

USER MANUAL FOR ONLINE JOURNAL CCIS KSU

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The Need:

The Journal of College of Computer & Information Science, King Saud University is online to facilitate the researchers and professors around the world to submit their papers online. The process includes, not only submitting the paper online but also track the status and changes of the submitted papers.

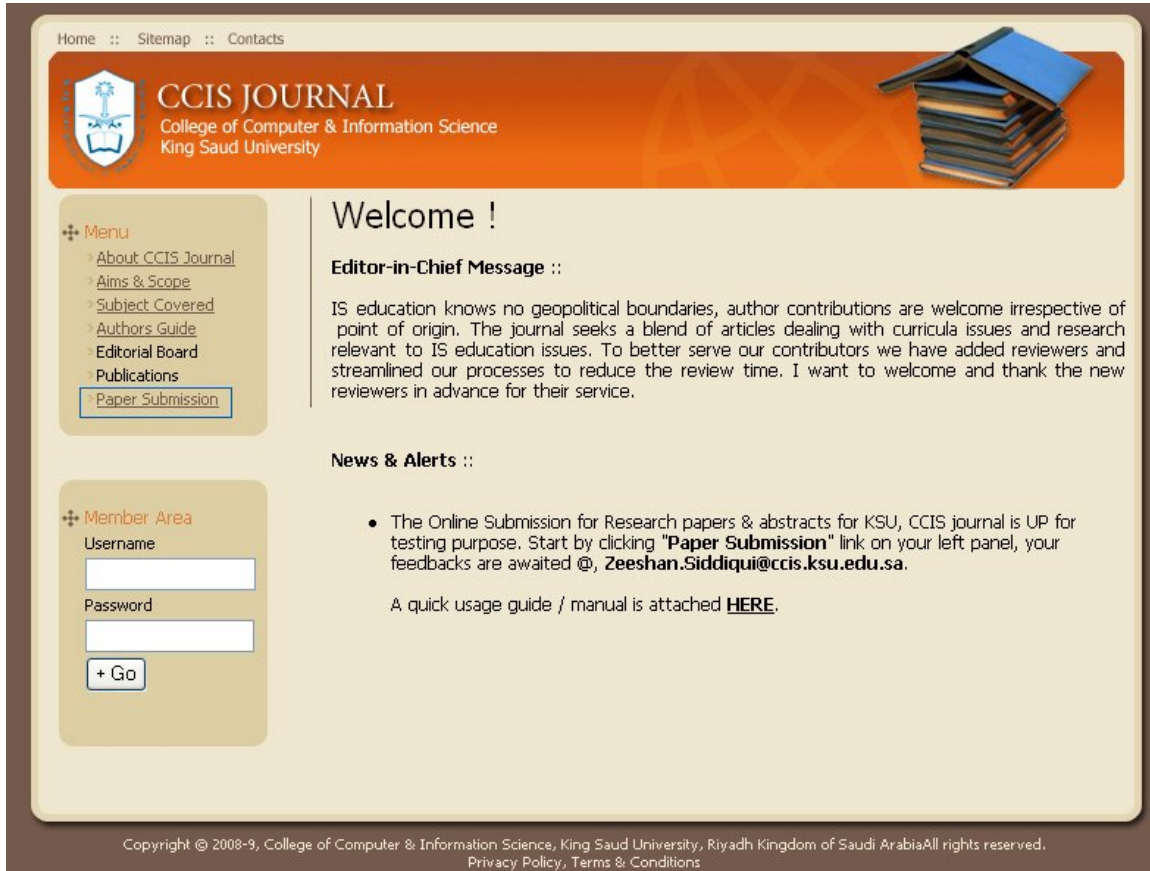
The Process:

In order to submit the paper online, user must register through a one step process, after register, he will redirected to the login page to login through his userid and password. Once the user is registered and login he can use the options listed in his control panel to submit the paper online and upload the soft copies.

After submitting and uploading the paper online, the user can check his submission history, status of the paper, and minor/major changes being asked by the editorial board in order to approve the paper for the CCIS KSU Journal.

User Manual:

1. The Online CCIS Journal is uploading for testing at <http://www.khidmat-e-alam.org/ccis>. When user will visit this site, he will find **Paper Submission** link in the left menu as shown in the figure 1.1 below:



(Figure 1.1)

2. Under Paper Submission link, user have to provide his preferred username, email address, First/Middle/Last names and password to register, as shown in figure 2.1 below:

Registration benefits ..

Registration is only one step process, by registering you can;

1. Submit your paper online.
2. Edit your paper online anytime before the final submission date.
3. Check your submission history with us.

Create an Account ::

* Username : (16 Characters Max, no space)

* Email :

Title :

* First Name : (30 Characters Max)

Middle Name : (30 Characters Max)

* Last Name : (30 Characters Max)

* Password : (08 Characters Max)

* Confirm Password : (08 Characters Max)

(Figure 2.1)

3. After successful registration, user will see a Registration Successful message asking him to login using his new userid and password, and will be redirected automatically to the login page.
4. After the successful login, user will see a online paper submission menu on his left pane, shown in figure 4.1 below:

+ Menu

- > [About CCIS Journal](#)
- > [Aims & Scope](#)
- > [Subject Covered](#)
- > [Authors Guide](#)
- > [Editorial Board](#)
- > [Publications](#)

+ Control Panel

- > [Home](#)
- > [Change Password](#)
- > [Submit Papers](#)
- > [Submission History](#)
- > [Paper Upload](#)

Online Paper Submission !

Welcome zeeshan/[Logout](#) ::

Below Your submission count, see [Submission History](#) for more details. File '*name*' is changed on submission.

Online submissions : 00 paper(s).

(Figure 4.1)

5. The options which are available to user are:

- i. ***Change Password***, will allow users to change their passwords and account information
- ii. ***Submit Papers***, will allow them to submit the papers online.
- iii. ***Submission History*** will allow user to check their submitted papers and edit them
- iv. ***Paper Upload***, will allow user to submit the upload the softcopies / manuscripts online, **Note:** papers which are submitted without the standards define under '***Authors Guide***' and without the softcopies will not be considered.

A submission count will be displayed on the main screen which shows the count of total papers submitted online by the user which is currently login, please refer to Figure 4.1 above.

6. Under Paper Submit link, the user has to enter the general information of the paper:

- i. ***Paper Title (Text)***
- ii. ***Submission for the year (Drop down)***
- iii. ***Paper Abstract/Summary (Text)***
- iv. ***Paper Keywords (Text)***
- v. ***Topics (Text)***
- vi. ***Author's Name & Affiliations (Text)***
- vii. ***Institute Name (Text)***
- viii. ***Institute URL/Homepage Address (Text)***
- ix. ***Personal URL (if any)***
- x. ***Complete Address (Text)***
- xi. ***Landline/Mobile Number (Text + Numeric)***
- xii. ***Fax Number (if any)***

Please refer to Figure 6.1 below:

:: Paper Submission ::

* Paper Title :

Submission for the Year : (Paper will be submitted in against of this volume)

* Abstract :

(Max: 2000 Characters)

* Paper Keywords :

* Topic(s) :

(Max: 1000 Characters)

* Authors Names & Affiliations :

(e.g: M.D. Adam, University of California at San Diego, **Max:** 2000 Characters)

* Institute :

* Institute URL :

Personal URL :

* Complete Address :

* Landline / Mobile :

(with country code)

Fax :

Important: In order to consider paper for review, please upload the paper through the link, '**Paper Upload**', on your left panel.

(Figure 6.1)

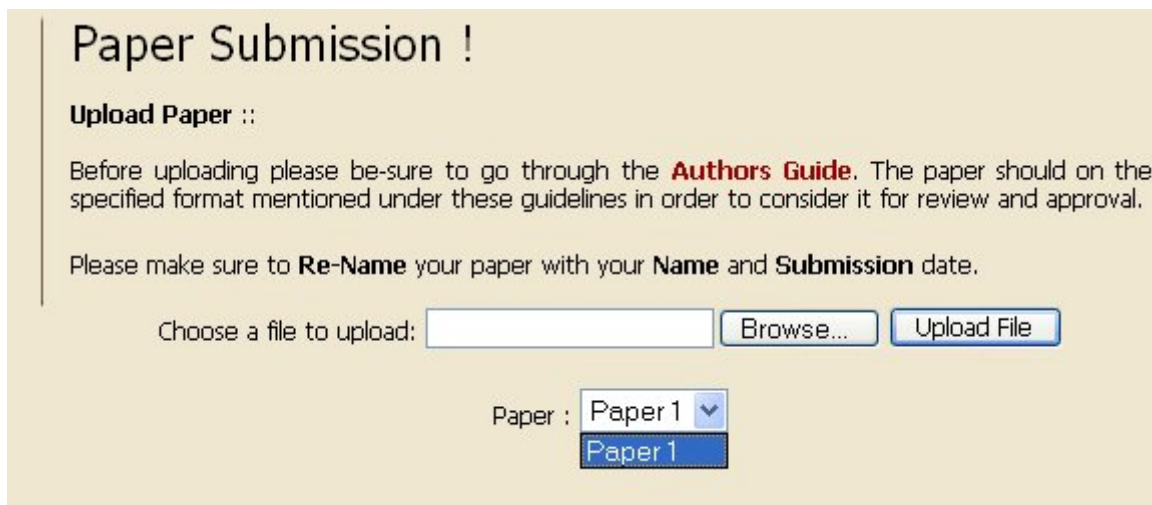
7. Under the link '**Submission History**', connected user can check his previous submitted papers online, there online status and changes being asked by the editorial board time by time. See figure 7.1, below:



Title	Status	Changes	Volume
Paper 1	Waiting for Review		CCIS Journal Vol: 2007- 2008

(Figure 7.1)

8. Under '**Paper Upload**', user can upload the soft copy in order to be considered for a review, according to the specified for discussed under '**Author's Guide**' link. User has to choose the paper title from the *Drop down* list box to upload the paper in against to his online submitted paper. See figure 8.1 below:



Paper Submission !

Upload Paper ::

Before uploading please be-sure to go through the **Authors Guide**. The paper should on the specified format mentioned under these guidelines in order to consider it for review and approval.

Please make sure to **Re-Name** your paper with your **Name** and **Submission** date.

Choose a file to upload:

Paper :

(Figure 8.1)

9. After uploading the softcopy in against of his submitted papers, the user can check the detail of his online submitted papers and uploaded documents under '**Submission History**'.

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