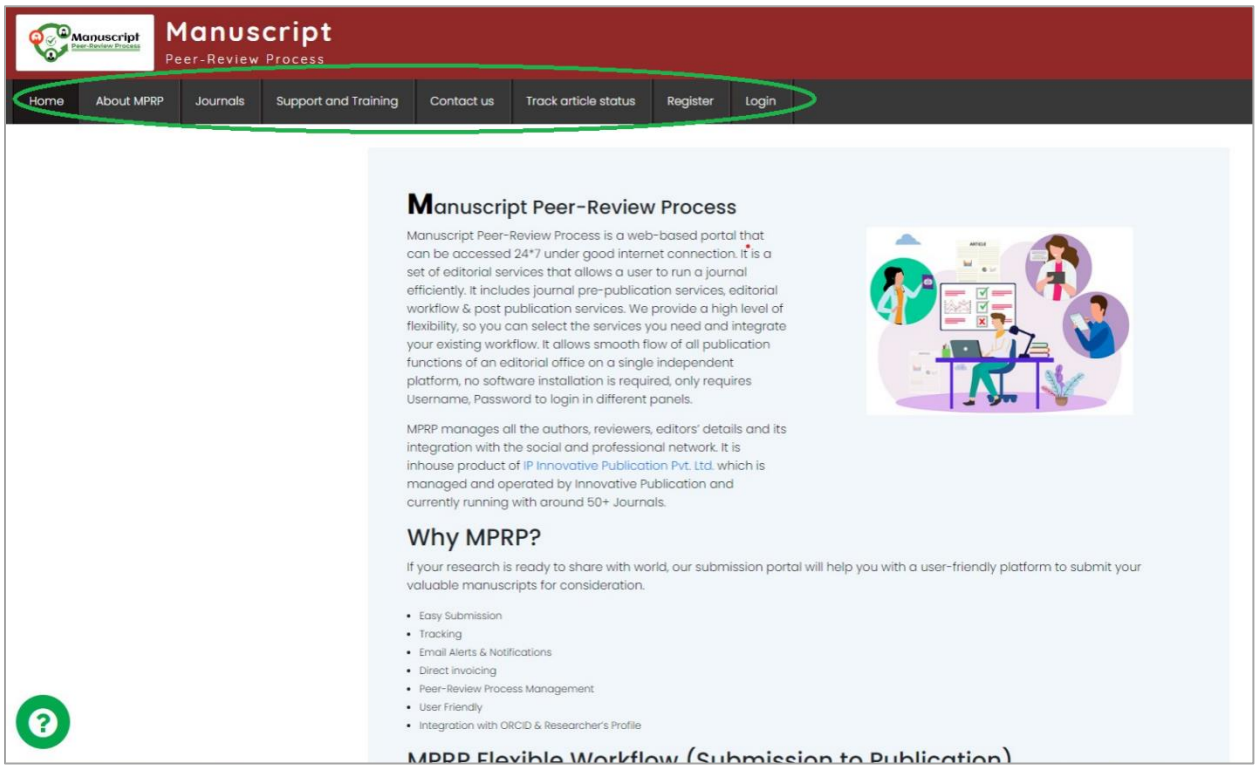
TUTORIAL

FOR AUTHORS

(MPRP)

Manuscript Peer Review Process

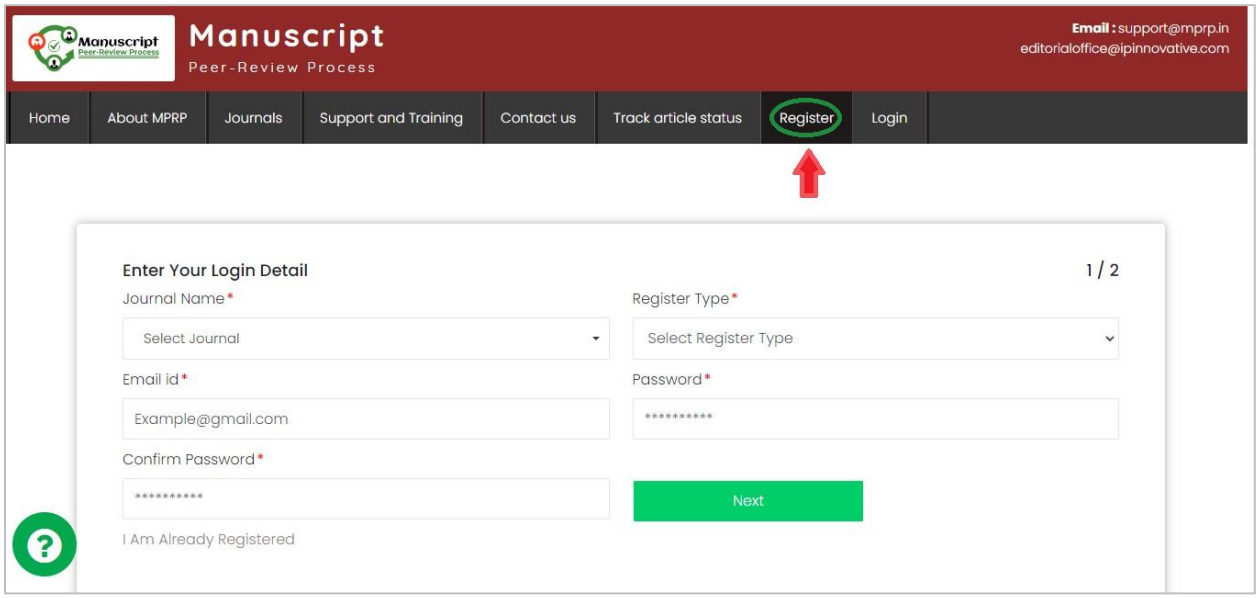
Manuscript Peer-Review Process (MPRP) is a web-based portal that can be accessed 24*7 under good internet connection. Where authors can submit their Manuscripts from anywhere. It is in house software of IP Innovative Publication which provides set of services to allow authors to conveniently and efficiently submit their manuscripts for publication. It includes journal pre-publication services, editorial workflow & post publication services.
Web link: https://www.mprp.in



Note: MPRP Home page consist of different tabs for user convenience such as about MPRP, journals, support and training, contact us, track article status, register and login.
User can get detail about MPRP at about mprp page, when user click on journals page open for each journal to submit article, in support and training button there is tutorials available for authors, reviewers and editors, in contact us page user can submit their queries to get solution and can connect with support team, track article status page is for tracking submitted article status, and register page user can registered as author and can login at login page,
Author can follow steps below to register, login and submit article file.

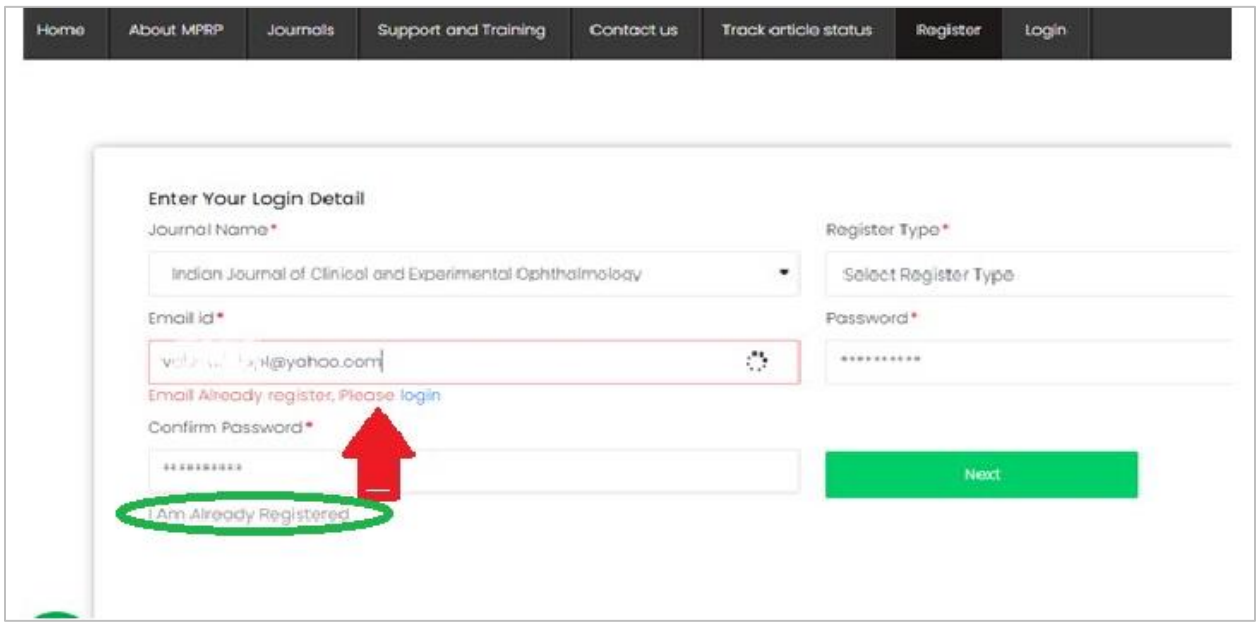
Step-1: Register and Login at MPRP Portal

First author has to register on the hyperlink: [Registration link]

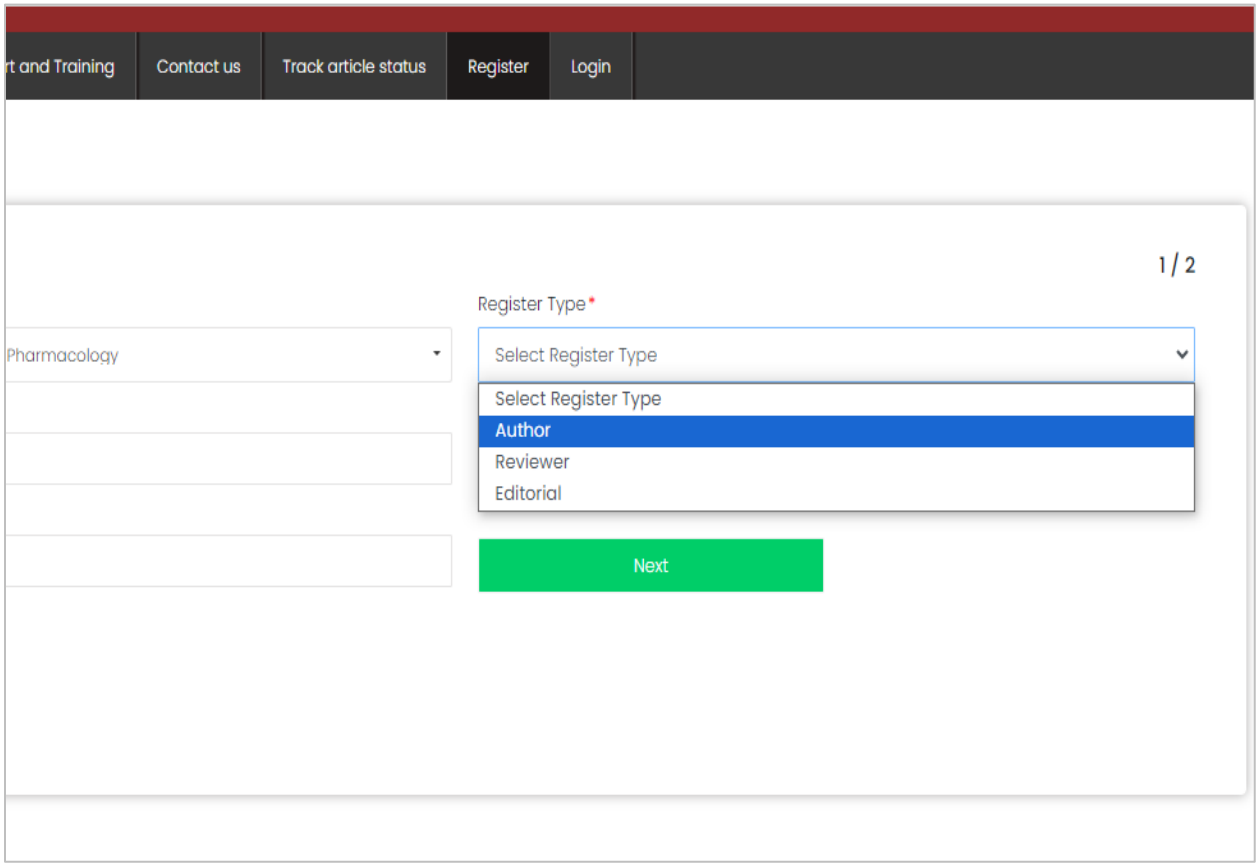


User need to select Journal name by clicking on down arrow than write Email ID, MPRP will check whether a user is already registered once E-Mail Address fields have been entered. This will execute a search of the database for any duplicate records.

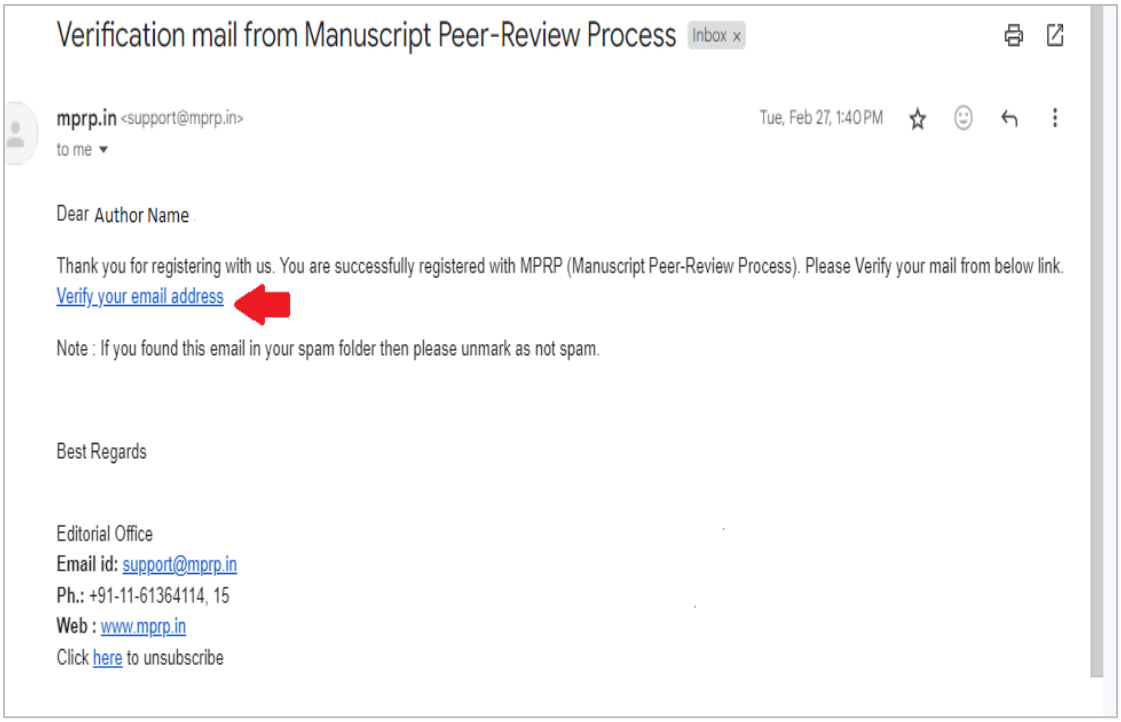
If a match is found (i.e., presence of duplicates), the user will not be able to proceed with the Registration. User have to click on I am already registered, it will take user to login page.



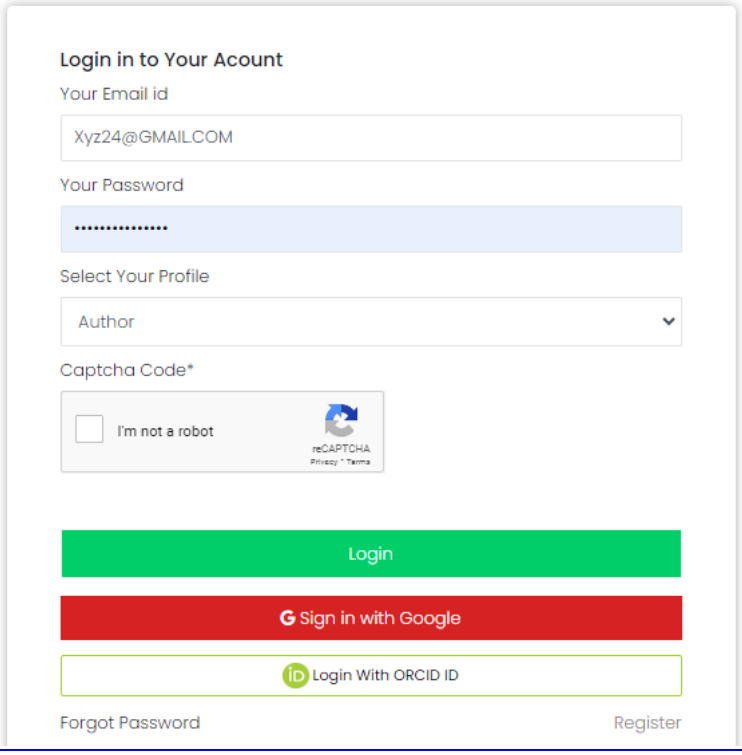
If user are first time registering than proceed with writing email id, password, confirm password will be same as password and select register type with down arrow and click on next.



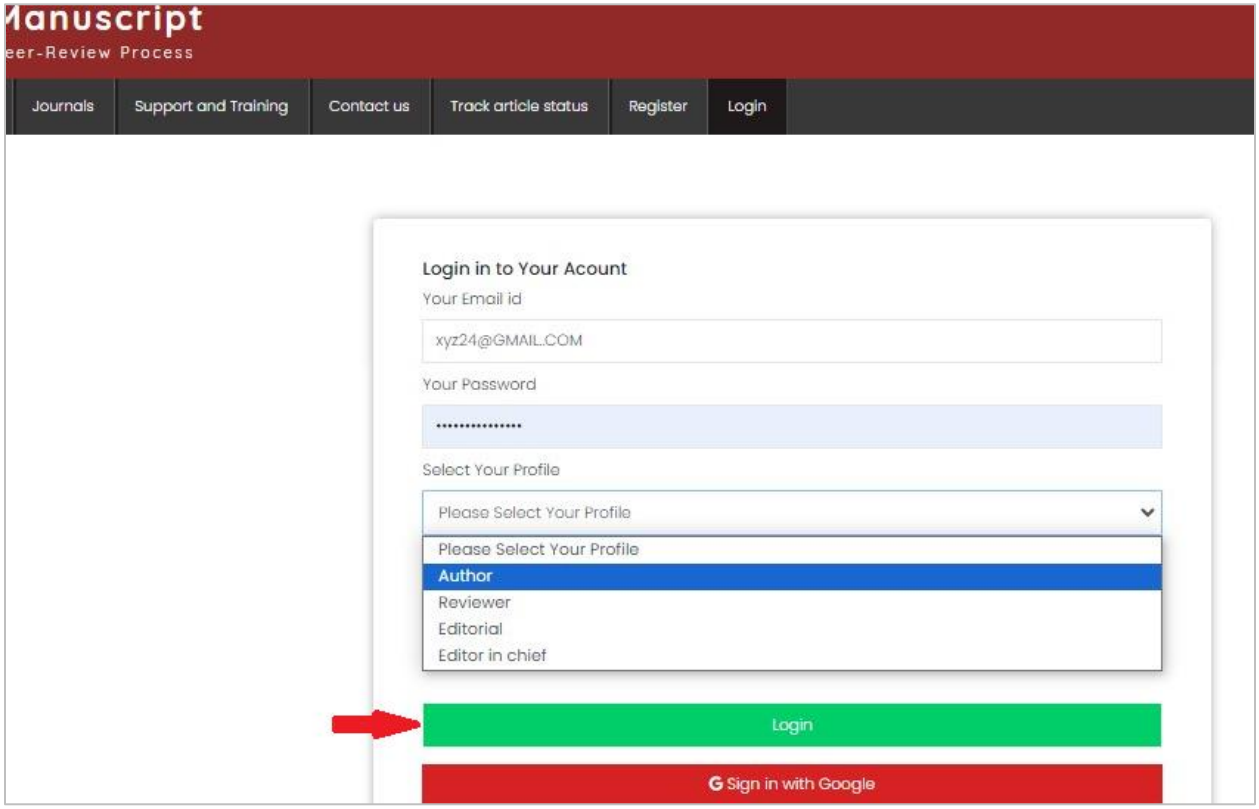
Note: After registration user will get a verification mail on the registered email ID. Open Mail Verify your email ID
If user not receive the verification mail from mprp.in user can check spam folder in mail ID.



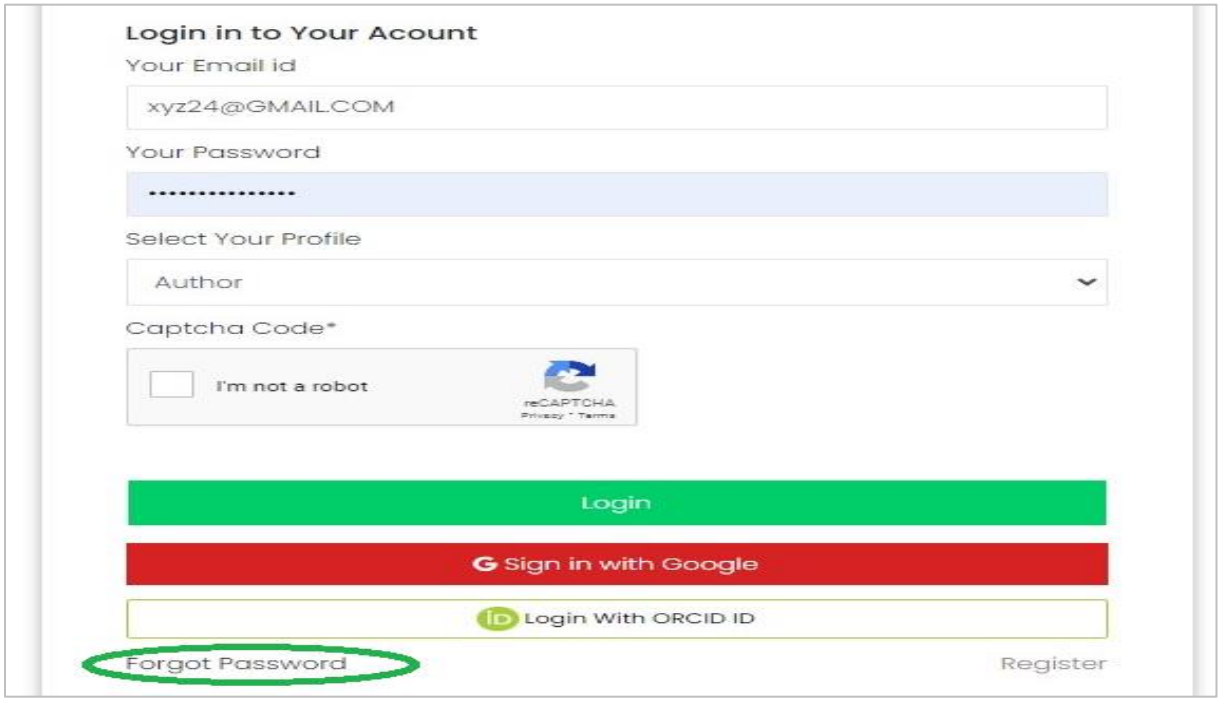
After registration go to login tab, you can login through hyperlink [MPRP portal login.]



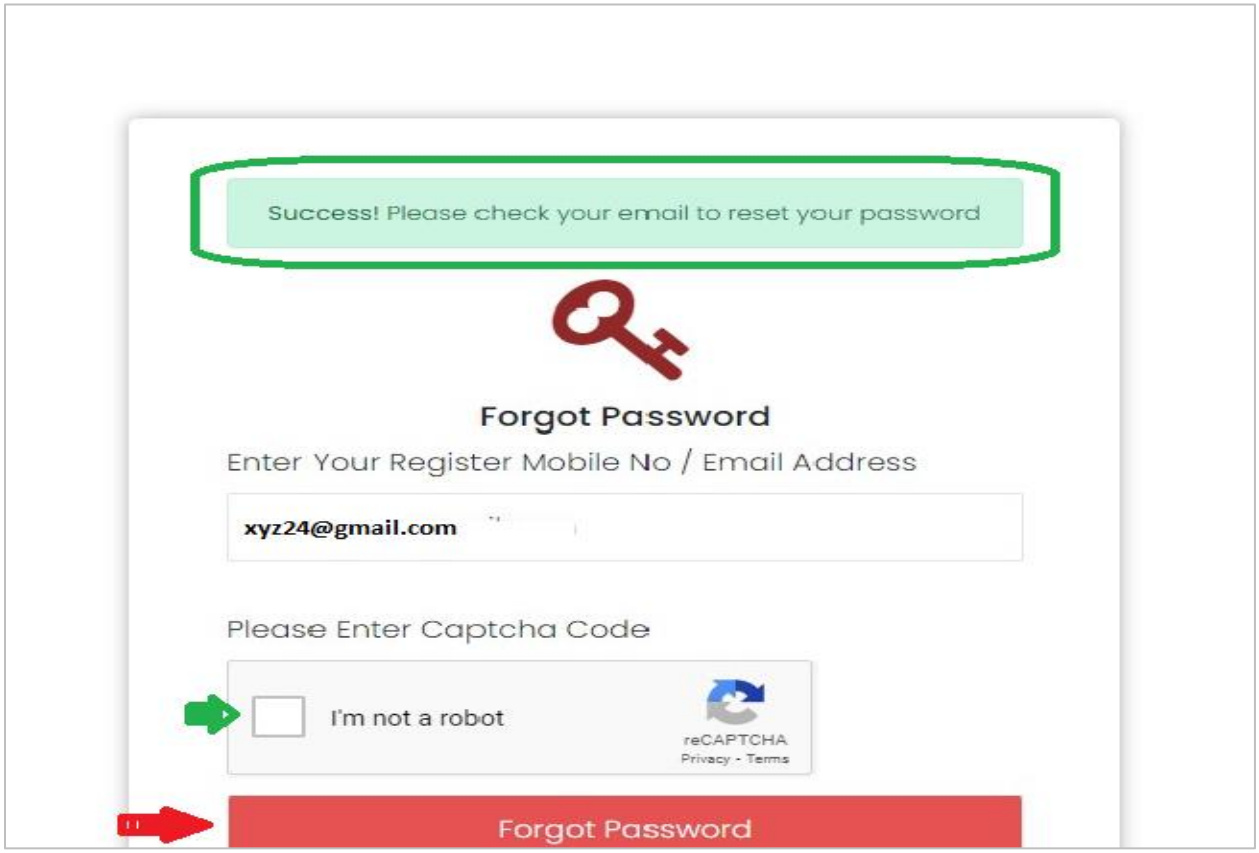
User can login into your account by entering registered mail ID and password, select profile as Author with help of down arrow, select captcha code and click on login



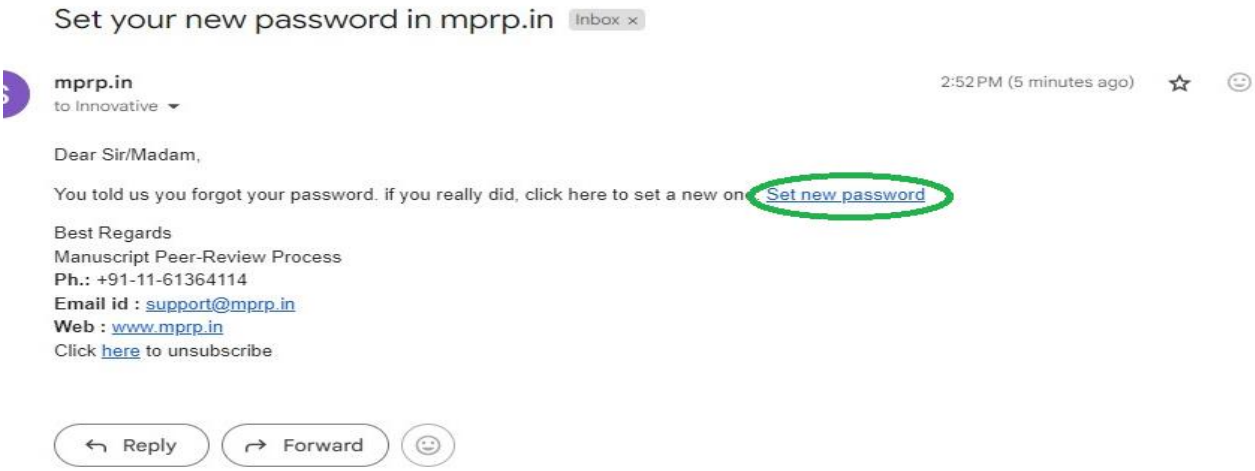
if user are already registered and forgot his password, user can click on forgot password.



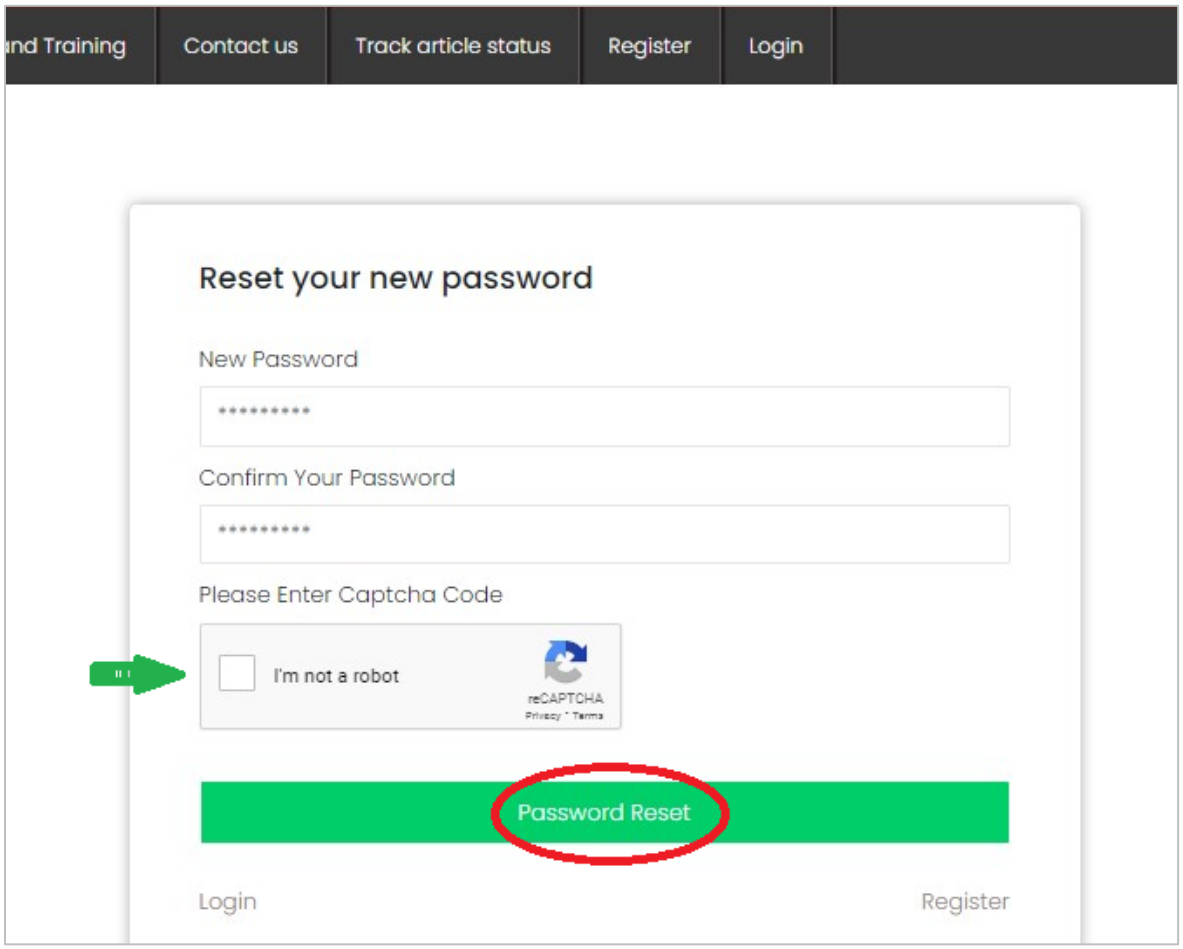
It will open a new tab, user need to enter Email address and click on reCAPTCHA (I'm not a robot box) and then click on forgot password, after user need to verify mail on their mail inbox, MPRP send Mail on user email ID as shown below in picture.



Check your Email ID, click on set new password



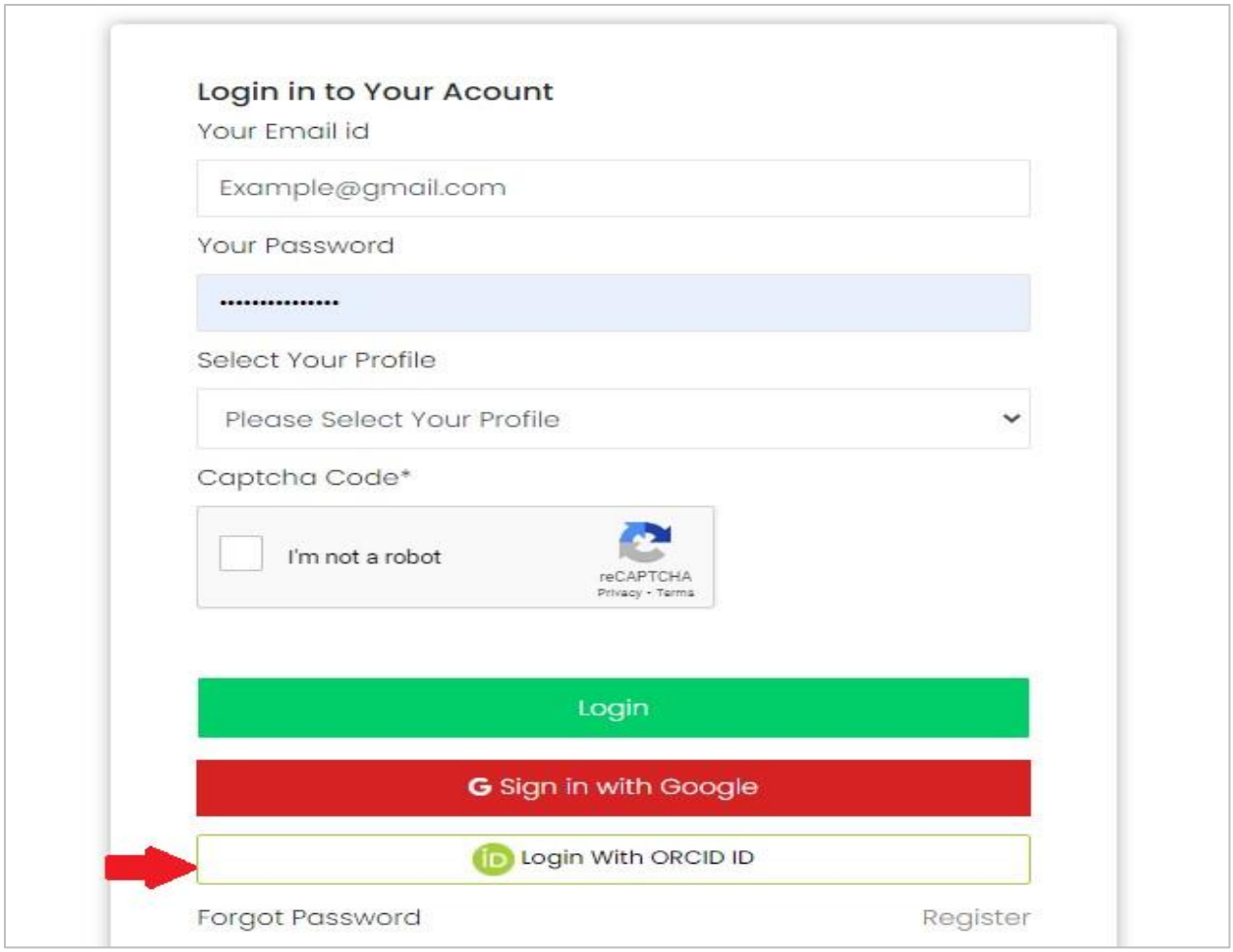
After new page open on MPRP for reset password, user need to enter new password, confirm password, click on recaptcha(I'm not a robot box) and then click on password reset. After password reset it will take you to login page. User need login their credentials and select register type as author through down arrow.



Fill all the required details correctly, Once done it will ask for some details like address, educational details, Orcid ID, user 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.

By clicking on sign in with google user directly reach to dashboard if user is using registered mail Id in their devices.

User can update their Orcid ID through connect orcid ID button, user can click on it and enter their login credentials of Orcid Id and once user registered Orcid ID, they login directly through their Orcid ID.



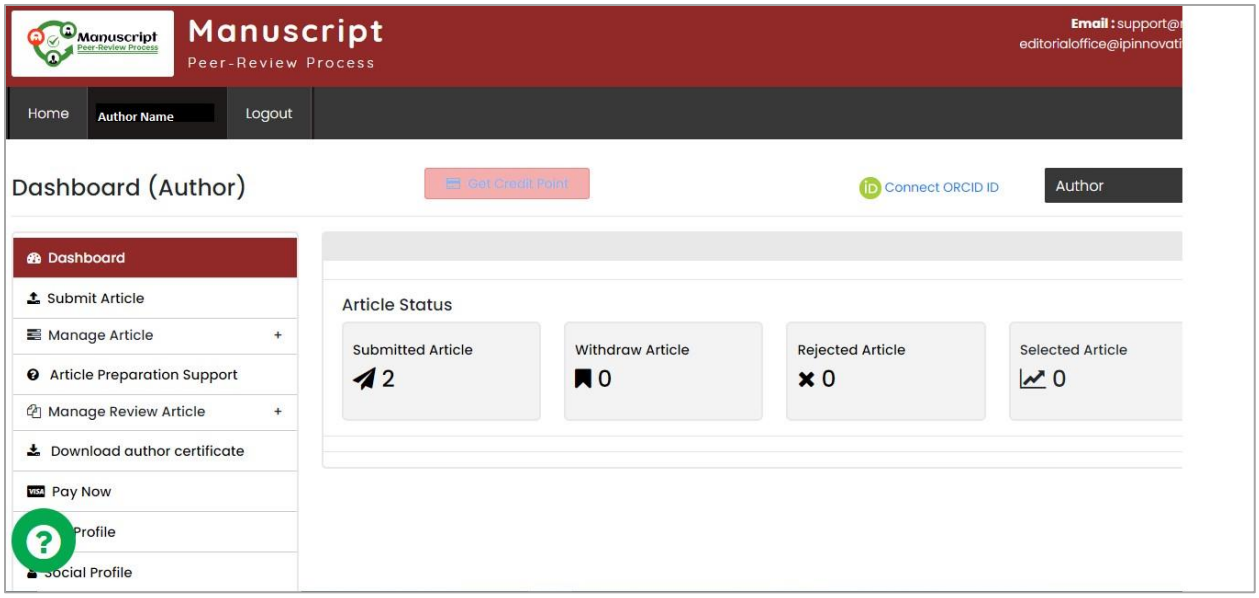
After click on Login with Orcid ID user get on Orcid ID page, where user enter their orcid ID login credentials they will directly reach to author dashboard. When author dashboard open user must update subject and sub subject category and their basic details.

For updating author details user can follow the steps.

Step- 2: Update Details and Subject Category

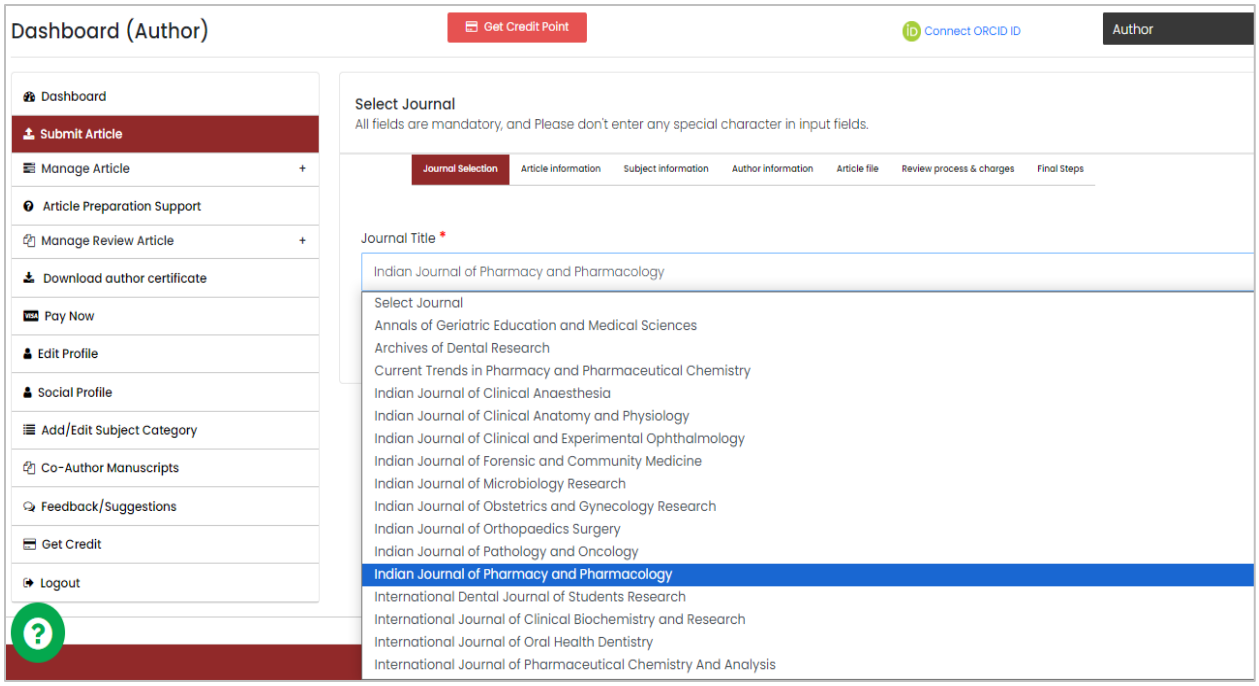
After login **Author dashboard** will open which show tabs of home, Author name (name of respective person), Logout

User must go to edit profile and update all the basic details and then click on add subject category button, user can update their subject, subject category and add other if user respective subject category is not available there than user can click on submit article for submitting article.

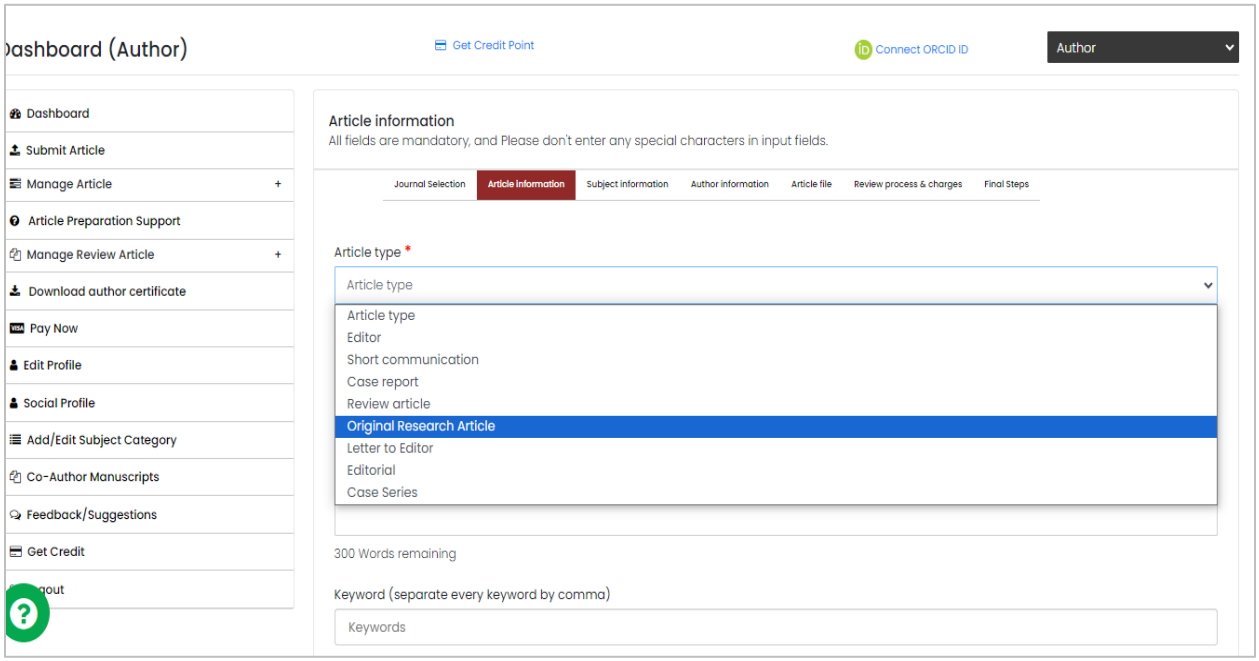


For submitting an article user has to go through 7 steps for complete submission of their article.

User has to click on Submit Article Button on the left side of the dashboard, in which user firstly have to select journal name with the help of down arrow as shown in below and click on next button.

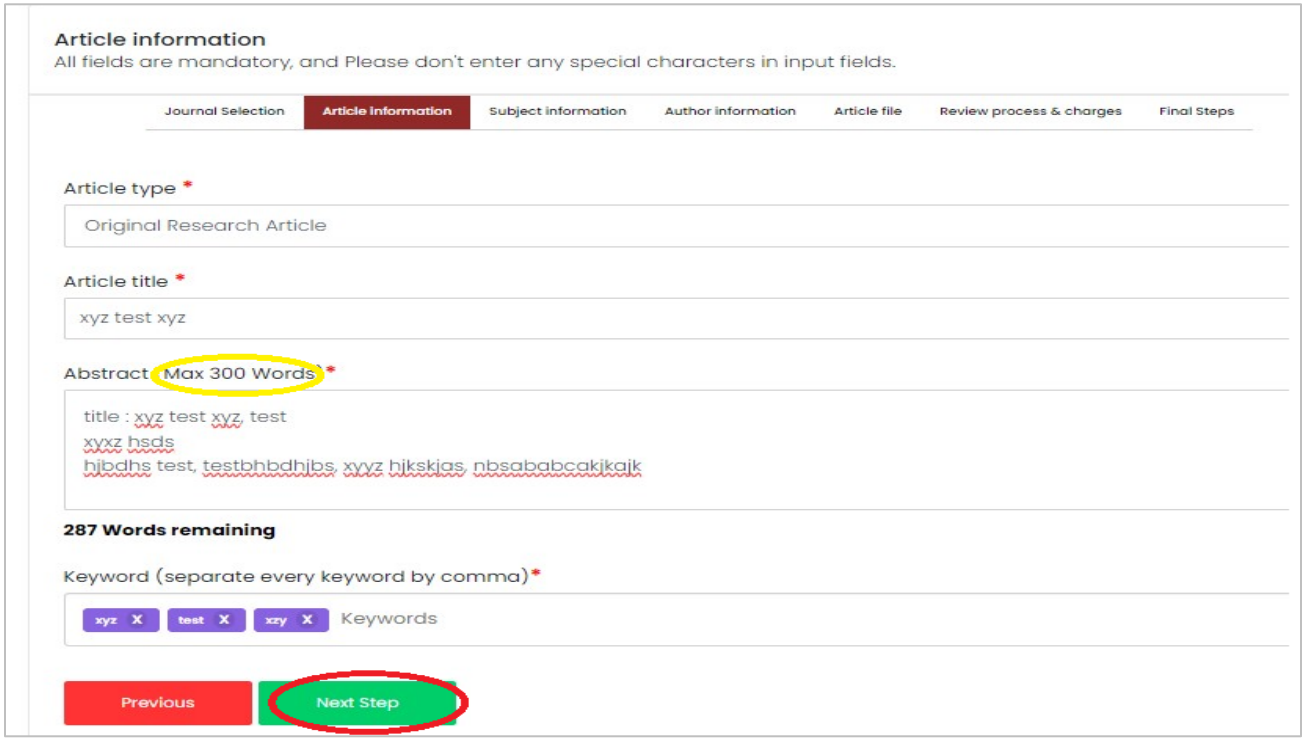


After next page open is **Article Information** will open in which user have to update all details regarding article like article type, article title, abstract, keywords, user can select article type with down arrow such as, original research article, case report, review article etc.

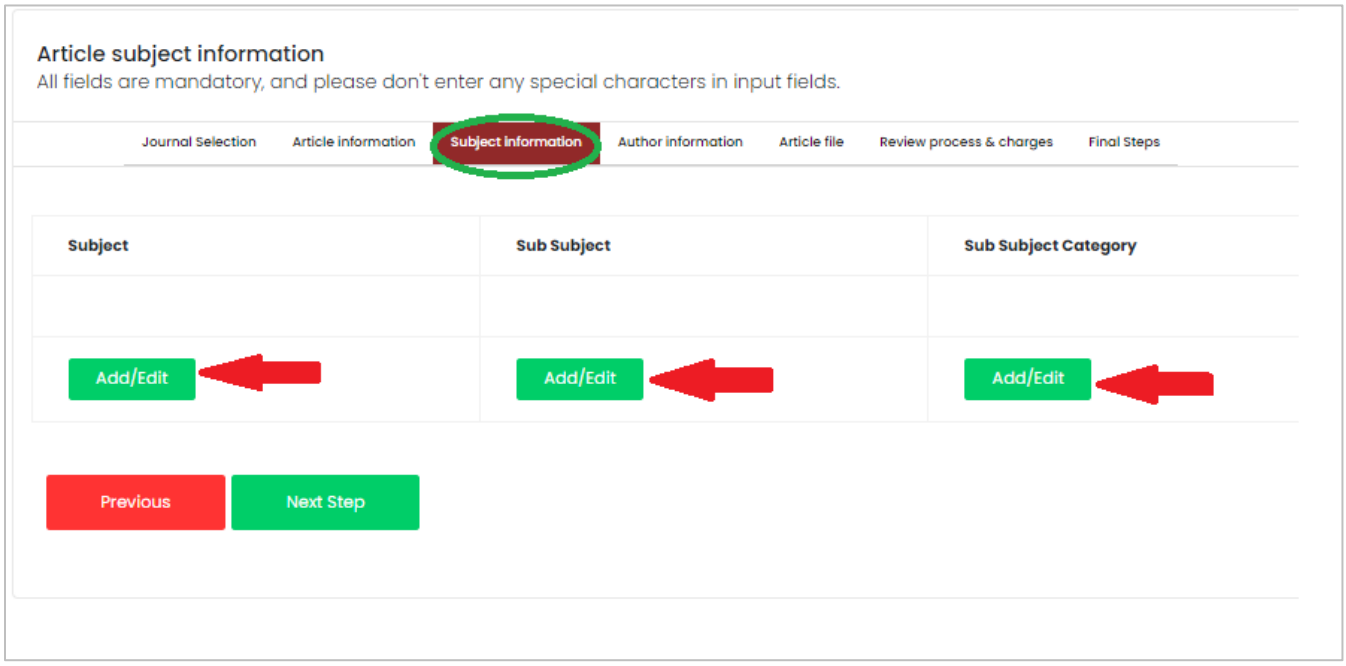


User must enter same title and abstract as present in their article file, abstract must be in fewer than 300 words, enter keywords under 3 to 10 words and every keyword must be separated with

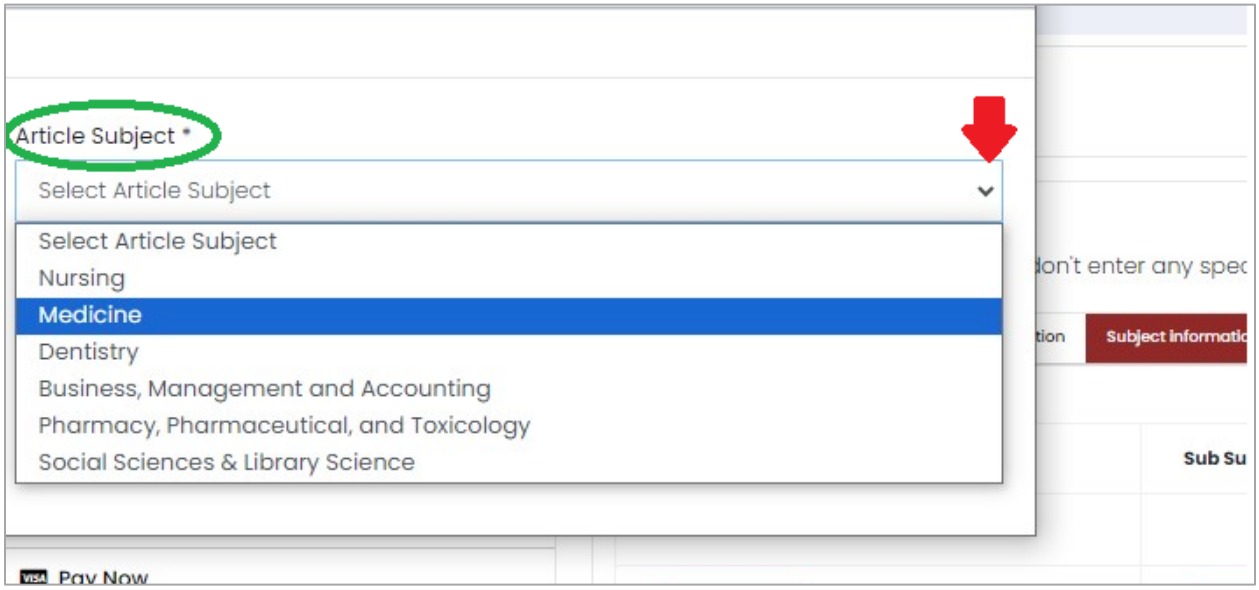
the help of comma (,) and click on next button if user need to edit something from pervious page, user can click on previous page and go back to last page.



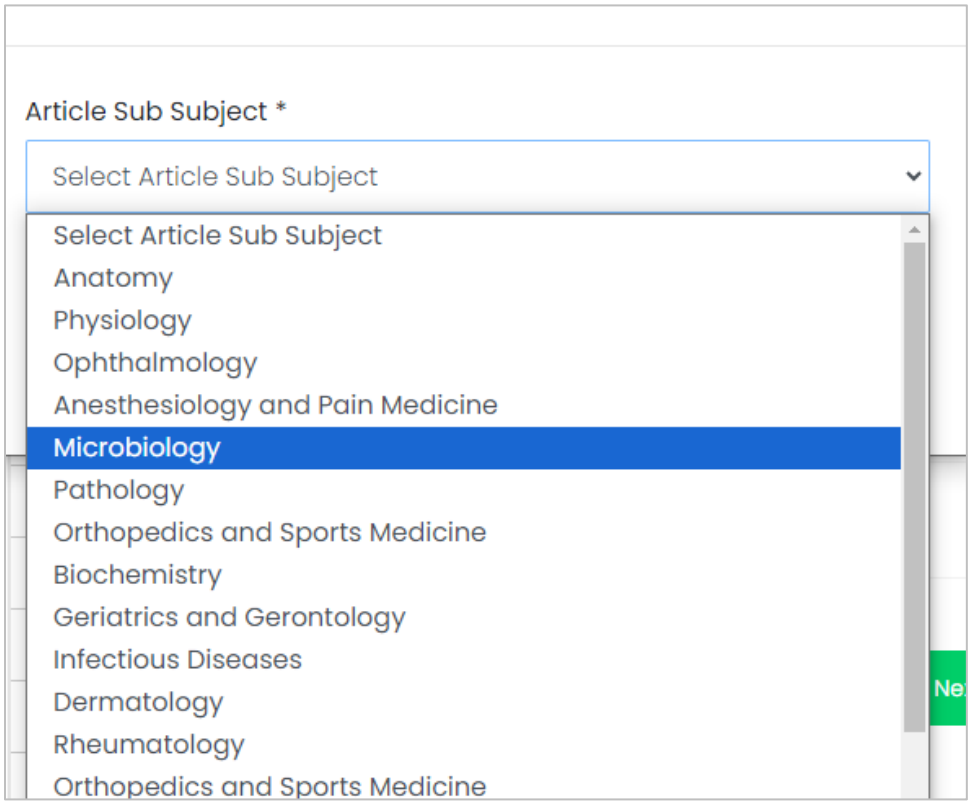
After subject information user need to submit **subject information**. As shown below



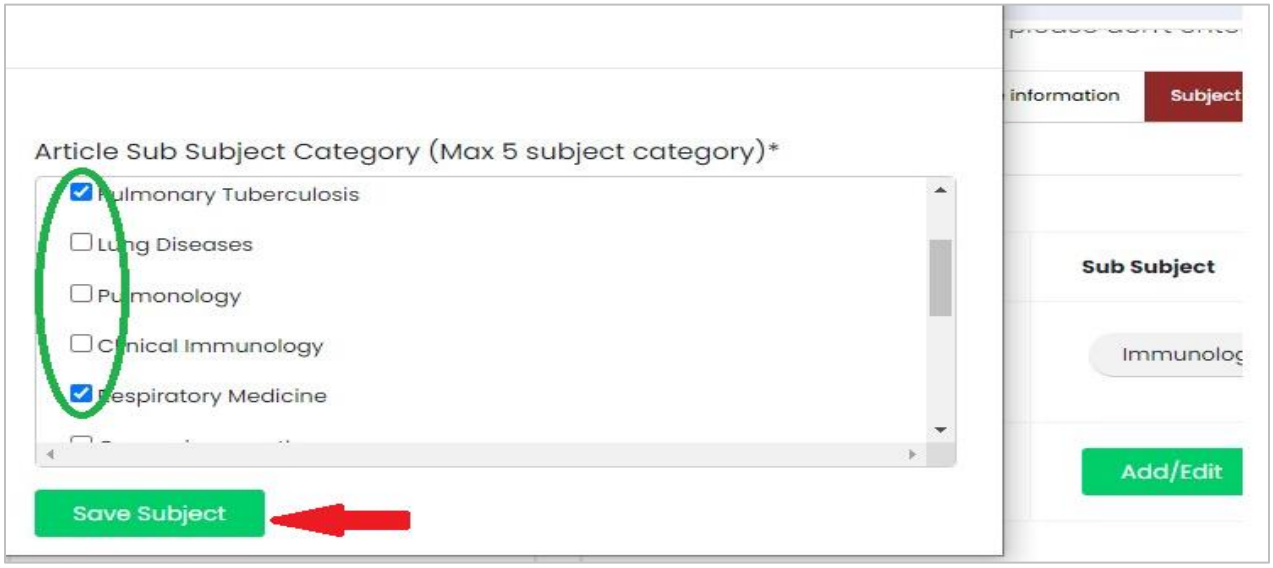
In subject user need to click on add/edit button below it, new small page open for article subject selection, user will select article subject with down arrow as shown below and then click on save subject button.



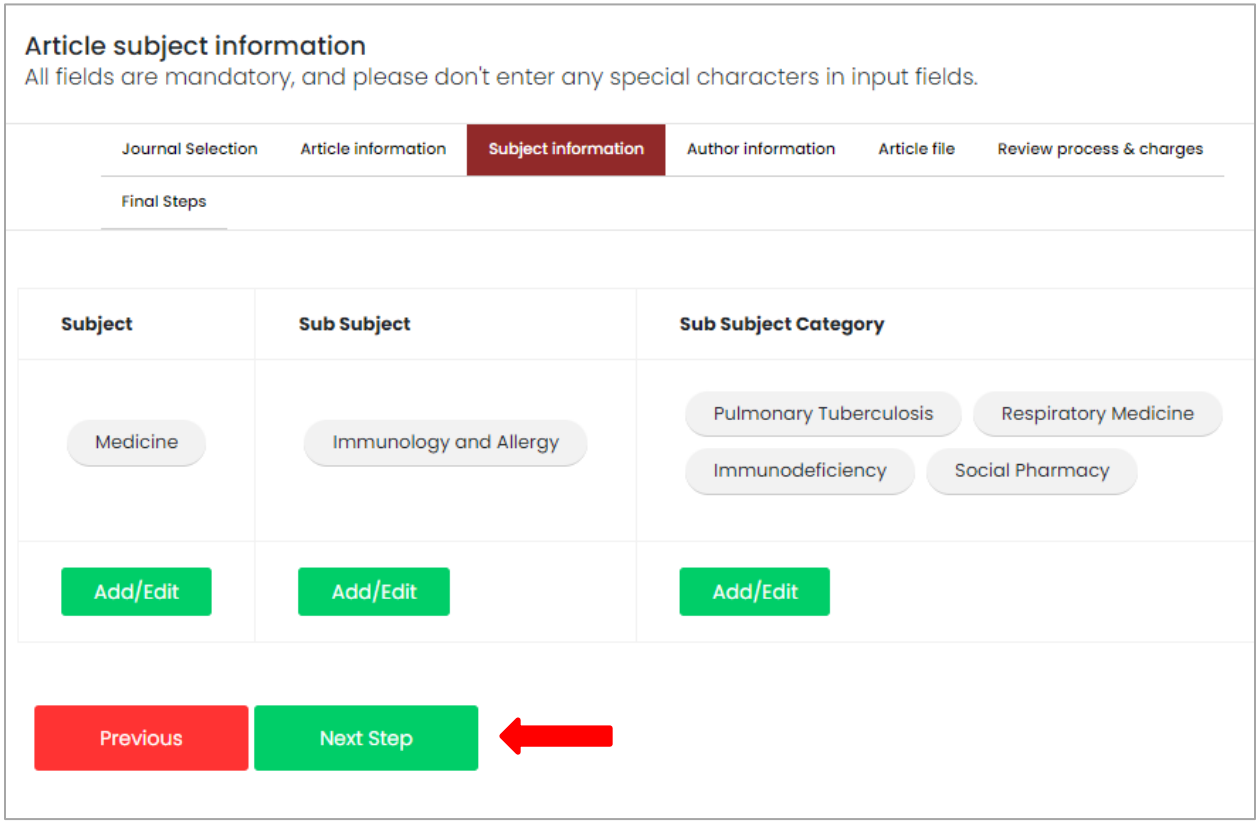
After article subject, select article sub- subject by add/ edit button below it. It will take user to new small page to select sub subject details with the help of down arrow choose sub subject and click on save subject button.



Next user need to add sub subject category by add/ edit button below it. It will take user to new small page to select sub subject category details click on the checker box on the left hand side select max five sub subject category, click on save subject button as shown below.

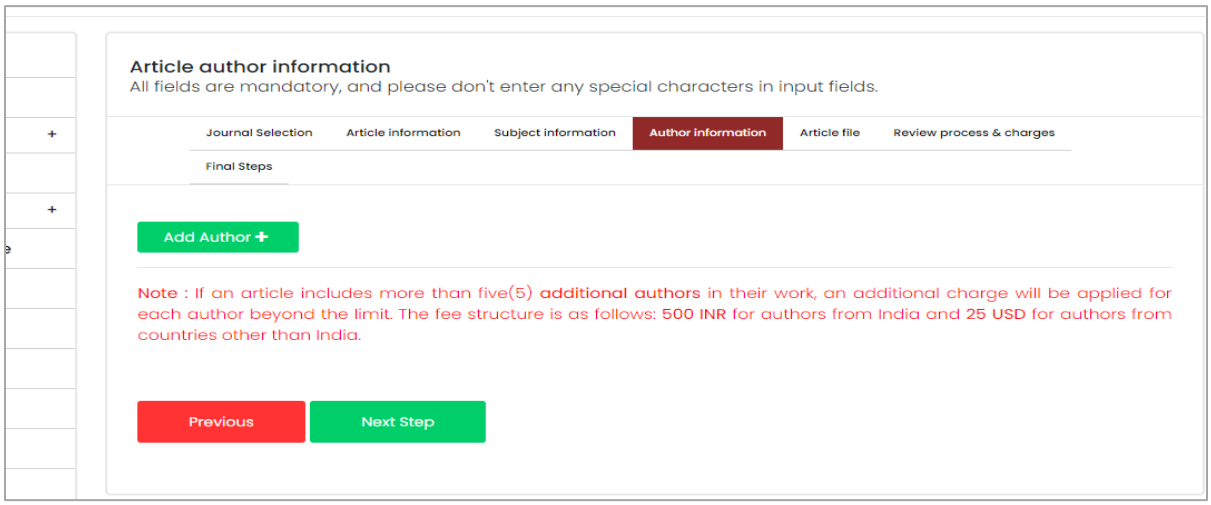


After complete selecting the subject, sub subject and sub subject category user need to click on next step button to update author information and to go back on pervious page for editing user can click on previous button.

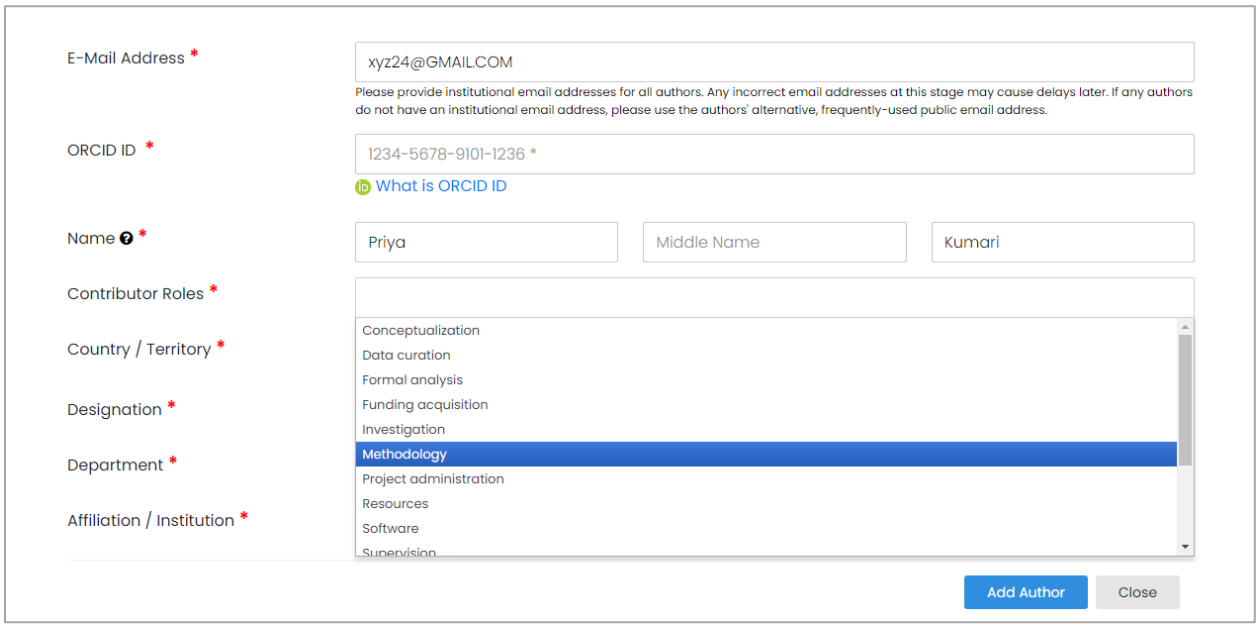


Step- 3: Submit Co- authors details

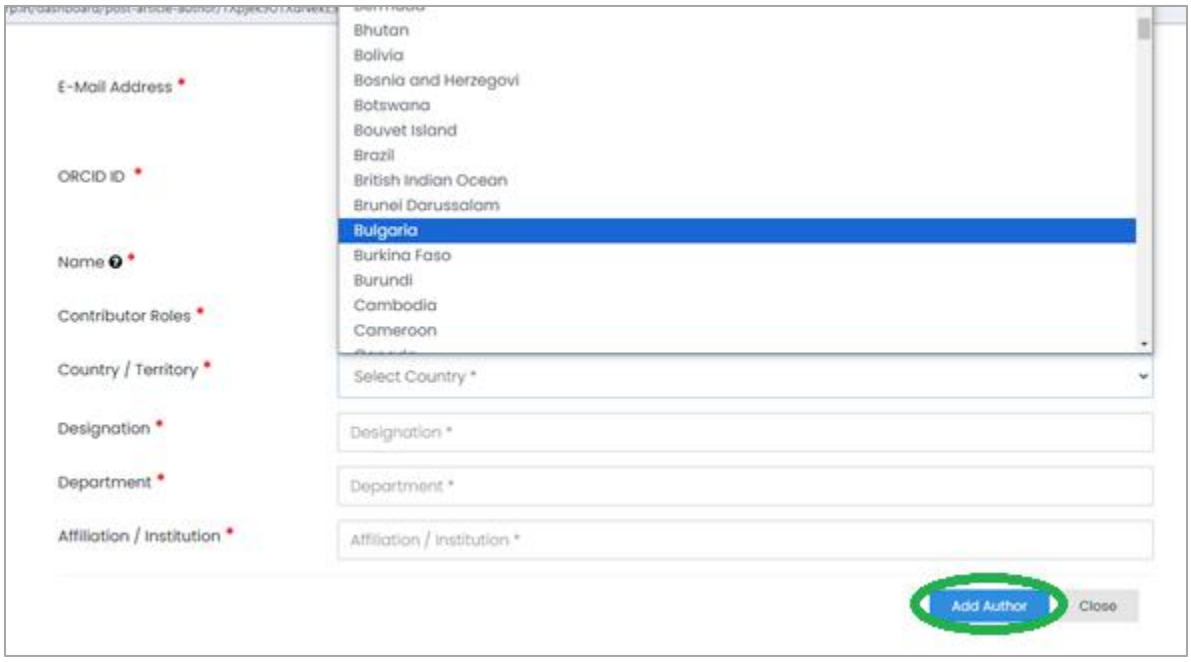
Author information page will have add author+ button user have to click on that to submit authors details and user must read NOTE mention regarding additional charges per author if authors are exceed more than five.



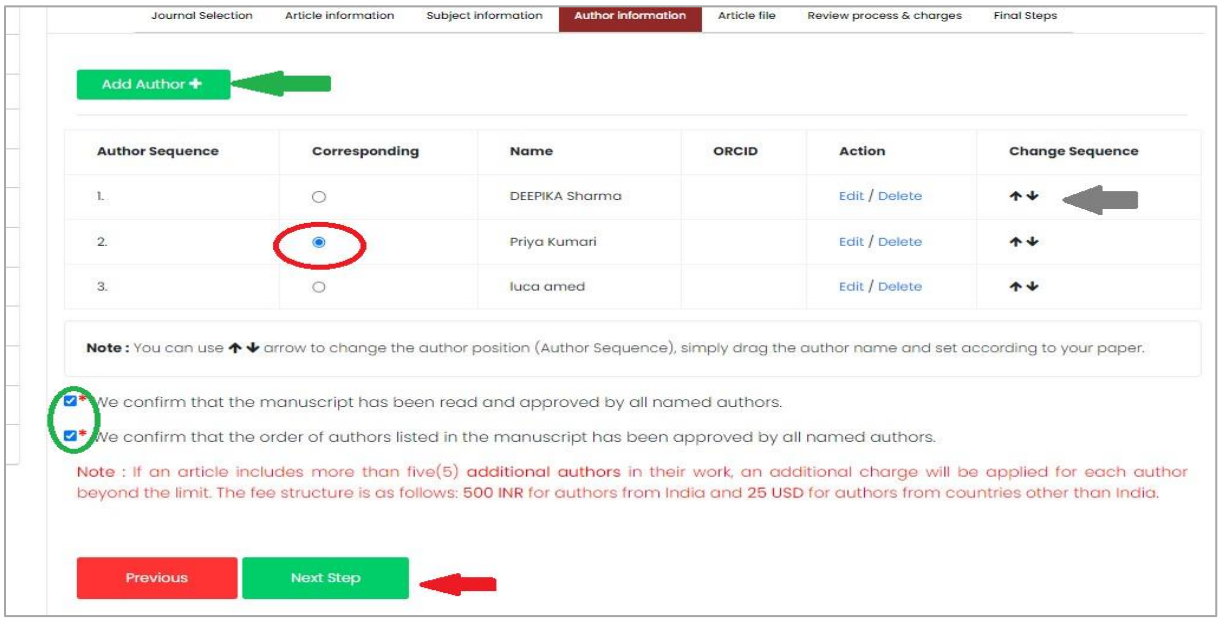
After clicking on add author+, new page will open where user need to fill the entire field. Like Email ID, ORCID ID (if user have orcid ID), Name, contributor roles can be select with the help down arrow as shown below.



User must select their country/territory can also select with help of down arrow as shown below, user must mention their designation, department and affiliation/institution user currently working at and then click on add author button below the page.

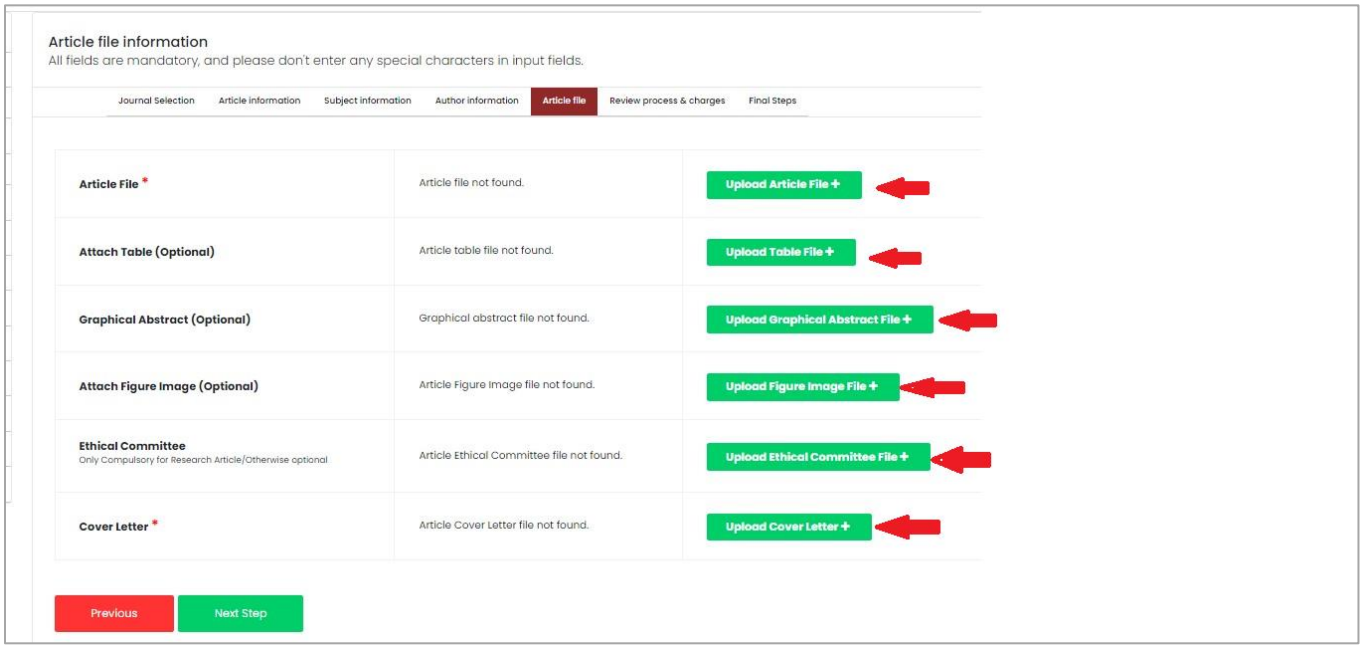


After that you can add more author with help of add author+ as shown through green arrow in below picture, after adding author, user can change sequence by upside and down arrow to change the author position (Author Sequence), simply drag the author name and set as per accord, user can select corresponding author by clicking on circle as mark by red circle and then click on checkbox below to give approval from your user as marked in green circle, at last click at next step button below. User complete author information will submit.



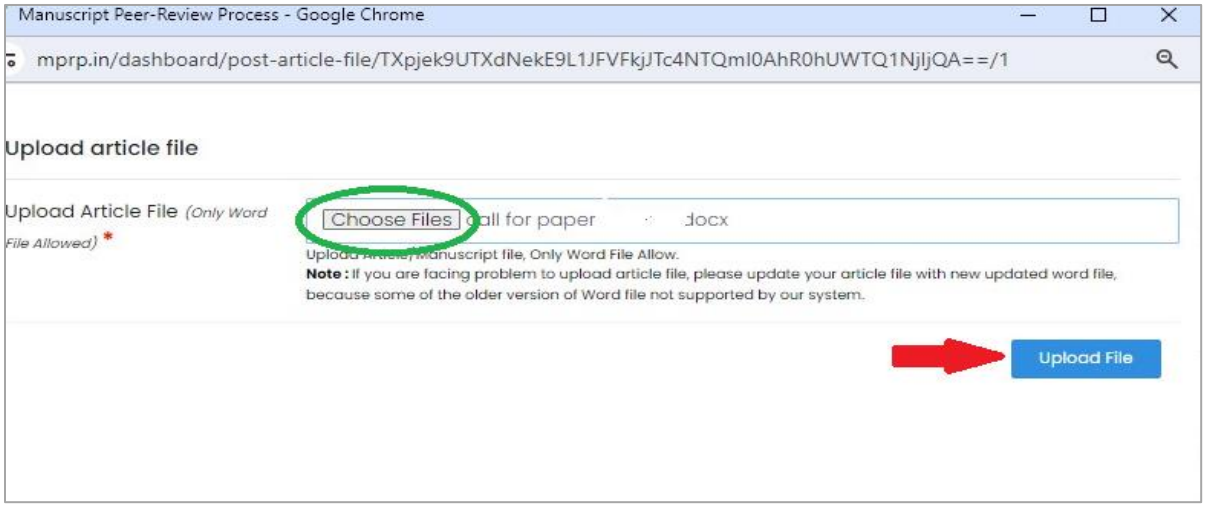
Step- 4: Submit Article File

MPRP will lead you at Article file page where you can upload your article file, cover letter, figure image, graphical representation and ethical committee file. Article file and cover letter is compulsory while rest of the documents user can upload according to their will, user must remember that article file, cover letter, table file, graphical abstract must be in word format while ethical committee file must be in PDF format.

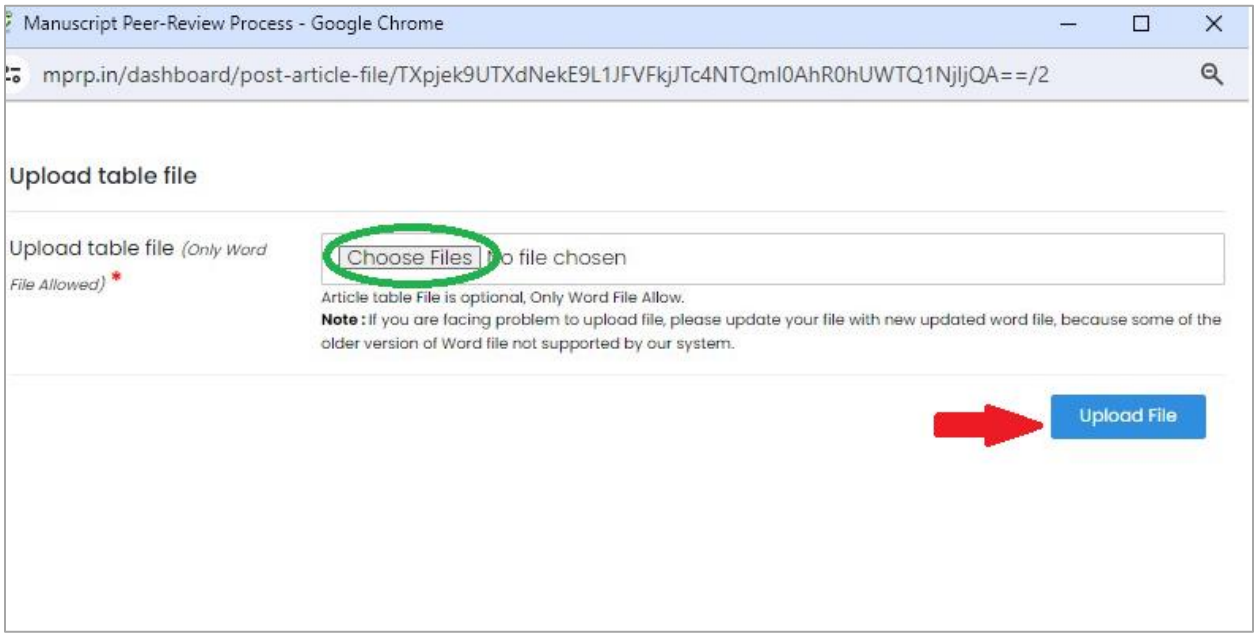


For uploading article user need to click on upload article file+ button, after that dialog box will open for user to choose file from their computer by clicking on choose file. Once user select file, document name will appear on right side of choose file box, user have to click on upload button below for final uploading of the file. User must remember while uploading article file that it must be in word format only and portal will accept limited size of file. 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.

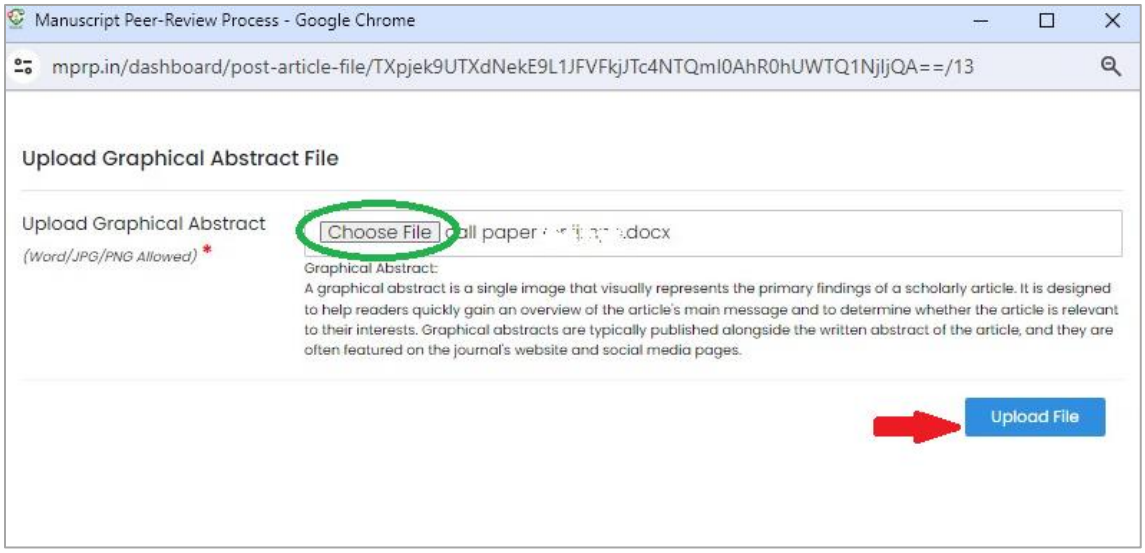
NOTE: if user faced problem while submitting the article file regarding file size than user must check the image/picture size that paste in article, user must decrease the size of image in article before uploading it.



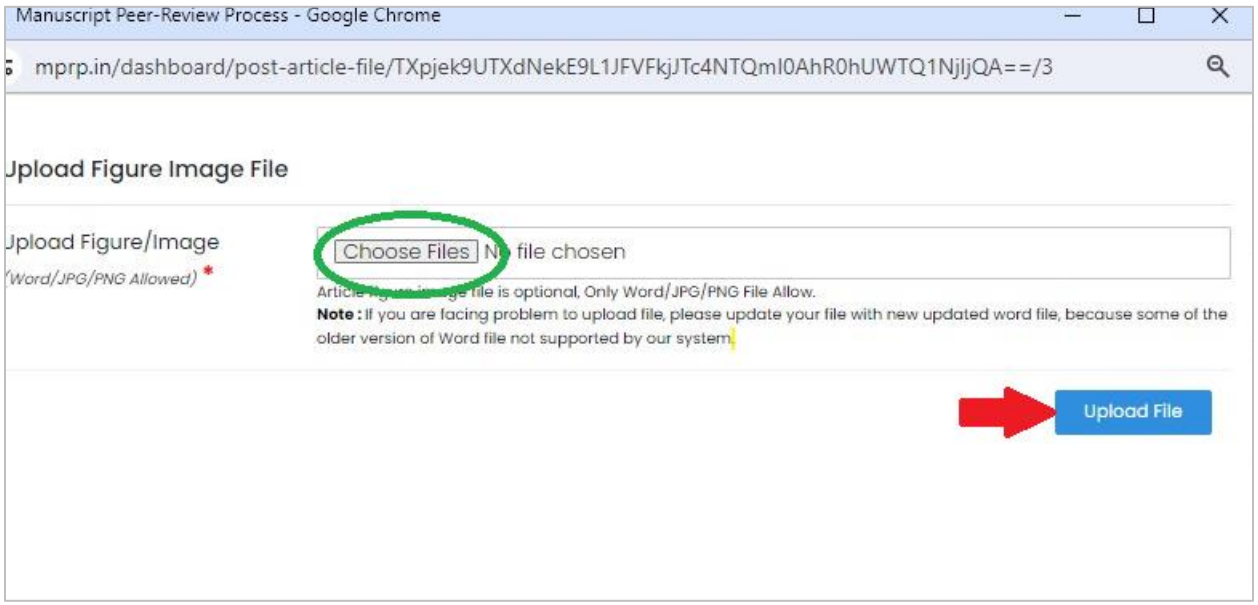
If user want to upload table file document, user need to click on upload table file+ button and new dialog box will open, user can click on choose file and select their table file and then click on upload button below.



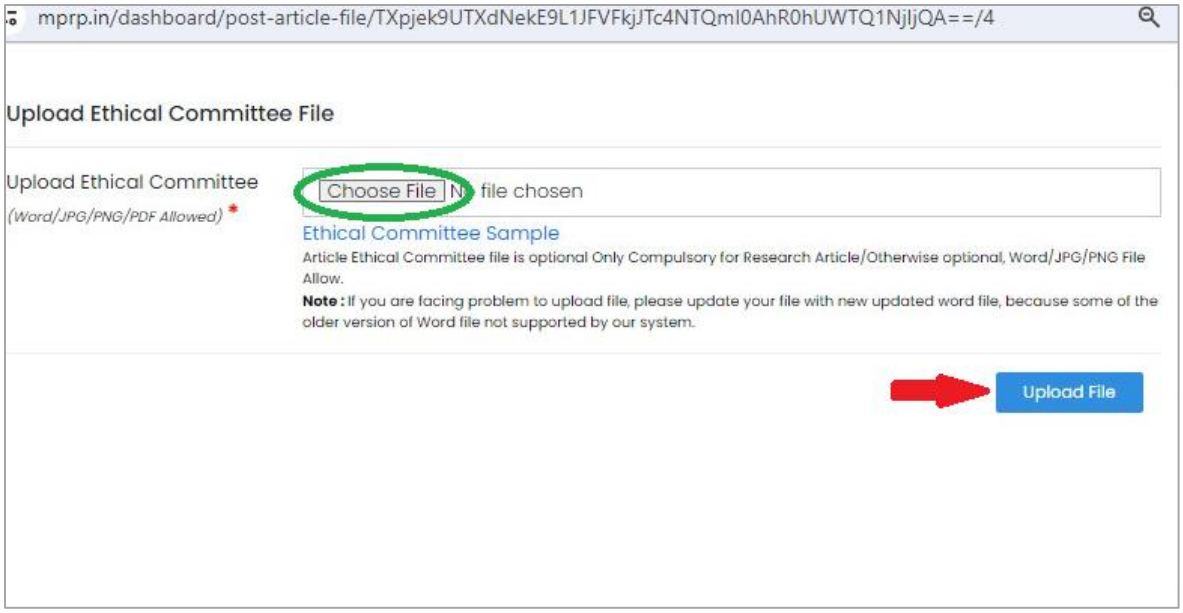
If user want to upload graphical abstract file, user have to click on upload graphical abstract file+ button and new dialog box will open, user can click on choose file and select their graphical abstract file and then click on upload button below.



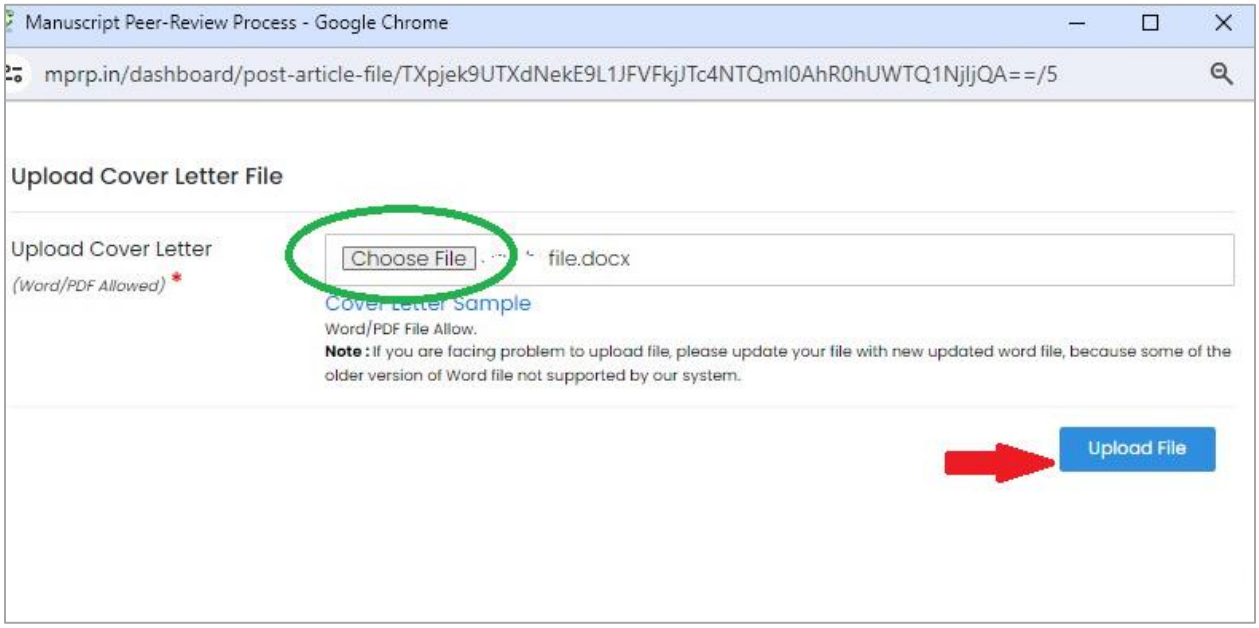
User want to upload figure file separately, user need to upload file on upload figure image file+ button and new dialog box will open, user can click on choose file and select their Image file and then click on upload button below.



User want to upload figure file separately, user need to upload file on upload Ethical committee file+ button and new dialog box will open, user can click on choose file and select their ethical form file and then click on upload button below, user must remember this file must be in PDF format only.



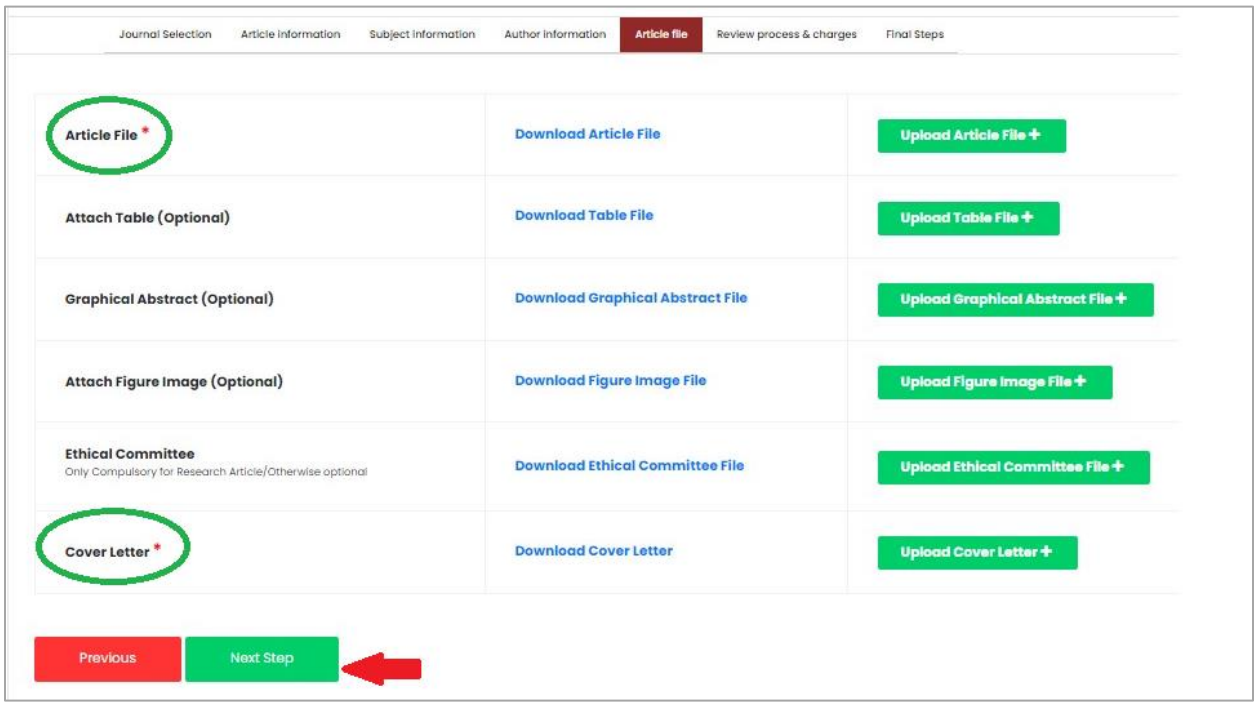
User want to upload figure file separately, user need to upload file on upload cover letter+ button and new dialog box will open, user can click on choose file and select their cover letter file and then click on upload button below, user must remember this file must be in word format only.



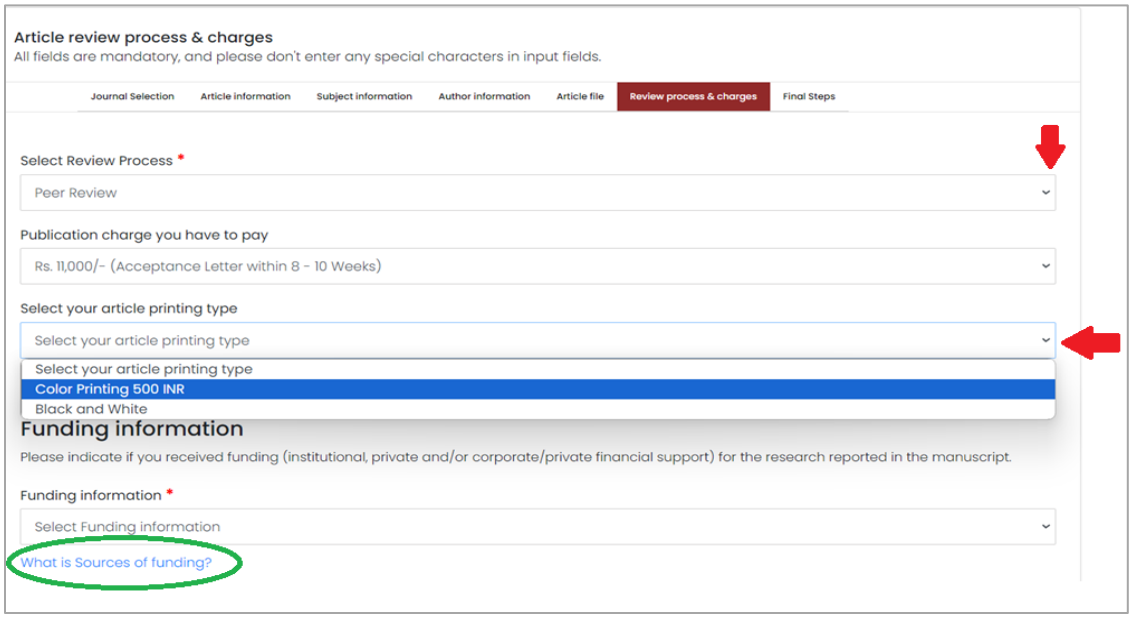
While submitting the cover letter user must remember, letter is written to editor of IP Innovative publication, must mention journal name and it must have all the details of author and co-authors with complete contact details of the corresponding author. It must be provided with each manuscript while 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.

User must check after complete uploading that article file and cover letter are uploaded properly and then click on the next step button below the page.

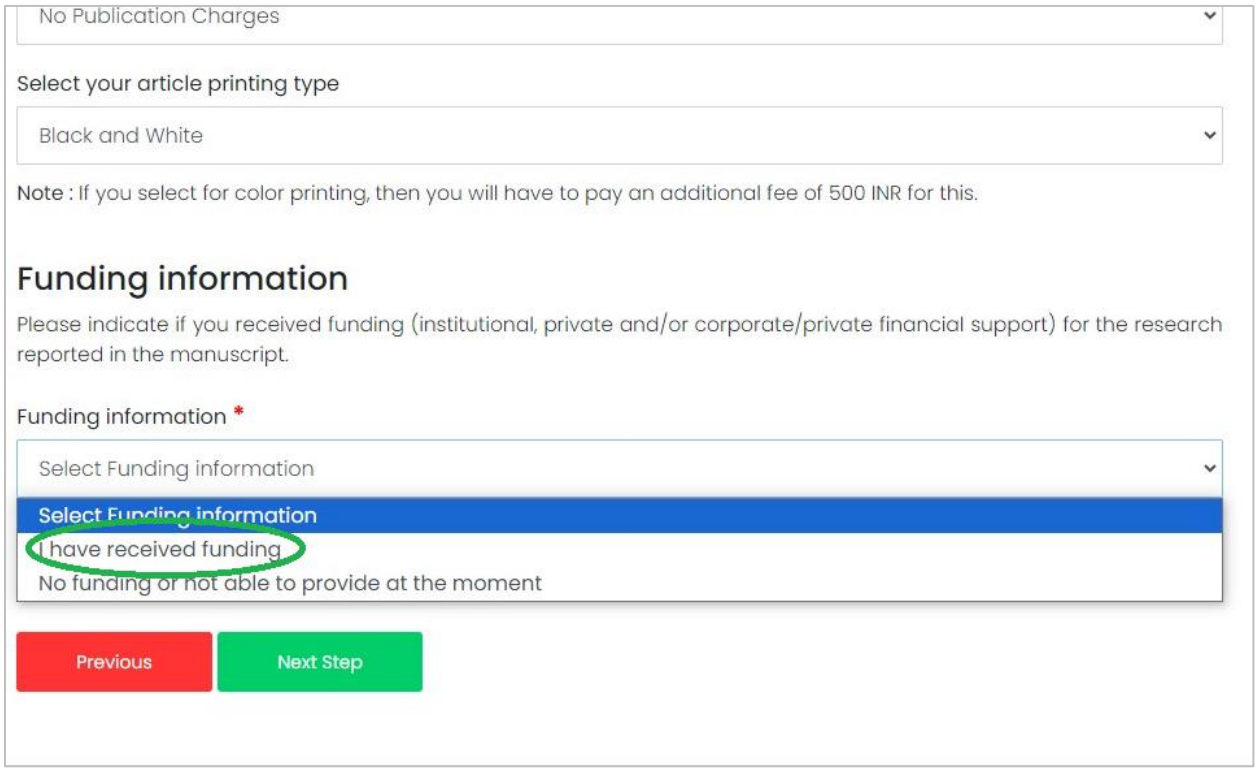


After submitting article file user will reached to review process and charges page, here user has to select type of review process, publication charges, funding information and clinical trial registry information.

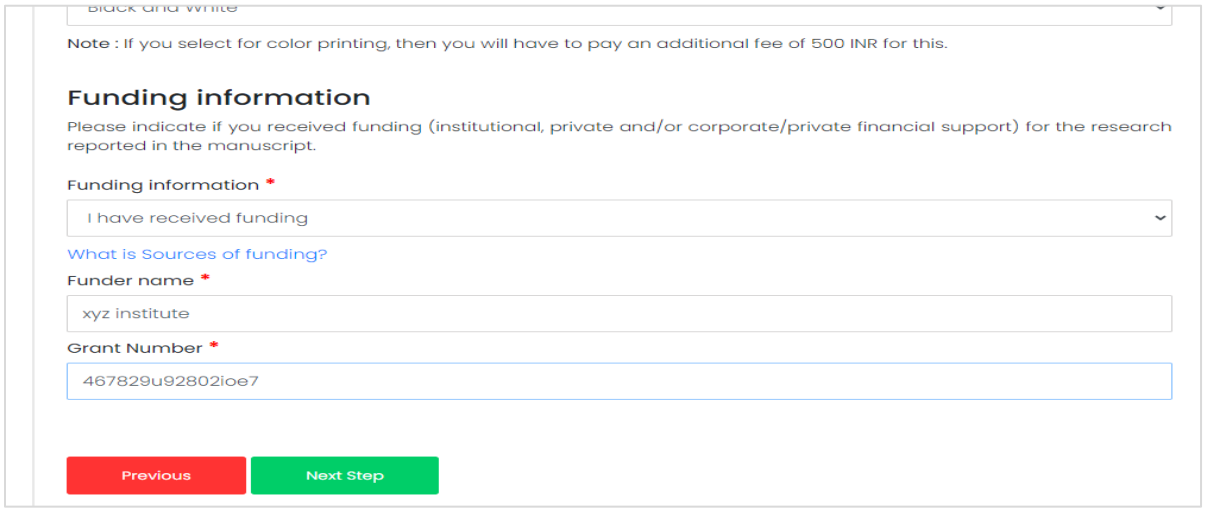


Here user has to select review process with help of down arrow for normal or rapid peer review process. Publication charges automatically selected according to type of peer review process chosen. After user can select article printing type as color printing or black and white.

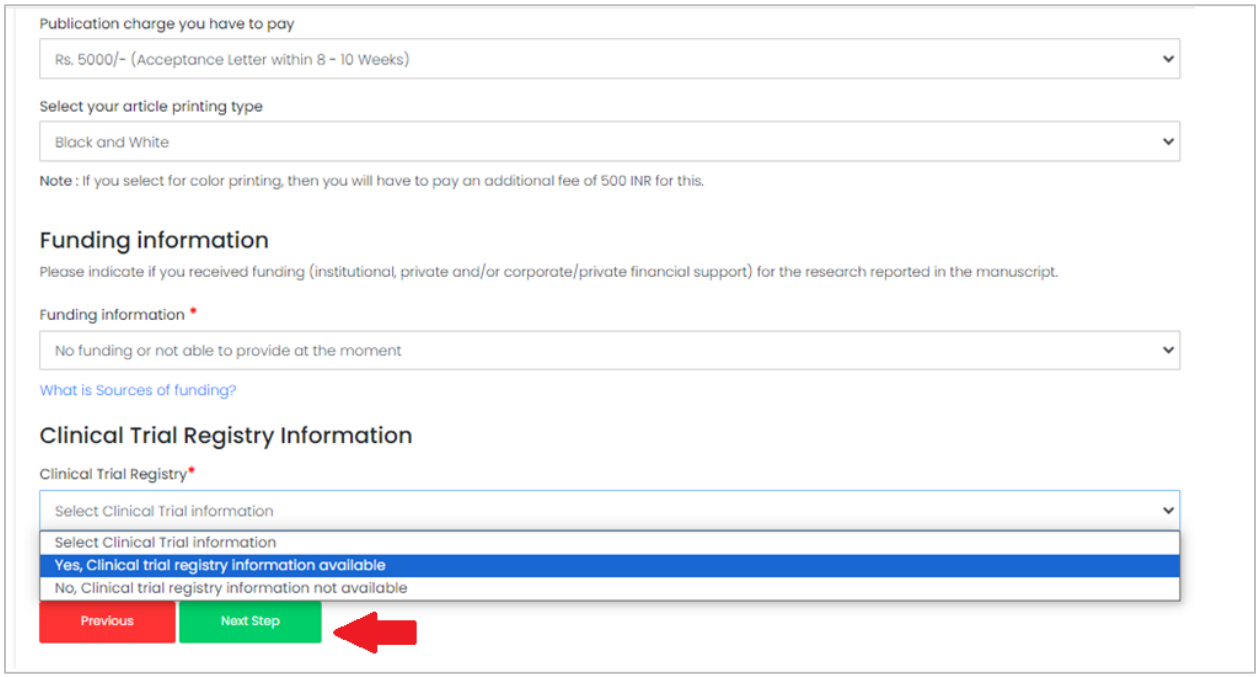
NOTE: please see user must know that normal peer review process takes more time than rapid peer review process both the process has difference in charges.



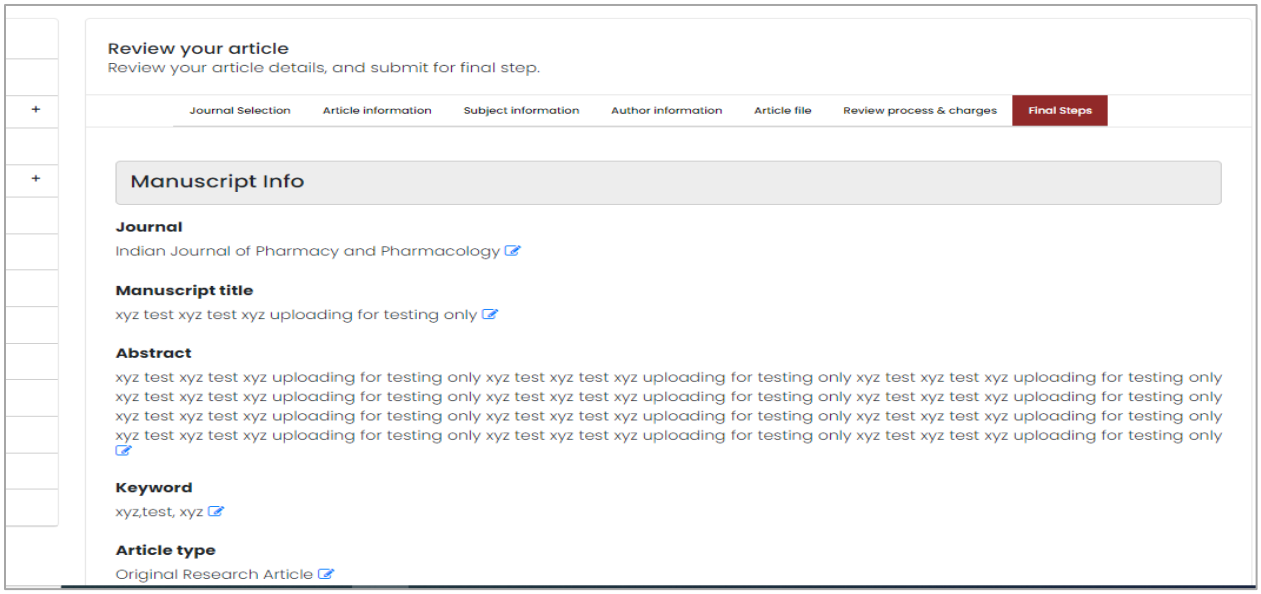
User must have to give funding information, if user select “I have received funding” than user have to give funder name (university, society or grant name) and grant number, if user not have any funding information, they can select “no funding” option.



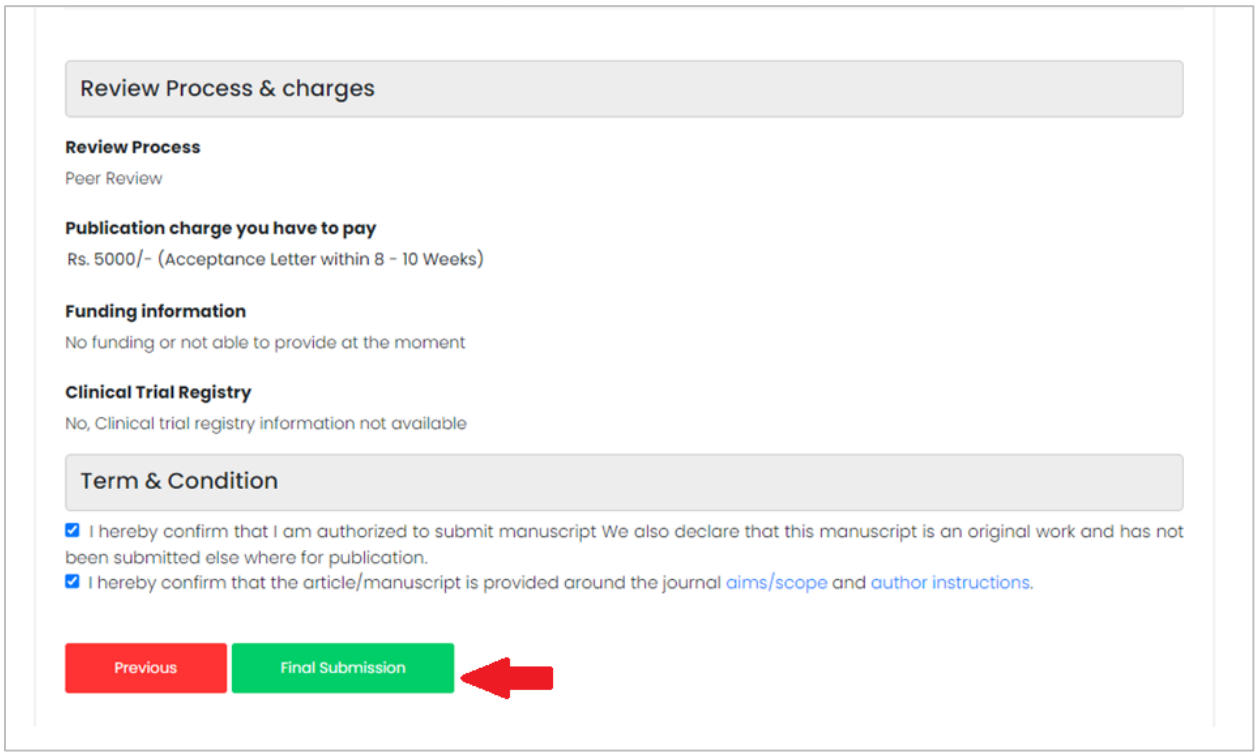
After that user must provide clinical registry information in case of original research article. User can select yes if information is available and provide registry number and registry document otherwise user can select No, if no information is available with help of down arrow.



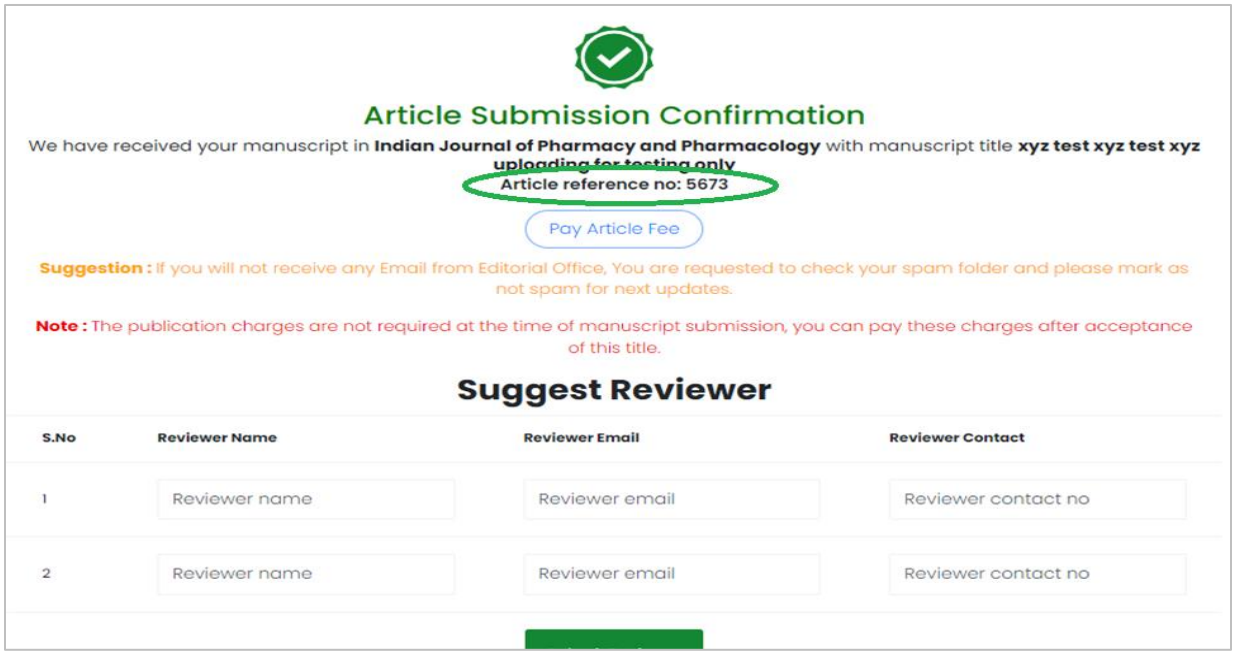
After complete information submitting on the page user can click on next step button below the page. User will reach to final step where all information submitted by user will be available for final check, if user want recorrect anything user can go back to pervious page and recorrect them if all the information is correct user have to click on check box below of the term & condition in which user need to confirm that submitted manuscript is its original work and not submitted in other publication and user need confirm that to that submitted article is according to journal aim and scope and author guidelines.



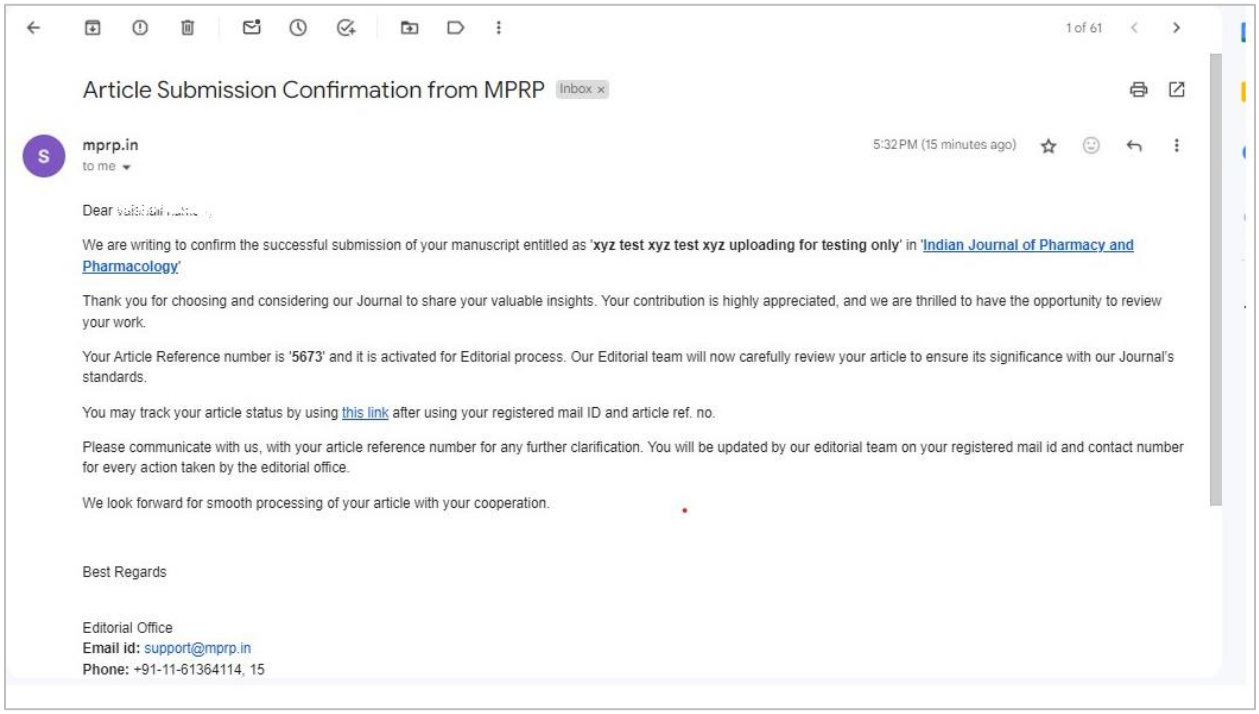
After selecting check box user can click on final submission button below the page.



You can also suggest reviewers, after complete submission process and user will receive article reference number. Reviewers can be suggested using suggest reviewer option, means if user know any subject expert in this field 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.

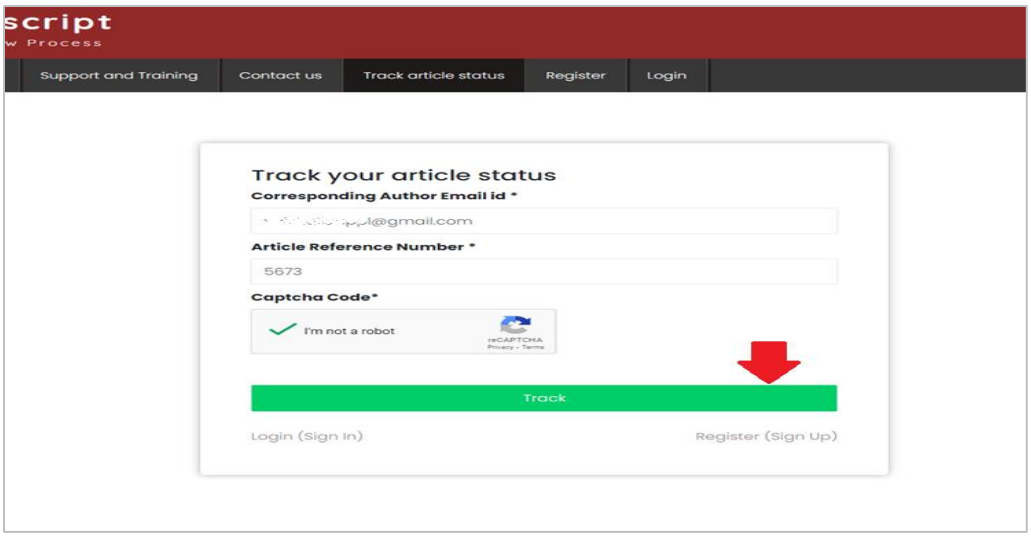


At last user will get the manuscript reference number for future use on your registered mail ID. User need to mention this reference number in each and every communication with the journal editor to understand and resolve your query.

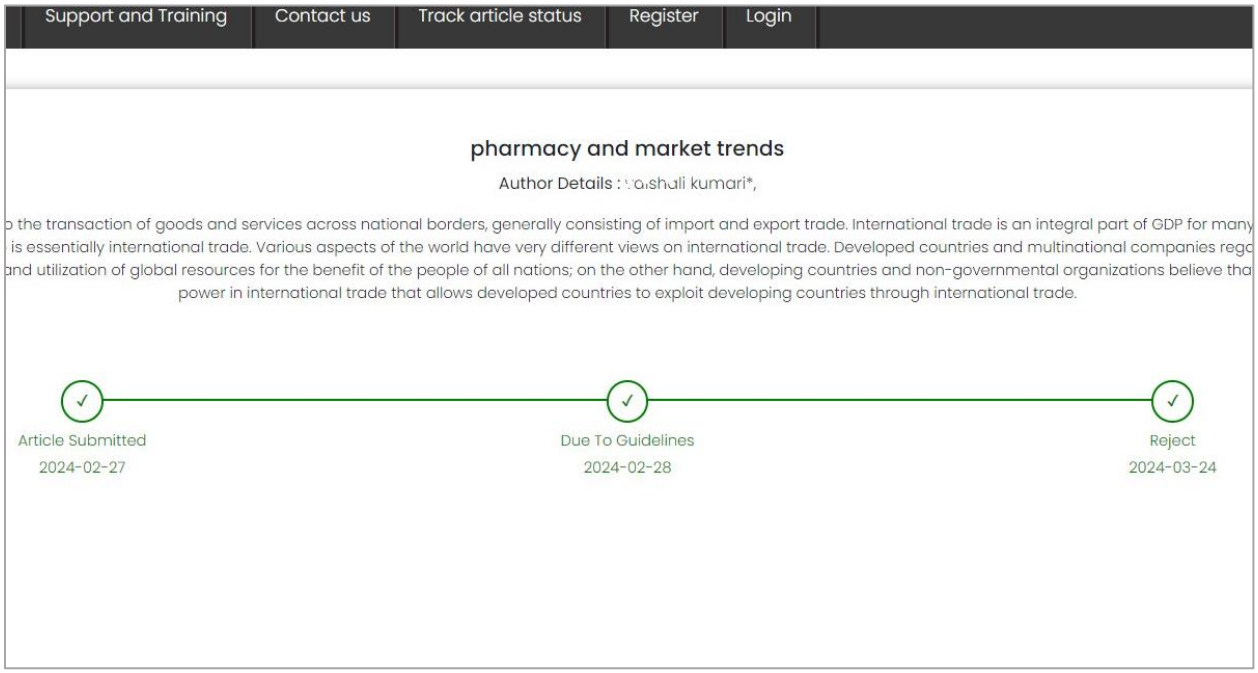


Step- 5: Peer Review Process

During peer review process user will receive mail for each update of the manuscript, user can track article status through [MPRP track article status.](#) user have to mention registered mail id of the corresponding author and article reference number, click on captcha code and then click on track.

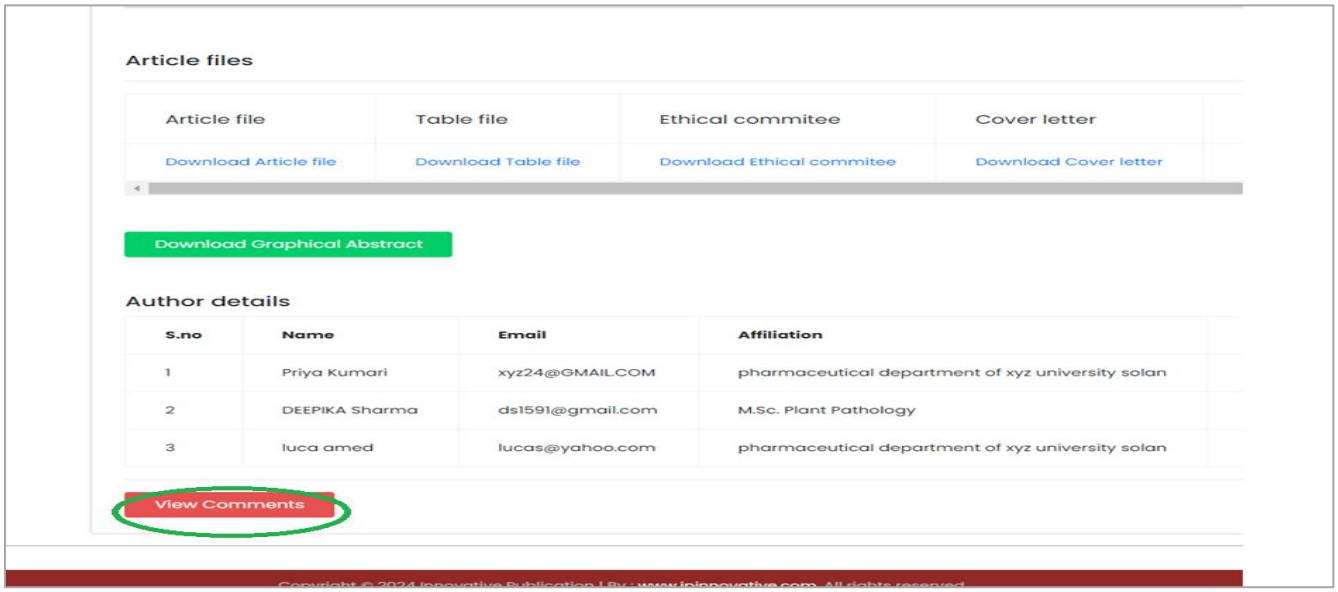


The page will show current status of your article as under review, rewrite, accepted or reject as shown below.

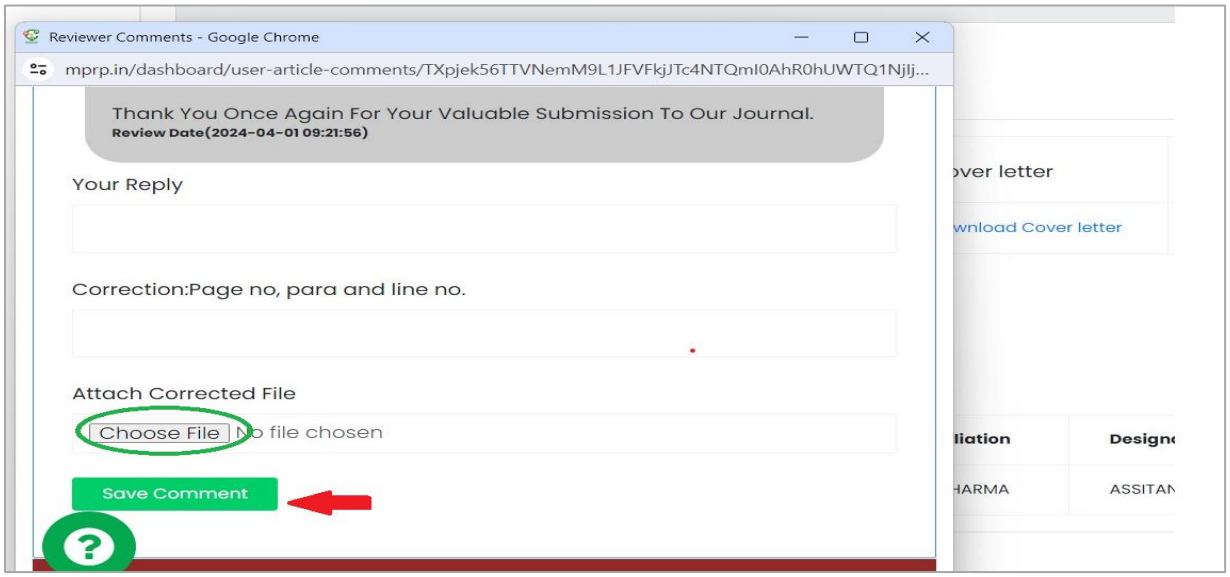


How to Upload Reattach article file:

In case of correction user can reattach their manuscript by login into mprp.in as author by registered mail ID and open article ref. no. and check comments below through view comment.



After correction user need to view comment where user can add their comment and mention where the correction done in para or line no. than by clicking on choose file can upload corrected file and click on save comment, reattach file will automatically reached to editorial team.as shown below.



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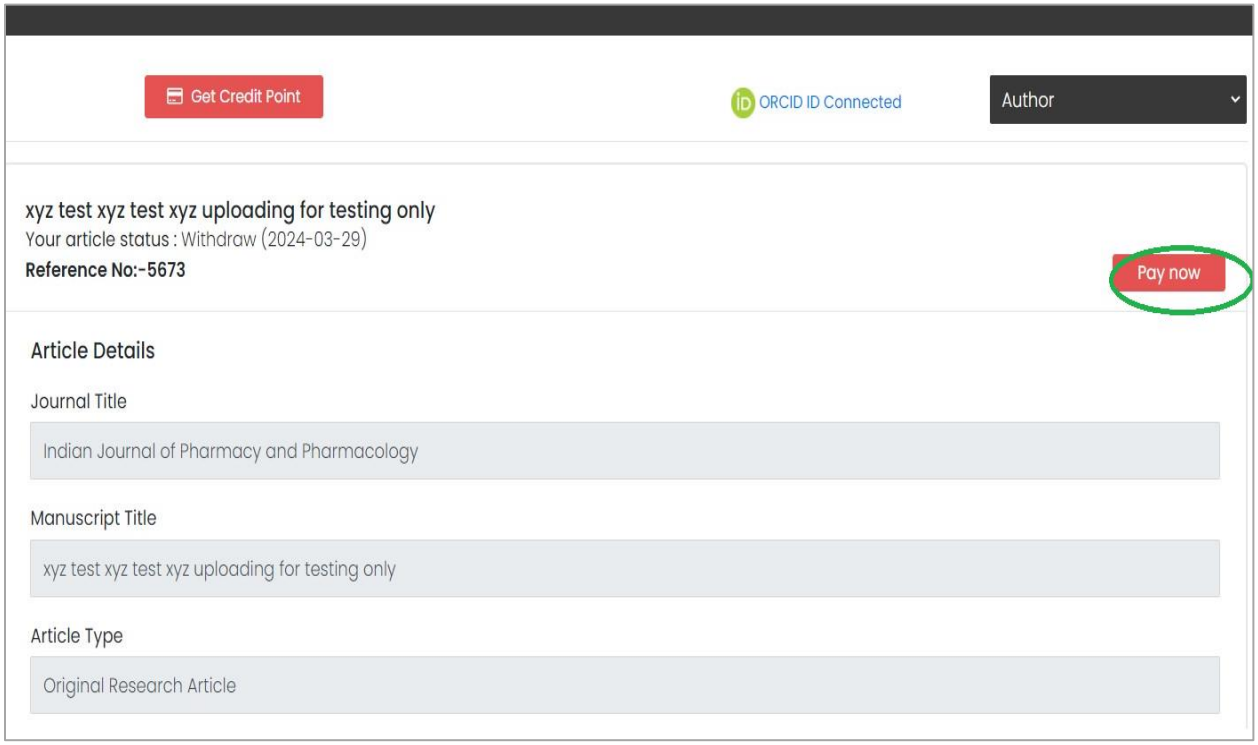
APC necessary to cover the publication process costs and are mandatory for manuscripts to be published in many academic journals. Peer review, formatting, editing, website hosting, and other administrative charges are a few examples of these fees. APC can be paid by using PAY NOW option into your MPRP - 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.

User must click on the article which APC he wants to pay, after click on Pay now button as shown below than fill the required details along with card details, once done, it will start showing that user have paid fee. Share this to the concerning person so that they can process the article further for production stage.



How to generate consent form:

First user must know why consent form is necessary to submit it is very essential part before publishing of any work, to safeguard the writers, journals, and publishers' 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 edit article file as per required format and distribute the article, including reprints, translations, photographic, reproductions, microform, electronic form (offline, online) or any other reproduction of similar nature.

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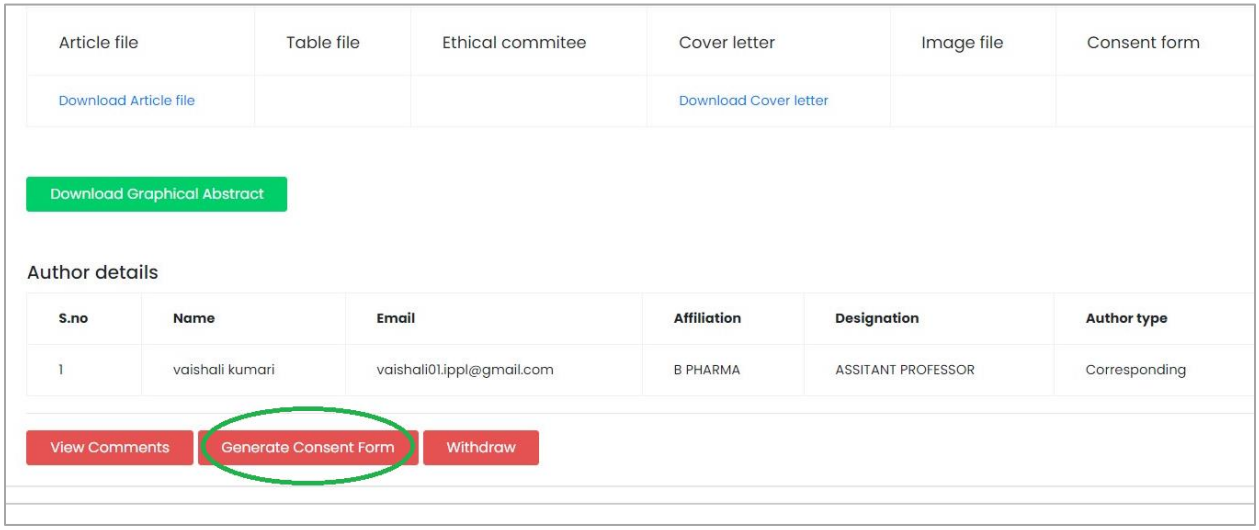
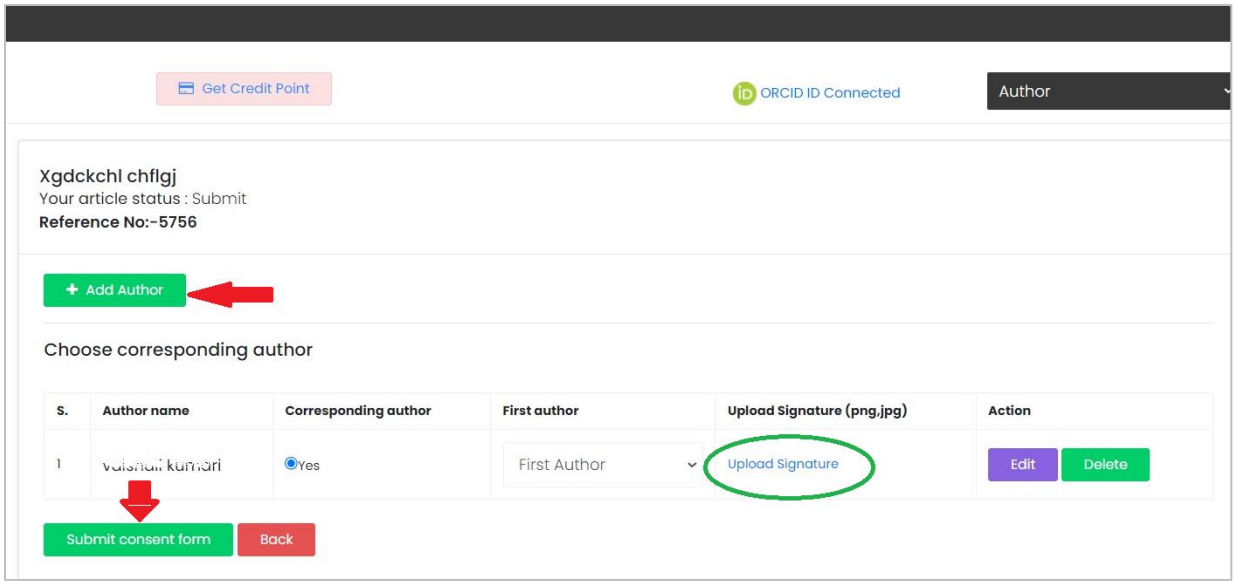


Click on generate consent form and it will lead you new page as shown below here click on upload signature and new dialog box fill all the details of author regarding affiliations, their contributions and upload signature and submit, similarly user has to upload all the other author signature other than this if user wants to add new co authors they can be added now according to their sequence, choose circle in front of the corresponding author name and click on submit consent form button below.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