

كيف ترفع مقالك على النظام؟

(طريقة التسجيل في الموقع ستجدها بدليل التسجيل)

بعد دخولك الموقع وكتابة الاسم وكلمة المرور ثم (Author login)، قم بالخطوات التالية:

1. بداية رفع المقال

من الصفحة الرئيسية قم بالضغط على (submit new manuscript) بعدها قم بتحديد نوع الورقة (مقالة، مراجعة... إلخ)

2. رفع الملفات (Attach Files)

قم برفع أربعة ملفات بالضغط على (Browse) (ملف المقال الرئيسي وملف عنوان المقال، الموقع لا يقبل إلا بصيغة word):

- 1- (page title): بها عنوان المقالة، اسم الكاتب، المؤسسة او الكلية، البريد الإلكتروني وبيانات التواصل، والملخص "abstract" مترجم كل من هؤلاء مع ترجمته بالإنجليزية
- 2- (manuscript): متن ومحتوى المقال فقط **ملاحظة:** لا تضع الاسم وبيانات التواصل هنا
- 3- الملخص بترجمته العربية (abstract)
- 4- (bio): معلومات متعلقة بالكاتب من اسم، منصب، الدرجة العلمية، مكان العمل وغيرها ونبذه عن كل كاتب مشترك بالعمل.

عند رفع أيًا من الملفات الأربعة المذكورة أعلاه عليك تعبئة حقول: تحديد النوع (Item type) أي تحديد مثلاً ملف العنوان أو ملف المتن الخ، الوصف (Description) يفضل كتابة نفس ما في حقل النوع إن لم يكن هنالك أي وصف. بعدها اضغط على (proceed)

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

Please submit 4 files in Word: 1) Cover-page file containing the article title, authors names, affiliations and corresponding author email address; 2) main manuscript file which does not have the above information; 3) abstract translation in English 4) authors bio about 100 words. You can upload any addition files for images, graphs, appendices, or supplements in other formats.

Insert Special Character

Browse... OR Drag & Drop Files Here

✓ Author bio (100 words)
Please provide any additional items.

Manuscript (excluding title p

Browse... OR Drag & Drop Files Here

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Change Item Type of all Choose files to Choose Change Now Check All Clear All

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Title page only	title page	Title page-paper for testing.docx	20.9 KB	26-08-2020	Download	<input type="checkbox"/>
2	*Manuscript (excluding title page)	Manuscript (excluding title p	Main paper- paper for testing.docx	2.7 MB	26-08-2020	Download	<input type="checkbox"/>
3	*Translated Abstract	translated abstract	author bio-testing.docx	13.3 KB	26-08-2020	Download	<input type="checkbox"/>
4	*Author bio (100 words)	author bio	translated abstract.docx	22.8 KB	26-08-2020	Download	<input type="checkbox"/>

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3. المنطقة (region of origin) ومجال وتخصص الورقة (classification)

قم بختيار الدولة التي تقدم منها ورقتك ثم أكمل (proceed)

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Please provide the requested information.

Insert Special Character

Region Of Origin

Please provide all required information

Select the Region of Origin related to your submission from the drop-down menu below.

Required *
Choose Region

Next

Classifications

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بعدها حدد تخصص ورقتك. عند التحديد اضغط على التخصص المطلوب ثم على (Add) ثم (submit)

Article Type Selection Attach Files **General Information** Review Preferences Additional Information Comments Manuscript Data

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+ Region Of Origin

- Classifications

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

Required ★ Select 1 to 5 Classifications
(None Selected)

Add Classifications

← Back Proceed →

Select Submission Classifications

Cancel Submit

Please identify your manuscript's areas of Interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. (less...)

Search: Search Clear

[Matching terms display in red text]

Expand All Collapse All

- ☐ 10: Agriculture
- ☐ 20: Art & design
- ☐ 30: Astronomy
- ☐ 40: Biology
 - ☒ 10: Anatomy & cell biology
 - ☐ .20: Bioanalytical science
 - ☐ .30: Biobanks
 - ☐ .40: Biochemistry
 - ☐ .50: Biodiversity
 - ☐ .60: Bioengineering
 - ☐ .70: Bioinformatics
 - ☐ .80: Biostatistics
 - ☐ .90: Botany
 - ☐ .100: Cancer biology
 - ☐ .110: Computational biology

Expand All Collapse All

Selected Classifications: Select 1 to 5 Classifications

- ☐ 40.10: Anatomy & cell biology

Add-> <- Remove

Cancel Submit

4. اقتراح خمس محكمين لورقتك (suggesting reviewers)

تقوم بالضغط على (add suggested reviewer):

البيانات الملونة بالأحمر ضرورية وليست اختيارية: الاسم الاول والأخير للمحكم المقترح من قبل الكاتب، المؤسسة التي يعمل بها والايمل الخاص للمحكم، سبب الاختيار (مثلاً تخصصه مقارب لموضوع الورقة "related to subject" وغيرها من الأسباب)

كرر هذه الخطوة خمس مرات لاقتراح خمسة محكمين، كل بياناته

مثال لبيانات المحكمين:

الاسم الأول	الاسم الأخير	المؤسسة	البريد الإلكتروني	سبب الاختيار
Ahmed	Ilyas	Cairo university	@hotmail.com	related to subject
Mohammed	Saleh	Qatar University	@gmail.com	related to subject

5. الخطوة التالية عبارة عن اسئلة وإقرارات (Questionnaire): للإخلاء من المسؤولية:

- إقرار لشروط المجلة كما في الصورة أدناه
- وجود جهة تمويل للبحث (Funding): إن لم يوجد يرجى كتابة "non أو N/A"
- الأخلاقيات البحثية (للاستفسار يضغط على instructing ويطلع عليها) إن لم يوجد يرجى كتابة "non أو N/A"
- إقرار على عدم ازدواجية الورقة "dual publication" وعدم نشرها في مجلة أخرى مع الشرح ان وجد: إن لم يوجد يرجى كتابة "non أو N/A"
- كتابة الأحرف الأولية للكتاب المشاركين للإقرار بموافقتهم (coauthors initials)
- يكتب في حقل (tweetable abstract) ما يقارب 120 حرف سطر عن مقالة لعرضها بتويتر **ملاحظة:** ممكن تخطيها وكتابة "non أو N/A"

اضغط على (proceed) للخطوة التالية:

Please respond to the presented questions/statements.

Questionnaire

Thank you for deciding to submit your paper to the Arabian Journal of Scientific Research.

Please make sure you have agreed to the following points before submitting your manuscript. If you have any questions, please contact infoqscience@hbku.edu.qa.

- The article is original work and is not currently under consideration by another journal.
- The article has not previously been published in another journal (unless it is noted as a translation of an existing article).
- I have a list of the email addresses for all the co-authors of the manuscript (if I am not the sole author). We need these to inform the co-authors when the manuscript has been received and when it is published.
- I have read the detailed Instructions for Authors for the journal.
- I will declare any potential competing interests either as a letter uploaded to the system or in the manuscript file.
- I have prepared my manuscript in a format suitable for the journal, as described in the Instructions to Authors.
- I am an author of this article and assume responsibility for communication between the journal and the coauthors for the duration of the peer review process.
- If appropriate, I have obtained ethical approval for any human or animal experimentation described in the manuscript.
- All authors of the manuscript have read and agree to its content.
- All readily reproducible materials described in the manuscript will be freely available to any scientist wishing to use them for non-commercial purposes.
- I understand that the article will be published under a 'gold' open access model with a Creative Commons CC-BY 4.0 license.
- I have read and understand the journal's copyright and license agreement.

Answer Required: ☒ I am the submitting author of this article and I confirm all of the above statements to be true.

Please select a response.

Funding

Instructions

Answer Required:

Character Count: 3

N/A

Limit 3000 characters

Ethics

Instructions

Answer Required:

Character Count: 3

N/A

Limit 3000 characters

Co-author Statement

Instructions
Answer
Required: DH Limit 100 characters

Tweet-able abstract

Instructions
Answer
Required: dfkdfjdl Limit 120 characters

← Back Proceed →

6. خطوة التعليقات (comment) تكتب ما تريد قوله لمكتب التحرير إن رغبت

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

Please provide the requested information.

Insert Special Character

Enter Comments

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

no comment,

← Back Proceed →

7. كتابة بيانات المقال (Manuscript Data)

- قم بتعبئة الحقول التالية **باللغة العربية** عنوان المقالة (Full Title)، الملخص (abstract)، والكلمات المفتاحية (Keyword).
- قم بكتابة أسماء الكتاب المشاركين "Author": إن لم يوجد يمكن تركها
- قم بإضافة أية معلومات عن تمويل مقدم للبحث المراد نشره إن وجدت "funding" إن لم توجد يمكن تركها



When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

Title

Full Title (required) *

body p

Next

Abstract

Keywords

Authors

Funding Information

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Abstract

Abstract (required) ✓

Limit 500 words

Word Count: 95

body p

Next

Keywords

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Keywords

Keywords must be separated by semicolons. Each individual keyword may be up to 256 characters in length.

Required ✓ Limit 6 Keywords

Keyword Count: 1

الورقة فطر، زسك

Next

Authors

Funding Information

You must click on "approve" the PDF file first before clicking the submission button. Otherwise, the article will not be submitted to the editorial office. بقود المسام

Back Save & Submit Later Build PDF for Approval

ملاحظة: يجب تعبئة الحقول بالعربية لأن الموقع يأخذها من الحقل مباشرة عند إرسالها للمحكمين وليس من ملف word المرفوع من قبل المؤلف

- بعد تعبئة الحقول يمكن حفظها وتقديمها لاحقاً (save & submit later) أو تقديمها الآن (build PDF for Approval)

ملاحظة: بعد الضغط على (build PDF for Approval) الموقع سيأخذ وقتاً لتحويل بياناتك الى ملف PDF لذا انتظر إلى أن تظهر خيارات قائمة (Action) بعد إعادة تحديث الصفحة (Refresh)

Submissions Waiting for Approval by Author Dalia Heiba

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
	البنية التحتية للتدريب وأليات حقيقية	26-08-2020	26-08-2020	Building PDF

Page: 1 of 1 (1 total submissions) Display 10 results per page.

<< Author Main Menu

You should use the free Adobe Reader 10 or later for best PDF Viewing results.

Submissions Waiting for Approval by Author Dalia Heiba

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Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Google Scholar Title Search Search Google for Author Search Google for Title Google Scholar Author Search Correspondence Send E-mail	البنية التحتية للتدريب وأليات حقيقية	26-08-2020	26-08-2020	Needs Approval

Page: 1 of 1 (1 total submissions) Display 10 results per page.

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عند ظهور قائمة (Action) يمكنك التعديل على ما سبق بالضغط على (edit submission) أو حذفها (remove submission)

8. أخيرا من أهم الخطوات

الموقع لا يقبل تقديم الورقة (approve submission)
إلا بعد مشاهدتك لها أولا (view submission)

- لذا قم بالضغط على (view submission) وستفتح لك ملف بياناتك التي سترسل بصيغة ال PDF تأكد منها ثم قم بغلقها
- ثم قم بالضغط على (approve submission) لتقديم الورقة
- ثم اضغط على (OK) بعدها اضغط على (Author)
(Main Menu) للعودة إلى الصفحة الرئيسية

عند العودة إلى الصفحة الرئيسية بعد الموافقة تظهر لديك خانة (Submission being processed) منها يمكنك النظر إلى ما قدمته (view submission) والانتظار إلى الإنتهاء من التحكيم

Submissions Waiting for Approval by Author Dalia Heiba

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The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Action	Title
View Submission Edit Submission Approve Submission Remove Submission Google Scholar Title Search Search Google for Author Search Google for Title Google Scholar Author Search Correspondence Send E-mail	البيلة-ورقة للتدريب وليست حقيقية

Page: 1 of 1 (1 total submissions)

Submissions Waiting for Approval by Author Dalia Heiba

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Status	Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Google Scholar Title Search Search Google for Author Search Google for Title Google Scholar Author Search Correspondence Send E-mail	البيلة-ورقة للتدريب وليست حقيقية	Warning	26-08-2020	Needs Approval

Page: 1 of 1 (1 total submissions) Display 10 results per page.

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Author Main Menu

Alternate Contact Information

Unavailable Dates

Instructions for Authors

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(0\)](#)
- [Submissions Being Processed \(1\)](#)

Revisions

- [Submissions Needing Revision \(0\)](#)
- [Revisions Sent Back to Author \(0\)](#)
- [Incomplete Submissions Being Revised \(0\)](#)
- [Revisions Waiting for Author's Approval \(0\)](#)
- [Revisions Being Processed \(0\)](#)
- [Declined Revisions \(0\)](#)

Completed

- [Submissions with a Decision \(0\)](#)
- [Submissions with Production Completed \(0\)](#)

نتمنى لك التوفيق

للمزيد من الاستفسار:

ajsr@arsco.org