A Manual for the Journals Portal (Researcher)
A manual for the journals portal (Dirasat) / (Researcher)

This file illustrates the steps needed to submit a research in the journals system.

1-Log in to the journals portal: http://journals.ju.edu.jo and choose the journal you want to submit into. (Dirasat: Administrative sciences) for example.

![Figure (1): Journals portal](image1)

2-To change the language, choose the language from the language list on the right.

![Figure (2): Selecting the language](image2)
3-If you have registered before, use the following link to log in to the system:

But if it is the first time you are using the system, then you have to register first, using the following link: http://journals.ju.edu.jo/DirasatAdm/user/register.

Figure (3): Log in

Figure (4): The journals main page in English
4-after clicking on the link to register, fill up your personal information, then click on “Register”. You can choose any username and password.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
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<tr>
<td>Last Name</td>
<td></td>
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<tr>
<td>Email</td>
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<tr>
<td>Password</td>
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<td>Confirm Password</td>
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<td>Bio Statement</td>
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<td>Working Languages</td>
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</tr>
<tr>
<td>Register as</td>
<td>Author: Able to submit items to the journal. Reviewer: Willing to conduct peer review of submissions to the site. Identify reviewing interests (subject areas and research methods).</td>
</tr>
</tbody>
</table>

**Notes:**

*Fill up all the fields marked with (*), and not leaving them empty

*Make sure that you provide the correct email, as it is the only mean of communication used by the financial unit to send the reviewing rewards.
*In case a user has forgotten his password: from the login page please click on “Forgot my password” as in figure (6):

```
LOGIN

Username: good_blogger
Password: password

Remember my username and password
Login

*Not a user? Register with this site
Forgot your password?
```

Figure (6): Forgot your password

```
RESET PASSWORD

For security reasons, this system will issue a new password to registered users, rather than recalling the current password.
Please enter your email address below to reset your password: A confirmation will be sent to this email address.
Registered user email:

Reset Password

*Not a user? Register with this site
```

Figure (7): Resetting your password

*After clicking on “Forgot my password”, a screen appears, where the user is asked to enter his email (registered before) in order to receive a link that assures that the email is legit and has been registered before. After verification, an email is sent to the user with a temporary password that enables him to login to the system and assigns the password he wants.

5-Click on “new submission” to go through the steps of submitting a research.

```
USER HOME
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Figure (8): User home
6-Step one:
You have to follow all the instructions given, for the research to be considered; by checking the boxes shown in figure (9) and then click “Save and continue”.

7-Step two:
a) Click on “Browse” to choose the research.
b) Click “Upload” to upload the research into the system, then click on “Save and continue”.

Note: The research must be in one of these formats (.word, RTF or wordPerfect).
8-Step three:
Fill up the information about the researcher and the research then click on “Save and continue”.

**STEP 3. ENTERING THE SUBMISSION’S METADATA**

| Language | Select
|----------|--------|

**AUTHORS**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Email</th>
<th>ORCID ID</th>
<th>URL</th>
<th>Affiliation</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>The University of Jordan</td>
</tr>
</tbody>
</table>

**CONTRIBUTORS AND SUPPORTING AGENCIES**

<table>
<thead>
<tr>
<th>Agency</th>
</tr>
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</table>

*Figure (11): Research’s information*
**9-Step four:** if there were any supplementary files associated with the research (research tools, research data, figures and tables that cannot be inserted into the text), follow these steps: a) Click on “choose file” to select the file. b) Click on “Upload” to upload the file into the system as in figure (12). c) Fill up all the fields marked with (*) then click on “Save” as in figure (13).

**Note:**

If there were not any supplementary files, click on “Save and continue” to ignore this step.

Figure (12): uploading supplementary files.

Figure (13): The supplementary file information
10-Step five: click on “Finish submission” to confirm sending the research. Otherwise, the submission is not done.

Figure (14): Confirm submission

11- Make sure that the research’s status is “Awaiting assignment”, and an email will be sent to the researcher confirming the delivery of the research.

Figure (15): Active submissions

To check whether any modifications were proposed on the research submitted, please follow these steps:

a) Click on the title of the research shown previously in figure (15).

b) Click on “Review” shown in figure (16). In case the reviewer has proposed modifications, you can upload the modifications file as shown below (*). Also, you can upload the research back after modification as shown below (**).
Notes:

*To make sure that the modified research was uploaded successfully: both the name and the upload date of the research must appear in the “Author Version” field.

Figure (16): Uploading the research after modifications.