Asia-Pacific Management Accounting Journal Manual Guide

Link: http://arionline.uitm.edu.my/ojs/index.php/APMAJ/index
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REGISTRATION

Link: http://arionline.uitm.edu.my/ojs/index.php/APMAJ/user/register
Registering with a Journal

• To register with a journal, **click the Register link** on the upper right corner.

• This will open the Registration Form for you to complete with all required information.
Registration

First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password are mandatory.

You will be automatically registered as a Reader and an Author [1].

You will be given the option to register as a Reviewer as well [2].
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SUBMISSION GUIDE

Link: http://arionline.uitm.edu.my/ojs/index.php/APMAJ/about/submissions
Submitting an Article

Log in to submit your article.

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Steps process to upload and describe your submission.
To begin select the appropriate section for your submission (e.g., article, review, etc.). Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal’s privacy statement, and then click the Save and Continue button to move to Step 2.
Step 2: Upload your submission file

First, you MUST select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. This must be selected before your file will upload.

Once you’ve made that selection, you can then upload your first file. It is important to note that you can only upload one file at a time. Typically, this first file will be the body of your manuscript. **Please ensure that you have removed the authors and affiliations list in your documents as the journal is double blind review.**

Hit the **Continue** button once the file uploads.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image). Once you have finished uploading all of your files, click **Complete**; this will close the upload window.
You will be brought back to the *Submit an Article* screen where you will see the files you’ve uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click ‘Save and Continue’ to move to Step 3.
Step 3: add information (title, abstract, and additional contributors)

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.
Adding Contributor

Hit **Save**, and the new contributor will appear on the screen.

Next, enter metadata information, including title and abstract.

Click **Save and Continue** to move forward.
Step 4: Confirmation

A box will pop up asking you to confirm you are finished. Click **OK**.
Step 5: Submission complete

Submission complete

Thank you for your interest in publishing with Test Journal A.

What Happens Next?

The journal has been notified of your submission, and you’ve been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- Review this submission
- Create a new submission
- Return to your dashboard
Questions & Issues

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