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.

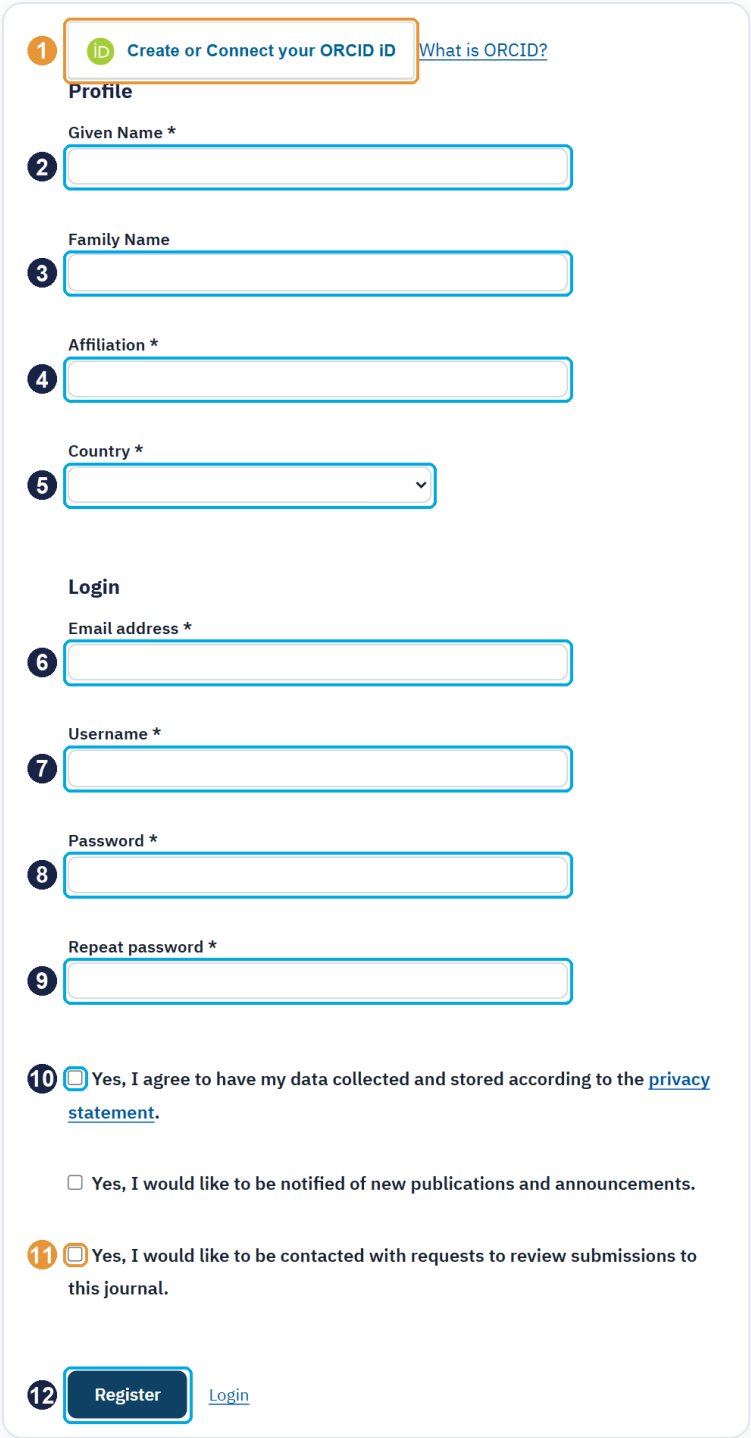
How to read the screenshots: each number in a screenshot is explained under the same number below it. Dark blue circles mark required fields; orange circles mark optional ones.

Before you start: prepare

- Your manuscript as a Word file (.docx), written in English on the SUSJ Manuscript Template v4. The 2026 journal template is accepted until 30 November 2026.
- With the v4 template: a separate Title Page (author details and declarations), because the manuscript goes to reviewers without names; plus the publication application form and the author's declaration form from Forms and Templates.
- 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. An ORCID iD is required for the corresponding author.
- 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.



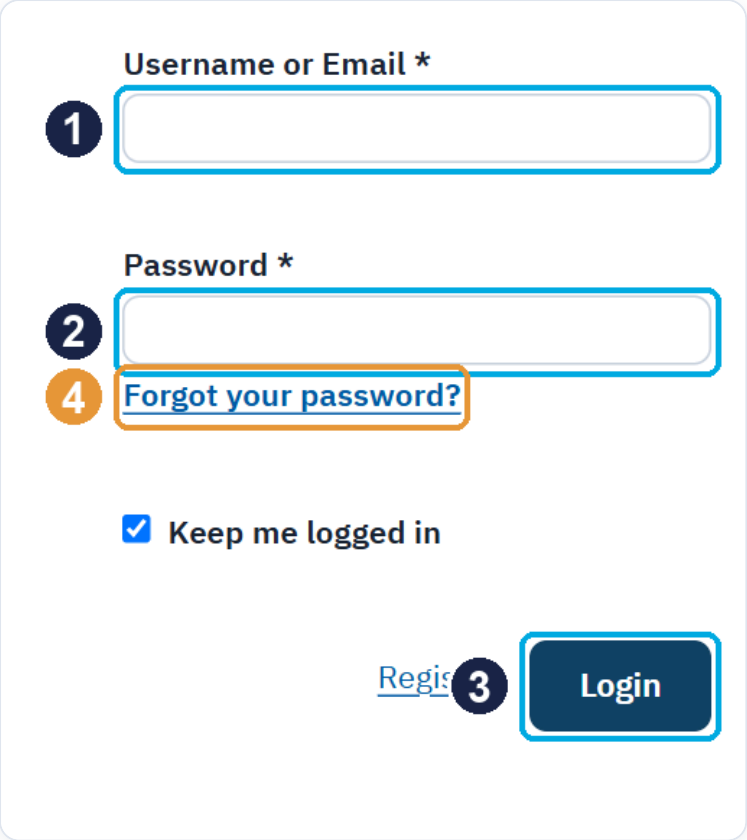
Registration form

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".

> 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.

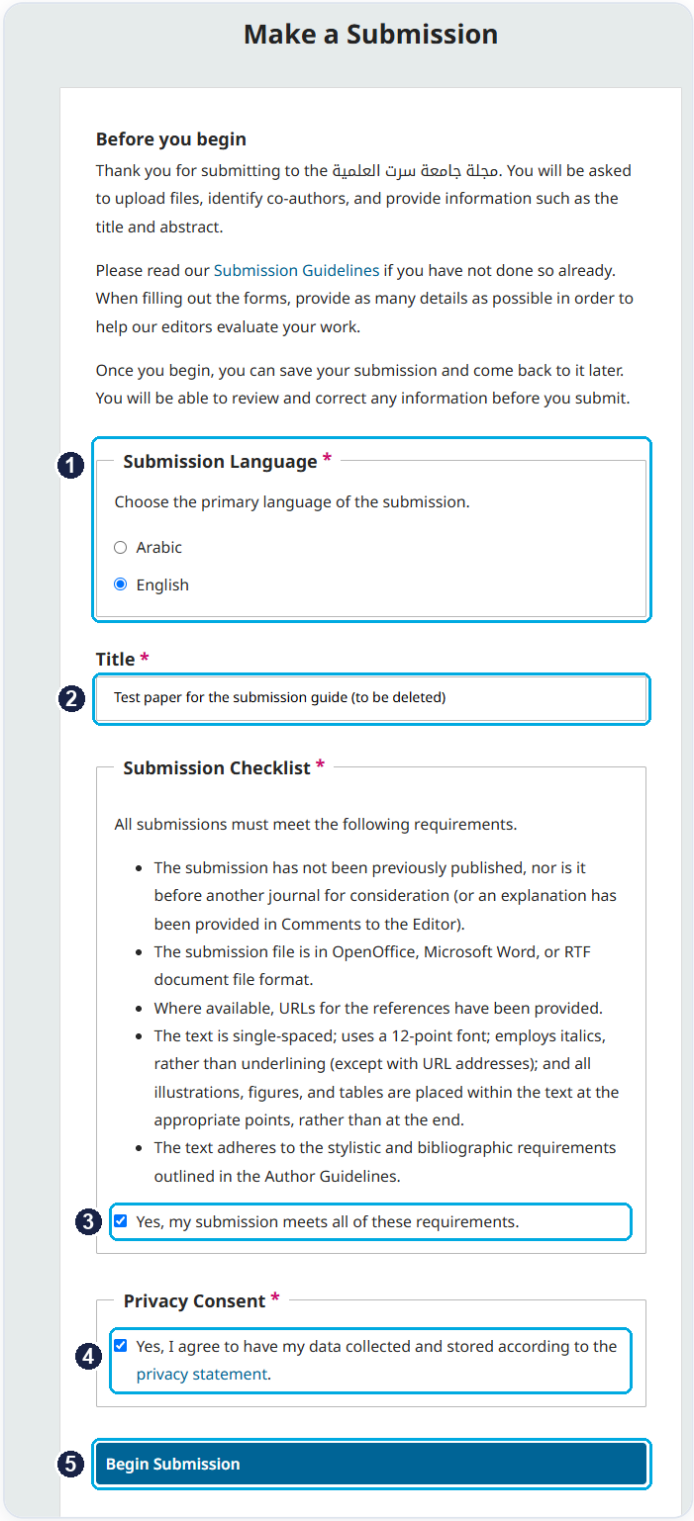


Login form

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

Step **3**: Start a submission

After logging in, open the Make a Submission page, or click "New Submission" on your dashboard.

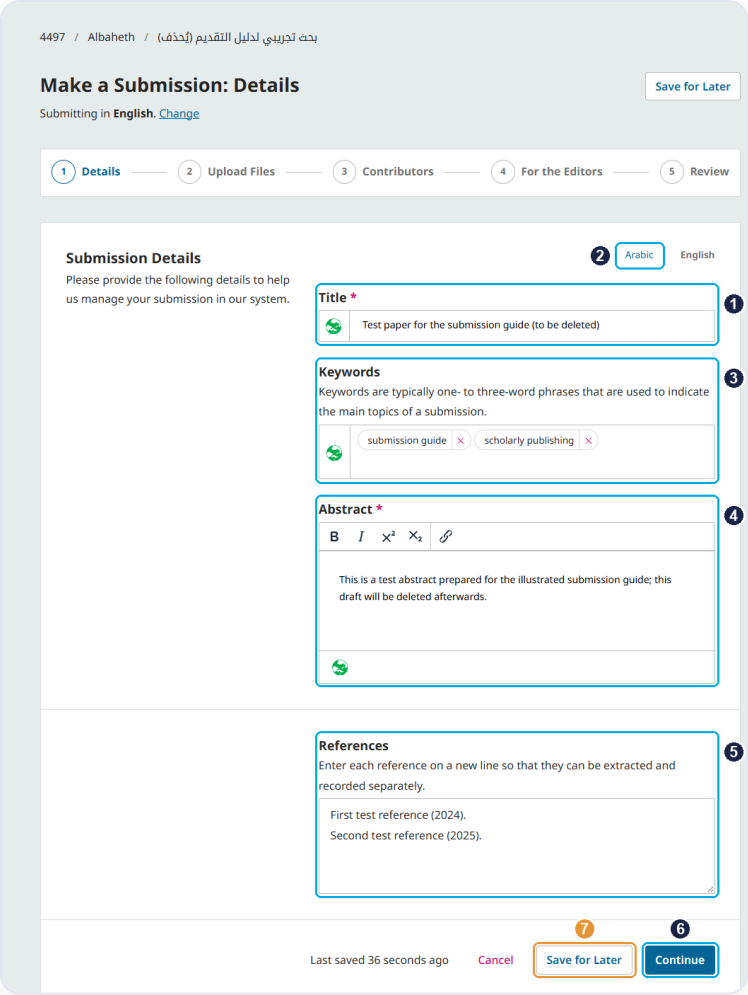


Starting a submission

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.

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

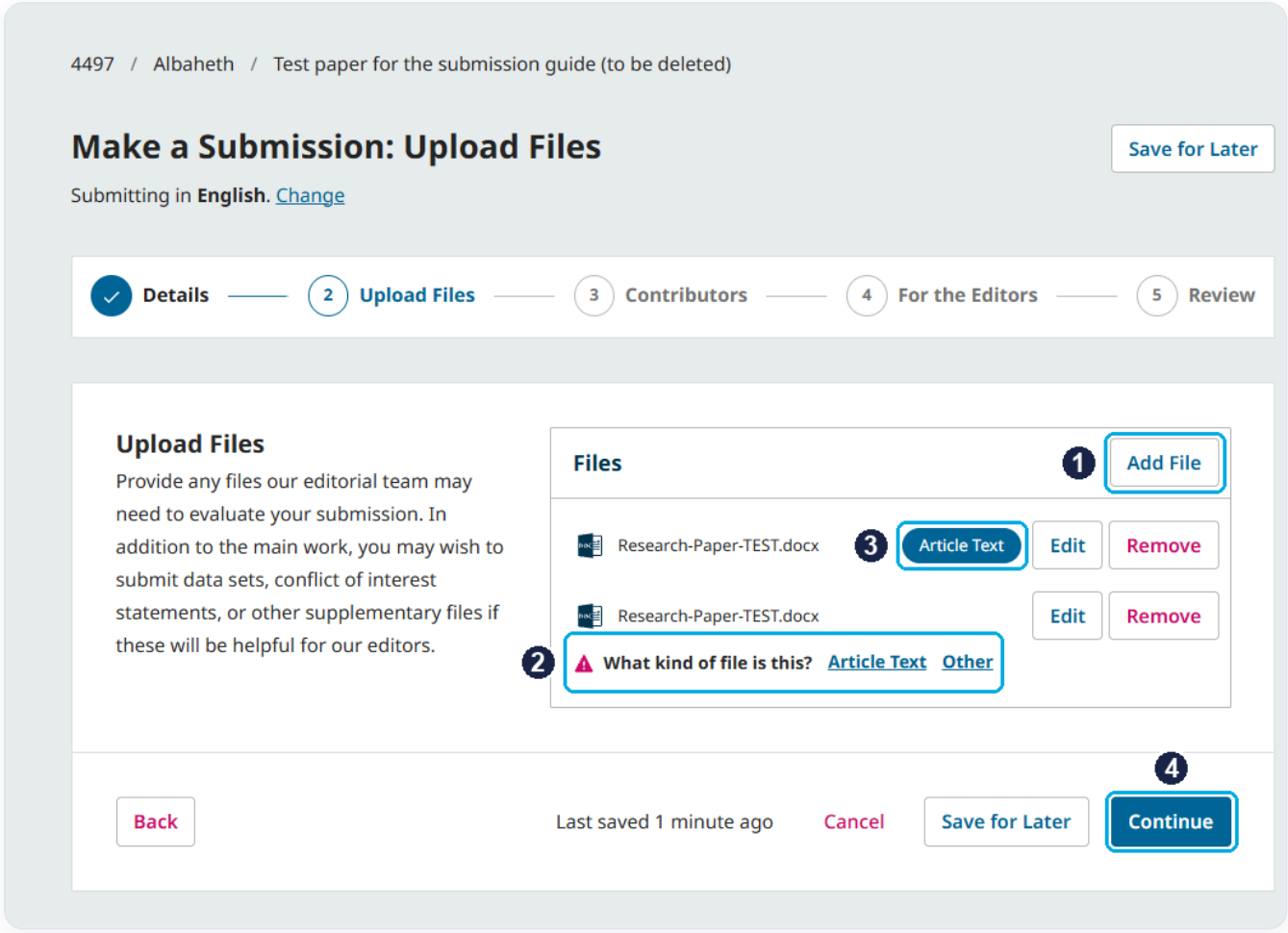
Step **4**: Details



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

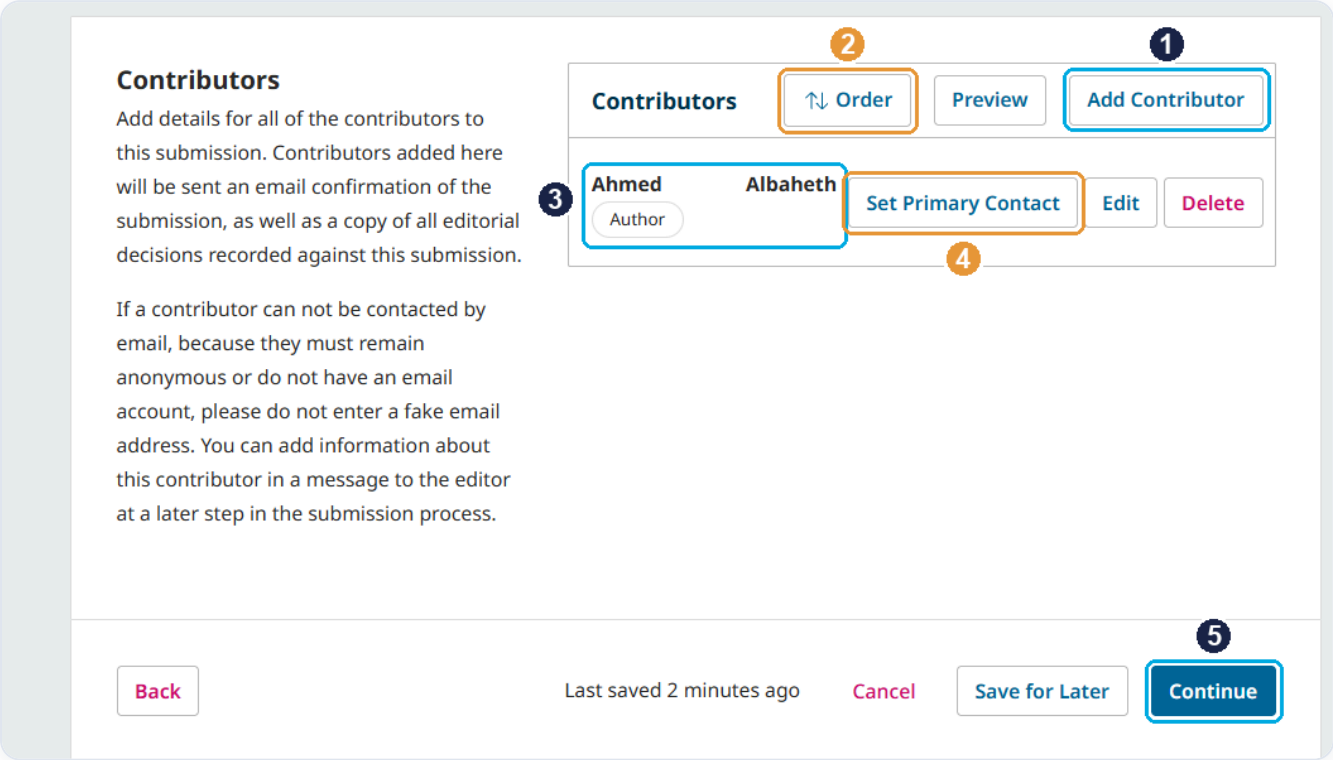


Upload Files stage

1. Click "Add File" and choose your manuscript (Word), then add the other files the same way.
2. After uploading, the platform asks what kind of file each one is: Article Text for your manuscript, Title Page for the title page, and Forms for the application and declaration forms.
3. Once chosen, the file shows the "Article Text" label.
4. Click "Continue".

Step **6**: Contributors (authors)

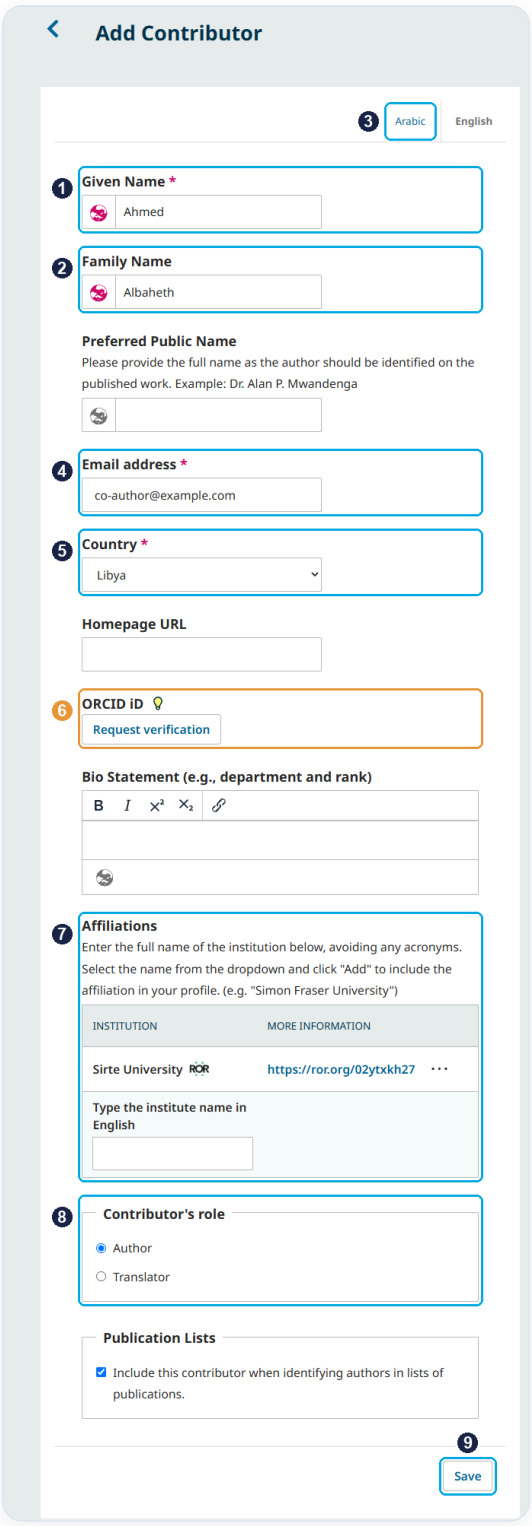
Add every co-author, in the same order as in your manuscript. You are usually added automatically as the submitting author; check your details with "Edit", and add yourself if your name is not listed.



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.

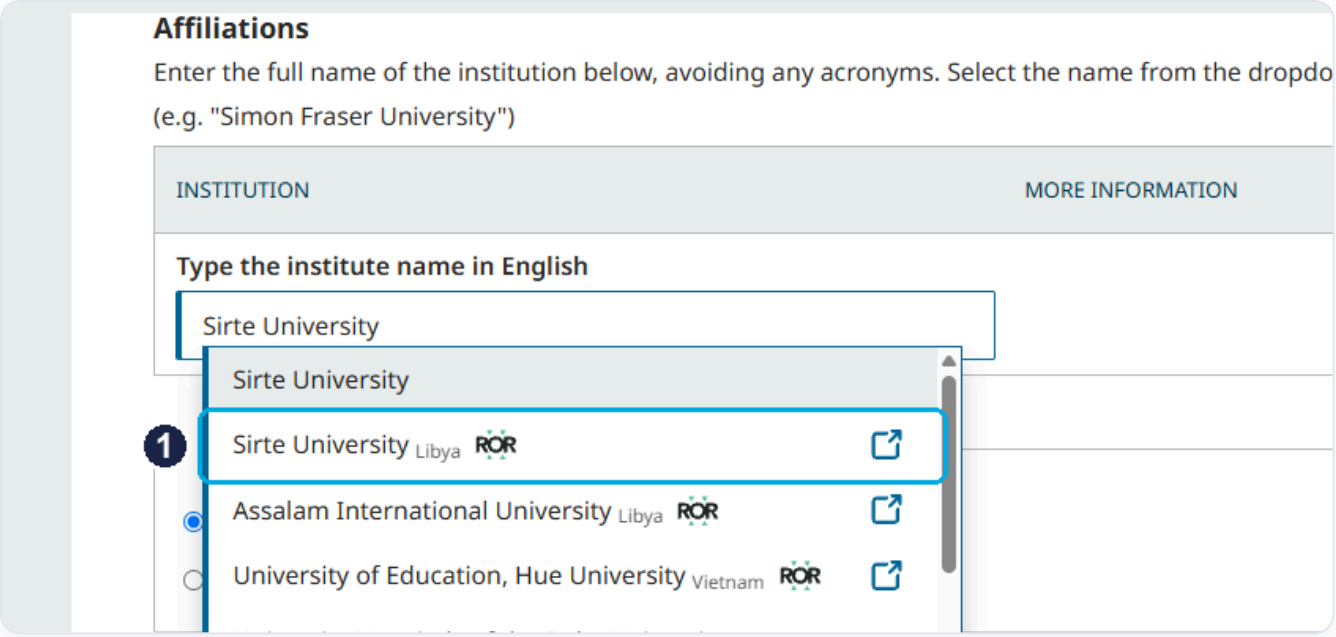
Clicking "Add Contributor" opens this form:



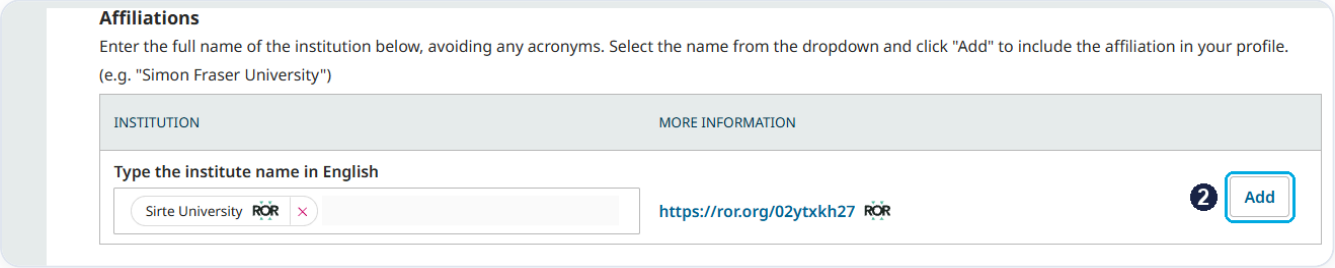
Add Contributor form

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. It is required for the corresponding author. (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:



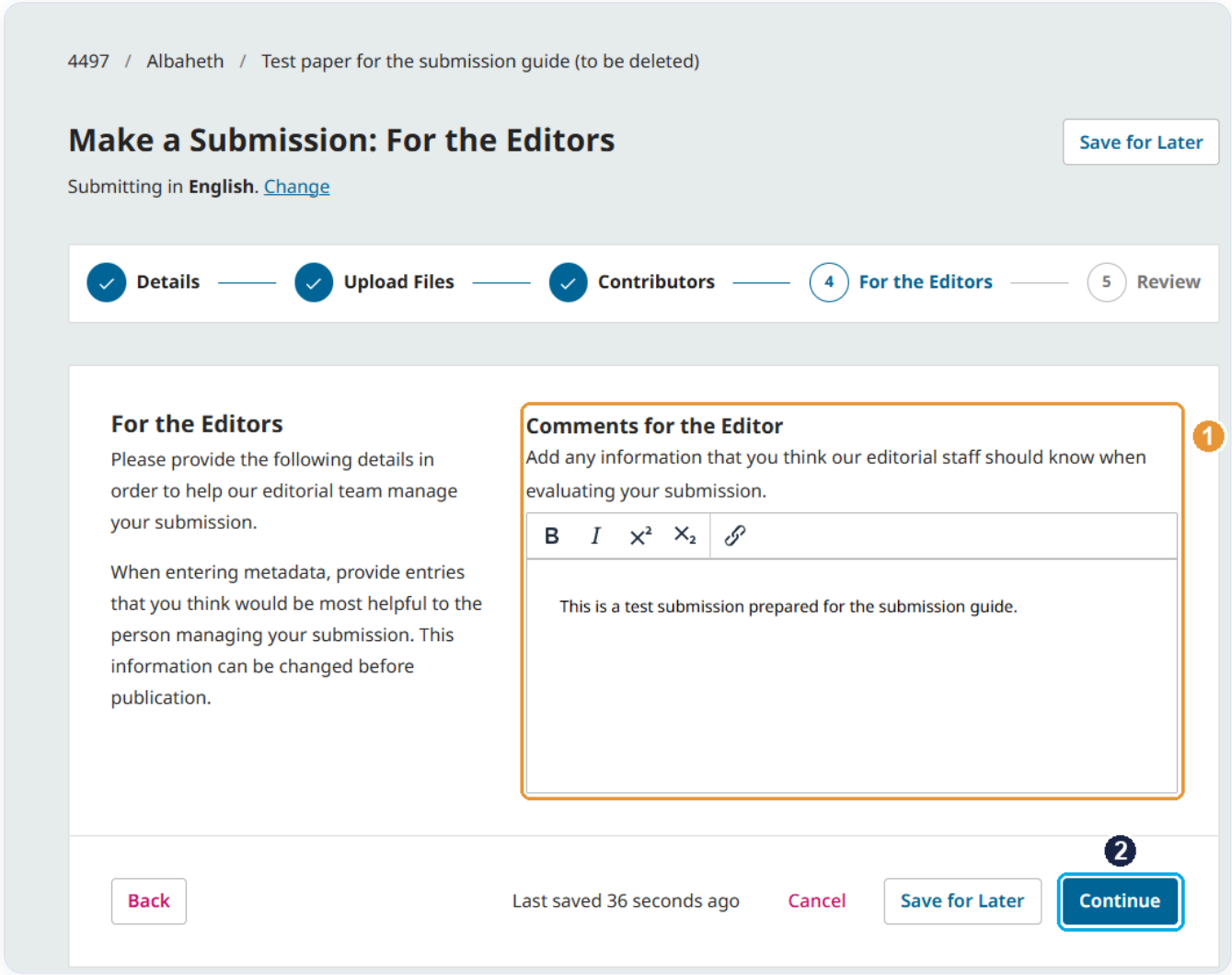
Choose the name with the ROR logo



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

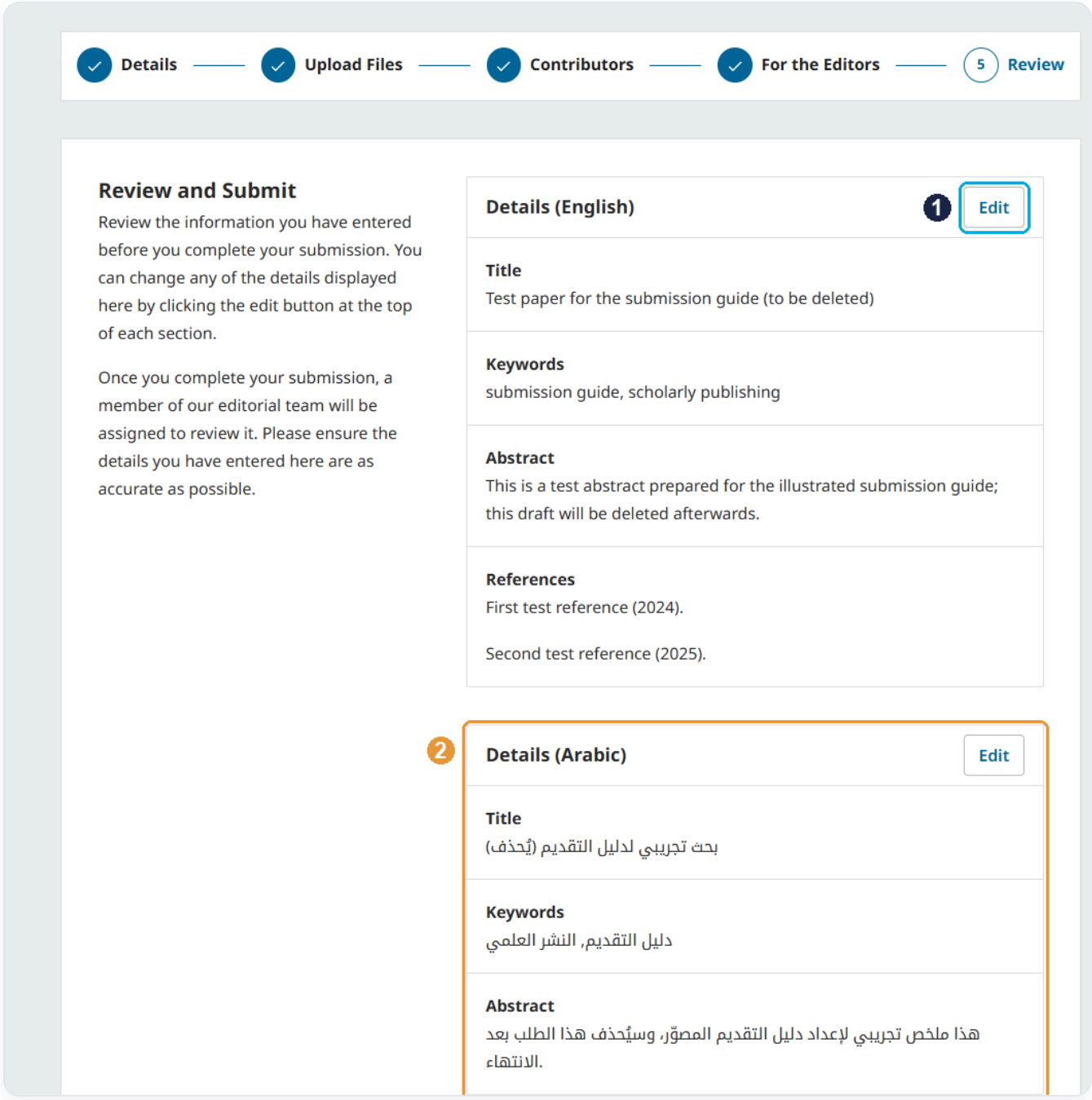


For the Editors stage

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".

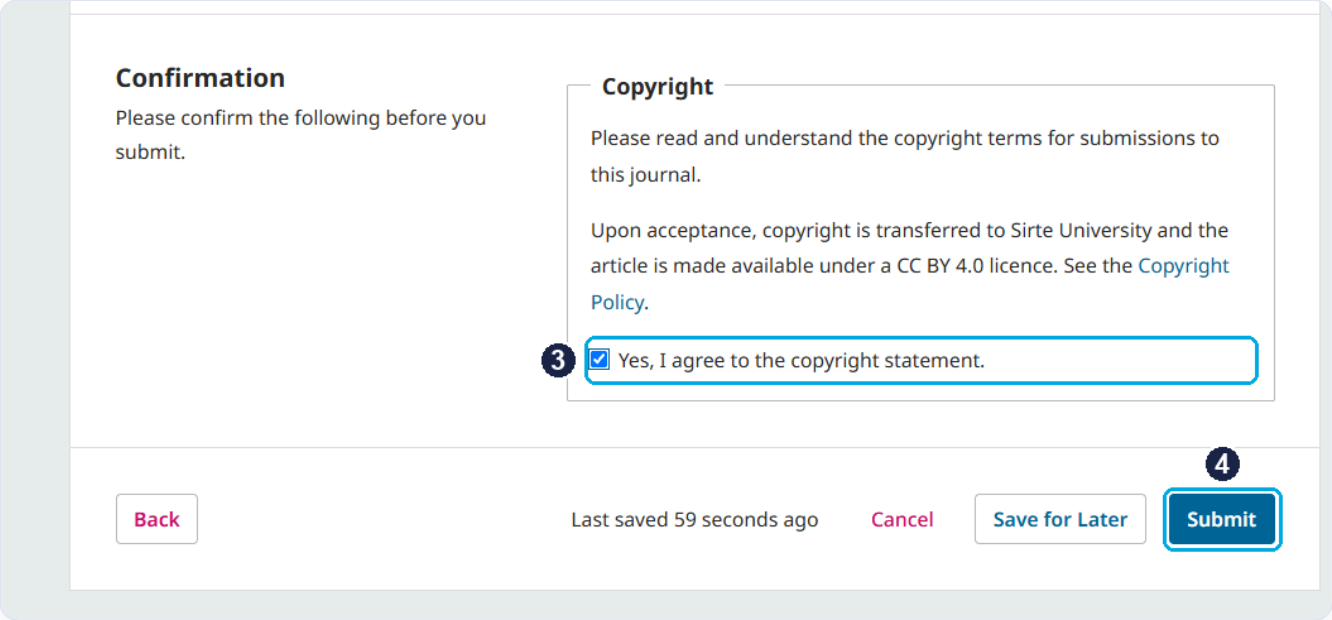
Step **8**: Review and submit

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



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)



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.
- With the v4 template, putting author names or affiliations in the manuscript itself: they belong on the Title Page only.
- 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.