

# User Guide – Open Journal System

## Login

If you are already an user of the journal, please login.

The screenshot shows the homepage of the Journal of Tropical Forest Science (JTFS). At the top, there is a navigation bar with links: HOME, ABOUT, LOGIN, REGISTER, CATEGORIES, GUIDE TO AUTHORS, and FRIM. Below the navigation bar, there are two main options for users:

- Login:** A form with fields for Username and Password, a "Remember my username and password" checkbox, and a "Login" button. Below the form, there are links for "Not a user? Register with this site" and "Forgot your password?".
- OR**
- REGISTER:** A form with fields for Username and Password, a "Remember me" checkbox, and a "Login" button.

On the right side of the page, there is a sidebar with the following sections:

- OPEN JOURNAL SYSTEMS:** Includes a link for "Journal Help".
- NOTIFICATIONS:** Includes links for "View" and "Subscribe".
- FONT SIZE:** Includes buttons for "A", "A", and "A".
- INFORMATION:** Includes links for "For Readers" and "For Authors".

At the bottom left, there is contact information for Forest Research Institute Malaysia (FRIM):  
52109 Kepong, Selangor Darul Ehsan, Malaysia.  
G : 3.2464539, 101.643837  
T : 603-62797000  
F : 603-62731314  
E : FRIM\_jtfs\_submission@frim.gov.my

If you are new to this journal, please register to become a member or author.

The screenshot shows the homepage of the Journal of Tropical Forest Science (JTFS). At the top, there is a navigation bar with links: HOME, ABOUT, LOGIN, REGISTER, CATEGORIES, GUIDE TO AUTHORS, and FRIM. The "REGISTER" link is highlighted with a red box and a blue arrow pointing to a "REGISTER" button at the bottom of the page.

Below the navigation bar, there is a banner for the "Journal of TROPICAL FOREST SCIENCE" featuring several journal covers. Below the banner, there is a "REGISTER" button with a blue border and a blue arrow pointing to it.

On the right side of the page, there is a sidebar with the following sections:

- OPEN JOURNAL SYSTEMS:** Includes a link for "Journal Help".
- USER:** Includes fields for Username and Password, a "Remember me" checkbox, and a "Login" button.
- NOTIFICATIONS:** Includes links for "View" and "Subscribe".
- FONT SIZE:** Includes buttons for "A", "A", and "A".
- INFORMATION:** Includes links for "For Readers" and "For Authors".

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# Register

The password must be at least 6 characters.

Repeat password \*  
Salutation  
First Name \*  
Middle Name  
Last Name \*  
Initials Joan Alice Smith = JAS  
Gender  
Affiliation  
  
(Your institution, e.g. "Simon Fraser University")  
Signature  
Email \* PRIVACY STATEMENT  
Confirm Email \*  
ORCID iD  
ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0001-1825-0097>).  
URL  
Phone  
Fax  
Mailing Address  
Country  
Bio Statement  
(E.g., department and rank)

Confirmation  Send me a confirmation email including my username and password  
Working Languages  English  Malay  
Register as  Reader: Notified by email on publication of an issue of the journal.  Author: Able to submit items to the journal.

**Register** Cancel

\* Denotes required field

If you would like to submit your manuscript to the journal, please make sure you have checked 'Author' box.

Confirmation  Send me a confirmation email including my username and password  
Working Languages  English  Malay  
Register as  Reader: Notified by email on publication of an issue of the journal.  Author: Able to submit items to the journal.

**Register** Cancel

\* Denotes required field

## To submit a manuscript

JOURNAL OF MALAYSIAN PUBLICATIONS AND CITATIONS

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES

Home > User Home

USER HOME

Site Administrator

JOURNAL OF MALAYSIAN PUBLICATIONS AND CITATIONS

Journal Manager	[Setup]			
Editor	0 Unassigned	6 In Review	2 In Editing	(Create New) (Dashboard)
Author		3 Active	6 Archive	[New Submission]

MY ACCOUNT

- Show My Journals
- Edit My Profile
- Change My Password
- Logout

OPEN JOURNAL SYSTEMS

Journal Help

USER

You are logged in as...

My Journals

My Profile

Log Out

NOTIFICATIONS

View (43 new)

Manage

JOURNAL CONTENT

Search

Search Scope

All

Search

Browse

By Issue

By Author

By Title

Other Journals

Categories

FONT SIZE

Information

For Readers

For Authors

To start a new submission, click on '**New Submission**'. If the author role is not visible, please click on the '**My Profile**' on the right and make sure you have checked the author box.

Roles

Reader

Author

Bio Statement  
(E.g., department and rank)

Profile Image

Working Languages

English

Malay

Save Cancel

# START A NEW SUBMISSION

## STEP 1. STARTING THE SUBMISSION

### JOURNAL OF MALAYSIAN PUBLICATIONS AND C

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HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES

*Home > User > Author > Submissions > New Submission*

#### STEP 1. STARTING THE SUBMISSION

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Thanaletchumi Dharmalingam](#) for assistance.

#### JOURNAL SECTION

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section \*

#### SUBMISSION CHECKLIST

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in [About the Journal](#).
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

#### JOURNAL'S PRIVACY STATEMENT

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

#### COMMENTS FOR THE EDITOR

Enter text (optional)

\* Denotes required field

## STEP 2. UPLOADING THE SUBMISSION

# JOURNAL OF MALAYSIAN PUBLICA

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HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT

*Home > User > Author > Submissions > New Submission*

## STEP 2. UPLOADING THE SUBMISSION

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click **Browse** (or **Choose File**) which opens a **Choose File** window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click **Open** on the **Choose File** window, which places the name of the file on this page.
4. Click **Upload** on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click **Save and Continue** at the bottom of this page.

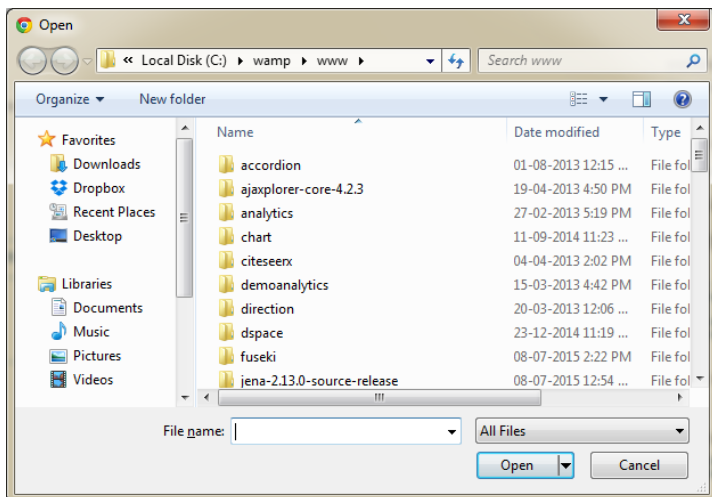
Encountering difficulties? Contact [Thanaletchumi Dharmalingam](#) for assistance.

### SUBMISSION FILE

No submission file uploaded.

Upload submission file  No file chosen  ENSURING A BLIND REVIEW

Browse by clicking '**Choose File**', choose a file then click **Upload**.



Check your files. Then click 'Save and continue'

# JOURNAL OF MALAYSIAN PUBLICA

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[HOME](#) [ABOUT](#) [USER HOME](#) [CATEGORIES](#) [SEARCH](#) [CURRENT](#)

*Home > User > Author > Submissions > New Submission*

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## STEP 2. UPLOADING THE SUBMISSION

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1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Thanaletchumi Dharmalingam](#) for assistance.

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### SUBMISSION FILE

File Name	169-661-1-SM.jpg
Original file name	instructionsheet-fin.jpg
File Size	108KB
Date uploaded	2015-07-23 12:54 PM

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Replace submission file    ENSURING A BLIND REVIEW

---

## STEP 3. ENTERING THE SUBMISSION'S METADATA

<b>AUTHORS</b>	
First Name *	<input type="text" value="Dylan"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Liew"/>
Email *	<input type="text" value="dylan@gmail.com"/>
ORCID ID	<input type="text"/>
URL	<input type="text"/>
Affiliation	<input type="text"/>
Country	<input type="text" value="(Your institution, e.g. 'Simon Fraser University')"/>
Bio Statement (E.g., department and rank)	<input type="text"/>
Google Analytics account number	<input type="text"/>
	<small>To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).</small>
<input type="button" value="Add Author"/>	
<b>TITLE AND ABSTRACT</b>	
Title *	<input type="text"/>
Abstract *	<input type="text"/>
<b>INDEXING</b>	
Language	<input type="text" value="en"/>
	<small>English=en, French=fr, Spanish=es. Additional codes.</small>
<b>CONTRIBUTORS AND SUPPORTING AGENCIES</b>	
<small>Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Meroo University; Master University, Department of Computer Science).</small>	
Agencies	<input type="text"/>
<b>REFERENCES</b>	
<small>Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.</small>	
References	<input type="text"/>
<input type="button" value="Save and continue"/> <input type="button" value="Cancel"/>	

To add more authors, click on 'Add Author'. Once finished, click 'Save and Continue'.

## STEP 4. UPLOADING SUPPLEMENTARY FILES

# JOURNAL OF MALAYSIAN PUBLICATIONS AND CITA

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > New Submission

## STEP 4. UPLOADING SUPPLEMENTARY FILES

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file  No file chosen  ENSURING A BLIND REVIEW

Choose File and upload the supplementary files. Enter the metadata for the supplementary file. Then click 'Save and Continue'.

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > New Submission

## STEP 4A. ADD A SUPPLEMENTARY FILE

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

[<< Back to Supplementary Files](#)

### SUPPLEMENTARY FILE METADATA

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title \*

Creator (or owner) of file

Keywords

Type  Specify other

Brief description

Publisher

Contributor or sponsoring agency

Date   Date when data was collected or instrument created.

Source

Language  Name of study or other point of origin. English=en; French=fr; Spanish=es. Additional codes.

### SUPPLEMENTARY FILE

File Name   
Original file name   
File Size   
Date uploaded   
 Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file  No file chosen

\* Denotes required field



## STEP 5. CONFIRMING THE SUBMISSION

Click on 'Finish Submission' to submit the manuscript to the journal.

# JOURNAL OF MALAYSIAN PUBLICATIONS AND CITATIONS

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > New Submission

## STEP 5. CONFIRMING THE SUBMISSION

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Journal of Malaysian Publications and Citations click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Journal of Malaysian Publications and Citations.

### FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
661	INSTRUCTION SHEET-FN.JPG	Submission File	108KB	07-23
664	PDF.PDF	Supplementary File	38KB	07-23

[Finish Submission](#) [Cancel](#)

You can check the status of the manuscript at the active submission screen.

# JOURNAL OF MALAYSIAN PUBLICATIONS AND CITATIONS

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES

Home > User > Author > Active Submissions

## ACTIVE SUBMISSIONS

ACTIVE	ARCHIVE	ID	MS#DD	SEC	AUTHORS	TITLE	STATUS
		54	01-20	ART	Salih, Yahia	CHEMICAL CHARACTERIZATION AND POTENTIAL USES OF KHAYA...	IN REVIEW: REVISIONS REQUIRED
		56	01-21	ART	Dharmalingam	CONTOH TAJUK MANUSKRIP DEMO KEPADA DBP	IN REVIEW: REVISIONS REQUIRED
		57	01-21	ART	Dharmalingam	CONTOH TAJUK MANUSKRIP DEMO KEPADA DBP	IN REVIEW: REVISIONS REQUIRED
		169	07-23	ART	Liew	THIS IS FOR USER MANUAL	Awaiting assignment

1 of 4 Items