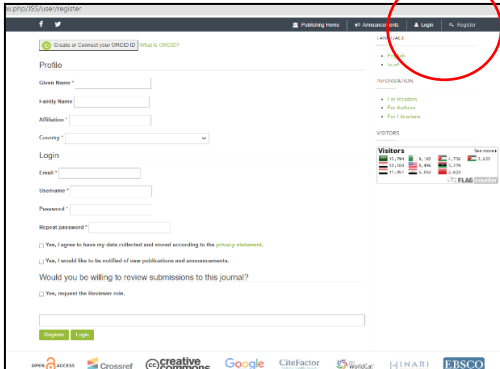## 1- Registering with the Journal:

You must register and log in before you can submit papers to the journal.

Click the Register link in the top right corner to sign up for a journal. By doing so, the Registration Form will open to fill out with all required information. All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory.

2- Submitting an article:
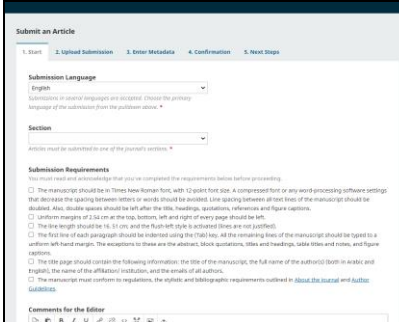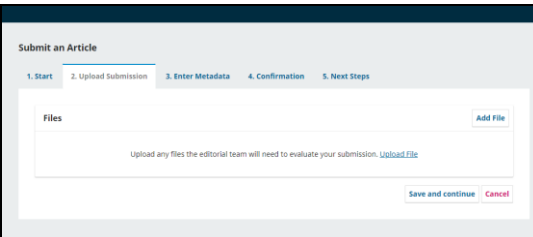
1. Start:

- provide information about your submission.
- Select the appropriate section for your submission then read and agree to the statements in the submission checklist by checking each box.
- Include any comments for the editor, read the journal's privacy statement, and then click the Save and Continue.
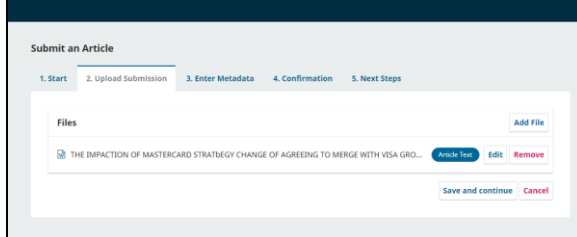

2- Upload your submission file: Once you've uploaded all your files, choose the file type for each from a single menu panel.

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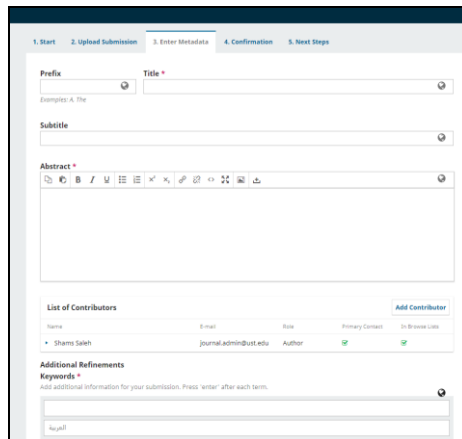
3- Enter Metadata:

Provide additional information including the title and the abstract. You can submit in multiple languages.
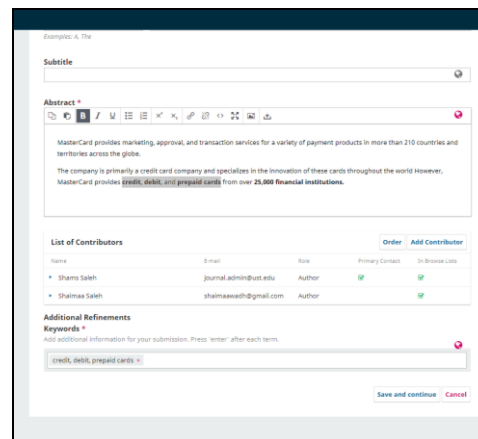
Contributors: You can contributor and add more contributors (e.g., co-authors), by clicking the Add Contributors link.

Keywords: To enter keyword, simply type the word or phrase and Enter.

4- Confirmation:

Click Finish Submission. A box will pop up asking you to confirm you are finished. Click OK.
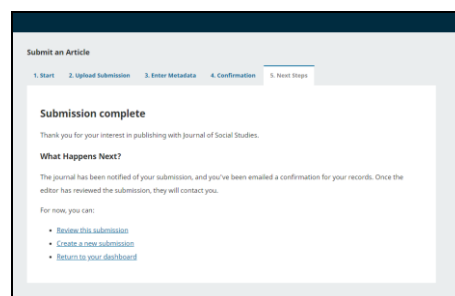
5- Next Steps:

Your submission is complete! The editor has been notified of your submission. You can follow:

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

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Important: Once you complete a submission, you cannot make changes. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

You can see your submission in your Dashboard. and currently it is in the *Submission* stage.
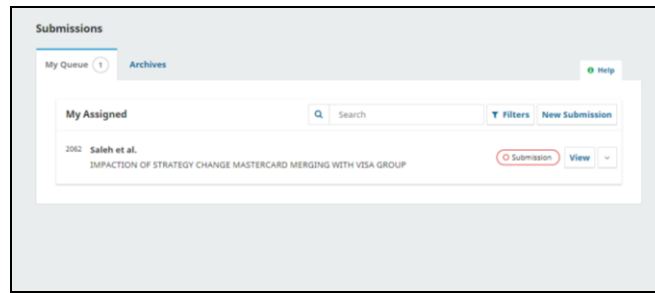
After few days your article will be transformed into *Review stage*, and if accepted, into the Copyediting and Production stages before being published.

3- Responding to a Review

You will be notified by the editor - via email - of their decision once the review process has completed. Login to your dashboard and select the manuscript you have been notified about or click on View.
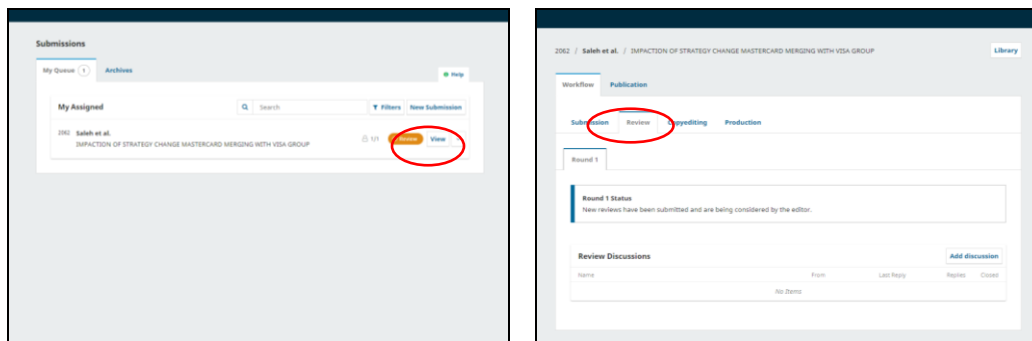
Within the Review tab, you will see a copy of the Editorial Decision. To view the Editorial decision, click the link and based on the information in the editor's message, you must now prepare your revisions.

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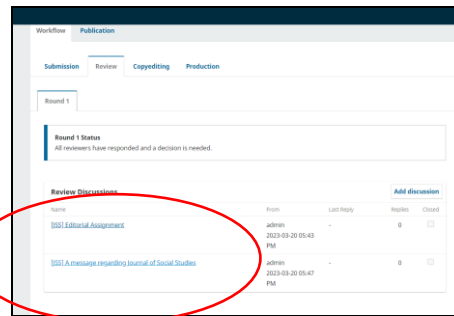
Uploading the Revised File

Once you're ready to upload the revised file, use the *Upload a File* link to upload your revised manuscript.
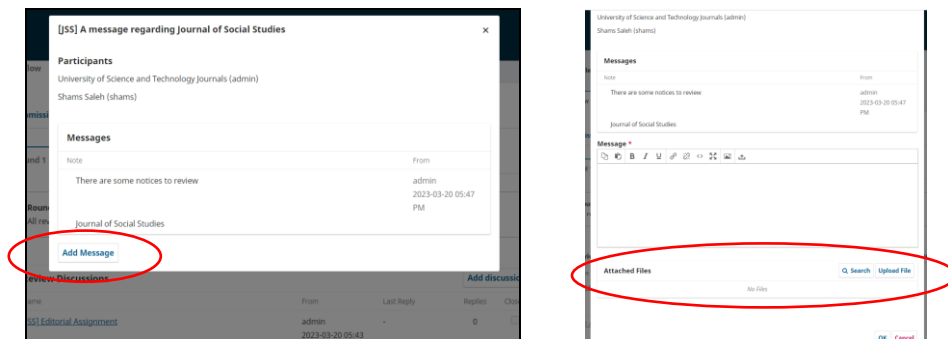
You can use the dropdown menu to choose that you are uploading a revision of an existing file and complete the pop-up uploading steps.

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https://journals.ust.edu/index.php/JSS/index
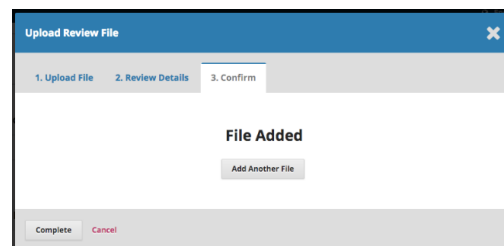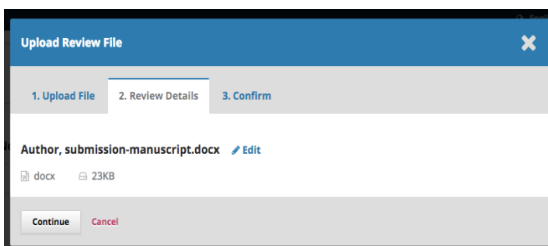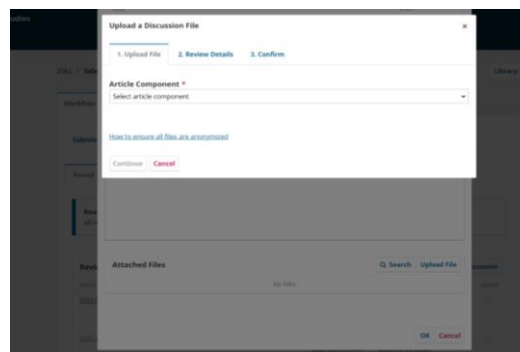
The editor will receive a notification about the new file(s) being uploaded. Also, you can inform the editor by the Review Discussion panel.

Select the users you want to notify under Participants, the add a subject and a message.
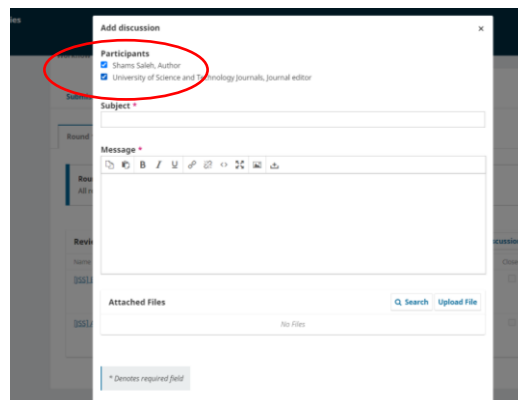
3- Revisions Accepted (Copyediting Stage):

You will receive an email that your revisions have been accepted and your submission file is moving on to the Copyediting stage.
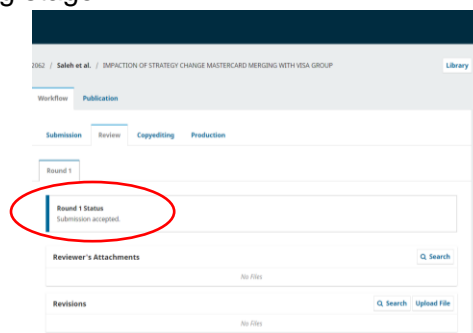
Resubmitting for Review

If the editor's decision is to resubmit for review, there is no need to start a new submission, the resubmission is done in the review stage, you just need to do the following things to resubmit once you have revised your document:
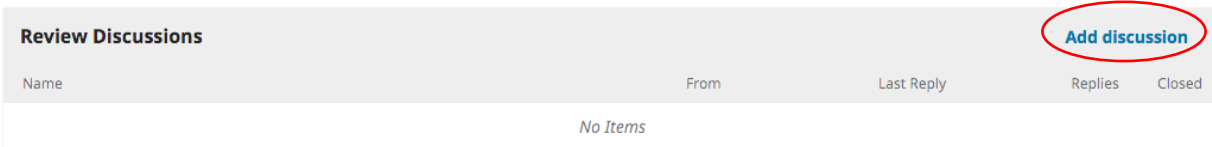
1- Upload the new file in the revisions section.
2- Add a discussion to notify the editor that you have re-submitted.

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The peer review process will be repeated, and you will receive additional revisions to make. Then when these are completed and accepted, you will then be moved to the *copyediting stage.*
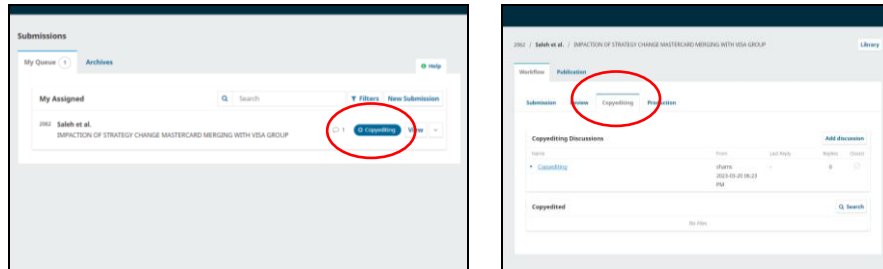
As the previous stages you can see your full submission record and the Copyediting Discussions panel. You can also read the message, open the attached file, respond to the copyeditor to approve, and then wait for the request to proofread the final galleys before publication.

4- Responding to a Proofreading Request (Publication Stage):

The next step in the workflow is to final check your submission files that have been converted into galleys (e.g., PDF, HTML, etc.). You will receive an email about the files are available.

As the copyediting stage you can see your full submission record and discussions. Click on the linked discussion to open it, read the message, and open the attached file.

Once you have read the attached file, you can respond to the Layout Editor indicating any required changes or your approval.
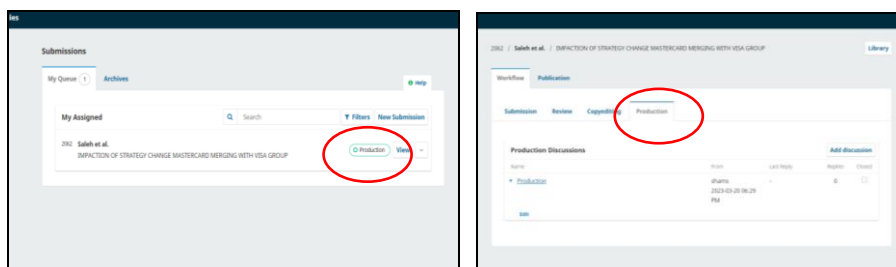
Editing Metadata

You may edit your own metadata at different stages of the editorial workflow. This will be dependent on settings granted by the Journal. You may either have global permission to make edits or must send a request to the Editor to do so.

Changes might include updated abstracts, correcting spelling errors, or adding additional contributors.

To make edits to your submitted manuscript, click on the publication tab of your submission.

You will be able to make changes to any of the sub-menus on the left by clicking to those tabs. If multiple languages are enabled for the journal, you will be able to edit metadata in those languages by clicking on the language tab in the top right. Click 'Save' once you're done making your changes.
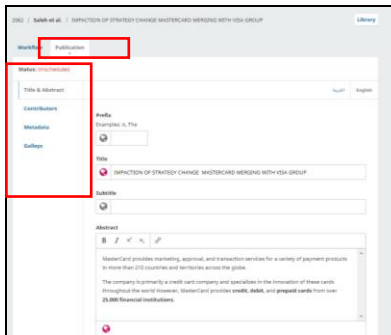
You can review your submission on the Publication tab: Title & Abstract, Contributors, and Metadata. While Galleys is listed as an option on the side menu, you will not be able to upload or make changes in this section, but you can ask the Editor ask to make the changes for you.
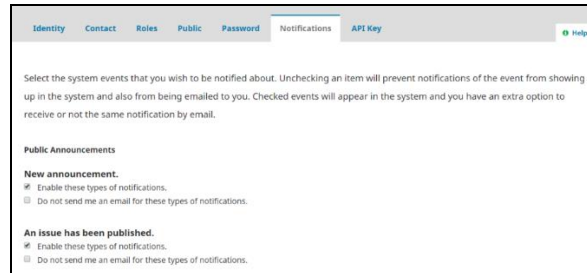
Editing Profile:

To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.
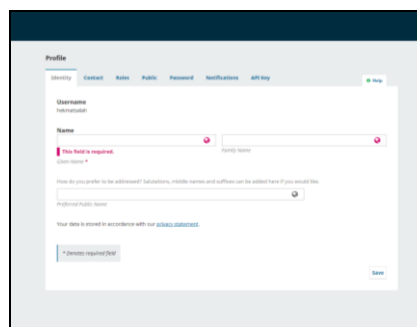
You can update your personal information, contact details, roles, add a personal image, choose your notification settings, and update your password by selecting the various tabs.

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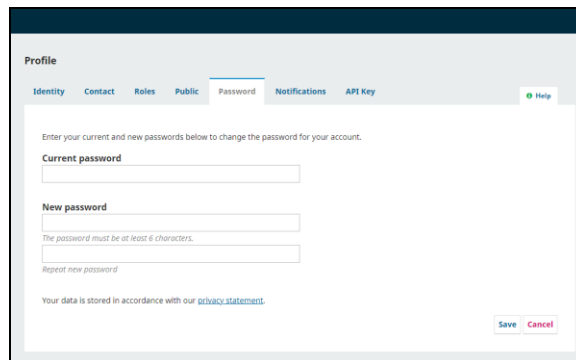https://journals.ust.edu/index.php/JSS/index

You can choose the notifications you want to receive from the journal when things like new journal issues or activity on a submission you're working on occur.

You can also reset your password by follow these steps:
1. Login to the journal.
2. Selecting your username and View Profile.
3. Choose the Password tab.
4. Enter your current password and then your new password twice.
5. Save.

You could retrieve your password if you forgot your password in three-step process:
1. **Request a new password:**
   Login > Forgot your Password > Enter your email address > Click Reset Password
2. **Check your email account and confirm your request:**
   Click the link sent to your email to confirm your request for password to be reset. You will be taken back to the journal, and the system will email you a new password.
3. **Retrieve** your new temporary password from your email and log in to the journal with the temporary password, then fill in a new password when prompted by the journal.

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