

NEW SUBMISSION TUTORIAL

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An Open Access International Earth Sciences Journal

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 icon. The main content area is titled 'Register' and includes a 'Make a Submission' button. Below the title is a section for 'Create or Connect your ORCID ID' with a 'What is ORCID?' link. 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: 'Yes, I agree to have my data collected and stored according to the [privacy statement](#).', 'Yes, I would like to be notified of new publications and announcements.', and 'Yes, I would like to be contacted with requests to review submissions to this journal.' A reCAPTCHA 'I'm not a robot' checkbox is also present. At the bottom, there are 'Register' and 'Login' buttons and a link to 'Open Journal Systems'. A sidebar on the right contains a 'Statistics' button and affiliation information: 'Universitat de Barcelona (UB)', 'Institut de Ciències Barcelona (Geo3BCN)', 'Institut de Diagnòs Ambiental i Estudis de l'Aigua (IDAEA)', and 'Barcelona (UAB)'. A 'Tweets by @geoacta' section shows a tweet from August 27, 2021, about a new manuscript on Mediterranean sea level limit cycles, and another tweet from August 23rd about a website outage.

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 icon. The main content area is titled 'Login' and includes a 'Make a Submission' button. Below the title is a 'Statistics' button. The login form has fields for 'Username *' and 'Password *', with a 'Forgot your password?' link below the password field. There is a checked checkbox for 'Keep me logged in' and 'Register' and 'Login' buttons. The right sidebar contains the same affiliation information as the registration page: 'Universitat de Barcelona (UB)', 'Institut de Ciències Barcelona (Geo3BCN)', 'Institut de Diagnòs Ambiental i Estudis de l'Aigua (IDAEA)', and 'Barcelona (UAB)'.

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

Tasks 2 English View Site becaris

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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Yes, I agree to abide by the terms of the copyright statement.

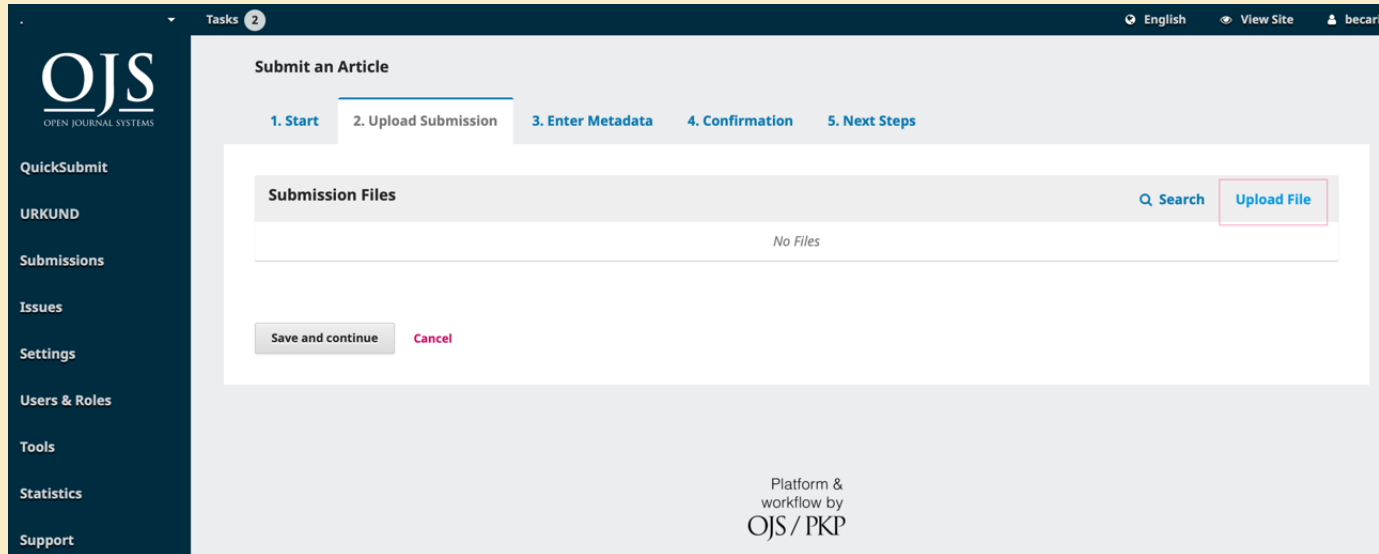
Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

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.

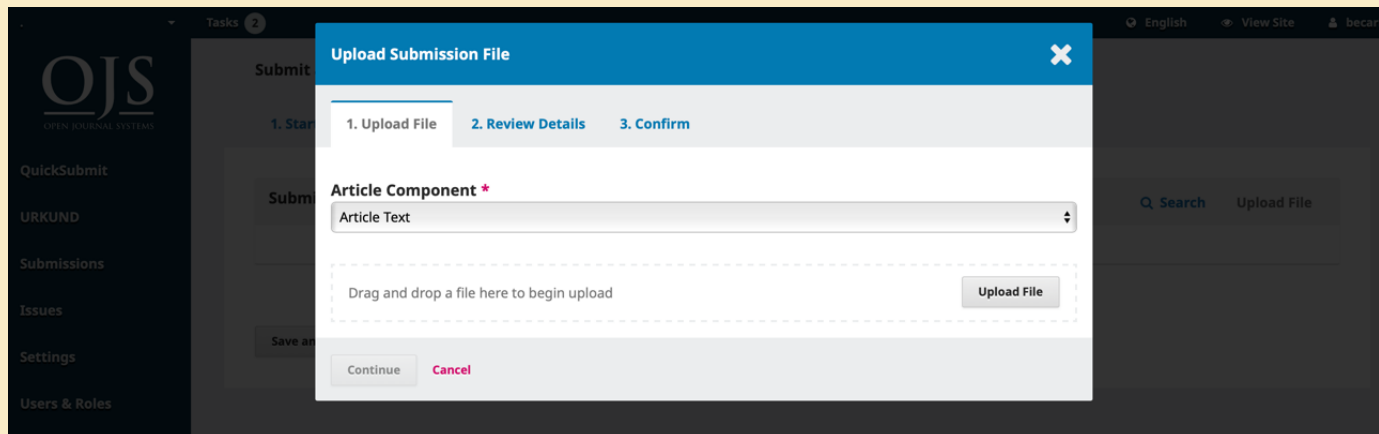


The screenshot shows the OJS 'Submit an Article' interface. The top navigation bar includes 'Tasks 2', 'English', 'View Site', and 'becaris'. The left sidebar lists navigation options: QuickSubmit, URKUND, Submissions, Issues, Settings, Users & Roles, Tools, Statistics, and Support. The main content area is titled 'Submit an Article' and features a progress bar with five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar is a 'Submission Files' section with a search icon and an 'Upload File' button. The area below this section is empty, displaying 'No Files'. At the bottom of the main content area are 'Save and continue' and 'Cancel' buttons. The footer text reads 'Platform & workflow by OJS / PKP'.

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”



The screenshot shows the 'Upload Submission File' dialog box. The dialog has a blue header with the title 'Upload Submission File' and a close button. Below the header is a progress bar with three steps: 1. Upload File (active), 2. Review Details, and 3. Confirm. The main content area contains an 'Article Component *' dropdown menu with 'Article Text' selected. Below the dropdown is a dashed box representing a file upload area with the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. At the bottom of the dialog are 'Continue' and 'Cancel' buttons.

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

Step 3. Enter Metadata. Here you must enter the title, abstract, keywords, references, etc.

The screenshot shows the 'Submit an Article' form in the OJS system, specifically the '3. Enter Metadata' step. The form is divided into several sections: 'Prefix' and 'Title *' (with examples 'A, The'), 'Subtitle', 'Abstract *' (with a rich text editor), 'List of Contributors' (a table with one entry for Ada Rodriguez Martínez), 'Additional Refinements' (with a 'Keywords *' section and instructions to press 'enter' after each term), and 'References'. 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 Rodriguez 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

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@ictja.csic.es