Author Guidelines – April 2016

INTRODUCTION

This document describes how a new article can be submitted using Acta IMEKO's website. Authors can track their submission, resubmit revised papers, communicate with the editors and support the editorial process including copyediting and proofreading.

BEFORE SUBMITTING YOUR PAPER, PLEASE MAKE SURE TO:

- use the Acta IMEKO Template;
- limit the file size to 15 MB at maximum;
- ask for permissions when copyright material is used;
- consult a person well mastering the English language, when necessary;

and for an extended IMEKO paper to:

- chose a different title for the full paper;
- create a substantial extension (at least 30 % extension is recommended);
- indicate the major points of extension in a supplementary file;
- upload the original version of the conference paper (when available) as supplementary file.

A NEW SUBMISSION

To register with the Journal System, open the website http://acta.imeko.org/index.php/acta-imeko/index and go to REGISTER. If you don't have a user account, fill in the form, otherwise enter your username and password. Then click the REGISTER button near the end of the page. You arrive at the Acta IMEKO page USER HOME. Under ACTA IMEKO select your role: » Author. Here you see your current submissions and the status (when applicable).

For a new submission, click on CLICK HERE under Start a New Submission, and you arrive at: Step 1. Starting the Submission.

In Journal Section select research paper or technical note and go to the 4-point checklist. Check all four after reading.

In the 4th button you see a link ACTA IMEKO Template pointing to the Template. Download this template, which contains all further instruction for the layout of your paper.

Check the Copyright Notice.

You can enter a message for the Editor. Use this option when you submit an extended version of a conference paper presented at an IMEKO event; mention the name of that event and the organizing TC.

Press save and continue and you arrive at:

Step 2. Entering the Submission's Metadata.

In this page you can enter the META data of the paper. Title and Abstract are required fields. When done, click **save and continue**, and you arrive at:

Step 3. Uploading the Submission. In this page you can upload your submission and in the next one:

Step 4. Uploading supplementary files you can upload additional files if necessary. The next step is:

Step 5. Confirming the Submission.

When finished, you receive an acknowledgement of your submission by email. You can view all your running submissions and their status by clicking the button Active Submissions.

Your submission is assigned to a Section Editor. The Section Editor invites reviewers. Reviewers who have accepted to review upload their review reports together with a recommendation. The Section Editor sends the Editor's decision to the author, together with the reviewer's reports. The following decisions can be made:

- accept submission > the paper enters the final stages of the submission process
- revisions required > the paper is accepted provided the author complies with the recommendations of the reviewers and Editor
- resubmit for review > the paper is not suitable for publication in this form, but can be resubmitted after major revisions
- decline submission > the paper is rejected. Based on the comments of the reviewers, authors may consider a substantial revision, and submit it as a new submission. In this case the new paper cannot be included in the special section or issue if this was previously intended.

Important notes:
1. If you use *illustrations* from other published work, make sure to have permission from the publisher. Submit a copy of the permission as supplementary file with your original article. This also applies for illustrations from your own work, for which copyright has been transferred to the publisher of that work.
2. Include only *references* that are relevant for your article, to clearly show the position of your work relative to previously published work.
3. Avoid too many *self-citations*. As a rule of thumb, the number of self-citations should not exceed 30 % of the total number of references.

TRACKING YOUR SUBMISSION(S)

Register, go to USER HOME, select your role: » Author. Here you see a list of your submissions and their status. Click on the name of the submission to view the details.

RESUBMISSION OF A REVISED PAPER

When the recommendation is revisions required, the author is asked to make revisions based on the comments of the reviewers, and to upload the revised paper to the same article webpage. When the recommendation is resubmit for review, the author is asked to revise the paper (usually major revisions concerning the structure, missing material, expansion of the theory, incomplete experimental results, major errors). Resubmission follows the same procedure as the first submission. The resubmission is again peer reviewed, by either the same or different reviewers.

PROCESSING YOUR ACCEPTED SUBMISSION

Once your paper has been accepted, the author can take part in the copyedit, the layout and the proofreading process.

Copyedit.
The Copy Editor will do a first copyedit. You receive a request to review your submission after this first copyedit step. Follow the instructions in this request:

     1. Click on the Submission URL.

     2. Log into the Journal; you are directed to the author home page (Active submissions), where you can see which paper is in the editing phase. Click IN EDITING of the paper you want to copyedit.

     The editing page has three submenus: SUMMARY, REVIEW and EDITING. When you are not in the editing submenu already, click EDITING.

     3. Open the downloaded submission under 1. Initial Copyedit (with label -CE).

     4. Review the text, *including copyediting proposals and Author Queries*. When needed, read copyedit instructions in this window. Click Copyedit Comments 📄 to add comments in the box and, when finished, press Save and email. The editor receives your copyedit comments by email.

     5. Make any copyediting changes that would further improve the text.

     6. When completed, upload the file in 2. Author Copyedit.

     7. Click on METADATA to check indexing information for completeness and accuracy (for instance a modification of the abstract, the title or different (co)author(s)).

     8. Send the COMPLETE email to the editor and copyeditor by clicking on the envelope just below COMPLETE in the Copyediting window.

Layout.
When you are asked to prove the layout, follow the same procedure:
Click IN EDITING of the paper you want to check the layout.
View the proof.
When corrections are necessary, click Layout Comments 📄, insert comments in the box and, when finished, press Save and email. The editor receives your layout comments by email.

Proofreading.
When you are asked for proofreading by the author, follow the same procedure:
Click IN EDITING of the paper you want to proofread.
Read proofing instructions.
When corrections are necessary, click Proofreading Corrections 📄, insert corrections in the box and, when finished, press Save and email. The editor receives your proofread corrections by email.

When the submission has passed all the post-editing steps, the paper is released for publication. The author is informed about this action.

DON'T FORGET TO:

- add permissions when copyright material is used;
- edit the Metadata in case of changes during the editing process, in particular:
  - add or update all co-authors;
  - update the abstract in the case of changes;
- consult a person well mastering the English language, when necessary [City Hills Proofreading is recommended for its fast service and reasonable pricing, see http://cityhillsproofreading.com/];

and for an extended IMEKO paper
- indicate the name of the organizing TC and the event in the author comments field;
- upload the original version of the conference paper as supplementary file;
- indicate the major points of extension in a supplementary file.