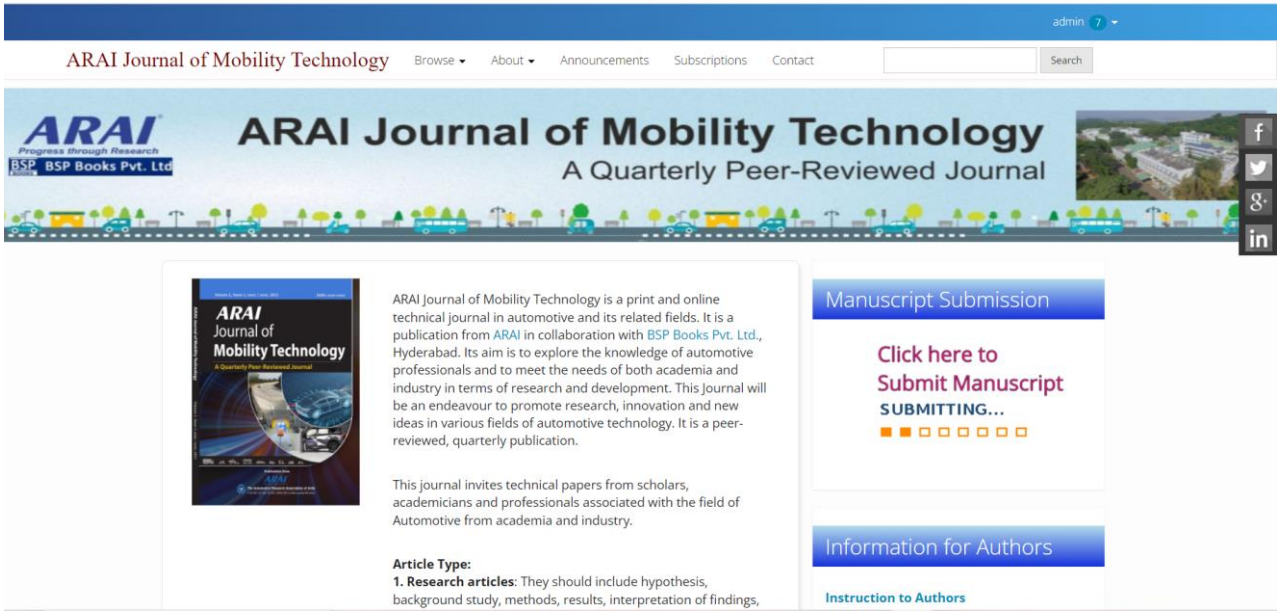


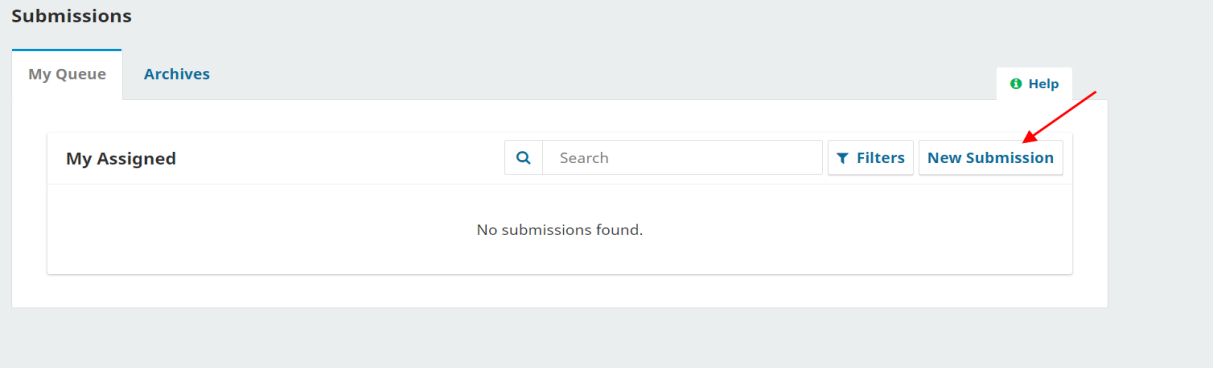
Workflow for Authors

- Authors can register and submit articles to the journal directly through the Journal's website.
- Registering for a Journal involves filling out a ***Registration*** form.
- For Registering, click on the **REGISTER** tab on the menu bar, click on ***register with this site***

- All fields which are denoted in the form with asterisk(*) mark are mandatory to fill up.
- Authors fill up your details and at the bottom of the form there are boxes to check; author must choose if he/she would like **to be a reader or an author or both.**
- Last click on the ***Register*** button to complete the registration.
- Further to track the submitted articles OR to submit new articles

Authors should use the Login ID and the Password created during registration.

- After Registering with the Journal you will be taken to a **User Home** page.
- Click on ***New Submission*** to submit your article.

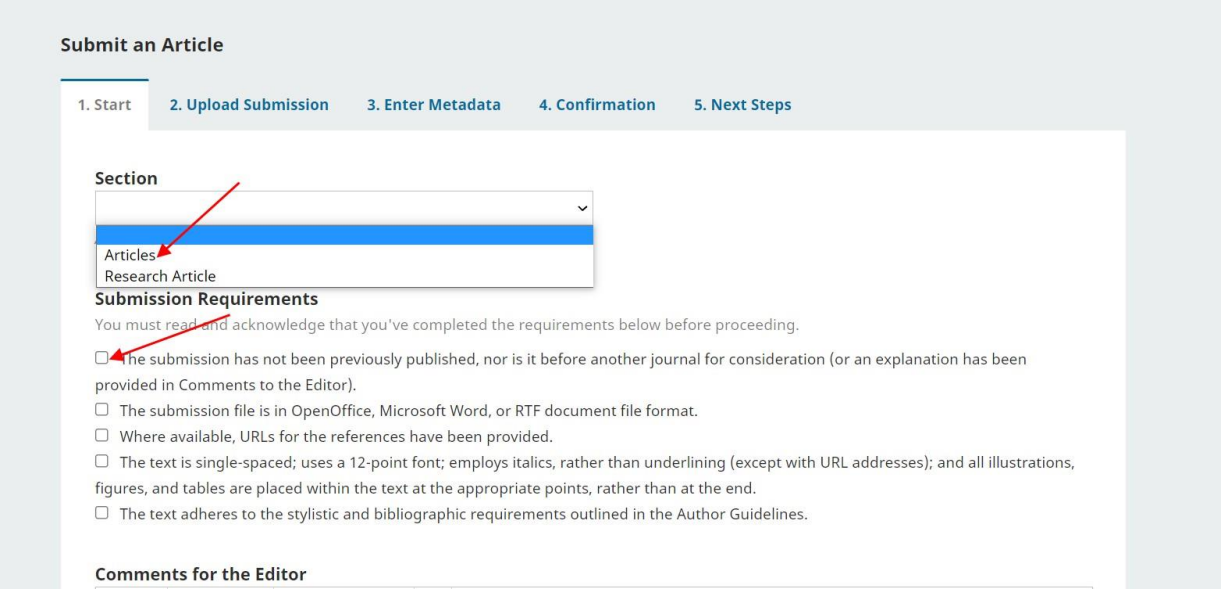


You are directed to Step 1 of the 5 step process for submitting a manuscript.

- Step 1: Starting the submission
- Step 2: Upload the submission
- Step 3: Enter the metadata
- Step 4: Uploading supplementary files
- Step 5: Confirming submission

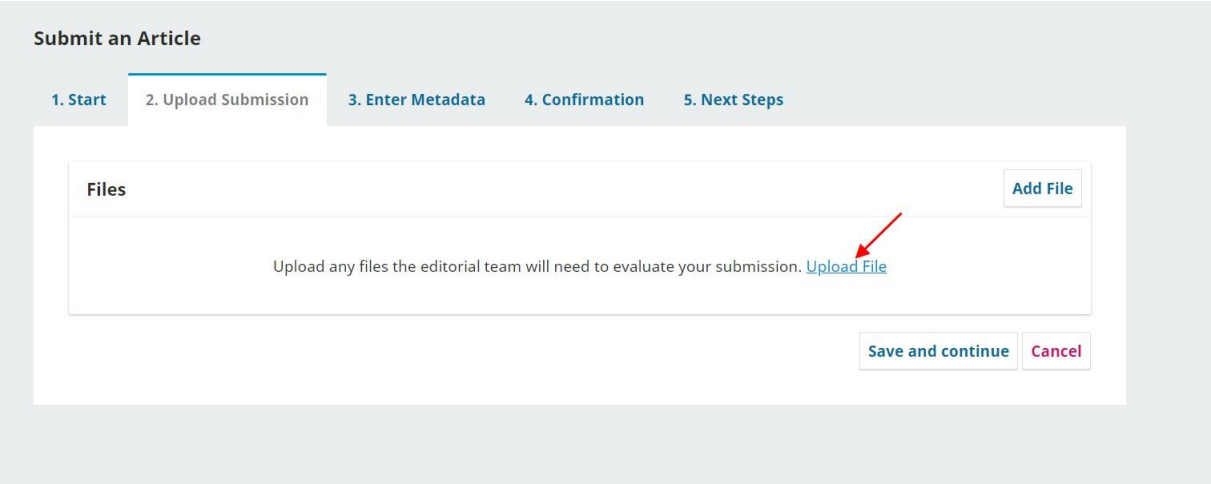
- **Step 1: Starting the Submission (Submission type, Submission Checklist & Comments to Editor)**

  - To begin, select a manuscript type from the dropdown list.
  - Next, click on ***Check all*** indicating the submission is ready to be considered by the Journal.
  - Next, you may type any comments to Journal Editor related to the Manuscript.



- **Step 2: Uploading the Submission**

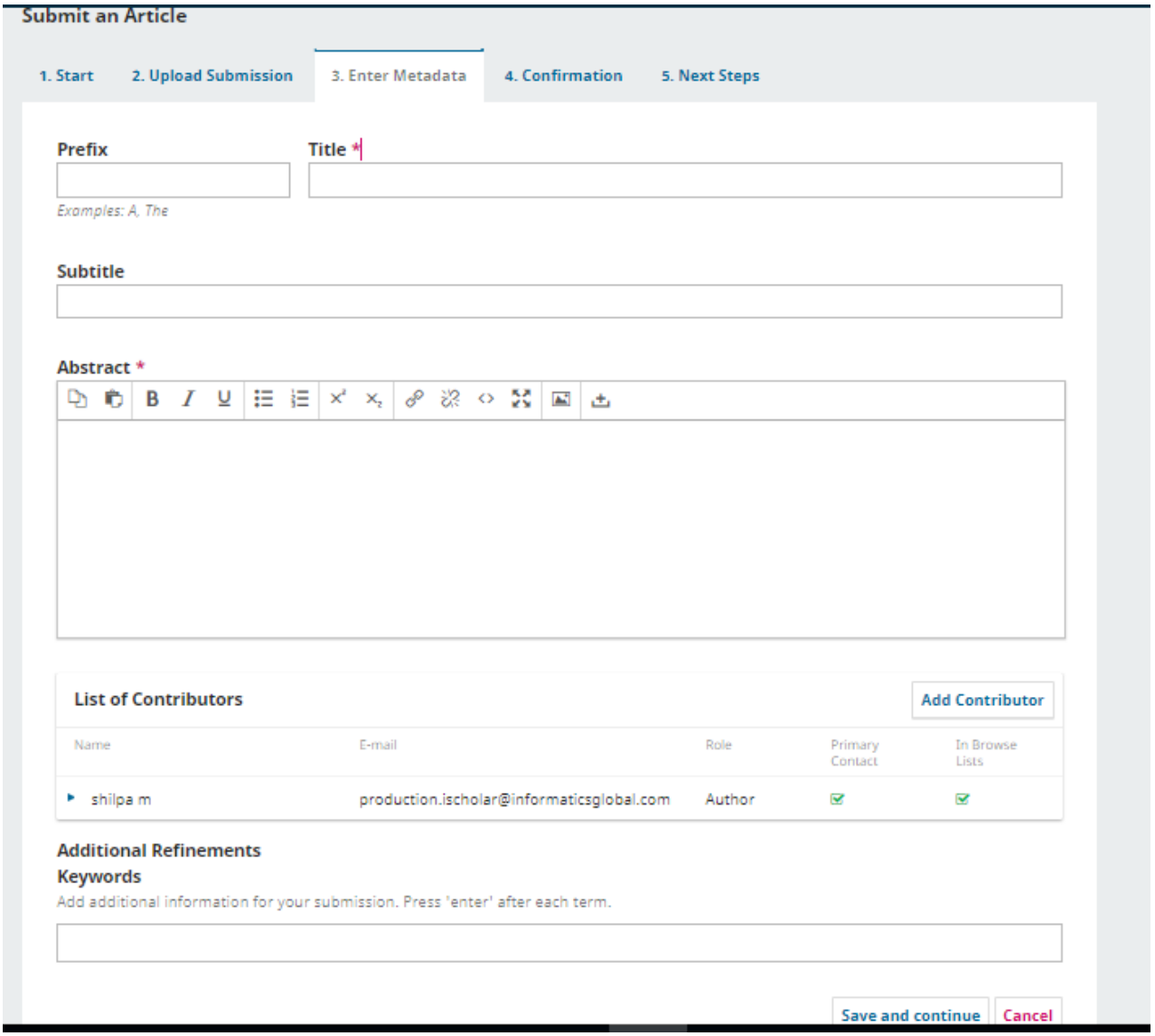
  - Upload your manuscript from this page. Be sure to follow the Manuscript Submission Guidelines available on the website.
  - Click ***upload file*** and navigate to the file location on your computer.
  - Click ***open*** on the upload file window.
  - Click on ***upload,*** which uploads the file from computer to the Platform and renames it following the Journal's convention



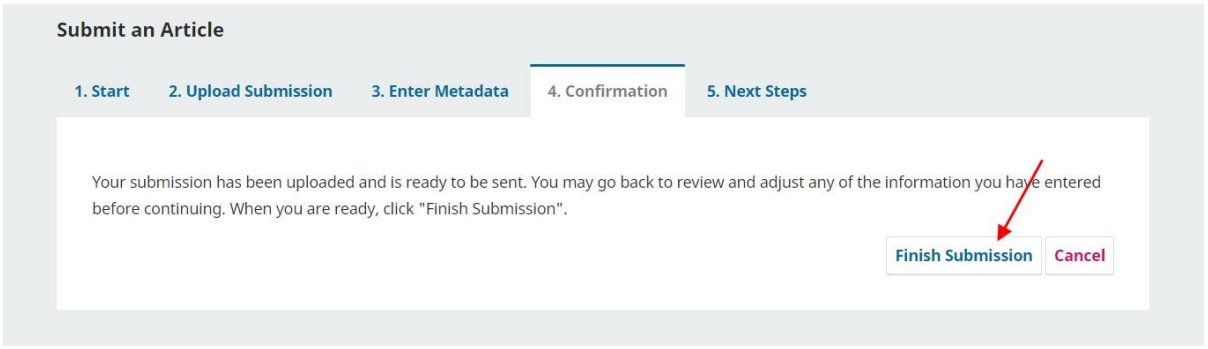
- **Click Save and continue to move to Step 3**

Step 3: Enter Metadata (Add authors & enter the submission's metadata)

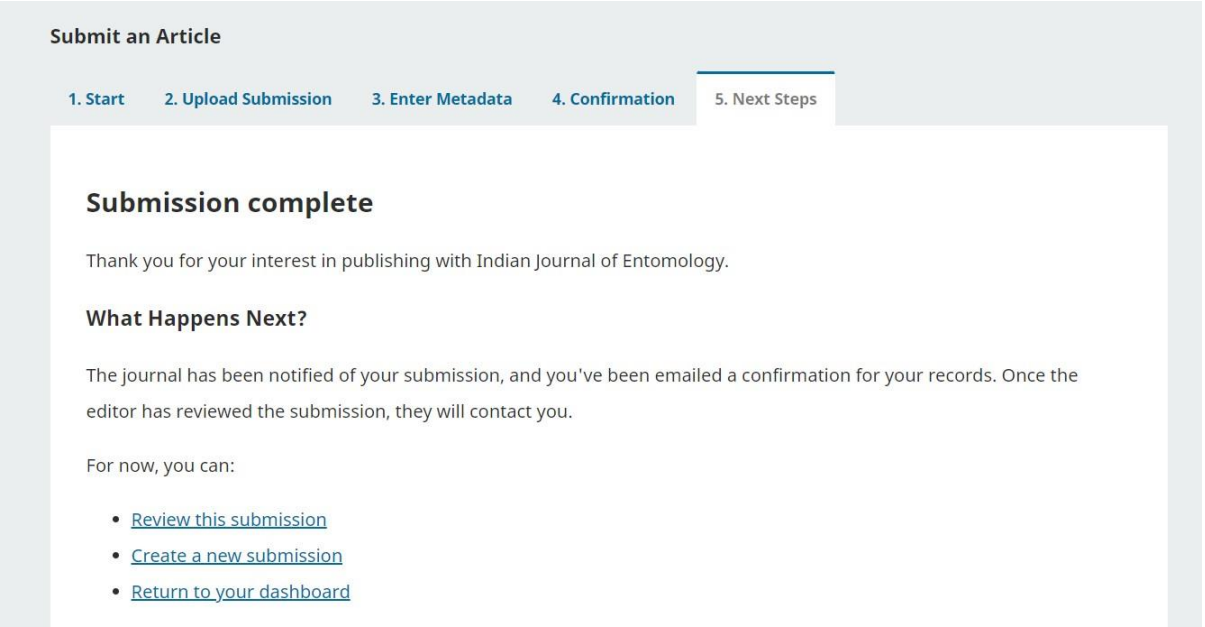
- The third step of the submission process serves to collect all relevant metadata from the author.
- In the first section of submission process, Title and abstract sections.
- The fields denoted with asterisk(*) mark are mandatory fields.
- Click Save and continue.
- It will move to step 4



Step 4: Click Finish submission and confirm.


Submit an Article
1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".
Finish Submission
Cancel

Step 5: The Manuscript is submitted successfully.

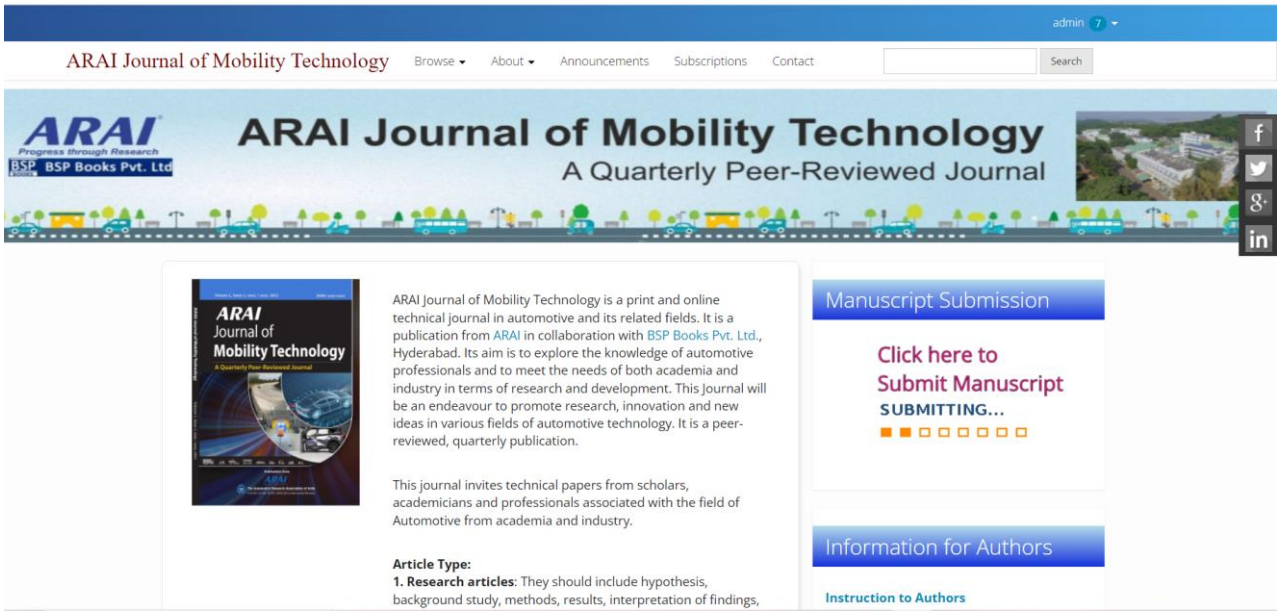


Click review this submission.Then Publication

The Submission principle contact will receive an acknowledgement by email.

Article Tracking process:

1. After submiting the manusctipts author can login and view the status of their submission.
2. On the acceptance of the manuscript, the author will be intimated once the manuscript is scheduled for publication.



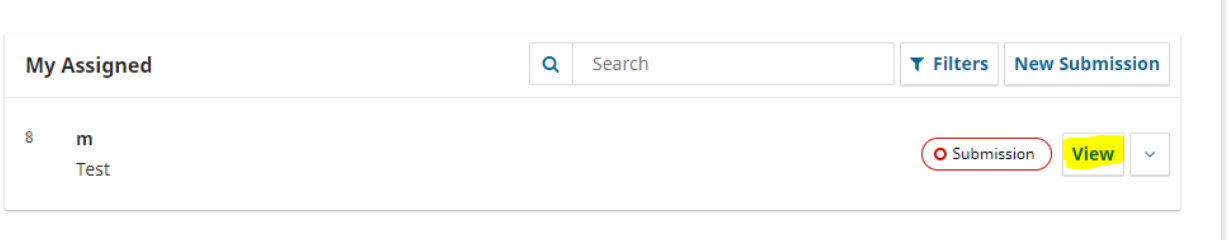
Workflow for Editor

- Editor can register to the journal directly throughthe Journal's website.
- Registering for a Journal involves filling out a ***Registration*** form.
- For Registering, click on the **REGISTER** tab on the menu bar, click on ***register with this site***

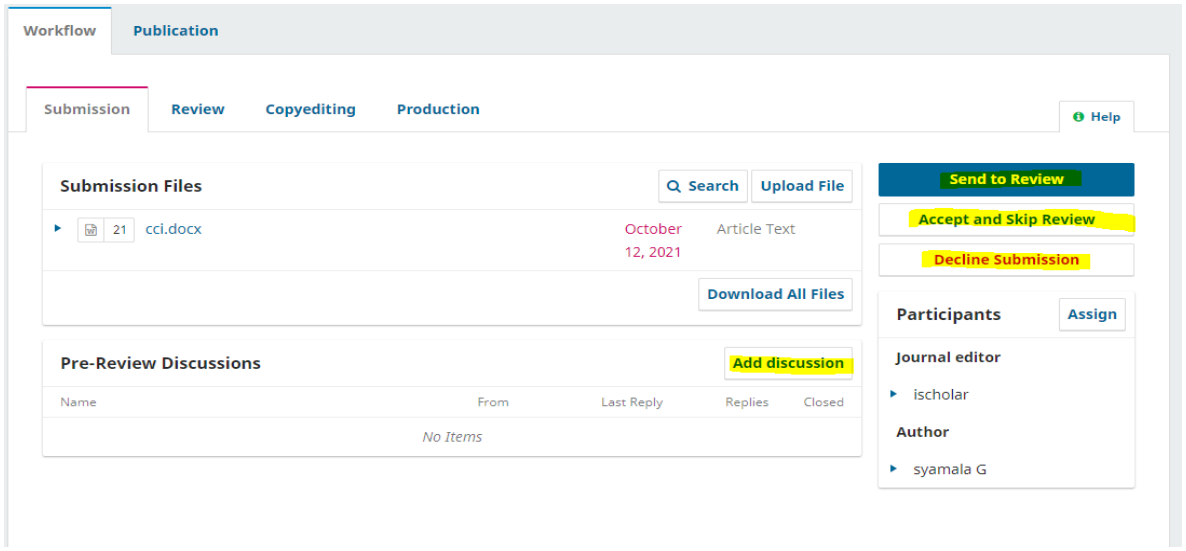
- All fields which are denoted in the form with asterisk(*) mark are mandatory to fill up.

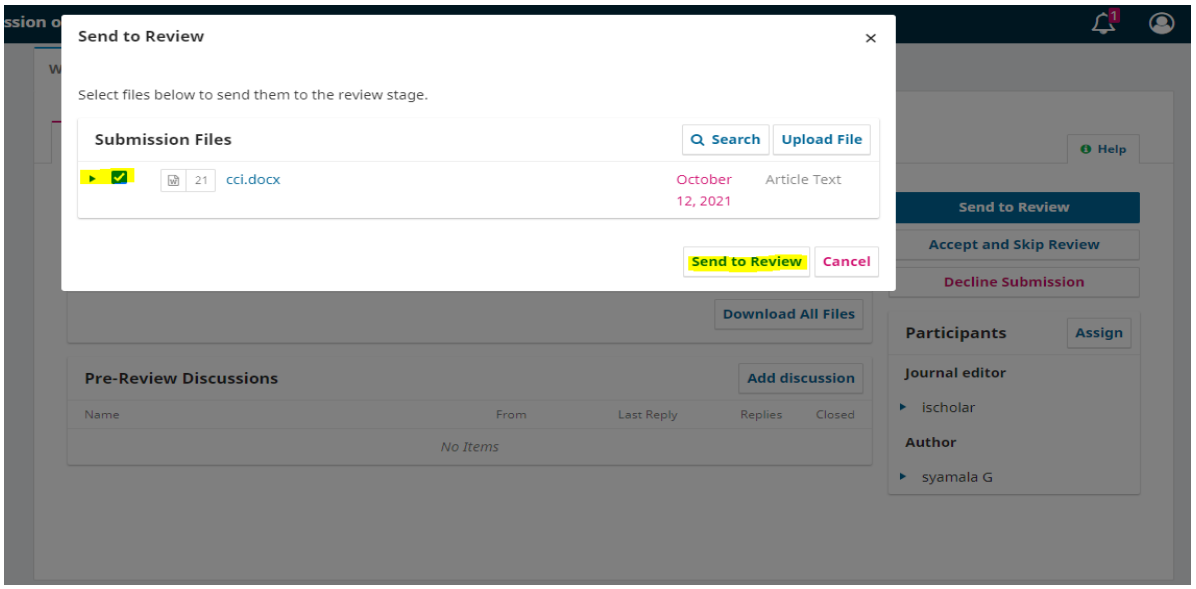
Last click on the ***Register*** button to complete the registration

- After Registering with the Journal you will be taken to a **User Home** page where can see submitted articles which are ready for editorial processing.

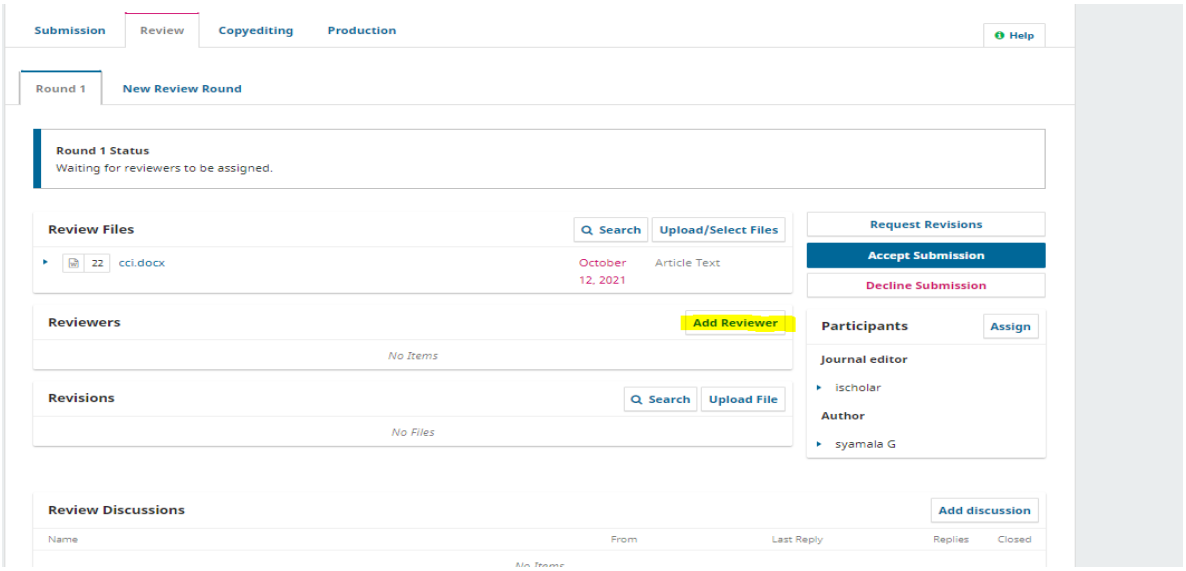


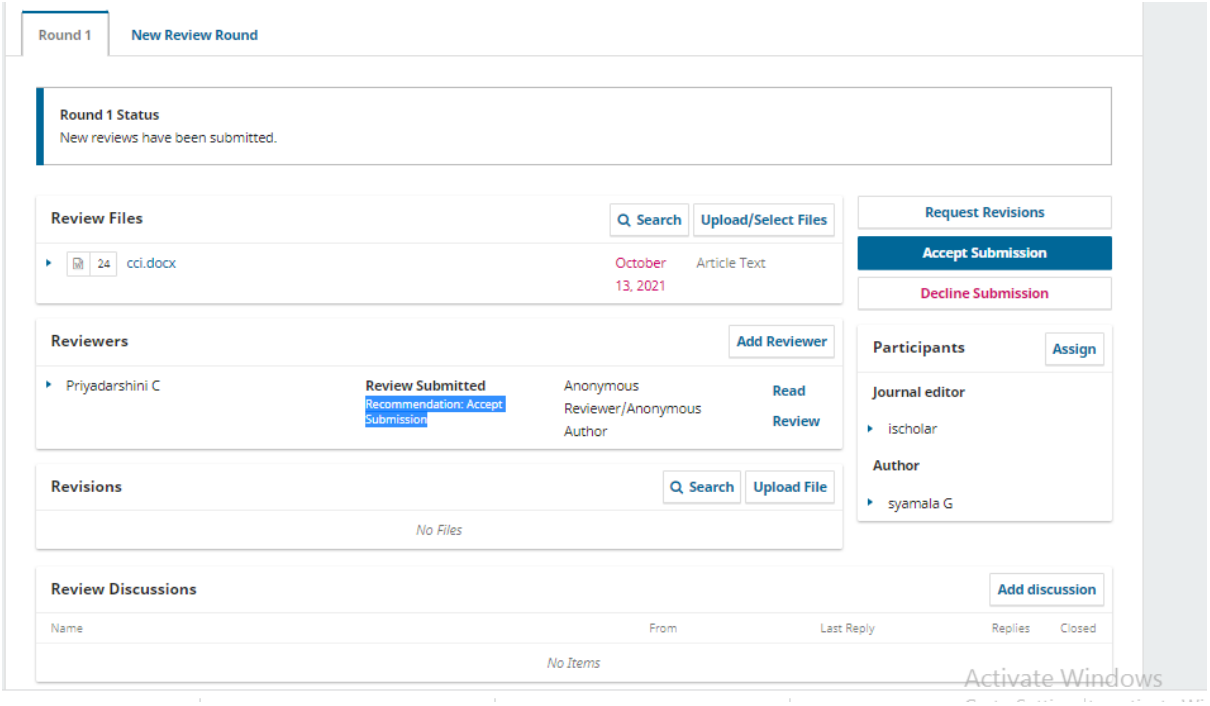
- Click on view button where uploaded article text will appear and there are some option which can editor **Send to Review/ Accept and Skip Review/ Decline Submission**.
- Click on Add Discussion to have a discussion between Author and Editor.



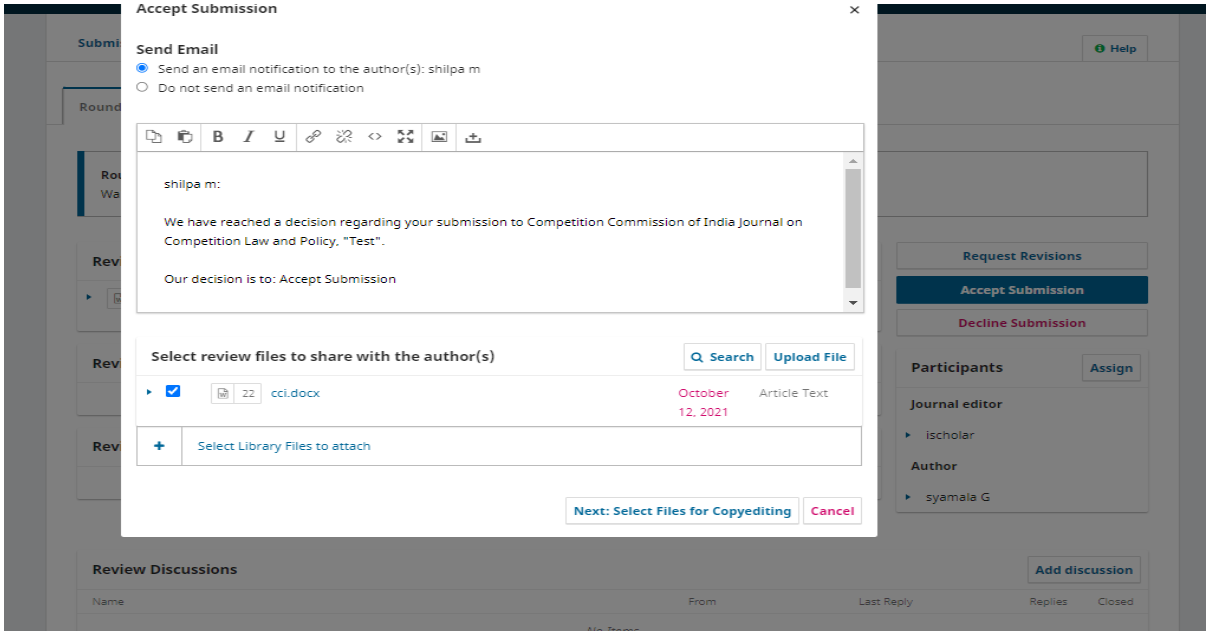


- Add the list of Reviewers by clicking on add Review

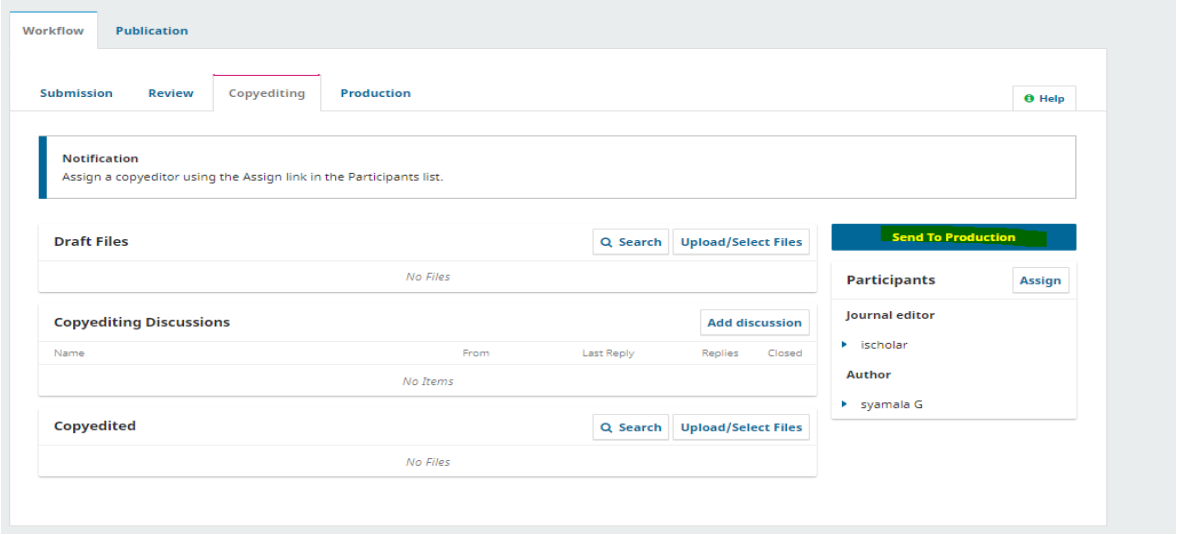


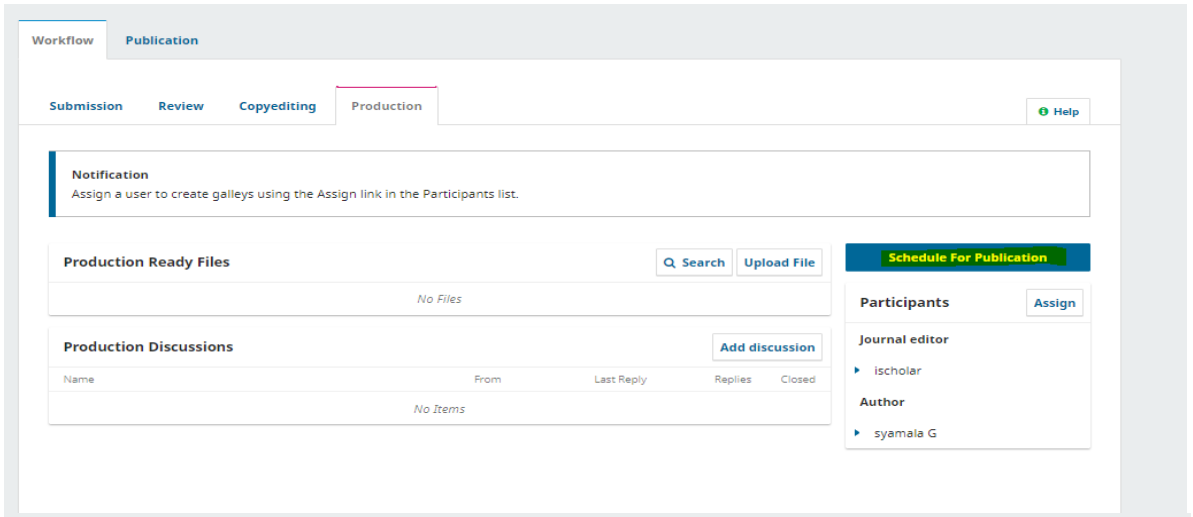


- If article was accepted please check on Accept Submission,where email notification popup on.click on next:Select file for copyediting.



- It moves to Copyediting stages after completion of copyediting,can send for production stage,where article submission file is ready for publication.




Workflow
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Copyediting
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Upload File
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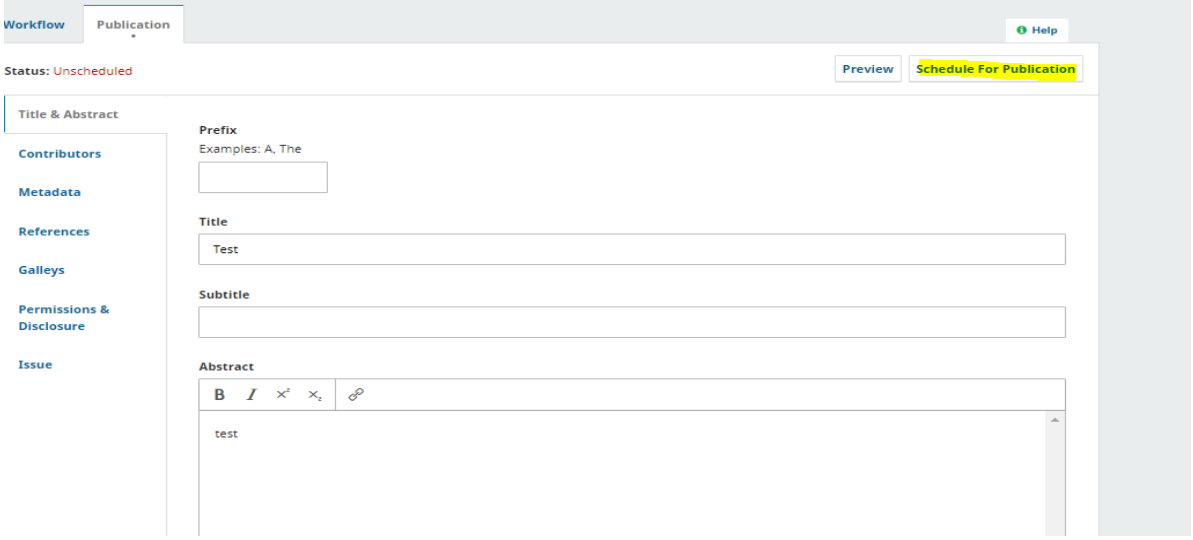
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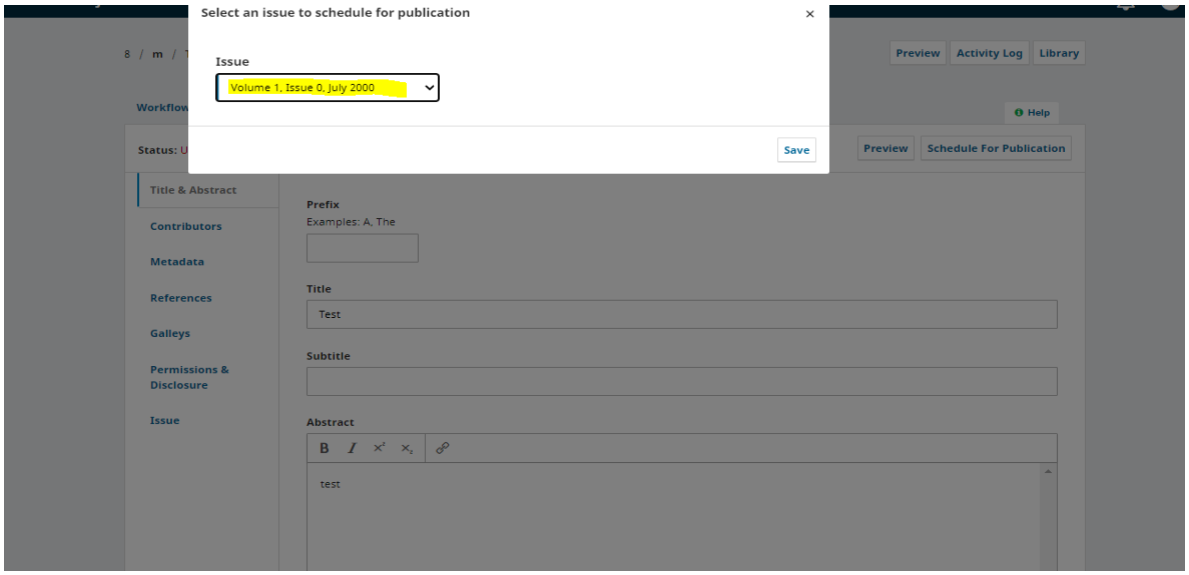
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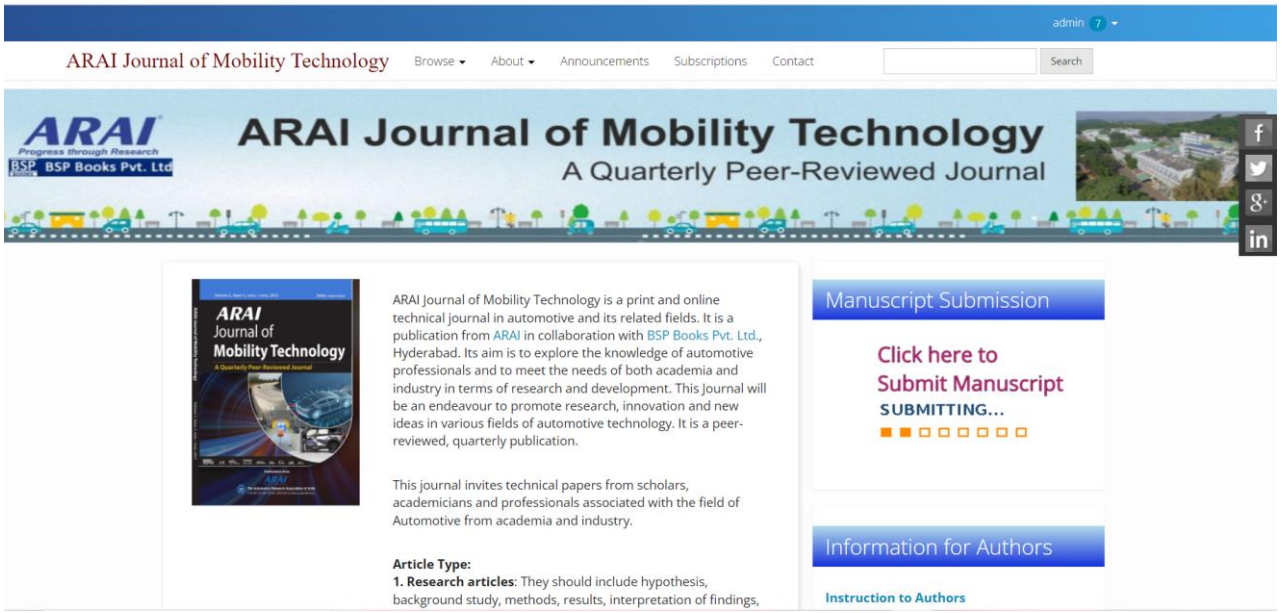


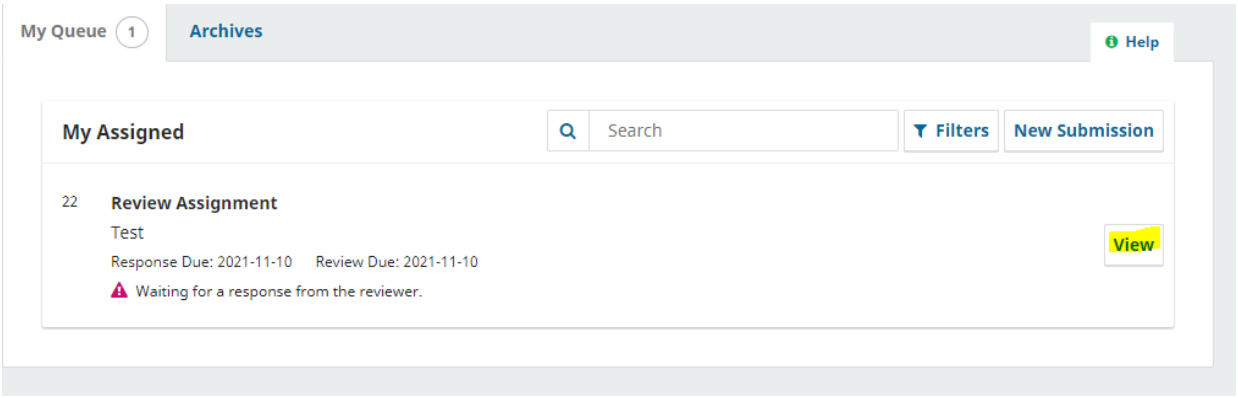
Workflow for Reviewer

- Reviewer can register to the journal directly throughthe Journal's website.
- Registering for a Journal involves filling out a ***Registration*** form.
- For Registering, click on the **REGISTER** tab on the menu bar, click on ***register with this site***

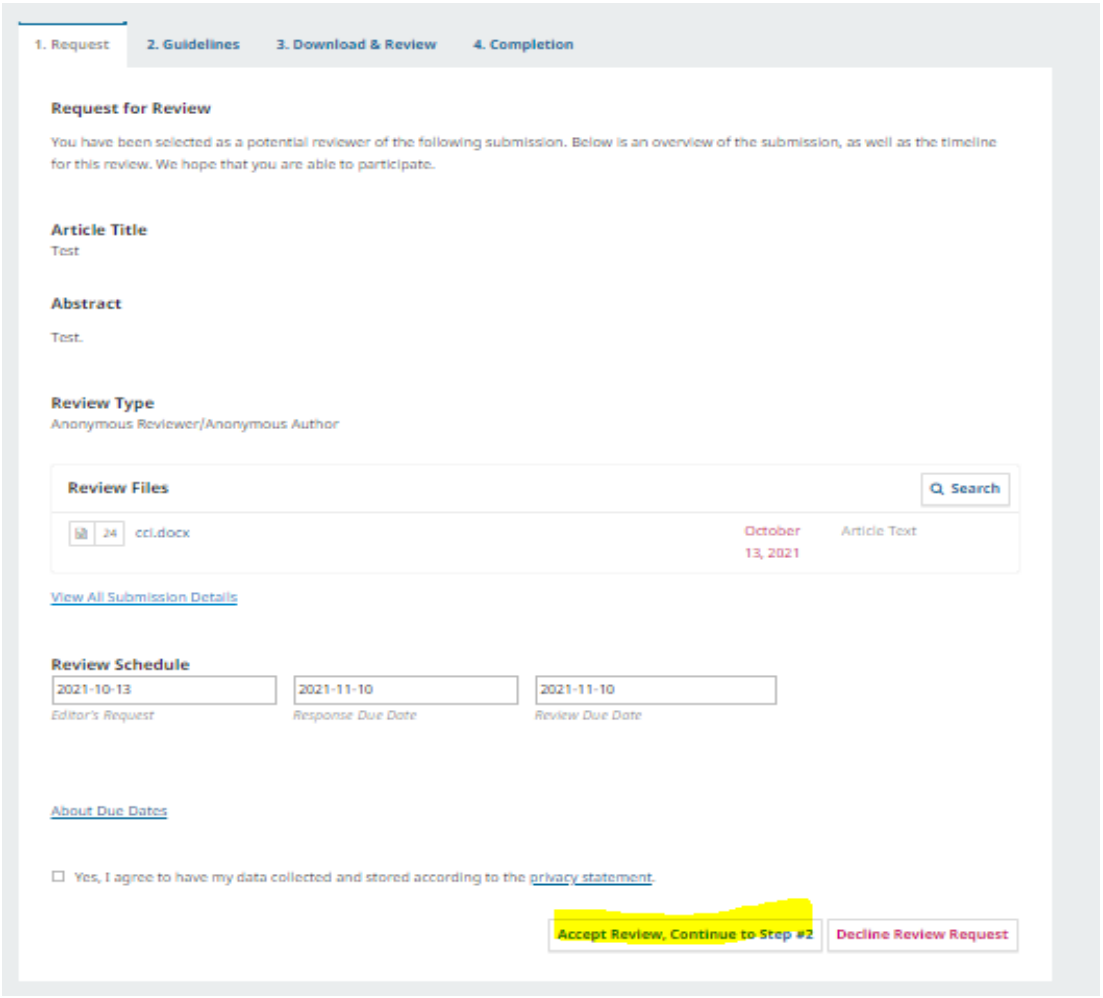
- All fields which are denoted in the form with asterisk(*) mark aremandatory to fill up.

Last click on the ***Register*** button to complete the registration

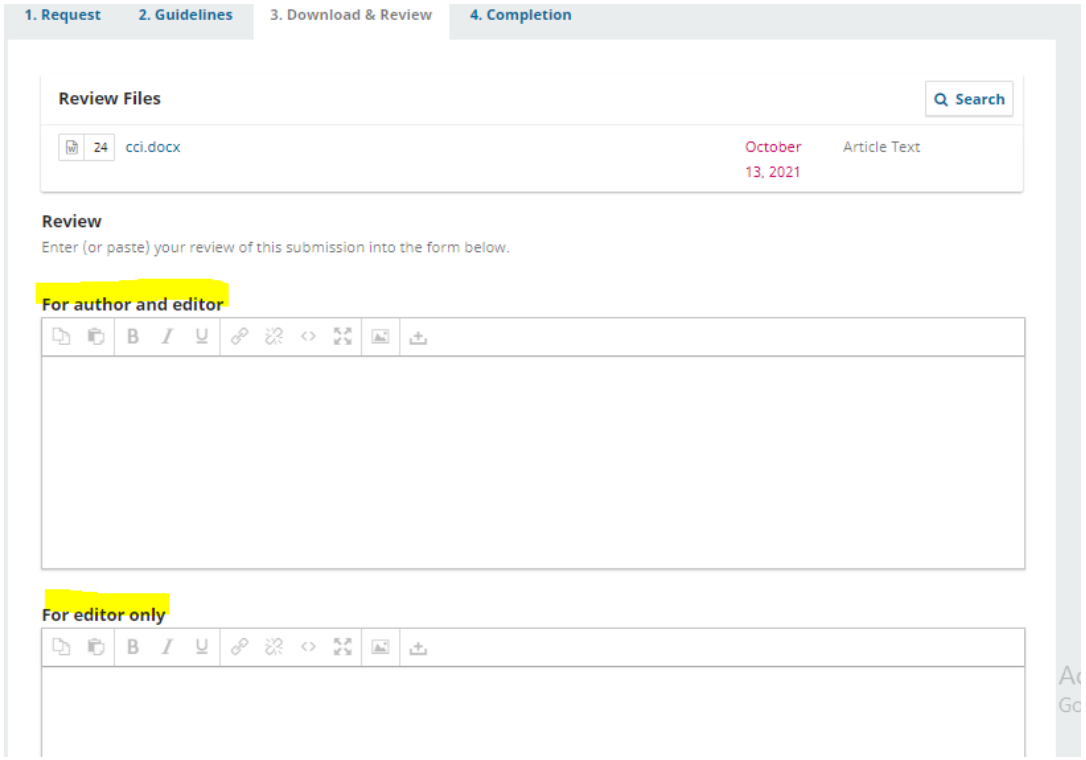
- After Registering with the Journal you will be taken to a **User Home** page where can see submitted articles which are ready for Review processing.
- After clicking on view button the article metadata will appears.

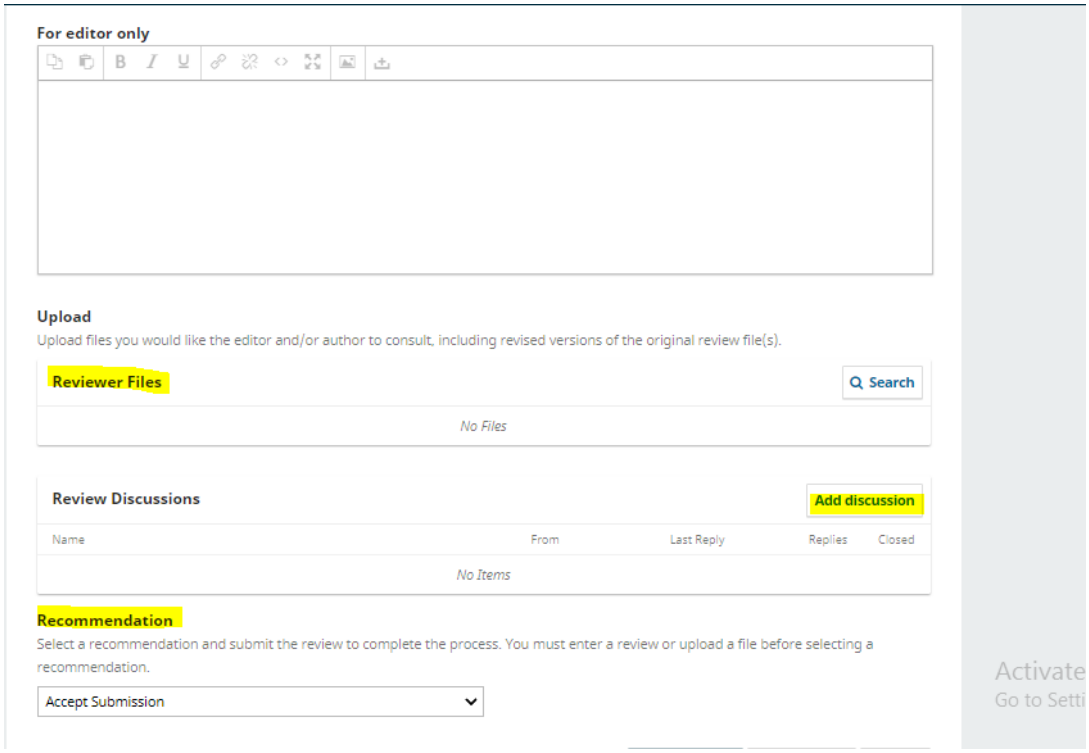


- If the article is accepted, then click on **Accept Review ; Continue to step#2**



- In Step 2,we can send a mail to author and editor regarding review and can upload the reviewer file
- At bottom of the page where we can find Recommendation like the article is **Accepted** / **Decline**/ **Revisions Requested** / **Resubmit for Review**.





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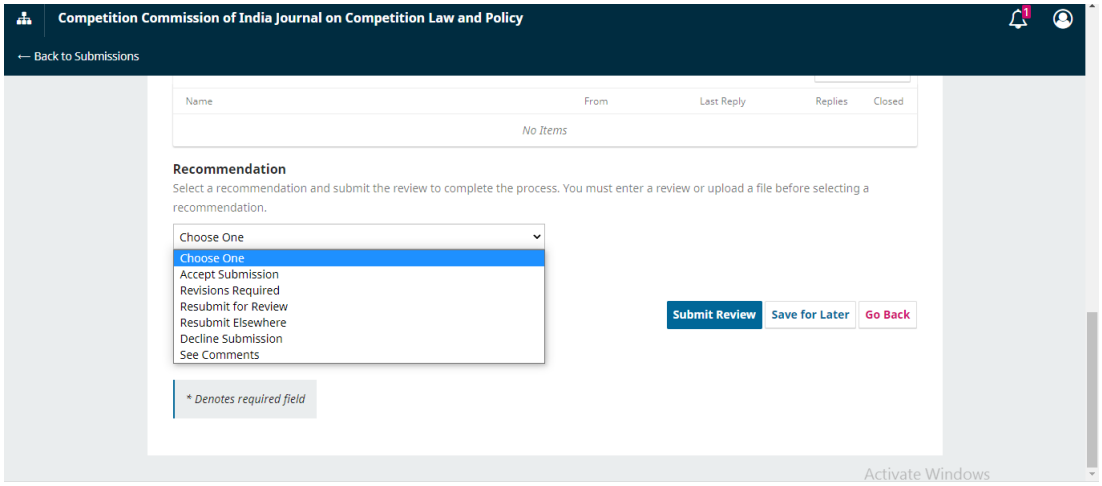
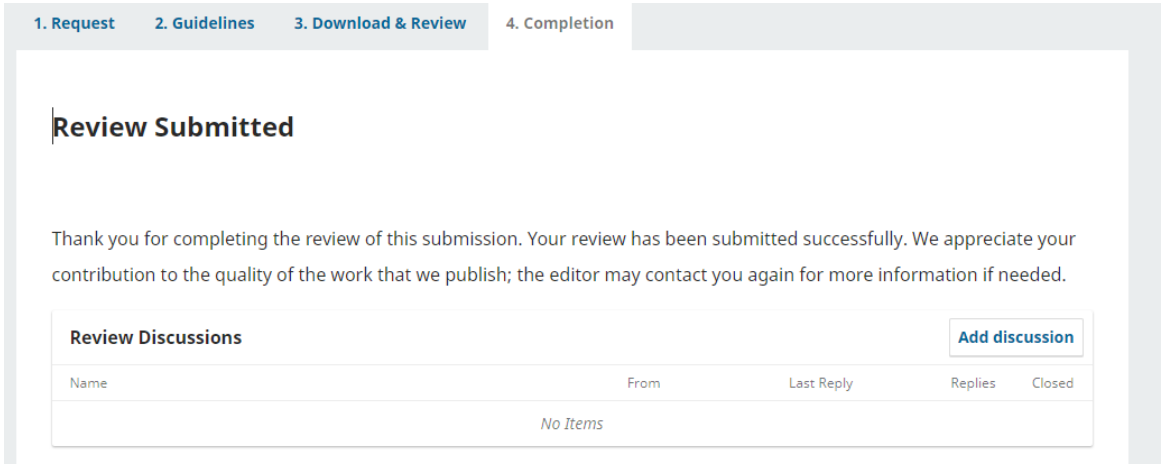
- After completion of recommendation, please click on Submit Review for final submit.