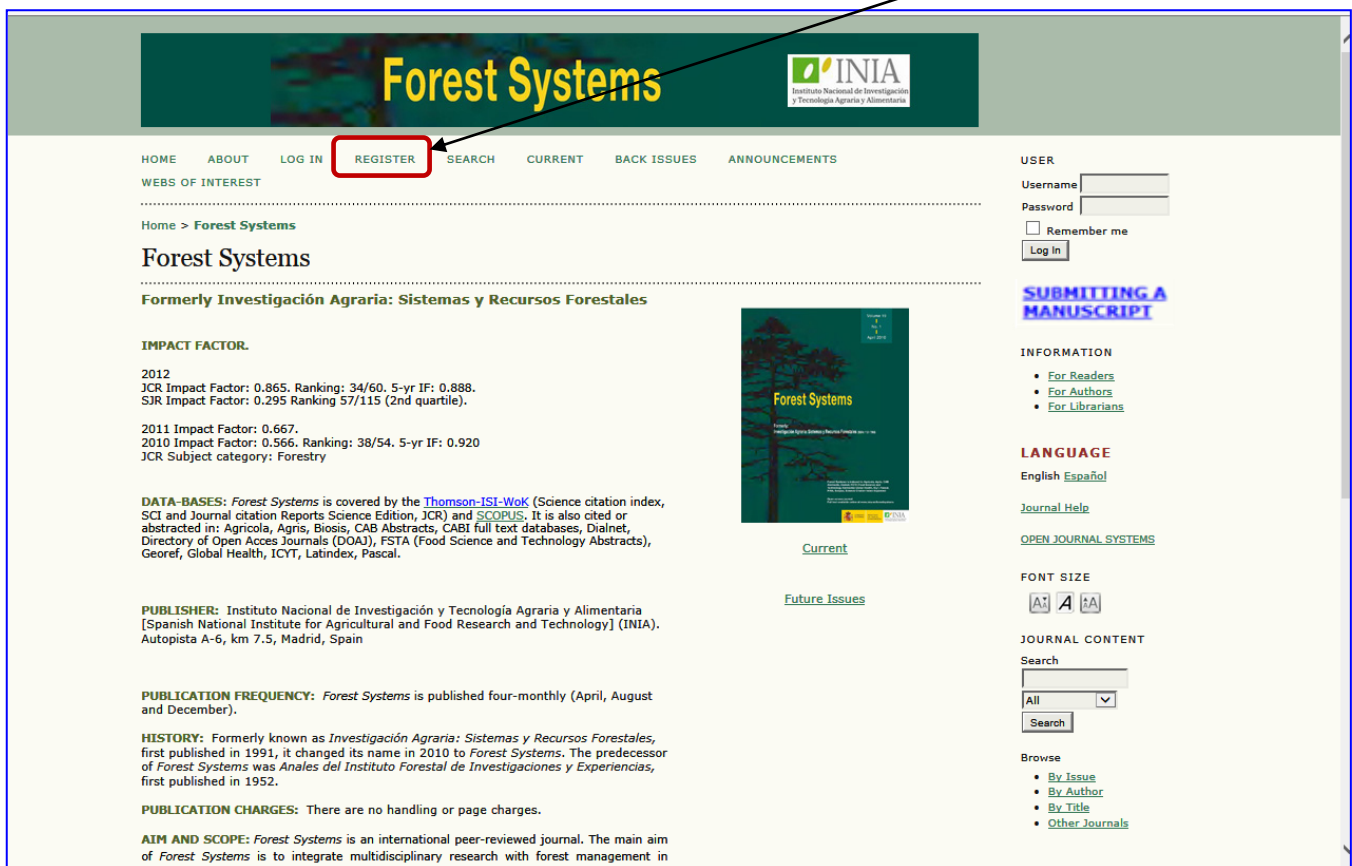


# INSTRUCTIONS FOR AUTHORS

- **How to register with the Forest Systems**
  - **How to submit a manuscript to the Forest Systems**
  - **How to check the review report using the system**
  - **How to submit a revised version of the manuscript**
- 
- **How to register with the Forest Systems**

Click here



The screenshot shows the homepage of the journal 'Forest Systems'. The navigation menu includes 'HOME', 'ABOUT', 'LOG IN', 'REGISTER', 'SEARCH', 'CURRENT', 'BACK ISSUES', and 'ANNOUNCEMENTS'. The 'REGISTER' link is highlighted with a red box. A callout box with the text 'Click here' has an arrow pointing to this link. The page content includes the journal title, the INIA logo, and various sections such as 'IMPACT FACTOR', 'DATA-BASES', 'PUBLISHER', 'PUBLICATION FREQUENCY', 'HISTORY', and 'PUBLICATION CHARGES'. On the right side, there are sections for 'USER' login, 'SUBMITTING A MANUSCRIPT', 'INFORMATION', 'LANGUAGE', 'OPEN JOURNAL SYSTEMS', 'FONT SIZE', and 'JOURNAL CONTENT'.

## Register

Fill in this form to register with this journal.

[Click here](#) if you are already registered with this or another journal on this site.

### Profile

Form Language

English

To enter the information below in additional languages, first select the language.

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The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password\*

The password must be at least 6 characters.

Repeat password\*

Salutation

First name\*

Middle name

Last name\*

Initials

Joan Alice Smith = JAS

Gender

Affiliation

Signature

Email\*

URL

Phone

Fax

Mailing Address

Bio statement  
(E.g., department and rank)

Confirmation

Send me a confirmation email including my username and password

Working languages

English  
 Español

Register as

Reader: Notified by email on publication of an issue of the journal.  
 Author: Able to submit items to the journal.

Reviewer: Willing to conduct peer review of submissions to the journal. Identify reviewing interests (substantive areas and research methods).

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Fill in these fields. Required fields are marked with an asterisk (\*).

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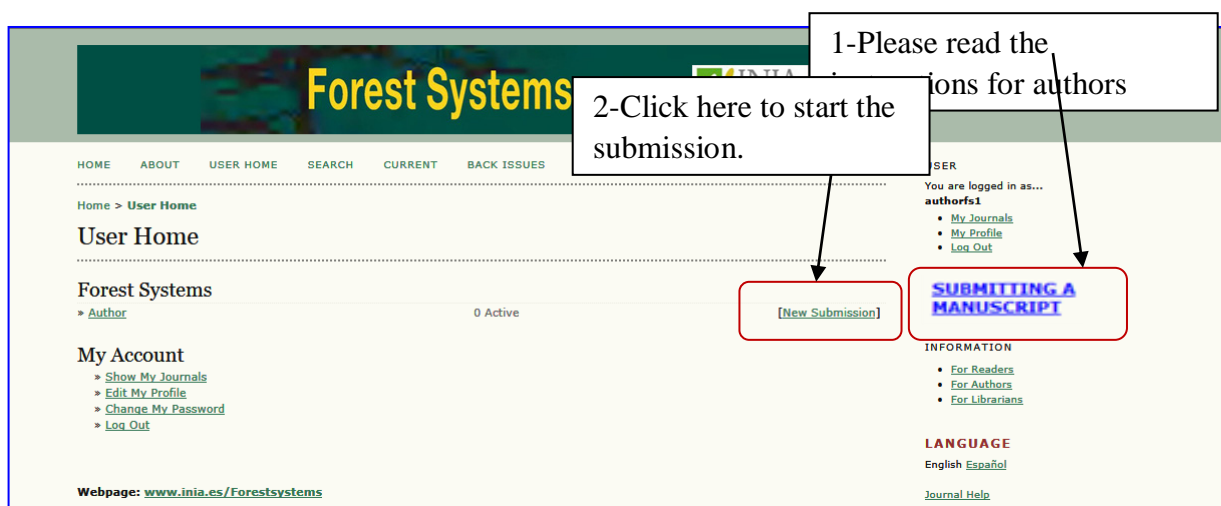
A A A

Don't forget to fill in your role (you may choose more than one).

Click on Register

## • How to submit a manuscript to the FOREST SYSTEMS

If you are already registered as an author, you will see the following screen:



The process for submitting the manuscript involves five steps.

- **Step 1:** Select the appropriate section and check the submission list.
- **Step 2:** Upload the entire manuscript, with tables and figures (on separate sheets but in the same document) in Word format as a single file. If you want to send supplementary material (figures and tables that provide essential data that will not appear in the printed article or its PDF version but will be available as a supplementary PDF file), add this at the end of the same single document. Supplementary figures and tables are peer reviewed; they must be cited in the text and are subject to the same review criteria as the data published in the paper itself. Please indicate the inclusion of this type of material in your letter to the editor.
- **Step 3:** Enter the submission metadata.
- **Step 4:** Add the following documents:
  - a. The **cover letter** (mandatory), where you should indicate the main aims of the manuscript, the type of paper (research paper, review or minireview paper, short communication), the novelty of the content, and convincing arguments of why SJAR should publish this paper;
  - b. Provide a **list of four potential expert reviewers** with full contact information and e-mail addresses. These reviewers must not have a conflict of interest with the authors (e.g., personal relationship or work in the same institution) or the paper content, and the Editorial Board may decline to contact any of the reviewers suggested by the authors.
- **Step 5:** Confirm the submission.

## • How to check the review report using the system

When the assessment is complete, the corresponding author will receive an editor's E-mail with the assessment report.

A manuscript can receive one of four possible decisions:

- **Rejected.** The article has been rejected and archived in the system.
- **Major review.** The manuscript needs a new round of preparation. If the authors submit a revised version, the associate editor will send it on to the reviewers (typically the same reviewers as in the first round, but new ones could be chosen).
- **Minor revision.** The manuscript does not need a new round of preparation, just minor changes. When the authors submit their revised version it will be typically reviewed by the associate editor him/herself.
- **Accepted.** This decision is made once the revised text is deemed adequate from a scientific point of view. After the authors have submitted their final version of the manuscript and it has been accepted for publication, it undergoes a copy editing process. The copy editor performs the clean-up edit. After copy editing is complete, the issue is produced.

You can go to the FOREST SYSTEMS System to check the process.

**#2843 Review - Microsoft Internet Explorer**

Archivo Edición Ver Favoritos Herramientas Ayuda

Dirección <http://revistas.inia.es/index.php/sjar/author/submissionReview/2843>

**Forest Systems**

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WEBS OF INTEREST

Home > User > Author > Submissions > #2843 > **Review**

### #2843 Review

SUMMARY **REVIEW** EDITING

#### Submission

Authors	Author Name5
Title	In Proof
Section	Agricultural engineering
Editor	Gema Perez Rivera

#### Peer Review

Round 1

Review Version	<a href="#">2843-5479-1-RV.DOCX</a>	2012-03-02
Initiated		2012-03-02
Last modified		2012-03-02
Uploaded file	<a href="#">Reviewer B 2843-5481-1-RV.DOCX</a>	2012-03-02

#### Editor Decision

Decision	Major Review (Start New Round of Review)	2012-03-02
Notify Editor	<input checked="" type="checkbox"/> Author/Editor Email Record	2012-03-02
Editor Version	None	
Author Version	None	
Upload Author Version	<input type="text"/>	<input type="button" value="Examinar..."/> <input type="button" value="Upload"/>

ISSN Print: 1695-971-X

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**Annotations:**

- Please be sure to open the Review tab.
- This is the version the reviewers have read and assessed. It may be the same as the original version (in the summary tab) or not, due to formal modifications made by the editorial office.
- Optional. Reviewers may send supplementary files. In this case, Reviewer B sent an annotated document on 2<sup>nd</sup> March 2012.
- Clicking on this icon shows the E-mails sent between the authors and the editor.

## • How to submit a revised version of the manuscript

A revised manuscript will retain its original date of receipt only if it is received within three months of the date of return to the author. Revised papers returned after this interval will be treated as new submissions. Papers will not be accepted until all required minor changes have been made.

The screenshot shows the 'Summary' tab for submission #2843. The 'SUMMARY' tab is highlighted with a red box. A callout box points to it with the text: 'Please be sure to open the Summary tab.' Below the submission details, there is a table with columns for 'Field' and 'Value'. The 'Field' column includes Authors, Title, Original file, Supp.files, Submitter, Date submitted, and Section. The 'Value' column includes Author Name5, In Proof, 2843-5475-2-SM.DOCX 2012-03-02, 2843-5477-2-SP.DOCX 2012-03-02, Author Name5, March 2, 2012 - 11:13 AM, and Agricultural engineering. A red box highlights the 'ADD A SUPPLEMENTARY FILE' link. Another callout box points to this link with the text: 'Upload here a letter containing a detailed (point-by-point) reply to the reviewers and editor's comments.'

Field	Value
Authors	Author Name5
Title	In Proof
Original file	2843-5475-2-SM.DOCX 2012-03-02
Supp.files	2843-5477-2-SP.DOCX 2012-03-02
Submitter	Author Name5
Date submitted	March 2, 2012 - 11:13 AM
Section	Agricultural engineering

The screenshot shows the 'Review' tab for submission #2843. The 'REVIEW' tab is highlighted with a red box. A callout box points to it with the text: 'Then go to the Review tab'. Below the submission details, there is a table with columns for 'Field' and 'Value'. The 'Field' column includes Authors, Title, Section, Editor, Peer Review, and Editor Decision. The 'Value' column includes Author Name5, In Proof, Agricultural engineering, Gema Perez Rivera, Round 1, Review Version 2843-5479-1-RV.DOCX 2012-03-02, Initiated 2012-03-02, Last modified 2012-03-02, Uploaded file Reviewer B 2843-5481-1-RV.DOCX 2012-03-02, Decision Major Review (Start New Round of Review) 2012-03-02, Notify Editor Author/Editor Email Record 2012-03-02, Editor Version None, and Author Version None. A red box highlights the 'Notify Editor' icon. A callout box points to it with the text: '1. IMPORTANT: Please upload here the revised version (in a single word file)'. Another callout box points to the 'Upload' button in the 'Upload Author Version' section with the text: '2. Click on this icon to send an E-mail to notify the associate editor you have submitted the revised version.'

Field	Value
Authors	Author Name5
Title	In Proof
Section	Agricultural engineering
Editor	Gema Perez Rivera
Peer Review	Round 1
Review Version	2843-5479-1-RV.DOCX 2012-03-02
Initiated	2012-03-02
Last modified	2012-03-02
Uploaded file	Reviewer B 2843-5481-1-RV.DOCX 2012-03-02
Editor Decision	Decision Major Review (Start New Round of Review) 2012-03-02
Notify Editor	Author/Editor Email Record 2012-03-02
Editor Version	None
Author Version	None