# INTERNATIONAL ASSOCIATION OF ASTACOLOGY
## I.A.A.

Manuscript Submission, Review, and Tracking System

# Website Guide for Authors

## Contents

## Accessing the Website

The *IAA Manuscript Submission, Review, and Tracking System* can be accessed at the following website address (URL): http://iz.carnegiemnh.org/FCEditor/ . Once the webpage has been opened you will be presented with the Welcome screen pictured below (Figure 1).

## Registering For A New User Account
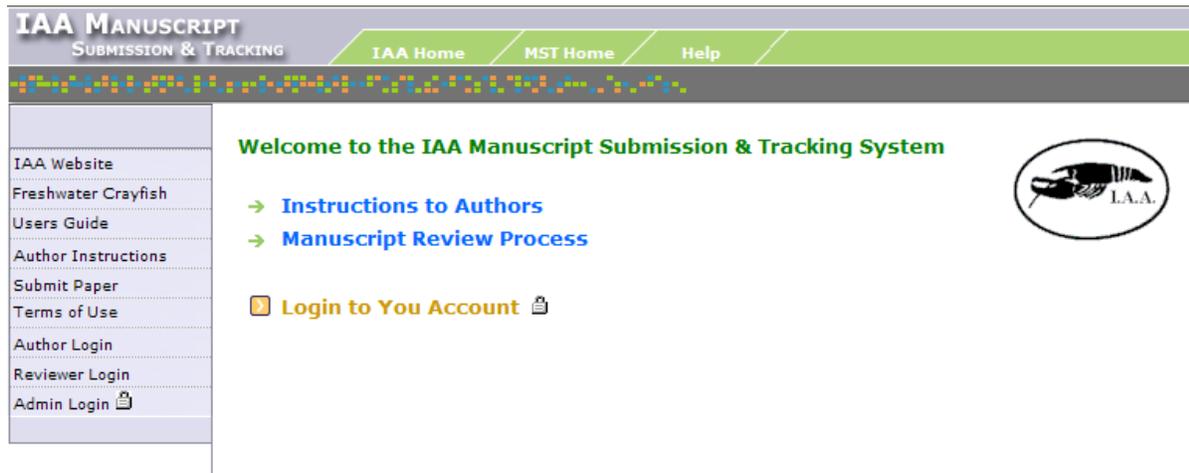
In order to access the features of the website, you need to have a user account. There are two ways that this user account can be set up.

1. The journal editor may create an account for you and then e-mail you with instructions on how to login and reset your username and password. This will typically be done for outside reviewers.
2. The most common way is for users to create a new account by registering with the site. This can be done by clicking on the '**Register'** link located on the Login page.

You can keep your account up to date by editing your user profile at any time by clicking on the '**Update My Profile'** link located on the left menu bar on most pages.

NOTE: You should print out and keep a copy of your account information for future reference. After you login to your account, you can change your username and password to whatever you like by clicking on the 'Update My Profile' link.

## Logging Into Your Author Account

Once you have a username and password, you can login to the website by clicking on the '**Login to Your Account**' link, or by selecting '**Author Login**' on the left menu bar. After clicking one of these links you will be taken to the Login screen (Figure 2). You can **Logout** of the system at any time by clicking on the

Logout link in the left menu.  To access the Author Manuscript Tools, you enter your username and password into the login form and click on the **Author Login** button.  If your account is active, you will be directed to the Author Tools page.

## Forgotten Your Password?

If you ever forget your login information, you can recover it by clicking on the '**Forgotten Your Login?**' link on the Login page.  Once you click this link the site will request that you enter in your first name, last name, and e-mail address.  If a profile in the system matches the name and e-mail you entered, the username and password for that account will be sent to the e-mail address on file in the database.

# The Manuscript Submission Process

## Instructions To Authors

In order to view the required style and formatting conventions used for *Freshwater Crayfish*, you should download the Instructions to Authors by clicking on the '**Author Instructions**' link in the left menu bar.  If you have any questions about these instructions, please contact the Managing Editor.

After you have logged in you are presented with the *Author Tools*.  These tools allow you to submit a new manuscript and to track existing manuscripts through the review and publication process.

Figure 3. An example of the Author Tools page for manuscript submissions and tracking.

## Step 1 – Enter Manuscript Information

The first step in submitting an new manuscript is to enter in certain key information. This information is **REQUIRED** and should include the author name(s), manuscript title, the type of article, an abstract, up to eight keywords, the manuscript classification category, the language the article is written in and, if necessary, any comments the Author would like to relay to the editor. Any special characters required can be inserted into the author, title, abstract, or keywords fields by clicking on the Special Characters icon [π] located at the top of the form. After you enter all the required information, click the **Submit** button to proceed.



**Figure 4. Depiction of the form showing the required fields for adding a new manuscript to your user profile.**

Note that special characters can be added by clicking on a box in the form to set the focus for that element and then clicking on the '**Special Characters**' link near the top of the form.

## Adding 'Special Characters'

A variety of common special characters can be added to a form by clicking on the ![pi icon] icon near the top of a form. To insert a special character, you should first click on the place in the form that you would like the character(s) to be inserted, then click on the icon near the top of the form and select the special character from the popup window that appears. This popup window will stay open until you close it, so that you can add multiple characters if needed. To close the popup, just click the **Close** button at the bottom of the window.
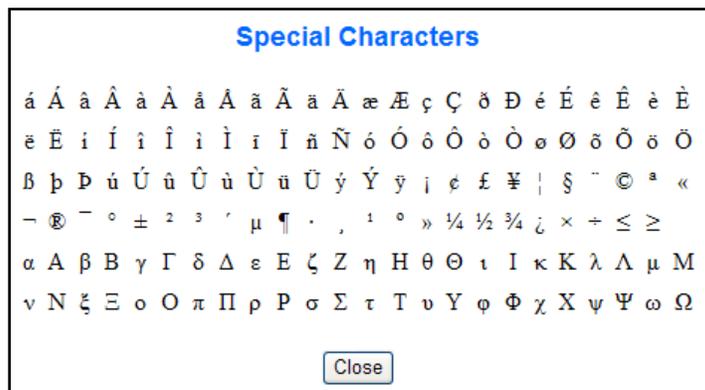


## Step 2 – Uploading Manuscript Files

After you Submit the 'Add New Manuscript' form (Figure 4) you will be directed to the 'Upload Manuscript Files' form (Figure 5). This is where you can upload all the files related to your manuscript. To select a file to upload from your hard drive, click the **Browse** button. After you select a file, its path will appear in the form. Please be sure that you select the appropriate file type from the **Type dropdown box**, so that the editor can tell what kind of file it is. If you have more than four files to upload, enter the first four in the form, select their associated types, and the click the **Upload** button. You should receive a message that the files uploaded successfully, and you will be presented with a blank form again. Now select your remaining files and click the Upload button again. Repeat this process until all of your files have been uploaded. When you are done uploading, you **MUST** click the **FINISH** button (see Figure 5) to move on to the next step in the manuscript submission process.

If you do not upload files after clicking the Submit button, your manuscript will be categorized as *Incomplete* and will show up under the '**Incomplete Submissions**' category on the Author's Tools page. You can 'complete' manuscripts in this category by editing them and then uploading any associated files.

The next step in the process is for the submitting author to approve the submission so that it can be released to the Editor and the review process. See Step 3 below. After you click on the FINISH button, you will automatically be directed to the "**Submissions Awaiting Author Approval**" page.

**Figure 5. The File Upload form and associated file type selection box.**

## Step 3 – Approve the Manuscript

This is the final step in the new manuscript submission process for an Author.  This step is included so that the Author has control over the manuscript content before it is submitted to the Managing Editor for review, and helps avoid the submission of incomplete manuscripts.

### View Manuscript Content

Before approving your manuscript, you should make sure that all the associated information (authors, title, abstract, etc.) is correct.  To do this click on the title of the paper in the table that lists your manuscripts awaiting author approval.  This will open a new window that will display the information related to your submission, including the list of Authors, the paper tile, abstract, etc.  If some of this information is not correct you should click the **Edit Submission** link in the table next to the manuscript you want to change.  This will take you back to a form where you can modify the information and upload



**Figure 6.  Author Approval of new manuscripts.**

**Figure 7. Displaying or modifying a manuscript submission.**

any files that you may have omitted. If the information looks to be correct you should next check to make sure that the uploaded files associated with the manuscript are the correct version and that they are intact after the upload process.

## Viewing Associated Manuscript Files

To view the list of files uploaded for the manuscript, click on the **View** link in the table next to the paper you want to check. A list of the files associated with the manuscript will then display underneath. If you click on the filename, you can download or open the file to examine its contents. If the file is the wrong one, or the wrong version, you can click the 🗑 icon in front of the filename to delete the file from the system. If you need to upload additional files, or an updated version of a file, click on the Edit Submission link in the Edit column of the table. This will allow you to edit your submission and upload files if necessary. To hide the list of files, just click the **Hide** link.



**Figure 8. Displaying files associated with a manuscript.**

## Deleting a Submission

You can delete an entire manuscript submission from the system by clicking the trashcan icon 🗑 in the Delete column. This will delete the manuscript data and all uploaded files from the system. You should be **Very Careful** with this option as it cannot be reversed or recovered.

### Approving a Manuscript

After you have checked your submission for accuracy, and everything seems to be in order, you should click the **Approve** link in the table next to the manuscript you want to submit for review.  Please Note that your manuscript will **NOT** be submitted for Review until it has been approved for release by you by clicking the approve link in this table.  After you click on the 'Approve' link, you manuscript will be submitted to the Managing Editor for review.  You manuscript will then be locked and you will not be able to edit, modify or delete the submission.  If you decide to withdraw the submission or find a major error, you should contact the Managing Editor and they will take the appropriate action.

### Checking the Status of Your Manuscript

You can check the status of your manuscript in the review process at any time.  Simply login to the website and click the "**Submission Being Processed**" link on the Authors Tools page.  This will display all of the manuscripts that you have in review and their current review status.

## Step 4 – Manuscript Processing and Review

Once a manuscript has been submitted and approved by an author for review, the Managing Editor will either assign an Assistant Editor (if any are selected) to the manuscript, or process the manuscript themselves.  Once an Editor is assigned to a manuscript, the editor contacts individuals for potential peer review from at least 2 different reviewers.  Based on these reviews and their own opinions of the manuscript, the Managing Editor will render a decision to publish (or not) the manuscript in the journal.  The author will be notified of this decision, once made.  Again, the author can track his/her manuscript through this entire process by logging in to the website.

## Switching Roles

If you are an Author, Reviewer and/or Editor, you can switch between the different tools associated with these user account types by making a selection from the **Role dropdown box**, which appears in the center of the page header next to your name (which appears after you login).  This allows you to easily switch to access various features of the website, without having to login each time.