

MANUSCRIPT SUBMISSION GUIDE

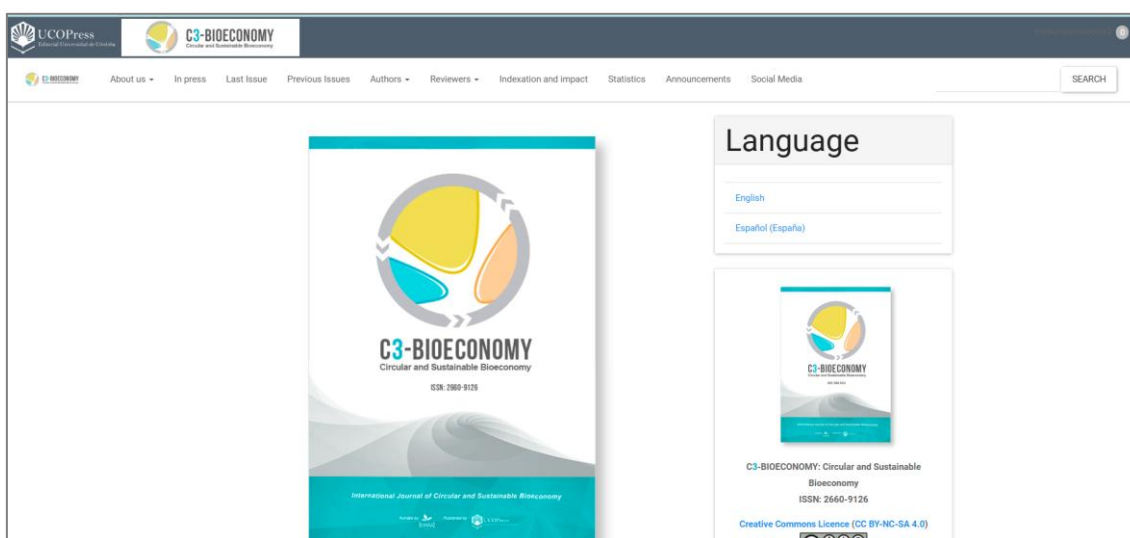


C3-BIOECONOMY
Circular and Sustainable Bioeconomy

Please follow this step-by-step guide to register and submit your articles, research papers or case studies to the scientific journal C3-BIOECONOMY via its management platform.

STEP 1: Access the official website of the scientist journal C3-BIOECONOMY

Link: <https://journals.uco.es/bioeconomy/index>



STEP 2: User registration and activation

- Click on **Register** (top right corner) and fill in the required fields:
 - *First name, Last name, Affiliation, Country, Email address, Username and Password.*

UCOPress

CO-BIOECONOMY

Home / Register

Profile

Given Name *

Family 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.

Would you be willing to review submissions to this journal?

☐ Yes, request the Reviewer role.

☐ I'm not a robot

Language

English

Español (Español)

Information

For Readers

For Authors

For Librarians

Keywords

- Once the form is submitted, a **“Registration pending verification notification”** will appear.
- Check your email inbox and click on the confirmation link to activate your account.

STEP 3: Log in and profile configuration

- Access the platform using your **Username** and **Password**.
- Go to the **Dashboard** (top right corner) and complete the required information in your profile (*Identity, Contact, Tasks/Roles, Public, Password, Notifications*).

Profile

Identity **Contact** Roles Public Password Notifications API Key [Help](#)

Username
comunicacionceia3

Name

Given Name * Family Name *

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Your data is stored in accordance with our [privacy statement](#).

Required fields are marked with an asterisk: *

Save

STEP 4: Submission process

Click on the **New Submission** button to display the 5 steps of the submission form:

1. Start:

- **Submission Language:** select the primary language for your submission.
- **Section:** from the dropdown menú, select the appropriate document type (*Article, monograph/Special Issue or Success/Case study*).
- **Submission Requirements:** read and check all compulsory requirement check boxes.
- **Comments for the editor:** include any observations/notes if required and click *Save and continue*.
- **Accept the Copyright Statement.**

2. Upload Submission

- Attach all required files individually.
- Use the **Add File** button to include all necessary supplementary documents.

3. Enter metadata

- Complete the fields: *Prefix* (if applicable), *Title*, *Subtitle* (author's name) y *Abstract*. **MANDATORY** all fields must also be completed in spanish.
- Add or verify the information in the *Authors and contributors* section.
- **Additional improvements:**
 - Keywords: add relevant keywords. Press "Enter" after each term.

- Supporting Agencies: add funding agency and grant information. Press “Enter” after each entry.
- References: paste your formatted reference list.

4. Confirmation

- Verify that all entered data and attached files are correct, as this action cannot be undone.
- Click **Finish Submission**.

5. Next Steps

- The system will confirm successful receipt and send an automated email acknowledgment.
- The manuscript will enter the **double-blind peer review** phase. You will be kept periodically informed about the status of the process via email.

THECHNICAL OR EDITORIAL ASSITANCE

The technical and editorial team of C3-BIOECONOMY is at your full disposal to guide you through any stage of the submission process.

 **Support email:** c3-bioeconomy@ceia3.es

 **Official Web Portal:** <https://journals.uco.es/bioeconomy/index>



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