IC Publishers Panel

Guide for Authors

Warsaw 2014
Index Copernicus International is an international, specialized platform for promoting scientific achievements, as well as supporting national and international collaboration between scientists, publishers of scientific journals and scientific entities. A special tribute to our experience is the realization in partnership with the Ministry of Science and Higher Education Information System of Higher Education POL-on, in which experts Index Copernicus are responsible, among others, for preparing and supporting the parameterization of scientific journals and scientific achievements of individuals.
IC Publishers Panel is a comprehensive system to manage the process of editing tasks in scientific journals. Allows you to:

- Publishing on-line version of journals, greatly improving its accessibility, giving international prestige and enabling the continuity of publishing at significantly lower cost.
- Managing language versions of journals and manuscripts - among other things, allows a journal in one or more languages of the Congress.
- Reviewing the process, including establishing cooperation with polish and foreign reviewers.
- The analysis of statistics visit website and the number of downloads of both abstracts and full of content which scientific articles, which allows development strategy for the journal.
- Keeping the publishing process, including the collection of manuscripts.
The use of electronic documents through **IC Publishers Panel** allows you to:

1. The introduction of all the elements of the article:
   - Keywords and authors.
   - Titles and abstracts.
   - Message to the Editorial Staff article and additional files.

2. Check the current status of the article (added, sent for review, reviewed, accepted or rejected).

3. Receive notification confirming the submission of article and information about stages of the article, which excludes unnecessary misunderstanding.

4. Efficient correspondence and exchange of information with the Editorial Staff.
Websites for scientific journals that arose through IC Publishers Panel are prepared in accordance with international standards.

The content allows users quickly and easily search necessary information. Simple and clear layout of website ensures its functionality and ease of to navigate.
Authors can submit your articles to scientific journals benefiting from the IC Publishers Panel through the website of the selected journal. For this purpose it is necessary to register.

**Step 1.** "Create new account" - to create a new account (see red arrow) / Login - putting in an empty field name (Username) and password (Password).

To login or register, go to the "For Authors".
**Step 2.** To register, you must complete the empty fields. After selecting "Proceed", please go to the next step, which is to verify and confirm data.
**Step 3.** After entering the data, we can check their correctness. In case of error, we can modify them, returning to the previous step by selecting the „**Go Back**“ or complete the process by selecting „**Finish**“.

![Registration Form](image)

**Step 4.** Upon completion of the registration process, select „**Login**“ by entering a username, password and log in to the system.
Step 5. After logging in the vertical menu (left side), we can:

• Change your password by selecting "Change Password" and edit the data entered in the "Personal Data".

• Submit an article for publication "Add new article" - without a statement of copyright and fill the indicated fields author can submit their work to the Editorial Staff. The declaration consists of the elements identified by the Editorial Staff. This indicates a high level of integrity and applied ethical standards.

• Check status of submitted articles in the "My Articles" – through it automating the process and comprehensive support for all activities author receives a notification of change of status of the article, being current on the stage it has reached in the article.
To submit an article to the selected Editorial Staff must log in and serially:

1. Accept the copyright statement (see red arrow).

REMEMBER: The statement consists of points determined by the Editorial Staff.
2. After accepting the **declaration of copyright the author** is required to clarify the scientific field (predetermined by the Editorial Staff). Sequentially enter a minimum of **3 keywords**.

Your saved keywords  *(You have to choose at least three keywords !!!)*

---

Type the Name

Important!
In order to find requested word please write whole word or fragment of it.
System will screen automatically list of similar words. Please select matching word and click "Add" button.
If the system did not find similar words please write appropriate keyword and click "Add" button.

Type keyword:  

Add
3. The next step is to specify authors, including at least one author correspondence and determine their contribution to this article selecting "Add to the list of authors".

After adding all the authors should be click the "Save the authors and continue" (see red arrow).
4. The necessary condition is the introduction by the author **title and abstract** in English and native language.

You must also specify submitted type of article (original article, review, ccommunication, case study, etc.).
5. **IC Publishers Panel** allows authors to submit their comments and observations in an empty field, which refers to the content of the article and its structure. Added comment is sent to the Editorial Staff with the article.
6. In the last step, you must add article in the appropriate format (PDF, doc., rtf.) and attach files containing tables, figures and others.
Submitting a manuscript through an electronic system to manage the process editorial

IC Publishers Panel:

- Provides compatibility of the whole process, saving time and realize the whole process in one place.
- You can check the status of submitted articles.
- The Editorial Staff that use IC Publishers Panel implement international standards of cooperation.

Dear author, thanks to the functionalities contact with the Editorial Staff is stable and comfortable, forming the basis for long-term cooperation.

Simple operation for comfort of use and quick to find the most important information.
In case of technical problems please contact with the Office of the Index Copernicus via email: support@indexcopernicus.com or by phone: + 48 22 420 32 74.

We invite you to visit our website and familiarize with the products Index Copernicus International, entering the link given below:

www.indexcopernicus.com

Invitation to cooperation!

Team of Index Copernicus International