

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".

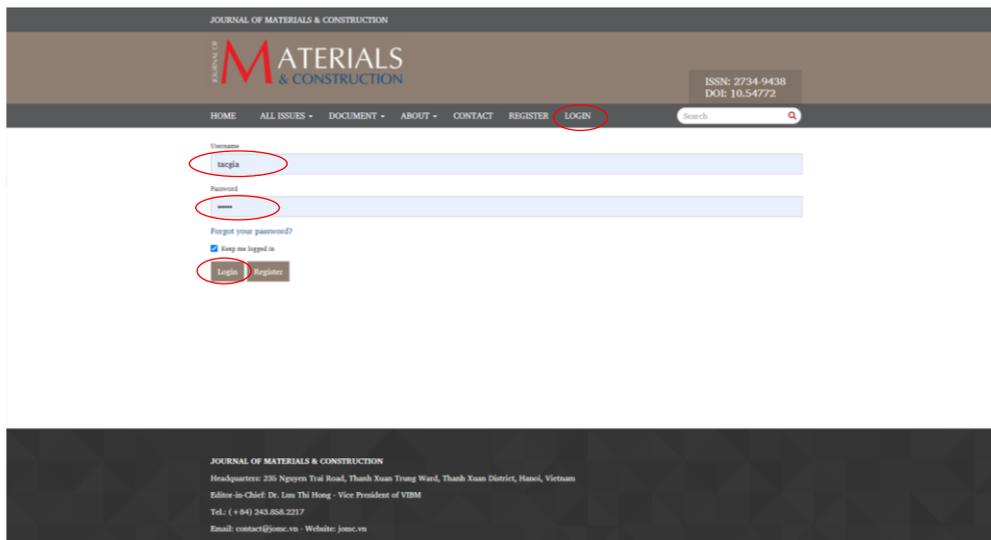


Figure 1. Logging in the Online system

➤ **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](#).

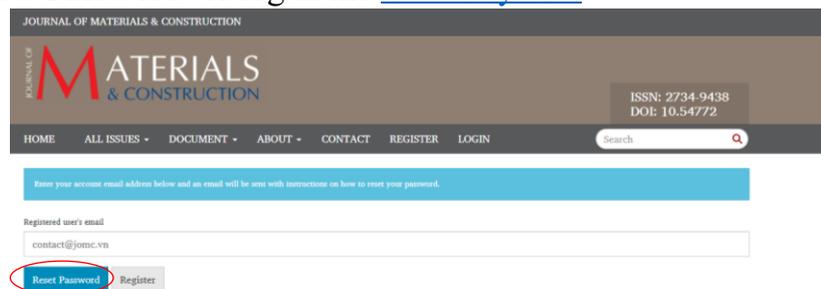


Figure 2. Retrieving "Password" to log in the Online system

➤ **Change Password:** (Figure 3)

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

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).

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).

Figure 5. Making agreement on the Journal Policy Statement

2.2. Upload Submission

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.

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).

The screenshot shows the 'Submit an Article' form with the following fields and elements:

- Progress bar: 1. Start, 2. Upload Submission, 3. Enter Metadata (active), 4. Confirmation, 5. Next Steps
- Prefix: Input field with examples 'A, The'
- Title: Input field with a red asterisk and a red message 'This field is required.' (highlighted with a red oval)
- Subtitle: Input field

Figure 8. Entering the manuscript title.

➤ Subtitle

No need to type.

➤ Abstract

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

The screenshot shows the 'Submit an Article' form with the following fields and elements:

- Progress bar: 1. Start, 2. Upload Submission, 3. Enter Metadata (active), 4. Confirmation, 5. Next Steps
- Prefix: Input field with examples 'A, The'
- Title: Input field with a red asterisk and a red message 'This field is required.'
- Subtitle: Input field
- Abstract: Rich text editor with a red asterisk and a red message 'This field is required.' (highlighted with a red oval)
- List of Contributors: Table with columns: Name, E-mail, Role, Primary Contact, In Browse Lists. One contributor is listed: Trang Hà Thị Thu, hatrang030595@gmail.com, Author.
- Additional Refinements: Section with a 'Keywords' field and a message 'Add additional information for your submission. Press 'enter' after each term.' (highlighted with a red oval)
- Buttons: 'Save and continue' and '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.

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”.



Figure 11. “Contributor’s role” for co-Authors in the manuscript

2.3. Confirmation

Click “Finish Submission”

Click “OK”

