



AUTHOR USER MANUAL

Construction Journal of Bhutan



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I. Registration (to create an account as an Author).

1. Go to the 'Construction Journal of Bhutan' webpage under 'Research and Publication'.
(Figure 1.1)



(Figure 1.1)

2. Click on the 'Make Submission' tab. (Figure 1.2)



(Figure 1.2)

3. Click on 'Register' to create a new account. (Figure 1.3)



Submissions

[Login](#) or [Register](#) to make a submission.

Submission Preparation Checklist

1. As corresponding author, I on behalf of my co-authors submit the following manuscript for publication in Construction Journal of Bhutan.
2. The details of authors of the manuscript are added in the metadata. I understand that the manuscript could be declined for publication if the author's details are not provided in the metadata.

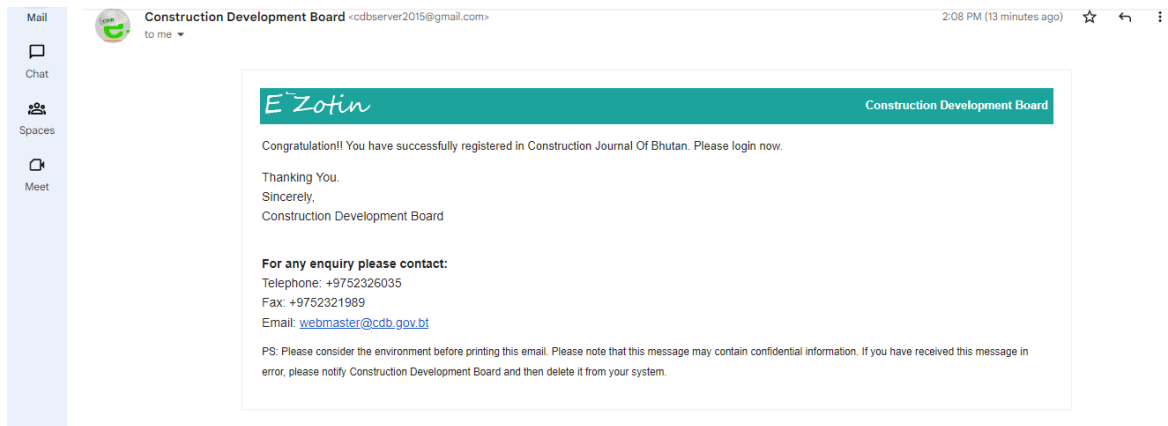
(Figure 1.3)

4. Fill in your details. (Figure 1.4)

Ensure to fill in the correct details.

(Figure 1.4)

5. Successful registration email alert will be sent to your email account. (Figure 1.5)



(Figure 1.5)

6. Login to the account to continue. (Figure 1.6)

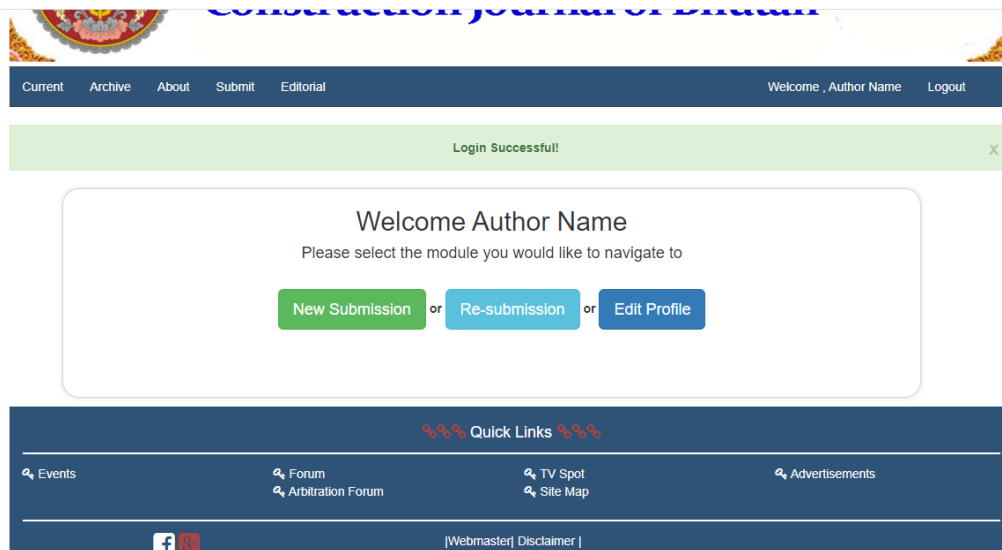


(Figure 1.6)

II. Make a new submission.

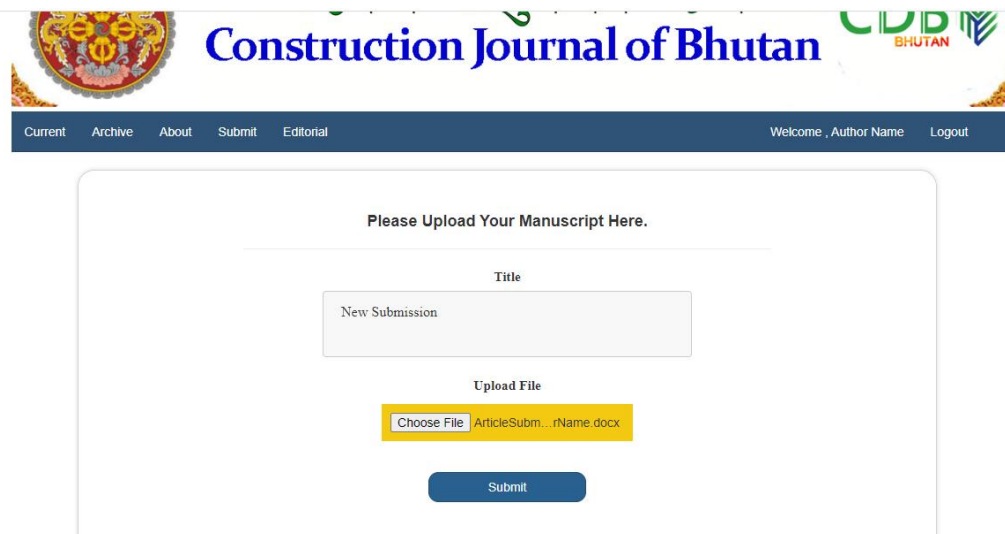
1. Login to your account. The following page will be displayed. *(Figure 2.1)*

Click on 'New Submission' to upload a new submission.





(Figure 2.1)

2. Upload the manuscript (in word format) in the provision provided. *(Figure 2.2)*



(Figure 2.2)

3. Successful upload alert will be displayed (note the application number). *(Figure 2.3)*

Construction Journal of Bhutan

Current Archive About Submit Editorial Welcome , Author Name Logout

Your file is successfully uploaded. Your application number is CDB_230001

Please Upload Your Manuscript Here.

Title

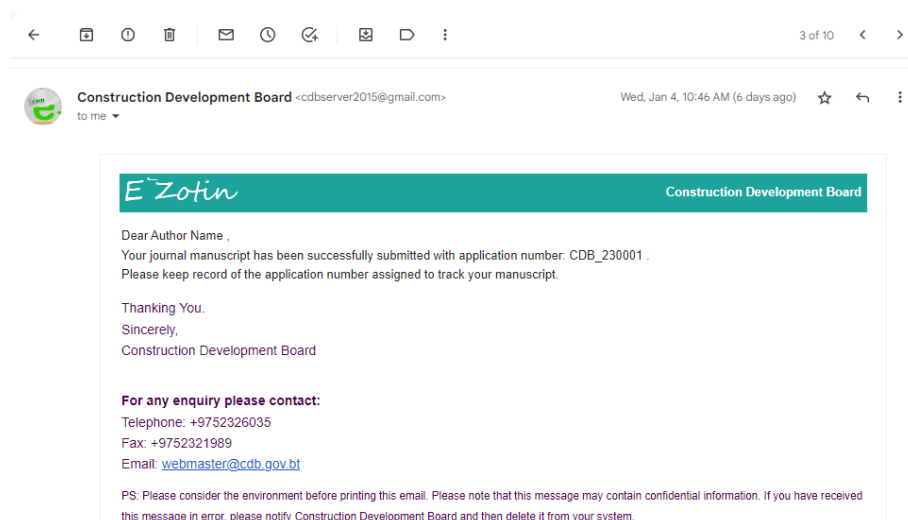
Please give the title of your journal..

Upload File

Choose File No file chosen

(Figure 2.3)

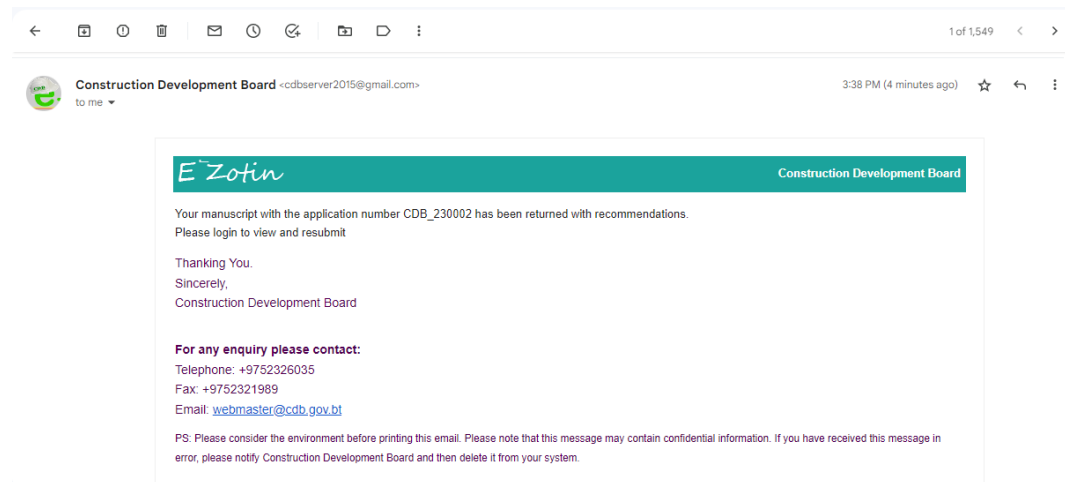
4. An email will be sent to your account to notify the successful upload of your manuscript.
(Figure 2.4)



(Figure 2.4)

III. Manuscript returned after Preliminary Test.

1. Email alert will be received when manuscript is returned with recommendations. (**Figure 3.1**)



(**Figure 3.1**)

2. Login to your journal account.

Click on the 'Resubmission' tab.

Enter the manuscript application number. (**Figure 3.2**)

The image shows the homepage of the 'Construction Journal of Bhutan'. The header features a colorful banner with the journal's name in Tibetan and English, along with the CDB BHUTAN logo. Below the banner is a navigation bar with links: 'Current', 'Archive', 'About', 'Submit', 'Editorial', 'Welcome, Author Name', and 'Logout'. The main content area has a 'Resubmission' section with a text input field labeled 'Enter your Application Number' and a green 'Get Details' button. At the bottom, there is a dark blue bar with 'Quick Links' and decorative icons.

(**Figure 3.2**)

3. Details regarding the manuscript and recommendations will be displayed. (**Figure 3.3**)

The screenshot shows a web interface for a journal. At the top, there is a navigation bar with links: Current, Archive, About, Submit, Editorial. On the right, it says 'Welcome , Author Name 2' and 'Logout'. Below the navigation bar, there is a 'Notification' section. It contains a table with the following information:

Remarks by Journal Coordinator (Managing Editor):	The SI of the paper is above the permissible limit. Also the manuscript submitted is not in the format required. PF the template/ format on the website and also find attached the SI report.
Your Manuscript:	Download File
Turnitin Report:	Download File
Status:	Rejected

Below the notification, there is an 'Upload file:' section. It contains a 'Choose File' button and the text 'No file chosen'. At the bottom of this section is a 'Forward' button.

(Figure 3.3)

4. Upload the revised manuscript (in word format) in the provision provided and submit.
(Figure 3.4)

This screenshot is similar to Figure 3.3, showing the same notification and upload section. However, in the 'Upload file:' section, the 'Choose File' button is now highlighted in yellow, and the text next to it reads 'ArticleSubm...rName.docx', indicating that a file has been selected for upload. The 'Forward' button remains at the bottom.

(Figure 3.4)

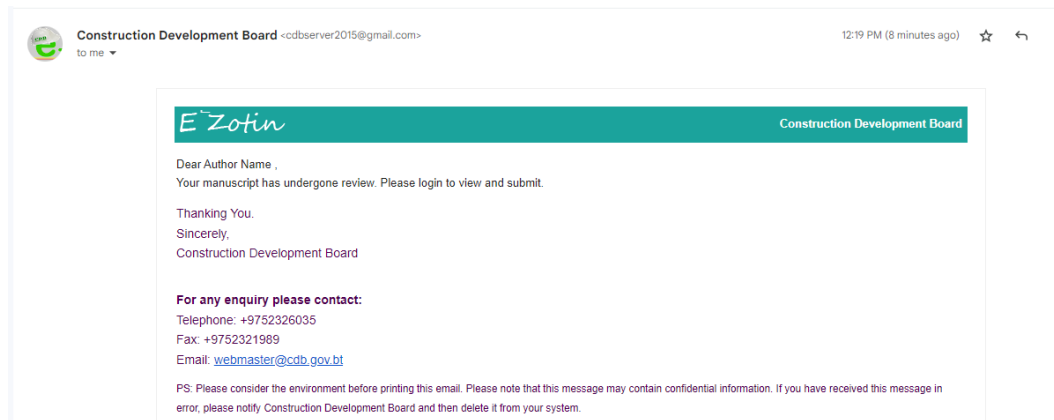
5. Successful submission of manuscript will be displayed. (Figure 3.5)

The screenshot shows the journal's header with the title 'Construction Journal of Bhutan' and the CDB BHUTAN logo. Below the header, there is a green banner that reads 'Your manuscript has been successfully submitted.' with a close button (X) on the right. Below the banner, there is a 'Welcome Author Name 2' message. It says 'Please select the module you would like to navigate to' and provides three buttons: 'New Submission', 'Re-submission', and 'Edit Profile', separated by 'or'.

(Figure 3.5)

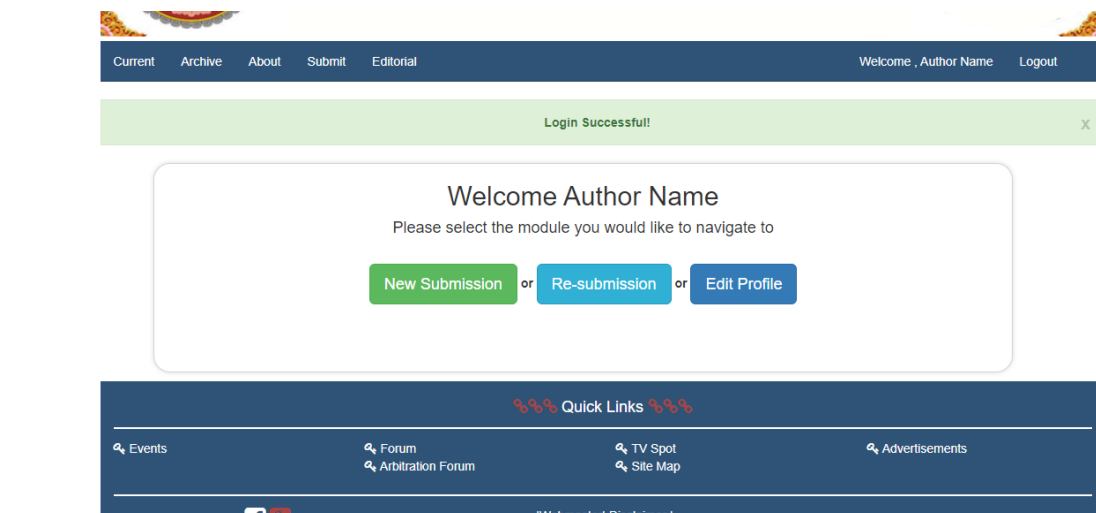
IV. Submit Revised Manuscript (after incorporation of recommendations from Reviewers).

1. Email alert will be received as soon as the manuscript is reviewed. **(Figure 4.1)**



(Figure 4.1)

2. Click on the 'Re-submission' tab to access your manuscript and review recommendations. **(Figure 4.2)**



(Figure 4.2)

3. Enter your manuscript application number. **(Figure 4.3)**



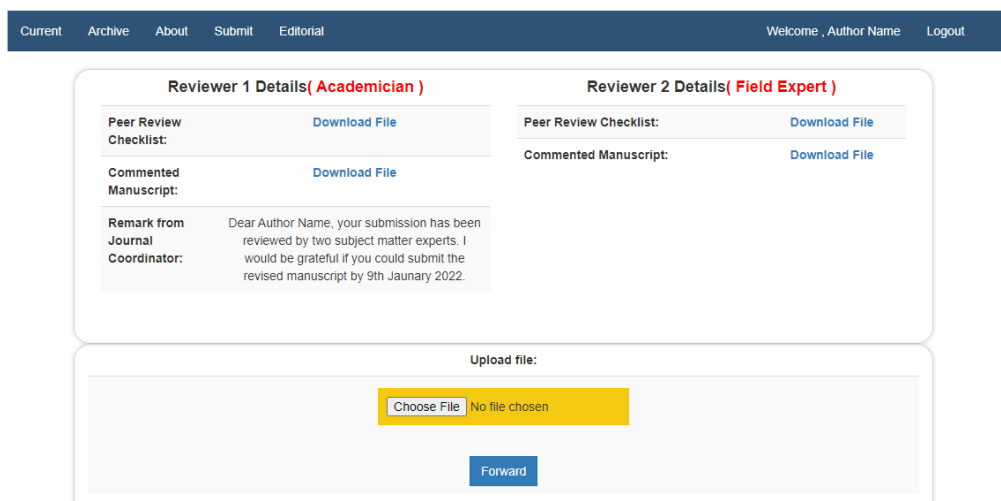
The screenshot shows the top header of the Construction Journal of Bhutan website. It includes a decorative border at the top, a logo on the left, the title 'Construction Journal of Bhutan' in the center, and the CDB BHUTAN logo on the right. Below the header is a navigation bar with links: Current, Archive, About, Submit, Editorial, Welcome, Author Name, and Logout. The main content area is titled 'Resubmission' and contains a form with a text input field labeled 'Enter your Application Number' and a green 'Get Details' button.

(Figure 4.3)

4. You will have access to the Review Checklist and the Commented Manuscript submitted by the Reviewers.

Upload the revised manuscript (after recommendations are incorporated, in word format).

(Figure 4.4)



The screenshot shows the 'Reviewer Details' section of the Construction Journal of Bhutan website. It features a navigation bar at the top with links: Current, Archive, About, Submit, Editorial, Welcome, Author Name, and Logout. The main content area is divided into two columns: 'Reviewer 1 Details (Academician)' and 'Reviewer 2 Details (Field Expert)'. Each column contains links for 'Peer Review Checklist' and 'Commented Manuscript', both labeled 'Download File'. Below these columns is a 'Remark from Journal Coordinator' section with a message: 'Dear Author Name, your submission has been reviewed by two subject matter experts. I would be grateful if you could submit the revised manuscript by 9th January 2022.' At the bottom, there is an 'Upload file:' section with a 'Choose File' button, a 'No file chosen' status, and a 'Forward' button.

(Figure 4.4)

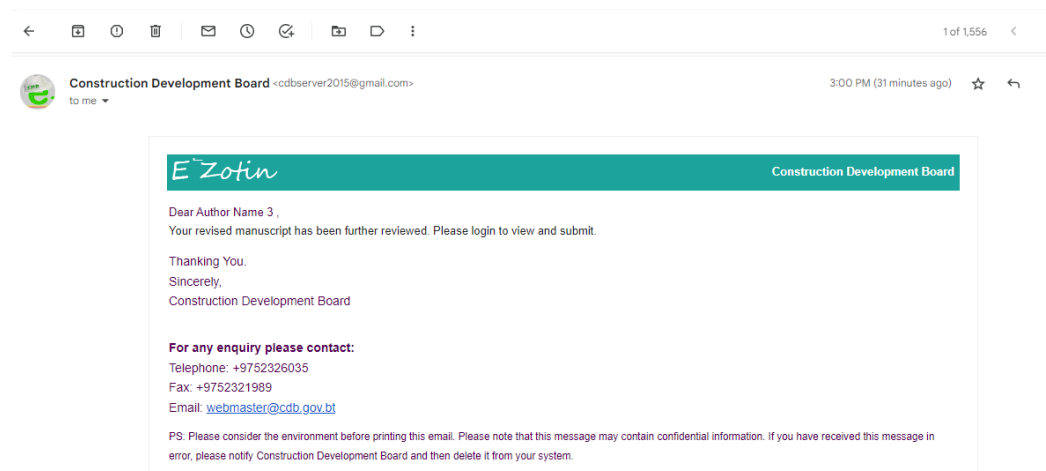
5. Successful manuscript submission alert will be displayed once the revised manuscript is submitted. (Figure 4.5)



(Figure 4.5)

V. Submission of Re-revised Manuscript.

1. Author will receive an email alert when manuscript is returned for further editing. (*Figure 5.1*)



(Figure 5.1)

2. Login to the journal account.

Click on the 'Resubmission' tab.

Enter the manuscript application number. (*Figure 5.2*)



(Figure 5.2)

3. You will have access to further recommendations made by the Editor.

Upload the re-revised manuscript (in word format) on the provision provided. (*Figure 5.3*)

Reviewer 1 Details(Academician)		Reviewer 2 Details(Field Expert)	
Peer Review Checklist:	Download File	Peer Review Checklist:	Download File
Commented Manuscript:	Download File	Commented Manuscript:	Download File
File send from Journal Coordinator:	Download File		
Remark from Journal Coordinator:	Dear Author Name 3, The ET has reviewed the manuscript. Please send the revised manuscript by 7th January 2023.		

Upload file:

No file chosen

(Figure 5.3)

4. Successful submission alert will be displayed once manuscript is forwarded. (Figure 5.4)



འབྲུག་གི་བཞེས་ཆུང་གནས་ཏུས།

Construction Journal of Bhutan

འཛིན་སྐྱོང་གི་འཕེལ་བཞིན་པའི་ལས་ཁུངས་

CDB BHUTAN

Current	Archive	About	Submit	Editorial	Welcome , Author Name 3	Logout
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Your manuscript has been successfully submitted.

Welcome Author Name 3

Please select the module you would like to navigate to

or

or

(Figure 5.4)