Publication process for Acta Polytechnica in detail

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1. Manuscript

Use AP LaTeX template to write your manuscript. The template also contains an example and a manual for writing a manuscript. Follow all the specified instructions, the required length of the title and abstract, pay attention to the content and to the form of each part of your manuscript. You can download the Manuscript Example of how to write a paper.

Authors who do not use LaTeX and who are unable to convert their manuscript to LaTeX template can submit their contributions in .doc or .docx files. In this case, use a single-column format, simple line spacing with the simplest possible formatting, and Times New Roman font (size 12), more details in the Word Example.

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Before submitting the manuscript we recommend you to arrange proofreading for the text if necessary.

Your final manuscript for reviewers needs to be submitted in .pdf format with all the figures inserted in the correct position of the text.

2. Registration

Register to our Open Journal System at https://ojs.cvut.cz/ojs/index.php/ap/user/register.

These steps are important during registration:

a) If you have ORCID iD or you to want create it, use the "Create or Connect your ORCID iD" button

b) Fill in both, Given Name and Family Name, please use full names. Do not use only initials. If you used ORCID iD in the previous step, your name will be filled in automatically.

c) Fill in your affiliation accurately and in detail in the following structure: University/Institution, Faculty, Department, full postal address (street, postal code + city, country).

d) We would like to invite you to become a reviewer of Acta Polytechnica. If you are interested in becoming a reviewer in the future, please mark "Yes, I would like to be contacted with requests to review submissions to this journal."

3. Online submission

After logging in, you will see your user account and the current status of your submissions. You can edit your profile and add your ORCID iD/connect your ORCID iD profile (Edit Profile/Public). If you don't have your ORCID iD yet or you need to find out more, please take a look at http://orcid.org/.

Submit your manuscript in eight simple steps:

a) Click „New Submission" button

b) Make a Submission
Insert the title of your article. Select the journal section for which your manuscript is intended. Unless specified otherwise beforehand, e.g. by guest editor instructions, the appropriate section is "Articles".
Check every particular item in "Submission Checklist" carefully. If your manuscript fails to meet any requirement, edit it, and only then submit it.
If your manuscript does not meet the requirements which you approve in this section, it will be automatically rejected.
Fill in the agreement with "Submission Checklist" and "Privacy Consent".

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Fill in Keywords and Abstract identical to the keywords and abstract in your paper.

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Add details for all of the contributors to this submission. To add authors, use the "Add Contributor" button.

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Please, recommend names, contact e-mails and affiliations of potential independent reviewers (with at least Ph.D. degree). You can also enter any additional notes here.

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h) Submit your article with the "Submit" button or save it for later, if you want to add something later.

If you have submitted your manuscript correctly, you will receive a message that it has been submitted to Acta Polytechnica and saved in the Open Journal System (OJS). After logging into the OJS, you will see your submission and you will be able to track its progress throughout the editorial process.

4. Peer review process

The submission is in the first round evaluated by the journal editors according to the following criteria: meeting the journal scope, complying with all formal requirements, submitting correct version for reviewers, observing the author guidelines, and level of language correctness.

Submissions that do not meet these criteria, are automatically rejected. You have the opportunity to complete/correct the required information, and re-submit your contribution.

If the contribution is accepted for the peer review process, it is assigned to two independent reviewers for evaluation. In case both reviews differ considerably or the editors are not satisfied with the quality of either of the reviews, another reviewer is approached.

Until both reviewers complete their evaluations, the submission has the "Review" status in the OJS.

When all the reviews are completed, the editors send authors the reviewers' comments and the decision on acceptance. The outcome of the peer review process may be one of the following:

- "Accept submission" – the submission is accepted without further requirements for changes,
- "Resubmit for Review" – in case at least one of the reviewers asks for revisions,
- "Decline submission" – the submission is rejected due to negative reviews.

Then you upload the revised contribution into the "Revisions" section. That is, the final version of revised contribution according to the reviews in .pdf format with highlighted changes, and letters of responses to the reviews. Each letter should contain detailed point-by-point answers to each question and/or comment of the reviewer.

The corrected version is sent again to the reviewers for evaluation, and its outcome is announced to the author. If further revisions are required, the whole cycle repeats.

In case the decision is "Accept submission", you have to upload your final source files: source text (.tex or .doc/docx format), references (.bib format - required for LaTeX; for MS Word export BIB format from citation manager, if author uses it), all figures from your article (.pdf, .jpg for photos or .png format for plots and drawings) in a zip file, each figure in a separate file. The figures have to be in sufficient size and resolution for printing. The contribution obtains a status "Copyediting".

5. Editing, Proofreading

The accepted version of your manuscript goes through typographical editing. Your submission will be typeset into the final template. You will receive the ready-to-publish version for your final proofreading and approval. If the manuscript has been sent in MS Word, it is necessary to check the proof thoroughly, especially the mathematical symbols and equations where the mistakes are more likely to appear during the conversion to LaTeX. The contribution obtains a status "Production".

After your approval the editors do not adjust the contribution's wording any more, and the contribution is ready for publication.

6. Publication

The article is assigned with DOI during the publication process, and the metadata is forwarded to the databases. Usually within two weeks the contribution appears in Web of Science, Scopus and DOAJ; selected contributions also appear in CAS.

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