



ISHS online submission procedures

Contributions to ISHS Symposia should be submitted online, using the **ISHS Online Submission** tool.

For ISHS symposia details check out the ISHS Calendar of Events page <http://www.ishs.org/calendar>

The web link to the ISHS Online Submission tool for a particular symposium will be made available by the convener of the symposium. **To ensure a timely publication it is essential to respect the deadlines for submission.** The online tool would not accept your submission anymore after a deadline has passed.

Check the symposium details for the exact timing and deadlines; contact the convener if you have further questions.

The submission workflow consists of **two** sequential stages: 1. the **abstract** submission, followed by 2. the **fulltext paper** submission & review/assessment (stage 2. only present in case abstract had been accepted in stage 1.)

For both abstracts and fulltext manuscripts: submit well in advance of the deadlines in order to prevent last-minute rush and the risk of not meeting the deadlines.

Running a service for submitting abstracts and reviewing papers comes at a cost to ISHS; consequently a **submission charge** applies which **partially** covers the expenses for review, infrastructure overhead, hard/software maintenance, etc. **This charge is due upon submission of an abstract and equals the cost of ISHS membership.**

- If you are a **member** in ISHS, the **submission charge is waived** as part of your **membership benefits**. Prior to initiating the submission process ensure that your address and contact details are up-to-date. If necessary update or renew your ISHS membership first. Check your membership here: <http://www.actahort.org/members/showpdf>
- If not, proceed to <http://www.actahort.org/members/newmember> first and pay to activate your user account **prior** to submitting an abstract.

It is essential that your email address is correct, valid and accepting email messages from ISHS – any further notifications regarding the submission process and acceptance/rejection will be sent to your email address.

Each step in the submission process will be confirmed to you by means of an email notification with further instructions or details.

It is your responsibility to ensure you receive email notifications sent to your email address. If you do not receive messages properly, check your spam folder and spam filter or add ISHS to the list of trusted senders (whitelist).

Once the abstract has been accepted for presentation [either as an oral- or poster presentation] you should register for the symposium **and** submit a fulltext for publication.

Symposium proceedings will be published as a volume in the series of **Acta Horticulturae**.

Failure to register for the meeting will result in your abstract being withdrawn from the program.
Authors who did not submit a paper may be refused the floor to present; posters may be refused for display.

International Society for Horticultural Science – Société Internationale de la Science Horticole

ISHS Secretariat – PO Box 500 – 3001 Leuven 1 – Belgium

phone : (+32) 16 22 94 27 — fax : (+32) 16 22 94 50 — e-mail: info@ishs.org — www.ishs.org — www.actahort.org

1. Authors: Abstract Submission

A link to the ISHS Online Submission page for the symposium you want to submit to should be available in the symposium website or in the ISHS Calendar of Events at <http://www.ishs.org/calendar>

When prompted to login – sign in with your ISHS membership account details to arrive in the first screen:

1. Abstract details

The screenshot shows the ISHS online submission and review tool interface. The page title is "International Society for Horticultural Science ISHS online submission and review tool". The submission belongs to the "International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures". The user is prompted to "Submit a new abstract for symposium I International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures". The "Title" field contains the text: "When entering test abstracts use Title Case, do not use all uppercase - the correct format is e.g. Jaffer Smith - not JHYS SMITH". The "Preferred presentation method" is set to "Oral". The "Abstract body text" field contains the text: "Substrate testing procedures have mainly focused on potted plant production. However, the propagation industry has specific substrate testing needs for production in shallow trays and the use of stabilized substrates. The objective was to develop quality control procedures for propagation substrates for young plant production of seedling plugs and vegetative cuttings. Procedures include substrate pH and electrical conductivity (EC) tests, particle size distribution, porosity, compaction, tray filling, wettability, moisture level, and other tests to ensure consistent and high quality crop production. Quality control procedures cover both loose-filled substrates and stabilized substrates including paper-wrapped pots (such as Blagot® and Farnocel®) and peat polymer substrates. The procedures were developed based on surveys with 37 commercial propagation substrates in addition to research-formulated substrates. These test procedures are being published in both the form of bulletins and video-training modules and are being tested on site by growers, growing substrates and fertilizer companies." The "Keywords" field contains the text: "particle size distribution, porosity, compaction, wettability, moisture, wettability, stabilized substrate". The "Additional notes or remarks to the convener/editor (if any)" field is empty. The "Next step" button is visible at the bottom left.

Fill out the abstract details; required information includes

1. **Title** of your abstract.
Do not use all uppercase to enter the title of your abstract.
2. Select the method of preference for your presentation: **oral**, **poster** or **no preference**.
The Editorial Committee reserves the right to decide on the final presentation method: oral or poster.
3. Enter the **abstract**: no more than **300 words** – try to use **plain text only** and keep formatting to a minimum.
Do not enter author details in the abstract field! Author details should be entered in the next stage.
4. Provide relevant **keywords**.
*Carefully consider the keywords to use -do not simply repeat words from the abstract title only.
Comma-separate keywords.*
5. If at all required you may add some **additional notes or remarks** to the convener.
In most cases there is no need for comments, just leave this field empty.

When ready proceed to the **next step**

2. Review the abstract information you entered

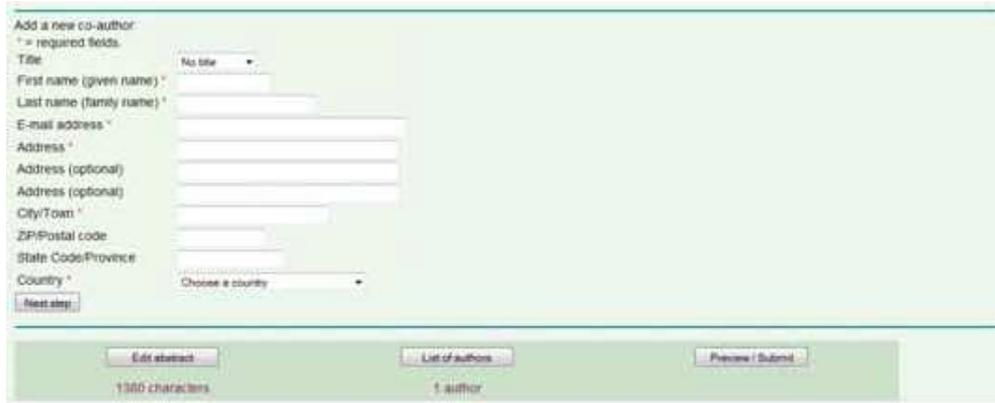
The screenshot shows the ISHS online submission and review tool interface. The header includes the ISHS logo and the text: "International Society for Horticultural Science", "ISHS online submission and review tool", and "This submission belongs to: 1 International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures". The abstract title is "Abstract Overview of New Quality Control Procedures in Container Growing Substrates for Young Plant Production". Below the title, there are two buttons: "Edit abstract" and "List of authors". A character count shows "967 characters". The "Authors" section lists "Prof. Test Author, Test Street 67, 3000 Leuven, Belgium (presenting author)". The "Entered presentation method" is "Oral". The "Abstract body text" describes substrate testing procedures for propagation substrates, mentioning tests for pH, EC, particle size, porosity, compaction, tray filling, wetability, and moisture level. The "Keywords" section lists "particle size distribution, porosity, compaction, setting, moisture, wetability, stabilized substrates". A left sidebar contains navigation links: Home, ISHS Home, ISHS Contact, ISHS online submission and review tool, Homepage, Calendar, and Symposium.

Review the information entered - use the **“Edit abstract”** button to return to the previous entry form and update/change your abstract details if required. Repeat process until you are satisfied with the content.

When ready: proceed to the **next step** to enter the **“list of authors”**

3. List of Authors

1. You may edit your address details in your capacity as **presenting author**. The address changes you enter here would exclusively be used in relation to this particular submission. The changes you make here do not affect your ISHS membership account. This is to allow using a specific address in relation to a particular paper, e.g. in view of a funding agency requirement etc.
2. You may add as many **co-authors** as required – confirm entry by proceeding to “next step”:



Fields marked with * are required.

3. In order to accommodate long address entries there are two extra address lines which are optional (*leave those empty if not required, do **not** duplicate the first address line in the optional address lines*). Double check the address detail: in particular make sure the **email address** of co-authors is valid because this will be critical further down the submission/review process.
To prevent confusion it is advised that you inform each co-author prior to submitting the abstract.

To view/manage the list of authors at any time use the '**list of authors**' button.

Options to **manage the author list** include (for each author entry in the list):

1. Remove a co-author from the list
2. Change address
3. Change to Presenting Author

In addition the submission tool provides for an option to **send email** to each author as well as to **change the order** of the authors.

When ready proceed to the next step: **Preview/Submit**

4. Final preview and confirm abstract submission

The **Preview/Submit** page is the **final step** before actually submitting your abstract to the symposium.

Ensure that all information is correct. At this stage you may still return to the previous pages and correct/update any details.

If you are ready to complete the submission and submit the abstract just tick the confirmation box and hit the “**submit abstract to convener**” button to confirm the submission of the abstract.

Be aware that after completing the submission you won't be able to change/update the abstract anymore.

A screenshot of a web form with a light green background. At the top, it asks "Are you sure the abstract is ready to be submitted to the convener?". Below this is a checkbox with a left-pointing arrow and the text "Confirm abstract is ready to be submitted to the convener". At the bottom of the form is a button labeled "Submit abstract to convener".

A **confirmation of receipt** will be sent to your email address in due course. Depending on the web server load at a particular time it may take up to one hour for the confirmation message to arrive.

The **confirmation of receipt** is **not** a proof of acceptance/rejection. See below.

What happens next?

Convener of the symposium will now evaluate your **abstract**.

Consequently a notification of **acceptance/rejection** of the abstract will be sent to you via e-mail. Options include:

1. **Accept** – your abstract has been **accepted**, you are invited to proceed to the next step i.e. submit your fulltext article.
2. **Reject** – your abstract has **not** been **accepted**. Convener would provide you with more details on the reason for not accepting your abstract. This decision is final and closes the submission procedure. Should you want to submit another abstract, you will need to start a new submission again.
3. **Request you to update/change and re-submit**. Your abstract was **not** accepted as such but convener decided to let you revise the abstract and re-submit a revised version of the abstract for evaluation again. This means that the submission process has not been closed and you should submit the revised version in the current submission session (a link is available in the confirmation email you received) within the regular deadline.

2. Authors: fulltext article submission

The moment you receive a **notification of acceptance** for your **abstract** you are invited to **submit your fulltext** paper.

In order to submit your fulltext use the link in the notification email and sign in when prompted.

After login proceed to **“edit existing articles”** to access and edit your previous submission(s).

Meanwhile the status of your submission will have changed into **“abstract accepted – submit fulltext”**:



Files in order to be accepted should be in the **MS Word .doc or .docx file format**.

Use the link **“Upload fulltext”** to locate the fulltext article file and upload.



The **description of the file** field is already filled out – it is recommended to keep the suggested description as-is.

Remarks field: in most cases this field may be left empty!

Confirm the fulltext file upload with the button **‘upload file’**.

The submission of the fulltext article will be confirmed in a next screen with a link to download the file allowing you to double check the upload.

After you successfully submitted the fulltext the editor will **assign your paper to a reviewer for your fulltext article to be assessed on its scientific value**. You will be informed on the outcome of the process in due course. Please allow sufficient time for reviewing.

Meanwhile the status of your paper has been set to: **fulltext received – await review**

Note: In order to make the review process efficient and transparent, authors, editors and reviewers should use the MS Word **review features** for keeping **track of changes** and or to insert **comments**.

A short video on the **track changes** feature in MS Word is here: http://www.youtube.com/watch?v=5_knruAysnA

A short video on **commenting** in MS Word can be found here: <http://www.youtube.com/watch?v=ag-jZot8pRc>

3. Authors: receiving reviewer feedback

Based on the outcome of the review your paper it is the editor of the symposium who will take a decision which may either be:

- **accepted**
- **rejected**
- editor may suggest you to make changes first and to **submit a revised version of your paper again**

- In case your paper was **accepted** you will receive a positive confirmation and you do not need to take further action. Your paper will be prepared for publication in Acta Horticulturae.
- In case your paper was **rejected** it most likely did not meet the quality standards set forth by the editorial committee for publication in Acta Horticulturae. In this case you would receive more details as to why your paper was not considered for publication. The decision is final and ends the submission/review of your paper.
- In case the editor would want to receive a revised version of your article first, the editor would change the status of your article submission to 'fulltext – **changes required**'. Changing the status of your paper to 'changes required' would be confirmed to you with an invitation to submit a new revised version of your paper again. To do so please sign in to the online article submission system using the link which you can find in the email notification, download the file with reviewer/editor comments and upload a revised version of your paper again. Upon receipt, your revised paper will be considered by the editor again. You will be kept informed on the outcome of the review.

4. Authors: Uploading a revised paper (fulltext – changes required)

As part of the review process you may receive a notification inviting you to **submit a revised version of your paper**. To access your submission use the link in the notification email message, sign in when prompted and use the “**edit existing articles**” link.

In the next screen proceed to **Upload new fulltext**:



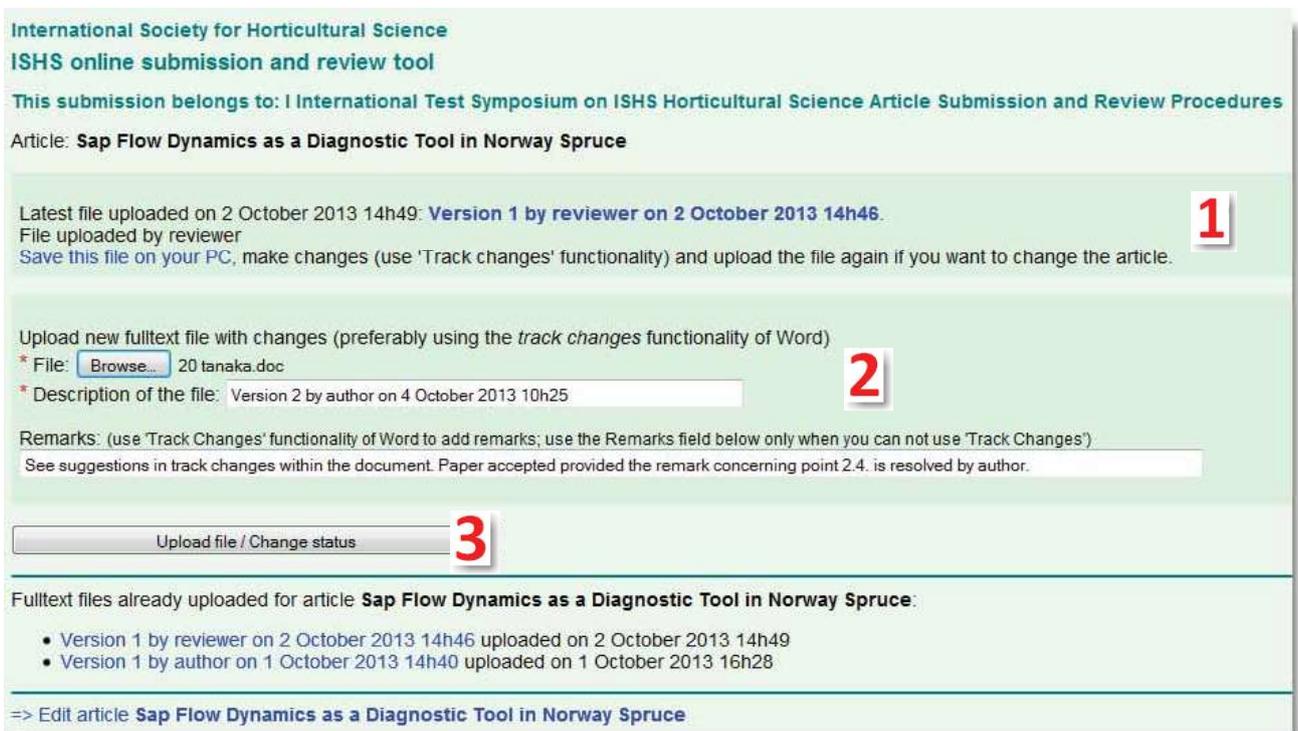
International Society for Horticultural Science
ISHS online submission and review tool

This submission belongs to: I International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures

List of articles for symposium I International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures

Title	Last updated	Status	Action
Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce	Reviewer	fulltext - changes required (request by reviewer)	Upload new fulltext

Next you may both access and **download the latest annotated version(s)** of your submission (e.g. with reviewer comments) **(1)** and **upload your revised paper (2)** and confirm with the **upload file/change status** button **(3)**



International Society for Horticultural Science
ISHS online submission and review tool

This submission belongs to: I International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures

Article: **Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce**

Latest file uploaded on 2 October 2013 14h49: **Version 1 by reviewer on 2 October 2013 14h46**.
File uploaded by reviewer
[Save this file on your PC](#), make changes (use 'Track changes' functionality) and upload the file again if you want to change the article. **1**

Upload new fulltext file with changes (preferably using the *track changes* functionality of Word)

* File: 20 tanaka.doc **2**

* Description of the file:

Remarks: (use 'Track Changes' functionality of Word to add remarks; use the Remarks field below only when you can not use 'Track Changes')

3

Fulltext files already uploaded for article **Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce**:

- Version 1 by reviewer on 2 October 2013 14h46 uploaded on 2 October 2013 14h49
- Version 1 by author on 1 October 2013 14h40 uploaded on 1 October 2013 16h28

=> Edit article **Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce**

The submission of the revised fulltext article will be confirmed in a next screen.

After you successfully submitted the revised fulltext the reviewer assigned to your paper will continue the review task. You will be informed on the outcome of the review in due course. Please allow sufficient time for reviewing.

Until reviewer resumes the review of your revised paper the status remains **fulltext – changes required (request by convener)**; meanwhile you may submit further revisions at your own discretion if required.