



# **ScholarOne 线上投稿系统操作指南**

## **ScholarOne Manuscripts™ Operating Instructions**

供投稿作者使用  
Guide for Authors

非常感谢您为《景观设计学》供稿！

本刊采用 ScholarOne 线上投稿系统

请登录投稿官网（ <https://mc.manuscriptcentral.com/lafrontiers> ）进行操作

Thank you very much for contributing to *Landscape Architecture Frontiers* journal.

Please visit the online contributing system ScholarOne Manuscripts™  
(<https://mc.manuscriptcentral.com/lafrontiers>) and start your submission.

# 1

本系统采用云处理系统，无需下载，内含邮箱数据库。如您已注册，请直接使用注册邮箱登录进行投稿操作。如您是首次登录，请选择“创建账户”

ScholarOne Manuscripts™ is a cloud-based submission processing platform through email ID access. Please create an account if you do not have one.

**Log In**

User ID [Create an Account](#)

Password [Reset Password](#)

[Log In](#)

**Resources**

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Help / Site Support](#)

**Welcome to the submission site for**

**Landscape Architecture Frontiers**

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

## 2

所有帶有“req”标志的内容均为必填项，支持英文或中文输入

Please fill out all the required fields in English or Chinese.

1

E-Mail /  
Name

2

Address

3

User ID  
&  
Password

Next

Name

Special Characters

Prefix: 

Dr.

 req

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

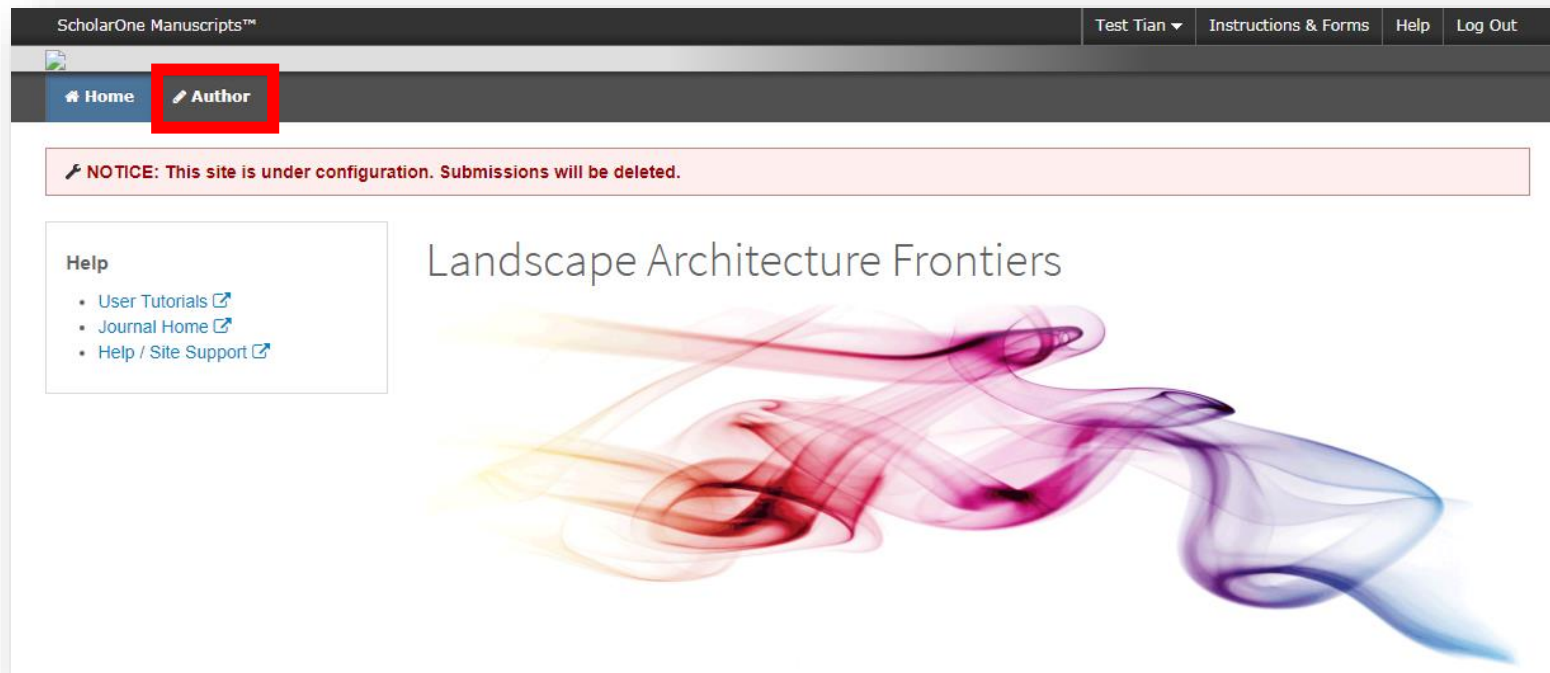
Secondary Cc E-Mail Address:

Next

### 3

创建账户成功后，请进入“作者”界面

After creating an account, please enter the “Author” dashboard.



# 4

在“创建新投稿”中，建议选择“传统投稿方式”

The “Traditional Submission” method is recommended when you start a new submission.

Author Dashboard

Start New Submission >

Legacy Instructions >

5 Most Recent E-mails >

## Start New Submission

METHOD	DESCRIPTION	START
Traditional Submission	Traditional submission allows you to upload files that were created from many sources.	Begin Submission
EndNote™	EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.	Begin EndNote Submission

## 5

请根据投稿步骤逐项填写，每一步骤完成后会出现“✓”标志

Please follow the seven submission steps and fill out all the required information; a check-mark would be shown when you finish each step.

Submission	
Step 1: Type, Title, & Abstract	>
Step 2: File Upload	>
Step 3: Attributes	>
Step 4: Authors & Institutions	>
Step 5: Reviewers	>
Step 6: Details & Comments	>
Step 7: Review & Submit	>

Submission	
✓ Step 1: Type, Title, & Abstract	>
✓ Step 2: File Upload	>
✓ Step 3: Attributes	>
✓ Step 4: Authors & Institutions	>
✓ Step 5: Reviewers	>
✓ Step 6: Details & Comments	>
Step 7: Review & Submit	>

## NOTE

请注意：在“文章类型、标题与摘要”步骤中，请恰当选择稿件类型，包括：研究论文、评论、项目实践评述、学生研究/设计项目评述等，稿件的评审标准因类型而异

In the “Type, Title & Abstract” step, please select an appropriate type for your submission: research papers, perspective articles (including book review), project narratives, student research / design works, etc.

Varied review standards are adopted for different manuscript types.

\* Type:

CHOICE	TYPE
<input type="radio"/>	Papers
<input type="radio"/>	Views & Criticisms
<input type="radio"/>	Practices
<input type="radio"/>	Experiments & Processes
<input type="radio"/>	Others



## NOTE

请注意：研究论文以中文 5000~10000 字为宜，包含文本及参考文献（参考文献以 25~60 条为宜）；

其他类型文章以中文 2500~5000 字为宜，包含文本及参考文献（参考文献以 10~25 条为宜）

文中各个章节（如引言/概述、研究方法、研究结果、讨论、结论等）需按顺序分级编号，例如：

The length of research papers is expected between 4,000 and 8,000 English words, including manuscript text and references (25 to 60 references typically); the length of other articles is expected between 1,500 and 4,000 English words, including manuscript text and references (10 to 25 references typically).

Please use distinct levels of subheadings for the sections (e.g. Introduction, Methodology; Research Findings; Discussion; Conclusion) in the manuscript, for example:

### **2 Data and Methodology**

#### **2.1 Data Source and Processing**

#### **2.2 Least-Cost Model**

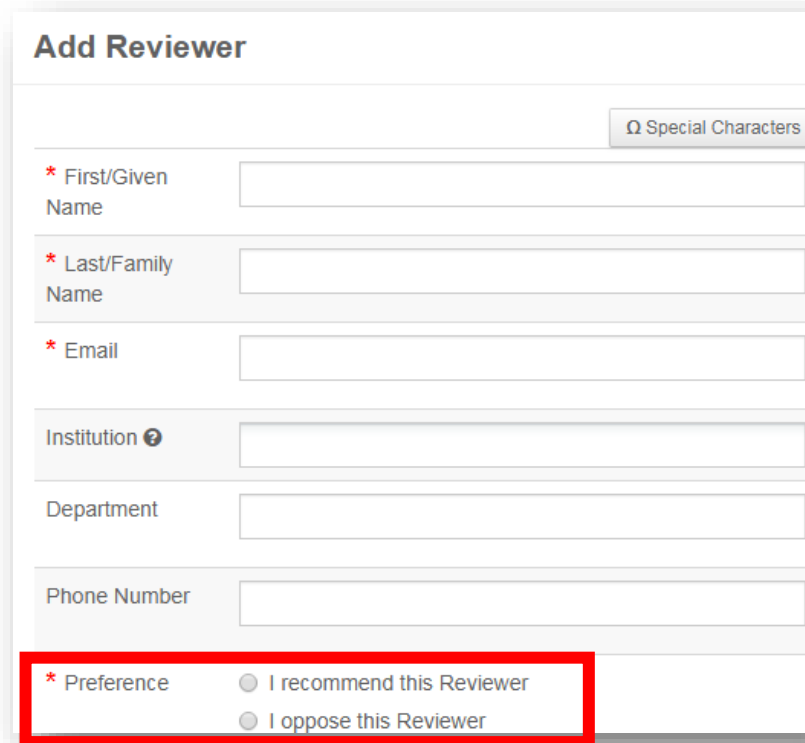
##### **2.2.1 Source Identification for Different Construction Objectives**

##### **2.2.2 Resistance Surface Simulation**

## NOTE

请注意：在“选择审稿人”步骤中，您有权“推荐 XX 审稿人”或“请求 XX 审稿人回避”，编辑会对您的意见酌情采纳

In the “Reviewers” step, you could recommend or oppose a certain reviewer; editors would consider your preference in the peer review process.



The image shows a web form titled "Add Reviewer". It contains several input fields: "First/Given Name", "Last/Family Name", "Email", "Institution" (with a help icon), "Department", and "Phone Number". At the bottom, there is a "Preference" section with two radio button options: "I recommend this Reviewer" and "I oppose this Reviewer". This entire preference section is enclosed in a red rectangular box.

**Add Reviewer**

Ω Special Characters

\* First/Given Name

\* Last/Family Name

\* Email

Institution ⓘ

Department

Phone Number

\* Preference

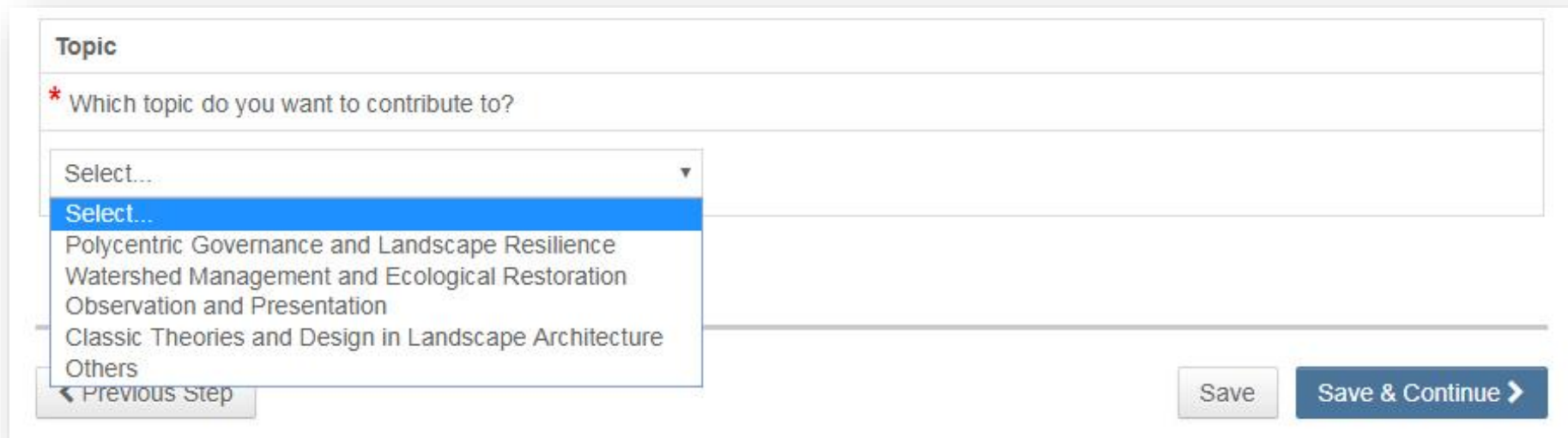
☐ I recommend this Reviewer

☐ I oppose this Reviewer

## NOTE

请注意：如您希望就我刊某一特定主题投稿，可在“细节事项”步骤中的“主题”下进行选择；若无特定投稿主题，可选择“其他主题”

In the “Details & Comments” step, you can select a target topic for your submission; please select “Others” if you do not have a preference.



The screenshot shows a web form titled "Topic". Below the title is a red asterisk and the text "Which topic do you want to contribute to?". A dropdown menu is open, showing the following options: "Select..." (highlighted in blue), "Polycentric Governance and Landscape Resilience", "Watershed Management and Ecological Restoration", "Observation and Presentation", "Classic Theories and Design in Landscape Architecture", and "Others". At the bottom left of the form is a button labeled "Previous Step" with a left arrow. At the bottom right are two buttons: "Save" and "Save & Continue" with a right arrow.

## NOTE

请注意：在“预览并提交”步骤中，您必须对所提交的内容进行预览，确认无误后方可提交

In the “Review & Submit” step, you are asked to view the PDF proof before your submission.

\* View Proof

You must view the PDF proof before you can submit

View HTML Proof

✓ View PDF Proof

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◀ Previous Step

Submit ▶

## 6

提交后，您可在“作者”界面中查看稿件进度

After the submission, you can check the processing status in the “Author” dashboard.

Submitted Manuscripts				
STATUS	ID	TITLE	CREATED	SUBMITTED
EE: <a href="#">Tian, Tina</a>	LAF-2019-0002	Forest Urbanisms: The Belgian Sonian Forest and Environs <a href="#">View Submission</a>	12-Mar-2019	13-Mar-2019
<ul style="list-style-type: none"><li>Awaiting Production Editor Processing</li></ul>				

如遇任何问题，欢迎您与编辑部联系。

再次感谢您对我刊的贡献！

Please do not hesitate to contact us if you have any question.

Thank you!

《景观设计学》

**LA FRONTIERS**

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WeChat Account: lafrontiers

