



**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
INFORMATION RESOURCES (CSIR-NISCAIR)**

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Author Guidelines for Online Submission

The "Online Publishing @ NISCAIR (<http://op.niscair.res.in>)" has been implemented for end to end automation of editorial processes. Presently provision for online submission of articles is available for all 19 research journals published by CSIR-NISCAIR i.e. ALIS, AIR, BVAAP, IJBB, IJBT, IJCA, IJCB, IJCT, IJEB, IJEMS, IJFTR, IJMS, IJNPR, IJPAP, IJRSP, IJTK, JIPR, JSIR & JST. One more journal (JIAEM) published by CSIR-NEERI is also hosted on this CSIR-NISCAIR's Online Publishing platform.

For online submission, authors are required to register themselves at <http://op.niscair.res.in>.

1. How to register as Author?

- Visit the website <http://op.niscair.res.in>.
- Select the journal from the list of journals.
- Click on the 'Register' link.
- Fill in the required information in the registration form.
- All fields marked with an asterisk are mandatory fields like Last name, username, password, validation text and email id.
- User can register as a Reader &/or Author. Under the field "Register as", please select "Author" also. Only those users who have registered their user ids as "Author" will be able to submit the manuscripts online. In case you forgot to register as author, you can still change your role from reader to author. For this, after login click on link "edit my profile". Now under the heading "role", also select role as author.
- Letters (alphabets) displayed for the "validation" field are case sensitive. Please enter the text as shown in the validation image.
- After filling the required details, click on the "Register" button.
- If registration is successful, you will be logged into the system. The page displayed is called "User Home page". You will also receive an email giving login details about your registration.

2. How to login and what is Author's user home page?

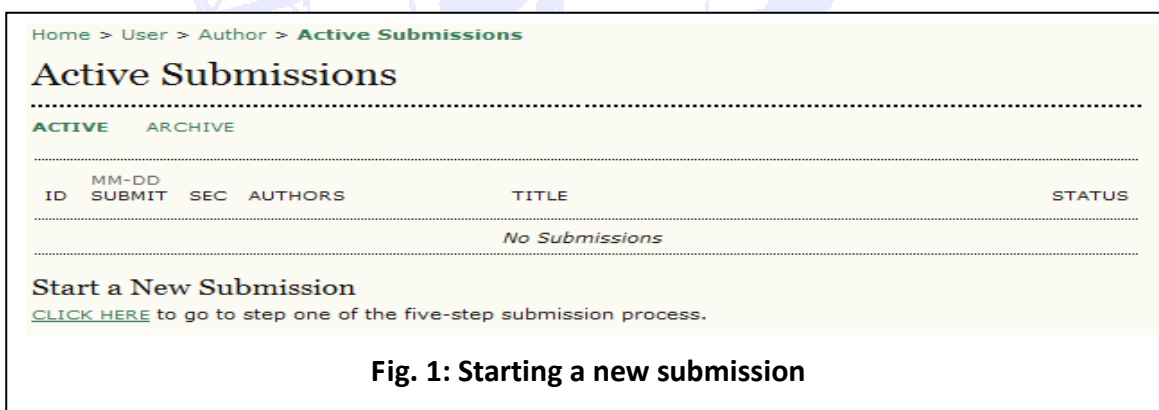
For login to the system, first select the journal & then click on the "Login" link at the top or enter the username & password given in the right navigation bar. After login, the first screen displayed is "User home page" which will have link for "Author", "Active article" & "New submission". Clicking on "Author" link will take you to the page which will show link for "Active" & "Archived" article. To check the status or details of article, click on the "Active" link. For submitting new article, click on "New submission". To change your profile, click on the link "Edit My Profile" under the section "My Account". You can also modify your password here.

3. How to submit manuscript online?

Online submission is a five-step submission process as given below:

1. START
2. UPLOAD SUBMISSION
3. ENTER METADATA
4. UPLOAD SUPPLEMENTARY FILES
5. CONFIRMATION

Click on "New submission" (if you are on User home page after login) or select the "Click here" link at the bottom of the page (if you are in active submission page) as shown in Fig.1 below.

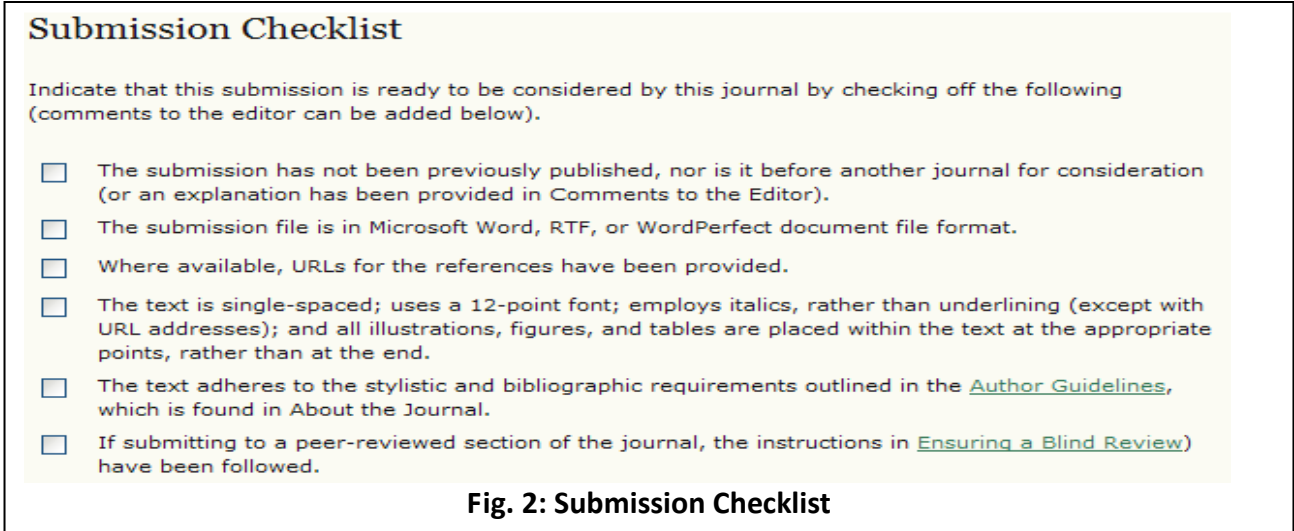


Five-step submission process is described below:

STEP 1: STARTING THE SUBMISSION

JOURNAL SECTION: Select the journal section from the list of sections like Articles, Review paper, Book review, Short communication, Others, etc which is suitable for your article. Select "Others", if you are not sure about the journal section.

SUBMISSION CHECKLIST: Select each item in the Submission Checklist as given in the Fig. 2 below. As part of the submission process, authors are required to confirm their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.



Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document 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](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Fig. 2: Submission Checklist

COPYRIGHT NOTICE: The authors have to agree to the terms of the Copyright Notice. Select the check box given for copyright notice.

COMMENTS FOR THE EDITOR: You may add any comments here if you wish to send to the editor:



Comments for the Editor

Enter text (optional)



Fig. 3: Comments for the editor

Click on “**Save and continue**” button to go to next step i.e. Step 2.

STEP 2: UPLOADING THE SUBMISSION

SUBMISSION FILE: Submission file is your manuscript document file. Submission file should be a word-processing document as it may require editing at later stage. Try to keep the size of this main manuscript file minimum. In case the file size is more, remove the figures, images, tables, etc from the main document to reduce the file size. These figures, images, tables can be uploaded in step 4 i.e. "Uploading Supplementary Files".

Home > User > Author > Submissions > New Submission

STEP 2. UPLOADING THE SUBMISSION

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Maximum size of main manuscript file allowed is 600Kb. You can submit additional files in step 4 (Upload supplementary files). Maximum size of each supplementary file allowed is also 600Kb.

Encountering difficulties? Contact Sanjay Burde for assistance (+91-11-25846301).

SUBMISSION FILE

File name	1117-1748-3-SM.doc
Original file name	ALIS article.doc
File size	174KB
Date uploaded	17-07-2013 06:26 PM

Replace submission file No file chosen ENSURING A BLIND REVIEW

Fig. 4: Uploading submission file

CHOOSE FILE: Click on "Browse" or "Choose file" button to open a Choose File window for locating the file on the hard drive of your computer. Locate the file you wish to submit and select it. Click "Open" on the Choose File window, which places the name of the file on this page.

UPLOAD FILE: Don't forget to click on Upload, which uploads the file from your computer to the journal's web site and renames it following the journal's conventions. In case you upload wrong file, you can replace it by uploading new file.

Once the submission file is successfully uploaded, click on “**Save and continue**” button to go to next step i.e. Step 3.

STEP 3: ENTERING THE SUBMISSION'S METADATA

AUTHOR DETAILS: The first section of metadata covers the author details. The submitting author's details like name, email, Organization, Country, etc will automatically appear in the Authors metadata as shown in the Fig. 5 below. Click on the button "Add Author" to enter details of additional authors. In case of multiple authors, you can reorder authors to appear in the order they will be listed on publication. You can also select author as Principal contact for editorial correspondence.

TITLE AND ABSTRACT: Enter title & abstract of the article. Don't apply any formatting to the title like bold, italics, etc.

INDEXING: Add the keywords under indexing section which helps in searching the article. Separate the multiple keywords by semicolon (;).

STEP 3. ENTERING THE SUBMISSION'S METADATA

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

AUTHORS

First name* S
Middle name B
Last name* Burde
Email* op@niscair.res.in
URL
Affiliation NISCAIR
(Your institution, e.g. "Simon Fraser University")
Country India
Bio statement (E.g., department and rank) Principal Scientist

Add Author

TITLE AND ABSTRACT

Title* Institutional Repositories: The roadmap ahead

Abstract* Large quantities of wastes are produced by the agro-fruit processing industries which utilize only 2.2% of the total fruit production¹. It has been reported that 45% of wastes are from mangoes, 50% from citrus fruits and 10% from apples². The nature of these wastes is generally as peels, stones and seeds. Substantial emphasis has been laid on the need to recover, recycle and upgrade agro- fruit wastes³. Fruits residues form a large component of solid waste residue from agro-fruit processing industries.]

Fig. 5: Entering metadata

Click on “**Save and continue**” button to go to next step i.e. Step 4.

STEP 4: UPLOADING SUPPLEMENTARY FILES

This step is optional. Supplementary Files (see Fig. 6) can be uploaded in any file format like TIF, JPG, GIF, Word, etc. Locate the file you want to submit and select it. Click "Open" on the Choose File window, which places the name of the file on this page. Click on the button "Upload" which will open a page for entering supplementary file metadata as shown in Fig. 7 below. Click on "Save and continue" to upload the file from your computer to the journal's web site and renames it following the journal's conventions.

OP-HOME ALIS-HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS NISCAIR
NOPR

Home > User > Author > Submissions > New Submission

STEP 4. UPLOADING SUPPLEMENTARY FILES

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

Maximum size of each supplementary file allowed is 600Kb.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
287	Figure 1	PreviewPaneOff.png	17-07-2013	EDIT DELETE

Upload supplementary file No file chosen ENSURING A BLIND REVIEW

Fig. 6: Uploading supplementary files

STEP 4A. ADD A SUPPLEMENTARY FILE

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

<< Back to Supplementary Files

SUPPLEMENTARY FILE METADATA

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title*	Figure 1
Creator (or owner) of file	
Keywords	
Type	Data Set <input type="button" value="v"/> Specify other <input type="text"/>
Brief description	<div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i> <u>U</u> ABC Styles <input type="button" value="v"/> Format <input type="button" value="v"/> Font family <input type="button" value="v"/> Font size <input type="button" value="v"/></p><p> HTML </p><p> </p></div>
Publisher	<input type="text"/>
Contributor or sponsoring agency	Use only with formally published materials. <input type="text"/>
Date	2013-07-17 YYYY-MM-DD Date when data was collected or instrument created.
Source	<input type="text"/> Name of study or other point of origin.
Language	<input type="text"/> English=en; French=fr; Spanish=es. Additional codes.

SUPPLEMENTARY FILE

File name 1117-1749-1-SP.png
Original file name PreviewPaneOff.png
File size 15KB
Date uploaded 17-07-2013 06:37 PM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file No file chosen Use Save to upload file.

* Denotes required field

Fig. 7: Supplementary file metadata

Click on "Save and continue" button to go to next step i.e. Step 5.

STEP 5: CONFIRMING THE SUBMISSION

You will see the file summary as shown in Fig. 8 below which will have list of main manuscript file & supplementary file (if submitted). Click on "Finish Submission" to complete the submission. Click on "Active submissions" to check the status of your article. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site (<http://op.niscair.res.in>).

OP-HOME ALIS-HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS NISCAIR
NOPR

Home > User > Author > Submissions > New Submission

STEP 5. CONFIRMING THE SUBMISSION

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Annals of Library and Information Studies (ALIS) click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Annals of Library and Information Studies (ALIS).

FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1748	ALIS ARTICLE.DOC	Submission File	174KB	17-07-2013
1749	PREVIEWPANEOFF.PNG	Supplementary File	15KB	17-07-2013

Fig. 8: Completing submission

4. How to see the progress of the submission?

Authors are informed about the progress of the submission by generated email. Online publishing system informs about every important step of the review and editing process. Author should login to the system to see the progress of the submission and to take the required action.

ACTIVE SUBMISSIONS: After login, click on the link "Author". This page will show two tabs (links)- one for "Active" & other for "Archive". "Active" will show list of articles with its details like article id, date of submission, authors, title & its status. "Archive" will show list of articles which are either rejected or published.

ARTICLE STATUS: After successful submission of article, the system will show its status as "Awaiting Assignment". When Editor will send the article for peer review, its status will change to "In review". When the article is accepted for publishing, its status will be shown as "In editing".

List of various statuses given for each article is described in Table 1 below:

Table 1: List of article status

Status	Description
Awaiting Assignment	The submission has been completed by you. You cannot now delete the submission from the system yourself. The Editor can now see the submission, and must assign an Editor or Section Editor to it. Author still have chance to update the metadata details like authors, title, abstract and keywords until article is assigned by the editor.
Incomplete	The submission is not complete. You had left the submission in between without completing the submission. You can return and finish the submission at any time. You can continue submission from the step where you had left it last time. Author can also delete the incomplete article.
In Review	The submission is now in the review process. You should receive notification on the review decision.
In Editing	The submission has completed the review process and has been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes.
Archived	The submission has been rejected. Article is no longer in active process. All such articles are listed under the tab "Archived".

ARTICLE DETAILS: After login, click on the ARTILCE TITLE link to view the details of the article. This page will show three tabs (links)- **SUMMARY, REVIEW & EDITING**. SUMMARY page displays the short summary of the submission and the metadata as shown in Fig. 9 below. Second tab "REVIEW" displays the status of the review process as shown in Fig. 10 below. Author can view the editor version of the manuscript and can also upload the author version of manuscript if he had been asked for revision by the editor. An overview of the editing status after the paper's acceptance is displayed in 3rd tab

"EDITING" as shown in Fig. 11 below.

OP-HOME IJNPR-HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS NISCAIR NOPR

Home > User > Author > Submissions > #2348 > **Summary**

#IJNPR-345 Summary

SUMMARY REVIEW EDITING

Submission

Authors	Jamkhande, Prasad
Title	In vitro anthelmintic efficacy of ethano-medicinal plant <i>Annona Reticulata</i> (Annonaceae) against the Indian earthworms (<i>Pheretima posthuma</i>)
Original file	2348-3780-1-SM.DOCX 09-07-2013
Supp. files	2348-3781-1-SP.JPG 09-07-2013 ADD A SUPPLEMENTARY FILE 2348-3782-1-SP.JPG 09-07-2013 2348-3783-1-SP.JPG 09-07-2013
Submitter	Mr. Prasad Jamkhande
Date submitted	09-07-2013 - 11:37 PM
Section	Articles
Editor	None assigned
Author comments	Dear editor I am Prasad G. Jamkhande, M. Pharmacy in Pharmacology. I am interested to communicate my research article manuscript, title " In vitro anthelmintic efficacy of ethano-medicinal plant <i>Annona Reticulata</i> (Annonaceae) against the Indian earthworms (<i>Pheretima posthuma</i>) " to Indian Journal of Natural Products and Research. I am sending manuscript in prescribed format.

Status

Status	Awaiting assignment
Initiated	09-07-2013
Last modified	09-07-2013

Submission Metadata

[EDIT METADATA](#)

Authors

Name	Jamkhande, Prasad
Affiliation	SRTM University. Nanded
Country	India
Bio statement	School of Pharmacy Dept. of Pharmacology SRTM University. Nanded431606

Principal contact for editorial correspondence.

Title and Abstract

Title	In vitro anthelmintic efficacy of ethano-medicinal plant <i>Annona Reticulata</i> (Annonaceae) against the Indian earthworms (<i>Pheretima posthuma</i>)
Abstract	The present study was envisaged to evaluate the ethano-medical claims of <i>Annona reticulata</i> roots for anthelmintic efficacy in vitro in comparison with the standard chemotherapeutic agent, albendazole on adult Indian earthworms (<i>Pheretima posthuma</i>). The efficacy was evaluated by monitoring gross visual motility, paralysis and mortality time and new software based tool, PASS (Prediction of Activity Spectra for Substances). Literature confirmed that root is rich in aporphine alkaloids and acetogenins. Therefore study includes investigation and correlation of the biological activity spectrum of the aporphine alkaloids and acetogenins using PASS with in vitro anthelmintic activity. In vitro anthelmintic trials of extract was conducted at 20, 40, 60 mg/ml. The extract was found to be effective at all concentrations but a more significant result was at concentration 60mg/ml. This could be due to synergistic effect of both phytoconstituents. Phytoconstituents seem to be effective against worms and need to identify for exact mechanism of action.

Indexing

Academic discipline and sub-disciplines	Phytochemical based management of diseases
Keywords	Anthelmintic, <i>Annona reticulata</i> , Aporphine alkaloids, Acetogenins, PASS, Albendazole

Fig. 9: Article details- SUMMARY

Indian Journal of Natural Products and Resources (IJNPR) [Formerly Natural Product Radiance (NPR)]


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Home > User > Author > Submissions > #2348 > **Review**

#IJNPR-345 Review

[SUMMARY](#) **[REVIEW](#)** [EDITING](#)

Submission



Authors	Jamkhande, Prasad 
Title	In vitro anthelmintic efficacy of ethano-medicinal plant <i>Annona Reticulata</i> (Annonaceae) against the Indian earthworms (<i>Pheretima posthuma</i>)
Section	Articles
Editor	None assigned

Peer Review

Round 1

Review Version	2348-3784-1-RV.DOCX 09-07-2013
Initiated	—
Last modified	—
Uploaded file	None

Editor Decision

Decision	—
Notify Editor	 Editor/Author Email Record  No Comments
Editor Version	None
Author Version	None
Upload Author Version	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>


Indian Journal of Natural Products and Resources (IJNPR) [Formerly Natural Product Radiance (NPR)]

Fig. 10: Article details- REVIEW

#IJNPR-345 Editing

SUMMARY REVIEW **EDITING**

Submission


Authors Jamkhande, Prasad 

Title **In vitro anthelmintic efficacy of ethano-medicinal plant *Annona Reticulata* (Annonaceae) against the Indian earthworms (*Pheretima posthuma*)**

Section Articles

Editor None assigned

Copyediting

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit File: None	—	—	—
2. Author Copyedit File: None <input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	—	—	
3. Final Copyedit File: None	—	—	—

Copyedit Comments  No Comments [COPYEDIT INSTRUCTIONS](#)

Layout

Galley Format	FILE
	None
Supplementary Files	FILE
1. Authors signatures	2348-3781-1-SP.JPG 09-07-2013
2. Plant authentication letter	2348-3782-1-SP.JPG 09-07-2013
3. Earthworm authentication letter	2348-3783-1-SP.JPG 09-07-2013

Layout Comments  No Comments

Proofreading

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Author	—	—	
2. Proofreader	—	—	—
3. Layout Editor	—	—	—


Proofreading Corrections  No Comments [PROOFING INSTRUCTIONS](#)

Fig. 11: Article details- EDITING

5. How to submit paper to other journal using existing user name?

While registration Author has to select the journal for registration. In case Author wants to submit the paper to some other journal, he/she can use the same user id for submitting the paper to other journals. For this, author should follow the steps given below:

- Login to the website <http://op.niscair.res.in>.
- Author's home (user) page will display the role of author in the journal which you are already the author.
- Select the other journal from the list of journals. For this, click on the link "other journals" under the section "Browse" in right side navigation bar.
- Click on the 'Register' link given under the required journal. This will open user registration form as shown in Fig. 12.
- Click on the link "Click here if you are already registered with this or another journal on this site" as shown in Fig. 12.
- Enter only your existing username and password to register with this journal as shown in Fig. 13. Also select the role as "Author" (reader has been selected by default) under the field "Register as". You don't need to fill any other details in the form. Click on the "Register" button.
- This will login you as author into the new journal. Click on the link "New submission" to start five step submission process.
- Now onwards, after login, the system will show list of two journals where you had registered as authors as shown in Fig. 14.

Indian Journal of Pure & Applied Physics (IJPAP)

OP-HOME IJPAP-HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS N

Home > User > Register

Register

Fill in this form to register with this journal.

* Denotes required field

[Click here](#) if you are already registered with this or another journal on this site.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and any other purpose or to any other party.

Profile

Salutation

First name

Middle name

Last name*

Initials

Gender

Register as **Reader:** Notified by email on publication of an issue of the journal.
 Author: Able to submit items to the journal.

Username*

Fig. 12: Registering with other journal

Indian Journal of Pure & Applied Physics (IJPAP)

[OP-HOME](#) [IJPAP-HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [ANNOUNCEMENTS](#)

Home > User > **Register**

Register

Fill in this form to register with this journal.

* Denotes required field

[Click here](#) if you are **not** already registered with this or another journal on this site.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal any other purpose or to any other party.

Profile

Enter your existing username and password to register with this journal.

Salutation	<input type="text" value="Mr."/> ▾
First name	<input type="text"/>
Middle name	<input type="text"/>
Last name*	<input type="text"/>
Initials	<input type="text" value="Joan Alice Smith = JAS"/>
Gender	<input type="text"/> ▾
Register as	<input checked="" type="checkbox"/> Reader: Notified by email on publication of an issue of the journal. <input checked="" type="checkbox"/> Author: Able to submit items to the journal.
Username*	<input type="text" value="sbburde"/>
Password*	<input type="password" value="*****"/>
Confirmation	<input checked="" type="checkbox"/> Send me a confirmation email including my username and password

Identify reviewing interests (substantive areas and research methods):
(Note: Press "Enter" key to enter the terms here.)

Fig. 13: Registering with other journal-entering existing user name & password

Online Publishing @ NISCAIR

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Home > **User Home**

User Home

My Journals

[Annals of Library and Information Studies \(ALIS\)](#)

<ul style="list-style-type: none"> » Author » Reviewer 	1 Active 0 Active	[New Submission]
----------------------------------------------------------------------------------------------------------------	--------------------------------------	----------------------------------

[Indian Journal of Pure & Applied Physics \(IJPAP\)](#)

<ul style="list-style-type: none"> » Author 	0 Active	[New Submission]
----------------------------------------------------------------------------	----------	----------------------------------

My Account

- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Log Out](#)

6. How to register as Author if you are Reviewer in same or other journal?

If you are reviewer in same or other journal & want to submit article, he/she can use the same user id of reviewer for submitting the paper to other journals. For this, reviewer should follow the steps given below:

- Login to the website <http://op.niscair.res.in> by using reviewer user name.
- Follow the same steps as given in the previous **Section 5: How to submit paper to other journal using existing user name.**

7. How to register as Reviewer if you are Author in same or other journal?

Author can also be the reviewer for the same or other journal. Author can send the request for becoming reviewer to the editor by email. Email Ids of the editors are given on the website under each journals' home page.

8. Editorial Contact

Contact details of editors are given for each journal under the link "About".

9. Technical Support

For any query regarding technical support or assistance for online submission, send email to op@niscair.res.in or sanjayburde@niscair.res.in. Journal specific query including queries on the status of article may be sent to the editor of the journal.