

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

Article type

Title

Authors list

Section

Topical issue

CUSTOM FIELDS

Similarity Check

Incomplete
Submission Last
Reminder

EXPERTISE FIELDS

"Expertise fields" field

KEYWORDS

"Keywords" field

ORIGINAL VERSION

Required to author

Required to author

Not used

Optional for author

ORIGINAL VERSION

Reserved to editor

Reserved to editor

ORIGINAL VERSION

Not used

ORIGINAL VERSION

Required to author

REVISION

Required to author

Required to author

Required to author

Not used

Optional for author

REVISION

Reserved to editor

Reserved to editor

REVISION

Not used

REVISION

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](#):

The screenshot shows the NESTOR admin interface. On the left is a dark blue sidebar with a menu. The 'Questionnaires' item is highlighted with a blue arrow pointing to it. The main content area is titled 'QUESTIONNAIRES' and features a table with two entries: 'Referee questionnaire' and 'Submission questionnaire'. Both are active and have 8 questions. Below the table are search filters and pagination controls.

Name	Description	Activated	Nb of questions	Actions
Referee questionnaire	Questions listed in the review form	Active	8	
Submission questionnaire	Questions asked at submission	Active	8	

Then, set up the questionnaire in each relevant [article type](#):

The screenshot shows the 'Workflow configuration' page for an article type. On the left, the 'Article types' menu item is highlighted with a blue arrow. The main content area is titled 'QUESTIONNAIRES' and includes a section for 'WorkFlow configuration'. It features a 'Set author due date to complete submission' field set to 7 days. To the right, there are two dropdown menus: 'ORIGINAL VERSION' (set to 'Submission questionnaire') and 'REVISION' (set to 'Revision questionnaire'). Above these, there are radio buttons for 'Activated' and 'Disabled'.

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:

EDIT SUBMISSION INSTRUCTIONS

You may edit here specific instructions for the submitting author.
These instruction will be displayed to the author at each step of the submission process.

Submission step

Article type selection

File upload

Data input

Co-authors input

Please enter all co-authors names, email addresses, and any other mandatory information. Co-authors will be emailed automatically and invited to confirm that they are a co-author of the article. They can validate their ORCID at this time. This ensures that, if the article is eventually published, the ORCIDs are systematically displayed in the published article. See https://www.edpsciences.org/en/publishing-policies-ethics#anchor_ORCID-policy

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

EDIT YOUR ARTICLE:

1. Article type

2. Files

3. Data

4. Authors

5. Funding

6. Validation



Please enter all co-authors names, email addresses, and any other mandatory information. Co-authors will be emailed automatically and invited to confirm that they are a co-author of the article. They can validate their ORCID at this time. This ensures that, if the article is eventually published, the ORCIDs are systematically displayed in the published article. See https://www.edpsciences.org/en/publishing-policies-ethics#anchor_ORCID-policy

Authors

Admin EDP

eddy@edpsciences.org

+ Add a co-author

<< Previous step

>> Next step

Configuration of submission e-mails

E-mails triggered by the article submission are configurable in the [mail configuration](#).

E-MAIL TEMPLATES

+ New E-mail Template

to Authors

to Referees

to Editors

Submission events

Event Type	Template Name	CF rule	Activ...	...tions
Submission of the article	Article acknowledgement of receipt		Yes	
Submission of the article	Coauthor contribution		Yes	
Resubmission after technical check	Resubmission after technical check		Yes	
Article revision	Revision acknowledgement of receipt		Yes	

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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