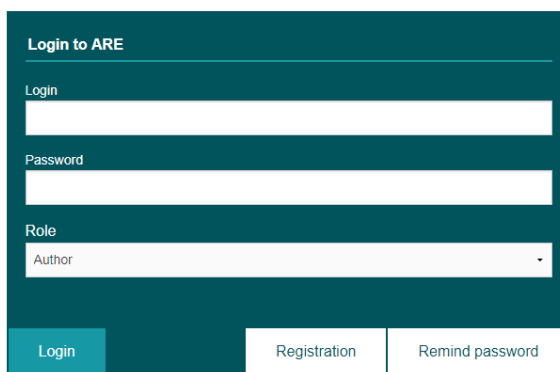# Author's Panel

Adding an article

1. Register and log into the publishing process support system: www.are.am.szczecin.pl, and enter your username and password given at registration.
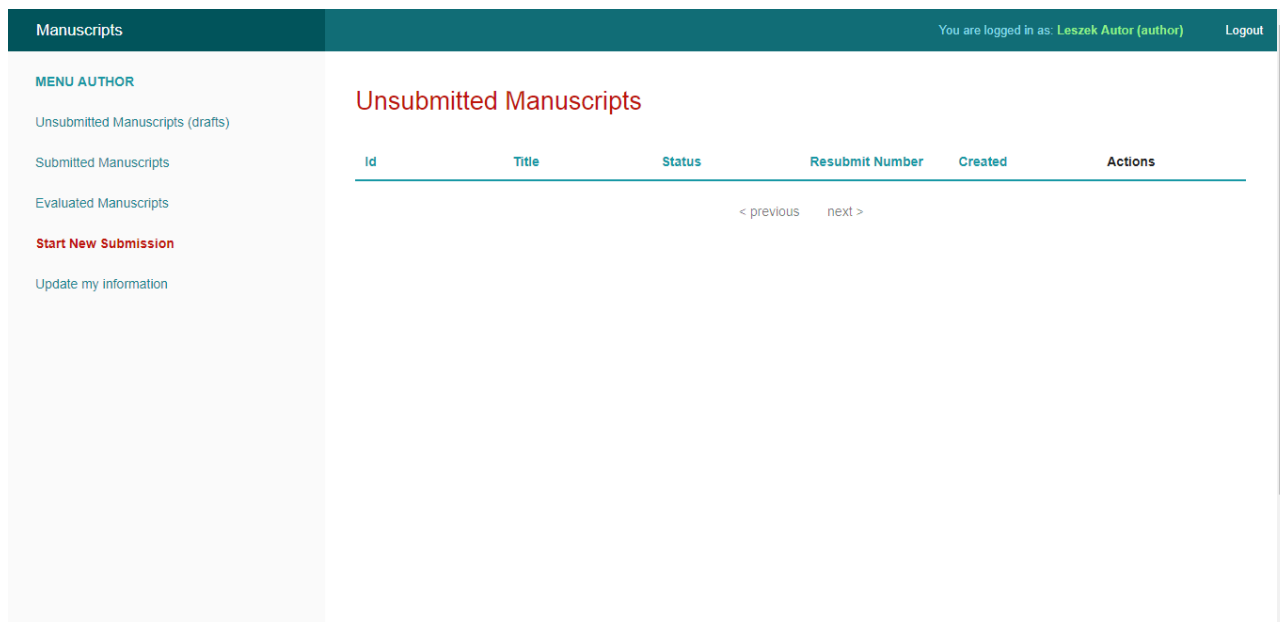
2.

3. To add a new article, select the 'Start New Submission' tab in the sidebar.

4.

5. Fields marked with * are mandatory. Fill in the Title, Keywords, Abstract and Comment fields successively, then click on the 'Category' field and fill in 'All Authors'.

6. It is obligatory to mark all the four checkboxes next to the disclaimers concerning publication procedures and personal data processing.

7. Add files containing the article and images (the files must not allow for the identification of the author) by means of the 'Choose file' button.

8. If the process of submitting the article has not been completed, 'Save Only' can be used to save the current state of the article and will enable the user to edit and submit it at a later time. If 'Save Only' is selected, the article is assigned to the 'Unsubmitted Manuscripts (drafts)' category, where it may still be edited using the Edit button.

9. If you decide that the article is ready and want to send it to the editor, click on 'Send'.

10. If the article is submitted correctly, it will be sent to the editor. If not, an error message will be displayed (e.g. missing information).

11. The submitted article can be viewed in the 'Submitted Manuscripts' tab.

12. A notification email will be sent to the email address provided during registration confirming the submission of the article.

Correcting the article after review

13. When the article has been reviewed by the editor, it is automatically moved into the 'Evaluated Manuscripts' category where the review may be read and the article status may be checked. Comments to the article can be also found in the notification email received after the article has been reviewed.

Evaluated Manuscripts

Id	Title	Status	Resubmit Number	Created	Actions	Reviews
5	Manuscript Title	Minor Changes Requested	1	31-Jul-2017	[View] [Edit] [Resubmit]	[View reviews]

< previous   next >

14. In case when the article receives the 'Approved' or 'Rejected' status, this stage is already finished. However, when the article receives the 'Minor Changes Requested' or 'Major Changes Requested' status, the author is able to make corrections in accordance with the reviewers' comments and resubmit the article using the 'Resubmit' option in the 'Actions' column.

Article resubmission

1. In the 'Evaluated Manuscripts' section, choose the 'Resubmit' option from the 'actions' column.

2. You should then be able edit selected elements of the article indicated by the editor and the reviewers.

3. There are two options to choose: 'Save Only', which allows to postpone the process of editing the article, and 'Resubmit', which will send the article back to the editor.

Data change and update

1. If you would like to change your account information specified during the registration, open the 'Update my information' tab in the sidebar.

2. In the open window, you can change your personal information, password, and email address.

3. When the editing of data is finished, click on 'Submit'. The data is changed.

MENU AUTHOR

Unsubmitted Manuscripts (drafts)

Submitted Manuscripts

Evaluated Manuscripts

Start New Submission

Update my information

Update my information

Edit Author

Username *

Author

[Change password]

Name *

Leszek

Surname *

Autor

Affiliation *

AMS

Function

Manager

Address

Szczecin

Email *

example@gmail.com

Phone

600-600-600

[SUBMIT]

4.