

OPEN JOURNAL MANAGEMENT SYSTEM (OJS)



Step by Step Guide

Contents:

A. Registration

B. Submission

C. Login (Returning User)

Step# 1: Select Category of article, check all boxes, leave blank Comment for the editor, Submit as Author Click save and continue.

Journal of University Medical & Dental College Tasks 0 English View Site owais78

JUMDC
University Medical & Dental College

Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section

Articles must be submitted to one of the journal's sections. *

Submission Requirements


You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Ethics approval is normally required from the organization that is responsible for the participants in a study that is mandatory.

Comments for the Editor

Activate Windows
Go to Settings to activate Windows.

Acknowledge the copyright statement

 This work is licensed under a [Creative Commons Attribution 4.0 International License](#).

- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

* Denotes required field

Step#2: Article Component-OTHER, click continue.

Upload Submission File [X]

1. Upload File | 2. Review Details | 3. Confirm

Article Component *
Select article component

* Denotes required field

Continue Cancel

Step#3: Article Component-OTHER, click continue.

Upload Submission File [X]

1. Upload File | 2. Review Details | 3. Confirm

Article Component *
Article Text

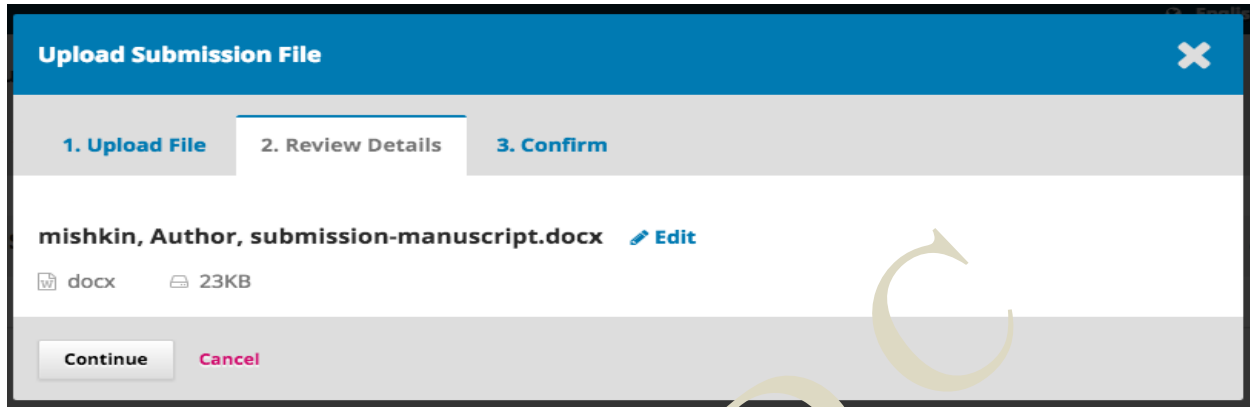
Drag and drop a file here to begin upload [Upload File]

* Denotes required field

Continue Cancel

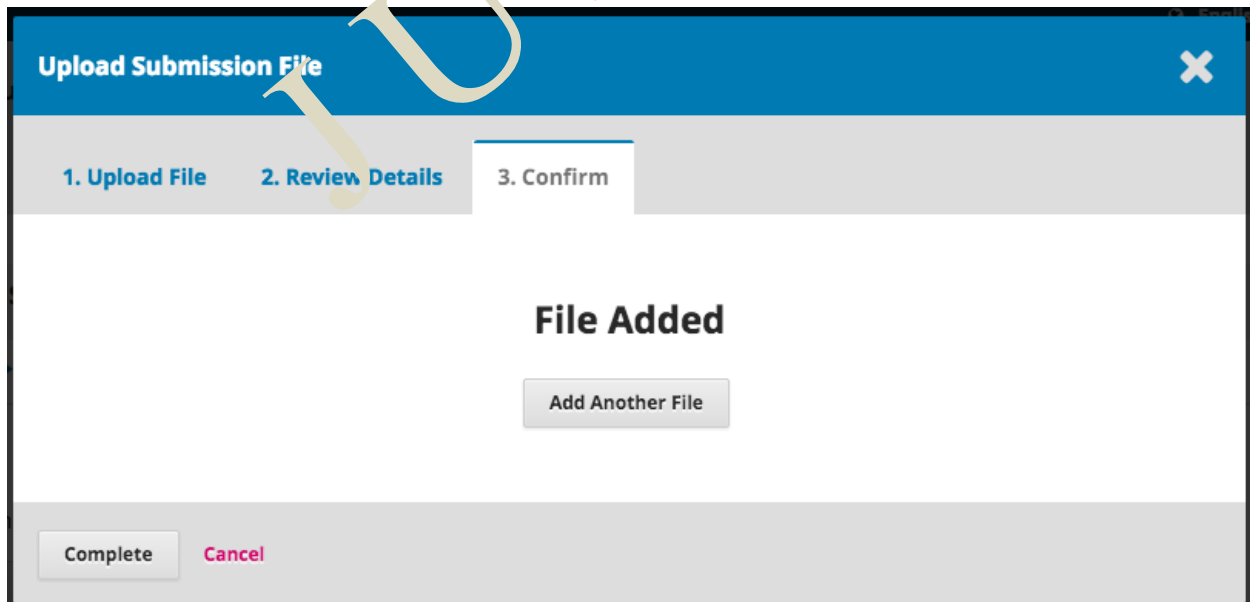
Step#4: Leave all the fields blank, click continue.

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.



The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File", "2. Review Details" (which is currently selected and highlighted), and "3. Confirm". The main content area displays the file name "mishkin, Author, submission-manuscript.docx" with an "Edit" link to its right. Below the name, there are icons for a document and a scale, with the text "docx" and "23KB" respectively. At the bottom of the dialog, there are two buttons: "Continue" and "Cancel".

Step# 5: Upload one by one all the files you have (COVER LETTER, ETHICAL APPROVAL, SUBMISSION FORM, FIGURES TABLES, Questionnair) etc, after upload ONE file click complete, continue and then upload SECOND.



The screenshot shows the same "Upload Submission File" dialog box, but now the progress indicator shows "1. Upload File", "2. Review Details", and "3. Confirm" (which is selected and highlighted). The main content area displays the text "File Added" in a large, bold font. Below this text is a button labeled "Add Another File". At the bottom of the dialog, there are two buttons: "Complete" and "Cancel".

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.

Step# 6: Upload a submission file in word format.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Files

53-1 pchekov, Author, Test-Article-1.docx Article Text

Save and continue Cancel

Step# 7: Add the “Title” of the Manuscript.

1. Add the “Abstract” of the Manuscript. Maximum limit of words is mentioned.
3. Add metadata such as: Keywords (mandatory), supporting/funding agencies etc.
4. Press “Save and Continue”

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix Title *
Test Article #1

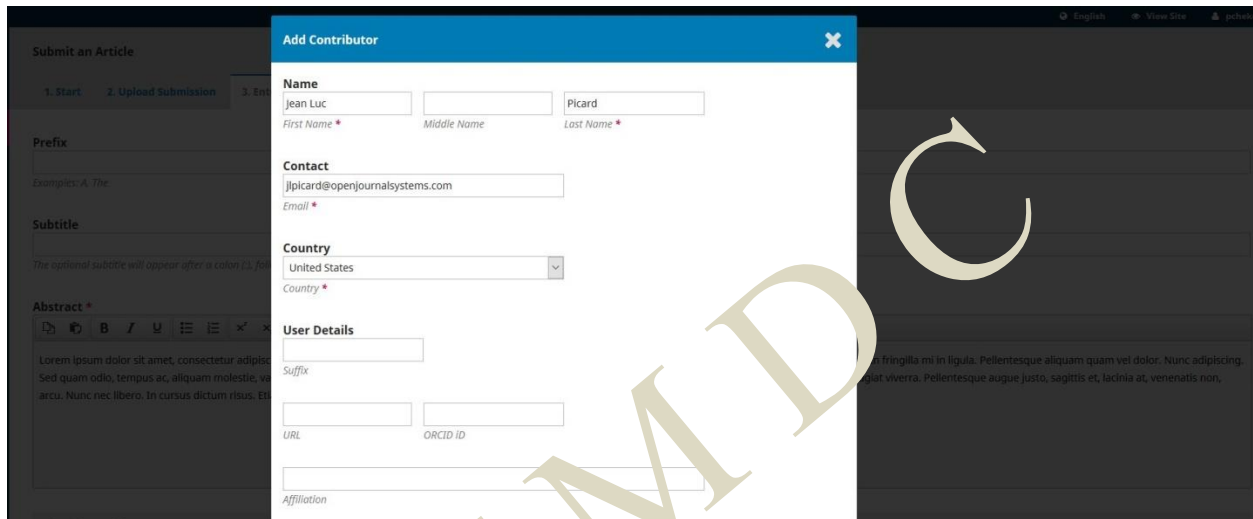
Subtitle
The optional subtitle will appear after a colon (:), following the main title.

Abstract *
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed at ante. Mauris eleifend, quam a vulputate dictum, massa quam dapibus leo, eget vulputate orci purus ut lorem. In fringilla mi in ligula. Pellentesque aliquam quam vel dolor. Nunc adipiscing. Sed quam odio, tempus ac, aliquam molestie, varius ac, tellus. Vestibulum ut nulla aliquam risus rutrum interdum. Pellentesque lorem. Curabitur sit amet erat quis risus feugiat viverra. Pellentesque augue justo, sagittis et, lacinia at, venenatis non, arcu. Nunc nec libero. In cursus dictum risus. Etiam tristique nisl a nulla. Ut a orci. Curabitur dolor nunc, egestas at, accumsan at, malesuada nec, magna.

List of Contributors Add Contributor

| Name | E-mail | Role | Primary Contact | In Browse Lists |
|--------------|--------------------------------|--------|-------------------------------------|-------------------------------------|
| Pavel Chekov | pchekov@openjournalsystems.com | Author | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Step#8: Add all the authors by clicking “Add Contributors”. You will be able to change the order of authorship once all authors/contributors have been added.

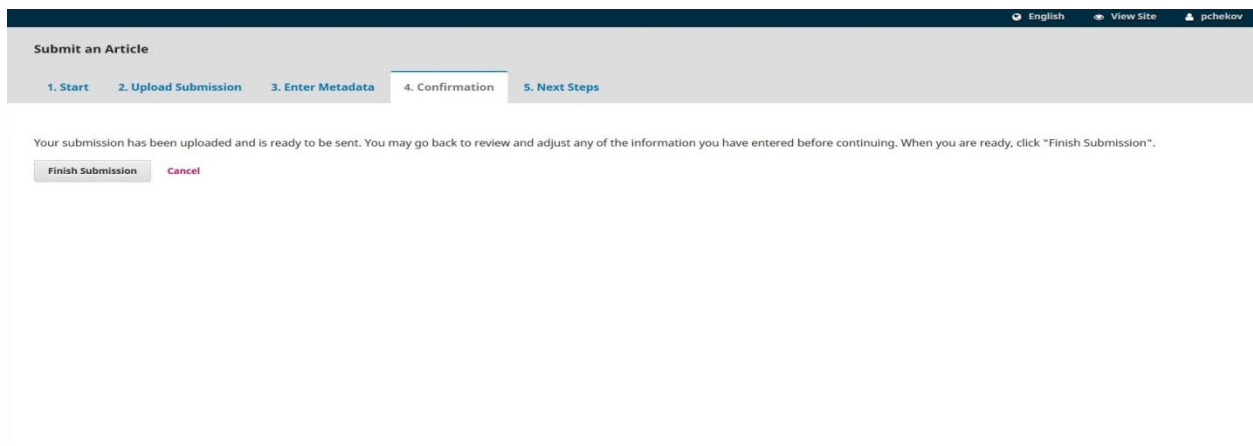


The screenshot shows a modal window titled "Add Contributor" overlaid on a "Submit an Article" page. The form contains the following fields:

- Name:** Three input fields for "First Name" (containing "Jean Luc"), "Middle Name", and "Last Name" (containing "Picard").
- Contact:** An email input field containing "jpicard@openjournalsystems.com".
- Country:** A dropdown menu set to "United States".
- User Details:** A "Suffix" field, a "URL" field, an "ORCID ID" field, and an "Affiliation" field.

A large, semi-transparent watermark "JUMMD" is visible across the center of the image, and a circular arrow icon is on the right side.

Step#9: Press the Finish Submission button.



The screenshot shows the "Confirmation" step of the "Submit an Article" process. The progress bar at the top indicates the following steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (highlighted), and 5. Next Steps. The main text reads: "Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click 'Finish Submission'." Below this text are two buttons: "Finish Submission" and "Cancel".

Review Process of JUMDC

Step#1: Article in process initiated.

The screenshot shows the JUMDC submission workflow page for the article "COVID-19 pandemic and the use of tele-health by pediatricians and pediatric post graduate residents". The article is in the "Production" stage. The submission files table is as follows:

| ID | File Name | Date | Description |
|--------|---|---------------|---------------------------------------|
| 3760-1 | drtehreefatima, JUMDC Manuscript, Telemedicine.docx | July 4, 2021 | Soft Copy of the Manuscript Step 1 |
| 3761-1 | drtehreefatima, JUMDC-IRB Letter.pdf | July 4, 2021 | Ethical Letter from IRB-Step 2 |
| 3762-1 | drtehreefatima, JUMDC Authors Undertaking Form.pdf | July 4, 2021 | Undertaking form by the author-Step 3 |
| 3827-1 | Jumdc786, Title Page (1).docx | July 13, 2021 | Other |
| 3828-1 | Jumdc786, For Review.docx | July 13, 2021 | Soft Copy of the Manuscript Step 1 |

On the right side, there are buttons for "Send to Review", "Accept and Skip Review", and "Decline Submission". The "Participants" section shows the Journal editor as "JUMDC" and the Author as "Dr. Tehreem".

Step#2: Review process of article submitted to JUMDC.

The screenshot shows the JUMDC submission workflow page for the same article, now in the "Review" stage. The "Round 1 Status" is "Submission accepted". The review files table is as follows:

| ID | File Name | Date | Description |
|--------|---|---------------|------------------------------------|
| 3829-1 | Soft Copy of the Manuscript Step 1, For Review.docx | July 13, 2021 | Soft Copy of the Manuscript Step 1 |
| 3830-1 | Other, Reviewer Proforma.docx | July 13, 2021 | Other |

The "Reviewers" table is as follows:

| Reviewer | Status | Response Due | Review Type | Action |
|---------------------------|------------------|------------------------------------|--------------|---------------|
| Dr. Muhammad Nasir | Overdue | 2021-07-18 | Double-blind | Send Reminder |
| Dr. Sheikh Kashif Rahim | Review Submitted | Recommendation: Revisions Required | Double-blind | Read Review |
| Dr. Aqeel Safdar | Request Declined | | Double-blind | |
| Dr. Mahboob Alam Siddiqui | Overdue | Response due: 2021-08-02 | Double-blind | Send Reminder |
| Dr Muhammad rahim bhugri | Review Submitted | Recommendation: Accept Submission | Double-blind | Read Review |

On the right side, there are buttons for "Request Revisions", "Accept Submission", and "Decline Submission". The "Participants" section shows the Journal editor as "JUMDC" and the Author as "Dr. Tehreem".

Step#3: Revised manuscript received from author.

The screenshot shows the 'Information Center: Soft Copy of the Manuscript Step 1, Revised Manuscript 2 .docx' window. It features a 'History' tab with a table of events:

| Date | User | Event |
|------------|-------------|--|
| 2021-11-26 | Dr. Tehreem | A file revision "Revised Manuscript 2 .docx" was uploaded for submission 637 by drtehreemfatima. |
| 2021-11-17 | JUMDC | A file "For Correction R2 17-11-2021.docx" was uploaded for submission 637 by jumdc786. |

Step#4: Copyediting process of the article

The screenshot displays the 'Copyediting' section of the JUMDC interface. It includes a 'Draft Files' table, a 'Copyediting Discussions' table, and a 'Copyedited' table.

Draft Files:

| ID | File Name | Date | Event |
|--------|---|-------------------|------------------------------------|
| 4744-1 | Other, Reviewer's comments file.docx | December 15, 2021 | Other |
| 4745-1 | Other, Response Letter 2.docx | December 15, 2021 | Other |
| 4746-1 | Soft Copy of the Manuscript Step 1, Final File.docx | December 15, 2021 | Soft Copy of the Manuscript Step 1 |
| 4817-1 | jumdc786, Checklist for copyediting.docx | December 24, 2021 | Other |

Copyediting Discussions:

| Name | From | Last Reply | Replies | Closed |
|--|-----------------|---------------------|---------|-------------------------------------|
| JUMDC Copyediting Request | jumdc786 | 2021-12-24 10:34 AM | 0 | <input checked="" type="checkbox"/> |
| Request for changes in Final Version | drtehreemfatima | 2022-02-21 07:32 PM | 0 | <input type="checkbox"/> |

Copyedited:

| ID | File Name | Date | Event |
|--------|--|-------------------|------------------------------------|
| 4931-2 | dralshasajid, 637-Other-4817-1-6-20211224.docx (2) | January 21, 2022 | Soft Copy of the Manuscript Step 1 |
| 5102-1 | jumdc786, For Pres QIS-637.docx | February 21, 2022 | Soft Copy of the Manuscript Step 1 |

Step#4: Galley.

The screenshot displays the JUMDC submission workflow interface. The title of the submission is "COVID-19 pandemic and the use of tele-health by pediatricians and pediatric post graduate residents" by authors Tehreem Fatima, Zaib Nasir, AbdulAhad Jamshaid, and Hina Ayeedha. The current stage is "Production".

Notification: This submission has been scheduled for publication.

Production Ready Files:

| ID | File Name | Date | Description |
|--------|---------------------------------|-------------------|------------------------------------|
| 5103-1 | jumdc786, For Pres QIS-637.docx | February 21, 2022 | Soft Copy of the Manuscript Step 1 |

Production Discussions:

| Name | Posted | Last Reply | Replies | Closed |
|--|--------------|---------------------|---------|--------------------------|
| Request for corrections in Final Version | drtehrfatima | 2022-02-21 07:36 PM | 0 | <input type="checkbox"/> |

Galleys:

| File |
|------|
| pdf |

Participants:

- Journal editor: JUMDC
- Author: Dr. Tehreem

We thank you for patience and co-operation.