GUIDE FOR ONLINE SUBMISSION OF A MANUSCRIPT

STEP 1: LOGGING IN THE ONLINE SYSTEM

If you are not yet a User:

You need to register as a "User" before logging in the Online system.

> If you are already a User: (Figure 1)

Click "Login" in the upper right hand corner;

Enter "Username" and "Password" into the corresponding boxes; Click "Login".

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Figure 1. Logging in the Online system

> If you forget your Password: (Figure 2)

Click "Forgot your password?";

Enter your e-mail address used to register as a User in the box "Registered user's email";

Click "Reset Password";

A new Password will be generated and automatically sent to your e-mail address;

Note: Check the "Spam box" because the automatically sent messages may be located here; you may need to click the link and the box "Report not spam" in your e-mail;

Use this "New Password" to log in the Online system.

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| Registered user's email | | |
| contact@jomc.vn | | |
| Reset Password Register | | |

Figure 2. Retrieving "Password" to log in the Online system

Change Password: (Figure 3)

After logging in, you can change your Password (Figure 3).

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| | Change Password |
| | You must choose a new password before you can log in to this site. Please enter your username and your current and new passwords below to change the password for your account. Login Largin Current password |
| | OK |
| | |

Figure 3. Changing "Password" to log in the Online system

STEP 2: SUBMISSION OF MANUSCRIPT

After logging in the Online system, click "**New Submission**" to proceed with the following steps.

2.1. Start

> Submission Requirements

Read the requirements carefully and click all the boxes (Figure 4).

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| journal Website Workflow Distribution | Section Policy Sience Articles | |
| Users & Roles Statistics | Submission Requirements You must read and acknowledge that you've completed the requirements below before proceeding. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provide in Comments to the Editor). | |
| Articles Editorial Activity Users | The submission file is in OpenOffice, Microsoft Word, or RTF document file format. Where available, URLs for the references have been provided. The text is single-spaced, uses a 12-point force employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. The text is the influence in additional final employment of could be addresses. | |
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Figure 4. Selecting "Submission Requirements"

Comments for the Editor

The Authors can write comments with information related to the manuscript and send them to the Editors.

If The Authors have many roles in JOMC, select role "Author" for this submission.

Click the box "Yes, I agree to have my data collected and stored according to the Policy Statement" (Figure 5).

| Comments for the Editor | | |
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| Image: Some in a set of the set of | Cancel | |
| * Denotes required field | | |

Figure 5. Making agreement on the Journal Policy Statement

2.2. Upload Submission

| Submit an Article | |
|---|--|
| 1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps | |
| Files | |
| Upload any files the editorial team will need to evaluate your submits on. <u>Upload File</u> | |
| Save and continue Cancel | |

Figure 6. Selecting "Upload File" or "Add file" to upload a file for the manuscript

> Article Component

Select "Article Text" to upload a file for the manuscript (Figure 6).

The manuscript file is in Microsoft Word format which is prepared following the *"Template file for preparing a manuscript"* available on the Journal website.

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Figure 7. Selecting "Article Text"

There are two options to upload files on the Online system as follows:

- The first option: Click "Upload File";
- The second option: Drag the manuscript file, put the cursor within the dash-rimmed

rectangle and then release it (Drag and drop a file here to begin upload).

Uploaded files can be changed by clicking "Remove" and select other files.

Click "Save and Continue".

Enter Metadata

> Prefix

No need to type.

➢ Title

Click "Title", Type the title for manuscripts written in English (Figure 8).

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| | Submit an Article 1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps | | |
| | Prefix Title * | | |
| | Subtitle | | |

Figure 8. Entering the manuscript title.

> Subtitle

No need to type.

> Abstract

Click "Abstract", type the abstract for manuscripts written in English;

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| | List of Contributors | | | | Add Contributor | |
| | Name | E-mail | Role | Primary Contact | In Browse Lists | |
| | Trang Hà Thị Thu | hatrang030595@gmail.com | Author | a | 2 | |
| | Additional Refinements Keywords Add additional Information for y | our submission. Press 'enter' after each term. | > | Save and | d continue Cancel | |

Figure 9. Filling in the box "Abstract" for manuscripts written in Vietnamese

> Keywords

Click "Keywords", type the keywords for manuscripts written in English;

List of Contributors

Author sending the manuscript is already on the list by default;

Enter a list of the co-Authors of the manuscript;

Click "Add Contributor".

Name:

When the Online system is displayed in Vietnamese, the order for Vietnamese names should be: Last, Middle and First names as shown in Figure 12; however that for foreigners' names should be in the opposite one: First and Last names.

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Figure 10. Entering Vietnamese names when displayed in English

When the Online system is displayed in English, the order for Vietnamese names should be opposite to that shown in Figure 13, that is: Last, Middle and First names (even though the first and third boxes displayed in English are shown for First and Last names); and that for foreigners' names should be as those shown in Figure 13: First and Last names.

Contact:

Enter e-mail address.

Country:

Choose a country.

User Details:

These fields may be left blank.

Contributor's role: (Figure 14)

Select "Authors";

Click "Save".

| List | Contributor's role * | tributor |
|------------------|---|------------|
| Name Ta | Aythor Translator | se Lists |
| Additic Keywa | Principal contact for editorial correspondence. Include this contributor in browse lists? | |
| Add add | | |
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Figure 11. "Contributor's role" for co-Authors in the manuscript

2.3. Confirmation

Click "Finish Submission"

Click "OK"

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