How to prepare the pre-publication documents?

(Required only after the paper is accepted by reviewer & payment of basic publication charges)

List of Documents

Author needs to submit the following document after the paper is accepted by our reviewer team and Payment of basic publication fees.

1. Undertaking by author form and Copy right transfer form
2. Identity Proof
3. Payment Proof
4. Final Formatted Paper

How to prepare each document

1. Undertaking by author form and Copy right transfer form

Open our website- https://www.ijedr.org/

At the top of the page (right side) that is a link for login so click on **Login to Author Home**

Please enter corresponding author email address and paper registration id.

By default, you will be redirected to the Home page of the Author.

At the top of the page, the **Pre-Publication Downloads** link is there, so click on that to show the forms link.
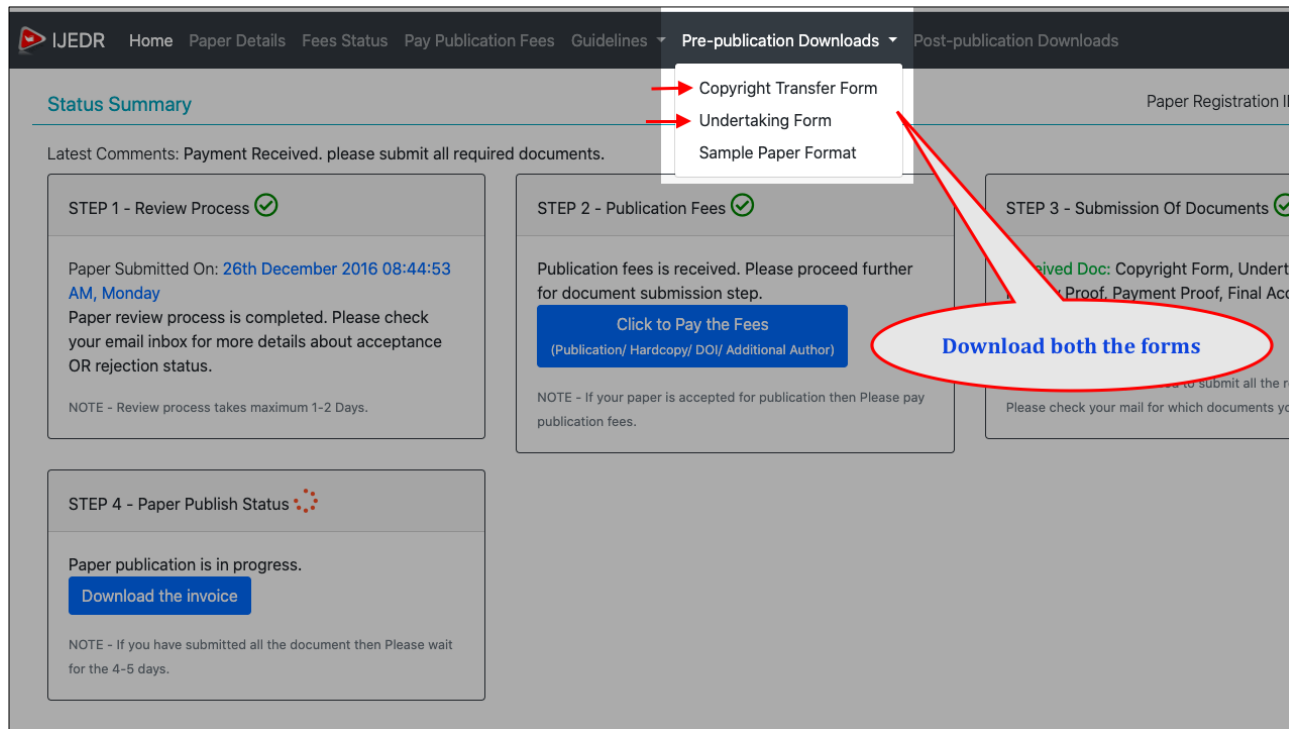
After Download,

- Take Printout of both forms.
- Do signature manually. (**Don't do digital signature in the soft copy of the form**)
- Scan the both forms OR Take the photo using Mobile phone/Camera
- Send the copy to use in the email

Take Printout	Do Manually Signature	Take Photo/Scan

2. Identity Proof

You need to send Identity proof of All the authors those are involved in paper publication.

> If Suppose 3 authors are involved in the single paper publication then need to submit identity proof of all 3 authors.

Valid identity proofs are mentioned following. You need to submit any one type of proof for each author.

- Aadhaar Card
- Election Card
- Passport (Mandatory for the foreign Authors)

You can take the photo by mobile/camera OR Scanned copy.

Make sure proof must have the photo of person, name, and address with readable form.

3. Payment Proof

You need to send payment proof of paper publication.

No need to submit the payment proof if you have paid through Author home payment facility. And paid payment details are visible in your author home account.

How to check Paid fees details.

At the top of the page, click on the **Fees Status** link.

If you have paid the publication free other than author home then need to submit payment proof.

If payment is paid through Author Home and not visible according to above mentioned image then please submit the email copy that is received from payUmoney.

If payment is paid through other medium (NEFT, PayPal) them please send to proof accordingly. But make sure following details must be mentioned in the proof.

- Paid By
- Paid To (Account Number)
- Transaction Date
- Paid Amount
- Transaction Medium (Bank or 3$_{rd}$ party Payment provider)

4. Final Formatted Paper

You need to submit your article in the standard format of IJEDR.

Format is available on the website and Author home account.

Note:

- Paper must be in the .Docx or .Doc format only. Pdf is not acceptable.
- Your paper is accepted based on online submission. So, don't change any content after review process completed.
- You need to just do formatting according to defined by IJEDR.
- Formatting is mandatory for fast publication process.

How to send email with Documents

All the documents need to submit in single email only.

Separate email is not acceptable for each document.

Email should be sent through registered first author's email account only.

Don't share the documents through any drive or third party storage link. Documents should be in the form of attachments of the email.

Steps for compose the email for documents.

1. Compose new email.
2. In the **TO Address** write email – editor@ijedr.org
3. **Subject of the email** should be like in following format

   Document Submission – IJEDR_XXXXXX

4. **Body of the email** should be like in following format
   - Mention paper registration id
   - Mention payment details id
   - Mention any correction in the paper or author details (if required).
5. **Attachments** - Attach each document individually. (Please don't make .zip or .rar file)

If any query – Please send the email(editor@ijedr.org) to use with mentioning your paper registration id.