

User Guide

Authors Version

This is a user guide for authors. It guide authors to register in order to create account with the journal portal, submit manuscript for publication, send payment details, re-submit manuscript, track manuscripts, update profile, change password and remember their password when they forget their password.

Author Registration

This section allows authors to register with the journal portal in order to create their username and password. The username is going to be their e-mail address. This is used to login and perform such functionalities as submit manuscript, send payment details, etc.

To register with the portal use the link <http://www.malamjournal.org/registration.php> . On clicking the above link an interface will be displayed as shown in figure 1.

The image shows a screenshot of a web portal's author registration interface. The main form is titled "AUTHOR REGISTRATION" and features a yellow warning box at the top stating, "Make sure you use an active e-mail address. It will serve as your username and will be use for any correspondence". The registration form includes input fields for "Full Name", "Address", "Email", "Password", and "Confirm Password", along with "save" and "clear" buttons. To the right of the registration form, there is a "LOGIN" section with "Email" and "Password" input fields and a "LOGIN" button. Below the login section is a "CALL FOR PAPERS" section with the text "Submission is open for Volume 10, November 2017" and a link "CLICK HERE TO SUBMIT PAPER". At the bottom right, there is a "LATEST UPDATE" section.

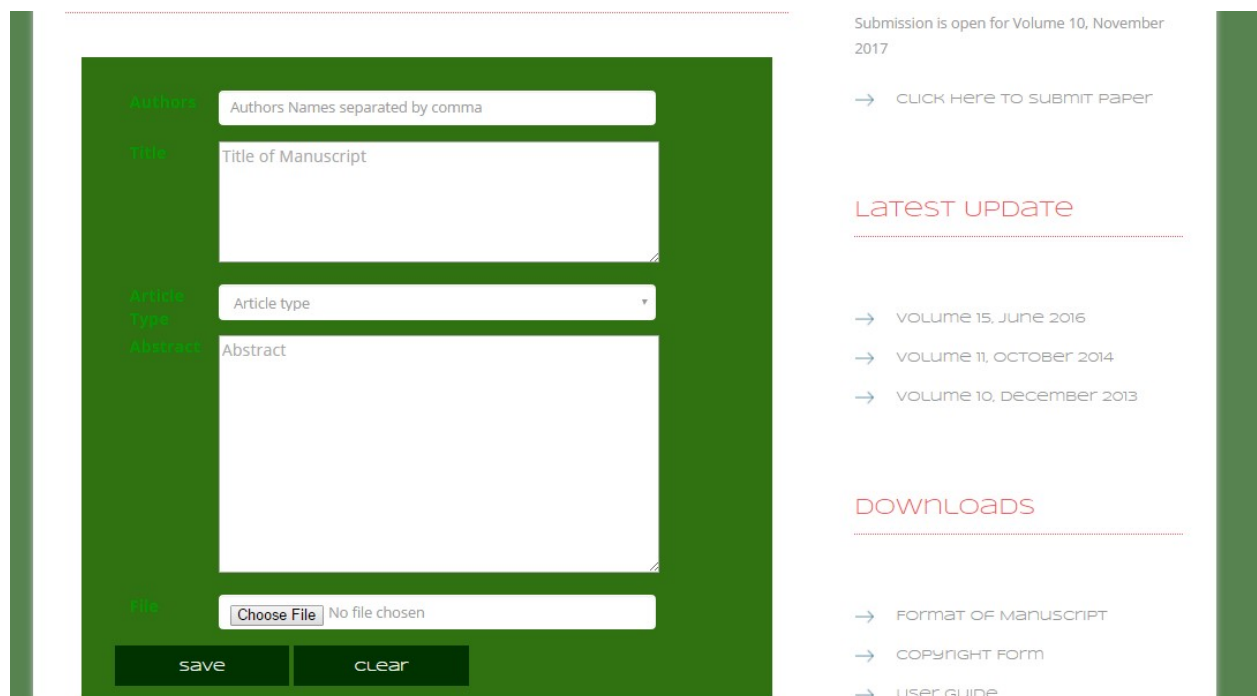
Figure 1: Author registration form

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After the registration form has been filled and submitted online a confirmation e-mail will be send to the provided e-mail address. The email contains the author login credentials entered during registration. Now the author can login to submit manuscript, send payment details, etc.

Submit Manuscript

This section allow authors to submit manuscript online to the editorial board of the journal for publication. To submit manuscripts use the link: http://www.malamjournal.org/submit_manuscript.php . When this link is followed an interface will be displayed as shown in figure 2.



The screenshot displays a web form for submitting a manuscript. The form is set against a dark green background and includes the following fields and elements:

- Authors:** A text input field with the placeholder "Authors Names separated by comma".
- Title:** A large text area for the "Title of Manuscript".
- Article Type:** A dropdown menu labeled "Article type".
- Abstract:** A large text area for the "Abstract".
- File:** A file upload field with a "Choose File" button and the text "No file chosen".
- Buttons:** "save" and "clear" buttons at the bottom of the form.

To the right of the form, there is a sidebar with the following content:

- Text: "Submission is open for Volume 10, November 2017".
- Link: "→ CLICK HERE TO SUBMIT PAPER".
- Section Header: "LATEST UPDATE".
- Links: "→ VOLUME 15, JUNE 2016", "→ VOLUME 11, OCTOBER 2014", and "→ VOLUME 10, DECEMBER 2013".
- Section Header: "DOWNLOADS".
- Links: "→ FORMAT OF MANUSCRIPT", "→ COPYRIGHT FORM", and "→ USER GUIDE".

Figure 2: Submit Manuscript Form

On submitting this form a manuscript ID will be generated and the manuscript will be received by the editorial board. Immediately the manuscript is received an

acknowledgement e-mail will be automatically send to the author to confirm receipt of his / her manuscript.

Send Payment Details

This section allows authors to send payment details made for either assessment fees or publication fees. To send payment details use the link: http://www.malamjournal.org/payment_details.php . The interface can be shown in figure 3.

The screenshot shows a web interface for sending payment details. The main form is titled "SEND Payment DETAILS" and is set against a green background. It contains the following fields:

- Manuscript ID:
- Article Type:
- Bank Branch:
- Amount Paid:
- Teller No/Transaction ID:
- Depositor's Name:
- Payment Date:

At the bottom of the form are two buttons: "send" and "clear".

To the right of the form, there is a notification: "Submission is open for Volume 10, November 2017" with a link "→ CLICK HERE TO SUBMIT PAPER". Below that is a "LATEST UPDATE" section with links for "→ VOLUME 15, JUNE 2016", "→ VOLUME 11, OCTOBER 2014", and "→ VOLUME 10, DECEMBER 2013". At the bottom right, there is a "DOWNLOADS" section.


Figure 3: Send Payment Details Form

On submitting the form payment details will be received by the editorial board. The payment will be confirmed within 24 hrs. a payment confirmation e-mail will be sent to author notifying him / her payment confirmation.

Re-Submit Manuscript

This section allows the authors to re-submit their manuscript after they make review corrections. To re-submit manuscripts use the link:

http://www.malamjournal.org/resubmit_manuscript.php . The interface can be shown in figure 4.



Re-SUBMIT MANUSCRIPT

Submission is open for Volume 10, November 2017

→ [CLICK HERE TO SUBMIT PAPER](#)

LATEST UPDATE

→ [VOLUME 15, JUNE 2016](#)

→ [VOLUME 11, OCTOBER 2014](#)

Figure 4: Re-submit Manuscript Form

On submitting this form the corrected manuscript will be received by editorial board for further consideration.

Track Manuscript section

This section allows authors to track the status of their manuscript. To track the status of their manuscripts use the link: http://www.malamjournal.org/track_manuscript.php . After the link has been followed the status of all manuscript sent by author will be displayed as shown in figure 5.

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TRACK MANUSCRIPT

Status	Download	Manuscript Title	Manuscript ID	Name of Authors	S/No
Pending	DOWNLOAD	CODE RESTRUCTURING: AS THE MOST COMMON TYPE OF REENGINEERING AND ITS APPLICATION	MALAM-16-15-2	B. A. Buhari; A.A. Obiniyi	1
Under Review	DOWNLOAD	CODE RESTRUCTURING: AS THE MOST COMMON TYPE OF REENGINEERING AND ITS APPLICATION	MALAM-16-15-1	B. A. Buhari; A.A. Obiniyi	2

Submission is open for Volume 10, November 2017

→ [CLICK HERE TO SUBMIT PAPER](#)

LaTEST UPDate

→ [VOLUME 15, JUNE 2016](#)

→ [VOLUME 11, OCTOBER 2014](#)

→ [VOLUME 10, DECEMBER 2013](#)

Figure 5: Track Manuscript Interface

Update Profile Form

This form allows authors to update their profile. Profile here is the information provided by the contributors during registration. To update profile use the link: http://www.malamjournal.org/update_profile.php. The form can be shown in figure 6.

UPDATE PROFILE

Full Name: Bello Alhaji Buhari

Address: Department of Mathematics, UDUS

Email: buhari.bello@udusok.edu.ng

UPDATE Clear

Submission is open for Volume 10, November 2017

→ [CLICK HERE TO SUBMIT PAPER](#)

LaTEST UPDate

→ [VOLUME 15, JUNE 2016](#)

→ [VOLUME 11, OCTOBER 2014](#)

→ [VOLUME 10, DECEMBER 2013](#)

Figure 6: Update Profile Form

Change Password Form

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This form allows authors to change their password. To change your password uses the link: http://www.malamjournal.org/change_password_form.php . The form can be shown in figure 7.



The screenshot shows a web page titled "CHANGE PASSWORD". On the left, there is a green form with two input fields: "New Password" and "Confirm Password". Below these fields are two buttons: "change" and "clear". On the right side of the page, there is a notification: "Submission is open for Volume 10, November 2017" with a link "CLICK HERE TO SUBMIT PAPER". Below that is a section titled "LATEST UPDATE" with a link "VOLUME 15, June 2016" and a small icon.

Figure 7: Change Password Form

On changing the password new login details will be send to contributor via his / her e-mail.

Forgot Password Form

This form contributors to remember their password if they forgot it. To remember your password us the link: http://www.malamjournal.org/fogot_password_form.php . This form can be shown in figure 8.



The screenshot shows a web page titled "FOGOT PASSWORD". On the left, there is a green form with one input field: "Email Address". Below this field are two buttons: "remember" and "clear". On the right side of the page, there is a notification: "Submission is open for Volume 10, Novent 2017" with a small icon. Below that is a section titled "CALL FOR PAPERS" and a link "VOLUME 15, June 2016" with a small icon.

Figure 8: Forgot Password Form

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On submitting the form the requested password will be send to the contributor via e-mail address.