

PAPER SUBMISSION MANUAL FOR AUTHOR. GETTING STARTED.

Follow the instructions step-by-step to start the submission process.

Step 1

Log in to your account and select the **AUTHOR** role in the top menu. You will see the main menu that allows you to submit a new manuscript, a revised manuscript, or check the status of an already submitted paper.

In the main menu for Authors, there are three tabs:

“AUTHOR HOME” / “SUBMIT PAPER” / “MY PAPERS”

(If you haven’t submitted any papers yet, you will have only two sections: “Author home” and “Submit paper”)



Step 2

Click on “**AUTHOR HOME**” and go to Section 3 “Download Doc” or “LaTeX Template”. These documents will guide you on the way to properly arrange your manuscript.

! Prior to submission, we advise you to always check the journal’s instructions in our Template. This may avoid undue delays in case of lacking information or incorrect formatting of the manuscript.

(Additionally, you can use the online resource “Overleaf” for editing your LaTeX document. This procedure will require registering on their website.)



Dear Welcome to your Author interface!

- 1 New on Scientific.Net? Watch the [video guide](#) first!
- 2 Before you start, please get familiar with our [Policies and Ethics](#)
- 3 Download the template to prepare the manuscript



Step 3

Choose the “**SUBMIT PAPER**” tab on the top of this page when you are ready to submit your paper. Then, at the “**TITLE**” tab, you need to choose the journal to which you wish to submit your manuscript. Click on “**CONTINUE**” to move to the next step – “**SUBMISSION PROCESS**”.

AUTHOR HOME **SUBMIT PAPER** MY PAPERS

1. Title	Title
2. Edit Paper	Your Paper will be submitted in the Title: <input type="radio"/> JERA
3. Edit Authors	CONTINUE

Step 4

Select “**UPLOAD NEW FILES**”.

We require that your manuscript be submitted in both formats WORD/LaTex and PDF.

When using the **BROWSE** button, a pop-up window opens. Then, please select the required file and click on Open. Then, click Upload. The files will be transferred to our system.

AUTHOR HOME **SUBMIT PAPER**

Title: Test account editor tool

Edit period: 2011-12-31 - 2027-10-30

1. Title	New Paper
2. Edit Paper	This page is for a new manuscript submission. To upload files of a new manuscript, in the Files area, click Select file to browse Word or LaTeX files, as well as PDF file on your computer, then click Upload. The files will be transferred to our system. Warning! You should not upload files of revised manuscripts on this page. If you need to upload a revised manuscript, on the Author Menu, click My Papers, then, click the Title of the paper which is in Revisions status.
3. Edit Authors	Upload new files
4. Edit Keywords	.DOCX/.DOC/.RTF/.ZIP file (Please upload zip file with TeX and images for LaTeX)
5. References	No file chosen <input type="button" value="BROWSE"/>
6. Copyright Agreement	PDF file
7. Checklist	No file chosen <input type="button" value="BROWSE"/>
	UPLOAD
	i Attention! Uploaded files should be less than 64Mb

Step 5

Enter into the two windows 'Paper Title' and the associated 'Abstract.' (If the submitted paper was edited by the template, the data would be filled in automatically).

Click "UPDATE" at the bottom of the page.

- 1. Title ✓
- 2. Edit Paper ✓**
- 3. Edit Authors
- 4. Edit Keywords ✓
- 5. References
- 6. Copyright Agreement
- 7. Checklist

Edit Paper

Paper:

 3 MB [2021-01-29 15:58]

 882 KB [2021-01-29 15:58]

Upload new files

.DOCX/.DOC/.RTF/.ZIP file
(Please upload zip file with TeX and images for LaTeX)

No file chosen

PDF file

No file chosen

Attention! Uploaded files should be less than 64Mb

Paper Title

I \times_2 \times^2 \AA Ω

Abstract

I \times_2 \times^2 \AA Ω

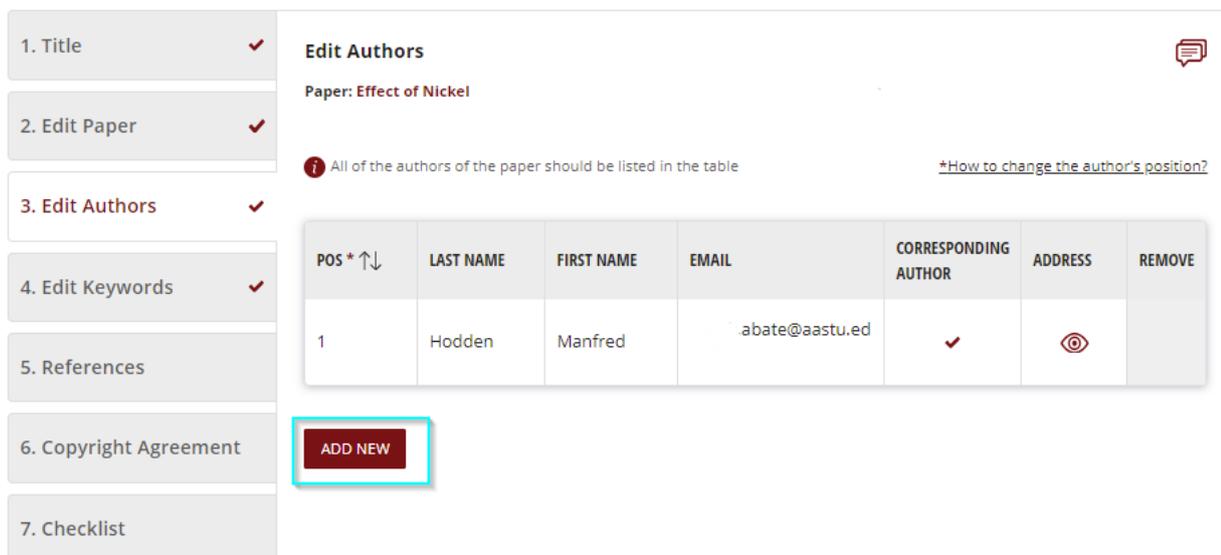
|

Step 6

You will enter the next tab “**EDIT AUTHORS.**”

At point 3, you can add the author(s) of your manuscript. All Authors responsible for this manuscript shall be listed here in the order by which they have to appear in the paper (POS ↑↓).

Click on “**ADD NEW**”

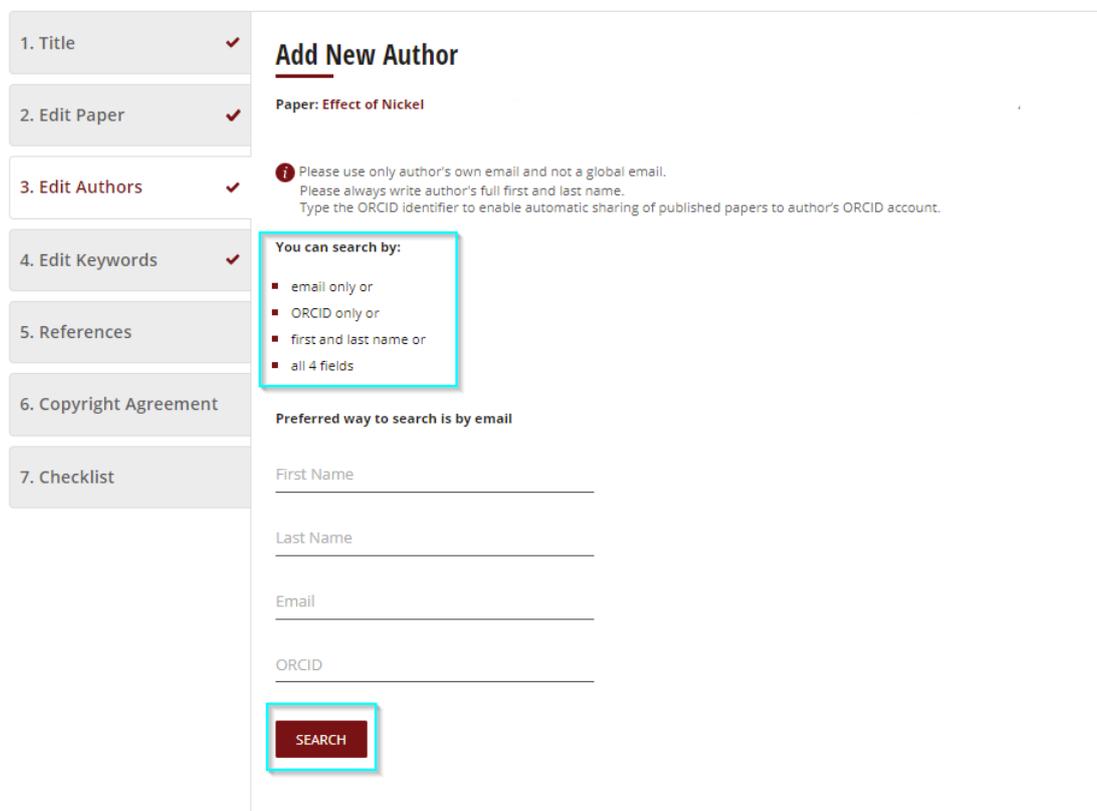


The screenshot shows the 'Edit Authors' interface. On the left is a navigation menu with items: 1. Title, 2. Edit Paper, 3. Edit Authors (highlighted), 4. Edit Keywords, 5. References, 6. Copyright Agreement, and 7. Checklist. The main content area is titled 'Edit Authors' and shows the paper title 'Effect of Nickel'. Below the title is a table of authors:

POS * ↑↓	LAST NAME	FIRST NAME	EMAIL	CORRESPONDING AUTHOR	ADDRESS	REMOVE
1	Hodden	Manfred	abate@aaastu.ed	<input checked="" type="checkbox"/>		

Below the table is a red 'ADD NEW' button. A red box highlights this button. Above the table, there is a note: 'All of the authors of the paper should be listed in the table' and a link '*How to change the author's position?'.

Then, however, we kindly ask you to use the “**SEARCH**” option because the author(s) may already exist in our Author database.



The screenshot shows the 'Add New Author' interface. On the left is a navigation menu with items: 1. Title, 2. Edit Paper, 3. Edit Authors (highlighted), 4. Edit Keywords, 5. References, 6. Copyright Agreement, and 7. Checklist. The main content area is titled 'Add New Author' and shows the paper title 'Effect of Nickel'. Below the title is a note: 'Please use only author's own email and not a global email. Please always write author's full first and last name. Type the ORCID identifier to enable automatic sharing of published papers to author's ORCID account.' Below the note is a section titled 'You can search by:' with a list of search options:

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

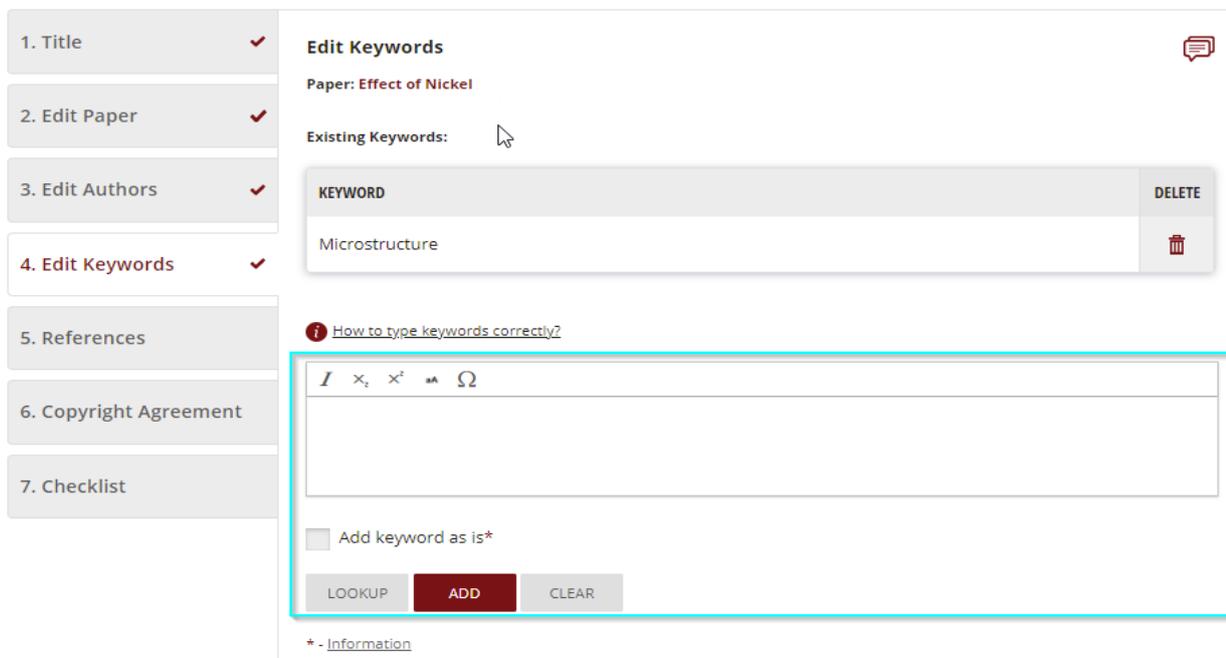
Below the list is a section titled 'Preferred way to search is by email' with input fields for: First Name, Last Name, Email, and ORCID. A red box highlights the 'SEARCH' button at the bottom.

If the search does not give any results you can **add a new author** by entering the requested data. Then, click on **“SET AS AUTHOR”** to complete the Author data. And, remember to select the order in which the authors will have to appear in the paper.

1. Title ✓	<h2>Create Author</h2> <p><i>i</i> You can try to search again using another search parameters</p> <p>No account found. New account will be created and registered as Author</p> <p>Title <input type="text"/></p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Email * <input type="text" value="name@gmail.com"/></p> <p>ORCID (optional) <input type="text"/></p> <p>Organization Name <input type="text"/></p> <p>Organization / University * <input type="text"/></p> <p>Department <input type="text"/></p> <p>Street <input type="text"/></p> <p>Zip <input type="text"/></p> <p>City <input type="text"/></p> <p>Country * <input type="text"/></p> <p><input type="button" value="BACK TO SEARCH"/> <input type="button" value="SET AS AUTHOR"/></p>
2. Edit Paper ✓	
3. Edit Authors ✓	
4. Edit Keywords ✓	
5. References	
6. Copyright Agreement	
7. Checklist	

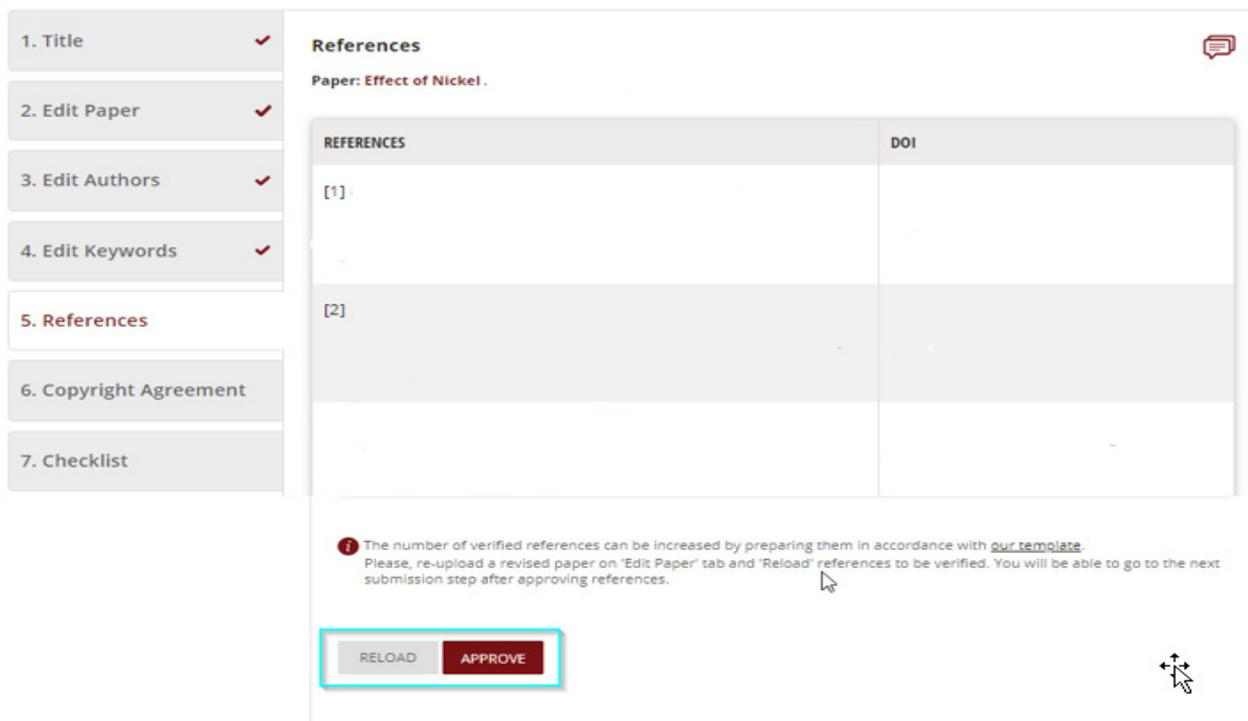
Step 7

Click on “**EDIT KEYWORDS**” for adding keywords. There are two options; you can insert them manually, and/or you can choose them from a dropdown list. To use the dropdown list please, first click “**LOOKUP**” and then “**ADD.**” Please, read the instructions placed above on how to type your keywords correctly. To **DELETE** a keyword, click on the appropriate icon.



Step 8

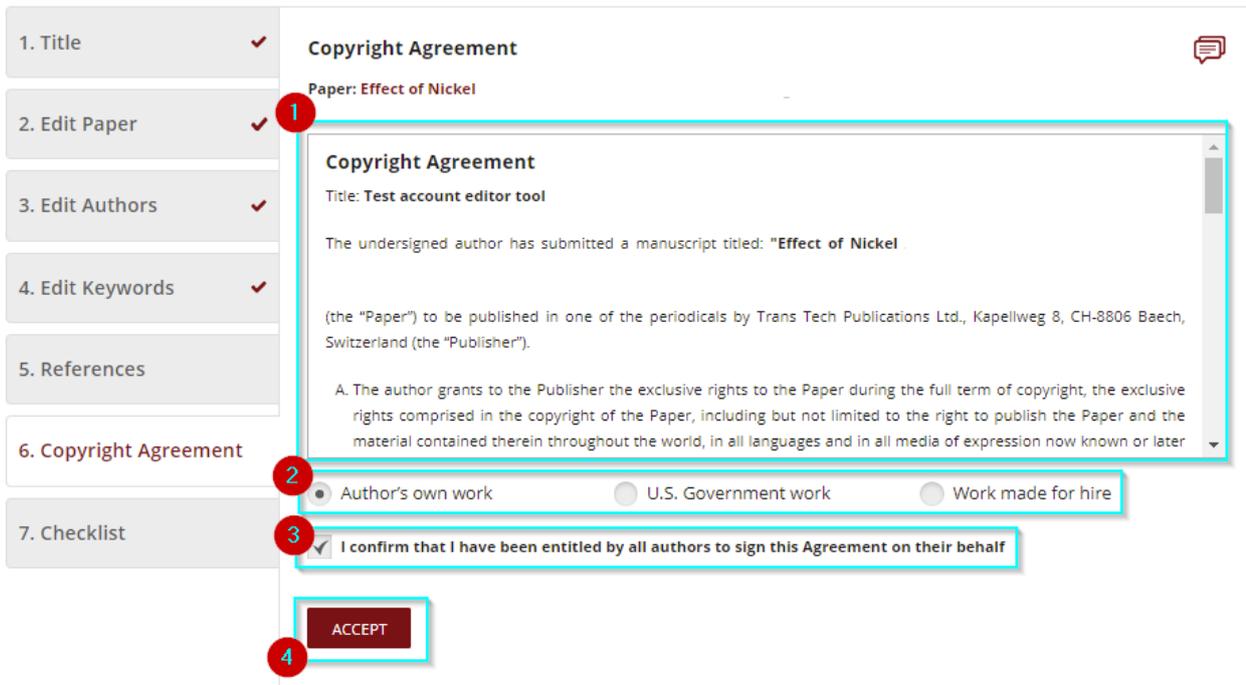
Click on “**REFERENCES.**” Here you are asked to approve the list of references specified in your paper. If the list is correct, press “**APPROVE**” to confirm the list of references. Otherwise, press “**RELOAD**” to update your reference list, and then click “**APPROVE**”..



Step 9

Click on "COPYRIGHT AGREEMENT".

Please read the agreement carefully and choose in step 2 the affiliation that is applicable to your situation, then click that you **confirm** you are entitled to sign and at last click "ACCEPT" as a final step.



The screenshot shows a web interface for a 'Copyright Agreement'. On the left is a vertical navigation menu with seven items: '1. Title', '2. Edit Paper', '3. Edit Authors', '4. Edit Keywords', '5. References', '6. Copyright Agreement', and '7. Checklist'. The '6. Copyright Agreement' item is highlighted in red. The main content area is titled 'Copyright Agreement' and includes the following text: 'Paper: Effect of Nickel', 'Title: Test account editor tool', and a paragraph stating 'The undersigned author has submitted a manuscript titled: "Effect of Nickel" (the "Paper") to be published in one of the periodicals by Trans Tech Publications Ltd., Kapellweg 8, CH-8806 Baech, Switzerland (the "Publisher").' Below this is a section 'A. The author grants to the Publisher the exclusive rights to the Paper during the full term of copyright, the exclusive rights comprised in the copyright of the Paper, including but not limited to the right to publish the Paper and the material contained therein throughout the world, in all languages and in all media of expression now known or later'. There are three radio button options: 'Author's own work' (selected), 'U.S. Government work', and 'Work made for hire'. A checkbox is checked with the text 'I confirm that I have been entitled by all authors to sign this Agreement on their behalf'. At the bottom is a red 'ACCEPT' button. Red callout boxes with numbers 1 through 4 point to the '1. Edit Paper' menu item, the agreement text area, the radio button options, and the 'ACCEPT' button respectively.

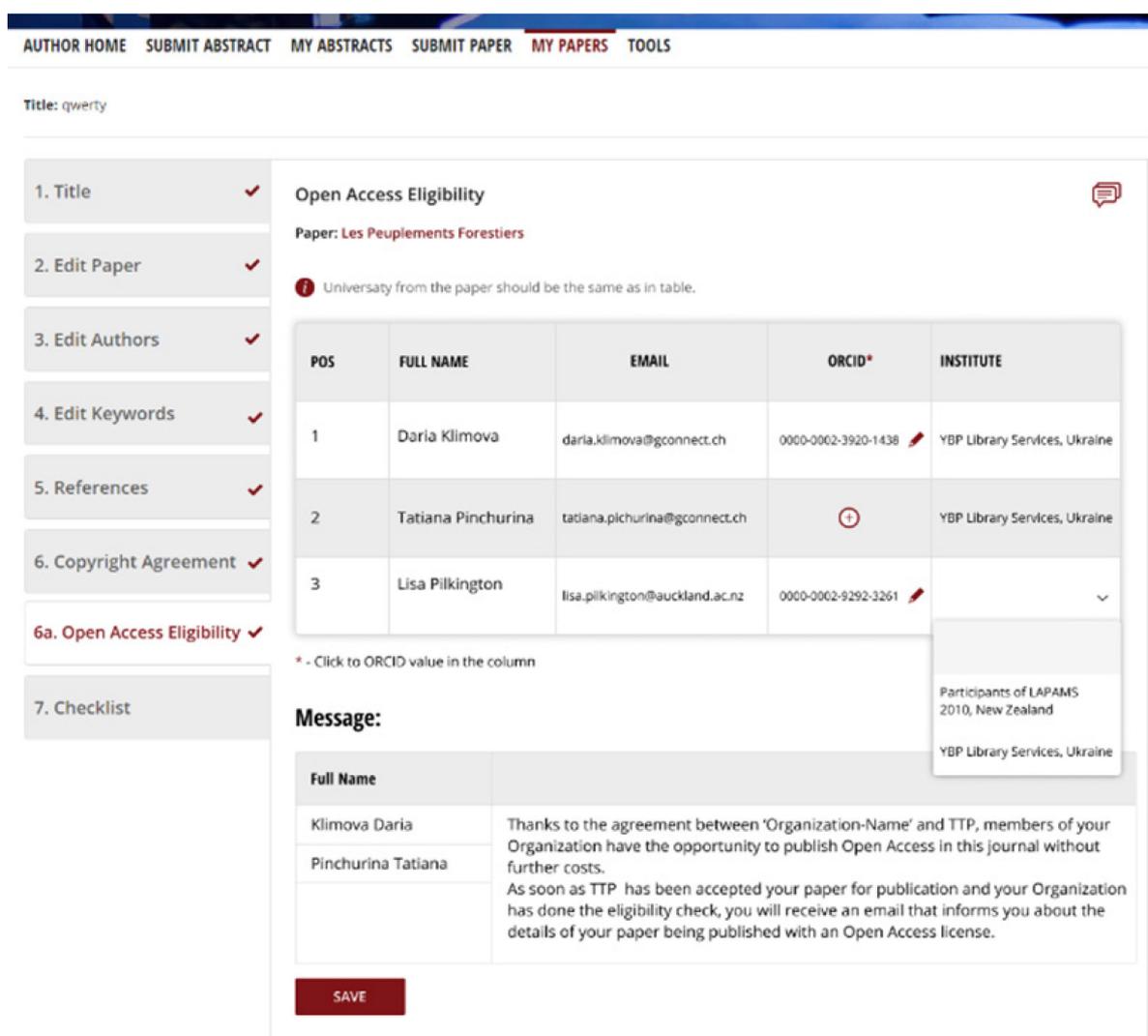
Step 9a – “Open Access Eligibility.”

In this section, step ‘6a’ will pop up if your paper is eligible for an “Open Access license”. The eligibility is determined by the agreement with your organization and recognized by the email address and/or affiliation of you as an author or of the co-author(s).

By default, the system will search for the first author of the paper. When the first author's affiliation is not associated with an existing agreement, the system will search for the names/affiliations of the co-author(s).

You will be asked to add/update your information, like Author Names, ORCID, Institute.

Organization Post/Pre-Payment Screenshot



The screenshot shows the 'Open Access Eligibility' page for a paper titled 'Les Peuplements Forestiers'. The page includes a navigation menu at the top with options like 'AUTHOR HOME', 'SUBMIT ABSTRACT', 'MY ABSTRACTS', 'SUBMIT PAPER', 'MY PAPERS', and 'TOOLS'. The main content area features a table of authors with columns for POS, FULL NAME, EMAIL, ORCID, and INSTITUTE. A message box is displayed, thanking the authors for their agreement and informing them of the Open Access license. A 'SAVE' button is located at the bottom of the message box.

POS	FULL NAME	EMAIL	ORCID*	INSTITUTE
1	Daria Klimova	daria.klimova@gconnect.ch	0000-0002-3920-1438	YBP Library Services, Ukraine
2	Tatiana Pinchurina	tatiana.pinchurina@gconnect.ch		YBP Library Services, Ukraine
3	Lisa Pilkington	lisa.pilkington@auckland.ac.nz	0000-0002-9292-3261	YBP Library Services, Ukraine

Message:

Thanks to the agreement between 'Organization-Name' and TTP, members of your Organization have the opportunity to publish Open Access in this journal without further costs. As soon as TTP has been accepted your paper for publication and your Organization has done the eligibility check, you will receive an email that informs you about the details of your paper being published with an Open Access license.

SAVE

Author Payment Screenshot:

AUTHOR HOME SUBMIT ABSTRACT MY ABSTRACTS SUBMIT PAPER **MY PAPERS** TOOLS

Title: qwerty

1. Title ✓

2. Edit Paper ✓

3. Edit Authors ✓

4. Edit Keywords ✓

5. References ✓

6. Copyright Agreement ✓

6a. Open Access Eligibility ✓

7. Checklist

Open Access Eligibility 🗨️

Paper: **Les Peuplements Forestiers**

📌 University from the paper should be the same as in table.

POS	FULL NAME	EMAIL	ORCID*	INSTITUTE
1	Daria Klimova	daria.klimova@gconnect.ch	0000-0002-3920-1438 ✎	YBP Library Services, Ukraine
2	Tatiana Pinchurina	tatiana.pinchurina@gconnect.ch	+	YBP Library Services, Ukraine
3	Lisa Pilkington	lisa.pilkington@auckland.ac.nz	0000-0002-9292-3261 ✎	▼

* - Click to ORCID value in the column

Message:

Full Name	
Klimova Daria	'Organization-Name' affiliated authors benefit from a special OA Price (show amount agreed) through an agreement between the 'Organization-Name' and TTP. You as an author can make use of the special financial opportunity of this agreement! As soon as your paper has been accepted for publication with TTP you will receive an email that informs you about the process to render your paper Open Access.
Pinchurina Tatiana	

Participants of LAPAMS 2010, New Zealand

YBP Library Services, Ukraine

SAVE

Step 10

Before submitting your manuscript, verify whether all necessary steps have been appropriately fulfilled. When all data is displayed correctly, click on “**CHECKLIST**” and tick all dedicated fields you have completed. Click “**SUBMIT**”.

- 1. Title ✓
- 2. Edit Paper ✓
- 3. Edit Authors ✓
- 4. Edit Keywords ✓
- 5. References ✓
- 6. Copyright Agreement ✓
- 7. Checklist

Checklist

Paper: **Effect of Nickel.**

- * I am aware of the information on [Policy and Ethics](#).
- * I used personal login credentials to access my account on <https://www.scientific.net>.
- * I downloaded the Word/LaTeX template from the Participant Home page and prepared the manuscript as given in the template.
- * I used **page settings A4**
I only used the fonts **Times Roman (Times New Roman) and Helvetica (Arial)** for the entire document including special characters (α γ μ Ω $()$ \geq \pm \bullet Γ $\{11\}$ 0) because using other fonts will cause incorrect display of text or may change a special character to a square.
I wrote the paper in **English; I didn't use any other language (even in Figures)**.
- * I uploaded Word file (.doc or .docx) or LaTeX files (.tex) together with the PDF file.
- * I accepted the terms of the Copyright Agreement and received the PDF copy by email.
- * I added authors' full first and last names, affiliation and contact emails.
- * I added keywords that describe the subject of the research and methods used.
- I suspect a potential conflict of interest (please email the details of the case to authors@scientific.net).
- I included color pictures and wish to have these printed in full color (please send an email to authors@scientific.net for more details).
Online and on CD/DVD the pictures will always be shown in color, free of charge.
- I'd like to pay additional fee to publish the paper in Open Access under CC BY 4.0 License (please send your request to authors@scientific.net).
- I use my ORCID id
- I would like to receive Trans Tech Publications Ltd Newsletter

SUBMIT

Step 11

Click on the “COMMENTS” icon at the right if you wish to leave your comment(s).

1. Title ✓	Checklist Paper: Effect of Nickel * <input checked="" type="checkbox"/> I am aware of the information on Policy and Ethics . * <input checked="" type="checkbox"/> I used personal login credentials to access my account on https://www.scientific.net . * <input checked="" type="checkbox"/> I downloaded the Word/LaTeX template from the Participant Home page and prepared the manuscript as	
2. Edit Paper ✓		
3. Edit Authors ✓		

Step 12

Under tab “MY PAPERS”, you can check the progress and status of your paper.


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10

PAPER TITLE	MODIFIED	COMMENTS	STATUS*	REVIEWS	PROGRESS
	2020-12-28 01:39	add	Submitted	0/0	

If you have any additional questions or require clarification, please write to us at authors@scientific.net