

SOUTH ASIAN JOURNAL OF EXPERIMENTAL BIOLOGY

STEP-BY-STEP GUIDE FOR ARTICLE SUBMISSION

- A. First, “**Register**” on the journal website (<http://sajeb.org>) using the option available on top right corner of the website. You will receive email notification for confirmation. Once confirmed, please “**Login**” using those credentials.
- B. After successful Login, go to ABOUT> SUBMISSIONS> Make a new submission
- C. Now, following page will appear:-

Submit an article

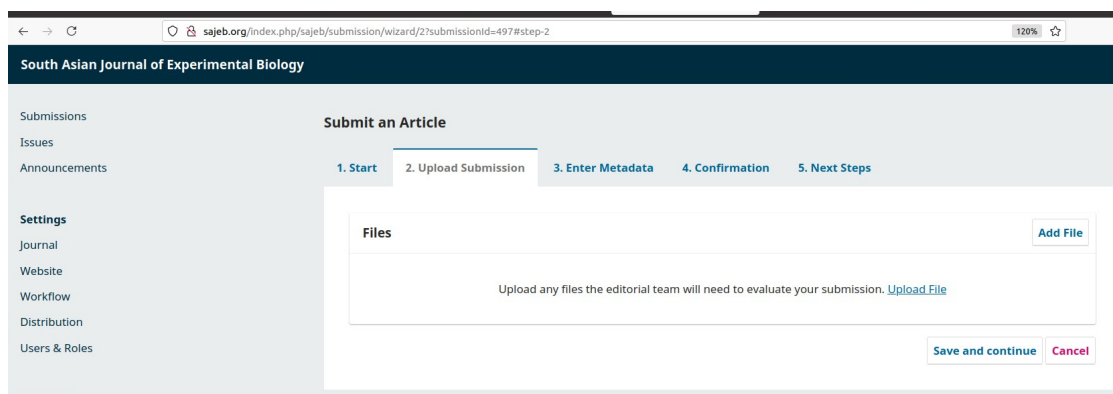
1. Select appropriate category (Research Articles or review Articles) of article from the “Section”. Go through the submission requirements and make sure you fulfill all of them. Then click on the square check box.

The screenshot shows the 'Submit an Article' wizard on the sajeb.org website. The left sidebar contains navigation links for Submissions, Issues, Announcements, Settings (Journal, Website, Workflow, Distribution, Users & Roles), and Statistics (Articles, Editorial Activity, Users). The main content area is titled 'Submit an Article' and shows a progress bar with five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Under 'Section', there is a dropdown menu and a note: 'Articles must be submitted to one of the journal's sections. *'. Below this, 'Submission Requirements' are listed: 1. Manuscript prepared following the guidelines strictly substantially reduces the time taken in editorial processing and results into rapid decision. 2. Manuscript should be submitted electronically as single word file embedding all the figures and tables in following format: Font: Times New Roman; Font size- 14 for article title, 13 for section titles and 12 for text. Page setup: 1" margin in all sides. 3. The manuscript should be structured as word file in following pattern: Title page: It should include article title, name of author (s), affiliations, full contact address of corresponding author with Phone, Fax and Email.

2. Write any specific comment if you wish to bring it notice of Editor. Else, this can be left as blank. Choose your role of “Author” and click on check box regarding privacy statement. Then click on “Save and Continue”.

The screenshot shows the 'Confirmation' step of the submission wizard. It includes a note: 'agreement form is available at all no 4 of author guidelines.' Below this is a 'Comments for the Editor' section with a rich text editor toolbar and a large text area. The 'Submit As *' section offers two roles: 'Journal editor' (radio button) and 'Author' (radio button, selected). Below this, there is a checkbox for 'Yes, I agree to have my data collected and stored according to the [privacy statement](#).' At the bottom right are 'Save and continue' and 'Cancel' buttons. A legend at the bottom left states: '* Denotes required field'.

3. Next step is “upload submission”. Click on “upload files”. Two documents to be uploaded. First, upload the “manuscript file” (single document containing manuscript text, all data, figures, tables etc.) and then define it as “manuscript” by clicking *What kind of file is this?*. Thereafter, upload the another document (i.e. scanned PDF of signed author agreement form) here itself and define it as “AUTHOR AGREEMENT”.



South Asian Journal of Experimental Biology

Submissions
Issues
Announcements

Settings
Journal
Website
Workflow
Distribution
Users & Roles

Statistics

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

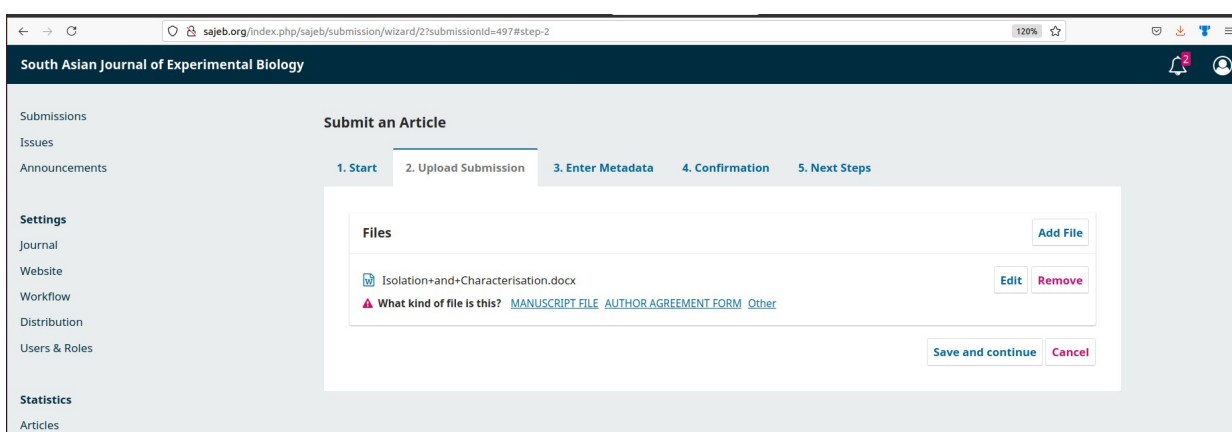
Files

Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

4. The web page shall appear like this:-



South Asian Journal of Experimental Biology

Submissions
Issues
Announcements

Settings
Journal
Website
Workflow
Distribution
Users & Roles

Statistics
Articles

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files

Add File

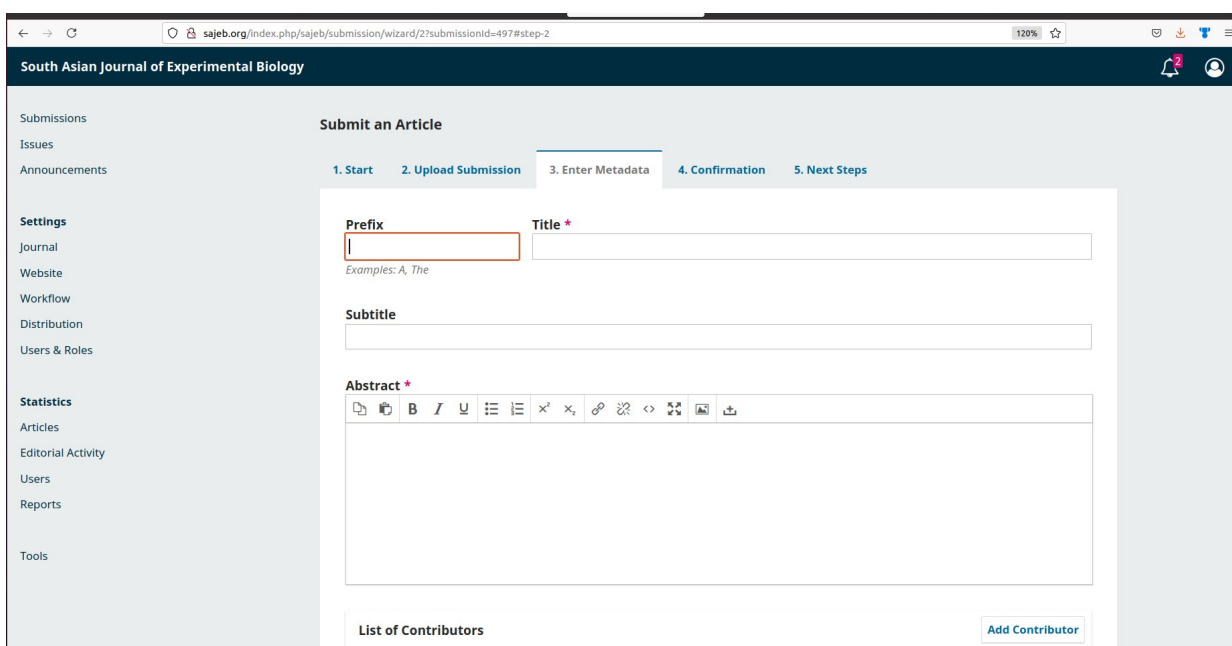
Isolation+and+Characterisation.docx

Edit Remove

What kind of file is this? [MANUSCRIPT FILE](#) [AUTHOR AGREEMENT FORM](#) [Other](#)

Save and continue Cancel

5. Now click on “Save and Continue”. Now enter Metadata. PreFix can be left blank. In “Title”, Please provide manuscript title. In ‘subtitle’, please provide a short running title of manuscript. Then , provide ‘Abstract’. Abstract should be of not more than 250 words. Then add list of contributors (authors). Then, provide “keywpords”. Thereafter click “Save and Continue”.



South Asian Journal of Experimental Biology

Submissions
Issues
Announcements

Settings
Journal
Website
Workflow
Distribution
Users & Roles

Statistics
Articles
Editorial Activity
Users
Reports
Tools

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Title *

Examples: A, The

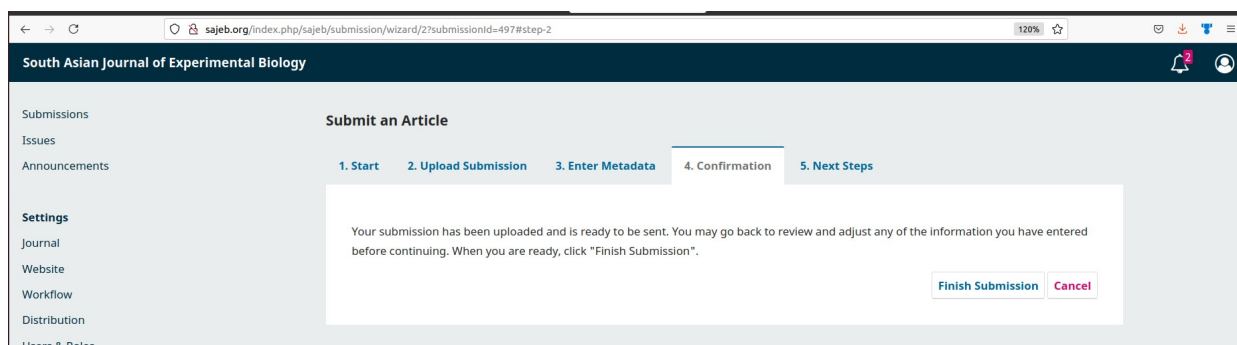
Subtitle

Abstract *

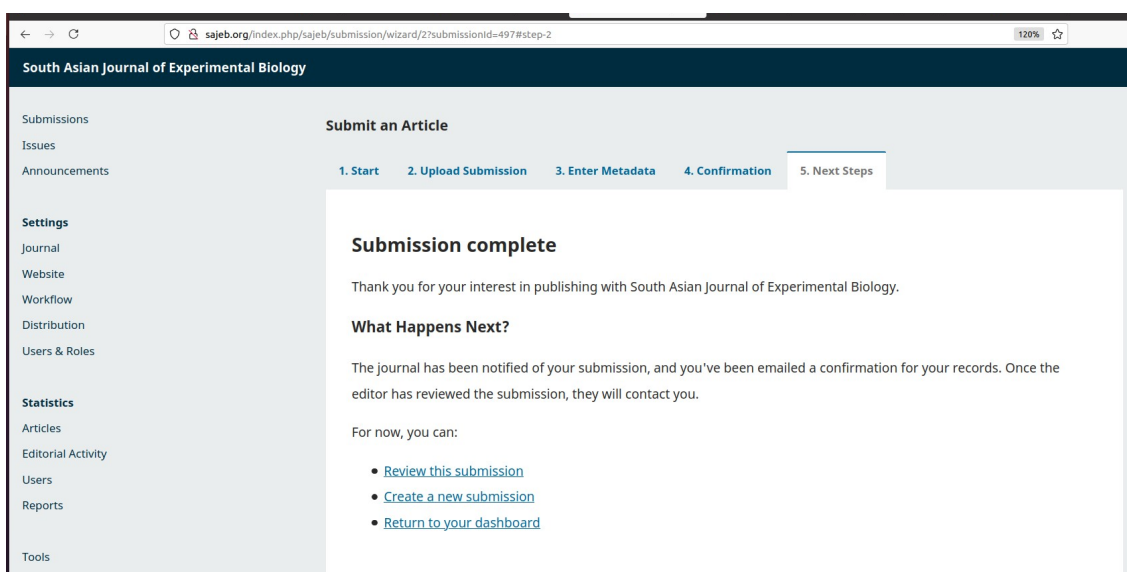
List of Contributors

Add Contributor

6. Confirmation. Now following window shall appear. Kindly review the steps followed so far. If you are ready, then click on “Finish Submission”.



7. Now submission is complete and you will see the following message.



Note: Please feel free to contact Managing Editor at managing.editor@sajeb.org for any more assistance regarding your submission/queries.

*** THANK YOU ***