



IISc – Automated PhD Thesis Processing On **ScholarOne Manuscripts™** Platform

Student User Guide

Prepared By
DIGITS IISc

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1. Objectives

The objective of this document is to explain the roles of Student in submission of his/her Synopsis and Thesis and taking approvals from Academic Administrator, Examiners (three) and Dean in sequence. The student gets mail for submission and approval of thesis from the ScholarOne Tool.

2. Assumptions/Pre-conditions and General Guidelines

- Colloquium is completed and students are eligible to upload thesis into ScholarOne
- Student's login credentials created by Academic Admin and shared with Student.

3. Student Submitting Thesis

3.1 Pre-conditions & Assumptions

- Colloquium is completed and students are eligible to upload thesis into ScholarOne
- User ID for students are created in ScholarOne with login credentials

i. ScholarOne login Screen

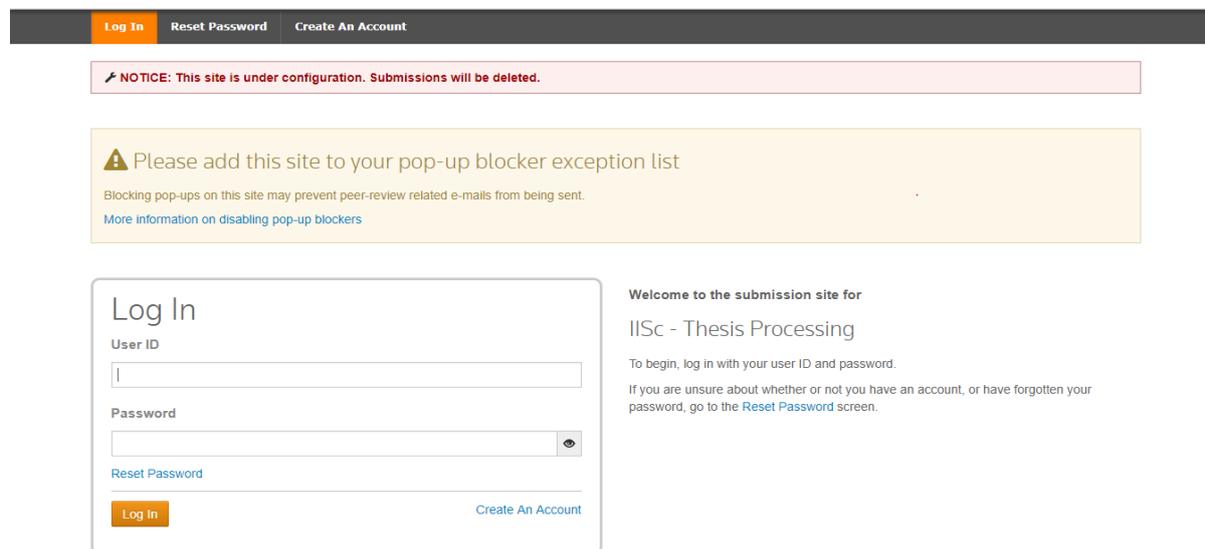


Figure 1: Login Screen

https://mc04.manuscriptcentral.com/iisc_phd

1. To login to ScholarOne IISc – Thesis Processing portal, enter the username and password and click the **Log In** button as shown in Figure 1.
2. Click the **Student** tab and click the **Start New Submission** option from **Student Dashboard** as shown in Figure 2.

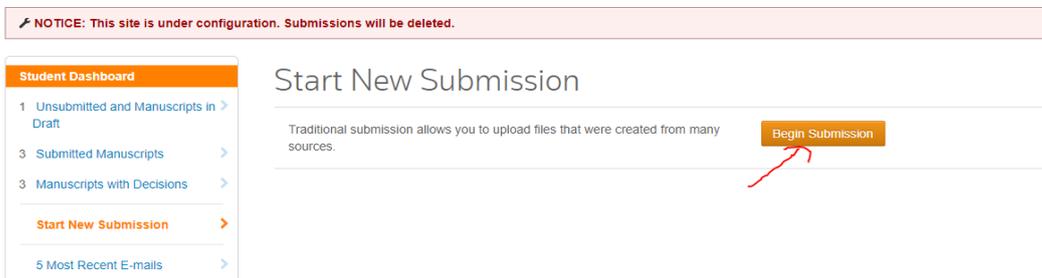
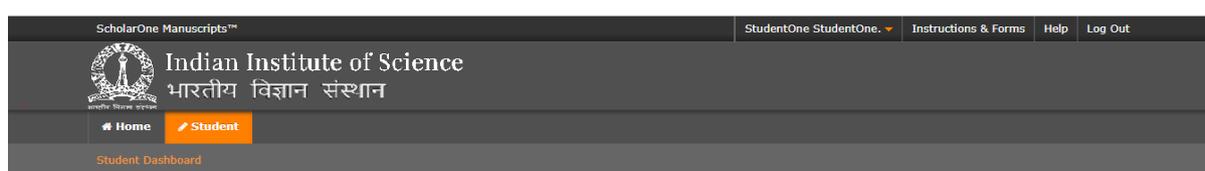
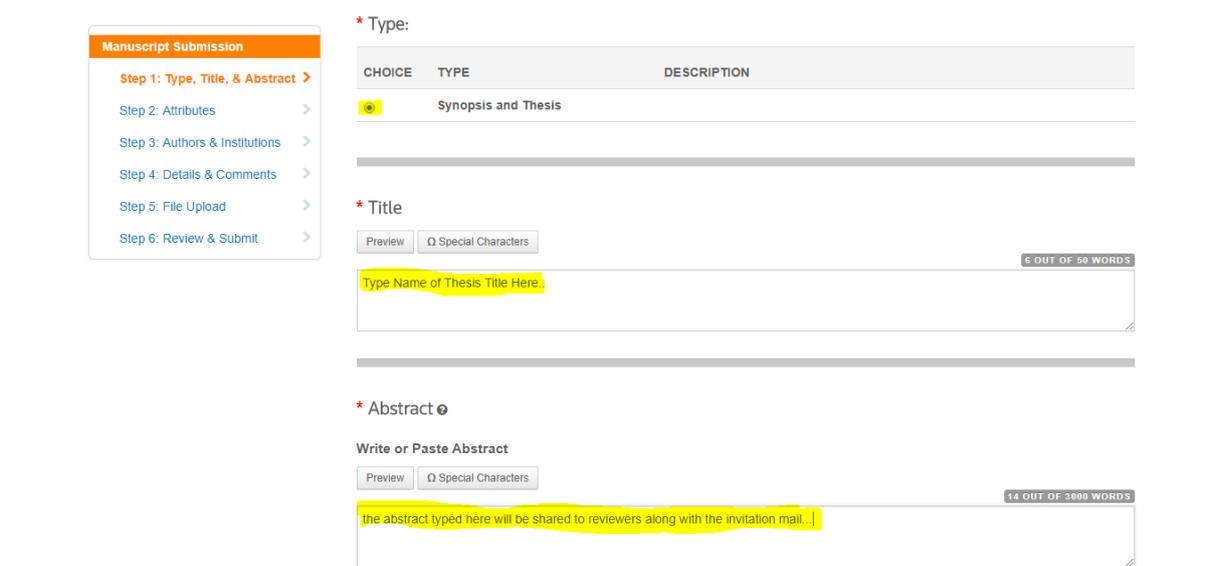


Figure 2: Start New Submission Screen

3. Click the **Begin Submission** button as shown in Figure 2.

Thesis Submission is a 6 step process, following are the steps involved and complete submission process is discussed below:

3.1.2 Step1: Type, Title and Abstract



Step 2: Attributes >
Step 3: Authors & Institutions >
Step 4: Details & Comments >
Step 5: File Upload >
Step 6: Review & Submit >

* Abstract

Write or Paste Abstract

Preview Special Characters

14 OUT OF 3000 WORDS

the abstract typed here will be shared to reviewers along with the invitation mail...

Save Save & Continue >

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Figure 3: Type, Title and Abstract Screen

1. Click the **Save & Continue** button to proceed to next step as shown in Figure 3.

3.1.3 Step 2: Attributes

The screenshot shows the 'Step 2: Attributes' interface. On the left is a 'Manuscript Submission' sidebar with steps: Step 1 (checked), Step 2 (current), Step 3, Step 4, Step 5, and Step 6. The main area is titled 'Step 2: Attributes' and contains instructions: 'You may enter your manuscript attributes/keywords in two different ways. Search for a specific term by typing it into the search box or select your keywords directly from the full list (Ctrl + click for multiple words) and click "Add".' Below this is a 'Keywords' section with a search box containing 'Special Characters' and an '+ Add' button. A '+ Show Full List' link is also present. A 'KEYWORDS' list area is shown with a 'MAXIMUM 3' indicator. At the bottom, there are three buttons: '< Previous Step', 'Save', and 'Save & Continue >'. A red arrow points to the 'Save & Continue' button.

Figure 4: Attributes Screen

Currently this can be skipped and continued further,click the **Save & Continue** button. Thekeywords to search thesis and similar thesis on web can be added here. This will be described in detail in the later versions of the document.

3.1.4 Step3: Authors & Institutions

Manuscript Submission

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

Step 3: Authors & Institutions

Enter your co-authors' information by searching on each of their email addresses below. If they have an existing account, their information can be easily imported to your submission. If necessary, you may add a co-author as a new user in our system by clicking "Create New Author".

* = Required Fields

Authors

* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ Drag ↓	1 ▼	Select... ▼	StudentOne., StudentOne studentone@cca.admin.iisc.ernet.in
			1. Indian Institute of Science, ECE Bangalore Bangalore, IN 560012

Add Author

Find using Author's email address

Step 3: Authors & Institutions >

- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

Add Author

Find using Author's email address

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Figure 5: Authors & Institutions Screen

1. Click the **Save & Continue** button to proceed to next step.



3.1.5 Step4: Details & Comments

Manuscript Submission

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: Attributes >
- ✓ Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

Step 4: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Select File" button, locate your file, and click "Attach File." Answer any remaining questions appropriately. When you are finished, click "Save and Continue."

* = Required Fields

Cover Letter

Write Cover Letter

37 OUT OF 32768 CHARACTERS

Not Mandatory: Need not fill this...

Upload Cover Letter

Faculty

* I belong to:

The Faculty of Science
 The Faculty of Engineering

Confirm the following:

* Confirm that this work is original and has not been submitted elsewhere for a degree.
 * Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

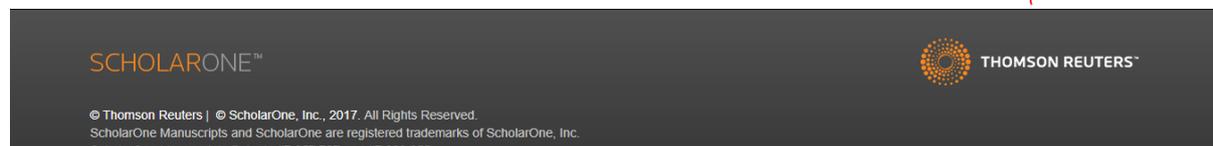


Figure 6: Details & Comments Screen

1. Click the **Save & Continue** button to proceed to next step.



3.1.6 Step 5: File Upload

Manuscript Submission

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: Attributes >
- ✓ Step 3: Authors & Institutions >
- ✓ Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

Step 5: File Upload

Upload as many files as needed for your submission in groups of five or fewer. If you have more than five files for your submission, upload the first five and then you will have the option to upload an additional five files. This process will continue until ALL files have been uploaded. These files will be combined into a single PDF document for the examination process.

If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.**

Please make sure that you are not uploading more than one Synopsis or Thesis file during one submission.

To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue". [Read More ...](#)

* = Required Fields

Files 0.00 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

[Update Order](#)

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	* Synopsis
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...
Select File 4 ...	Choose File Designation ...
Select File 5 ...	Choose File Designation ...

[Upload Selected Files](#)

[Previous Step](#)

[Save](#)
Save & Continue >

SCHOLARONE™
THOMSON REUTERS™

Figure 7: File Upload Screen

1. Uploading Synopsis is mandatory.
2. Four more files can be added and their designation can be set using the dropdown list available with attachment as either **Thesis** or **Multimedia**.



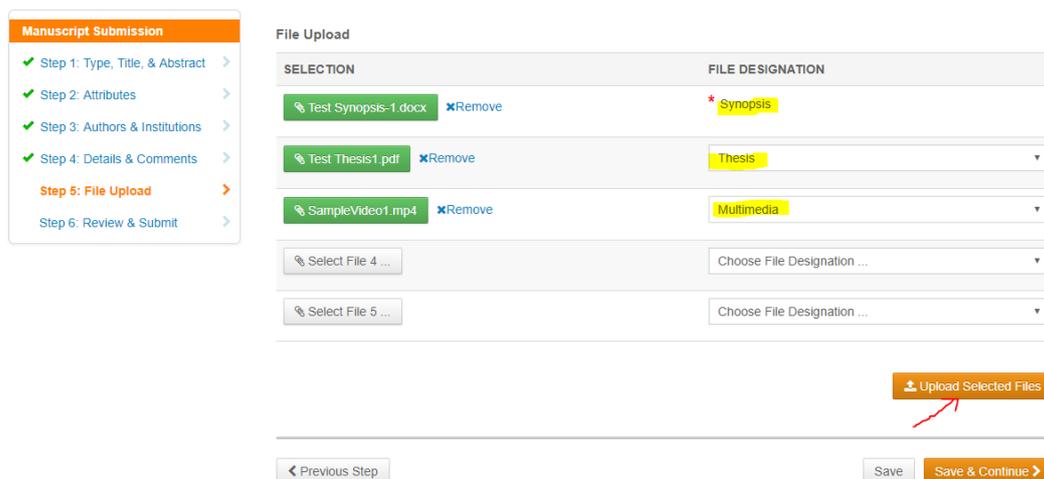


Figure 8: File Upload Screen

In the example above Synopsis, Thesis and Multimedia file are added.

3. To upload the selected files, click the **Upload Selected Files** button as shown in Figure 8.

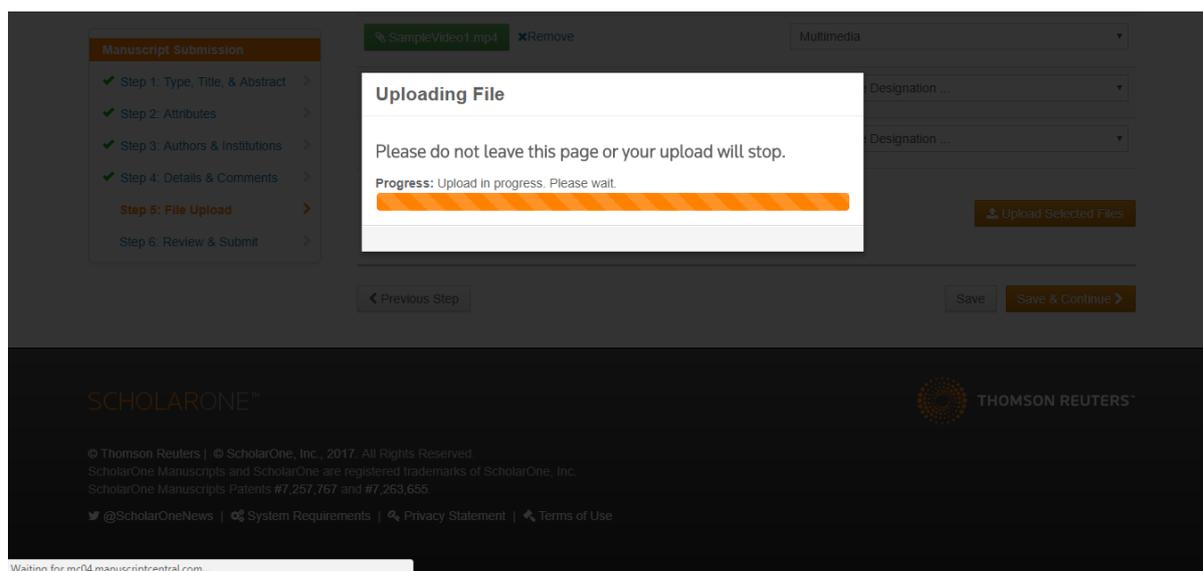


Figure 9: Uploading File Screen

4. Click the **Save & Continue** button to proceed to next step.

3.1.7 Step 6:Review & Submit

Manuscript Submission

- Step 1: Type, Title, & Abstract
- Step 2: Attributes
- Step 3: Authors & Institutions
- Step 4: Details & Comments
- Step 5: File Upload
- Step 6: Review & Submit**

You're almost done! Please view your proof below.

Step 6: Review & Submit

Review the information below for accuracy and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.

* = Required Fields

* Verify Step Information

Step 1: Type, Title, & Abstract

FIELD	RESPONSE
Manuscript Type	Synopsis and Thesis
Title	Type Name of Thesis Title Here..
Abstract	the abstract typed here will be shared to reviewers along with the invitation mail..

Step 2: Attributes

Figure 10: Review & Submit Screen

This is verification step, all the 5 previously performed actions are summarized here. Verify all information and upload files in each step as shown in Figure 11.

File 3 SampleVideo1.mp4

* View Proof

View the PDF to submit

SCHOLARONE™ THOMSON REUTERS™

Figure 11: Review & Submit Screen



4. Proof Reading prior to submission

4.1 PDF Proof Preview

Get a preview by clicking on **View PDF Proof** button as shown in Figure 11.

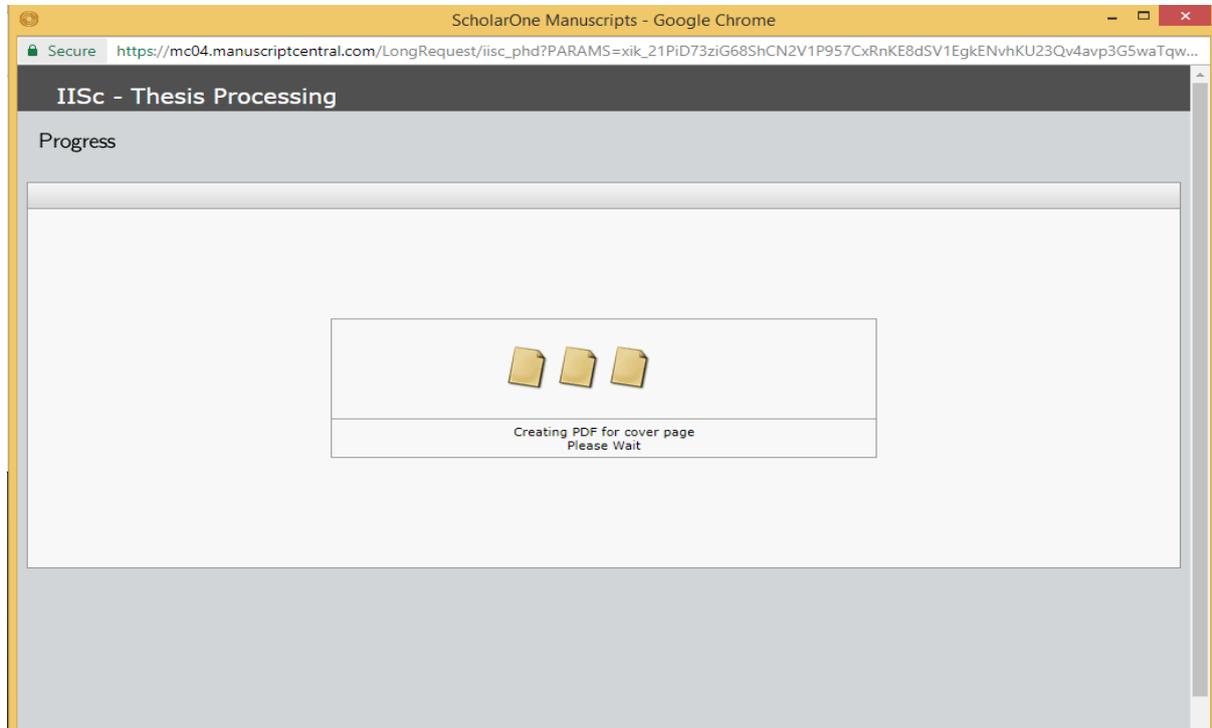


Figure 12: Progress Screen

In this step, all the uploaded files are merged into a single PDF document excluding multimedia files.

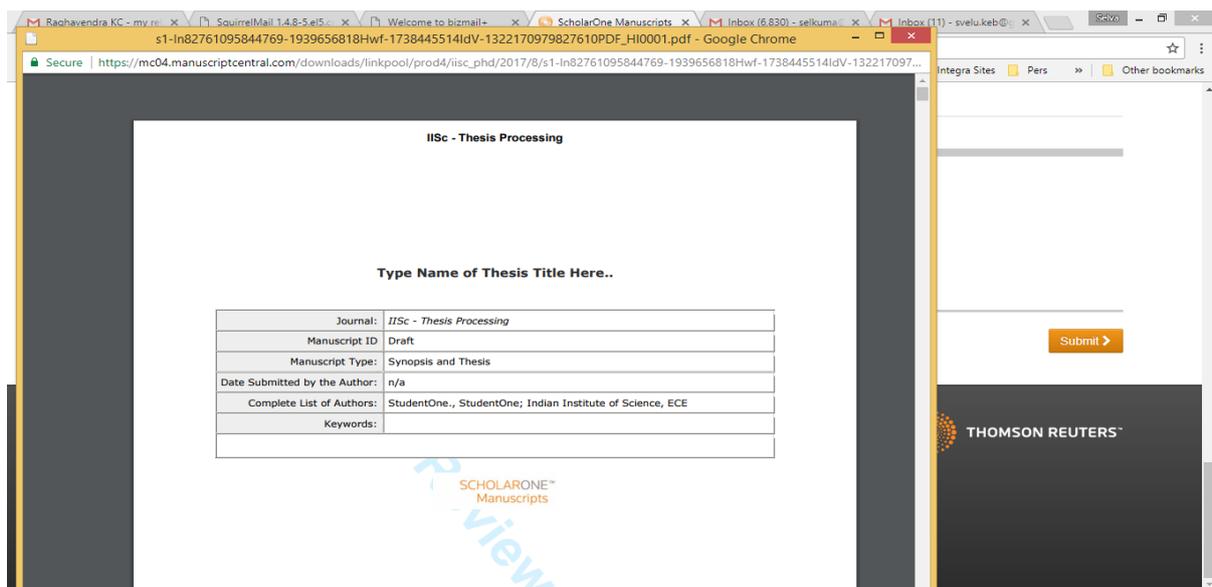


Figure 13: PDF View

1. Click the **Submit** button and confirm to proceed with submitting.

4.2 Submit Confirmation

NOTICE: This site is under configuration. Submissions will be deleted.

Print

Submission Confirmation

Thank you for your submission

Submitted to	IISc - Thesis Processing
Manuscript ID	IISc-2017-0052
Title	Type Name of Thesis Title Here..
Authors	StudentOne., StudentOne
Date Submitted	22-Aug-2017

Author Dashboard >

Figure 14: Confirmation Message

Submission Confirmation for the student is displayed as above. Click the **Author Dashboard** to display the student dashboard, the submitted thesis are listed under **Submitted Manuscripts** as shown in Figure 15.

ScholarOne Manuscripts™
StudentOne StudentOne. ▾ Instructions & Forms Help Log Out

Indian Institute of Science
भारतीय विज्ञान संस्थान

Home
Student

Student Dashboard

NOTICE: This site is under configuration. Submissions will be deleted.

Student Dashboard

- 1 Unsubmitted and Manuscripts in Draft >
- 4 Submitted Manuscripts >
- 3 Manuscripts with Decisions >
- Start New Submission >
- 5 Most Recent E-mails >

Submitted Manuscripts

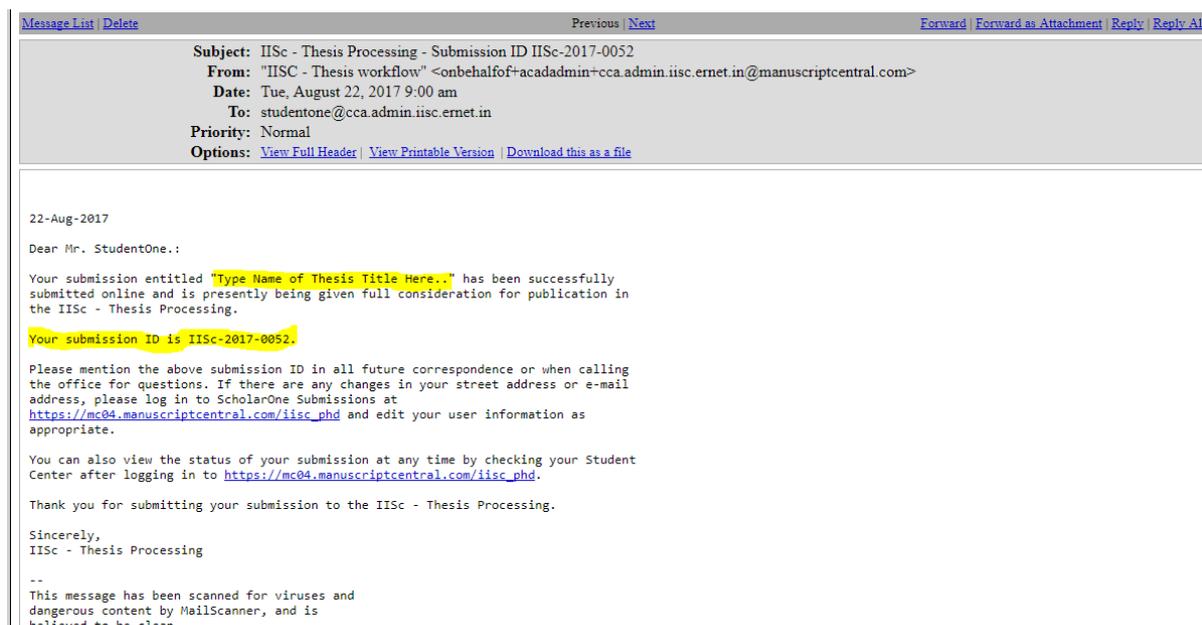
STATUS	ID	TITLE	CREATED	SUBMITTED
ADM: Not Assigned	IISc-2017-0052	Type Name of Thesis Title Here. View Submission	22-Aug-2017	22-Aug-2017
• Awaiting Admin Processing		Cover Letter		
ADM: Pilot, AcadAdmin	IISc-2017-0050	Test Thesis#50 View Submission	14-Aug-2017	14-Aug-2017
• Awaiting Dean Assignment		Cover Letter		

Figure 15: Submitted Manuscripts Screen

Email notification is sent to the student for submitting thesis as shown in Figure 16.

Date: 24-August-2017 Document Version: 1.2
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4.3 Submit Confirmation Mail to Student



The screenshot shows an email interface with a header bar containing navigation links: "Message List", "Delete", "Previous", "Next", "Forward", "Forward as Attachment", "Reply", and "Reply All". The email content is as follows:

Subject: IISc - Thesis Processing - Submission ID IISc-2017-0052
From: "IISc - Thesis workflow" <onbehalfof+acadadmin+cca.admin.iisc.ernet.in@manuscriptcentral.com>
Date: Tue, August 22, 2017 9:00 am
To: studentone@cca.admin.iisc.ernet.in
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

22-Aug-2017

Dear Mr. StudentOne.:

Your submission entitled "Type Name of Thesis Title Here.." has been successfully submitted online and is presently being given full consideration for publication in the IISc - Thesis Processing.

Your submission ID is IISc-2017-0052.

Please mention the above submission ID in all future correspondence or when calling the office for questions. If there are any changes in your street address or e-mail address, please log in to ScholarOne Submissions at https://mc04.manuscriptcentral.com/iisc_phd and edit your user information as appropriate.

You can also view the status of your submission at any time by checking your Student Center after logging in to https://mc04.manuscriptcentral.com/iisc_phd.

Thank you for submitting your submission to the IISc - Thesis Processing.

Sincerely,
IISc - Thesis Processing

--
This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

Figure 16: Email to Student

This completes the Thesis submission process by Student. Email notification is sent to the Student about acceptance status after review and Dean's decision. The student can view the status of thesis in Student Dashboard.