

On Inquiries

Tracking/Working on Existing Manuscripts, and Submitting a New Manuscript

To Track or Work on an Existing Manuscript

1. Visit our homepage OnInquiries.Com
2. Click “(See) User Account”.



3. You will see a section titled “Manuscripts”, where all the manuscripts related to you are listed.

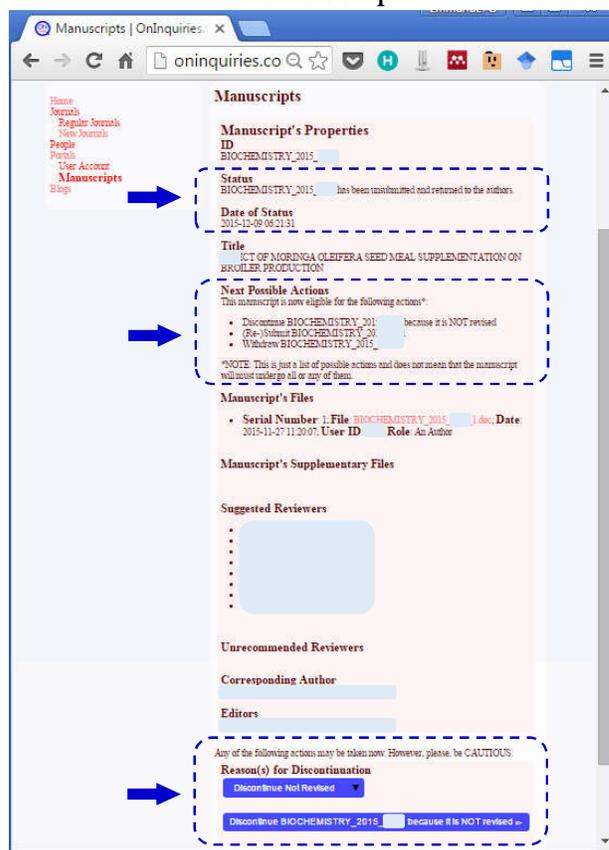


NOTE:

1. Manuscripts you submitted (*as the corresponding author*), manuscripts you are reviewing or you have

reviewed (*as a reviewer*), etc. are listed here.

4. Click the manuscript you wish to track or work on. You will be shown the **current status of the manuscript** as well as a **list of possible actions** you may be able to take on the manuscript.



NOTE:

1. The listed possible actions are those which you have the permission/authority to take on the manuscript. Other possible actions which you do not have the permission/authority to take will not be shown to you.
2. Please, **be cautious**. Having the permission/authority to take an action on the manuscript does NOT mean you need to take the action.

To Submit a New Manuscript

1. Visit our homepage OnInquiries.Com
2. Click “**(Submit a New) Manuscript**”.



3. You will see “**Manuscript page**” (similar to the one shown below) where you should **select the journal** you wish to submit your manuscript to.



4. Below is an example of “**Manuscript Submission Page**” after a journal (*in this case, “**Inquiries Biochemistry**”*) had been selected.

NOTE:

1. **All fields are required** except otherwise stated.
2. We use “**double-blind**” peer review. Therefore, the **manuscript file should NOT contain identification information.**

5. When all the required fields have been completed click “**Submit Manuscript**”.

NOTE:

1. **You will receive an email** containing a **unique Manuscript ID** immediately after manuscript submission. Please, **reply the email without changing the subject line.** This helps in making sure that our email address is whitelisted and/or added to your address book. This, in turn, reduces the chances of missing important emails from us in the future.
2. **Do not submit a manuscript twice.** Please, first check your email to confirm if your manuscript submission attempt was successful or not.
3. In the rare event that your manuscript submission attempt failed, an error message will appear. **You can then click “back” in your browser** to return to the original manuscript submission page where you can pick up from where you left off without losing much data.

6. If you require **any assistance at any time whatsoever**, please, feel free to be in touch (and connect with us).

E: **Help@OnInquiries.Com**

T: **+18133888836**

FB: <https://goo.gl/kUc4CO>

G+: <https://goo.gl/MZtTrE>

TW: <https://goo.gl/1tYcB5>

LI: <https://goo.gl/WUkyUE>