Practical Guide

For Authors
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Introduction

‘Manuscript Online’ is an online system for submitting and examining essays. If your intended journals use this system, you can begin to submit and track your essays from anywhere in the world. In order to login to your intended journal system, first click on the journal name on Website Homepage. The first page that appears on screen is the login page (picture 1). Now you need a username and password to login to the system.

Registration

In order to register at your intended journal, follow the steps below:

1. Click on Registration at main page. (picture 2)

2. The registration window shows up. Enter requested information into the form.
3. Enter your desired username and password and press registration button.

4. Immediately a registration confirmation page opens up, and after thank you message, it asks you to check your mailbox.

5. There will be an email in your mailbox titled 'registration confirmation'. Open that and click on the link at the bottom of the page. This is necessary for the activation of your username and password. (Picture 4)
Attention: The notification letter sent to your mailbox might be automatically identified by your mailbox service as spam and therefore stored in the Bulk or Trash or Junk folder. So you would better check these folders in your mailbox as well.

Attention: If you want to send your essays for several journals, you should do registration for each of them separately.

Attention: If you do not get email from a certain journal, click on "I haven't got registration confirmation email" (Picture 5). Enter your username and email address (Picture 6) and then the confirmation email will be sent for you again.

Pictures 5,6

Registration by Journal:
You might be registered to the system by journal itself; in this case you will receive a confirmation notification letter titled "Registration Confirmation" (very much like when you register yourself) that your special username and password have been specified in it. For the activation of this username and password, it is required that you click on the link at the bottom of the page.

Attention: At the time of registration, the journal does not enter all required information; therefore, If you have been automatically registered by journal, after registration confirmation
please make sure that your information are complete; do this by referring to "Changing my features" section in menu at the top of the page.

**Login to System**

1. After clicking on the name of journal on the first page, you will proceed with the login page.
2. Enter your username and password. (Picture 7)
3. Click on Author login bottom and enter into the system.

![Login](image)

Picture 7

Attention: If you have forgotten your password after registration, you can click on "I’ve forgotten my password", enter your username and email address (Picture 8), and then the password will be sent to your email address.

![Password Recovery](image)

Picture 8

After logging into the system, the first page that you will see is the main page of authors section. The ‘main menu’ is at your right side of page and it contains the links that you will be used them. (Picture 9) The complete explanation of this section has been stated at the end of
this Instruction. The summary of your essays' state has been shown at original section of page. Information of this section is specific to you and another person will not have access to them.

**Picture 9**

**Turning of work in Manuscript On-line**

At any time your essay situates in one of the following states (Picture 10):

**Unsubmitted Essay**

It is possible that you register an essay, but have not submitted it yet. In this case your essay will be saved at "unsent essays" section and you can end completion and submitting of essay at next time.
**Submitted Essays**
After submitting essay for journal, your essay will situate in this section and you can't change or edit it. In spite of this, you can see your essay specifications and sent files.

**Return for Modification**
If your essay needs corrections before or after reviewing, the editor-in-chief will return it to you for correction. In this case essay will situate in "return for correction" section and you can edit it. This step of work will repeat several times as a result of various reasons.
Decisions
After completion of judgment and final examination of essay, final decision for rejection or acceptance of your essay will be made. From this time essay is observable at Decisions" and there will be no possibility for edition.

Registering New Essay
Registration of essay in Manuscript Online will be accomplished during three general steps:

1. Essay title registration
2. Authors' registration
3. Essay file(s) upload

To register a new essay, follow the instruction:

Registering Essay Features
1. Click on "new essay registration" at authors’ original page. (Picture 11)

2. The page of essay specifications registration opens. (Picture 12)
3. You had better study journal’s instruction for author’s order and affiliation before starting to work.

4. Enter the title of essay in Farsi and English then click on the bottom of next step. (Picture 12)

**Essay Authors Registration**

5. The page of essay authors’ registration opens. (Picture 13)

6. Pay attention to the fact that automatically your name and identifications are considered as author who is responsible for essay. If you are not the first author of essay, you can change the order of writers at the end the work. If you are the only author of essay, you can click the
bottom of "Go to next step". Otherwise, enter other authors' identifications one by one. After adding each author's identification when you want to add next author, click on bottom "adding next author". (You should fill separate form for each author).

7. When you entered the identification of last author, for speeding up your work, you can use bottom "add and go next step". (Picture 13)

8. If you don't want to add other identifications and you want to go to next step, click on the bottom "Go to next step".

Attention: you can always delete or add an author, change authors' order and edit their identifications.
9. At next step file upload page opens. (Picture 14) Upload file(s) according to following order:

   - Click on browse button. Choose file dialogue page opens.

   - With attention to the place of file's place in computer, find your intended file, specify it then click on open button. File's name and address appear file section. Press upload button.

   **Attention**: you can do this step more than one time and upload several files. After each time, the confirmation of file's upload is shown at the top of the page.

   **Attention**: If sending cover latter or copyright letter is necessary for journal, in this case two submitting steps of two above mentioned cases is added to previous steps.

10. In this step when you upload all files related to an essay, you have two choices:

   - **Return to previous step**
   - **Completion of action**

**Completion of actions:**

11. After clicking on "completion of actions" the page of essay complete specifications opens.

12. In this page, complete details of essay including essay's Farsi title and authors are seen.(Picture 15) with click on "upload file" you can see uploaded essay.(Picture 16)

13. You can exercise your intended changes by means of functional buttons which are available. For example, the modification of the essay's title, changes in files and authors, and even deletion of all essay's information.
**Attention:** In this system, the person who has registered the essay is considered as responsible author automatically. In other words, essay should be registered by responsible author, although it is possible that this person is not the first author of essay. Therefore, by means of buttons and you can change authors' order.
If you want to postpone essay's edition and submitting to some other time, by click on "return" you will return to the essay's original page and all registered information will remain in unsent essays section for next editions or submitting in future.

Attention: At every step you can stop working and continue it some other time. In this case all your actions will be saved at unsent essays with date.

To continue work in future, you enter original page of authors' section directly after login and you do according to the following order.

1. You click on unsent essays. (Picture 17) the page related to your unsubmitted essays index opens.

2. You click on essay's name. (Picture 18) the page of essay complete specifications registration will open and your essay's details will appear at "wait for submitting" status.

3. To edit essay's title, use "title edition" link at the top of the page and to delete essay completely, click on "deletion" link at the top of the page. (Picture 18)

4. You can do deletion, addition and necessary editions at each section.

5. At this step you can send essay or postpone work's continuation to some other time.
Attention: As long as you have not submitted essay to journal, you can delete it.

Essay Submission
After you become sure that essay's information are complete and correct, you can submit your essay to journal during following steps:

1. Click on "submitting to journal" at the top of the page. (Picture 19)

2. Immediately the page of essay sending confirmation appears. (Picture 20)

Pay attention that essay's status has changed from waiting for submitting to submitted to journal.
3. After submitting essay, journal will submit a confirmation email "submitted manuscript received" title that contains essay's title and sending date.

4. After this time your essay will situate at subset of "submitted essays" (Picture 21) and its status will change to "submitted to journal" with mention of submitting date. (Picture 22)

With click on essay's title, the page of essay's details will open that three separate sections exist in it (Picture 23):

**Prevalence of Viral Agents in Acute Viral Infections in Tehran Province**

**Authors**

1. Ali Alizadeh (Corresponding Author)
2. Fereydoun Fayez

![Picture 22](image-url)
1. Essay's specifications: In it essay's status, Farsi title and essay's authors are seen.

2. File upload

3. Submissions: There are different sending details in this section according to date. You can see details by click on each date. (Picture 24)

Attention: After submitting as long as the essay is returned to you for correction, you will not able to do edition and other changes.

**Return for Modification**

After first examination of essay's specifications, authors' identifications and uploaded files, when editor-in-chief sees defect in related files and specifications, he may return essay with a note to you for correction. Simultaneously and automatically an email with "Note On Your Submitted Manuscript" is submitted to you and informs you about your essay's status.

At this time your essay will be situated at "return for correction" with click on it, the original page of returned page for correction opens.
You can get access to essay's specifications and details by click on each essay's title. (Picture 26)
2. At this step at "Submissions" section, you can see another section with "original examination" title, the editor-in-chief's note is seen by click on its date. (Picture 27)

3. To edit or add new or corrected file, you can use "File Upload" at the top section.

Attention: All changes including: change of essay's title, number and specifications of authors and files will be like a new essay except that you can't delete essay or delete or edit the previously submitted files, you should add new file from the place which has shown with arrow at picture 26. (Do like mentioned means for file's upload.)

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**Return For Modification After Review**

4. It is possible that your essay is returned after review. In this case simultaneously and automatically an email titled "Review results for manuscript" is sent to your email and informs you about your essay status.

5. At this time your essay will situate at "return for Review" section. (Picture 27) by click on it the title page of returned essays opens. You can get access to essay's details and specifications by click on its title. (Picture 28)
6. At "Submissions" section, click on "review" section. (Picture 30)
7. In this case, you can become aware of your review opinion by clicking on "review's code".
8. It might be necessary to make some changes or upload a file. To do this, use the related file upload. After doing changes in front of column review code, "answered" is checked this means that you have answered to this review. (Picture 32)
Attention: When several reviews have examined your essay, you should answer to all of them one by one. So long as you have not answered to all reviews separately, you can't submit essay again.

9. At the end, submit essay like before, by click on "re-submit to journal". (Picture 33)

10. A confirmation email with "re-submitted manuscript received" title is sent to your email.

11. From this time your essay will be situated at "submitted essays" section and its details will not be changeable.

Attention: this trend might be repeated several times.

**Decision making**
After review and final examination of journal's editor-in-chief, your essay is accepted or rejected for printing in journal and it will be situated in "decision made" section at the first page of authors

With decision making an email with "decision on your submitted manuscript" title is submitted to you automatically in which the status of essay's acceptance or rejection is specified. (Picture 35 & 36)
Main menu (your options)
Main menu situates at right side margin of all authors section pages and user can get access to various sections by means of it (Picture 37)

At the bottom of each main menu row, its usage is described:

**My essays:** by click on this section, you go to original page of authors' section.

**New essay registration:** you can start to register a new essay by click on this section.

**Authors' Guide:** at this section you can get access to journal's instruction for authors which is accessible in internet page or file (pdf or word) form. If instruction is presented in file form, by click on this section a window opens and you can open file and study it or save it for next study.

**Journal's web site:** by click on this section you go to journal's web site.

**Contact with journal:** at this section, there is information like address, telephone number, Fax, Internet address and email for contact with journal.

Change Features
Change My Features: if you want to change your specifications that you have registered at the time of registration and submitted to journal, you can use this section. (Picture 38)

Pass word change: if you want to change your pass word, you can do this by means of your previous pass word and two times entering your new optional pass word. (Picture 38)

Online support:
on line back up is for answering to users' technical and guiding problems to work with system and it is not related to special journal. For using this service, act according to the following manner:

1. Click on online support.
2. Click on new ticket. (Picture 39)

The page of new ticket opens. Enter ticket subject and an explanation for it at related sections and click on send. (Picture 40)
Your ticket is sent for support and is situated at ticket and you can see your ticket’s specifications at new page by click on application title at original page of on line back up (Picture 41).

**Support**

<table>
<thead>
<tr>
<th>#</th>
<th>Ticket</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>It is impossible to upload more than 2 files</td>
<td>You (12/3/2006 12:40:00 PM)</td>
</tr>
<tr>
<td>2</td>
<td>hack</td>
<td>You (12/3/2006 12:34:00 PM)</td>
</tr>
</tbody>
</table>

**Closed Tickets (0)**

Your application will be answered less than 24 hours. The latest opinion change will be changed from you (Picture 41) to back.

To see the answer, you can click on application title after entering to on line back up. (Picture 43) you will see you question and answer at new page. If you have not got your answer or explanations are wanted from you, for continuation you can type necessary explanations at new post section again and submit for supporting.

**(Attention):** as long as your question has not been answered completely and your discussion with back up continues, your application will be at open applications and you can continue your discussion with back up. Only after the end of discussion, application enters to close application and at this time there is no possibility for continuation of discussion in related subject.
Attention: Online support has been designed for technical problem through your reviewing. Some parts of your question are likely regard in journal’s editor and journals policy. For solving these types of question (for instance, following of an article or publication date) please contact the journal’s office