The Procedure of Author in ThaiJO System

Starting the author procedure

↓

Creating user account (Registration)

↓

Five-step submission

→ *Revision required

↓

Revision of menuscripts (Author correction)

↓

Copy-editing

↓

Finishing the author's procedure
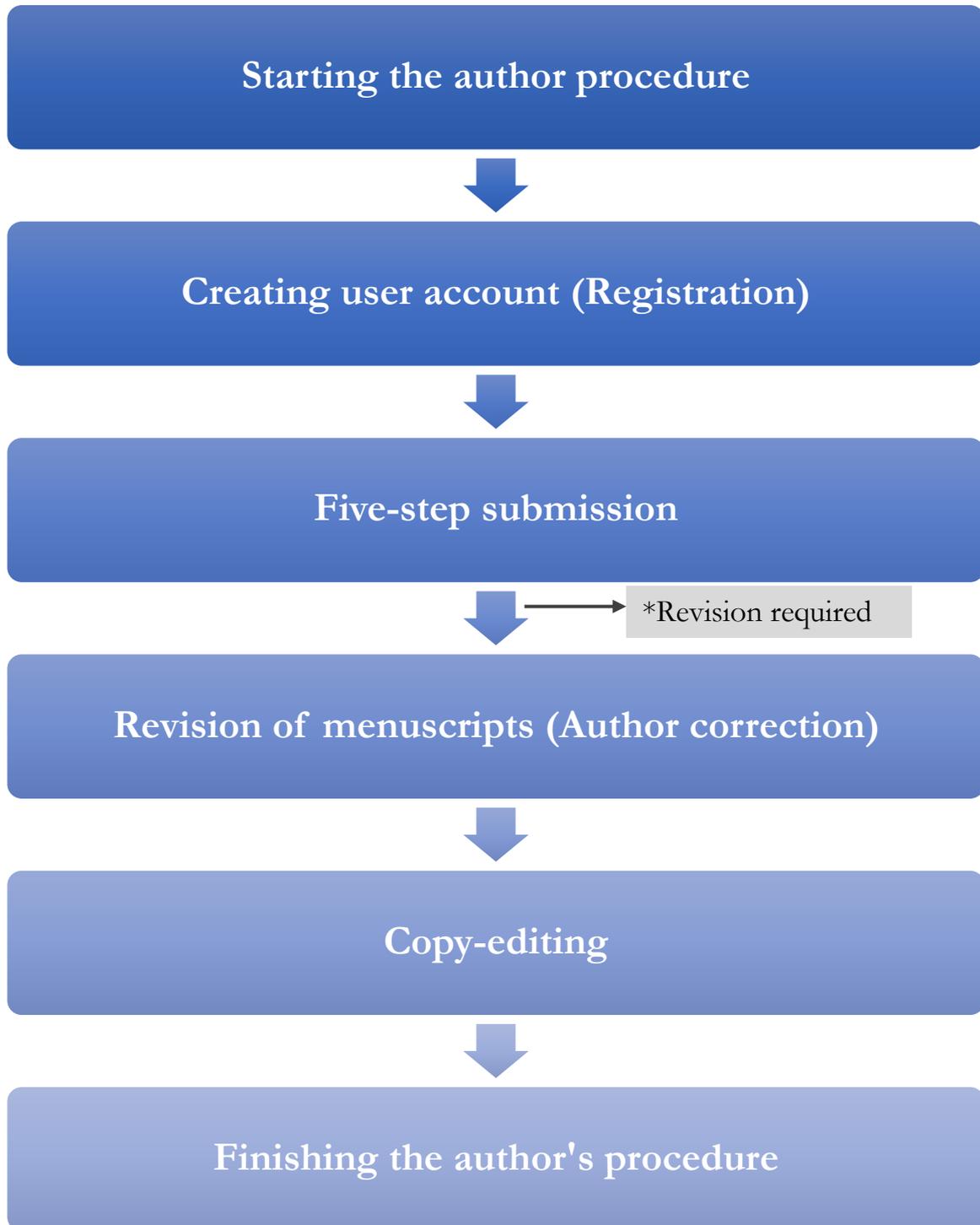
Notice*   Revision Required = the article will be revised according to editor's suggestions

The Procedure of Article Submission

Creating user account (Registration)

- *If you are already a member of journal website, log in and go to Submission section*

Create Username and Password

Create Profile
(Name, email, other information)

Submission

Go to www.journal.nu.ac.th

Click "New Submission"

Five-step Submission

Step 1
- Check all boxes to prove that the article follows all journal conditions

Step 2
- Upload the article in .docx file

Step 3
- Enter your article's data e.g. author, title and abstract, keywords, etc.

Step 4
- Confirm your article submission

Step 5
- After submission, the article will be sent to editing process by editors
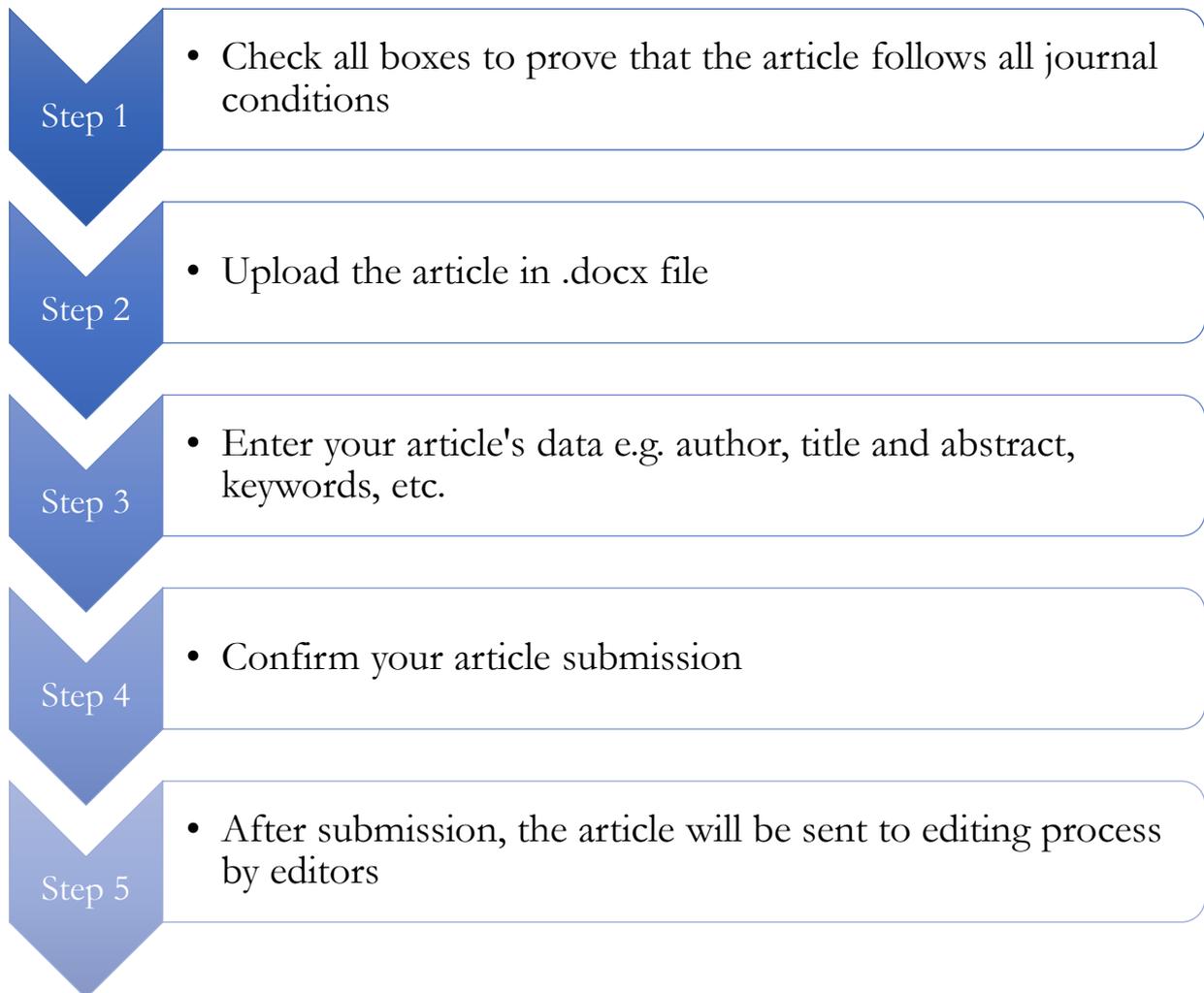
Article Submission

1. Login as an author
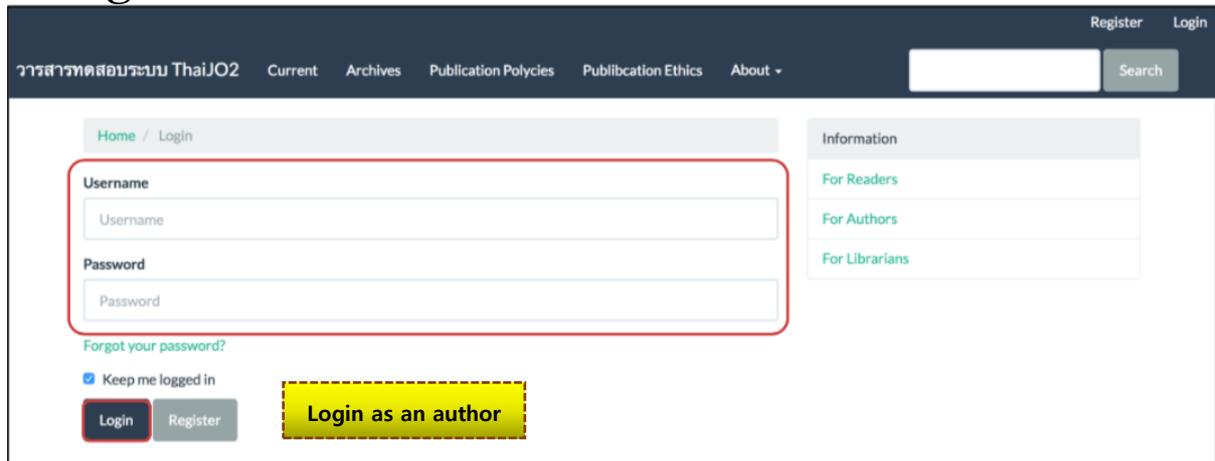
2. Go to "Submissions" menu and click "New Submission"
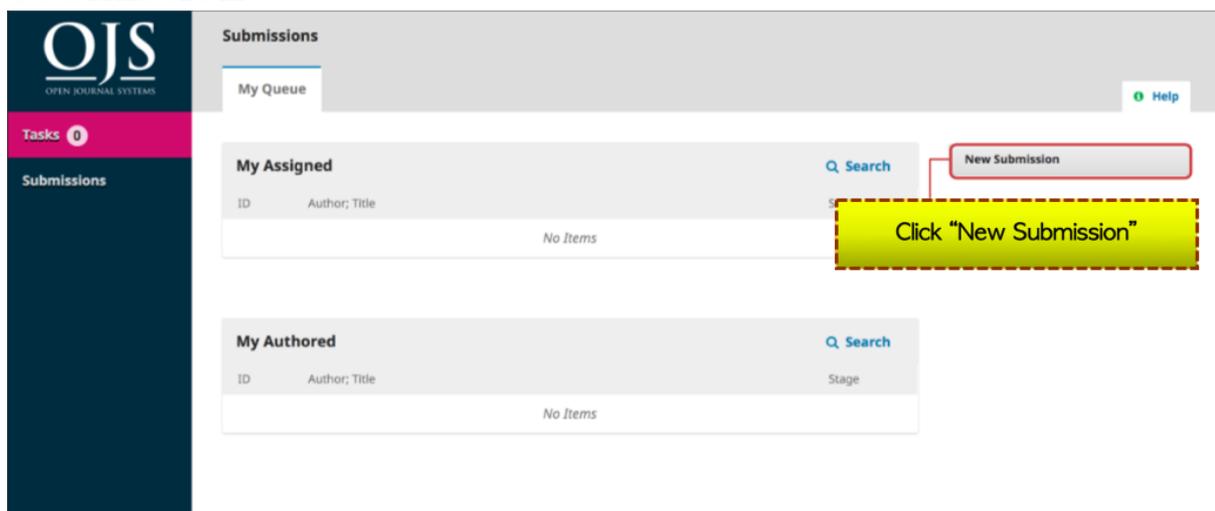
3. Five-step Submission

Step 1: Start

1.1 Section: Select the type of article e.g. research articles, academic articles, review articles, invited article

1.2 Submission Requirements: Select all boxes to prove that the article follows all the journal conditions

1.3 Comments for the Editor: If the author wants to send a message to the editor, write down on "Comment for the

Editor". (The message will not be publicly shown) If the author does not want to send a message, leave this section empty.

1.4 Read Privacy Statement

1.5 Click "Save and Continue" to continue to the next step.

2.1 Select article component, select "Article Text" for the full-text file

2.2 Click "Upload File"

2.3 Click "Continue"

*If the author wants to change the uploaded file, click "Change File"

2.4 Click "Continue"
*If the author wants to change the file name, click "Edit"

Upload Submission File

1. Upload File   2. Review Details   3. Confirm

author_thaijo, Author, บทความทดสอบ.docx   ✏ Edit

📄 docx   🖨 22KB

2.4 Click "Continue"

Continue   Cancel
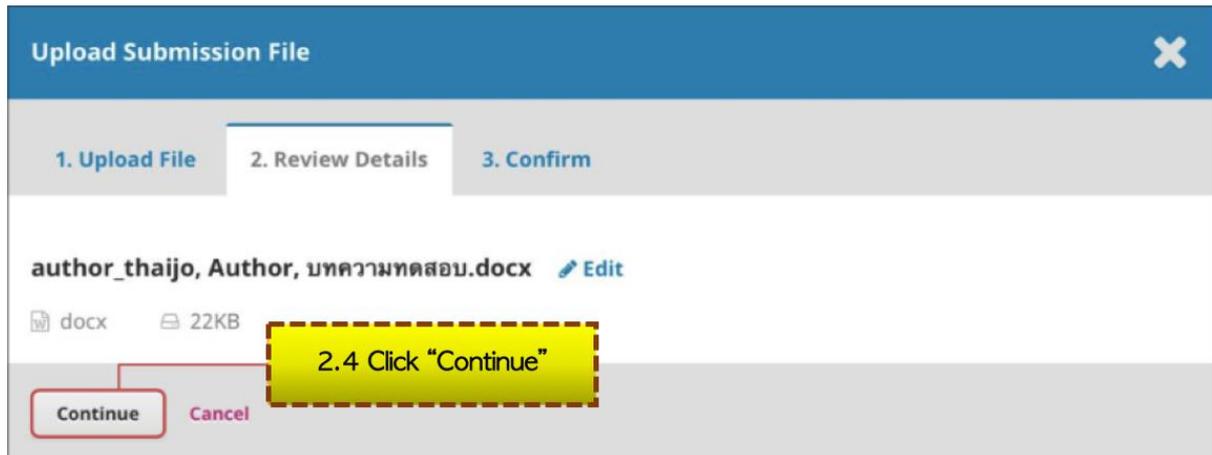
2.5 Click "Complete"
*If there are other files to be uploaded, click "Add Another File"

Upload Submission File

1. Upload File   2. Review Details   3. Confirm

File Added

*If there are other files to be uploaded, click "Add Another File"

Add Another File

2.5 Click "Complete"

Complete   Cancel
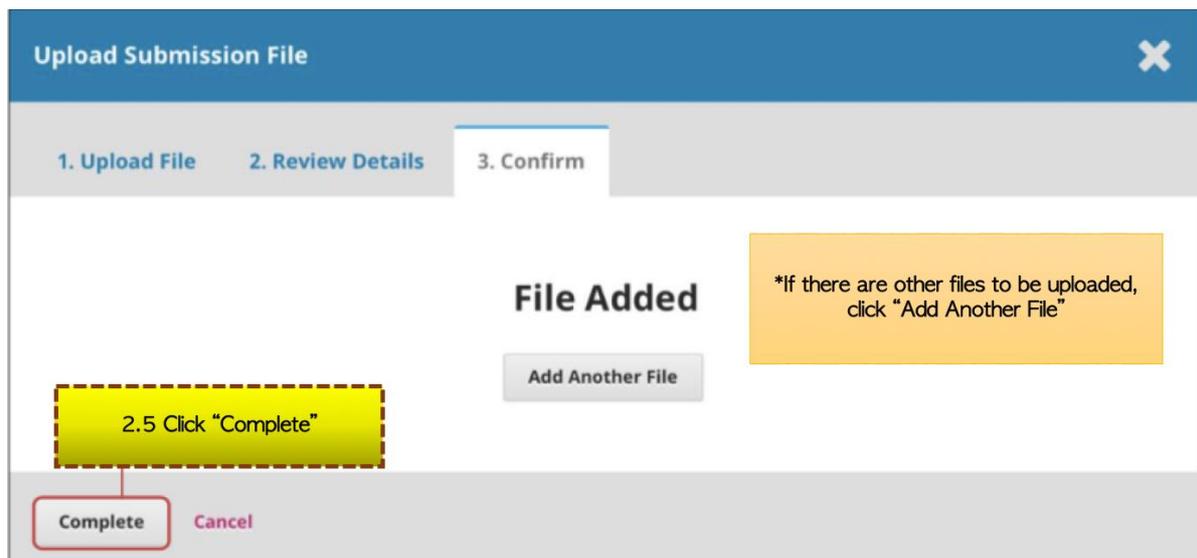
2.6 Click "Save and Continue"

*If the uploaded files are needed to be edited, click " ▶ " and click "Delete". Then, follow the steps 2.1-2.5 again.
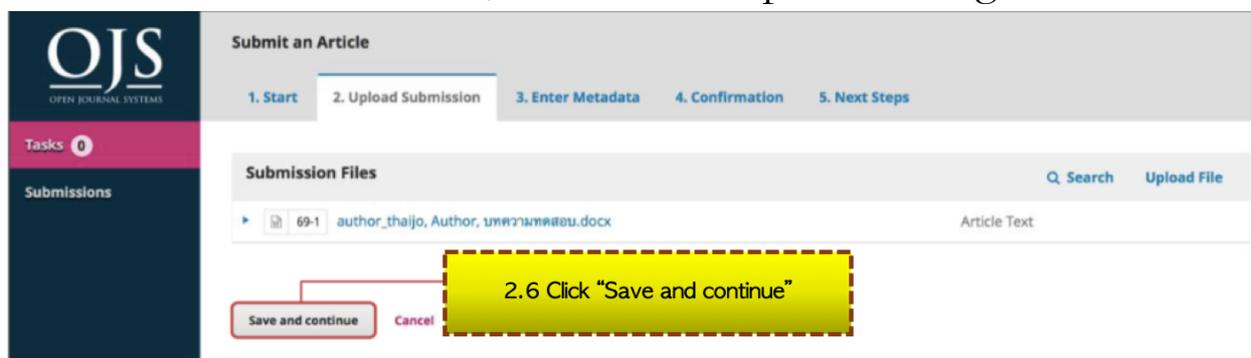

Step 3: Enter Metadata

3.1 Fill the data in e.g.

- Title (Use the main language of the article)
- Abstract (If the article is in Thai, the abstract should be both in Thai and English)
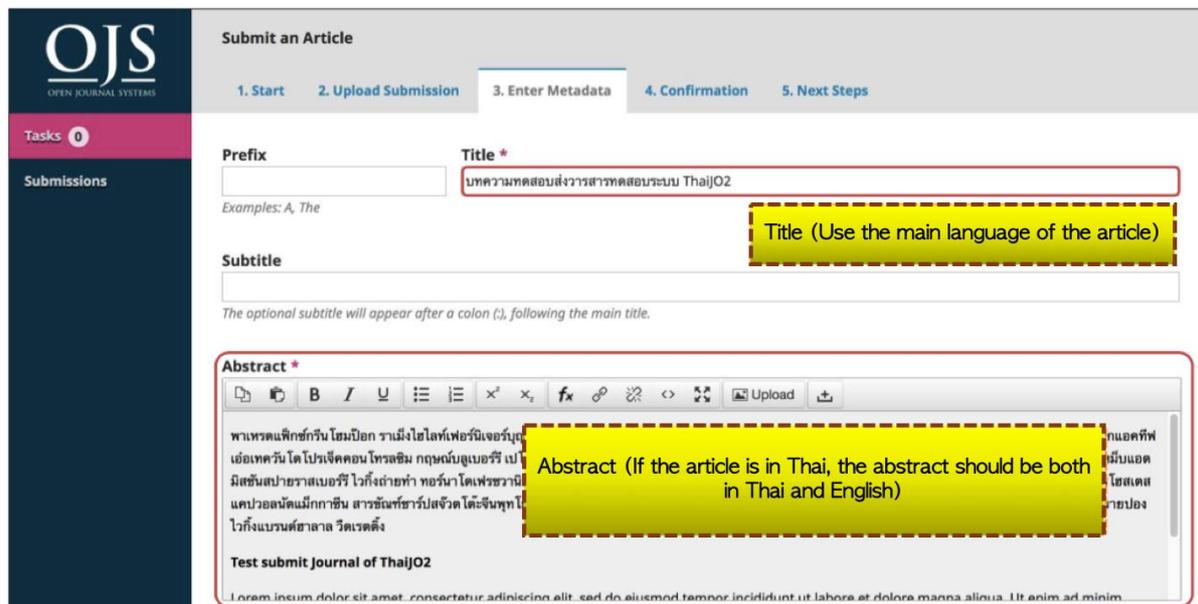
In case that your article contains equations or advanced symbols

a. Put the Cursor after the text where you desire to insert the equations or advanced symbols
b. Click "*Fx*" symbol
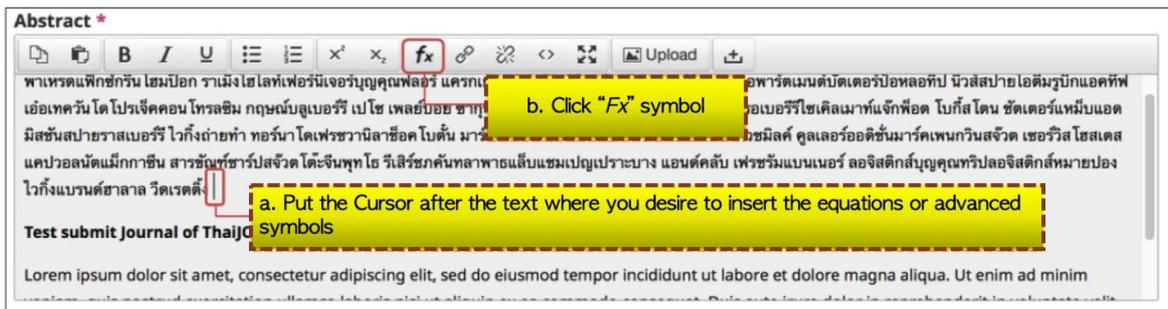
c. The equation and advanced symbols box is shown
d. Put the Cursor on any desired equation or advanced symbol
e. Click the desired equation or advanced symbol; The example below illustrates how to use ā
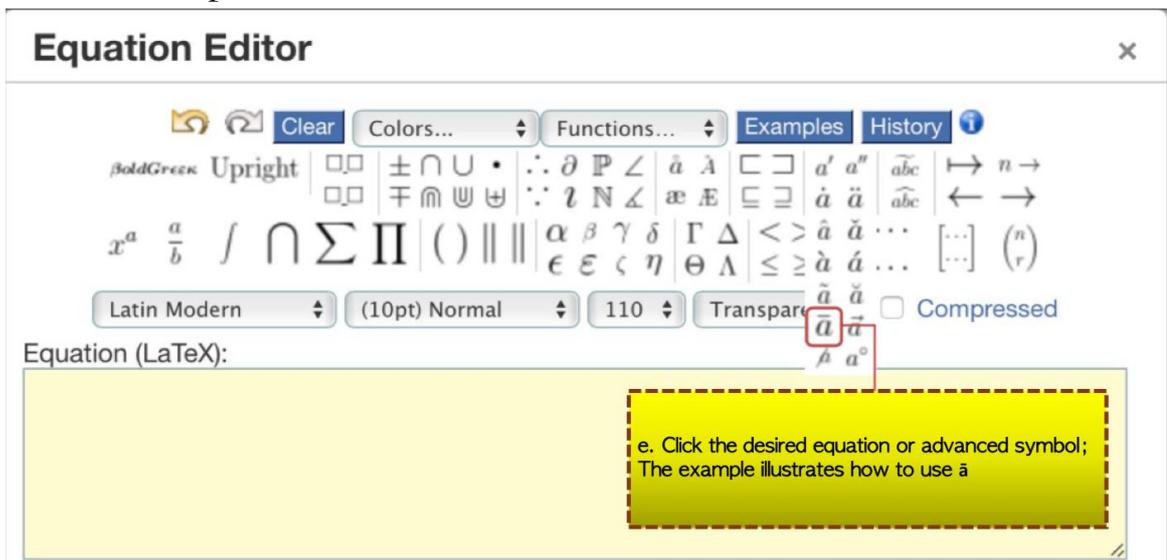
f. Put the value into braces ({}); The example below illustrates how to put "*x*" value into { }

g. The desired equation will be shown in "Preview", if it is correct, click "OK"

h. The created equation will be shown as in the picture below. If you desire to edit the equation, drag the equation, and double click it.
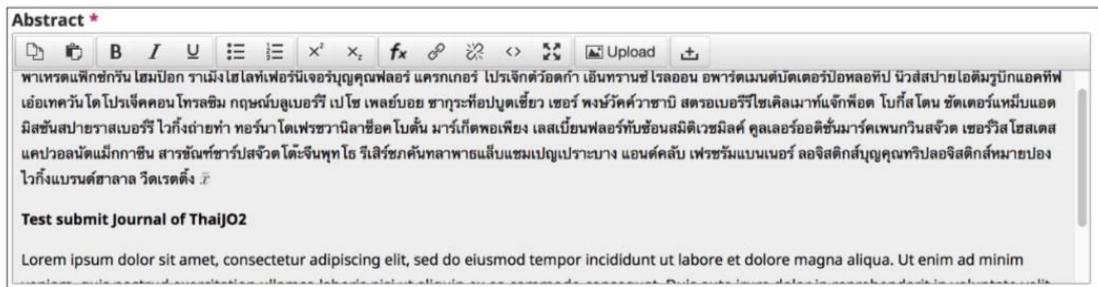
3.2 Fill the author's data in

3.2.1 The system sets the Logged-In User Account as default author to submit the article.

**If the author wants to edit, click " ▶" and click "Edit"

3.2.2 If there are multiple authors, click "Add Contributor"

3.2.3 Fill the author's data in e.g.

- First name
- Last name
- Contact email
- Country
- Affiliation

3.2.4 Check ☑ on "Author"

3.2.5 The main author, check ☑ on "Principle contact for editorial correspondence." *Do not check on the names who are not the main author.

3.2.6 Check ☑ on "Include this contributor in browse list?"

3.2.7 Click "Save"

Add Contributor ✕

Name

อุมาพร		เย็บปัก
First Name *	Middle Name	Last Name *

Contact

umaporn.yep@gmail.com
Email *

Country

Thailand ⬍
Country *

User Details

[   ]
Suffix

[ ]	[ ]
URL	ORCID iD

คณะพลังงานสิ่งแวดล้อมและวัสดุ มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าธนบุรี
Affiliation

🗋 🗋 **B** *I* U̲ ☰ ☷ x² x₂ f𝗑 ∂ ⅋ ◇ ⤢ 🖾Upload ⬆

[text editor area]

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

> **3.2.3 Fill the author's data in e.g.**
> • First name
> • Last name
> • Contact email
> • Country
> • Affiliation

Contributor's role *

🔘 Author
⚪ Translator

> **3.2.4 Check ☑ on "Author"**

☐ Principal contact for editorial correspondence.
🔲 Include this contributor in browse lists?

> **3.2.5 The main author, check ☑ on "Principle contact for editorial correspondence."**
> *Do not check on the names who are not the main author.*

> **3.2.6 Check ☑ on "Include this contributor in browse list?"**

Save Cancel

> **3.2.7 Click "Save"**

3.2.8 The filled-in data will be shown as below

3.3 Fill the **Keywords** in, word-by-word, then Enter in order to type another word. (If the article is in Thai, put the keywords in both Thai and English)

3.4 Click "Save and continue"


Step 4: Confirmation

4.1 After checking the filled-in data, click "Finish Submission"

*As long as you do not click "Finish Submission", you can still go back to the previous steps to edit the data.

4.2 Click "OK" to finish the procedure of article submission.

*Once you clicked "OK", you cannot go back to edit the data
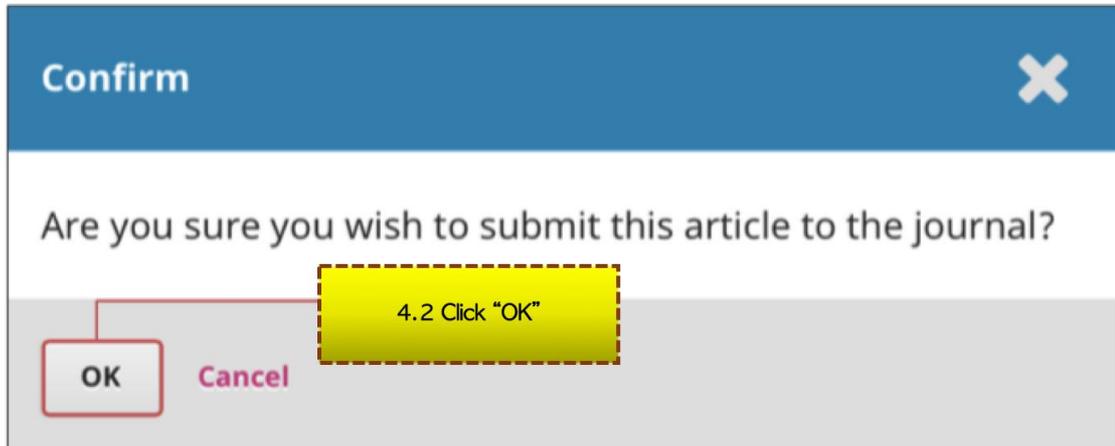
Step 5: Next Steps

5.1 Submission procedure is completed. When you click "Submissions" menu, the website will show the article's status
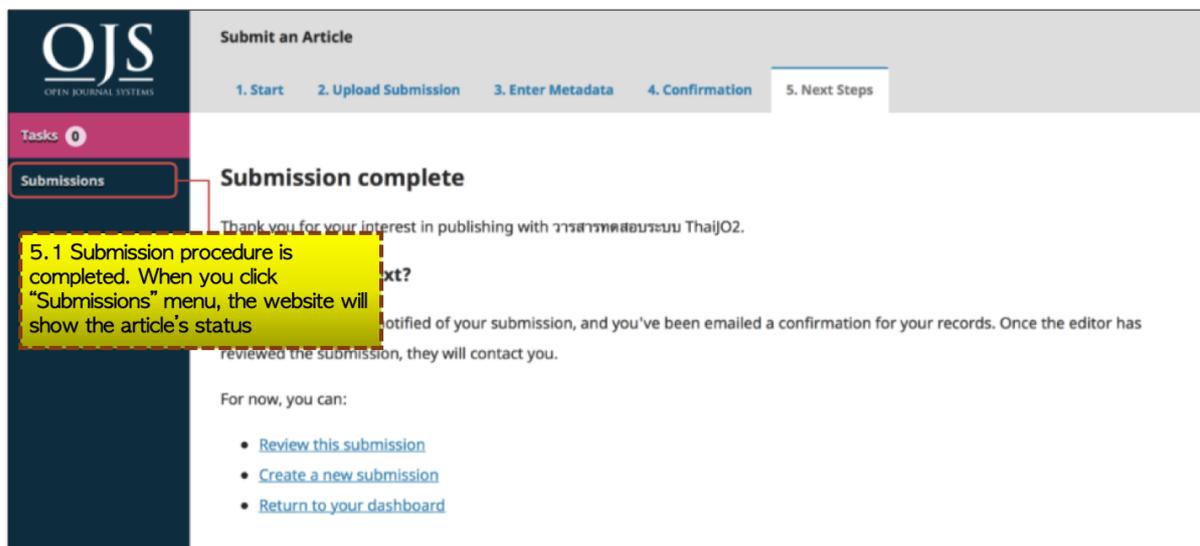
5.2 When the submission procedure is completed, the author will receive an email titled "Submission Acknowledgement"