## RECENT TRENDS IN CIVIL ENGINEERING AND BUILT ENVIRONMENT

## MANUAL FOR MANUSCRIPT SUBMISSION

- 1) Recent Trends in Civil Engineering and Built Environment can be accessed at https://publisher.uthm.edu.my/periodicals/index.php/rtcebe
- 2) For the purpose of submission, student/lecture must create an account. Click **Register** at the top right side of website >> fill in the particulars such as name, email, password and tick the necessary statements >>> **Register**.

Student may consider to register using non-UTHM email (Gmail is highly recommended).

Recent Trends in Civil Engineering and Built Environment	Register
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Vol. 1 No. 1 (2020)	Periodicals of UTHM

Register	
Profile Given Name *	
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Username *	
Repeat password *	

3) After completing the registration, you will be directed to the following web page. Here, you can **Make** a **Submission** or **Edit My Profile**.

As an alternative, the submission can also be made by login into your account.

Please use the provided template for the submission. Go to **About** >>> **Submission** >>> and scroll down until **Author Guideline** where you can find the RCTEBE template.

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HOME / Registration complete Registration complete Thanks for registering! What would you like to do next? • <u>Make a New Submission</u> • <u>Continue Browsing</u> • <u>Continue Browsing</u>	Periodicals of UTHM
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4) In order to make a submission, click at **Make a New Submission** or at the button **MAKE A SUBMSSION**. If you login into your account, submission can be made through **New Submission**.

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	How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.  Preferred Public Name Save	
	Your data is stored in accordance with our <u>privacy statement</u> .	
	* Denotes required field	

5) These three approaches will be directed you to the following web page. Here, you must select **Section** according your project's cluster. Tick all **Submission Requirements** and **Corresponding Contact** >>> click **Save and continue**.

Recent Trends in	Submit an Article
Civil Engineering and Built Environment	1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps
New Submission	
	Section V
	Articles must be submitted to one of the Periodical's sections. *
	Submission Requirements
	The submission has not been previously published, nor is it before another proceeding for consideration (or an explanation has been provided in Comments to the Editor).
	The submission file is in OpenOffice, Microsoft Word, or RTF docurhent file format. Where available, URLs for the references have been provided.
	The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
	Comments for the Editor
	♥
	Articles Structural and Material Engineering
	Infrastructure Engineering and Geomatic Water and Environmental Engineering
	Building and Construction Architecture and Design

6) The following dialog box will be appeared. At **Article Component** >>> select **Article Text** >>> and upload your manuscript in Microsoft Word (.docx) format >>> wait until the manuscript is completely uploaded >>> click **Continue** >>> then click another **Continue** >>> at **File Added**, upload the Similarity Index Report in PDF format >>> click **Complete**.

Upload Submission File	×
1. Upload File 2. Review Details 3. Confirm	
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Upload Submission File		×
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1. Upload File 2. Review Details	3. Confirm	
	File Added	Upload SI Report
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7) Now, you can see that your manuscript has been uploaded into OJS System >>> click **Save and continue** and you will be directed to **Metadata**.

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Submissions				
	Submission Files		Q Search	Upload File
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	Save and continue Cancel			

 At Metadata, complete the manuscript information such as Title and Abstract >>> then go to List Contributors >>> Add Contributor >>> and fill in all information about the co-authors >>> click Save.

The **Additional Refinements** is optional but you may consider to fill in the necessary information >>> click **Save and continue**.

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Please take attention that the name of author and co-authors must be written as similar as it appear in the manuscript. Otherwise, there will be a problem during the indexing in Google Scholar, ResearchGate, SCOPUS and etc.

9) At **Confirmation** >>> click **Finish Submission**. A dialog box will be appeared to ask you about the submission confirmation >>> simply click **OK**.

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Submissions	
	Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Enish Submission"
	Finish Submission Cancel



10) Now, the submission is completed and you will be directed to the following web page. Here, you can **Review this submission** or **Return to your dashboard**.

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Submissions				
	Submission complete			
	Thank you for your interest in publishing with Recent Trends in Civil Engineering and Built Environment.			
	What Happens Next?			
	The Periodical has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.			
	For now, you can:			
	Review this submission     Create a new submission     Return to your dashboard			

If you opt **Review this submission**, you will be directed to the following web page. Here, you can view the submission files. You can also modify the manuscript information at **View Metadata**.

Please take note that Metadata can be modified before the reviewing processes take place. After that, OJS System will lock this function and only the editors will able to change the manuscript information.

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11) After completing the manuscript submission, you will receive an email of submission acknowledgement.

- End -