



Author user manual: ISHS online submission and review procedure in ROSA

All contributions to ISHS symposia must be submitted and reviewed online, using the **ISHS Responsive Online System for *Acta Horticulturae* submission and review (ROSA)**.

For ISHS symposia details check out the ISHS Calendar of Events: <https://ishs.org/calendar/>

The web link to ROSA for a particular symposium will be made available by the Convener of the symposium. **To ensure a timely publication it is essential to respect the deadlines for submission.** ROSA will not accept your submission anymore after a deadline has passed.

Check the symposium details for the exact timing and deadlines; contact the Convener if you have further questions.

The submission workflow consists of **two** sequential stages: 1. the **abstract** submission, followed by 2. the **fulltext manuscript** submission & review/assessment (stage 2 only present in case abstract had been accepted in stage 1).

For both abstracts and fulltext manuscripts: submit well in advance of the deadline in order to prevent last-minute rush and the risk of not meeting the deadline.

Running a service for submitting abstracts and reviewing manuscripts comes at a cost to ISHS; consequently an **abstract submission charge** applies which **partially** covers the expenses for review, infrastructure overhead, hard/software maintenance, etc. **This charge is due upon submission of an abstract, applies to the presenting author, and equals the cost of ISHS membership.**

- **Those who already hold a user account with ISHS:** If you are a **member** in ISHS, the **submission charge is waived** as part of your **membership benefits**. Prior to initiating the submission process ensure that the address and contact details associated to your ISHS user account are still valid and accurate. If required, update, activate and/or renew your lapsed ISHS user account first. Check the status of your ISHS user account here: <https://www.actahort.org/members/showpdf>
- **Those who do not hold a user account with ISHS yet:** create an ISHS user account at <https://www.actahort.org/members/newmember?asc=1> **prior** to submitting an abstract. Then move on to the next step, select the appropriate option to pay for the submission charge and confirm your order.

After payment and activation of your ISHS user account, log in with your ISHS user account authentication details to initiate the submission of your abstract.

It is essential that the e-mail address associated with your ISHS user account is correct, valid and accepting e-mail messages from ISHS – any further notifications regarding the submission process and acceptance/rejection will be sent to your e-mail address.

Each step in the submission process will be confirmed to you by means of an e-mail notification with further instructions or details.

It is your responsibility to ensure you receive e-mail notifications sent to your e-mail address. If you do not receive messages properly, check your spam folder and spam filter or add ISHS to the list of trusted senders (whitelist).

IMPORTANT

Submitting an abstract on behalf of, or using the ISHS user account of another author is strictly prohibited. Abstracts must always be submitted by the presenting author, using their own personal ISHS user account.

To be included in the symposium program and present, authors of abstracts accepted for presentation (both oral/poster) must register for the symposium concerned. Failing to register for the symposium will result in your abstract being withdrawn from the symposium program and your manuscript being withdrawn from the *Acta Horticulturae* symposium proceedings.

All oral presenters, including invited and keynote speakers, must submit a manuscript for publication in the *Acta Horticulturae* symposium proceedings. Authors who fail to submit a manuscript for publication in *Acta Horticulturae* may be refused the floor to present their oral presentation. Authors of posters are strongly encouraged to prepare and submit a manuscript for *Acta Horticulturae*. See <https://www.ishs.org/authors> for more details on how to prepare your manuscript for *Acta Horticulturae*.

Failing to present (oral/poster) at the symposium concerned will result in your manuscript being withdrawn from the *Acta Horticulturae* symposium proceedings.

1. Authors: abstract submission

A link to the ROSA page for the symposium you want to submit to is available in the symposium website or in the ISHS Calendar of Events at <https://ishs.org/calendar/>

Log in with your ISHS user account details, click “Go to ISHS online submission and review tool - ROSA” and click “submit new abstract” to arrive in the first screen:

1. Abstract details

The screenshot shows the ROSA (Responsive Online System for Acta Horticulturae) abstract submission interface. The page header includes the ISHS logo and the text: "International Society for Horticultural Science ROSA - Responsive Online System for Acta Horticulturae submission and review". Below this, it states: "This submission belongs to: IV International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures". The main content area contains a "Title" field with a note: "When entering text in particular the title please use sentence case, do not use all capitals. Capitalise the first letter in the sentence/title only." Below the title field is a "Preferred presentation method" dropdown menu set to "Oral". The "Abstract body text" field is a large text area with a note: "(do not add authors in the abstract body text, authors can be added in the next step)". Below the text area is a rich text editor toolbar. At the bottom of the form, there are fields for "Keywords:", "Remarks from the convener:", and "Status:". The "Status" section has two radio buttons: "Save abstract for further editing (do not send to convener now) (status 'submit abstract')" (selected) and "Send abstract to convener (status 'await abstract approval')". A green "Submit abstract" button is located at the bottom of the form.

Fill out the abstract details. Required information includes:

1. **Title** of your abstract.
Use sentence case: capitalize the first letter of the title only.
2. Select the method of preference for your presentation: **oral**, **poster** or **no preference**.
The Editorial Board reserves the right to decide on the final presentation method: oral or poster.
3. Enter the **abstract**: no more than **300 words** – try to use **plain text only** and keep formatting to a minimum.
Do not enter author details in the abstract field! Author details should be entered in the next stage.
4. Provide relevant **keywords**.
*Carefully consider the keywords to use. Do not simply repeat words from the abstract title.
Comma-separate keywords.*
5. If at all required you may add some **additional notes or remarks** to the Convener.
In most cases there is no need for comments, just leave this field empty.

When ready proceed to the **next step**

2. Review the abstract information you entered

The screenshot shows the ROSA (Responsive Online System for Acta Horticulturae) submission review interface. The page header includes the ISHS logo and the text 'International Society for Horticultural Science ROSA - Responsive Online System for Acta Horticulturae submission and review'. Below this, it states 'This submission belongs to: 1 International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures' and 'Below is the abstract for symposium nr 510, abstract nr 35:'. The abstract details are as follows:

- Title:** Overview of New Quality Control Procedures in Container Growing Substrates for Young Plant Production
- Author(s):** Prof. Test Author, Test Street 67, 30 [redacted] (presenting author)
- Preferred presentation method:** Oral
- Abstract body text:** Substrate testing procedures have mainly focused on potted plant production. However, the propagation industry has specific substrate testing needs for production in shallow trays and the use of stabilized substrates. The objective was to develop quality control procedures for propagation substrates for young plant production of seedling plugs and vegetative cuttings. Protocols include substrate-pH and electrical conductivity (EC) tests, particle size distribution, porosity, compaction, tray filling, wettability, moisture level, and other tests to ensure consistent and high quality crop production. Quality control procedures cover both loose-filled substrates and stabilized substrates including paper-wrapped pots (such as Ellepot® and Fertiss®), and peat-polymer substrates. The procedures were developed based on surveys with 37 commercial propagation substrates in addition to research-formulated substrates. These test procedures are being published in both the form of bulletins and video-training modules and are being tested on site by growers, growing substrate and fertilizer companies.
- Keywords:** particle size distribution, porosity, compaction, settling, moisture, wettability, stabilized substrates

Review the information entered. Use the **“Edit abstract”** button to return to the previous entry form and update/change your abstract details if required. Repeat process until you are satisfied with the content.

When ready: proceed to the **next step** to enter the **“list of authors”**

3. List of authors

1. You may edit your address details in your capacity as **presenting author**. The address changes you enter here will exclusively be used in relation to this particular submission. The changes you make here do not affect your ISHS user account. This is to allow using a specific address in relation to a particular manuscript, e.g. in view of a funding agency requirement, etc.
2. You may add as many **co-authors** as required – confirm entry by proceeding to **“next step”**:

The screenshot shows the 'Add a new co-author' form. It includes a header with the text 'When entering text please use Title Case, do not use all capitals - the correct format is e.g. John Smith - not JOHN SMITH' and a note '* = required fields.' The form fields are:

- Title: No title (dropdown)
- First name (given name) *
- Last name (family name) *
- E-mail address *
- Address *
- Address (optional)
- Address (optional)
- City/Town *
- ZIP/Postal code
- State Code/Province
- Country * (Choose a country dropdown)

At the bottom of the form, there are three buttons: 'Next step', 'Edit abstract', and 'List of authors'. Below the form, a note states 'Fields marked with * are required.'

Fields marked with * are required.

3. In order to accommodate long address entries there are two extra address lines that are optional (*leave those empty if not required, do **not** duplicate the first address line in the optional address lines*).
Double check the address details: in particular make sure the **e-mail address** of co-authors is valid because this will be critical further down the submission/review process.
To prevent confusion it is advised that you inform each co-author prior to submitting the abstract.

To view/manage the list of authors at any time, use the “**list of authors**” button.

Options to **manage the author list** include (for each author entry in the list):

1. Remove a co-author from the list
2. Change address
3. Change to presenting author.

This is only possible if the new presenting author has an active ISHS user account.

In addition, ROSA provides for an option to **send e-mail** to each author as well as to **change the order** of the authors.

When ready, proceed to the next step: **Preview/Submit**

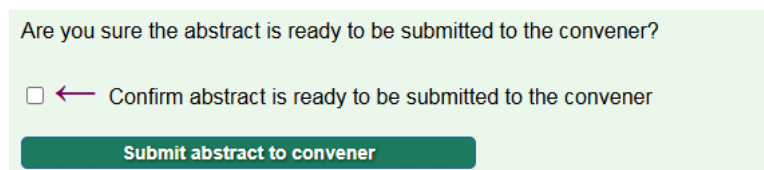
4. Final preview and confirm abstract submission

The **Preview/Submit** page is the **final step** before actually submitting your abstract to the symposium.

Ensure that all information is correct. At this stage you may still return to the previous pages and correct/update any details.

If you are ready to complete the submission and submit the abstract, just tick the confirmation box and hit the “**submit abstract to convener**” button to confirm the submission of the abstract.

Be aware that after completing the submission you won't be able to change/update the abstract anymore.



Are you sure the abstract is ready to be submitted to the convener?

← Confirm abstract is ready to be submitted to the convener

Submit abstract to convener

A **confirmation of receipt** will be sent to your e-mail address. Depending on the web server load at a particular time it may take up to one hour for the confirmation message to arrive.

The **confirmation of receipt** is **not** a proof of acceptance/rejection. See below.

What happens next?

The **Convener** of the symposium will now evaluate your **abstract**.

Consequently a notification of **acceptance/rejection** of the abstract will be sent to you via e-mail. Options include:

1. **Accept** – your abstract has been **accepted**, you are invited to proceed to the next step, i.e. submit your fulltext manuscript for publication in *Acta Horticulturae*.
2. **Reject** – your abstract has **not** been **accepted**. The Convener would provide you with more details on the reason for not accepting your abstract. This decision is final and closes the submission procedure. Should you want to submit another abstract, you will need to start a new submission again.

3. **Request to update/change and re-submit.** Your abstract was **not** accepted as such but the Convener decided to let you revise the abstract and re-submit a revised version of the abstract for evaluation again. This means that the submission process has not been closed and you should submit the revised version in the current submission session (a link is available in the confirmation e-mail you received) within the regular deadline.

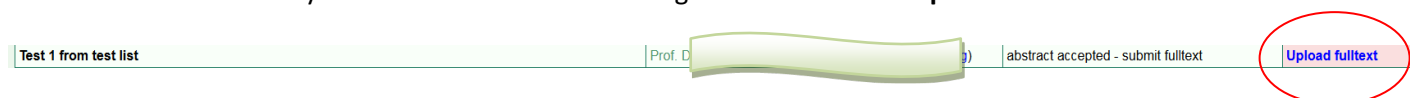
2. Authors: fulltext manuscript submission

The moment you receive a **notification of acceptance** for your **abstract** you are invited to **submit your fulltext** manuscript for publication in *Acta Horticulturae*.

In order to submit your fulltext manuscript, use the link in the notification e-mail and log in when prompted.

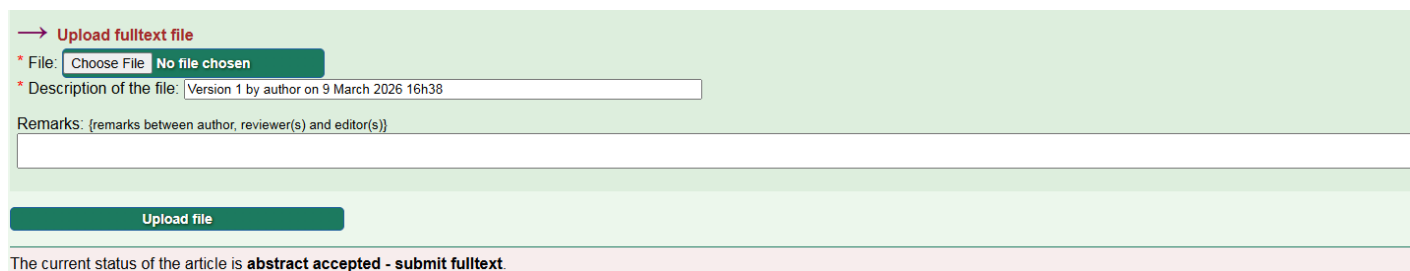
After login, proceed to **“edit existing articles”** to access and edit your previous submission(s).

Meanwhile the status of your submission will have changed to **“abstract accepted – submit fulltext”**:



Files in order to be accepted should be in the **MS Word .docx file format**.

Use the link **“Upload fulltext”** to locate the fulltext manuscript file and upload.

A screenshot of a web form titled 'Upload fulltext file'. The form has a light green background. It includes a 'File' field with a 'Choose File' button and 'No file chosen' text. Below it is a 'Description of the file' field containing the text 'Version 1 by author on 9 March 2026 16h38'. There is also a 'Remarks' field with a placeholder '(remarks between author, reviewer(s) and editor(s))'. At the bottom of the form is a green 'Upload file' button. Below the form, a status message reads 'The current status of the article is abstract accepted - submit fulltext.'

The **description of the file** field is already filled out – it is recommended to keep the suggested description as-is.

Remarks field: in most cases this field may be left empty!

Confirm the fulltext file upload with the button **“upload file”**.

The submission of the fulltext manuscript will be confirmed in a next screen with a link to download the file allowing you to double check the upload.

After you successfully submitted the fulltext manuscript, the Editor will **assign your manuscript to a reviewer for your fulltext manuscript to be assessed on its scientific value**. You will be informed on the outcome of the process in due course. Please allow sufficient time for reviewing.

Meanwhile the status of your manuscript has been set to: **“under review”**.

Note: In order to make the review process efficient and transparent, authors, editors and reviewers should use the MS Word **review features** for keeping **track of changes** and or to insert **comments**.

A short video on the **track changes** feature in MS Word: https://www.youtube.com/watch?v=5_knruAysnA

A short video on **commenting** in MS Word: <https://www.youtube.com/watch?v=ag-jZot8pRc>

3. Authors: receiving reviewer feedback

Based on the outcome of the review of your manuscript it is the Editor of the *Acta Horticulturae* symposium proceedings who will take a decision which may either be:

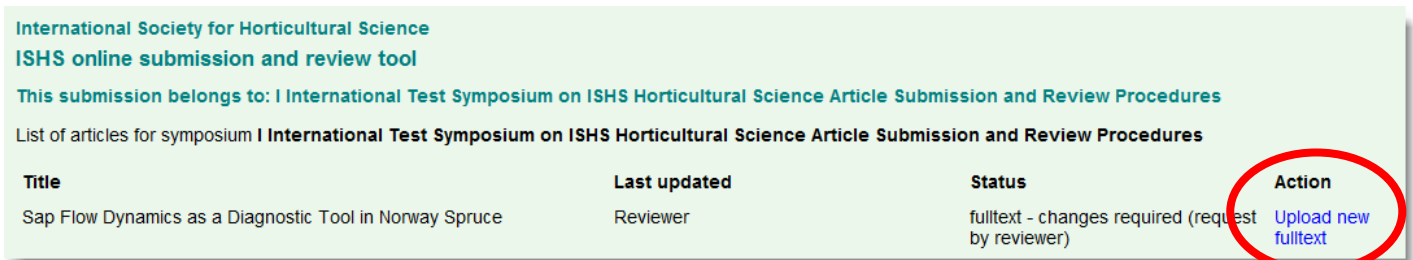
- **accepted**
- **rejected**
- Editor may suggest you to make changes first and to **submit a revised version of your manuscript again**

- In case your manuscript was **accepted** you will receive a positive confirmation and you do not need to take further action. Your manuscript will be prepared for publication in *Acta Horticulturae*.
- In case your manuscript was **rejected** it most likely did not meet the quality standards set forth by the Editorial Board for publication in *Acta Horticulturae*. In this case you would receive more details as to why your manuscript was not considered for publication. The decision is final and ends the submission/review of your manuscript.
- In case the Editor would want to receive a revised version of your manuscript first, the Editor will change the status of your manuscript submission to **“fulltext – changes required”**. Changing the status of your manuscript to “changes required” will be confirmed to you with an invitation to submit a revised version of your manuscript. To do so, please log in to ROSA using the link that you can find in the e-mail notification, download the file with reviewer/editor comments and upload a revised version of your manuscript. Upon receipt, your revised manuscript will be considered by the Editor again. You will be kept informed on the outcome of the review.

4. Authors: uploading a revised manuscript (fulltext – changes required)

As part of the review process you may receive a notification inviting you to **submit a revised version of your manuscript**. To access your submission, use the link in the notification e-mail message, log in when prompted and use the **“edit existing articles”** link.

In the next screen, proceed to **“Upload new fulltext”**:



Title	Last updated	Status	Action
Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce	Reviewer	fulltext - changes required (request by reviewer)	Upload new fulltext

Next you may both access and **download the latest annotated version(s)** of your submission (e.g. with reviewer comments) **(1)** and **upload your revised manuscript (2)** and confirm with the **“upload file/change status”** button **(3)**.

International Society for Horticultural Science
ISHS online submission and review tool

This submission belongs to: [International Test Symposium on ISHS Horticultural Science Article Submission and Review Procedures](#)

Article: **Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce**

Latest file uploaded on 2 October 2013 14h49: [Version 1 by reviewer on 2 October 2013 14h46](#).

File uploaded by reviewer

[Save this file on your PC](#), make changes (use 'Track changes' functionality) and upload the file again if you want to change the article.

1

Upload new fulltext file with changes (preferably using the *track changes* functionality of Word)

* File: 20 tanaka.doc

* Description of the file:

2

Remarks: (use 'Track Changes' functionality of Word to add remarks; use the Remarks field below only when you can not use 'Track Changes')

See suggestions in track changes within the document. Paper accepted provided the remark concerning point 2.4. is resolved by author.

3

Fulltext files already uploaded for article **Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce**:

- [Version 1 by reviewer on 2 October 2013 14h46](#) uploaded on 2 October 2013 14h49
- [Version 1 by author on 1 October 2013 14h40](#) uploaded on 1 October 2013 16h28

=> [Edit article Sap Flow Dynamics as a Diagnostic Tool in Norway Spruce](#)

The submission of the revised fulltext manuscript will be confirmed in a next screen.

After you successfully submitted the revised fulltext manuscript, the reviewer assigned to your manuscript will continue the review task. You will be informed on the outcome of the review in due course. Please allow sufficient time for reviewing.

Until the reviewer resumes the review of your revised manuscript, the status remains “**fulltext – changes required (request by editor)**”; meanwhile you may submit further revisions at your own discretion if required.