



Instructions for using the system


Electronic journal editing


ASEESTANT


aseestant.ceon.rs/index.php/sjas


**ASEESTANT**
SouthEast European Journals
Production Assistant


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ASEESTANT is a system for journals online editing and publishing. Supports all activities of editorial management, from creation of a journal page, over article submission, monitoring of the reviewing process, documentation administration, and maintenance of recordkeeping, to making final editorial decisions and publishing volumes on the journal own website.

ASEESTANT allows integration of articles in the Cross-reference system (CrossRef/DOI), as well as prevention of plagiarism (CrossCheck). It also includes various exclusive features designed for automated quality control: assignment of key words based on international thesauri (KWASS), formatting of references in accordance with a chosen citation style (RefFormatter) and detection of omitted citations in the article body and the references list (CiteMatcher).

For more details about ASEESTANT click on the *About* link above! To experience all of the functionality that ASEESTANT provides, please sign up!

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Web design by:  Fluena

1. Creating the user account - User registration to the system

a) You can access the service through the site of The European Journal of Applied Economics (www.journal.singidunum.ac.rs), SCINDEKS page, ASSESTANT option, or directly at the ASSESTANT web address linked to The European Journal of Applied Economics aseestant.ceon.rs/index.php/sjas. In the Jezik/Language menu choose the language of registration (English).

The **Help** option is on the right so you can access the detailed and precise instructions about the service at any moment.

b) On the registration page:

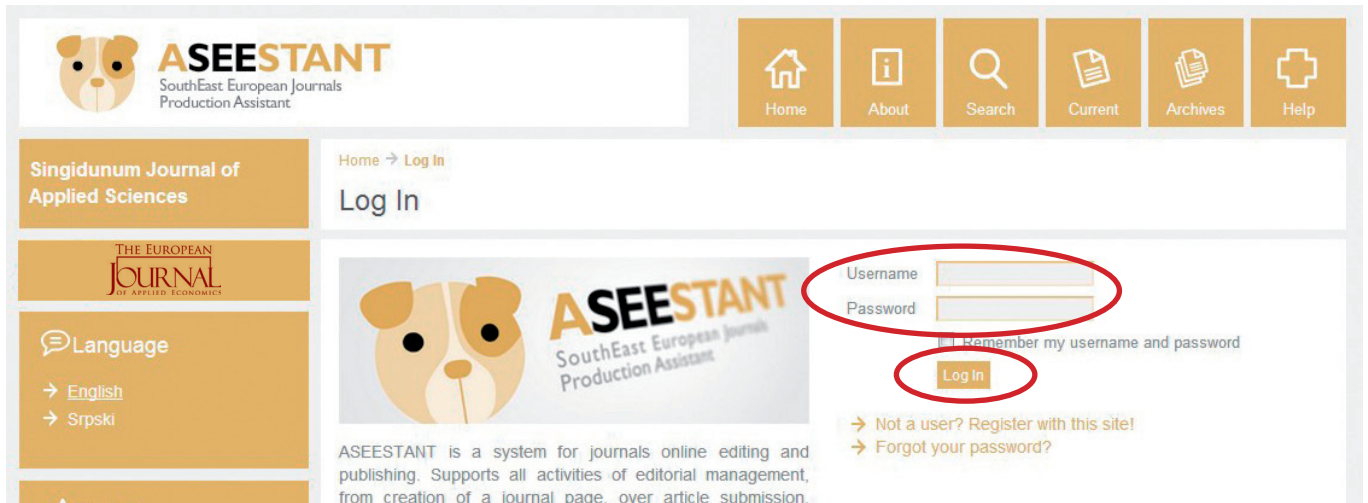
- **All fields marked with an asterisk (*) are mandatory**, and the registration process cannot be finished successfully without them. In case a mandatory field failed to be filled in, the system will remind you what to do in order to finish the registration.
- The remaining fields can also be filled in later using the **My Profile** option, after logging in the account. All user data can be ammended subsequently.
- Keep your user name and the password in a safe place in case you forget them.
- The page in English can be completed as follows:
 - o In the **Form Language** menu choose the **English** option
 - o Enter all data in English

- The options concerning your status in the journal (author, reviewer)
 - o reviewers and members of the Editorial Board should choose (click) the Reviewer_ option
 - o Authors should be registered only as Author

- The process is completed by clicking the Register button at the bottom of the page.
- The registration process is completed and you are automatically logged in your account. For logging out see Instruction 2.c.

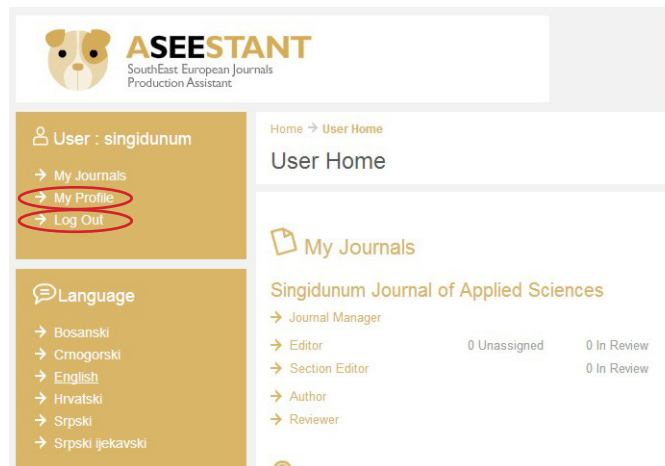
2. Logging in for previously registred users - profile editing; logging out

- a) At the address aseestant.ceon.rs/index.php/sjas select the English language in the Jezik/Language menu, enter the user name and the password and click the blue Log in button.



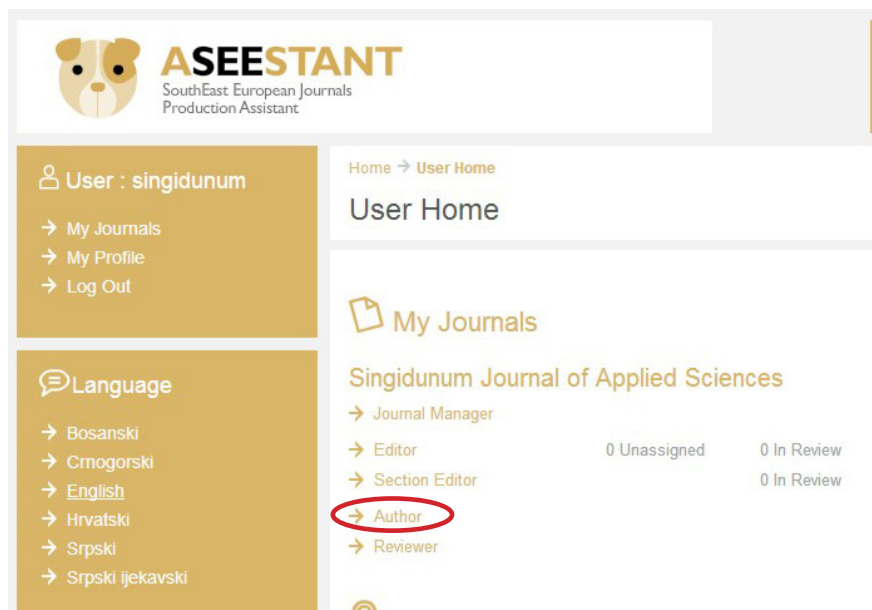
b) Your data can be ammended at any time through the My Profile option in the menu on the left. This option leads you to a page identical to that of the account registration. After entering changes, click Save to save the changes in your account.

c) For logging out, click the Log Out option in the menu on the left.

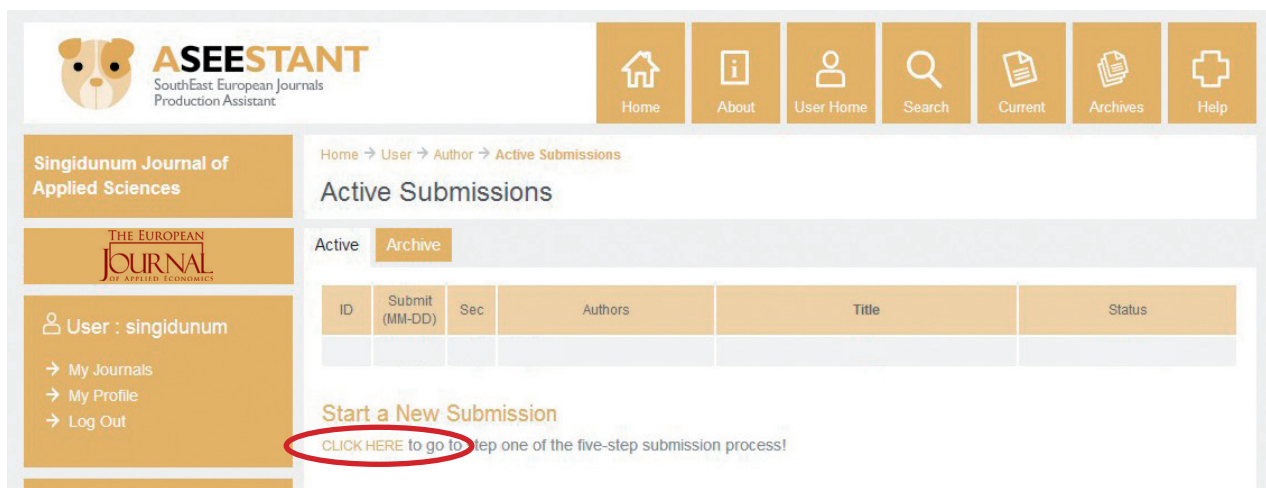


3. Start a new submission — submitting the first version of the paper to the Editorial Office

After logging in (see Instruction 2.a), choose the Author option.

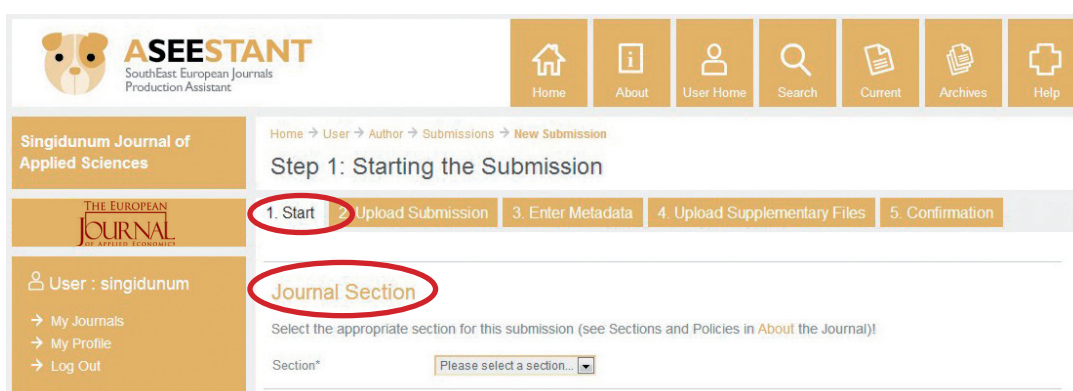


To start a new submission choose the **CLICK HERE** option.



Step 1 in the submission process - Start

All fields marked with an asterisk (*) are mandatory, and the next step is not possible without them. In case a mandatory field failed to be filled in, the system will remind you what to do in order to proceed to the next step.



a) First choose the appropriate section (**Section**) for your submission since it is mandatory. If Editor-in-Chief finds your submission more appropriate for some other section, he will make a necessary change.

b) Your paper must **meet all technical requirements**, regardless of their current number or whether they have been changed since the last time you submitted a paper.

Read them carefully and confirm only if your submission complies with all of them.

If this is not the case, procede after editing it. Only when absolutely sure that all the requirements are met, **mark (check) all the fields**.

Authors thus take the responsibility for their submissions meeting all the requirements, which will have an impact on the decision about taking them into the editing procedure.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below)!

- ☐ 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 Microsoft Word or RTF 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).
- ☐ Illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end; references are written in a separate section at the end of the paper (even when they are written in footnotes).
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- ☐ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.
- ☐ If the preparation of paper was (co)financed by an EU or national founding agency/Ministry, both the title and ID of the project is stated in the paper under Acknowledgements.
- ☐ Abstracts and keywords are written in two languages (a) Serbian, (b) English; exceptionally in some other world language if it is widely used within particular field of science.

c) Proceed to the next step by pressing the **Save and continue** button at the bottom.

Comments for the Editor

Enter text (optional)

* Denotes required field

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Step 2 in the submission process - Upload Submission

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Singidunum Journal of Applied Sciences

THE EUROPEAN JOURNAL OF APPLIED ECONOMICS

User : singidunum
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Language
→ English
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Font Size
A A A

Home → User → Author → Submissions → New Submission

Step 2: Uploading the Submission

1. Start 2. Upload Submission 3. Enter Metadata 4. Upload Supplementary Files 5. Confirmation

To upload a manuscript to this journal, complete the following steps!

1. On this page, click on *Browse* (or *Choose File*) which opens a *Choose File* window for locating the file on the hard drive of your computer!
2. Locate the file you wish to submit and highlight it!
3. Click on *Open* on the *Choose File* window, which places the name of the file on this page!
4. Click on *Upload* on this page, which uploads the file from the computer to the journal's website and renames it following the journal's conventions!
5. Once the submission is uploaded, click on *Save and Continue* at the bottom of this page!

Submission File

No submission file uploaded!

Upload submission file

Choose File No file chosen Upload

Save and continue Cancel

» In this phase Authors submit **the file in the WORD format (.doc)**.

» Authors should be aware that submitted papers represent versions to be peer reviewed. Papers already been reviewed out of the system should not be submitted. The purpose of the ASEESTANT system is editing as well as reviewing through the system, which helps evaluating the journal editing quality and the quality of the paper itself.

Follow the detailed file submitting instructions given on the current page:

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THE EUROPEAN JOURNAL OF APPLIED ECONOMICS

User : singidunum
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Submission File

No submission file uploaded!

Upload submission file

Choose File No file chosen Upload

Save and continue Cancel

Step 3 in the submission process - Enter Metadata

This is the most important step in the submission process.

The screenshot shows the ASEE STANT submission system interface. The top navigation bar includes links for Home, About, User Home, Search, Current, Archives, and Help. The left sidebar contains the Singidunum Journal of Applied Sciences logo, user information (User: singidunum), language options (English, Srpski), font size settings, and information links. The main content area displays the submission process steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (highlighted with a red circle), 4. Upload Supplementary Files, and 5. Confirmation. The 'Enter Metadata' section includes a form for author information with fields for First name*, Middle name, Last name*, Email*, and URL. It also has a large text area for Affiliation and a dropdown for Country. A bio statement field is at the bottom. A red message states: 'To enter the information below in additional languages, first select the language!'. The 'Add Author' button is at the bottom right.

Metadata is the data about the paper not only incorporated in the paper itself but also **separately entered into the system** for following the paper in the publishing process as well as for the further monitoring of paper citations and other relevant parameters.

Metadata includes:

- data on the author (s)
- title and abstract
- other data

Key words are system-generated on the basis of the title and the abstract in English. Having the paper approved by the reviewers, the author is asked to check, select and possibly add the key words for the Metadata Editing Section.

- **Data on the author(s)** is automatically generated from your profile.
- **All fields marked with an asterisk (*) are mandatory**, and the next step is not possible without them. In case a mandatory field failed to be filled in, the system will remind you what to do in order to proceed to the next step. Filling in the remaining fields is encouraged.

The page MUST BE COMPLETED in English as follows:

- o Choose the **English** option in the first **Form Language** menu
- o Enter all metadata in English

Proceed to the next step by clicking the **Save and continue** button at the bottom.

Step 4 in the submission process - Upload Supplementary Files

- This step is **NOT OBLIGATORY**. It enables submitting supplementary files if appropriate.

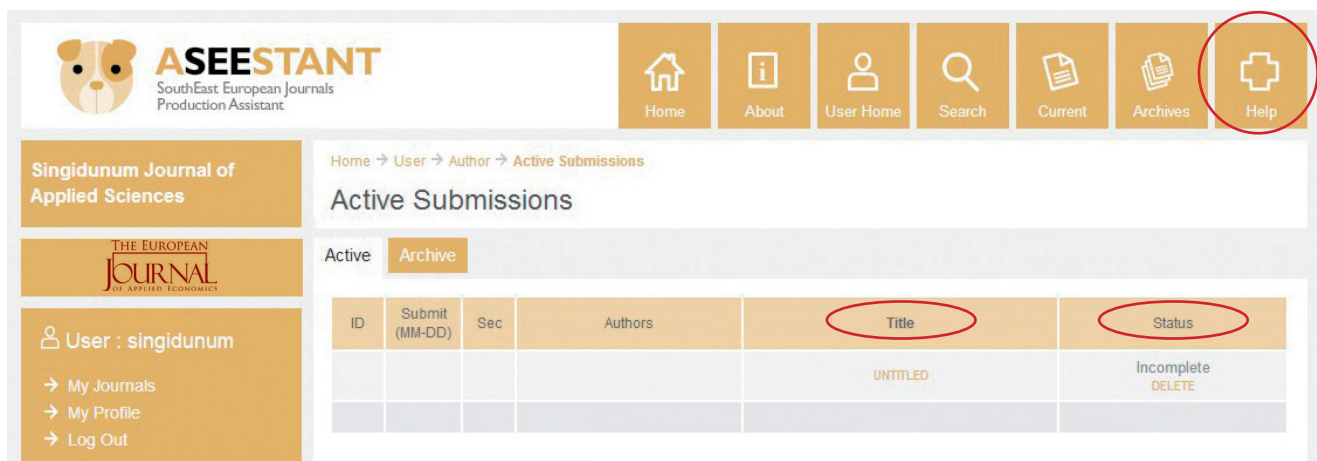
Step 5 of the submission process - Confirmation

- In the last step, clicking the file name in the **Original file name** field enables you to check, last time before uploading, whether you incorporated all required documents into the system.
- The submission process is finished by clicking **Submit** and your paper is downloaded in the Editorial Office.

4. Editing stage

- After being submitted, the paper enters the editing process. Authors are kindly asked to check regularly the email address given at the registration since the system-generated information about the current editing phase is sent to it.
- The email address to which information is automatically sent can be changed using the **My profile** option (*see Instruction 2.b*).
- Besides being informed by electronic mail, Authors can follow the editing process by accessing the system (*see Instructions 2*) at any time.
 - a) Having submitted the paper (*see Instruction 3.a*), choose the **Author** option.
 - b) You have entered the **Active Submissions** window where you can see the status of all your submissions.
 - c) Clicking the active options enables you to be informed about:

1. the submission itself, by clicking the active submission title
2. the editing process and the timetables for particular editing phases, by clicking the active submission status



The screenshot shows the ASEEANT (SouthEast European Journals Production Assistant) web interface. The top navigation bar includes links for Home, About, User Home, Search, Current, Archives, and Help (circled in red). The left sidebar displays the Singidunum Journal of Applied Sciences logo and the user's name, singidunum, with links to My Journals, My Profile, and Log Out. The main content area shows the 'Active Submissions' page with a breadcrumb trail: Home → User → Author → Active Submissions. Below the breadcrumb, there are tabs for 'Active' and 'Archive'. A table lists active submissions with columns: ID, Submit (MM-DD), Sec, Authors, Title (circled in red), and Status (circled in red). The table contains one row with the title 'UNTITLED' and status 'Incomplete DELETE'.

ID	Submit (MM-DD)	Sec	Authors	Title	Status
				UNTITLED	Incomplete DELETE

- AT ANY TIME AUTHORS CAN ACCESS THE DETAILED AND PRECISE INSTRUCTIONS ABOUT THE SERVICE THROUGH THE HELP PAGE (FIRST ON THE RIGHT IN THE TOP MENU)