

Tutorial

for authors

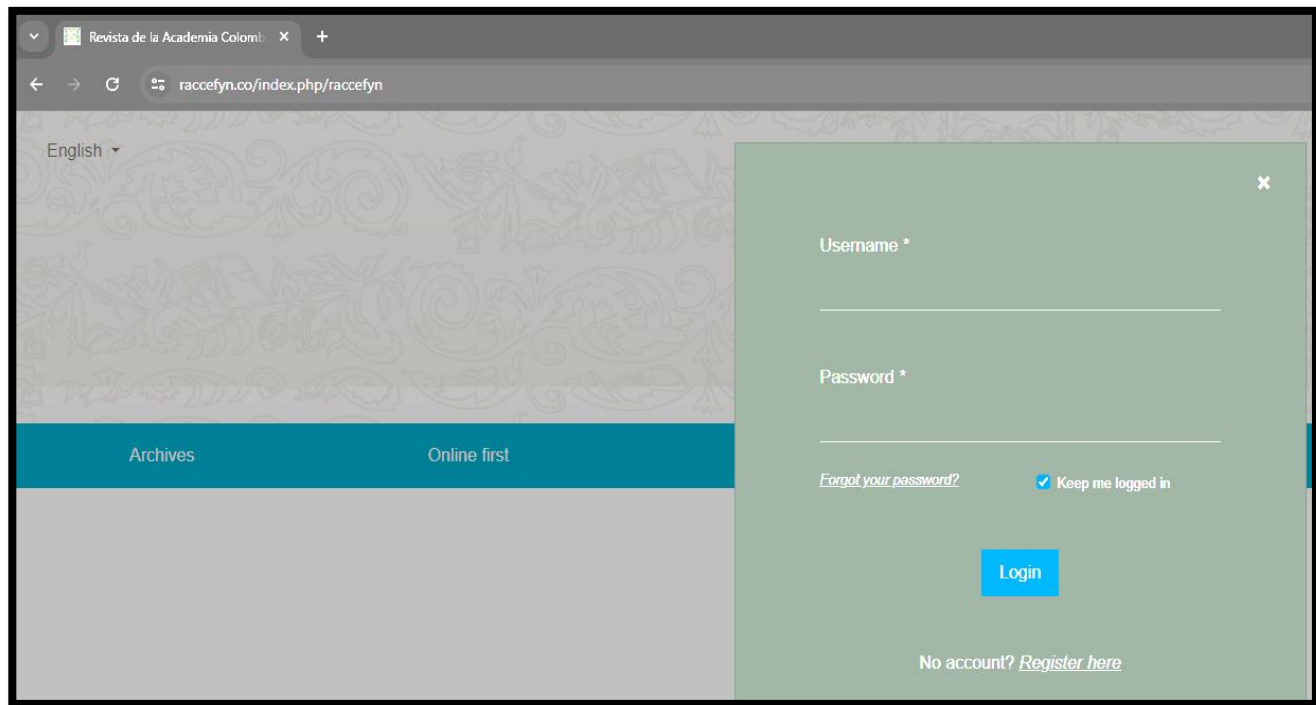
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Enter the journal platform




The screenshot shows a web browser window with the URL `raccefyn.co/index.php/raccefyn`. The page features a navigation bar with "Archives" and "Online first" links. A modal login form is overlaid on the right side, containing the following elements:

- Language selector: "English ▾"
- Username field: "Username *"
- Password field: "Password *"
- Links: "[Forgot your password?](#)" and " Keep me logged in"
- Login button: "Login"
- Registration link: "No account? [Register here](#)"

If you do not have a username and password, please register on the journal platform.

Register

 Create or Connect your ORCID ID

[What is ORCID? PROFILE](#) [LOGIN](#)

| | |
|----------------------|---|
| Given Name * | Email * |
| <input type="text"/> | <input type="text"/> |
| Family Name | Username * |
| <input type="text"/> | <input type="text" value="ptenjovillalba"/> |
| Affiliation * | Password * |
| <input type="text"/> | <input type="password" value="....."/> |
| Country * | Repeat password * |
| <input type="text"/> | <input type="text"/> |

Login with the username and password generated by the platform.

Login

Username *

ptenjovillalba

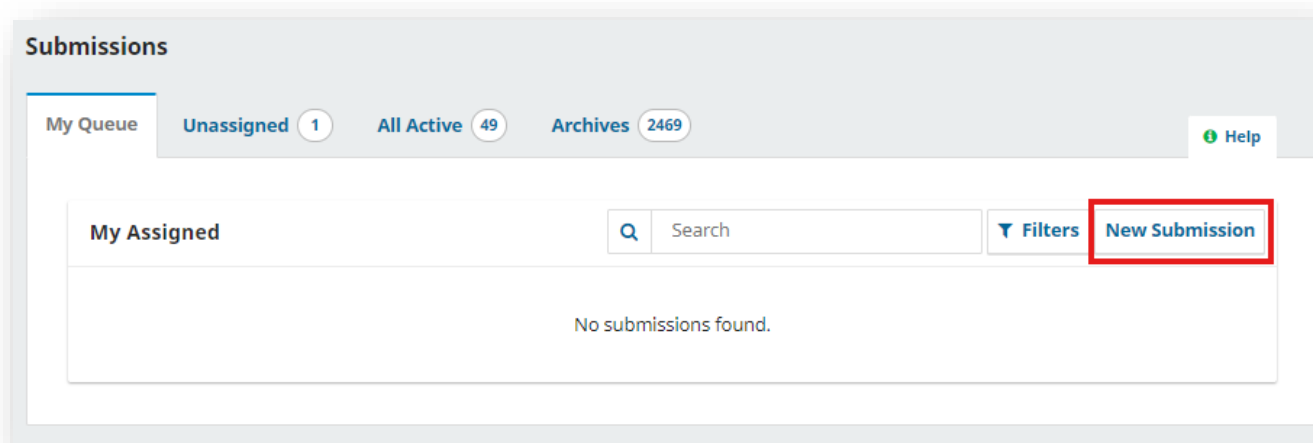
Password *

.....

Keep me logged in

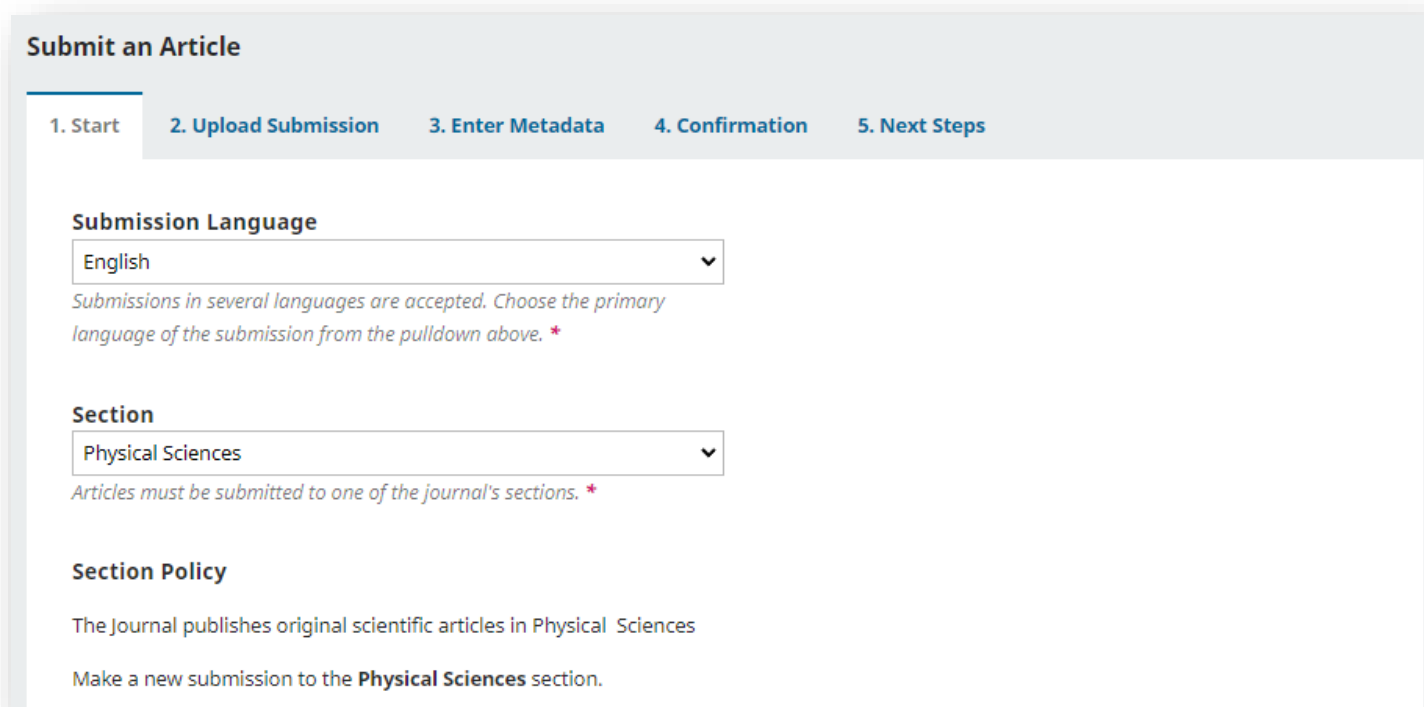
[Login](#)

Click on the **“New Submission”** tab.



The screenshot shows the 'Submissions' dashboard. At the top, there are tabs for 'My Queue', 'Unassigned 1', 'All Active 49', and 'Archives 2469'. A 'Help' icon is visible on the right. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a 'Filters' button and a 'New Submission' button, which is highlighted with a red rectangle. Below the search bar, the text 'No submissions found.' is displayed.

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



The screenshot shows the 'Submit an Article' form. At the top, there are five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The '2. Upload Submission' step is selected. Below the steps, there are three main sections: 'Submission Language', 'Section', and 'Section Policy'. The 'Submission Language' section has a dropdown menu with 'English' selected. Below it, there is a note: 'Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. *'. The 'Section' section has a dropdown menu with 'Physical Sciences' selected. Below it, there is a note: 'Articles must be submitted to one of the journal's sections. *'. The 'Section Policy' section has the text: 'The Journal publishes original scientific articles in Physical Sciences' and 'Make a new submission to the **Physical Sciences** section.'

In the **“Home”** tab, select **“Language”**,

then, in the section “**Read**”, mark all the “**Submission requirements**”.

Submission Requirements

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

- Detailed checklist for manuscript submission ([Text check list](#) - [Text check list in LaTeX](#))
- Detailed checklist for manuscript authorship ([Authorship check list](#))
- Submission Letter
- Ethics considerations ([download template](#))

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, mark the acceptance of the copyright statement, click **“Save and continue”**.

Save and continue Cancel

On the “**Upload Submission**” tab, click “**Add File**” to upload the files to be submitted.

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](#)

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.png | Figures | Edit | Remove |
|  Prueba de texto.docx | Article Text (Required) | Edit | Remove |

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

On the “**Add Contributor**” tab, fill out the following information about each of the authors:

- Name, Surname
- Affiliation
- Country
- Email
- ORCID

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

Homepage URL *ORCID ID*

See below to request authenticated ORCID ID

Affiliation

Select the **“Collaborator author”** and click **“Main Contact”** if he/she is a corresponding author.

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!

On the **“Confirmation”** tab, validate that all the files and information entered are 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](#)

Finally, click **“Finish Submission”**.

Finish Submission

Cancel

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

“Next steps” tab

Your submission is finished. You will receive an automatic email with the necessary data. You can also access the platform to check your submission.

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](#)