Submitting manuscripts

AUTHORS (AND CO-AUTHORS)
Authors can:

1. **Create a user account** – and submit/resubmit manuscripts.
2. **See progress** – access a report giving the status of manuscripts.
3. **Receive** - a decision.
4. **Update** – their user profile.
5. **Contact** – the editorial office.
6. **View history** – of all submitted manuscripts.
Creating a new user account

User sign in page:

Existing users can sign in.

New users (authors) create a new account.

Email validated so only new accounts that do not already exist with the same email can be created.
Creating a new user account

All the required information must be entered by the author.
The author dashboard allows the author to make new submission, resend or resubmit a submission and view the status of any manuscripts in review. The author receives an automatic confirmation email when a manuscript is submitted.
The author is presented with the submission guidelines as the first step of online submission. These guidelines are configurable by the editorial office.
The author is prompted to add the co-authors one-at-a-time by entering the co-authors’ email addresses.

If the co-author already exists, the submitting author is presented with the co-author details to select.

If the co-author does not exist, the submitting author adds the co-author meta-data – name, institution, dept., country.
The manuscript details can vary from journal to journal depending on what meta-data is required by the journal.

The web-elements on this page can be adjusted from the ‘configure’ section of the editorial office role.

The author must complete all the required fields and comply with the word limits before they can submit.
Manuscript keywords

The keywords are selected that are relevant for the manuscript. Additional keywords can be added if not already listed.

The journal’s keyword list is compiled from the configure section of the editorial office.

This section can also be ‘switched off’ by the editorial office.
Manuscript documents

The required manuscript documents are uploaded in this section. The instructions as to what is required can be configured by the editorial office.

The number of compulsory documents can be set by the editorial office along with the document types.

The author can hide documents not required for review – copyright forms etc.

Manuscript documents

Upload your manuscript documents in this section. Please ensure all texts, tables and figures are included. You must check your document for completeness in the last step before submitting to ensure it is properly formatted and displays correctly.

IMPORTANT: Your manuscript is reviewed blind. Do not reveal the identity of any of the authors in documents visible to reviewers. Upload a separate title page with the authors’ names and affiliations and use ‘hide from reviewers’ link in the document list to conceal it from the reviewers.

Upload documents

Maximum file size 40MB

Choose File No file chosen

Select file type

Upload file

Check this box to confirm you have read and complied with the file instructions.

Continue to next section
Reviewers can be suggested by the authors. This page can be optional or compulsory for the author and can also be switched off from the editorial office configure section.
Accompanying information

A cover letter and declaration can be presented to the authors in this section.

The web-elements on this page can be adjusted from the configure section of the editorial office role.

We submit herewith our manuscript entitled, “Soil quality in Denmark: A new guideline of the Danish Organic Soil Sciences”, for publication in......
Before submitting, the author has the opportunity to review all the submission information. The author is alerted if any of the mandatory information is missing. The author can also see the pdf file of the manuscript that will be presented to the reviewers.