

## Órgão:

Ministry of Science, Technology and Innovation

## Documento:

Flow and interaction between users of the system for submitting files to the periodicals RJO - Brazilian Journal of Ornithology

## Versão:

1.0

## Dt. Emissão:

27/02/2014

## Responsável:

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## Unidade Organizacional:

Museu Paraense Emílio Goeldi

## Sub-Unidade:

Núcleo de  
BioGeoinformática

## Solicitante:

Dr. Marcos Paulo/ Dr. Alexandre Aleixo

## Unidade Organizacional:

Museu Paraense Emílio Goeldi

## Sub-Unidade:

Service Information  
Technology /  
Department of  
Ornithology.

Segue abaixo, os passos para o processo de publicação de artigos que envolvem as etapas de Usuário/Autor.

# Autor

## Sign in system

Start the registration process including a new record in the system for the user not registered yet. As shown below.

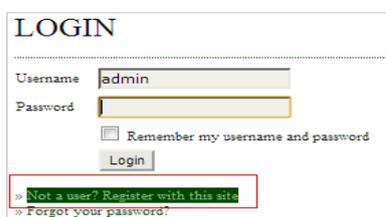


Figura 1 – Creating new user.

After you click this option, the system will open a screen to fill those required for user registration fields. Attention should be paid to the mandatory fields and the "Author", should be marked for the record, as shown below.

# REGISTER

Fill in this form to register with this site.

[Click here if you are already registered with this journal on this site.](#)

## PROFILE

Form Language

To enter the information below in additional languages, first select the language.

Username \*

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password \*

The password must be at least 6 characters.

Repeat password \*

Salutation

First Name \*

Middle Name

Last Name \*

Initials  Joan Alice Smith = JAS

Gender

Affiliation

(Your institution, e.g. "Simon Fraser University")

Signature

Email \*

Confirm Email \*

URL

Phone

Fax

Mailing Address

Country

Bio Statement  
(E.g., department and rank)

Confirmation  Send me a confirmation email including my username and password

Register as  Author: Able to submit items to the journal.

\* Denotes required field

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Figura 2 – User's registration.

## Interaction 1 (Submitting the article)

### Step 1: Starting the Submission

The process of article submission begins by registered users on the system to make the transfer of the article in eMagazine;

**ACTIVE SUBMISSIONS**

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
969	—	ART.BHV	Abreu	UNTITLED	Incomplete DELETE

1 - 1 of 1 Items

**START A NEW SUBMISSION**

 [CLICK HERE](#) to go to step one of the five-step submission process.

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Figure 03: Starting a new submission

The user selects the appropriate session for submission;

**JOURNAL SECTION**

Select the appropriate section for this submission (see Sections and Policies in About the Journal).

Section \*

Figura 04: Sessions for submission.

1. User agrees guidelines to proceed with your submission;

**SUBMISSION CHECKLIST**

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The contribution is original and unpublished and is not being evaluated for publication elsewhere;
- The submission file is in Microsoft Word format, RTF or OpenOffice.
- The text is single-spaced, using a 12-point font; employs italics, rather than underlining (except with URL addresses); figures and tables are placed within the text, not at the end of the document as attachments.
- The text adheres to the stylistic and bibliographic requirements outlined in **INSTRUCTIONS TO AUTHORS**

Figura 05: Diretrizes para submissão.

2. The user selects the option "Copyright";

## COPYRIGHT NOTICE

Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under the Creative Commons Attribution License that allows the sharing of work and recognition of its initial publication in this journal.

Authors are able to take on additional contracts separately for non-exclusive distribution of the version of the work published in this journal (eg, in institutional repository or publish as a book), with an acknowledgment of its initial publication in this journal.

Authors are permitted and encouraged to post their work online (eg, in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as increase the impact and citation of published work

The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

---

Figura 06: Copyright

3. Includes 3 user comments to the editor (optional);

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## COMMENTS FOR THE EDITOR

Enter text (optional)

**Save and continue**

Cancel

\* Denotes required field

Figura 07: Comments for the editor.

4. **Step 2: Submission Submission**

The user performs upload of the article;

## STEP 2. UPLOADING THE SUBMISSION

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Janaina Nascimento for assistance.

### SUBMISSION FILE

No submission file uploaded.

Upload submission file  Nenhum arquivo selecionado.  ENSURING A  
BLIND REVIEW

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Figura 08: Article upload

5. After sending the file, the user can replace it if you have sent the wrong file, "replace submission file";

**SUBMISSION FILE** submitted file

File Name	<input type="text" value="970-3695-1-SM.pdf"/>
Original file name	aral-Completa.pdf
File Size	19MB
Date uploaded	2014-03-27 02:48 PM

used to replace the submitted file

Replace submission file  Nenhum arquivo selecionado.  ENSURING A  
BLIND REVIEW

Figura 09: Replacement of the article.

### 6. **Step 3: Fill data submission**

The user must fill in the details about the author. Fields with an asterisk are required. If the article has more than one author should be included on "Add author";

## STEP 3. ENTERING THE SUBMISSION'S METADATA

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

### AUTHORS

First Name *	<input type="text" value="Alexandre"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Aleixo"/>
Email *	<input type="text" value="aleixo@museu-goeldi.br"/>
URL	<input type="text"/>
Affiliation	<input type="text" value="PG- Ecology, Department of Zoology, University of Campinas, SP, Brazil."/>
	(Your institution, e.g. "Simon Fraser University")
Country	<input type="text"/>
Bio Statement (E.g., department and rank)	<input type="text"/>
Google Analytics account number	<input type="text"/>

To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).

### TITLE AND ABSTRACT

Title *	<input type="text"/>
Abstract *	<input type="text"/>

\* Denotes required field

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Figure 10: Details about the author and the article description.

## 7. **Step 4: Sending additional file**

The user can add additional files in order to assist in understanding and evaluating the submission; (Optional).

*Home > User > Author > Submissions > New Submission*

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### STEP 4. UPLOADING SUPPLEMENTARY FILES

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1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

---

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

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Upload supplementary file  Nenhum arquivo selecionado.  ENSURING A  
BLIND REVIEW

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Figure 11: Supplementary Files.

## 8. **Step 5: Confirmation of Submission**

The user must confirm the submission process "Finish Submission". The user can at any time access your submission. If you wish to cancel the submission process just click "cancel".

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## STEP 5. CONFIRMING THE SUBMISSION

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1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Revista Brasileira de Ornitologia - Brazilian Journal of Ornithology click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Revista Brasileira de Ornitologia - Brazilian Journal of Ornithology.

### FILE SUMMARY

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ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
3696	ARA1-COMPLETA.PDF	Submission File	19MB	03-27

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Figure 12: Confirmation of article submission.

### Interaction 2 (See Corrections Reviewer and make changes if necessary)

. 1 After the Reviewer make changes and send the corrected article, the author can view this file  
PEERREVIEW> Round 1> Uploaded file;

## ANNOUNCEMENTS

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [#957](#) > [Review](#)

### #957 REVIEW

[SUMMARY](#)   [REVIEW](#)   [EDITING](#)

#### SUBMISSION

Authors      Alexandre Aleixo, Carlos Magno   
Title          New paper on Turdus  
Section        Article/Ecology  
Editor         Alexandre Aleixo 

#### PEERREVIEW

##### ROUND 1

Review Version      957-3612-1-RV.DOCX 2014-02-17  
Initiated             2014-02-17  
Last modified        2014-03-27  
Uploaded file        None

#### EDITOR DECISION

Decision             **Accept Submission 2014-03-27**  
Notify Editor         Editor/Author Email Record  2014-03-27  
Editor Version        None  
Author Version       None

Upload Author Version       Nenhum arquivo selecionado

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Figure 13: Decision, Review and replacement of item.

1. In "EDITOR DECISION," the author can override the file, if you sent the wrong for the publisher to send the publishing layout; (Figure 13)

#### 1. Interaction 3 (See the copyeditor corrections and make changes if necessary)

After Copyeditor correct the article, the user, in the "EDITING", copyediting area, may download the file in Phase 1 (Initial copyediting);

## COPYEDITING

Copyeditor	Teste Copyeditor	REQUEST	UNDERWAY	COMPLETE
<b>REVIEW METADATA</b>				
1.	Initial Copyedit File: 957-3699-2-CE.DOCX 2014-03-27	2014-03-27	2014-03-27	2014-03-27
2.	Author Copyedit File: None Escolher arquivo 957-3699-1-CE.docx Upload	2014-03-27	2014-03-27	
3.	Final Copyedit File: None	—	—	—

Copyedit Comments  No Comments

Figure 14: Download, Articles Upload and Ending in "COMPLETE" icon.

The author must make the changes and send the article in the upload field; (Figure 14)

2. The author must end in COMPLETE icon; (Figure 14)

You must send an email to the Editor and Chief Copyeditor;

## SEND EMAIL

To  Teste Copyeditor <copyeditor@gmail.com>

CC  editoriarbo@gmail.com

BCC

Send a copy of this message to my address (aleixo@museu-goeldi.br)

Attachments  Nenhum arquivo selecionado

From "Alexandre Aleixo" <aleixo@museu-goeldi.br>

Subject [BJO] Copyediting Review Completed

Body

Teste Copyeditor:

I have now reviewed the copyediting of the manuscript, "New paper on Turdus," for Revista Brasileira de Ornitologia - Brazilian Journal of Ornithology, and it is ready for the final round of copyediting and preparation for Layout.

Thank you for this contribution to my work,  
Alexandre Aleixo

Figure 15: Sending email.

(Note: In the "CC" field, automatically the field will show the Editor's email, but you must switch to the Chief Editor: "editoriarbo@gmail.com");

#### Interaction 4 (See Corrections Chief Editor and make changes if necessary)

After receiving the request from the Chief Editor, the author must make their changes, if it has, at "Proofreader CORRECTIONS", located in the "EDITING" page, in the area of PROFFREADING;

Layout Comments [No Comments](#)

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### PROOFREADING

Proofreader      Teste Proofreader  
REVIEW METADATA

		REQUEST	UNDERWAY	COMPLETE
1.	Author	2014-03-28	2014-03-28	<a href="#">[E]</a>
2.	Proofreader	—	—	—
3.	Layout Editor	—	—	—

Proofreading Corrections [No Comments](#) [PROOFING INSTRUCTIONS](#)

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Figure 16: Proofreader corrections.

1. On "Proofing Instructions", the author can read the instructions on how to make changes. Such changes should be made in the document. At the "Corrections Proofreader" will be registered only changes that will be required";

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### PROOFREADING

Proofreader      Teste Proofreader  
REVIEW METADATA

		REQUEST	UNDERWAY	COMPLETE
1.	Author	2014-03-28	2014-03-28	<a href="#">[E]</a>
2.	Proofreader	—	—	—
3.	Layout Editor	—	—	—

Proofreading Corrections [No Comments](#) [PROOFING INSTRUCTIONS](#)

Figure 17: Start Proofreading instructions.

2. The author must end on << COMPLETE >> by sending an email to the Layout Editor and Proofreader;

## PROOFREADING

Proofreader      Teste Proofreader

REVIEW METADATA

		REQUEST	UNDERWAY	COMPLETE
1.	Author	2014-03-28	2014-03-28	
2.	Proofreader	—	—	—
3.	Layout Editor	—	—	—

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Proofreading Corrections  2014-03-28    [PROOFING INSTRUCTIONS](#)

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Figure 18: End to "Complete".