



Journal Management System

Winter 2016

js.iknito.com

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All names and references to persons and entities are fictitious and solely for the purpose of this manual.

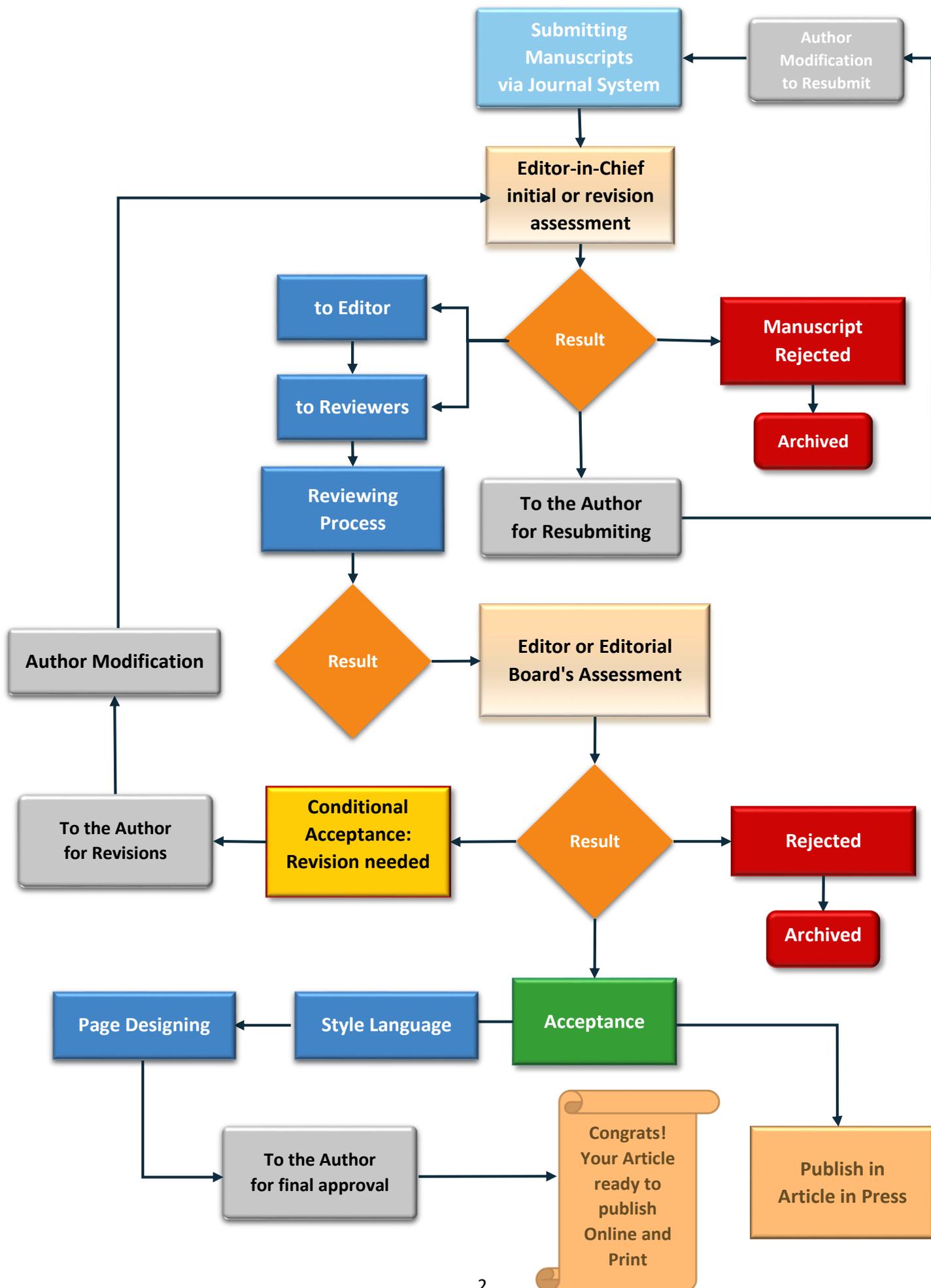


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Introduction

University publications are an integral part of university structures. If we know university just as a center for research and education, we need to redefine this concept. Today, publication and in particular regular academic publishing is among core activities of universities. To work towards their educational and research goals, academic departments at universities have founded scientific development or scientific research journals and are publishing research papers or educational reports of their respective faculty members. Compared with publishing books, publishing journals needs a more elaborate organizational structure.

iKNiTO js, an Academic Journal Management System, is designed and established with a view to laying the necessary groundwork for completing all the processes and workflow involved in publishing academic journals more efficiently and on time.

iKNiTO js is designed and implemented by NotionWave of Canada with contributions from scientific associations, institutes and universities. It is now one of the best Academic Journal Management Systems. Presently, over 600 scientific journals affiliated to various universities and scientific associations use iKNiTO js to manage electronic publication of their journals. The R&D at iKNiTO js is cooperatively carried out with contributions from all the institutions which use it.

For more information on iKNiTO and other projects from NotionWave please visit:

www.iknito.com

iKNiTO js Profile

iKNiTO js regulates and facilitates circulation of academic articles and their related information within a scientific and university publication system. Put simply, the system receives manuscripts from Authors, puts them in Editor-in-Chief's file; as soon as the Editor-in-Chief orders, the manuscript is sent to Reviewers. The system, then, records the Reviewers' evaluation and refers it to the Editor-in-Chief (or Editor). If Reviewing is delayed, the system automatically sends follow-up messages. Next, if the Reviewer requires, the system sends the manuscript back to the Author so that s/he makes the necessary changes and revisions. The new version then goes through the Reviewing process until it is accepted (or if it is rejected, it is removed). Following acceptance, the system sends the article to the Language-Technical Editor to improve the language of the article. Similarly, the Page Designer receives the final copy of the article, via iKNiTO js, and uploads the ready-to-publish copy on the system. Now the Editor-in-Chief can publish the electronic version and can send a hard copy to a printing house through the system.

This way iKNiTO js, as an active and persistent secretary, goes through all the steps for publishing academic articles. Anyone who registers with the system is initially recognized as an Author and can only submit new articles. There are other roles defined in the system for other responsibilities.

There are 9 roles in iKNiTO js: Each user can have one or several roles. If a user has several roles, s/he can switch among them referring to the Home page. For instance, if a user has the role of Reviewer and Author, referring to his/her specific page, the user can choose one of these roles and act as such.

The 9 roles at iKNiTO js are as follows:

1. Author
2. Executive Director
3. Reviewer
4. Editor-in-Chief
5. Editor
6. Language-Technical Editor
7. Page Designer
8. Publisher
9. System Admin

The tools and the level of accessibility for each of these roles are different. Authors can only submit manuscripts or manage manuscripts that they have already submitted. A Reviewer can only comment on an assigned manuscript and the system Admin can control the set up of the system and assigned roles.

The tools and the level of accessibility for each of these roles are different.

- **Authors** can only submit a manuscript. They can also follow up the manuscript status and learn about the final decisions about it.
- **Executive Director** receives the manuscripts and, after an initial assessment, if they meet the journal standards, they are then sent to Editor-in-Chief for being assigned to Reviewers.
- **Reviewer** can only comment on the assigned manuscript and access details of its Reviewer's Form.
- **Editor-in-chief** is in charge of the journal and personally oversees all the processes involved in assessment, reviewing, and electronic publication of a manuscript.
- **Editor** is actually Editor-in-Chief's assistant and he can send the manuscripts to be reviewed and view the results and inform the Author of the results if the Editor in-chief wishes so. Using iKNiTO js, the Editor-in-Chief can delegate some of his or her responsibilities to the Editor. Editor can be one of the members of the Editorial Board.
- **Language-Technical Editor**, edits Articles. When Articles are reviewed and accepted and then revised and finalized by their Authors, they will be sent to the Language-Technical Editors to be prepared for publication.
- **Page Designer** adjusts the edited articles' layout, following the journal's guidelines and uploads and saves them on the system in PDF format.
- **Publisher** is responsible for publishing all articles on the system. S/he also manages volume and issue numbers. S/he, further, uploads the finalized articles on the system.
- **System Admin** is actually Editor-in-chief. S/he is responsible for assigning duties, feeding data, and assigning roles to different individuals. Later on, these roles will be elaborated on at length.

This guide has different parts each corresponding to different roles of a user on the system. The users are kindly requested to read their assigned roles.

iKNiTO js Compared with other Systems

iKNiTO js is the fruit of collaboration between Notion Wave and many academic institutes who have trusted and published with iKNiTO js. It is modeled after a number of well-known systems. What distinguishes iKNiTO js from other systems is the ongoing process of software development over years of cooperation between the development team and different publications. Over this time, the R&D team has put all its effort in enhancing the system. So, today, the system is efficient, standard, localized and accommodates several languages. Additionally, our R&D team will always be receiving feedbacks from users with the aim of meeting their demands and needs by adding new features to the system.

iKNiTO js is a bilingual system. In this manual we have used English as its main language and Arabic as the second one just for the purpose of demonstrating its capabilities.

Chapter One

Registering and Submitting Manuscripts

Introduction

To submit manuscripts, all the users should first register with the system. Registering with iKNiTO js is free for everyone and it does not need the System Admin's confirmation. Once you have filled out the registration form, you will receive a password through your email. So, please make sure your email account is active. Use your password to log in the system; complete the manuscript information form and submit it. When submitting your manuscript, please read the notes and guidelines for Authors. Follow the guidelines and formatting of the journal to write your manuscript. Use the same email address to register as well as submit your manuscript. You should register with the system only once.

It should be noted that because the journal may publish some special issues, you can submit your manuscript to be published in these special issues. Sometimes, when you are submitting a manuscript, you may be asked to pay a fee for Reviewing or assessment to a certain account. Once it is paid, the receipt can be sent when you are submitting your manuscript. Use "Attach Files" when submitting your manuscript to send your receipt.

Registration details and Manuscript Submission are as follows:

- 1- Register by filling out the registration form.
- 2- Receive your password through your email.
- 3- Logg into the system, using your user name and password.
- 4- Fill out the manuscript information form (e.g. title, abstract, keywords, etc.).
- 5- Upload the full paper
- 6- Submit the manuscript (you can submit your manuscript, if you have followed the journal's guidelines. Otherwise the button will be grayed out.)

Registration

To submit your manuscript you first need to register in the system.

Important Note: This is a sample journal's website (iKNiTO Journal Management System) which is created with iKNiTO js tools. This is just for training purposes. All contents including names, numbers, articles, roles, images and texts are hypothetical and not real.

iKNiTO js is an integrated management system for periodic publication designed and implemented by NotionWave. It has developed with contributions from universities, scientific associations, and academic institutes. Now, it is one of the best Academic Publication Management Systems.

Presently, over 1000 scientific journals affiliated to various universities and scientific associations use iKNiTO js to manage the electronic publication of their journals.

Our R&D center is being cooperatively carried out with contribution from all the publications centered in iKNiTO js.

Editor-in-Chief: *Professor Robert Williams*

International Advisory Board: *Yusuf Chisti, Younos Smith, John Donald*

For more information on iKNiTO js visit: www.iknito.com

Most Visited Articles

- Investigation of Efficiency on Reactive Red 2 Dye Decolorization by Fenton/Ultrasonic Process
- Semi-supervised Dependency Parsing
- Effect of various carbon-based cathode electrodes on the performance of microbial fuel cell

Current Issue: Volume 2, Issue 1, Winter 2016 [XML](#)

Original Article

- Effect of various carbon-based cathode electrodes on the performance of microbial fuel cell
Page 1-13
Robert Williams

Publication Information

- Publisher: iKNiTO
- Editor-in-Chief: Professor Robert William
- Director-in-Charge: Yusuf Chisti, PHD
- Managing Editor: Younos Smith, PHD

Print ISSN: 0000-1234
Online ISSN: 0000-1234

Indexing Databases XML

- Editorial Board
- Subscribe Journal
- RSS Feed

Search

Advanced Search

Indexing Databases

- Web of Science
- SCOPUS
- CAS Databases (Chemical Abstracts)
- Google Scholar
- OCLC

All the users including Authors, Copy Editors, Reviewers or even System Admin must login the system using their specific user names and passwords to serve their roles.

All the users of the journals managed by iKNiTO js can register. But the System Admin can assign a role to registered individuals: A journal reader does not need to register but an Author should register with the system to submit a manuscript. Also, Reviewers, Copy Editor, Layout Editor, Publisher, Section Editor, and Editor-in-Chief must all register with the system to serve their roles.

Registration Form

- Please fill out the registration form carefully.
- First decide what your role is in the system. Choose a title. You will be addressed as such in all your correspondences.
- Fill in Name, Family Name, Education, Degree, and Specialty carefully. This information helps the Editor-in-Chief to make right decisions about reviewing and assessment process.
- For bilingual journals, add your particulars in both languages.
- Your Phone and Mobile numbers are mandatory. As sometimes, the Editor-in-Chief needs to contact an Author immediately or in specific period of time to make revisions to a manuscript; please add the numbers via which you are easily accessible.
- If you have a dedicated page use "Ctrl+C" and "Ctrl+V" to save the exact address where needed.
- If possible upload your photo.
- Please add your address (work place or place of residence), Postal Code, Affiliation and position (e.g. Student or Faculty member etc.).
- To complete the registration add your email and user name. Your email address is your user name. You have to use your email address to complete the registration process. However, you have the chance to use a different user name. You can use this user name if it has not been taken.
- Use a valid email address. In case you forget your password, you can enter your email address to receive a new password.
- If you wish to serve as a Reviewer or receive the list of newly published articles, check the appropriate box.
- Use the "Comments" field if necessary.
- To record the information enter the "Security Code" and click "Save".
- Registration Sample Page: The asterisked fields are mandatory.
- Register with the system once only.
- In case you forget your password, use "Resend Password".
- If you have registered with the system but forgotten your user name or email address, call the Executive Director.

Registration Form

The image shows a registration form with the following fields and callouts:

- Title:** A dropdown menu with a callout box that says "Choose a title."
- First Name*, Middle, Last Name*:** Text input fields.
- Education*, Degree*, Specialty*:** Dropdown menus with a callout box that says "Add your particulars carefully. The Author or Reviewer's particulars may be imported through the system."
- Specific Field of Study:** Text input field.
- Phone*, Mobile, Fax:** Text input fields.
- Home Page:** Text input field.
- Country*, City, Postal Code:** Text input fields.
- Affiliation*:** Text input field with a callout box that says "Please enter your address, organization /institute affiliation and position here."
- Email Address*, Confirm Email*:** Text input fields.
- Username*:** Text input field with a callout box that says "Please carefully enter your user name and personal email address here. Preferably use your university or work place email and add another email as an alternative email if you have any."
- Alternative email address:** Text input field.
- Available as Reviewer:** Radio buttons for "Yes" and "No".
- Receive news, promotions and special offers about our products and services:** A checkbox.
- Comments:** A text area.
- Security Code:** A text input field with a callout box that says "Click 'Save' when you are done."

At the bottom of the form, there are "Save" and "Cancel" buttons. A watermark "HS6YSG" is visible in the background.

A Completed Sample Form

Home Browse Submit Paper Journal Info Guide for Authors Reviewers Contact Us Login Register

Home > Users > Register

Enter your personal information.

Title	Prof. ▼
First Name*	Robert
Middle	
Last Name*	William
Education*	PhD ▼
Degree*	Professor ▼
Specialty	.. Chemistry ▼
Specific Field of Study	Organic Chemistry
Phone*	+1 000 12345678
Mobile	+1 010 12345678
Fax	
Home Page	www.robert_william.com
Country*	Canada ▼
City	Toronto
Postal Code	
Affiliation*	NotionWave Publishing Group

Email Address*	robert.william@mail.com
Confirm Email*	robert.william@mail.com
Username*	robert.william
Alternative email address	robert.william@mail2.com
Available as Reviewer	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Receive news, promotions and special offers about our products and services	
Comments	

YJLSLQ

Security Code	YJLSLQ
---------------	--------

Save Cancel

The system asks you for two different emails. Please be very careful when entering your primary email because the system will send the news and information from the journal to this email. For security purposes, you should add an alternative email.

Once the registration form is completed, this window will pop up.

iKNITO
KNOWLEDGE IS TEACHING JS

Home Browse Submit Paper Journal Info Guide for Authors Reviewers Contact Us Login Register

Home > Users > Login

Check your e-mail for a message containing your password, which you need to login.
Note: it is recommended to check your SPAM folder in case of not receiving the verification email.
Thank you!

Depending on your internet service provider and site servers, there may be a maximum delay of few minutes to send you a password. If you do not receive the email, especially if you are using Yahoo, please check your Spam. Some emails may end up as Spams.

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Important and Key Points

- You will receive a password through your email.
- Remember your password and change it after the first login.
- Everyone can register with the system. When you are registered with the system, you can submit new manuscripts, or select and save your favorite article from the published articles on your personal page.
- If you submit your full paper, please complete the manuscript information page as follows.
- Sometimes your password ends up in Spam folder. If you do not receive a registration confirmation email from the system, please your Spam folder.

Submitting Manuscripts

After logging in use "Submit Manuscript" and follow the instructions to send in your manuscript. Most often you may need to pay a Reviewing fee to submit your manuscript.

The screenshot shows the iKNITO login page. The header includes the iKNITO logo and navigation links: Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, Contact Us, Login, and Register. A callout bubble points to the 'Login' link in the header. Below the navigation is a breadcrumb trail: Home > Users > Login. A message states: 'TO ACCESS THIS SECTION, YOU SHOULD LOGIN OR REGISTER FIRST.' There is a 'Users Login' section with a text input field containing 'ijs@iknito.com' and a password field with masked characters. A 'Login' button is below the fields. A callout bubble points to the 'Login' button. Below the login fields are links for 'Forgot password!' and 'Register'. A callout bubble points to the 'Forgot password!' link. At the bottom, there is a footer with links: Home | Glossary | News | Aims and Scope | Sitemap, and a copyright notice: © 2015 - iKNITO js (journal management system) - Created by NotionWave.

Login

Home > Users > Login

TO ACCESS THIS SECTION, YOU SHOULD LOGIN OR REGISTER FIRST.

Users Login

If you have not registered yet, please click on Register .

Username:

Password:

Login

✓ Forgot password!

✓ Register

Home | Glossary | News | Aims and Scope | Sitemap

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The screenshot shows the Author's Personal Page. The header includes the iKNITO logo and navigation links: Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, Contact Us, and a welcome message for Robert Williams with links for My Home and Logout. A callout bubble points to the 'Change Password' link. Below the navigation is a breadcrumb trail: Home > Users > View Profile. A message states: 'To make changes, click on [edit icon] .'. There is a table of user information. A callout bubble points to the edit icon in the 'Full Name' row. To the right of the table is a 'Roles of User' section with a dropdown menu showing 'Author'. A callout bubble points to this dropdown. At the bottom, there is a footer with links: View Profile | Change Password | Saved Records.

Home > Users > View Profile

To make changes, click on [edit icon] .

Full Name	Robert Williams [edit icon]
Home Page	ijs.iknito.com
Email Address	ijs@iknito.com
Username	ijs@iknito.com
Education	PhD
Degree	Professor
Specific Field of Study	Organic Chemistry
Specialty	Chemistry
Available as Reviewer :	Yes
Mobile	
Phone	+1 000 000 3829
Fax	
Country	Canada
Affiliation	IKNITO
Join Date	Thursday 13 August 2015 11:39:17
Comments	
Last Modified By	Robert Williams on: Monday 14 December 2015 12:57:00

Roles of User

Author

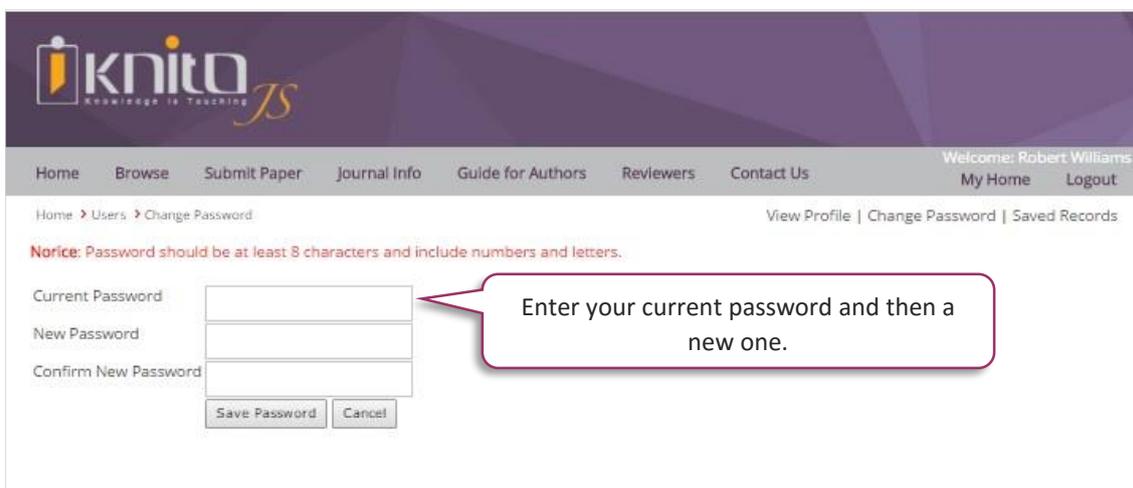
View Profile | Change Password | Saved Records

Author's Personal Page

Changing Password

Please change your password periodically as you do with other sites. To change your password you only need to know your current password. Use your user name and password to login, then select "My Home" from main ribbon. Change your password periodically. Use a combination of numbers, letters and symbols to have a secure password. There should not be fewer than 10 characters.

Changing Password Window



Home > Users > Change Password

View Profile | Change Password | Saved Records

Notice: Password should be at least 8 characters and include numbers and letters.

Current Password:

New Password:

Confirm New Password:

Save Password Cancel

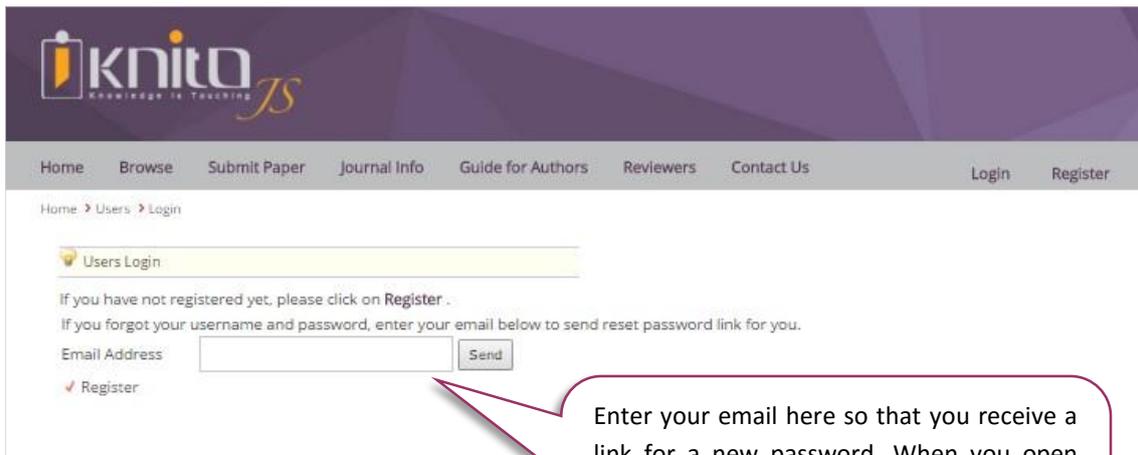
Enter your current password and then a new one.

Resetting your Password

Forgot your password? If you added your email correctly and you can remember it, you do not need to contact System Admin. If you enter an invalid password, the "I forgot my password" will be activated. To reset your password, follow the instruction below:

- Click on "I forgot my password".
- A window will pop up and asks you to enter your email address as in the following image.
- Enter your main email address carefully. The one you registered with the system.
- Check your email.
- You will receive a confirmation email.
- when you click on the link, you will be directed to system page and you will be asked to enter a new password two times.

- Be careful with your new password.



If the link sent to you is not a hyperlink, use the shortcut key "Ctrl+ C" and "Ctrl+V" to copy the link in the address bar.



As you click on the "Author", you will see the following image.

Submit Manuscript Window

After logging into the system, click on "My Home" and choose "Submit a New Manuscript". A new window with twelve options will appear. The window helps you to go through all the steps, from choosing type of manuscript e.g. Study, literature Review etc. to submitting your manuscript.

The Author's home page has 3 main parts:

- Submitting a new Manuscript
- manuscripts to be revised
- Finalized manuscripts

Please fill out this form when you want to submit a new manuscript.

- Write in the title, abstract and keywords.

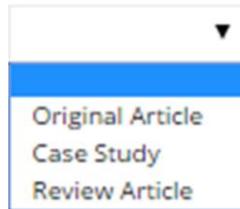
Please add the emails and titles of other Authors, if any. The system sends them emails to keep them posted.

- Choose the subject area of your manuscript and if it is not in the list, inform System Admin.
- Add comments and finally upload the full paper and other documents, if necessary.
- Please note that the Author may upload a wrong file. So please make sure you are sending the right file.
- If you have filled out all the fields, you can submit your manuscript. If you can not submit your manuscript, fill out all the asterisked fields.
- When the manuscript is submitted, the Author will receive a confirmation email.

Submitting Manuscript Window

The screenshot shows the 'Submitting Manuscript Window' for the journal 'KNITO'. The page header includes the journal logo and navigation links: Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, and Contact Us. A user is logged in as 'Robert Williams'. The current step is 'Select Manuscript Type'. A sidebar on the left lists submission steps: Select Manuscript Type (active), Enter Manuscript Title, Add/Remove Authors, Enter Abstract, Enter Keywords, Select Related Subjects, Additional Comments, Suggested Reviewers, Attach Files, Cover Letter & Checklist, and Finish Submission. The main content area contains a 'Select Manuscript Type' dropdown menu and a 'Next' button. A warning message states: 'To submit your manuscript to this journal, you need to complete all the submission steps. Please note that incomplete submissions will be automatically removed after 30 days. To submit your manuscript you have to select Manuscript Type.' Callout boxes provide instructions: 'First choose the manuscript type.' points to the dropdown, and 'Click "Next" to continue.' points to the 'Next' button.

Do not use "Back" button when completing the manuscript submission process. Complete the fields using the tools available to you and click "Next".



Choose manuscript type. This list has been prepared by System Admin.

It is possible to fill out the fields several at a time. But if the process is not completed for a certain manuscript in 30 days, the manuscript will be deleted from the system.

Please fill out the form carefully. Note that going to next step, you need to fill out some fields that are mandatory. Some others are optional.

There will be a check mark (✓) next to each step when it is completed.

When adding the manuscript's information, please write in the complete title. Please add a short title for your manuscript to make it easier to circulate.

If the journal is bilingual, you need to add the manuscript's title in both languages.

Adding other Authors

When several Authors contribute to a single manuscript, add the other Authors using this form.

- Add information of other Authors using this form, if there are several Authors.
- Please specify the corresponding Author, if there is one.
- Please order the Authors' names, using the left hand lower corner option.

Add/Remove Authors Window

Please do not use **Back Button** of your browser.

Select Manuscript Type

Enter Manuscript Title

Add/Remove Authors

Enter Abstract

Enter Keywords

Select Related Subjects

Additional Comments

Suggested Reviewers

Attach Files

Cover Letter & Checklist

Finish Submission

Please Enter The Authors Information

Please enter the name and details of all authors (other than you) who contributed to the work reported in your manuscript. After entering each author's details, click on **Add Author** button.

By beginning the manuscript submission process, you are automatically designated as the Corresponding Author.

To change the order of the authors, you can Drag and Drop each row by the mouse or using and icons.

If you change the Corresponding Author, the manuscript will be removed from your account and added to the new Corresponding Author's account when you complete the submission process.

Title

First Name* First Name [العربية]

Middle

Last Name* Last Name [العربية]

Education*

Degree*

Phone*

Email Address*

Country*

City City [العربية]

Affiliation * Affiliation [العربية]

Please select if this is the Correspond Author.

#	Name	Email Address	Education Degree	Phone	Country City	Affiliation	Actions	Save
1	Robert Williams*	ijs@iknito.com	PhD	Professor +1 000 000 3829	Canada Toronto	IKNITO		<input type="button" value="Save"/>

Specify the corresponding author, if there is one.

Enter the author's information in this form carefully.

When entering the author's information, if there are several authors contributing to an article, the corresponding author should be specified. Otherwise, the sender of the manuscript will be known as corresponding author.

Order the Authors' names using this option and save changes, if needed.

Manuscript Abstract Window

Please do not use **Back Button** of your browser.

✓ Select Manuscript Type

✓ Enter Manuscript Title

✓ Add/Remove Authors

➔ Enter Abstract

Enter Keywords

Select Related Subjects

Additional Comments

Suggested Reviewers

Attach Files

Cover Letter & Checklist

Finish Submission

Please Enter Abstract

Submitting an abstract is required for submission.

Please enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

Abstract word limit is 150 to 250 words.

The grid vision, of sharing diverse resources in a flexible, coordinated and secure manner, strongly depends on metadata. Currently, grid metadata is generated and used in an ad-hoc fashion, much of it buried in the grid middleware code libraries and database schemas. This ad-hoc expression and use of metadata causes chronic dependency on human intervention during the operation of grid machinery. Therefore, the Semantic Grid is emerged as an extension of the grid in which rich resource metadata is exposed and handled explicitly, and shared and managed via grid protocols. The layering of an explicit semantic infrastructure over the grid infrastructure potentially leads to increase interoperability and flexibility.

Abstract [العربية]

The second abstract word limit is 150 to 250 words.

Previous Next

The length of abstract must fall in the word limit set by the system.

If the journal is bilingual, add the abstract in second language here and click "Next".

Please note the word limit set by the system when you are sending an abstract. The System Admin has asked you to limit your abstract to certain number of words. The system automatically counts the number of words in your abstract and if you are not in the word limit set, it does not accept it so you have to edit it.

Keywords Window

Home Browse Submit Paper Journal Info Guide for Authors Reviewers Contact Us

Welcome: Robert Williams

My Home العربية

My Home > Author > Incomplete Submissions > Entering Manuscript Information

✓ Select Manuscript Type

✓ Enter Manuscript Title

✓ Add/Remove Authors

✓ Enter Abstract

➔ Enter Keywords

Select Related Subjects

Additional Comments

Suggested Reviewers

Attach Files

Cover Letter & Checklist

Finish Submission

Please Enter Keywords

Please enter keywords separated by semicolons or commas.

Keywords count should be 3 to 5 Keywords .

Information Science, Knowledge Management, Digital Library

Keywords [العربية]

علوم المعلومات، إدارة المعرفة، المكتبة الرقمية

Previous Next

Please enter the keywords according to the number set by the system and punctuate them as appropriate.

Subject Area Window

My Home > Author > Incomplete Submissions > Entering Manuscript Information

Please do not use **Back Button** of your browser.

- ✓ Select Manuscript Type
- Enter Manuscript Title
- ✓ Add/Remove Authors
- Enter Abstract
- Enter Keywords
- Select Related Subjects
- Additional Comments
- Suggested Reviewers
- Attach Files
- Cover Letter & Checklist
- Finish Submission

Please Select Related Subjects

Please select the subject related to your manuscript.

Applied microbiology
Biobutanol
Biodiesel
Bioethanol
Biofuel technologies
Biogas
Biomass and algae
Bioprocess and biotechnology for biofuels
Bioreactions and bioreactors
Biorefinery
Bioresource technologies
Combustion and engine technology
Energy audit for biofuel production plants
Fermentation
Life Cycle Assessment (LCA)

Select the subject area of your manuscript

If your subject does not exist in journal subject list, you can suggest a subject.

My Home > Author > Incomplete Submissions > Entering Manuscript Information

Please do not use **Back Button** of your browser.

- ✓ Select Manuscript Type
- Enter Manuscript Title
- ✓ Add/Remove Authors
- Enter Abstract
- Enter Keywords
- Select Related Subjects
- Additional Comments
- Suggested Reviewers
- Attach Files

Please Select Related Subjects

Please select the subject related to your manuscript.

Enter one or more subject(s) if you like:

Suggested Subject

Previous Next

Further Comments

- Please add further comments about yourself or the manuscript, if needed.
- Please use this option to complete the process of Manuscript Submission.



The screenshot shows a web interface for manuscript submission. At the top, there is a navigation bar with links: Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, and Contact Us. On the right, it says 'Welcome: Ahmad Soltani Nejad' and 'My Home' with a dropdown arrow, and 'PERSIAN'. Below the navigation bar, the breadcrumb trail reads 'My Home > Author > Incomplete Submissions > Entering Manuscript Information'. A red warning message states: 'Please do not use Back Button of your browser.' On the left, there is a vertical list of steps, each with a checkbox or arrow: 'Select Manuscript Type' (checked), 'Enter Manuscript Title' (checked), 'Add/Remove Authors' (checked), 'Enter Abstract' (checked), 'Enter Keywords' (checked), 'Select Related Subjects' (checked), 'Additional Comments' (highlighted with an orange arrow), 'Suggested Reviewers', 'Request Editor', 'Attach Files', 'Cover Letter & Checklist', and 'Finish Submission'. The main content area is titled 'Please Enter following' and contains a text box with the instruction: 'Please enter any comments you would like to send to the editorial office. These comments will not appear in your manuscript.' Below the text box are 'Previous' and 'Next' buttons. A callout box on the right points to the text box and contains the text: 'Please add your comments here, if necessary.'

- Then, you may be asked to suggest a Reviewer, when submitting your manuscript. Upload the full paper. Please note that you can only upload one file as the full paper. In other words, the Author cannot upload two files as the full paper.

Suggested Reviewer Window

Home Browse **Submit Paper** Journal Info Guide for Authors Reviewers Contact Us Welcome: Ahmad Soltani Nejad My Home ▼ PERSIAN

My Home > Author > Incomplete Submissions > Entering Manuscript Information

Please do not use **Back Button** of your browser.

Suggest Reviewers

Please suggest potential reviewers for this submission.
Use the fields below to give us contact information for each suggested reviewer.
Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

Title

First Name*

Last Name*

Education

Degree

Specialty*

Phone

Email Address*

Country

City

Affiliation *

Reasons

Add Reviewer Reset

Previous Next

To expedite the reviewing process, some journals ask the authors to suggest Reviewers who specialize in the manuscript's subject area. Please fill out the form carefully.

Suggested Editor Window

Where a journal has Editors, it is possible for Authors to suggest and choose an Editor who specializes in the manuscript's subject area. For suggesting an Editor you will find a window as shown in the image.

Home Browse **Submit Paper** Journal Info Guide for Authors Reviewers Contact Us Welcome: Ahmad Soltani Nejad My Home ▼ PERSIAN

My Home > Author > Incomplete Submissions > Entering Manuscript Information

Please do not use **Back Button** of your browser.

Request Editor

Please select an Editor to handle your manuscript from the drop-down list below.
Please review the list of Editors and their Specific Field of Studies [here](#).
If you request an Editor, the journal office will consider this when assigning your manuscript.

Suggested Editor

Previous Next

When System Admin has assigned some people as Editors in the system, the author can see their names and choose one as the assessor.

Uploading a Manuscript

Click "Send", when you select the full paper. Please add comments about the content of the files, if needed. Click "Next" and you will see your abstract and the manuscript's information. Click "Send" and the submission process is finalized.

You will receive a confirmation email when your manuscript is delivered.

Attaching files is as easy as emailing a file.

If your manuscript has images or graphs, you will be asked to save and send them as a separate file.

Finally, you can send your files labeling them as (information, full paper, or images).

Please note that you only need to send your full-paper manuscript. The files to be sent in this part should be in Microsoft Office, LaTeX, Open Office, PDF, etc. format.

Editor-in-Chief or System Admin will specify the file types.

Uploading a Manuscript

The screenshot shows a web interface for submitting a manuscript. The navigation bar includes links for Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, and Contact Us. The user is logged in as Ahmad Soltani Nejad. The current page is 'Entering Manuscript Information'. A sidebar on the left contains a checklist of steps: Select Manuscript Type, Enter Manuscript Title, Add/Remove Authors, Enter Abstract, Enter Keywords, Select Related Subjects, Additional Comments, Suggested Reviewers, Request Editor, Attach Files (highlighted), Cover Letter & Checklist, and Finish Submission. The main content area is titled 'Please Attach Files' and contains instructions: 'Please upload all the files related to your manuscript here. First upload "Manuscript Main File". Tables and Figures should be uploaded separately. To change files order, you can Drag and Drop each row by the handle icon. Allowed file type(s) for "Manuscript Main File" is only: PDF, Microsoft Word, LaTeX, Open Office, and Figure.' Below the instructions, there is a 'File Type *' dropdown menu set to 'Manuscript Main File *'. A callout box points to this dropdown, listing the available options: Supplementary File, Manuscript Main File *, Figure, Table, Research Highlights, Graphical Abstract, Latex Source File, and Supplementary File. Below the dropdown is a 'File Description' field and a 'File Name*' field with a 'Choose File' button and 'No file chosen' text. An 'Attach File' button is also present. A callout box points to the 'Attach File' button with the text: 'Upload the authors' information file separately, if necessary.' Another callout box points to the 'Attach File' button with the text: 'Click "Attach File", when you selected the file.' A third callout box at the bottom left contains the text: 'Read the notes in this part carefully. The acceptable file formats are identified. Save your manuscript in one of the acceptable file formats and send it.'

- When you click "send", please re-confirm that you wish to send the file to the journal.

Home Browse **Submit Paper** Journal Info Guide for Authors Reviewers Contact Us Welcome: Ahmad Soltani Nejad My Home PERSIAN

My Home > Author > Incomplete Submissions > Entering Manuscript Information

Please do not use **Back Button** of your browser.

- ✓ Select Manuscript Type
- ✓ Enter Manuscript Title
- ✓ Add/Remove Authors
- ✓ Enter Abstract
- ✓ Enter Keywords
- ✓ Select Related Subjects
- ✓ Additional Comments
- Suggested Reviewers
- ✓ Request Editor
- ➔ **Attach Files**
- Cover Letter & Checklist
- Finish Submission

Please Attach Files

Please upload all the files related to your manuscript here.
First upload "Manuscript Main File". Tables and Figures should be uploaded separately.
To change files order, you can Drag and Drop each row by the mouse or using and icons.
Allowed file type(s) for "Manuscript Main File" is only: DOC, DOCX, PDF, TEX

File Type * Manuscript Main File *
File Description
File Name* Choose File No file chosen Attach File

#	File Type	File Name	Size	File Description	Upload Date	Download	Save
1	Supplementary File	doc.docx	13.18 KB		2014-10-02		

Previous Next

If the file is uploaded properly, you will see the name here.

Before the final submission, you can delete any file.

Final Checklist Window

Home Browse **Submit Paper** Journal Info Guide for Authors Reviewers Contact Us Welcome: Ahmad Soltani Nejad My Home PERSIAN

My Home > Author > Incomplete Submissions > Entering Manuscript Information

Please do not use **Back Button** of your browser.

- ✓ Select Manuscript Type
- ✓ Enter Manuscript Title
- ✓ Add/Remove Authors
- ✓ Enter Abstract
- ✓ Enter Keywords
- ✓ Select Related Subjects
- ✓ Additional Comments
- Suggested Reviewers
- ✓ Request Editor
- ➔ **Cover Letter & Checklist**
- Finish Submission

Cover Letter & Checklist

Enter Cover Letter.

Confirm Checklist Items

- Are references set up in accordance with standards of the magazine?
- Do the images have been produced to the right format?**
- Is this a research paper?
- Is the number of pages set up in accordance with standards of the magazine?
- Is the journal abstracts set up in accordance with standards of the magazine?**

Previous Next

When the Editor-in-Chief has selected the default checklist and the questions for the checklist in the system, this window will pop up.

Choose the bold options so that you can send the manuscript's file.

Final Submission Window

My Home > Author > Submissions Sent Back to Author > Entering Manuscript Information

Note for Author

- Select Manuscript Type
- Enter Manuscript Title
- Add/Remove Authors
- Enter Abstract
- Enter Keywords
- Select Related Subjects
- Additional Comments
- Suggested Reviewers
- Attach Files
- Cover Letter & Checklist

Finish Submission

You can not finish your submission until completing the:
Attach Files (Manuscript Main File)

Your Submission Summary

Manuscript ID	IJS-1511-1002
Manuscript Title	A test Case Paper
Manuscript Type	Case Study
Main Subjects	Medicine
Abstract	The BEA Workshop is a leading venue for NLP innovation for educational applications. It is one of the largest one-day workshops in the ACL community. The workshop's continuous growth illustrates an alignment between societal need and technology advances. NLP capabilities now support an array of learning domains, including writing, speaking, reading, science, and mathematics. Within these domains, the community continues to develop and deploy innovative NLP approaches for use in educational settings. In the writing and speech domains, automated writing evaluation (AWE) and speech scoring applications, respectively, are commercially deployed in high-stakes assessment, and instructional contexts (including Massive Open Online Courses (MOOCs), and K-12 settings). Commercially-deployed plagiarism detection in K-12 and higher education settings is also prevalent. The current educational and assessment landscape in K-12 and higher education fosters a strong interest in technologies that yield analytics to support proficiency measures for complex constructs across learning domains. For writing, there is a focus on innovation that supports writing tasks requiring source use, argumentative discourse, and factual content accuracy. For speech, there is an interest in advancing

The mandatory fields that are not filled in are shown in red in this part.

If you have filled all the fields properly, you will see the active "Submit" button. Otherwise, as shown in the image, it is grayed out.

My Home > Author > Submissions Sent Back to Author > Entering Manuscript Information

Note for Author

- Select Manuscript Type
- Enter Manuscript Title
- Add/Remove Authors
- Enter Abstract
- Enter Keywords
- Select Related Subjects
- Additional Comments
- Suggested Reviewers
- Attach Files
- Cover Letter & Checklist
- Finish Submission

Finish Submission

To submit your manuscript, click on "Submit Manuscript" button.

Your Submission Summary

Manuscript ID	IJS-1511-1002
Manuscript Title	A test Case Paper
Manuscript Type	Case Study
Main Subjects	Medicine
Abstract	The BEA Workshop is a leading venue for NLP innovation for educational applications. It is one of the largest one-day workshops in the ACL community. The workshop's continuous growth illustrates an alignment between societal need and technology advances. NLP capabilities now support an array of learning domains, including writing, speaking, reading, science, and mathematics. Within these domains, the community continues to develop and deploy innovative NLP approaches for use in educational settings. In the writing and speech domains, automated writing evaluation (AWE) and speech scoring applications, respectively, are commercially deployed in high-stakes assessment, and instructional contexts (including Massive Open Online Courses (MOOCs), and K-12 settings). Commercially-deployed plagiarism detection in K-12 and higher education settings is also prevalent. The current educational and assessment landscape in K-12 and higher education fosters a strong interest in technologies that yield analytics to support proficiency measures for complex constructs across learning domains. For writing, there is a focus on innovation that supports writing tasks requiring source use, argumentative discourse, and factual content accuracy. For speech, there is an interest in advancing

Once all the necessary fields are filled out, the "Submit Manuscript" is activated and you can submit your manuscript.

Finally, all the information provided are shown in a page for you to review. You can go back to previous steps and make the necessary changes. Then, click "Submit" and finish the job. As the submission process is long and needs different pieces of information, all the information (even type of manuscript) is saved in the system and you do not need to complete the process on one go. Enter every piece of information available to you and click "Next". The information is saved on the system. Later when you come back to the system, choose "Incomplete manuscripts" and add new information.

When "Submit Manuscript" is clicked, the next screen as to the confirmation of submission comes up.

The screenshot shows the 'Finish Submission' page in the iKNITO journal submission system. On the left, there is a checklist of steps: Note for Author, Select Manuscript Type, Enter Manuscript Title, Add/Remove Authors, Enter Abstract, Enter Keywords, Select Related Subjects, Additional Comments, Suggested Reviewers, Attach Files, and Cover Letter & Checklist. The main area contains a 'Your Submission Summary' form with fields for Manuscript ID, Manuscript Title, Manuscript Type, Main Subjects, and Abstract. A dialog box is overlaid on the form, asking 'Are you sure to Submit Manuscript?' with an 'OK' button and a 'Cancel' button. The dialog also includes a checkbox for 'Prevent this page from creating additional dialogs.' and a close button 'x'.

When you choose "OK" the next screen comes up and shows that the manuscript is saved in the system.

The screenshot shows the 'Manuscript Approval' page in the iKNITO journal submission system. The page displays a 'Manuscript Approval' heading, a thank you message: 'Thank you for submitting your manuscript in the journal. You will receive a letter of confirmation through your email for your manuscript submission.', and a link to the 'Author Dashboard'.

The journal Editor-in-Chief will inform you about the result through the same system once the manuscript has been reviewed and assessed.

Author's Home Page

Home Browse Submit Paper Journal Info Guide for Authors Reviewers Contact Us Welcome: Robert Williams My Home العربية

My Home > Author

- Guide for Authors
 - New Manuscripts
 - Submit a New Manuscript
 - Incomplete Submissions (5)
 - Submissions Sent Back to Author (0)
 - Submissions Being Processed (1)
 - Needing Revision
 - Submissions Needing Revision (0)
 - Revisions Being Processed (0)
 - Declined Revisions (0)
 - Decisions
 - Galley Proof (0)
 - Submissions with a Decision (2)

When manuscripts is submitted, the number of submitted manuscripts and manuscripts being reviewed appear here. By selecting this, the next screen comes up.

Home Browse Submit Paper Journal Info Guide for Authors Reviewers Contact Us Welcome: Robert Williams My Home العربية

My Home > Author > Submissions Being Processed

#	Manuscript ID	Manuscript Type	Manuscript Title	Submit Date	Current Status	Modify Date	Email	Manuscript Main File
1	IJS-1511-1002	Case Study	A test Case Paper	2015-12-17	Submitted by Author	2015-12-17		

Remember the manuscript

Using this option, the author can send follow-up emails to the Editor-in-Chief.

Click this to download a submitted manuscript.

If the manuscript is submitted successfully, its title and information will be shown in "Submitted Manuscripts/Submissions being processed".

Manuscripts Needing Revision

If your manuscript is initially reviewed and provisionally accepted, you will be asked to revise the manuscript in a certain period and return the new version. To do this, log in the system, choose "My Home" and select "Manuscripts Needing Revision". Make the revision, delete the old file from the system and upload the new file.

Important!

- You cannot submit two file as full-paper manuscript.
- The Author can submit only one manuscript with a single title.
- That is why to make the revisions you need to delete the old file from the system and upload the new file.
- You can send the other related evidence including tables and graphs as a separate file.
- To do this, choose your file type from the menu and upload it.
- For keywords, please choose the words appropriate to subject area of the manuscript.

The number of keywords for each manuscript is set by the System Admin and according to the journal's policy. The keywords should not be the same words from the manuscript's title.

Chapter Two: Editor-in-Chief

Introduction

The editor-in-chief acts as the senior supervisor for evaluation processes of abstracts and full papers, which are sent in via the journal system. That is why, s/he has extensive facilities. iKNiTO js, provides all the necessary tools to fulfill her/his duties.

Home > Users > View Profile

View Profile | Change Password | Saved Records

To make changes, click on

Full Name	Robert Williams
Home Page	ijs.iknito.com
Email Address	ijs@iknito.com
Username	ijs@iknito.com
Education	PhD
Degree	Professor
Specific Field of Study	Organic Chemistry
Specialty	Chemistry
Available as Reviewer :	Yes
Mobile	
Phone	+1 000 000 3829
Fax	
Country	Canada
Affiliation	IKNITO
Join Date	Thursday 13 August 2015 11:39:17
Comments	
Last Modified By	Robert Williams on: Monday 14 December 2015 12:57:00

Roles of User

- Author
- Reviewer
- Editor-in-Chief
- Editor
- Publisher
- Language-Technical Editor
- Page Designer
- System Admin

To View the Editor-in-Chief tools, click here.

There are two major evaluation processes in iKNiTO js System:

1. To expedite the evaluation and assessment process, the editor-in-chief can delegate his power to an Editor. This way, the Editor sends the manuscripts to Reviewers, receives the evaluation results, if there is a need for a revision sends the manuscript back to the Author and oversees the evaluation processes until the manuscript is revised and finalized.
2. Editor-in-Chief can ask the Editor to propose Reviewers for the manuscript. In that case, the Editor-in-Chief, personally, will send the manuscripts to be reviewed.

3. For some editing, the Editor-in-Chief can consult the editorial board and make decisions accordingly.

Such settings are adjusted once, according to the System Admin role.

When a Manuscript is sent in, initially, the Editor-in-Chief will receive it. If the Editor-in-Chief has activated the Executive Director role, then, the latter will receive the manuscript and if the manuscript meets the journal's standards, it will then be sent back to the Editor-in-Chief. Next, the Editor-in-Chief will assign a Reviewer to it and will start the evaluation process.

The initial assessment by Editor-in-Chief or Editor will reveal if basically the manuscript can be reviewed or published and if so, who will review it. The Editor-in-Chief can delegate this to his colleagues at the journal's Editorial Board or Editor. They will perform the initial assessment. And if the manuscript meets the journal standards, it will be sent to be reviewed. Otherwise, the manuscript will be rejected and sent back to the Author for revision or rewriting.

Here is a Log In page for the Editor-in-Chief. If he has other roles, he can assess pages for other sections.

Editor-in-Chief Page

Editor-in-Chief Sample Page:

My Home > Editor-in-Chief

Search Manuscripts | Reviewers Assignments | Register a New Reviewer

- New Manuscripts (0)
- Manuscripts Need to be Resubmitted (1)
- New Manuscripts Resubmitted (0)
- Manuscripts Assigned to Editor (0)
- Manuscripts Handled by Editor (1)
- Manuscripts Assigned to Reviewers to Review (4)
- Reviewers Not Reviewed Manuscript in Review Due Date (8)
- Manuscripts Reviewed by Reviewers (2)
- Manuscripts Reviewed by All Reviewers (1)
- Manuscripts Needs Revision (0)
- Manuscripts Revised by Author (0)
- Manuscripts Not Revised by Authors After Revision Due Date (0)
- Manuscripts Sent to Language-Technical Editor (0)
- Manuscripts Handled by Language-Technical Editor (0)
- Manuscripts Sent to Page Designer (0)
- Manuscripts Handled by Page Designer (0)
- Manuscripts Sent to Authors for Galley Proof (0)
- All Pending Manuscripts (Not Published) (7)
- Manuscripts Finally Accepted for Publish (5)
- Manuscripts Published in Journal (36)
- Rejected Manuscripts (146)
- Deleted / Withdrawn Manuscripts (18)

Searching Manuscripts and monitoring reviewing process

Registering New Reviewers

New Manuscripts

Manuscripts Sent to Editor

Reviewed Manuscripts

Manuscripts Sent for Pre-publishing Preparation

Later each part of the Editor-in-Chief page will be explained in detail.

In an academic publishing structure, the Editor-in-Chief will perform all tasks related to manuscripts' assessment and evaluation. He also can delegate some of his responsibilities to an Editor who is actually his assistant. Generally, the Editor can academically assess the manuscript and relay his comments to the Author. He can also send a manuscript to a Reviewer and pass the result to the Author.

Editor-in-Chief and Editor are the only people who can send a manuscript to be reviewed and can receive the results. If there is a disagreement between the Reviewers, then the manuscript will be sent to a comparative Reviewer, and finally the evaluation result will be sent back to the corresponding Author. The Editor-in-Chief or Editor can send the revisions from the Author to the Reviewer(s) or (comparative Reviewer), and when all revisions are done and assessed, send the manuscript back to the Author with an appropriate note.

Prestigious academic journals usually complete the evaluation process in the shortest time possible and inform the Author about the result. Members of the Editorial Board can greatly contribute to evaluation process by accepting the role of a Reviewer.

Manuscript Search Form

The image shows a screenshot of a web-based Manuscript Search Form. The form includes a search bar, a dropdown menu for 'Current Status' (set to 'All'), a 'Go' button, and an 'Excel' button. Below the search bar, there are filters for 'Main Subjects' (set to 'Biogas') and 'Limit to' (set to 'Submit Date'). A date range filter is also present, set to 'From 17 December 2014 To 17 December 2014'. Several callout boxes provide instructions: 'Simple Search: Enter your keyword here and click Go' points to the search bar; 'Advanced Search: Search your keyword in one of the fields.' points to the 'Current Status' dropdown, which is shown open with options: 'All', 'Manuscript ID', 'Manuscript Title', 'Authors', and 'Abstract'; 'Click here when you entered your keyword' points to the 'Go' button; 'Filtering search according to date' points to the 'Limit to' dropdown, which is shown open with options: 'Submit Date', 'Revise Date', 'Accept Date', and 'Modify Date'; 'Advanced Search: Filter your search according to the manuscript status' points to the 'Current Status' dropdown, which is shown open with a list of manuscript statuses: 'New Manuscripts', 'Manuscripts Sent to Editor', 'Manuscripts Assigned to Reviewers to Review', 'Manuscripts Needs Revision', 'Manuscripts Sent to Style Language Editor', 'Manuscripts Sent to Page Designer', 'Manuscripts Sent to Authors for Galley Proof', 'Manuscripts Finally Accepted for Publish', 'Rejected Manuscripts', and 'Deleted / Withdrawn Manuscripts'.

Simple Search:
Enter your keyword here and click Go

Advanced Search: Search your keyword in one of the fields.

Click here when you entered your keyword

Filtering search according to date

Advanced Search: Filter the search results according to manuscript's date of reception, revision, reviewing or acceptance.

Advanced Search: Filter your search according to the manuscript status

As you click on the search button, a list of manuscripts, as in following image, will pop up. When the manuscript code is selected, you will have more details about that manuscript.

Manuscript Search Result Window

My Home > Editor-in-Chief > Search Manuscripts

Search for: IN All Current Status: Go Excel

Main Subjects:

Limit to: Submit Date From 17 August 2015 To 17 December 2015

Number of Records: 43

Sl. No.	Manuscript Code	Title	Case Study	Author	Received Date	Status	Received Date	Action
2	BRJ-1512-1198	PRODUCTION AND ITS PHYSICO-CHEMICAL CHARACTERISTICS FROM POULTRY FAT	Case Study	vikas sharma	2015-12-16	Submitted by Author	2015-12-16	✖
3	BRJ-1512-1197	Reducing the cost of biogas production with support products		Meisam Tabatabaei	2015-12-10	Manuscript Rejected (Reviewers/Editor Recommendation)	2015-12-11	✖
4	BRJ-1512-1196	Comparison of Biogas Production from Fruit and Vegetable Waste through Anaerobic Digestion		Meisam Tabatabaei	2015-12-05	Manuscript Rejected (Reviewers/Editor Recommendation)	2015-12-05	✖
5	BRJ-1512-1195	Kinetics study of transesterification reaction using mussel shell		Meisam Tabatabaei	2015-12-04	Manuscript Assigned to	2015-12-12	✖

Manuscript status according to the most updated information of the system

Click on Manuscript Code, will provide more information, as in the following image

Delete Manuscript

Manuscript Code: As you click on the article code, detail information of that article will appear.

Date of reception

Using this feature, you have the chance to view all the follow-ups and tasks completed for your article chronologically.

Select an Option:

Manuscript Info

Editor Email to Author Submission History

Manuscript ID	BRJ-1512-1196
Manuscript Title	Comparison of Biogas Methane Production from Fruit and Vegetable waste through Anaerobic Digestion
Manuscript Type	Research Paper
Main Subjects	Biogas
Abstract	ABSTRACT Pakistan is suffering from energy shortage and spending larger amount of foreign exchange for import of fuels. Therefore alternative energy sources of energy are best choice to fulfill energy requirement. A study was conducted to assess the potential of various sources of energy from fruit and vegetable waste along the slurry of animal at various pH 6.5, 7.0, 7.5, 8.0, 8.5, 9.0, 9.5, 10.0, 10.5, 11.0, 11.5, 12.0, 12.5, 13.0, 13.5, 14.0, 14.5, 15.0, 15.5, 16.0, 16.5, 17.0, 17.5, 18.0, 18.5, 19.0, 19.5, 20.0, 20.5, 21.0, 21.5, 22.0, 22.5, 23.0, 23.5, 24.0, 24.5, 25.0, 25.5, 26.0, 26.5, 27.0, 27.5, 28.0, 28.5, 29.0, 29.5, 30.0, 30.5, 31.0, 31.5, 32.0, 32.5, 33.0, 33.5, 34.0, 34.5, 35.0, 35.5, 36.0, 36.5, 37.0, 37.5, 38.0, 38.5, 39.0, 39.5, 40.0, 40.5, 41.0, 41.5, 42.0, 42.5, 43.0, 43.5, 44.0, 44.5, 45.0, 45.5, 46.0, 46.5, 47.0, 47.5, 48.0, 48.5, 49.0, 49.5, 50.0, 50.5, 51.0, 51.5, 52.0, 52.5, 53.0, 53.5, 54.0, 54.5, 55.0, 55.5, 56.0, 56.5, 57.0, 57.5, 58.0, 58.5, 59.0, 59.5, 60.0, 60.5, 61.0, 61.5, 62.0, 62.5, 63.0, 63.5, 64.0, 64.5, 65.0, 65.5, 66.0, 66.5, 67.0, 67.5, 68.0, 68.5, 69.0, 69.5, 70.0, 70.5, 71.0, 71.5, 72.0, 72.5, 73.0, 73.5, 74.0, 74.5, 75.0, 75.5, 76.0, 76.5, 77.0, 77.5, 78.0, 78.5, 79.0, 79.5, 80.0, 80.5, 81.0, 81.5, 82.0, 82.5, 83.0, 83.5, 84.0, 84.5, 85.0, 85.5, 86.0, 86.5, 87.0, 87.5, 88.0, 88.5, 89.0, 89.5, 90.0, 90.5, 91.0, 91.5, 92.0, 92.5, 93.0, 93.5, 94.0, 94.5, 95.0, 95.5, 96.0, 96.5, 97.0, 97.5, 98.0, 98.5, 99.0, 99.5, 100.0, 100.5, 101.0, 101.5, 102.0, 102.5, 103.0, 103.5, 104.0, 104.5, 105.0, 105.5, 106.0, 106.5, 107.0, 107.5, 108.0, 108.5, 109.0, 109.5, 110.0, 110.5, 111.0, 111.5, 112.0, 112.5, 113.0, 113.5, 114.0, 114.5, 115.0, 115.5, 116.0, 116.5, 117.0, 117.5, 118.0, 118.5, 119.0, 119.5, 120.0, 120.5, 121.0, 121.5, 122.0, 122.5, 123.0, 123.5, 124.0, 124.5, 125.0, 125.5, 126.0, 126.5, 127.0, 127.5, 128.0, 128.5, 129.0, 129.5, 130.0, 130.5, 131.0, 131.5, 132.0, 132.5, 133.0, 133.5, 134.0, 134.5, 135.0, 135.5, 136.0, 136.5, 137.0, 137.5, 138.0, 138.5, 139.0, 139.5, 140.0, 140.5, 141.0, 141.5, 142.0, 142.5, 143.0, 143.5, 144.0, 144.5, 145.0, 145.5, 146.0, 146.5, 147.0, 147.5, 148.0, 148.5, 149.0, 149.5, 150.0, 150.5, 151.0, 151.5, 152.0, 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796.0, 796.5, 797.0, 797.5, 798.0, 798.5, 799.0, 799.5, 800.0, 800.5, 801.0, 801.5, 802.0, 802.5, 803.0, 803.5, 804.0, 804.5, 805.0, 805.5, 806.0,

Reviewers Reports

One of the iKNito js's key tools, which is very popular is the "Reviewer Assignment": it reports on the manuscript's evaluation process.

Reviewers' Reports Window

The screenshot shows the 'Reviewers Assignments' interface with several callouts:

- Simple Search:** Select the Reviewer's name from the list. (Points to the 'Select Reviewer' dropdown menu.)
- Advanced Search:** Search can be filtered according to reviewing status to all manuscripts or manuscripts being reviewed. (Points to the 'Status' dropdown menu.)
- Filter search results to a limited time, if needed.** (Points to the 'Limit to' date range selector.)
- Organize your search result according to reviewer's name or manuscripts title** (Points to the 'Group By' dropdown menu.)
- Advanced Search:** Filter your search as you wish e.g date, title, name etc. (Points to the 'Sort Results By' dropdown menu.)
- Search Button** (Points to the 'Go' button.)
- You can filter the search results according to review results.** (Points to a dropdown menu showing options: Not Handled, Agree, Decline, Reviewed.)

As you click on the search button, a list of manuscripts, as filtered, will pop up. Using the tools in this page, it is possible to assign another Reviewer to a manuscript if it has not been reviewed timely. Moreover, it is possible to stop sending new manuscripts to Reviewers who have delayed the process.

All the options that filter the search results are available in "Reviewer Assignment" window. As necessary and according to the number of manuscripts sent to be reviewed or depending on the number of active Reviewers, reports can be produced.

"Manuscripts Being Reviewed" Window

Selecting manuscript code can provide you with more information on manuscript's reviewing status and follow-ups.

Submission date and reviewing deadline. If the deadline is expired, it is shown in red.

You can have more information about the manuscript's reviewing process and reviewing window using this

Manuscript Title	Affiliation	Submit Date	Current Status	Assign Date	Review Due Date	Agree/Decline	Agree/Decline Date	Reviewer Recommendation	Review Date
Facile and novel strategy for extraction of lipids from microalgae- an experimental report	260 Panama Street Carnegie Institution for Science	2014-08-27	Manuscript Rejected (Reviewers/Editor Recommendation)	2014-10-19	2014-11-02	Agree	2014-10-19	Minor Revision	2014-10-21
1069-BRJ HARVESTING MICROALGAE BY CHITOSAN COAGULATION-FLOCCULATION-SEDIMENTATION AND RHEOLOGICAL CHARACTERIZATION OF THE PRODUCED	260 Panama Street Carnegie Institution for Science	2014-10-23	Manuscript Deleted	2014-10-23	2014-11-06	Agree	2014-10-23	Minor Revision	2014-10-26

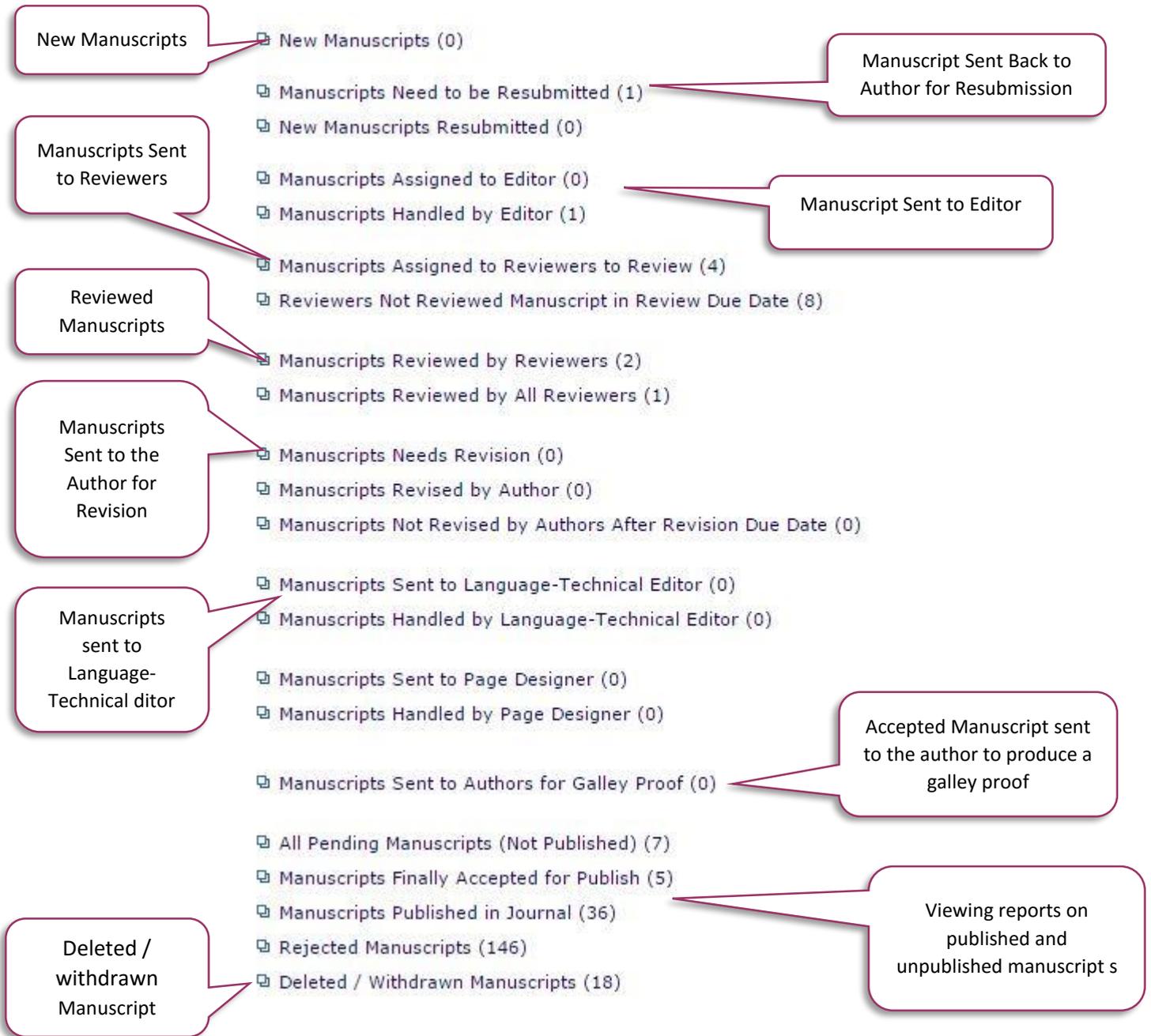
Manuscript status according to available information in the system
It is possible to produce special report according to the manuscript's status.

Reviewing Results
It is possible to produce special report according to the article's reviewing result.

Reviewer's Final Evaluation

If necessary, Editor's-in-Chief has different tools at his disposal to optimize the reviewing process. Using the tools, produce the necessary reports, contact the reviewers whose deadline is expired or assign another reviewer to the article.

Editor-in-Chief Page



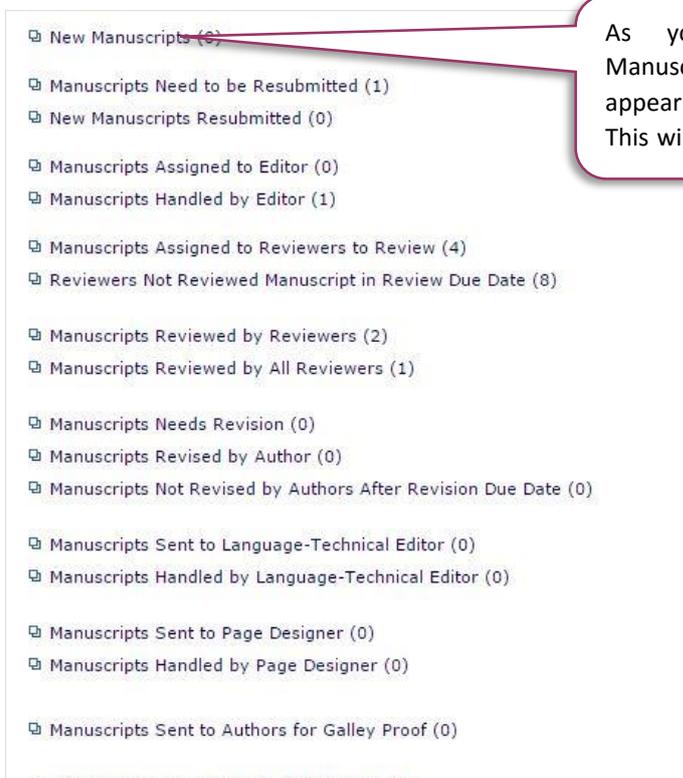
Key Points for Editor-in-Chief

- Click on the manuscript code and you can access the detail information and operational tools.
- The Editor-in-Chief can do one of the following three tasks:
 1. Send the manuscript to several Reviewers.
 2. State Professional opinion about the Manuscript.
 3. Send the (Personal or Reviewer's) evaluation to the Author.

- Depending on what option you select, there will be different tools on the system.
- To send a manuscript to a Reviewer, you simply need to select a Reviewer from the list and send him the manuscript.
- The Editor-in-Chief can register a Reviewer.
- To register a Reviewer, select " Registering a Reviewer" and enter his particulars and email.
- Changing a Manuscript status to "being processed", makes the later processing possible.
- Editor can comment on the manuscript.
- The Reviewer can choose one of the options below:
 - Can be published
 - Minor revision needed
 - Major revision needed
 - Cannot be published
 - I cannot review the manuscript
- Although it may seem complicated at first glance, as we shall see, it will greatly help the Editor-in-Chief

Sending a manuscript to be reviewed

Once you selected New Manuscripts, the "Send for Reviewing" window will pop up as in the following image.



As you select the "New Manuscripts" this window will appear. This window contains the articles

Manuscript's Title and Code:
 The Manuscript Code is produced automatically and cannot be changed. The Manuscript's code is a combination of journal's abbreviation and a four-digit figure which starts from 1000.

The latest changes and Manuscript's status are here.

Click this to delete the Manuscript.

My Home > Editor-in-Chief > New Manuscripts

#	Manuscript ID	Manuscript Title	Manuscript Type	Author	Submit Date	Current Status	Modify Date	
1	BRJ-1512-1199	ANIMAL FAT METHYL ESTER AS A FUEL SUBSTITUTE FOR DI COMPRESSION IGNITION ENGINE	Research Paper	K NANTHAGOPAL	2015-12-17	Submitted by Author	2015-12-17	✖
2	BRJ-1512-1198	STUDY OF BIODIESEL PRODUCTION AND ITS PHYSICOCHEMICAL CHARACTERISTICS FROM POULTRY FAT	Case Study	vikas sharma	2015-12-16	Submitted by Author	2015-12-16	✖

Select an Option

Manuscript Info

<input type="checkbox"/> Editor Email to Author	Submission History
Manuscript ID	BRJ-1512-1199
Manuscript Title	ANIMAL FAT METHYL ESTER AS A FUEL SUBSTITUTE FOR DI COMPRESSION IGNITION ENGINE
Manuscript Type	Research Paper
Running Title	ANIMAL FAT METHYL ESTER AS A FUEL
Main Subjects	Biodiesel - Offered Subjects: Combustion and Engine Technology
Abstract	In this study, the use of biodiesel as an alternative fuel synthesized from animal fat was analyzed. Different blends of biodiesel namely AFME20, AFME40 and AFME50 (by volume) were prepared and their physical properties such as viscosity and density of the blends were measured and tested. The investigation was carried out on a single-cylinder, direct injection (DI), diesel engine

Author's name and date of submission

Manuscript's detailed information window

My Home > Editor-in-Chief > New Manuscripts

#	Manuscript ID	Manuscript Title	Manuscript Type	Author	Submit Date	Current Status	Modify Date	
1	BRJ-1512-1199	ANIMAL FAT METHYL ESTER AS A FUEL SUBSTITUTE FOR DI COMPRESSION IGNITION ENGINE	Research Paper	K NANTHAGOPAL	2015-12-17	Submitted by Author	2015-12-17	✘
2	BRJ-1512-1198	STUDY OF BIODIESEL PRODUCTION AND ITS PHYSICOCHEMICAL CHARACTERISTICS FROM POULTRY FAT	Case Study	vikas sharma	2015-12-16	Submitted by Author	2015-12-16	✘

Select an Option

Manuscript Info

	Editor Email to Author	Submission History
Manuscript ID	BRJ-1512-1199	
Manuscript Title	ANIMAL FAT METHYL ESTER AS A FUEL SUBSTITUTE FOR DI COMPRESSION IGNITION ENGINE	
Manuscript Type	Research Paper	
Running Title	ANIMAL FAT METHYL ESTER AS A FUEL	
Main Subjects	Biodiesel - Offered Subjects: Combustion and Engine Technology	
Abstract	In this study, the use of biodiesel as an alternative fuel, namely AFME20, AFME40 and AFME50 (by volume) were measured and tested. The investigation of the physical properties such as viscosity and density of the single-cylinder, direct injection (DI), diesel engine	

View Submission History

Click here to decide about the Manuscript:

Select an Option

- Assign Manuscript to Editor
- Assign Manuscript to Reviewers
- Assign Manuscript to Editorial Board
-
- Reject Manuscript (Aims and Scope)
- Reject Manuscript (Extra Submission)
- Reject Manuscript (Similar Results)
- Reject Manuscript (Not Receiving Priority)
- Reject Manuscript (Literary Problems)
- Reject Manuscript (All Reviewers Declined to Review)
- Reject Manuscript (Reviewers/Editor Recommendation)
-
- Manuscript Needs to be Resubmitted by Author
- Manuscript Needs Revision (Major Revision)
- Manuscript Needs Revision (Minor Revision)
- Manuscript Needs Revision (Acceptance With Minor Revision)
-
- Send Manuscript to Author for Payment
- Send Manuscript to Language-Technical Editor
-
- Send Manuscript to Page Designer
- Accept Manuscript to Send Galley Proof
- Accept Manuscript (Preliminary Scientific)
- Accept Manuscript
-
- Delete Manuscript

Keywords	Glycerol, Transesterification, Biodiesel							
Suggested Reviewers	Cenk Çelik  Gökhan Coşkun  Vedat Demirtaş 							
Comments	Dear sir, I presented this paper at an international conference. If it is not a problem, i want it to be published at your journal. Best regards...							
Authors								
#	Name	Email Address	Education	Degree	Phone	Country	City	Affiliation
1	Veli Gökhan Demir*	veligokhandemir@balikesir.edu.tr	PhD Candidate	Instructor	+902666121194/5109	Turkey		Balikesir University
2	Hayrettin Yüksel	hyuksel@balikesir.edu.tr	PhD	Assistant Professor	+902666121194/4118	Turkey		Balikesir University
3	Hakan Serhad Soyhan	hsoyhan@sakarya.edu.tr	PhD	Associate Professor	+902642955869	Turkey		Sakarya University
Submit Date	2015-12-21 19:19:36							
Editors Note								
#	Manuscript ID	Editor	Editor Recommendation	Editor Note	File	Details		
1	BRJ-1512-1201	Sandeep Kumar	Follow up to Response	Not Handled  Email to Editor				
Note for Author								
Current Status	Manuscript Assigned to Editor							
Modify Date	2015-12-23 12:54:58							
Related Files								
#	File Type	File Name	Size	File Description	Upload Date	Download		
 Files Sent by Authors								
1	Manuscript Main File	Manuscript.docx	1956.84 KB		2015-12-21			
2	Research Highlights	Highlights.docx	23.5 KB		2015-12-21			
3	Figure	Figure captions.docx	1947.5 KB		2015-12-21			
4	Table	Table Captions.docx	48.5 KB		2015-12-21			

Date of the latest changes Manuscript status

Download the Manuscript

Reviewers List, searching reviewers according to their names, academic or organizational affiliation, or educational institution

Reviewer Name ▼
 All
 Reviewer Name

Viewing all the reviewers or reviewers who specialize in the article's topic

All Reviewers
 All Reviewers
 Reviewers Related with Manuscript in Subject
 ----- Reviewers by Subject -----
 Applied microbiology
 Biobutanol
 Biodiesel
 Bioethanol
 Biofuel technologies
 Biogas
 Biomass and algae
 Bioprocess and biotechnology for biofuels
 Bioreactions and bioreactors
 Biorefinery
 Bioresource technologies
 Combustion and engine technology
 Energy audit for biofuel production plants
 Fermentation
 Life Cycle Assessment (LCA)
 Membrane-bioreactors (MBR)
 Novel, hybrid and integrated biofuel processing systems

Sending a manuscript to be reviewed window

My Home > Editor-in-Chief > New Manuscripts

#	Manuscript ID	Manuscript Title	Manuscript Type	Author	Submit Date	Status
1	BRJ-1512-1199	ANIMAL FAT METHYL ESTER AS A FUEL SUBSTITUTE FOR DIESEL COMPRESSION IGNITION ENGINE	Research Paper	ANTHAGOPAL	2015-12-17	Submitted by Author
2	BRJ-1512-1198	STUDY OF BIODIESEL PRODUCTION AND ITS PHYSICO-CHEMICAL CHARACTERISTICS FROM POULTRY FAT	Case Study	vikas sharma	2015-12-16	Submitted by Author

Select an Option: Assign Manuscript to Reviewers

Show Reviewers: All Reviewers

Search Reviewers: [] IN Reviewer Name [] Go

Reviewer Name: [] Register a New Reviewer

Editor Note for Reviewer: []

Invitation Letter: []

This Reviewer is Comparative Reviewer

Review Due Date: 21 Days

Assign Manuscript to Reviewer

Register a new reviewer on the system, if needed.

Associate Editor/ Editor-in-Chief Notes for Reviewer

If you are sending the article to another reviewer.

Reviewing Deadline. if necessary, it can be changed.

Selecting and sending the assigned manuscript to the reviewer, if there is an (open peer review) system and the reviewer can see the author's name. Or when you are sure that the author's name is not on the article. Click here, when you have selected the files.

Sending a manuscript to be reviewed window

My Home > Editor-in-Chief > New Manuscripts

#	Manuscript ID	Manuscript Title	Manuscript Type	Author	Submit Date	Status
1	BRJ-1512-1199	ANIMAL FAT METHYL ESTER AS A FUEL SUBSTITUTE FOR DIESEL COMPRESSION IGNITION ENGINE	Research Paper	ANTHAGOPAL	2015-12-17	Submitted by Author
2	BRJ-1512-1198	STUDY OF BIODIESEL PRODUCTION AND ITS PHYSICO-CHEMICAL CHARACTERISTICS FROM POULTRY FAT	Case Study	vikas sharma	2015-12-16	Submitted by Author

Select an Option: Assign Manuscript to Reviewers

Show Reviewers: All Reviewers

Search Reviewers: [] IN Reviewer Name [] Go

Reviewer Name: Li, Xiaobo Register a New Reviewer

Editor Note for Reviewer: []

Invitation Letter: []

This Reviewer is Comparative Reviewer

Review Due Date: 21 Days

Assign Manuscript to Reviewer

Once the reviewer is selected, confirm this so that the reviewer's name is recorded in the system.

If necessary, add the second and third reviewers the same way.

Once a reviewer is assigned, the sent manuscripts to the reviewer will be shown as in the image.

Select an Option Assign Manuscript to Reviewers

Show Reviewers All Reviewers

Search Reviewers IN Reviewer Name Go

Reviewer Name Select Single Reviewer | Select Multiple Reviewers
 Register a New Reviewer

Editor Note for Reviewer

[Invitation Letter](#)

This Reviewer is Comparative Reviewer

Review Due Date 21 Days Assign Manuscript to Reviewer

Reviewers Assigned to Manuscript

#	Manuscript ID	Reviewer Name	Review Due Date	Agree/Decline	Reviewer Recommendation	Reviewer Note For Editor/Editor-in-Chief	File	Details
1	BRJ-1512-1195	Mairet, Francis	2016-01-02	Follow to Agree/Decline Agree Decline		Not Reviewed		✘

If necessary, edit the invitation letter to the reviewer. Otherwise, a default letter will be sent.

Viewing the Information on Manuscript's Follow-up

Attach File

Send author files to reviewers

#	File Type	File Name	Size	File Description	Upload Date	Download
1	Manuscript Main File	Document-Changes.docx	13.89 KB		2015-12-17	Download

Send Selected Files

Upload file for reviewers

File Name Choose File No file chosen

File Description

Just for this Reviewer ? ▼ Attach File

Related Files

If necessary, download the article and remove the author's name and then upload the file to be sent to the reviewer and click Send.

Manuscript's Follow-up status window

Select the article's code from the received list to view the information on the manuscript's follow-up, .

My Home > Editor-in-Chief > Submission History

Manuscript Title Quality Evaluation of Biodiesel Produced by Homogenous Catalytic T... nification of Palm Oil under Low Frequency Ultrasound Irradiation
Manuscript ID BRJ-1508-1155
Author Abdul Raman, Abdul Aziz

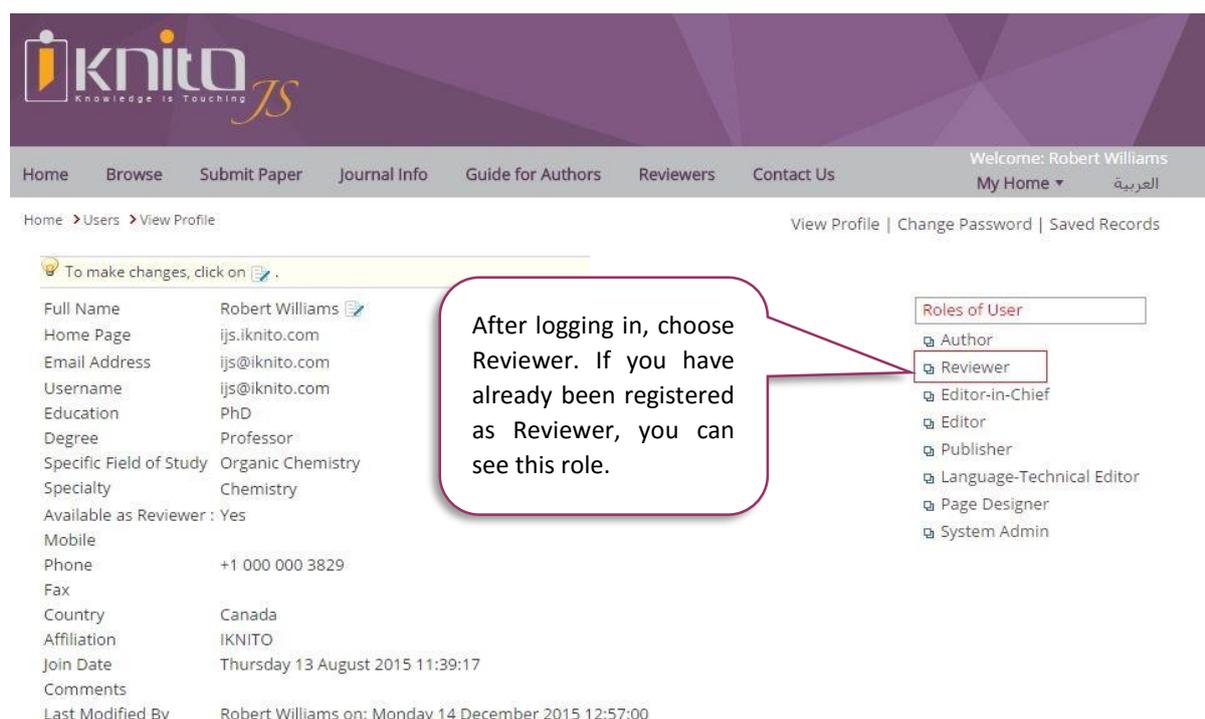
Submission History

#	Manuscript ID	Track User	Target User	Current Status	Track Description	User Note	Track Date
1		Abdul Raman, Abdul Aziz		Incomplete Submission	Author Initialized to Submit Manuscript		2015-08-13 09:11:24
2	BRJ-1508-1155	Abdul Raman, Abdul Aziz		Submitted by Author	Author Submitted Manuscript		2015-08-13 12:26:02
3	BRJ-1508-1155	Mairet, Francis	Mairet, Francis	Manuscript Sent to Editor	Manuscript Sent to Editor		2015-08-13 19:54:45
4	BRJ-1508-1155	Singhal, Ishu	Aghbashlo, Morteza	Manuscript Assigned to Reviewers	Manuscript Assigned to Reviewer.		2015-08-13 19:56:13
5	BRJ-1508-1155	Mairet, Francis		Under Review	Reviewer Agreed to Review Manuscript		2015-08-13 19:56:28
6	BRJ-1508-1155	Singhal, ei, Dorado,		Manuscript	Manuscript		2015-08-14 19:54:38

All the information recorded on the system, on the manuscript's change of status will appear on the screen chronologically as shown in the image.

Chapter Three: Reviewers

Historically Reviewers have had to comment on a Manuscript in a descriptive writing or give their opinions in a pre-designed form. iKNiTO js has provided the Reviewers and assessors with a range of interactive tools. Initially, when you are registering with the system, you are asked if you would like to serve as a Reviewer. Of course this needs to be confirmed by the System Admin (or Executive Manager). System Admin can also directly register some people with the system as assessors or Reviewers. In either case, people who are registered as Reviewers can serve as such when they log in.



The screenshot shows the user profile page for Robert Williams. The page includes a navigation bar with links like Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, and Contact Us. The user's name and a 'My Home' dropdown are visible in the top right. Below the navigation bar, there are links for 'View Profile', 'Change Password', and 'Saved Records'. The main content area displays the user's profile information, including full name, home page, email address, username, education, degree, specific field of study, specialty, and contact details. A callout box with a red border and a pointer to the 'Reviewer' role in the 'Roles of User' list contains the text: 'After logging in, choose Reviewer. If you have already been registered as Reviewer, you can see this role.'

Full Name	Robert Williams
Home Page	ijs.iknito.com
Email Address	ijs@iknito.com
Username	ijs@iknito.com
Education	PhD
Degree	Professor
Specific Field of Study	Organic Chemistry
Specialty	Chemistry
Available as Reviewer	: Yes
Mobile	
Phone	+1 000 000 3829
Fax	
Country	Canada
Affiliation	IKNITO
Join Date	Thursday 13 August 2015 11:39:17
Comments	
Last Modified By	Robert Williams on: Monday 14 December 2015 12:57:00

Roles of User

- Author
- Reviewer
- Editor-in-Chief
- Editor
- Publisher
- Language-Technical Editor
- Page Designer
- System Admin

To ease the reviewing process, as soon as the Editor-in-Chief appoints someone as Reviewer of a manuscript, he is informed via an email and is asked to accept or decline the task. In this stage, you do not need to log in. The Reviewer chooses either to accept or to refuse the task via the system. If he accepts to review the manuscript,

he receives an access link for the manuscript via an email. Clicking on the link, the Reviewer can log in without entering his user name and password. He can also access the manuscript and reviewing form. You can also use your user name and password to log in and choose Reviewer.

Reviewer's Home Page

My Home > Reviewer Dashboard

- Reviewers Guide
- New Reviewer Invitation (0)
- Pending Assignments (1)
- Completed Assignments (0)
- Declined Assignments (0)
- Closed Assignments (2)

New manuscript that to be reviewed. Click this to review an article.

Manuscripts being reviewed and having been reviewed

Manuscripts that the reviewer did not accept to review.

Manuscripts that have been reviewed and the Editor-in-Chief has made the final decision about them.

You can see all the options in this page: New Manuscripts, Being Reviewed, Reviewed, Rejected and Reviewing Finalized.

My Home > Reviewer Dashboard > New Reviewer Invitation

Click "Manuscript ID" to see manuscript information and Agree/Decline to review.

#	Manuscript ID	Manuscript Title	Submit Date	Assign Date	Review Due Date
1	BRJ-1512-1195	Kinetics study of transesterification reaction using mussel shell catalyst	2015-12-04	2015-12-12	2016-01-02
2	BRJ-1509-1162 (R1)	Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification reaction in an ultrasonic cavitation reactor	2015-09-01	2015-12-12	2016-01-02
3	BRJ-1506-1127 (R1)	Production of Novel Applicable Derivatives from Glycerin	2015-06-04	2015-12-12	2016-01-02

To review the manuscript, click on its code. Selecting this, the next screen comes up.

The manuscript's submission date and the date the Editor-in-Chief sent it to be reviewed.

Reviewing Deadline: A few days after this date, you can still review the manuscript. But later it may not be possible.

Manuscript Information Window for Reviewers

My Home > Reviewer Dashboard > New Reviewer Invitation

Click "Manuscript ID" to see manuscript information and Agree/Decline to review.

#	Manuscript ID	Manuscript Title	Submit Date	Assign Date	Review Due Date
1	BRJ-1512-1195	Kinetics study of transesterification reaction using mussel shell cat	2015-12-04	2015-12-12	2016-01-02
2	BRJ-1509-1162 (R1)	Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification reaction in an ultrasonic cavitation reactor	2015-09-01	2015-12-12	2016-01-02
3	BRJ-1506-1127 (R1)	Production of Novel Applicable Derivatives from Glycerin	2015-06-04	2015-12-12	2016-01-02

Reviewer Options

You can agree or decline to review this manuscript.

I agree to review manuscript.
 I decline to review manuscript.

Save

Manuscript Info

Manuscript ID	BRJ-1509-1162 (R1)
Manuscript Title	Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification reaction in an ultrasonic cavitation reactor
Manuscript Type	Research Paper
Main Subjects	Biodiesel
Abstract	Pretreatment of the kapok seed oil via esterification reaction has been investigated by using an ultrasonic cavitation reactor. The pretreatment esterification was performed in a batch reactor at methanol to oil molar ratio of 10:1-20:1, catalyst amount of 5-10 wt%, reaction time of 20-35 min and amplitude of 20-40 %. Reaction parameters have been optimised by using response surface methodology and found as methanol to oil ratio of 16.37:1, catalyst loading of 9.50 wt% and reaction time of 22.17 min at amplitude of 39.04 %. The significance of the reaction parameters toward free fatty acid reduction was in the order of amplitude > molar ration

To complete the reviewing form, first you need to accept the assigned role as reviewer for a Manuscript.

Choose the option and click "Save".

If the reviewer accepts to review a certain manuscript, he can view the full paper. Otherwise, he can only view the abstract.

The manuscript's abstract will be viewed here.

My Home > Reviewer Dashboard > New Reviewer Invitation

Click "Manuscript ID" to see manuscript information and Agree/Decline to review

#	Manuscript ID	Manuscript Title	Assign Date	Assign Date	Review Due Date
1	BRJ-1512-1195	Kinetics study of transesterification	12-04	2015-12-12	2016-01-02
2	BRJ-1509-1162 (R1)	Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification in an ultrasonic cavitation reactor	09-01	2015-12-12	2016-01-02
3	BRJ-1506-1127 (R1)	Production of Novel Applicable Derivatives	06-04	2015-12-12	2016-01-02

Reviewer Options

You can agree or decline to review this manuscript.

I agree to review manuscript.

I decline to review manuscript.

Save

The page at www.biofueljournal.com says:
Are You Sure to "Agree" Review this Manuscript?
 Prevent this page from creating additional dialogs.
OK Cancel

Manuscript ID	Manuscript Title	Manuscript Type	Main Subjects
BRJ-1509-1162 (R1)	Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification in an ultrasonic cavitation reactor	Research Paper	Biodiesel

To view the Reviewer's form, first you need to confirm that you accept to review the manuscript.

The Reviewer chooses one of the options, confirms it and finally it is recorded on the system.

Choose one of the options and click "Save".

- You cannot make changes once the reviewing process is done and recorded on the system.
- It is important because the Associate Editor may make decisions according to Reviewer's comments.
- So, the Reviewer can only view his comments.

Check this box, to view reviewing window. The reviewing window has several major parts:

- Multiple-choice questions
- Reviewer's comments for the Section Editor
- Reviewer's Comments for the Author
- Reviewer's final decision for the article

Manuscript Reviewing Window

My Home > Reviewer Dashboard > Pending Assignments

Click **Manuscript ID** to see manuscript information and start to review.

#	Manuscript ID	Manuscript Title	Submit Date	Assign Date	Review Due Date
1	BRJ-1511-1193	Efficacy of pre-treatment for lignocellulosic biomass (for bioethanol production) with phenotypic microarray based metabolic analysis of yeast to access fermentation performance.	2015-11-30	2015-12-01	2015-12-24

Related Files

#	File Type	File Name	Size	File Description	Upload Date	Download
1	Manuscript Main File	Wilkinson et al_2015_BRJ_Final.docx	188.82 KB		2015-11-24	
2	Research Highlights	highlights BRJ.docx	14.56 KB		2015-11-24	
3	Figure	Fig_1.docx	29.14 KB	Figure 1	2015-11-24	
4	Figure	Fig_2.docx	29.68 KB	Figure 2	2015-11-24	
5	Figure	Fig_3.docx	33.22 KB	Figure 3	2015-11-24	
6	Figure	Fig_4.docx	37.49 KB	Figure 4	2015-11-24	
7	Figure	Figure Legends_.docx	34.11 KB	Figure Legends	2015-11-24	

Choose this to view the full paper.

Reviewer Options

Manuscript Evaluation Form

Reviewer Note For Author

Reviewer Note For Editor/Editor-in-Chief

Attach File No file chosen

Reviewer Recommendation

Post comments for the Editor-in-Chief

Post comments for the Author If the Editor-in-Chief wishes, the Author can view these comments.

The Reviewer can send an edited, commented on or annotated version of the article to the Associate Editor. Many Reviewers prefer to write their comments on the margin of an manuscript. Or use Microsoft Word's tools to suggest revisions or changes.

Reviewers' options for the manuscript

Accept
Minor Revision
Major Revision

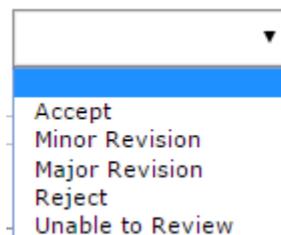
Important points for Reviewers

Choose this to record your final decision

- To facilitate reviewing, many academic journals provide Reviewers with prepared forms. This is possible using iKNiTO js.
- The System Admin can make changes to Reviewing Forms and add or remove items and questions.
- You cannot make changes once the Reviewing is completed. So, it is important for Reviewers to be careful when recording their comments.
- The Reviewer learns about manuscripts he should review via an email.

- The Reviewer does not need to log in to accept or reject the reviewing task for a manuscript. He can simply, choose "Accept" or "Reject" option.
- Click on the manuscript's code to view more information about a manuscript.
- You cannot view more information about a manuscript by clicking on its code once the reviewing process is completed.
- Initially the Reviewer is asked to say whether he is willing to do the task; he can choose "I accept" or "I do not accept". Once you made your choice, Click "Save" to record it on the system.
- You can view the full paper when you choose to accept to review a manuscript.
- In any case, if the Reviewer initially accepts a manuscript but later changes his mind, it is possible for him to choose the option "I can not review the manuscript" on the system.
- Using iKNiTO js the Reviewer can:
 - Send the Author a note.
 - Send the Editor-in-Chief a note.
 - Fill out the Reviewing form.
 - Send an edited, commented on or annotated version of the manuscript to the Editor. Most Reviewers prefer to post their comments on the margin of a manuscript or use Microsoft Word's tools to pinpoint the revisions and amendments.
- Use "Upload" to send the edited file along with your comments. The file is sent to the Editor and the Author. It is optional, however.
- Editor-in-Chief and System Admin can directly register some people with the system as assessors or Reviewers.

- Finally, it is necessary for the Reviewer to choose one of the five options available as his final judgment:
 - Acceptable
 - Minor revision needed
 - Major revision needed
 - Unacceptable
 - Unable to Review the manuscript



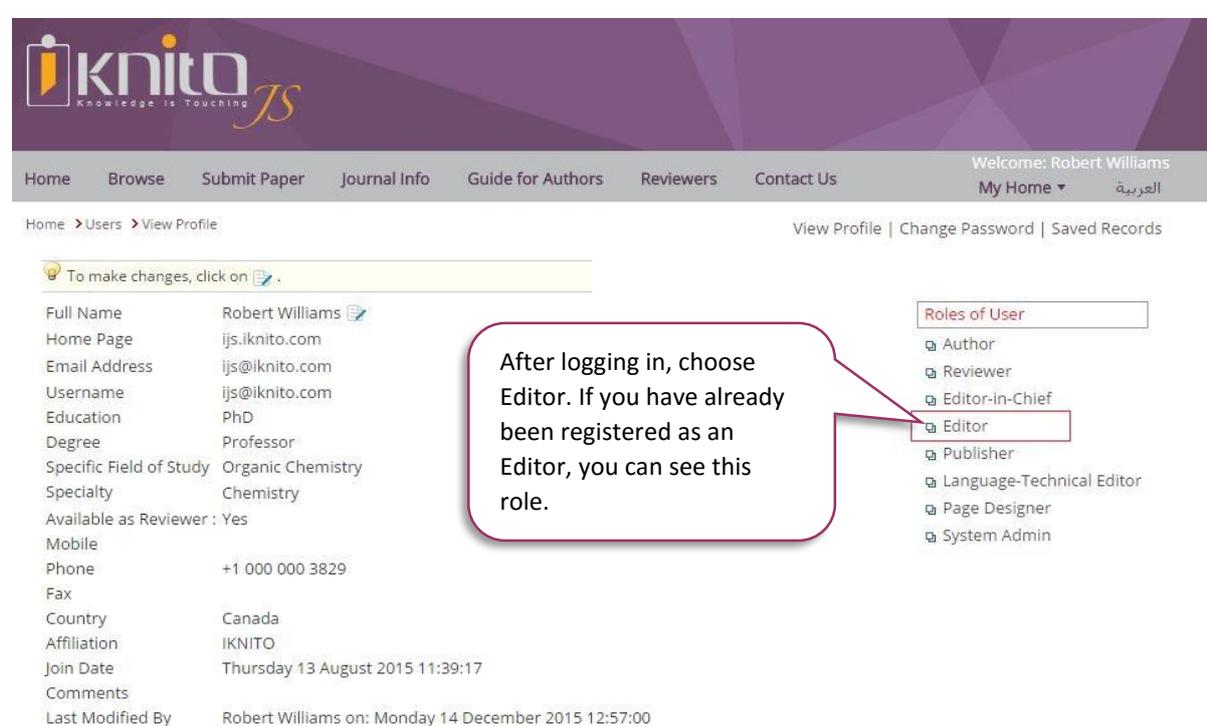
There are several options on the Reviewers Home page:

- New manuscripts sent to him but he has not opened them yet.
- Manuscripts being reviewed. He can start reviewing them and complete the task.
- A list of "Already Reviewed" manuscripts. Because you have recorded your final judgment about them, you can neither work on them nor change your judgment!
- Manuscripts that you did not accept to review them.
- Manuscripts that their reviewing process has been finalized and the Reviewer is only kept posted.

Imagine you have received a new manuscript. These manuscripts are listed on the top of the page and there is a unique code for each one. Click on the code to view the manuscript's information. Click on the code and you can view the Editor-in-Chief's comments and abstract in the initial judgment window. Initially, the Reviewer is asked to say whether he is willing to do the task; he can choose "I accept" or "I don't accept". Once you made your choice, click "Save".

Chapter Four: Editor

In academic journals management hierarchy, Editor is some one who handles the publishing task of specialized journals as the Editor-in-Chief's assistant. In many systems installed by iKNiTO js so far, Editor served as Editor-in-Chief's assistant and in all these cases he acts as Editor-in-Chief. When System Admin appoints someone as Editor, he can view his role as such when he logs into the system.



The screenshot shows the user profile page for Robert Williams. The page includes a navigation bar with links like Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, and Contact Us. The user's name and role are displayed as 'Welcome: Robert Williams' and 'My Home'. The profile details include Full Name, Home Page, Email Address, Username, Education, Degree, Specific Field of Study, Specialty, Available as Reviewer, Mobile, Phone, Fax, Country, Affiliation, Join Date, and Comments. A dropdown menu titled 'Roles of User' is open, showing options: Author, Reviewer, Editor-in-Chief, Editor, Publisher, Language-Technical Editor, Page Designer, and System Admin. The 'Editor' role is highlighted. A callout box points to the 'Editor' role with the text: 'After logging in, choose Editor. If you have already been registered as an Editor, you can see this role.'

Full Name	Robert Williams
Home Page	ijs.iknito.com
Email Address	ijs@iknito.com
Username	ijs@iknito.com
Education	PhD
Degree	Professor
Specific Field of Study	Organic Chemistry
Specialty	Chemistry
Available as Reviewer	Yes
Mobile	
Phone	+1 000 000 3829
Fax	
Country	Canada
Affiliation	IKNITO
Join Date	Thursday 13 August 2015 11:39:17
Comments	
Last Modified By	Robert Williams on: Monday 14 December 2015 12:57:00

Roles of User

- Author
- Reviewer
- Editor-in-Chief
- Editor
- Publisher
- Language-Technical Editor
- Page Designer
- System Admin

The user then can view the Editor home page by clicking on Editor. Generally, the Editor can assess the manuscripts and relay his comments to the Editor-in-Chief. He can also suggest Reviewers to Editor-in-Chief or he can send the manuscript to a Reviewer. In case the Editor-in-Chief enables the Editor to send a manuscript to be reviewed, he can send the manuscript to a Reviewer, view the result and if there is a disagreement between the two Reviewers he can send the manuscript to a another Reviewer (Comparative) and finally inform the corresponding Author of the result. The Editor can also view any revisions that the Author has made and can send the revised version to the Reviewer or a Comparative Reviewer. Finally, when the Author

made all the necessary revisions to the manuscript, it is sent to the Editor-in-Chief, along with a note, to be prepared for the next step or be sent back to the Author.

Up-to-date journals that are published regularly, make most of the Editor's capacity. Editors can be one or more members of the Editorial Board or other academic staffs.

Editor Home Page

My Home > Editor

Editor Options

Guide for Editor

Search Manuscripts

New Manuscripts (2)

Pending Manuscripts (0)

Manuscripts Assigned to Reviewers to Review (3)

Reviewers Not Reviewed Manuscript in Review Due Date (5)

Manuscripts Reviewed by Reviewers (2)

Manuscripts Reviewed by All Reviewers (1)

Handled by Editor (62)

Manuscript Search

New manuscripts that have not been reviewed yet:

Clicking on the "New Manuscripts", you can view a list of articles that the Editor-in-Chief has recently sent in.

View list of Reviewers who haven't reviewed the manuscripts assigned to them by the deadline.

Manuscripts Sent to Reviewers

Manuscript status according to the most updated information of the system

Article ID: As you click on the manuscript code, detail information of that manuscript will appear as in following image

Editor Window for Sending Review Result

My Home > Editor > Manuscripts Assigned to Reviewers to Review

#	Manuscript ID	Manuscript Title	Manuscript Type	Author	Submit	Associate	Current	Modify Date
1	BRJ-1601-1206	SUITABILITY OF HYDROTREATED JATROPHA CURCAS OIL AS FUEL IN DIESEL ENGINES	Research Paper					
2	BRJ-1512-1195	Kinetics study of transesterification reaction using mussel shell catalyst	Research Paper					
3	BRJ-1511-1188	Characterization of an alkane-producing cyanobacterium, Nostoc sp. KNUA003 and its potential as biofuel feedstock	Research Paper					

Select an Option

Use this to take your action:

Assign Manuscript to Reviewers

Send Evaluation Result to Editor-in-Chief

#	Manuscript ID	Reviewer Name	Review Due Date	Agree/Decline	Rev. Record	
1	BRJ-1601-1206	Liu, Yanyong	2016-02-06	Decline		
2	BRJ-1601-1206	Bezergianni, Stella	2016-02-06	Decline		
3	BRJ-1601-1206	Serrano-Ruiz, Juan Carlos	2016-02-06	Follow up to Agree/Decline Agree Decline		Not Reviewed
4	BRJ-1601-1206	Sudasinghe, Nilusha M	2016-02-09	Agree	Minor Revision	

3	BRJ-1509-1162 (R1)	Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification reaction in an ultrasonic cavitation reactor	Research Paper	Suzana Yusup	2015-09-01	Under Review	2016-01-16
---	--------------------	--	----------------	--------------	------------	--------------	------------

Editor-in-Chief Note for Editor:

Select an Option ▼

Editor Note

Attach File No file chosen

Editor Recommendation

#	Manuscript ID	Reviewer Name	Reviewer Recommendation	Reviewer Note For Editor/Editor-in-Chief	File	Details
1	BRJ-1509-1162 (R1)	Talebian-Kiakalaieh, Amin	Follow up to Response	Not Reviewed		
2	BRJ-1509-1162 (R1)	De Castro, Heizir F	2016-01-23 Agree	Follow up to Response	Not Reviewed	
3	BRJ-1509-1162	Talebian-Kiakalaieh, Amin	2015-10-10 Agree	Major Revision		
4	BRJ-1509-1162	Veljković, Vlada B.	2015-10-09 Decline			
5	BRJ-1509-1162	Aracil, José	2015-10-09 Decline			

Click on the manuscript code and you can access the detail information and operational tools. The Editor can do one of the following three tasks:

1. Send the manuscript to several Reviewers.
2. State professional opinion on the article.
3. Send the final (personal or Reviewer's) evaluation to the Editor-in-Chief.

Depending on what option you select, there will be different tools on the system.

To send a manuscript to a Reviewer, you simply need to select a Reviewer from the list and send the manuscript. In the iKNiTO js, the Editor can also register a new Reviewer. When you wish to register a new Reviewer, you simply need to click "Registering New Reviewer" and enter his particulars and email address.

The second option which is "changing manuscript status to being reviewed" sends the manuscript to Editor for detailed assessment. In this case, the Editor acts as Reviewer and comments on the manuscript.

The third option is used when the Editor wants to send the final reviewing result to the Editor-in-Chief. Once you choose this option, you can comment on the manuscript or offer your final assessment about the manuscript. Editor can choose one of the following as his final assessment:

- Can be published (Accept)
- Minor revision needed
- Major revision needed
- Cannot be published (Reject)
- I cannot review the manuscript (Unable to handle Manuscript)

Besides, the Editor can send the Editor-in-Chief a new version of the manuscript along with annotations and revisions made.

Sending Manuscript's Review Results to Editor-in-Chief

3	BRJ-1509-1162 (R1)	Optimisation on pretreatment of kapok seed (Ceiba pentandra) oil via esterification reaction in an ultrasonic cavitation reactor	Research Paper	Suzana Yusup	2015-09-01	Under Review	2016-01-16
---	--------------------	--	----------------	--------------	------------	--------------	------------

Editor-in-Chief Note for Editor:

Select an Option Send Evaluation Result to Editor-in-Chief

Editor Note

Attach File Choose File No file chosen

Editor Recommendation Make Decision

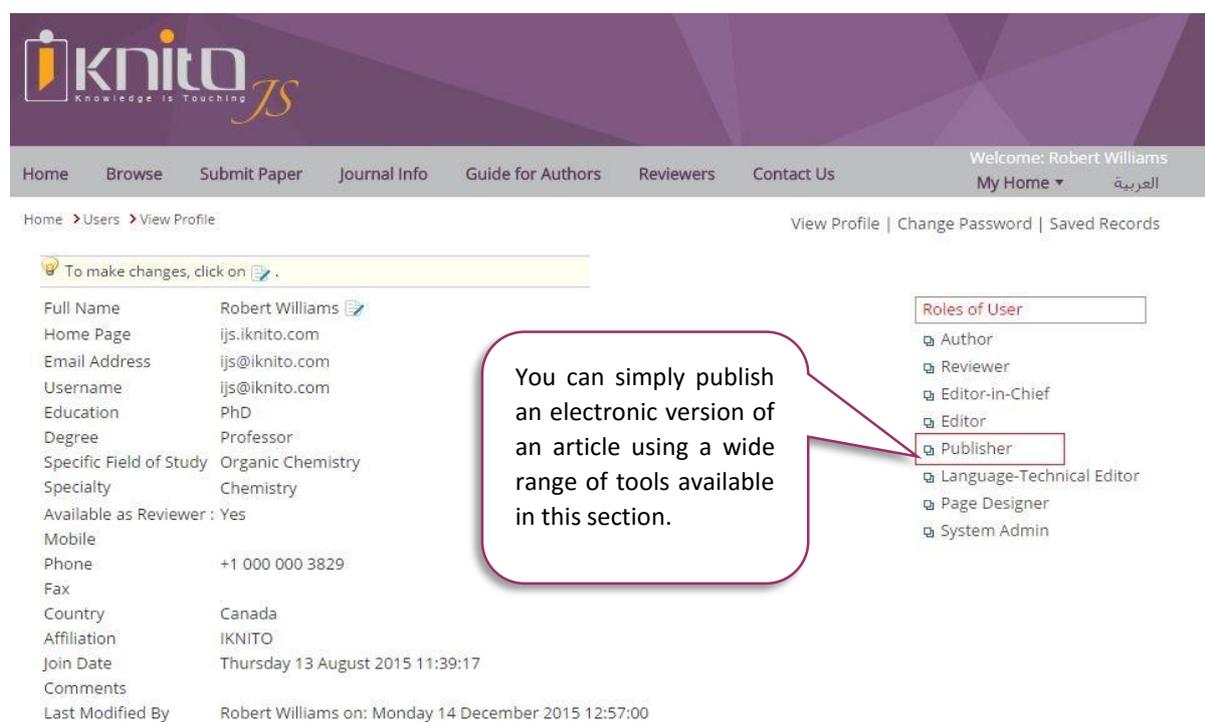
Please add your comments here, if necessary.

Once you made your choice, click "Make Decision button".

#	Manuscript ID	Reviewer Name	Reviewer Recommendation	Reviewer Note For Editor/Editor-in-Chief	File	Details
1	BRJ-1509-1162 (R1)	Talebian-Kiakalaieh, Amin	Follow up to Response	Not Reviewed		
2	BRJ-1509-1162 (R1)	De Castro, Heizir F	2016-01-23 Agree	Follow up to Response		
3	BRJ-1509-1162	Talebian-Kiakalaieh, Amin	2015-10-10 Agree	Major Revision		
4	BRJ-1509-1162	Veljković, Vlada B.	2015-10-09 Decline			
5	BRJ-1509-1162	Aracil, José	2015-10-09 Decline			

Chapter Five: Electronic Publishing

Following a manuscript acceptance, the final and key step is the electronic publishing using the tools provided for the Publisher. The Editor-in-Chief appoints a competent person as Publisher to do this. To view the features and tools available for this role, log into the system, using your user name and password, and then choose Publisher.



The screenshot shows the IKNITO user profile page for Robert Williams. The page includes a navigation bar with links like Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, and Contact Us. The user's name and role are displayed as 'Welcome: Robert Williams My Home'. The profile details include Full Name, Home Page, Email Address, Username, Education, Degree, Specific Field of Study, Specialty, Available as Reviewer, Mobile, Phone, Fax, Country, Affiliation, Join Date, Comments, and Last Modified By. A dropdown menu titled 'Roles of User' is open, showing options: Author, Reviewer, Editor-in-Chief, Editor, Publisher (highlighted), Language-Technical Editor, Page Designer, and System Admin. A callout box points to the 'Publisher' role with the text: 'You can simply publish an electronic version of an article using a wide range of tools available in this section.'

Full Name	Robert Williams
Home Page	ijs.iknito.com
Email Address	ijs@iknito.com
Username	ijs@iknito.com
Education	PhD
Degree	Professor
Specific Field of Study	Organic Chemistry
Specialty	Chemistry
Available as Reviewer	Yes
Mobile	
Phone	+1 000 000 3829
Fax	
Country	Canada
Affiliation	IKNITO
Join Date	Thursday 13 August 2015 11:39:17
Comments	
Last Modified By	Robert Williams on: Monday 14 December 2015 12:57:00

- Roles of User
 - Author
 - Reviewer
 - Editor-in-Chief
 - Editor
 - Publisher**
 - Language-Technical Editor
 - Page Designer
 - System Admin

Very Important Note: When “a manuscript” is accepted by Editor in Chief, we call it “an Article” and it is ready to publish in journal.

The Publisher Home page with all its tools looks like this:

Publisher's Home Page

[My Home](#) > [Publisher](#)

Publisher Options

- [Guide for Publisher](#)
- [List of New Accepted Manuscripts \(35\)](#)
- [Manuscripts Sent to Authors for Galley Proof \(0\)](#)

- [Manage Volumes](#)
- [Manage Issues](#)
- [Publish a New Article](#)
- [Articles in Press](#)
- [List of Published Articles](#)

You can publish articles on the system using this option. This is possible for the articles that have been submitted via the system.

The articles that have gone through reviewing process and have been revised (if necessary) can be viewed here provided that the Editor-in-Chief has marked them as "to be published online".

To upload the published articles and also to publish new articles, first specify the year and the issue (Spring, Summer etc.).

Choose this option, to publish a new article.

Click this to view the list of articles published on the system.

The List of Accepted Articles for Publication

My Home > Publisher > List of Published Articles

Number of Articles: 60 Article View: 69,902 PDF Download: 62,664

💡 To edit article, click on the  related to the article.

Volume 2, Issue 4		Statistics		Actions
#	Article Title			
1	Editorial Board	130	88	 
2	Lignin as a value-added byproduct to improve the economics of lignoethanol?	197	117	 
3	Effect of various carbon-based cathode electrodes on the performance of microbial fuel cell	374	168	 
4	Recent trends in acetone, butanol, and ethanol (ABE) production	539	214	 
5	Dry anaerobic digestion of lignocellulosic and protein residues	333	145	 
6	Pyrolysis characteristic of kenaf studied with separated tissues, alkali pulp, and alkali li	199	122	 
7	Mass-energy balance analysis for estimation of light energy conversion in an integrated system of biological H2 production	204	157	 
		1,976	1,011	
+ Volume 2, Issue 3				
+ Volume 2, Issue 2				
+ Volume 2, Issue 1				
+ Volume 1, Issue 4				
+ Volume 1, Issue 3				

Managing Volume and Issue Number

Year/Vol: The year or volume number will be added both in English version and the second language (if applicable). Please note that the gap between the letters and numbers be the same. You need to switch status to Enabled mode to view them on the website.

Managing publication of new issues: New issues will come under new volumes or years. A single issue may have three status: Enabled, Disabled, Published. If you choose "Published", the information about that issue will be shown on the site. To publish a new issue follows these steps:

- Choose the volume of the journal that you have already specified.
- Choose the issue title; e.g. issue 10, spring etc.
- Choose the year and month of publishing.
- Enter the number of pages in the journal.
- Add the System logo (optional).
- To electronically publish a journal, select "Published".

To send the journal for the subscriber, activate the link.

-Click **"Save"** when you are done.

If you wish to edit the issue you have created, choose it again and edit it, then save the changes.

Creating New Volume (Year) Window

The screenshot shows a web interface for managing volumes. It includes a breadcrumb trail: **My Home > Publisher > Manage Volumes**. On the left, there are three input fields: **Volume Title (Only Number)** (empty), **Publish Year** (containing '2015'), and **Status** (a dropdown menu set to 'Enabled'). Below these fields are **Save** and **Cancel** buttons. On the right, there is a table with the following data:

#	Volume Title	Publish Year
1	Volume 2	2015
2	Volume 1	2014

Three callout boxes provide instructions: one points to the 'Save' button with the text 'Click "Save" to save volume.', another points to the 'Volume Title' field with the text 'Enter the volume (Year) number here.', and a third points to the table with the text 'To edit select a volume and then enter the year you want and finally, click "Save".'

Creating a New Issue Window

To create an issue, first select the volume (year) and then enter the year and issue number.

My Home > Publisher > Manage Issues

Journal Section

Select Volume

Issue Title (Only Number)

I have to enter a non-numerical value for title

Publish Year

Publish Month

Pages From To

Coversheet (300px x 400px) No file chosen

Comments

Status

#	Volume Title	Publish Year	
1	Volume 2	2015	
	Issue 4	2015	<input type="button" value="✕"/>
	Issue 3	2015	<input type="button" value="✕"/>
	Issue 2	2015	<input type="button" value="✕"/>
	Issue 1	2015	<input type="button" value="✕"/>
2	Volume 1	2014	
	Issue 4	2014	<input type="button" value="✕"/>

Choose the year and month of publishing.

Upload the front page cover.

Click "Save" to save changes.

Specify the publish status.

- Disabled
- Enabled [Published]
- Enabled [Without Fulltext]

Accepted Articles to be Published

The articles that are sent to the journal by the Editor-in-Chief are saved here. These articles were not given a volume and issue number and that is why after their being confirmed by the Publisher, they will appear under "Accepted to Online Publish" section. To confirm them, the Publisher has to click on  and if they do not need editing, save them.

My Home > Publisher > List of New Accepted Manuscripts

Click  icon to publish article.

#	Manuscript ID	Manuscript Title	Author	Submit Date	Current Status	Modify Date	Publish
1	BRJ-1508-1159 (R1)	Enhanced Ethanol and Glucosamine Production from Rice Husk by NAOH Pretreatments and Fermentation by Fungus <i>Mucor hiemalis</i>	Veli Gökha Demir	2015-08-21	Accepted to Online Publish	2015-12-10	
2	BRJ-1509-1168 (R1)	Surfactant-assisted direct biodiesel production from wet <i>Nannochloropsis oculata</i> by in situ transesterification/reactive extraction	Kamoru Adio Salam	2015-09-09	Accepted to Online Publish	2015-12-11	
3	BRJ-1510-1181 (R1)	Fungal biomass and ethanol from lignocelluloses using <i>Rhizopus</i> pellets under simultaneous saccharification, filtration and fermentation (SSFF)	Jorge A. Ferreira	2015-10-23	Accepted to Online Publish	2016-01-06	
4	BRJ-1511-1189 (R1)	Biodiesel production from soybean oil based on lipase catalysis immobilized on polydopamine coated magnetite nanoparticles	HENRIQUE EISI TOMA	2015-11-12	Accepted to Online Publish	2016-01-23	
5	BRJ-1511-1193 (R1)	Evaluation of different lignocellulosic biomass pretreatments by phenotypic microarray-based metabolic analysis of fermenting yeast	Gregory Tucker	2015-11-30	Accepted to Online Publish	2016-01-08	

Manuscript Info

Publishing Back Issues (Creating Journal's Archive)

To publish previous issues, first choose their volume and issue number then click on "Publish A New Article". Enter Title, Abstract, Keywords, References in their appropriate boxes. Send the full paper-in PDF format- via its link. Click on "Managing Authors", "Managing Subject areas" and "Managing References" to add Author, Subject areas, References.

Publishing New Articles

My Home > Publisher

Publisher Options

- ☐ Guide for Publisher
- ☐ List of New Accepted Manuscripts (5)
- ☐ Manuscripts Sent to Authors for Galley Proof (0)

- ☐ Manage Volumes
- ☐ Manage Issues
- ☐ Publish a New Article
- ☐ Articles in Press
- ☐ List of Published Articles

The Electronic Publishing Window has four parts

- Article Information
- Managing Authors (adding and editing authors' names)
- Managing Subject Areas (Specifying Articles Subject Areas)
- Managing References used in the Article

Electronic Publishing Windows

My Home > Publisher > Publish a New Article

Notice: If the article you want to publish already accepted via editorial system, publish it from List of New Accepted Manuscripts link.

Article Information Manage Authors Manage References

Article Information

Volume / Issue

Article Type

DOI

Article Title

Running Title

Abstract

Keywords

First, specify the volume and issue number.

If necessary, change the Article's type.

Edit the abstract and keywords, if necessary.

Use this for special characters.

Articles in Press, Accepted Manuscript
Articles in Press, Corrected Proof

Volume 2
- Volume 2, Issue 4

Keywords

Full Text

Complete List of References

Full Text File

Pages From

Receive Date

Revise Date

Accept Date

Publish Date

Path: p

Path: p

Choose File No file chosen

17 December 2015

17 December 2015

17 December 2015

17 December 2015

Upload the Full Text PDF file.

Subjects Related to Article

- Bioprocess and biotechnology for biofuels
- Bioreactions and bioreactors
- Biorefinery
- Bioresource technologies
- Combustion and engine technology
- Energy audit for biofuel production plants
- Fermentation
- Life Cycle Assessment (LCA)
- Membrane-bioreactors (MBR)
- Novel, hybrid and integrated biofuel production

Save Save & New Cancel

? If you want to show a word in title or keywords as *Italic*, put them between `<i></i>` tag.

Entering and Editing Authors' Information

Article Information **Manage Authors** Manage References

Title

First Name*

Middle

Last Name*

Education

Degree

Phone

Email Address

Country*

City

Affiliation*

Please select if this is the Correspond Author.

Edit each field, if necessary.

Enter, Education, Phone Number and degree.

Make sure that you have entered the workplace or educational institution information.

Choose the corresponding author.

Use this option to order the authors' names then click "Save".

Click "Save Author" when you are done.

Authors

#	Full Name	Email Address	Affiliation		Save
1	Maryam M Kabir*	maryam.kabir@hb.se	Swedish Centre for Resource Recovery, University of Borås, 501 90, Borås, Sweden	 	 
2	Mohammad J Taherzadeh	mohammad.taherzadeh@hb.se	Swedish Centre for Resource Recovery, University of Borås, 501 90, Borås, Sweden	 	 
3	Ilona Sárvári Horváth	ilona.horvath@hb.se	Swedish Centre for Resource Recovery, University of Borås, 501 90, Borås, Sweden	 	 

References

Once you selected this option, the Author's Information Edit Window will come up as shown in the following image.

To delete an author use this.

Managing Article's References Window

Article Information Manage Authors **Manage References**

Manage References

Authors *

Reference Title *

Journal/Book/Conference Title

DOI

Volume

Issue

Pages From To

Publish Date

Access Link

Full Text Link

Full Text Size K

Add Reference

Use this window to enter article's bibliographical information.

Enter article's Bibliographical information, title, volume, issue, journal's name, internet address etc.

Click "Add Reference" when you are done.

An article with its bibliographical information added

Export Citation  |  |  | 

Pyrolysis characteristic of kenaf studied with separated tissues, alkali pulp, and alkali li

Article 6, Volume 2, Issue 4, Autumn 2015, Page 317-323 [XML](#)

 PDF (5508 K)

Document Type: Research Paper

DOI: 10.18331/BRJ2015.2.4.6

Authors

Yasuo Kojima ¹ ; Yoshiaki Kato¹ ; Minami Akazawa² ; Seung-Lak Yoon³ ; Myong-Ku Lee⁴

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⁴Department of Paper Science & Engineering, Kangwon National University, 192-1 hyoja 2-dong, Chuncheon, 200-701, Korea.

Abstract

To estimate the potential of kenaf as a new biomass source, analytical pyrolysis was performed using various kenaf tissues, i.e., alkali lignin and alkali pulp. The distribution of the pyrolysis products from the whole kenaf was similar to that obtained from hardwood, with syringol, 4-vinylsyringol, guaiacol, and 4-vinylguaiacol as the major products. The phenols content in the pyrolysate from the kenaf core was higher than that from the kenaf cuticle, reflecting the higher lignin content of the kenaf core. The ratios of the syringyl and guaiacyl compounds in the pyrolysates from the core and cuticle samples were 2.79 and 6.83, respectively. Levoglucosan was the major pyrolysis product obtained from the kenaf alkali pulp, although glycol aldehyde and acetol were also produced in high yields, as previously observed for other cellulosic materials. Moreover, the pathways for the formation of the major pyrolysis products from alkali lignin and alkali pulp were also described, and new pyrolysis pathways for carbohydrates have been proposed herein. The end groups of carbohydrates bearing hemiacetal groups were subjected to ring opening and then they underwent further reactions, including further thermal degradation or ring reclosing. Variation of the ring-closing position resulted in the production of different compounds, such as furans, furanones, and cyclopentenones.

Graphical Abstract



Keywords

Microbial fuel cell; Cathode compartment; Graphite; Carbon cloth; CNT/Pt-coated Carbon paper

References

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Important points for Publishers

- For articles to be published electronically, they first need to be submitted via the system, reviewed and accepted for online publishing.
- If necessary, use "Publish New Article" for articles that are finalized. For Instance, you can use this option to enter the information of previous years published articles into the system.
- If possible, enter the article references to make them easily accessible to the users.
- When the articles are published electronically, the Author receives a publishing confirmation email.
- Enter the article's related subject areas and references so that they are easily accessible. This is important and should be done carefully.

Chapter Six: Language-Technical Editor and Page Designer

Introduction

Language-Technical Editors and Page Designer (Lay out Editors) have special roles in iKNiTO js. In classic systems, Language-Technical Editors and Page Designers had to go to journals' offices to get the finalized versions of articles. Traditional Language-Technical Editors, specially, preferred to get a hard copy so that they could make changes much easier. This was time consuming for the journal, if not costly. Because making changes, suggested by Language-Technical Editors, to the electronic version of the article needed a long time.

Home > Users > View Profile

View Profile | Change Password | Saved Records

To make changes, click on [edit icon].

Full Name	Robert Williams
Home Page	ijs.iknito.com
Email Address	ijs@iknito.com
Username	ijs@iknito.com
Education	PhD
Degree	Professor
Specific Field of Study	Organic Chemistry
Specialty	Chemistry
Available as Reviewer	Yes
Mobile	
Phone	+1 000 000 3829
Fax	
Country	Canada
Affiliation	IKNITO
Join Date	Thursday 13 August 2015 11:39:17
Comments	
Last Modified By	Robert Williams on: Monday 14 December 2015 12:57:00

Roles of User

- Author
- Reviewer
- Editor-in-Chief
- Editor
- Publisher
- Language-Technical Editor
- Page Designer
- System Admin

You can simply edit or change the layout an article, using a wide range of tools available

Happily, traditional Language-Technical Editors learned how to use the editing tools available in a very short time. They can quickly, receive the article, make necessary changes to it, and send it back via email. But still some certain steps in the process involved delays and difficulties. Some emails went unrecognized in the pile of other emails and the first drafts and final versions were mixed up.

iKNiTO js has worked out a solution for these problems. In this system, once an article has gone through all the reviewing process and has been approved, it is automatically

sent to a Language-Technical Editor through Editor-in-Chief. The Language-Technical Editor receives the article via his Home Page, and does the change in a time limit set, and finally uploads the edited version on the journal's site.

Language-Technical Editor's Home Page

My Home > Language-Technical Editor

- Language-Technical Editor Options
- [Guide for Language-Technical Editor](#)
 - [New Manuscripts \(1\)](#)
 - [Manuscripts Handled by Editor \(0\)](#)

Choose this option, to view the list of new articles that need editing, as in following image, will pop up.

New Manuscripts

My Home > Language-Technical Editor > New Manuscripts

#	Manuscript ID	Manuscript Title	Author	Submit Date	Current Status	Modify Date
1	IJS-1511-1002	A test Case Paper	Robert Williams	2015-12-17	Manuscript Assigned to Language-Technical Editor	2016-02-01

To review the full paper, click on its code. Selecting this option, the article's information appears on the screen as in the following image.

Uploading Edited Articles Window

My Home > Language-Technical Editor > New Manuscripts

#	Manuscript ID	Manuscript Title	Author	Submit Date	Current Status	Modify Date
1	IJS-1511-1002	A test Case Paper	Robert Williams	2015-12-17	Manuscript Assigned to Language-Technical Editor	2016-02-01

#	File Type	File Name	Size	File Description	Upload Date	Download
1	Manuscript Main File	Document-Changes.docx	13.89 KB		2015-12-17	

Enter Language-Technical Notes.

Post your comments for Editor-in-Chief here.

Use this option to download the full paper.

Upload Files

File Name

Choose File No file chosen

Upload

When the article is edited, upload the final version here.

File Description

Related Files

Send to Editor-in-Chief

To send the article use this option.

Manuscript In

Click on this to view more information about an article.

Page Designer Home Page

My Home > Page Designer

Page Editor Options

- [Guide for Page Designer](#)
- [New Manuscripts \(1\)](#)
- [Reviewed Manuscripts \(0\)](#)

Choose this option, to view the list of new articles that need designing. Selecting "New Manuscripts", a list of articles, as in following image, will pop up.

My Home > Page Designer > New Manuscripts

#	Manuscript ID	Manuscript Title	Author	Submit Date	Current Status	Modify Date
1	IJS-1511-1002	A test Case Paper	Robert Williams	2015-12-17	Sent to Page Designer	2015-12-17

To review the full paper, click on its code. Selecting this option, the article's information appears on the screen as in the following image.

My Home > Page Designer > New Manuscripts

#	Manuscript ID	Manuscript Title	Author	Submit Date	Current Status	Modify Date
1	IJS-1511-1002	A test Case Paper	Robert Williams	2015-12-17	Sent to Page Designer	2015-12-17

Note for Author

#	File Type	File Name	Size	File Description	Upload
1	Manuscript Main File	Document-Changes.docx	13.89 KB		

Enter Style Language Notes.

Upload Files

File Name No file chosen

File Description

Related Files

Manuscript Info

Manuscript ID	IJS-1511-1002
Manuscript Title	A test Case Paper

Post your comments for Editor-in-Chief here.

When the article is edited, upload the final version here.

Use this option to send the finalized article to the Editor-in-Chief.

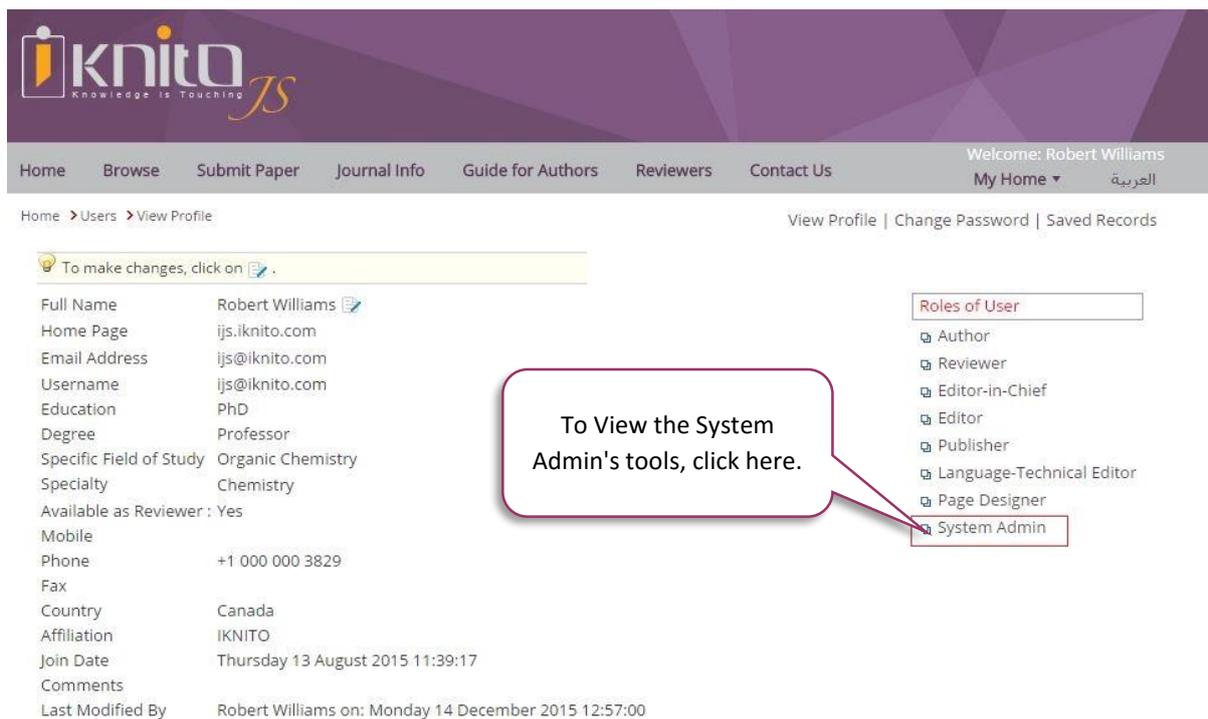
Click on this to view more information about an article.

To send the article use this option.

Chapter Seven: System Admin

Introduction

As it was mentioned earlier, there are 9 separate roles in iKNiTO js to manage, and execute the tasks for academic journals. Each user can have one or several roles. In the hierarchy of iKNiTO js journal Management System, the System Admin has the most important role and oversees all the technicalities and various parts of the journal. The System Admin is in fact the Editor-in-Chief that most often delegates the journal's tasks to an executive manager. If a user has several roles, s/he can switch among them referring to the Home page. For instance, if a user has the role of a Reviewer and an Author, referring to his/her Home page, he can choose one of these roles and serve as such.



The screenshot shows the user profile page for Robert Williams. The page includes a navigation menu at the top with options like Home, Browse, Submit Paper, Journal Info, Guide for Authors, Reviewers, and Contact Us. The user's name and role are displayed as 'Welcome: Robert Williams My Home'. The profile details include Full Name, Home Page, Email Address, Username, Education, Degree, Specific Field of Study, Specialty, Available as Reviewer, Mobile, Phone, Fax, Country, Affiliation, Join Date, Comments, and Last Modified By. A dropdown menu titled 'Roles of User' is open, showing a list of roles: Author, Reviewer, Editor-in-Chief, Editor, Publisher, Language-Technical Editor, Page Designer, and System Admin. A callout box points to the 'System Admin' role with the text: 'To View the System Admin's tools, click here.'

Full Name	Robert Williams
Home Page	ijs.iknito.com
Email Address	ijs@iknito.com
Username	ijs@iknito.com
Education	PhD
Degree	Professor
Specific Field of Study	Organic Chemistry
Specialty	Chemistry
Available as Reviewer	Yes
Mobile	
Phone	+1 000 000 3829
Fax	
Country	Canada
Affiliation	IKNITO
Join Date	Thursday 13 August 2015 11:39:17
Comments	
Last Modified By	Robert Williams on: Monday 14 December 2015 12:57:00

- Roles of User
 - Author
 - Reviewer
 - Editor-in-Chief
 - Editor
 - Publisher
 - Language-Technical Editor
 - Page Designer
 - System Admin

System Admin is fully-authorized to manage the system and inform others. They will be explained shortly. iKNiTO js provides the System Admin with a wide range of

valuable tools and facilities. You can easily see a list of System Admin's tasks in this shot.

System Admin Home Page

Admin Options

- 📄 Journal Settings
- 📄 Journal Letters
- 📄 Journal SMS Messages
- 📄 List of Users
- 📄 Manage Roles
- 📄 Assign Subjects to Reviewers
- 📄 Email to Users
- 📄 Editorial Board
- 📄 Import Users from Excel
- 📄 Merge Duplicate Users
- 📄 Subjects
- 📄 Countries
- 📄 Manuscript Types
- 📄 Checklist Items
- 📄 Related Links
- 📄 Indexing Databases
- 📄 FAQ
- 📄 News & Announcements
- 📄 Glossaries
- 📄 Journal Sections
- 📄 Ads
- 📄 Manuscript Evaluation Form
- 📄 Journal Subscription

All the processes involved in a journal preparation can be completed using various tools available on iKNiTO js.

These tools are categorized into several major groups:

- Journal's News site
- Setting and editing default letters
- Managing users
- Assigning roles
- Entering Editorial Board's Member Information
- Adding and Editing journals Major Subject Areas
- Managing News, Announcements and Advertisements
- Creating and Editing Reviewing Forms
- Managing journal's Hard copy Subscription

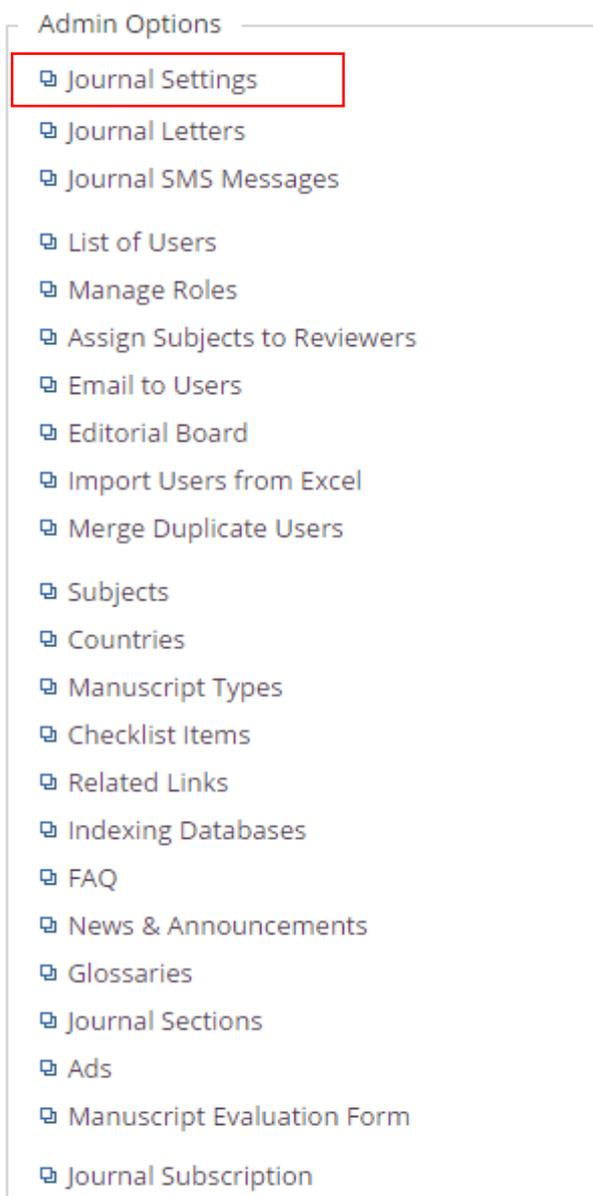
All the processes involved in a journal preparation can be completed using various tools available on iKNiTO js. Each will be explained now.

System Admin Tools	Explanation
Journal's Settings	Adjusting the system key settings and posting important comments
Journal letters' Settings	Editing default letters and correspondence to Reviewers, Authors, Editors etc.
Journal SMS Settings	Editing default SMS to Reviewers, Authors, Editors etc.
List of Users	Managing users
Delegating Tasks	Assigning Roles to Users to handle journal's tasks
Assigning Subject areas to Reviewers	Specifying each of Reviewers specialties
Members of Editorial Board	Entering Editorial Board's Member Information
Subject Areas	Adding or Editing journal's main and secondary subjects areas
Counties	Adding and editing countries to be viewed in registration form
Types of Articles	Edit and add various types of articles using this option.
Checklist Questions	Adding and editing checklist questions to inform Authors
Useful Links	Adding and editing related sites' addresses to be publicized
Sites on which the journal has been indexed.	Providing information about sites on which the journal is indexed.
Frequently-asked Questions	Adding and editing frequently-asked questions to inform Authors
News and Announcements	Managing site's News and announcements
Special Glossary	Preparing special glossary for users and to uniform the translation of some concepts.
Journals Sections	To better manage the journal if there are several special subject areas

Advertisement	Managing Announcements
Article Reviewing Window	Creating and Editing Reviewing Forms
Journal's Subscription	Managing Subscriptions

Journal's Settings

One of the most important tasks for the System Admin is uploading and editing all the information on the journal website which is done through various tools and facilities available. It involves key settings and uploading contents to be viewed on the Home Page. Site Header, About Journal, Rights Owners, Uploading, Authors and Reviewers Guides, as well as default letters, uploading news and information, Advertisements, creating and editing Review forms, checklist questions are just some of them.



There are 3 settings for the journal:

Key Settings

- Languages, Journal's main link
- Volumes, ISSN for hard copies, ISSN for electronic versions
- Abstract and keywords limits
- Journal's main and alternative emails

Additional Settings

- Journal's reviewing strategy
- Different file formats for full papers
- How Editor works
- Reviewing Deadline
- Automatic follow-up settings

Journal Title and System help

- Adding key information about the journal, targets and visions
- System help

Journal's Settings More Settings Window

My Home > System Admin > Journal Settings

Basic Setting	Additional Setting	Journal Title and Description of Sections
Journal Locales	Multi Language: <input type="text"/>	
Journal Link	<input type="text" value="http://ijs.iknito.com/"/>	
Journal Frequency	Quarterly <input type="text"/>	
Print ISSN	<input type="text" value="0000-1234"/>	
Online ISSN	<input type="text" value="0000-1234"/>	
Journal Code	<input type="text" value="IJS"/>	
Minimum Words for Abstract	<input type="text" value="150"/>	Maximum Words for Abstract <input type="text" value="250"/>
Minimum Words for Abstract [العربية]	<input type="text" value="150"/>	Maximum Words for Abstract [العربية] <input type="text" value="250"/>
Minimum Count for Keywords	<input type="text" value="3"/>	Maximum Count for Keywords <input type="text" value="5"/>
Journal Main Email Address	<input type="text" value="ijs@iknito.com"/>	
Journal Support Email Address	<input type="text"/>	
Email for Receive CC of Letters	<input type="text"/>	

Enter the journal's site main address here.

Specify the Frequency.

Enter ISSN for hard copies and electronic versions here. Refer to the National Library's site to get ISSN.

Journal's Short Code

Abstract and keywords limits

Enter the journal's main email address here.

Click "Save" to save changes.

If necessary, send a CC of emails to Executive Director or Editor-in-Chief.

Basic Setting	Additional Setting	Journal Title and Description of Sections	
Manuscript List Show Setting			
Sort Manuscripts List By	<input type="text" value="New Manuscripts First"/>	Set the number of articles to be viewed in a page.	
Default Records Per Page	<input type="text" value="25"/>		
<input type="radio"/> After making decision on a manuscript, browser stay in current action. <input type="radio"/> After making decision on a manuscript, browser return to main list.			
Review Strategy			
		<input type="text" value="Blind Review (Reviewers can not see the files sent by authors)"/>	Specify if the reviewing system is open or not. In open reviewing system, the Reviewer can view the author's name and the files are sent to him with no change made.
Extend Review Due Date when reviewer agree to review the manuscript		<input type="text" value="Yes"/>	
Show manuscript main file for reviewers without needing to send by Editor / Editor-in-Chief		<input type="text" value="No"/>	
Allowed file types for Manuscript Main File		<input checked="" type="checkbox"/> DOC <input checked="" type="checkbox"/> DOCX <input type="checkbox"/> PDF	
Reviewers should submit bank account information		<input type="text" value="No"/>	Set a framework for Section Editor.
Setting for Editor			
<input type="radio"/> Editor send suggestions to Editor-in-Chief. <input checked="" type="radio"/> Editor can select Reviewers and send Reviewers recommendation to Editor-in-Chief.			
Emails Sender			
<input checked="" type="radio"/> Emails send with journal main email address.			
Setting of Suggested Reviewers Introduction			
Minimum count of Suggested Reviewers that author should introduce to submit manuscript:		<input type="text" value="0"/>	If necessary, ask the author to suggest a Reviewer.
Send manuscript review complete letter to Editor-in-Chief / Editor after review by		<input type="text" value="2 Reviewer"/>	
Review Due Date			
Default value for reviewers to review manuscript:		<input type="text" value="20"/>	Set a deadline for Reviewing and Revising articles.
Revise Due Date			
Default value for authors to revise manuscript:		<input type="text" value="15"/>	
Automatic follow for editors and reviewers			
<input type="text" value="Disabled"/>			
Send Follow Letter to Reviewers (Before Agree)	<input type="text" value="2"/> Days After Assigning Manuscript to Reviewer	To <input type="text" value="10"/> Days After Assigning Manuscript to Reviewer	Every <input type="text" value="5"/> Day
Send Follow Letter to Reviewers (After Agree)	<input type="text" value="22"/> Days Remained to Review Due Date	To <input type="text" value="9"/> Days After Review Due Date	Every <input type="text" value="5"/> Day
Send Follow Letter to Editors (New Assignments)	<input type="text" value="2"/> Days After Assigning Manuscript	To <input type="text" value="10"/> Days After Assigning Manuscript	Every <input type="text" value="5"/> Day
Send Follow Letter to Authors for Send Revision	<input type="text" value="15"/> Days Remained to Revise Due Date	To <input type="text" value="20"/> Days After Revise Due Date	Every <input type="text" value="5"/> Day
Show Current Issue Articles in Home Page.	<input type="text" value="Yes"/>		
Show Most Visited Articles in Home Page	<input type="text" value="Yes -- Article View"/>		
Most visited articles setting	<input type="text" value="2 Latest Issues"/>		
Show Second Title, Abstract of Articles in Article Information Page	<input type="text" value="No"/>		
Group Articles by Document Type	<input type="text" value="Yes"/>		

This option enables you to view the articles of the last issue and the most viewed article on the Home Page. To provide the Home Page rich content, it is recommended to activate these two options.

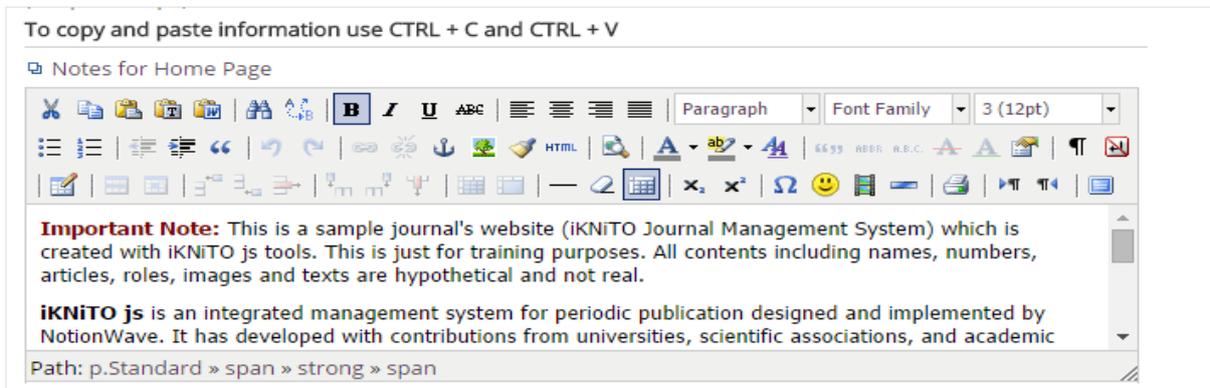
Journal's Settings journal Title and System help

The screenshot shows the 'Journal Title and Description of Sections' tab in a settings interface. The fields and callouts are as follows:

- Select Locale:** A dropdown menu set to 'English'. Callout: 'If the journal is bilingual, first select the languages.'
- Journal Title:** A text input field containing 'IKNITO Journal Management System'. Callout: 'Enter the journal's full and short names, and rights owner or Publisher here. Add the Publisher's email address here.'
- Journal Abbreviated Title:** A text input field containing 'IJS'.
- Publisher:** A text input field containing 'IKNITO'.
- Link to Publisher:** A text input field containing 'http://www.iknito.com/'.
- First Publish Year:** A dropdown menu set to '2015'.
- Header Image (939px x 132px):** A 'Choose File' button with 'No file chosen' text. Callout: 'Design the header with appropriate size and upload it along with the cover page on the system.'
- Journal Coversheet (300px * 400px):** A 'Choose File' button with 'No file chosen' text and a 'View' link.
- To copy and paste information use CTRL + C and CTRL + V**
- Notes for Home Page:** A text area with a callout: 'Enter Home Page content, About Journal, Journal's Targets and Visions here.'
- About Journal:** A text area with a callout: 'Enter ethics of publishing articles here.'
- Aims & Scope:** A text area.
- Guide for Authors:** A text area.
- Notes for Publication Ethics:** A text area.
- Guide for Journal Expert:** A text area.

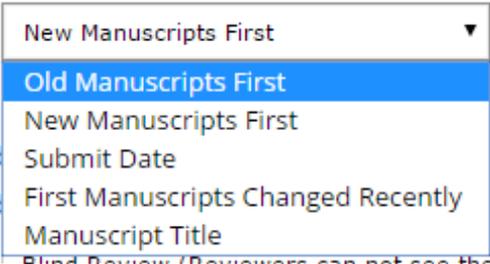
Referring to the previous image, the System Admin can upload contents of standard informative pages about the journal. These pages are then separately viewed in menus and columns of journal's site. Part of the information can be publicly accessed and other pieces are accessible only to certain roles e.g. Authors, Editor-in-Chief, Language-Technical Editor etc.

Clicking on each part, you will be provided with a page to type texts and necessary tools. The page has standard word processing tools such as fonts, colors, images, tables etc. Most of the texts should be added just once. If necessary, the System Admin can change and edit the texts. When launching the site, the System Admin needs to add "Home Page Guide", "About Journal", "Contact Us", "Keywords" etc.



Journal's Settings Important!

Key Settings: Important Points	
Journal Languages	The System is bilingual. When delivering the system, if the Publisher asks, NotionWave will set the first and second language on the system. The System Admin can enable or disable the second language.
Journal's main link	The journal's main link is its internet address. Make sure that this address is added correctly on the system
The publishing frequency	The publishing frequency can be one of the followings: Annual, Biannual, Quarterly, Bimonthly, and Monthly
ISSN for Printed and electronic versions	Please refer to the organization responsible for these in your country.
Journal's Short Code	Journal's short code is used to generate articles short code and when a university has several journals, it is advisable to use the sub-domain as the journal's short code.
Abstract's key limit	Set a word limit for abstracts. To avoid any problems with saving information on the system, it is advisable to set a difference of 50-100 words between the minimum and maximum words for abstracts.
Keywords limit	The minimum and maximum numbers of keywords are set by System Admin on the system. 4 to 7 keywords are advisable.
Journal's main and alternative emails Email address assigned to CC- mails.	Enter the journal's main and alternative emails carefully. It is better for all the journals to have their unique emails so that when there is a new Editor-in-Chief or Executive Director the journal can still use the same old email address.

<p>Viewing article's list</p>	<p>The list of submitted articles can be viewed differently. It is better to view the articles according to "Recently modified articles" or "New articles".</p> 
<p>Journal's reviewing strategy</p>	<p>Specify if the reviewing system is open or not. In an open reviewing system, the Reviewer can view the Author's name and the files are sent to him with no changes made. If by default the Reviewer must not learn the Authors name, the Editor-in-Chief has to first download the file, remove the Authors name (if on the article) save it in a new file and then upload it on the system. Finally send this file to Reviewer.</p>
<p>Different file formats for full papers</p>	<p>The full paper can be in any of the following format.</p> <p><input type="checkbox"/> DOC <input type="checkbox"/> DOCX <input type="checkbox"/> PDF <input type="checkbox"/> TEX</p>
<p>Get the Reviewers' bank account information.</p>	<p>If the journal pays the Reviewers, by selecting this option the Reviewers' bank account information can be obtained. If Reviewing is gratuitous, do not choose this option.</p>
<p>How Editor works</p>	<p>Editor is actually Editor-in-Chief's assistant and he can send the articles to be reviewed and view the results and inform the Author of the results if the the Editor-in-chief wishes so. Using iKNiTO js, the Editor-in-Chief can delegate some of his responsibilities to Editor. Editor can be one of the members of Editorial Board.</p> <p>If the Editor-in-Chief wishes, the Editor can perform the initial assessment and then if the article is qualified, he can suggest a Reviewer to Editor-in-Chief.</p>

Sending letters using the main journal email or Editor's email	If the Editor-in-Chief has delegated some of his tasks to Editor, the letters can be sent via Editor's email. The Editor-in-Chief can enable this option. Otherwise the letters are sent through the journal's main email address.
Authors' Suggested Reviewer	Authors Suggesting Reviewers is an excellent feature in iKNiTO js. Enable this option so that when an Author submits an article the suggested Reviewer is registered in the system. This way, the number of users in the system's data base increases significantly.
Sending email to Editor/Editor-in-Chief after article has been reviewed	To make the reviewing process more efficient and to avoid loops, you can send a letter of "Reviewing process Completion" to Editor or Editor-in-Chief as soon as you received reviewing results from one or all the Reviewers. When you register several Reviewers with the system, specify that after receiving how many reviewing results you wish the "Reviewing Process Completion" letter to be sent. If you have set this to "after all reviewing results", the letter will not be sent unless all the Reviewers send in their assessment results.
Article Reviewing Deadline	Adjust this deadline according to automatic follow up time range settings. We recommend 30 days.
Article Revising Deadline	Adjust this deadline according to automatic follow up time range settings. We recommend 20 days.
Automatic follow up, Reviewing Results and Editor	Enable automatic follow up, Reviewing Results and Editor. Set automatic follow up cautiously. It should not send emails too frequently!
The articles from journal's last issue are viewed on the Home page.	Enable this option so that the articles from journal's last issue are viewed on the Home page. When this option is enabled the information will be viewed on the Home Page and you will get better, richer content. For further information visit: http://ijs.iknito.com
The popular articles will be viewed on the Home page.	Enable this option so that the popular articles are viewed on the Home page. As on this site: http://ijs.iknito.com
The article's title and abstract will be viewed in the article's	You can enable this option to view the article's title

information window in the second language.	and abstract in the second language on the Home Page.
The articles are categorized according to their types.	You can categorize the articles according to their types, if necessary.
Ready-to-be Published articles	The Editor-in-Chief can change the "ready-to-be-published articles" to any titles as he wishes.

Journal's Title, System help and key points:

Journal Title	Enter the journal title into the system. The title will be viewed on the top ribbon.
Journal's Short Title	Add journal's short title if necessary. Many journals use abbreviations as their short titles.
Journal's Publisher and Rights Owner	Enter the Publisher's particulars into the system.
Publisher's Site Link	Add the Publisher's internet address to the system. The Publisher's name will appear on the Home Page.
The first volume	Enter the first year (volume) of publication into the system.
Journal site Header's image	Prepare a 132px*939px image for the header and upload it. After uploading the header, click "Save" on the bottom of the setting page. Refresh the page and view the new header.
Cover page Image	Prepare a 300px*400px image and upload it onto the system.
Home Page Texts	Write a maximum of few lines for the Home page in its appropriate box. It is suggested that you use a proper font for this text and separate it from the rest of the page. The image color would better match the color of site's header.
About Journal	Fill out this part, if necessary. The journal's scope is added here.
Targets and Visions	Add the journal's targets and visions in their assigned section.
Authors Guide	Authors guide is divided into two main sections. One part comprises registration guide and article submission and another article's format guidelines. The submission guide is prepared by iKNiTO js and can be

	provided to the users. Enter the article's format guidelines into the system.
Article publishing Ethics Texts	Enter article publishing ethics texts here. All the prestigious journals indexed by reputable data bases have to complete this part. Visit this site to see an example.
Editor-in-Chief Guide Language-Technical Editor Guide Page Designer Guide Editor Guide Publisher Guide	Add the system guides into their assigned sections.
Reviewer's page (to view the Reviewers list type "Reviewers list")	Many journals use this option to publicize the Reviewers' list.
Submission Guidelines	Enter the submission guidelines in this section carefully. Following, there are some samples: http://www.biofueljournal.com/journal/authors.note http://ijs.iknito.com/journal/authors.note
Journal's Subscription	Add the journal's Subscription information in the assigned section carefully. The journal's subscription link will appear on the Home Page. As in: http://ijs.iknito.com/journal/subscription.form
Contact Us	This includes phone number and address, please add them carefully. As in: http://ijs.iknito.com/journal/contact.us
Acceptance Process	Describe acceptance process step by step.
Describing File Submission to the Authors	Describing File Submission to the Authors is crucial. Specify the file format the Author has to use to submit his full paper. Specify the dimensions and size and format for the image that the Author may send.
Explain Reviewers' Form	If the Reviewer has to consider certain points, add the points here.
Describe adding Reviewers' bank account	If the Reviewers are paid so they need to add their account information or specify a certain bank, add such information here.
Default letter to Editor-in-Chief	Add the default letter to Editor-in-Chief here. When the Author is submitting his article, he views this.

	<p>Confirming this letter means accepting the journal's terms and conditions. Here is an example of a default letter:</p> <p><i>Dear Editor-in-Chief,</i></p> <p><i>Attached is my research paper and I agree not to submit it to other journals until I have received the reviewing results from your journal.</i></p> <p><i>Best Regards</i></p>
<p>Explaining how to complete the checklist</p>	<p>Add the necessary information to complete the checklist here. The Author can view this when submitting his paper.</p>
<p>Separate the keywords used by search engines by a comma (,).</p>	<p>Indexing the journals on data bases e.g. Google Scholar is another distinguishing feature of the system. Add your unique journal keywords here so that your journal is easily accessible.</p>

Default Letters' Settings

iKNiTO handles the system correspondences automatically. For example, when an article is assigned and sent to a certain Reviewer, a default letter is sent with it. The Letter can be edited in default letters setting page. All the letters are prepared and added to the system but you can edit and change their style. To do this, go to System Admin Home Page and select Journal's letters settings.

Journal's Letter and SMS Setting



- There are 43 types of letters circulating among the journal's different parts and members. According to the process involved, the letters circulate among different roles.
- In System Admin section on iKNiTO js, you can edit and change the content of default letters, selecting each one.
- You can add the Author's name, Article's title etc to the letter, using the left-hand column.
- Click "Save" to save changes.
- If the journal is bilingual, first choose the language and then edit the letters.
- Editing letters and SMSs are similar.

Her Here is a list of letterse is a list of the letters

1. Letter for the Author to complete the article submission process
2. Letter for other Authors to complete the article submission process
3. Letter of article's rejection because its subject is not a priority for the journal
4. letter of article's rejection because the article's scope does not match the journal's scope

5. Letter of article's rejection because of non-conformity with journal's terms and conditions
6. Letter of article's rejection because its subject is similar to other articles
7. Letter of article's rejection because of language problems
8. Letter of article's rejection because the Reviewer's did not accept to review it
9. Letter of article's rejection because of Reviewers' assessment
10. Letter of assigning an article to Editor (new article)
11. Letter of assigning an article to Editor (a revised article)
12. Letter to Editor to follow up an article
13. Letter to Editor-in-Chief from Editor when he wants to relay his comments
14. Letter to Editor-in-Chief when the Editor has followed up the article but has not dealt with it yet
15. Letter of sending an article to Language-Technical Editor
16. Letter to Editor-in-Chief when the Language-Technical Editor responds
17. Letter of sending an article to Page Designer
18. Letter to Editor-in-Chief when the Page Designer responds
19. Letter for revision (minor revision)
20. Letter for revision (major revision)
21. Letter for revision (minor revision for acceptance)
22. Letter for revision (minor revision only for submitting the full paper)
23. Letter to Author to resend the article
24. Letter from the Author to inform completion of the revision
25. Letter of article assignment to Reviewers
26. Letter of article assignment to the comparative Reviewers
27. Letter of delay in accepting to review
28. Letter to Reviewers when they accept reviewing an article
29. Letter to Reviewers when they do not accept reviewing an article
30. Letter to announce delay after a Reviewer accepts to review an article
31. Letter to Reviewers when decisions are made about an article but they have not yet reviewed that article
32. Letter to Editor-in-Chief/ Editor when a Reviewer has not Reviewed an article after an automatic follow up letter.
33. Letter to Reviewers when the reviewing process is completed
34. Letter to Editor/Editor-in-Chief when all the Reviewers have sent in their reviewing results.
35. Letter of ready-to-publish to send in the final version of full paper
36. Letter that an article is finally accepted to be published electronically
37. Letter to Author following article's electronic publishing

38. Letter to Author following article publishing
39. Letter that an article was removed by the Editor-in-Chief
40. Letter of article withdrawal
41. Letter to send a list of the journal's last issue's new articles to users.
42. Letter to send articles to members of Editorial Board
43. Letter of completion of review to the Editorial Board

Editing Default Letters

There are some codes referring to Reviewers, Author or the article's title. If these codes are used in the letters as instructed, you can add the Author's name, Reviewer's name or the article's title to your letters. If these codes are deleted or when editing the letters they are replaced with other words, consult the left-hand column guide of Editing Letters Home page to correct them.

My Home > System Admin > Journal Letters

Email to Author When Submit a Manuscript
Email to Co-Authors When the Manuscript was Submitted
Manuscript Rejection (Not Receiving Priority)
Manuscript Rejection (Aims and Scope)
Manuscript Rejection (Extra Submission)
Manuscript Rejection (Similar Results)
Manuscript Rejection (Literary Problems)
Manuscript Rejection (Reviewers Declined to Review)
Manuscript Rejection (Reviewers/Editor Recommendation)
Email to Editor (New Manuscript)
Email to Editor (Revised Manuscript)
Email to Editor When Editor Delays to Handle Manuscript
Email to Editor-in-Chief When Editor Handle the Manuscript
Email to Editor-in-Chief When Editor Not Handle Manuscript After Automatic Follow
Email to Language Editor
Email to Editor-in-Chief When Language Editor Handle Manuscript

To edit each letter click on the letter's title.

Use these codes to add authors' and Reviewers' names, article's title and date etc.

Help	
Manuscript ID	{manuId}
Manuscript Title	{manuTitle}
Abstract	{manuAbstract}
Submit Date	{submitDate}
Journal Title	{journalTitle}
Journal URL Address	{journalLink}
Authors	{authorsName}
Author Name	{authorName}
Comments	{editorNote}
Editor Name	{editorName}
Direct Link to Editor Page	{editorPage}
Reviewer Name	{reviewerName}
Agree Link	{agreeLink}
Decline Link	{declineLink}
Direct Link to Reviewer Page	{reviewerPage}
Review Due Date	{reviewDueDate}
Revise Due Date	{reviseDueDate}
Current Date	{date}
Article Link	{articleLink}
Volume and Issue	{volumeIssue}

My Home > System Admin > Journal Letters

Select Locale: English

[Email to Author When Submit a Manuscript](#)

Email Subject: Manuscript submitted to iKNiTO js

Email Content:

Manuscript ID: {manuId}

Manuscript Title: {manuTitle}

Authors: {authorsName}

Dear {authorName}

I wish to acknowledge receiving the of the above mentioned manuscript.

It should be noted that the manuscript will be reviewed for possible publication in the Scientific Journals Management System.

Path: p

If the journal is bilingual, first choose the language.

To change the letter's format, use this option.

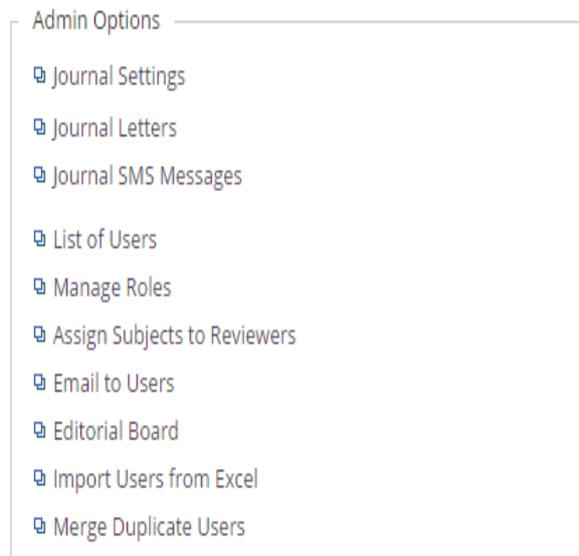
To edit each letter click on the letter's title.

Help	
Manuscript ID	{manuId}
Manuscript Title	{manuTitle}
Abstract	{manuAbstract}
Submit Date	{submitDate}
Journal Title	{journalTitle}
Journal URL Address	{journalLink}
Authors	{authorsName}
Author Name	{authorName}
Comments	{editorNote}
Editor Name	{editorName}
Direct Link to Editor Page	{editorPage}
Reviewer Name	{reviewerName}
Agree Link	{agreeLink}
Decline Link	{declineLink}
Direct Link to Reviewer Page	{reviewerPage}
Review Due Date	{reviewDueDate}
Revise Due Date	{reviseDueDate}
Current Date	{date}

Users' list

- Choosing the User's List, you can view, edit, or delete users.
- You can also view users based

My Home > System Admin



on their roles.

- The "Users' list" can give the System Admin all the tools he needs to manage the users.
- One of the major problems facing Executive Managers, is that some users register several times on the system. In their guides, they are asked to register just once.
- In any case, repetitive user names can be removed from system so that each user has only one user name.
- It is to be noted that, no user can register twice with a single email address. Users who register several times, use several email addresses.

Users' list Window

User's List Window

Using the tools available in this page, you can filter your search according to certain fields. For instance, you can view the Reviewers' list using Reviewers or you can view recently-registered users' list using "ordering" option. When you choose the Users' List, a window, as in following image, will pop up.

The screenshot shows the 'List of Users' interface with several callouts explaining its features:

- Sort Result by:** A dropdown menu with options: Full Name, Email Address, Affiliation, Last Name, First Name.
- Role:** A dropdown menu with options: Author, Editor-in-Chief, Editor, Reviewer, Publisher, Page Designer, Language-Technical Editor.
- Filter your search using "role" option:** A callout pointing to the Role dropdown.
- Use this option to save the users' information in Excel format:** A callout pointing to the 'Excel' button.
- Limit your search results to users who themselves registered on the system or to those who others registered them:** A callout pointing to the radio buttons for 'Only Users Registered in System' and 'Only Users Not Registered in System'.
- Filter your search results to users who accepted to review articles:** A callout pointing to the 'Users Agreed to Review' checkbox.
- Choosing each of the options you can view, edit, change password and log in instead of a certain user or delete a user:** A callout pointing to the 'Actions' column icons in the table.

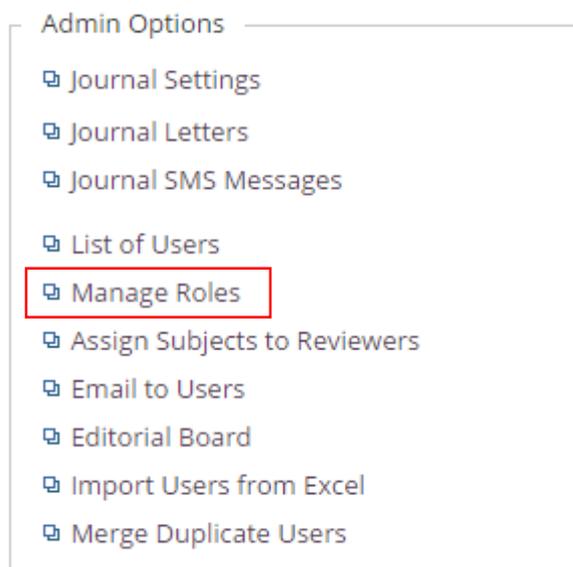
The interface includes a search bar, a 'Go' button, and an 'Excel' button. The table below shows a list of users with columns for Name, Last Name, Email Address, Phone, Mobile, Join Date, and Actions.

#	First Name	Last Name	Email Address	Phone	Mobile	Join Date	Actions
1		Aguado	roberto.aguado@ehu.es	09155101427		2014-06-25	[Icons]
	Abd	Karim	chkhairiah@usm.my	6045996421	60129387725	2014-04-30	[Icons]
	Abdul	Aziz	rshazrin@gmail.com			2014-03-31	[Icons]
	Abdul	Raman	azizraman@um.edu.my	60379675300	60123290747	2015-02-12	[Icons]
	Abdurrazak		nateriver.jr@gmail.com	+622287797993	085710964030	2014-11-07	[Icons]
	Avinash		afshina@student.ethz.ch	+41587657090		2015-06-04	[Icons]
	Benjamin	Abur	engrbenjaminabur@gmail.com	08065951129		2014-07-27	[Icons]
	LUYEMISI	ADEDOLA	oluyemisi123@gmail.com	+2348033928528	NIL	2014-10-06	[Icons]
	Agarwal		akag@iitk.ac.in			2014-10-03	[Icons]
	Aggarwal		aggarwalbk@gmail.com			2014-07-02	[Icons]

Records Per Page: 10

Delegating Tasks

Each journal has both academic and executive departments that handle all the tasks. iKNiTO js has provided certain tools for different people who have in one way or another a role in academic publication system.



- You can access different tools on the system according to the role you have on the system. Choosing a certain user, System Admin can access the tools to delegate tasks. In addition to Author, here are the other roles in the system:
 - Executive Manager
 - Editor-in-Chief
 - Editor
 - Reviewer
 - Publisher
 - Page Designer
 - Language-Technical Editor
 - System Admin
 - Members of Editorial Board
- System Admin is responsible to assign the roles on the system. It is advisable to take care when assigning each member's role.
- Each person can have several roles, but there is just one System Admin.

Delegating Tasks Window

Therefore, it is possible for two or more people to be Editor-in-Chief, Reviewer or Author. By selecting Manage Roles, the "delegating task window" appears on the screen as in the following image.

The screenshot shows a web interface for managing roles. At the top, there is a breadcrumb trail: "My Home > System Admin > Manage Roles". Below this, there is a search section with a text input field labeled "Search", a dropdown menu labeled "In", another dropdown menu labeled "Role", and a dropdown menu labeled "Sort Result by" with "Last Name" selected. A "Go" button is located to the right of the search fields. Below the search section, there is a checkbox labeled "Users Agreed to Review." and a navigation bar with letters "A B C D E F G H I J K L M N O P Q R S T U V W X Y Z" and "ALL". To the right of the navigation bar is a button labeled "Email to Users".

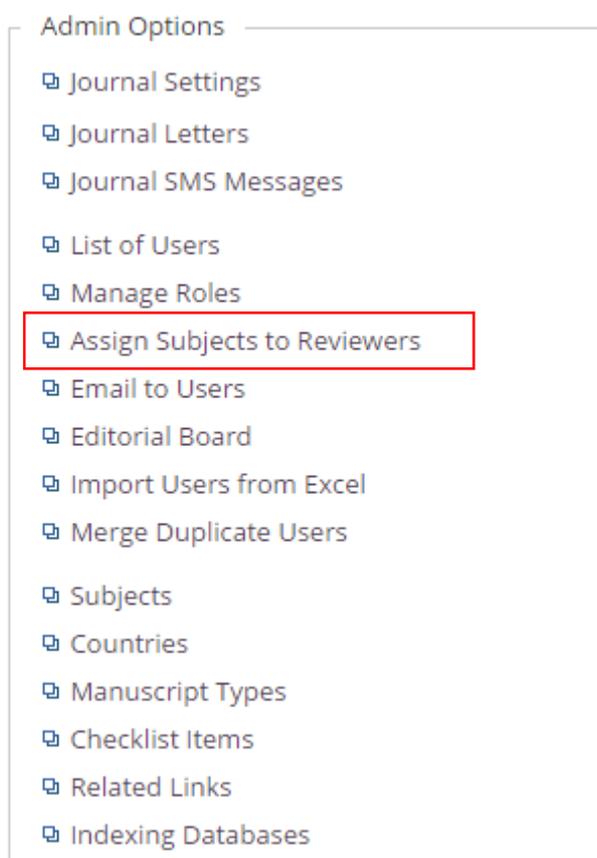
The main window is titled "Select User." and contains a dropdown menu for selecting a user. Below the dropdown, it says "Number of Users: 756". To the right of the dropdown is a list of "Available Roles" with checkboxes next to each role: Editor-in-Chief, Editor, Reviewer, Publisher, Page Designer, and Language-Technical. At the top right of this window are two buttons: "Save Roles" and "Cancel".

Callouts provide the following instructions:

- "Search for a certain user, using the tools in this part." (points to the search fields)
- "Search Button" (points to the Go button)
- "Select the name of a certain user from here." (points to the user selection dropdown)
- "You can enable or disable the assigned roles to a user" (points to the role checkboxes)
- "Choose the roles and finally select 'Save Roles'." (points to the Save Roles button)

Assigning Subjects to Reviewers

To assign subject areas to Reviewers, first add the journal's subject areas choosing "Assign Subjects to Reviewers" option and then identify the Reviewers' specialties.



- Once a Reviewer's specialties identified, you can simply assign a certain article to them according to their specialties.
- As there might be many people working as Reviewers, it is quite important to assign them an area of specialty. Add the subject areas within the journal's scope. Add each subject just once.
- You can add the subject areas on the system at two different levels main and secondary. The secondary is a sub-category of a main area. Do not add microscopic subject areas. Compile the subject area list, according to the journal's scope.
- When an Author submits his full paper, he can view the journal's subject areas and choose one or several of them.
- You can edit or delete a

subject area or its sub-categories. If you have assigned some subject areas to Reviewers, you can not delete but you can edit them.

Subject Area Window

My Home > System Admin > Subjects

Parent Subject

Subject Name

Status

#	Subject Name
1	Applied microbiology
2	Biobutanol
3	Biodiesel
4	Bioethanol
5	Biofuel technologies
6	Biogas
7	Biomass and algae
8	Bioprocess and biotechnology for biofuels
9	Bioreactions and bioreactors
10	Biorefinery
11	Bioresource technologies
12	Combustion and engine technology
13	Energy audit for biofuel production plants
14	Fermentation

To add secondary areas, first choose main subject areas from here and then add the

Add the journal's subject areas here one by one.

Click "Save" to save changes.

Choosing any of the main or secondary subject areas you can edit or delete them. Click to choose a subject area.

Window for Assigning Subject Areas to Reviewers

First select the reviewer's name from the list.

My Home > System Admin > Assign Subjects to Reviewers

Select Reviewer: Chaney, J. O.

Search Subjects: Case Sensitive

Please select subjects related to reviewer..

Applied microbiology	
Biobutanol	
Biodiesel	
Bioethanol	
Biofuel technologies	
Biogas	
Biomass and algae	
Bioprocess and biotechnology for biofuels	
Bioreactions and bioreactors	
Biorefinery	
Bioresource technologies	
Combustion and engine technology	
Energy audit for biofuel production plants	<input type="button" value="Add->"/>
Fermentation	
Life Cycle Assessment (LCA)	
Membrane-bioreactors (MBR)	
Novel, hybrid and integrated biofuel processing	<input type="button" value="<-Remove"/>

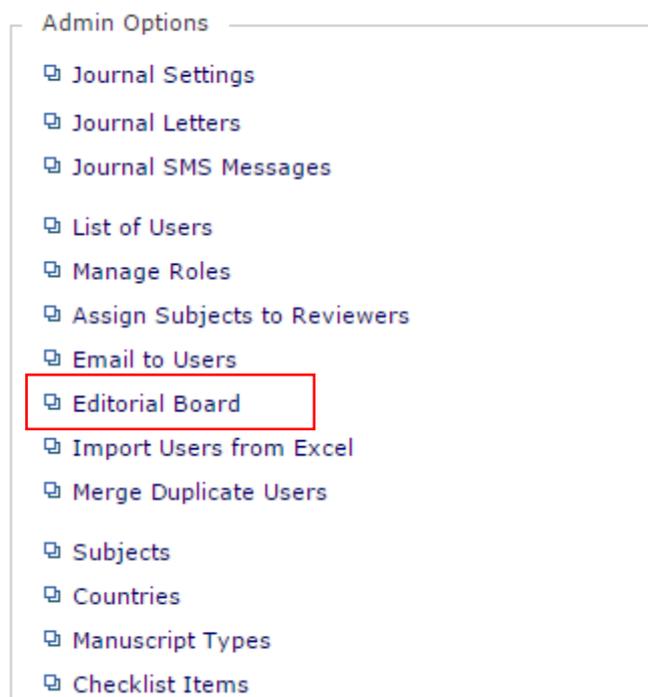
Biomass and algae
Energy audit for biofuel production plants

Choose the Reviewers areas of specialties.

Use the "Add" button to save the subject areas on the system. The "Remove" button can remove the Reviewers' assigned subject areas.

Members of Editorial Board

You can add Executive Director, Editor-in-Chief, and members of Editorial Board using "Editorial Board" option.



- The option of "Editorial Board" is designed to add the journal's administrators.
- Add all the administrators considering the journal's hierarchy and using the tools available for public viewing.
- You can introduce the people according to their roles on the system and the section they serve e.g. executive, consultation, academic etc.

Adding Editorial Board Members' Information

Add the journal's Editorial Board, Editors, and advisors information choosing the "Editorial Board" option. First select the role, then add the information.

My Home > System Admin > Editorial Board

Role

Show in Home Page

Name

Specialty

Affiliation

Home Page

Email Address

Phone

Photo

No file chosen

Specify the user's role.

- Director-in-Charge
- Editor-in-Chief
- Honorary Editor-in-Chief
- Honorary Associate Editor
- Chairperson
- Managing Editor
- Executive Manager
- Associate Editor
- Deputy Editor
- Assistant Editor
- Editorial Board
- Advisory Editorial Board
- International Advisory Editorial Board
- Language Editor
- Typist
- Manager
- Production Manager
- Consultant
- Journal Expert
- Website Manager
- Journal Staff
- Technical Editor
- Page Designer
- Founder
- Coordinator
- Executive Committee
- Editorial Manager**
- Weblog Manager
- Graphist
- Accountant
- Editor
- Executive Assistant
- English Editor
- Senior Editor
- Executive Team
- Guest Associated Editor
- Methodology Advisor
- Section Editor

Add name, family name, degree, workplace, education. Add a photo and email address and finally click "Save" to save changes on the system.

Click "Save" to save changes.

Editing Editorial Board's Members Information

Role	Editorial Board	Choose or change the role.
Show in Home Page	No	If the site is bilingual, you can add the information both in both languages.
Name	Pandey, Ashok	
Specialty	Bioprocesses and Products Development - Biofuels	
Affiliation	Editor-in-Chief, Bioresource Technology Centre for Biofuels & Biotechnology Division CSIR-National Institute for Interdisciplinary Science and Technology	
Home Page	http://scholar.google.com.my/citations?user=VlnbGhIAAAAJ&hl=en&oi=ao	
Email Address	pandey@niist.res.in	You can edit or delete the information choosing each name.
	<input type="text"/>	
	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View File"/> ✕
	<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

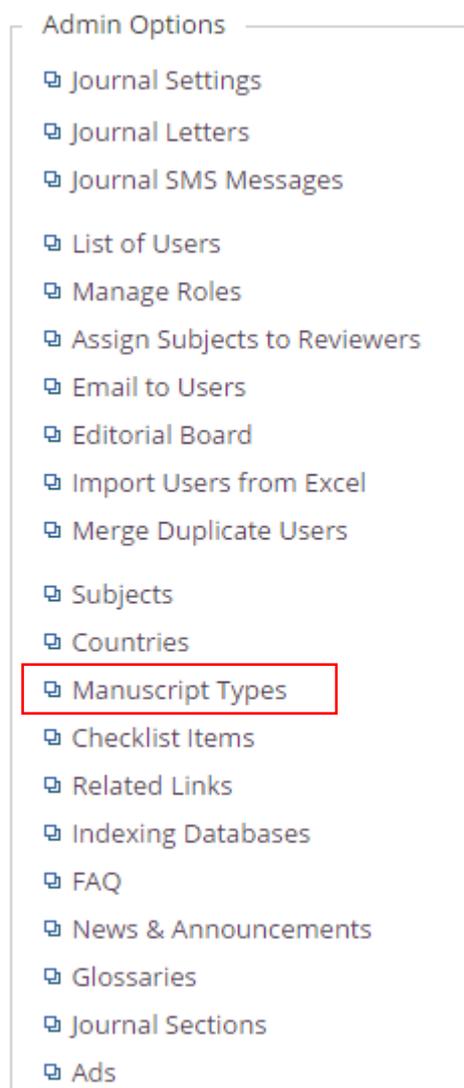
Click "Save" to save changes.
Click "Delete" to remove a certain user.

Editorial Board Members		
Name	Role	Save
1. Professor Robert William	Editor-in-Chief	↑ ↓
2. Yusuf Chisti, PHD	Director-in-Charge	↑ ↓
3. Younos Smith, PHD	Managing Editor	↑ ↓

You can order the names using these arrows. It is advisable to order the Editorial Board Members' name alphabetically. Click "Save" to save changes.

Types of Articles

Use this option to select the types of articles that can be reviewed by and published in the journal. If necessary, change the viewing order.



- One of the most important tasks for System Admins on iKNiTO js is determining the types of articles that can be reviewed and published by the journal.
- When iKNiTO js is used to manage all the journals of a certain university, you should take enough care to choose titles for different articles.
- When submitting his article, the Author views the list of different articles and has to choose one of them to submit his article. So take enough care when choosing titles for articles.
- Depending on whether the System Admin is the Editor-in-Chief as well or the Executive Director who serves under Editor-in-Chief, Editor-in-Chief can access this section fully.
- Selecting this option, opens up a window, as in the following image, that enables you to add or edit different types of articles.
- To view the journal's information at the beginning of each issue, add the journal's information as a type of an article.

Article Types Window

KNITO
Knowledge is Touching JS

Home Browse Submit Paper Journal Info Guide for Authors Reviewers Contact Us

Welcome: Robert Williams
My Home العربية

My Home > System Admin > Manuscript Types

Manuscript Type [English]

Manuscript Type [العربية]

Status Enabled ▾

Save Cancel

Available Manuscript Type Save

1. Original Article	↑ ↓
2. Case Study	↑ ↓
3. Review Article	↑ ↓

Choose the type to edit or delete

Select "Save" to save changes on the system.

Use this option to order the manuscripts' types then click "Save".

Add article type here.

Choose "Enabled" or "Disabled" option. When you choose "Enabled" the author can view this type of manuscript.

News and Announcements

Use this option to save news and announcements on the system. If necessary, change the viewing order.

Admin Options

- 📁 Journal Settings
- 📁 Journal Letters
- 📁 Journal SMS Messages

- 📁 List of Users
- 📁 Manage Roles
- 📁 Assign Subjects to Reviewers
- 📁 Email to Users
- 📁 Editorial Board
- 📁 Import Users from Excel
- 📁 Merge Duplicate Users

- 📁 Subjects
- 📁 Countries
- 📁 Manuscript Types
- 📁 Checklist Items
- 📁 Related Links
- 📁 Indexing Databases
- 📁 FAQ
- 📁 **News & Announcements**
- 📁 Glossaries
- 📁 Journal Sections
- 📁 Ads
- 📁 Manuscript Evaluation Form
- 📁 Journal Subscription

- One of the most important tasks of the System Admin on iKNiTO js is circulating the news and announcements.
- Because in many cases you need to inform members, this is an important task.
- All the related news and information can be uploaded onto the system using this option. Then, they can be publicly viewed.
- The System Admin has to order the news or information according to their significance or date. He also has to upload the images.
- Depending on whether the System Admin is the Editor-in-Chief as well or the Executive Director who serves under Editor-in-Chief, Editor-in-Chief also can fully access all the tools this section.
- Selecting this option, opens up a window, as in the following image, that enables you to add news or edit the old news.

To add news use this option.

Adding News and Announcements Window

My Home > System Admin > News & Announcements

#	News Title	 New	News Date	Actions
1	Professor Ayhan Demirbas joined BRJ's Editorial Board. Read More here!		2015-12-17	 
2	The 8th Issue of Biofuel Research Journal released!		2015-11-30	 
3	Professor Takeshi Matsuura joined BRJ's Editorial Board. Read More here!		2015-09-19	 
4	The 7th Issue of Biofuel Research Journal will be released soon!		2015-08-29	 
5	BRJ's International Advisory Board Member; Professor Seeram Ramakrishna received the prestigious 2015 IFEEES President's Award. Read More here!		2015-07-28	 
6	Professor Martin A. Hubbe joined BRJ's Editorial Board. Read More here!		2015-07-28	 
7	Biofuel Research Journal now indexed by the prestigious CAS Databases (Chemical Abstracts)		2015-07-01	 
8	Biofuel Research Journal is now indexed by Thomson Reuters Web of Science: Emerging Sources Citation Index		2015-06-23	 
9	Biofuel Research Journal is now indexed by CrossRef		2015-06-23	 
10	Announcement: A New Free-of-Charge Service by Biofuel Research Journal		2015-03-30	 
11	BRJ's Editors among the Highly Cited Researchers in the world		2015-03-13	 
12	BRJ's International Advisory Board Member; Professor Seeram Ramakrishna, on a visit to Dublin		2015-03-06	 
13	Professor Seeram Ramakrishna among the Six Outstanding Individuals Who Received the Green and Low-Carbon Transformational Development Award		2015-02-17	 
14	BRJ Welcomes New Managing Editors		2015-02-03	 
15	Professor Mark van Loosdrecht joined BRJ's Editorial Board. Read More here!		2015-01-27	 
16	Professor Ahmad Fauzi Ismail among the Six Outstanding Individuals Who Received Malaysia's Most Prestigious Award		2016-01-01	 

To delete or edit news use these icons.

My Home > System Admin > News & Announcements

News Title

News Description

News Description [العربية]

Path: p

News Date

Related Image

Status

Save Cancel

Add news headline here.

Add news body here. Use different icons to set the format.

Add the news date and upload the image.

Click "Save" to record the news on the system.

News and Announcements Window: A Sample

My Home > System Admin > News & Announcements

#	News Title	New	News Date	Actions
1	Professor Ayhan Demirbas joined BRJ`s Editorial Board. Read More here!		2015-12-17	 
2	The 8th Issue of Biofuel Research Journal released!		2015-11-30	 
3	Professor Takeshi Matsuura joined BRJ`s Editorial Board. Read More here!		2015-09-19	 
4	The 7th Issue of Biofuel Research Journal will be released soon!		2015-08-29	 
5	BRJ`s International Advisory Board Member; Professor Seeram Ramakrishna received the prestigious 2015 IFEEES President`s Award. Read More here!		2015-07-28	 
6	Professor Martin A. Hubbe joined BRJ`s Editorial Board. Read More here!		2015-07-28	 
7	Biofuel Research Journal now indexed by the prestigious CAS Databases (Chemical Abstracts)		2015-07-01	 
8	Biofuel Research Journal is now indexed by Thomson Reuters Web of Science: Emerging Sources Citation Index		2015-06-23	 
9	Biofuel Research Journal is now indexed by CrossRef		2015-06-23	 
10	Announcement: A New Free-of-Charge Service by Biofuel Research Journal		2015-03-30	 
11	BRJ`s Editors among the Highly Cited Researchers in the world		2015-03-13	 
12	BRJ`s International Advisory Board Member; Professor Seeram Ramakrishna, on a visit to Dublin		2015-03-06	 
13	Professor Seeram Ramakrishna among the Six Outstanding Individuals Who Received the Green and Low-Carbon Transformational Development Award		2015-02-17	 
14	BRJ Welcomes New Managing Editors		2015-02-03	 
15	Professor Mark van Loosdrecht joined BRJ`s Editorial Board. Read More here!		2015-01-27	 
16	Professor Ahmad Fauzi Ismail among the Six Outstanding Individuals Who Received Malaysia's Most Prestigious Award		2016-01-01	 

News and Announcements Images

One of the attractive features of iKNiTO js is the image uploading tool for News and Announcements. This makes the site attractive and dynamic.

- Nice images brings life back to site and gives it an appealing look.
- Choose images with defined format and related to news content.
- Consult experienced graphic artists to choose content-related images.
- There is no limit on the number of images. However, this should not make retrieving of the website lengthy and difficult.
- Therefore, having the quality in mind choose images with minimum size.
- Images can have both texts and graphic content so that they are informative enough.

The Window for Uploading Your Images and Files on the Site

My Home > System Admin > News & Announcements

News Title

News Description

Path: p

Path: p

News Date: 17 December 2015

Related Image: Choose File No file chosen

Status: Enabled

Save Cancel

Use this option to upload images on the server. Selecting this option, the "Uploading Images and Files" window appears on the screen as in the following image.

Add the title.

Add the necessary description here.

Use this option to link the image to a certain file or site.

If the "Status" is "Enabled", the image appears on the Home Page.

If the file has already been uploaded add the image URL. Otherwise, choose this option.

Insert/Edit Image - Google Chrome

ijs.iknito.com/inc/js/tinymce/plugins/advimage/image.htm

General Appearance Advanced

General

Image URL

Image Description

Title

Preview

Use this option to save the data on the server once you uploaded the image.

Insert Cancel

Use this option, to upload your file or image. Selecting this, the next screen comes up.

Ajax File Manager - Google Chrome

ijs.iknito.com/inc/js/tinymce/plugins/ajaxfilemanager/ajaxfilemanager.php#

Current Folder Path: /Root Folder

View In: Details Thumbnails

Refresh Select All Delete Cut Copy Paste New Folder Upload Info

1/2 (2) Display 30 items per page

	Name	Size	Modified At
<input type="checkbox"/>	.htaccess	248 b	08/Aug/2015 14:25:01
<input type="checkbox"/>	index.html	0	12/Aug/2009 17:56:30
<input type="checkbox"/>	7-cardinal-rul...	154.3 KB	17/Dec/2015 19:39:25

Folder Information

Folder: news

Created: 13/Aug/2015 16:13:37

Modified: 13/Aug/2015 15:49:17

Subfolders: 0

Files: 2

Writable? Readable?

Search

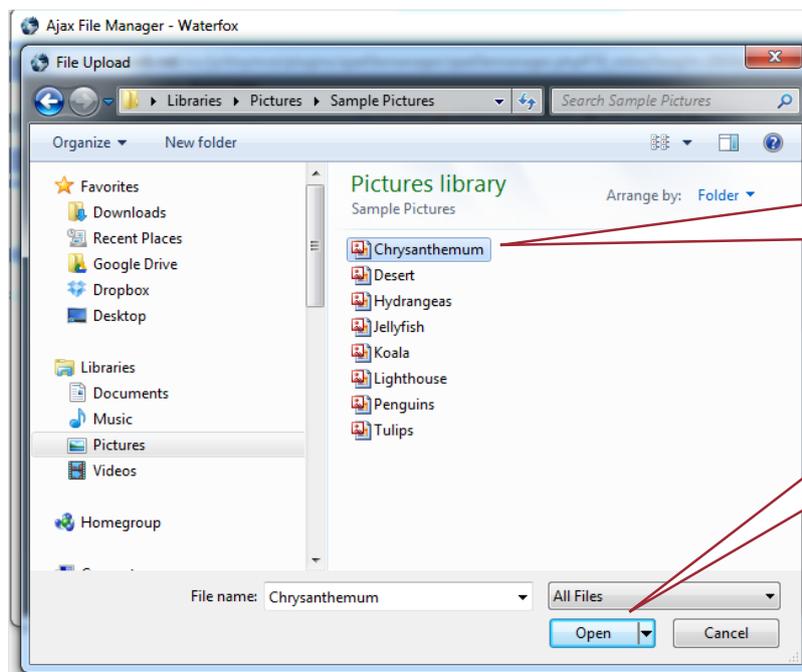
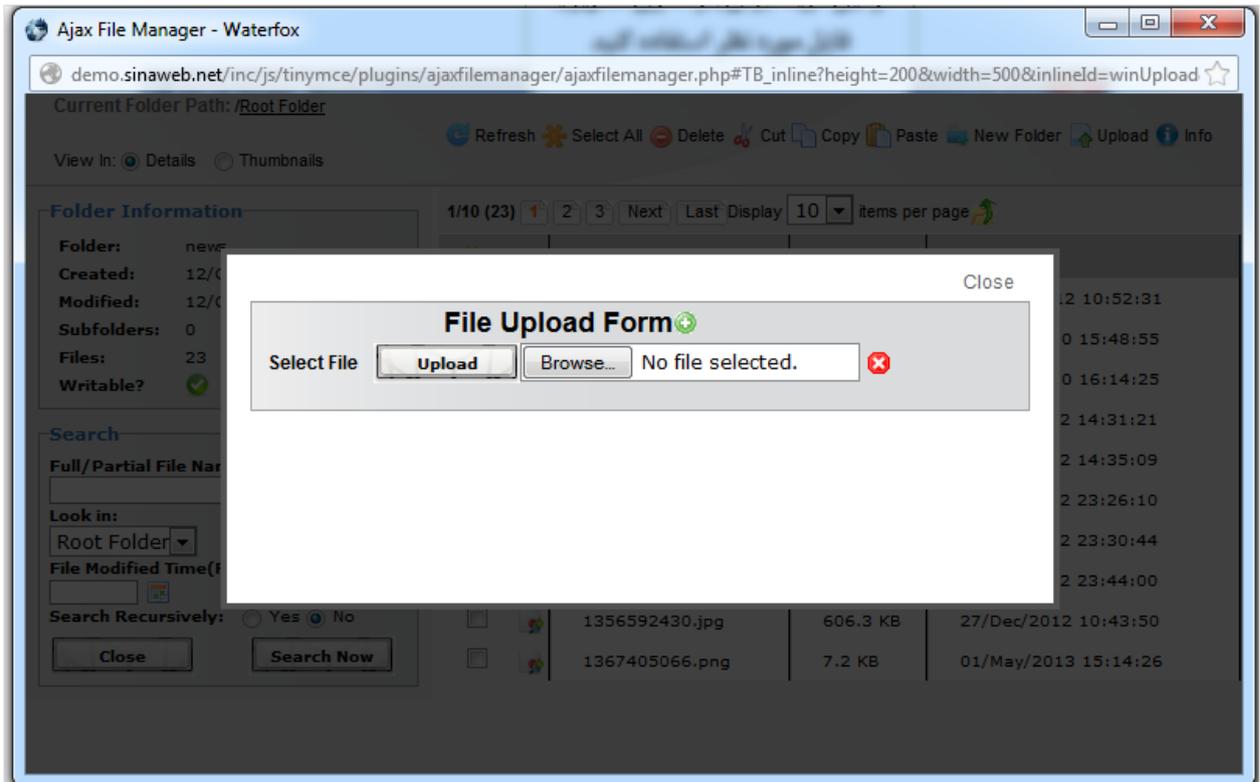
Full/Partial File Name:

Look in: Root Folder

File Modified Time(Range):

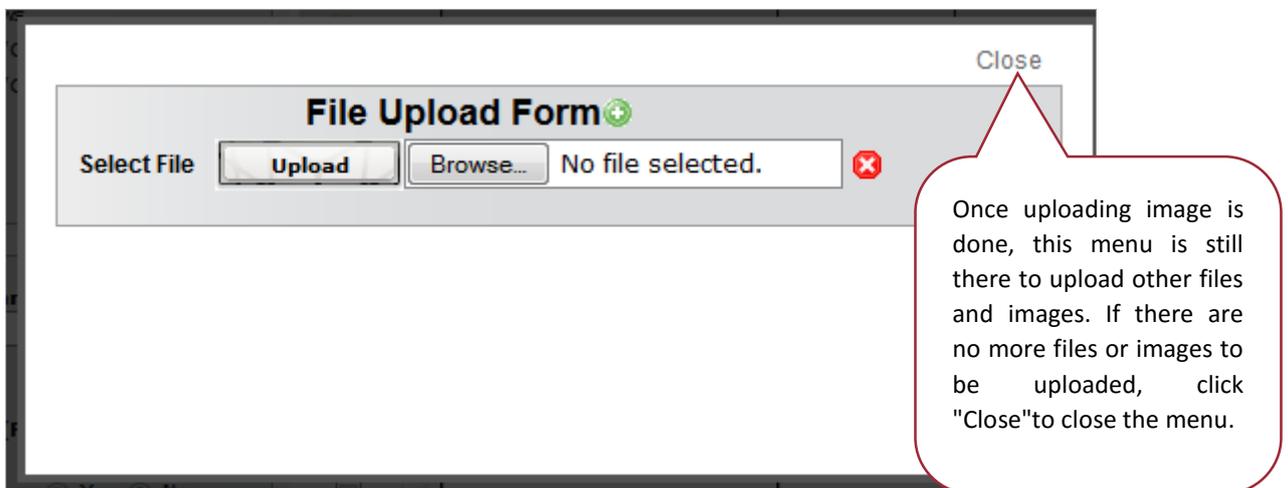
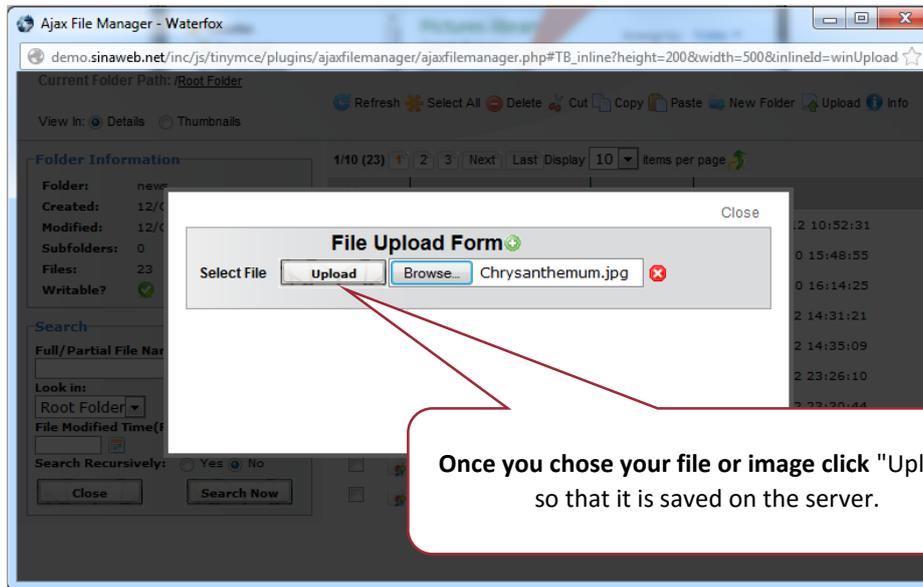
Search Recursively: Yes No

Close Search Now



Choose your file or image.

To upload your file or image, choose this option.



Ajax File Manager - Waterfox

demo.sinaweb.net/inc/js/tinyMCE/plugins/ajaxfilemanager/ajaxfilemanager.php

Current Folder Path: /Root Folder

View In: Details Thumbnails

Refresh Select All Delete Cut Copy Paste New Folder Upload Info

File Information:

Name: Chrysanthemum.jpg
Created: 12/Oct/2013 08:40:21
Modified: 12/Oct/2013 08:40:21
File Size: 858.8 KB
File Type: Image
Writable? **Readable?**

Search

Full/Partial File Name:

Look in:
Root Folder

File Modified Time(Range):

Search Recursively: Yes No

11/20 (24) First Previous 1 2 3 Next Last Display 10 items per page

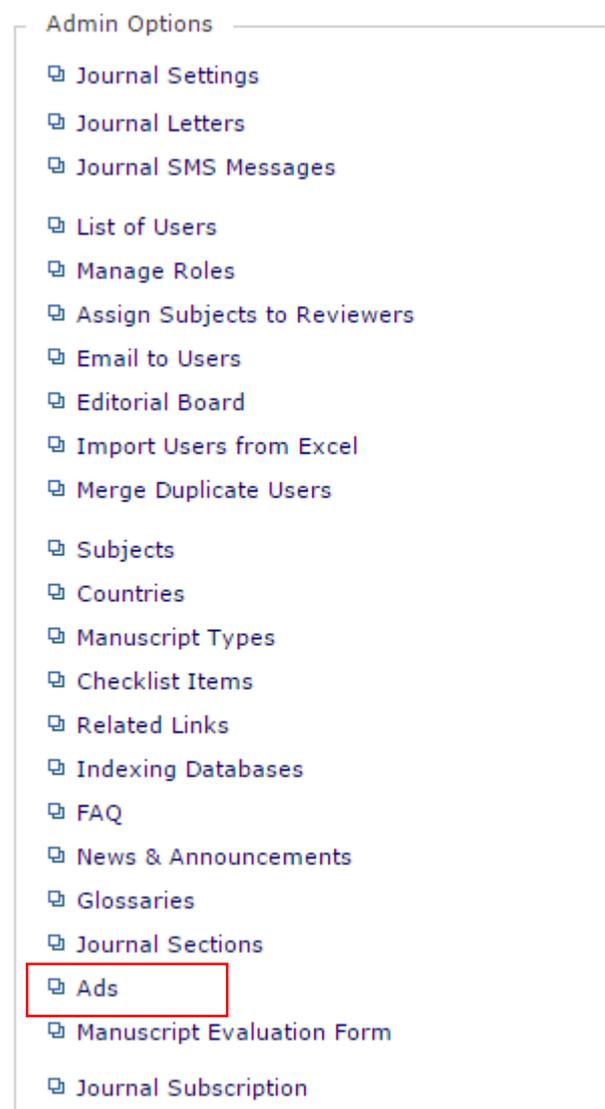
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>		Chrysanthemum.jpg	858.8 KB	12/Oct/2013 08:40:21	
<input type="checkbox"/>		Dr. Mohamadi.pdf	15.2 KB	29/Jan/2013 23:50:08	
<input type="checkbox"/>		Dr. Mohamadi_1.pdf	15.2 KB	29/Jan/2013 23:50:33	
<input type="checkbox"/>		Dr. Mohamadi_2.pdf	15.2 KB	08/Feb/2013 23:11:39	
<input type="checkbox"/>		Dr. Mohamadi_3.pdf	15.2 KB	08/Feb/2013 23:13:44	
<input type="checkbox"/>		Dr. Mohamadi_4.pdf	15.2 KB	08/Feb/2013 23:16:53	

Choose the file or image once you have uploaded them on the system.

Click this to to upload the file.

Advertisements

There are specially-assigned tools for advertisements on the system.



Here are a few tips to improve the site:

- Try to choose images whose colors match the site's theme and header.
- Choose advert images with defined format and related to site content.
- Consult experienced graphic artists to choose images.
- There is no limit on the number of adverts on the site; however, there should not be a lot that give the site an awkward look.
- Therefore, choose images which are of good quality and size.
- Images can have both texts and graphic content so that they are informative enough.
- Selecting this option, the "Advertisements" window appears on the screen as in the following image.
- The advertisements will appear on the Home Page.

Advertisement Window: Adding Details

My Home > System Admin > Ads

Ads Title

Ads Title [العربية]

Link

Ads Note

Ads Note [العربية]

Ads Image No file chosen

Status

Add English and second language Titles.

Add the advert's Internet address. For instance, if it is an advert from an institution, add its internet address.

Add the description in here.

Upload the advert's image.

If the "Enabled" mode is on, it will appear on the Home Page. You can deactivate a certain add if you wish.

#	Ads Title	Clicks	Save
1	Thomson Reuters Web of Science: Emerging Sources Citation Index	1	<input type="button" value="Save"/>
2	Web of Science: Emerging Sources Citation Index	0	<input type="button" value="Save"/>

Click "Save" to save changes.

Use this option to order the adverts if necessary then click "Save".

Adding Countries, Useful links, FAQ and Glossary

Use this option to add countries or useful links.



- Use this option to add countries. Countries will appear on the registration page as in the following image
- Use "Related Links" to add the links you think of as useful. Make sure that this address is added correctly.
- FAQs usually benefit users. Add them here. Ask a specific question and answer it clearly.
- The glossaries are prepared to provide uniform and standard definition that are acceptable for a certain journal. You can add new terms and their definitions to the system.

Adding Countries Window

My Home > System Admin > Countries

Country Name

Country Name [العربية]

#	Country Name	
1	Afghanistan	 
4	American Samoa	 
7	Anguilla	 
10	Argentina	 
13	Australia	 
16	Bahamas	 

#	Country Name	
2	Albania	 
5	Andorra	 
8	Antarctica	 
11	Armenia	 
14	Austria	 
17	Bahrain	 

#	Country Name	
3	Algeria	 
6	Angola	 
9	Antigua & Barbuda	 
12	Aruba	 
15	Azerbaijan	 
18	Bangladesh	 

Add the countries and click "Save".

Use this icon for editing.
Then click "Save".

Adding Useful Links Window

My Home > System Admin > Related Links

Link Title

Link Title [العربية]

Link URL

#	Link Title	Save
1	iKNiTO cs	<input type="button" value="↑"/> <input type="button" value="↓"/>
2	iKNiTO Digital Library	<input type="button" value="↑"/> <input type="button" value="↓"/>
3	iKNiTO js	<input type="button" value="↑"/> <input type="button" value="↓"/>
4	iKNiTO Space	<input type="button" value="↑"/> <input type="button" value="↓"/>
5	NotionWave	<input type="button" value="↑"/> <input type="button" value="↓"/>

Add the link's name and address and click "Save".

Use this option for editing. Then click "Save".

Adding FAQs Window

Home > System Admin > FAQ

Add the question and its answer here.

How do I submit my research to iKNiTO js?

Submitting a manuscript is easy. Instructions on how to submit your research for publication in iKNiTO js and the journal's submission system can be found in ijs.iknito.com

Question [العربية]

Answer [العربية]

Save Delete Cancel

- Available FAQ
1. How do I submit my research to iKNiTO js?
 2. How is iKNiTO js distinct from other open access journals?
 3. I have more questions! Whom do I contact?
 4. Is there a page limit for articles submitted to iKNiTO js?
- You can edit and delete the question when you click on it.

If necessary, change the order of the questions and click "Save".

Adding Glossary Window

Enter your terms and their definitions then click "Save".

My Home > System Admin > Glossaries

Glossary Title

Glossary Description

Glossary Title [العربية]

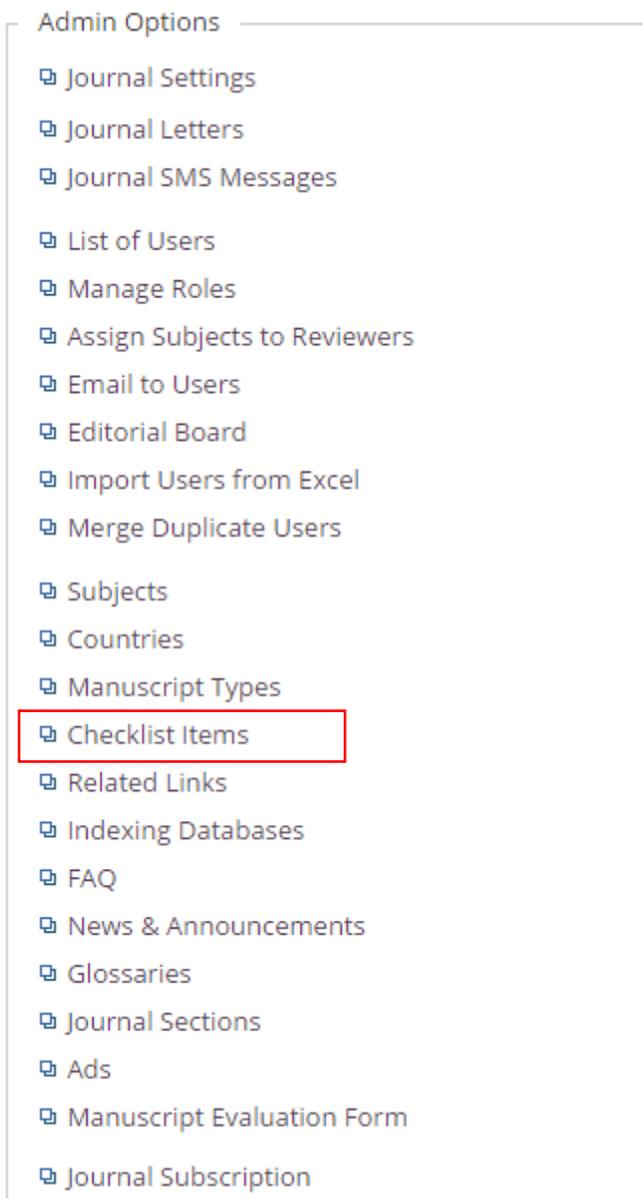
Glossary Description [العربية]

#	Glossary Title
1	Appendix

The glossaries are prepared to provide uniform and standard definition that are acceptable for a certain journal. You can add new terms and their definitions to the system.

Article Submission Checklist

The System Admin adds a checklist to the system to make sure that the Author has sent all other necessary components along with his article. The checklist is viewed when the Author is submitting his article.



As you click on "Checklist Questions" the "add question" window as in following image, will pop up.

- Because many a times, the Author is not well-informed of the journal's guidelines or does not pay enough attention to what is important for the Editorial Board, a checklist is added on the system. The checklist helps the Author to submit other necessary information when submitting his article.
- There are two types of questions on the checklist: optional and obligatory. You can not submit your article if you do not answer the obligatory questions.
- Ask clear and brief questions and avoid ambiguous questions.
- Ask questions that are addressed in Guide for Authors and deal with guidelines for writing articles.
- For example, ask questions on file formats, size for texts or number of page if they were addressed in Guide for Authors.

Window for Adding Checklist Questions

My Home > System Admin > Checklist Items

Checklist Item Title

Checklist Item Title [العربية]

Comments

Checklist Type Mandatory ▼

Save Cancel

#	Checklist Item Title	Save
1	References entered in valid format	Save

Save ↑ ↓

Add question here.

Add the necessary description here.

Determine the type of the question. Is it obligatory or optional?

Select "Save" to save changes on the system.

To edit or delete the question, select it and use the tools available.

My Home > System Admin > Checklist Items

Checklist Item Title

Checklist Item Title [العربية]

Comments

Checklist Type

Add the question and description here then click "Save". Click "Delete" to remove the question.

#	Checklist Item Title	<input type="button" value="Save"/>
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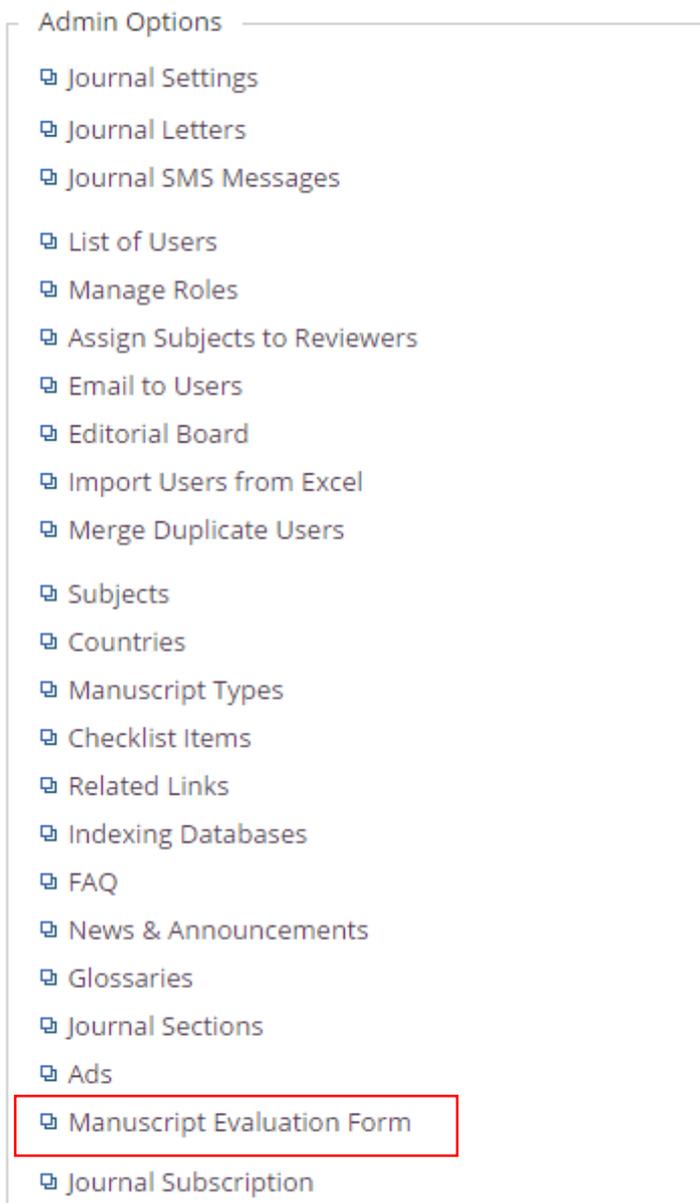
1	References entered in valid format	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
---	------------------------------------	---

You can edit and delete the question when you click on it.

Use this option to order the questions if necessary then click "Save".

Article Reviewing Window

iKNiTO js has excellent tools for Reviewing. Here is a short list:



- All Reviewers receive the journal specially-designed Reviewing Form. Because these forms are designed differently for each system, the System Admin has to design the special form for the journal. You can design this form using tools in "Manuscript Evaluation Form". You can change questions in the form. The questions may be multiple-choice or may need elaborate answers. Some questions may be obligatory or optional.
- When you click "Save", a new page opens for a new question. Finally you can see all the questions in a single page as in the following image. You can order, edit, or delete questions from this list.
- The new questions are marked (+) **New** on the top of the column. iKNiTO js handles correspondences automatically. For example, when an article is assigned and sent to a certain Reviewer, a default letter accompanies it. The Letter can be edited in default letters setting page.

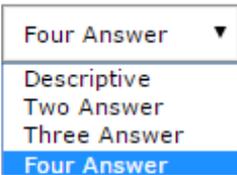
- To do this, go to System Admin Home Page and select Journal's letters settings.

Adding Reviewing questions Window is like the following image.

Adding Reviewing questions Window



Determine the type of the question.



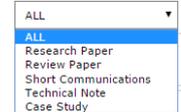
Designing "Reviewing Form" according to Reviewing type



For multiple-choice question it is possible for the Reviewer to choose more than one item

Use this option to add Reviewing Questions.

Designing "Reviewing Form" according to manuscript type



Add the question here.

My Home > System Admin > Manuscript Evaluation Form

Question Type: Four Answer | Single Selection

Category: All Reviewers

Manuscript Type: ALL

Question Title:

Recommended Answer 1:

Recommended Answer 2:

Recommended Answer 3:

Recommended Answer 4:

Comments:

Status: Mandatory

Coefficient: 1

Answer Score: 0

Answer Score: 0

Answer Score: 0

Answer Score: 0

Save Cancel

Add the suggested answer according to the question priority.

Add the total point for the questions and points for each answer so that you can finally calculate

Determine the type of the question. To complete the Reviewing process, the Reviewer must answer the obligatory questions.

Click "Save" to save changes.

Add more details to clarify the question here, if necessary.

Reviewing Form: A Sample

My Home > System Admin > Manuscript Evaluation Form

#	Question Type	Question Title	Category	New	Save
1	Three Answer	Is the subject of this manuscript within the scope of the journal?	All Reviewers		
2	Three Answer	Originality	All Reviewers		
3	Two Answer	Title	All Reviewers		
4	Two Answer	Language	All Reviewers		
5	Four Answer	Abstract	All Reviewers		
6	Four Answer	Presentation	All Reviewers		
7	Five Answer	Illustrations	All Reviewers		
8	Three Answer	Tables	All Reviewers		
9	Four Answer	Abbreviations, formulae, units	All Reviewers		
10	Four Answer	References	All Reviewers		
11	Three Answer	General grading of paper	All Reviewers		

To delete or edit a question use this option.

Use this option to prioritize the questions if necessary then click "Save".

My Home > System Admin > Manuscript Evaluation Form

Question Type:

Category:

Manuscript Type:

Question Title: Coefficient:

Recommended Answer 1: Answer Score:

Recommended Answer 2: Answer Score:

Recommended Answer 3: Answer Score:

Recommended Answer 4: Answer Score:

Comments:

Status:

You can edit and delete a question when you click on it.

Use this options to record or delete the data on the system.

Changing the question status from "Optional" to "Mandatory" and vice versa.

Reviewing Form: A Sample (Score Question)

[My Home](#) > [System Admin](#) > [Manuscript Evaluation Form](#)

Question Type	<input type="text" value="Score"/>	<input type="text" value="Single Selection"/>
Category	<input type="text" value="All Reviewers"/>	
Manuscript Type	<input type="text" value="ALL"/>	
Question Title	<input type="text" value="Score for Innovation"/>	Coefficient <input type="text" value="1"/>
Score from	<input type="text" value="0"/> to <input type="text" value="100"/>	
Comments	<input type="text"/>	
Status	<input type="text" value="Mandatory"/>	

Journal's Subscription

Admin Options

- 🔗 Journal Settings
- 🔗 Journal Letters
- 🔗 Journal SMS Messages
- 🔗 List of Users
- 🔗 Manage Roles
- 🔗 Assign Subjects to Reviewers
- 🔗 Email to Users
- 🔗 Editorial Board
- 🔗 Import Users from Excel
- 🔗 Merge Duplicate Users
- 🔗 Subjects
- 🔗 Countries
- 🔗 Manuscript Types
- 🔗 Checklist Items
- 🔗 Related Links
- 🔗 Indexing Databases
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- 🔗 Glossaries
- 🔗 Journal Sections
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Journal's Subscription Window

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Home Browse Submit Paper Journal Info Guide for Authors Reviewers Contact Us

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