

# DRPP Platform

Doctoral Research Publication Platform

## User Manual

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

Version 1.0 | April 2026

## 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.

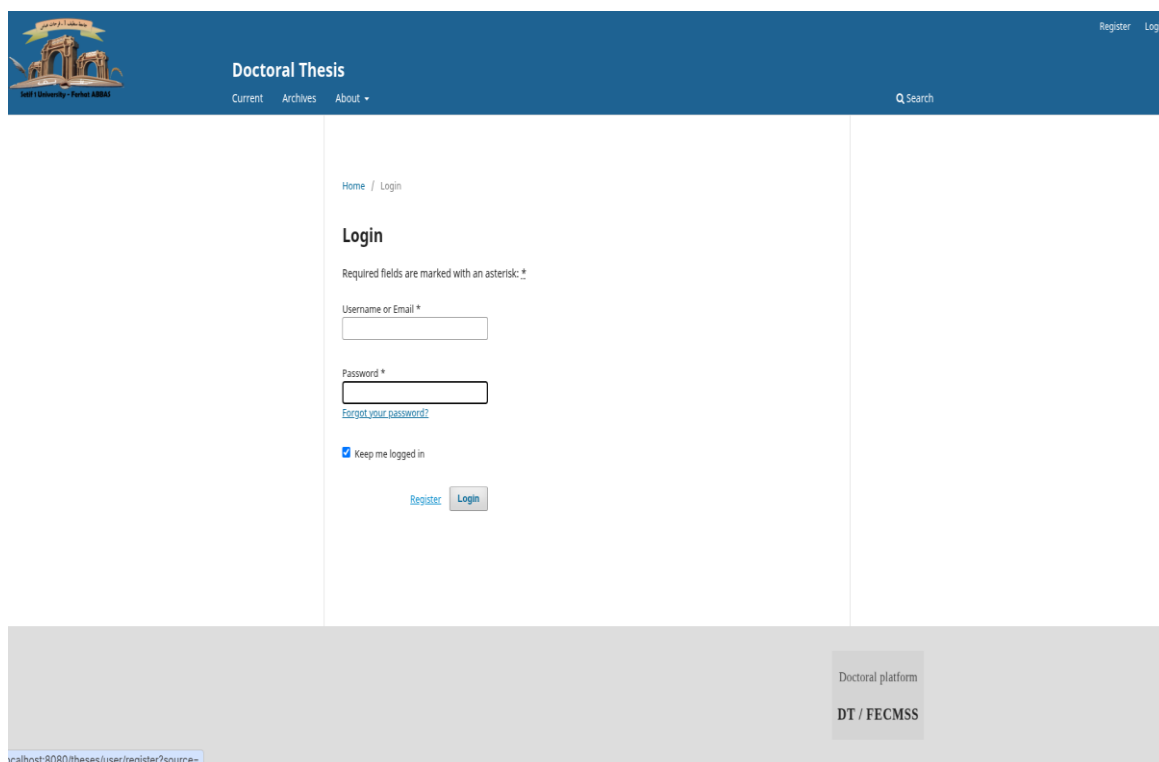
The image shows a screenshot of the DRPP registration form. At the top, there is a blue header with the university logo on the left, the text "Doctoral Thesis" in the center, and "Register Login" on the right. Below the header, there are navigation links: "Current", "Archives", and "About". A search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

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.

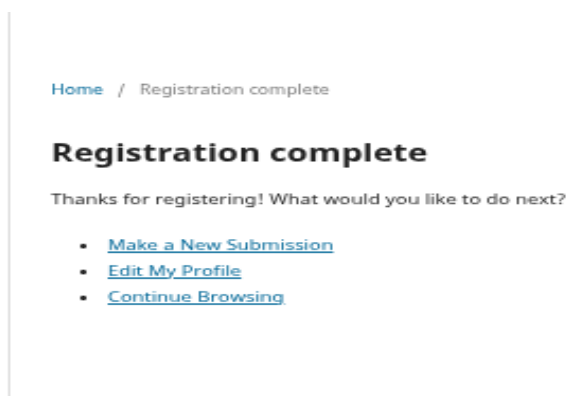


Figure 3 — Role selection checkboxes

#### 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.

The screenshot shows the 'Profile' page with the 'Roles' tab selected. The 'Roles' section has two radio buttons: 'PhD Student' (selected) and 'Reviewer'. Below this is a text input field for 'Reviewing interests'. A 'Save' button is located at the bottom right. A 'Help' icon is in the top right corner. A note at the bottom left states 'Required fields are marked with an asterisk: \*'. A privacy statement link is also present.

**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

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.

<b>Details</b> <a href="#">Edit</a>
<b>Title</b> new submission
<b>Keywords</b> None provided
<b>Abstract</b> new submission
<b>Files</b> <a href="#">Edit</a>
<a href="#">Site_Web_Achat_Voitures_Updated.pdf</a> <a href="#">Article Text</a>
<b>For the Editors</b> <a href="#">Edit</a>
<b>Comments for the Editor</b> Hallo

[Back](#) Last saved 4 minutes ago [Save for Later](#) [Submit](#)

Figure 11 — Final submission confirmation screen

## Part 2: Reviewer Tasks — Evaluating a Doctoral Thesis

This section guides Reviewers through the complete evaluation process after they have been assigned to a submission by an editor. There are five main steps.

### Step 1: Receiving the Invitation and Logging In

When an editor assigns you to review a thesis, you will receive an email notification containing a direct link to the submission. The email will also include any specific instructions from the editor.

To begin the review process:

3. Open the invitation email and click the provided link.
4. Log in to the DRPP platform using your registered credentials.
5. You will be redirected directly to the submission page assigned to you.
6. Read the "Reviewer Guidelines" provided at the top of the review page — these contain important instructions specific to the journal.
7. To accept the assignment, click "Accept Review, Continue to Step #2". If you are unable to complete this review, click "Decline" and briefly explain your reason.

✔**Tip:** It is important to respond to review invitations promptly, even if you are declining. This allows the editor to find an alternative reviewer without unnecessary delay.

The screenshot shows the 'Review: New submission' page. At the top, there are four tabs: '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion'. The '3. Download & Review' tab is active. Below the tabs, there is a 'Review Files' section with a search bar and a file named 'Site\_Web\_Achat\_Voitures\_Updated.pdf' dated '19 April 2026'. The 'Review' section contains a text area for the reviewer's comments, with a rich text editor toolbar above it. Below this is an 'Upload' section for 'Reviewer Files' with a search bar and an 'Upload File' button. The 'Review Discussions' section shows a table with columns for Name, From, Last Reply, Replies, and Closed, and an 'Add discussion' button. The 'Recommendation' section has a dropdown menu labeled 'Choose One' and buttons for 'Submit Review', 'Save for Later', and 'Go Back'. A footer note states 'Required fields are marked with an asterisk: \*'.

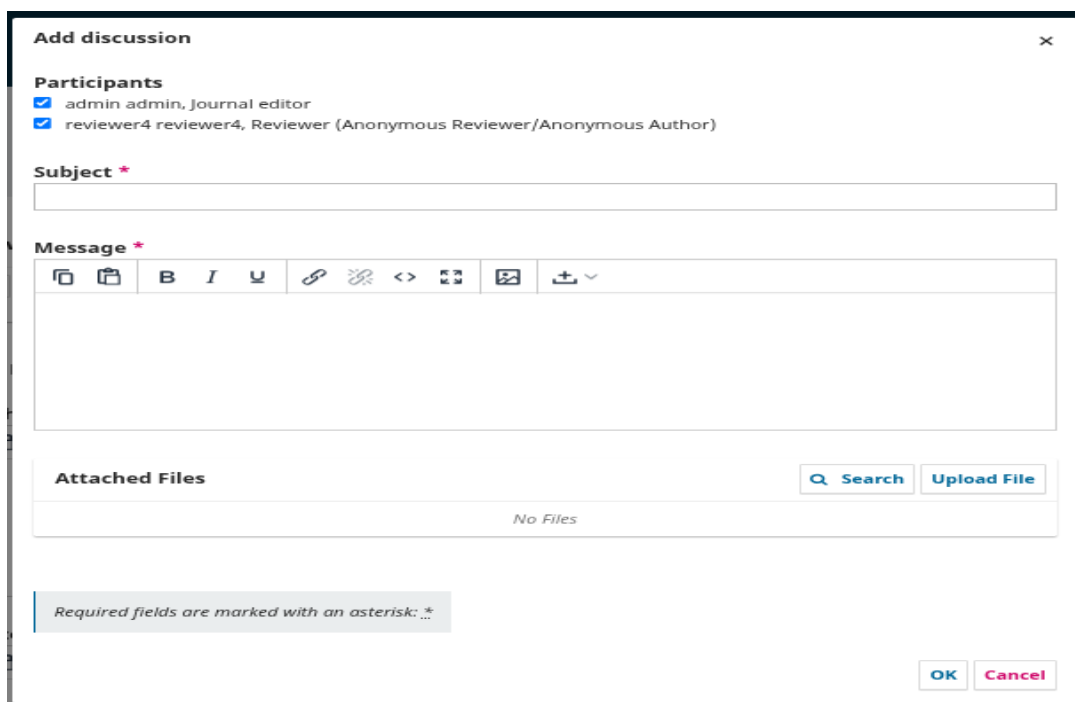
Figure 18 — Reviewer Step 1: Accepting or declining the review invitation

## Step 2: Downloading and Reading the Thesis

After accepting the review, you will move to Step 2. This page gives you access to the submission files.

- In the "Review Files" section, you will find the thesis document (typically in PDF or Word format).
- Click the filename to download it to your computer.
- Read the document carefully and thoroughly before writing your evaluation.

□ **Note:** *The time you invest in reading the thesis carefully directly affects the quality of your feedback. A thorough review is a valuable contribution to academic quality.*



The screenshot shows a dialog box titled "Add discussion" with a close button (X) in the top right corner. It contains the following sections:

- Participants:** A list of participants with checkboxes. The first participant is "admin admin, Journal editor" and the second is "reviewer4 reviewer4, Reviewer (Anonymous Reviewer/Anonymous Author)". Both checkboxes are checked.
- Subject \*:** A text input field with an asterisk indicating it is a required field.
- Message \*:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), link, unlink, code (<>), image, and a dropdown arrow. Below the toolbar is a large text area for the message.
- Attached Files:** A section with a search icon and "Search" button, and an "Upload File" button. Below this is a placeholder text "No Files".
- Footer:** A note that says "Required fields are marked with an asterisk: \*" and two buttons: "OK" and "Cancel".

Figure 19 — Reviewer Step 2: Downloading the thesis files

## Step 3: Communicating with the Editor (Discussions)

If you have questions about the submission or need clarification from the editor during your review, use the platform's built-in messaging system — never your personal email.

To send a message to the editor:

8. Scroll to the bottom of the submission page to find the "Review Discussions" section.
9. Click "Add Discussion".

10. Select the editor as the recipient from the dropdown.
11. Write your message in the text box.
12. Click OK to send. The entire message history will be saved within the submission file.

This approach ensures full transparency and a complete record of all communications for the editorial team.

## Step 4: Writing Your Evaluation Report and Recommendation

This is the most critical step of the review process. You are required to submit a formal written evaluation of the thesis.

### 4a. Writing the Review Report

Use the Review text box to write your detailed evaluation. A high-quality review typically includes:

- **Summary** — A brief overview of what the thesis is about.
- **Strengths** — What the thesis does well (methodology, literature review, clarity, originality, etc.).
- **Weaknesses** — Areas that need improvement or clarification.
- **Specific Comments** — Detailed, page-referenced observations for the author.
- **Suggestions for Improvement** — Constructive recommendations.

### 4b. Uploading Annotated Files (Optional)

If you have annotated a copy of the thesis (e.g., a PDF with comments), you can upload it in the "Reviewer Uploads" section. This is optional but can be very helpful for the author.

### 4c. Making Your Recommendation

After writing your report, you must choose one of the following formal recommendations from the dropdown menu:

- **Accept Submission** — The thesis is of sufficient quality for acceptance as-is.
- **Revisions Required** — The thesis needs minor or major corrections before it can be accepted. The author will be asked to revise and resubmit.
- **Resubmit for Review** — Significant changes are required and the revised version should be sent back to you for a second review round.
- **Decline Submission** — The thesis does not meet the platform's standards and is rejected.

**Note:** *Your recommendation should be consistent with your written evaluation. A recommendation of "Accept" with a report full of unresolved concerns may confuse the editor.*

Figure 20 — Reviewer Step 4: Writing the evaluation and choosing a recommendation

## Step 5: Submitting Your Final Review

After completing your report and selecting your recommendation:

13. Review all your comments one final time.
14. Click the "Submit Review" button.
15. A confirmation dialog will appear, asking you to confirm submission. Click OK.

**Warning:** Once you confirm the submission of your review, it cannot be modified. Be sure you are satisfied with your evaluation before clicking OK.

After submission, the editor will be notified and your review will be stored within the submission record. Your identity may or may not be visible to the author depending on the review type configured (blind, double-blind, or open).

## End of DRPP User Manual

*For technical support, please contact your platform administrator.*