MyScholar

MyScholar Forms Pack

Fillable forms for journals, conferences, seminars, workshops, trainings, symposia and other events

Version 1.1 · type in the fields, save, sign, then e-mail, upload or print

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Every form can also be completed online on the venue's website under Downloads and forms, e.g. www.myscholar.tech/journal/ijcmss/forms or www.myscholar.tech/conference/focuniport2027/forms.

Manuscript Submission Form

Title page and metadata of a manuscript or conference paper. Online submission in your workspace replaces this form; use it to prepare your details or when the editorial office asks for a paper copy.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

The manuscript

Title of the manuscript *

Article type

- ○ Original research
- ○ Review article
- ○ Short communication
- ○ Case study
- ○ Perspective
- ○ Educational piece
- ○ Applied work
- ○ Conference paper
- ○ Extended abstract
- ○ Poster

Section or track

Keywords (5–7, separated by commas) *

Abstract (up to 250 words) *

Word count (excluding references)

Authors

Name	Affiliation	Country	E-mail	ORCID

Corresponding author (name and e-mail) *

Statements

Funding

Conflicts of interest (write 'None' if none) *

Data availability

Suggested reviewers (optional: name, affiliation, e-mail)

Reviewers to exclude (optional, with reasons)

Declaration

☐ I confirm that the work is original, is not under consideration elsewhere, that all authors approved its submission and that the manuscript file is anonymised for blind review.

Signatures

Corresponding author

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Author Declaration and Conflict of Interest Form

Each author declares originality, authorship and any financial, personal or professional interest that could influence the work (COPE guidelines). Declarations are published with accepted articles.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Submission

Submission reference (if known)

Title *

Declarations

- [ ] The work is original and has not been published elsewhere
- [ ] It is not under consideration by another journal or conference
- [ ] I made a significant intellectual contribution and approve the final version

The research complied with ethical standards (approval number if applicable)

Competing interests: funding, employment, consultancies, shares, patents, personal relationships

- [ ] I have no conflict of interest to declare

Each author

Authors

Name	Affiliation	Conflict? (Yes/No)	Signature	Date

Signatures

Corresponding author

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Author Publishing Agreement (Copyright and Licence)

Signed by the corresponding author on behalf of all authors after acceptance. In MyScholar the agreement is signed online from the submission page.

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4. The author(s) warrant that the Work is original, does not infringe any copyright, contains nothing unlawful and that permission was obtained for any third-party material.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

The work

Submission reference *

Title *

All authors *

Journal or proceedings

Agreement

☐ I have read and accept the terms above on behalf of all authors *

Third-party material used with permission (list)

Signatures

Corresponding author (full name and signature) | Date | For the publisher

Office use: received on ____ / ____ / _____ by _____ reference _____

Authorship Contribution and Change of Authorship Form

Records each author's contribution (CRediT roles) and any request to add, remove or reorder authors after submission. Changes need the signature of every author, including those removed.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Submission

Submission reference *

Title

Contributions

Author contributions (conceptualisation, methodology, software, analysis, writing, supervision…)

Author	Contribution roles

Change requested

Type of change

- ○ Add an author
- ○ Remove an author
- ○ Change the order
- ○ Change the corresponding author

Author list now

Author list requested

Consent of every author

Authors

Name	Agree (Yes/No)	Signature	Date

Signatures

Corresponding author

Editor-in-Chief (decision)

Office use: received on ____ / ____ / _____ by _____ reference _____

Response to Reviewers (Revision) Form

Explain, point by point, how each reviewer's and the editor's comment was addressed. Upload it with the revised manuscript as the response letter.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Submission

Submission reference *

Revision round

Title

Responses

Editor's comments

Comment	Response	Change made (page/line)

Reviewer 1

Comment	Response	Change made (page/line)

Reviewer 2

Comment	Response	Change made (page/line)

Signatures

Corresponding author

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Proof Correction Form

List corrections to the typeset proof. Only errors may be corrected at this stage, not new content. Return it within the time given in the proof e-mail (normally 48 hours).

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Paper

Submission reference *

Title

Corrections

Corrections

Page	Line / figure	Current text	Correct text

Decision

○ Approved as it is ○ Approved with the corrections above

Signatures

Corresponding author

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Fee Waiver or Payment Request Form

Ask for a waiver or reduction of an article processing charge or registration fee, or for an invoice for payment by your institution. Waivers never influence editorial decisions.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Request

Submission or registration reference

Fee concerned

- ○ Article processing charge
- ○ Submission fee
- ○ Event registration fee

Request

- ○ Full waiver
- ○ Partial waiver
- ○ Invoice to my institution
- ○ Payment by bank transfer

Amount requested to be waived (if partial)

Reason (country, funding situation, student status…) *

Invoice details (institution, address, tax number)

Signatures

Applicant

Finance officer

Editor-in-Chief / programme chair

Office use: received on ____ / ____ / _____ by _____ reference _____

Manuscript Withdrawal Request Form

Withdraw a submission before acceptance (in MyScholar: open the submission and choose Withdraw). Withdrawal after acceptance is only possible for serious reasons and needs the editor's agreement.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Request

Submission reference *

Title

Current status

Reason for withdrawal *

☐ All co-authors agree with the withdrawal

Signatures

Corresponding author

Editor (acknowledged)

Office use: received on ____ / ____ / _____ by _____ reference _____

Reviewer Application Form

Apply to join the reviewer panel (or programme committee). Reviewers are chosen for expertise, absence of conflicts of interest and reliability.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

About you

Title (Dr, Prof…)

Institution and department *

Country

ORCID iD

Position / academic rank

Expertise

Areas of expertise (keywords) *

Recent publications (up to 5) or Google Scholar / DBLP link

Reviewing experience (journals, conferences)

Reviews you can do per year

Declaration

☐ I will keep manuscripts confidential, declare conflicts of interest and review fairly and on time.

Signatures

Applicant

Editor-in-Chief (approval)

Office use: received on ____ / ____ / _____ by _____ reference _____

Peer Review Report Form

The confidential review. In MyScholar the same form is completed online from your review invitation. Rate each criterion from 1 (poor) to 5 (excellent).

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Manuscript

Submission reference *

Title

Ratings (1 = poor … 5 = excellent)

Originality – is the work novel and does it add knowledge?
○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Significance – are the findings important?
○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Methodology – is the approach sound and well described?
○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Clarity and presentation
○ 1 ○ 2 ○ 3 ○ 4 ○ 5

References – adequate and current?
○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Report

Confidential comments to the editor

Recommendation *

○ Accept ○ Minor revision ○ Major revision ○ Reject

Declaration

☐ I have no conflict of interest with this manuscript and I have kept it confidential.

Signatures

Reviewer

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Reviewer Confidentiality and Conflict of Interest Declaration

Signed once by every reviewer and committee member. Decline any invitation where a conflict exists.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Declarations

- [ ] I will treat every manuscript as confidential and not share, discuss or use its content *
- [ ] I will not upload manuscripts to public AI tools or other third-party services
- [ ] I will decline when I have a conflict (same institution, recent collaboration, competition, personal relationship) *

Standing conflicts to note (institutions, co-authors in the last 3 years)

Signatures

Reviewer

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Initial Check (Technical Screening) Checklist

Completed by the managing editor for every new submission before the desk assessment.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Submission

Submission reference *

Date received

Checks

- ☐ All required parts present (title, abstract, keywords, sections, references)
- ☐ Within the aims and scope
- ☐ Template, word limit and citation style followed
- ☐ Anonymised (file and properties) for blind review
- ☐ Figures and tables numbered, captioned, legible (300 dpi)
- ☐ Declarations and conflict-of-interest statement complete

Similarity score (%)

Similarity tool used

Result

Result

◯ Passed – to desk assessment ◯ Returned to author for corrections

Notes to the author or the Editor-in-Chief

Signatures

Managing editor

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Editorial Decision Record

Summarises the reviews and the decision for each round. MyScholar keeps the same record automatically in the submission's history.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Submission

Submission reference *

Round

Handling editor

Reviews

Reviews received

Reviewer	Date	Average rating	Recommendation

Decision

Decision

○ Accept ○ Minor revision ○ Major revision ○ Reject ○ Desk reject

Rationale

Next steps (send back to reviewers, editor assessment, publisher)

Signatures

Handling editor

Editor-in-Chief

Office use: received on ____ / ____ / _____ by _____ reference _____

Editorial Board Nomination Form

Nominate a scholar for the editorial board or a programme committee. Criteria: recognised expertise, academic rank (Professor/Reader preferred), diversity and commitment to open access.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Nominee

Name and title *

Institution and country

E-mail

Academic rank

Proposed role

- ○ Section editor / track chair
- ○ Board member
- ○ Advisory board
- ○ Programme committee

Expertise and publication record (h-index, key papers)

Contribution to disciplinary, geographical or gender diversity

Nominated by

Name and role

Signatures

Nominator

Editor-in-Chief (decision)

Date of invitation

Office use: received on ____ / ____ / _____ by _____ reference _____

Production and Publication Checklist

Followed by the publisher for every accepted paper from hand-over to publication.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Paper

Submission reference *

Issue / proceedings

Pages

Steps

- [ ] Publishing agreement signed
- [ ] Fees paid or waived
- [ ] Copyediting done (grammar, style, references)
- [ ] Typeset in the template (PDF)
- [ ] Proof sent and approved by the author
- [ ] Metadata checked (title, authors, abstract, keywords, ORCID)

DOI registered

Published on the website (date)

- [ ] Deposited in the repository / preservation service

Signatures

Publisher / production editor

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Event Registration Form

Register to attend a conference, seminar, workshop, training or symposium. Online registration with payment is faster.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Participant

Institution or organisation

Country

Category *

○ Presenting author ○ Participant ○ Student participant ○ Virtual participant

Paper reference (presenting authors)

Dietary or accessibility needs

Need a letter of invitation (visa)?

○ Yes ○ No

Payment

Payment method

○ Online (card/transfer) ○ Bank transfer ○ Invoice to institution ○ Waiver requested (MSF-07)

Payment reference / receipt number

Signatures

Participant

Secretariat (confirmed)

Office use: received on ____ / ____ / _____ by _____ reference _____

Camera-Ready Paper and Presenter Form

Confirms the final (camera-ready) paper for the proceedings and the presenting author's details for the programme.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Paper

Paper reference *

Final title

Number of pages

☐ Prepared in the official template

☐ Reviewers' comments addressed

At least one author is registered (registration reference)

Presenter

Presenting author

Presentation

○ Oral – in person ○ Oral – online ○ Poster

Short biography (50 words, for the session chair)

Audio-visual needs

Signatures

Corresponding author

Date

Office use: received on ____ / ____ / _____ by _____ reference _____

Certificate of Participation or Presentation Request

Request a certificate of participation, presentation, reviewing or session chairing after the event.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Request

Registration reference *

Name as it should appear *

Certificate

○ Participation ○ Presentation ○ Reviewer ○ Session chair ○ Keynote speaker

Paper title (presentation certificates)

Delivery

○ PDF by e-mail ○ Printed copy at the desk

Signatures

Applicant

Secretariat

Office use: received on ____ / ____ / _____ by _____ reference _____

Complaint, Appeal and Ethics Concern Form

Complaints about the editorial process, appeals against decisions and reports of ethical concerns (plagiarism, authorship disputes, data integrity) go to the Editor-in-Chief. An appeal must show a procedural error or new, significant information.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

Your concern

Type *

- ○ Complaint
- ○ Appeal against a decision
- ○ Ethics concern
- ○ Authorship dispute
- ○ Other

Submission reference (if any)

Subject *

What happened, with dates and evidence *

What would you like us to do?

Signatures

Complainant

Date

Received by (office)

Office use: received on ____ / ____ / _____ by _____ reference _____

Journal or Event Hosting Application Form

Societies, faculties and organisers apply to host a journal, conference, seminar, workshop, training, symposium or any other academic event on MyScholar. Approved venues get their own address at once, e.g. www.myscholar.tech/journal/<code> or www.myscholar.tech/conference/<code>.

Your details

Journal or event (name and web address, e.g. IJCMSS – www.myscholar.tech/journal/ijcmss)

Full name

E-mail

Phone

Institution / organisation

The venue

Full name of the journal or event *

Short name / acronym

Preferred web address code (e.g. ijcmss, focuniport2027)

Type *

- ○ Journal
- ○ Conference
- ○ Seminar
- ○ Workshop
- ○ Training
- ○ Symposium
- ○ Proceedings
- ○ Other event (general)

Owner / publisher organisation

ISSN print / online (if any)

Existing website or own domain (e.g. www.ijcmss.org)

Expected submissions per year

ISBN for proceedings (if any)

Frequency or edition (e.g. quarterly; 1st edition 2027)

Topics / scope (comma-separated)

Indexing and abstracting services already obtained

Events: dates and venue (place)

Set-up

Peer review model
○ Double-blind ○ Single-blind ○ Open

Access model
○ Open access ○ Hybrid ○ Subscription

Fees
○ No fees ○ Article processing charge ○ Registration fees ○ Subscriptions

Data placement
○ Shared MyScholar database (default) ○ Dedicated database (large venues)

Editor-in-Chief / chair and managing editor (names and e-mails)

Anything else we should know

Signatures

Applicant

MyScholar (approved)

Office use: received on ____ / ____ / _____ by _____ reference _____