Manuscript uploading instructions for authors

Revista FAVE Seccion Ciencias Agrarias
Facultad de Ciencias Agrarias
Universidad Nacional del Litoral Seccion
MANUSCRIPT UPLOADING INSTRUCTIONS FOR AUTHORS

Step 1: Signing up

In case you have not signed up to our journal yet, we provide you with the following instructions that will serve as a guideline. They were prepared to facilitate admission of manuscripts to Revista FAVE Sección Ciencias Agrarias.

If you have a manuscript which complies with the editorial instructions that appear on our journal’s website (http://www.fca.unl.edu.ar/pages/investigacion/revista-fave/normas-de-publicacion.php), the sign up and submission process should not exceed 20 minutes in total.

1) Go to the following link:
https://bibliotecavirtual.unl.edu.ar/publicaciones/index.php/FAVEAgrarias/user/register

2) Fill in the profile with your personal details and choose a user name and a password. In the item “Saludo”, write the abbreviation of your highest academic degree (for example: BSc, MEng, D.Sc., among other possible degrees). Don’t forget to complete the items “Institucion” (Institution), “Resumen Biografico” (a short biodata that will accompany the publication) and “Direccion Postal” (Postal Address).
Even though you can leave the items “Firma” (Signature), “ORCID id”, “URL”, “Telefono” (Telephone) and “Fax” empty, we recommend you to sign up at https://orcid.org/register to obtain your ORCID ID, which will provide you with a digital identification that will distinguish you from the rest of the researchers. In addition, it accepts automatic links between you and your professional activities by means of research article streaming, which ensures that you will obtain acknowledgement for your work.
3) In the last item of the Sign up page, click on the option “Registrarse como autor” (Sign up as author).
4) Finally, you have to click on “Registrarse” (Sign up).

**Step 3: Manuscript submission**

1) You have already signed up to our journal. The website will redirect you to a section in which you will be able to send your manuscript. Besides, you will receive an email with your registration details to the email address you have provided.

2) To start the manuscript upload, please click on “Nuevo envío” (New submission).

Next, you will get to “Paso 1 – Inicio” (Step 1 – Start), where you will have to complete the list of submission confirmation (“Lista de corroboracion de envio”) and the journal’s declaration of privacy (“Declaración de privacidad de la Revista”), where you can leave optional comments to the editor and finally, you will have to save and continue (“Guardar y Continuar”).
3) Follow the steps as shown in the picture below. You will get to “Paso 2 - Cargar el envío” (Step 2 – Upload the file). You will have to upload your manuscript by clicking on “Seleccionar Archivo” (Choose file) which will run a file search in your computer. Once you choose the correct file, you will have to put a check at “Cargar” (Upload).
4) Then, you will get to “Paso 3 - Introducir los Metadatos” (Step 3 – Enter the metadata), where you will have to provide the details of all the authors that took part in the elaboration of the manuscript to be published by clicking on “Añadir autor” (Add author) every time you finish writing the details of each of them.
5) Once you have finished uploading the details of all the authors, you will have to start providing the details of the manuscript, as shown in the picture below. The compulsory items are highlighted by an asterisk.
6) Once you have finished, click on “Guardar y Continuar” (Save and continue).

7) You will then move on to “Paso 4 – Cargar los archivos complementarios” (Step 4 – Upload complementary files). Here, you will have to upload the files that you want the reviewers/evaluators to have at their disposal for the evaluation (figures, diagrams, graphics, maps and photographs). You will have to upload each file separately.
8) After uploading each file, you will have to provide some details about each of them (as shown below).
9) Once finished, if you want to upload more files just put a check at the option "**Volver a archivos complementarios**" (Go back to complementary files), which will be shown in blue at the top left corner of the page, and you will see the uploaded files.
10) Choose “Guardar y Continuar” (Save and continue). Next, you will have to move to step “Paso 5 – Confirmación” (Step 5 – Confirmation), where you will find the original file (your manuscript) and the complementary files. Once you confirm that everything is correct, you just have to click on “Finalizar envío” (Finish submission).

From this moment on, the editorial board and the external evaluators will begin the evaluation process of your manuscript.

Thank you very much for your contribution!
Step 2:

The authors who have already signed up to our journal and have their own user name will be able to track the status of their articles or make new submissions following the same steps as when they signed up for the first time.

1) We will proceed to explain how to track the status of your articles:
Once you click on “1 Activo/a” (1 Active), you will be shown the following in screen and you will have to select the title of your article.

2) Once this has been done, you will see your publication details, and on the top left corner of the page you will find a menu with the following options: “Resumen” (Abstract), “Revision” (Revision) and “Edicion” (Edition).
3) As you click on the different tabs, you will be able to carry out your tracks. You can finish this stage by giving a last glance at your manuscript before publication at “Edicion” (Edition). Once you have approved the changes, you have to click on the envelope to let the editors know that they can continue with the process.

4) Next, the edition process will continue and the manuscript will be sent to the layout editor for its final edition, and then, you will be consulted again. You will have to check the revision metadata and as before, you will have to click on the envelope to confirm.
Thank you very much for your contribution!