User Manual for Author

Register a new account.
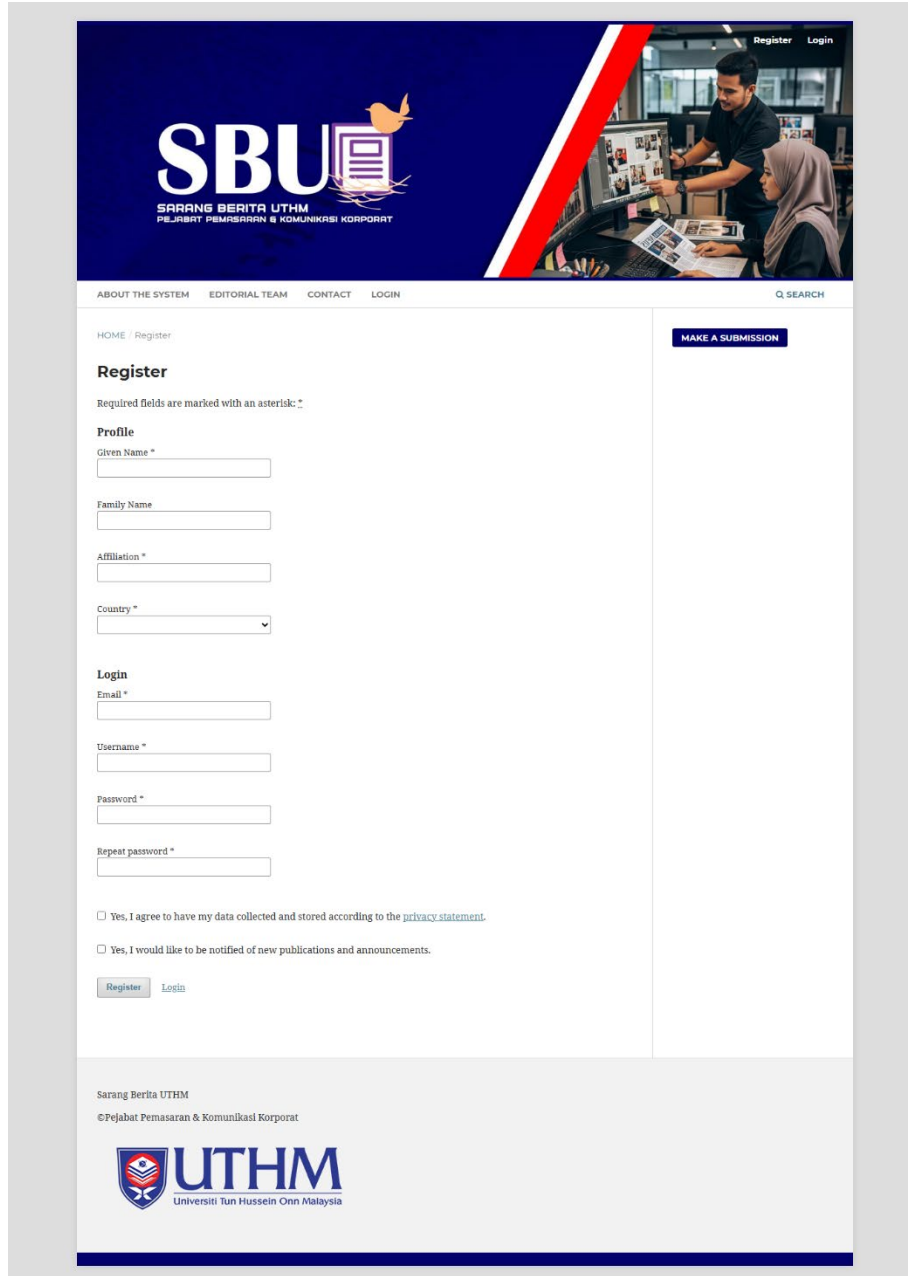
To register a new account, go to the website.

https://sbu.uthm.edu.my/
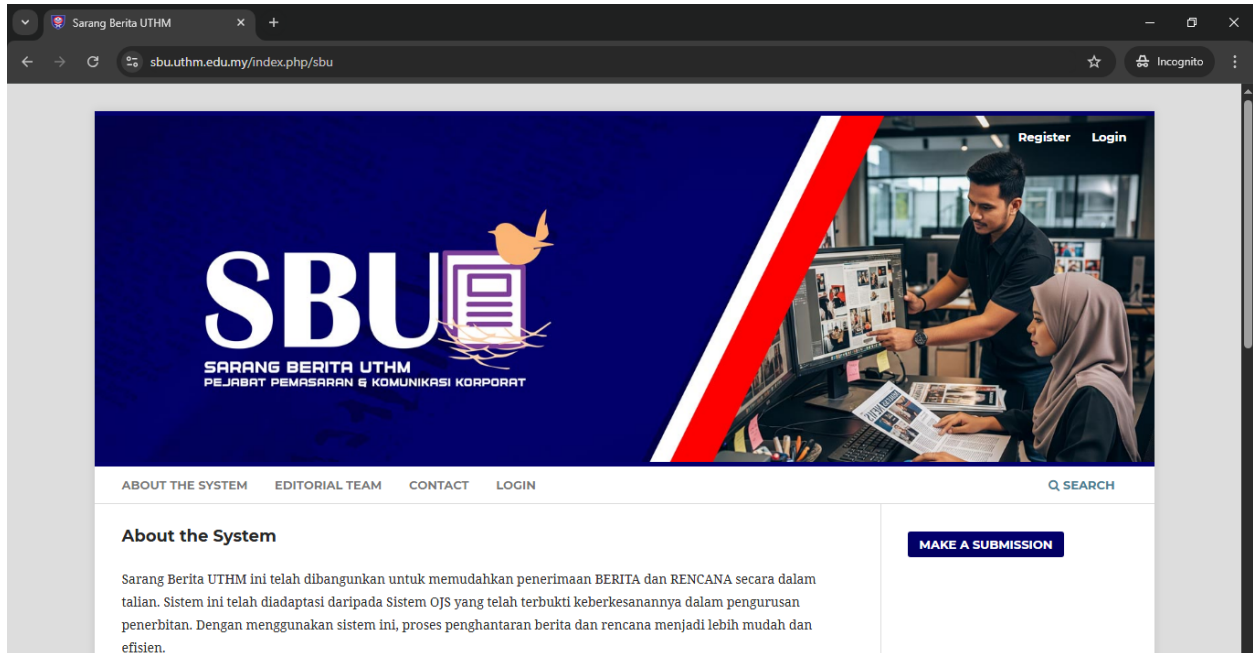
Click on the Register button at the top right of the page

Fill out the form. Make sure the email address you are using is correct. Click the register button to complete.

A validation email will be sent to your email address and you need to click the link inside to complete the registration. Make sure to check the spam folder for the email. After validation is completed, you can submit your article using the system.

HOME / Registration awaiting verification

Registration awaiting verification
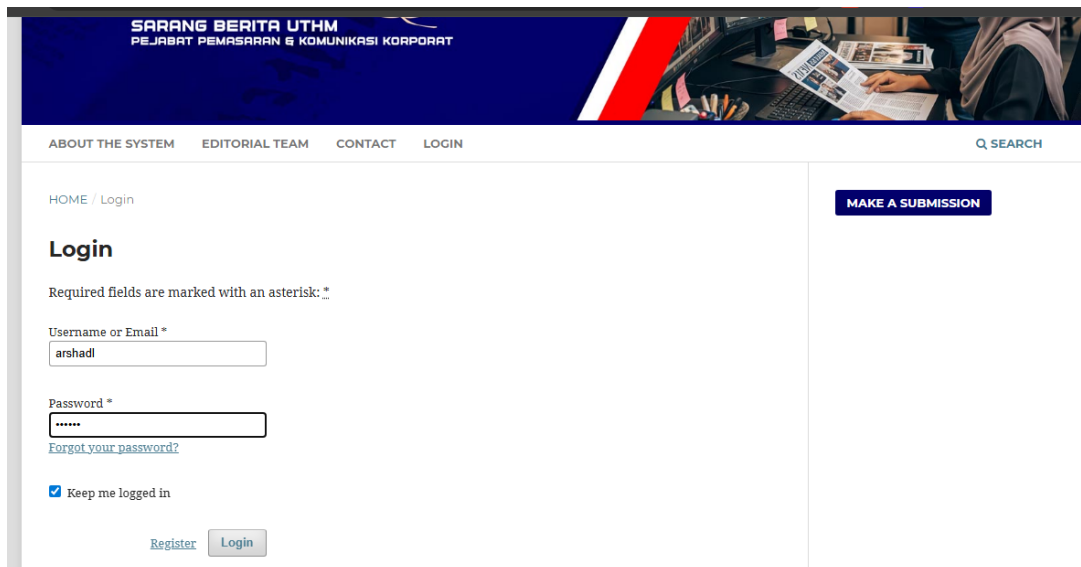
We've sent a confirmation email to you at arshadl@uthm.edu.my. Please follow the instructions in that email to activate your new account. If you do not see an email, please check to see if it was put in your spam folder.

MAKE A SUBMISSION

← Delete forever   Not spam   1 of 34   ‹ ›

Validate Your Account   Spam ×   newsportal ×

Admin via <newsportaluthm@gmail.com>   9:19 AM (1 minute ago)   ☆ ↩ ⋮
to me ▾

Why is this message in spam? This message is similar to messages that were identified as spam in the past.

Report not spam

Mohd Arshad Mohd Lokoman

You have created an account with Sarang Berita UTHM, but before you can start using it, you need to validate your email account. To do this, simply follow the link below:

https://sbu.uthm.edu.my/index.php/sbu/user/activateUser/arshadl/47gZPg

Thank you,

—

This is an automated message from Sarang Berita UTHM.

Validate Your Account - arshadl × | Sarang Berita UTHM ×   +

sbu.uthm.edu.my/index.php/sbu/user/activateUser/arshadl/47gZPg

ABOUT THE SYSTEM   EDITORIAL TEAM   CONTACT   LOGIN   🔍 SEARCH

HOME /

MAKE A SUBMISSION

Thank you for activating your account. You may now log in using the credentials you supplied when you created your account.

Submission

To submit a new article, click the login button on the top right of the page.

Fill in your login details. And click login
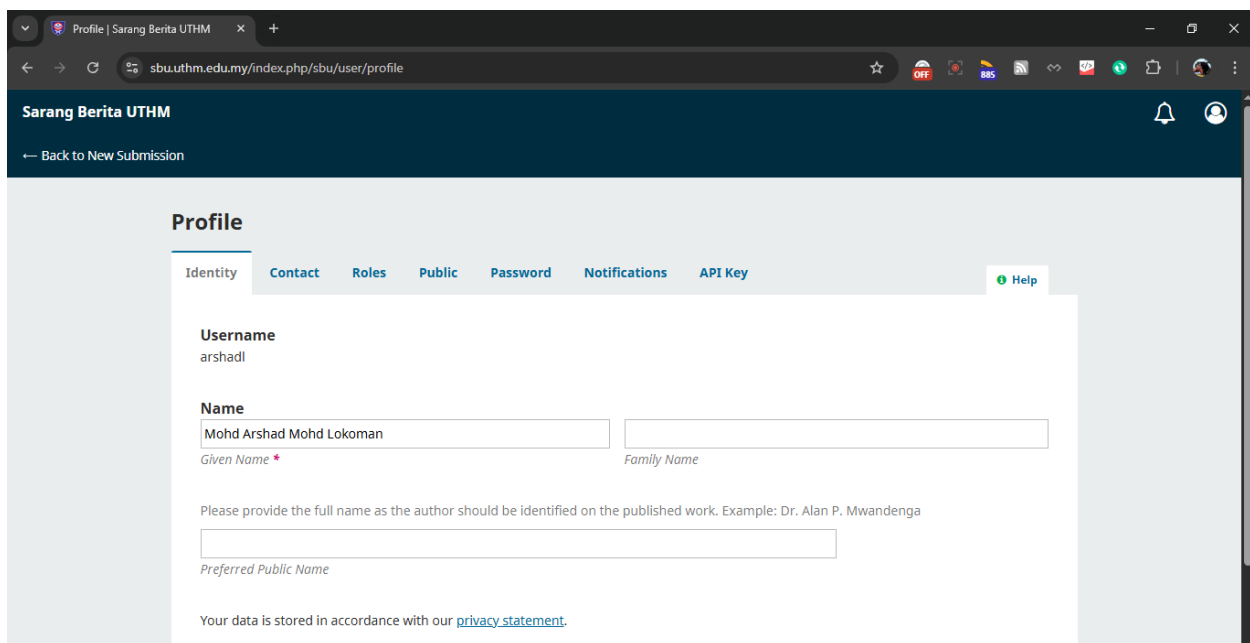
Click the dropdown button on your username and click on the dashboard.

For first time user, the profile page will display first. You can edit the details of your account on the profile pages.
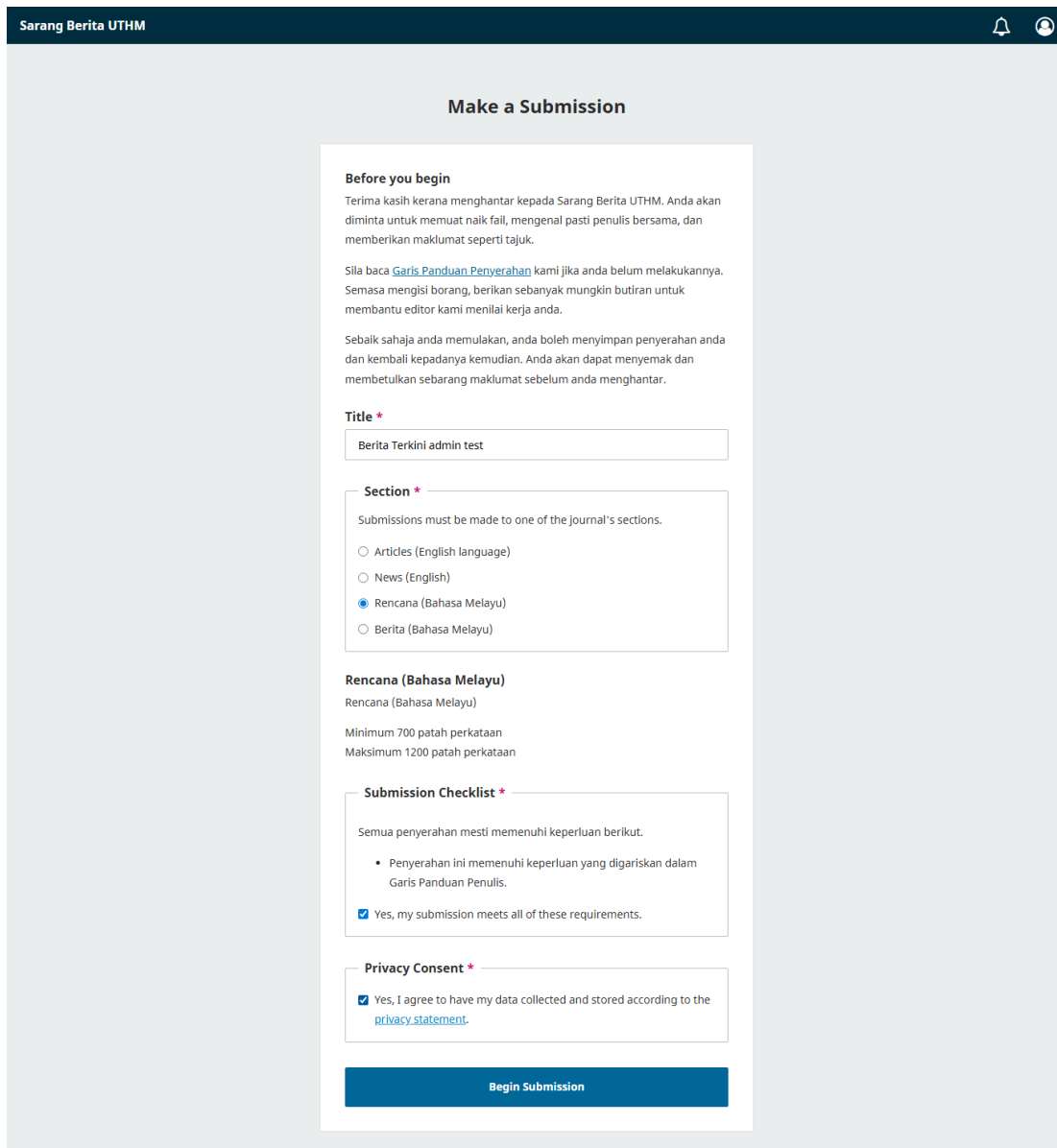
Click on the Back to New Submission button on the top left to make a new submission.

If you are on the front, you can click on the Make a Submission button on the left. It will bring you to a submission guideline page. You can click on the Make a New Submission link and it will directly bring you to create a new submission page.

Fill out the page of the submission and click Begin Submission.

Fill out the first step of the submission. After completing the form, click the continue button.

Make a Submission: Details

Save for Later

Submitting to the **Rencana (Bahasa Melayu)** section. Change

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.

Insert a snippet of your article. Use CTRL-C and CTRL-V.

Title *

Berita Terkini admin test

Abstract *

B *I* x² x₂ 🔗

Berita Terkini admin test. Berita Terkini admin test.
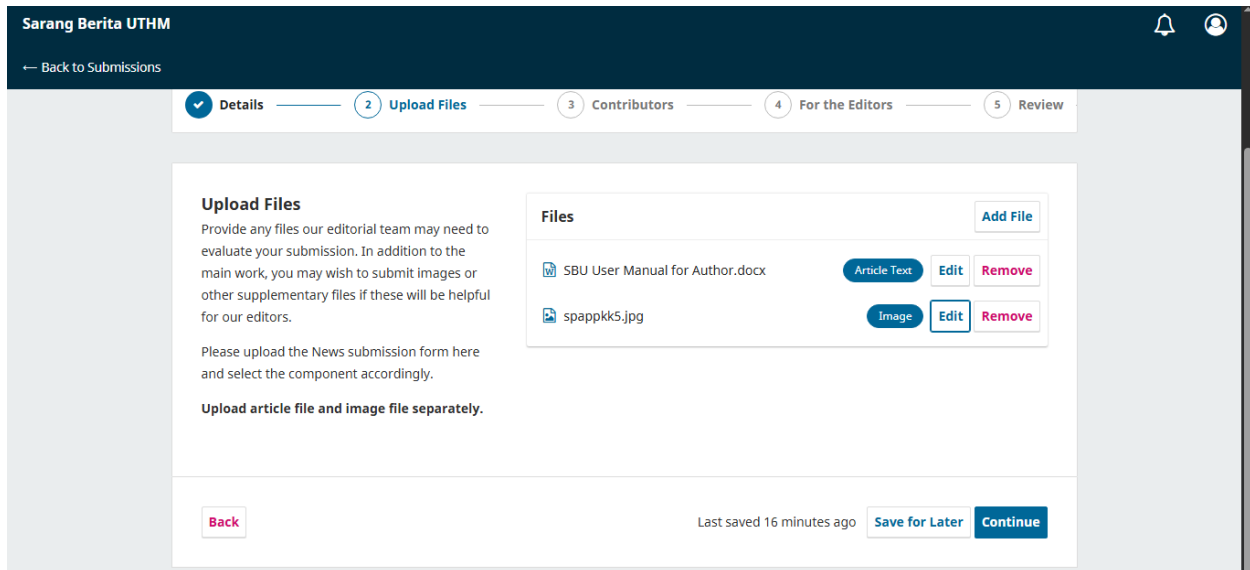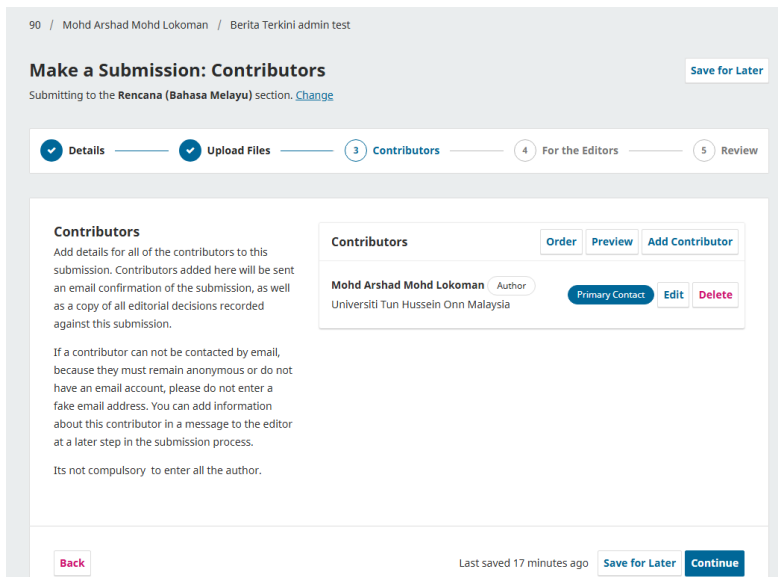
Last saved a few seconds ago   Save for Later   **Continue**

Upload Files.

Provide files for the article. It is compulsory to upload the article text file and the image files

Click on the add file button and select your article file. On What kind of file is this question, select article text for your article files and select image for your image file.

Cick Continue button to go to the next stage.

Contributors

Make sure your name is in the contributor list. Only the submission author name will be int the list. There is no need to put other contributor name on this list. Click continue button for the next step.

For the Editors

Comments for the Editor

Add any information that you think the editorial staff should know when evaluating your submission. Click on the continue button for the next step.
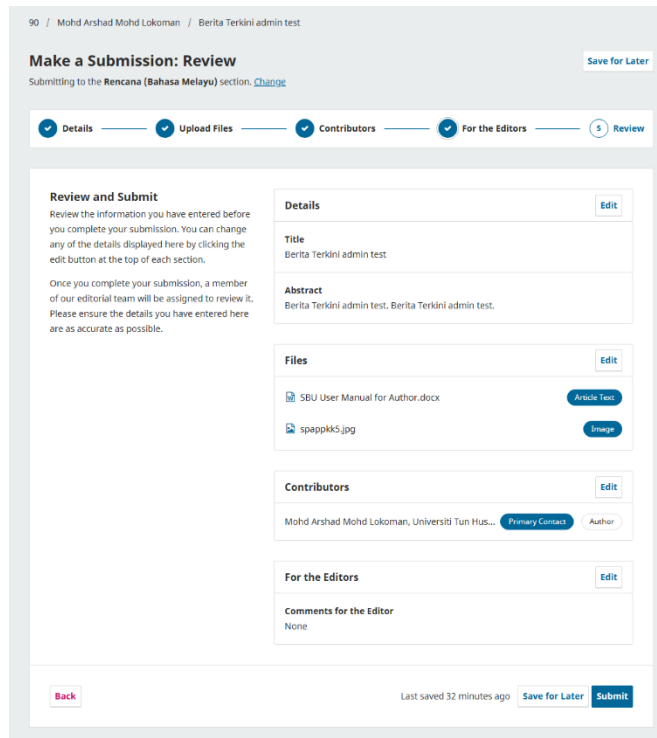

Review and Submit

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.

If there is an error, it will be shown on top above the section in red color.

Click on the submit button to submit your article. A confirmation prompt will pop up and click on the submit button to finish your submission.
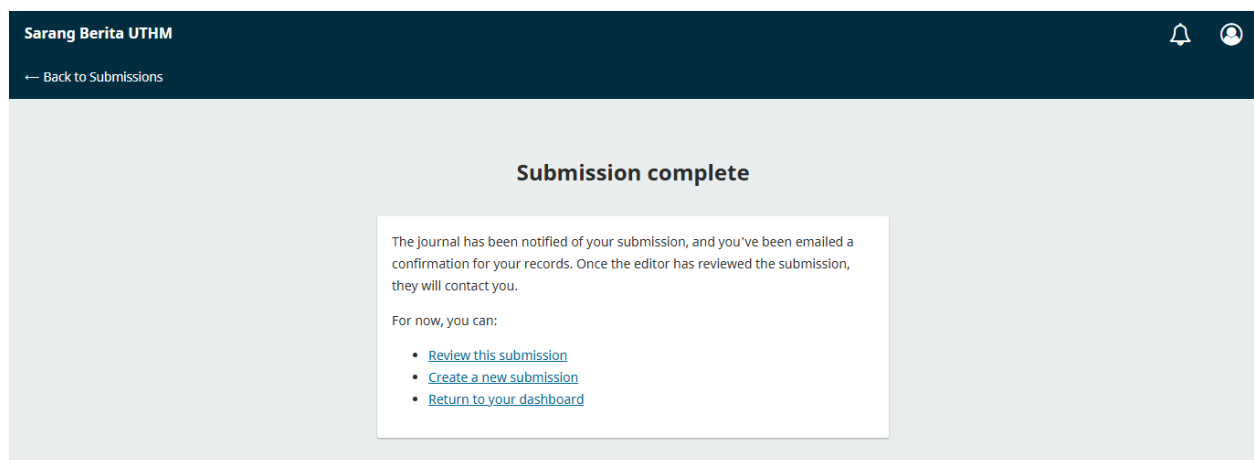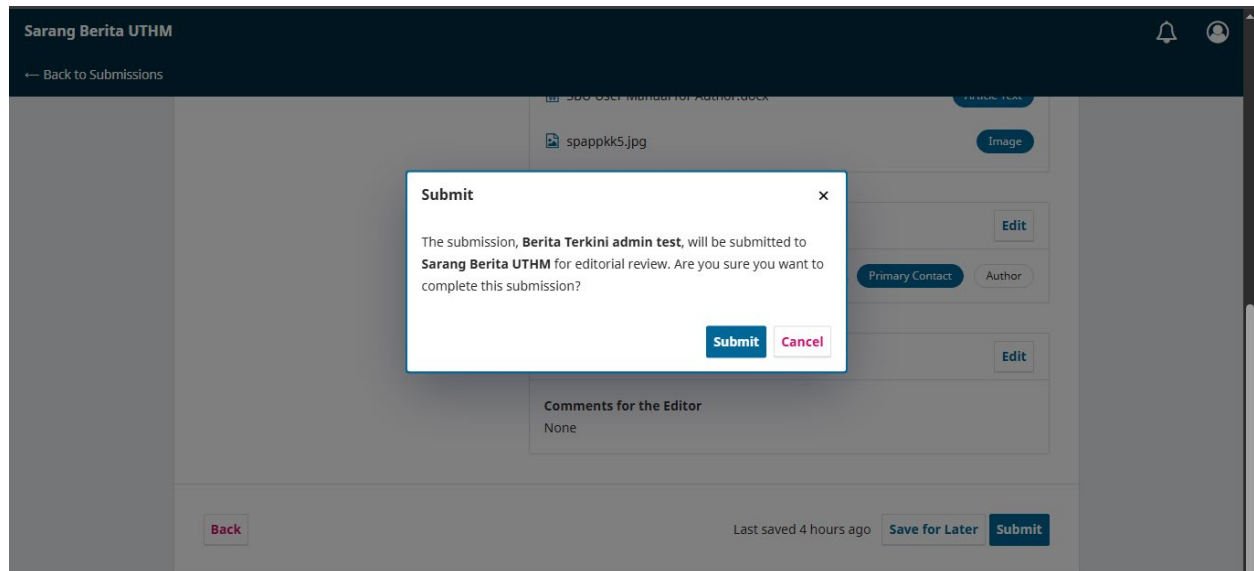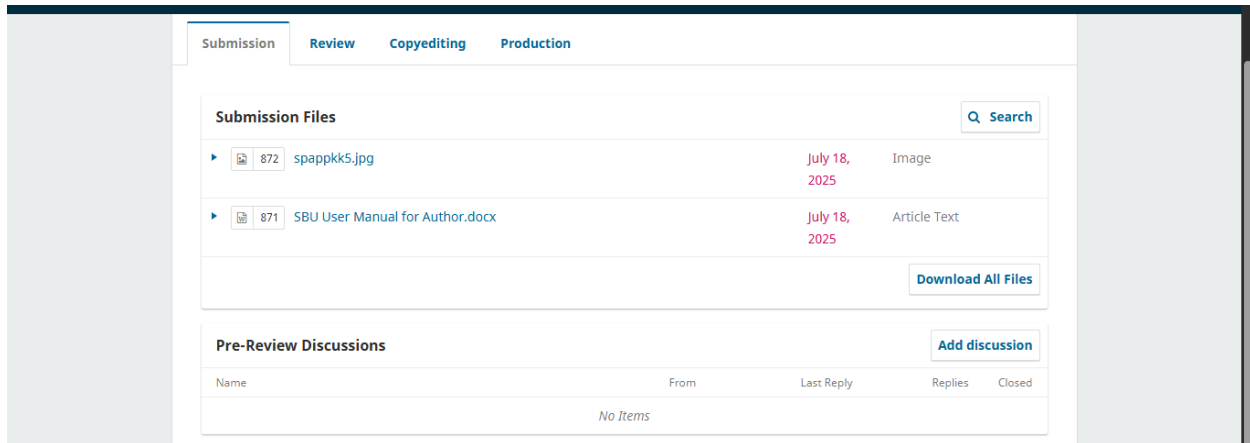

The Editors has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

If your editor request more document, do not create a new submission and upload the document instead use the discussion function in your article.

Click on the view button on your article.
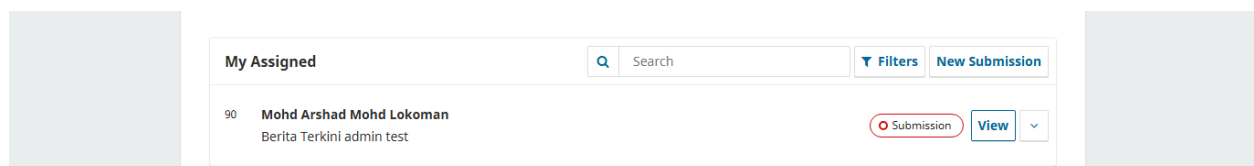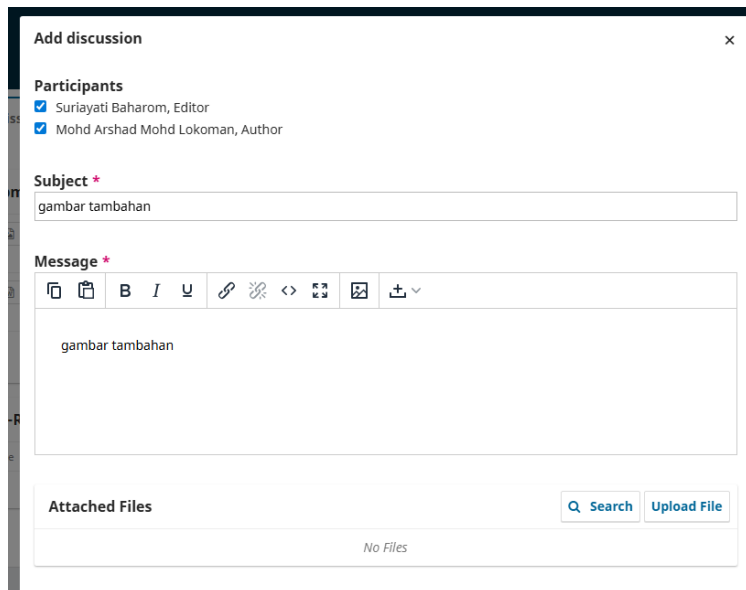
Scroll down to Pre-Review Discussions section and click the add discussion button.

Select your editor to be included in the discussion. Insert your subject. Insert your message. Upload the document that have been requested. And click ok. Your message will be emailed to the editor and the editor can get your file there.
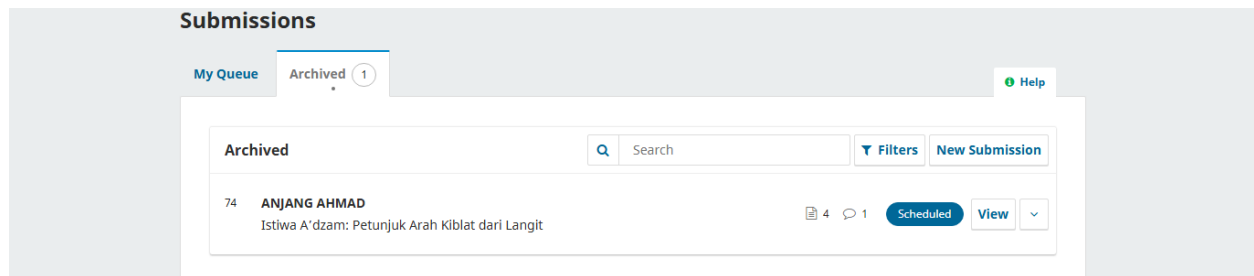
Article Review and Acceptance Status
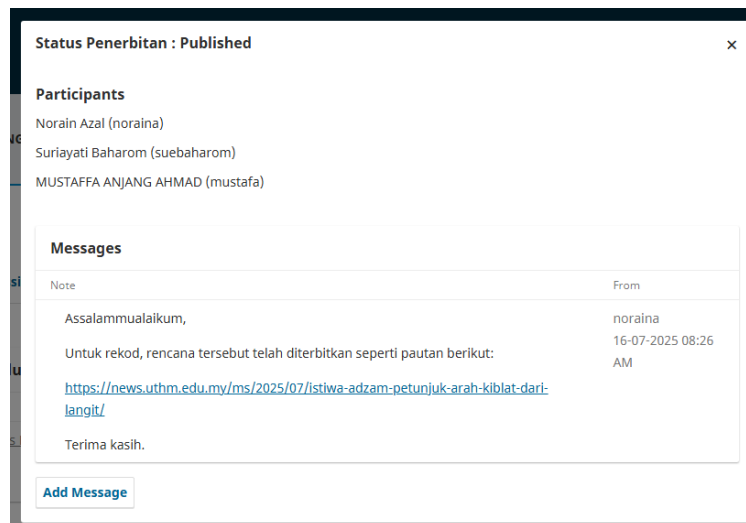
We do not use the full OJS Submission process for the article because it will not be published in the system. The Editors will review the article and request discussion on the submission stage.

When the article is ready to be published, Editor will accept your article and move your article to the SCHEDULE stage and in your dashboard the status of the article is SCHEDULE.
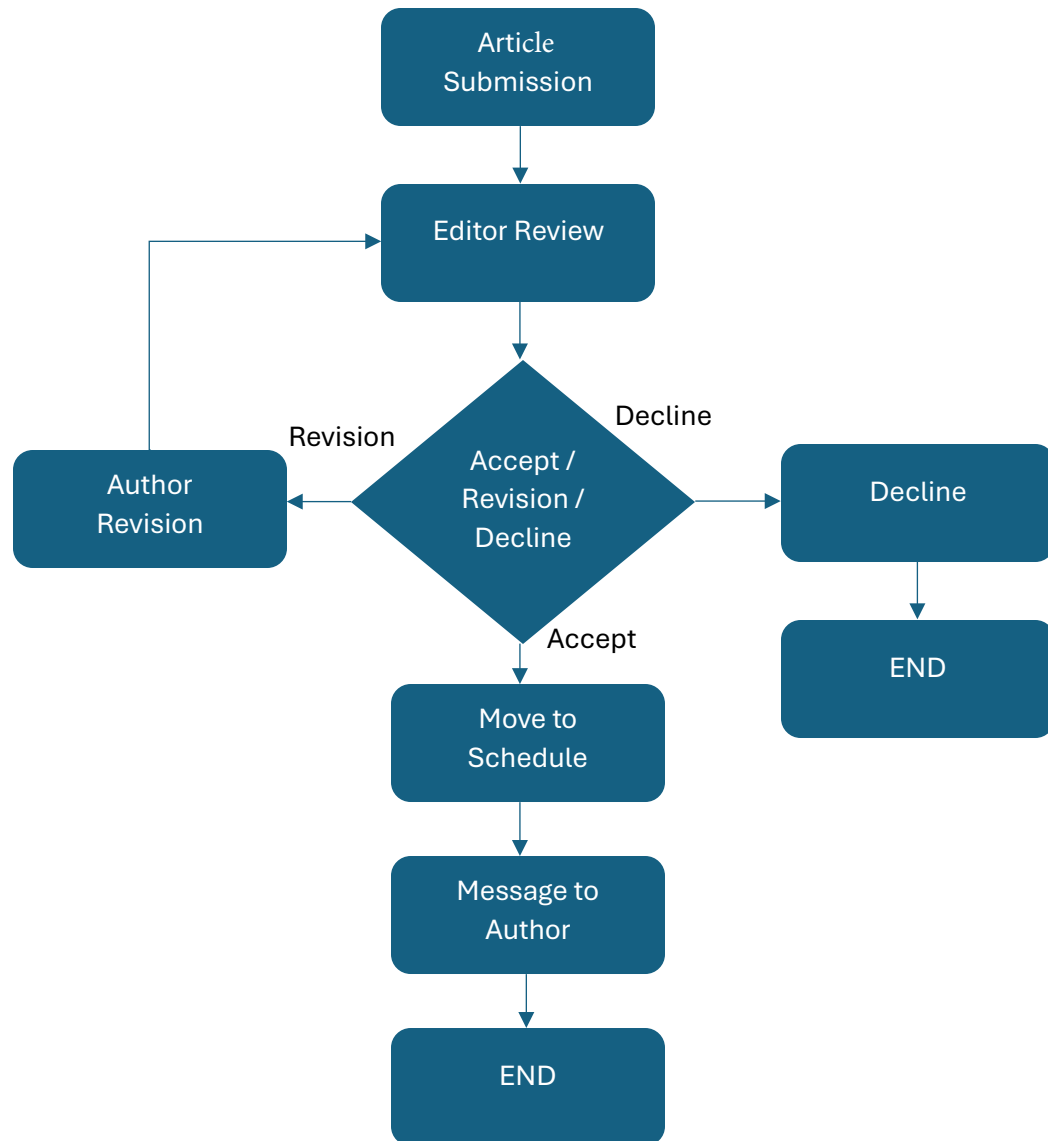

Editor will inform you where the article will be published.
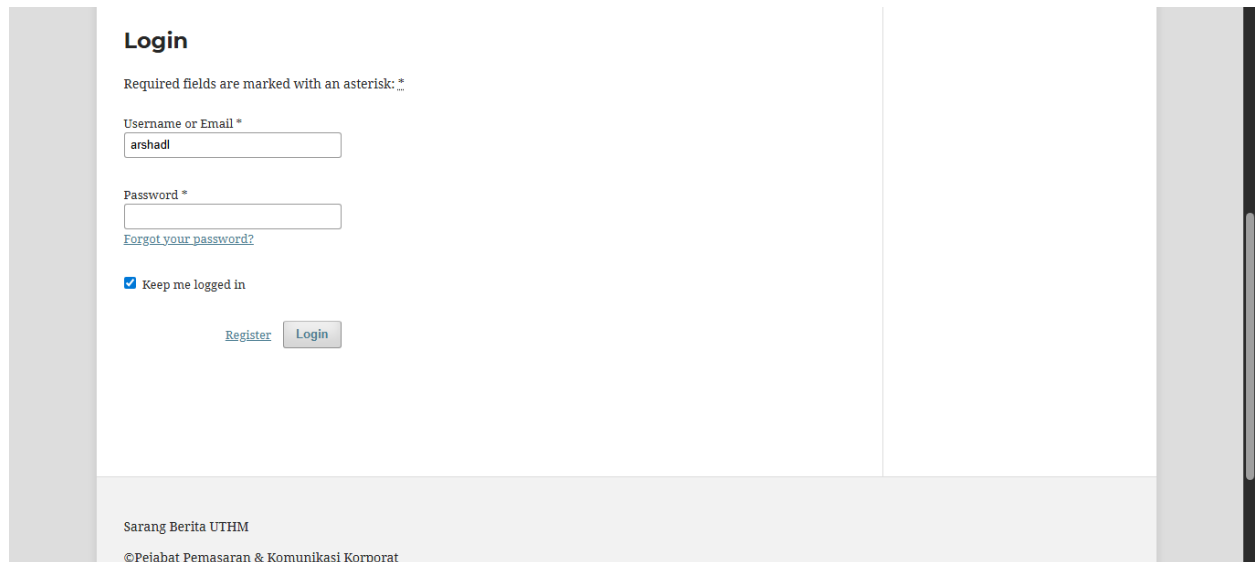
Article
Submission

Editor Review

Accept /
Revision /
Decline

Revision

Decline

Accept

Author
Revision

Decline

END

Move to
Schedule

Message to
Author

END

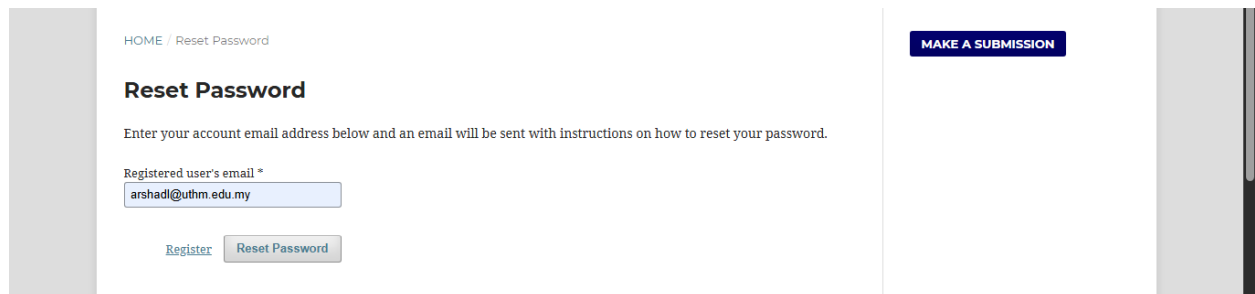# Forgot Password

If you forgot your password, you can reset your password by clicking the link provided int the login form.

Enter the email address you used to register to reset your password.

An email with a link to reset your password will be mailed to you. Click on the link and you can reset your password.