FACULTY OF CIVIL ENGINEERING CTU IN PRAGUE

CIVIL ENGINEERING JOURNAL

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Publication process in detail

Article

For writing a paper, use the **Civil Engineering Journal MS Word template**. Follow all the specified instructions, required length of title and abstract, and pay attention to both content and form of every part of your paper.

Follow the principles of publication ethics, cite, and if an approval of the holder of author rights (author, publisher) is needed, state it in the text of your paper. Also, give correct links to references in the text, and add DOI in the list of references wherever available. You can search for DOI for citing purposes at http://www.crossref.org/SimpleTextQuery.

Before submitting the paper, we recommend you to arrange proofreading for the text if necessary.

Prepare the contribution written in template - MS Word. Make sure, that pictures have a sufficient size and resolution for printing.

A version of your final paper for reviewers needs to be prepared in doc/.docx format.

Registration to OJS

Register to our content management system at https://ojs.cvut.cz/ojs/index.php/cej/user/register?source=, see Figure 1.

These steps are important during registration:

a) Fill in your affiliation accurately and in detail.

b) Fill in your ORCID –this information is required from CTU authors and recommended for all other authors. If you don't have your ORCID yet or you need to find out more, please take a look athttp://orcid.org/

c) Don't forget to check "Register as Author" at the end of registration. If you are willing to become a reviewer in future, please check also the option "Reviewer" and add keywords describing your specialization.

Register

[ID] Create or Connect your ORCID ID   What is ORCID?

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> John

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> Testman

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> Iniversity of Life, Faculty of Civil Engineering

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> JohnnyT

Password *
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☑ Yes, I agree to have my data collected and stored according to the privacy statement.

☑ Yes, I would like to be notified of new publications and announcements.

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Reviewing interests

> Life ✕ monitoring ✕ Engineering ✕ Computer simulations ✕ Concrete & Cement ✕ Road ✕ management ✕
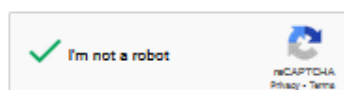
☑ I'm not a robot reCAPTCHA Privacy - Terms

Register   Login

Figure 1 - Registration

Online manuscript submission

After logging in you will see your user account and current status of your submitted contributions. You can also submit new contribution in five simple steps:

STEP 1 – Start

a) **Submission Checklist** - Check every particular item carefully, and if your contribution doesn't meet any of the requirements, edit it, and only then re-submit.
Note! If the contribution does not meet the requirements which you accept in this section, it will be the reason for its refusal.

b) **Copyright notice** - Statement about the originality of publication in this form is obligatory. Be aware that all contributions are examined using CrossCheck which reveals not only proportion but also sources of non-original content.

d) **Comments for the Editor** - Here you can recommend names or affiliations of potential independent reviewers or enter additional notes.

Figure 2 – Step 1 - Start

STEP 2 – Upload submission

In this step upload your complete final paper in .docx format; this file will be presented to reviewers. Click Save and continue after the upload.

a) Upload file – As an "Article Component" choose "Article text", Figure 2

Figure 3 – Step 2 – Upload file
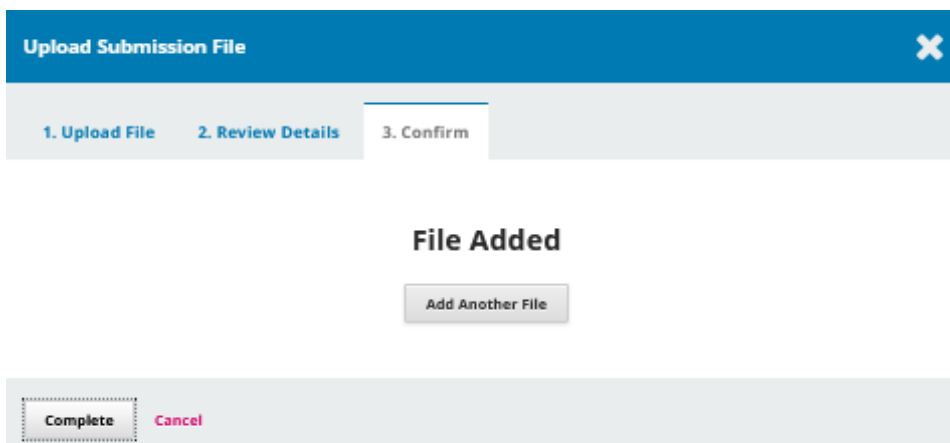
b) Review Details – check if the upload was performed correctly

Figure 4 – Step 2 – Review details

c) Confirm

Figure 5 – Step 2 - Confirm

STEP 3

Entering the submission data

a) Enter the details of all authors. For adding another record use the button "Add Contributor".

b) Fill in paper's title/subtitle and abstract.
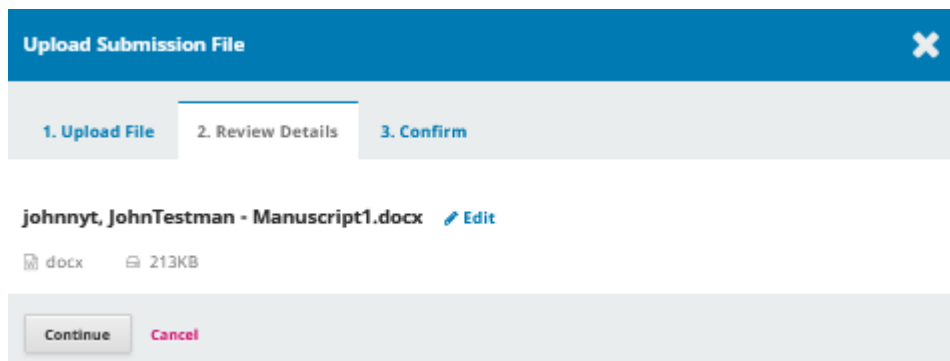
c) Fill in keywords identical to the keywords in your paper.

d) It is not mandatory to fill in references as they are not displayed along with the article.

Figure 6 – Step 3

STEP 4

In this step a confirmation is shown. You can still edit all information by clicking to one of previous steps or to cancel your submission.

Figure 7 – Step 4

STEP 5

Confirms your submission and shows next steps. If you have submitted it correctly, you will receive a submission acknowledgement to your email. After logging into the system, you will see your submission as active.
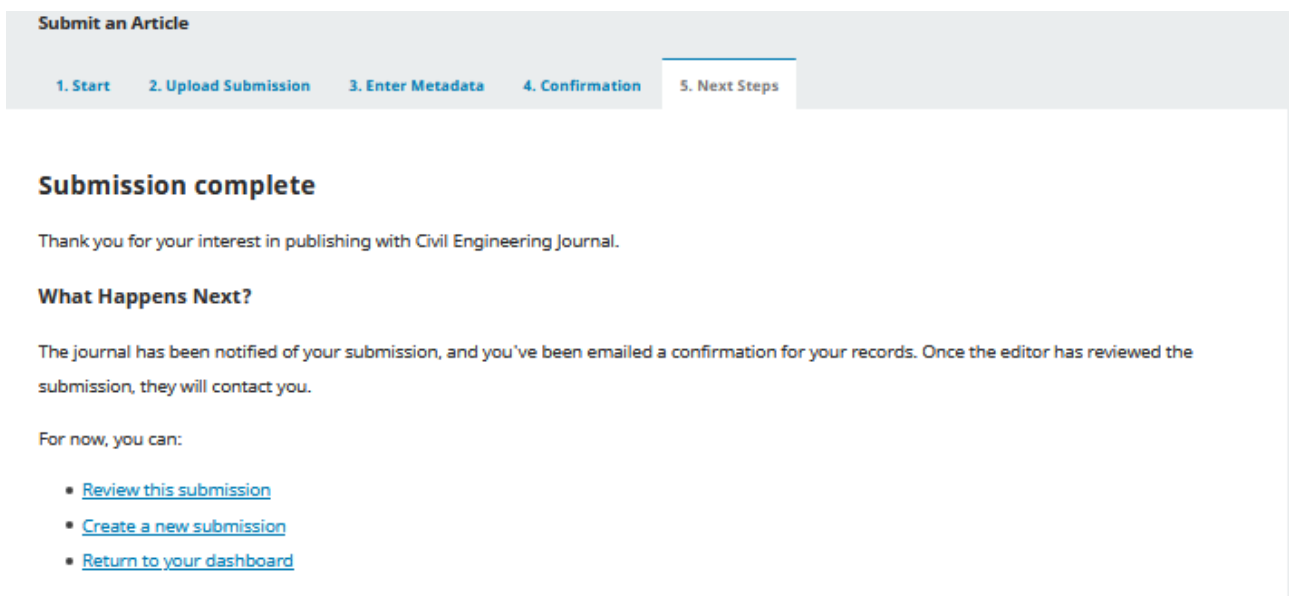
Figure 8 – Step 5

Peer review process

The submission is in the first round assessed by the editors according to these criteria: meeting the journal scope, complying with all formal requirements, correct submission of the version for reviewers, citatio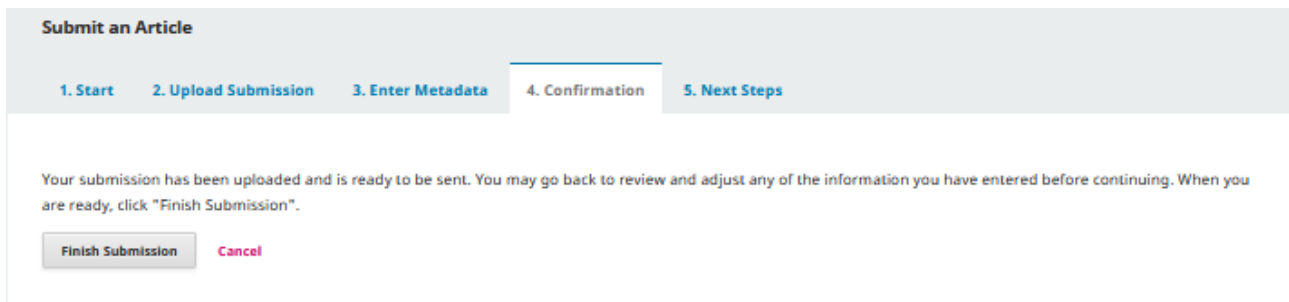n of sources, observing the author guidelines, and level of language correctness. If the submission doesn't meet these criteria, it is rejected. Authors have the opportunity to complete/correct the required information, and re-submit their contribution.

If a contribution is accepted for peer review process, it is assigned to two independent reviewers for evaluation. In case both reviews differ considerably or the editors are not satisfied with the quality of either of the reviews, another reviewer is approached.

Until both reviewers prepare their evaluations, the submission has the "In review" status from author's point of view.

Afterwards, editors send reviewers comments and the decision on the outcome of peer review process to the author.

The outcome could be one of the following:

- "Accept submission "– the submission is accepted without further requirements for changes;
- "Revision required" – in case at least one of the reviewers asks for revision of the contribution, the submission gets the status
- "Resubmit for review" which means another round of peer review process has been open in the redaction system.

The author then uploads the revised contribution into "Editor Decision–Upload Author version" section. That is, the final version of revised contribution in .docx format.

After that, the contribution is sent to reviewers for evaluation, and its outcome is announced to the author. If further revisions are required, the whole cycle repeats.

In case the decision is "Accept submission", the contribution obtains a status "In editing".

Editing, proof

The author gets a language proof of the contribution to integrate it to the text, either via the redaction system or e-mail. Within the set period (usually one week) s/he submits or sends a corrected version of the text in a source file, which then goes through typographical editing. The author gets the proof-version prepared for publication for approval. It is necessary to check the proof thoroughly, especially the mathematical symbols and equations where the mistakes are more likely to appear.

After author's approval the editors don't adjust the contribution's wording any more, only formatting can be adjusted, and the contribution is ready for publication.

Publication

The contribution is assigned DOI during publication, and the metadata is forwarded to databases.

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