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Recent Improvements

Copernicus Office Editor Application

July 2014

User absence

Users of the Copernicus Office applications can define absences in their personal data: https://administrator.copernicus.org/define_absence. The editorial support staff will be notified whenever a user who has defined an absence has any tasks in the CO Editor, and they can extend her/his deadlines, if necessary.

How to produce high-quality figures

We extended the manuscript preparation guidelines by giving tips on how to produce high-quality figures.

Authors encouraged to provide plot data in a supplement

The manuscript preparation guidelines were extended by the section “plot data”, asking authors to put the data needed to create the plots in a supplement to the published article, so that the plots can be reproduced.

Cover page for supplements

A cover page is added to every supplement, showing the bibliographic data of the article it belongs to.

Article processing charge waivers for solicited articles

The Financial Support guidelines regarding requests for waivers were extended by the following sentence: “In special cases, such as long review manuscripts, the authors may contact the chief editors prior to manuscript submission.”

Author contributions

The manuscript preparation guidelines were extended encouraging authors to include a section “Author contribution” before the acknowledgements in which the contributions of all co-authors are briefly described.

Clarification of prepublication guidelines

The prepublication guidelines in the general terms were expanded: “...the work submitted for publication has not been published before, except in the form of abstracts, preprints, published lectures, theses, proceedings-type publications, or discussion papers that have not undergone full journal peer-review, and it is not under consideration for peer-reviewed publication elsewhere”.

Express importance of emails in their subject lines

The subject lines of the system emails were expanded by the role of the recipient: Editor (for topical editor, associate editor, etc.), Executive (for executive editor, chief editor, etc.), Referee, and Author.

With this, the recipient will know that she/he has to act, while emails without this additional information are sent to several recipients and do not need immediate attention (e.g. editor calls, requests for review).

Sender name in system emails

We removed the name of the handling editor/chief editor again after a trial phase, as this resulted in many problems: 1. We received emails which were not intended for our eyes (even very personal emails); 2. Some users explained that their email programs automatically stored "editorial@copernicus.org" with the fake sender name, which caused a lot of confusion.

Thank you very much
for your Attention!

Please contact us at:
editorial@copernicus.org
www.copernicus.org