



## PUBLICATION PROCESS FOR ACTA POLYTECHNICA IN DETAIL

### 1. ARTICLE

### 2. REGISTRATION

### 3. ONLINE SUBMISSION

### 4 PEER REVIEW PROCES

### 5. EDITING, PROOF

### 6. PUBLICATION

-----

### 1. ARTICLE

For writing a paper, use **Acta Polytechnica LaTeX template** which also contains an example and a handbook for writing a paper. Follow all the specified instructions, required length of title and abstract, and pay attention to both content and form of every part of your paper.

Follow the principles of publication ethics, cite, and if an approval of the holder of author rights (author, publisher) is needed, state it in the text of your paper. Also, give correct links to references in the text, and add DOI in the list of references wherever available. You can search for DOI for citing purposes at <http://www.crossref.org/SimpleTextQuery>.

Authors who do not use LaTeX and who are unable to provide conversion to template can send their contribution in .doc or .docx file. In such a case, it is necessary to use a single-column format with the simplest formatting possible, and Times New Roman 12 font. You can download an example of how to write a paper in LaTeX [here](#).

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

Prepare the contribution written in template / Word as well as all the pictures and graphs inserted in the text as separate files, in .eps, .jpg, .pdf. The pictures have to be in sufficient size and resolution for printing.

A version of your final paper for reviewers needs to be prepared in .pdf format.

## 2. REGISTRATION

Register to our content management system at <https://ojs.cvut.cz/ojs/index.php/ap/user/register>.

These steps are important during registration:

- a) Fill in your affiliation accurately and in detail.
- b) Fill in your ORCID – this information is required from CTU authors and recommended for all other authors. If you don't have your ORCID yet or you need to find out more, please take a look at <http://orcid.org/>
- c) Don't forget to check "Register as Author" at the end of registration. If you are willing to become a reviewer in future, please check also the option "Reviewer" and add keywords describing your specialization.

## 3. ONLINE SUBMISSION

After logging in you will see your user account and current status of your submitted contributions.

You can also submit new contribution in five simple steps:

### STEP 1

- a) Journal Section  
Choose journal section for which a paper is intended. Unless specified otherwise beforehand, e.g. by guest editor instructions, the appropriate section is "article".
- b) Submission Checklist  
Check every particular item carefully, and if your contribution doesn't meet any of the requirements, edit it, and only then re-submit.  
NB! If the contribution does not meet the requirements which you accept in this section, it will be the reason for its refusal.
- c) Copyright notice  
Statement about the originality of publication in this form is obligatory. Be aware that all contributions are examined using CrossCheck which reveals not only proportion but also sources of non-original content.
- d) Comments for the Editor  
Here you can recommend names or affiliations of potential independent reviewers or enter additional notes.

### STEP 2

In this step upload your complete final paper in **.pdf format**; this file will be presented to reviewers.

### STEP 3

Entering the submission data

- a) Enter the details of all authors. For adding another record use the button "ADD Author".
- b) Fill in paper's title and abstract.
- c) Fill in keywords identical to the keywords in your paper.
- d) It is not mandatory to fill in references as they are not displayed along with the article.

#### *STEP 4*

In this step, upload your source files (contribution in .tex or .doc/.docx file and separately all pictures and graphs from the contribution) compressed into .zip or .rar file. You can also upload other files, e.g. additional information/data for reviewers which won't be part of your contribution; in such a case, choose "Present file to reviewers" when submitting the contribution.

#### *STEP 5*

Check your submission and confirm it. If you have submitted it correctly, you will receive a message that the contribution is placed in the content management system (CMS). After logging into CMS, you will see your submission as active.

## **4. PEER REVIEW PROCES**

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

If the submission doesn't meet these criteria, it is rejected. Authors have the opportunity to complete/ correct the required information, and re-submit their contribution.

If a contribution is accepted for 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 prepare their evaluations, the submission has the "In review" status from author's point of view.

Afterwards, the editors send the comments of reviewers and the decision on the outcome of peer review process to the author. The outcome could be one of the following: "Accept submission" – the submission is accepted without further requirements for changes; "Revision required" – in case at least one of the reviewers asks for revision of the contribution, the submission gets the status "Resubmit for review" which means another round of peer review process has been open in CMS.

The author then uploads the revised contribution into "Editor Decision – Upload Author version" section. That is, the final version of revised contribution in .pdf format, and he source files compressed into .zip file the same way as when uploading the submission.

After that, the contribution is sent to 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", the contribution obtains a status "In editing".

## 5. EDITING, PROOF

The author gets a language proof of the contribution to integrate it to the text, either via CMS or e-mail. Within the set period (usually one week) s/he submits or sends a corrected version of the text in a source file, which then goes through typographical editing. The author gets the proof - version prepared for publication - for approval. If the manuscript has been sent in 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.

After author's approval the editors don't adjust the contribution's wording any more, and the contribution is ready for publication.

## 6. PUBLICATION

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

The paper is published under the Creative Commons CC-BY license ([creativecommons.org](http://creativecommons.org)). Under this license, the authors can further distribute the final version of the paper, and publish it in subject databases and via social networks (arXiv, Mendeley, ResearchGate, LinkedIn etc.) as well as deposit it in repositories.

If the authors follow up the results published in this contribution in any other journal/book contribution, they are obliged to cite the source.