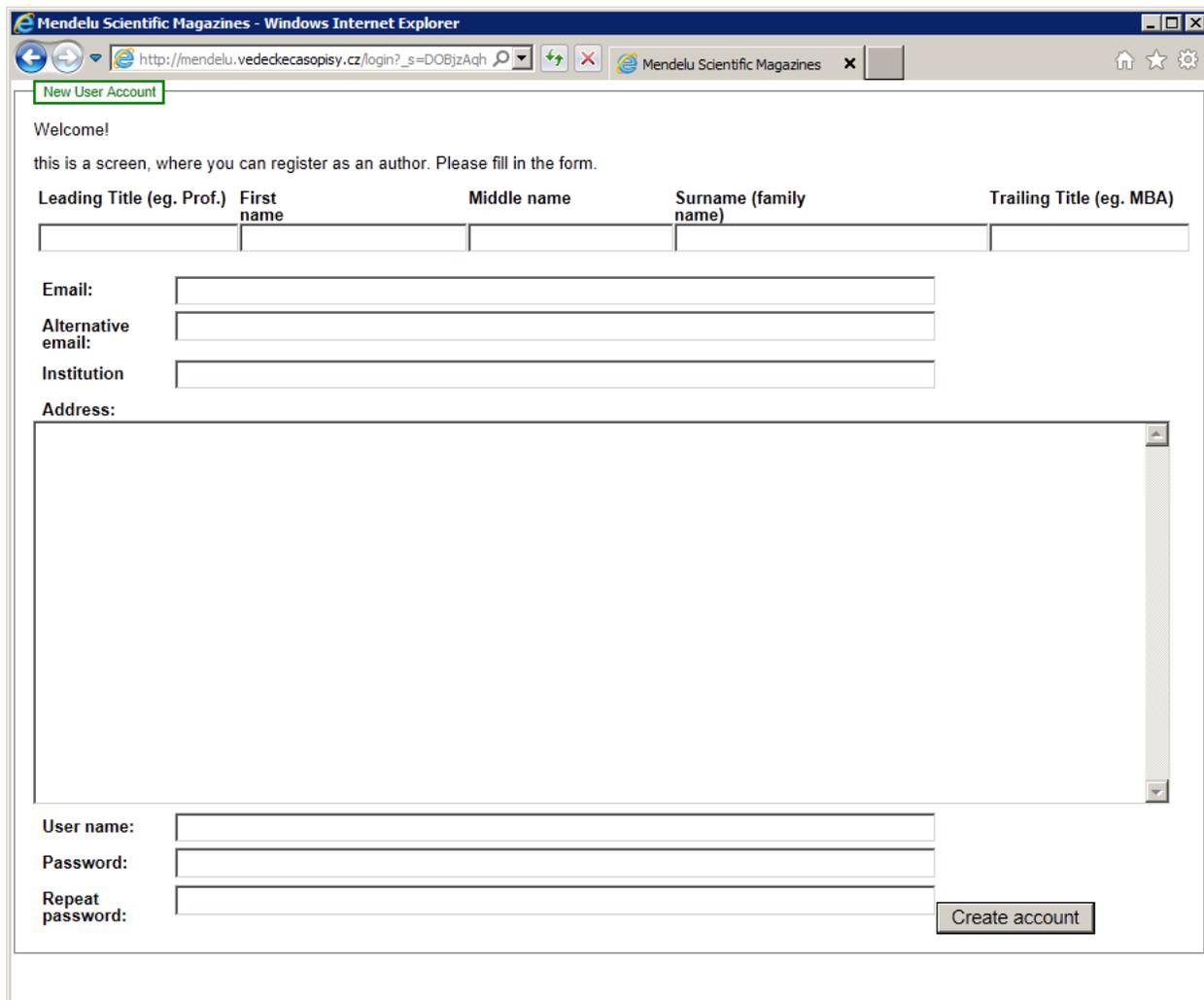


# Journal of landscape ecology: Guide for authors

## 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://mendelu.vedeckecasopisy.cz> by clicking on „create new user account“ button.

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



The screenshot shows a web browser window titled "Mendelu Scientific Magazines - Windows Internet Explorer". The address bar shows the URL [http://mendelu.vedeckecasopisy.cz/login?\\_s=DOBjzAqh](http://mendelu.vedeckecasopisy.cz/login?_s=DOBjzAqh). The page content is titled "New User Account" and includes a "Welcome!" message and instructions: "this is a screen, where you can register as an author. Please fill in the form." The form fields are as follows:

Leading Title (eg. Prof.)	First name	Middle name	Surname (family name)	Trailing Title (eg. MBA)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the name fields are three more input fields:

Email:   
Alternative email:   
Institution:

Address:

At the bottom of the form are three more input fields:

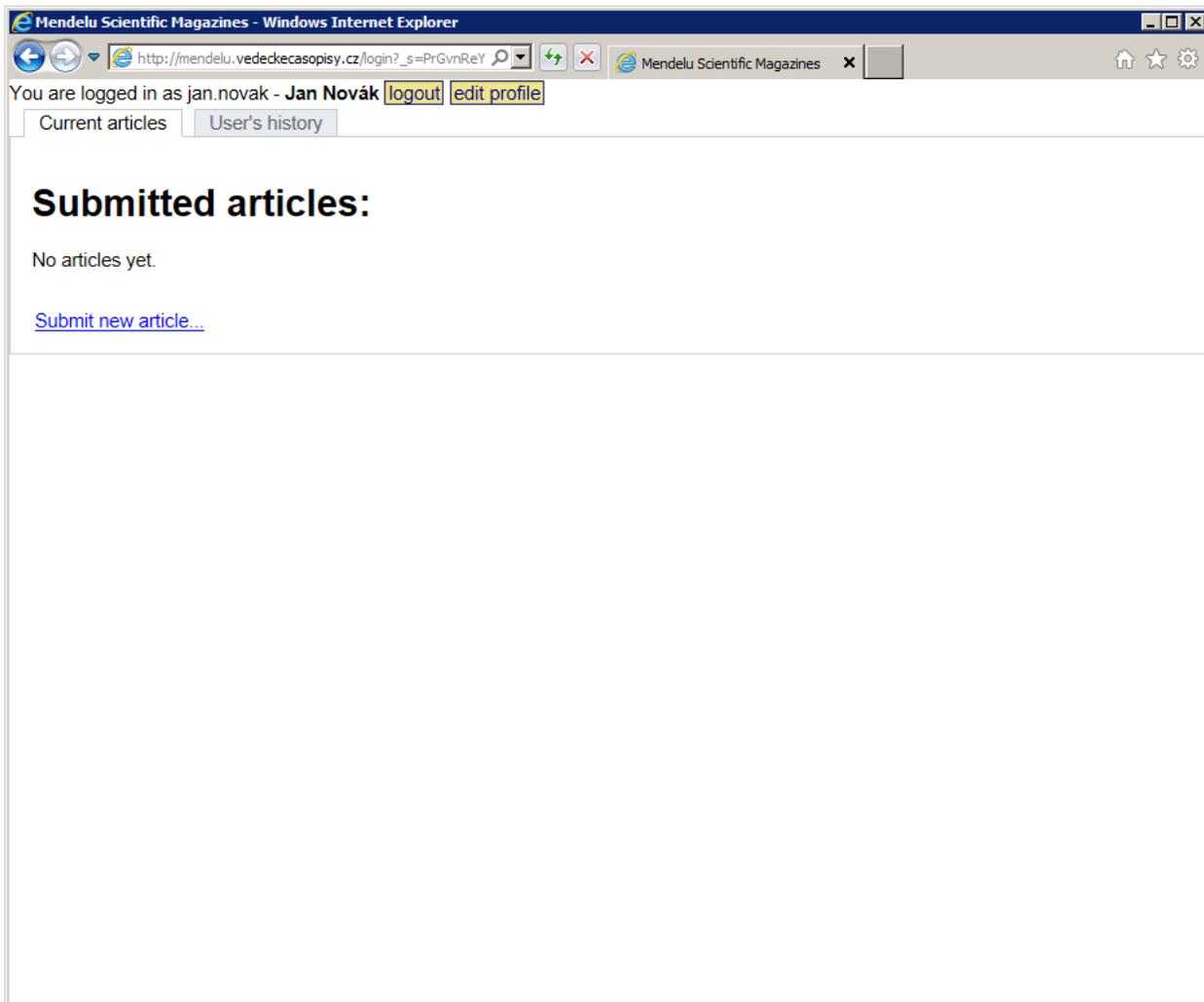
User name:   
Password:   
Repeat password:

A "Create account" button is located at the bottom right of the form.

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 two tabs at the top of the screen.



### **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.

### **User's history Tab**

All your actions you have ever done with the system are listed here.

## **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 add 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. Please make sure to mark one of them as corresponding.

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 roughly 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

Acta Veterinaria Brno - Windows Internet Explorer

http://acta.vedeckecasopisy.cz/login?\_s=uDxnsKwQ

Acta Veterinaria Brno

You are logged in as karel - **Karel Beyr** | [logout](#) | [edit profile](#)

[Current articles](#) | [Notices](#) | [Archive Notices](#) | [Sent Notices](#) | [User's history](#)

## Article Data

**Authors:** **Please make sure that all authors have fully specified name, email, institution and city**  
**Please make sure that all email addresses are correct. No diacritics characters in email are allowed.**

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Brown"/>
E-mail	<input type="text"/>
Alternative e-mail	<input type="text"/>
Institution	<input type="text" value="e-Fractal"/>
City	<input type="text" value="Prague"/>
Country	<input type="text" value="Czech Republic"/>
Corresponding:	<input checked="" type="radio"/>

[delete](#)

[add author](#)

**Manuscript Title:**

It is possible to copy & paste your abstract from MS Word, the formatting will remain.  
**There is a problem with your abstract: Please make sure that your abstract has between 5 and 250 words.**

**Abstract:** **B I U**        

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 executive-editor or editor-in-chief 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.

## **Accepting the article**

When the article has undergone peer review and is ready to be published, you are asked to accept potential changes that have been done to your article. You will receive email informing you about it. Please login to the system, click on appropriate article and check the PDF file. You may comment changes here using the "bubble feature" of Adobe reader. Don't forget to upload this PDF file back to the system. In case you have no comments, you may accept the article as it is.