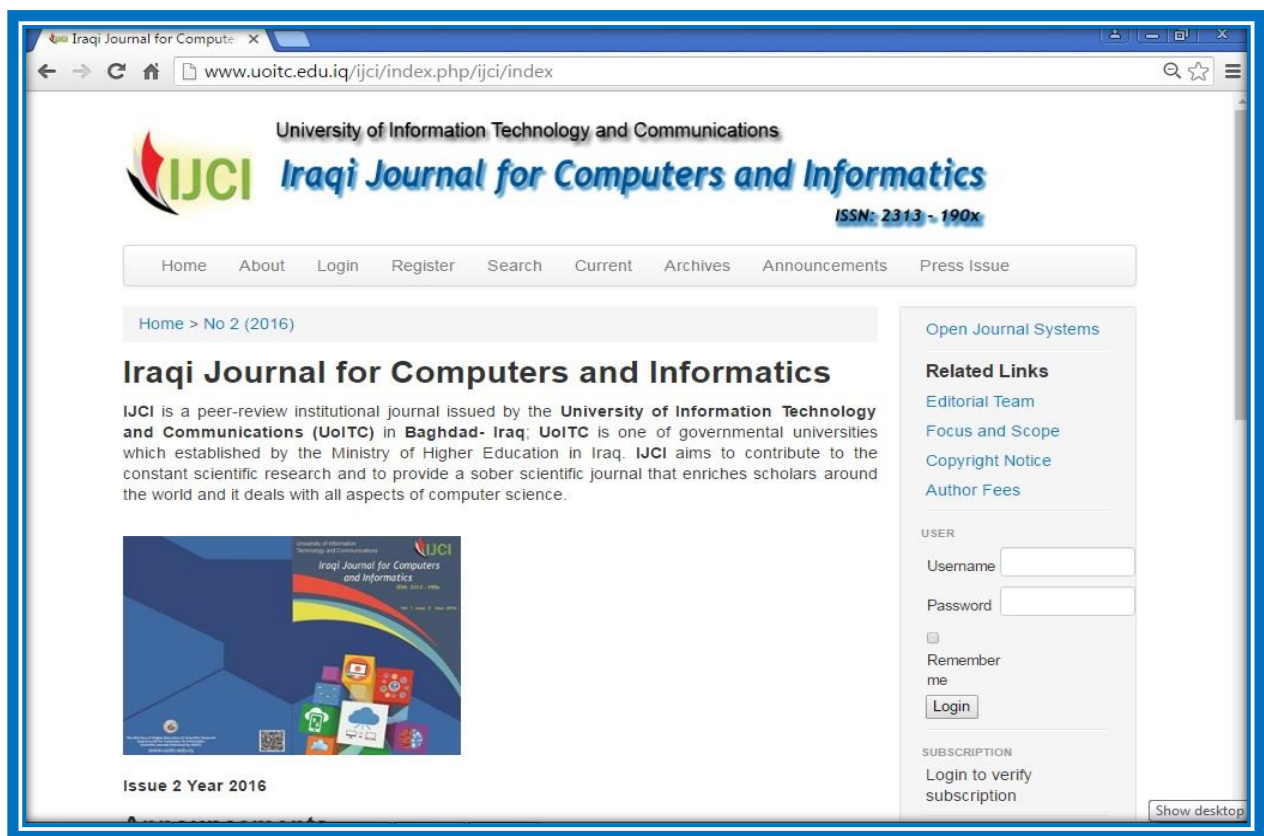


IRAQI JOURNAL FOR COMPUTERS AND INFORMATICS (IJCI)

AUTHORS MANUAL



The screenshot shows the homepage of the Iraqi Journal for Computers and Informatics (IJCI). The browser address bar displays the URL www.uoitc.edu.iq/ijci/index.php/ijci/index. The page features the IJCI logo, the text "University of Information Technology and Communications", and the journal title "Iraqi Journal for Computers and Informatics" with the ISSN number "ISSN: 2313-190x". A navigation menu includes links for Home, About, Login, Register, Search, Current, Archives, Announcements, and Press Issue. The main content area displays "Home > No 2 (2016)" and the journal title. A paragraph describes IJCI as a peer-review institutional journal issued by the University of Information Technology and Communications (UoitC) in Baghdad, Iraq, established by the Ministry of Higher Education in Iraq. Below the text is a thumbnail image of the journal cover for "Issue 2 Year 2016". On the right side, there is a sidebar with "Open Journal Systems" and "Related Links" (Editorial Team, Focus and Scope, Copyright Notice, Author Fees). A login section is present with fields for Username and Password, a "Remember me" checkbox, and a "Login" button. A "SUBSCRIPTION" section includes a "Login to verify subscription" link and a "Show desktop" button.

IJCI team welcomes you, kindly follow the instructions that listed below, note that to check the author guidelines in about page.

LOGIN / SIGN UP AS AUTHOR

A. New Registration

Go to <http://www.uoitc.edu.iq/ijci/user/register>

Click on register button for a new registration as an author, full all the required fields which denoted by (*).

The screenshot shows a web browser window with the URL www.uoitc.edu.iq/ijci/index.php/ijci/user/register. The page header includes the logo for the University of Information Technology and Communications (UOITC) and the Iraqi Journal for Computers and Informatics (IJCI), with ISSN 2313-190X. A navigation menu contains links for Home, About, Login, Register, Search, Current, Archives, Announcements, and Press Issue. The main content area is titled "Register" and contains the following fields and instructions:

- Profile**
 - Username ***: Text input field. Instruction: "The username must contain only lowercase letters, numbers, and hyphens/underscores."
 - Password ***: Text input field. Instruction: "The password must be at least 6 characters."
 - Repeat password ***: Text input field.
 - Salutation**: Text input field.
 - First Name ***: Text input field.
 - Middle Name**: Text input field.
 - Last Name ***: Text input field.
 - Initials**: Text input field. Example: "Joan Alice Smith = JAS"
 - Gender**: Dropdown menu.
 - Affiliation**: Text input field.
 - Signature**: Text area. Instruction: "(Your institution, e.g. 'Simon Fraser University')"
 - Email ***: Text input field. Includes a "Privacy Statement" link.
 - Confirm Email ***: Text input field.
 - URL**: Text input field.
 - Phone**: Text input field.
 - Fax**: Text input field.

On the right side of the page, there are several utility sections:

- Open Journal Systems**
- Related Links**: Editorial Team, Focus and Scope, Copyright Notice, Author Fees.
- USER**: Username and Password input fields, a "Remember me" checkbox, and a "Login" button.
- SUBSCRIPTION**: "Login to verify subscription" link.
- NOTIFICATIONS**: "View" and "Subscribe" links.
- LANGUAGE**: "Select Language" dropdown menu (set to "English") and a "Submit" button.
- JOURNAL CONTENT**: "Search" input field, "Search Scope" dropdown menu (set to "All"), and a "Search" button.
- BROWSE**: "By Issue", "By Author", and "By Title" links.
- FONT SIZE**: (No visible controls)

1. Login (Enter your User name and Password then click Login button)



Login

Username

Password

Remember my username and password

- [Not a user? Register with this site](#)
- [Forgot your password?](#)

Important Note:- Before doing any submission for any file, read carefully the Copyright Notice and Publication Fees (Author Fees) in section from menu item (About → Author Fees, or from homepage on the top right sidebar then Author Fees).

Copyright Notice

It is a condition of publication that manuscripts submitted to IJCI have not been published, accepted for publication, nor simultaneously submitted for publication elsewhere. By submitting a manuscript, the author(s) agree that copyright for the article is transferred to the publisher, if and when the manuscript is accepted for publication.

Publication Fees: Fees for publication vary between local and international authors.

Generally, Total publishing fees is (75,000 ID) , a notification of a payment of (40,000 ID) to the Financial Department/University of Information Technology and Communications should be submitted to the IJCI office when submitted the manuscript , after acceptance the 2nd part of fees have to be paid , which is (35,000 ID).

2. New Submission (Start the submission process by selecting the New Submission, Then follow FIVE steps bellow:

User Home
Iraqi Journal for Computers and Informatics

» [Author](#) 0 Active [\[New Submission\]](#)

My Account

» [Edit My Profile](#)
» [Change My Password](#)
» [Logout](#)

Note:- Active the checkbox The authors agree to the terms of this copyright notice, which will apply to this submission if and when it is published by this journal

Step 1. Starting the Submission

- 1. Start
- 2. Upload Submission
- 3. Enter Metadata
- 4. Upload Supplementary Files
- 5. Confirmation

Encountering difficulties? Contact [manager](#) for assistance.

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[Consent to publish in IJCI.](#)

The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

* Denotes required field

Important Note:- the submission file must be document type (doc,...etc) .

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.

Encountering difficulties? Contact [manager](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Browse...

No file selected.

Upload

Save and continue

Cancel

Step 3. Entering the Submission's Metadata

- 1. [Start](#)
- 2. [Upload Submission](#)
- 3. Enter Metadata
- 4. Upload Supplementary Files
- 5. Confirmation

Authors

First Name *

Middle Name

Last Name *

Email *

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio Statement

(E.g., department and rank)

Add Author

Title and Abstract

Title *

Abstract *

Indexing

Language

English=en; French=fr;
Spanish=es. [Additional codes.](#)

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

* Denotes required field

Note:- the submitted file must be document type(.doc , .mp4 , .mp3 , .pdf ,....etc)

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.

ID	Title	Original file name	Date uploaded	Action
No supplementary files have been added to this submission.				

Upload supplementary file No file selected.

Step 5. Confirming the Submission

- 1. Start
- 2. Upload Submission
- 3. Enter Metadata
- 4. Upload Supplementary Files
- 5. Confirmation

To submit your manuscript to Iraqi Journal for Computers and Informatics 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 Iraqi Journal for Computers and Informatics.

File Summary

ID	Original file name	Type	File Size	Date uploaded
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When the registration is completed, you have to check your account notifications on email from IJCI editor to tell you about accept or reject your submission.