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Authors

Authors are able to register and submit items to the journal directly through the journal's web site. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

The Author is also able to accompany an item with Supplementary Files in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship.

The Author is able to track the submission through the editorial process – as well as participate in the copyediting and proofreading of submissions accepted for publication – by logging in, and using the username and password provided.

The Author may also be required to pay Author Submission and/or Publication fees, and may also optionally be able to pay a Fast-Track Review fee, depending on whether the journal charges for such fees.
Getting Started

- Log in to your OJS account.
- Select your role as ‘Author’:

![Image of selecting role as author]

Figure 200: Selecting your role as an author

Submitting Articles

Step 1: Start the submission process by selecting the “Click here” link at the bottom of the page:

![Image of active submissions]

Figure 201: Starting a new submission
1. Select which section you feel is most appropriate for your article from the drop-down menu:

![Journal Section](#)

**Figure 202: Selecting the Journal Section**

2. Confirm each item in the Submission Checklist is correct and check each box:

![Submission Checklist](#)

**Figure 203: Submission Checklist**

3. Optionally, you may add any comments you wish to send to the editor:

![Comments for the Editor](#)

**Figure 204: Comments and saving**
4. Select “Save and continue”.

Please note that, depending on how the journal has been set up, you may be required to agree to a copyright notice and/or a competing interests statement. You may also see fee descriptions at this stage as well, although you will not have to pay for anything until you finalize the submission.

Step 2: Enter the submission’s metadata.

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the “Add Author” button to bring up additional fields:

![Figure 205: Adding author information](image-url)
2. Add the title and abstract, in multiple languages if appropriate:

![Figure 206: Adding title and abstract information](image)

3. Complete the indexing:

![Figure 207: Indexing](image)

4. Enter the names of any supporting agencies:

![Figure 208: Adding supporting agency information and saving](image)

5. Select “Save and continue”.
Step 3: Upload the submission.

To upload a manuscript to this journal, complete the following steps:

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click “Save and Continue” at the bottom of this page.

Submission File

No submission file uploaded.

Upload submission file

Save and continue  Cancel

Figure 209: Uploading an article

1. Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click “Save and continue”.

Step 4: Upload supplementary files such as Data sets, images, research instruments

1. This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click “Save and continue”.

Figure 210: Uploading Supplementary Files
Step 4a: Add a supplementary files (File Metadata)

**Figure 210A**: Add a Supplementary File (without the dataverse plugin)
Step 4a. Add a Supplementary File

Supplementary File Metadata
To index this supplementary material, provide the following metadata for the uploaded supplementary file.

- **Title**: Untitled
- **Creator (or owner) of file**: 
- **Keywords**: 
- **Type**: Research Instrument
  - Specify other: 
- **Brief description**: 

Publisher
- Use only with formally published materials.

Contributor or sponsoring agency
- Date: 2015-02-24

Source
- Name of study or other point of origin.

Language
- English; French; Spanish; Additional codes.

Dataverse Plugin: Publish Data
Research data can be submitted for publication by depositing supplementary files in the journal's Dataverse or by supplying a citation to data already in a repository.

- Treat uploaded file as supplementary file. File will not be deposited in Dataverse.
- Deposit file in Dataverse. Author accepts and agrees to Dataverse terms of use.

Study Description
Provide a summary of the purpose, nature, and scope of study data.

External Data Citation
If the data to be published with this submission is already in a different repository, please provide a data citation.

Supplementary File
- **File Name**: 26-109-1-SR.csv
- **Original file name**: ce-500.csv
- **File Size**: 804 KB
- **Date uploaded**: 2015-02-24 04:34 PM

- Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file
- **Choose file**: No file chosen
- **Use Save to upload file**: Use

Save and continue
- **Cancel**: Cancel

* Denotes required field.

Figure 210B: Add a Supplementary File
1. This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

2. In case it concerns the data sets associated to the data paper. Select under “Dataverse Plugin: ¨Publish Data” the option: “Deposit file in Dataverse. Author accepts and agrees to Dataverse terms of use” + Select under “Supplementary File” the option: “Present file to reviewers (without metatdata), as it will not compromise blind review”

3. Locate the file you wish to submit and highlight it.

4. Click Open on the Choose File window, which places the name of the file on this page.

5. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.

6. Once the submission is uploaded, click “Save and continue”.
Step 5: Confirming the submission.

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

Figure 211: Completing the submission process

No fees is required
Each time you log in, you will be presented with a list of all of your outstanding submissions, including their status (both editorially and payment-wise).

Figure 213: Active submissions
Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

Responding to Reviews

Log in to your account and click on the linked title of your submission. From the ‘Summary’ page, you will be able to review the fields you entered at the time of submission.

Go to the “Review” section:

![Figure 214: Selecting the “Review” link](image)
Figure 215: Following the review process

From here you can read the reviewer’s version and the editor’s version. Read or submit comments using the “Editor/Author” icon.

Use the file upload tool to submit any changes for your article or revised version.

**Copyediting**

When your submission has been accepted, a copy will be returned to you for copyediting.
Log in to your account and select the “Queued for Editing” link:
Read through the edited version and make any additional changes necessary. This will be your last opportunity to make any major changes to your article before publication. Copyedit comments can be added using the icon near the bottom of this section. Note the link to “Copyedit Instructions” as well.

Upload the revised version in the “Author Copyedit” section. Select the “Complete” icon when finished, notifying the Copyeditor that you are finished:

Add your datasets or your codes in
Important: before submitting your paper make sure that your data are anonymous and have not been published.

Cybergeo provides a sustainable repository in Harvard Dataverse for your datasets or your codes: [https://dataverse.harvard.edu/dataverse/cybergeo](https://dataverse.harvard.edu/dataverse/cybergeo). After creating an account, you will be able to deposit your dataset(s) or code(s) as part of the Cybergeo Dataverse Collection by choosing "Add Data" as indicated on the figure below.

Make sure to provide the appropriate authorisation certificates if the data includes elements under proprietary license.

At this stage of submission, the dataset is only accessible to you and Cybergeo editors. A private link can however be generated to allow your anonymous reviewers to evaluate the data, therefore all metadata should remain anonymous, as indicated in Cybergeo Metadata Template in Dataverse (the only identifiable field being your email address, which will not be communicated to the reviewers).

*Data Papers : Specific Metadata Fields required for the Data Papers section when adding the dataset to Cybergeo*
Dataverse

Concerning the data associated with the articles submitted in the Data Papers section, here are the required fields that must be filled in:

**Title**
Replication Data for: *Indicate the title of your submitted Data Paper.*

**Author**
*At the stage of submission, this field (as well as Contributor) should include the number of the submission of your article to keep the submission anonymous.*

After acceptance, you will refer only to the author(s) of the Data paper. If other people have contributed to the production of the dataset, you should list them as "Contributors".

**Description**
The summary should allow the reader to understand the information offered by the content of the data in a clear and concise way. It is recommended not to use acronyms without explanation and to summarize the most important details in the first sentence.

**Keywords**
Use the keywords indicated in your article. Please write only one keyword per field, and use the "+" button to add new fields.

**Related Publication**
Once your data paper is published, this field will contain its reference and the DOI or your published dataset.

**Notes**
In this field, please indicate:
- the type of the creative commons license under which the data is distributed
- the specific use that has already been given to the resource
- other possible uses of the data

**Language**
Language used in the dataset.

**Time Period Covered**
This refers to the time period covered of the data.

**Kind of data**
Indicate the nature of the data submitted, as well as the projection Reference System Identifier if applicable (for example: "Code: EPSG:4258. Authority: European Petroleum Survey Group (EPSG)):
- **vector**: Vector data
- **grid**: Data mesh
• text table: Text or tabular data
• tin: Irregular triangular network
• code: programming code
• stereoscopic model: Three–dimensional vision formed by the intersections of the homologous rays of a pair of overlapping images
• video: Scene of a video recording
• photography

Data Sources
Please provide precise information and links about the data sources used in the creation of the data.

Geographical Coverage
Indicate geographical coverage of your data using the categories available (Country, province, city), or "Other" if they do not apply.

Geographical Unit
Indicate the unit in which data are available, for example: municipalities, IRIS, counties or urban agglomerations.

Geographic Bounding Box
Coordinates of the minimum bounding rectangle

Type of article
Choose "data paper"

Submit your data for Review
You can submit your dataset for review when you have finished uploading your files and filling in all of the relevant metadata fields. To Submit for Review, go to your dataset and click on the “Submit for Review” button, which is located next to the “Edit” button on the upper–right. Once Submitted for Review: the Admin or Curator for this Dataverse will be notified to review this dataset before they decide to either “Publish” the dataset or “Return to Author”. If the dataset is published the contributor will be notified that it is now published. If the dataset is returned to the author, the contributor of this dataset will be notified that they need to make modifications before it can be submitted for review again.

Dataverse Guide for author
In case of difficulties to use Dataverse, please refer to the: https://guides.dataverse.org/en/5.3/user/dataset-management.html
Once your data paper is accepted for publication, all fields are populated with your
name(s) and other identifiable information and the dataset is published for all to see. Your data will then be published in the Cybergeo/Dataverse collection in accordance with the FAIR principles. A DOI, permanent publication identifier, specific to your datasets or codes will be assigned to them.

In the unfortunate case where your data paper is not accepted for publication, the dataset is then removed from the Cybergeo Dataverse collection, either by you or by Cybergeo editors.

For more information about the submission of the data paper itself:
https://journals.openedition.org/cybergeo/5021