

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: <http://research.ju.edu.jo/>
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

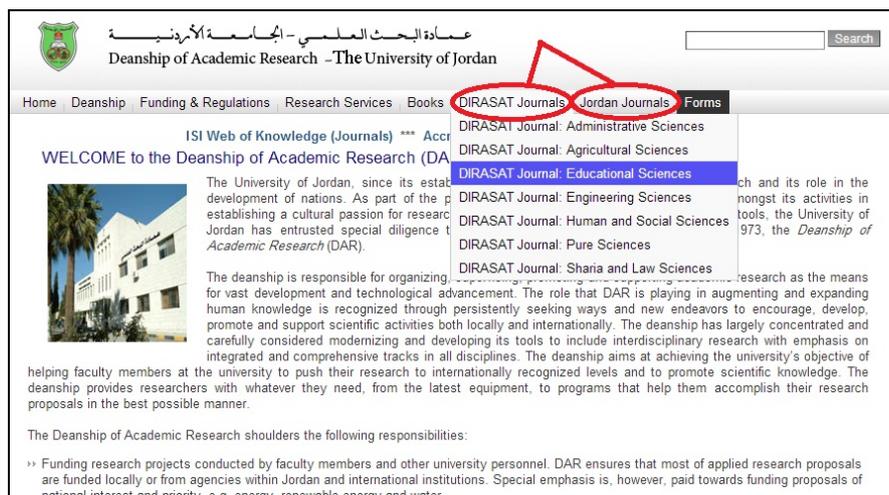


Fig. 1 The Deanship Website.

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.

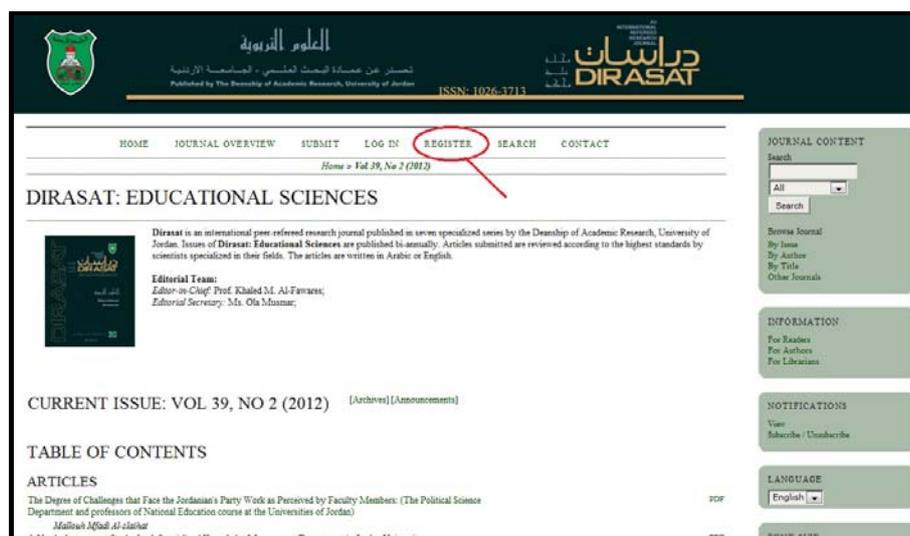


Fig. 2 The Online Journal Submission Webpage.

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

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

HOME JOURNAL OVERVIEW SUBMIT LOG IN REGISTER SEARCH CONTACT
Home > User > Register

REGISTER

Fill in this form to register with this journal.
Click here if you are already registered with this or another journal on this site.

PROFILE

Form Language English

To enter the information below in additional languages, first select the language.

Username*
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password*
The password must be at least 6 characters.

Repeat password*

Salutation

First name*

Middle name

Last name*

Initials Joan Alice Smith = JAS

Gender

University

Signature

Email* PRIVACY STATEMENT

URL

Phone

Fax

Mailing Address

Country*

Bio statement (E.g., department and rank)

Confirmation Send me a confirmation email including my username and password

Working languages Arabic English

Register as Author: Able to submit items to the journal. Reviewer: Willing to conduct peer review of submissions to the journal. Identify reviewing interests (substantive areas and research methods).

* Denotes required field

Fig. 3 Registration page.

4. Click on “New submission” to start the submission process.

HOME JOURNAL OVERVIEW USER MENU LOG OUT SEARCH CONTACT
Home > User Home

USER HOME

DIRASAT: EDUCATIONAL SCIENCES

» Author 2 Active [\[New Submission\]](#)

MY ACCOUNT

- » Show My Journals
- » Edit My Profile
- » Change My Password
- » Log Out

ISSN: 1026-3713

Fig. 4 User Home page.

5. **Step one:** you **must** confirm each item in the submission checklist is correct and tick each box. Press “Save and continue”.

Fig. 5 First step in the submission

6. **Step Two:** [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.

Fig. 6 Uploading the article

7. **Step Three:** 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.

HOME JOURNAL OVERVIEW USER MENU LOG OUT SEARCH CONTACT
Home > User > Author > Submissions > New Submission

STEP 3. ENTERING THE SUBMISSION'S METADATA

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

AUTHORS

First name*
Middle name
Last name*
Email*
URL
Affiliation*
Country*
Bio statement (E.g., department and rank)

Add Author

TITLE AND ABSTRACT (ENGLISH)

Title*
Abstract*

TITLE AND ABSTRACT (ARABIC)

Title*
Abstract*

INDEXING

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords (English)
Photosynthesis; Black Holes; Four-Color Map Problem; Bayesian Theory

Keywords (Arabic)
التمثيل البياني، نموذج الخلف العكسي، مشكلة الخريطة الأربعة الألوان، التمثيل البياني، مرآة الخلف العكسية

Save and continue Cancel

Fig. 7 Entering submission metadata

8. **Step Four:** 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.

Fig. 8 Upload Supplementary files

Fig. 9 Supplementary file metadata

9. **Step Five:** you **must** confirm the submission by click "Finish Submission".

HOME JOURNAL OVERVIEW USER MENU LOG OUT SEARCH CONTACT

Home > User > Author > Submissions > New Submission

STEP 5. CONFIRMING THE SUBMISSION

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Dirasat: Educational Sciences click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Dirasat: Educational Sciences.

FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
3906	4.DOCX	Article -Title	9KB	03-18

[Finish Submission](#)

Fig. 10 Finish submission

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

HOME JOURNAL OVERVIEW USER MENU LOG OUT SEARCH CONTACT

Home > User > Author > Active Submissions

ACTIVE SUBMISSIONS

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
3906	03-18	ART	aldeek	Article -Title	Awaiting assignment

1 - 1 of 1 Items

START A NEW SUBMISSION
CLICK HERE to go to step one of the five-step submission process.

REFBACKS

ALL NEW PUBLISHED IGNORED

DATE ADDED	HITS	URL	TITLE	STATUS	ACTION
<i>There are currently no refeedbacks.</i>					

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 Fig.12 (*). Then You can upload the modified article as show in Fig. 12(**).

HOME JOURNAL OVERVIEW USER MENU LOG OUT SEARCH CONTACT

Home > User > Author > Submissions > # 3096 > Review

3906 REVIEW

SUMMARY **REVIEW** EDITING

SUBMISSION

Authors nidaa ismael aldeek

Title Article- Title

Section Articles

Editor Ola Musmar

PEER REVIEW

ROUND 1

Review Version 3096 -8286-2-RV.DOCX 2013- 03-18

Initiated 2013- 03-18

Last modified 2013- 03-24

Uploaded file Reviewer A3096 -8292-1-RV.DOCX 2013- 03-24 *

EDITOR DECISION

Decision —

Notify Editor Editor/Author Email Record No Comments

Editor Version 3096 -8295-1-ED.DOCX 2013- 03-18

Author Version 3096 -8294-1-ED.DOCX 2013- 03-18 DELETE

Upload Author Version No file chosen **

Fig. 12. Upload the article with the required modifications