

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

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Accept Terms & Conditions of Use *

[Create new 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.

Display Picture

Choose File No file chosen Upload

Files must be less than 100 KB.
 Allowed file types: png gif jpg jpeg.
 Images larger than 640x480 pixels will be resized.

Title *
 Mr. ▾

First Name *
 First

Last Name *
 Name

Profile Type
 Author ▾

Ethic Code *
 Author's Ethic Code Version 1 ▾

Journal
 - None - ▾

Discipline *
 ▲
 ▼

Please select whatever is applicable.
 To select more than one Discipline.
 Press Ctrl+select discipline for Windows Press CMD+select discipline for Mac

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

Organization

Designation *

Department *

Institute E-Mail ID *

Please enter the E-Mail ID Provided by your institution In case you are not affiliated to any Institute
 Please put your personal E-Mail ID

Institute Address
 Please select the Country and City of the Institute/Organization

Country *
 India ▾

Address 1 *

Address 2

City *

State *
 - Select - ▾

PIN code *

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

SSRN Profile

Please enter link of SSRN Profile

Web of Science ResearcherID

Please Please enter the valid URL for your Web of Science ID

orcid Profile

Please Enter ORCID Profile Link

Google Scholar Profile

Please enter URL for Google Scholar Profile

Research Gate profile

Please enter Research Gate Profile Link

Personal Website

Please enter the valid URL for your Website

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

- 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



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

 The screenshot shows a web form titled 'CREATE RESEARCH WORK'. The form has several input fields:

- Title ***: A text input field.
- Discipline**: A dropdown menu with '- None -' selected.
- Manuscript Type**: A dropdown menu with '- None -' selected.
- Access Type ***: A dropdown menu with '- Select a value -' selected.
- Special Issue**: A dropdown menu with '- None -' selected.
- Manuscript ***: A file upload section with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Below it, it says 'Files must be less than 2 MB' and 'Allowed file types: txt ods doc docx pdf'.
- Comments : ***: A text area for entering comments.

 At the bottom of the form, there are three buttons: 'Save Draft' (blue), 'Submit' (green), and 'Cancel' (grey). To the right of the form, there is a vertical banner for 'Samvakti Journal of Research in Information Technology' with the ISSN (Online) : 2583-3979. The background of the form is a faded image of a library with bookshelves.

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

I Confirm ..



I confirm that :-

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I Confirm

I don't agree