

Uploading your Prepared Article for Submission to *BioResources*

(This set of instructions has been prepared for users not able to view the streaming video version. Note that there is a corresponding YouTube video available, covering the same material. The title is the same.)

Here is the link for instructions for authors for the journal *BioResources*:

<https://bioresources.cnr.ncsu.edu/authors-and-reviewers/submission-instructions/>

Here's the first slide that was shown in the streaming video version:

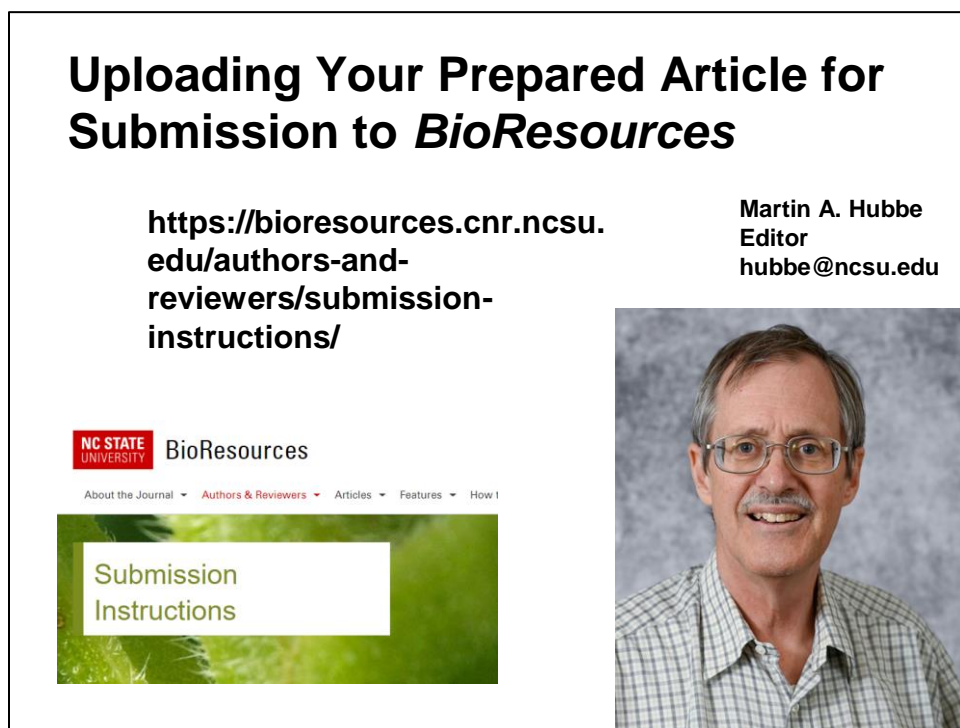


Fig. 1.

As mentioned in Fig. 2, one of the main reasons to follow these instructions carefully is to get an ID number for your submitted article. You will need this ID number if and when you send email messages to the journal. Once you have an ID (e.g. "BioRes 22123"), your article will be in the queue to go through the peer-review process.

Don't forget to add each author (given name and surname), along with their email address.

Also, keep in mind that articles get uploaded as a single document (not counting the optional Graphic Abstract).

Some Top Priorities

A completed submission will create an ID number for your article. (Please put this ID # into any email that you send to us.)

Make sure to add each of the authors, along with their email address, and get the names in the right order.

Upload one MS WORD document, after studying the “Article Preparation” text and using the temple.

Fig. 2.

Figure 3 points back to the “Authors and Reviewer” drop-down page for “Article Preparation”. There is another streaming video (and corresponding PDF version) for that work. It is important not to skip those instructions. In addition, there are instructions about how to self-register, if you don’t yet have an account.

If you don’t have an account yet...

If you do not yet have an account at *BioResources*, then you will first need to self-register. New users are urged to follow the [step-by-step guide to self-registering](#). This is found at this website under the tab “[Authors & Reviewers](#)”. If you already have an account with the journal but do not know your current password, you are encouraged to ask the editors to update your password.

<https://bioresources.cnr.ncsu.edu/authors-and-reviewers/how-to-self-register/>

Fig. 3.

Figure 4 shows the first two steps in the procedure for submitting your MS WORD document to *BioResources*.

Here is a general stepwise procedure that may be useful in case you run into questions during the submissions process:

1. To get to OJS, go to <https://ojs.cnr.ncsu.edu/index.php/BRJ/index>
2. Unless you have set your system to log you in automatically, you will need to log in. Find the **Login** button in the top right of the site. You will see **Username** and below that you should see the word **Password**. Please use these boxes if you already have registered.

Fig. 4.

Figure 5 indicates that you will need to be registered in order to submit an article. There is a link to instructions of how to register. It is recommended to view these instructions to that your information will be in our preferred format each time. Make sure to input all five types of information shown on this list.

If you are not yet registered as an author with the site (in other words, you don't yet have a user name and password), please follow the [self-registration instructions here](#).

Or, please send an email with your request to hubbe@ncsu.edu, dsavith@ncsu.edu, and erpeck@ncsu.edu. Please include the following information in your email:

- (a) Your surname (family name)
- (b) Your given name(s)
- (c) Your affiliation
- (d) Keywords (at least 10) describing your research area (the more specific the better)
- (e) Your preferred e-mail for the account

Fig. 5.

Figure 6 shows where to find the link for submitting an article.

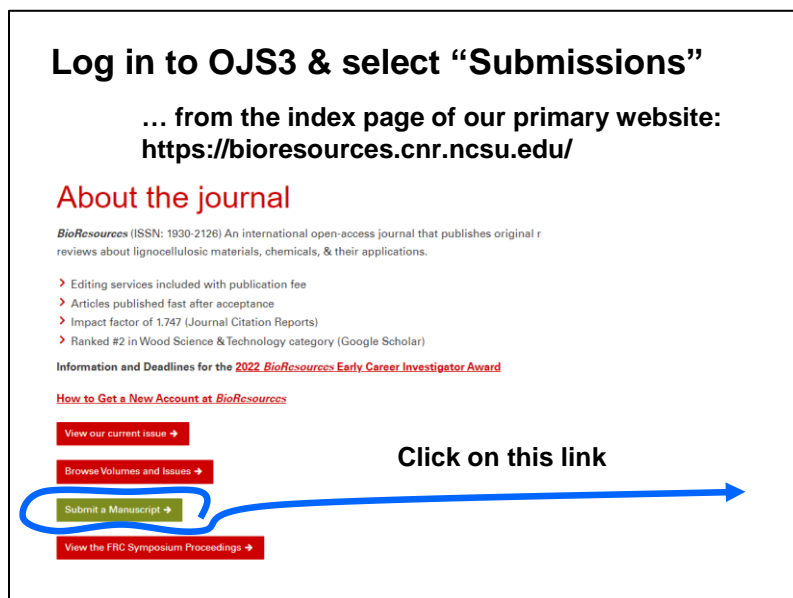


Fig. 6.

Figure 7 shows the upper left of the page after you have selected that link. There may be other content on the page, especially if you have submitted another article previously.

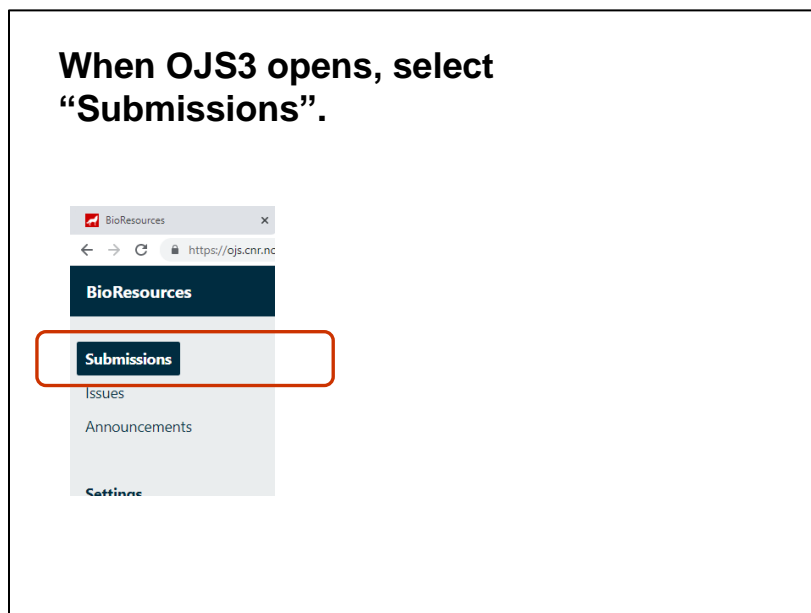


Fig. 7.

Figure 8 indicates that you will need to be looking for a link to “New Submission”.

Steps in Submitting an Article ...

4. The next screen that you come to usually will have the title “BioResources” at the top corner, on a gray-green field and Submissions labeled at the top of the screen. This screen may show your “Active Submissions” if you have previously submitted an article.
5. To submit a new manuscript, please navigate to the tab, “**New Submission**” located at the right margin.

Fig. 8.

And Figure 9 shows where that link to “New Submissions” will be located on your screen.

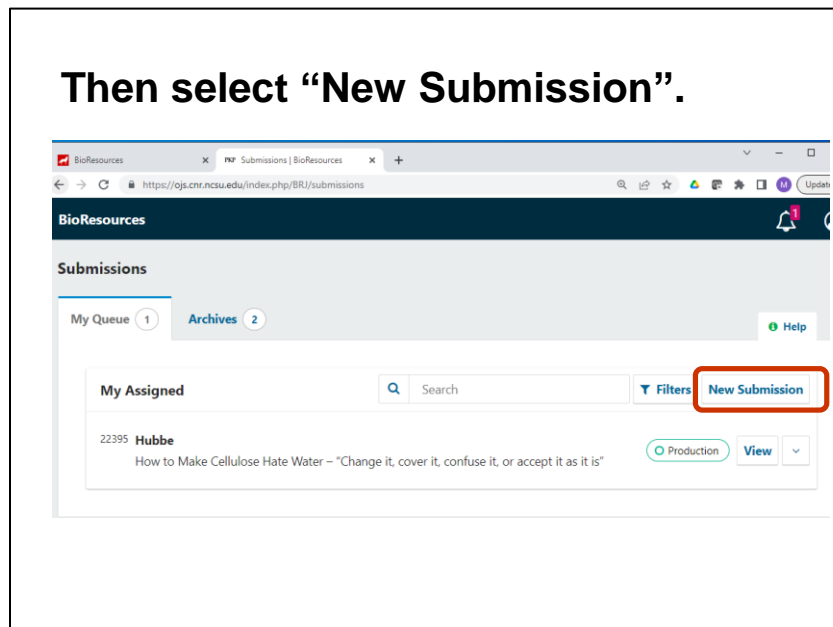


Fig. 9.

You will know that you have completed the entire process when you have selected “Finish submission”. But before you get to that point, there are several screens that will require your input.

Steps in Submitting an Article ...

6. Continue through the process, following the prompts. Make sure to fill in the five required check-boxes under Submissions Requirements, if true. And please check the two boxes under Copyright Statement. Make sure to select "save and continue" at the bottom of each screen, and do not stop until after you have selected "Finish submission" at the bottom of the final page.

Fig. 10.

As indicated in Fig. 11, you will need to select the type of article. There are three choices. Brief communications are handled in the same way as Research articles.

Steps in Submitting an Article ...

Section

Research Article or Brief Communication

*Articles must be submitted to one of the journal's sections. **

Your choices in this drop-down menu:

- 1. Research article or Brief communication**
- 2. Editorial piece**
- 3. Scholarly review**

Fig. 11.

When you check the boxes shown in Fig. 12, you are making some commitments. Note that *BioResources* is 100% funded by your author contributions. All authors have to pay their share of the costs. Excess funds, beyond expenses, go to scholarships for undergraduates in the Department of Forest Biomaterials at NC State University.

You are agreeing to...

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- "Author instructions" at <https://bioresources.cnr.ncsu.edu> and the template were used to prepare the document in MS Word or OpenOffice as a Research Article, Scholarly Review, or Editorial.
- Where available, DOIs for the references have been provided.
- The authors have noticed the "cover graphic candidate" option in "Author instructions"
- The authors plan to pay the page expenses (\$125/page) if the article is accepted after peer review; I/we have read about the page expenses at "Author instructions" at <https://bioresources.cnr.ncsu.edu/>.

Acknowledge the copyright statement

Authors of documents published by the journal *BioResources* remain the copyright owners of their publications and all parts thereof.

- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Fig. 12.

The "copyright statement" is very simple: Authors retain copy rights to all the content that they publish in the journal *BioResources*. The next slide shows the link to upload your MS WORD file.

Steps in Submitting an Article ...

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files Add File

Upload any files the editorial team will need to evaluate your submission. Upload File

Save and continue Cancel

This will take you to the files on your computer.

Fig. 13.

Then, in Fig. 14, you will copy and paste the title and abstract text into the fields shown. Please do not put anything in the fields that have been marked out, as shown below.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix Title *

Example: A, The

Subtitle

Abstract *

Fig. 14.

The step shown in Fig. 15 is very important. Please make to input information for every author, including their email address and affiliation (university, company, etc.). Also, paste your keywords into the field indicated. Please paste the keyword terms (sometimes more than one word) one by one, with a carriage return after each.

Steps in Submitting an Article ...

List of Contributors

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Martin (protonmail) Hubbe	Hubbe.BioResources@protonmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Refinements

Keywords *
Add additional information for your submission. Press 'enter' after each term.

Supporting Agencies
Add additional information for your submission. Press 'enter' after each term.

This can be copied and pasted directly from your WORD document.

Fig. 15.

Figure 16 shows the form that you will fill in to provide information about each co-authors. Please do not put anything in the “preferred public name” field (while has a red line scratching it out). The email is required. We depend on such information if later there is a problem with the corresponding authors’ contact information.

The image shows a web form titled "Add Contributor". It contains several input fields and a radio button group. Red annotations highlight specific parts of the form:

- The "Name" section has two input fields: "Given Name" with the text "Judith" and "Family Name" with the text "Johnson".
- Below the name fields is a text input field for "Preferred Public Name" with a red scribble over it. The label above it says "How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like."
- The "Contact" section has an "Email" field with the text "jjohnson@abc.edu". A red arrow points to this field with the text "Your co-author's email".
- The "Country" section has a dropdown menu with the text "(select from list)".
- Below the country field is an "Affiliation" text input field. A red arrow points to this field with the text "Their college, company, etc.".
- The "Contributor's role" section has two radio buttons: "Author" (which is selected) and "Translator".

Fig. 16.

As a reminder, please write down the ID number for your article. It might look something like “BioRes 22123”. Put that ID number in the subject line of any email that you send to us during the process.

Suggested to Write Down the ID Number

7. When you get to the very end of the submissions process, you will have an opportunity to select a link to “Active submissions”. It is recommended to click on that link and make note of the ID number of your article. Let’s suppose that you found that your ID number was “12345”. In that case, you would make sure to put “BioRes 12345” somewhere in the subject line of each e-mail that you send to the editor who is assigned to your article. Please also adjust your email filters to allow messages with the subject line “BioRes” to go to your inbox.

Fig. 17.

The final slide is just a reminder that the peer-reviewing process takes time. Typically our process is quite fast, relative to other journals. But some articles take longer than others to get through the process, so your patience is requested.

Peer-reviewing Process

- 1. Pre-editing**
- 2. Journal staff sends out requests to peer-review.**
- 3. Experts get two weeks (if they are willing).**
- 4. The process may take 4 to 10 weeks.**
- 5. The editor's decision will be sent by email to the corresponding author.**

Fig. 18.

Thank you for your attention!