

# How to publish in the International Design Journal IDJ using Egyptian Knowledge Bank EKB



## First: Registration:

- Use the following link to log into our site in Egyptian Knowledge Bank

**<https://idj.journals.ekb.eg/>**

- If you are already registered, log in using your credentials. If you have not registered yet, please click on "**Register**" from the login option at the left side of the bottom of the banner..
- You will be required to fill in a registration form in Arabic and English. Essential (obligatory) information is marked with a red **Astrisk** "\*"
- Click on your role as a User by selecting "**author**"



## Second: Submission:

To submit your manuscript to IDJ, you need to complete all the following submission steps. Please note that incomplete submissions will be automatically removed after 30 days.

### 1- Select Manuscript Type

To submit your manuscript you have to select Manuscript Type. This is usually the "original type".

### 2- Enter The manuscript Title

Enter the full Arabic and English Title of Your Submission. You may also add a running title. This is a shorter type of title and is optional. Any additional comments can be added later on in following stages.

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- ✓ Select Manuscript Type
- Enter Manuscript Title
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- Enter Abstract
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- Additional Comments
- Suggested Reviewers
- Attach Files
- Cover Letter & Checklist
- Finish Submission

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Please enter **only** the title of your manuscript below. Additional comments may be entered at a later step.

Full Title

Running Title

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### 3- Add/remove Authors

Enter the author's Information. Enter the name and details of all authors (other than you) who contributed to the work reported in your manuscript. After entering each author's details, click on the Add Author button. By beginning the manuscript submission process, you are automatically designated as the Corresponding Author. To change the order of the authors, you can Drag and Drop each row with the mouse or use the Move UP and Move Down icons. If you change the Corresponding Author, the manuscript will be removed from your account and added to the new Corresponding Author's account when you complete the submission process.



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Please Enter The Authors Information

Please enter the name and details of all authors (other than you) who contributed to the work reported in your manuscript. After entering each author's details, click on **Add Author** button.

By beginning the manuscript submission process, you are automatically designated as the Corresponding Author.

To change the order of the authors, you can Drag and Drop each row by the mouse or using  and  icons.

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### 4- Enter Abstract:

Submitting an abstract is required for submission. Please enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted

from a word processing program; however, the formatting will be lost. The abstract word limit is 150 to 250 words.

#### **5- Enter Keywords**

enter 3 to 5 keywords separated by semicolons or commas. Keywords should be entered both in Arabic and English.

#### **6- Additional Comments**

Please enter any comments you would like to send to the editorial office. These comments will not appear in your manuscript.

#### **7- Suggest Reviewers**

Please suggest potential reviewers for this submission. Use the fields below to give us contact information for each suggested reviewer.

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Please upload all the files related to your manuscript.

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You are required to submit at least 2 main files; **the manuscript main** file (without the author's Name) and **a title page** that provides the paper title, names and affiliations of all authors including their email. Preferably you should provide an English abstract that includes;

- Paper title,
- Author(s) name(s), affiliation and Email
- Background and problem,
- Objectives,
- Significance,
- Methodology
- Major results or findings
- and finally a list of all references used in the original papers with all non-English references translated into English.

This abstract is usually uploaded as a "Supplementary file"

#### **9-Cover Letter & Checklist**

If you desire send a cover letter that tells us any information you would like the journal to acknowledge.

#### **10- Finish submission**

This section shows you all the details you entered so far. click submit to finish your entry.

