

DRPP Platform

Doctoral Research Publication Platform

User Manual

Complete Step-by-Step Guide for Authors, Reviewers, and Administrators

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Introduction

This manual describes how to use the DRPP (Doctoral Research Publication Platform), a web-based system designed to manage the complete lifecycle of doctoral thesis submissions — from initial registration through peer review to final decision.

DRPP is built on Open Journal Systems (OJS) technology, adapted specifically for doctoral research workflows. The platform supports three main user roles:

- Author (PhD Student) — submits and manages their doctoral thesis.
- Reviewer — evaluates submitted theses and provides recommendations.
- Administrator / Editor — manages the overall submission and review process.

This guide covers every step in detail, with annotated screenshots to help each user navigate the platform confidently.

Part 1: Account Registration & Profile Setup

The registration process is identical for both Authors (PhD Students) and Reviewers. Every user must first create an account before accessing any features of the DRPP platform.

Step 1: Accessing the Registration Page

To create a new account, navigate to the DRPP platform home page. You will find the Register link in two locations:

- At the top-right corner of the page — a blue "Register" button.
- At the bottom of the home page — a second registration link for easier access.

Click either link to open the registration form.

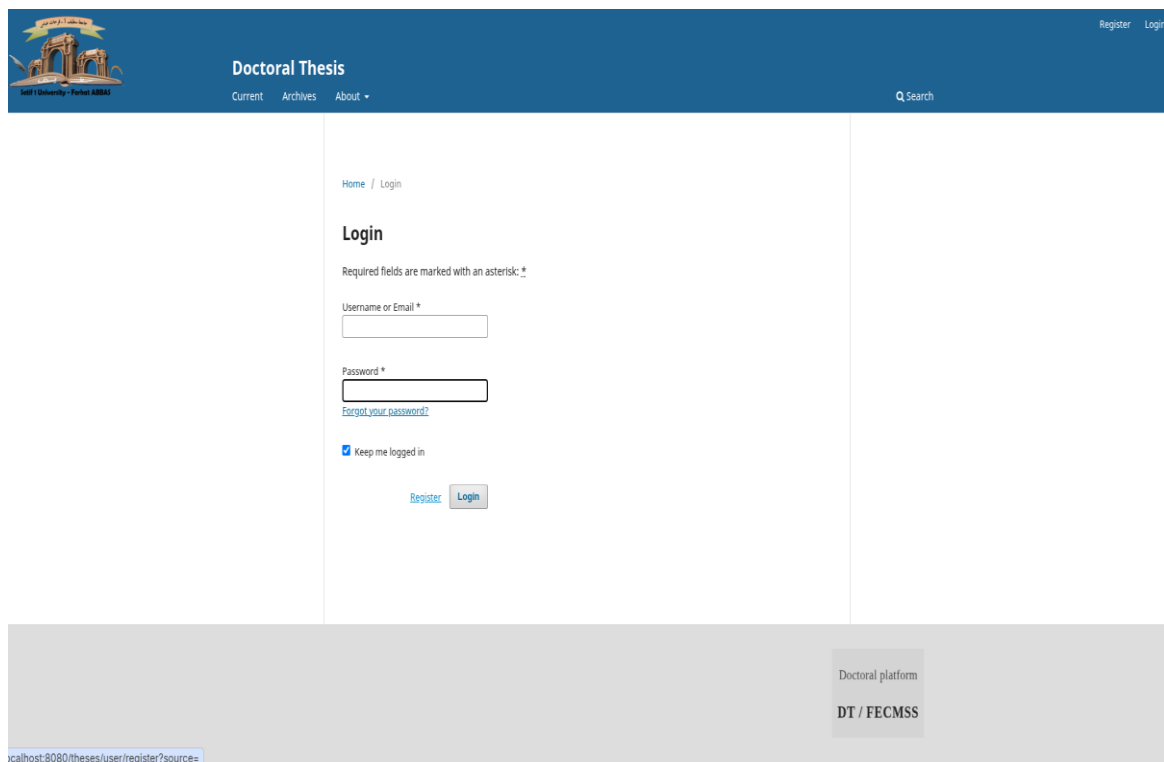
The image shows a screenshot of the DRPP Registration Form. At the top, there is a blue header with the university logo on the left, the text "Doctoral Thesis" in the center, and "Register Login" on the right. Below the header, there are navigation links for "Current", "Archives", and "About". A search bar is also present. The main content area is white and contains a "Login" section. It includes a heading "Login", a note "Required fields are marked with an asterisk: *", and two input fields: "Username or Email *" and "Password *". There is a link "Forgot your password?" below the password field. A checkbox labeled "Keep me logged in" is checked. At the bottom of the login section are "Register" and "Login" buttons. The footer is grey and contains the text "Doctoral platform" and "DT / FECMSS". A URL "icalhost:8080/theses/user/register?source=" is visible at the bottom left.

Figure 1 — DRPP Registration Form

Step 2: Filling in the Registration Form

The registration form requires the following information:

- First Name and Last Name
- Email Address — used as your login identifier and for system notifications
- Username — a unique identifier for your account
- Password — must meet minimum security requirements
- Affiliation — your university or research institution

After completing all fields, locate the checkboxes at the bottom of the form:

- Check the first checkbox to agree to the platform's terms and privacy policy. This is mandatory for all users.
- Authors: ensure the "Register as Author" option is selected.
- Reviewers: ensure the "Register as Reviewer" option is selected.

Once you have filled in all required fields and checked the appropriate boxes, click the Register button to submit your registration.

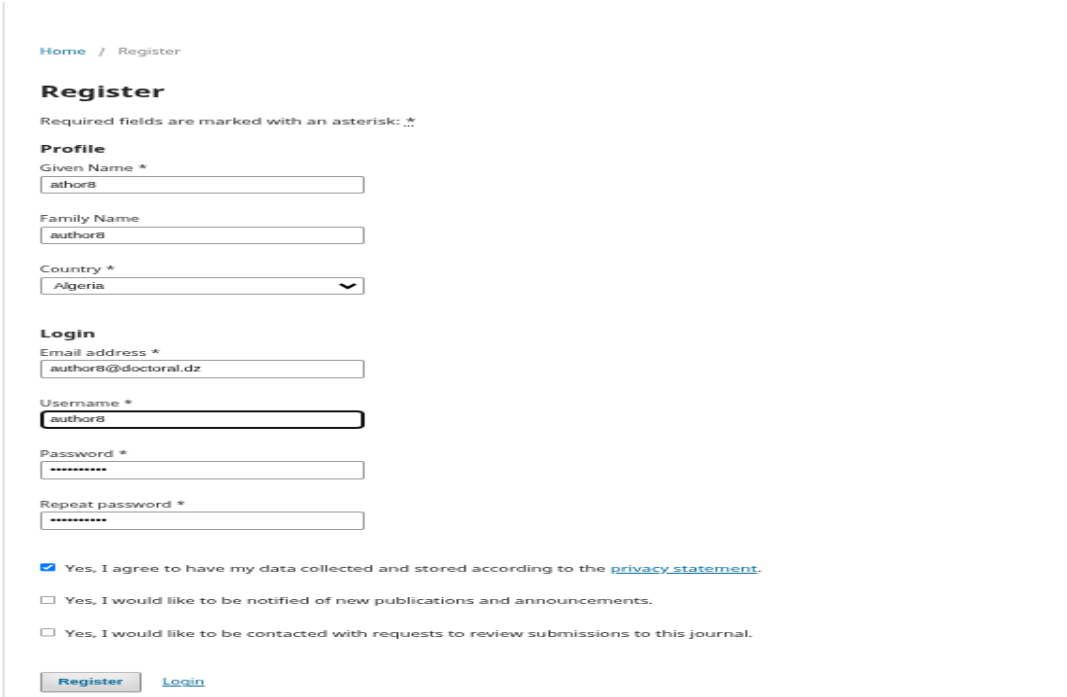
✓**Tip:** You can register as both Author and Reviewer simultaneously by checking both role boxes.

Step 3: Accessing and Editing Your Profile

After successfully registering and logging in, you must complete your user profile. This is an important step that allows the system to correctly assign your role and preferences.

To access your profile:

1. Look for your username displayed at the top-right corner of any DRPP page when logged in.
2. Click on the "Edit My Profile" link that appears in the dropdown menu below your username.



Home / Register

Register

Required fields are marked with an asterisk: *

Profile

Given Name *
author8

Family Name
author8

Country *
Algeria

Login

Email address *
author8@doctoral.dz

Username *
author8

Password *

Repeat password *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

[Login](#)

Figure 2 — User Profile Page

The profile page is organized into several tabs:

- Identity — update your name, contact details.
- Contact — manage your email and address.
- Roles — this is where you assign your role within the platform.
- Password — change your login password.
- Notifications — configure which email alerts you want to receive.

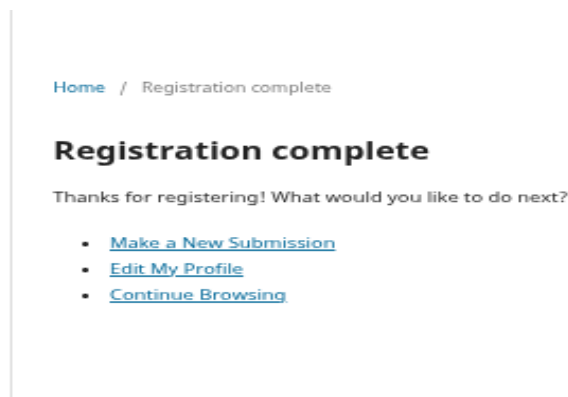


Figure 3 — Role selection checkboxes

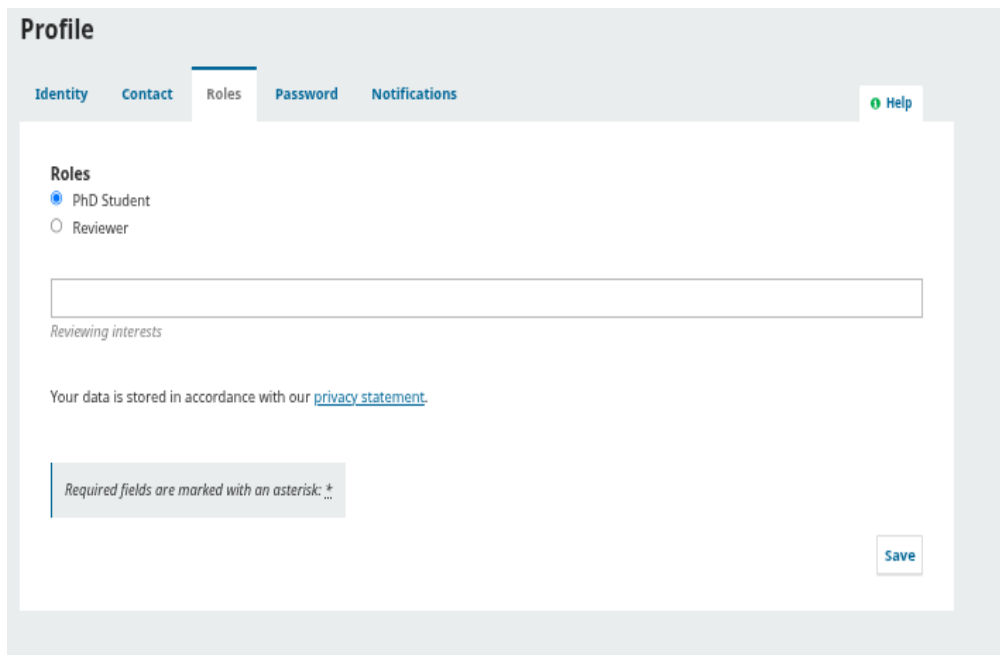
Step 4: Selecting Your Role

Navigate to the Roles tab in your profile. Here you must indicate your role within the DRPP system:

- If you are a PhD Student submitting a thesis → check the "PhD Student" box.
- If you are evaluating theses → check the "Reviewer" box.

After selecting your role, scroll to the bottom of the form and click the Save button to confirm your profile settings.

Warning: Failing to correctly set your role may prevent you from accessing certain features. If in doubt, contact your Administrator.



Profile

Identity Contact **Roles** Password Notifications Help

Roles

PhD Student

Reviewer

Reviewing interests

Your data is stored in accordance with our [privacy statement](#).

Required fields are marked with an asterisk: *

Save

Figure 4 — Saving the profile with correct role selected

Part 2: Submitting a Doctoral Thesis (Author Guide)

This section guides PhD Students (Authors) through the complete submission process. A submission on DRPP refers to uploading your doctoral thesis document along with the required metadata so it can enter the editorial and review workflow.

Step 1: Starting a New Submission

After logging in, you will be directed to your Author Dashboard. This dashboard displays all your past and current submissions, organized by their status.

To begin a new submission, click the "New Submission" button. This button appears above each submission list on your dashboard.

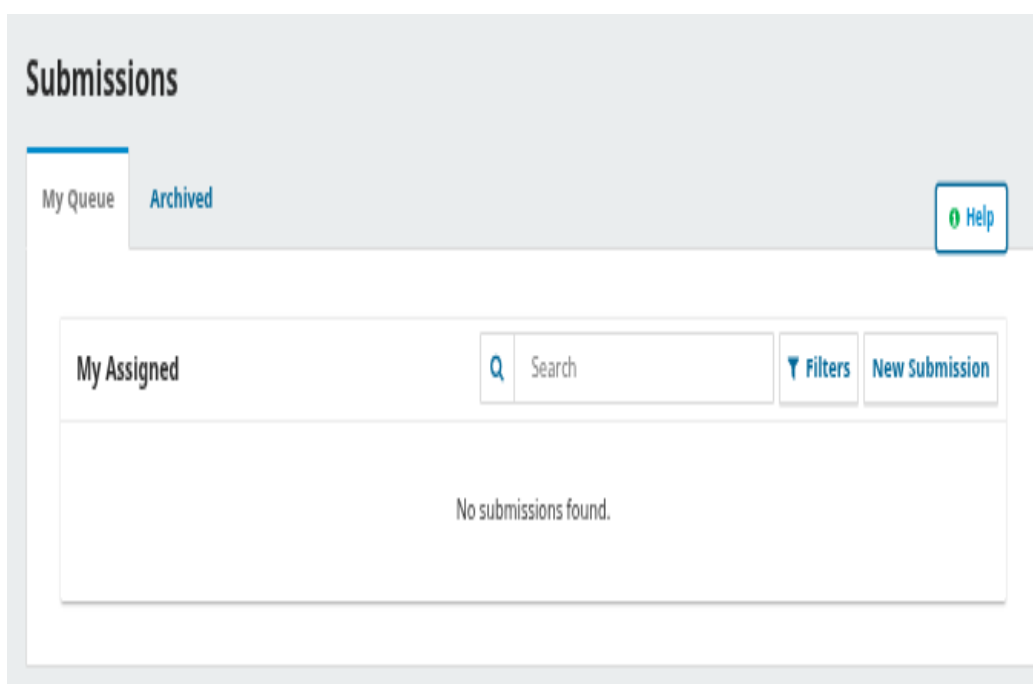


Figure 5 — New Submission button on the Author Dashboard

Step 2: Submission Start — Title and Requirements

The first screen of the submission form asks for basic information:

- Submission Title — Enter the full title of your doctoral thesis.
- Submission Requirements — Two checkboxes confirming that your submission meets the platform's requirements (e.g., formatting standards, originality). You must check both boxes to proceed.

Once the title is entered and both boxes are checked, click Begin Submission to proceed to the next step.

✓**Tip:** Double-check the spelling of your thesis title before proceeding, as this will appear in all communications and evaluations.

The screenshot shows a web form titled "Make a Submission". Under the heading "Before you begin", there is introductory text and instructions. A "Title" field contains the text "New submission". Below this is a "Submission Checklist" section with a list of requirements and a checked checkbox indicating compliance. A "Privacy Consent" section also has a checked checkbox. At the bottom is a blue "Begin Submission" button.

Figure 6 — Submission start form: title and requirements

Step 3: Submission Details — Abstract

In this step, you must provide additional details about your submission:

- Abstract — A concise summary of your doctoral research, typically 150–300 words. This will be visible to reviewers and editors.
- Additional metadata fields may appear depending on your journal's configuration (e.g., keywords, discipline, language).

After completing the Abstract and any other required fields, click Continue to proceed.

□ **Note:** *The abstract should clearly describe your research question, methodology, and key findings. A well-written abstract helps reviewers assess the scope of your work.*

3 / author8 / New submission

Make a Submission: Details

Save for Later

1 Details 2 Upload Files 3 For the Editors 4 Review

Submission Details
Please provide the following details to help us manage your submission in our system.

Title *
New submission

Keywords
Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

Abstract *
Journal of Accounting and Auditing

Last saved a few seconds ago Save for Later Continue

Figure 7 — Submission Details: entering the abstract

Step 4: Uploading Submission Files

If your submission includes files (thesis document, supplementary data, etc.), you will be prompted to upload them in this step.

Click the "Add File" button to open the file upload dialog.

3 / author8 / New submission

Make a Submission: Upload Files

Save for Later

1 Details 2 Upload Files 3 For the Editors 4 Review

Upload Files
Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

Files
Upload any files the editorial team will need to evaluate your submission.
[Upload File](#)

Back

Last saved 3 minutes ago Save for Later Continue

Figure 8 — Add File button for uploading the thesis document

After selecting your file from your computer:

3. Select the file type from the dropdown menu — choose "Article Text" to indicate that this is the main thesis document.

4. Click Continue to confirm the file selection and upload.

✓**Tip:** Supported file formats typically include PDF (.pdf) and Word (.docx). Check with your administrator if you are unsure which format is required.

3 / author4 / new submission

Make a Submission: Upload Files

Save for Later

1 Details — 2 Upload Files — 3 For the Editors — 4 Review

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

Files Add File

Site_Web_Achat_Voitures_Updated.pdf Edit Remove

What kind of file is this? Article Text Other

Back Last saved a few seconds ago Save for Later Continue

Figure 9 — Selecting "Article Text" as the file type and clicking Continue

Step 5: Comments for the Editor

This optional step allows you to leave a message for the editor handling your submission. You can use this field to:

- Provide context or special instructions related to your thesis.
- Highlight any specific concerns or requests.
- Mention if there are any conflicts of interest.

This message is private and is only visible to the editorial team, not to reviewers. After writing your comment (or leaving the field empty), click Continue.

3 / author4 / new submission

Make a Submission: For the Editors Save for Later

Details — Upload Files — **3 For the Editors** — 4 Review

For the Editors
Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Comments for the Editor
Add any information that you think our editorial staff should know when evaluating your submission.

B I x² x₂ ↗

Hallo

[Back](#) Last saved a minute ago [Save for Later](#) [Continue](#)

Figure 10 — Optional comments for the editor

Step 6: Final Review and Submission

The final screen presents a summary of your entire submission. Review all the information carefully:

- Confirm the title is correct.
- Verify the uploaded file appears in the list.
- Check that the abstract is complete.

If everything looks correct, click the Submit button to officially submit your thesis to DRPP. You will receive a confirmation email at the address registered in your profile.

Warning: Once you click Submit, you will not be able to modify the submission unless the editor returns it to you for revisions.

3 / author4 / new submission


Make a Submission: Review

Save for Later

Details Upload Files For the Editors **Review**

Review and Submit
Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

Details	Edit
Title new submission	
Keywords None provided	
Abstract new submission	
Files	Edit
 Site_Web_Achat_Voitures_Updated.pdf	Article Text
For the Editors	Edit
Comments for the Editor Hallo	

Back

Last saved 4 minutes ago Save for Later Submit

Figure 11 — Final submission confirmation screen

Author / PhD Student: A user who submits their doctoral thesis for evaluation.

Reviewer: An expert assigned to evaluate and provide a recommendation on a submitted thesis.

Editor / Administrator: A user who manages the submission workflow, assigns reviewers, and records decisions.

Submission: The act of uploading and formally submitting a thesis to the platform for evaluation.

Review Round: A cycle of evaluation during which one or more reviewers assess a submission.

Recommendation: The formal decision of a reviewer: Accept, Revisions Required, Resubmit, or Decline.

Discussion: The platform's built-in messaging tool for editorial communications.

Blind Review: A review type in which the author does not know the identity of the reviewer.

Double-Blind Review: A review type in which neither the author nor the reviewer knows the other's identity.

End of DRPP User Manual

For technical support, please contact your platform administrator.