

Sirte University Scientific Journal

Step-by-Step Submission Guide

This illustrated guide shows how to submit your manuscript to Sirte University Scientific Journal through its online platform, from creating an account to submitting and tracking your manuscript. It takes about 15 minutes if you prepare everything in advance.



Online version of this guide

<https://journal.su.edu.ly/index.php/susj/Submission-Guide>

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Submissions are accepted through the platform only. Manuscripts sent by email or any other means are not accepted.

How to read the screenshots: each number in a screenshot is explained under the same number below it. Dark blue circles mark required fields; **orange** circles mark optional ones.

Before you start: prepare

- Your manuscript as a Word file (.docx), written in English on the [2026 journal template](#).
- The title, abstract and keywords in English and Arabic.
- For each co-author: name in English and Arabic, their real email address, affiliation and ORCID iD if they have one.
- Your reference list, one reference per line.
- Read the [Submission Terms and Conditions](#) and [Publication Fees](#).

Step 1: Create an account

Open the [registration page](#) and complete the form. If you already have an account with the journal, go straight to Step 2; do not create a second account.

The registration form is divided into several sections. At the top, there is a link to 'What is ORCID?'. The 'Profile' section includes fields for 'Given Name', 'Family Name', 'Affiliation', and 'Country'. The 'Login' section includes fields for 'Email address', 'Username', 'Password', and 'Repeat password'. Below these are three checkboxes for agreeing to the privacy statement and being notified of new publications or contacted for reviews. At the bottom, there is a 'Register' button and a 'Login' link.

1 Create or Connect your ORCID ID [What is ORCID?](#)

Profile

Given Name *

2

Family Name

3

Affiliation *

4

Country *

5

Login

Email address *

6

Username *

7

Password *

8

Repeat password *

9

10 ☐ 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.

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

12 [Login](#)

- 1 Connect or create your ORCID iD. You can skip this and connect it later. (optional)
- 2 Given name.
- 3 Family name.
- 4 Affiliation: the full name of your university or institution, without abbreviations.
- 5 Country.
- 6 An email address you check: all journal correspondence goes there.
- 7 Username: lowercase letters and numbers, no spaces.
- 8 Password.
- 9 Repeat the password.
- 10 Agree to the privacy statement (required).
- 11 Tick this if you would like to be invited to review manuscripts in your field. (optional)
- 12 Click "Register".

Registration form

If you receive an account activation email, click the link in it. If you cannot find it, check your spam folder.

Step 2: Log in

Open the [login page](#).

The login form is a light gray rounded rectangle. It contains the following elements: a label 'Username or Email *' above a text input field (step 1); a label 'Password *' above a text input field (step 2); a link 'Forgot your password?' below the password field (step 4); a checkbox labeled 'Keep me logged in' (checked); a link 'Register' (step 3) and a dark blue 'Login' button (step 3) at the bottom right. Numbered circles 1, 2, 3, and 4 are placed to the left of their respective elements.

- 1 Username or email address.
- 2 Password.
- 3 Click "Login".
- 4 Forgot your password? Request a reset email here. (optional)

Login form

Step 3: Start a submission

After logging in, open the [Make a Submission](#) page, or click "New Submission" on your dashboard.

Make a Submission

Before you begin

Thank you for submitting to the *مجلة جامعة سرت العلمية*. 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.

1

Submission Language *
Choose the primary language of the submission.
☐ Arabic
☒ English

2

Title *
Test paper for the submission guide (to be deleted)

Submission Checklist *
All submissions must meet the following requirements.

- 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).
- 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, figures, and tables 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.

3

☒ Yes, my submission meets all of these requirements.

Privacy Consent *

4

☒ Yes, I agree to have my data collected and stored according to the privacy statement.

5

Begin Submission

- 1 Submission language: choose English, as manuscripts in the journal are written in English.
- 2 The title of your manuscript in English, exactly as in your file.
- 3 Read the submission checklist and confirm that your manuscript meets it.
- 4 Agree to the privacy statement.
- 5 Click "Begin Submission". Your submission is then saved automatically and you can come back to it later.

Starting a submission

The submission then goes through five stages shown at the top of the page: Details → Upload Files → Contributors → For the Editors → Review.

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Step 4: Details

4497 / Albaheth / بحث تجريبي لدليل التقديم (أحذف)

Make a Submission: Details

Submitting in **English**. [Change](#) Save for Later

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.

2 Arabic English

Title * 1

Test paper for the submission guide (to be deleted)

Keywords 3

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

submission guide x scholarly publishing x

Abstract * 4

B I x² x₂ ↗

This is a test abstract prepared for the illustrated submission guide; this draft will be deleted afterwards.

References 5

Enter each reference on a new line so that they can be extracted and recorded separately.

First test reference (2024).
Second test reference (2025).

Last saved 36 seconds ago Cancel Save for Later Continue 7 6

Details stage

- 1 The English title, carried over from the previous step.
- 2 Other-language button: click Arabic to show the Arabic fields, then enter the title, abstract and keywords in Arabic.
- 3 Keywords: type each keyword and press Enter.
- 4 Abstract: copy it from your manuscript and paste it here.
- 5 References: one reference per line.
- 6 Click "Continue".
- 7 "Save for Later" saves your submission so you can finish it another time. (optional)

Step 5: Upload files

4497 / Albaheth / Test paper for the submission guide (to be deleted)

Make a Submission: Upload Files

Submitting in **English**. [Change](#)

Details — **2 Upload Files** — 3 Contributors — 4 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

1 Add File

3  Research-Paper-TEST.docx

Article Text Edit Remove

 Research-Paper-TEST.docx

Edit Remove

2  What kind of file is this? [Article Text](#) [Other](#)

Back

Last saved 1 minute ago

Cancel

Save for Later

4 Continue

Upload Files stage

- 1 Click "Add File" and choose your manuscript (Word).
- 2 After uploading, the platform asks what kind of file it is: choose Article Text for your manuscript, and "Other" for any additional file such as declaration forms.
- 3 Once chosen, the file shows the "Article Text" label.
- 4 Click "Continue".

Step 6: Contributors (authors)

Add every co-author, in the same order as in your manuscript. You are usually added automatically as the submitting author; check your details with "Edit", and add yourself if your name is not listed.

The screenshot shows a web interface for managing contributors. On the left, there is a text area titled 'Contributors' with instructions. On the right, there is a table of contributors. The interface includes buttons for 'Add Contributor', 'Order', 'Preview', 'Set Primary Contact', 'Edit', 'Delete', 'Back', 'Cancel', 'Save for Later', and 'Continue'. Numbered callouts (1-5) highlight specific elements: 1 points to the 'Add Contributor' button, 2 points to the 'Order' button, 3 points to the 'Ahmed' author entry, 4 points to the 'Set Primary Contact' button, and 5 points to the 'Continue' button.

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
Ahmed	Albaheth	Set Primary Contact	Edit	Delete

Back Last saved 2 minutes ago Cancel Save for Later Continue

Contributors list

- 1 "Add Contributor" for each co-author.
- 2 "Order": change the author order to match your manuscript. (optional)
- 3 An author after being added.
- 4 "Set Primary Contact": the author the journal corresponds with. (optional)
- 5 Click "Continue" once all authors are added.

Clicking "Add Contributor" opens this form:

The screenshot shows the 'Add Contributor' form with the following fields and annotations:

- 1** Given Name: Text input field containing 'Ahmed'.
- 2** Family Name: Text input field containing 'Albaheth'.
- 3** Other-language button: A button labeled 'Arabic' next to 'English'.
- 4** Email address: Text input field containing 'co-author@example.com'.
- 5** Country: Dropdown menu showing 'Libya'.
- 6** ORCID ID: Text input field with a 'Request verification' button.
- 7** Affiliations: Section with a table of institutions and a text input for 'Type the institute name in English'.
- 8** Contributor's role: Radio buttons for 'Author' (selected) and 'Translator'.
- 9** Save: A button at the bottom right of the form.

Preferred Public Name
Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga

INSTITUTION	MORE INFORMATION
Sirte University	https://ror.org/02ytxkh27 ...

Type the institute name in English

Add Contributor form

- 1 Given name.
- 2 Family name.
- 3 Other-language button: enter the name in both English and Arabic.
- 4 The co-author's own real email address, not yours and not a made-up one: the journal will write to it.
- 5 Country.
- 6 ORCID: "Request verification" emails the author so they can connect their iD themselves. (optional)
- 7 Affiliation: see the next two screenshots.
- 8 Contributor's role: "Author".
- 9 Click "Save".

Adding an affiliation: type the university name in English (for example, Sirte University), then:

Affiliations
Enter the full name of the institution below, avoiding any acronyms. Select the name from the dropdown (e.g. "Simon Fraser University")

INSTITUTION	MORE INFORMATION
Type the institute name in English	
Sirte University	
1 Sirte University Libya ROR	
Assalam International University Libya ROR	
University of Education, Hue University Vietnam ROR	

Choose the name with the ROR logo

Affiliations
Enter the full name of the institution below, avoiding any acronyms. Select the name from the dropdown and click "Add" to include the affiliation in your profile. (e.g. "Simon Fraser University")

INSTITUTION	MORE INFORMATION
Type the institute name in English	
Sirte University ROR	2 Add https://ror.org/02ytxkh27 ROR

Click "Add" to save the affiliation

- 1 Choose the entry with the ROR logo and the country name.
- 2 Click "Add".

Step 7: For the Editors

4497 / Albaheth / Test paper for the submission guide (to be deleted)

Make a Submission: For the Editors

Save for Later

Submitting in **English**. [Change](#)

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 $\times^2$ $\times_2$

This is a test submission prepared for the submission guide.

Back

Last saved 36 seconds ago

Cancel

Save for Later

2 Continue

For the Editors stage

- 1 Comments for the Editor: anything the editorial team should know, such as suggested reviewers or a note about the manuscript. (optional)
- 2 Click "Continue".

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Step 8: Review and submit

This stage shows everything you have entered. Check it carefully before submitting.

✓ 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.

Details (English)

1 Edit

Title

Test paper for the submission guide (to be deleted)

Keywords

submission guide, scholarly publishing

Abstract

This is a test abstract prepared for the illustrated submission guide; this draft will be deleted afterwards.

References

First test reference (2024).

Second test reference (2025).

2

Details (Arabic)

Edit

Title

بحث تجريبي لدليل التقديم (يُحذف)

Keywords

دليل التقديم، النشر العلمي

Abstract

هذا ملخص تجريبي لإعداد دليل التقديم المصوّر، وسيُحذف هذا الطلب بعد الانتهاء.

Reviewing your submission

- 1 "Edit": go back to any section and correct it.
- 2 Make sure the title, abstract and keywords are complete in both languages. (optional)

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The screenshot shows a web interface for confirming and submitting a manuscript. It is divided into two main sections: 'Confirmation' and 'Copyright'. The 'Confirmation' section on the left asks the user to confirm the following before submitting. The 'Copyright' section on the right explains the terms of copyright transfer to Sirte University and the CC BY 4.0 license, with a link to the 'Copyright Policy'. Below the copyright text, there is a checkbox labeled 'Yes, I agree to the copyright statement.' which is checked and highlighted with a blue border and a circled '3'. At the bottom of the interface, there are four buttons: 'Back' (pink), 'Last saved 59 seconds ago' (text), 'Cancel' (pink), and 'Save for Later' (blue). To the right of these is a 'Submit' button (blue) which is highlighted with a blue border and a circled '4'.

Confirmation
Please confirm the following before you submit.

Copyright
Please read and understand the copyright terms for submissions to this journal.
Upon acceptance, copyright is transferred to Sirte University and the article is made available under a CC BY 4.0 licence. See the [Copyright Policy](#).

3 ☒ Yes, I agree to the copyright statement.

4

Back Last saved 59 seconds ago Cancel Save for Later Submit

Confirming and submitting

- 3 Agree to the copyright statement.
- 4 Click Submit once and confirm. A message then tells you the submission is complete.

After you submit

- You receive a confirmation email.
- Track your manuscript after logging in, from Submissions on your dashboard.
- Messages from the editor reach you by email and on the submission page; reply from the submission page itself.
- If revisions are requested, upload the revised version on the submission page; do not make a new submission.
- The next stages (initial screening, double-blind peer review and the decision) are described in [Publication Procedures](#).

Common mistakes to avoid

- Sending the manuscript by email instead of through the platform.
- Creating a second account instead of resetting your password.
- Entering your own or a made-up email address for co-authors.
- Not choosing "Article Text" as the type of the manuscript file.
- Leaving the Arabic title and abstract empty.
- Uploading a PDF, or not using the journal template.
- Submitting the same manuscript twice: use "Save for Later", then complete the saved submission.

Need help?

- Watch the [video guide on registering and submitting](#).
- Technical problems with the platform (account, login, upload): technical support, mansour-othman@su.edu.ly.
- Questions about your manuscript or publishing: the editorial office, susj@su.edu.ly.