# Create a New Author Account

To submit your manuscript to CHETANA – International Journal of Education (CIJE), authors must first create a personal account on the journal website. The account allows authors to submit articles, track the review process, and receive editorial notifications.

## Step 1 – Visit the Journal Website

**Open your web browser and go to the official journal website: https://www.echetana.com**

## Step 2 – Click "Login / Register"

**On the top right corner of the website homepage, click the Login / Register option to open the author access page.**

## Step 3 – Open the Registration Form

**Select the Register option to access the new author registration form.**

## Step 4 – Enter Your Personal Information

Fill in the required details in the registration form:

- First Name
- Last Name
- Username
- Email Address
- Phone Number
- Password
- Confirm Password

**Ensure that all information entered is accurate and valid.**

# Step 5 – Complete Security Verification

Confirm the reCAPTCHA verification to verify that the registration is being completed by a real user.

# Follow the steps below to activate your account:

## Step 1 – Check Your Email Inbox

Open the email account that you used during registration. Look for an email sent from CHETANA – International Journal of Education (CIJE).

## Step 2 – Click the Activation Link

Click the activation link provided in the email. This link will verify your email address and activate your author account.

## Step 3 – Account Activation Confirmation

After clicking the activation link, you will be redirected to the journal website. A confirmation message will appear indicating that your account has been successfully activated.

## Step 4– Proceed to Login

Once your account is activated, you can log in using your username or email address and password to access your author dashboard.

# Login to Your Author Account

After successfully activating your account, you can log in to the CHETANA – International Journal of Education (CIJE) website to access your author dashboard and manage your article submissions.

## Step 1 – Visit the Journal Website

**Open your web browser and go to the official journal website: https://www.echetana.com**

## Step 2 – Click "Login / Register"

**On the top right corner of the website homepage, click the Login / Register option to open the author access page.**

## Step 3 – Enter Your Login Credentials

On the login page, enter the following information:

- Username or Email Address
- Password

Make sure the information entered matches the details used during registration.

## Step 5 – Complete Security Verification

Confirm the reCAPTCHA verification to verify that the registration is being completed by a real user.

## Step 6 – Click the Login Button

After entering your credentials and completing the verification, click the Login button to access your account.

## Step 7 – Access Your Author Dashboard

Once logged in successfully, you will be redirected to your Author Account Dashboard, where you can:

- Manage your profile
- Upload research articles
- Update your account details
- Track your submission status

# Upload Your Research Article

After successfully logging into your author account, you can submit your research article through the Article Submission Form available in the author dashboard.
Follow the steps below to upload your manuscript for editorial review.

## Step 1 – Enter Article Details

Fill in all required information in the submission form, including:

- Article Title
- Main Text / Article Content
- Data Tables (if applicable)
- Summary / Abstract
- References
- Author and Co-Author Details

Ensure that all information entered is accurate and complete.

## Step 2 – Upload the Article File

Click the Upload Article File button and upload your manuscript in PDF format according to the journal submission guidelines.

## Step 3– Submit Your Article

After completing the form and uploading the file, click the Submit for Approval button to submit your article to the editorial team.

## Step 4 – Submission Confirmation

Once the submission is successful, a confirmation message will appear on the screen, and you will receive a submission confirmation email indicating that your article has been received and is currently under editorial review.
The editorial team will carefully evaluate your manuscript, and authors are normally notified of the editorial decision within 7–15 working days after submission.