



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> .

**LOGIN**

---

Username

Password

Remember my username and password

- Not a user? Register with this site
- Forgot your password?

Figure (3): Log in

**JU JOURNALS PORTAL**

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HOME ABOUT **LOGIN** REGISTER CATEGORIES SEARCH

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**JU JOURNALS PORTAL**

Welcome to The University of Jordan Journals Portal. This is home of the DIRASAT Journal and various Jordan Journals. You can browse, subscribe and submit papers by navigating to the appropriate Journal page. Notice that the information on this system updated.

**DIRASAT: ADMINISTRATIVE SCIENCES**

Dirasat is an international peer-reviewed research journal published in seven specialized series by the Deanship of Academic Research, University of Jordan. Issues of **Dirasat: Administrative Sciences** are published bi-annually. Articles submitted are reviewed according to the highest standards by scientists specialized in their fields. The articles are written in Arabic or English.

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**USER**

Username

Password

Remember me

**LANGUAGE**

Select Language

**JOURNAL CONTENT**

Search

Search Scope

**FONT SIZE**

**DIRASAT: EDUCATIONAL SCIENCES**

Dirasat is an international peer-reviewed research journal published in seven specialized series by the Deanship of Academic Research, University of Jordan. Issues of **Dirasat: Educational Sciences** are published bi-annually. Articles submitted are reviewed according to the highest standards by scientists specialized in their fields. The articles are written in Arabic or English.

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**DIRASAT: HUMAN AND SOCIAL SCIENCES**

Dirasat is an international peer-reviewed research journal published in seven specialized series by the Deanship of Academic Research, University of Jordan. Issues of **Dirasat: Human and Social Sciences** are published tri-annually. Articles submitted are reviewed according to the highest standards by scientists specialized in their fields. The articles are written in Arabic or English.

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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.

REGISTER

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Fill in this form to register with this site.  
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 \*

Submission

First Name \*

Middle Name

Last Name \*

Initials

Gender

Affiliation

Signature:

Email \*  PRIVACY STATEMENT

Confirm Email \*

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 (e.g. <http://orcid.org/0000-0002-1212-0007>).

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  English  العربية

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

\* Denotes required field

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):

Username

Password

Remember my username and password

[Not a user? Register with this site](#)

[Forgot your password?](#)

Figure (6): Forgot your password

For security reasons, this system emails a reset password to registered users, rather than recalling the current password.

Enter your email address below to reset your password. A confirmation will be sent to this email address.

Registered user's email

[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.

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USER HOME

DIRASAT: ADMINISTRATIVE SCIENCES

Author	0 Active	3 Archive	<input type="button" value="[New Submission]"/>
Reviewer	0 Active	0 Active	

MY ACCOUNT

- Show My Journals
- Edit My Profile
- Change My Password
- Logout

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”.

**STEP 1. STARTING THE SUBMISSION**

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

Encountering difficulties? Contact DAR for assistance (+962-6-5355000 Ext 25105).

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**SUBMISSION LANGUAGE**

This journal accepts submissions in several languages. Choose the primary language of the submission from the pull-down below.

Language \*

---

**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).

<input type="checkbox"/>	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).
<input type="checkbox"/>	The submission file is in Microsoft Word document file format.
<input type="checkbox"/>	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
<input type="checkbox"/>	The instructions in Ensuring a Blind Review have been followed.

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**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.

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**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.

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**COMMENTS FOR THE EDITOR**

Enter text (optional)

\* Denotes required field

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”.

**STEP 2. UPLOADING THE SUBMISSION**

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

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact DAR for assistance (+962-6-5355000 Ext 25105).

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**SUBMISSION FILE**

No submission file uploaded.

Upload submission file  No file selected.

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**

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

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

### AUTHORS

First Name \*

Middle Name

Last Name \*

Email \*

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

Country

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-XXXXX-X).

---

### TITLE AND ABSTRACT

Title \*

Abstract \*

---

### INDEXING

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

Keywords

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

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### 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

\* Denotes required field

ISSN: 1026-373x

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).

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### STEP 4. UPLOADING SUPPLEMENTARY FILES

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file

No file selected.

Figure (12): uploading supplementary files.

**Note:**

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

### STEP 4A. ADD A SUPPLEMENTARY FILE

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

<< Back to Supplementary Files

Form Language:

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

#### SUPPLEMENTARY FILE METADATA

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title \*

Creator (or owner) of file

Keywords

Type:  Specify other

Brief description

Publisher

Contributor or sponsoring agency

Date:  YYYY-MM-DD  
Date when data was collected or instrument created.

Source

Language

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

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#### SUPPLEMENTARY FILE

File Name: 11896-35093-1-SF.txt  
Original file name: data.txt  
File Size: 358  
Date uploaded: 2016-02-03 12:35 PM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file

No file selected.
Use Save to upload file.

\* Denotes required field.

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:**

- Click on the title of the research shown previously in figure (15).
- 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 (\*\*).

## #11896 SUMMARY

**SUMMARY** **REVIEW** EDITING

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### SUBMISSION

Authors	Basbar Shboul
Title	researcher
Original file	11896-35902-1-SM.DOCX 2016-02-03
Supp. files	11896-35903-1-SP.TXT 2016-02-03
Submitter	Basbar Shboul
Date submitted	February 3, 2016 - 12:38 PM
Section	Articles
Editor	None assigned

[ADD A SUPPLEMENTARY FILE](#)

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### PEER REVIEW

#### ROUND 1

Review Version	11896-35994-1-RV.DOCX 2016-02-03
Initiated	—
Last modified	—
Uploaded file	None *

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### EDITOR DECISION

Decision	—
Notify Editor	Editor/Author Email Record  No Comments
Editor Version	None
Author Version	None
Upload Author Version	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> **

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.