

A stylized illustration of a mountain range at the top of the page. The left side shows a yellow and orange landscape, while the right side shows a dark, shadowed mountain range.

geologica acta

NEW SUBMISSION TUTORIAL

www.geologica-acta.site

An Open Access International Earth Sciences Journal

July 2023

First, **register** to the website in order to log in (see link below the credentials box). If you already have an account, but do not remember your **password**, click on the **Forgot Your Password?** link

The registration page features a yellow header with the 'geologica acta' logo and navigation links: Home, About, Current, Volumes and issues, Indexed, Login, Register, and a search bar. The main content area is titled 'Register' and includes a 'Make a Submission' button. A 'Create or Connect your ORCID ID' link is present. The 'Profile' section contains input fields for 'Given Name', 'Family Name', 'Affiliation', and 'Country'. The 'Login' section includes fields for 'Email', 'Username', 'Password', and 'Repeat password'. There are three checkboxes for terms and conditions, a reCAPTCHA widget, and 'Register' and 'Login' buttons at the bottom. A 'Tweets by @geoacta' section is visible on the right side of the page.

The login page features a yellow header with the 'geologica acta' logo and navigation links: Home, About, Current, Volumes and issues, Indexed, Login, Register, and a search bar. The main content area is titled 'Login' and includes a 'Make a Submission' button. It contains input fields for 'Username' and 'Password', a 'Forgot your password?' link, a 'Keep me logged in' checkbox, and 'Register' and 'Login' buttons. The right side of the page displays the affiliation: 'Universitat de Barcelona (UB)', 'Institut de Ciències Barcelona (Geo3BCN)', and 'Institut de Diagnòs Ambiental i Estudis de l'Aigua (IDAEA)'. A 'Statistics' button is also present.

If you forgot your username,
please contact us via e-mail,we
will assist you!

Log in and start a New Submission process (click «New Submission»).

Tasks 2

English View Site becaris

OJS

OPEN JOURNAL SYSTEMS

- QuickSubmit
- URKUND
- Submissions
- Issues
- Settings
- Users & Roles
- Tools
- Statistics
- Support

Submissions

My Queue Unassigned 2 All Active 21 Archives 1003 Help

My Assigned

Search Filters New Submission

No submissions found.

Platform & workflow by
OJS / PKP

Step 1. “START” Journal Section of your manuscript and comments to the Editor.

Tasks 2 English View Site becaris

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section

Articles must be submitted to one of the journal's sections. *

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

A single PDF including:

- Manuscript
- Captions
- Figures
- Tables

Comments for the Editor

Submit As *

Submit in any of the following roles if you would like to be able to edit and publish this submission yourself: Journal manager, Journal editor

Journal manager

Journal editor

Author

Acknowledge the copyright statement

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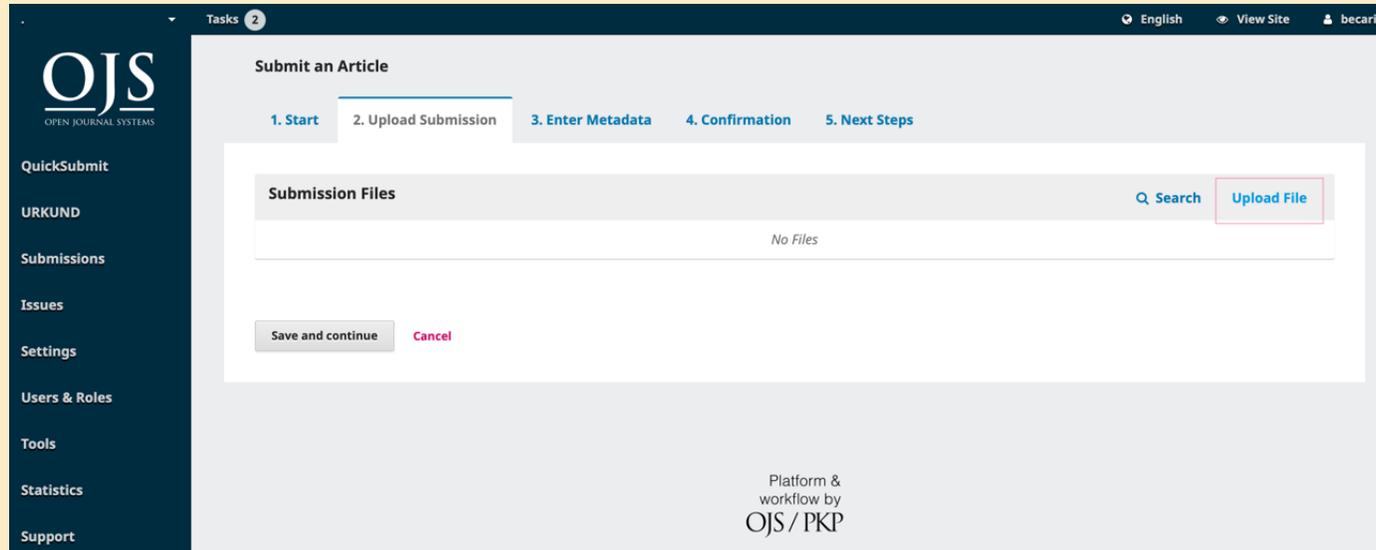
Save and continue Cancel

In the comments for the Editor box, you can suggest reviewers.

Note: If you are not sure which section suits your manuscript, it will most likely be either Article or Short Note. You must submit as an author.

At the end of this step you must click “Save and continue”.

Step 2. "Upload Submission". Click on Upload File.

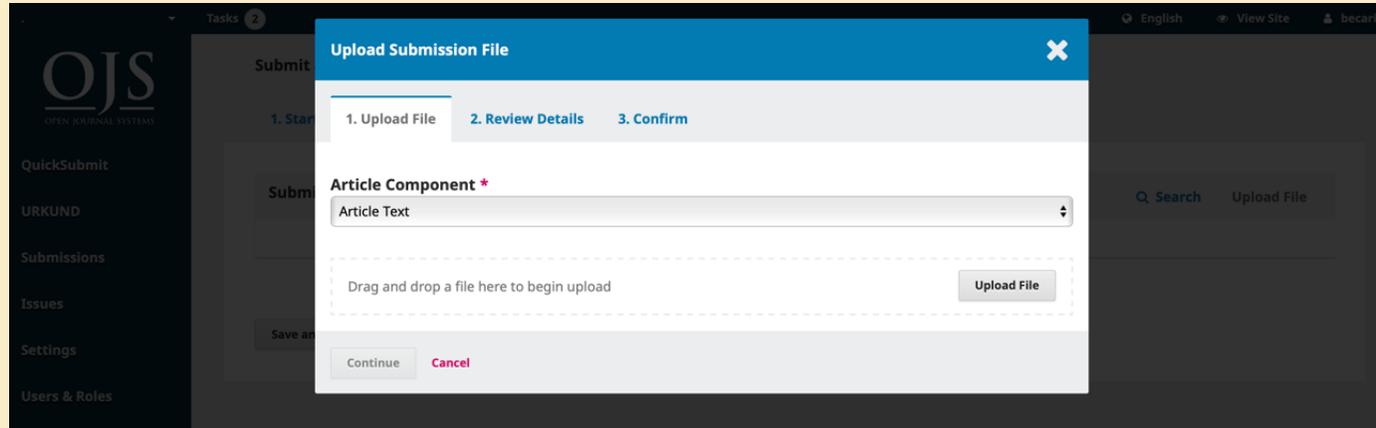


1) Choose article component, drop a file (.pdf) and click "continue".

2) Review details and click "continue".

3) Confirm, you can add another file and click "complete"

At the end of this step you must click "Save and continue".



Step 3. Enter Metadata.

The screenshot shows the 'Submit an Article' form in the OJS system, specifically the '3. Enter Metadata' step. The form includes fields for Prefix, Title (required), Subtitle, and Abstract (required). Below these is a 'List of Contributors' table with columns for Name, E-mail, Role, Primary Contact, and In Browse Lists. There is also a section for 'Additional Refinements' with a 'Keywords' field and a 'References' field. At the bottom, there are 'Save and continue' and 'Cancel' buttons.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix Title *

Examples: A, The

Subtitle

Abstract *

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Ada Rodríguez Martínez	revista.geoacta@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Refinements

Keywords *
Add additional information for your submission. Press 'enter' after each term.

References

Here you must enter:

- 1) Title.
- 2) Short title: summary of 5 to 8 words of the title to be included in the article head.
- 3) Abstract.
- 4) Keywords.
- 5) References: articles, books, websites...consulted and used to elaborate the article. It must be the same references cited in the article.

At the end of this step you must click “Save and continue”.

Step 4. Confirmation. Here you should review the previous steps and the click «Finish the Submission»

Finally, you have completed your New Submission. Congratulations!

Any further questions?

Send us an e-mail to geologica-acta@geo3bcn.csic.es

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