

# INSTRUCTIONS FOR AUTHORS

- **How to register with the Spanish Journal of Agricultural Research**
  - **How to submit a manuscript to the SJAR**
  - **How to check the review report using the system**
  - **How to submit a revised version of the manuscript**
- 
- **How to register with the Spanish Journal of Agricultural Research**

Spanish Journal of Agricultural Research - Microsoft Internet Explorer

Archivo Edición Ver Favoritos Herramientas Ayuda

Atrás Búsqueda Favoritos

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

Spanish Journal of Agricultural Research

SJAR

INIA  
Instituto Nacional de Investigación y Tecnología Agraria y Alimentaria

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WEBS OF INTEREST

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Spanish Journal of Agricultural Research

**AIMS AND SCOPE:** The SJAR accepts research articles, reviews and short communications of content related to agriculture. **Research articles** and **short communications** must report original work not previously published in any language and not under consideration for publication elsewhere.  
+Read more

**DATABASES:** SJAR is covered by the Thomson-ISI-WoS (Science citation index, SCI and Journal citation Reports Science Edition, JCR) and SCOPUS. It is also cited or abstracted in: Agricola, Agris, Biosis, CAB Abstracts, CABI full text databases, Dialnet, Directory of Open Access Journals (DOAJ), FSTA (Food Science and Technology Abstracts), Georef, Global Health, ICYT, Latindex, Pascal.

**IMPACT FACTOR:** 2010 JCR (Thomson Scientific Web of Science): within the subject category "Agriculture/Multidisciplinary", which includes 55 journals, the Spanish Journal of Agricultural Research occupies position 20 (2nd quartile). Impact factor is 0.646; 5-yr IF is 0.695.

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**SUBMITTING A MANUSCRIPT**

Journal Help

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LANGUAGE

Inicio Bandeja de ... Editores SJAR Gracias eval... control artíc... 2 Internet... ES 9:51

# 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 Male

Affiliation

Signature

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URL

Phone

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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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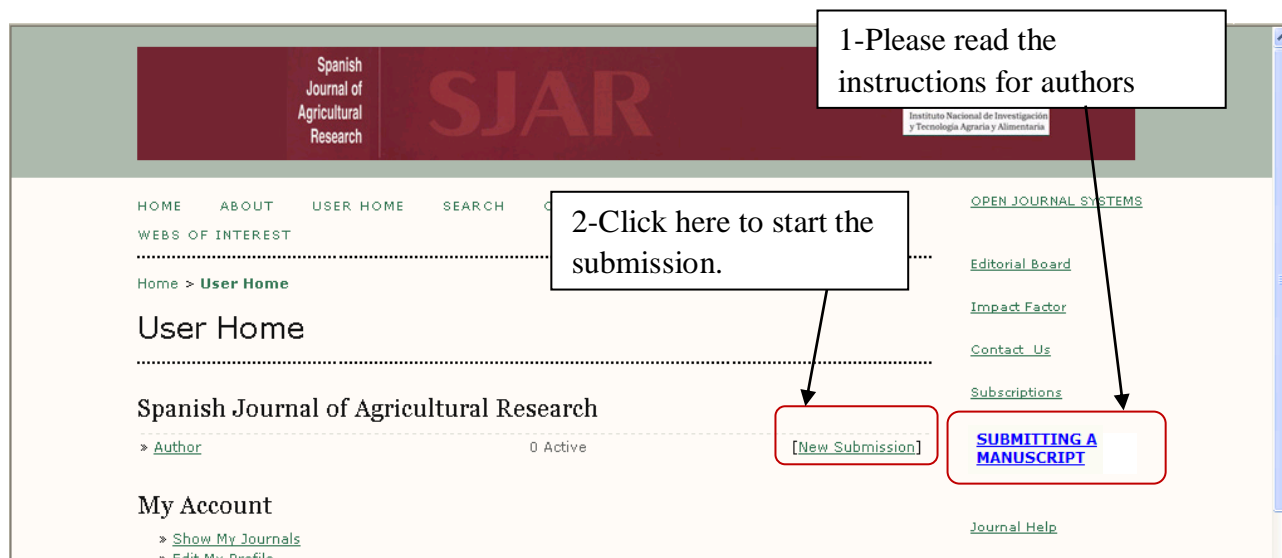
FONT SIZE

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

Click on Register

## • How to submit a manuscript to the SJAR

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 SJAR System to check the process.

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.

**#2843 Review**

SUMMARY **REVIEW** EDITING

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

**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

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## • 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 of the submission page. The page title is '#2843 Summary'. The navigation tabs are 'SUMMARY', 'REVIEW', and 'EDITING'. The 'SUMMARY' tab is selected and highlighted with a red box. Below the tabs, there is a 'Submission' section with the following details:

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

There is a red box around the 'ADD A SUPPLEMENTARY FILE' link. 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 'Review' tab of the submission page. The page title is '#2843 Review'. The navigation tabs are 'SUMMARY', 'REVIEW', and 'EDITING'. The 'REVIEW' tab is selected and highlighted with a red box. Below the tabs, there 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, there is a 'Peer Review' section with the following details:

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

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

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

At the bottom of the page, there is a red box around the 'Upload Author Version' section, which includes 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.'