

INSTRUCTIONS FOR SUBMITTING MANUSCRIPTS PRESENTED AT THE 11–ISICP 2018 TO THE INTERNATIONAL JOURNAL OF ENERGETIC MATERIALS AND CHEMICAL PROPULSION (IJEMCP)

Author: Registered/Not Registered

To use the Begell House Online Submission System (BOSS), the Author must be a registered user on BOSS.

If you have previously registered on the submission site, please do not re-register. You can go directly to https://submission.begellhouse.com/usr/login.html?prod_code=journals, and enter your username and password. If you have forgotten your password, click “**FORGOT PASSWORD**” located below the username and password fields. Within minutes you will receive an email providing you with your username and a temporary password.

If you are not registered go to https://submission.begellhouse.com/usr/login.html?prod_code=journals, at the top of the screen click the tab “**NEW USER**”. On the next screen you will see the registration form (see Fig. 1).

The registration page (see Fig. 2) contains a number of fields, some are “required”, others are “optional”. There is also a role selector on this page; the author should click the circle next to “**SUBMISSION AUTHORS**”. The system automatically checks if all the required fields are completed and provides an immediate message if the user has missed any of the necessary fields. To prevent users from creating a duplicate account the system will automatically verify that the email specified by the user, is not already contained in the database. After selecting “**SUBMISSION AUTHORS**”, the user will have the option to enter additional information to be included in their profile. Each role will have different options such as areas of interest, homepage, education, etc.).

The registration form is titled "New user" and contains the following fields and options:

- User name:** * (text input)
- Password:** * (text input)
- Title:** (text input with dropdown arrow)
- Affiliation:** * (text input)
- First:** * (text input)
- Department:** (text input)
- Last:** * (text input)
- Phone number:** (text input)
- e-mail:** * (text input)
- Fax:** (text input)
- Address line 1:** * (text input)
- State/Province:** * (text input)
- Address line 2:** (text input)
- Country:** * (text input with dropdown arrow)
- City:** * (text input)
- ZIP/Postal code:** * (text input)

Select role: *

- Submission authors (manual approving is required)
- Submission reviewers (manual approving is required)
- Submission Editors/Editorial Board Members (manual approving is required)
- Submission copyeditors/typesetters/printers

FIG. 1: Registration Screen with the main fields and role selector.

Select role: Submission authors (manual approving is required)
 Submission reviewers (manual approving is required)
 Submission Editors/Editorial Board Members (manual approving is required)
 Submission copyeditors/typesetters/printers

Areas of interest: max 4 areas for each field (hold "Ctrl" to select several items)

Engineering:
Thermodynamics and Ther.
 Properties of pure substance
 Properties of mixtures

Medical:
Biomedical
 Bioinformatics
 Medical Imaging

If you want to add a new Research Area in our list, please enter it here: **New Research Area:**

Home page: **Position :**

Institution: **Education :**

Url : **Experience :**

Additional Information: **Awards :**

Photo: **Membership :**
(GIF or JPEG, 160 x 180 px, max 256 Kb)

Comment:

FIG. 2: Registration screen with additional fields related to the selected role.

Once all the required fields are completed, click on the “**SUBMIT**” button at the bottom of the screen. The registration form will be forwarded to the Production staff for approval, within 24 hours (not including weekends or holidays) the Author will receive a confirmation email notifying them that their account has been activated. Due to high security that is placed on some email programs these emails may go you’re your spam/junk folder, please be sure to check.

To ensure the user receives emails sent to them from **BOSS** we recommend that the user add the domain begellhouse.com to their “white” or “safe” list of senders.

After you receive your confirmation email you will be able to submit your article to IJEMCP by returning to https://submission.begellhouse.com/usr/login.html?prod_code=journals, enter your username and password (be sure to use appropriate upper/lower case characters as logins are case sensitive), then click “**LOGIN**”, on the next screen click the circle next to “**AUTHOR**” (see Fig. 3) then click “**LOGIN**”.

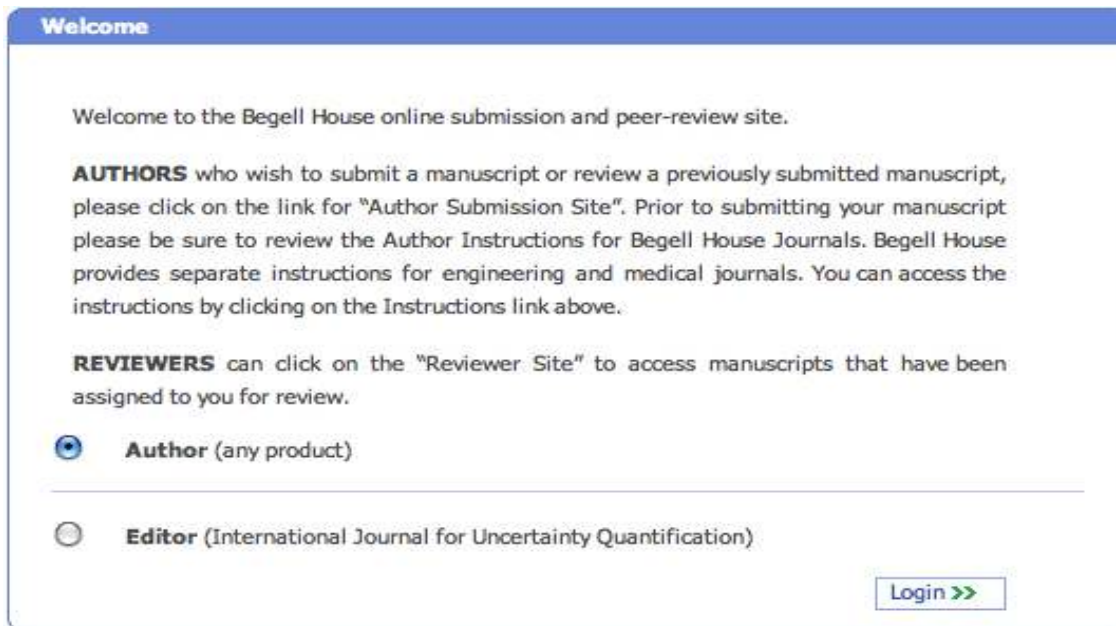


FIG. 3: After entering the site, the user will be asked to select a role, click the circle next to the appropriate role, and then click Login.

To start the submission process click "**SUBMIT A NEW ARTICLE**" (see Fig. 4)



FIG. 4: Author's home page

The submission process consists of six simple steps:

Step 1: From the journal list select International Journal of Energetic Materials and Chemical Propulsion (see Fig. 5). This step can be omitted if you access BOSS from the IJEMCP website – in this case the journal will be chosen automatically

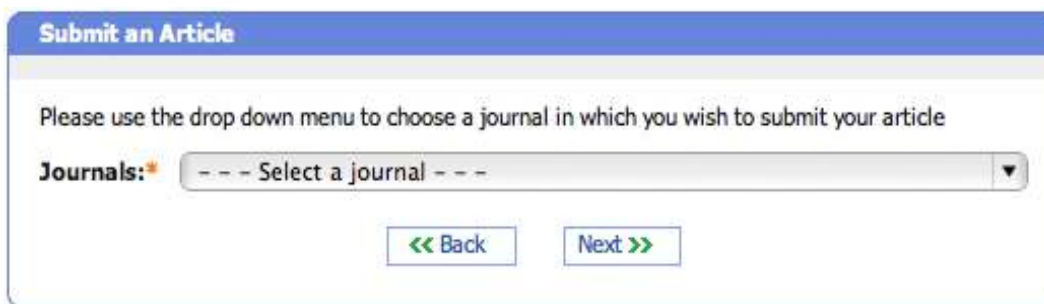


FIG. 5: Select a journal

Step 2: Enter your article title, abstract and key words (see Fig. 6).

Submit an Article

Journal: International Journal for Uncertainty Quantification
Change journal

I want to receive the content alerts for this title

Title of Article: [Empty field]
No more than 175 symbols or 30 words. (symbols left: 175; words left: 30)

Keywords: [Empty field]

Abstract: [Logo] [Empty text area]
No more than 1700 symbols or 300 words. (left: 1700; words left: 300)

FIG. 6: Article title, abstract, and key words page.

Step 3: Confirm that the information you entered is correct. Choose how you would like to submit your article, Gold Open Access (publishing fee), Green Open Access, Subscription (Publisher holds the copyright to all material published in each article, no fee). Be sure to click the appropriate circle before clicking “NEXT.” See Fig. 7.

Create an Article

Journals: Atomization and Sprays
Change journal

I want to receive the content alerts for this title

Title of Article: IGNITION AND COMBUSTION CHARACTERISTICS
No more than 175 symbols or 30 words (symbols left: 136; words left: 26)

Keywords: energetic materials, solid propellant thruster

Abstract: [Logo] [Text area]
No more than 1700 symbols or 301 words (symbols left: 1300; words left: 249)

Publishing options:

Gold Open Access What is it? <input type="radio"/>	Green Open Access What is it? <input type="radio"/>	Subscription What is it? <input checked="" type="radio"/>
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FIG. 7: Select one of the publishing options

Step 4: Mandatory to add all co-authors for the manuscript (Fig. 8). The author who uploads the article is automatically added by the system as the corresponding author. To add a co-author provide the co-author’s email, first name, last name, affiliation and click the button “ADD AUTHOR”.

After all co-authors are added, click “NEXT” button to proceed to the next step.

Create an Article

Article Authors
NOTE: Please set up correct order of article authors before clicking the 'Next' button

Order	First Name	Last Name	Email	Affiliation	Remove
1	Vicky	Lipowski	vicky@begellhouse.com	Begell House	X
2	Vince	Murry	vmurry@hotmail.com	University of Florida	X
3	John	Burns	jburns@hotmail.com	Uconn	X

Please, fill out the form below and click the button "Add author" to add article co-author(s)

Email: You can search an author by email in our database

First Name:

Last Name:

Affiliation:

FIG. 8: Page for adding Co-Authors

Step 5 (optional): Upload an Editor Cover Letter (Fig. 9).

Editor Cover Letter

In addition to your manuscript, a cover letter is needed addressed to the Editor.

Your letter should include a statement that the article has not been published elsewhere and that it has not been simultaneously submitted for publication elsewhere. Also, briefly identify in your letter the unique contributions and emphasis of your work and provide the names and Email addresses of at least three potential referees.

You can either enter a text of the letter in the field below or upload it as a file in the PDF format. If you choose the 'Upload as a file' option, any text entered in the text field will be ignored.

Editor Cover Letter: *

Upload Editor Cover Letter as a file: *

No file chosen

FIG. 9: Editor Cover Letter upload form.

Step 6: At this stage a new article has been created and the status “DRAFT” is assigned to it (see Fig. 10). Now upload the article source file(s). Some journals have certain requirements for the type of files to be uploaded (Examples: original submission should be only one PDF of the complete article, original submission should be one PDF of the article and a PDF Cover Letter, original submission should be a word file for text and tables and separate program files for figures, etc.).

To upload the necessary file(s) click the “Add Files...” button, choose the file from your computer that you want to upload onto the submission site. If you have more than 1 file you can combine all files into a ZIP folder that the system will automatically decompress. Files will only decompress using ZIP, will not decompress using RAR, TAR, or similar programs.

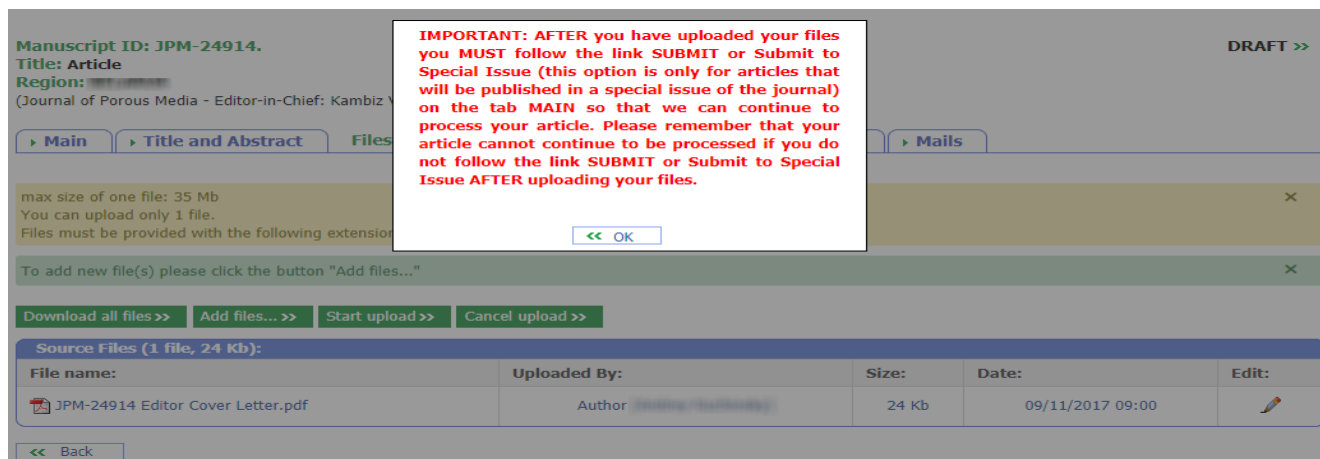


FIG. 10: Source file upload form.

Step 7: After all files are uploaded click on the tab “MAIN”, click the option “SUBMIT TO SPECIAL ISSUE” (not Submit, see Fig. 11). You must remember to click “Submit to Special Issue” so that the article will be transferred to a Guest Editor. After clicking the Submit to Special Issue link the next screen is to confirm that you uploaded all necessary files, click “NEXT”, a Pop-Up window will appear asking “ARE YOU SURE THAT YOU HAVE UPLOADED ALL FILES?” If you have not uploaded all files click “CANCEL”, if you have uploaded all files click “OK” then click “NEXT”. On the next screen (see Fig. 12), click on the drop down menu “To: [Please Select]”, by clicking on this menu you will get a list of the Guest Editors that are assigned to the 11-ISICP , after choosing a Guest Editor download the copyright form, review the form, if you agree with the copyright click the box next to “I AGREE WITH COPYRIGHT FORM”, sign (do not type, handwritten signature is required), return the original signed copyright form to Begell House either by email, regular mail, fax, or you can upload the form onto the submission site. After you have uploaded all necessary files and have added any comments for the Editor, click “SUBMIT”.

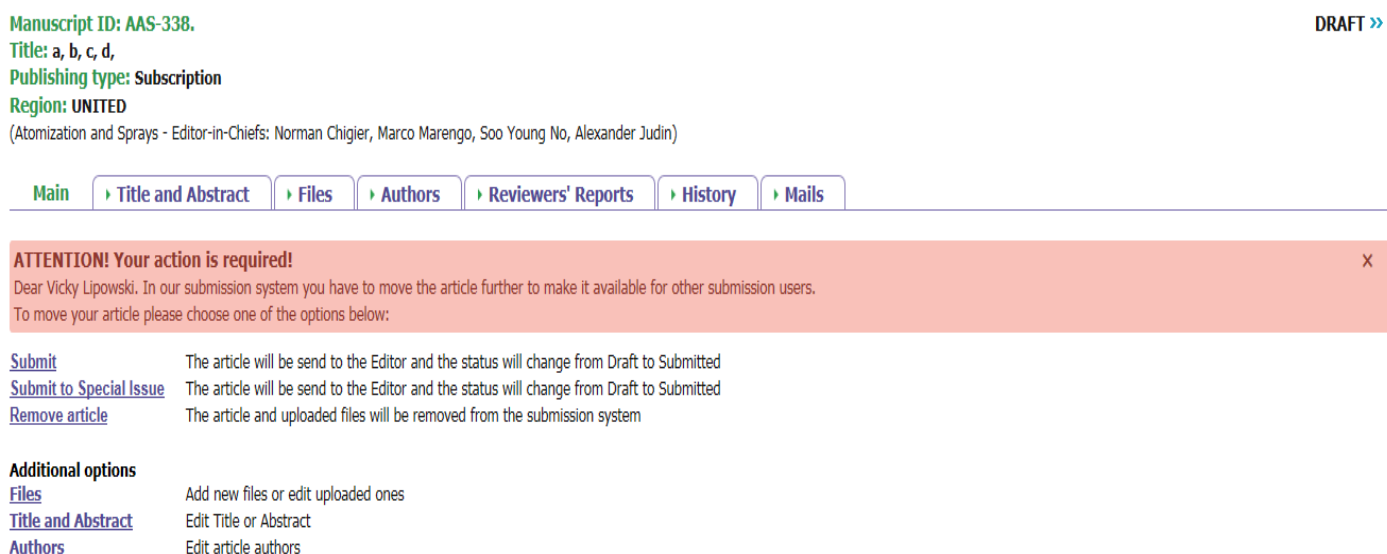


FIG. 11: Submit manuscript, click Submit to Special Issue

FIG. 12: Chose Guest Editor, sign Copyright, add notes

After all of the steps above have been completed, a confirmation screen will appear confirming that the article has been successfully submitted to the journal (Fig. 13).



FIG. 13: Article submission confirmation screen.

After the article has been sent to the Editor, the authors can check the status by going online. Whenever its necessary for the author to either correct or provide additional information for the article they will receive an email. Please remember that if the article is not in their possession they cannot work on any of the files. I also ask that no one delete files once the article has been submitted to the Editor.