

- Tutoriel Articles RUGC pour AJCE –

Déposer un article sur la plateforme

Site de soumission : <https://journal.augc.asso.fr/index.php/ajce/about/submissions>

Récupérer le modèle (template) sur la page de soumission dans la partie **Author Guidelines – RUGC**. Votre article doit respecter le modèle et les 4 pages demandées.

A noter que les articles pour les RUGC contrairement à ceux pour les numéros classiques de la revue AJCE ne sont pas évalués en double aveugle. Il n’y a donc pas besoin de les rendre anonyme.

Lorsque votre manuscrit est prêt, aller sur la page de soumission et cliquer sur [Make a new submission](#).

Dans **Section**, choisir : **RUGC 2020**

The screenshot shows the 'Submit an Article' form on the OJS platform. The form is titled 'Submit an Article' and has a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is highlighted with a red circle and contains the option 'RUGC 2020'. Below the dropdown, there is a note: 'Articles must be submitted to one of the journal's sections.' The form also includes a 'Submission Requirements' section with four checkboxes: '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).', 'The submission file is in Microsoft Word, or Latex document file format, based on the given template.', 'Where available, URLs for the references have been provided.', and 'The text adheres to the stylistic and bibliographic requirements outlined and respects the journal template (Word or Latex)'. There is also a 'Comments for the Editor' section with a rich text editor. At the bottom, there is a 'Submit As' section with two radio buttons: 'Journal manager' (selected) and 'Author'. There is also a checkbox for 'Yes, I agree to have my data collected and stored according to the [privacy statement](#)'. The form ends with 'Save and continue' and 'Cancel' buttons.

- Cocher les 4 cases sous **Submission Requirements**

- Cocher sous **Submit As Author**
- Cocher la case : *Yes, I agree to have my data collected and stored according to the [privacy statement](#).*
- Puis cliquer sur **Save and continue**

Ecran **Upload Submission File**

- Sélectionner **RUGC Manuscript**
- Sélectionner dans la fenêtre de sélection le pdf de l'article.
- Appuyer sur **Continue**

Dans *Enter Metadata*

- Remplir les champs *Title* et *Abstract* (ils doivent être identiques à ceux de l'article)

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Submit an Article

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

Prefix **Title ***
Examples: A, The
xxxxxxxxxxxx

Subtitle
The optional subtitle will appear after a colon (:), following the main title.

Abstract *

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
* Franck Taillandier	franck.taillandier@irstea.fr	Journal manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submission Metadata
These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

- Ajouter les auteurs de l'articles en appuyant sur *Add Contributor*

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* Franck Taillandier	franck.taillandier@irstea.fr	Journal manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Edit](#) [Delete](#)

Delete Author

Submission Metadata

Dans **Add Contributor** Remplir les différents champs (**Name**, **Last Name**, **Contact**, **Country**, **Contributor's role...**), puis appuyer ensuite sur **Save**.

The screenshot shows the 'Add Contributor' form with the following fields circled in red:

- Name**: First Name (A), Middle Name, Last Name (wwwwww)
- Contact**: Email address (a@b.fr)
- Country**: France
- Contributor's role**: Author (selected)
- Save** button

Other fields include User Details (Suffix, URL, ORCID ID), Affiliation, Bio Statement, and checkboxes for 'Principal contact for editorial correspondence' and 'Include this contributor in browse lists?'. A legend indicates that an asterisk denotes a required field.

De retour dans **Enter Metadata**

- Ajouter les Keywords
- Appuyer sur **Save and Continue**.

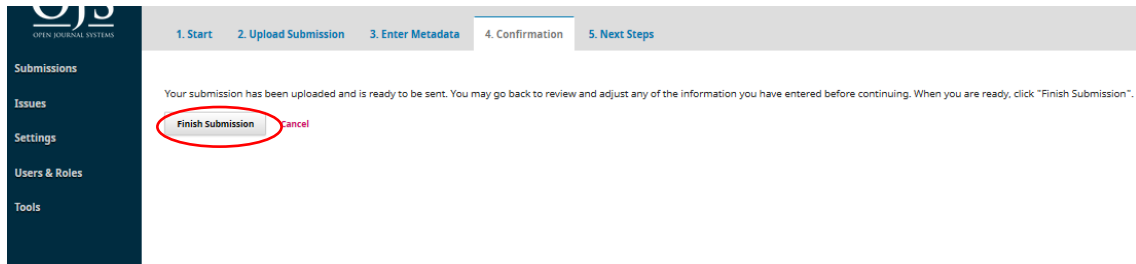
The screenshot shows the 'Enter Metadata' form with the following fields circled in red:

- Keywords**: A text input field for entering keywords.
- Save and continue** button

Other fields include Prefix, Title, Subtitle, Abstract, and a List of Contributors table. The table has columns for Name, Email, Role, Primary Contact, and In Browse Lists. The 'Additional Refinements' section is also visible.

Dans *Confirmation*

- appuyer sur *Finish Submission*.



- Confirmer (*ok*)

