

GETTING STARTED. MANUALS FOR EDITOR.

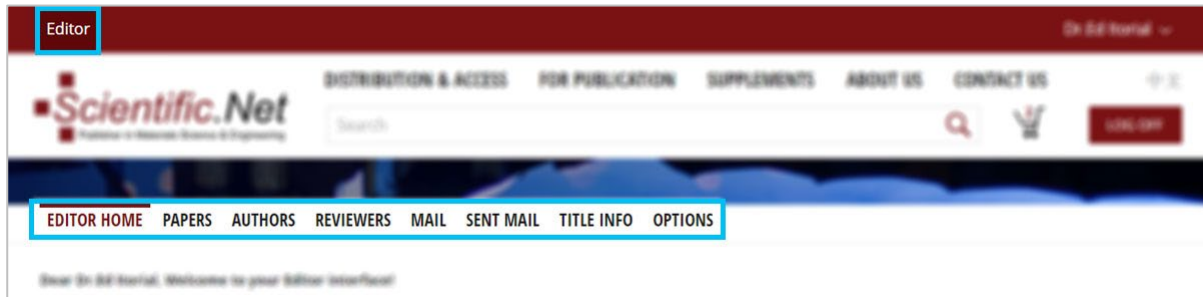
Follow our step-by-step instructions to start the editing process.

Step1

Log in your account and select the **EDITOR** role on the top menu. You will see your editor's main menu.

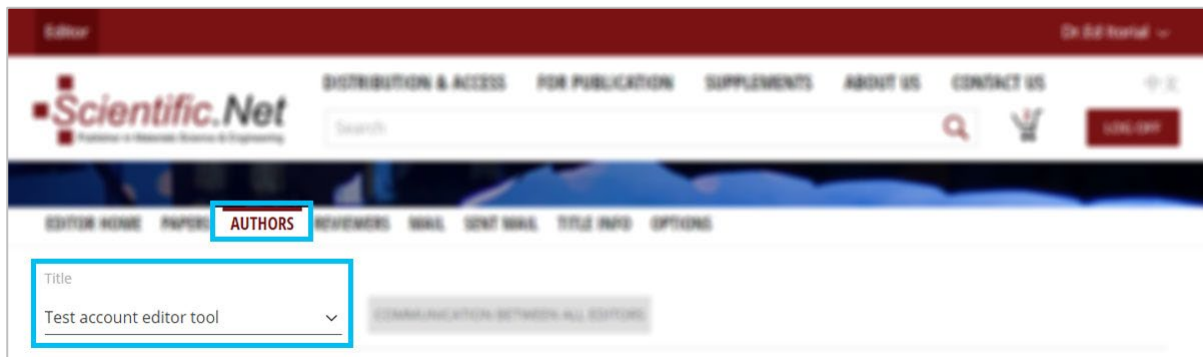
Menu tabs for Editors comprises 8 sections:

EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS



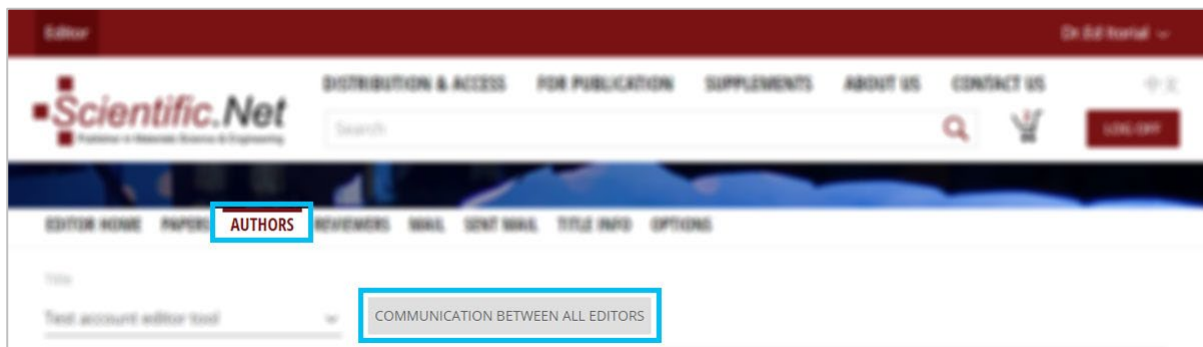
Step 2

Click on **AUTHORS** section, then **Title**, choosing appropriate Journal, Conference Proceeding or Volume.



Step 3

Clicking on **Communication Between Editors** you can add comments for other editors. It can be done in the pop- up window **Titles Comments**.



Step 4

In this page you will see also a table where you can add the author(s).

You can add some authors clicking on **Add Bulk** on the bottom of this page.

FIRST NAME	LAST NAME	EMAIL	UPLOADED	CODE	LAST UPLOADED	DELETE
Nolan	Parker	nolan.parker@gmail.com	No		6	
Particip21	Participant	particip21@test.com	No	PRT21	6	
Particip22	Participant	particip22@test.com	No	PRT22	6	
TestAuthor	TestAuthor	TestAuthor@test.com	No		6	

ADD BULK

First, prepare the authors list in an excel file. Please click on **BulkExample.xlsx** to see how to properly arrange this list.

Then, click on **Browse**, find an appropriate file on your computer and **Upload** it.

Please upload an excel file (Excel 2007 or later is preferable) which contains the columns: First Name, Last Name, Email, Code Number. First row must contain the column names: First Name, Last Name, Email, Code Number. Entries without e-mail address will not be considered.

BulkExample.xlsx

BROWSE

UPLOAD

You will be redirected on the new page. Here, you will need to **select the authors from the list** if their accounts already exist in the system. Authors that have not been registered yet, **will be added automatically**.

New accounts (1) will be created and registered as Author

FIRST NAME	LAST NAME	EMAIL	CODE NUMBER
Add	Author	mail.author@gmail.com	

There are accounts (5) with such email in www.scientific.net. Please select which to register as Author

FIRST NAME	LAST NAME	EMAIL	CODE NUMBER	EXISTING USERS	NAME	EMAIL
test	demo	testtest02@163.com		<input checked="" type="checkbox"/>	Test 01	testtest02@163.com
test	demo	test@163.com		<input checked="" type="checkbox"/>	Test Person	test@163.com
test	demo	test@163.net		<input checked="" type="checkbox"/>	Test Test	test@163.net
test	demo	test@163.net		<input checked="" type="checkbox"/>	Test Test	test@163.net
test	demo	test@163.net		<input type="checkbox"/>	testtest testtest	test@163.net
test	demo	daharary@gmail.com		<input checked="" type="checkbox"/>	Test A	daharary@gmail.com
				<input type="checkbox"/>	ing Ying Zhao	

EDIT E-MAIL
STANDARD

Step 5

You can add a new author by clicking on **Add New** on the bottom of this page.

EDITOR NAME
AUTHORS
REVIEWERS
MAIL
SENT MAIL
TITLE INFO
OPTIONS

Title

Test account editor test COMMUNICATION BETWEEN ALL EDITORS

Show By: 10 Search

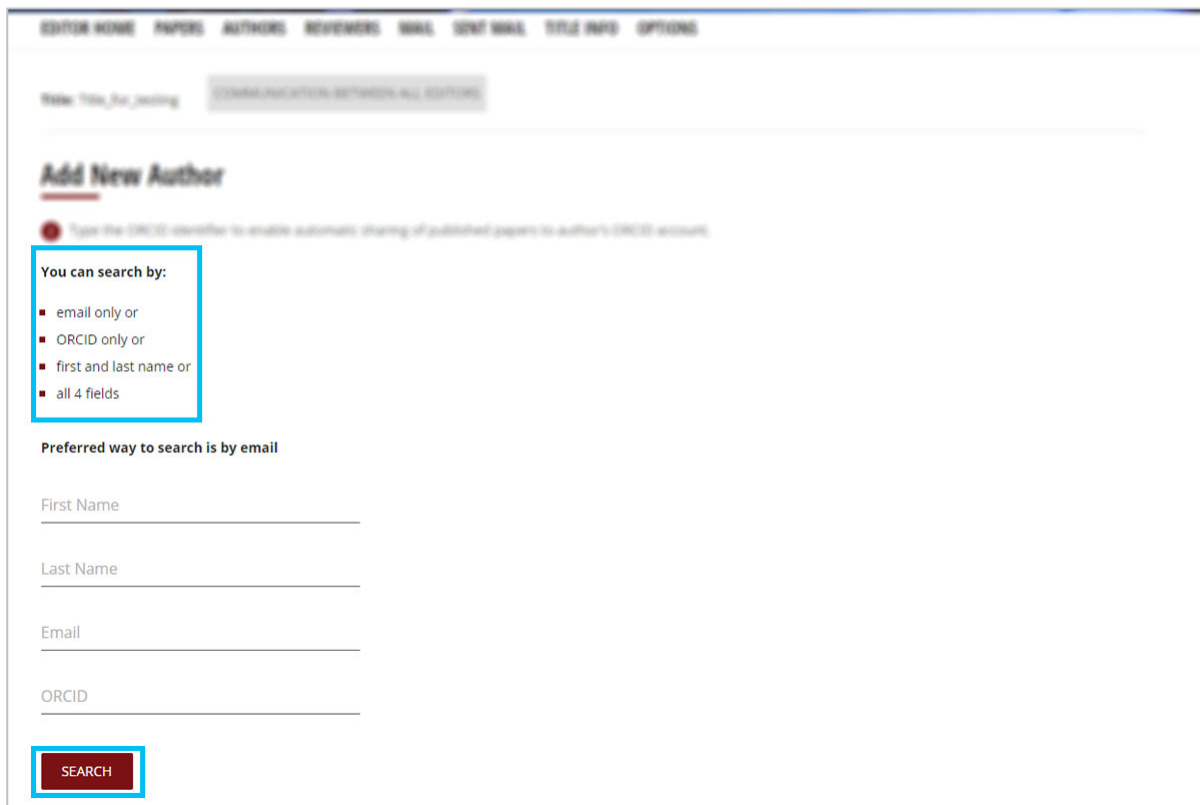
FIRST NAME	LAST NAME	EMAIL	UPLOADED	CODE*	LIMIT UPLOADED*	DELETE
Nolan	Parker	nolan.parker@gmail.com	No		6	
Particip21	Participant	partic21@test.com	No	PRT21	6	
Particip22	Participant	partic22@test.com	No	PRT22	6	
TestAuthor	TestAuthor	TestAuthor@test.com	No		6	

* - Click to edit value in the column

Showing 1 to 10 of 10 entries

ADD NEW
ADD BULK

First, you need to use **Search**, maybe this Author is already existed in our database.



EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SEND MAIL TITLE INFO OPTIONS

Title: Title_for_journal COMMUNICATION BETWEEN ALL SCIENTISTS

Add New Author

Type the ORCID identifier to enable automatic sharing of published papers to author's ORCID account.

You can search by:

- email only or
- ORCID only or
- first and last name or
- all 4 fields

Preferred way to search is by email

First Name

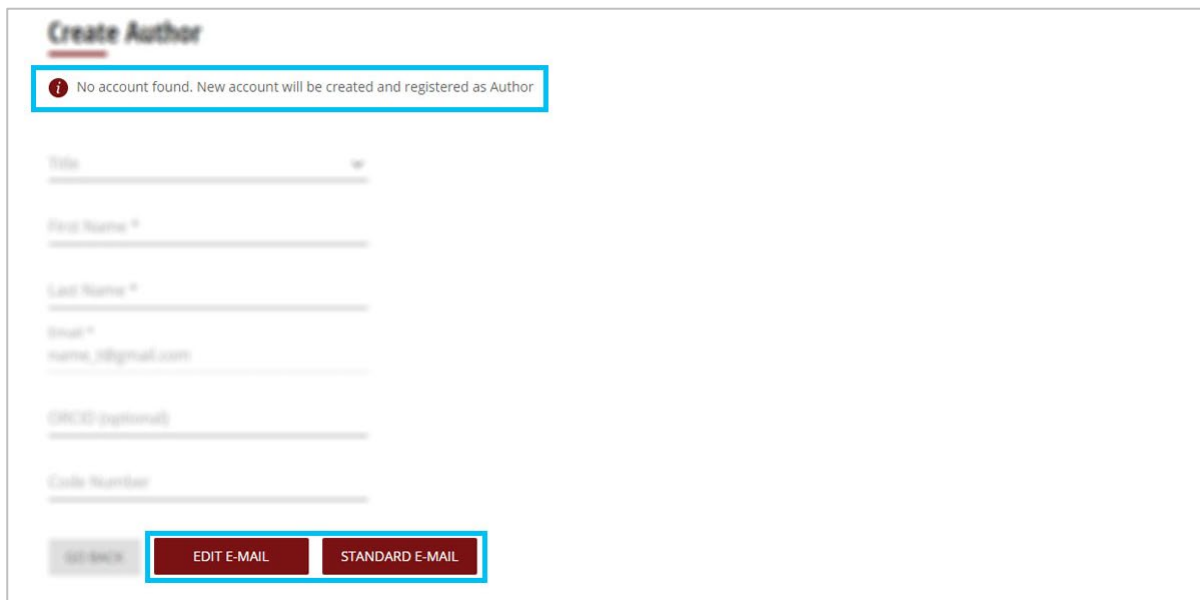
Last Name

Email

ORCID

SEARCH

If the account is not found, please click on **CREATE AUTHOR** and enter all requested data in the appropriate fields.



Create Author

No account found. New account will be created and registered as Author

Title

First Name *

Last Name *

Email *

ORCID (optional)

Code Number

GO BACK EDIT E-MAIL STANDARD E-MAIL

Then, you need to send emails with registration info for the author(s). For this purpose, you can click on **STANDARD EMAIL** or **EDIT EMAIL** (next step) placed on the bottom.

Step 6

If you wish to customize an email, please, click on **Edit Email**.

Create Author

No account found. New account will be created and registered as Author

Title _____

First Name * _____

Last Name * _____

Email * _____
 name_1@gmail.com

ORCID (optional) _____

Code Number _____

GO BACK EDIT E-MAIL STANDARD E-MAIL

On the left you can see menu **SEND EMAIL TO** where you can choose appropriate recipient(s) or group of them.

In addition, you can choose whether to send them a standard email by using a ready template or individual one where you can add, cancel or change the existed text. The **MY TEMPLATES** menu is on the right side of the page.

MAIL

Send e-mail to:

- ☐ All authors
- ☐ All reviewers
- ☐ All missing reviews which were asked for
- ☐ All authors in "revisions" status
- ☐ All authors with Accepted papers
- ☐ All authors, which have not submitted their paper

Estimated recipients count: ?

My Templates:

Standard * Custom

- Author registered
- Editor only paper comment added
- Paper accepted
- Paper comment added
- Paper rejected

Standard Template Description

Custom: Create your own email templates

You can also add the additional links placed on the right side of the page.

Message

Reply To:
 "Title_for_testing" <78000000000000000000@scientific.net>

Subject *

Rich text editor toolbar: <>, B, I, list, link, unlink, table, A, background color, text color.

Text area contains: <PERSON_TITLE>, <PERSON_FNAME> <PERSON_LNAME>

Available placeholders:

< PERSON TITLE >	< EDITOR EMAIL >
< FIRST NAME >	< TITLE NAME >
< LAST NAME >	< START AUTHOR DATE >
< EMAIL >	< END AUTHOR DATE >
< LOGIN >	< START REVIEWER DATE >
< PASSWORD >	< END REVIEWER DATE >
< AUTHOR CODE >	< START REVISION DATE >
< REVIEWER CODE >	< END REVISION DATE >
< EDITOR NAME >	< PAPER NAME >

Buttons: SEND, PREVIEW, RECipients, **SAVE AS TEMPLATE**

You can save the customized template by pressing **Save As Template** on the bottom of this page and replace the existed template with your own one in the pop-up window. Do not forget to press **Save** at the end of this operation.

Save As Template

Template name *

SAVE

All your custom templates will be appearing in **MY TEMPLATES, Custom** tab. Anytime you can delete it by pressing the appropriate icon from the right side.

EDITOR HOME PAPERS AUTHORS REVIEWER **MAIL** SENT MAIL TITLE INFO OPTIONS

Title: Title_for_testing COMMUNICATION BETWEEN ALL EDITORS

Send a mail to:

- ☒ All authors
- ☐ All reviewers
- ☐ All missing reviewers which were added for
- ☐ All authors in "revision" status
- ☐ All authors with accepted papers
- ☐ All authors, which have not submitted their paper

Estimated recipients count: 12

My Templates:

Standard * Custom

• New

You can preview your message by pressing **Preview**. Preview for Reception list is under button **Recipients**.

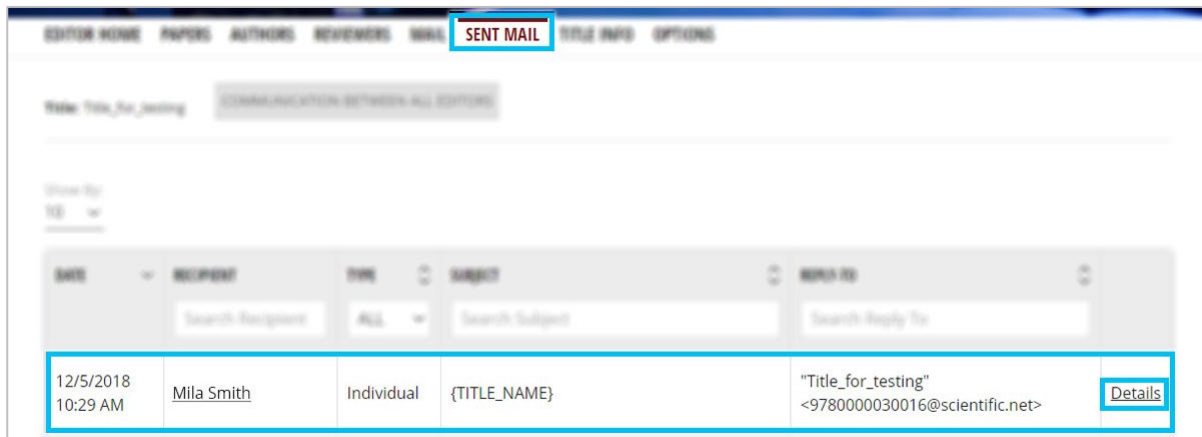
If it satisfies you, press **Send**.

Step 7

To verify if the emails were successfully sent, please click on **AUTHORS** in the editor's main menu. In the list, find the author (you can use the search) and make sure that the letter has been sent.

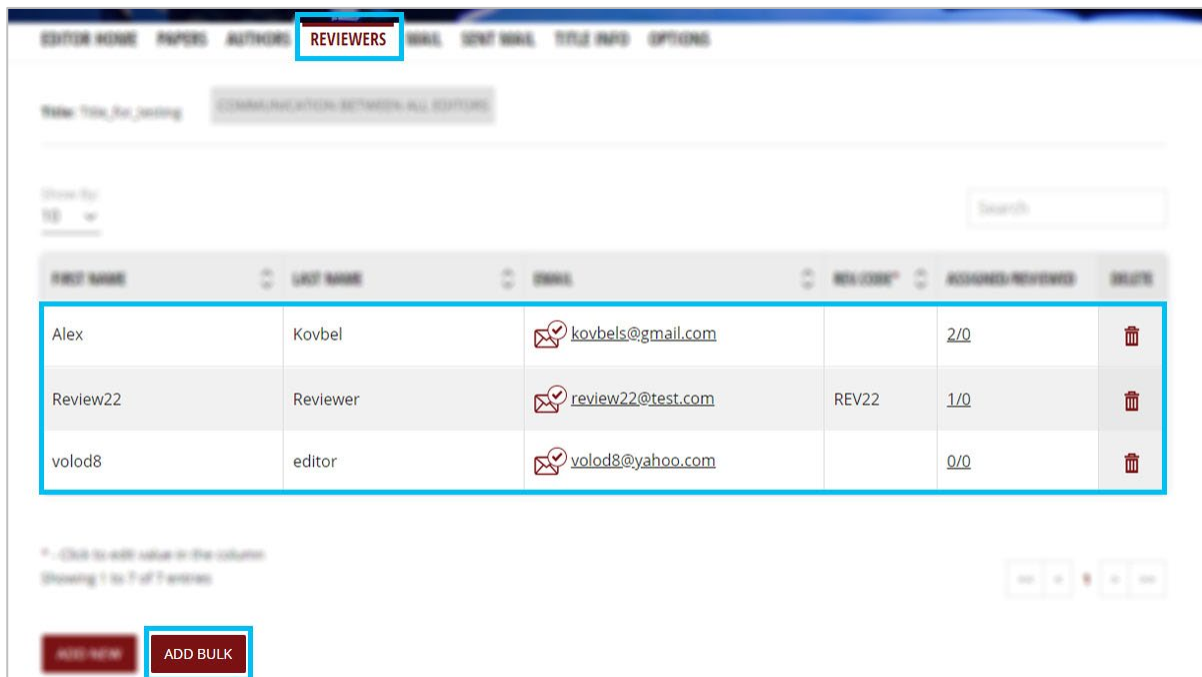
FIRST NAME	LAST NAME	EMAIL	UPLOADED	CODE	LIMIT UPLOADED	DELETE
Branch	New	branch_new@yahoo.de	1	6		
volod8	editor	volod8@yahoo.com	1	6		
Testauthor	Testauthor	Testauthor@flood.com	No	6		
1	2	Testauthor@flood.com	No	6		
Alien	New	Testauthor@flood.com	No	6		

In **SENT MAILS** in the editor's main menu. You can see a list of emails sent by you recently. Clicking on **Details** near the Author data in the table you could verify through pop-up window if the text you sent is ok.



Step 8

You can arrange cooperation with **REVIEWERS** just clicking on this section on the top menu. You can add some new reviewers clicking on **Add Bulk** on the bottom of this page.



First, prepare reviewers list in an excel file. Please click on **BulkExample.xlsx** to see how to properly arrange this list. Then, click on **Browse**, find an appropriate file on your computer and **Upload** it.



You will be redirected on the new page. Here, you will need to **select the reviewers from the list** if their accounts already exist in the system. Reviewers that have not been registered yet, **will be added automatically**.

New accounts (1) will be created and registered as Reviewer

FIRST NAME	LAST NAME	EMAIL	CODE NUMBER
Add	Reviewer	addreviewer@scientific.net	

There are accounts (5) with such email in www.scientific.net. Please select which to register as Reviewer

FIRST NAME	LAST NAME	EMAIL	CODE NUMBER	EXISTING USERS NAME	EMAIL
test	demo	testtest02@tcl.com		<input checked="" type="checkbox"/> Test 01 <input type="checkbox"/> Test 02	testtest02@tcl.com
test	demo	test@tcl.com		<input checked="" type="checkbox"/> Test Person	test@tcl.com
test	demo	test@tcl.com		<input checked="" type="checkbox"/> Test Test	test@tcl.com
test	demo	test@tcl.com		<input checked="" type="checkbox"/> Test Test <input type="checkbox"/> esttest testtest	test@tcl.com
test	demo	delarary@gmail.com		<input checked="" type="checkbox"/> Test A <input type="checkbox"/> ling Ying Zhao	delarary@gmail.com

EDIT E-MAIL

STANDARD

You can add a new reviewer by clicking on **Add New** on the bottom of this page.

EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS

Title: Title_for_testing COMMUNICATION BETWEEN ALL EDITORS

Show By: 10 10 Search

FIRST NAME	LAST NAME	EMAIL	NEW CODE	ASSIGNED REVIEWED	DELETE
Alex	Kouba	kouba@tcl.com		20	
Review02	Reviewer	review02@tcl.com	REVIEW	10	
review02	editor	review02@tcl.com		10	

* - Click to edit value in the column
 Showing 1 to 7 of 7 entries

ADD NEW

ADD NEW

The procedure is the same as in the case of adding author in **Step 5**

Step 9

You can assign Paper to the appropriate reviewer clicking on **ASSIGNED/REVIEWED** column of the table.

The screenshot shows the 'REVIEWERS' page. At the top, there are navigation tabs: EDITOR HOME, PAPERS, AUTHORS, REVIEWERS (highlighted), MAIL, SENT MAIL, TITLE INFO, and OPTIONS. Below the tabs, there's a title bar 'Title: Title_for_testing' and a subtitle 'COMMUNICATION BETWEEN ALL EDITORS'. A search bar is present. The main table has the following data:

FIRST NAME	LAST NAME	EMAIL	REVIEW CODE	ASSIGNED/REVIEWED	DELETE
Alex	Koubal	koubal@gmail.com		2/0	
Reviewer22	Reviewer	reviewer22@net.com	REV22	1/0	
editor22	editor	editor22@yahoo.com		0/0	

Below the table, there's a note: '* - Click to edit value in the column'. It also says 'Showing 1 to 3 of 3 entries'. At the bottom, there are buttons 'ADD NEW' and 'ADD BLUE'.

You can search for Paper through the **PAPER TITLE** and assign it to chosen reviewer. Just tick on the checkbox. Then choose the option **NOTIFY** reviewer on the bottom of this page.

The screenshot shows the reviewer's interface. It has a title bar 'Title: Title_for_testing' and subtitle 'COMMUNICATION BETWEEN ALL EDITORS'. Below, it says 'Reviewer: Reviewer-Partner'. There are two sections: 'Assigned papers:' (with the message 'Current reviewer has no assigned papers.') and 'Not assigned papers:'. Below these is a search bar and a table:

PAPER TITLE	CHAPTER	AUTHOR	ASSIGNED/REVIEWED	
Preparation and Study	CHAPTER 1: Test Files		2/0	<input checked="" type="checkbox"/>
CHAPTER 2: Diagnostic old	Branch New		4/1	<input type="checkbox"/>

Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom, there are three buttons: 'EDIT E-MAIL', 'STANDARD E-MAIL', and 'DO NOT NOTIFY'.

You can also remove the assigned Paper by select paper in the list and click **Remove**.

EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS

Write: This for Journal COMMUNICATION BETWEEN ALL EDITORS

Reviewer: Nelson Parker

Assigned papers:

Show By: 10 ▾

PAPER TITLE	AUTHOR	ASSIGNED/REVIEWED	
Preparation and Study		3/0	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

REMOVE

Step 10

Section **PAPER** stands for papers arrangement. Clicking on **Select Column** you can adjust the appropriate columns in this table, add or delete them.

EDITOR HOME **PAPERS** AUTHORS REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS

Write: This for Journal COMMUNICATION BETWEEN ALL EDITORS

On this page you can:

- change the status of the uploaded papers (submitted, in review, editorial, revisions, revised, accepted, rejected) and inform the authors directly about it
- manage the review process and assign responsible editors for certain papers
- send emails to certain authors by clicking the envelope sign in the author column
- type the sequence numbers in the column "Pos" to set papers into a correct order

Status description

Show By: 10 ▾ **SELECT COLUMNS**

MODIFIED*	ID*	CHAPTER*	STATUS*	REVIEW*	EDITOR*	AUTHOR*	CODE*
		Search Chap...			Search Editor	Search Author	Search Code
2015-01-01 10:00:00	1		Submitted	0/0/0	Dr. Ed. Normal	Dr. Ed. Normal	
2015-01-01 10:00:00	2		Editorial	0/0/0	Dr. Ed. Normal	Dr. Ed. Normal	
2015-01-01 10:00:00	2	CHAPTER 1: Test	Accepted	0/0/0	Alex Kovalev		

You can also **sort** the Papers by different columns and make a **quick search** there. In the column with sign * you can edit a data directly in the field.

You can change the order of Papers appearance by clicking **POS*** column, assign the Paper to **CHAPTERS***, change the **STATUS*** of a Paper, choose an **EDITOR*** or verify **COPYRIGHT STATUS** by clicking the appropriate tabs.

• You can change the order of Papers appearance by clicking the appropriate column header. You can type the sequence numbers in the column "Pos" to set papers into a correct order.

• Status Description

Order By: 12 SELECT COLUMN

PAPER TITLE	MODIFIED	POS*	CHAPTER*	STATUS*	REVIEWS	EDITOR*	AUTHOR	COPYRIGHT STATUS	EDITOR COMMENTS
Document	10/17/2018 11:48:59 AM			Submitted	0/0/0	Dr. Ed Itorral	Dr. Ed Itorral	ALL	add
Enter Title Here	10/17/2018 11:48:59 AM			Editorial	0/0/0	Dr. Ed Itorral	Dr. Ed Itorral	ALL	add
Preparation and Study	10/17/2018 11:48:59 AM	2	CHAPTER 1: Text Files	Accepted	0/0/0	Now Available		ALL	add
Title for video Tutorial	10/17/2018 11:48:59 AM			Uploaded	0/0/0		Dr. Ed Itorral	ALL	add
A Comprehensive Review of the Economic Applications of some Polymer Based Composite	10/17/2018 11:48:59 AM			In Review	0/0/0	Now Available		ALL	add

* - Click to edit value in the column

Showing 1 to 9 of 9 entries

<< < 1 > >>

You can verify reviewer report by clicking on **REVIEWER** column, add there your **COMMENTS** and by clicking **Approve** make it available for the Author.

Reviewer's Report

Dr. Ed Itorral: 10/17/2018 2:31 PM

APPROVE

Title: Title for testing
 Paper: Enter Title Here
 Author(s):

A. Recommendation (Please check appropriate option)

☒ Publish as is
☐ Publish after optional minor revision
☐ Publish after mandatory minor/major revision
☐ Reject

Comments

Dr. Ed Itorral: 10/17/2018 2:32 PM
 My Comment

Your Comment *

ADD COMMENT

The date of approved report will appear on the top of the page.

Step 11

If you intend to change the data of a Paper, please, click on the **PAPER TITLE** and do it in opened page.

• Select which column you want to sort by clicking the triangle sign in the column header

• type the sequence numbers in the column "Pos" to set papers into a correct order

● Status/Decision

Order By: 12 SELECT COLUMN

PAPER TITLE	RECEIVED	POS	CHAPTER	STATUS	REVIEW	EDITOR	AUTHOR	COMMENT STATUS	EDITOR COMMENTS
Document	12/17/2018 11:46 AM			Submitted	Dr.Ed Itorial	Dr.Ed Itorial			add
Enter Title here	12/17/2018 11:46 AM			Editorial	1/1/1	Dr.Ed Itorial	Dr.Ed Itorial	©	add
Preparation and Study	12/17/2018 11:46 AM	2	CHAPTER 1: Text files	Accepted	Dr.Ed Itorial	Dr.Ed Itorial			add
Title for index Tutorial	12/17/2018 11:47 AM			Uploaded	Dr.Ed Itorial	Dr.Ed Itorial			add
www	12/17/2018 11:47 AM	1	CHAPTER 2: Diagnosis and	In Review	Dr.Ed Itorial	Dr.Ed Itorial			add
number of accepted	12/17/2018 11:47 AM			Uploaded	Dr.Ed Itorial	Dr.Ed Itorial			add

Step 12

There you can also assign a Paper to another Reviewer pressing **EDIT REVIEWER** and **Assign** respectively.

EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SENT MAIL TITLE INFO OPTIONS

Title: Title_for_Journal COMMUNICATION BETWEEN ALL EDITORS

1. Edit Paper ✓

2. Edit Authors

3. Edit Keywords

4. References

5. Copyright Agreement

6. Checklist

7. Edit Reviewers ✓

Reviewers

Paper: Enter Title here

FIRST NAME	LAST NAME	EMAIL	CODE	REVIEW STATUS	NO REVIEW
Dr. J.D.	Smith	ed_for@gmail.com		Approved: 10.11.2010	

ASSIGN

Step 13

TITLE INFO section stands for editing of advanced settings.

Here you can write **Short Description**, **Title Keywords** and even upload **Cover Suggestions** files clicking on the appropriate tabs.

EDITOR HOME PAPERS AUTHORS REVIEWERS MAIL SENT MAIL **TITLE INFO** OPTIONS

Title: Title_for_Journal COMMUNICATION BETWEEN ALL EDITORS

Description

Keywords

Cover Suggestions

Chapters

Contents

Upload Documents

Checklist

Short Description
A short description (2-8 sentences) of the scope and aim of the book.

UPDATE

Step 14

Choosing **CHAPTER** from the right-side Menu you can add or edit the Chapters of a Paper. Clicking on **POS*** and **Name** in the column you can change the order and name of chapters. You can add a new chapter by clicking on **Add New** and **delete** by clicking on the appropriate icon.

Description
Keywords
Cover Suggestions
Chapters
Contents
Upload Documents
Checklist

Chapter list

Please choose one of the following forms for your chapter titles:

- Chapter 1: Chapter Name
- I. Chapter Name

[*How to change chapter position?](#) **Click to edit value in the column

POS * ↑↓	NAME **	DELETE
1	Chapter	
2	Chapter 5	
3	CHAPTER 1: Test Files	
4	CHAPTER 21: Diagnosis old	
5	CHAPTER 23: Diagnosis into Full Objects	

Step 15

Choosing **CONTENT** from the right-side Menu you will be capable to **GENERATE A KEYWORDS INDEX** from entered keywords or **TABLE OF CONTENTS** from all Papers with **Accepted Status**. Please use the buttons with the same names to do this.

Description
Keywords
Cover Suggestions
Chapters
Contents
Upload Documents
Checklist

Contents

Keyword Index: 26 KB [5/28/2014 11:31 AM]

Table of Contents: 20 KB [5/23/2014 11:40 AM]

Step 16

UPLOAD DOCUMENTS from the right-side Menu allow you to upload and delete any documents in .doc, .docx, .rtf formats and name them.

Upload Documents

You can upload up to 5 documents

Name (e.g. Preface, Committees, Sponsors) *

No file chosen BROWSE

UPLOAD

**How to change document position?*

POS * ↑↓	NAME	FILE	DELETE
1	First	11 KB [10/17/2018 9:48 AM]	

Step 17

CHECKLIST is to summarize your work. Verify all and click **Submit**.

Checklist

- * ☒ **Papers** have been set to **accepted** or **rejected**. Please note: only accepted papers go through TTP internal review.
- * ☒ **Chapter titles** have been added (mandatory) and **Papers** have been assigned to their corresponding chapter.
The table of contents can be generated in the Editing Tool under 'Contents' to check the order of the papers
- ☐ would like to order copies of the proceedings
- ☐ would like to make papers Open Access with additional charges (Please request us additionally)
- * ☒ **invoice address**
- * ☒ Under **"Title Info"** in the Editing Tool, please upload the following documents:
 1. **"Upload Documents" page with**
 - a) conference name, date and place (city and country)
 - b) book title suggestion
 - c) editor(s) name(s)
 2. **a) Short description** (3-8 sentences) of the scope and aim of the book
 - b) Keywords** 5-10 (or more) which describe the content of the proceedings
 3. **Checklist for Editors** (completed)

Please send the following document by e-mail:

1. **Author List** (excel file with column: first name, last name, email)

SUBMIT

Step 18

In **OPTIONS** section you can adjust or edit the period of editing, add conference info or set Notification clicking on the appropriate tabs.

The screenshot shows the Scientific.Net editor interface. At the top, there is a navigation bar with links: EDITOR HOME, PAPERS, AUTHORS, REFERENCES, MAIL, SENT MAIL, TITLE INFO, and **OPTIONS** (highlighted with a red box). Below the navigation bar, there is a search bar and a 'LOG OUT' button. The main content area is titled 'Title: Title_for_testing' and 'COMMUNICATION BETWEEN ALL EDITORS'. On the left side, there is a sidebar with three tabs: 'Edit period' (highlighted with a red box), 'Conference info', and 'Settings'. The main content area displays the 'Change edit period' form. This form includes four rows, each with a label (Editor Period, Author Period, Reviewer Period, Reviewer Period) and two input fields for 'day' and 'month/year'. A 'Save' button is located at the bottom of the form.

GOOD LUCK!