

Submitting Paper Process

First of all, an author which would like that submit a manuscript of scientific paper, to the Journal “*ANNALS OF THE ORADEA UNIVERSITY. Fascicle of Management and Technological Engineering*”, should be registered as user on Journal’s website. In order to do this one should go to <http://imtuoradea.ro/auo.fmte/>, open “User Registration” menu and fill on all required information. The Journal’s Editorial Board and website administrator ensure that all information will be not distributed towards any third party, these will be used only for communication and administration work.

Whether one concluded filling all information, shall press the button “*Register*” to finish the registration process. We recommend as suitable to keep “*Username*” and “*Password*” on safe place.

Using “*Username*” and “*Password*” previously set, one may login by input these data into corresponding places and press “*Login*”. At this moment the website interface will be populated with four menus, posted on left side of main site. These menus are: “*User Edit*”; “*Article List*”; “*New Article*” and “*Paper Status*”. These menus are user interface help:

- *User Edit*- one may edit user profile, in order to change or set a new e-mail address; to set a new password; to change or update personal information, such as name, mail address etc.;
- *Article List*- this menu will be activated after first manuscript submitted to the Journal. This menu contains, as conclusion, all submitted manuscripts, no matter those are published or not;
- *New Article*- the core interface of submitting new or revised manuscripts. One should choose the appropriate “*Section*” from the dropdown menu, such as: *Mechanics; Mechatronics; Machines and Engineering Technologies; Management and Economics in Engineering; Automotive Engineering and Transport*. Here, an author should provide few personal data: full name, affiliation, city, e- mail address and, where’s applicable, continue with same information on next author/ s. One should provide an “*Abstract*” (the same as abstract contained on manuscript) and proceed to upload the manuscript, as Word file, by pressing the “*Choose file*” button. Whether all of this operations are carried out, one click on “*Save*” button;
- *Paper Status*- allows to the user to check online, every time.