System Theory, Control and Computing Journal

- Make a Submission guide -

To Make a Submission to the System Theory, Control and Computing Journal please access the link**: https://stccj.ucv.ro**. The main page of the Journal will be displayed. There you must click on the "Make a Submission" button. (see Figure 1 below).
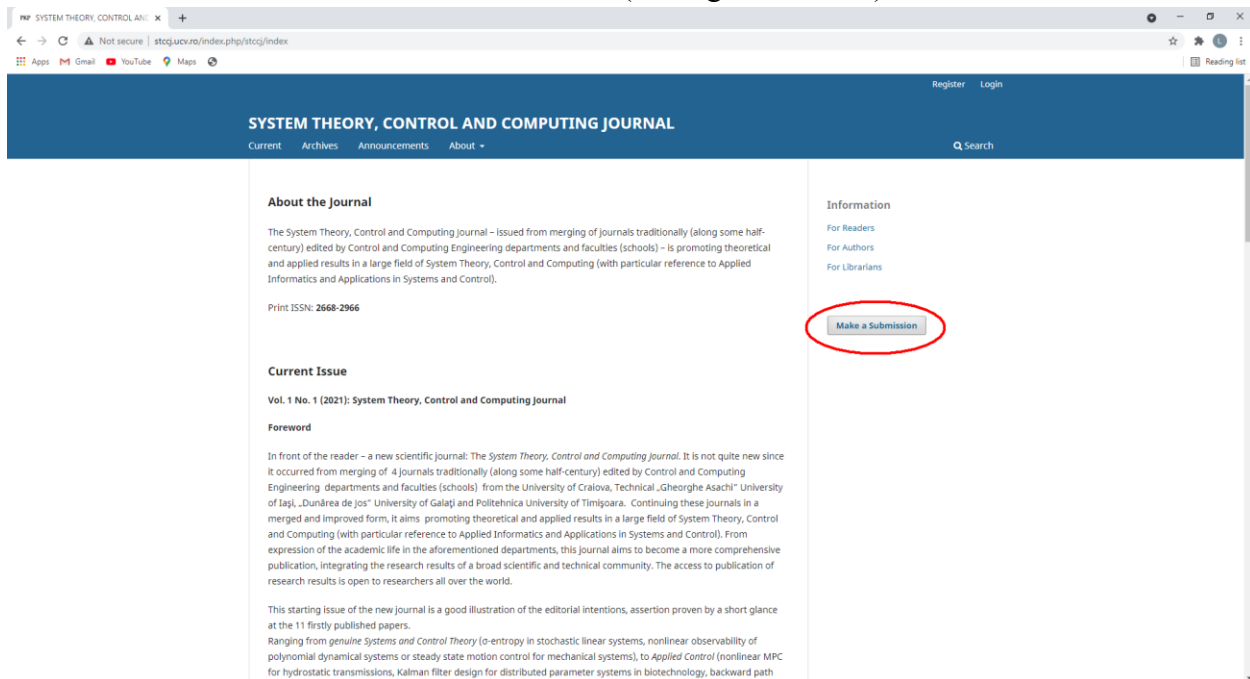

Figure 1 STCCJ main page – Make a Submission

The submission details page will be displayed. This page contains the author guidelines and links to the templates accepted by the Journal as well as links to the next actions. The next actions are different depending on if you **are** or **are not** logged into the Journal.

Option 1

If you **are** logged into the Journal, the options available are "Make a new submission" and "view your pending submissions" (see figure 2). Click "Make a new submission" to go to the submission wizard. You can skip the "Option 2" paragraph and continue from "Submission wizard"
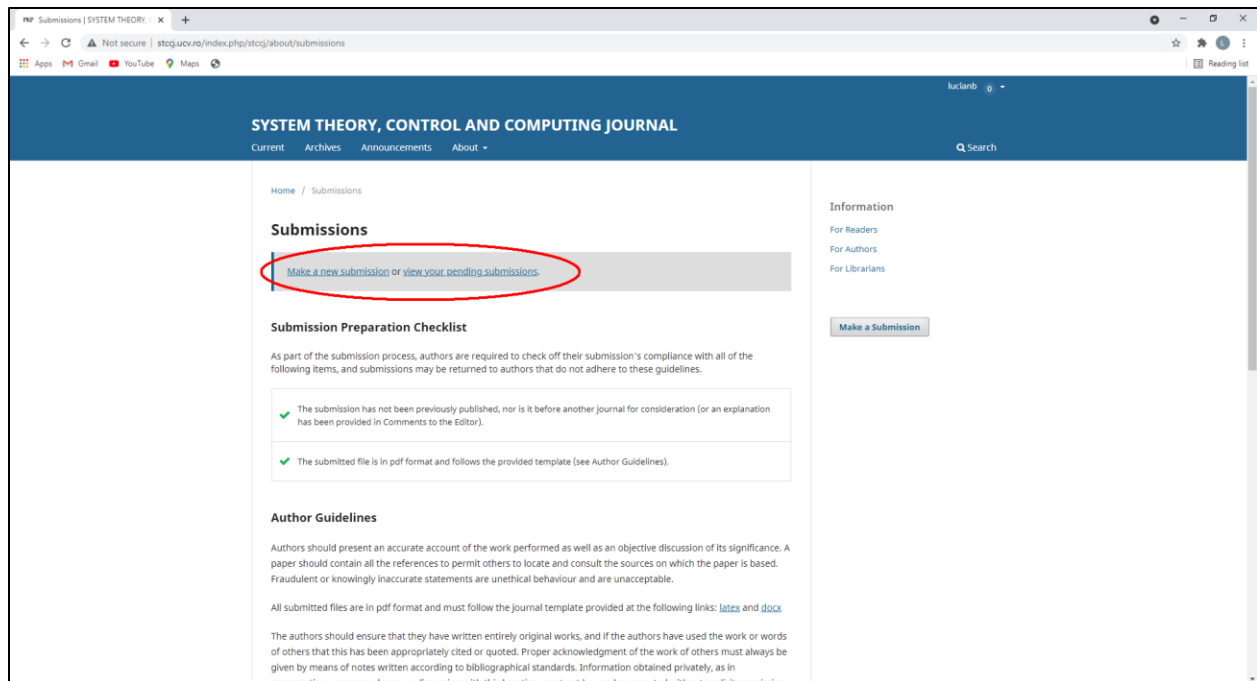
Figure 2 STCCJ Make a Submission page – author already logged in

Option 2

If you **are not** logged into the Journal, the options available are "Login" and "Register" (see figure 3). Click "Register" if you do not have an account (see Registration Guide for details about creating your account). Click "Login" to enter your account.
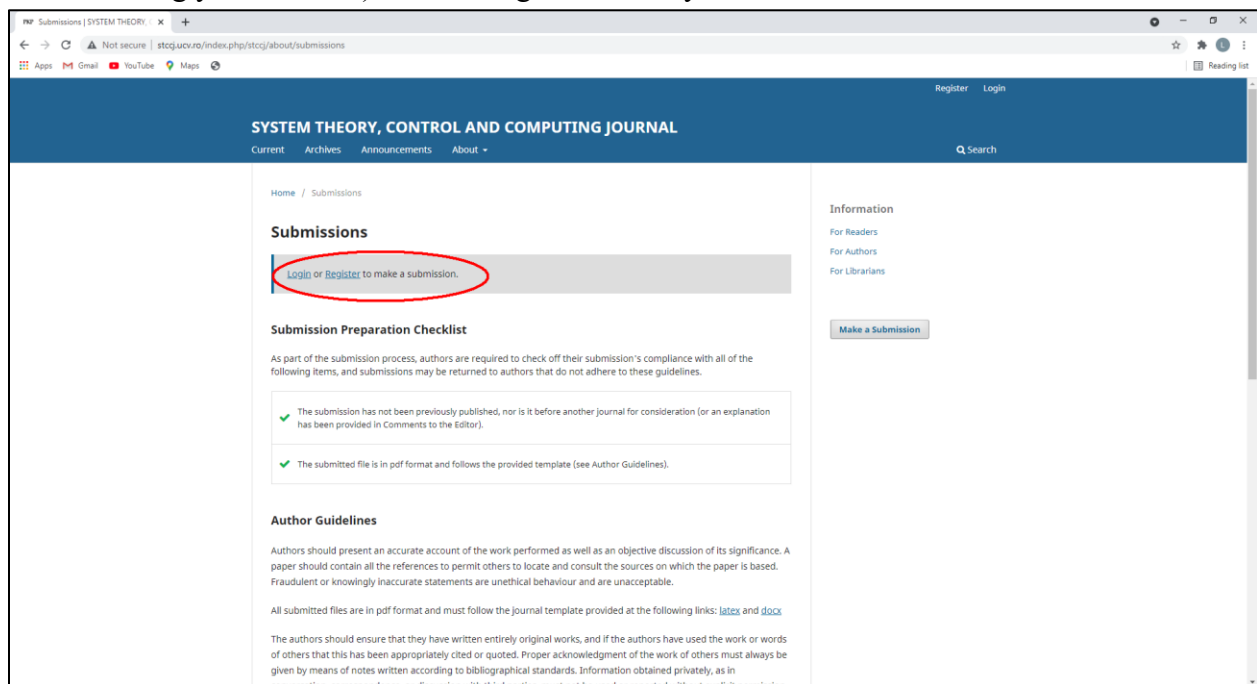

Figure 3 STCCJ Make a Submission page – author not logged in.

After selecting "Login", you will be asked for your credentials. If you do not want to be asked for your credentials every time you open the Journal page, you can check the option "Keep me logged in".
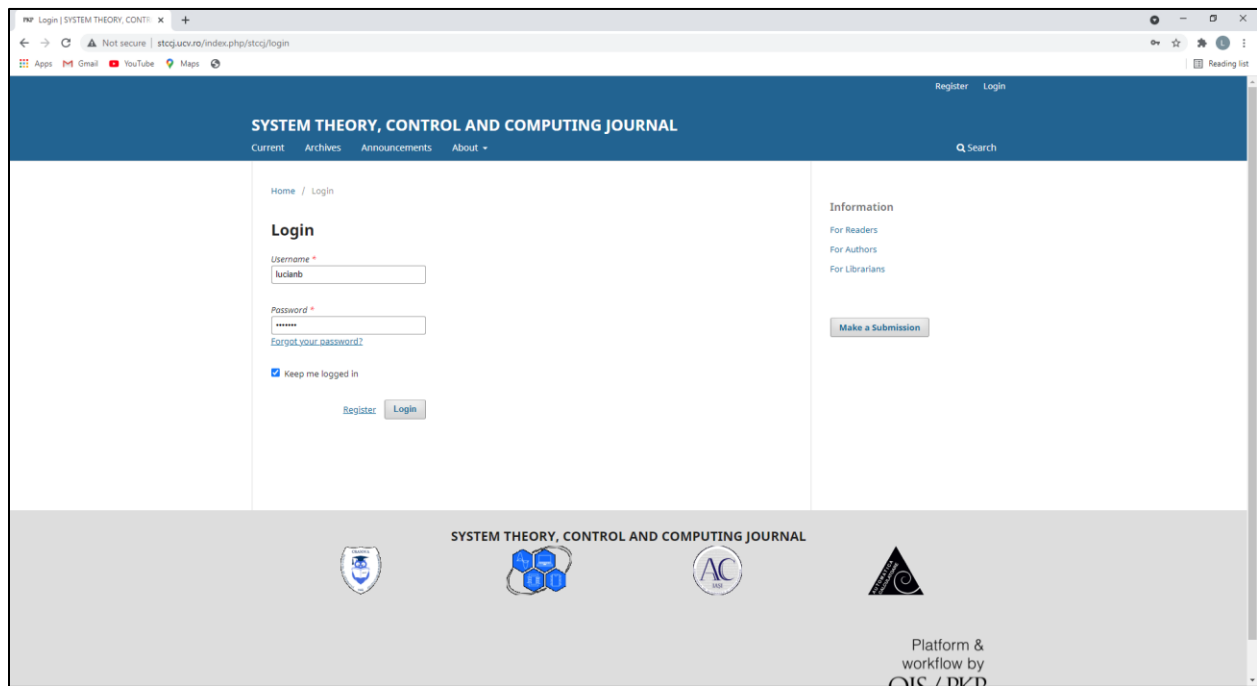

Figure 4 STCCJ – Login page

After you enter your credentials and click "Login", you will go to the "Submissions" page. Here you will see a list of your previous submissions (if any) and you have the option of making a new submission (see Figure 5). Clicking that button will open the "Submission wizard"
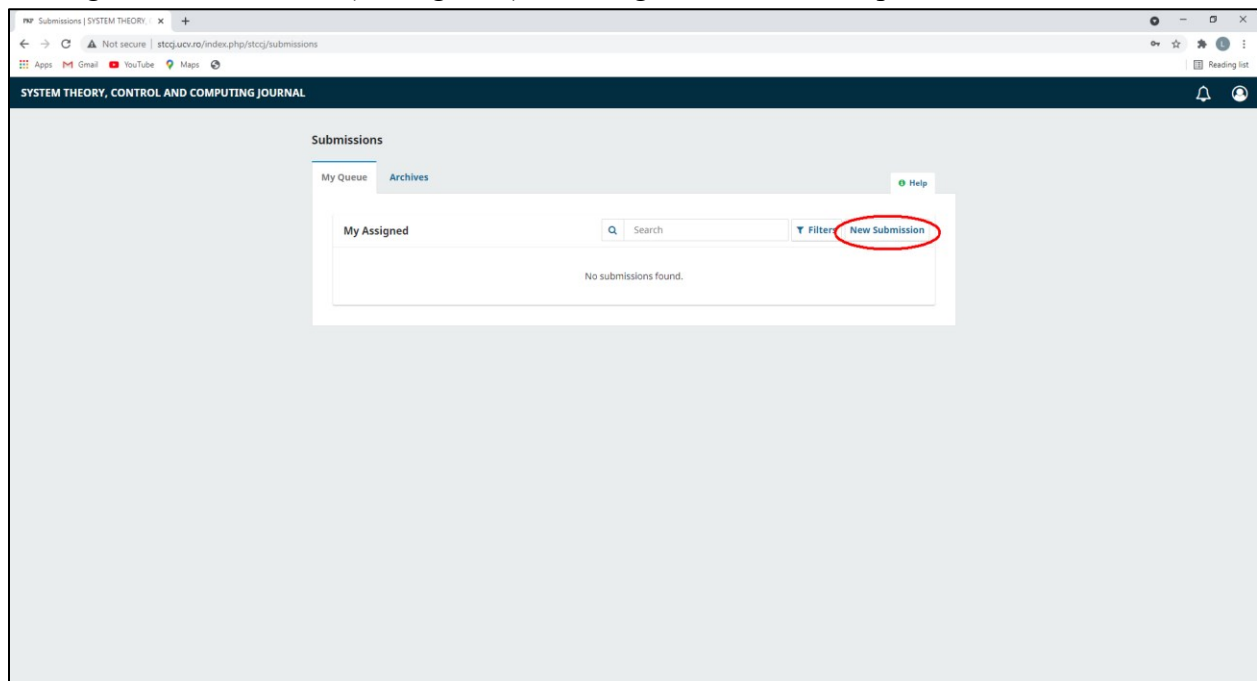

Figure 5 STCCJ - Submissions page

Submission wizard

The submission wizard guides you with completing your submission to the Journal. It consists of several steps. The first page (Figure 6) contains three sections:

- Submission Requirements – you must acknowledge that you have followed all the Journal's requirements for your submission
- Comments for the Editor – you can leave this field empty, or you can add some comments. For example, if your paper is an extension of a Conference paper, you can write here the list of modifications.
- Corresponding contact – you must select all options from this section. If you do not select them you will not be able to submit your article to the Journal

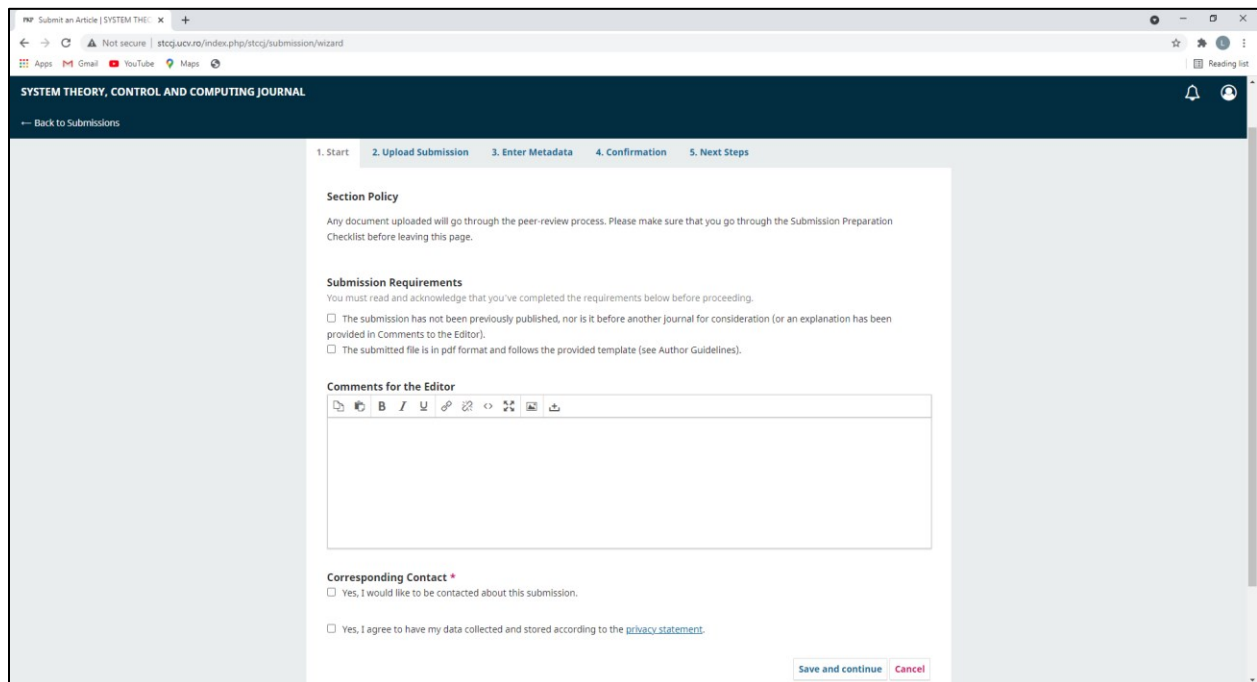After you finish entering the data, press "Save and continue".

Figure 6 STCCJ Submission Wizard - Page 1

The second page of the submission wizard is where you upload your submission's files. You can upload several files with your submission by pressing the "Add File" button (see Figure 7). You will be asked to browse your computer and select a file to upload. After you select and upload the file you will be asked to specify the type of submission (see Figure 8). You can select "Article Text" directly (if the uploaded file is the paper you want to submit to the Journal) or "Other" to see a list of other possible file types that you can upload. By selecting "Other" you will see a list with 4 options:

- Article Text – the Journal paper (same as the direct link "Article Text")
- Article Source – an archive containing the article source files (can be the docx, if you used the provided word template, or the .tex and all additional files required to build the article text, if you used the LaTex template)

- Copyright Form – the copyright transfer form to the Journal. Is required after the article is accepted for publication and a template will be provided at that moment.
- Cover Letter – the list of modifications for the articles that are an extension of a Conference Paper. If you added this information in the "Comments for the Editor" field on the previous page, you do not have to upload a new document here.
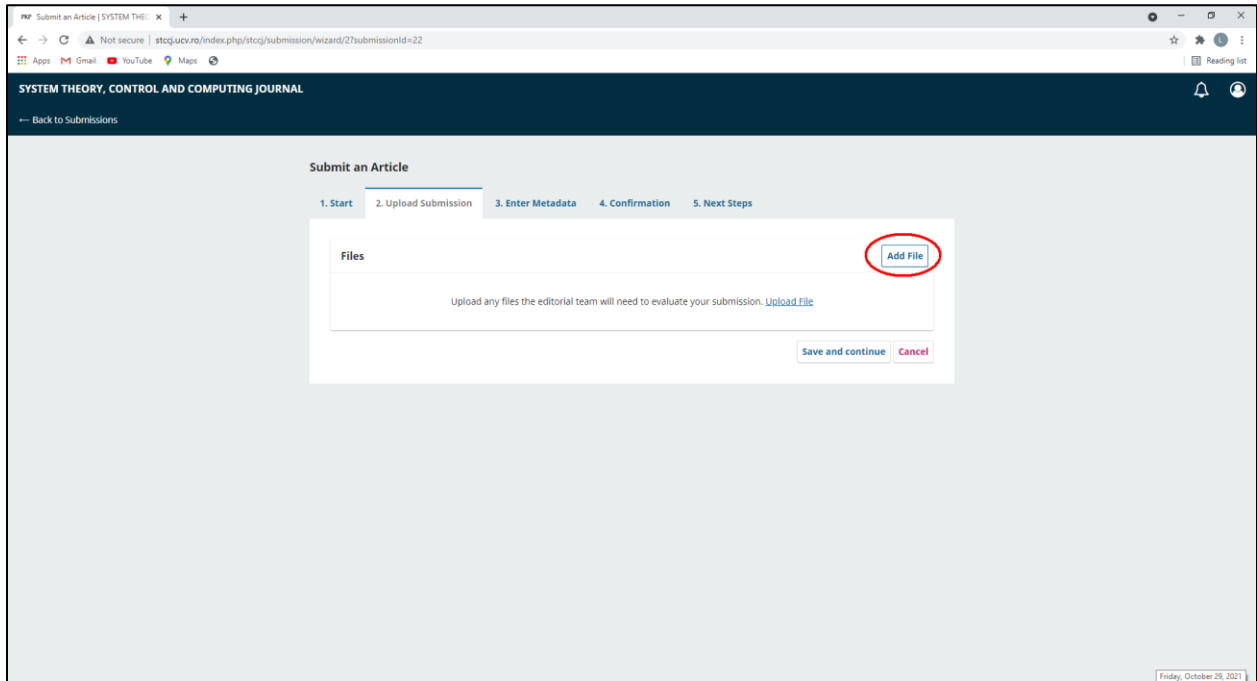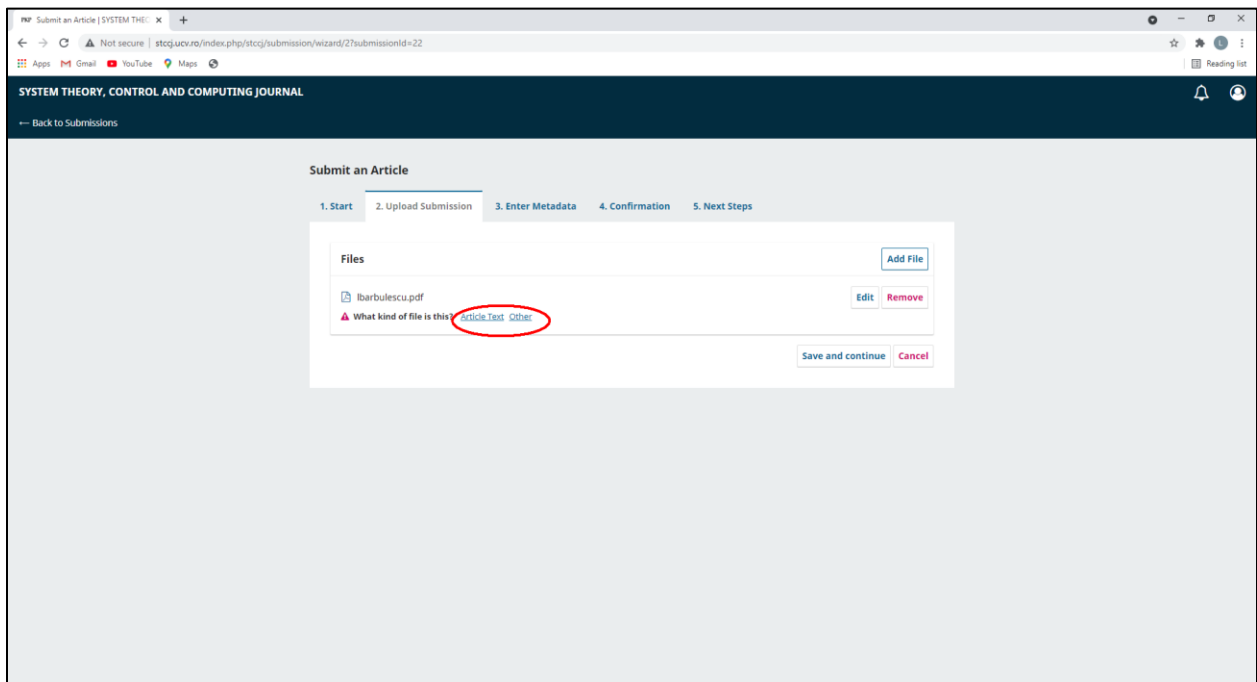

Figure 7 STCCJ Submission Wizard - Page 2

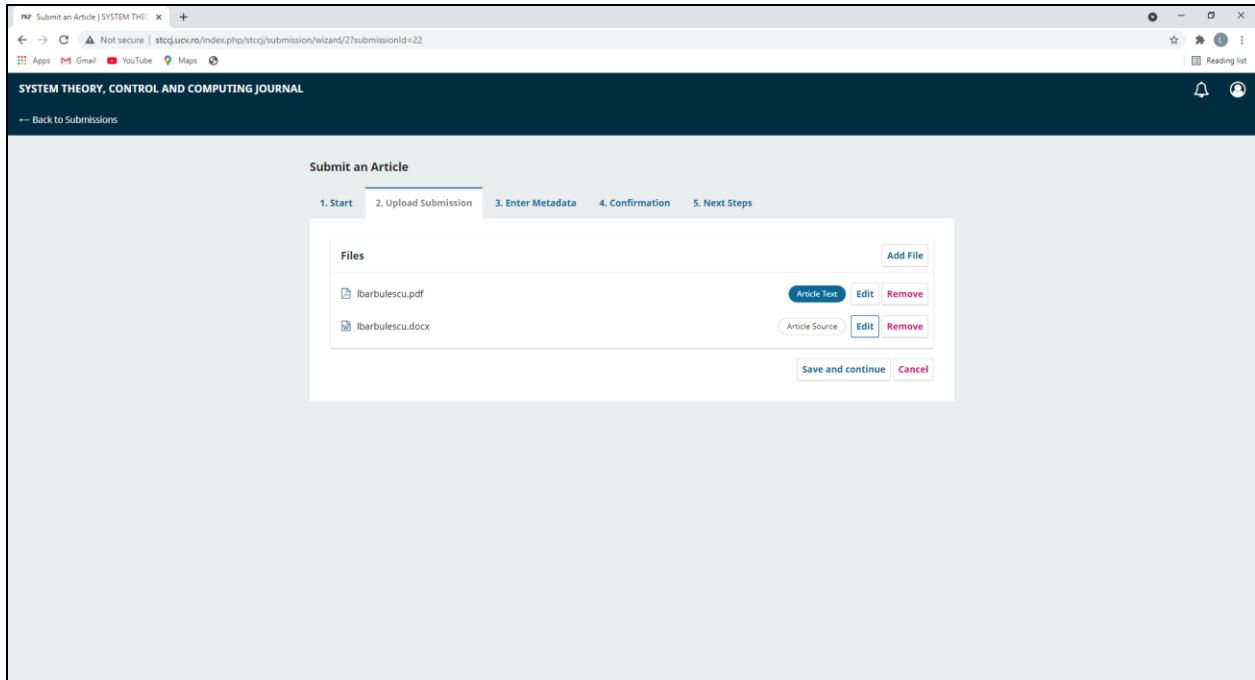*Figure 8 STCCJ Submission Wizard - Page 2 – New file added*

Figure 9 STCCJ Submission Wizard - Page 2 - Submission files list

After you added all files, you should press "Save and continue" to go to the next page. Here you will enter the metadata related to your paper, like Title, Abstract, List of authors, keywords etc. When you finish entering the data, click "Save and continue".
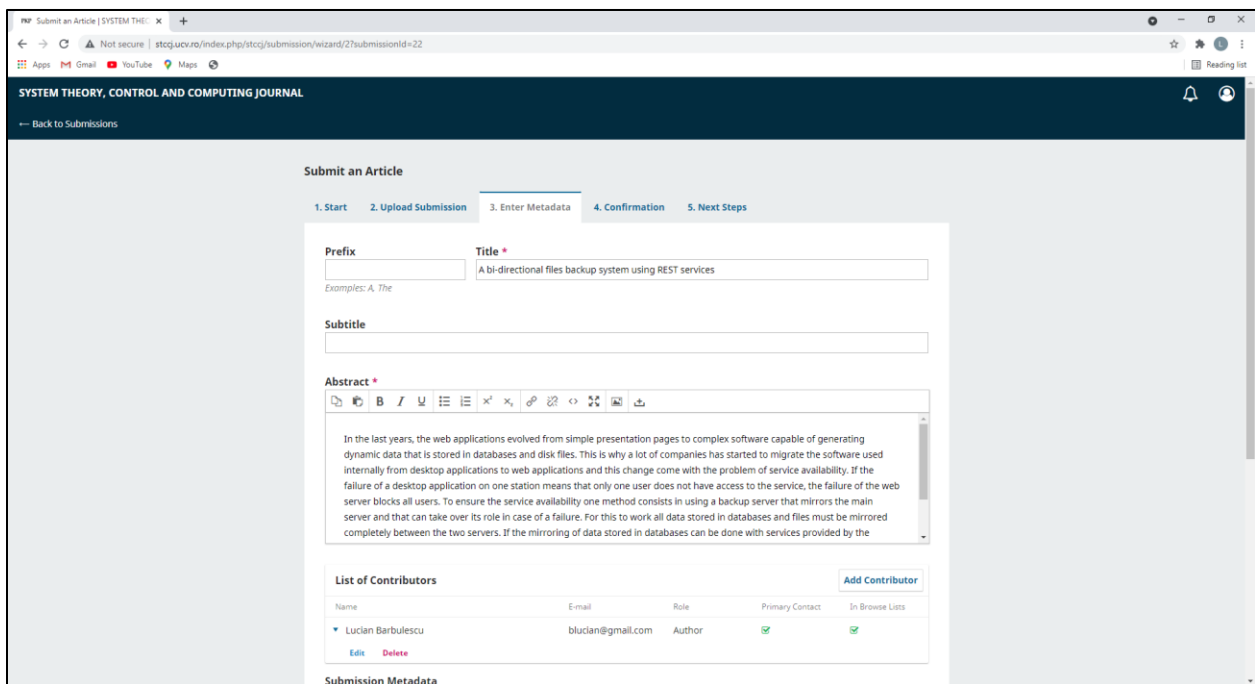

Figure 10 STCCJ Submission wizard - Metadata page

To complete your submission, press the "Finish Submission" and then confirm your submission.
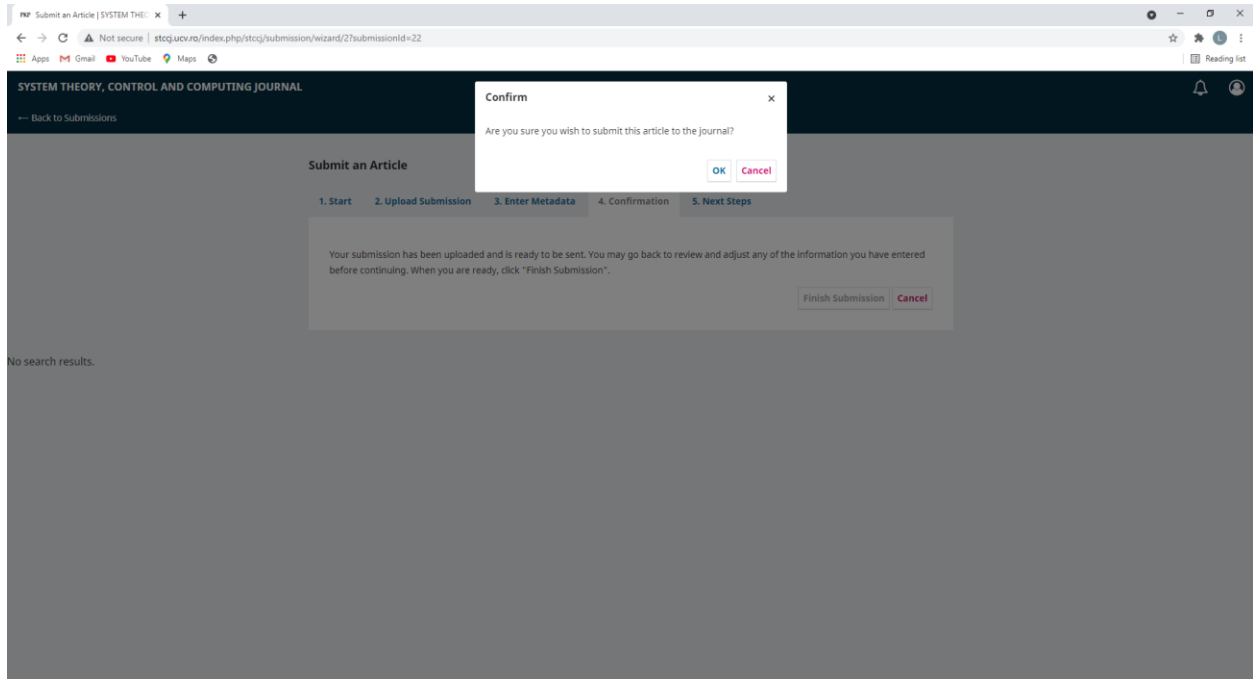

Figure 11 STCCJ Submission Wizard - Finish the submission

Congratulations! Your Submission was now recorded and it will enter the review process. You will receive information about the status via e-mail messages.