

1- Public Guide

❖ **Entering the system:** for entering the system you must do below:

1. In the entering page to system and in login enter these data:
 - **User name:** you need to enter your email address here.
 - **Password:** you must enter your password which you made in registering stage
2. Hit the login.

❖ **Returning to Home Page:** if you are in any page except your page in your folder, you can click on Home page which is in tool bar in all pages. You will return to your folder.

❖ **Setting:** for editing your personal information and also changing your password do as below:

- 1- Click on the link (Profile) which is in tool bar in all pages.
- 2- In the page (Profile) and in part "**Personal Information**" you can edit the section below:
 - **Title:** choose them from the points below
 - **Gender**
 - **First Name**
 - **Middle name:** this point is optional and you could fill it if you wish.
 - **Last Name**
 - **Phone**
 - **Affiliation and Specialty:** you must fill in your work place and in statue or center you are a member.
 - **Address:** you must enter your residence place.

3. In case you are interested in judging in this system you can check "**Do you wish to judge the articles of this publication in future**" ?

Public and Author's Guide



4. In case you are having the role of judge in system you can enter "**your bank specification**" these data include:

- **Name:** enter your bank name which you have an account in.
- **-Code:** the code of the bank you have a account in.
- **-Branch:** the branch of the bank you have account in.
- **-Your account number:** enter your account number.

5. In "**classification**" you can choose from expandable list: first choose the faculty you are working now. Second, based on your selection the sub branches of your faculty will be shown and you can choose from there.

- By choosing every classification hit the "**add**" bottom. So your choice will be added to the classification below the page.
- By clicking on the link "**delete**" which is in column operation in every classification. You can delete the selected classification.

6. Click on the bottom "**save**" to save the changes.

7. For charging the password, in the section "**secret data**" click on the link "**charging password**".

8. You can see "**Change password**" page.

9. In section "**Current password**" enters your current password.

10. In the section "**New password**" enters your new password.

11. In the section "**Retype new password**" retype your new password.

12. Click on the bottom "**save**".

13. The system will show "**Password changed successfully**".

14. Click on the bottom **"Confirm"**.

❖ **Viewing the article:** for seeing the details of the article you can click on the title of article in your folder and the system will show the details to you.

- It is noticeable that you can click on the title of article and download the file in the detail page of the article and you can view the full text of article.
- This option is not given to **"system manager"** and the **"guide"**.

❖ **Filtering the article in your folder based on the status of article:** for filtering the article in your folder based on status of article, you can choose from named points in expandable list select **" search based on status"** which is on the top of the article box in your folder choose one. So you can see all articles which have the status of selective in your article box.

- It is noticeable that this option is only in folder of **"editor- in-chief"** **"editor"** and **" judge"**.

❖ **Filtering the folders based on specific publication:** if you are having the role of editor, editor-in-chief, operator, and guide in system, you can filter the articles in your folder based on a specific publication. In order to do so choose the publication from the expandable list on the top of your folder page. Choose your favorite publication. These publications are the ones which you have defined in **"managing publication"**. In this situation you will see articles which are defined for this publication.

❖ **Filtering folders based on classification of articles:**

If you are the editor or editor-in-chief in system. You can filter articles based on classification of articles. to do so you must choose **" search based on**

classification" from expendable list above your folder. in this way all articles with classification will be shown in the article box.

- It is noticeable that the present issues in expandable list the classification based on selected publication will be specified. you must notice that choosing publication expendable list "**the publication**" which is on the top of the folder.

❖ **Forgetting your password:** in case you have forgotten your password you can do as below, so system will give you new password.

- 1- In the page log in click on the link "**I cannot login**".
- 2- In the window "**change password**" enter your "**user name**" which is your e-mail and click on "**change password**".
- 3- The system will show you "**please check your email**". Wow checks your email. the system will send you an email containing a link to be clicked on.
- 4- By clicking on this link and in case of showing "**password changed successfully**". in this case the system will send you another email, containing new password.
 - In case you enter a "**username**" which is not registered in system. the system will show you "**the user is un available**".
 - In case the user name you have entered is not a valid one in system. the system will show "**Email address is not valid**".

❖ **Logging out of system:** in order to logout of system, click on the link "**log out**" which is in tool bar a above all pages. You will log out of system.

2- Author's Guide

- Registering in the system: in case you are using the system for first time before lagging in, register in the system as below.
 1. In the page log in to system and in the section register. Click on the "register now".
 2. In the page register, enter these information.
 - Email address
 - Password
 - Preface: among the available options, click on your choice.
 - Name
 - Middle name: this option is optional
 - Last name
 - Affiliation: you need to enter your work place, or institute or organization which you work for.
 - Address: you need to enter your residential address.
 - Security word: you must enter the security word which the system gives you.
 3. Check the option "Do you wish to judge articles of this publication in future" if you would like to judge articles.
 4. After studying the agreement, check the "I agree" to announce your agreement.
 5. For registering your data click on "register".
 6. You will see the Email which is sent to you by system.
 7. Please click on the link which is in the email or copy the link and past it in address bar of explorer to activate your username and password.
 8. Now you can login to system by entering your "username and password".
- Composing a new article:
 1. In the title list. Click on the "new article" and click submit new manuscript.

2. In the title list, first choose "journal" from expandable list. Choose the journal which you intend to send your article.

- Expandable list: "special issue" based on your selected publication it will show special issues and you will be able to choose the issue which you want to send your article. it is noticeable that this point is optional.
- Then enter your selected article title and for go to new stage. Click "next". It is noticeable that entering the title is compulsory and in case of not entering the title of article and click on next, the system will show the message "filing the title is compulsory" and will stop your proceeding.
- For going to next stage click on the next on the sheet on top of the page.

3. In the page log in Authors details you can enter the details of other people who have helped you in compiling the article in the chart. In order to do so, you need to enter the details below.

- Title: among the available topics, click on the topics you think is suitable.
- Gender
- Name
- Middle name: the choice is optional.
- Last name
- Affiliation: you need to fill in the name of institute or organization you are a member.
- Email address
- In case of checking the option "send emails to this author" the system will send a copy of any email for the selected Coauthor you choose.
- Address: you need to enter your residence address.

4. Click on the bottom "add"

- After adding the authors in the table below the page, you can move the order of authors by hitting up and down to reorganize them.
- The same way you can delete the authors by clicking on delete you can not delete yourself which is the main author of the article.

5. By clicking on "next" you go to next stage. and you can click on " previous" to go back.

6. In the section "abstract" , give a short summary of article which has got a minimum and maximum of words. the number words area chosen by manager of system at the time of making a new publication and change of the number of words is only by guide of publication and is manageable in " management of publication entering the " abstract" is compulsory.

7. By clicking on "next" and going to next stage, enter anew number of "key words" to go to next stage. The manager or the guide of article can change the number of words at the time of making a new publication or the guide can change it through "management of publication". Entering keywords is compulsory.

8. In the section "classification" select the classifications you think is suitable for this article. in order to do so. select from the " classification" in expandable list, and click on " add" in this way your classification will be added to the table blow the page.

- Entering the classification is compulsory; you can choose several classifications for your article.
- After adding the classification to the bottom of page you can select "delete" and Omit it from the classifications.

9. By clicking on the "next" you go to next stage.

10. In order to add the added file, do as below.

- Click on "choose file" and browse the file which the article is there, choose that so that the address be added to the address file.
- Among the item in expandable list "file type" choose the type of your file. in case you are sending the original file of your article, choose the option "manuscript" and the PDF of the file will be made.
- On the bottom "attach files" click on the file of article to add it to below the table.
- You can delete the file from the list of article after adding it to below the chart.

11. Click on the "next" to proceed.

12. In stage suggest reviewers you can suggest the judges you think are suitable. in order to do so, you need to enter the name and last name and Email address of the suggested reviewers, and after adding the details, click on add, to add the details.

13. If you have passed the previous stages successfully, you confirm them and save it in system.

- Check the data entered in previous stages.
- Click on the attached file and save it.
- Click on I agree to confirm the agreement.
- Click on confirm, so your article is confirmed in the system.

In case the data is not entered correctly the system will find errors and you must remove the errors to get confirmation.

- You could use "previous" to return to last pages.
- Withdraw a request: you can cancel your request in any stage before publication to do so click on requested of your chosen article in case the editor in chief agrees with you, your article will change from "waiting for withdraw" to withdrawn.

Public and Author's Guide



➤ Chatting by the judges: in case a judge of article starts a chat with you, you can answer as below:

1. Click on chat in your folder to be able to chat with the judges.
 2. You will see the messaging "chat list" and you can click on "reply" to answer the chat.
 3. Write your reply in "reply page".
 4. Click on send, the "reply" page is closed and the message will be send to judge.
 5. The system will show "the message is sent" in the " chat list".
 6. Alter the editor- in- chief accepts your massage, the message will be shown to you. Otherwise you can't see the message in " chat list"
- By clicking on " *" on top of the page you can close the " chat window".

➤ Over viewing article: in case there is a link of " review" for an article, you need to do as below to review the article:

1. Click on "review" link in your folder on the article.
 2. In this stage which is similar to "composing a new article" you can review different parts of article and edit them to do so you need to go to " next" stage after editing the information or go to " previous" stage.
- For going to next stages or going to a selected part in editing and reviewing the article, you can click on the sheets above the page.
3. In the last stage by clicking on the bottom "confirm" save the edited in formation in the system. The statues of article in your folder will change to "being judged".

➤ Editing unsent articles: the articles which by any reason before getting confirmation and saving system in "preview page" is saved they will be able to be edited for obing the editing does below:

1. Click on "preview " on the top of the " article box".

2. After opening the "previous" you will view the articles you have not saved.
3. On the link "edit" click the chosen article.
4. In this stage which is similar to "compose new article" you can edit different parts of article. to do this you need to click on " next" after editing the information.
 - To go to another stage or a favorite stage for reviewing click on the sheets above the page.

5. In the last stage by clicking on "confirm" save the data and in your folder the article statues changes to "being judged".

➤ Deleting the on send articles: to delete an article from " preview box" do as below.

1. Click on " preview " on top of " article box".
2. After opening the "preview" you see the article you have not saved in system.
3. Click on the link " delete article".
4. The system asks" do you want to delete article" in case you are save click on" ok".
 - In case you are not sure click on "cancel ".
5. The selected article will be deleted from "preview box" and you'll all see "delete is alone successfully".

➤ Conclusion of editor- in- chief: you will be able to see the conclusion of editor- in- chief the result of conclusion plus his explanations and judgment form of reviewers and editors conclusion. plus his explanations you must notice that you can see judges conclusion send explanation. to see the results of conclusions, you can does below.

1. I in case of seeing the link " editor- in- chief conclusion" for one article , click on it.

2. The system will show you the page "editor- in- chief conclusion" which has the results of editors conclusions, editors and judges' s article.
3. After seeing click on "return" and you will return to your folder.

➤ Request for publishing : in case your article is in the circle of publication and after editing and confirmation of guide of publication your article will be in status of " request for publication".

the request will be in your folder in operation column. you can do as below for publication of article.

1. Click on the link " request of publication" of article.
2. The system will show you the confirmation sheet which has the details of article and related file.
3. After viewing the details of article, click on the title which is attached file, to view or save the file. this file can be the final file in this case after clicking on the title of article, the system will show " to down load created PDF file click here you must click on it for final download.
4. After studying the agreement click on I agree.
5. Click on "agree" in case you have analyzed different sectors of publishable version of article.

- If you choose "accept" you won't be able to enter " explanations" any more.

6. If after studying different parts of confirmed article, you decided to reject the article, do as below.

- In the section "explanations" give your reasons for rejecting the publishable version.
- If you choose "reject" filling in the explanations is compulsory, otherwise the system will give you error message.

- Your explanations in the folder of publication guide will be shown in a link as "authors explanations".

7. At the end click on " send" bottom. If there is no problem you will return to your home page in your folder. in case you click "accept", you see your article in status of " ready for print" and in case you " reject " , you put the article in accepted status.

- If you click on " send " before conclusion click on " return" you will return to your home page in your folder, and your decision will not be sent.

➤ Viewing the conclusion and operator explanations:

If the operator of publication rejects your article in first evaluation your article in your folder has the status of "rejected in first review" and the link "operator explanations" and "operator conclusion" will be activated in operation column.

1. For viewing evaluation of operator you can do as below.
 - Click on the link "operator conclusion".
 - The system will show you primary evaluation form filled by operator and his conclusion.
 - Click on " return" bottom and in this case the system will return you to your home page in your folder.
2. If you are only interested in seeing the operator's explanations about rejecting you can do as below.
 - Click on the link "operator's explanations" of article.
 - The system will show you a page of operator's explanations.
 - After viewing click the bottom "*" and the "operator's explanations" will be closed and you will return to your home page in your folder.

Public and Author's Guide



- Receiving Emails: you can receive Emails in some stages this option is intended for you to receive information about the status of your article and you can receive some further information about the article as well.
- The cases which system will send your Emails.
 1. When you save an article, you get a confirmation.
 2. When the operator rejects your article. You get a review confirmation.
 3. When the editor- in- chief has concluded an Email will be sent based on conclusion of editor- in- chief which can accept, reject, minor review or major review.

Good Luck