

# The Academic Manuscript Central, AMC

## ICGST-AMC manual:



The Academic Manuscript Central, **ICGST-AMC**, is an innovative, web-based, database-driven review and online submission application for research articles. **ICGST-AMC** automates manuscript submission to journals and allows for easy administrative, editing and reviewing capabilities. With all qualitative and quantitative aspects, **ICGST-AMC** is a proven web-based manuscript manager. **ICGST-AMC** reduces time to decision, eliminates paper distribution costs, decreases administrative overhead and increases submissions with configurable system options. It relies on flexible and fully automated email notifications and IP-interact with an easy to use web application. **ICGST-AMC** supports automated time control and comprehensive journal-specific workflows. **ICGST-AMC** Application is developed under the supervision of **ICGST-AMC**, Dr. Ashraf Aboshosha, December 2008

Contact Person: Dr..Ashraf M. Aboshosha

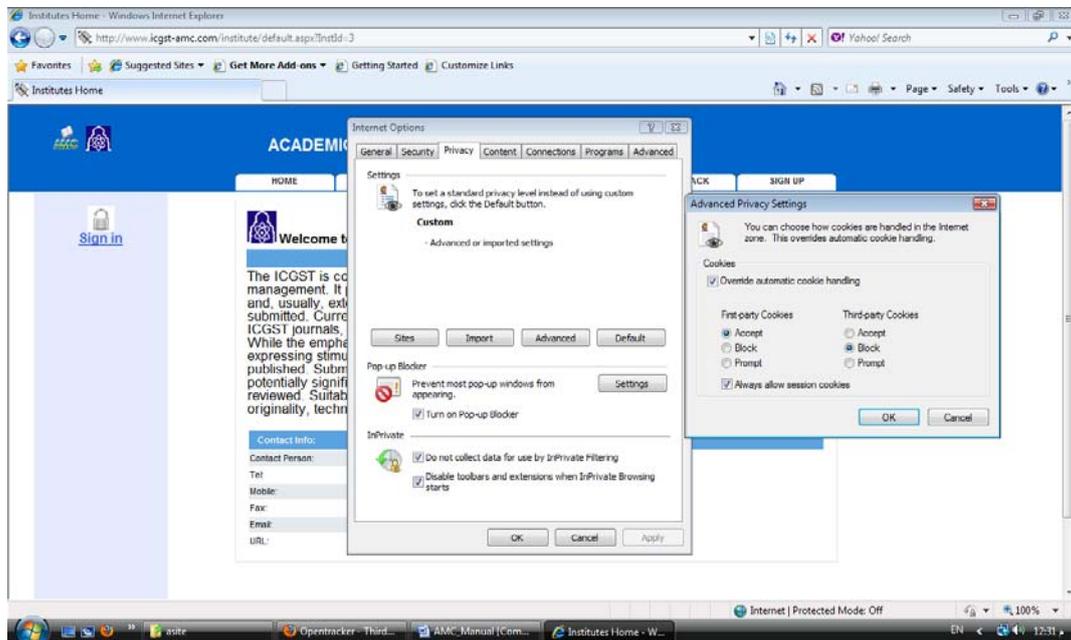
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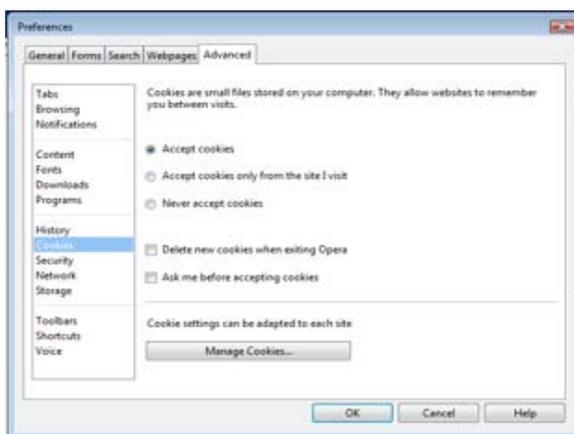
**Important Note:** Before using ICGST-AMC, please, be sure that your browser enables **Java and cookies**. To protect your privacy we use the first-party cookies only. So, If you are using IE, please, allow the first-party cookies and the session cookies as seen in the following;



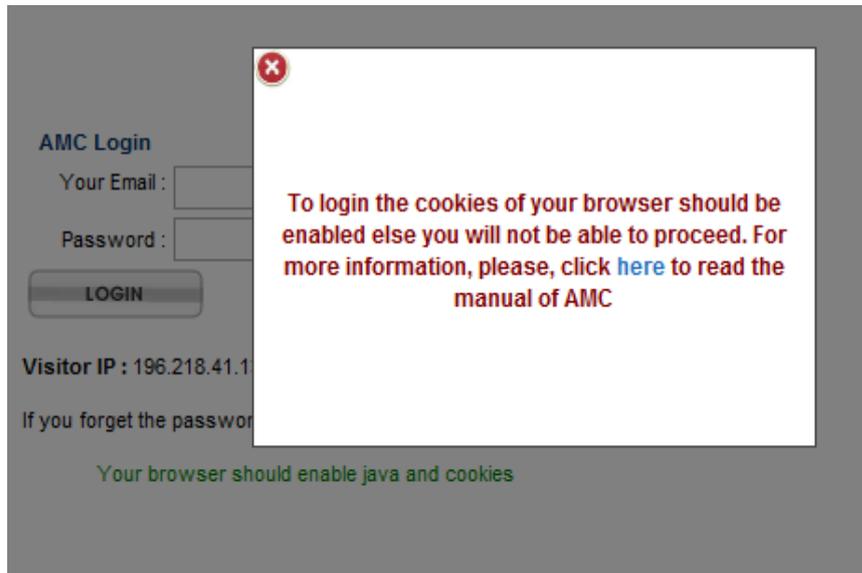
We recommend using a new internet explorer. AMC works well under **Mozilla browser**. It is available under: <http://www.mozilla.com/en-US/>



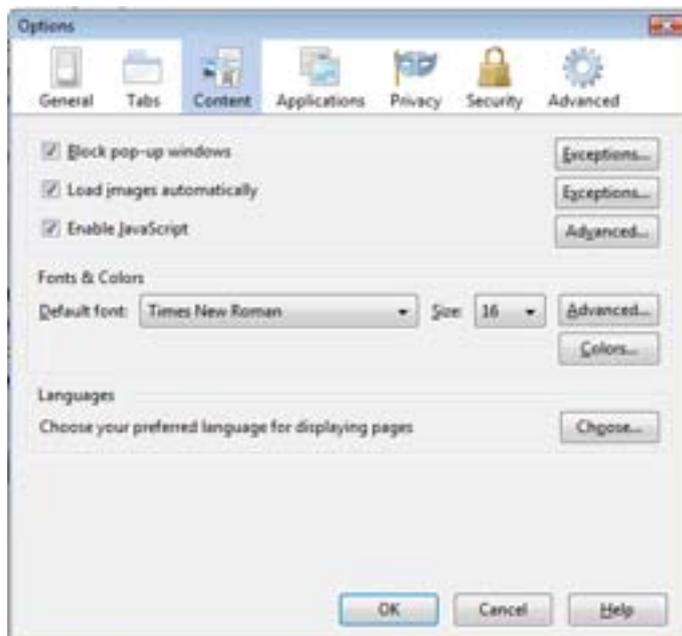
To enable cookies in Opera browser select cookies from preferences and select accept cookies:



Seeing the following Message means that you should enable your cookies.



**Java Script and cookies should be enabled:**  <http://www.java.com/>





## Modify your Profile:

You can change the data of your profile simply. Just select Profile from the left menu bar and change the data you want then press apply all settings.

ACADEMIC MANUSCRIPT CENTRAL, AMC

**Member Information**

**Personal Information:**

Name: [text box]  
Surname: [text box]  
Title: [text box]  
Address: [text box]  
Country: [text box]  
Telephone: [text box]  
Fax: [text box]  
Email: [text box]  
Password: [text box]

**Contact Information:**

Address: [text box]  
City: [text box]  
State: [text box]  
Country: [text box]  
Zip: [text box]  
Email: [text box]  
Phone: [text box]

**Show your Credited info. & CV:**

Is your name listed in your CV? (Yes/No) [radio buttons]

**Login Information:**

Username: [text box]  
Password: [text box]  
Remember me: [checkbox]

**Profile:**

Profile picture: [image]  
Change password: [text box]  
Confirm password: [text box]

Change Information

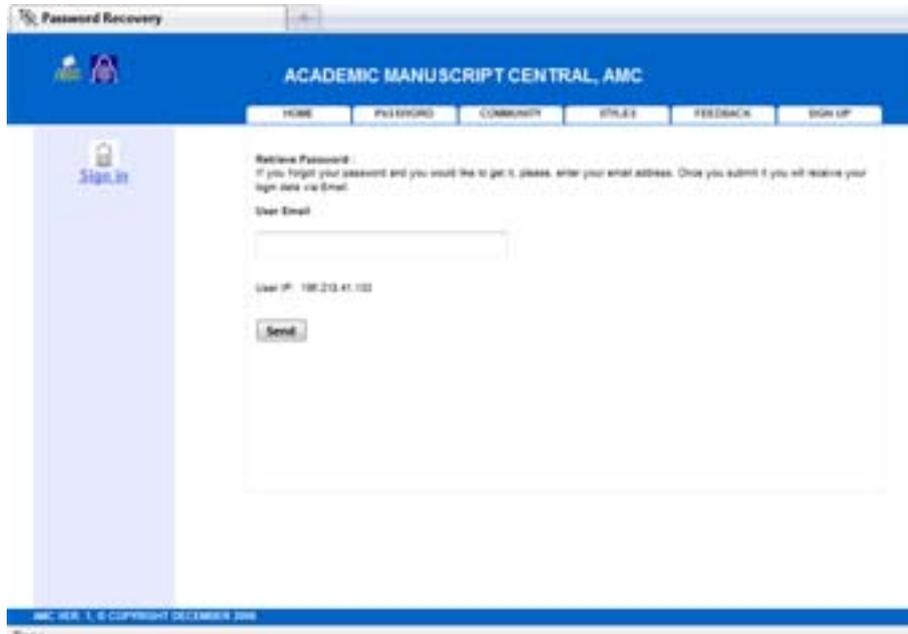
## Community Members:

The academic community members who published papers in ICGST have an active homepage under:

<http://www.icgst-amc.com/institute/Community.aspx?InstId=3>

## Forgotten Password:

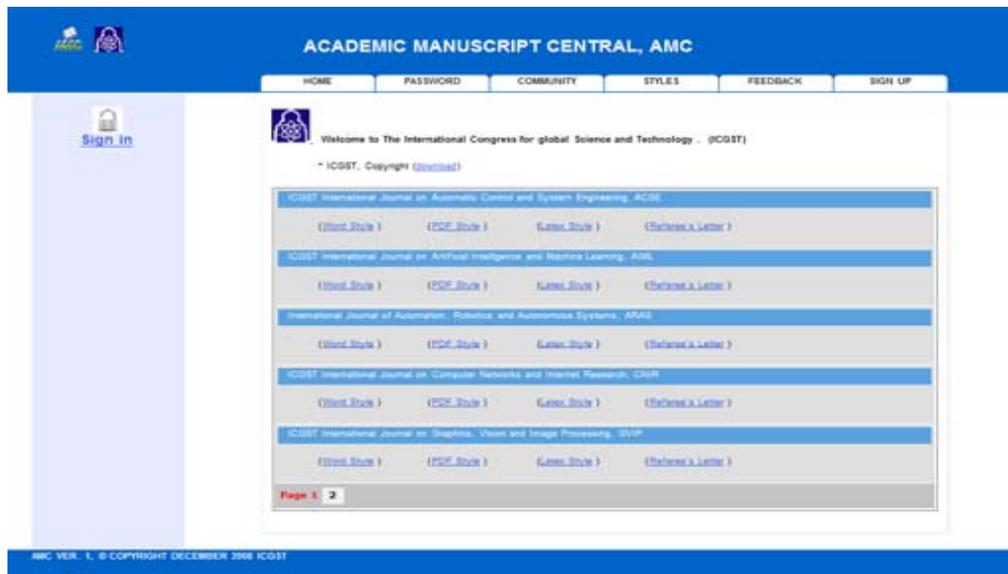
If you forgot the password you can retrieve it using this form. The login information will be sent to your primary Email available in your account.



The screenshot shows a web browser window with the title "Password Recovery". The page header is blue and contains the AMC logo and the text "ACADEMIC MANUSCRIPT CENTRAL, AMC". Below the header is a navigation menu with links for HOME, PUBLISHED, COMMUNITY, STYLE, FEEDBACK, and SIGN UP. The main content area is white and features a "Sign In" button on the left. The "Retrieve Password" form is centered and includes the following text: "Retrieve Password: If you forgot your password and you would like to get it, please, enter your email address. Once you submit it you will receive your login data via Email." Below this text is a text input field labeled "User Email". Underneath the input field is the text "User IP: 198.213.41.102" and a "Send" button. At the bottom of the page, there is a blue footer bar with the text "AMC WEB 1.0 COPYRIGHT DECEMBER 2008".

## The Standard Styles:

The editing styles are available in this page. You can use the suitable styles to edit your article according to the subject of your research point, ACSE, GVIP, etc . The [copyright form](#) is available on this page as well. The copyright form is important during the submission of your paper as we advice to fill it out before submitting your paper.



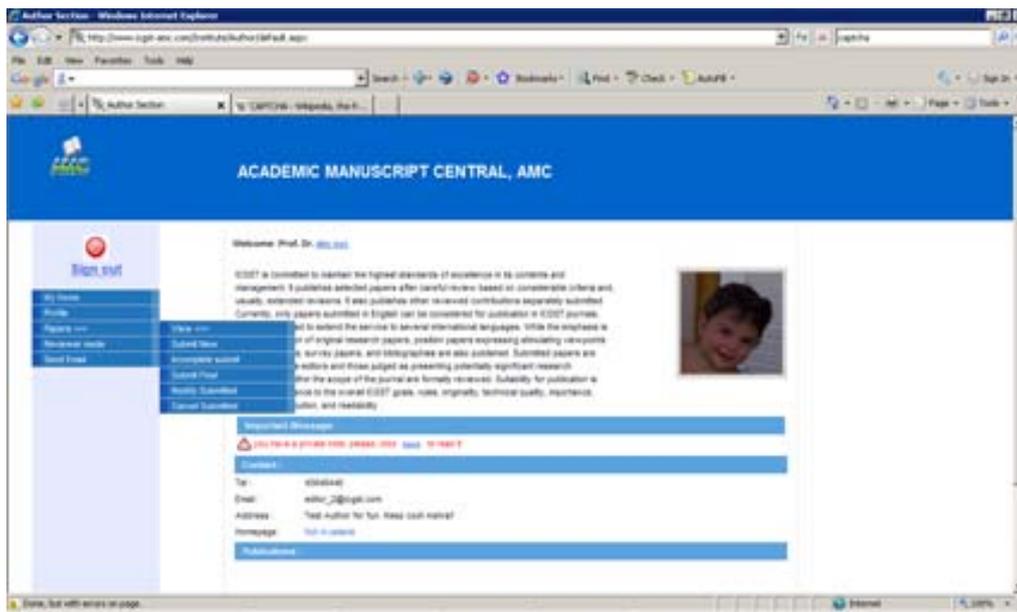
## Submitting a new paper:

To submit a new paper, please, apply the following simple steps:

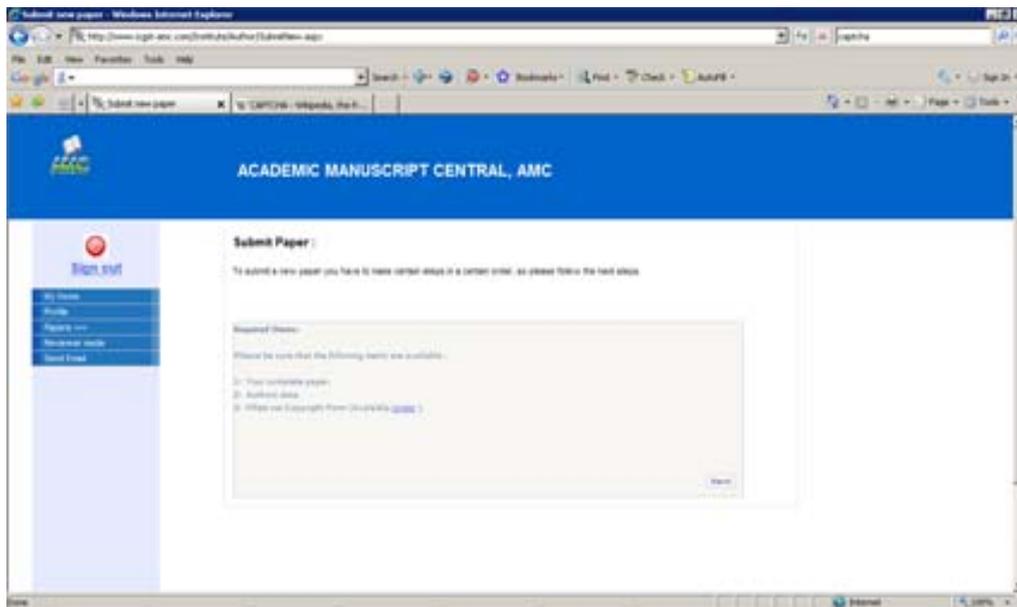
1. Write your **Login Email** and **password**. Please, copy them exactly from the notification email sent to you during the registration to log in your account. Then click Login. Before using ICGST-AMC, please, be sure that your Mozilla browser enables **Java and cookies**. To protect your privacy we use the first-part cookies only.



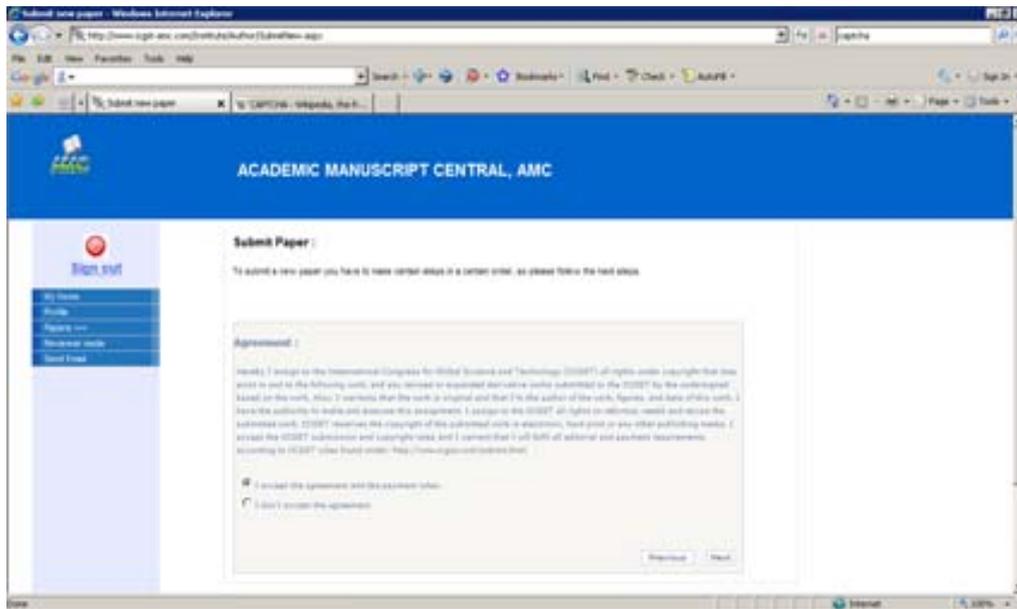
2. From the left menu bar select Paper >>> Submit new



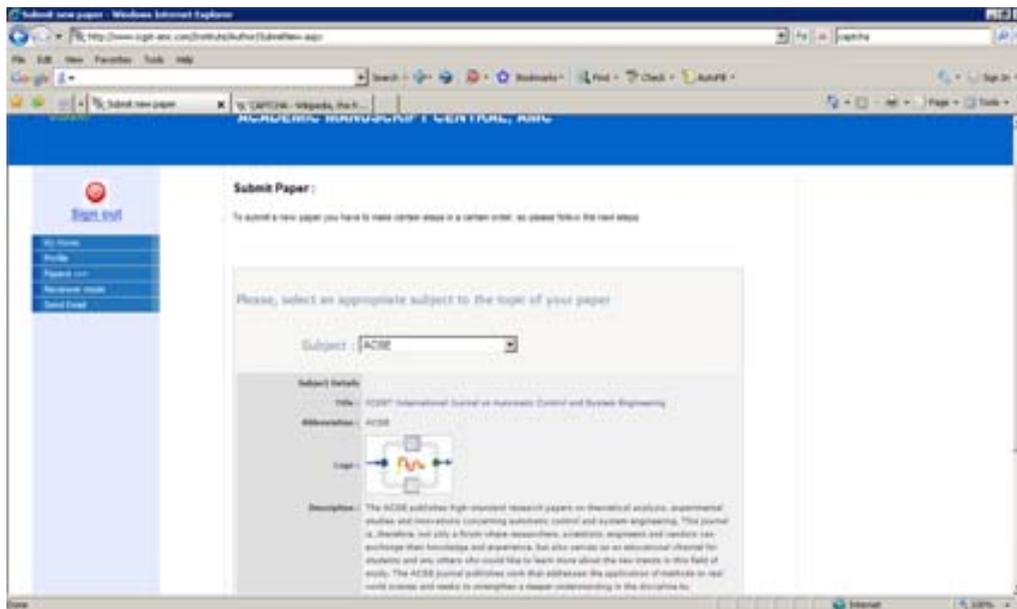
3. Now you get a hint to prepare the required documents (the paper and the copyright). Please, fill out the copyright form before submitting your paper. Open both paper and copyright form during the submission.



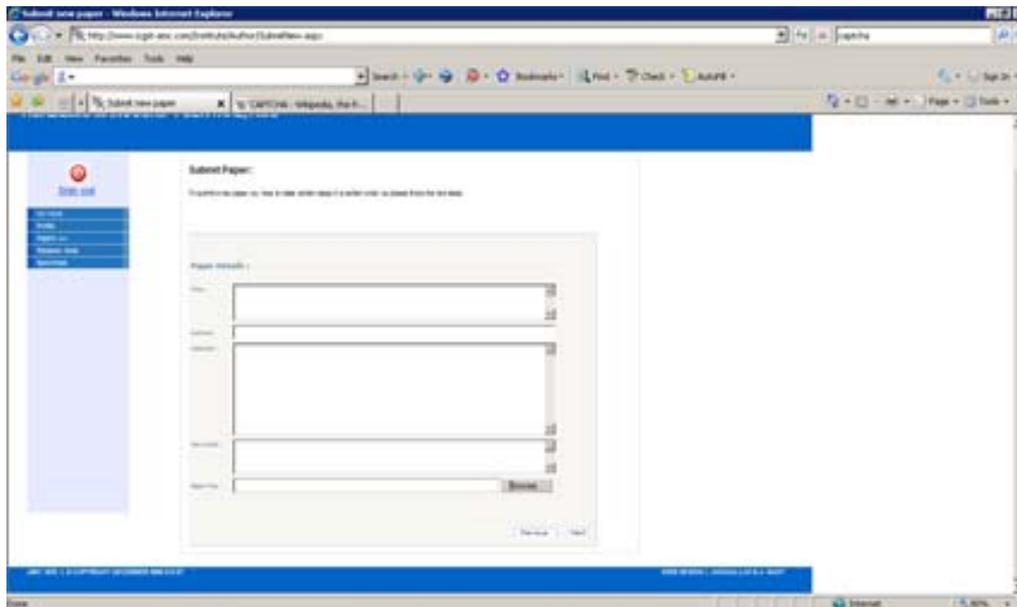
4. You should confirm the acceptance of the **publishing** and **payment** rules of ICGST as follows;



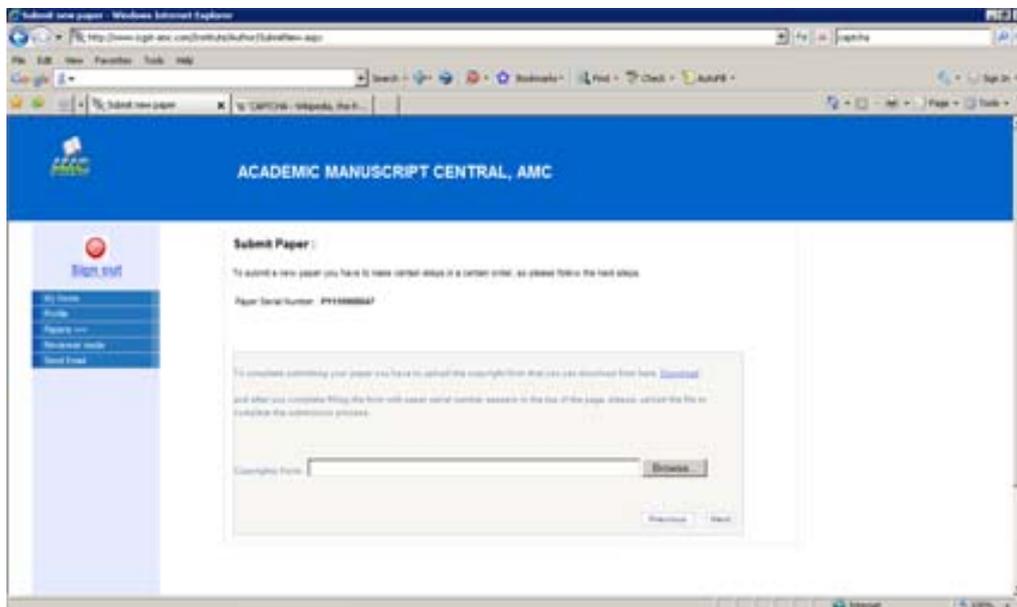
5. The next step is to select an appropriate subject of your paper ACSE, BIME, GVIP, etc.



6. Fill out the details of the paper and select the file of your paper then press next to upload the paper with the details. Now your submission is partially completed.



7. On the last submission page you will find the **Serial number** of your paper. Add the serial number to your copyright form and save it. Upload the copyright form to finalize the submission, else your submission should be finalized later, see the following;



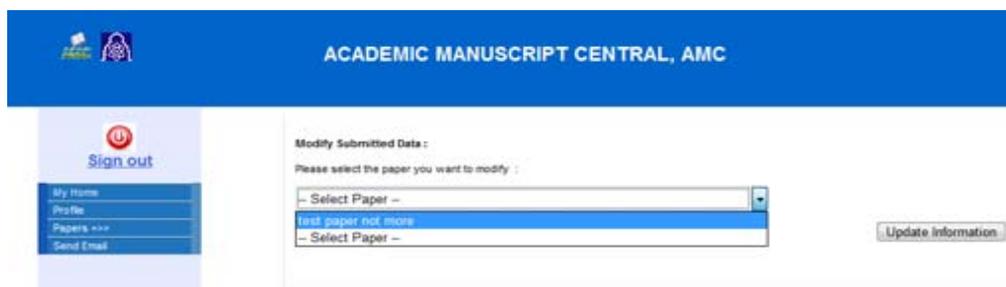
## Modify your submitted paper:

You can change the data of your submitted paper before reviewing it. During the review process the paper will be in under review status and you will not see it in your account. After the review you can submit or modify the final version only but you can't change the submitted paper even if you can see it. To modify the submitted paper, please, apply the following;

**Firstly:** From the left menu select Paper → Modify submitted as follows



**Secondly:** Select the target paper you want to modify and the click Update information



**Thirdly:** Change the data of your paper and click update information as follows

The screenshot shows a web interface for modifying submitted data. On the left is a vertical menu with options: Sign out, My Home, Profile, Papers >>>, Reviewer mode, and Send Email. The main content area is titled 'Modify Submitted Data' and contains the following elements:

- A dropdown menu to select a paper to modify, currently showing 'test paper not more'.
- A section titled 'Paper Details' with input fields for Title, Abstract, Keywords, and Authors, all containing the text 'test paper not more'.
- An 'Upload Paper' section with a link to 'Submit Paper (Download)' and a 'Choose...' button.
- A 'Copyright File' section with a link to 'Submit Copyright (Download)' and a 'Choose...' button.
- A 'Note' section with the text: 'If you don't insert any new values the old ones will remain.'
- An 'Update Information' button at the bottom right.

### Upload or modify the final version of reviewed papers:

Only two steps are required to **upload** or **modify** your final manuscript of your paper (word/latex) format. If the final paper is a multi-file as in latex projects, please, archive them in one zip or rar package.

**First step:** From the left menu bar select paper>>> submit final, see the figure



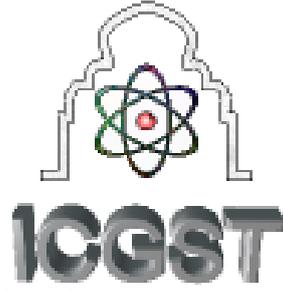
**Second step:** Select the paper that you want to change its final manuscript from the drop down list and select the target paper. Then, press submit to **upload** or **modify** the final manuscript of your paper. You will find the reviewed or finalized papers only available for that. See the following;



### **ICGST publishing Cycle:**

- The first step is to submit your valuable research article
- The reviewers decide the preliminary status of your article to be published/rejected
- For the rejected paper there are no more steps to be done and generally the reviewers don't add comments on the rejected article
- The successful papers receive a request of payment. During this stage the paper will be activated to the reviewers and kept hidden to the author
- After the receipt of the fee (within 15 days from the date of receipt ) the editor in chief summarizes the referee's notes and activates the paper with the review to the author. An electronic notification will be sent to your email registered in your account. This makes the paper hidden to the reviewers
- After that the author should apply the referee's notes and submit the original final word/LaTex manuscript of the article but submitting a reply report via email to the E-i-C is optional
- Once the author submits the final version the E-i-C publishes the paper online (within 10 days from the receipt of the final version)
- The last step is to send the documents to the postal address of the author

This period should not be longer than three months



If you have any problem during submitting your paper, please, feel free to contact me.

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Tel:	0020224107994
Mobile:	0020121804952
Fax:	0020224115475
Email:	<a href="mailto:editor@icgst.com">editor@icgst.com</a>