Submission

Before configuring the submission workflow, please ensure the following are defined properly in your journal:

- File types! Many options are available here, such as auto-renaming, extension constraints, visibility etc
- Article categorizations (metadata)

Article type configuration

Once the above are defined, the submission workflow is easily configured at the article type level, where specific file types and metadata may be requested at submission or revision.

Two practical examples:

- A cover letter may be mandatory on a regular article, but not on a preface article.
- A first submission will never require a reply to the referee, while a revised version will often needs one.

For each article type, you may configure:

- Required files

FILES	ORIGINAL VERSION	REVISION
Manuscript	Required to author	Required to author
Source files	Required to author	Required to author
Reply to the referees	Not used	Required to author

- Required metadata

STANDARD FIELDS	ORIGINAL VERSION	REVISION
Article type		Required to author
Title	Required to author	Required to author
Authors list	Required to author	Required to author
Section	Not used	Not used
Topical issue	Optional for author	Optional for author

CUSTOM FIELDS	ORIGINAL VERSION	REVISION
Similarity Check	Reserved to editor	Reserved to editor
Incomplete Submission Last Reminder	Reserved to editor	Reserved to editor

EXPERTISE FIELDS	ORIGINAL VERSION	REVISION
"Expertise fields" field	Not used	Not used

KEYWORDS	ORIGINAL VERSION	REVISION
"Keywords" field	Required to author	Required to author

- Co-authors registration workflow

CO-AUTHORS REGISTRATION

When activated, the corresponding author may register co-authors during the submission process. Register co-authors have the possibility to confirm or decline.

- (•) Activated
- ( ) Disabled

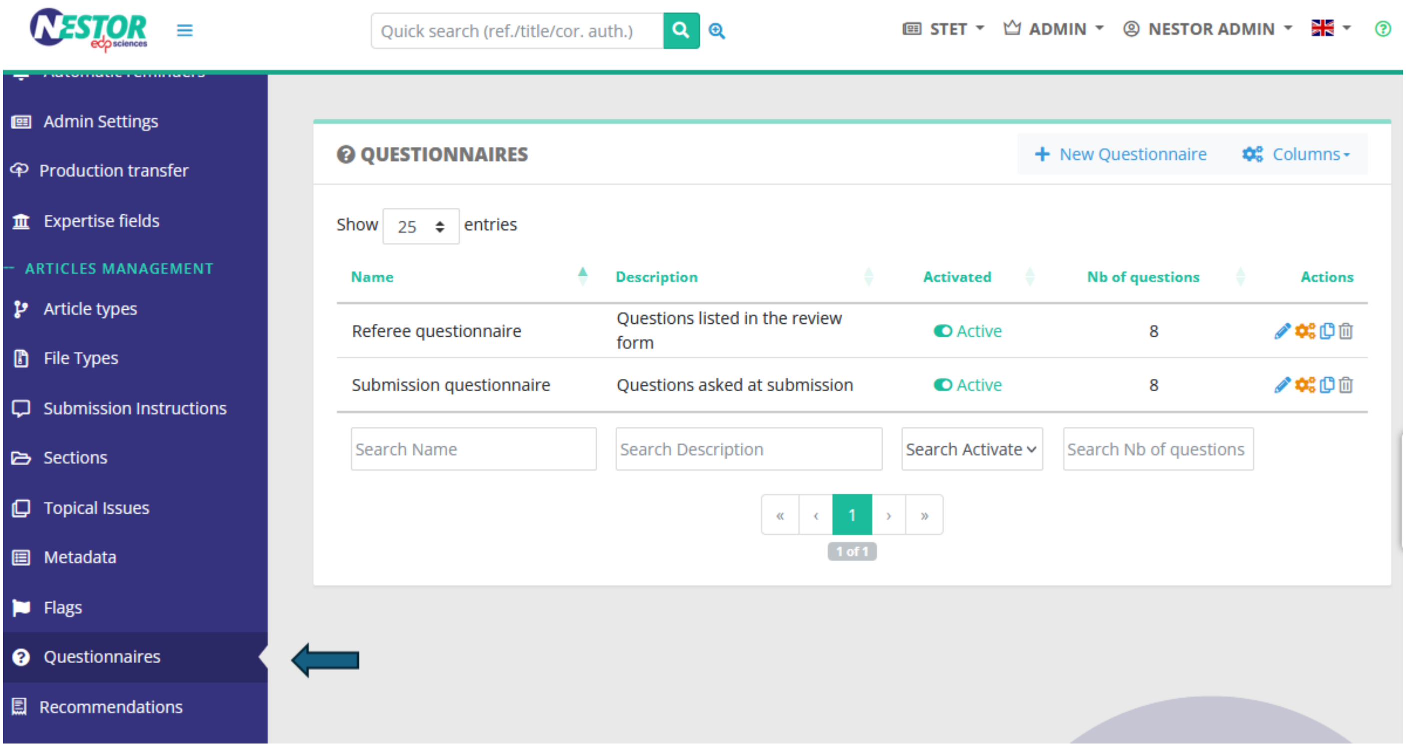
CONTRIBUTOR ROLE TAXONOMY (CREDIT)

When activated, the corresponding author must specify at least one role for every registered co-author.

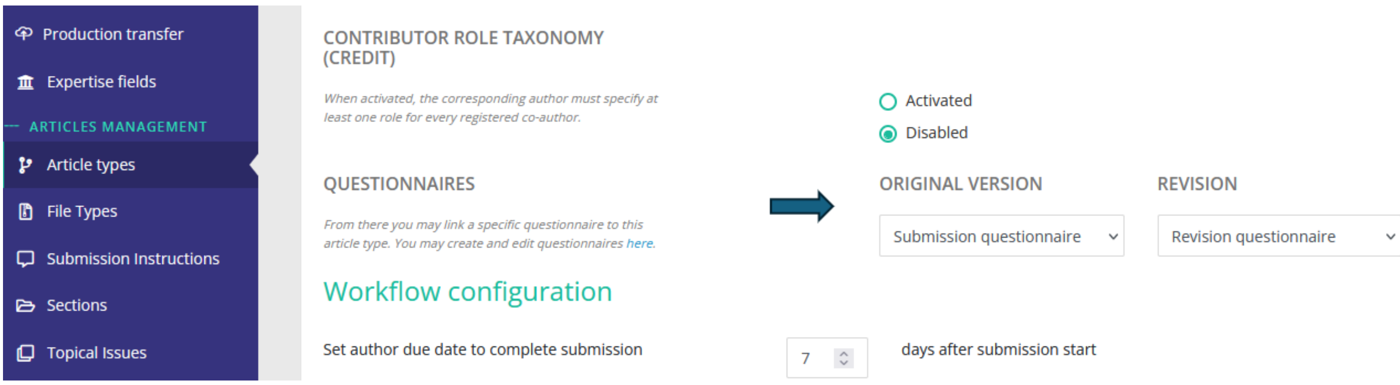
- (•) Activated
- ( ) Disabled

Configuration of the submission questionnaire

First, configure your questions to the author here:

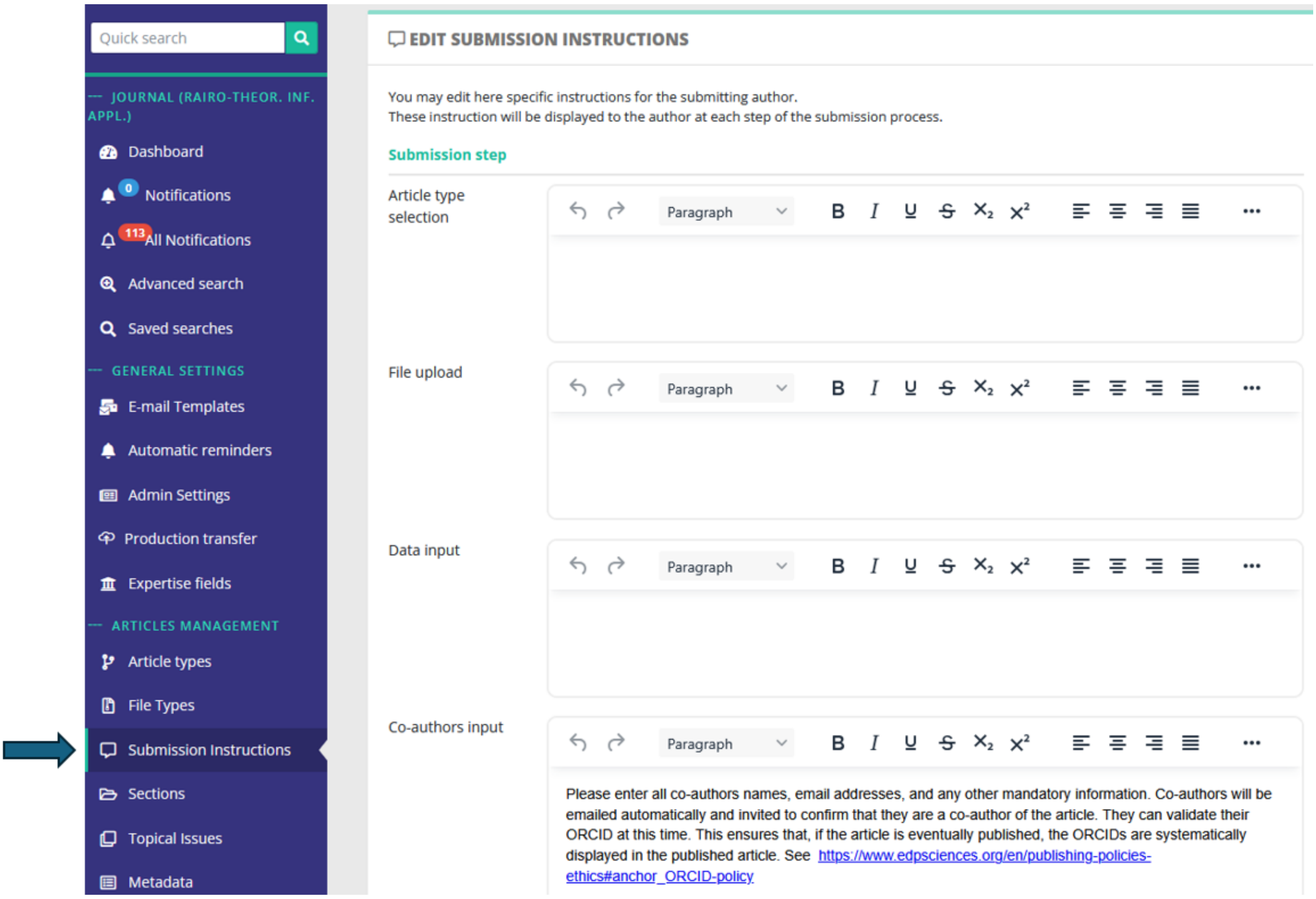


Then, set up the questionnaire in each relevant article type:

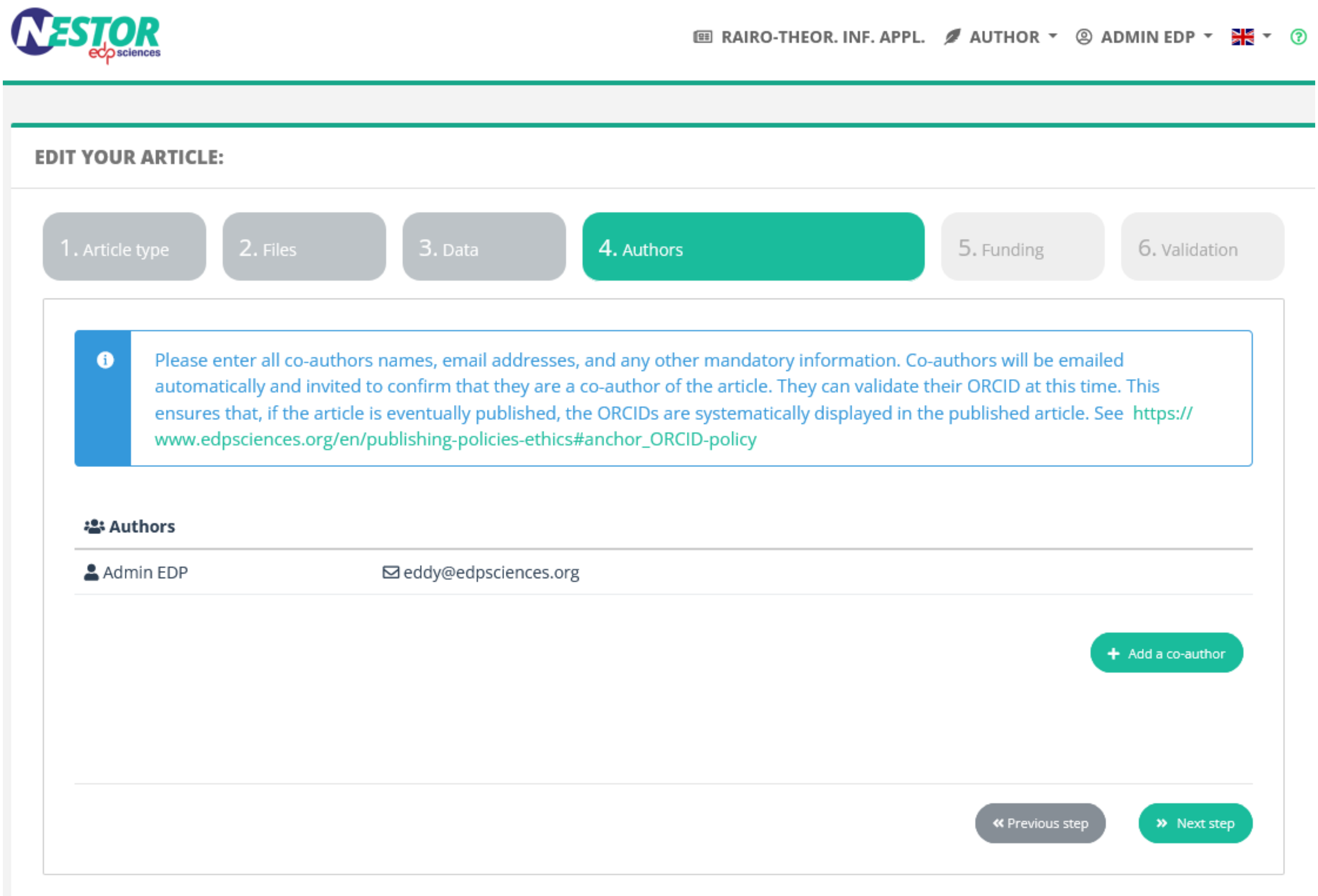


Configuration of submission instructions

During the submission process, the author may be guided during each step of the submission. For this purpose, you may configure specific instructions here:

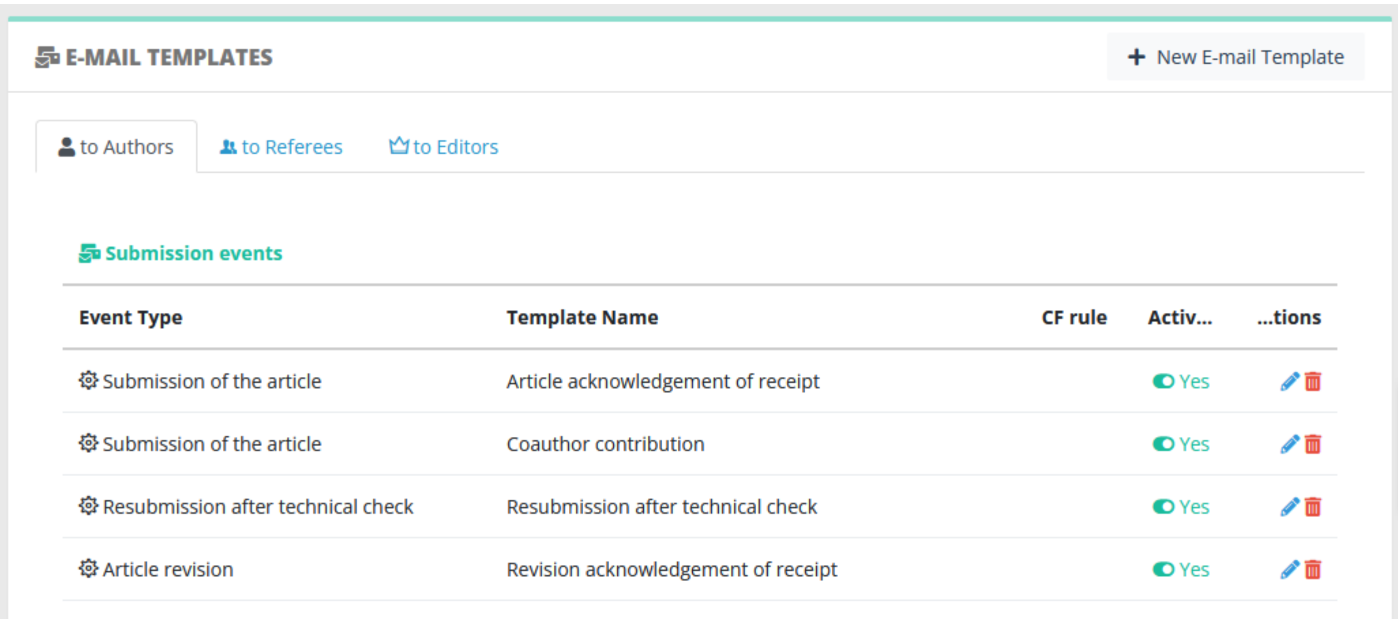


These instructions will be displayed to the author in the submission tunnel:



Configuration of submission e-mails

E-mails triggered by the article submission are configurable in the mail configuration.



Submission e-mails can be triggered to these recipients:

- the corresponding author, typically an acknowledgement of receipt
- the co-authors
- the current editor
- other editors according to their profile, typically all people of the Editorial Office

The events triggering submission mails are:

- Submission of the article (for the first version)
- Article revision (any other version)

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