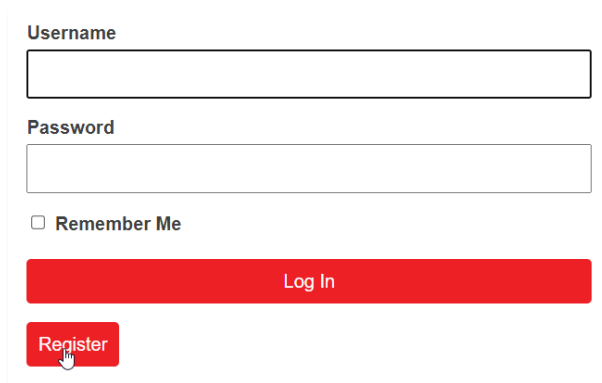
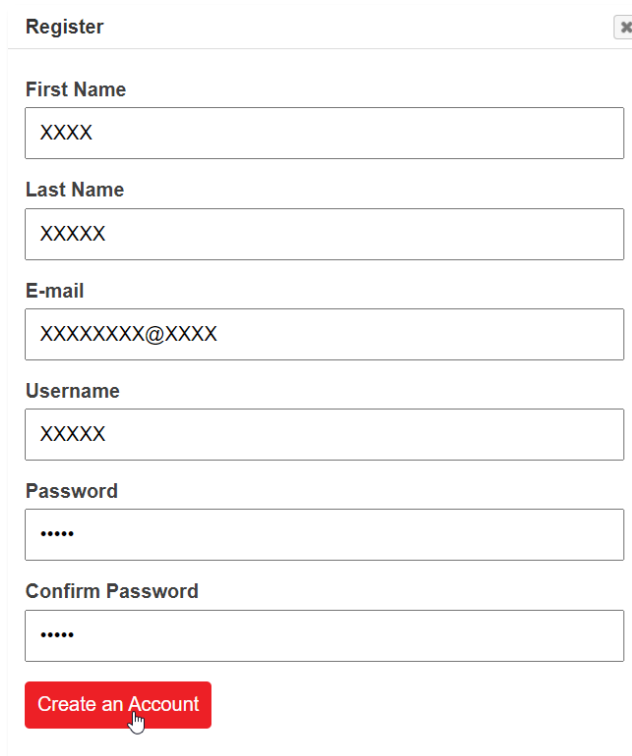


Instructions for Manuscript Submission

Updated: Dec 30, 2021

- a) The corresponding author has to register on the web platform <http://sjce.gf.ukim.edu.mk/> in order to submit a scientific paper for SJCE journal.

The image shows a login form with the following elements: a 'Username' label above a text input field; a 'Password' label above a text input field; a checkbox labeled 'Remember Me'; a large red button labeled 'Log In'; and a smaller red button labeled 'Register' with a mouse cursor icon over it.The image shows a registration form titled 'Register' with a close button in the top right corner. The form contains the following fields: 'First Name' with placeholder text 'XXXX'; 'Last Name' with placeholder text 'XXXXX'; 'E-mail' with placeholder text 'XXXXXXXX@XXXX'; 'Username' with placeholder text 'XXXXX'; 'Password' with placeholder text '....'; and 'Confirm Password' with placeholder text '....'. At the bottom is a large red button labeled 'Create an Account' with a mouse cursor icon over it.

- b) If you fail to receive the activation link in your inbox, check your junk/spam folder.
- c) Log in to your account.

Username
XXXXX

Password
.....

Remember Me

Log In

Register

- d) Submit your paper using the menu 'New Paper'.



Search ▾

New Paper

My Papers

Profile

- e) The manuscript should be prepared in accordance with the latest update of Manuscript Template given by the Editorial Board and should be uploaded in DOCX (Microsoft Word) format and PDF format. The title of the attachments (file names) should be in this format *SJCE title of the paper*. **Do not include author names in the file names.**

In addition to the attachments, it is necessary to fill in the fields for title, abstract, authors and keywords. The interface for submitting the manuscript is intuitive. Please make sure that all fields are filled in correctly before submitting the paper.

Attachments

<input type="button" value="Corresponding Author"/>	<input type="button" value="Author 1"/>	<input type="button" value="Author 2"/>	<input type="button" value="Author 3"/>	<input type="button" value="Author 4"/>	<input type="button" value="Author 5"/>
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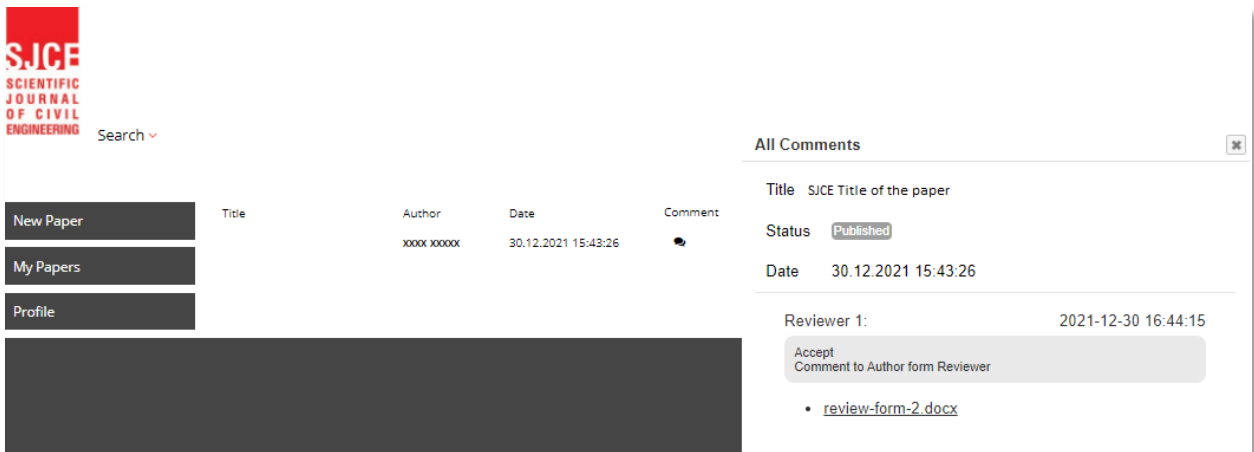
Institution/company

No file chosen

- f) Upon receipt of a submission, the editor sends an e-mail of confirmation to the submission’s author within one to three working days. If you fail to receive this confirmation, check your junk/spam folder.
- g) The menu ‘My Papers’ provides an overview of all submitted papers along with information on the review process. *Submitted, Assigned for Review and Published* are three possible statuses of the paper review process.



- h) In the comment section, the Review form and comments from the Reviewer will appear after the reviewing process is finished. The overall evaluation of the paper can be *Rejected, Accepted with major Revision, Accepted with minor Revision and Accepted*.



- i) If some revisions need to be made, an Edit button will appear on the right side of the paper's status. After implementing all the revisions, the author repeats the procedure of submitting the final paper via edit button.

The screenshot shows the user interface for the SJCE Scientific Journal of Civil Engineering. On the left, there is a sidebar with three buttons: 'New Paper', 'My Papers', and 'Profile'. The main area contains a table with the following data:

Title	Author	Date	Comment	Status
SJCE Title of the paper	xxxx xxxxx	30.12.2021 15:43:26		Assigned for Review Edit

- j) The corresponding author will receive the notification of the reviewing process also by email.