



المركز العربي للأبحاث ودراسة السياسات  
Arab Center for Research & Policy Studies

Version 1.0 | 11/05/2023

# Researchers System User Guide

Arab Center for Research and Policy Studies



# Researchers System User Guide

## Arab Center for Research and Policy Studies

Version 1.0 | 11/05/2023

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# 1. Introduction

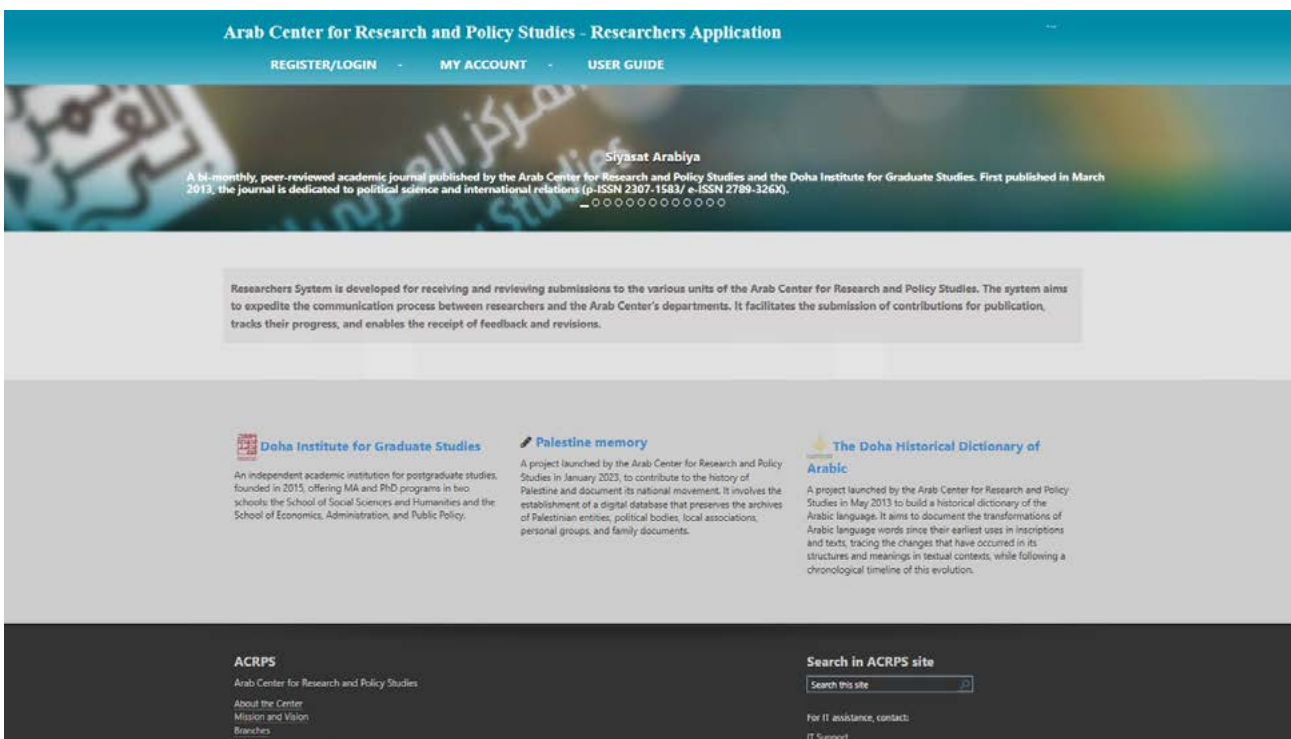
The Researchers System User Guide of the Arab Center for Research and Policy Studies (ACRPS) is a comprehensive guide for system users. It serves as a reference explaining how to use the system, workflow procedures, and the interaction mechanism between researchers or reviewers and the ACRPS departments.

The Researchers System is a dynamic platform developed to review submissions submitted for publication across the ACRPS departments. The system aims to speed up communication between users and departments, facilitate submission of research contributions, track workflow and submission status, and receive feedback and required revisions.

This guide includes step-by-step descriptions with images to help users understand the system workflow. It contains all necessary information for tracking research submissions, peer-review reports, and exchanged notes in accordance with publication standards and ethics. It also explains how to submit inquiries and complaints.

# 2. Accessing the Website

- Open your web browser and go to:  
<https://researchers.dohainstitute.org/researchersen/pages/default.aspx>
- The main page of the Researchers System will appear.

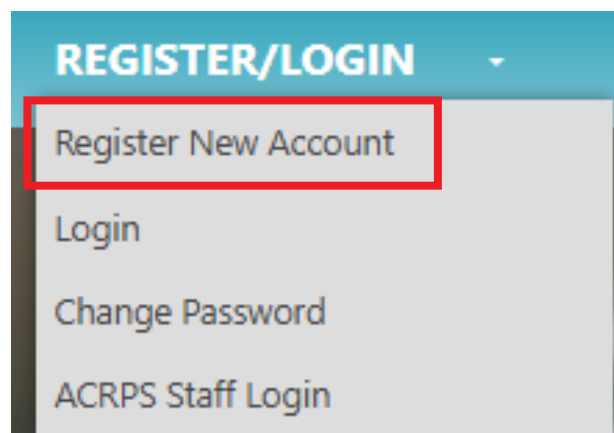


### 3. Registering a New User

- Click Register/Login in the top-right corner.



- From the dropdown menu, click Register New Account.



- The registration page will appear.

Arab Center for Research and Policy Studies - Researchers Application

REGISTER/LOGIN - MY ACCOUNT - USER GUIDE

Home > Researchers > Register

**Login Information**

Username\*

Email\*

Password\*

Confirm Password\*

**Profile Information**

First Name\*

Last Name\*

Additional Email Address

ORCID

Phone of Work

Primary Role\*

Work Address

Nationality\*

Country of Residence\*

Work Address

Position Title\*

Institution/Company Name\*

Highest Educational Degree\*

University/Collage\*

Major\*

Work/Research Location\*

Personal Photo

Languages

Contributor (User Bio)

Contributor Photo

Facebook Account

Twitter Account

Verification Code



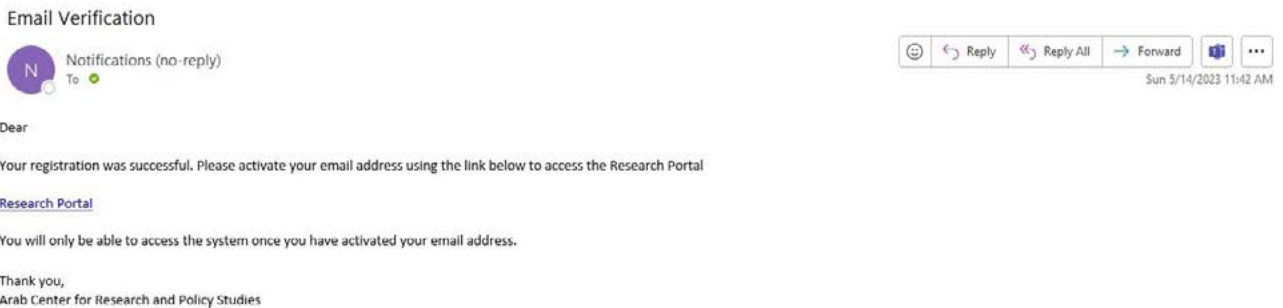
- Fill in the required fields, then enter the Verification Code at the end of the page and click Register Account.

I acknowledge that the information provided above is accurate

I would like to receive the ACRPS's newsletter.

Verification Code\*  **3623585**

- A message will appear confirming successful registration and asking you to activate your account via email.
- Open your email and click the activation link.



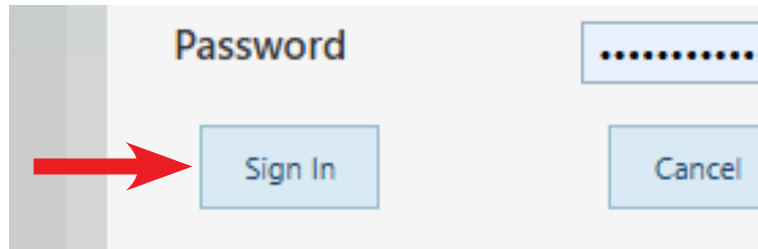
- A confirmation page will appear. Click Login to system, and the Login page will appear.

Home > Researchers > Login

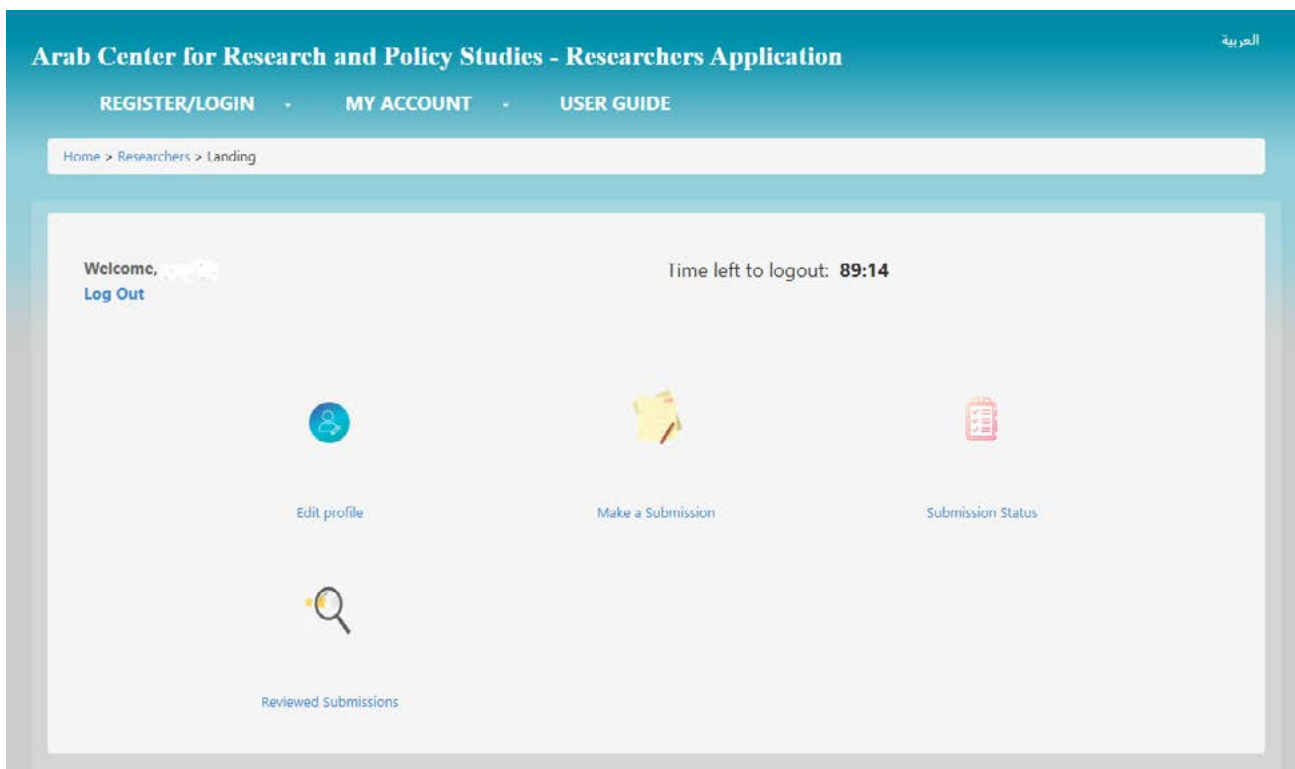
Email

Password

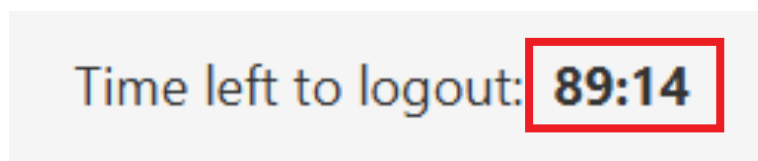
- Enter your registered email and password, and click Sign In.



- The dashboard will appear.



- The remaining time before the system logs out automatically will appear at the top of the page.



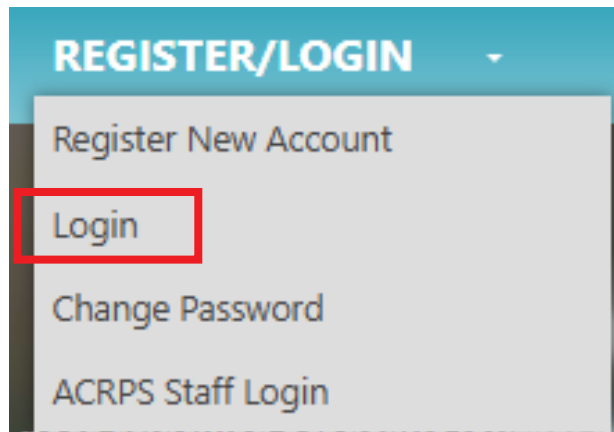


## 4. Login

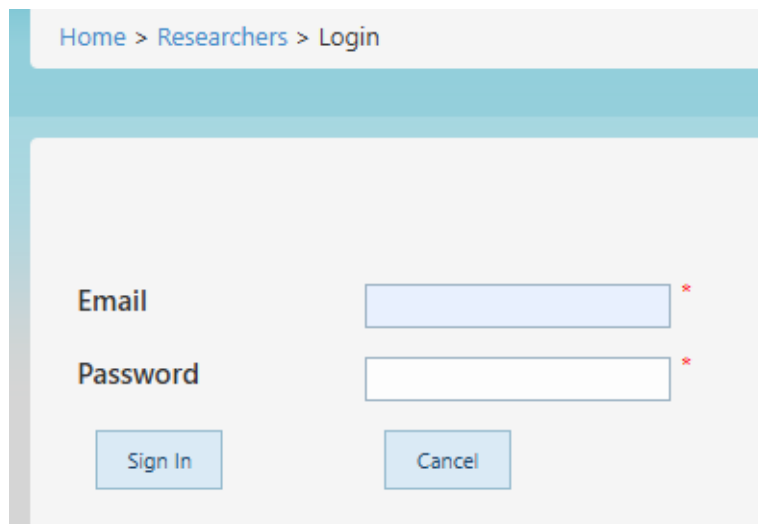
- Click Register in the top-right corner.



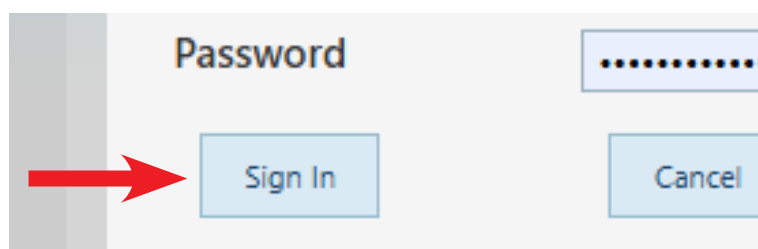
- From the dropdown menu, click Login.



- The login page will appear.



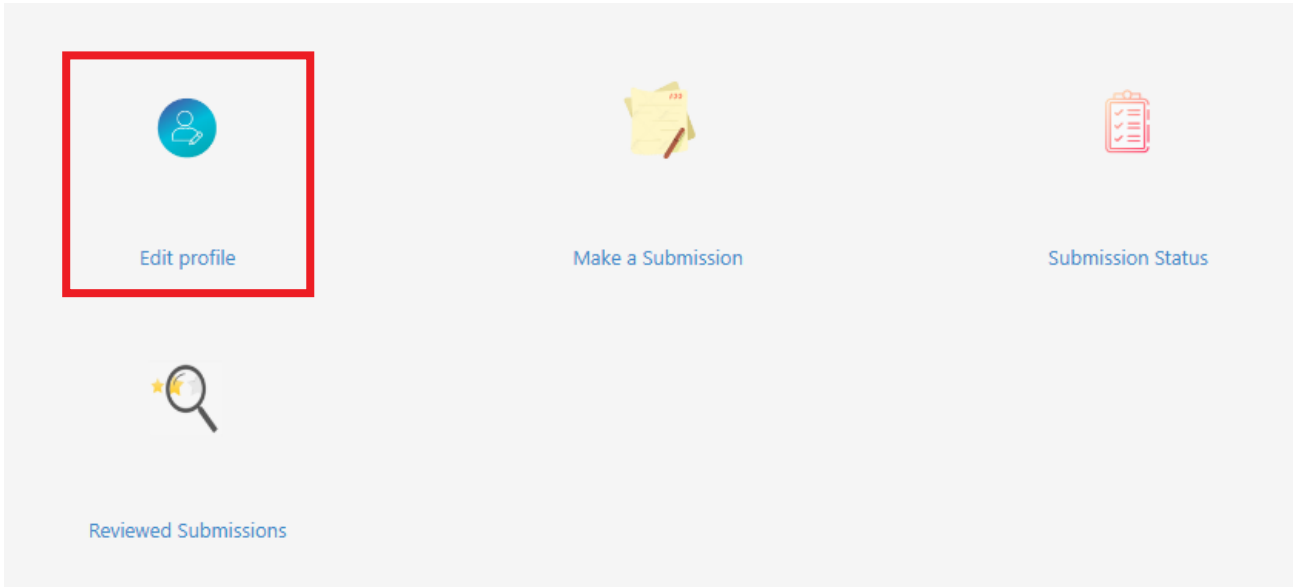
- Enter your registered email and password, and click Sign In.





## 5. Edit User Information

- From the dashboard, click Edit Profile.



- The user information page appears.

The screenshot displays the 'Personal Information' form, which includes the following sections and fields:

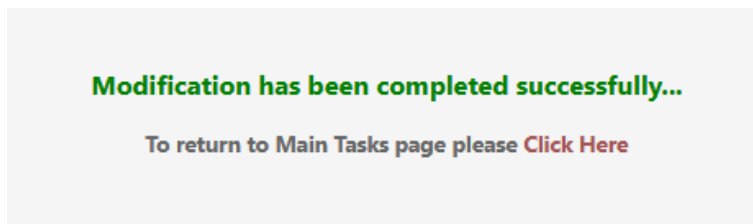
- Login Information:** Username, Email.
- Profile Information:** First Name, Last Name, Latin Name, Additional Email Address, ORCID (with a link to create an ORCID iD), Date of Birth, Primary Phone, Work Phone, Nationality, Country of Residence, Work Home address, Position Title, Institution/Company Name, Highest Educational Degree, University/College, Major, Minor Research Interests.
- Personal Photo:** A 'CHOOSE FILE' button with the text 'No file chosen'.
- Languages:** Radio buttons for Arabic, English, French, and Other.
- Curriculum Vitae:** A 'CHOOSE FILE' button with the text 'No file chosen' and a 'Curriculum Vitae' label.
- Social Media:** Text input fields for Facebook Account and Twitter Account.
- Newsletter:** A checkbox for 'I would like to receive the ACRPS's newsletter'.
- Verification Code:** A text input field containing the code '1168025'.
- Buttons:** 'Update' and 'Cancel' buttons at the bottom.



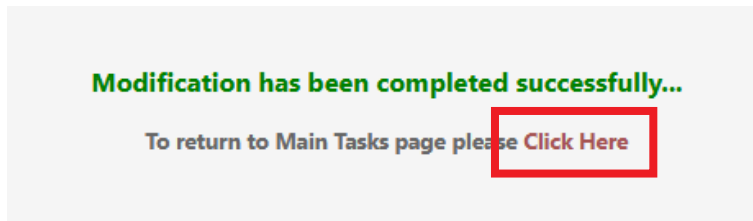
- Update the required fields then enter the Verification Code at the end of the page and click Update.



- A success message appears.

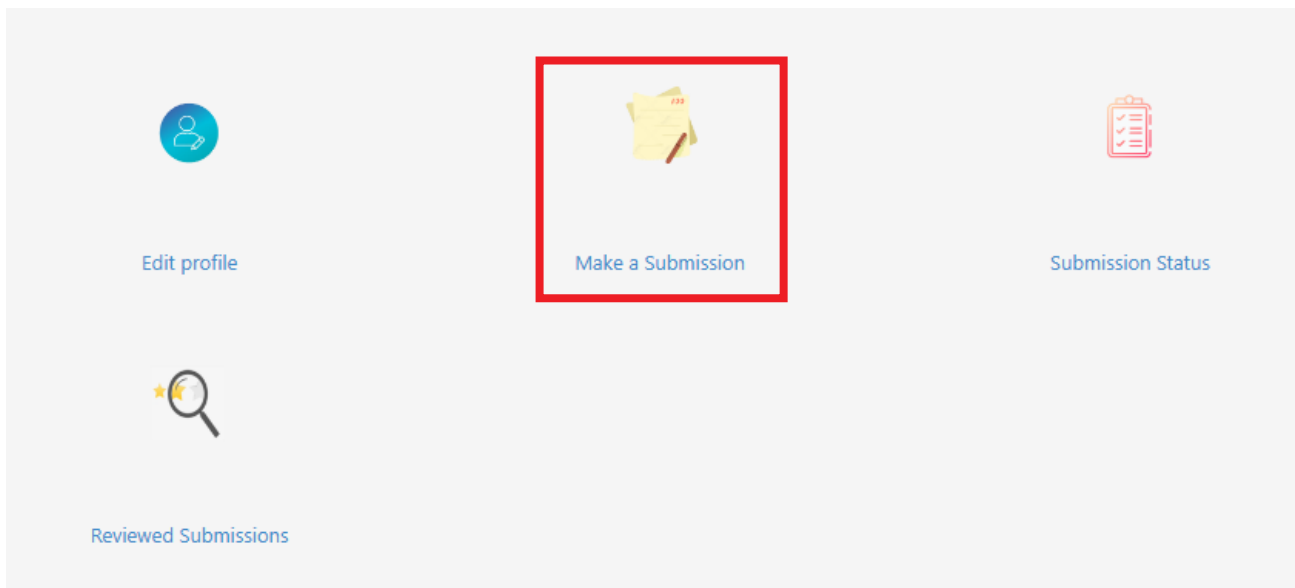


- Choose Click Here to return to the dashboard.



## 6. Submit a Contribution

- Click Make a Submission from the dashboard.





- Fill in the submission description fields.

**Paper Category**

Department\*

Department name\*

Paper Type\*

Name of Co-author(s) (if applicable)

Upload Submission\*  No file chosen

I approve and consent that I have read the [Submission Guidelines](#) and [Ethical Guidelines](#) of the Arab Center for Research and Policy Studies. \*

This submission was specially prepared for the Arab Center for Research and Policy Studies, and has not been published in any other entity as a whole or in part, in Arabic or in any other language. \*

Verification Code\*

- Select the Department from the dropdown list.

**Paper Category**

Department\*

Department name\*

Paper Type\*

Name of Co-author(s)

Conference or Symposium

- Then select the Department Name.

**Paper Category**

Department\*

Department name\*

Paper Type\*

Name of Co-author(s)

Upload Submission\*

I approve and consent that I have read the [Submission Guidelines](#) and [Ethical Guidelines](#) of the Arab Center for Research and Policy Studies. \*

Hikama

Istishraf

Iranian Unit



- Then select the Paper Type.

**Paper Category**

Department\*

Department name\*

**Paper Type\***

Name of Co-author(s)

Upload Submission\*

I approve and consent that I have read the [Submission Guidelines](#) and [Ethical Guidelines](#) of the Arab Center for Research and Policy Studies.

This submission was specially prepared for the Arab Center for Research and Policy Studies, and has not been published in any other entity as a whole or in part, in Arabic or in any other language.

Research  
Translation  
Book Review  
Debate  
Debate Response  
Arab Opinion Index  
Siyasat Arabiya Books

- Complete remaining fields.

**Paper Category**

Department\*

Department name\*

Paper Type\*

Article title\*

Abstract

[Additional information](#)

Keywords\*

[Additional information](#)

Name of Co-author(s) (if applicable)

Upload Submission\*  No file chosen

I approve and consent that I have read the [Submission Guidelines](#) and [Ethical Guidelines](#) of the Arab Center for Research and Policy Studies.

This submission was specially prepared for the Arab Center for Research and Policy Studies, and has not been published in any other entity as a whole or in part, in Arabic or in any other language.

\* Verification Code\*



- A warning message appears if data conflicts with requirements.

The screenshot shows a submission form with the following fields: Department\* (Journal), Department name\* (Siyasat Arabiya), Paper Type\* (Research), and Article title\* (The Implications of the W.). The Abstract field contains the text: "This paper addresses the impact of the war in Gaza on the global political economy." A red box highlights the Abstract field, and a red arrow points to a warning message: "Word-count should be 100-125 words". Another red box highlights the "Additional information" field, which also displays the warning message: "Word-count should be 100-125 words". The Keywords\* field is empty.

- After completing the fields, enter verification code and click Send.

The screenshot shows a verification code screen with the following elements: Two checked checkboxes: "I approve and consent that I have read the [Submission Guidelines](#)." and "This submission was specially prepared for the Arab Center for Research and Policy Studies and will not be published in any other entity as a whole or in part, in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the Arab Center for Research and Policy Studies." A "Verification Code\*" field contains the code "6346135", which is also displayed on a separate background. A red arrow points to the "Send" button.

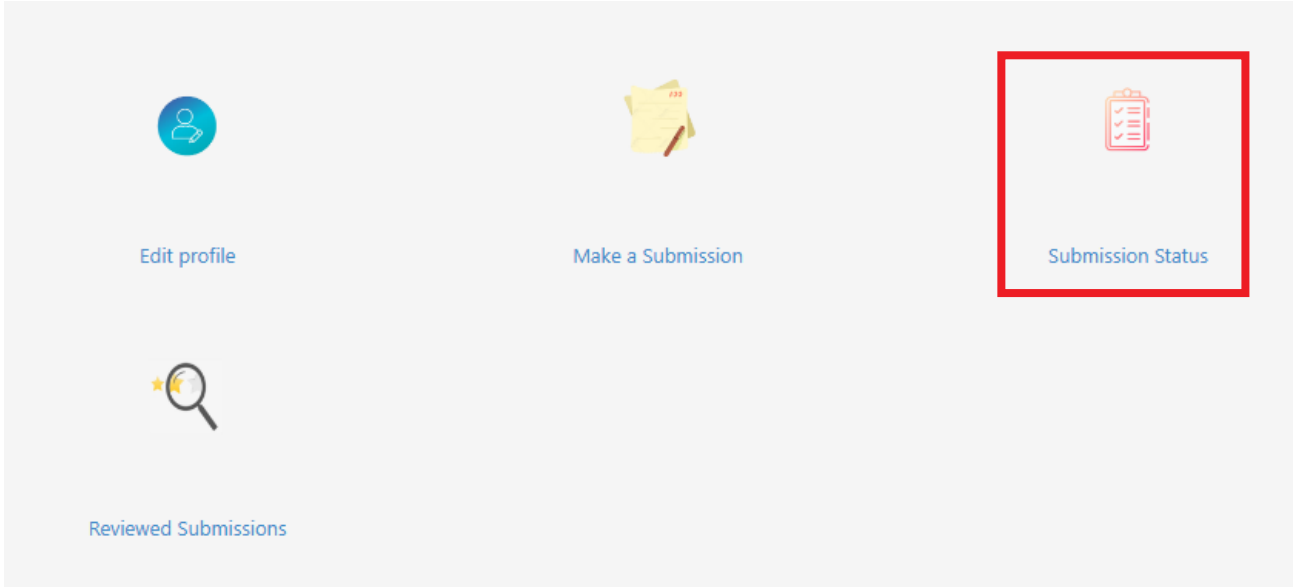
- Submission success message appears.

**Sent successfully...**  
To return to Main Tasks page please [Click Here](#)



## 7. Track Submission Status

- Click Submission Status from dashboard.



- The tracking page appears.

Title	Submission Type	Current Status	Messages	Date
[Redacted]	Reports	-	<a href="#">Click Here</a>	2026-04-06
[Redacted]	Research	In Progress	<a href="#">Click Here</a>	2025-07-21
[Redacted]	Research Proposal	-	<a href="#">Click Here</a>	2025-06-23
[Redacted]	Research	In Progress	<a href="#">Click Here</a>	2025-04-20

- The Title column includes all submitted contributions to ACRPS departments.

Title	Submission Type	Current Status	Messages	Date
-------	-----------------	----------------	----------	------

- The Submission Type column includes the material type submitted by the user.

Title	Submission Type	Current Status	Messages	Date
-------	-----------------	----------------	----------	------

- The Current Status column includes submission updates.

Title	Submission Type	Current Status	Messages	Date
-------	-----------------	----------------	----------	------

- The Date column includes the date on which the contribution was submitted.

Title	Submission Type	Current Status	Messages	Date
-------	-----------------	----------------	----------	------

- The Messages column includes correspondence with department regarding a submission.

Title	Submission Type	Current Status	Messages	Date
-------	-----------------	----------------	----------	------

- To view correspondence regarding a specific submission, choose Click Here next to the submission.

Messages	Date
<a href="#">Click Here</a>	2026-04-06
<a href="#">Click Here</a>	2025-07-21
<a href="#">Click Here</a>	2025-06-23
<a href="#">Click Here</a>	2025-04-20

- The messages page will appear.

Date	Subject	Sender	Sent To	Contents	Read
2025-07-23	المركز العربي للأبحاث - رسالة جديدة				<a href="#">Click Here</a>
2025-07-21	المركز العربي للأبحاث - رسالة جديدة				<a href="#">Click Here</a>
2025-07-21	المركز العربي للأبحاث - رسالة جديدة				<a href="#">Click Here</a>

- Choose Click Here to read full message.

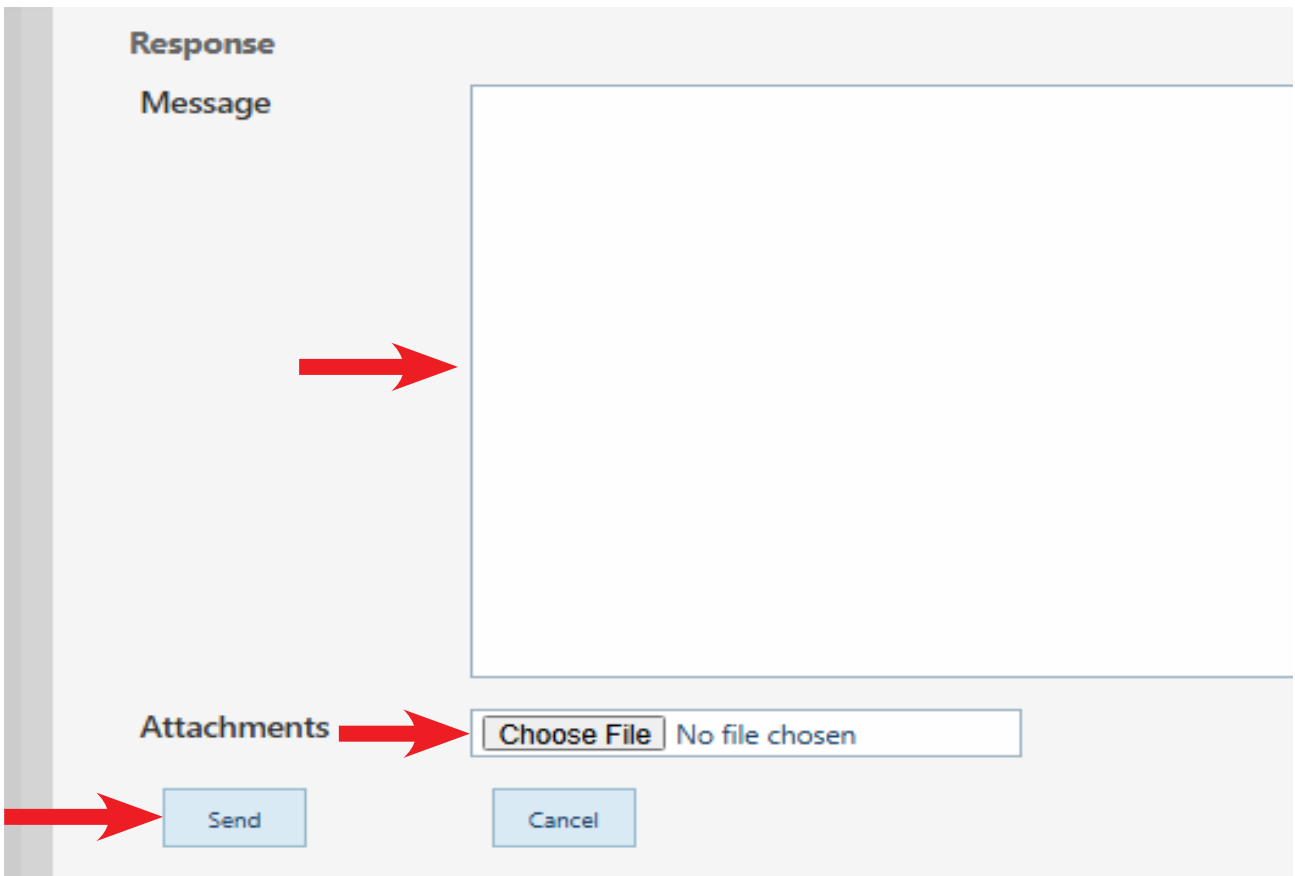
Read
<a href="#">Click Here</a>
<a href="#">Click Here</a>
<a href="#">Click Here</a>
Read



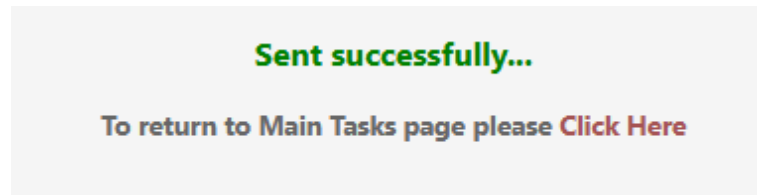
- The Message Content and any Attachments will appear.



- To reply, type your response in the Response box and attaching files, then click Send.

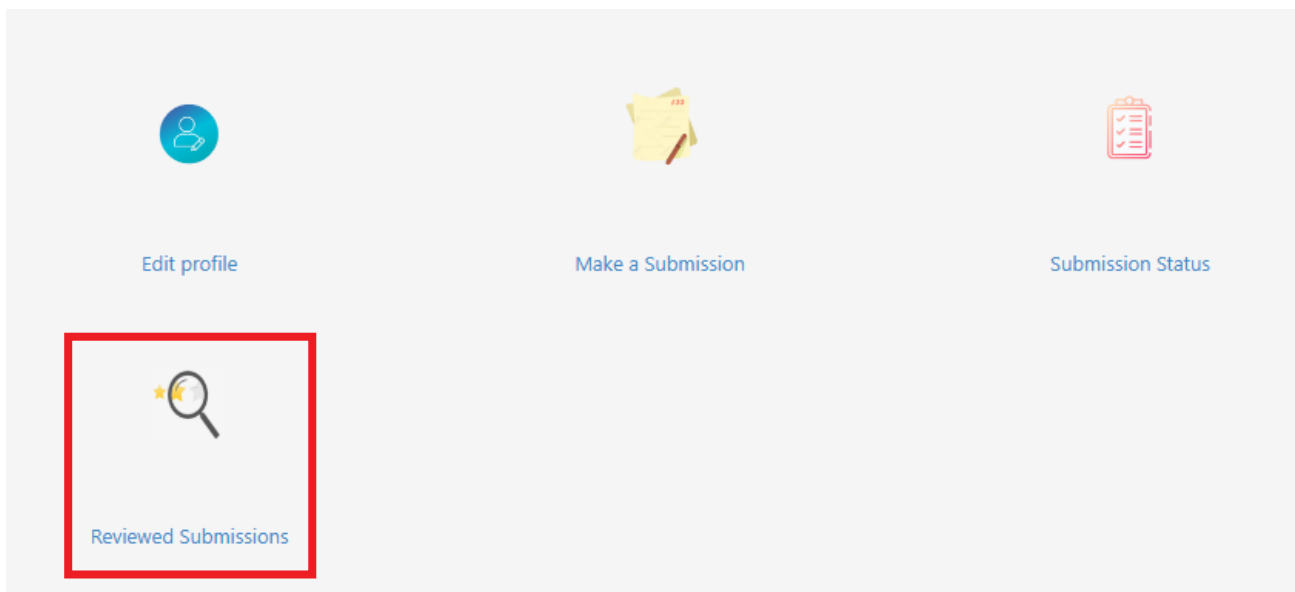


- Submission success message appears.



## 8. Review Tasks (For Reviewers)

- If the user is a reviewer and needs to access the submission to review it, click Reviewed Submissions from dashboard.



- Review page appears.

Main Subject	Paper Assignment Date	Decision on Submission	Messages
	31-05-2023		<a href="#">Click Here</a>
	25-01-2023		<a href="#">Click Here</a>
	24-05-2023		<a href="#">Click Here</a>
	24 01 2023	التوصية بالنشر ولكن بعد التعديل	<a href="#">Click Here</a>
	24-01-2023	التوصية بالنشر ولكن بعد التعديل	<a href="#">Click Here</a>
	23-07-2025		<a href="#">Click Here</a>
	22-10-2024	التوصية بالنشر ولكن بعد التعديل	<a href="#">Click Here</a>
	22-10-2024	التوصية بالنشر ولكن بعد التعديل	<a href="#">Click Here</a>
	22-10-2024	التوصية بالنشر ولكن بعد التعديل	<a href="#">Click Here</a>
	11-03-2024	التوصية بالنشر دون شرط أو قيد	<a href="#">Click Here</a>
	09-11-2025		<a href="#">Click Here</a>

Main Subject      Paper Assignment Date      Decision on Submission      Messages



- The Main Subject columns includes the assigned submissions to the reviewer.

Main Subject	Paper Assignment Date	Decision on Submission	Messages
--------------	-----------------------	------------------------	----------

- The Paper Assignment Date column includes the date the submission was assigned to the reviewer.

Main Subject	Paper Assignment Date	Decision on Submission	Messages
--------------	-----------------------	------------------------	----------

- The Decision on Submission column includes the reviewer's decision.

Main Subject	Paper Assignment Date	Decision on Submission	Messages
--------------	-----------------------	------------------------	----------

- The Messages column includes all correspondence between the reviewer and the department.

Main Subject	Paper Assignment Date	Decision on Submission	Messages
--------------	-----------------------	------------------------	----------

- To begin reviewing a submission, click its Main Subject.

Main Subject	Paper Assignment Date
	31-05-2023

- Review form appears. Fill evaluation fields.

Paper Category

Paper Title

Paper Summary

Paper Keywords

Paper File

Form for reading (arbitration) a research paper

Download the form file (arbitration)  Writing a form for arbitration

First: The paper's title and subtitles express the goal that the paper seeks:\*

Second: The reasonableness of its classification at the level of basic and sub-paragraphs:\*

Third: The paper provides a synthetic conclusion with the research results:\*

- Choose final decision at the end of the form.

Eighth: The arbitrator chooses one of the following options:\*

- Recommending publication without condition or restriction
- Recommending publication, but after editing it to take into account the formal and substantive comments made by the reader
- Recommendation not to publish

- Click Save (if the form was not completed in the session).

Eighth: The arbitrator chooses one of the following options:\*

- Recommending publication without condition or restriction
- Recommending publication, but after editing it to take into account the for
- Recommendation not to publish

- Click Send when the form is ready for submission.

Eighth: The arbitrator chooses one of the following options:\*

- Recommending publication without condition or restriction
- Recommending publication, but after editing it to take into account the for
- Recommendation not to publish

- To view correspondence regarding a specific submission, choose Click Here next to the submission.

	Messages
	<a href="#">Click Here</a>
	<a href="#">Click Here</a>
	<a href="#">Click Here</a>

- The messages page will appear.

Date	Subject	Sender	Sent To	Contents	Read
2025-07-23	المركز العربي للأبحاث - رسالة جديدة				<a href="#">Click Here</a>
2025-07-21	المركز العربي للأبحاث - رسالة جديدة				<a href="#">Click Here</a>
2025-07-21	المركز العربي للأبحاث - رسالة جديدة				<a href="#">Click Here</a>

Search:

Date       Subject       Sender       Sent To       Contents       Read

- Choose Click Here to read full message.



- The Message Content and any Attachments will appear.

**Message**

**Message Subject**      المركز العربي للأبحاث - رسالة جديدة

**Message Content**

**Attachments**

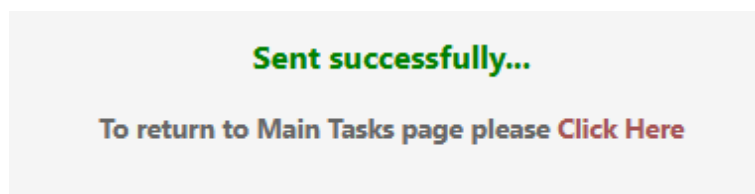
- To reply, type your response in the Response box and attaching files, then click Send.

**Response**  
**Message**

**Attachments** Choose File No file chosen

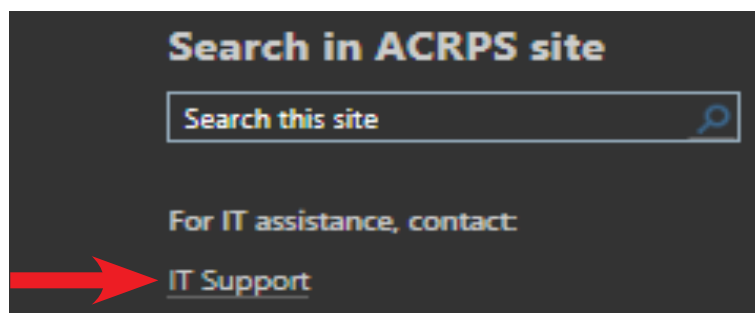
Send Cancel

- Submission success message appears.



## 9. Technical Support

- If you face any issue, click IT Support at bottom-right of dashboard to contact the support team.

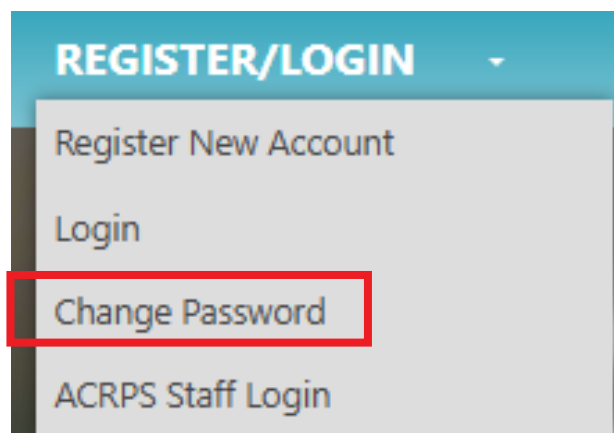


## 10. Change Password

- Click Register/Login in the top-right corner.



- From the dropdown menu, click Change Password.

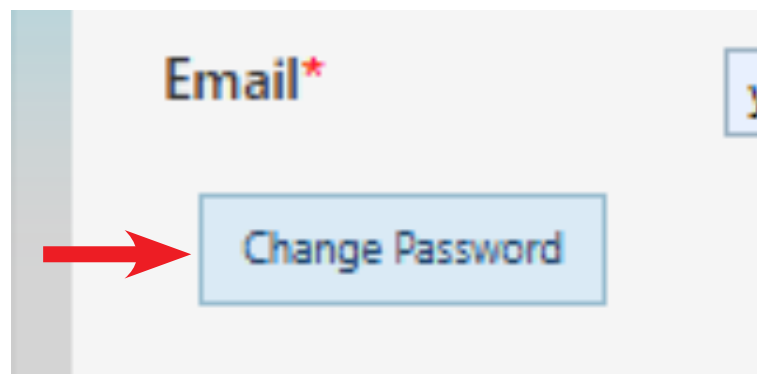


- Enter email address.

Email\* \*

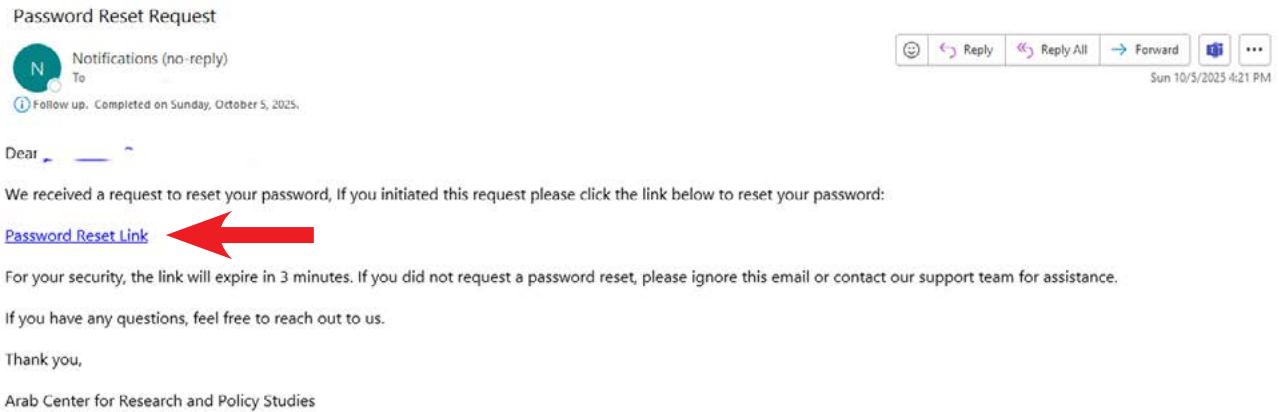
Change Password Cancel

- Click Change Password.

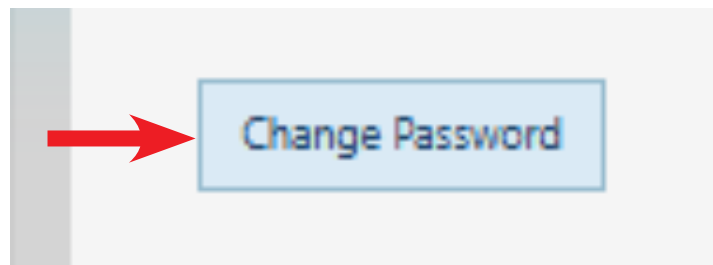




- Email with reset link will arrive. Click Password Reset Link.



- You will be directed to the password reset page. Set a new password and click Change Password.



- Success message appears.

## 11. Logout

- Click Logout from dashboard to exit the system.

