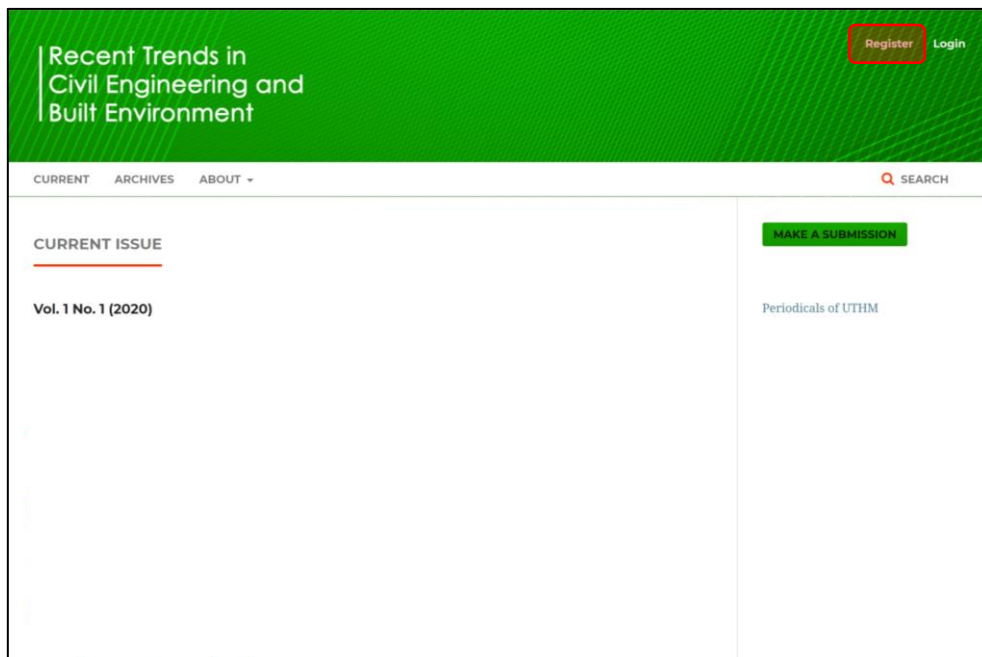


RECENT TRENDS IN CIVIL ENGINEERING AND BUILT ENVIRONMENT

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).



Register

Profile

*Given Name **

Family Name

*Affiliation **

*Country **

Login

*Email **

*Username **

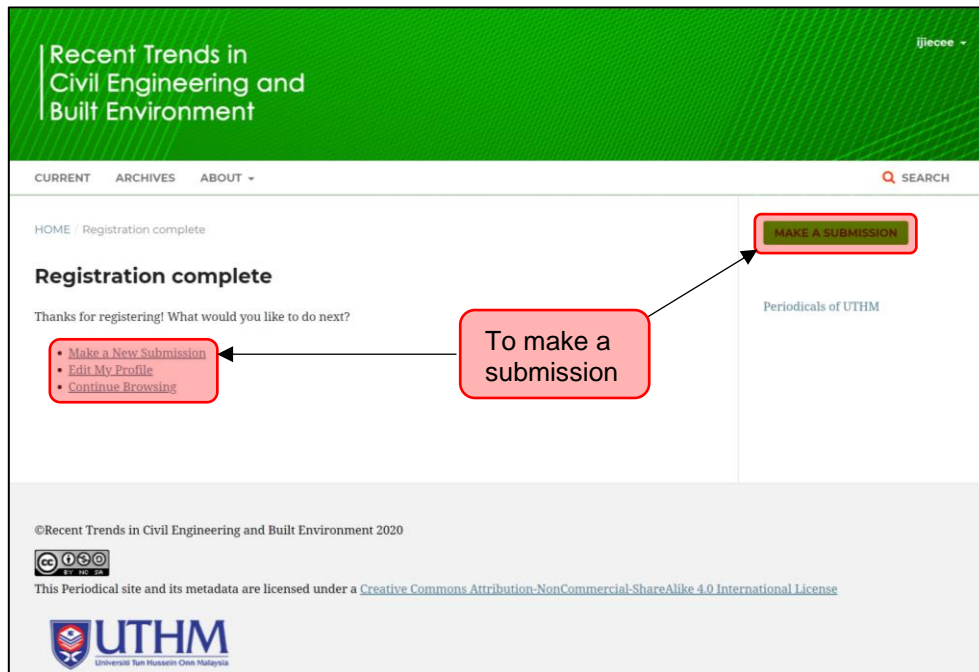
*Password **

*Repeat password **

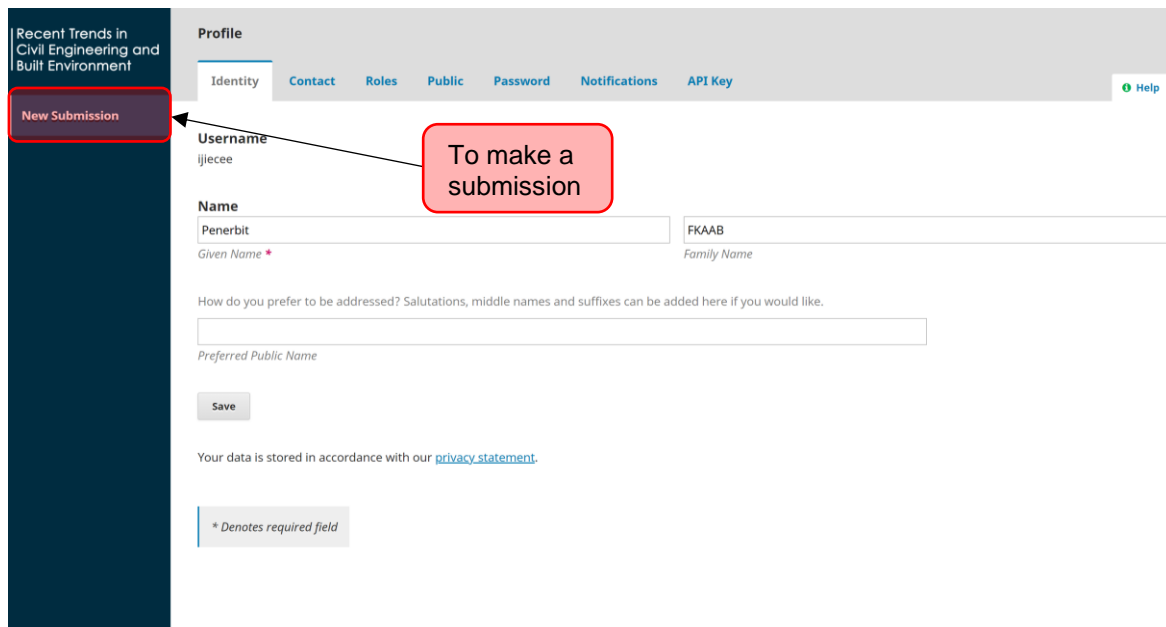
- 3) After completing the registration, you will be directed to the following web page. Here, you can **Make a Submission** or **Edit My Profile**.

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

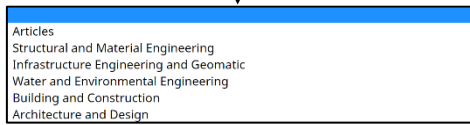
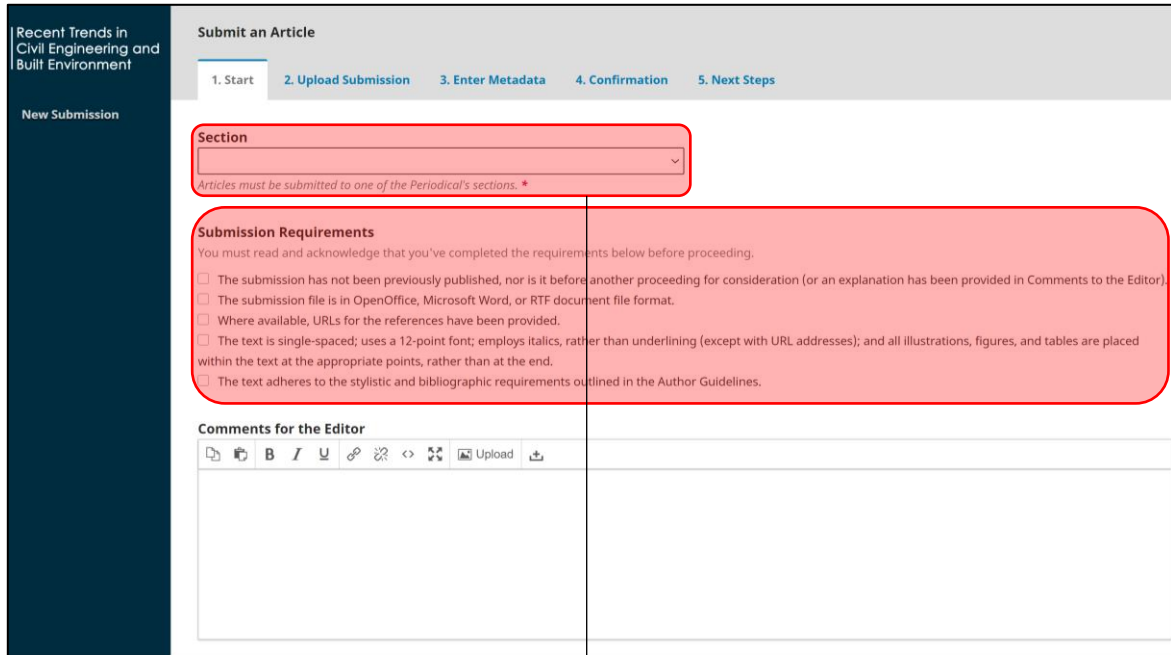
Please use the provided template for the submission. Go to **About >>> Submission >>>** and scroll down until **Author Guideline** where you can find the RCTEBE template.



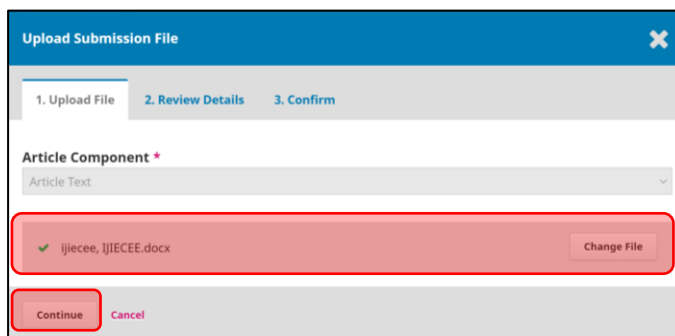
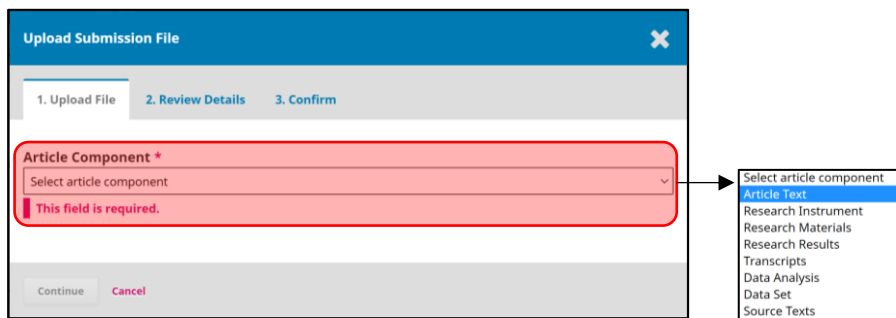
- 4) In order to make a submission, click at **Make a New Submission** or at the button **MAKE A SUBMISSION**. If you login into your account, submission can be made through **New Submission**.

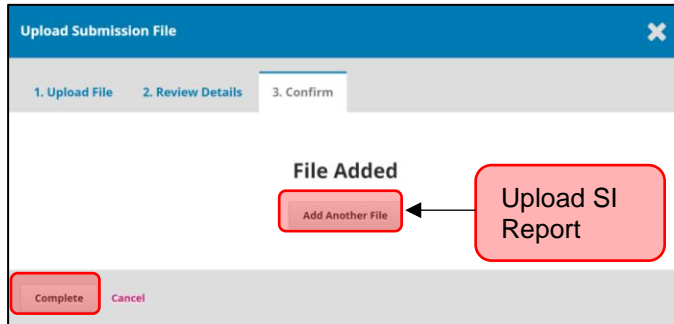
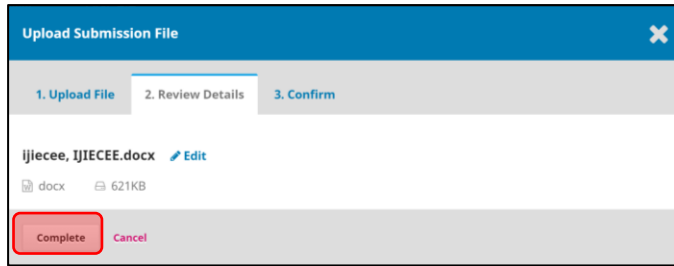


- 5) These three approaches will be directed you to the following web page. Here, you must select **Section** according your project's cluster. Tick all **Submission Requirements** and **Corresponding Contact** >>> click **Save and continue**.

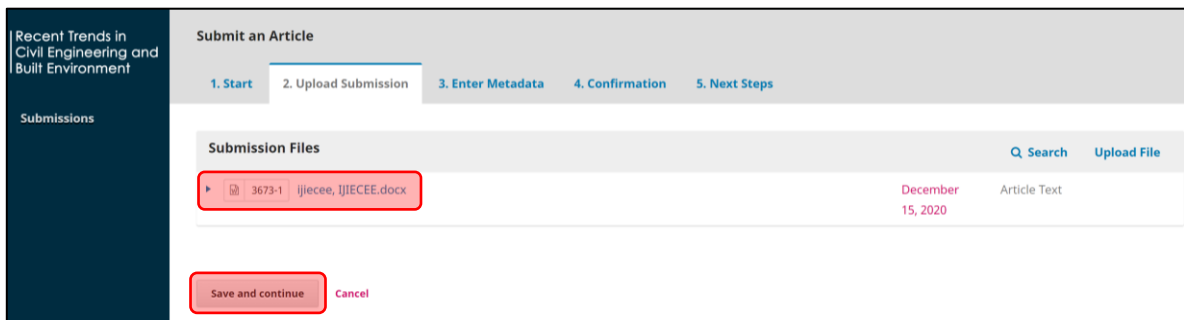


- 6) The following dialog box will be appeared. At **Article Component** >>> select **Article Text** >>> and upload your manuscript in Microsoft Word (.docx) format >>> wait until the manuscript is completely uploaded >>> click **Continue** >>> then click another **Continue** >>> at **File Added**, upload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



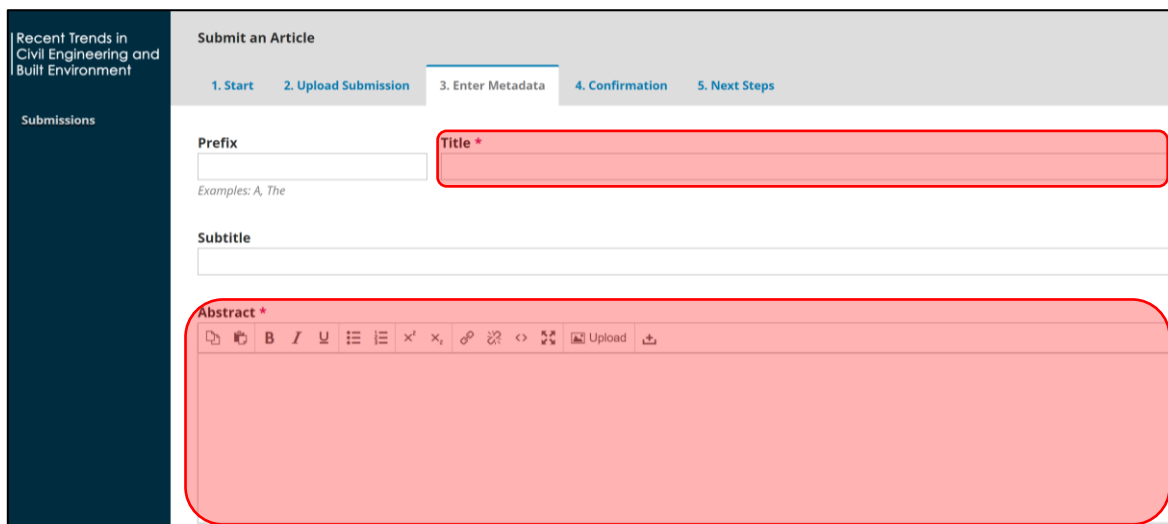


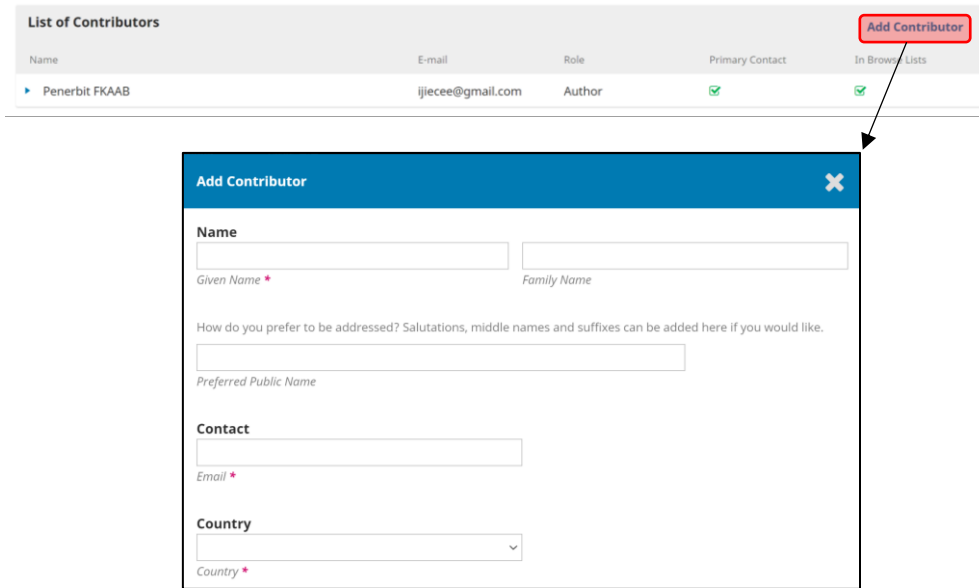
- 7) Now, you can see that your manuscript has been uploaded into OJS System >>> click **Save and continue** and you will be directed to **Metadata**.



- 8) 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**.

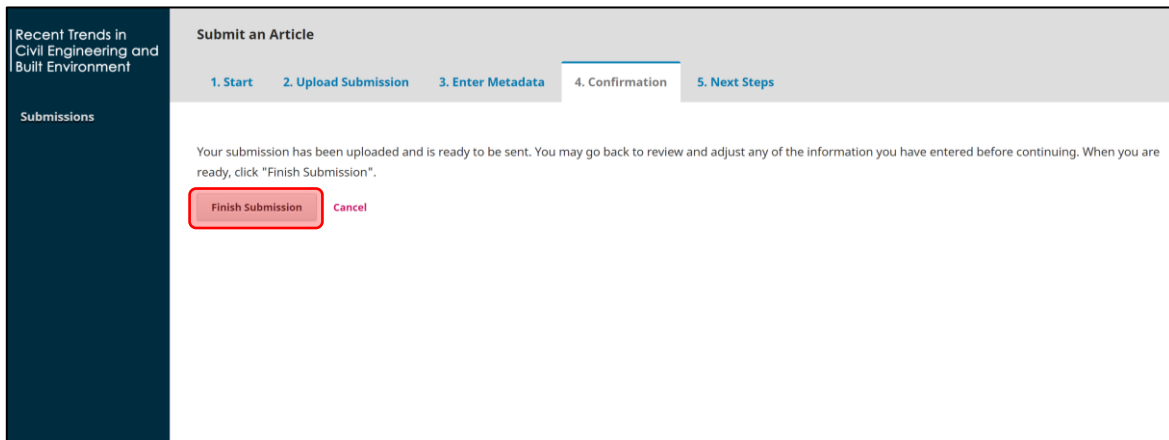
The **Additional Refinements** is optional but you may consider to fill in the necessary information >>> click **Save and continue**.





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**.



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**.

The screenshot shows the 'Submit an Article' page for 'Recent Trends in Civil Engineering and Built Environment'. The progress bar indicates the user is at '5. Next Steps'. The main content area displays 'Submission complete' with a thank you message. Below this, it asks 'What Happens Next?' and provides instructions. At the bottom, there are three links: 'Review this submission', 'Create a new submission', and 'Return to your dashboard'. The 'Review this submission' link is highlighted with a red box.

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 be able to change the manuscript information.

The screenshot shows the 'Submission Library' page. The top navigation bar includes 'Submission Library' and 'View Metadata'. The main content area has tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. Below the tabs, there is a 'Submission Files' section with a search bar and a table of files. The table has columns for file name, date, and article text. Below the table is a 'Download All Files' button. There is also a 'Pre-Review Discussions' section with an 'Add discussion' button and a table with columns for Name, From, Last Reply, Replies, and Closed. The table currently shows 'No Items'.

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

- End -