Instructions of how to post an article
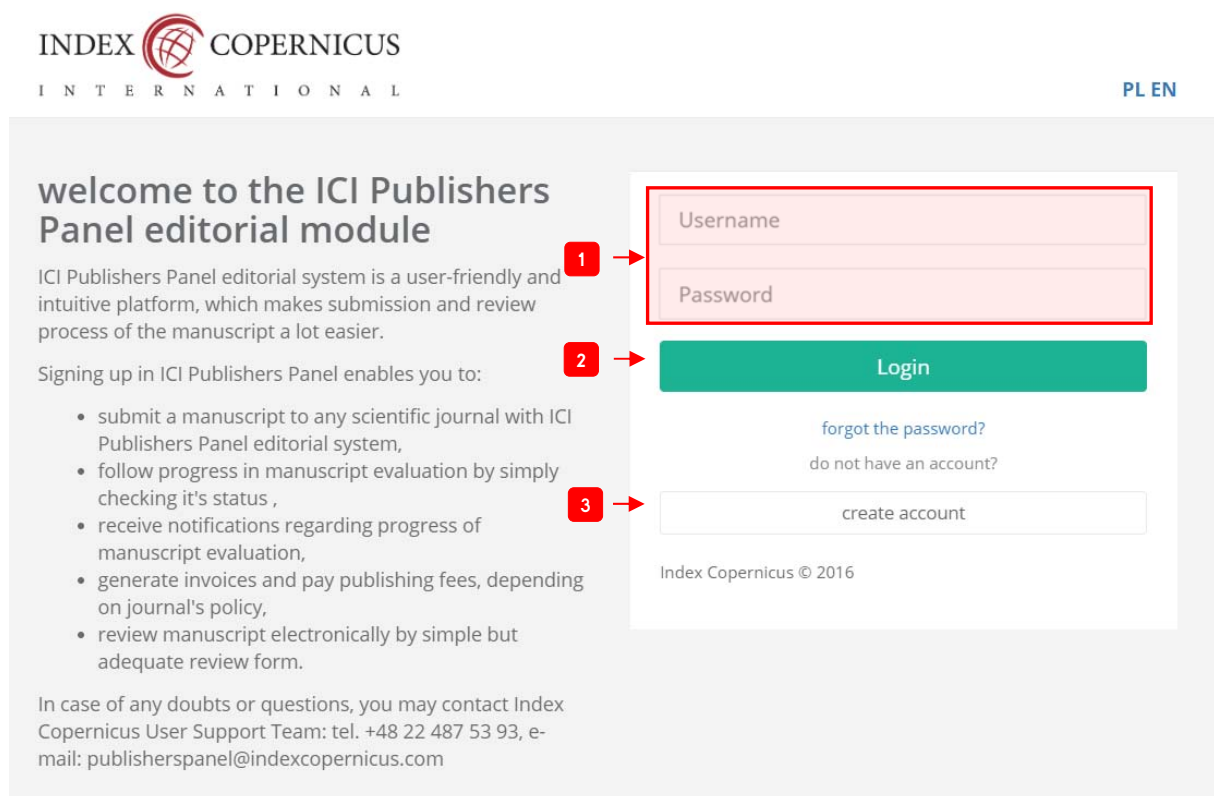
on the platform ICI Publishers Panel

Siedlce 2020

Registration and logging in the system

Authors who wish to have their articles published in "Siedlce Comeniological Research Bulletin, PEDAGOGY series" are obliged to prepare a manuscript in accordance with the editorial instructions available at https://comenius.uph.edu.pl/en/editorial-instructions.

Articles should be submitted online through the publishing portal available at https://editors.publisherspanel.com. Having arrived at the above web address, you will see a log-in form in the ICI Publishers Panel system. It is presented in Picture 1.

The journal's editors do not charge any submission or publication fees.

Pic 1. Log-in form in the ICI Publishers Panel system

The author who does not have an account in the system must create one (see label **3** in Picture 1). You will see the registration form (Picture 2). Please enter your email address, password, first name and last name. You must also read the contents of regulations and accept its terms. Having entered all the necessary data, select the **Confirm** button (see label **1** in Picture 2).

Pic 2. Registration form in the ICI Publishers Panel system

After the registration, you will receive an email with the activating link (see label 1 in Picture 3), which you should follow in your browser.

ICI Publishers Panel - Założenie konta / New account

Witamy,

Dziękujemy za rejestrację konta [blurred] w systemie ICI Publishers Panel. W celu aktywacji konta należy kliknąć w link aktywacyjny lub skopiować poniższy adres i otworzyć stronę aktywacyjną w przeglądarce internetowej.

[blurred link] ← 1

Ważność linku aktywacyjnego wygasa po 7 dniach od daty otrzymania wiadomości.

Jeśli prośba o rejestrację konta nie została zgłoszona przez Ciebie, prosimy o zignorowanie tej wiadomości. W przypadku wystąpienia problemów z aktywacją konta lub otwarciem strony aktywacyjnej prosimy o kontakt:

Zespół Wsparcia Użytkowników Index Copernicus
e-mail: publisherspanel@indexcopernicus.com
tel.: +48 22 487 53 93

Dział wsparcia jest dostępny od poniedziałku do piątku w godzinach od 9.00 do 16.00.

Wiadomość została wygenerowana automatycznie, prosimy na nią nie odpowiadać.

Życzymy przyjemnego korzystania z systemu,
Zespół Wsparcia Użytkowników Index Copernicus

Pic 3. View of an email with the activating link

Having completed the above, you have access to the system. You must log in with the data you entered at registration (see label 1 in Picture 1):

- user name (the email address entered at registration)
- password

Next, you should select the **Login** button (see label 2 in Picture 1). You will see the manuscript (article) management panel. It is presented in Picture 4.
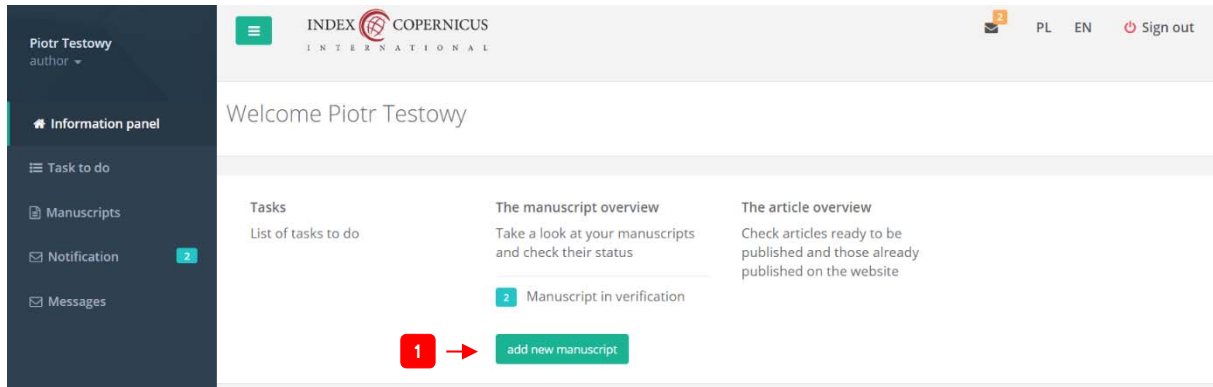
Pic 4. View of the manuscript management panel

Article submission

In order to submit an article, the user must select the **Add new manuscript** button (see label 1 in Picture 4).

Pic 5. View of the journal selection panel

Now you should select the journal. In this case, it is **Siedleckie Zeszyty Komeniologiczne, seria PEDAGOGIKA**. In order to find the journal, the user must introduce any of the two following data:

- ISSN number of the journal: **2450-7245** (see label 1 in Picture 5)**, or**
- name of the journal – it is enough to introduce its initial words, e.g. **siedleckie zeszyty komeniologiczne** (see label 2 in Picture 5).

Now you select the jornal. In order to do it, you should select the **select** button (label 3 in Picture 5).

The manuscript submission process consists of a few steps. They will be discussed in detail below.

Step 1: Title and abstract

In step one, you introduce the title of the article in two languages (see label **1** in Picture 6):

- the original language of the article – it is the language in which the article was written,
- the English language

Pic 6. View of the manuscript title introduction panel part 1

Additionally, the user may introduce a short title of the article in both languages (see label **2** in Picture 6). This box is not obligatory to complete.

Now the user can continue with the form.

Pic 7. View of the manuscript title introduction panel part 2

In the **Abstract** section, the user introduces an abstract of the article in both languages (the original language and English) – see label **1** in Picture 7. In order to continue with the form, select the **Next step** button (label **2** in Picture 7).

Step 2. Authors

In this step, the user must add the authors of the manuscript. In order to add the first author, select the **Add author** button (see label **1** in Picture 8).

Pic 8. View of the author introduction panel

Having selected this button, you will see the author introduction form (Picture 9).

Pic 9. Author introduction form

The user should complete at least the following boxes (marked with label **1** in Picture 9):

- **first name,**
- **surname,**
- **ORCID**.

Additionally, you should indicate if the author will conduct correspondence with the editors. If so, tick the **Correspondent author** box (label **2** in Picture 9). At least one of the authors must be a correspondent author.

In order to save the author's data, select the **Confirm author data** button (see label **3** in Picture 9). Do the same for the other authors. Having entered all the authors' data, go on to the next step – select the **Next step** button marked with label **2** in Picture 8.

ATTENTION! **All the article authors must be introduced.**

3. Files

In the following step, the user introduces article-related files:

- **a manuscript file** with the information about the author(s) and their affiliation(s) deleted (box marked with label 1 in Picture 10).
- **a complete manuscript file** with the information about the author(s) and their affiliation(s) (box marked with label 2 in Picture 10).

In order to add a file, select the **ADD FILE** button, find the file on the computer disc, and confirm your choice in the file selection box.

Pic 10. View of the file introduction panel

Leave the other boxes empty. Now you can go on to the next step: select the button marked with label 3 in Picture 10.

Step 4. Type and subject

In this step, you enter the key words in the original language and in English. Complete the boxes marked with label 1 in Picture 11. They are obligatory.

Pic 11. View of the type and subject selection panel part 1

Next, you choose the article type (see label 2 in Picture 11). Please select the **Original article** option. Now you can go on to the other part of the form. It is presented in Picture 12.

Pic 12. View of the type and subject selection panel part 2

You should choose the manuscript subject in accordance with the classification of disciplines and branches of science. In the subject area of this journal, they will be the fields of:

- humanities,
- social sciences.

Confirm the form by selecting the button marked with label 1 in Picture 12.

Step 5. Acknowledgements and financing

This step focuses on entering additional metadata: the source of financing and acknowledgements. These boxes are not obligatory. You can go on to the next step: select the button marked with label 1 in Picture 13.

Pic 13. View of the acknowledgements and source of financing introduction panel

Step 6. Suggested reviewers

In this step, the author can apply for assigning a reviewer from among the jornal's scientific council to his/her article (see https://comenius.uph.edu.pl/rada-naukowa-i-komitet-redakcyjny). In order to add a reviewer, the user must select the **Add reviewer** button marked with label **1** in Picture 14. Next, you enter the data as you did in the author introduction panel. The editors may take into account the suggested reviewer, but they reserve the right to choose (an)other reviewer(s).

Pic 14. View of the reviewer suggestion panel

Now you go on to the last step: select the button marked with label **2** in Picture 14.

Step 7. Author's statement

In this step, the author must fill in a statement, which can be downloaded by clicking the link marked with label **1** in Picture 15.

Pic 15. View of the author's statement panel

ATTENTION! Please fill in a downloaded author's statement, sign and scan it, and upload a file with the statement in the box marked with label **2** in Picture 15.

Having completed the obligatory boxes, you can send the manuscript to the journal's editorial office. Select the **Sending manuscript to the Editorial Office** button (see label **3** in Picture 15).

The user will go on to the manuscript submission panel. Having selected the **Manuscripts** option on the left-hand side of the panel (see label 1 in Picture 16), you should find the submitted article. With this option, you can also follow the stages of proceeding with the article.
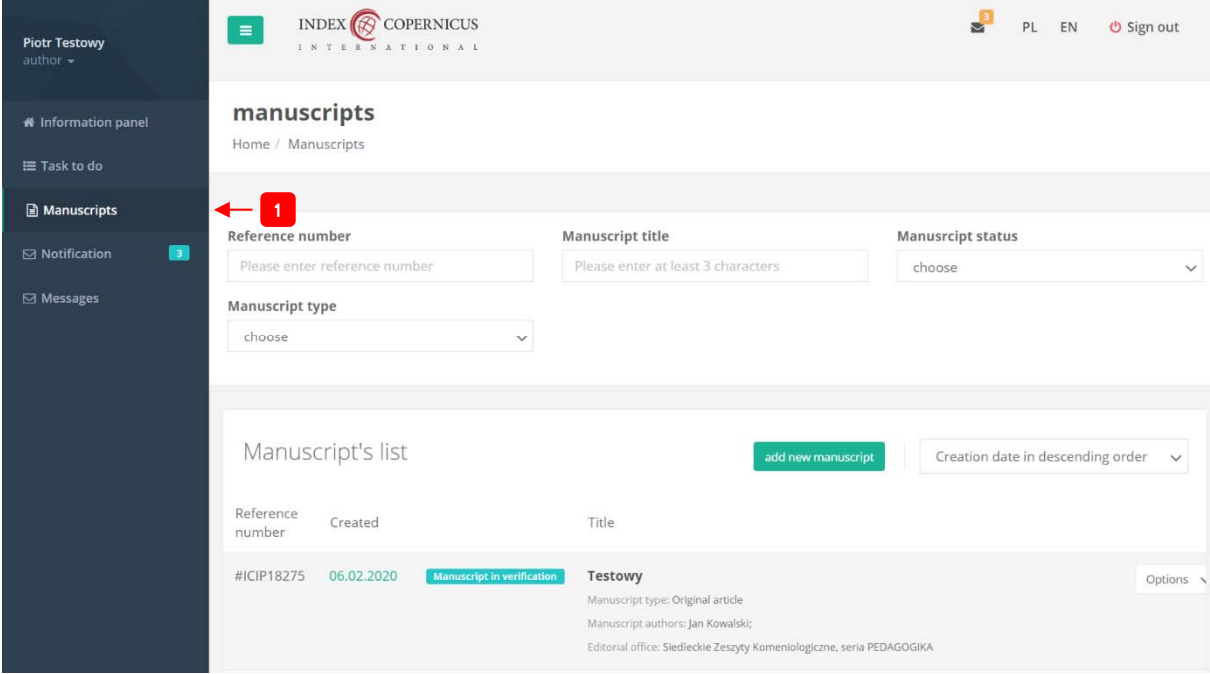
Pic 16. List of submitted manuscripts