

GETTING STARTED. MANUALS FOR AUTHOR.

Follow our step-by-step instructions to start the submission process.

Step 1

Log in your account and select the **AUTHOR** role on the top menu. You will see your author's main menu, where you will be able to submit a new manuscript, a revised manuscript, or check the status of an already submitted paper.

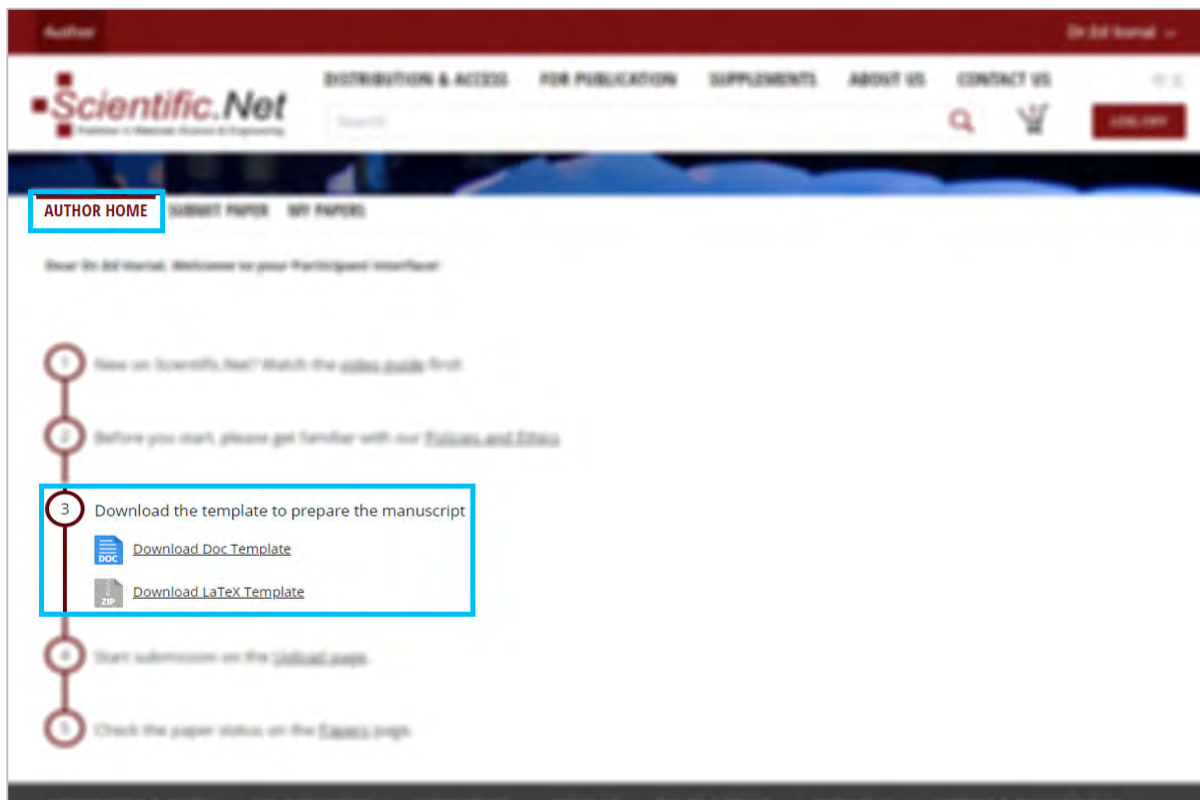
Menu tabs for Authors comprises three sections:

AUTHOR HOME SUBMIT PAPER MY PAPERS



Step 2

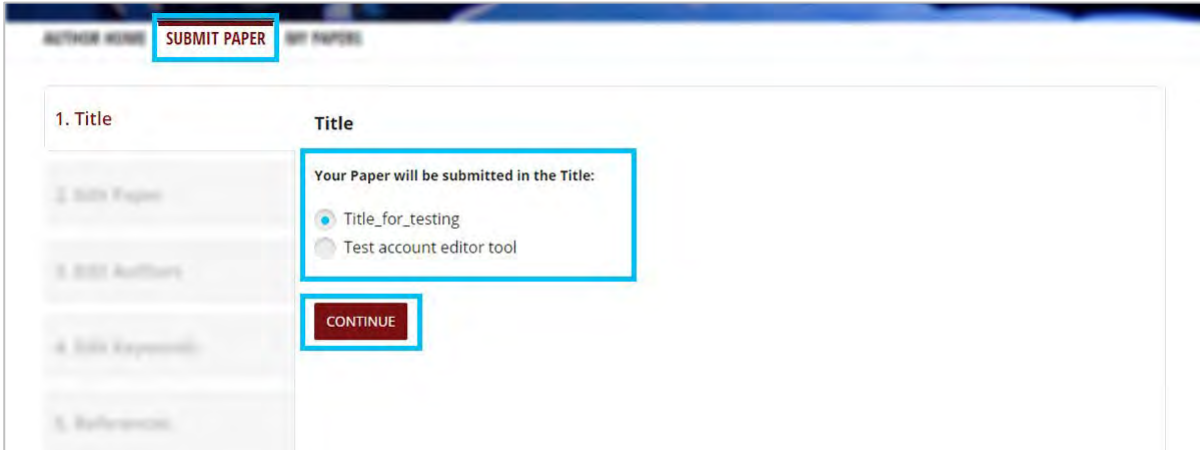
Choose and click on **AUTHOR HOME** to Download Doc or LaTeX Template which guides you how to properly arrange your Manuscript. Please make sure to always check the journal's instructions in our Template prior to submission to avoid unnecessary delays due to missing information or incorrect formatting of the manuscript.



→ **Step 3**

Choose **SUBMIT PAPER** tab on the top of this page:

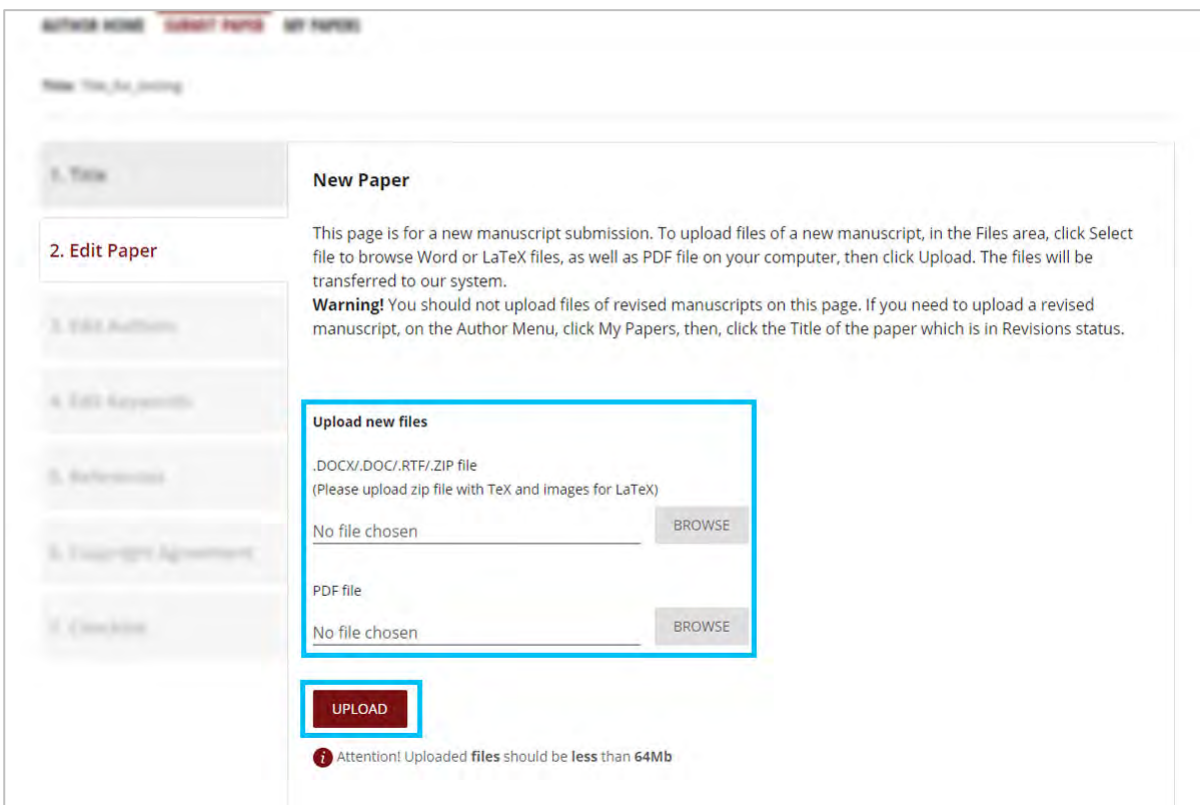
First, **TITLE** tab, here you need to choose the journal where you intend to submit your Manuscript. Click on **Continue** to go onto the next stage - SUBMISSION PROCESS.



→ **Step 4**

Select **UPLOAD NEW FILES**. Please remember that your Manuscript shall be submitted in both format **WORD/LaTex** and **PDF**.

Click on **Browse**, then in the pop-up window select the appropriate file on your computer and click on **Open**. Then click **Upload**. The files will be transferred to our system.



→ **Step 5**

Enter your **Paper Title and Abstract** filling the requested field.

Click **Update** at the bottom of the page.

The screenshot shows a web form with a sidebar on the left containing navigation tabs: 4. Edit Keywords, 5. References, 6. Copyright Agreement, and 7. Checklist. The main content area has a section for 'Paper Title' and 'Abstract', both with rich text editors. The 'Paper Title' field is highlighted with a blue border, and the 'Abstract' field is also highlighted. Below the 'Abstract' field is a red 'UPDATE' button.

→ **Step 6**

Next tab **EDIT AUTHORS**

You can add the **new author(s)** of your Manuscript. All Authors responsible for this manuscript shall be listed here. Click on **Add New**

The screenshot shows the 'Edit Authors' section of the manuscript submission interface. It includes a sidebar with tabs: 1. Title, 2. Edit Paper, 3. Edit Authors (checked), 4. Edit Keywords, 5. References, and 6. Copyright Agreement. The main content area shows the title 'Paper: File for Video Tutorial' and a table of authors. The 'ADD NEW' button is highlighted with a blue border.

POS * ↑↓	LAST NAME	FIRST NAME	EMAIL	CORRESPONDING AUTHOR	ADDRESS	REMOVE
1	itorial	Dr.Ed	editor@gmail.com	✓	👁	

First, you need to use **Search**, maybe this author(s) is already existed in our database.

Add New Author

Paper: File for Video Tutorial

Please use only author's own email and not a global email.
Please always write author's full first and last name.
Type the ORCID identifier to enable automatic sharing of published papers to author's ORCID account.

You can search by:

- email only or
- ORCID only or
- first and last name or
- all 4 fields

Preferred way to search is by email

First Name _____

Last Name _____

Email _____

ORCID _____

SEARCH

If the search returned no results, you can **add a new author** by entering the requested data. Then click on **Set as Author** to complete an Author data.

Create Author

You can try to search again using another search parameters

No account found. New account will be created and registered as Author

Title _____

First Name * _____

Last Name * _____

Email *
name@gmail.com

Zip _____

City _____

Country * _____

BACK TO SEARCH **SET AS AUTHOR**

Step 7

Click on **EDIT KEYWORDS** for adding new keywords. You can type them themselves and/or choose them from our list either, clicking first **Look Up** and then **Add**. Please read our instruction placed above how to type your keywords correctly.

To **delete** a keyword, click on appropriate icon.

Edit Keywords

Paper: **File for Video Tutorial**

Existing Keywords:

KEYWORD	DELETE
Polymers	

How to type keywords correctly?

I x_2 x^2 aa Ω

Add keyword as is*

LOOKUP **ADD** CLEAR

* - [Information](#)

Step 8

Click on **REFERENCES**. Here you will need to approve list of references specified in the paper.

Press **Approve** to confirm list of references. Otherwise, press **Reload** to update references list before approving.

References

Paper: **File for Video Tutorial**

Please note that references parsing may take a few minutes

The number of verified references can be increased by preparing them in accordance with [our template](#). Please, re-upload a revised paper on 'Edit Paper' tab and 'Reload' references to be verified. You will be able to go to the next submission step after approving references.

RELOAD **APPROVE**

→ **Step 9**

Click on **COPYRIGHT AGREEMENT**.

Please read it, choose a required reference on the bottom of this page, then click **Confirm** and **Accept** as a final step.

→ **Step 10**

Before submitting of your Manuscript, verify whether all necessary steps had been done properly.

Click on **CHECKLIST**. Tick all appropriate fields you have completed. Click **Submit**.

➔ **Step 11**

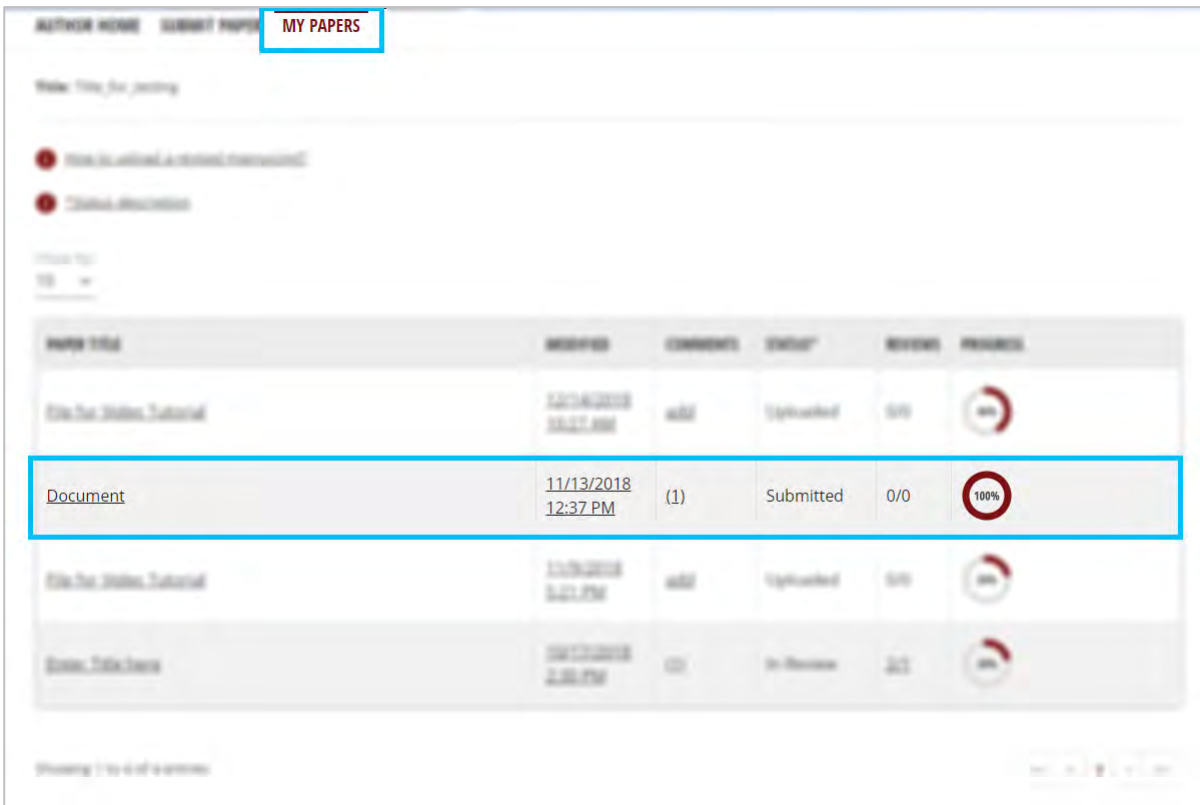
Click on **Comments icon** if you intend to leave any comments.



➔ **Step 12**

To verify if your Manuscript was properly submitted, please click on **MY PAPERS** on the top of the page.

You should see your Manuscript Title on the opened table. **PROGRESS** in this table should show 100%, otherwise it will become an obstacle on the way of your Manuscript to our peer-reviewing process.



GOOD LUCK!