

GUIDELINES FOR AUTHORS ON THE USE OF THE ELECTRONIC SUBMISSION SYSTEM IN PUBLICATIONS:

«FINANCIAL AND CREDIT ACTIVITY: PROBLEMS OF
THEORY AND PRACTICE»

«SOCIO-ECONOMIC RELATIONS IN THE DIGITAL
SOCIETY»

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1. GENERAL CONCEPTS OF PUBLISHING PROCESS	3
2. AUTHOR REGISTRATION PROCESSES.....	4
3. HOW TO ACCESS AUTHOR PORTAL AND DASHBOARD	6
3.1. STEP 1. START	7
3.2. STEP 2. UPLOAD YOUR SUBMISSION FILE.....	9
3.3. STEP 3. ENTER METADATA	10
3.4. STEP 4. CONFIRM	13
3.5. STEP 5. SUBMISSION IDENTIFICATION NUMBER.....	14
4. WORKFLOW	16
4.1. SUBMISSION REVISIONS.....	16
4.2. RESPONDING TO A REVIEW	20
4.3. REQUEST FOR WITHDRAWAL	20

1. GENERAL CONCEPTS OF PUBLISHING PROCESS

«FINANCIAL AND CREDIT ACTIVITIES: PROBLEMS OF THEORY AND PRACTICE» utilizes Open Journal Systems 3 (OJS) publishing system that covers all aspects of online publishing, from establishing a website to operational tasks such as the author's submission process, peer review, editing, publication, archiving, and indexing of the publication.

This user guide covers the steps and functionality for «Author» role from submission of a paper to peer-reviewing and publication. The system manages all internal communication and exchange of documents. When a user logs into the system, they will be taken to their Dashboard. From here, they will see all of the functions of the system to which they have access.

Conceptually, there are 3 major steps in submission process for Author(s):

- Registration on the website as «Author»;
- Access to the «Author» portal and dashboard. Manage new submission;
- Making all necessary revisions at Editor's request.

Further this user guide explains each step-in greater details.

The publication is multilingual, you will need to select your preferred language. Electronic office works in two languages, authors may choose between Ukrainian and English. This guide is based on English version of this portal.

2. AUTHOR REGISTRATION PROCESSES

To register with the Publication please follow the steps below:

Please follow the link <https://fkd.net.ua/index.php/fkd>, <https://ser.net.ua/index.php/ser> and click the «Register» link in the upper right corner.

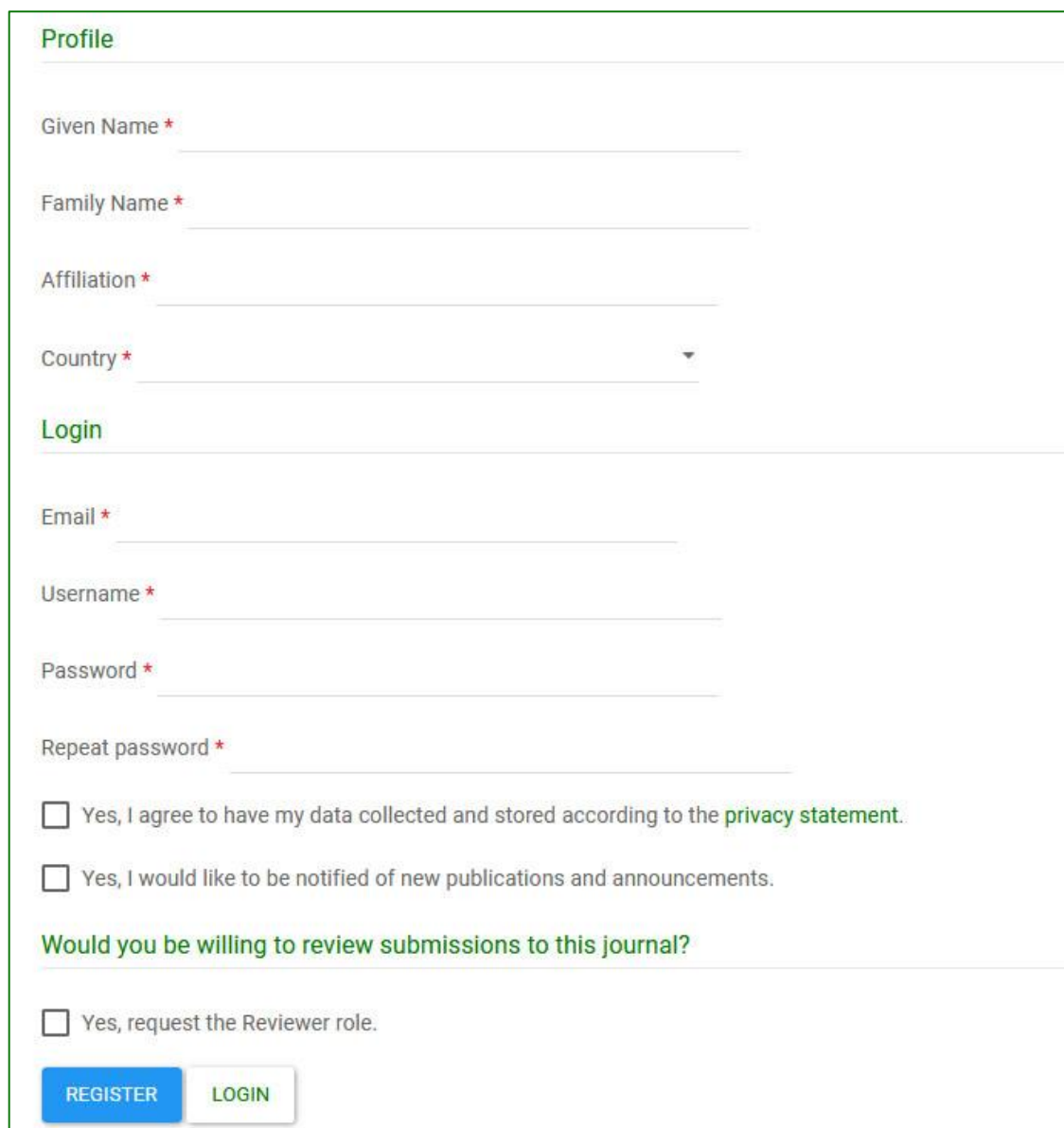


UA | EN | Register Login

Announcements Archives

SEARCH

You will be prompted to complete your registration form:



Profile

Given Name *

Family Name *

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

☐ 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.

Would you be willing to review submissions to this journal?

☐ Yes, request the Reviewer role.

REGISTER LOGIN

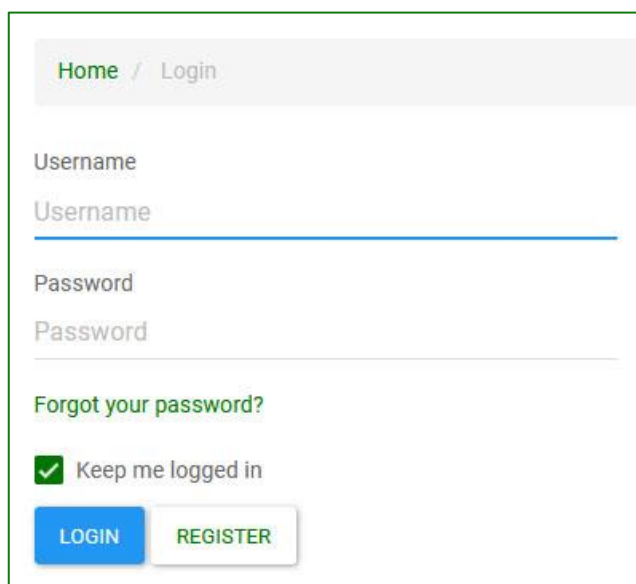
All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory and must be filled out. Please click «[Register](#)» in the left bottom corner. You will be taken to the next page that indicates successful completion of your registration.

You will be automatically registered as a «[Reader](#)» and an «[Author](#)».

You will be given the option to register as a Reviewer as well. If user chooses to do so, his/her data will be added to list of individuals, who could be contacted with request to review submission to this publication.

3. HOW TO ACCESS AUTHOR PORTAL AND DASHBOARD

To access Author's portal, please go to the main page and click «[Log In](#)» link in the upper right corner. Please enter your username and password:



The screenshot shows a login and registration form. At the top, there is a breadcrumb trail: "Home / Login". Below this, there are two input fields: "Username" and "Password", each with a placeholder text of the same name. Under the password field, there is a link "Forgot your password?". Below the links, there is a checkbox labeled "Keep me logged in" which is checked. At the bottom, there are two buttons: a blue "LOGIN" button and a white "REGISTER" button with a green border.

System authorization workflow may require going through CAPTCHA («[I am not a robot](#)»). After verification was completed, Author will be able to access their Dashboard.

From user profile/dashboard, user will be able to see all of the functions of the system to which they have access:

- Ability to see all previously submitted papers/articles/manuscripts. Under «[My Queue](#)» (all submissions being currently evaluated by the Publication) and «[My Authored](#)» (will show all past published and rejected submissions);
- Author could check all notifications received from editorial office under «[My Assigned](#)»
- Create new submission by clicking «[New Submission](#)»;
- Review and edit user profile through a menu at the top of the page;
- Change a language at the top of the page;
- Transfer to the publication website through a menu at the top of the page.

❖ **ATTENTION!** Prior to submitting your manuscript, please familiarize yourself with the requirements and criteria established for proper submission, such as content, structure, and formatting to get accepted for initial screening and further consideration. Submissions that do not meet established requirements will not be considered by editorial office and will be rejected by an editor.

Start a new submission by clicking the New Submission button on the right side of the screen under «[My Queue](#)» submenu. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

3.1. STEP 1. START

In Step 1 you will provide preliminary information about your submission. Authors must confirm they agree to the Author Copyright Agreement, before the publishing process can proceed and fill out all necessary fields:

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 pulldown above. **

Section

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

Please choose original language of your submission in the «**Submission Language**» field. Please select from the drop-down list - English or Ukrainian.

❖ **ATTENTION!** To reach broader research community and to support future growth strategy of the Publication, articles and materials written in English will be given priority in processing and publication process.

Please choose what «**Section**» of the publication your submission is better suited for from a drop-down list of various themes/subjects.

Include any comments for the Editor. Author could propose up to three possible reviewers for his/her paper to be added to those reviewers selected by the Editor.

Submission Requirements

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

- ☐ [Paid submissions](#)
- ☐ The text adheres to the requirements outlined in the Author Guidelines.
- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

Comments for the Editor



Read and agree to the statements in the submission checklist by checking each box. Please also agree to copyrights agreement and data collection and confidentiality rules provided in the end.

Then click the «[Save and Continue](#)» button to move to Step 2.

Acknowledge the copyright statement

Authors of research articles published in the "FINANCIAL AND CREDIT ACTIVITY: Problems of Theory and Practice" must agree to the following terms:

- authors reserve the rights to his authorship of the research or academic articles and should transfer the right of first publication of their articles to the Publication licensed under CC Attribution (Creative Commons Attribution License), which allows others to freely distribute published article, reference the original authors of the article and the first publication of the article in the "FINANCIAL AND CREDIT ACTIVITY: Problems of Theory and Practice";
- authors have the right to enter into a separate agreement concerning additional exclusive distribution of the article in the form it was published in this Publication (for example, to place the research in an electronic repository or publish as a part of a monograph), provided it will be referenced to the first publication of the article in this Publication.

- ☐ 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](#).

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

3.2. STEP 2. UPLOAD YOUR SUBMISSION FILE

On Step 2, a window will open allowing you to upload your submission file. Please click «Add File». First, you MUST select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. This must be selected before your file will upload.

Upload File'. At the bottom right are 'Save and continue' and 'Cancel' buttons."/>

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](#)

❖ **ATTENTION!** Files could be copied from a folder on your computer.

According to the requirements, submission must include 2 files: one with the body of the paper, and the second one with associated metadata. Please read the requirements for each file on this website under Author Guidelines:

- ❖ <https://fkd.net.ua/index.php/FKD/information/authors>
- ❖ <https://ser.net.ua/index.php/SER/information/authors>

Submit an Article

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

Files [Add File](#)

Document.docx [Article Text](#) [Edit](#) [Remove](#)

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

❖ **ATTENTION!** To comply with the requirements of the Publication, naming convention for submission files should not reveal author's identity or affiliation.

We suggest using following naming convention for submission files. The file with body of the article could be named «Body», and file with a metadata named «Other».

After files were uploaded, author will be able to change submission components, add or remove uploaded files.

After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes. Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

In case author noticed that one of the files is missing, he/she could press «Add File» to upload missing files.

Once you have finished uploading all of your files, click «Save and continue»; this will close the upload window.

You will be brought back to the Submit an Article screen where you will see the files you've uploaded. If you need to make a change, please expand a blue arrow to the left of your file and make any changes using the Edit link.

If file was uploaded successfully. Autor will go to the next step «Enter your Metadata».

3.3. STEP 3. ENTER METADATA

On Step 3, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), abstract, and additional contributors.

You can add more contributors (e.g., co-authors), by clicking the Add Contributors link. This will open a new window with fields to enter their information. Hit Save, and the new contributor will appear on the screen.

❖ **ATTENTION!** We ask all authors to pay close attention when entering metadata for authors and co-authors and make sure the data was accurate. Erroneous information about the authors may later be updated in research databases and may cause the article not populating in author's profile in the database.

Please complete all necessary metadata fields to ensure accurate presentation on this website and in all research databases:

Prefix

Examples: A, The

Title *

- ❖ **ATTENTION!** Author must enter metadata in English and in Ukrainian:
 - Title – title of the article;
 - Abstract - (in both languages – Ukrainian and English; of at least 1800 characters in length), which is a concise summary of the article, all reference listed in the end, with specifying number of formulas, tables, pictures and types of sources;
 - List of authors/co-authors;
 - Keywords – to search in the databases.

Please do not enter any other metadata components.

- ❖ **ATTENTION!** All fields marked with the globe should be filled in both languages: in Ukrainian and in English:

Title * 

This field is required.

Українська

❖ **ATTENTION!** Keywords must be entered one at the time. Please make sure that keywords language is the same as your article language selected above.

Please enter all authors and co-authors in «[List of Contributors](#)».

List of Contributors				Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Назар Козак	kozak@mail.com	Author	☒	☒

You can add more contributors (e.g., co-authors), by clicking the «[Add Contributors](#)» link. This will open a new window with fields to enter their information. All fields with an asterisk are mandatory fields:

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

Affiliation

Please enter following information: first and last name, electronic address, country/state.
Please select role of such contributor in the materials preparation – Author or Interpreter.

Please also note which author will be designated representative and will hold all communications with an editor office.

❖ **ATTENTION!** Metadata and list of authors submitted to the Publication may not later be changed. Please pay close attention and make sure information is entered correctly.

On Step 4, you will be asked to confirm that you are happy with your submission. Click «Finish Submission».

3.4. STEP 4. CONFIRM

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

A box will pop up asking you to confirm you are finished. Click «OK».

If author for any reason is not ready to complete submission, he/she could «Cancel» and continue with submission later (all entered data will be saved as incomplete submission).

After author completed submission, the publication is notified of this submission and author will be emailed confirmation.

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 Financial and credit activity problems of theory and practice.

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](#)

3.5. STEP 5. SUBMISSION IDENTIFICATION NUMBER

❖ **ATTENTION!** Each submission is assigned identification number to track materials through publication process. Submission ID number is listed to the left from an article name under «My Queue» and «My Authored».

Submissions

My Queue 1

Archives

Help

My Assigned

Search

Filters

New Submission

3754 Козак

test: test

1

Submission

View

Identification number is also listed above the article title on publication website.

Please click on blue arrow on the right that will open information about submission, such as the stages and statistics for the current stage.

Submission webpage will show entire workflow steps, from first submission to final publication.

Submissions

My Queue 1

Archives

Help

My Assigned

Filters

New Submission

3754 **Kozak**

test: test

1

Submission

View

^

1

Open discussions

Last activity recorded on Monday, April 18, 2022.

4. WORKFLOW

The workflow is divided into 4 stages:

- Submission;
- Review;
- Copyediting;
- Production.

Submission: This is where new submissions land while being assigned to Section Editors and considered for moving into the Review stage. Some submissions clearly do not meet the requirements and never make it beyond this stage.

Review: This is where the peer review happens, as well as any revisions required by the author. Some submission will not pass review and end here. Those that are accepted move to the next stage.

Copyediting: Accepted articles move to this stage, where they are improved by the work of a copyeditor. Authors can be given the opportunity to review the copyedits.

Production: Once the copyedits are completed and approved, the submission moves to this stage. In Production, the copyedited files are converted to galleys — HTML, XML, PDF, etc. Again the author has the opportunity to proofread the galleys. Once everyone is satisfied, the submission is scheduled for publication in a future issue.

Publishing information available to author(s) contains entered metadata. Metadata may be corrected/updated only with editorial office permission.

❖ **ATTENTION!** Corrections made to metadata without editorial office permission could lead to errors and/or inconsistency between corrected metadata file and information submitted to publishing.

All submitted papers could be assigned following statuses (please find an overview in submenu «Production»):

- «Removed from Schedule» – article has been under review by editing office, however, decision to move to publishing hasn't been made;
- «Scheduled» – article completed editorial process and is scheduled for publishing;
- «Published» – article was published in one of the issues of the Publication available on the website.

4.1. SUBMISSION REVISIONS

Each submission has unique identification number (ID number) assigned to it and could be easily found/tracked in the system.

❖ **ATTENTION!** Please list submission identification number on all communication with the editorial office so they could easily identify your submission.

Please find the main stages of the process identified under editorial «Workflow».

Initially authors have access to submission process and then gain access to review process after manuscript has gone through initial review with editorial office and sent off for double-blind peer review.

Editorial office verifies whether material is within the scope and follows established policies and guidelines.

❖ **ATTENTION!** Submissions that do not meet the requirements will not be considered.

The screenshot displays a web interface for managing a submission. At the top, it shows the submission ID '3754', the author's name 'Козак', and a test label. A 'Library' button is in the top right. Below this is a 'Workflow' section with tabs for 'Publication', 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Submission' tab is active. Under 'Submission Files', there is a search bar, a file entry '13230 test.rtf' with a date 'April 18, 2022' and 'Article Text' type, an 'Edit' link, and a 'Download All Files' button. Below this is a 'Pre-Review Discussions' section with an 'Add discussion' button. It contains a table with one discussion entry:

Name	From	Last Reply	Replies	Closed
Коментарі для редактора	kozak 2022-04-18 09:42 AM	-	0	☐

An 'Edit' link is located below the discussion table.

At the «Submission» stage, author is able to:

- Edit submitted files;
- Download all work from «My Authored» submenu by clicking the «Download All»;
- Participate in the discussions with the editorial office, response to their comments, and initiate their own discussions with the Editor by clicking «Add Discussion».

To start discussion:

- Choose participant for the discussion who will receive system notifications and will have access to discussion;
- Please note specific subject for discussion;
- Fill out all relevant information for the discussion and attach files. (click «Add Files»);
- Please click «OK» to finish and send notification.

Add discussion ×

Participants
☒ Назар Козак, Author
☐ Administrator, Production editor
☐ Ірина Боярко, ##default.groups.name.editor##

Subject *

Message *

  **B** *I* U      

Attached Files

 **Search**

No Files

* Denotes required field

For example, this functionality should be used to address reviewer comments, make necessary edits, and attach updated file for review.

All editor notifications, related to discussions will be emailed to author(s) or designated representative of group of authors. Those notifications will also appear in the «My Assigned» submenu.

❖ **ATTENTION!** Please respond to all notifications through this electronic system and not with your email.

If discussion was already created by the Editor, Author may join the discussion from his profile/dashboard by clicking on the link with discussion subject line on the left on discussions list.

If metadata was entered with errors, or was changed in the process and now needs to be corrected in the system, please make such correction through «**Production**».

Workflow Publication

Status: **Unscheduled**

Title & Abstract English Українська

Contributors

Metadata

References

Prefix
 Examples: A, The

English

Title

Subtitle

Abstract

English

❖ **ATTENTION!** Author may correct all metadata except for list of authors/co-authors.

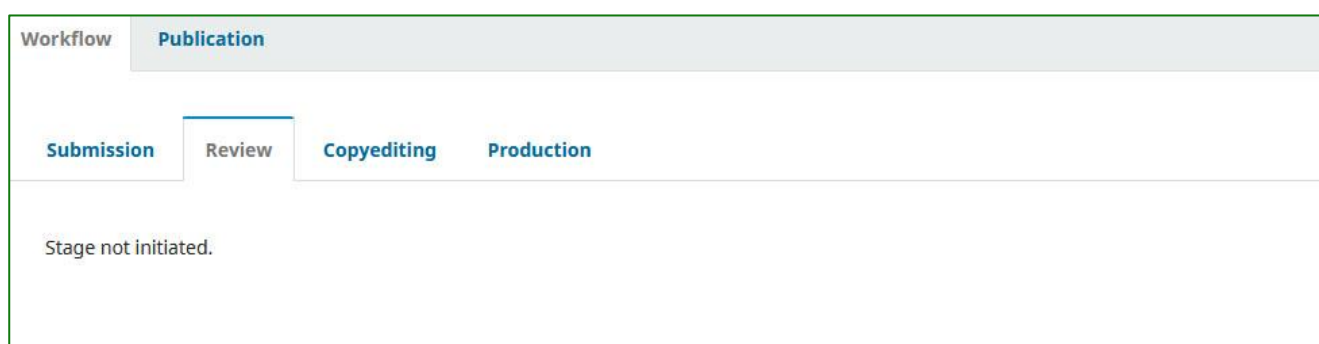
If discussion was already created by the Editor, Author may join the discussion from his profile/dashboard by clicking on the link with discussion subject line on the left on discussions list.

To move between metadata components please click on hyperlink on the left. To make sure correction is processed correctly, please open metadata forms in both languages.

4.2. RESPONDING TO A REVIEW

When manuscript meet all requirements for submission, it is being recommended by Editor for peer review. The Reviewers may submit their comments, request corrections or ask authors additional questions. In that case, the Editor will communicate all reviewer comments or question to the Authors electronically and will provide copies of the review reports.

After request for updated version was submitted, the Author will be able to find editorial office assessment, materials sent for peer reviews, upload updated version of the manuscript or address reviewers comments or their decisions:



The screenshot shows a workflow interface with a header bar containing 'Workflow' and 'Publication'. Below this, there are four tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' tab is currently selected and highlighted. Below the tabs, the text 'Stage not initiated.' is displayed.

To make revisions, Author could access their profile as covered in Section 3 above of the user guide and click «[Review](#)» next to the active article:

To resubmit revised versions of the paper or metadata, please click «[Upload file](#)» on the right in «[Versions](#)» field and then follow the same steps covered in Section 4 of this guide that covers adding files for new submission).

To create a discussion, please click on «[Add Discussion](#)» on your right under «[Review Discussions](#)». Please follow the same process as covered in Section 6 of this user guide.

The Review Discussions may be used to appeal editor's decision to decline/reject article/paper if author believe such decision was wrong and unsupported.

4.3. REQUEST FOR WITHDRAWAL

❖ **ATTENTION!** If for any reason author or team of authors made decision to withdraw their manuscript from publishing process, they must notify the Editor through electronic system.

Such notification is submitted through «[Discussion](#)» functionality at any stage in the process. For articles submitted by team of co-authors, notification must be supported by attached scanned copy of consent from all co-authors.