The Deanship of Academic Research

The University Of Jordan

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

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

Figure (2): Selecting the language

3-If you have registered before, use the following link to log in to the system.

http://journals.ju.edu.jo/DirasatAdm/login .

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 .
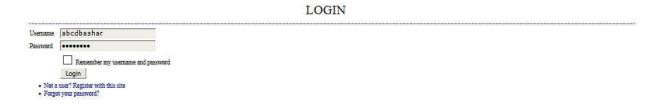

Figure (3): Log in

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.

Figure (5): Register

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):

Figure (6): Forgot your password

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.

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".

Figure (9): Submission instructions

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".

Figure (10): Uploading the research

Note: The research must be in one of these formats (.word, RTF or wordPerfect).
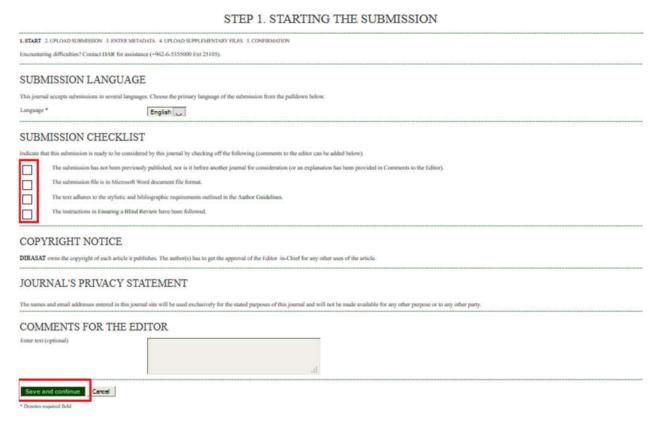
8-Step three:

Fill up the information about the researcher and the research then click on "Save and continue".

STEP 3. ENTERING THE SUBMISSION'S METADATA

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

Form Language   English Submit
To enter the information below in additional languages, first select the language.

AUTHORS

First Name *	Bashar
Middle Name	
Last Name *	Shboul
Email *	b.shboul@ju.edu.jo
ORCID iD	

ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. *http://orcid.org/0000-0002-1825-0097*).

URL	
Affiliation	The University of Jordan

(Your institution, e.g. "Simon Fraser University")

Country	Jordan
Bio Statement (E.g., department and rank)	
Google Analytics account number	

To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).

Add Author

TITLE AND ABSTRACT

Title *	researcher
Abstract *	abcd123

INDEXING

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

Keywords	

Photosynthesis; Black Holes; Four-Color Map Problem; Bayesian Theory

Language	en

English=en; French=fr; Spanish=es. Additional codes.

CONTRIBUTORS AND SUPPORTING AGENCIES

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies	

Save and continue   Cancel

* Denotes required field

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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).

Figure (12): uploading supplementary files.

<u>Note</u>:

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

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 (**).

Figure (16): Uploading the research after modifications.

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.