

Tutorial

for authors



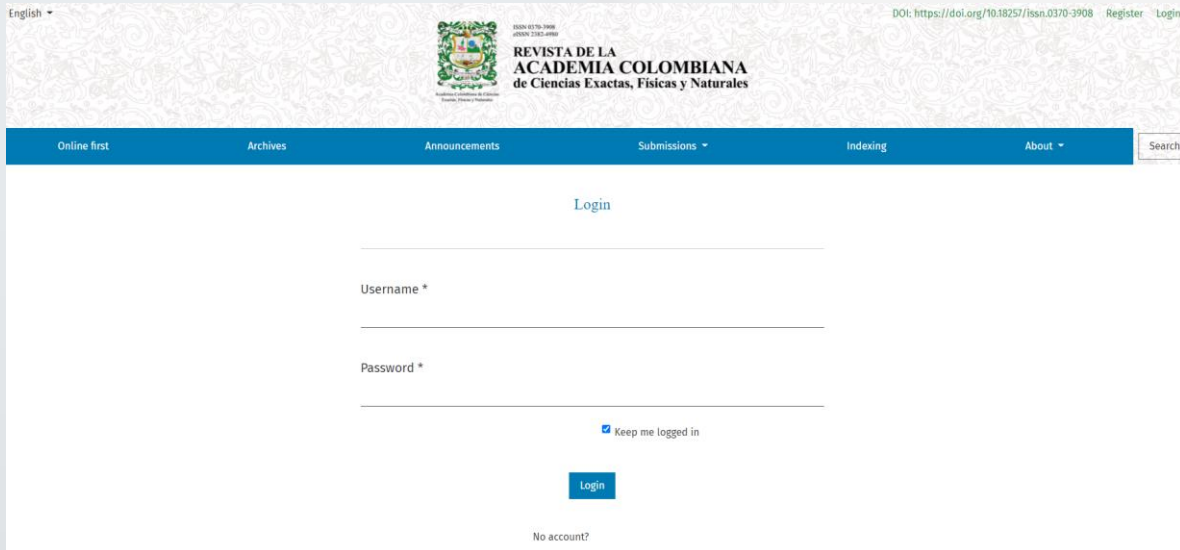
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ACADEMIA COLOMBIANA**
de Ciencias Exactas, Físicas y Naturales



Tutorial for authors

Enter the Magazine platform



The screenshot shows the login page of the magazine's platform. At the top, there is a navigation bar with the following links: [English](#), [Online first](#), [Archives](#), [Announcements](#), [Submissions](#), [Indexing](#), [About](#), and a [Search](#) button. The main content area is titled "Login" and contains two input fields: "Username *" and "Password *". Below these fields is a checkbox labeled "Keep me logged in" which is checked. A blue "Login" button is positioned below the checkbox. At the bottom of the form, there is a link for "No account?". The page header includes the magazine's logo, ISSN information, and a DOI link: <https://doi.org/10.18257/issn.0370-3908>, along with "Register" and "Login" links.

If you do not have a username and password, please register on the magazine's platform



Register

 Create or Connect your ORCID iD

What is ORCID?

PROFILE

LOGIN

Given Name *

Email *

Family Name

Username *

ptenjovillalba

Affiliation *

Password *

Country *

Repeat password *

Login with the username and password generated by the platform

Login

Username *

Password *

Keep me logged in

[No account?](#)



Click on the [New Submission](#) tab

Submissions

My Queue 1 Help

My Assigned Filters **New Submission**

1574 **Review Assignment**
Proof text Review Submitted View

You have been assigned an editorial role for this submission. Would you like to access the [Editorial workflow?](#)

Fill out the forms requested by the platform in the five steps of submission.

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. **

Section

Physical Sciences

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

Section Policy

The journal publishes original scientific articles in Physical Sciences

Make a new submission to the **Physical Sciences** section.

In the Home tab you must select the [Language](#), the [Section](#) Read and mark all [Submission Requirements](#) items

Submission Requirements

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

- Detailed checklist for manuscript submission
- Typology of articles published in the journal
- Indications to the authors
- Submission and presentation of the manuscript
- Manuscript structure
- Additional information

Complete the following:

- 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](#).

When finished, you must mark the acceptance of the copyright statement and click [Save and continue](#)

Save and continue

On the [Upload Submission](#) tab

Submit an Article

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

Files [Add File](#)

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)




[Save and continue](#) [Cancel](#)

Upload the files corresponding to the shipment by clicking on [Add file](#)

Submit an Article

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

Files [Add File](#)

 carta-de-sometimiento.docx	Reviewers response letter	Edit	Remove
 1130-figura-1.tif	Figures	Edit	Remove
 prueba-de-texto.docx	Article Text	Edit	Remove

[Save and continue](#) [Cancel](#)

On the [Enter metadata](#) tab

Submit an Article

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


Prefix ☯

Title * ☯

Examples: A. The

Subtitle ☯

Abstract *

 ☯



The step to add the metadata of the manuscript and the information of the authors and collaborators will be displayed.

In [Add Contributor](#), the information of each of the authors must be filled out:

- Name
- Surnames
- Affiliation
- Country
- Email



Add Contributor

Name

*Given Name ** *Family Name*

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

*Email **

Country

*Country **

User Details

See below to request authenticated ORCID iD

Homepage URL *ORCID iD*

Affiliation

Select the author in the [Collaborator role](#) and if he is a corresponding author, click [Main Contact](#)

Contributor's role *

- Author
- Translator

- Principal contact for editorial correspondence.
- Include this contributor in browse lists?

If the author has [ORCID](#) select to receive mail and link ID

ORCID

ORCID iD not authenticated! Please request authentication from the contributor.

- Send e-mail to request ORCID authorization from contributor
- Delete ORCID iD and access token!

In [Confirmation](#) of, you will be asked to validate that all the files and information entered is correct

Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

If you are ready you must click [Finish Submission](#)

Finish Submission

You can go back to any of the previous steps if you wish.

The shipment has been made. An automatic email will be sent with the necessary data. You can also check it by entering the platform and reviewing the shipments

Submit an Article

[1. Start](#) [2. Upload Submission](#) [3. Enter Metadata](#) [4. Confirmation](#) [5. Next Steps](#)

Submission complete

Thank you for your interest in publishing with Revista de la Academia Colombiana de Ciencias Exactas, Físicas y Naturales.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)