

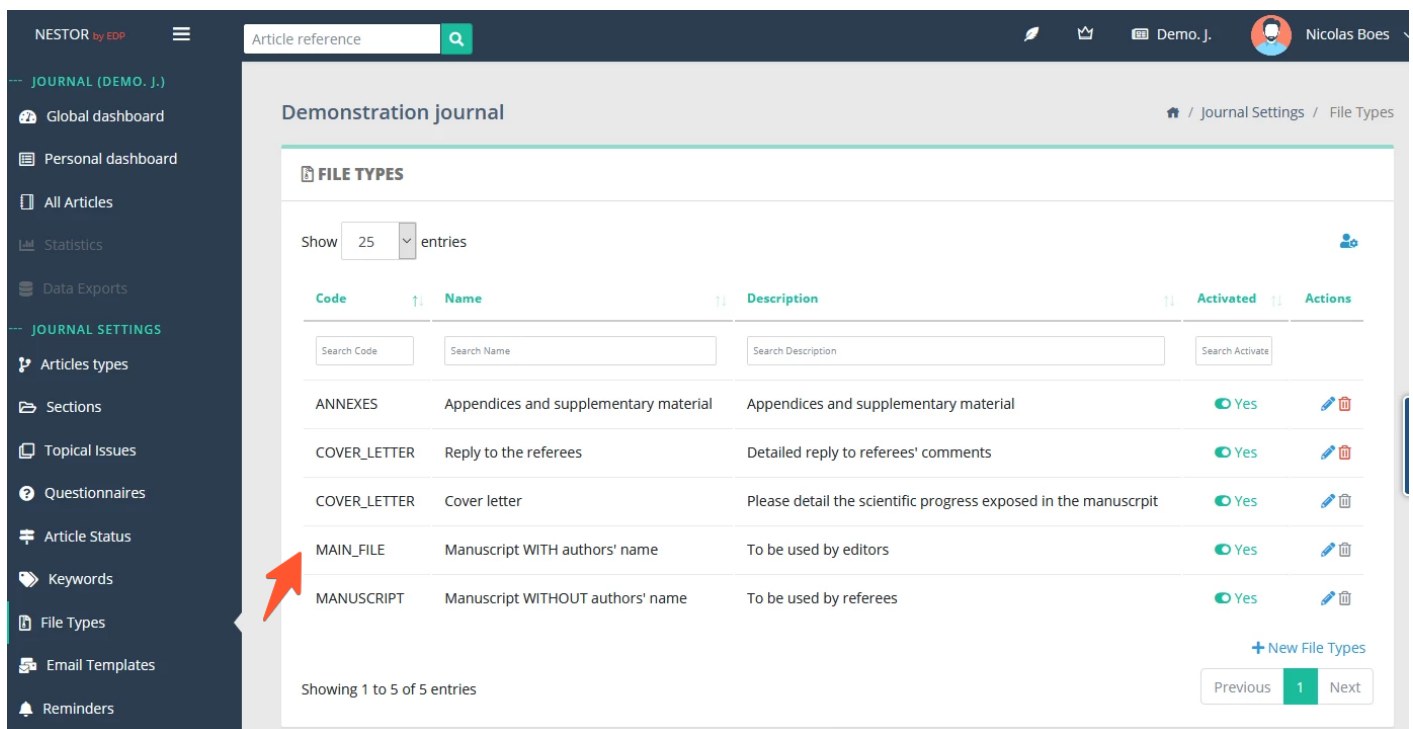
Configuration of article submission

The submission workflow is the most technical configuration! At the minimum, we recommend to follow the following steps, hang in there:











- File type configuration
- Article type configuration
- Submission instructions configuration

The file type configuration

The first step is the file type configuration, where file types are listed, and may be created, updated, or deleted:



The screenshot displays the 'File Types' configuration page within the NESTOR by EDP system. The interface includes a dark sidebar with navigation options like 'Global dashboard', 'Personal dashboard', and 'Journal Settings'. The main content area shows a table of file types for the 'Demonstration journal'. A red arrow points to the 'Edit' icon (pencil) for the 'MAIN_FILE' entry.

Code	Name	Description	Activated	Actions
ANNEXES	Appendices and supplementary material	Appendices and supplementary material	Yes	 
COVER_LETTER	Reply to the referees	Detailed reply to referees' comments	Yes	 
COVER_LETTER	Cover letter	Please detail the scientific progress exposed in the manuscript	Yes	 
MAIN_FILE	Manuscript WITH authors' name	To be used by editors	Yes	 
MANUSCRIPT	Manuscript WITHOUT authors' name	To be used by referees	Yes	 

Clicking on “Edit file type” will get you to the file type configuration, where the following fields may be edited:

- Name
- Visibility by users (editors and referees)

- Whether this file type will be sent to production systems when the article is accepted

NESTOR by EDP

Article reference

JOURNAL (DEMO. J.)

Global dashboard

Personal dashboard

All Articles

Statistics

Data Exports

JOURNAL SETTINGS

Articles types

Sections

Topical Issues

Questionnaires

Article Status

Keywords

File Types

Email Templates

Demonstration journal

Journal Settings / File Type

FILE TYPE

Name: Reply to the referees

Description: Detailed reply to referees' comments

Activated: Activated

Visibility by editors?: Visible

Visibility by referees?: Visible

Sent to production system at acceptance?: Not sent to production system

Code: Cover letter

Back To The List Save

The article type configuration

The second step is the [article type configuration](#), where specific file types may be requested to the author at submission or revision, for a specific article type.

- Depending on the article type, you may want to require specific files. For example, a cover letter from the authors may not be requested for a preface article.
- In a given article type, depending on the first submission or a revised submission, you may want to require specific files. For example, a first submission will never require a reply to the referee, while a revised version will often need a reply to the referee.

Thus, for any given article type, this behavior is defined here:

NESTOR by EDP Article reference Demo.J. Nicolas Boes

JOURNAL (DEMO. J.)

- Global dashboard
- Personal dashboard
- All Articles
- Statistics
- Data Exports
- JOURNAL SETTINGS**
 - Articles types**
 - Sections
 - Topical Issues
 - Questionnaires
 - Article Status
 - Keywords
 - File Types
 - Email Templates
 - Reminders
- USERS MANAGEMENT
 - Editorial board
 - Expertise fields

Demonstration journal / Journal Settings / Article Type

ARTICLE TYPE - RESEARCH ARTICLE

Submission configuration

FILES		ORIGINAL VERSION	REVISION
Manuscript WITH authors' name		Required	Required
Reply to the referees		Not used	Required
Cover letter		Required	Not used
Appendices and supplementary material		Optional	Optional
Manuscript WITHOUT authors' name		Required	Required

FIELDS	CUSTOM LABEL	ORIGINAL VERSION	REVISION
"Short Title" field	<input type="text"/>	Not used	Not used
"Authors list" field	<input type="text"/>	Not used	Not used

The submission instructions configuration

During the submission process, the author may be guided during each step of the submission.

For this purpose, you may configure specific instructions here:

The image shows a web application interface with a dark blue sidebar on the left and a main content area on the right. The sidebar is divided into three sections: 'ARTICLES MANAGEMENT', 'USERS MANAGEMENT', and 'ADMIN SETTINGS'. The 'ARTICLES MANAGEMENT' section is expanded, showing options like 'Article types', 'File Types', 'Submission Instructions', 'Sections', 'Topical Issues', 'Custom Fields', 'Flags', 'Questionnaires', and 'Recommendations'. A red arrow points to the 'Submission Instructions' option. The 'USERS MANAGEMENT' section includes 'Editorial board', 'Profiles', 'Search users', 'Add User', 'Merge user accounts', and 'LE pages'. The 'ADMIN SETTINGS' section is partially visible at the bottom. The main content area contains three rich text editors, each with a toolbar and a text input field. The first editor is labeled 'File upload', the second 'Data input', and the third 'Co-authors input'. Each editor's toolbar includes options for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, link, unlink, and table. The text input fields are currently empty, with a small 'p' visible at the bottom of each field.

Revision #8

Created 24 January 2023 16:38:04 by Nestor

Updated 2 June 2023 07:35:36 by Nestor