**Editorial Manager**

**Instructions for Manuscript Submission**

**Login or Register:**  
To begin your submission, log in or create an account. Then, navigate to the “Start New Submission” page and click **“Begin New Submission.”**

**Step 1: Title, Category & Abstract**

* Enter your **title** and **abstract** in the respective fields.
* Select the appropriate **manuscript category** if required.
* When finished, click **“Save and Continue.”**

**Step 2: File Upload**

* Read the instructions provided on the page carefully.
* Click **“Choose File”** to select your manuscript file.
* Select the **article type** (if applicable).
* If you have more than one file, click **“Add File”** for each additional document.
* After adding all necessary files, click **“Upload Files.”**
* Verify that your files are listed correctly under uploaded documents.

**Step 3: Keywords**

* Follow the instructions shown on the page.
* Enter appropriate **keywords** to describe your manuscript (you may enter more than one).
* When done, click **“Save and Continue.”**

**Step 4: Authors & Affiliations**

* Add author and co-author details, including **Name**, **Email**, and **Affiliation**.
* When completed, click **“Save and Continue.”**

**Step 5: Details & Comments**

* Read the instructions carefully.
* Enter or paste your **cover letter** into the designated box.
* Answer all additional questions as required.
* Once finished, click **“Save and Continue.”**

**Step 6: Review & Submit**

* If any required field is missing, an alert will appear at the top of the page.
* Review all entered information carefully.
* Click **“View Proof”** to preview your submission.
* Check the box that says **“I have viewed the proof”** and then click **“Submit.”**
* You will receive a **confirmation email** once your submission is successful.

### ****Admin Office Workflow for Manuscript Processing****

#### ****Manuscripts Submitted Flow:****

* All newly submitted manuscripts are displayed in this section.
* Check the **format** of each manuscript.
* Use an **online plagiarism checker** to test for plagiarism. After checking, **upload the plagiarism report**.
* If the manuscript format is incorrect or contains significant errors, you can **reject** it by clicking the **“Reject”** button and entering the reason in the **comment box**.
* If the manuscript meets the requirements, proceed by clicking **“Assign AE”**, select an Associate Editor (AE), and click **“Assign.”**

#### ****Manuscripts with Rejection Flow:****

* Rejected manuscripts are listed here.
* You can **view the rejection comments** and see **which admin/editor rejected** the manuscript.

#### ****Manuscripts with Acceptance Flow:****

* Accepted manuscripts appear in this section.
* If any corrections are needed, you can send a correction request by clicking **“Send Correction Report.”**
* Corrections can only be processed **after payment is completed**.
* Once the author submits the corrected version, you can **upload the final corrected file** by clicking **“Upload Corrected File.”**

#### ****Manuscripts Under Review Flow:****

* Manuscripts currently being reviewed by reviewers are shown in this section.

#### ****Manuscripts Waiting for Revision Flow:****

* Manuscripts that are **awaiting revisions** from the authors after reviewer feedback will appear here.

#### ****Manuscripts Waiting for Revision (Overdue) Flow:****

* Manuscripts that are still waiting for revisions **past their due date** are shown in this section.

#### ****Typesetting and Proofreading Flow:****

* Upload the **updated and typeset file** by clicking **“Upload Type Set Document.”**
* The system will automatically **send the typeset file to the author via email**.
* After the author confirms, complete the process by clicking **“Proof Read Done.”**

**Associate Editor Workflow:**

**Manuscripts to Review:**

* You can invite reviewers using the "Invite" button.
* You can reject a manuscript using the "Reject" button.
* You can view the plagiarism report and the manuscript.

**Manuscripts with Review Reports:**

* You can view reviewers' comments.
* You can contact the reviewers who reviewed the manuscript.
* You can recommend the manuscript using the "Recommend" button.

**Manuscripts Under Review:**

* Displays the manuscripts for which assigned reviewers have accepted the review invitation.

**Manuscripts to EIC:**

* After you recommend a manuscript, it is forwarded to the Editor-in-Chief (EIC) and appears in this section.

**Reviewer Workflow:**

**Invitation:**

* If an Associate Editor invites you to review a manuscript, the invitation will appear here.
* You can choose to **Accept** or **Reject** the invitation.

**Manuscripts to Review:**

* Displays the manuscripts for which you have accepted the review invitation.
* Use the **"View PDF"** button to read the manuscript.
* Use the **"Recommend"** button to submit your review and comments.

**Manuscripts Reviewed:**

* Shows the manuscripts you have completed reviewing.

**Editor-in-Chief Workflow:**

**Manuscripts Waiting for Decision:**

* You can view the Associate Editor's comments and recommendations for the manuscript by clicking **"View"**.
* To read the manuscript, use the **"View PDF"** button.
* To proceed with your decision on the manuscript, click **"Make Decision"**.