



Technologies for  
Lightweight Structures



# ***Technologies for Lightweight Structures (TLS) – Submission Guide***

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The following instructions are to serve as a quick-reference guide to Open Journal Systems (OJS) version 2.4.7 for the journal *Technologies for Lightweight Structures (TLS)*. These instructions will give authors a step-for-step description on the submission and publication process that is specifically tailored to the journal.

For general, but more detailed instructions on any OJS issue, please use the following resources:

- OJS Documentation: [http://pkp.sfu.ca/ojs\\_documentation](http://pkp.sfu.ca/ojs_documentation). The “OJS in an Hour” Guide is particularly in-depth.
- OJS Support Forum: <http://forum.pkp.sfu.ca/>
- Online context-sensitive help, available as a “Journal Help” link in the bottom-right corner of any journal page.

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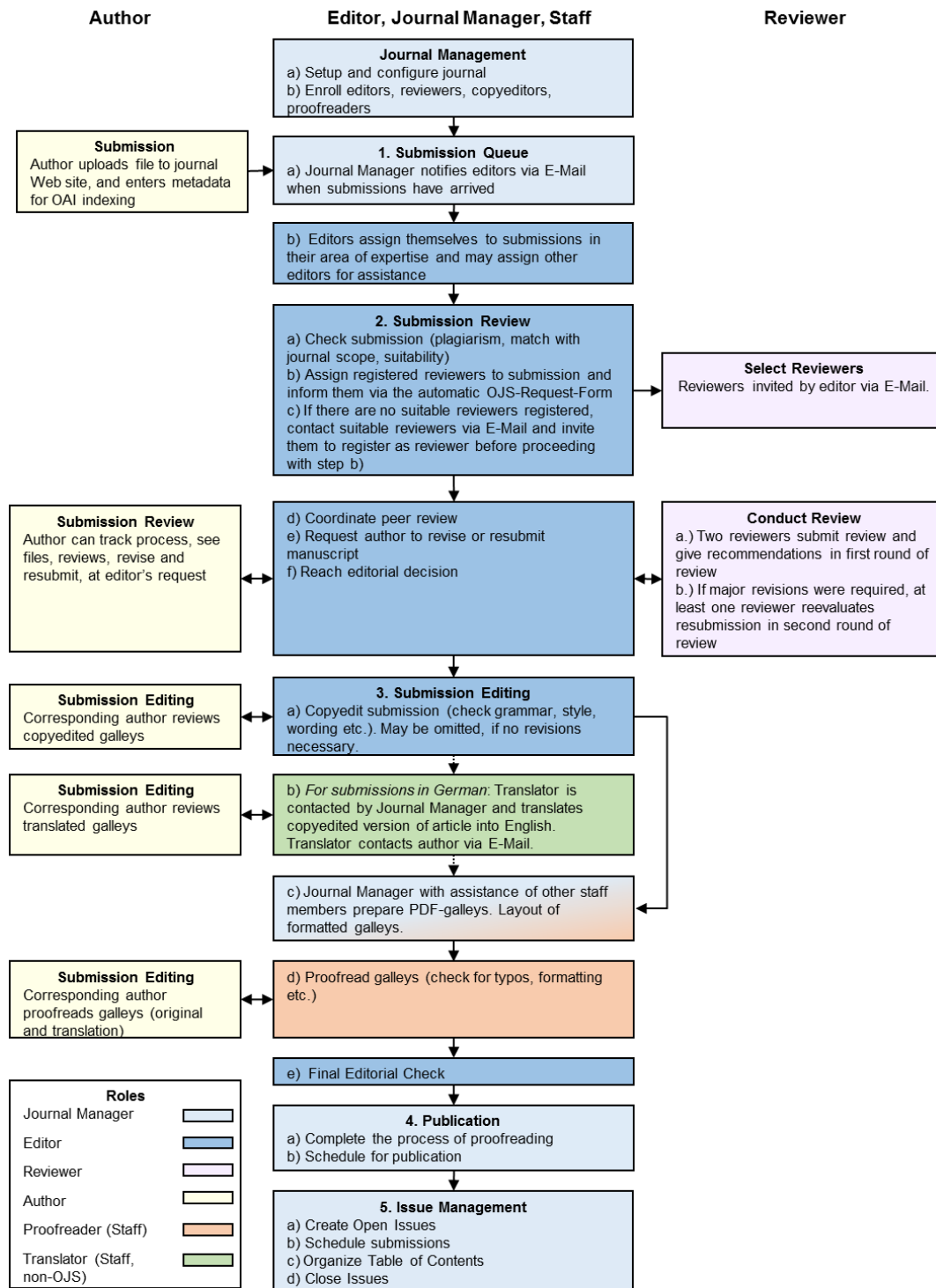


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## Editorial Workflow *Technologies for Lightweight Structures*



Adapted Figure „OJS Workflow Chart“ in: OJS in an Hour. An Introduction to Open Journal Systems. Version 2.2.1.0; <http://pkp.sfu.ca/files/OJSinanHour.pdf>; p. 12

**Figure 1: Editorial Workflow**



## Learn more

### Help Documentation

Open Journal Systems has a 12,000 word Help document that is contextually embedded within OJS, with the relevant pages coming up depending on where the user is when requesting Journal Help. Click on “Journal Help” in the bottom of the sidebar to enter the Help document.

### Test-Drive OJS

PKP hosts a demo version of the current OJS release at:

<http://pkp.sfu.ca/ojs/demo/present/index.php/demojournal/issue/current>

Log in using **admin** as the username and **testdrive** as the password, and select the Author role (or any other role) to explore how it operates.

Please note that any changes made to the Test-Drive Journal will be cleared every Monday (8:00 GMT).

## How to Submit

Authors are able to register and submit items to the journal directly through the [journal's web site](#).

## Getting Started

- [Register with the journal](#) as an Author under or, if you are already registered in another role (e.g. Reviewer), ask the Journal Manager (<mailto:tls-journal@tu-chemnitz.de>) to enroll you as an Author.
- [Log in to your account](#) (or use the login function in the right sidebar on any journal site)
- If you are enrolled for the journal in multiple roles, select your role as Author on the User Home page (Fig. 2) to get to the Author Home page.
- When are registered solely as an Author, you'll start from the Author Home page after the login (Fig. 3).

User Home

Technologies for Lightweight Structures

Journal Manager

Editor	0 Unassigned	0 In Review	2 In Editing	[Create Issue] [Notify Users]
Author		1 Active	0 Archive	[New Submission]
Reviewer			0 Active	

**Figure 2: Selecting your role as Author**

If you have active submissions, you will see them listed on the following page. Start the Submission Process by selecting the “Click here” under the headline “Start a New Submission”.

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
58	03-29	ART	Niedziela, Tröltzsch	COMPUTATIONAL MODELING OF POLYURETHANE FOAM EXPANSION FOR...	IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items

**Start a New Submission**  
[CLICK HERE](#) to go to step one of the five-step submission process.

**Figure 3: Author Home page**

## Five-Step Submission Process

The Submission Process is broken down into five steps (see description below).

### Step 1: Starting the Submission

1. Select which section of the journal – Articles or Reviews – is most appropriate for your submission from the dropdown menu.
2. Choose the language of the submission (English or German accepted) from the pulldown below.
3. Confirm each item in the Submission Checklist is correct and check each box.
4. Read and agree to the Journal's Copyright Policy by checking the box.
5. Read the Journal's Privacy Statement.
6. Optional: Please suggest up to three reviewers who you would recommend to review your manuscript and/or reviewers who you prefer not to be reviewers of your manuscript in the text box. You may also leave any comments for the Editors.
7. Select “Save and continue” to proceed.

### Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Martin Bauschmann](#) for assistance (+49 371 531 31135).

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#### Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section \*

---

#### Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pulldown below.

Language \*

---

#### Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission fits the Focus and Scope of *Technologies for Lightweight Structures*(TLS).
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided to the managing editor).
- It is the responsibility of the author, not of *Technologies for Lightweight Structures*, to obtain permission to use any previously published and/or copyrighted material.
- The submission file is in Microsoft Word (.doc or.docx) or Latex. Authors should, in their own interest, use the provided templates to prepare their submissions as it will significantly speed up the publication process.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

**Figure 4: Step1 – Starting Submission**



## Step 2: Upload Submission

Follow the instructions under step 2 to upload your manuscript (Fig. 5).

**Step 2. Uploading the Submission**

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click **Browse** (or **Choose File**) which opens a **Choose File** window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click **Open** on the **Choose File** window, which places the name of the file on this page.
4. Click **Upload** on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click **Save and Continue** at the bottom of this page.

Encountering difficulties? Contact [Martin Bauschmann](#) for assistance (+49 371 531 31135).

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**Submission File**

No submission file uploaded.

Upload submission file  No file selected.

**Figure 5: Step 2 – Uploading the Submission**

## Step 3: Entering the Submission's Metadata

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the "Add Author" button to bring up additional fields.
2. Add the title and abstract.
3. Add the language code for indexing (en=English, de=German).
4. Enter the names of any supporting agencies.
5. Click "Save and continue" to proceed.





**Step 3. Entering the Submission's Metadata**

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language: English   
To enter the information below in additional languages, first select the language.

**Authors**

First Name \*   
Middle Name   
Last Name \*   
Email \*   
ORCID iD   
ORCID iDs can only be assigned by [the ORCID Registry](http://orcid.org). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL   
Affiliation   
(Your institution, e.g. "Simon Fraser University")

Country   
Bio Statement (E.g., department and rank)

**Title and Abstract**

Title \*

**Figure 6: Step 3 – Entering the Submission's Metadata**

#### Step 4: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format. For the handling of the upload tool, see the description under step 2.

#### Step 5: Confirming the Submission

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email.



### Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Technologies for Lightweight Structures click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Technologies for Lightweight Structures.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
<i>No files have been attached to this submission.</i>				

[Finish Submission](#) [Cancel](#)

**Figure 7: Step 5 – Confirming the Submission**

## Editorial Process

Each time you log in as an Author, you will be presented with a list of all of your active submissions and their status (see Fig. 3). Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

On the following pages with the tabs “Summary”, “Review” and “Editing” you will be able to track the submission's progress through the editorial process. In your role as Author, you have to come into the system at various points to perform copyediting and proofreading tasks as part of the Submissions Editing process. You will be notified by email when an action is required by you.

### Summary page

The “Summary” tab of the submission shows the submission's metadata (Fig. 8). You may review the original file by clicking on the title link, add supplementary files or edit the metadata on this page.



[SUMMARY](#) [REVIEW](#) [EDITING](#)

### Submission

Authors	D. Niedziela, J. Tröltzsch	
Title	Computational Modeling of Polyurethane Foam Expansion for Lightweight Sandwich Structures	
Original file	<a href="#">58-157-1-SM.DOCX</a>	2016-03-29
Supp. files	None	<a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	GerritJM KuehleJM	
Date submitted	March 29, 2016 - 09:51 AM	
Section	Articles	
Editor	GerritE KuehleE GerritJM KuehleJM	

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### Status

Status	In Review
Initiated	2016-03-30
Last modified	2016-03-30

---

### Submission Metadata

[EDIT METADATA](#)

---

### Authors

Name	D. Niedziela
Affiliation	—
Country	—
Bio Statement	—
Principal contact for editorial correspondence.	
Name	J. Tröltzsch
Affiliation	—
Country	—
Bio Statement	—

---

### Title and Abstract

Title	Computational Modeling of Polyurethane Foam Expansion for Lightweight Sandwich Structures
Abstract	Rigid polyurethane (PUR) foam is widely used in technical applications like isolation or construction, especially if weight saving plays an important role. In combination with woven knitted spacer fabrics intrinsic sandwich layers

Figure 8: Summary page

## Review page

On the Review page (Fig. 9), you can read the version of the manuscript that went into the first and a potential second round of review, any uploaded files with comments by the Reviewers and the Editor's version of your article.

Use the mail icon to the left of the phrase "Editor/Author Email Record" to contact the Editor via a mail form that will open up. Read the previous email correspondence with the Editor(s) using the "Editor/Author" icon. Use the file upload tool to submit any changes and revisions for your article upon Editor's request.

You will also see the current or the final Editor Decision in the eponymous section at the bottom of the page.



**Peer Review**

Round 1	
Review Version	<a href="#">58-158-1-RV.DOCX</a> 2016-03-29
Initiated	2016-03-29
Last modified	2016-03-30
Uploaded file	None
Editor Version	None
Author Version	<a href="#">58-160-1-ED.DOCX</a> 2016-04-01

Round 2	
Review Version	<a href="#">58-158-2-RV.DOCX</a> 2016-04-01
Initiated	2016-04-01
Last modified	2016-04-01
Uploaded file	None

Editor Decision	
Decision	Accept Submission 2016-04-01
Notify Editor	Editor/Author Email Record  2016-04-01
Editor Version	None
Author Version	None
Upload Author Version	<input type="text" value="Durchsuchen..."/> <input type="text" value="Keine Datei ausgewählt."/> <input type="button" value="Upload"/>

**Figure 9: Review page**

## Editing page

When your submission has been accepted, you will be notified via email that the article has entered the copyediting stage, along with a description of the process.

The steps you have go through are as follows:

1. Log into the journal and click on the “Editing” tab of the Author page.
2. Download the file that appears in Step 1 Initial Copyedit.
3. Open the downloaded file.
4. Review the text, including copyediting proposals. Copyedit comments can be added using the icon near the bottom of this section. Note the link to “Copyedit Instructions” as well.
5. Make any copyediting changes that would further improve the text.
6. When completed, upload the file in Step 2 Author Copyedit.
7. Click on “REVIEW METADATA” to check indexing information for completeness and accuracy.
8. Click the email icon in the row “COMPLETE” to finish your editing and send the file to the Editor.



Copyediting			
<a href="#">COPYEDIT INSTRUCTIONS</a>			
<a href="#">REVIEW METADATA</a>			
	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2016-04-08	—	2016-04-08
File: <a href="#">58-162-1-CE.DOCX</a> 2016-04-01			
2. Author Copyedit	2016-04-08	2016-04-08	
File: <a href="#">58-163-1-CE.DOCX</a> 2016-04-08			
<input type="text" value="Durchsuchen..."/> <input type="button" value="Keine Datei ausgewählt."/> <input type="button" value="Upload"/>			
3. Final Copyedit	—	—	—
File: None			
Copyedit Comments  No Comments			

**Figure 10: Author Copyedit**

If you have submitted your article in German, the translation of the article into English follows copyediting. The translation phase is coordinated outside the software via email attachments. You will be contacted by the Journal Manager.

After copyediting and the potential translation, PDF galley versions of the edited versions will be compiled by the journal staff. You can track the process in the Layout section on the Editing page (Fig. 11).

Layout			
Galley Format	FILE		
1. PDF <a href="#">VIEW PROOF</a>	<a href="#">58-169-1-PB.PDF</a>	2016-04-15	0
2. PDF (Deutsch) <a href="#">VIEW PROOF</a>	<a href="#">58-170-1-PB.PDF</a>	2016-04-15	0
Supplementary Files	FILE		
None			
Layout Comments  No Comments			

**Figure 11: Layout section**

Once the PDF galley versions have been created, you will be asked to proofread them before publication. Proofreading instructions are linked at the bottom of the section. Please submit corrections using the “Proofreading Corrections” icon. When you are finished, use the “Complete” icon to notify the Editor. This is your last opportunity to make any changes to your article before publication.

Proofreading			
<a href="#">REVIEW METADATA</a>			
	REQUEST	UNDERWAY	COMPLETE
1. Author	2016-04-15	2016-04-15	
2. Proofreader	—	—	—
3. Layout Editor	—	—	—
Proofreading Corrections  No Comments <a href="#">PROOFING INSTRUCTIONS</a>			

**Figure 12: Proofreading**