Manuscript EDITORIAL

USER GUIDE

For Authors and Reviewers

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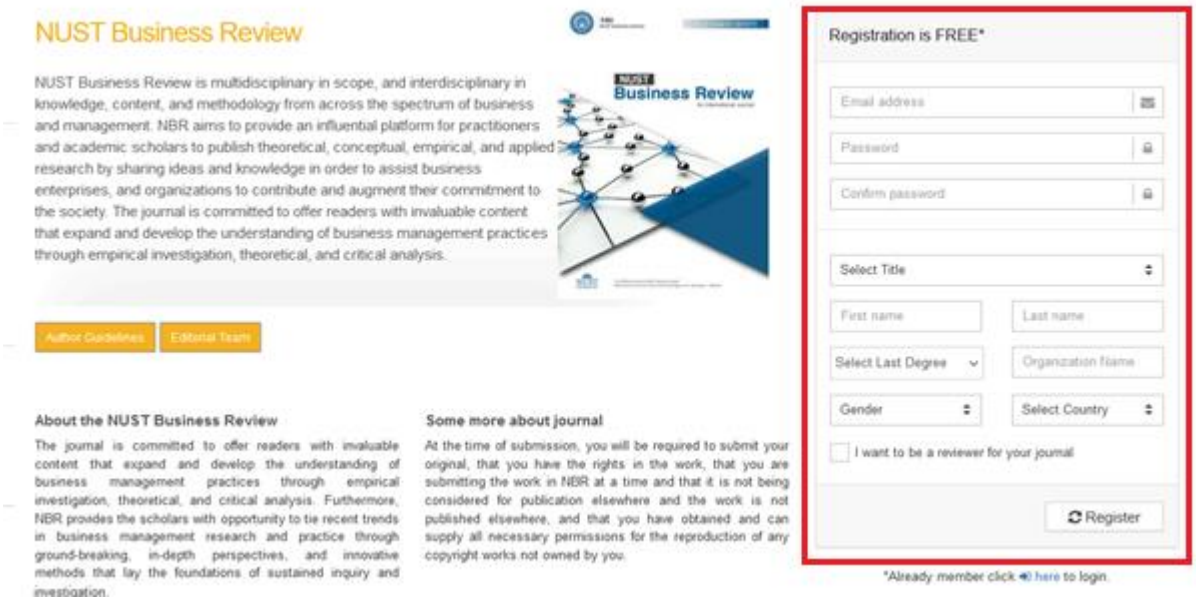
Manuscript EDITORIAL

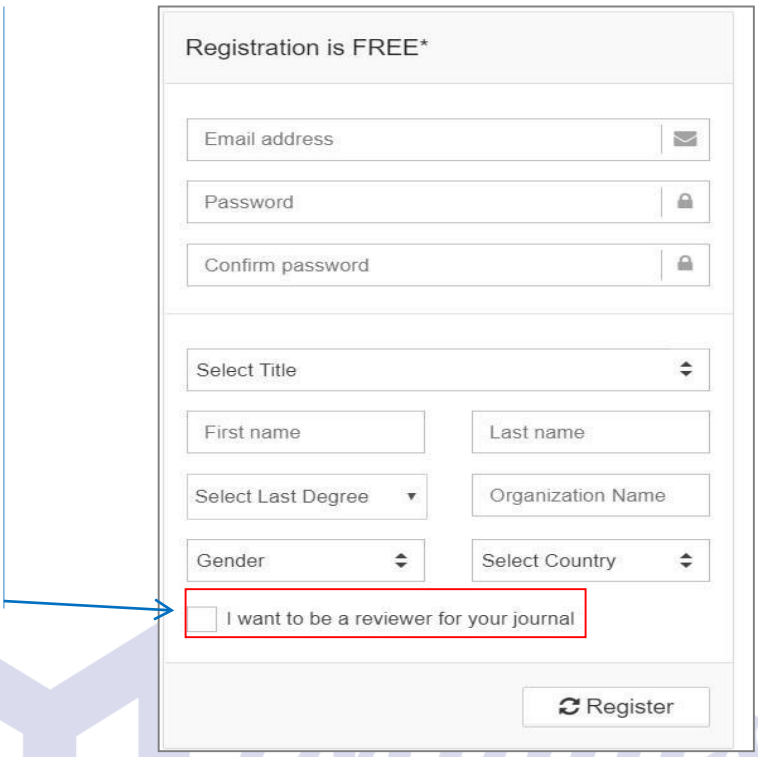
Enter URL https://manuscripteditorial.com/nbr/login-new.php

1. Register yourself and create account

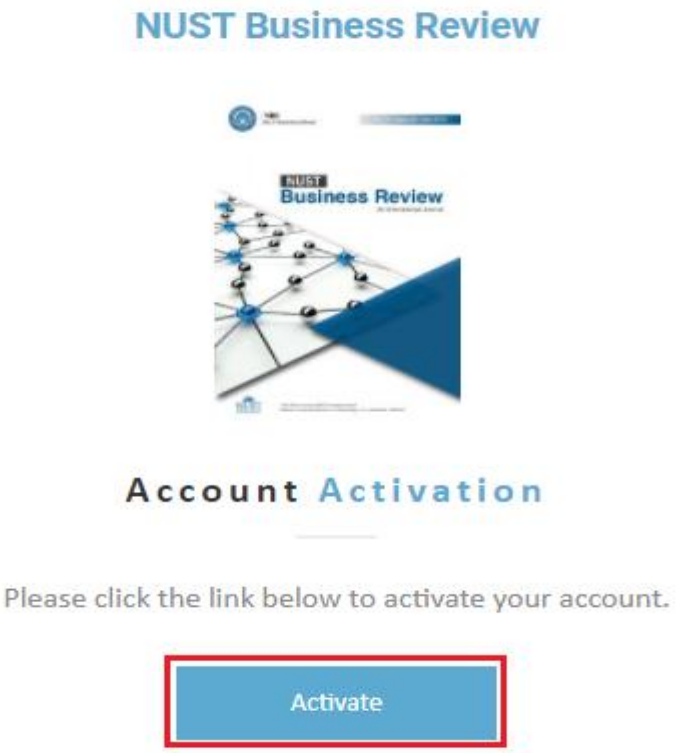
By default when you will create account, the role will be assign as an Author



If you want to be a reviewer for your journal, you should tick in below box:

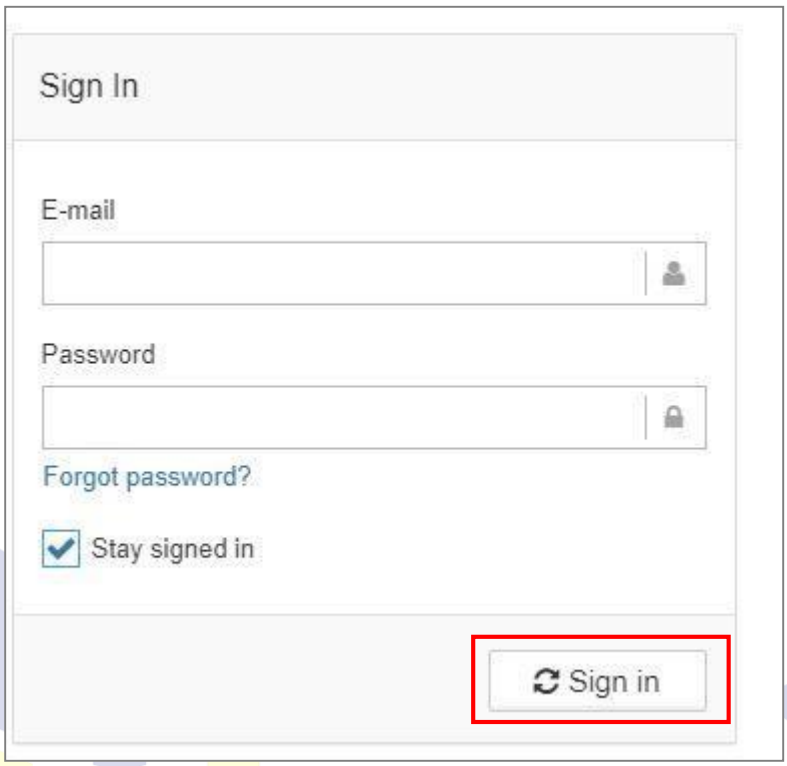


a. Check your email to activate your account.



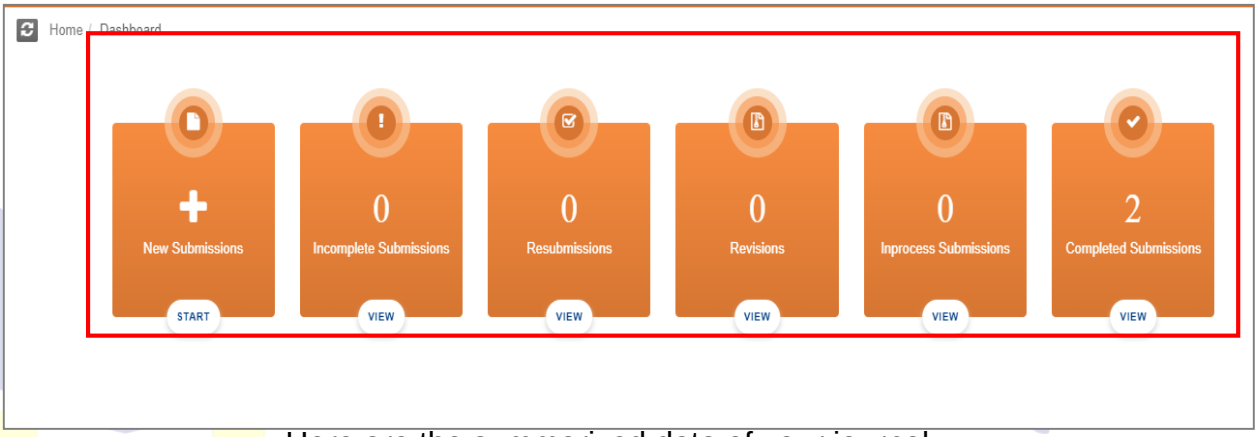
2. Enter email and password

Enter your verified / registered email



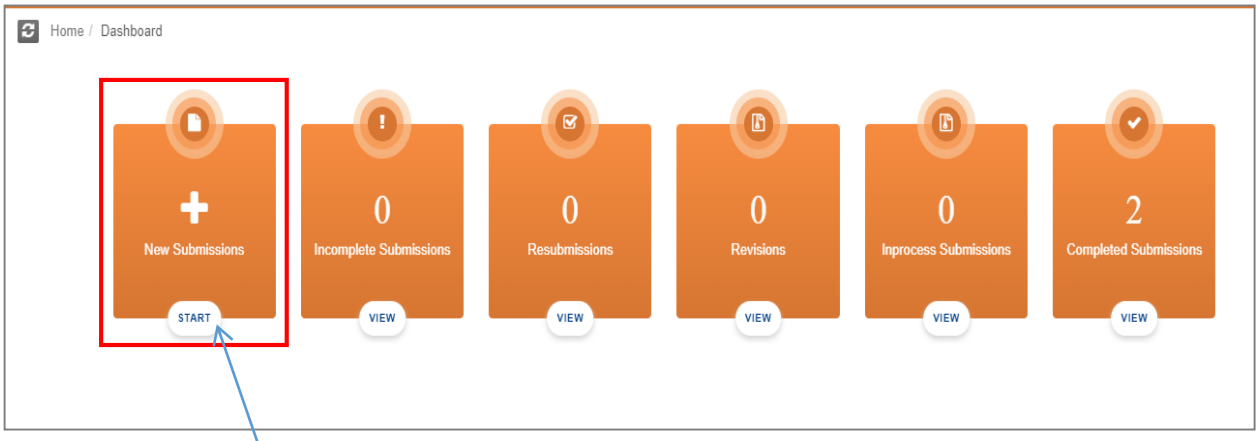
3. Author Role

It's single login page. Once you have logged in it takes you to the Dashboard.

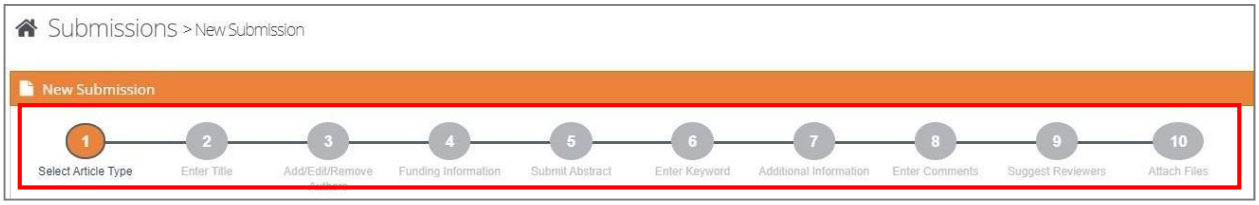


Here are the summarized data of your journal

3.1 How to add new submission?



Click here to START a new submission

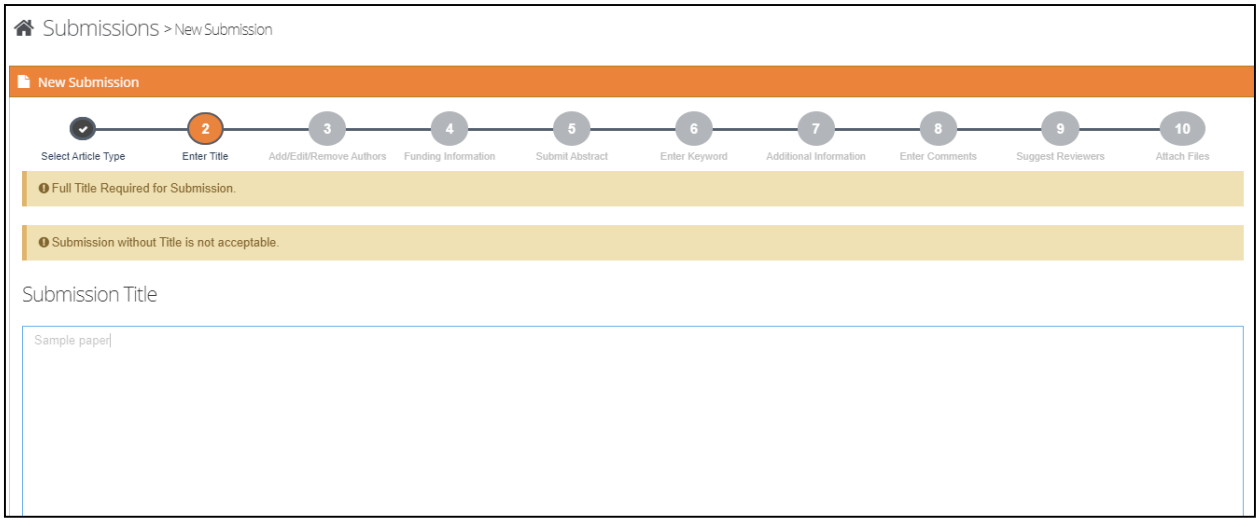


Here we have 10 steps to submit our research work:

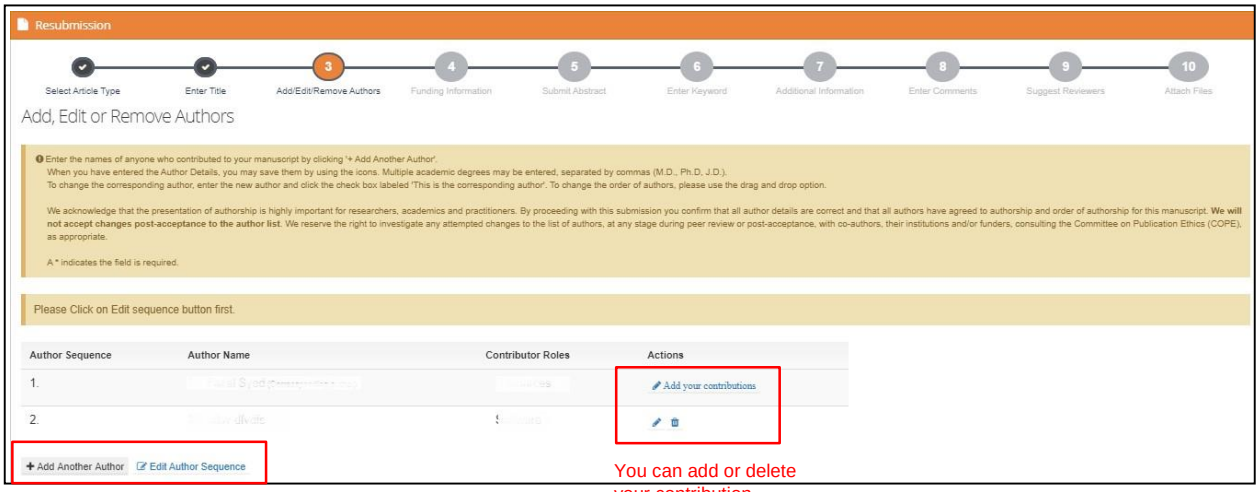
1. Select Article Type.
2. Enter Titles.
3. Add/Edit/Remove Authors.
4. Funding Information.
5. Submit Abstract.
6. Enter Keyword.
7. Additional Information
8. Enter Comments
9. Suggest Reviewer
10. Attach Files

Step 1 - Select your paper type according to your choice

Step 2 - Enter your submission title



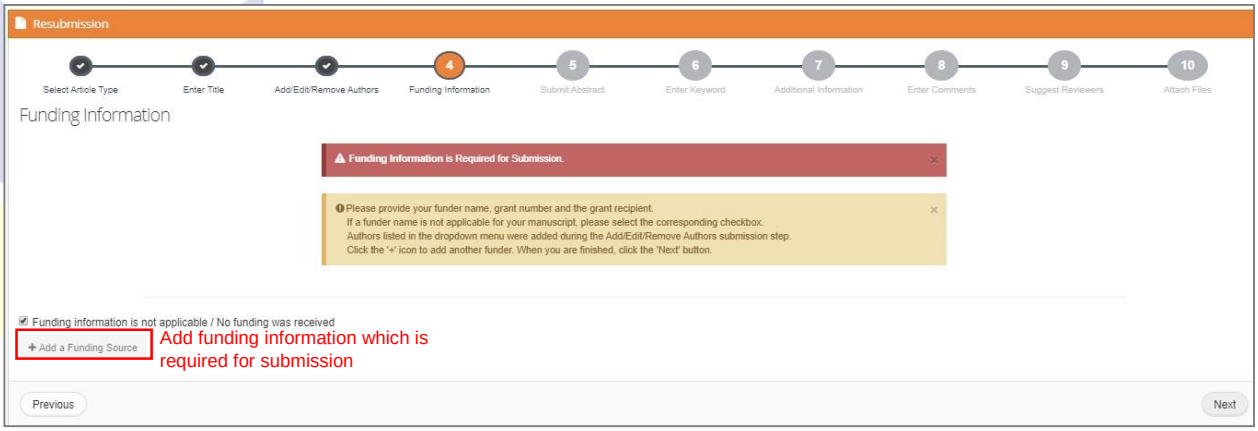
Step 3 – Add, Edit or Remove Authors



You can add authors or edit author sequence

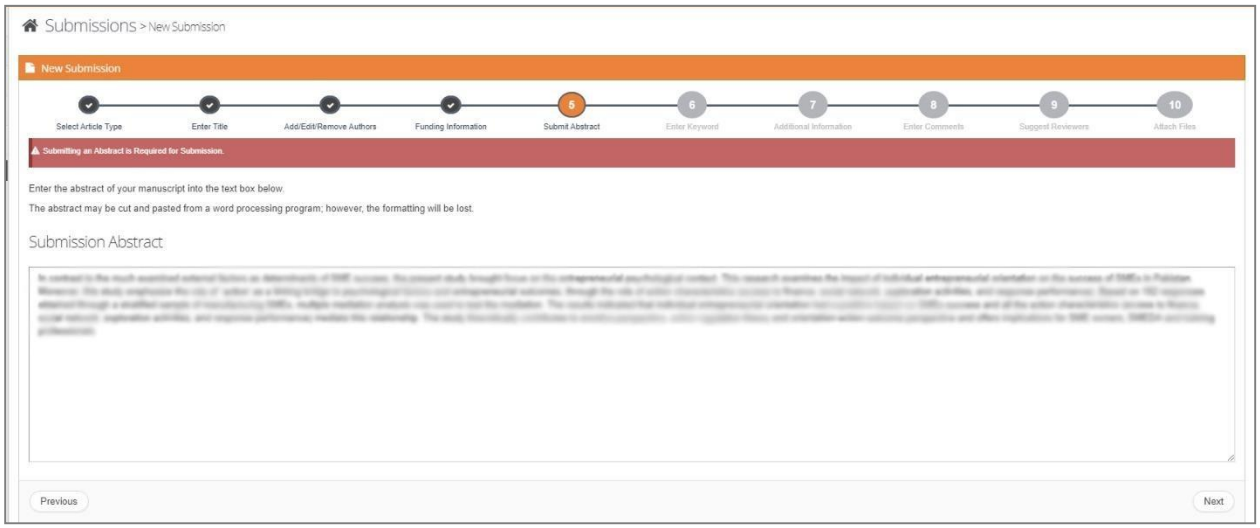
You can add or delete your contribution

Step 4 – Add Funding information

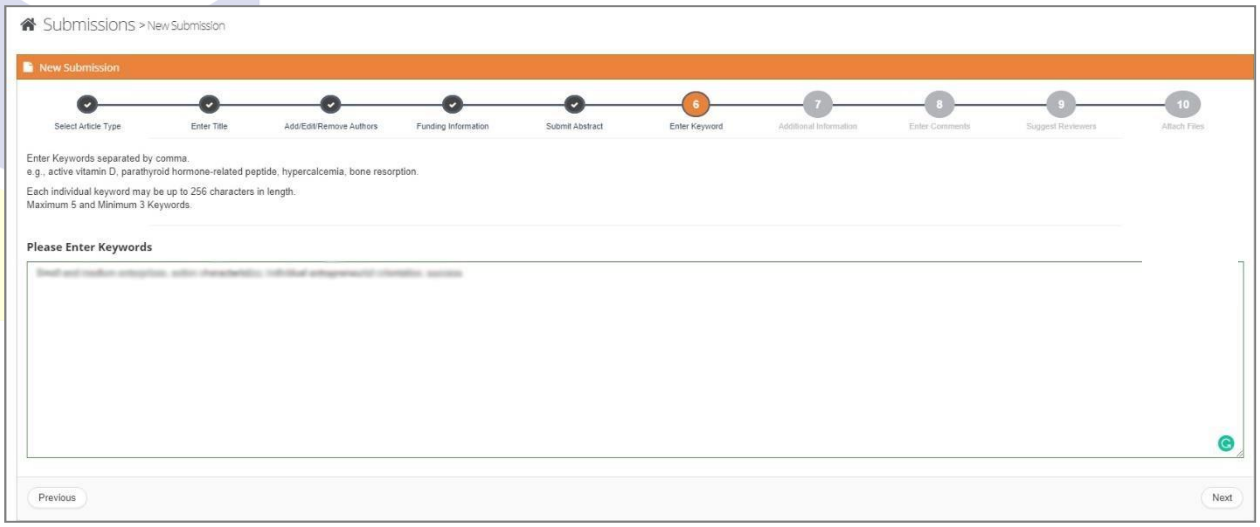


Add funding information which is required for submission

Step 5 - Enter the abstract of your manuscript

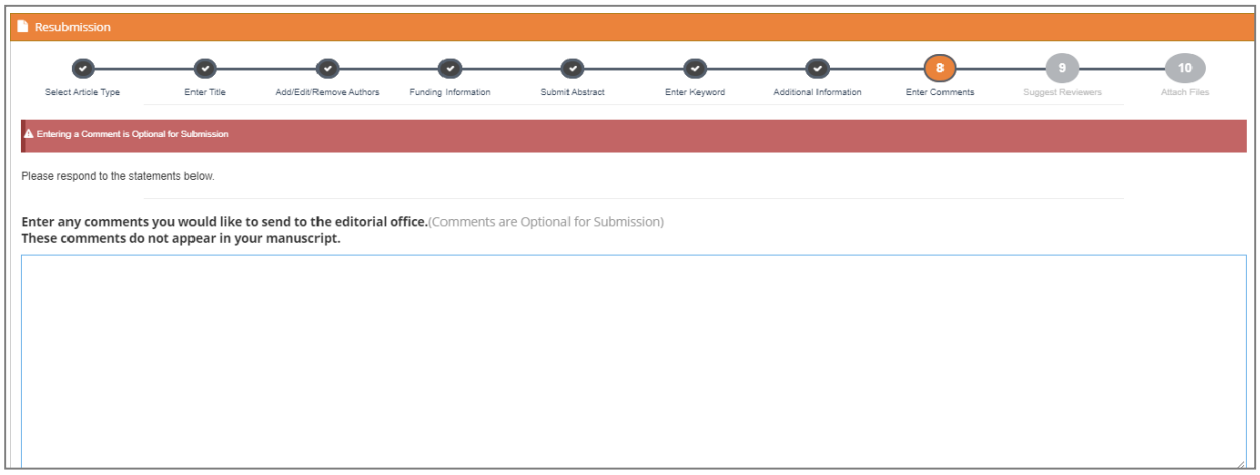


Step 6 - Enter keyword separated by comma

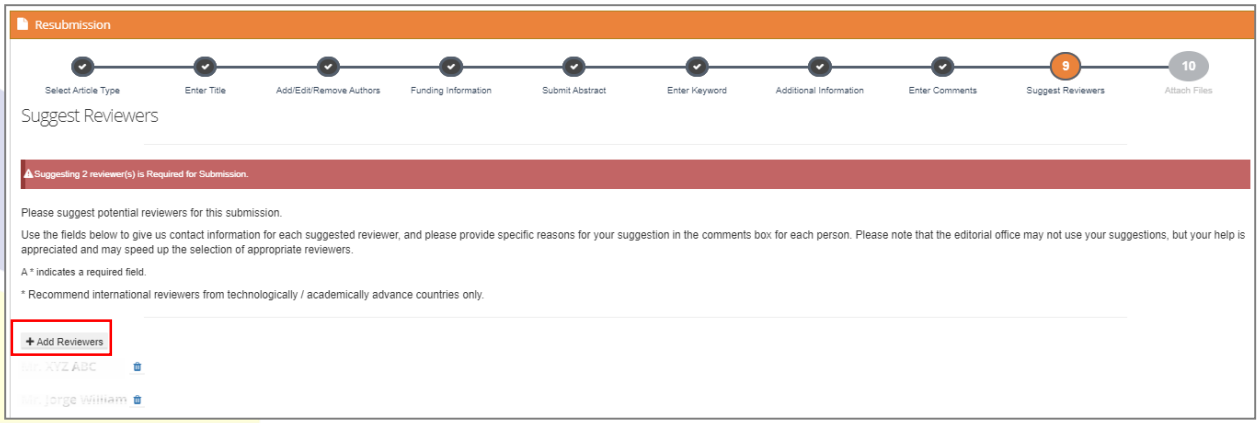


Step 7 – Additional information

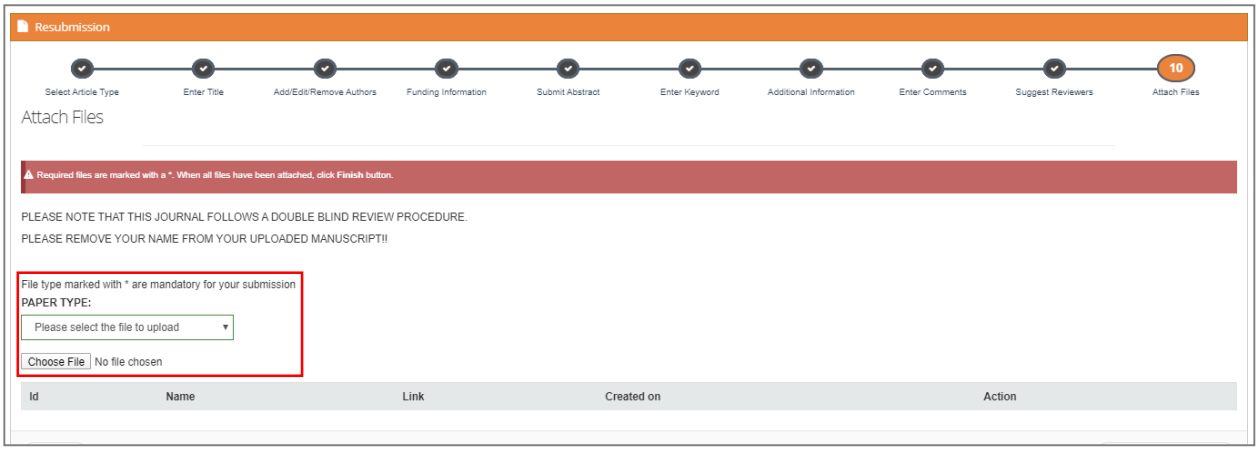
Step 8 - Enter any comments you would like to send to the editorial office



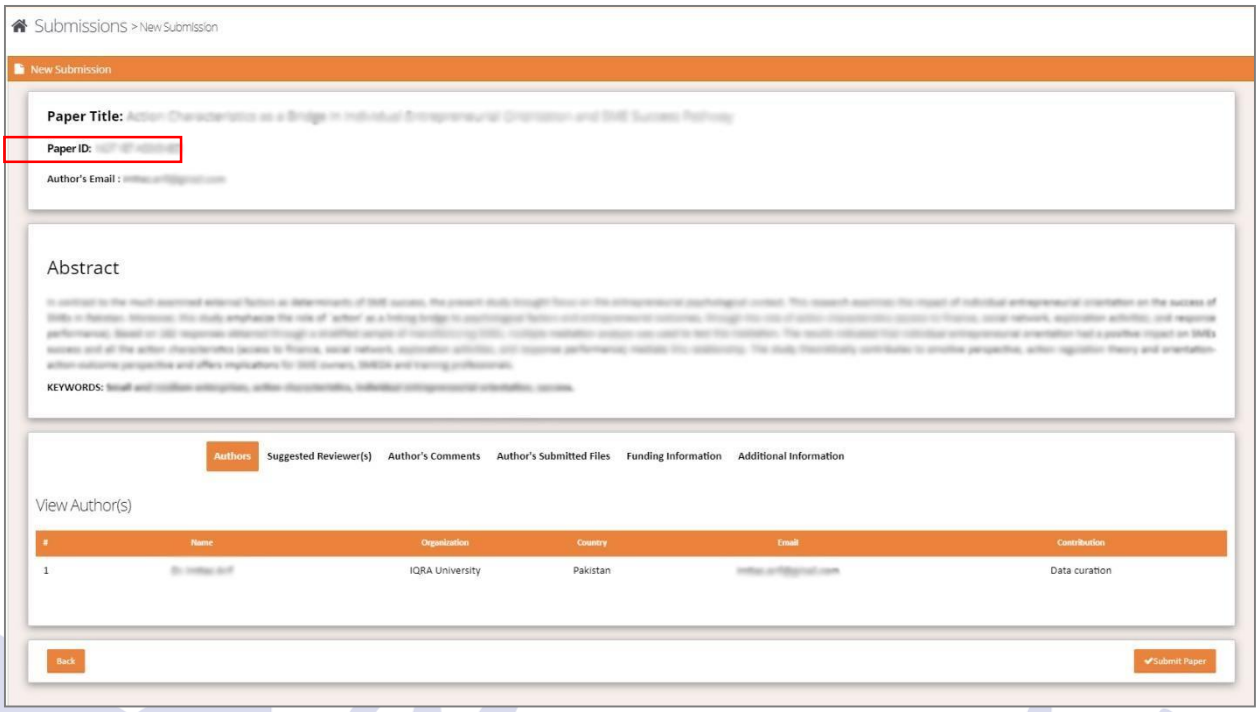
Step 9 – Suggest Reviewers



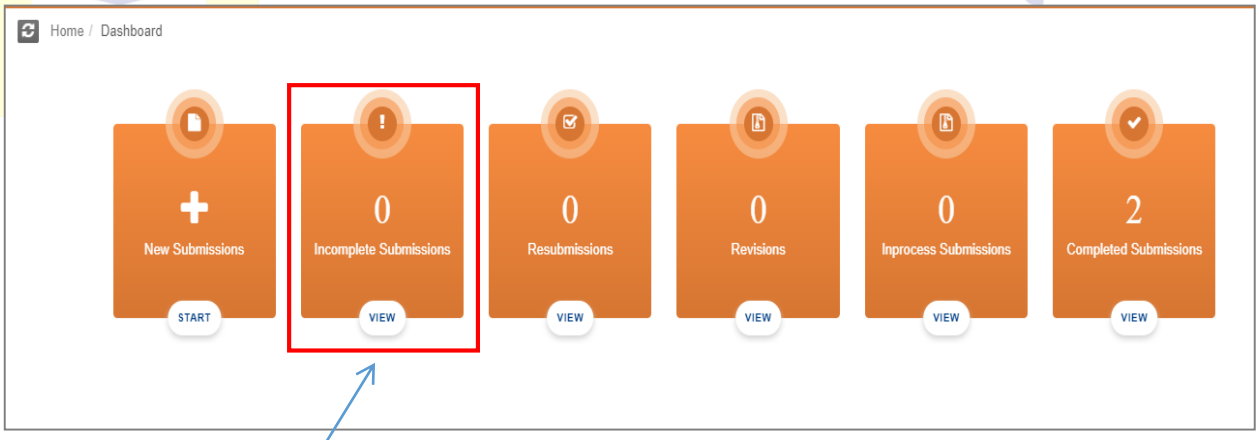
Step 10 – Upload mandatory marked files



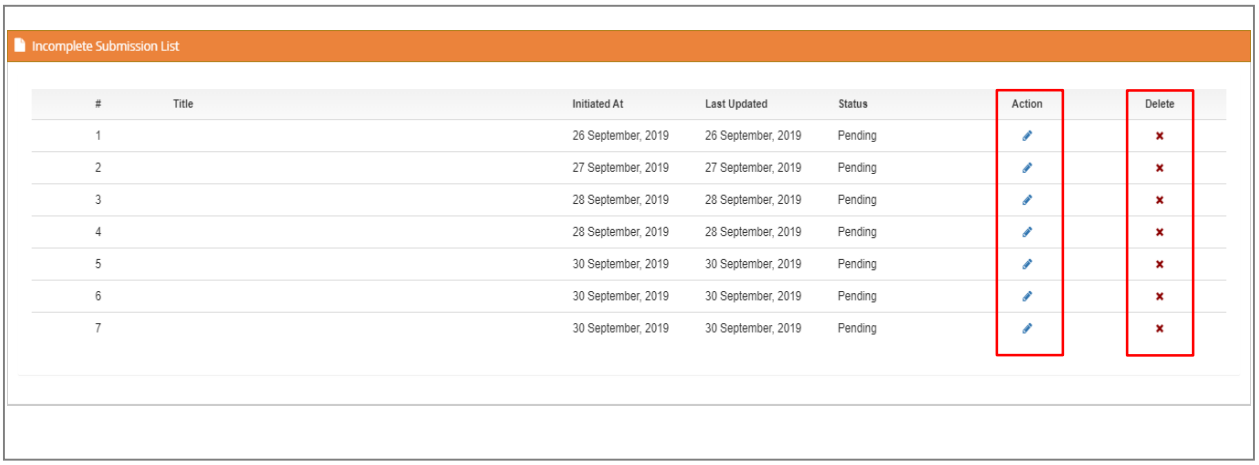
View your submission summary before submitting your paper



3.2 Incomplete Submission



Click here to VIEW your incomplete submission



A user can initiate multiple submissions, and edit/delete them at any time before submitting.

3.3 Resubmissions

Click here to VIEW your resubmission

3.3.1 How to resubmit your paper?

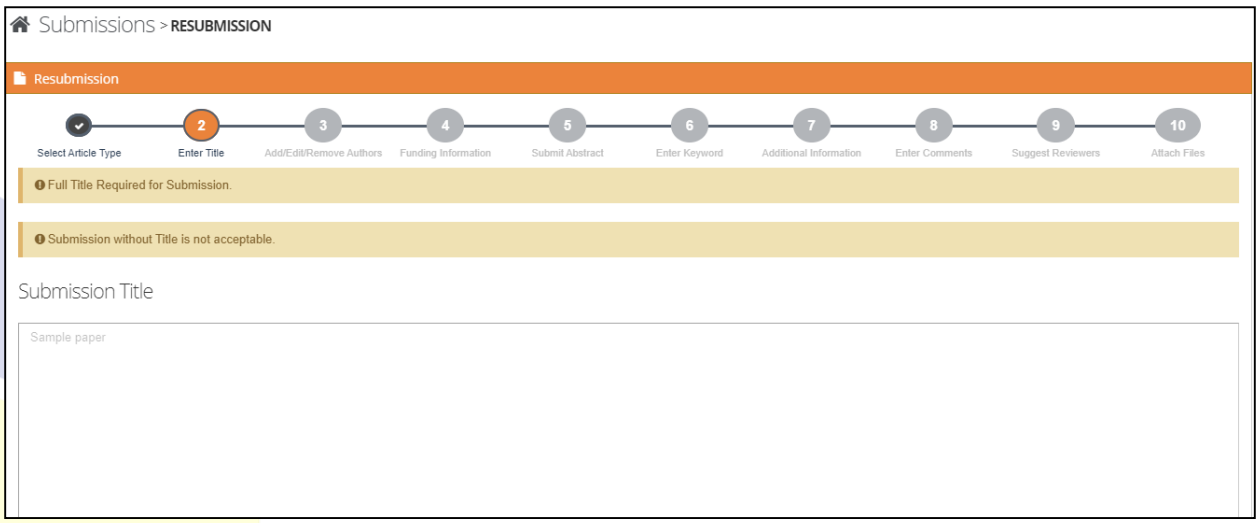
When you are resubmitting your paper, all fields would be auto filled same as which you have filled in first submission but you can edit any field according to your choice.

List of resubmissions of your journal are listed here

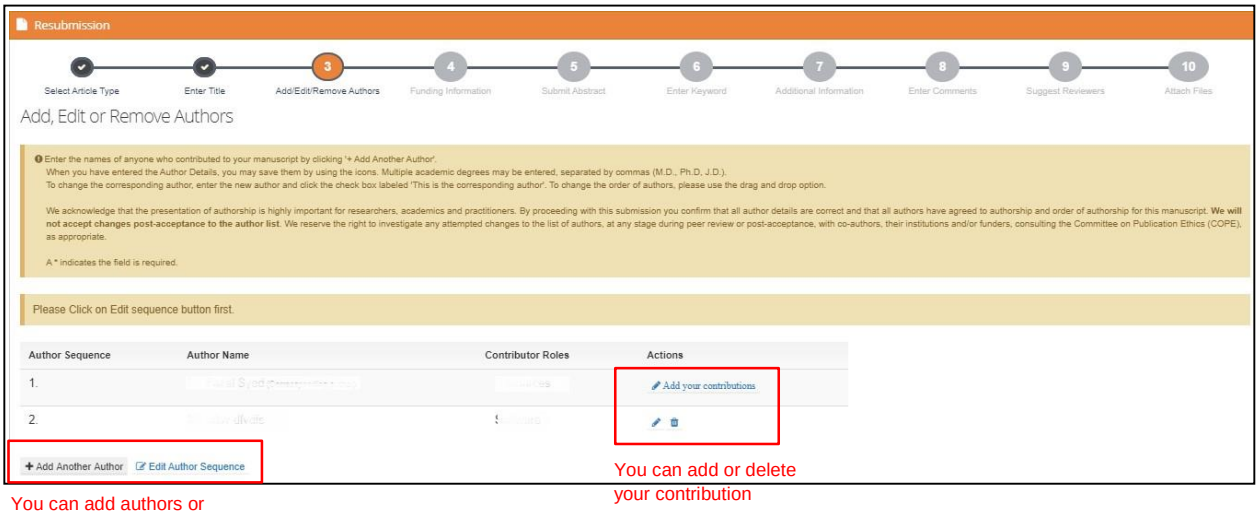
Click here to resubmit

Step 1 - Select your paper type according to your choice

Step 2 - Enter your resubmission title



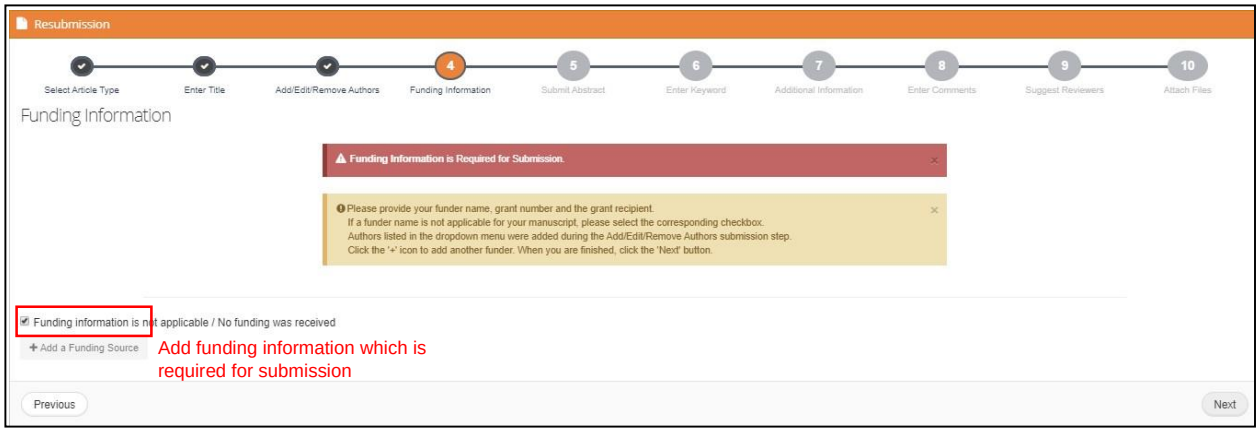
Step 3 – Add, Edit or Remove Authors



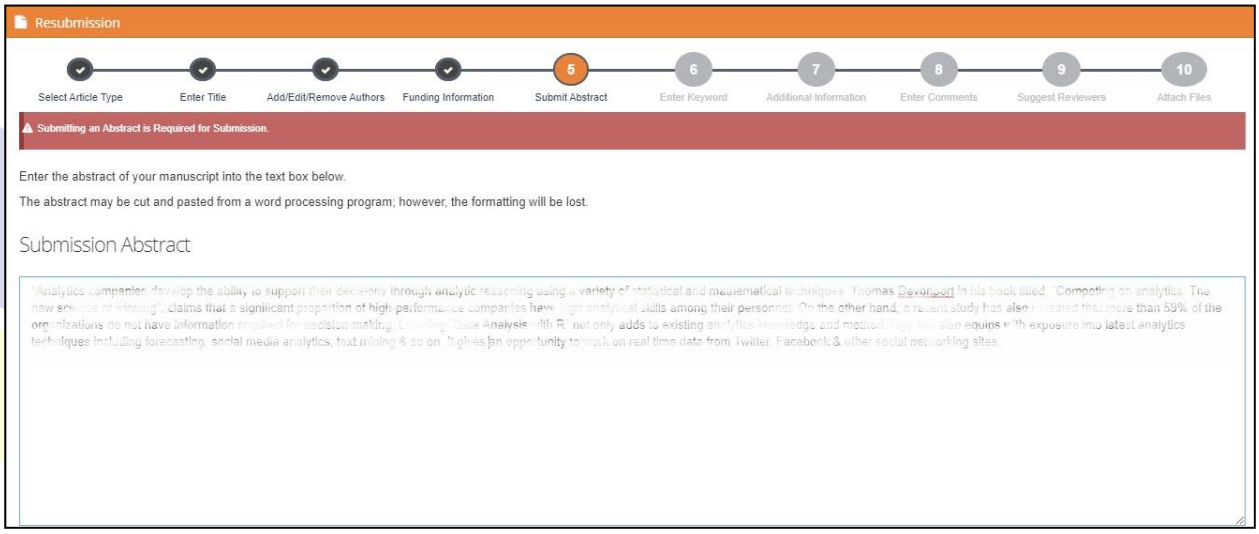
You can add authors or edit author sequence

You can add or delete your contribution

Step 4 – Funding information



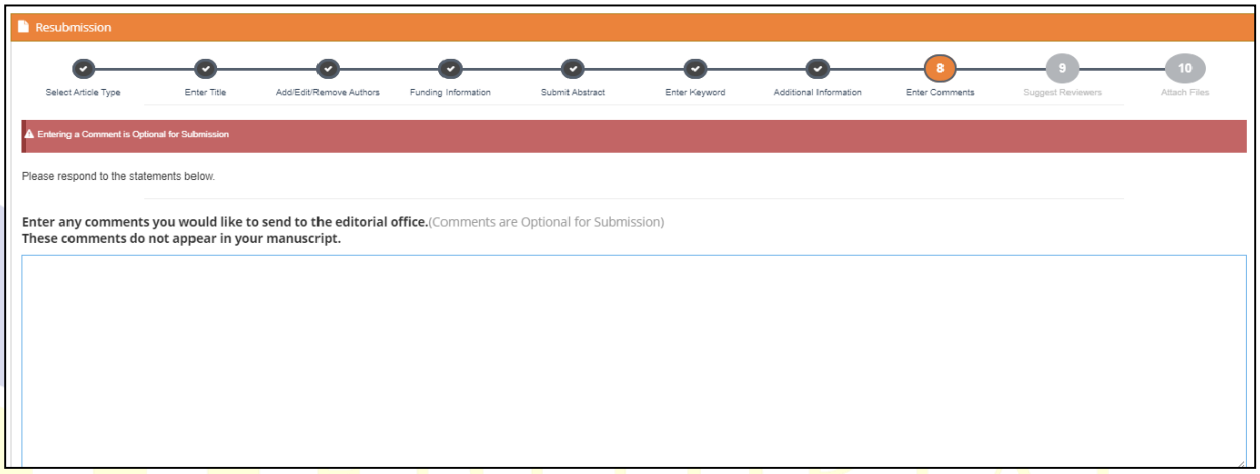
Step 5 - Enter the abstract of your manuscript



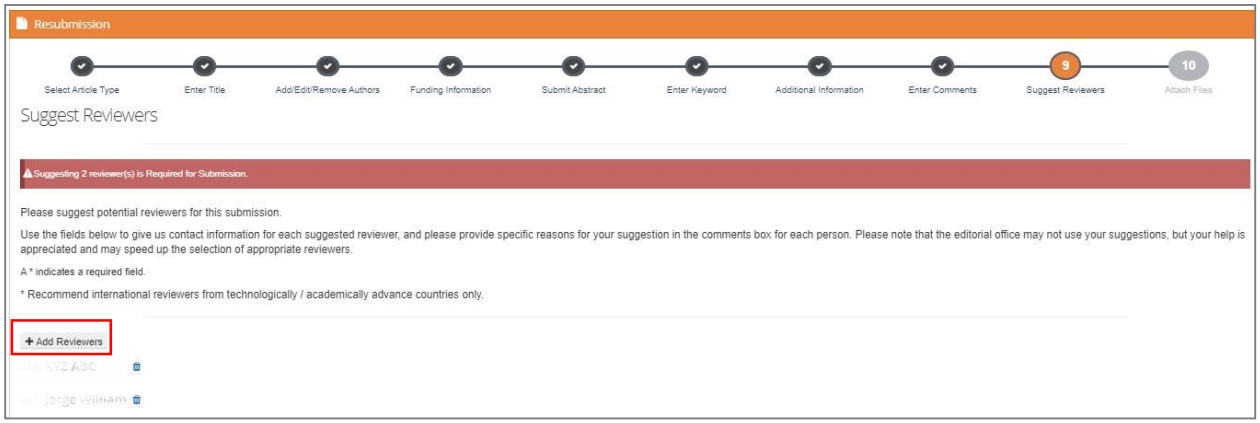
Step 6 - Enter keyword separated by comma

Step 7 – Additional information

Step 8 - Enter any comments you would like to send to the editorial office

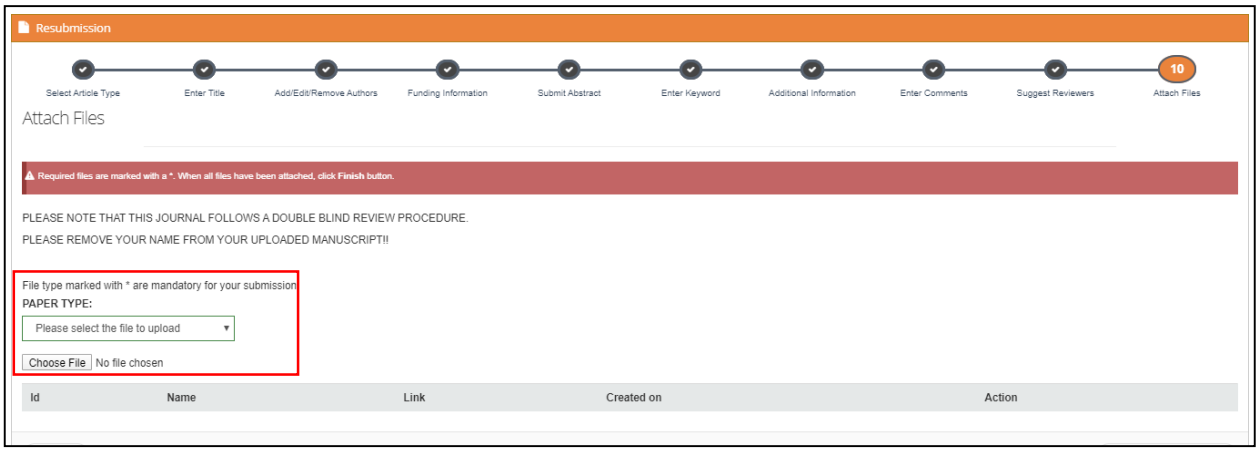


Step 9 – Suggest Reviewers

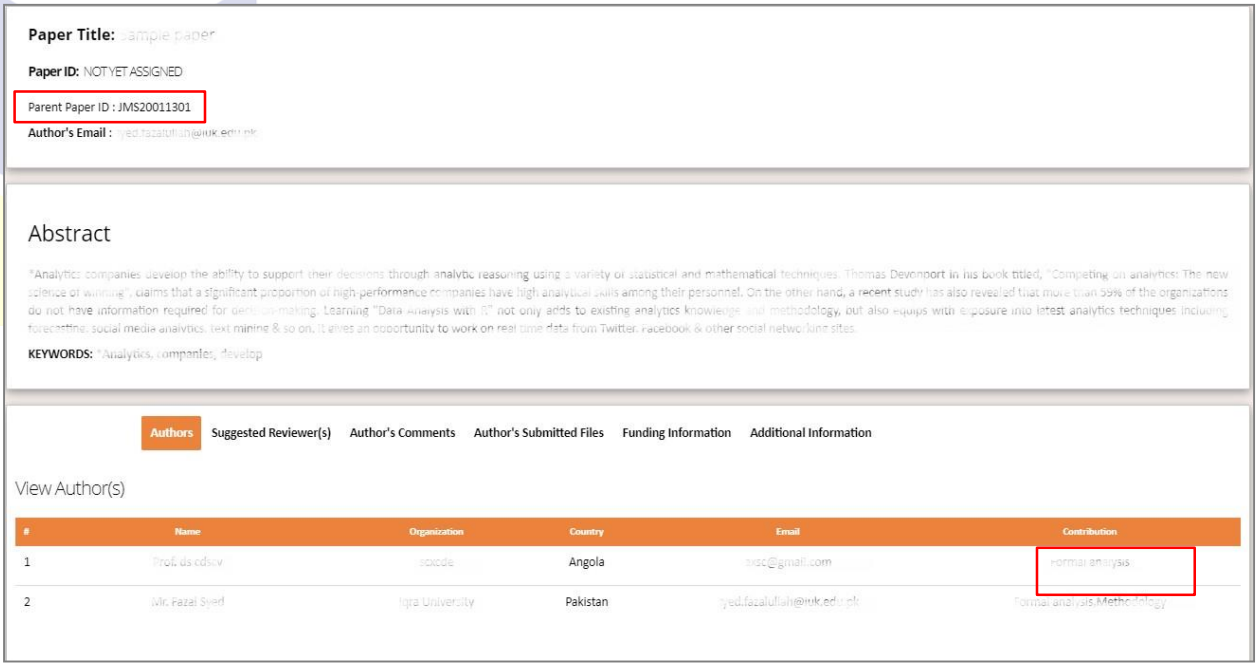


Step 10 – Upload mandatory marked files

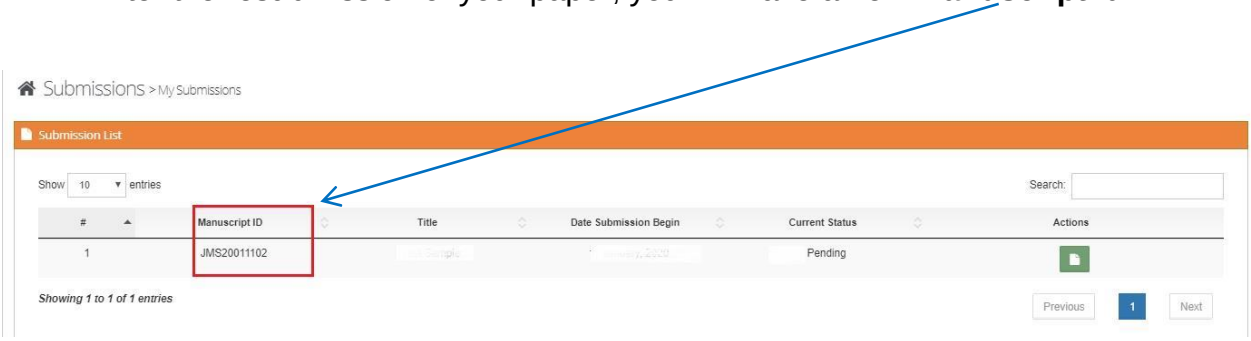
New files has to be submitted here with an additional file i.e. response sheet



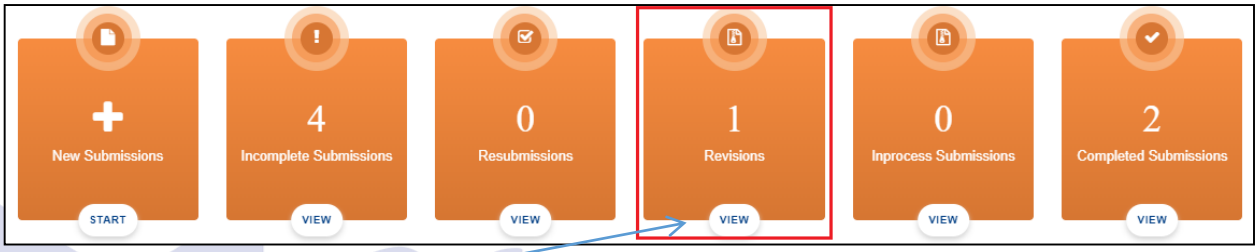
View your resubmission summary before submitting your paper



After the resubmission of your paper, you will have a new **Manuscript id**

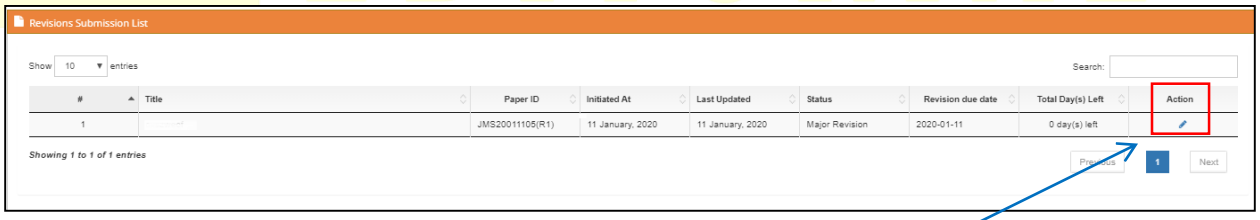


3.4 Revision



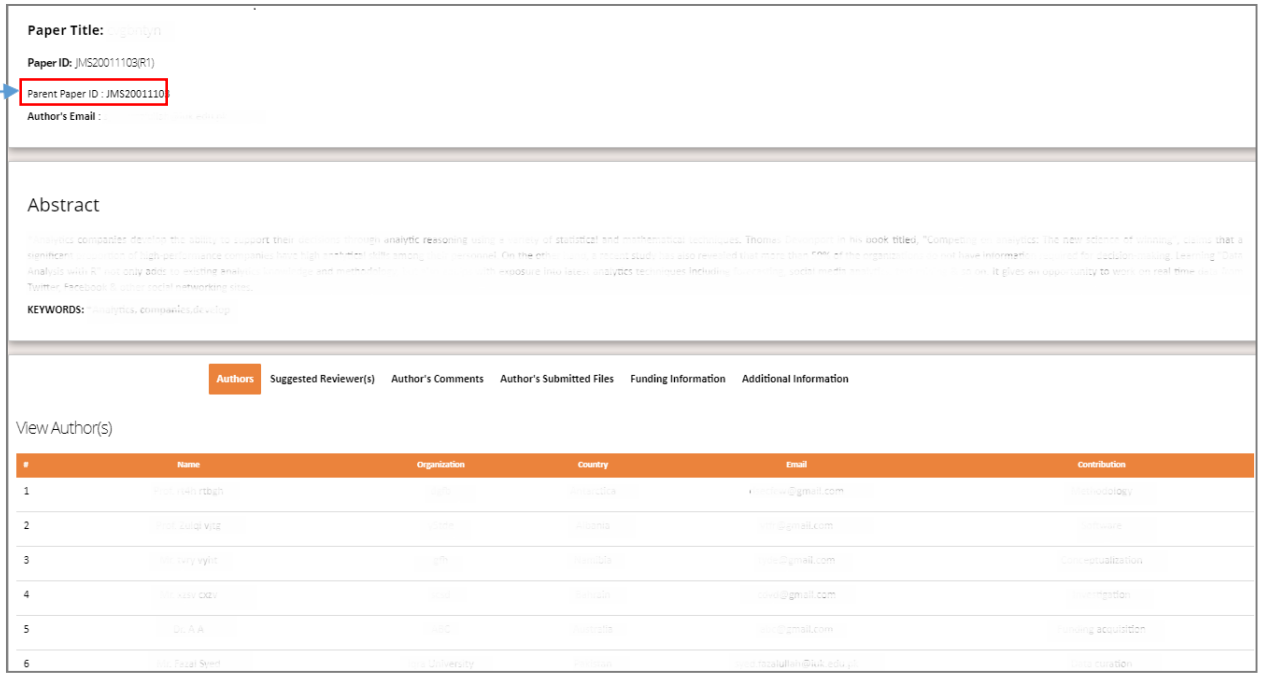
Click here to VIEW your revised submission

When you are revising your paper, all fields would be auto filled same as you had filled in the first submission but you can edit any field according to your choice.



Click here to revise your paper

Here we have 10 steps to revise your paper.

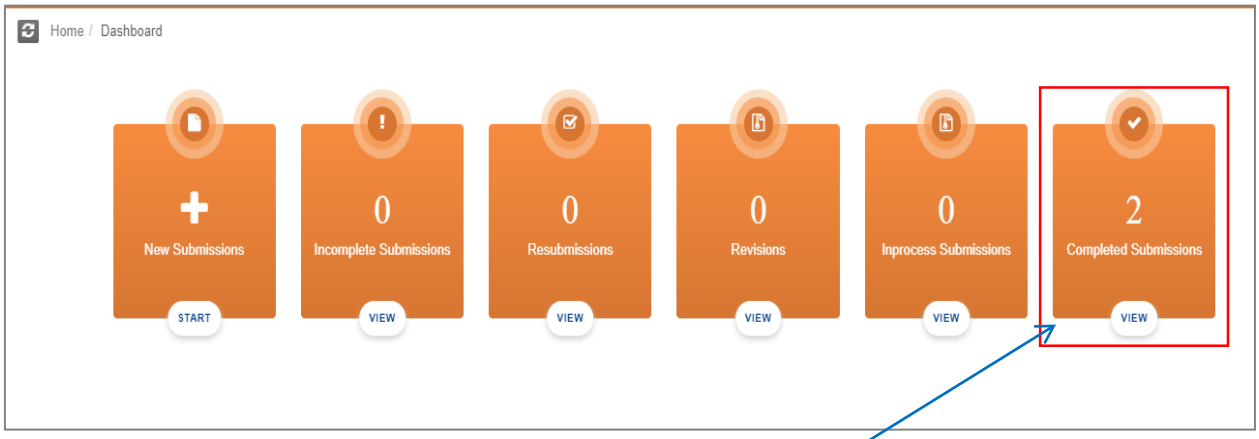


Here is your revised paper id

3.5 In Process Submission

Click here to VIEW your in process submission

3.6 Completed Submissions



Click here to VIEW your completed submission

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4. Reviewers Role

4.1 Types of Reviewers

There are two types of reviewers.

- A reviewer that is self-registered.
- A reviewer that we invite to review our research work by Email (Non-registered reviewer).

4.2 Basic steps to complete a Review through Reviewer Panel:

a. Invitation received.
b. Accept/Decline Invitation.
c. Login.
d. Select assign paper to evaluate.
e. Start evaluation.
f. Save and Submit.
g. Completed Review.

4.3 Basic steps to complete a Review through Direct Link:

a. Invitation received.
b. Accept/Decline Invitation.
c. Complete your Profile.
d. Email received with direct link.
e. Start evaluation.
f. Save and Submit.

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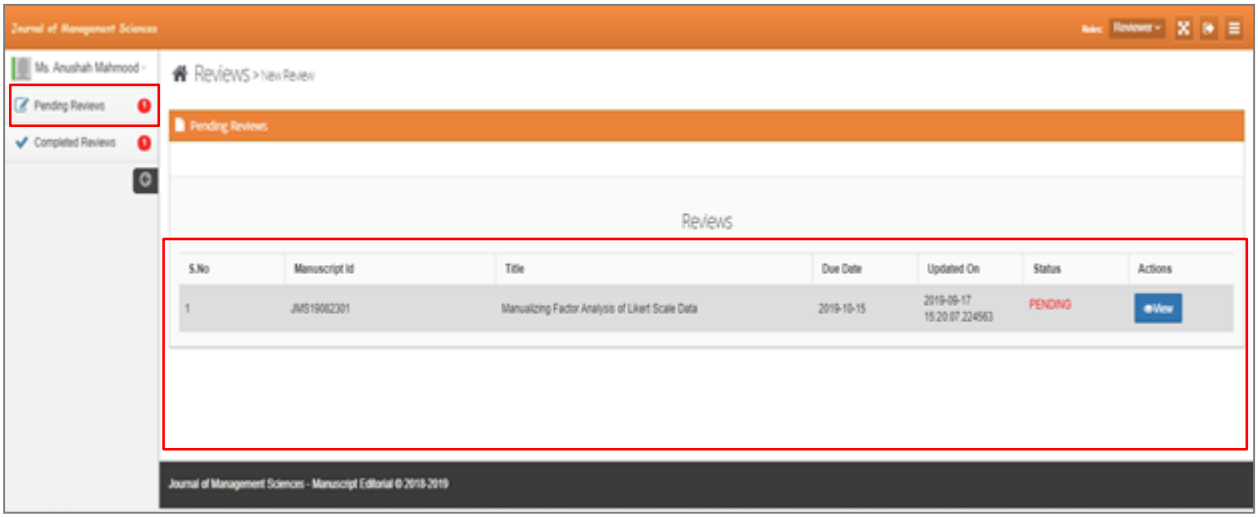
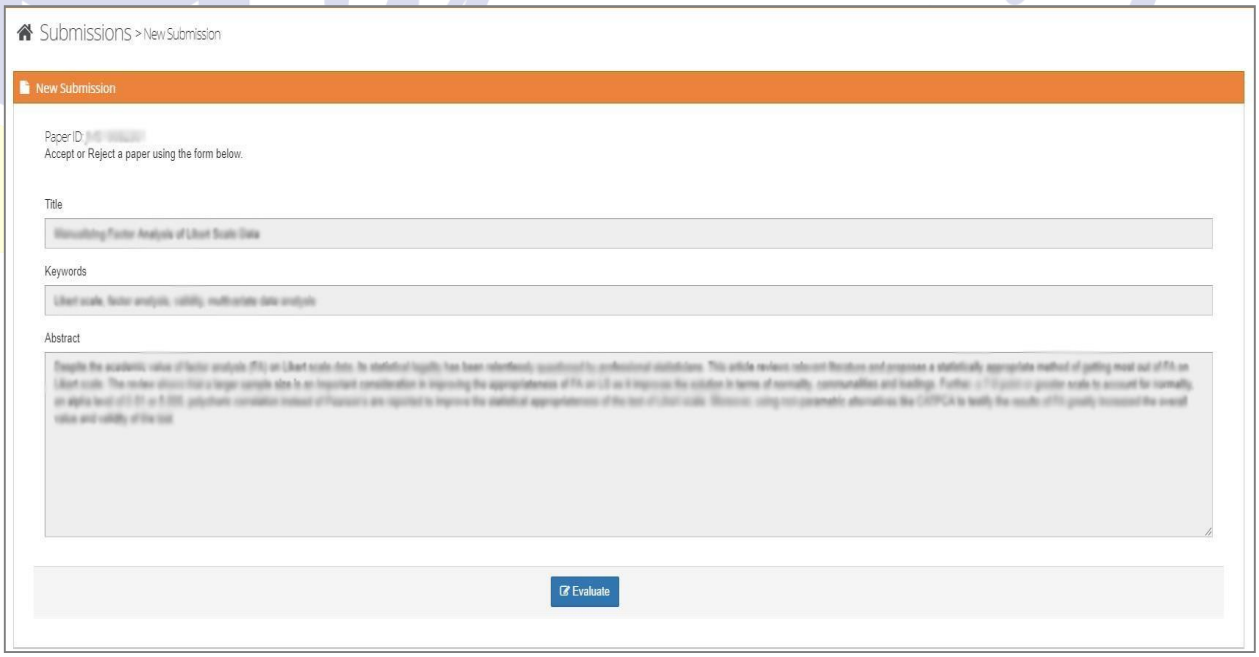
4.4 Pending Reviews

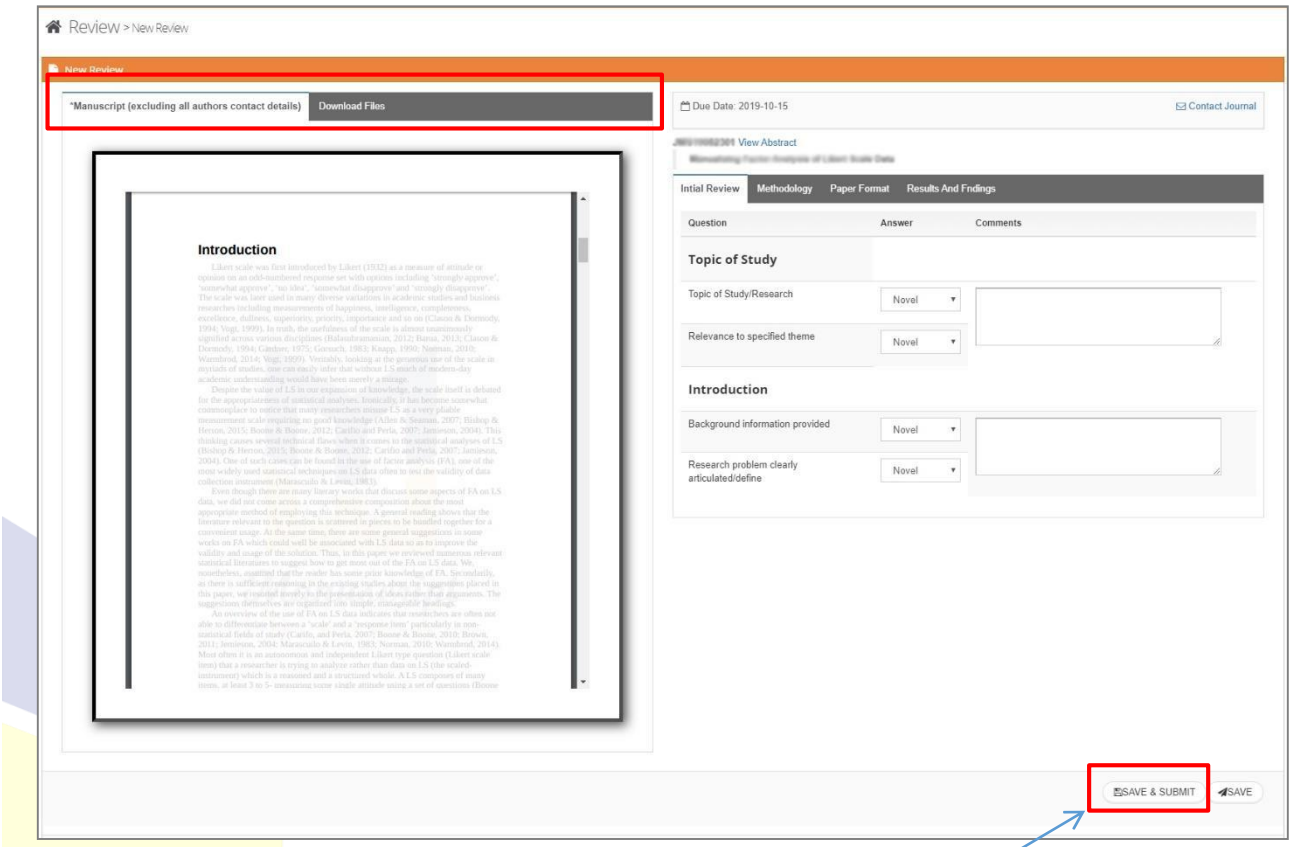


All the papers whose reviews are assigned to the user are listed here.



- Details of the paper the reviewer is assigned to evaluate. In other word you can simply edit your review and add into new submission.
- After evaluating it leads you to the evaluation screen.

- Evaluation screen of each paper includes the manuscripts, download options from documents, various question and answers along with comment box to each topic.



After completing your profile Save and submit it.

4.5 Completed Reviews

Here we can view all the reviews a user has completed up till now

5. How to create your own journal?

If you want to create your own journal, you will be providing the following details to admin:

- ✓ Basic introduction
- ✓ Email address
- ✓ Journal name
- ✓ Editorial team
- ✓ Logo

After providing the above details, you will receive login