



**FACULTY OF CIVIL
ENGINEERING
CTU IN PRAGUE**



CIVIL ENGINEERING JOURNAL

Publication process in detail

Article

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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.

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

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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:

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- 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 at <http://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.

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Repeat password *

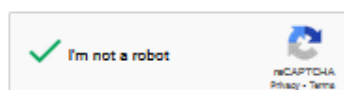
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Figure 1 - Registration

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.
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Submit an Article

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

Submission Requirements

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

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- All authors agree that the content of this work has not been published in any journal or in any ISBN identified book.
- The submission file is in **Microsoft Word document file format (.docx)**.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines. Papers not submitted in full journal template form will not be further proceed.

Comments for the Editor

Jack River - His University, His Faculty, His department, Contact: jackriver@email.com

Ritta Budweis - Her University, Her Faculty, Her Department, Contact: rittabudweis@email.com

Corresponding Contact *

- Yes, I would like to be contacted about this submission.

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3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](#)).

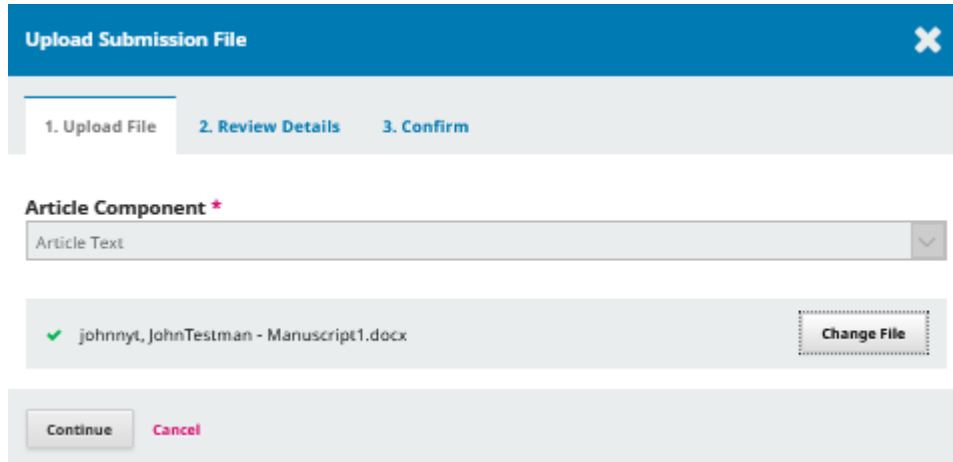
- Yes, I agree to abide by the terms of the copyright statement.
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Figure 2 – Step 1 - Start

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.

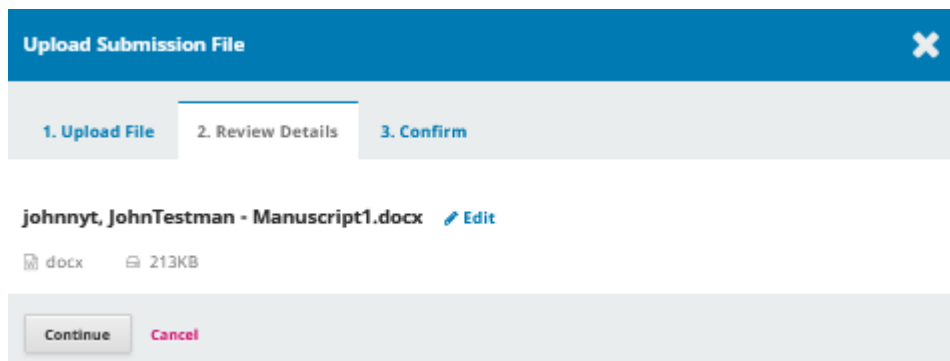
- a) Upload file – As an “Article Component” choose “Article text”, Figure 2



The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". Underneath, there is a dropdown menu labeled "Article Component" with "Article Text" selected. Below the dropdown, a file upload area shows a green checkmark, the filename "johnnyt, JohnTestman - Manuscript1.docx", and a "Change File" button. At the bottom of the modal are "Continue" and "Cancel" buttons.

Figure 3 – Step 2 – Upload file

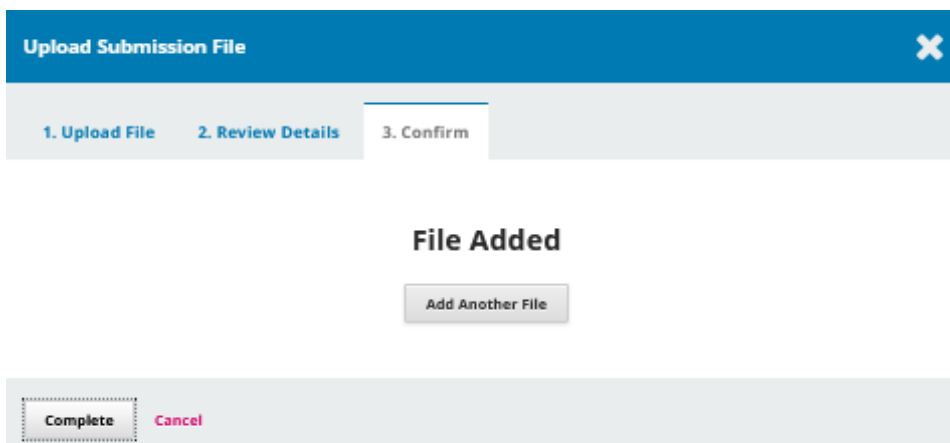
- b) Review Details – check if the upload was performed correctly



The screenshot shows the same modal window, but now the "2. Review Details" step is active. The file name "johnnyt, JohnTestman - Manuscript1.docx" is displayed with an "Edit" link. Below the name, the file type "docx" and size "213KB" are shown. At the bottom of the modal are "Continue" and "Cancel" buttons.

Figure 4 – Step 2 – Review details

- c) Confirm



The screenshot shows the modal window with "3. Confirm" as the active step. The text "File Added" is displayed prominently in the center, with an "Add Another File" button below it. At the bottom of the modal are "Complete" and "Cancel" buttons.

Figure 5 – Step 2 - Confirm

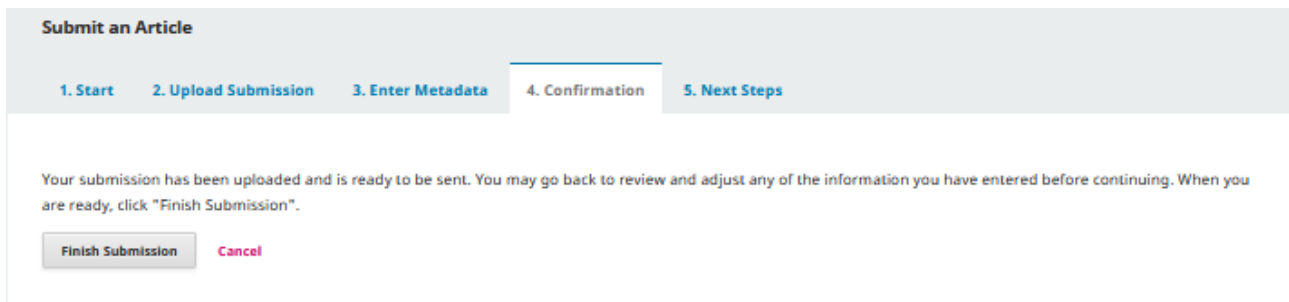


Figure 7 – Step 4

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.

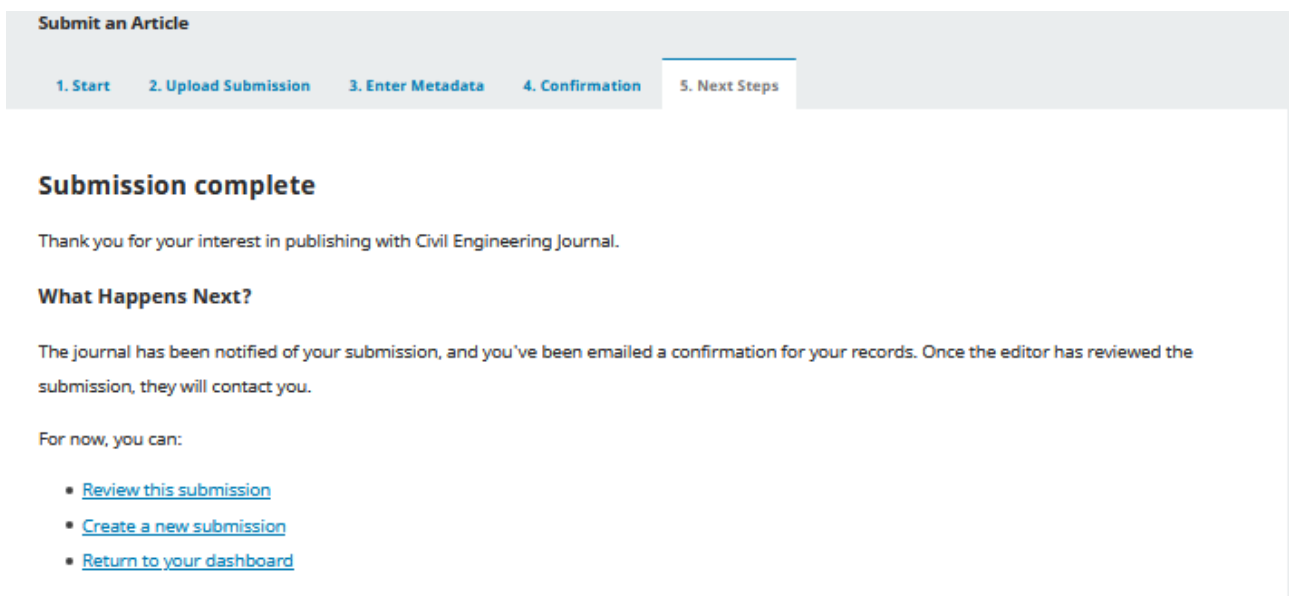


Figure 8 – Step 5

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, citation 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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