Polish Journal of Veterinary Sciences

Instructions for Authors – How to submit an article to the PJVS via the online system.

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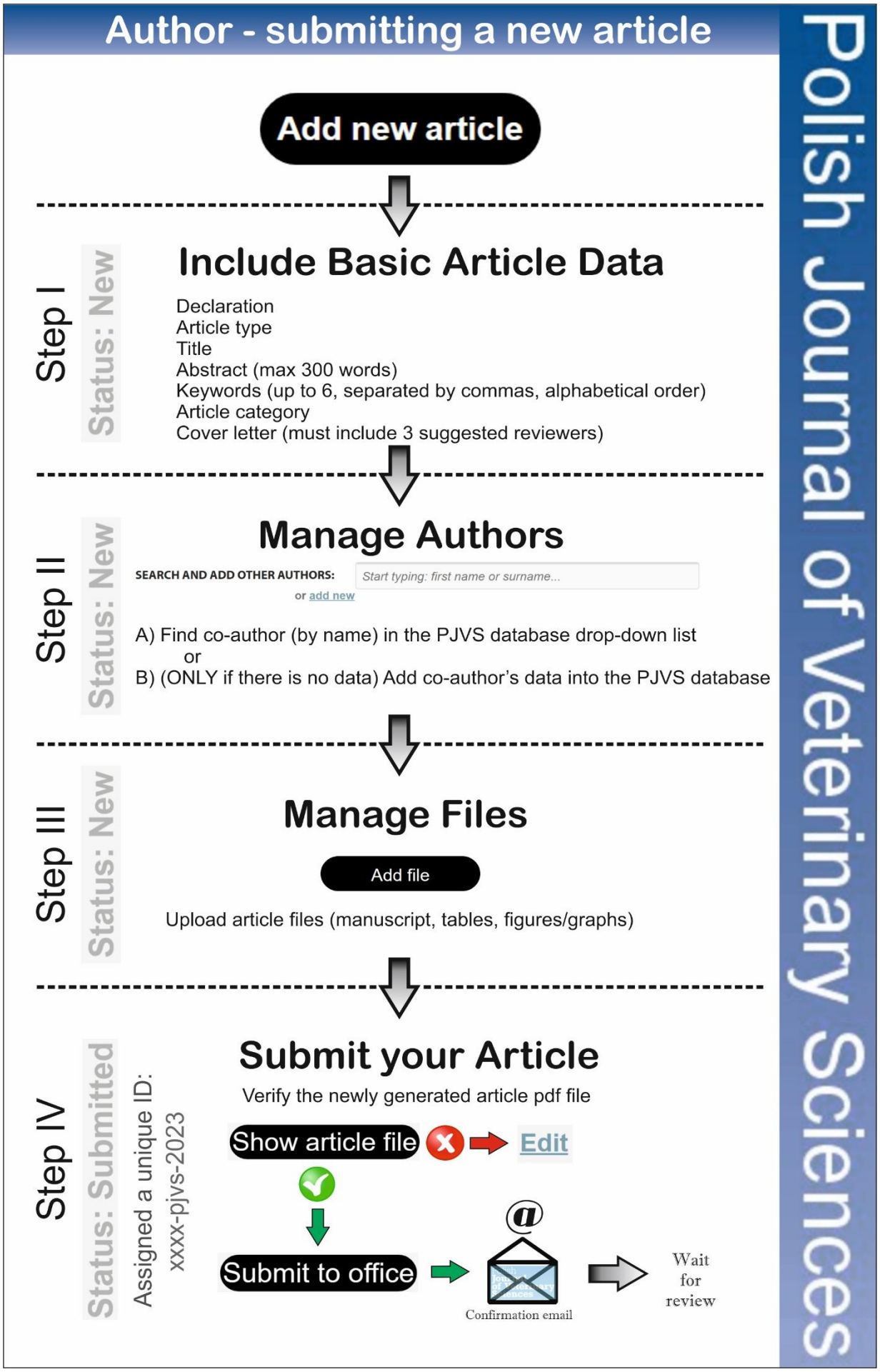
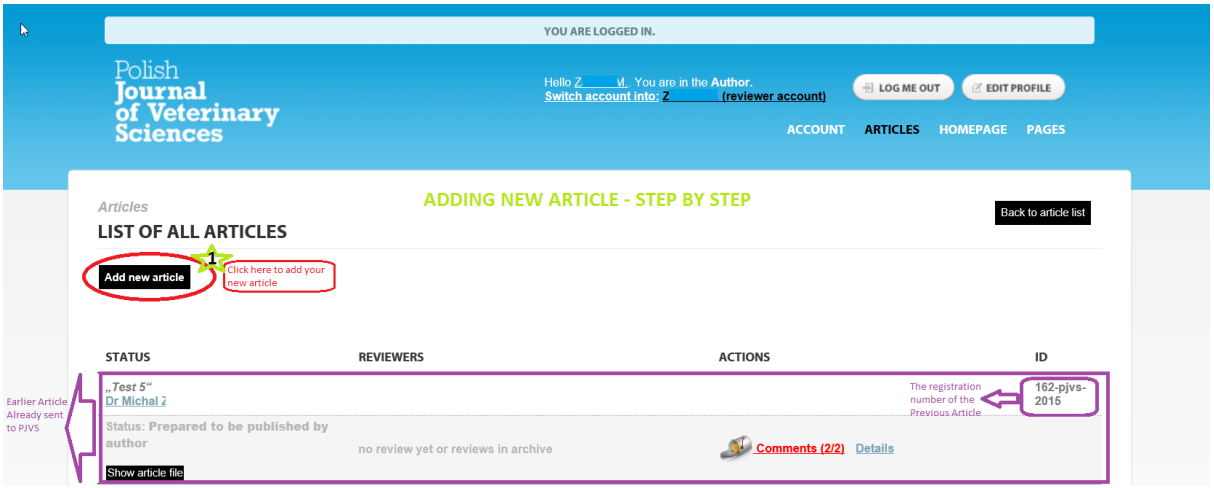
Graphical overview



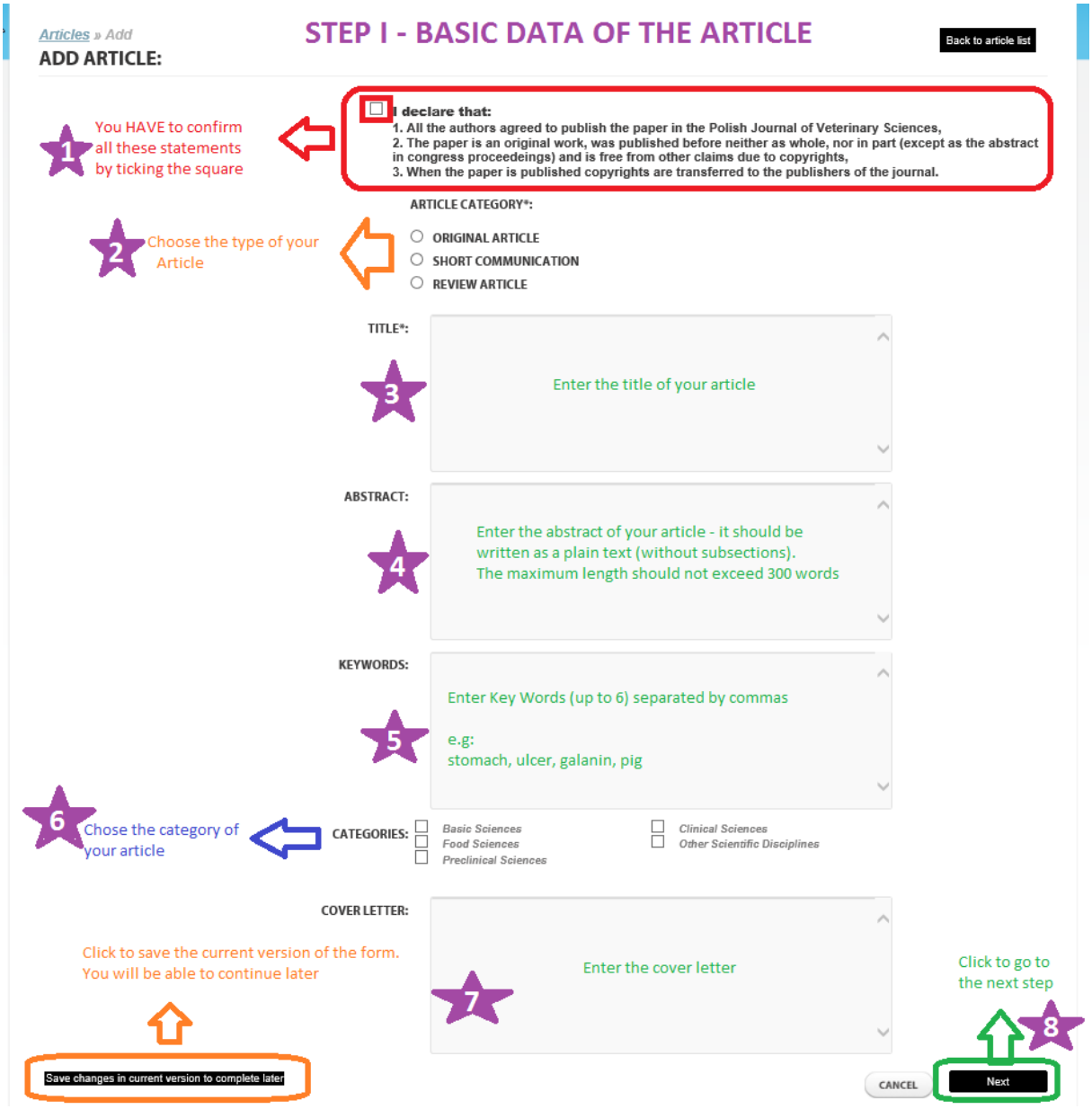
Adding a new article to the PJVS online system

In the "*ARTICLES*" panel you click on [ADD NEW ARTICLE] (1)

Note: In the *ARTICLES* panel you can additionally find your previously added articles. The list contains: the title, authors, article status and the registration number. The number is generated ONLY when the article reaches the PJVS Office (after successful submission).



Step I – BASIC DATA



Please ensure that you have filled in all the necessary data in each section of the form.

1. Declare that all the co-authors agree to the described conditions (by ticking the rectangle) [1].

2. Choose the type of article (by ticking a circle) [2]:
   a. **Original article** - the total length of the manuscript (including illustrations and references) should not exceed 20 typed pages. The article should be divided into: Title Page, Abstract, Key words, Introduction, Materials and Methods, Results, [Tables, Graphs, Figures (prepared as sets) with descriptions], Discussion, References. Additionally high-quality figures, graphs, tables, and their descriptions should be uploaded as separate files.
   b. **Short communication** - the total length of the manuscript (including illustrations and references) should not exceed 5 typed pages. The article should be divided into: Title page, Abstract, Key words, Introduction, Materials and Methods, Results and Discussion, , [Tables, Graphs, Figures (as sets) with descriptions], References, Description of Tables and Figures.
   c. **Review article** - the total length (**starting from the Title Page**) of the manuscript (including illustrations and references) should not exceed 20 typed pages. **At the first pages of the manuscript (before the Title Page) the authors should additionally include**: 1) *A summary of the article with conclusions* (max. 2 pages) 2) *A reference list of published articles confirming the authors' experience in the field concerned (important first author details)*.

3. Enter the title of your manuscript [3].

4. Enter the abstract. The abstract should be written as plain text (without subsections). The total length of the abstract should not exceed 300 words [4].

5. Enter the key words of your article alphabetically (up to 6), separated by commas [5].

6. Choose the category of your article (by ticking the circle) [6].

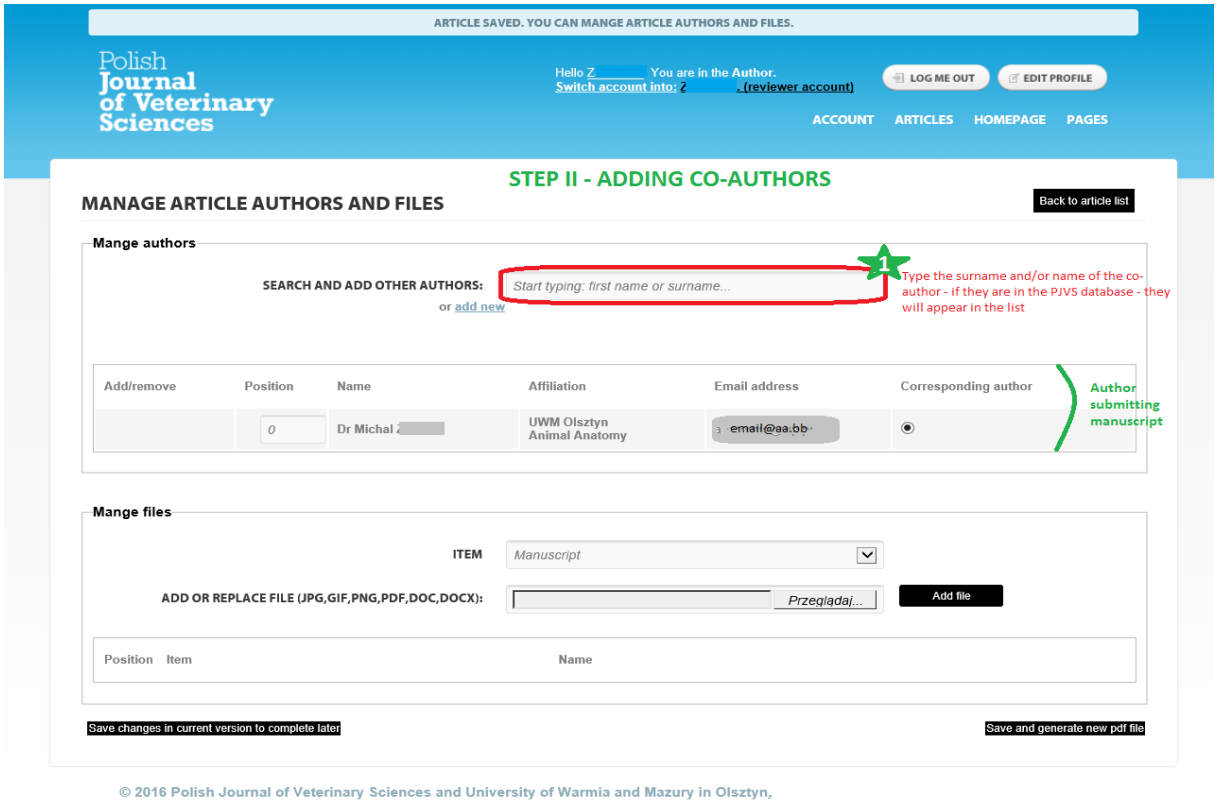
7. Write the cover letter to the Editor in Chief. **The letter must contain suggestions for at least 3 reviewers (with emails) for your article with a brief justification** [7].

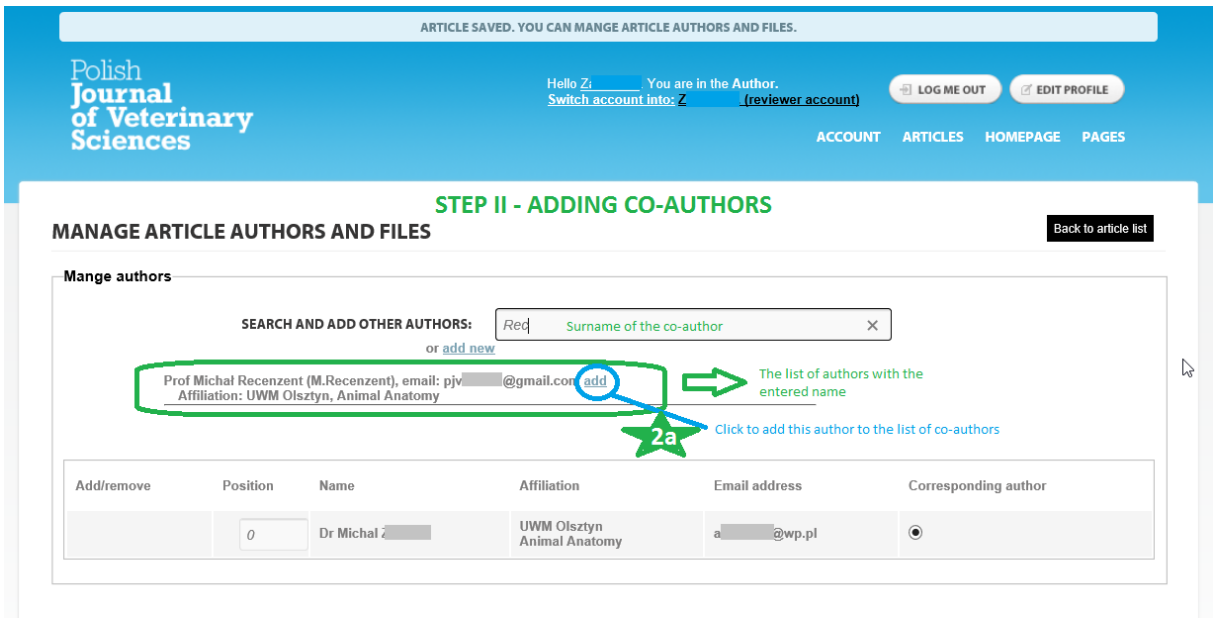
8. Click **[NEXT]** to move to the next step [8]. You can also save the form in the current version by clicking **[Save changes in the current version to complete later]** and the form will be stored in the system. You will then be able to complete your submission later.

STEP II – ADDING CO-AUTHORS

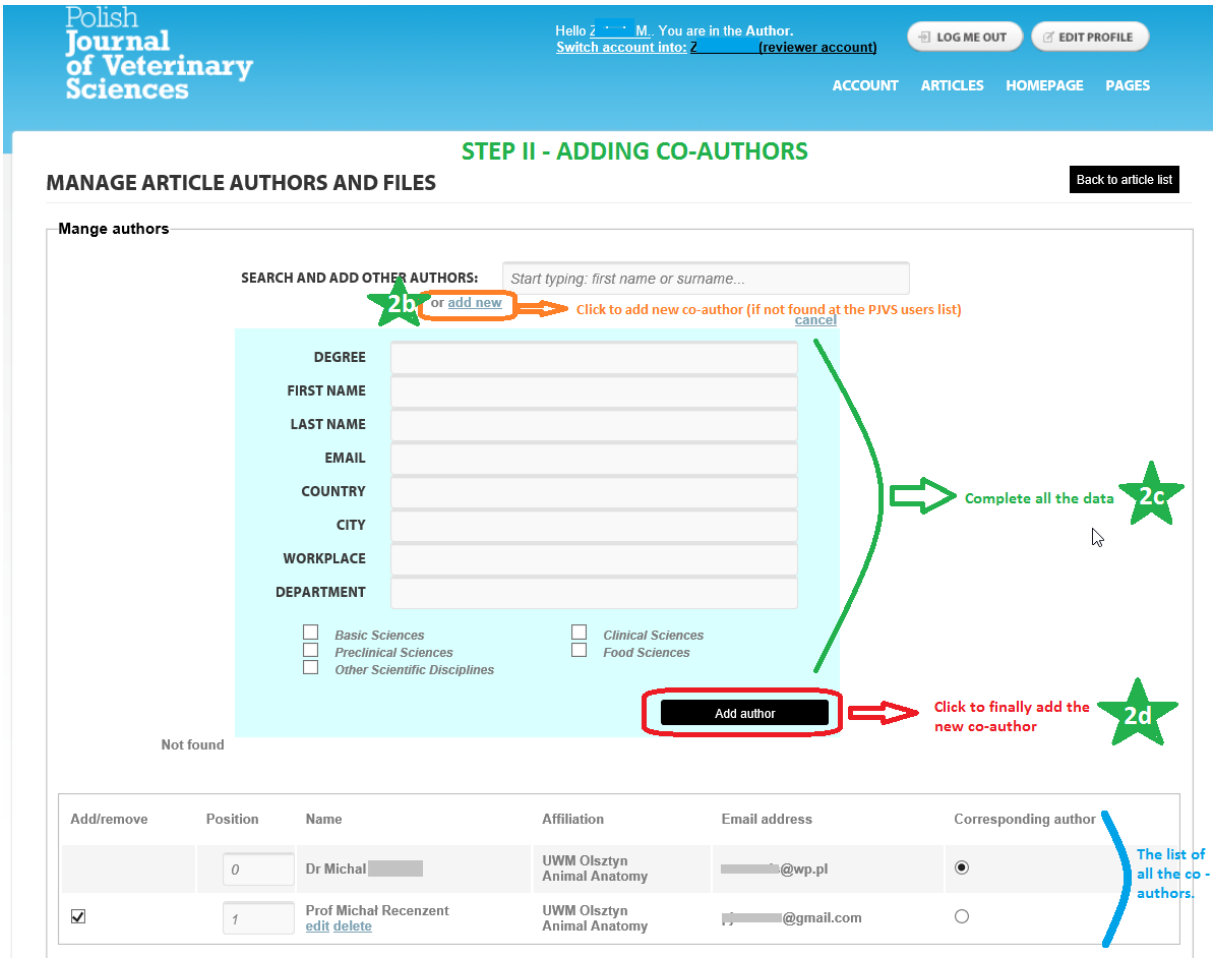
Include all co-authors of the article. Authors should be added in the correct order.

1. **Type the surname and/or name of the co-author in the form [1]**. If the author's data already exist in the PJVS database they will appear in the drop-down list (marked by the green rectangle in the lower picture). Then click [Add] [2a] to add the selected author from the list.





2. **If the co-authors are not in the drop-down list,** please add them – by clicking [add new] [2b] and complete all the necessary data in the form [2c], including their expert category (basic science, food science etc.). Then click [Add Author] [2d] to add their data to the database. The author's name will then appear in the list of authors (blue designation in the picture below).



Important Note:

NEVER ADD an already existing author to the PJVS database! FIRSTLY, CAREFULLY CHECK, if this person's data are already in the system (point 1). Re-entering the same authors into the PJVS system (despite their previous existence in the database) will double their accounts and result in problems with the accounts.

Note that the same author may have used different email addresses.

STEP III – UPLOADING ARTICLE FILES

Please upload all the article files. The following files can be uploaded:

1. **The manuscript (doc, docx file) – as a complete article should contain all tables, figures, graphs, descriptions of figures and the list of references. Remember, that the total length should not exceed previously assumed values.**

   You should also upload, as separate files:
2. Description of figures (and tables) - (doc, docx file).
3. Tables (doc, docx file). The Table file should be named according to its number (e.g., Table 1).
4. Figures (jpg, pdf, tiff). The figures should be prepared as plates/sets and each plate/set should be uploaded separately. The authors should avoid large jpg files. Each figure file should be named according to its number (e.g., Fig. 1). The graphs should also be uploaded here (as jpg files) and named according to their number (e.g., Graph 1).

Uploading Particular Files

1. **Choose the type of file to be uploaded (Manuscript, Description of Figures, Tables, Figures) from the drop-down ITEM list [1].**
2. **Click [BROWSE] [2] by the field [ADD OR REPLACE FILE…].**
3. **In the file selection window – find the particular file (at your storage) and select it [3].**
4. **Confirm the selected file by clicking [OPEN] [4].** The path of the selected file will be shown in the form of the [ADD OR REPLACE FILE…] field **(green designation below).**
5. **Click [ADD FILE] [5] to finally upload the selected file. The successfully uploaded file will occur on the list (red frame in the lower picture).**

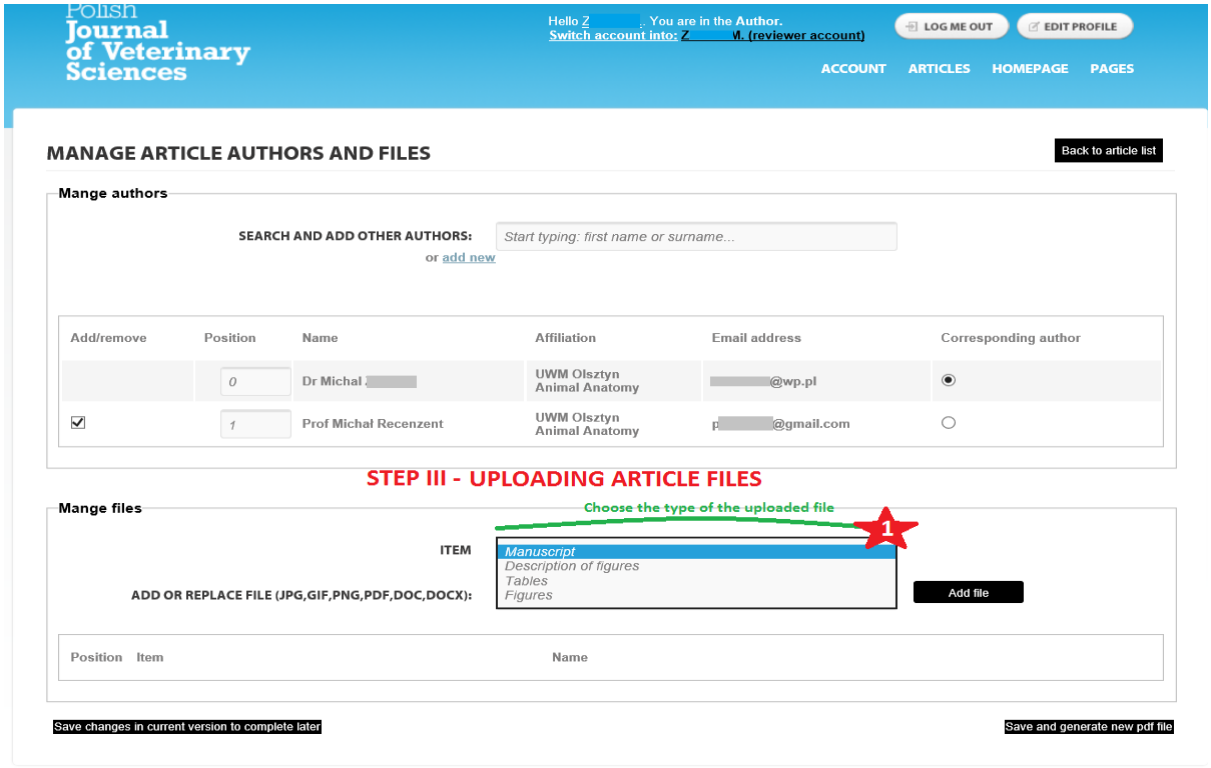
   - **Repeat the whole procedure for each file of your manuscript.**
   - **Upload files (tables, figures) in the correct order (1-Manuscript, 2-Description of Files, 3-Tables, 4-Figures/Graphs arranged in sequential order e.g., Fig1, Fig2…, Graph1, Graph2…). They can be positioned later using appropriate numbers in the [POSITION] row.**

   - **Clicking the name of the file on the list enables you to preview the uploaded file.**

   - **The [Delete] button will remove the file from the system.**

6. **Click [Save and generate new pdf file] [6] to prepare your PDF file of the manuscript for submission.**
7. **Click [Ok] [7] to confirm.**

Note: The modifications in your article are still available. In the list of articles there is an [EDIT] button– designated in the following sets of screens as [?].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Dr Michal
UWM Olsztyn Animal Anatomy
@wp.pl
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Prof Michal Recenzent
UWM Olsztyn Animal Anatomy
@gmail.com
STEP III - UPLOADING ARTICLE FILES
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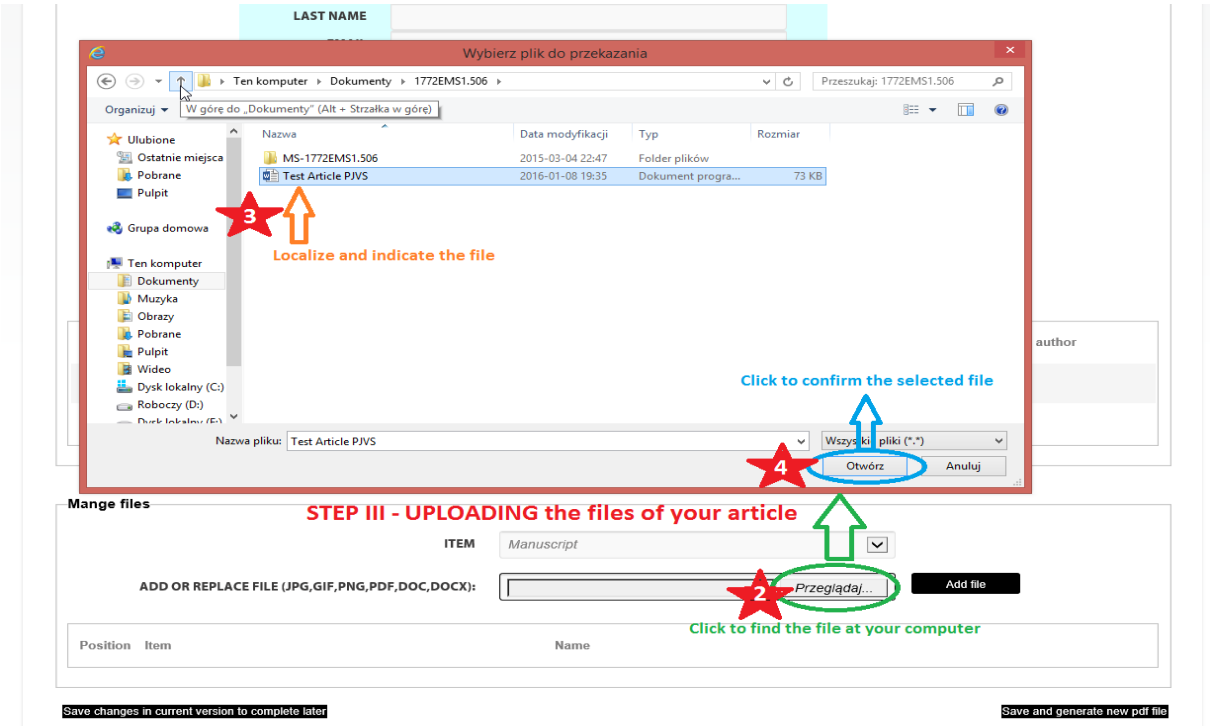
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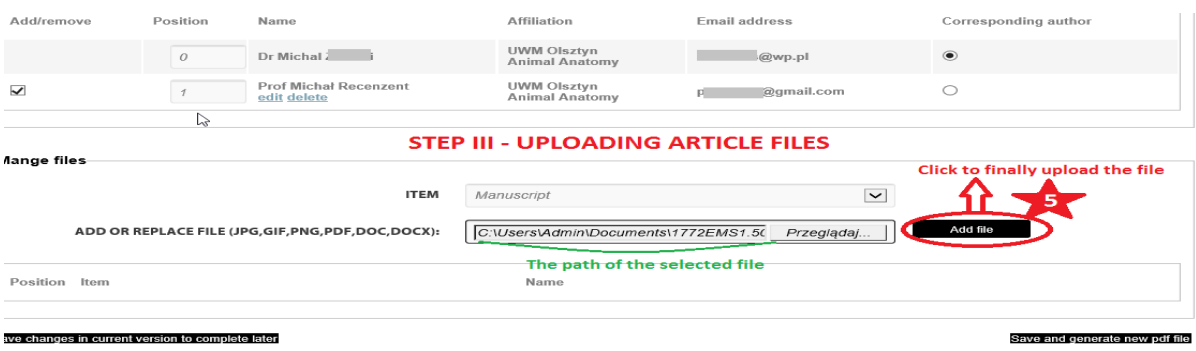
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Dr Michal
UWM Olsztyn Animal Anatomy
@wp.pl
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Prof Michal Recenzent
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@gmail.com
STEP III - UPLOADING ARTICLE FILES
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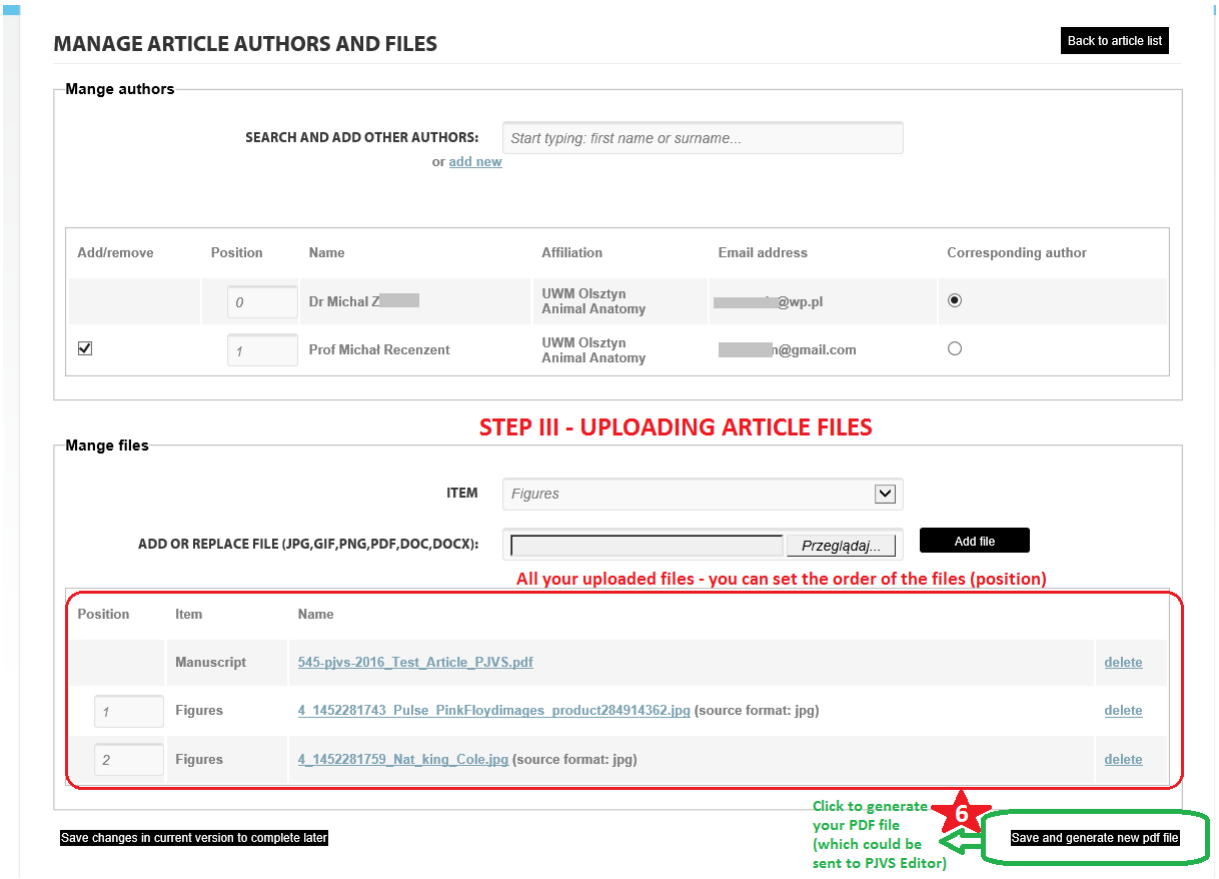
MANAGE ARTICLE AUTHORS AND FILES
Back to article list
Mange authors
SEARCH AND ADD OTHER AUTHORS:
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STEP III - UPLOADING ARTICLE FILES
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@wp.pl
Prof Michal Recenzent
UWM Olsztyn
@gmail.com
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STEP IV – SENDING THE COMPLETE ARTICLE TO THE PJVS OFFICE

The recently added article will appear in the list of all your articles. The status of this article is: "New".

Note: Under the "New" status the article has not yet been delivered to the PJVS Office and all modifications/corrections are still available using the [EDIT] button [?].

1. **Check your recently created pdf file by clicking [Show article file] [1]**

   - **The additional first page of the manuscript is generated automatically –** check whether all the data are filled in correctly (authors institutional addresses, others).
   - **Check if the total length of the article (including references, figures, graphs, tables etc.) is** 20 pages for an original article, 5 pages for a short communication or 30 pages for review article (the automatically generated first page should not be counted). **Remember, that additional pages are extra paid.**
   - **Pay attention to the order of attached figures/graphs/tables, their completeness, double spaced fonts within the whole article, etc.**
   - **Check that the literature cited and the reference list is in accordance with the requirements of the PJVS (http://www.uwm.edu.pl/pjvsci/ifa.html)**
   - **Please note that some of the unique symbols/marks (e.g. micro µ) may not be displayed properly. Please leave these as they are and we will deal with them.**

IN CASE OF ANY INCONSISTENCIES OR ERRORS FOUND, USE THE [EDIT] [?] BUTTON AND INCLUDE THE REQUIRED IMPROVEMENTS

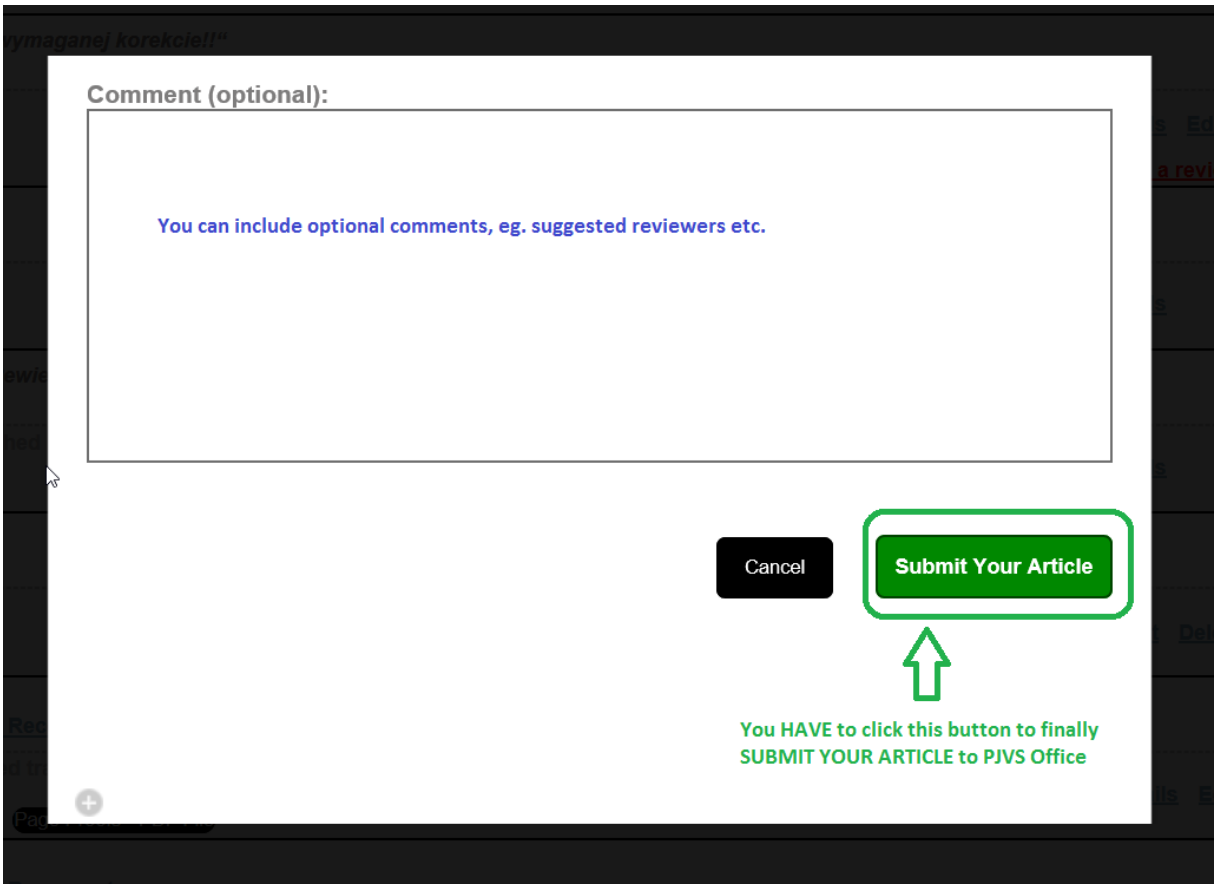
Sending the final version of the article to the PJVS Office

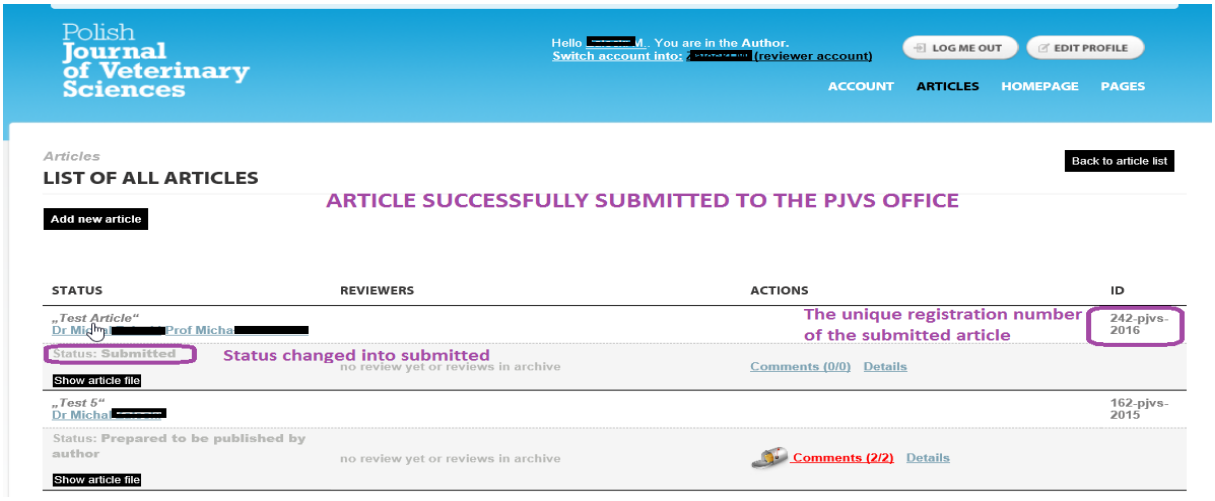
Step A

Click the [Submit to office] [2] button in the article list.

Step B

Click the Submit Your Article button to finally submit your article to the PJVS Office (in the Optional Comments window).



Note: The Cancel button will close the Optional Comments window and the article WILL NOT BE DELIVERED to the PJVS Office. You will then be able to modify your article again in the main panel.

The status of a successfully submitted article will be changed to (Submitted), an Official Submission Number will be assigned (xxxx-PJVS-202x) and the submitting author will receive a confirmatory email.