A User Manual for Authors

(PART – A: MAKE A NEW SUBMISSION)

MULTIDISCIPLINARY RESEARCH JOURNAL (MRJ)

INTRODUCTION

This user-guide is a comprehensive manual for the authors covering the various information needed to submit and revised their manuscripts on the journal website. By following this guide, an author will be able to successfully submit their manuscripts for peer-review process easily and effectively.

AUTHORING

As an author, you'll able to access your dashboard by following the given steps: -

STEP 1: Register at the Journal Website (MRJ)

To make a submission, you will first need to register with a user account at https://cmdr.tezu.ernet.in/.

STEP 2: Enter your details in the required fields & Click "Register"

Note: Preferred username might not be available therefore choose accordingly.

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

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

Multidisciplinary Research Journal

Submissions

My Queue | Archived

Edit Profile
Logout

🛈 Help

My Assigned | 🔍 Search | ▼ Filters | **New Submission**

No submissions found.
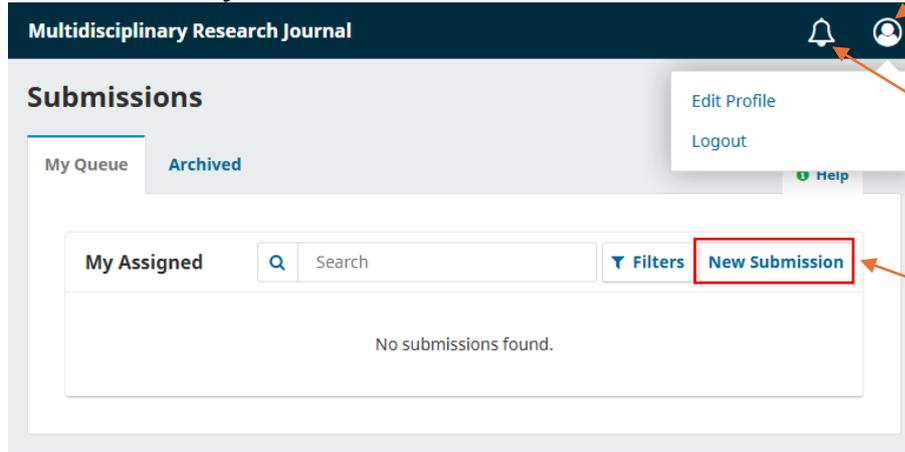
Click here to **Edit your Profile**

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.

Make a Submission

Before you begin
Thank you for submitting to the Multidisciplinary Research Journal. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our Submission Guidelines if you have not done so already. When filling out the forms, provide as many details as possible in order to help our editors evaluate your work.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

Title *

Section *

Submissions must be made to one of the journal's sections.
○ Research Articles
○ Review Articles
○ Short Communications
○ Case Studies

Submission Checklist *

All submissions must meet the following requirements.
- This submission meets the requirements outlined in the Author Guidelines.
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled.
- Permission has been obtained to publish all photos, datasets and other material provided with this submission.

☐ Yes, my submission meets all of these requirements.

Privacy Consent *

☐ Yes, I agree to have my data collected and stored according to the privacy statement.

Begin Submission

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

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).

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.

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.

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.

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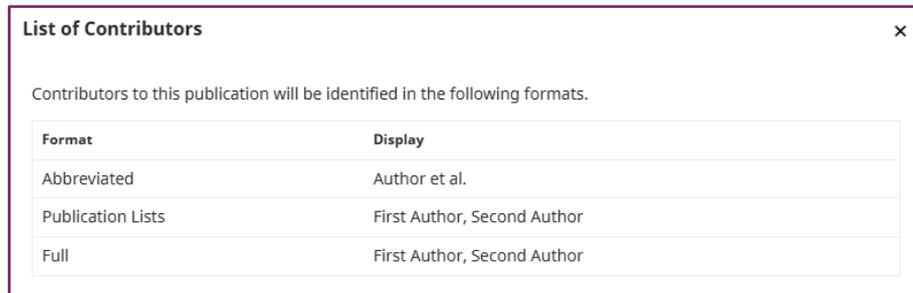
Once all contributors have been added and ordered to suit your preferences, click **Continue** to proceed.

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.
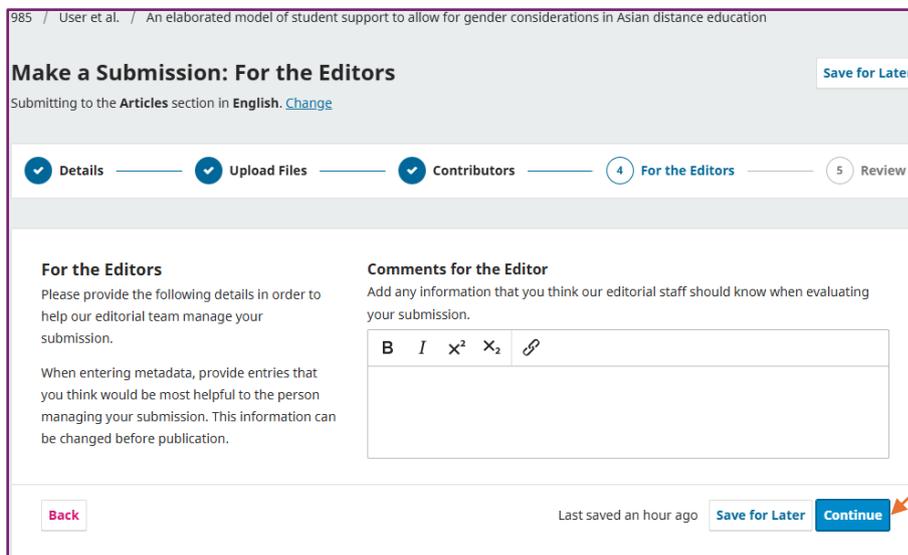
STEP 12: Review Your Submission

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.

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.

Submit   ✕

The submission, **An elaborated model of student support to allow for gender considerations in Asian distance education**, will be submitted to **Multidisciplinary Research Journal** for editorial review. Are you sure you want to complete this submission?

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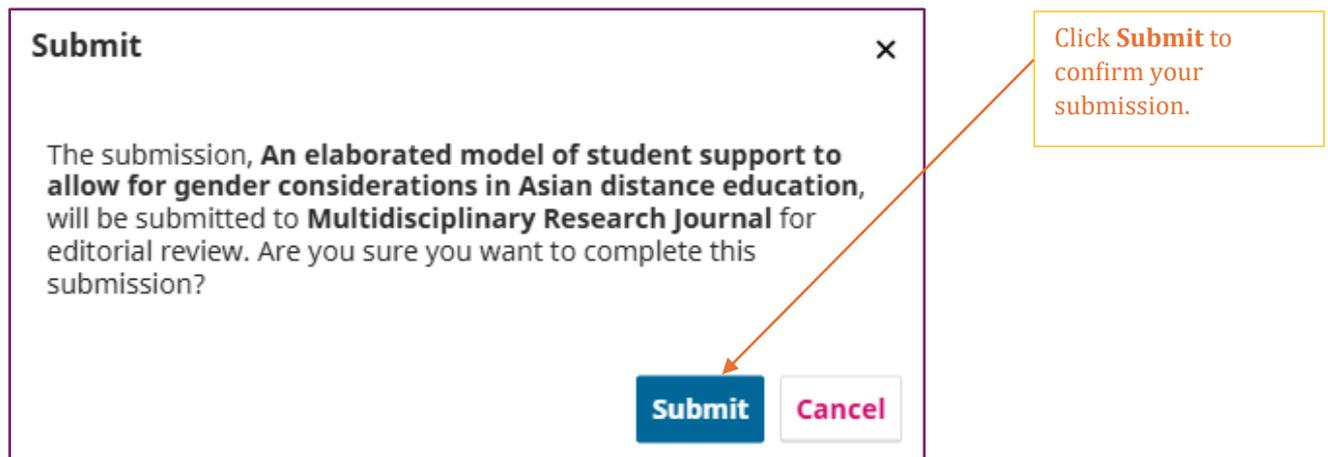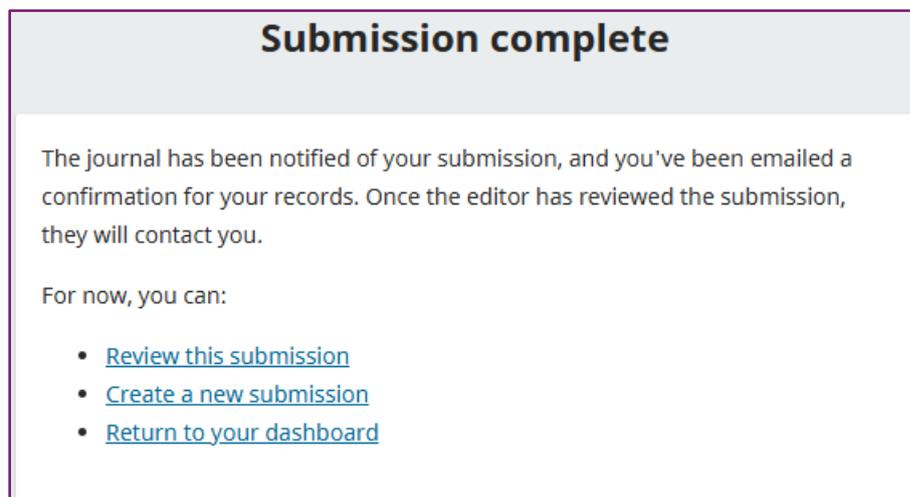
A box will pop up asking you to confirm you are finished. Click **Submit** to finalize your submission.

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

Submission complete

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- 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.
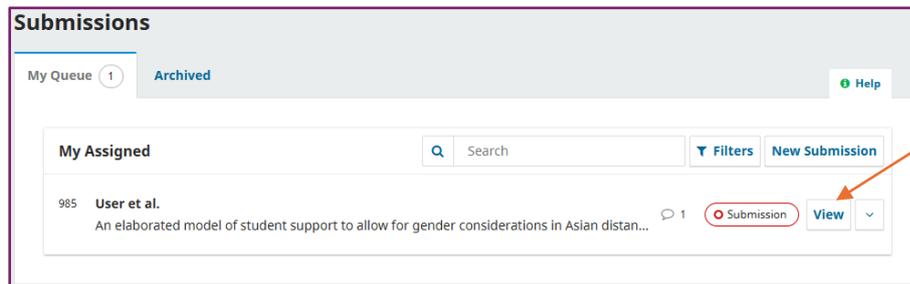
Click **View** to track your submission.

In case of any queries and suggestions, feel free to contact us at editormrj@tezu.ernet.in