

Guidance Manual for Authors

ScholarOne Manuscripts

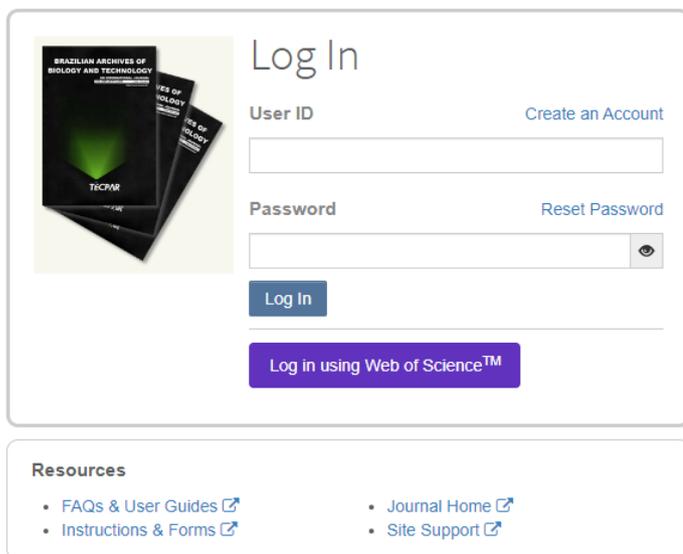
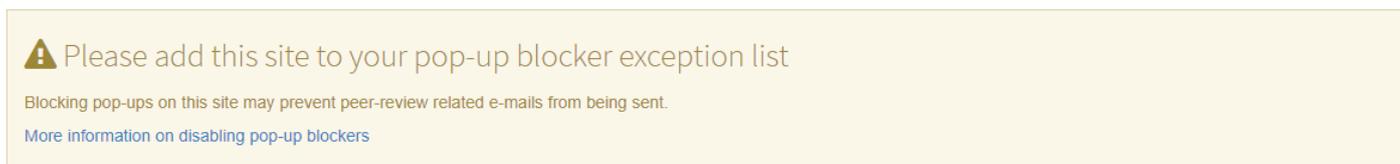
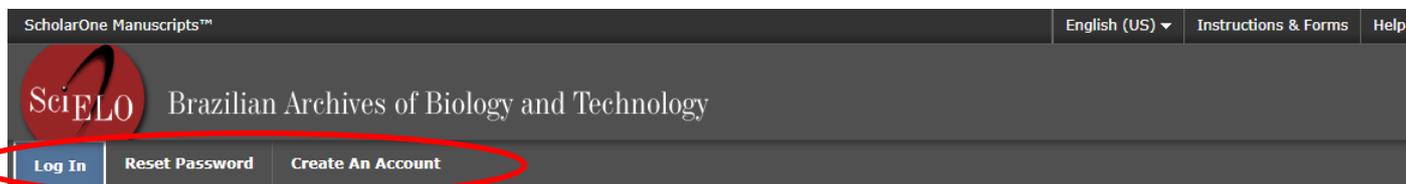
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1 SCHOLARONE SYSTEM

Follow the steps and welcome to ScholarOne's online manuscript submission system

1. Go to the initial access page. The URL is < <https://mc04.manuscriptcentral.com/babt-scielo> >
2. Log in.



Log In

User ID [Create an Account](#)

Password [Reset Password](#)

[Log In](#)

[Log in using Web of Science™](#)

Resources

- [FAQs & User Guides](#)
- [Journal Home](#)
- [Instructions & Forms](#)
- [Site Support](#)

Welcome to the submission site for

Brazilian Archives of Biology and Technology

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

Brazilian Archives of Biology and Technology is available in Open Access on [SciELO](#).

Dear Author,

The Editorial Board of Brazilian Archives of Biology and Technology was recently changed. New paper submissions will only be considered after August 2017. During this time period, the previously submitted requests for special numbers will be evaluated for publication.

Best Regards,

Welcome to the BABT manuscript submission page. To log in, enter your User ID (the e-mail address you registered with the system) and your personal password in the field below, then click on "Log In". If you are unsure whether you have an account or have forgotten your password, click Reset Password. If you don't have an account, click on "Create Account".

1.1 REGISTERING A NEW ACCOUNT

Clicking Create in the Account will open the following screen.



Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

Next

Web of Science account

Click below to associate a Web of Science account

Web of Science* [Create or register a Web of Science account](#)

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.



[Create an ORCID iD](#)

[Associate your existing ORCID iD](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

Special Characters

Prefix: req

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

Next

There are three screens to fill in when creating an access account. On the first screen, enter your name and e-mail address. Mandatory fields are marked with "req". When you have finished filling in the fields, click on "next".

1.1.1 E-mail addresses

E-mails will always be sent to the Primary E-mail Address. If you wish to receive a copy of the e-mail at a second address, please complete the "Primary Cc e-mail Address" field, too.

The Secondary email address is for registration only and they will not receive copies of the message. The site administrator can use it if your primary email address has persistent problems receiving messages.

The second screen that appears is as follows:

ScholarOne Manuscripts™ English (US) ▾ Instructions & Forms Help

SciELO Brazilian Archives of Biology and Technology

[Log In](#) [Reset Password](#) [Create An Account](#)

Create an Account

Enter your primary and secondary address information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

- 1 E-Mail / Name
- 2 **Address**
- 3 User ID & Password

◀ Previous ▶ Next

Primary Address	Secondary Address
Institution: <input type="text"/> req.	Institution: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: <input type="text"/> req.	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Country/Region: <input type="text"/> --- Select One --- req.	Country/Region: <input type="text"/> --- Select One ---
State/Province: <input type="text"/> --- Select One ---	State/Province: <input type="text"/> --- Select One ---
City: <input type="text"/> req.	City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

◀ Previous ▶ Next

Again, the fields that must be filled in are marked "req". The name of the institution, address, country and city must be filled in. When you have finished filling in the fields, click on "next".

Once you have completed your registration, the system will issue a password and send it to your registered e-mail address. Your login is your registered e-mail address.

1.2 HOME PAGE

After logging in to the system you are directed to the home page where to submit a new manuscript you must go to the author's page by clicking on Author next to Home.

ScholarOne Manuscripts™ English (US) ▾ Instructions & Forms Help Log Out

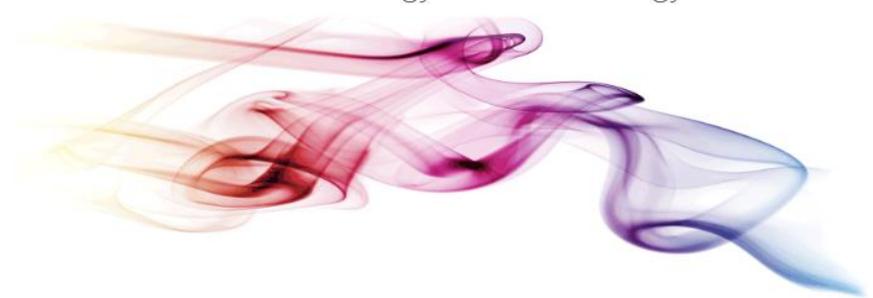
SciELO Brazilian Archives of Biology and Technology

[Home](#) [Author](#)

Help

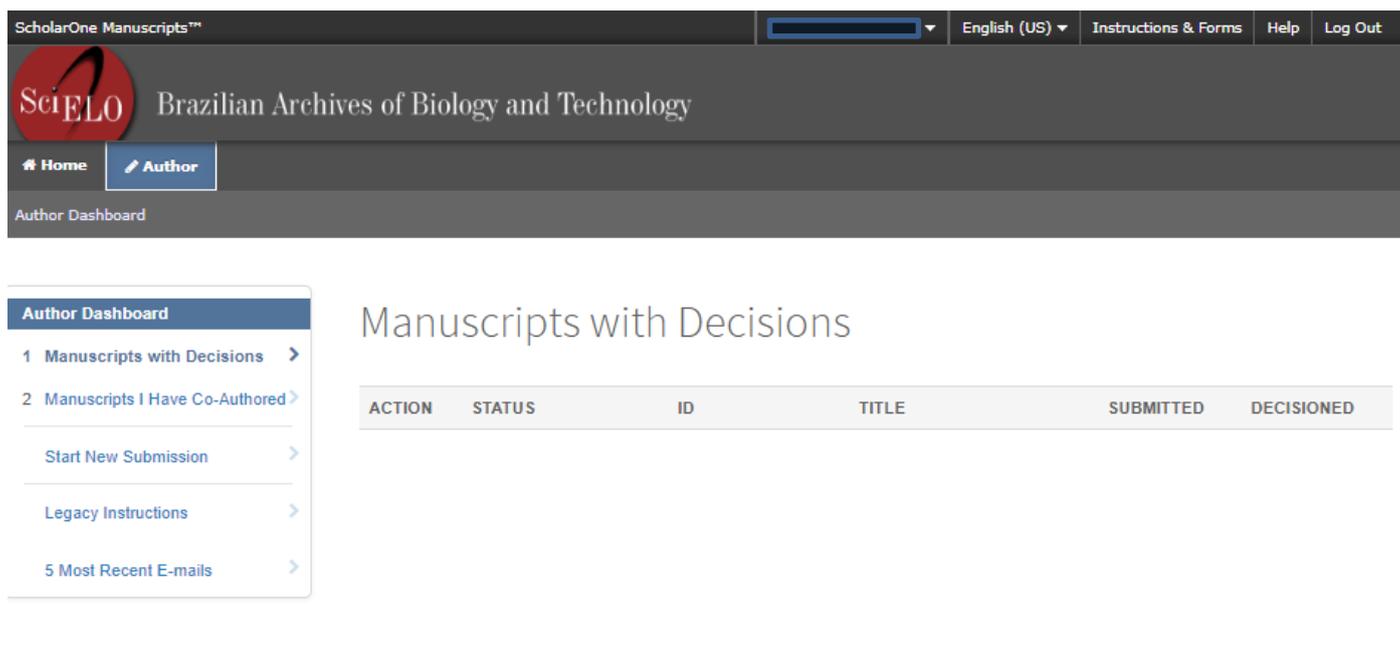
- [FAQs & User Guides](#)
- [Journal Home](#)
- [Site Support](#)

Brazilian Archives of Biology and Technology



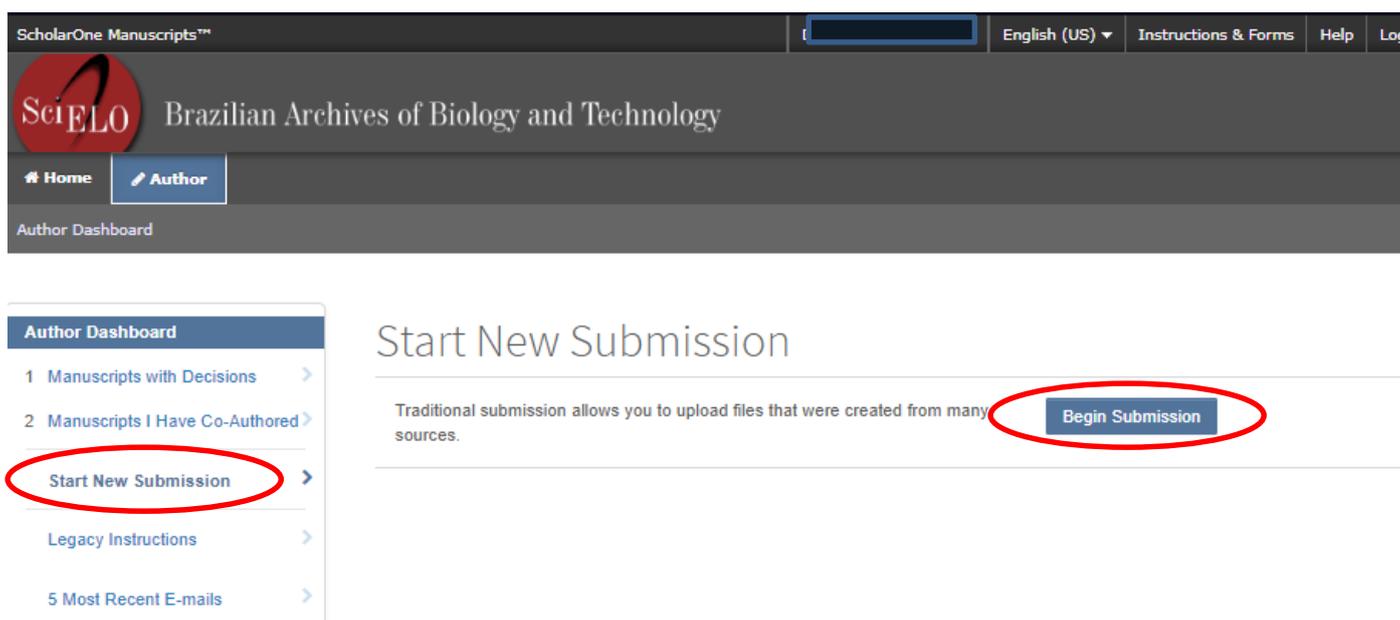
1.3 AUTHOR DASHBOARD

The Dashboard is where you start the process of submitting your manuscript. In addition, you can quickly track the status and see the details of all your manuscripts on the ScholarOne Manuscripts website. On the dashboard, the author will find the status of the submitted manuscript, make new submissions, see which submissions have been reviewed, which submissions need to be corrected and updated, and what the status of their manuscript is.



The screenshot shows the Author Dashboard interface. At the top, there is a navigation bar with 'ScholarOne Manuscripts™', a search box, 'English (US)', 'Instructions & Forms', 'Help', and 'Log Out'. Below this is the SciELO logo and the text 'Brazilian Archives of Biology and Technology'. A secondary navigation bar contains 'Home' and 'Author' buttons. The main content area is titled 'Author Dashboard' and features a sidebar with the following links: '1 Manuscripts with Decisions', '2 Manuscripts I Have Co-Authored', 'Start New Submission', 'Legacy Instructions', and '5 Most Recent E-mails'. The main content area displays the heading 'Manuscripts with Decisions' above a table with the following columns: ACTION, STATUS, ID, TITLE, SUBMITTED, and DECISIONED.

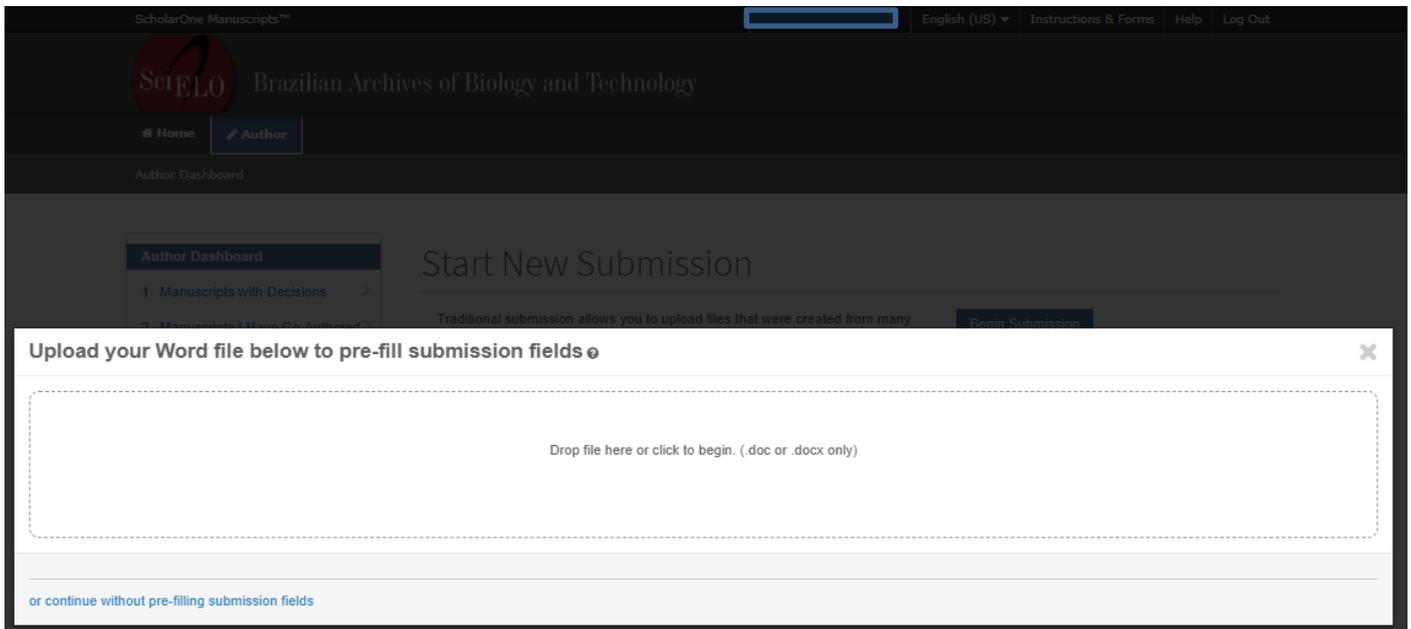
To start a new submission you must click on Start New Submission and then Begin Submission



This screenshot is similar to the previous one but highlights the 'Start New Submission' link in the sidebar and the 'Begin Submission' button in the main content area. The 'Begin Submission' button is circled in red. The main content area is titled 'Start New Submission' and contains the text: 'Traditional submission allows you to upload files that were created from many sources.'

1.4 NEW SUBMISSION

First you have to upload the file in .docx format



We then move on to the steps required for submission. There are 6 steps described below.

1.4.1 Step 1 - Type, Title, & Abstract

Select the type of manuscript. Enter the title and abstract in the appropriate fields. If you need to enter a special character, click on the “Special Characters” button. When you've finished, click on “Next.”



Submission

- Step 1: Type, Title, & Abstract >**
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. Enter any funding agencies associated with your manuscript at the bottom of the page. If the agencies funding your manuscript aren't included in the list, please go on to the next page in the submission process. **BE AWARE AUTHORS NAMES ARE NOT IN THE MAIN TEXT AND REVIEWERS ARE NOT FROM THE SAME INSTITUTION TO AVOID CONFLICT OF INTEREST.** Please, a good practice is attach a English grammar and language Certificate. When you are finished, click "Next." Read More ...

* = Required Fields

* Type:

CHOICE	TYPE	DESCRIPTION
<input type="radio"/>	Original Article	It refers to unpublished research works. Each manuscript should clearly state its objective or hypothesis. They must follow the usual presentation form, containing title, Running title, Abstract (maximum 250 words), Key words (three to six), Introduction, Materials and Methods, Results, Discussion, Acknowledgments and References. The maximum numbers of the pages are 12 (single space typed using Times New Roman font).
<input type="radio"/>	Review	This is directed to the presentation of the progress in biology and technology, containing a critical view, with the main objective of benefiting the group formed by post graduating students and non-specialists in the area. The file must contain title, authors and affiliations, abstract (up to 250 words), six key-words, text with subtitles, acknowledgements (optional) and references. The maximum numbers of the pages are 12.

* Title

8 OUT OF 58 WORDS

* Abstract

Write or Paste Abstract

8 OUT OF 158 WORDS

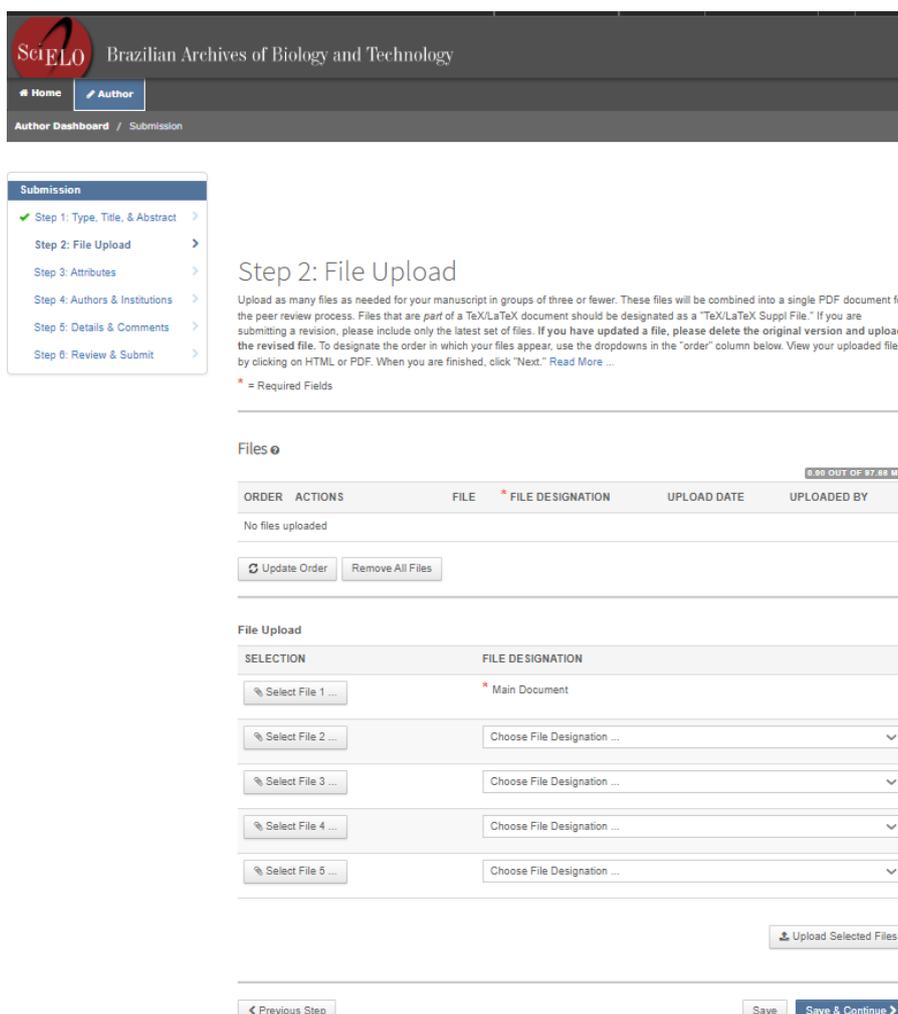
Upload Abstract

No Files Attached

1.4.2 Step 2 – Files Upload

In this step you must submit the following files:

File designation	Filename	Required?	File Designation
Main manuscript	mainmanuscript.docx	Yes	Main manuscript
Declaration of responsibility and license agreement	agreement.pdf	Yes	Supplemental Files NOT for review
Zip file with Conflict of Interest and other disclosure Forms	coi-files.zip	Yes	Supplemental Files NOT for review
Other reporting checklists files	care-checklist.pdf, prisma-checklist.pdf etc.	Yes, depending on the type of work.	Supplemental Files NOT for review
Supplementary material	supplementarymaterial1, supplementarymaterial2 etc.	Yes, if you have files that you want to be published with the article	Supplemental Files for review



Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload**
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Details & Comments
- Step 6: Review & Submit

Step 2: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. Files that are part of a TeX/LaTeX document should be designated as a "TeX/LaTeX Suppl File." If you are submitting a revision, please include only the latest set of files. If you have updated a file, please delete the original version and upload the revised file. To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Next." [Read More ...](#)

* = Required Fields

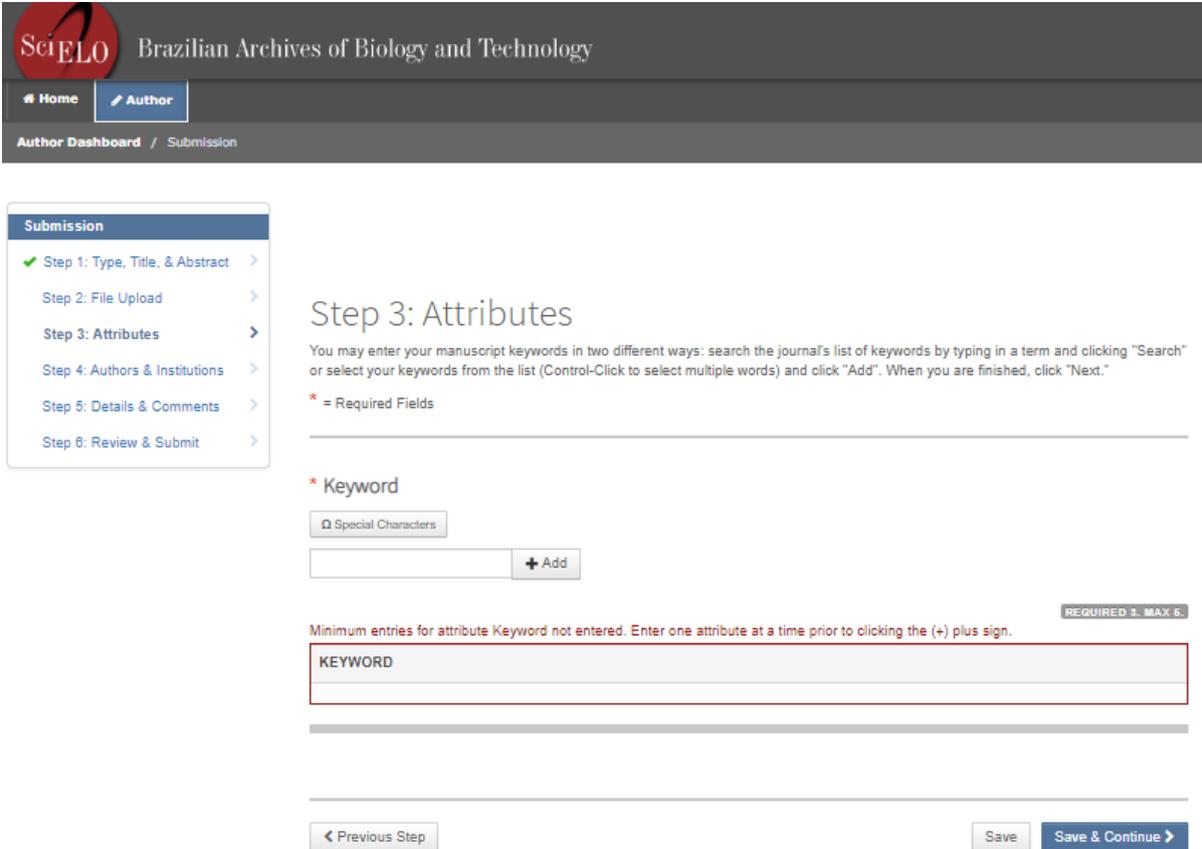
ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					
<input type="button" value="Update Order"/> <input type="button" value="Remove All Files"/>					

File Upload

SELECTION	FILE DESIGNATION
<input type="button" value="Select File 1 ..."/>	* Main Document
<input type="button" value="Select File 2 ..."/>	Choose File Designation ...
<input type="button" value="Select File 3 ..."/>	Choose File Designation ...
<input type="button" value="Select File 4 ..."/>	Choose File Designation ...
<input type="button" value="Select File 5 ..."/>	Choose File Designation ...

1.4.3 Step 3: Attributes

In this step you should enter the keywords for your work.



The screenshot shows the 'Author Dashboard / Submission' page for 'SciELO Brazilian Archives of Biology and Technology'. A navigation menu on the left lists steps from 1 to 6, with 'Step 3: Attributes' selected. The main content area is titled 'Step 3: Attributes' and includes instructions: 'You may enter your manuscript keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Next."' and a note '* = Required Fields'. Below this is a 'Keyword' section with a 'Special Characters' button, an input field, and an '+ Add' button. A red-bordered box contains the text 'KEYWORD'. A message below the box reads: 'Minimum entries for attribute Keyword not entered. Enter one attribute at a time prior to clicking the (+) plus sign.' To the right of this message is a small box containing 'REQUIRED 1, MAX 6'. At the bottom of the page are buttons for '< Previous Step', 'Save', and 'Save & Continue >'.

1.4.4 Step 4: Authors & Institutions

In this step you should add all the authors involved in the manuscript, to check if an author already exists in the journal's database, enter the author's e-mail address and click on "Find". If the author is found, their information will be automatically filled in for you. When you have finished, click on "Next".



Brazilian Archives of Biology and Technology

Home Author

Author Dashboard / Submission

Submission

- ✔ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >**
- Step 5: Details & Comments >
- Step 6: Review & Submit >

Step 4: Authors & Institutions

To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Next."

* = Required Fields

Submitting Agent

* Agent Question

Author or Submitting Agent is a required field.

<input type="radio"/> Author	I, Miss Débora Cristina Colla, am submitting this manuscript on behalf of myself and my co-authors.
<input type="radio"/> Submitting Agent	I, Miss Débora Cristina Colla, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

Authors

* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
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Add Author

Find using Author's email address

< Previous Step

Save Save & Continue >

1.4.5 Step 5: Details & Comments

In this step, the Cover letter should be inserted according to the journal's rules. In docx format. You should also provide the other information required, such as funding for the number of figures, tables and pages, as well as any possible conflicts of interest.

Submission	
✔ Step 1: Type, Title, & Abstract	>
Step 2: File Upload	>
Step 3: Attributes	>
Step 4: Authors & Institutions	>
Step 5: Details & Comments	>
Step 6: Review & Submit	>

Step 5: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. A good cover letter must indicate: - Research line of Author - What you made? - What you got? - Main conclusion and tendencies When you are finished, click "Next."

* = Required Fields

* Cover Letter

Upload Cover Letter

1. Select File

2. Attach File

Funding

* Is there funding to report for this submission?

Yes No

Funders

ACTION	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		
Add Funder		

Manuscript Information

* Number of Figures:

* Number of Tables:

* Number of pages:

Confirm the following:

- * Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere
- * Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.
- * Confirm that you have prepared a complete text minus the title page, acknowledgments, and any running headers with author names, to allow blinded review.
- * The authors agree to transfer copyright to the journal and they are responsible for all of the subject and their legal consequences text.

Conflict of Interest

* Do you have any conflict of interest?

Yes

No

If so, please state:

< Previous Step

Save

Save & Continue >

1.4.6 Step 6: Review & Submit

Check that the information below is correct and make any necessary changes. After reviewing the manuscript proofs at the bottom of this page, you MUST click on “SUBMIT” to complete the submission.

1.5 SUBMISSÃO DE ARQUIVO REVISADO

To start your review, you will need to log back into the Author Center and find the Manuscripts with decisions queue. Selecting this queue will display information on the right, click on Create a review to submit your revised article.

Manuscripts with Decisions

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
create a revision					

If you have already started a revision, it will be located in the Revised manuscripts in draft queue. Select this queue and click continue to finalize your revised submission.



The screenshot shows the 'Author Dashboard' on the left with a sidebar menu. The main content area is titled 'Revised Manuscripts in Draft' and contains a table with the following columns: CONTINUE, ID, TITLE, CREATED, and DELETE. The 'CONTINUE' button in the first row is circled in red.

1.5.1 Step 1: View and Respond to Decision Letter

Attach the file with the answers to the reviewers' comments here.

1.5.2 Step 2: Type, Title, & Abstract

Change these items if you have been asked by a reviewer to change them

1.5.3 Step 3: File Upload

Upload the corrected version according to the rules. In file designation

1.5.4 Step 6: Details & Comments

Attach the cover letter again

1.5.5 Step 7: Review & Submit

Check that the information below is correct and make any necessary changes. After reviewing the manuscript proofs at the bottom of this page, you **MUST** click on “SUBMIT” to complete the submission.