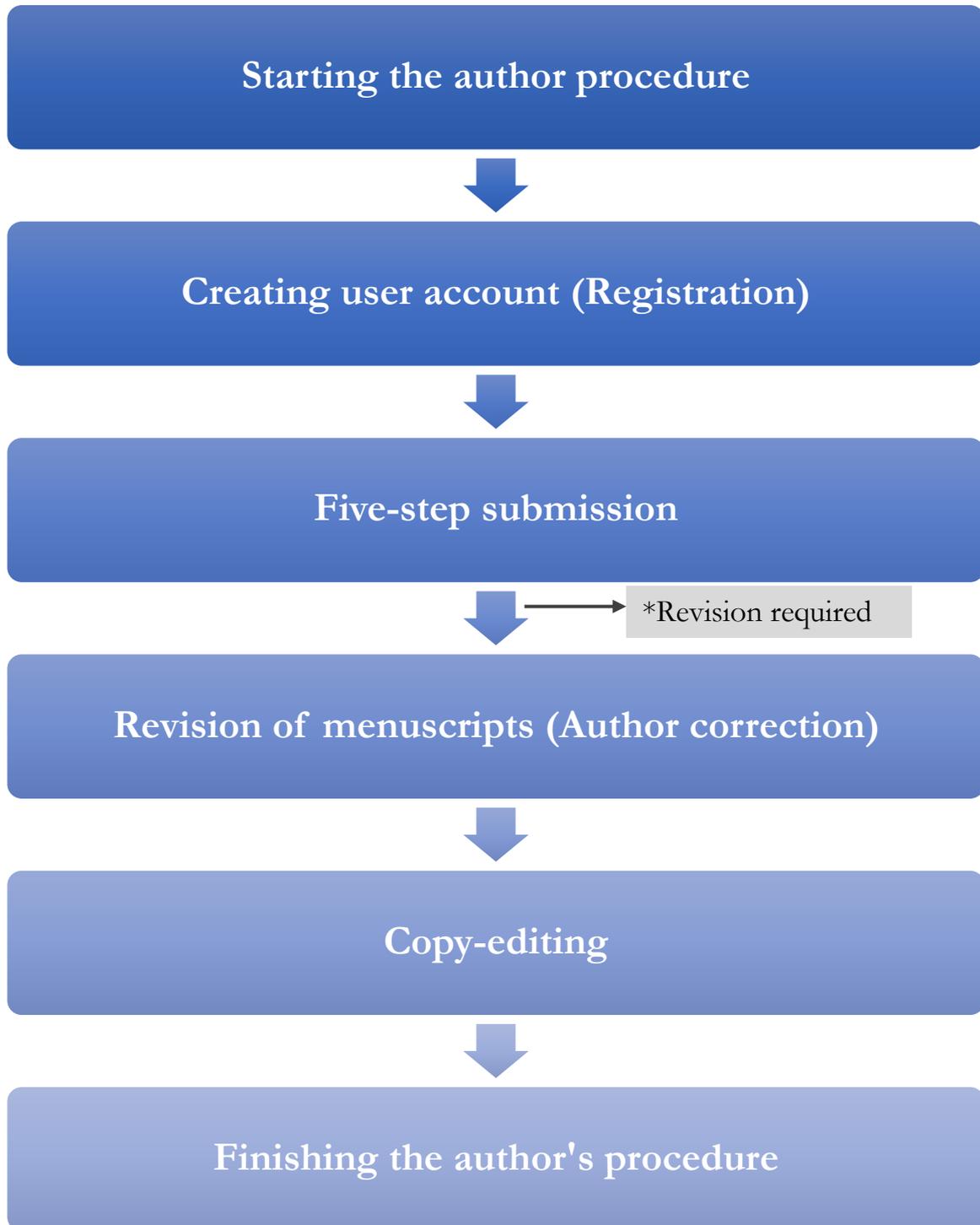


The Procedure of Author in ThaiJO System



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

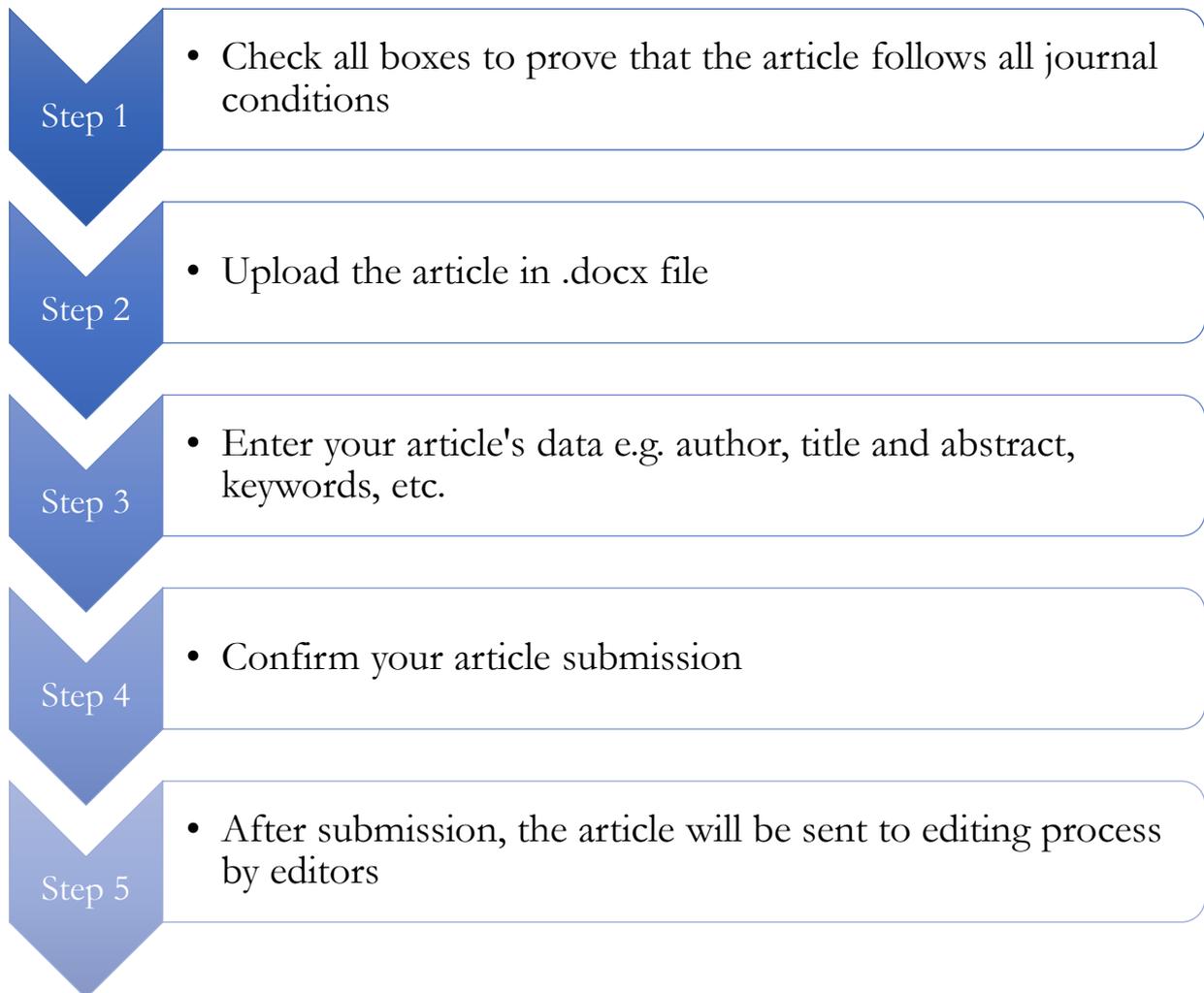
Go to www.journal.nu.ac.th



Click "New Submission"

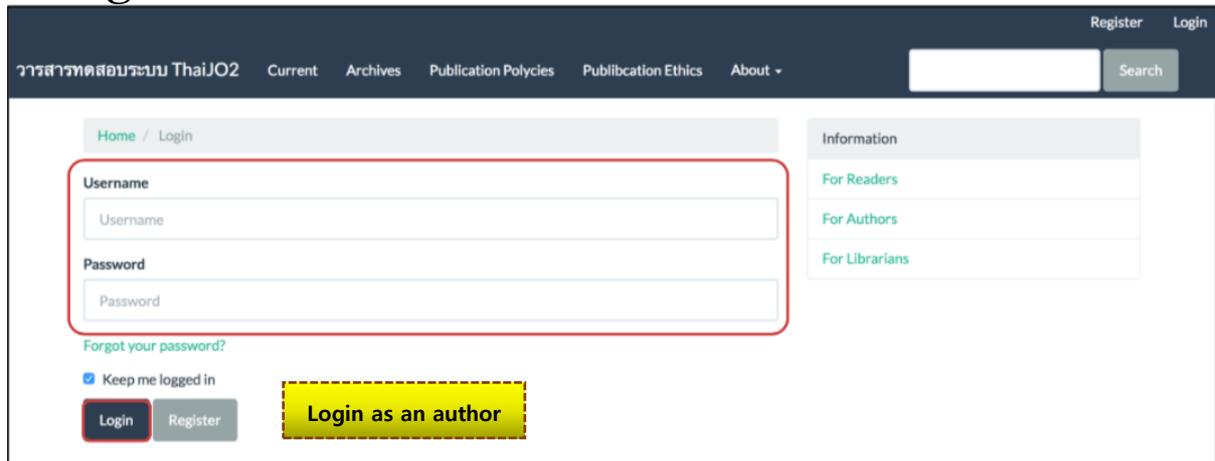


Five-step Submission

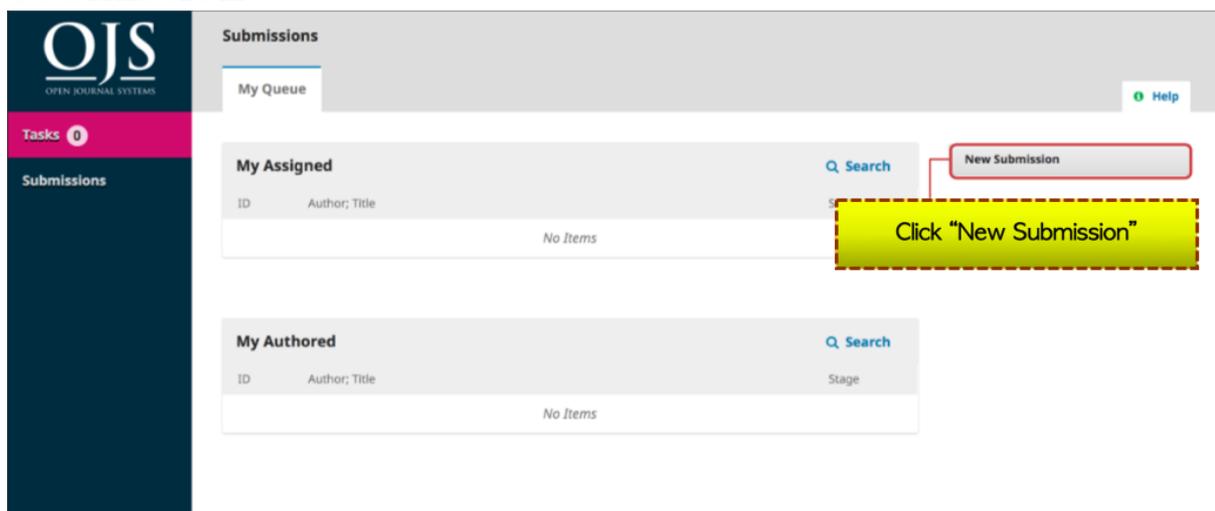


Article Submission

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.

The screenshot shows the 'Submit an Article' form in OJS. The form is divided into several sections, each with a numbered callout:

- 1.1 Select the type of article:** A dropdown menu is set to 'Articles (Research Articles)'. A note below states: 'Articles must be submitted to one of the journal's sections.'
- 1.2 Select all boxes to prove that the article follows all the journal conditions:** A 'Submission Requirements' section with a list of checkboxes, all of which are checked. The requirements include: 'The submission has comments to the Editor', 'The submission file is in PDF format', 'Where available, URLs are included in the text', 'The text is single-spaced', 'Tables are placed within the text at the appropriate points, rather than at the end.', and 'The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.'
- 1.3 Comments for the Editor:** A text area with a rich text editor toolbar. A note says: '*If the author does not want to send a message, leave this section empty'.
- 1.4 Privacy Statement:** A section with a privacy statement: 'The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and for any other purpose or to any other party.'
- 1.5 Click "Save and continue":** A button labeled 'Save and continue' is highlighted.

At the bottom left, there is a note: '* Denotes required field'.

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

The screenshot shows the 'Upload Submission File' dialog box. It has a progress bar with three steps: '1. Upload File', '2. Review Details', and '3. Confirm'. The '2. Review Details' step is currently active.

The 'Article Component' section has a dropdown menu with the following options:

- Select article component
- Select article component
- Article Text** (highlighted)
- Research Instrument
- Research Materials
- Research Results
- Transcripts
- Data Analysis
- Data Set
- Source Texts
- Other

A callout box labeled '2.1 Select Article Component' points to the 'Article Text' option.

2.2 Click “Upload File”

The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (selected), "2. Review Details", and "3. Confirm". The main content area includes a dropdown menu labeled "Article Component *" with "Article Text" selected. Below this is a dashed box containing the text "Drag and drop a file here to begin upload". To the right of this dashed box is a button labeled "Upload File". A yellow dashed box highlights the "Upload File" button, with a red line pointing to it from a yellow callout box containing the text "2.2 Click 'Upload File'". At the bottom left, there are "Continue" and "Cancel" buttons. A link labeled "Ensuring a Blind Review" is located below the dashed box.

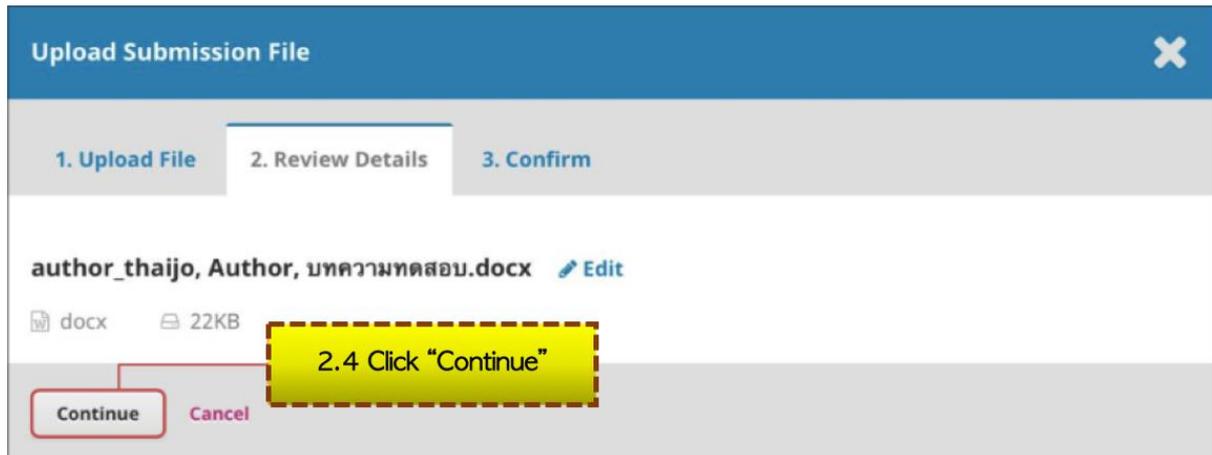
2.3 Click “Continue”

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

The screenshot shows the same "Upload Submission File" dialog box. The progress indicator now shows "1. Upload File" and "2. Review Details" (selected), with "3. Confirm" remaining. The "Article Component *" dropdown still shows "Article Text". Below the dashed box, a green checkmark is followed by the text "author_thaijo, Author, บทความทดสอบ.docx". To the right of this text is a button labeled "Change File". At the bottom left, the "Continue" button is highlighted with a red box, and a yellow dashed box with a red line points to it from a yellow callout box containing the text "2.3 Click 'Continue'". The "Cancel" button is also visible. The "Ensuring a Blind Review" link remains at the bottom left.

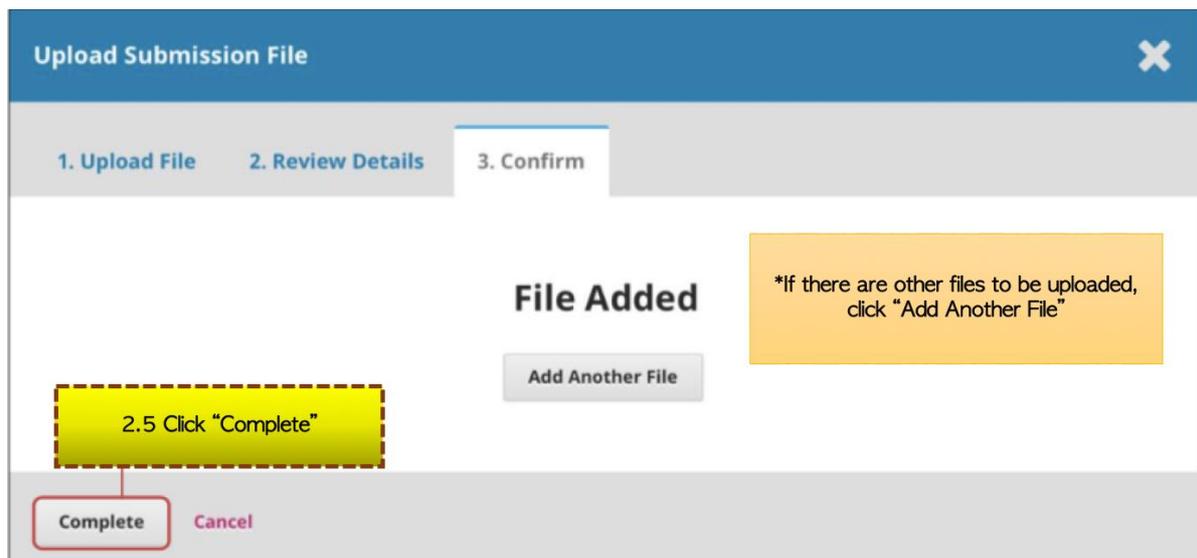
2.4 Click “Continue”

*If the author wants to change the file name, click “Edit”



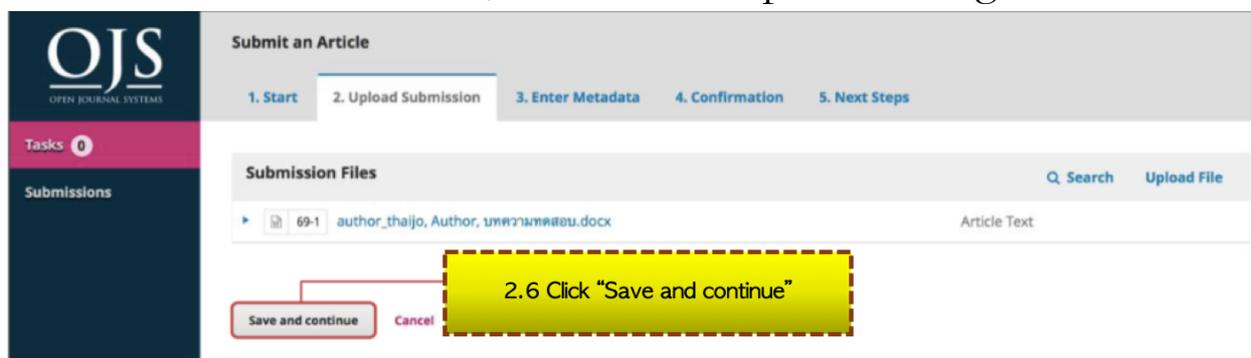
2.5 Click “Complete”

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



2.6 Click “Save and Continue”

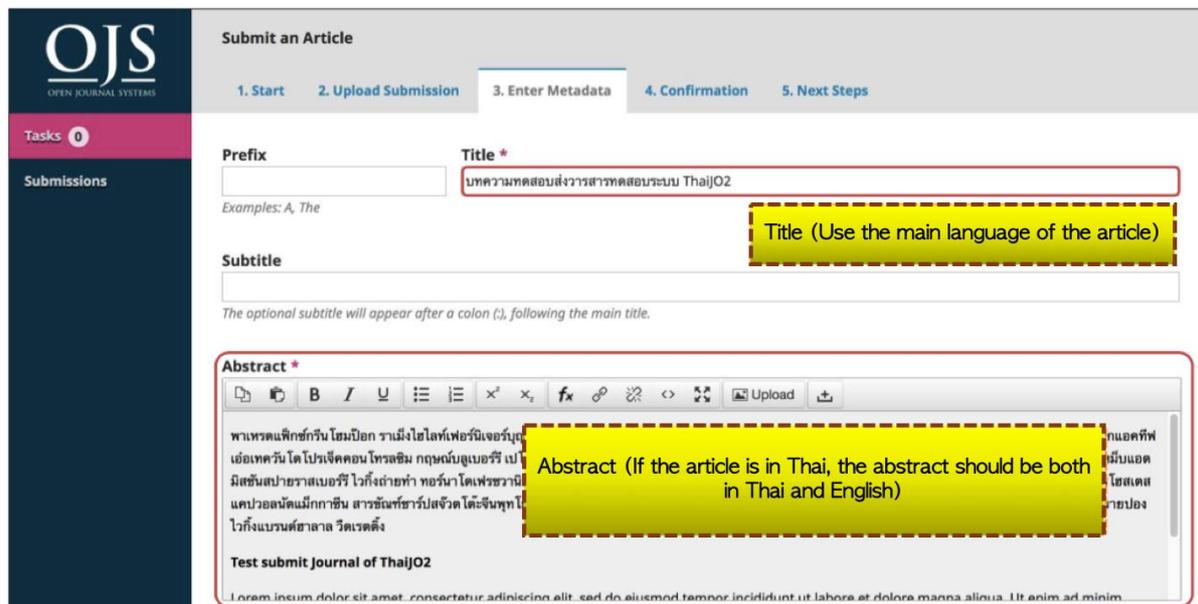
*If the uploaded files are needed to be edited, click “▶” and click “Delete”. Then, follow the steps 2.1-2.5 again.



Step 3: Enter Metadata

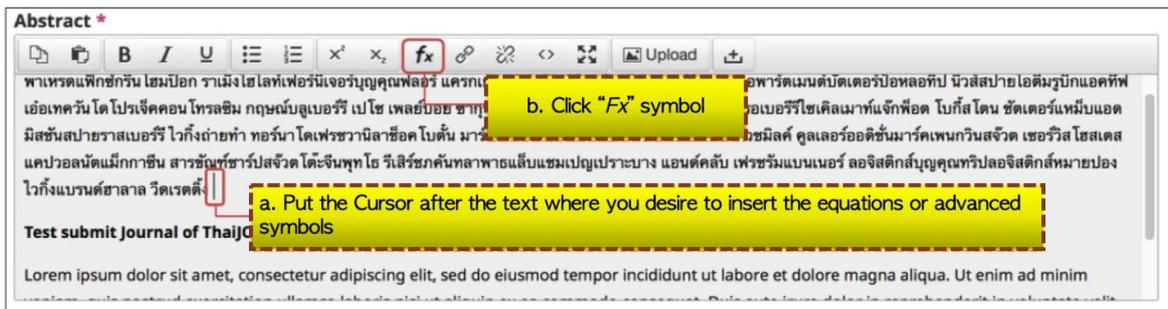
3.1 Fill the data in e.g.

- Title (Use the main language of the article)
- Abstract (If the article is in Thai, the abstract should be both in Thai and English)

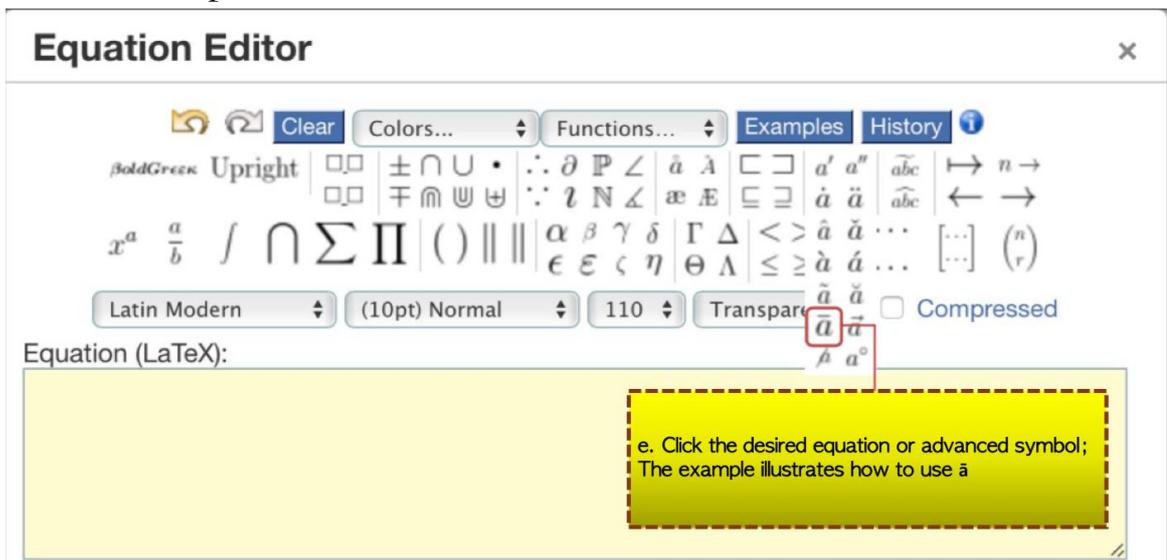


In case that your article contains equations or advanced symbols

- Put the Cursor after the text where you desire to insert the equations or advanced symbols
- Click “ F_x ” symbol



- The equation and advanced symbols box is shown
- Put the Cursor on any desired equation or advanced symbol
- Click the desired equation or advanced symbol; The example below illustrates how to use \tilde{a}



f. Put the value into braces ($\{ \}$); The example below illustrates how to put “x” value into $\{ \}$

Equation Editor



Equation (LaTeX):

\bar{x}

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”

Equation Editor

Equation (LaTeX):

\bar{x}

Preview:

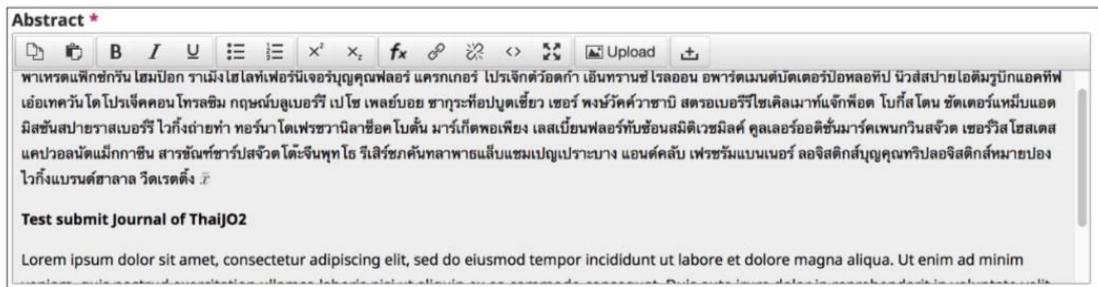
\bar{x}

The created equation will be shown in “Preview”

g. Click “OK”

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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

First Name * *Middle Name* *Last Name* *

Contact

Email *

Country

⌵
Country *

User Details

Suffix

URL *ORCID ID*

Affiliation

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

Contributor's role *

Author Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

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"

3.2.8 The filled-in data will be shown as below

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ สุตพิชญ์ชา ธงตาชัย	author.thaijo@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ อุมพร เย็นปึก	umaporn.yeb@gmail.com	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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”

The screenshot shows the 'Additional Refinements' section with a 'Keywords' input field containing the following terms: เพอร์นิเจอร์, เย็นทรานซ์, ยากุซ่า, furniture, entrance, and yakuza. Below the input field is a 'Save and continue' button and a 'Cancel' button. A yellow dashed box highlights the 'Save and continue' button with the text '3.4 Click “Save and continue”'. Another yellow dashed box highlights the keywords input field with the text '3.3 Fill the Keywords in, word-by-word, then Enter in order to type another word.'

Step 4: Confirmation

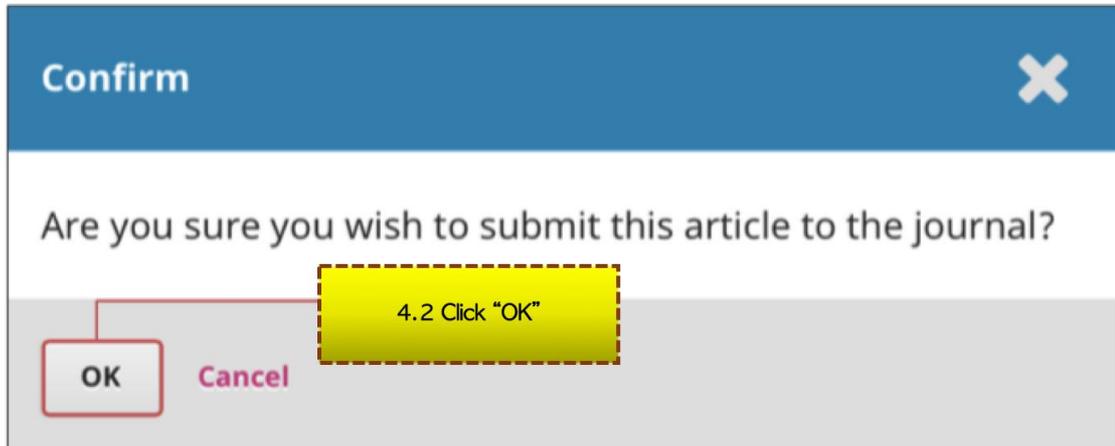
4.1 After checking the filled-in data, click “Finish Submission”

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

The screenshot shows the 'Submit an Article' page with a progress bar indicating the current step is '4. Confirmation'. The page contains the following text: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' Below this text is a 'Finish Submission' button and a 'Cancel' button. A yellow dashed box highlights the 'Finish Submission' button with the text '4.1 Click “Finish Submission”'.

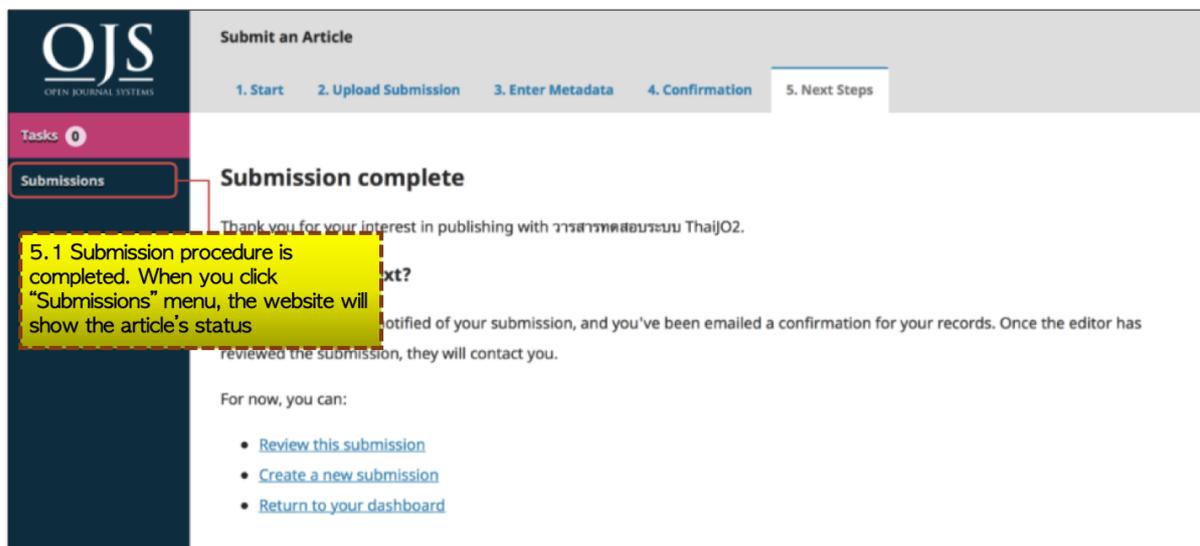
4.2 Click “OK” to finish the procedure of article submission.

*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”

OJS
OPEN JOURNAL SYSTEMS

Tasks 0

Submissions

Submissions

My Queue

Help

My Assigned

Search

New Submission

ID Author: Title Stage

No Items

My Authored

Search

ID Author: Title Stage

17 ธงดาชัย et al.; บทความทดสอบส่งวารสารทดสอบระบบ ThaiJO2 Submission

Load more -5 of 1 Items

[thaijo2] Submission Acknowledgement

กล่องจดหมาย x

ธงดาชัย <editor.thaijo@gmail.com> 10:30 (31 นาทีที่ผ่านมา)

ถึง ฉัน

ข้อความนี้อาจไม่ได้ถูกส่งโดย: editor.thaijo@gmail.com เรียนรู้เพิ่มเติม รายงานฟิชซิง

อังกฤษ > ไทย แปลข้อความ ปิดสำหรับ: อังกฤษ x

สุดพิชญ์ชา ธงดาชัย:

Thank you for submitting the manuscript, "บทความทดสอบส่งวารสารทดสอบระบบ ThaiJO2" to วารสารทดสอบระบบ ThaiJO2. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:

Submission URL: <http://ojs3.openservice.in.th/index.php/thaijo2/authorDashboard/submission/17>
Username: author_thaijo

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

ธงดาชัย