Dear author, while thanking you for choosing the Journal of Management Studies and Sustainable Development to publish the results of your valuable research, please read this guide to facilitate the submission of the article.

Login to the author's personal page

After registering in the journal system, in order to enter your personal page, select the option "Send article" or "Log in to the system" from the toolbar at the top of the page and enter your personal page by typing your username and password. On this page, you can submit an article and track the status of the submitted articles.

Submit a new article

To submit a new article, click the "Submit a new article" option on your personal page. In this way, you will enter the article submission process.

1- Choosing the type of article

In the first step, specify the type of article you are sending. After choosing the type of article, click the "Next" button.

2- Enter the title

Enter the "full title" and "short title" of your manuscript in this section.

3- Adding authors

In this step, enter the details of all the authors who participated in the preparation of the article. It is necessary to specify the author responsible for the correspondence by selecting the option "This author is the author responsible for the article".

After entering the details of each author, click on the "Save Author" button. After saving, the profile of the author can be seen in the table at the bottom of the page. Also, you can remove the author or edit the author's profile from the "Operation" column. Using the last column, you can also move the order of the authors. If you change the order of authors, click the save button.

Entering the following information is necessary for each author at this stage:

- Email
- first name and last name
- education
- Science ranking
- Country
- Position/organization

After entering the names of all the authors, click on the "Next" button.

4- Enter the abstract

At this stage, enter the Persian and English abstract of your article, which can be between 150 and 250 words. Considering that the information entered at this stage will be displayed on the page related to your article on the magazine's website after the publication of the article, be careful in entering the information and make sure that the spelling and grammar of the English abstract are correct. After entering the abstract, click the "Next" button.

5- Add keywords

In this step, insert 3 to 5 keywords related to the topic of your article in the specified place.

6- Selection of subjects

Choose topics related to your article from the drop-down menu. If the topic you want is not in the list, type it in the specified place.

7- Additional explanations

Any clarifications you need to send to the editorial board about your article should be entered here. At this stage, it is necessary to check the box related to accepting the terms and conditions and click the "Next" button.

8- Proposed referees

In this step, introduce the referees you want to judge your article. Introducing at least one referee is mandatory. These proposed referees must be professors outside the university where the authors are teaching or studying.

9- Adding files

Send the files related to your article at this stage.

10- Letter to the editor and checklist

At this stage, the name and surname of the responsible author should be typed in the text of the letter to the editor, and after making sure that all the required files have been sent, tick next to each item in the checklist and finally click the "Next" button.

11- Completing and sending the article

At this stage, you can check the information you have entered so far in the section "Your article at a glance" and if there are any errors in the entered information, click on the name of each step on the right side of the page to edit the information of that step.

12- Confirmation of sending the article

After clicking the "Send Article" button, the confirmation page for sending the article will be displayed. Please note that after submitting the article, your article will be in the judging process and you will not be able to edit the information. But if necessary, you can write to the editor of the journal to make corrections, or delete the submitted article through your personal page in the journal system and remove it from the judging process.