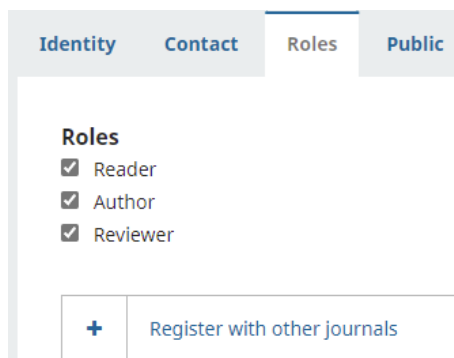# Guidelines for Authors

Registration

Go to the journal's website, and select **Register** from the top menu**.**

Fill out the form. Please, remember that the fields marked with an asterisk are mandatory.

If you have the ORCID, you can register using your ORCID account. To do this, select the **Register / log in via ORCID** button**.**

After logging in, you can supplement or change your personal data in your account. To edit the account, select **View Profile**. If you want to work with the journal as a reviewer, in the **Roles section,** additionally select the **Reviewer function**.


In the **RRS Notifications section** of the user account, you can select the actions you want to be informed about, e.g. the publication of a new issue, modification of metadata entered by you, or a new review. Unchecking an entry will prevent you from being informed about the above actions.

Paper submission

To submit your paper to the journal, in the **Submissions** section**,** select the **New Report** button.

The text submission stage consists of five steps:

| 1. Start | 2. Upload Submission | 3. Enter Metadata | 4. Confirmation | 5. Next Steps |
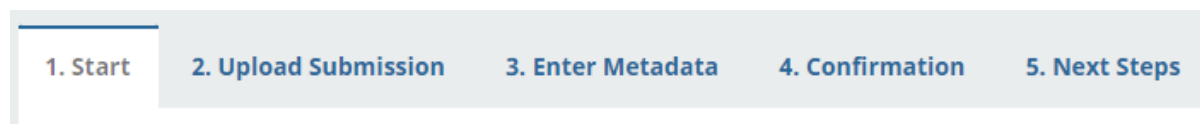
In the first step, select the language in which the paper has been written; check that it meets basic editorial requirements; you can write a message for the editor; you must also accept the privacy policy. Then go to step two - select the **Save and Continue** button**.**

In the second step, attach a file with the text (select the type of text to be sent, e.g. articles), then attach the file; check the correctness of the attached file; in the confirm section, you can attach additional files (e.g. photos, charts, research results, etc.). Finish sending the text by confirming with the **Finish** button and continue**.**

In the third step **Enter the metadata** (you can also fill in the data in another language), enter: the title of the article; abstract; keywords; the language of publication; information on co-authors (your data will be added from the registration process, so remember to complete your profile); in the last field, enter the bibliography. Then go to the next step - select the **Finish Submission** button and continue.

In step four, confirm your submission by clicking the button:

Finish Submission

The journal's editors will be informed about the submission. The confirmation will be sent to your e-mail address. Wait for the contact from the editorial office, which will inform you about the decision on your submission.

Review process

The work on your paper includes the review, correction, and implementation stages. By logging into the system and selecting your application, you will gain access to the menu below.

| Submission | Review | Copyediting | Production |
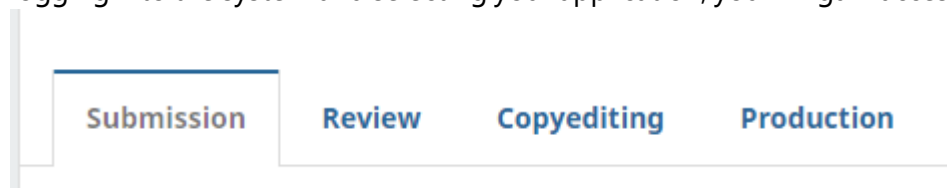
If the editor wants to contact you before submitting the paper for review, you will receive a notification in your e-mail. This information will also be available after logging in to the journal's platform in the **Applications** section, in the **Discussion before review** section.

If you want to answer the inquiry of the managing editor, select the **Add discussion** option, mark the recipient, write a message and send.

Pre-Review Discussions				Add discussion
Name	From	Last Reply	Replies	Closed

After completing the review, you will receive a notification to your e-mail address containing the decision made by the editors. Click on the link sent in the text of the message, log in to the system, read the review forms and in the **Reviewer's files** section check if the files of your text with the comments from reviewers are also attached. You can download such files and save them on your medium.

If the managing editor recommends making corrections in your text (in accordance with the reviewers' guidelines), make the corrections, and then upload the text to the system in the **Review** section in selecting **Text versions corrected by the author.**

As soon as the text with your amendments is attached, the supervising editor will receive a message in his e-mail box. If he approves the changes and the second round of review is not required, you will receive information about the acceptance of the text for further editorial work, and the text will be sent to the Corrections section.

Correction process

The technical editor (proofreader) will contact you to approve the stylistically corrected text. You will receive all comments and possible versions of the file for approval in the **Revision** section, in the Discussion section **during revision**.

After the approval of the final version, your paper will go to the Realization department.

Publication process

The DTP specialist will introduce an appropriate text template and pagination, consistent with the journal's publishing policy. A final technical correction will also be made on the non-editable PDF file. The proofreader can consult with you on the final record and structure of the article. As in the process of correction, you will be informed about all messages in the **Discussion** section**,** and the alerts will be sent to your e-mail account.