

Submit NEW manuscript for FCAA journal at EM / some friendly instructions...

The journal FCAA has changed the publisher from De Gryuter (DG) to Springer Nature, since Vol. 25 (2022). Springer have opened an **Editorial Manager (EM)** site for our journal,

<https://www.editorialmanager.com/fcaa/>

After 30 Nov. 2021, all new submissions to FCAA should go via this EM, pls. enter and register there as Author (unless you have been already registered as Editor or Reviewer, then do not create new profile). On the website <https://www.editorialmanager.com/fcaa/> there are some general instructions to authors but to facilitate you, we try to provide below some basic and simple explanations for necessary steps.

The new LaTeX typesetting style as adopted for FCAA under Springer, is the so-called "svjour3".

General instructions and link to download all style files can be found at Springer, but it is easier to use the files and instructions in the **folder AuthorsKit-FCAA-2022**. Use and follow strictly the example file: "FCAA-template-Springer-svjour3.tex". This is a customized template to be most close and suitable for FCAA as mathematical journal. It should be made available at the Springer webpage for the journal, <https://www.springer.com/journal/13540>, and by link at Editorial manager site. But can be sent by e-mail upon request.

Note: For initial submission, you can upload a pdf file prepared by some standard style (obligatory done in **LaTeX, one-column**, approx. 13 x 19 cm and size font 11 pt). **After reviewing**, for revision and / or finally prepared version, it will be necessary to upload all article's source files via EM in the obligatory "svjour3" Springer style.

Yours, V. Kiryakova (**VK**), Editor-in-Chief (EiC) of FCAA journal, virginia.kiryakova@gmail.com

0) Register (if not yet) - the submission should be done **by the Corresponding author** ! (this cannot be changed later)

1) Article type Selection - Select one of the article types:

(None – does **Not** work)/ **Original Paper / Review / Short Note / Arxiv Paper / Book Review**, etc.

... Then: **Proceed** !

EM: This publication requests that Authors Link to their ORCID record to Authenticate their ORCID iD before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here. However, it is optional and Not obligatory!

Use the button below to go to ORCID, log into your record there – or create one – and authorize the return of your ORCID Identifier.

ORCID iD: (None)

Link to ORCID Record

Or just skip (or you have not or not willing) and go on: **Proceed** !

2) Attach Files (!!!)

EM: “Browse...” OR “Drag & DropFiles Here”...

VK: Better upload only the pdf-file – for purposes of creating pdf-file for Editor and Reviewers’ use

Associate this file with the falling menu as “*Manuscript” (!)

The falling menu consists of:

* **Manuscript** / Latex Supporting file(s) (if applicable: *.stx/ *.bib/ *.bbl/* nls, etc.)/ Table / Figure / Supplementary Information / Authorship change form / Link(s) to supporting data /

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3) Suggested Reviewers – provide a list (optional; to have no conflict of interest, not from same affiliation, avoid suggesting Honorary (elder) Editors)

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4) Enter Comments

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5) Title (enter Full Title (required !)

Next !

6) Abstract (required text!)

Next !

7) Authors

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Current Author List:

There can be question to answer that the authors have NO conflict of interest...- Say: NO !

Title * (Mr/ Mrs/ Dr/ Prof) / First Name * / Family Name * / Academic Degrees/ Affiliation / E-mail

Address* / Institution * (Start typing to display potentially matching institutions)/ Country or Region * (Please select from the list below) /

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Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.

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EM: Submissions **Waiting for Approval by Author**

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The '**Edit Submission**' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

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Action Links can be: **View Submission**/ Edit Submission /**Approve Submission** (it is obligatory, so to submit your article!)/ Remove Submission/ View Refs /Correspondence / Send e-Mail

If not done, you will receive an e-mail that a pdf-file is build but you need to approve it ...

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8. WHAT HAPPENS AFTER: “Accept” a Current Status...

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Well, you will receive a formal confirmation letter from the system, with reg. No of your submission, like FCAA-D-22-000xy

Nevertheless, to be sure that your submission reached me as EiC (VK), at least in beg. 2022, I will send you the so-called Ad Hoc letter from Editor to Author, to confirm the submission and to ask you to wait for further procedures (1. initial screening - if the article sounds suitable for consideration in FCAA; 2. to wait for assigning reviewers, etc. Please, have in mind we have rather great flow of submissions and their handling needs time).

9. In case your paper is accepted, with all finally revised necessary files for the paper (made in Springer “svjour3” style), pls. upload (as Supplementary Information) also filled and signed “**Copyright**-TCA-FCAA-Springer” form. **Note that FCAA is Hybrid model journal.** Before preparing the proofs, the Springer team will contact the corresponding author to ask if you chose Open Access (OA) model (then APC charges apply to author’s institution) or Not (then no publication charges). In case of OA option, before the proofs you will be asked to sign and return an OA license form (this will replace the previously signed TCA, with Copyright to Authors).

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