active submissions), where you can see which paper is in the editing phase. Click "IN EDITING" of the paper you want to copyedit.

The editing page has three submenus: SUMMARY, REVIEW and EDITING. When you are not in the EDITING submenu already, click EDITING. Click on the File that appears in Step 1 of the Copyediting box.

3. Open the downloaded submission.

4. Review the text, including copyediting proposals and Author Queries. When needed, read copyedit instructions in this window. Click "Copyedit Comments" to add comments in the box and, when finished, press "Save and email". The editor receives your copyedit comments by email.

5. Make any copyediting changes that would further improve the text.

6. When completed, upload the file in Step 2.

7. Click on METADATA to check indexing information for completeness and accuracy.

8. Send the COMPLETE email to the editor and copyeditor by clicking on the envelope just below COMPLETE in the Copyediting window.

Layout.

When the Editor asks you to prove the layout, follow the same procedure:

Click IN EDITING of the paper you want to check the layout.

View the proof.

When corrections are necessary, click "Layout comments", insert comments in the box and, when finished, press "Save and email". The editor receives your layout comments by email.

Proofreading.

When the Editor asks for proofreading by the author, follow the same procedure:

Click "IN EDITING" of the paper you want to proofread.

Read proofing instructions.

When corrections are necessary, click "Proofreading Corrections", insert corrections in the box and, when finished, press "Save and email". The editor receives your proofread corrections by email.

When the submission has passed all the post-editing steps, the paper is released for publication. The author is informed about this action.