

MANUSCRIPT SUBMISSION GUIDE

The 9th ASEAN Smart Grid Congress (ASGC9)

Journal of Smart Systems and Devices (JST) – Standard Operating Procedure

1. Pre-Submission Checklist

Before initiating the online submission process, ensure you have prepared all required files and metadata:

- **Full Manuscript** (Full manuscript with author info): PDF format containing complete author details, academic titles, institutional affiliations, and email addresses.
- **Anonymized Manuscript** (Manuscript Upload - No Author Info): PDF format with all identifying author details strictly removed for double-blind peer review.
- **Metadata Details**: Article Title, Abstract, Keywords, and Complete List of References.
- **Co-Author Information**: Full English names, official institutional emails, and affiliations for all contributing co-authors.

2. Step-by-Step Submission Procedure

2.1 Step 1: Article Type Selection

1. Navigate to the portal's **Submit an Article** tab and select **1. Article Type Selection**.
2. In the **Select journal** field, select **Smart Systems and Devices**.
3. In the **Prefer issue** field, select the target special issue: **JST - Smart System and Devices: The 9th ASEAN Smart Grid Congress (ASGC9)**.
4. Click **Save and continue** at the bottom right.

Submit an Article

1. Article Type Selection 2. Attach Files 3. Review Preferences 4. Additional Information 5. Manuscript Data 6. Confirmation

Select journal
Smart Systems and Devices

Prefer issue
JST - Smart System and Devices: The 9th ASEAN Smart Grid Congress (ASGC9)

Return Dashboard Save and continue

* Denotes required field

Figure 1: Step 1 Interface: Selecting Journal and ASGC9 Special Issue.

2.2 Step 2: Attach Submission Files

- Under tab **2. Attach Files**, select the appropriate file category from the **Article Component** drop-down menu, then upload your document by dragging and dropping or clicking **Upload File**:
 - **Mandatory File 1:** Full manuscript with author information
 - **Mandatory File 2:** Manuscript Upload -- No Author Info (for Double-Blind Review)
 - *(Optional):* Supplementary files such as LaTeX Source File, Cover letter, Figures, or Tables.
- File Management & Editing:** All uploaded files will appear in the **Submission Files** table below. If you need to revise, replace, or remove an uploaded file before finalizing submission, click the arrow icon (▼) next to the file name and select **Edit** or **Delete**.
- Verify that green checkmarks appear next to all mandatory components, then click **Proceed** to save it and continue.

Submit an Article

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* Note: Article components below is mandatory.
 ✓ Full manuscript with author information
 ✓ Manuscript Upload -- No Author Info (for Double-Blind Review)

Article Component
 Manuscript Upload -- No Author Info (for Double-Blind Review)

Drag and drop a file here to begin upload **Upload File**

Submission Files		Search	Upload File
4730-1	1510_Full manuscript with author information_manuscript.pdf	31/07/2026	Full manuscript with author information
4731-1	1510_Manuscript Upload -- No Author Info (for Double-Blind Review)_manuscript.pdf	31/07/2026	Manuscript Upload -- No Author Info (for Double-Blind Review)

Edit Edit Editable Link Delete

✓ Saved 2026-07-31 13:40:16

Back **Proceed**

Figure 2: Step 2 Interface: Uploading Manuscript Components

2.3 Step 3: Review Preferences

Note: This step is optional unless explicitly requested by the editorial board.

- If no reviewer nominations are required, click **Proceed** to bypass this step.
- To nominate potential reviewers, click **Add Suggest Reviewer**, fill in the required fields (Given/Family Name, Title, Affiliation, Email, and Reason), and click **Save**.
- Managing Reviewer Entries:** All nominated reviewers will appear in the **Suggested Reviewers List**. If you need to revise or remove any entry, click the drop-down arrow (▼) next to the reviewer's name and select **Edit** or **Delete**.
- Once all reviewer information is properly updated (or if skipping this step), click **Proceed** at the bottom right to advance to the next section.

Submit an Article

1. Article Type Selection 2. Attach Files 3. Review Preferences 4. Additional Information 5. Manuscript Data 6. Confirmation

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the reason box for each person (optional).

Name	Email	Reason	Affiliation
Van A Nguyen	manuscriptASGC9@gmail.com		Ha Noi University of Science and Technology, Ha Noi, Vietnam

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Figure 3: Step 3 Interface: Suggesting Reviewers

2.4 Step 4: Additional Information

1. **Were you invited to submit this paper?:** Select **Yes** or **No**.
2. **Originality Requirements:** Check the box to confirm manuscript originality and single-submission compliance.
3. **Research Data/Code Availability:** Select the statement that best reflects your research data status from the drop-down menu.
4. **License:** Select the desired Creative Commons license from the drop-down menu (*e.g., CC BY – Creative Commons Attribution License*).
5. **Declaration of Interests:** Select your conflict of interest status from the drop-down menu (*default: No competing interests*).
6. **Comments for the Editor:** (*Optional*) Enter any additional notes for the editorial team.
7. Click **Proceed**.

Submit an Article

1. Article Type Selection 2. Attach Files 3. Review Preferences 4. Additional Information 5. Manuscript Data 6. Confirmation

Were you invited to submit this paper? *

☒ Yes
☐ No

Originality and Prior Publication Requirements *

☒ The manuscript must be original, not previously published in whole or in part in any citable source (with ISSN/ISBN), and not under review elsewhere. Authors must disclose any related prior publications (e.g., conference abstracts, published theses) in the cover letter upon submission.

To complete your submission you must select a statement which best reflects the availability of your research data/code. *

IMPORTANT: this statement will be published alongside your article. If you have selected "Other," the explanation text will be published verbatim in your article (both online and in the PDF) (if you have not shared data/code and wish to do so, you can still return to Attach Files. Sharing or referencing research data and code helps other researchers to evaluate your findings, and increases trust in your article. Find a list of supported data repositories in Author Resources, including the free-to-use multidisciplinary open Mendelley Data Repository.)

No data was used for the research described in the article.

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Declaration of Interests *

The authors declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in this paper.

Comments for the Editor

Test process

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Figure 4: Step 4 Interface: Compliance Declarations and Licensing

2.5 Step 5: Manuscript Data

1. **Title & Abstract:** Enter the full manuscript title and abstract into the respective required fields.
2. **List of Authors:** Register all co-authors by clicking **Add Author**. Enter personal details, affiliation, official email, and select applicable **Contributor Roles** (e.g., *Conceptualization, Methodology, Writing*). Designate the **Corresponding Author** where required.
3. **Keywords & References:** Input indexing keywords (press Enter after each term) and populate the complete bibliography list under **References**.
4. **Professional Field:** Select the primary research discipline from the drop-down list (e.g., *Electrical, Electronics and Automation*).
5. **Funding Sources:** (Optional) Click **Add Funding Source** to declare research grant details and funding agencies, if applicable.
6. Click **Proceed**.

Submit an Article

1. Article Type Selection 2. Abstract File 3. Review Preferences 4. Additional Information 5. Manuscript Data 6. Confirmation

Title *

Abstract *

List of Authors

Name	E-mail	Contribution Roles	Affiliation	Corresponding author	In Review Link	Add Author
Nguyen Van B	manuscript0327@gmail.com	Conceptualization, Data curation, Formal analysis, Funding acquisition, Investigation, Methodology, Project administration, Resources, Software, Supervision, Validation, Visualization, Writing - original draft, Writing - review & editing	Ho Nai University of Science and Technology, Ho Nai, Vietnam	☐	☐	

Additional Refinements

Keywords

References

Professional field *

Funding Sources

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Figure 5: Step 5 Interface: Entering Metadata and Author Details

2.6 Step 6: Confirmation and Final Submission

1. **Review Submission Record:** Verify all summarized metadata, including the assigned **Manuscript number**, **Article Title**, author details, abstract, and suggested reviewers.
2. **Verify Uploaded Files:** Check the file list under **Submission Files**. Use **Download All Files** (or **Download all uploaded PDF files**) to perform a final quality check on the uploaded documents.
3. **Revisions:** Click any step icon (1–5) on the top progress bar to return to prior sections and modify information if needed.
4. **Finalize Submission:** Click **Finish Submission** to formally submit the manuscript to the journal, or click **Return Dashboard** to save progress and exit.

Submit an Article

✓

✓

✓

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✓

↓

1. Article Type Selection2. Attach Files3. Review Preferences4. Additional Information5. Manuscript Data6. Confirmation

The complete record of your submission is below. It has been saved and is ready to be sent to the journal. You may return to previous steps to review or edit the information you provided. When you are ready to proceed, click "Finish Submission" to forward your manuscript to the journal.

Article Title: Manuscript

Manuscript number	1510
Professional field	Electrical, Electronics and Automation
Corresponding author	Nguyen Van B - manuscriptASGC9@gmail.com - Ha Noi University of Science and Technology, Ha Noi, Vietnam
Authors	
Abstract	Manuscript
Keywords	Manuscript
Suggested Reviewers List	Mr Van A Nguyen manuscriptASGC9@gmail.com Ha Noi University of Science and Technology, Ha Noi, Vietnam

Submission Files

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Download All Files

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[Return Dashboard](#)[Finish Submission](#)

Figure 6: Step 6 Interface: Final Overview and Submission Confirmation

3. Important Notes

- **Double-Blind Compliance:** The No Author Info manuscript file must NOT contain author names, affiliations, email addresses, or specific grant acknowledgment details that could reveal identity.
- **Manuscript Tracking Number:** Upon finishing Step 6, record the assigned Manuscript Number (e.g., 1510) for future correspondence with the editorial office.