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1. Overview

As an Author, your tasks include submission and submitting revised copy.

To make a submission, you must have a user account and be enrolled as an Author. You can register yourself at http://si-journal.org/index.php/JSI/user/register.

Figure 1.1. Registration link and log in
After successful log in you will see your user name and list of available roles. You can also edit your profile and change password here. You can always return on this page by clicking on User Home.

Once you have an account, log in to the journal site and select the role of Author.

**Figure 1.2. Choosing Author role (list of available roles may vary)**
2. The Author User Home Page

After log in and clicking on the Author link on your User Home page, you will be directed to your Author's User Home page, which includes information on Active Submissions and a link to start a new submission.

Path on this page is User Home and Author as you can see on Figure 2.1.

You can also start new submission by click on Click Here link.

Figure 2.1, Author’s page and Starting new submission

<table>
<thead>
<tr>
<th>HOME</th>
<th>ABOUT</th>
<th>USERS HOME</th>
<th>SEARCH</th>
<th>CURRENT</th>
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**Active Submissions**

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<th>SEC</th>
<th>AUTHORS</th>
<th>TITLE</th>
<th>STATUS</th>
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Start a New Submission

**Click Here**
tap to step one of the five-step submission process.

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2.1. Active Submissions

This page (path User Home/Author) will list any of your submissions to the journal that are still in process (e.g., awaiting assignment to an editor, undergoing review, being edited) or incomplete (in which case you can return and finish the submission at any point).

Each completed submission will fall into one of the following categories:

- **Awaiting Assignment**: the submission has been completed by you
- **Queued for Review**: the submission has been vetted and is now in the review process. You should receive notice shortly on the review decision.
- **Queued for Editing**: the submission has completed the review process and has been accepted for publication

As the author, you can click on the hyperlinked title of any listed submission and review it. Clicking a submission title will bring you to your submission's Summary page. From here, you could revise the title or abstract (by clicking the Edit Metadata link). If the editor asks for revisions, you will upload the changes this way too (in the Review section of your submission).
Figure 2.2. Submission Summary

Submission

Authors: Libor Mesicek
Title: TEST
Original file: #66-185-1-SM.DOCX 2010-08-04
Supp. files: None
Submitter: Libor Mesicek
Date submitted: August 4, 2010 - 08:00 PM
Section: Articles
Editor: Libor Mesicek

Status
Status: In Review
Initiated: 2010-08-04
Last modified: 2010-08-04

Submission Metadata

EDIT METADATA
Authors
Name: Libor Mesicek
Affiliation: —
Country: —
Bio statement: —
Principal contact for editorial correspondence.

Title and Abstract
Title: TEST
Abstract: Test file

Indexing
Keywords: —
3. Submitting an Article

To make a submission, log in, press Author and select the Click Here link (under Start a New Submission) to proceed to the first step of the submission process.

Figure 3.1. Starting a Submission

![Image of website interface showing Active Submissions and a link to start a new submission]

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3.1. Submission Step One: Starting the Submission

Step 1 ensures that the Author understands the journal’s submission rules. The Author will have to pick the appropriate section to submit to (in most cases it will be Articles), and will be provided with information on the journal’s privacy statement, copyright notice, competing interest statement. If you need any help the journal’s technical support contact is provided at the top of this page.

Figure 3.2. Submission Steps

Step 1. Starting the Submission

1. START
2. ENTER METADATA
3. UPLOAD SUBMISSION
4. UPLOAD SUPPLEMENTARY FILES
5. CONFIRMATION

Encountering difficulties? Contact Helena Pelovska for assistance.

Journal Section

Select the appropriate section for this submission (see Sections and Policies in About the Journal).

Section*  Articles

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

☑ The paper is an original unpublished work written in good English.
☑ The paper is written in MS Word text editor version 2003 or higher.
☑ The paper does not exceed 20 typeset pages (1,800 characters per page, including spaces) in length.
☑ The paper does respect the St-Journal template.
☑ The paper does not contain any information about author (e.g. name, contact or company).

Copyright Notice

Authors who publish with this journal agree to the following terms:

a. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work’s authorship and initial publication in this journal.

b. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal’s published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

c. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

☑ The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Journal’s Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.
Next, the author must check each of the items from the submission checklist.

The journal’s copyright policy will appear next, and, if configured as a requirement, the author will need to agree to this policy.

Authors can then review the Privacy Statement.

Finally, the author can add any comments, which will be visible to the editor. Move to the next step by hitting the Save and continue button.

3.2. Submission Step Two: Entering the Submission's Metadata

The second step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear.

If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

Next, enter the submission title and abstract. In case you copy the abstract from a document press HTML icon first then paste the text and press Update (Figure 3.4).
Figure 3.3. Adding another author's metadata

Step 2. Entering the Submission's Metadata

Authors
First name*: Libor
Middle name:
Last name*: Nesclik
Affiliation:
Country:
Email*: jmnestik@vse.cz
URL:
Bio statement (e.g., department and rank): 

Add Author

Title and Abstract
Title:
Abstract:

Indexing
Provide terms for indexing the submission; separate terms with a semi-colon (term1, term2, term3).
Keywords:
Language: en
Additional codes: English=en, French=fr, Spanish=es

Supporting Agencies
Identify agencies that provided funding or support for the work presented in this submission.
Agencies:

Save and continue Cancel

* Denotes required field
Figure 3.4. Pasting abstract from document via HTML icon

Step 2. Entering the Submission’s Metadata

**Authors**
- **First name**: Libor
- **Middle name**: 
- **Last name**: Hesicek
- **Affiliation**: 
- **Country**: 
- **Email**: xime801@vse.cz
- **URL**: 

**Bio statement**
(Fill in the department and rank)

**Title and Abstract**
- **Title**: 
- **Abstract**: [Insert abstract here]

**Indexing**
Provide terms for indexing the submission; separate terms with a semicolon (term1; term2; term3).
- **Keywords**: 
- **Language**: English; French; Spanish

**Supporting Agencies**
Identify agencies that provided funding or support for the work presented in this submission.
- **Agencies**: 

[Save and continue] [Cancel]

* Denotes required field
You will then add indexing information. This will help others find your article.

The final section allows you to enter the name of any organization that may have supported your research.

Hit the Save and continue button to move on to Step 3.

3.3 Submission Step Three: Uploading the Submission

Submission Step Three allows you to upload the submission file, typically a word-processing document. Make sure that the file does not contain any information about author (e.g. Name and address).

- Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and continue.
Figure 3.5. Uploading the Submission

Step 3. Uploading the Submission

1. START  
2. ENTER METADATA  
3. UPLOAD SUBMISSION  
4. UPLOAD SUPPLEMENTARY FILES  
5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click "Browse" (or "Choose File") which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click "Open" on the Choose File window, which places the name of the file on this page.
4. Click "Upload" on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click "Save and Continue" at the bottom of this page.

Encountering difficulties? Contact Helena Palovska for assistance.

Submission File

No submission file uploaded.

Upload submission file: [File Upload]

Save and continue  Cancel  PROCEED TO 5 – INFORMING A BLIND REVIEW

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3.4. Submission Step Four: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal’s web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and Continue.

**Figure 3.6. Uploading Supplementary Files**
3.5. Submission Step Five: Confirming the Submission

This final step provides a summary of your submission.

Figure 3.7. Confirming the Submission

To submit your manuscript to Journal of Systems Integration click Finish Submission. The submission’s principal contact will receive an acknowledgment by email and will be able to view the submission’s progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Journal of Systems Integration.

Click Finish Submission to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission’s progress through the review and editorial process by returning to the Active Submissions section of your Author page.
3.6. Authors and Submission Review

To track your submission's progress through the review and editorial process, you will need to log into the journal web site, and choose your role as Author. Click on the linked title to go to the submission record.

**Figure 3.8. Active Submissions**

From the resulting 'Summary' page, you will see links to Summary, Review, and Editing pages. Each of these pages will provide details about your submission.

The Summary section contains several sections, including Submission, which displays the author names, submission title, original submission file, any supplementary files, the ability to add a supplementary file, the name of the submitter, the date submitted, the section the article is assigned to, the editor responsible for the submission, and the comments to editor you made as part of your submission.
Figure 3.9. Selecting Submission Summary

#66 Summary

Submission
Authors Libor Mesicek
Title TEST
Original file 66-185-1-SM.DOCX 2010-08-04
Supp. files None
Submitter Libor Mesicek
Date submitted August 4, 2010 - 08:00 PM
Section Articles
Editor None assigned

Status
Status Waiting assignment
Initiated 2010-08-04
Last modified 2010-08-04

Submission Metadata

Authors
Name Libor Mesicek
Affiliation
Country
Bio statement
Principal contact for editorial correspondence.

Supporting Agencies

*denotes required field
3.6.2. Review

If your submission is In Review, you can view its details in the Review section.

Figure 3.10. Selecting Submission Review

First, you will see the basic submission information again.

Below that is the Peer Review section. You will see information about each round of review (there may be one or more) and any revised files (e.g., a version of your original submission file with changes marked in) uploaded by each reviewer (Reviewer A, Reviewer B, etc.).
Last on this page is the Editor Decision section. From this section you can notify the editor once you have submitted your revised submission file, view the reviewer comments (click on the cloud icon), and upload your revised submission file (if revisions were required).

Possible decisions include:

- Accept: Your submission has been accepted as is.
- Revisions Required: Your submission requires minor changes and will be accepted once those have been completed.
- Resubmit for Review: Your submission needs significant re-working. A new file must be submitted and another round of review will take place.
- Reject: Your submission was not accepted for publication with this journal, either because it was not seen to be of high enough quality, or its subject did not match the journal.

4. Uploading new version of your paper

During review process you may be asked to make some changes in your paper. To upload new version of your paper log in, choose role Author and click on name of your article. Select Review and at the bottom of the page is a field for uploading new version of your paper (see Figure 4.1).
Figure 4.1. Uploading new version

#66 Review

**Submission**

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</tr>
<tr>
<td>Title</td>
<td>TEST</td>
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<tr>
<td>Section</td>
<td>Articles</td>
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<td>Editor</td>
<td>Libor Mecízek</td>
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**Peer Review**

**Round 1**

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**Editor Decision**

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<td>Upload Author Version</td>
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Note: The red circle highlights the upload button for the new version.

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