

Article submission guide

Photonics Letters of Poland (PLP) is peer-reviewed open-access journal.

Site url: <http://photonics.pl/PLP/>

All published articles are published in the PLP style, template for Your paper can be found [HERE](#) or on sub-page „SUBMIT MANUSCRIPT” (3 @ fig. 2) at link „PLP_Template.doc”.

To submit an article in PLP system one needs to login with username and password (1) at any PLP page (fig. 1). At user home page click „New submission” (3 @ fig. 2), You can also click on an „Author” and „CLICK HERE” under „Start a New Submission” to begin submitting an article to PLP. The first step is make sure that the submission requirements have been met (4 @ fig. 3a & 3b). The second step is to upload submission/article file to the system (fig. 4), once You select file click „upload” button and then after upload is completed click „Save and continue”. The third step is to enter article information (authors/title/abstract) in the system (fig. 5). The fourth step is for providing any additional information by uploading extra files if needed (fig. 6). The last, fifth step is submission confirmation (fig. 7). After successful submission an „Submissions” sub-page is displayed (fig. 8) and progress of Your submissions can be viewed by clicking on „Active submissions”. Additionally information about state change of Your submissions is send to You via email.

FAQ

Q: Why I cannot submit article?

A: Make sure that an Author role is selected – login to user home page (fig. 4) and check if there is an author link (3), if not go to user profile (4) and check an Author box and save. If You have an author role try removing all cookies for photonics.pl site.

Q: I don't remember my password or username, how to reset password?

A: You can use this link providing email address to reset your password and recover your username.

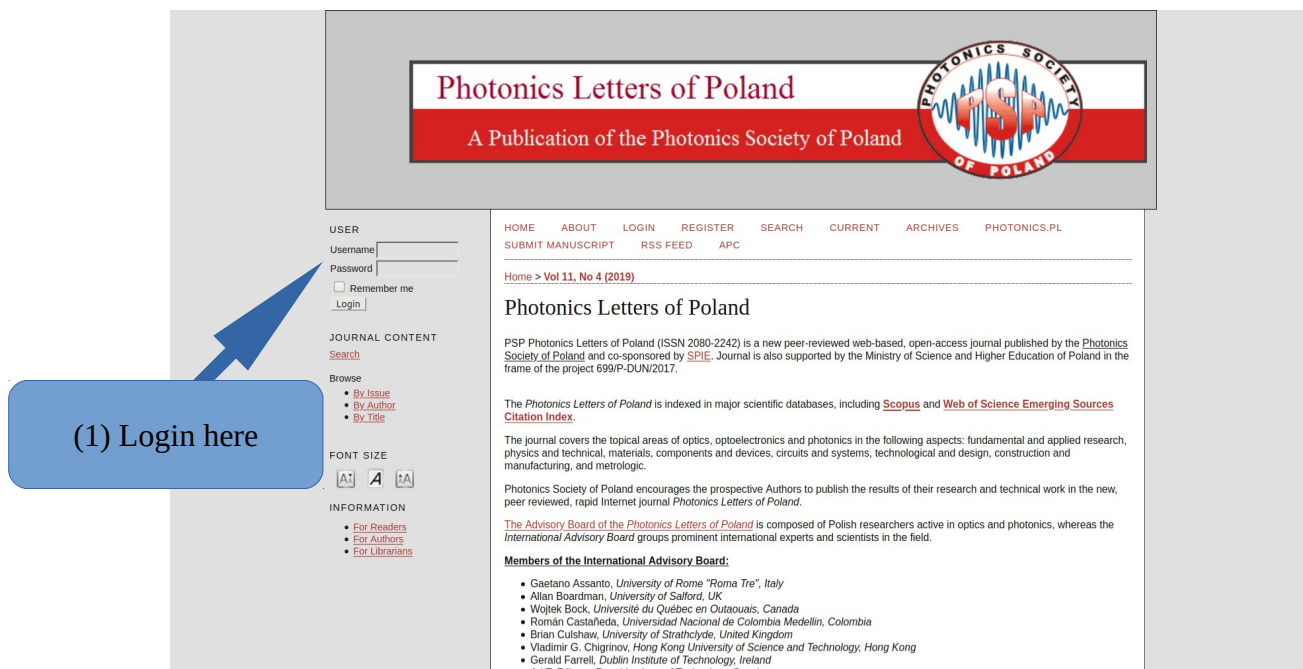


Fig. 1 Home page of Photonics Letters of Poland

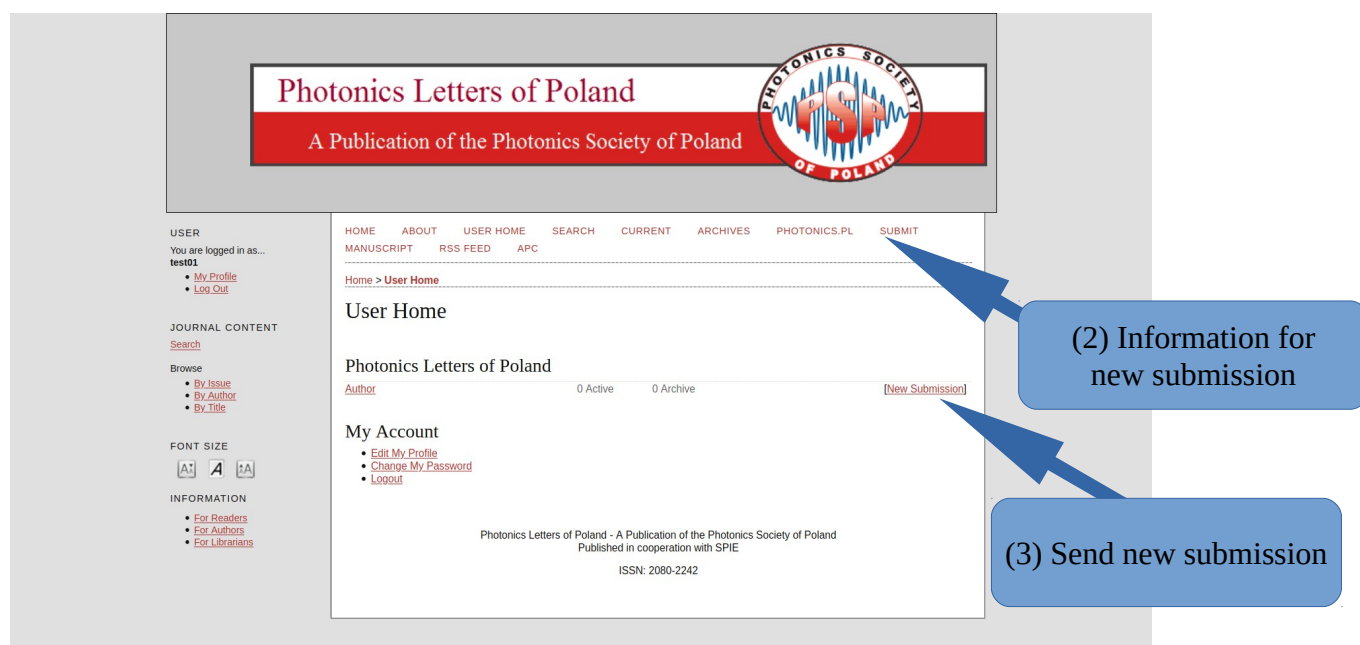


Fig. 2 User home page

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Fig. 3a Step 1 of submission process

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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 formatted according to the instructions presented in the PLP_Template.doc.
- ☒ The submission file is in Microsoft Word (97 or higher) or OpenOffice Writer document file format.
- ☒ The submission file is editable (required for copyediting). In particular submission IS NOT in PDF document file format.
- ☒ The length of the manuscript is kept within 3 pages.
- ☒ Where available, URLs for the references have been provided.
- ☒ All co-authors have agreed for the submission of this paper
- ☒ **IMPORTANT!** All co-authors data (full names, e-mails and affiliations) should be provided to the electronic submission system in the order they will be listed on publication. It should be done in the second step of the submission "Step 2. Entering the Submission's Metadata". **Papers submitted without contact information for all co-authors could be automatically rejected!**

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- ☒ 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).

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Comments for the Editor

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* Denotes required field

Fig. 3a Step 1 of submission process

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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 [Slawomir Ertman](#) for assistance.

Submission File

File Name	979-3571-1-SM.doc
Original file name	test.doc
File Size	0B
Date uploaded	2020-03-02 01:31 AM

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Fig. 4 Step 2 of submission process - upload an article

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Step 3. Entering the Submission's Metadata

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Authors

First Name *

No

Middle Name

Last Name *

One

Email *

noone@photonics.pl

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Title of the article

Abstract *

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English=en; French=fr; Spanish=es. Additional codes.

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University, Master University, Department of Computer Science).

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Fig. 5 Step 3 of submission process - entering an article information to the system.

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ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION							
<i>No supplementary files have been added to this submission.</i>											

Fig. 6 Step 4 of submission process - upload any additional files to an article

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Step 5. Confirming the Submission

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To submit your manuscript to Photonics Letters of Poland 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 Photonics Letters of Poland.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
3571	TESTDQC	Submission File	0B	03-02

Author Fees

This journal charges the following author fees.

Article Publication: 500.00 (PLN)

Publication costs/APC

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Fig. 7 Step 5 of submission process - confirm submission

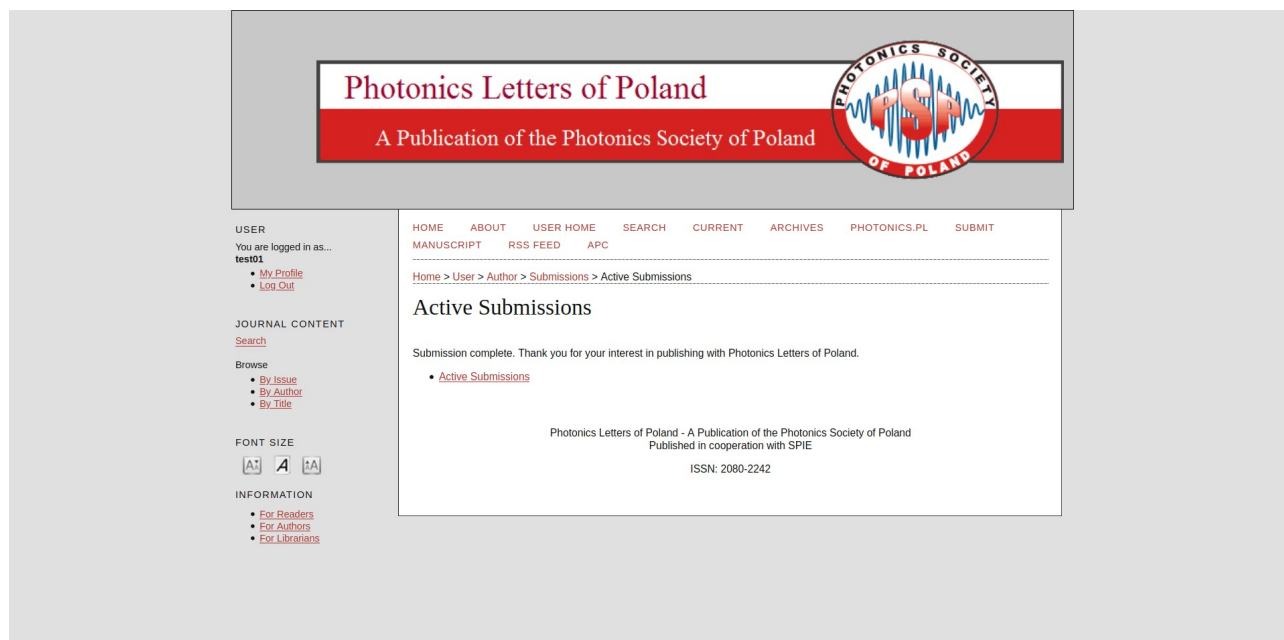


Fig. 8 Successful article submission

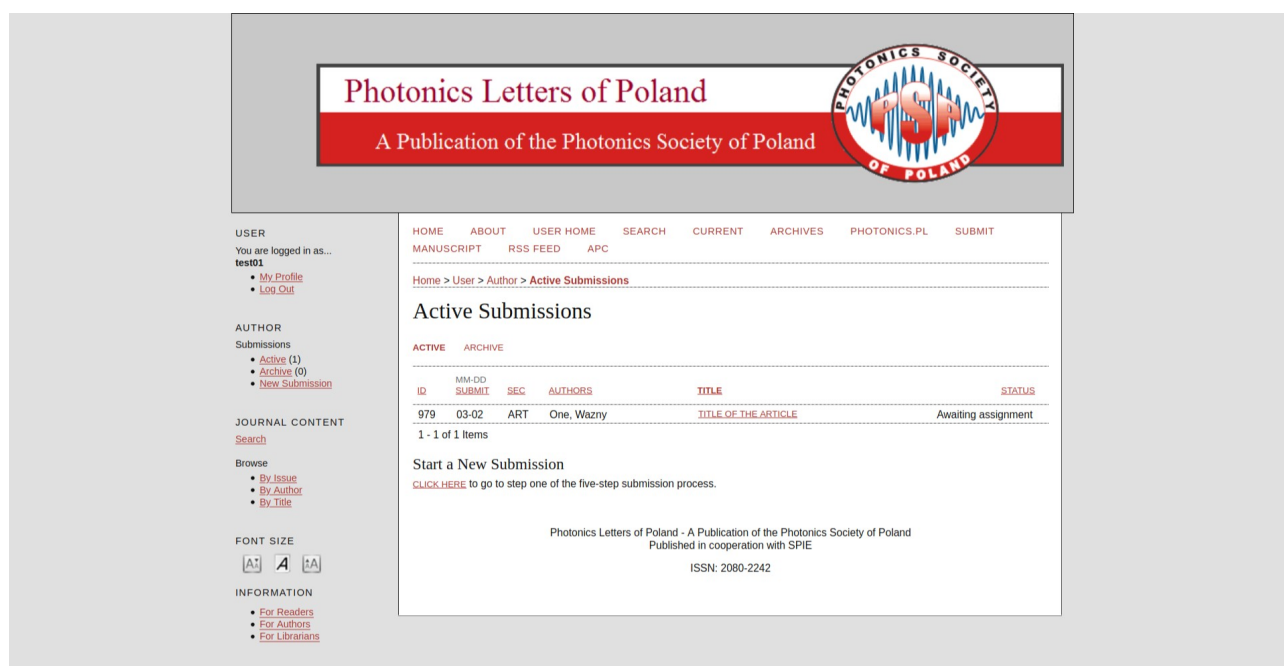


Fig. 9 Tracking submission progress