

Article upload process on the Journal Management System of Jahangirnagar University

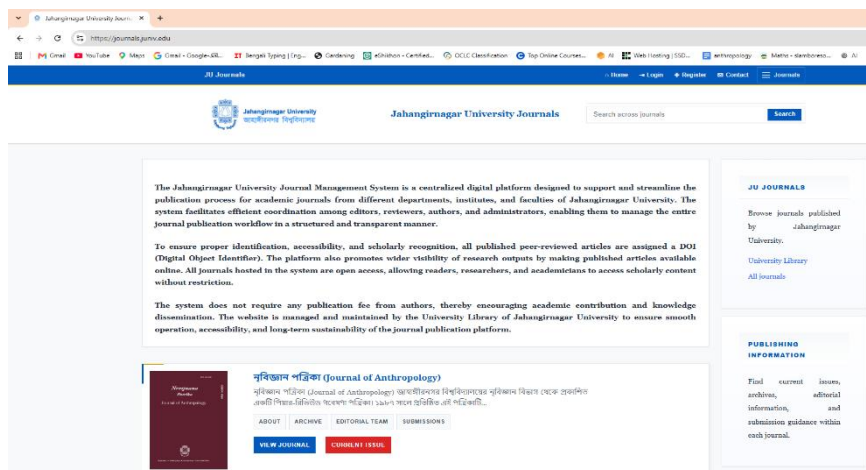
1. Pre-requisites:

1. ID and Password
2. link: journals.juniv.edu (or go to www.juniv.edu, click on “library” menu, click on “Journals” submenu)

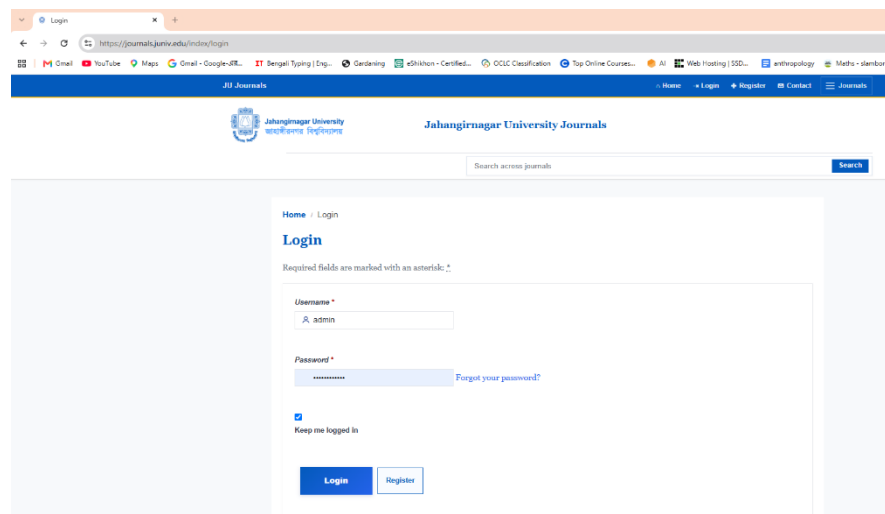
N.B.: Every journal will get a user ID and a password, which will be created and distributed by the library Authority based on the respective Department’s hard copy application.

2. Upload Process:

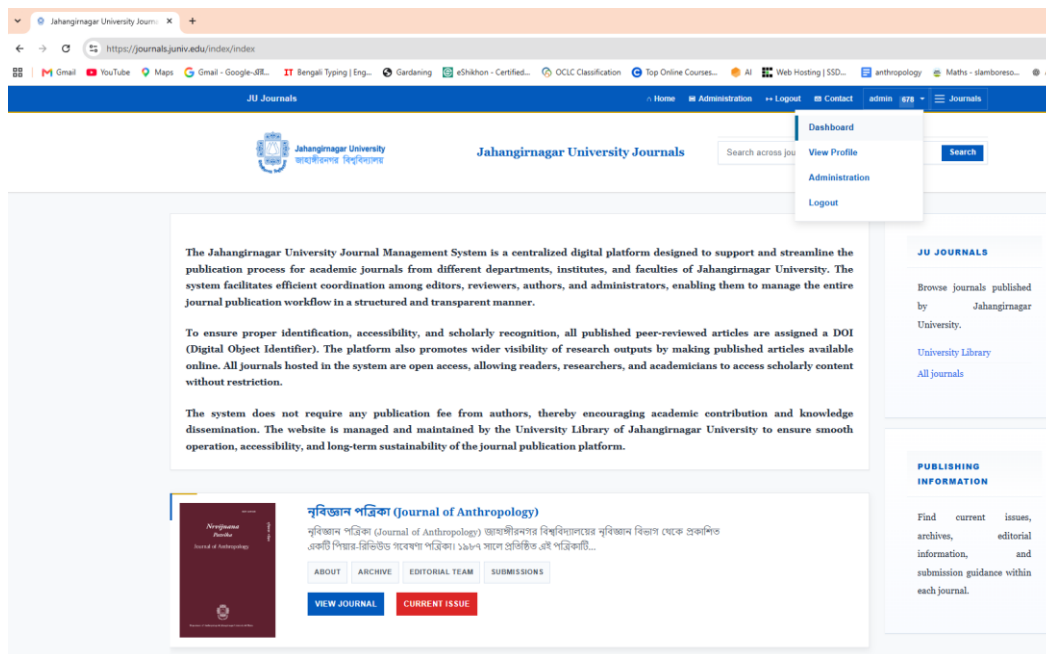
1. Login – Click on the **login** button (Right upper corner).



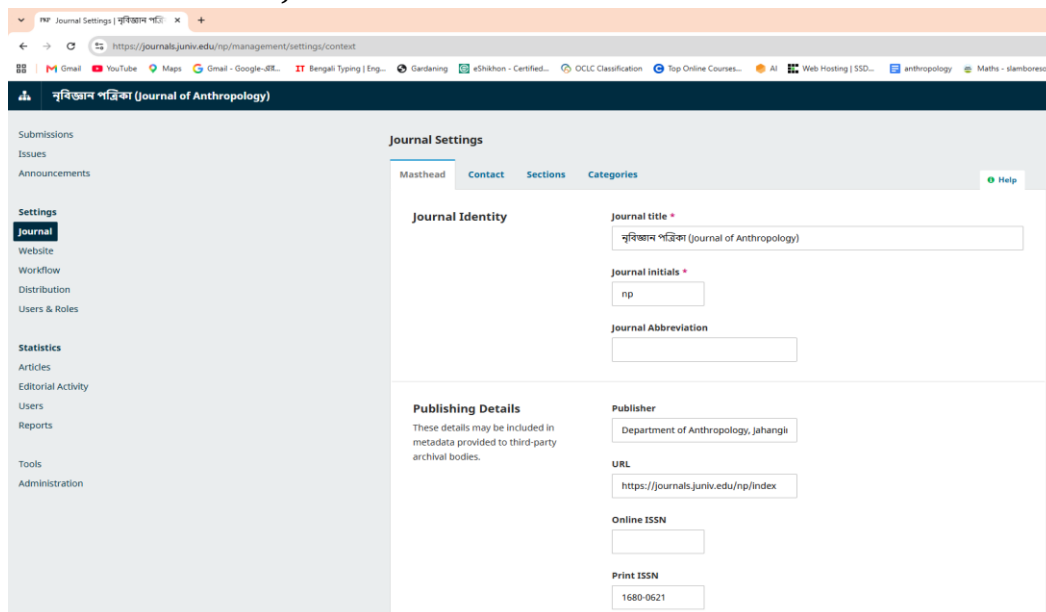
2. Write User ID and Password



3. Click on “User” name ➔ “Dashboard” (right upper corner)



4. Click the “Journal” tab under Settings, fill in the necessary fields under **Publishing Details of Masthead**, and save.



Journal Settings | ব্রহ্মজ্ঞান পত্রিকা

https://journals.juniv.edu/jp/management/settings/context

ব্রহ্মজ্ঞান পত্রিকা (Journal of Anthropology)

Members:

Dr. [Akbar Hussain](#), Professor of Anthropology, Jahangirnagar University

Dr. [Mahmudul H Sumon](#), Professor of Anthropology and Chair, Department of

Description

Include any information about your journal which may be of interest to readers, authors or reviewers. This could include your open access policy, the focus and scope of the journal, copyright notice, sponsorship disclosure, history of the journal, a privacy statement, and inclusion in any LOCKSS or CLOCKSS archival system.

About the Journal

B I x² x₂ ∂ ∞ ∑ ∏ ∫ √ ∞ ∑ ∏ ∫ √ ∞ ∑ ∏ ∫ √

• Analytical and theoretical essays
 • Polemical or critical essays that engage ongoing debates
 • Review essays and critical reviews of books or bodies of literature

Originality and Research Ethics

Every submission must be original, unpublished and written exclusively for Nrvijana Patrika.

• Do not submit a paper that is under review elsewhere. A paper under consideration by another outlet will not be considered.
 • Proper citation is essential. Submissions are checked for plagiarism, and papers with unattributed material will be rejected.
 • Authors should follow accepted standards of anthropological research ethics, including informed consent and protecting the identity of research participants where appropriate.
 • Any use of generative AI tools in preparing the manuscript should be disclosed in the cover note as a disclosure statement on the submitted paper. AI tools cannot be listed as authors. Journal of Anthropology currently not accepting manuscripts which used AI for analysis.

Save

5. Then click on the “Contact” tab, fill in the necessary fields, and save.

Journal Settings | ব্রহ্মজ্ঞান পত্রিকা

https://journals.juniv.edu/jp/management/settings/context#contact

ব্রহ্মজ্ঞান পত্রিকা (Journal of Anthropology)

Submissions
Issues
Announcements
Settings
Journal
Website
Workflow
Distribution
Users & Roles
Statistics
Articles
Editorial Activity
Users
Reports
Tools
Administration

Journal Settings

Masthead Contact Sections Categories

Principal Contact

Enter contact details, typically for a principal editorship, managing editorship, or administrative staff position, which can be displayed on your publicly accessible website.

Name *
 Dr. Ibrahim Khalad

Email *
 ibrahim@juniv.edu

Phone
 +8801781541576

Affiliation
 Associate Professor of Anthropology, J

Mailing Address
 Department of Anthropology,
 Jahangirnagar University, Savar,
 Dhaka 1342, Bangladesh.

Technical Support Contact

A contact person who can assist editors, authors and reviewers with any problems they have submitting, editing, reviewing or publishing material.

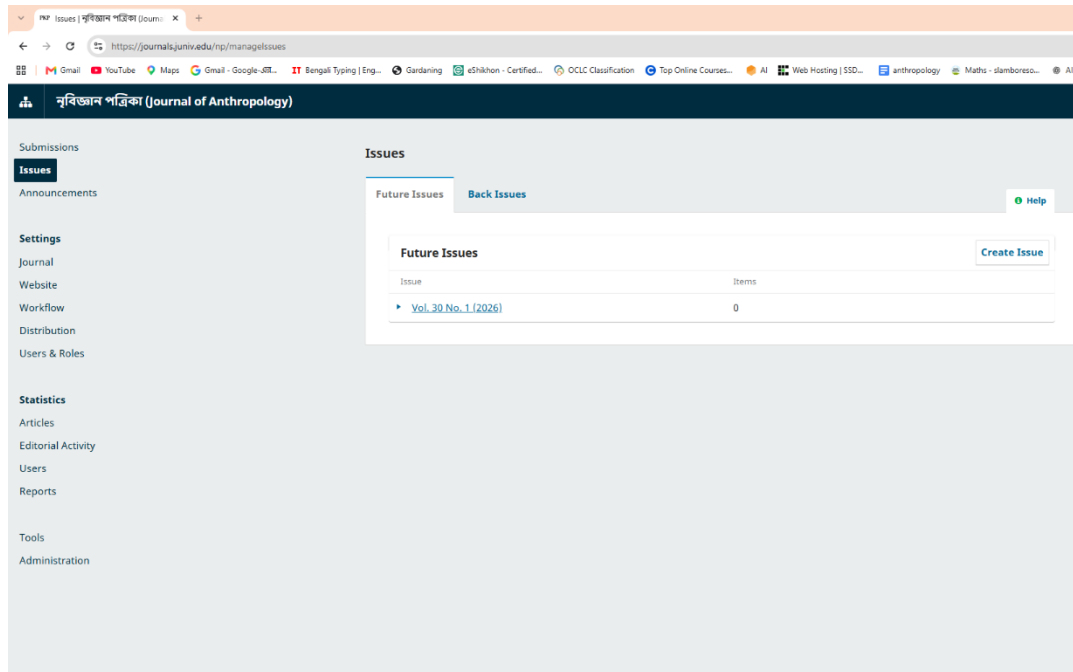
Name *
 MD. Mossabber Hossain

Email *
 mossabber@juniv.edu

Phone
 01712729021

Save

6. Click on **“Issue”** and then **“Create Issue,”** tab, and then fill in **“Volume”**, **“Number”**, and **“Year”**. The number field must be filled out. (If you have no number, it will be **“1”**). Uncheck the **“Title”** box. Write **“description”** of the issue and upload the Cover Image through **“Upload File”** of the new Issue.



The 'Create Issue' form is divided into several sections. The 'Identification' section has input fields for Volume, Number, and Year, followed by a Title field. Below these are checkboxes for Volume, Number, Year, and Title, all of which are checked. The 'Description' section features a rich text editor with various formatting tools. The 'Cover image' section includes a dashed box for dragging and dropping a file, with an 'Upload File' button. The 'URL Path' section has an input field and a note: 'An optional path to use in the URL instead of the ID.' At the bottom right are 'Save' and 'Cancel' buttons.

Identification

Volume Number Year

Title

☒ Volume ☒ Number ☒ Year ☒ Title

Description

Cover image

Drag and drop a file here to begin upload

URL Path

An optional path to use in the URL instead of the ID.

Save Cancel

7. After creating the issue, click on the “**Submission**” button, tick all check boxes, as **Journal Manager**, and then click on “**Save and Continue**”.

The screenshot shows the 'Submissions' page in the Journal Manager interface for the 'Journal of Anthropology'. The left sidebar contains navigation links for Submissions, Settings, Statistics, Tools, and Administration. The main content area is titled 'Submissions' and includes tabs for 'My Queue', 'Unassigned', 'All Active' (with a count of 3), and 'Archives'. A 'Help' link is also present. Below the tabs, there is a 'My Assigned' section with a search bar and a 'Filters' button. The message 'No submissions found.' is displayed in the center of the page.

The screenshot shows the 'Submit an Article' form, which is divided into five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section Policy' section is currently active, displaying the 'Section default policy'. Below this, the 'Submission Requirements' section lists several criteria that must be met before proceeding, each with a checkbox. The 'Comments for the Editor' section provides a text area for the user to enter comments. The 'Submit As' section allows the user to select a role (Journal manager or Author) and includes a checkbox for agreeing to the privacy statement. The form concludes with 'Save and continue' and 'Cancel' buttons. A footer note states: 'Required fields are marked with an asterisk: *'.

Section Policy
Section default policy

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

- ☒ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☒ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- ☒ Where available, URLs for the references have been provided.
- ☒ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☒ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

Submit As *
Submit in any of the following roles if you would like to be able to edit and publish this submission yourself: Journal manager

- ☒ Journal manager
- ☐ Author

☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue **Cancel**

Required fields are marked with an asterisk: *

Skip the “**Upload Submission**” option and click on “**Save and Continue**”.

The screenshot shows the 'Submit an Article' interface with five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Files' section has an 'Add File' button and a text area with the instruction: 'Upload any files the editorial team will need to evaluate your submission. [Upload File](#)'. At the bottom right are 'Save and continue' and 'Cancel' buttons.

Then fill in the necessary fields under the “**Enter Metadata**” option. Remember to change the

The screenshot shows the 'Submit an Article' interface with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (active), 4. Confirmation, and 5. Next Steps. The form includes fields for 'Prefix' (with examples 'A, The'), 'Title *', 'Subtitle', and 'Abstract *' (with a rich text editor). Below is a 'List of Contributors' table with columns: Name, E-mail, Role, Primary Contact, and In Browse Lists. The table contains one entry: 'admin admin' with email 'hkchowdhury016@juniv.edu' and role 'Journal manager'. There are 'Add Contributor' and 'Save and continue' buttons. At the bottom is a 'Keywords' section with a text area and a 'Save and continue' button.

Name	E-mail	Role	Primary Contact	In Browse Lists
admin admin	hkchowdhury016@juniv.edu	Journal manager	☒	☒

format of the text of the abstract according to the attached image (select abstract, write ^p in the

Jahangirnagar University, abbreviated as JU, was initially established as Jahangirnagar Muslim University. It is a fully residential public research university located in Savar, Dhaka, Bangladesh. As one of the five autonomous universities in the country, it is the fourth-oldest general public university and the fourth-largest university in Bangladesh.

The screenshot shows a 'Find and Replace' dialog box with tabs for 'Find', 'Replace', and 'Go To'. The 'Find what' field contains '^p' and the 'Options' are set to 'Search Down'. The 'Replace with' field is empty. At the bottom are buttons for 'More >>', 'Replace', 'Replace All', 'Find Next', and 'Cancel'.

Click on the “**Add Contributor**” button and fill in all the necessary fields. Place a tick on “Principal...” and the “Include...” box for 1st author.

Save Cancel

Place a tick on the “Include...” box for other author/s.

Add Contributor

Name

Given Name *

Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Country *

User Details

Homepage URL

ORCID iD

Affiliation

B

I

U

Bio Statement (e.g., department and rank)

Contributor's role *

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

Required fields are marked with an asterisk: *

Save

Cancel

“Delete” the journal manager from the list of Contributors.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix Title *
Examples: A, The

Subtitle

Abstract *

List of Contributors

Name	E-mail	Role	Primary Contact	In Browse Lists
admin admin	hkchowdhury016@juniv.edu	Journal manager	☒	☒
Edit Delete				
aa Chowdhury	hkchowdhury016@juniv.edu	Author	☒	☒

Additional Refinements

Keywords

Add additional information for your submission. Press 'enter' after each term.

[Save and continue](#) [Cancel](#)

Press the “Enter” key on the keyboard after every keyword. Click Save and Continue, then finish the submission.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Confirm

Are you sure you wish to submit this article to the journal?

[OK](#) [Cancel](#)

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

Click “**Review this submission**” to proceed to the next process.

Submit an Article

[1. Start](#)[2. Upload Submission](#)[3. Enter Metadata](#)[4. Confirmation](#)[5. Next Steps](#)

Submission complete

Thank you for your interest in publishing with [মুন্সিগ্ৰন পত্ৰিকা](#) (Journal of Anthropology).

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](#)

Click on “Accept and Skip Review”

465 / admin et al. / aa:: aa

Activity LogLibrary

WorkflowPublication

SubmissionReviewCopyeditingProduction

Help

Submission Files

Q SearchUpload File

No Files

Pre-Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Send to Review

Accept and Skip Review

Decline Submission

ParticipantsAssign

Journal editor

- Mohammad Ibrahim Khalad

Funding coordinator

- Mohammad Ibrahim Khalad

Click on “Do not send...” option and then next ...

Accept and Skip Review [X]

Send Email

☐ Send an email notification to the author(s): admin admin; aa Chowdhury

☒ Do not send an email notification

admin admin; aa Chowdhury:

We have reached a decision regarding your submission to **মুখিয়ান পত্রিকা** (Journal of Anthropology).
"aa:: aa".

Our decision is to: Accept Submission

+ Select Library Files to attach

Next: Select Files for Copyediting **Cancel**

Click on “Record Editorial Decision” and then “Do not send...”

Accept and Skip Review [X]

Select the files you would like to forward to the Copyediting stage.

Submission Files [Q Search] [Upload File]

No Files

Record Editorial Decision Previous: Author Notification **Cancel**

Accept and Skip Review [X]

Send Email

☐ Send an email notification to the author(s): admin admin; aa Chowdhury

☒ Do not send an email notification

Next: Select Files for Copyediting **Cancel**

mission Review Copyediting Production

Click on “Send to Production”

465 / admin et al. / aa:: aa

Preview Activity Log Library

Workflow Publication

Submission Review Copyediting Production Help

Draft Files

No Files

Copyediting Discussions

Name	From	Last Reply	Replies	Closed
No Items				

Copyedited

No Files

Participants

Journal editor

► Mohammad Ibrahim Khalad

Select “Do not send...” and then “Next...”

Send To Production ×

Send Email

☐ Send an email notification to the author(s): admin admin; aa Chowdhury

☒ Do not send an email notification



admin admin; aa Chowdhury:

The editing of your submission, "aa:: aa," is complete. We are now sending it to production.

Submission URL: <https://journals.juniv.edu/np/authorDashboard/submission/465>

+ Select Library Files to attach

Select “Record Editorial Decision”

Send To Production

×

Select the files you would like to forward to the Production stage.

Draft Files

Q Search

No Files

Copyedited

Q Search

No Files

Record Editorial Decision

Previous: Author Notification

Cancel

Select “Schedule for Publication”

465 / admin et al. / aa:: aa

PreviewActivity LogLibrary

Workflow

Publication

Submission

Review

Copyediting

Production

Help

Production Ready Files

Q Search

Upload File

No Files

Production Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Schedule For Publication

Participants

Assign

Journal editor

► Mohammad Ibrahim Khalad

Now check every option without “**Identifiers**” and “**Galleys**” Option (e.g.: Title and Abstract, Contributors, Metadata, Issue, etc.). In the **Galleys** option, **upload** the PDF of the article, then

465 / admin et al. / aa:: aa

Preview Activity Log Library

Workflow Publication

Help

Status: **Unscheduled**

Preview Schedule For Publication

Title & Abstract

Contributors

Metadata

Identifiers

Galleys

Permissions & Disclosure

Issue

Prefix

Examples: A, The

Title

aa:

Subtitle

aa

Abstract

B I x¹ x₁

aa

Save

Click “**Identifiers**” and assign a DOI, and then the “Preview” option to check and collect the DOI.

Scheduled 465 / admin et al. / aa:: aa

Preview Activity Log Library

Workflow Publication

Help

Status: **Scheduled**

Preview Unschedule

Title & Abstract

Contributors

Metadata

Identifiers

Galleys

Permissions & Disclosure

Issue

DOI

Assign

Save

Finally, click the “Issue” option. It appears the volume information is under “Future Issues.” Click the “Vol...” down arrow and select “publish issue” to publish your new volume after printing the hard copy.

The screenshot shows a web browser at the URL <https://journals.juniv.edu/np/managerIssues>. The page title is "নৃবিজ্ঞান পত্রিকা (Journal of Anthropology)". The left sidebar contains navigation links: Submissions, Issues (selected), Announcements, Settings (Journal, Website, Workflow, Distribution, Users & Roles), Statistics (Articles, Editorial Activity, Users, Reports), Tools, and Administration.

The main content area is titled "Issues" and has two tabs: "Future Issues" (active) and "Back Issues". A "Help" button is in the top right. Below the tabs is a "Future Issues" section with a "Create Issue" button. It contains a table with the following data:

Issue	Items
Vol. 30 No. 1 (2026)	1

Below the table are four action links: "Edit", "Preview", "Publish Issue", and "Delete".