

## SECTION II: USER MANNUAL

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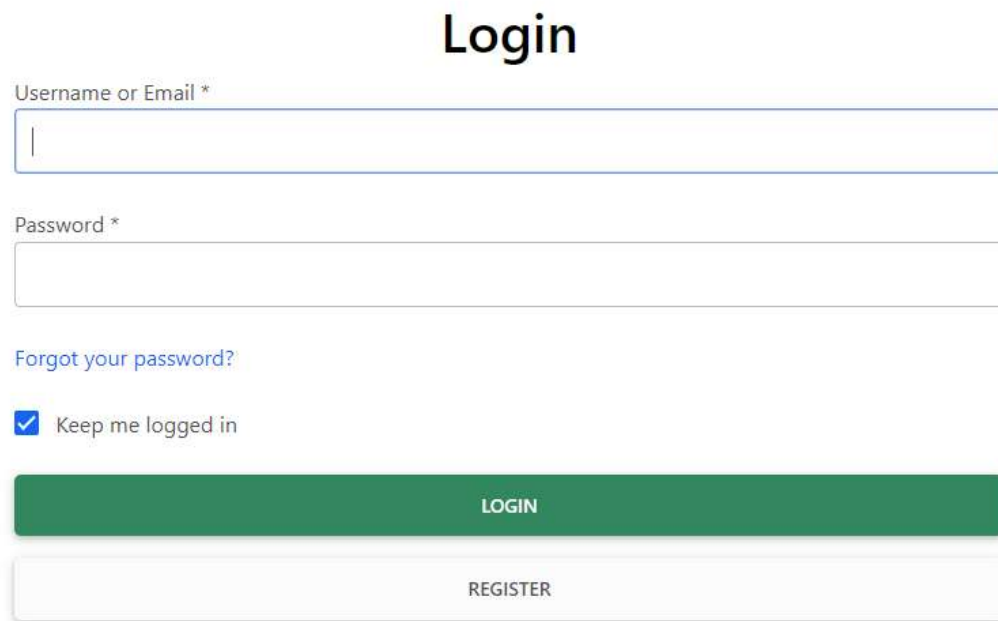
### 1. Login

#### 1.1. Logic account

- Username or Email: The identifier you created to log into the system
- Password: The password to log into the system

#### 1.2. User Interface

- The program presents the following interface:



The login form interface consists of the following elements:

- A large heading "Login" centered at the top.
- A text input field labeled "Username or Email \*".
- A text input field labeled "Password \*".
- A link labeled "Forgot your password?" in blue text.
- A checkbox labeled "Keep me logged in" with a blue checkmark.
- A green button labeled "LOGIN".
- A light gray button labeled "REGISTER".

### 2. Author (TG)

Author (TG) registers an account and submits their journal to the website.

#### 2.1. Account Registration

- The user accesses to the website and selects **Register** tab
- Enter all required information and agree to the journal's terms
- Click [**Register**] to create an account

## Register

Given Name

Family Name

Affiliation

Country

Email

Username

❗ The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password

❗ The password must be at least 6 characters.

Repeat password

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

☐ Yes, I would like to be notified of new publications and announcements.

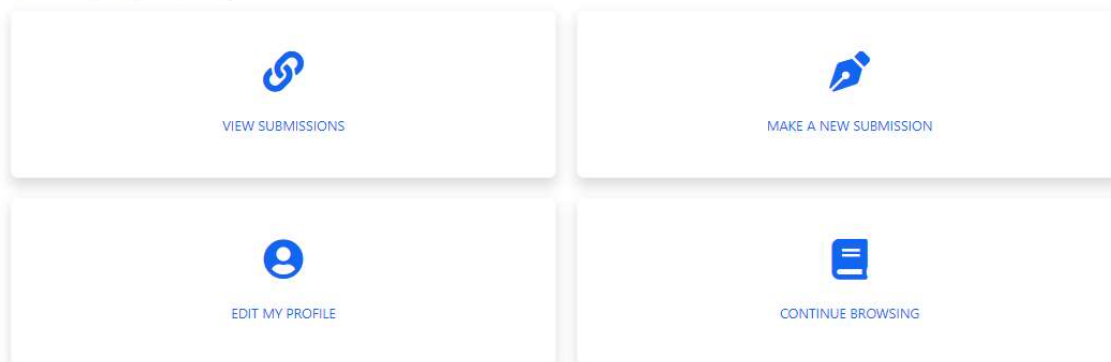
☐ Yes, I would like to be contacted with requests to review submissions to this journal.

**REGISTER**

- After successful registration, the system will automatically log in with the registered account.
  - View Submission: Review submitted journals
  - Make a New Submission: Submit a new journal
  - Edit My Profile: Update personal information
  - Continue Browsing: Proceed as a reader

## Registration complete

Thanks for registering! What would you like to do next?

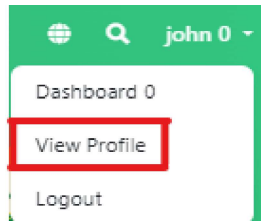


### 2.2. Adding Professional Biography

- After successful account registration, the Author (TG) can go to the Edit My Profile section to add their professional biography.
  - After selecting Edit My Profile, the Author (TG) should then select Public to add their professional biography

 The image is a screenshot of a web application's 'Profile' page. At the top, there's a navigation bar with tabs: 'Identity', 'Contact', 'Roles', 'Public' (which is selected), 'Password', 'Notifications', and 'API Key'. A 'Help' button is on the right. Below the tabs, the 'Profile Image' section shows a placeholder image of a man in a suit with a 'Delete' button. Below that is a file upload area with the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. The main content area is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, code, list, and image. The text area contains a professional biography for 'Mai Thanh Men (199x)'. Below the text area is a 'Bio Statement (e.g., department and rank)' field. At the bottom, there's a 'Homepage URL' field containing an ORCID iD link, and a section for 'Create or Connect your ORCID ID' with a 'What is ORCID?' link.

- To update professional biography, the Author (TG) can go to the View Profile menu and select the **Public** section to make updates.



### 2.3. Submitting a Journal

- The Author selects **[Make a New Submission]**

**There are 5 steps to submit a journal**

### Make a Submission

**Before you begin**

Thank you for submitting to the vjas. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our [Submission Guidelines](#) if you have not done so already. When filling out the forms, provide as many details as possible in order to help our editors evaluate your work.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

**Title \***

**Submission Checklist \***

All submissions must meet the following requirements.

- This submission meets the requirements outlined in the [Author Guidelines](#).
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled.
- Permission has been obtained to publish all photos, datasets and other material provided with this submission.

☐ Yes, my submission meets all of these requirements.

**Privacy Consent \***

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Begin Submission

---

1 Details
2 Upload Files
3 Contributors
4 For the Editors
5 Review

---

### Submission Details

Please provide the following details to help us manage your submission in our system.

**Title \***

**Keywords \***

Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

**Abstract \***

B
I
 $x^2$ 
 $x_2$

**Phone \***

**Number of words \***

Last saved a few seconds ago

Save for Later

Continue

**Step 1:** The Author (TG) enters the title of the journal, carefully reads the submission guidelines, agrees to them, and select **[Begin Submission]**. Ensure all required fields marked with an asterisk (\*) are filled in. Pay special attention to the following requirements: **Keywords** must include 3 to 6 keywords, the **Abstract** should not exceed 250 words, **Title** should not exceed 20 words. Select **[Continue]** to proceed to the next step.

**Step 2: Upload Files: Upload journal files**

- The Author (TG) selects the type of journal and uploads the journal files to the system. Select **[Continue]** to proceed to the next step

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## Make a Submission: Upload Files Save for Later

✓ Details — 2 Upload Files — ✓ Contributors — ✓ For the Editors — 5 Review

### Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

#### Files

Add File

Test\_For\_OJS.docx
Transcripts
Edit
Remove

Back
Last saved 5 minutes ago
Save for Later
Continue

- The Author (TG) selects **Edit**, and make sure to select **Article Text**, then click **[Save]** to save the changes

Edit Test\_For\_OJS.docx ×

What kind of file is this? —

Choose the option that best describes this file.

☒ Article Text
 ☐ Research Instrument
 ☐ Research Materials
 ☐ Research Results
 ☐ Transcripts
 ☐ Data Analysis
 ☐ Data Set
 ☐ Source Texts
 ☐ Other

Save

- The Author (TG) reviews file and selects **[Add file]** to upload additional files if desired. After adding the files, click **[Save]** to complete this step

### Make a Submission: Upload Files Save for Later

Details — **2 Upload Files** — Contributors — For the Editors — 5 Review

**Upload Files**

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

**Files**

Add File

Test\_For\_OJS.docx Transcripts Edit Remove

Back Last saved 6 minutes ago Save for Later Continue

- Select **[Continue]** to proceed to the next step

### Step 3: Contributors: Review contributor information

- Preview: Preview the information

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**Make a**

**List of Contributors**

Contributors to this publication will be identified in the following formats.

Format	Display
Abbreviated	Huy et al.
Publication Lists	John Huy, Nguyen Khoa (Author)
Full	John Huy, Nguyen Khoa (Author)

Details — **Upload Files** — **3 Contributors** — 4 For the Editors — 5 Review

**Contributors**

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

**Contributors** Order Preview Add Contributor

**John Huy** Author Primary Contact Edit Delete

**Nguyen Khoa** Author Set Primary Contact Edit Delete

Affiliation

Back Last saved 27 minutes ago Save for Later Continue

- Add Contributor: Add a co-author (Contributor)
  - Select **[Add Contributor]** to add a co-author
  - Enter the co-author's information
  - Select the co-author's role in the **Contributor's Role** section
  - Fill in all required information and select **[Save]**

**Add Contributor****Given Name \*****Family Name****Email \*****Country \*****Homepage URL****ORCID iD****Bio Statement (e.g., department and rank)**

<b>B</b>	<b>I</b>	$\times^2$	$\times_2$	
<input type="text"/>				

**Affiliation****Contributor's role**

- ☒ Author
- ☐ Translator

**Publication Lists**

- ☒ Include this contributor when identifying authors in lists of publications.

**Save**



- After entering the required information, select **[Continue]** to proceed to the next step

## Make a Submission: Contributors

Save for Later

Details
Upload Files
3 Contributors
For the Editors
5 Review

### Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

Contributors

Order Preview Add Contributor

John Huy Author

Primary Contact Edit Delete

Back
Last saved 8 minutes ago
Save for Later
Continue

#### Step 4: For the Editors: Feedback for the editors

- Continue by selecting **[Continue]** to proceed to the next step

## Make a Submission: For the Editors

Save for Later

Details
Upload Files
Contributors
4 For the Editors
5 Review

### For the Editors

Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

### Comments for the Editor

Add any information that you think our editorial staff should know when evaluating your submission.

B I x<sup>2</sup> x<sub>2</sub>

Back
Last saved 37 minutes ago
Save for Later
Continue

**Step 5: Review:** Appraise and check for any inaccuracies or omissions. Make any necessary corrections. Once completed, click **[Submit]**

Details
Upload Files
Contributors
For the Editors
5 Review

### Review and Submit

Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

There are one or more problems that need to be fixed before you can submit. Please review the information below and make the requested changes.

Details

Edit

Title

test for OJS

This field is required.

Keywords

None provided

This field is required.

Abstract

None provided

Phone

0917349908

This field is required.

Number of words

None provided

Files

Edit

danh\_sach\_khong\_thu\_phi\_1720403269.xlsx

Article Text

Contributors

Edit

Khoa Tèo, Tèo
Primary Contact
Author

For the Editors

Edit

Comments for the Editor

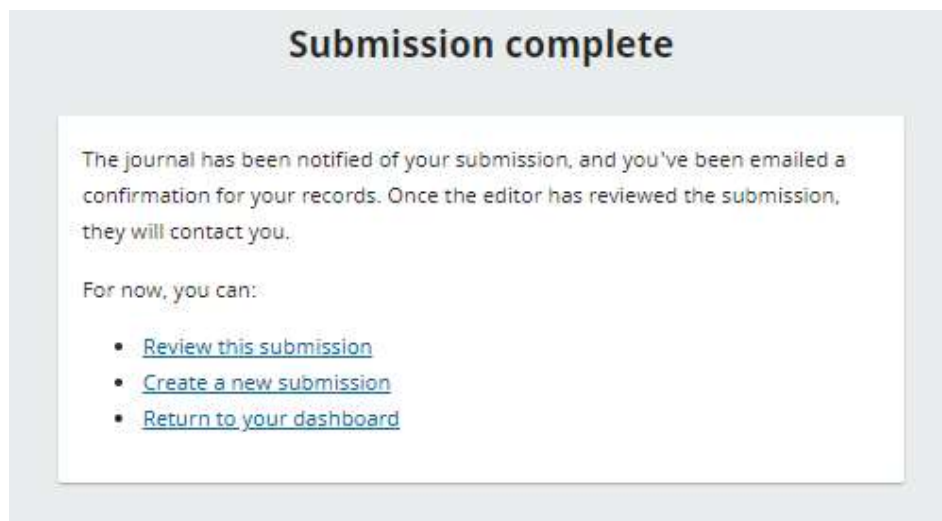
None

Back

Last saved 10 minutes ago

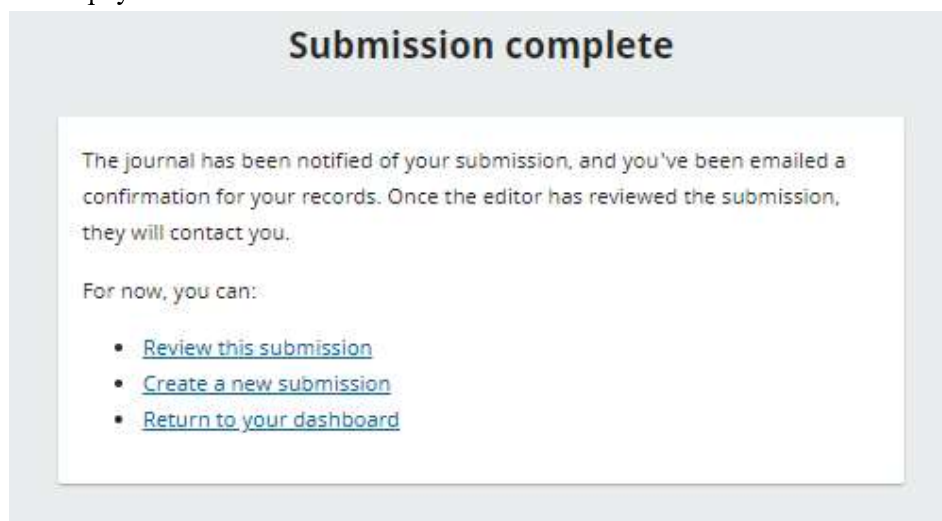
Save for Later

Submit

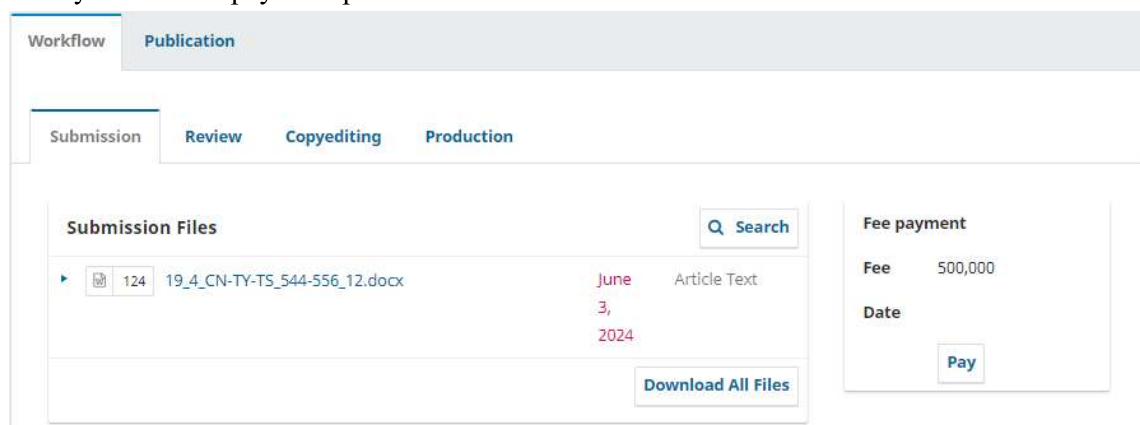


#### 2.4. Paying Submission Fee


- After successfully creating the journal, the author can select "Review this submission" to review the detailed information of the journal. If applicable, proceed with the payment.




- After selecting "Review this submission", (if there is a fee) the author should Select Pay to start the payment process.














- After selecting Pay, the VNPAY payment interface will appear, and the author can proceed with the payment.



### Chọn phương thức thanh toán (Test)

Thẻ nội địa và tài khoản ngân hàng 

- After payment, there are two possible scenarios:

The first scenario is successful payment, where the Fee will be displayed as 0 and the Date will show the payment date and time:

The screenshot shows the 'Publication' tab in the 'Workflow' section. Under the 'Submission' sub-tab, the 'Submission Files' list contains one file: '19\_4\_CN-TY-TS\_544-556\_12.docx' with a size of 124 KB, dated June 3, 2024, and labeled 'Article Text'. A 'Search' button is next to the list. Below the list is a 'Download All Files' button. On the right, the 'Fee payment' section shows 'Fee' as 0 and 'Date' as 2024-06-03 03:28:32.

The second scenario is a failed payment, where the amount will still be displayed in the Fee, and the Date will not show any date and time information.:

The screenshot shows the same 'Publication' tab and 'Submission Files' list as the first scenario. However, the 'Fee payment' section on the right shows 'Fee' as 500,000 and 'Date' is empty. A 'Pay' button is visible below the 'Date' field.

### 3. Section Editor (BBT)

#### 3.1. Suggesting Reviewers

**Step 1:** Select [Add Reviewer To Suggest]