

Guidelines for Authors

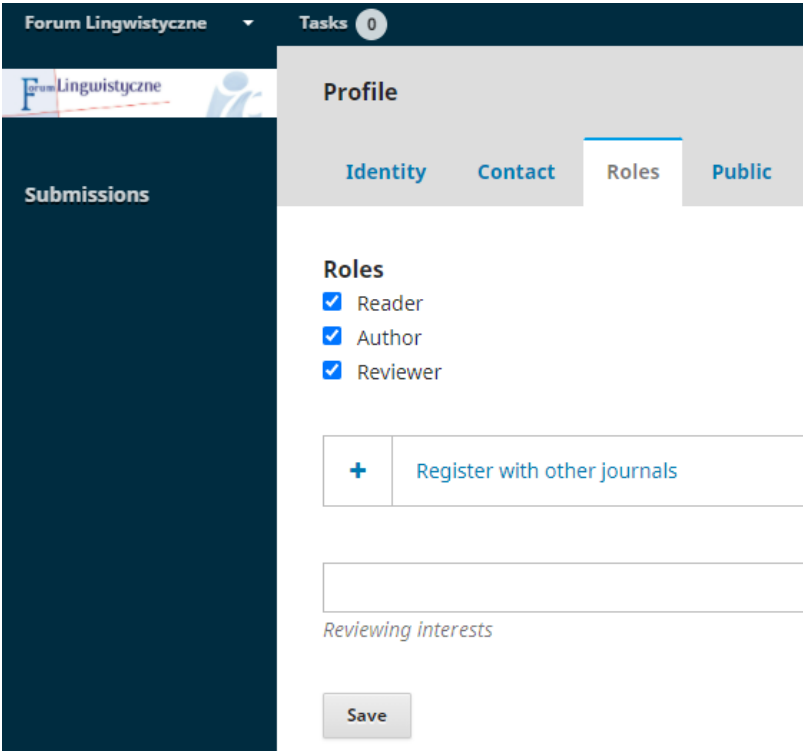
Register

Select **Register** from the topmost menu on our website.

Fill in the form, paying utmost attention to the mandatory boxes marked with an asterisk (*).

If you have an ORCID ID, you can also register by means of your ORCID account. If so, select **Create/Connect your ORCID ID**.

After signing in, you have access to the account section where you can change or add your personal data. In order to revise them, select **View Profile**. Provided you would like to contribute to the journal as a reviewer as well, please select **Reviewer** in **Roles** section.

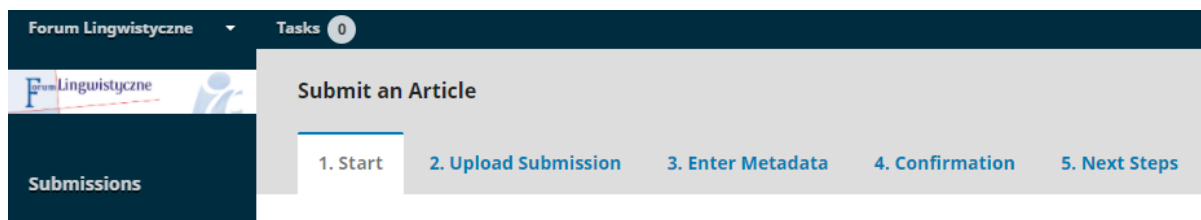


The screenshot shows the user profile page for 'Forum Lingwistyczne'. The page is divided into a left sidebar and a main content area. The sidebar contains a 'Submissions' section. The main content area is titled 'Profile' and has four tabs: 'Identity', 'Contact', 'Roles', and 'Public'. The 'Roles' tab is currently selected. Under the 'Roles' section, there are three checkboxes, all of which are checked: 'Reader', 'Author', and 'Reviewer'. Below the roles section, there is a button with a plus sign and the text 'Register with other journals'. There is also an empty text input field with the label 'Reviewing interests' below it. At the bottom of the form, there is a 'Save' button.

Notifications allow you to adjust the settings of the automatic responses generated by the system, regarding, for instance, a new issue, changes in the metadata of your submission, or a new review. You can also disable notifications altogether.

Submit an article

In order to submit your article, select **Submissions**, then **My Queue**, and then **New Submission**. Submitting an article takes five steps.



During the first step, **Start**, you have to select the language of your submission and confirm that it fulfils all necessary editorial criteria of our journal. You also have to consent to our copyright and privacy policies. Finally, during this step you can also leave additional comments for the editors. Now you are ready to proceed to the next step: select **Save and continue** to proceed.

During the second step, **Upload submission**, select a file with your manuscript on your drive and upload it to the system. You can also enclose additional files (for instance, images, photographs, charts or graphs). Each time you can specify what kind of file is being uploaded. Check whether your files have been attached properly and select **Save and continue** to proceed.

During the third step, **Enter metadata**, you have to fill in a form concerning the title, abstract, key words, language of submission (metadata can also be completed in languages other than that of your manuscript). You can also assign co-authors to your submission (your personal data are filled in automatically, so make sure that your **Profile** section is properly completed). The last section allows you to submit a bibliography. Select **Save and continue** to proceed.

During the next step, **Confirmation**, if everything has been filled in properly, you can select **Finish submission**. Immediately after clicking this button, the members of the Editorial Board will be notified of your submission. At the same time, the system will also send you confirmation via e-mail. The editors will notify you of their decision concerning your submission shortly.

Peer review

Our work on your submission consists of three phases: review, copyediting, and production. Sign in and select your submission to gain access to the menu visible on the screenshot below.



Should the editor of the issue have any questions concerning your submission before it is sent to the reviewers, you will receive a suitable message via e-mail. The same message will be visible in the system; select **Submissions** and consult **Review Discussions**.

You can always respond to the editor's message; select **Add discussion** and then choose the addressee, write a message, and send it.

Pre-Review Discussions		Order	Add discussion	
Name	From	Last Reply	Replies	Closed

When the reviews and recommendations are submitted, you will be notified of the editors' decision concerning your submission. Click the link enclosed in the message, sign in, read the review form, and check **Reviewer's attachments** to see whether all your files with the reviewers' comments have been successfully uploaded. You can download these files and save them on your drive.

If the editor of the issue recommends your article for publishing after minor changes (following the reviewer's recommendation), revise your submission, select **Review**, and upload your file using **Revisions**.

Revisions		Q Search	Upload File
▶	16895-1 Artykuł w wersji zanonimizowanej, Artykuł_2020_07_25_zanonimizowany_z_poprawkami.docx		Artykuł w wersji zanonimizowanej
▶	16896-1 Inne, Odpowiedzi_na_uwagi_recenzentow.docx		others
▶	16897-1 Artykuł w wersji zanonimizowanej, Artykuł_2020_07_25_zanonimizowany_z_poprawkami.pdf		Artykuł w wersji zanonimizowanej

Immediately after clicking this button, the members of the Editorial Board will be notified of your revised submission. In case no further reviews are necessary and the submission is adequate at this stage, the manuscript will be accepted for copyediting and you will receive confirmation via e-mail.

Copyediting

A copyeditor will contact you in order to consult all style-oriented corrections. All suggestions will be visible in the system; select **Copyediting** and consult **Copyediting Discussions**.

After confirming the ultimate version of your manuscript, the submission will be accepted for production.

Production

At this stage, a DTP specialist will adjust your manuscript for the publishing with regard to the stylesheet and pagination used in the journal. Moreover, an uneditable PDF file with your submission will undergo final proofreading. The copyeditor might consult you with regard to the structure or composition of your manuscript. Similarly to regular copyediting, you will be notified by the system; select **Production** and consult **Production Discussions**.