USER GUIDE

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1. REGISTERING WITH THE JOURNAL

1) To make a submission to Advances in Mechanical and Materials Engineering, you will first register as an Author. Go to the website https://journals.prz.edu.pl/amme and click „Register" button placed in the right upper corner.

2) Add appropriate data on the website, tick required consents and click „Register" button.

After the correct registration, the „Registration complete" announcement will be displayed.

2. SUBMITTING AN ARTICLE

1) In order to submit a paper to Advances in Mechanical and Materials Science Engineering, you will first log to your account on the website https://journals.prz.edu.pl/amme. Click the „Login" button placed in the right upper corner.
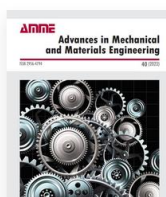

2) After logging into your account, click the button with your user name which is visible in the right upper corner of the website. After expanding the bar, select „Dashboard".
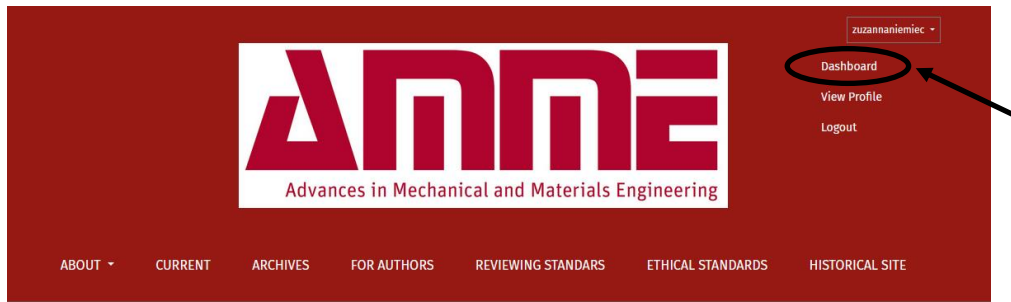
3) You will see details of your profile. Start a new submission by clicking „New Submission" button on the left side of the website.

4) Mark submission requirements and check „I agree to be contacted about the submission". After that, click „Save and continue".
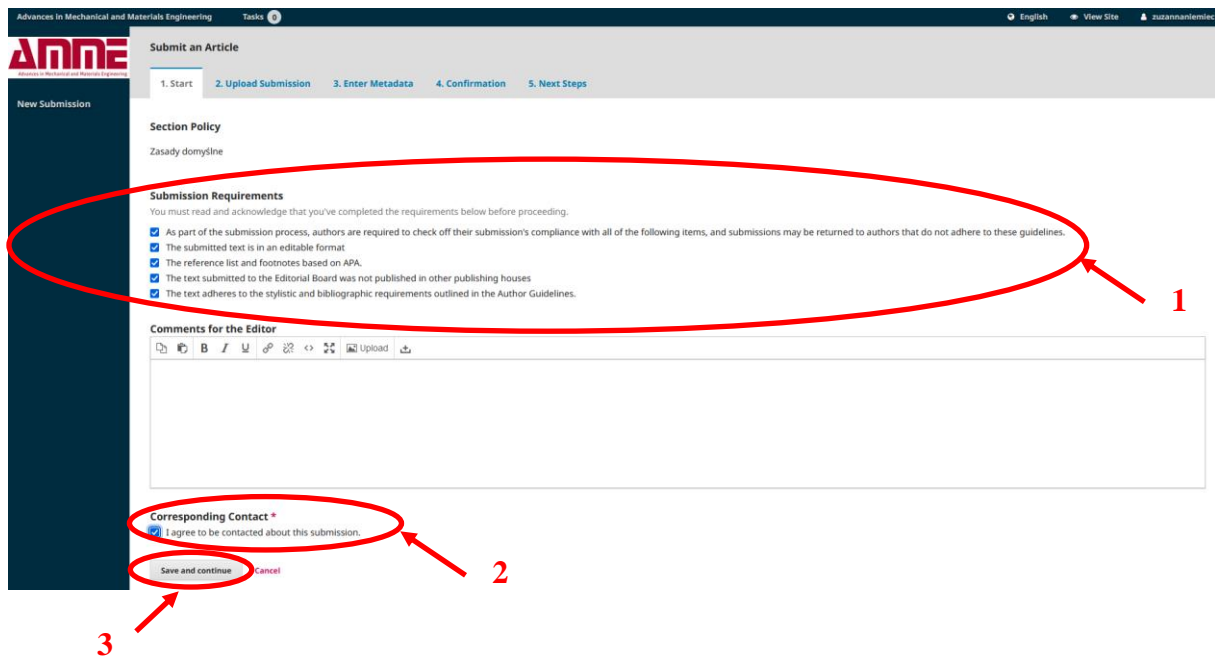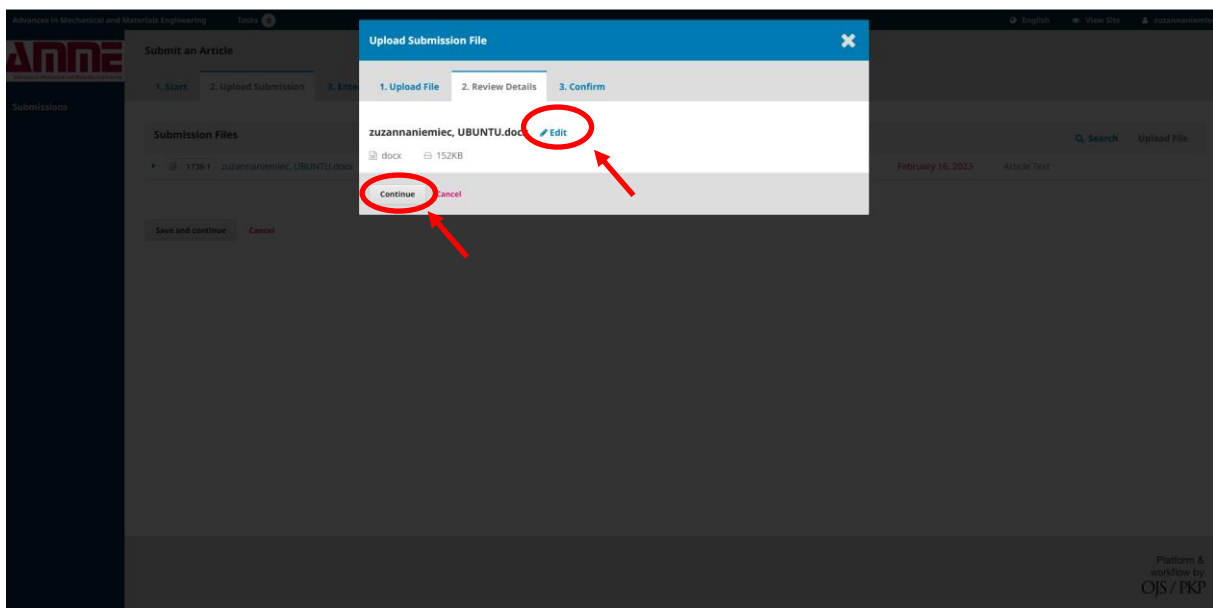
5) Upload your paper prepared in line with the instruction https://journals.prz.edu.pl/amme/about/submissions. Select „Article Text" and add your manuscript by clicking „Upload file". After loading the file, click „Continue".
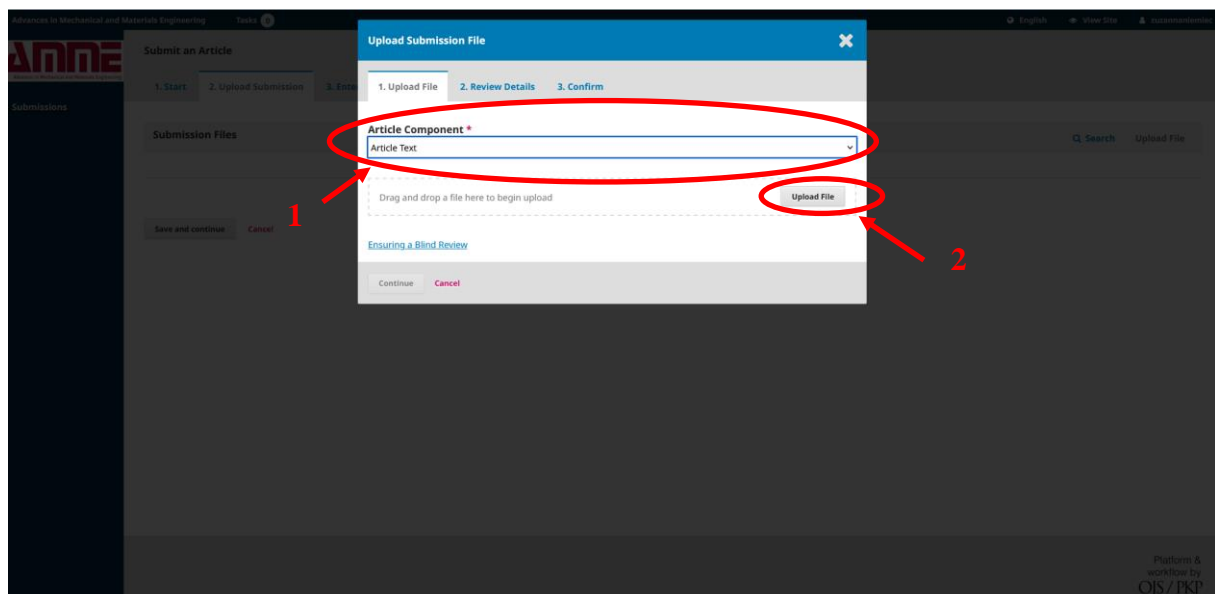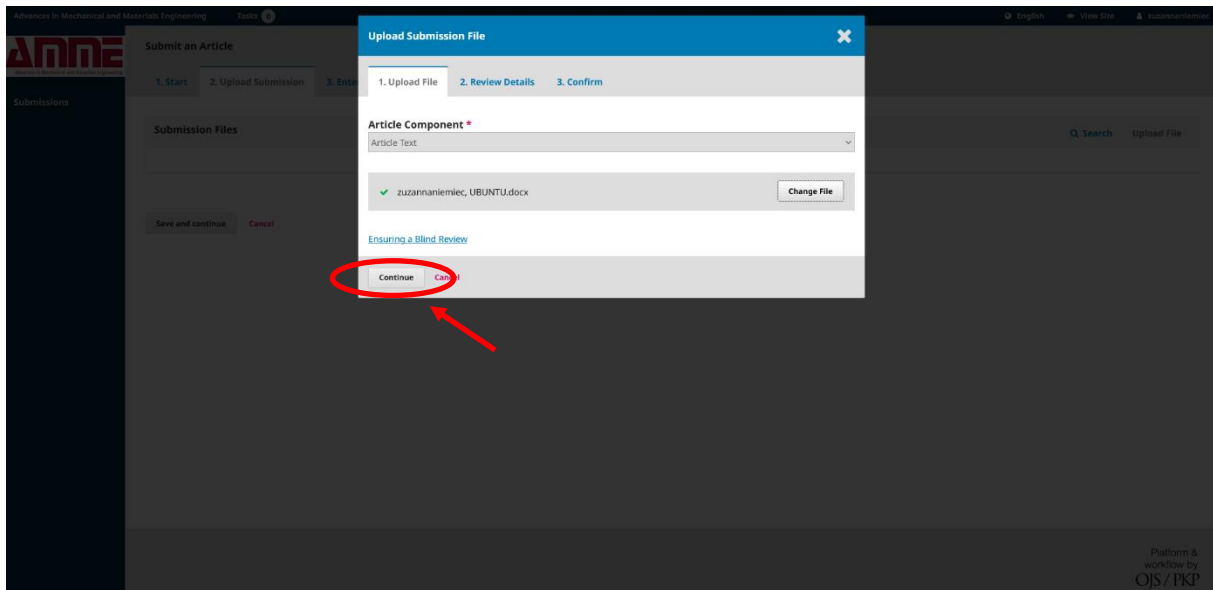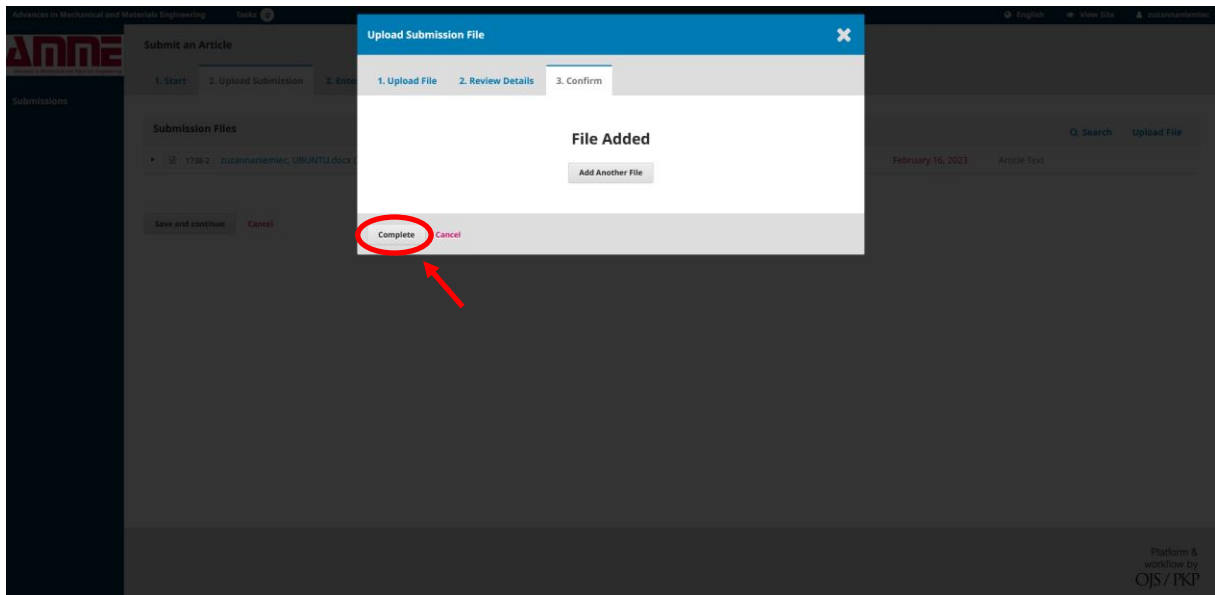
You can change the name of the file loaded by clicking „Edit". Then, click the „Continue" button.

The announcement „File Added" will be displayed. Click the „Complete" button.

6) You will be brought back to the „Submit an Article" page where you will see the files you have uploaded. If you need to make any changes, expand the blue arrow to the left of your file and make any changes using the „Edit" link. If you want to delete the submission, click „Delete" one.
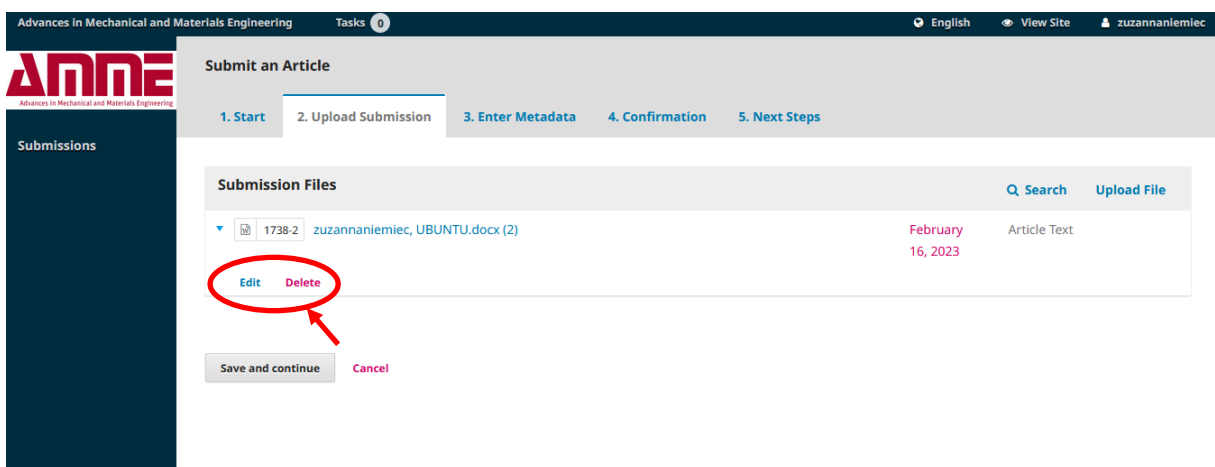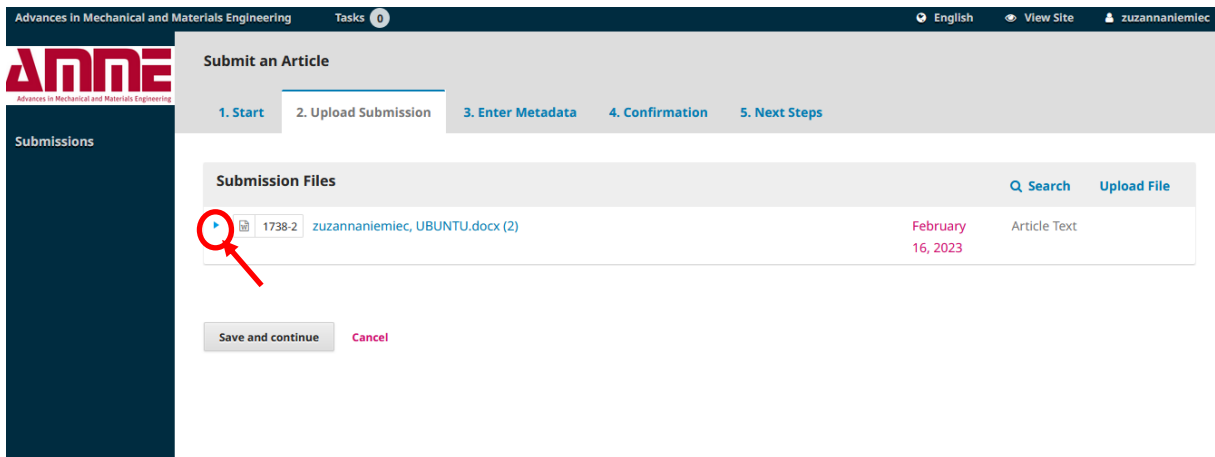
7) Click „Save and Continue" to move further steps.
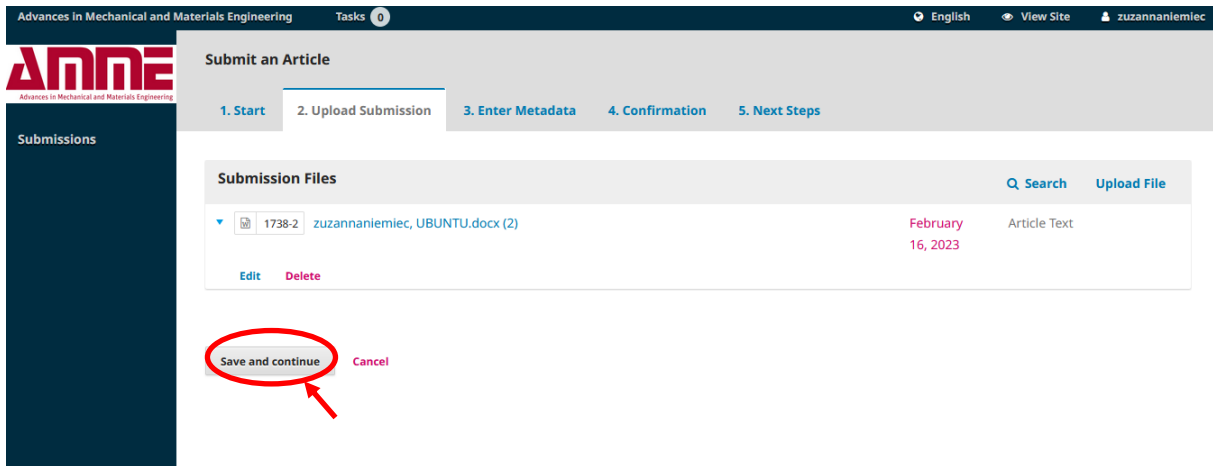
8) In the „Enter Metadata" step, you will be asked to add more information about the submission. Firstly, enter title, abstract and other optional information.
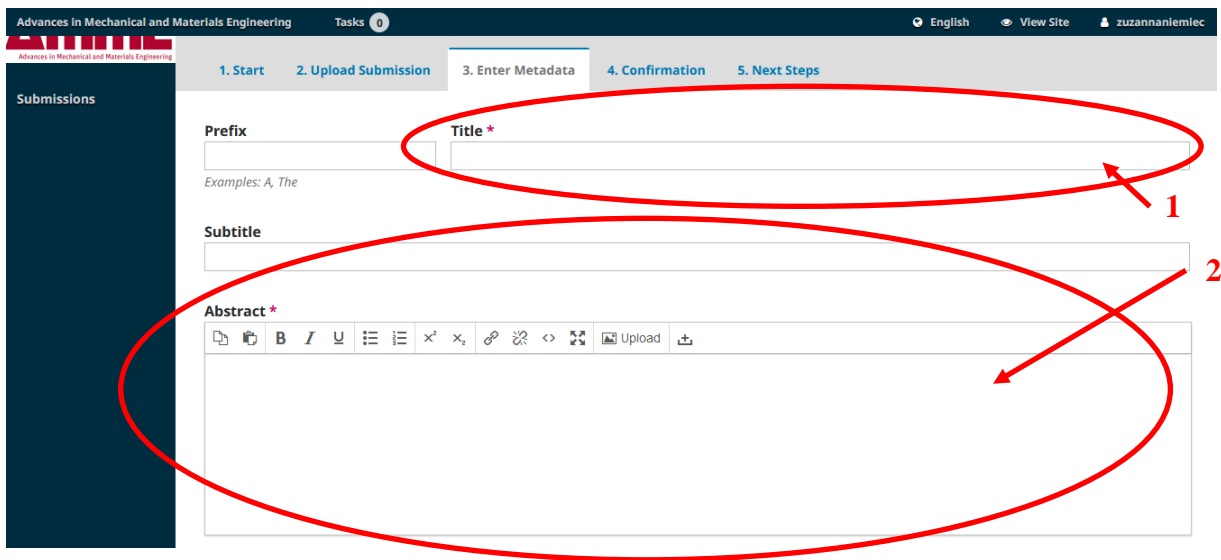
9) You are also asked to add co-authors of the submission (if they are). You can do it by clicking "Add Contributor" in the "List of Contributors" part. In the "Add Contributor" window, you are requested to enter *Given name, Family name, email, country* and contributor's role (select author option), at least. You can add more optional information, for example: ORCID and affiliation. If you enter all data, click "Save" button.

If you enter all data, click "Save" button and the author will be displayed on the list of contributors.

10) You can also add other metadata associated with your submission, for example: keywords or references. In order to add keyword, write it in the "Keywords" line and click enter on the computer keyboard. Each keyword has to be add separately. If you add all necessary metadata, click "Save and continue" and go to the next step.

11) On the fourth step, you will show the announcement that your submission has been uploaded and it is ready to send to the editor. If you want to send the submission, click "Finish Submission" button.

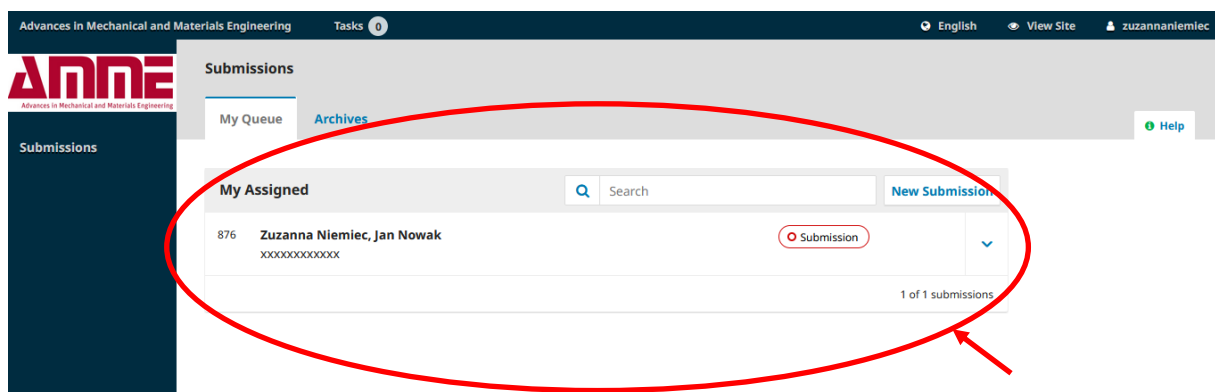A box will pop up asking you to confirm you are finished. Click „OK" buton.

12) Your submission is complete and the editor has been notified of your submission. At this point, you can follow the links to:
- Review this submission
- Create a new submission
- Return to your dashboard
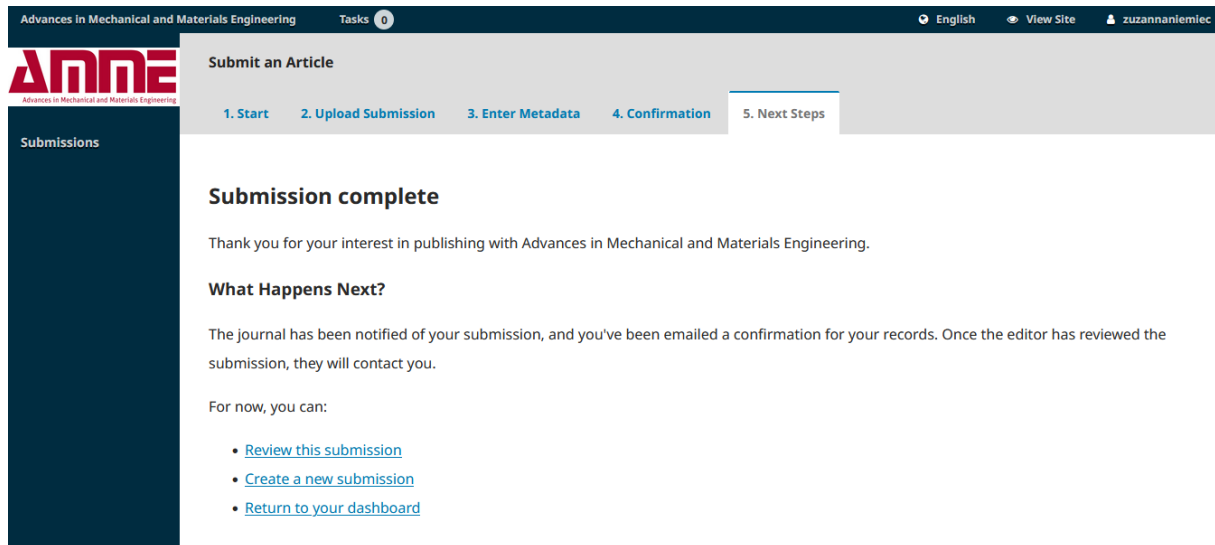
If you click "Return to your dashboard", you will see your submission in "My Assigned" window.


Over the coming days, your submission will be respected by the editor and will move into the Review stage, if the editor accepts it. After review and the acceptation, it will go to Copyediting and Production stages before being published.
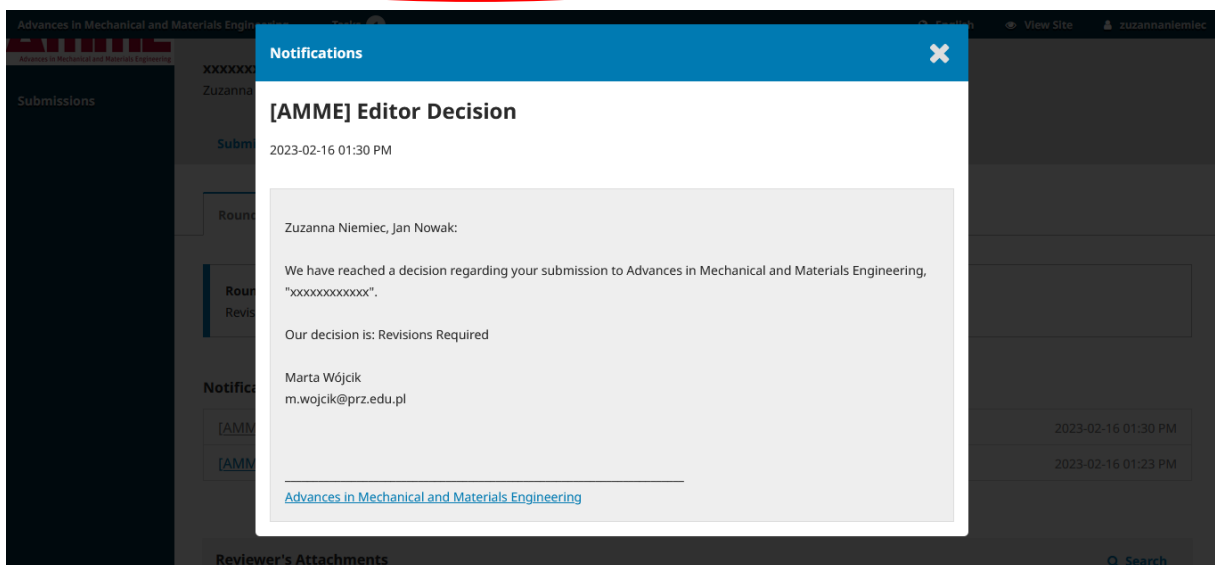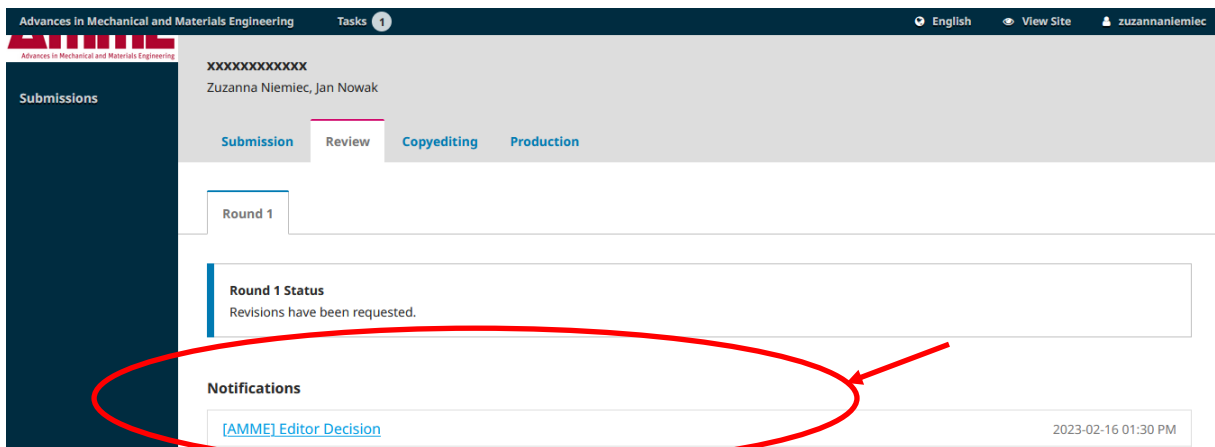
3. RESPONDING TO A REVIEW

Once the review process concerning your submission has completed, you will be notified via email by the editor of the decision.

1) Log to your account.
2) Click on your submission in "My Assigned" panel.
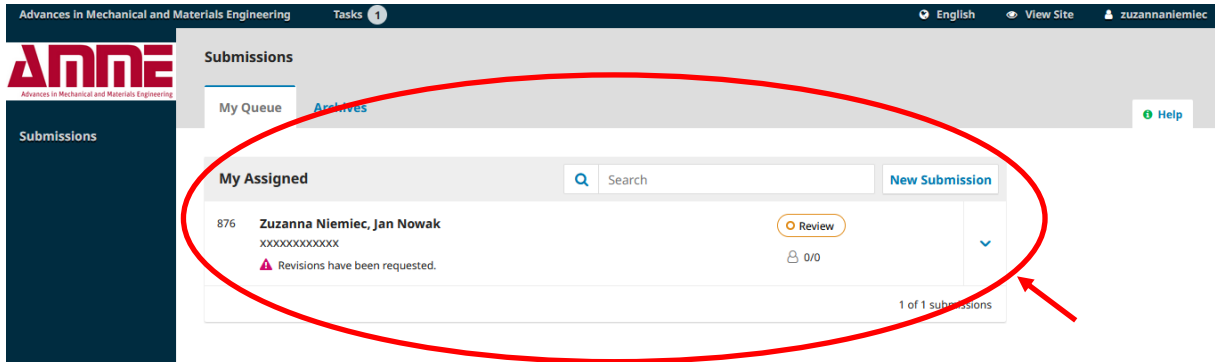
3) You can see the decision concerning your submission by clicking "AMME Editor Decision" in "Notifications" panel.

Based on the information in the editor's message, you must now prepare your revisions.

4) In order to submit a revised submission, go to "Revisions" panel at the bottom of the dashboard. Use the "Upload a File" link to upload your revised manuscript.
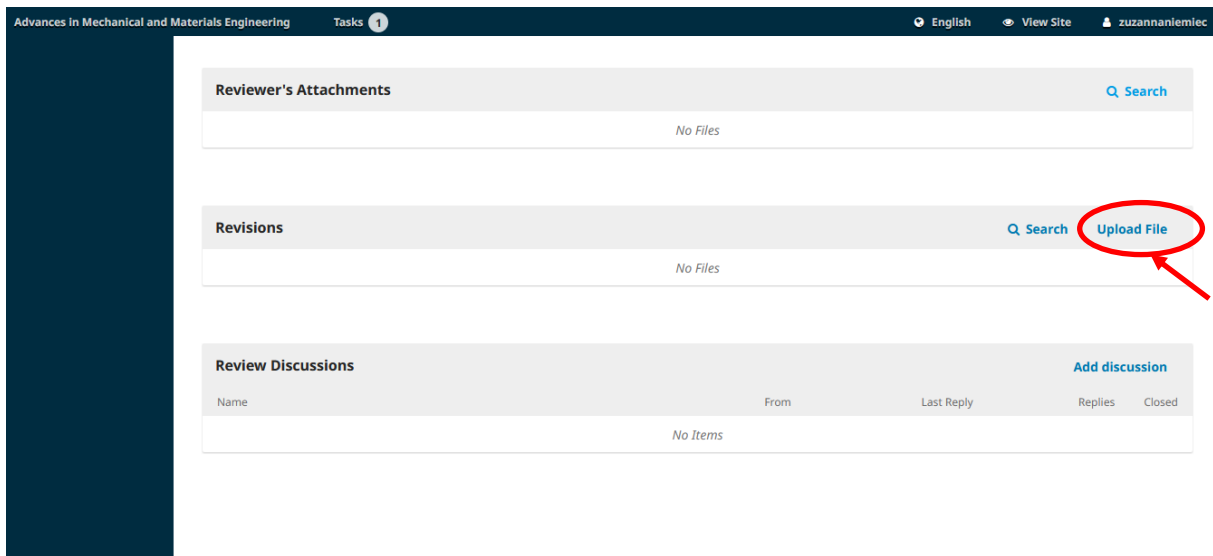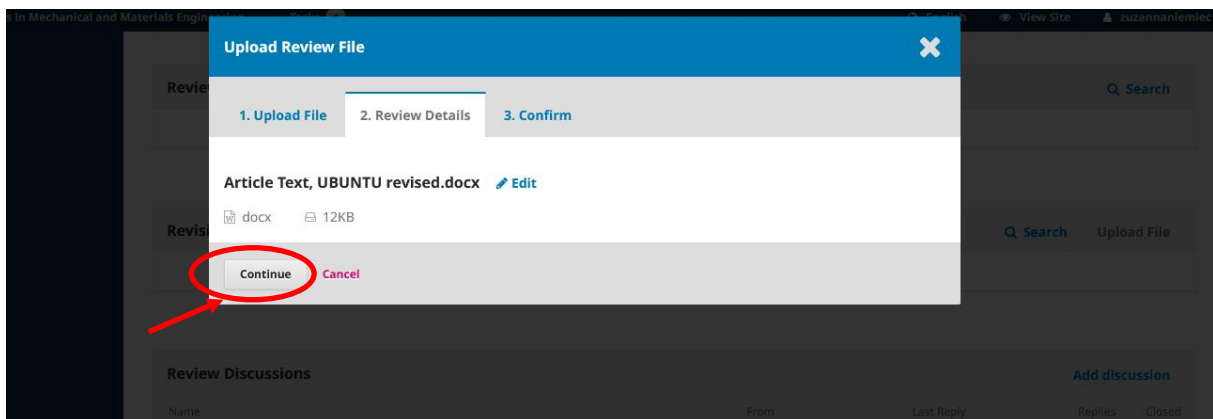

5) You can submit a revision by select "Article Text" in "Article Component" line and load a file using the "Upload File" button. After loading the revision, click "Continue".
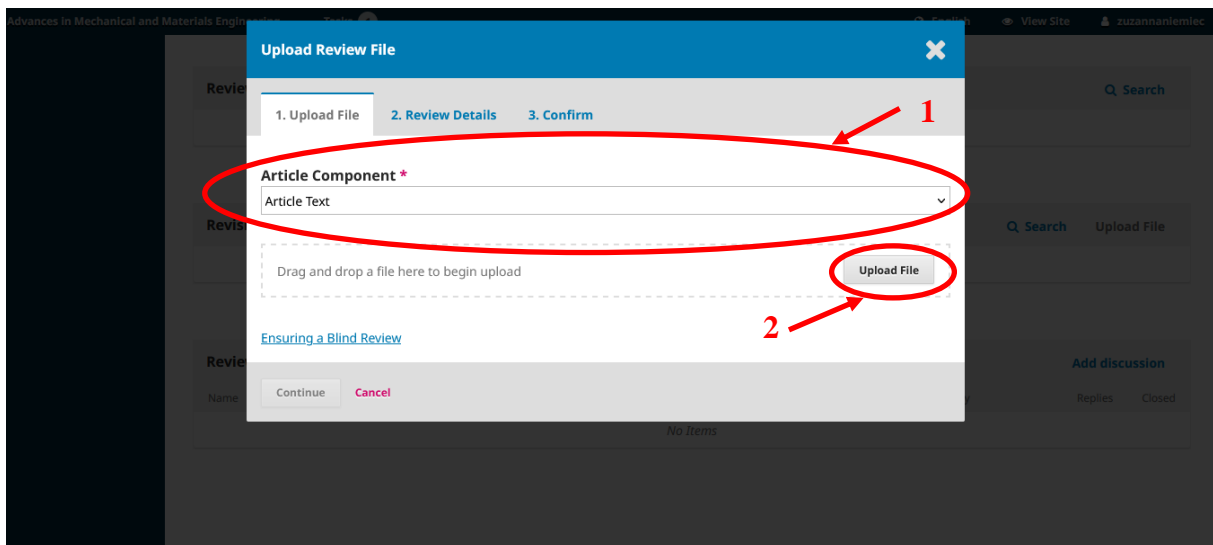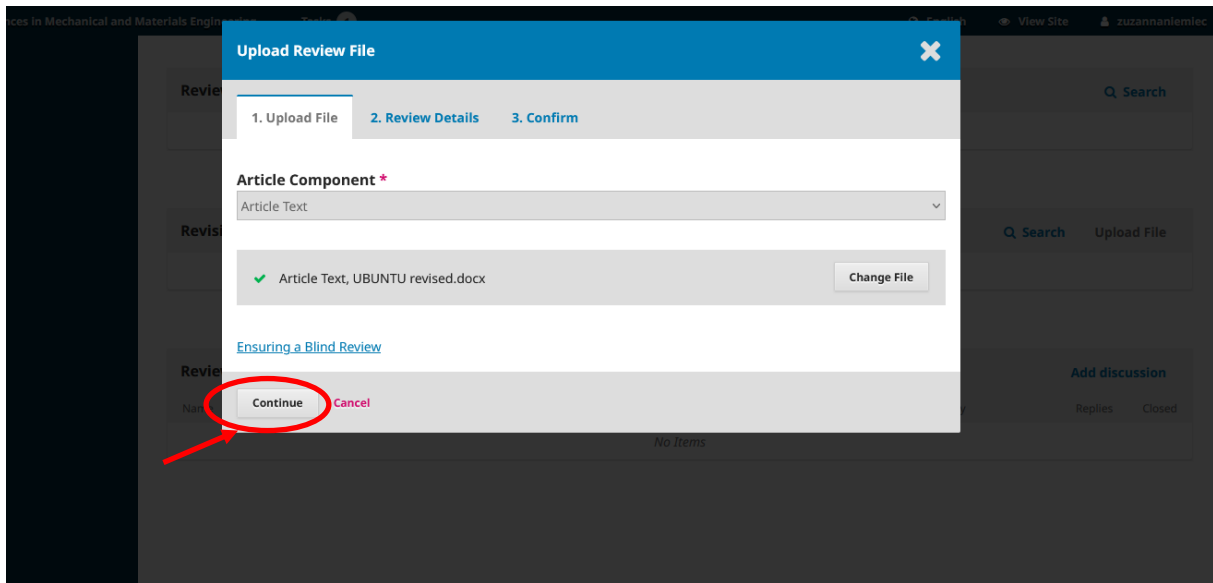
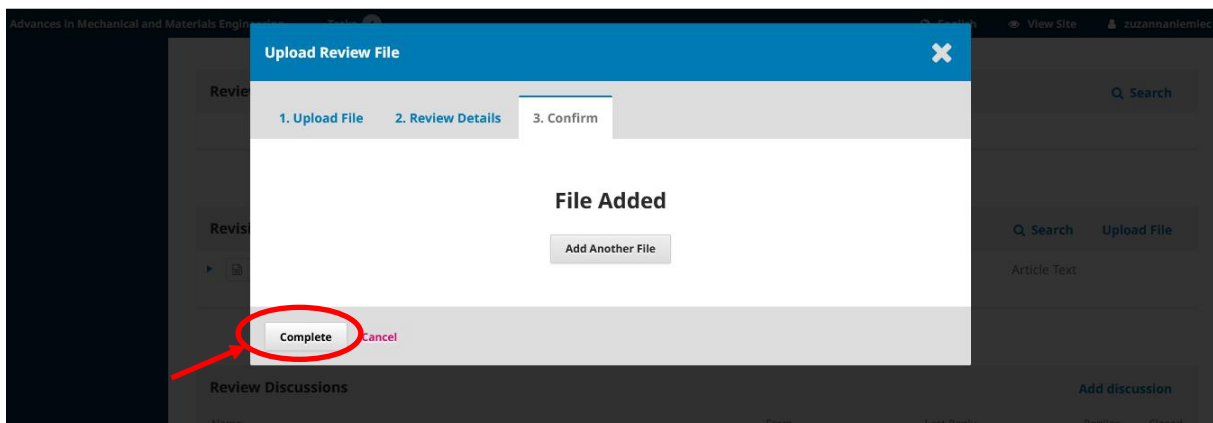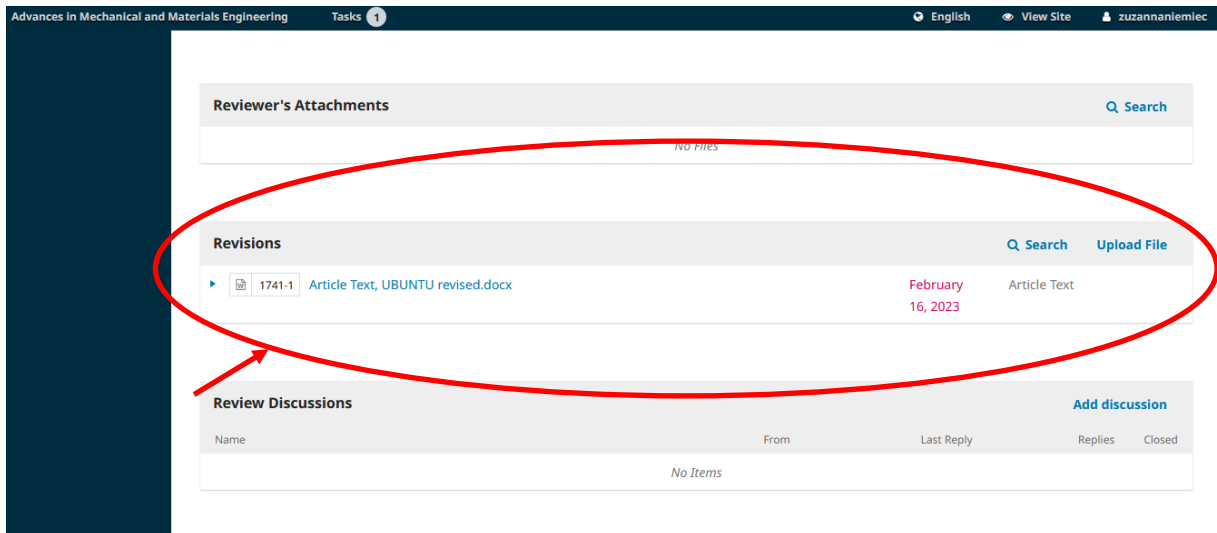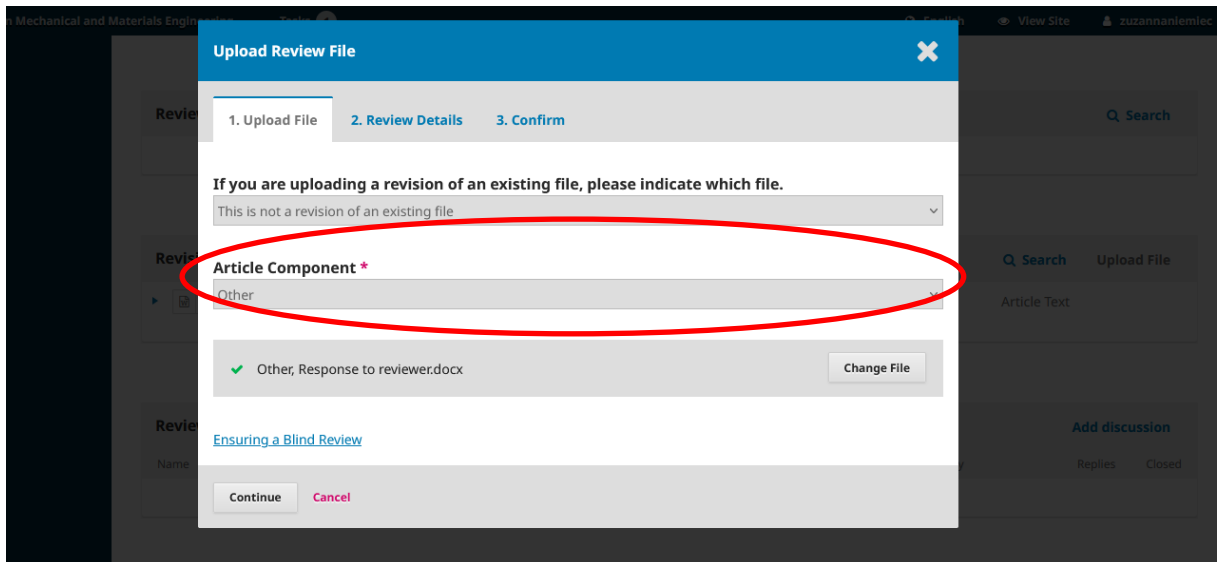6) You will go to "Review Details" part. Click "Continue" button to go further.

7) You will see information that the file was added. In order to close the window, click "Complete" button. Your revised file is now visible in the "Revisions" panel.

In the "Revisions" part, you can also load responses to reviewers. In order to do this, click "Upload File" button and select "Other".

8) In order to inform the editor that the revision was submit, go to "Review Discussion" panel below "Revisions" part and click "Add Discussion". Here you can send a message to the editor by the selection name of the editor in "Participants" part.

Reviewer's Attachments   Q Search

No Files

Revisions   Q Search   Upload File

▶ 📄 1741-1   Article Text, UBUNTU revised.docx   February   Article Text
                                                         16, 2023

Review Discussions   Add discussion

Name   From   Last Reply   Replies   Closed

No Items

Participants

☑   Zuzanna Niemiec, Author

☑   Marta Wójcik, Journal editor

Subject *

Message *

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Attached Files   Q Search   Upload File

4. SUBMISSION ACCEPTING

You will receive an email that your revisions have been accepted. The editor decision concerning the acceptance of your submission is also in "Notifications" part by clicking "Editor Decision".