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PAPER SUBMISSION MANUAL FOR AUTHOR. GETTING STARTED.
Follow the instructions step-by-step to start the submission process.

Step 1

**Log in** to your account and select the **AUTHOR** role in the top menu. You will see the main menu that allows you to submit a new manuscript, a revised manuscript, or check the status of an already submitted paper.

In the main menu for Authors, there are three tabs:
"AUTHOR HOME" / "SUBMIT PAPER"/ "MY PAPERS"
(If you haven't submitted any papers yet, you will have only two sections: "Author home" and "Submit paper")
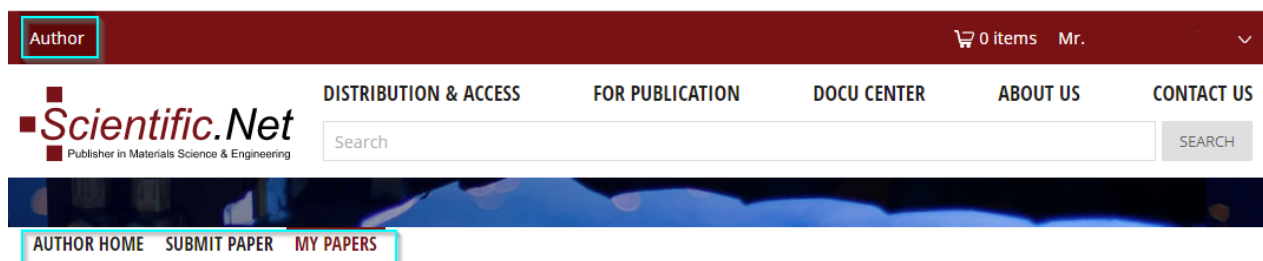
Step 2

Click on ''**AUTHOR HOME**'' and go to Section 3 ''Download Doc'' or ''LaTex Template''. These documents will guide you on the way to properly arrange your manuscript.
! Prior to submission, we advise you to always check the journal's instructions in our Template. This may avoid undue delays in case of lacking information or incorrect formatting of the manuscript.
(Additionally, you can use the online resource "Overleaf" for editing your LaTeX document. This procedure will require registering on their website.)
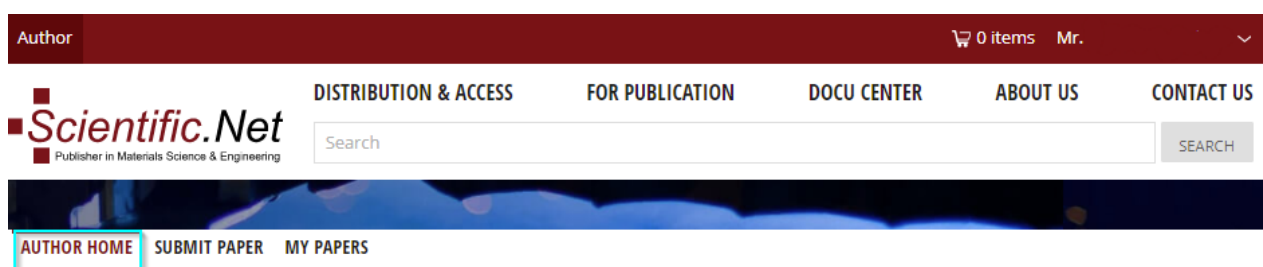
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Step 3

Choose the ''**SUBMIT PAPER**'' tab on the top of this page when you are ready to submit your paper. Then, at the ''**TITLE**'' tab, you need to choose the journal to which you wish to submit your manuscript. Click on ''**CONTINUE**'' to move to the next step – ''SUBMISSION PROCESS''.

AUTHOR HOME | SUBMIT PAPER | MY PAPERS

1. Title	**Title**
2. Edit Paper	**Your Paper will be submitted in the Title:**
3. Edit Authors	● JERA

CONTINUE

Step 4

Select ''**UPLOAD NEW FILES**''.
We require that your manuscript be submitted in both formats WORD/LaTex and PDF.

When using the **BROWSE** button, a pop-up window opens. Then, please select the required file and click on Open. Then, click Upload. The files will be transferred to our system.

AUTHOR HOME | SUBMIT PAPER

Title: Test account editor tool   **Edit period:** 2011-12-31 - 2027-10-30

1. Title	**New Paper**
2. Edit Paper	This page is for a new manuscript submission. To upload files of a new manuscript, in the Files area, click Select file to browse Word or LaTeX files, as well as PDF file on your computer, then click Upload. The files will be transferred to our system.
3. Edit Authors	**Warning!** You should not upload files of revised manuscripts on this page. If you need to upload a revised manuscript, on the Author Menu, click My Papers, then, click the Title of the paper which is in Revisions status.
4. Edit Keywords	
5. References	**Upload new files**
6. Copyright Agreement	.DOCX/.DOC/.RTF/.ZIP file
7. Checklist	(Please upload zip file with TeX and images for LaTeX)

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PDF file

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UPLOAD

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Publisher in Materials Science & Engineering

Step 5

Enter into the two windows '**Paper Title**' and the associated '**Abstract.**' (If the submitted paper was edited by the template, the data would be filled in automatically).
Click ''**UPDATE**'' at the bottom of the page.

1. Title ✔	**Edit Paper** 💬
2. Edit Paper ✔	**Paper:**
3. Edit Authors	📄 3 MB [2021-01-29 15:58]
4. Edit Keywords ✔	📄 882 KB [2021-01-29 15:58]
5. References	**Upload new files**
6. Copyright Agreement	.DOCX/.DOC/.RTF/.ZIP file (Please upload zip file with TeX and images for LaTeX)
7. Checklist	No file chosen BROWSE

PDF file

No file chosen BROWSE

ⓘ Attention! Uploaded **files** should be **less** than **64Mb**

Paper Title

I x₂ x² aA Ω

Abstract

I x₂ x² aA Ω

UPDATE

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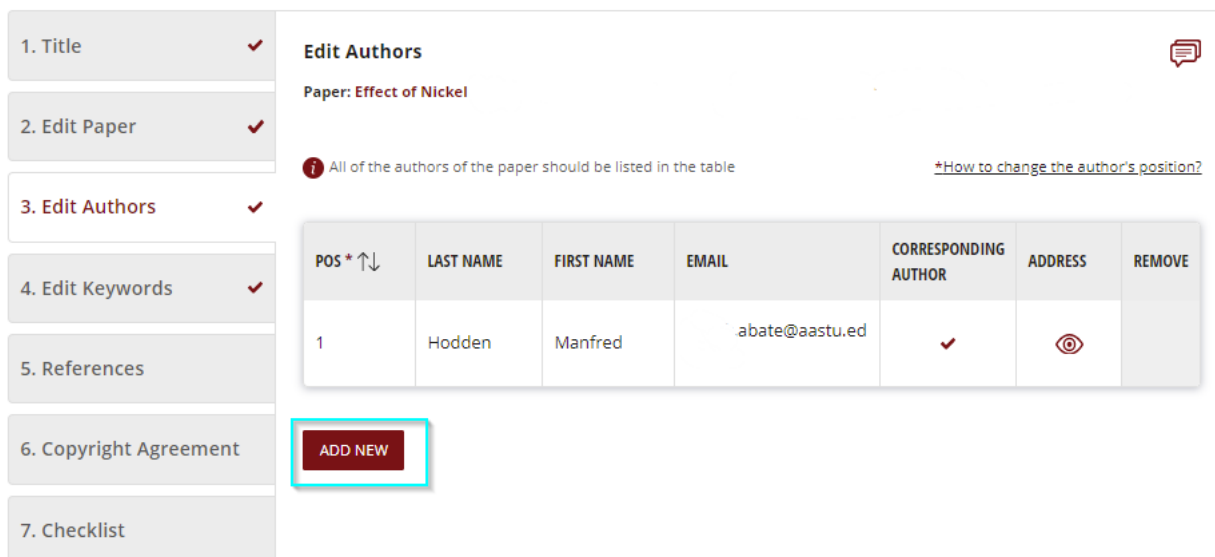
Step 6

You will enter the next tab ''**EDIT AUTHORS.**''
At point 3, you can add the author(s) of your manuscript. All Authors responsible for this manuscript shall be listed here in the order by which they have to appear in the paper (POS ↑↓).
Click on ''**ADD NEW**''
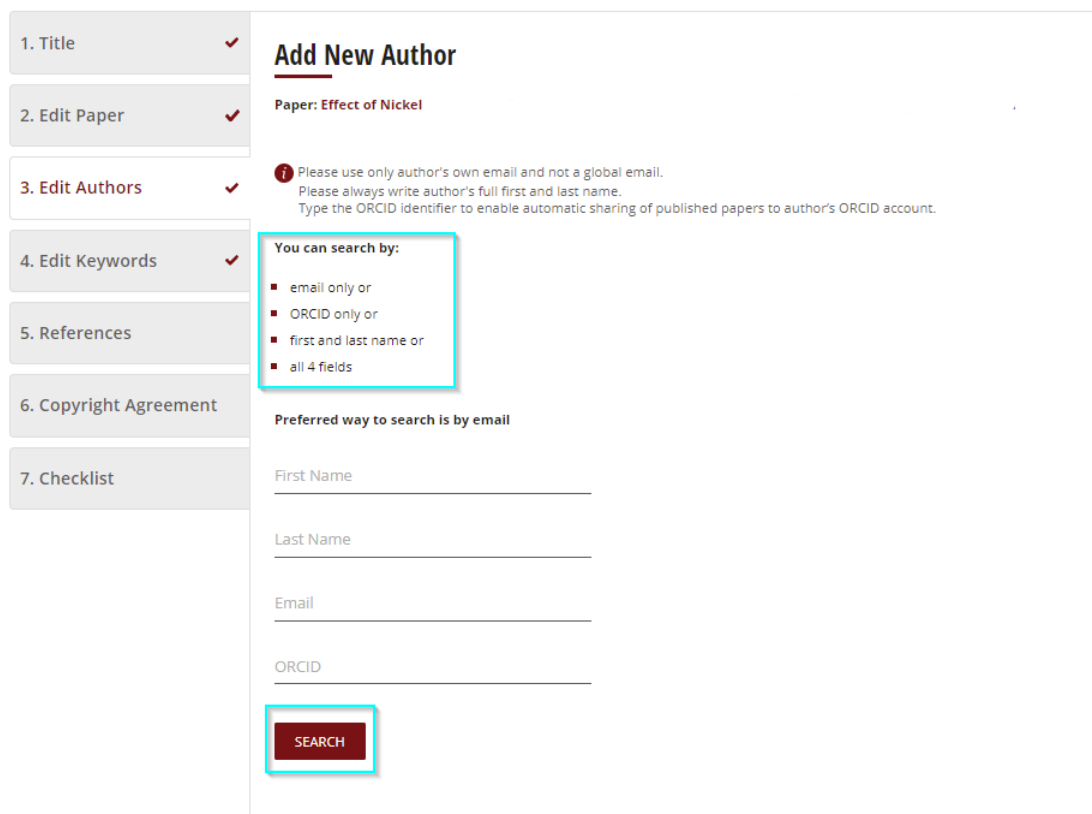
1. Title ✔	**Edit Authors**						💬
2. Edit Paper ✔	**Paper: Effect of Nickel**						
3. Edit Authors ✔	ⓘ All of the authors of the paper should be listed in the table				*How to change the author's position?		
4. Edit Keywords ✔	**POS * ↑↓**	**LAST NAME**	**FIRST NAME**	**EMAIL**	**CORRESPONDING AUTHOR**	**ADDRESS**	**REMOVE**
5. References	1	Hodden	Manfred	abate@aastu.ed	✔	👁	
6. Copyright Agreement	**ADD NEW**						
7. Checklist							

Then, however, we kindly ask you to use the ''**SEARCH**'' option because the author(s) may already exist in our Author database.

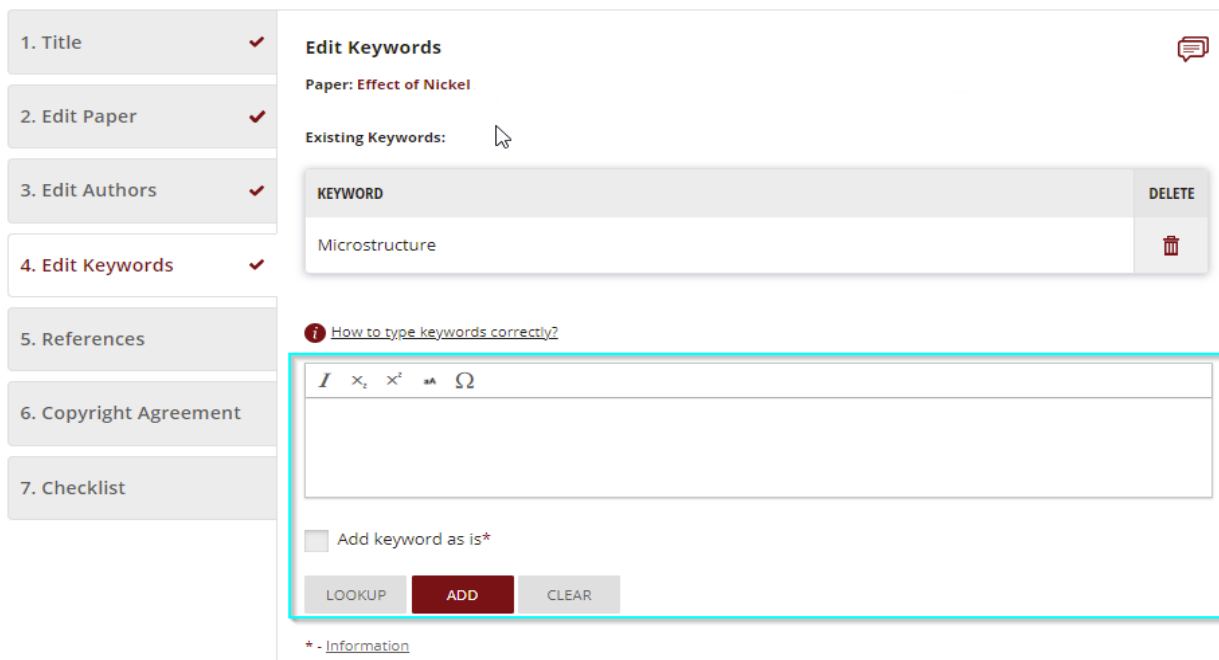|	
1. Title ✔	**Add New Author**
2. Edit Paper ✔	**Paper: Effect of Nickel**
3. Edit Authors ✔	ⓘ Please use only author's own email and not a global email. Please always write author's full first and last name. Type the ORCID identifier to enable automatic sharing of published papers to author's ORCID account.
4. Edit Keywords ✔	**You can search by:** ■ email only or ■ ORCID only or ■ first and last name or ■ all 4 fields
5. References	**Preferred way to search is by email**
6. Copyright Agreement	First Name
7. Checklist	Last Name Email ORCID **SEARCH**

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If the search does not give any results you can **add a new author** by entering the requested data.
Then, click on "**SET AS AUTHOR**" to complete the Author data.
And, remember to select the order in which the authors will have to appear in the paper.

1. Title	✔
2. Edit Paper	✔
3. Edit Authors	✔
4. Edit Keywords	✔
5. References	
6. Copyright Agreement	
7. Checklist	

Create Author

ℹ You can try to search again using another search parameters

No account found. New account will be created and registered as Author

Title ⌄

First Name *

Last Name *

Email *
name@gmail.com

ORCID (optional)

Organization Name

Organization / University *

Department

Street

Zip

City

Country * ⌄

BACK TO SEARCH   SET AS AUTHOR

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Step 7

Click on "**EDIT KEYWORDS**" for adding keywords. There are two options; you can insert them manually, and/or you can choose them from a dropdown list. To use the dropdown list please, first click "**LOOKUP**" and then "**ADD**."
Please, read the instructions placed above on how to type your keywords correctly.
To **DELETE** a keyword, click on the appropriate icon.

1. Title ✔	**Edit Keywords** 💬
2. Edit Paper ✔	**Paper: Effect of Nickel**
3. Edit Authors ✔	**Existing Keywords:**
4. Edit Keywords ✔	
5. References	
6. Copyright Agreement	
7. Checklist	

KEYWORD	DELETE
Microstructure	🗑
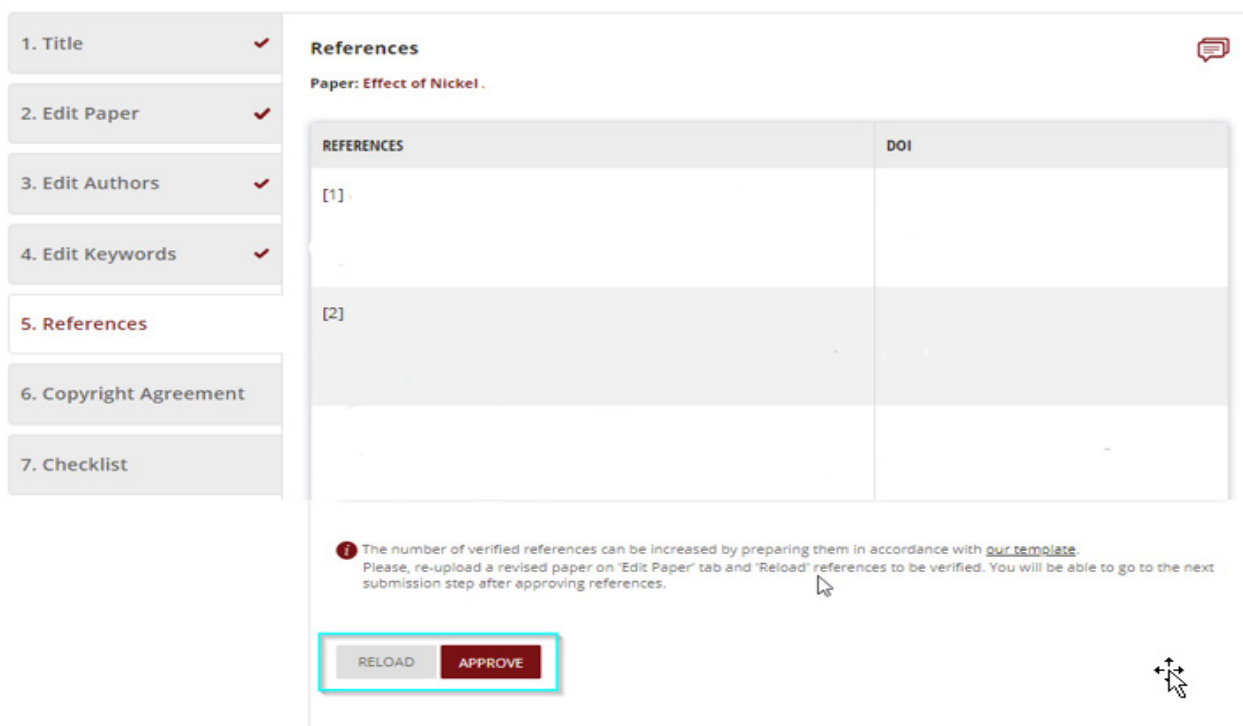
ℹ How to type keywords correctly?

I x₂ x² ᴬᴬ Ω

☐ Add keyword as is*

[LOOKUP] [ADD] [CLEAR]

* - _Information_

Step 8

Click on "**REFERENCES**." Here you are asked to approve the list of references specified in your paper.
If the list is correct, press "**APPROVE**" to confirm the list of references. Otherwise, press "**RELOAD**" to update your reference list, and then click "**APPROVE**"..

1. Title ✔	**References** 💬
2. Edit Paper ✔	**Paper: Effect of Nickel .**
3. Edit Authors ✔	
4. Edit Keywords ✔	
5. References	
6. Copyright Agreement	
7. Checklist	

REFERENCES	DOI
[1]	
[2]	

ℹ The number of verified references can be increased by preparing them in accordance with _our template_.
Please, re-upload a revised paper on 'Edit Paper' tab and 'Reload' references to be verified. You will be able to go to the next submission step after approving references.

[RELOAD] [APPROVE]

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Step 9

Click on ''**COPYRIGHT AGREEMENT**''.
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Step 9a – "Open Access Eligibility."

In this section, step '6a' will pop up if your paper is eligible for an ''**Open Access license**''. The eligibility is determined by the agreement with your organization and recognized by the email address and/or affiliation of you as an author or of the co-author(s).

By default, the system will search for the first author of the paper. When the first author's affiliation is not associated with an existing agreement, the system will search for the names/affiliations of the co-author(s).

You will be asked to add/update your information, like Author Names, ORCID, Institute.

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Step 10

Before submitting your manuscript, verify whether all necessary steps have been appropriately fulfilled.
When all data is displayed correctly, click on "**CHECKLIST**" and tick all dedicated fields you have completed.
Click ''**SUBMIT**''**.**

1. Title ✔	**Checklist** 💬
2. Edit Paper ✔	Paper: **Effect of Nickel** .
3. Edit Authors ✔	* ✔ I am aware of the information on <u>Policy and Ethics</u>.
4. Edit Keywords ✔	* ✔ I used personal login credentials to access my account on <u>https://www.scientific.net</u>.
5. References ✔	* ✔ I downloaded the Word/LaTex template from the Participant Home page and prepared the manuscript as given in the template.
6. Copyright Agreement ✔	* ✔ I used **page settings A4**
7. Checklist	I only used the fonts **Times Roman (Times New Roman) and Helvetica (Arial)** for the entire document including special characters (α γ µ Ω () ≥ ± ● Γ {11 0}) because using other fonts will cause incorrect display of text or may change a special character to a square.

I wrote the paper in **English; I didn't use any other language (even in Figures).**

* ✔ I uploaded Word file (.doc or .docx) or LaTex files (.tex) together with the PDF file.

* ✔ I accepted the terms of the Copyright Agreement and received the PDF copy by email.

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Step 11

Click on the ''**COMMENTS**'' icon at the right if you wish to leave your comment(s).

1. Title	✔
2. Edit Paper	✔
3. Edit Authors	✔

Checklist

Paper: Effect of Nickel

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* ✔ I used personal login credentials to access my account on https://www.scientific.net.

* ✔ I downloaded the Word/LaTex template from the Participant Home page and prepared the manuscript as

Step 12

Under tab ''**MY PAPERS**'', you can check the progress and status of your paper.

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ℹ *Status description

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	2020-12-28 01:39	add	Submitted	0/0	100%

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