

## Online Research Paper Submission

- ✓ Authors are requested to submit the manuscripts through this portal only.
- ✓ The guidelines are given in the Pdf here to submit the manuscripts. Kindly read them thoroughly and proceed forward step by step.
- ✓ Please don't submit the papers through Email. The intimation of the status of publication will be shown at your login site when you will register yourself at the portal.

### **Step -1**

When the user will click on

**Click here to Login and Create your Profile**

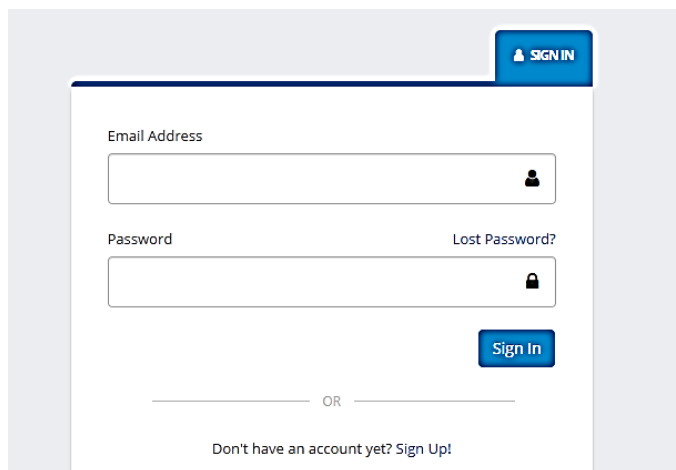
The following screen will appear.

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**Step - 2:** Click on Sign Up, following screen will appear. Fill all the information here and click Sign Up

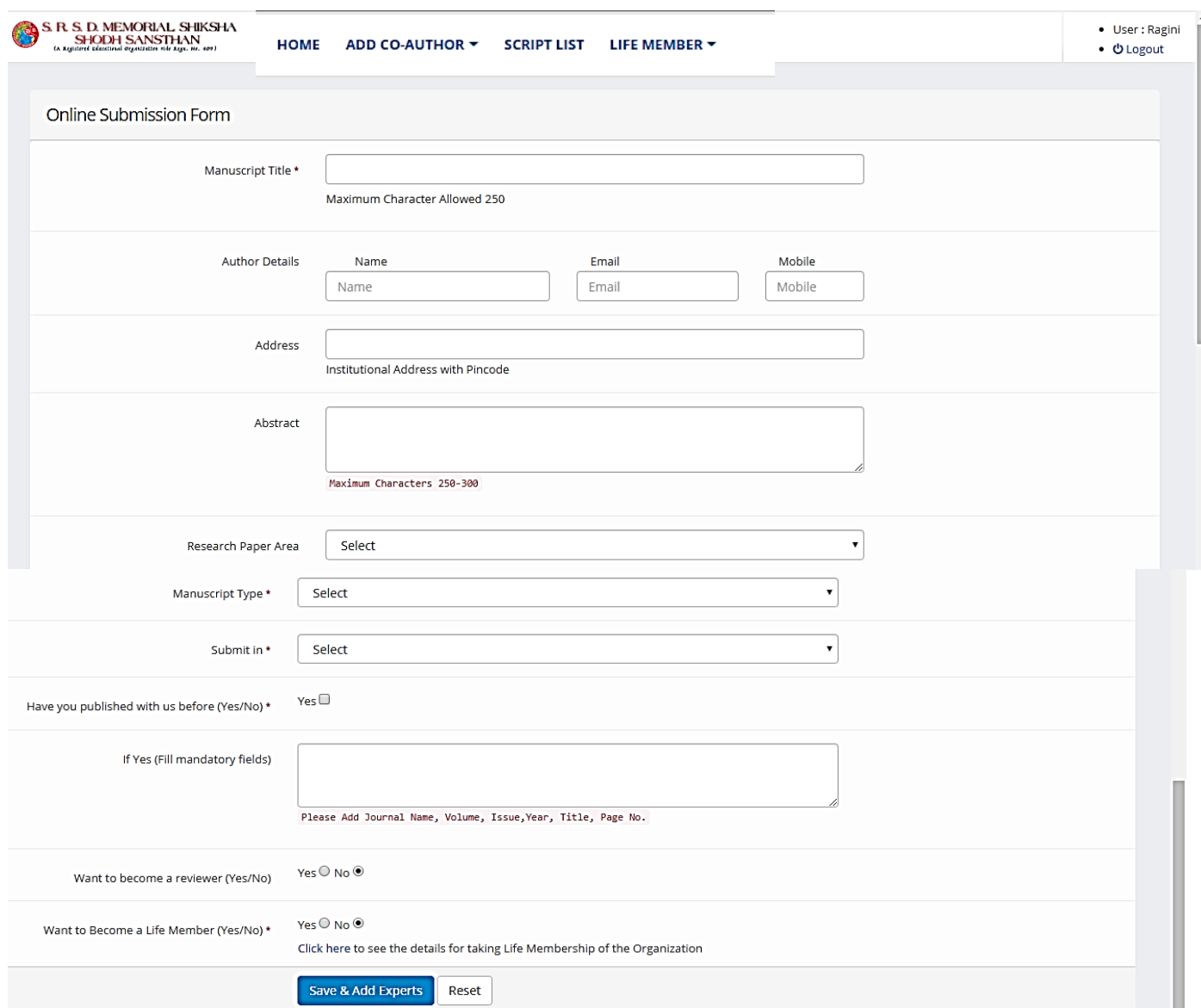
Already have an account? Sign In!

**Step -3:** Then again the first step screen will be shown, now put your Email ID and Password here and then click Sign in



The image shows a sign-in form with a blue header containing a 'SIGN IN' button. Below the header, there are two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a user icon on the right, and the 'Password' field has a lock icon on the right. A 'Lost Password?' link is located to the right of the password field. Below the password field is a blue 'Sign In' button. Underneath the button is an 'OR' separator. At the bottom, there is a link that says 'Don't have an account yet? Sign Up!'.

**Step -4:** As you Sign-in, the following portal will appear. Here the main author will fill all the fields. The Abstract word limit is 250-300. It is mandatory to fill.



The image shows the 'Online Submission Form' for S. R. S. D. MEMORIAL SHIKSHA SHODH SANSTHAN. The form includes the following fields and options:

- Manuscript Title \***: Text input field with a maximum character limit of 250.
- Author Details**: Three input fields for Name, Email, and Mobile.
- Address**: Text input field for Institutional Address with Pincode.
- Abstract**: Text area with a maximum character limit of 250-300.
- Research Paper Area**: Dropdown menu with 'Select' as the current option.
- Manuscript Type \***: Dropdown menu with 'Select' as the current option.
- Submit in \***: Dropdown menu with 'Select' as the current option.
- Have you published with us before (Yes/No) \***: Radio button for 'Yes' (unchecked).
- If Yes (Fill mandatory fields)**: Text area for providing journal details (Journal Name, Volume, Issue, Year, Title, Page No.).
- Want to become a reviewer (Yes/No)**: Radio buttons for 'Yes' (unchecked) and 'No' (checked).
- Want to Become a Life Member (Yes/No) \***: Radio buttons for 'Yes' (unchecked) and 'No' (checked). A link below says 'Click here to see the details for taking Life Membership of the Organization'.

At the bottom of the form, there are two buttons: 'Save & Add Experts' (blue) and 'Reset' (white).

If you want to become reviewer and want to blind review the Research papers, you can opt for 'Yes'.

If you want to associate with the organization for participating/contributing/getting recognition in many other activities (You can see the benefits of membership at website), you can opt for 'Yes'.

**Step -5:** Then click on Submit and Add Experts. The Experts will be those people to any one of whom your paper may be sent for review purpose. You need to write four names of experienced and qualified academicians in this regard who are also expert in your research area. After filling their details click on 'Submit and Upload Documents'

S. R. S. D. MEMORIAL SHIKSHA SHODH SANSTHAN  
(A Registered Educational Organization vide Reg. No. 499)

HOME ADD CO-AUTHOR SCRIPT LIST LIFE MEMBER

Experts Details

Expert 1

Expert Full Name - 1

Designation

Institute Name

Mobile No.

Email ID.

Expert 2

Expert Full Name - 2

Designation

Institute Name

Expert 4

Expert Full Name - 4

Designation

Institute Name

Mobile No.

Email ID.

**Step -6:** Then following screen will appear. Here you will be required to upload the following documents:

1. **Declaration form:** You can download it from the link provide below the box. You will fill it and upload here.
2. **Manuscript Upload:** The whole manuscript should be in one MS Word document only.
3. **Supplementary Information:** If you want to give any other information, then you can write in separate MS word document and upload here.
4. Then you will finish this process by clicking over finish button.

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HOME ADD CO-AUTHOR SCRIPT LIST LIFE MEMBER

Upload all required Documents

Declaration Form

Drop files here to upload

Upload Main Paper

Drop files here to upload

**Step -7:** If your manuscript has co-authors also, then you need to fill their information as well through the button given: Add Co-Authors.

You will fill all the fields in the same way along with their declaration form. Their declaration forms will be filled separately.

Not secure | online.srshodhsansthan.org/upload.php

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HOME ADD CO-AUTHOR SCRIPT LIST LIFE MEMBER

Upload all required Documents

Declaration Form

Drop files here to upload

Upload Main Paper

Drop files here to upload

**Step -8:** If you want to see the manuscripts submitted by you and their status, you can click over the button Script List. Here you can see the status.

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HOME ADD CO-AUTHOR SCRIPT LIST LIFE MEMBER

Upload all required Documents


Declaration Form

Drop files here to upload

Upload Main Paper

Drop files here to upload

**Step -9:** For taking the Life Membership, there is a button with this name on your screen, you can go and fill the fields to subscribe.

 <b>S. R. S. D. MEMORIAL SHIKSHA SHODH SANSTHAN</b> <small>(A Registered Educational Organisation since 1974-75)</small>	HOME	ADD CO-AUTHOR ▾	SCRIPT LIST	LIFE MEMBER ▾	• U • C
Upload all required Documents					
Declaration Form					
Drop files here to upload					
Note : Maximum Upload Size Allowed 6 MB only and accept only world Document					
Upload Main Paper					
Drop files here to upload					