

GETTING STARTED. MANUALS FOR AUTHOR.

Follow our step-by-step instructions to start the submission process.

Step1

Log in your account and select the **AUTHOR** role on the top menu. You will see your author's main menu, where you will be able to submit a new manuscript, a revised manuscript, or check the status of an already submitted paper.

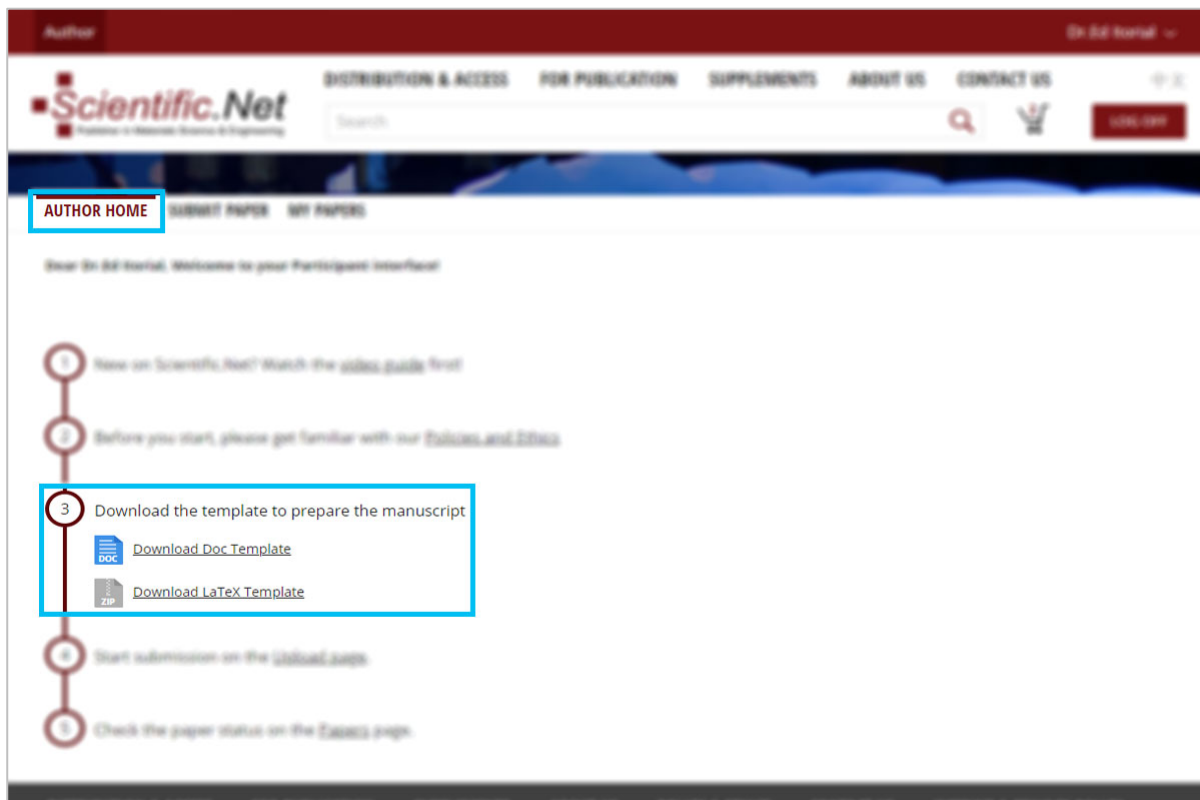
Menu tabs for Authors comprises three sections:

AUTHOR HOME SUBMIT PAPER MY PAPERS



Step 2

Choose and click on **AUTHOR HOME** to Download Doc or LaTeX Template which guides you how to properly arrange your Manuscript. Please make sure to always check the journal's instructions in our Template prior to submission to avoid unnecessary delays due to missing information or incorrect formatting of the manuscript.



Step 3

Choose **SUBMIT PAPER** tab on the top of this page:

First, **TITLE** tab, here you need to choose the journal where you intend to submit your Manuscript. Click on **Continue** to go onto the next stage - SUBMISSION PROCESS.

Step 4

Select **UPLOAD NEW FILES**. Please remember that your Manuscript shall be submitted in both format **WORD/LaTeX** and **PDF**.

Click on **Browse**, then in the pop-up window select the appropriate file on your computer and click on **Open**. Then click **Upload**. The files will be transferred to our system.

Step 5

Enter your **Paper Title** and **Abstract** filling the requested field.

Click **Update** at the bottom of the page.

4. Edit Keywords

5. References

6. Copyright Agreement

7. Checklist

Upload new files

PDF file (PDF file)

Please upload up file with Text and images for LaTex

New file chosen

PDF file

New file chosen

Attention! uploaded files should be less than 4MB

Paper Title

\int \times_2 \times^2 aa Ω

File for Video Tutorial

Abstract

\int \times_2 \times^2 aa Ω

UPDATE

Step 6

Next tab **EDIT AUTHORS**

You can add the **new author(s)** of your Manuscript. All Authors responsible for this manuscript shall be listed here. Click on **Add New**

1. Title

2. Edit Paper

3. Edit Authors

4. Edit Keywords

5. References

6. Copyright Agreement

Edit Authors

Paper: File for Video Tutorial

All of the authors of the paper should be listed in the table

[*How to change the author's position?](#)

POS * ↑↓	LAST NAME	FIRST NAME	EMAIL	CORRESPONDING AUTHOR	ADDRESS	REMOVE
1	Iitorial	Dr.Ed	editor@gmail.com	✓	👁	

ADD NEW

First, you need to use **Search**, maybe this author(s) is already existed in our database.

If the search returned no results, you can **add a new author** by entering the requested data. Then click on **Set as Author** to complete an Author data.

Step 7

Click on **EDIT KEYWORDS** for adding new keywords. You can type them themselves and/or choose them from our list either, clicking first **Look Up** and then **Add**. Please read our instruction placed above how to type your keywords correctly.

To **delete** a keyword, click on appropriate icon.

Edit Keywords

Paper: **File for Video Tutorial**

Existing Keywords:

KEYWORD	DELETE
Polymers	

How to type keywords correctly?

I x x^2 aA Ω

☐ Add keyword as is*

LOOKUP **ADD** **CLEAR**

* - [Information](#)

Step 8

Click on **REFERENCES**. Here you will need to approve list of references specified in the paper.

Press **Approve** to confirm list of references. Otherwise, press **Reload** to update references list before approving.

References

Paper: **File for Video Tutorial**

Please note that references parsing may take a few minutes

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**

Step 9

Click on **COPYRIGHT AGREEMENT**.

Please read it, choose a required reference on the bottom of this page, then click **Confirm** and **Accept** as a final step.

Copyright Agreement
Paper: **File for Video Tutorial**

1 Copyright Agreement
Title: **Title_for_testing**

The undersigned author has submitted a manuscript titled: "**File for Video Tutorial**"

(the "Paper") to be published in one of the periodicals by Trans Tech Publications Ltd., Reinhardstrasse 18, CH-8008 Zurich, Switzerland (the "Publisher").

A. The author grants to the Publisher the exclusive rights to the Paper during the full term of copyright, the exclusive rights comprised in the copyright of the Paper, including but not limited to the right to publish the Paper and the material contained therein throughout the world, in all languages and in all media of expression now known or later developed, and to license or permit others to do so.

2 ☒ Author's own work ☐ U.S. Government work ☐ Work made for hire

3 ☒ I confirm that I have been entitled by all authors to sign this Agreement on their behalf

4 **ACCEPT**

Step 10

Before submitting of your Manuscript, verify whether all necessary steps had been done properly.

Click on **CHECKLIST**. Tick all appropriate fields you have completed. Click **Submit**.

Checklist
Paper: **File for Video Tutorial**

* ☒ I am aware of the information on [Policy and Ethics](#).

* ☒ 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 given in the template.

* ☒ I used **page settings A4**

I only used the fonts **Times Roman (Times New Roman) and Helvetica (Arial)** for the entire document including special characters ($\alpha \gamma \mu \Omega () \geq \pm \bullet \Gamma \{11 0\}$) 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'd like to pay additional fee to publish the paper in Open Access under CC BY 4.0 License (please send your request to authors@scientific.net).

☐ I would like to receive Trans Tech Publications Ltd Newsletter

SUBMIT

Step 11

Click on **Comments icon** if you intend to leave any comments.

Step 12

To verify if your Manuscript was properly submitted, please click on **MY PAPERS** on the top of the page.

You should see your Manuscript Title on the opened table. **PROGRESS** in this table should show 100%, otherwise it will become an obstacle on the way of your Manuscript to our peer-reviewing process.

MY PAPERS

Write Title for Journal

How to submit a revised manuscript

Status description

Order by

PAPER TITLE	MODIFIED	COMMENTS	STATUS*	REVIEWS	PROGRESS
File for Status Tutorial	11/13/2018 12:37 PM	(0)	Uploaded	0/0	0%
Document	11/13/2018 12:37 PM	(1)	Submitted	0/0	100%
File for Status Tutorial	11/13/2018 12:37 PM	(0)	Uploaded	0/0	0%
Enter Title here	11/13/2018 12:37 PM	(0)	In Review	2/2	100%

Showing 1 to 4 of 4 entries

GOOD LUCK!