Author User Guide

Contents

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.

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Figure 1

Figure 2

Figure 3

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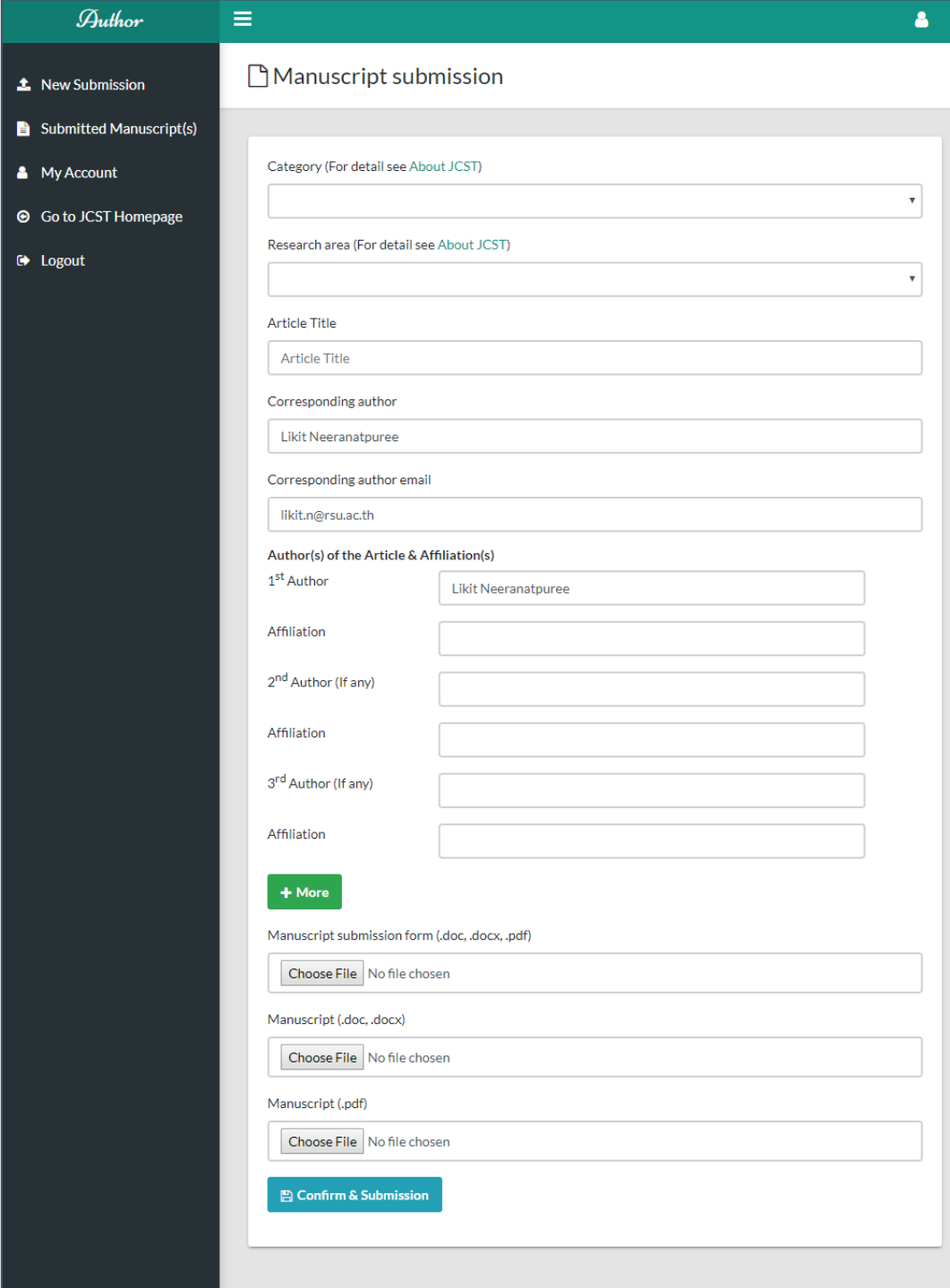
Figure 4

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.

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.
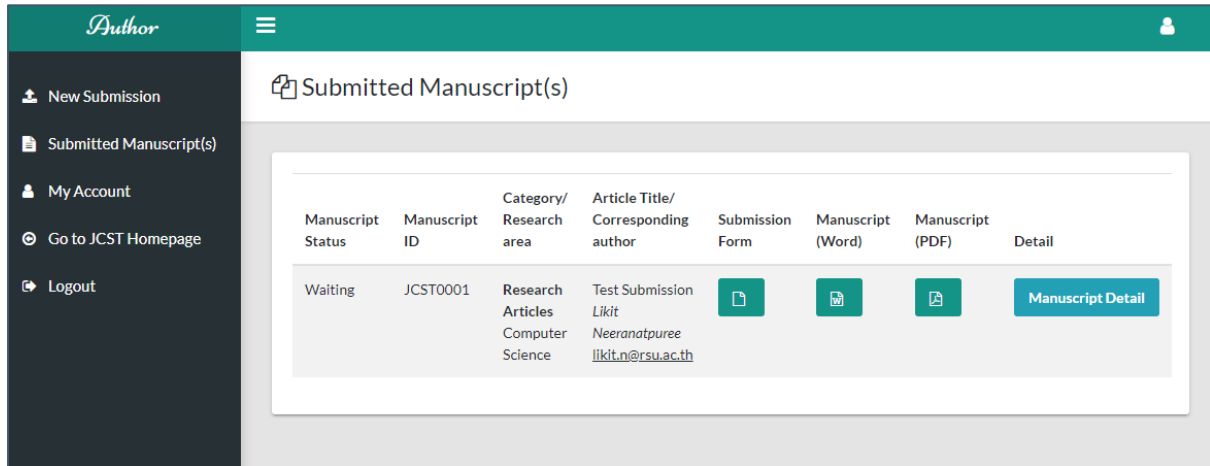
Figure 6
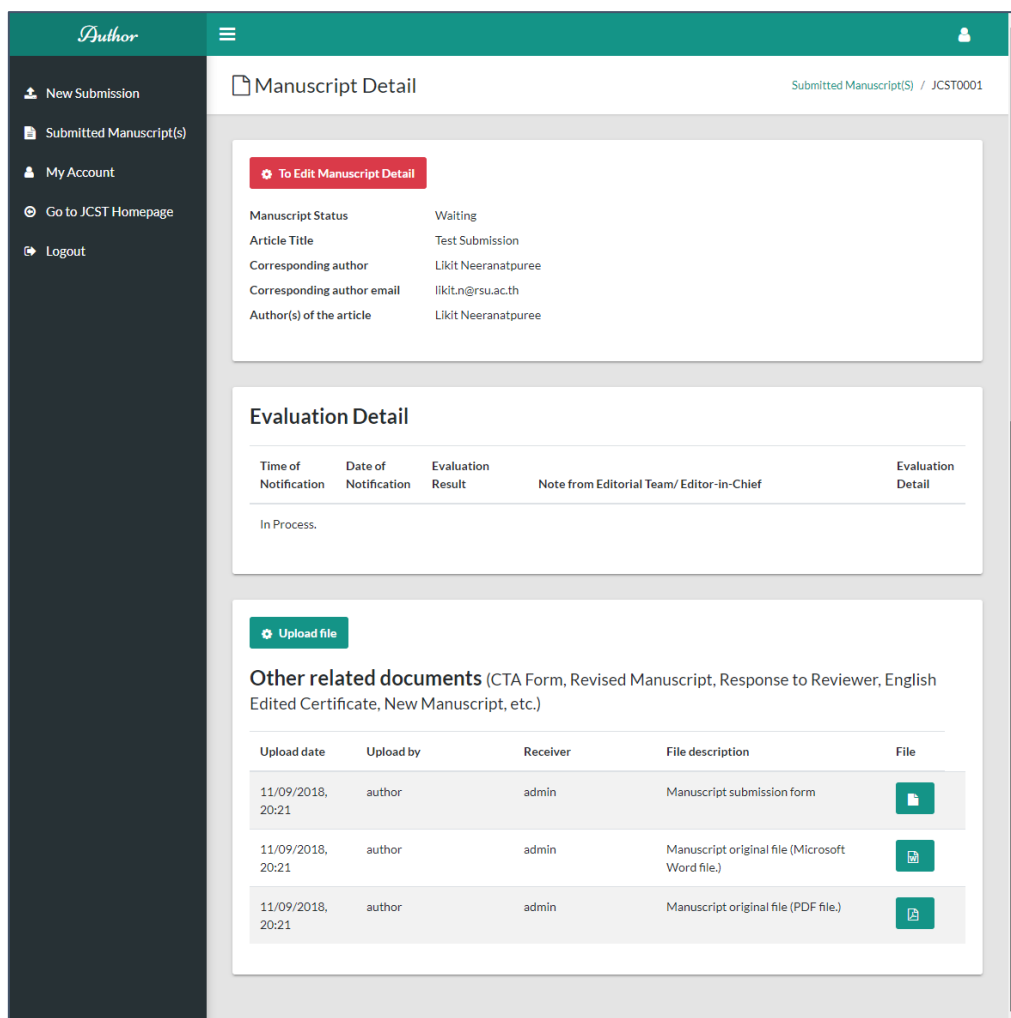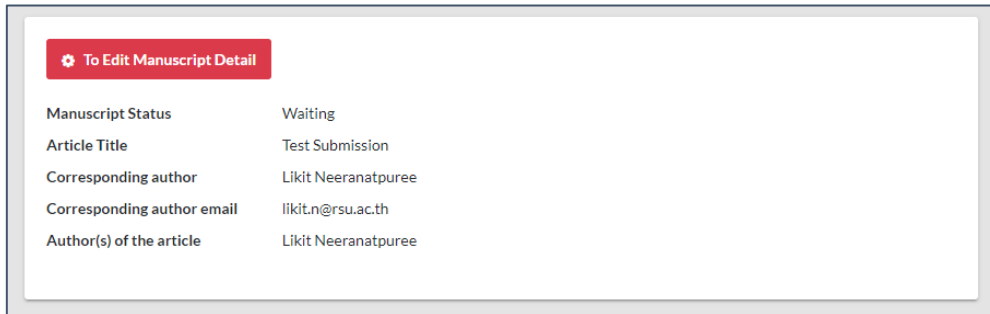
Figure 7
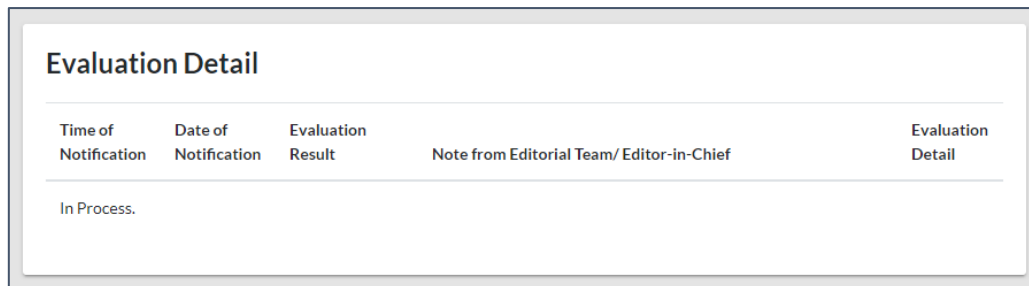
Click on "To Edit Manuscript Detail" to make changes (Figure 8).

Figure 8

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

Figure 9

Upload Other Related Document

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

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.

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
1st	12/09/2018, 20:37	Resubmit with major revisions	Resubmit with major revisions	Read more....

Figure 13

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

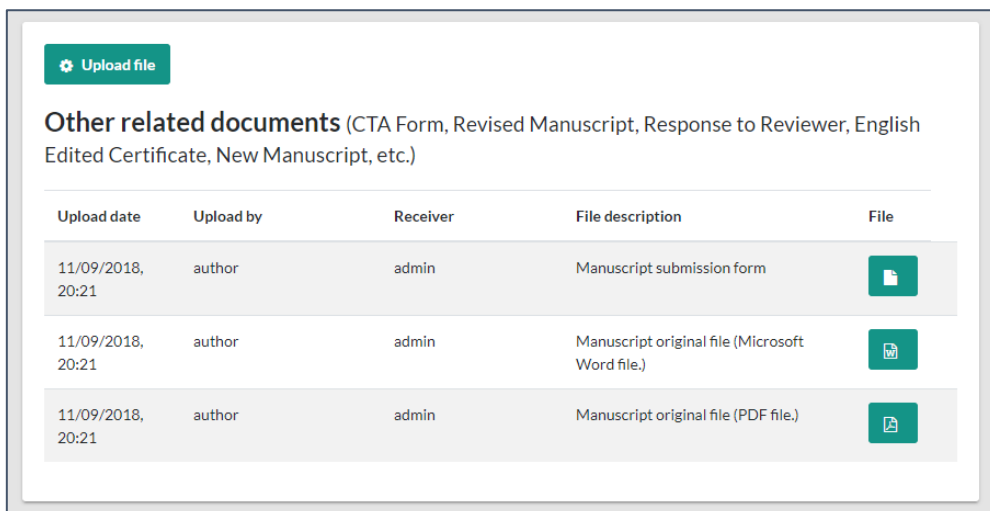| Time of Notification	1st Notification
Date of Notification	12/09/2018, 20:37
Evaluation Result	Resubmit with major revisions
Note from Editorial Team/ Editor-in-Chief	Resubmit with major revisions

Topic	1st Reviewer	2nd 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
1st	12/09/2018, 20:37	Resubmit with major revisions	Resubmit with major revisions	Read more....
2nd	12/09/2018, 20:42	Accept with minor revisions	Accept with minor revisions Accept with minor revisions Accept with minor revisions Accept with minor revisions	Read more....

Figure 15