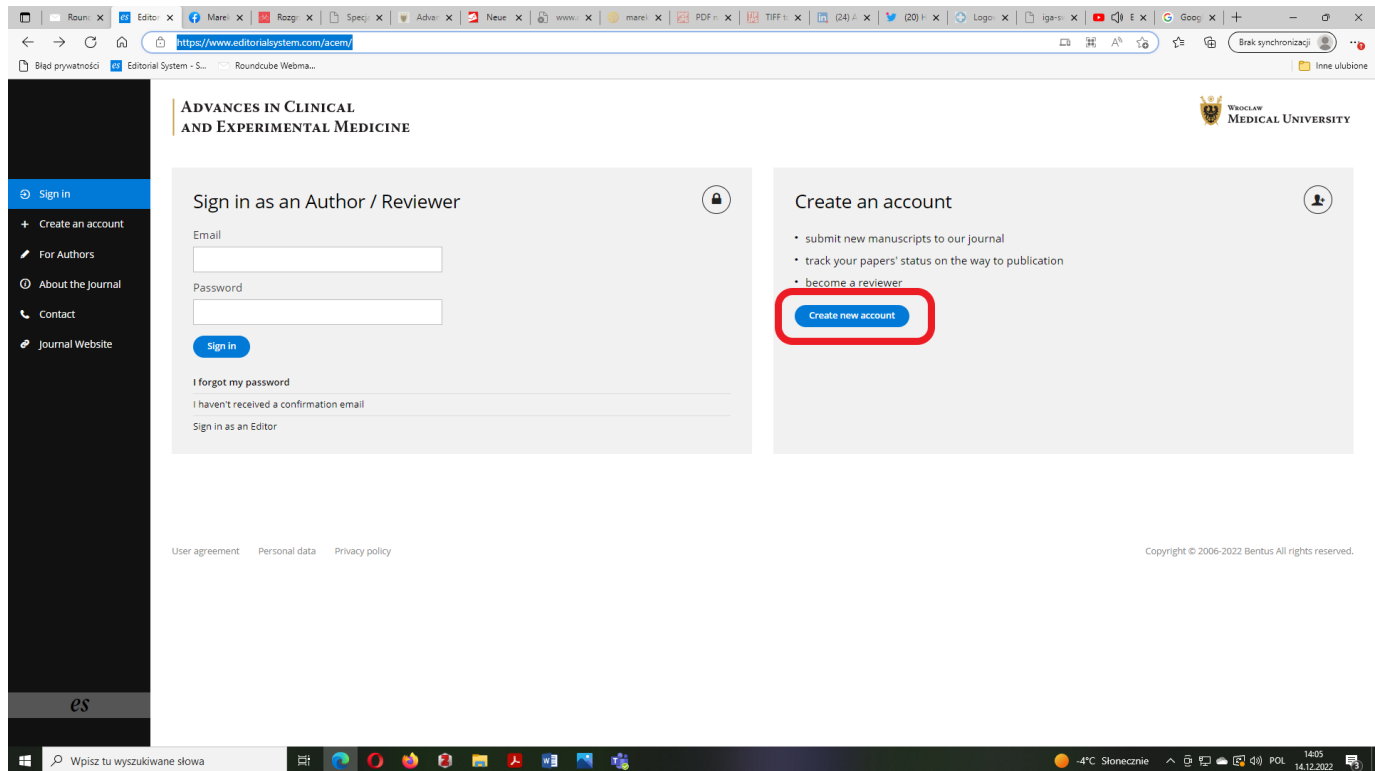
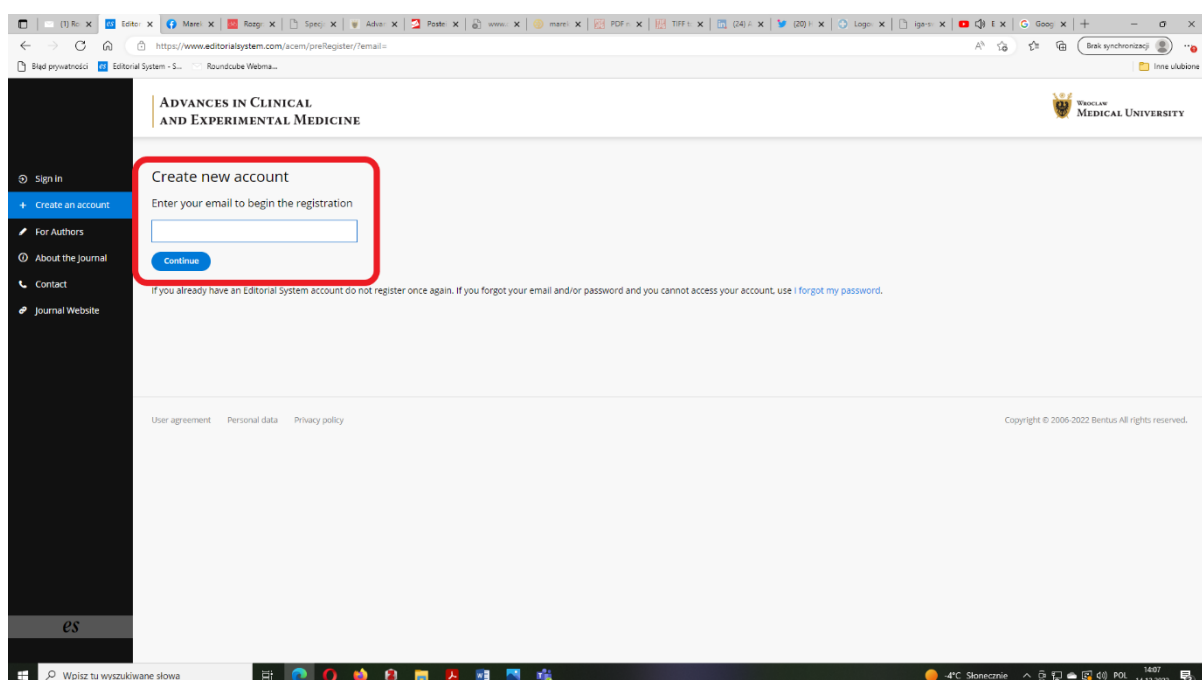


## HOW TO CREATE AN ACCOUNT IN EDITORIAL SYSTEM?

1. The URL is <https://www.editorialsystem.com/acem/>. If you do not have an account, use the right panel on the opening screen and click the blue button “Create new account”.

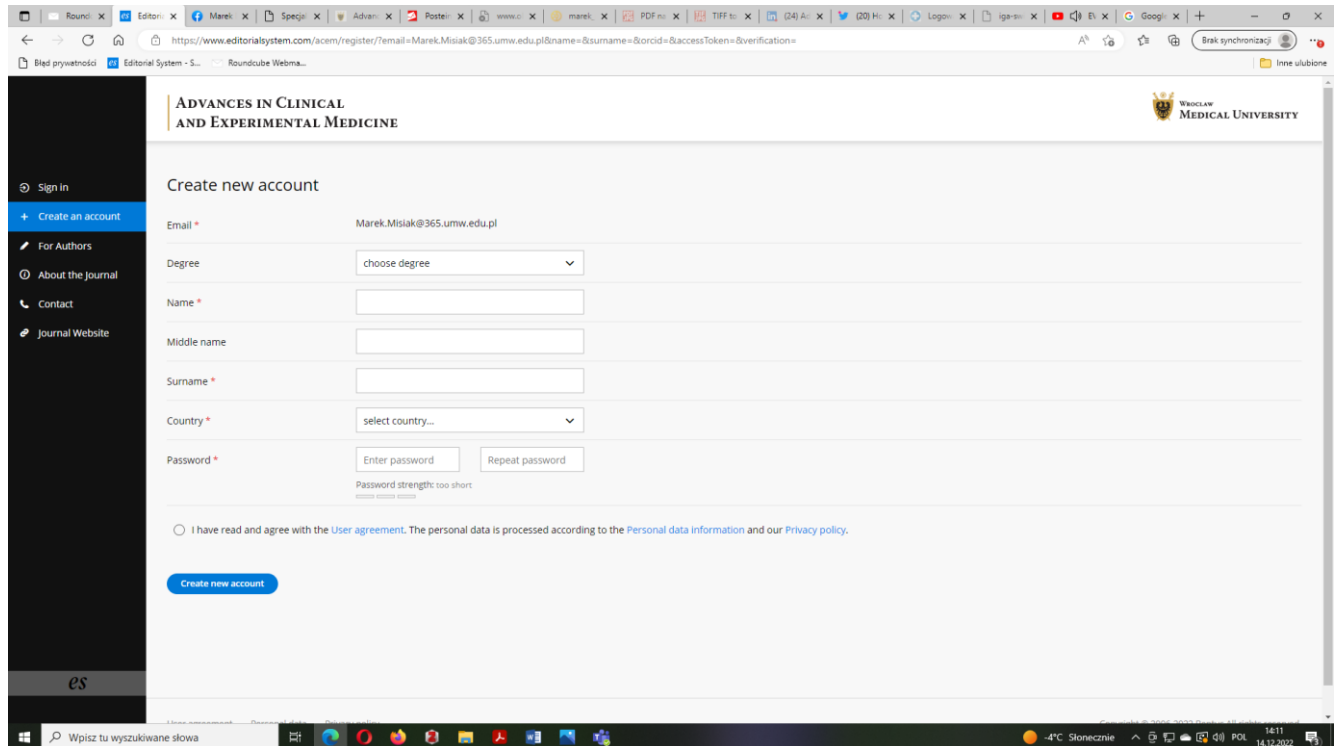


2. Provide e-mail address you use most often and check the mailbox regularly – all correspondence from section editors and editors of “Advances in Clinical and Experimental Medicine” as well as automatic messages generated by the system will be sent to this address. Then click the blue button “Continue”.



3. The most complicated stage of setting an account in Editorial System is the panel visible below. Please provide:

- your name and surname;
- middle name only if you use one;

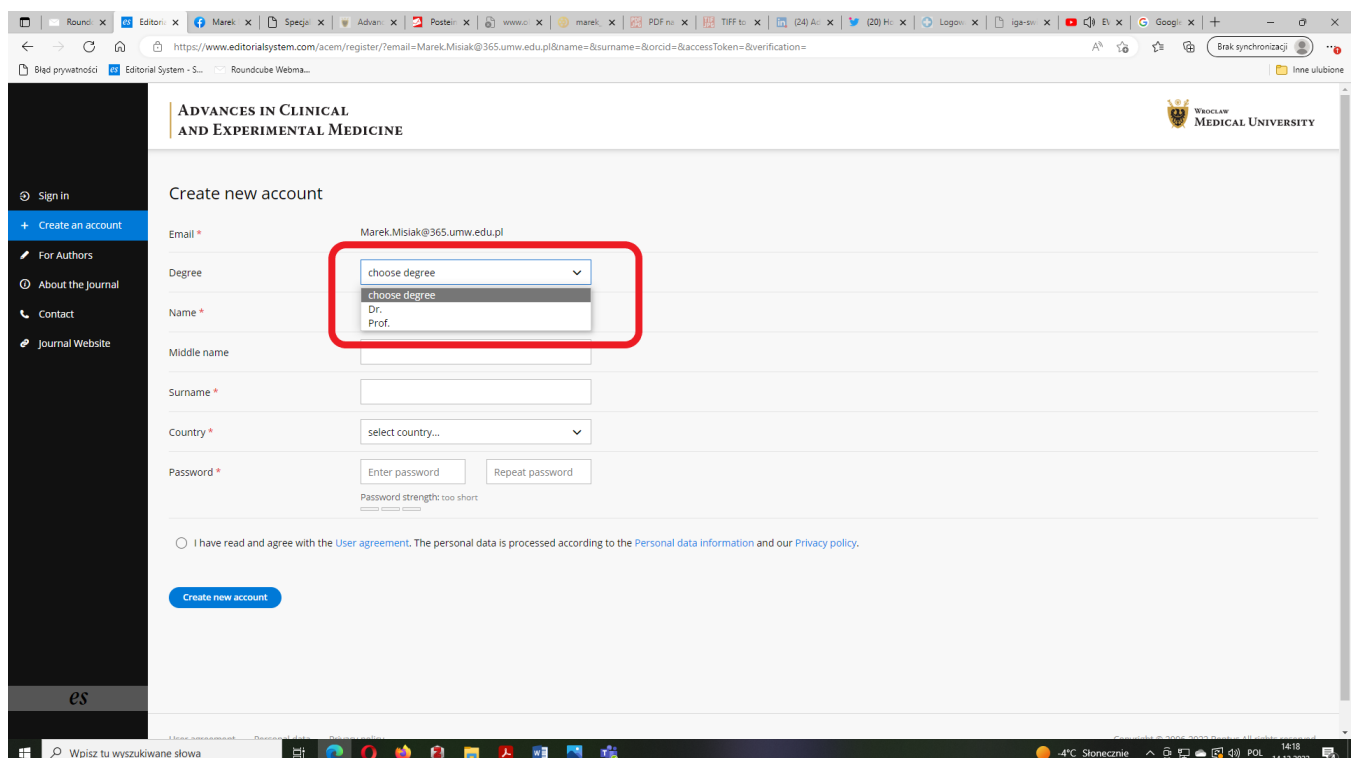


The screenshot shows the 'Create new account' form in the Editorial System. The form is titled 'Create new account' and is part of the 'ADVANCES IN CLINICAL AND EXPERIMENTAL MEDICINE' system. The form includes the following fields:

- Email: Marek.Misiak@365.umw.edu.pl
- Degree: choose degree (dropdown menu)
- Name: (text input)
- Middle name: (text input)
- Surname: (text input)
- Country: select country... (dropdown menu)
- Password: Enter password and Repeat password (text inputs)

Below the password fields, there is a checkbox for 'I have read and agree with the User agreement. The personal data is processed according to the Personal data information and our Privacy policy.' and a 'Create new account' button.

- your professional degree (there are 2 possibilities – Dr. and Prof.)



The screenshot shows the 'Create new account' form in the Editorial System, with the 'Degree' dropdown menu open. The dropdown menu displays the following options:

- choose degree
- Dr.
- Prof.

The 'Dr.' and 'Prof.' options are highlighted, indicating they are the available choices for the professional degree.

- country where you live and/or work (you will be able to provide full affiliation later)

**ADVANCES IN CLINICAL AND EXPERIMENTAL MEDICINE**

WROCLAW MEDICAL UNIVERSITY

Create new account

Email \* Marek.Misiak@365.umw.edu.pl

Degree choose degree

Name \*

Middle name

Surname \*

Country \* select country...

select country...

- Afghanistan
- Åland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain

Password \*

☐ I have read and agree with the [User agreement](#) and the [Personal data information](#) and our [Privacy policy](#).

Create new account

- password you invented for this occasion – the system will show you below this line whether the password you chose is strong enough.

**ADVANCES IN CLINICAL AND EXPERIMENTAL MEDICINE**

WROCLAW MEDICAL UNIVERSITY

Create new account

Email \* Marek.Misiak@365.umw.edu.pl

Degree choose degree

Name \*

Middle name

Surname \*

Country \* select country...

Password \*

Enter password Repeat password

Password strength: too short

☐ I have read and agree with the [User agreement](#). The personal data is processed according to the [Personal data information](#) and our [Privacy policy](#).

Create new account

- Please mark with a tick that you have read and agree with the user agreement, and that you are aware that your personal data are processed according to the personal data information and our privacy policy.

The screenshot shows the 'Create new account' page of the 'ADVANCES IN CLINICAL AND EXPERIMENTAL MEDICINE' journal. The form is titled 'Create new account' and includes the following fields:

- Email: bolo.jang@gmail.com
- Degree: choose degree (dropdown)
- Name: (text input)
- Middle name: (text input)
- Surname: (text input)
- Country: select country... (dropdown)
- Password: Enter password (text input) and Repeat password (text input)

A red box highlights the checkbox for agreeing to the user agreement and privacy policy. The checkbox is currently unchecked. The text next to the checkbox reads: "I have read and agree with the [User agreement](#). The personal data is processed according to the [Personal data information](#) and our [Privacy policy](#)."

Below the checkbox is a blue button labeled "Create new account".

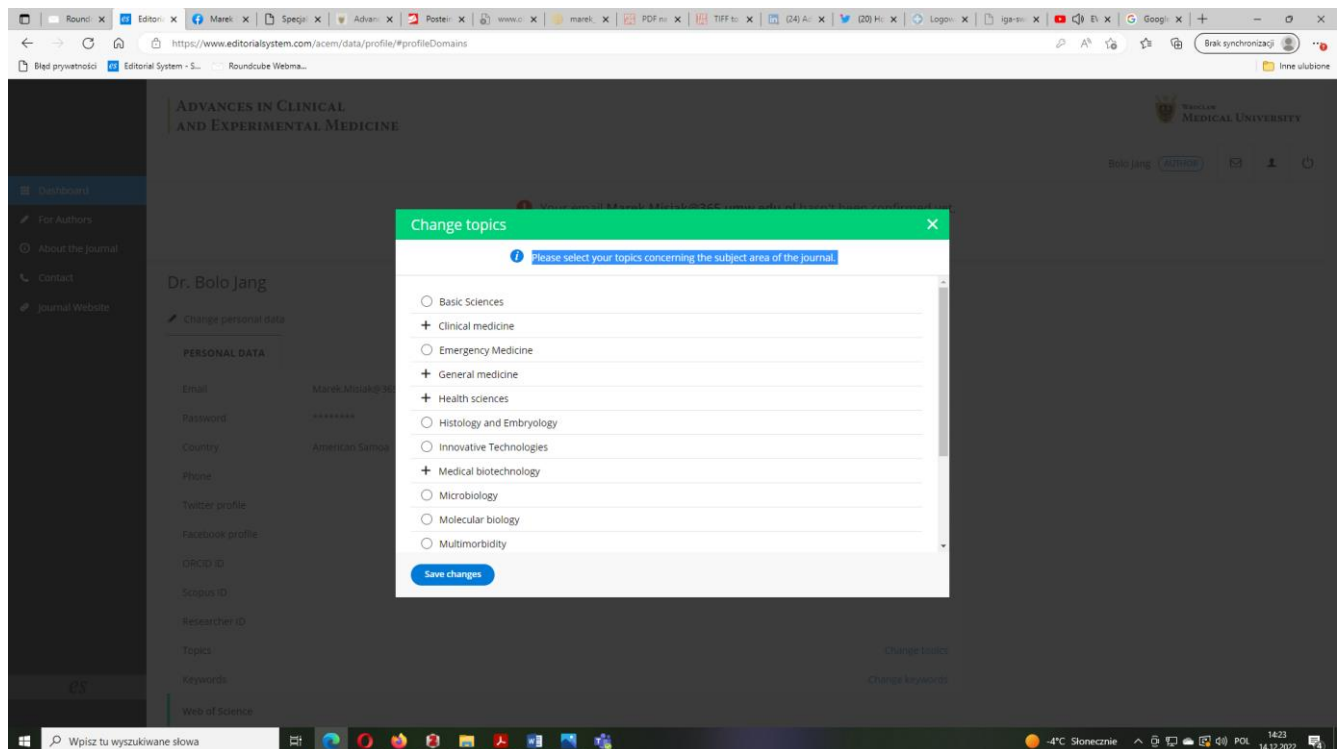
- Finally, please click the blue button "Create new account".

The screenshot shows the 'Create new account' page of the 'ADVANCES IN CLINICAL AND EXPERIMENTAL MEDICINE' journal. The form is titled 'Create new account' and includes the following fields:

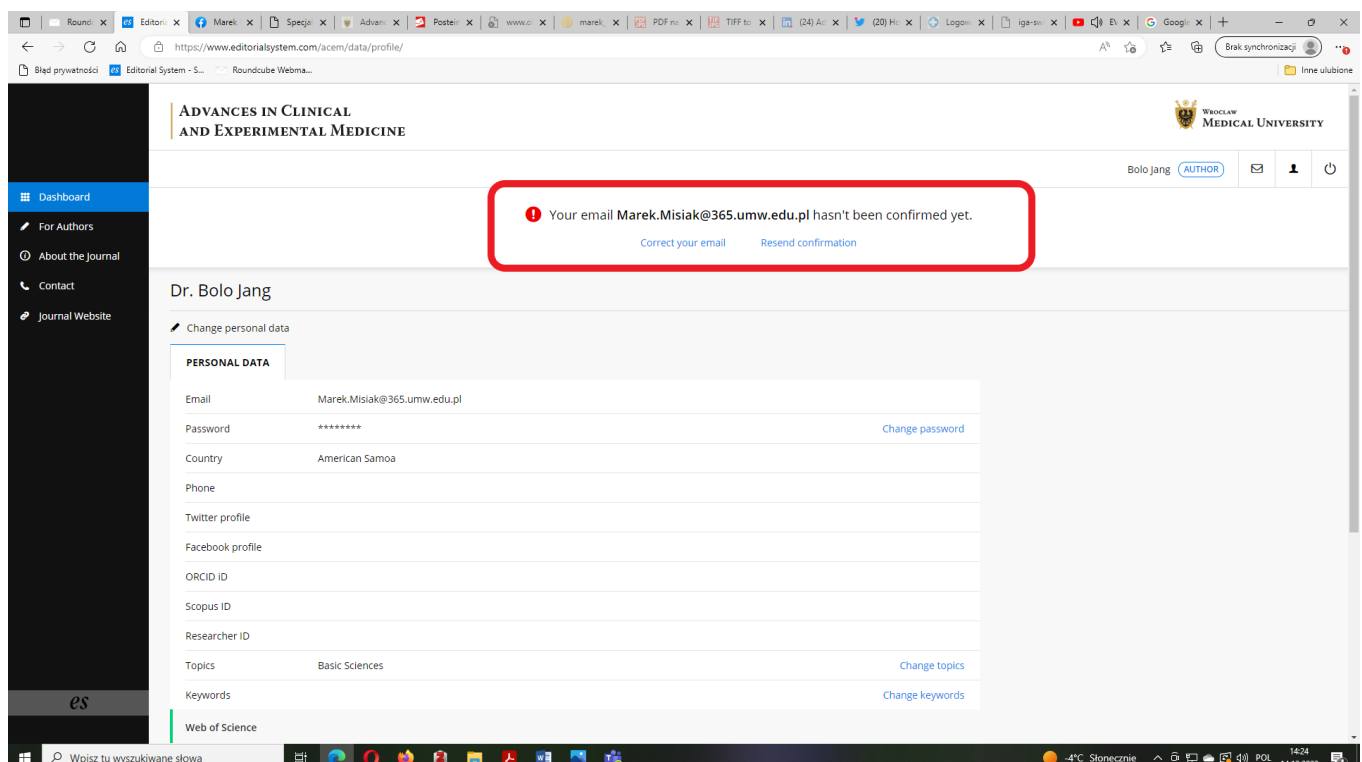
- Email: bolo.jang@gmail.com
- Degree: choose degree (dropdown)
- Name: (text input)
- Middle name: (text input)
- Surname: (text input)
- Country: select country... (dropdown)
- Password: Enter password (text input) and Repeat password (text input)

A red box highlights the blue button labeled "Create new account".

6. Immediately after, a pop-up window will appear. Please select your topics concerning the subject area of the journal. You can choose as many topics as you like. Then click the blue button "Save changes".

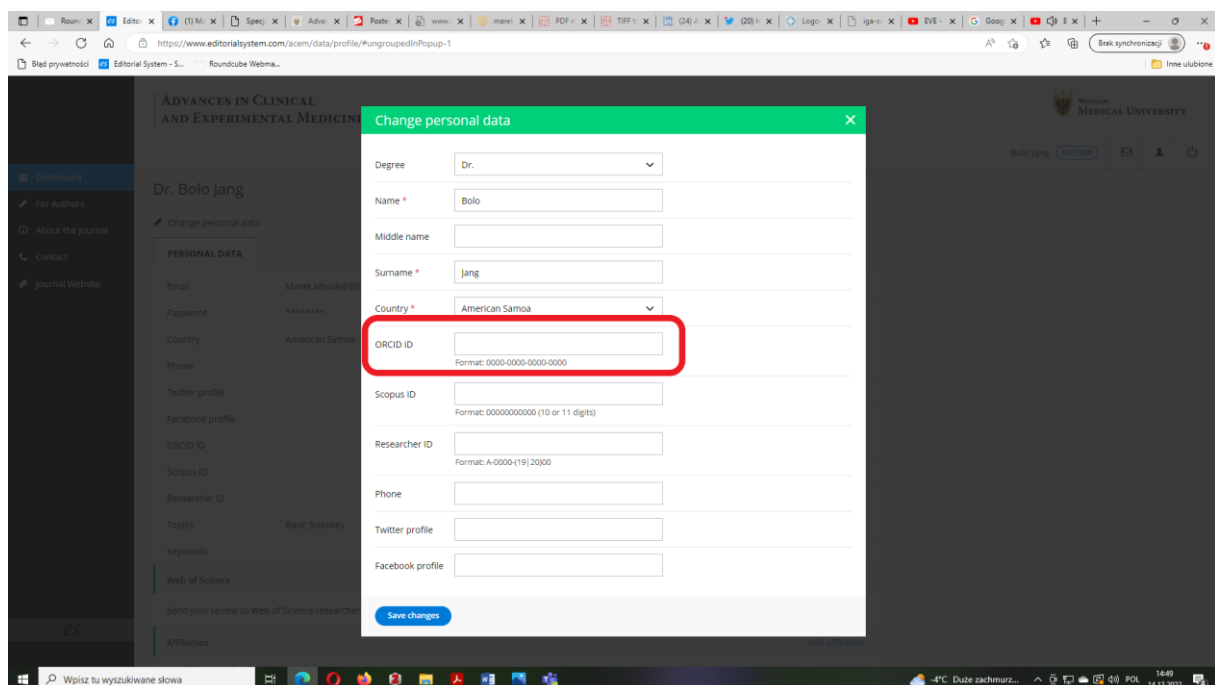
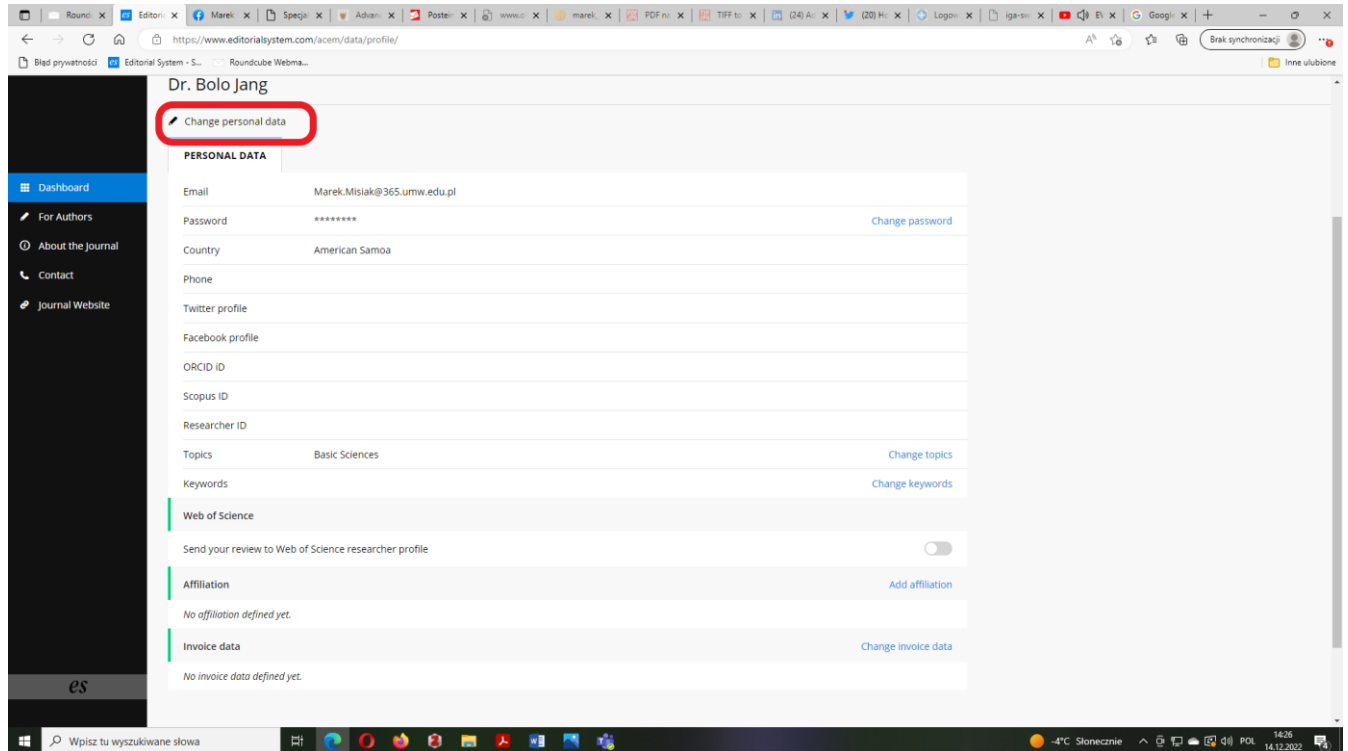


7. The following screen will appear. The information in red at the top of the page means that an e-mail with account confirmation request has been sent to you. You can confirm the account by clicking the link provided in this e-mail.



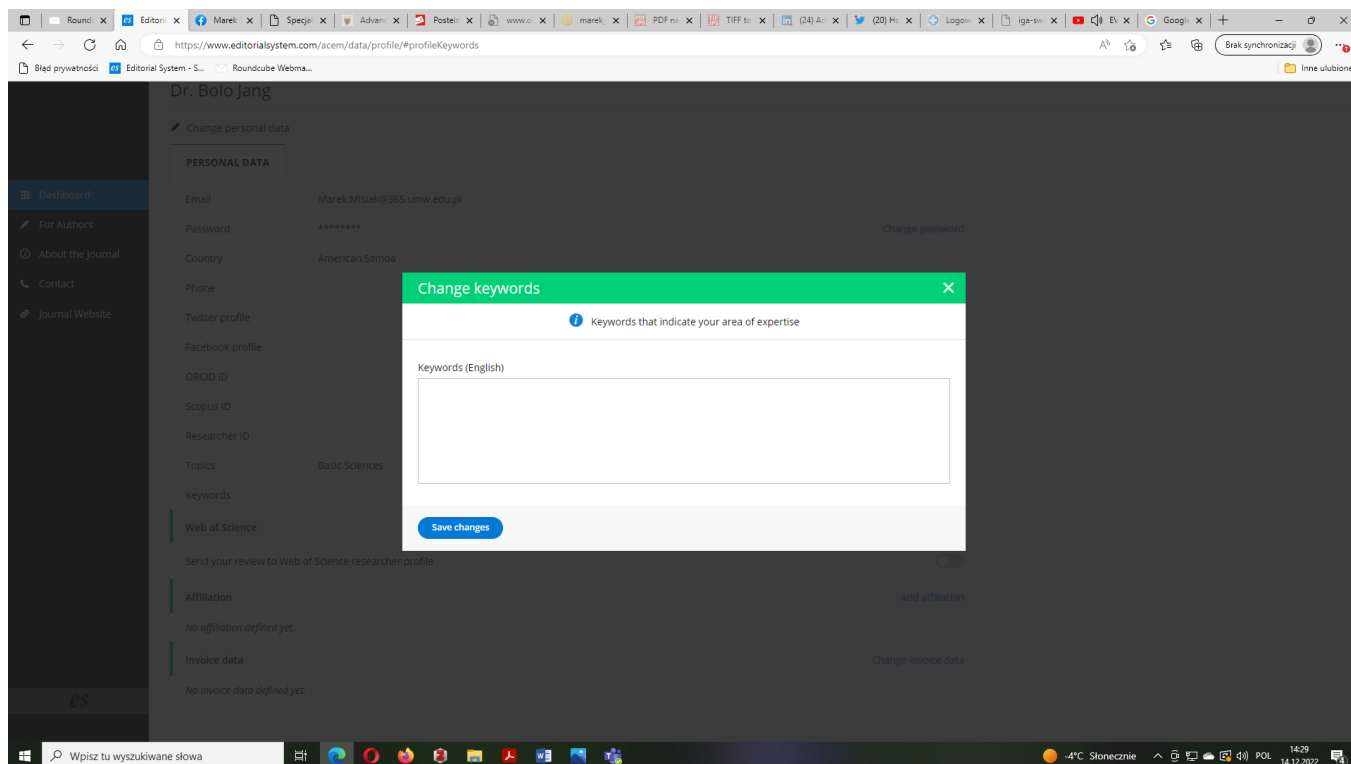
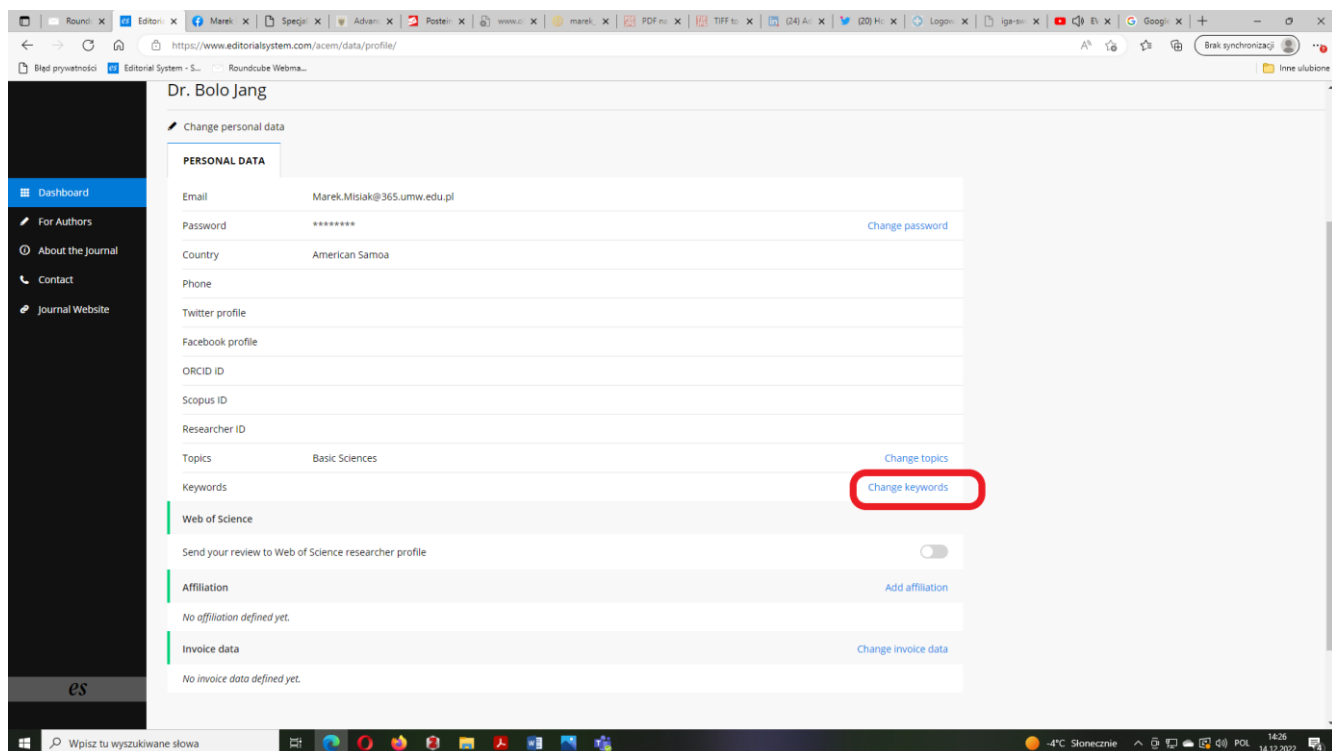
8. Using this panel, you can also:

- change your personal data – when you click this element, the following pop-up window will appear. We especially urge you to provide your ORCID number if you have one.

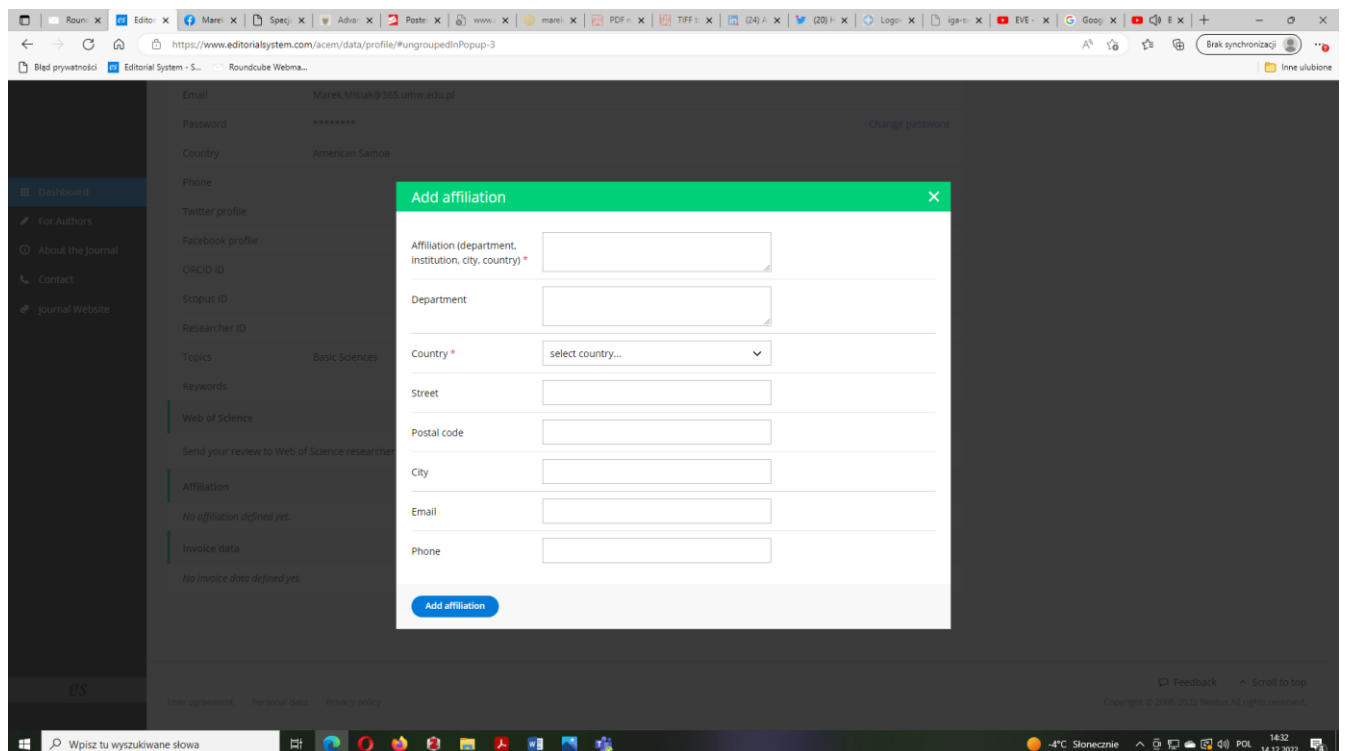
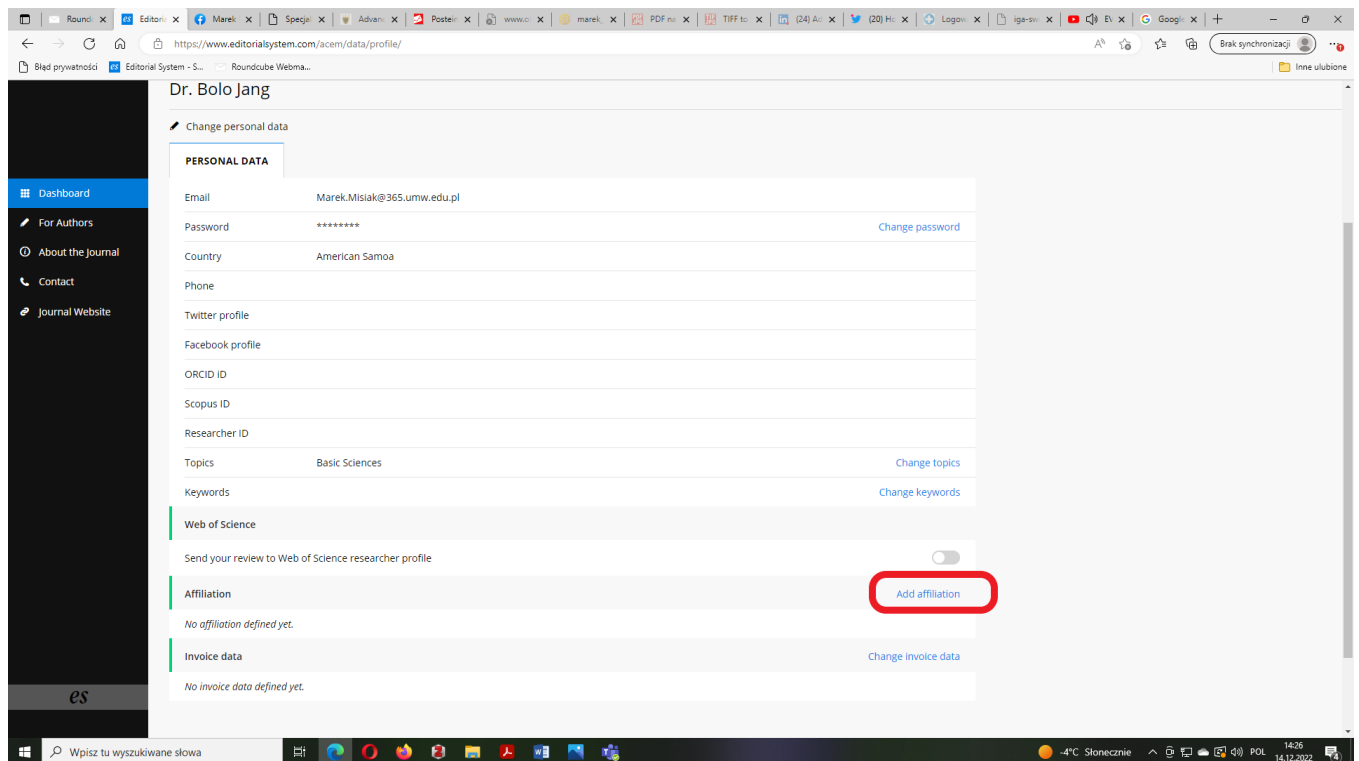


- change password;
- change topics;
- decide whether your reviews should be sent to your Web of Science researcher profile.

9. You can also add keywords describing your field of expertise in detail. Click the blue text “Change keywords” and type them in the pop-up window, separating them with commas or semicolons (a keyword can contain more than one word).

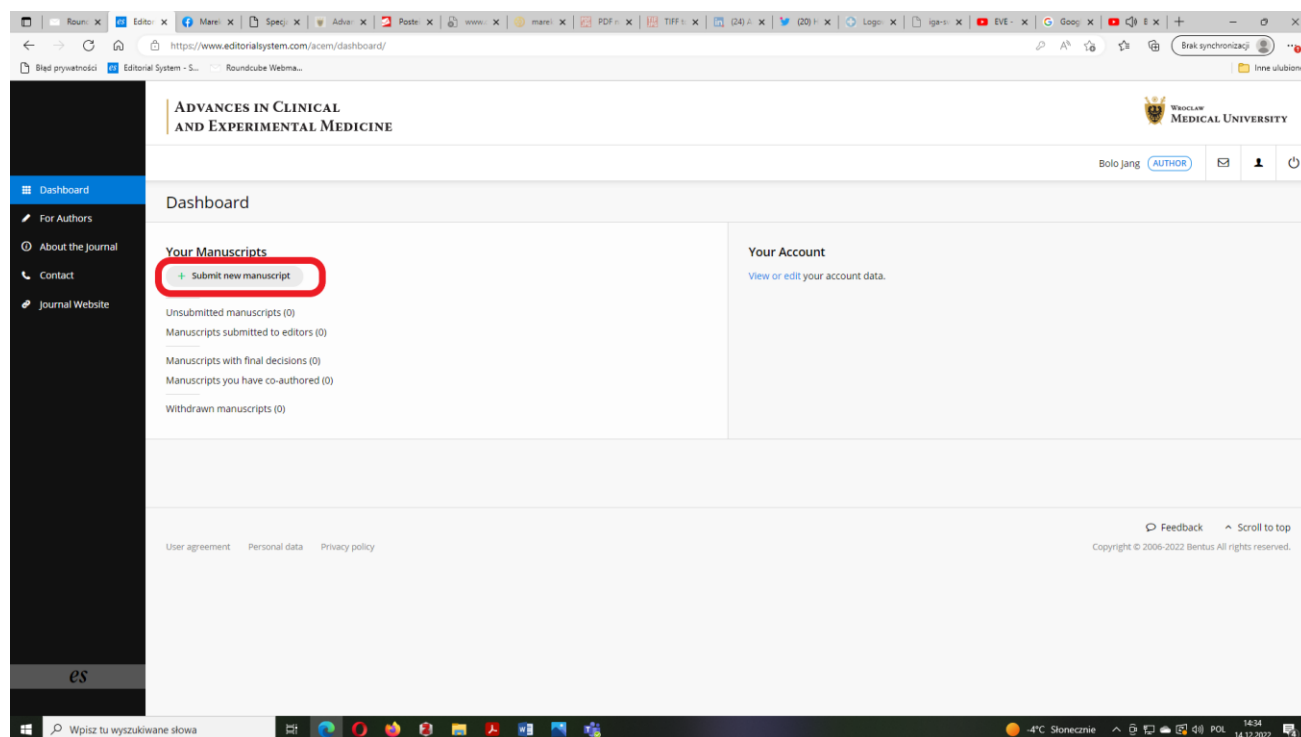


10. You can add affiliation by clicking the blue text “Add affiliation” and filling in the field in the pop-up window which will appear.





11. After you confirm your e-mail and log in once again, the following panel will appear. You will be able to submit manuscripts and receive invitations to review a paper. Invitations will arrive via e-mail. If you want to initiate manuscript submission process, click the button “Submit new manuscript”.



Should any problems arise, do not hesitate to contact the managing editor of Advances in Clinical and Experimental Medicine – Marek Misiak [marek.misiak@umw.edu.pl]. He will establish an account for you and will only need to log in.