## Authors Manual

## Guidelines to help authors use the OJS system

This document will describe the steps you need to follow in order to use the Online Journal Submission system.

1. Go to the Deanship of Academic Research's website: <u>http://research.ju.edu.jo/</u> Select the journal in which you want to publish (DIRASAT **OR** Jordan Journals). Assume you want to submit a paper to the DIRASAT Journal: Educational Sciences



Fig. 1 The Deanship Wesite.

2. If this is your first time using this system, click on the "**REGISTER**" tab to register via the system. If you already registered click "login" link.

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Fig. 2 The Online Journal Submission Webpage.

3. Fill the form. Then press the "Register" button. Enter the username and password you'd like to use to log in to the system

<u>Please notice</u> that all the fields that are marked with an asterisk (i.e. \*) are required fields that cannot be left empty.

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Fig. 3 Registration page.

4. Click on "New submission" to start the submission process.

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Fig. 4 User Home page.

5. <u>Step one:</u> you **must** confirm each item in the submission checklist is correct and tick each box. Press "Save and continue".

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STEP 1. STARTING THE SUBMISSION
1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION
Encountering difficulties? Contact Nidaa Aldeek for assistance (+962-6-3355000 Ext 25114).
SUBMISSION CHECKLIST
Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).
The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
The submission file is in Microsoft Word document file format.
The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
The instructions in Ensuring a Blind Review have been followed.
COPYRIGHT NOTICE
DIRASAT owns the copyright of each article it publishes. The author(s) has to get the approval of the Editor-in-Chief for any other uses of the article.
JOURNAL'S PRIVACY STATEMENT
The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.
COMMENTS FOR THE EDITOR
Enter text (optional)
Save and continue ) Cancel
* Denotes required field

Fig. 5 First step in the submission

6. <u>Step Two:</u> [a] Click "Browse" to select your article file. [b] You **must** click "Upload" to upload the file to the systems. Then click "save and continue". The file should be in Microsoft Word, RTF or WordPerfect document file format.

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Fig. 6 Uploading the article

7. <u>Step Three:</u> Complete the authors details. All fields marked with an asterisk (\*) are required.

**NOTE:** If there are multiple authors, use "Add Author" button to bring up additional fields.

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Save and continue Car	icel

Fig. 7 Entering submission metadata

8. <u>Step Four:</u> if you have supplementary Files (instruments, data sets, figures or tables) in any file format: [a] Click "Browse" to select your file [b] You **must** click "Upload" to upload the file to the system. [c] Complete the necessary information about the supplementary file as shown in Fig. 9.

If you don't have any supplementary files, click on "save and continue" to skip this step.

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Fig. 8 Upload Supplementary files

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Fig. 9 Supplementary file metadata

9. <u>Step Five:</u> you must confirm the submission by click "Finish Submission".

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10. Now, the status of your article should be "Awaiting Assignment" and you will receive a confirmation email.

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Fig. 11 Active submissions

## How to follow up your submitted article?

[a] Click on the article title as shown in Fig. 11. [b] Click on "Review" tab in Fig. 12. In case the reviewer asks for modifications, you can download them as shown in Frig.12 (\*). Then You can upload the modified article as show in Fig. 12(\*\*).



Fig. 12. Upload the article with the required modifications