

Updated: 27. 07. 2020.

RDP 02-02/20



Centre for Evaluation in Education and Science



# SCIndeks Asistent v.3.1

-Manual-

EN



# Content

Registration .....	2
For Authors .....	4
New submission .....	4
Submission of revised paper for new review round .....	9
Discussion with copyeditor .....	9
For Reviewers .....	10

## Registration

Register with a journal in three steps:

1. Click the “**Register**” button on Home Page (*figure 1.*)

[HOME](#) / [Login](#)

ASSISTANT is a system for journals online editing and publishing. Supports all activities of editorial management, from creation of a journal page, over article submission, monitoring of the reviewing process, documentation administration, and maintenance of recordkeeping, to making final editorial decisions and publishing volumes on the journal own website.

ASSISTANT allows integration of articles in the Cross-reference system (CrossRef/DOI), as well as prevention of plagiarism (CrossCheck). It also includes various exclusive features designed for automated quality control: assignment of key words based on international thesauri (KwASS), formatting of references in accordance with a chosen citation style (RefFormatter) and detection of omitted citations in the article body and the references list (CiteMatcher).

For more details about ASSISTANT click on the *About* link above! To experience all of the functionality that ASSISTANT provides, please sign up!

Username \*

Password \*

[Forgot your password?](#)

Keep me logged in

[Register](#)

2. Complete Registration form with all required information (*figure 2.*)

My profile	Login
<p><i>Given Name</i> *</p> <input type="text"/>	<p><i>Email</i> *</p> <input type="text"/>
<p><i>Last Name</i> *</p> <input type="text"/>	<p><i>Username</i> *</p> <input type="text"/>
<p><i>Affiliation</i> *</p> <input type="text"/>	<p><i>Password</i> *</p> <input type="text"/>
<p><i>Country</i> *</p> <input type="text"/>	<p><i>Repeat password</i> *</p> <input type="text"/>

Yes, I agree to have my data collected and stored according to the [privacy statement](#). \*

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

[Login](#)

3. Read and acknowledge Privacy statement, select the options offered and click the **“Register”** button (Figure 3.)

**Note:** By selecting the first and the second option, the user automatically registers as an author and reader in the journal. By selecting the third option, the user also registers as a reviewer.

My profile

Given Name \*

Last Name \*

Affiliation \*

Country \*

Login

Email \*

Username \*

Password \*

Repeat password \*

Yes, I agree to have my data collected and stored according to the [privacy statement](#). \*

Yes, I would like to be notified of new publications and announcements.

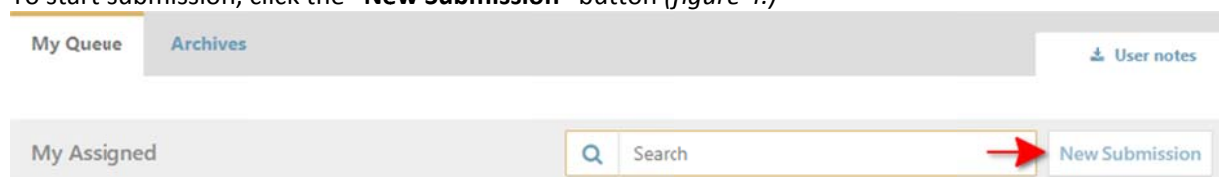
Yes, I would like to be contacted with requests to review submissions to this journal.

 [Register](#) [Login](#)

## For Authors

### New submission

To start submission, click the **“New Submission”** button (*figure 4.*)



Submit a manuscript in four steps:

1. Start
  - o Choose the primary language of the manuscript (*figure 5.*)

## New Submission

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

### Submission Language

English

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. \*

### Section

- o Select the appropriate section for the manuscript (figure 6.)

## New Submission

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

### Submission Language

English

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. \*

### Section

- o Read and acknowledge all submission requirements (figure 7.)

### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

### Comments for the Editor

Rich text editor toolbar with icons for Bold, Italic, Underline, Link, Unlink, Source, Undo, Redo, and Upload. Below the toolbar is a large empty text area for comments.

- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

**Save and continue** Cancel

- o Read and acknowledge Privacy statement and click the **“Save and continue”** button (*figure 8.*)

### Submission Requirements


You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

### Comments for the Editor

Rich text editor toolbar with icons for Bold, Italic, Underline, Link, Unlink, Source, Undo, Redo, and Upload. Below the toolbar is a large empty text area for comments.

- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

 **Save and continue** Cancel

## 2. Upload Submission

- o Select the appropriate article component, upload a file and click the **“Continue”** button (*figure 9.*)

1. Upload File

2. Review Details

3. Confirm

### Article Component \*

Article Text

Drag and drop a file here to begin upload

Upload File

Continue

Cancel

- Add supplementary file (*figure, graph, authorship statement, proof of payment*), by clicking the **"Add Another File"** button (*figure 10.*)

1. Upload File

2. Review Details

3. Confirm

## File Added

Add Another File

Complete

Cancel

### 3. Enter Metadata

- Enter manuscript title in Serbian and English (*figure 11.*)

Prefix

Examples: A. The

Title \*

Academic Plagiarism Detection: A Systematic Literature Review

Otkrivanje akademskog plagijarizma - pregled literature

- Enter manuscript abstract in Serbian and English (*figure 12.*)

**Abstract \***

This article summarizes the research on computational methods to detect academic plagiarism by systematically reviewing 239 research papers published between 2013 and 2018. To structure the presentation of the research contributions, we propose novel technically oriented typologies for plagiarism prevention and detection efforts, the forms of academic plagiarism, and computational plagiarism detection methods. We show that academic plagiarism detection is a highly active research field. Over the period we review, the field has seen major advances regarding the automated detection of strongly obfuscated and thus hard-to-identify forms of academic plagiarism. These improvements mainly originate from better semantic text analysis methods, the investigation of non-textual content features, and the application of machine learning. We identify a research gap in the lack of methodologically thorough performance evaluations of plagiarism detection systems. Concluding from our analysis, we see the integration of heterogeneous analysis methods for textual and non-textual content features using machine learning as the most promising

**Srpski**

U radu je prikazano istraživanje u vezi računarskih metoda za otkrivanje akademskog plagijarizma, i to sistematskim pregledom 239 istraživačkih radova objavljenih između 2013. i 2018. godine. Kako bi se na bolji način predstavio doprinos istraživanja, predlažemo nove tehnički orijentisane tipologije za sprečavanje i otkrivanje plagijarizma, oblike akademskog plagijarizma i računarske metode za otkrivanja istog. U radu ćemo prikazati da je otkrivanje akademskog plagijarizma visoko kotirana istraživačka tema. U periodu koji analiziramo, uočen je značajan napredak u pogledu automatizovanog otkrivanja teško prepoznatljivog oblika akademskog plagijarizma. Ova poboljšanja uglavnom potiču od boljih semantičkih analiza teksta, istraživanja netekstualnih sadržaja i primene mašinskog učenja. U nedostatku metodološki temeljnih procena performansi sistema za otkrivanje plagijata identifikovan je jaz u istraživanju. Zaključujemo da se vidi integracija heterogenih metoda analize tekstualnih i netekstualnih sadržaja sa korišćenjem mašinskog učenja kao najperspektivnijeg područja za buduće doprinose u istraživanju, a sve u cilju otkrivanja akademskog

- Add contributors (figure 13.)

**List of Contributors** → Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Milan Milanović	milan.milanovic@ceon.rs	Author	✓	✓

- Enter keywords in Serbian and English, separated by Enter or comma (figure 14.)

**Additional Metadata**

**Keywords**

plagiarism detection × literature review × text-matching software × semantic analysis × machine learning ×

otkrivanje plagijarizma × pregled literature × softver za podudaranje teksta × semantička analiza × mašinsko učenje ×

Srpski

- Enter references each in a new line, without enumeration, and save the metadata (figure 15.)

**References**

Assad Abbas, Limin Zhang, and Samee U. Khan. 2014. A literature review on the state-of-the-art in patent analysis. World Pat. Inf. 37 (2014), 3–13. DOI:10.1016/j.wpi.2013.12.006

Asad Abdi, Norisma Idris, Rasim M. Aliguliyev, and Ramiz M. Aliguliyev. 2015. PDLK: Plagiarism detection using linguistic knowledge. Expert Syst. Appl. 42, 22 (2015), 8936–8946. DOI:10.1016/j.eswa.2015.07.048

Samira Abnar, Mostafa Dehghani, Hamed Zamani, and Azadeh Shakery. 2014. Expanded n-grams for semantic text alignment—Notebook for PAN at CLEF 2014. In Proceedings of the Conference and Labs of the Evaluation Forum and Workshop (CLEF 14).

→ Save and continue Cancel

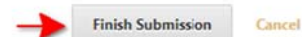
#### 4. Confirmation

- Finish the submission by clicking the "Finish Submission" button (figure 16.)



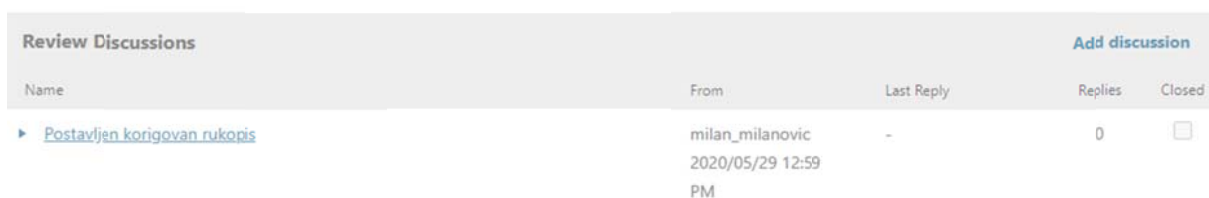


You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

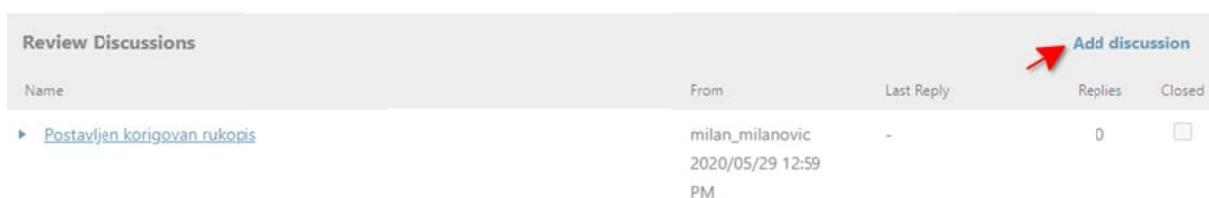


## Submission of revised paper for new review round

1. Submit a revised file for new review round via **"Upload file"** option in *Revisions* panel (figure 17.)




2. Start a discussion/conversation with the Journal editor, if needed, via **"Add discussion"** option in *Review Discussions* panel (figure 18.)



## Discussion with copyeditor

When the Copyeditor submits a copyedited file of your paper for approval:

1. Click the discussion title to view the message and download the file (figure 19.)


Copyediting Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
<a href="#">Za autora na odobrenje</a> 	marija_markovic 2020/06/01 03:55 PM	-	0	<input type="checkbox"/>	

2. Review the copyedited file and reply to Copyeditor via **"Add message"** option (figure 20.)

**Za autora na odobrenje** ✕

**Participants**

- Jovan Jovanović (jovan\_jovanovic)
- Marija Marković (marija\_markovic)
- Milan Milanović (milan\_milanovic)

Messages	
Note	From
Poštovani,  Molim Vas za odobrenje lektorisane verzije Vašeg rukopisa...	marija_markovic 2020/06/01 03:55 PM
 <a href="#">marija_markovic, 26672-Tekst rukopisa-143166-lektorisano.docx</a>	

 **Add Message**

## For Reviewers

Do the review in three steps:

1. **Request** – respond to the editor's request via **„Accept Review, Continue to Step 2”** or **„Decline Review Request”** (figure 70.)

[View All Submission Details](#)

#### Review Schedule

2020/05/28	2020/06/18	2020/06/25
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[About Due Dates](#)

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Accept Review, Continue to Step 2	Decline Review Request
-----------------------------------	------------------------

2. **Guidelines** – download instructions for reviewers

3. **Download and Review:**

- Download the review file
- Enter comments for authors and editors in the appropriate fields, or fill in the review form
- Upload a reviewed manuscript with your comments if exists (*figure 71.*)

#### Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files	<a href="#">Q Search</a>	<a href="#">Upload File</a>
No Files		

Review Discussions	<a href="#">Add discussion</a>			
Name	From	Last Reply	Replies	Closed
No Items				

#### Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

Submit Review	<a href="#">Go Back</a>
---------------	-------------------------

- Choose one of the recommendations from the drop-down menu and submit the review to the editor by clicking the **“Submit Review”** button (*figure 72.*)

### Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).


Reviewer Files	<a href="#">Q Search</a>	<a href="#">Upload File</a>
<i>No Files</i>		

Review Discussions				<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

### Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

 [Submit Review](#) [Go Back](#)