中国航空学报（英文版）

——投稿流程展示

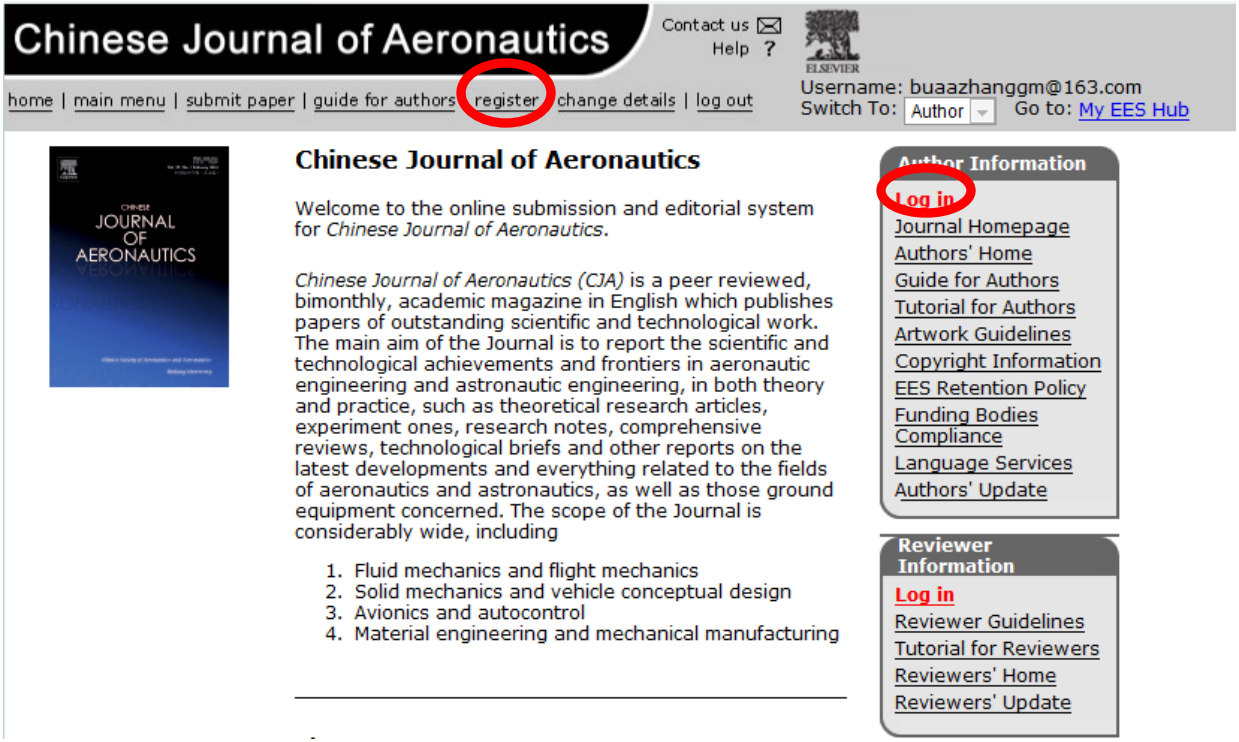
航空学报编辑部

步骤一、网站登录及注册

登录网址

http://ees.elsevier.com/cja/

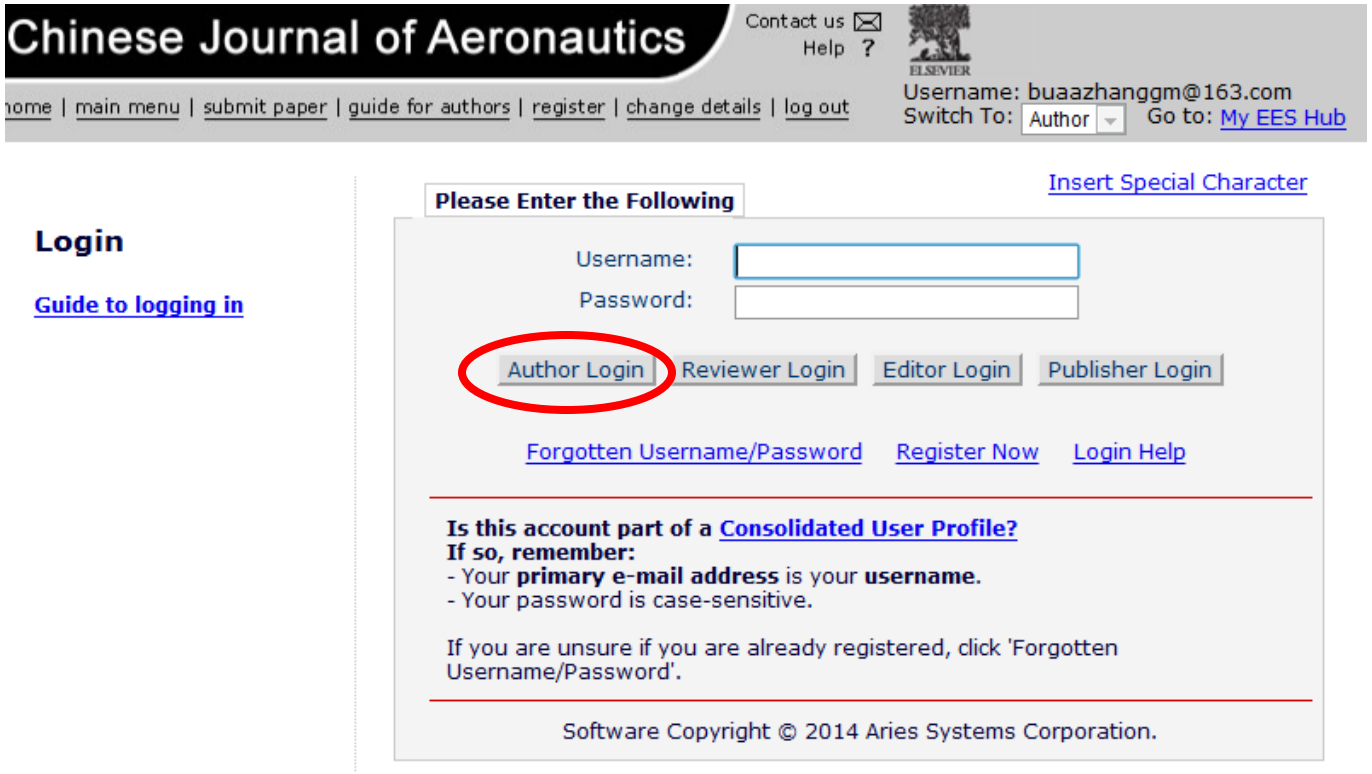
进入如下所示界面



首次登录用户，请先点击“register”进行注册；已注册用户请点击“log in”直接登录。

步骤一、网站登录及注册

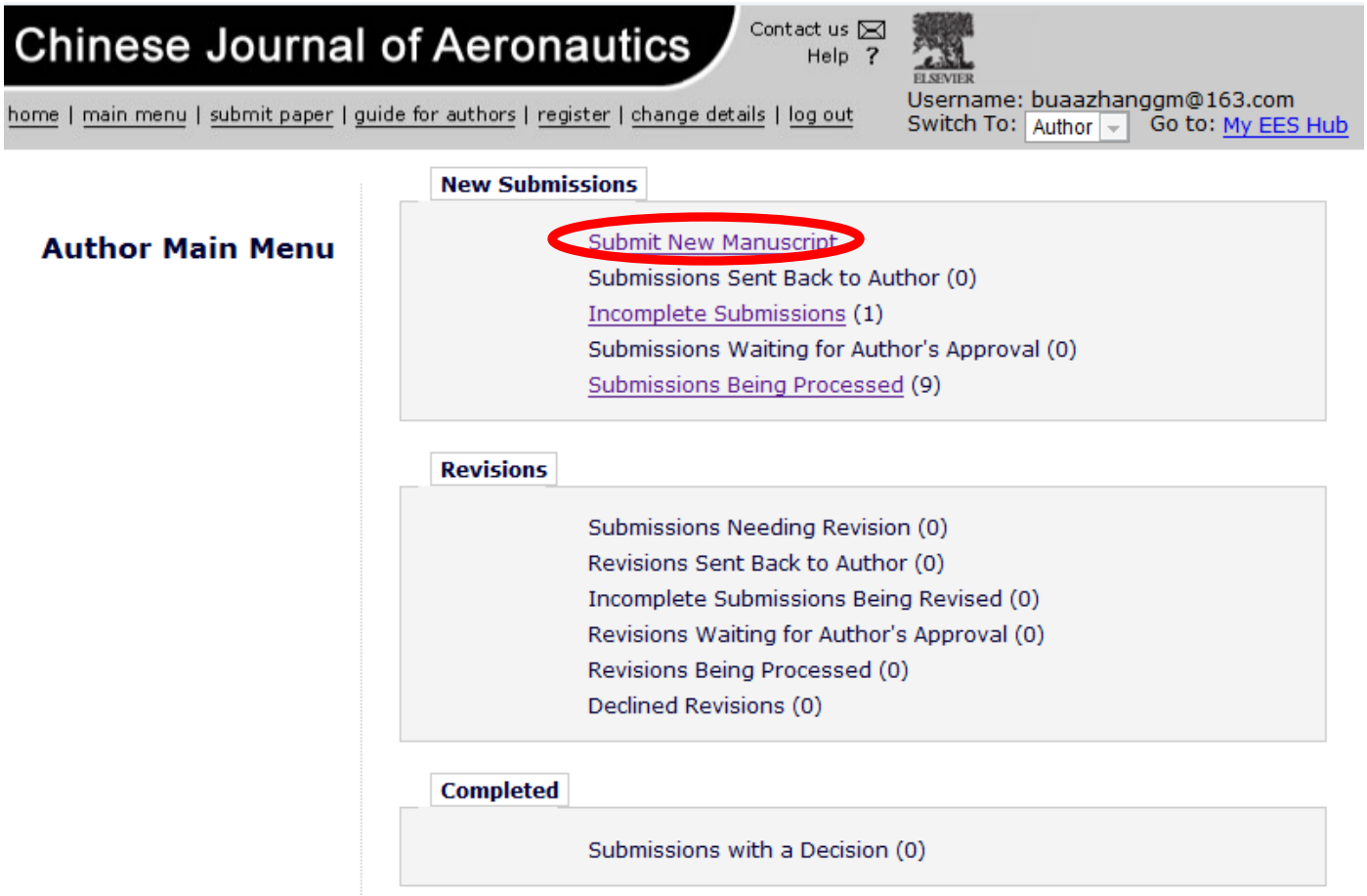
点击“log in”后进入如下所示登录界面



输入用户名和密码，点击“Author Login”。

步骤二、稿件投递

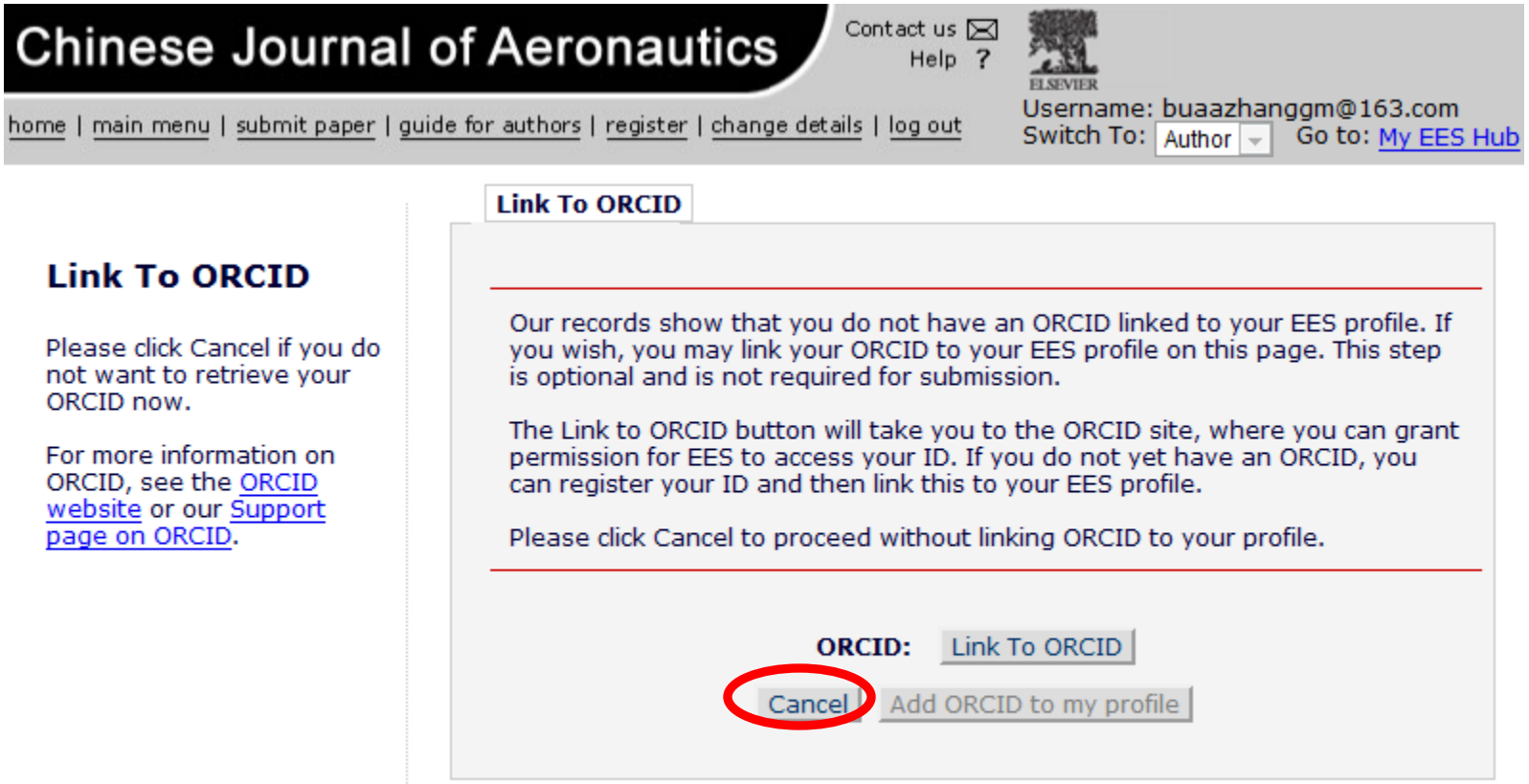
登录后进入如下所示界面



点击“**Submit New Manuscript**”进入稿件投递流程

步骤二、稿件投递

点击“Submit New Manuscript”后进入如下界面

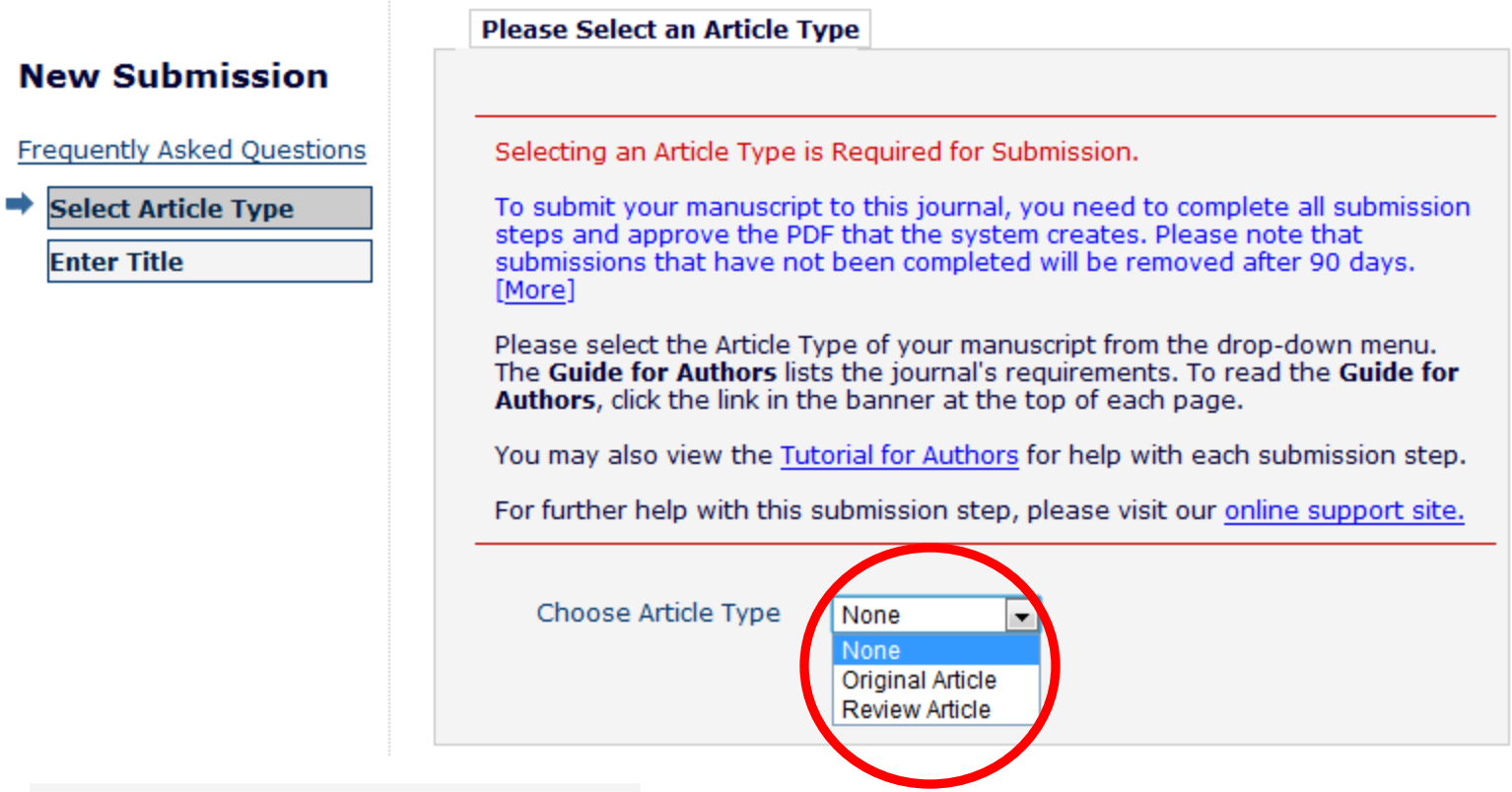


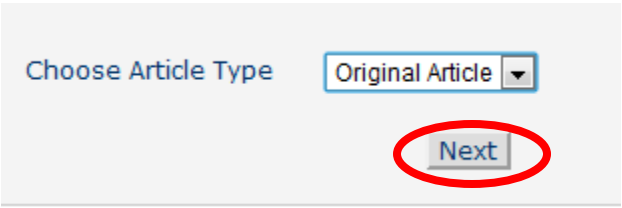
该步骤为可选步骤，可点击“Cancel”忽略。

步骤二、稿件投递

1）选择稿件类型

从下拉菜单中选择稿件类型

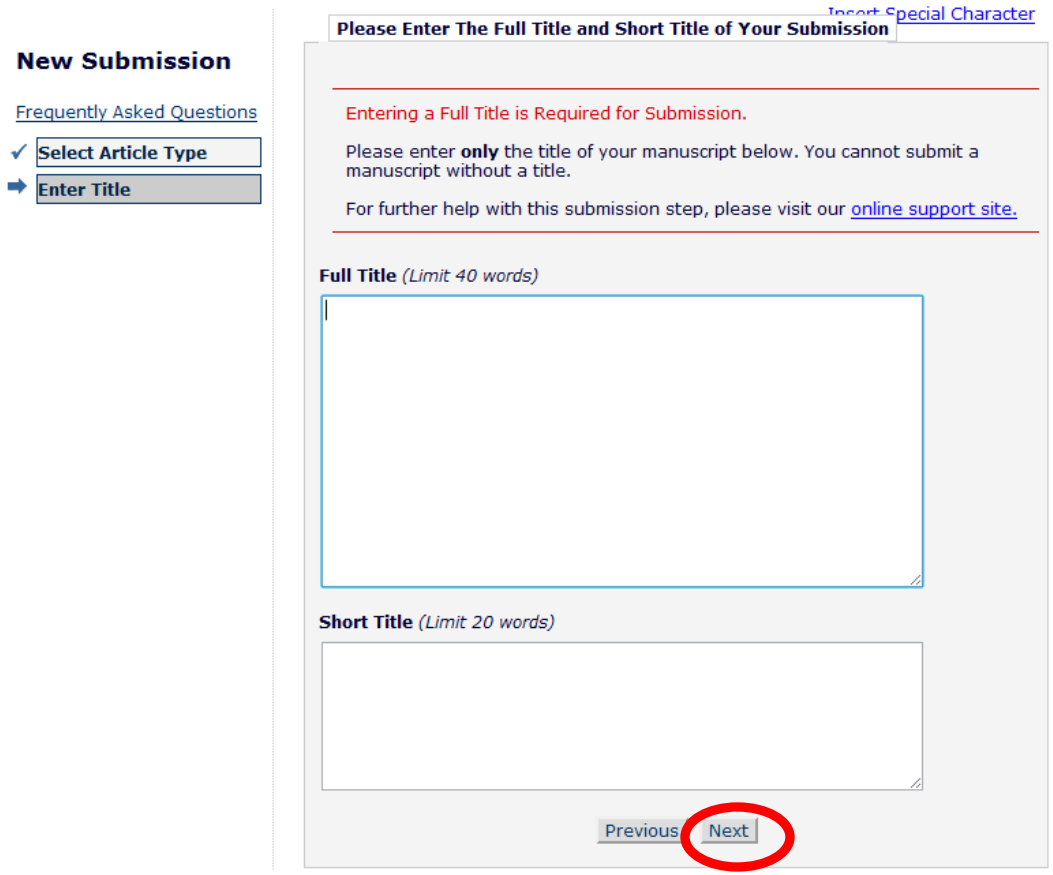




选择完毕后，点击“Next”进行下一步操作。

步骤二、稿件投递

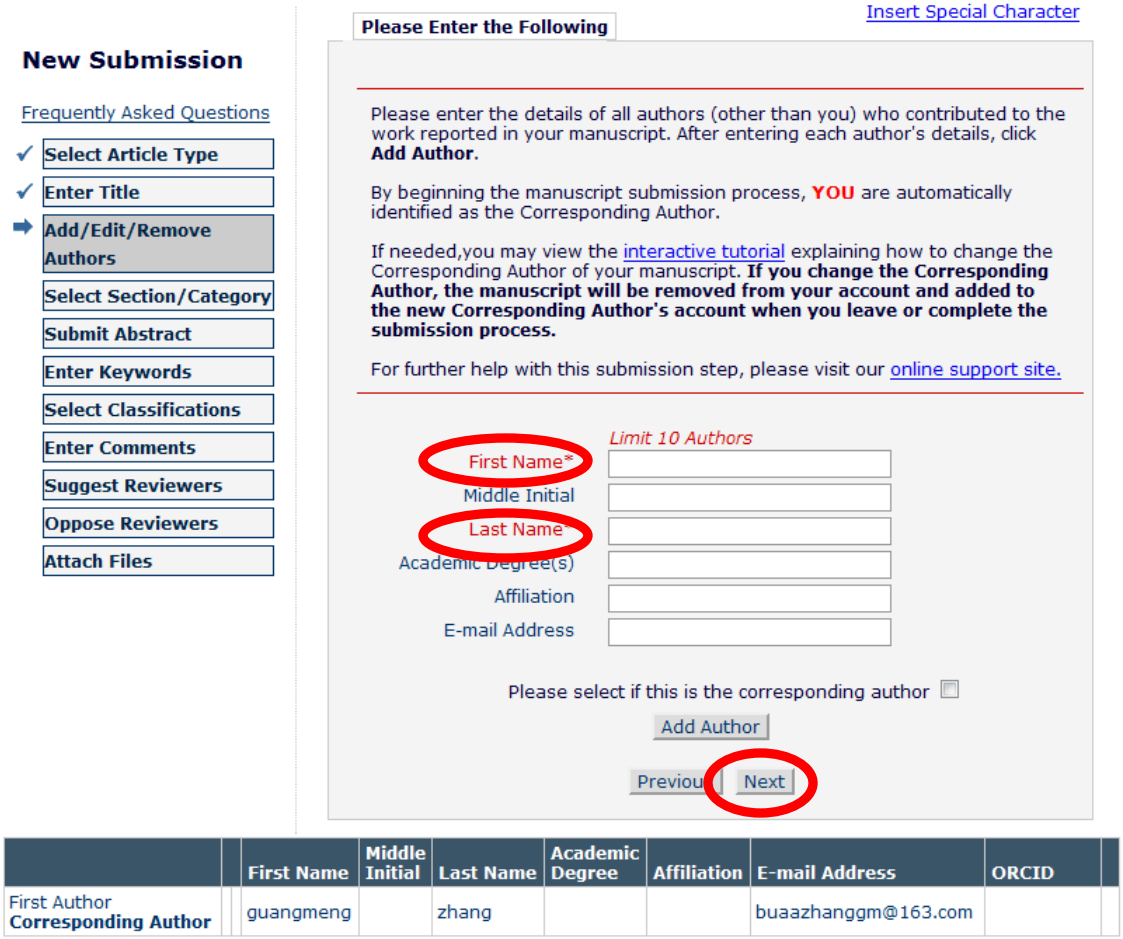
2）输入稿件题目



输入完毕后，点击“Next”进行下一步操作。

步骤二、稿件投递

3）稿件作者增补



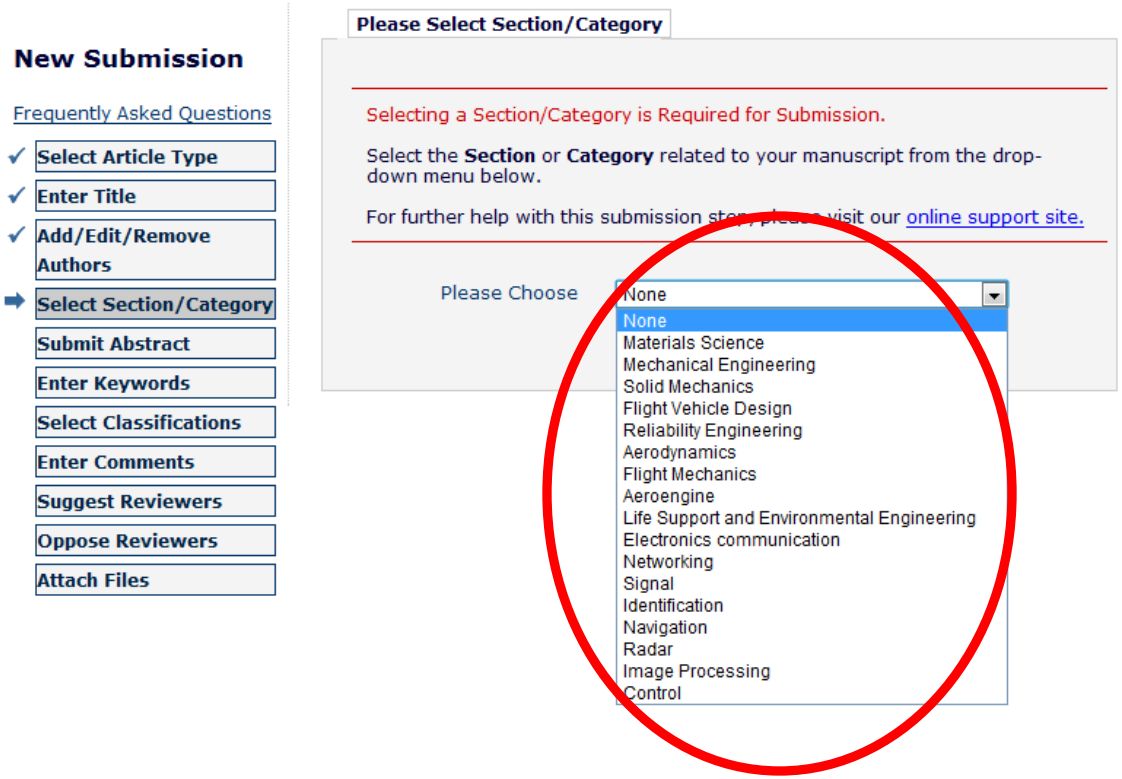
请对稿件的其他作者进行补充，输入完毕后，点击“Add Author”，多名作者添加多次，最好按稿件的作者顺序依次输入，系统默认登录者为通讯作者。

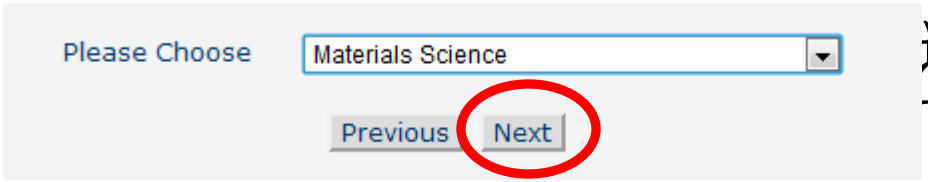
增补完毕后，点击“Next”进行下一步操作。

步骤二、稿件投递

4）选择稿件分类

从下拉菜单中选择稿件类别



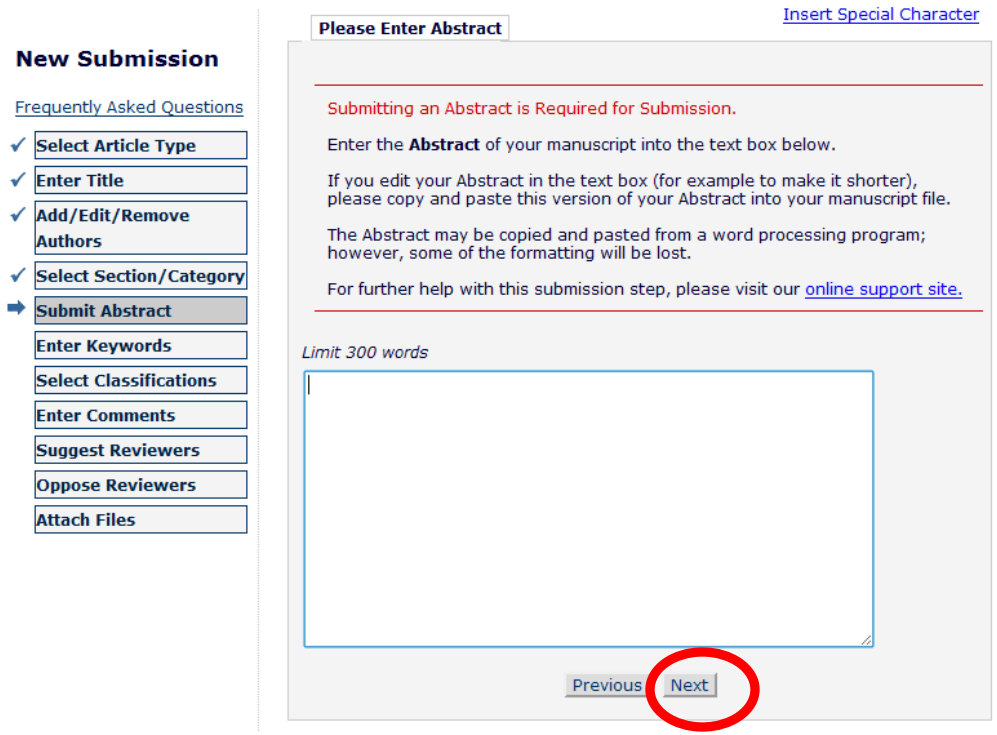


选择完毕后，点击“Next”进行下一步操作。

步骤二、稿件投递

5）输入稿件摘要

方框内输入稿件摘要
（limit 300 words）

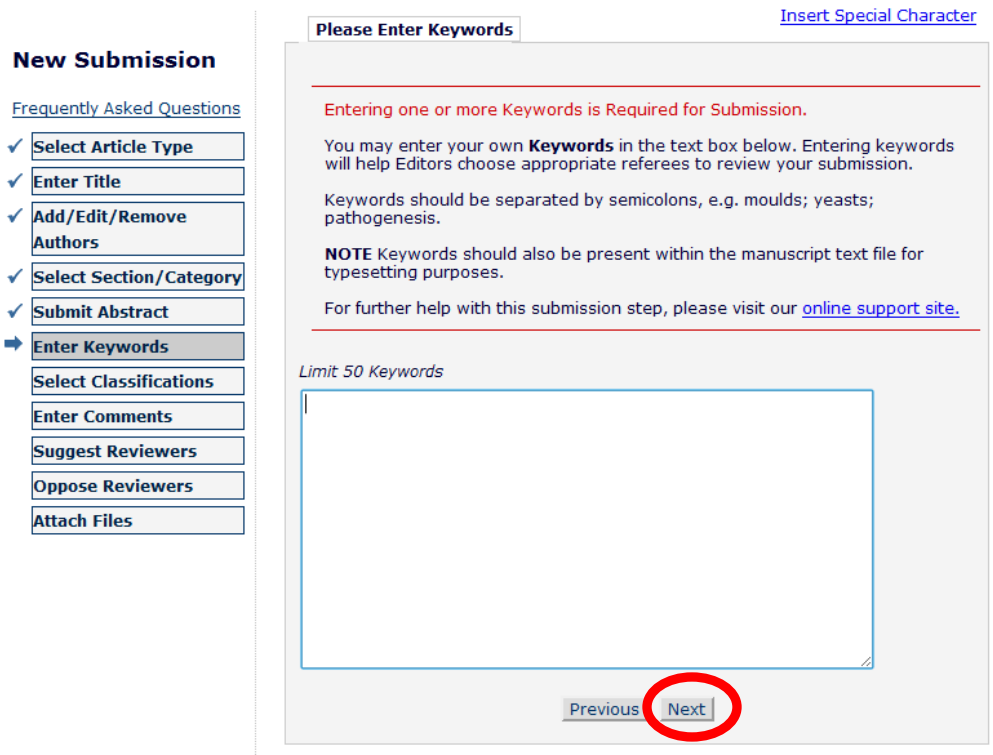


输入完毕后，点击“Next”进行下一步操作。

步骤二、稿件投递

6）输入稿件关键词

方框内输入稿件关键词

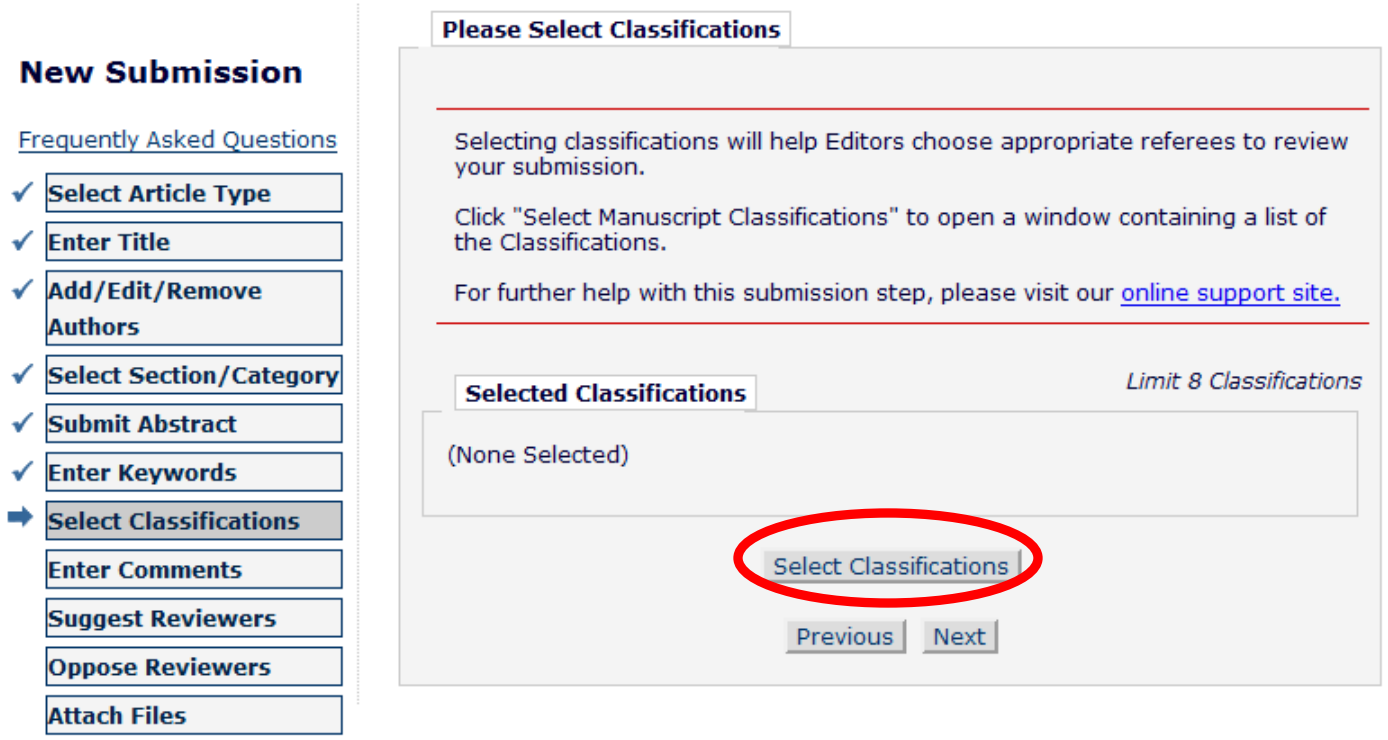


输入完毕后，点击“Next”进行下一步操作。

步骤二、稿件投递

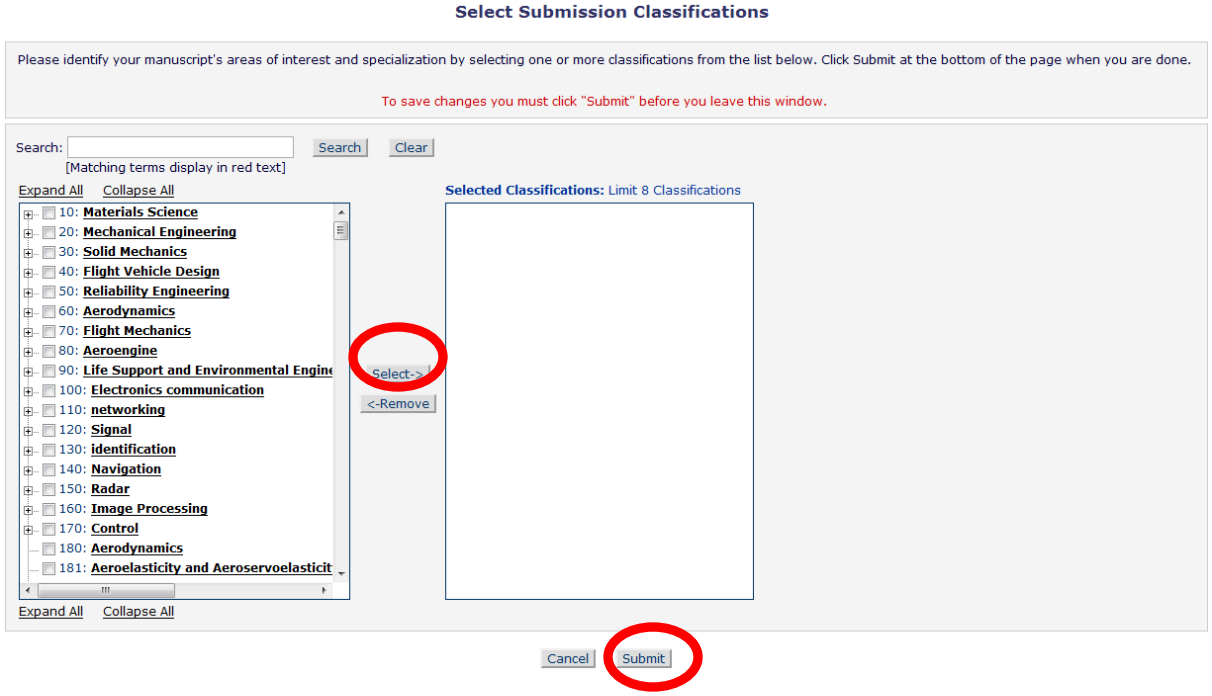
7）选择稿件分类

点击“Select Classification”

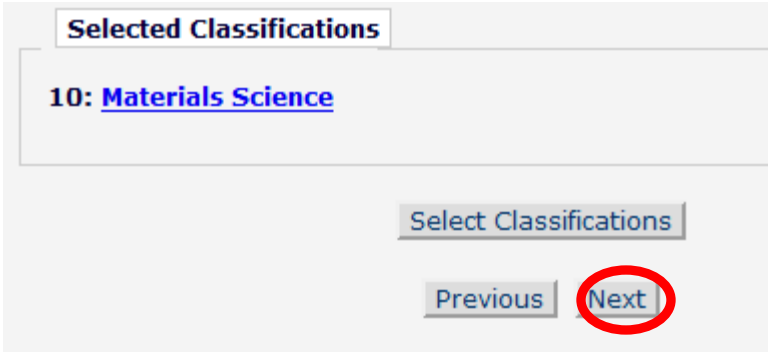


步骤二、稿件投递

7）选择稿件分类



从下拉菜单中选择稿件分类，点击“**Select**”；选择完点击“**Submit**”返回。

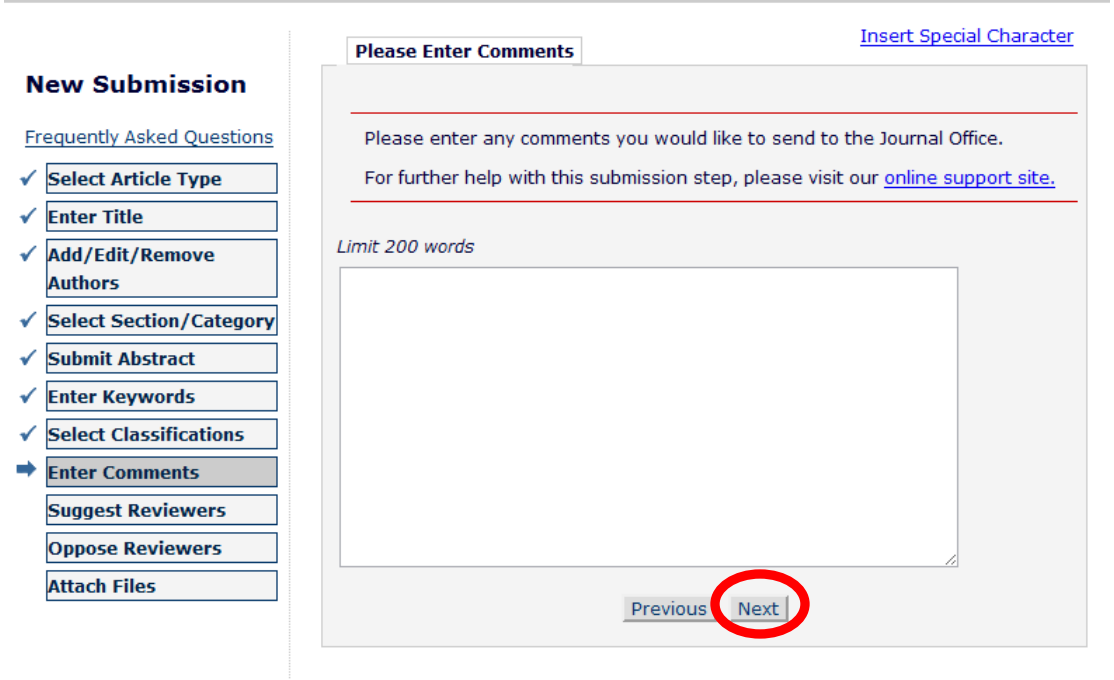


返回后点击“**Next**”进入下一步操作

步骤二、稿件投递

8）输入作者留言

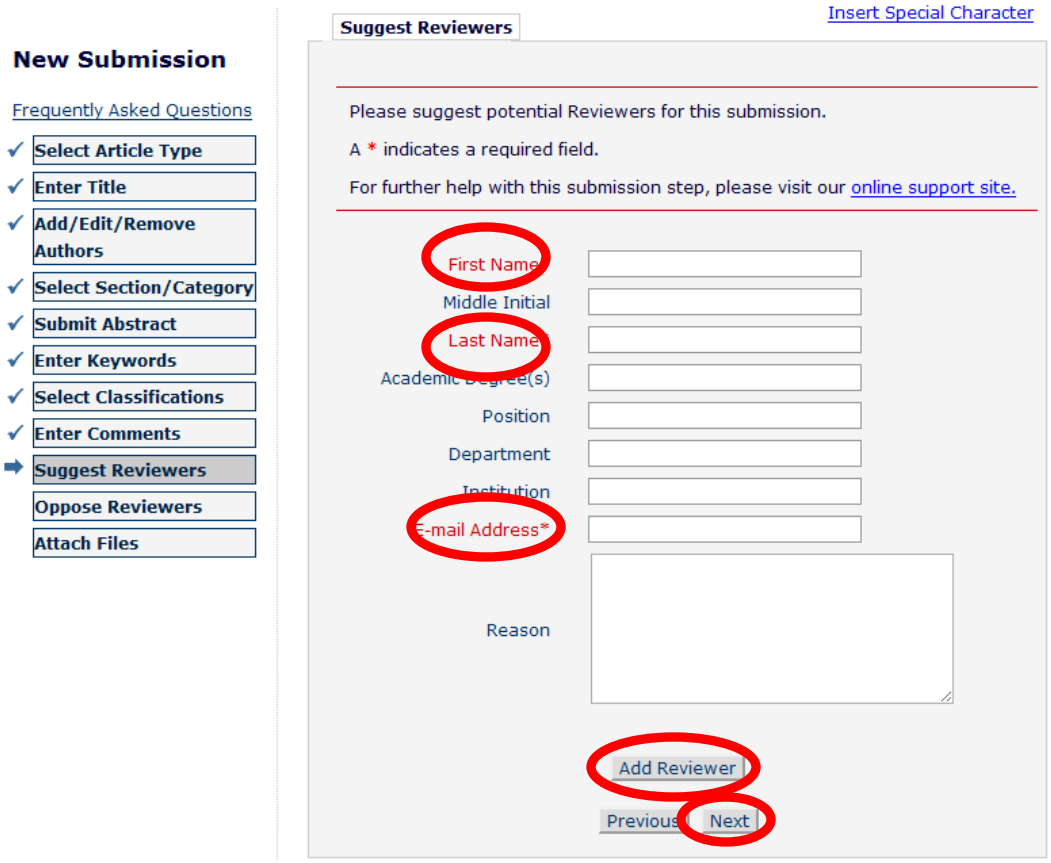
方框内输入作者留言



输入完毕后点击“Next”进入下一步操作

步骤二、稿件投递

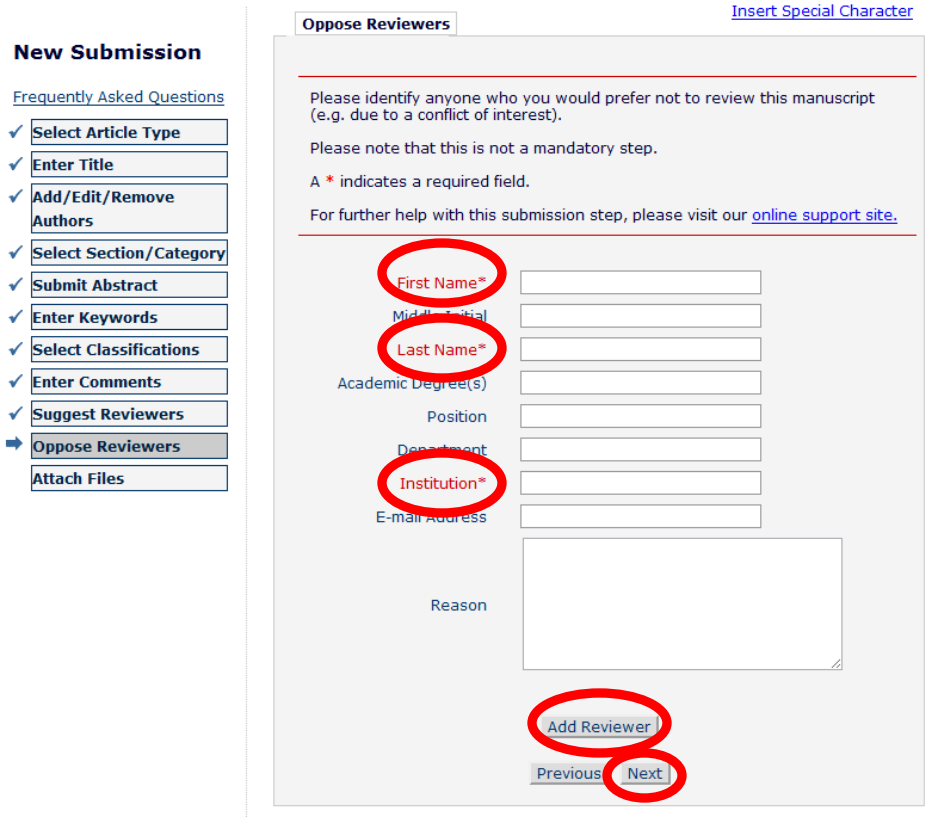
9）填写推荐审稿人



填写推荐审稿人的姓、名及邮箱，点击“**Add Reviewer**”，如有多人多次添加；若无推荐审稿人，直接点击“**Next**”进入下一步操作。

步骤二、稿件投递

10）填写回避审稿人



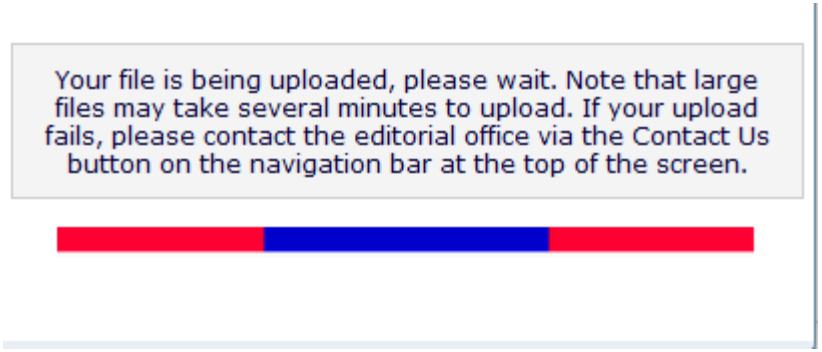
填写回避审稿人的姓、名及机构，点击“**Add Reviewer**”，如有多人多次添加；若无回避审稿人，直接点击“**Next**”进入下一步操作。

步骤二、稿件投递

11）提交稿件（ Manuscript 与Title Page为必须提交项）

➢ **Manuscript的提交**

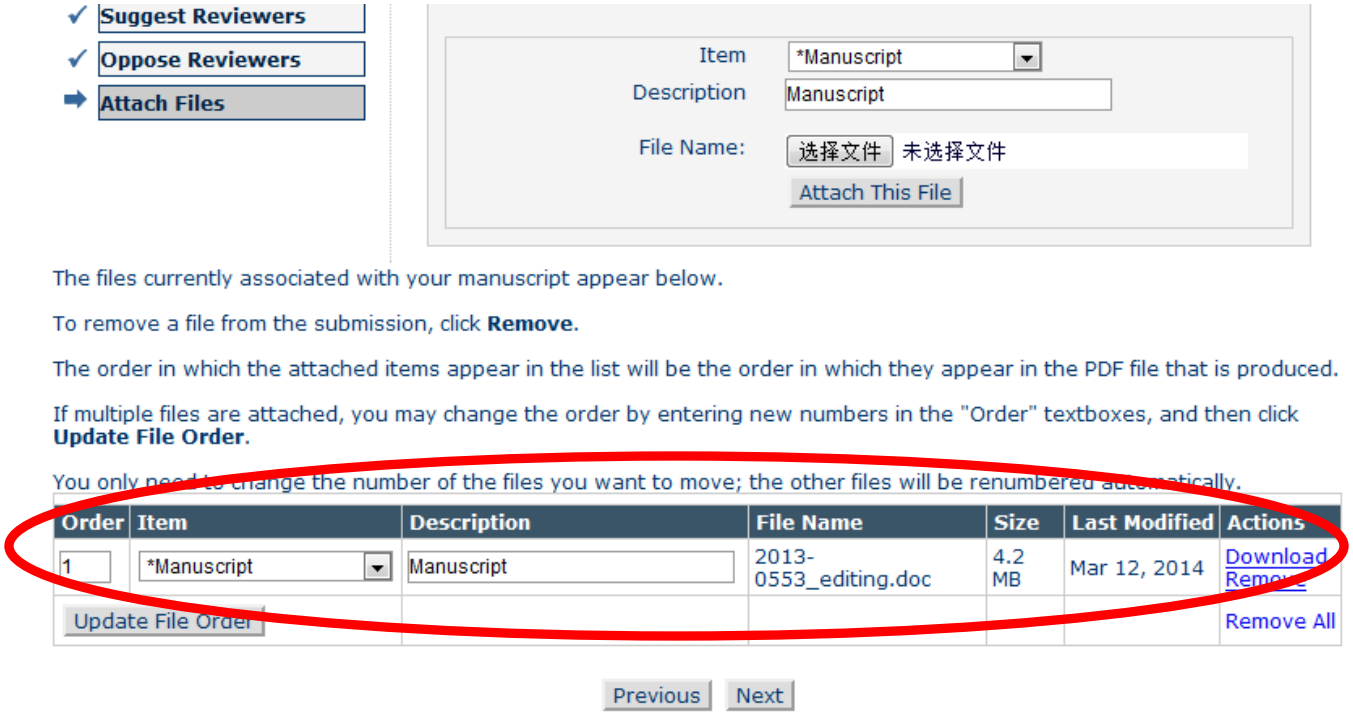
从Item下拉菜单中选择“Manuscript”；点击“选择文件”，选择提交的稿件；点击“Attach This File”，出现下方所示的投递状态，等待几分钟。



步骤二、稿件投递

- **Manuscript的提交**

稿件提交成功，于网页下方显示稿件信息。

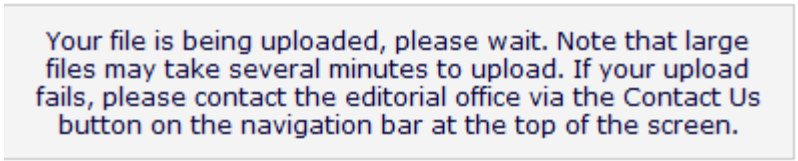


步骤二、稿件投递

➢ Title Page的提交

请从CJA官方网站:
http://www.journal-aero.com/UserFiles/File/Title%20page(in%20Chinese).pdf
下载Title page(此文件包括了投稿表，保密审查表，版权协议书)

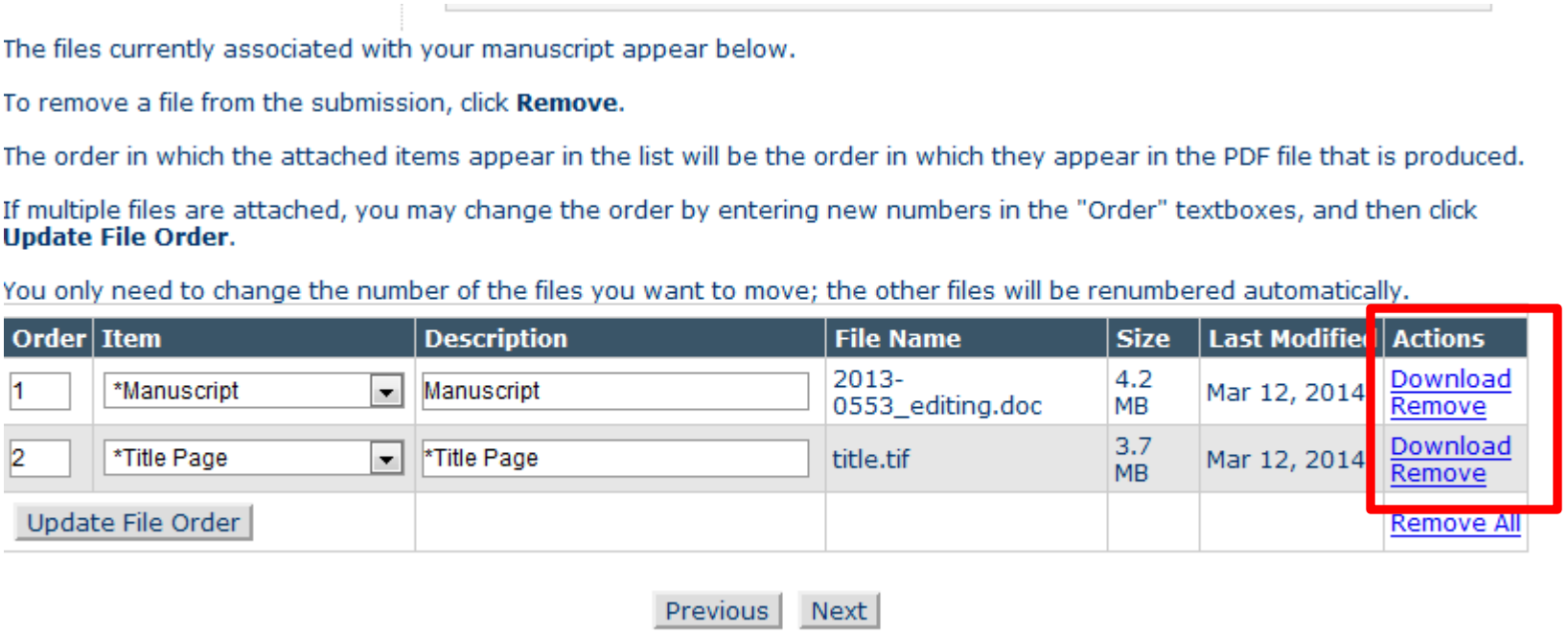
从Item下拉菜单中选择“Title Page”；点击“选择文件”，选择提交的文件；点击“Attach This File”，出现下方所示的投递状态，等待几分钟。



步骤二、稿件投递

- **Title Page的提交**

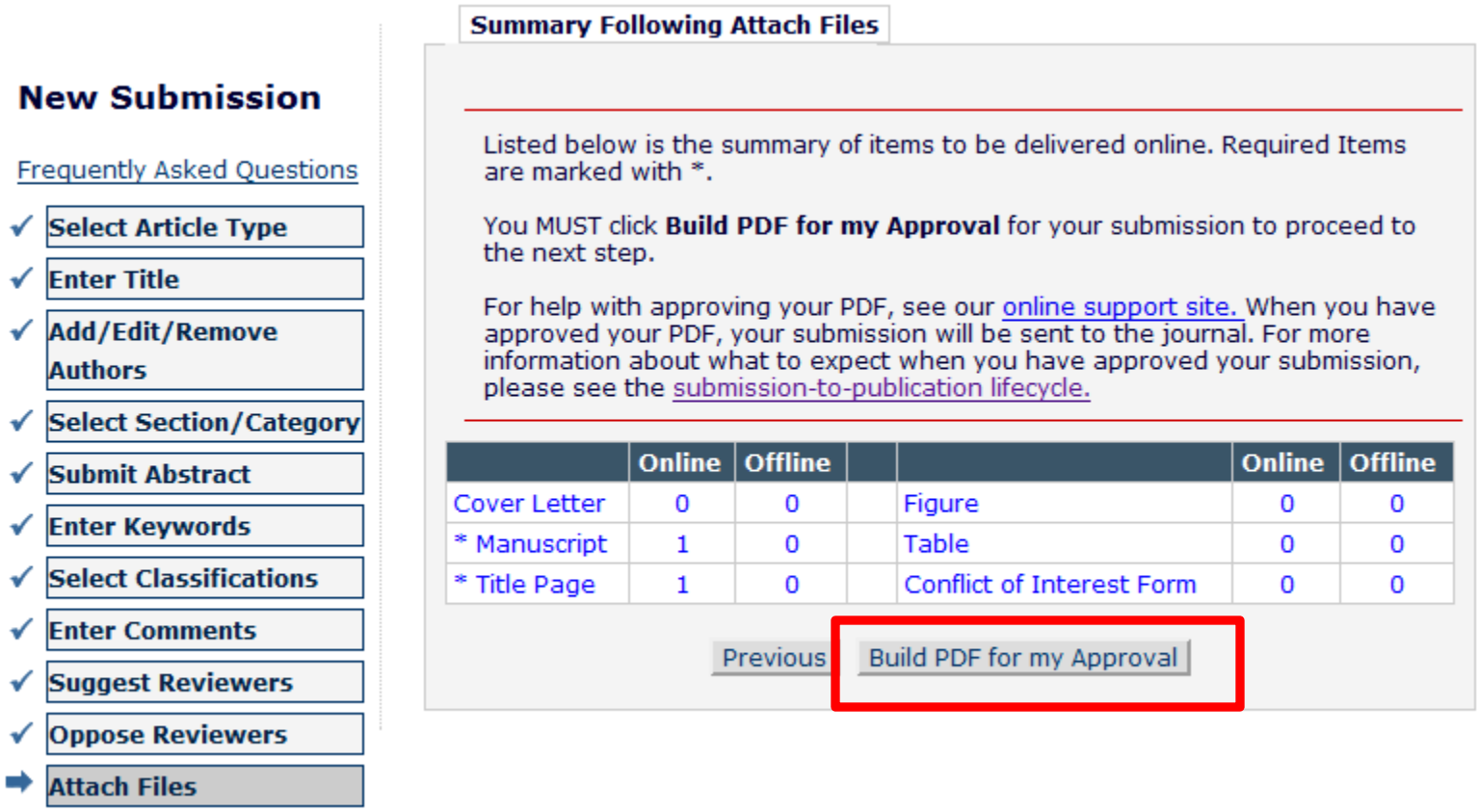
提交成功，于网页下方显示所有提交文件的信息。



可对网页下方文件进行下载、删除等操作，核实无误后，点击“Next”进行下一步操作。

步骤二、稿件投递

12）Bulid PDF for my Approval



该页显示作者提交的文件，核实无误后，点击“Bulid PDF for my Approval”。

步骤二、稿件投递

点击“**Bulid PDF for my Approval**”后出现如下界面，点击下方“**Submissions Waiting for Author's Approval Back to Main Menu**”

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Elsevier Editorial System is taking the files you submitted and creating a PDF.

Please go to the Submissions Waiting for Author's Approval page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the Submissions Waiting for Author's Approval page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

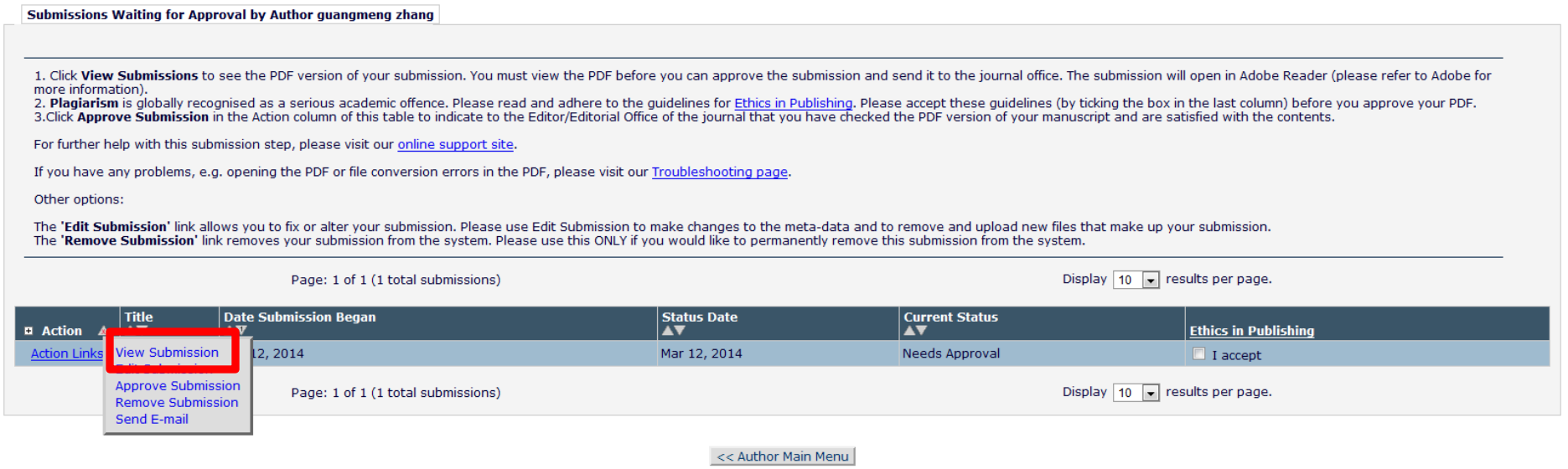
If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

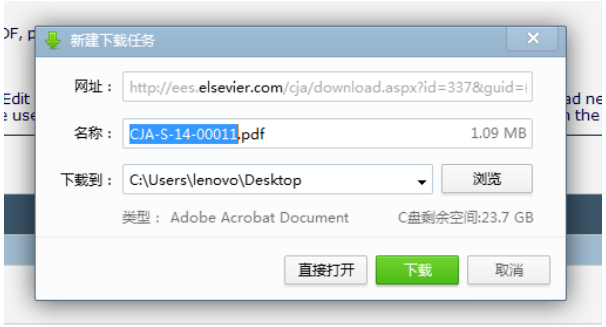
Submissions Waiting for Author's Approval
Back to Main Menu

步骤二、稿件投递

13）稿件下载及核实

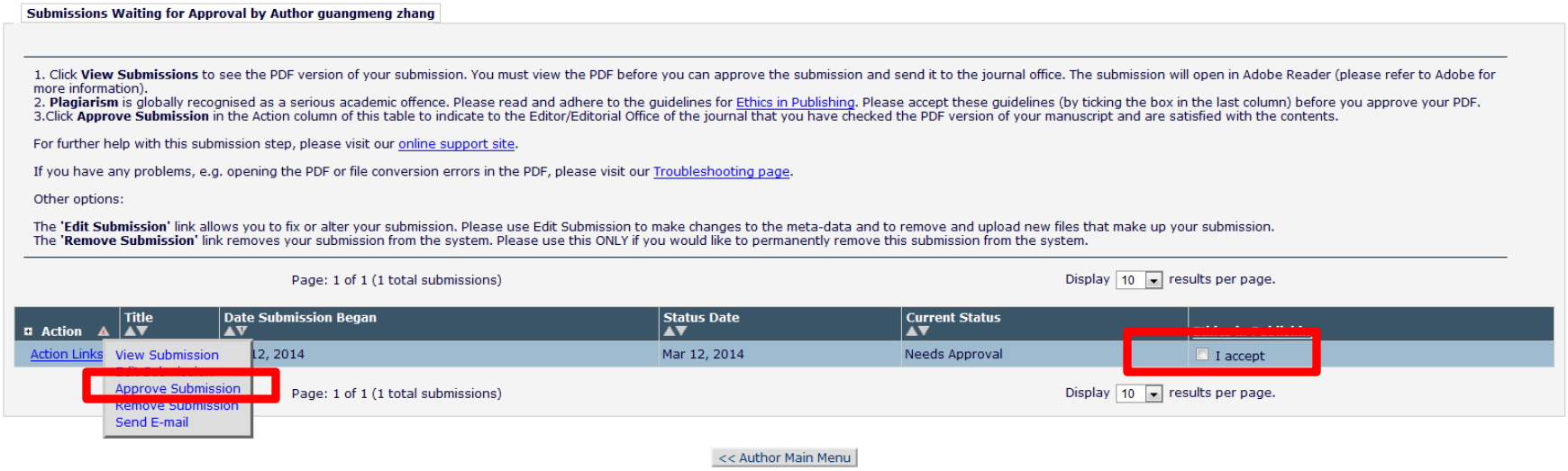


将鼠标指向“Action Links”，选择“View Submission”，显示如下下载任务，将PDF版本稿件下载并进行内容核实，核实无误后，进入下一步操作。

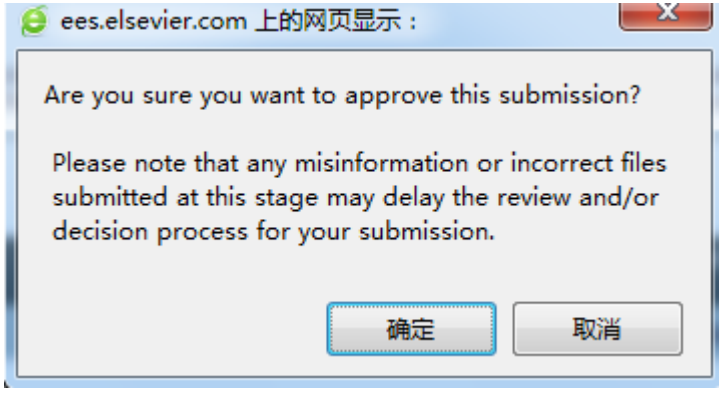


步骤二、稿件投递

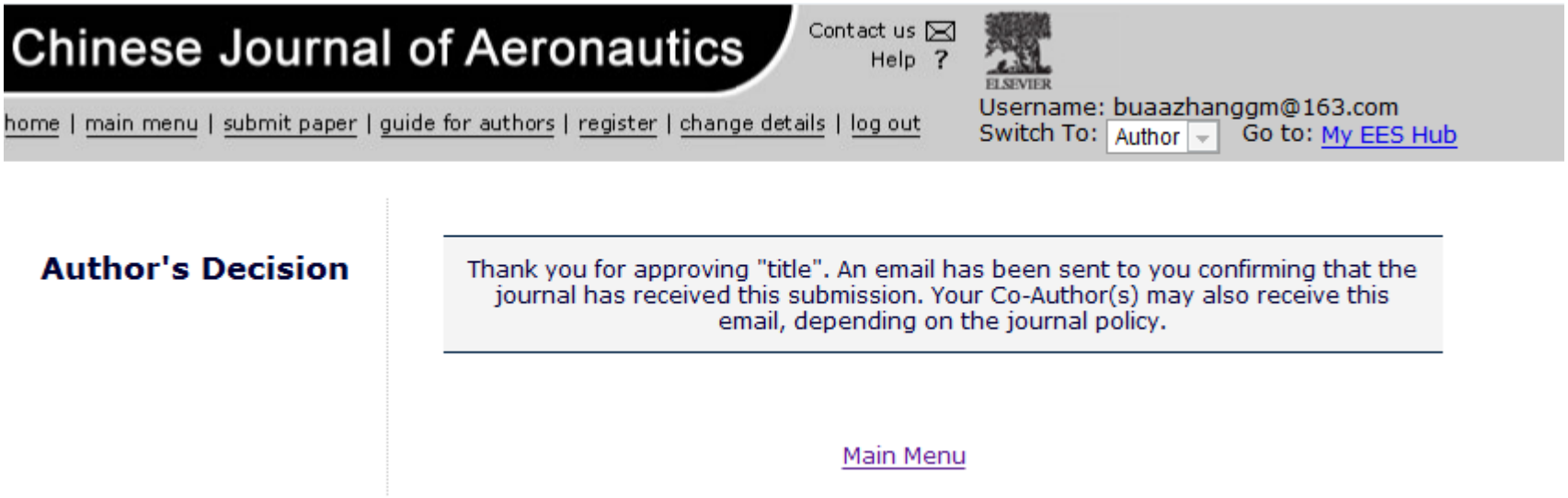
14）稿件递交



核实无误后，在“I accept”前打勾，然后鼠标指向“Action Links”，点击“Approve Submission”，出现如下确认框，核实无误点击“确定”。



步骤二、稿件投递



“确定”后显示如上所示的稿件投递成功页面，同时您的邮箱中会收到相关邮件，感谢您的投稿。

Thank you for your kind attention

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