



Configuration - Administrator

How can I control the submission to the Journal?

The submission tab on the administrator login provides access to control the all settings regarding submissions and resubmissions.

1. To control the option of accepting manuscript submissions.
2. To control the option of accepting manuscript resubmissions.
3. Click on the 'Save' button to set your preferences and move to the next section

The screenshot shows the 'Administrator - Admin [Switch Role]' interface. At the top, there is a navigation bar with icons for 'Details', 'Staff', 'Reviewers', 'Settings', 'Templates', 'Submission', and 'Review'. The 'Submission' tab is highlighted in orange. Below this is a breadcrumb trail: 'GENERAL | GUIDELINES | AUTHORS | DETAILS | FILES | ACCOMPANYING INFO | KEYWORDS | SUGGESTED REVIEWERS'. The main content area is titled 'General' and contains the instruction: 'Choose your actions from the drop down menu to open or close online submission.' There are two dropdown menus: 'Manuscript submission status' and 'Manuscript resubmission status'. Both are currently set to 'Open'. A blue 'Save' button is located at the bottom of the form. Three orange arrows with blue circles containing the numbers 1, 2, and 3 point to the first dropdown, the second dropdown, and the 'Save' button, respectively.

1. This section provides access to control the option to the corresponding for adding more authors. It can be switched 'ON' or 'OFF'.
2. Clicking on the 'Save' button to move to the next section.

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Details Staff Reviewers Settings Templates **Submission** Review

GENERAL | GUIDELINES | **AUTHORS** | DETAILS | FILES | ACCOMPANYING INFO | KEYWORDS | SUGGESTED REVIEWERS

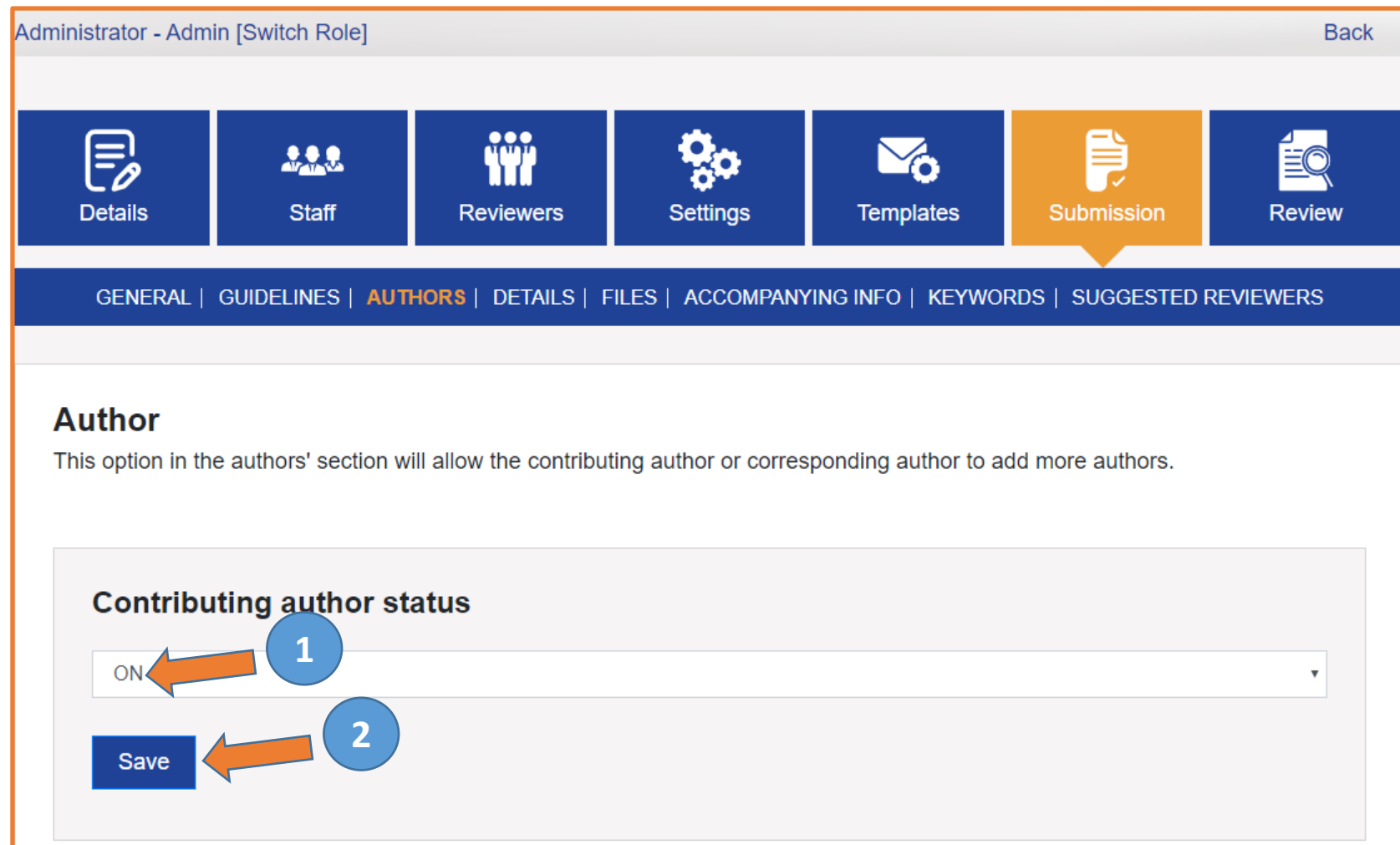
Author

This option in the authors' section will allow the contributing author or corresponding author to add more authors.

Contributing author status

ON 1

Save 2



The following settings can be controlled as required, optional and not required based on the necessity:

1. Manuscript title
2. Running title
3. Article type
4. Abstract
5. Twitter handle

Clicking on the 'Edit' button after each field will lead to a page to set the options.

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GENERAL | GUIDELINES | AUTHORS | **DETAILS** | FILES | ACCOMPANYING INFO | KEYWORDS | SUGGESTED REVIEWERS

Manuscript details

Update the required fields.

Manuscript title * (Required)

[Edit](#)

Running title * (Optional)

[Edit](#)

Article Type *

Systematic Review

[Edit Attributes](#)

Abstract * (Required)

[Edit](#)

Twitter Handle * (Optional)

[Edit](#)

1. To set the requirement of the manuscript title, select the option from the drop-down menu.
2. Click on the 'Save' button to move to the next option.

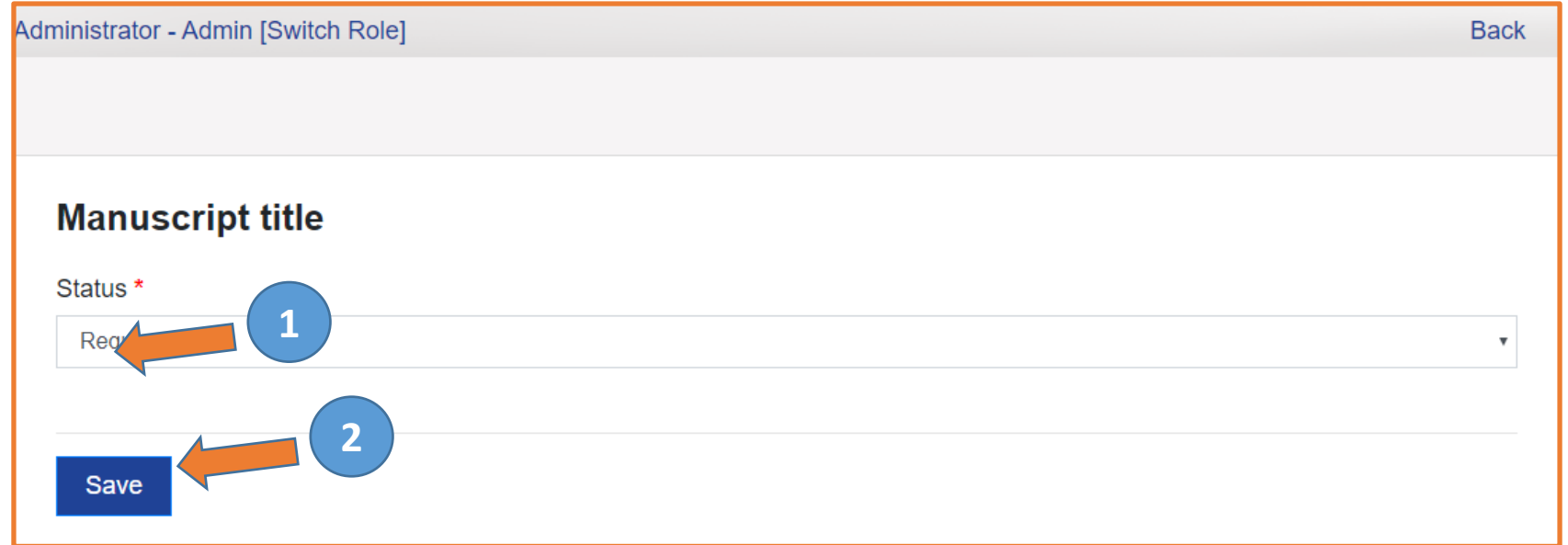
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Manuscript title

Status *

Req ▼

Save


The screenshot shows a web interface for editing a manuscript title. At the top, there is a header bar with the text 'Administrator - Admin [Switch Role]' on the left and a 'Back' link on the right. Below the header, the main content area is titled 'Manuscript title'. Under this title, there is a label 'Status *' followed by a dropdown menu. The dropdown menu currently displays 'Req' and has a small downward arrow on the right side. An orange arrow points from a blue circle containing the number '1' to the dropdown menu. Below the dropdown menu is a horizontal line, and below that is a blue 'Save' button. An orange arrow points from a blue circle containing the number '2' to the 'Save' button.

The type of manuscripts accepted by the journal can be set here. The following are the options:


1. Click on the 'Add' button to add a particular type of manuscript that will accepted to the journal.
2. The type of manuscripts can be removed by clicking on the 'remove' button beside it.

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My Article Types

Name	Status	Action
Systematic Review	Make Mandatory	Remove 

All Article Types

Name	Action
Systematic Review	Add 
Abstract	Add
Addendum	Add

1. The option to upload relevant files of the manuscript can be switched ON or OFF using the drop down menu.
2. Instructions about the file type and size can be added and the settings can be saved by clicking on 'Save' button.
3. The type of mandatory files of a manuscript can be set or edited by clicking on the 'Edit Attributes' button.

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Details Staff Reviewers Settings Templates **Submission** Review

GENERAL | GUIDELINES | AUTHORS | DETAILS | **FILES** | ACCOMPANYING INFO | KEYWORDS | SUGGESTED REVIEWERS

Files

Files section can be on or off.

File Upload Status

ON file upload 1

Instructions (docs and files requirements) *

2

Save

The type of file uploaded can be selected from the drop down menu *

Cover letter 3


Edit Attributes

The 'Edit Attributes' button leads to this screen. In this section the following options can be set:


1. Click on the 'Add' button beside the type of file to add to the mandatory list of files required for the manuscript submission.
2. The mandatory type of file can be removed using the 'Remove' button.

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My File Types

Name	Status	Action
Manuscript	Make Mandatory	Remove 


All File Types


Name	Action
Appendix	Add 
Cover letter	Add


The following associated documents of the manuscripts can be controlled using the 'Edit' button below the field.


1. Mandatory requirement of cover letter.
2. Mandatory requirement of reviewer reports.


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Details



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GENERAL | GUIDELINES | AUTHORS | DETAILS | FILES | **ACCOMPANYING INFO** | KEYWORDS | SUGGESTED REVIEWERS

Accompanying Information

Update the required fields.

Cover Letter * (**Required**)


Edit



1

Detailed response to reviewer reports * (**Optional**)

Edit



2

The settings about the requirement of keywords can be controlled using the following fields.

1. The requirement of keywords can be made mandatory using the drop down menu.
2. The number of keywords as mandatory can be set by using the drop down menu.
3. The 'Save' button can be used to save the settings.

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Details Staff Reviewers Settings Templates Submission Review

GENERAL | GUIDELINES | AUTHORS | DETAILS | FILES | ACCOMPANYING INFO | **KEYWORDS** | SUGGESTED REVIEWERS

Keywords

Keywords Status 1

ON Keywords ←

Manuscript keywords

The number of keywords should be 3 to 5 during submission *

3 2 ←

Save 3 ←

The following settings about the reviewers to be suggested by the author can be controlled in the section.

1. The suggested reviewer option can be kept ON or OFF using the drop down menu.
2. The number of suggested reviewers can be set using the drop down menu.
3. The reviewers' suggestion option can set as NO or YES to make it mandatory or not.
4. Use the 'Save' button to save your preferences.

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Suggested Reviewers

Reviewers can be suggested by the author during manuscript submission.

Suggested Reviewers Status

ON 1

Number of suggested 2 *

Should it be compulsory 3 authors to suggest reviewers? *

NO 4

Save



Thank You