

# Registering with a Journal and Submitting an Article

In this chapter, you will learn about how an author works in **Alasmarya Medical Journal (AMJ)** from registration through to proofreading the final galley.

The screenshot shows the homepage of the Alasmarya Medical Journal (AMJ). At the top right, there are links for 'Register' and 'Login'. Below the header, there is a navigation bar with links for 'Current', 'Archives', 'Announcements', and 'About'. A search bar is located to the right of the navigation bar. The main content area is divided into three columns. The left column contains a description of the journal, stating that it publishes original research articles, review articles, short communications, case studies, and letters to the editor. The middle column has a section titled 'Announcements' with a link for 'CALL FOR PAPERS VOLUME II' dated 2022-06-04. The right column has a section titled 'Current Issue' with a list of issues: 'Ator 1.0', 'KSS 2.0', and 'KSS 1.0'. There is also a 'Language' section with options for 'العربية' and 'English'. A link for 'Alasmarya Medical Journal Template' is also present.

## Registering with a Journal

Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer. Journal Managers are able to remove the ability for visitors to self-register, in which case a notice will appear stating that registration is currently closed (see Journal Settings), but Journal Managers can always register users at any time, and for any role.

To register with a journal, click the Register link on the upper right corner.

This will open the Registration Form for you to complete with all required information.

This screenshot is similar to the previous one, but with a red arrow pointing to the 'Register' link in the top right corner. The rest of the page content, including the navigation bar, journal description, announcements, and current issue section, remains the same.

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language.



[Home](#) / [Register](#)

## Profile

Given Name \*

Family Name \*

Affiliation \*

Country \*

## Login

Email \*

Username \*

Password \*

Repeat password \*

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

☐ Yes, I would like to be notified of new publications and announcements.

Would you be willing to review submissions to this journal?

☐ Yes, request the [محرر](#) role.

[Register](#)

[Login](#)

## Language

[العربية](#)

[English](#)

[Alasmarya Medical Journal Template](#)

## Current Issue

[ATOM](#) 1.0

[RSS](#) 2.0

[RSS](#) 1.0

## Information

[For Readers](#)

[For Authors](#)

[For Librarians](#)

## Browse

[Make a Submission](#)

You will be automatically registered as a Reader and an Author.

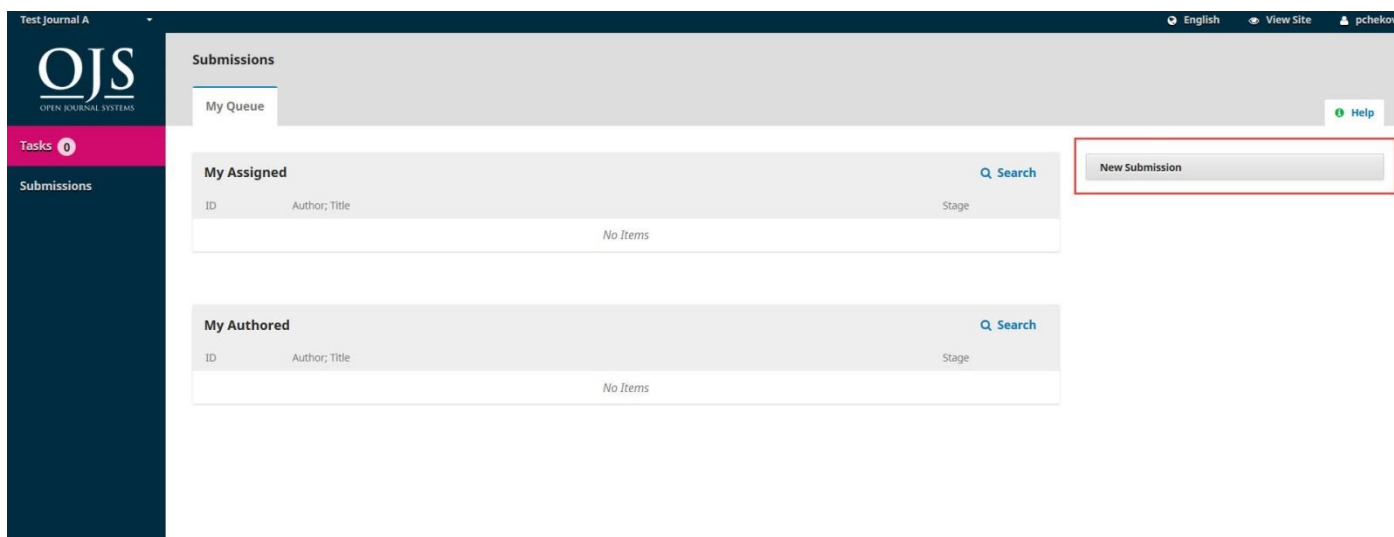
In compliance with GDPR, the new OJS 3.x registration form require you to *agree* to the terms of the privacy policy and consent to opt-in to the newsletter upon registration

You will be given the option to register as a Reviewer as well .

**Important:** You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager). If you need to be enrolled at that level, contact a current Journal Manager or Site Administrator.

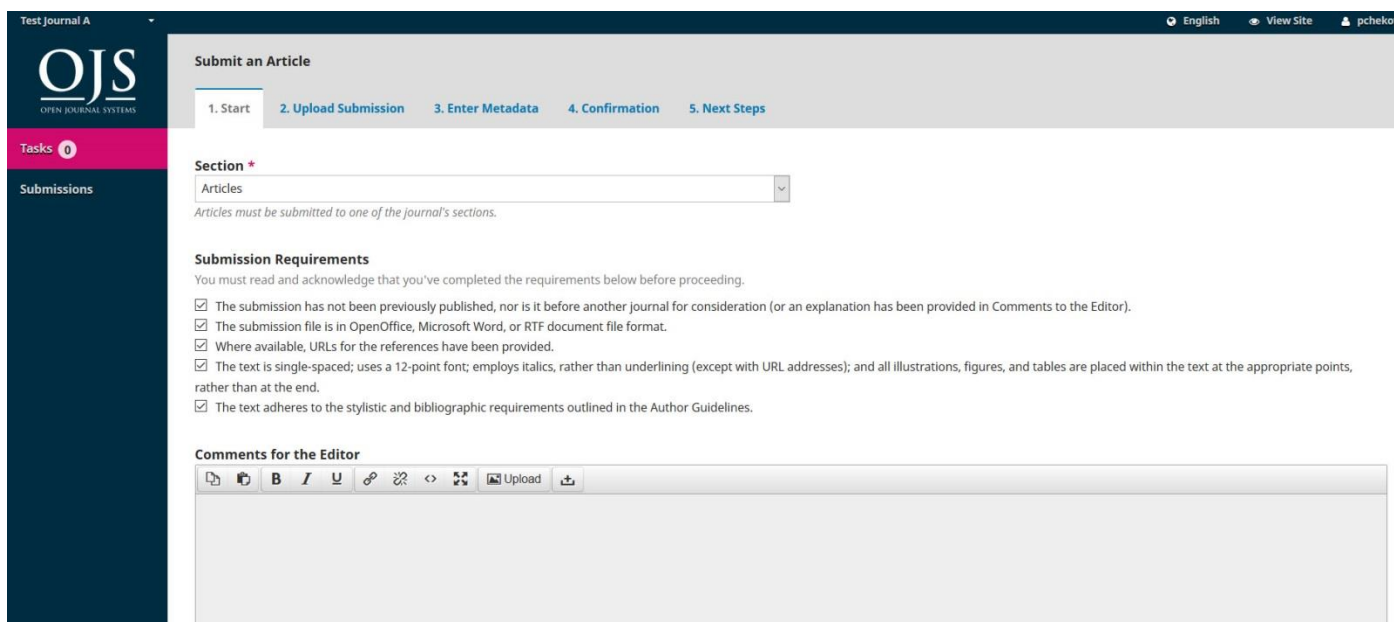
## Submitting an Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



## Step 1

In **Step 1** you will provide preliminary information about your submission.

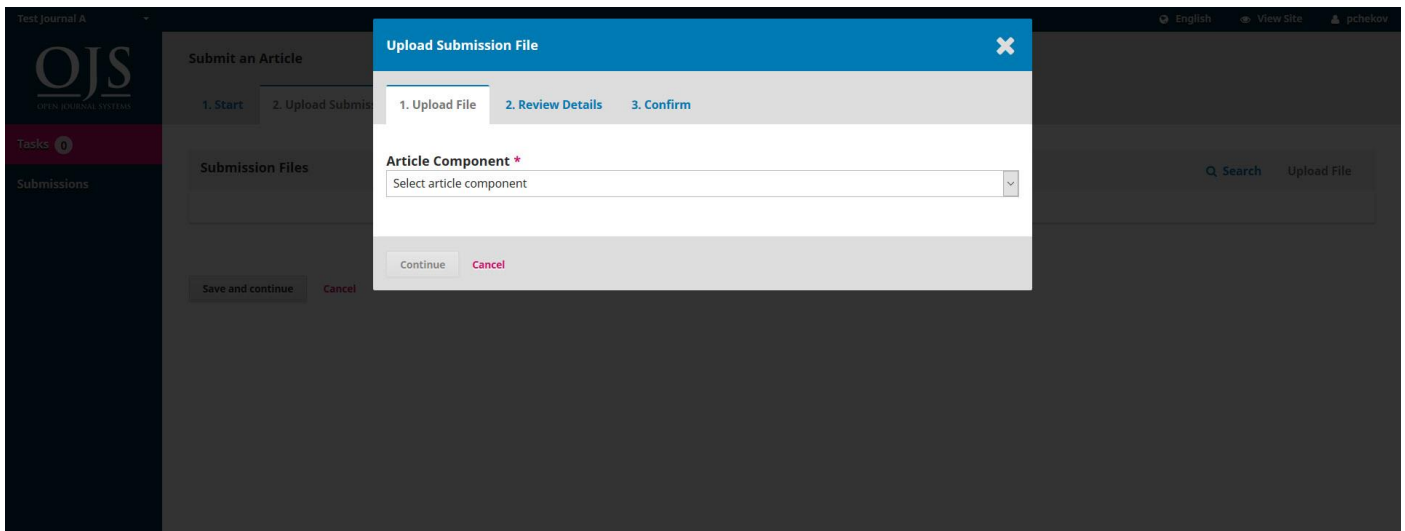


To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

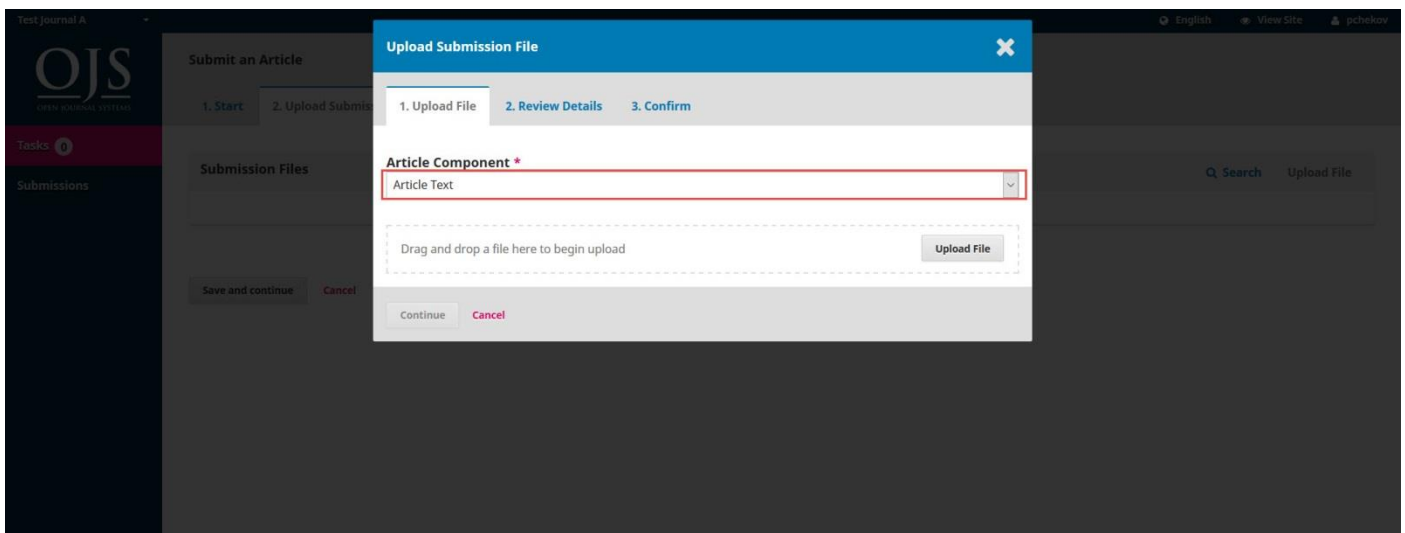
Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

## Step 2

On **Step 2**, a window will open allowing you to upload your submission file.



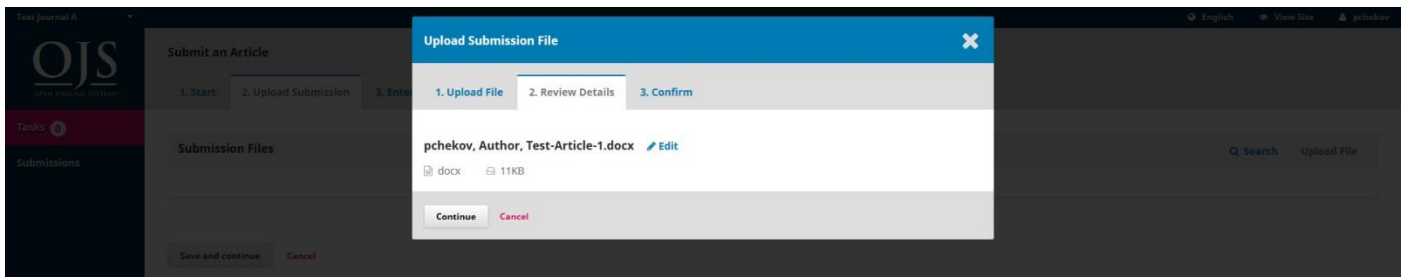
First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



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.



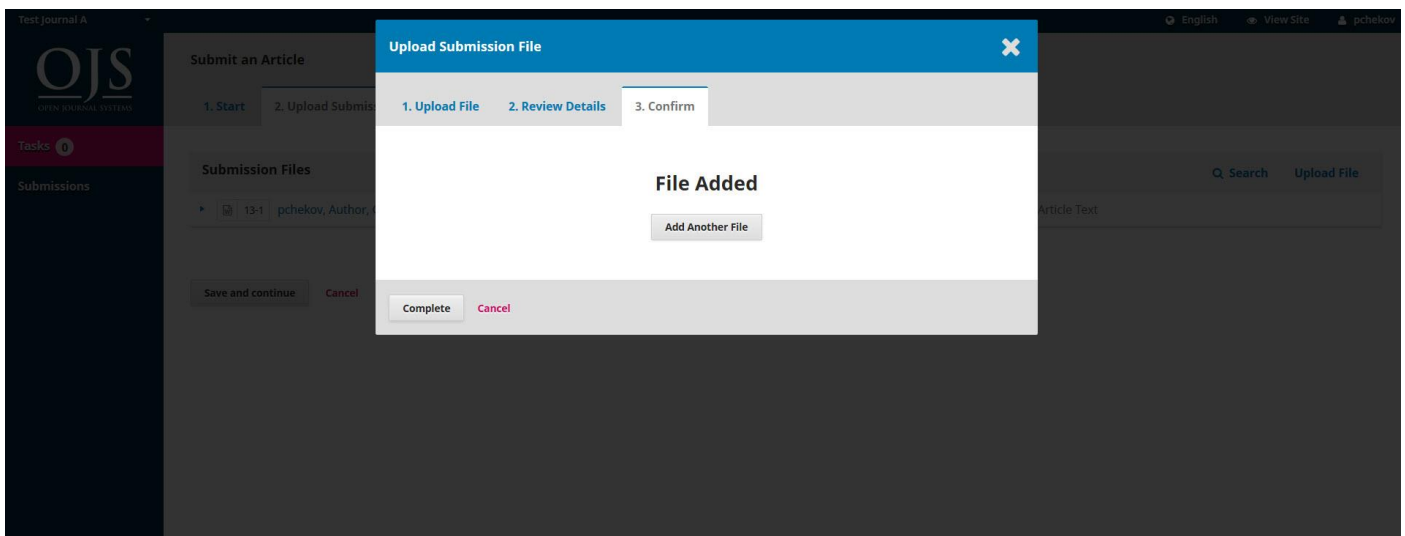
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.



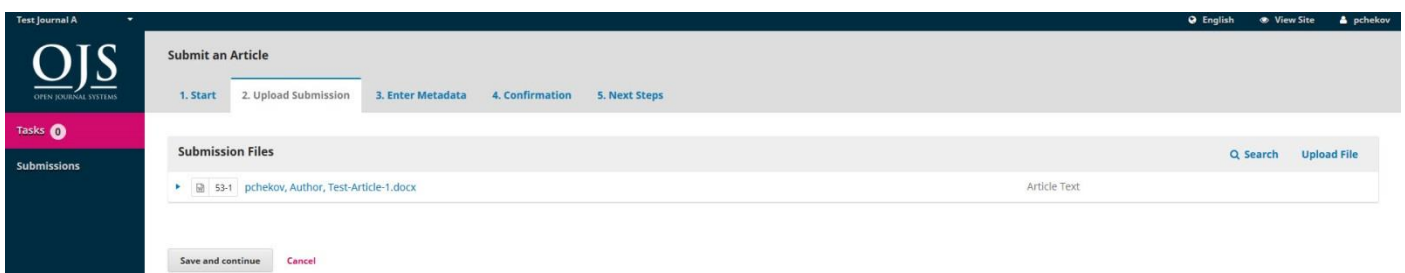
Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

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



You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.



Click 'Save and Continue' to move to Step 3.

### Step 3

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and additional contributors.

Test Journal A

English View Site pchekov

**OJS**  
OPEN JOURNAL SYSTEMS

Submit an Article

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


Prefix  Title \*

Examples: A The

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 nisi 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"/>

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Test Journal A

English View Site pchekov

**OJS**  
OPEN JOURNAL SYSTEMS

Submit an Article

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


Prefix  Title \*

Examples: A The

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 nisi a nulla. Ut a orci. Curabitur dolor nunc, egestas at, accumsan at, malesuada nec, magna.

**Add Contributor**

Name

First Name \* Middle Name Last Name \*

Contact

Email \*

Country

Country \*

User Details

Suffix

URL ORCID ID

Affiliation

Hit **Save**, and the new contributor will appear on the screen.

Test Journal A

English View Site pchekov

**OJS**  
OPEN JOURNAL SYSTEMS

Tasks 0

Submissions

### Submit an Article

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

**Prefix**

**Title \***

Test Article #1

Examples: A The

**Subtitle**

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

**Abstract \***

Upload

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**

Order 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"/>
Jean Luc Picard	jlpicard@openjournalsystems.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

Test Journal A

English View Site pchekov

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

**Submission Metadata**

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

**Type**

The submission type is usually one of 'image', 'text', or other multimedia types including 'software' or 'interactive'. Please choose the one most relevant for your submission. Examples may be found at <http://dublincore.org/documents/2001/04/12/usageguide/generic.shtml#type>

**Additional Refinements**

**Keywords**

Google x Indexing x

Save and continue Cancel

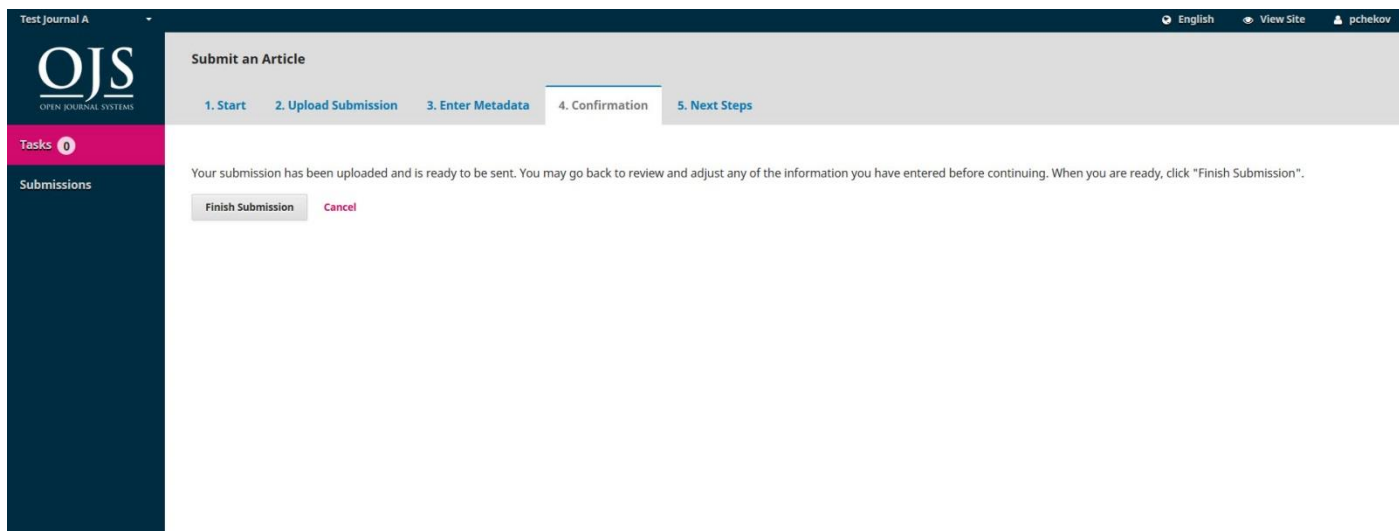
To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click **Save and Continue** to move forward.

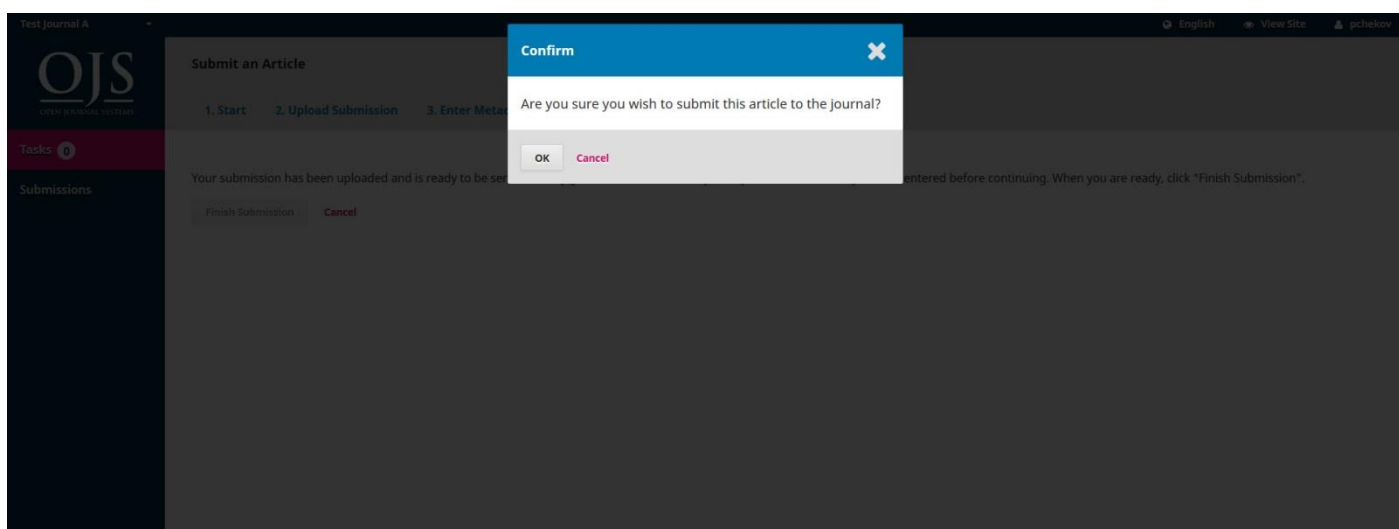
## Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

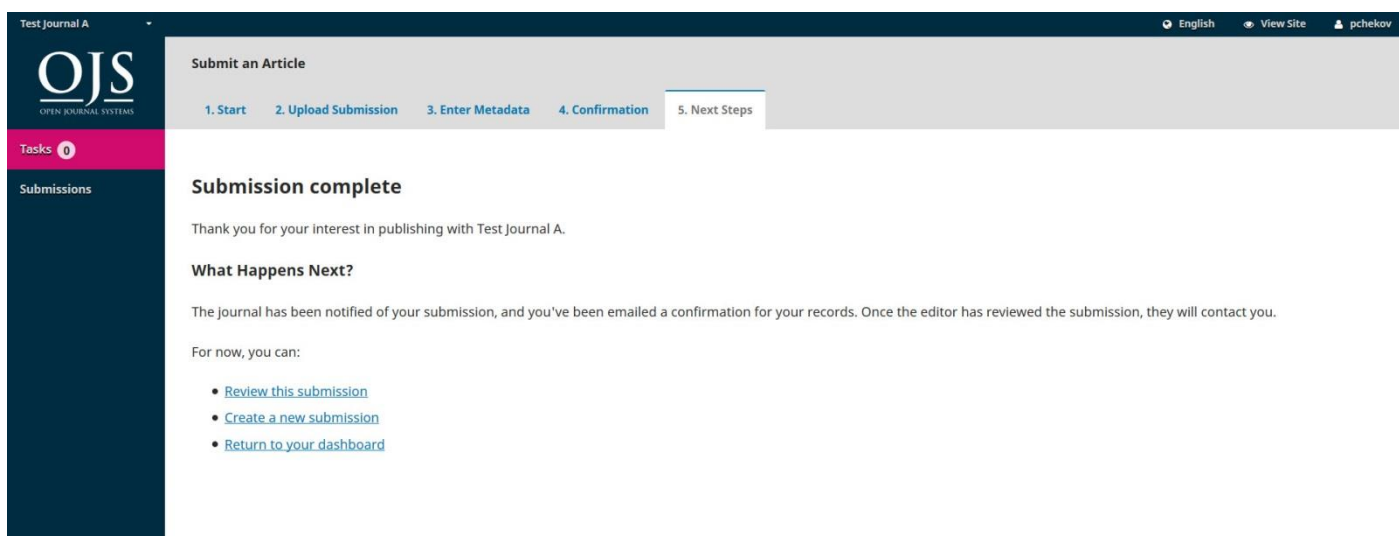
Click **Finish Submission**.



A box will pop up asking you to confirm you are finished. Click **OK**.



## Step 5



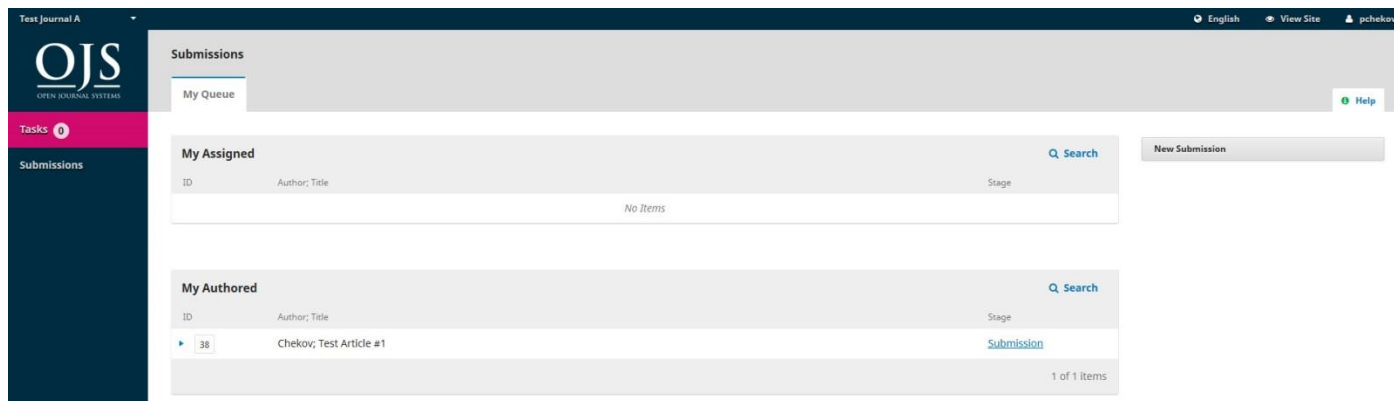
Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:



- Review this submission
- Create a new submission
- Return to your dashboard

## Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.



The screenshot shows the OJS dashboard for 'Test Journal A'. The user is logged in as 'pchekov'. The 'Submissions' section is active, showing 'My Queue' and 'My Authored' sections. The 'My Authored' section contains one submission with ID 38, titled 'Chekov; Test Article #1', in the 'Submission' stage. A 'New Submission' button is visible on the right.

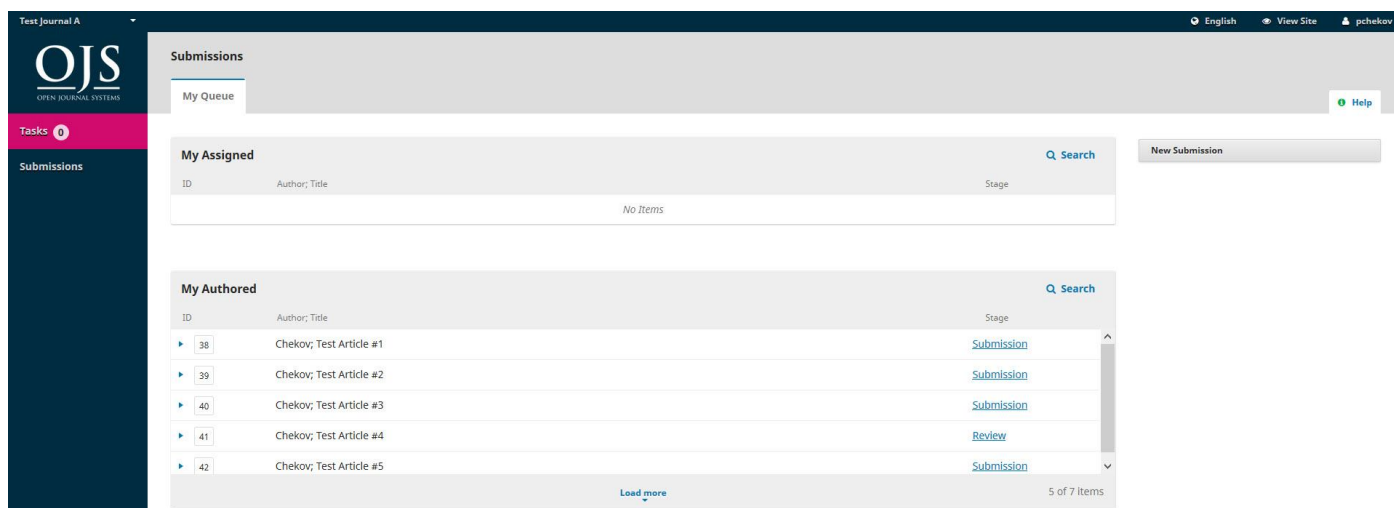
ID	Author; Title	Stage
38	Chekov; Test Article #1	Submission

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published

## Responding to a Review

Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email, login to your dashboard.



The screenshot shows the OJS dashboard for 'Test Journal A'. The user is logged in as 'pchekov'. The 'Submissions' section is active, showing 'My Queue' and 'My Authored' sections. The 'My Authored' section contains five submissions with IDs 38 through 42, all titled 'Chekov; Test Article #1' through '#5'. The stages are 'Submission', 'Submission', 'Submission', 'Review', and 'Submission' respectively. A 'Load more' button is visible at the bottom of the list.

ID	Author; Title	Stage
38	Chekov; Test Article #1	Submission
39	Chekov; Test Article #2	Submission
40	Chekov; Test Article #3	Submission
41	Chekov; Test Article #4	Review
42	Chekov; Test Article #5	Submission

Select the **Review** link next to your submission to view the decision.

Test Journal A

English View Site pchekov

Submission Library View Metadata

Test Article #4  
Pavel Chekov

Submission Review Copyediting Production

Round 1

**Round 1 Status**  
Revisions have been requested.

**Notifications**

[\[TJA\] Editor Decision](#) 2016-10-08 02:49 PM

**Reviewer's Attachments** [Q Search](#)

No Files

**Revisions** [Q Search](#) [Upload File](#)

No Files

From here, you can see the decision (revisions requested) and a link to the editor's notification.

Test Journal A

English View Site pchekov

Submission Library View Metadata

Test Article #4  
Pavel Chekov

Submission Review Copyediting

Round 1

**Round 1 Status**  
Revisions have been requested.

**Notifications**

[\[TJA\] Editor Decision](#) 2016-10-08 02:49 PM

**[TJA] Editor Decision**

2016-10-08 02:49 PM

Pavel Chekov:

We have reached a decision regarding your submission to Test Journal A, "Test Article #4".

Our decision is: Revisions Required

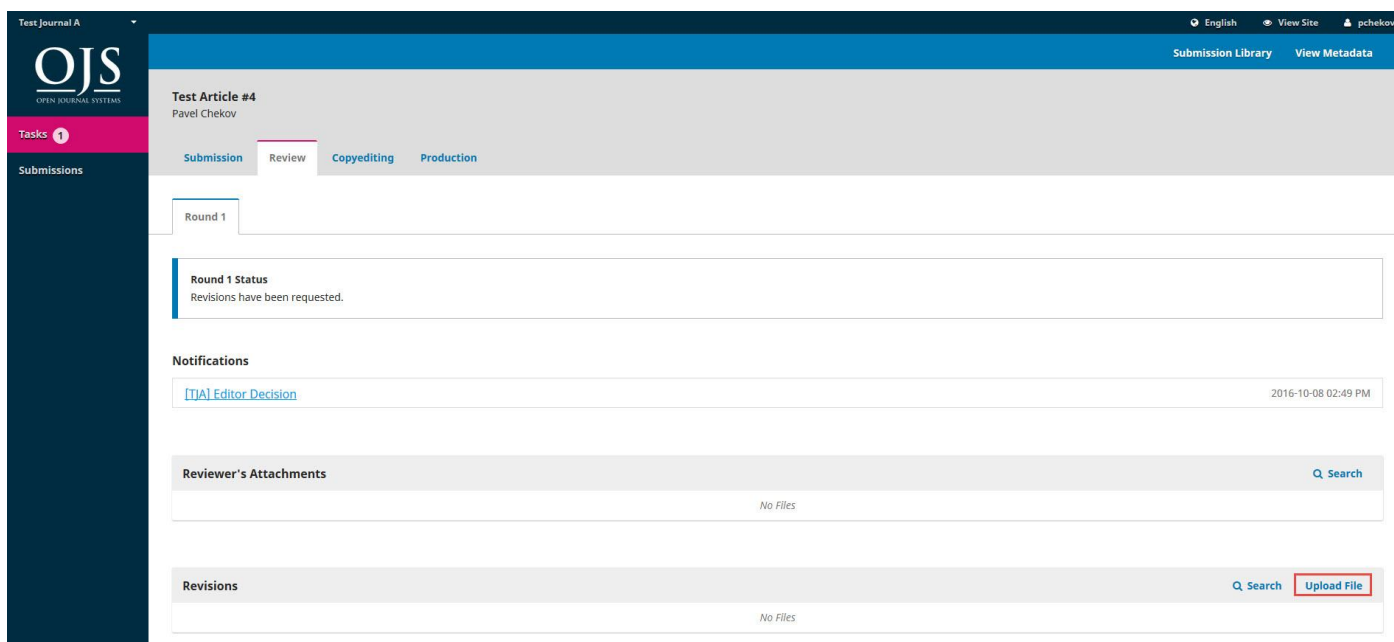
Hikaru Sulu  
hsulu@openjournalsystems.com

[Test Journal A](#)

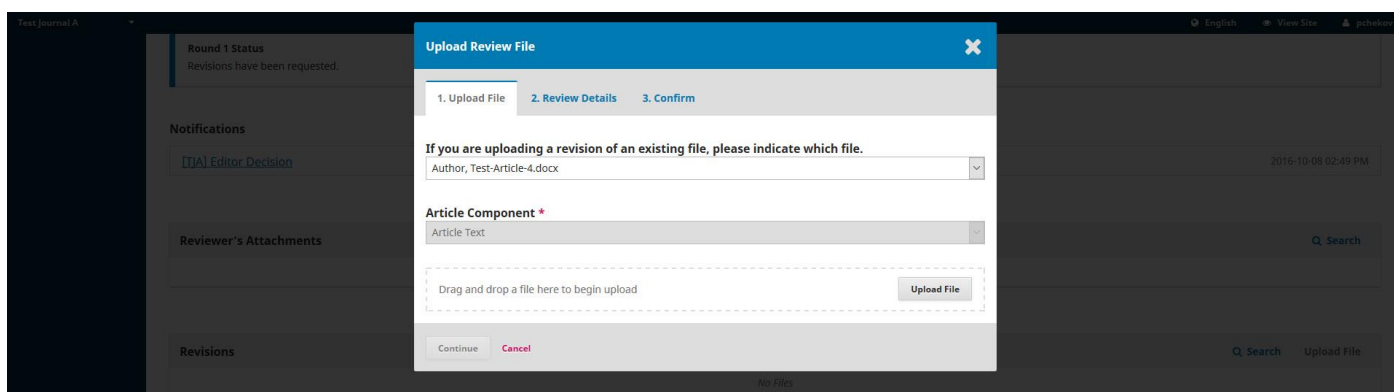
Based on the information in the editor's message, you must now prepare your revisions.

## Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

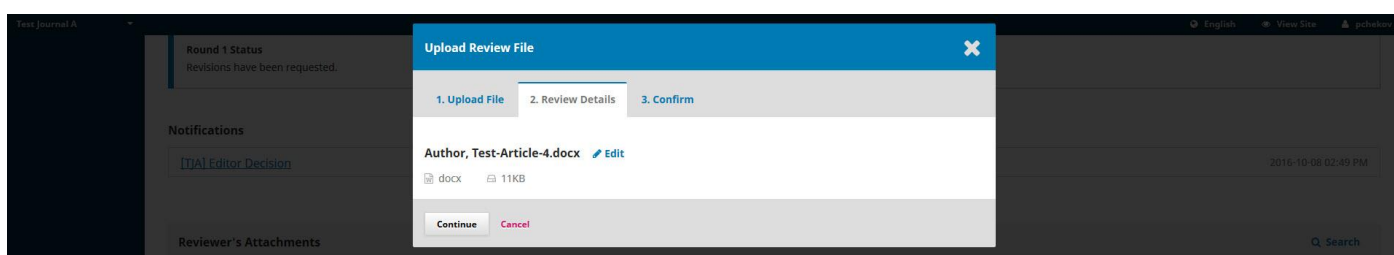


Use the *Upload a File* link to upload your revised manuscript.

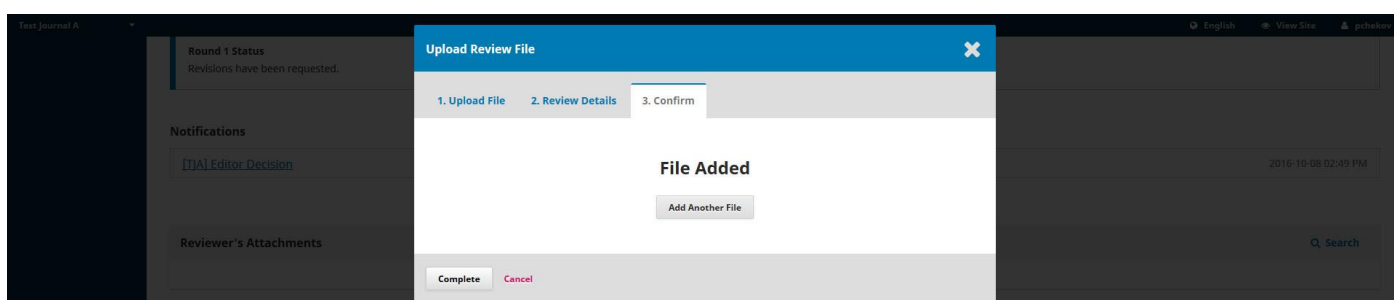


Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.



Check the file details and hit **Continue** again.



If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

Revisions			<a href="#">Q Search</a>	<a href="#">Upload File</a>
73-1	Author, Test-Article-4.docx	Article Text		

## Inform the Editor

Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion panel.

Review Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
No Items					

From there, select the *Add Discussion* link.

**Add discussion**

**Participants** [Add User](#)

Pavel Chekov <pchekov@openjournalsystems.com>

Hikaru Sulu <hsulu@openjournalsystems.com>

**Subject \***

Revision Uploaded

**Message \***

Dear Hikary,

I have now uploaded my revised file.

Thank you

Pavel

**Attached Files** [Q Search](#) [Upload File](#)

No Files

\* Denotes required field

OK Cancel

Use the *Add User* link to add the editor.

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.

Review Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
<a href="#">Revision Uploaded</a>	pchekov Oct/08	-	0	<input type="checkbox"/>	

At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

## Revisions Accepted

You will receive an email that your revisions have been accepted.

In addition, notifications will appear on your dashboard.

The screenshot shows the OJS dashboard for 'Test Journal A'. The user is logged in as 'pchekov'. The dashboard is for 'Test Article #4' by Pavel Chekov. The 'Copyediting' tab is selected, showing 'Round 1' status as 'Submission accepted'. The 'Notifications' section shows two entries: '[TJA] Editor Decision' from 2016-10-08 02:49 PM and another from 2016-10-08 04:36 PM. The 'Reviewer's Attachments' section shows 'No Files'.

The later notification is the current one. Click on it to open the message (which is the same as the email you would have also received).

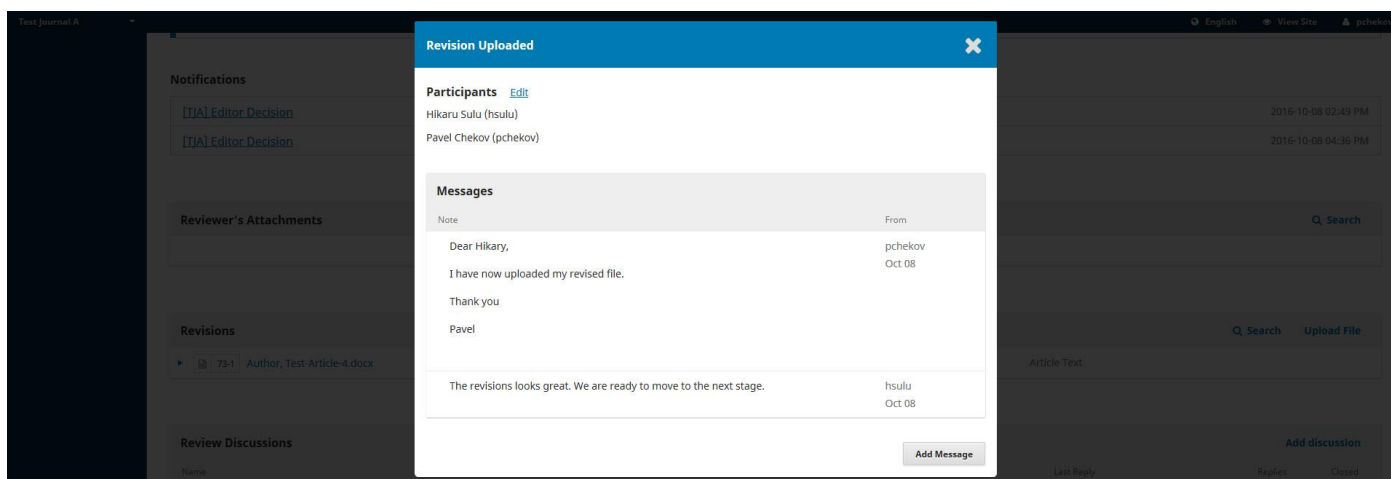
The screenshot shows the OJS dashboard with a 'Notifications' window open. The window title is '[TJA] Editor Decision' and it shows the date '2016-10-08 04:36 PM'. The message content is: 'Pavel Chekov: We have reached a decision regarding your submission to Test Journal A, "Test Article #4". Our decision is to: Accept Submission. Hikaru Sulu, hsulu@openjournalsystems.com'. The window also includes a link to 'Test Journal A' and a close button (X) in the upper right corner.

Use the **X** in the upper right corner to close the window.

Further down your dashboard, you will also see a discussion reply from the editor.

The screenshot shows the OJS dashboard with two sections: 'Revisions' and 'Review Discussions'. The 'Revisions' section shows a list of revisions with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. The 'Review Discussions' section shows a list of discussions with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. The 'Review Discussions' section also includes an 'Add discussion' button.

Clicking the discussion title will open it up.



Congratulations! You've been accepted and your submission file is moving on to the Copyediting stage

## Resubmitting for Review

If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

At the review stage you will need to do two things to resubmit once you have revised your document:

Upload the new file in the revisions section. To upload a new file click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you not submitting a revision of an existing file.

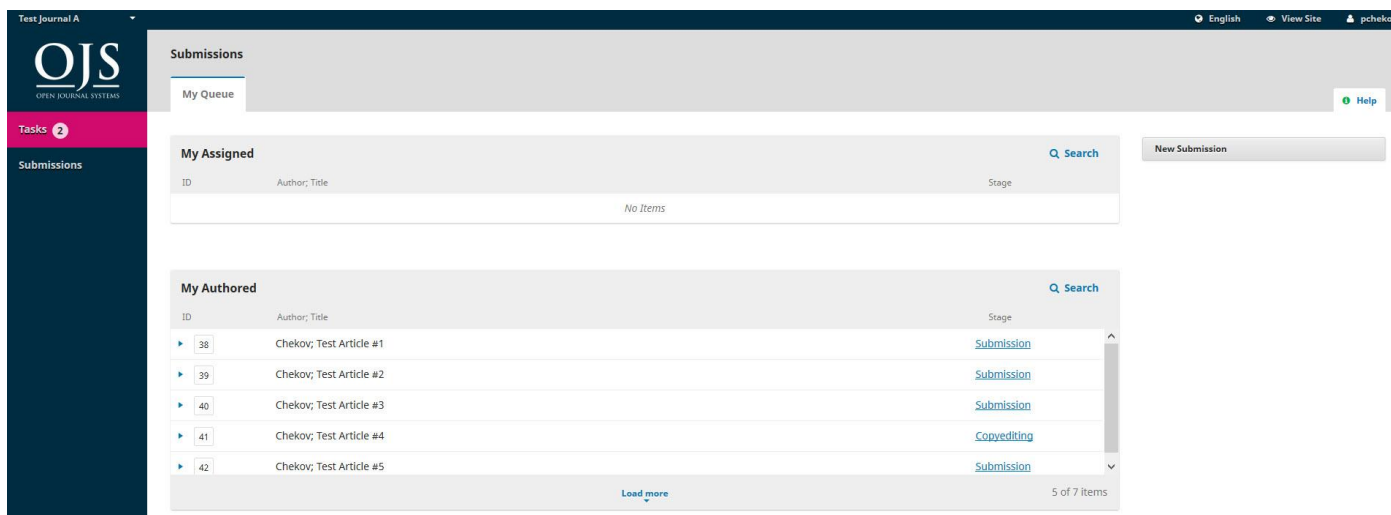
Add a discussion to notify the editor that you have re-submitted.

The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage.

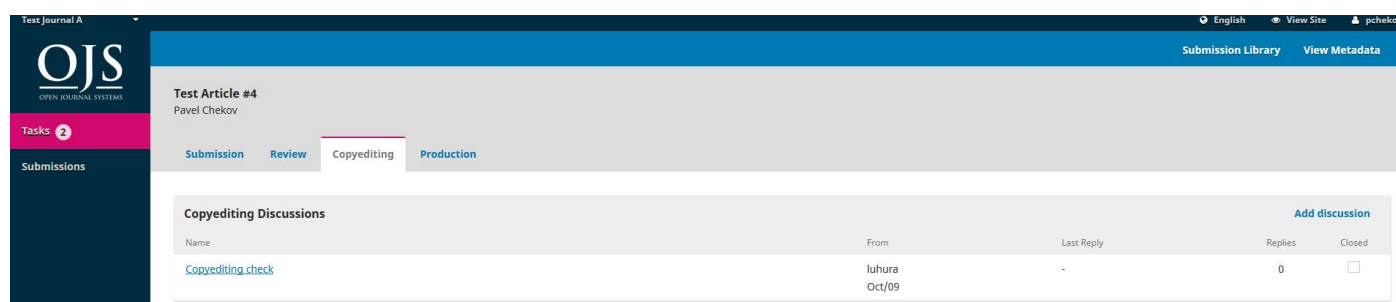
## Responding to a Copyediting Request

The next step in the workflow is to inspect your submission files that have been copyedited.

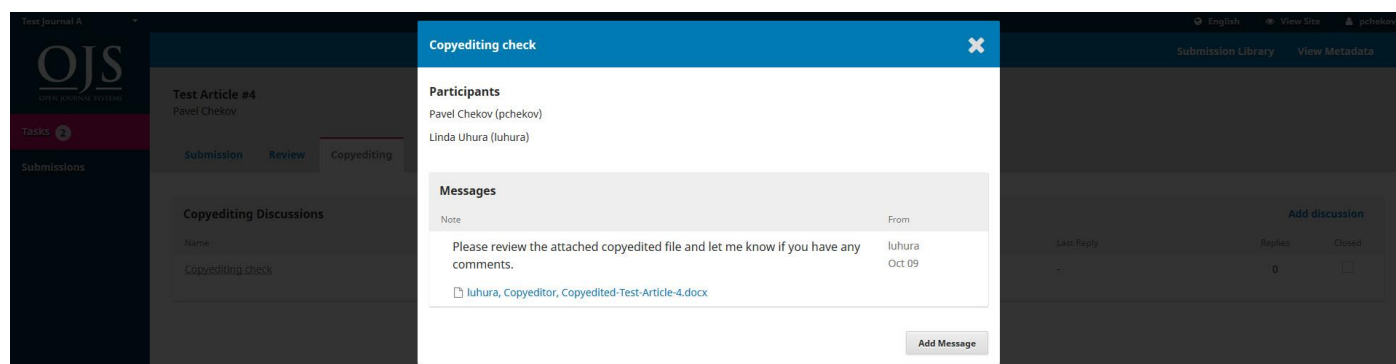
You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.



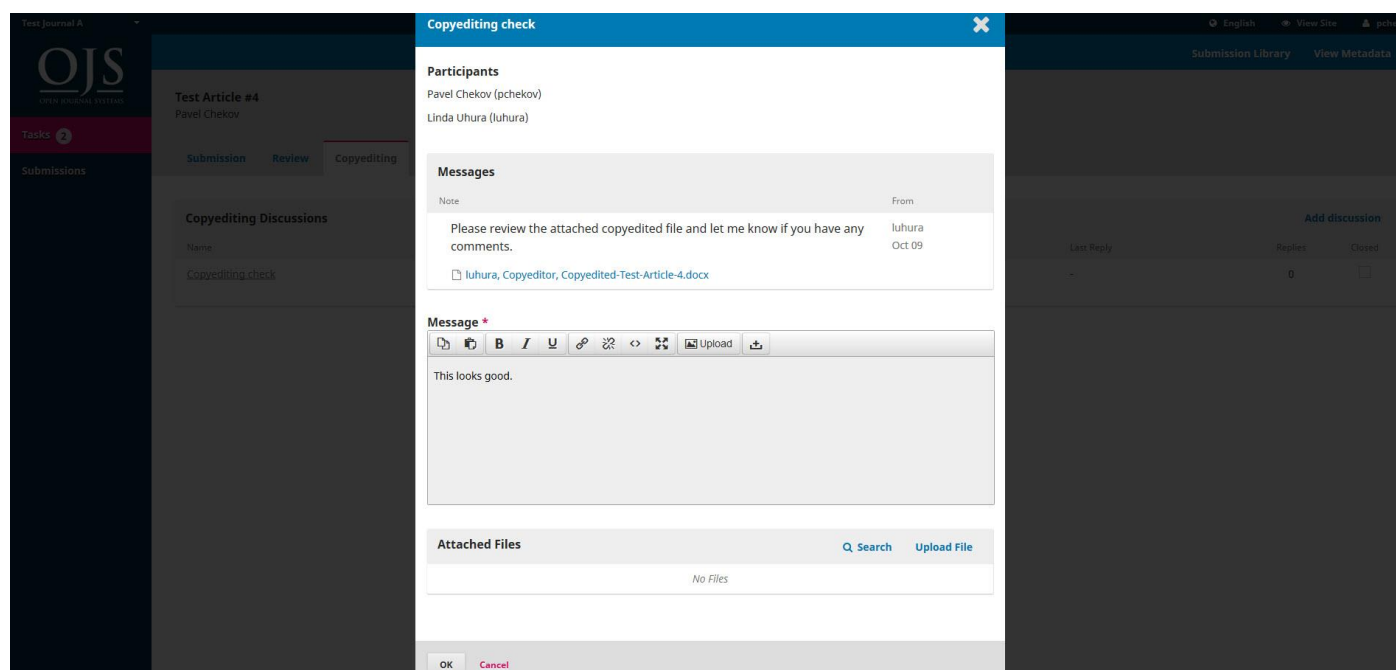
You can see your entry in the My Authored panel. Select the Copyediting link to go to the full submission record, including the notification in the Copyediting Discussions panel.



Click on the linked discussion to open it, read the message, and open the attached file.



Once you have read the attached file, you can respond to the copyeditor indicating an required changes or your approval.



If needed, you could attach a revision, but for this example we will simply approve the changes and hit **OK**.

On your dashboard, you can see that you were the last person to reply to the message.

Test Journal A

English View Site pchekov

Submission Library View Metadata

Test Article #4  
Pavel Chekov

Submission Review Copyediting Production

Copyediting Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">Copyediting check</a>	Iuhura Oct/09	pchekov Oct/09	1	<input type="checkbox"/>

Your role in the copyediting process is now complete and you can wait for the request to proofread the final galleys (e.g., PDFs, HTML, etc.) before publication.

## Responding to a Proofreading Request

The next step in the workflow is to inspect your submission files that have been converted into galleys (e.g., PDF, HTML, etc.).

You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.

Test Journal A

English View Site pchekov

Submission Library View Metadata

Submissions

My Queue [Help](#)

My Assigned [Q Search](#) [New Submission](#)

ID	Author; Title	Stage
No Items		

My Authored [Q Search](#)

ID	Author; Title	Stage
38	Chekov; Test Article #1	<a href="#">Submission</a>
39	Chekov; Test Article #2	<a href="#">Submission</a>
40	Chekov; Test Article #3	<a href="#">Submission</a>
41	Chekov; Test Article #4	<a href="#">Production</a>
42	Chekov; Test Article #5	<a href="#">Submission</a>

[Load more](#) 5 of 7 Items

You can see your entry in the My Authored panel. Select the Production link to go to the full submission record, including the notification in the Production Discussions panel.