GUIDELINES FOR ONLINE MANUSCRIPT SUBMISSION

1. LOGGING IN THE ONLINE SYSTEM

1.1. Register

The author must register an account on the website of the Journal of Mining and Earth Sciences (JMES) to submit the manuscript. The JMES only accepts manuscripts through the website system, not via email.

Each author only needs an account to submit many articles. The account is identified by the author's email address.

This function is only accepted when the author does not have an account on the JMES system.

On the homepage of JMES → Click on (REGISTER)

The User declares personal profile information. Information fields marked
with * are required.

*The official and active email address or the account name is in Vietnamese without any accents or special characters.*
Note: When registering an account, the author should select all the terms as shown in the figure. Select the "I'm not a robot" button to filter spam.

When the registration is successfully completed, the author will receive the following message on the screen:

```
Registration complete
Thanks for registering! What would you like to do next?
- View Submissions
- Make a New Submission
- Edit My Profile
- Continue Browsing
```

Note: Please use the "Login" function to log in to your account without re-registering by email. If the author forgets the password, please select the button
“Forgot password” to retrieve the login password, see instructions in the section [1.2]

1.2. Reset Password

**Step 1:** Click “Forgot your password?”

**Step 2:**
- Enter your e-mail address used to register as a User in the box “Registered user’s email”
- Click “Reset Password”;
The author enters the email and then presses the "Reset Password" button. The system will notify you by email.

**Step 2**

The author will follow the instructions in the email to retrieve the login password. An email will be sent to the email address with the subject “Password Reset Confirmation” to confirm to recover the password. If yes, follow the instructions in the email and click on the reset password link:

*Note: Check the “Spam box” because the automatically sent messages may be located here; you may need to click the link and the box “Report not spam” in your e-mail.*

**Step 3**

When the author clicks on the password reset link in step 2, another email will be sent with the subject titled “[JMES] Password Reset” with the new username and password. Please login with the new password. Upon successful login, the system asks you to change your password immediately. See how to change the password in [1.5]

1.3. Login
When submitting a manuscript on JMES, the Author must log in to the system. Click on the menu “Login”. Enter “Username” and “Password” in the respective boxes. Click on the “Login” button.

To remember the account (username) and password for the next time automatically, please select the "Keep me always logged in" button.

Note: When registering for the first time, the author will not be able to submit the manuscript, with the account interface as follows. See setting function [1.4] for submission.

1.4. Setup the Author function for submission
Note: This function is only performed once when the new author registers an account on the JMES system.

Please click on the **username** to display the function menu of the account.

Select the function **"View profile"** to set up.

Select the "Roles" function and check the "Author" then press the "Save" button. The system will activate the function of submitting articles as Author.

1.5. Setup the Identity function

✓ To change the author's first and last name, enter the **"Identity"** function.
Note: The JMES system is in both Vietnamese and English. So when entering any information, there are 2-language entry fields which requires Users to enter both Vietnamese and English languages.

When the data are changed, if the User does not press the "Save" button and switches to another function, the system will have a message to ask the author to save change. If yes, press “OK” button, otherwise press “Cancel” button.

✓ Click on "Contact" function to change email address (limited editing), phone number,...

✓ Use “Public” function to update personal photo and personal website address or ORCIR iD. Press the button “Update File” to select a personal photo (2x3 or 4x6cm),

✓ “Password” function:
Please enter "Current password": The password is used only to log in. Enter “New password” and re-enter “Repeat new password” to check the matching. Then click on the “Agree” button to reset.
2. SUBMISSION OF MANUSCRIPT

After logging in the Online system, click "New Submission" to proceed with the following steps:

Step 1: Start
Submission Language

If the manuscript is written in Vietnamese, select “Vietnamese”;

If the manuscript is written in English, select “English”.

Note: The language selection (Vietnamese or English) does not depend on
the display of JMES system.

Submission Requirements

Read the requirements carefully and click all the boxes. Select on the 3 agreements with the JMES.

Click on “Save and continue” button.

Comments for the Editor

The Authors can write comments with information related to the manuscript and send them to the Editorial board.

Click the box “Yes, I agree to have my data collected and stored according to the Policy Statement”.

Step 2: Upload Submission File

1. Upload File

Select “Article” to upload a file for the manuscript.

The manuscript file is in Microsoft Word format (*.docx) which follows the “Template file for preparing a manuscript” available on the Journal website.

There are two options to upload files on the Online system as follows:
- The first option: Click “Upload File”
- The second option: Drag the manuscript file, put the cursor within the dash-rimmed rectangle and then release it (Drag and drop a file here to begin upload).

Uploaded files can be changed by clicking “Change File”.

Click “Continue”.

*Note: The maximum size of the uploaded file is 40Mb. If your article is more than 40Mb, please compress it in rar or zip format or split it into multiple files to upload.*

2. Review Details

The author should include the name and size of manuscript file. Use the Edit button to edit the manuscript file name, not to re-upload another article. The author wants to upload another manuscript, please go to step 3.

- File names can be changed by clicking “Edit”.
- Click “Continue”.

3. Confirm

- Click the "Finish" button to confirm and finish uploading the manuscript to the JMES system.
- Click “Add Another File” to upload more files

a) If the author wants to upload another new file (image file, result file...) choose: “This is not a revision of an existing file”.

Select the file type as the corresponding data:
Click on the “Continue” button to upload the resulting file.

The author can add file description, citation source, data source... and press “Continue” button to complete.

b) If the author wants to re-upload the manuscript file, follow the
Click to the button "Update data" and select the new manuscript file to upload. When the author clicks on the "Continue" button, the new manuscript file will replace the old file.

Note. In the upload submission, the author can upload many files, many types of documents.

The results of submission file to the JMES system are presented as follows: Click "Save and continue" button to proceed to the next step.

**step 3: Enter Metadata**

In this section, the data fields are required to be fully entered in both the Vietnamese and English parts in the section marked with *:

- Title of manuscript

- Abstract
✓ List of Contributors

If an manuscript has multiple authors, click on the "Add contributor" button.
Fill the author's information, select the role and click on the "Save" button to
complete. Do the same with other authors. If the corresponding author wants to remove any author (including the submitted author), select the author's name, choose "Edit" and "Delete".

✓ Addition keywords

Additional Refinements
Từ khóa

Máy bay không người lái, Inspire 2, Mô hình sò đố cáo, Mô lập thiên sau. ✓

Unmanned aerial vehicle, Inspire 2, Digital Elevation Model, Deep open-pit mine. ✓

✓ Add References

Then click “Save and continue”

Step 4: Confirmation

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 "Finish Submission".

Click on the “Finish Submission”. The system displays a confirmation
message

Click on “OK” to finish.

Notice that the author's submission process has been completed.

An email has been sent automatically to the corresponding author inbox with the results.
When the submission process is complete, the Submission menu of corresponding author will display a list of submitted manuscripts.

The JMES is sending a manuscript to reviewers.