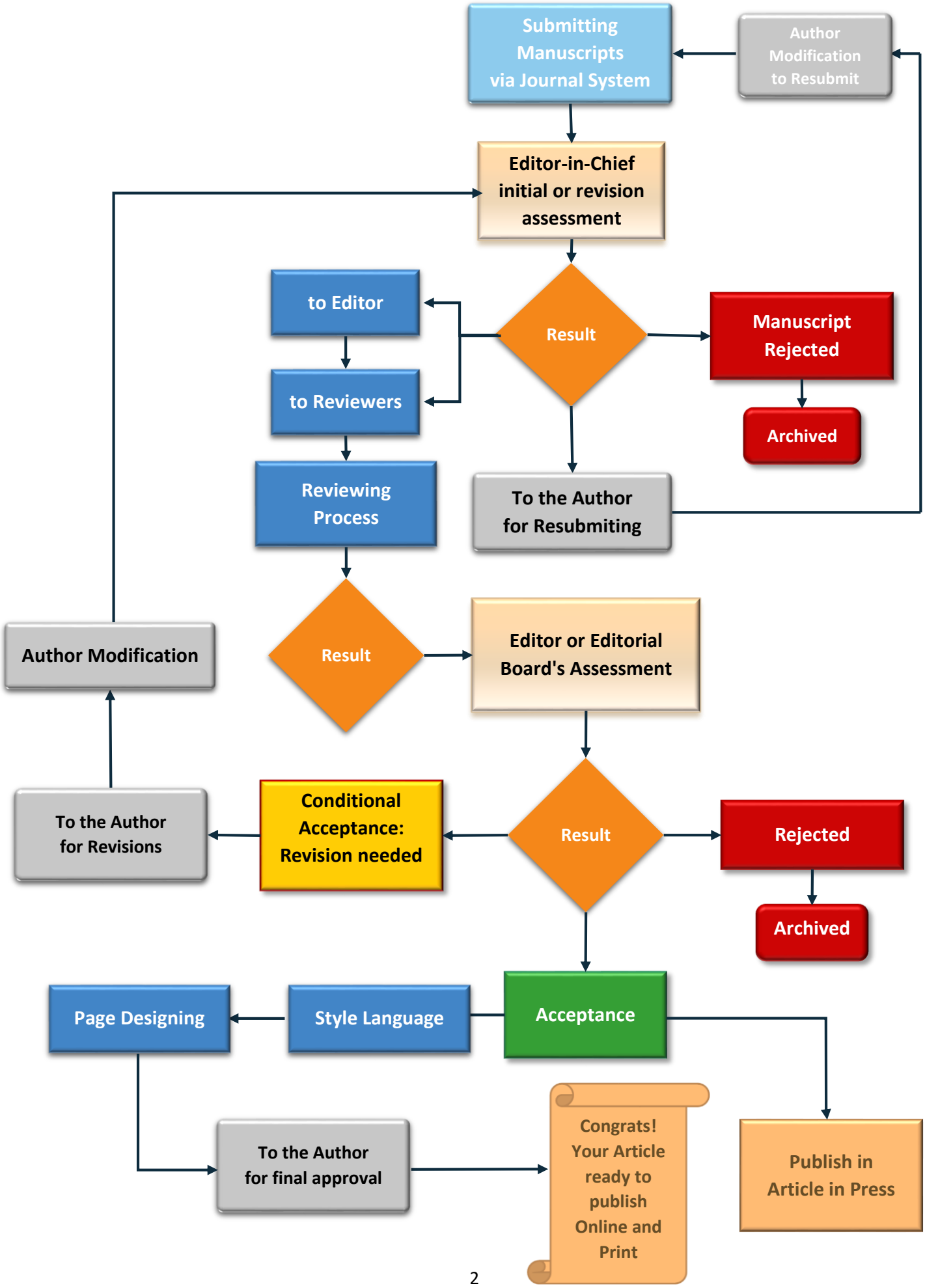
# Journal Management System

Winter 2016

js.iknito.com

©This user manual is a property of NotionWave Inc. of Canada
Disclaimers: Content of this manual may not fully match your custom built product.
All names and references to persons and entities are fictitious and solely for the purpose of this manual.


Submitting Manuscripts via Journal System
Author Modification to Resubmit
Editor-in-Chief initial or revision assessment
to Editor
to Reviewers
Result
Manuscript Rejected
Archived
Reviewing Process
To the Author for Resubmiting
Result
Author Modification
Editor or Editorial Board's Assessment
To the Author for Revisions
Conditional Acceptance: Revision needed
Result
Rejected
Archived
Page Designing
Style Language
Acceptance
To the Author for final approval
Congrats! Your Article ready to publish Online and Print
Publish in Article in Press

# Table of Contents


**Introduction** ..... **7**

**iKNiTO js Profile** ..... **8**

**iKNiTO js Compared with other Systems** ..... **10**

**Chapter One** ..... **11**

**Registering and Submitting Manuscripts** ..... **11**

**Introduction** ..... **11**

**Registration** ..... **12**

**Registration Form** ..... **13**

Registration Form ..... 14

A Completed Sample Form ..... 15

Important and Key Points ..... 16

**Submitting Manuscripts** ..... **17**

Changing Password ..... 18

Resetting your Password ..... 18

Submit Manuscript Window ..... 20

Submitting Manuscript Window ..... 21

Adding other Authors ..... 22

Add/Remove Authors Window ..... 23

Manuscript Abstract Window ..... 24

Subject Area Window ..... 25

Further Comments ..... 26

Suggested Reviewer Window ..... 27

Suggested Editor Window ..... 27

Uploading a Manuscript ..... 28

Uploading a Manuscript ..... 28

Final Checklist Window ..... 29

Final Submission Window ..... 30

Author's Home Page ..... 32

Manuscripts Needing Revision ..... 33

Important! ..... 33

**Chapter Two: Editor-in-Chief** ..... **34**

**Introduction** ..... **34**

**Editor-in-Chief Page** ..... **36**
Manuscript Search Form ..... 38
Manuscript Search Result Window ..... 39
Reviewers Reports ..... 40
Reviewers' Reports Window ..... 40
"Manuscripts Being Reviewed" Window ..... 41
Editor-in-Chief Page ..... 42
**Key Points for Editor-in-Chief** ..... **43**
**Sending a manuscript to be reviewed** ..... **44**
Manuscript's detailed information window ..... 45
Sending a manuscript to be reviewed window ..... 47
Sending a manuscript to be reviewed window ..... 47
Viewing the Information on Manuscript's Follow-up ..... 48
Manuscript's Follow-up status window ..... 49
**Chapter Three: Reviewers** ..... **51**
**Reviewer's Home Page** ..... **52**
Manuscript Information Window for Reviewers ..... 53
Manuscript Reviewing Window ..... 55
**Important points for Reviewers** ..... **55**
**Chapter Four: Editor** ..... **59**
Editor Home Page ..... 60
Editor Window for Sending Review Result ..... 61
Sending Manuscript’s Review Results to Editor-in-Chief ..... 63
**Chapter Five: Electronic Publishing** ..... **65**
**Publisher's Home Page** ..... **66**
The List of Accepted Articles for Publication ..... 67
Managing Volume and Issue Number ..... 67
Creating New Volume (Year) Window ..... 68
Creating a New Issue Window ..... 69
Accepted Articles to be Published ..... 69
Publishing Back Issues (Creating Journal's Archive) ..... 70
Publishing New Articles ..... 71
Electronic Publishing Windows ..... 71
Entering and Editing Authors' Information ..... 73
Managing Article's References Window ..... 74

An article with its bibliographical information added ..... 75
Important points for Publishers ..... 76
**Chapter Six: Language-Technical Editor and Page Designer ..... 77**
**Introduction ..... 77**
Language-Technical Editor's Home Page ..... 78
New Manuscripts ..... 78
Uploading Edited Articles Window ..... 79
Page Designer Home Page ..... 80
**Chapter Seven: System Admin ..... 83**
**Introduction ..... 83**
**System Admin Home Page ..... 84**
System Admin Tools ..... 85
Explanation ..... 85
**Journal's Settings ..... 87**
Journal's Settings More Settings Window ..... 88
Journal's Settings journal Title and System help ..... 90
Journal's Settings Important! ..... 91
**Journal's Settings: More Settings, Key Points** ..... 92
**Journal's Title, System help and key points:** ..... 94
**Default Letters' Settings ..... 97**
Journal's Letter and SMS Setting ..... 98
Her Here is a list of letterse is a list of the letters ..... 98
Editing Default Letters ..... 100
**Users' list ..... 101**
Users' list Window ..... 102
User's List Window ..... 103
**Delegating Tasks ..... 104**
Delegating Tasks Window ..... 105
**Assigning Subjects to Reviewers ..... 106**
Subject Area Window ..... 107
Window for Assigning Subject Ares to Reviewers ..... 108
**Members of Editorial Board ..... 109**
Adding Editorial Board Members' Information ..... 110
Editing Editorial Board's Members Information ..... 111
**Types of Articles ..... 112**

Article Types Window ..... 113
**News and Announcements ..... 114**
Adding News and Announcements Window ..... 115
News and Announcements Window: A Sample ..... 117
News and Announcements Images ..... 117
**The Window for Uploading Your Images and Files on the Site ..... 118**
**Advertisements ..... 123**
Advertisement Window: Adding Details ..... 124
**Adding Countries, Useful links, FAQ and Glossary ..... 125**
Adding Countries Window ..... 126
Adding Useful Links Window ..... 127
Adding FAQs Window ..... 128
Adding Glossary Window ..... 129
**Article Submission Checklist ..... 129**
Window for Adding Checklist Questions ..... 131
**Article Reviewing Window ..... 133**
Adding Reviewing questions Window ..... 134
Reviewing Form: A Sample ..... 135
**Journal's Subscription ..... 137**
Journal's Subscription Window ..... 138

# Introduction

University publications are an integral part of university structures. If we know university just as a center for research and education, we need to redefine this concept. Today, publication and in particular regular academic publishing is among core activities of universities. To work towards their educational and research goals, academic departments at universities have founded scientific development or scientific research journals and are publishing research papers or educational reports of their respective faculty members. Compared with publishing books, publishing journals needs a more elaborate organizational structure.

iKNiTO js, an Academic Journal Management System**,** is designed and established with a view to laying the necessary groundwork for completing all the processes and workflow involved in publishing academic journals more efficiently and on time.

iKNiTO js is designed and implemented by NotionWave of Canada with contributions from scientific associations, institutes and universities. It is now one of the best Academic Journal Management Systems. Presently, over 600 scientific journals affiliated to various universities and scientific associations use iKNiTO js to manage electronic publication of their journals. The R&D at iKNiTO js is cooperatively carried out with contributions from all the institutions which use it.

For more information on iKNiTO and other projects from NotionWave please visit:

www.iknito.com

## iKNiTO js Profile

iKNiTO js regulates and facilitates circulation of academic articles and their related information within a scientific and university publication system. Put simply, the system receives manuscripts from Authors, puts them in Editor-in-Chief's file; as soon as the Editor-in-Chief orders, the manuscript is sent to Reviewers. The system, then, records the Reviewers' evaluation and refers it to the Editor-in-Chief (or Editor). If Reviewing is delayed, the system automatically sends follow-up messages. Next, if the Reviewer requires, the system sends the manuscript back to the Author so that s/he makes the necessary changes and revisions. The new version then goes through the Reviewing process until it is accepted (or if it is rejected, it is removed). Following acceptance, the system sends the article to the Language-Technical Editor to improve the language of the article. Similarly, the Page Designer receives the final copy of the article, via iKNiTO js, and uploads the ready-to-publish copy on the system. Now the Editor-in-Chief can publish the electronic version and can send a hard copy to a printing house through the system.

This way iKNiTO js, as an active and persistent secretary, goes through all the steps for publishing academic articles. Anyone who registers with the system is initially recognized as an Author and can only submit new articles. There are other roles defined in the system for other responsibilities.

There are 9 roles in iKNiTO js: Each user can have one or several roles. If a user has several roles, s/he can switch among them referring to the Home page. For instance, if a user has the role of Reviewer and Author, referring to his/her specific page, the user can choose one of these roles and act as such.

**The 9 roles at iKNiTO js are as follows:**

1. Author
2. Executive Director
3. Reviewer
4. Editor-in-Chief
5. Editor
6. Language-Technical Editor
7. Page Designer
8. Publisher
9. System Admin

The tools and the level of accessibility for each of these roles are different. Authors can only submit manuscripts or manage manuscripts that they have already submitted. A Reviewer can only comment on an assigned manuscript and the system Admin can control the set up of the system and assigned roles.

The tools and the level of accessibility for each of these roles are different.

- **Authors** can only submit a manuscript. They can also follow up the manuscript status and learn about the final decisions about it.
- **Executive Director** receives the manuscripts and, after an initial assessment, if they meet the journal standards, they are then sent to Editor-in-Chief for being assigned to Reviewers.
- **Reviewer** can only comment on the assigned manuscript and access details of its Reviewer's Form.
- **Editor-in-chief** is in charge of the journal and personally oversees all the processes involved in assessment, reviewing, and electronic publication of a manuscript.
- **Editor** is actually Editor-in-Chief's assistant and he can send the manuscripts to be reviewed and view the results and inform the Author of the results if the Editor in-chief wishes so. Using iKNiTO js, the Editor-in-Chief can delegate some of his or her responsibilities to the Editor. Editor can be one of the members of the Editorial Board.
- **Language-Technical Editor,** edits Articles. When Articles are reviewed and accepted and then revised and finalized by their Authors, they will be sent to the Language-Technical Editors to be prepared for publication.
- **Page Designer** adjusts the edited articles' layout, following the journal's guidelines and uploads and saves them on the system in PDF format.
- **Publisher** is responsible for publishing all articles on the system. S/he also manages volume and issue numbers. S/he, further, uploads the finalized articles on the system.
- **System Admin** is actually Editor-in-chief. S/he is responsible for assigning duties, feeding data, and assigning roles to different individuals. Later on, these roles will be elaborated on at length.

This guide has different parts each corresponding to different roles of a user on the system. The users are kindly requested to read their assigned roles.

## iKNiTO js Compared with other Systems

iKNiTO js is the fruit of collaboration between Notion Wave and many academic institutes who have trusted and published with iKNiTO js. It is modeled after a number of well-known systems. What distinguishes iKNiTO js from other systems is the ongoing process of software development over years of cooperation between the development team and different publications. Over this time, the R&D team has put all its effort in enhancing the system. So, today, the system is efficient, standard, localized and accommodates several languages. Additionally, our R&D team will always be receiving feedbacks from users with the aim of meeting their demands and needs by adding new features to the system.

**iKNiTO js is a bilingual system. In this manual we have used English as its main language and Arabic as the second one just for the purpose of demonstrating its capabilities.**

# Chapter One

# Registering and Submitting Manuscripts

## Introduction

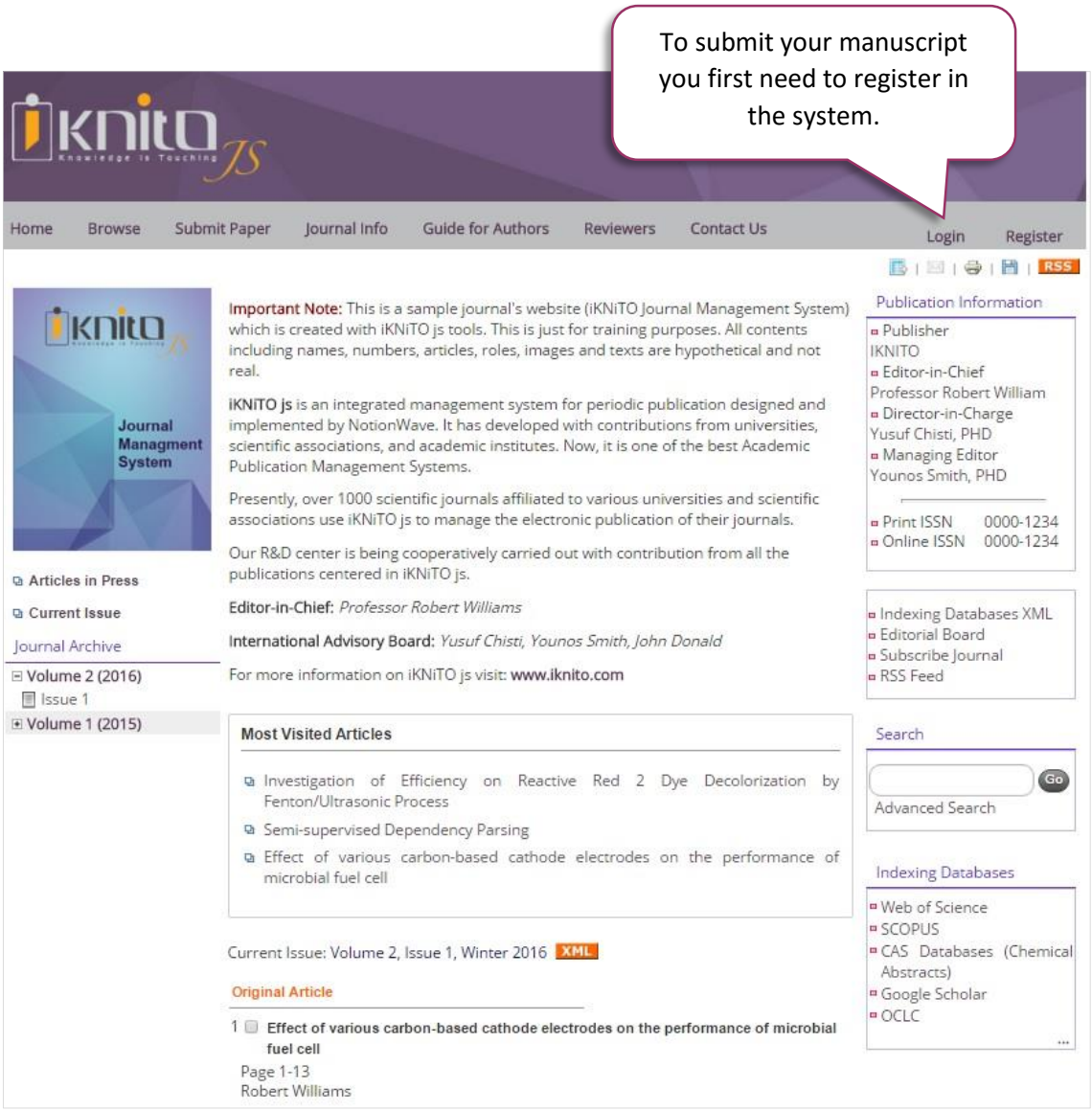
To submit manuscripts, all the users should first register with the system. Registering with iKNiTO js is free for everyone and it does not need the System Admin's confirmation. Once you have filled out the registration form, you will receive a password through your email. So, please make sure your email account is active. Use your password to log in the system; complete the manuscript information form and submit it. When submitting your manuscript, please read the notes and guidelines for Authors. Follow the guidelines and formatting of the journal to write your manuscript. Use the same email address to register as well as submit your manuscript. You should register with the system only once.

It should be noted that because the journal may publish some special issues, you can submit your manuscript to be published in these special issues. Sometimes, when you are submitting a manuscript, you may be asked to pay a fee for Reviewing or assessment to a certain account. Once it is paid, the receipt can be sent when you are submitting your manuscript. Use "Attach Files" when submitting your manuscript to send your receipt.

**Registration details and Manuscript Submission are as follows:**

1- Register by filling out the registration form.
2- Receive your password through your email.
3- Logg into the system, using your user name and password.
4- Fill out the manuscript information form (e.g. title, abstract, keywords, etc.).
5- Upload the full paper
6- Submit the manuscript (you can submit your manuscript, if you have followed the journal's guidelines. Otherwise the button will be grayed out.)

## Registration



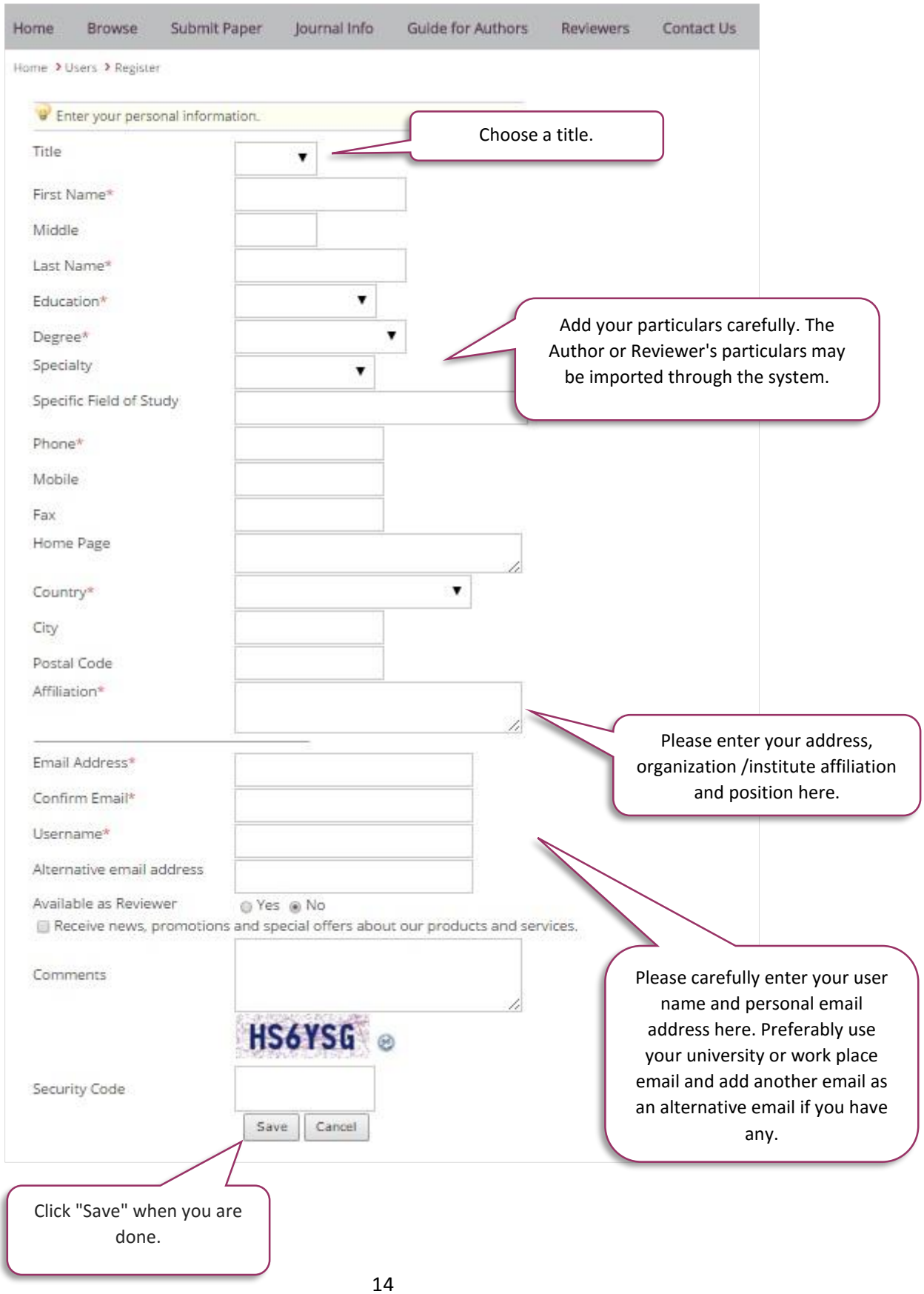

All the users including Authors, Copy Editors, Reviewers or even System Admin must login the system using their specific user names and passwords to serve their roles.

All the users of the journals manged by iKNiTO js can register. But the System Admin can assign a role to registered individuals: A journal reader does not need to register but an Author should register with the system to submit a manuscript. Also, Reviewers, Copy Editor, Layout Editor, Publisher, Section Editor, and Editor-in-Chief must all register with the system to serve their roles.

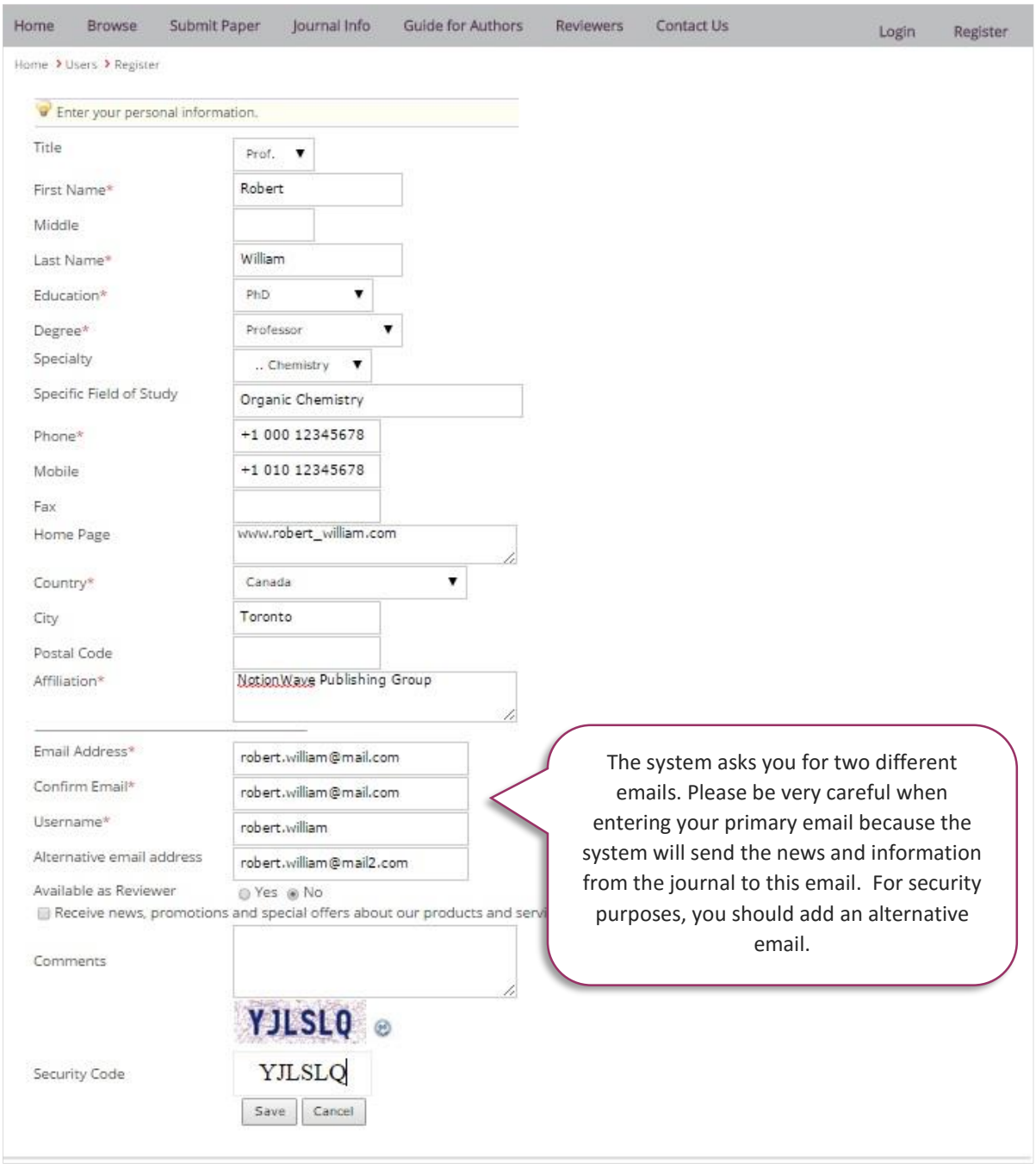
## Registration Form

- Please fill out the registration form carefully.
- First decide what your role is in the system. Choose a title. You will be addressed as such in all your correspondences.
- Fill in Name, Family Name, Education, Degree, and Specialty carefully. This information helps the Editor-in-Chief to make right decisions about reviewing and assessment process.
- For bilingual journals, add your particulars in both languages.
- Your Phone and Mobile numbers are mandatory. As sometimes, the Editor-in-Chief needs to contact an Author immediately or in specific period of time to make revisions to a manuscript; please add the numbers via which you are easily accessible.
- If you have a dedicated page use "Ctrl+C" and "Ctrl+V" to save the exact address where needed.
- If possible upload your photo.
- Please add your address (work place or place of residence), Postal Code, Affiliation and position (e.g. Student or Faculty member etc.).
- To complete the registration add your email and user name. Your email address is your user name. You have to use your email address to complete the registration process. However, you have the chance to use a different user name. You can use this user name if it has not been taken.
- Use a valid email address. In case you forget your password, you can enter your email address to receive a new password.
- If you wish to serve as a Reviewer or receive the list of newly published articles, check the appropriate box.
- Use the "Comments" field if necessary.
- To record the information enter the "Security Code" and click "Save".
- Registration Sample Page: The asterisked fields are mandatory.
- Register with the system once only.
- In case you forget your password, use "Resend Password".
- If you have registered with the system but forgotten your user name or email address, call the Executive Director.

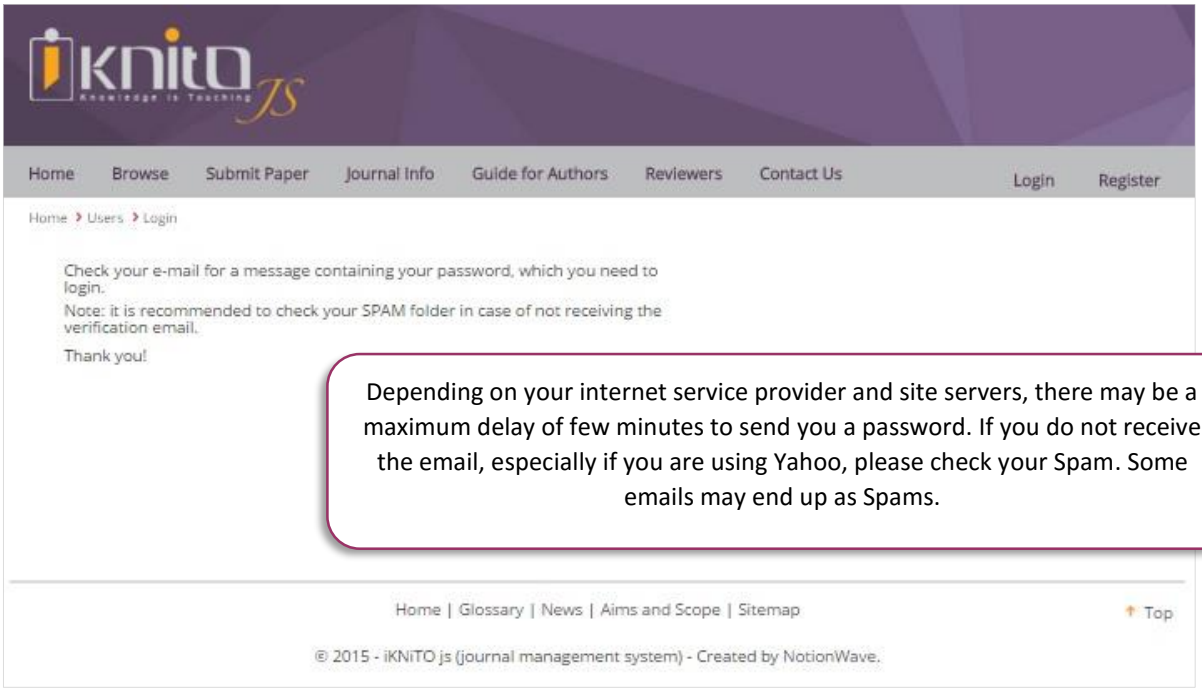
## Registration Form



## A Completed Sample Form




Once the registration form is completed, this window will pop up.

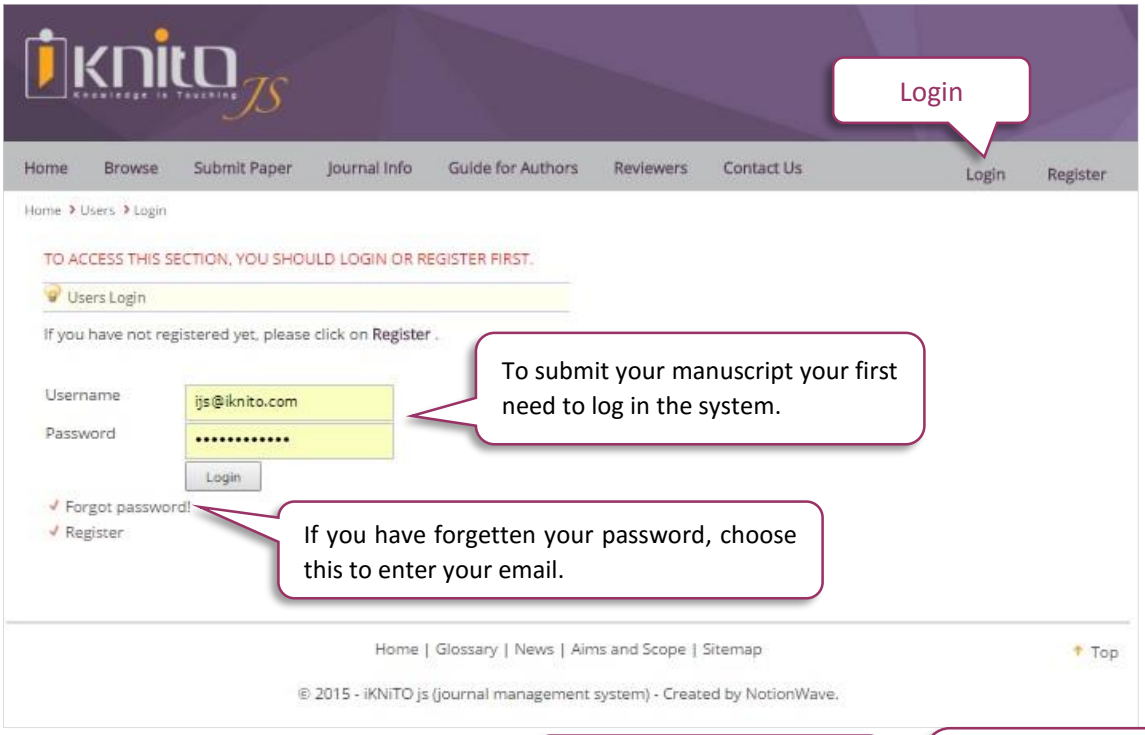


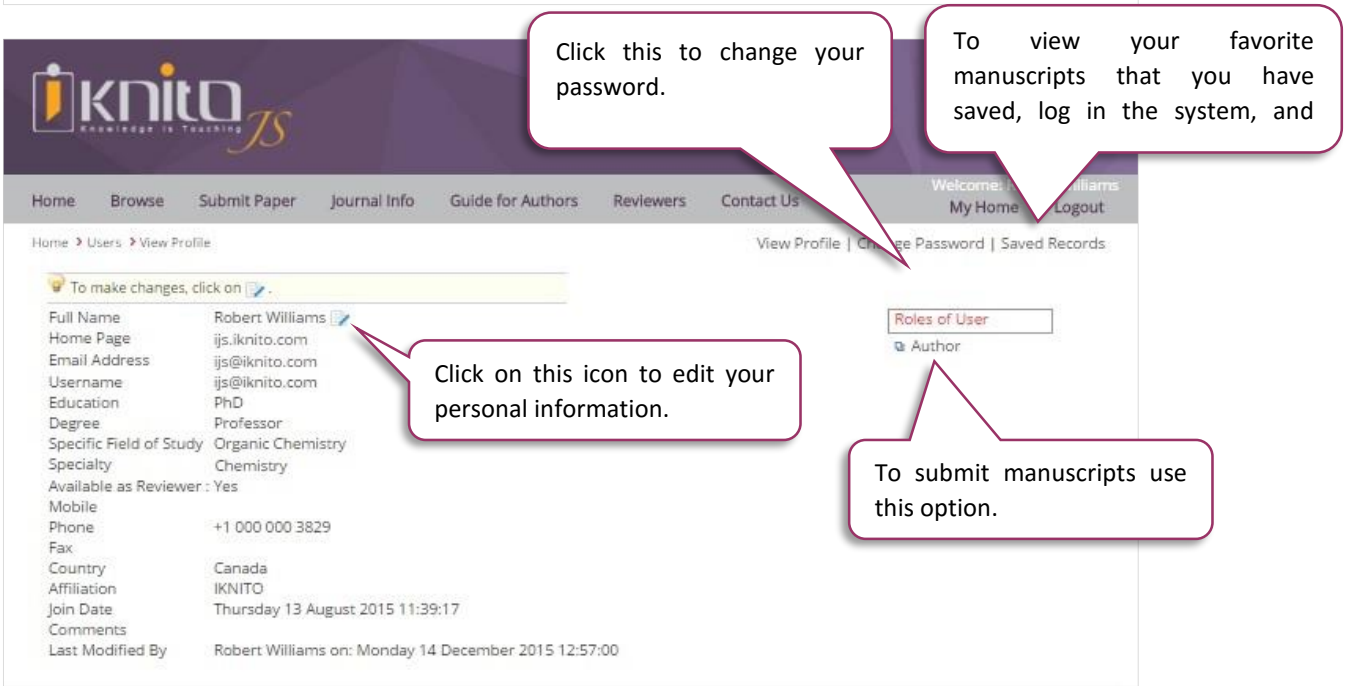

## Important and Key Points

- You will receive a password through your email.
- Remember your password and change it after the first login.
- Everyone can register with the system. When you are registered with the system, you can submit new manuscripts, or select and save your favorite article from the published articles on your personal page.
- If you submit your full paper, please complete the manuscript information page as follows.
- Sometimes your password ends up in Spam folder. If you do not receive a registration confirmation email from the system, please your Spam folder.

## Submitting Manuscripts

After logging in use "Submit Manuscript" and follow the instructions to send in your manuscript. Most often you may need to pay a Reviewing fee to submit your manuscript.



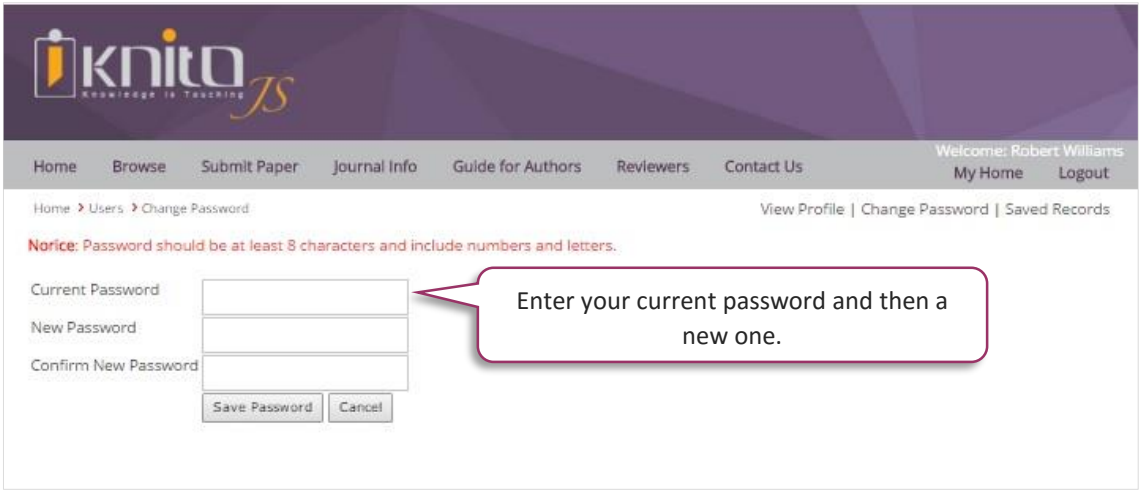




Author's Personal Page

## Changing Password

Please change your password periodically as you do with other sites. To change your password you only need to know your current password. Use your user name and password to login, then select "My Home" from main ribbon. Change your password periodically. Use a combination of numbers, letters and symbols to have a secure password. There should not be fewer than 10 characters.

Changing Password Window

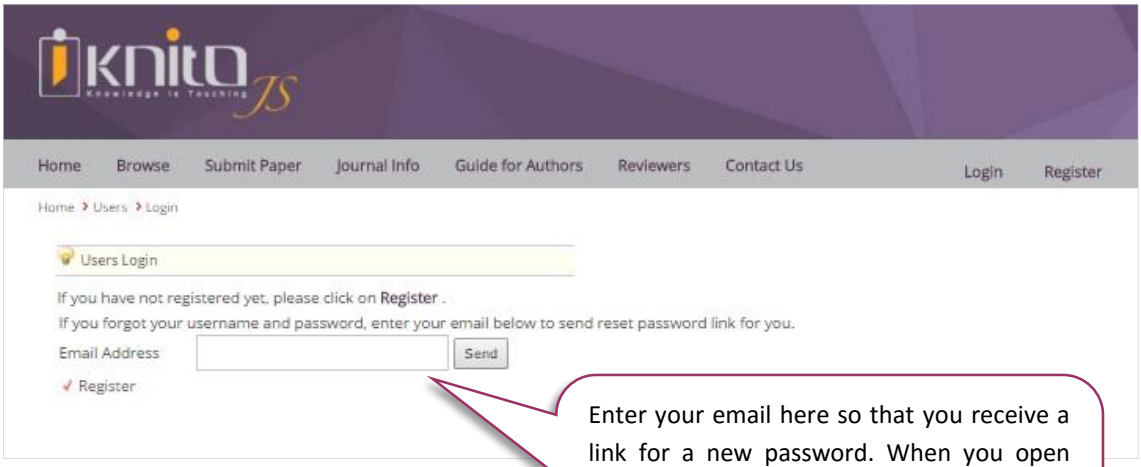



## Resetting your Password

Forgot your password? If you added your email correctly and you can remember it, you do not need to contact System Admin. If you enter an invalid password, the "I forgot my password" will be activated. To reset your password, follow the instruction below:

- Click on "I forgot my password".
- A window will pop up and asks you to enter your email address as in the following image.
- Enter your main email address carefully. The one you registered with the system.
- Check your email.
- You will receive a confirmation email.
- when you click on the link, you will be directed to system page and you will be asked to enter a new password two times.

- Be careful with your new password.



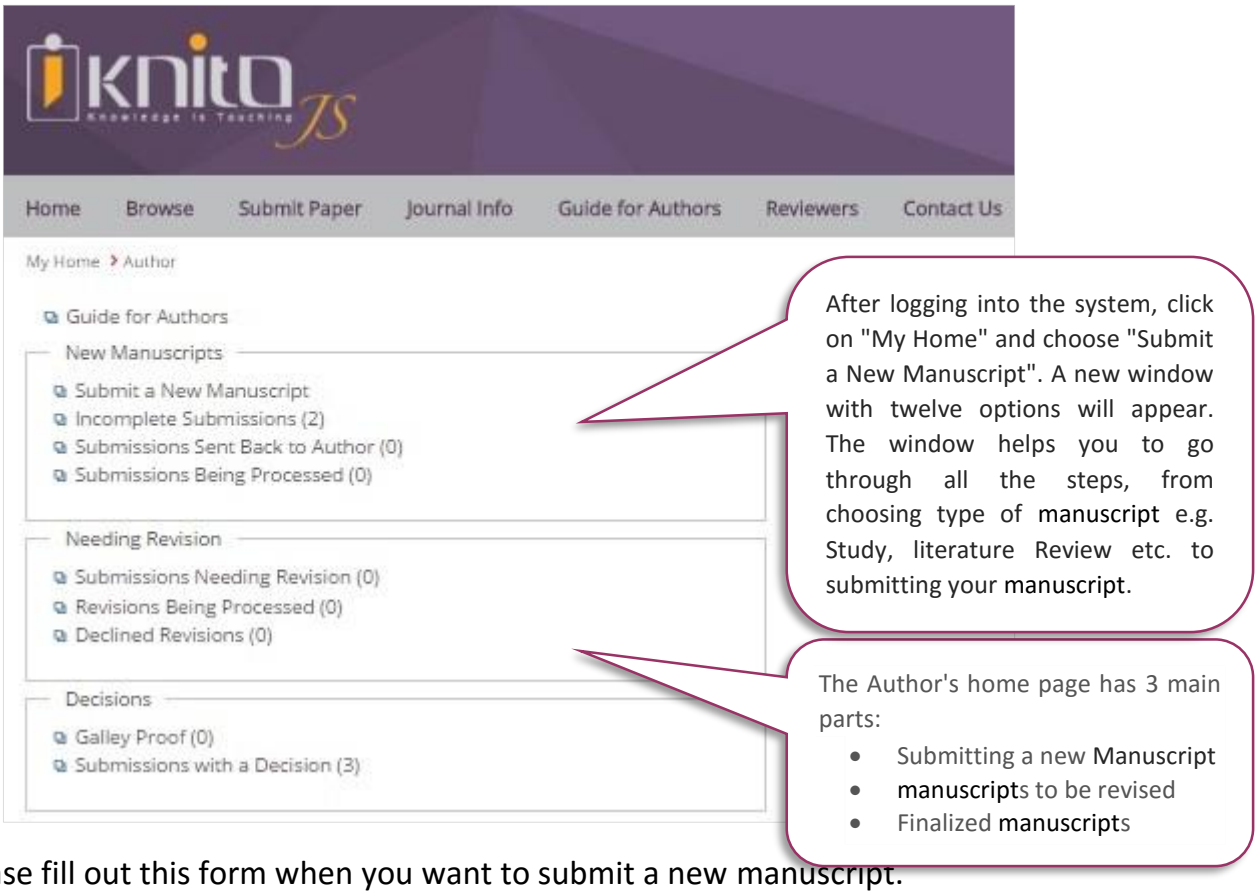

Enter your email here so that you receive a link for a new password. When you open your email and click on the link, a new password is created for you and it is sent to your email.

If the link sent to you is not a hyperlink, use the shortcut key "Ctrl+ C" and "Ctrl+V" to copy the link in the address bar.

If you have entered your email address (the one you registered with the system) correctly, you will see this message.

As you click on the "Author", you will see the following image.

## Submit Manuscript Window



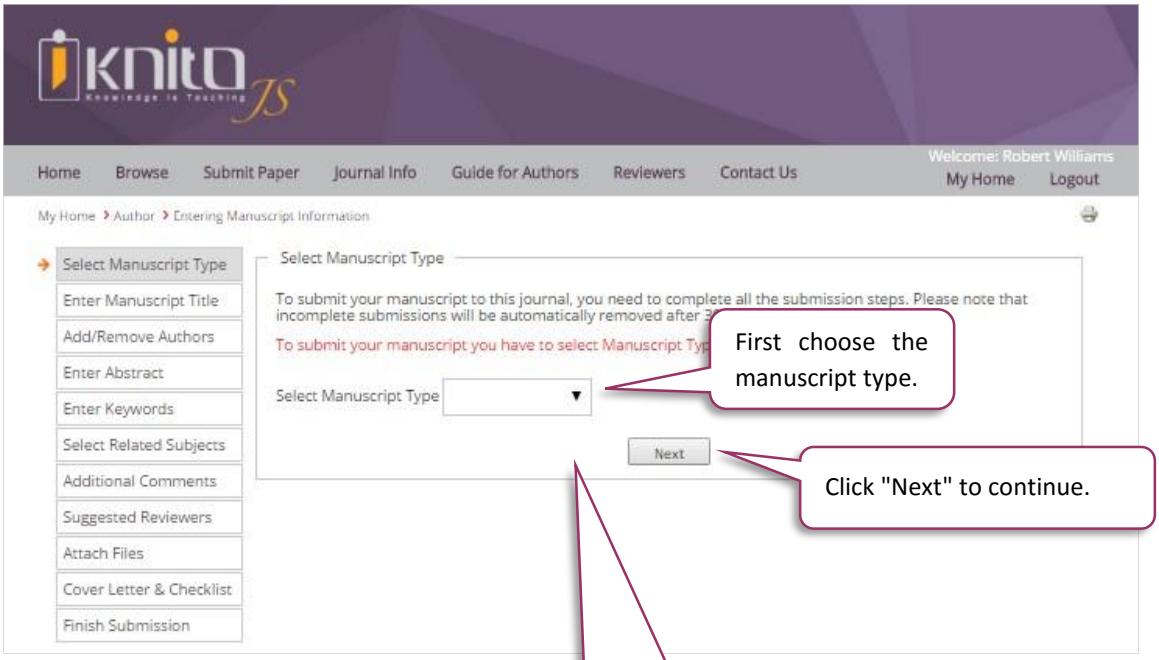

Please fill out this form when you want to submit a new manuscript.

- Write in the title, abstract and keywords.

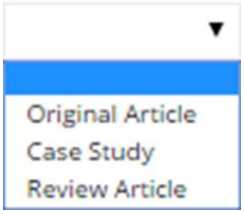
Please add the emails and titles of other Authors, if any. The system sends them emails to keep them posted.

- Choose the subject area of your manuscript and if it is not in the list, inform System Admin.
- Add comments and finally upload the full paper and other documents, if necessary.
- Please note that the Author may upload a wrong file. So please make sure you are sending the right file.
- If you have filled out all the fields, you can submit your manuscript. If you can not submit your manuscript, fill out all the asterisked fields.
- When the manuscript is submitted, the Author will receive a confirmation email.

## Submitting Manuscript Window



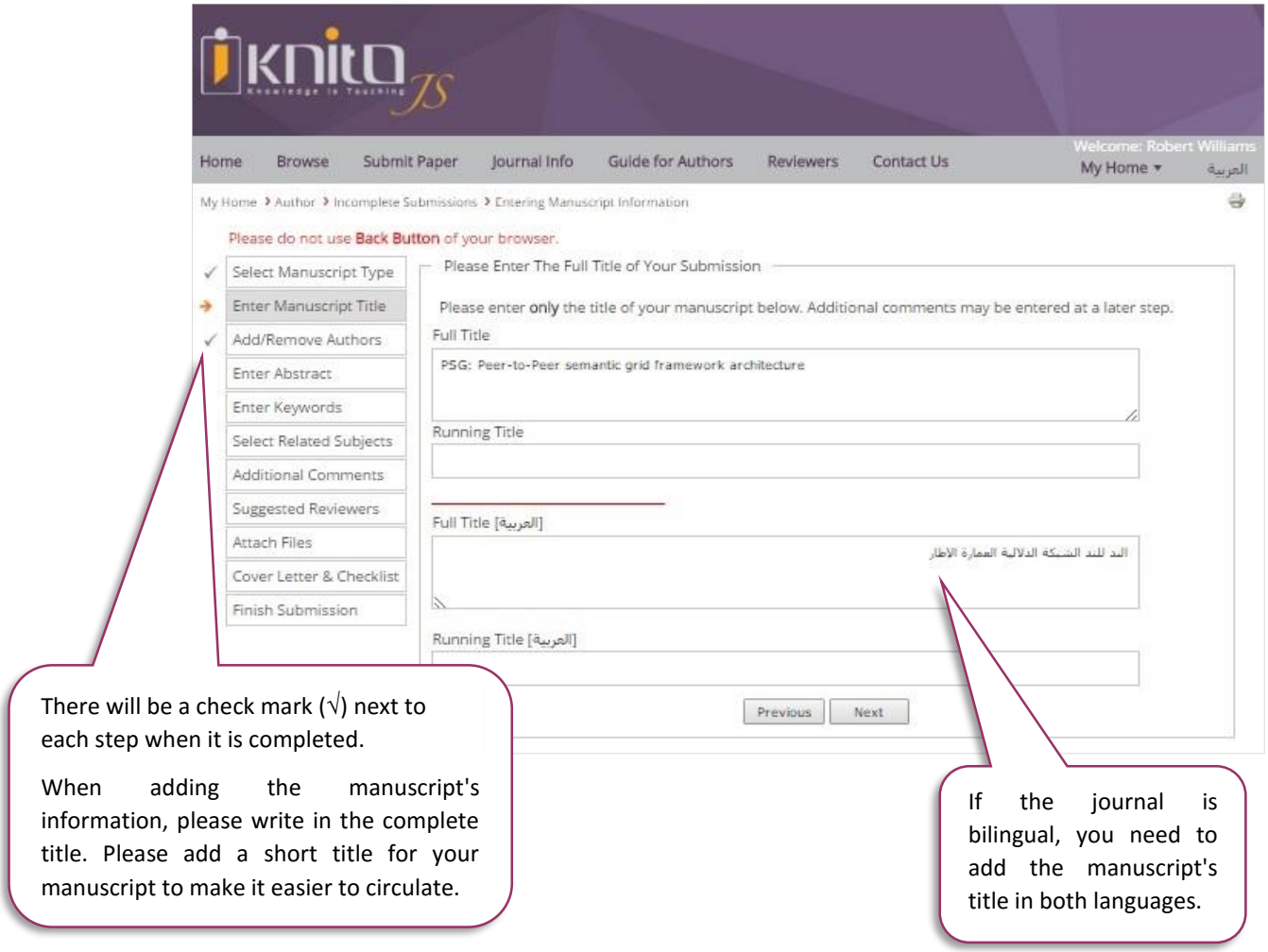

Do not use "Back" button when completing the manuscript submission process.
Complete the fields using the tools available to you and click "Next".




Choose manuscript type. This list has been prepared by System Admin.

It is possible to fill out the fields several at a time. But if the process is not completed for a certain manuscriptin 30 days, the manuscript will be deleted from the system.

Please fill out the form carefully. Note that going to next step, you need to fill out some fields that are mandatory. Some others are optional.

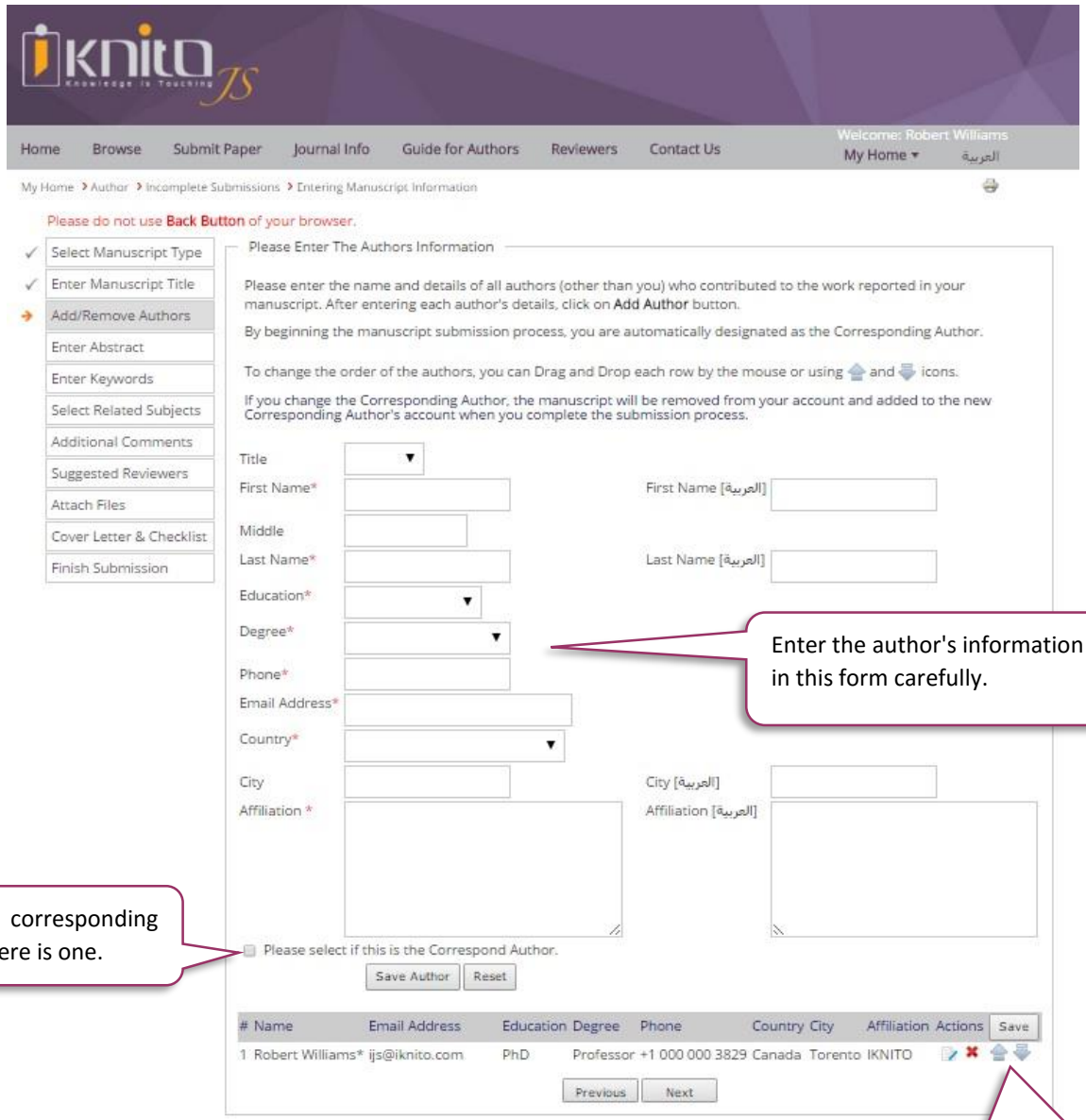



## Adding other Authors

When several Authors contribute to a single manuscript, add the other Authors using this form.

- Add information of other Authors using this form, if there are several Authors.
- Please specify the corresponding Author, if there is one.
- Please order the Authors' names, using the left hand lower corner option.

## Add/Remove Authors Window



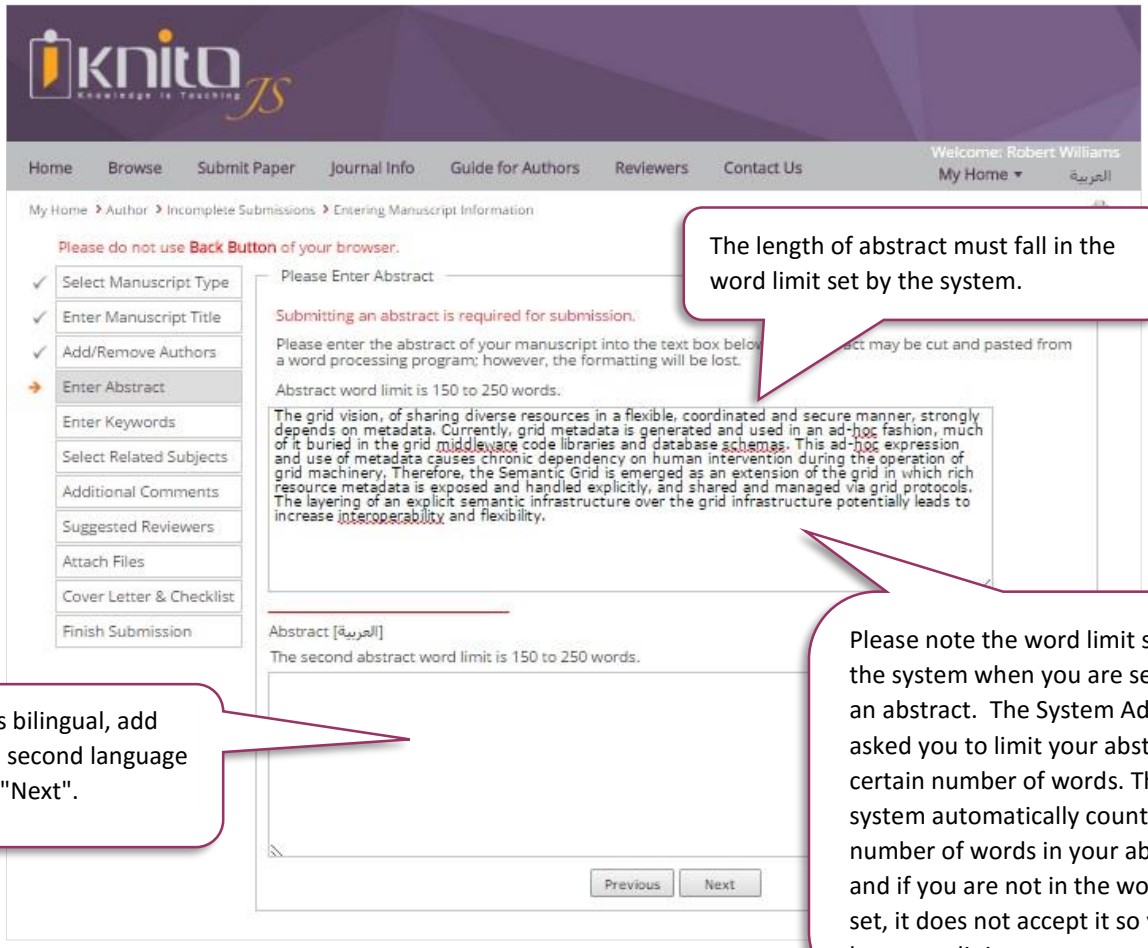

Enter the author's information in this form carefully.

Specify the corresponding author, if there is one.

Order the Authors' names using this option and save changes, if needed.

When entering the author's information, if there are several authors contributing to an article, the corresponding author should be specified. Otherwise, the sender of the manuscript will be known as corresponding author.

## Manuscript Abstract Window

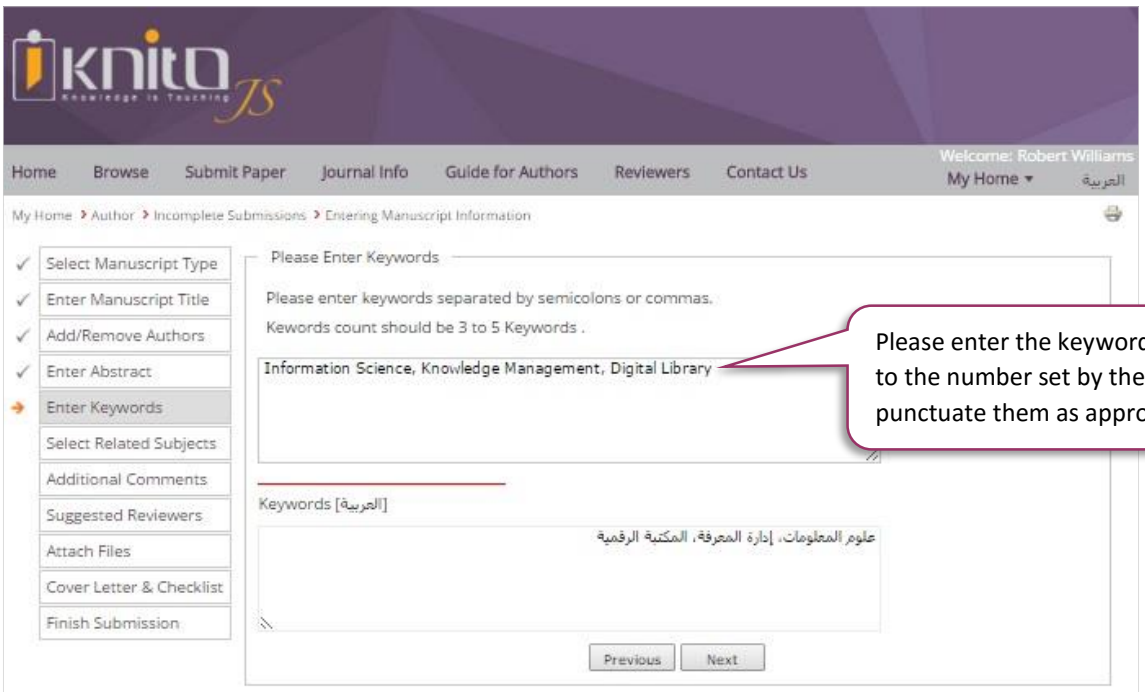



The length of abstract must fall in the word limit set by the system.

If the journal is bilingual, add the abstract in second language here and click "Next".

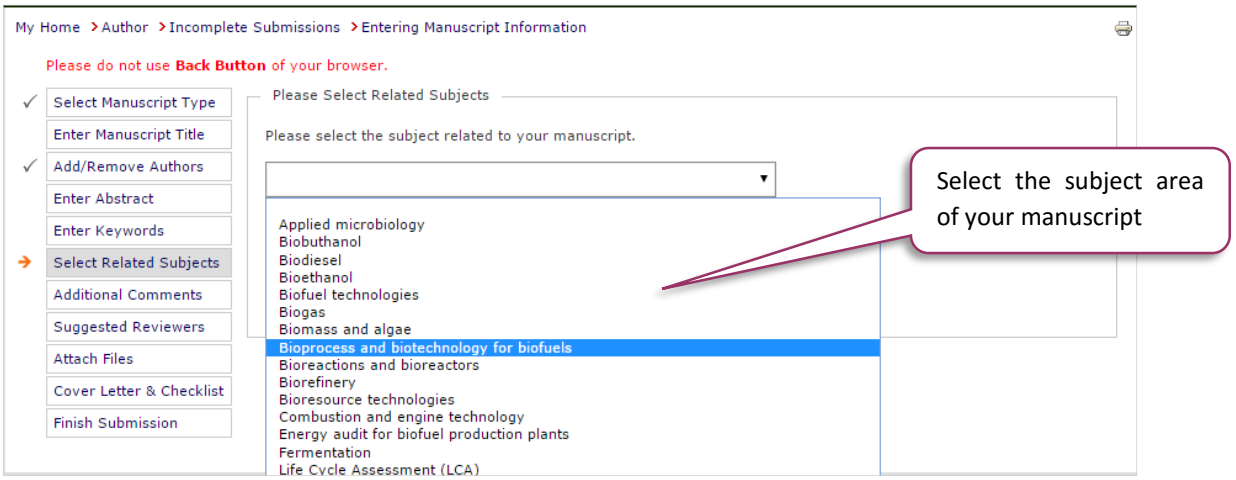
Please note the word limit set by the system when you are sending an abstract. The System Admin has asked you to limit your abstract to certain number of words. The system automatically counts the number of words in your abstract and if you are not in the word limit set, it does not accept it so you have to edit it.

## Keywords Window

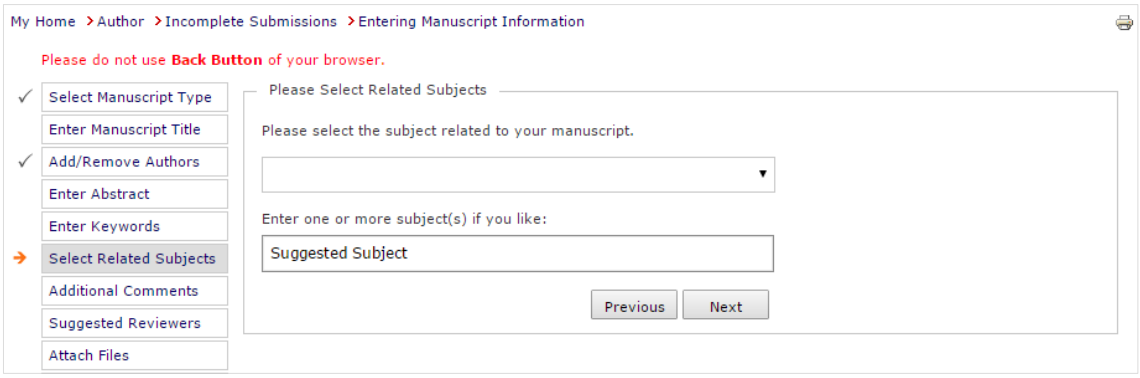



Please enter the keywords according to the number set by the system and punctuate them as appropriate.

## Subject Area Window

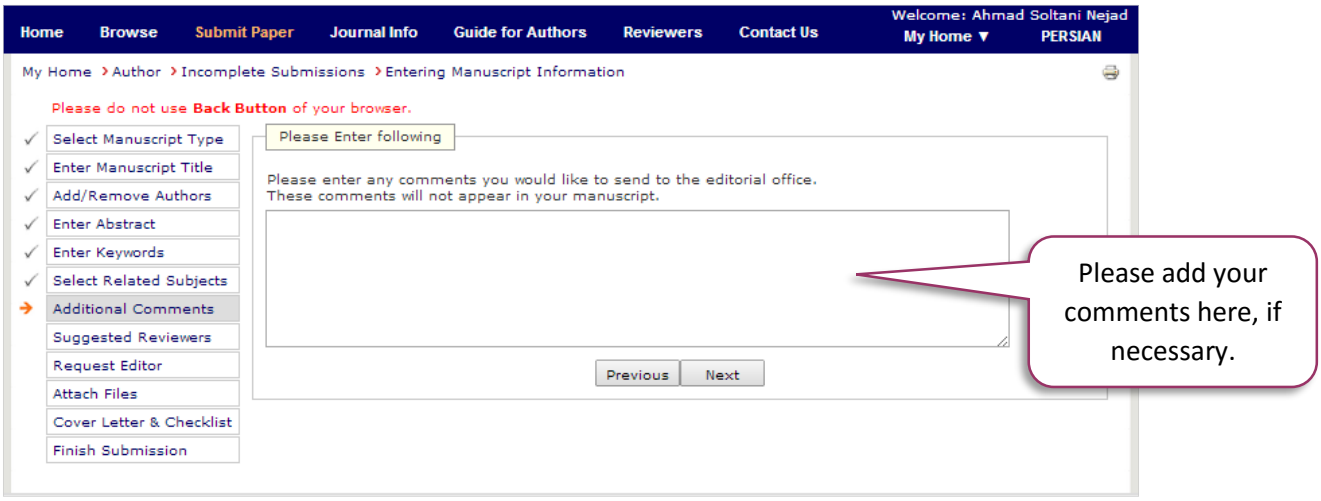



If your subject does not exist in journal subject list, you can suggest a subject.



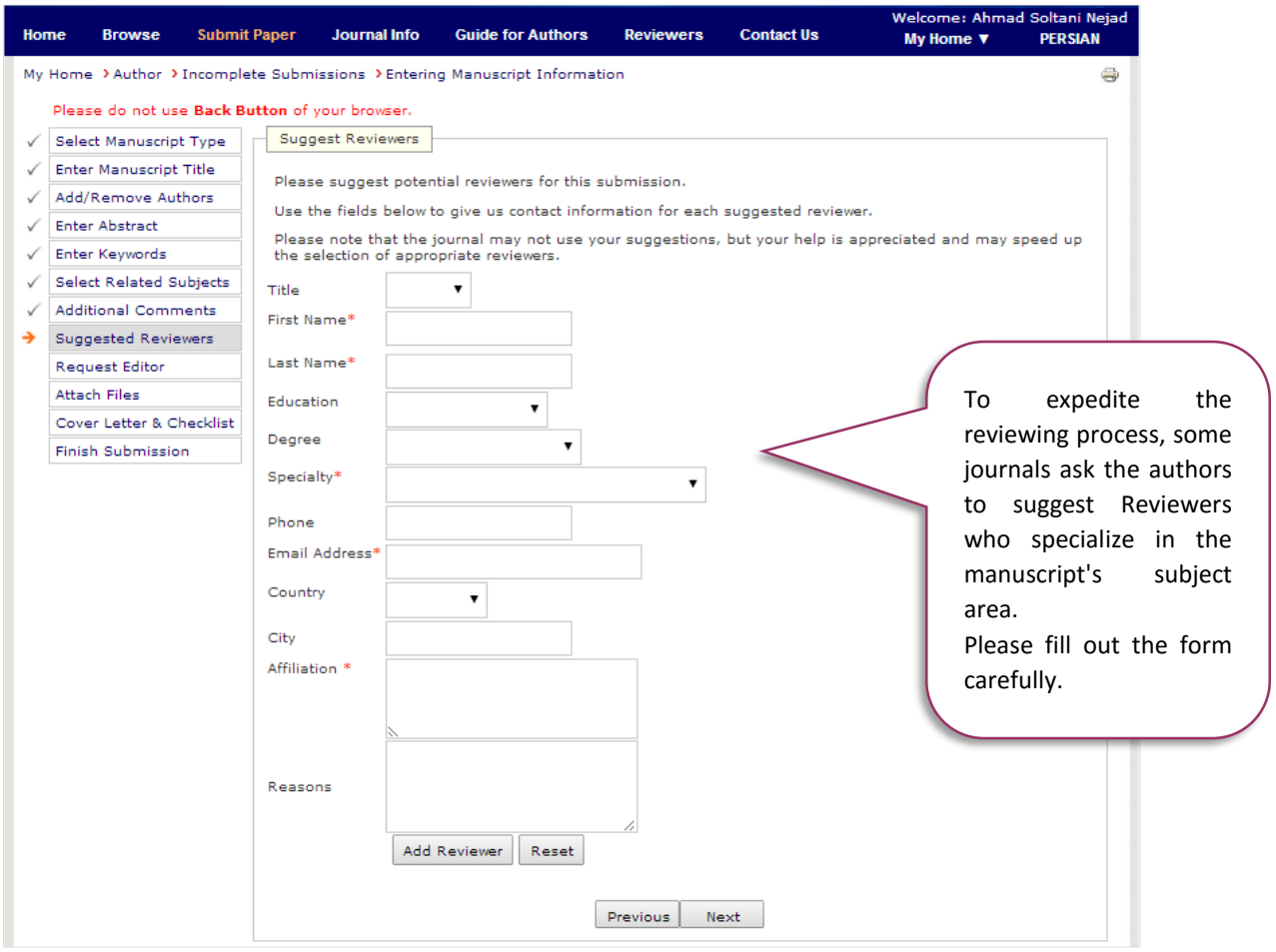
## Further Comments

- Please add further comments about yourself or the manuscript, if needed.
- Please use this option to complete the process of Manuscript Submission.



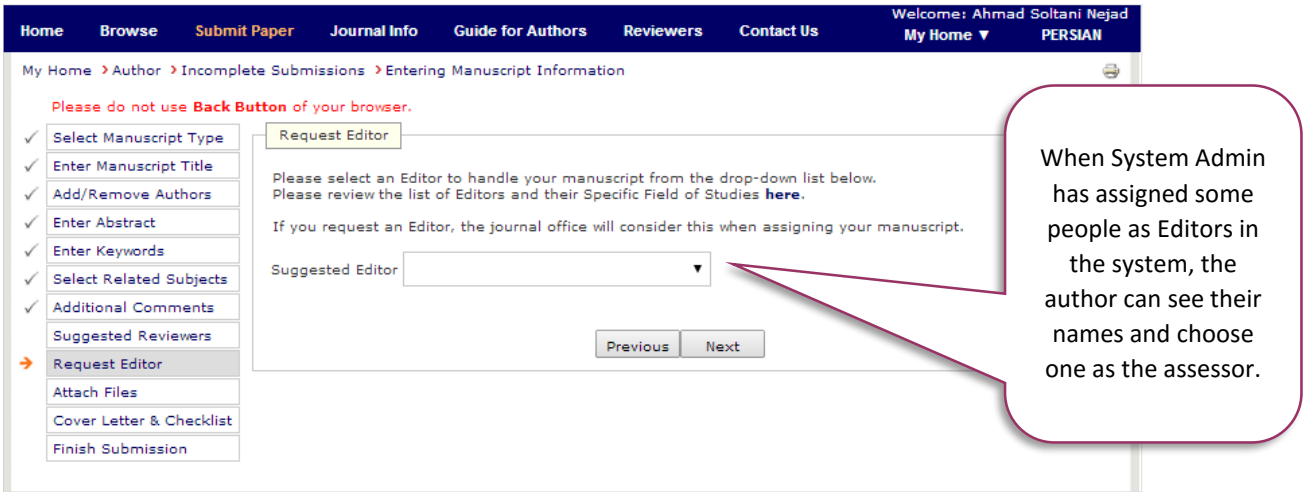

- Then, you may be asked to suggest a Reviewer, when submitting your manuscript. Upload the full paper. Please note that you can only upload one file as the full paper. In other words, the Author cannot upload two files as the full paper.

## Suggested Reviewer Window




## Suggested Editor Window

Where a journal has Editors, it is possible for Authors to suggest and choose an Editor who specializes in the manuscript's subject area. For suggesting an Editor you will find a window as shown in the image.

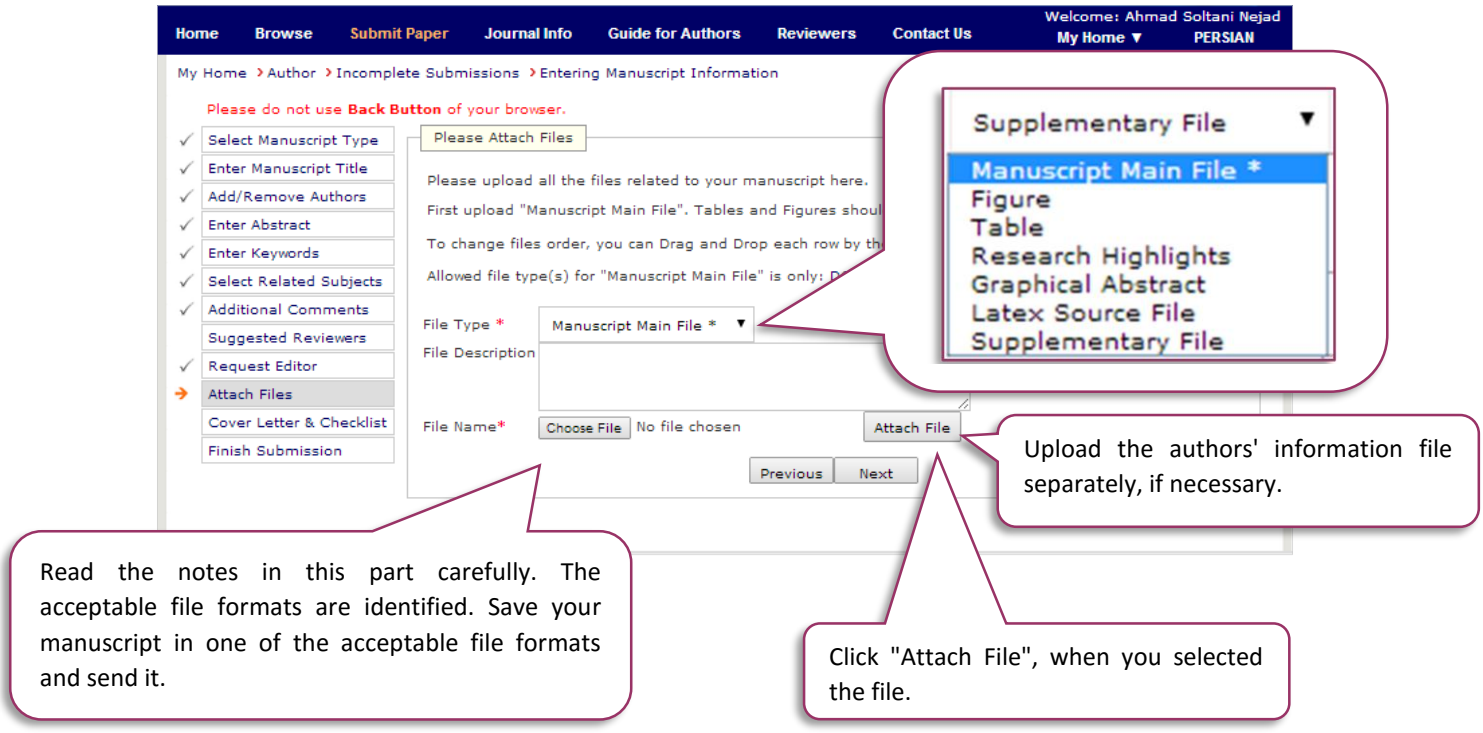


## Uploading a Manuscript

Click "Send", when you select the full paper. Please add comments about the content of the files, if needed. Click "Next" and you will see your abstract and the manuscript's information. Click "Send" and the submission process is finalized.
You will receive a confirmation email when your manuscript is delivered.

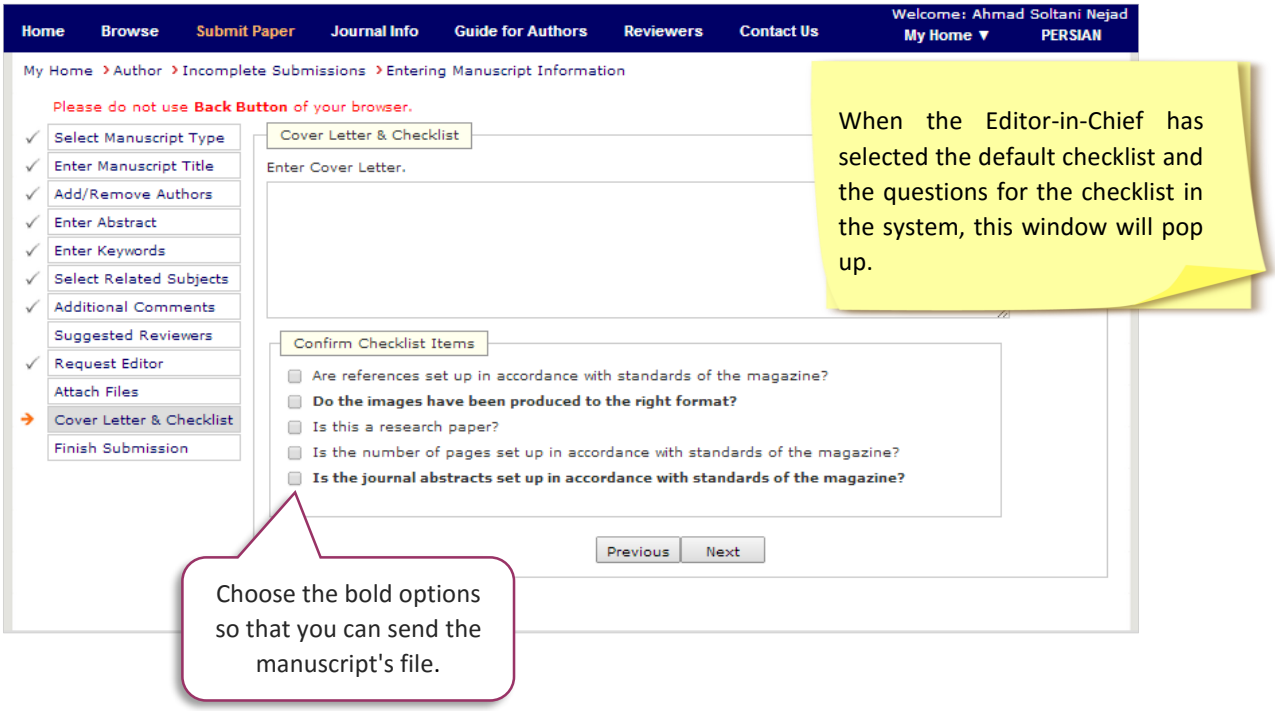
Attaching files is as easy as emailing a file.
If your manuscript has images or graphs, you will be asked to save and send them as a separate file.
Finally, you can send your files labeling them as (information, full paper, or images).
Please note that you only need to send your full-paper manuscript. The files to be sent in this part should be in Microsoft Office, LaTex, Open Office, PDF, etc. format.
Editor-in-Chief or System Admin will specify the file types.

## Uploading a Manuscript

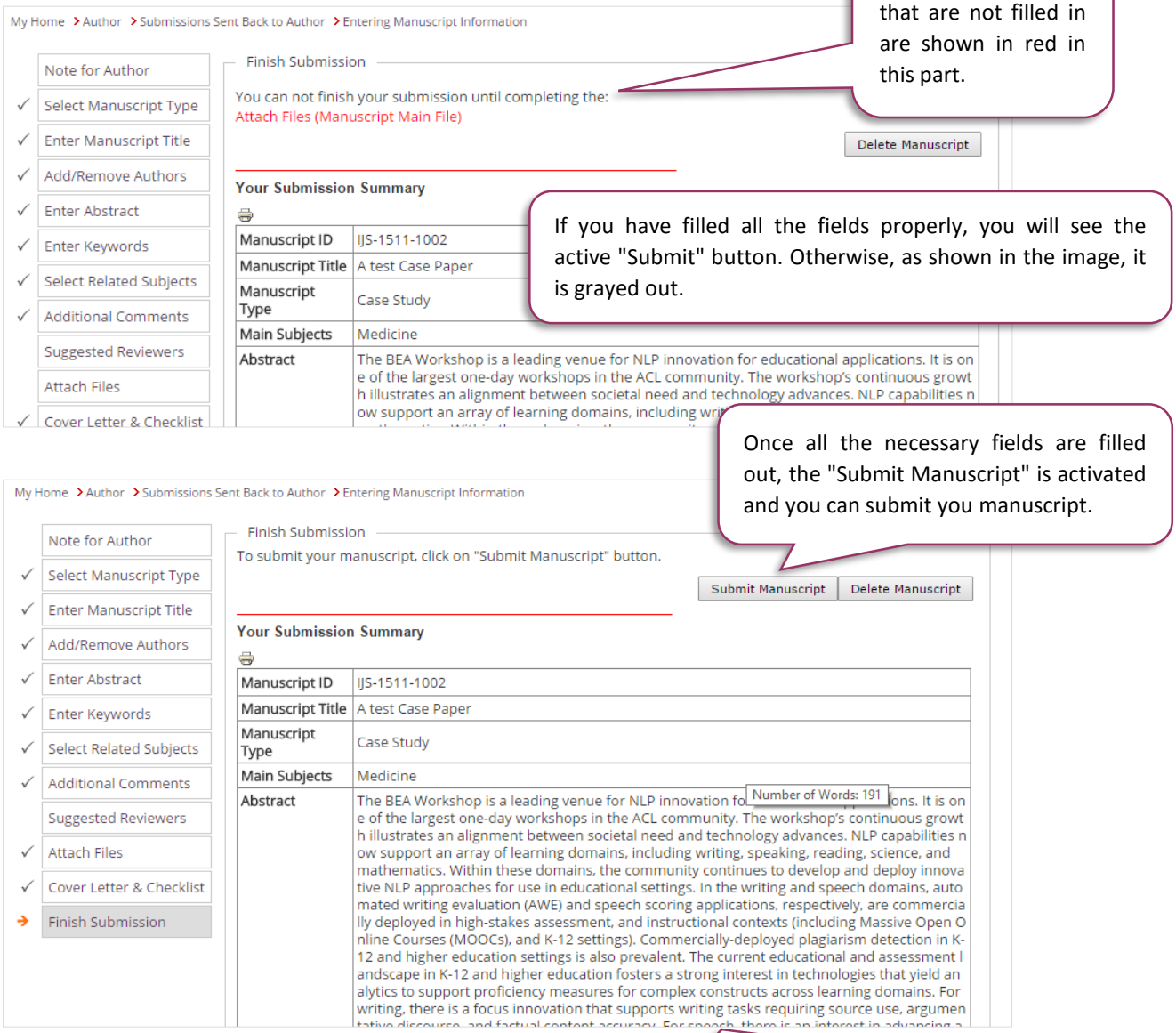


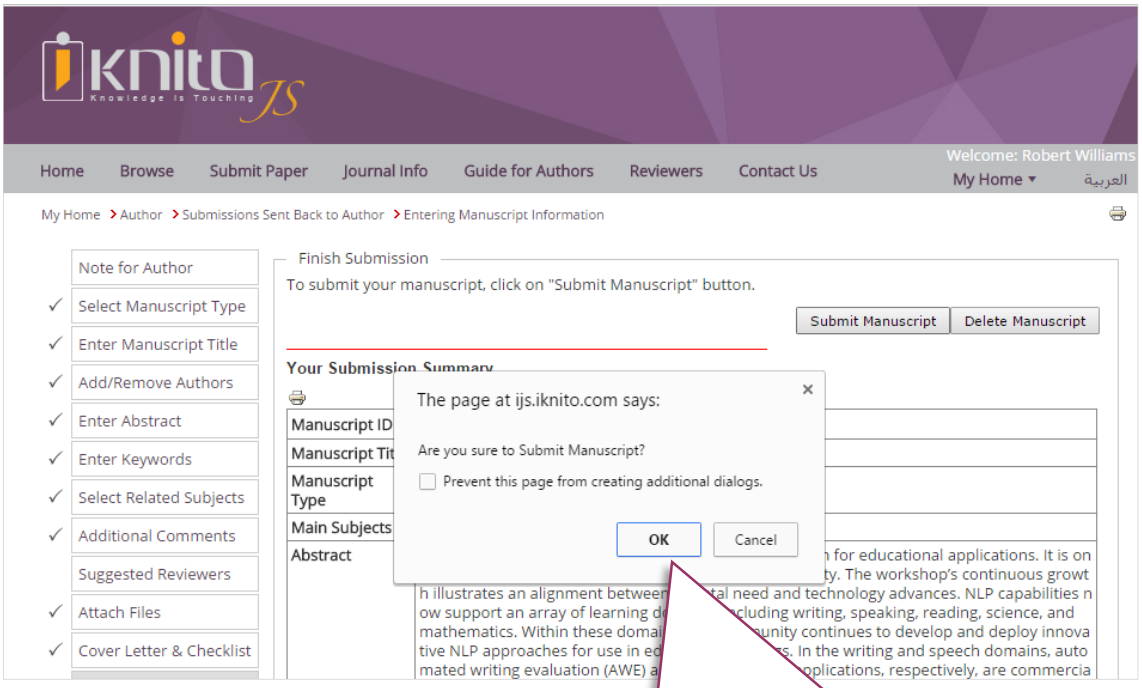
- When you click "send", please re-confirm that you wish to send the file to the journal.

## Final Checklist Window

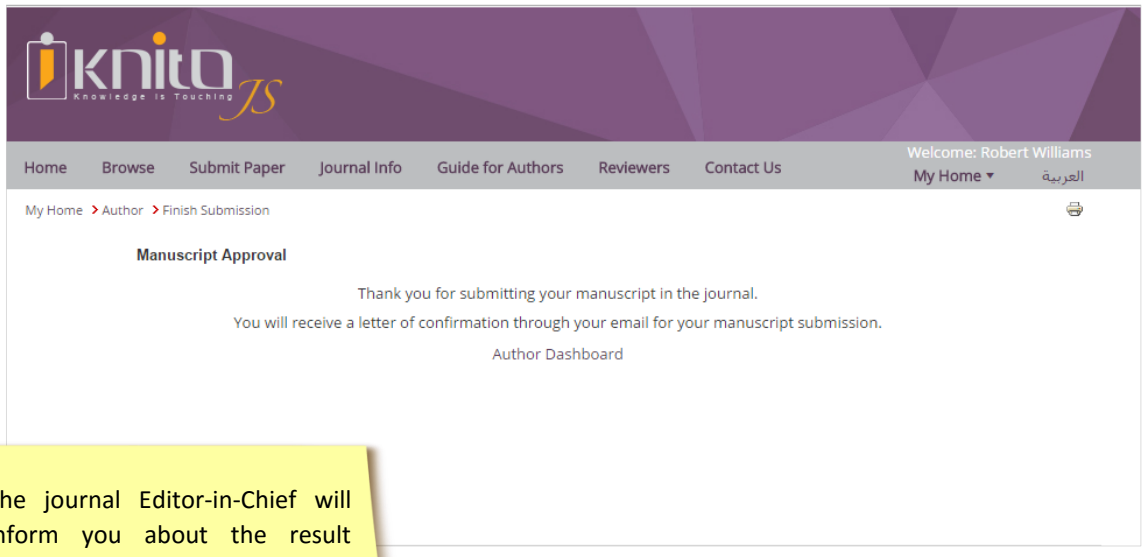


## Final Submission Window



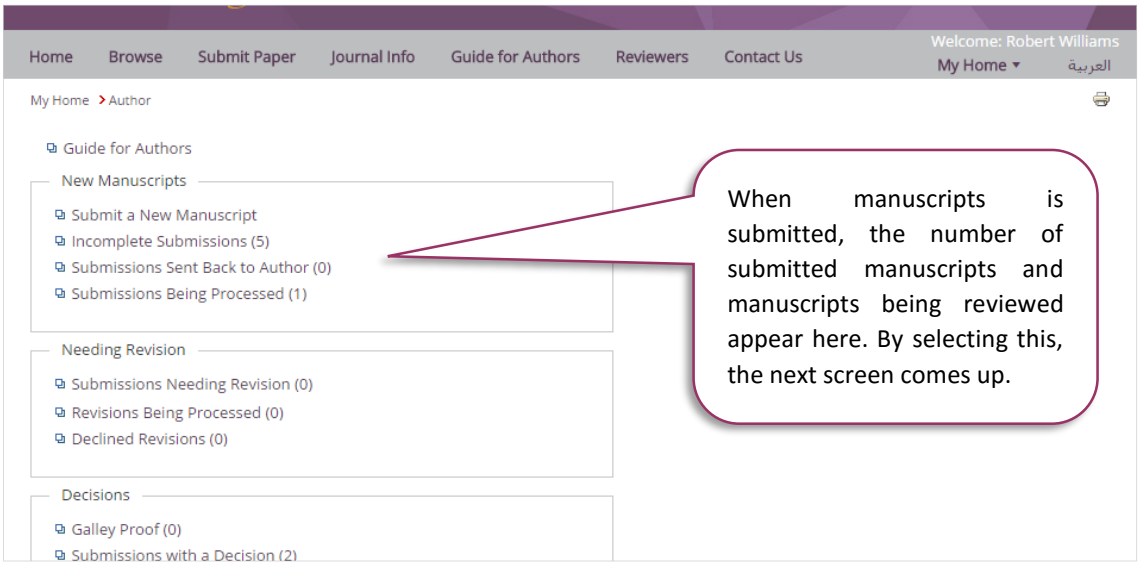


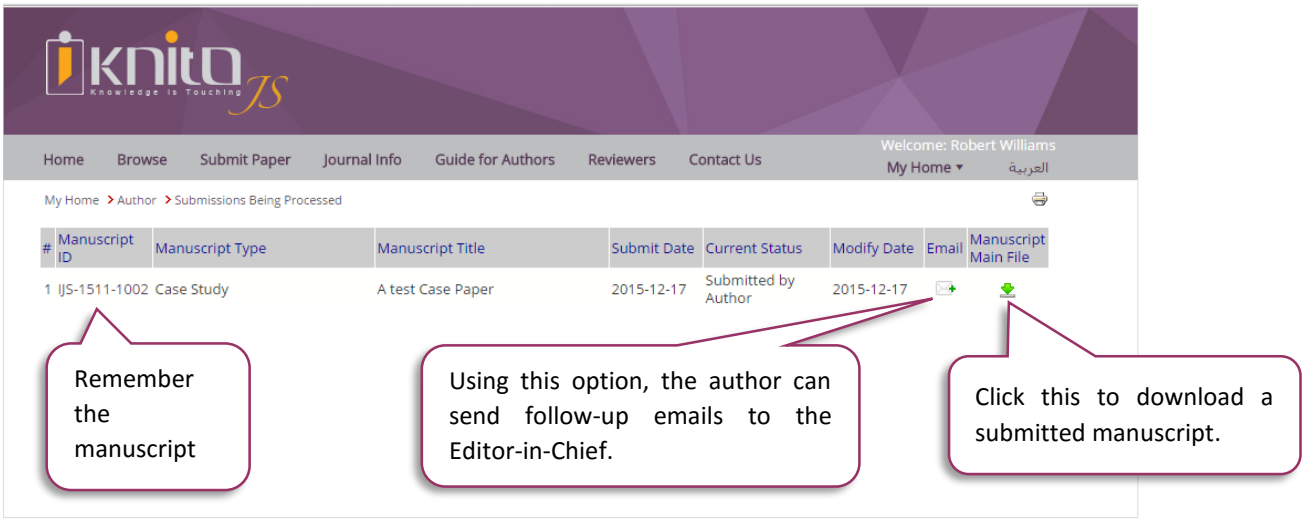

When you choose"OK" the next screen comes up and shows that the manuscript is saved in the system.




The journal Editor-in-Chief will inform you about the result through the same system once the manuscript has been reviewed and assessed.

## Author's Home Page




If the manuscript is submitted successfully, its title and information will be shown in "Submitted Manuscripts/Submissions being processed".

## Manuscripts Needing Revision

If your manuscript is initially reviewed and provisionally accepted, you will be asked to revise the manuscript in a certain period and return the new version. To do this, log in the system, choose "My Home" and select "Manuscripts Needing Revision". Make the revision, delete the old file from the system and upload the new file.

## Important!

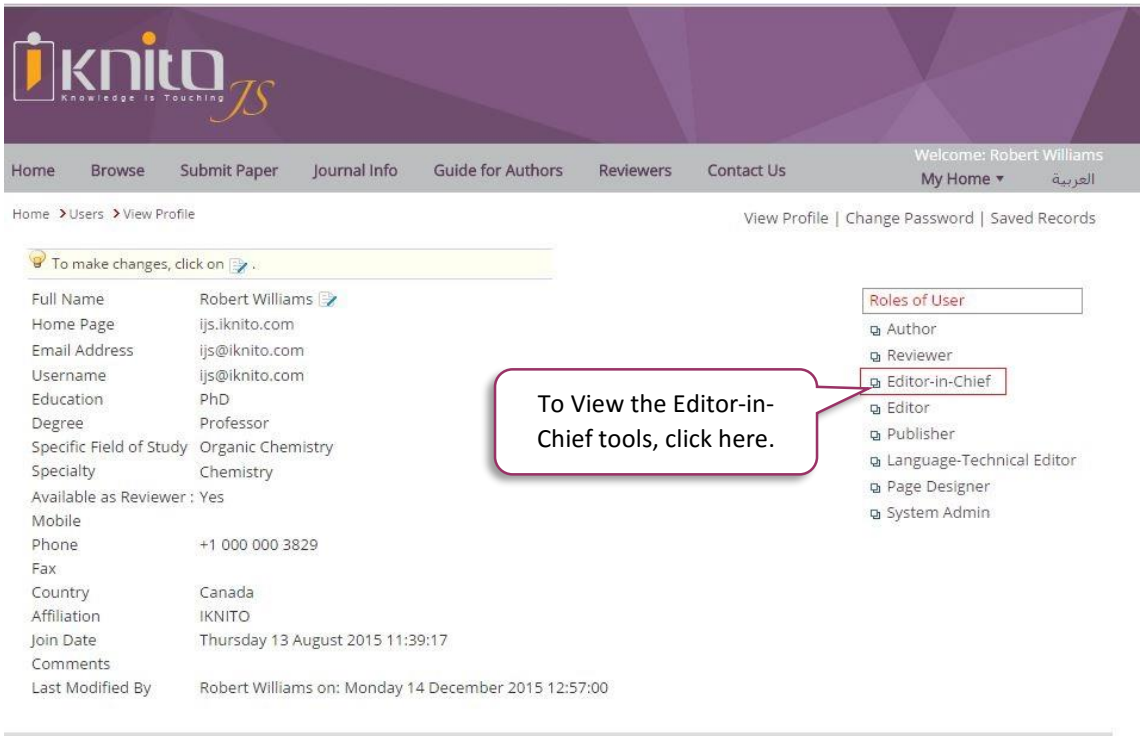
- You cannot submit two file as full-paper manuscript.
- The Author can submit only one manuscript with a single title.
- That is why to make the revisions you need to delete the old file from the system and upload the new file.
- You can send the other related evidence including tables and graphs as a separate file.
- To do this, choose your file type from the menu and upload it.
- For keywords, please choose the words appropriate to subject area of the manuscript.

The number of keywords for each manuscript is set by the System Admin and according to the journal's policy. The keywords should not be the same words from the manuscript's title.

# Chapter Two: Editor-in-Chief

## Introduction

The editor-in-chief acts as the senior supervisor for evaluation processes of abstracts and full papers, which are sent in via the journal system. That is why, s/he has extensive facilities. iKNiTO js, provides all the necessary tools to fulfill her/his duties.




There are two major evaluation processes in iKNiTO jS System:

1. To expedite the evaluation and assessment process, the editor-in-chief can delegate his power to an Editor. This way, the Editor sends the manuscripts to Reviewers, receives the evaluation results, if there is a need for a revision sends the manuscript back to the Author and oversees the evaluation processes until the manuscript is revised and finalized.
2. Editor-in-Chief can ask the Editor to propose Reviewers for the manuscript. In that case, the Editor-in-Chief, personally, will send the manuscripts to be reviewed.

3. For some editing, the Editor-in-Chief can consult the editorial board and make decisions accordingly.

Such settings are adjusted once, according to the System Admin role.

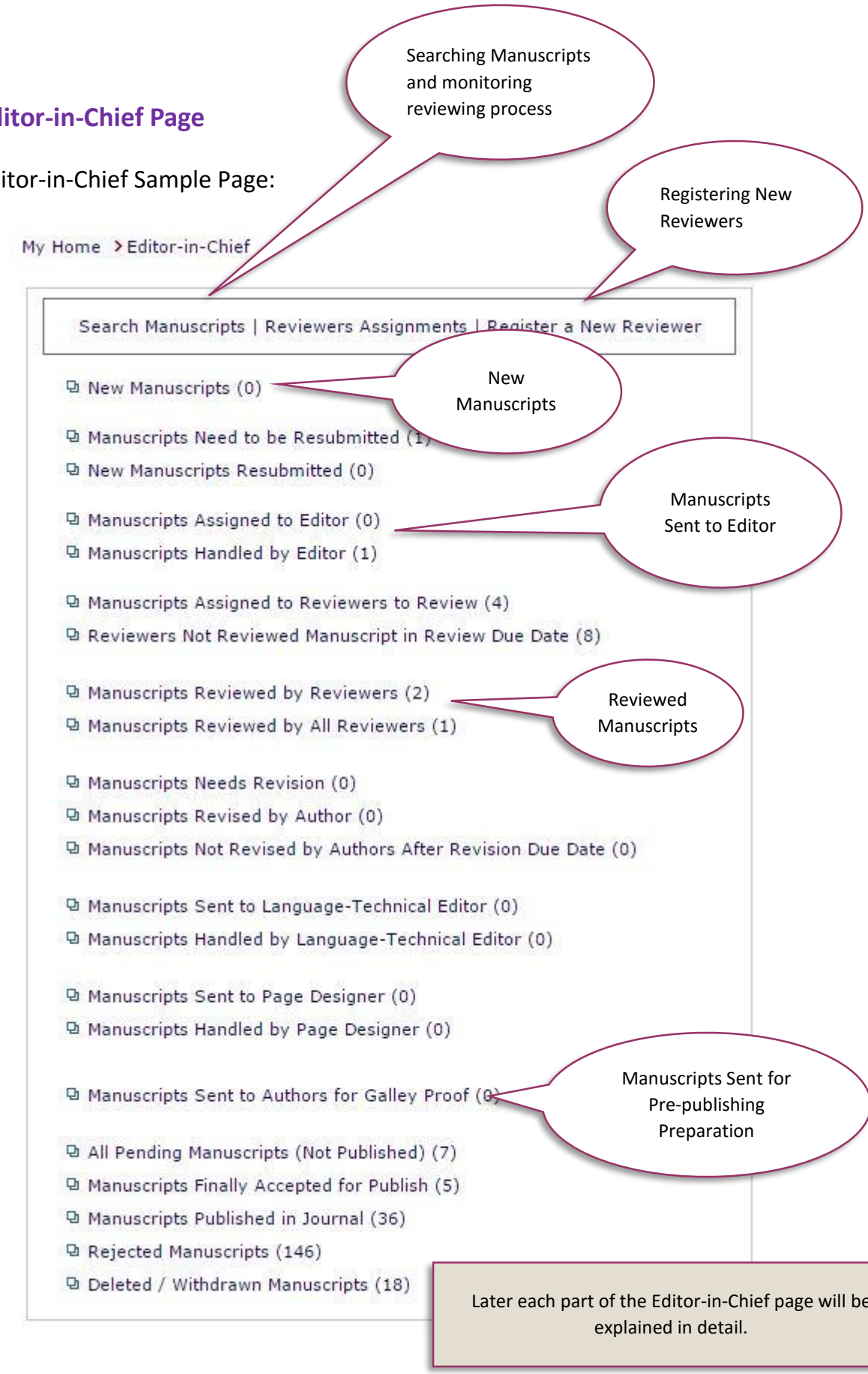
When a Manuscript is sent in, initially, the Editor-in-Chief will receive it. If the Editor-in-Chief has activated the Executive Director role, then, the latter will receive the manuscript and if the manuscript meets the journal's standards, it will then be sent back to the Editor-in-Chief. Next, the Editor-in-Chief will assign a Reviewer to it and will start the evaluation process.

The initial assessment by Editor-in-Chief or Editor will reveal if basically the manuscript can be reviewed or published and if so, who will review it. The Editor-in-Chief can delegate this to his colleagues at the journal's Editorial Board or Editor. They will perform the initial assessment. And if the manuscript meets the journal standards, it will be sent to be reviewed. Otherwise, the manuscript will be rejected and sent back to the Author for revision or rewriting.

Here is a Log In page for the Editor-in-Chief. If he has other roles, he can assess pages for other sections.

## Editor-in-Chief Page

Editor-in-Chief Sample Page:

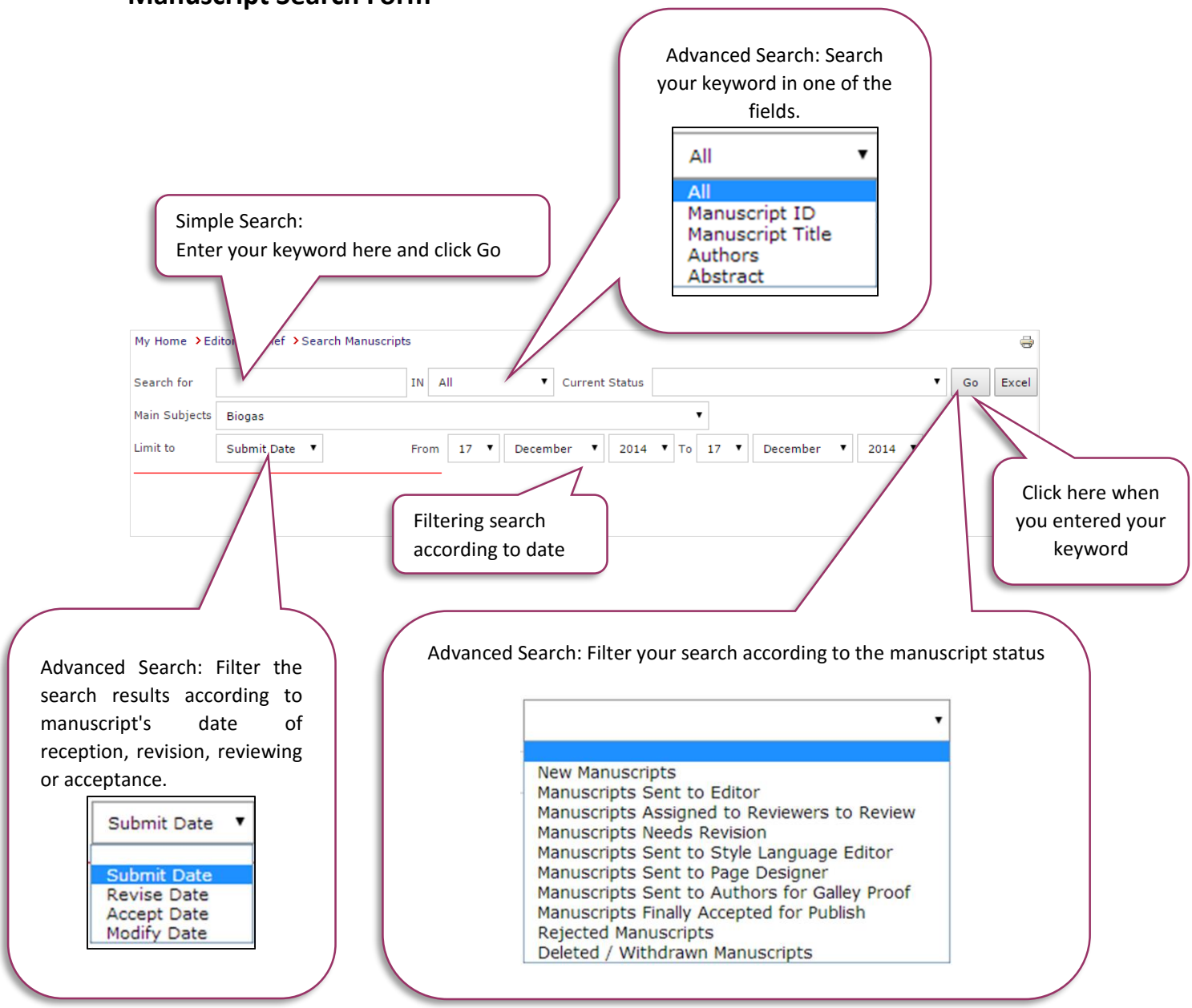


In an academic publishing structure, the Editor-in-Chief will perform all tasks related to manuscripts' assessment and evaluation. He also can delegate some of his responsibilities to an Editor who is actually his assistant. Generally, the Editor can academically assess the manuscript and relay his comments to the Author. He can also send a manuscript to a Reviewer and pass the result to the Author.

Editor-in-Chief and Editor are the only people who can send a manuscript to be reviewed and can receive the results. If there is a disagreement between the Reviewers, then the manuscript will be sent to a comparative Reviewer, and finally the evaluation result will be sent back to the corresponding Author. The Editor-in-Chief or Editor can send the revisions from the Author to the Reviewer(s) or (comparative Reviewer), and when all revisions are done and assessed, send the manuscript back to the Author with an appropriate note.

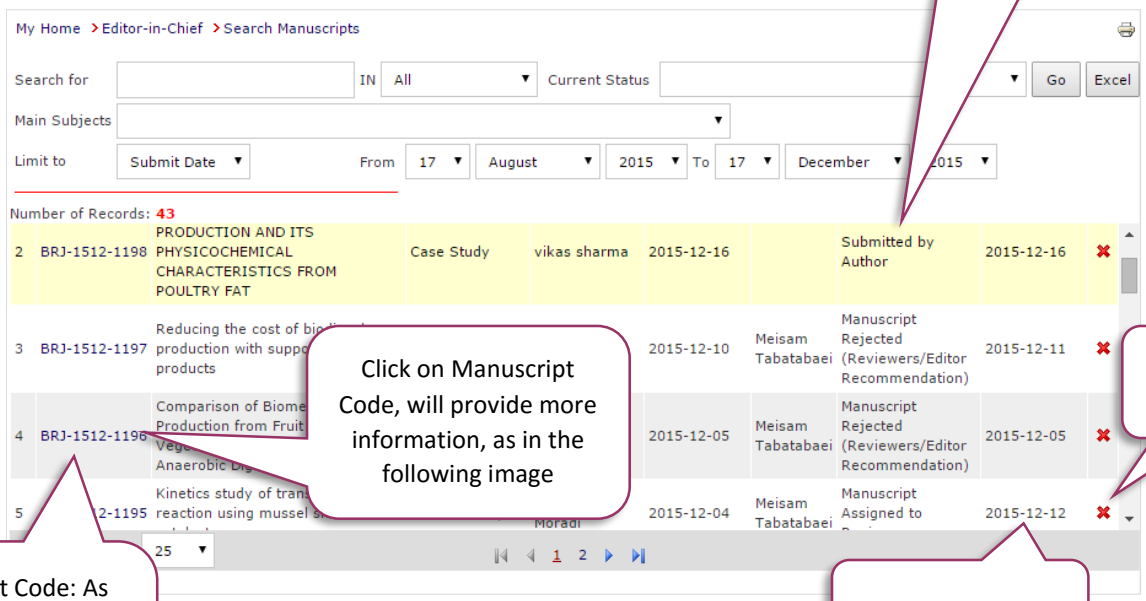
Prestigious academic journals usually complete the evaluation process in the shortest time possible and inform the Author about the result. Members of the Editorial Board can greatly contribute to evaluation process by accepting the role of a Reviewer.

## Manuscript Search Form




As you click on the search button, a list of manuscripts, as in following image, will pop up. When the manuscript code is selected, you will have more details about that manuscript.

## Manuscript Search Result Window



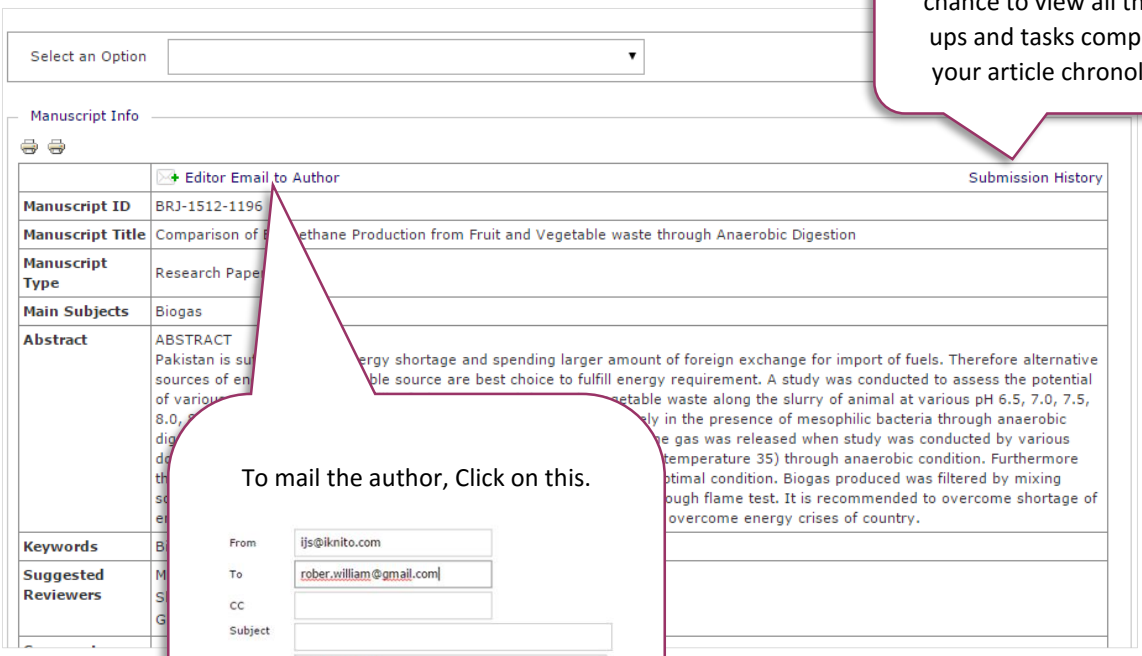

Manuscript status according to the most updated information of the system

Click on Manuscript Code, will provide more information, as in the following image

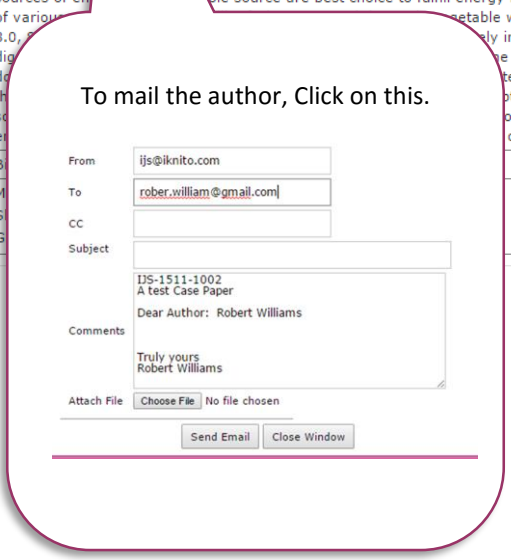
Delete Manuscript

Manuscript Code: As you click on the article code, detail information of that article will appear.

Date of reception



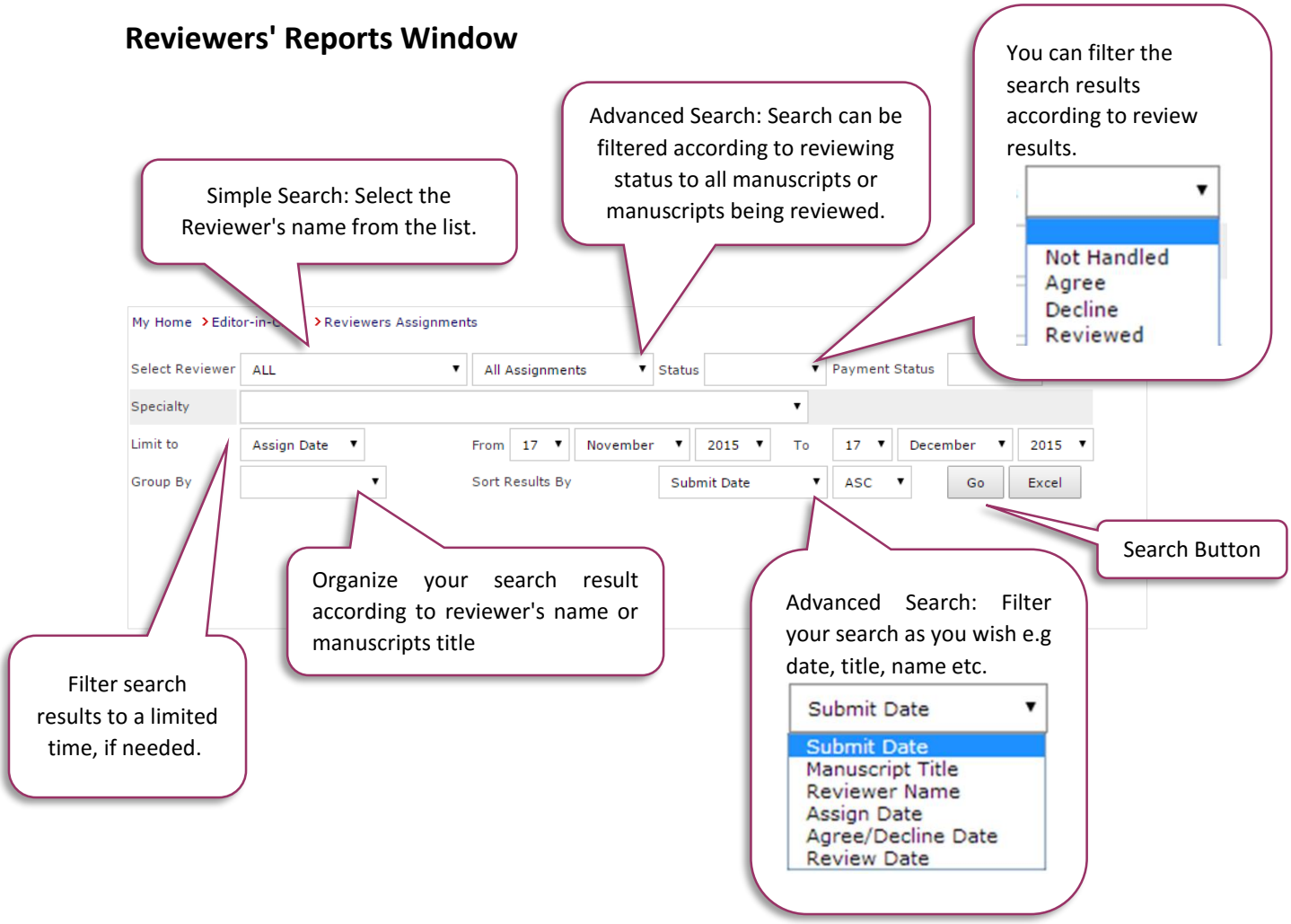

Using this feature, you have the chance to view all the follow-ups and tasks completed for your article chronologically.



## Reviewers Reports

One of the iKNito js's key tools, which is very popular is the "Reviewer Assignment": it reports on the manuscript's evaluation process.

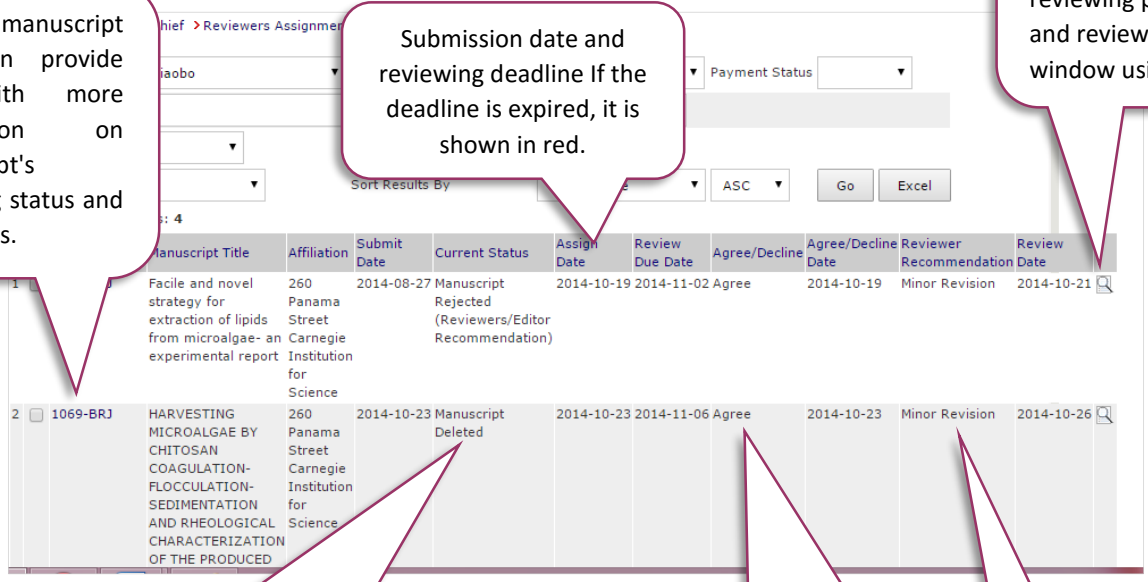
### Reviewers' Reports Window




As you click on the search button, a list of manuscripts, as filtered, will pop up. Using the tools in this page, it is possible to assign another Reviewer to a manuscript if it has not been reviewed timely. Moreover, it is possible to stop sending new manuscripts to Reviewers who have delayed the process.

All the options that filter the search results are available in "Reviewer Assignment" window. As necessary and according to the number of manuscripts sent to be reviewed or depending on the number of active Reviewers, reports can be produced.

## "Manuscripts Being Reviewed" Window




Selecting manuscript code can provide you with more information on manuscript's reviewing status and follow-ups.

Submission date and reviewing deadline If the deadline is expired, it is shown in red.

You can have more information about the manuscript's reviewing process and reviewing window using this

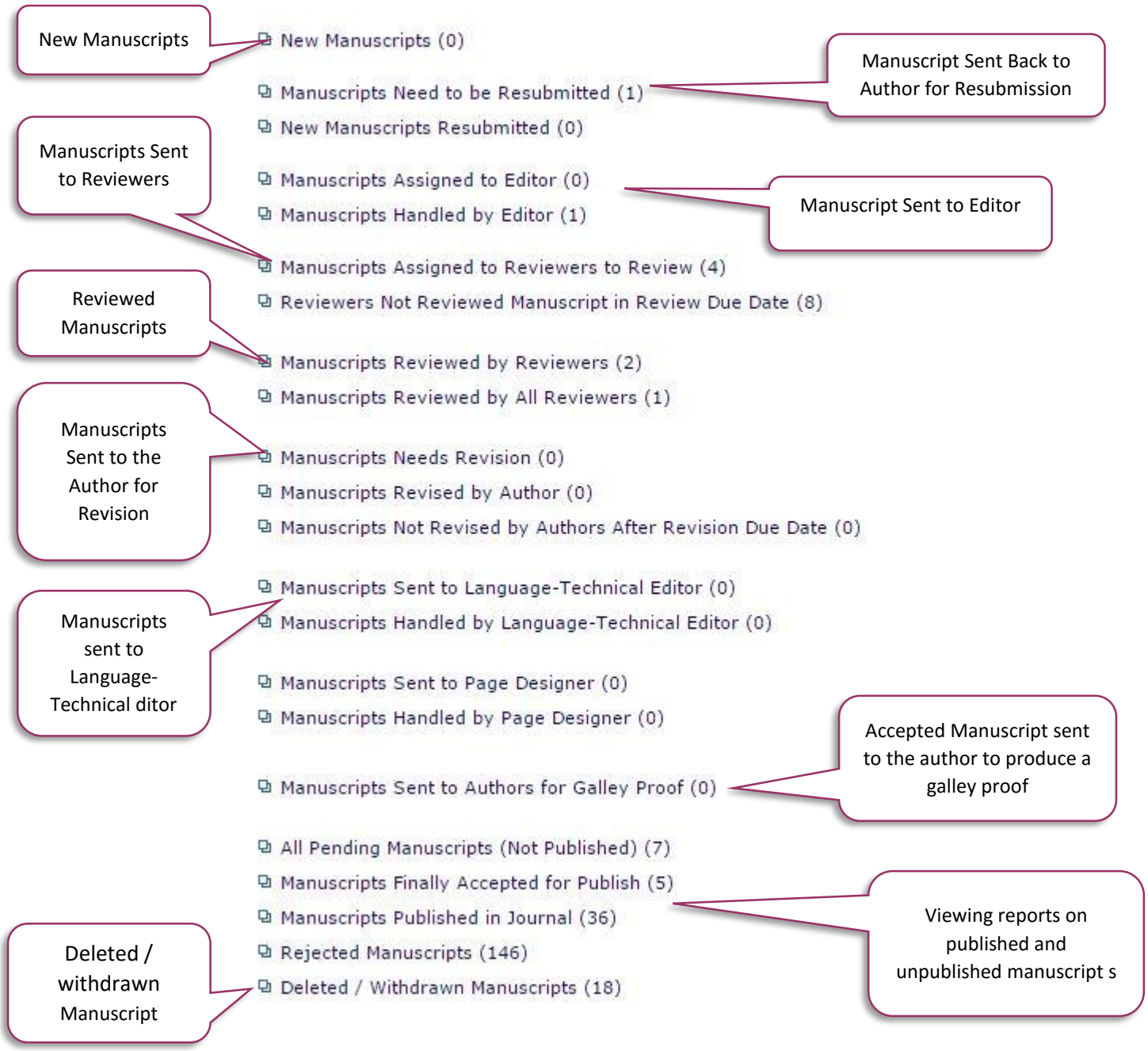
Manuscript status according to available information in the system
It is possible to produce special report according to the manuscript's status.

Reviewing Results
It is possible to produce special report according to the article's reviewing result.

Reviewer's Final Evaluation

If necessary, Editor's-in-Chief has different tools at his disposal to optimize the reviewing process. Using the tools, produce the necessary reports, contact the reviewers whose deadline is expired or assign another reviewer to the article.

## Editor-in-Chief Page



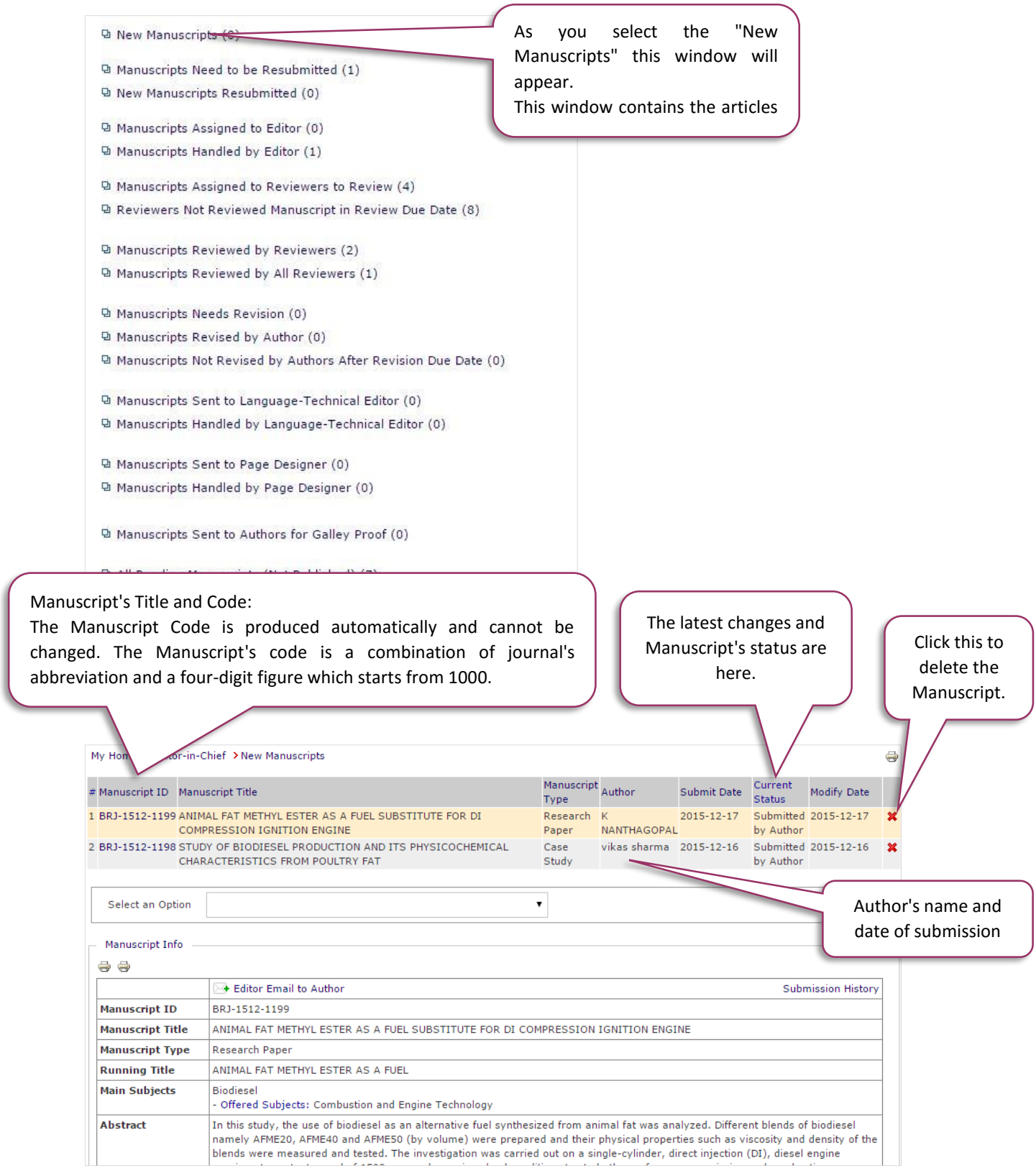
## Key Points for Editor-in-Chief

- Click on the manuscript code and you can access the detail information and operational tools.
- The Editor-in-Chief can do one of the following three tasks:
    1. Send the manuscript to several Reviewers.
    2. State Professional opinion about the Manuscript.
    3. Send the (Personal or Reviewer's) evaluation to the Author.

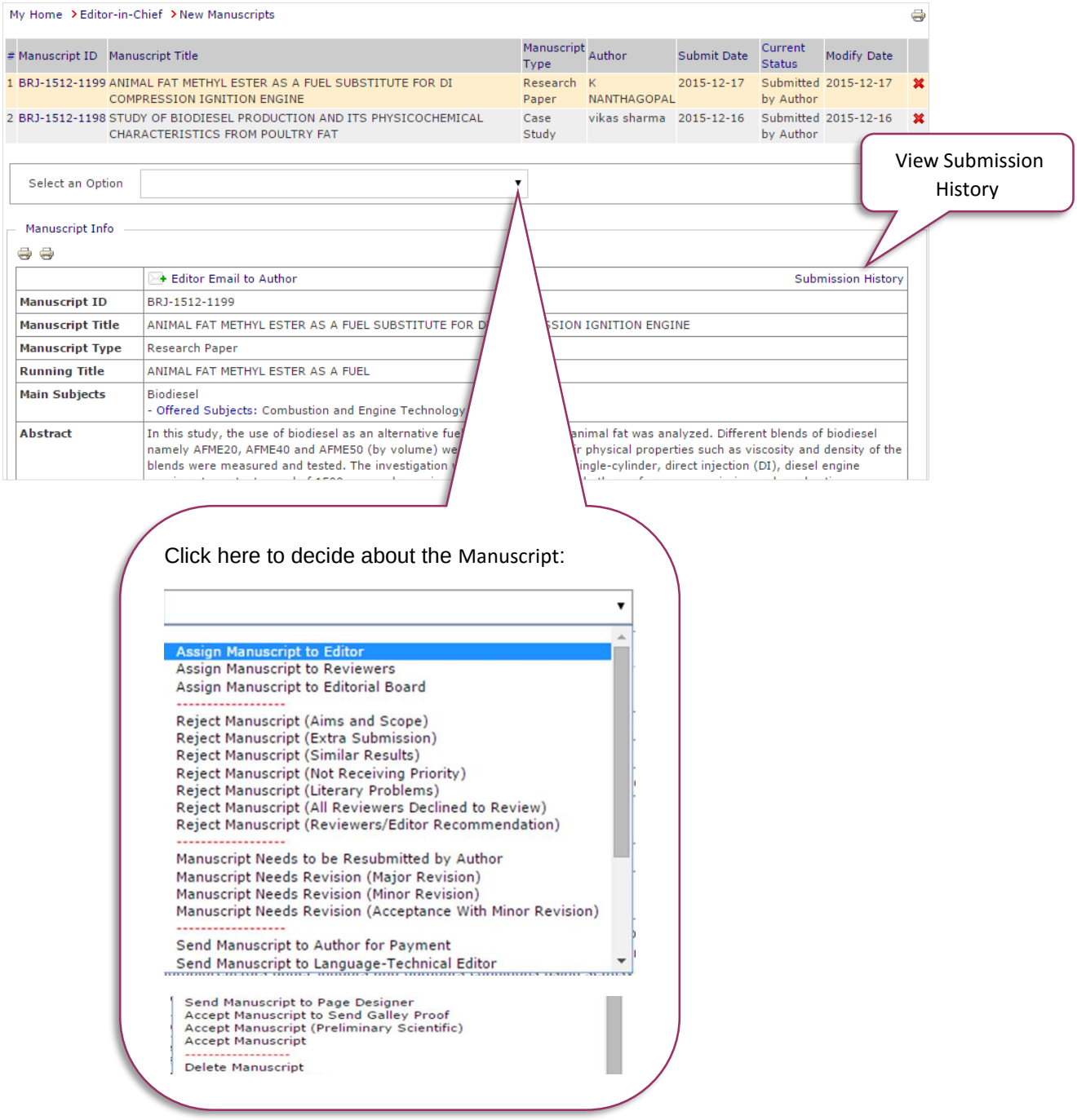
- Depending on what option you select, there will be different tools on the system.
- To send a manuscript to a Reviewer, you simply need to select a Reviewer from the list and send him the manuscript.
- The Editor-in-Chief can register a Reviewer.
- To register a Reviewer, select " Registering a Reviewer" and enter his particulars and email.
- Changing a Manuscript status to "being processed", makes the later processing possible.
- Editor can comment on the manuscript.
- The Reviewer can choose one of the options below:
    - Can be published
    - Minor revision needed
    - Major revision needed
    - Cannot be published
    - I cannot review the manuscript
- Although it may seem complicated at first glance, as we shall see, it will greatly help the Editor-in-Chief

## Sending a manuscript to be reviewed

Once you selected New Manuscripts, the "Send for Reviewing" window will pop up as in the following image.



## Manuscript's detailed information window



| | |
|---|---|
| **Keywords** | Glycerol, Transesterification, Biodiesel |
| **Suggested Reviewers** | Cenk Çelik<br>Gökhan Coşkun<br>Vedat Demirtaş |
| **Comments** | Dear sir,<br>I presented this paper at an international conference. If it is not a problem, i want it to be published at your journal. Best regards... |

Authors

| # | Name | Email Address | Education | Degree | Phone | Country | City | Affiliation |
|---|---|---|---|---|---|---|---|---|
| 1 | Veli Gökhan Demir* | veligokhandemir@balikesir.edu.tr | PhD Candidate | Instructor | +902666121194/5109 | Turkey | | Balıkesir University |
| 2 | Hayrettin Yüksel | hyuksel@balikesir.edu.tr | PhD | Assistant Professor | +902666121194/4118 | Turkey | | Balıkesir University |
| 3 | Hakan Serhad Soyhan | hsoyhan@sakarya.edu.tr | PhD | Associate Professor | +902642955869 | Turkey | | Sakarya University |

| | |
|---|---|
| **Submit Date** | 2015-12-21 19:19:36 |

Editors Note

| # | Manuscript ID | Editor | Editor Recommendation | Editor Note | File | Details |
|---|---|---|---|---|---|---|
| 1 | BRJ-1512-1201 | Sandeep Kumar | Follow up to Response | Not Handled \| Email to Editor | | |

| | |
|---|---|
| **Note for Author** | |
| **Current Status** | Manuscript Assigned to Editor |
| Modify Date | 2015-12-23 12:54:58 |

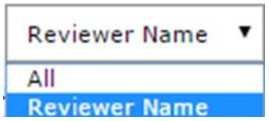
**Related Files**

| # | File Type | File Name | Size | File Description | Upload Date | Download |
|---|---|---|---|---|---|---|
| | Files Sent by Authors | | | | | |
| 1 | Manuscript Main File | Manuscrip x | 1956.84 KB | | 2015-12-21 | |
| 2 | Research Highlights | Highlights.do | 23.5 KB | | 2015-12-21 | |
| 3 | Figure | Figure captions | 1947.5 KB | | 2015-12-21 | |
| 4 | Table | Table Captions.do | 48.5 KB | | 2015-12-21 | |

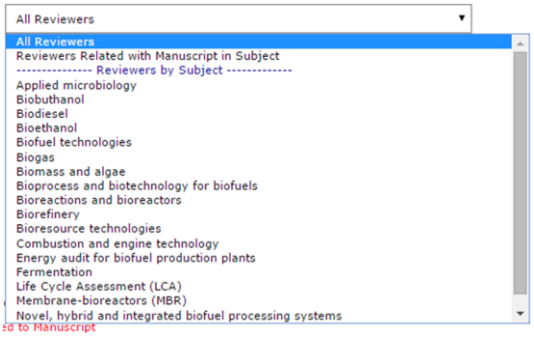
Date of the latest changes Manuscript status

Download the Manuscript

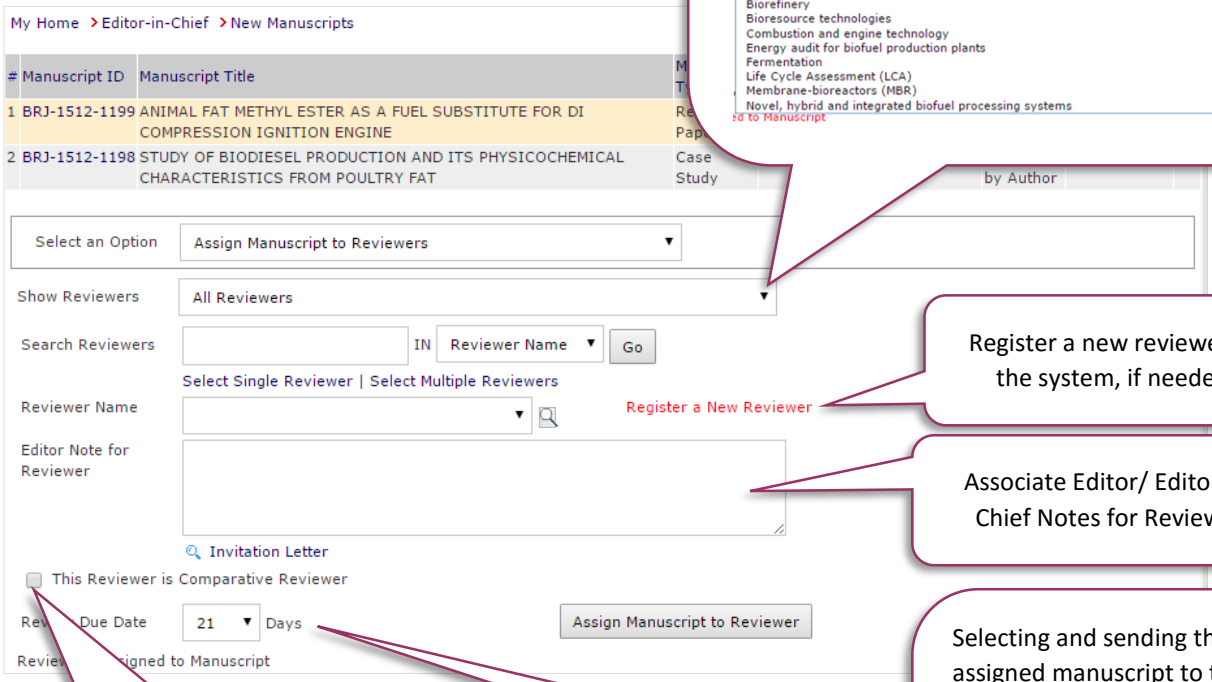
Reviewers List, searching reviewers according to their names, academic or organizational affiliation, or educational institution




Viewing all the reviewers or reviewers who specialize in the article's topic




## Sending a manuscript to be reviewed windo



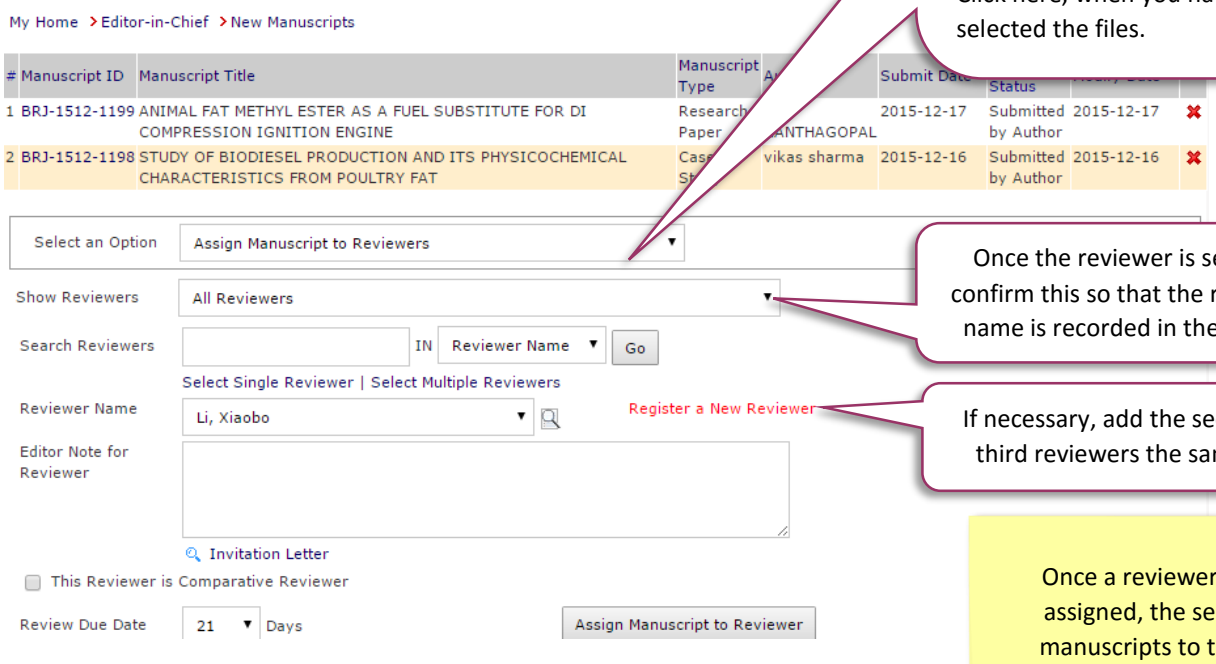

Register a new reviewer on the system, if needed.

Associate Editor/ Editor-in-Chief Notes for Reviewer

If you are sending the article to another reviewer.

Reviewing Deadline. if necessary, it can be changed.

## Sending a manuscript to be reviewed window

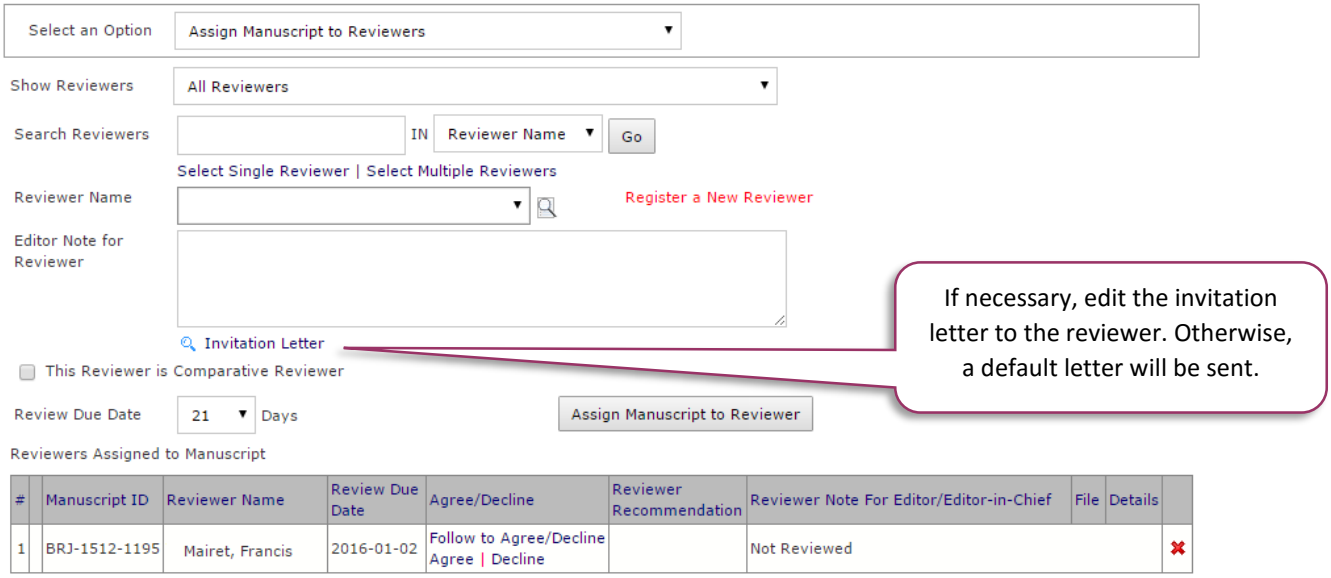



Selecting and sending the assigned manuscript to the reviewer, if there is an (open peer review) system and the reviewer can see the author's name. Or when you are sure that the author's name is not on the article. Click here, when you have selected the files.

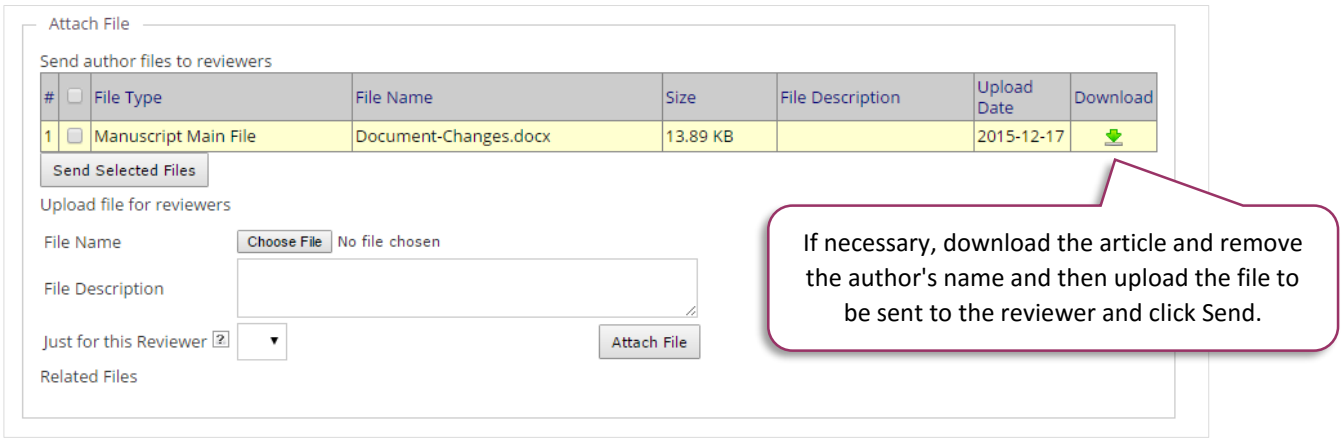
Once the reviewer is selected, confirm this so that the reviewer's name is recorded in the system.

If necessary, add the second and third reviewers the same way.

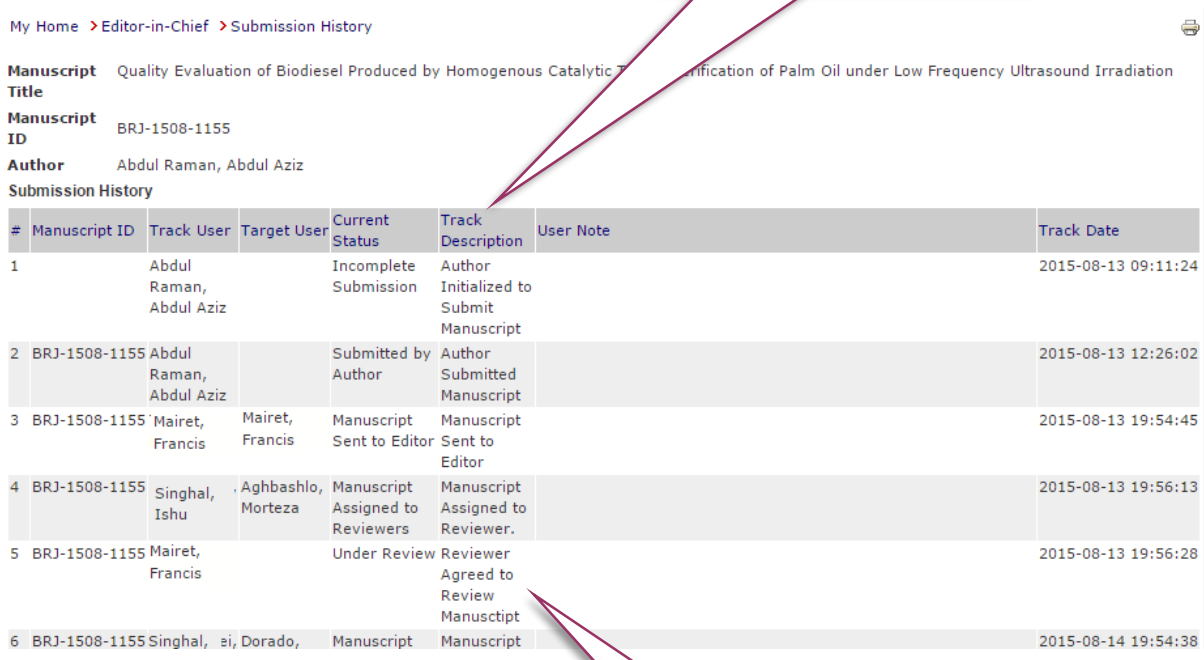
Once a reviewer is assigned, the sent manuscripts to the reviewer will be shown as in the image.




## Viewing the Information on Manuscript's Follow-up

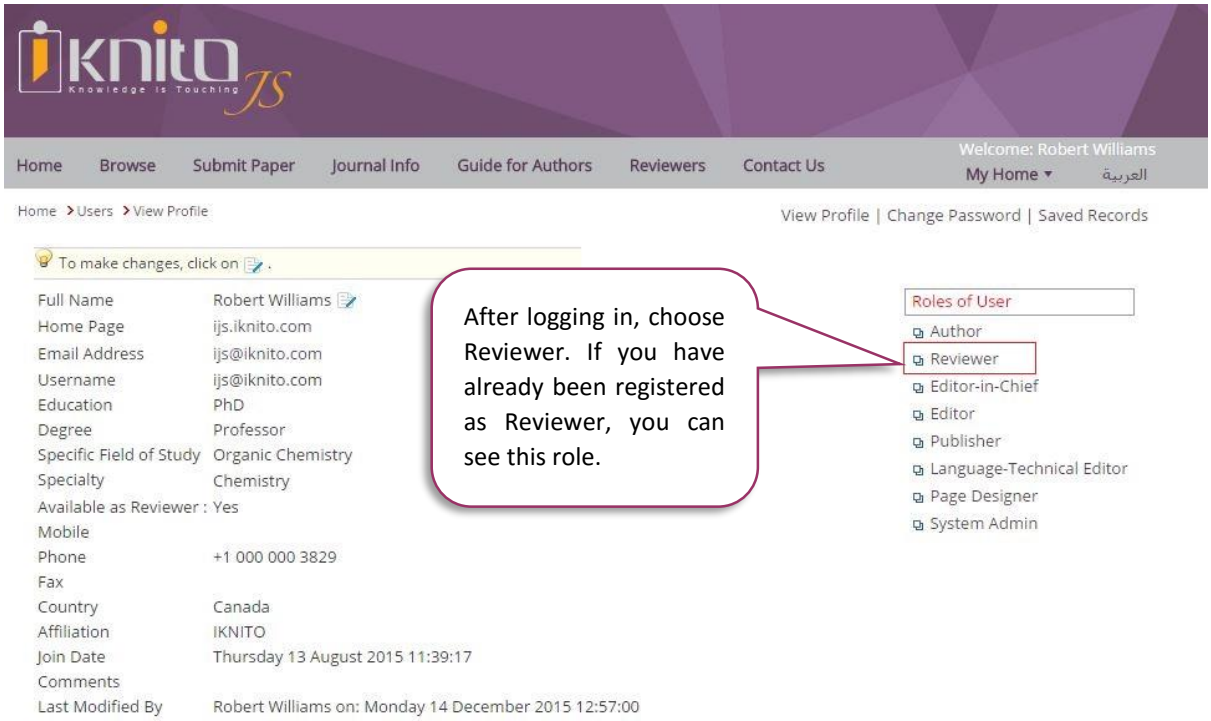


## Manuscript's Follow-up status window



# Chapter Three: Reviewers

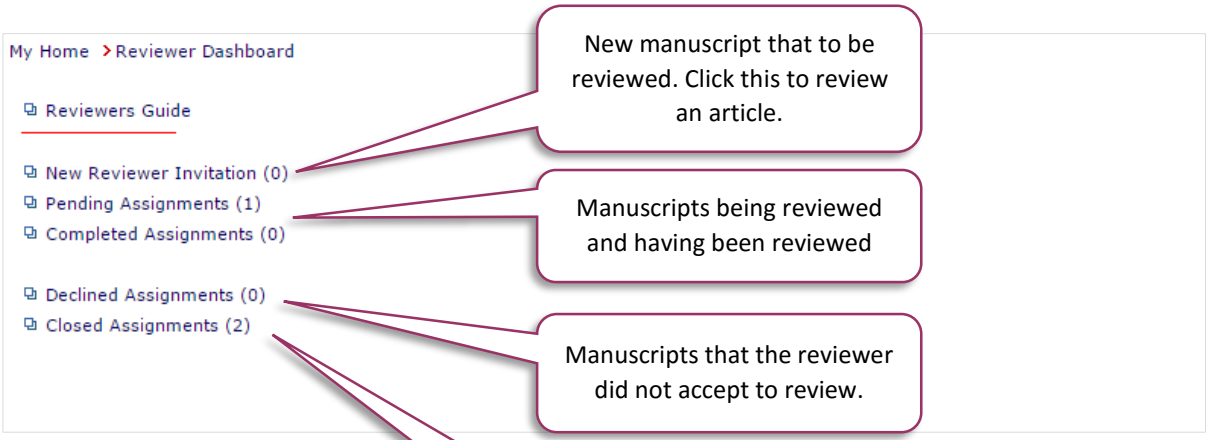
Historically Reviewers have had to comment on a Manuscript in a descriptive writing or give their opinions in a pre-designed form. iKNiTO js has provided the Reviewers and assessors with a range of interactive tools. Initially, when you are registering with the system, you are asked if you would like to serve as a Reviewer. Of course this needs to be confirmed by the System Admin (or Executive Manager). System Admin can also directly register some people with the system as assessors or Reviewers. In either case, people who are registered as Reviewers can serve as such when they log in.




To ease the reviewing process, as soon as the Editor-in-Chief appoints someone as Reviewer of a manuscript, he is informed via an email and is asked to accept or decline the task. In this stage, you donot need to log in. The Reviewer chooses either to accept or to refuse the task via the system. If he accepts to review the manuscript,

he receives an access link for the manuscript via an email. Clicking on the link, the Reviewer can log in without entering his user name and password. He can also access the manuscript and reviewing form. You can also use your user name and password to log in and choose Reviewer.

## Reviewer's Home Page



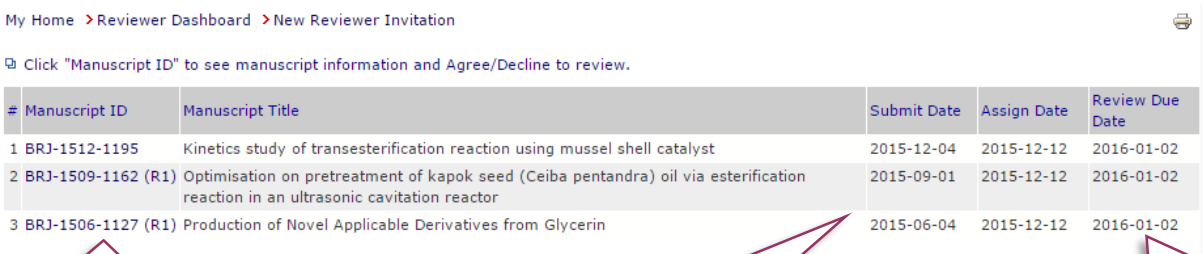

New manuscript that to be reviewed. Click this to review an article.

Manuscripts being reviewed and having been reviewed

Manuscripts that the reviewer did not accept to review.

Manuscripts that have been reviewed and the Editor-in-Chief has made the final decision about them.

You can see all the options in this page: New Manuscripts, Being Reviewed, Reviewed, Rejected and Reviewing Finalized.



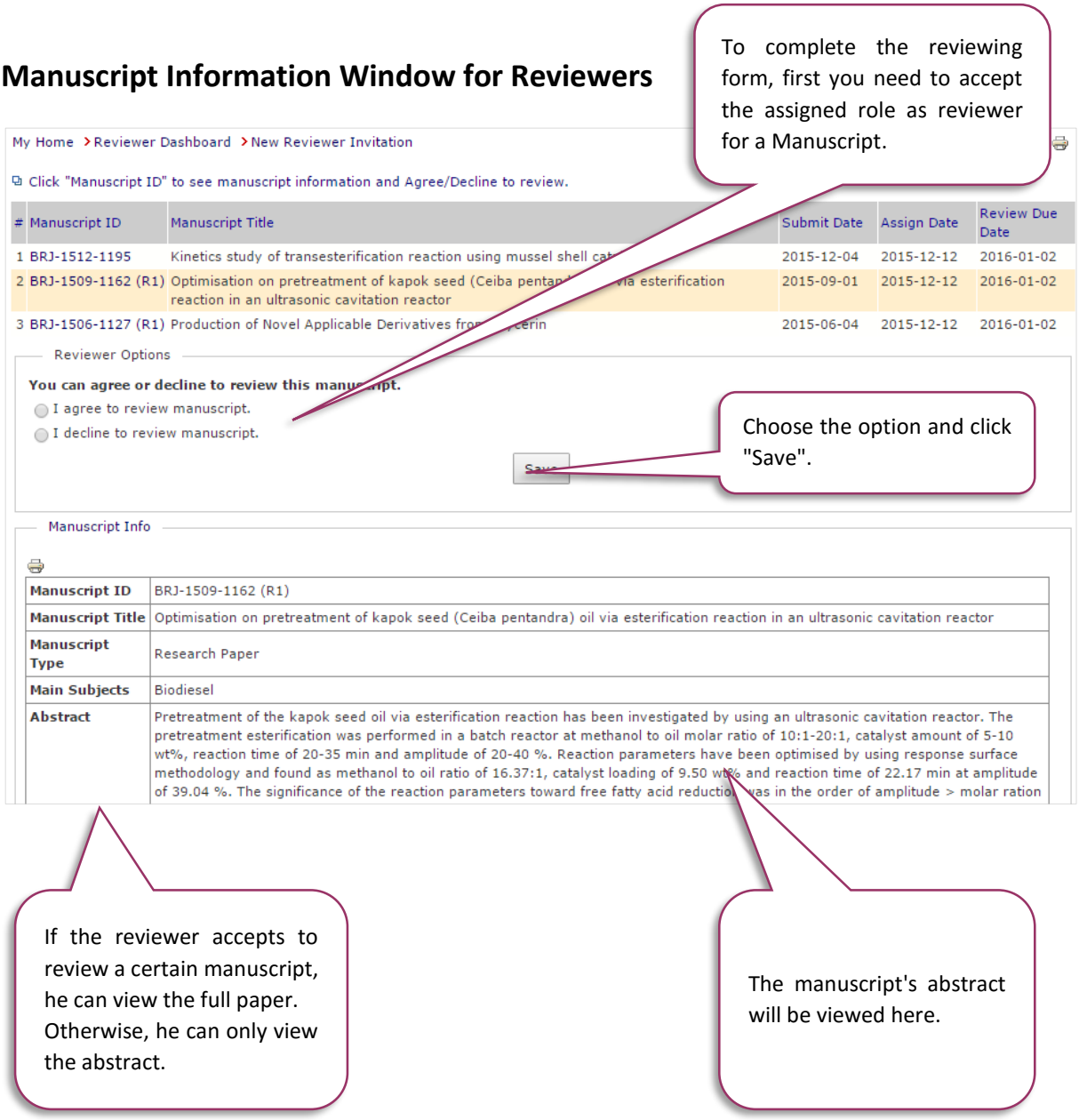

| # | Manuscript ID | Manuscript Title | Submit Date | Assign Date | Review Due Date |
|---|---|---|---|---|---|
| 1 | BRJ-1512-1195 | Kinetics study of transesterification reaction using mussel shell catalyst | 2015-12-04 | 2015-12-12 | 2016-01-02 |
| 2 | BRJ-1509-1162 (R1) | Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification reaction in an ultrasonic cavitation reactor | 2015-09-01 | 2015-12-12 | 2016-01-02 |
| 3 | BRJ-1506-1127 (R1) | Production of Novel Applicable Derivatives from Glycerin | 2015-06-04 | 2015-12-12 | 2016-01-02 |

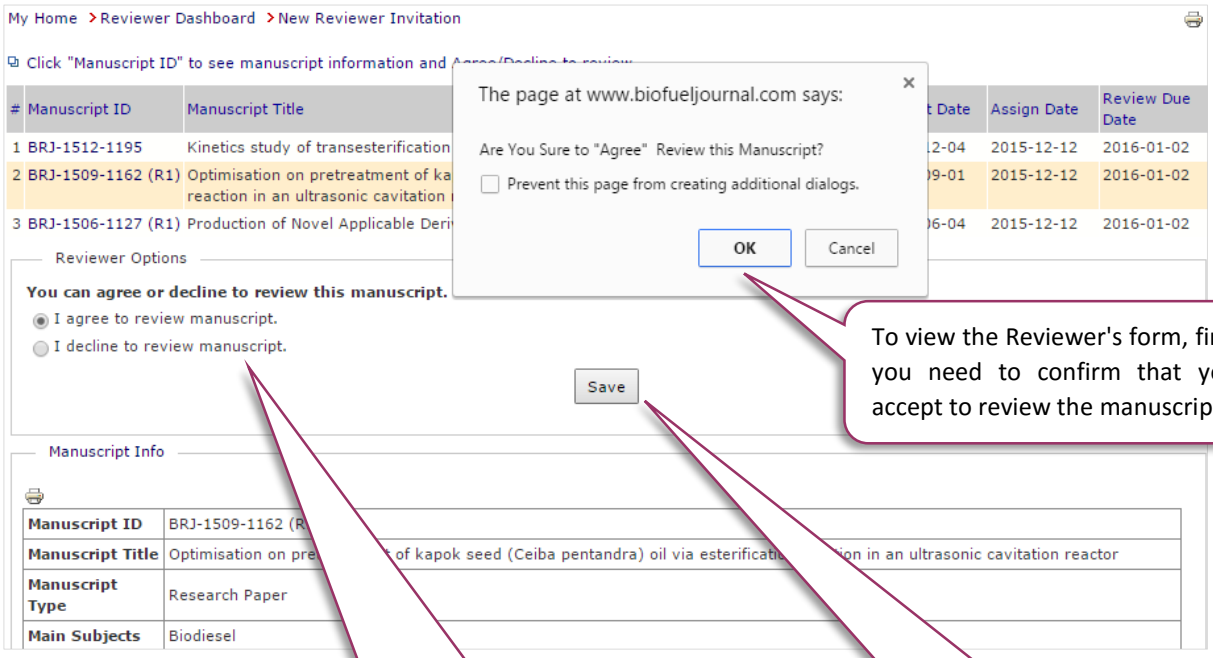
To review the manuscript, click on its code. Selecting this, the next screen comes up.

The manuscript's submission date and the date the Editor-in-Chief sent it to be reviewed.

Reviewing Deadline: A few days after this date, you can still review the manuscript. But later it may not be possible.

## Manuscript Information Window for Reviewers






To view the Reviewer's form, first you need to confirm that you accept to review the manuscript.

The Reviewer chooses one of the options, confirms it and finally it is recorded on the system.

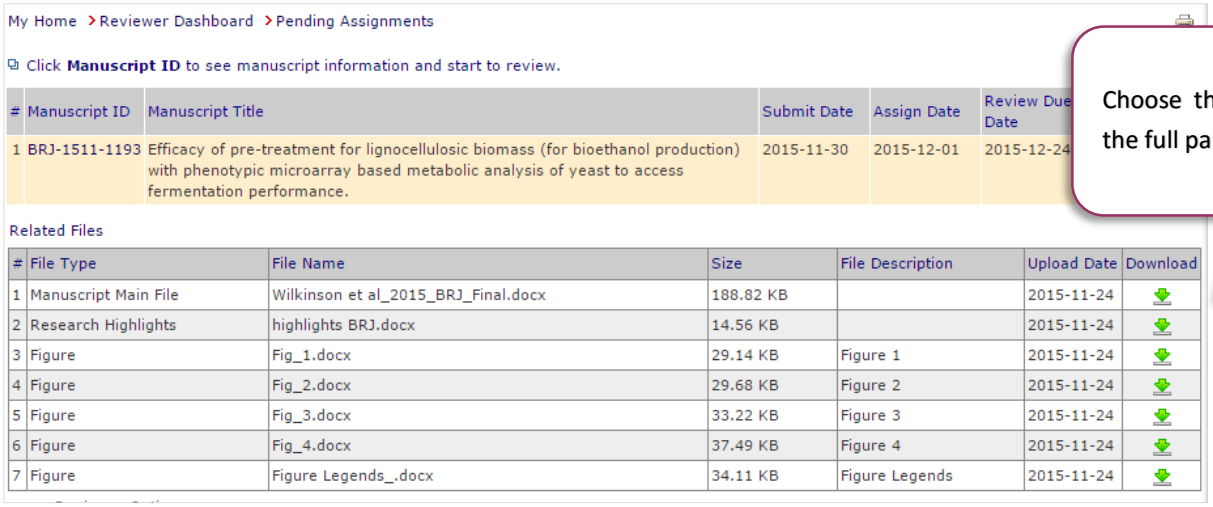
Choose one of the options and click "Save".

- You cannot make changes once the reviewing process is done and recorded on the system.
- It is important because the Associate Editor may make decisions according to Reviewer's comments.
- So, the Reviewer can only view his comments.

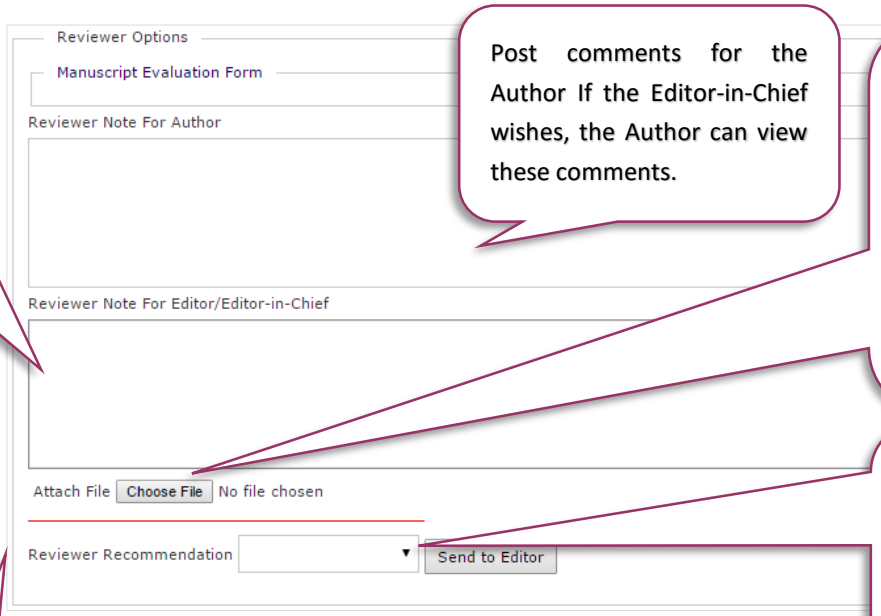
Check this box, to view reviewing window. The reviewing window has several major parts:

- Multiple-choice questions
- Reviewer's comments for the Section Editor
- Reviewer's Comments for the Author
- Reviewer's final decision for the article

## Manuscript Reviewing Window




Choose this to view the full paper.

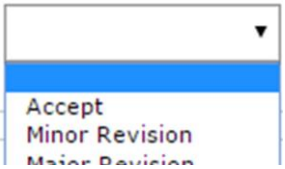



Post comments for the Author If the Editor-in-Chief wishes, the Author can view these comments.

The Reviewer can send an edited, commented on or annotated version of the article to the Associate Editor.
Many Reviewers prefer to write their comments on the margin of an manuscript. Or use Microsoft Word's tools to suggest revisions or changes.

Post commen ts for the Editor-in-Chief

Reviewers' options for the manuscript




Choose this to record your final decision

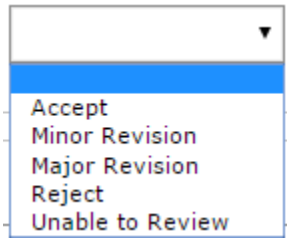
## Important points for Reviewers

- To facilitate reviewing, many academic journals provide Reviewers with prepared forms. This is possible using iKNiTO js.
- The System Admin can make changes to Reviewing Forms and add or remove items and questions.
- You cannot make changes once the Reviewing is completed. So, it is important for Reviewers to be careful when recording their comments.
- The Reviewer learns about manuscripts he should review via an email.

- The Reviewer does not need to log in to accept or reject the reviewing task for a manuscript. He can simply, choose "Accept" or "Reject" option.
- Click on the manuscript's code to view more information about a manuscript.
- You cannot view more information about a manuscript by clicking on its code once the reviewing process is completed.
- Initially the Reviewer is asked to say whether he is willing to do the task; he can choose "I accept" or "I do not accept". Once you made your choice, Click "Save" to record it on the system.
- You can view the full paper when you choose to accept to review a manuscript.
- In any case, if the Reviewer initially accepts a manuscript but later changes his mind, it is possible for him to choose the option "I can not review the manuscript" on the system.
- Using iKNiTO js the Reviewer can:
- Send the Author a note.
- Send the Editor-in-Chief a note.
- Fill out the Reviewing form.
- Send an edited, commented on or annotated version of the manuscript to the Editor. Most Reviewers prefer to post their comments on the margin of a manuscript or use Microsoft Word's tools to pinpoint the revisions and amendments.
- Use "Upload" to send the edited file along with your comments. The file is sent to the Editor and the Author. It is optional, however.
- Editor-in-Chief and System Admin can directly register some people with the system as assessors or Reviewers.

- Finally, it is necessary for the Reviewer to choose one of the five options available as his final judgment:

- Acceptable
- Minor revision needed
- Major revision needed
- Unacceptable
- Unable to Review the manuscript



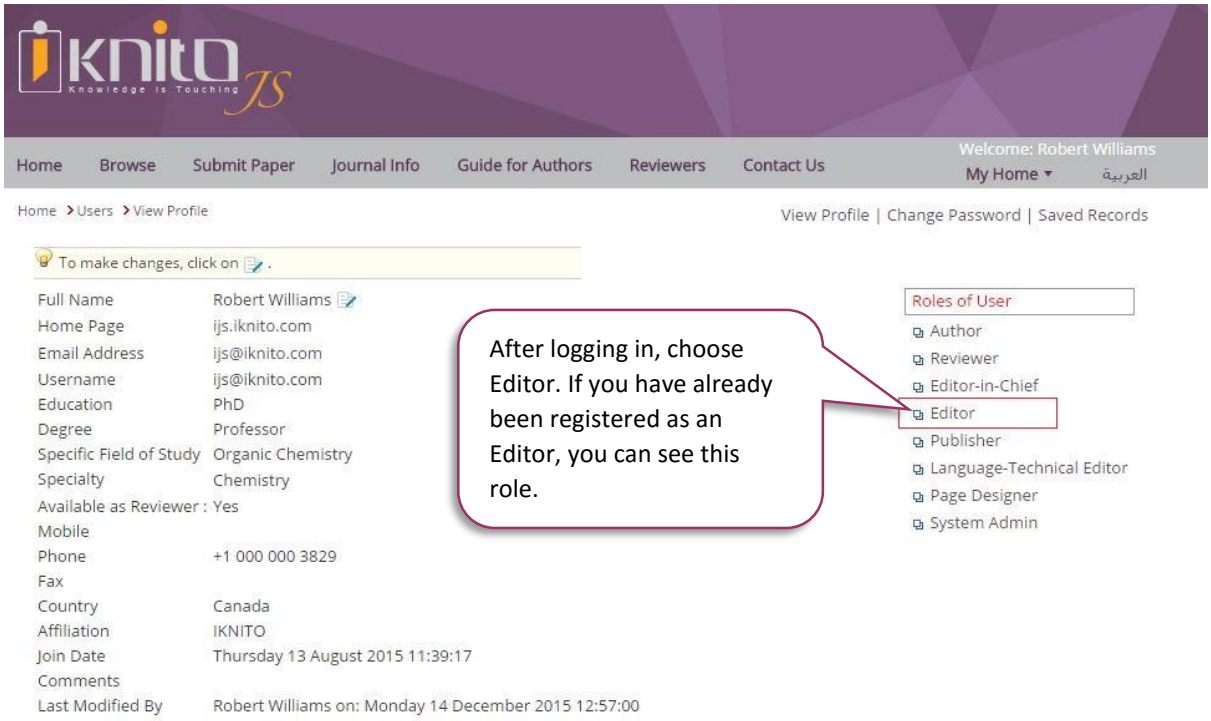

There are several options on the Reviewers Home page:

- New manuscripts sent to him but he has not opened them yet.
- Manuscripts being reviewed. He can start reviewing them and complete the task.
- A list of "Already Reviewed" manuscripts. Because you have recorded you final judgment about them, you can neither work on them nor change you judgment!
- Manuscripts that you did not accept to review them.
- Manuscripts that their reviewing process has been finalized and the Reviewer is only kept posted.

Imagine you have received a new manuscript. These manuscripts are listed on the top of the page and there is unique code for each one. Click on the code to view the manuscript's information. Click on the code and you can view the Editor-in-Chief's comments and abstract in the initial judgment window. Initially, the Reviewer is asked to say whether he is willing to do the task; he can choose "I accept" or "I don't accept". Once you made your choice, click "Save".

# Chapter Four: Editor

In academic journals management hierarchy, Editor is some one who handles the publishing task of specialized journals as the Editor-in-Chief's assistant. In many systems installed by iKNiTO js so far, Editor served as Editor-in-Chief's assistant and in all these cases he acts as Editor-in-Chief. When System Admin appoints someone as Editor, he can view his role as such when he logs into the system.

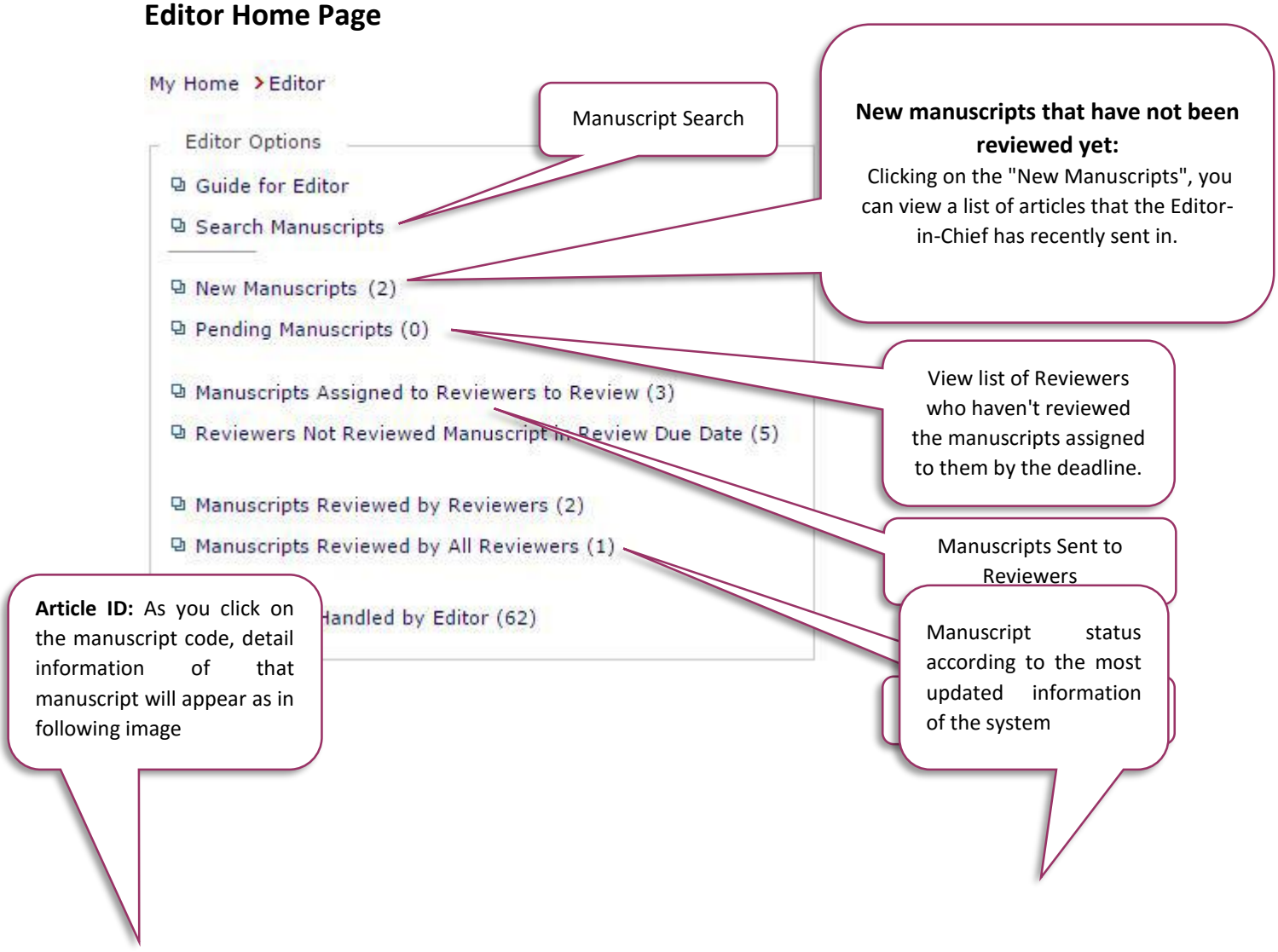



The user then can view the Editor home page by clicking on Editor. Generally, the Editor can assess the manuscripts and relay his comments to the Editor-in-Chief. He can also suggest Reviewers to Editor-in-Chief or he can send the manuscript to a Reviewer. In case the Editor-in-Chief enables the Editor to send a manuscript to be reviewed, he can send the manuscript to a Reviewer, view the result and if there is a disagreement between the two Reviewers he can send the manuscript to a another Reviewer (Comparative) and finally inform the corresponding Author of the result. The Editor can also view any revisions that the Author has made and can send the revised version to the Reviewer or a Comparative Reviewer. Finally, when the Author

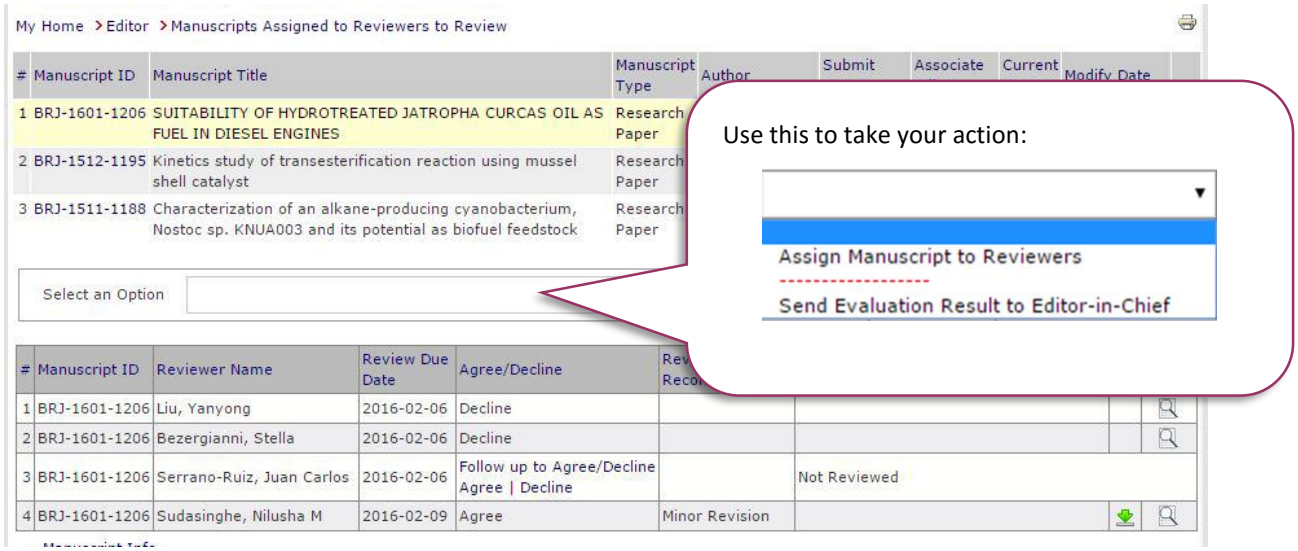
made all the necessary revisions to the manuscript, it is sent to the Editor-in-Chief, along with a note, to be prepared for the next step or be sent back to the Author.

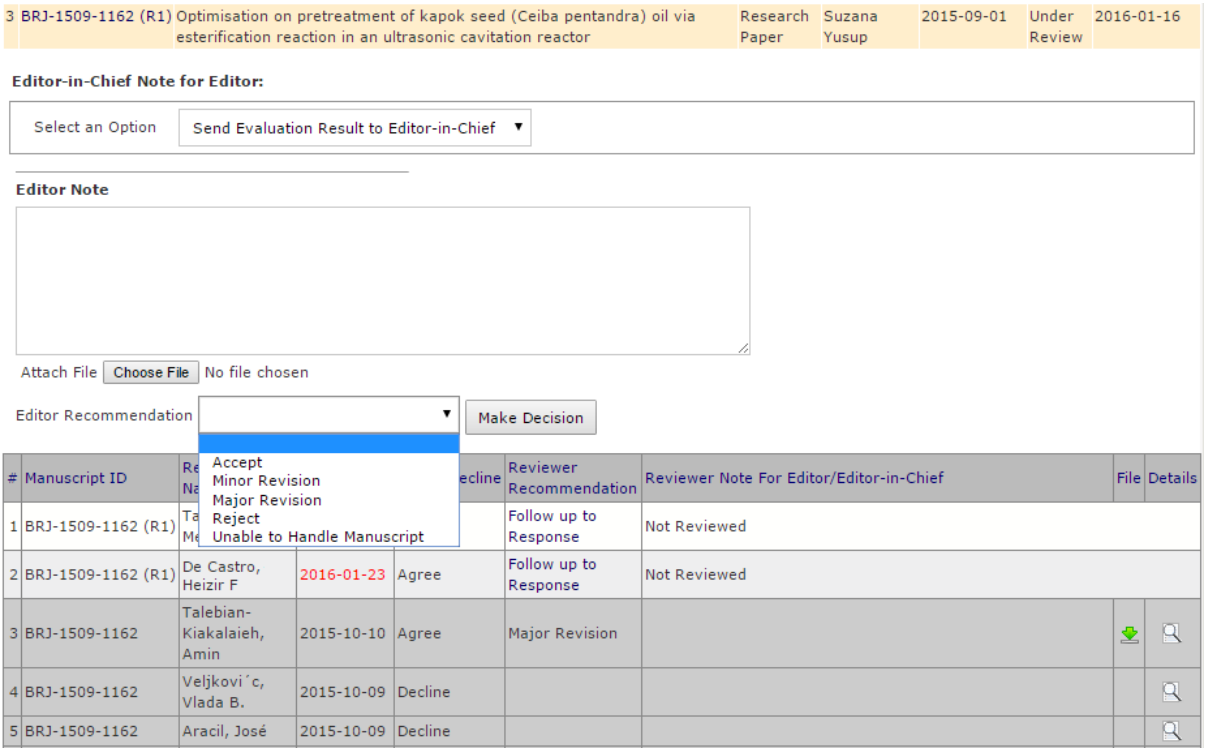
Up-to-date journals that are published regularly, make most of the Editor's capacity. Editors can be one or more members of the Editorial Board or other academic staffs.

## Editor Home Page



## Editor Window for Sending Review Result






Click on the manuscript code and you can access the detail information and operational tools. The Editor can do one of the following three tasks:

1. Send the manuscript to several Reviewers.
2. State professional opinion on the article.
3. Send the final (personal or Reviewer's) evaluation to the Editor-in-Chief.

Depending on what option you select, there will be different tools on the system.

To send a manuscript to a Reviewer, you simply need to select a Reviewer from the list and send the manuscript. In the iKNiTO js, the Editor can also register a new Reviewer. When you wish to register a new Reviewer, you simply need to click "Registering New Reviewer" and enter his particulars and email address.

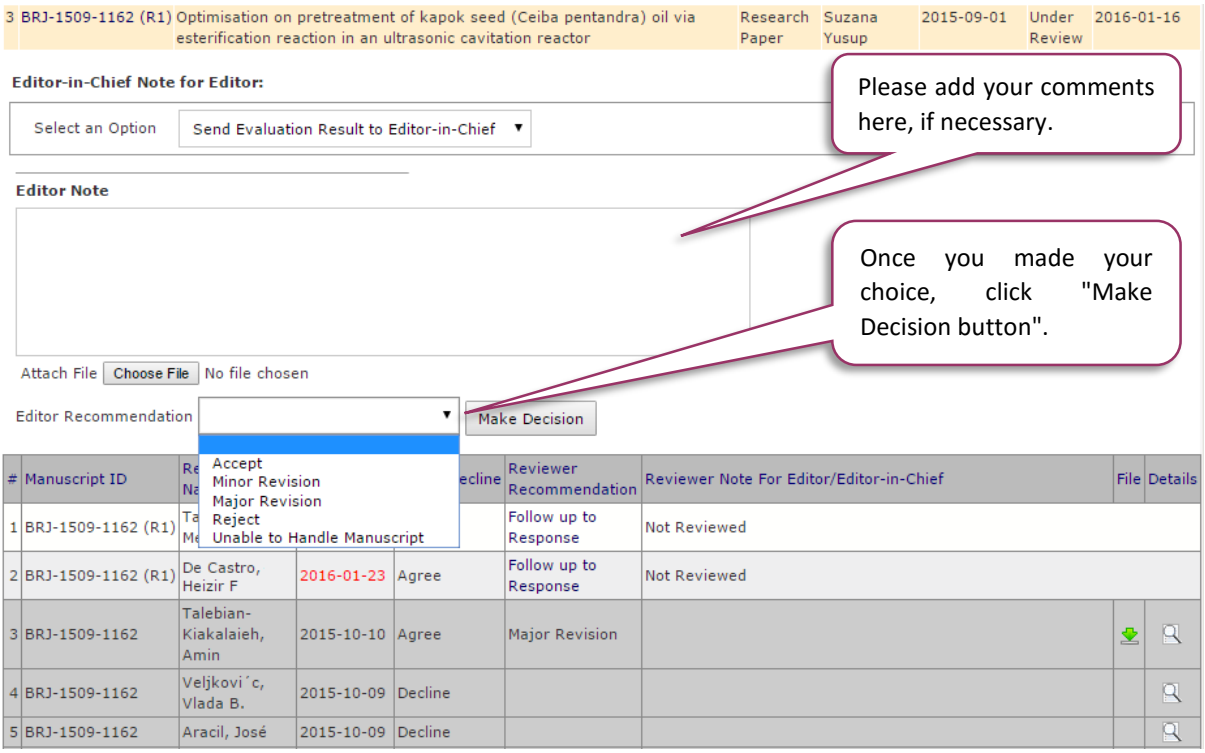
The second option which is"changing manuscript status to being reviewed" sends the manuscript to Editor for detailed assessment. In this case, the Editor acts as Reviewer and comments on the manuscript.

The third option is used when the Editor wants to send the final reviewing result to the Editor-in-Chief. Once you choose this option, you can comment on the manuscript or offer your final assessment about the manuscript. Editor can choose one of the following as his final assessment:

- Can be published (Accept)
- Minor revision needed
- Major revision needed
- Cannot be published (Reject)
- I cannot review the manuscript (Unable to handle Manuscript)

Besides, the Editor can send the Editor-in-Chief a new version of the manuscript along with annotations and revisions made.

## Sending Manuscript's Review Results to Editor-in-Chief



# Chapter Five: Electronic Publishing

Following a manuscript acceptance, the final and key step is the electronic publishing using the tools provided for the Publisher. The Editor-in-Chief appoints a competent person as Publisher to do this. To view the features and tools available for this role, log into the system, using your user name and password, and then choose Publisher.

**Very Important Note:** When **"a manuscript"** is accepted by Editor in Chief, we call it "**an Article"** and it is ready to publish in journal.

The Publisher Home page with all its tools looks like this:

## Publisher's Home Page

You can publish articles on the system using this option. This is possible for the articles that have been submitted via the system.

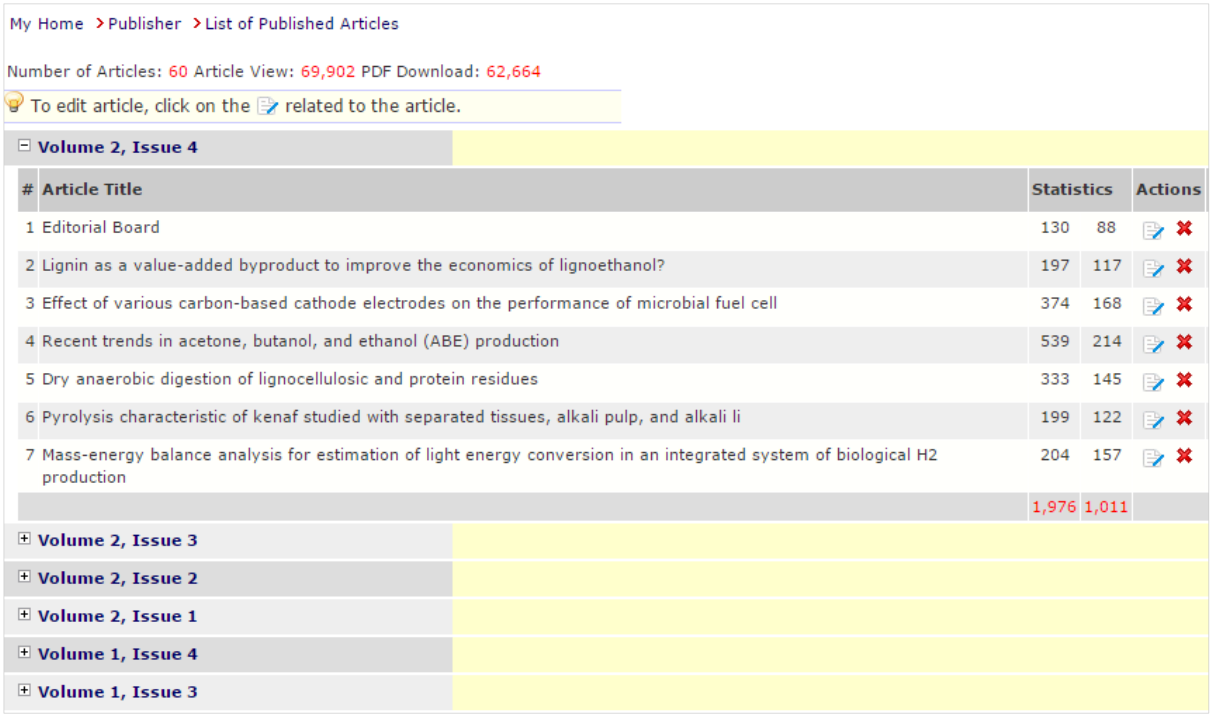
The articles that have gone through reviewing process and have been revised (if necessary) can be viewed here provided that the Editor-in-Chief has marked them as "to be published online".

To upload the published articles and also to publish new articles, first specify the year and the issue (Spring, Summer etc.).

Choose this option, to publish a new article.

Click this to view the list of articles published on the system.

## The List of Accepted Articles for Publication



My Home > Publisher > List of Published Articles

Number of Articles: 60 Article View: 69,902 PDF Download: 62,664

To edit article, click on the related to the article.

**Volume 2, Issue 4**

| # | Article Title | Statistics | | Actions |
|---|---|---|---|---|
| 1 | Editorial Board | 130 | 88 | |
| 2 | Lignin as a value-added byproduct to improve the economics of lignoethanol? | 197 | 117 | |
| 3 | Effect of various carbon-based cathode electrodes on the performance of microbial fuel cell | 374 | 168 | |
| 4 | Recent trends in acetone, butanol, and ethanol (ABE) production | 539 | 214 | |
| 5 | Dry anaerobic digestion of lignocellulosic and protein residues | 333 | 145 | |
| 6 | Pyrolysis characteristic of kenaf studied with separated tissues, alkali pulp, and alkali li | 199 | 122 | |
| 7 | Mass-energy balance analysis for estimation of light energy conversion in an integrated system of biological H2 production | 204 | 157 | |
| | | 1,976 | 1,011 | |

**Volume 2, Issue 3**

**Volume 2, Issue 2**

**Volume 2, Issue 1**

**Volume 1, Issue 4**

**Volume 1, Issue 3**

## Managing Volume and Issue Number

Year/Vol: The year or volume number will be added both in English version and the second language (if applicable). Please note that the gap between the letters and numbers be the same. You need to switch status to Enabled mode to view them on the website.

Managing publication of new issues: New issues will come under new volumes or years. A single issue may have three status: Enabled, Disabled, Published. If you choose "Published", the information about that issue will be shown on the site. To publish a new issue follows these steps:

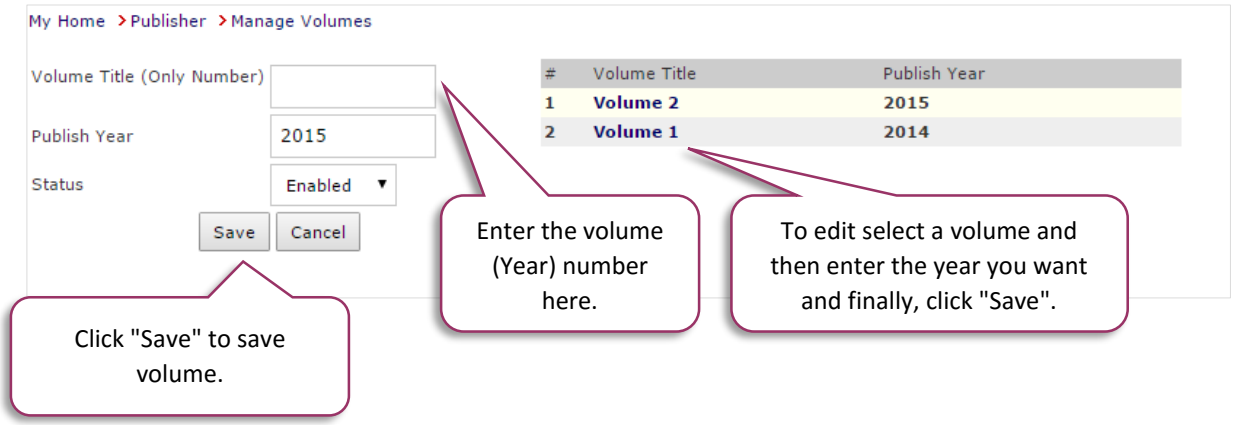
-Choose the volume of the journal that you have already specified.
-Choose the issue title; e.g. issue 10, spring etc.
-Choose the year and month of publishing.
-Enter the number of pages in the journal.
-Add the System logo (optional).
-To electronically publish a journal, select "Published".

To send the journal for the subscriber, activate the link.

-Click "Save" when you are done.

If you wish to edit the issue you have created, choose it again and edit it, then save the changes.

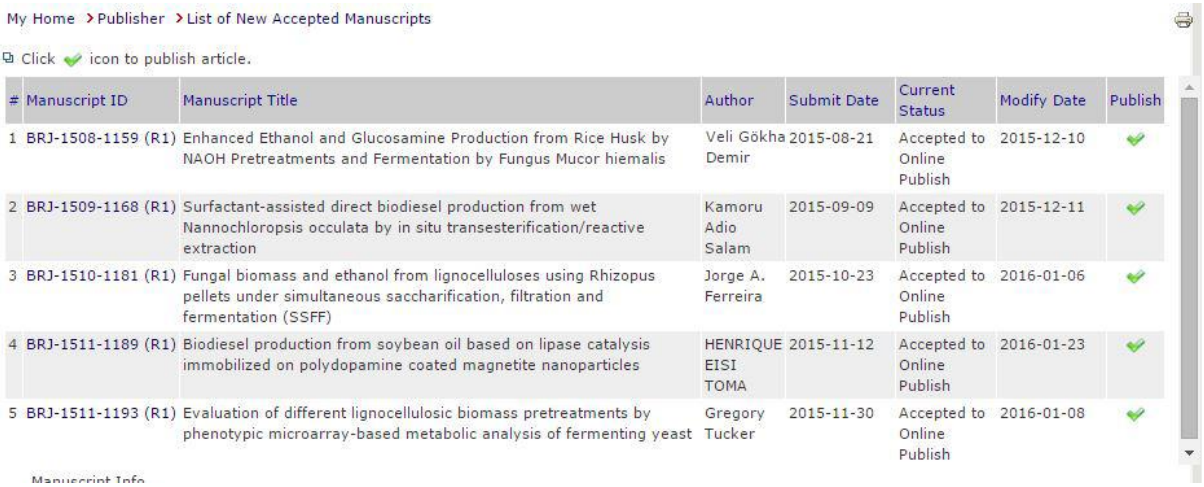
## Creating New Volume (Year) Window



## Creating a New Issue Window

## Accepted Articles to be Published

The articles that are sent to the journal by the Editor-in-Chief are saved here. These articles were not given a volume and issue number and that is why after their being confirmed by the Publisher, they will appear under "Accepted to Online Publish" section. To confirm them, the Publisher has to click on ✔ and if they do not need editing, save them.


My Home > Publisher > List of New Accepted Manuscripts

Click ✔ icon to publish article.

| # | Manuscript ID | Manuscript Title | Author | Submit Date | Current Status | Modify Date | Publish |
|---|---|---|---|---|---|---|---|
| 1 | BRJ-1508-1159 (R1) | Enhanced Ethanol and Glucosamine Production from Rice Husk by NAOH Pretreatments and Fermentation by Fungus Mucor hiemalis | Veli Gökha Demir | 2015-08-21 | Accepted to Online Publish | 2015-12-10 | ✔ |
| 2 | BRJ-1509-1168 (R1) | Surfactant-assisted direct biodiesel production from wet Nannochloropsis occulata by in situ transesterification/reactive extraction | Kamoru Adio Salam | 2015-09-09 | Accepted to Online Publish | 2015-12-11 | ✔ |
| 3 | BRJ-1510-1181 (R1) | Fungal biomass and ethanol from lignocelluloses using Rhizopus pellets under simultaneous saccharification, filtration and fermentation (SSFF) | Jorge A. Ferreira | 2015-10-23 | Accepted to Online Publish | 2016-01-06 | ✔ |
| 4 | BRJ-1511-1189 (R1) | Biodiesel production from soybean oil based on lipase catalysis immobilized on polydopamine coated magnetite nanoparticles | HENRIQUE EISI TOMA | 2015-11-12 | Accepted to Online Publish | 2016-01-23 | ✔ |
| 5 | BRJ-1511-1193 (R1) | Evaluation of different lignocellulosic biomass pretreatments by phenotypic microarray-based metabolic analysis of fermenting yeast | Gregory Tucker | 2015-11-30 | Accepted to Online Publish | 2016-01-08 | ✔ |

Manuscript Info

## Publishing Back Issues (Creating Journal's Archive)

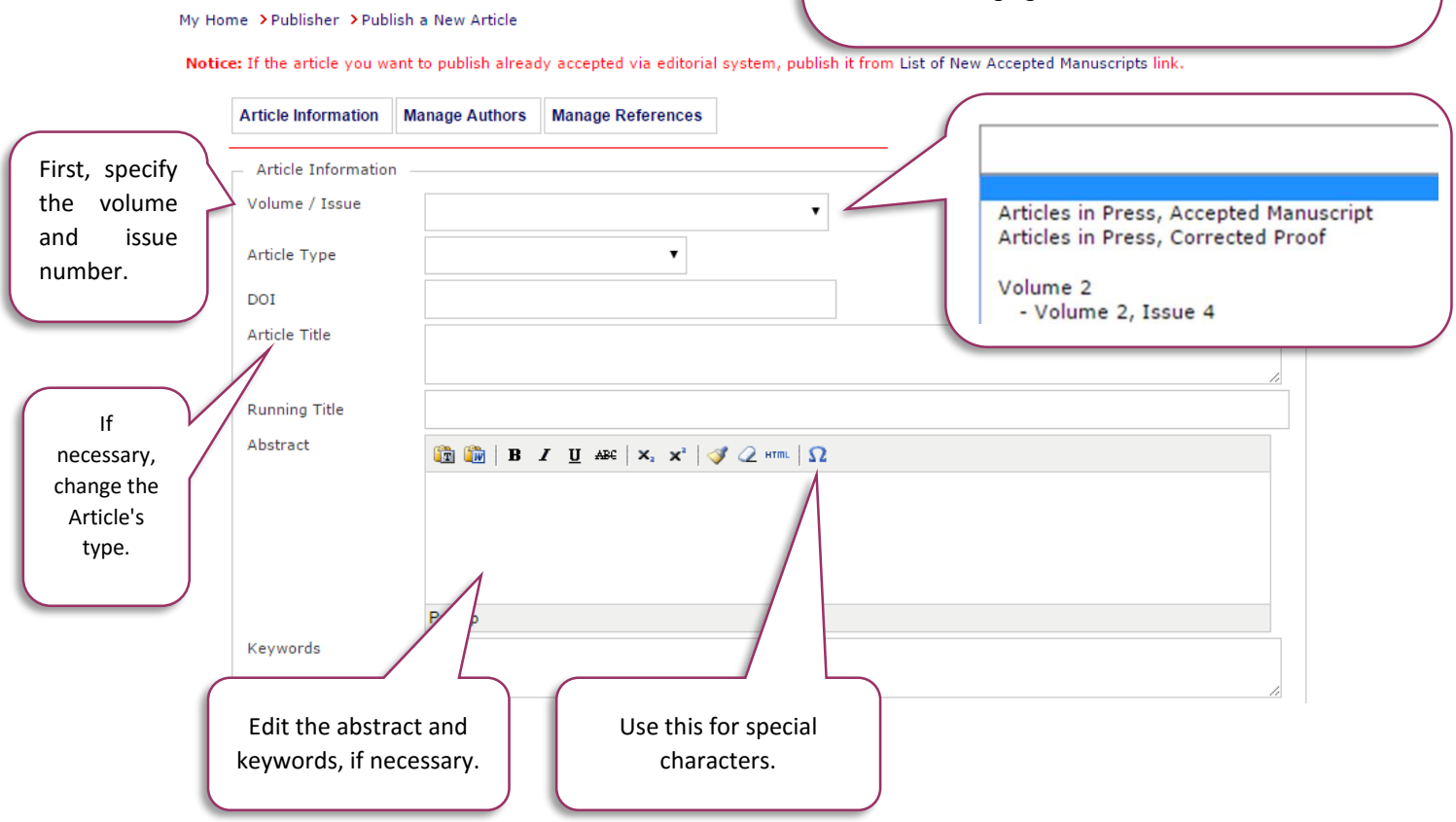
To publish previous issues, first choose their volume and issue number then click on "Publish A New Article". Enter Title, Abstract, Keywords, References in their appropriate boxes. Send the full paper-in PDF format- via its link. Click on "Managing Authors", "Managing Subject areas" and "Managing References" to add Author, Subject areas, References.

## Publishing New Articles

The Electronic Publishing Window has four parts

- Article Information
- Managing Authors (adding and editing authors' names)
- Managing Subject Areas (Specifying Articles Subject Areas)
- Managing References used in the Article

## Electronic Publishing Windows



Keywords

Full Text

Paragraph | Font Family | Font Size

Path: p

Complete List of References

Path: p

Full Text File

Choose File | No file chosen

Pages From | To

Upload the Full Text PDF file.

Receive Date 17 December 2015

Revise Date 17 December 2015

Accept Date 17 December 2015

Publish Date 17 December 2015

Subjects Related to Article

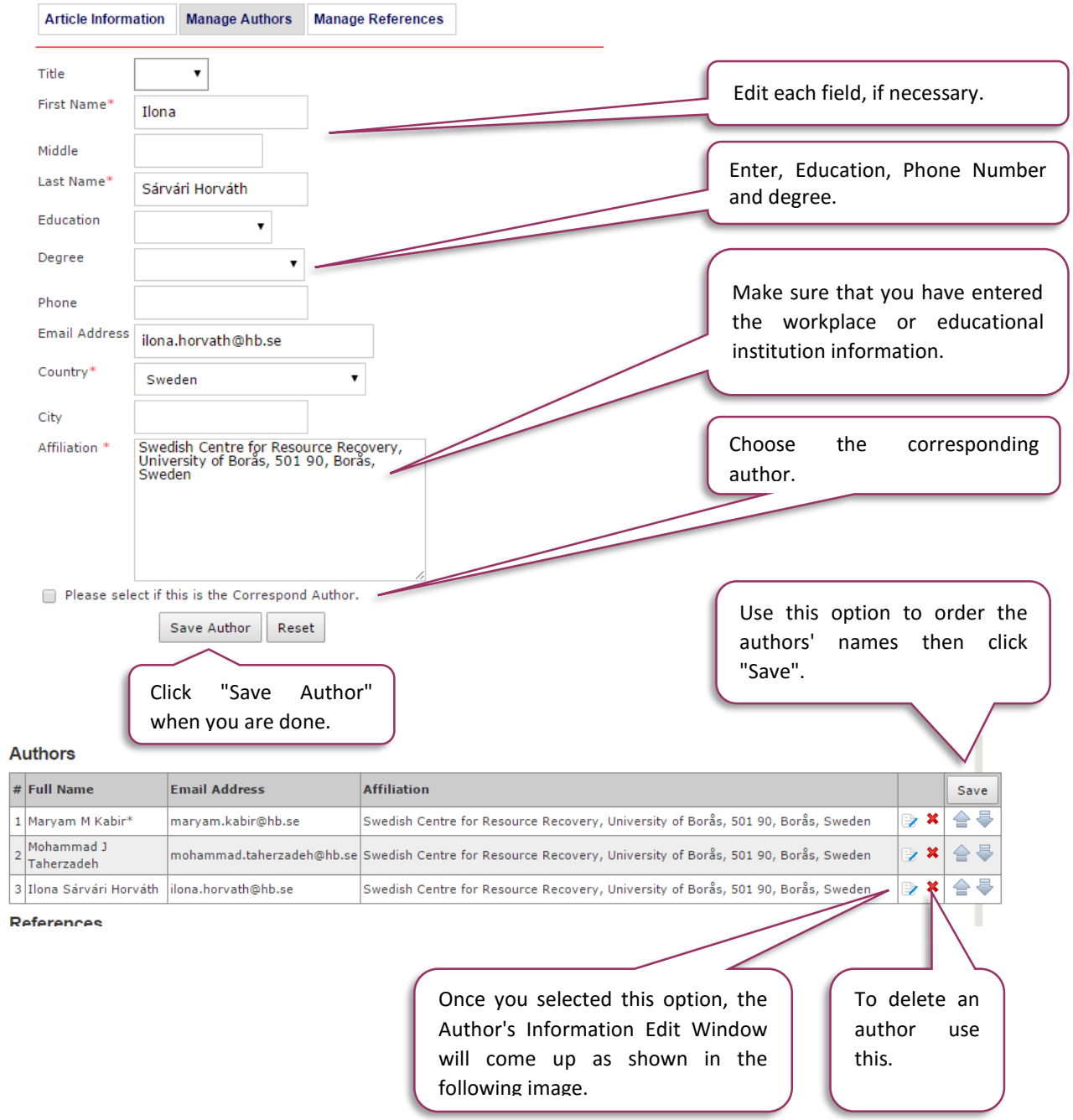
Bioprocess and biotechnology for biofu
Bioreactions and bioreactors
Biorefinery
Bioresource technologies
Combustion and engine technology
Energy audit for biofuel production pla
Fermentation
Life Cycle Assessment (LCA)
Membrane-bioreactors (MBR)
Novel, hybrid and integrated biofuel pr

> <

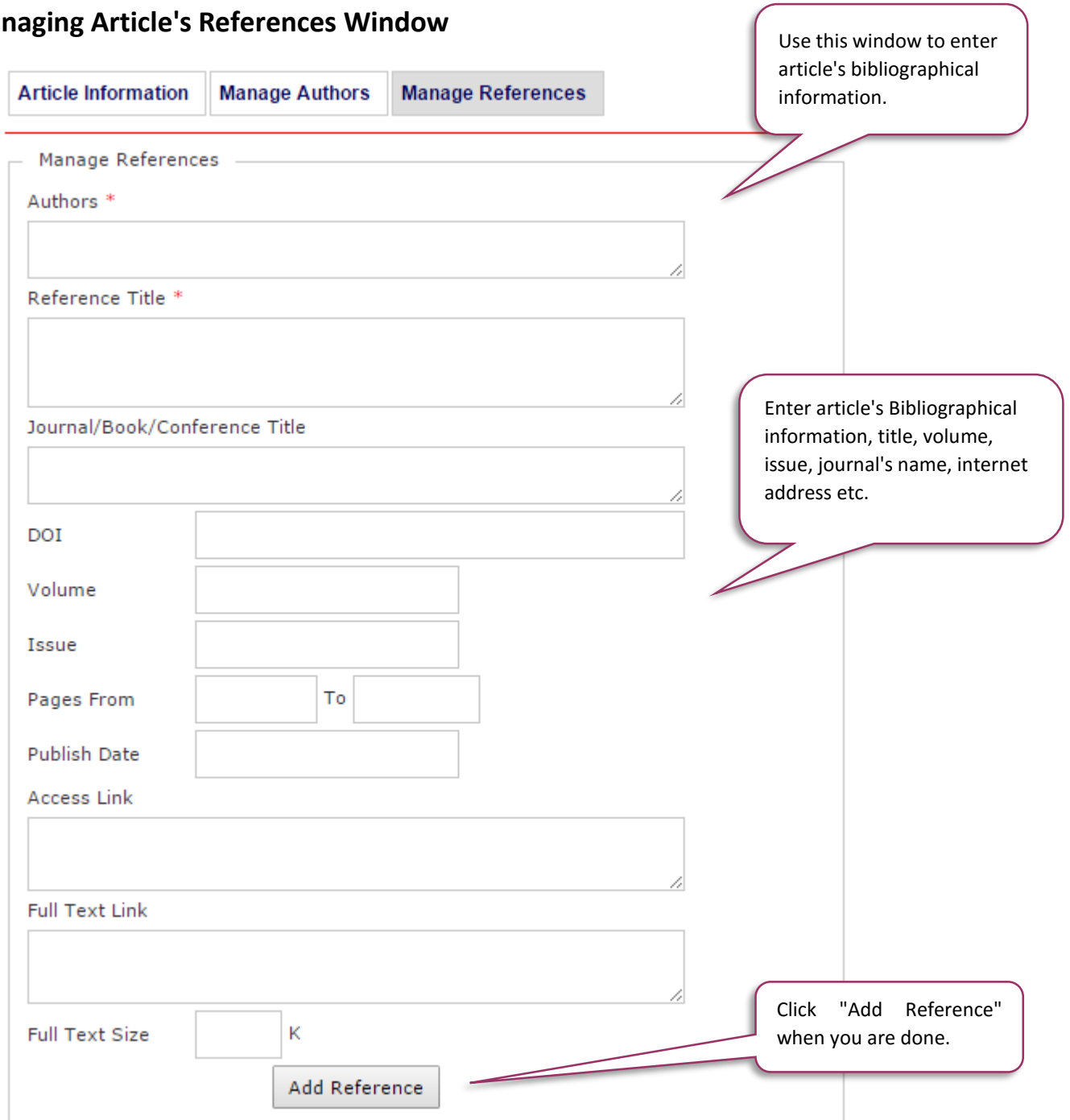
Save | Save & New | Cancel

If you want to show a word in title or keywords as *Italic*, put them betweeb  tag.

## Entering and Editing Authors' Information



## Managing Article's References Window



## An article with its bibliographical information added

Export Citation | | | |

Pyrolysis characteristic of kenaf studied with separated tissues, alkali pulp, and alkali li

Article 6, Volume 2, Issue 4, Autumn 2015, Page 317-323 XML

PDF (5508 K)

Document Type: Research Paper

DOI: 10.18331/BRJ2015.2.4.6

**Authors**

Yasuo Kojima [1] ; Yoshiaki Kato[1] ; Minami Akazawa[2] ; Seung-Lak Yoon[3] ; Myong-Ku Lee[4]

[1]Department of Applied Biological Chemistry, Faculty of Agriculture, Niigata University, 2-8050 Ikarashi, Nishi-ku, Niigata, 950-2181, Japan.

[2]Graduate School of Science and Technology, Niigata University, Niigata, 950-2181, Japan.

[3]Department of Interior Materials Engineering, Gyeongnam National University of Science and Technology, 150 Chiram-Dong, Jinju, Gyeongnam, 660-758, Korea.

[4]Department of Paper Science & Engineering, Kangwon National University, 192-1 hyoja 2-dong, Chuncheon, 200-701, Korea.

**Abstract**

To estimate the potential of kenaf as a new biomass source, analytical pyrolysis was performed using various kenaf tissues, i.e., alkali lignin and alkali pulp. The distribution of the pyrolysis products from the whole kenaf was similar to that obtained from hardwood, with syringol, 4-vinylsyringol, guaiacol, and 4-vinylguaiacol as the major products. The phenols content in the pyrolysate from the kenaf core was higher than that from the kenaf cuticle, reflecting the higher lignin content of the kenaf core. The ratios of the syringyl and guaiacyl compounds in the pyrolysates from the core and cuticle samples were 2.79 and 6.83, respectively. Levoglucosan was the major pyrolysis product obtained from the kenaf alkali pulp, although glycol aldehyde and acetol were also produced in high yields, as previously observed for other cellulosic materials. Moreover, the pathways for the formation of the major pyrolysis products from alkali lignin and alkali pulp were also described, and new pyrolysis pathways for carbohydrates have been proposed herein. The end groups of carbohydrates bearing hemiacetal groups were subjected to ring opening and then they underwent further reactions, including further thermal degradation or ring reclosing. Variation of the ring-closing position resulted in the production of different compounds, such as furans, furanones, and cyclopentenones.

**Graphical Abstract**

**Keywords**

Microbial fuel cell; Cathode compartment; Graphite; Carbon cloth; CNT/Pt-coated Carbon paper

**References**

Beurskens, H., Brand, A., 2015. Wind Energy, ECN Wind Energy, Netherlands.

Chae, K.J., Choi, M.J., Lee, J.W., Kim, K.Y., Kim, I.S., 2009. Effect of different substrates on the performance, bacterial diversity, and bacterial viability in microbial fuel cells. Bioresour. Technol. 100(14), 3518-3525.

Chaudhari, S., Deshmukh, A., 2015. Studies on sewage treatment of industrial and municipal wastewater by electrogens isolated from microbial fuel cell. Int. J. Curr. Microbiol. Appl. Scie. 4(4), 118-122.

Du, Z., Li H., Gu, T., 2007. A state of the art review on microbial fuel cells: a promising technology for wastewater treatment and bioenergy. Biotechnol. Adv. 25(5), 464-482.

Freguia, S., Rabaey, K., Yuan, Z., Keller, J., 2007. Non-catalyzed cathodic oxygen reduction at graphite granules in microbial fuel cells. Electrochim. Acta. 53(2), 598-603.

Ghasemi, M., Daud, W.R.W., Hassan, S.H., Oh, S.E., Ismail, M., Rahimnejad, M., Jahim, J.M., 2013. Nano-structured carbon as electrode material in microbial fuel cells: A comprehensive review. J. Alloys Compd. 580, 245-255.

Ghasemi, M., Ismail, M., Kamarudin, S.K., Saeedfar, K., Daud, W.R.W., Hassan, S.H., Heng L.Y., Alam, J., Oh, S.E.,2013. Carbon nanotube as an alternative cathode support and catalyst for microbial fuel cells. Appl. Energy. 102, 1050-1056.

Ghoreishi, K.B., Ghasemi, M., Rahimnejad, M., Yarmo, M.A., Daud, W.R.W., Asim, N., Ismail, M., 2014. Development and application of vanadium oxide/polyaniline composite as a novel cathode catalyst in microbial fuel cell. Int. J. Energy Res. 38(1), 70-77.

Green, M.A., Emery, K., Hishikawa, Y., Warta, W., Dunlop, E.D., 2015. Solar cell efficiency tables (Version 45). Prog. Photovoltaics Res. Appl. 23(1), 1-9.

Guo, K., Prévoteau, A., Patil, S.A., Rabaey, K. 2015. Engineering electrodes for microbial electrocatalysis. Curr. Opin. Biotechnol. 33, 149-156.

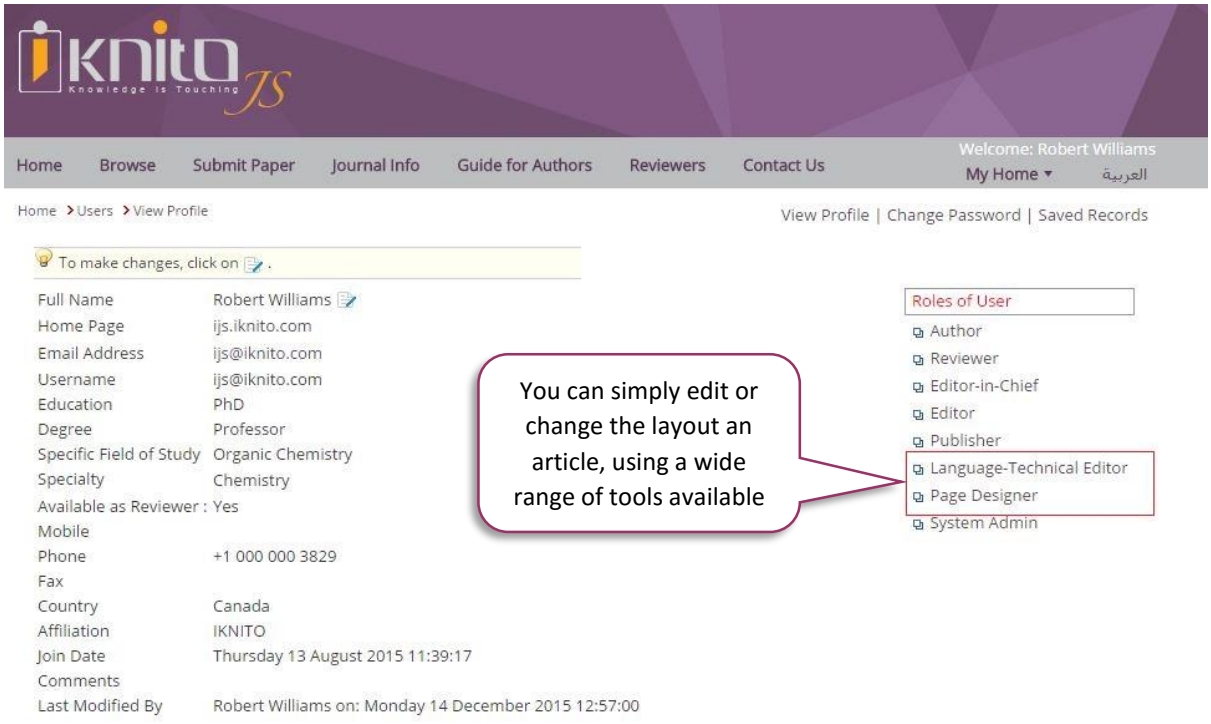
## Important points for Publishers

- For articles to be published electronically, they first need to be submitted via the system, reviewed and accepted for online publishing.
- If necessary, use "Publish New Article" for articles that are finalized. For Instance, you can use this option to enter the information of previous years published articles into the system.
- If possible, enter the article references to make them easily accessible to the users.
- When the articles are published electronically, the Author receives a publishing confirmation email.
- Enter the article's related subject areas and references so that they are easily accessible. This is important and should be done carefully.

# Chapter Six: Language-Technical Editor and Page Designer

## Introduction

Language-Technical Editors and Page Designer (Lay out Editors) have special roles in iKNiTO js. In classic systems, Language-Technical Editors and Page Designers had to go to journals' offices to get the finalized versions of articles. Traditional Language-Technical Editors, specially, preferred to get a hard copy so that they could make changes much easier. This was time consuming for the journal, if not costly. Because making changes, suggested by Language-Technical Editors, to the electronic version of the article needed a long time.



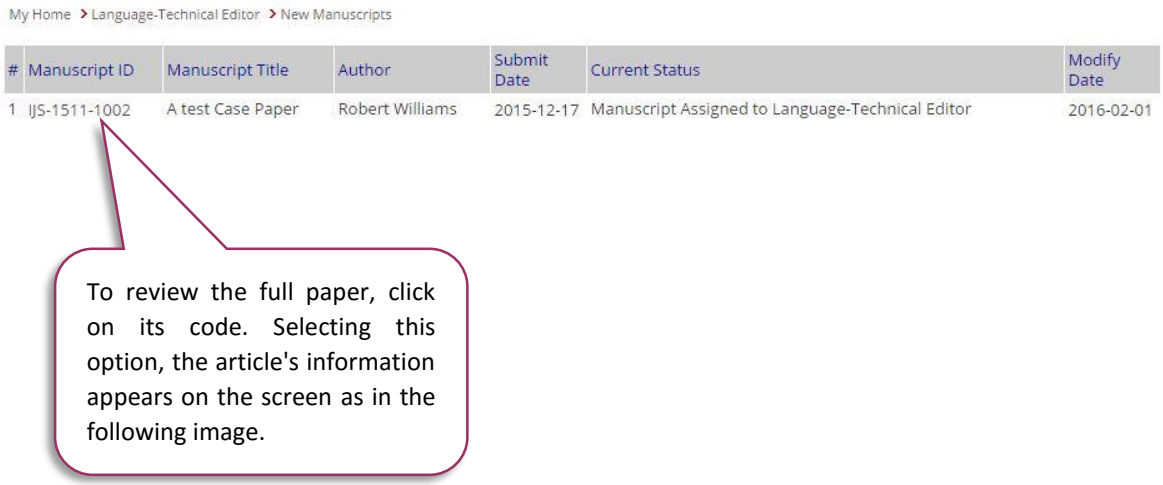

Happily, traditional Language-Technical Editors learned how to use the editing tools available in a very short time. They can quickly, receive the article, make necessary changes to it, and send it back via email. But still some certain steps in the process involved delays and difficulties. Some emails went unrecognized in the pile of other emails and the first drafts and final versions were mixed up.

iKNiTO js has worked out a solution for these problems. In this system, once an article has gone through all the reviewing process and has been approved, it is automatically

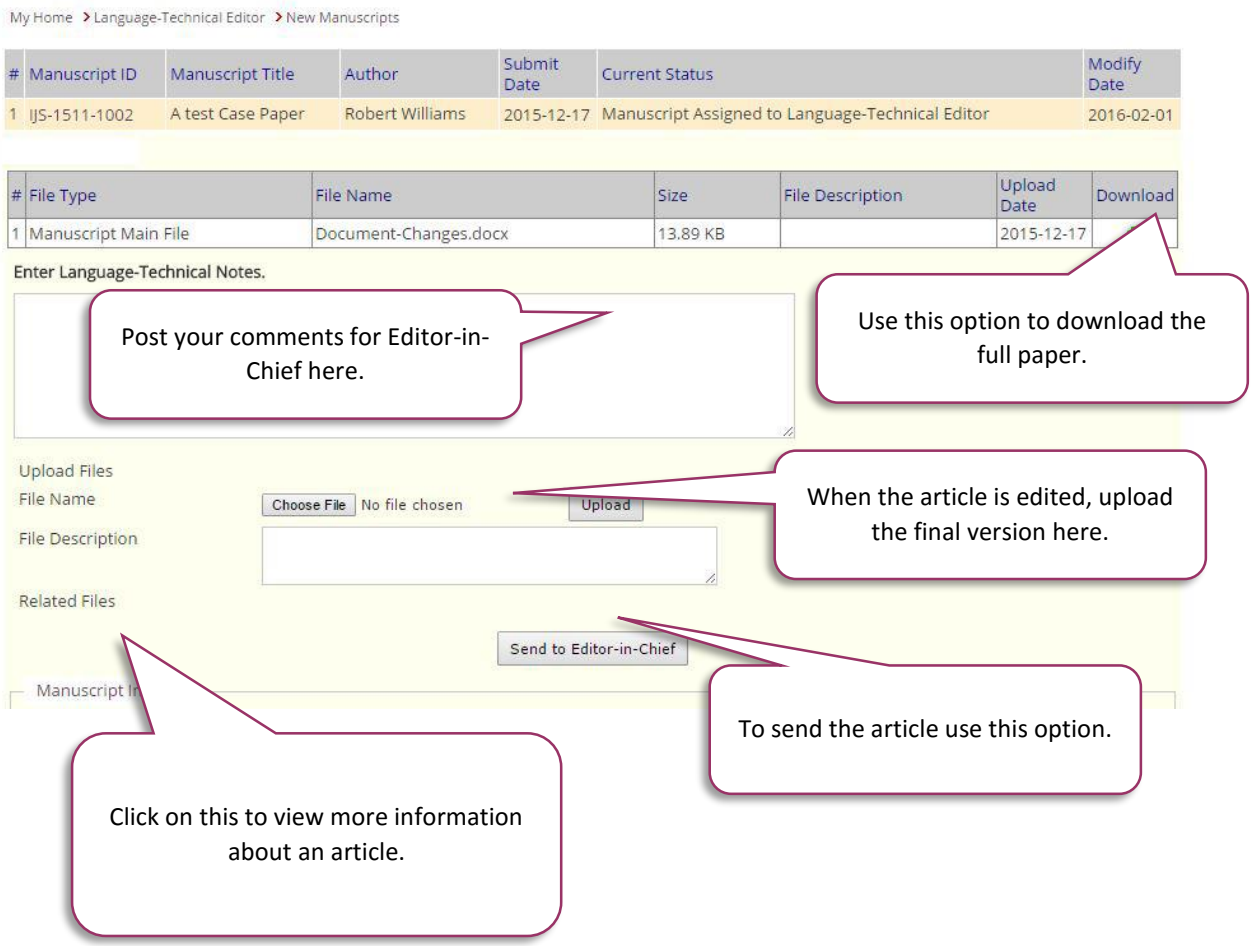
sent to a Language-Technical Editor through Editor-in-Chief. The Language-Technical Editor receives the article via his Home Page, and does the change in a time limit set, and finally uploads the edited version on the journal's site.

## Language-Technical Editor's Home Page

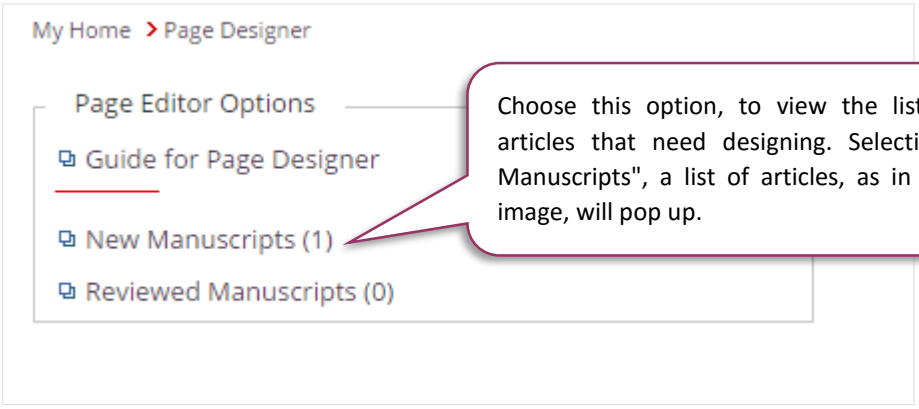
## New Manuscripts



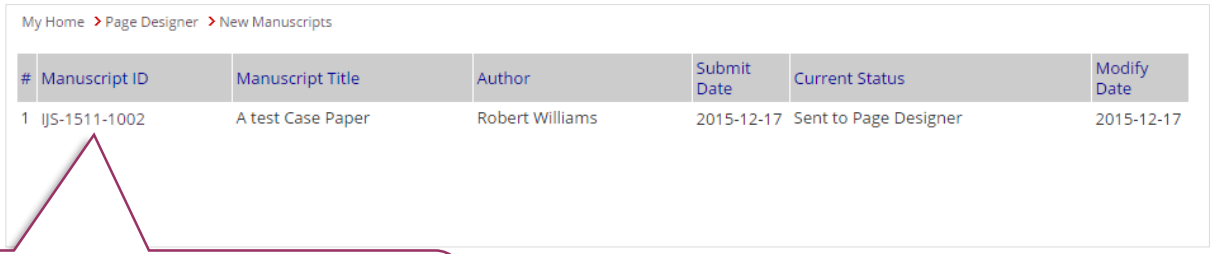
## Uploading Edited Articles Window



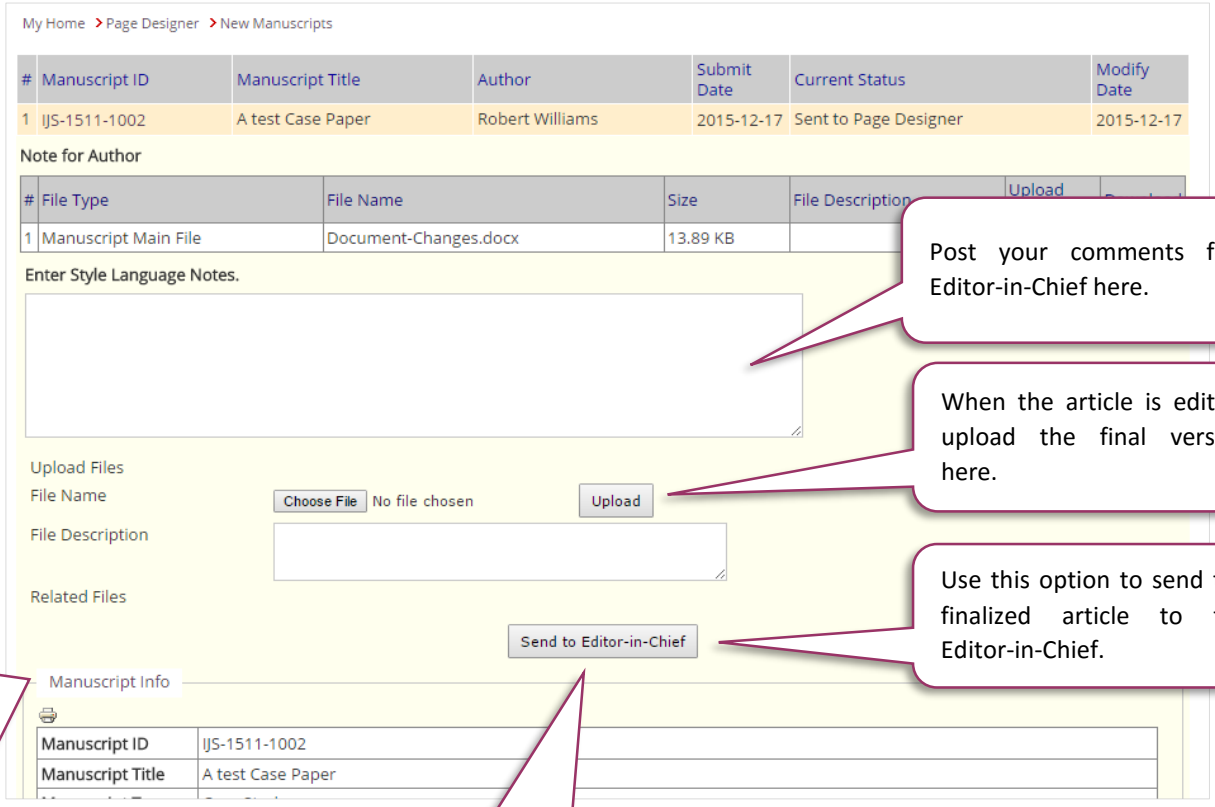
## Page Designer Home Page




Choose this option, to view the list of new articles that need designing. Selecting "New Manuscripts", a list of articles, as in following image, will pop up.




To review the full paper, click on its code. Selecting this option, the article's information appears on the screen as in the following image.




Post your comments for Editor-in-Chief here.

When the article is edited, upload the final version here.

Use this option to send the finalized article to the Editor-in-Chief.

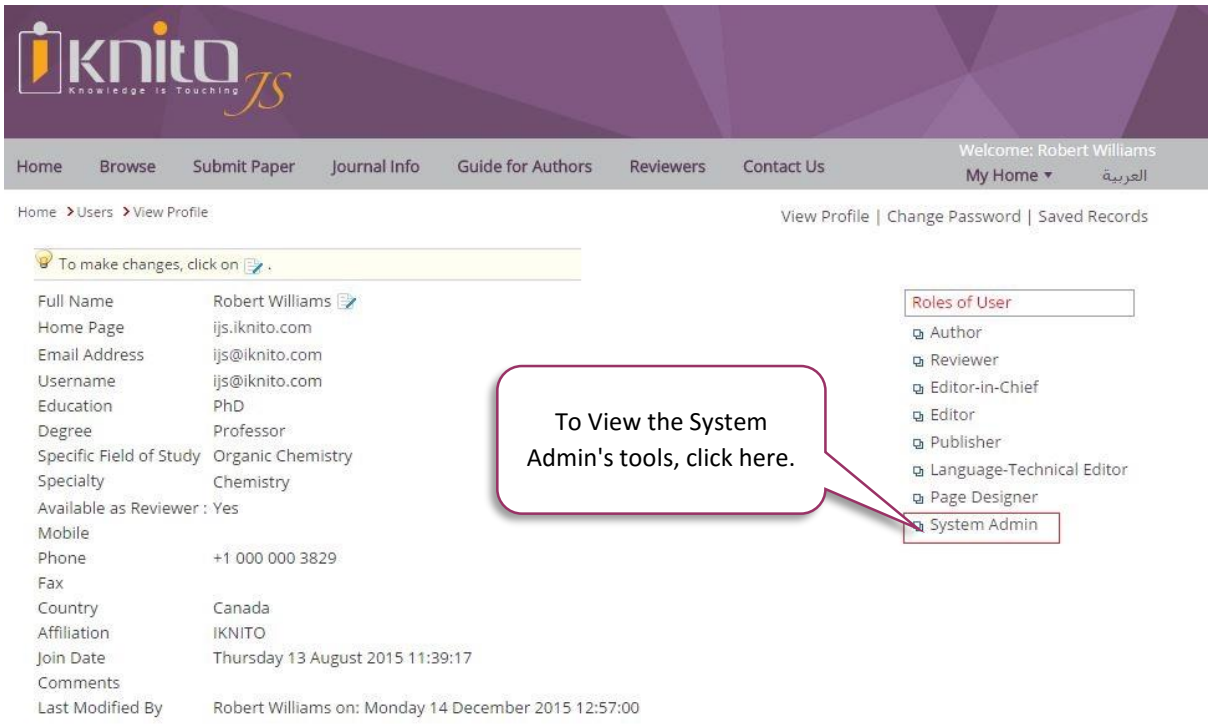
Click on this to view more information about an article.

To send the article use this option.

# Chapter Seven: System Admin

## Introduction

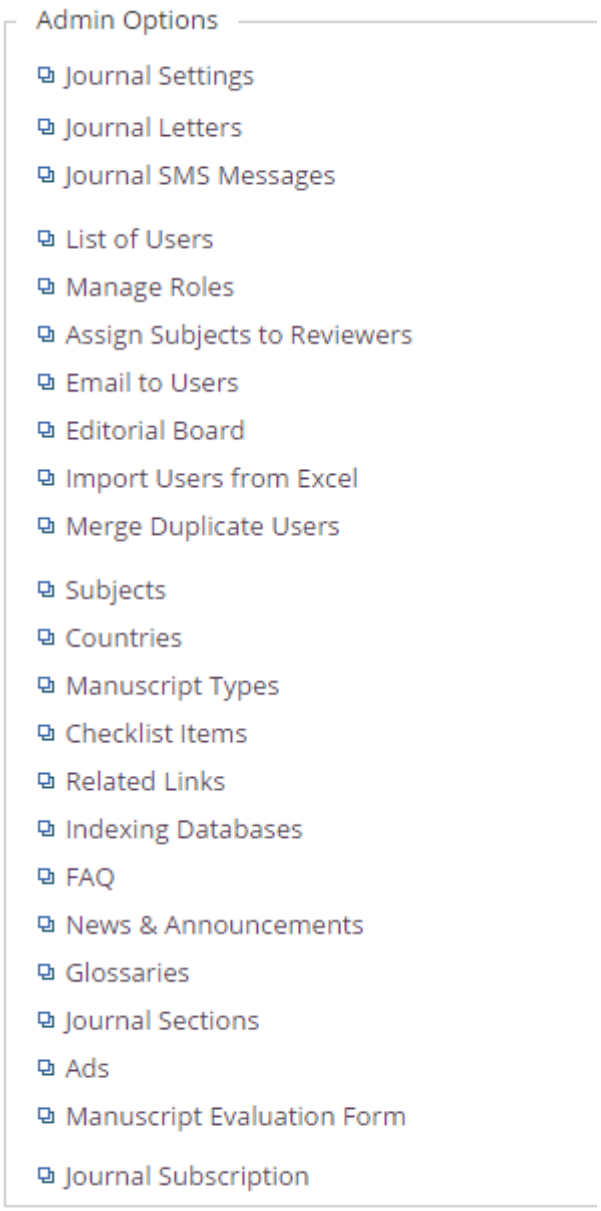
As it was mentioned earlier, there are 9 separate roles in iKNiTO js to manage, and execute the tasks for academic journals.  Each user can have one or several roles. In the hierarchy of iKNiTO js journal Management System, the System Admin has the most important role and oversees all the technicalities and various parts of the journal. The System Admin is in fact the Editor-in-Chief that most often delegates the journal's tasks to an executive manager. If a user has several roles, s/he can switch among them referring to the Home page. For instance, if a user has the role of a Reviewer and an Author, referring to his/her Home page, he can choose one of these roles and serve as such.




System Admin is fully-authorized to manage the system and inform others. They will be explained shortly. iKNiTO js provides the System Admin with a wide range of

valuable tools and facilities. You can easily see a list of System Admin's tasks in this shot.

## System Admin Home Page




All the processes involved in a journal preparation can be completed using various tools available on iKNiTO js.

These tools are categorized into several major groups:

- Journal's News site
- Setting and editing default letters
- Managing users
- Assigning roles
- Entering Editorial Board's Member Information
- Adding and Editing journals Major Subject Areas
- Managing News, Announcements and Advertisements
- Creating and Editing Reviewing Forms
- Managing journal's Hard copy Subscription

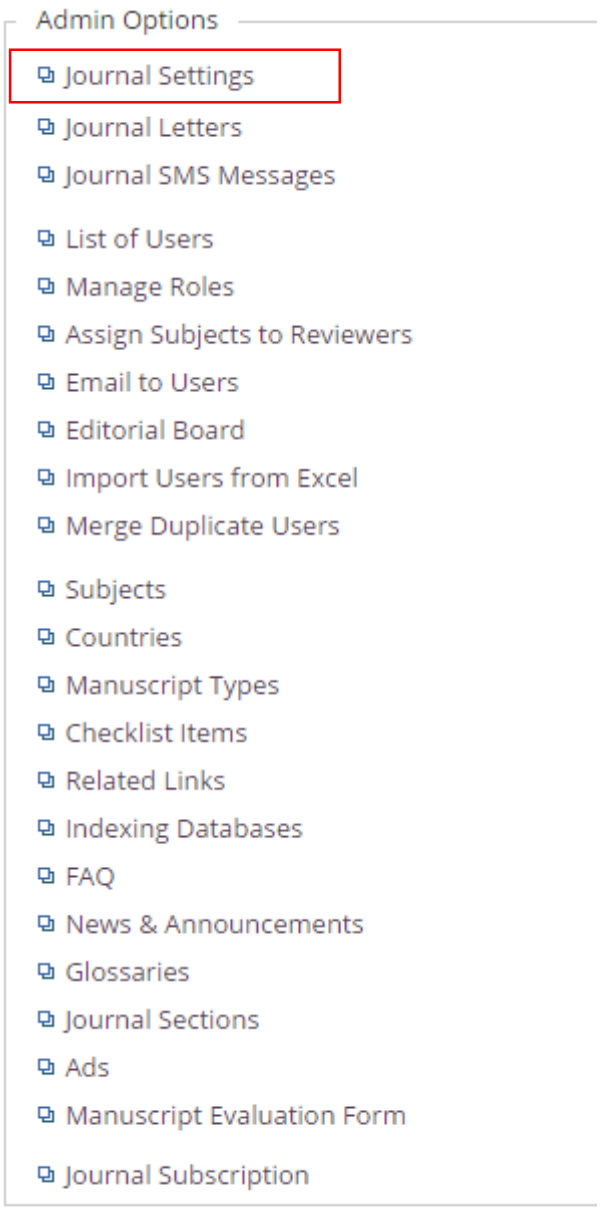
All the processes involved in a journal preparation can be completed using various tools available on iKNiTO js. Each will be explained now.

| System Admin Tools | Explanation |
|---|---|
| Journal's Settings | Adjusting the system key settings and posting important comments |
| Journal letters' Settings | Editing default letters and correspondence to Reviewers, Authors, Editors etc. |
| Journal SMS Settings | Editing default SMS to Reviewers, Authors, Editors etc. |
| List of Users | Managing users |
| Delegating Tasks | Assigning Roles to Users to handle journal's tasks |
| Assigning Subject areas to Reviewers | Specifying each of Reviewers specialties |
| Members of Editorial Board | Entering Editorial Board's Member Information |
| Subject Areas | Adding or Editing journal's main and secondary subjects areas |
| Counties | Adding and editing countries to be viewed in registration form |
| Types of Articles | Edit and add various types of articles using this option. |
| Checklist Questions | Adding and editing checklist questions to inform Authors |
| Useful Links | Adding and editing related sites' addresses to be publicized |
| Sites on which the journal has been indexed. | Providing information about sites on which the journal is indexed. |
| Frequently-asked Questions | Adding and editing frequently-asked questions to inform Authors |
| News and Announcements | Managing site's News and announcements |
| Special Glossary | Preparing special glossary for users and to uniform the translation of some concepts. |
| Journals Sections | To better manage the journal if there are several special subject areas |

| | |
|---|---|
| Advertisement | Managing Announcements |
| Article Reviewing Window | Creating and Editing Reviewing Forms |
| Journal's Subscription | Managing Subscriptions |

## Journal's Settings

One of the most important tasks for the System Admin is uploading and editing all the information on the journal website which is done through various tools and facilities available. It involves key settings and uploading contents to be viewed on the Home Page. Site Header, About Journal, Rights Owners, Uploading, Authors and Reviewers Guides, as well as default letters, uploading news and information, Advertisements, creating and editing Review forms, checklist questions are just some of them.




There are 3 settings for the journal:

**Key Settings**

- Languages, Journal's main link
- Volumes, ISSN for hard copies, ISSN for electronic versions
- Abstract and keywords limits
- Journal's main and alternative emails

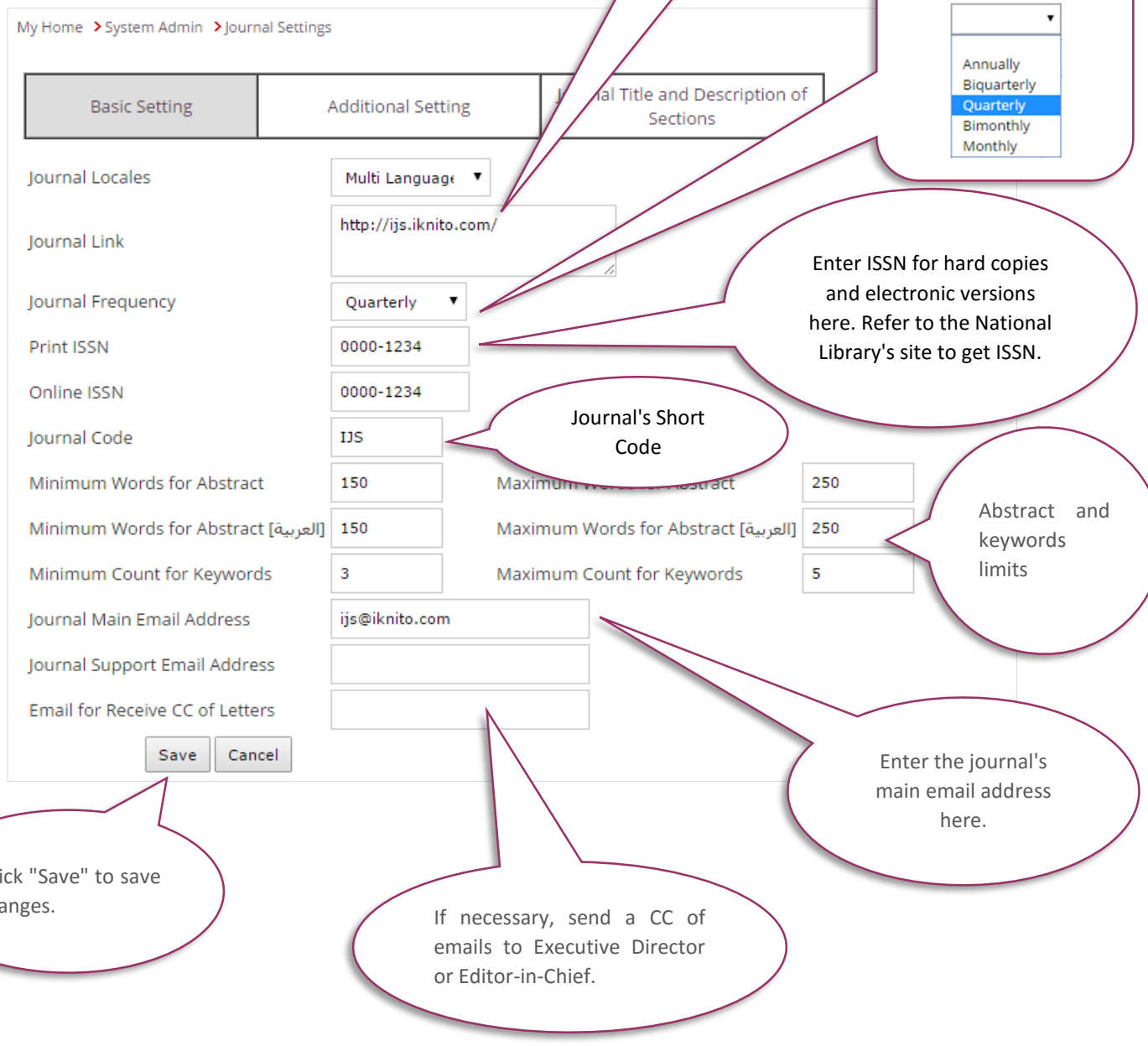
**Additonal Settings**

- Journal's reviewing strategy
- Different file formats for full papers
- How Editor woks
- Reviewing Deadline
- Automatic follow-up settings

**journal Title and System help**

- Adding key information about the journal, targets and visions
- System help

## Journal's Settings More Settings Window




Enter the journal's site main address here.

Specify the Frequency.

Enter ISSN for hard copies and electronic versions here. Refer to the National Library's site to get ISSN.

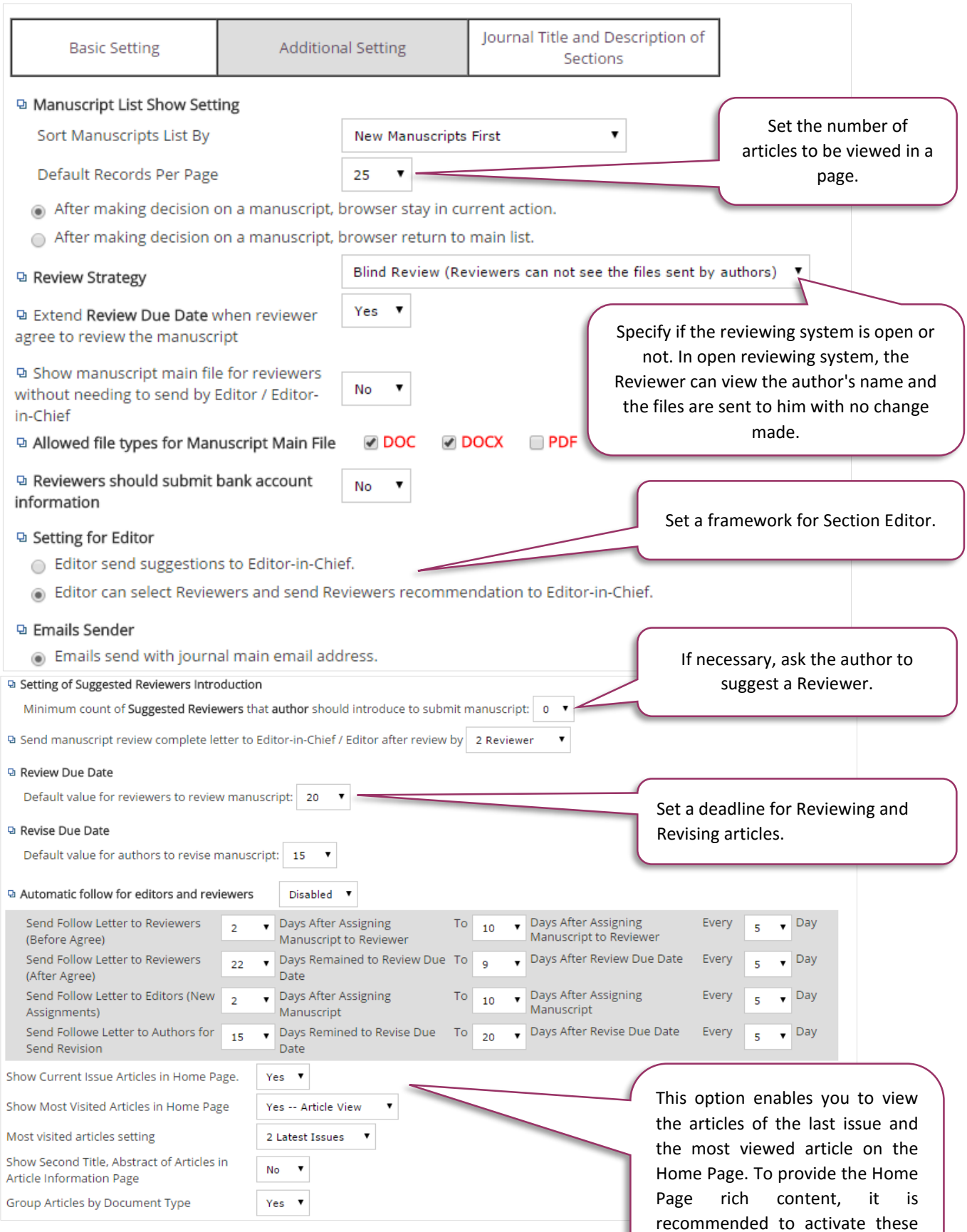
Journal's Short Code

Abstract and keywords limits

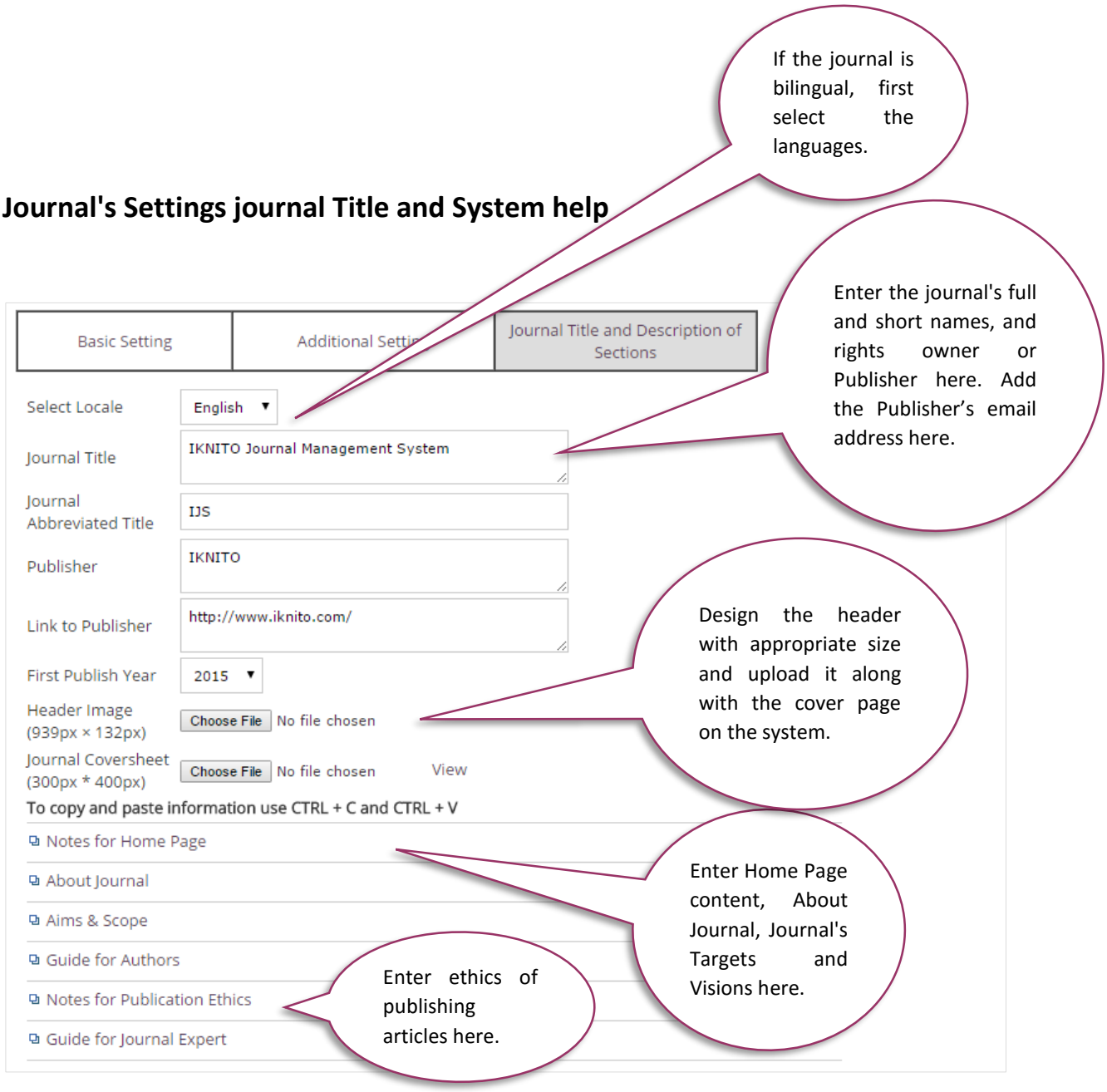
Enter the journal's main email address here.

Click "Save" to save changes.

If necessary, send a CC of emails to Executive Director or Editor-in-Chief.

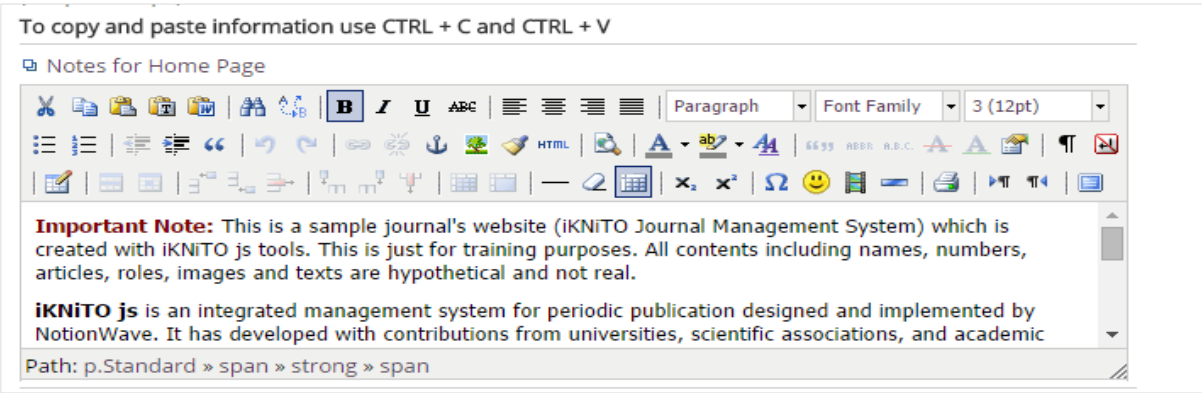

Basic Setting
Additional Setting
Journal Title and Description of Sections
Manuscript List Show Setting
Sort Manuscripts List By
New Manuscripts First
Default Records Per Page
25
After making decision on a manuscript, browser stay in current action.
After making decision on a manuscript, browser return to main list.
Review Strategy
Blind Review (Reviewers can not see the files sent by authors)
Extend Review Due Date when reviewer agree to review the manuscript
Yes
Show manuscript main file for reviewers without needing to send by Editor / Editor-in-Chief
No
Allowed file types for Manuscript Main File
DOC
DOCX
PDF
Reviewers should submit bank account information
No
Setting for Editor
Editor send suggestions to Editor-in-Chief.
Editor can select Reviewers and send Reviewers recommendation to Editor-in-Chief.
Emails Sender
Emails send with journal main email address.
Setting of Suggested Reviewers Introduction
Minimum count of Suggested Reviewers that author should introduce to submit manuscript:
0
Send manuscript review complete letter to Editor-in-Chief / Editor after review by
2 Reviewer
Review Due Date
Default value for reviewers to review manuscript:
20
Revise Due Date
Default value for authors to revise manuscript:
15
Automatic follow for editors and reviewers
Disabled
Send Follow Letter to Reviewers (Before Agree)
2
Days After Assigning Manuscript to Reviewer
To
10
Days After Assigning Manuscript to Reviewer
Every
5
Day
Send Follow Letter to Reviewers (After Agree)
22
Days Remained to Review Due Date
To
9
Days After Review Due Date
Every
5
Day
Send Follow Letter to Editors (New Assignments)
2
Days After Assigning Manuscript
To
10
Days After Assigning Manuscript
Every
5
Day
Send Followe Letter to Authors for Send Revision
15
Days Remined to Revise Due Date
To
20
Days After Revise Due Date
Every
5
Day
Show Current Issue Articles in Home Page.
Yes
Show Most Visited Articles in Home Page
Yes -- Article View
Most visited articles setting
2 Latest Issues
Show Second Title, Abstract of Articles in Article Information Page
No
Group Articles by Document Type
Yes
Set the number of articles to be viewed in a page.
Specify if the reviewing system is open or not. In open reviewing system, the Reviewer can view the author's name and the files are sent to him with no change made.
Set a framework for Section Editor.
If necessary, ask the author to suggest a Reviewer.
Set a deadline for Reviewing and Revising articles.
This option enables you to view the articles of the last issue and the most viewed article on the Home Page. To provide the Home Page rich content, it is recommended to activate these two options.

## Journal's Settings journal Title and System help



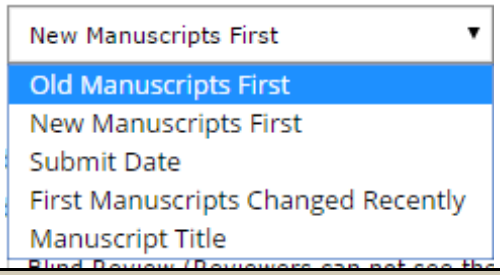

Referring to the previous image, the System Admin can upload contents of standard informative pages about the journal. These pages are then separately viewed in menus and columns of journal's site. Part of the information can be publicly accessed and other pieces are accessible only to certain roles e.g. Authors, Editor-in-Chief, Language-Technical Editor etc.

Clicking on each part, you will be provided with a page to type texts and necessary tools. The page has standard word processing tools such as fonts, colors, images, tables etc. Most of the texts should be added just once. If necessary, the System Admin can change and edit the texts. When launching the site, the System Admin needs to add "Home Page Guide", "About Journal", "Contact Us", "Keywords" etc.




## Journal's Settings Important!

| Key Settings: Important Points | |
|---|---|
| **Journal Languages** | The System is bilingual. When delivering the system, if the Publisher asks, NotionWave will set the first and second language on the system. The System Admin can enable or disable the second language. |
| **Journal's main link** | The journal's main link is its internet address. Make sure that this address is added correctly on the system |
| **The publishing frequency** | The publishing frequency can be one of the followings: Annual, Biannual, Quarterly, Bimonthly, and Monthly |
| **ISSN for Printed and electronic versions** | Please refer to the organization responsible for these in your country. |
| **Journal's Short Code** | Journal's short code is used to generate articles short code and when a university has several journals, it is advisable to use the sub-domain as the journal's short code. |
| **Abstract'skey limit** | Set a word limit for abstracts. To avoid any problems with saving information on the system, it is advisable to set a difference of 50-100 words between the minimum and maximum words for abstracts. |
| **Keywordslimit** | The minimum and maximum numbers of keywords are set by System Admin on the system. 4 to 7 keywords are advisable. |
| **Journal'smain and alternative emails Email address assigned to CC- mails.** | Enter the journal's main and alternative emails carefully. It is better for all the journals to have their unique emails so that when there is a new Editor-in-Chief or Executive Director the journal can still use the same old email address. |

| | |
|---|---|
| **Viewing article's list** | The list of submitted articles can be viewed differently. It is better to view the articles according to "Recently modified articles" or "New articles".<br>  |
| **Journal's reviewing strategy** | Specify if the reviewing system is open or not. In an open reviewing system, the Reviewer can view the Author's name and the files are sent to him with no changes made. If by default the Reviewer must not learn the Authors name, the Editor-in-Chief has to first download the file, remove the Authors name (if on the article) save it in a new file and then upload it on the system. Finally send this file to Reviewer. |
| **Different file formats for full papers** | The full paper can be in any of the following format.<br>☐ DOC ☐ DOCX ☐ PDF ☐ TEX |
| **Getthe Reviewers' bank account information.** | If the journal pays the Reviewers, by selecting this option the Reviewers' bank account information can be obtained. If Reviewing is gratuitous, do not choose this option. |
| **How Editor woks** | Editor is actually Editor-in-Chief's assistant and he can send the articles to be reviewed and view the results and inform the Author of the results if the the Editor-in-chief wishes so. Using iKNiTO js, the Editor-in-Chief can delegate some of his responsibilities to Editor. Editor can be one of the members of Editorial Board.<br>If the Editor-in-Chief wishes, the Editor can perform the initial assessment and then if the article is qualified, he can suggest a Reviewer to Editor-in-Chief. |

| | |
|---|---|
| **Sending letters using the main journal email or Editor's email** | If the Editor-in-Chief has delegated some of his tasks to Editor, the letters can be sent via Editor's email. The Editor-in-Chief can enable this option. Otherwise the letters are sent through the journal's main email address. |
| **Authors' Suggested Reviewer** | Authors Suggesting Reviewers is an excellent feature in iKNiTO js. Enable this option so that when an Author submits an article the suggested Reviewer is registered in the system. This way, the number of users in the system's data base increases significantly. |
| **Sending email to Editor/Editor-in-Chief after article has been reviewed** | To make the reviewing process more efficient and to avoid loops, you can send a letter of "Reviewing process Completion" to Editor or Editor-in-Chief as soon as you received reviewing results from one or all the Reviewers. When you register several Reviewers with the system, specify that after receiving how many reviewing results you wish the "Reviewing Process Completion" letter to be sent. If you have set this to "after all reviewing results", the letter will not be sent unless all the Reviewers send in their assessment results. |
| **Article Reviewing Deadline** | Adjust this deadline according to automatic follow up time range settings. We recommend 30 days. |
| **Article Revising Deadline** | Adjust this deadline according to automatic follow up time range settings. We recommend 20 days. |
| **Automatic follow up, Reviewing Results and Editor** | Enable automatic follow up, Reviewing Results and Editor. Set automatic follow up cautiously. It should not send emails too frequently! |
| **The articles from journal's last issue are viewed on the Home page.** | Enable this option so that the articles from journal's last issue are viewed on the Home page. When this option is enabled the information will be viewed on the Home Page and you will get better, richer content. For further information visit: http://ijs.iknito.com |
| **The popular articles will be viewed on the Home page.** | Enable this option so that the popular articles are viewed on the Home page. As on this site: http://ijs.iknito.com |
| **The article's title and abstract will be viewed in the article's** | You can enable this optionto view the article's title |

| | |
|---|---|
| **information window in the second language.** | and abstract in the second language on the Home Page. |
| **The articles are categorized according to their types.** | You can categorize the articles according to their types, if necessary. |
| **Ready-to-be Published articles** | The Editor-in-Chief can change the "ready-to-be-published articles" to any titles as he wishes. |

## Journal's Title, System help and key points:

| | |
|---|---|
| **Journal Title** | Enter the journal title into the system. The title will be viewed on the top ribbon. |
| **Journal's Short Title** | Add journal's short title if necessary. Many journals use abbreviations as their short titles. |
| **Journal's Publisher and Rights Owner** | Enter the Publisher's particulars into the system. |
| **Publisher's Site Link** | Add the Publisher's internet address to the system. The Publisher's name will appear on the Home Page. |
| **The first volume** | Enter the first year (volume) of publication into the system. |
| **Journal site Header's image** | Prepare a 132px*939px image for the header and upload it. After uploading the header, click "Save" on the bottom of the setting page. Refresh the page and view the new header. |
| **Cover page Image** | Prepare a 300px*400px image and upload it onto the system. |
| **Home Page Texts** | Write a maximum of few lines for the Home page in its appropriate box. It is suggested that you use a proper font for this text and separate it from the rest of the page. The image color would better match the color of site's header. |
| **About Journal** | Fill out this part, if necessary. The journal's scope is added here. |
| **Targets and Visions** | Add the journal's targets and visions in their assigned section. |
| **Authors Guide** | Authors guide is divided into two main sections. One part comprises registration guide and article submission and another article's format guidelines. The submission guide is prepared by iKNiTO js and can be |

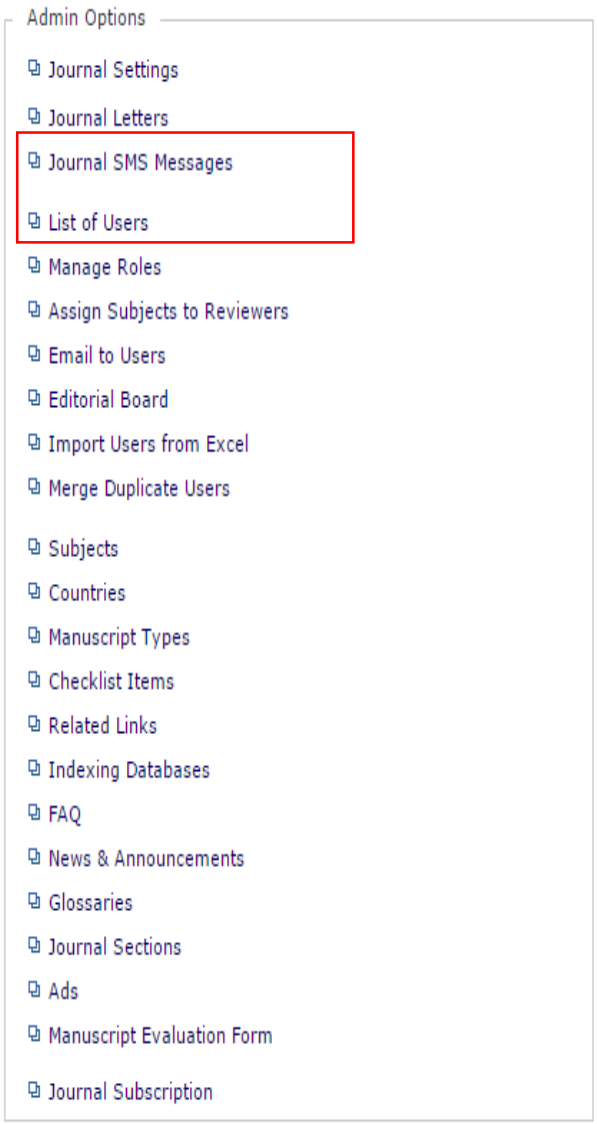
| | |
|---|---|
| | provided to the users. Enter the article's format guidelines into the system. |
| **Article publishing Ethics Texts** | Enter article publishing ethics texts here. All the prestigious journals indexed by reputable data bases have to complete this part. Visit this site to see an example. |
| **Editor-in-Chief Guide**<br>**Language-Technical Editor Guide**<br>**Page Designer Guide**<br>**Editor Guide**<br>**Publisher Guide** | Add the system guides into their assigned sections. |
| **Reviewer's page (to view the Reviewers list type "Reviewers list")** | Many journals use this option to publicize the Reviewers' list. |
| **Submission Guidelines** | Enter the submission guidelines in this section carefully. Following, there are some samples:<br>http://www.biofueljournal.com/journal/authors.note<br>http://ijs.iknito.com/journal/authors.note |
| **Journal's Subscription** | Add the journal's Subscription information in the assigned section carefully. The journal's subscription link will appear on the Home Page. As in:<br>http://ijs.iknito.com/journal/subscription.form |
| **Contact Us** | This includes phone number and address, please add them carefully. As in:<br>http://ijs.iknito.com/journal/contact.us |
| **Acceptance Process** | Describe acceptance process step by step. |
| **Describing File Submission to the Authors** | Describing File Submission to the Authors is crucial. Specify the file format the Author has to use to submit his full paper. Specify the dimensions and size and format for the image that the Author may send. |
| **Explain Reviewers' Form** | If the Reviewer has to consider certain points, add the points here. |
| **Describe adding Reviewers' bank account** | If the Reviewers are paid so they need to add their account information or specify a certain bank, add such information here. |
| **Default letter to Editor-in-Chief** | Add the default letter to Editor-in-Chief here. When the Author is submitting his article, he views this. |

| | |
|---|---|
| | Confirming this letter means accepting the journal's terms and conditions. Here is an example of a default letter:<br>*Dear Editor-in-Chief,*<br><br>*Attached is my research paper and I agree not to submit it to other journals until I have received the reviewing results from your journal.*<br><br>*Best Regards* |
| **Explaining how to complete the checklist** | Add the necessary information to complete the checklist here. The Author can view this when submitting his paper. |
| **Separate the keywords used by search engines by a comma (,).** | Indexing the journals on data bases e.g. Google Scholar is another distinguishing feature of the system. Add your unique journal keywords here so that your journal is easily accessible. |

## Default Letters' Settings

iKNiTO handles the system correspondences automatically. For example, when an article is assigned and sent to a certain Reviewer, a default letter is sent with it. The Letter can be edited in default letters setting page. All the letters are prepared and added to the system but you can edit and change their style. To do this, go to System Admin Home Page and select Journal's letters settings.

Journal’s Letter and SMS Setting




- There are 43 types of letters circulating among the journal's different parts and members. According to the process involved, the letters circulate among different roles.
- In System Admin section on iKNiTO js, you can edit and change the content of default letters, selecting each one.
- You can add the Author's name, Article's title etc to the letter, using the left-hand column.
- Click "Save" to save changes.
- If the journal is bilingual, first choose the language and then edit the letters.
- Editing letters and SMSs are similar.

**Her Here is a list of letterse is a list of the letters**

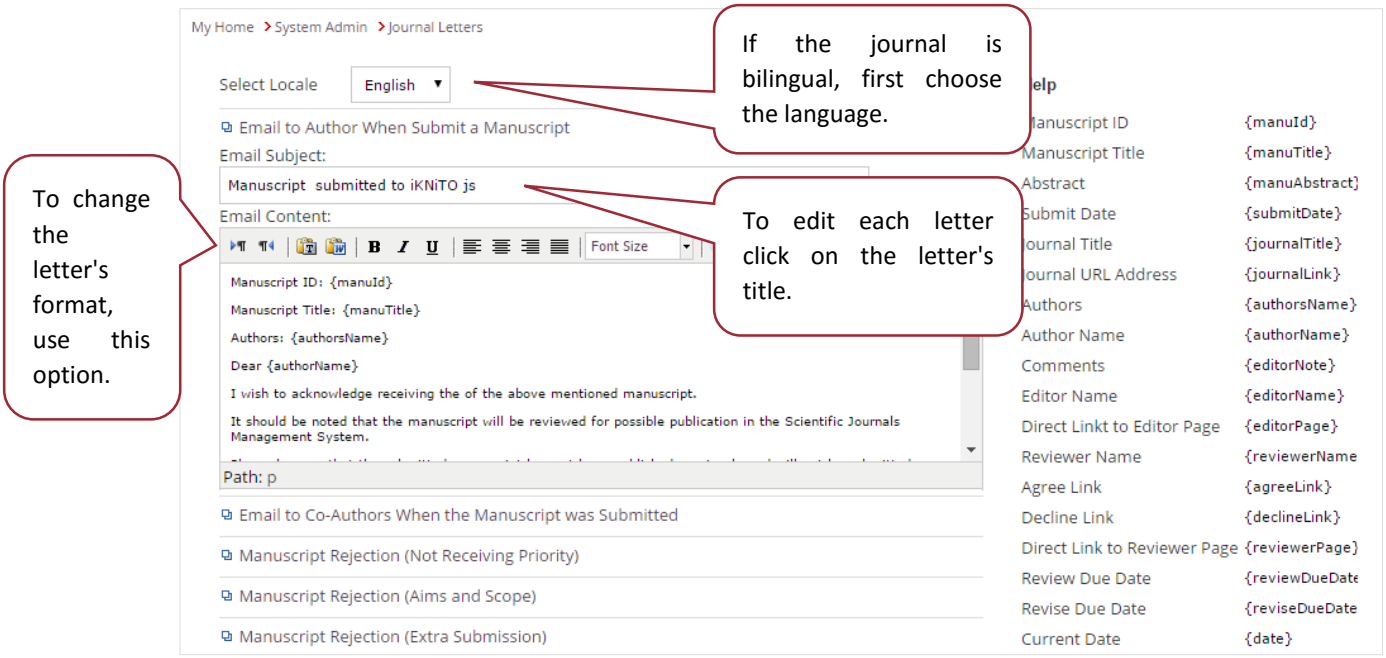
1. Letter for the Author to complete the article submission process
2. Letter for other Authors to complete the article submission process
3. Letter of article's rejection because its subject is not a priority for the journal
4. letter of article's rejection because the article's scope does not match the journal's scope

5. Letter of article's rejection because of non-conformity with journal's terms and conditions
6. Letter of article's rejection because its subject is similar to other articles
7. Letterof article's rejection because of language problems
8. Letter of article's rejection because the Reviewer's did not accept to review it
9. Letterof article's rejection because of Reviewers' assessment
10. Letter of assigning an article to Editor (new article)
11. Letter of assigning an article to Editor (a revised article)
12. Letter to Editor to follow up an article
13. Letter to Editor-in-Chief from Editor when he wants to relay his comments
14. Letter to Editor-in-Chief when the Editor has followed up the article but has not dealt with it yet
15. Letter of sending an article to Language-Technical Editor
16. Letter to Editor-in-Chief when the Language-Technical Editor responds
17. Letter of sending an article to Page Designer
18. Letter to Editor-in-Chief when the Page Designer responds
19. Letter for revision (minor revision)
20. Letter for revision (major revision)
21. Letter for revision (minor revision for acceptance)
22. Letter for revision (minor revision only for submitting the full paper)
23. Letter to Author to resend the article
24. Letter from the Author to inform completion of the revision
25. Letter of article assignment to Reviewers
26. Letter of article assignment to the comparative Reviewers
27. Letter of delay in accepting to review
28. Letter to Reviewers when they accept reviewing an article
29. Letter to Reviewers when they do not accept reviewing an article
30. Letter to announce delay after a Reviewer accepts to review an article
31. Letter to Reviewers when decisions are made about an article but they have not yet reviewed that article
32. Letter to Editor-in-Chief/ Editor when a Reviewer has not Reviewed an article after an automatic follow up letter.
33. Letter to Reviewers when the reviewing process is completed
34. Letter to Editor/Editor-in-Chief when all the Reviewers have sent in their reviewing results.
35. Letter of ready-to-publish to send in the final version of full paper
36. Letter that an article is finally accepted to be published electronically
37. Letter to Author following article's electronic publishing

38. Letter to Author following article publishing
39. Letter that an article was removed by the Editor-in-Chief
40. Letter of article withdrawal
41. Letter to send a list of the journal's last issue's new articles to users.
42. Letter to send articles to  members of Editorial Board
43. Letter of completion of review to the Editorial Board

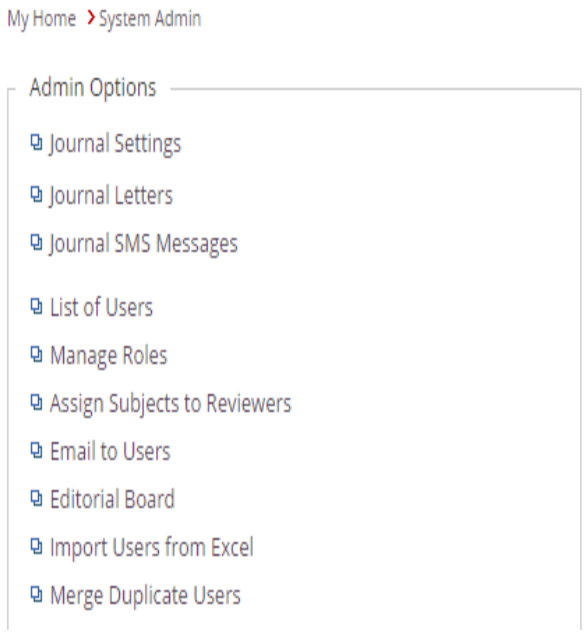
## Editing Default Letters

There are some codes referring to Reviewers, Author or the article's title. If these codes are used in the letters as instructed, you can add the Author's name, Reviewer's name or the article's title to your letters. If these codes are deleted or when editing the letters they are replaced with other words, consult the left-hand column guide of Editing Letters Home page to correct them.




## Users' list

- Choosing the User's List, you can view, edit, or delete users.
- You can also view users based



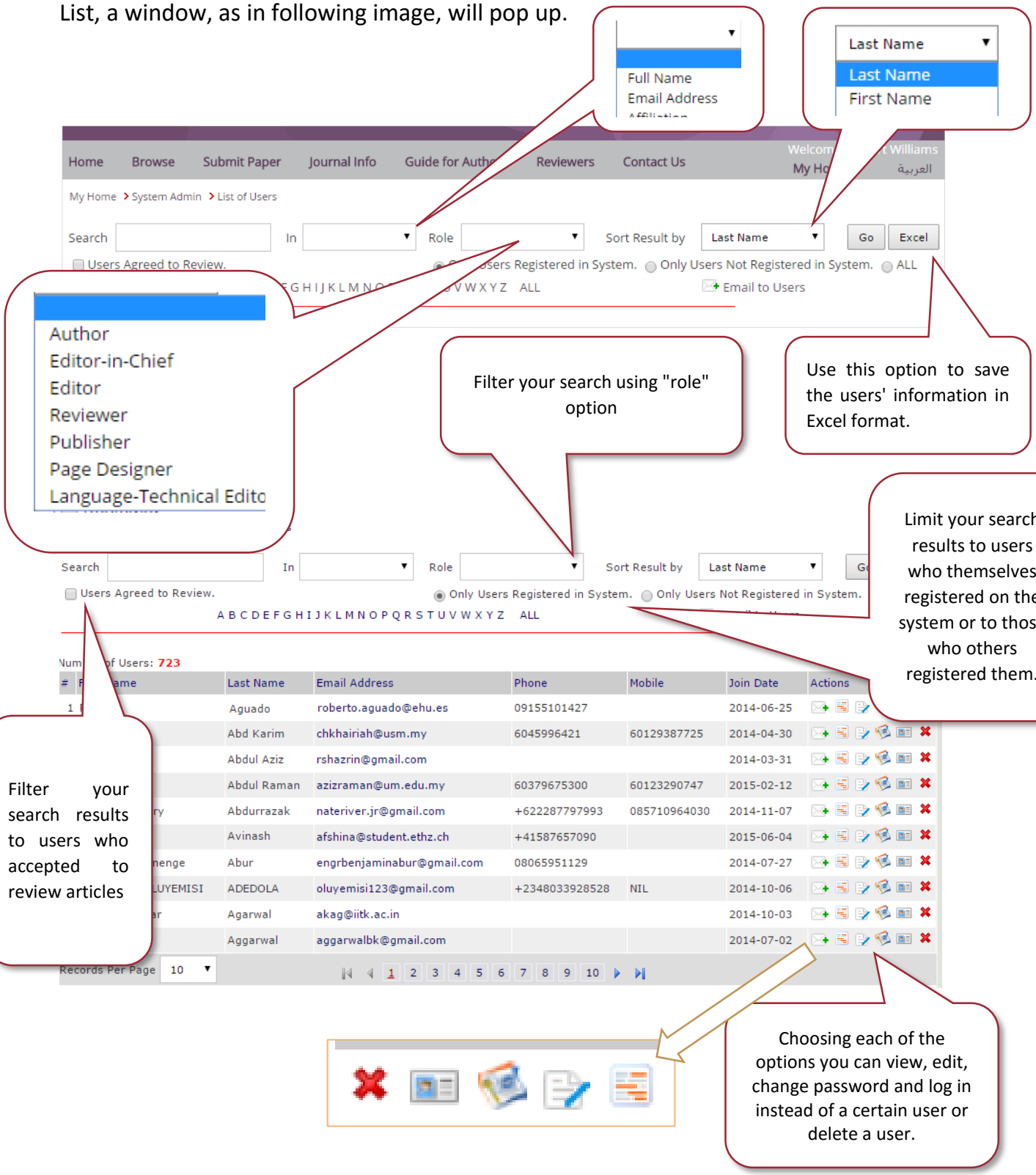

on their roles.

- The "Users' list" can give the System Admin all the tools he needs to manage the users.
- One of the major problems facing Executive Managers, is that some users register several times on the system. In their guides, they are asked to register just once.
- In any case, repetitive user names can be removed from system so that each user has only one user name.
- It is to be noted that, no user can register twice with a single email address. Users who register several times, use several email addresses.

**Users' list Window**

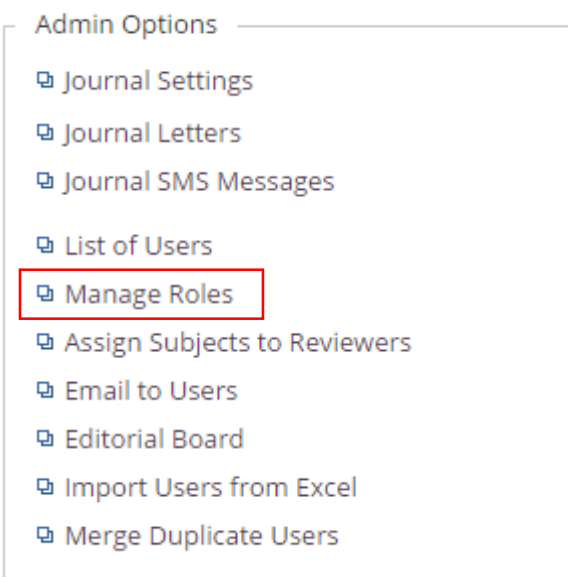
## User's List Window

Using the tools available in this page, you can filter your search according to certain fields. For instance, you can view the Reviewers' list using Reviewers or you can view recently-registered users' list using "ordering" option. When you choose the Users' List, a window, as in following image, will pop up.



## Delegating Tasks

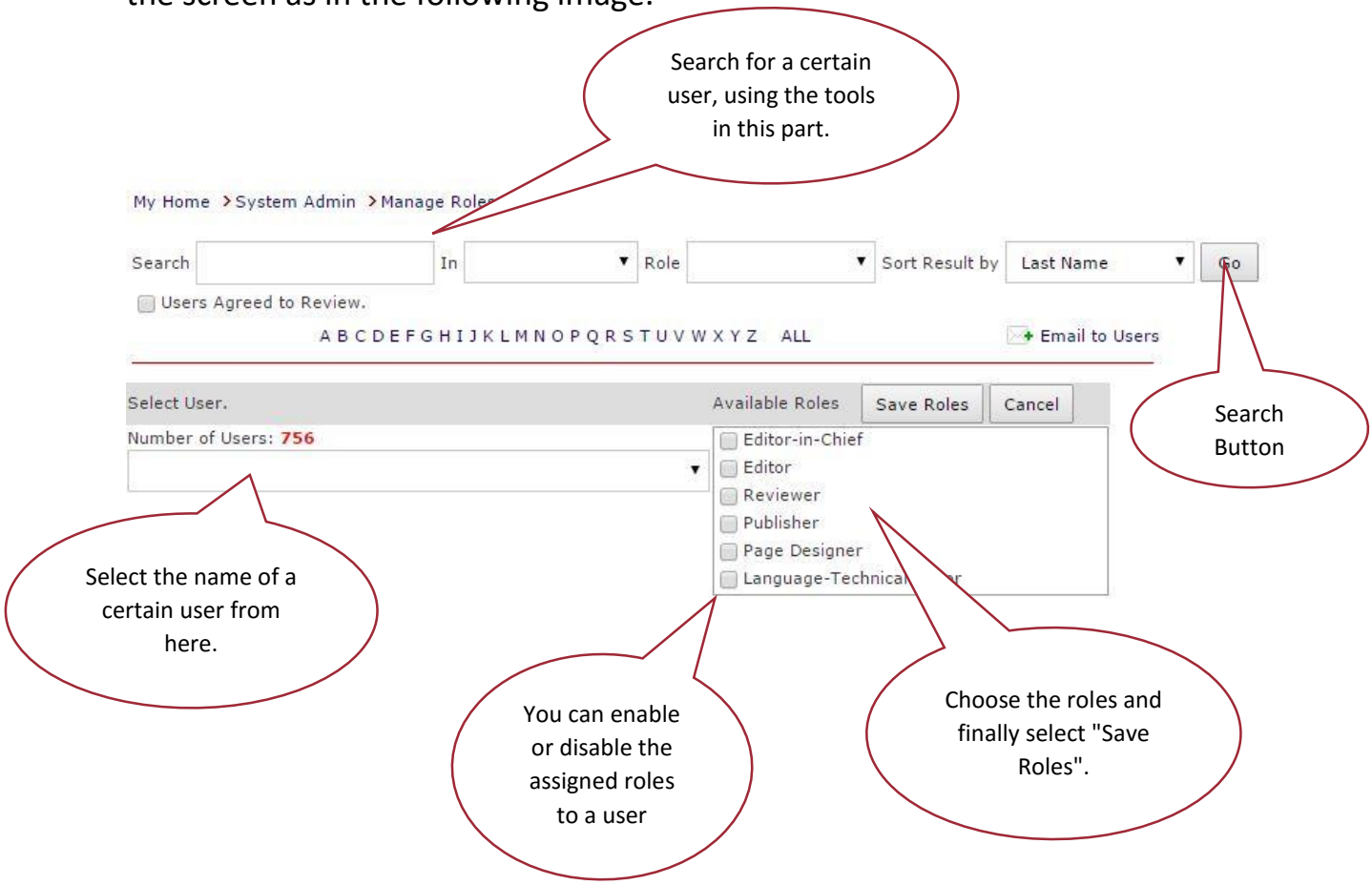
Each journal has both academic and executive departments that handle all the tasks. iKNiTO js has provided certain tools for different people who have in one way or another a role in academic publication system.




- You can access different tools on the system according to the role you have on the system. Choosing a certain user, System Admin can access the tools to delegate tasks. In addition to Author, here are the other roles in the system:
    - Executive Manager
    - Editor-in-Chief
    - Editor
    - Reviewer
    - Publisher
    - Page Designer
    - Language-Technical Editor
    - System Admin
    - Members of Editorial Board
- System Admin is responsible to assign the roles on the system. It is advisable to take care when assigning each member's role.
- Each person can have several roles, but there is just one System Admin.

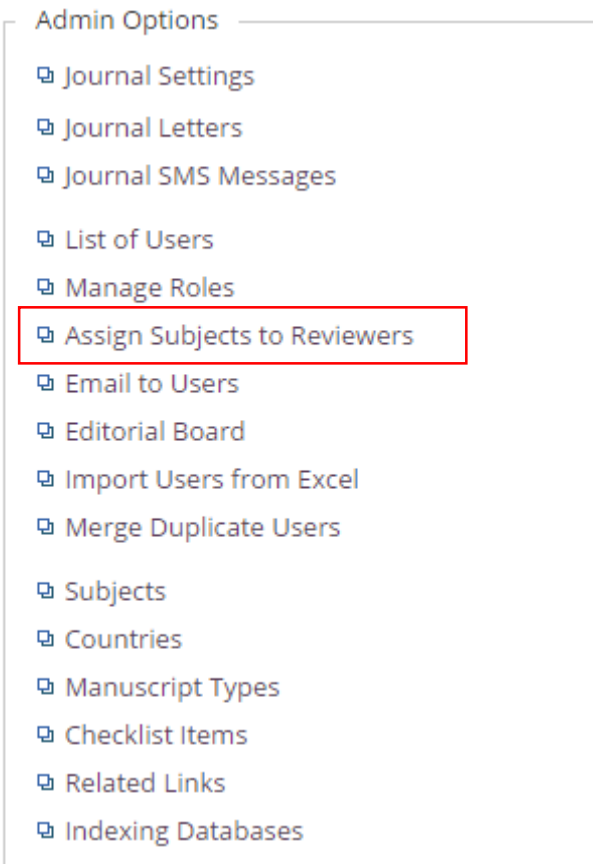
## Delegating Tasks Window

Therefore, it is possible for two or more people to be Editor-in-Chief, Reviewer or Author. By selecting Manage Roles, the "delegating task window" appears on the screen as in the following image.



## Assigning Subjects to Reviewers

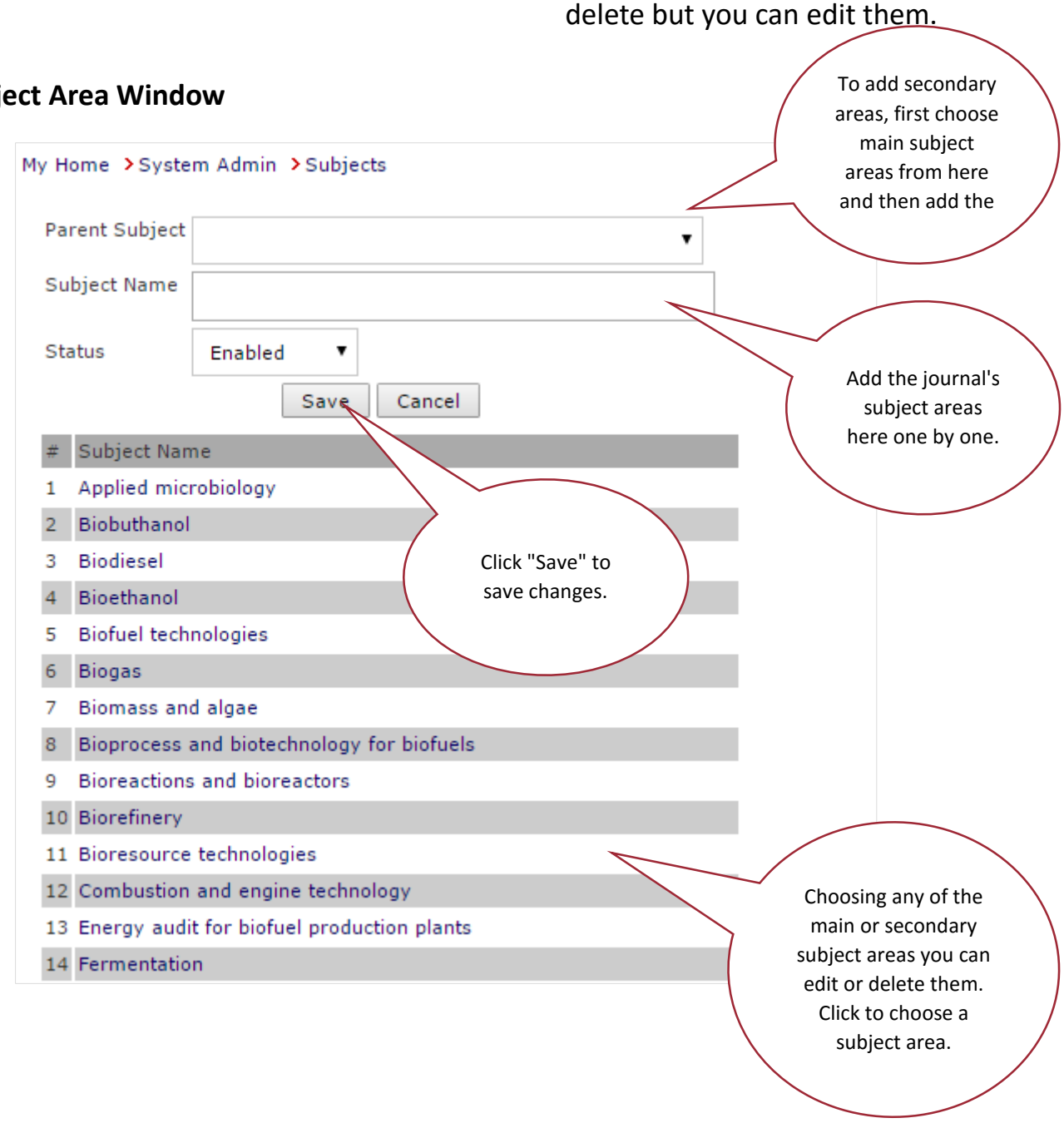
To assign subject areas to Reviewers, first add the journal's subject areas choosing "Assign Subjects to Reviewers" option and then identify the Reviewers' specialties.



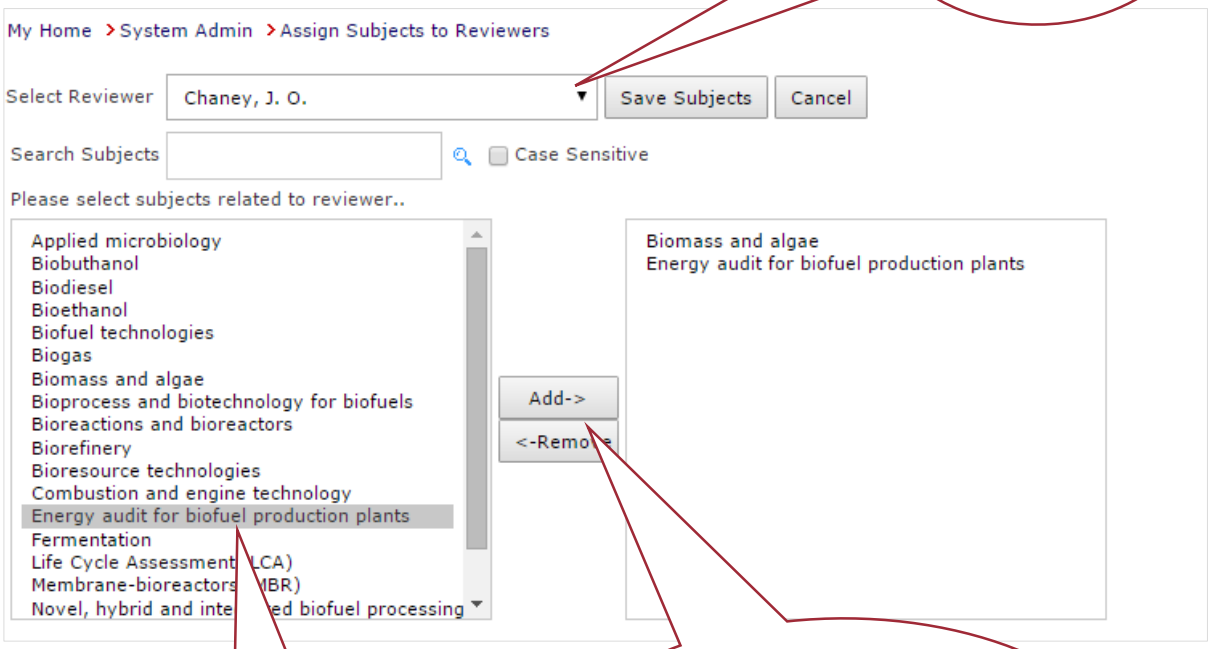

- Once a Reviewer's specialties identified, you can simply assign a certain article to them according to their specialties.
- As there might be many people working as Reviewers, it is quite important to assign them an area of specialty. Add the subject areas within the journal's scope. Add each subject just once.
- You can add the subject areas on the system at two different levels main and secondary. The secondary is a sub-category of a main area. Do not add microscopic subject areas. Compile the subject area list, according to the journal's scope.
- When an Author submits his full paper, he can view the journal's subject areas and choose one or several of them.
- You can edit or delete a

subject area or its sub-categories. If you have assigned some subject areas to Reviewers, you can not delete but you can edit them.

## Subject Area Window



## Window for Assigning Subject Ares to Reviewers



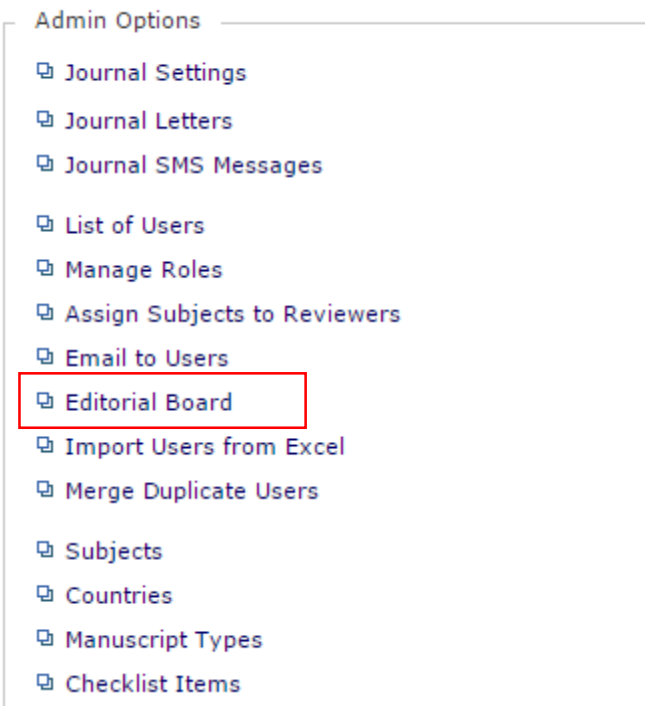

First select the reviewer's name from the list.

Choose the Reviewers areas of specialties.

Use the "Add" button to save the subject areas on the system. The "Remove" button can remove the Reviewers' assigned subject areas.

## Members of Editorial Board

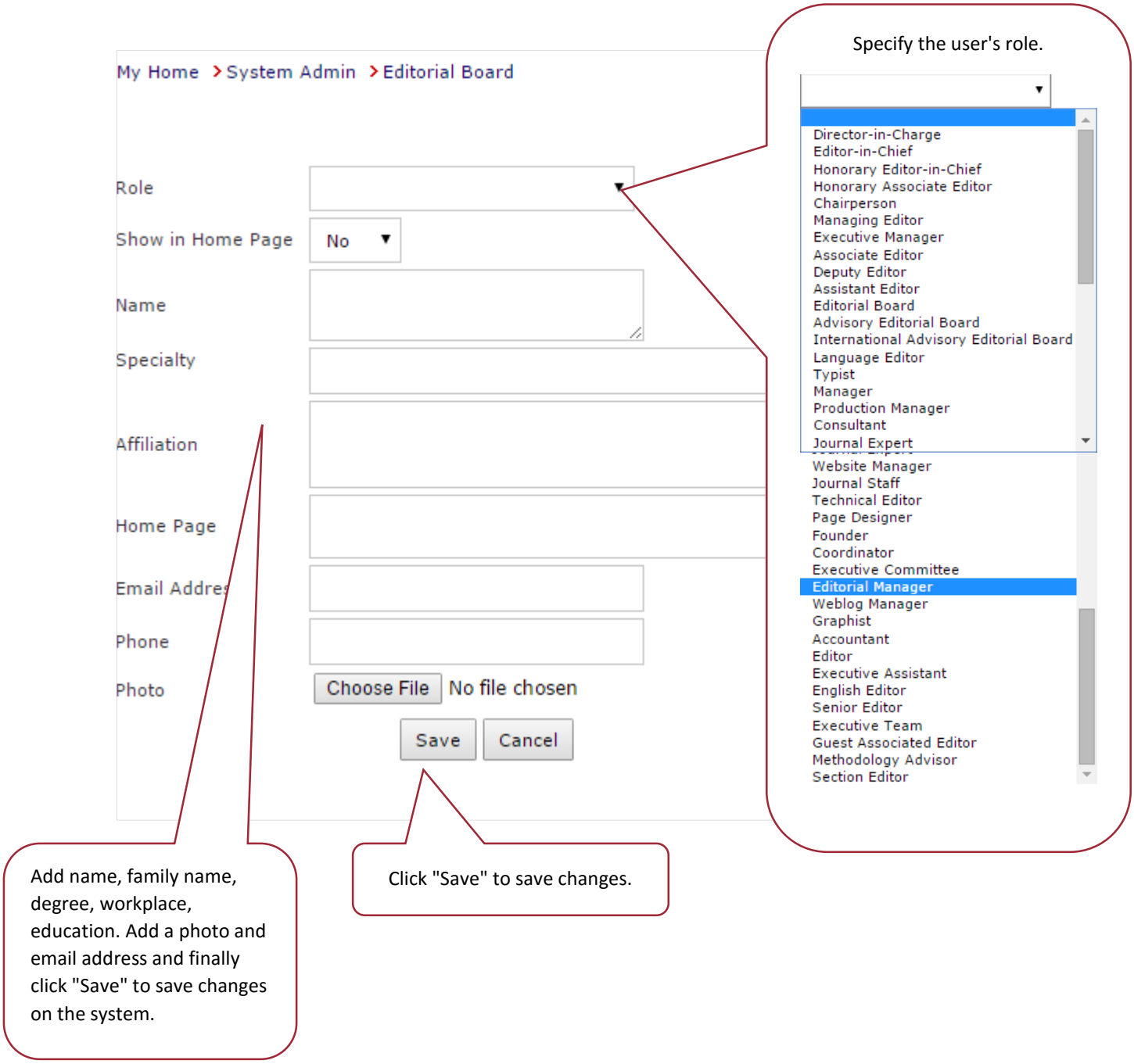
You can add Executive Director, Editor-in-Chief, and members of Editorial Board using "Editorial Board" option.



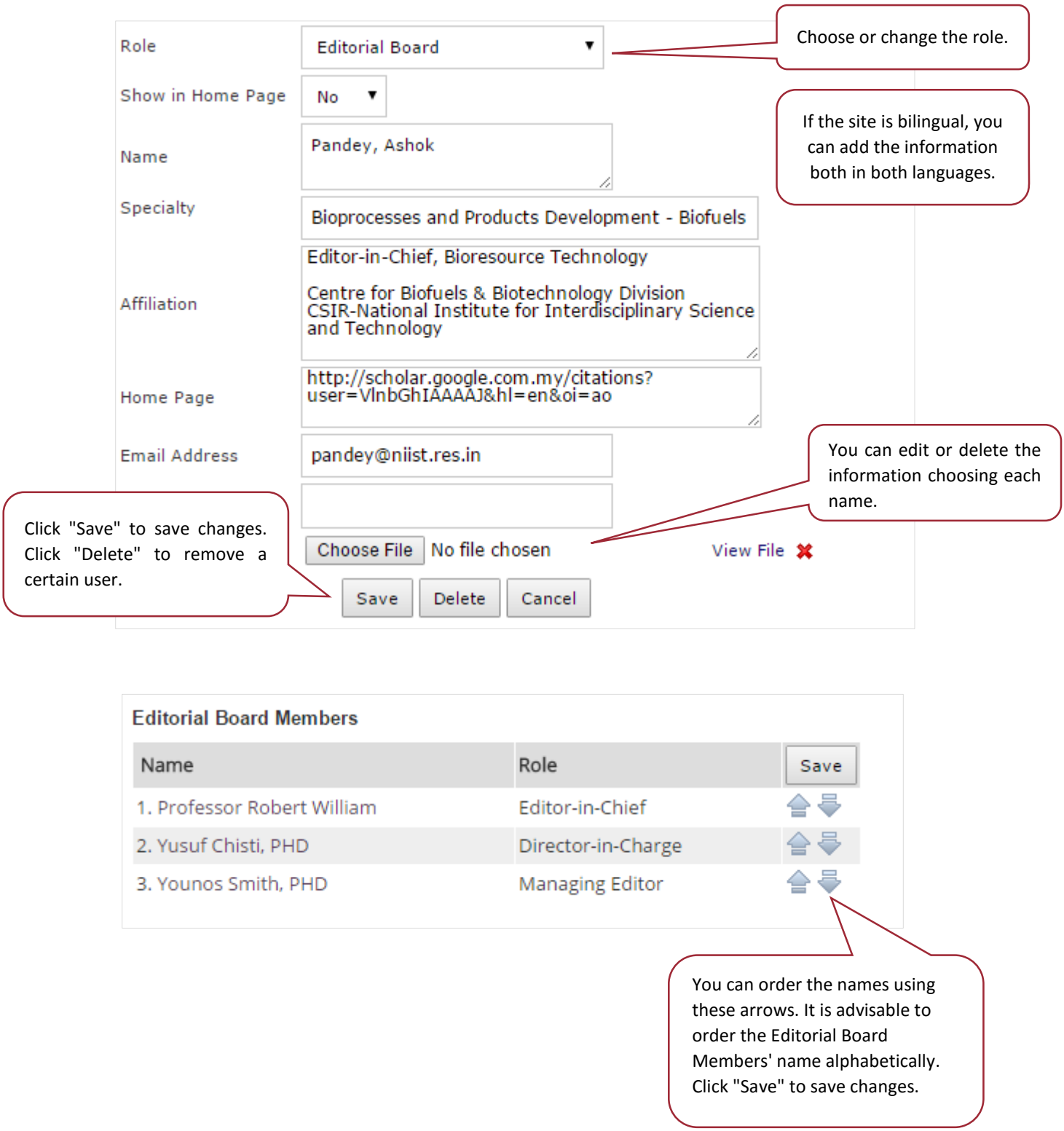

- The option of "Editorial Board" is designed to add the journal's administrators.
- Add all the administrators considering the journal's hierarchy and using the tools available for pubic viewing.
- You can introduce the people according to their roles on the system and the section they serve e.g. executive, consultation, academic etc.

## Adding Editorial Board Members' Information

Add the journal's Editorial Board, Editors, and advisors information choosing the "Editorial Board" option. First select the role, then add the information.

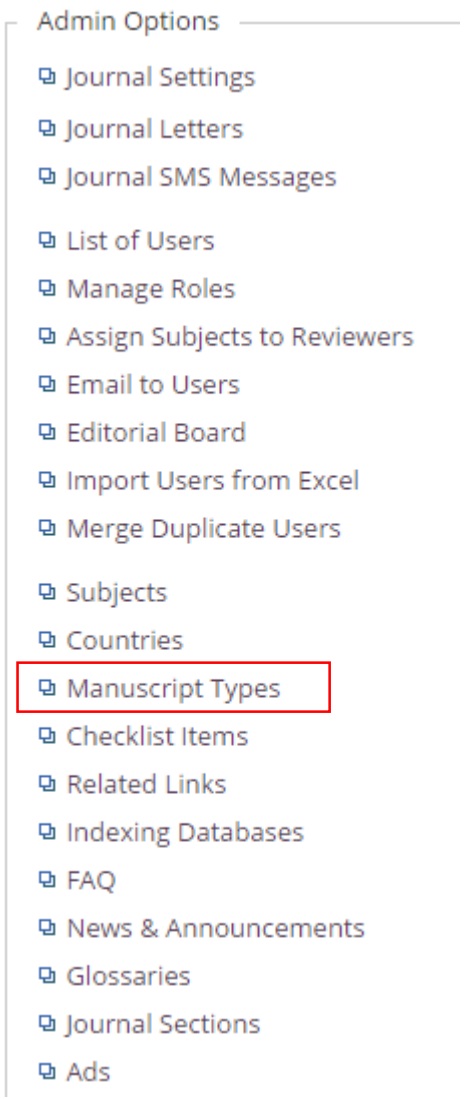


## Editing Editorial Board's Members Information



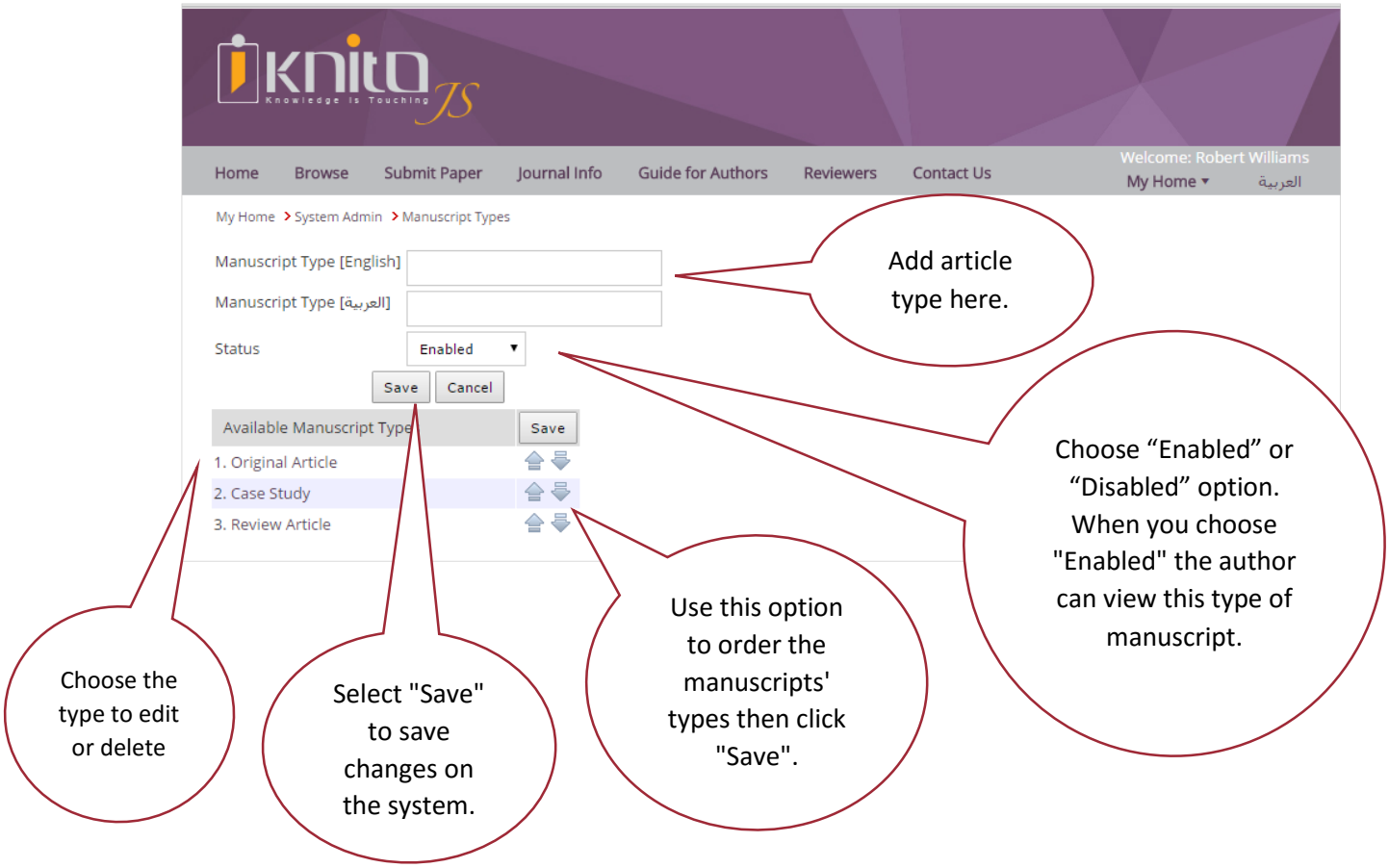
## Types of Articles

Use this option to select the types of articles that can be reviewed by and published in the journal. If necessary, change the viewing order.



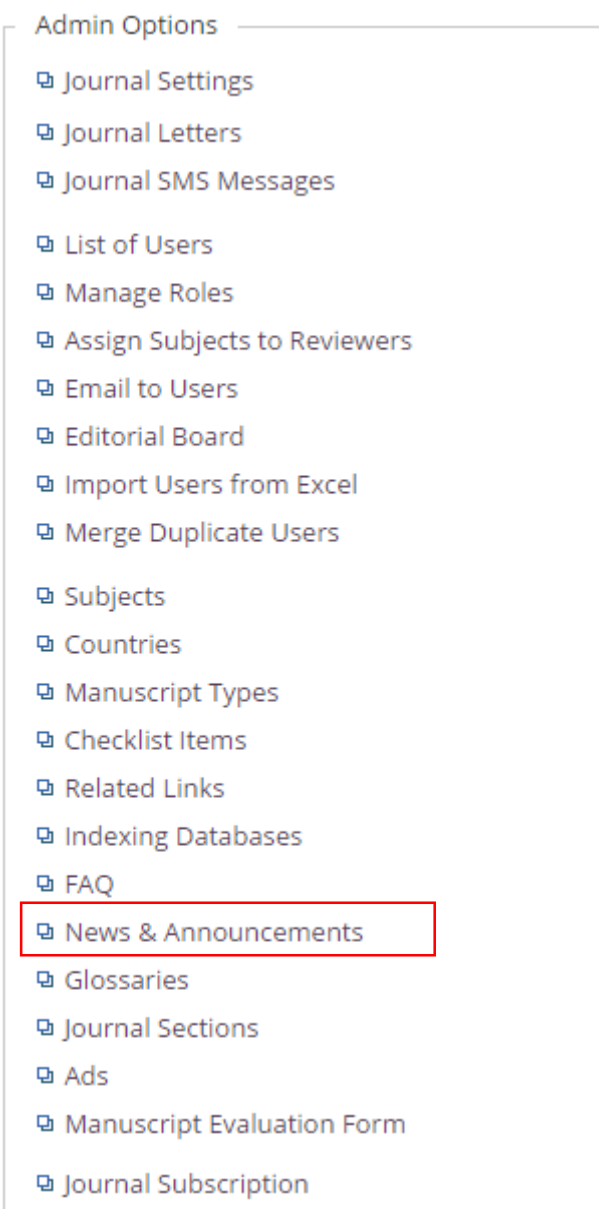

- One of the most important tasks for System Admins on iKNiTO js is determining the types of articles that can be reviewed and published by the journal.
- When iKNiTO js is used to manage all the journals of a certain university, you should take enough care to choose titles for different articles.
- When submitting his article, the Author views the list of different articles and has to choose one of them to submit his article. So take enough care when choosing titles for articles.
- Depending on whether the System Admin is the Editor-in-Chief as well or the Executive Director who serves under Editor-in-Chief, Editor-in-Chief can access this section fully.
- Selecting this option, opens up a window, as in the following image, that enables you to add or edit different types of articles.
- To view the journal's information at the beginning of each issue, add the journal's information as a type of an article.

## Article Types Window



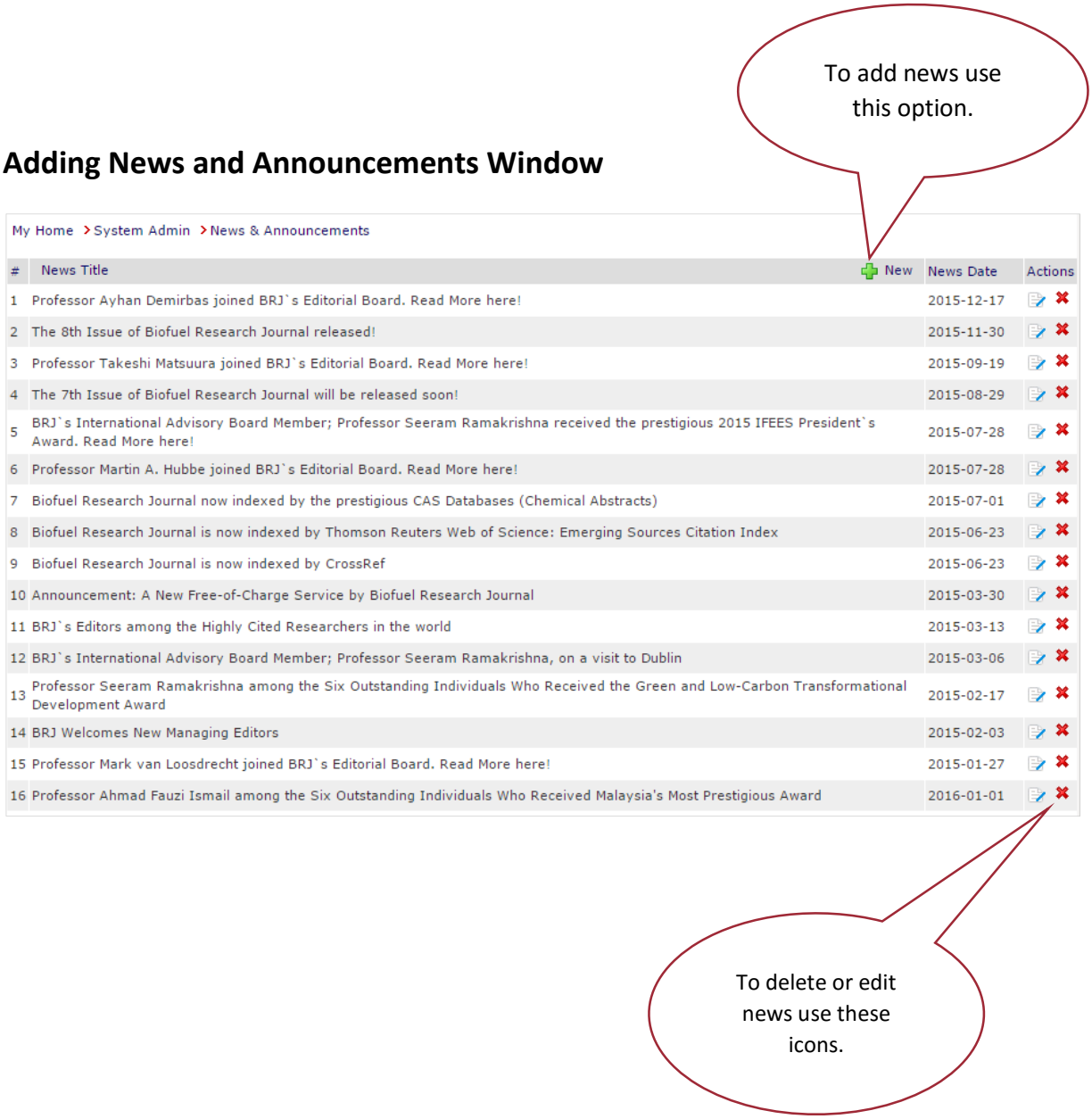
## News and Announcements

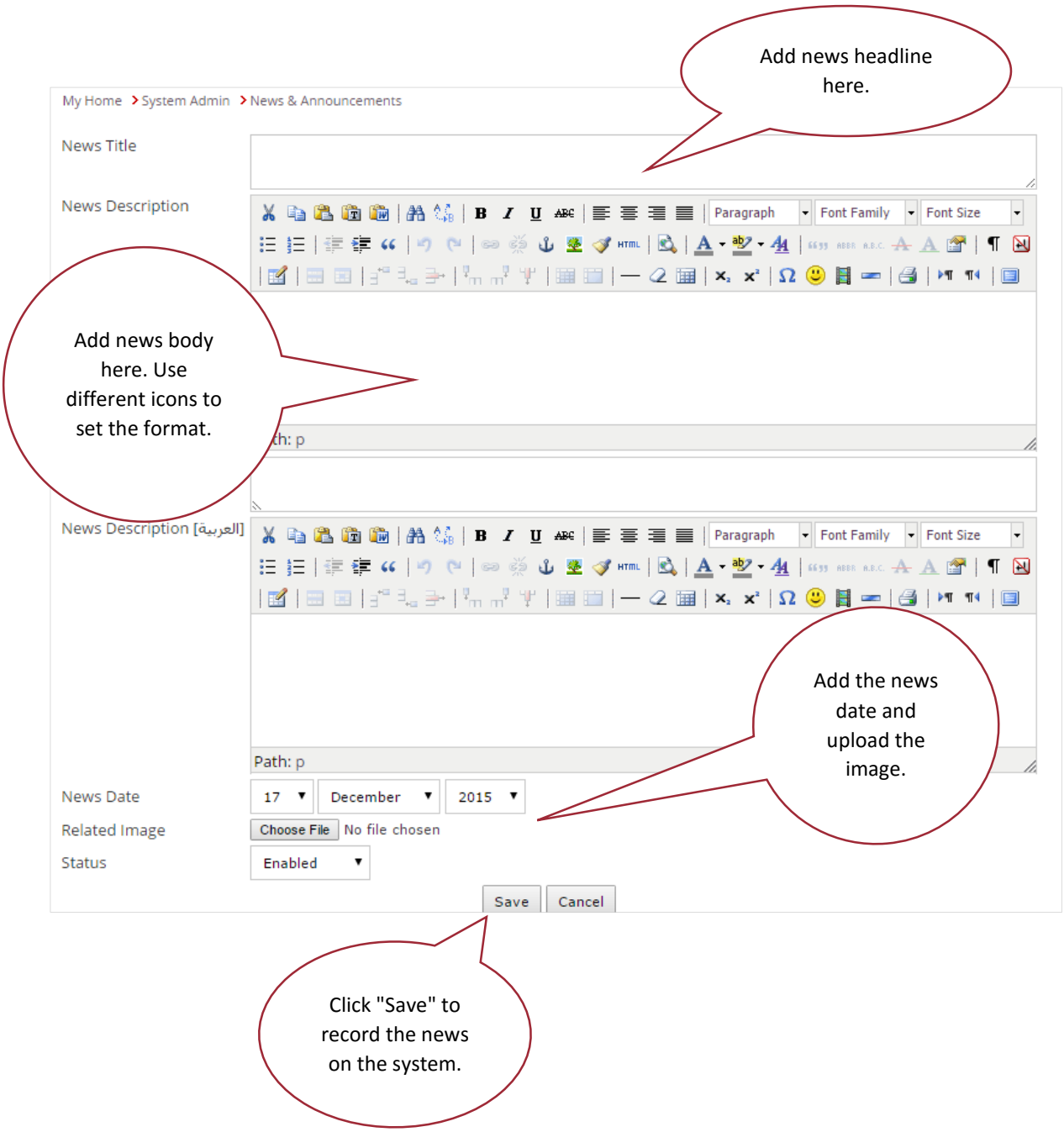
Use this option to save news and announcements on the system. If necessary, change the viewing order.



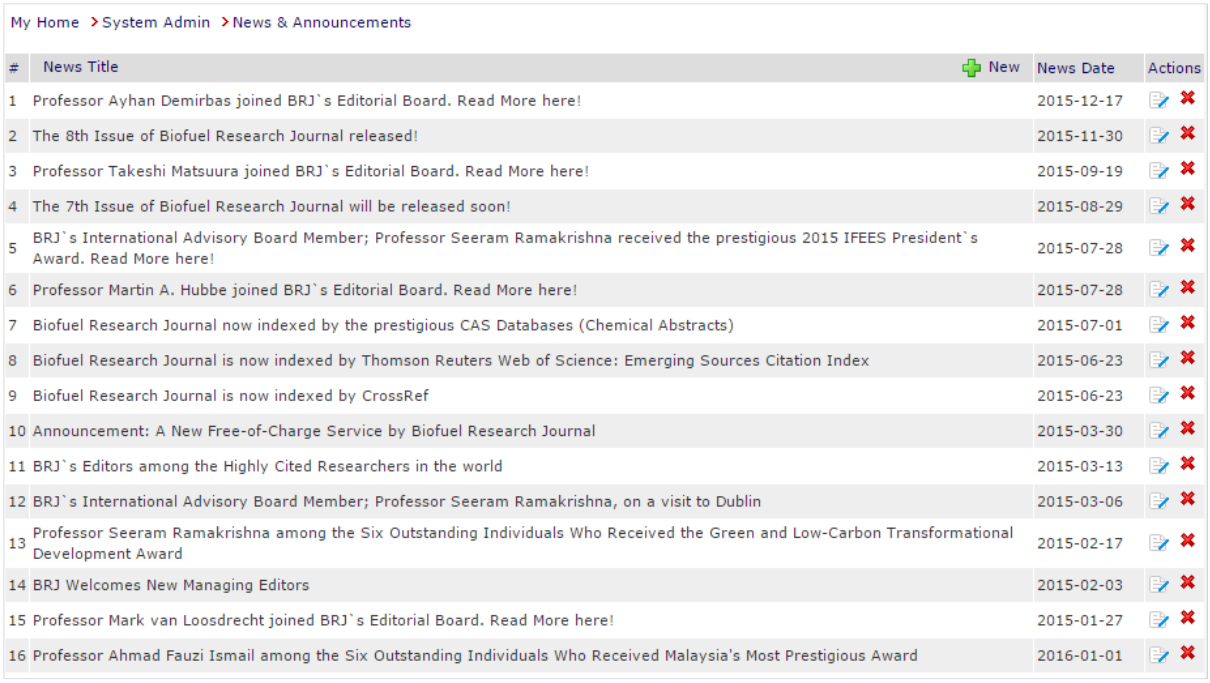

- One of the most important tasks of the System Admin on iKNiTO js is circulating the news and announcements.
- Because in many cases you need to inform members, this is an important task.
- All the related news and information can be uploaded onto the system using this option. Then, they can be publicly viewed.
- The System Admin has to order the news or information according to their significance or date. He also has to upload the images.
- Depending on whether the System Admin is the Editor-in-Chief as well or the Executive Director who serves under Editor-in-Chief, Editor-in-Chief also can fully access all the tools this section.
- Selecting this option, opens up a window, as in the following image, that enables you to add news or edit the old news.

## Adding News and Announcements Window




Add news headline here.
My Home > System Admin > News & Announcements
News Title
News Description
Paragraph
Font Family
Font Size
Add news body here. Use different icons to set the format.
Path: p
News Description [العربية]
Add the news date and upload the image.
News Date
17
December
2015
Related Image
Choose File
No file chosen
Status
Enabled
Save
Cancel
Click "Save" to record the news on the system.

## News and Announcements Window: A Sample



My Home > System Admin > News & Announcements

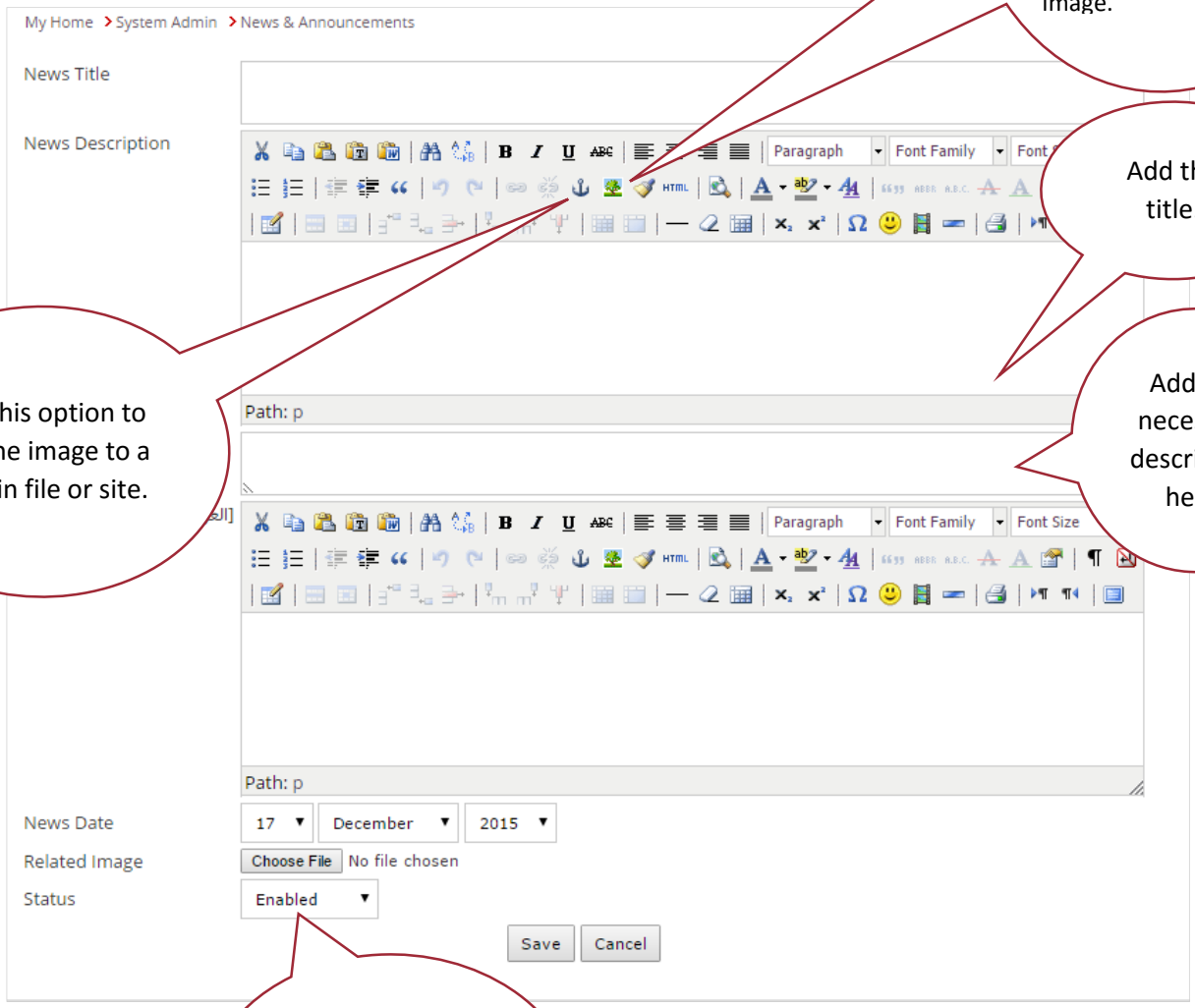
| # | News Title | New | News Date | Actions |
|---|---|---|---|---|
| 1 | Professor Ayhan Demirbas joined BRJ`s Editorial Board. Read More here! | | 2015-12-17 | |
| 2 | The 8th Issue of Biofuel Research Journal released! | | 2015-11-30 | |
| 3 | Professor Takeshi Matsuura joined BRJ`s Editorial Board. Read More here! | | 2015-09-19 | |
| 4 | The 7th Issue of Biofuel Research Journal will be released soon! | | 2015-08-29 | |
| 5 | BRJ`s International Advisory Board Member; Professor Seeram Ramakrishna received the prestigious 2015 IFEES President`s Award. Read More here! | | 2015-07-28 | |
| 6 | Professor Martin A. Hubbe joined BRJ`s Editorial Board. Read More here! | | 2015-07-28 | |
| 7 | Biofuel Research Journal now indexed by the prestigious CAS Databases (Chemical Abstracts) | | 2015-07-01 | |
| 8 | Biofuel Research Journal is now indexed by Thomson Reuters Web of Science: Emerging Sources Citation Index | | 2015-06-23 | |
| 9 | Biofuel Research Journal is now indexed by CrossRef | | 2015-06-23 | |
| 10 | Announcement: A New Free-of-Charge Service by Biofuel Research Journal | | 2015-03-30 | |
| 11 | BRJ`s Editors among the Highly Cited Researchers in the world | | 2015-03-13 | |
| 12 | BRJ`s International Advisory Board Member; Professor Seeram Ramakrishna, on a visit to Dublin | | 2015-03-06 | |
| 13 | Professor Seeram Ramakrishna among the Six Outstanding Individuals Who Received the Green and Low-Carbon Transformational Development Award | | 2015-02-17 | |
| 14 | BRJ Welcomes New Managing Editors | | 2015-02-03 | |
| 15 | Professor Mark van Loosdrecht joined BRJ`s Editorial Board. Read More here! | | 2015-01-27 | |
| 16 | Professor Ahmad Fauzi Ismail among the Six Outstanding Individuals Who Received Malaysia's Most Prestigious Award | | 2016-01-01 | |

## News and Announcements Images

One of the attractive features of iKNiTO js is the image uploading tool for News and Announcements. This makes the site attractive and dynamic.

- Nice images brings life back to site and gives it an appealing look.
- Choose images with defined format and related to news content.
- Consult experienced graphic artists to choose content-related images.
- There is no limit on the number of images. However, this should not make retrieving of the website lenghty and difficult.
- Therefore, having the quality in mind choose images with minimum size.
- Images can have both texts and graphic content so that they are informative enough.

## The Window for Uploading Your Images and Files on the Site



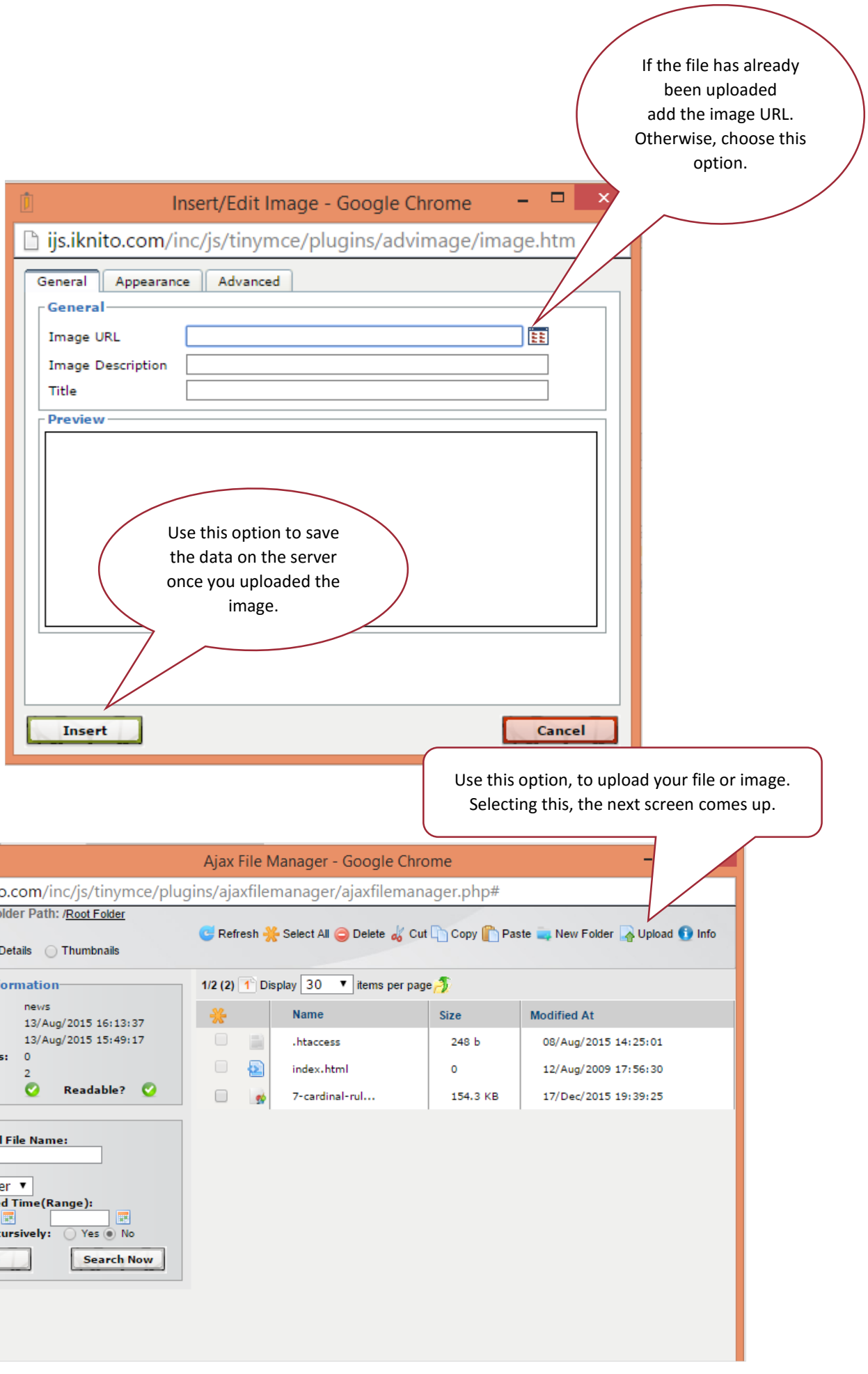

Use this option to upload images on the server. Selecting this option, the "Uploading Images and Files" window appears on the screen as in the following image.

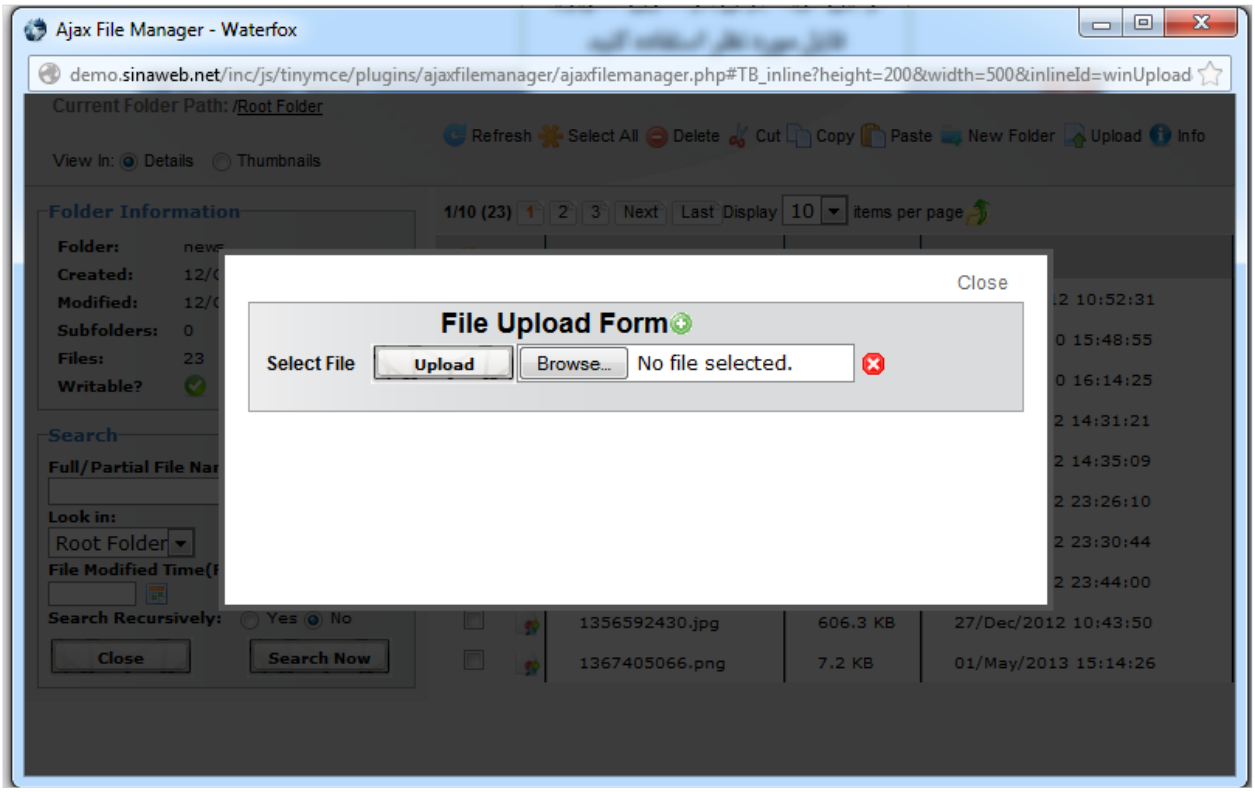
Add the title.

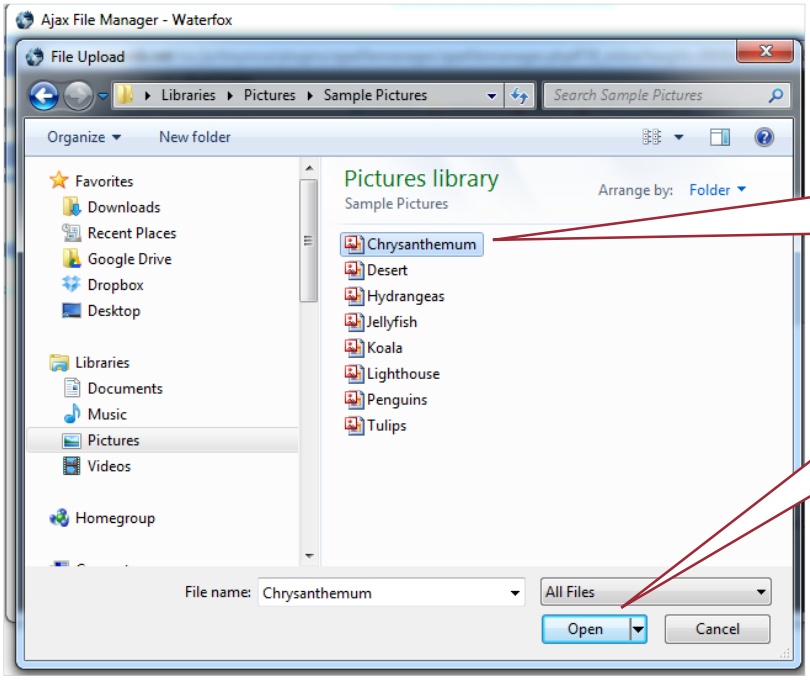
Add the necessary description here.

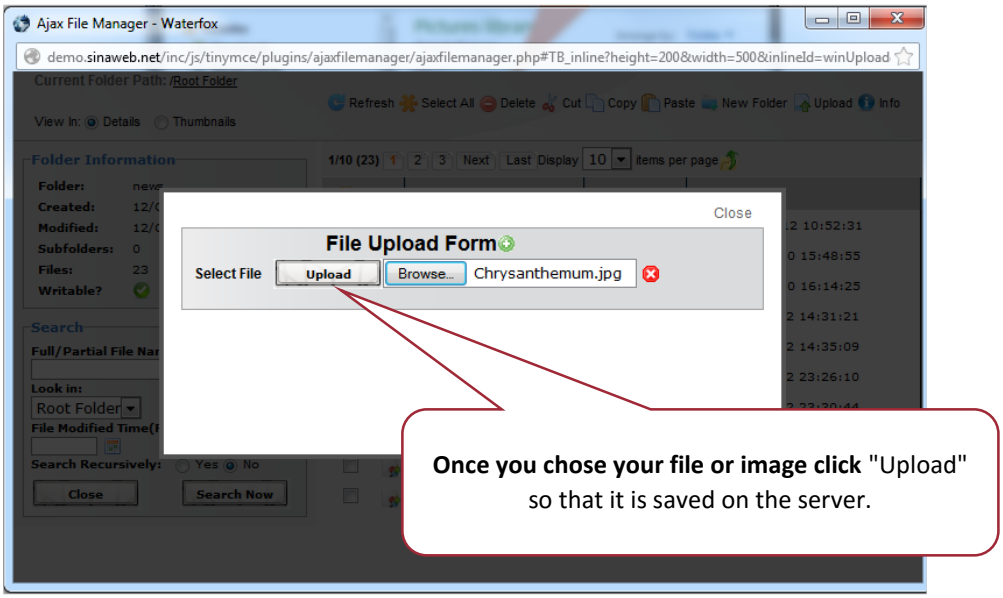
Use this option to link the image to a certain file or site.

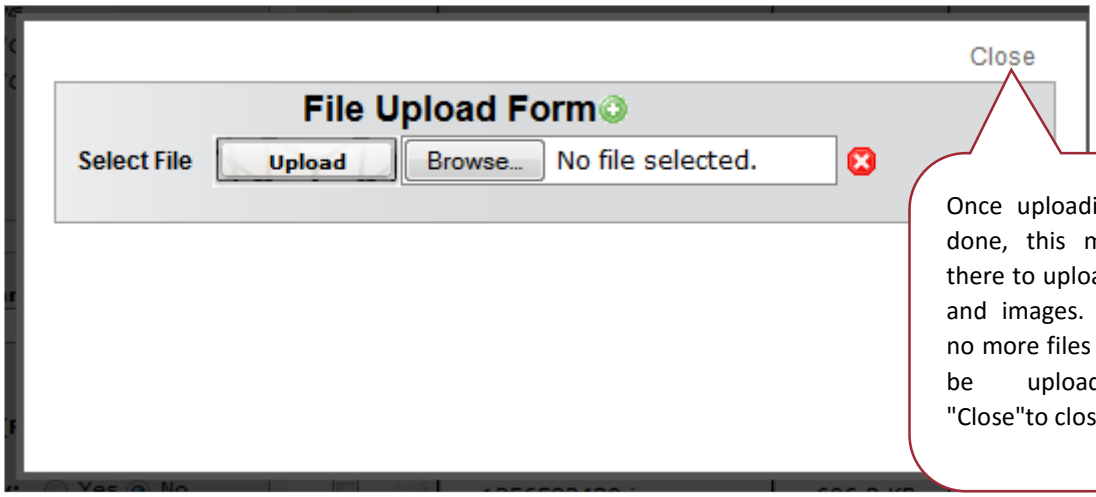
If the "Status" is "Enabled", the image appears on the Home Page.

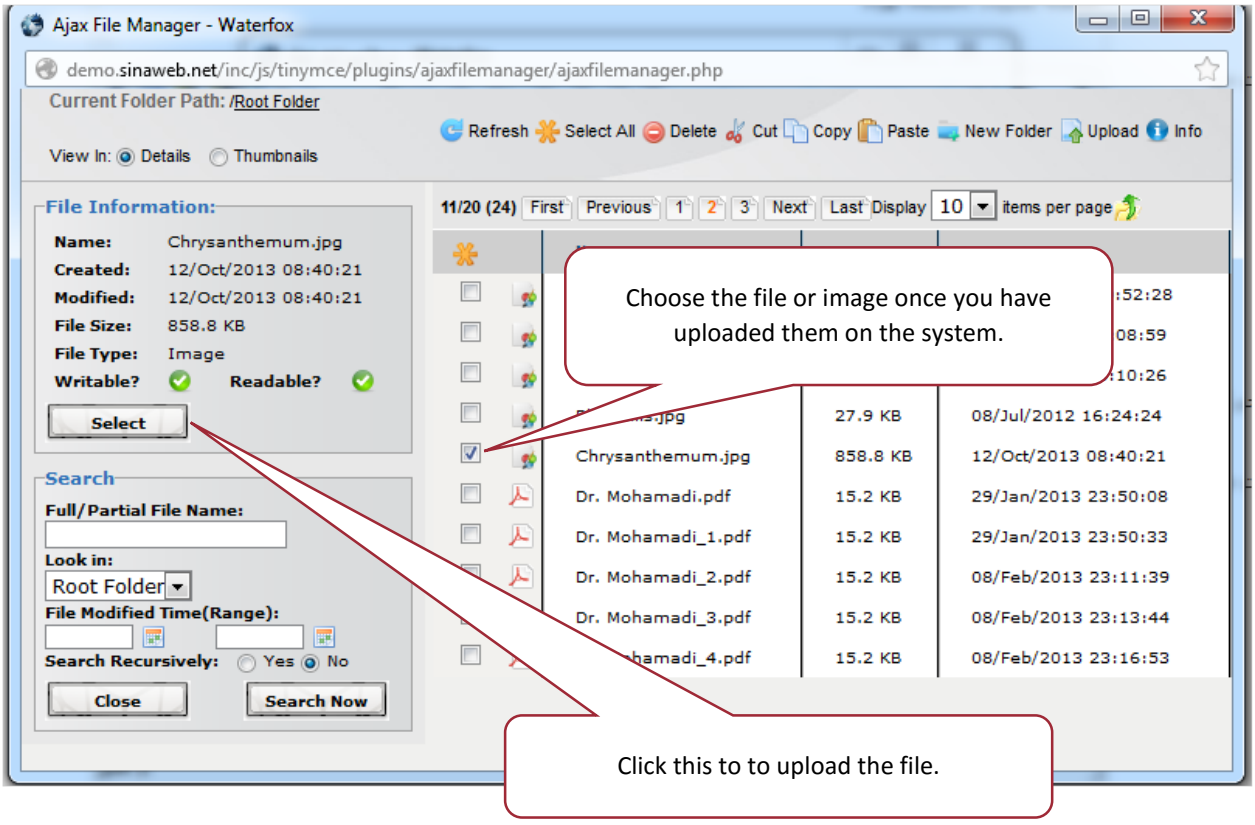

If the file has already been uploaded add the image URL. Otherwise, choose this option.
Insert/Edit Image - Google Chrome
ijs.iknito.com/inc/js/tinymce/plugins/advimage/image.htm
General
Appearance
Advanced
General
Image URL
Image Description
Title
Preview
Use this option to save the data on the server once you uploaded the image.
Insert
Cancel
Use this option, to upload your file or image. Selecting this, the next screen comes up.
Ajax File Manager - Google Chrome
ijs.iknito.com/inc/js/tinymce/plugins/ajaxfilemanager/ajaxfilemanager.php#
Current Folder Path: /Root Folder
Refresh
Select All
Delete
Cut
Copy
Paste
New Folder
Upload
Info
View In: Details Thumbnails
Folder Information
Folder: news
Created: 13/Aug/2015 16:13:37
Modified: 13/Aug/2015 15:49:17
Subfolders: 0
Files: 2
Writable?
Readable?
Search
Full/Partial File Name:
Look in:
Root Folder
File Modified Time(Range):
Search Recursively: Yes No
Close
Search Now
1/2 (2) Display 30 items per page
Name
Size
Modified At
.htaccess
248 b
08/Aug/2015 14:25:01
index.html
0
12/Aug/2009 17:56:30
7-cardinal-rul...
154.3 KB
17/Dec/2015 19:39:25


Ajax File Manager - Waterfox
demo.sinaweb.net/inc/js/tinymce/plugins/ajaxfilemanager/ajaxfilemanager.php#TB_inline?height=200&width=500&inlineId=winUpload
Current Folder Path: /Root Folder
Refresh Select All Delete Cut Copy Paste New Folder Upload Info
View In: Details Thumbnails
Folder Information
Folder:
Created:
Modified:
Subfolders: 0
Files: 23
Writable?
1/10 (23) 1 2 3 Next Last Display 10 items per page
Close
File Upload Form
Select File
Upload
Browse...
No file selected.
Search
Full/Partial File Nar
Look in:
Root Folder
File Modified Time(
Search Recursively: Yes No
Close
Search Now
1356592430.jpg 606.3 KB 27/Dec/2012 10:43:50
1367405066.png 7.2 KB 01/May/2013 15:14:26


Ajax File Manager - Waterfox
File Upload
Libraries ▸ Pictures ▸ Sample Pictures
Search Sample Pictures
Organize
New folder
Favorites
Downloads
Recent Places
Google Drive
Dropbox
Desktop
Libraries
Documents
Music
Pictures
Videos
Homegroup
Pictures library
Sample Pictures
Arrange by: Folder
Chrysanthemum
Desert
Hydrangeas
Jellyfish
Koala
Lighthouse
Penguins
Tulips
File name: Chrysanthemum
All Files
Open
Cancel
Choose your file or image.
To upload your file or image, choose this option.

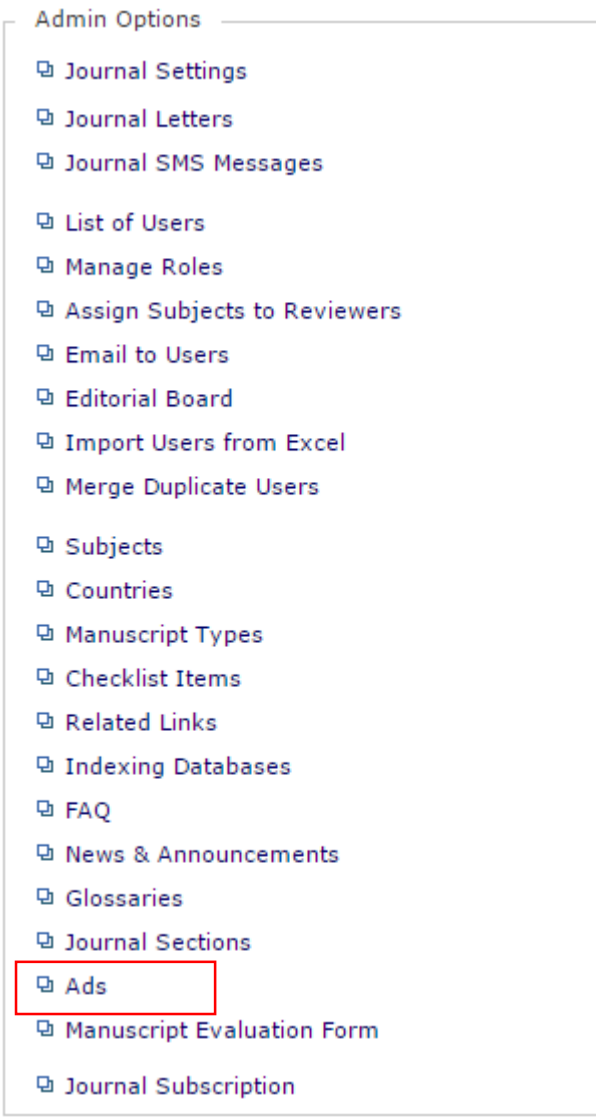

Ajax File Manager - Waterfox
demo.sinaweb.net/inc/js/tinymce/plugins/ajaxfilemanager/ajaxfilemanager.php#TB_inline?height=200&width=500&inlineId=winUpload
Close
File Upload Form
Select File
Upload
Browse...
Chrysanthemum.jpg
Once you chose your file or image click "Upload" so that it is saved on the server.


Close
File Upload Form
Select File
Upload
Browse...
No file selected.
Once uploading image is done, this menu is still there to upload other files and images. If there are no more files or images to be uploaded, click "Close"to close the menu.


Ajax File Manager - Waterfox
demo.sinaweb.net/inc/js/tinymce/plugins/ajaxfilemanager/ajaxfilemanager.php
Current Folder Path: /Root Folder
Refresh Select All Delete Cut Copy Paste New Folder Upload Info
View In: Details Thumbnails
File Information:
Name: Chrysanthemum.jpg
Created: 12/Oct/2013 08:40:21
Modified: 12/Oct/2013 08:40:21
File Size: 858.8 KB
File Type: Image
Writable? Readable?
Select
Search
Full/Partial File Name:
Look in:
Root Folder
File Modified Time(Range):
Search Recursively: Yes No
Close
Search Now
11/20 (24) First Previous 1 2 3 Next Last Display 10 items per page
Chrysanthemum.jpg 858.8 KB 12/Oct/2013 08:40:21
Dr. Mohamadi.pdf 15.2 KB 29/Jan/2013 23:50:08
Dr. Mohamadi_1.pdf 15.2 KB 29/Jan/2013 23:50:33
Dr. Mohamadi_2.pdf 15.2 KB 08/Feb/2013 23:11:39
Dr. Mohamadi_3.pdf 15.2 KB 08/Feb/2013 23:13:44
15.2 KB 08/Feb/2013 23:16:53
Choose the file or image once you have uploaded them on the system.
Click this to to upload the file.

## Advertisements

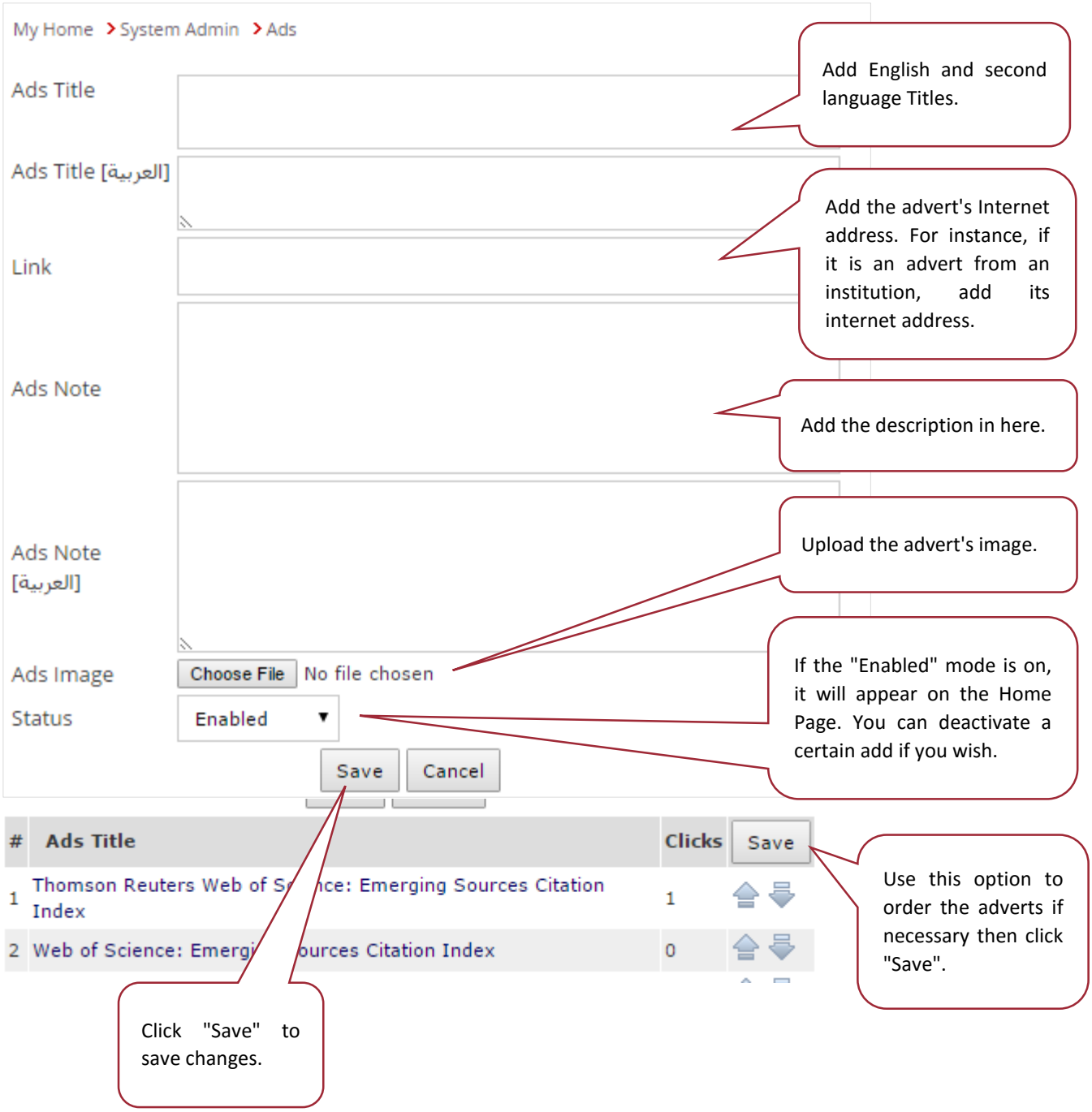
There are specially-assigned tools for advertisements on the system.




Here are a few tips to improve the site:

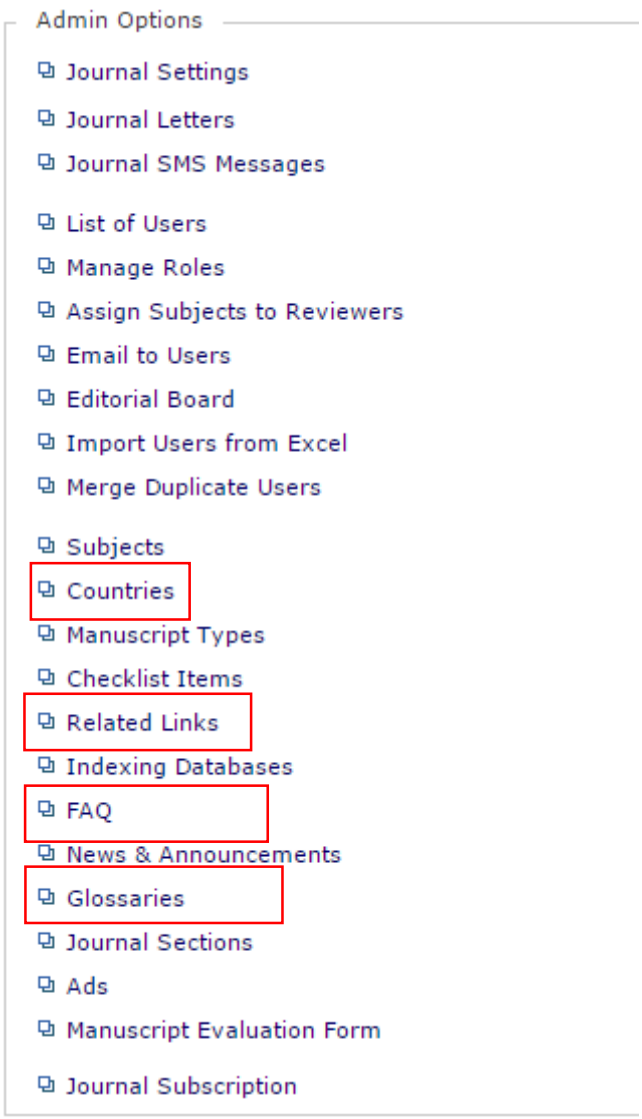
- Try to choose images whose colors matche the site's theme and header.
- Choose advert images with defined format and related to site content.
- Consult experienced graphic artists to choose images.
- There is no limit on the number of adverts on the site; however, there should not be a lot that give the site an awkward look.
- Therefore, choose images which are of good quality and size.
- Images can have both texts and graphic content so that they are informative enough.
- Selecting this option, the "Advertisements" window appears on the screen as in the following image.
- The advertisements will appear on the Home Page.

## Advertisement Window: Adding Details



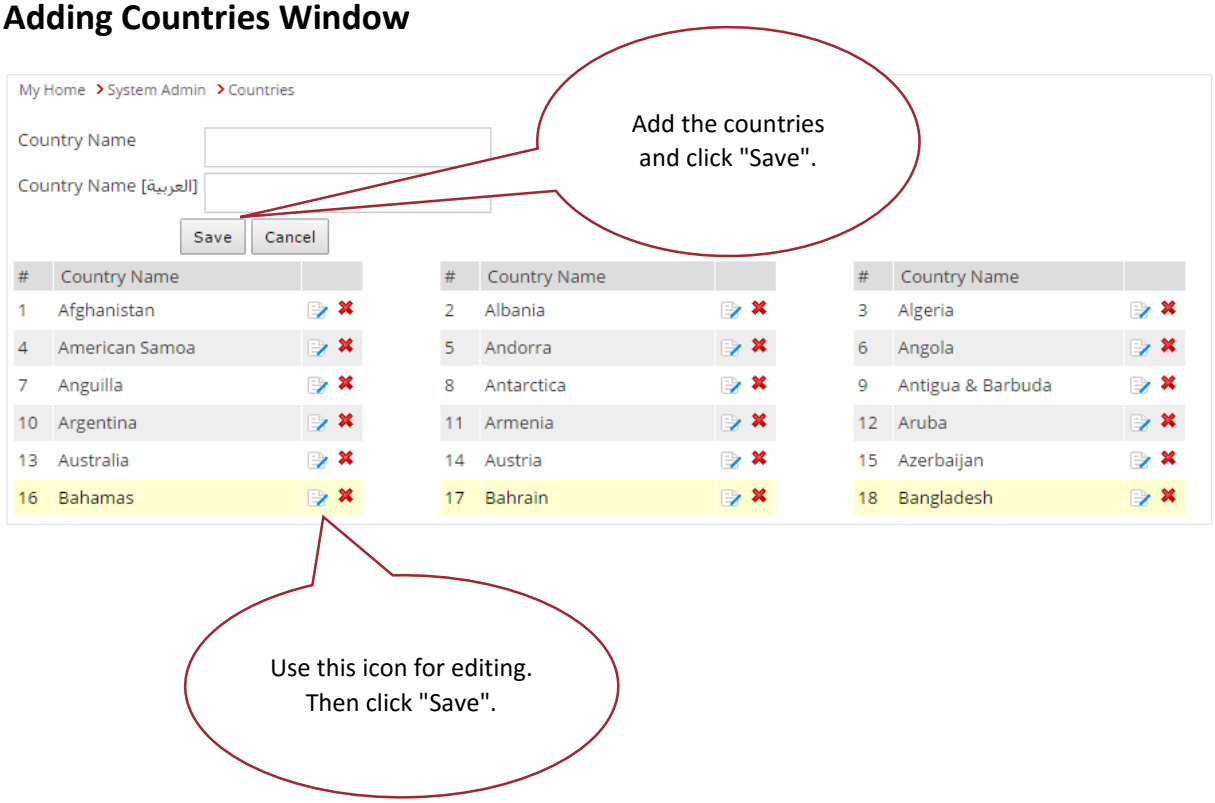
## Adding Countries, Useful links, FAQ and Glossary

Use this option to add countries or useful links.

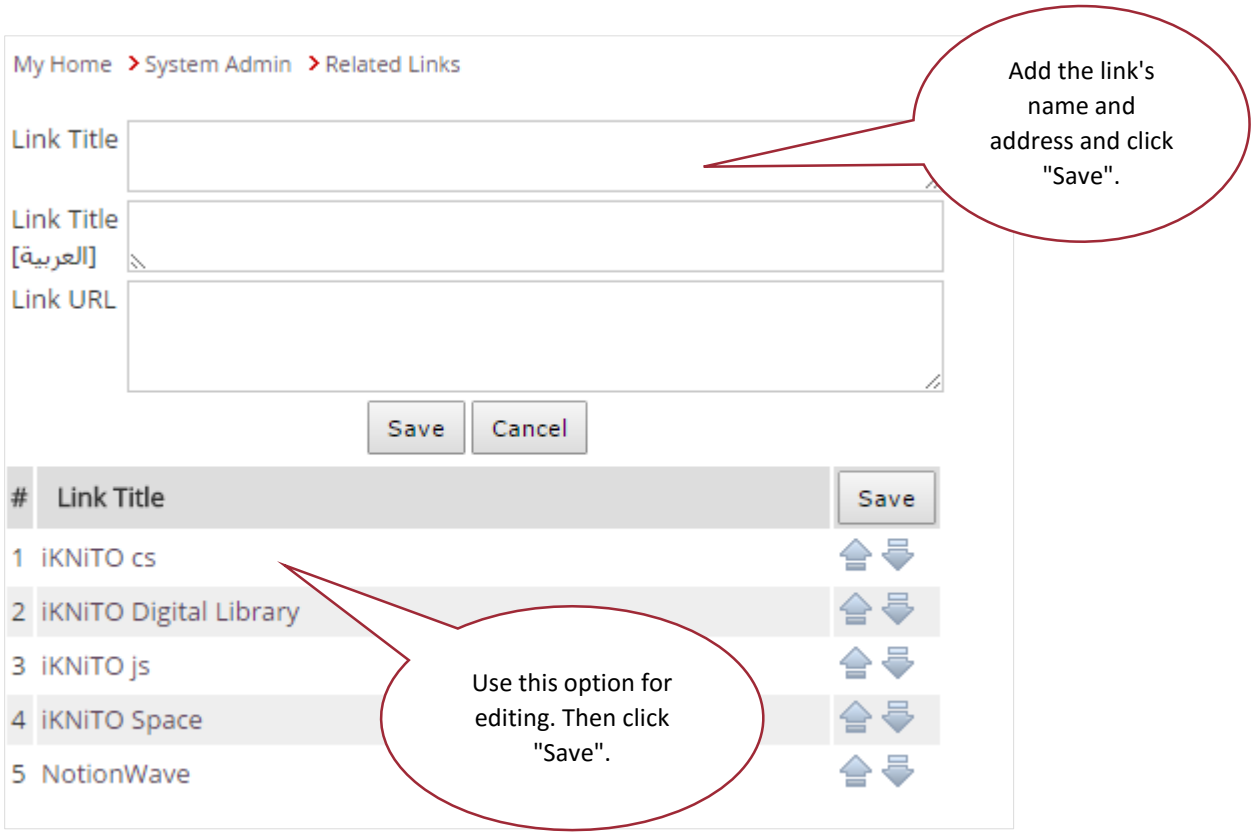



- Use this option to add countries. Countries will appear on the registration page as in the following image
- Use "Related Links" to add the links you think of as useful. Make sure that this address is added correctly.
- FAQs usually benefit users. Add them here. Ask a specific question and answer it clearly.
- The glossaries are prepared to provide uniform and standard definition that are acceptable for a certain journal. You can add new terms and their definitions to the system.

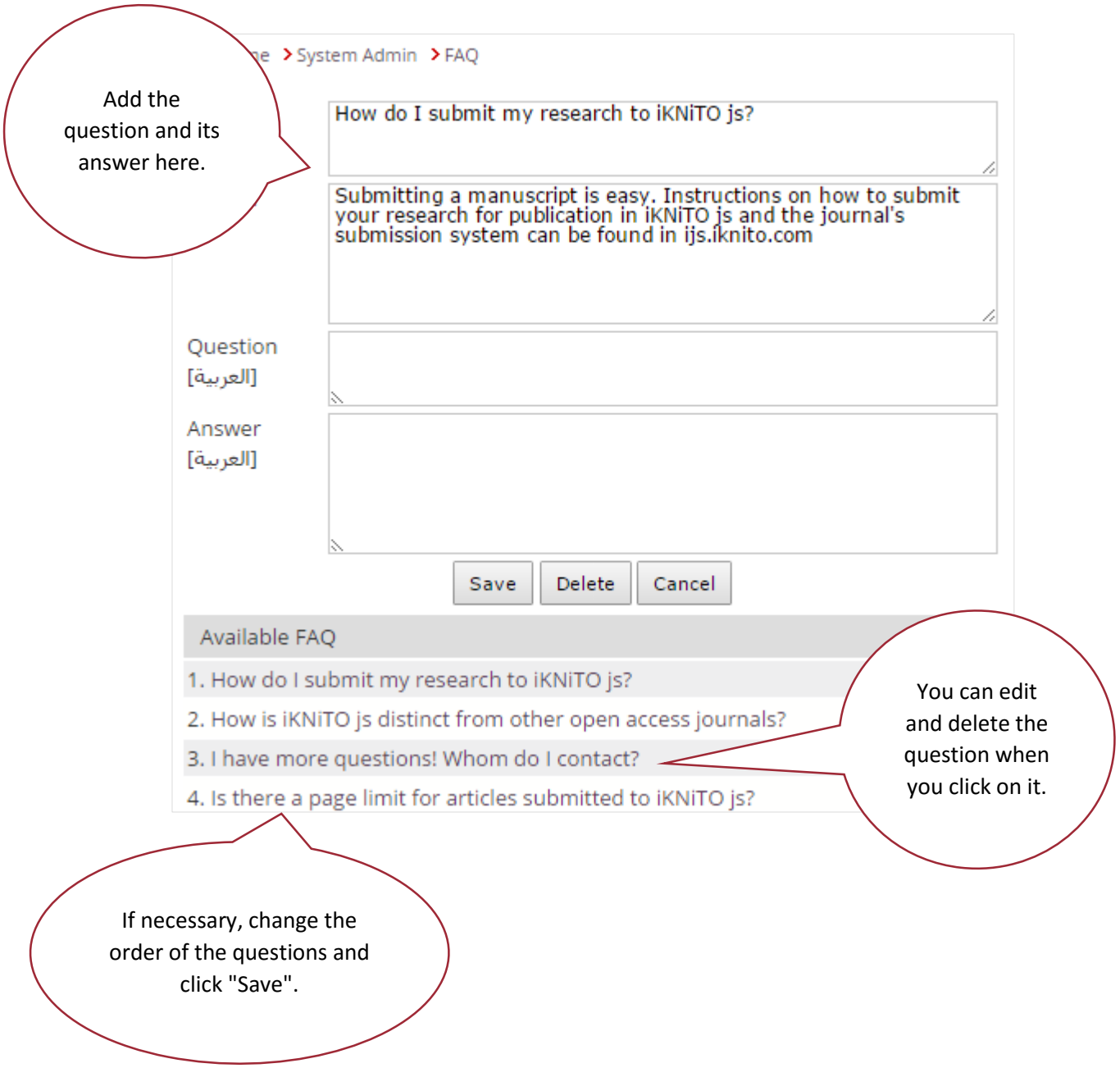
## Adding Countries Window



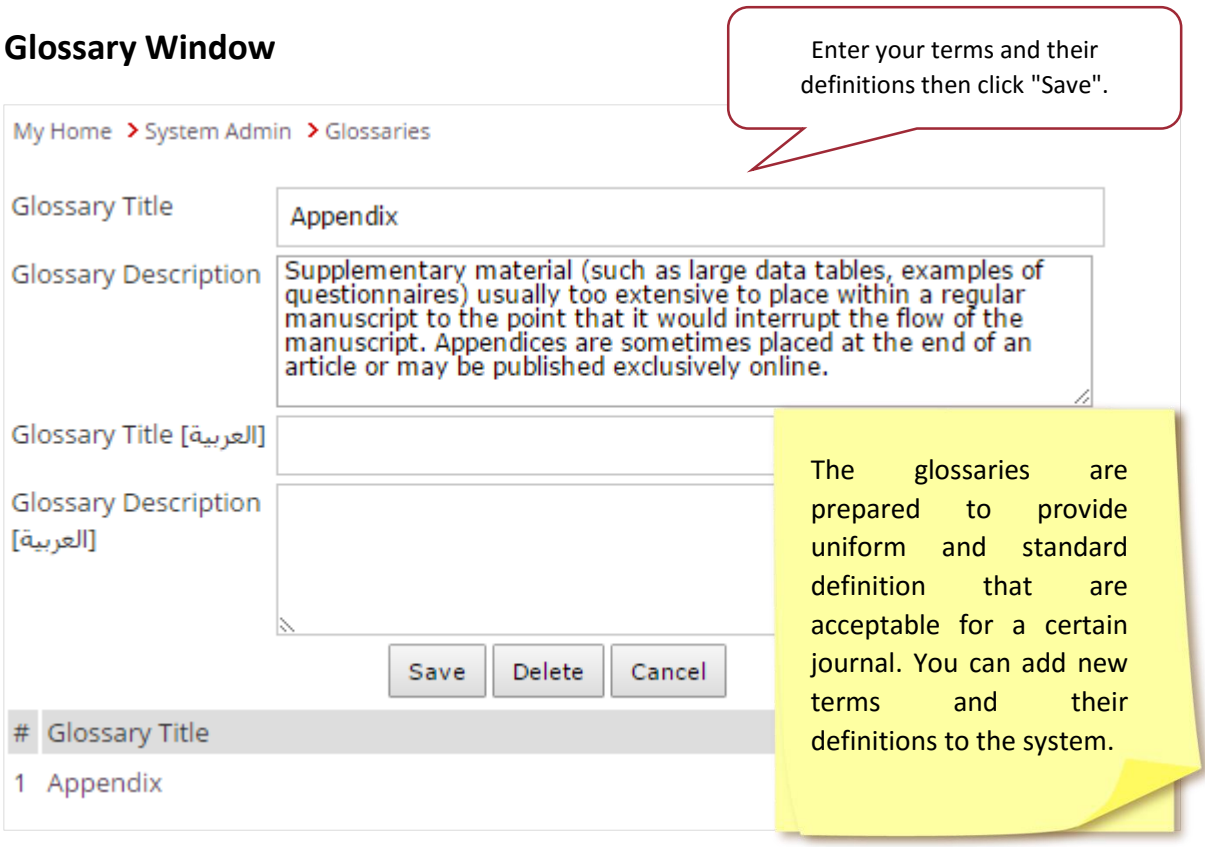
## Adding Useful Links Window



## Adding FAQs Window

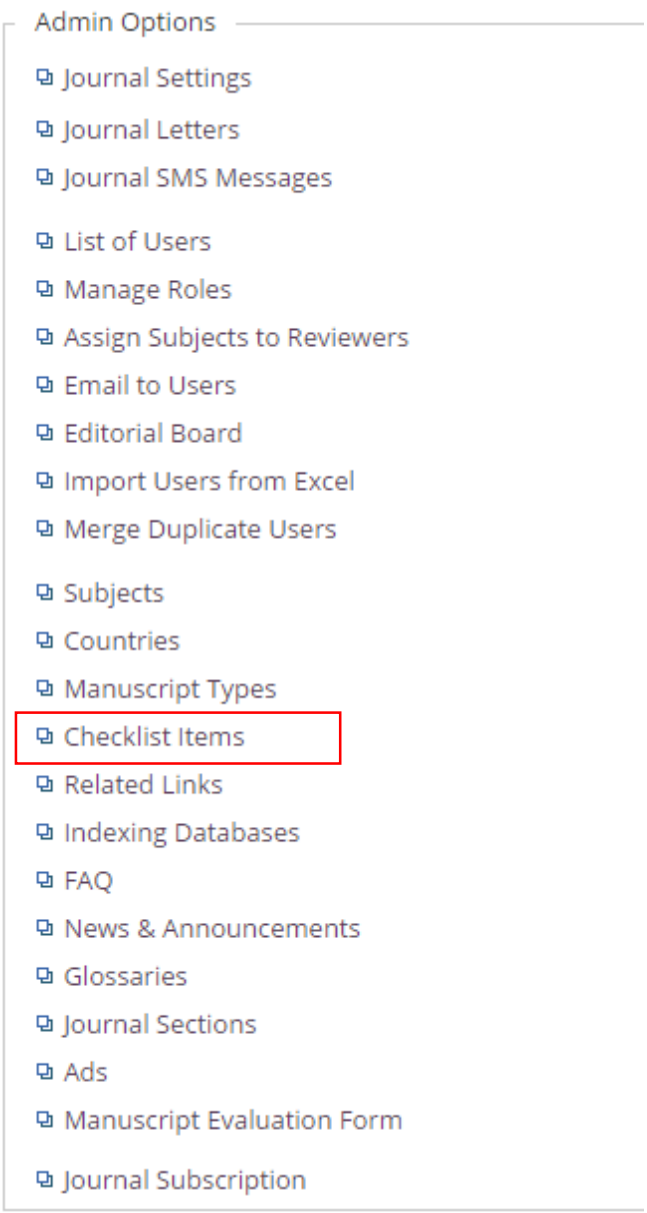


## Adding Glossary Window




## Article Submission Checklist

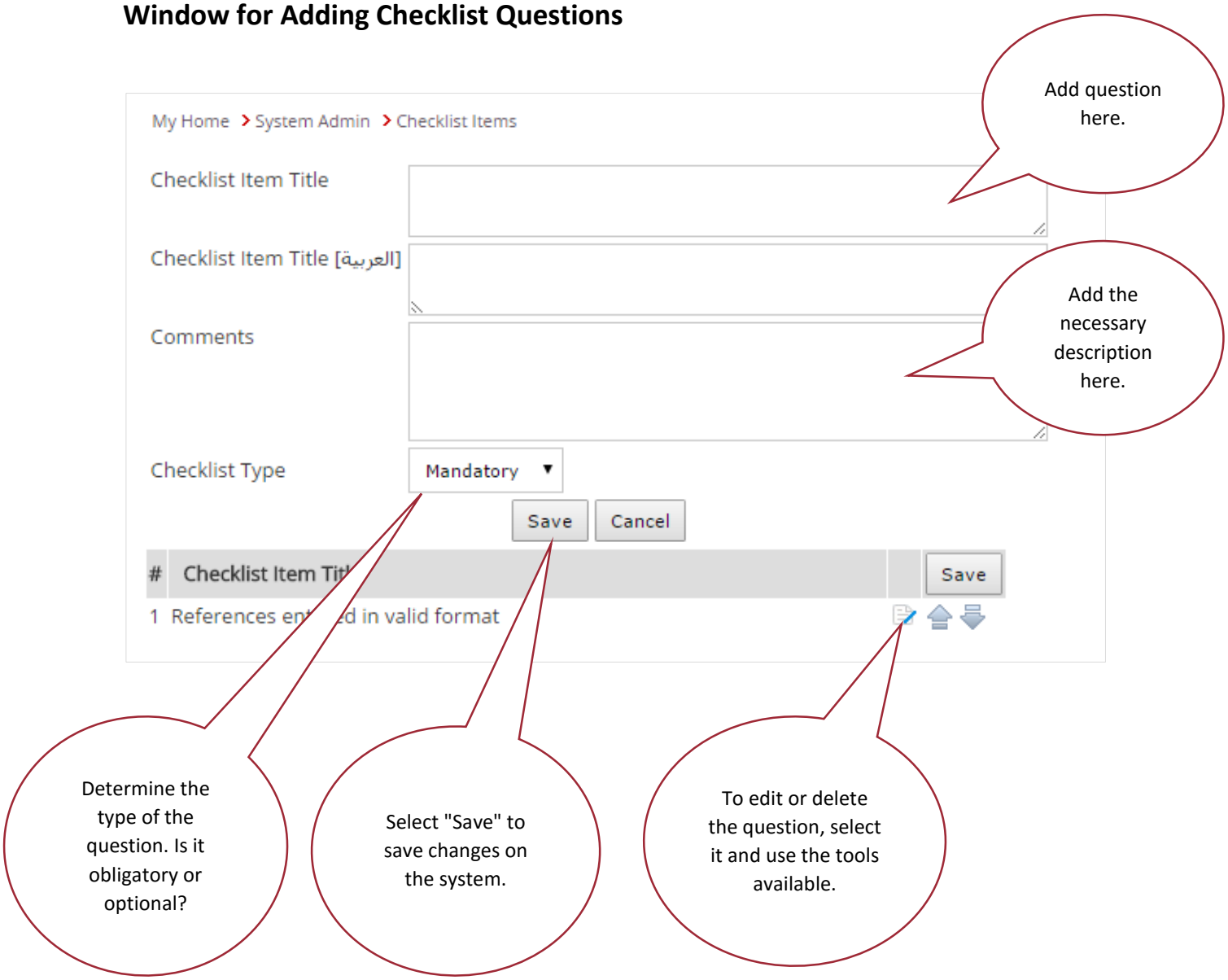
The System Admin adds a checklist to the system to make sure that the Author has sent all other necessary components along with his article. The checklist is viewed when the Author is submitting his article.

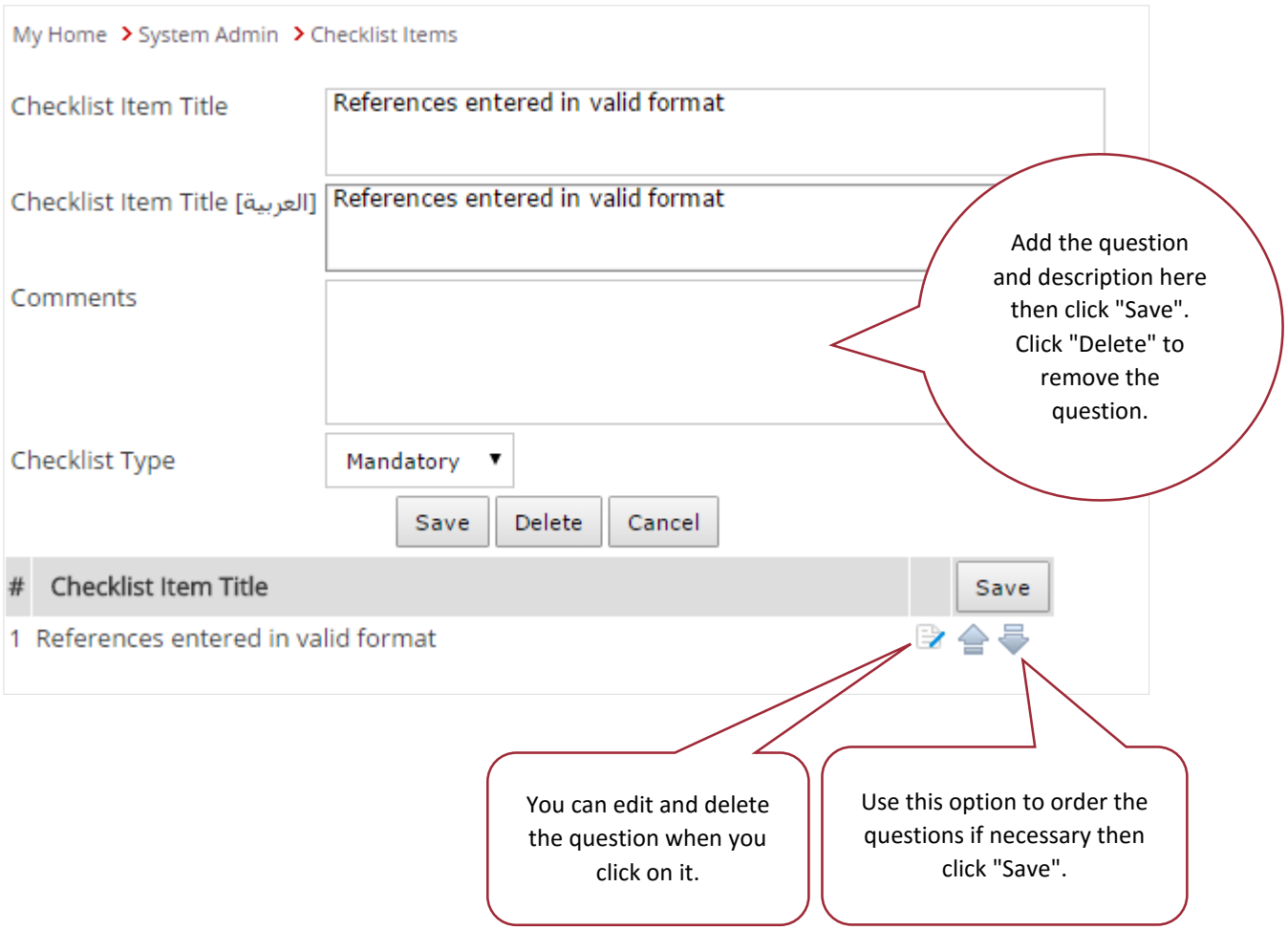



As you click on "Checklist Questions" the "add question" window as in following image, will pop up.

- Because many a times, the Author is not well-informed of the journal's guidelines or does not pay enough attention to what is important for the Editorial Board, a checklist is added on the system. The checklist helps the Author to submit other necessary information when submitting his article.
- There are two types of questions on the checklist: optional and obligatory. You can not submit your article if you do not answer the obligatory questions.
- Ask clear and brief questions and avoid ambiguous questions.
- Ask questions that are addressed in Guide for Authors and deal with guidelines for writing articles.
- For example, ask questions on file formats, size for texts or number of page if they were addressed in Guide for Authors.

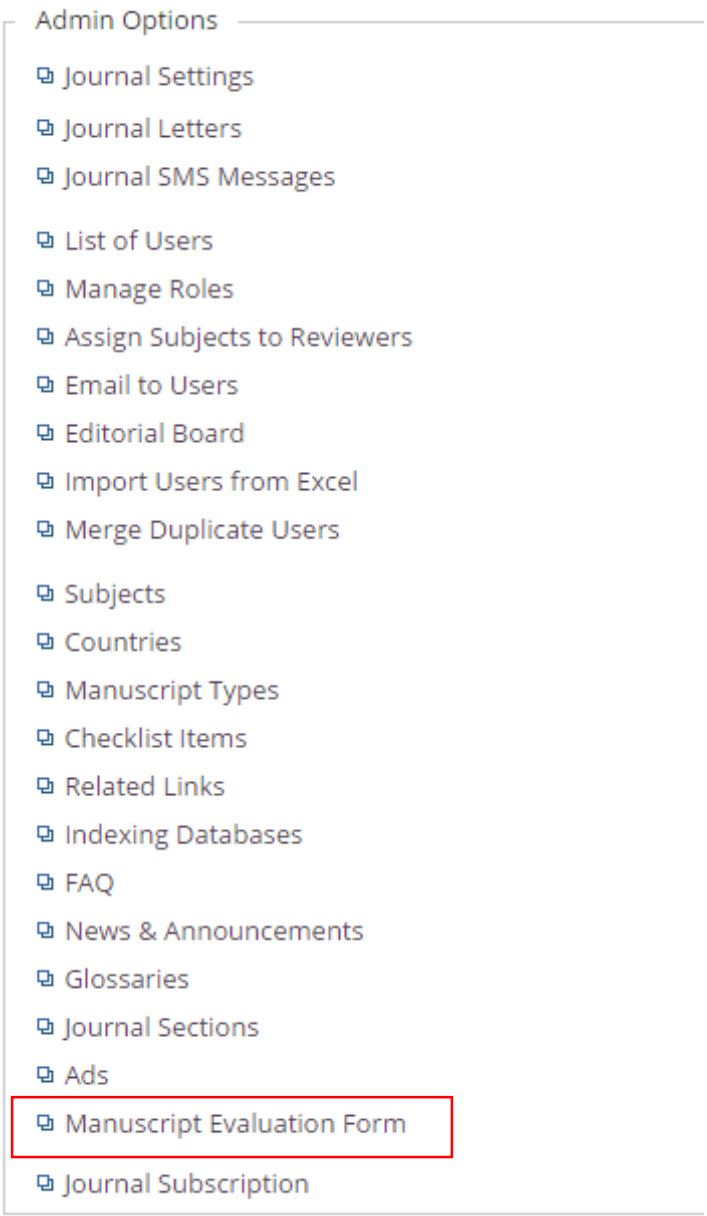
## Window for Adding Checklist Questions




My Home > System Admin > Checklist Items
Checklist Item Title
References entered in valid format
Checklist Item Title [العربية]
References entered in valid format
Comments
Checklist Type
Mandatory
Save
Delete
Cancel
# Checklist Item Title
Save
1 References entered in valid format
Add the question and description here then click "Save". Click "Delete" to remove the question.
You can edit and delete the question when you click on it.
Use this option to order the questions if necessary then click "Save".

## Article Reviewing Window

iKNiTO js has excellent tools for Reviewing. Here is a short list:




- All Reviewers receive the journal specially-designed Reviewing Form. Because these forms are designed differently for each system, the System Admin has to design the special form for the journal. You can design this form using tools in "Manuscript Evaluation Form". You can change questions in the form. The questions may be multiple-choice or may need elaborate answers. Some questions may be obligatory or optional.

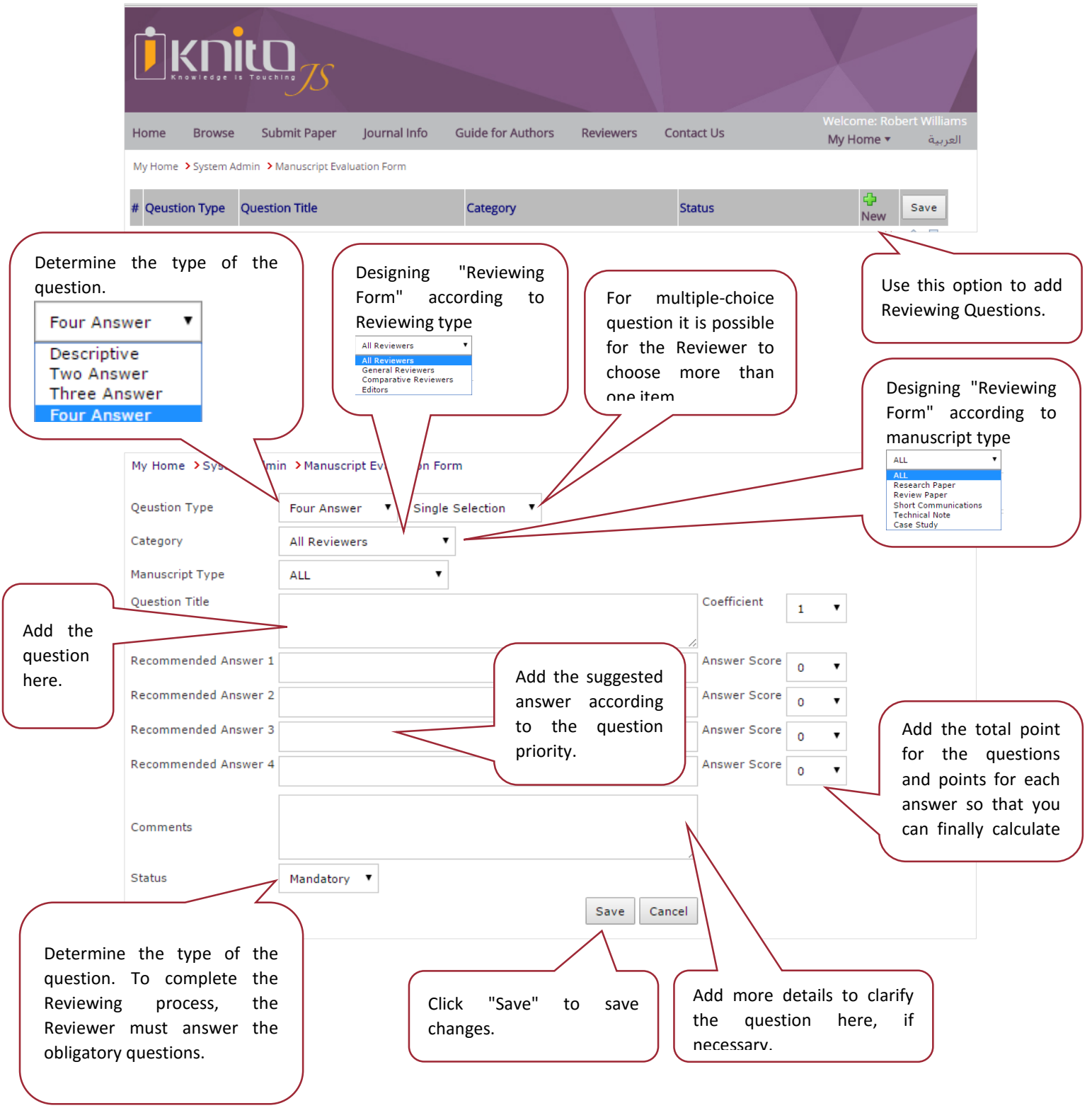
- When you click "Save", a new page opens for a new question. Finally you can see all the questions in a single page as in the following image. You can order, edit, or delete questions from this list.

- The new questions are marked (+) **New** on the top of the column. iKNiTO js handles correspondences automatically. For example, when an article is assigned and sent to a certain Reviewer, a default letter accompanies it. The Letter can be edited in default letters setting page.

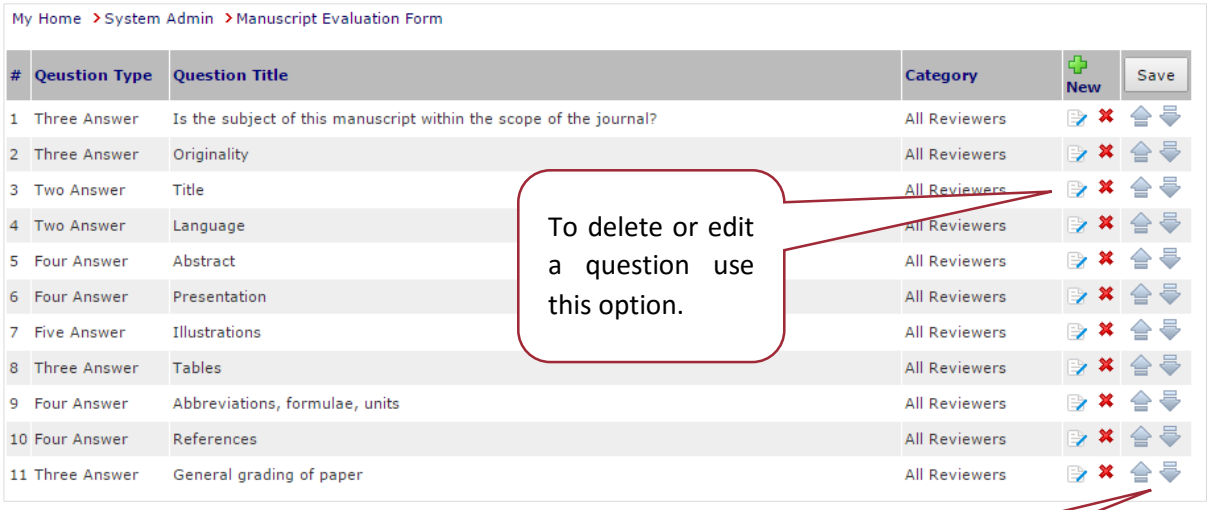
- To do this, go to System Admin Home Page and select Journal's letters settings.

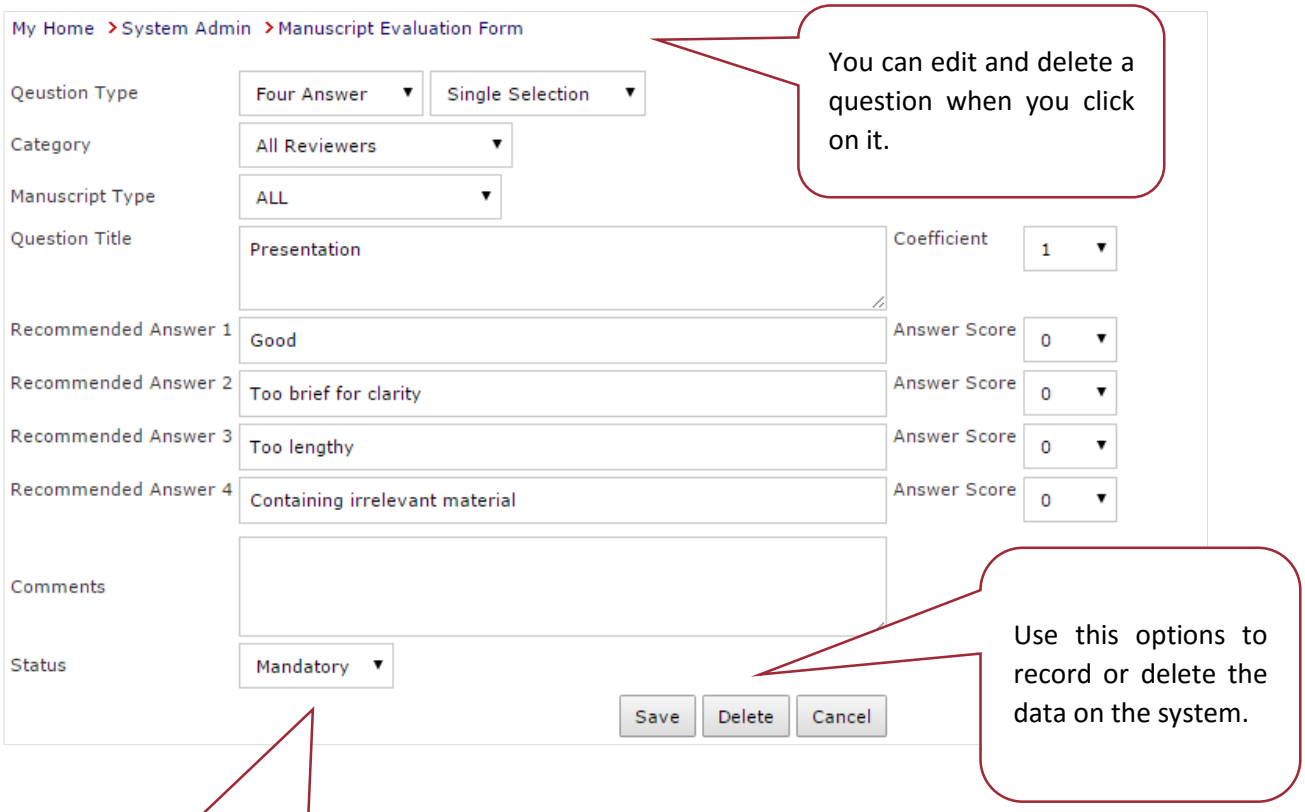
Adding Reviewing questions Window is like the following image.

## Adding Reviewing questions Window

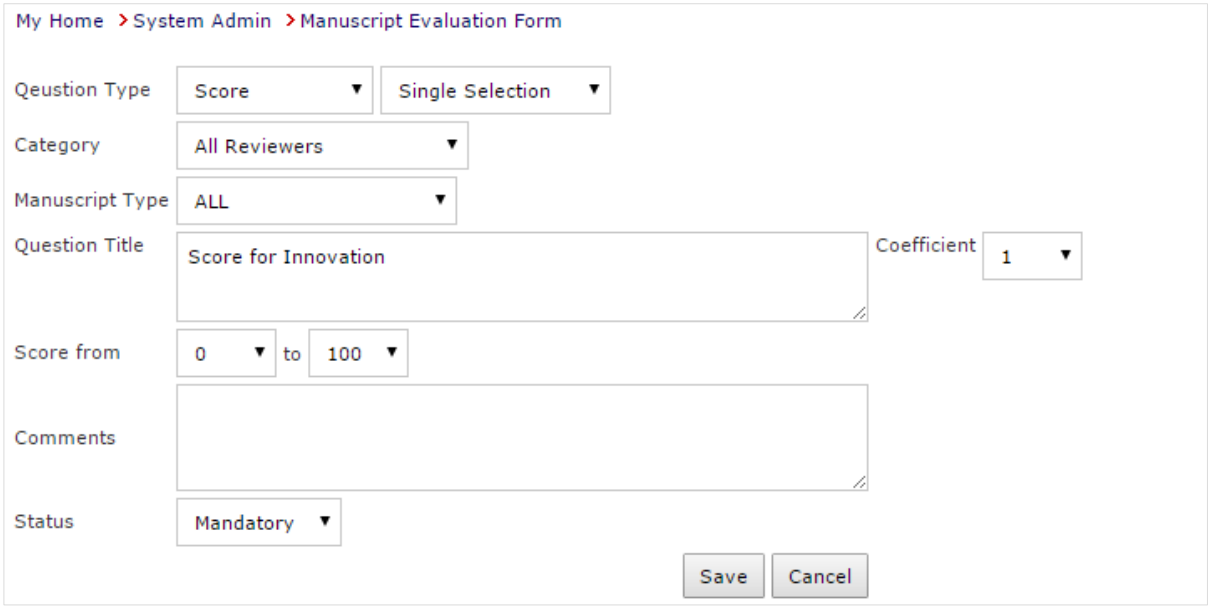


## Reviewing Form: A Sample

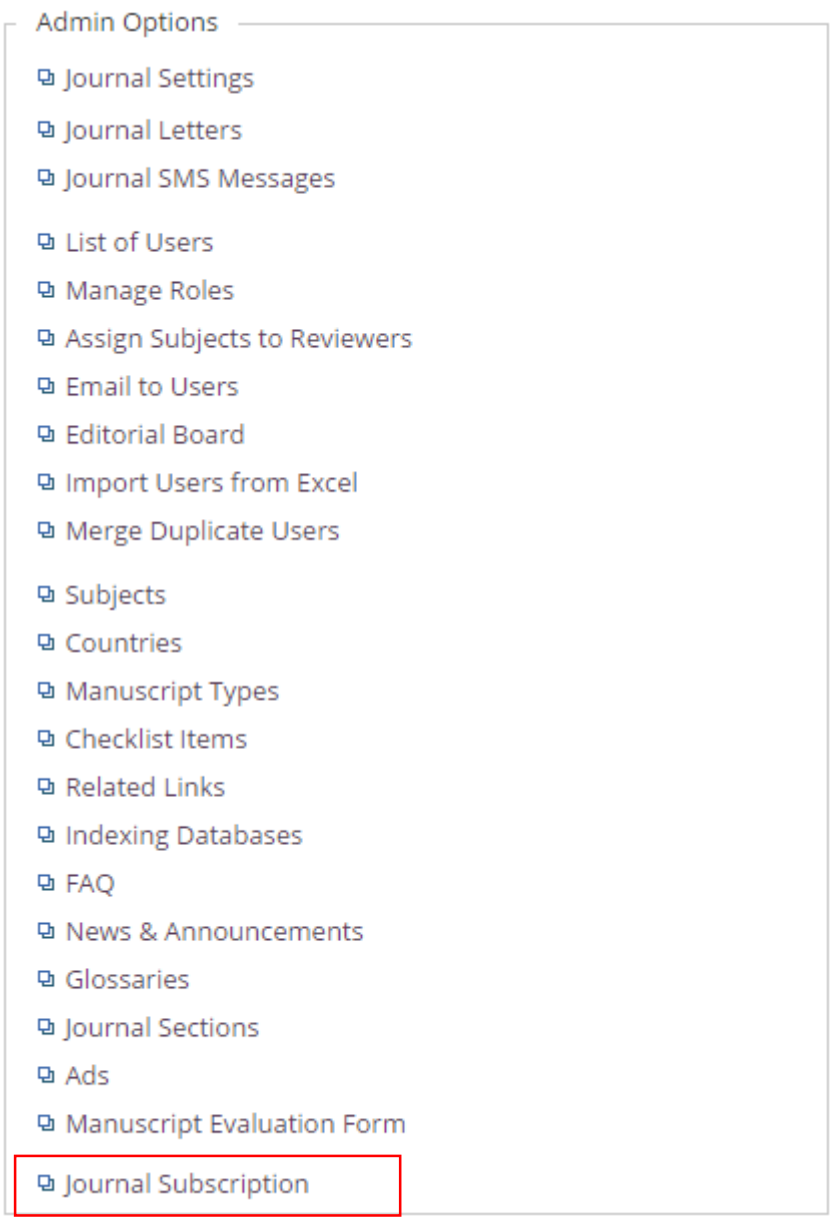


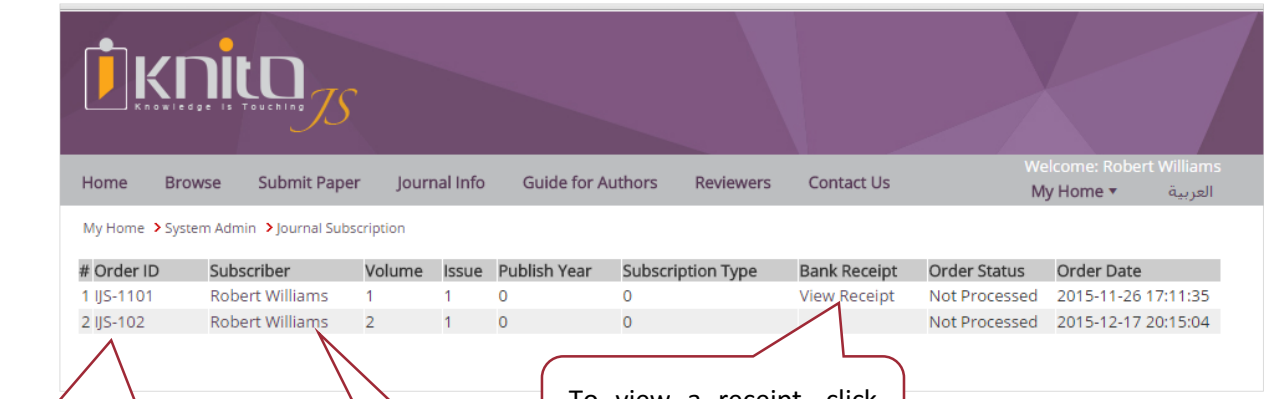
## Reviewing Form: A Sample (Score Question)



## Journal's Subscription



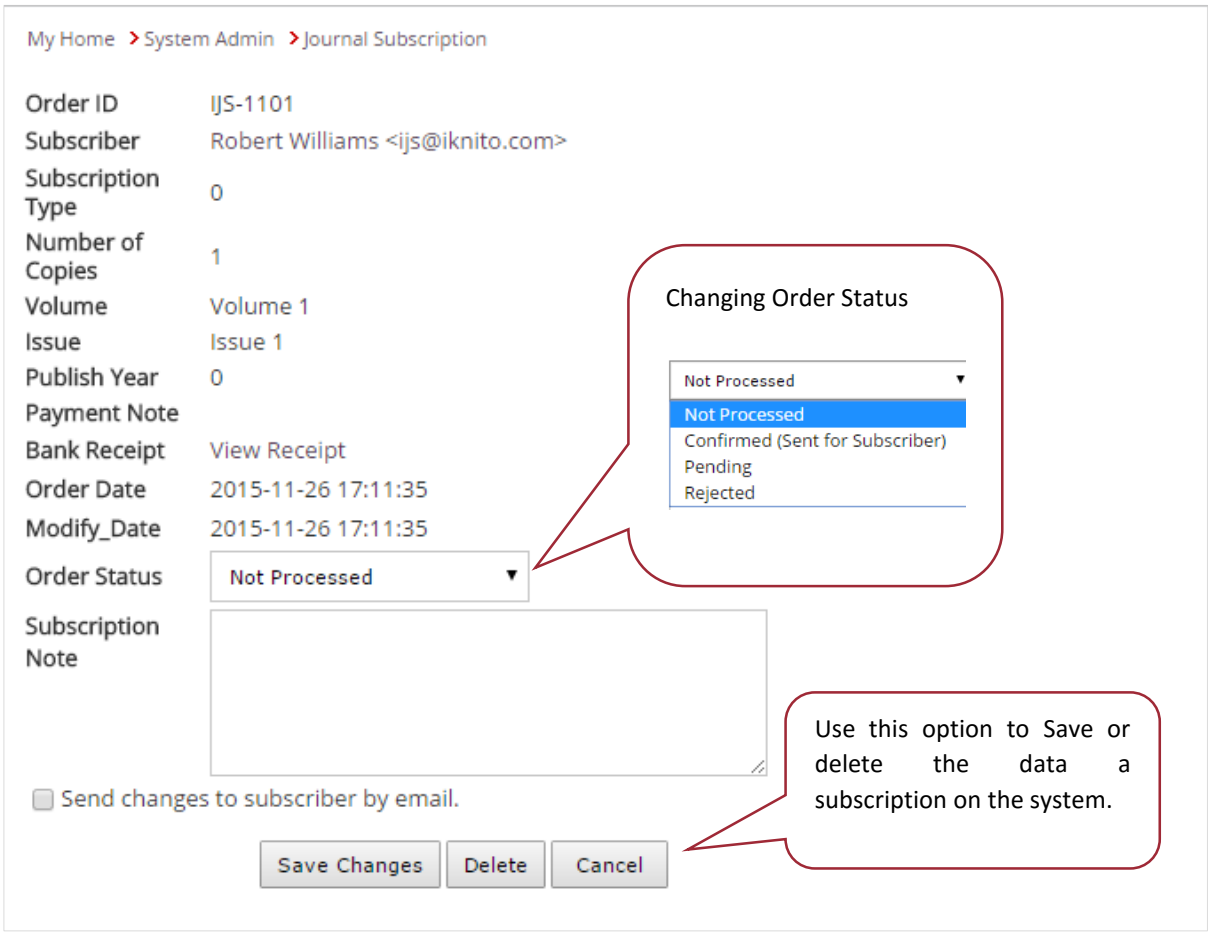
## Journal's Subscription Window




Order Code/ID
When you click on this, you will be directed to the following page.

When you click on this, you will be directed to subscriber's page.

To view a receipt, click this.


My Home › System Admin › Journal Subscription
Order ID
IJS-1101
Subscriber
Robert Williams <ijs@iknito.com>
Subscription Type
0
Number of Copies
1
Volume
Volume 1
Issue
Issue 1
Publish Year
0
Payment Note
Bank Receipt
View Receipt
Order Date
2015-11-26 17:11:35
Modify_Date
2015-11-26 17:11:35
Order Status
Not Processed
Subscription Note
Send changes to subscriber by email.
Save Changes
Delete
Cancel
Changing Order Status
Not Processed
Not Processed
Confirmed (Sent for Subscriber)
Pending
Rejected
Use this option to Save or delete the data a subscription on the system.

Js.iknito.com