

# Author User Guide

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## Account Creation and Login

**Create an Account.** First-time users need to register and create an account. Click the *Author Registration* button and fill in the information requested. Follow the 3-step process as shown in Figures 1-3 for creating your account.

### Author Registration

#### Step 1 of 3 - Name & Email Address

Prefix\*

First Name\*

Middle Name

Last Name\*

Degree

Scopus ID (If any)

ORCID iD (If any)

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>).

Email Address\*

Figure 1

## Author Registration

### Step 2 of 3 - Address

#### Primary Address

Institution

Department

Address\*

City\*

State/Province\*

Country\*

Phone

Fax

#### Secondary Address (If any)

Institution

Department

Address

City

State/Province

Country

Phone

Fax

Figure 2

**Author Registration**

### Step 3 of 3 - Password

Password\*

Confirm password\*

[Previous](#) [Finish](#)

1. After you click "Finish", It will lead you to the "Author Login Page".
2. Please check in your inbox for the Author Account confirmation email from us.

Figure 3

Once the registration is completed, you will then be able to login with your registered email address and password (Figure 4).

**Signup complete! You can login with your registered email and password.**

### Author Login

[Create a new account](#)

Email Address

Password

[Login](#) [Forgot your password?](#)

Figure 4

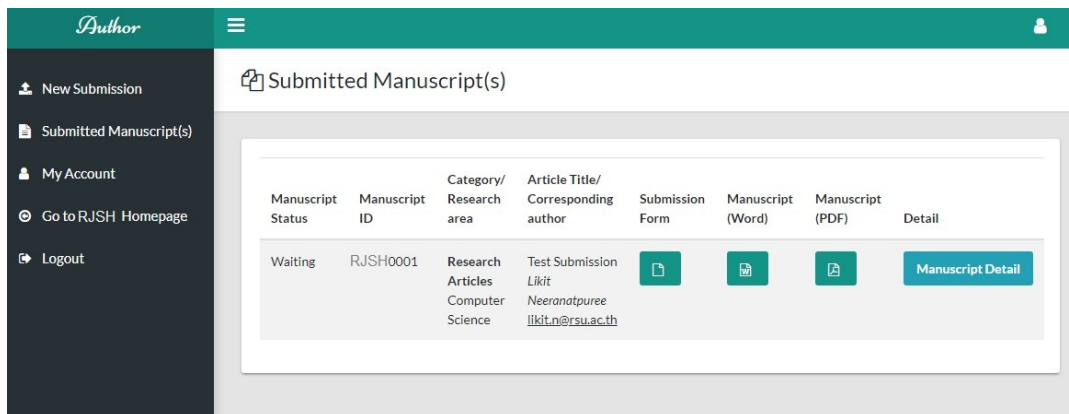
## Manuscript Submission

Once logged in, click on "New Submission," and fill in the information required in the submission form (Figure 5). Manuscript can be submitted in Microsoft Word or PDF file format.

The screenshot shows the 'Manuscript submission' form in the Author portal. The form is titled 'Manuscript submission' and is located in the main content area. On the left, there is a dark sidebar with navigation options: 'New Submission', 'Submitted Manuscript(s)', 'My Account', 'Go to RJSH Homepage', and 'Logout'. The top of the page has a green header with the 'Author' logo and a user profile icon. The form itself contains several fields: 'Category (For detail see RJSH)' with a dropdown menu; 'Research area (For detail see About RJSH)' with a dropdown menu; 'Article Title' with a text input field containing 'Article Title'; 'Corresponding author' with a text input field containing 'Likit Neeranatpuree'; 'Corresponding author email' with a text input field containing 'likit.n@rsu.ac.th'; 'Author(s) of the Article & Affiliation(s)' section with three rows for '1<sup>st</sup> Author', '2<sup>nd</sup> Author (If any)', and '3<sup>rd</sup> Author (If any)', each with an 'Affiliation' field. The '1<sup>st</sup> Author' field contains 'Likit Neeranatpuree'. Below this section is a green '+ More' button. At the bottom, there are three file upload sections: 'Manuscript submission form (.doc, .docx, .pdf)', 'Manuscript (.doc, .docx)', and 'Manuscript (.pdf)', each with a 'Choose File' button and the text 'No file chosen'. A blue 'Confirm & Submission' button is located at the bottom right of the form.

Figure 5

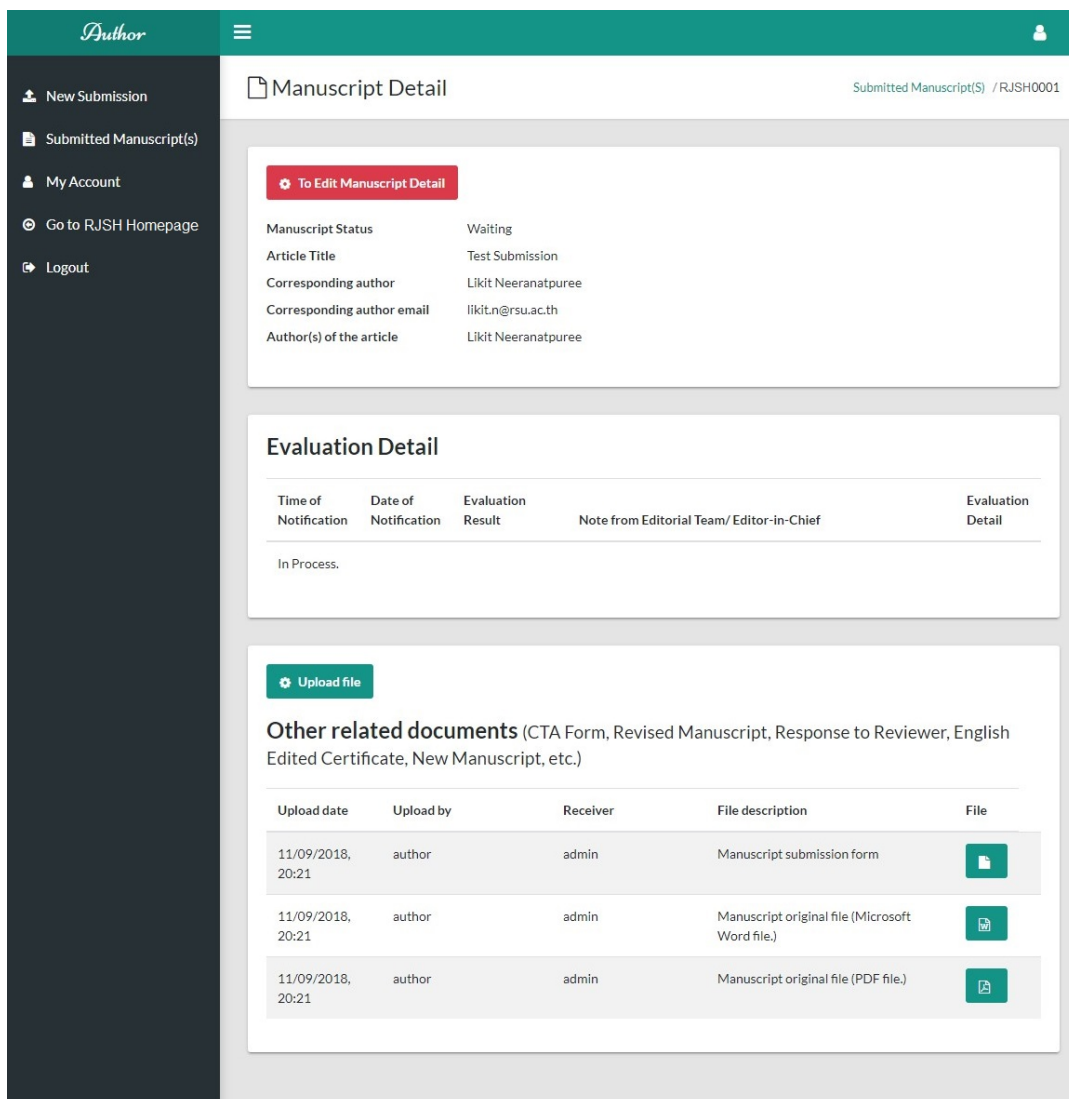
Your submitted manuscript (s) will all be displayed under “Submitted Manuscript (s)” menu (Figure 6). Click on “Manuscript Detail” to see detail shown in Figure 7.



The screenshot shows the Author dashboard with a sidebar menu on the left containing: New Submission, Submitted Manuscript(s), My Account, Go to RJSH Homepage, and Logout. The main content area is titled "Submitted Manuscript(s)" and displays a table with the following data:

Manuscript Status	Manuscript ID	Category/ Research area	Article Title/ Corresponding author	Submission Form	Manuscript (Word)	Manuscript (PDF)	Detail
Waiting	RJSH0001	Research Articles Computer Science	Test Submission Likit Neeranatpuree <a href="mailto:likit.n@rsu.ac.th">likit.n@rsu.ac.th</a>				<a href="#">Manuscript Detail</a>

Figure 6



The screenshot shows the Manuscript Detail page for manuscript RJSH0001. The page includes a sidebar menu on the left with the same options as Figure 6. The main content area is titled "Manuscript Detail" and includes the following sections:

**To Edit Manuscript Detail**

Manuscript Status: Waiting  
 Article Title: Test Submission  
 Corresponding author: Likit Neeranatpuree  
 Corresponding author email: [likit.n@rsu.ac.th](mailto:likit.n@rsu.ac.th)  
 Author(s) of the article: Likit Neeranatpuree

**Evaluation Detail**

Time of Notification	Date of Notification	Evaluation Result	Note from Editorial Team/ Editor-in-Chief	Evaluation Detail
In Process.				

**Upload file**

**Other related documents** (CTA Form, Revised Manuscript, Response to Reviewer, English Edited Certificate, New Manuscript, etc.)

Upload date	Upload by	Receiver	File description	File
11/09/2018, 20:21	author	admin	Manuscript submission form	
11/09/2018, 20:21	author	admin	Manuscript original file (Microsoft Word file.)	
11/09/2018, 20:21	author	admin	Manuscript original file (PDF file.)	

Figure 7

Click on “To Edit Manuscript Detail” to make changes (Figure 8).

To Edit Manuscript Detail

<b>Manuscript Status</b>	Waiting
<b>Article Title</b>	Test Submission
<b>Corresponding author</b>	Likit Neeranatpuree
<b>Corresponding author email</b>	likit.n@rsu.ac.th
<b>Author(s) of the article</b>	Likit Neeranatpuree

Figure 8

After a peer review process manuscript evaluation result can be found in “Evaluation Detail” menu (Figure 9).

### Evaluation Detail

Time of Notification	Date of Notification	Evaluation Result	Note from Editorial Team/ Editor-in-Chief	Evaluation Detail
In Process.				

Figure 9

### Upload Other Related Document

“Other Related Documents” can be uploaded and will be summarized as shown in Figure 10.

Upload file

### Other related documents

(CTA Form, Revised Manuscript, Response to Reviewer, English Edited Certificate, New Manuscript, etc.)

Upload date	Upload by	Receiver	File description	File
11/09/2018, 20:21	author	admin	Manuscript submission form	
11/09/2018, 20:21	author	admin	Manuscript original file (Microsoft Word file.)	
11/09/2018, 20:21	author	admin	Manuscript original file (PDF file.)	

Figure 10

To upload documents related to your submitted manuscript click on “upload” in Other Related Documents menu (Figure 11).

Figure 11

Detail of each uploaded file will be listed as shown in Figure 12.

<b>Other related documents</b> (CTA Form, Revised Manuscript, Response to Reviewer, English Edited Certificate, New Manuscript, etc.)				
Upload date	Upload by	Receiver	File description	File
11/09/2018, 20:21	author	admin	Manuscript submission form	
11/09/2018, 20:21	author	admin	Manuscript original file (Microsoft Word file.)	
11/09/2018, 20:21	author	admin	Manuscript original file (PDF file.)	
12/09/2018, 20:33	author	admin	Revised Manuscript #1	

Figure 12



## Manuscript Evaluation Result

Once the peer review process is completed, you will be informed by email to log on to your account for manuscript evaluation result (Figure 13).

Evaluation Detail				
Time of Notification	Date of Notification	Evaluation Result	Note from Editorial Team/ Editor-in-Chief	Evaluation Detail
1 <sup>st</sup>	12/09/2018, 20:37	Resubmit with major revisions	Resubmit with major revisions	<a href="#">Read more....</a>

Figure 13

Click on “Read more...” for more evaluation result detail (Figure 14).

<b>Time of Notification</b>	1 <sup>st</sup> Notification	Research design		
<b>Date of Notification</b>	12/09/2018, 20:37	Research design		
<b>Evaluation Result</b>	Resubmit with major revisions	<b>Research design</b>		
<b>Note from Editorial Team/ Editor-in-Chief</b>	Resubmit with major revisions			
Topic	1 <sup>st</sup> Reviewer	2 <sup>nd</sup> Reviewer		
Significance of themes	Comment Comment Comment.... 1111	5		
Literature Review	Comment Comment Comment.... 2222	4		
Research design	Comment Comment Comment.... 3333	12		
Critical and Innovative qualities	Comment Comment Comment.... 4444	8		
Quality of communication	Comment Comment Comment.... 5555	16		
Additional Comment	Additional Comment Additional Comment Additional Comment Additional Comment	Very well designed methodology. Do a minor revision with English Grammar correction by a native English speaking scholar.		

Figure 14

If manuscript revision is needed, a revised manuscript can be submitted by clicking on “upload” button in the “Other Related Documents” section.

For each submission notification of evaluation result will be sent to your email address and the result will be added into the “Evaluation Detail” section (Figure 15).

<b>Evaluation Detail</b>				
<b>Time of Notification</b>	<b>Date of Notification</b>	<b>Evaluation Result</b>	<b>Note from Editorial Team/ Editor-in-Chief</b>	<b>Evaluation Detail</b>
1 <sup>st</sup>	12/09/2018, 20:37	Resubmit with major revisions	Resubmit with major revisions	<a href="#">Read more....</a>
2 <sup>nd</sup>	12/09/2018, 20:42	Accept with minor revisions	Accept with minor revisions Accept with minor revisions Accept with minor revisions	<a href="#">Read more....</a>

Figure 15