Guide to Online Submissions

<u>AUTHORS</u>: **Please note that ScholarOne Manuscripts is a separate application. You will need a ScholarOne account for each journal to which you want to submit a paper.**

To submit a manuscript, please follow the instructions below.

Create an Account

First, you will need to Log-in to the online submission site (http://mc.manuscriptcentral.com/upm-jtas).

If you know your login details (i.e., you have submitted or reviewed a manuscript in this journal before), use your User ID and Password to log on. (Your user ID will usually be your email address- **your e-mail information is very important**). If you do not know your login details, check to see if you are already registered by clicking on the 'Forgot your password' button and following the on-screen instructions.

If you are not already registered, you can register by clicking on the **'Create account'** button on the login screen and fill in the information requested (name, address, phone, fax, e-mail address; also a chosen User ID -- this is necessary to access your account in the future.) Once you have filled in this identifying information, return to the "Log-in" screen and log in. Be sure to make a note of your User ID since you will use it any time you access ScholarOne Manuscripts.

If you have trouble finding your manuscripts or have other problems with your account, **do not create duplicate** accounts. Instead, please contact the journal's editorial office.

Submitting Manuscripts

Before you submit your manuscript, be sure to review Pertanika's "manuscript preparation guidelines".

Pertanika publishes journals across a wide range of subject disciplines. If you would like to find out more about the content of Pertanika journals, in order to decide where to submit your paper, please visit our **Journal Division** web page or you can visit the journal home page to review journals Aims & Scope or notify the Journal Officer if you wish to receive regular tables of contents alerts.

Many of our journals now offer manuscript submission via ScholarOne™ Manuscripts, formerly known as Manuscript Central. Please review the Author Guidelines' for a specific journal to learn about its submission requirements and determine if the journal accepts manuscripts via ScholarOne Manuscripts and to read specific guidelines. Use the Author Guidelines by Journal link from the section at right to view guidelines for your chosen journals.

Once you finish, double-check for accuracy, and then click on the "Submit" button. You will then receive a Pertanika manuscript number and an e-mail message verifying that your manuscript has been received and entered. Keep track of the status of your manuscript by logging on to ScholarOne Manuscripts (http://mc.manuscriptcentral.com/upm-jtas), where the status will be displayed in the Author Center, along with the name of the Editor in charge of your review.

A. Submitting a New Manuscript

To submit a **new** manuscript, go to the '**Author Centre**', and click on 'Click here to submit a New Manuscript', and then follow the on-screen instructions. There are up to **7 steps** for you to follow to submit your manuscript. You move from one step to the next by clicking on the '**Save and Continue**' button on each screen or back to the previous screen by clicking on the '**Previous**' button. Please note that if you click on the 'Back' or 'Forward' buttons on your browser, the information you have entered will **not be** saved.

To return to the submission process at a later date, you can click on the manuscript title in the '**Unsubmitted Manuscripts**' section in your '**Author Centre**'. You may like to have the original electronic file available so that you can copy and paste the title and abstract into the required fields. To upload your files in the Author Centre '**File Upload**' page: Enter individual files using the 'Browse' buttons and select the appropriate '**File type**' from the pull-down menu. The choices may vary from journal to journal but will always include a 'Main Document'. Use this designation for your manuscript text. Upload your files by clicking on the '**Upload files**' button. This may take several minutes (*Files are automatically converted to .pdf format for peer review*). Click on the '**Save**' button to confirm the upload. Repeat these steps until you have uploaded all your files.

Figures or Tables
If you have uploaded any figures or tables you will be prompted to provide figure/table captions and 'file tags' that will link figures to text in the html proof of your main document. The appropriate file designation for figure files should be chosen from the 'File type' drop-down menu. Similarly, select the correct file type for supplementary material. Once you have uploaded all your files, indicate the order in which they should appear in your paper. This will determine the order in which they appear in the consolidated pdf used for peer review. After the successful upload of your text and images, you will need to view and proofread your manuscript. Please do this by clicking on the blue html button or a pdf button. If the files have not been uploaded to your satisfaction, go back to the file upload screen where you can remove the files you do not want and repeat the process.

Important note regarding figure files
Your images are required as **high-resolution** .tif files (1200 d.p.i. for line drawings and 300 d.p.i. for colour and half-tone artwork). Please note that publication of your manuscript will not proceed until figures suitable for reproduction are received.

Check & Submit
When you are satisfied with the uploaded manuscript proof click on 'Next' which will take you to the 'Review & Submit' screen. The system will check that you have completed all the mandatory fields and that you have viewed your manuscript proof. It will also present you with a summary of all the information you have provided and give you a final chance to edit it. If there is a red cross next to any section this will indicate that not all the fields have been filled in correctly. You may either go back to the relevant page or click the nearest 'edit' button.

When you have finished reviewing this information press '**Submit**'. It is not until this button is pushed that the manuscript and all of the associated information (i.e. contributing authors, institutions, etc.) is linked together and the manuscript is given a manuscript number. Once the manuscript is submitted it is **NOT possible** to **undo** the submission.

Submission Confirmation

After the manuscript has been submitted you will see a confirmation screen and receive an email confirmation stating that your manuscript has been successfully submitted. This will also give the assigned manuscript number, which is used in all correspondence during peer review. If you do not receive this, your manuscript will not have been successfully submitted to the journal and the paper cannot progress to peer review. If this is the case your manuscript will still be sitting in the '**Unsubmitted Manuscripts**' section of your '**Author Centre**' awaiting your attention.

If you return to your '**Author Centre**' you will notice that your newly submitted manuscript can be found in the 'Submitted Manuscripts' area. The '**Status**' section provides information on the status of your manuscript as it moves through the review process.

B. Submitting a Revised Manuscript

Log-in to the online submission site (http://mc.manuscriptcentral.com/upm-jtas) as before and, in the '**Author Centre**', click on '**Manuscripts with Decisions**'. At the bottom of the screen you will see those manuscripts that require a revision (or that have been revised). Create a revision of this manuscript by clicking on '**Create a Revision**' under Actions. You will now be able to see the editor and reviewer comments and will be able to respond to these.

You will need to upload the revised manuscript files. To facilitate the production process, it is essential that you upload your revised manuscript as a .doc, .rtf, or .tex file, and **not** in .pdf format.

If you wish to finish this another time, you will find the manuscript in your 'Revised manuscripts in draft' list. If you click on '**View comments/respond**' you will see the editor's letter to you together with the referees' comments. You may cut and paste your responses into the text areas at the bottom of the screen.

Getting Help

If you experience any **problems during the online submission process**, please consult the ***Author Quick Start Guide***, which provides more detailed submission instructions and '*movie tutorials*' explaining how to submit your paper. Alternatively, please contact the journal division office who will be pleased to assist you. The email is journal.officer@gmail.com

If you require **technical assistance** with ScholarOne Manuscripts, you will find details of how to contact ScholarOne Support directly by clicking the **Get Help Now** link that appears at the top of every ScholarOne Manuscripts page.

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