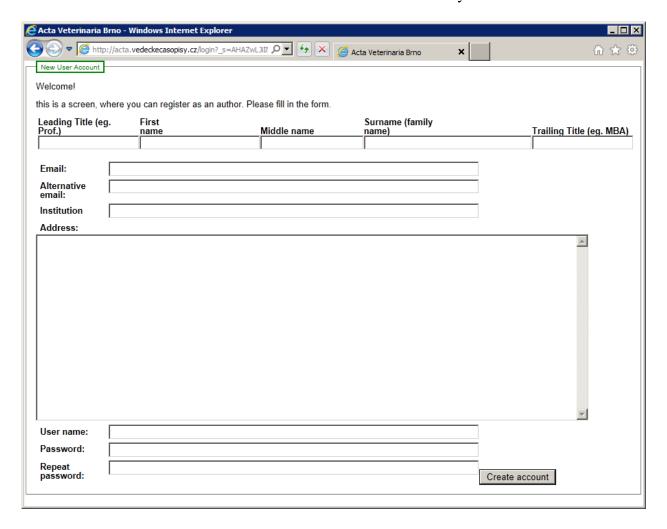# Acta Veterinaria Brno: Guide for authors

Creating a user account

Before you can start working with the system, it is necessary to create an author account for you.
An account can be created by anyone from web site http://acta.vedeckecasopisy.cz by clicking on „create new user account" button.

You will be asked to fill out a detailed form with information about you.

After filling your information, click on „Create account" button. The system will send you welcoming e-mail, and log you in.

You can change any information including password later, from "edit profile" button on the top of any screen later.

There are 4 tabs at the top of the screen.

You are logged in as karel - **Karel Beyr** logout edit profile

Current articles | Notices | Archive Notices | Sent Notices | User's history

Submitted articles:

No articles yet.

Submit new article...

Current articles Tab
Here you see a list of your previously submitted articles and a button "Submit new article" through which new articles are submitted.

Notices Tab
You are noticed about actions regarding your articles by internal system notices, as well as by e-mail. For every system notice you can see who sent it, and its contents. You can reply to them by either e-mail or through system, as you find appropriate.

Archive Notices Tab
You can put older notices from Notices Tab to this tab so that it includes only recent notices. This is done by clicking on "archivate" button of each notice.

User's history Tab
Here are listed all your actions you have ever done with the system.

Submitting the article

To submit new article, go to the Current Articles Tab, and click on "Submit new article..." button.

A new page consisting of sections appears.

Authors

Fill in the first author's name, e-mail, institution and city to the corresponding fields. If the article has more authors, you can them by clicking on "add author" button. Every article must have at least one author specified. Authors will be listed in the order as you fill them at this stage.

Title of the article must be unique - no other article in the system may have the same or very similar name.

Copy your article abstract into the abstract field. You can make additional formatting changes to it if you wish.

Recommendation of reviewers

You can nominate reviewers of your article in this section, please recommend approximately three of them.

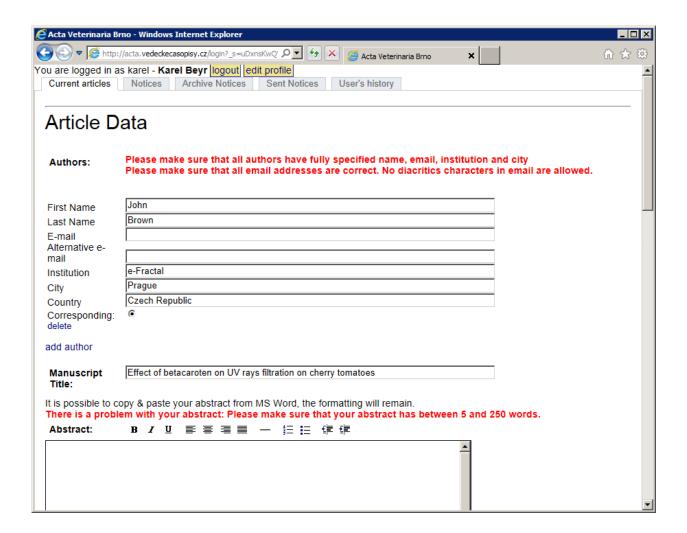Reviewers you do not wish to be reviewed from can be also noted here.

Text file and attachments

In this section, you add your article content. The main document is uploaded by clicking on "Browse..." button. Usually, the main document should be saved in MS Word format, unless specified otherwise in the next section.

Please make sure that the originals of figures and tables are stored in separate files, and uploaded separately. To do so, please click on "add figure" or "add table" buttons. To add additional text attachments, click on "add attachment" button.

Possible errors during submitting

If the system detects that you have omitted some necessary information, it would not accept the article, and you will be required to fill in the missing piece. You will be informed about it in red bold text above the problematic part

After the correction, just click "Submit the article" button again.

Success screen

After successfully submitting the article, a new screen appears. Information here is also journal-dependant. The same information will be sent to you by e-mail.

The submitting is over now, you can logout and wait for the executive editor to contact you via e-mail with information about the article.

Correcting the article

If an editor or advisor find some problems with your article, you will receive an e-mail with relevant information. In that case, login to the system again, go to the "Current Articles" tab, choose relevant article and click on its title.

A familiar screen with sections appears. In the first section is a description of problems from editor. It might contain additional files, in which case please download them and read them.

You may log out from system and amend the changes, and then log in again, then upload the corrected text file and all figures and tables again. After that, click on "Submit the article" button again.