



actavia[©]

Author's guide

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abstract: The guide is designed for authors who encounter the Actavia editorial system for the first time. The pictures are taken over a fictitious journal Exemplis Discimus, some of the screens thus do not have to be properly corresponding with the view of "your" journal.

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SOLEN
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REGISTRATION OF A NEW AUTHOR AND LOGIN

An author may register into the system themselves or an account may be opened for them by the editor.

A) AUTHOR REGISTERS THEMSELVES

The registration link is to be found in the top or side menu:



A simple registration form is accompanied by detailed instructions. If you do not know what which line serves for, you can use a small icon with help located on the left. In some forms, the help can show directly below the group of the fields being filled in. Some journals may require more information, for the others name and e-mail address is sufficient.

Required fields are marked with an asterisk.

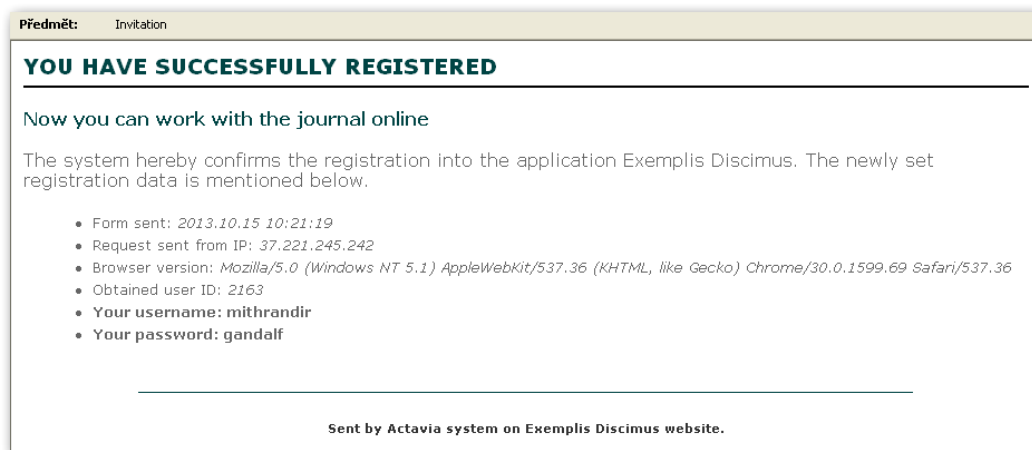
The image shows a 'Registration form' with a 'Log in (username and password already have)' button. Below the button, there is a note: 'To obtain a username and password you need to sign up. Registration will allow you to send your manuscripts to the editor.' The form is divided into two sections: 'Basic information' and 'Login data'. In the 'Basic information' section, there are fields for 'e-mail' (with a star icon), 'Name' (with a star icon), and 'Phone'. A checkbox labeled 'I want to choose the login information (username and password)' is checked. In the 'Login data' section, there are fields for 'User name' (with a star icon), 'Password' (with a star icon), and 'Password check' (with a star icon). A green 'Continue' button is at the bottom. Small text at the bottom of the form states: 'The user name can contain 6-11 characters without diacritics, will be checked for uniqueness. Password and check must match and have min. 6 characters, you can change it at any time.'

By checking the box "I want to choose the login information (username and password)", the form will extend by fields for your username and password – they will become more easily remembered than when generated by the system.

After the successful registration, the system will show a praising message and you will receive confirmation via e-mail.

B) AUTHOR IS REGISTERED BY THE EDITOR

An author's account is opened by the editor. The author will receive their username and password via e-mail.



LOGIN INTO THE APPLICATION

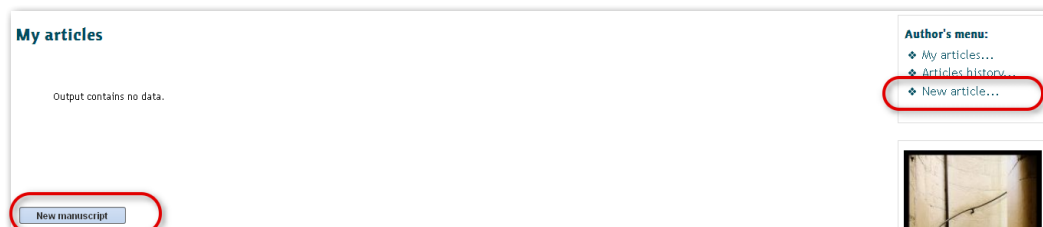
The username and password will enable us to login into the application. Upon the login, hidden tabs or items of the menu will appear.

AUTOMATIC LOGOUT

The system may logout the user after a longer time of inactivity (tens of minutes) for security reasons so that misuse by a random "visitor" at the computer is prevented.

INSERT THE ARTICLE

The basic author's view is "My articles", we will also find the button for inserting an article there:



The system will require a basic description:

Exemplis Discimus - new manuscript

Article name:

★ **Name**

Notification of co-authors:
The system for review commencement and final approval and/or rejection of manuscripts makes provision for notification of both you and your co-authors. Please write in the box below, the e-mail addresses of all co authors to whom the system will send notification.

Notify authors:

Items are not mandatory. If you enter the address of co-authors, then they will send delegates to the event of acceptance or rejection of article.
The field "Mail Address" should contain only a list of valid e-mail addresses separated by commas...

Copyright agreement:
This is the article license agreement,
Copyright agreement:

I agree with this Copyright Agreement

According to the application settings more or less information may be required (the form does not have to correspond with the figure, it may be simpler or more complex).

After the form has been sent, the system will ask you to insert source files.

The editorial department only communicates with the author who inserts an article. By filling e-mail addresses into the fields "Notify authors", the author can contact their co-authors to whom a final verdict will be sent – the final decision on acceptance or decline of the article.

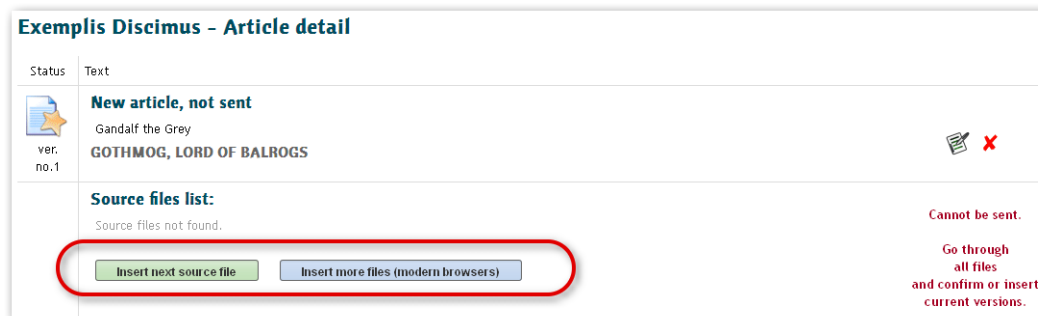
SOURCE FILES

The source of an article may be a Word document or other text editor document, as well as the whole group of files – the manuscript plus image attachments, graphics, tables... These files do not have to be of common computer formats (graphic programs often use formats non-readable on common computers). The editorial department has the ability to read most common formats, they might also contact you requiring conversion of the

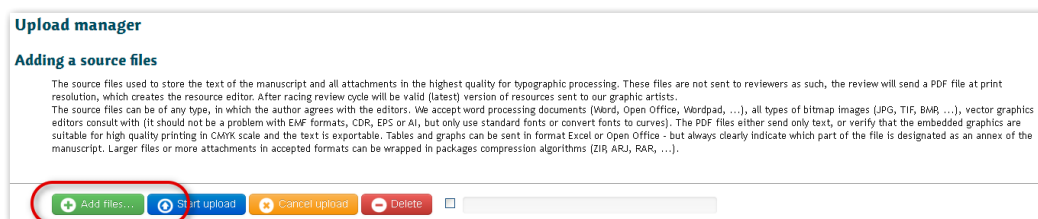
format. In case you are not sure, you can send us a query in advance. If possible, the editorial department requires all the documents to be in original formats in maximum resolution.

If there are numerous attachments (tens of them), you can archive them in ZIP, RAR, ARJ, TAR, GZ, BZ etc. and upload the archived file.

The system contains two variants for file sending – blue and green button:

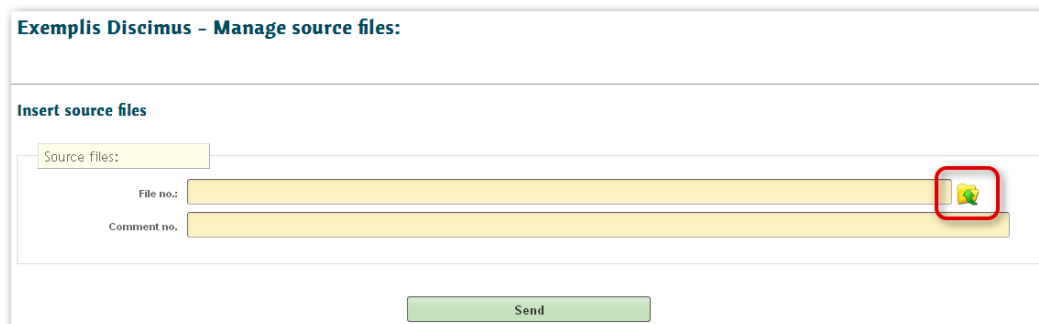



We recommend the blue button of “Insert more files (modern browsers)” which allows you to send all the files at once (this function must be also supported by your browser – most currently used browsers do not experience troubles, only Internet Explorer supports this function only from version 10). In case you upload big files (e.g. video or more photos in archived file), it is necessary to use this button.



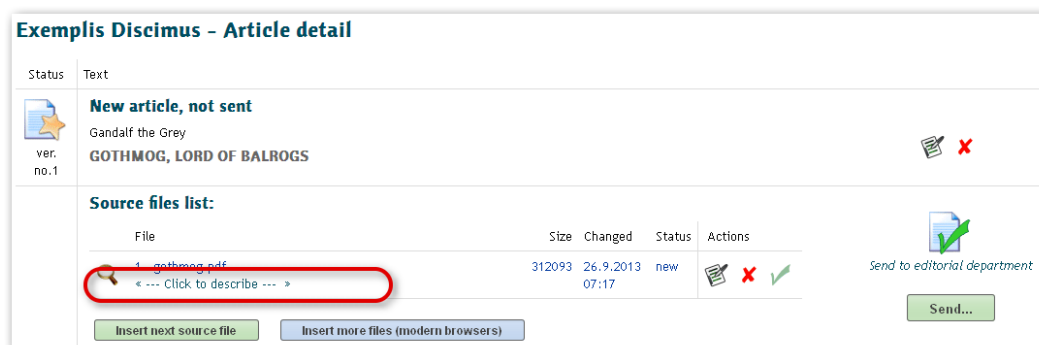
Upon clicking on the green button of “Add files...”, you can select files from the hard disk of your computer – it is possible to select more of them at once (e.g. we can hold the Ctrl key and mark each of them by clicking of the mouse). After confirming the selection (typically with the “Open” button), the files will start uploading, the overview will be visible on the screen. (Upload of the item can be interrupted, but if it is already completed, it is possible to delete the file only directly from the list of sources by the article.) We can repeat the same activity. When we are satisfied with the files, we close the window and they become visible in the article.

The other variant suitable also for older browsers is offered by the green "Insert next source file" button:

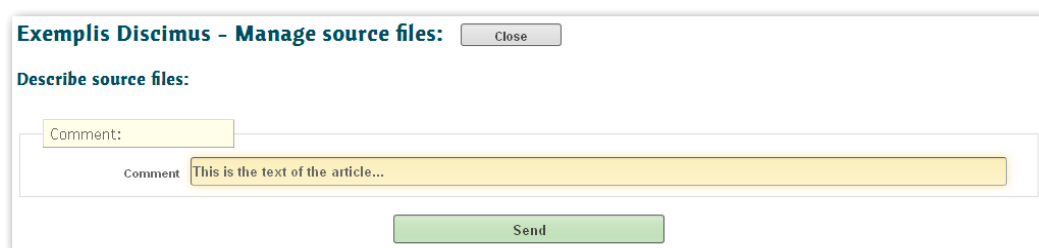


First, we select the particular file by the icon , or alternatively fill in the text comment (what is contained within the file) and finally confirm with the "Send" button.

After sending, the status of the article shows:



Below the individual files, a choice for "Click to describe" is to be found, which allows to add comments to the files:



After all the necessary sources are inserted, the article may be sent to the editorial department.

SUBMITTING TO THE EDITORIAL DEPARTMENT

Unless the article is sent, it is visible only to the author. The article can remain in this state for as long as necessary, the sources may be changed, etc. The button of "Send to editorial department" serves for sending the article to the editorial department. Only upon using this button the manuscript is sent:

Exemplis Discimus - Article detail

Status	Text										
 New article, not sent	Gandalf the Grey										
ver. no.1	Gothmog, Lord of Balrogs										
Source files list: <table border="1"> <thead> <tr> <th>File</th> <th>Size</th> <th>Changed</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td> 1_gothmog.pdf This is the text of the article...</td> <td>312093</td> <td>26.9.2013 07:17</td> <td>new</td> <td>  </td> </tr> </tbody> </table>		File	Size	Changed	Status	Actions	 1_gothmog.pdf This is the text of the article...	312093	26.9.2013 07:17	new	  
File	Size	Changed	Status	Actions							
 1_gothmog.pdf This is the text of the article...	312093	26.9.2013 07:17	new	  							
<div style="display: flex; justify-content: space-between;"> <input type="button" value="Insert next source file"/> <input type="button" value="Insert more files (modern browsers)"/> </div>											


Send to editorial department

The system will require confirmation, after that the article (including the source files) switches to the state under which no more changes are possible.

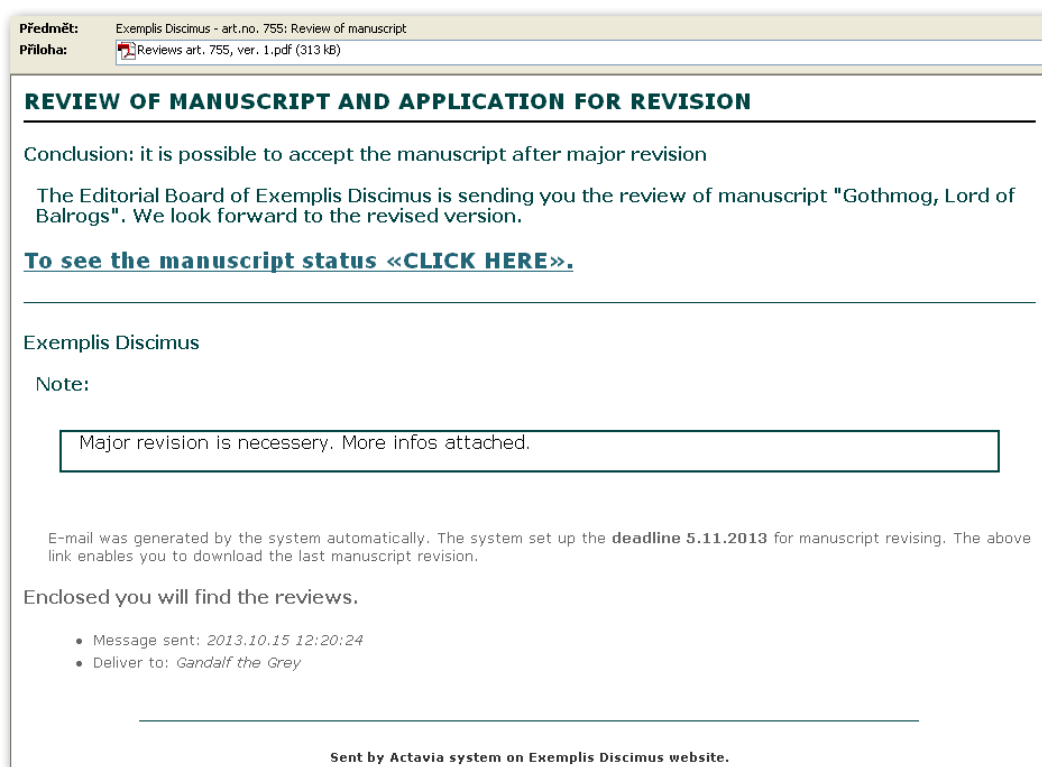
Important warning: unless the article is sent, the editorial department does not know about it!

REVIEW ACQUIRING

The editor will prepare one PDF file out of the source files (the manuscript including the attached files) which will be sent to the reviewers. They will write a review and will deliver them to the editorial department.

The editorial department will create a PDF with the reviews and based on the reviewers' recommendations will accept, decline or send the article back to the author with a request of a further version.

The author will receive results of the reviewing process via e-mail (attached review) that contains a sc. authorial link – through this, the author can access the article without the need for username and password:



Předmět: Exemplis Discimus - art.no. 755: Review of manuscript
Příloha: Reviews art. 755, ver. 1.pdf (313 kB)

REVIEW OF MANUSCRIPT AND APPLICATION FOR REVISION

Conclusion: it is possible to accept the manuscript after major revision

The Editorial Board of Exemplis Discimus is sending you the review of manuscript "Gothmog, Lord of Balrogs". We look forward to the revised version.

To see the manuscript status <<CLICK HERE>>.

Exemplis Discimus

Note:

Major revision is necessary. More infos attached.

E-mail was generated by the system automatically. The system set up the **deadline 5.11.2013** for manuscript revising. The above link enables you to download the last manuscript revision.

Enclosed you will find the reviews.

- Message sent: 2013.10.15 12:20:24
- Deliver to: Gandalf the Grey

Sent by Actavia system on Exemplis Discimus website.

NEW VERSION OF THE ARTICLE

What is interesting is the option with the request for revision of the article – the author cannot do much in the case of acceptance or decline...

The view of the article at each source file offers three options: replace the file in further version by another file, the file no longer belongs to further version and the file is valid also in the further version:

Exemplis Discimus – Article detail

Status Text

Author's revision
Deadline: 23.10.2013
Gandalf the Grey
ver. no.2
Gothmog, Lord of Balrogs

Article rev.1

Source files list:

File	Size	Changed	Status	Actions
1 gothmog.pdf This is the text of the article...	312093	1.10.2013 14:09	→	📄 ✖ ✔
2 balrog.jpg Figure 1	37855	2.10.2013 07:16	→	📄 ✖ ✔
3 mordor.png Figure 2	74111	2.10.2013 07:19	→	📄 ✖ ✔
4 orodruin.jpg Figure 3	10291	2.10.2013 07:20	→	📄 ✖ ✔

Cannot be sent.
Go through all files and confirm or insert current versions.

Insert next source file Insert more files (modern browsers)

Rating comment:
nutné přepracovat - viz příloha

review ver.1

Source files list:

File	Size	Changed	Status
1 gothmog.pdf This is the text of the article...	312093	1.10.2013 14:09	new

Display review text





























After determining the status of all the sources, the "Send the revised article to the editorial department (Send...)" button becomes available.

Important warning: unless the article is sent, the editorial department does not know about the article and understand that the author is still in the process of working on the article!

Then the editor decides on whether they will accept, decline or send the article for further reviewing. (The key to this are reviewers' recommendations.)

The article after multiple rounds of reviewing may look as follows:

Exemplis Discimus – Article detail

Status	Text																
 ver. no.5	<p>Article in print Gandalf the Grey</p> <p>2013/III :: Gothmog, Lord of Balrogs</p> <p style="text-align: right;"> Article rev.4</p>																
 review ver.5	<p>Source files list:</p> <table border="1"> <thead> <tr> <th>File</th> <th>Size</th> <th>Changed</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> 1 gothmog.pdf <i>Text of the article.</i></td> <td>312093</td> <td>2.10.2013 10:50</td> <td>valid</td> </tr> <tr> <td> 2 balrog.jpg <i>Figure 1</i></td> <td>37855</td> <td>2.10.2013 10:50</td> <td>valid</td> </tr> <tr> <td> 3 mordor.png <i>Figure 2</i></td> <td>74111</td> <td>2.10.2013 10:50</td> <td>valid</td> </tr> </tbody> </table> <p>No review available. Last version has been sent. 2.10.2013</p>	File	Size	Changed	Status	 1 gothmog.pdf <i>Text of the article.</i>	312093	2.10.2013 10:50	valid	 2 balrog.jpg <i>Figure 1</i>	37855	2.10.2013 10:50	valid	 3 mordor.png <i>Figure 2</i>	74111	2.10.2013 10:50	valid
File	Size	Changed	Status														
 1 gothmog.pdf <i>Text of the article.</i>	312093	2.10.2013 10:50	valid														
 2 balrog.jpg <i>Figure 1</i>	37855	2.10.2013 10:50	valid														
 3 mordor.png <i>Figure 2</i>	74111	2.10.2013 10:50	valid														
 review ver.4	<p>Rating comment: v pořádku</p> <p>Source files list:</p> <table border="1"> <thead> <tr> <th>File</th> <th>Size</th> <th>Changed</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> 1 gothmog.pdf <i>Text of the article.</i></td> <td>312093</td> <td>2.10.2013 10:44</td> <td>new</td> </tr> <tr> <td> 2 balrog.jpg <i>Figure 1</i></td> <td>37855</td> <td>2.10.2013 10:44</td> <td>valid</td> </tr> <tr> <td> 3 mordor.png <i>Figure 2</i></td> <td>74111</td> <td>2.10.2013 10:44</td> <td>valid</td> </tr> </tbody> </table> <p style="text-align: right;"> Display review text</p>	File	Size	Changed	Status	 1 gothmog.pdf <i>Text of the article.</i>	312093	2.10.2013 10:44	new	 2 balrog.jpg <i>Figure 1</i>	37855	2.10.2013 10:44	valid	 3 mordor.png <i>Figure 2</i>	74111	2.10.2013 10:44	valid
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 2 balrog.jpg <i>Figure 1</i>	37855	2.10.2013 10:44	valid														
 3 mordor.png <i>Figure 2</i>	74111	2.10.2013 10:44	valid														
 review ver.3	<p>Rating comment: nutné drobné úpravy</p> <p>Source files list:</p> <table border="1"> <thead> <tr> <th>File</th> <th>Size</th> <th>Changed</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> 1 gothmog.pdf</td> <td>312093</td> <td>2.10.2013</td> <td>new</td> </tr> </tbody> </table> <p style="text-align: right;"> Display review text</p>	File	Size	Changed	Status	 1 gothmog.pdf	312093	2.10.2013	new								
File	Size	Changed	Status														
 1 gothmog.pdf	312093	2.10.2013	new														

Often it will not be five reviewing rounds as such; more often the article is sent back by the editorial department for lacking some sources, for poor quality, for not being readable, etc..

Deadlines and their monitoring

The system contains a reminder mechanism that reminds the reviewers as well as the authors via e-mail when important deadlines come close or expire.

E-mails are sent by a programmed robot; do not blame him for potentially being annoying, as this is his only job :)

The deadline will be signed also by the icons:



– upcoming deadline for submitting new versions,



– deadline a while before its expiration,



– expired deadlines.

FINAL DECISION ON THE ARTICLE

The author (including the co-authors) will be informed via e-mail again on the decline or acceptance of their article. Different icons will then illustrate the status:



– declined and closed article,



– approved article, waiting for being sent for printing,



– approved article sent for printing.

In this status, the article awaits being processed by a typographer. They only see approved articles and their sources in their final versions, reviews and the history of previous versions are hidden for them.

Two other statuses are related to the final authorial revision:



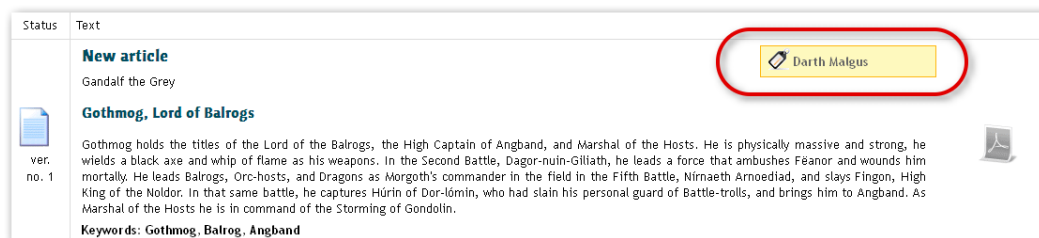
– typography done, waiting for final proofreading and



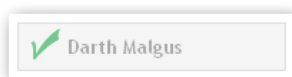
– published article.

ARTICLE MANAGED BY AN ASSOCIATE EDITOR

Some editorial departments delegate managing of the article during the reviewing process to an associate editor (a field editor – specialist in a particular field). This does not effect the author’s communication with the editorial department; the only difference is the fact that the associate editor’s nametag appears in the right top corner of the article detail (if necessary, it can be used for sending an e-mail):



When the associate editor finished their work on the article (by deciding on acceptance/decline), the tag remains in its place lighter than before:



FINAL PROOFREADING

After processing the article, the editorial department brings up the final authorial proofreading. An e-mail will be sent containing an authorial link that leads to a page on which the article may be approved directly ("Confirm without comments"), or where comments can be inserted:

Exemplis Discimus - Article detail

Status	Text
Final Proofreading	Gandalf the Grey
2013/III :: Gothmog, Lord of Balrogs	
ver. no. 3	
Waiting proof-reading	deadline: 18.10.2013 pdf:15.10.2013
Confirm without comments	
Save comments	
?	Please sent Your notes to the editorial department as soon as possible...

If you have no comments to the proofs, please, confirm it by pushing the button "Confirm without comments" above right. However, if you want to inform the typographer or the editorial board on some inaccuracies, please, fill in the following form. You can save your work and continue no matter when. When the list of changes will be finished, you send it by means of a button "Save comments..." above right.

pg. 1: "Gothmop" -> "Gothmog"
pg. 4, par. 2: Italic

Confirm without comments Save comments

Once the comments have been added and saved (by the "Save comments" button), a tooltip of the top icon for sending will change.

Comments should be separated by "Enter" (we end the lines). It is for the brevity and conciseness sake. Comments may be left unfinished for several days, the system will remember them, however, it is essential to submit them by the deadline.

The submitted comments for final proofreading will appear over the reviews:

Exemplis Discimus - Article detail

Status	Text
Article in print	Gandalf the Grey
2013/III :: Gothmog, Lord of Balrogs	
ver. no. 3	
Obsolete proofreading	commented: 15.10.2013 pdf:15.10.2013
Author's comments:	Sent: author, 15.10.2013 14:04, last change: 15.10.2013 14:04 str. 1: "Gothmop" -> "Gothmog" str. 4, odst. 2: kurzřiva

The editorial department may send the request for proofreading repeatedly if should they have the feeling that the changes are numerous and that the author should see the article again.

Notice the grey (previously red) icon signing obsolete proofreading. The icon changes when the author submits any comments. The icon becomes red again when the typographer uploads a new version of the article.

The system cannot analyze the text and also a comment like "Thank you, the text is excellent, I have no comments" would cause invalidation of the text. Thus use comments only for comments. If we wish to approve the text as it is, leave the field empty.

POTENTIAL AUTHORIAL FEES

If the editorial department collects fees from the author that are related to the article publishing, you will be able to find a reminder of the expected payment in your authorial view. Instructions on the payment will also be sent via e-mail:

Exemplis Discimus - Article detail

Status Text

Reviews finished
Gandalf the Grey

Gothmog, Lord of Balrogs

Gothmog holds the titles of the Lord of the Balrogs, the High Captain of Angband, and Marshal of the Hosts. He is physically massive and strong, he wields a black axe and whip of flame as his weapons. In the Second Battle, Dagor-nuin-Giliath, he leads a force that ambushes Fëanor and wounds him mortally. He leads Balrogs, Orc-hosts, and Dragons as Morgoth's commander in the field in the Fifth Battle, Nirnaeth Arnoediad, and slays Fingon, High King of the Noldor. In that same battle, he captures Húrin of Dor-lómin, who had slain his personal guard of Battle-trolls, and brings him to Angband. As Marshal of the Hosts he is in command of the Storming of Gondolin.

Keywords: Klíčová slova: Gothmog, Balrog, Angband

Expecting payment of 293.-
293 CZK - v.s.:9113007865, Article fee 1; Article fee + color print - quantity discount

Name of bank: Bank of Mordor, account owner: Dark Lord Sauron
Bank account: nnnnnnnnn/mmmmm
IBAN: XXxx aaaa bbbb cccc dddd eeee, SWIFT: XXXXXYYY

Source files list:

File	Size	Changed	Status
4_gothmog.doc Text of article	19968	14.11.2013 13:41	new

Display review text

Marked reminder remains until the payment is made and matched by the journal. At the moment at which the editorial department confirms having received the payment, the information in the manuscript detail gets updated to an unobtrusive confirmation:

Exemplis Discimus - Article detail

Status Text

Reviews finished
Gandalf the Grey

Gothmog, Lord of Balrogs

Gothmog holds the titles of the Lord of the Balrogs, the High Captain of Angband, and Marshal of the Hosts. He is physically massive and strong, he wields a black axe and whip of flame as his weapons. In the Second Battle, Dagor-nuin-Giliath, he leads a force that ambushes Fëanor and wounds him mortally. He leads Balrogs, Orc-hosts, and Dragons as Morgoth's commander in the field in the Fifth Battle, Nirnaeth Arnoediad, and slays Fingon, High King of the Noldor. In that same battle, he captures Húrin of Dor-lómin, who had slain his personal guard of Battle-trolls, and brings him to Angband. As Marshal of the Hosts he is in command of the Storming of Gondolin.

Keywords: Klíčová slova: Gothmog, Balrog, Angband

Payment of 293,- is paid.

Source files list:

File	Size	Changed	Status
4_gothmog.doc Text of article	19968	14.11.2013 13:41	new

Display review text

CONCLUSION

You have just finished reading of the Author's guide. With its help you should be able to submit your article to the editorial department and take it through the whole reviewing process and to its publishing.

The application may develop independantly of the guide, all the major changes should be described in further versions of this text. If this does not happen, feel free to enquire about the update...

You can contact the editorial office if any clarification is needed.

We thus wish you...

...comfortable work.