Short instruction on the submission of new manuscripts

As from January 2017, the manuscripts are submitted via the electronic submission system (http://www.zhakh.ru/AuthorArea). Clicking on this link will bring the author to the following screen:

New user has to press "**Register**", after which he is prompted to enter his personal data and create his login and password. *Note*: "Windows Authentication" button is not intented for the authors.

About the registration procedure:

The first field is "User Name" (or Login): specify the name under which you will be logged on. (Here you can enter your email address, your last name, or etc. For example, ivanov@geokhi.ru or ivanov). *Please note that the password is subject to the special requirements. You can find them in the online note to this field and below.* Login and password are case-sensitive.

Remember the **User Name** and **Password** that you specify, as they will be required later to log in. The email address that you have entered may be needed to recover the forgotten password. In addition, messages from the Journal Editorial Office will be sent to this address.

Password requirements. The password length is at least 7 characters. It can include alphanumeric and others characters (for example, @ # $% ^ & * -_). The sequence of signs is arbitrary, but at least one of them should *not* be alphanumeric. The password is case-sensitive.

You can also enter the electronic submission site using the Journal site http://www.zhakh.ru by clicking the "**Login**" button in the upper right corner. The form (see above) will open, where which you need to enter a login and password (on the first login, complete the registration procedure as described above).

Having entered the site http://www.zhakh.ru/AuthorArea with his login and password, the author sees the submission page:

If the author forgot his password, pressing "**Forgot password**" button will prompt him to enter his e-mail address to receive a new password.

In the left column, "**Submit paper**" should be selected, which opens the submission forms:

The forms should be filled in with account of the comments given under them, after which a "**Save**" button must be pressed. (There are three "**Save**" buttons in the screen: in the upper ribbon, at the end and at the beginning of the form, all working similarly.)

Please, include figures and tables in the same file with the main text of the manuscript. Besides, we will need your figures in separate files (a good way is to upload a zip archive including only the figures). Do not supply tables separately!

Please note that full paper titles in the references list are now mandatory.

Please, assign your files (including the file of Agreement) unique names starting with the last name of an author. Files named just "Manuscript.doc" or "Copyright Transfer

Agreement.pdf" have a high chance to face problems with subsequent download by the Editorial Office.

To upload the **files of manuscript**, press button "**Attach File**" in the upper ribbon, select the file on your computer and press OK. The loaded files will appear in the lower part of the form. *If you cannot see the scrolling bar, press the small square in the upper right corner of the form to expand the window.* Before replacing an incorrectly uploaded file, delete its wrong version from the form (the uploading file does *not* replace the file *with the same name*).

A scanned copy of the signed **Copyright Transfer Agreement** http://www.zhakh.ru/Shared%20Documents/COPYRIGHT_TRANSFER_AGREEMENT_with_Pleiades_Publ._(in_two_lang.).pdf or http://www.zhakh.ru/Shared%20Documents/COPYRIGHT_TRANSFER_AGREEMENT_with_Pleiades_Publ._(in_two_lang.).doc should be uploaded in a different way, i.e. into the field "**Upload files**" (see instructions under the field!). After uploading, the following message will appear: The document was uploaded successfully. Use this form to update the properties of the document, where a description of the uploaded file can be given (optionally). To replace an incorrect copy of the file, just upload it again under the same name.

Please note that we do **not** require any of the following: cover letter, highlights, graphical abstract. If you wish to suggest reviewers, indicate unwelcome reviewers or supply any other brief comments, you may use field "**Comment**" in the submission form.

We remind you that upon completion, one of the "**Save**" buttons must be pressed. After that, the System will mail an automatic notification to the author.

In case you need to add some of the materials or somehow else modify your submission, select "**Update submission**" in the left-hand menu and follow the instructions on the screen. In the table which will appear, press icon "**Edit**" located to the left of your manuscript. Having made the changes, describe them in the "**Comment"** field of the form. Be sure to press one of the "**Save**" buttons befrore exiting the form. When a registration number is assigned to your manuscript, **no futher changes** are possible until the stage of revision. (For the manuscript revision after peer review, a dedicated form "Manuscript revision" is used.)

Subsequently, the authors will be able to check the manuscript status in the electronic system by entering with their login and password and selecting "**Check current status of submission"** in the left-hand menu. The notification about the results of peer review and necessity to revise the manuscript will be sent to the email address shown by the author at registration.