

GUIDE TO ONLINE SUBMISSIONS

Pertanika Journal of Science and Technology

(Revised: Nov 2020)

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Create an Account

- i. First, you will need to Log-in to the online submission site **Pertanika Journal of Science and Technology** (<http://mc.manuscriptcentral.com/upm-jst>).
- ii. **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 e-mail 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 **'Reset Password'** button and following the on-screen instructions.
- iii. **If you are not already registered**, you can register by clicking on the **'Create an 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.
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Submitting Manuscripts

- i. Please visit our [Journal Division](#) web page or you can visit the journal home page to review journals' scope and division or notify the Journal Officer if you wish to receive regular tables of contents alerts.
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Pertanika Scientific Journals employ a plagiarism detection system. By submitting your manuscript to this journal, you accept that your manuscript may be screened for plagiarism against previously published works. *Pertanika* does **NOT** accept any article whose similarity index **exceeds 20%**.

A. Submitting a New Manuscript

- i. Go to the [Pertanika Journal of Science & Technology](#). Select [Online Submission](#).
- ii. To submit a **new** manuscript, create a login account for each author and then go to the '**Author Centre**'. Click on '**Start New Manuscript**', and then follow the on-screen instructions.
- iii. There are up to **7 steps** for you to follow to submit your manuscript.
- iv. You move from one step to the next by clicking on the '**Save & Continue**' button on each screen or back to the previous screen by clicking on the '**Previous Step**' button.
- v. Please note that if you click on the 'Back' or 'Forward' buttons on your browser, the information you have entered will **not be** saved.
- vi. 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**'.
- vii. 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.
- viii. 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.
- ix. 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 Selected Files**' button. This may take several minutes (files are automatically converted to .pdf format for peer review).
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Figures or Tables

- i. 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.
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****Important note regarding figure files***

Your images are required as **high-resolution** .tif files (300 d.p.i.).

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- i. When you are satisfied with the uploaded manuscript proof, click on '**Save & Continue**' which will take you to the '**Review & Submit**' screen.
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**It is not until this button is pushed that the manuscript and all the associated information (i.e. contributing authors, institutions, etc.) is linked together and the manuscript is given a manuscript number.
- v. Once the manuscript is submitted it is **NOT possible** to **undo** the submission.

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- i. 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.
- ii. The email will also give the assigned manuscript ID number, which should be used in all correspondence during peer review. If you do not receive this, your manuscript has not been submitted successfully and the paper will not be processed and cannot progress to peer review.
- iii. If this is the case, your manuscript will still be sitting in the '**Unsubmitted and Manuscripts in Draft**' section of your '**Author Centre**' awaiting your attention.
- iv. If you return to your '**Author Centre**', you will notice that your newly submitted manuscript can be found in the '**Submitted Manuscripts**' area.
- v. The '**Status**' section provides information on the status of your manuscript as it moves through the review process.

B. Submitting a Revised Manuscript

- i. Login to the online submission site (http://www.pertanika.upm.edu.my/online_submission.php) as before and login to Pertanika Journal of Science and Technology account, and select '**Author Centre**', and click on '**Manuscripts with Decisions**'.
- ii. 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.
- iii. You will now be able to see the editor's and reviewers' comments for you to respond. You will need to upload the revised manuscript files on completion of the amendment of your manuscript.
- iv. To facilitate the production process, it is essential that you upload your revised manuscript as a .doc 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.
- v. If you click on '**View and Respond to Decision Letter**', you will see the editor's letter to you together with the referee's comments. You may cut and paste your responses into the text areas at the bottom of the screen.

Tutorials / Getting Help

- i. If you experience any problems during the online submission process, please read the [Author Support](#), which provides more detailed submission instructions and 'featured video' explaining how to submit your paper.
- ii. Alternatively, please contact the Journal Officer (journal.officer-2@upm.edu.my) via email who will be pleased to assist you.
- iii. 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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