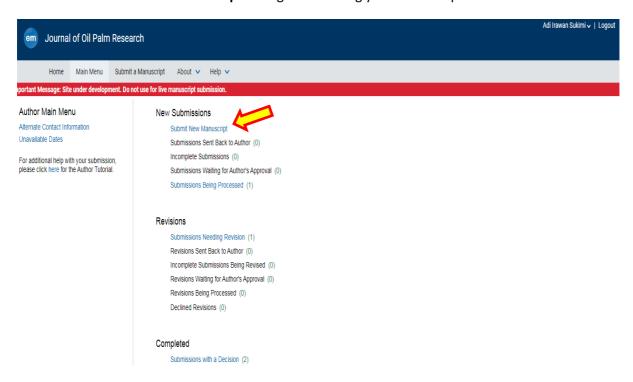
Guidelines to Author

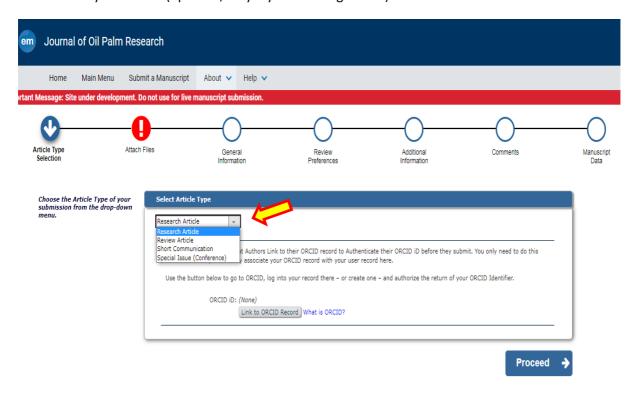
- 1. Login to https://www.editorialmanager.com/jopres/default2.aspx
- 2. Insert username and password, then click on Author Login



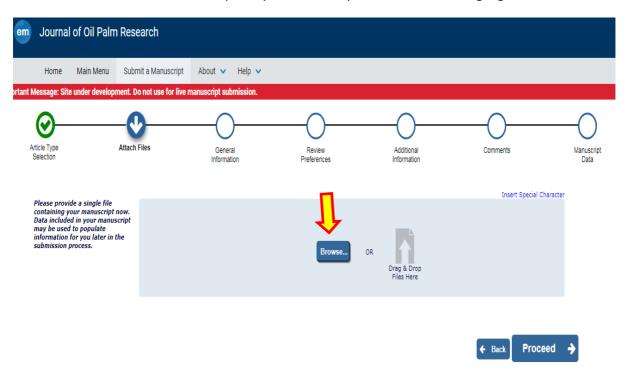
3. Click **Submit New manuscript** to begin submitting your manuscript.



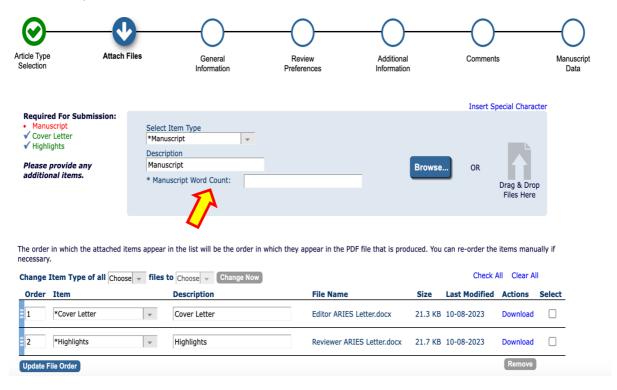
 Article Type Selection: Select an "Article type" of Research Article/ Review Article/ Short Communication/ Special Issue (Conference).
Insert your ORCID (optional, only if you have registered). Then click Proceed.



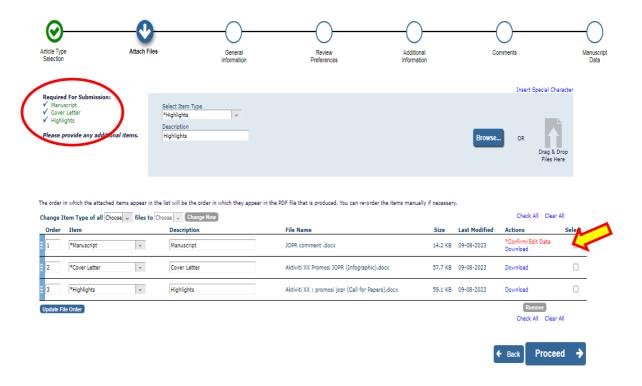
5. Attach Files: Click Browse to upload your manuscript, cover letter and highlights.



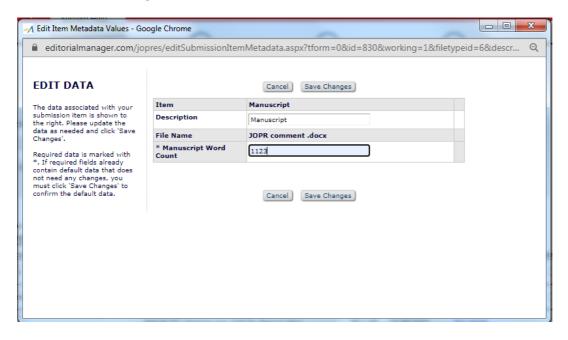
5a. Make sure all the files are uploaded in .docx format or the system can't proceed to next section. Please fill in the Manuscript word count (mandatory) before browsing your manuscript.



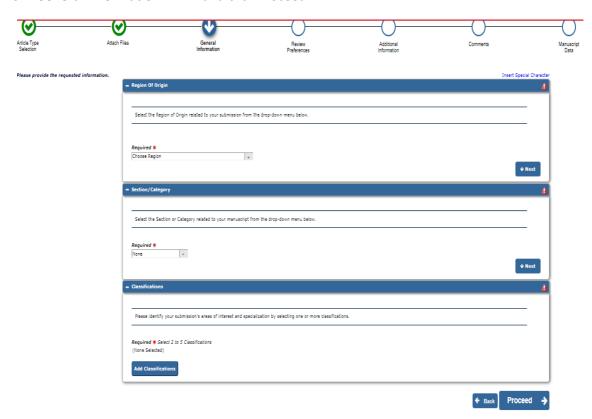
5b. If word count is not filled in (5a), the *Confirm/Edit Data will turn into red colour to show that it is mandatory to fill in the word count. When all the required files are uploaded, the mandatory area will turn to green colour. Then, click Proceed.



5c. After clicking the **Confirm/Edit Data**, fill in Manuscript Word Count box. Then, click Save Changes.

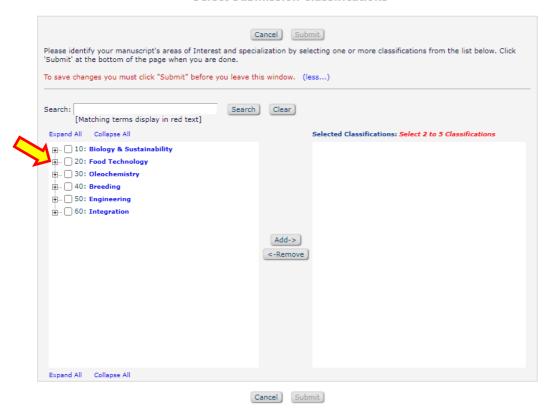


6. **General Information**: Fill in and click Proceed.

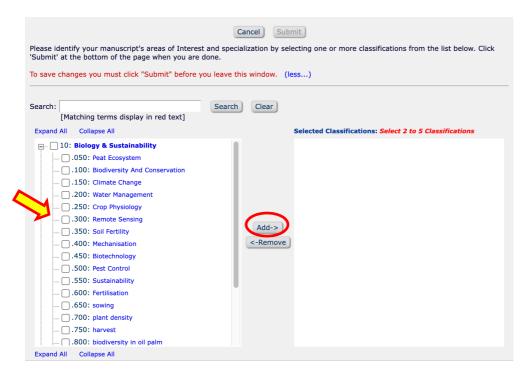


6a. After clicking on **Add Classification**, the pop up page will appear for you to select classification (2-5), press "+" to expend the list of each research area.

Select Submission Classifications

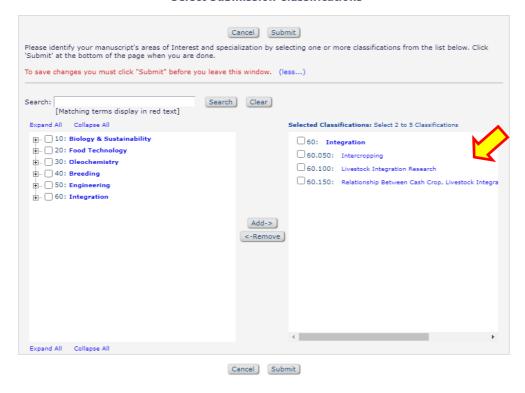


Tick 2-5 boxes of the details classification, then click "Add".

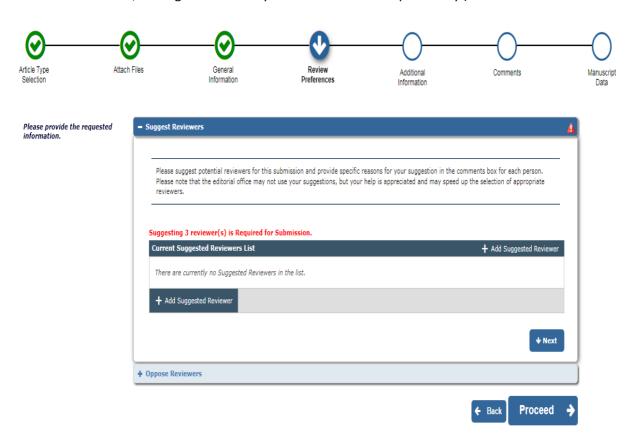


6b. You will then see the selected classification appears on the right box.

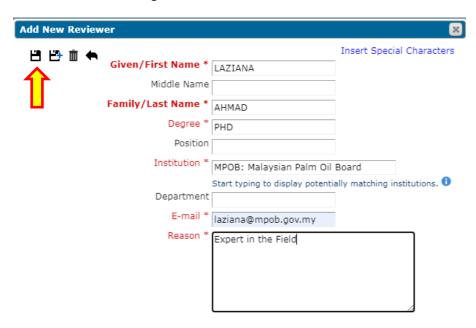
Select Submission Classifications



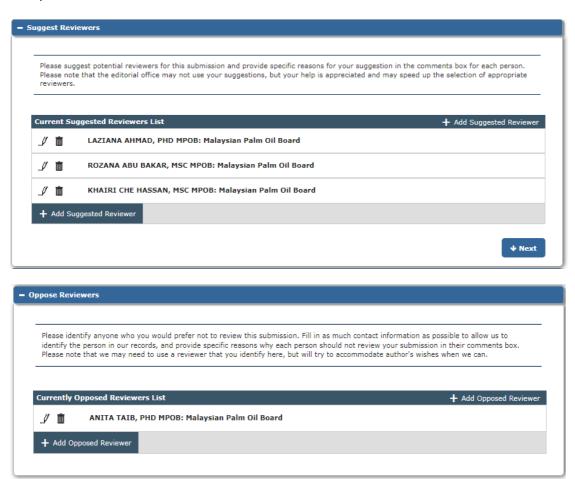
7. **Review Preferences**: Suggest at least 3 reviewers (should not nominate preferred Reviewers such as friends, colleagues or whom you have collaborated previously.)



7a. Click Save after filing in the information.



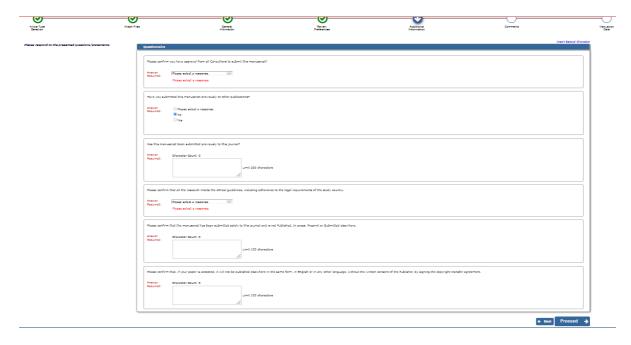
7b. After filling up this **Suggest Reviewers** section, you may fill in the **Oppose Reviewers** (optional). Then, click Proceed.



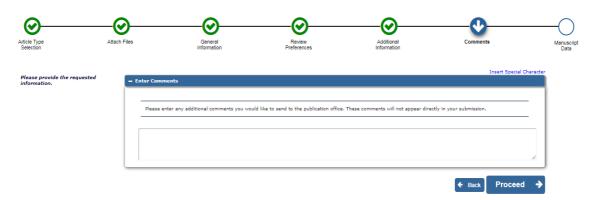
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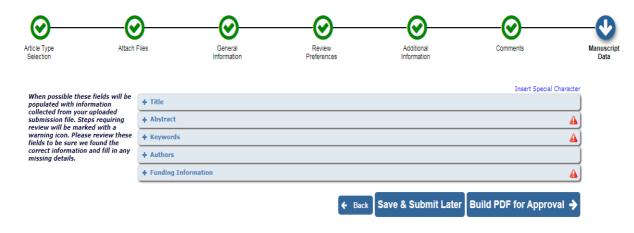
8. Additional Information: Fill in and click Proceed.



9. **Comments**: You can enter any additional comments you would like to send to the publication office.



10. Manuscript Data: Fill in Title, Abstract, Keywords, Authors and Funding Information.



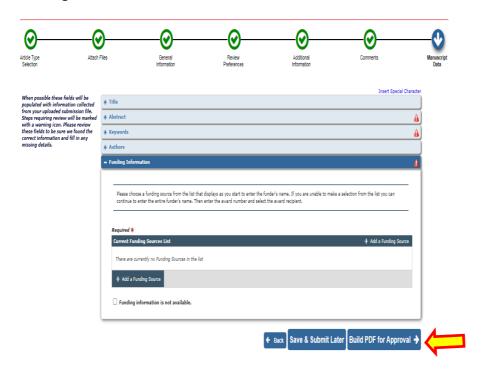
10a. Insert 2-5 keywords, and use semicolon ";" instead of comma "," between the keywords to make sure the system can read your word count.



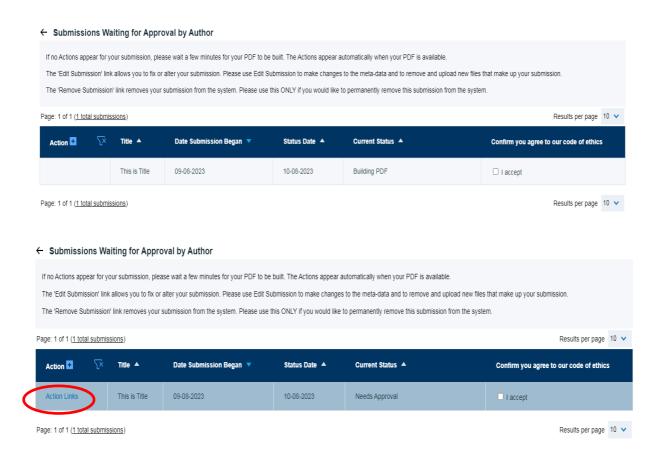
10b. Under Author List, please key in details of all your co-authors and arrange the sequences of authors based on your manuscript.



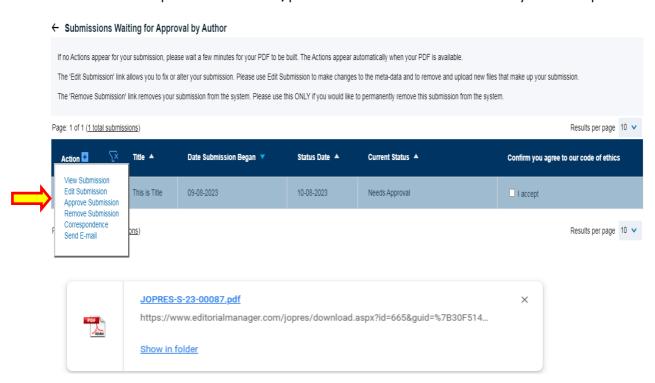
10c. Under Funding Information, please click **Add a Funding Source** or tick on the box that **Funding Information is not available**.



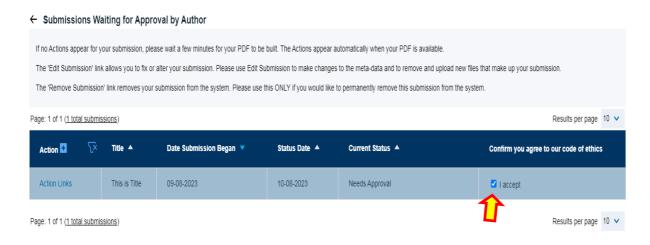
11. After clicking **Build PDF for Approval**, you will be directed to this page, please wait until the "**Action Links**" appear under Action title.



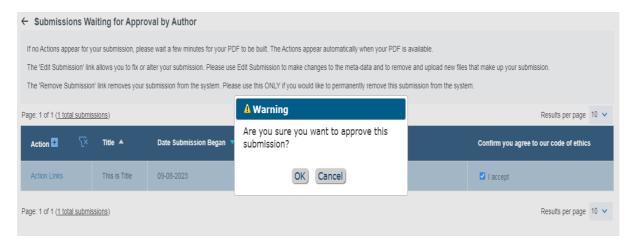
11a. From the drop list of Action Links, please click View Submission to check your build up PDF.



- 11b. You may click **Edit Submission** to return to submission page.
- 11c. After confirming the submission, tick on box "I accept" to confirm you agree to JOPR code of ethics and click **Approve Submission**.



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