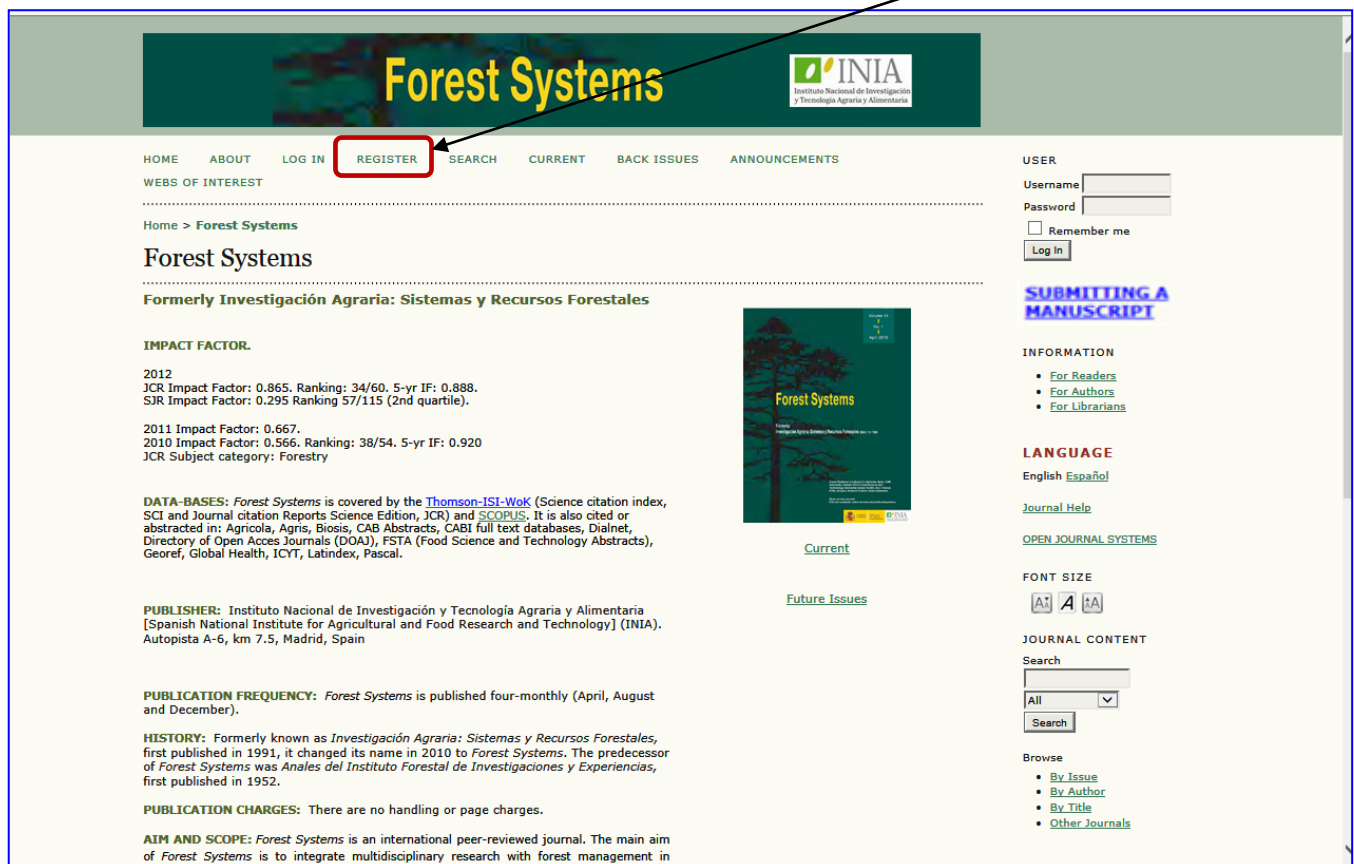


# INSTRUCTIONS FOR AUTHORS

- **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 Forest Systems journal website. At the top, there is a navigation menu with links for HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, BACK ISSUES, and ANNOUNCEMENTS. The REGISTER link is highlighted with a red box, and a callout box with the text 'Click here' has an arrow pointing to it. Below the navigation menu, there is a section for 'WEBS OF INTEREST' and a breadcrumb trail 'Home > Forest Systems'. The main content area features the journal title 'Forest Systems' and its former name 'Formerly Investigación Agraria: Sistemas y Recursos Forestales'. It also displays impact factor information for 2012, 2011, and 2010, as well as a list of data bases where the journal is covered. A cover image of the journal is shown, with links for 'Current' and 'Future Issues'. On the right side, there is a 'USER' login section with fields for Username and Password, a 'Remember me' checkbox, and a 'Log In' button. Below this, there are sections for 'SUBMITTING A MANUSCRIPT', 'INFORMATION' (with links for Readers, Authors, and Librarians), 'LANGUAGE' (English and Español), 'JOURNAL HELP', 'OPEN JOURNAL SYSTEMS', 'FONT SIZE' (with A+, A, and A- buttons), and 'JOURNAL CONTENT' (with a search bar and a dropdown menu set to 'All'). At the bottom right, there is a 'Browse' section with links for 'By Issue', 'By Author', 'By Title', and 'Other Journals'.

## 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.

**Username\***

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).

**Register**

Cancel

[Editorial Board](#)

[Impact Factor](#)

[Contact Us](#)

[Subscriptions](#)

**INSTRUCTIONS FOR  
AUTHORS**

[Journal Help](#)

USER

Username

Password

Remember me

Log In

**LANGUAGE**

English [Español](#)

JOURNAL CONTENT

[Search](#)

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

[Other Journals](#)

FONT SIZE

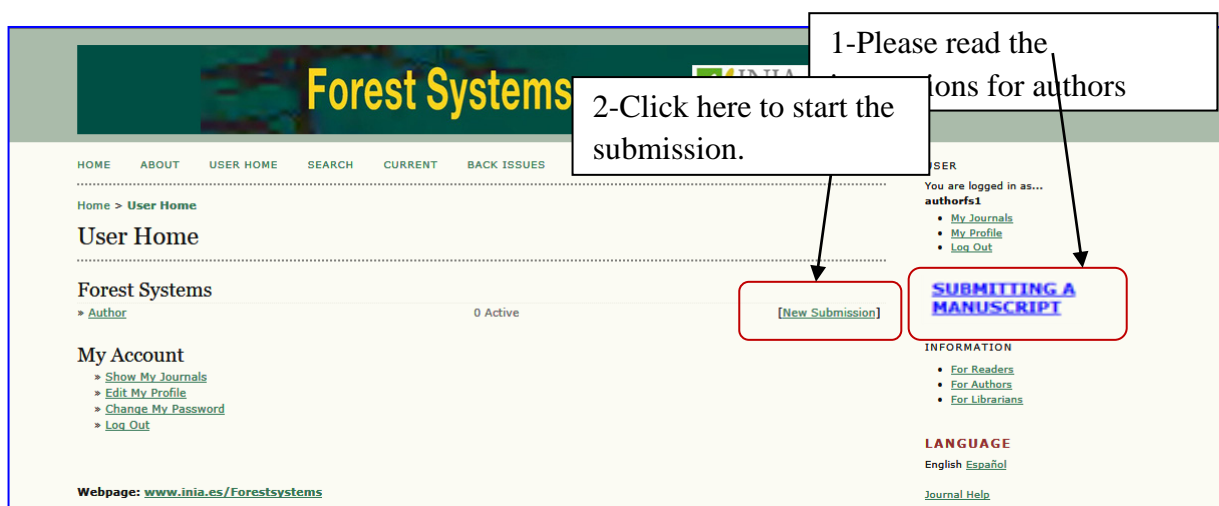
A A A

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**

HOME ABOUT USER HOME SEARCH CURRENT BACK ISS  
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 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

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)

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 two 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 'Forest Systems' journal website in Microsoft Internet Explorer. The browser address bar shows the URL: <http://revistas.inia.es/index.php/sjar/author/submission/2843>. The page title is '#2843 Summary'. The navigation menu includes 'HOME', 'ABOUT', 'USER HOME', 'SEARCH', 'CURRENT', and 'BACK IS'. Below the navigation, there are links for 'WEBS OF INTEREST' and a breadcrumb trail: 'Home > User > Author > Submissions > #2843 > Summary'. The main content area has three tabs: 'SUMMARY' (highlighted with a red box), 'REVIEW', and 'EDITING'. Below the tabs is a 'Submission' section with the following details:

|                |   |
|----------------|---|
| Authors        | Author Name5  |
| Title          | In Proof  |
| Original file  | <a href="#">2843-5475-2-SM.DOCX</a> 2012-03-02  |
| Supp.files     | <a href="#">2843-5477-2-SP.DOCX</a> 2012-03-02 <a href="#">ADD A SUPPLEMENTARY FILE</a> |
| Submitter      | Author Name5  |
| Date submitted | March 2, 2012 - 11:13 AM  |
| Section        | Agricultural engineering  |

On the right side, there are links for 'Journal Help', 'USER', and 'You are logged in as... author5'. A callout box points to the 'SUMMARY' tab with the text: 'Please be sure to open the Summary tab.' Another callout box points to the 'ADD A SUPPLEMENTARY FILE' link with the text: 'Upload here a letter containing a detailed (point-by-point) reply to the reviewers and editor's comments.'

The screenshot shows the 'Forest Systems' journal website in Microsoft Internet Explorer. The browser address bar shows the URL: <http://revistas.inia.es/index.php/sjar/author/submissionReview/2843>. The page title is '#2843 Review'. The navigation menu includes 'HOME', 'ABOUT', 'USER HOME', 'SEARCH', 'CURRENT', and 'BACK IS'. Below the navigation, there are links for 'Editorial Board', 'Impact Factor', 'Contact Us', 'Subscriptions', and 'SUBMITTING A MANUSCRIPT'. The main content area has three tabs: 'SUMMARY', 'REVIEW' (highlighted with a red box), and 'EDITING'. Below the tabs is a 'Submission' section with the following details:

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

Below the submission details is a 'Peer Review' section with the following details:

|                |   |
|----------------|---|
| 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  | Reviewer B <a href="#">2843-5481-1-RV.DOCX</a> 2012-03-02 |

Below the peer review details is an 'Editor Decision' section with the following details:

|                |   |
|----------------|---|
| 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  |

At the bottom of the 'Editor Decision' section, there is an 'Upload Author Version' section with a text input field, an 'Examinar...' button, and an 'Upload' button. A callout box points to the 'REVIEW' tab with the text: 'Then go to the Review tab'. Another callout box points to the 'Notify Editor' checkbox with the text: '1. IMPORTANT: Please upload here the revised version (in a single word file)'. A third callout box points to the 'Upload' button with the text: '2. Click on this icon to send an E-mail to notify the associate editor you have submitted the revised version.'