

GUIDELINES

HOW TO SUBMIT A PAPER IN EMIRATES SCHOLAR

Preliminary version | Author Guideline

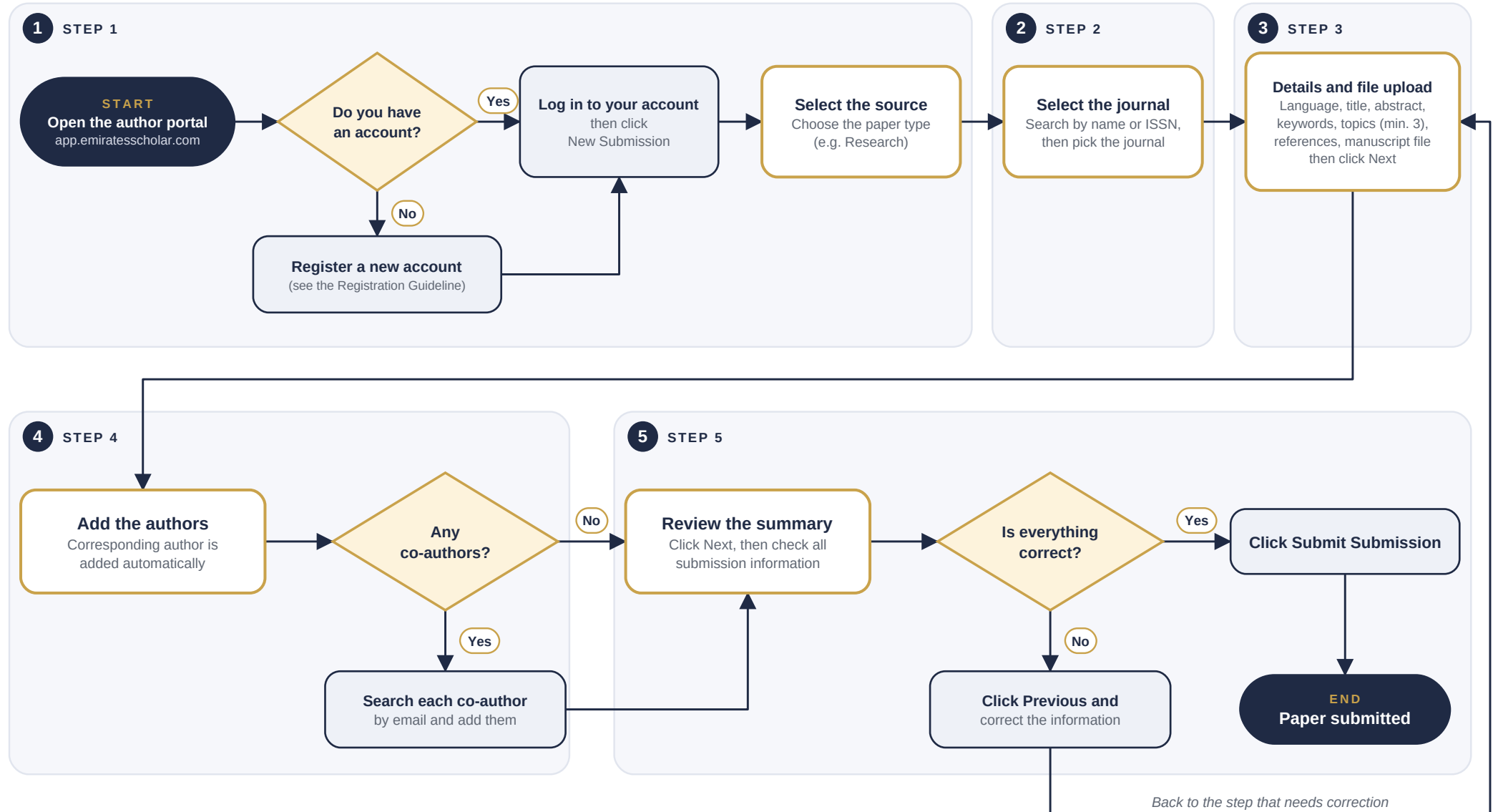


Scan to open the submission page
app.emiratesscholar.com/new-submission

Tip: Ctrl + click on the link to open it in a new tab.

Paper Submission Flowchart

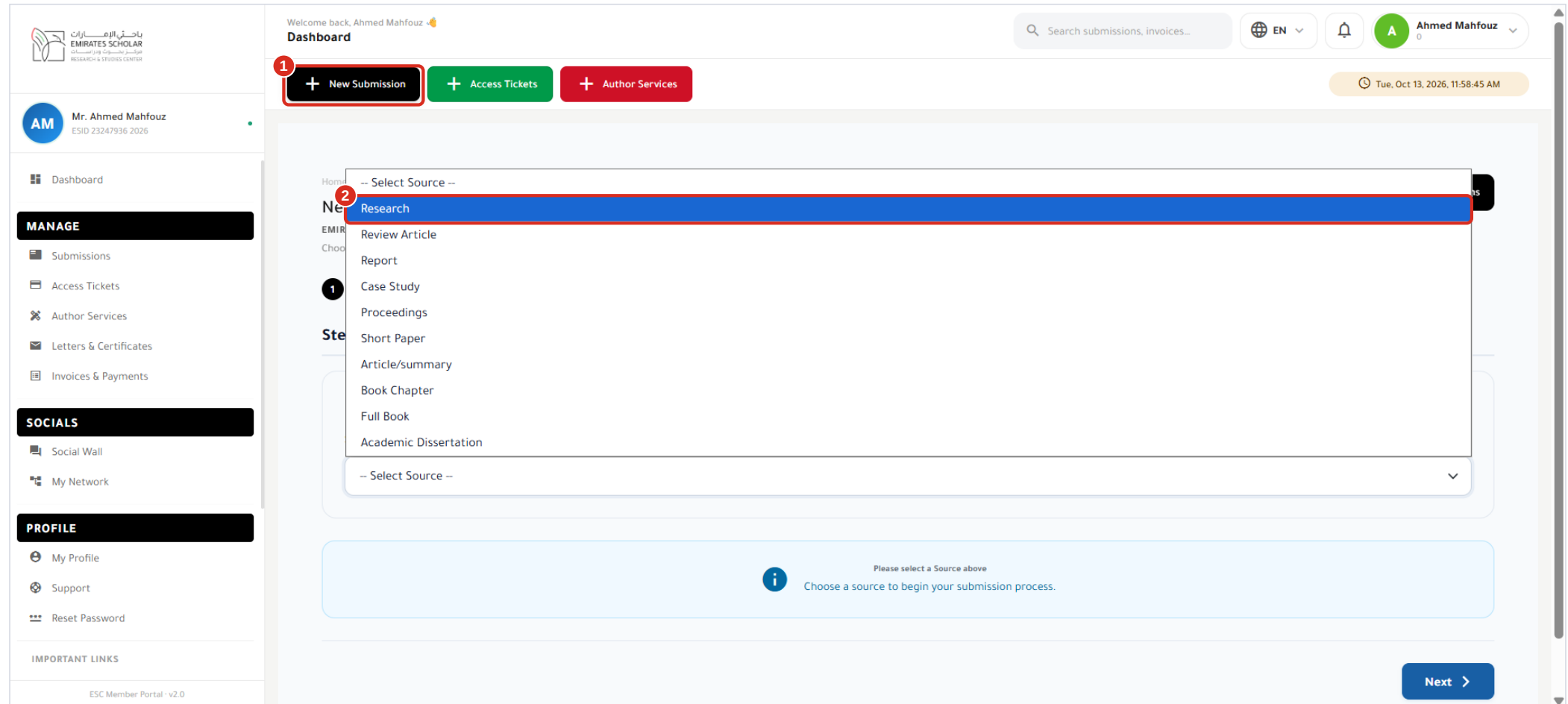
An overview of the submission journey. The numbered circles match the steps explained with screenshots on the next pages.



Step 1: Open the submission page and select the source

Open the submission page directly at app.emiratesscholar.com/new-submission and log in if prompted. New users should register first (see the Registration Guideline). You can also reach it from the Dashboard by clicking the **New Submission** button (1). Then open the **Select Source** list and choose the type of your paper, for example **Research** (2).

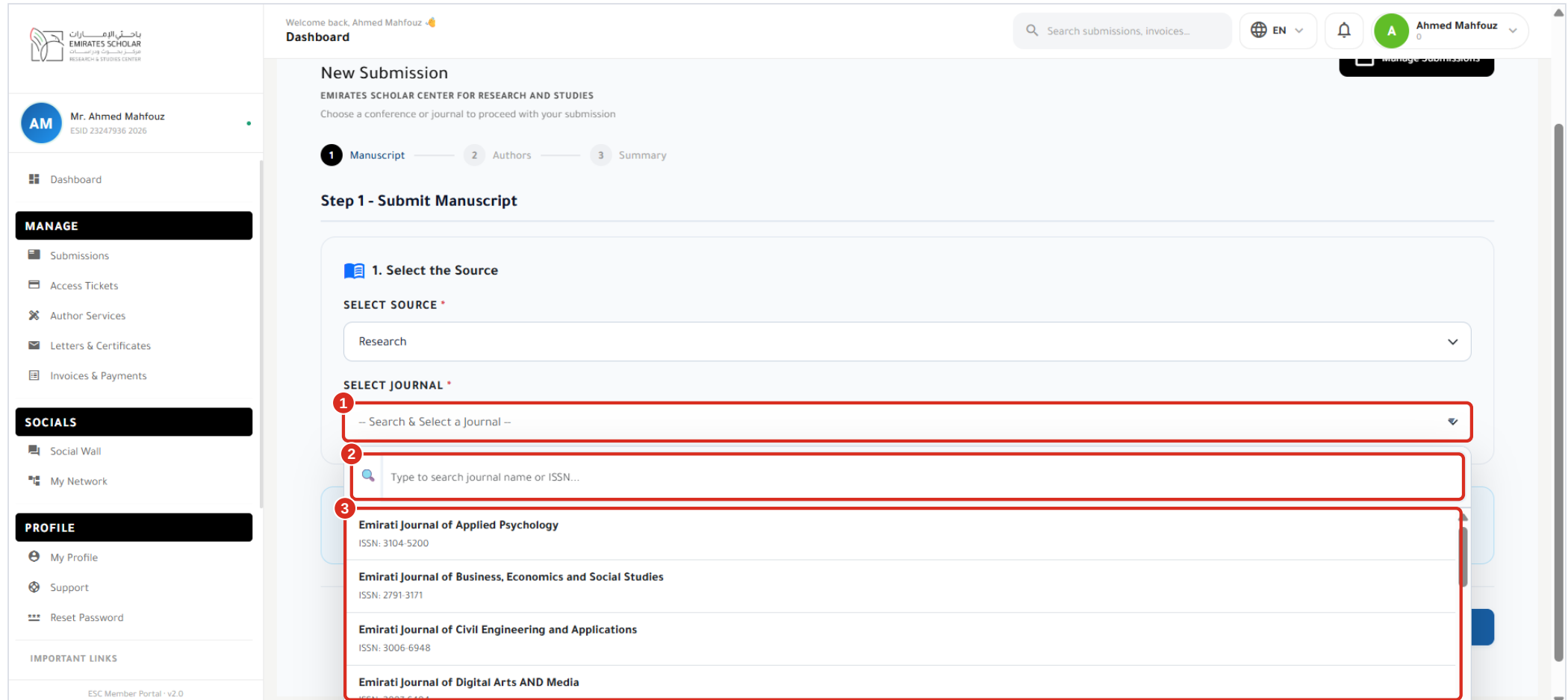
Tip: Ctrl + click on the link to open it in a new tab.



The screenshot displays the Emirates Scholar dashboard for user Ahmed Mahfouz. The top navigation bar includes a search bar, language selector (EN), and user profile. The left sidebar contains sections for 'MANAGE' (Submissions, Access Tickets, Author Services, Letters & Certificates, Invoices & Payments), 'SOCIALS' (Social Wall, My Network), and 'PROFILE' (My Profile, Support, Reset Password). The main content area shows a 'New Submission' button (1) and a 'Select Source' dropdown menu (2). The dropdown menu lists various source types: Research, Review Article, Report, Case Study, Proceedings, Short Paper, Article/summary, Book Chapter, Full Book, and Academic Dissertation. The 'Research' option is highlighted. A message at the bottom states: 'Please select a Source above. Choose a source to begin your submission process.' A 'Next' button is visible at the bottom right.

Step 2: Select the journal

After choosing the source, the **Select Journal** field appears. Click it **(1)**, type the journal name or ISSN in the search box **(2)**, then select your journal from the list **(3)**.



Welcome back, Ahmed Mahfouz

Dashboard

Search submissions, invoices...

EN

Ahmed Mahfouz

New Submission

EMIRATES SCHOLAR CENTER FOR RESEARCH AND STUDIES

Choose a conference or journal to proceed with your submission

1 Manuscript — 2 Authors — 3 Summary

Step 1 - Submit Manuscript

1. Select the Source

SELECT SOURCE *

Research

SELECT JOURNAL *

1 — Search & Select a Journal —

2 Type to search journal name or ISSN...

3

- Emirati Journal of Applied Psychology
ISSN: 3104-5200
- Emirati Journal of Business, Economics and Social Studies
ISSN: 2791-3171
- Emirati Journal of Civil Engineering and Applications
ISSN: 3006-6948
- Emirati Journal of Digital Arts AND Media
ISSN: 3007-6484

ESC Member Portal · v2.0

Step 3: Fill in the manuscript details (1 of 2)

After selecting the journal, complete **(1)** the language, submission title and submission abstract. Then scroll down to continue.



باحثي الإمارات
 EMIRATES SCHOLAR
 مركز بحوث ودراسات
 RESEARCH & STUDIES CENTER

Welcome back, Ahmed Mahfouz

Dashboard

SELECT JOURNAL *

Emirati Journal of Civil Engineering and Applications

1 LANGUAGE

English

SUBMISSION TITLE

Test

SUBMISSION ABSTRACT

Test

KEYWORDS (SEPARATED BY COMMAS)

Enter keywords separated by commas

SUBMISSION TOPICS (MIN 3) **3 SELECTED**

Smart Cities and Infrastructure Development x Water Resources Management and Engineering Solutions x Innovative Materials for Sustainable Construction x

PAPER REFERENCE (PLEASE ADD EACH REFERENCE IN NEW LINE) *

Test

Search submissions, invoices...

EN

Ahmed Mahfouz

AM Mr. Ahmed Mahfouz
ESID: 23247936 2026

Dashboard

MANAGE

Submissions

Access Tickets

Author Services

Letters & Certificates

Invoices & Payments

SOCIALS

Social Wall

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PROFILE

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Support

Reset Password

IMPORTANT LINKS

Official Website

Publications

Delete Account

ESC_Member Portal - v2.0

Step 3: Upload the file and continue (2 of 2)

(2) Enter the keywords separated by commas and select at least three submission topics; (3) add the paper references, each on a new line; (4) upload your manuscript file and wait for the success message. Then click **Next** (5).



باحثي الإمارات
 EMIRATES SCHOLAR
 مركز بحوث ودراسات
 RESEARCH & STUDIES CENTER

Welcome back, Ahmed Mahfouz

Dashboard

Search submissions, invoices...

EN

Ahmed Mahfouz

AM Mr. Ahmed Mahfouz
ESID 23247936 2026

Dashboard

MANAGE

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- Invoices & Payments

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- My Network

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IMPORTANT LINKS

- Official Website
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- Delete Account

ESC Member Portal - v2.0

2 KEYWORDS (SEPARATED BY COMMAS)

Enter keywords separated by commas

SUBMISSION TOPICS (MIN 3) 3 SELECTED

Smart Cities and Infrastructure Development x Water Resources Management and Engineering Solutions x Innovative Materials for Sustainable Construction x

3 PAPER REFERENCE (PLEASE ADD EACH REFERENCE IN NEW LINE)

Test

4 UPLOAD MANUSCRIPT

Manuscript uploaded successfully

Click again to replace the file

Abstract - Congress - Integrating Mental Health into Primary Care Qat
ar's Journey Towards Sustainable Wellbeing.docx
0.08 MB

5 Next >

Step 4: Add the authors

The **Corresponding Author** is filled in automatically with your details **(1)**. To add a co-author, enter their email in the **Add Co-Author** box and click **Search (2)**. Click **Next (3)** to continue.



باحثي الإمارات
 EMIRATES SCHOLAR
 مركز بحوث ودراسات
 RESEARCH & STUDIES CENTER

Welcome back, Ahmed Mahfouz

Dashboard

EMIRATES SCHOLAR CENTER FOR RESEARCH AND STUDIES

Selected: Emirati Journal of Civil Engineering and Applications

1 Manuscript
2 Authors
3 Summary

Step 2 - Add Author

1

M

Ahmed Mahfouz

Corresponding Author (You)

FIRST NAME

Ahmed

LAST NAME

Mahfouz

EMAIL

publishing@emiratesscholar.com

AFFILIATION

Emirates Scholar Center for Research & Studies

COUNTRY

Egypt

2

Add Co-Author

Search

3

Next >

< Previous

AM

Mr. Ahmed Mahfouz

ESID 2324/936 2026

Dashboard

MANAGE

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Delete Account

ESC Member Portal - v2.0

Step 5: Review the summary and submit

Check the submission information (1) and the authors list (2). If anything needs correction, click **Previous**. When everything is correct, click **Submit Submission (3)**.



Mr. Ahmad Mahfouz
1507 2024/08/2024

Dashboard

MANAGE

- Submissions
- Access Tickets
- Author Services
- Letters & Certificates
- Invoices & Payments

SOCIALS

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PROFILE

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IMPORTANT LINKS

- Official Website
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- Delete Account

GROUP TICKET BOOKINGS

Group ticket bookings are handled directly by our team to ensure the best experience. Contact us to check availability and complete your reservation.

[Request Group Ticket](#)

Welcome back, Ahmad Mahfouz

Dashboard

Home / New Submission

New Submission

EMIRATES SCHOLAR CENTER FOR RESEARCH AND STUDIES

Selected: Emirati Journal of Civil Engineering and Applications

1 Manuscript 2 Authors 3 Summary

Step 3 - Select Package (Mandatory)

1

Submission Information

JOURNAL
Emirati Journal of Civil Engineering and Applications

LANGUAGE
English

TITLE
Test

PAPER TYPE
Research

KEYWORDS (SEPARATED BY COMMAS)
www

SUBMISSION TOPICS
Smart Cities and Infrastructure Development, Water Resources Management and Engineering Solutions, Innovative Materials for Sustainable Construction

UPLOADED FILE
[Abstract - Congress - Integrating Mental Health into Primary Care Qatar's Journey Towards Sustainable Wellbeing.docx](#)

ABSTRACT
Test

REFERENCES
Test

2

Authors (1)

NAME	EMAIL	AFFILIATION	COUNTRY
Ahmed Mahfouz	publishing@emiratesscholar.com	Emirates Scholar Center for Research & Studies	Egypt

3

Submit Submission

[< Previous](#)