

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

REVISION

Required to author

▼

Required to author

▼

Not used

▼

Optional for author

▼

Required to author

▼

Required to author

▼

Required to author

▼

Not used

▼

Optional for author

▼

ORIGINAL VERSION

REVISION

Reserved to editor

▼

Reserved to editor

▼

Reserved to editor

▼

Reserved to editor

▼

ORIGINAL VERSION

REVISION

Not used

▼

Not used

▼

ORIGINAL VERSION

REVISION

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:

NESTOR exp sciences

Quick search (ref./title/cor. auth.)

STET ADMIN NESTOR ADMIN

Admin Settings
Production transfer
Expertise fields
ARTICLES MANAGEMENT
Article types
File Types
Submission Instructions
Sections
Topical Issues
Metadata
Flags
Questionnaires
Recommendations

QUESTIONNAIRES + New Questionnaire Columns

Show 25 entries

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	

Search Name Search Description Search Activate Search Nb of questions

« < 1 > »
1 of 1

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

Production transfer
Expertise fields
ARTICLES MANAGEMENT
Article types
File Types
Submission Instructions
Sections
Topical Issues

CONTRIBUTOR ROLE TAXONOMY (CREDIT)
When activated, the corresponding author must specify at least one role for every registered co-author.

QUESTIONNAIRES
From there you may link a specific questionnaire to this article type. You may create and edit questionnaires [here](#).

Workflow configuration

Set author due date to complete submission 7 days after submission start

Activated
Disabled

ORIGINAL VERSION
Submission questionnaire

REVISION
Revision questionnaire

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:

Quick search

JOURNAL (RAIRO-THEOR. INF. APPL.)

- Dashboard
- Notifications
- All Notifications
- Advanced search
- Saved searches
- GENERAL SETTINGS
 - E-mail Templates
 - Automatic reminders
 - Admin Settings
 - Production transfer
 - Expertise fields
- ARTICLES MANAGEMENT
 - Article types
 - File Types
 - Submission Instructions**
 - Sections
 - Topical Issues
 - Metadata

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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