

OPEN JOURNAL SYSTEMS (OJS) USER MANUAL (AUTHOR)

BY



PRESS

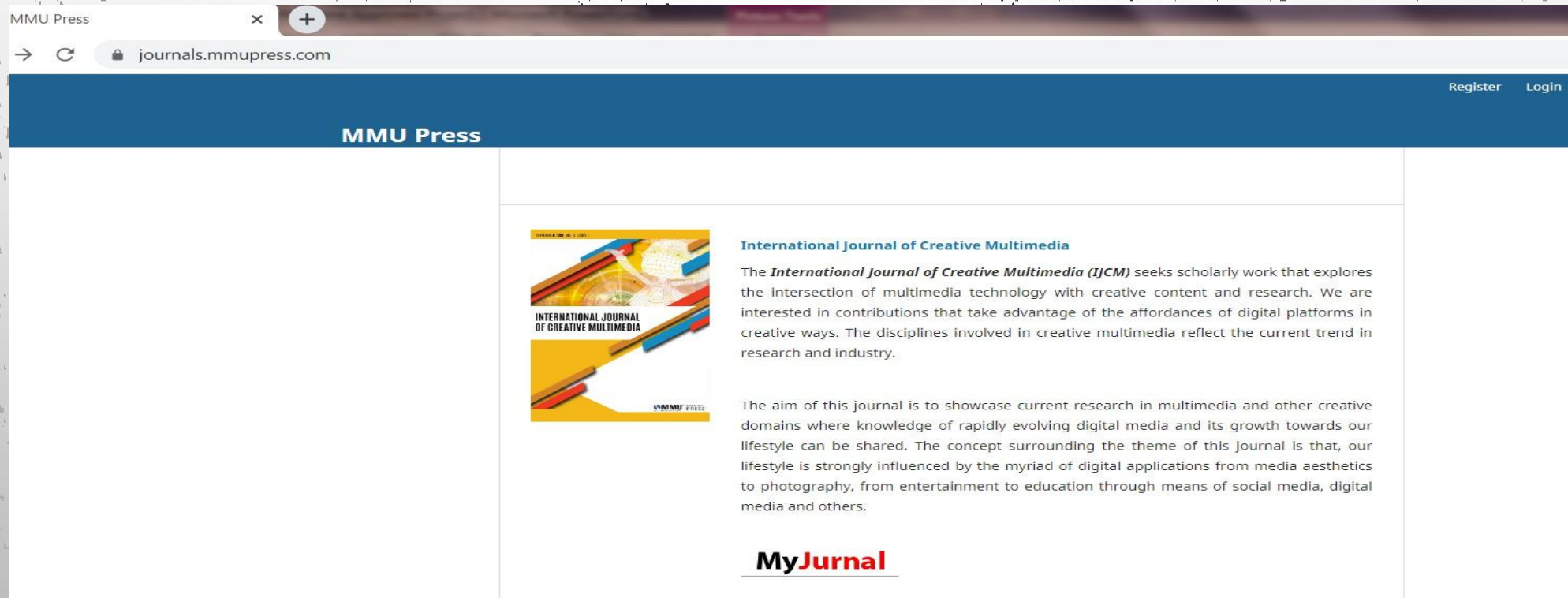
STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 1

Visit MMU Press Journals' website link:
<https://journals.mmupress.com/>

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 2 Scroll down to select from the journals list, or



The screenshot shows a web browser window with the address bar displaying "journals.mmupress.com". The page features a blue header with "MMU Press" and navigation links for "Register" and "Login". The main content area displays the cover of the "International Journal of Creative Multimedia" (IJCM) on the left, which includes the text "INTERNATIONAL JOURNAL OF CREATIVE MULTIMEDIA" and "MMU PRESS". To the right of the cover, the journal's title is followed by a description: "The *International Journal of Creative Multimedia (IJCM)* seeks scholarly work that explores the intersection of multimedia technology with creative content and research. We are interested in contributions that take advantage of the affordances of digital platforms in creative ways. The disciplines involved in creative multimedia reflect the current trend in research and industry." Below this, another paragraph states: "The aim of this journal is to showcase current research in multimedia and other creative domains where knowledge of rapidly evolving digital media and its growth towards our lifestyle can be shared. The concept surrounding the theme of this journal is that, our lifestyle is strongly influenced by the myriad of digital applications from media aesthetics to photography, from entertainment to education through means of social media, digital media and others." At the bottom of the page, the "MyJurnal" logo is visible.

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STEP 2

Select from the current available list of journals:

Sciences and Technology

Journal of Engineering Technology and Applied Physics (JETAP) <https://journals.mmupress.com/index.php/jetap>

International Journal of Robotics, Automation and Sciences (IJORAS) <https://journals.mmupress.com/index.php/ijoras>

Journal of Informatics and Web Engineering (JIWE) <https://journals.mmupress.com/index.php/jiwe>

Social Sciences

International Journal of Creative Multimedia (IJCM) <https://journals.mmupress.com/index.php/ijcm>

International Journal of Management Finance & Accounting (IJOMFA) <https://journals.mmupress.com/index.php/ijomfa>

Issues and Perspectives in Business and Social Sciences (IPBSS) <https://journals.mmupress.com/index.php/ipbss>

Journal of Communication, Language and Culture (JCLC) <https://journals.mmupress.com/index.php/jclc>

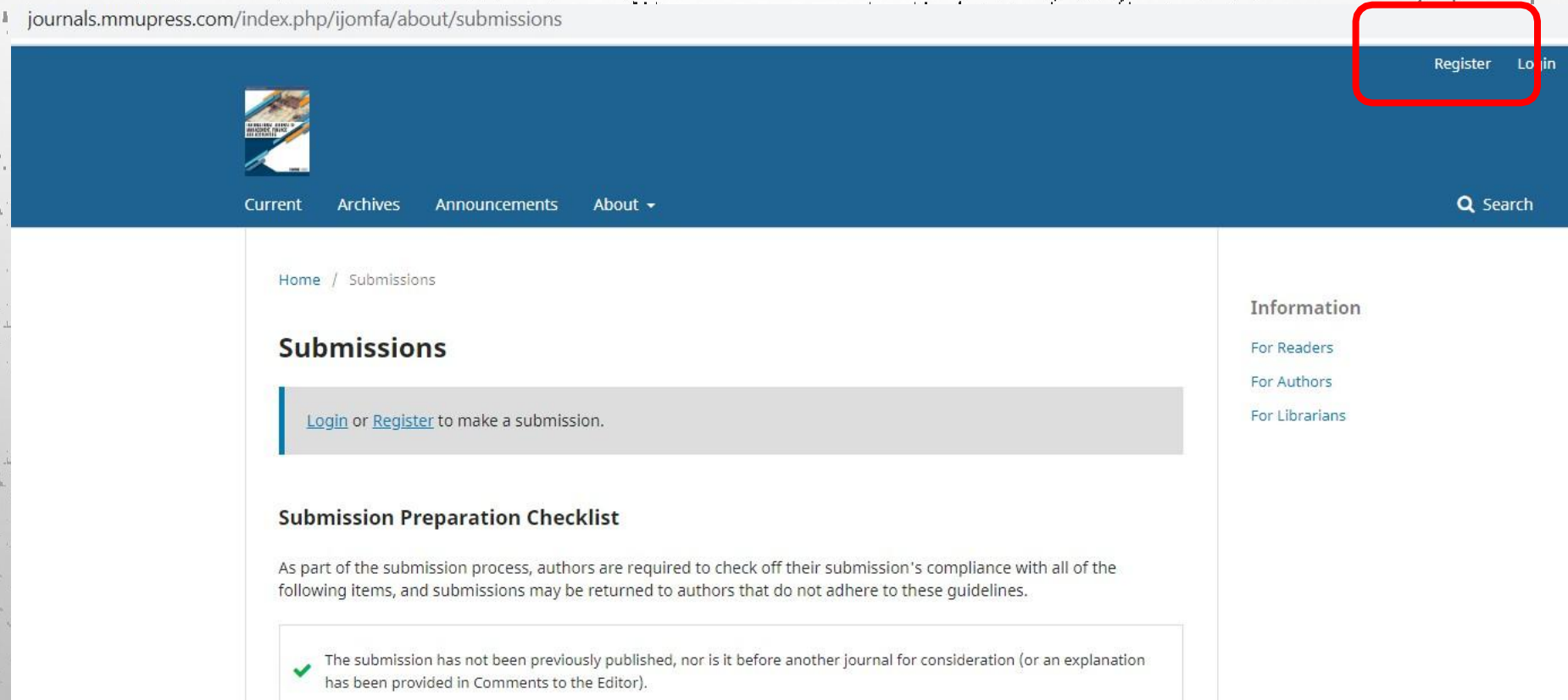
Law

Asian Journal of Law and Policy (AJLP) <https://journals.mmupress.com/index.php/ajlp>

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 3 Click **Register** for new user

journals.mmupress.com/index.php/ijomfa/about/submissions



The screenshot shows the website interface for MMU Press Journals. The URL is journals.mmupress.com/index.php/ijomfa/about/submissions. The page features a blue header with a logo on the left and navigation links: 'Current', 'Archives', 'Announcements', and 'About'. On the right side of the header, there are links for 'Register' and 'Login', with the 'Register' link highlighted by a red rectangular box. Below the header, there is a search bar and a breadcrumb trail: 'Home / Submissions'. The main content area is titled 'Submissions' and contains a grey box with the text 'Login or Register to make a submission.' To the right, there is an 'Information' section with links for 'For Readers', 'For Authors', and 'For Librarians'. Below this, there is a 'Submission Preparation Checklist' section with a green checkmark and the text: 'The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).'

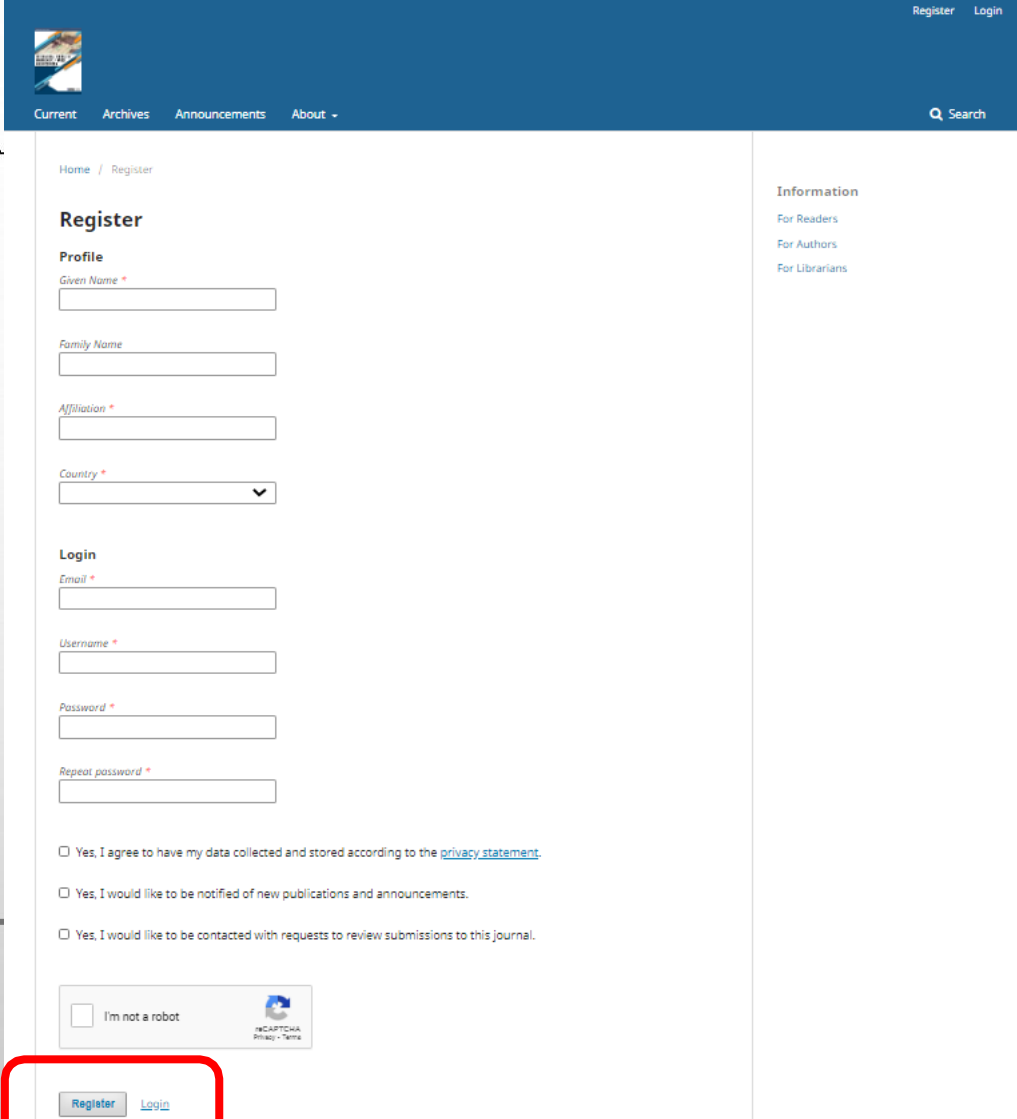
STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 4

Fields marked “*” are required:

- Given Name
- Family Name
- Affiliation
- Country
- Email
- Username
- Password
- Repeat password

Once done, click **Register** button



Register Login

Current Archives Announcements About

Search

Home / Register

Register

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

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.

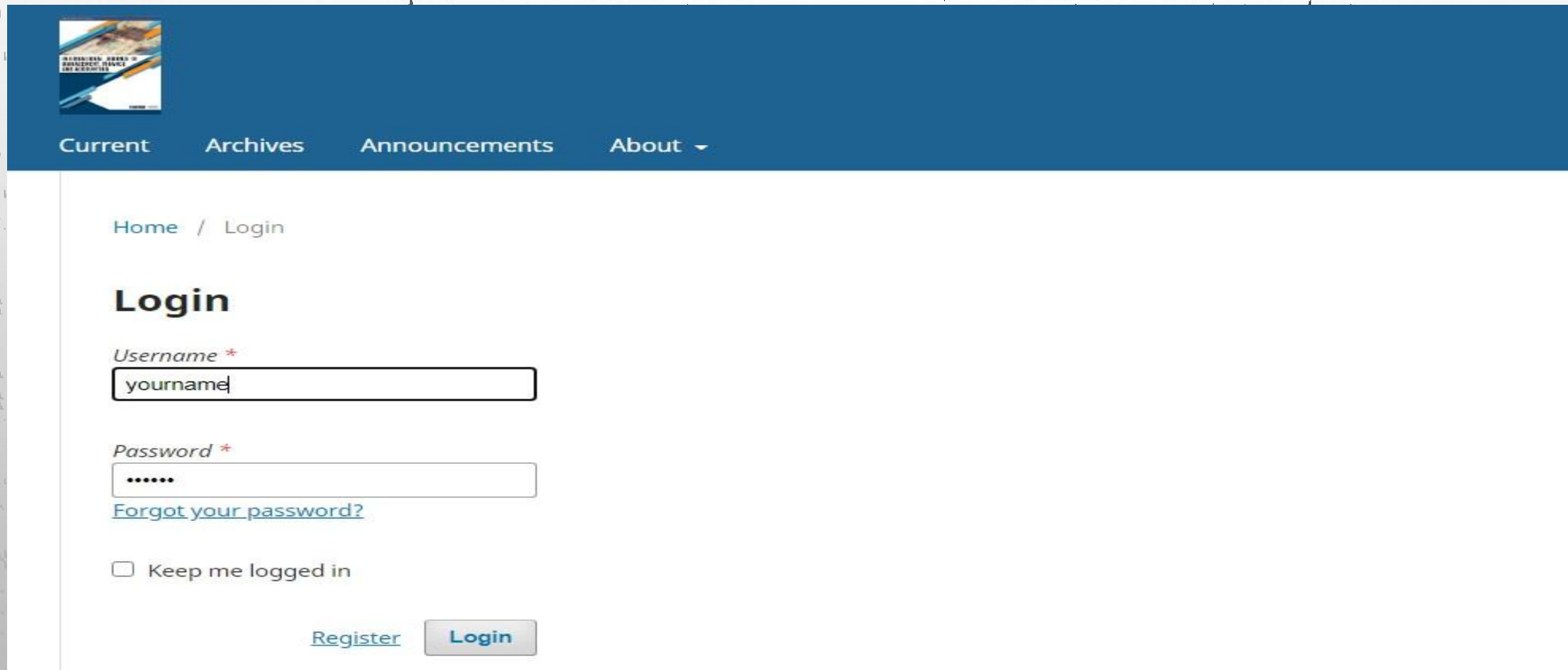
Yes, I would like to be contacted with requests to review submissions to this journal.

I'm not a robot

Register Login

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 5 Click **login** if you have registered



The screenshot shows the login page of the MMU Press Journals website. At the top left is the MMU Press logo. A dark blue navigation bar contains the links: Current, Archives, Announcements, and About with a dropdown arrow. Below the navigation bar, the breadcrumb trail reads "Home / Login". The main heading is "Login". There are two input fields: "Username *" with the text "yourname" and "Password *" with six dots. A blue link "Forgot your password?" is positioned below the password field. A checkbox labeled "Keep me logged in" is located below the password field. At the bottom, there are two buttons: a blue "Register" link and a grey "Login" button.

Current Archives Announcements About ▾

Home / Login

Login

Username *
yourname

Password *
.....

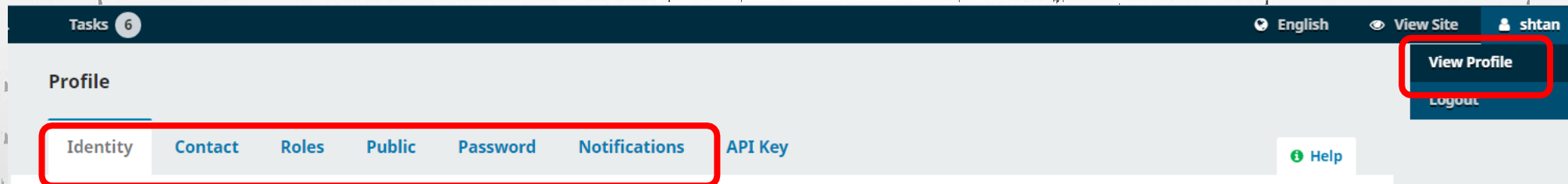
[Forgot your password?](#)

Keep me logged in

[Register](#) [Login](#)

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 6 To edit your **profile**, click **View profile** and tabs



Click on the tabs (whichever applicable) to edit your profile:

- Identity tab
- Contact tab
- Roles tab
- Public tab
- Password tab
- Notification tab

Click Save button

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 6a Identity:

Profile

Identity | Contact | Roles | Public | Password | Notifications | API Key

Username
shtan

Name

This field is required. *Family Name*

*Given Name **

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Save

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 6b

Contact:

Profile

Identity **Contact** Roles Public Password Notifications API Key

This field is required.

Email *

Signature

Phone

Affiliation

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 6c Roles:

Click 'Register with other journals' (if necessary)

Profile

[Identity](#) [Contact](#) **Roles** [Public](#) [Password](#) [Notifications](#) [API Key](#)

Roles

Reader

Author

Reviewer

[+ Register with other journals](#)

Reviewing interests

[Save](#)

Your data is stored in accordance with our [privacy statement](#).


STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 6d Public:

Identity Contact Roles **Public** Password Notifications API Key

Profile Image

Drag and drop a file here to begin upload



Bio Statement (e.g., department and rank)

Homepage URL

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STEP 6e

Password:

Profile

[Identity](#) [Contact](#) [Roles](#) [Public](#) **[Password](#)** [Notifications](#) [API Key](#)

Enter your current and new passwords below to change the password for your account.

Current password

New password

The password must be at least 6 characters.

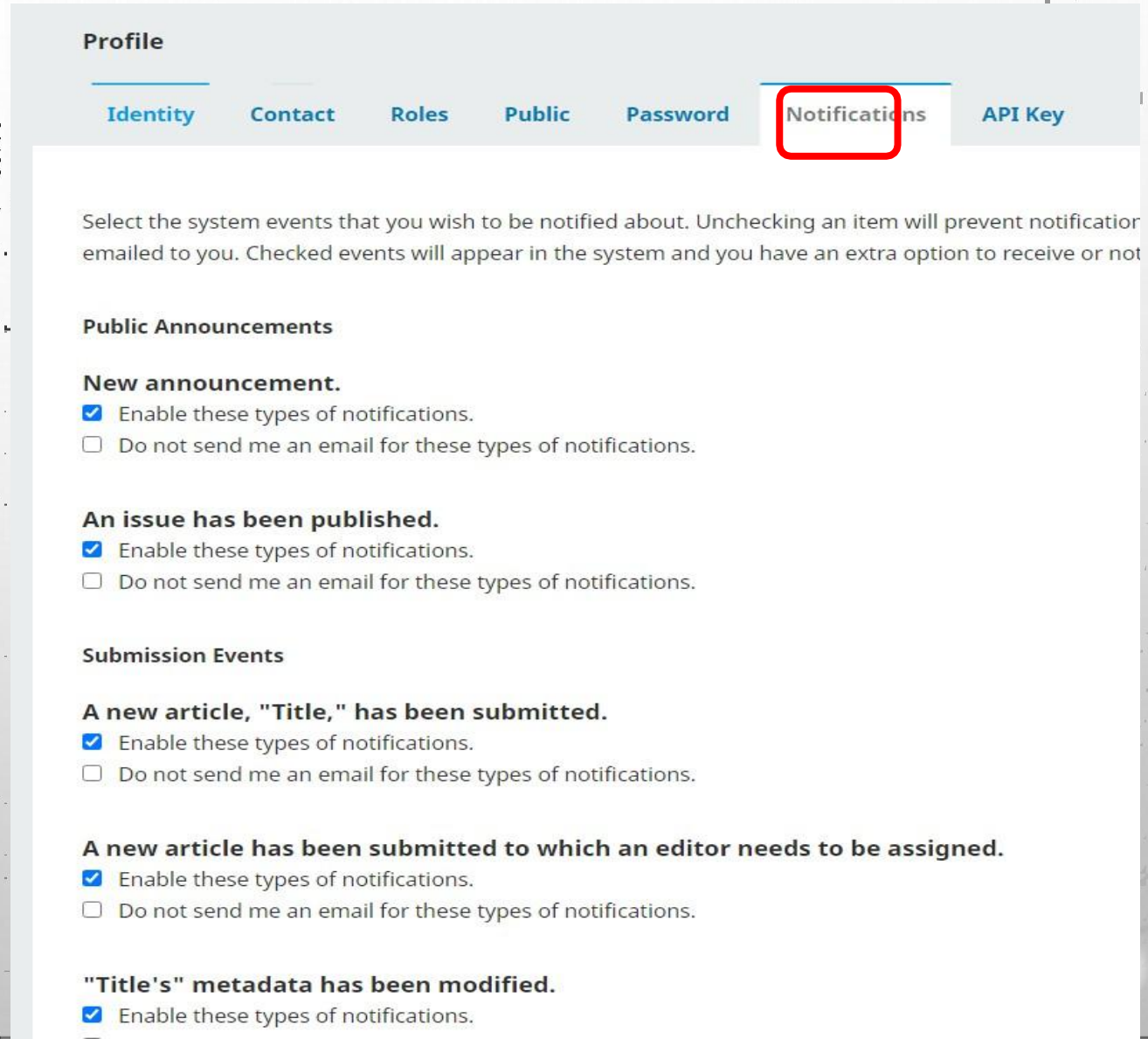
Repeat new password

Your data is stored in accordance with our [privacy statement](#).

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 6f Notifications:

Select the events that you wish to be notified about in Notification tab;
Or leave it in default setting.



Profile

[Identity](#) [Contact](#) [Roles](#) [Public](#) [Password](#) **Notifications** [API Key](#)

Select the system events that you wish to be notified about. Unchecking an item will prevent notification emailed to you. Checked events will appear in the system and you have an extra option to receive or not

Public Announcements

New announcement.

Enable these types of notifications.
 Do not send me an email for these types of notifications.

An issue has been published.

Enable these types of notifications.
 Do not send me an email for these types of notifications.

Submission Events

A new article, "Title," has been submitted.

Enable these types of notifications.
 Do not send me an email for these types of notifications.

A new article has been submitted to which an editor needs to be assigned.

Enable these types of notifications.
 Do not send me an email for these types of notifications.

"Title's" metadata has been modified.

Enable these types of notifications.

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7

To submit your manuscript, click new submission:

The image shows two screenshots from the MMU Press website. The left screenshot displays the login page with the following elements:

- Header: MMU Press
- Breadcrumbs: Home / Login
- Section: Login
- Form fields: Username * (containing 'shtan'), Password * (containing '.....')
- Link: [Forgot your password?](#)
- Checkbox: Keep me logged in
- Buttons: [Register](#) and [Login](#) (the 'Login' button is highlighted with a red box).

The right screenshot displays the 'Submissions' dashboard with the following elements:

- Section: Submissions
- Navigation: My Queue 1, Archives 1, and a Help icon.
- Section: My Assigned
- Search: Search bar with a magnifying glass icon.
- Filters: Filters button.
- Button: [New Submission](#) (highlighted with a red box).

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7a Click **Start** tab

Click New Submission:
Enter information / fields marked
..

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section Choose "NexSymp2026" here.

Articles must be submitted to one of the journal's sections. *

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

Rich text editor toolbar: Copy, Paste, Bold, Italic, Underline, Link, Unlink, Source Code, Full Screen, Image, Upload.

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7b Click **Upload Submission** and click **Upload file**

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Files

Q Search **Upload File**

No Files

Save and continue Cancel

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7b Under Upload Submission: click (i) Upload file; (ii) Review Details; (iii) Confirm

(i)

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component *

Article Text

Drag and drop a file here to begin upload

Upload File

Ensuring a Blind Review

Continue Cancel

(ii)

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

shtan, manuscript to mmupress.docx Edit

docx 15KB

Continue Cancel

(iii)

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

File Added

Add Another File

Complete Cancel

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7b Once done, click **save and continue**

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Files

[Search](#)

▶	 276-1	shtan, manuscript to mmupress.docx	November 8, 2020	Article Text
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Save and continue

Cancel

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7c Next, click **Enter Metadata: Title, Abstract ...**

Submit an Article

1. Start 2. Upload Submission **3. Enter Metadata** 4. Confirmation 5. Next Steps

Prefix
Examples: A. The

Title *
Paper

Subtitle

Abstract *

This paper ...

List of Contributors

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ SH	shtan@mmu.edu.my	Author	☑	☑

Categories

Publication Ethics

Enter those required fields marked '*':

- Title
- Abstract
- List of Contributors
- Keywords
- References

Click 'Save and Continue' to complete the task

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7c

Next, click **Enter Metadata: Keywords, references, List of contributors...**

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ SH	shtan@mmu.edu.my	Author	✓	✓

Categories

Publication Ethics

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Additional Refinement: Keywords *

financial economics x

Save and continue Cancel

Enter those required fields marked '*' :

- Title
- Abstract
- List of Contributors
- Keywords
- References

Click 'Save and Continue' to complete the task

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7c

Next, click **Enter Metadata: Add contributors...**

Add Contributor

Name

*Given Name ** *Family Name*

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

*Email **

Country

*Country **

User Details

Homepage URL *ORCID iD*

Affiliation

Bio Statement (e.g., department and rank)

Contributor's role *

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

** Denotes required field*

Enter those required fields marked '*':

- a. Title
- b. Abstract
- c. List of Contributors
- d. Keywords
- e. References

Click 'Save and Continue' to complete the task

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7d Confirmation: Click **finish submission**

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata **4. Confirmation** 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

On 'Confirmation' screen, click 'Finish Submission' to confirm submit the articles

[ijomfa] **Submission Acknowledgement** [box x]

Assoc. Prof. Dr. Ong Hway Boon
to me ▾
SH:

Thank you for submitting the manuscript, "Paper" to International Journal of Management, Finance and Accounting. 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 web site:

Submission URL: <https://journals.mmu.press.com/index.php/ijomfa/authorDashboard/submission/69>
Username: shtan

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

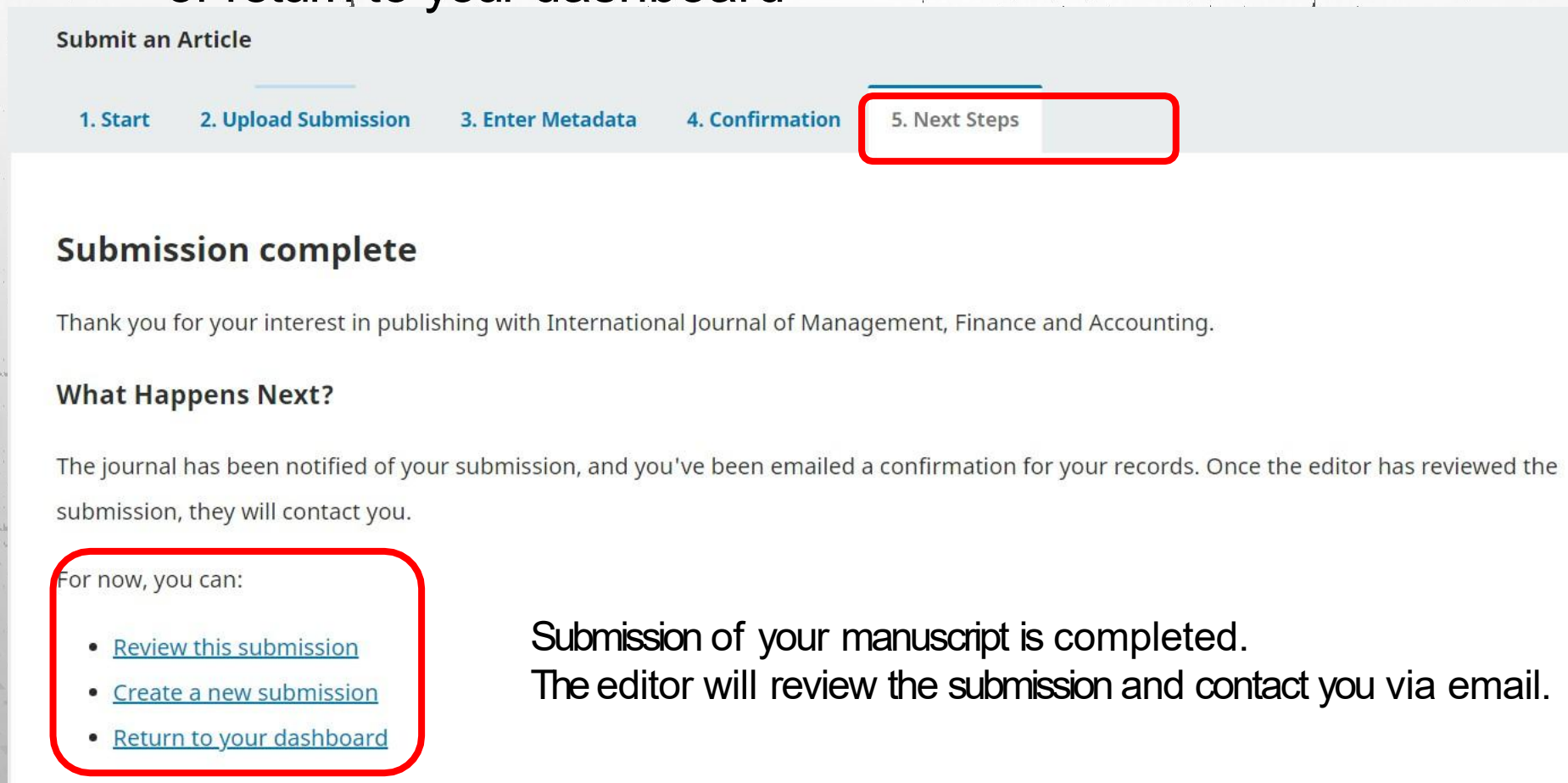
Assoc. Prof. Dr. Ong Hway Boon

Author will receive email notification from the Journal
11:29 (2 minutes ago) ☆ ↩ ⋮

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 7e

Click **Next Steps** if you choose to review the submission; create a new submission' or return to your dashboard



Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission complete

Thank you for your interest in publishing with International Journal of Management, Finance and Accounting.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Submission of your manuscript is completed.
The editor will review the submission and contact you via email.

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 8 Your Dashboard:

The screenshot displays the 'Publication' tab of the submission dashboard. The 'Workflow' and 'Publication' tabs are highlighted with a red border. Below them, the 'Submission' tab is active, with 'Review', 'Copyediting', and 'Production' tabs visible. The 'Submission Files' section shows a file named 'shtan, manuscript to mmupress.docx' with a date of 'November 8, 2020' and the type 'Article Text'. An 'Edit' link is present below the file name. A message states: 'Submission of your manuscript is completed. The editor will review the submission and contact you via email.' A 'Download All Files' link is located to the right of this message. The 'Pre-Review Discussions' section is at the bottom, with an 'Add discussion' link. The table below it has columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'.

Workflow Publication

Submission Review Copyediting Production

Submission Files [Search](#)

276-1 shtan, manuscript to mmupress.docx November 8, 2020 Article Text

[Edit](#)

Submission of your manuscript is completed.
The editor will review the submission and contact you via email.

[Download All Files](#)

Pre-Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
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STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

STEP 9

Editor Decision: Request Revision

Workflow

Publication

Submission

Review

Copyediting

Production

Stage not initiated.

Should you receive an email from Editor requesting for Revision:

- On Dashboard, click on respective articles that has 'Review' status
- Download 'Reviewer's Attachment' file under Reviewer's Attachment section
- Click 'Upload files' under Revisions section to upload the revised files
- List of revision files will be displayed.
- Email notification regarding uploaded revision will be sent to Chief Editor

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STEP 9

Editor Decision: Accepted Submission

On Mon, 15 Jun 2020 at 11:26, Hway Boon Ong <hbong@mmu.edu.my> wrote:

[REDACTED]

Congratulations. We have reached a decision regarding your second revised submission to International Journal of Management, Finance and Accounting, "[REDACTED] Malaysian Evidence".

Our decision is to: Accept Submission

Hway Boon Ong
hbong@mmu.edu.my

The editor final decision will be comminuted via email.

STEP BY STEP ON HOW TO REGISTER AND SUBMIT YOUR MANUSCRIPT TO MMU PRESS JOURNALS

