Workflow for Authors

- Authors can register and submit articles to the journal directly through the Journal’s website.
- Registering for a Journal involves filling out a Registration form.
- For Registering, click on the REGISTER tab on the menu bar, click on register with this site

- All fields which are denoted in the form with asterisk (*) mark are mandatory to fill up.
- Authors fill up your details and at the bottom of the form there are boxes to check; author must choose if he/she would like to be a reader or an author or both.
- Last click on the Register button to complete the registration.
- Further to track the submitted articles OR to submit new articles Authors should use the Login ID and the Password created during registration.
- After Registering with the Journal you will be taken to a User Home page.
- Click on New Submission to submit your article.
You are directed to Step 1 of the 5 step process for submitting a manuscript.

- Step 1: Starting the submission
- Step 2: Uploading the submission
- Step 3: Entering the metadata
- Step 4: Uploading supplementary files
- Step 5: Confirming submission

- Step 1: Starting the Submission (Submission type, Submission Checklist & Comments to Editor)
  - To begin, select a manuscript type from the dropdown list.
  - Next, click on **Check all** indicating the submission is ready to be considered by the Journal.
  - Next, you may type any comments to Journal Editor related to the Manuscript

Click **Save and continue** to move to Step 2.
Step 2: Uploading the Submission

- Upload your manuscript from this page. Be sure to follow the Manuscript Submission Guidelines available on the website.

- Any Images should be uploaded in Step 4: Supplementary files in .JPG or .TIFF or .EPS format.

- Click browse and navigate to the file location on your computer.

- Click open on the upload file window.

- Click on upload, which uploads the file from computer to the Platform and renames it following the Journal’s convention.

- After Author uploads the file it appears like this on the screen with a different filename.

- The file size limit is up to 250 MB.

Click Save and continue to move to Step 3.
Step 3: Enter Metadata (Add authors & enter the submission’s metadata)

- The third step of the submission process serves to collect all relevant metadata from the author.
- In the first section of submission process, author is required to fill in his/her personal information.
- The fields denoted with asterisk (*) mark are mandatory fields.

Add Author: Authors can Add Author (co-author), enter their information in the required fields. You must include the co-author's email address or the manuscript will not be submitted.
- **Re-order Author names**: Author can also re-order the author list using up and down arrows as per their contribution and denote one of the authors as the principal contact with the editor clicking on the *radio button*.

- **Delete Author**: Any Author added by mistake can be deleted by clicking on *Delete Author* button.

- **Title and Abstract**: Next Author should fill in the *Title* and *Abstract* of the submitted manuscript. These should be copied and pasted from the word file of the submitted manuscript.

- **Indexing**: Author can then fill in the *keywords* from the submitted manuscript and select the *language* of the article.

- **Contributors or Supporting Agencies**: If the article has been supported by any agency that can be entered in this field.

- **References**: Author can also provide the references separately in this section.

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Click **Save and continue** to move to Step 4
Step 4: Uploading Supplementary Files

- In this step Author can submit separately the figures, tables, diagrams, etc.
- Figures can be uploaded in .JPEG, .TIFF, .EPS, .PS file formats.

Browse and upload the supplementary files.
After uploading, author is taken to the supplementary file metadata page. Author will have to provide the metadata for uploaded supplementary file which can be used for indexing.

Supplementary File Metadata
To index this supplementary material, provide the following metadata for the uploaded supplementary file.

- Title*
- Creator (or owner) of file
- Keywords
- Type
- Brief description

Publisher

Click on **Save and Continue**, if you have more supplementary files repeat the same process as above to add the multiple files.

Click **Save and continue** to move to Step 5.
Step 5: Confirming the Submission

- This final step will provide a summary of the author’s submission. All details about file ID, original file name, file type; file size and date are visible.

To submit your manuscript to the BNHS, click Finish Submission. The submission’s principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal website. Thank you for your interest in publishing with the BNHS.

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- To complete the manuscript submission, click on Finish Submission tab.

- The submission’s principal contact will receive an acknowledgement by email.

This completes the submission process.

Article Tracking Process

- **View Active Submissions:** After submitting an article, authors can log in and view the status of their submission at a later date.

- On acceptance of the manuscript, the author will be intimated once the manuscript is scheduled for publication.