This document contains the steps you should follow to upload your contribution to the OJS Platform Virtual Library UNL.

Manuscript uploading instructions for authors

Revista FAVE Sección Ciencias Agrarias Facultad de Ciencias Agrarias Universidad Nacional del Litoral

MANUSCRIPT UPLOADING INSTRUCTIONS FOR AUTHORS

Step 1: Registration

For those who haven't registered yet, we provide instructions that will serve as a guide in this process. The present document has been designed to facilitate the acceptance of manuscripts to Revista FAVE Sección Ciencias Agrarias.

If you have finished writing a manuscript according to the editorial guidelines mentioned in our journal's website (<u>https://bibliotecavirtual.unl.edu.ar/publicaciones/index.php/FAVEAgrarias/about</u>), the whole registration process and submission should take 10 minutes at most.

1) Gotothefollowinglink:https://bibliotecavirtual.unl.edu.ar/publicaciones/index.php/FAVEAgrarias/user/register2)

a. Fill in your details, choosing a username and a password. You have to fill in the items with an asterisk (*).

b. Your preset role is "Author".

c. We would appreciate you to tick the option "Yes, request the external reviewer role" to be taken into account to be a reviewer.

d. Remember to confirm you are not a robot.

e. Once you have finished, press: "Register" and the system will automatically send an email to the address set for verification.

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Ediciones UNL y Programa Bibliotecas	editorial@unl.edu.ar / e-revistas@unl.edu.ar
By Pellegrini 2750 - Santa Fe, Argentina	Teléfonos: +54 (0342) 4571101 / 4554245

3) Once you are registered, please include your declared email address, in which you must have received a verification email with a link for the final registration steps as in the following picture. Once you access the link, the following will appear in your screen: "Thanks for activating your account. Now you can start the session with the credentials you provided when creating the account. The credentials are: Author and Reader, and Reviewer if you have chosen this option.

In this way, the registration process is finished and you will go to "Enter" and type the username and password you've created.

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4) Once your user account has been created, you will be able to complete it with other details by clicking on "see profile".

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Even though you don't have to complete non-mandatory fields, we recommend you to register at this link: <u>http://orcid.org/register</u> to obtain your **ORCID ID**, since this will provide you with a permanent digital identification that will differentiate you from other researchers. Also, it accepts automatic links between you and your professional activities through the integration in key research flows, such as the presentation of manuscripts and subventions, thus guaranteeing the acknowledgement for your work.

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Step 2: Manuscript submission

1) You're already registered in the journal. The website will show you the option "Submissions". Clicking on this option will give you the possibility for a "New Submission", on which you must click.

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2) A new window will open with different tabs which contains options that must be set to continue.

Start:

- Language: You must determine the language in which your manuscript is written.
- Section: articles up to 15 pages or communications/notes up to 8 pages.
- Submission requirements: must be fulfilled. Click on them.
- Comments for the editor: you can send comments and observations to the editor.
- Press "Save and continue".

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Submission upload:

• After pressing "Save and continue", the window "Upload submission" will open.

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• Open the window and click on the correct option (example: "text of the article"). Then, you will be able to upload the file.

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• Once you've checked correct upload, press "continue".

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• In "Review Details" press continue.

In the option "Finish", you will be able to add another file linked to your manuscript (figures, tables, etc), for which you will have to click on "send another file", and restart from "Upload file". If you are uploading a revision of an existing file, please specify which file it is at "Choose file (to keep records)"; otherwise, it will replace the previous file.

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 $_{\odot}$ Once you've finished, you must choose "Concluded". To continue, go to "Upload submission".

- **Upload submission**: Click on "save and continue". Next, go to "Introduce metadata".

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- Fill in the form "**Introduce the metadata**". Consider mainly authors, coauthors, collaborators and a contact to arrange the publication of the manuscript.

- The space is set for one author, so you must press "Add collaborator".
- End of process: save and continue.

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Maria Fiorencia Burgi	facagra@fca.uni.edu.ar	Author	₽.	T
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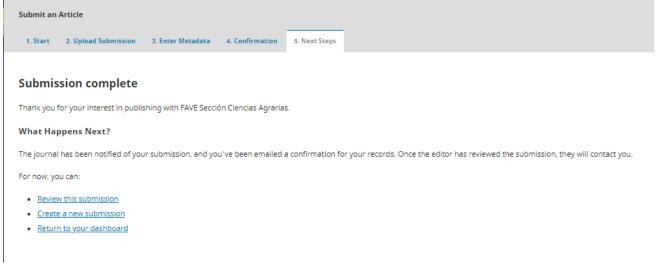
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• A new tab will open, and you must click on "Accept" to conclude the upload process.

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- **Following steps:** The platform sends an acknowledgment for your contribution and provides you with different alternatives: revise the submission, make a new submission, go back to desktop.



Registered Users

For those authors who have already registered to our journal, they will be able to track their manuscript through their user, as well as generating new submissions in the same way as they did with the previous registration.

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Once you have access to your user, you must tick the option "submissions" and you will see the articles submitted. If you enter any of your interest, you will have information as regards which stage of the editorial process it is at.

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Thanks for your contributions to Revista FAVE Sección Ciencias Agrarias.