

SUBMISSION GUIDELINES

To start submission:

1. Visit the website <https://e-journal.unair.ac.id/MBIO/>.
2. On the right side-bar please click 'Submission Template'.
3. Select and download the cover page and manuscript template according to the type of your manuscript.
4. Arrange your manuscript in line with the template in MS Words by referring to the Authors Guidelines.
5. Attach the scanned ethical clearance of the research reported in your manuscript.
6. Your manuscript is ready to submit.
7. Download and complete the submission preparation checklist in the 'Submission Template'.
8. On the right side-bar please click 'Authors' Declaration'.
9. Please fill in all data required in the Authors' Declaration form.
10. After the manuscript in MS Words, submission preparation checklist, cover page and Authors' Declaration in pdf are ready, please upload them according to the following steps:

Register as an Author:

1. Visit the website <https://e-journal.unair.ac.id/MBIO/>
2. On the right column, click 'Online Submission'.
3. If you do not have a username/password, click 'Register'.
4. During registration, fill in the Profile data, especially those marked with *.
5. On the lowest part, please tick 'Register'.
6. If it succeeds, you will come to the page USER HOME.

To upload manuscript:

1. After logging in to your account, you can go to the dashboard and click "New Submission" to submit your article.
2. Read and agree to the statements in the submission checklist by checking each box. Include any comment for the editor, read the journal's privacy statement, and then click the Save and Continue button to move to the next step.
3. In the next step, a window will open allowing you to upload your submission file. Here, you must select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. this must be selected before your file will upload.
4. Once the file has been uploaded, click 'Continue' for the next step, or you can click 'Change File' if you have uploaded the wrong file.
5. Once you have finished uploading all of your files, click 'Complete', this will close the upload window.

6. You will be brought back to the 'Submit an Article' screen where you will see the files you have uploaded.
7. In the next step, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and additional contributors.
8. You can add more contributors (e.g., co-authors), by clicking the Add Contributors link. This will open a new window with fields to enter their information. After inputting Contributors, please click 'Save', and the new contributor will appear on the screen.
9. After you have ensured your manuscript metadata and list of contributors, click 'Finish Submission' when you feel your submission is correct.
10. A box will pop up asking you to confirm your submission are finished. Click 'OK'.
11. Your submission is now complete. The editor has been notified of your submission. At this point, you can follow the links to:
 - a. Review this submission.
 - b. Create a new submission.
 - c. Return to your dashboard.

***if you encounter trouble accessing our website for submission, please contact us at mbiomj@fk.unair.ac.id (081234881657-Assistant Editor)**