

Instruction for AGER Submission System

Link: www.yandy-ager.com

For Editor-in-Chief

Log your account with [Email](#) in the system. As editor-in-chief, you could see the number of manuscripts which are Unassigned, In review and In editing.

1. Assign submissions to associate editor.

When a new manuscript is submitted, the number followed by “[Unassigned](#)” would increase by 1. Click “[Unassigned](#)” to start the assignment.

Home > User Home

User Home

Advances in Geo-Energy Research

Editor-in-Chief	1 Unassigned	4 In Review	1 In Editing	[Create Issue] [Notify Users]
Author		0 Active	0 Archive	[New Submission]
Reviewer			0 Active	

The bold font “[Unassigned](#)” means you are in this section. And the same as the other 3 headers: [In Review](#), [In Editing](#), and [Archives](#). Click the [Title](#) of the article.

Unassigned In Review In Editing Archives

Assigned To: In Section:

Title contains

Submitted between and

ID	MM-DD Submit	Sec	Authors	Title
122	02-25	ART	Kai Xu	A brief introduction to pore network model

1 - 1 of 1 Items

Click the file name to see the submission's details and download it.

#122 Summary

Summary Review Editing History References

Submission

Authors Kai Xu

Title A brief introduction to pore network model

Original file 122-249-1-SM.docx 2019-02-25

Supp. files 122-250-1-SP.docx 2019-02-25 Edit | Delete Add a Supplementary File
 122-251-1-SP.docx 2019-02-25 Edit | Delete

Submitter Stu. Kai Xu

Date submitted 2019-02-25

Section Articles Change to Articles ▾ Record

Author comments I would like to recommend Mr. Smith for the Reviewer of my submission

As editor-in-chief, you could add an associate editor for one manuscript, or add another editor-in-chief, or add it to yourself, such as Clicking “Add Associate Editor” to assign one editor for the manuscript, “Add self” to assign to yourself.

If the manuscript is too badly organized, you could reject it directly by clicking “Reject and Archive Submission”.

The Status shows this submission is still waiting for an assignment.

If you want to assign this manuscript to Associate Editor, please click “Add Associate Editor”.

Editor-in-Chief

Review Editing Request Action

Record Add Associate Editor | Add Editor-in-Chief | Add Self *None assigned*

Status

Status Awaiting assignment Reject and Archive Submission

Initiated 2019-02-25

Last modified 2019-02-25

Select an editor and click “Assign”, then an email page would appear.

Home > User > Editor-in-Chief > Submissions > #122 > Summary > Associate Editors

Associate Editors

Select Associate Editors

First Name ▾ contains ▾ kai Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Name	Journal Sections	Completed	Active	Action
Stu. Kai Xu	—	0	0	Assign

1 - 1 of 1 Items

The Email is prepared with templates, but you should also check. Recommend you click “send a copy of this message to my address”. CC or BCC this email to someone else is also optional.

Home > User > Editor-in-Chief > Submissions > #122 > Summary > Email

Send Email

To:

CC:

BCC:

Send a copy of this message to my address (caijc@cug.edu.cn)

Attachments: No file chosen

Click “Send”, and the associate editor would receive the invitation email.

Subject:

Body:

After the assignment is completed, the number of “Unassigned” would decrease by 1, and number of “In Review” would increase by 1.

Home > User Home

User Home

Advances in Geo-Energy Research

Editor-in-Chief	1 Unassigned	4 In Review	1 In Editing	[Create Issue] [Notify Users]
Author		0 Active	0 Archive	[New Submission]
Reviewer			0 Active	



2. Notify the author.

When the associate editor give his (or her) decision, Editor-in-Chief need to [notify the author](#) by email. The mail is prewritten with templates, but a brief check is recommended.

Editor Decision

Select decision Revision Record Decision

Decision Revision 2019-02-25

Notify Author  Editor/Author Email Record  2019-02-25

Resubmit selected file for peer review Resubmit

Review Version 122-252-1-RV.docx 2019-02-25

Author Version None

Editor Version None

Choose File No file chosen Upload

Click “Import Peer Reviewers” to include the reviewers’ comments in the email.

Send Email

To Stu. Kai Xu <17396176095@163.com>

CC

BCC

Add Recipient Add CC Add BCC

Send a copy of this message to my address (caijc@cug.edu.cn)

Attachments Choose File No file chosen Upload

Import Peer Reviews

3. Completing Editor Procedure.

When associate editor finally **Accepts** the submission, Editor-in-Chief needs to send email to inform the author. And this editor procedure is completed. The number of “In Review” would decrease by 1, and number of “In Editing” would increase by 1.

Advances in Geo-Energy Research			
Editor-in-Chief	0 Unassigned	4 In Review	2 In Editing
Author		0 Active	0 Archive
Reviewer			0 Active

4. Notes.

Editor-in-Chief could be in the role of Associate Editor sometimes if he (or she) add the submission to himself. **If the Editor in Chief handles the manuscript himself, please refer the following section.**

For Associate Editors

1. Invite reviewers.

Log your account with email in the system. In the role of associate editor, you could see how many submissions are in review and in editing. Click “In review” to start.

User Home		
Advances in Geo-Energy Research		
Associate Editors	1 In Review	0 In Editing
Author	2 Active	2 Archive [New Submission]
Reviewer	0 Active	

Click the submission’s title.

ID	MM-DD Submit	Sec	Authors	Title	Peer Review Ask	Due	Done	Ruling
122	02-25	ART	Xu	A brief introduction to pore network...	—	—	—	—

1 - 1 of 1 Items

Click the file name to download. And details of this submission is displayed.

Submission

Authors: Kai Xu

Title: A brief introduction to pore network model

Section: Articles

Editor-in-Chief: Kai Xu

Review Version: 122-252-1-RV.docx 2019-02-25

Upload a revised Review Version No file chosen

Supp. files

122-250-1-SP.docx	2019-02-25	Present file to reviewers <input type="checkbox"/>	<input type="button" value="Record"/>
122-251-1-SP.docx	2019-02-25	Present file to reviewers <input type="checkbox"/>	<input type="button" value="Record"/>

“Round 1” shows the Peer Review stage.
 Click “Add Reviewer” to invite reviewers.
 Editor Decisions are “Accept”, “Revision”, and “Reject”.

Peer Review → Round 1 Add Reviewer View Regrets, Cancels, Previous Rounds

Editor Decision

Select decision → Accept Record Decision

Decision None

Provide comments → No Comments

Review Version 122-252-1-RV.docx 2019-02-25

Author Version None

Editor Version None

Choose File No file chosen Upload

Editor-in-Chief: Jianchao Cai (Founder) and David A Wood; Journal Contact Email: ager2017@126.com

This guidance would show how to invite one reviewer. And inviting more is the same way.

Add Reviewer

Last Name contains zhou Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Enroll an Existing User As Reviewer | Create New Reviewer | Scopus

Name	Reviewing interests	Rating	Done	Weeks	Latest	Active	Action
Xiongjie Zhou		N/A	1	0	2019-02-08	0	Assign
Yingfang Zhou		N/A	0	—	—	0	Assign

1 - 2 of 2 Items

When one reviewer is invited, the “Peer Review” section would show related information. Click the icon below “Request” to send inviting mail. The emails are prewritten with templates, but a brief check is recommended.

Remember to click the icon below “Acknowledge” to send an Acknowledgement mail when the review procedure is completed. The default review time is two weeks, if reviewers do not reply, you could send a reminder email or just Cancel Request.

You could set a rate for the reviewer’s work(5 is high, 1 is low).

Peer Review Round 1 Add Reviewer View Regrets, Cancels, Previous Rounds

Reviewer B Titus Ofei Cancel Request →

Review Form None / Free Form Review Select Review Form

Request Underway Due Acknowledge

2019-02-19 — 2019-02-22

Editor To Enter Agree Decline

Upload review Choose File No file chosen Upload

Reviewer rating 5 High Record


2. Give Editor's decision for the submission.

If necessary, click the icon in "Provide comments" item or upload an attached file to add your comments.

Editor Decision

Select decision

Decision None

Provide comments  2019-02-25

Review Version 122-252-1-RV.docx 2019-02-25

Author Version None

Editor Version None

No file chosen


3. Start a new Review Round.

After the revised version is submitted, editor could see two versions: the original one and the revised one. Click the revised one to "Resubmit". Then Peer Review "Round 2" starts. Follow the same way as Round 1 to finish Round 2.

Editor Decision


Select decision

Decision Revision 2019-02-25

Provide comments  2019-02-25

Resubmit selected file for peer review

Review Version 122-252-1-RV.docx 2019-02-25

Author Version  122-253-1-ED.docx 2019-02-25

Editor Version None

No file chosen

Previous Rounds could be viewed, too.

Peer Review	→ Round 2	Add Reviewer	View Regrets, Cancels, Previous Rounds	
Reviewer A	Xiongjie Zhou	Clear Reviewer		
Review Form	None / Free Form Review	Select Review Form		
	Request	Underway	Due	Acknowledge
		—	2019-03-11	
Editor Decision				
Select decision	<input type="button" value="Accept"/> <input type="button" value="Record Decision"/>			
Decision	Accept 2019-02-25			
Provide comments	2019-02-25			
	<input type="button" value="Send to Copyediting"/>			
Review Version	<input type="radio"/> 122-252-2-RV.docx 2019-02-25			
Author Version	None			
Editor Version	None			
	<input type="button" value="Choose File"/> No file chosen			<input type="button" value="Upload"/>

4. Completing editor procedure.

In this tutorial, we assume that the submission is accepted in Round 2. Then the editor procedure is completed.

For Reviewers

Log your account with email in the system. In “Reviewer” item, it shows 1 active, which means you get a new review invitation. Click “Active”.

Home > User Home

User Home

Advances in Geo-Energy Research

Author	0 Active	0 Archive
Reviewer		1 Active

In “Active” section, click the title.

Active		Archive			
ID	MM-DD Assigned	Sec	Title	Due	Review Round
122	02-25	ART	A brief introduction to pore network model	03-11	1

1 - 1 of 1 Items

The detailed information is displayed, including [Review Schedule](#).

Review Schedule

Editor's Request	2019-02-25
Your Response	—
Review Submitted	—
Review Due	2019-03-11

The review procedure includes 6 steps:

Step 1: Click “Agree” if agree or “Decline” if not, to notify editor whether you will undertake the review or not.. Before this step is finished, the following steps are blocked to the reviewer. Click “Agree” and send email to the associate editor unblock next steps. The mail is prewritten with templates, but a brief check is recommended.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response Agree Decline

Home > User > Reviewer > Email

Send Email

To:

CC:

BCC:

[Add Recipient](#) [Add CC](#) [Add BCC](#)

Send a copy of this message to my address (Zhouxj@cug.edu.cn)

Attachments: [Choose File](#) [Upload](#)

Subject:

Body:
Xiongjie Zhou
Xiongjie Zhou

[Send](#) [Cancel](#) [Skip Email](#)

Step 2: Click file names to download and review.

Review Steps

- Notify the submission's editor as to whether you will undertake the review.
Response: [Agreed](#)
- Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	122-252-1-RV.docx	2019-02-25
Supplementary File(s)	None	


Step 3: Declare whether or not you have competing interests with regard to this research.

3. Declare whether or not you have competing interests with regard to this research (see CI Policy).

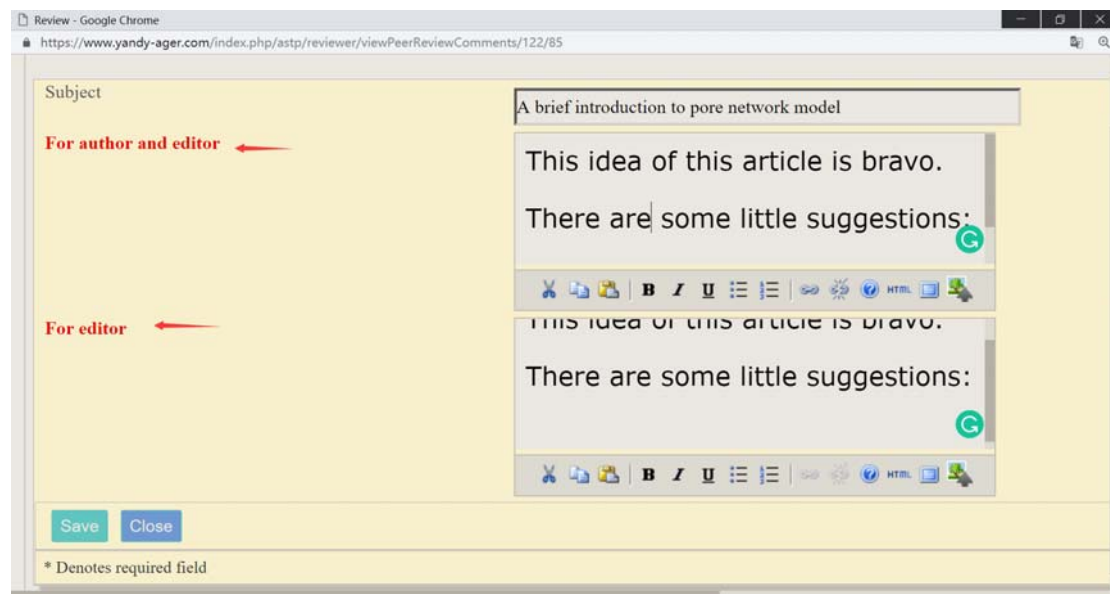
[Save](#)

Step 4: Click icon following “Review” to enter your review of this submission.

4. Click on icon to enter (or paste) your review of this submission.

Review 

There are two place you could enter your review suggestions: One for both [author and editor](#), and another [for editor only](#), in case you have some comments only for the editor. When finish the review, click “Save”.



Step 5: If the text enter frame is not enough for your comments, attached files are optional.

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

No file chosen

Step 6: Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. In this tutorial, we choose [revision](#). After choose the decision, [click “Submit Review TO Editor”](#) and finish the review procedure. An email is needed to inform the editor of your decision.

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

For Authors

1. Submitting your manuscripts.

Log your account with Email in the system(<https://www.yandy-ager.com>).

Click [[New Submission](#)] to start your submission.

Home	About	User Home	Search	Current	Archives	Announcements	Others
Home > User Home							
User Home							
Advances in Geo-Energy Research							
Associate Editors	0 In Review	0 In Editing					
Author	1 Active	2 Archive	[New Submission]				
Reviewer	0 Active						
My Account							
Edit My Profile	Change My Password	Logout					

The submission procedure should be finished in 5 steps:

Step 1: Starting the Submission, you should first look through the [Submission Checklist](#) item by item, and **tick** every item when make sure your submission satisfies the condition.

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 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 OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

Then look through the [Copyright Notice](#) and [Journal's Privacy Statement](#), and tick the Options

Copyright Notice

Upon acceptance of an article, authors retain the copyright of their manuscripts, and all Open Access articles are distributed under the terms of the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided that the original work is properly cited. The submitting author is responsible for securing any permissions needed for the reuse of copyrighted materials included in the manuscript.

- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Third, Enter “Comments for the Editor”, if you have some comments for the editor. Finally, if you make sure all above has been finished, clicke “Save and continue” or “Cancel”, if not.

Comments for the Editor

Enter text (optional)

I would like to recommend Mr. Smith for the Reviewer of my submission

Save and continue Cancel

* Denotes required field

Step 2: Uploading the Submission.

There are some substeps for this step.

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.

Then, submitting files. Click “Choose File” to choose the manuscript file needs to be uploaded, and click “Upload”.

Submission File

No submission file uploaded.

Upload submission file Choose File No file chosen Upload

Save and continue Cancel

It would look like this way if you have successfully upload a file. A file name would be generated like “122-249-1-SM”, and the original file name could be seen, and file size and date uploaded, too.

Submission File

File Name	122-249-1-SM.docx
Original file name	A brief introduction to pore network model .docx
File Size	5MB
Date uploaded	2019-02-25 08:20 AM

Replace submission file Choose File No file chosen Upload

Save and continue Cancel

Click “Save and continue” and move to the next step when you make sure the manuscript file is uploaded.

Step 3: Entering the Submission's Metadata(Those options followed by a “ * ” is necessary information). And the authors are encouraged to enter References.

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

[Aghighi, M.](#), [Hoeh, M. A.](#), [Lehnert, W.](#), Merle, G., & [Gosticka, J.](#) (2016). Simulation of a Full Fuel Cell Membrane Electrode Assembly Using Pore Network Modeling. Journal of The [Electrochemical Society](#), 163(5), F384-392. doi:10.1149/2.0701605ies]

[Bakke, S.](#), & [Øren, P.-E.](#) (1997). 3-D Pore-Scale Modelling of [Sandstones](#) and Flow Simulations in the Pore Networks. [SPF Journal](#), 2(2), 136-149.

Save and continue
Cancel

* Denotes required field

Click “Save and continue” to next steps when you finish all the metadata.

Step 4: Uploading Supplementary Files.

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

Also, you could recommend some reviewers in the supplementary files.

Home > User > Author > Submissions > New Submission

Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	Title	Original file name	Date uploaded	Action
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file
Choose File
No file chosen
Upload

Save and continue
Cancel

* Denotes required field

Make sure the supplementary file do not compromise blind review.

Supplementary File

File Name 122-250-1-SP.docx

Original file name Supplementary file for PNM.docx

File Size 15KB

Date uploaded 2019-02-25 08:40 AM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file
Choose File
No file chosen
Use Save to upload file.

Save and continue
Cancel

* Denotes required field

You could upload more than one supplementary files.

ID	Title	Original file name	Date uploaded
11	Supplementary file for PNM	Supplementary file for PNM.docx	02-25
12	Supplementary file for PNM-2	Supplementary file for PNM-2.docx	02-25

Upload supplementary file No file chosen

And just skip this step if you do not need supplementary.

Step 5: Confirming the Submission.

Check if all the file you uploaded is right, and click “Finish Submission” , or “Cancel” to reupload again.

Step 5. Confirming the Submission

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

To submit your manuscript to Advances in Geo-Energy Research 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 Advances in Geo-Energy Research.

File Summary

ID	Original file name	Type	File Size	Date uploaded
249	A brief introduction to pore network model .docx	Submission File	5MB	02-25
250	Supplementary file for PNM.docx	Supplementary File	15KB	02-25
251	Supplementary file for PNM-2.docx	Supplementary File	15KB	02-25

The webpage below shows that you have finished the submission.

Home > User > Author > Submissions > Active Submissions

Active Submissions



Submission complete. Thank you for your interest in publishing with Advances in Geo-Energy Research.

[Active Submissions](#)


Editor-in-Chief: Jianchao Cai (Founder) and David A Wood; Journal Contact Email: ager2017@126.com

2. Revise your submission.

Click “Active” in “Author” section.

Associate Editors	1 In Review	0 In Editing
Author 	 2 Active	2 Archive
Reviewer		0 Active

The status of the submission is “In Review”, click it.

Active		Archive			
ID	MM-DD Submit	Sec	Authors	Title	Status
122	02-25	ART	Xu	A brief introduction to pore network model	 In Review
121	02-24	ART	Xu	pore network model-brief introduction-test	In Review


1 - 2 of 2 Items



Start a New Submission

Click here to go to step one of the five-step submission process.

Editor Decision is “Revision”. You could upload a revised version attached by “Cover letter” below, and notify the editor of the revision.


Editor Decision

Decision  Revision 2019-02-25

Notify Editor  Editor/Author Email Record  2019-02-25

Editor Version None

Author Version None

Upload Author Version 

No file chosen

You can also [click “Summary”](#) at the top of the page, and [click “Add a Supplementary File”](#) to upload multiple files.

Home About User Home Search Current Archives Announcements Others

Home > User > Author > Submissions > #122 > Summary

#122 Summary

Summary Review Editing

Submission

Authors Kai Xu

Title A brief introduction to pore network model

Original file 122-249-1-SM.docx 2019-02-25

Supp. files 122-250-1-SP.docx 2019-02-25 Add a Supplementary File
122-251-1-SP.docx 2019-02-25

Submitter Kai Xu

Date submitted February 25, 2019 - 08:49 AM

Section Vol 3, No 2 (2019)

Editor-in-Chief Kai Xu
Jianchao Cai

Author comments I would like to recommend Mr. Smith for the Reviewer of my submission

Status

Notes

If you encounter some problems, contact Editor-in-Chief Prof. Jianchao Cai (caijc@cug.edu.cn) for help.