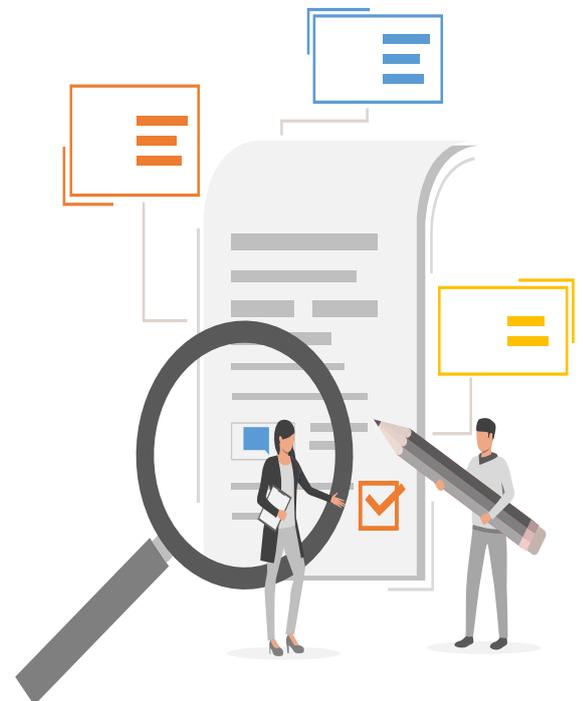




# Tutorial for Authors (MPPRP)



## Full Form: Manuscript Peer-Review Process

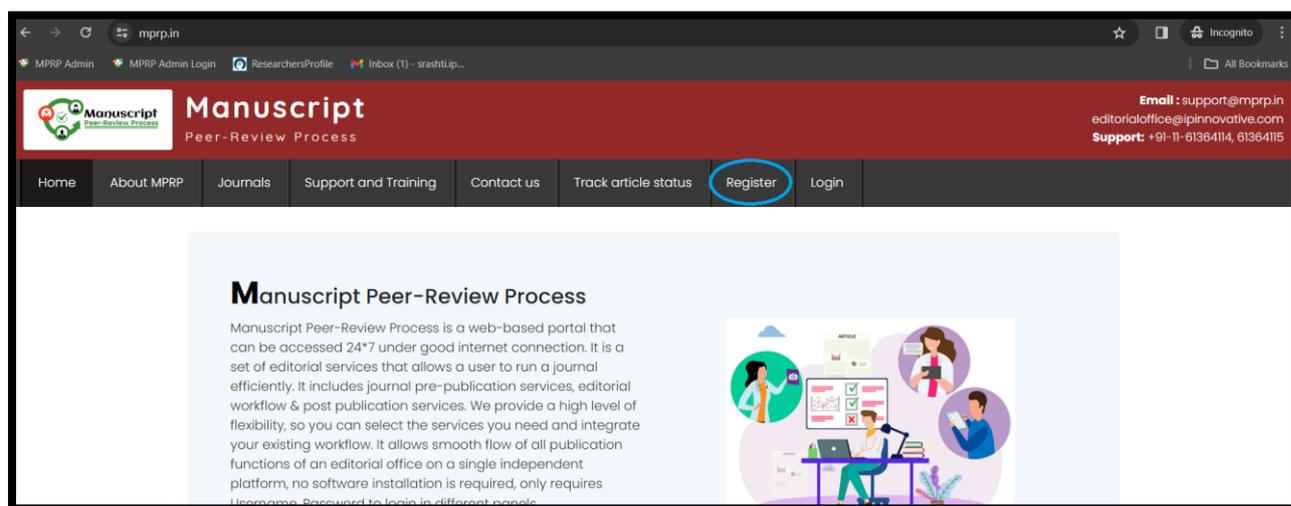
**Weblink:** <https://www.mprp.in/>

**Manuscript Peer-Review Process (MPRP)** is a web-based portal where authors can submit their manuscripts from anywhere with internet access, eliminating the need to physical mails or deliver their work to publishers. It allows authors to submit their manuscript easily and efficiently and also save time of both user and publisher. In short, authors can submit their work for publication more easily, quickly, and transparently by using online portals for submitting manuscripts.

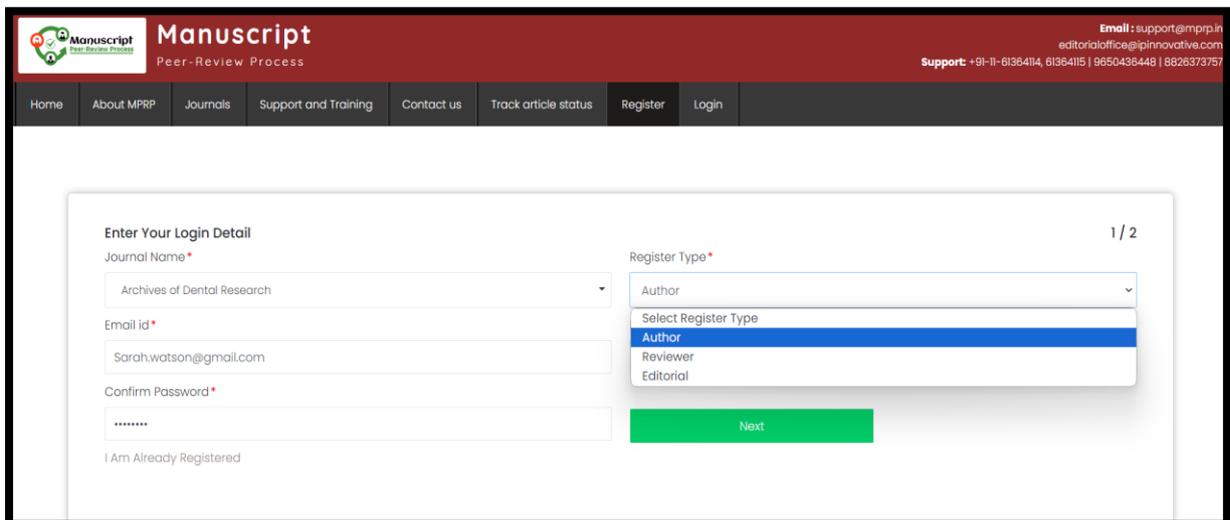
### **Steps to Register/Login as an author**

For submitting the manuscript, author has to follow the following steps:

**Step 1:** Register on the link: <https://www.mprp.in/user-registration>, You need an email ID, a password and login type as author. Once done, you will get a verification mail on the registered email ID.



**Step 2:** Fill all the required details correctly, Once done it will ask for some details like address, educational details, Orcid ID, your main subjects and subjects that can be chosen from the list. If not found, a new subject can be added to the empty box while filling the details.

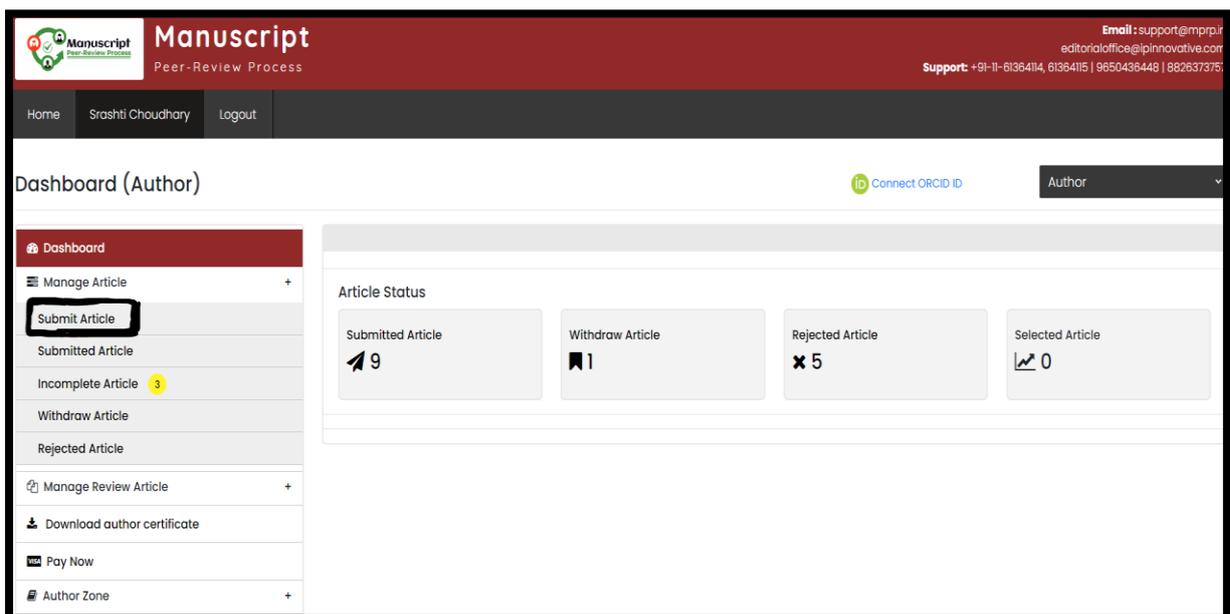


The screenshot shows the registration page for Manuscript Peer-Review Process. The header includes the logo, navigation menu (Home, About MPRP, Journals, Support and Training, Contact us, Track article status, Register, Login), and contact information (Email: support@mprp.in, editorialoffice@ipinnovative.com, Support: +91-11-61364114, 61364115 | 9650438448 | 8826373757). The main content area is titled "Enter Your Login Detail" and contains a form with the following fields: "Journal Name" (dropdown menu showing "Archives of Dental Research"), "Email id" (text input with "Sarah.watson@gmail.com"), and "Confirm Password" (password input). A "Register Type" dropdown menu is open, showing options: "Author" (selected), "Reviewer", and "Editorial". A green "Next" button is located below the form. A "1 / 2" indicator is in the top right corner of the form area. A link "I Am Already Registered" is at the bottom left of the form.

## **Steps to submit manuscript**

**Step 1:** First login as an author on MPRP by using your credentials which you have filled at the time of registration.

**Step 2:** Use Submit article option from Manage Article tab.



The screenshot shows the Author Dashboard for Manuscript Peer-Review Process. The header includes the logo, navigation menu (Home, Srashti Choudhary, Logout), and contact information (Email: support@mprp.in, editorialoffice@ipinnovative.com, Support: +91-11-61364114, 61364115 | 9650438448 | 8826373757). The main content area is titled "Dashboard (Author)" and includes a "Connect ORCID ID" button and a user profile dropdown menu showing "Author". The left sidebar contains a menu with the following items: "Dashboard", "Manage Article" (with a plus sign), "Submit Article" (highlighted with a red box), "Submitted Article", "Incomplete Article" (with a yellow badge showing "3"), "Withdraw Article", "Rejected Article", "Manage Review Article" (with a plus sign), "Download author certificate", "Pay Now", and "Author Zone" (with a plus sign). The main content area displays "Article Status" with four cards: "Submitted Article" (9), "Withdraw Article" (1), "Rejected Article" (5), and "Selected Article" (0).

**Step 3:** Select the journal of your choice where you want to submit paper. The journal should be as per the scope of your manuscript.

Dashboard (Author) id Connect ORCID ID

- Dashboard
- Manage Article +
- Submit Article**
- Submitted Article
- Incomplete Article 3
- Withdraw Article
- Rejected Article
- Manage Review Article +
- Download author certificate

### Select Journal

All fields are mandatory, and Please don't enter any special character in input fields.

Journal Selection | Article information | Subject information | Author information | Article file | Review process & charges | Final Steps

Journal Title \*

**Step 4:** Fill all article information like Article Type, Article Title, Abstract, Keywords etc. Choose this information very carefully and precisely as it only will reflect the quality and type of your manuscript in the final version.

Dashboard (Author) id Connect ORCID ID

- Dashboard
- Manage Article +
- Manage Review Article +
- Download author certificate
- Pay Now
- Author Zone +
- Edit Profile
- Social Profile
- Add/Edit Subject Category
- Co-Author Manuscripts
- Logout

### Article information

All fields are mandatory, and Please don't enter any special characters in input fields.

Journal Selection | **Article information** | Subject information | Author information | Article file | Review process & charges | Final Steps

Article type \*

Article title \*

Abstract (Max 300 Words)

300 Words remaining

Keyword (separate every keyword by comma)

**Step 5:** Fill subject categories as per your paper and your area of interest or specialization. Subject categories should be chosen specifically as per your expertise. Background and interest.

Dashboard (Author) id Connect ORCID ID

Dashboard

Manage Article +

Manage Review Article +

Download author certificate

Pay Now

Author Zone +

Edit Profile

Social Profile

Add/Edit Subject Category

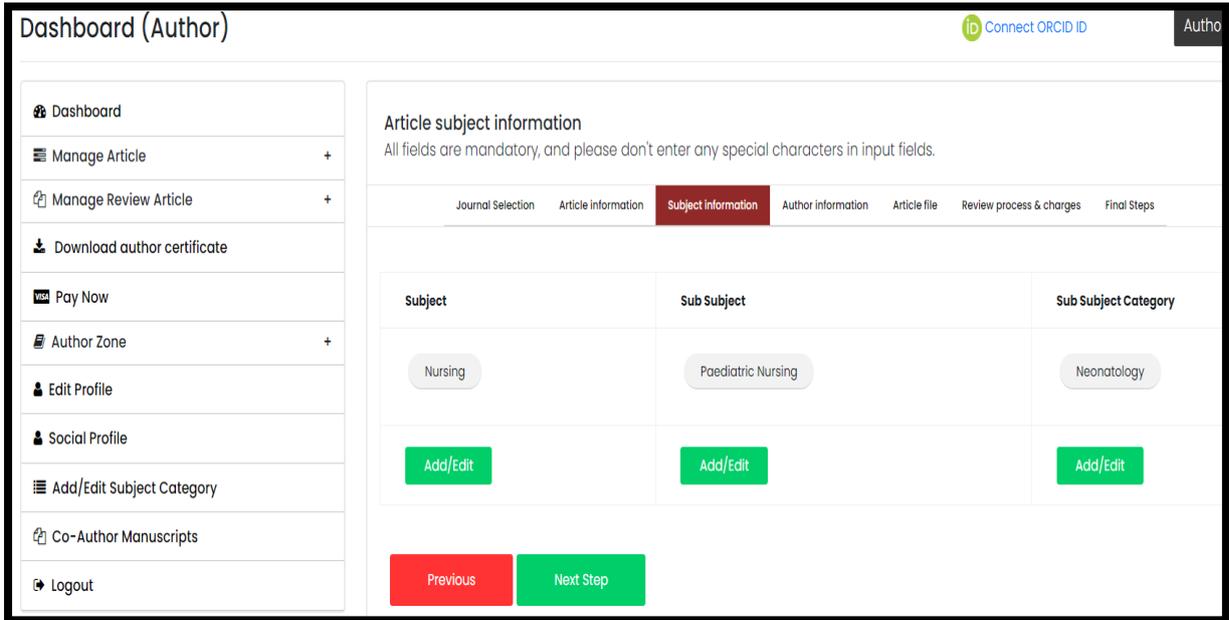
Co-Author Manuscripts

### Article subject information

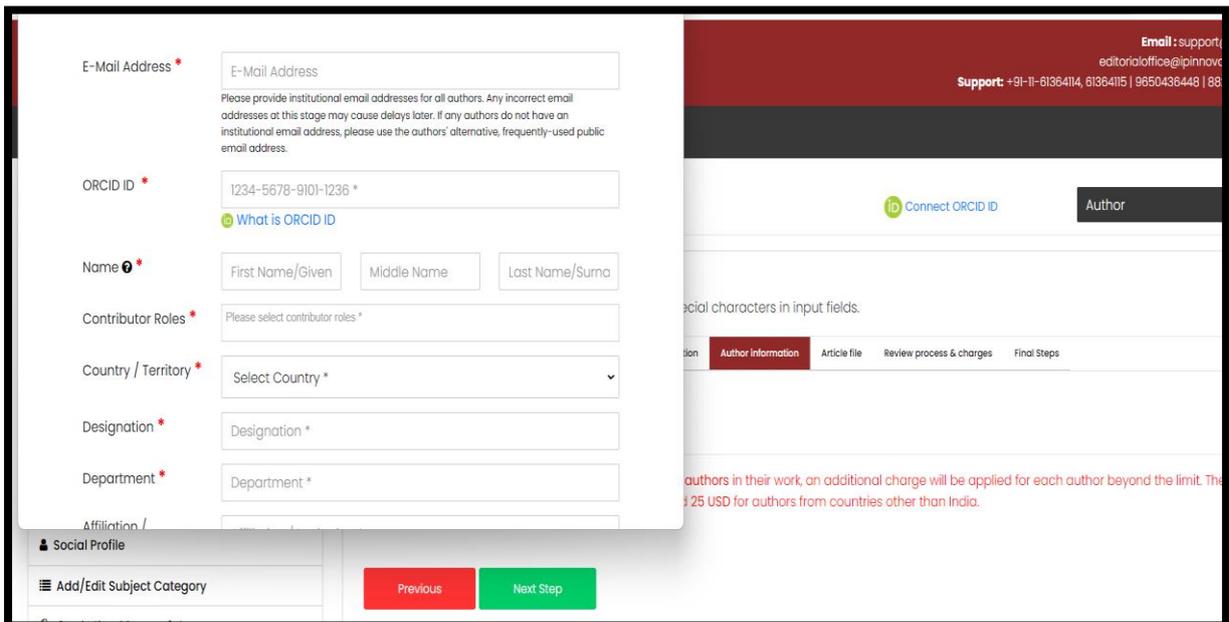
All fields are mandatory, and please don't enter any special characters in input fields.

Journal Selection   Article information   **Subject information**   Author information   Article file   Review process & charges   Final Steps

Subject	Sub Subject	Sub Subject Category
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add/Edit"/>	<input type="button" value="Add/Edit"/>	<input type="button" value="Add/Edit"/>



**Step 6:** Next step is Add Author information, it will ask for all the listed details. Contributor role should be selected as how the author have contributed in the research and submission of manuscript. Designation and department should be filled correctly as it will come as it is in the Copyright form and also in the final manuscript.



**Step 7:** Choose the corresponding author carefully as The corresponding author is typically the individual who takes primary responsibility for communicating with the journal or publisher during the submission, review, and publication process.

Dashboard (Author) id Connect ORCID ID Author

Dashboard

Manage Article +

Manage Review Article +

Download author certificate

Pay Now

Author Zone +

Edit Profile

Social Profile

Add/Edit Subject Category

Co-Author Manuscripts

Logout

### Article author information

All fields are mandatory, and please don't enter any special characters in input fields.

Journal Selection Article information Subject information **Author information** Article file Review process & charges Final Steps

[Add Author +](#)

Author Sequence	Corresponding	Name	ORCID	Action	Change Sequence
1.	<input checked="" type="radio"/>	Rehman Abbas	1111-1111-1111-1111	<a href="#">Edit / Delete</a>	↑ ↓

**Note:** You can use ↑ ↓ arrow to change the author position (Author Sequence), simply drag the author name and set according to your paper.

We confirm that the manuscript has been read and approved by all named authors.

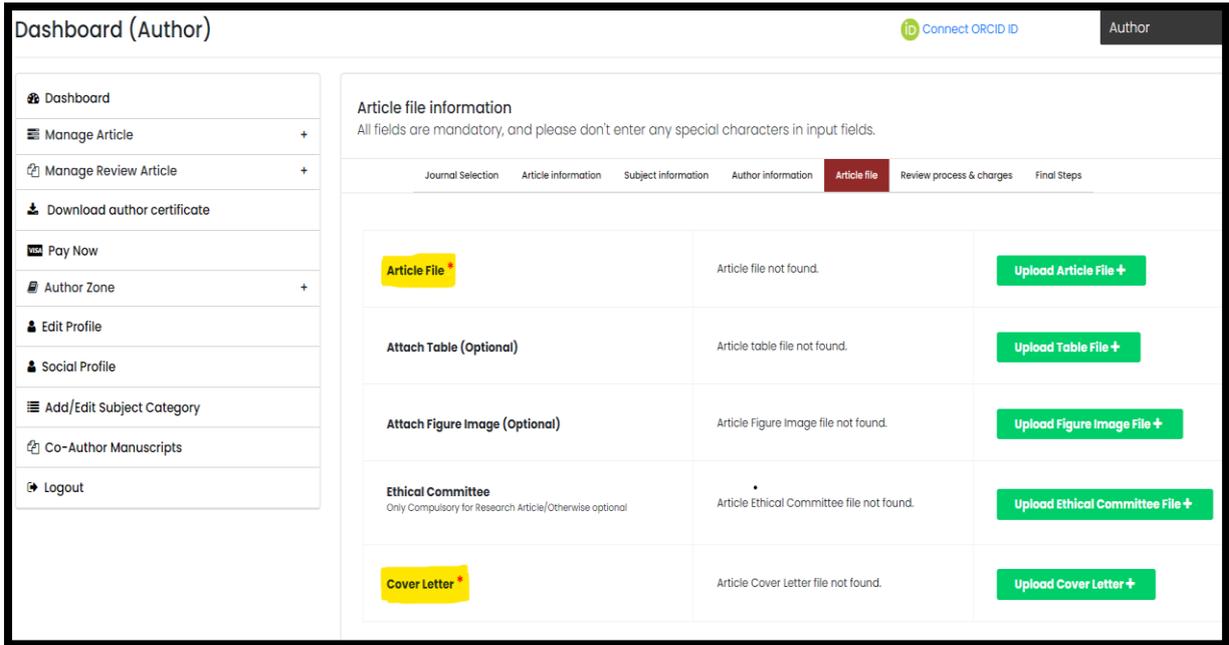
We confirm that the order of authors listed in the manuscript has been approved by all named authors.

**Note:** If an author includes more than five(5) additional authors in their work, an additional charge will be applied for each author beyond the limit. The structure is as follows: 500 INR for authors from India and 25 USD for authors from countries other than India.

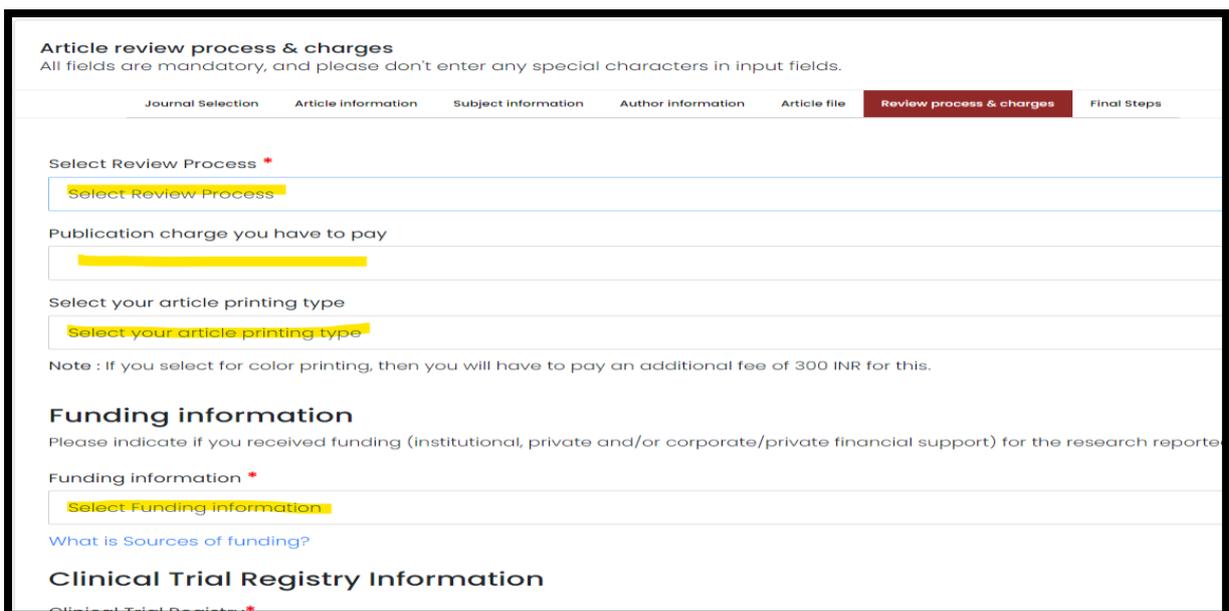
[Previous](#) [Next Step](#)

**Step 8:** Add articles files along with a detailed **Cover letter**. It must be provided with each manuscript while submission and it should be concise and contain why the content of the paper is significant and find the context of existing work. It should explain how the manuscript is suitable for the scope of the journal.

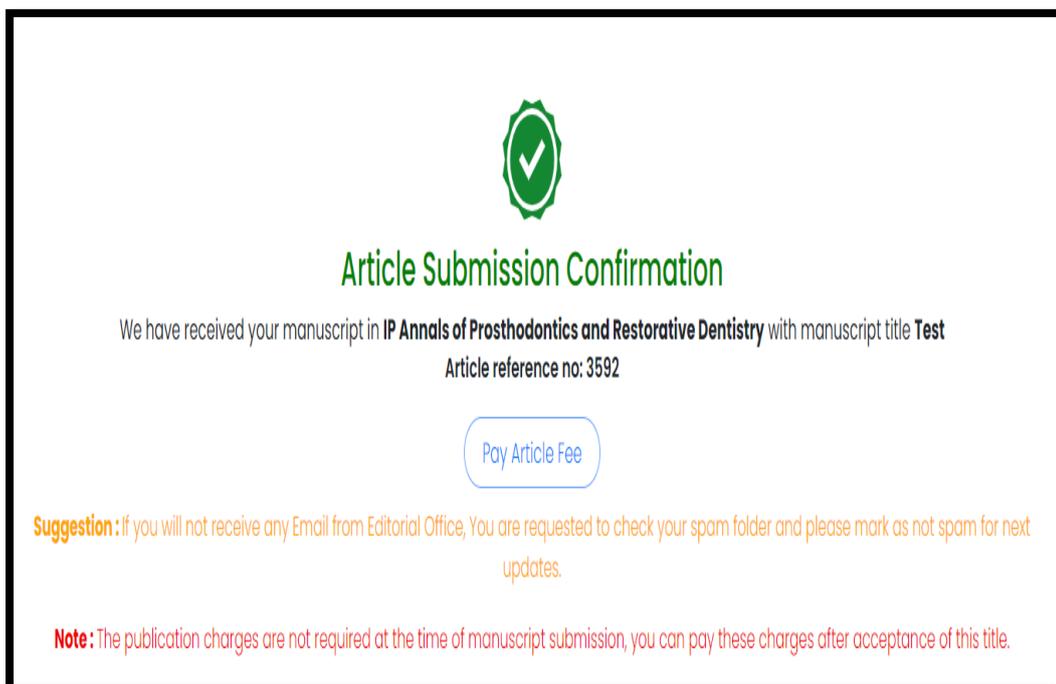
The font size and style should be uniform as per the journal's guidelines. All figures and tables can be either attached in the article file or can be attached separately with proper labelling of legends within the text.



**Step 9:** Select review process, printing type, funding source information etc. The standard article Peer-Review process normally takes 8-12 weeks and more, but if the author is looking for a fast-process of manuscript, he/she has an option to adopt Accelerate APC, which takes four to five weeks and more. It's like, author will get acceptance letter bit early bit early than normal review process, but publishing duration will be same in both the cases.



**Step 10:** At last you will get the manuscript reference number for future use on your registered mail ID. You need to mention this reference number in each and every communication with the journal editor to understand and resolve your query. You can also suggest reviewers, after complete submission process.



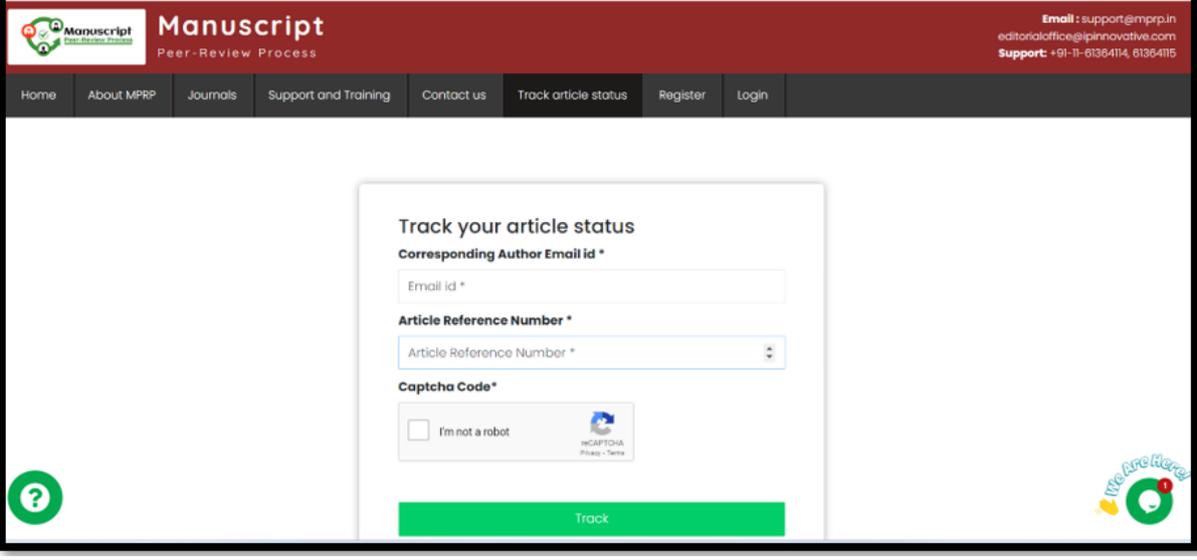
## **Suggest Reviewer Option**

Reviewers can be suggested using suggest reviewer option, means if you know any subject expert in this field. You may suggest the same to join as a reviewer by just filling their name, mail ID and contact number. But it doesn't mean that the same person is going to review your submitted manuscript.



## **Steps to track Submitted article status**

**Step 1:** Use the track article status option from MPRP and fill the registered email ID along with the manuscript reference number.

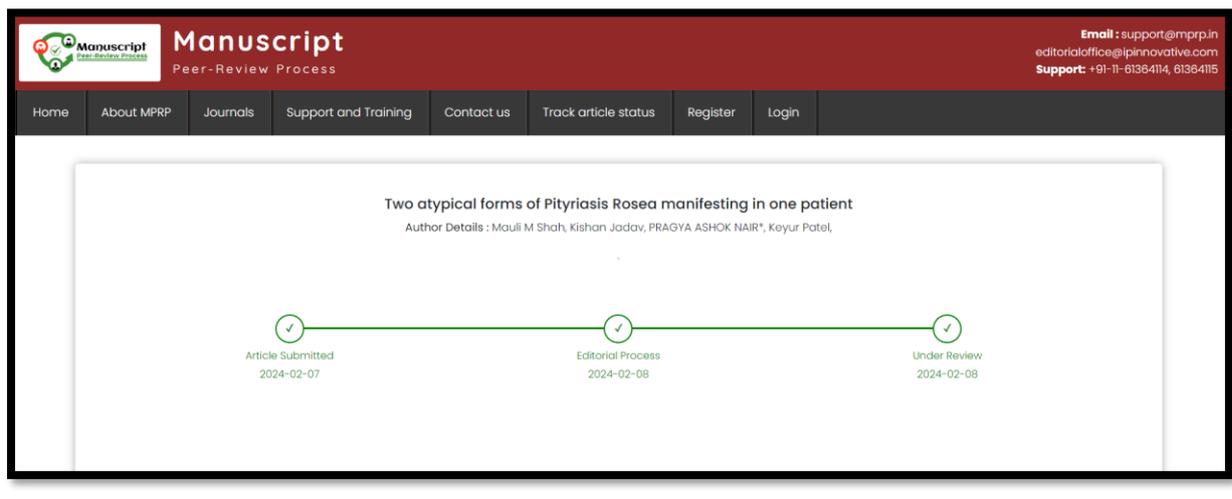


The screenshot shows the Manuscript Peer-Review Process website. The header includes the logo, navigation menu (Home, About MPRP, Journals, Support and Training, Contact us, Track article status, Register, Login), and contact information (Email: support@mprp.in, editorialoffice@ipinnovative.com, Support: +91-11-61364114, 61364115). The main content area features a form titled "Track your article status" with the following fields:

- Corresponding Author Email id \***: Input field for "Email id \*".
- Article Reference Number \***: Input field for "Article Reference Number \*".
- Captcha Code \***: Includes a checkbox for "I'm not a robot" and a reCAPTCHA widget.

A green "Track" button is located at the bottom of the form. A green question mark icon is visible in the bottom left corner, and a "We Are Here" chat icon is in the bottom right corner.

**Step 2:** It will show you the current stage of your manuscript.

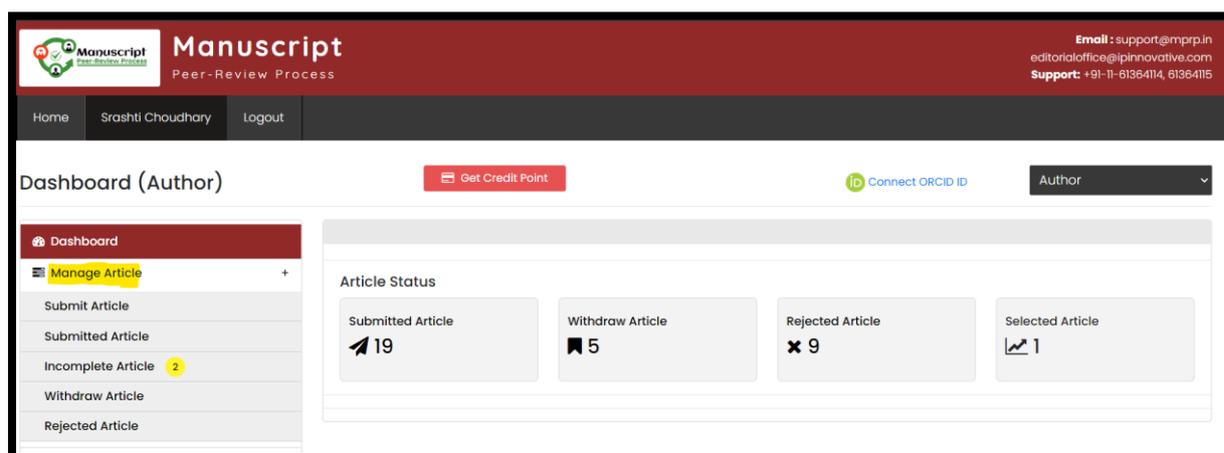


## **Steps to pay the APC (Article Publication Charges)**

Article Publication Charges (APC) are necessary to cover the publication process costs and are mandatory for manuscripts to be published in many academic journals. Peer review, formatting, editing, website hosting, and other administrative charges are a few examples of these fees.

APC can be paid by using **PAY NOW** option into your [MPRP - Author Panel](#). Once you receive acceptance notification from the journal, then you need to login into your author panel by using your ID and password and follow the following steps:

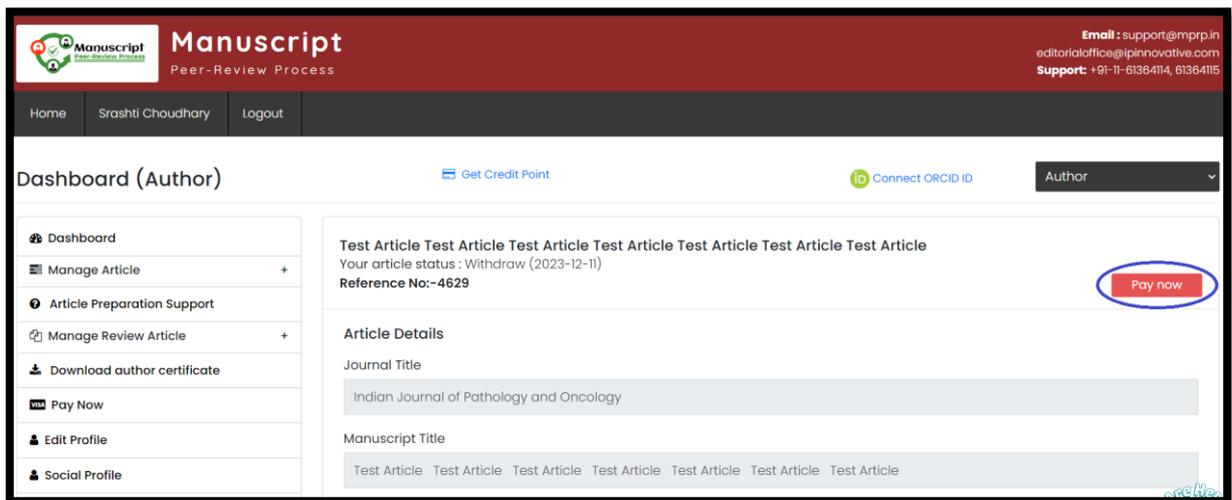
**Step 1:** Go to manage article into your author dashboard after logging with your ID and password.



**Step 2:** Click on the Submitted Article for which you want to pay the APC. Once done, just notify the concerning person so that they can process your paper further for production stage and can send you final galley proof.



**Step 3:** Click on your reference number for which you want to pay the APC and use **PAY NOW** option.



**4:** Fill the required details along with card details, once done, it will start showing you that you have paid fee.

## **Steps to generate the consent form**

It is very essential part before publishing of any work, to safeguard the writers', journal's, and publisher's intellectual property, publication usually requires the signing of a copyright agreement. Authors give the publisher the only authority to copy, distribute, and publicly display their work by signing a copyright agreement.

In the copyright, author signs for and accepts responsibility for releasing this material on behalf of any and all co-authors. This transfer of publication rights covers the non-exclusive right to reproduction and distribute the article, including reprints, translations, photographic, reproductions, microform, electronic form (offline, online) or any other reproduction of similar nature.

The screenshot displays the MPRP Author Panel interface. At the top, the 'Process Paid Amount' is shown as 5000. Below this, the 'Article files' section contains a table with columns for Article file, Table file, Ethical committee, Cover letter, Image file, and Consent form. There are download links for 'Download Article file' and 'Download Cover letter'. A green button labeled 'Download Graphical Abstract' is positioned below the table. The 'Author details' section features a table with columns for S.no, Name, Email, Affiliation, Designation, and Author type. The data row shows S.no: 1, Name: Srashti Choudhary, Email: srashti.ippl@gmail.com, Affiliation: Master's in Biotechnology, Designation: Editorial Assistant, and Author type: Corresponding. At the bottom, there are three buttons: 'View Comments', 'Generate Consent Form' (circled in blue), and 'Withdraw'.

Process Paid Amount					
5000					
Article files					
Article file	Table file	Ethical committee	Cover letter	Image file	Consent form
<a href="#">Download Article file</a>			<a href="#">Download Cover letter</a>		
<a href="#">Download Graphical Abstract</a>					
Author details					
S.no	Name	Email	Affiliation	Designation	Author type
1	Srashti Choudhary	srashti.ippl@gmail.com	Master's in Biotechnology	Editorial Assistant	Corresponding
<a href="#">View Comments</a>	<a href="#">Generate Consent Form</a>	<a href="#">Withdraw</a>			

As the above screenshot is showing the option to Generate Consent form, for getting this you need to login into your MPRP - Author Panel, and go to the submitted article section and click your Article Ref. No. Then at the bottom, it will be showing the option, you need to fill all the corrected details along with signatures and submit the same.

