THE EUROPEAN JOURNAL OF APPLIED ECONOMICS

Instructions for using the system Electronic journal editing ASEESTANT

aseestant.ceon.rs/index.php/sjas

ASEESTANT
SouthEast European Journals Production Assistant

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Singidunum Journal of Applied Sciences

THE EUROPEAN JOURNAL OF APPLIED ECONOMICS

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ASEESTANT
SouthEast European Journals Production Assistant

ASEESTANT is a system for journals online editing and publishing. Supports all activities of editorial management, from creation of a journal page, over article submission, monitoring of the reviewing process, documentation administration, and maintenance of recordkeeping, to making final editorial decisions and publishing volumes on the journal own website.

ASEESTANT allows integration of articles in the Cross-reference system (CrossRef/DOI), as well as prevention of plagiarism (CrossCheck). It also includes various exclusive features designed for automated quality control: assignment of key words based on international thesauri (KWASS), formatting of references in accordance with a chosen citation style (RefFormatter) and detection of omitted citations in the article body and the references list (CiteMatcher).

For more details about ASEESTANT click on the *About* link above! To experience all of the functionality that ASEESTANT provides, please sign up!

Username [ ]
Password [ ]
☐ Remember my username and password
[Log In]

→ Not a user? Register with this site!
→ Forgot your password?

Web design by: Fluena

1. Creating the user account - User registration to the system

a) You can access the service through the site of The European Journal of Applied Economics (www.journal.singidunum.ac.rs), SCINDEKS page, ASSESTANT option, or directly at the ASSESTANT web address linked to The European Journal of Applied Economics aseestant.ceon.rs/index.php/sjas. In the Jezik/Language menu choose the language of registration (English).

The **Help** option is on the right so you can access the detailed and precise instructions about the service at any moment.
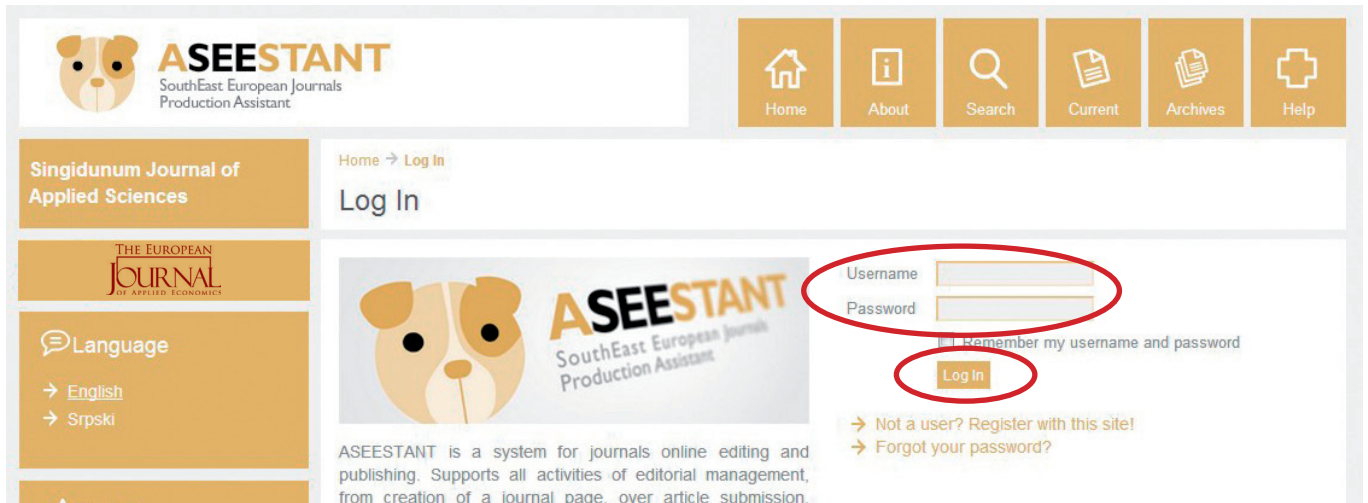
b) On the registration page:

- **All fields marked with an asterisk (*) are mandatory**, and the registration process cannot be finished successfully without them. In case a mandatory field failed to be filled in, the system will remind you what to do in order to finish the registration.

- The remaining fields can also be filled in later using the **My Profile** option, after logging in the account. All user data can be ammended subsequently.

- Keep your user name and the password in a safe place in case you forget them.

- The page in English can be completed as follows:

  o In the **Form Language** menu choose the **English** option

  o Enter all data in English

- The options concerning your status in the journal (author, reviewer)

  o reviewers and members of the Editorial Board should choose (click) the Reviewer_ option o Authors should be registered only as Author

- The process is completed by clicking the Register button at the bottom of the page.
- The registration process is completed and you are automatically logged in your account. For logging out see Instruction 2.c.

2. Logging in for previously registred users - profile editing; logging out

a) At the address aseestant.ceon.rs/index.php/sjas select the English language in the Jezik/Language menu, enter the user name and the password and click the blue Log in button.

b) Your data can be ammended at any time through the My Profile option in the menu on the left. This option leads you to a page identical to that of the account registration. After entering changes, click Save to save the changes in your account.

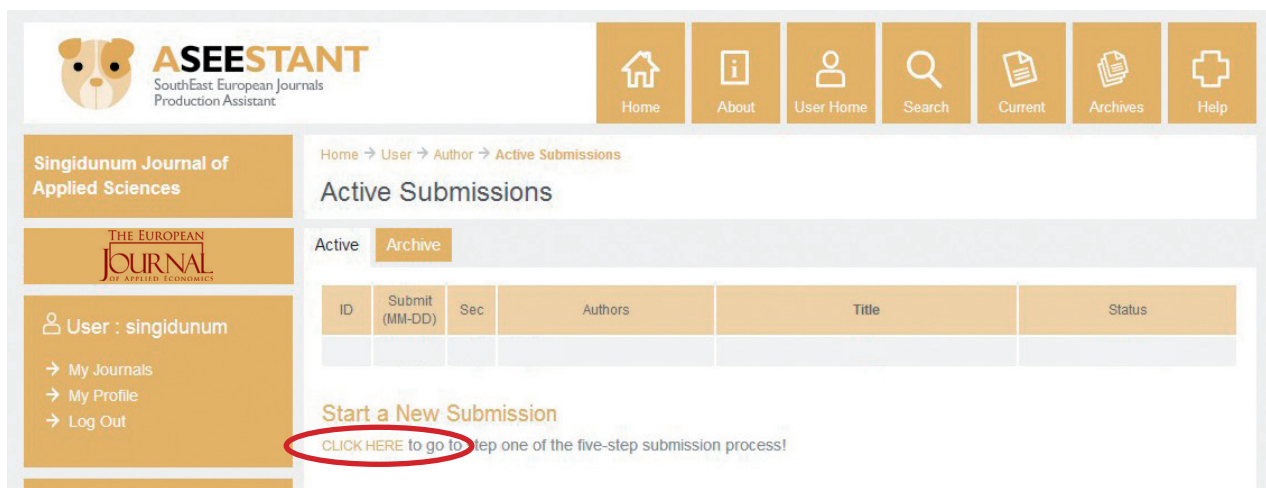c) For logging out, click the Log Out option in the menu on the left.
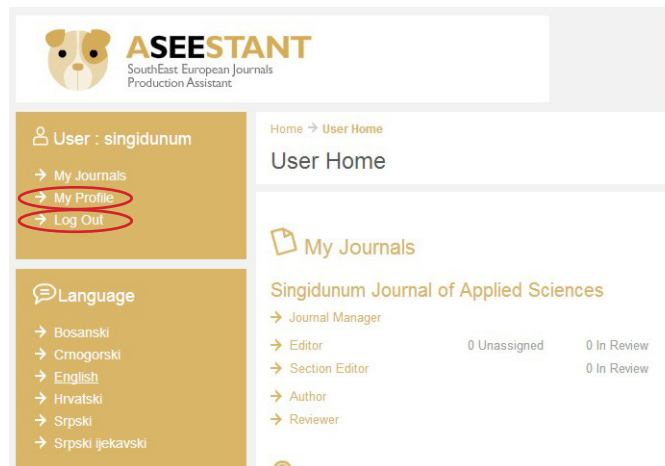
3. Start a new submission — submitting the first version of the paper to the Editorial Office

After logging in (see Instruction 2.a), choose the Author option.
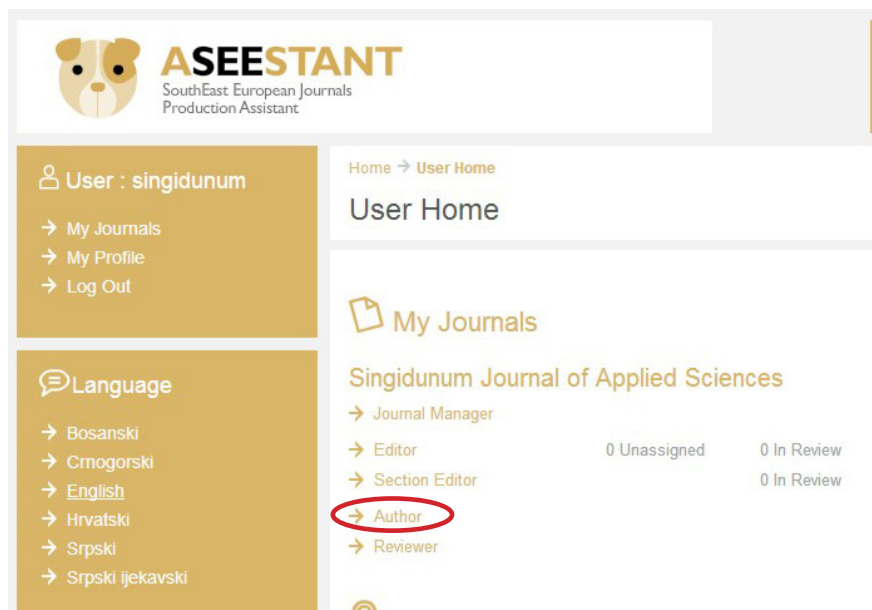
To start a new submission choose the CLICK HERE option.

Step 1 in the submission process - Start

All fields marked with an asterisk (*) are mandatory, and the next step is not possible without them. In case a mandatory field failed to be filled in, the system will remind you what to do in order to procede to the next step.
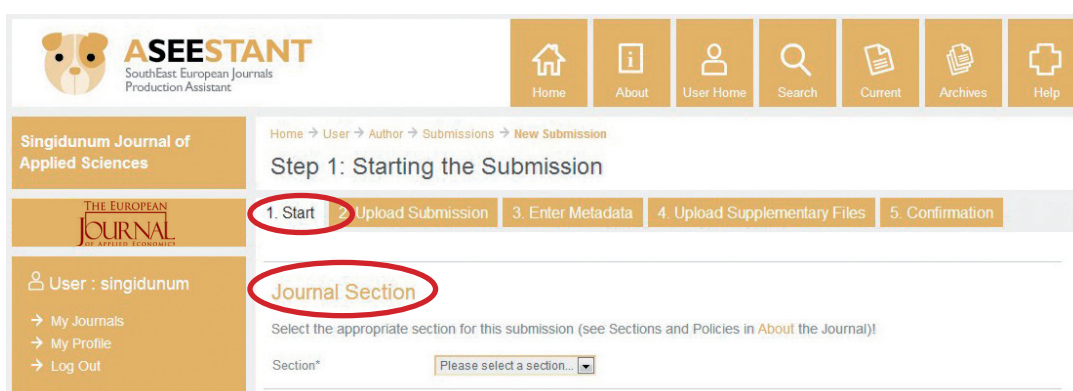
a) First choose the appropriate section **(Section)** for your submission since it is mandatory. If Editor-in-Chief finds your submission more appropriate for some other section, he will make a necessary change.

b) Your paper must **meet all technical requirements**, regardless of their current number or whether they have been changed since the last time you submitted a paper.

Read them carefully and confirm only if your submission complies with all of them.

If this is not the case, procede after editing it. Only when absolutely sure that all the requirements are met, **mark (check) all the fields**.

Authors thus take the responsibility for their submissions meeting all the requirements, which will have an impact on the decision about taking them into the editing procedure.

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 Microsoft Word or RTF 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).
- ☐ Illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end; references are written in a separate section at the end of the paper (even when they are written in footnotes).
- ☐ 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.
- ☐ If the preparation of paper was (co)financed by an EU or national founding agency/Ministry, both the title and ID of the project is stated in the paper under Acknowledgements.
- ☐ Abstracts and keywords are written in two languages (a) Serbian, (b) English; exceptionally in some other world language if it is widely used within particular field of science.

c) Procede to the next step by pressing the **Save and continue** button at the bottom.

Comments for the Editor

Enter text (optional)

[Save and continue] [Cancel]

* Denotes required field

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Step 2 in the submission process - Upload Submission

» In this phase Authors submit **the file in the WORD format (.doc).**

» Authors should be aware that submitted papers represent versions to be peer reviewed. Papers already been reviewed out of the system should not be submitted. The purpose of the ASEESTANT system is editing as well as reviewing through the system, which helps evaluating the journal editing quality and the quality of the paper itself.

Follow the detailed file submitting instructions given on the current page:

Step 3 in the submission process - Enter Metadata

This is the most important step in the submission process.

Metadata is the data about the paper not only incorporated in the paper iteself but also **separately entered into the system** for following the paper in the publishing process as well as for the further monitoring of paper citations and other relevant parameters. **Metadata** includes:

- data on the author (s)
- title and abstract
- other data

Key words are system-generated on the basis of the title and the abstract in English. Having the paper approved by the reviewers, the author is asked to check, select and possibly add the key words for the Metadata Editing Section.

- **Data on the author(s)** is automatically generated from your profile.
- **All fields marked with an asterisk (*) are mandatory**, and the next step is not possible without them. In case a mandatory field failed to be filled in, the system will remind you what to do in order to procede to the next step. Filling in the remaining fields is encouraged.

The page MUST BE COMPLETED in English as follows:

o Choose the **English** option in the first **Form Language** menu
o Enter all metadata in English

Procede to the next step by clicking the **Save and continue** button at the bottom.

Step 4 in the submission process - Upload Supplementary Files

- This step is **NOT OBLIGATORY.** It enables submitting supplementary files if appropriate.
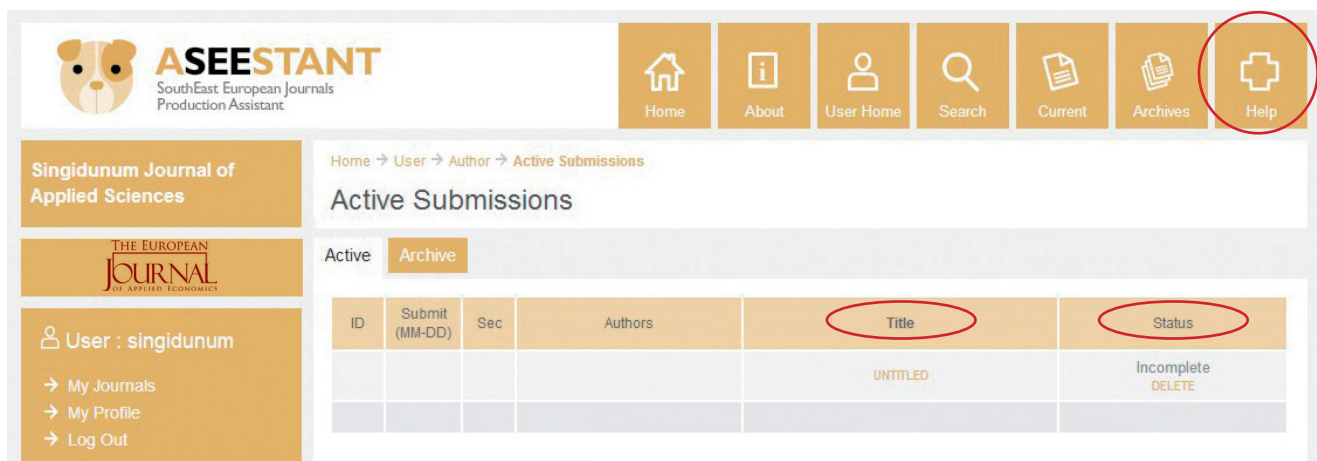
Step 5 of the submission process - Confirmation

- In the last step, clicking the file name in the **Original file name** field enables you to check, last time before uploading, whether you incorporated all required documents into the system.
- The submission process is finished by clicking **Submit** and your paper is downloaded in the Editorial Office.

4. Editing stage

- After being submitted, the paper enters the editing process. Authors are kindly asked to check regularly the email address given at the registration since the system-generated information about the current editing phase is sent to it.
- The email address to which information is automatically sent can be changed using the **My profile** option (*see Instruction 2.b*).
- Besides being informed by electronic mail, Authors can follow the editing process by accessing the system (*see Instructions 2*) at any time.

  a) Having submitted the paper (*see Instruction 3.a*), choose the **Author** option.

  b) You have entered the **Active Submissions** window where you can see the status of all your submissions.

  c) Clikcking the active options enables you to be informed about:

1. the submission itself, by clicking the active submission title

2. the editing process and the timetables for particular editing phases, by clicking the active submission status

- **AT ANY TIME AUTHORS CAN ACCESS THE DETAILED AND PRECISE INSTRUCTIONS ABOUT THE SERVICE THROUGH THE HELP PAGE (FIRST ON THE RIGHT IN THE TOP MENU)**