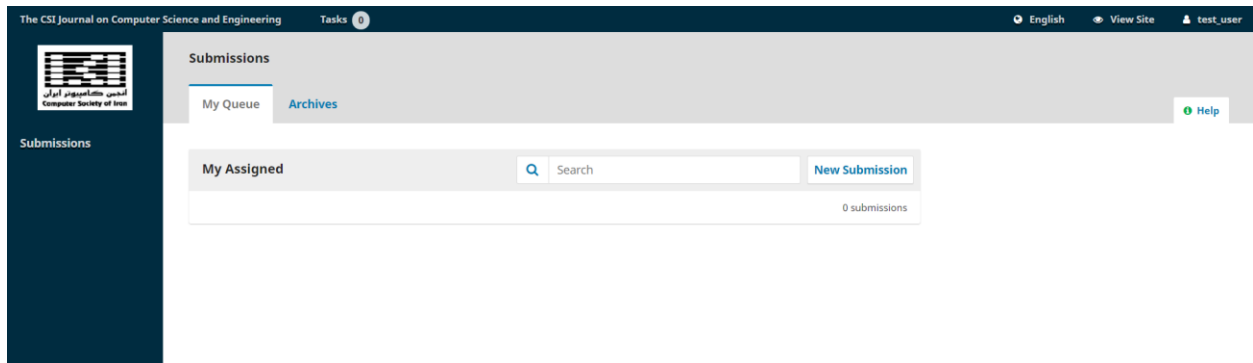
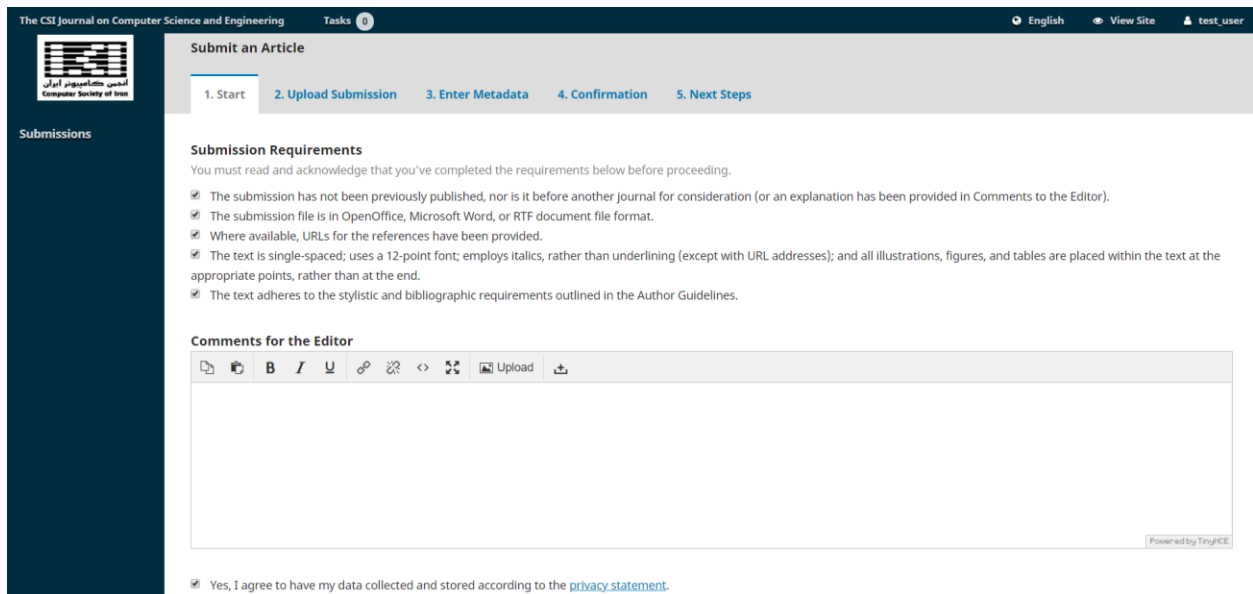


Authors Guide:

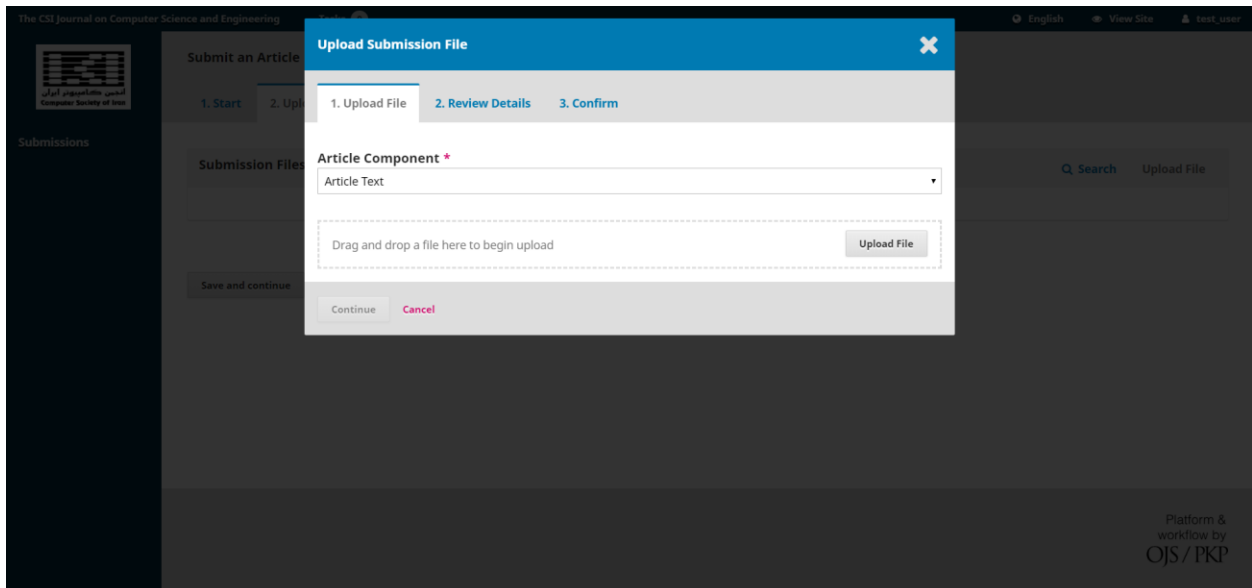
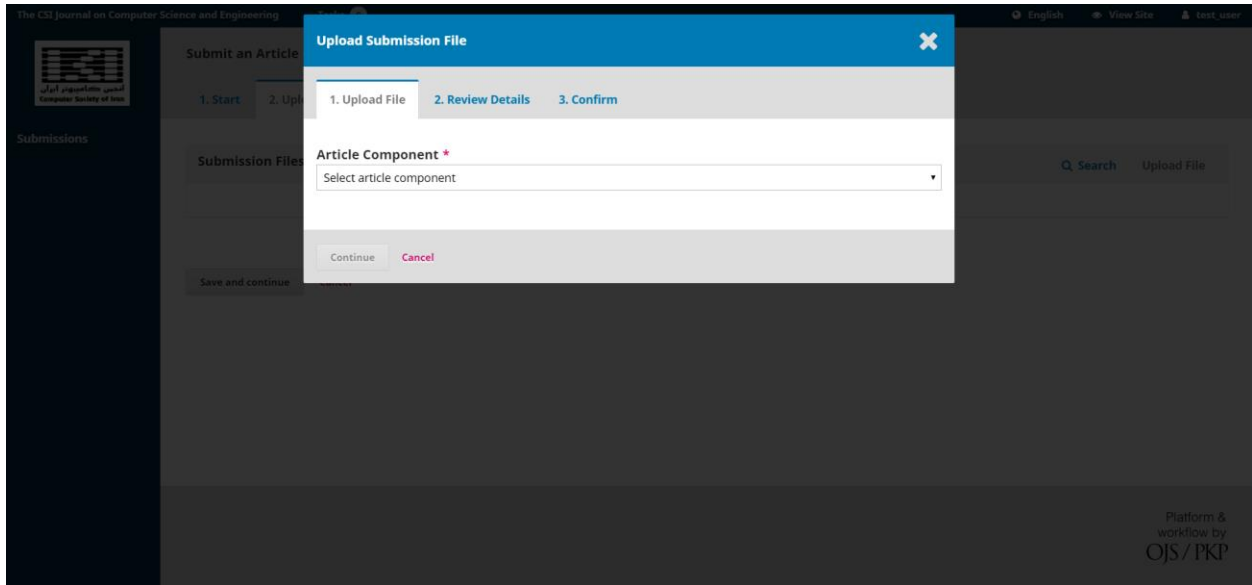
- 1) The first page that you see after login, is the “Submissions page”.
In this page, author can start a new submission using “New Submission” button.



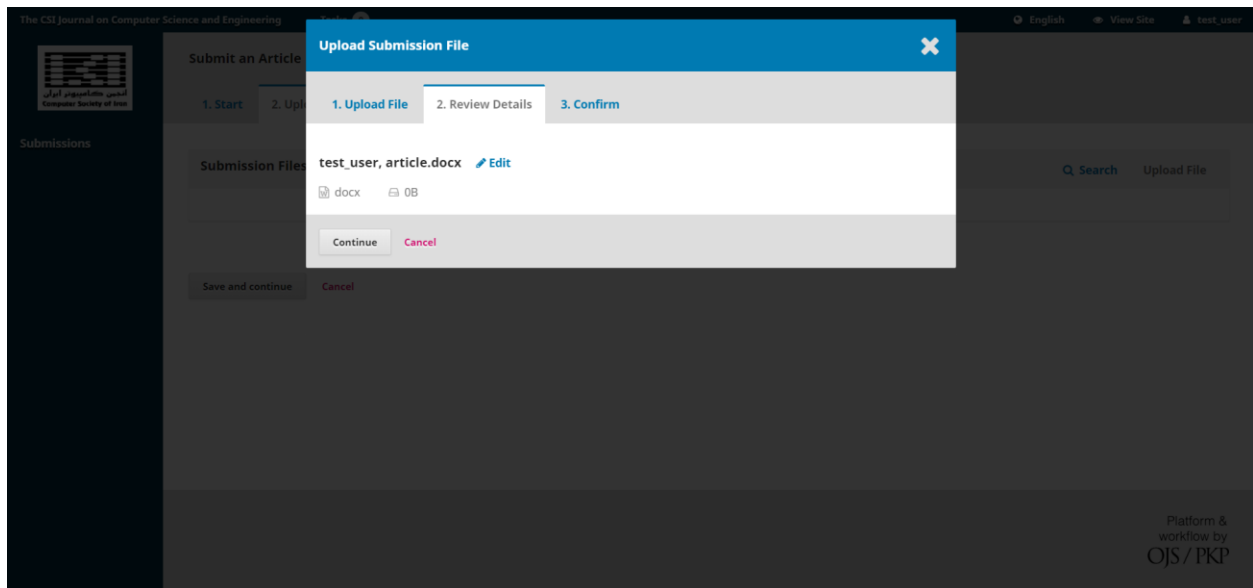
- 2) Submission process has 5 steps.
The first step (“Start”) is to read and acknowledge some requirements before proceeding. After that, author can write some comments for the Editor if needed. Finally, author should agree with the “privacy statement”.



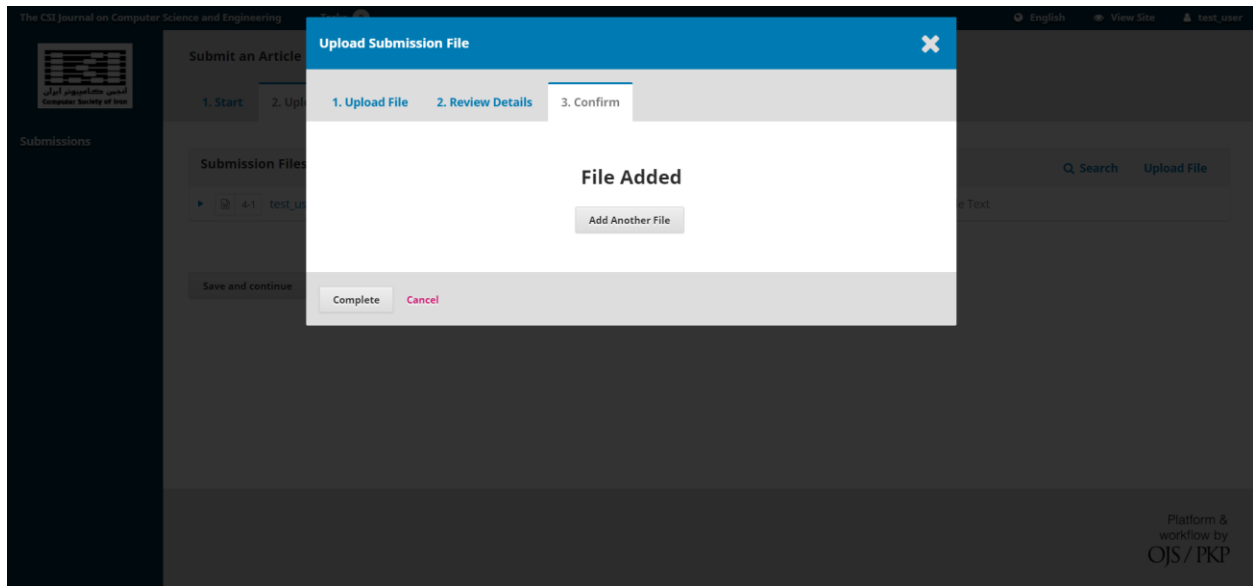
- 3) The second step (“Upload Submission”) requires to:
- I. Select article component (ex: “Article Text”) and upload its file.



II. “Review details”.



III. Add another file if needed and select the “Complete button”.



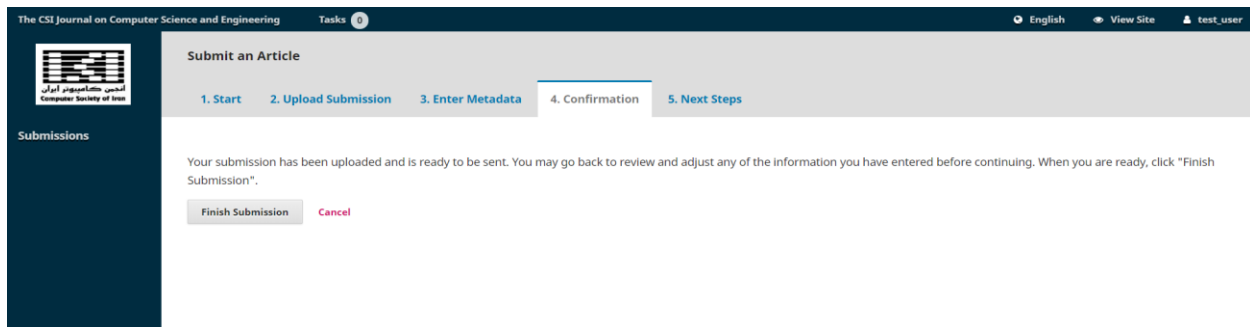
After submitting the files, they will be shown on a list in “Upload Submission” page. Click “Save and continue” to go to the next step.

The screenshot shows the 'Submit an Article' interface. At the top, there's a navigation bar with 'The CSI Journal on Computer Science and Engineering', 'Tasks', 'English', 'View Site', and 'test_user'. Below this is a sub-header 'Submit an Article' with a progress indicator showing five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The main content area is titled 'Submission Files' and contains a table with one entry: '4-1 test_user, article.docx' with 'Article Text' as the description. Below the table are two buttons: 'Save and continue' and 'Cancel'. At the bottom right, it says 'Platform & workflow by OJS / PKP'.

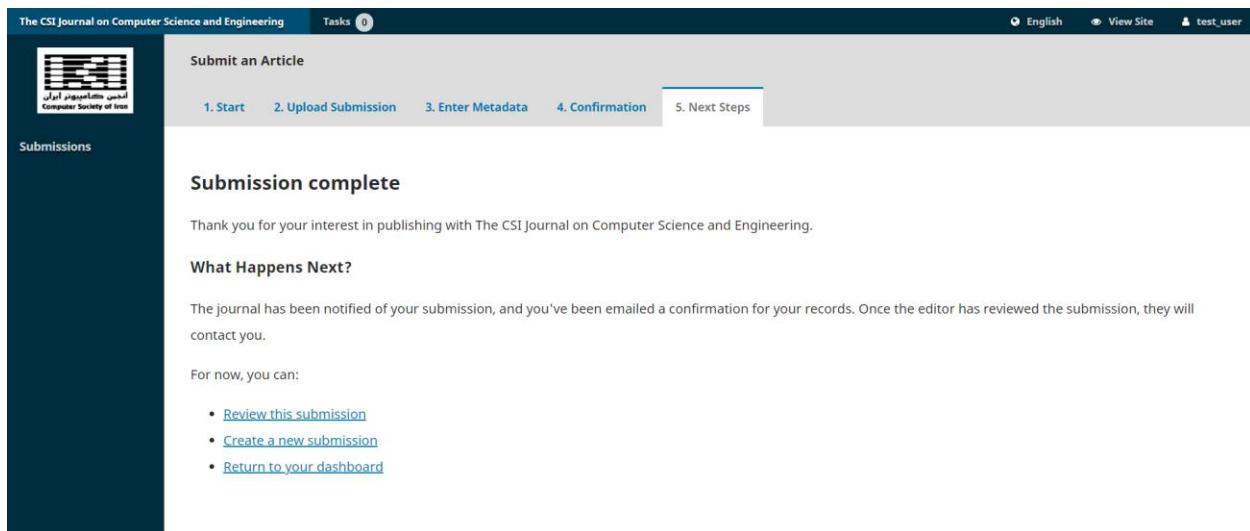
4) The third step (“Enter Metadata”) requires entering metadata, if available, about your submission.

The screenshot shows the 'Submit an Article' interface at step 3: Enter Metadata. The navigation bar is the same as in the previous screenshot. The sub-header 'Submit an Article' now highlights step 3. The main content area has several sections: 'Prefix' and 'Title *' (with 'My Article' entered), 'Subtitle' (with a note: 'The optional subtitle will appear after a colon (:), following the main title.'), 'Abstract *' (with a rich text editor containing 'My article's abstract'), 'List of Contributors' (a table with one entry: 'User Test', 'testuser@gmail.com', 'Author', 'Primary Contact', 'In Browse Lists'), 'Submission Metadata' (with a note: 'These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.'), and 'Additional Refinements' (with a 'Keywords' section containing 'key1' and 'key2'). At the bottom, there are 'Save and continue' and 'Cancel' buttons.

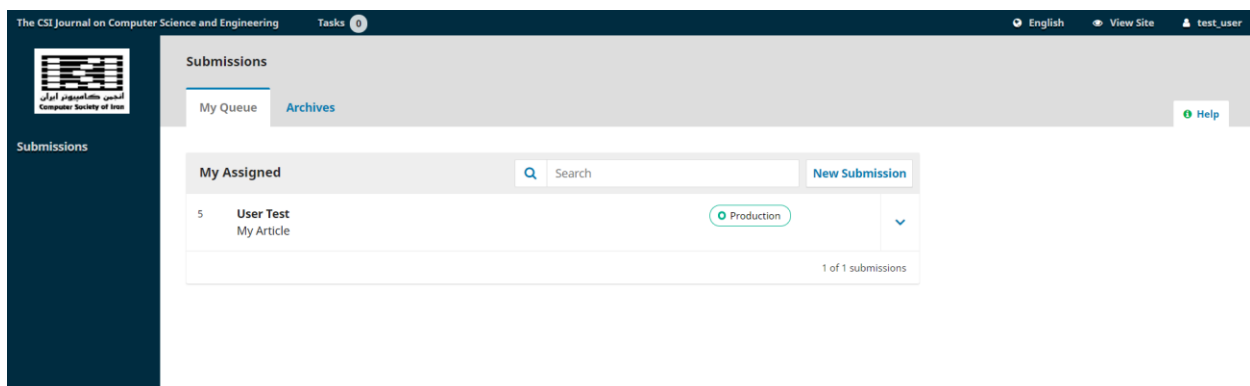
5) The fourth step (“Confirmation”) is to confirm and finish the submission.



6) The fifth step (“Next Steps”) acknowledges that you have completed your submission.



7) After you finish your submission, please wait until you are notified with any email or discussion on your submission. For example, in the picture below, the author sees his/her submission in the production stage.



8) The Editor decision on your submission might be: Accept Submission, Decline Submission, Request Revisions, Resubmit for Review.

If the decision is revisions required you can see the status of the review telling you Revisions have been requested. So upload your revisions file in “Revisions” section.

The screenshot displays the submission management interface for 'Ali Article 2' by Seyed Ali Khatami. The page is divided into several sections:

- Header:** 'The CSI Journal on Computer Science and Engineering' with navigation links for 'English', 'View Site', and user 'ali'. A 'Tasks' indicator shows 1 task.
- Navigation:** 'Submission Library' and 'View Metadata' links.
- Article Info:** 'Ali Article 2' by 'Seyed Ali Khatami'.
- Process Tabs:** 'Submission', 'Review' (active), 'Copyediting', and 'Production'.
- Round 1:** A tab indicating the current review round.
- Round 1 Status:** A message box stating 'Round 1 Status' and 'Revisions have been requested.'
- Notifications:** A notification from '[jcse] Decision on Paper#10 submitted to CSI-JCSE' dated 2019-03-16 02:31 PM.
- Reviewer's Attachments:** A section with a search icon and the text 'No Files'.
- Revisions:** A section with search and 'Upload File' options, also showing 'No Files'.
- Review Discussions:** A section with an 'Add discussion' button and a table header with columns: Name, From, Last Reply, Replies, and Closed. The table currently shows 'No Items'.

After uploading revision files again wait for Editor decision.

- 9) If the decision is revisions required with new round of review, you will be facing with following page, telling you “The submission must be resubmitted for another review round”.

The CSI Journal on Computer Science and Engineering English View Site ali

Submission Library View Metadata

Ali Article 2
Seyed Ali Khatami

Submission **Review** Copyediting Production

Round 1

Round 1 Status
The submission must be resubmitted for another review round.

Notifications

[jcs] Decision on Paper#10 submitted to CSI-JCSE	2019-03-16 02:31 PM
[jcs] Editor Decision	2019-03-16 02:48 PM

Reviewer's Attachments Search

No Files

Revisions Search Upload File

25-1 Article Text, test.txt	Article Text
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Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Notice files on Re3visions section are for the previous step. Now you have to submit new submission on this step. Use Upload File button in Revisions section.
Now status os changed to: "Submission has been resubmitted for another review round".

The CSI Journal on Computer Science and Engineering Tasks 1 English View Site ali

Submission Library View Metadata

Ali Article 2
Seyed Ali Khatami

Submission Review Copyediting Production

Round 1

Round 1 Status
Submission has been resubmitted for another review round.

Notifications

[jcse] Decision on Paper#10 submitted to CSI-JCSE	2019-03-16 02:31 PM
[jcse] Editor Decision	2019-03-16 02:48 PM

Reviewer's Attachments Search

No Files

Revisions Search Upload File

25-1	Article Text, test.txt	Article Text
26-1	Article Text, test.txt	Article Text

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Now wait for the Editor decision like previous steps.