

## 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:



The screenshot shows a login interface with the following elements:

- Icon of a padlock and two people.
- Text: "Enter your username and password."
- Label: "User Name:" followed by a text input field.
- Label: "Password:" followed by a text input field.
- Buttons: "OK", "Forgot Password", "Windows Authentication", and "Register".

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 intended 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:

AuthorArea > Home  
Site for paper submission and checking its current status  
Сайт для регистрации статьи и проверки ее текущего состояния

AuthorArea Main site This Site: AuthorArea

English  
Submit new manuscript  
Update submission  
Check current status of submission  
Manuscript revision

Russian  
Подать новую статью  
Изменить ранее поданную статью (до присвоения регистрационного номера)  
Проверить текущее состояние статьи  
Доработка статьи

Lists  
Manuscript\_Revision  
Reviews  
Edited

Discussions  
Submission process

Recycle Bin

Welcome to submission area!  
Use the left menu to open submission form or to check the status of an earlier sent paper.  
Click here to read instructions how to submit a new paper...

Вы на сайте регистрации статьи!  
Используйте меню левой панели для регистрации новой статьи и проверки текущего статуса ранее направленной статьи  
Ознакомьтесь с инструкцией, как зарегистрировать статью, можно здесь...

Journal of Analytical Chemistry - Журнал аналитической химии

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:

Site Actions Browse Edit Page

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

English Save

Submit new manuscript  
Update submission  
Check current status of submission  
Manuscript revision

Russian  
Подать новую статью  
Изменить ранее поданную статью (до присвоения регистрационного номера)  
Проверить текущее состояние статьи  
Доработка статьи

Lists  
Manuscript\_Revision  
Reviews  
Edited

Discussions  
Submission process

Recycle Bin  
All Site Content

Authors \*  
Please, put here list of all authors of the paper: Family name, initials.  
Example: Smith J., Kennedy G.

Title \*  
Please, enter here full title of the paper

Summary \*  
Click for help about adding basic HTML formatting.  
Please, copy here summary of the paper

FigN \*  
0  
Indicate here number of the paper figures

NameContactPerson \*  
Please, point here full name of person responsible for further contacts

e-mailContactPerson \*  
Please, point here e-mail address of person responsible for further contacts

Organization \*  
Please, put here the name(s) of organization(s) where the paper has been prepared

City \*  
Please, point here location of the organization

Country \*  
Country

UploadFiles \*  
Please, printout the Copyright Transfer Agreement:

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](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](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 before exiting the form. When a registration number is assigned to your manuscript, **no further 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.