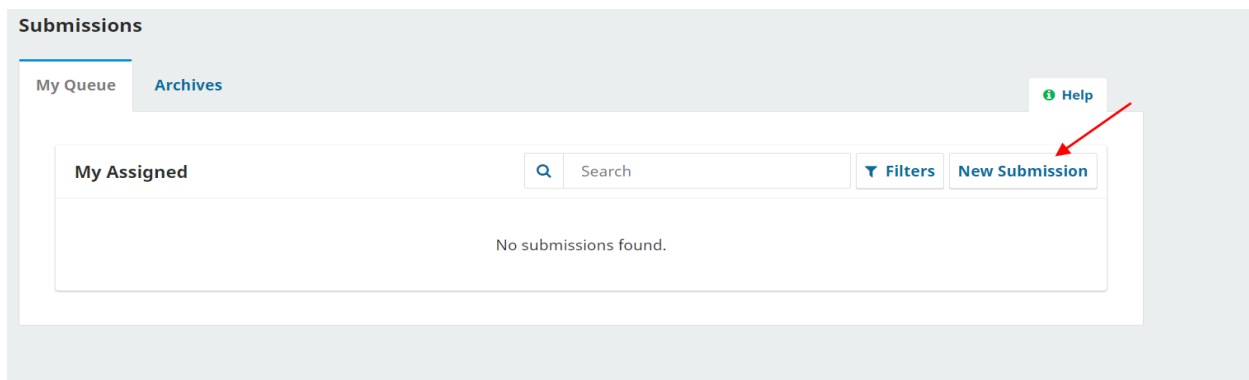# Workflow for Authors

- Authors can register and submit articles to the journal directly through the Journal's website.

- Registering for a Journal involves filling out a *Registration* form.

- For Registering, click on the **REGISTER** tab on the menu bar, click on *register with this site*

Register   Login

- All fields which are denoted in the form with asterisk(*) mark are mandatory to fill up.

- Authors fill up your details and at the bottom of the form there are boxes to check; author must choose if he/she would like **to be a reader or an author or both.**

- Last click on the *Register* button to complete the registration.

- Further to track the submitted articles OR to submit new articles Authors should use the Login ID and the Password created during registration.

- After Registering with the Journal you will be taken to a **User Home** page.

- Click on *New Submission* to submit your article.

Submissions

My Queue | **Archives** | **ⓘ Help**

My Assigned | 🔍 Search | ▼ Filters | **New Submission**

No submissions found.

You are directed to Step 1 of the 5 step process for submitting a manuscript.

- o   Step 1: Starting the submission
- o   Step 2: Upload the submission
- o   Step 3: Enter the metadata
- o   Step 4: Uploading supplementary files
- o   Step 5: Confirming submission

- o   **Step 1: Starting the Submission (Submission type, Submission Checklist &**
  Comments to Editor)

  - ▪   To begin, select a manuscript type from the dropdown list.
  - ▪   Next, click on ***Check all*** indicating the submission is ready to
    be considered by the Journal.
  - ▪   Next, you may type any comments to Journal
    Editor related to the Manuscript.

Submit an Article

1. Start	2. Upload Submission	3. Enter Metadata	4. Confirmation	5. Next Steps

Section

Articles
Research Article

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☐ 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 OpenOffice, Microsoft Word, or RTF document file format.

☐ Where available, URLs for the references have been provided.

☐ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

☐ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

- o   **Step 2: Uploading the Submission**

  - ▪   Upload your manuscript from this page. Be sure to follow
    the Manuscript Submission Guidelines available on the
    website.
  - ▪   Click ***upload file*** and navigate to the file location on your computer.
  - ▪   Click ***open*** on the upload file window.
  - ▪   Click on ***upload,*** which uploads the file from computer to
    the Platform and renames it following the Journal's
    convention

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Submit an Article

1. Start **2. Upload Submission** **3. Enter Metadata** **4. Confirmation** **5. Next Steps**

Files   Add File

Upload any files the editorial team will need to evaluate your submission. Upload File

Save and continue   Cancel

o   **Click** Save and continue **to move to Step 3**

Step 3: Enter Metadata (Add authors & enter the submission's   metadata)

- The third step of the submission process serves to collect all relevant metadata from the author.
- In the first section of submission process, Title and abstract sections.
- The fields denoted with asterisk(*) mark are mandatory fields.
- Click Save and continue.
- It will move to step 4

Submit an Article

1. Start   2. Upload Submission   **3. Enter Metadata**   4. Confirmation   5. Next Steps

Prefix

Examples: A, The

Title *

Subtitle

Abstract *

List of Contributors   **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ syamala	syamala.g@informaticsglobal.com	Author	☑	☑

Save and continue   **Cancel**

Step 4: Click Finish submission and confirm.

Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   **4. Confirmation**   5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission   **Cancel**

Step 5: The Manuscript is submitted successfully.

Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   **5. Next Steps**

Submission complete

Thank you for your interest in publishing with Indian Journal of Entomology.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- Review this submission
- Create a new submission
- Return to your dashboard

Click review this submission.Then Publication

The Submission principle contact will receive an acknowledgement by email.

Article Tracking process:
1. After submiting the manusctipts author can login and view the status of their submission.
2. On the acceptance of the manuscript, the author will be intimated once the manuscript is scheduled for publication.