

HOW TO SUBMIT A MANUSCRIPT

1. Access the journal website as Author.
2. In the homepage, click 'LOGIN'
3. Enter your 'Username' and 'Password'. Click on 'Author Login'



The screenshot shows a login interface with a header "Please Enter the Following" and a link "Insert Special Character". Below the header are two input fields: "Username:" and "Password:", both highlighted with a red border. Underneath the input fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". At the bottom of the form are three links: "Send Username/Password", "Register Now", and "Login Help". The footer text reads "Software Copyright © 2007 Aries Systems Corporation."

4. In the Author's Main Menu New Submissions box, click 'Submit New Manuscript'



The screenshot shows a "New Submissions" menu with a red box around the "Submit New Manuscript" link. Below the link are three items: "Incomplete Submissions (0)", "Submissions Waiting for Author's Approval (0)", and "Submissions Being Processed (0)".

5. You may now begin entering the article title, article type, names of co-authors, abstract, keywords, document classification, and comments for the editorial office. (Note: The information that will be required by the system depends on the article type of your submission)

6. In the 'Attach File' section, you can attach necessary files by:
 - a. Clicking the dropdown button to select the type of 'Item' you want to attach.
 - b. Click 'Browse' and select the targeted file from the local drives.
 - c. When the file name of the desired file appears in the 'File Name' box, click 'Attach This File'.

(NOTE: An item marked with an asterisk (*) is required to complete the submission process. The system will show an error message if a required item is not uploaded.)

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Enter Comments
- Attach Files**

[Insert Special Character](#)

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Remember, PDF is not an acceptable format in which to submit.

Item Figure ← a

Enter a Description. Select Online Web System or Offline delivery. If Online Web System is selected, click the Browse button to select a file, then click the Attach This File button. If Offline is selected, click the Attach This Information button.

Description

Delivery Method Online Web System Offline

File Name: ← b

← c

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can change the order by changing the order number. Then click "Update File Order".

Order	Item	Description	File Name	Size	Last Modified	Actions
1	* Manuscript	Manuscript	Ackermann final.doc	236 KB	Jan 17, 2007	Download Remove
2	Figure	Figure	Ackermann Smith fig 2.pdf	74.7 KB	Jan 17, 2007	Download Remove
3	Figure	Figure	Fig 1.JPG	89.7 KB	Jan 17, 2007	Download Remove
<input type="button" value="Update File Order"/>						

7. When all the necessary files are attached, click 'Next'

8. Click 'Build PDF for my Approval'

New Submission

[Frequently Asked Questions](#)

- ✓
- ✓
- ✓
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Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *.

	Online	Offline		Online	Offline
Figure	2	0	* Manuscript	1	0
Table	0	0			

9. Click on 'Submissions Waiting for Author's Approval'.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)

[Back to Main Menu](#)

10. Wait for the PDF to build and click on 'View Submission' to review the PDF manuscript.

Action	Title
View Submission	TRIAL
Edit Submission	
Approve Submission	
Remove Submission	
Send E-mail	

11. After reviewing the PDF manuscript, click on 'Approve Submission' to submit to the editorial office.