NEROSA User Manual

A step-by-step guide for using the NEROSA journal website and editorial panel.

For: Visitors, Authors, Reviewers, Editors, and Administrators

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Contents

1. Getting Started

This manual explains how to use NEROSA from the point of view of a real user. It tells you where to go, what to click, what each page is for, and what to do when something goes wrong.

Basic Navigation

- Use the top website menu to open public pages such as Home, Articles, Archive, About, and Sign In.
- After signing in, use the left sidebar in the panel to move between dashboard, profile, submissions, reviews, workflow, and admin sections.
- On mobile screens, use the menu button to open the sidebar.
- Required fields are marked with a red star.
- Success and error messages appear as alerts or small notification messages after actions.

Who Should Read Which Section?

If you are...	Read these sections
A visitor or reader	Public Website Guide
A new user	Account and Profile Guide
An author	Author User Guide, Upload Rules, Article Status Guide
A reviewer	Reviewer User Guide, Article Status Guide
An editor	Editor User Guide, Upload Rules, Article Status Guide
An administrator	Administrator User Guide, Upload Rules, Article Status Guide

2. Public Website Guide

Open the Home Page

Path: Website Home

1. Open the NEROSA website.
2. Review the homepage slides and journal introduction.
3. Use **Submit Manuscript** if you want to register or begin submission.
4. Use **Browse Archive** to view previously published issues.

Search Published Articles

Path: Articles

1. Click **Articles** in the public navigation.

2. Type keywords in the search field to find articles by title.
3. Use filters such as category, volume, or issue if available.
4. Open an article by clicking its title or Read More link.

Read an Article

1. Open the article detail page.
2. Read the title, author details, co-author details, category, issue, and synopsis.
3. Use available download links for formatted PDF or extra files.
4. Check DOI, citation, and publication date if shown.

Browse the Archive

1. Click **Archive** or **Back Issues**.
2. Select the required volume and issue.
3. Open any published article listed under that issue.

Read Journal Information Pages

Use public pages such as About Us, Author Instructions, Reviewer Instructions, Peer Review Process, and Publication Ethics to understand journal policy and submission requirements.

3. Account and Profile Guide

Create an Account

Path: Register

> **Important:** Public registration is for author accounts. Editors and reviewers do not register themselves; their accounts are created by an administrator.

1. Click **Sign In** or **Submit Manuscript**.
2. Choose the registration option.
3. Enter your name, email address, and password.
4. Submit the form.
5. If email verification is enabled, check your email and follow the verification link.

Editor and Reviewer Accounts

Editors and reviewers should not use the public registration form. The administrator creates editor and reviewer accounts from the admin panel and provides login details by email or another official communication method.

Sign In

1. Open **Sign In**.
2. Enter your email and password.
3. Click the login button.
4. You will be taken to your dashboard.

Use Google Sign In

If the Google login button is available, click it and choose your Google account. If it is not visible or does not work, contact the administrator because Google login must be enabled from site settings.

Reset Your Password

1. Open the login page.
2. Click **Forgot Password**.
3. Enter your registered email address.
4. Open the reset link from your email.
5. Create a new password and sign in again.

Update Account Details

1. Open the profile/account settings area from the panel header.
2. Update name, email, or profile photo.
3. Click **Save Account Info**.

Change Password

1. Open profile/account settings.
2. Enter your current password.
3. Enter and confirm your new password.
4. Save the password form.

Complete Professional Profile

Authors, editors, and reviewers may be asked to complete a professional profile before using the panel.

1. Open the profile setup page shown by the system.
2. Fill surname, first name, department, designation, affiliation, country, state, district/locality, pin code, and mobile number.
3. Add optional middle name and suffix if needed.
4. Save the profile.

4. Author User Guide

Author Dashboard

The author dashboard shows your own article counts and submissions. Use it to quickly see how many articles are submitted, under review, or published.

Complete Author Profile Before Submission

Path: Author Profile

1. Click **Author Profile** in the sidebar.
2. Fill all required profile fields.
3. Click **Save Profile**.
4. After saving, return to **Submit New**.

> If the profile is incomplete, the system will not allow article submission and will redirect you back to the profile page.

Submit a New Article

Path: Submit New

1. Click **Submit New**.
2. Enter **Article Title**. This is required.
3. Add synopsis, category, and keywords.
4. Upload a thumbnail if you have one.
5. Upload the **Main Article File**. This is required for a new submission.
6. Upload supplementary file, copyright certificate, and ethical clearance if applicable.
7. Add co-authors using the **Add** button if needed.
8. Fill SEO fields if required by the journal team.
9. Click **Save**.

Add Co-Authors

1. Go to the Co-Authors section in the article form.
2. Click **Add** to create a new co-author row.
3. Enter full name and email. Designation and affiliation can also be entered.
4. Use **Remove** to remove a row.

Only rows with enough information are saved.

Edit a Submitted Article

1. Open **My Submissions**.
2. Find the article and open the edit/manage option.
3. Update the fields that need correction.
4. If replacing a file, choose a new file in the upload field.
5. Click **Save**.

> On edit pages, the file picker may say "No file chosen" even when a file already exists. This is normal. Look below the field for the **Current** file link.

Check Article Status

1. Open **My Submissions**.
2. Open the article details page.
3. Review the current status and status timeline.

Withdraw an Article

1. Open the article from **My Submissions**.
2. Click the withdraw option if available.
3. Confirm the action if prompted.

Published articles cannot be withdrawn by authors. Contact an administrator for published article withdrawal.

Resubmit After Revision

1. Open the article that requires revision.
2. Edit the article and upload corrected files if required.
3. Click the resubmit option.
4. The article status changes to `resubmitted`.

5. Reviewer User Guide

Reviewer Dashboard

The reviewer dashboard lists articles assigned to you. It shows article counts and review-related statuses.

Open Assigned Reviews

Path: Assigned Reviews

1. Click **Assigned Reviews** in the sidebar.
2. Find the article assigned to you.
3. Open the review page.

Review the Article

1. Read the article title, synopsis, author details, category, and co-authors.
2. Open any attached files needed for review.
3. Check previous status history if visible.

Submit Review Feedback

1. Write your feedback in the feedback field.

2. Select one verdict: Under Review, Approved, or Revision Requested.
3. Click **Submit Review**.

Verdict	Use this when...
Under Review	You are not giving a final decision yet.
Approved	The article is acceptable from your side.
Revision Requested	The author must make changes before the article proceeds.

6. Editor User Guide

Editor Dashboard

The editor dashboard shows articles assigned to you. Use it to track submitted, under-review, accepted, and published work.

Open Assigned Articles

Path: Assigned Articles

1. Click **Assigned Articles**.
2. Select an article from the table.
3. The editor workspace opens.

Update Article Metadata

1. Open the article in the editor workspace.
2. Update title, synopsis, keywords, or status if needed.
3. Click **Save Changes**.

Assign a Reviewer

1. Open the article.
2. Choose a reviewer from the reviewer dropdown.
3. Click **Assign**.

The reviewer receives a notification, and the article can move to `under_review`.

Send Reviewer Reminder

1. Select the reviewer in the reminder section.
2. Click **Send Reminder**.

Request Revision from Author

1. Open the article.

2. Click **Send Back For Revision**.
3. The author will be notified.

Accept Article

1. Open the article.
2. Click **Mark Accepted**.
3. The article becomes ready for publishing.

Publish Article

1. Select the correct volume.
2. Select the issue that belongs to the selected volume.
3. Enter DOI and citation if available.
4. Confirm the publish date.
5. Upload the formatted PDF if it is not already saved.
6. Click **Publish Article**.

> A formatted PDF is required before publishing. The selected issue must belong to the selected volume.

7. Administrator User Guide

Admin Dashboard

The admin dashboard gives access to article workflow and management sections. Use the sidebar for all admin tools.

Manage Users

Path: Users

> **Account rule:** Authors can register from the public website. Editor and reviewer accounts must be created by an administrator from this Users section.

1. Click **Users**.
2. Search or filter users if needed.
3. Click create/add to create a new user.
4. Enter name, email, role, password, and active status.
5. Save the user.

Edit User

1. Open **Users**.
2. Click edit for the user.
3. Update name, email, role, active status, or password.

4. Save the form.

Complete an Author Profile as Admin

1. Open the author in **Users**.
2. Fill the author profile fields.
3. Save the profile.

Delete User

Use delete only when the account should be removed. Deleting an author also removes that author's related article records. The system prevents deleting your own logged-in account and prevents deleting the last admin.

Manage Article Workflow

Path: Articles Workflow

1. Click **Articles Workflow**.
2. Open the article you want to manage.
3. Use the available workflow tools: assign editor, assign reviewer, publish, feature, withdraw, remind reviewer, or delete.

Assign Editor as Admin

1. Open the article in workflow manager.
2. Select an active editor.
3. Click **Assign**.

The article status changes to `assigned_to_editor`. The system does not allow assigning the article to its own author as editor.

Assign Reviewer as Admin

1. Open the article in workflow manager.
2. Select a reviewer.
3. Click **Assign Reviewer**.

Publish as Admin

1. Select volume and issue.
2. Enter DOI, citation, and publish date.
3. Upload formatted PDF if needed.
4. Click **Publish as Admin**.

Feature an Article

1. Open the article in workflow manager.
2. Use the Featured Article toggle.

3. The article will be shown or removed from featured articles on the public home page.

Withdraw a Published Article

1. Open a published article in workflow manager.
2. Click **Withdraw Published Article**.

Manage Categories

1. Open **Categories**.
2. Create or edit a category name.
3. Use active/inactive status to control whether it is available.
4. Save the category.

Manage Volumes

1. Open **Volumes**.
2. Create a volume with title and year.
3. Set active status.
4. Save the volume.

Manage Issues

1. Open **Issues**.
2. Select the related volume.
3. Enter issue title, number, and publication date.
4. Save the issue.

Edit Static Pages

1. Open **Static Pages**.
2. Select the page to edit.
3. Update title, content, meta title, or meta description.
4. Save the page.

Manage Homepage Slides

1. Open **Homepage Slides**.
2. Add title, subtitle, and image for a new slide.
3. Use Save to update existing slide text or image.
4. Use Move Up and Move Down to reorder slides.
5. Use Delete to remove a slide.

Update Website Content

1. Open **Website Content**.
2. Update journal name, tagline, hero title, hero description, and SEO metadata.
3. Enable or disable Google OAuth if needed.
4. Enter Google client ID, client secret, and redirect URI when enabling Google login.

5. Save settings.

8. Upload Rules and Messages

Field	Allowed type	Maximum size
Thumbnail	Image file such as JPG, PNG, GIF, or WebP	2 MB
Main Article File	PDF, DOC, DOCX	10 MB
Supplementary File	File upload	10 MB
Copyright Certificate	File upload	10 MB
Ethical Clearance	File upload	10 MB
Formatted PDF	PDF	10 MB
ePub File	EPUB	10 MB
XML File	XML	10 MB
Profile Photo	Image file	2 MB
Homepage Slide Image	Image file	4 MB
Inline Editor Image	JPG, JPEG, PNG, WebP, GIF	4 MB

Understanding Upload Errors

- **File is not allowed:** choose the correct type, for example an image for thumbnail or PDF for formatted PDF.
- **File is too large:** reduce the file size or upload a smaller file.
- **No file chosen:** choose a file before submitting when the field is required.

9. Article Status Guide

Status	Meaning for users
submitted	The article has been submitted and is waiting for editorial action.
assigned_to_editor	An editor has been assigned.
under_review	The article is being reviewed.
revision_requested	Changes are required from the author.
resubmitted	The author has submitted a revised version.

review_completed	Review work is completed.
accepted	The article has been accepted for publication.
published	The article is visible on the public website.
withdrawn	The article has been withdrawn from the workflow.

10. Common Questions

Why does a file field show "No file chosen" on edit pages?

This is normal browser behavior. For security, browsers do not allow saved server files to appear inside a file picker. The current saved file is shown below the field as a link.

Why can I not submit an article?

Your author profile may be incomplete, or a required field/file may be missing. Complete all required profile and submission fields and try again.

Why is my uploaded file rejected?

The file may be the wrong type or larger than the allowed limit. Check the Upload Rules section.

Why can I not publish an article?

Make sure the article has a formatted PDF, the volume and issue match, and all required publish fields are complete.

Why did I not receive an email?

Check the email address and spam folder. If the email is still missing, ask the administrator to check mail and queue settings.

What should I do before contacting support?

- Check whether required fields are complete.
- Read the error message carefully.
- Confirm the file type and size.
- Refresh the page and try again.
- Note the page name and action you were trying to perform.

End of NEROSA User Manual.