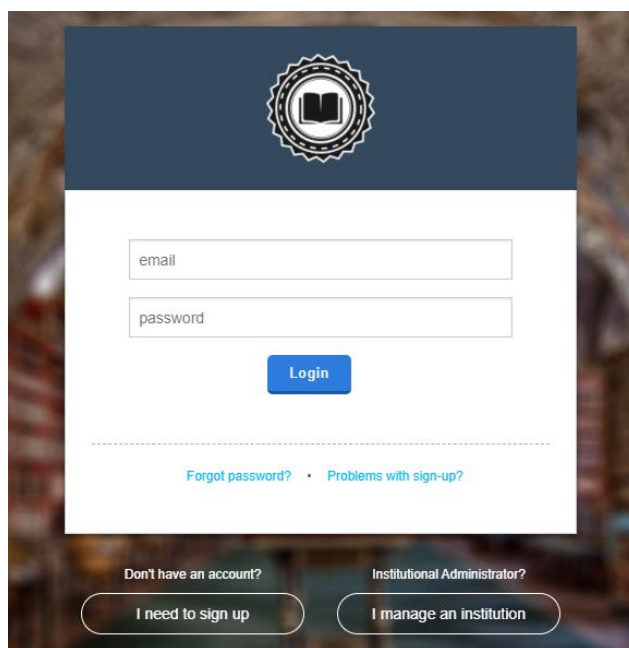




## How to submit your paper and track the status of your submission

- **Steps to create your account:**

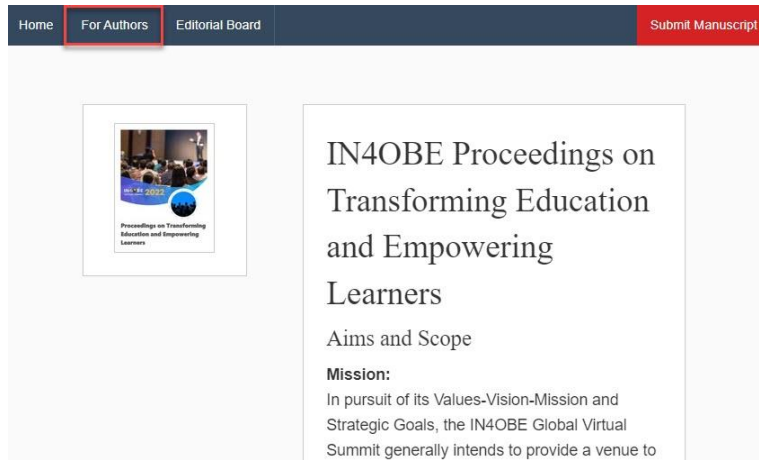
- Go to [https://app.scholasticahq.com/users/sign\\_up](https://app.scholasticahq.com/users/sign_up)
- **Note:** If you already have a Scholastica account, you don't need to create a new one! You can simply log in, instead. If you cannot remember your password, click "Forgot Password".
- Fill out the entire form and click "signup" at the bottom when you're done
- Check the inbox of the email address you used to sign up for the the confirmation email
- Click the link in the email to confirm your account
- Congratulations! You can now sign into your new Scholastica account
- After signing in, you'll be taken to your Dashboard where you can submit a manuscript, create a journal account, and see the latest posts from the Scholastica community.



The image shows a login page for Scholastica. At the top, there is a dark blue header with a circular logo featuring an open book. Below the header is a white login form with two input fields labeled "email" and "password", and a blue "Login" button. Below the form are two links: "Forgot password?" and "Problems with sign-up?". At the bottom of the page, there are two buttons: "I need to sign up" and "I manage an institution".

- **Steps to submit your paper**

1. After creating your account, please visit: <https://in4obe.scholasticahq.com/> to submit your abstract and manuscript accordingly. You could find out more instructions for Author on that site too.



2. Click on "submit Manuscript" to begin your submission process.
3. You will come to an interface as follows. There are three menus on the left: (1) Metadata, (2) Authors, (3) files. You must complete all information requested in the three menus.

4. On the **Metadata** page, you enter your paper's title, abstract, and keywords to ease your paper's search. More importantly, you must choose the right Track Topic.

There are three tracks:

- a. Track 1: Humanities and Social Sciences (HSS1, HSS2, HSS3)
- b. Track 2: Computing, Engineering & Technology (CET1, CET2, CET3)
- c. Track 3: Physical and Medical Sciences (PMS1, PMS2, PMS3)

There are three themes within each track. For example, the topics are arranged according to HSS1, HSS2, and HSS3 for Track 1. The numeric value indicates the group number. You do not need to worry about the theme grouping, but the right topic for that track.

5. On the Authors page, please enter your information as requested. It is to your advantage to enter your ORCID ID as well. If you do not have one, please register for one according to the following:

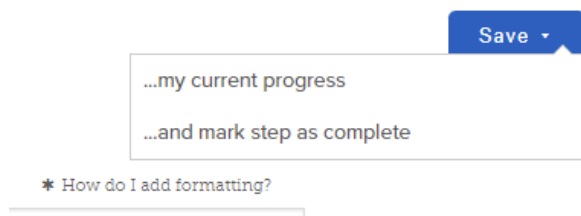
## What is my ORCID iD?

Your ORCID iD is a unique, open digital identifier that distinguishes you from every other researcher with the same or a similar name to you.

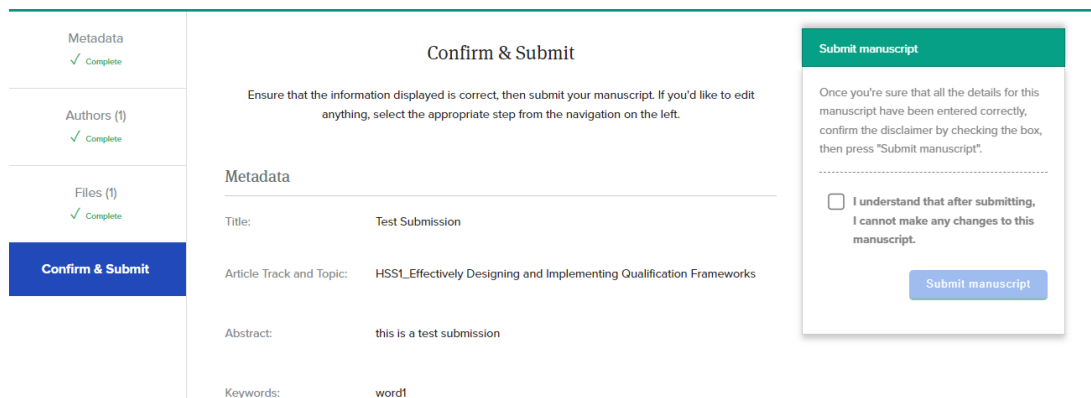
Anyone who participates in research, scholarship, or innovation can register an ORCID iD for themselves free of charge, and you can use the same iD throughout your whole career -- even if your name changes or you move to a different organization, discipline, or country.

Forgotten your ORCID iD? Find out how to recover it [here](#).

6. You could save your entries and come back as many times as you wish to update your entries. There are two modes of saving your entries:
  - a. "...my current progress."
  - b. "...and mark steps as complete"



**Please be reminded that you MUST save as "mark steps as complete" for your entries on three menus as a complete submission of your paper.** Please see the screenshot bellows for a complete submission. An ONLY complete submission will be reviewed or even viewed by the editor.



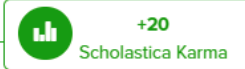
## ✓ Manuscript submitted

Your manuscript "Test Submission" was successfully submitted.

### Important information:

You can access **details about your manuscript** at any time by clicking on the **"My Manuscripts"** navigation item on top of this page.

View your manuscript details



Scholastica Karma is a way to publicly show how scholars give back to the scholarly community by reviewing, being editors, etc. [Learn more](#)

7. You could always visit the site: <https://in4obe.scholasticahq.com/> to track your paper's status. You should receive alerting emails upon completing the review and the final decision on your submission.
8. The following screenshot shows an sample of your paper's status:

The screenshot shows a web interface for a manuscript under review. At the top, a green header bar contains the text "Manuscript Under Review : Reviews Submitted" and a "Read Manuscript" button. Below the header, a progress bar is shown, with the "First Review Submitted" stage highlighted in green. A horizontal timeline below the progress bar shows five stages: "Successfully Submitted", "Reviewers Invited", "Reviewers Confirmed", "First Review Submitted" (highlighted), and "Decision Made". On the left side, there is a dark sidebar with "Author Work Area" (with a sub-link "Who can see this information?"), "Manuscript Details", and "Discussions". The main content area is titled "Manuscript Details" and includes an "Author Details" section with a person icon. The author information is: "Corresponding Author", "Fong K. Mak, mak001@gannon.edu", and "Electrical and Computer Engineering, Gannon University".