



USER GUIDE

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1. REGISTERING WITH THE JOURNAL

- 1) To make a submission to Assembly Techniques and Technologies, you will first register as an Author. Go to the website <https://journals.prz.edu.pl/tiam> and click "Register" button placed in the right upper corner.



Current Issue
Vol 119 No 1 (2023)
Published March 30, 2023



"Technologia i Automatykacja Montažu" (Assembly Techniques and Technologies) is a quarterly e-journal published for over 20 years, dedicated for designers, technologists, production organizers, scientists and students. The scope of the journal includes: designing assembly technological processes, assembly systems, pre-assembly and post-assembly operations, constructions and connection technologies, tools and instrumentation, steering and control, relocation and orientation.

[More](#)
Full Issue

PDF

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



Register

PROFILE	LOGIN
Given Name * Ewelina	Email * eguzia@prz.edu.pl
Family Name Ozga	Username * ewelinaozga
Affiliation * Rzeszow University of Technology	Password * *****
Country * Poland	Repeat password * *****

Yes, I agree to have my data collected and stored according to the privacy statement.

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

Register

Already have an account? [Login here](#)

After the correct registration, the “Registration complete” announcement will be displayed.

2. SUBMITTING AN ARTICLE

- 1) In order to submit a paper to Assembly Techniques and Technologies, you will first log to your account on the website <https://journals.prz.edu.pl/tiam>. Click the “Login” button placed in the right upper corner.



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“Technologia i Automatykacja Montažu” (Assembly Techniques and Technologies) is a quarterly e-

- 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 “View Profile”.



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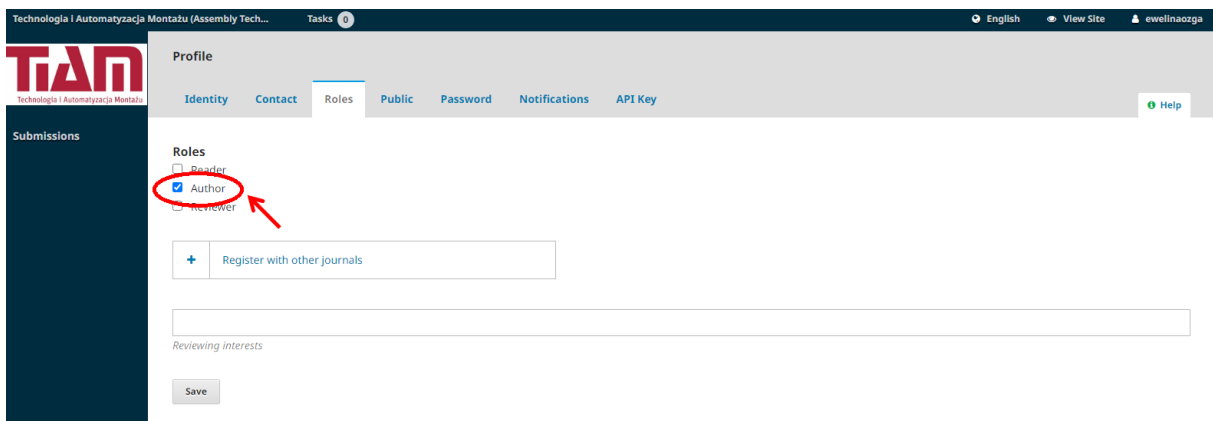
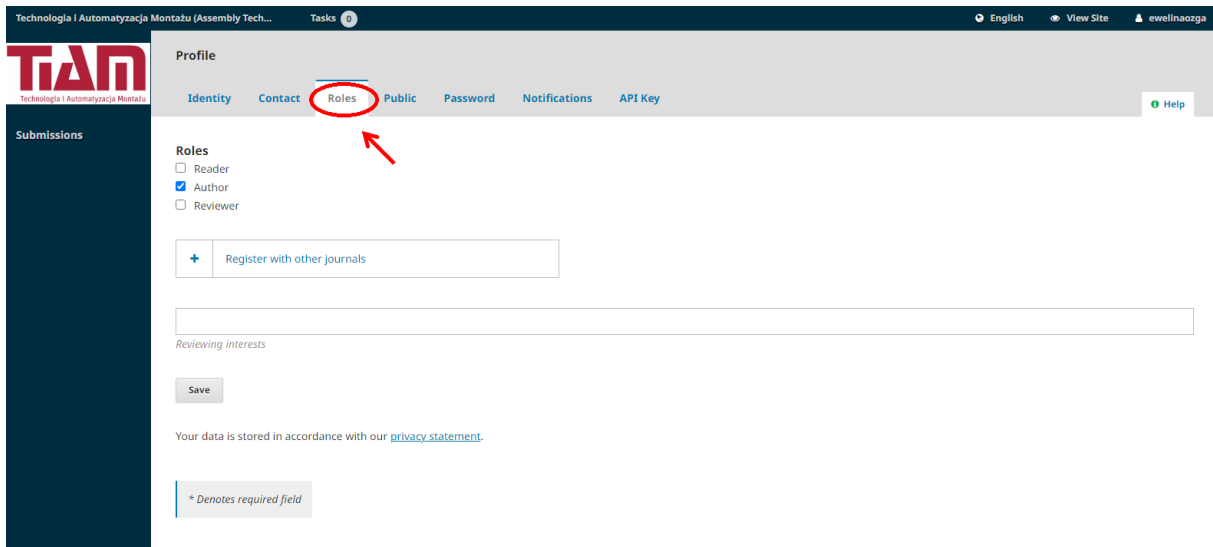


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"Technologia i Automatykacja Montaży" (Assembly Techniques and Technologies) is a quarterly e-

3) You will see details of your profile. . Click on the "Roles" tab and select the "Author" role. Then click "Save".



- 4) Start a new submission by clicking “Submissions” button on the left side of the website. Then click “New Submission”.

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TIAm
Technologia i Automatyizacja Montażu

Submissions

Profile

Identity Contact Roles Public Password Notifications API Key Help

Username
ewelinaozga

Name
Ewelina Ozga
Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Save

- 5) Check “Yes, I agree to have my data collected and stored according to the privacy statement”. After that, click “Save and continue”.

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TIAm
Technologia i Automatyizacja Montażu

Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section Policy
Zasady domyslne

Comments for the Editor

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

* Denotes required field

- 6) Upload your paper prepared in line with the instruction <https://journals.prz.edu.pl/tiam/about/submissions>. Select “Article Text” and add your manuscript by clicking “Upload file”. After loading the file, click “Continue”.

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TIAm
Technologia i Automatyizacja Montażu

Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Files

Save and continue

Upload Submission File

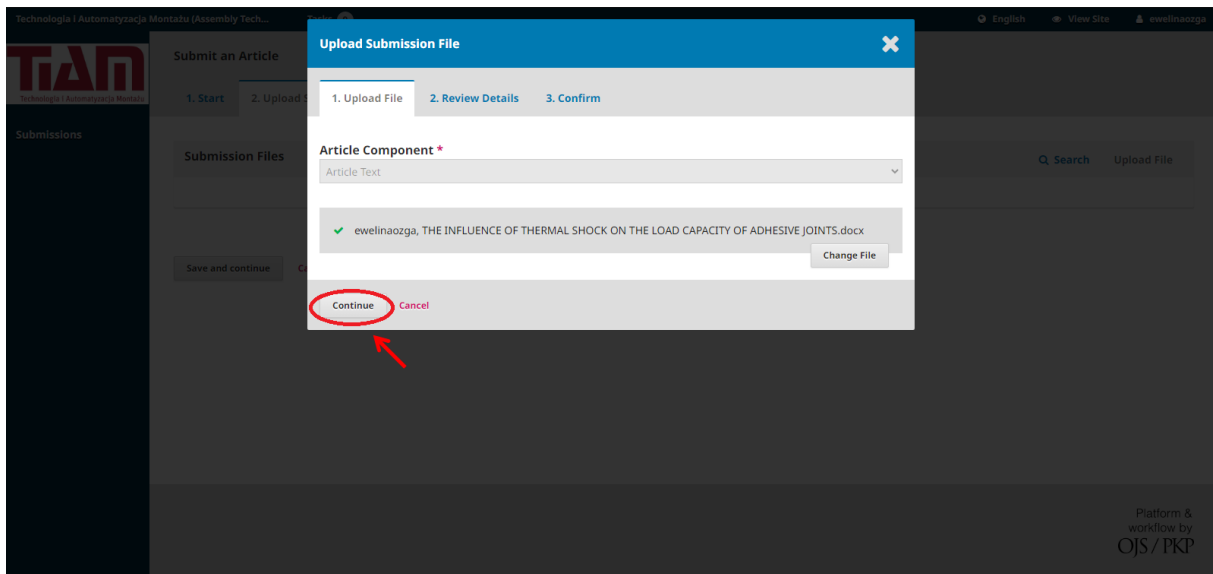
1. Upload File 2. Review Details 3. Confirm

Article Component
Article Text

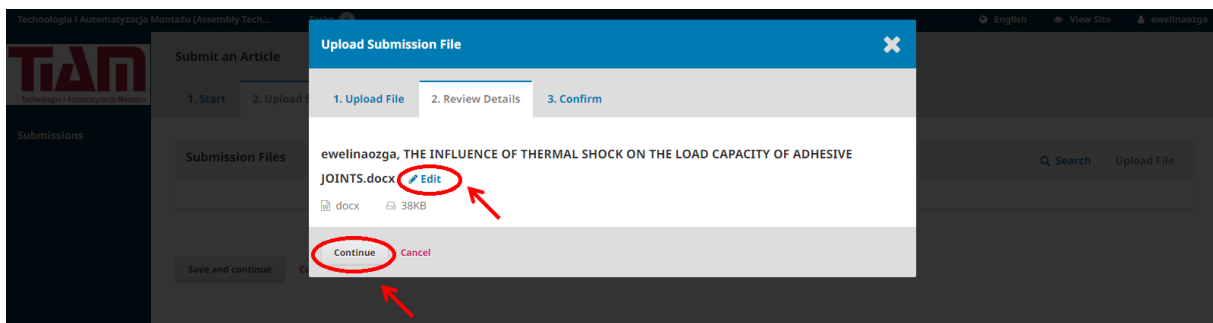
Drag and drop a file here to begin upload

Upload File

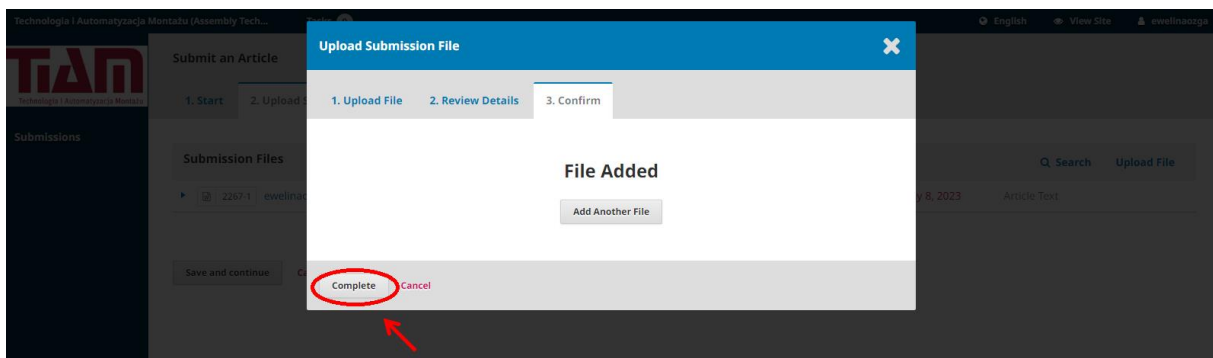
Continue Cancel



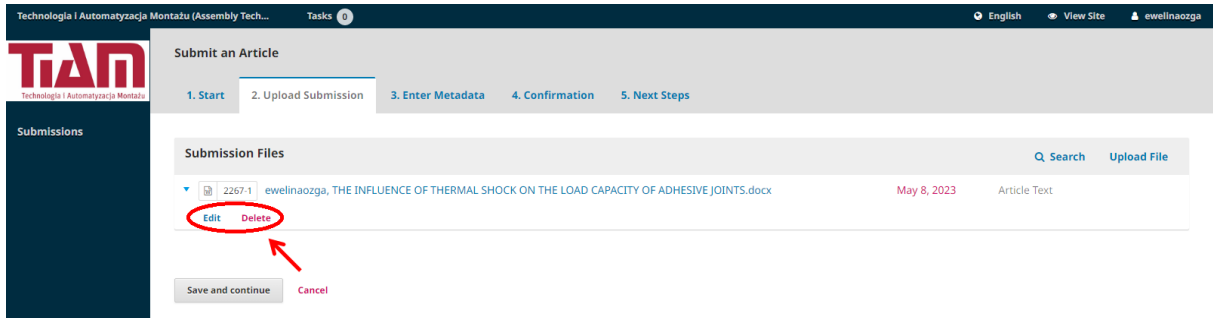
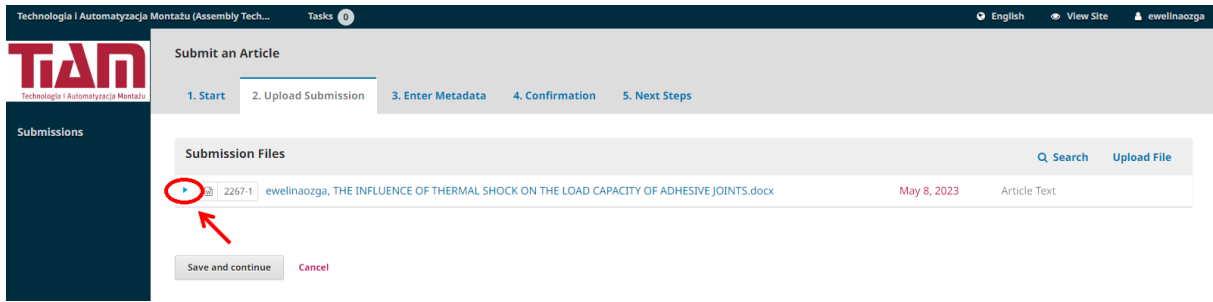
You can change the name of the file loaded by clicking “Edit”. Then, click the “Continue” button.



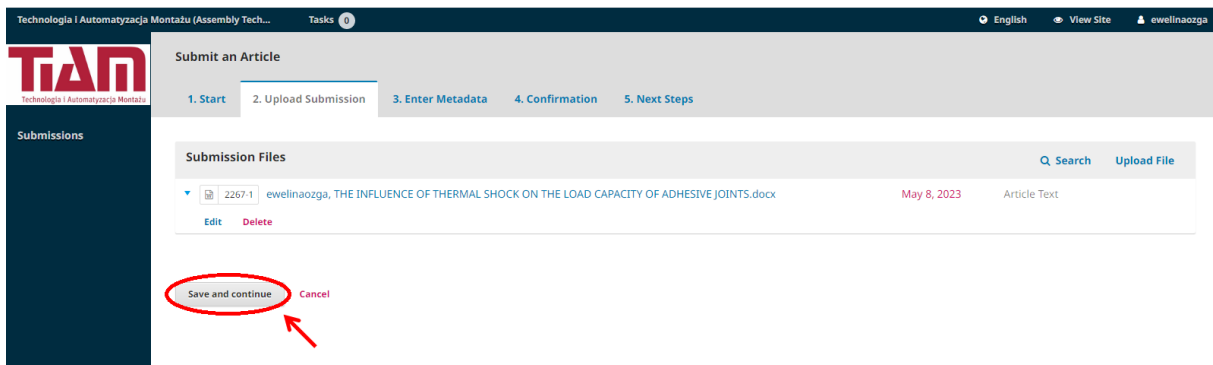
The announcement “File Added” will be displayed. Click the “Complete” button.



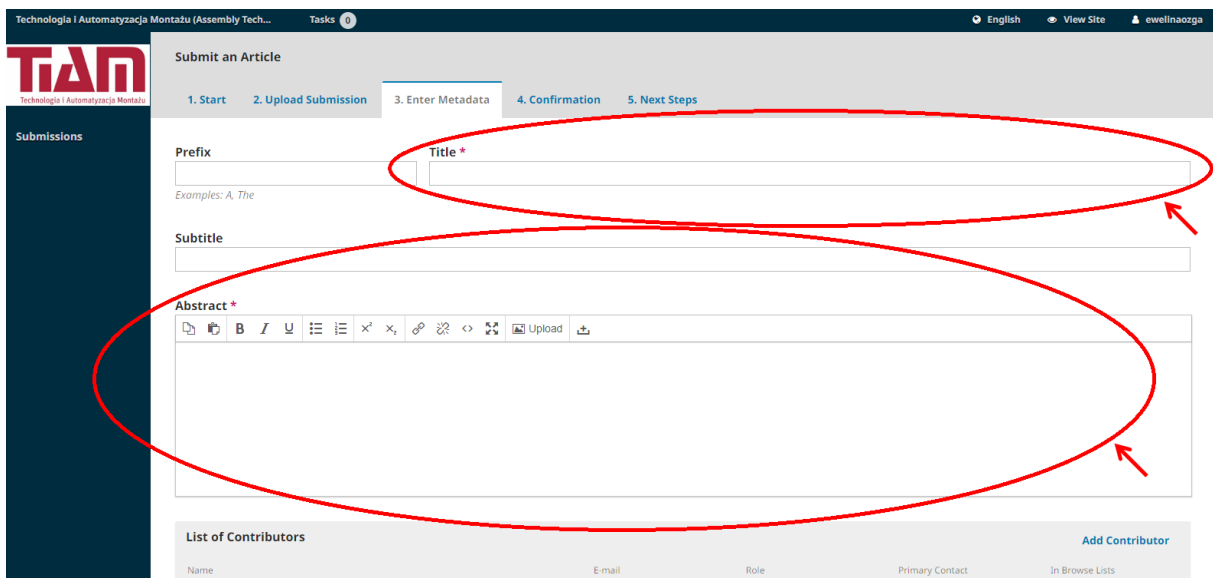
7) You will be brought back to the „Submit an Article” page where you will see the files you have uploaded. If you need to make any changes, expand the blue arrow to the left of your file and make any changes using the “Edit” link. If you want to delete the submission, click “Delete” one.



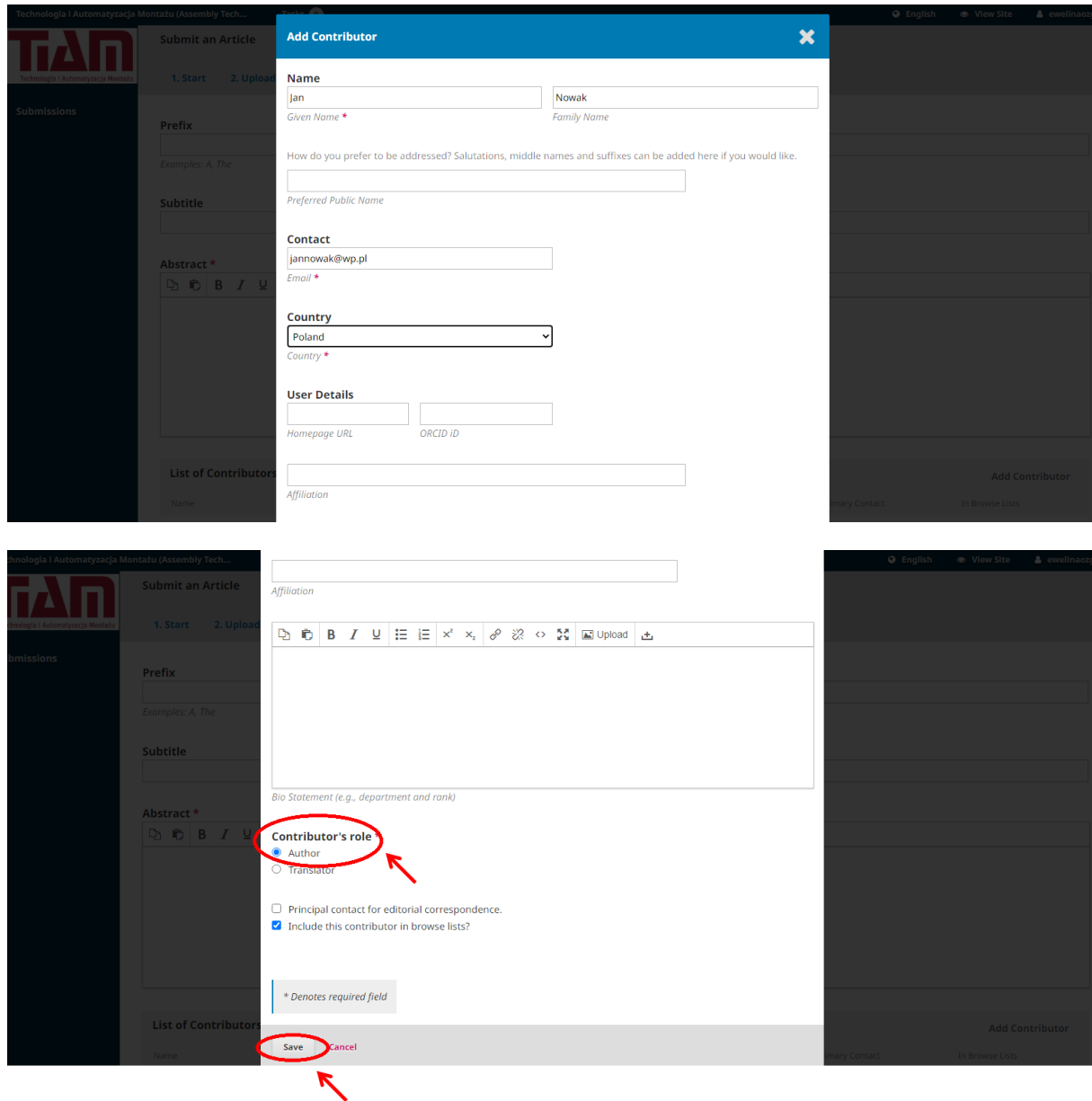
8) Click “Save and Continue” to move further steps.



9) In the “Enter Metadata” step, you will be asked to add more information about the submission. Firstly, enter title, abstract and other optional information.

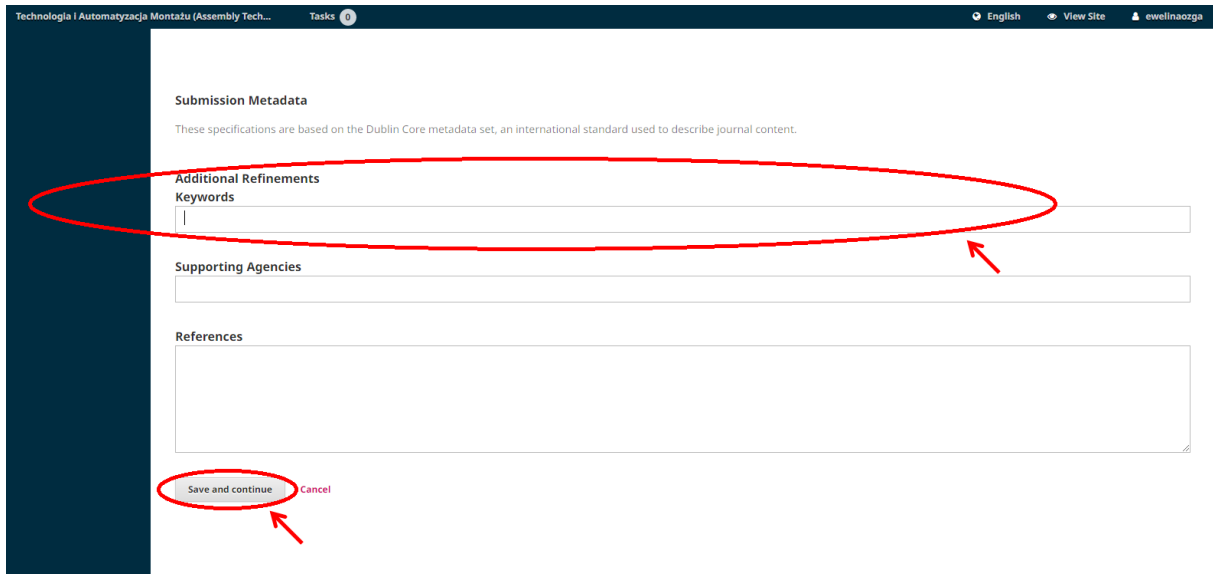


10) You are also asked to add co-authors of the submission (if they are). You can do it by clicking “Add Contributor” in the “List of Contributors” part. In the “Add Contributor” window, you are requested to enter Given name, Family name, email, country and contributor’s role (select author option), at least. You can add more optional information, for example: ORCID and affiliation. If you enter all data, click “Save” button.

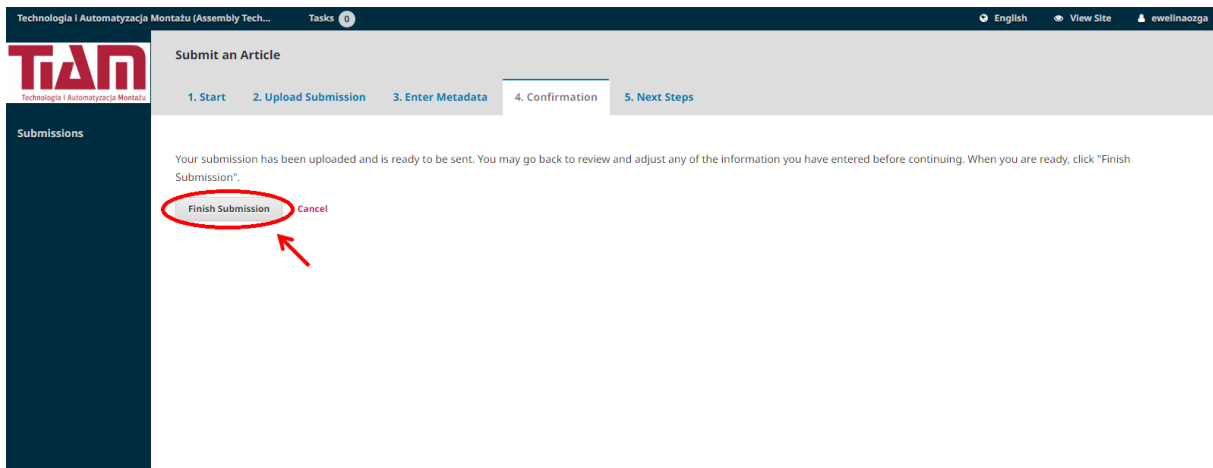


If you enter all data, click “Save” button and the author will be displayed on the list of contributors.

11) 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.



12) 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.

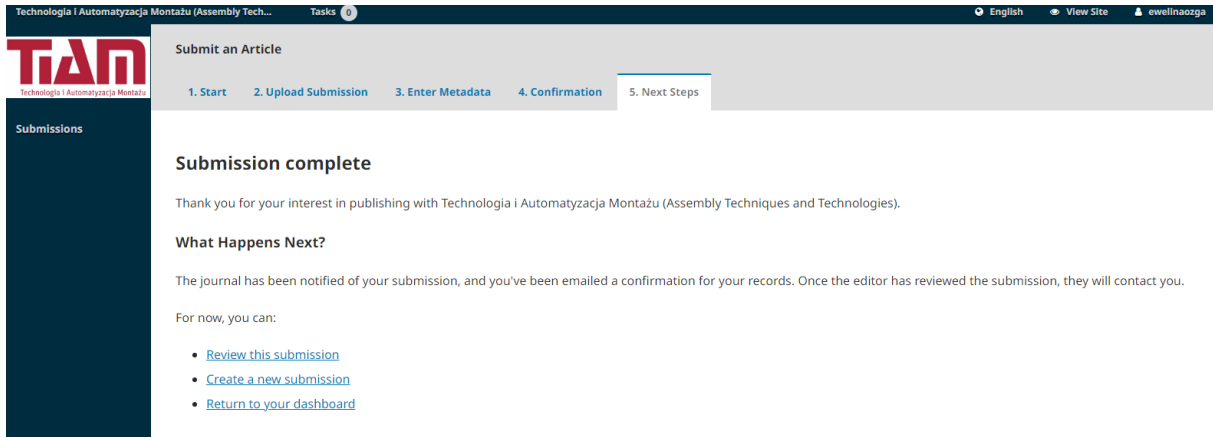


A box will pop up asking you to confirm you are finished. Click “OK” button.

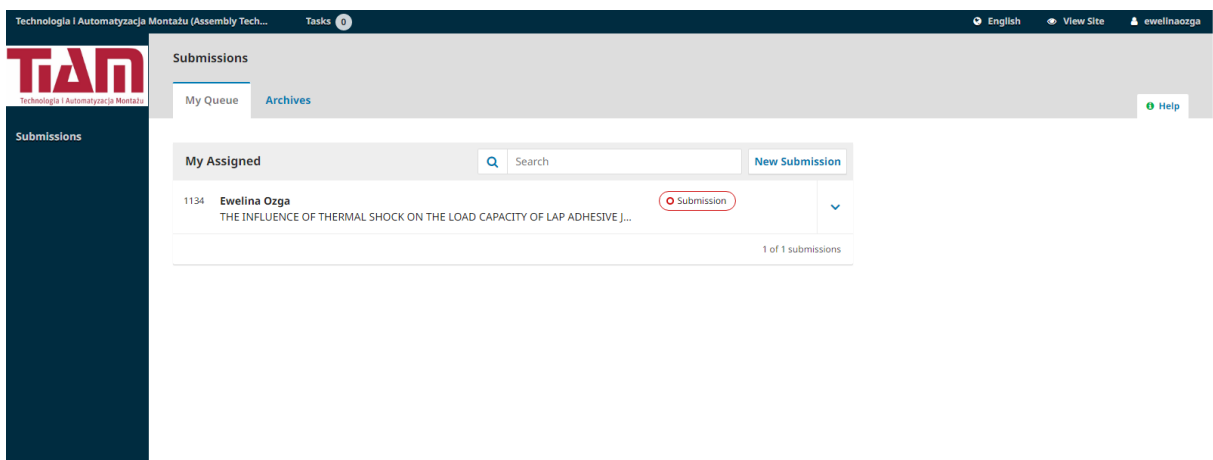


13) Your submission is complete and the editor has been notified of your submission. At this point, you can follow the links to:

- 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.

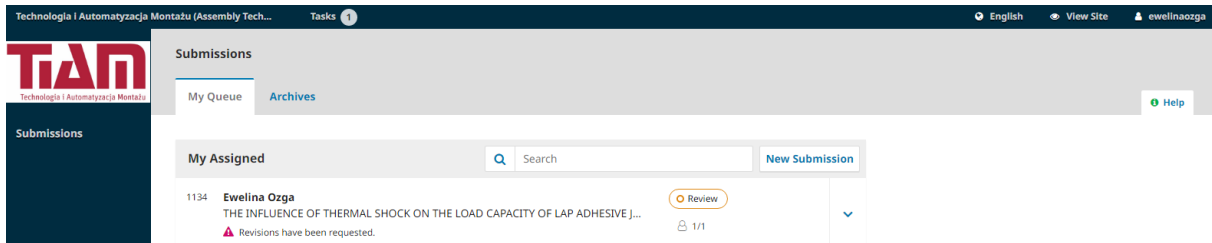


Over the coming days, your submission will be respected by the editor and will move into the Review stage, if the editor accepts it. After review and the acceptance, it will go to Copyediting and Production stages before being published.

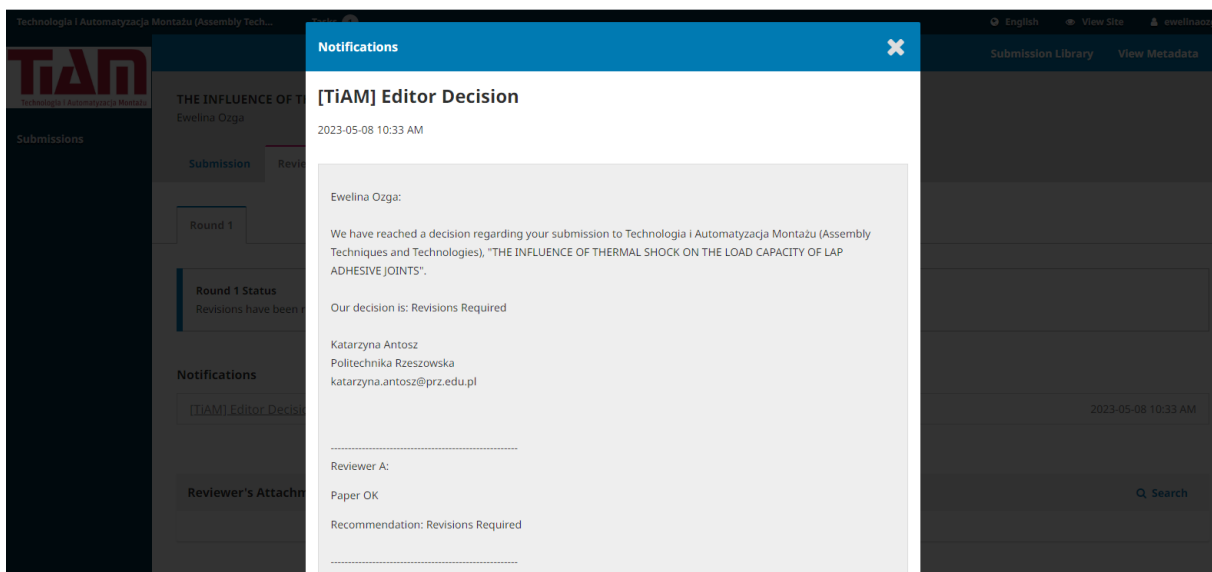
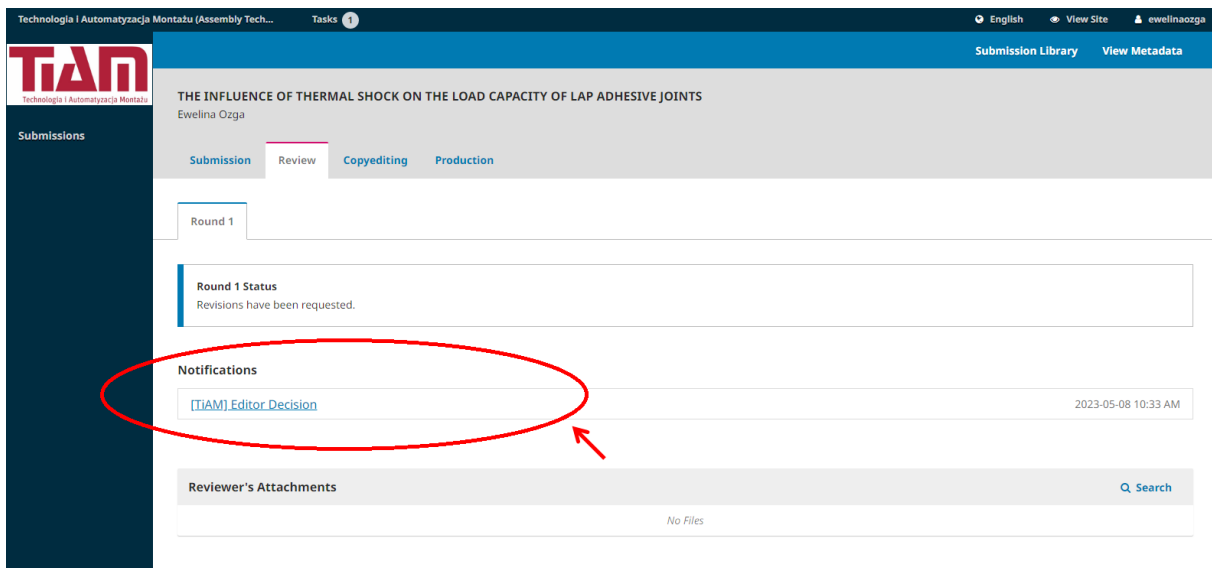
3. RESPONDING TO A REVIEW

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.

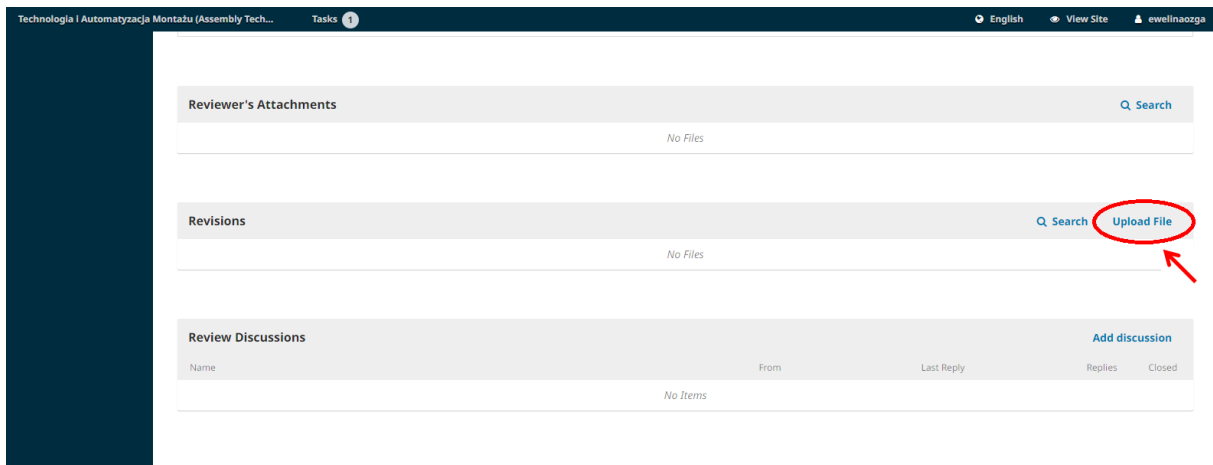


- 3) You can see the decision concerning your submission by clicking “TIAM Editor Decision” in “Notifications” panel.

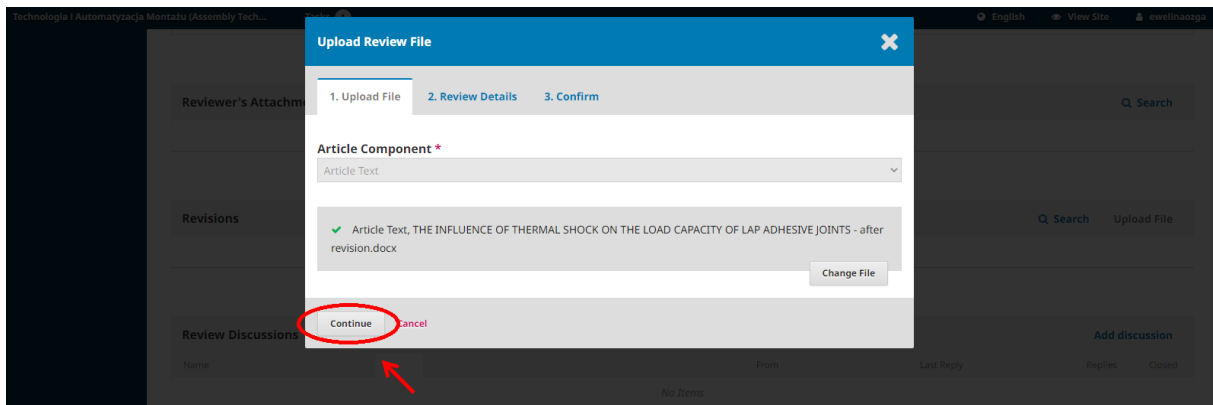


Based on the information in the editor's message, you must now prepare your revisions.

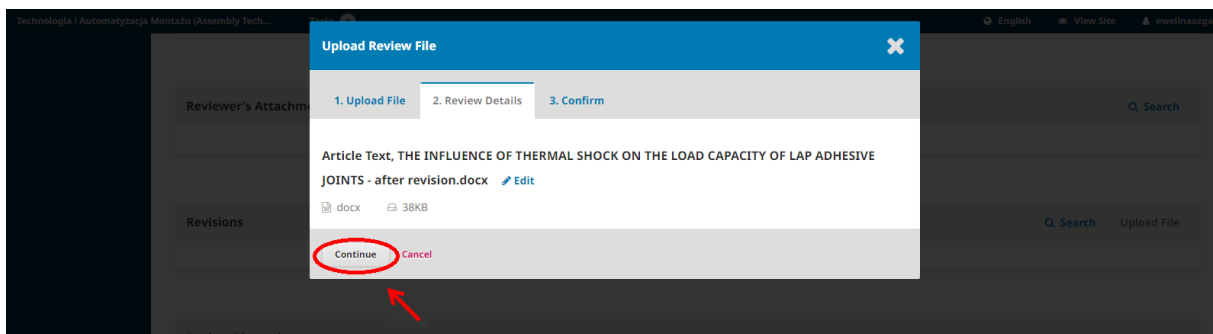
- 4) In order to submit a revised submission, go to "Revisions" panel at the bottom of the dashboard. Use the "Upload a File" link to upload your revised manuscript.



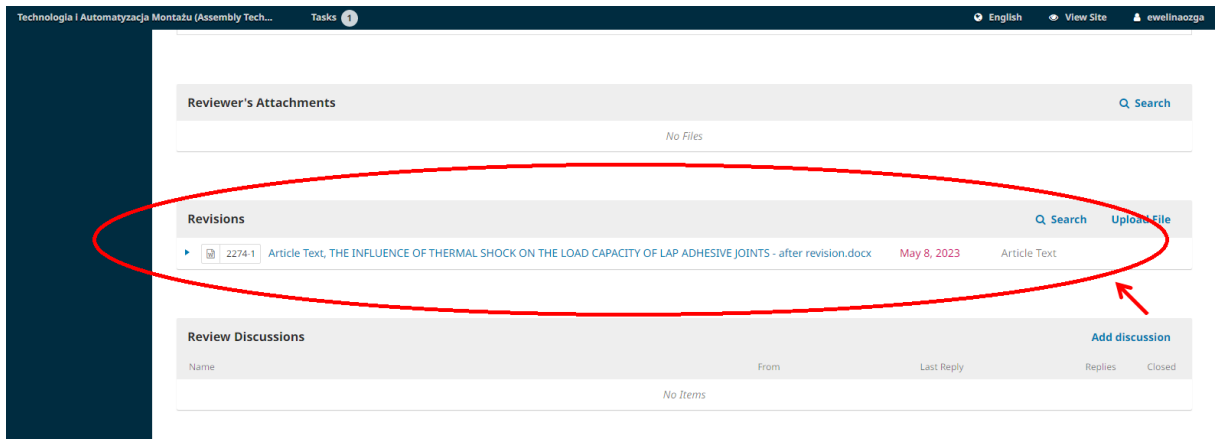
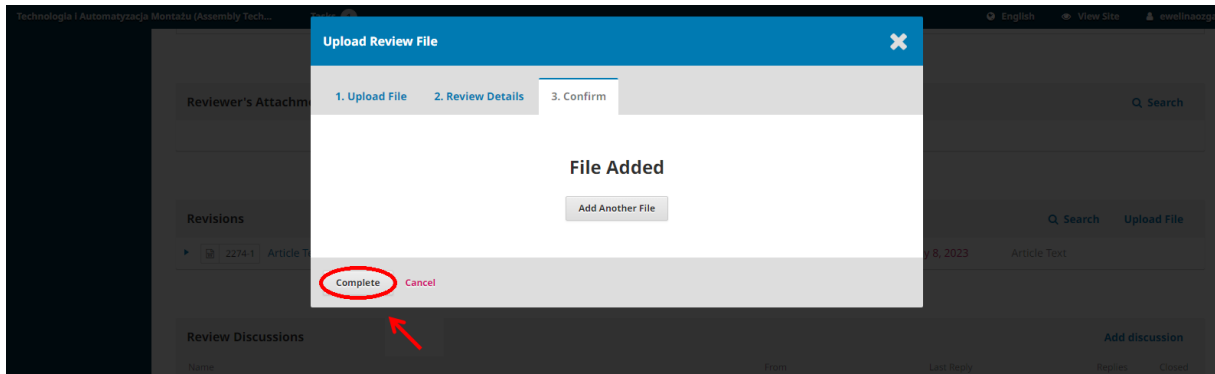
- 5) You can submit a revision by select "Article Text" in "Article Component" line and load a file using the "Upload File" button. After loading the revision, click "Continue".



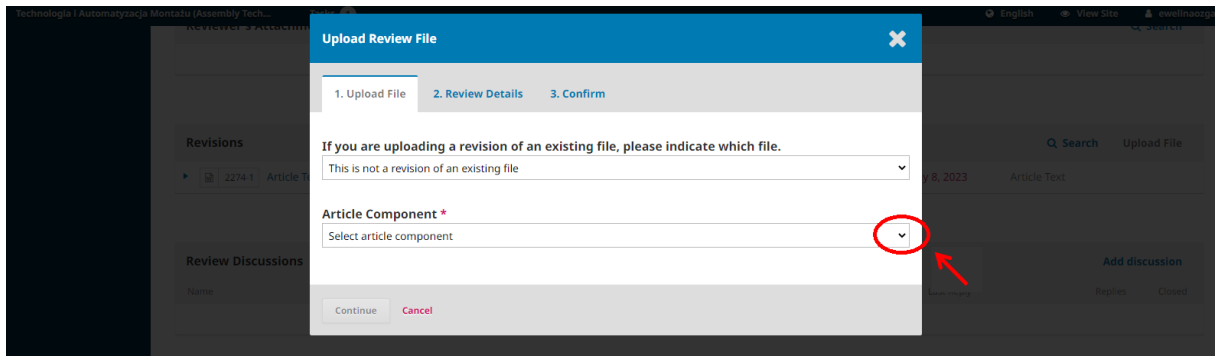
- 6) You will go to "Review Details" part. Click "Continue" button to go further.



- 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.

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Notifications

[TIAM] Editor Decision 2023-05-08 10:33 AM

Reviewer's Attachments Search

No Files

Revisions Search Upload File

2274-1 Article Text, THE INFLUENCE OF THERMAL SHOCK ON THE LOAD CAPACITY OF LAP ADHESIVE JOINTS - after revision.docx May 8, 2023 Article Text

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

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Add discussion

Participants

- Ewelina Ozga, Author
- Katarzyna Antosz, Journal editor

Subject *

Message *

Attached Files Search Upload File

No Files

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”.

