Submitting of Manuscript is a 3 Step Process.

S. No.	Activity	Remarks
1	Account Creation	One Time Activity
2	Creation Author Profile / Registering as an Author	One Time Activity
3	Submitting Manuscript	It has to be done every time manuscript is to be submitted.

Account Creation Process :

1. Open link https://www.samvaktijournals.com/user/register
2. Fill in personal Details in following Form. Details will be used for contacting you Via Mobile No. and E-mail. E-Mail ID will be your login Name as well.

Title *

- Select a value -

First Name *   Last Name *

Contact No.

India (+91)

ext

Mobile No. *

India (+91)

E-mail *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

3. Put in your password. E-Mail ID and password (entered below) combination will be used for accessing Website.

Password *

Password strength:

Confirm password *

4. Read and Accept the Teams and condition and click on Create account

5. Account is created.
6. Welcome mail will be sent to the E-Mail used for creation of account.

Creation Author Profile / Registering as an Author

1. Login with the credentials which are created in Account Creation Process above.
2. Click on Partner With Us, visible on Menu Bar

3. Create your profile as an author. The profile hence created will be visible to everyone. All details marked with (*) are mandatory
   a. Add your professional photo, if anyone is looking at your article, your photo along with your name will be visible. It enhances readers experiences and gives more value to article.
   b. In the profile type select the Author and Author's ethic code hence will be automatically selected. You can view the ethic code from by clicking on the link https://www.samvaktijournals.com/ethic-codes/authors-ethic-code-version-100
   c. Select the Journal and Discipline of your interest where you wish to submit the your research articles now or in future. You will be able to modify only Discipline in future if required.

4. Put in details about your institute(Mandatory). If author does not have institute's E-Mail ID personal E-Mail ID can be added

5. Put in your profile link of other research website (Optional)

6. Give the brief description about yourself. Make sure that personal details are not added here.

7. Subjects / Disciple of your research interest. It can be a bulleted points or brief about your research interest.

8. Upload your detailed profile (Optional). Click on Accept the Ethic Codes. If you want add any comments put them here and click on submit.

9. Mail will be sent to Editorial office for approving the Author Profile.
   a. Once Author profile is approved, Manuscript can be submitted.

b.   It will take maximum of 24 hours to approve/Request for information on the profile.

10. Once profile is approved,
a.   user will be able to submit the manuscript using the same credentials.
b.   Mail will be sent to E-Mail ID with details on the process including format in which manuscript is to be submitted.

11.

Submitting Manuscript

1.   Login with the credentials which are created in Account Creation Process above.
2.   Click on Submit Manuscript, visible on Menu Bar

| HOME | RESOURCES | PUBLICATIONS | SUBMIT MANUSCRIPT | PARTNER WITH US | MEET OUR PARTNERS | MY ACCOUNT | LOG OUT |

3.   Fill in details on the form which open(All Details are mandatory):
a.   Title of the article
b.   Select on the disciplines available on the drop down list. List will be the list of discipline which were selected while registering as an author.(Step 3 sub-section c)
c.   Select the Manuscript Type from the list available(i.e. is it a Review Paper, Research Article etc.)
d.   Select the Access Type i.e. whether the Manuscript will be open Access or Paid access.
e.   If you wish your article to be part of Special Issue, Select the special Issue available in the drop downlist.
f.   Upload the Manuscript and add comments. Once all details are added click on Submit

4.   Read and Click on I Confirm to accept terms and condition displayed on the pop-up wndow which opens.

I Confirm ..

I confirm that :-

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