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.

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Publisher in Materials Science & Engineering
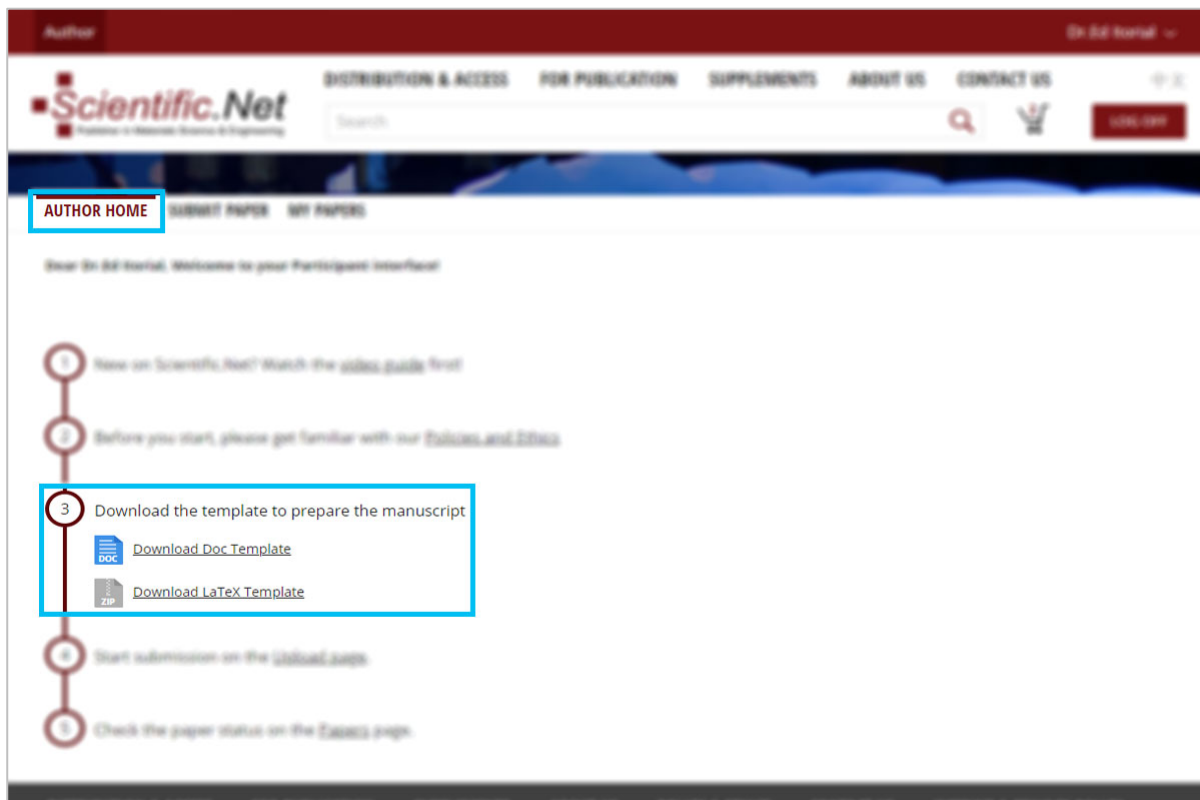
Step 3

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.

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**

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

Add New Author

Paper: File for Video Tutorial

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

ⓘ 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.

You can search by:

- email only or
- ORCID only or
- first and last name or
- all 4 fields

Preferred way to search is by email

First Name

Last Name

Email

ORCID

SEARCH

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.

Create Author

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

ⓘ 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

Zip

City

Country * ⌄

BACK TO SEARCH   SET AS AUTHOR

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.

1. Title	Edit Keywords
2. Edit Paper	Paper: **File for Video Tutorial**
3. Edit Authors	**Existing Keywords:**

KEYWORD	DELETE
Polymers	🗑

ⓘ How to type keywords correctly?

I X₂ X² aA Ω

☐ Add keyword as is*

LOOKUP   ADD   CLEAR

* - Information

4. Edit Keywords
5. References
6. Copyright Agreement
7. Checklist

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

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

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.

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.**

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.

GOOD LUCK!