

دليل المؤلفين

(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)

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Submissions Waiting for Author's Approval (0)
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Attach Files

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Choose the Article Type of your submission from the drop-down menu.

Select Article Type

None
None
Research Paper
Review
Clinical Trial
Essay
Editorial
Commentary
Letter to the Editor
Case report
Short communication








[Proceed](#) →

2. رفع الملفات (Attach Files)

قم برفع أربعة ملفات بالضغط على (Browse) (الملف 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 الرفع أي 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

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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.

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

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

 Article Type Selection
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 General Information
 Review Preferences
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Please provide the requested information.

Region Of Origin

Please provide all required inform

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)



Please provide the requested information.

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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: [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 إن 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:

Character Count: 2

DH

Limit 100 characters

Tweet-able abstract

Instructions

Answer

Required:

Character Count: 7

dfkdfjds

Limit 120 characters

← Back

Proceed →

6. خطوة التعليقات (comment) تكتب ما تريد الى مكتب التحرير ان 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 اسماء الكتاب المشاركين "Author": ان لم يوجد يمكن تركها
- قم بإضافة أية معلومات عن تمويل مقدم للبحث المراد نشره ان وجدت "funding" ان 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، أرسنم

↓ 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. تأكد المسامح

← Back Save & Submit Later Build PDF for Approval →

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

- بعد تعبئة الحقول يمكن حفظها وتقديمها لاحقا (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 الى ان تظهر خيارات قائمة (Action) بعد إعادة تحديث الصفحة (Refresh)

Submissions Waiting for Approval by Author Dalia Heiba

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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 المرفوعة للتدريب وليست حتمية	26-08-2020	26-08-2020	Building PDF

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<< Author Main Menu

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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 المرفوعة للتدريب وليست حتمية	26-08-2020	26-08-2020	Needs Approval

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

<< Author Main Menu

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

8. أخيراً من أهم الخطوات

الموقع لا يقبل تقديم الورقة (approve submission)
الا بعد مشاهدتك لها أولاً (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 الى الصفحة الرئيسية

عند العودة إلى صفحة الرئيسية بعد الموافقة يظهر لديك خانة (Submission being processed) منها يمكنك النظر الى ما قدمته (view submission) والانتظار الى الإنتاء 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	البينة-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	البينة-ورقة للتدريب وليست حقيقية	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