



DESARROLLO Y PRESENTACIÓN DE PUBLICACIONES CIENTÍFICAS

ANALIZAR UN FORMULARIO DE REVISIÓN

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ÁNGELA MORENO PRADO.

FORMULARIOS ANALIZADOS

1. Revista 'Journal of Computer Science and Technology': <https://mc03.manuscriptcentral.com/jcst>
2. Revista 'IEEE Software Magazine': <https://mc.manuscriptcentral.com/cs-ieee>
3. Revista 'IEEE Computer Graphics and applications': [ScholarOne Manuscripts \(manuscriptcentral.com\)](https://mc.manuscriptcentral.com/scholarone)

ANÁLISIS DE LOS FORMULARIOS

1. Journal of Computer Science and Technology

Este formulario está dividido en seis pasos, teniendo el usuario que completar en cada uno de ellos diferentes campos para poder subir un artículo.

En el primer paso 'Type, Title, & Abstract', el cual se puede ver en la Figura 1, el usuario debe introducir el tipo de documento que va a subir.

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue."

Running Head: a shortened title within 50 characters [Read More ...](#)

* = Required Fields

* Type:

Manuscript type is missing. [Type:]

CHOICE	TYPE	DESCRIPTION
<input type="radio"/>	Original Article	
<input type="radio"/>	Survey	
<input type="radio"/>	Special Section of APPT 2021	For CFP, please visit at http://jcst.ict.ac.cn/EN/news/news74.shtml .
<input type="radio"/>	Special Section on Memory-Centric System Research for HPC	by Invitation Only
<input type="radio"/>	Emerging Technologies on Integrated Circuit Design and Automation	by Invitation Only
<input type="radio"/>	Xia Peisu Forum (Invited Paper)	
<input type="radio"/>	CCSE 2020	

Figura 1. Tipo, título y abstract. Primer paso. Formulario JCST.

Una vez seleccionado el tipo de este, tendrá que añadir el título, un running head y su abstract; siendo el running head el encabezado que contiene una versión abreviada del título. El abstract puede ser añadido mediante una caja de texto, añadiendo en ella el mismo en modo texto, o mediante la subida de un archivo que lo contenga. Todo esto se puede ver en la Figura 2.

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

*** Title**

Preview Special Characters 0 OUT OF 30 WORDS

Title is missing.

*** Running Head**

Preview Special Characters 0 OUT OF 50 CHARACTERS

Running head is missing.

*** Abstract**

Write or Paste Abstract

Preview Special Characters 0 OUT OF 500 WORDS

Abstract text or file is required.

Upload Abstract

1. Select Abstract ... 2. Upload Selected Abstract

Figura 2. Tipo, título y abstract. Paso 1. Formulario JCST.

En el segundo paso el usuario tendrá que subir el archivo que contiene su artículo, así como todos los archivos complementarios y el 'Submission Confirmation'. Este fichero debe contener el título del artículo, nombre de los autores y de los afiliados, los cuales deben de firmarlo. Al hacerlo confirman que el trabajo subido es original.

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

File Upload

Upload submission files including the main submission file and supplementary files. [Learn More](#)

0.00 OUT OF 55.59 MB

ORDER	FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded			

Update Order Remove All Files

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	* Main Document
Select File 2 ...	* Title Page
Select File 3 ...	* Submission Confirmation
Select File 4 ...	Choose File Designation ...
Select File 5 ...	Choose File Designation ...

Upload Selected Files

Figura 3. File upload. Paso 2. Formulario JCST.

Como tercer paso el usuario debe añadir las keywords y la especialidad. Esto se puede ver en la Figura 4 y en la Figura 5.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Details & Comments

Step 6: Review & Submit

manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro" in the Title field and click "Search."
When you are finished, click "Save and Continue."

* = Required Fields

* Keywords

Special Characters

+ Add

- Hide Full List

A General Literature
.....A.0 General
.....A.0.a Biographies/Autobiographies
.....A.0.b Conference Proceedings
.....A.0.c General Literary Works
.....A.1 Introductory and Survey

+ Add from List

REQUIRED 3. MAX 5.

KEYWORDS

Figura 4. Keywords formulario JCST.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Details & Comments

Step 6: Review & Submit

REQUIRED 3. MAX 5.

KEYWORDS

* Speciality

Special Characters

+ Add

- Hide Full List

Artificial Intelligence and Pattern Recognition
Computer Architecture and Systems
Computer Graphics and Multimedia
Computer Networks and Distributed Computing
Data Management and Data Mining
Emerging Areas

+ Add from List

REQUIRED 1. MAX 5.

SPECIALITY

< Previous Step

Save

Save & Continue >

Figura 5. Speciality JCST.

Como cuarto paso se deben añadir los autores.

Submission

✓ Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Details & Comments >

Step 6: Review & Submit >

* = Required Fields

Authors

* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
<div>↑</div> <div>↓</div> <div>Drag</div>	<div>1</div> <div>Select...</div>	<div>Moreno Prado, Angela</div> <div>(Corresponding Author)</div> <div>angelamorenoprado@gmail.com</div>	<div>1. Universidad Internacional de La Rioja</div> <div>Logroño</div> <div>Logroño, ES 26006</div> <div>677894523</div>

Add Author

Find using Author's email address

AuthorsEmail@example.com

Q Search

< Previous Step

Save

Save & Continue >

Figura 6. Añadir autores. Formulario JCST.

En el quinto paso el usuario debe añadir una cover letter; esta puede ser añadida mediante el cuadro de texto que se ve en la Figura 7 o mediante la subida de un archivo que lo contenga. Además, el usuario deberá responder a diferentes cuestiones sobre el artículo que va a subir, poniendo el número de figuras que este contiene, el número de tablas y palabras.

En el mismo paso, deberá de confirmar que el manuscrito no ha sido subido con anterioridad ni en esta revista ni en cualquier otra, además de que no hay conflictos de interés. También se debe de incluir si el artículo ha sido subvencionado total o parcialmente; en caso de que sí, se debe de añadir la fuente o las fuentes de dicha financiación. Esto se puede ver en Figura 8 y Figura 9.

Submission

✓ Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

✓ Step 4: Authors & Institutions >

Step 5: Details & Comments >

Step 6: Review & Submit >

* Cover Letter

Write Cover Letter

Preview

Ω Special Characters

8 OUT OF 32768 CHARACTERS

Upload Cover Letter

1. Select File

2. Attach File

Manuscript Information

* Number of Figures:	
* Number of Color Figures:	
* Number of Tables:	
* Number of Words:	

Figura 7. Añadir cover letter. Formulario JCST.

Submission	
✓ Step 1: Type, Title, & Abstract	>
Step 2: File Upload	>
Step 3: Attributes	>
✓ Step 4: Authors & Institutions	>
Step 5: Details & Comments	>
Step 6: Review & Submit	>

Previously Submitted
* Has this manuscript been submitted previously to this journal?
<input type="radio"/> Yes
<input type="radio"/> No
If yes, what is the manuscript ID of the previous submission?
<input type="text"/>

Confirm the following:
<input type="checkbox"/> * Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
<input type="checkbox"/> * Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.
<input type="checkbox"/> * Confirm that you have prepared a complete text minus the title page, acknowledgments, and any running headers with author names, to allow blinded review.

Conflict of Interest
* Do you have any conflict of interest?
<input type="radio"/> Yes
<input type="radio"/> No
If so, please state:
<input type="text"/>

Figura 8. Parámetros. Formulario JCST.

Submission	
✓ Step 1: Type, Title, & Abstract	>
Step 2: File Upload	>
Step 3: Attributes	>
✓ Step 4: Authors & Institutions	>
Step 5: Details & Comments	>
Step 6: Review & Submit	>

<input type="radio"/> No
If so, please state:
<input type="text"/>

Research Funding
* Is this article based on research that was funded entirely or partially by an outside source?
<input type="radio"/> Yes
<input type="radio"/> No
If yes, please list the funding source(s) below:
<input type="text"/>

Figura 9. Parámetros. Formulario JCST.

Por último, en el sexto paso se le mostrarán al usuario los datos introducidos y se le pedirá que los confirme, tras lo cual el manuscrito quedará enviado.

Step 6: Review & Submit

Review the information below for correctness and make changes as needed. **After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.**

Warning: You need careful check on these information! After submitting, you cannot do any modification.

* = Required Fields

* Verify Step Information

✓ Step 1: Type, Title, & Abstract

FIELD	RESPONSE
Manuscript Type	Special Section on Software Systems 2021
Title	Título
Running Head	Running head

Figura 10. Confirmación de datos introducidos y envío de los mismos. Formulario JCST.

VENTAJAS Y DESVENTAJAS FORMULARIO JCST

Ventajas:

1. El paso 3 agrega un campo de especialidad, el cual clasifica mejor el ámbito de investigación del artículo.

Desventajas:

1. El paso 1 solicita el Running head, que representa una versión resumida del título, el cual actualmente está considerado en desuso por la normativa APA; sin embargo, el formulario lo considera un campo requerido.
2. El paso 2 requiere la subida de un documento llamado Submission Document, el cual es una declaración firmada por el autor y los afiliados al artículo en el cual declaran que se trata de un documento original y no se ha subido a ninguna otra revista. Lo mejor sería un checkbox de declaratoria que se requiera sin necesidad de enviar un documento.

2. IEEE Software Journal

El formulario de la IEEE software journal se divide en 7 pasos:

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type:

CHOICE	TYPE
<input type="radio"/>	Regular
<input type="radio"/>	Tutorial
<input type="radio"/>	SWSI: Collaborative Aspects of Open Data in Software Engineering
<input type="radio"/>	SWSI: Digital Twins
<input type="radio"/>	SWSI: Software Design Trends Supporting Multi-Concern Assurance (Jul/Aug 2022)
<input type="radio"/>	SWSI: Bots in Software Engineering (Sept/Oct 2022)

* Title

Preview

0 OUT OF 55 WORDS

* Abstract

Write or Paste Abstract

Preview

0 OUT OF 150 WORDS

Figura 11. Paso 1 Formulario IEEE Software (elaboración propia).

En este paso se agregan el tipo, el título y el abstract del artículo que se sube.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

Step 2: File Upload

Upload all necessary files in groups of three or fewer. Be sure to include any previously published version (from a conference, workshop, proceedings, and/or another periodical) and a summary of differences. These files will be combined into a single PDF document for the peer review process. **If you are submitting a revision, please include only the latest set of files & delete the previous versions.** If you have updated a file, please delete the original version before uploading the new file. To designate the order in which your files appear, use the dropdown menus in the "order" column below. View your uploaded files by clicking on the HTML or PDF buttons. When you are finished, click "Save and Continue."

The Computer Society does not permit changes to a manuscript after it has been accepted for publication. During each stage in the submission/revision process, authors are required to upload a "Formatted Main File - PDF Document Only" version of their manuscript. If your manuscript is accepted in this round of review, the "Formatted Main File - PDF Document Only" file will be posted to IEEE Xplore and CSDL as an early access article. You will not be permitted to upload an updated PDF file after acceptance. [Read More...](#)

* = Required Fields

Files

ORDER

ACTIONS

FILE

* FILE DESIGNATION

UPLOAD DATE

UPLOADED BY

No files uploaded

Update Order

Remove All Files

File Upload

SELECTION

FILE DESIGNATION

Select File 1

* Formatted (Double Column) Main File - PDF Document Only

Select File 2

Choose File Designation

Select File 3

Choose File Designation

Select File 4

Choose File Designation

Figura 12. Paso 2 formulario IEEE Software (elaboración propia).

El paso 2 permite al autor subir su artículo en formato de doble columna con el documento formato PDF, las instrucciones indican que, si se trata de una revisión, entonces se deberán incluir las versiones anteriores.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

Step 3: Attributes

You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" (you must include an "" before & after the word) or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."

* = Required Fields

* Keywords

Special Characters

Add

Hide Full List

A General Literature

A.0 General

A.0.a Biographies/Autobiographies

A.0.b Conference Proceedings

A.0.c General Literary Works

A.1 Introductory and Survey

A.2 Reference

Add from List

KEYWORDS

Previous Step

Save

Save & Continue

Figura 13. Paso 3 Formulario IEEE Software (elaboración propia)

En el paso 3 el autor selecciona las palabras clave que se adecuen a su artículo con una taxonomía dada o con palabras clave libres.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

Step 4: Authors & Institutions

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue." **Because all metadata (i.e. title, abstract, author information, etc.) is posted with the preprint, please ensure that your entries are correct and match the information in the PDF exactly.**

✔ = Validated ORCID

✗ = Unvalidated ORCID

IEEE magazines now require a validated **Open Researcher and Contributor ID (ORCID)** for all submitting authors. Please click "**Read More...**" for instructions on how to register for a new ORCID, associate your account with an existing ORCID, or validate an ORCID already associated with your account. [Read More...](#)

*

 = Required Fields

*

Open Researcher and Contributor ID (ORCID)

is a non-profit organization dedicated to solving the long-standing name-ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>

iD

Create an ORCID ID

Associate your existing ORCID ID

Authors

*

Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION/ORGANIZATION
<div>1</div> <div>Drag</div>	<div>1</div> <div>Select...</div>	<div>Garcia, Cristhian Michel Castillo</div> <div>xthjan@gmail.com</div>	<div>1</div> <div>UNIR, Student</div> <div>Rioja Spain</div> <div>Logroño, Rioja, ES 26006</div> <div>657825771</div>

Add Author

Find using Author's email address

Figura 14. Paso 4 Formulario IEEE Software (elaboración propia).

El paso 4 permite agregar los autores del artículo, toma como autor principal al usuario que está haciendo la subida, pero permite editar su rol y su orden.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

Step 5: Reviewers

Note: This step is **optional**. To indicate your non-preferred reviewers, enter the reviewer's information into the textboxes below and click the appropriate designation button. When you are finished, click "Save and Continue."

*

 = Required Fields

Oppose Reviewers

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION/ORGANIZATION
<div>Add Reviewer</div>			

*

I understand IEEE's policies on [Conflicts of Interest](#) as they relate to suggested reviewers and confirm my understanding that any effort to manipulate the review process or other established IEEE publication practices shall be considered serious misconduct with the attendant consequences, including possible prohibition from publishing.

Previous Step

Save

Save & Continue

Figura 15. Paso 5 Formulario IEEE Software (elaboración propia).

El paso 5 permite agregar los revisores que no son preferidos a manera de sugerencia al journal.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

Step 6: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer all required questions appropriately. When you are finished, click "Save and Continue."

The author is responsible for obtaining copyright releases and corporate and security clearances prior to submitting material for consideration. It is the IEEE's policy to assume that all clearances are granted when a paper is submitted. For information on this and other intellectual property rights policies (i.e., posting to preprint servers such as ArXiv), please go to https://www.ieee.org/documents/author_faq.pdf.

Required Fields

Cover Letter

Write Cover Letter

Preview

Special Characters

8000 CHARS OR 12000 CHARACTERS

Upload Cover Letter

1. Select File

2. Attach File

Funding

Is there funding to report for this submission?

Yes

No

Funders

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		

Figura 16. Paso 6.1 Formulario IEEE Software (elaboración propia).

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

IEEE Plagiarism Policy

Please review the following three IEEE Policy Statements completely, then check the box acknowledging you have read all three.

The first Policy Statement deals with multiple submissions or publications of the same work; the second deals with plagiarism; and the third deals with electronic posting of papers on author websites. Authors are responsible for understanding and complying with these policies. Failure to comply with these policies may lead to penalties on future publication in IEEE venues.

Google Translate

How many figures and tables does this manuscript contain?

What is this manuscript's word count?

Note: You must include all abstract, main body & reference text, but no caption text or figures and tables.

Provide in bullet format three actionable insights that software practitioners will get from your paper. Each insight should be self-contained and directly usable by a practitioner. Here is an example of a well-written insight: "Running foobar as part of your continuous integration can decrease crashes of production software by 24%." Here is an example of an unusable insight (it is not self-contained): "We present the benefits of foobar."

Did your paper previously receive an administrative reject decision that required language and translation services? If yes, you must upload a copy of the paid invoice receipt or acknowledgement letter by selecting the file designation "Proof of Language & Translation Services" during the file upload step.

Yes

No

Has any portion of this manuscript been published in a conference, workshop, proceedings, or another periodical (including other IEEE Computer Society magazines & transactions)? If yes, you must have updated your current submission to include new material before submitting to this publication. Also, please include your previous manuscript and a brief summary of the differences between the previous version and the current submission during the file upload process.

Yes

No

I understand that it is the policy of the IEEE Computer Society that all of the people listed as authors on a manuscript MUST have made some technical contribution to the manuscript.

Figura 17. Paso 6.1 Formulario IEEE Software (elaboración propia).

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

IEEE DataPort

IEEE authors may upload up to 2TB of data related to their article to IEEE DataPort at no cost.

Once your data is uploaded to IEEE DataPort, a DOI (Digital Object Identifier) will be provided immediately. The IEEE DataPort DOI should be entered in the DOI field below and should be included in your main manuscript file. Providing data with your article can strengthen your submission and make your research more easily reproducible.

You can upload your data files to IEEE DataPort at any time (before, during or after the publication process).

The [About IEEE DataPort](#) page provides instructions and answers to commonly asked questions.

Use [this link](#) to access IEEE DataPort. When you have finished uploading your data/dataset, provide the DOI and Title.

What is the IEEE DataPort DOI for your data? (For data loaded to IEEE DataPort, the DOI displays on the right hand side of your dataset page.)

What is the title of your data as entered into IEEE DataPort?

Human and Animal Research Disclosure

* Did this research involve either human subjects or animals? You can review the IEEE policy on human and animal research [here](#).

☐ Yes

☐ Not applicable: This submission does not include human or animal research.

* If yes, was approval obtained from a relevant review board (or local/regional equivalent)?

☐ Yes: Approvals have been obtained.

☐ No: Approvals have not been obtained. This research is exempt.

☐ Not applicable: This submission does not include human or animal research.

If this research involves either human subjects or animals, all approval details must be disclosed in the box below, as well as included in the manuscript.

Figura 18. Paso 6.3 Formulario IEEE Software (elaboración propia).

El paso 6 provee los detalles de información al autor y de los formularios de plagio, dataport y la cláusula de investigación con animales y humanos.

Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Reviewers
- Step 6: Details & Comments
- Step 7: Review & Submit**

Step 7: Review & Submit

Review the information below for correctness and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you MUST CLICK "SUBMIT" to complete your submission.

* = Required Fields

Verify Step Information

✖ Step 1: Type, Title, & Abstract [\[F Edit\]](#)

⚠ Please attend to the following:

- Manuscript type is missing [Type]
- Title is missing
- Abstract text is required

FIELD	RESPONSE
Manuscript Type	INCOMPLETE
Title	INCOMPLETE
Abstract	INCOMPLETE

✖ Step 2: File Upload [\[F Edit\]](#)

⚠ Please attend to the following:

- Your journal requires that you upload one Formatted (Double Column) Main File - PDF Document Only file.
- Minimum number of files not uploaded.

FIELD	RESPONSE
-------	----------

✖ Step 3: Attributes [\[F Edit\]](#)

Figura 19. Paso 7 Formulario IEEE Software (elaboración propia).

El paso 7 es un resumen de todos los pasos anteriores y una vista preliminar antes de enviar el artículo.

VENTAJAS Y DESVENTAJAS FORMULARIO IEEE SOFTWARE

Ventajas:

1. El paso 1 no pide el Running Head, por lo que va de acuerdo con la normativa APA.
2. En el paso 2 solamente hay que subir el archivo del artículo en concreto.
3. En el paso 3 se encuentra como ventaja que es más concreto al no tener que añadir la speciality del mismo.
4. En el paso 5 el usuario tiene la posibilidad de limitar quiénes son sus posibles reviewers.

Desventajas:

1. Desventaja del paso 3 es que al no pedir una speciality no se crea un contexto definido del artículo.
2. Al ir al añadir un nuevo autor o coautor este debe de estar registrado previamente en ORCID.
3. En el paso 6 se pide un número exacto de diferentes parámetros con respecto al artículo.
4. La cláusula de investigación con humanos y animales es un paso extra que no se ve relevante para el tipo de contenido publicado en la revista.

3. IEEE Computer Graphics and applications

Se trata de una de las muchas revistas de IEEE. Para poder subir un artículo hay que registrarse previamente y, una vez se tiene una cuenta, se puede acceder al formulario de entrega en la pestaña de autor. El proceso consta de 7 pasos.

-Paso 1: Type, Title & Abstract

Como muestran las dos capturas, el primero de estos pasos es la selección del tipo, título y abstract. Se espera aquí el título del artículo, un pequeño resumen de lo que trata y que se seleccione qué tipo de artículo es.

The screenshot shows the 'ScholarOne Manuscripts' interface for IEEE Computer Graphics and applications. The user is logged in as 'Marina Vivar'. The navigation bar includes 'Home', 'Author', and 'Review'. The 'Author' tab is active, showing the 'Submission' section. The submission process is outlined in a sidebar with 7 steps: Step 1 (Type, Title, & Abstract), Step 2 (File Upload), Step 3 (Attributes), Step 4 (Authors & Institutions), Step 5 (Reviewers), Step 6 (Details & Comments), and Step 7 (Review & Submit). The main content area is titled 'Step 1: Type, Title, & Abstract' and contains instructions for selecting a manuscript type. A table lists the available types, with 'Regular' selected by default.

CHOICE	TYPE
<input checked="" type="radio"/>	Regular
<input type="radio"/>	Tutorial: Non-Special Issue
<input type="radio"/>	SI - Climate Change
<input type="radio"/>	SI - Visualization in Manufacturing
<input type="radio"/>	SI - Machine Learning Approaches in Big Data Visualization
<input type="radio"/>	SI - Multi-Level Graph Representations for Big Data in Science
<input type="radio"/>	SI - Human-Centered Visualization Approaches to AI Explainability

Figura 20. Primer paso formulario IEEE Computer Graphics and applications.

This screenshot shows the 'Title' and 'Abstract' sections of the submission form. The 'Title' field is labeled 'Title' and has a 'Preview' button and a 'Special Characters' button. The 'Abstract' field is labeled 'Abstract' and has a 'Write or Paste Abstract' label, a 'Preview' button, and a 'Special Characters' button. Both fields have a word count indicator: '4 OUT OF 50 WORDS' for the title and '6 OUT OF 200 WORDS' for the abstract. The 'Save' and 'Save & Continue' buttons are visible at the bottom right.

Figura 21. Primer paso IEEE Computer Graphics and applications.

-Paso 2: File Upload

En este momento se espera que el autor añada el archivo. Hay un máximo de 5, siendo 1 obligatorio. Se pide que el archivo principal esté en pdf y el resto ha de indicarse de qué tipo de archivo se trata (como ejemplo, una imagen). Hay que subirlos para poder continuar en el proceso.

Submission

- ✓ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- ✓ Step 3: Attributes >
- Step 4: Authors & Institutions >
- ✓ Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Step 2: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue."

The Computer Society does not permit changes to a manuscript after it has been accepted for publication. During each stage in the submission/revision process, authors are required to upload a "Formatted Main File - PDF Document Only" version of their manuscript. If your manuscript is accepted in this round of review, the "Formatted Main File - PDF Document Only" file will be posted to IEEE Xplore and CSDL as an early access article. You will not be permitted to upload an updated PDF file after acceptance. [Read More ...](#)

* = Required Fields

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					
Update Order Remove All Files					

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	* Formatted (Double Column) Main File - PDF Document Only
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...
Select File 4 ...	Choose File Designation ...
Select File 5 ...	Choose File Designation ...

[Upload Selected Files](#)

Figura 22. File upload IEEE Computer Graphics and applications.

-Paso 3: Attributes

Este paso está reservado a la escritura de palabras clave relacionadas con el artículo en cuestión, como puede apreciarse en la captura. Aunque el buscador ofrece sugerencias, permite escribir de forma libre.

IEEE Computer Graphics
IEEE computer society

Home Author Review

Author Dashboard / Submission

Submission

- ✓ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- ✓ Step 3: Attributes >
- Step 4: Authors & Institutions >
- ✓ Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Step 3: Attributes

You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."

* = Required Fields

* Keywords

Special Characters [+ Add](#)

[+ Show Full List](#)

KEYWORDS (all queries 0 / MAX 10)

Publications	x Remove
Test for a class	x Remove
Dont pay attention to this	x Remove

[Previous Step](#) [Save](#) [Save & Continue >](#)

Figura 23. Tercer paso IEEE Computer Graphics and applications.

-Paso 4: Authors & Institutions

El cuarto paso está dedicado exclusivamente a la selección de los autores de la obra, pudiendo tratarse de instituciones como el propio nombre indica. En este caso, la captura muestra un solo usuario de prueba

The screenshot shows the 'Step 4: Authors & Institutions' page. On the left is a 'Submission' sidebar with steps 1 through 7. Step 4 is highlighted. The main content area has a title 'Step 4: Authors & Institutions' and instructions: 'Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue." Because all metadata (i.e. title, abstract, author information, etc.) is posted with the preprint, please ensure that your entries are correct and match the information in the PDF exactly.

Below the instructions are two status indicators: a green checkmark for 'Validated ORCID' and a red X for 'Unvalidated ORCID'. A note states: 'IEEE magazines now require a validated Open Researcher and Contributor ID (ORCID) for all submitting authors. Please click "Read More..." for instructions on how to register for a new ORCID, associate your account with an existing ORCID, or validate an ORCID already associated with your account. Read More ...' A red asterisk indicates 'Required Fields'.

A blue box contains information about ORCID: 'Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/context/initiative>'. Below this is a green 'id' logo and the text 'Create an ORCID ID' and 'Associate your existing ORCID ID'.

The 'Authors' section is titled 'Selected Authors' and contains a table with columns: ORDER, ACTIONS, AUTHOR, and INSTITUTION/ORGANIZATION. The table has one row for 'Vivar, Marina' with email 'mariniva@gmail.com' and institution '1. UNIR C/Oña 149 Madrid, Madrid, ES 28050 699559985'. There are 'Drag' and 'Select' controls for the row.

Below the table is an 'Add Author' section with the text 'Find using Author's email address' and a search box containing 'AuthorsEmail@example.com' and a 'Search' button.

Figura 24. Cuarto paso IEEE Computer Graphics and applications.

-Paso 5: Reviewers

El quinto paso permite seleccionar si un revisor es o no es de la preferencia del autor. Puede dejarse en blanco o rellenarse.

The screenshot shows the 'Step 5: Reviewers' page. The top navigation bar includes 'ScholarOne Manuscripts™', 'Marina Vivar', 'Instructions & Forms', 'Help', and 'Log Out'. The main header shows the IEEE logo and 'Computer Graphics' with the IEEE computer society logo. The sidebar on the left shows steps 1 through 7, with Step 5 highlighted. The main content area has a title 'Step 5: Reviewers' and instructions: 'To indicate your non-preferred reviewers, enter the reviewers' information into the textboxes below and click the appropriate designation button. When you are finished, click "Save and Continue."' A red asterisk indicates 'Required Fields'.

The 'Oppose Reviewers' section contains a table with columns: ACTIONS, PREFERENCE, REVIEWER, and INSTITUTION/ORGANIZATION. Below the table is an 'Add Reviewer' button.

At the bottom of the page are two buttons: 'Previous Step' and 'Save & Continue'.

Figura 25. Quinto paso IEEE Computer Graphics and applications.

-Paso 6: Details & Comments

Las siguientes capturas detallan el sexto paso, centrado en los detalles y comentarios del artículo. Incluye desde detalles como si la investigación está financiada hasta si ha tenido publicaciones previas.

The screenshot shows the 'Step 6: Details & Comments' page in the IEEE submission system. On the left is a 'Submission' sidebar with steps 1 through 7. Step 6 is highlighted. The main content area is titled 'Step 6: Details & Comments' and contains instructions for writing a cover letter. Below this is a 'Cover Letter' section with a 'Write Cover Letter' button and a text area. An 'Upload Cover Letter' section follows with '1. Select File' and '2. Attach File' buttons. The 'Funding' section asks 'Is there funding to report for this submission?' with 'Yes' and 'No' radio buttons. Below is a 'Funders' table with columns 'ACTIONS', 'FUNDER', and 'GRANT / AWARD NUMBER'. The table is currently empty, showing 'No Funders Entered'. An 'Add Funder' button is at the bottom.

Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Reviewers
- Step 6: Details & Comments**
- Step 7: Review & Submit

Step 6: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Save and Continue."

The author is responsible for obtaining copyright releases and corporate and security clearances prior to submitting material for consideration. It is the IEEE's policy to assume that all clearances are granted when a paper is submitted. For information on this and other intellectual property rights policies (i.e. posting to preprint servers such as ArXiv), please go to https://www.ieee.org/documents/author_faqs.pdf.

* = Required Fields

Cover Letter

Write Cover Letter

Preview Special Characters

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

1. Select File 2. Attach File

Funding

* Is there funding to report for this submission?

☒ Yes ☐ No

Funders

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		

Add Funder

Figura 26. Sexto paso IEEE Computer Graphics and applications.

This screenshot shows the lower portion of the 'Step 6: Details & Comments' page. It includes the 'IEEE Plagiarism Policy' section with a checkbox for acknowledging the policy. Below this is the 'IEEE DataPort' section, which explains the data upload process and includes fields for the DOI and title of the data. The sidebar on the left remains the same as in the previous screenshot.

Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Reviewers
- Step 6: Details & Comments**
- Step 7: Review & Submit

IEEE Plagiarism Policy

☐ * Please review the following three IEEE Policy Statements completely, then check the box acknowledging you have read all three.

The first Policy Statement deals with multiple submissions or publications of the same work; the second deals with plagiarism; and the third deals with electronic posting of papers on author websites. Authors are responsible for understanding and complying with these policies. Failure to comply with these policies may lead to penalties on future publication in IEEE venues.

[Google Translate](#)

* Do you have DATA associated with your article?

☐ Yes ☐ No

IEEE DataPort

IEEE authors may upload up to 2TB of data related to their article to IEEE DataPort at no cost.

Once your data is uploaded to IEEE DataPort, a DOI (Digital Object Identifier) will be provided immediately. The IEEE DataPort DOI should be entered in the DOI field below and should be included in your main manuscript file. Providing data with your article can strengthen your submission and make your research more easily reproducible.

You can upload your data files to IEEE DataPort at any time (before, during or after the publication process).

The [About IEEE DataPort](#) page provides instructions and answers to commonly asked questions.

Use [this link](#) to access IEEE DataPort. When you have finished uploading your data/dataset, provide the DOI and Title.

What is the IEEE DataPort DOI for your data? (For data loaded to IEEE DataPort, the DOI displays on the right hand side of your dataset page.)

What is the title of your data as entered into IEEE DataPort?

Figura 27. Sexto paso IEEE Computer Graphics and applications.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

CG&A strives to publish well-written, appropriate papers within a maximum of one year from submission. To maintain this standard, we need a highly efficient process that makes optimal use of the volunteers (you and your colleagues) who review for our publication.

In these days of online submission, CG&A (like most publications) is receiving an increasingly large number of papers written by people who appear to be unfamiliar with our standards, or even with technical publishing in general. Therefore, we are asking everyone who submits to CG&A a set of questions designed to focus, educate, filter, and otherwise optimize the reviewing process. Please consider your answers carefully, as they will have a strong influence on your chances of being accepted for publication. If by answering these questions you determine that your paper is not appropriate for CG&A, please do not submit it.

1. Articles published in CG&A, while of scholarly nature, reach a broader audience than most conferences and journals. This impacts the content, the style of writing, and how we manage citations and figures. Please review our guidelines.

☐ I have read the CG&A guidelines

2. The following questions are to help determine if the published version of your manuscript could be formatted to meet CG&A guidelines. While manuscripts for review do not have to conform precisely to these guidelines, manuscripts that fall significantly outside of these guidelines may need to be adjusted to fit the CG&A page limit.

☐ Yes ☐ No 1. Is the current manuscript less than 8000 words long?

☐ Yes ☐ No 2. Does it contain 10 or fewer figures?

☐ Yes ☐ No 3. Does it have an abstract of less than 150 words?

☐ Yes ☐ No 4. Does it have a title of less than 150 characters?

☐ Yes ☐ No 5. Does it contain 20 or fewer references?

3. The following questions are to determine if you can obtain the required permissions needed to publish your contribution.

☐ Yes ☐ No 1. Authors are required to obtain permission from the original copyright holder (except for IEEE) for all images published in the article. Can you acquire such permission?

4. Author Contribution

☐ I understand that it is the policy of the IEEE Computer Society that all of the people listed as authors on a manuscript MUST have made some technical contribution to the manuscript.

Figura 28. Sexto paso IEEE Computer Graphics and applications.

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

5. Language and Translation Services

☐ Yes ☐ No 1. Did your paper previously receive an administrative reject decision that required language and translation services? If yes, you must upload a copy of the paid invoice receipt or acknowledgement letter by selecting the file designation "Proof of Language & Translation Services" during the file upload step.

6. Previous Publications

☐ Yes ☐ No 1. Has any portion of this manuscript been published in a conference, workshop, proceedings, or another periodical (including other IEEE Computer Society magazines & transactions)? If yes, you must have updated your current submission to include new material before submitting to this publication. Also, please include your previous manuscript and a brief summary of the differences between the previous version and the current submission during the file upload process.

7. Double-Blind Review

☐ Yes ☐ No 1. Does your paper require a double-blind review? If so, please leave all author identification off of the manuscript, its file properties, and any accompanying files you upload for review. All co-authors must be listed on the Authors & Institutions screen as failure to do so will result in delays with the peer review process.

Human and Animal Research Disclosure

1. Did this research involve either human subjects or animals? You can review the IEEE policy on human and animal research [here](#).

☐ Yes

☐ Not applicable: This submission does not include human or animal research.

2. If yes, was approval obtained from a relevant review board (or local/regional equivalent)?

☐ Yes: Approvals have been obtained.

☐ No: Approvals have not been obtained. This research is exempt.

☐ Not applicable: This submission does not include human or animal research.

If this research involves either human subjects or animals, all approval details must be disclosed in the box below, as well as included in the manuscript.

If approvals have not been obtained, the reasoning or details of exemption must also be detailed below and included in the manuscript.

Figura 29. Sexto paso IEEE Computer Graphics and applications.

-Paso 6: Review & Submit

El último paso tiene que ver con la revisión y la entrega y habla sobre permisos, traducciones, publicaciones previas, revisiones ciegas por pares, etc...

Figura 30. Séptimo paso IEEE Computer Graphics and applications.

Figura 31. Séptimo paso IEEE Computer Graphics and applications.

VENTAJAS Y DESVENTAJAS FORMULARIO IEEE COMPUTER GRAPHICS AND APPLICATIONS

Ventajas:

1. En el momento de subir un archivo se puede establecer qué es lo que se está subiendo, además de añadir diferentes parámetros para este.
2. Hace sugerencia de keywords al buscar una en el buscador, además de permitir añadir nuevas que no estén registradas.
3. Poder limitar reviewers en el paso 5.
4. Al añadir datos sobre el mismo, tales como número de tablas y figuras, estas son genéricas, no pidiendo el número exacto.
5. Incluye apartado de lenguaje y traducción.

Desventajas:

1. Validar autor y coautor con el ORCID.

Se puede comprobar que hay diferencias entre los últimos dos formularios comparados, a pesar de que ambos pertenecen a IEEE.

NUEVO FORMULARIO

En base a los formularios anteriormente analizados se propone el siguiente:

Paso 1. Type, title & abstract. Se pediría al usuario que introdujese título, tipo y abstract, dejando fuera el running head.

Paso 2. File upload. Se pediría obligatoriamente el documento que contuviese el artículo, además de cualquier otro tipo de documento adicional añadiendo para cada uno de ellos el tipo, y en base a este metadata extra.

Paso 3. Attributes. Sería obligatorio añadir al menos dos keywords (máximo diez); el campo de speciality sería opcional, ayudando este último al posicionamiento a la hora de filtrado.

Paso 4. Authors & Institutions. Al añadir un autor o coautor la opción de que este esté registrado en el ORCID sería opcional, pudiendo este añadirse sin necesidad de estarlo.

Paso 5. Reviewers. Opción para poder limitar los reviewers. Se trataría de un paso opcional.

Paso 6. Details & Comments. Se mantendría la política de plagio del journal, la cover letter, founding. Preguntas genéricas de las métricas del manuscrito con respecto al número de palabras, figuras y tablas. También se añadiría el apartado de lenguajes y traducción. Se implementaría poder seleccionar el tipo de revisión.

Paso 7. Review & Submit. Muestra por pantalla de todos los datos introducidos por el usuario, quedando registrados tras ser confirmados.

VALORACIÓN

	Sí	No	A veces
Todos los miembros se han integrado al trabajo del grupo	X		
Todos los miembros participan activamente	X		
Todos los miembros respetan otras ideas aportadas	X		
Todos los miembros participan en la elaboración del informe	X		
Me he preocupado por realizar un trabajo cooperativo con mis compañeros	X		
Señala si consideras que algún aspecto del trabajo en grupo no ha sido adecuado		X	