

# Author User Guide

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## Account Creation and Login

**Create an Account.** First-time users need to register and create an account. Click the *Author Registration* button and fill in the information requested. Follow the 3-step process as shown in Figures 1-3 for creating your account.

**Author Registration**

**Step 1 of 3 - Name & Email Address**

Prefix\*

First Name\*

Middle Name

Last Name\*

Degree

Scopus ID (if any)

ORCID ID (if any)

ORCID IDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID IDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

Email Address\*

Next

Figure 1

**Author Registration**

**Step 2 of 3 - Address**

**Primary Address**

Institution

Department

Address\*

City\*

State/Province\*

Country\*

Phone

Fax

**Secondary Address (if any)**

Institution

Department

Address

City

State/Province

Country

Phone

Fax

Previous Next

Figure 2

**Author Registration**

**Step 3 of 3 - Password**

Password\*

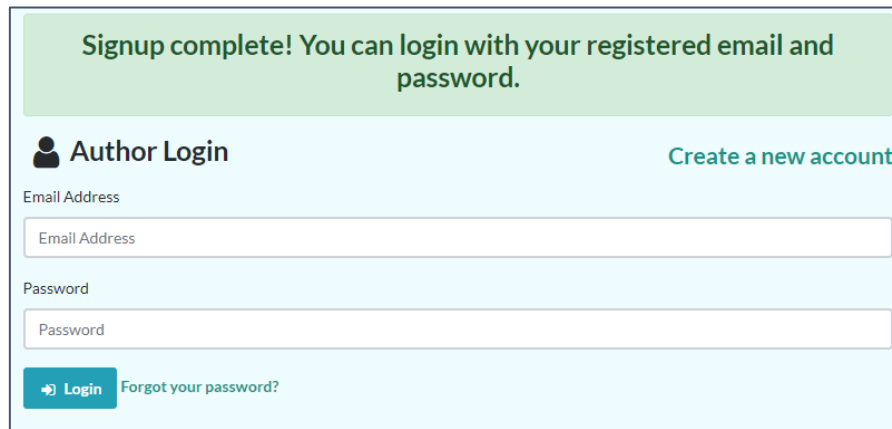
Confirm password\*

Previous Finish

1. After you click "Finish", it will lead you to the "Author Login Page".  
2. Please check in your inbox for the Author Account confirmation email from us.


Figure 3

Once the registration is completed, you will then be able to login with your registered email address and password (Figure 4).



The image shows a web form for 'Author Login'. At the top, a green banner contains the text 'Signup complete! You can login with your registered email and password.' Below this, the form has a light blue background. On the left, there is a user icon and the text 'Author Login'. On the right, there is a link 'Create a new account'. The form contains two input fields: 'Email Address' and 'Password'. At the bottom left, there is a teal 'Login' button with a right arrow icon. To the right of the button is a link 'Forgot your password?'.

Signup complete! You can login with your registered email and password.

 **Author Login** [Create a new account](#)

Email Address

Password


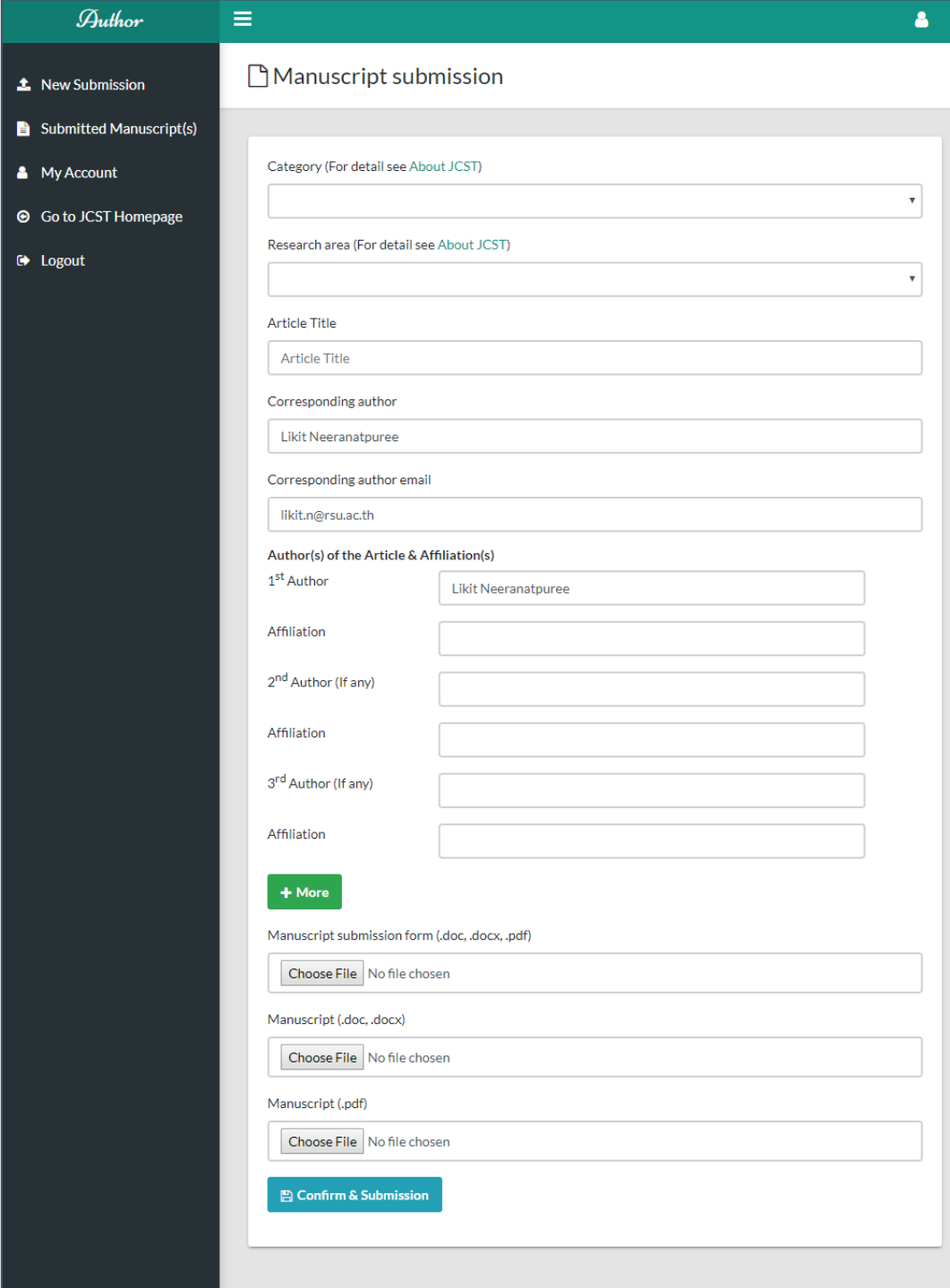
 **Login** [Forgot your password?](#)

Figure 4

## Manuscript Submission

Once logged in, click on "New Submission," and fill in the information required in the submission form (Figure 5). Manuscript can be submitted in Microsoft Word or PDF file format.



The screenshot shows the 'Manuscript submission' form within the 'Author' portal. The left sidebar contains navigation links: 'New Submission', 'Submitted Manuscript(s)', 'My Account', 'Go to JCST Homepage', and 'Logout'. The main form area is titled 'Manuscript submission' and includes the following fields:

- Category** (For detail see [About JCST](#)): A dropdown menu.
- Research area** (For detail see [About JCST](#)): A dropdown menu.
- Article Title**: A text input field.
- Corresponding author**: A text input field containing 'Likit Neeranatpuree'.
- Corresponding author email**: A text input field containing 'likit.n@rsu.ac.th'.
- Author(s) of the Article & Affiliation(s)**: A section for listing authors and their affiliations.
  - 1<sup>st</sup> Author**: Text input field containing 'Likit Neeranatpuree'.
  - Affiliation**: Text input field.
  - 2<sup>nd</sup> Author (If any)**: Text input field.
  - Affiliation**: Text input field.
  - 3<sup>rd</sup> Author (If any)**: Text input field.
  - Affiliation**: Text input field.
- + More**: A green button to add more authors.
- Manuscript submission form (.doc, .docx, .pdf)**: A file upload section with a 'Choose File' button and 'No file chosen' text.
- Manuscript (.doc, .docx)**: A file upload section with a 'Choose File' button and 'No file chosen' text.
- Manuscript (.pdf)**: A file upload section with a 'Choose File' button and 'No file chosen' text.
- Confirm & Submission**: A blue button at the bottom of the form.

Figure 5

Your submitted manuscript (s) will all be displayed under “Submitted Manuscript (s)” menu (Figure 6). Click on “Manuscript Detail” to see detail shown in Figure 7.

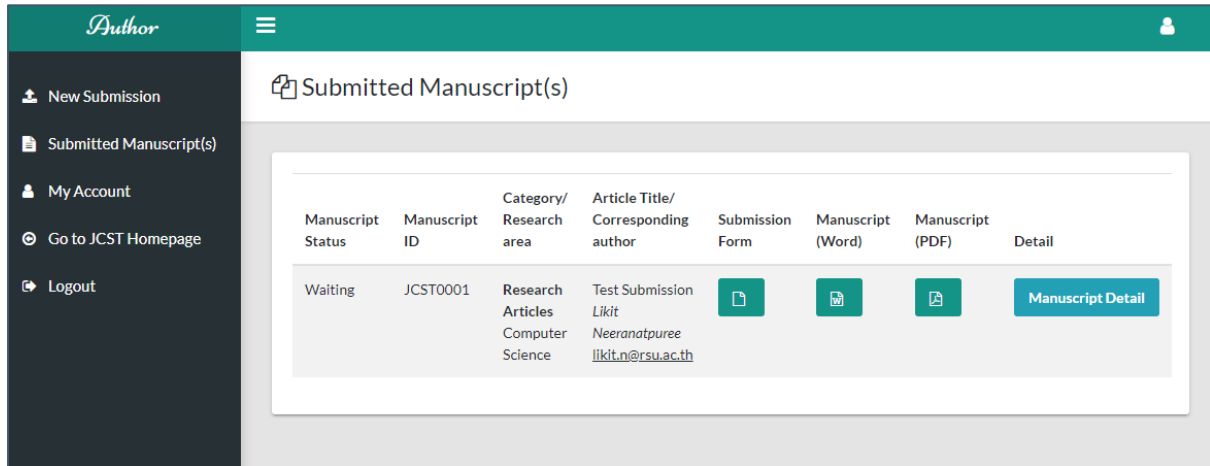


Figure 6

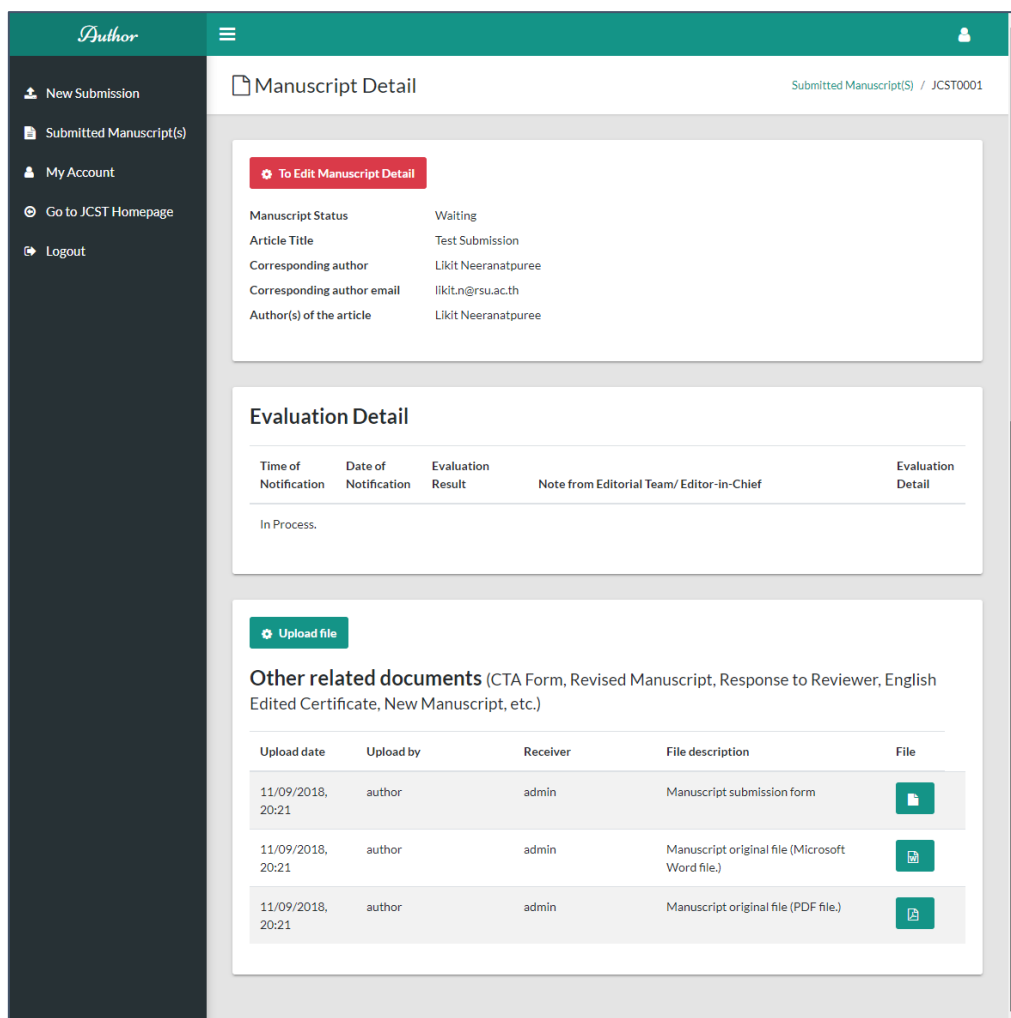
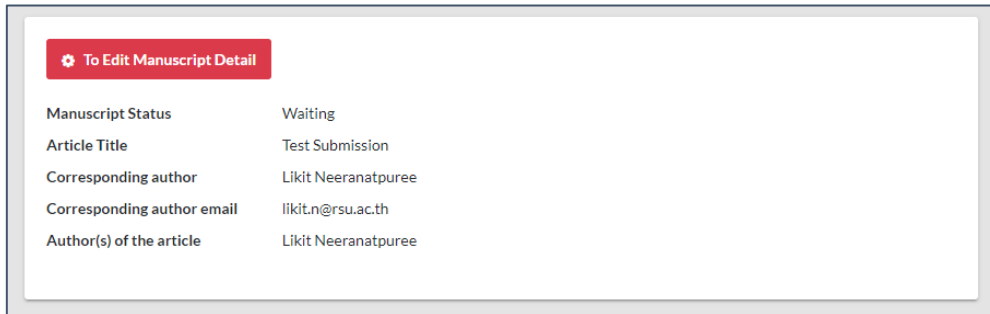


Figure 7

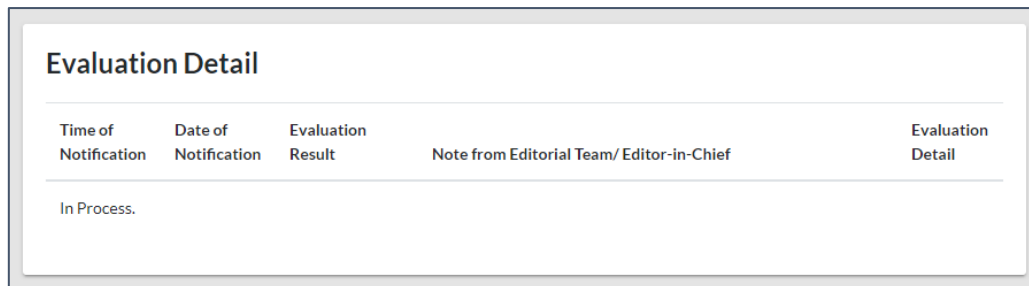
Click on “To Edit Manuscript Detail” to make changes (Figure 8).



Manuscript Status	Waiting
Article Title	Test Submission
Corresponding author	Likit Neeranatpuree
Corresponding author email	likit.n@rsu.ac.th
Author(s) of the article	Likit Neeranatpuree

Figure 8

After a peer review process manuscript evaluation result can be found in “Evaluation Detail” menu (Figure 9).

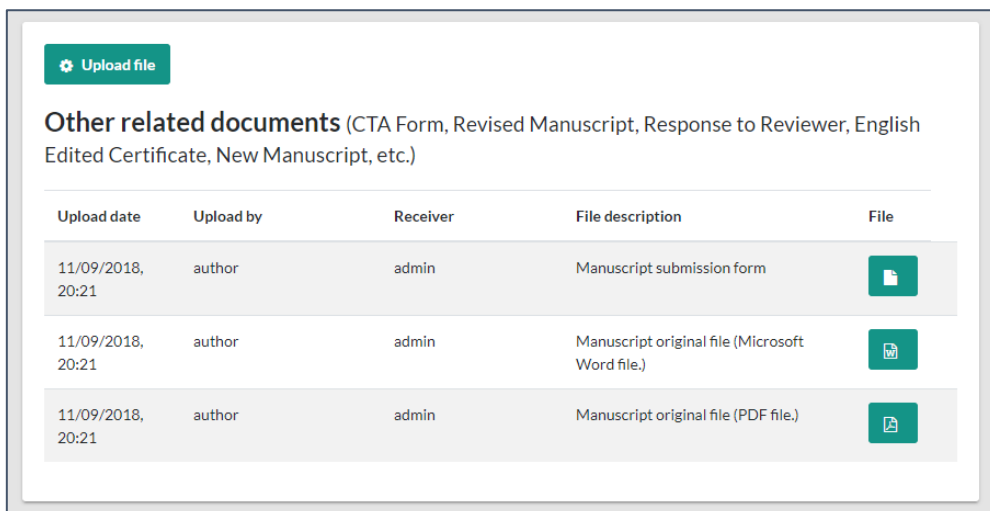


Time of Notification	Date of Notification	Evaluation Result	Note from Editorial Team/ Editor-in-Chief	Evaluation Detail
In Process.				

Figure 9

### Upload Other Related Document

“Other Related Documents” can be uploaded and will be summarized as shown in Figure 10.






Upload date	Upload by	Receiver	File description	File
11/09/2018, 20:21	author	admin	Manuscript submission form	
11/09/2018, 20:21	author	admin	Manuscript original file (Microsoft Word file.)	
11/09/2018, 20:21	author	admin	Manuscript original file (PDF file.)	

Figure 10

To upload documents related to your submitted manuscript click on “upload” in Other Related Documents menu (Figure 11).

Figure 11

Detail of each uploaded file will be listed as shown in Figure 12.

Other related documents (CTA Form, Revised Manuscript, Response to Reviewer, English Edited Certificate, New Manuscript, etc.)				
Upload date	Upload by	Receiver	File description	File
11/09/2018, 20:21	author	admin	Manuscript submission form	
11/09/2018, 20:21	author	admin	Manuscript original file (Microsoft Word file.)	
11/09/2018, 20:21	author	admin	Manuscript original file (PDF file.)	
12/09/2018, 20:33	author	admin	Revised Manuscript #1	

Figure 12

## Manuscript Evaluation Result

Once the peer review process is completed, you will be informed by email to log on to your account for manuscript evaluation result (Figure 13).

Evaluation Detail				
Time of Notification	Date of Notification	Evaluation Result	Note from Editorial Team/ Editor-in-Chief	Evaluation Detail
1 <sup>st</sup>	12/09/2018, 20:37	Resubmit with major revisions	Resubmit with major revisions	<a href="#">Read more....</a>

Figure 13

Click on “Read more...” for more evaluation result detail (Figure 14).

Time of Notification	1 <sup>st</sup> Notification		
Date of Notification	12/09/2018, 20:37		
Evaluation Result	Resubmit with major revisions		
Note from Editorial Team/ Editor-in-Chief	Resubmit with major revisions		
Topic	1 <sup>st</sup> Reviewer	2 <sup>nd</sup> Reviewer	
Title	Comment Comment Comment.... 1111	5	
Objectives	Comment Comment Comment.... 2222	4	
Abstract/Summary	Comment Comment Comment.... 3333	12	
Introduction	Comment Comment Comment.... 4444	8	
Method	Comment Comment Comment.... 5555	16	
Results	Comment Comment Comment.... 6666	12	
Discussion	Comment Comment Comment.... 7777	11	
General	Comment Comment Comment.... 8888	12	
Additional Comment	Additional Comment Additional Comment Additional Comment Additional Comment	Very well designed methodology. Do a minor revision with English Grammar correction by a native English speaking scholar.	

Figure 14

If manuscript revision is needed, a revised manuscript can be submitted by clicking on “upload” button in the “Other Related Documents” section.

For each submission notification of evaluation result will be sent to your email address and the result will be added into the “Evaluation Detail” section (Figure 15).



Evaluation Detail				
Time of Notification	Date of Notification	Evaluation Result	Note from Editorial Team/ Editor-in-Chief	Evaluation Detail
1 <sup>st</sup>	12/09/2018, 20:37	Resubmit with major revisions	Resubmit with major revisions	<a href="#">Read more....</a>
2 <sup>nd</sup>	12/09/2018, 20:42	Accept with minor revisions	Accept with minor revisions Accept with minor revisions Accept with minor revisions	<a href="#">Read more....</a>

Figure 15