



**A User Manual for Authors**

**(PART – A: MAKE A NEW SUBMISSION)**

# **MULTIDISCIPLINARY RESEARCH JOURNAL (MRJ)**

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<https://cmdr.tezu.ernet.in/>



### STEP 3: On clicking Register, you'll redirect to "Registration complete" page.



Register as author will allow you to *View your submission, Make a submission, and Edit your profile*

### STEP 4: If already registered, log in to the Journal Website (MRJ)

To login, visit at <https://cmdr.tezu.ernet.in/>



Click here to **Login**

Now, click on "**Login**" button given on the top right of the web page.

### STEP 5: Enter the Credentials and Click "Login" button

The screenshot shows the login form. At the top, it says 'HOME / Login'. Below that is the title 'Login'. A note reads 'Required fields are marked with an asterisk: \*'. There are two input fields: 'Username or Email \*' and 'Password \*'. Below the password field is a link for 'Forgot your password?'. There is a checkbox labeled 'Keep me logged in'. At the bottom, there are two buttons: 'Register' and 'Login'.

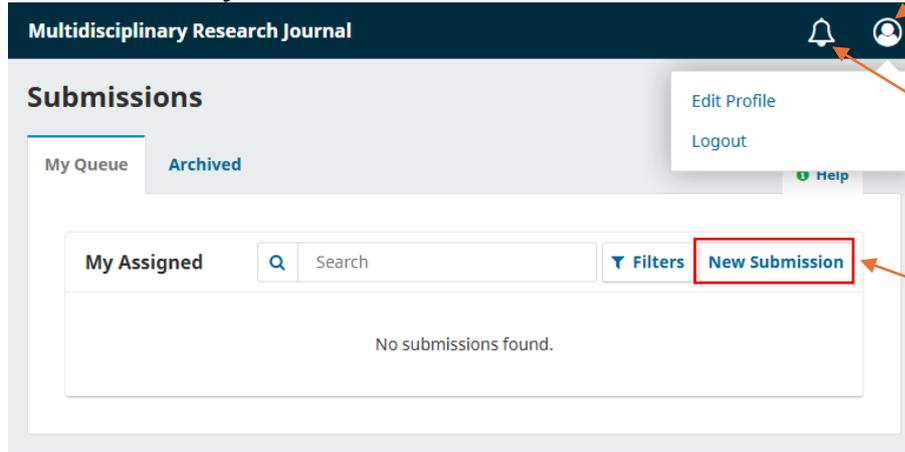
Enter your username or Email ID

Enter your Password

Click on **Login** button

For resetting the password, click on **Forgot your Password?**

## STEP 6: Access your dashboard and Make a New Submission



Click here to **Edit your Profile**

Click here view notifications

Click here to start a **New Submission**

After successfully **Login**, you'll find your submitted manuscripts, archived submissions as well as to make a new submission for this journal.

## STEP 7: Start a Submission and Enter Preliminary Information

You can always make a new submission by clicking the “**New Submission**” button on the dashboard. You will be taken to the submission wizard where you can upload and describe your submission.

The 'Make a Submission' form is titled 'Make a Submission' and contains the following sections:

- Before you begin**: A paragraph of introductory text and a link to 'Submission Guidelines'.
- Title \***: A text input field.
- Section \***: A dropdown menu with options: Research Articles, Review Articles, Short Communications, and Case Studies.
- Submission Checklist \***: A list of requirements with a checkbox to confirm they are met.
- Privacy Consent \***: A checkbox to agree to the privacy statement.
- Begin Submission**: A blue button at the bottom.

Enter the **Title** of your manuscript

Select your **Manuscript type**

Check and verify the journal submission requirements before you proceed and select the checkbox.

Accept the **Privacy** note.

Click here to Start the Submission Process

## STEP 8: Enter Submission Details

The screenshot shows a web form titled "Make a Submission: Details" for the "Articles" section in English. The form is divided into five steps: 1. Details, 2. Upload Files, 3. Contributors, 4. For the Editors, and 5. Review. The "Details" step is active. The form includes a "Title" field with a red asterisk, a "Keywords" field, an "Abstract" field with a red asterisk, and a "References" field. At the bottom, there are "Save for Later" and "Continue" buttons. A "Save for Later" button is also visible in the top right corner. The form is annotated with five callout boxes: "Verify and Edit the Title of your paper." points to the Title field; "Enter the Keywords" points to the Keywords field; "Enter Abstract" points to the Abstract field; "Enter References" points to the References field; and "Hit Continue" points to the Continue button.

In this step, you will provide some basic information about your submission, including **abstract**, and **keywords** and a **list of references**.

Formatting options for **bold**, **italics**, **underline**, **superscript** and **subscript** are available in the text editor when entering **title**. You can also use HTML tags for formatting these fields:

- `<b>` (bold)
- `<i>` (italics)
- `<u>` (underline)
- `<sup>` (superscript)
- `<sub>` (subscript)

To enter **keywords**, type the keyword or keyphrase and hit the Enter key. The word or phrase will be formatted as a keyword. There is no need to separate by commas or other punctuation.

To the enter **references**, type or paste each reference in a new line, so that they can be extracted and recorded separately.

## STEP 9: Upload Files

In this Step, a window will open allowing you to upload your submission file(s).

985 / User / An elaborated model of student support to allow for gender considerations in Asian distance education

### Make a Submission: Upload Files

Submitting to the **Articles** section in **English**. [Change](#)

Details — 2 Upload Files — 3 Contributors — 4 For the Editors — 5 Review

**Upload Files**  
Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

**Files** [Add File](#)

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

[Back](#) Last saved 13 minutes ago [Save for Later](#) [Continue](#)

Click **Add File** to upload files.

You can upload multiple files at once, as well as drag-and-drop files.

Once you've uploaded all your files, you will be asked to choose a file type for each one. You can also add optional information such as a description or licensing information. You can edit these later if necessary.

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### Make a Submission: Upload Files

Submitting to the **Articles** section in **English**. [Change](#)

Details — 2 Upload Files — 3 Contributors — 4 For the Editors — 5 Review

**Files** [Add File](#)

An elaborated model of student support to allow for gen... [Edit](#) [Remove](#)

What kind of file is this? [Article Text](#) [Other](#)

[Back](#) Last saved 23 minutes ago [Save for Later](#) [Continue](#)

Select the appropriate type of the file after upload.

Click **Add File** to upload more files.

Hit **Continue**

Once you have **finished uploading and indicating a type** for all of your submission files, click the **Continue** button to move to the next step.

## STEP 10: Add Contributors

In this step, you will be asked to add more information about contributors (i.e. authors and translators) involved in the submission. By default, your details will already be added as the primary contributor.

The screenshot shows the 'Make a Submission: Contributors' page. The breadcrumb trail is: 1 Details, 2 Upload Files, 3 Contributors, 4 For the Editors, 5 Review. The 'Contributors' section has a table with two rows: 'First Author' and 'Second Author'. The 'First Author' row has buttons for 'Primary Contact', 'Edit', and 'Delete'. The 'Second Author' row has buttons for 'Set Primary Contact', 'Edit', and 'Delete'. Callout boxes point to these buttons: 'Click here to Change the Order of the authors' points to the 'Order' button; 'Click here to Add Contributor' points to the 'Add Contributor' button; 'Click here to change the primary contact' points to the 'Set Primary Contact' button; and 'Hit Continue' points to the 'Continue' button at the bottom right. A 'Save for Later' button is also visible at the top right.

You can add authors (e.g., co-authors), by clicking **Add Contributor** button. This will open a new window with fields to enter their information.

The 'Add Contributor' modal form contains the following fields and options:

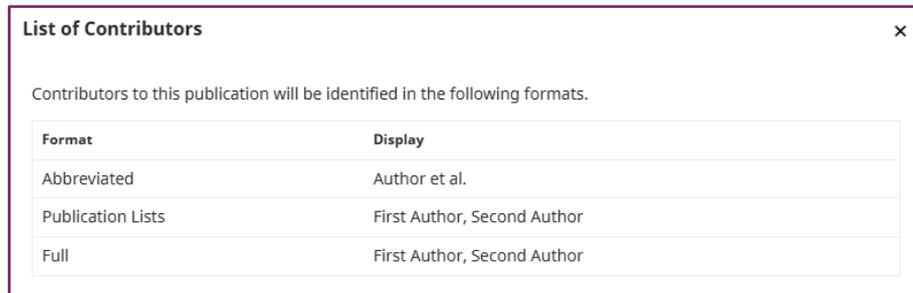
- Given Name \*
- Family Name
- Preferred Public Name (Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga)
- Email \*
- Country \*
- Homepage URL
- ORCID ID
- Bio Statement (e.g., department and rank) with a rich text editor (B, I, x<sup>2</sup>, x<sub>2</sub>, link)
- Affiliation
- Contributor's role:  Author,  Translator
- Publication Lists:  Include this contributor when identifying authors in lists of publications.

A 'Save' button is located at the bottom right of the modal.

Hit **Save**, and the new contributor will be added to the list.

You can also **change the order** of the list of contributors. Click **Order** and press the **up and down arrows** beside a contributor to move them in the list. Click the **Save Order** button when you are done.

You can then preview the order in various forms, by using the “**Preview Option**” with options displayed for **Abbreviated**, **Publication Lists**, and **Full order**.



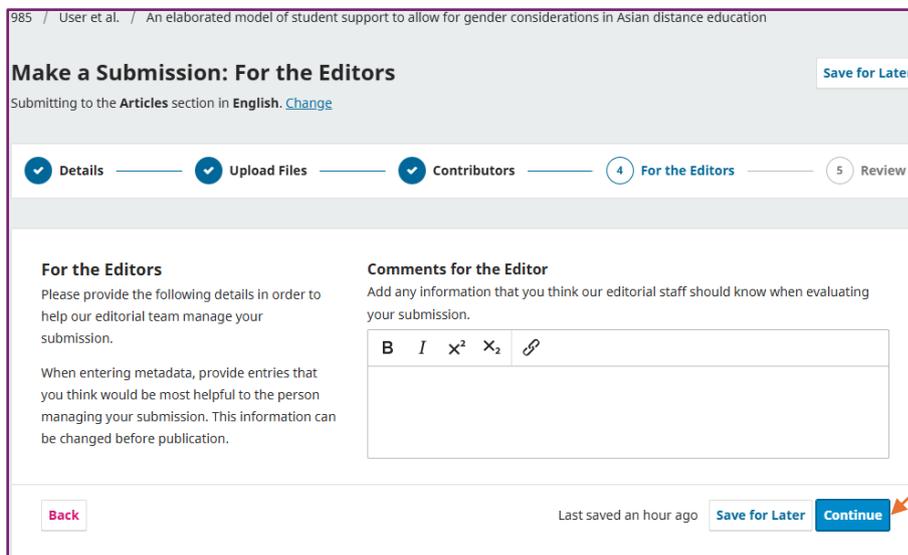
The screenshot shows a dialog box titled "List of Contributors" with a close button (X) in the top right corner. Below the title, it states "Contributors to this publication will be identified in the following formats." Below this is a table with two columns: "Format" and "Display".

Format	Display
Abbreviated	Author et al.
Publication Lists	First Author, Second Author
Full	First Author, Second Author

Once all contributors have been added and ordered to suit your preferences, click **Continue** to proceed.

### STEP 11: Enter Comments for Editors

Next, you will be asked to provide any comments you have for the editors. This field is optional. Press **Continue** when you're ready to move on.



The screenshot shows the "Make a Submission: For the Editors" page. At the top, it says "985 / User et al. / An elaborated model of student support to allow for gender considerations in Asian distance education". Below that, it says "Make a Submission: For the Editors" and "Submitting to the Articles section in English. [Change](#)". There is a "Save for Later" button in the top right. A progress bar shows five steps: "Details", "Upload Files", "Contributors", "4 For the Editors", and "5 Review". The "For the Editors" step is active. Below the progress bar, there are two columns. The left column is titled "For the Editors" and contains instructions: "Please provide the following details in order to help our editorial team manage your submission." and "When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication." The right column is titled "Comments for the Editor" and contains instructions: "Add any information that you think our editorial staff should know when evaluating your submission." Below the instructions is a text input field with a rich text editor toolbar (B, I, x<sup>2</sup>, x<sub>2</sub>, link). At the bottom left is a "Back" button. At the bottom right, it says "Last saved an hour ago" and has "Save for Later" and "Continue" buttons. An orange arrow points from a yellow box labeled "Hit Continue" to the "Continue" button.

Hit Continue

## STEP 12: Review Your Submission

Finally, you can review all of the information you've entered for your submission. If there are any required fields not filled out, you will be warned on this screen and given the opportunity to make corrections.

985 / User et al. / An elaborated model of student support to allow for gender considerations in Asian distance education

### Make a Submission: Review

Submitting to the **Articles** section in **English**. [Change](#) Save for Later

Details — Upload Files — Contributors — For the Editors — **5 Review**

#### Review and Submit

Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

#### Details (English)

[Edit](#)

**Title**  
An elaborated model of student support to allow for gender considerations in Asian distance education

**Keywords**  
Gender, Asian, Distance Education

**Abstract**  
This is an Abstract.

**References**  
Reference A  
Reference B  
Reference C

#### Files

[Edit](#)

 An elaborated model of student support to allow for gender considerations in Asian distance education.pdf Article Text

#### Contributors

[Edit](#)

First Author Primary Contact Author

Second Author, Affiliation Author

#### For the Editors (English)

[Edit](#)

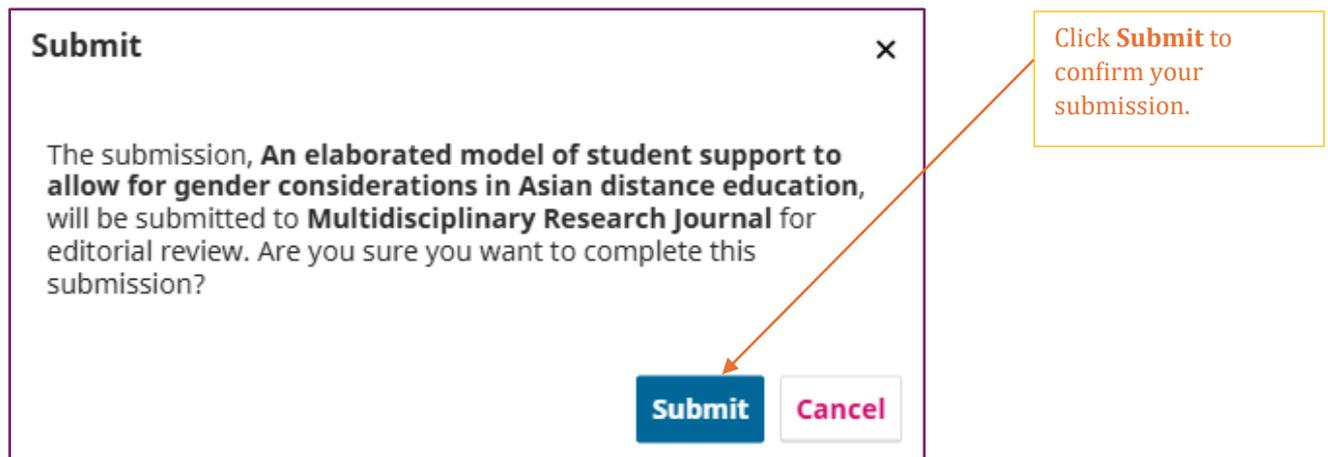
**Comments for the Editor**  
A comment for the editor.

[Back](#) Last saved 3 minutes ago Save for Later Submit

Review all the information entered in your submission.

Click **Submit** to complete your submission.

After reviewing the details of your submission, you will be asked to read and agree to the copyright terms for submissions to the journal. Click the checkbox to agree and click the **Submit** button.

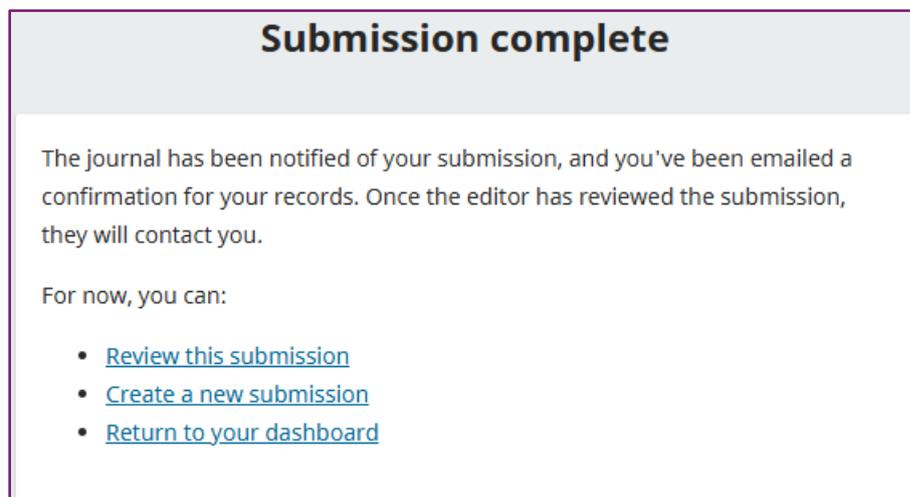


A box will pop up asking you to confirm you are finished. Click **Submit** to finalize your submission.

### STEP 13: Complete Your Submission

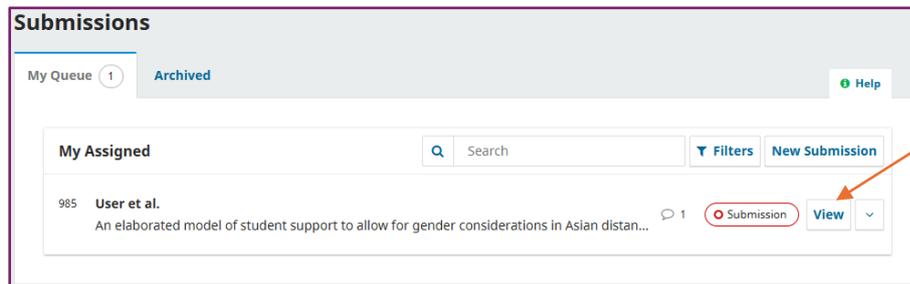
Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard



## STEP 14: Access and Track Your Submission

Once you've made your first Submission, you'll have access to the My Submissions as Author Dashboard.



Click **View** to track your submission.

In case of any queries and suggestions, feel free to contact us at [editormrj@tezu.ernet.in](mailto:editormrj@tezu.ernet.in)