

interim submission system

The following information for Co-editors is organized in question-and-answer format. You can read through the questions in order, or click on any of the questions to jump directly to the answer.

Please note: This document should be read together with the [Handbook for Co-editors](#), which gives background information on procedures.

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What journals will the system cover?

The system will allow authors to submit to the following journals:

- [Acta Crystallographica Section A](#) (A)
- [Acta Crystallographica Section B](#) (B)
- [Acta Crystallographica Section D](#) (D)
- [Journal of Applied Crystallography](#) (JAC)
- [Journal of Synchrotron Radiation](#) (JSR)

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What stages are involved?

1. **Submission.** At the submission stage the author will be requested to choose a Co-editor and submit a single file of their text and figures, plus provide correspondence details. Full details of the procedures for the different journals can be found by following the links below:

[A](#) | [B](#) | [D](#) | [JAC](#) | [JSR](#)

2. **Review PDF.** A PDF review document is created by the submission system and the article assigned to the Co-editor. A Co-editor reference number of the form **XX5nnn** (where **5nnn** denotes an electronic submission) will be assigned. At this stage, you will be sent an e-mail ([MESSAGE 1](#) below), which will include
 - (a) A **REVIEW WEB ADDRESS** for accessing and viewing the review PDF. If the article reports a crystal structure determination, the CIF and checkCIF report will also be available from this address.

- (b) An **ACCEPTANCE WEB ADDRESS** to give to the author only when their article is accepted for publication. This address will allow the author to upload all the source files for their article (text, graphics and supplementary files) to the Editorial Office. **Please note:** this address should not be given to the authors until their article is accepted.

- (c) Any comments that the author has made during submission.

- (d) Template e-mails to send to referees, the Editorial Office and the author. The author is also sent an acknowledgement e-mail from the Editorial Office ([MESSAGE 2](#)).

3. Review process

- (a) Your referees should generally be asked to download the review PDF, and provide comments to you by either e-mail or fax. In many cases the source WORD or LaTeX file from which the review PDF was created may also be available for downloading and annotation.

- (b) Forward the review comments to the authors as usual and ask them to revise their article; you should then request them to upload their revised article using the **REVIEW WEB ADDRESS**.

- (c) You will receive an e-mail notifying you that a revised article has been submitted ([MESSAGE 3](#)). Repeat steps (a) and (b) above, as necessary, until you have decided whether to accept or reject/withdraw the article.

4. Completion of the review

- (a) **Acceptance.** If the article is accepted, send an e-mail to the Editorial Office to confirm that the article has been accepted. You should also e-mail the author with the **ACCEPTANCE WEB ADDRESS** to allow them to upload their source files.

- (b) **Withdraw/reject.** Send an e-mail to the Editorial Office to confirm that the article has been rejected. You should also e-mail the author.

What correspondence is involved?

There are several standard messages that will be sent out by the system. These are given below as MESSAGES 1-3.

MESSAGE 1

This is a message from the Editorial Office to the Co-editor. It includes four templates (1A-1F) to send to the referees, authors and the Editorial Office at various stages of the review process.

Dear

Electronic review

The article (reference: OS5000)

New method for structure determination

Authors: B. Smith

has been submitted to Acta Crystallographica Section B and is now available from the IUCr web server for review.

The author has included the following comments accompanying the submission:

AUTHOR COMMENTS WILL APPEAR HERE

The author has indicated that this article includes a crystal structure report, and has been given instructions on how to upload a CIF for checking.

The review document is available at the REVIEW WEB ADDRESS

<http://submission.iucr.org/submit/b/view/6labshtItzGbE5Hu/OS5003>

If you wish the referees to download the article you will need to direct each referee to the URL given above. A template letter is attached for sending to referees.

If you decide to accept the article for publication at the end of the review process, please send the following ACCEPTANCE WEB ADDRESS to the contact author to allow the upload of the files necessary for production of the article.

<http://submission.iucr.org/submit/b/deposit/dZAeadhvtinp7Xbb/OS5003>

At the same time, please also send notification of the acceptance to the Editorial Office in Chester. Suitable template messages for correspondence with the Editorial Office and the author are provided: please feel free to add any additional instructions or comments to these messages.

Best wishes

1A. Template for contacting referees

Dear

Acta Crystallographica Section B: Structural Science

I would appreciate receiving your comments on the article (reference: OS5000), which has been submitted for publication in Acta Crystallographica Section B.

New method for structure determination
Authors: B. Smith

The review document is available in portable document format (PDF) from the web address

<http://submission.iucr.org/submit/b/view/6labshtItzGbE5Hu/OS5003>

The author has indicated that this article includes a crystal structure report; the CIF and a checkCIF report are also available from the web address above.

The review document contains the submitted manuscript and a referee's report form. Please fax back the referee's report form or e-mail your comments to me, whichever is more convenient, within 14 days.

If you are unable to review the article by the desired deadline, please let me know immediately, so that it can be sent to another referee.

Thank you for your efforts on behalf of Acta Crystallographica Section B.

Best wishes

1B. Template for review comments

Dear

I have just received your article (reference: OS5000)

New method for structure determination
Authors: B. Smith

from the referees to whom it was sent for review. I am enclosing a copy of the comments. Will you please revise your article accordingly, taking also into account the comments in this message. You should then upload the revised article at the web address

<http://submission.iucr.org/submit/b/view/6labshtItzGbE5Hu/OS5003>

Unless you are able to reply fully within one week, please acknowledge receipt of this message as soon as you see it, so that I know it has arrived safely.

Best wishes

1C. Template for notifying Editorial Office of acceptance

To: jb@iucr.org

The article OS5003

New method for structure determination

Authors: B. Smith

has been accepted for publication in Acta Crystallographica Section B and the author has been asked to submit the source files for production at the web address

<http://submission.iucr.org/submit/b/deposit/dZAeadhvtinp7Xbb/OS5003>

Best wishes

1D. Template for notifying author of acceptance

Dear

Your article OS5003

New method for structure determination

Authors: B. Smith

has been accepted for publication.

In order that production work can commence, please submit the source files for your article at the web address

<http://submission.iucr.org/submit/b/deposit/dZAeadhvtinp7Xbb/OS5003>

The files should include

(a) a single file in WORD, RTF or LaTeX format of the text, tables and figure captions of your article,

(b) a high-resolution graphics file in TIFF, PostScript or encapsulated PostScript format for each figure and scheme, and

(c) files of any supplementary material that should accompany your article.

You can monitor the progress of your article through the system by going to the web address <http://journals.iucr.org/services/status.html>, and then entering the manuscript code (e.g. OS5003) and the name of one of the authors. When the proofs are ready you will be notified by e-mail and will be given directions for downloading the file.

I am looking forward to seeing your article in the journal. Thank you for publishing your work with us.

Best wishes

1E. Template for notifying author of rejection

Dear

Your article OS5003

New method for structure determination

Authors: B. Smith

has been rejected on the following grounds:

I enclose copies of the referee report. You are welcome to submit further articles on this subject. Any new article will be treated as a new submission.

Best wishes

1F. Template for notifying Editorial Office of rejection

To: jb@iucr.org

The article OS5003

New method for structure determination

Authors: B. Smith

has been rejected.

Best wishes

MESSAGE 2

This is the message from the Editorial Office to the author on initial receipt of the article.

Dear Dr Smith

Thank you for submitting your article entitled

New method for structure determination

for publication in Acta Crystallographica Section B. A review document has been generated and your article has been assigned the reference code OS5003. Please quote this reference in all future correspondence concerning your article.

IMPORTANT: You have indicated that your article includes a report of one or more crystal structure determinations. Please upload the CIF containing the details of all structures reported via the web page

<http://journals.iucr.org/services/submitbdyb.html>.

The submission of an article is taken as an implicit guarantee that the work is original, that it is the author(s) own work, that all authors concur with and are aware of the submission, that all workers involved in the study are listed as authors or given proper credit in the acknowledgements, that the results have not already been published (in any language or medium), and that the article is not being considered and will not be offered elsewhere while under consideration for an IUCr journal.

A Transfer of Copyright agreement has been attached to this message. You should complete this agreement and return it to the Editorial Office in Chester either by fax (+44 1244 314888) or by e-mail (copyright@iucr.org). The e-mail should include the Co-editor reference code in the Subject line. If you have any questions about copyright, please contact support@iucr.org.

Your article will be handled by the following Co-editor:

Dr A. Oskarsson
Inorganic Chemistry 1,
Lund University,
Chemical Centre,
PO Box 124,
S-22100 Lund,
Sweden

E-mail: ake.oskarsson@inorg.lu.se

You should hear directly from this Co-editor in due course.

Thank you for submitting your work to Acta Crystallographica Section B. We hope you will enjoy publishing in this journal, and look forward to receiving articles from you in future.

IUCr Editorial Office, 5 Abbey Square, Chester CH1 2HU, England

Phone: 44 1244 342878 Fax: 44 1244 314888 e-mail: submithelp@iucr.org
Ftp: ftp.iucr.org WWW: http://journals.iucr.org/

MESSAGE 3

This is the message you will receive from the Editorial Office whenever a revised version of the article is submitted.

Dear

Electronic review

A revised version of the article (reference: os5003)

New method for structure determination

Authors: B. Smith

has been submitted to Acta Crystallographica Section B and is now available from the IUCr web server for review. You may review the revised article at

<http://submission.iucr.org/submit/b/view/6labshtItzGbE5Hu/os5003>

Best wishes

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What information should I record?

- (a) Keep all e-mail messages relating to an article, particularly the template messages for use at appropriate times in the review process.
- (b) The server in Chester will record the date of receipt, author contact details and article title, so you do not need to record these. You should, however, make sure you keep a record of the status of the article and check this against the monthly reports supplied by the Editorial Office.
- (c) If authors report any difficulties in using the system to you, please forward these to support@iucr.org. Likewise, if you yourself experience any problems, please also let us know.

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