

1. The beginning of work with the system

Work with the system starts on the **login page**. Login page enables to create a new account (**Create an account**), logging to the system through entering a user's name and password (**Log in**) and resetting a forgotten password (**Password change**). To create an account and to log in to the system an e-mail address is needed which is a user's name and is used to send messages from the system, including data necessary to verify an account and perform operations outside the system..

2. Creating an account

To work with the system an individual user's account is needed. It can be created by users themselves pressing the button **Create an account**, which is accessible on the login-in page. The registration form of a new account consists of some sections, which can be expanded and rolled up clicking the headings of the parts. Boxes that have to be filled in are marked with an asterisk (*). If they are left without needed proper content a message about an error appears and an application cannot be sent (**Sent**, at the end of the page). At any stage of filling in the **Clear** button can be used and data can be entered from the beginning.

Publishing House of Wrocław University of Economics and Business

Session time: 2m 35s

Zmień język PL Log in

Please log in to the system

Review

Create new account

- > Personal data
- > Access data
- > Affiliation and address data
- > Contact and preferences

For reviewer account, please select the option on the right and provide required data. I declare willingness to review journal papers

Fields marked with * are mandatory.

Please solve the captcha

FAXR

Re-type the text above *

Reset form Submit

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Screenshot 1 Registration of a new account

Basic sections of the form are: **Personal data**, **Access data**, **Affiliation and address data** and **Contact and preferences**. For the reviewers' accounts there is an additional section, visible after having selected the option **I am willing to review articles of a journal**. To send the completed registration form, a simple test should be solved. It consists in rewriting four characters from a picture into the text box below.

Personal data section (Screenshot 2) allows to enter the first name and a surname, salutation (neutral, male, female) as well as to use prefix and suffix boxes for a needed form, including titles and academic degrees and additional elements of a full user's surname.

Personal data

Salutation gender none Mr. Ms.

prof. dr. John Smith, jr.

Prefix

First name* John, John T., John Timothy, etc.

Last name*

Suffix

Display order Western Eastern 'First name, Last name' or vice versa, e.g. 'John Smith' or 'Kim Chul-su'.

Screenshot 2 Personal data section

In **Access data** (Screenshot 3) entering an e-mail address (future username) and a password of an account two times is needed. A message with an activation code will be sent on an e-mail address, which means that to finish the registration procedure of a new account, a possibility to read it is necessary.

Access data

Email* Email address for correspondence and logging into the system.

Password* Min. 8 characters. At least one upper and one lower case letter. No spaces allowed.

Re-typed password*

Screenshot 1 Access data section

Affiliation and address data section (Screenshot 4) allows to enter information about an affiliation institution, organisational unit and institution address. It is also possible to enter ORCID number of a person creating an account in the system.

Affiliation and address data

Affiliating institution* School, Department, Institute, etc.

Organizational unit* School, Department, Institute, etc.

Address line 1* Street address and suite or apartment number, if applicable.

Address line 2* Postal code City, Area/County/State.

Country*

ORCID ID ORCID identifier number (www.orcid.org)

Screenshot 4 Affiliation and address data section

Contact and preferences section allows to choose a language of system notifications (Polish or English) and entering a contact number, which will be accessible for managing editors and employees of the publishing house.

If a person creating an account selects the option **I submit a request to review articles for a journal**, the system also displays **Reviewer's data** section. In this section necessary data in choosing reviewers should be given. An academic status of an employee (independent or dependent) and declaring possible languages of a review is necessary. It is also optional to

choose from a drop-down list one of chosen journals. Accounts of reviewers who indicted a journal at this stage are automatically assigned to this journal when accepting the application by the administrator of the publishing house.

After filling in the form boxes and clicking **Sent** button, if data are correct, a message is sent about the end of the first stage of a new account registration. The completion of the procedure requires checking the inbox for a given e-mail address and proceeding according to instructions. If during 15 minutes the message is not in the inbox, it is worth checking spam folder.

3. Forgotten password resetting

The system enables to change a password after logging on to the system. However, if a user has forgotten a password and is unable to log in, it is possible to reset a forgotten password using **Password change** button, which is on the login page. The resetting procedure requires the confirmation of rights to an account by entering an e-mail address connected with the account and receiving a message sent by the system to this address.

After receiving an e-mail with a link which enables to set a new password, enter it two times according to its complexity requirements and press **Sent**, the system displays a message confirming setting a password and correct ending of the whole procedure. Since then it is possible to use new data to log on to the system.

4. Start page of an author

Publishing House of Wrocław University of Economics and Business

Session time: 30s

Logged in as: Jan Nowak (wa.lter.moodel@protonmail.com)

Zmień język PL Log out

Review

Active role: Author

Start Submit paper My papers Co-Authors Switch role Settings Contact Help

Welcome Author!
Start page

Papers and submissions

Submissions in editing	0/5
Papers under review	1
Reviewed and archived papers	0

Current tasks with deadline

No.	Deadline	Expires	Task	Issued	Action
No tasks.					

Event log

Date	Event description
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Screenshot 5 Start page of an author

On the left-hand side of the central section there is basic information in a form of a list on:

- number of created **submissions** in edition (namely those that have not been sent yet and are still available after choosing **My articles** menu),
- systemic limit of available **submissions** for a single author,
- number of submitted **articles** and currently reviewed,
- number of **articles** after a review, sent to the archive.

On the right-hand side of the central section there are two tables:

- **Ongoing tasks with the deadline** – an entry representing ongoing tasks of an author referring to articles currently reviewed, an allocated deadline and a short description. Clicking the elements of this table enters a window enabling to know the details and carrying out a task.
- **Event log** – a table displaying chosen important entries for an author. It is possible to view the history of the recent events, including own activities undertaken in the system.

The basic function of the system which the author is provided with is the **submission of the article to a review** in one of the journals waiting for articles. Sending an article requires creating an entry. An entry is recorded in the system and can be edited a lot of times before being finally sent (then it remains "in edition"). An access to entries in the edition is possible from **My articles** menu. A list of articles in review and after a review (set as archival) is also accessible from this menu.

The system enables to create affiliation templates for frequent coauthors. An access to the affiliation list from the menu is possible by clicking **Coauthors** button, which opens a screen with created entries and a button of adding new (**New affiliation**). It is also possible to add them while editing an submission of a new article for a review. Every affiliation has its label. After sending an article for a review connected affiliations are recorded in the system in a form of copies. Thus, the modification of existing affiliations by an author after sending a submission, has no effect on those created earlier. An access to data from the affiliation is possible from the level of articles –these data are used by the system to display information about coauthors in a given submission (Screenshot 6).

Edit affiliation ✕

Poland

Label* Affiliation 1 (28-04-2021)

Personal data

Salutation gender none Mr. Ms.

Prefix e.g. prof. dr.

First name* John John, John T., John Timothy, etc.

Last name* Smith

Suffix e.g. jr.

Display order Western Eastern 'First name, Last name' or vice versa, e.g. 'John Smith' or 'Kim Chul-su'.

> Affiliation and address data

Cancel Save

Screenshot 6 Adding a coauthor

5. Submission of an article for a review

Menu **Submit an article** opens a screen with a form of the creation of a new submission. After choosing a journal the system displays a list of its thematic categories (their choice is accessible on the next screen). After choosing a screen and clicking **Edit** button there is still a chance to change a journal, save the state of submission and return to the submission list in edition. A list of accessible subjects displays in the first submission section, which makes it possible to choose those that describe an article the best. **It is required to choose at least one topic.**

New submission | [Edit new submission to journal with open recruitment](#)[List of submissions](#)

Target journal

Journal*

Topics* Select matching journal topics to describe your submission. [Clear selection](#)

> Submission description

> Authorship data

> Billing data

Fields marked with * are mandatory.

[Save changes](#) [Leave](#) [Delete all](#) [Submit for review](#)

Screenshot 2 Edition of submission

The second section of the edition includes basic data describing a submitted article: its title, language of an article, keywords, JEL classification codes and an abstract, as well as a button enabling to attach a PDF file. Keywords should be entered and approved by clicking Enter button or semicolon. At least three unique words/phrases are required. Entries can be optionally written in and deleted clicking X (Screenshot 8).

Keywords*

Usually 3-5 words or phrases; used for paper positioning and indexation.

Type in your keywords and accept with (ENTER) or semicolon (;)

Screenshot 8 Keywords for an article

The submission of an article requires entering its abstract in a form which includes provided structural elements, e.g. research purpose/problem. Elements of an abstract should contain a required number of words. While entering the text the system automatically counts the length and displays a current number in brackets. Depending on a declared language of an article the headings of an abstract section are added either in Polish or in English (Screenshot 9).

Purpose* / research problem (40)	<p>>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper libero in est tincidunt rhoncus. Fusce ut est tristique, bibendum velit in, accumsan erat. Curabitur dapibus, ligula eget feugiat venenatis, purus sapien suscipit lacus, non vulputate libero massa malesuada purus.</p>	Part of the summary describing purpose / research problem. To mitigate white space trimming, please put a dot and move cursor before it.
Design* / methodology / approach (30)	<p>Maecenas auctor ullamcorper leo. Integer convallis ac purus eu pharetra. Vestibulum ac augue neque. Mauris dapibus sagittis blandit. Suspendisse ultrices sodales faucibus. Duis vel ligula sit amet erat egestas pellentesque.</p>	Part of the summary describing design, approach, and/or research method used in the paper.
Results* (35)	<p>Donec tempor pretium ligula, at vestibulum libero tempor a. Maecenas rutrum porttitor elit, id egestas dui. Quisque ac sem rhoncus, aliquam massa in, volutpat metus. Proin convallis sem sem, sit amet tempor quam volutpat non.</p>	Part of the summary describing achieved results.
Originality / value (9)	<p>Donec tempor pretium ligula, at vestibulum libero tempor a.</p>	Part of the summary describing original contribution.
Summary (114)	<p>Purpose/Research problem — Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper libero in est tincidunt rhoncus. Fusce ut est tristique, bibendum velit in, accumsan erat. Curabitur dapibus, ligula eget feugiat venenatis, purus sapien suscipit lacus, non vulputate libero massa malesuada purus.</p> <p>Design/Methodology/Approach — Maecenas auctor ullamcorper leo. Integer convallis ac purus eu pharetra. Vestibulum ac augue neque. Mauris dapibus sagittis blandit. Suspendisse ultrices sodales faucibus. Duis vel ligula sit amet erat egestas pellentesque.</p>	Paper summary in synthetic form (autogenerated). Min-Max: 4-270

Screenshot 9 Abstract of an article

Submitted article should be attached in PDF or ZIP file format. An expected form of an attachment is a PDF file containing all components needed for a proper display on any platform with the use of standard software. Because the system allows to add only one file, ZIP archive format can be used in justified situations (it allows to send some files as one). Proper addition of a file is confirmed by the display of its size and an encrypted name (Screenshot 10). A file can be deleted and added any given number of times before sending an application.



Screenshot 10 Properly added application file

It is necessary to mention all coauthors and give their percentage contribution in an article. Clicking **Add a coauthor** allows to choose a profile from a list of templates of coauthors and their affiliation or to create and add a new one. After adding coauthors it is possible to edit their percentage contribution. In this section it is also required to give consent to publish in an open access form (**Open Access**) and to process personal data in connection with regulations concerning personal data protection (**RODO**) (Screenshot 11).

Main author*	Jan Nowak — .	Participation rate*	60%	Corresponding author, co-authors and their participation rates in descending order. Rate values can be entered manually or will be auto-calculated to sum up to 100% starting from the main author.	
Co-authors	John Smith — Wrocław University of Economics and Business	Delete	Participation rate*		40%
Total number of authors: 2		Total % rate: 100,0%		Add co-author	
Open Access consent*	<input checked="" type="checkbox"/> Yes, I consent	Details...			Permission for publishing in Open Access mode.
GDPR consent*	<input checked="" type="checkbox"/> Yes, I consent	Details...			General Data Protection Regulation (GDPR) consent for personal data processing.

Screenshot 11 Authorship and participation

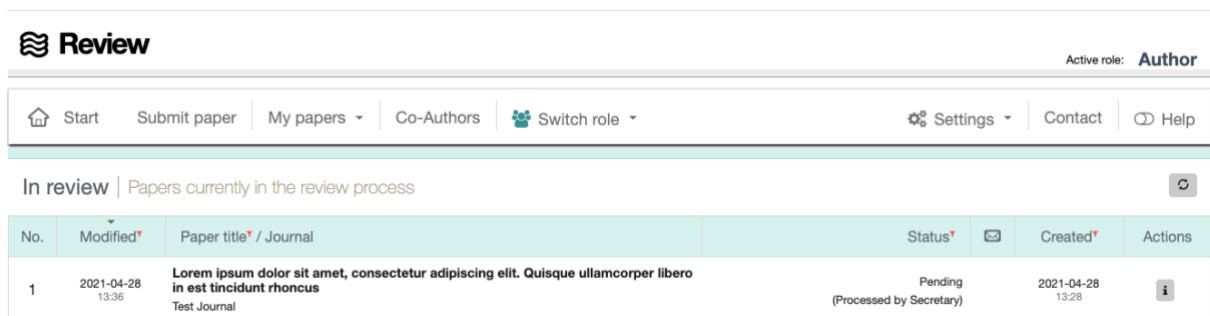
Employee status and the procedure of toll payment for publishing an article are required fields. A separate text box is used to enter data for an invoice, telephone number and other

contact information necessary when a publication is settled.

Saving report status and finishing work is possible at any edition stage. This report will be accessible for further edition as an item on the list displayed after choosing **My articles > Applications in edition**.

If an application form was correctly filled in, **Send to review** button can be clicked. The system displays a window with information that it is the last moment to change a decision. Clicking **Yes** button eventually sends an application for review.

After sending an application, it should be visible on **My articles > In review** list. **Application status** column displays the current stage of this article review process (Screenshot 12). To display additional application details, click an item from the list or [i] icon in **Operations** list.



The screenshot shows the 'Review' application interface. At the top, there is a navigation bar with the 'Review' logo and the user's active role, 'Author'. Below the navigation bar, there is a menu with options: 'Start', 'Submit paper', 'My papers', 'Co-Authors', 'Switch role', 'Settings', 'Contact', and 'Help'. The main content area is titled 'In review | Papers currently in the review process'. Below this, there is a table with the following columns: 'No.', 'Modified', 'Paper title / Journal', 'Status', 'Created', and 'Actions'. The table contains one row with the following data:

No.	Modified	Paper title / Journal	Status	Created	Actions
1	2021-04-28 13:36	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper libero in est tincidunt rhoncus Test Journal	Pending (Processed by Secretary)	2021-04-28 13:28	[i]

Screenshot 12 Preview of sent articles

A window with details of an article in review displays its **status** in a descriptive form, containing all important information from an application form. Clicking reference file of the original makes it possible to download an attached file in completing the application form (Screenshot 13).



Status	History
Language and title	EN Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper libero in est tincidunt rhoncus
Author(s)	Jan Nowak, John Smith
Submission date	28 April 2021, 13:36
Status and review stage	Pending Processed by Secretary
Keywords	economic activity, extending work life, disability
Topics	Finance, Local Government
JEL Classification	A19, A14
Summary	Purpose/Research problem — Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper libero in est tincidunt rhoncus. Fusce ut est tristique, bibendum velit in, accumsan erat. Curabitur dapibus, ligula eget feugiat venenatis, purus sapien suscipit lacus, non
Attachments	1: original.pdf (839.1 kB);
Payment	WUEB Employee, institution pays
Invoice data	test

No available actions on this stage of review for role Author.

Leave

Scenshot 13 Details of article application

In **History** tab there are log entries connected with the process of this article review. At this stage the author does not take any actions, and it is why the system displays only a message informing about it and **Leave** button. If this situation changes, actions necessary to take by the author are displayed on the start page in **Current tasks with deadline** table. In the report details window there will only be a remainder message.

If in the review process the need to take an action by the author occurs, the system sends an e-mail with the notification about it, and on a start page a new task is visible on the current tasks with deadline list after loggin in. Some actions do not have any set date. An example of such a situation can be returning an application by the managing editor to the author with the request to make changes (Screenshot 14). The author can click this task on the list or the button of action with lightning. Information about it is also visible in the event log. Orange icon informs that it is an event which requires particular attention by the author (action is needed).

Welcome Author!
Start page

Papers and submissions

Submissions in editing	0/5
Papers under review	2
Reviewed and archived papers	0

Current tasks with deadline

No.	Deadline	Expires	Task	Issued	Action
1	-		Decide on returned submission Secretary returned submission for correction. Decide whether to make changes and reapply or resign. <i>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Qui...</i>	21-04-28	

Event log

Date	Event description
21-04-28, 13:41	Secretary requested author to correct submission. Please modify your article submission according to the guidelines available at: http://pracenaukowe.ue.wroc.pl/?page_id=2451 Jolanta Domaradzka Sekretarz redakcji Czasopismo Testowe <i>Lorem ipsum dolor sit amet, consectetur adipiscing... (491)</i>
21-04-28, 13:36	New paper submitted for review. Test Journal <i>Lorem ipsum dolor sit amet, consectetur adipiscing... (491)</i>

Screenshot 14 Required action by the author

After clicking the tasks on the list line, a window is displayed which allows to familiarise with the details of the task and to take an appropriate action. The system displays the message from the managing editor and enables to choose one of permitted actions (**Available actions** dropdown list).

Commit button is inactive until choosing one of the actions from the list. After choosing, the name of action is displayed as a selected entry and **Commit** button becomes active. Clicking it causes the action to be performed (Screenshot 15). In some actions it is possible to introduce the content of a return message, to attach a file with a corrected version of an article, etc. When sending an application by the managing editor it is only possible to take one of two decisions: to transfer an application for reedition or to resign and delete from the system. The system always displays informative context and a full list of actions possible to complete in a given situation in an examined application.

Author — Decision in review process ✕

Submission no. 491 | Decide on returned submission

Title	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ullamcorper libero in est tincidunt rhoncus
Sent	28 April 2021, 13:41 (today)
Secretary	Jolanta Domaradzka «jolanta.domaradzka@ue.wroc.pl»

Detailed message

Please modify your article submission according to the guidelines available at:
http://pracenaukowe.ue.wroc.pl/?page_id=2451

Available actions

Move to open submissions for re-editing
▼

Move to open submissions for re-editing
Resign and delete submission permanently

Leave
Execute

Screenshot 15 New task allocated to an author

After the completion of the tasks from the list a user should log out from the system, clicking the yellow button of **Log out** in the top right-hand corner of the screen.