

System instruction



Publication of scientific articles

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In the ICI World of Journals database the presented magazines data are divided into several sections. Apart from the information on the composition of the editorial team, publisher, online version or description. The Editors can add information about the content of individual editions. **The system allows you to enter information about published scientific articles in the journal, i.e. summaries, full content in PDF format, and an attachment bibliography.**

Index Copernicus for all Editors provides a free, easy-to-use IT system that allows you to quickly enter published articles. These contents can be added to the Journal Passport in the "**Issues and contents**" in a mass (XML) or individually way.

We encourage to regularly supplement the archival issues and add new publications which provides:

- attendance in the ICI World of Papers <https://journals.indexcopernicus.com/article/search>
- growth in the number of recipients, promotion of publications, and recognition among the scientists from around the world,
- participation of the journal in the process of solving citation,
- meeting the transparency component of the Magazine Passport, which is one of the activities that aims to detect the practice called "*Predatory Journals*".

The up-to-date information presented in the Journal Passport and the current publishing achievements increase the scope of the periodical by helping you to enhance the citation rates. Sharing the publications metadata and information about the authors' contribution to the process of their creation, guarantee the researchers visiting our database the transparency of editorial activities. Thanks to the introduction of a complete set of information on scientific publications, references to journals registered in the ICI World of Journals database are identified.

Currently, more than 59 thousand magazines are registered in our database, and the number of users visiting of our website exceeds 70,000 each month. Therefore, the [ICI World of Journals](#) / [ICI Journals Master List](#) capabilities will allow you to increase the impact of the magazine, help in establishing international cooperation, and enhance indicators of quotation.

1. Import issues in XML format

If you want add the issue of your journal by using XML file, please click “**Import issues and content**”

All issues moda

Shows 10 positions Search

Volume	Number	Year	Date of publication	Date on the cover	Number of articles added to the edition / Number of articles declared in the edition issue	Visibility	Cover	Actions
No data								

Shows 0 out of 0 records

The XML file should be entered in accordance with the XSD schema, detailed instructions on checking their compliance is available after going to the above-mentioned bookmark.

The ICI World of Journals system also allows you to import journals from the POL-index system.

Import for journal:

Download xsd [here](#)

Click or drop files here to upload

Import

XML files downloaded from the POL-index system are not complete - they do not have summaries of articles. In order to meet the condition of completeness of the editions of the Journal Passport, please complete the missing information.

2. Individual adding of the articles

In order to enter information about published articles individually, it is necessary to create an appropriate issue of the journal. To do this, please select the "Add issue" button.

All issues moda Import issues and content Add issue

Shows positions Search

Volume	Number	Year	Date of publication	Date on the cover	Number of articles added to the edition / Number of articles declared in the edition issue	Visibility	Cover	Actions
No data								

Shows 0 out of 0 records << >>

Issues

/ Issues / Issue form

Edit issue

Volume:

Number:

Year:

np. 2015

Number of articles:

Date of publication:

Date on the cover:

Visibility

The publication form must be completed with information on the inserted element.


The number of the **Volume** and the **Year** of publication is obligatory information which you have to give.

At the bottom of the page is the "**Cover edition**" field, where you can add / edit graphics with its cover.

The maximum width of the cover is 200px. If the cover is too big, you can reduce its size eg in Paint

Cover of the issue

Click or drop files here to upload



(The maximum cover width is 200px)

Cancel Add

The whole should be confirmed by clicking the "**Add**" button located in the bottom right corner.

a) Insertion of the article's metadata

To upload an article to the issue please click on „Articles” button next to a chosen position

All issues moda Import issues and content Add issue

Shows 10 positions Search

Volume	Number	Year	Date of publication	Date on the cover	Number of articles added to the edition / Number of articles declared in the edition issue	Visibility	Cover	Actions
1	4	2017	2017-08-08		0 / 40	Yes		Edit Delete Articles

then please click „Add new article”.

Articles

Issues / [Articles in the issue 2016 - 1](#)

List of articles available for the issue Year 2016, Volume 1 [\(Return to list of issues\)](#) [Add new article](#)

Search!

Title **Date of publication**

Attention!
Complete the publication languages in the journal form to be able to add articles!

Add new article

Search!

Date of publication

When you try to add a new article you may see message in the near of graphic.

To complete the publication languages in the journal form (i.e. in the Journal Passport edition), go to the "My journals" and select "Edit".

Add New/Edit Article

Article's title:

Language version: AF

Article type:

Abstract:

Article publication date:

Pages from:

Pages to:

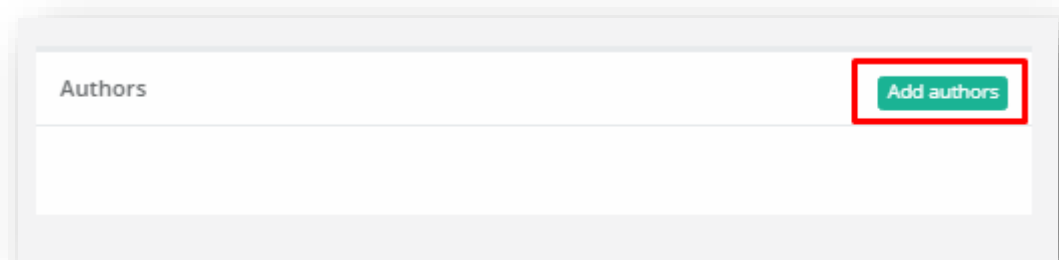
DOI number:

Keywords:

In the article form it is necessary to insert:

- title,
- type of an article,
- abstracts.

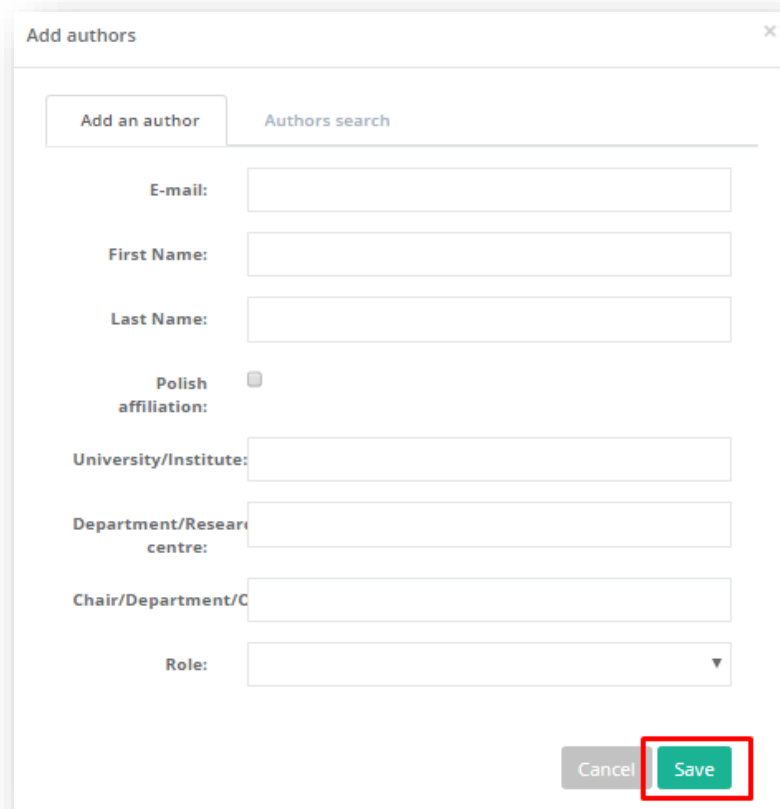
Choose „**Add authors**” to insert information about authors.



Authors

Add authors

The image shows a horizontal panel with the word "Authors" on the left and a green button labeled "Add authors" on the right. The button is highlighted with a red rectangular border.



Add authors

Add an author Authors search

E-mail:

First Name:

Last Name:

Polish affiliation:

University/Institute:

Department/Research centre:

Chair/Department/Centre:

Role:

Cancel Save

The image shows a dialog box titled "Add authors" with a close button (X) in the top right corner. It contains two tabs: "Add an author" (selected) and "Authors search". The "Add an author" tab has several input fields: "E-mail:", "First Name:", "Last Name:", "Polish affiliation:" (with a checkbox), "University/Institute:", "Department/Research centre:", "Chair/Department/Centre:", and "Role:" (with a dropdown arrow). At the bottom, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular border.

Fill in accordance with the description and „**Save**”

b) Insertion of the attachment bibliography

The screenshot shows a form titled "Add a bibliographical note". It contains two input fields: "Item" and "Contents", both highlighted with red boxes. Below these is a larger text area containing the text "1. Sample Bibliography", also highlighted with a red box. To the right of each input field are "Clean" and "Save" buttons.

In the article form you can add bibliography.

References can be added individually by entering the footnote number in the "Item" field and the content of the footnote in the "Content" field, or insert all data in the same time in the window below. Each item should be numbered and start in a new line. Microsoft Word is helpful in formatting.

In last step please choose „**Save**”

To insert the whole content of the article in PDF format, select the appropriate file from the computer disk and insert in the appropriate window.

The whole article form should be confirmed by selecting the "Save" button.

The screenshot shows a file upload dialog box titled "PDF file(-.pdf)". It features a dashed green box for file selection with a cloud and upload icon in the center. At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box.