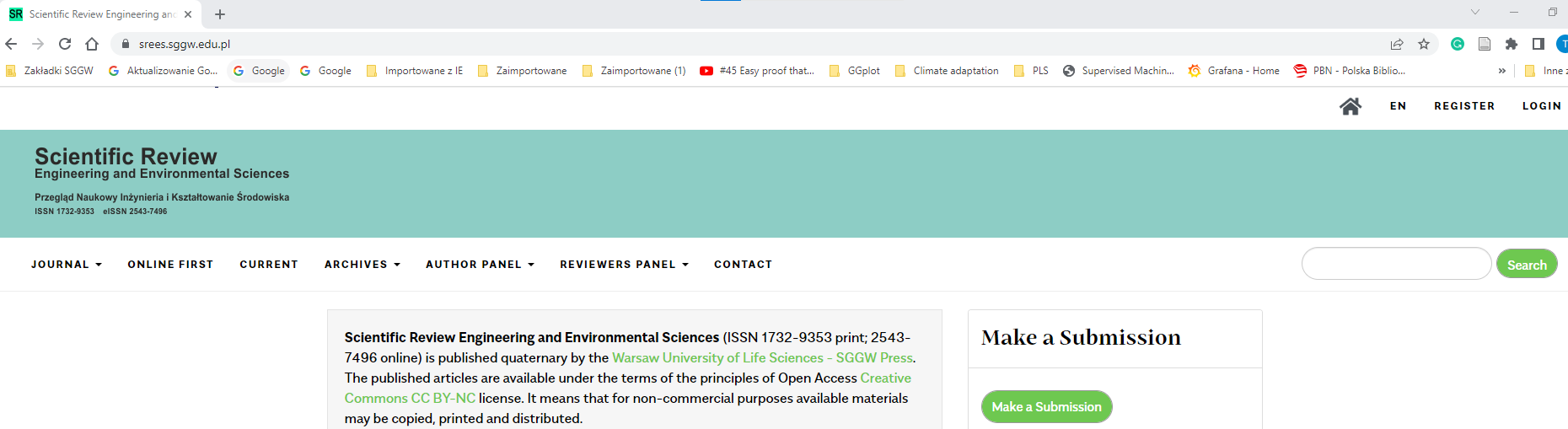
**Author registration and manuscript submission**

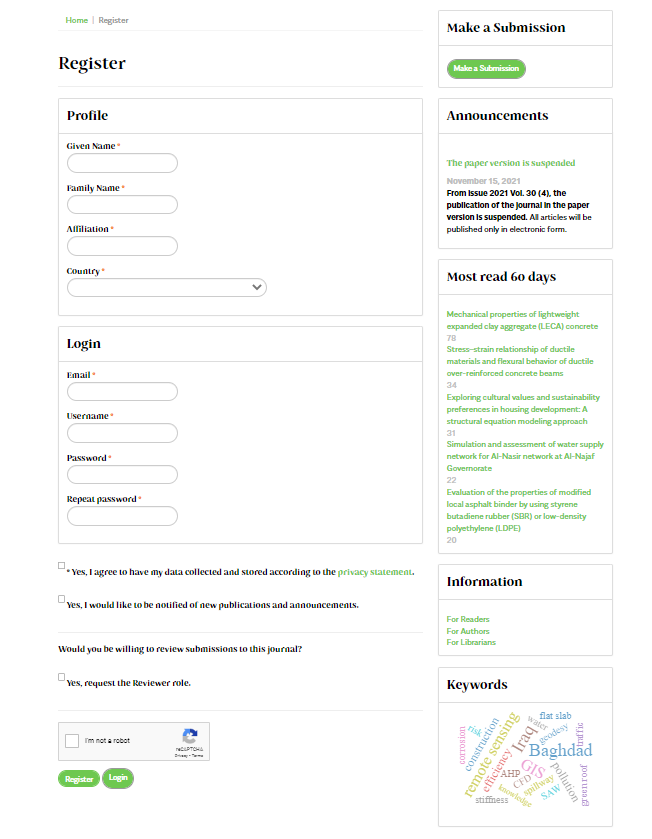
1. Author registration procedure in the SREES - Open Journal System at website

<https://srees.sggw.edu.pl/>

* button **REGISTER** - upper right corner of the window

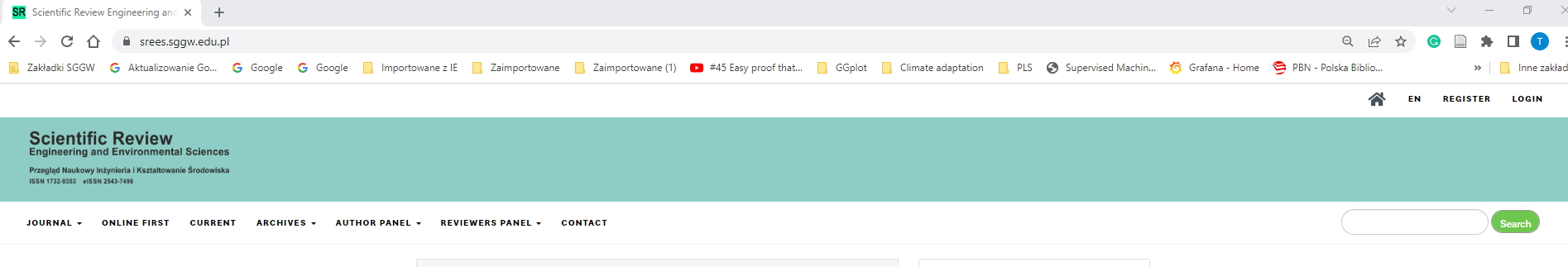


* fill up the registration form

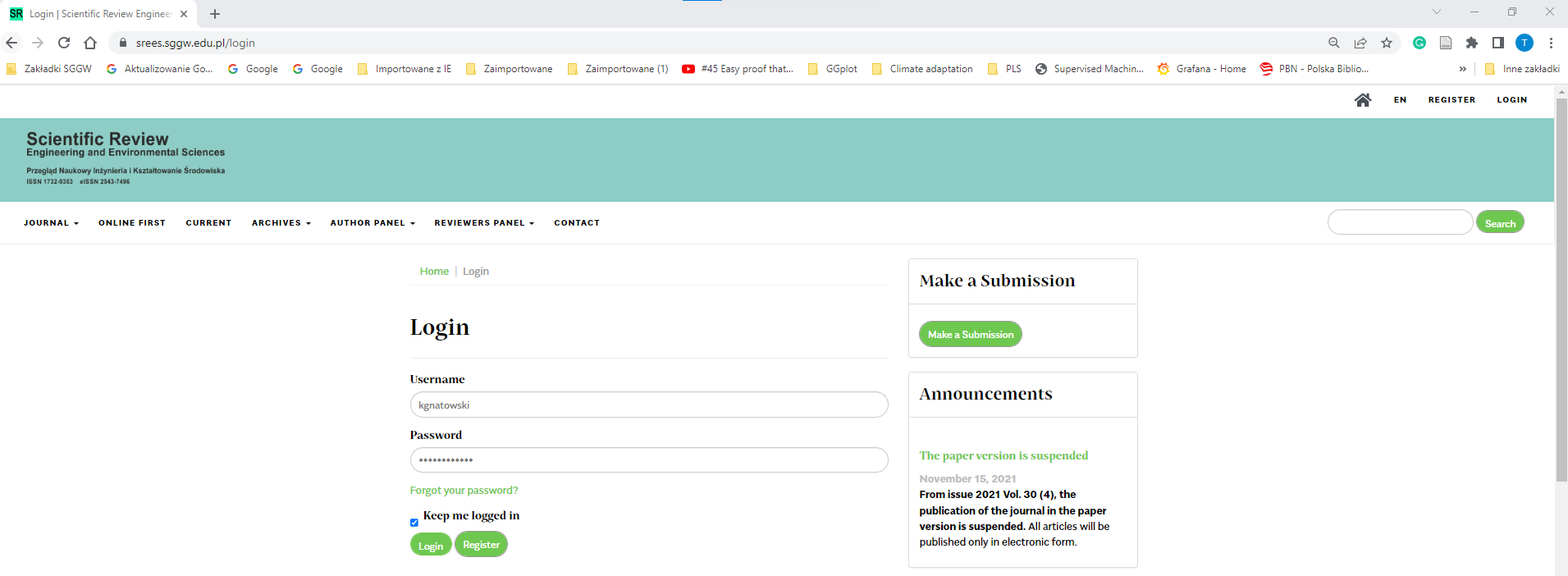


1. Submission of the manuscript via the OJS system,

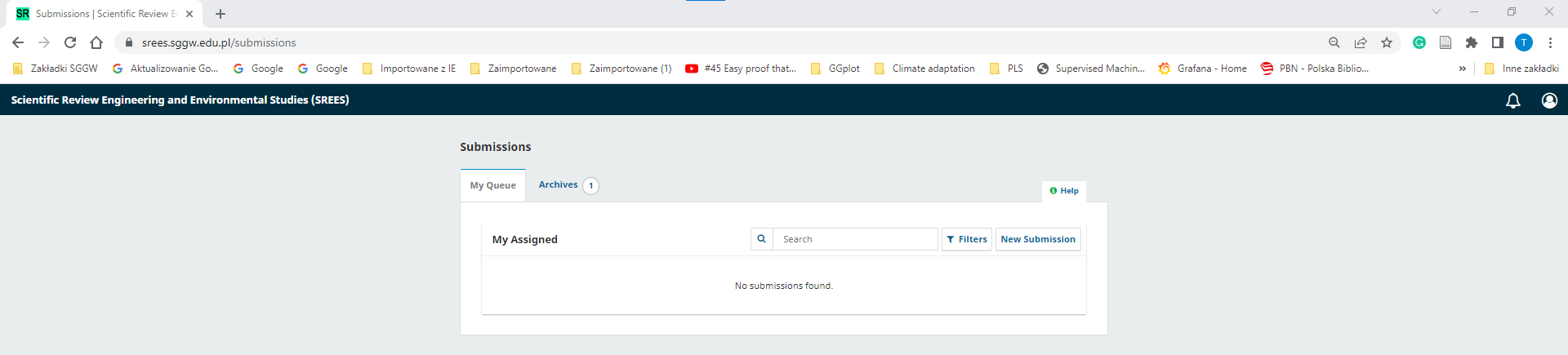
* button **LOGIN** – upper right corner of the window



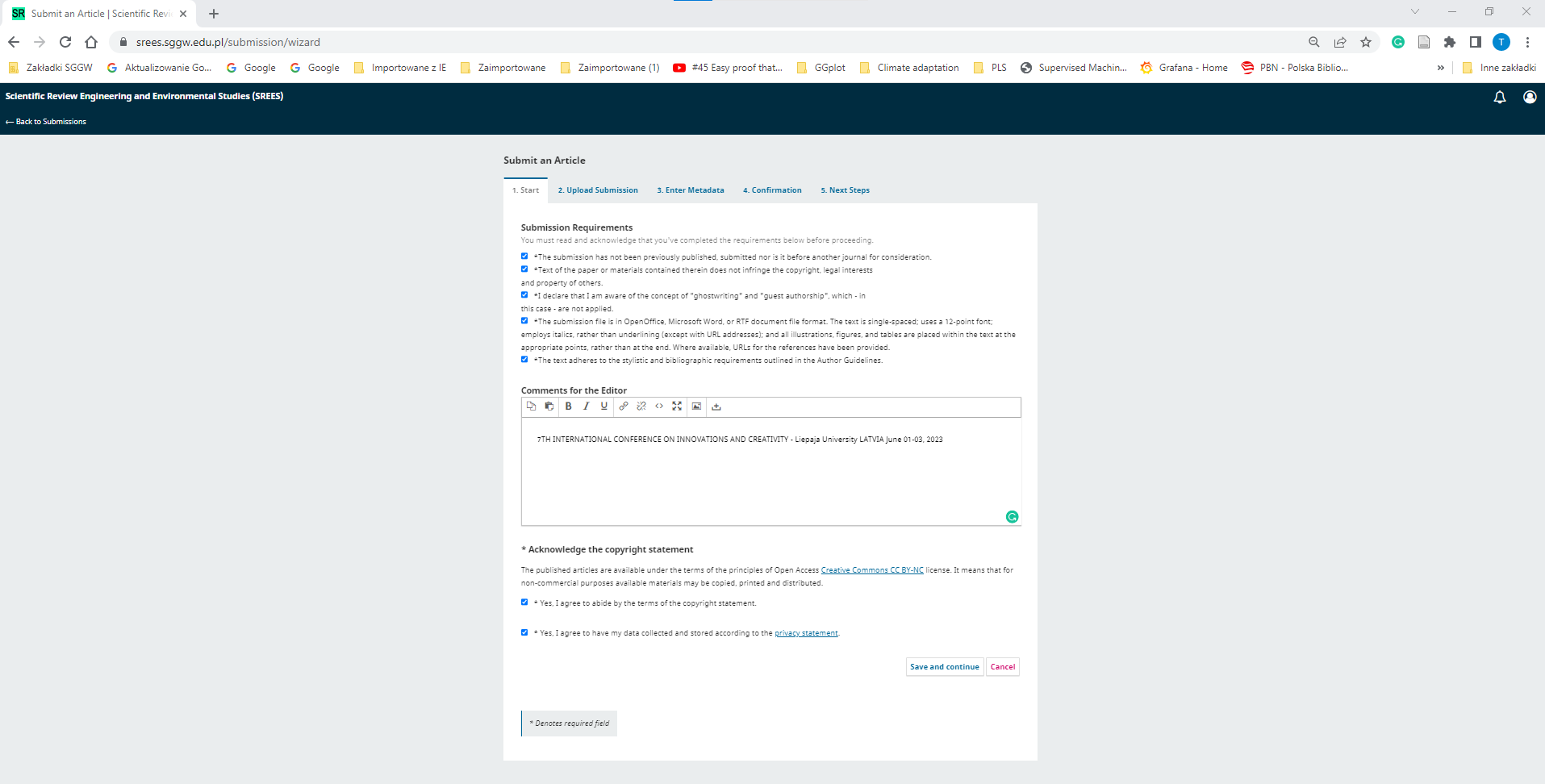
* button **LOGIN** – upper right corner of the window –
* then please fill up Username and Password and pus green button **Login**



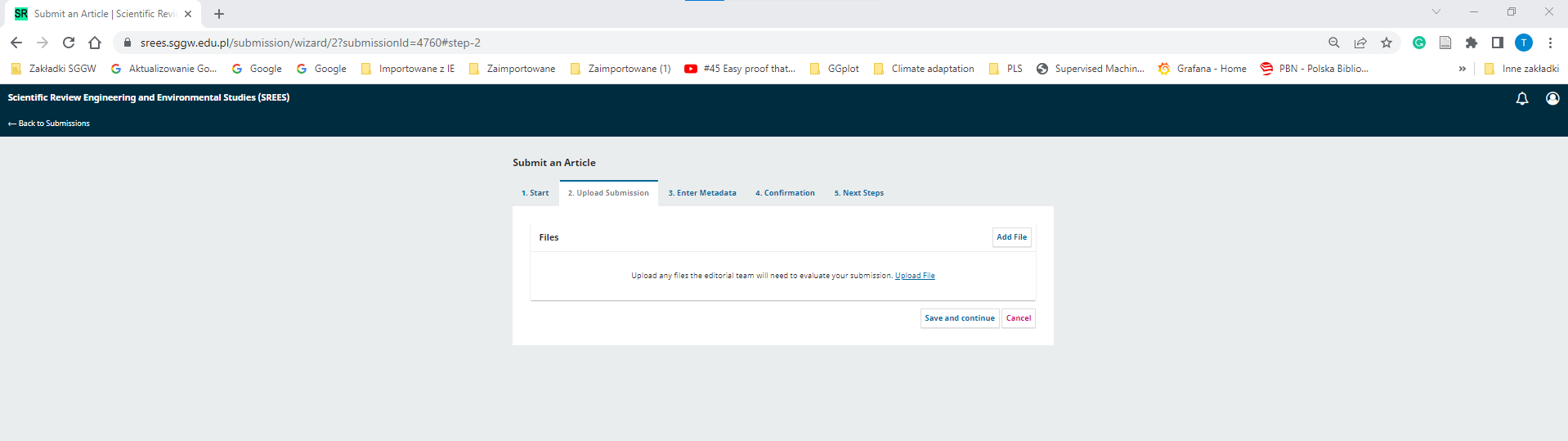
* make New Submission



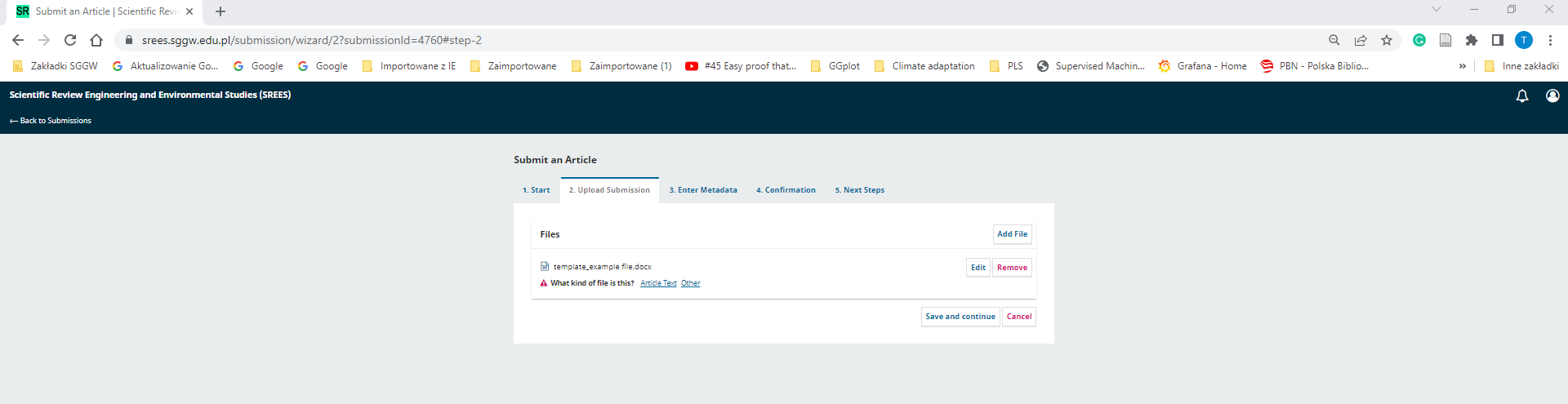
* Fill up all of the fife steps of submission
* In first step (1. Start) please fill the window **Comments for the Editor** – please fill it with statement about participation in the 7TH INTERNATIONAL CONFERENCE ON INNOVATIONS AND CREATIVITY



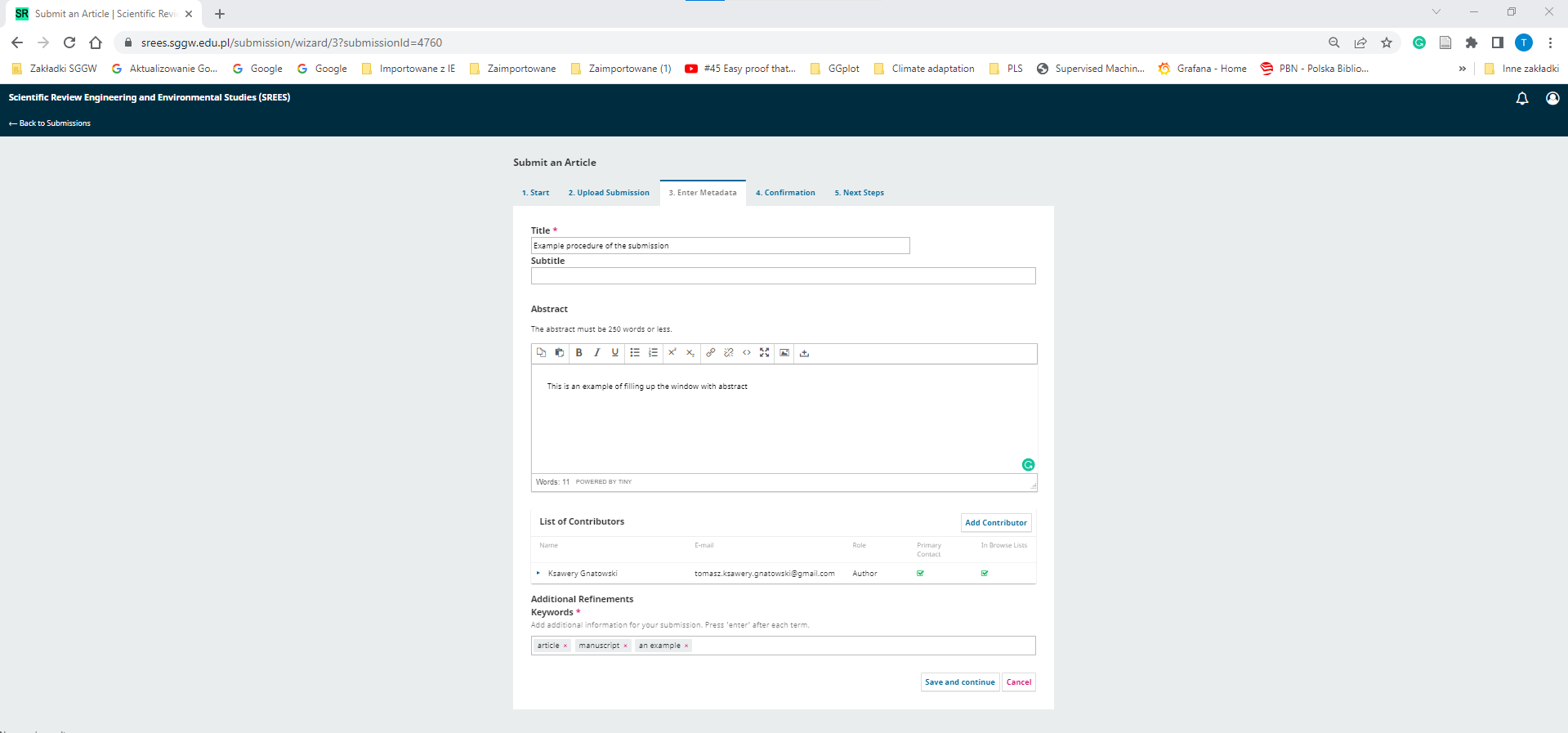
* Uploading the file with manuscript – *the manuscript should be prepared according to requirements included at the SREES website* (<https://srees.sggw.edu.pl/about/submissions>)
* Button **Add File** (right upper corner) and chose the manuscript file



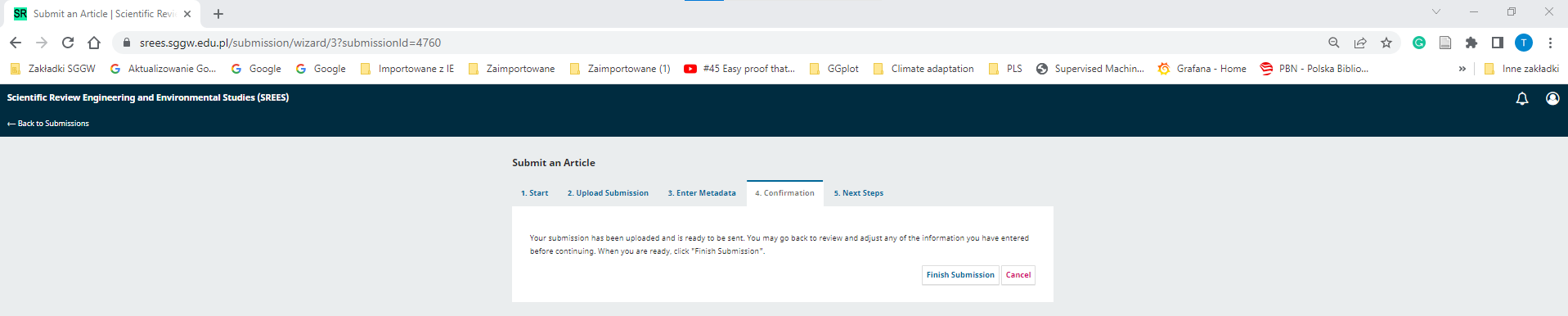
* Button **Article Text** – please accept and then **Save and continue**



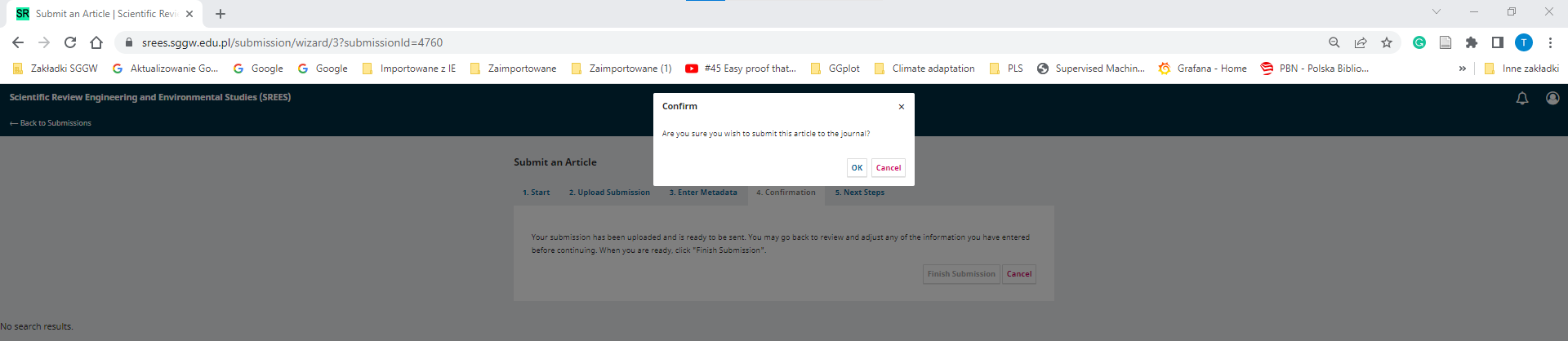
* **Enter Metadata** – please Add all Contributors of the manuscript (button **Add Contributors**)



* Save and continue button



* Finish of the submission -After pushing button **Finish Submission** make the confirmation by pushing **OK** button and then the submission will be finished in few second



**Editorial Assignments**

3) The cross-ref report (similarity check),

4) The preliminary assessment of the manuscript for the SREES requirements,

5) Reviewers’ selection by the conference secretary (contact via e-mail with Editor),

6) Editor assignment

7) Sending manuscript to reviewers

8) Reviewer reports sending back to Authors

9) Author correction after revision- manuscript improvement

10) Preliminary acceptance and payment by Authors