

# The Instruction Manual for Tsp Online Submission System

September 11, 2022

# Contents

<b>1</b>	<b>The instructions for authors</b>	<b>1</b>
1.1	User login, forget password, and registration . . . . .	1
1.1.1	You will enter into the following page as an ordinary user. . . . .	2
1.1.2	User Registration . . . . .	2
1.1.3	Reset Password . . . . .	3
1.2	Users modify basic information and log out of the system . .	3
1.3	Submit New Paper . . . . .	4
1.4	Left navigation bar . . . . .	7
1.4.1	Papers . . . . .	7
1.4.2	Messages . . . . .	9
1.4.3	Archive . . . . .	9
1.5	Users perform revision, change journal and copyedit operations	9
1.5.1	Revision . . . . .	9
1.5.2	change journal . . . . .	10
1.5.3	copyedit . . . . .	11
<b>2</b>	<b>The instructions for editors</b>	<b>13</b>
2.1	To view the article information . . . . .	13
2.2	The Editor assign reviewers and related operations . . . . .	14
2.3	The editor makes a decision based on the reviewers' comments	18
2.3.1	Change Journal . . . . .	18
2.3.2	Request Revisions . . . . .	19
2.3.3	Accept Submission . . . . .	20
2.3.4	Decline Submission . . . . .	23
2.4	Papers for Editor in Papers . . . . .	24
<b>3</b>	<b>The instructions for reviewers</b>	<b>25</b>
3.1	Ways for reviewers to access the submission system . . . . .	25
3.2	Instructions for reviewers who accept a review . . . . .	27

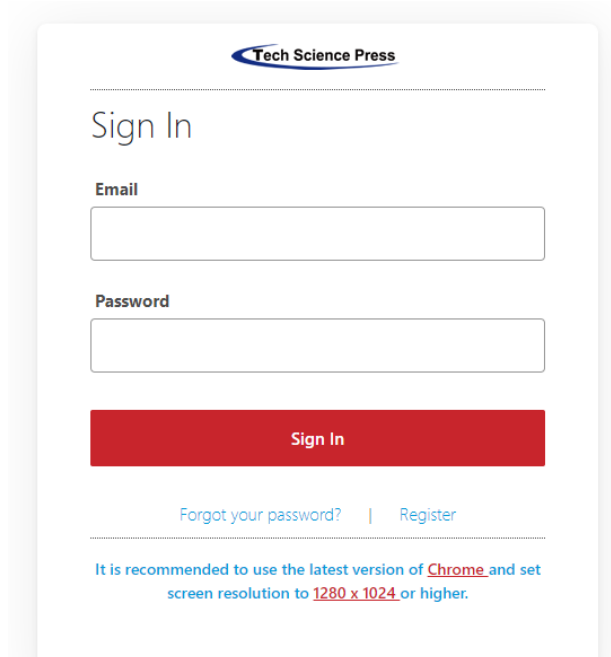
*CONTENTS*

<b>4</b>	<b>The instructions for managers</b>	<b>29</b>
4.1	Journal Settings . . . . .	29
4.2	User Management . . . . .	36
4.3	Create journals (this function can only be operated by administrators) . . . . .	37

# 1

## The instructions for authors

### 1.1 User login, forget password, and registration



Tech Science Press

---

### Sign In

Email

Password

[Sign In](#)

[Forgot your password?](#) | [Register](#)

---

It is recommended to use the latest version of [Chrome](#) and set screen resolution to [1280 x 1024](#) or higher.

Please click <https://ijs.tpsubmission.com> to login.

If a user has already got the account, one can log in via the registered email and password.

Please click “Forgot your password?” to set the new password.

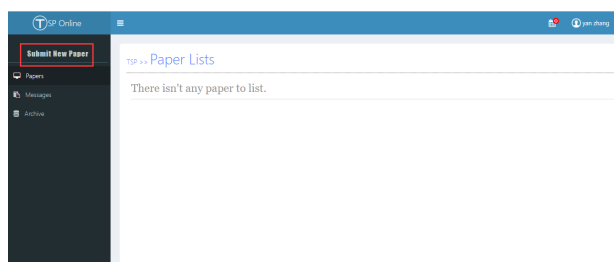
If there is not account registered, one needs to click “Register” to complete the registration.

Attention:

It is recommended to use the latest version of Chrome and set screen resolution to 1280 x 1024 or higher.

### 1.1.1 You will enter into the following page as an ordinary

user.



### 1.1.2 User Registration

TSP >> [Create Account](#)

---

Personal >
Account Details

[Personal Details](#)

<b>First Name*</b>	<b>Middle Name</b>	<b>Last Name*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Affiliation*</b>		<b>Country*</b>
<input type="text"/>		<small>Please select your country</small>
<b>Email*</b>	<b>Verification Code*</b>	
<input type="text" value="sunnuot@163.com"/>	<input type="text"/>	
	<small>Send Verification Code</small>	
<b>Research Interest*</b>		
<input type="text"/>		

[Account Details](#)

<b>Password*</b>	<b>Repeat Password*</b>
<input type="password" value="....."/>	<input type="password"/>

During the registration, one needs to fill in such required fields as First Name, Last Name, Affiliation, Country, Email, Repeat Email, Research Interest, Password and Repeat Password. The field of “Middle Name” is optional. Please click “Confirm” to submit.

Attention:

The mailbox entered by the user must meet the specification; otherwise the registration cannot be completed.

The email entered by the user must be real and valid, otherwise the activation email cannot be received after the registration is completed.

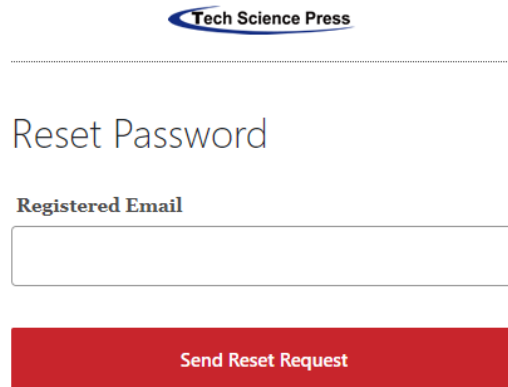
The mailbox entered by the user must not be registered in the system.

After successful registration, the user will receive an activation email.

Click the activation link in the email to activate the account, and then log in with the new registered account.

## 1.2. USERS MODIFY BASIC INFORMATION AND LOG OUT OF THE SYSTEM3

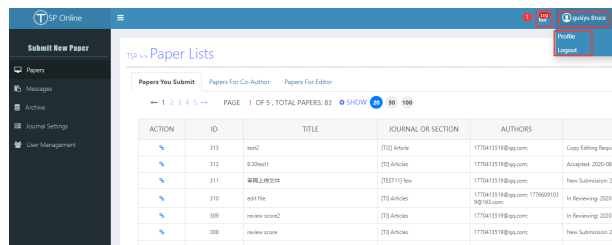
### 1.1.3 Reset Password



The screenshot shows the 'Reset Password' page from Tech Science Press. At the top is the Tech Science Press logo. Below it, the heading 'Reset Password' is centered. Underneath is a label 'Registered Email' followed by a text input field. At the bottom of the form is a red button labeled 'Send Reset Request'.

On the login page, users can click the "forgot your password" link to enter this page. After the user enters the registered email and clicks the "Send Reset Request" button, the system will automatically send the email to the mailbox. Users can click the reset password link in the email to enter the personal information interface for password modification.

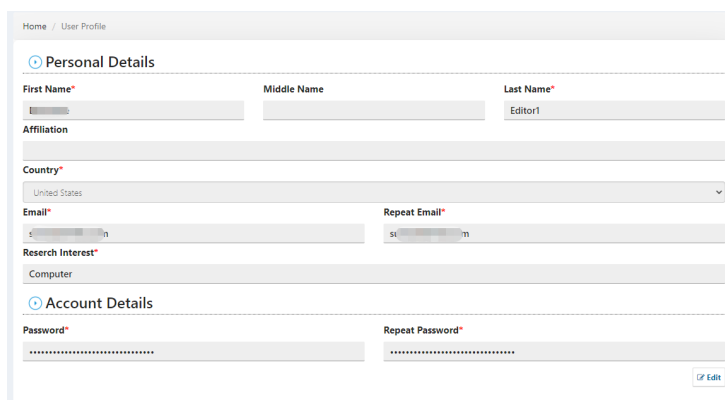
## 1.2 Users modify basic information and log out of the system



The screenshot shows the 'Paper Lists' page in the TP Online system. The page has a dark sidebar on the left with navigation options: 'Submit New Paper', 'Papers', 'Messages', 'Articles', 'Journal Settings', and 'User Management'. The main content area shows a table of papers with columns for 'ACTION', 'ID', 'TITLE', 'JOURNAL OR SECTION', 'AUTHORS', and 'Copy Editing Required'. The table contains several rows of data, including paper IDs 313, 312, 311, 310, 309, 308, and 304. The page also includes a navigation bar at the top with 'TP Online', 'Home', and 'Logout' buttons, and a 'Profile' button in the top right corner.

ACTION	ID	TITLE	JOURNAL OR SECTION	AUTHORS	Copy Editing Required
	313	test2	[E2] Article	17704131@tp.com	Copy Editing Required
	312	8.30test1	[E1] Article	17704131@tp.com	Accepted: 2020-08-30
	311	臺灣上地空誌	[E371] Rev	17704131@tp.com	New Submission: 2020
	310	edit file	[E1] Article	17704131@tp.com; 17704091@tp.com	In Reviewing: 2020-08
	309	revisi score2	[E1] Article	17704131@tp.com	In Reviewing: 2020-08
	308	revisi score	[E1] Article	17704131@tp.com	New Submission: 2020
	304	revisi test	[E1] Article	17704131@tp.com	Copy Editing Required

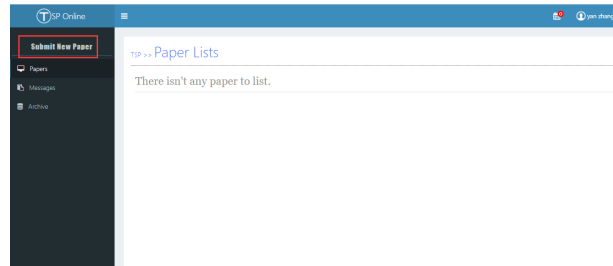
The user can click the user name in the upper right corner to display profile and logout. Click profile to modify user information, and click logout to log out of the system. Click the icon 1 to view the messages.



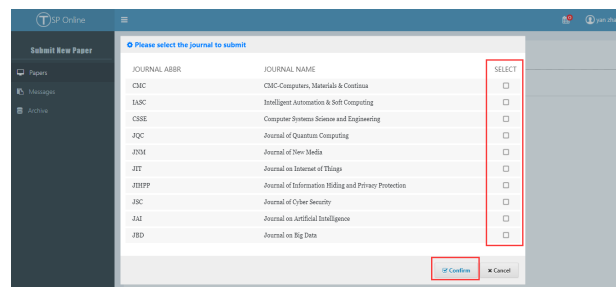
The screenshot shows the 'User Profile' page in the TP Online system. The page is titled 'Home / User Profile' and has a 'Personal Details' section. The form includes fields for 'First Name\*', 'Middle Name', and 'Last Name\*' (with 'Editor1' as a placeholder). There is an 'Affiliation' field, a 'Country\*' dropdown menu (set to 'United States'), and 'Email\*' and 'Repeat Email\*' fields. Below these is a 'Reserch Interest\*' section with a 'Computer' option. The 'Account Details' section includes 'Password\*' and 'Repeat Password\*' fields. An 'Edit' button is located at the bottom right of the form.

Click Profile to enter this interface. By default, user information cannot be edited. Click “Edit” to edit user information. Click “Save” button in the lower right corner to save.

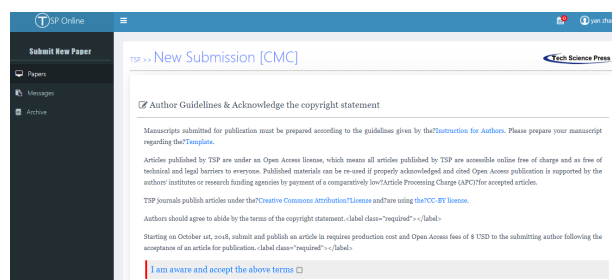
### 1.3 Submit New Paper



Click “Submit New Paper” for submission.



Select the journal you want to contribute to and click “Confirm” to enter the contribution page.



Users need to carefully read the manual instruction, copyright notice and the other contents. Click the check box to indicate that you agree with the above terms.

Users must fill in the basic information of the article. Multiple keywords can be separated by semicolons.

Users can add, modify, and delete authors. There must be at least one record in the Authors list.

The screenshot shows a web form for submitting a new paper. It is divided into several sections:

- Add Metadata:** Includes fields for Title, Keywords, and a large text area for the Abstract.
- Authors:** A table with columns for Name, Email, Affiliation, Country, Corresponding?, and Action. A red box highlights the '+ Add New Author' button.
- Suggest Reviewers:** A table with columns for Name, Email, Research Field, Affiliation, and Action. A red box highlights the '+ Add New Reviewer' button.
- Section Select:** A dropdown menu with a red box around it and the text 'Please select a journal section'.
- Upload Submission:** A table with columns for Name, File, and Action. A red box highlights the '+ Upload New File' button and another red box highlights the 'Submit' button at the bottom right.

Users can add possible reviewers in the Suggest Reviewers list if available. Click the drop-down box of Section, select the reasonable Section according to the major involved in the article. Click “Upload New File” to upload manuscript and users can edit and delete these files. Click the Submit button to confirm the information filled in is correct. If the information is wrong, click Cancel button to return to modify. Once you’ve submitted your manuscript successfully, you can check your paper in the submission system.

The screenshot shows a modal window titled 'Add New Author' overlaid on a submission page. The modal contains the following fields:

- Email:\*
- First Name:\*
- Last Name:\*
- Affiliation:\*
- Title: Please select a title (dropdown menu)
- Country:
- Corresponding author:
- Suffix:
- Url:
- ORCID:

At the bottom of the modal are 'Confirm' and 'Cancel' buttons. In the background, the submission page shows a table with columns for Country, Title, CS?, and Action, and a '+ Add New Author' button.

Click “Add New Author” and fill in the basic information.



Click “Add New Reviewer” and fill in the basic information.

Click “Upload New File” to upload different types of files. The “Summary” will display all the information for your submission. Please click “Confirm” to complete your submission.

Journal & Sections	
Journal	Section
Computers, Materials & Continua	Regular Papers on Artificial Intelligence

Metadata	
Title:	test
Type:	article
Keywords:	test
Abstract:	test

Author					
Name	Email	Affiliation	Title	Country	CS?
Editor1	submitter1			United...	Yes

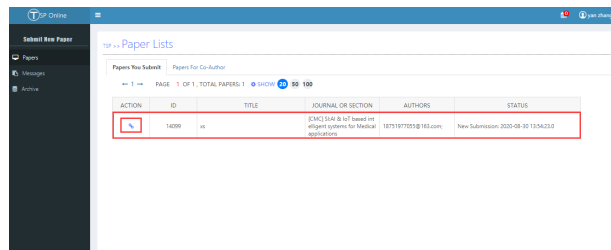
Reviewer			
Email	Name	Affiliation	Research Field
1234567@om	dc	TSP	computer


  

Upload Files	
Article Component Type	File
Manuscript	test_jjs.docx

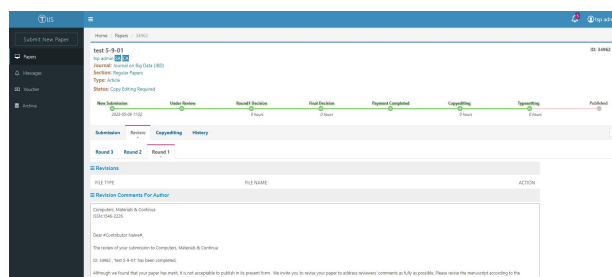
## 1.4 Left navigation bar

### 1.4.1 Papers



ACTION	ID	TITLE	JOURNAL OR SECTION	AUTHORS	STATUS
	14050	vs	EMC2 (AI & ML based) intelligent systems for Medical applications	1871917055@163.com	New Submission 2020-08-30 13:54:23.0

You will see all the submissions in “Papers You Submit”/“Papers for Co-Author”. Click “ACTION” to enter into each submission.



test 5-9-21

Journal: BMC Medical Research Methodology (483)

Article Type: Article

Journal Code: 1471-2288

New Submission Under Review Revised Submissions Final Decision Request Completed Copyediting Typesetting Published

Submissions Revisions Copyediting History

Round 1 Round 2 Round 3

Revisions

FILE NAME ACTION

Revision Comments For Author

Completion, Metadata & Conflicts 10/20/2020

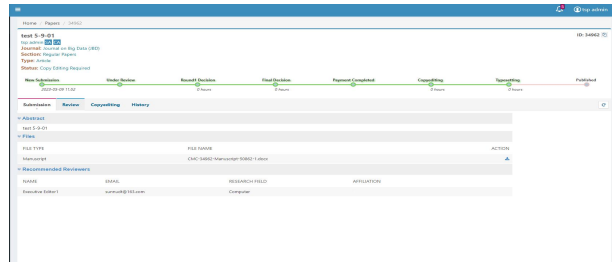
User Identification System

The review of your submission by Completion, Metadata & Conflicts

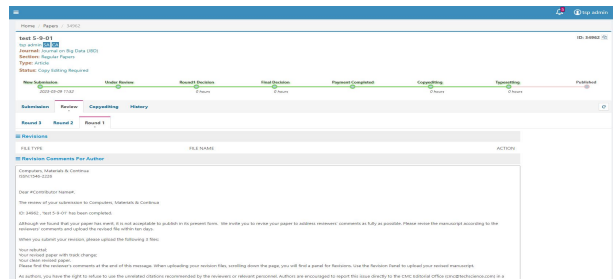
10/20/2020 test 5-9-21 has been completed.

Although we trust that your paper has merit, it is not acceptable to publish in its present form. We invite you to revise your paper to address reviewer comments in full, as possible. Please revise the manuscript according to the reviewer comments and upload the revised file within the days.

Users could see the ID, Title, Authors and Status, as well as the submissions, review progress and historical operations of the article.

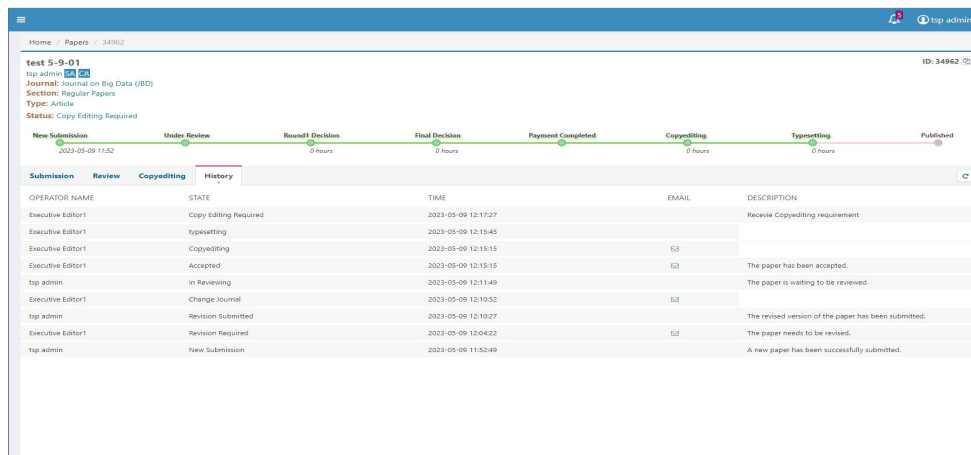


“Submission” should include the manuscript and its recommended reviewers.



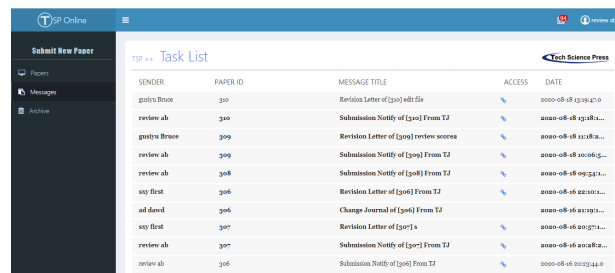
“Review” will include all the review rounds, next step for the users and all the files to be reviewed.

“History” has the history records of all operations.



## 1.5. USERS PERFORM REVISION, CHANGE JOURNAL AND COPYEDIT OPERATIONS

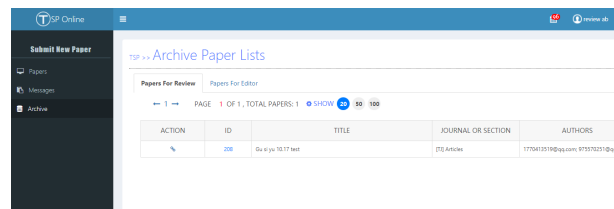
### 1.4.2 Messages



SENDER	PAPER ID	MESSAGE TITLE	ACCESS	DATE
gustju Bruce	300	Revision Letter of [300] edit file	<a href="#">View</a>	2020-08-18 13:59:47.0
review ah	300	Submission Notify of [300] From TJ	<a href="#">View</a>	2020-08-18 13:28:4...
gustju Bruce	309	Revision Letter of [309] review version	<a href="#">View</a>	2020-08-18 11:28:4...
review ah	309	Submission Notify of [309] From TJ	<a href="#">View</a>	2020-08-18 10:06:3...
review ah	308	Submission Notify of [308] From TJ	<a href="#">View</a>	2020-08-18 09:22:1...
xy first	306	Revision Letter of [306] From TJ	<a href="#">View</a>	2020-08-16 22:00:1...
ad dard	306	Change Journal of [306] From TJ	<a href="#">View</a>	2020-08-16 22:03:2...
xy first	307	Revision Letter of [307] s	<a href="#">View</a>	2020-08-16 20:07:1...
review ah	307	Submission Notify of [307] From TJ	<a href="#">View</a>	2020-08-16 20:08:2...
review ah	306	Submission Notify of [306] From TJ	<a href="#">View</a>	2020-08-16 20:02:44.0

The information in Messages is the site information. If the information is unread, it will be displayed in bold. Click it to view.

### 1.4.3 Archive

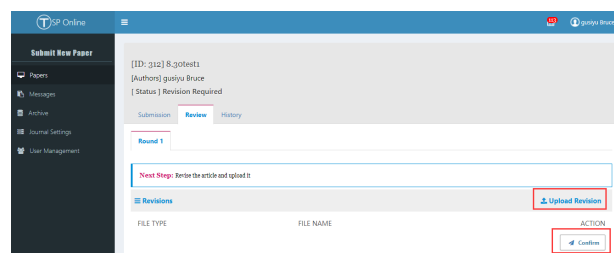


ACTION	ID	TITLE	JOURNAL OR SECTION	AUTHORS
<a href="#">View</a>	206	On 8 Jun 10:17 test	JTD Article	177941217@pub.com 875375217@pub.com

Articles in declined and copyediting-completed status will be moved to Archive at 6:00 pm every Sunday.

## 1.5 Users perform revision, change journal and copyedit operations

### 1.5.1 Revision



[[ID: 312] 8\_30test1  
[Authors] gustju Bruce  
[Status] Revision Required

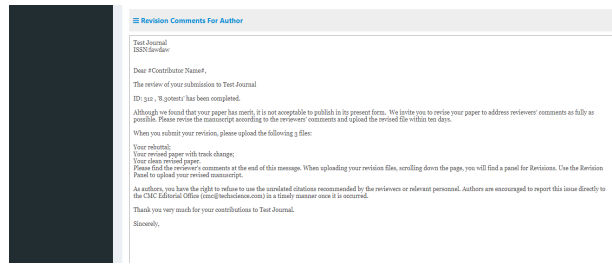
Submission Review History

Round 1

Next Step: Review the article and upload it

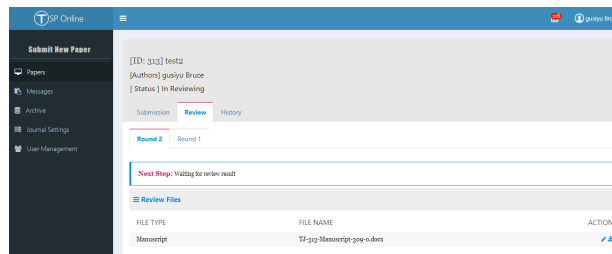
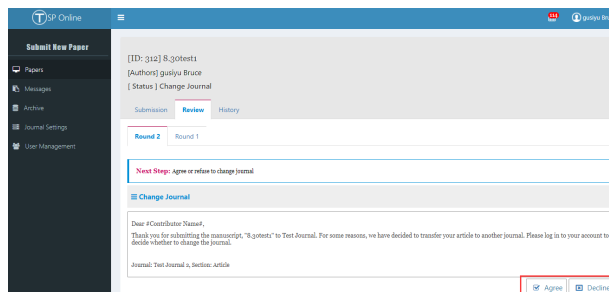
Upload Revision

FILE TYPE	FILE NAME	ACTION
		Confirm



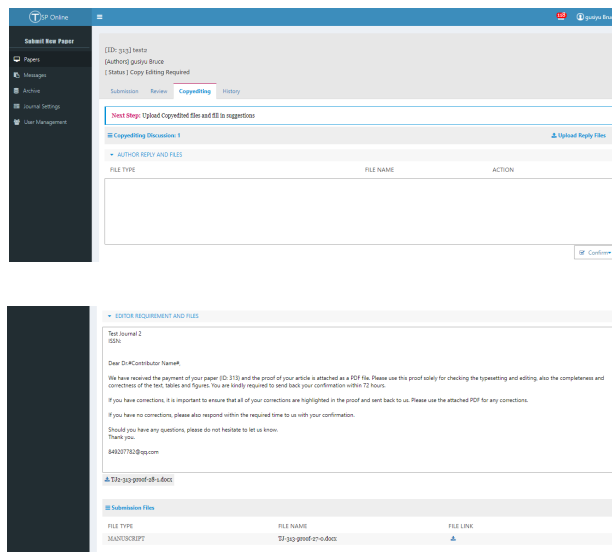
Author are asked to upload the revised file upon revision request. Mean-while, authors will receive the review comments and attachments. Authors will click “Upload Revision” to upload their revised files and press “Confirm” to send it. Then the manuscript will automatically enter the next round of review.

### 1.5.2 change journal



When the editor proposes a journal-change request, the author can choose either Agree or Decline. When the request is rejected, the article will be invalid. When accepted, it will proceed into the next round of review within the new journal.

### 1.5.3 copyedit

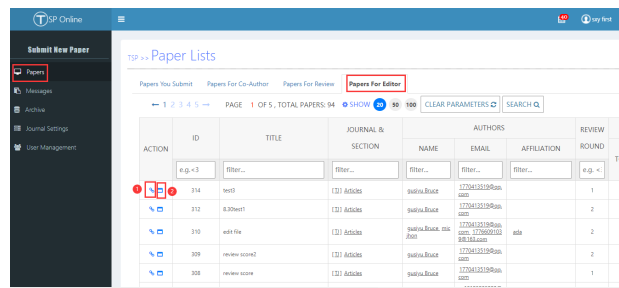


After the editor sends the “Send Copyediting Requirement” request, the paper will go to the step of Copyediting, which includes three parts: AU-THOR REPLY AND FILES, EDITOR REQUIREMENT AND FILES, and Submission Files. The author can typeset the article again and upload the files.

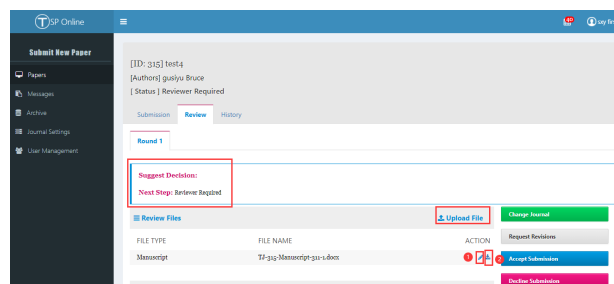
## 2

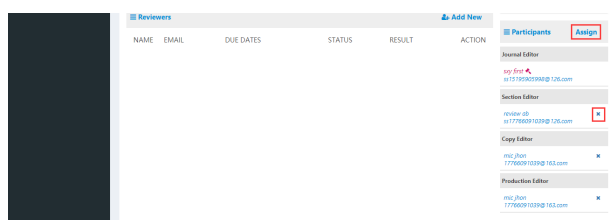
# The instructions for editors

## 2.1 To view the article information



After the user submits the article, the editor can see the user's article in the "Papers For Editor" of "Papers", click the icon 1 to open the article on the current page, and click the icon 2 to open the article on another page.

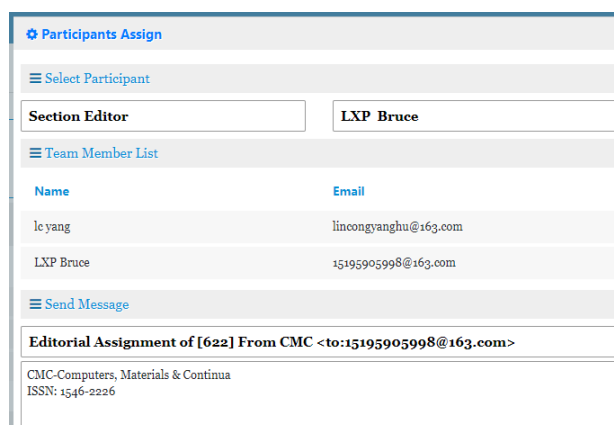




The content of “Suggest Decision” shows the suggestions of unauthorized editors, and “Next Step” indicates what action the article needs to do next. Click the “Upload File” button, the editor can help the author upload files. Click the icon 1 to modify the uploaded file, click the icon 2 to download the uploaded file.

## 2.2 The Editor assign reviewers and related operations

Click the “Assign” button, and the editor-in-chief assigns Participants for this article. The “Journal Editor” is the editor-in-chief of the journal, the “Section Editor” is the editor of the journal, the “Copy Editor” is the layout editor, and the Production Editor is the publication editor. Click to delete the editor.





## 2.2. THE EDITOR ASSIGN REVIEWERS AND RELATED OPERATIONS<sup>15</sup>

Network

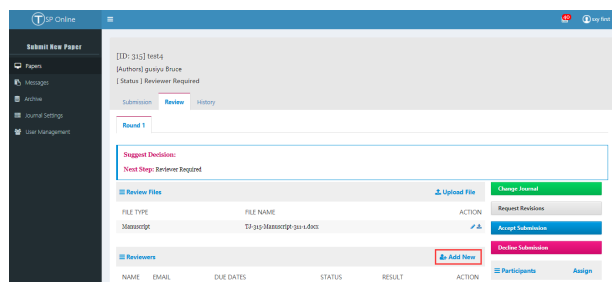
If you have questions about our submission system on how to take actions, you may download and read the Operation Guideline of the Editorial Workflow. Any further questions or queries you have, please do not hesitate to contact us.  
Thank you very much.

871 Coronado Center Drive, Suite 200,  
Henderson, Nevada, 89052, USA  
Tel: +1 702 673 0457  
Fax: +1 844 635 2598  
Office Hours: 9:00-17:00 (UTC -8:00)

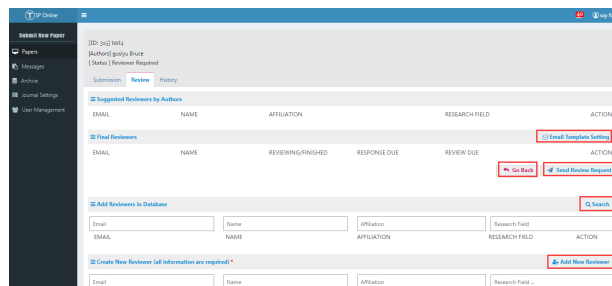
allow the selected editor to accept paper?  Send message with email?

[Confirm](#) [Cancel](#)

Click the “Assign” button, then the assignment window appears. To select the role in “Select Participant”, “Team Members” shows the name list of that role, and “Send Message” shows the content of the appointment email. “Allow the selected editor to accept paper?” means whether to grant the editor the right of accepting the article. The name color of authorized editors is red, and the unauthorized editors is black. “Send message with email?” means whether to send an email to the nominator.



Click the “Add New” to add a new reviewer. And “Suggested Reviewers by Authors” shows the reviewers list recommended by the author, “Final Reviewers” shows the reviewers list finally selected by the editor, and “Add Reviewers in Database” is where the editor can add reviewers through fuzzy query of registered users. “Create New Reviewer” is to add an unregistered user as a reviewer.



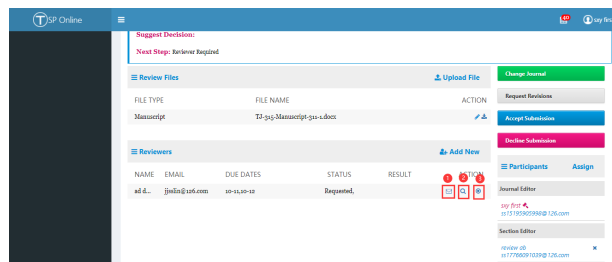
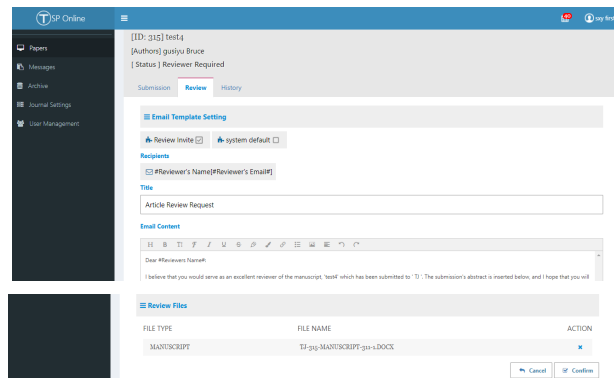
Click the “Go back” to return to the former “Review” page.

Click the “Send Review Request” to send a review invitation email to the selected reviewer.

Users can be added as reviewers by clicking “Search” to search the users through their Email Address, Name, Affiliation, and Research Field in the database.

Click the “Add New Reviewer” to add a new user as a reviewer who is not in the database, and all items are required.

Click the “Email Template Setting” to enter the page of the review invitation email. The following figure shows the page that appears by clicking the “Email Template Setting” button. You can edit the email content on this page. Files in the “Files in Review File List” are uploaded by the author during the submission stage. The file can be deleted by clicking the “delete” after the file, and the file will not be attached to the reviewer.

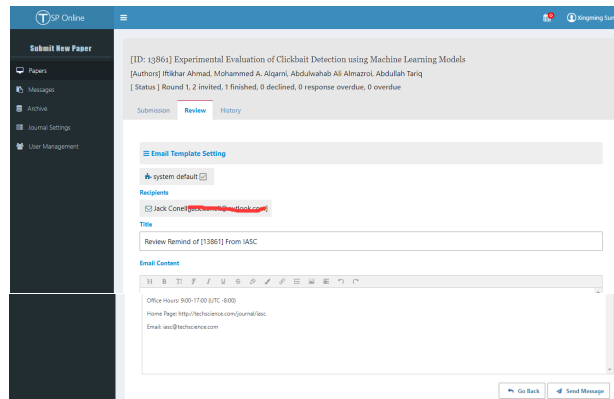


“Reviewers” is the list of reviewers. All the reviewers invited by the editor will be eventually showed in the list. “Name” is the reviewer’s name, “Email” is the reviewer’s mailbox, “Due Dates” shows the reviewer’s response time and deadline for review, and “STATUS” shows the review status of the reviewer, “Result” shows the review result of the reviewer, and “Action” is the operation of the editor on the reviewer.

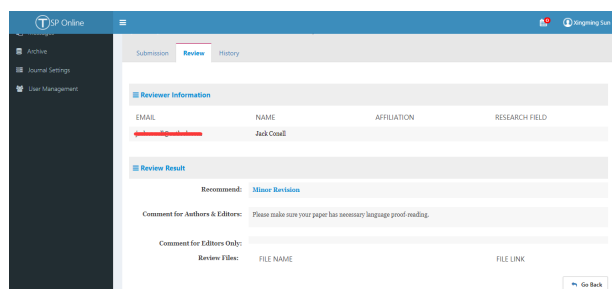
Clicking the icon 1 will send a reminder email to the reviewer to remind the reviewer to review the manuscript. The following figure shows the page

## 2.2. THE EDITOR ASSIGN REVIEWERS AND RELATED OPERATIONS 17

displayed after clicking the icon 1, “Email Template Setting” is to set the email template, check any template, and “Recipients” is the email recipient, “Title” is the email title, “Email Content” is the content of the email, and the “Go Back” button is to return to the previous page of the “Review” tab, the “Send Message” is to send a review reminder email.

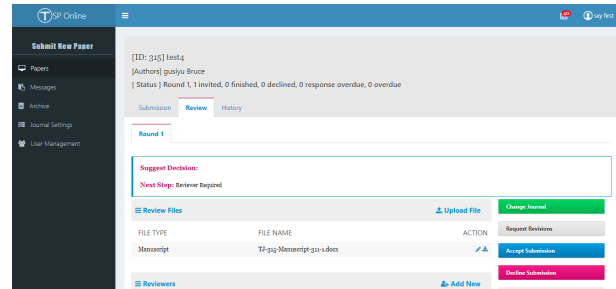


Click the icon 2 to view the review results. The following figure shows the page after clicking the icon 2, “Reviewer Information” shows the basic information of the “Reviewer”, “Review Result” is the review result returned by the reviewer, “Recommend” shows the reviewer’s suggestions, and “Comment for Authors & Editors” shows the comments for the author and editor, “Comment for Editors Only” is the comment for the editor, “Review Files” shows the review file uploaded by the reviewer, the editor and the author can download the file by “File Link”, and “Go Back” is to return to the former operation.

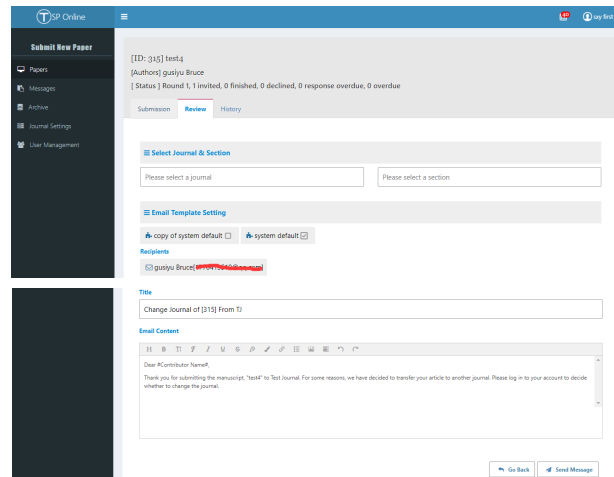


Click the icon 3 to close the review.

## 2.3 The editor makes a decision based on the reviewers' comments

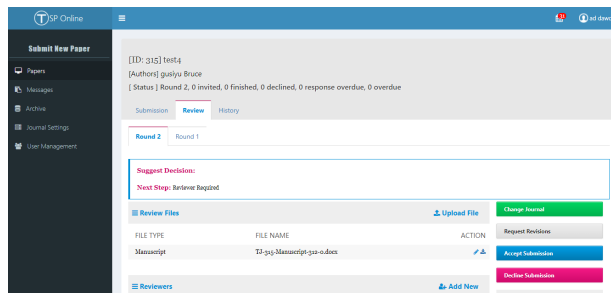


### 2.3.1 Change Journal



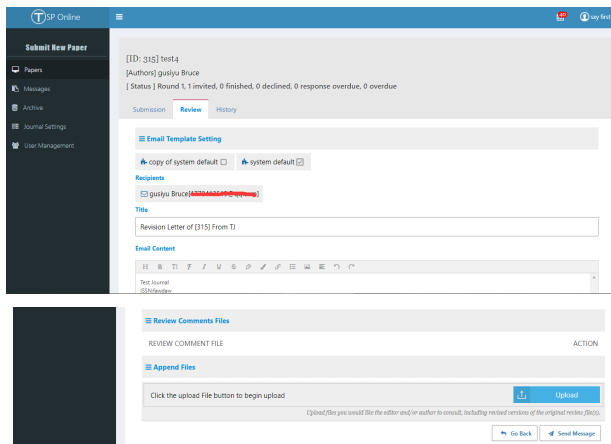
The above picture is the page that appears after clicking the “Change Journal” button. To transfer an article to another journal or section by clicking “Select Journal & Section”. “Recipients” shows the recipient’s mailbox, “Title” is the email title, “Email Content” shows the content of the email, and “Go Back” is to return to the former operation, “Send Message” means to send the email.

## 2.3. THE EDITOR MAKES A DECISION BASED ON THE REVIEWERS' COMMENTS<sup>19</sup>

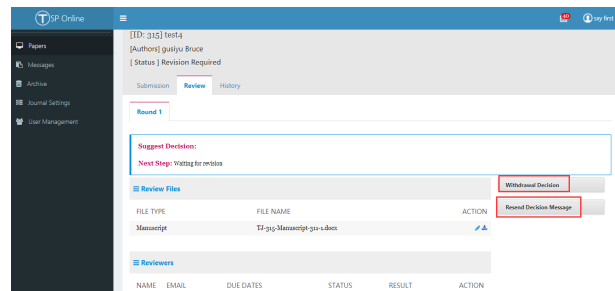


After the journal was transferred, the editor of another journal can see the article enter into the next round.

### 2.3.2 Request Revisions



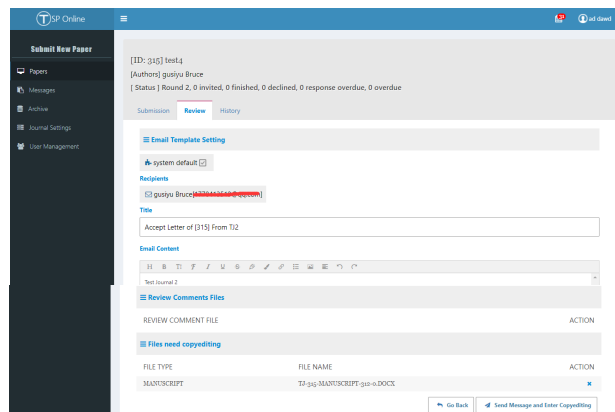
Based on the comprehensive review comments, the editor clicks on the Re-request Revisions button to make a revision request on the article. The picture above shows the page displayed by clicking the Request Revisions button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files are the review files uploaded by the reviewers during the review stage, which will be sent to the author in the form of attachment. Append Files are uploaded by the editor. The Go Back button is to return to the previous Review tab, and the Send Message button is to send the request revision email.



The above picture is the page that appears after the editor decides to send the request revision email. Click the Withdraw Decision button can withdraw the current decision. Click the Resend Decision Message button to resend the current decision email, and the author receives the request revision email again.

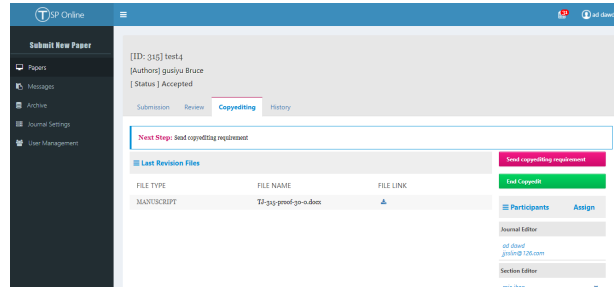
### 2.3.3 Accept Submission

When the editor has the right to accept the article:

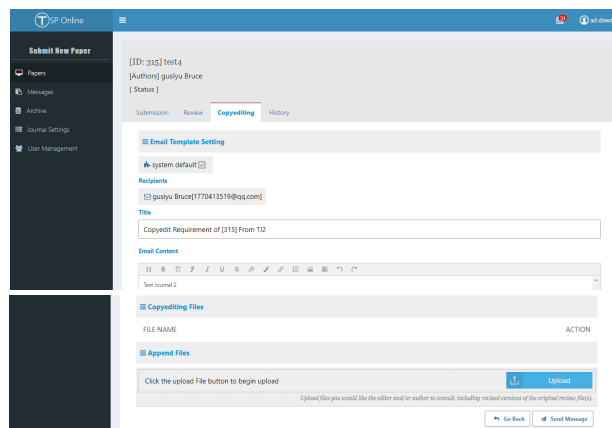


The above picture is the page that appears after clicking the Accept Submission button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files are the review files uploaded by the reviewer; Files need copyediting are the files uploaded by the author in the current round; the Go Back button is to return to the previous Review tab, and the Send Message and Enter copyediting button is to send Accept emails.

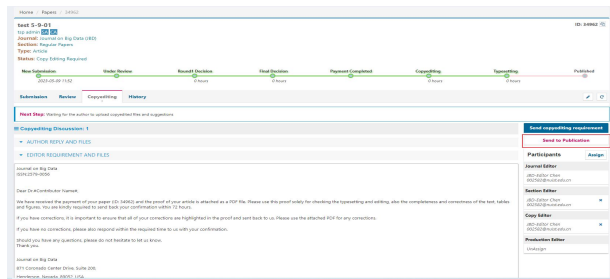
## 2.3. THE EDITOR MAKES A DECISION BASED ON THE REVIEWERS' COMMENTS<sup>21</sup>



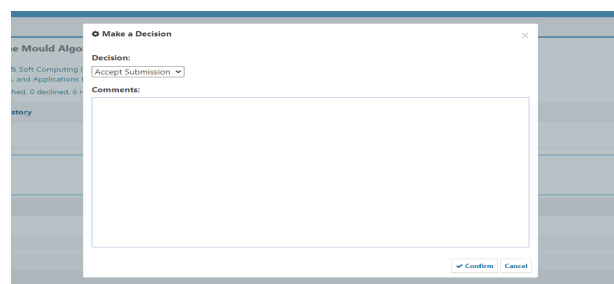
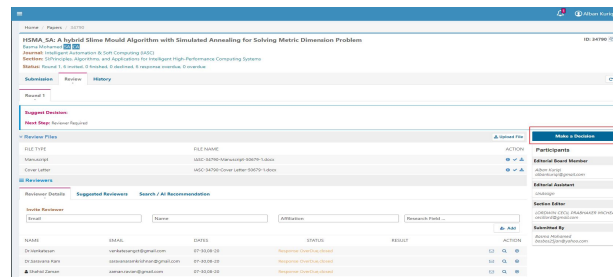
After the article is accepted, the page enters the Copyediting phase. Last Revision Files is the previous revised article. Click the Send Copyediting Requirement button to send the Copyedit Requirement email to the author.



The above picture is the page that appears after clicking the Send Copy-editing Requirement button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Copyediting Files is uploaded by the editor. Upload is the upload button, and the editor must upload the file. The Go Back button is to return to the previous tab, and the Send Message button is to send Copyediting Requirement email.



The above page appears after the editor sends the Copyedit Requirement email. Copyediting Discussion is the number of rounds of typesetting; AU-THOR REPLY AND FILES is the file uploaded after the author responds to the request; and EDITOR REQUIREMENT AND FILES are the Copy-edit Requirement email and attached file sent by the editor. The download button is to download attachments. Click the Send to Publication button, the articles in the copyedit state will be removed to Archive at 6 pm every Sunday. When the editor does not have the right to accept the article:

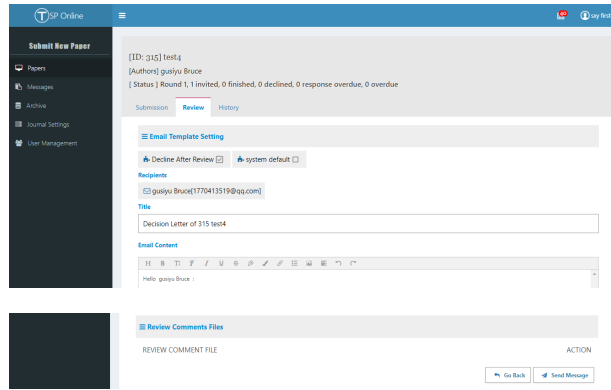


After clicking Accept Submission, the editor cannot accept the article directly, but can only send the suggestion of accepting the article. Decision Type is the suggested type; Opinion is the suggested content, confirm is the confirmation, and Cancel is the cancellation.



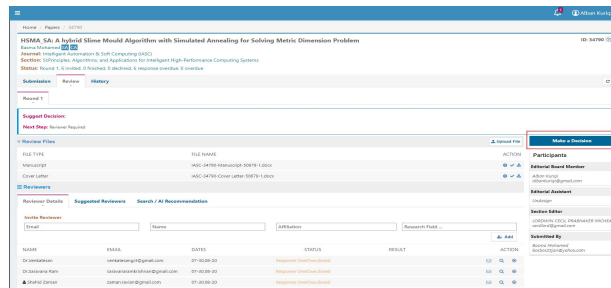
### 2.3.4 Decline Submission

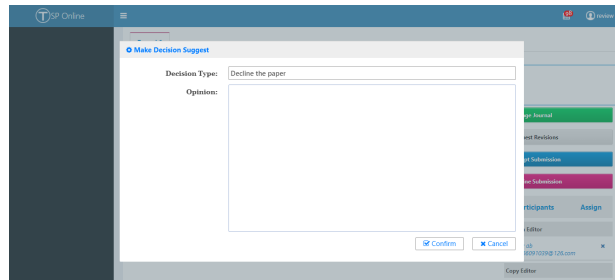
When the editor has the right to decline the article:



The above picture is the page that appears after clicking the Decline Submission button. Email Template Setting is to set the email template. Tick any Revision template, Recipients is the email recipient; Title is the email title; Email Content is the email content; Review Comments Files is uploaded by reviewers. The Go Back button is to return to the previous Review tab, and the Send Message button is to send decline submission email.

When the editor does not have the right to decline the article:





After clicking Decline Submission, the editor cannot decline the article directly, but can only send the suggestion of declining the article. Decision Type is the suggested type; Opinion is the suggested content, confirm is the confirmation, and Cancel is the cancellation.

## 2.4 Papers for Editor in Papers

ACTION	ID	TITLE	JOURNAL & SECTION	AUTHORS			REVIEW ROUND	CURRENT REVIEWERS					STATUS	START	END	SECTION EDITORS		
				NAME	EMAIL	AFFILIATION		TOTAL	OVERDUE	ACCEPTED	DECLINED	COMPLETED						
	315	test	[1] Article	patina.Esc	172081361	172081361	2	0	0	0	0	0	0	0	0	0	Copy Editing Required 2020-08-30 20:15:59.0	patina.ab
	314	test	[1] Article	patina.Esc	172081361	172081361	1	1	0	0	0	1	0	0	0	0	Review Submitted 2020-08-28 15:46:19.0	patina.ab
	313	test	[1] Article	patina.Esc	172081361	172081361	2	0	0	0	0	0	0	0	0	0	Copy Editing Required 2020-08-30 16:07:59.0	patina.ab
	312	8.30test	[1] Article	patina.Esc	172081361	172081361	2	0	0	0	0	0	0	0	0	0	Accepted 2020-08-30 14:59:16.0	patina.ab
	310	edit file	[1] Article	patina.Esc	172081361	172081361	2	1	0	0	0	0	0	0	0	0	Review Required 2020-08-30 11:36:47.0	patina.ab
	309	review score	[1] Article	patina.Esc	172081361	172081361	2	0	0	0	0	0	0	0	0	0	Review Required 2020-08-28 09:16:12.0	patina.ab
	308	review score	[1] Article	patina.Esc	172081361	172081361	1	1	0	0	0	1	0	0	0	0	Review Submitted 2020-08-18 15:16:22.0	patina.ab
	307	i	[1] Article	patina.Esc	172081361	172081361	2	1	0	0	0	0	1	0	0	0	Copy Editing Required 2020-08-16 07:14:56.0	patina.ab

Papers For Editor is the list of articles operated by Editors; CLEAR PARAMETERS is to clear the query condition; SEARCH is to query the article according to the condition; ACTION is the article link; ID is the article ID, and the article can be searched according to the ID; TITLE is the title of the article, and the article can be searched according to the title. JOURNAL&SECTION is the journal and Section, and the article can be searched according to the journal and Section. AUTHORS is the author, and the article can be searched according to the author's mailbox, Name, Affiliation. REVIEW ROUND is the number of review rounds of the current article. TOTAL in CURRENT REVIEWERS is the number of invited reviewers. OVERDUE is the number of overdue reviewers; ACCEPTED is the number of reviewers who accepted the review task; DECLINED is the number of reviewers who declined the invitation; COMPLETED is the number of articles which have completed the review process. STATUS is the status of the article, which can be queried according to the current status of the article. START is the start time, END is the end time, and SECTION EDITORS is the editor responsible for the article, which can be queried according to the editor's name.

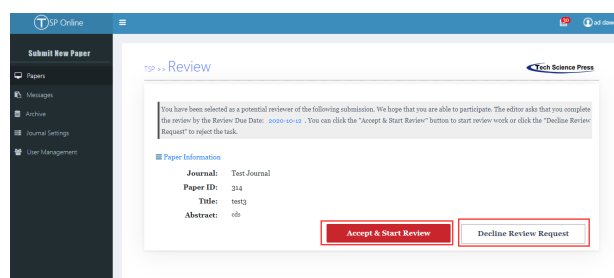
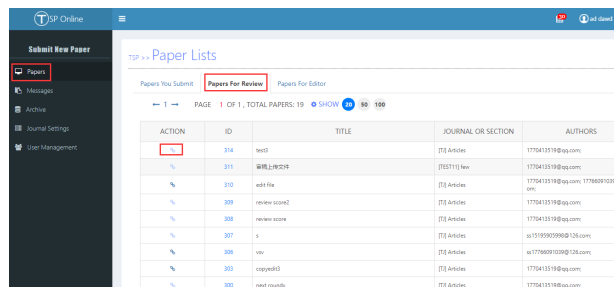
# 3

## The instructions for reviewers

### 3.1 Ways for reviewers to access the submission system

After review assignments are sent by the editor to reviewers, the reviewers can access their review assignments in any of the following 3 ways:

First way: Login to the review system. Click on “Papers” to display the “Paper Lists” screen. Under “Papers for Review”, locate the paper to review and click the ”Action” icon. The “Review” screen will appear with a synopsis of the paper. Click on “Accept & Start Review” or “Decline Review Request”.



Second Way: Login to the review system. Click on “Messages” to

the “Task List” screen. Under “Message Title”, locate the paper to review and click on it. The “Messages” screen will appear with the “Article Review Request”. Click on the Submission URL link. The “Review” screen will appear with a synopsis of the pending paper. Click on “Accept & Start Review” or “Decline Review Request”.

The top screenshot shows the 'Task List' screen in the TSP Online interface. It features a table with columns: SENDER, PAPER ID, MESSAGE TITLE, ACCESS, and DATE. The 'MESSAGE TITLE' column contains several entries, including 'Article Review Request' and 'The Change Journal Notification of [3x1]'. The 'ACCESS' column shows a blue arrow icon for each row. The 'DATE' column shows various timestamps.

The bottom screenshot shows the 'Message' screen for an 'Article Review Request'. The title is 'Title: Article Review Request'. Below the title, it says 'From: xxy first' and 'To: xxy first'. The main content of the message is a review invitation letter. It includes a paragraph: 'I believe that you would serve as an excellent reviewer of the manuscript, 'test3' which has been submitted to 'TJ'. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us. Please visit the following link to login the system by 2020-10-11 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.' It also includes an 'Access URL' and a long URL for logging in. A red box highlights the URL: <http://localhost:8080/review/DES07A860070A89F79509BC5C3CAC8E82CD37CAD0F0B7E5437957CFDAEFD0A5E797704E5289F5F322A566093C404079D0427ECA10A9E003925577D8129B0F9D96538C7467FDBAEC0DF1650EB001A7D4A4FF4CA86E99D38C52DE09A82F9270A84295FC6296A6CE0A05A2192310>. Below the URL, it says 'or log in our system to view this information, and click the following link: <http://tj.tsp.edu>'. At the bottom, it says 'Thank you for considering this request.' and 'Title: test3' and 'Abstract: ois'.

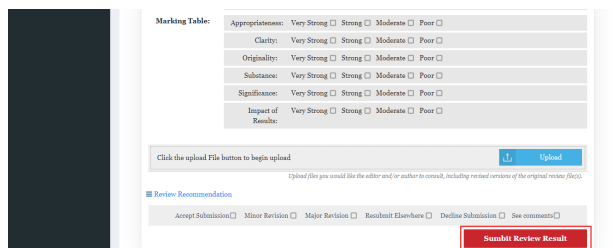
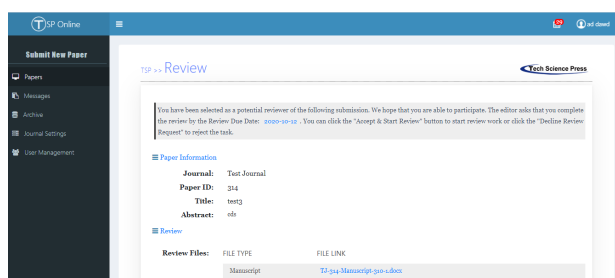
Third way: Open the review invitation letter, click on the Submission URL link or copy / paste it in your browser. The “Review” screen will appear with a synopsis of the pending paper. Click on “Accept & Start Review” or “Decline Review Request”.

The screenshot shows a review invitation letter. It starts with 'Dear ad david:'. The main text is: 'I believe that you would serve as an excellent reviewer of the manuscript, 'edit file' which has been submitted to 'TJ'. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us. Please visit the following link to login the system by 2020-10-11 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.' It then says 'The review itself is due 2020-10-12.' and 'Access URL:'. Below that is a long URL: <http://localhost:8080/review/DES07A860070A89F79509BC5C3CAC8E82CD37CAD0F0B7E5437957CFDAEFD0A5E797704E5289F5F322A566093C404079D0427ECA10A9E003925577D8129B0F9D96538C7467FDBAEC0DF1650EB001A7D4A4FF4CA86E99D38C52DE09A82F9270A84295FC6296A6CE0A05A2192310>. Below the URL, it says 'or log in our system to view this information, and click the following link: <http://tj.tsp.edu>'. At the bottom, it says 'Thank you for considering this request.' and 'Title: edit file' and 'Abstract: xsa'.

3.2. INSTRUCTIONS FOR REVIEWERS WHO ACCEPT A REVIEW<sup>27</sup>

### 3.2 Instructions for reviewers who accept a review

Upon agreeing to review a paper, by clicking on the on “Accept & Start Review”, the “Review” screen will appear with a synopsis of the paper, including Journal, Paper ID, Title, Abstract and Review Files. Reviewers are required to fill their comments in “Comment for Authors & Editors” area, and check one of the options in the “Review Recommendation” section at the bottom. “Comment for Editors Only”, and “Marking Table” are optional. Reviewers could upload a file with markups of their revisions or additional comments. Click “Submit Review Result” to complete your review.



# 4

## The instructions for managers

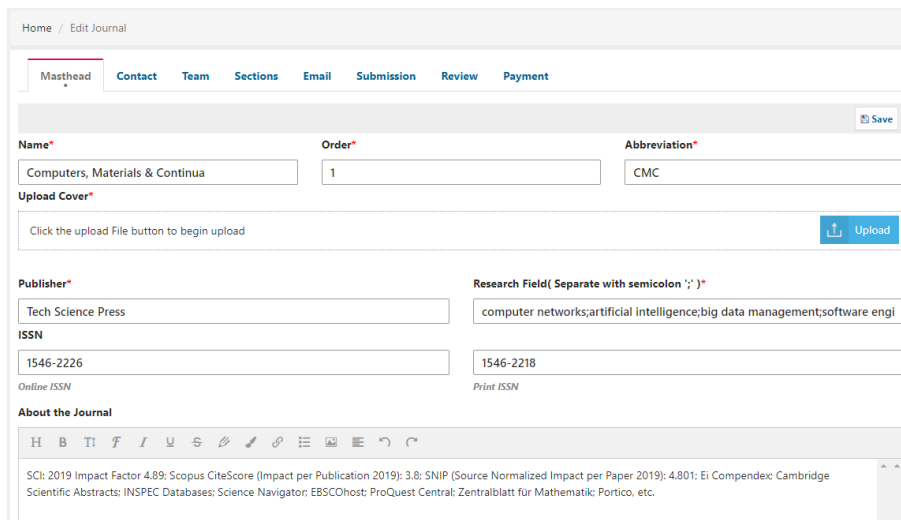
### 4.1 Journal Settings

Click Journal Settings on the left to enter the journal list. The following figure shows the list of all journals. Click the red box on the right to enter the journal setting page.



ID	ABBR	TITLE	STATUS	ACTION
1	CMC	Computers, Materials & Continua	Config completed	
3	CSSE	Computer Systems Science and Engineering	Config completed	
14	ENERGY	Energy Engineering	Config completed	
2	IASC	Intelligent Automation & Soft Computing	Config completed	
9	JAI	Journal on Artificial Intelligence	Config completed	
10	JBD	Journal on Big Data	Config completed	
11	JBIC	Journal of Blockchain and Intelligent Computing	Config completed	
8	JCS	Journal of Cyber Security	Config completed	
7	JHPP	Journal of Information Hiding and Privacy Protection	Config completed	
12	JIMH	Journal of Intelligent Medicine and Healthcare	Config completed	
6	JIT	Journal on Internet of Things	Config completed	
5	JNM	Journal of New Media	Config completed	
4	JQC	Journal of Quantum Computing	Config completed	
13	SV	Sound & Vibration	Config uncompleted	

Journal settings are divided into the following seven parts: Masthead, Contact, Team, Sections, Email, Submission, and Review.



Home / Edit Journal

Masthead Contact Team Sections Email Submission Review Payment

Name\* Order\* Abbreviation\*

Computers, Materials & Continua 1 CMC

Upload Cover\*

Click the upload File button to begin upload

Publisher\* Research Field( Separate with semicolon ';' )\*

Tech Science Press computer networks;artificial intelligence;big data management;software engi

ISSN

1546-2226 1546-2218

Online ISSN Print ISSN

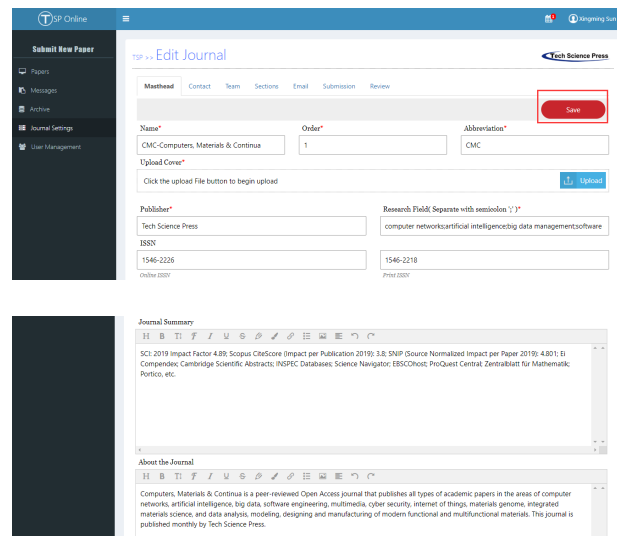
About the Journal

H B T I F I U S P A E C

SCI: 2019 Impact Factor: 4.89; Scopus CiteScore (Impact per Publication 2019): 3.8; SNIP (Source Normalized Impact per Paper 2019): 4.801; Ei Compendex: Cambridge Scientific Abstracts: INSPEC Databases: Science Navigator; EBSCOhost: ProQuest Central: Zentralblatt für Mathematik: Portico, etc.

The first part is Masthead, which fills in the basic information of the journal, including Name, Order, Abbreviation, Cover, Publisher, Research Field,

ISSN, Journal Summary and About the Journal, where Name, Order, Abbreviation, Cover, Publisher and Research Field are required. Click the Save button in the upper right corner to save this information.



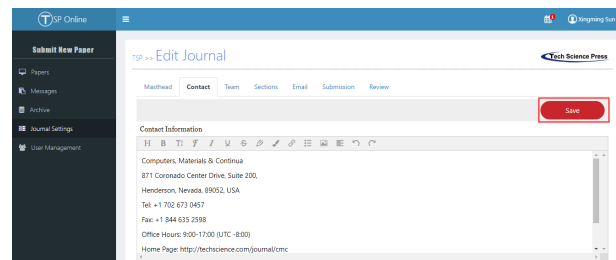
The screenshot shows the 'Edit Journal' interface in the TSP Online system. The 'Journal Summary' section contains the following text:

SCI: 2010 Impact Factor 4.89; Scopus CiteScore (Impact per Publication 2019): 3.8; SNIP (Source Normalized Impact per Paper 2019): 4.801; Ei Compendex, Cambridge Scientific Abstracts; INSPEC Databases; Science Navigator; EBSCOhost; ProQuest Central; Zentralblatt für Mathematik; Portfolio, etc.

The 'About the Journal' section contains the following text:

Computers, Materials & Continua is a peer-reviewed Open Access Journal that publishes all types of academic papers in the areas of computer networks, artificial intelligence, big data, software engineering, multimedia, cyber security, internet of things, materials genome, integrated materials science, and data analysis, modeling, designing and manufacturing of modern functional and multifunctional materials. The journal is published monthly by Tech Science Press.

The second part is Contact, including Contact Information, Principal Contact and Technical Support Contact. Click the Save button in the upper right corner to save this information. Principal contact includes five parts: Name, Title, Email, Phone and Affiliation, where Name and Email are required; Technical Support Contact includes Name, Email and Phone, where Name and Email are required.



The screenshot shows the 'Edit Journal' interface in the TSP Online system, specifically the 'Contact Information' section. The text displayed is:

Computers, Materials & Continua  
 871 Corchado Center Drive, Suite 200,  
 Henderson, Nevada, 89002, USA  
 Tel: +1 702 673 0457  
 Fax: +1 844 635 2598  
 Office Hours: 9:00-17:00 (UTC-8:00)  
 Home Page: <http://techscience.com/journal/cmcc>

The image shows two contact form sections. The first is 'Principal Contact' with fields for CMC, Name, Title, Email, and Phone. The second is 'Technical Support Contact' with fields for CMC, Name, Email, and Phone.

The third part is Team, including Editorial Office, Journal Manager, Editor In Chief, Associate Editor In Chief, Section Editor, Guest Editor, Financial Editor, Production Editor, Copy Editor, Similarity Checker, where Editorial Office, Journal Manager, Section Editor, Production Editor and Copy Editor are required.

Masthead Contact **Team** Sections Email Config Submission Config Review Config

[Add New Member](#)

Editorial Office*			
EMAIL	NAME	AFFILIATION	ACTION
sunmuh@163.com	XM Sun		✕

Journal Manager*			
EMAIL	NAME	AFFILIATION	ACTION
sunmuh@163.com	XM Sun		✕

Editor in Chief			
EMAIL	NAME	AFFILIATION	ACTION

Associate Editor in Chief			
EMAIL	NAME	AFFILIATION	ACTION
lincongqianghu@163.com	le yang	UIUC	✕

Section Editor*			
EMAIL	NAME	AFFILIATION	ACTION
1595990998@163.com	LXP Bruce	NUIST	✕

Guest Editor			
EMAIL	NAME	AFFILIATION	ACTION
975270215@qq.com	Lxp 2020	NUIST	✕
734528003@qq.com	sam sam		✕

Financial Editor			
EMAIL	NAME	AFFILIATION	ACTION



Production Editor*			
EMAIL	NAME	AFFILIATION	ACTION
1716699239@af63.com	mic joy		✕

Copy Editor*			
EMAIL	NAME	AFFILIATION	ACTION
1716699239@af63.com	mic joy		✕

Similarity Checker			
EMAIL	NAME	AFFILIATION	ACTION

Click the Add New Member button in the upper right corner, add Team roles, fill in the pop-up window with Email, Name, Research Field and Affiliation, where Role and Email are required, and click Confirm to confirm.

**+** Add New Member

**Role:** \*

**Email:** \*

**Name:**

**Research Field:**

**Affiliation:**

Click ✕ on the right side of Team to delete the role  
 The fourth part is Sections. Click the Add New Section button in the upper right corner to add a section in the pop-up window.

Section	Section Title	Order	Email of Section Editor	Authority	Action
01	Regular Papers on Artificial Intelligence	001	on@elsevier.com	Yes	✕
02	Regular Papers on Big Data	002	on@elsevier.com	Yes	✕
03	Regular Papers on Cyber Security	003	on@elsevier.com	Yes	✕
04	Regular Papers on Internet of Things	004	on@elsevier.com	Yes	✕
05	Regular Papers on Cloud Computing	005	on@elsevier.com	Yes	✕
06	Regular Papers on Data Science	006	on@elsevier.com	Yes	✕
07	Regular Papers on Edge Computing	007	on@elsevier.com	Yes	✕
08	Regular Papers on Intelligent Manufacturing	008	on@elsevier.com	Yes	✕
09	Regular Papers on Software Engineering	009	on@elsevier.com	Yes	✕
10	Regular Papers on Systems Engineering	010	on@elsevier.com	Yes	✕
11	Regular Papers on Cybernetics	011	on@elsevier.com	Yes	✕
12	Regular Papers on Robotics	012	on@elsevier.com	Yes	✕
13	Regular Papers on Human-Computer Interaction	013	on@elsevier.com	Yes	✕
14	Regular Papers on Usability and Human Factors	014	on@elsevier.com	Yes	✕
15	Regular Papers on Health Informatics	015	on@elsevier.com	Yes	✕
16	Regular Papers on Health Services Research	016	on@elsevier.com	Yes	✕
17	Regular Papers on Health Economics, Law and Organization	017	on@elsevier.com	Yes	✕
18	Regular Papers on Health Communication and Behavior Change	018	on@elsevier.com	Yes	✕
19	Regular Papers on Health Equity and Health Disparities	019	on@elsevier.com	Yes	✕
20	Regular Papers on Health Systems Research and Implementation Science	020	on@elsevier.com	Yes	✕

Fill in Section Title, Order, Email of Section Editor and Authority. Section Title, Order and Email of Section Editor are required. Click “Confirm” to confirm.

Click the icon in the middle of the action to invalidate this section. Stay on this button to display Click this button to disable the section.

Click the rightmost icon in the action to modify Section.

The fifth part is Email, including seven email templates of Submit, Decline, Accept, Revision, Review, Change Journal and Copyedit. Click “Create New Configuration” in the upper right corner to copy the default email template to generate a new template.

Configuration Name	Action	Default Setting
Review Invitation	Copy, Delete, Edit	Default Setting
Review Decline	Copy, Delete, Edit	Default Setting
Review Accept	Copy, Delete, Edit	Default Setting
Review Revision	Copy, Delete, Edit	Default Setting
Review Review	Copy, Delete, Edit	Default Setting
Review Change Journal	Copy, Delete, Edit	Default Setting
Review Copyedit	Copy, Delete, Edit	Default Setting

Click the leftmost icon in the action to copy this email template to generate a new template.

Click the icon in the middle of the action to delete the email template.

Click the rightmost icon in the action to modify the email template. You can modify the four parts: Template Name, Email Recipients Setting, Email Title, and Email Content. Available Variables are variables that can be used in the email. Click “Save Settings” in the lower right corner to save the changes.

**Template Name**  
copy of system default

**Email Recipients Setting**  
 Submitter  Contributors  Corresponding Authors  Invited Reviewers

**Email Title**  
Submission Acknowledgement of [#Article Id#] From #Journal Abbreviation#

**Email Content**

#Journal Title#  
ISSN: #Journal Online Issn#

Dear #Contributor Name#,

Thank you for submitting the manuscript, “#Article Title#” to #Journal Title#. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal website.

Available Variables

#jid#	#Publisher#	#Journal Mail Address Info#	#Journal Title#	#Journal Abbreviation#	#Journal Online Issn#
#Journal Print Issn#	#Journal Principal Email#	#Journal Principal Name#	#Journal Support Email#	#Journal Manager#	
#Journal Manager Name#	#isSpecial#	#Editor in Chief#	#Editor in Chief Name#	#Article Id#	#Article Title#
#Article Abstract#	#Article Url#	#Submitor Name#	#Submitor Email#	#Contributors Name#	#Contributors Email#
#Contributor Name#	#Contributor Email#	#Corresponding Authors Name#	#Corresponding Authors Email#	#Reviewers Email#	#Reviewers Name#
#Review Response Date#	#Review Due Date#	#Revision Due Date#	#accessUrl#		

Close Save Settings

The sixth part is Submission, including Author Guidelines, Reviewer Suggestion Requirement, Submission Notification Settings and Other Settings. Click “Save” in the upper right corner to save the changes.

TSP Online

Submit New Paper

Messages

Archive

Journal Settings

User Management

System Settings

tp >> Edit Journal

Mathhead Contact Team Sections Email Submission Review

Save

Submission Settings

Author Guidelines

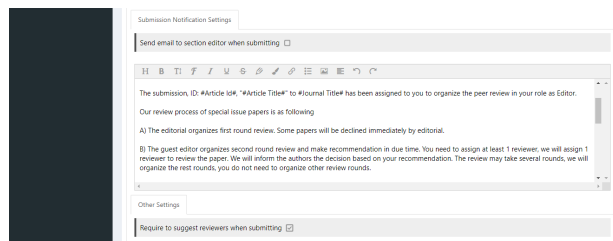
Author Guidelines & Acknowledge the copyright statement

Manuscripts submitted for publication must be prepared according to the guidelines given by the Instruction for Authors. Please prepare your manuscript regarding the templates.

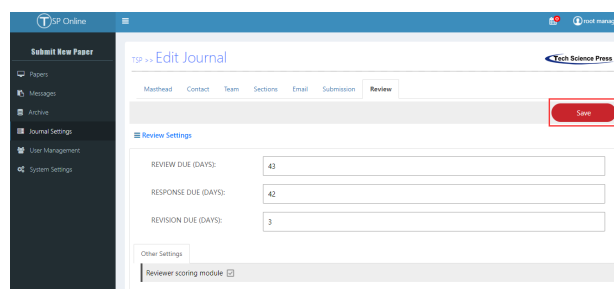
Articles published by TSP are under an Open Access license, which means all articles published by TSP are accessible online free of charge and at free of technical and legal barriers to everyone. Published materials can be re-used if properly acknowledged and cited. Open Access publication is supported by the authors' institutes or research funding agencies by payment of a comparatively low Article Processing Charge (APC) for accepted articles.

Reviewer Suggestion Requirement

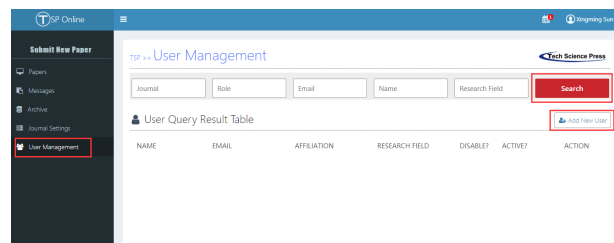
The reviewer shall have a senior title or a deputy senior title with a doctor's degree, and there is no personal relationship with the author, such as family and partners, political relationship and academic cooperation relationship.



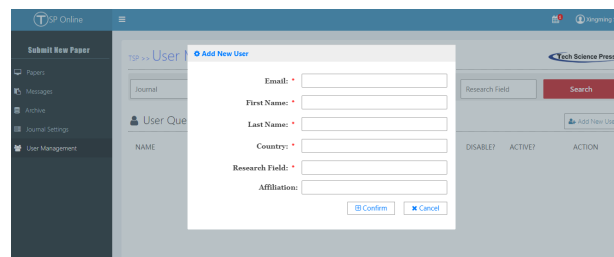
The seventh part is Review. You could set up the review due, response due, revision due and Reviewer scoring module. Click “Save” in the upper right corner to save the changes



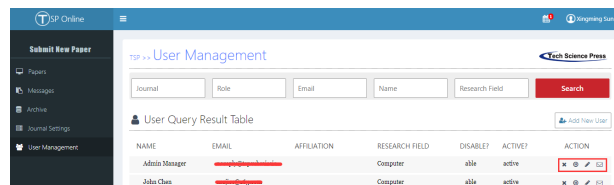
## 4.2 User Management



Click the “User Management” button on the left for user management. You can directly click the “Search” button to query all user information, or you can check for users based on the terms of Journal, Role, Email, Name, and Research Field.

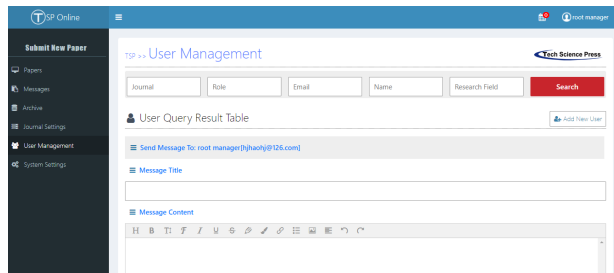
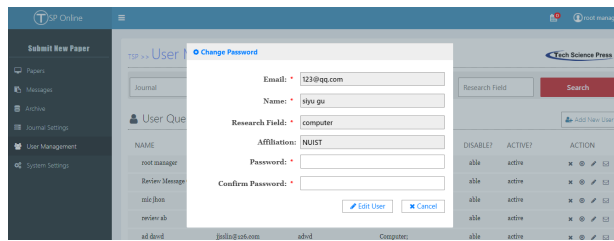


Click “Add New User” and fill in the basic information.



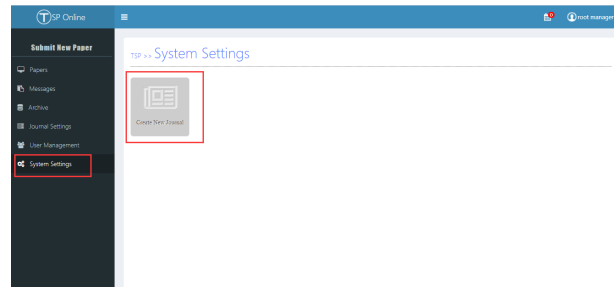
Click the first icon in the action to disable (delete) the user.  
 Click the second icon in the action to active/inactive the user.  
 Click the third icon in the action to modify the username and password.  
 Click the fourth icon in action to send message to the user.

### 4.3. CREATE JOURNALS (THIS FUNCTION CAN ONLY BE OPERATED BY ADMINISTRATORS)37

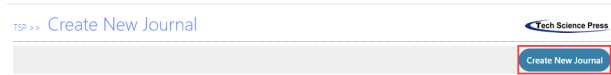


### 4.3 Create journals (this function can only be operated by administrators)

Click System Settings on the left and click Create New Journal to Create a New Journal



Click “Create New Journal” and enter the next step



Filling in the basic information of the journal to complete creating the journal.

A screenshot of a form titled "Create New Journal" with a gear icon. The form contains three text input fields, each with a red asterisk indicating a required field. The labels are "Journal Title:", "Abbreviation:", and "Editorial Office's Email:". Below the fields are two buttons: "Confirm" (with a checkmark icon) and "Cancel" (with an 'X' icon). The "Confirm" button is highlighted with a red rectangular box.