Help Center

Guides for authors, reviewers and readers

PLOMSE Editorial Office · https://plomscience.com · 2026-11-17

Contents

1. Register and manage your account
2. How to submit a manuscript to a journal
3. How to submit a conference paper
4. How to post a preprint
5. Propose a journal, special issue, book or conference
6. How to search and browse
7. Reviewer guide
8. Reader guide
9. Using Ava & Adam, our assistants
10. Frequently asked questions

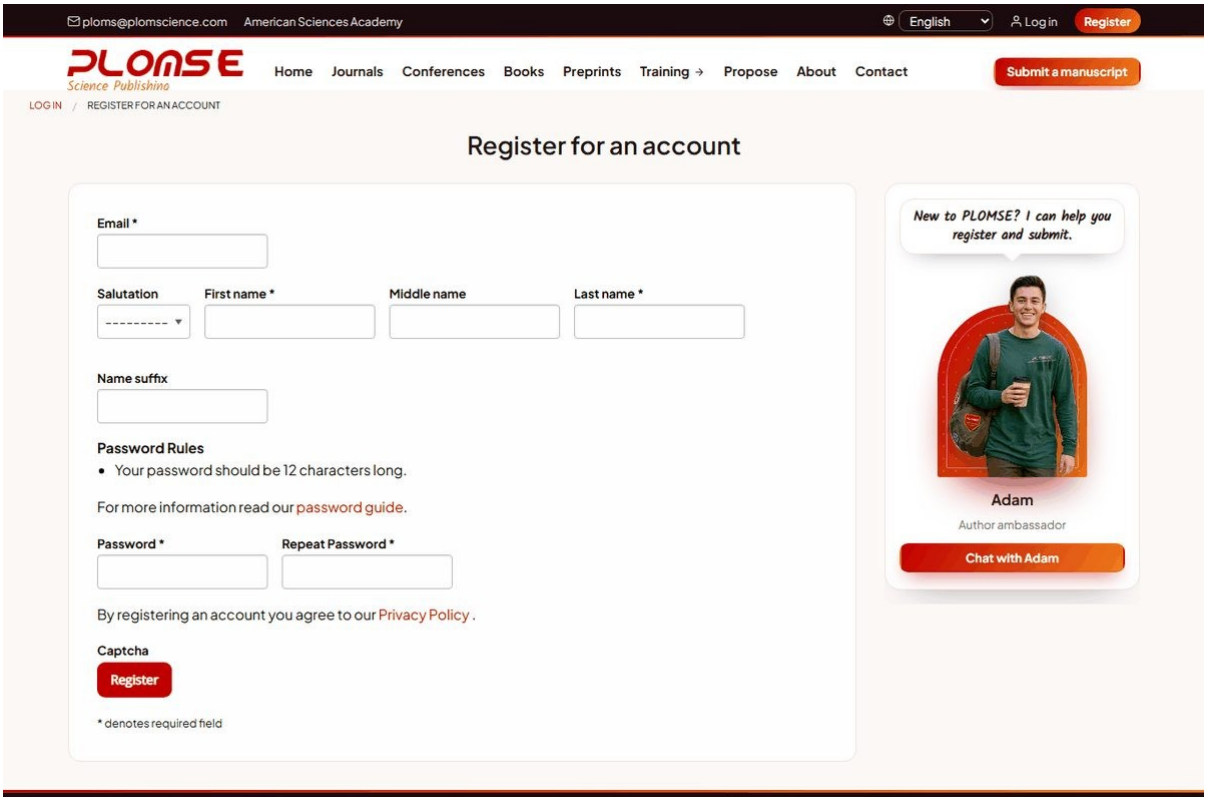
Register and manage your account

Create your PLOMSE account, log in, reset a forgotten password, edit your profile and choose your language.

One PLOMSE account works for every journal, conference, the preprint server and the book catalogue. You need an account to submit a manuscript, review for a journal or post a preprint. You do not need one to read: all PLOMSE content is open access.

Create an account

1. Click **Register** at the top right of any page.
2. Fill in the form: email address, salutation (optional), first name, middle name (optional), last name, suffix (optional) and a password, typed twice. Use your professional email address: editors and reviewers will contact you there. You add your affiliation and ORCID iD later in your profile.
3. Answer the short security question (a simple sum) that protects the site from spam.
4. Tick **Register for Article Notifications** if you want to receive an email when new articles are published.
5. Click **Register**.



The registration form

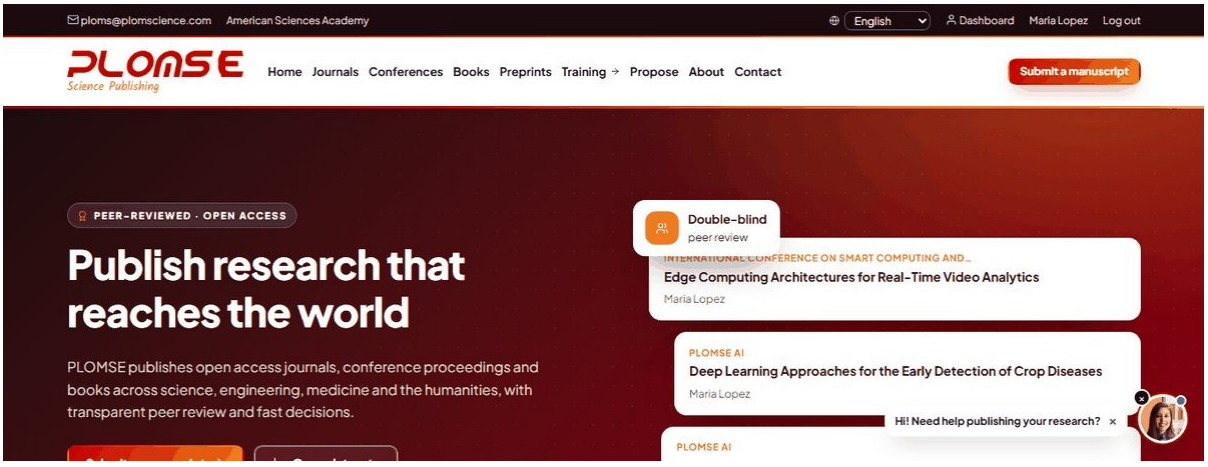
PLOMSE then sends you an activation email. Open it and click the link to activate your account. You cannot log in until the account is activated.

No activation email?

Check your spam or junk folder and wait a few minutes. If it still has not arrived, write to ploms@plomscience.com from the address you registered with and we will activate the account for you.

Log in and log out

Click **Log in** at the top right, enter your email address and password and click **Log in**. After logging in you are taken back to the page you were on. The top bar then shows **Dashboard**, your name (your profile) and **Log out**.



Top bar for a logged-in user

Reset a forgotten password

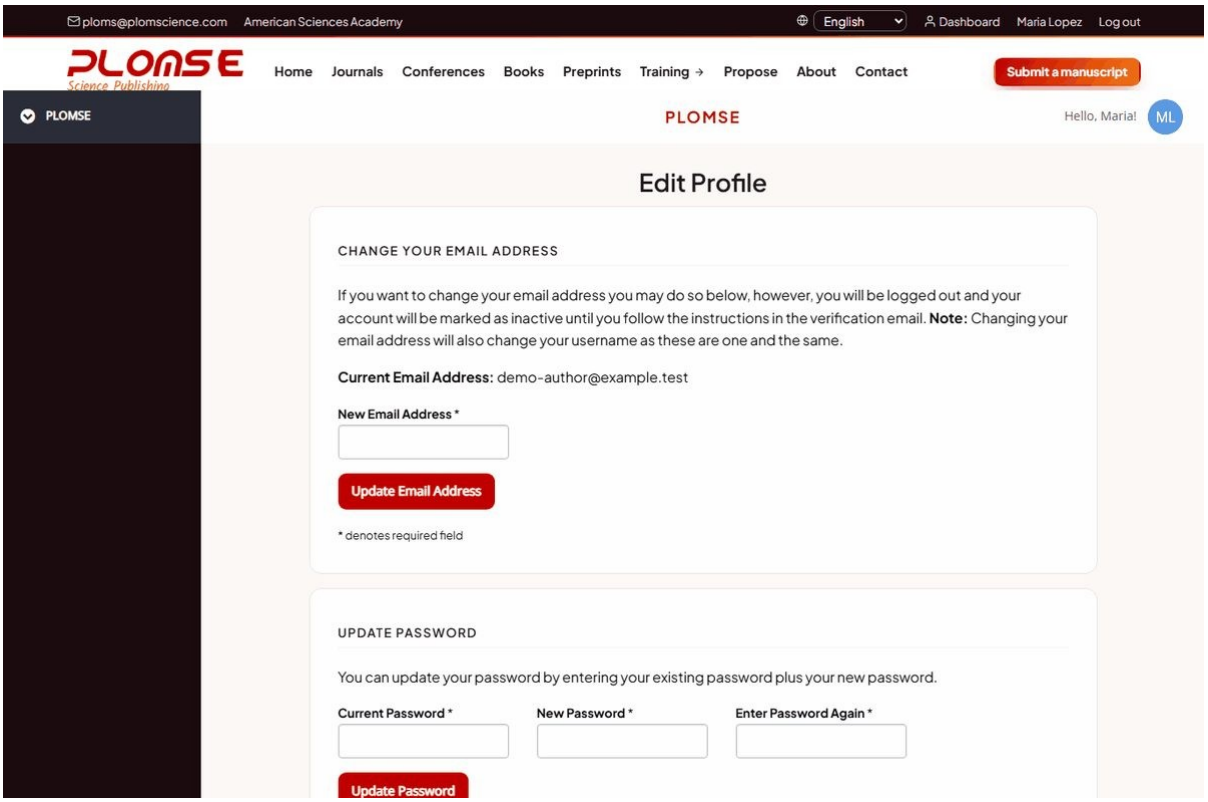
1. On the login page click **Forgotten your password?** (or go to `/reset/step/1/`).
2. Enter the email address of your account and submit.
3. Open the email you receive and click the reset link. The link is valid for a limited time.
4. Choose a new password, type it twice and save. You can now log in with the new password.

Edit your profile

Click your name in the top bar to open **Edit Profile**. Here you can:

- update your name, salutation, biography, website and social links;
- add or update your **Affiliations** (institution, department, country);
- add your **ORCID iD** (see below);
- change your email address (**Change Your Email Address** – a confirmation is sent to the new address);
- change your password (**Update Password**: current password, then the new one twice);
- subscribe to or unsubscribe from article notifications.

Click **Save** after each change.



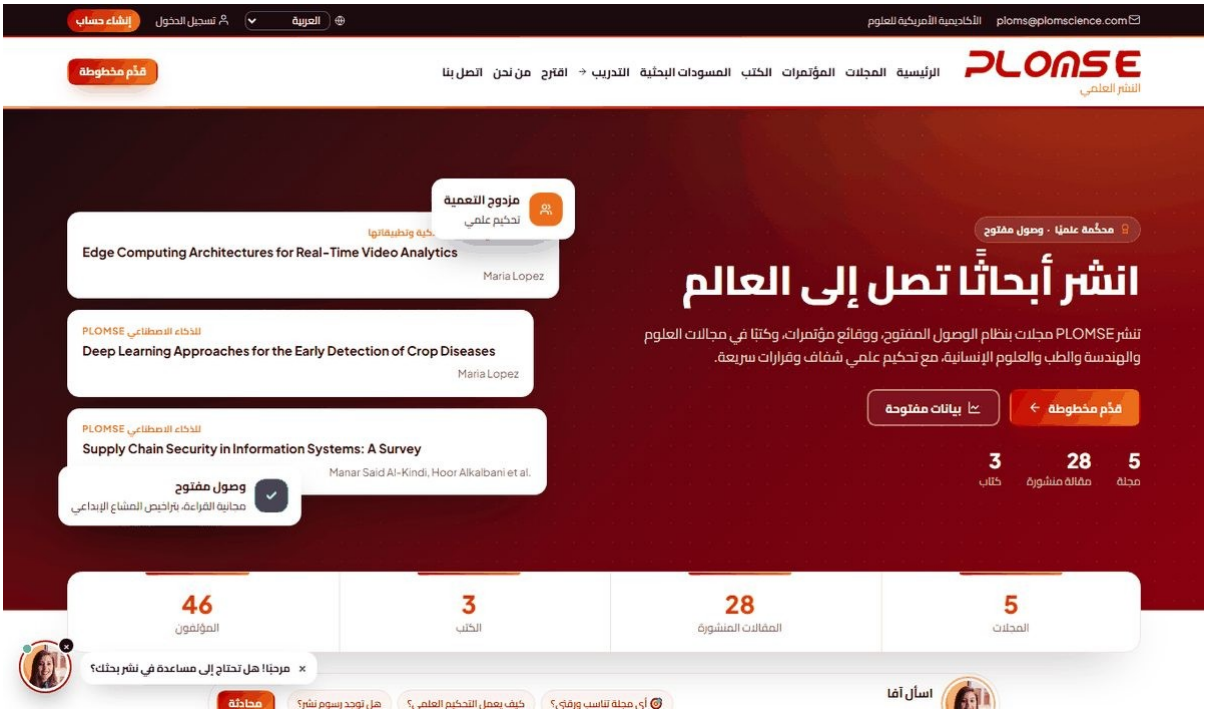
The profile page

ORCID iD

We strongly recommend adding your ORCID iD to your profile and to every submission: it identifies you unambiguously and is sent with your article metadata to indexing services. Type your iD (for example `0000-0002-1825-0097`) in the ORCID field of your profile and save. Logging in with an ORCID account is not switched on at the moment; use your email address and password.

Change the language

PLOMSE is available in **English, العربية (Arabic), 简体中文 (Simplified Chinese), Español and Français**. Use the language menu with the globe icon in the top bar. The page reloads in the selected language and your choice is remembered on that device. In Arabic the whole layout switches to right-to-left.



The site in Arabic, right-to-left

Translated content

Menus, buttons and help pages are fully translated. Articles are shown in the language they were published in, and some journal texts may still be in English while translations are completed.

Your dashboard

Dashboard (top bar) is your personal workspace. It lists your submissions with their current stage, any revision or proof requests waiting for you, and – if you are a reviewer, copyeditor, typesetter or editor – your tasks. See How to submit a manuscript for what each status means.

Privacy and closing an account

We only use your details to run the editorial process and to send the notifications you asked for. To close your account or to correct records you cannot edit yourself, write to ploms@plomscience.com.

How to submit a manuscript to a journal

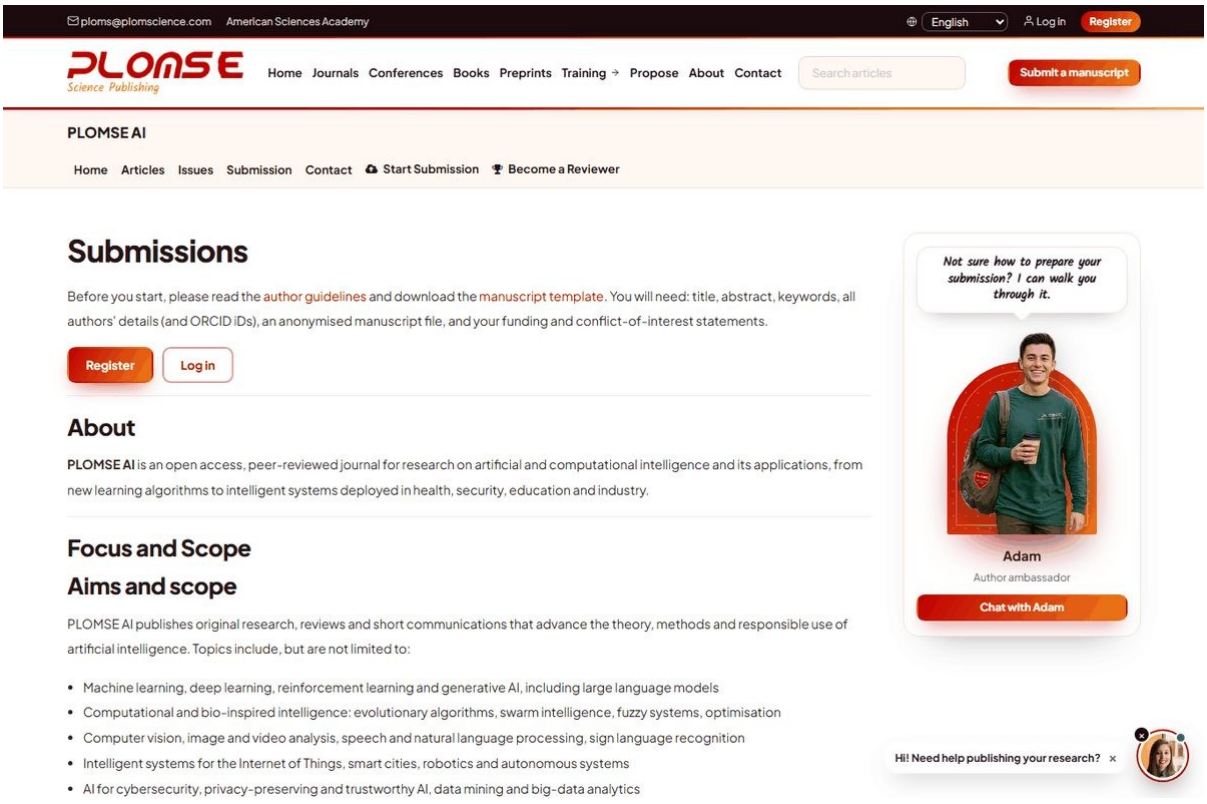
Choose a journal, prepare your files with the template, complete the five-step submission form and follow your manuscript through review to publication.

This guide walks you through a journal submission from start to finish. Submitting to a conference is almost

identical – see How to submit a conference paper for the differences.

Before you start

- **Register and log in.** See Register and manage your account.
- **Choose the right journal.** Open **Journals** in the main menu and read the aims and scope of each journal. Not sure? Click **Not sure? Let Ava choose the journal for your paper** on the Journals page, or paste your title and abstract into the chat with Ava (see Using Ava & Adam).
- **Read the journal's Submissions page.** Every journal has a **Submissions** page (in the journal menu, address `/<journal code>/submissions/`) with the author guidelines, the licences the journal uses, its sections (article types), any fees and the author templates.
- **Use the author template.** Download the Word (or LaTeX, where offered) template for your journal from its Submissions page and write or paste your manuscript into it. A manuscript in the journal template is easier to review and moves faster through production.
- **Prepare your files:** the manuscript (Word `.docx` preferred; PDF is accepted for review), figures as separate high-resolution image files if possible, and any data or supplementary files. If the journal uses anonymous review, remove your names and affiliations from the manuscript file.
- **Have ready:** the title, abstract, keywords, the names, emails and affiliations of all co-authors (with their ORCID iDs if they have one), funding information and a short cover letter for the editor.



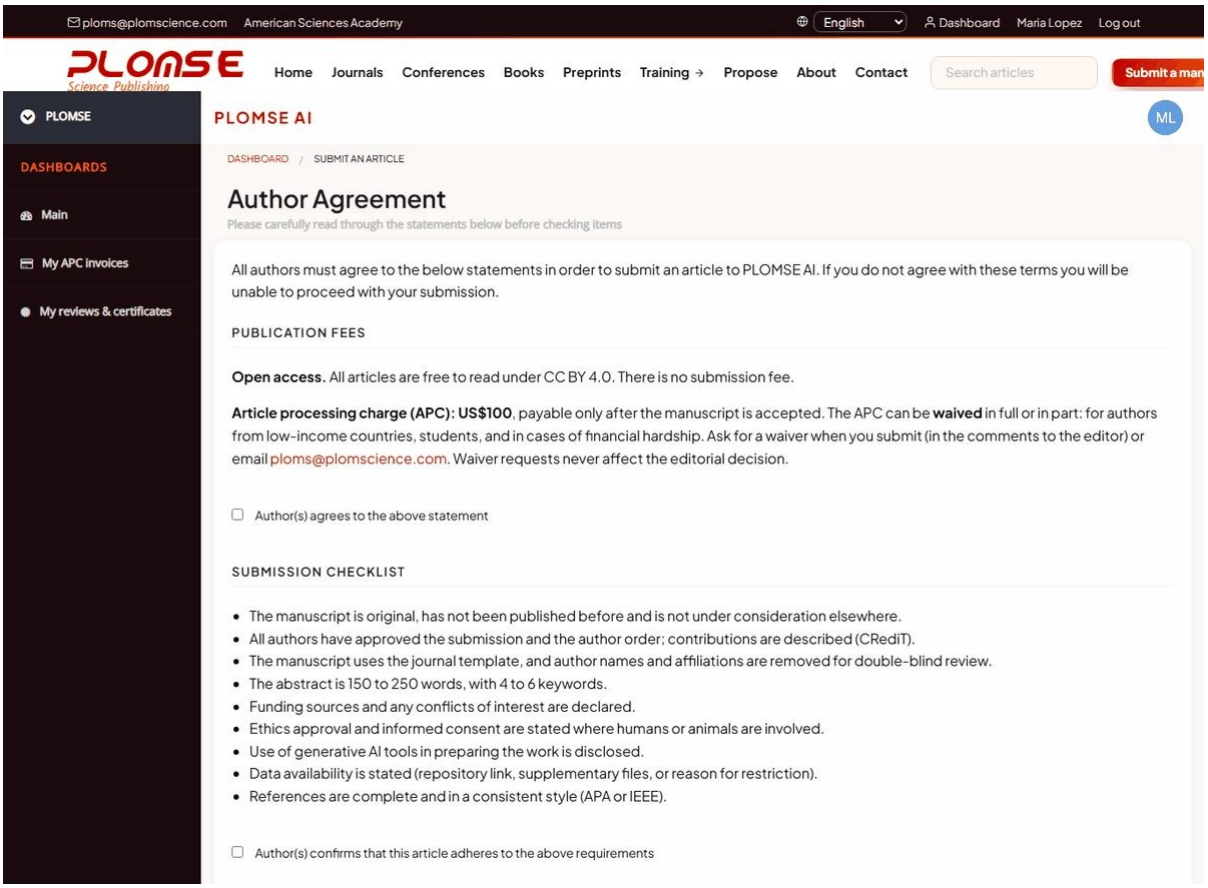
A journal's Submissions page

Step 0 – Start the submission

On the journal's home or Submissions page click **Submit a manuscript** (header) or **Start Submission**. You

arrive on the **Author Agreement** page.

1. Read each statement and tick the boxes that appear (for example the **Submission Checklist**, **Copyright Notice** and, if the journal charges one, the **Publication Fees** statement).
2. Declare any **Competing Interests** in the box (or write "None").
3. Click **Start Submission**.



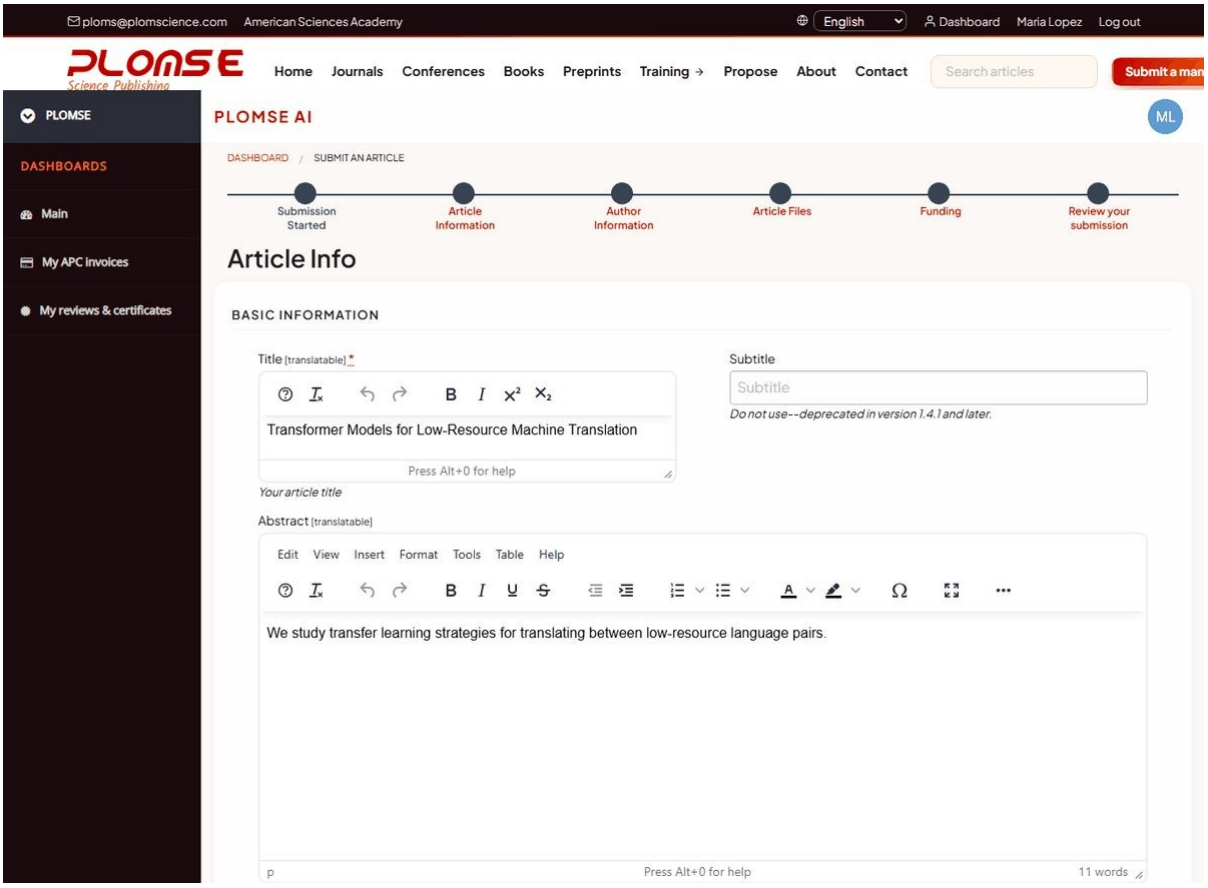
Author agreement – the first step

Step 1 – Article information

Fill in the **Article Info** page:

- **Title** (and subtitle if the journal uses one);
- **Abstract** – paste plain text; you can use the editor's basic formatting;
- **Language** of the article;
- **Section** – the article type (Research Article, Review, Short Communication, etc.);
- **Licence** – click **View license information** to read the options; PLOMSE journals normally use Creative Commons Attribution (CC BY 4.0);
- **Keywords** – type a keyword and press **Enter** after each one;
- any additional questions the journal asks.

Click **Save and Continue**.



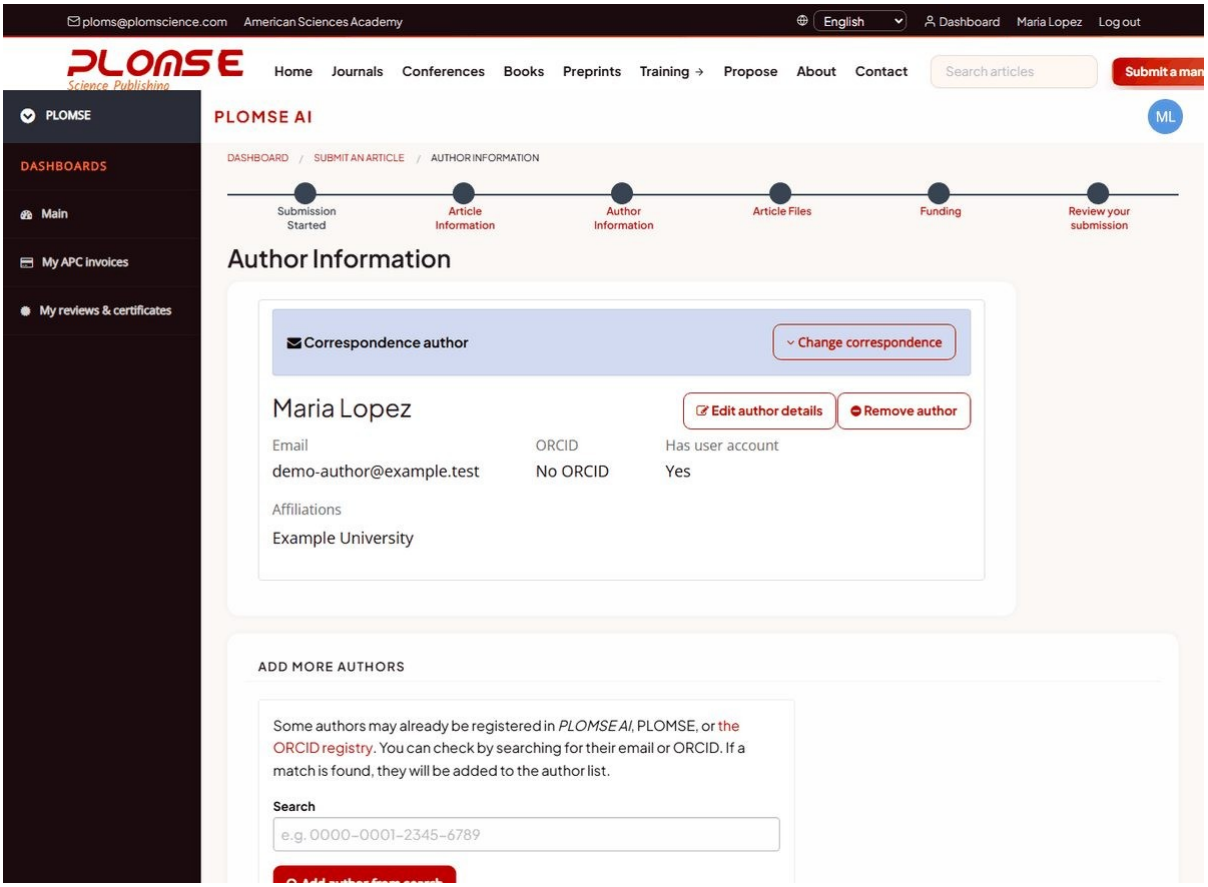
Article information

Step 2 – Authors

The submitting author is the corresponding author by default.

- Click **Add Self as Author** if you are an author of the paper (most people are).
- To add a co-author, type their email address or ORCID iD in the search box and click **Search**. If they already have a PLOMSE account or an ORCID record, click **Add author from search**.
- If they are not found, click **Add author manually** and enter their name, email, affiliation and ORCID iD.
- Use the arrows to put authors in the correct order and the edit icon to correct details. Choose the correspondence author if it is not you.

When the list is complete, click **Save and continue**.



Adding authors

Co-authors do not need an account

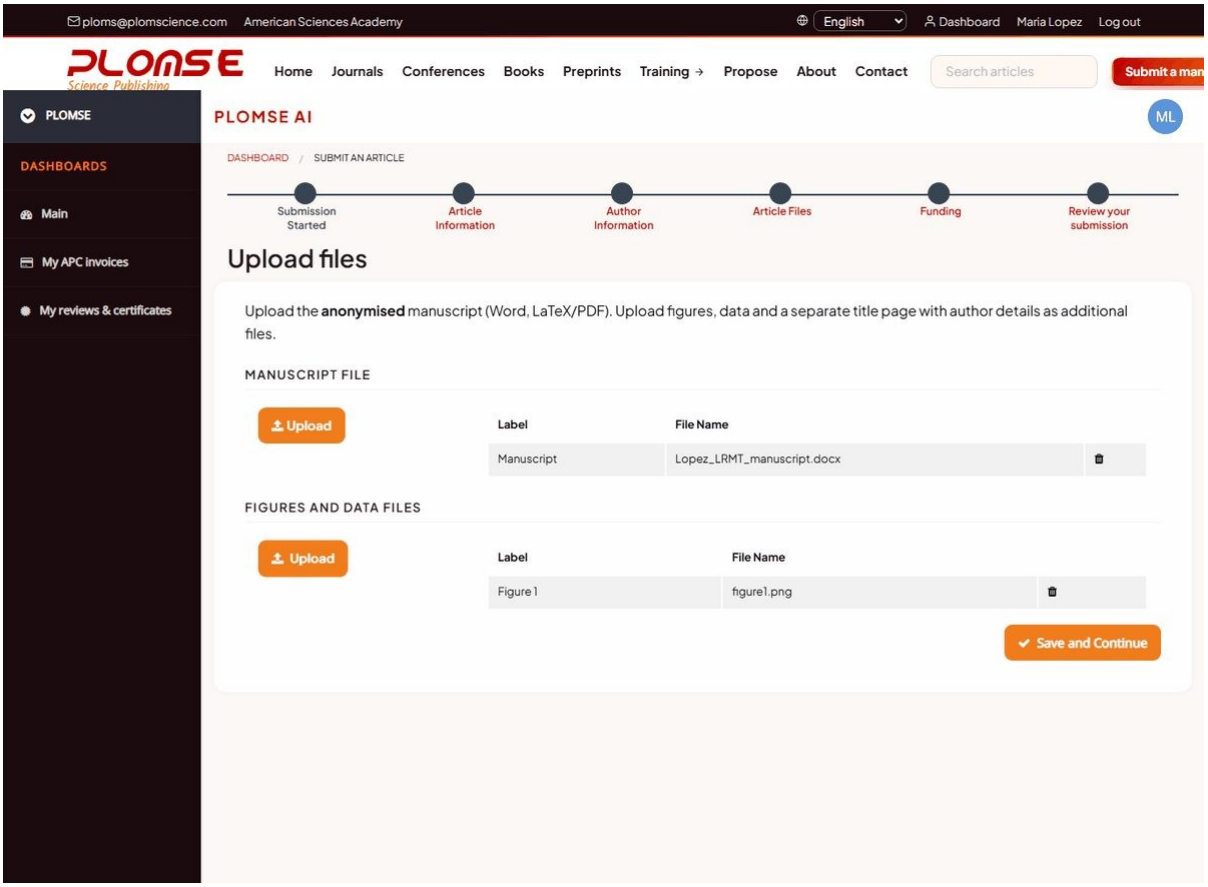
Co-authors added manually do not have to register. They will receive emails about the submission only if the journal is set up to notify them.

Step 3 – Files

On **Upload files**:

1. In the manuscript section click **Upload**, choose your manuscript file, give it a label (for example "Manuscript") and upload it. Upload exactly one manuscript file.
2. In **Figures and Data Files** click **Upload** for each figure, table, dataset or supplementary file, with a clear label ("Figure 1", "Dataset S1").
3. Uploaded files appear in the table. Use the bin icon to delete a wrong file and upload it again.

Click **Save and Continue**. If the journal asks for funding information you then see a **Funding Information** page: search for your funder (from the Crossref funder registry) or click **Add funder manually**, add the grant number and save.

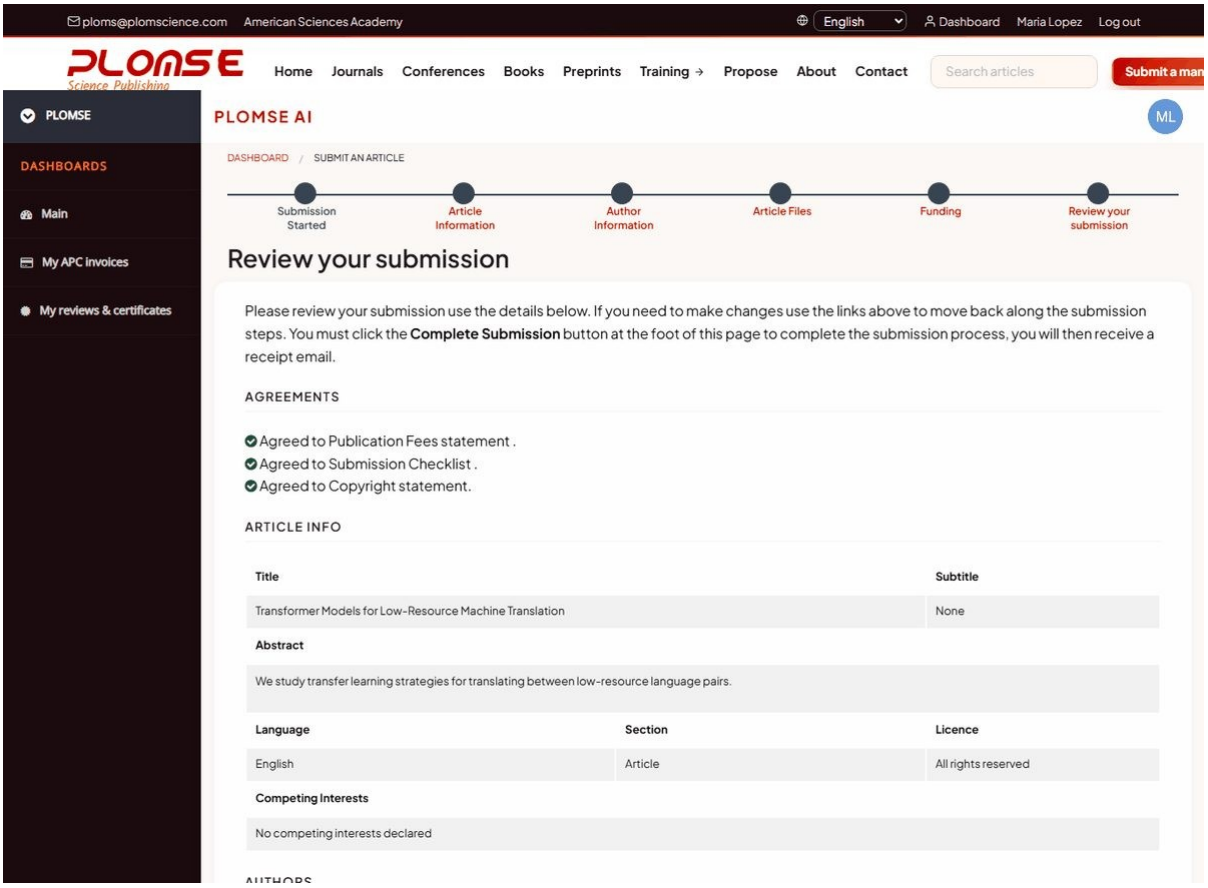


Uploading the manuscript and figures

Step 4 – Review and submit

The **Review your submission** page summarises everything you entered: agreements, article information, authors and files. Check it carefully – you can go back to any step with the links at the top. You may add **Comments to the Editor** (only the editor sees them).

Click **Complete Submission**. That is it: you receive a confirmation email, and the editorial office is notified.



Checking and completing the submission

Unfinished submissions are saved

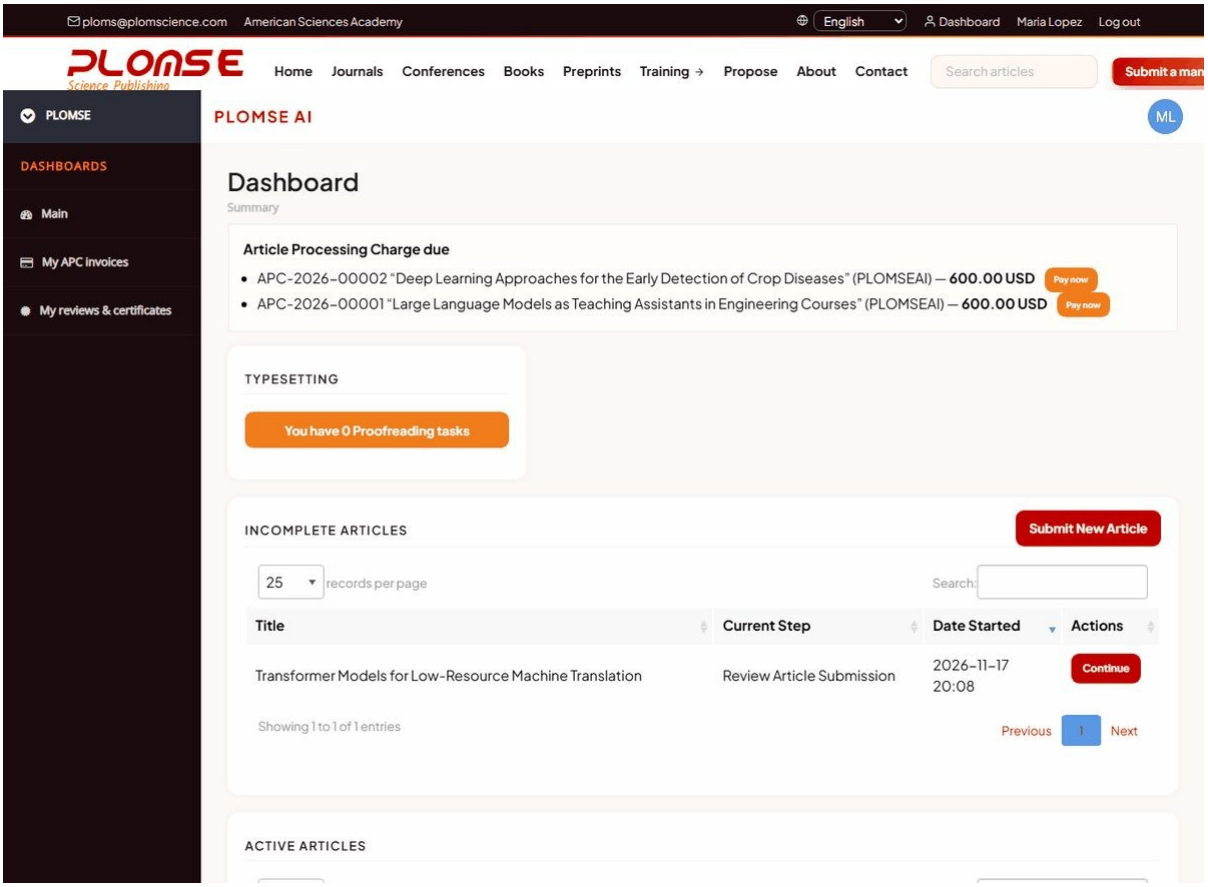
You can stop at any step. Your draft appears on your Dashboard under **Incomplete Articles**; click **Continue** to resume.

What happens next

1. **Editorial screening.** An editor checks scope, formatting, ethics and similarity. Manuscripts that are out of scope or do not meet basic requirements may be declined at this stage (desk rejection), usually within a few days.
2. **Peer review.** The editor invites independent reviewers. Most PLOMSE journals use double-anonymous review: reviewers do not see your name and you do not see theirs.
3. **Decision.** Based on the reviews the editor accepts the paper, asks for minor or major revisions, or declines it. You receive the decision and the reviewers' comments by email and on your dashboard.
4. **Copyediting and production.** Accepted papers are copyedited and typeset; you are asked to check the copyedited text and the proofs.
5. **Publication.** The article is published open access with a DOI and is listed in an issue.

Track your submission

Open **Dashboard** (top bar). Under **Active Articles** each submission shows its **Current Stage** – for example **Unassigned** (waiting for an editor), **Peer Review**, **Under Revision**, **Accepted**, **Copyediting**, **Typesetting** or **Published**. Click **View Status** to see the details, the files and the message history for that article.

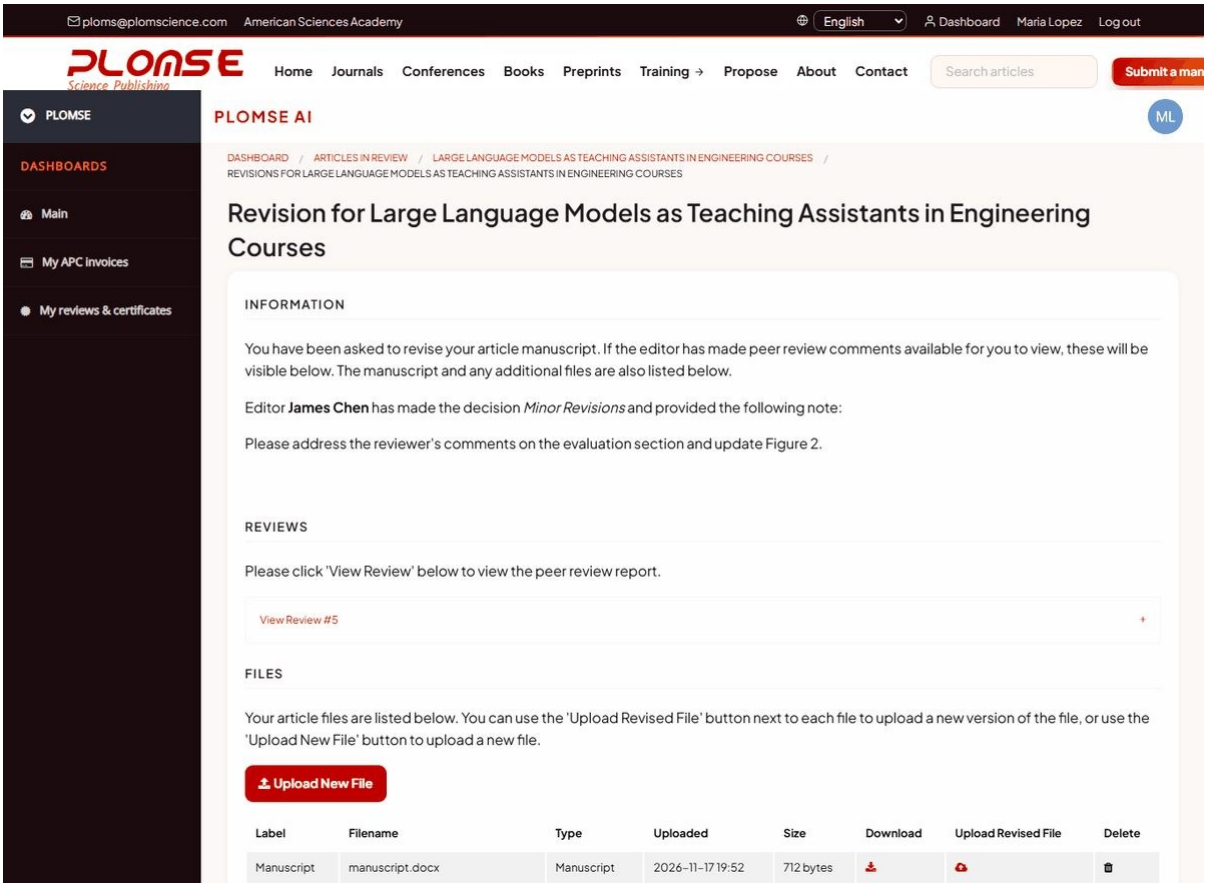


The author dashboard

Respond to a revision request

When the editor asks for revisions you receive an email, and a **Revision Request** link appears on your dashboard.

1. Open the revision request. Read the editor's note and the reviewers' comments (reviews shared with you are listed with any reviewer attachments to download).
2. In **Files**, click **Upload Revised File** next to your manuscript to replace it with the revised version (give it a label such as "Revised manuscript"). Use **Upload New File** to add new figures or a marked-up copy showing the changes.
3. In **Responses**, write your **Covering Letter to Editor** and **Response Letter to Reviewers**, answering every comment point by point. Click **Save Responses** to keep a draft.
4. When everything is ready, go to **Finishing Up** and click **Submit Revisions** (confirm when asked). The editor is notified and may send the revised version to the reviewers again.



Responding to a revision request

Respect the due date

The revision request shows a due date. If you need more time, contact the editor before the deadline.

Copyediting review and proofs

- **Copyediting review.** After acceptance, a copyeditor improves language and style. You may be asked to approve the copyedited file: open the **Copyediting Review** link on your dashboard, download the file, upload a corrected version if needed, and accept or request changes with a note.
- **Proofs.** Before publication you may be asked to proofread the typeset article (PDF/HTML). Open the proofing task from your dashboard, check every page, list the corrections in the notes (or upload an annotated PDF) and click to complete the task. Only correct errors at this stage – no new content.

Article processing charge (APC)

Some journals charge an APC after acceptance; the amount is shown on the journal's Submissions page. If your article is subject to an APC, you receive an invoice email after acceptance, and an **Article Processing Charge due** banner appears with a **Pay now** link. The invoice page offers the payment methods that are enabled (card, PayPal or bank transfer with the invoice number as reference), a **Discount code** box and **View / print receipt** once paid. Your list of invoices is under **My APC invoices**. Waivers and discounts are granted by the editorial office – write to them before paying if you are eligible.

Publication

When your article is published you receive an email with the link. The article page has its DOI, PDF and HTML versions, citation formats and usage metrics. Share the DOI link – it is permanent. Your dashboard lists it under **Published Articles** with a **View Live** link.

Withdrawing a submission

To withdraw a manuscript, write to the editor (or ploms@plomscience.com) with the article title and ID before it is accepted. Withdrawal after acceptance is only possible in exceptional cases.

How to submit a conference paper

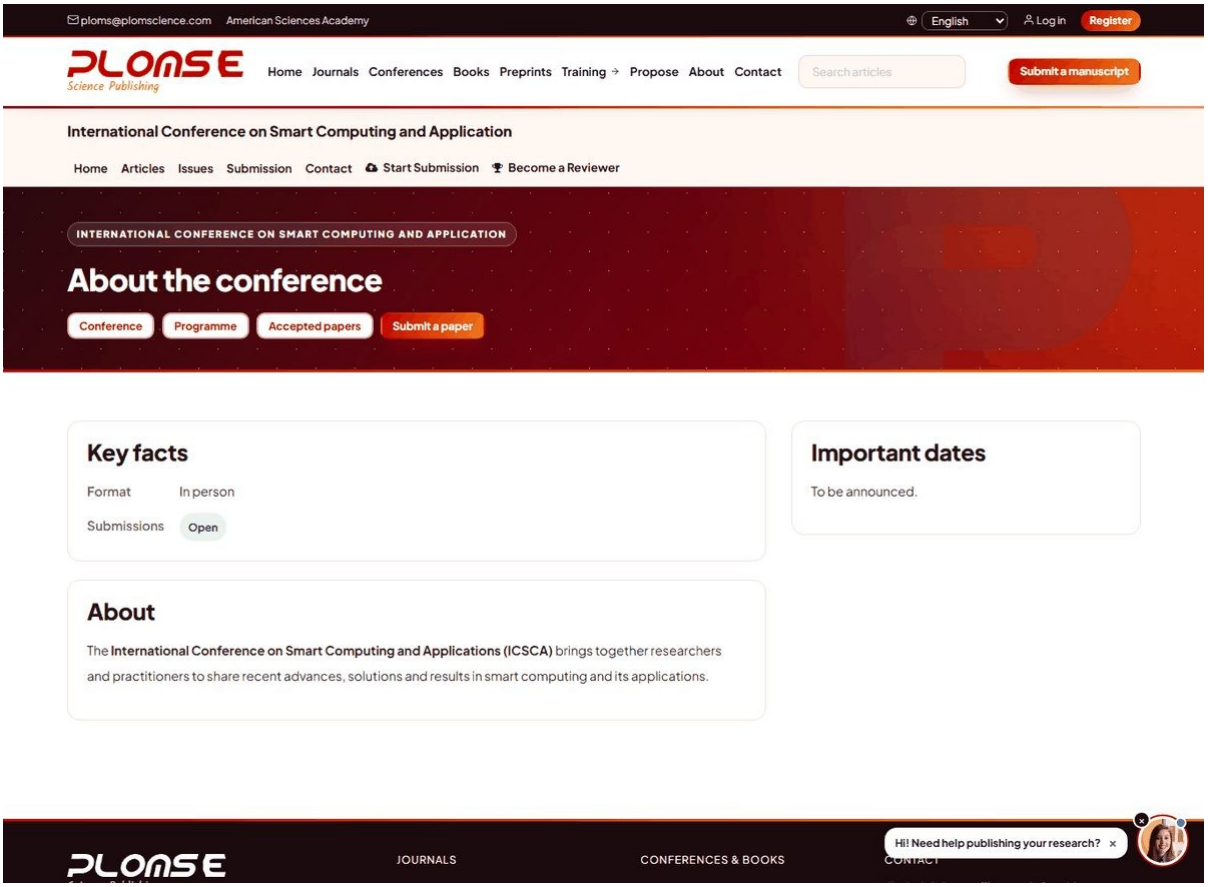
Find the conference, check the important dates and the call for papers, submit your paper and prepare the camera-ready version for the proceedings.

PLOMSE publishes the peer-reviewed proceedings of international conferences. Each conference works like a journal on the platform: it has its own home page, call for papers, editors and submission form. Papers accepted for the conference are published open access in a proceedings issue (volume) with a DOI.

Find the conference

Open **Conferences** in the main menu. Each card leads to the conference home page. A conference page shows:

- **About the conference** and **Key facts** – dates, format (in person, online or hybrid), venue and contact;
- whether submissions are **Open** or **Closed**;
- **Important dates** – abstract deadline, full-paper deadline, notification of acceptance, camera-ready deadline, registration deadline and the conference dates;
- the **Organisers**, the **Programme** (when published) and the list of **Accepted papers**.



A conference home page with important dates

Deadlines are enforced

When the full-paper deadline has passed, the conference may close submissions automatically the next day. Times are given in the conference's time zone.

Prepare the paper

Read the call for papers and the author guidelines on the conference's **Submissions** page, and use the conference template (download link on that page). Respect the page limit and the anonymity rules of the conference (remove author names if the review is double-anonymous).

Submit

Click **Submit a paper** (or **Submit a manuscript** in the header while you are on the conference site) and follow the same steps as for a journal: agreement, article information (choose the right **Section**, which for conferences usually corresponds to the track or paper type), authors, files and the final check. The steps are explained in detail in How to submit a manuscript.

Your submission appears on your dashboard, and you can follow its status there.

Review and notification

Conference papers are peer reviewed by the programme committee or invited reviewers. You are notified of the decision by email on or around the **Notification of acceptance** date. If changes are required, respond to

the revision request as described in Respond to a revision request.

Camera-ready version

After acceptance, prepare the final (camera-ready) version that includes the reviewers' requested changes, the full author names and affiliations, and follows the template exactly. Upload it before the **Camera-ready deadline** – usually as a revised file in the revision or copyediting task you receive by email. Then check the proofs when asked (see Copyediting review and proofs).

Programme and presentation

When the programme is published, the **Programme** page lists the sessions with time, room and chair, and the papers presented in each session. You can add all sessions to your calendar with **Add all sessions to your calendar (.ics)**. Registration for the event itself follows the organisers' instructions.

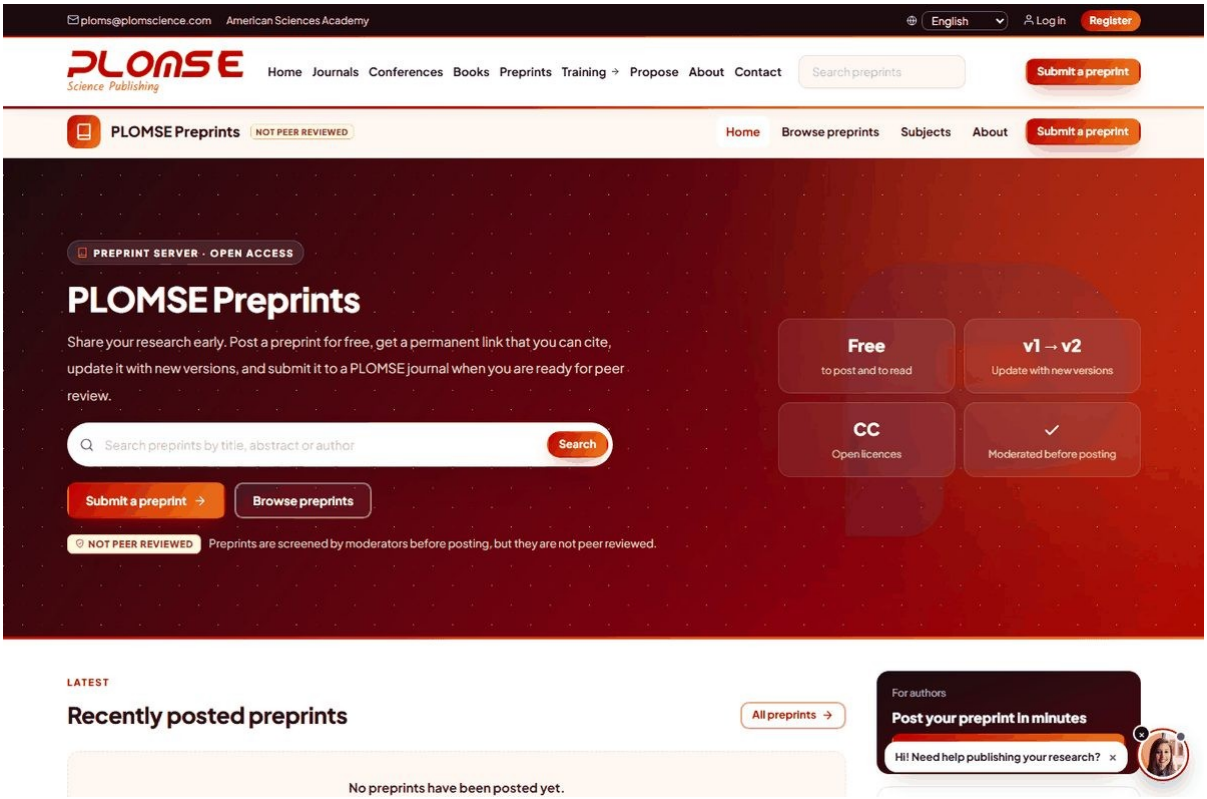
Publication in the proceedings

Accepted papers are published in the conference proceedings volume. Each paper has its own article page, PDF and DOI, and the volume appears in the conference's issue archive. The **Accepted papers** page lists the papers accepted for the conference.

How to post a preprint

Share your research quickly on PLOMSE Preprints – the four submission steps, moderation, new versions and sending a preprint to a journal.

PLOMSE Preprints (`/preprints/`) is our preprint server. A preprint is a complete scholarly manuscript that is shared publicly before (or in parallel with) formal peer review. Preprints are checked by moderators but **not** peer reviewed. Each preprint gets a permanent page and can later be linked to the published journal article.



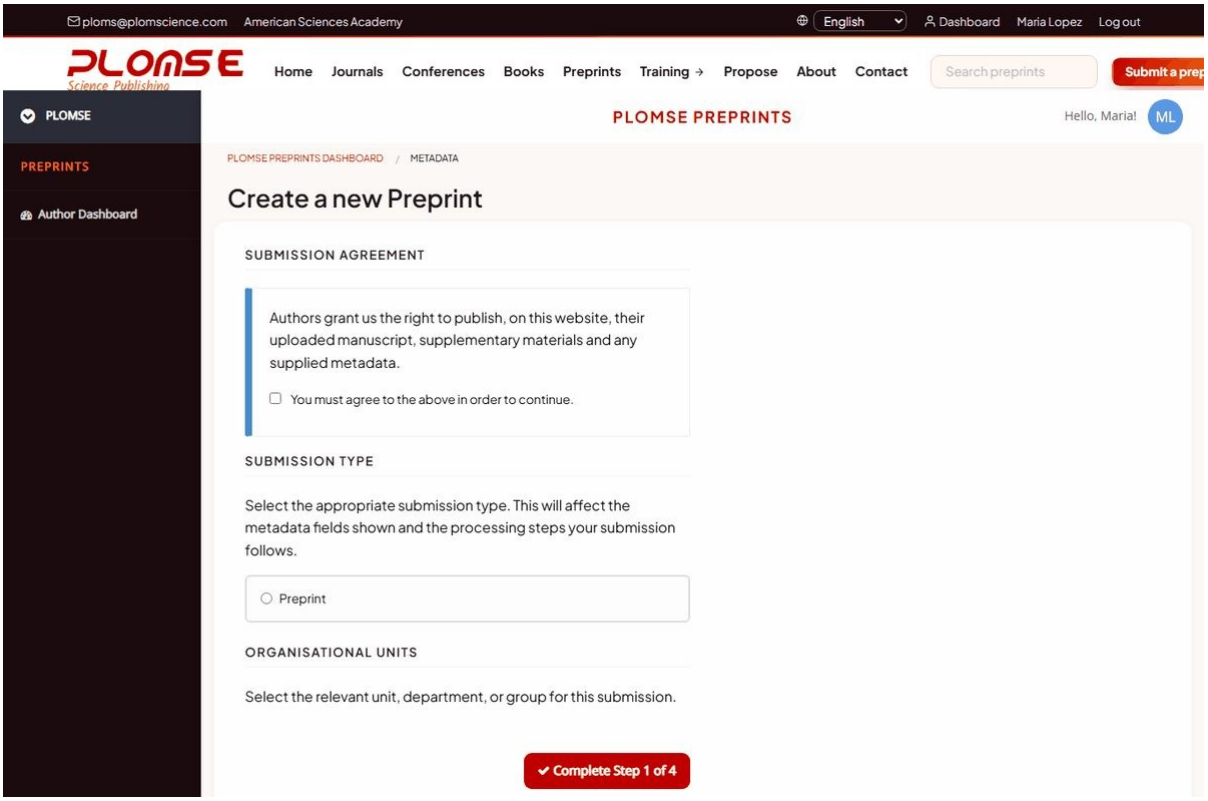
The preprint server home page

Before you post

- Make sure all co-authors agree to post the preprint.
- Check the policy of the journal you plan to submit to (all PLOMSE journals accept papers that were posted as preprints).
- Prepare the manuscript as a single PDF (recommended) and, optionally, links to supplementary material hosted elsewhere (data repository, code repository).

Step 1 – Submission agreement and type

Log in, open **Preprints** in the main menu and click **Submit a preprint**. Read the **Submission Agreement**, tick to accept it and choose the **Submission Type**. Click **Complete Step 1 of 4**.



Starting a preprint submission

Step 2 – Information (metadata)

Enter the title, abstract, subject (click a subject to see its sub-subjects), licence, keywords (press **Enter** after each one) and any additional fields. Save to continue.

Step 3 – Authors

Click **Add Self as Author** if you are an author (your account owns the submission but is not an author until you add yourself). Search other authors by email or ORCID iD with **Search for an Author**, or click **Add New Author** to enter them manually. Drag the rows to set the author order.

Step 4 – Files

Click **Upload File** to upload your manuscript. Uploading a new file overwrites the previous one. Add links to externally hosted material with **Add New Supplementary File**. Click **Complete Step 3 of 4**.

Review and submit

Check the summary (use **Edit Metadata**, **Edit Authors** or **Edit Files** to correct anything) and click **Complete Step 4 of 4 and Submit**.

Moderation

A moderator checks that the preprint is a scholarly work within scope, is complete and respects our policies.

You receive an email when it is accepted (published) or if it is rejected, with a note from the moderator. Your preprints and their status (**Accepted**, **Rejected**, **Under Consideration**) are listed on the **Preprints Dashboard** (`/preprints/repository/dashboard/`), together with incomplete submissions you can continue or delete.

New versions and corrections

From the Preprints Dashboard you can request:

- a **new version** (upload a revised manuscript – earlier versions remain available),
- a **metadata correction** (title, abstract, authors…),
- a **correction** of the current file.

Requests are reviewed by a moderator before they appear publicly.

Publishing the article in a journal

When the paper is published in a journal, tell us the DOI (or ask the editor) so that the preprint page links to the final version. You can submit the same manuscript to a PLOMSE journal at any time – see How to submit a manuscript.

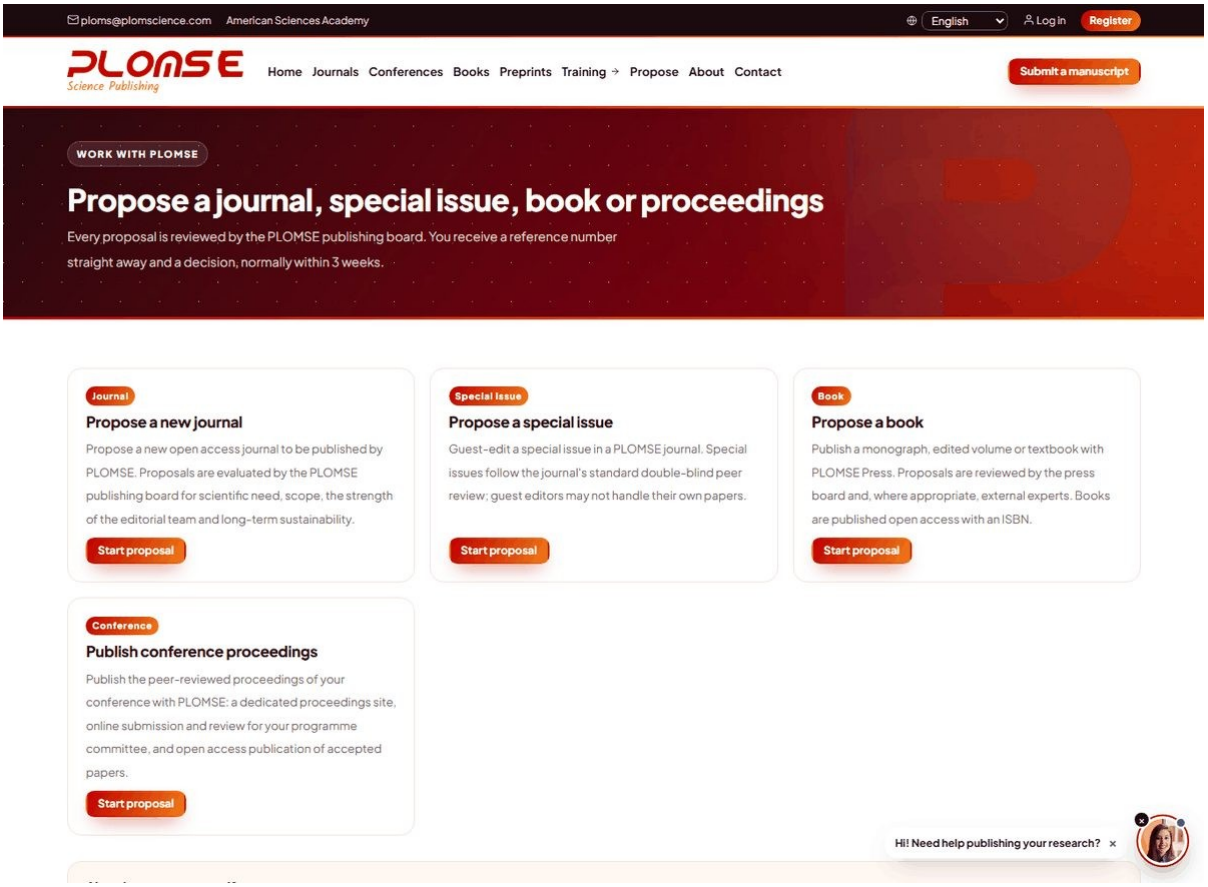
Finding preprints

Use the **Search preprints** box in the header, or the search and subject list on the preprint server – see How to search.

Propose a journal, special issue, book or conference

How to send a proposal to PLOMSE, what information to prepare, and how to follow its status with your reference number.

PLOMSE welcomes proposals for new journals, special issues, books and conference proceedings. All proposals are made online from **Propose** in the main menu (`/plugins/plomse/propose/`). You do not need an account.



Choosing what to propose

Types of proposal

Proposal	What it is	Key information to prepare
New journal	A new open access journal published by PLOMSE	Title, aims and scope, main subject, the gap the journal fills and its readership, comparable journals, proposed editor(s)-in-chief (name, affiliation, email, ORCID, short bio), editorial board, article types, frequency, expected articles in the first year, language, preferred launch date, indexing goals; optional CV and board list
Special issue	A themed collection in an existing PLOMSE journal	The journal, title, summary, guest editors (one per line, lead guest editor first), 5–10 keywords, topics, potential contributors, expected number of papers, submission deadline, planned publication date, linked conference (optional)
Book	An open access monograph, textbook or edited volume with an ISBN	Working title, summary (about 300 words), type of book (monograph, edited volume, textbook, reference work, lecture notes), authors or editors with short bios, intended readership, table of contents with chapter descriptions, competing titles, estimated length, number of figures and tables, manuscript delivery date, ISBN; a sample chapter (required for monographs)
Conference proceedings	Publication of the peer-reviewed papers of your conference	Conference name and acronym, scope and topics, dates, venue or online, website, general and programme chairs, programme committee, review process, expected submissions and accepted papers, paper length, sponsors, desired publication date; optional call for papers

Every form also asks for your full name, email, affiliation and (optionally) ORCID iD, and lets you attach one

supporting file. Tick the confirmation box and click submit.

Special issues and guest editors

Special issue papers go through the journal's normal double-anonymous peer review. Guest editors may not handle the review of their own papers.

After you submit

- You see a confirmation page with your **proposal reference**, for example `PLOMSE-SI-2026-0012`. Keep it.
- You receive a confirmation email, and the editorial office is notified.
- The office screens the proposal and may send it for review by the relevant editors. Possible statuses: **Submitted**, **Editorial screening**, **Under review**, **Revision requested**, **Accepted**, **Declined**, **Withdrawn**.
- You receive an email with the decision and next steps.

Check the status

Open **Propose** and, under **Already sent a proposal?**, click **Check status** (`/plugins/plomse/propose/status/`): enter your reference and the email address you used. The current status is shown.

Book proposals

The **Books** catalogue also has a **Propose a book** button. Book proposals are reviewed by the press board and, where appropriate, external experts. Accepted books are produced by the PLOMSE book team and published in the **Books** catalogue.

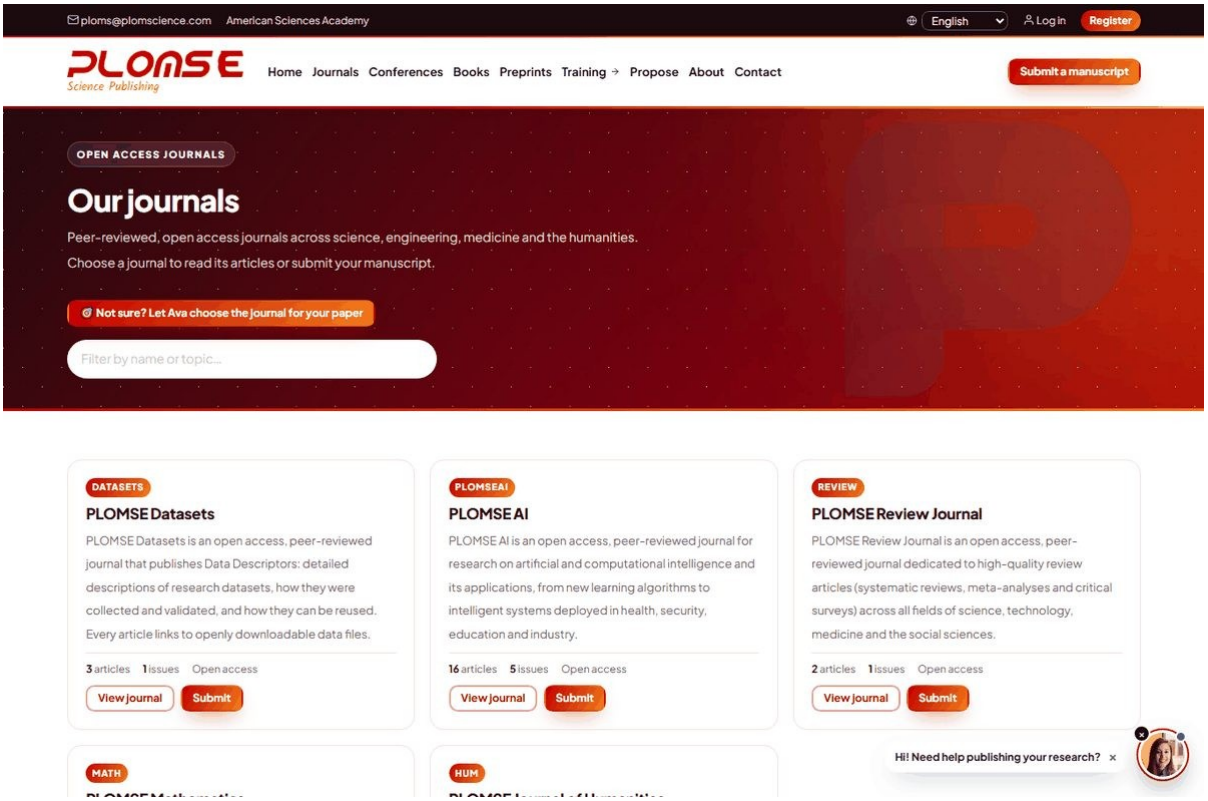
How to search and browse

Find articles, issues, conference papers, preprints and books on PLOMSE – search options, filters, sorting and browsing tips.

PLOMSE content is organised by publication: each journal and conference has its own archive, the preprint server has its own search, and books are in the book catalogue. Start from the right place and use the tools below.

Find a journal or conference

- **Journals** in the main menu lists all PLOMSE journals. Type in **Filter by name or topic…** to narrow the list instantly.
- **Conferences** lists the conferences and their proceedings.
- Not sure where your topic is published? Ask Ava in the chat (see Using Ava & Adam).



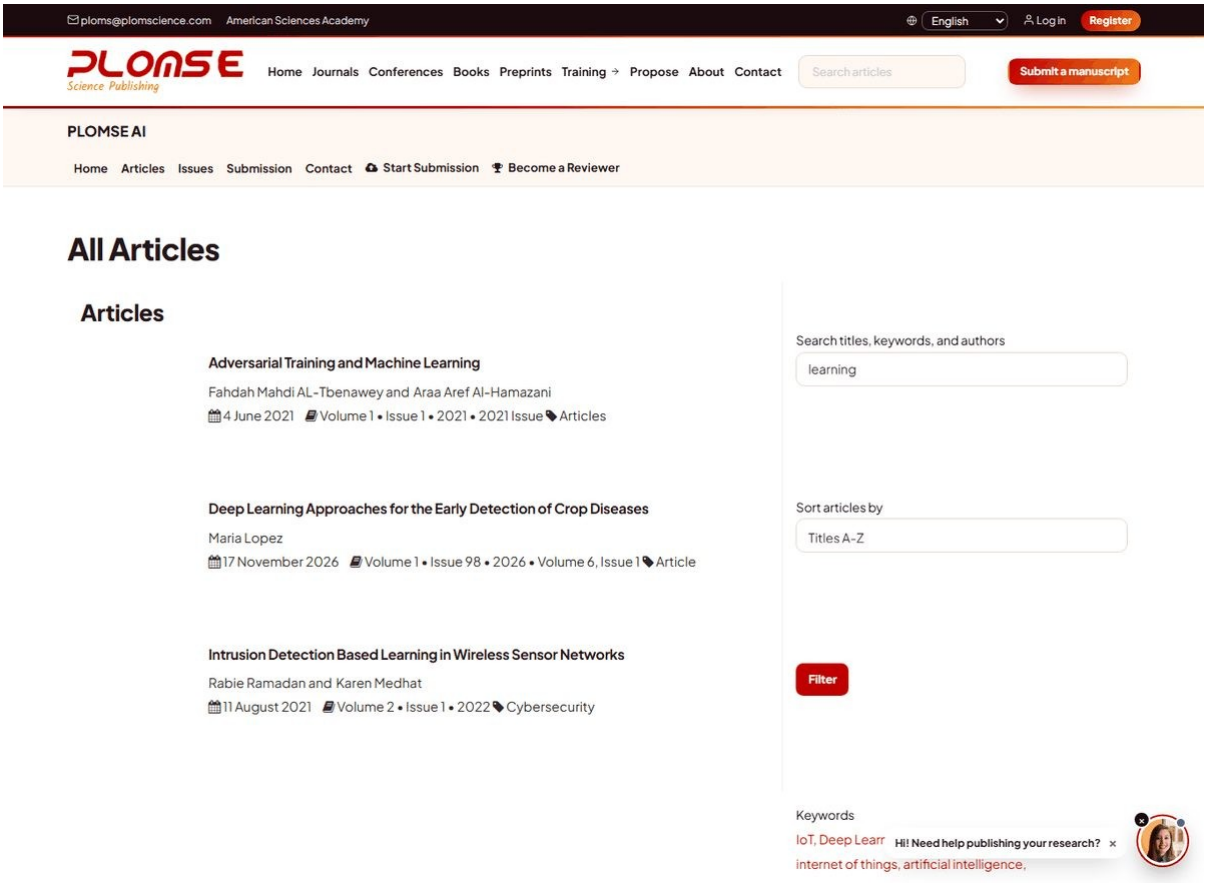
Filtering the list of journals

Search within a journal

When you are on a journal or conference site, the header shows a **Search articles** box. Type at least three characters and press **Enter**. The search page opens with your results and a search panel where you can refine:

- **Search term** – words or a phrase;
- **Search Titles**, **Search Abstract**, **Search Authors**, **Search Keywords** – untick the fields you do not want to search (by default all are searched);
- **Sort** – Titles A-Z, Titles Z-A, Newest or Oldest.

Next to the results the page lists the journal's **Keywords**: click any keyword to see all articles tagged with it. Keywords on an article page are also links.



The journal search page

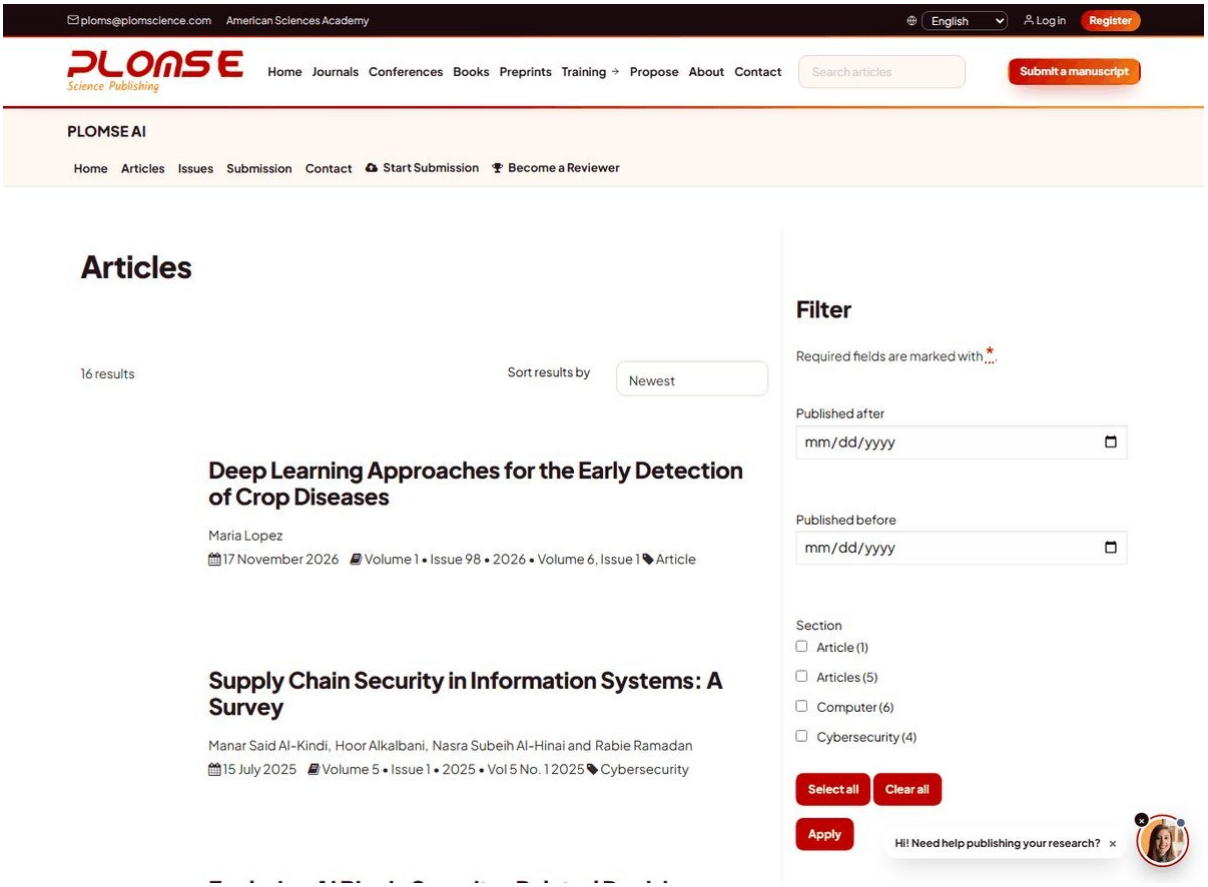
Search tips

- Search an author by family name (for example `Lopez`).
- Use distinctive words from the title rather than common words.
- If you get too many results, untick **Search Abstract**; if you get too few, check the spelling and try a synonym.
- Search covers the article metadata (title, abstract, authors, keywords), not the full text of PDFs.

Browse a journal

Use the journal menu:

- **Articles** (`/<journal code>/articles/`) – all published articles. Filter by **Published after**, **Published before** and **Section** (article type), and sort by Newest, Oldest, Titles A-Z / Z-A, Author Name or Volume. On a phone, tap **Show Filter Options**.
- **Issues** (`/<journal code>/issues/`) – every volume and issue, newest first; open an issue to see its table of contents, grouped by section. Conferences show their proceedings volumes here.
- **Collections** – special issues and themed collections, when the journal has them.



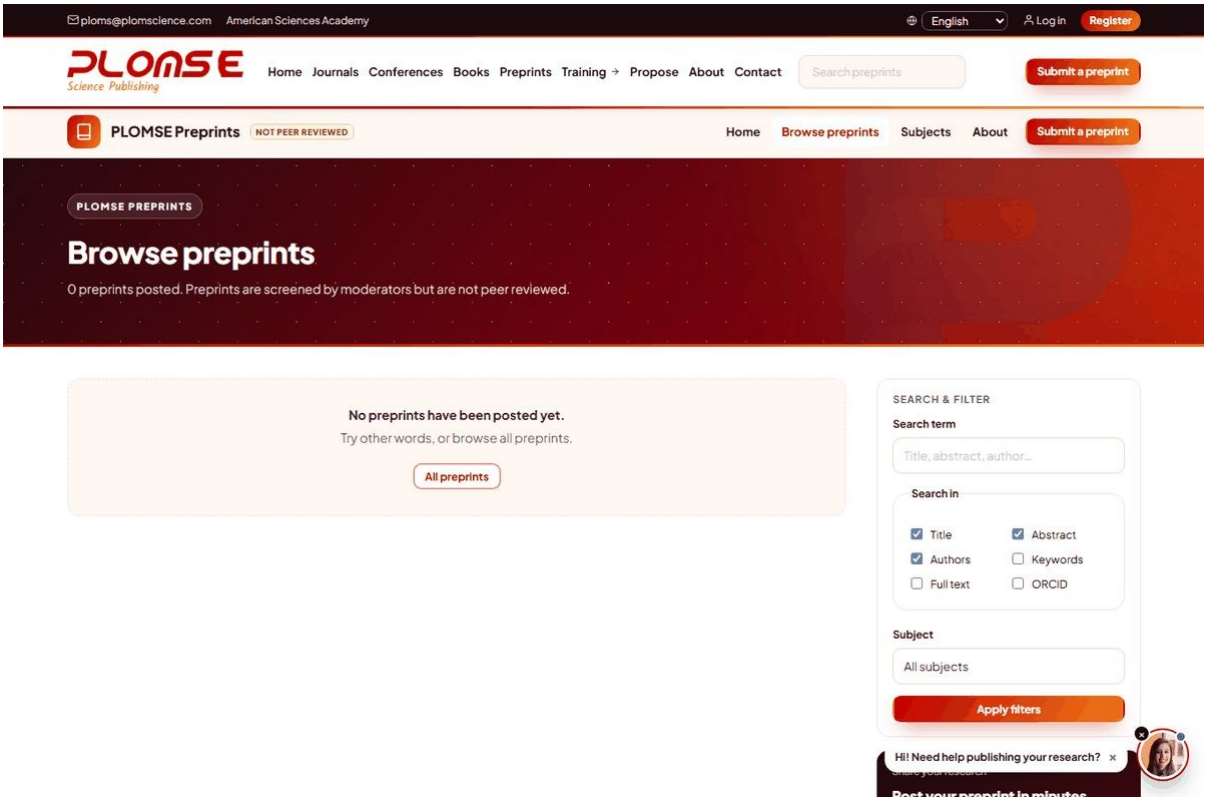
Browsing articles with filters

Search preprints

On **Preprints**, use **Search preprints** in the header or the **Search & filter** panel on the preprint list (`/preprints/repository/list/`):

- **Search term** (title, abstract, author…);
- **Search in** – Title, Abstract, Authors, Keywords (and Full text where available);
- **Subject** and **Type** filters, then **Apply filters**; **Clear filters** resets them.

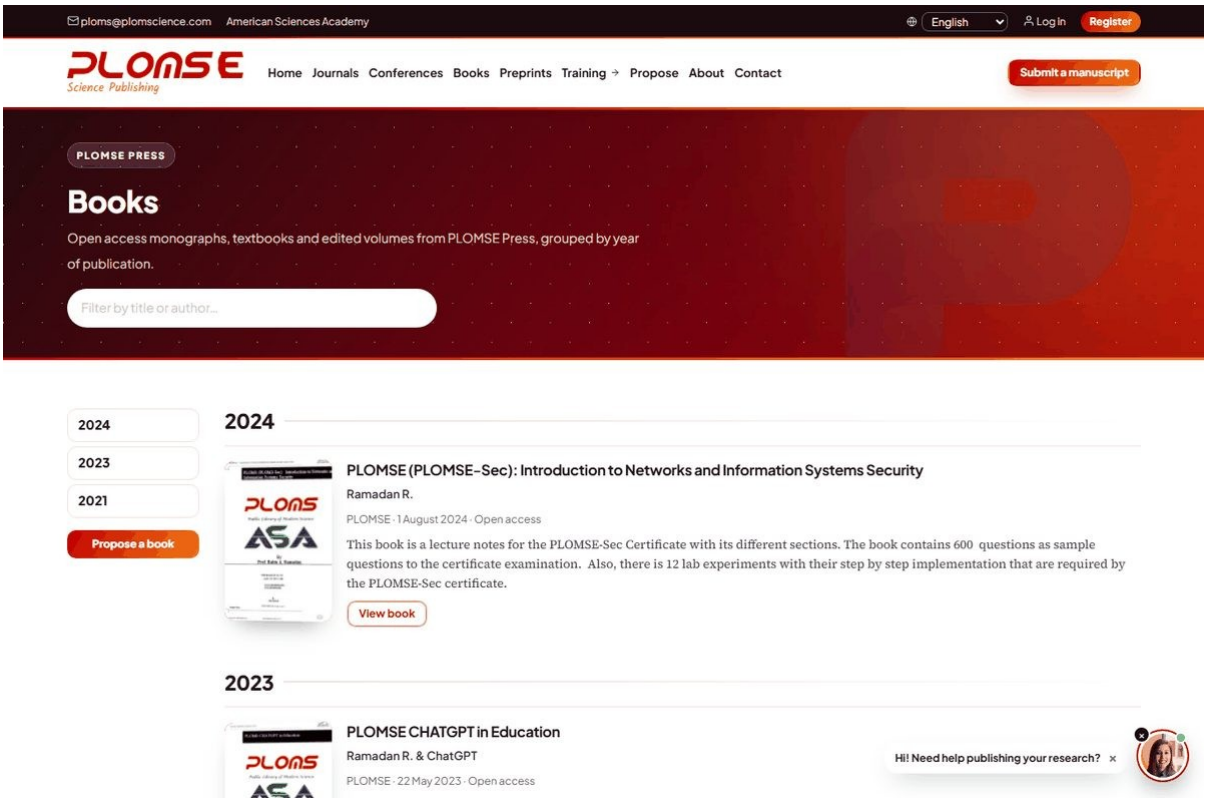
You can also browse by subject. Remember that preprints are screened by moderators but are not peer reviewed.



Searching preprints

Find books

Books in the main menu opens the PLOMSE Press catalogue, grouped by year of publication. Type in **Filter by title or author…** to narrow the list, or use the year navigation. Open a book to see its description, contributors, ISBN, DOI, chapters and the download formats.



The book catalogue

Other ways to find PLOMSE content

All PLOMSE articles have DOIs and machine-readable metadata, so you can also find them through Google Scholar, Crossref search, DOAJ (for indexed journals) and your library discovery system. To be alerted about new articles, tick **Register for Article Notifications** in your profile or subscribe to a journal's RSS feed.

Reviewer guide

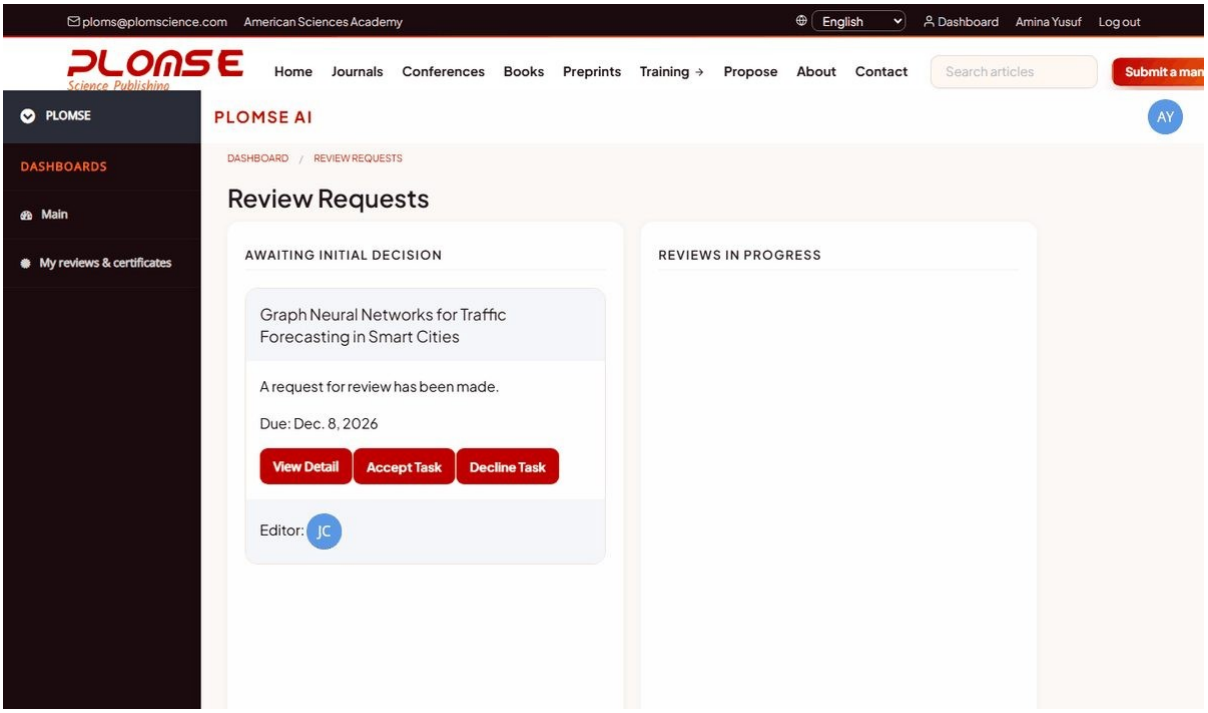
Accept or decline an invitation, download the files, complete the review form, upload an annotated file, meet the deadline and get your review certificate.

Thank you for reviewing for PLOMSE. Peer review keeps our journals and proceedings reliable, and we recognise every completed review with a certificate.

The invitation

You receive an email from the editor with the title and abstract of the manuscript, the review due date and a link. The link contains a personal **access code**, so you can open the review directly, even without logging in. Please do not forward it.

If you already have a PLOMSE account you can also log in and open **Dashboard → Review Requests** (or go to `/<journal code>/review/requests/`).



Your review requests

Accept or decline

Open the request. Under **Accept or Decline this Review**:

- click **Agree to perform review** if you can complete the review by the due date and have no conflict of

interest;

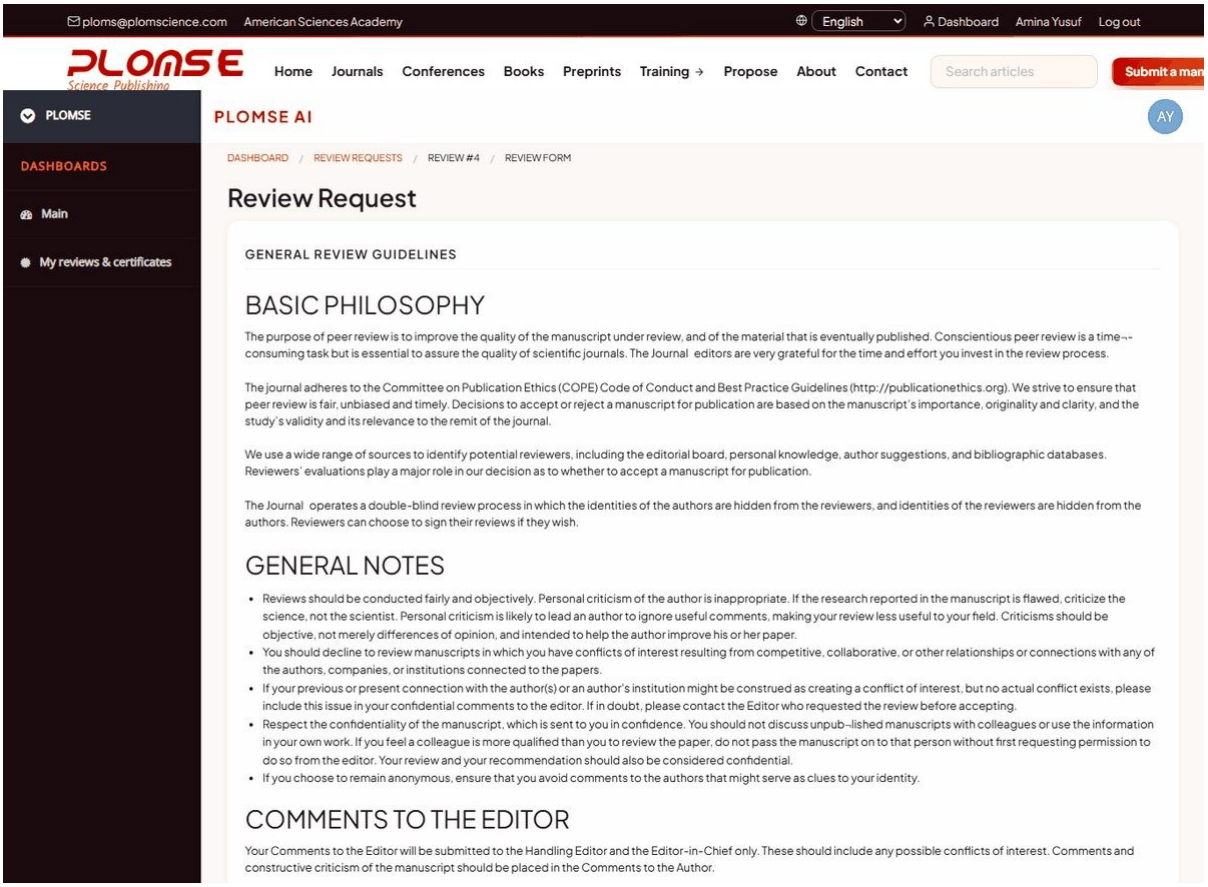
- click **Decline to perform review** otherwise – you can suggest an alternative reviewer in the message. Please answer quickly either way so that the editor can plan.

Conflicts of interest

Decline (or tell the editor) if you collaborate with the authors, work at the same institution, compete directly with the work or have any other conflict. In double-anonymous review, if you recognise the authors, tell the editor.

Read the guidelines and download the files

The review page shows the **General Review Guidelines** of the journal, information about the review form, and the manuscript metadata. In **Review Files**, click the download icon next to each file (manuscript, figures, supplementary material) or **Download all as ZIP**.



The review page

Complete the review form

1. Answer the questions of the **Review Form** (the questions vary by journal: originality, methods, clarity, significance…). Comments to the authors should be constructive and specific.
2. Optionally upload a file under **File Upload** – for example an annotated PDF or a Word document with your comments. In anonymous review, make sure the file does not reveal your identity (remove your name from the document properties and comments).

3. In **Your Recommendation** choose one: **Accept Without Revisions**, **Minor Revisions Required**, **Major Revisions Required** or **Reject**. Add **Comments for the Editor** that the authors will not see.
4. Click **Save progress and continue later** to keep a draft, or **Complete Review** when you are finished.

If the journal offers it, **Download Review File (Docx)** gives you the form as a Word file to prepare your answers offline; you still submit them in the online form.

Deadlines and reminders

The due date is in the invitation and on the review page. The editor may send you a reminder as the due date approaches. If you need more time, contact the editor (reply to the invitation email) – an extension is usually possible if you ask early.

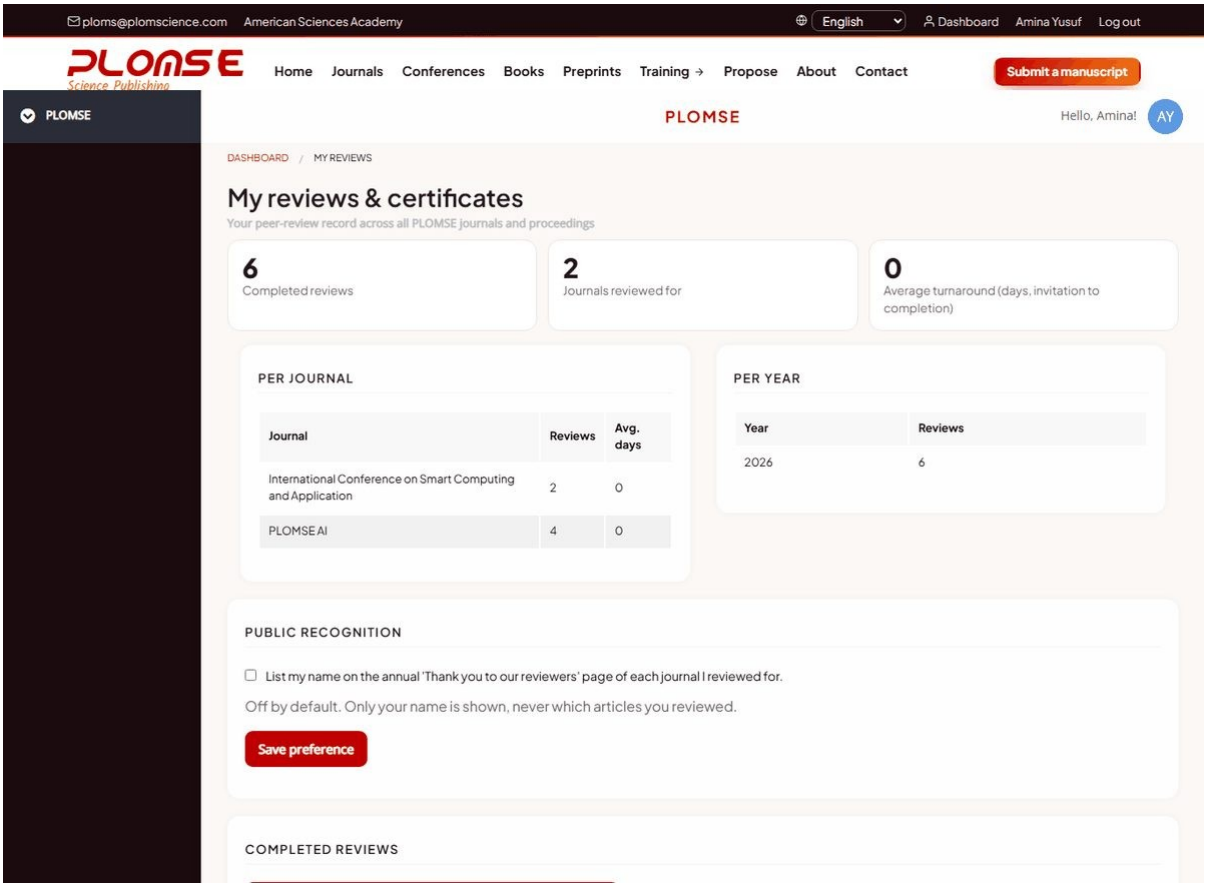
After you submit

- The editor is notified and reads all reviews before making a decision. Reviews may be shared with the authors (without your name in anonymous review) and, if the journal allows, with the other reviewers.
- You may be invited to review the revised version in a new round.
- You receive a thank-you email with your **review certificate**.

Your reviews and certificates

Logged-in reviewers can open **My reviews & certificates** (`/plugins/plomse_editorial/reviews/`). It shows your completed reviews, the journals you reviewed for and your average turnaround, by journal and by year. For each review:

- **View / print** opens the certificate (with a verification code such as `PLOMSE-RC-XXXX-XXXX-XXXX` that anyone can check online);
- **Export CSV** gives you the list for entering your reviews in ORCID or Web of Science.



My reviews and certificates

Public recognition: tick **List my name on the annual "Thank you to our reviewers" page** and click **Save preference** if you want to be thanked publicly. It is off by default; your name is never linked to a specific manuscript.

Becoming a reviewer

To volunteer as a reviewer for a journal, register, add your research interests and ORCID iD to your profile, and write to the journal's editorial office (Contact page) with your areas of expertise.

Reader guide

Read, download, cite and share PLOMSE articles, conference papers, preprints and books – all free and open access.

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The article page

Each article page shows:

- the title, authors with affiliations (and ORCID iDs), the article type and the **Open Access** and **Peer-reviewed** badges;

- the dates (received, accepted, published), the volume and issue, and the **DOI** – the permanent link to the article;
- the **Abstract** and **Keywords** (click a keyword to find related articles);
- the **Full text** in the browser when an HTML version is available;
- **Data files** and supplementary material, when provided;
- **Article information**: licence, conflicts of interest, how to cite, and **Article metrics** (views and downloads).

Download the article

Use **Download PDF** for the typeset PDF. Where available, the **Files** list also offers other formats (HTML, XML/JATS for machines, data files). Click a file name to download it.

Cite the article

Open **Cite** (or **How to cite**) on the article page. The citation is shown ready to paste; use **Copy citation** to copy it. Always include the DOI. You can import the reference into Zotero, Mendeley or EndNote by using the DOI or the browser connector of your reference manager, which reads the article metadata embedded in the page.

Share

Use **Share** to post the article to social networks or to copy the link. Please share the DOI link (`https://doi.org/…`): it never changes, even if the website address does. You may also share the PDF itself, in line with the licence.

Print

Print produces a clean version of the article page without menus. For the typeset layout, print the PDF.

Conference papers and proceedings

Conference papers are published like articles, inside the conference's proceedings volumes (**Issues** on the conference site). The conference site also shows the programme and the list of accepted papers.

Preprints

Preprints (**Preprints** in the main menu) are early versions shared by the authors. They are screened by moderators but **not peer reviewed**: treat their conclusions with care. A preprint page shows the versions, the licence, comments and, when available, a link to the final published article.

Books

In **Books**, open a book to see its description, contributors, ISBN and DOI, its chapters and the available formats. Click a format (for example PDF or EPUB) to download it; for EPUB there may be a **Read this book** link to read it in the browser. Chapters have their own pages, downloads and citations.

Stay informed

- Tick **Register for Article Notifications** in your profile to receive an email when new articles are published.
- Subscribe to the journal's RSS feed (most feed readers detect it automatically from the journal home page).
- Follow special issues and collections from the journal's **Collections** page.

Accessibility

Pages work with screen readers and keyboard navigation, images have text alternatives and the site is available in five languages (see Change the language). If something is hard to use, please tell us at ploms@plomscience.com.

Using Ava & Adam, our assistants

Ask Ava and Adam about journals, submission, peer review, fees and open access, and get a journal suggestion for your paper.

Ava (publishing advisor) and **Adam** (author ambassador) are the PLOMSE virtual assistants. They answer common questions about publishing with PLOMSE at any time, in seconds, using information from this website.

Open the chat

- Click **Chat with Ava** in the chat bubble at the bottom corner of any page (the bubble says **Hi! Need help publishing your research?**).
- Or use an **Adam** card – on the Submissions pages, the article lists and information pages – which opens the chat with a ready-made question.

Ask a question

Type your question in **Ask me anything...** and click **Send**, or click one of the quick questions:

- **Find the right journal for my paper**
- **How do I submit a manuscript?**
- **How does peer review work?**

- **Is it open access?**

Answers are short and usually include links to the right page. You can close the chat with **Close** (or **Hide**) and reopen it later.

Get a journal suggestion

Ava can suggest the best PLOMSE journal for your manuscript. Paste your title and abstract in this form:

```
Title: Deep learning for early detection of crop diseases
Abstract: We compare convolutional and transformer models...
```

Ava compares your text with the scope of our journals and recent articles and suggests one or more journals, with links to their Submissions pages. On the **Journals** page, **Not sure? Let Ava choose the journal for your paper** starts the same conversation.

What they can (and cannot) do

- They know about our journals, conferences, books, preprints, submission, peer review, fees, ethics and open access policies.
- They answer in the language you write in (English and Arabic are detected automatically).
- They **cannot** see your submissions, change anything in your account or make editorial decisions. For a question about a specific manuscript, contact the editor or ploms@plomscience.com.
- Answers may need confirmation by our editorial team; the journal's own guidelines and the editor's instructions always prevail.
- There is a daily limit on the number of questions per visitor.

If they cannot answer, they will say so and give you the editorial office's email address.

Privacy

Do not paste confidential or personal information (for example unpublished data, passwords or reviewers' names) into the chat. Your questions may be processed by the external AI service that powers the assistants in order to generate the answer.

Frequently asked questions

Quick answers about accounts, submission, peer review, fees, publication, preprints, books and the website.

Account

I did not receive the activation or password email.

Check your spam folder and wait a few minutes. Make sure you typed the address you registered with. If nothing arrives, write to ploms@plomscience.com. See Register and manage your account.

Can I change the email address of my account?

Yes: open your profile (click your name in the top bar) and use **Change Your Email Address**. A confirmation link is sent to the new address.

Do my co-authors need accounts?

No. Only the submitting author needs an account. Co-authors are added on the Authors step of the submission.

Submission

Which journal should I choose?

Read the aims and scope on each journal's home page, or ask Ava to suggest a journal from your title and abstract (see Using Ava & Adam).

Where are the author templates?

On each journal's or conference's **Submissions** page. Using the template is strongly recommended.

Which file formats are accepted?

Word (`.docx`) is preferred for the manuscript; PDF and LaTeX sources (as a `.zip`) are accepted where the journal says so. Figures: PNG, JPEG or TIFF at good resolution; data: any open format (CSV, XLSX, ZIP…).

I made a mistake in my submission.

If you have not clicked **Complete Submission** yet, go back to the step and correct it. After submission, contact the editor with the article ID (shown on your dashboard) and the correction.

Can I submit a paper that is already posted as a preprint?

Yes. Tell the editor in the comments and give the preprint DOI or link.

How long does peer review take?

Most journals aim for a first decision within a few weeks of submission. Your dashboard always shows the current stage.

What does each status on my dashboard mean?

Unassigned: waiting for an editor. **Peer Review**: with reviewers. **Under Revision**: waiting for your revised version. **Accepted**, **Copyediting**, **Typesetting/Proofing**: in production. **Published**: online. **Rejected**: declined by the editor. See Track your submission.

Fees

Do I have to pay to publish?

Some journals charge an article processing charge (APC) after acceptance; others are free. The journal's Submissions page states the fee. There is never a charge to submit or to read. See Article processing charge.

Can I get a waiver or discount?

Waivers and discounts are available in some cases (for example for authors from low-income countries). Write to the editorial office before paying, with your article ID.

How do I get a receipt?

Once the invoice is paid, open it from **My APC invoices** and click **View / print receipt**.

Publication and rights

Who owns the copyright?

Authors keep the copyright. Articles are published under a Creative Commons licence (usually CC BY 4.0) that lets everyone read and reuse the work with attribution.

When will my article get a DOI?

The DOI is registered when the article is published, and is shown on the article page.

Can I correct a published article?

Published articles are not changed silently. Write to the editor: substantive errors are corrected with a published correction notice.

Reviewers

How do I get a certificate for my review?

It is sent automatically when you complete a review, and is always available in **My reviews & certificates**. See the Reviewer guide.

I cannot finish my review on time.

Reply to the invitation email or contact the editor as early as possible; an extension can usually be arranged.

Preprints, proposals and books

Are preprints peer reviewed?

No. They are checked by moderators before posting but are not peer reviewed. See How to post a preprint.

How do I propose a special issue, a book or a conference?

Use **Propose** in the main menu. See Propose a journal, special issue, book or conference.

Can I download whole books?

Yes. Open the book in the **Books** catalogue and download one of its formats; chapters can also be downloaded separately.

The website

How do I change the language?

Use the language menu with the globe icon in the top bar. See Change the language.

Who do I contact?

For a specific manuscript, the journal's editor (reply to the last email you received). For anything else: ploms@plomscience.com or the **Contact** page.