Kerala Veterianry and Animal Sciencs University

Article Management System

User guide for Authors

Step by step user guidelines on how to submit and follow-up articles through the article management system of the Journal

Steps for online submission of article

Before proceeding with online submission kindly be prepared with following documents and details

1. Article to be submitted prepared in word format as per guidelines prescribed by the journal (Kindly refer to the instructions to the authors session from journal website)
2. Author declaration certificate in PDF format (less than 100kb size) duly signed by the authors
3. Make payment of Rs. 500/- towards processing fee through NEFT/Account transfer/UPI to the following account number
   Account Name: Editor, JVAS
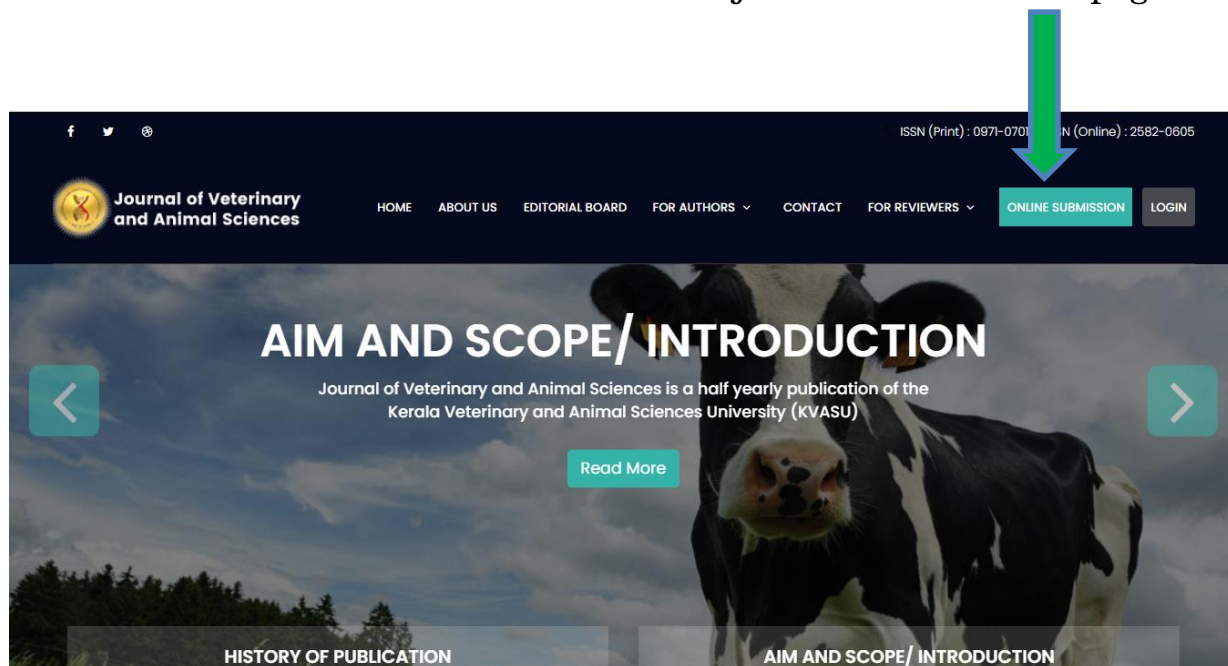   Account No. : 67218495193
   Bank Name: State Bank of India, Ollukkara Branch
   IFSC : SBIN0070210

And note down the transaction id and date of transaction

**Now you may proceed for online submission of the manuscript**

1. Click on the online submission link in Journal website homepage

2. You will be directed to fill up a registration form with details of your address, submission, transaction details etc. Fill up the form accordingly
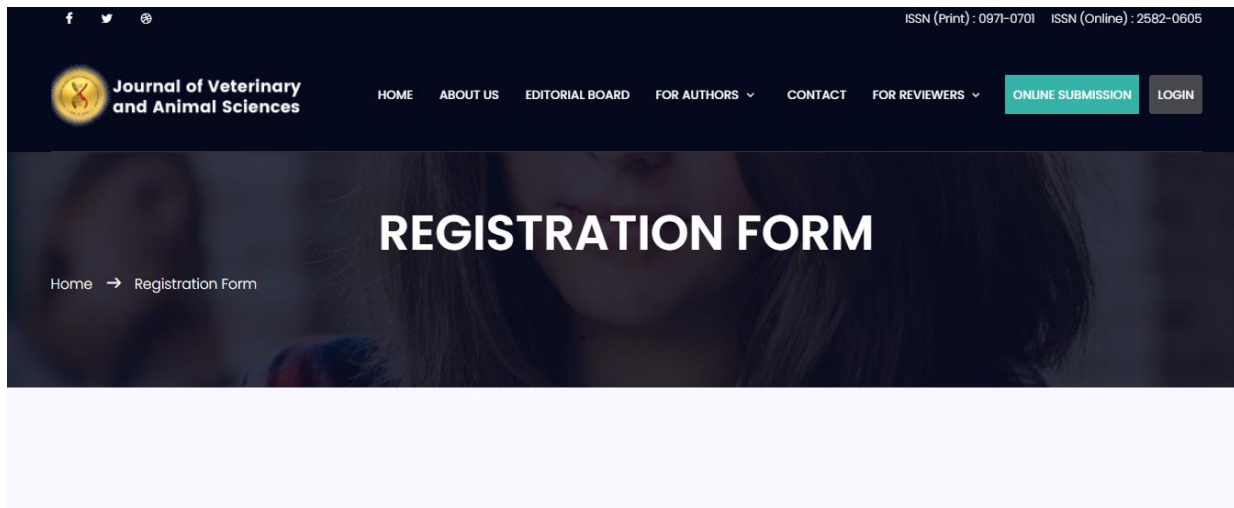

3. Upload your manuscript (word format) and Author declaration certificate (PDF of less than 100 kb size only) by clicking on choose file option. Two green bars will appear when the uploading is completed. Click on submit article button. A pop up message with green background will appear on the right top corner of your screen.
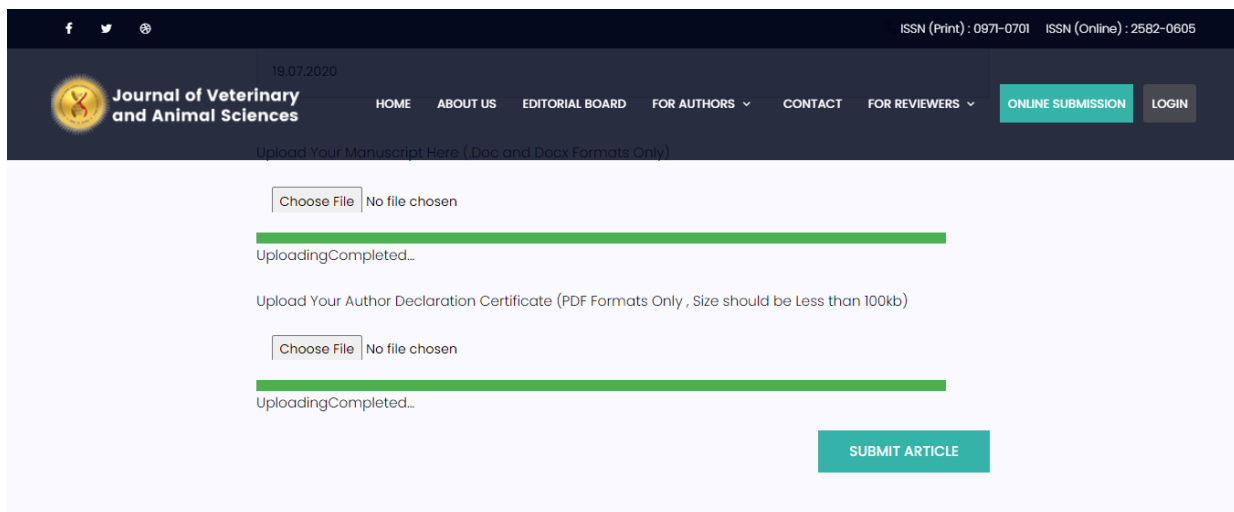
4. You will receive a mail in your registered mail id acknowledging the receipt of your submission
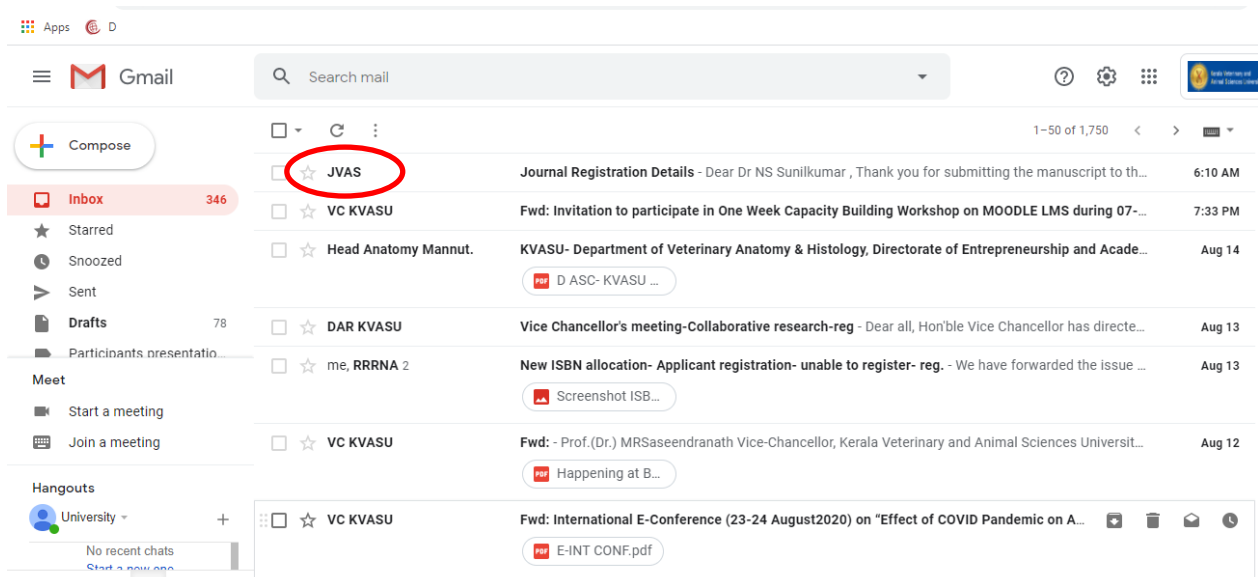
5. After verification of your processing fee payment status you will receive another mail with details of submission and user credentials with user id and password for logging in to the article management system of the journal
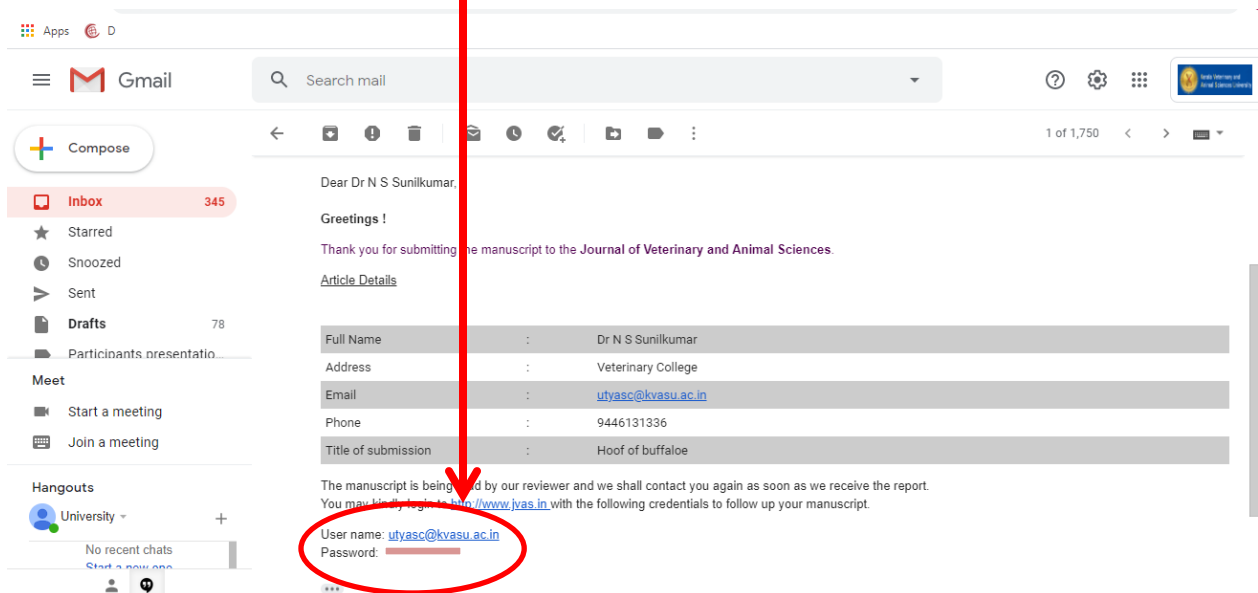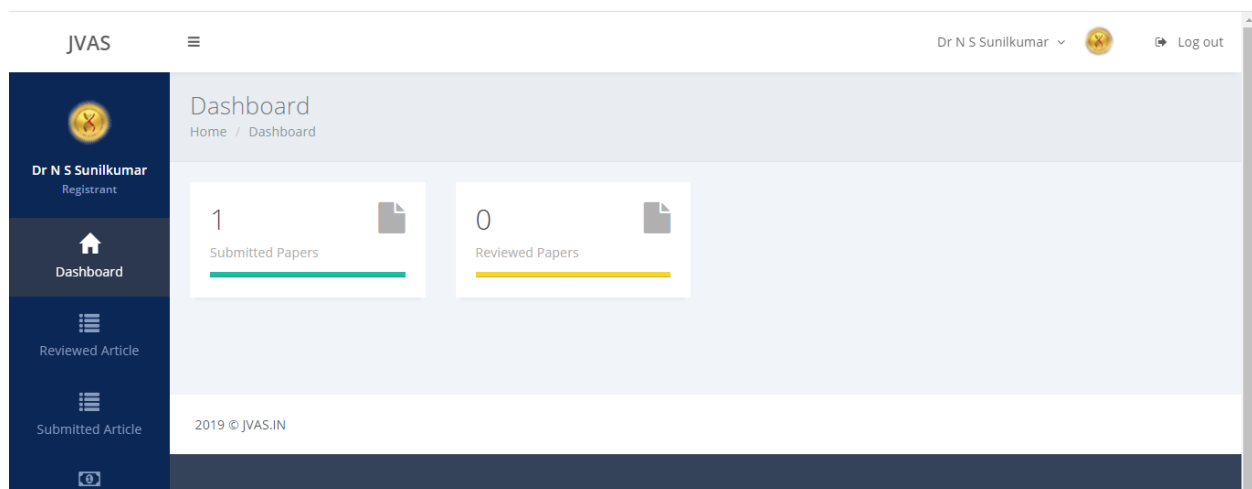
6. Click on login button in the journal website homepage
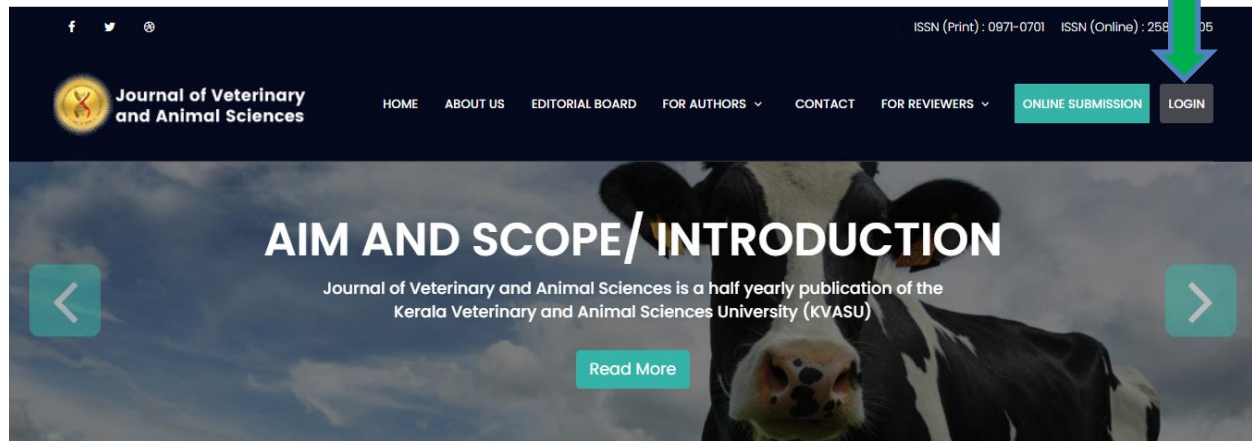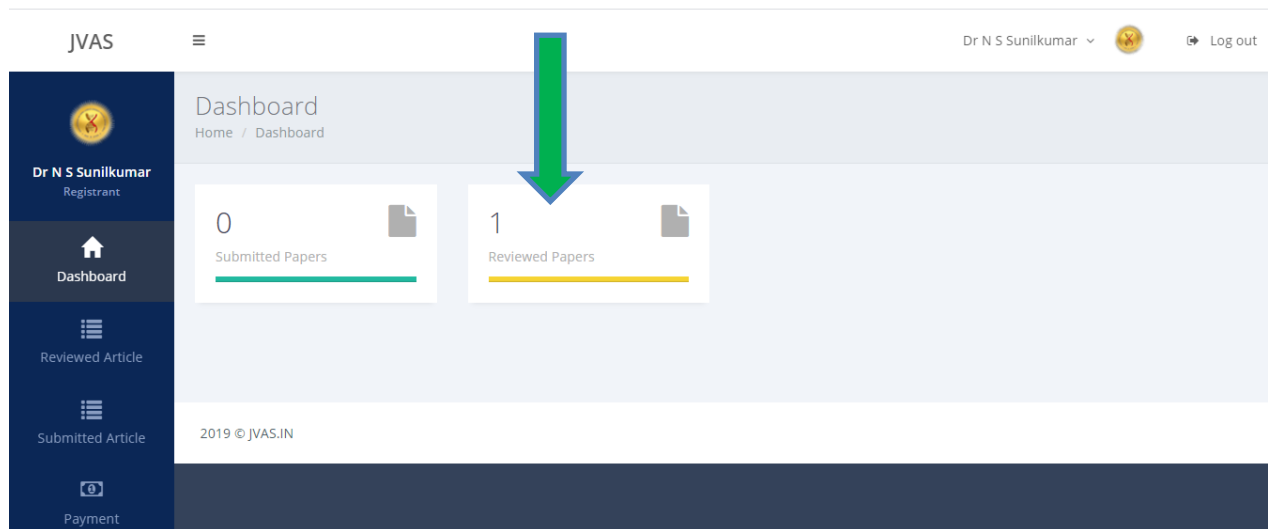

7. Enter the user id and password received through mail
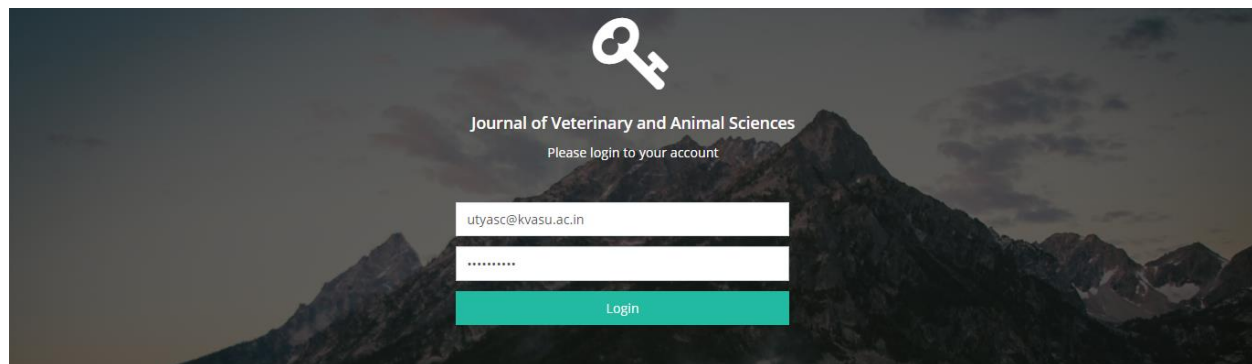
8. You will be directed to the dashboard of author portal and the status of your submission will be shown as submitted paper

9. Meantime the editorial board will do the preliminary review of your article and will be forwarded to the reviewer without disclosing the identity of the author. Once the reviewer completes the review, you will receive another mail. When you receive this mail you will have to login with your user id and password allotted to you.
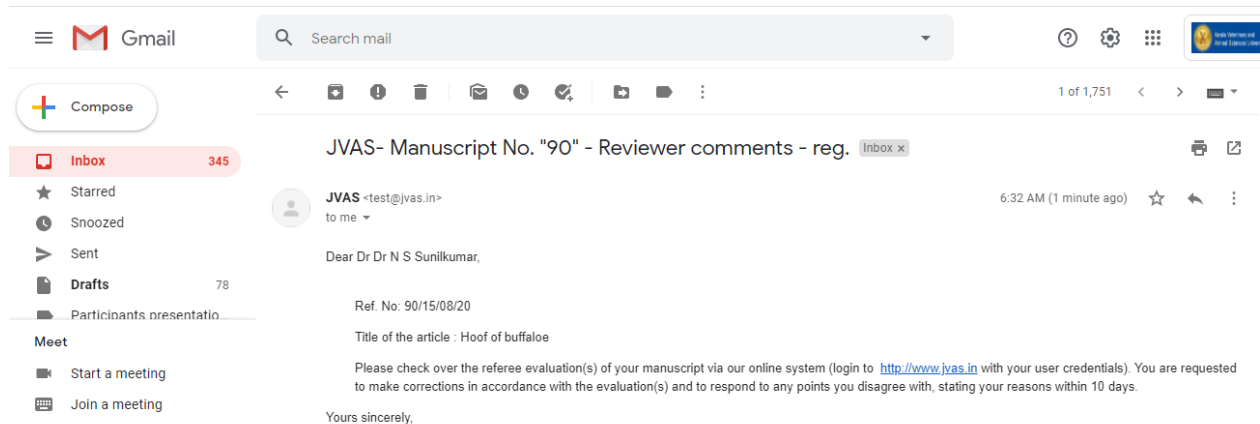
10. In the author dashboard, the status of your article changes to Reviewed paper. Click on it to open

11. The submitted article will be listed. Click on the view button

12. The referee's comments will be listed. Read carefully thorough it and note down the corrections and suggestions of the referee.

13. Read the point number 13 carefully and note down whether the referee has suggested modifying the article as research article/ short communication/ case report. Now you may download the reviewed article by clicking on Reviewed article download button.
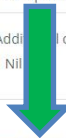

14. The article corrected in track changes mode will be downloaded. Make the corrections accordingly.

15. Once you complete the corrections suggested by reviewer, you may upload the final article by clicking on the choose file button under Article corrected by author. While uploading the corrected article kindly note: You need to incorporate corrections suggested by the reviewer in the original article submitted by you and submit as the final article (You should not upload the referee corrected file with track changes). Make sure that the format of article follows the guidelines suggested by the journal (http://www.jvas.in/public_html/doc/Author-guidelines-2.pdf) and the details of authors and affiliations are added correctly.
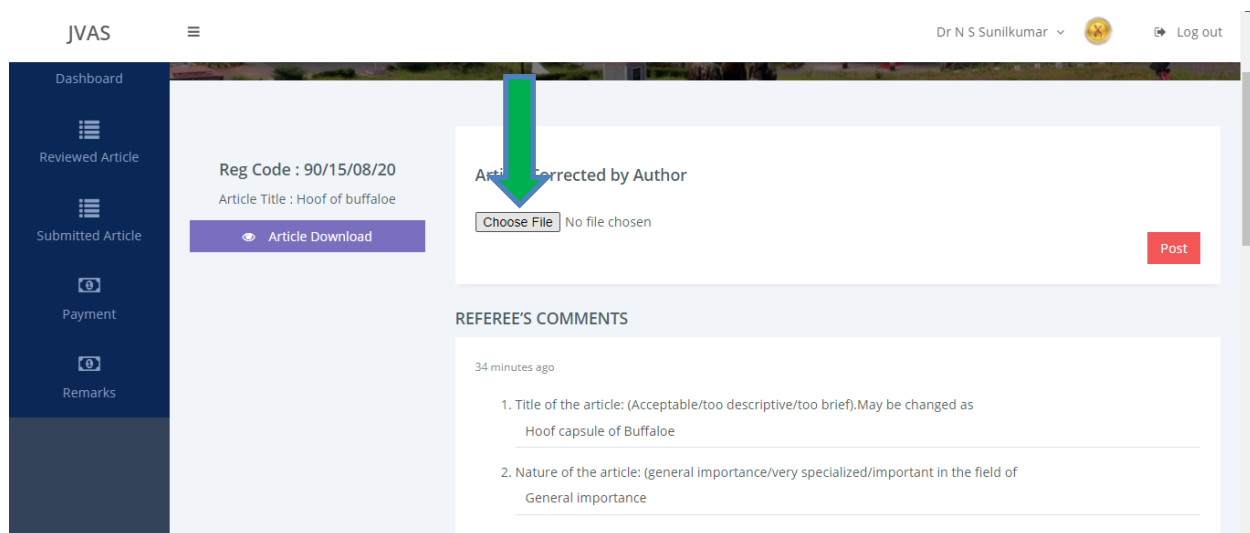
16. Once the uploading is compete, a green bar will appear. Now click on the post button.

17. A popup message will appear on the right top corner of your screen and uploaded article will be accessible to you through the Final article download button
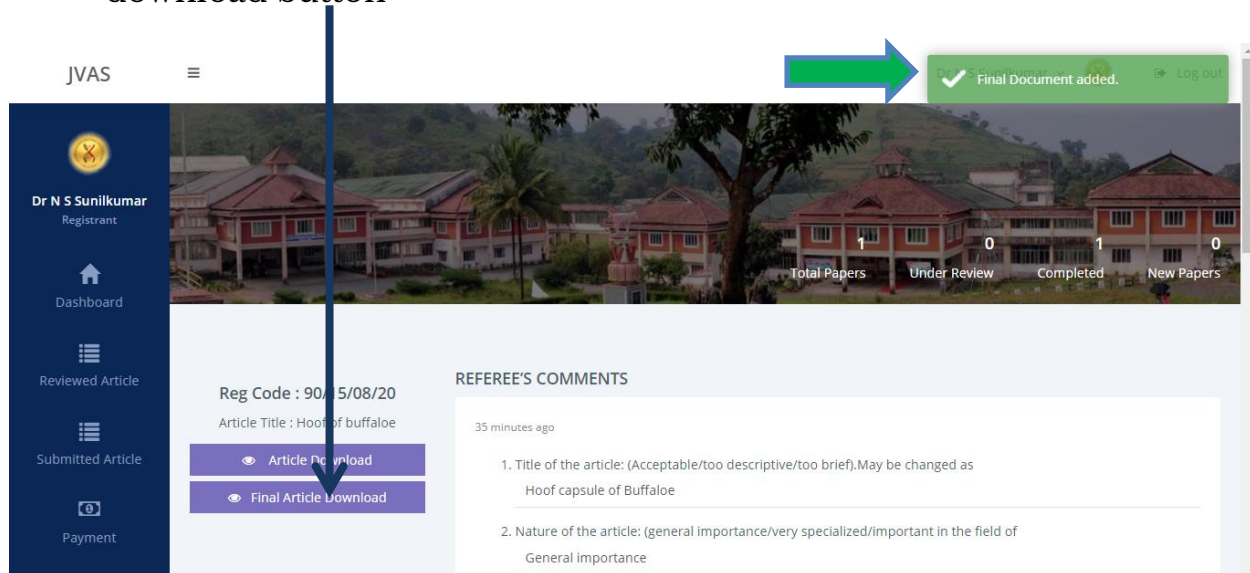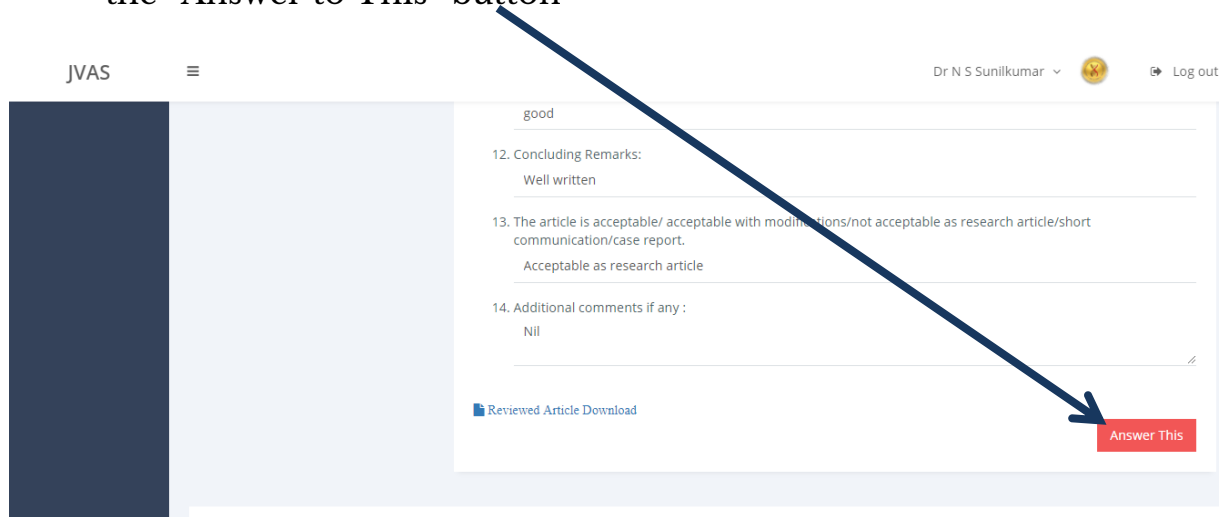

18. While making corrections suggested by the reviewer, if some suggestions are found disagreeable, you may communicate it through the "Answer to This" button

19. The final article submitted by you will be reviewed by the editorial board and if acceptable, you will receive a mail requesting the payment of publication charges. If found not acceptable, you will receive a mail stating the reason for returning the article and you need to revise it and resubmit.

Kindly note: Immediately after remitting the publication charges kindly communicate the transaction details to the mail id editorvetj@kvasu.ac.in mentioning the article reference number and title of your article.
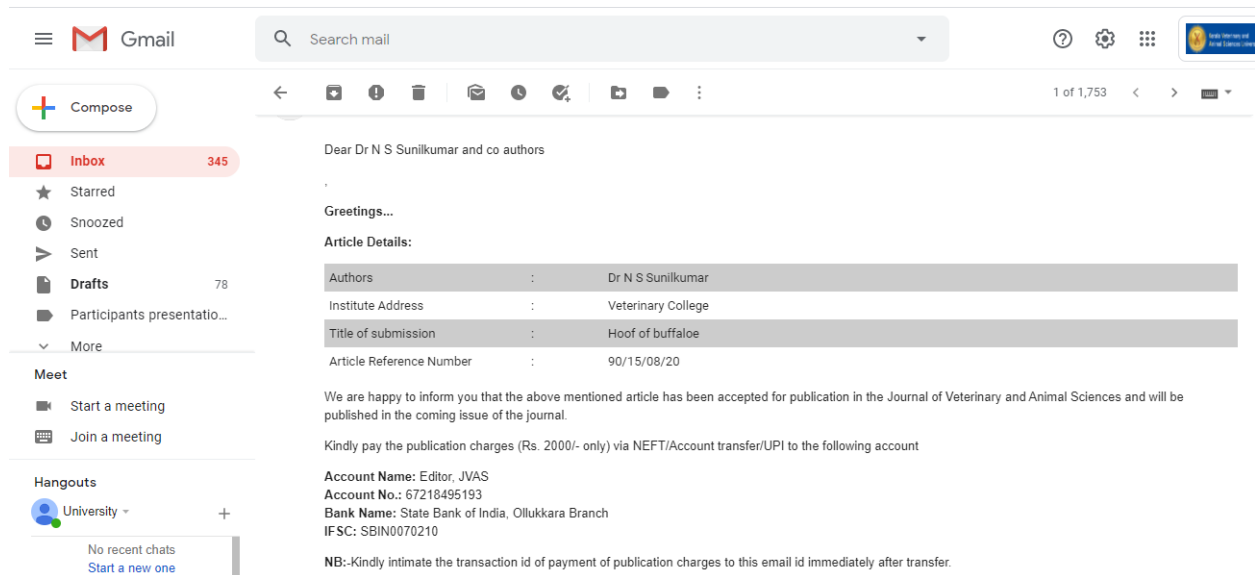
20. Once your transaction details are verified, you will receive the final acceptance mail and letter.