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# **Tech Science Press**

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**Submission system  
Authoring guideline**

**2018**



# Authoring

In this chapter, you will learn about how an author works in OJS 3.1 from registration through to proofreading the final galley.

# Registering with a Journal

Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer. Journal Managers are able to remove the ability for visitors to self-register, in which case a notice will appear stating that registration is currently closed (see Journal Settings), but Journal Managers can always register users at any time, and for any role. To register with a journal, click the Register link on the upper right corner.

RegisterLoginMake a Submission

Tech Science Press

Online Submission System

HomeCurrentArchivesMCB Homepage

Q Search

Home / Login

Username \*

tspsub

Password \*

\*\*\*\*\*


[Forgot your password?](#)

☒ Keep me logged in

RegisterLogin

Make a Submission

Any questions, please contact MCB  
at email: [mcb@techscience.com](mailto:mcb@techscience.com)

Keywords  


This will open the Registration Form for you to complete with all required information.

RegisterLoginMake a Submission

Tech Science Press

Online Submission System

HomeCurrentArchivesMCB Homepage

Q Search

Home / Register

Create or Connect your ORCID ID

Profile

First Name \*


Middle Name

Last Name \*

Affiliation \*

Make a Submission

Any questions, please contact MCB  
at email: [mcb@techscience.com](mailto:mcb@techscience.com)

Keywords  


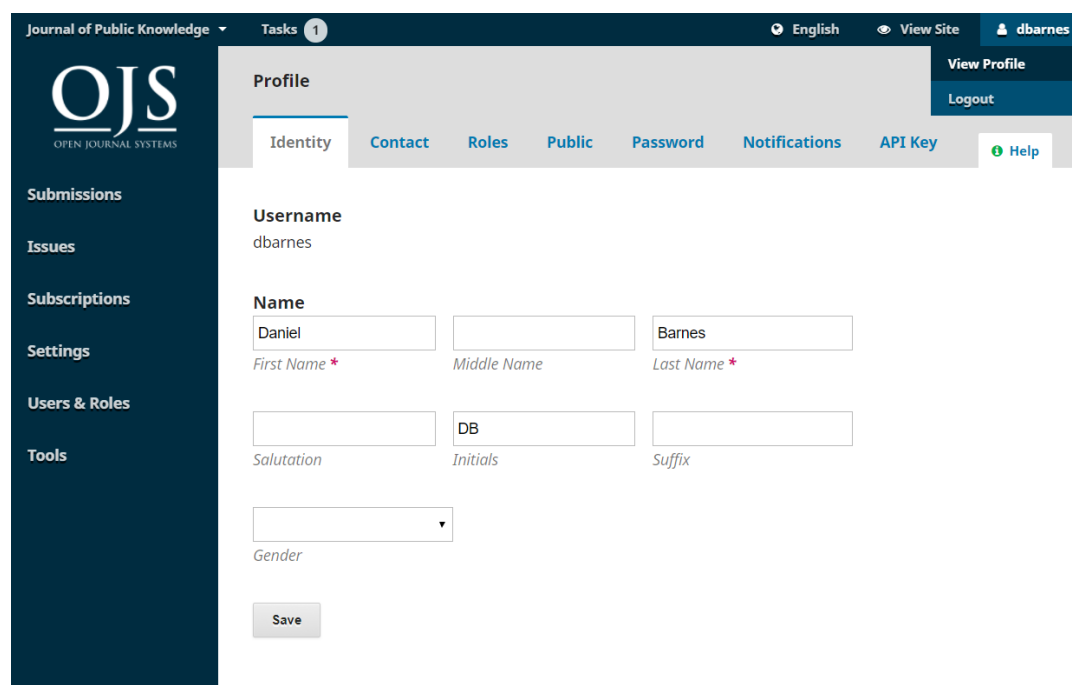
All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language.

You will be automatically registered as a Reader and an Author. You will be given the option to register as a Reviewer as well.

You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager). If you need to be enrolled at that level, contact a current Journal Manager or Site Administrator.

## Viewing and Changing your Profile

To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.



The screenshot shows the OJS (Open Journal Systems) user profile page for a user named 'dbarnes'. The page has a dark blue sidebar on the left with links for Submissions, Issues, Subscriptions, Settings, Users & Roles, and Tools. The main content area is titled 'Profile' and has several tabs: Identity (selected), Contact, Roles, Public, Password, Notifications, and API Key. The 'Identity' tab shows the user's current information: Username 'dbarnes', Name 'Daniel Barnes' (split into First Name, Middle Name, and Last Name), Salutation, Initials 'DB', Suffix, and Gender. There is a 'Save' button at the bottom of the form. The top of the page shows the journal name 'Journal of Public Knowledge', a 'Tasks' button with a notification count of 1, and a user menu with 'View Profile' and 'Logout' options.

From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image (which some journals may publish along with your article or on a list of editors), determine your notification settings, or update your password.

The API tab on the user profile allows a user to use OJS's REST API to interact with external applications. However, most users will not use the API and can ignore this tab.

## Resetting your Password

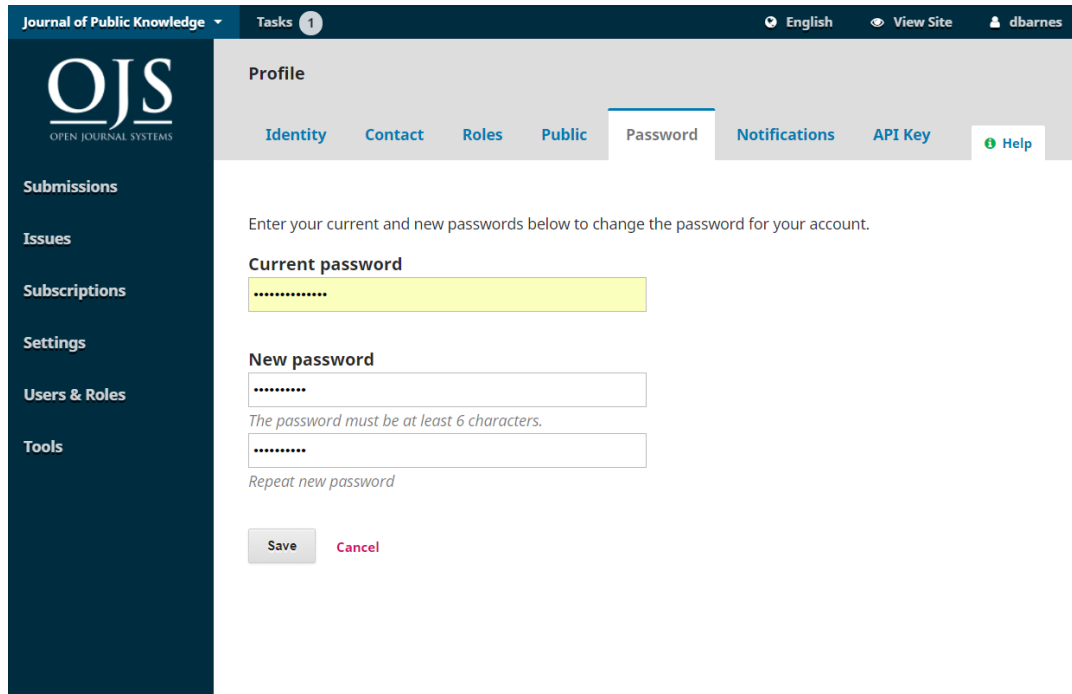
You can reset your password by:

1. Logging into the journal
2. Selecting your username and View Profile from the upper right corner of the screen

3. Choosing the Password tab

4. Entering your current password and then your new password twice

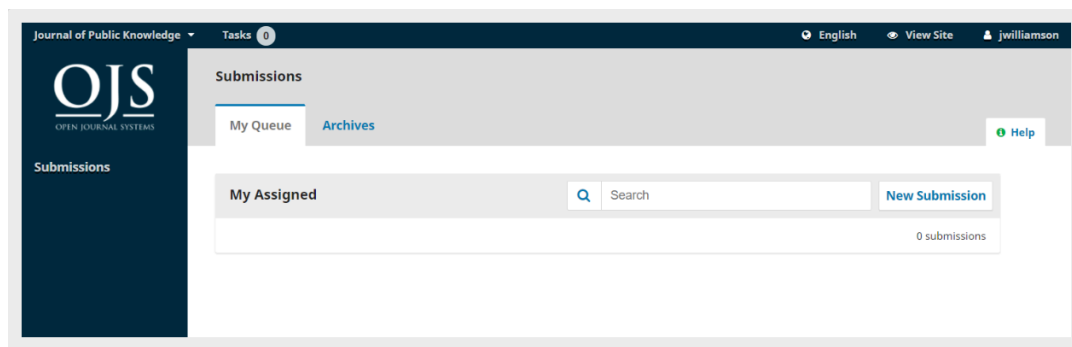
5. Hitting Save



The screenshot shows the 'Journal of Public Knowledge' user interface. On the left is a dark blue sidebar with the OJS logo and navigation links: Submissions, Issues, Subscriptions, Settings, Users & Roles, and Tools. The main header includes 'Journal of Public Knowledge', 'Tasks 1', and user options for 'English', 'View Site', and 'dbarnes'. The 'Profile' section has tabs for Identity, Contact, Roles, Public, Password (selected), Notifications, API Key, and Help. The 'Password' tab contains instructions to change the password, followed by three input fields: 'Current password', 'New password', and 'Repeat new password'. A note states 'The password must be at least 6 characters.' At the bottom are 'Save' and 'Cancel' buttons.

Your password is now changed.

To make a submission to an OJS 3.1 journal, when you login, you will be taken to your Dashboard.

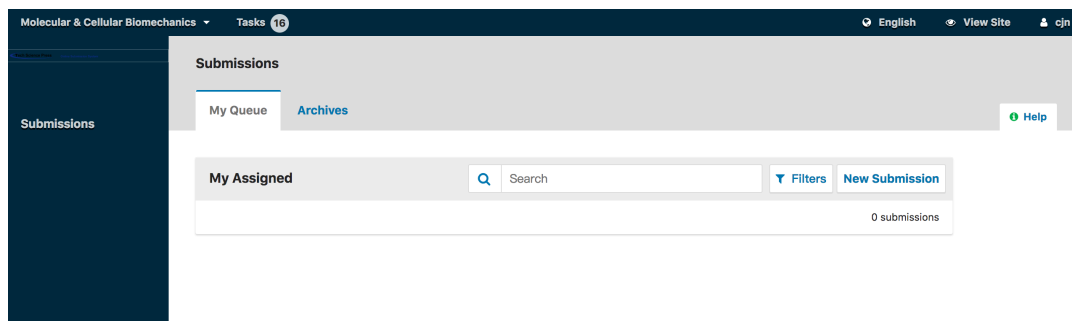


The screenshot shows the 'Journal of Public Knowledge' user interface. The left sidebar is the same as in the previous image. The main header shows 'Journal of Public Knowledge', 'Tasks 0', and user options for 'English', 'View Site', and 'jwilliamson'. The 'Submissions' section has tabs for 'My Queue' and 'Archives' (selected), with a 'Help' button. Below the tabs is a 'My Assigned' section with a search bar and a 'New Submission' button. At the bottom right, it says '0 submissions'.

It is currently empty as you have made no submissions.

## Submitting an Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



## Step 1

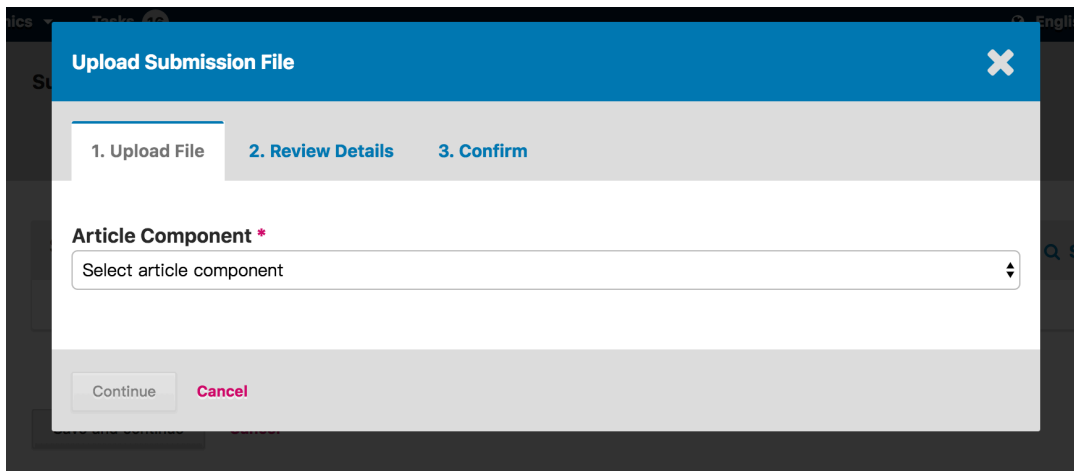
In **Step 1** you will provide preliminary information about your submission.

To begin select the appropriate section for your submission (e.g., Special issues, etc.). If you are not sure which section is appropriate, make your best guess.

Read and agree to the statements in the submission checklist by checking each box. Include the names, emails and affiliations of minimum 3 possible reviewers, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

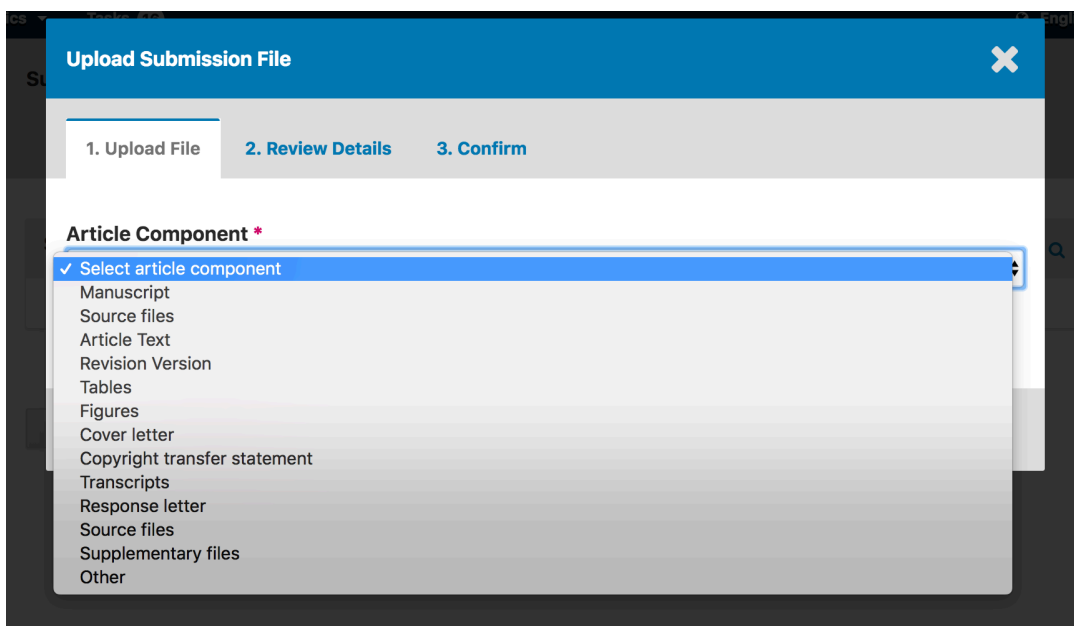
## Step 2

On **Step 2**, a window will open allowing you to upload your submission file.



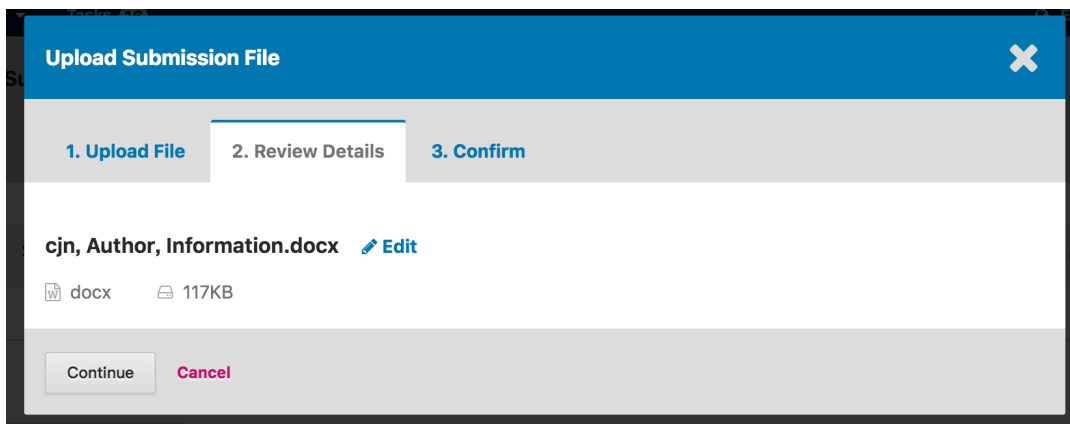
The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". The main content area is labeled "Article Component \*" and contains a dropdown menu with the text "Select article component". At the bottom, there are two buttons: "Continue" and "Cancel".

First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



This screenshot shows the same "Upload Submission File" dialog box, but the "Article Component \*" dropdown menu is open, displaying a list of options. The options are: "Select article component" (highlighted with a blue bar and a checkmark), "Manuscript", "Source files", "Article Text", "Revision Version", "Tables", "Figures", "Cover letter", "Copyright transfer statement", "Transcripts", "Response letter", "Source files", "Supplementary files", and "Other". The "Continue" and "Cancel" buttons are still visible at the bottom.

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.

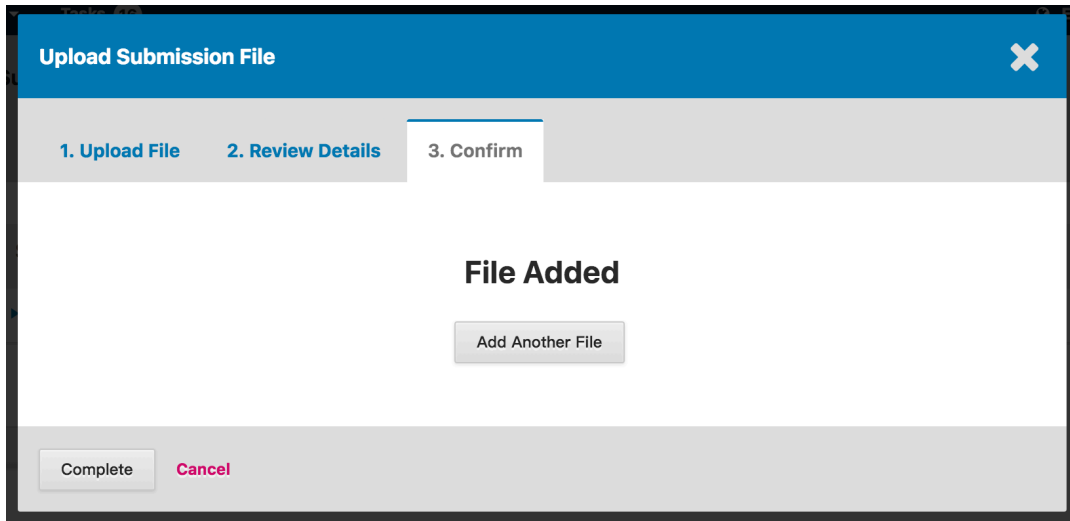


After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.



You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' to move to Step 3.

Molecular & Cellular Biomechanics

Tasks16

EnglishView Sitecjn

Submissions

Submit an Article

1. Start2. Upload Submission3. Enter Metadata4. Confirmation5. Next Steps

Submission Files

SearchUpload File

▶

21931-2

cjn, Author, Information.docx (2)

Manuscript

Save and continue

Cancel

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and scrolling down...

...any additional contributors.

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.



**Add Contributor**

**Name**

First Name \* Middle Name Last Name \*

**Contact**

Email \*

**Country**

Country \*

**User Details**

Suffix

URL ORCID iD

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ John Chen	mujiec@163.com	Author	✓	✓
▶ John Chen	mcb@techscience.com	Author		✓

Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

**Additional Refinements**

**Keywords**

Cellular x molecular x

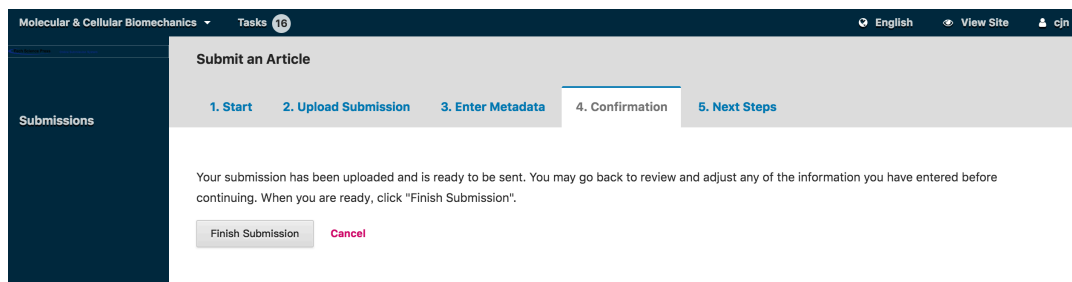
Save and continue Cancel

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

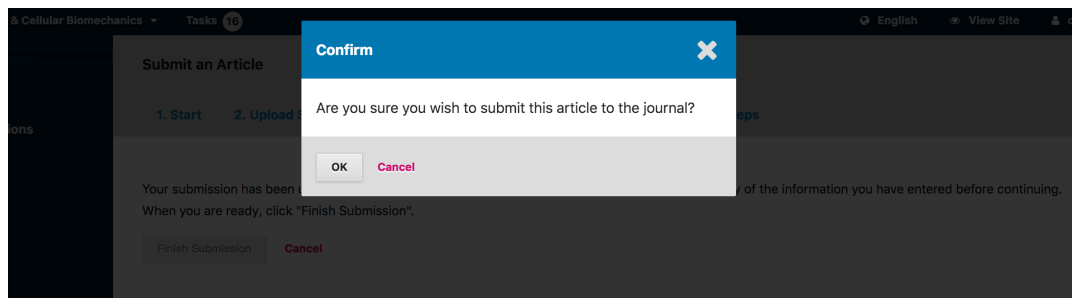
Click **Save and Continue** to move forward.

## Step 4

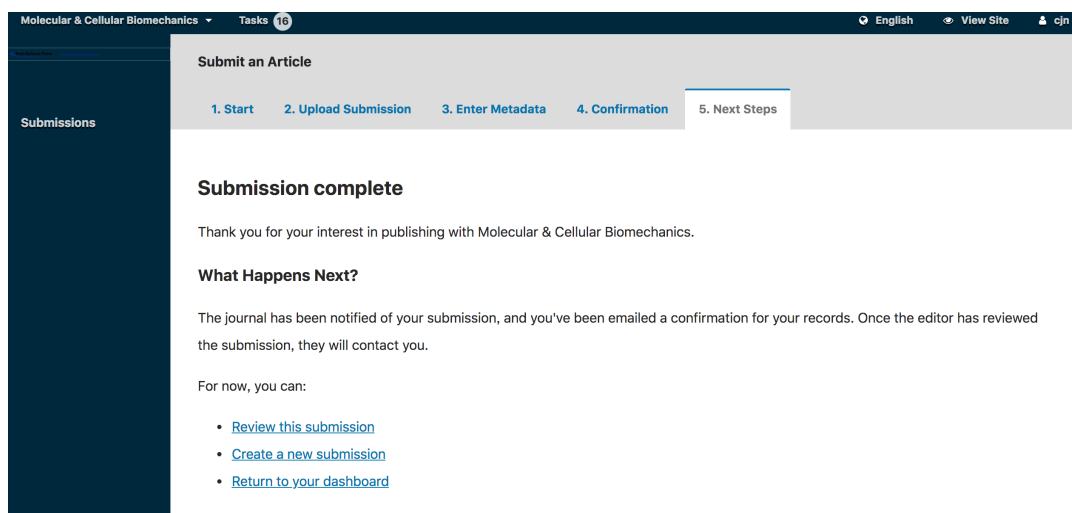
On Step 4, you will be asked to confirm that you are happy with your submission. Click **Finish Submission**.



A box will pop up asking you to confirm you are finished. Click **OK**.



## Step 5



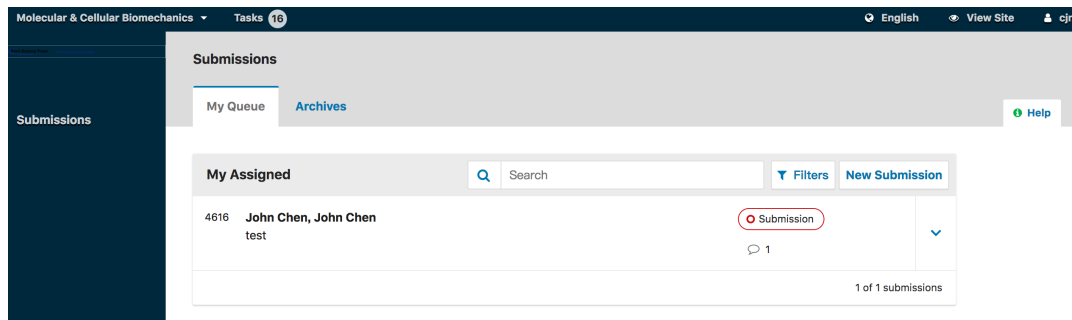
Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

## Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.

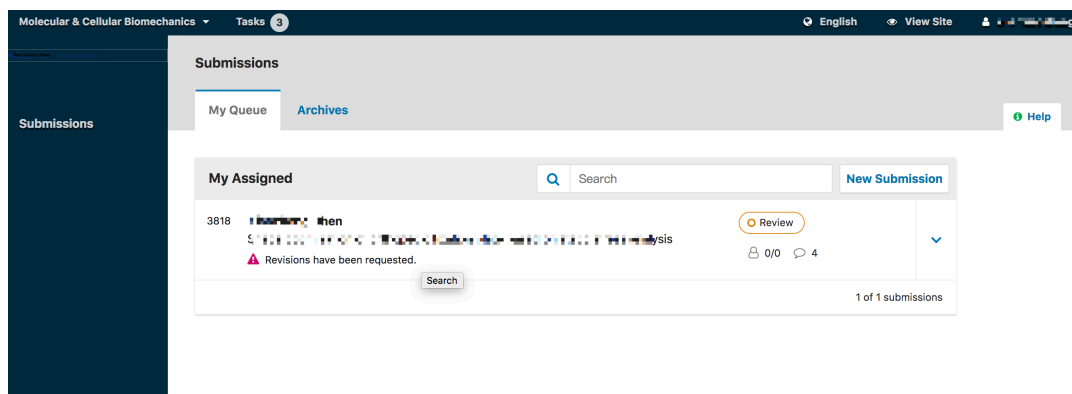


Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

## Responding to a Review

Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email, login to your dashboard.



Select the *Notifications* in your submission to view the decision.

The screenshot shows the submission interface for Molecular & Cellular Biomechanics. The top navigation bar includes 'Molecular & Cellular Biomechanics', 'Tasks 3', 'English', 'View Site', and user profile icons. The main content area has tabs for 'Submission Library' and 'View Metadata'. The 'Submissions' sidebar is on the left. The 'Review' tab is active, showing 'Round 1' and 'Round 2' status. The 'Round 2 Status' section indicates 'Revisions have been requested.' Below this, the 'Notifications' section shows a message from '[mcb] ID: 10111 Editor Decision Revision' dated 2018-08-05 05:31 AM. The 'Reviewer's Attachments' section is at the bottom with a search bar.

From here, you can see the decision (revisions requested) and a link to the editor's notification.

The screenshot shows an email notification titled '[mcb] ID: 10111 Editor Decision Revision' dated 2018-08-05 05:31 AM. The email body states: 'The review of your regarding your submission to Molecular & Cellular Biomechanics, has been completed. Although we found that your paper has merit, it is not acceptable to publish in its present form. We invite you to revise your paper to address reviewers' comments as fully as possible. When you submit your revision, please upload the following 3 files: 1. Your rebuttal; 2. Your revised paper with track change; 3. Your clean revised paper. When we receive your revision, it will be put into review and another decision will be made then. Currently, our decision is: Decision: Revision.'

Based on the information in the editor's message, you must now prepare your revisions.

## Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

Search

Round 2 Status

Revisions have been requested.

Notifications

[mcb] ID: 3818 Editor Decision Revision

2018-08-05 05:31 AM

Reviewer's Attachments

Q Search

No Files

Revisions

Q Search

Upload File

No Files

Use the *Upload a File* link to upload your revised manuscript.

Upload Review File

1. Upload File

2. Review Details

3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

Author, submission-manuscript.docx

Article Component \*

Article Text

Drag and drop a file here to begin upload

Upload File

\* Denotes required field

Continue

Cancel

Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.

Upload Review File

1. Upload File

2. Review Details

3. Confirm

Author, submission-manuscript.docx

docx

23KB

Continue

Cancel

Check the file details and hit **Continue** again.

Upload Review File

1. Upload File

2. Review Details

3. Confirm

File Added

Add Another File

Complete

Cancel

If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

Revisions

Search

Upload File

164-1	Author, submission-manuscript.docx	Article Text
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## Inform the Editor

Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion panel.

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

From there, select the *Add Discussion* link.

