

Guidelines for Associate Editors of a Special Issue of ARIMA Journal

Opening of an account on the ARIMA Journal. In order to be assigned as editor of the corresponding volume, you must first of all be registered on the journal's website. You are already registered if you have been author or reviewer of a paper. Otherwise, you can do so by using "Login/Create an account" which can be found in the CCSD bar at the top of the home page <http://arima.episciences.org/>



Request for volume creation. The Editorial Committee has accepted your request for a special issue. You are now ready to invite authors to contribute. Your special issue can be dedicated to extended versions of best papers of a conference or a workshop, but it can also be a thematic issue. In all cases the authors are invited to contribute using an access code associated with the volume.

To do so, you send your request for volume creation to the Editorial Committee (arima.editorial.board@inria.fr), specifying the title of the volume (in French and English) and the name (and email address) of each of the editors of the volume. In return you will receive the code to be transmitted to the invited authors.

Beware : despite this, authors sometimes submit their paper to the current volume rather than the special issue, or even do not specify any volume. Therefore please ask authors to confirm when they have submitted their contribution. In case you are not notified of this submission by the journal, please let us know so that we can redirect it to the correct volume.

Inviting authors.

Let them know the journal website <http://arima.episciences.org/> and that the submission procedure requires prior submission of the paper on the HAL platform: <https://hal.inria.fr/>. The submission procedure is described on page <https://arima.episciences.org/page/instructions>. Ask them to read these instructions carefully. This should avoid many problems later on.

Paper Management. As an editor, you are in charge of the submission evaluation process, from the choice of rapporteurs to the final decision of acceptance or refusal (with possible requests for revisions). When a paper is accepted we take over.

Note that a publication appears in the volume as soon as it has been accepted, without waiting until all submissions have been processed. You can therefore request revisions to certain papers without delaying the publication of those that have already been accepted.

Once all papers have been processed, you let us know so that we can close the corresponding volume.

It is appreciated that the editors write an editorial (in French and English) which is attached to the corresponding volume. This can be sent to us whenever you wish, for example at the completion of the special issue (if you wish to refer to the number of papers accepted).

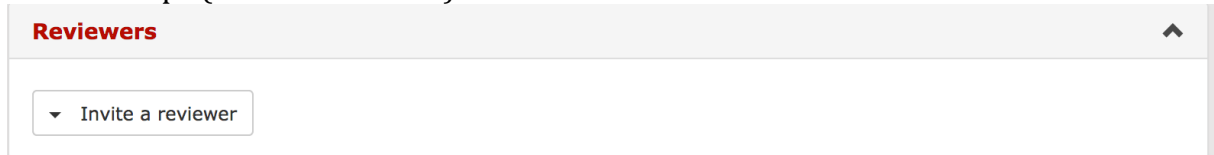
You have a copy of the editorial guide. Only Section 7 (Submission Management) will be useful to you. If you have any questions we remain at your disposal. Requests will be sent to us at arima.editorial.board@inria.fr or more specifically at eric.badouel@inria.fr if they are only technical questions.

The only tricky points are (1) to insist to the authors when you ask them for a revised version that they update their HAL repository with this new version but that they do not make a new repository (which would be interpreted as a new submission) and (2) the way to contact a reviewer (described below).

Choosing a Reviewer.

As the services of the Episciences platform evolve over time, what you will find there may not look exactly like what you see here. But the principle of the three steps described below remain valid.

A reviewer must also register on the journal's website. Soliciting a reviewer can be done in three steps (in the worst case):



By clicking on "Invite a reviewer" you will get the following pop-up window that shows you the list of people currently registered on the journal's website. You can browse through the pages or use the "Search" field to find out if the reviewer you have chosen is there. Then you validate

Invite a reviewer



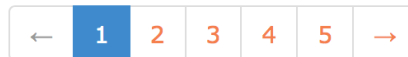
Known reviewers

Display 10 lines

Search

First Name	Name	E-mail	Username	Language
Abdelhak	Hafdallah	hafdallahmath@gmail.com	HAF	English
Abdelhak	Hafdallah	hafdallahmath@gmail.com	HAFD	English
Abdelhamid	LAOUAR	abdelhamid.laouar@univ-annaba.dz	laouarhamid	French
Abdelkader	LAKMECHE	lakmeche@yahoo.fr	Abdelkader64	French
Abdellatif	Nahla	nahla.abdellatif@ensi-uma.tn	bdlltfn	French
Abir	Gorrab	Abir.Gorrab@riadi.rnu.tn	abirgorrab	English
adama	samassi	samassi.adama@yahoo.fr	samassi	French
Ahmed	Moussa	amoussa@uae.ac.ma	Ahmed.Moussa	English
Alain	Rapaport	alain.rapaport@inra.fr	alain.rapaport	English
Amel	Ben Abda	amelbentba@gmail.com	Ben Abda Amel	English

Lines 1 to 10, of 152



* Required field

Cancel

Submit

If he is not there you change the default value "known reviewer" to "New reviewer".

Known reviewers

Known reviewers
New reviewer

Display 10 lines

The following window appears.

Invite a reviewer

New reviewer

Known user

Search a user

* Required field

Cancel Submit

You must then check if this "new reviewer" has an account on CCSD (default value "Known user") by entering its name in "Search a user".

Invite a reviewer

New reviewer

Known user

Aupet

- Benjamin Aupetit (319093) - benjamin@baupetit.fr
- Damien Aupetit (370895) - damien.aupetit@free.fr
- Irène Aupetit (358039) - Irennes8@gmail.com
- Michael Aupetit (344120) - maupetit@qf.org.qa
- Michael Aupetit (317802) - michael.aupetit@free.fr
- Sébastien Aupetit (100649) - sebastien.aupetit@projectsforge.org
- Sébastien Aupetit (120364) - sebastien.aupetit@univ-tours.fr
- Sébastien Aupetit (54838) - sebastien@projectsfoge.org
- Ba sylvine.aupetit (436418) - sylvine_aupetit@hotmail.com

Cancel Submit

If you find him you click on "Submit". Otherwise you have to change the default value "Known user" by "New user"

Invite a reviewer



New reviewer

New User

* Required field

E-mail *

Language English

First Name

Name

Next

Cancel

Submit

You fill in the reviewer's name and contact information (he or she will be asked to create a CCSD account with which they can log on to the journal site).
By clicking on the "Next" button, you will see the message that will be sent to him/her.

Invite a reviewer



Go back to reviewer selection

From Eric Badouel <eric.badouel@inria.fr>

Recipient Jean Lepetit <jean.lepetit@inria.fr>

Rating due date 2017-12-20

Subject arima #3996 - You've been invited to review an article

Message

B *I* U Tags ↶ ↷ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ☸ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓



Jean Lepetit,

You've been invited to review the following article : "#3996 - Ajustement des données pluviométriques à l'aide des splines plaque mince de lissage: Application à la pluviométrie Camerounaise".

Please tell us if you accept or not, by going to this page :

%%URL%%

If you accept to review this article, you will have to sign up on REVUE AFRICAINE DE LA RECHERCHE EN INFORMATIQUE ET MATHÉMATIQUES APPLIQUÉES before going any further.
It will only take a few minutes to create your account.

Without any answer from you within 10 day, we will consider that you were not interested.

In case you accept this invitation, your rating will be due before the 2017-12-20.

You can edit this message at your convenience. Then you send this invitation by clicking on the "Submit" button.

If you accept to review this article, you will have to sign up on REVUE AFRICAINE DE LA RECHERCHE EN INFORMATIQUE ET MATHÉMATIQUES APPLIQUÉES before going any further.
It will only take a few minutes to create your account.

Without any answer from you within 10 day, we will consider that you were not interested.
In case you accept this invitation, your rating will be due before the 2017-12-20.

Sincerely yours,
--
ARIMA Journal

As a reminder, your login is : undefined

p

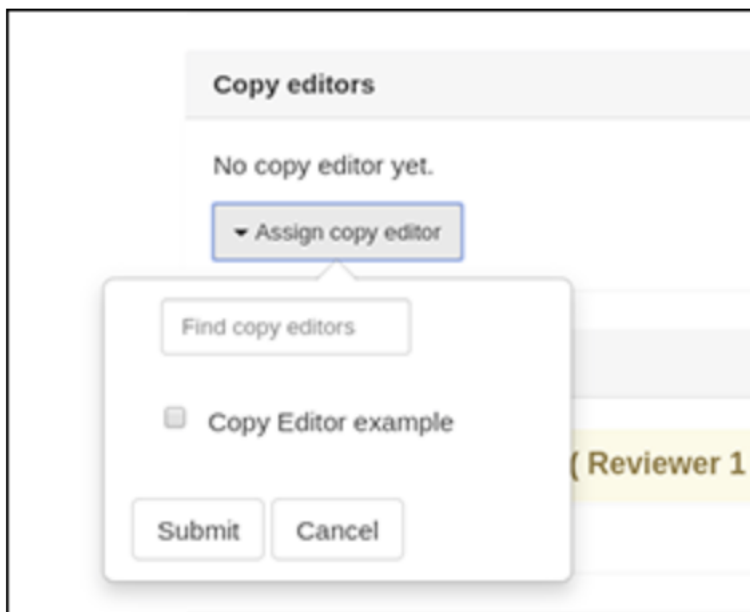
Cancel

Submit

COPY EDITING

When a paper is accepted the final stage is “Copy editing” (see <https://doc.episciences.org/en/users-guide/copy-editing/>).

The first thing is to assign a copy editor to a paper



Every Guest editor is given the role of copy editor, so can play that role for the papers submitted to the special issue.

We use the option: “Copy editing by the author”.

See instructions given at: <https://doc.episciences.org/en/users-guide/copy-editing-option-2-copy-editing-by-the-author/>

After accepting a paper you select “Ask the author for final version”

In the message template all bibliography data are automatically generated by the system but the pagination. Thus you must add manually the pagination (taking into account the previously published papers in the volume and the length of the paper).

The Copy editor check that the final version provided by the authors is correct which trigger a message to the authors so that they submit the accepted version to the open repository.

This message will include a link that the author should follow to submit the latest version to the journal. This will be the version published by the journal

The copy editing step ends here.