

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

Author						Dr. 54 Ronal
Scientific.Net	DISTRIBUTION & ACCESS	FOR PUBLICATION	SUPPLEMENTS	ABOUT US	CONTRCT US	+ x
Ratery - Hereit Francis Programs	Search	_			Q ¥	100.00
AUTHOR HOME SUBMIT PAPER M	Y PAPERS	100	-			
Sear 31 88 Sorial, Welcome in your 9	writeigeant interfacel					

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.

Author						Dr.5d Ronal ~
Scientific.Net	DISTRIBUTION & ACCESS	FOR PUBLICATION	SUPPLEMENTS	ABOUT US	contact us Q ሧ	4.X 106.04
AUTHOR HOME		-	6			
3 Download the template to pr	lamiliar with our <u>Polician and I</u>	lfino				
Download LaTeX Template						
Start submission on the <u>light</u> Start submission on the <u>light</u> Check the paper status on the						



≁

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.

SUBMIT PA	PER	
1. Title	Title	
2. Edit Paper	Your Paper will be submitted in the Title: Title_for_testing	
3. Edit Authors	Test account editor tool	
4. Edit Keywords	CONTINUE	
5. Bafarances		

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.

We Too, to justing		
1. Title	New Paper	
2. Edit Paper	This page is for a new manuscript submission. To upload files of a new manuscrip file to browse Word or LaTeX files, as well as PDF file on your computer, then click transferred to our system.	
3. Edit Authors	Warning! You should not upload files of revised manuscripts on this page. If you manuscript, on the Author Menu, click My Papers, then, click the Title of the paper	
4. Edit Keywards	Upload new files	
5. References	.DOCX/.DOC/.RTF/.ZIP file (Please upload zip file with TeX and images for LaTeX)	
6. Copyright Agreement	No file chosen BROWSE	
	PDF file	
	No file chosen BROWSE	
	UPLOAD	
	Attention! Uploaded files should be less than 64Mb	



≁

Enter your Paper Title and Abstract filling the requested field.

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

4. Edit Kaywords	Upload new files
5. References	.BIOCK DOC RTFI 2P file (Please upliced op file with fiel and images for Lafter)
6. Copyright Agreement	No Tie chosen BROWER
7. Checklist	No: The chooses and an and a second
	Attention() (ploaded The should be less than 4465
	Paper Title
	$I \times_z \times^z$ as Ω
	File for Video Tutorial
	Abstract
	$I \times_z \times^z $ in 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		Edit Autho	r Video Tutorial					Þ
2. Edit Paper		(i) All of the a	authors of the pap	er should be listed	in the table	*How to ch	ange the auth	or's position?
3. Edit Authors	~	POS * $\uparrow\downarrow$	LAST NAME	FIRST NAME	EMAIL	CORRESPONDING AUTHOR	ADDRESS	REMOVE
4. Edit Keywords		1	Itorial	Dr.Ed	editor@gmail.com	~	۲	
5. References		ADD NEW						
6. Copyright Agreem		ADD NEW						



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

1. Title 🖌	Add New Author
2. Edit Paper	Paper: File for Video Tutorial
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
5. References	ORCID only or first and last name or all 4 fields
6. Copyright Agreement	Preferred way to search is by email
7. Checklist	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.

1. Title 🖌	Create Author
2. Edit Paper	You can try to search again using another search parameters
3. Edit Authors 🗸	No decourt found. New decourt will be effected and register et as Author
4. Edit Keywords	Title ~
5. References	Last Name *
6. Copyright Agreement	Email * name@gmail.com
~~~~	Zip
	City
	Country * ~
	BACK TO SEARCH SET AS AUTHOR



-

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 Paper: File for Video Tutorial	()
3. Edit Authors 🖌	Existing Keywords:	DELETE
4. Edit Keywords	Polymers	面
5. References	How to type keywords correctly? $I \times_z \times^z = M \Omega$	
5. Capyright Agreement		
7. Checklist	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.

1. Title		References
2. Edit Paper		Please note that references parsing may take a few minutes
3. Edit Authors	*	The number of verified references can be increased by preparing them in accordance with <u>our template</u> . 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.
4. Edit Keywords		RELOAD APPROVE
5. References		
6. Copyright Agreen	nent	
7. Charlefint		



# 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.

(the "Paper") to be p	for has submitted a manuscript titled: "File for video i utorial"
	published in one of the periodicals by Trans Tech Publications Ltd., Reinhardstrasse 18, CH-8008 he "Publisher").
rights comprised	s to the Publisher the exclusive rights to the Paper during the full term of copyright, the exclusive in the copyright of the Paper, including but not limited to the right to publish the Paper and the
	d therein throughout the world, in all languages and in all media of expression now known or later b license or permit others to do so.

### 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.

1. Title	~	Checklist 🗐
2. Edit Paper	~	*        I am aware of the information on Policy and Ethics.
3. Edit Authors	~	* 🗹 I used personal login credentials to access my account on <u>https://www.scientific.net</u> .
4. Edit Keywords	~	* 🗹 I downloaded the Word/LaTex template from the Participant Home page and prepared the manuscript as given in the template.
5. References	~	* ✓ 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 (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.
6. Copyright Agreemer	nt 🗸	l wrote the paper in English; I didn't use any other language (even in Figures).
7. Checklist		<ul> <li>I uploaded Word file (.doc or .docx) or LaTex files (.tex) together with the PDF file.</li> <li><u>Annotase active concernants</u>.</li> <li>Online and on CD/DVD the pictures will always be shown in color, free of charge.</li> </ul>
		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 <u>authors@scientific.net</u> ).
		I would like to receive Trans Tech Publications Ltd Newsletter
		SUBMIT



≁

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

1. Title		Checklist	ø
2. Edit Paper	*	Pagen: Hile for Video Robertal  Table of the information on <u>Policy and Effect</u> .	
3. Edit Authors		<ul> <li>I used personal login codentials to access my account on <u>https://www.scientific.net</u>.</li> </ul>	

### ▶ 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.

MIT HIS HIS HIS HIS MARKEN MY PAPERS					
Nike Trite, for prolong					
tion to associat a mitrati manuscript?					
Status description					
Trans By: 18 w					
NAME TITLE	800/10	COMMENTS	stears.	REVENS	mounes
Elie for Unless Turbertal	32/34/2018 33/27.466	ald	Uploaded	0.0	•
Document	<u>11/13/2018</u> <u>12:37 PM</u>	(1)	Submitted	0/0	100%
Sile for Weles Tutorial	11/9/2018 5:21.PM	ald	Uploaded	0.0	0
Enter Title here	30/17/2018 2:30.FM		In Review	23	0
Proving 1 to 4 of 4 entries					

# GOOD LUCK!