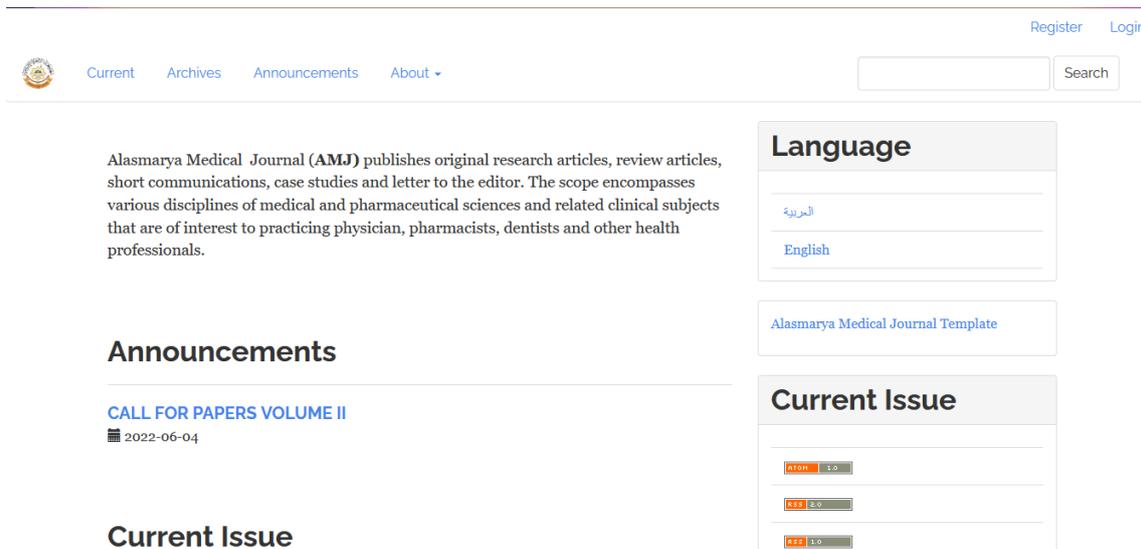


Registering with a Journal and Submitting an Article

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



Alasmarya Medical Journal (AMJ) publishes original research articles, review articles, short communications, case studies and letter to the editor. The scope encompasses various disciplines of medical and pharmaceutical sciences and related clinical subjects that are of interest to practicing physician, pharmacists, dentists and other health professionals.

Announcements

CALL FOR PAPERS VOLUME II
2022-06-04

Current Issue

Language

العربية
English

Alasmarya Medical Journal Template

Current Issue

atom 2.0
rss 2.0
rss 1.0

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.



Alasmarya Medical Journal (AMJ) publishes original research articles, review articles, short communications, case studies and letter to the editor. The scope encompasses various disciplines of medical and pharmaceutical sciences and related clinical subjects that are of interest to practicing physician, pharmacists, dentists and other health professionals.

Language

العربية
English

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.

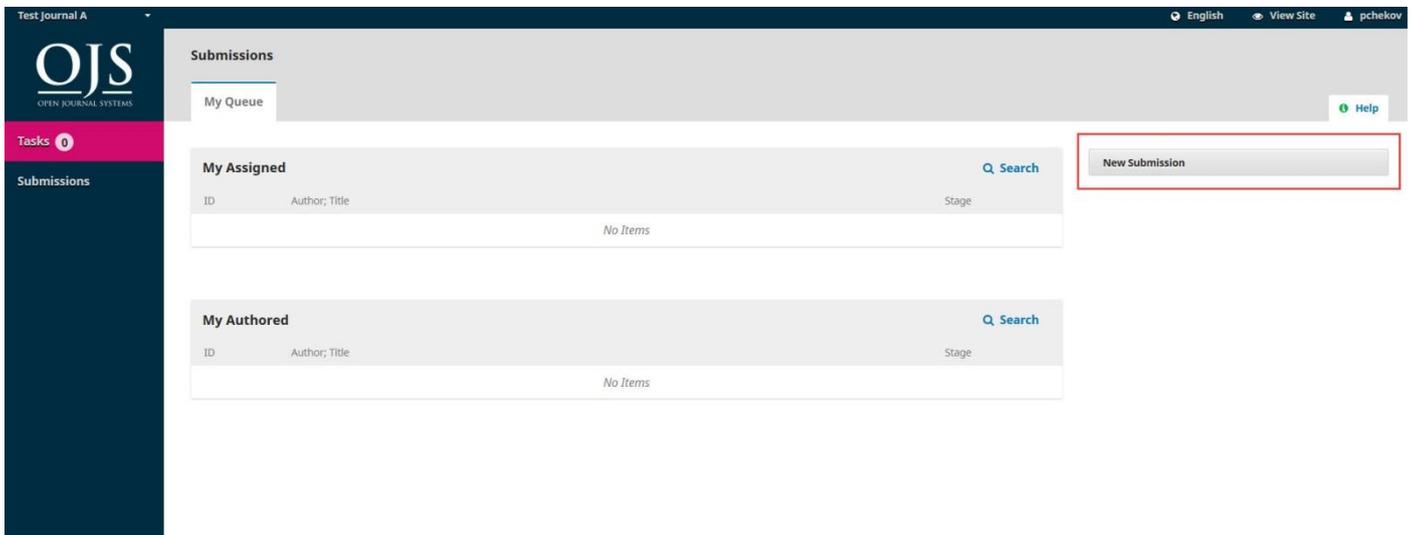
In compliance with GDPR, the new OJS 3.x registration form require you to *agree* to the terms of the privacy policy and consent to opt-in to the newsletter upon registration

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.

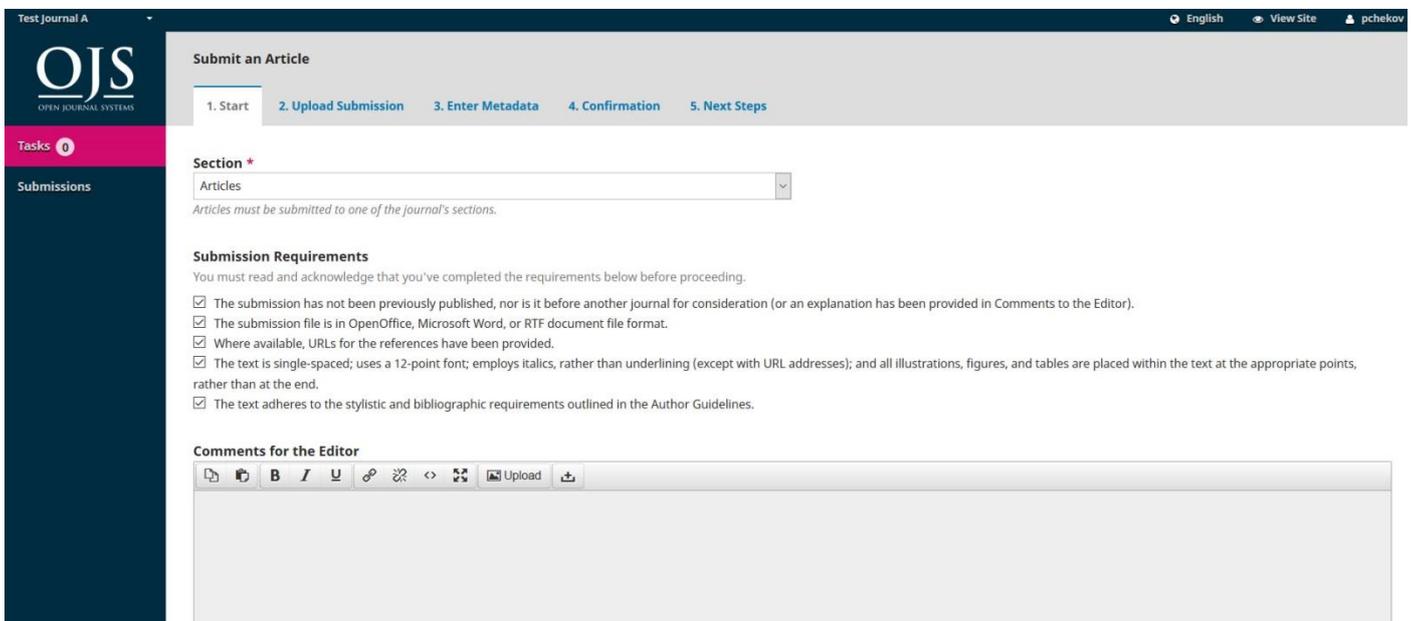
Submitting an Article

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.

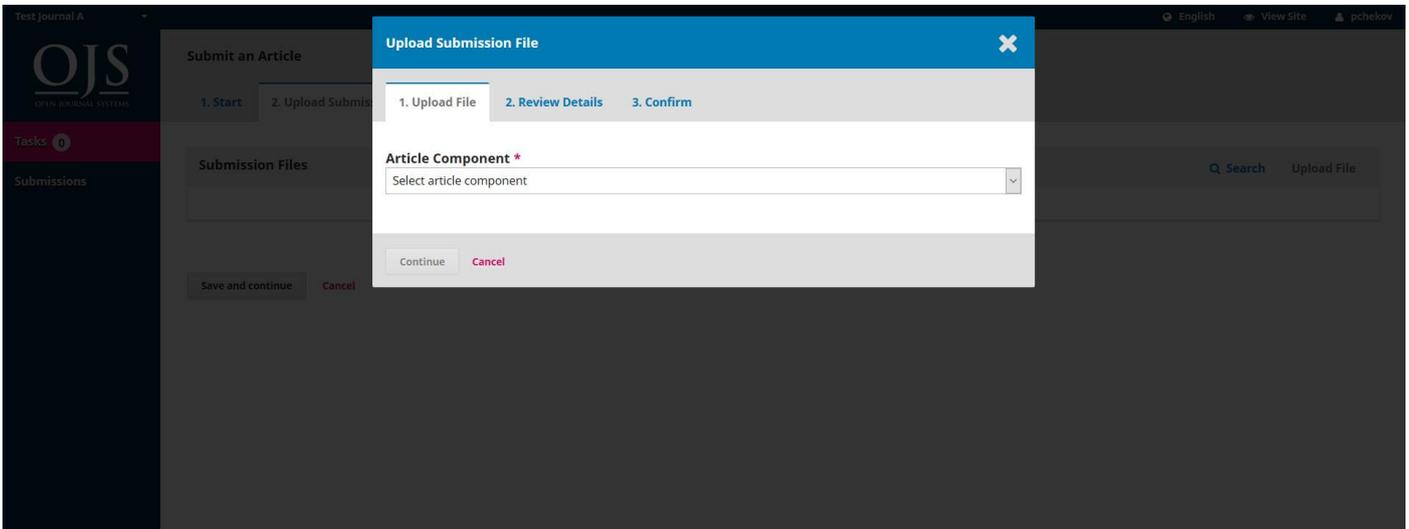


To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

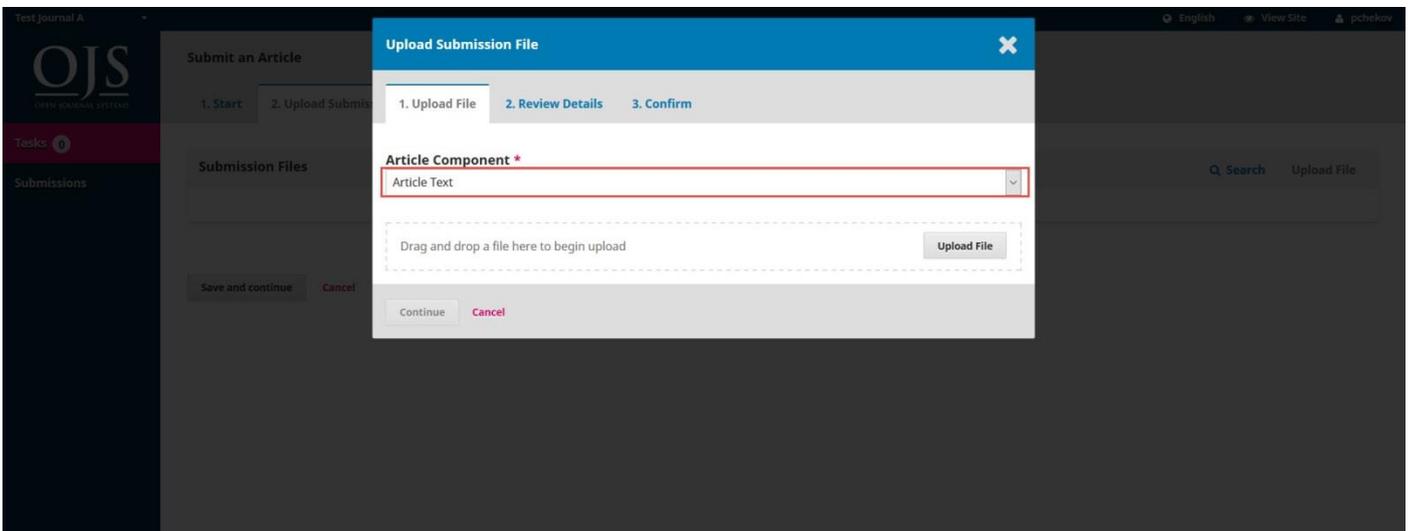
Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

Step 2

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



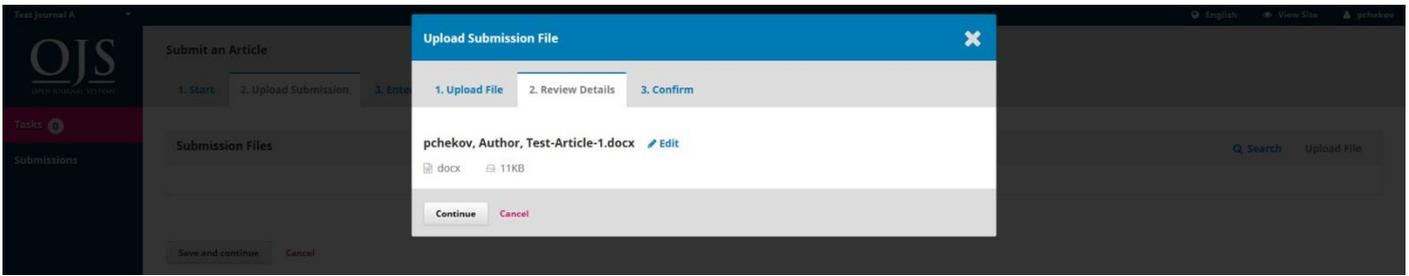
First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



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.



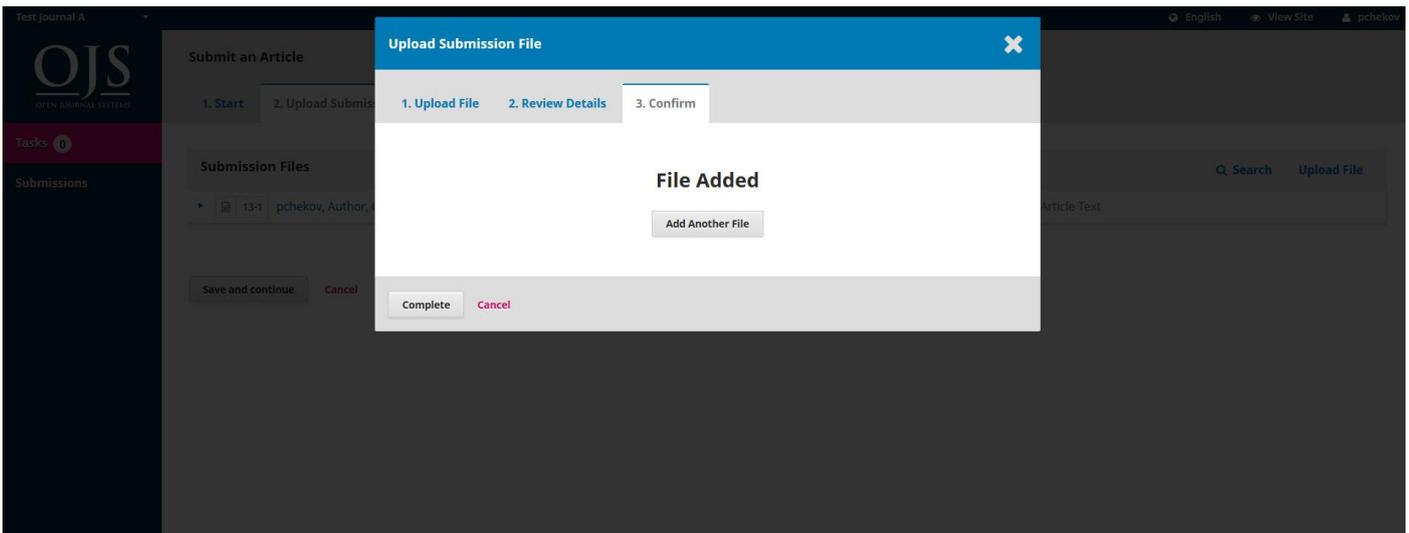
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.



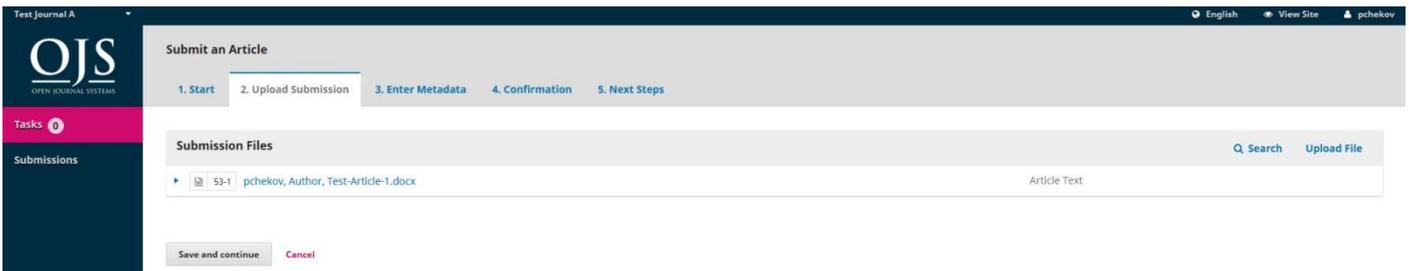
Click the **Continue** button.

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.



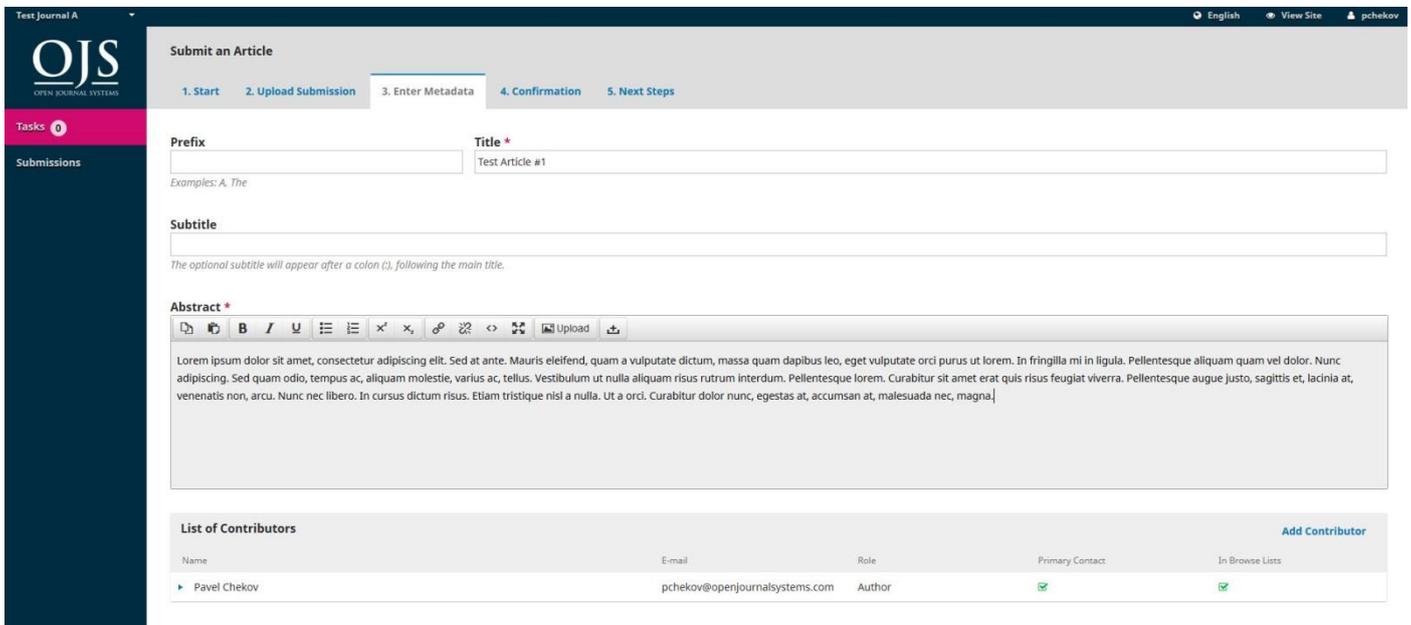
You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.



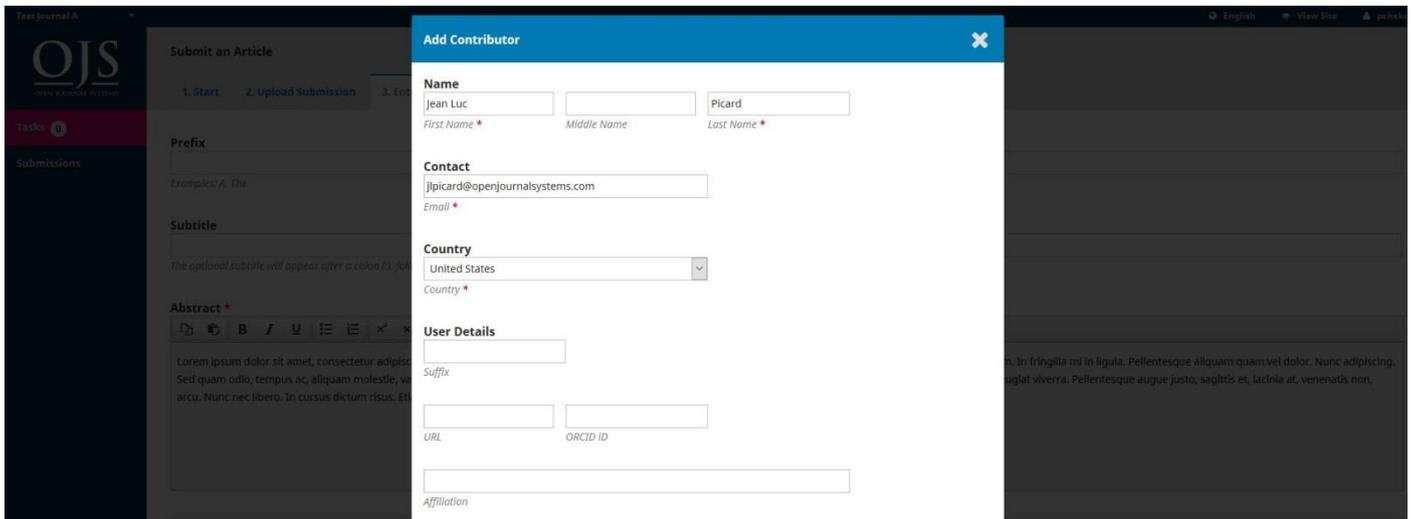
Click 'Save and Continue' to move to Step 3.

Step 3

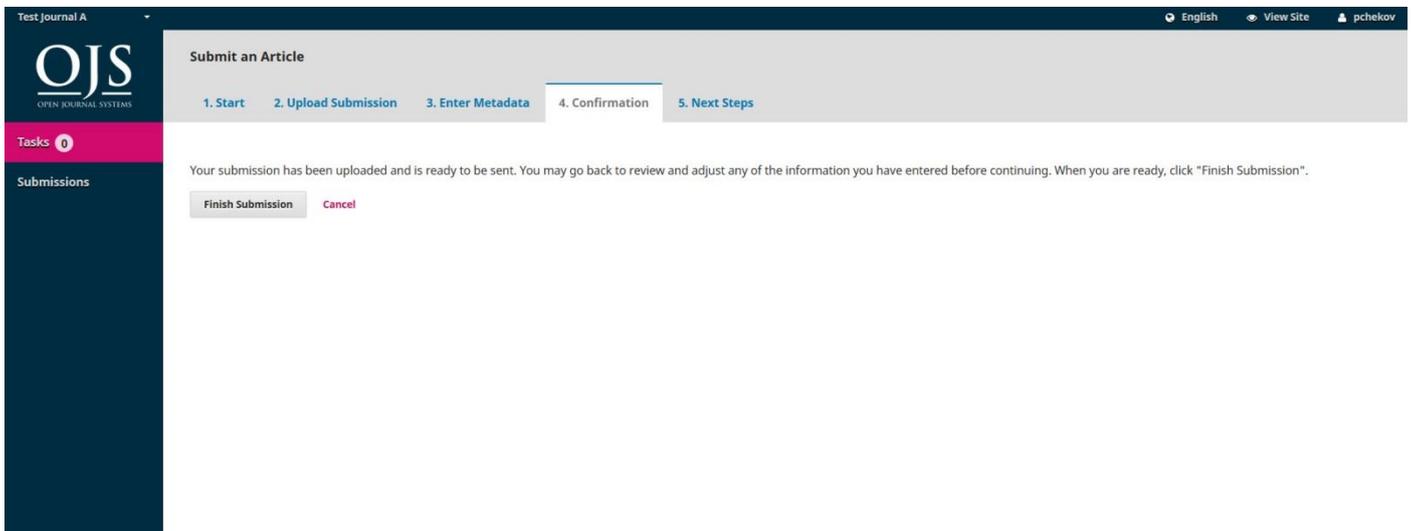
On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and additional contributors.



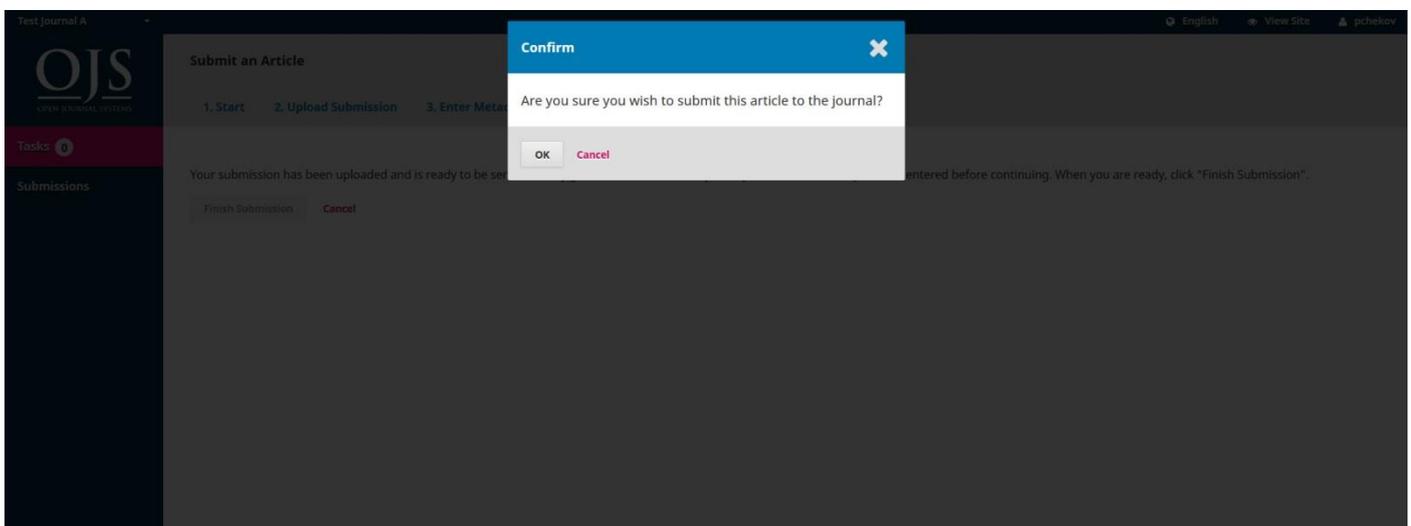
You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.



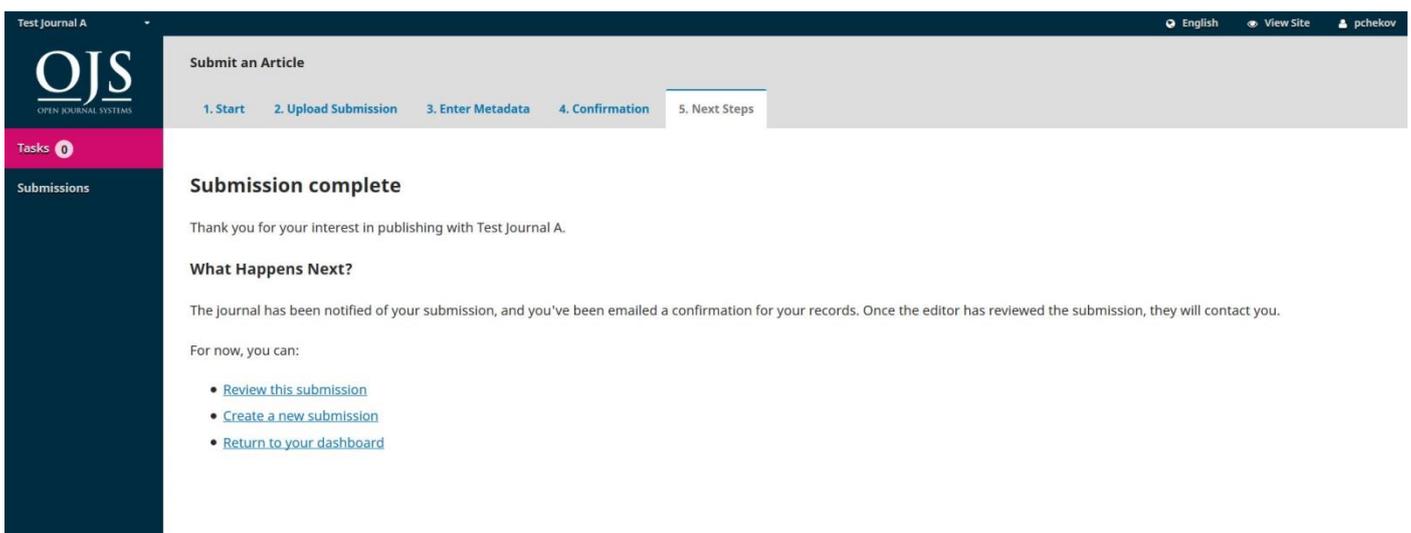
Hit **Save**, and the new contributor will appear on the screen.



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' (empty) and 'My Assigned' (empty). Under 'My Authored', there is one submission with ID 38, titled 'Chekov; Test Article #1', currently in the 'Submission' stage. A 'New Submission' button is visible on the right.

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.

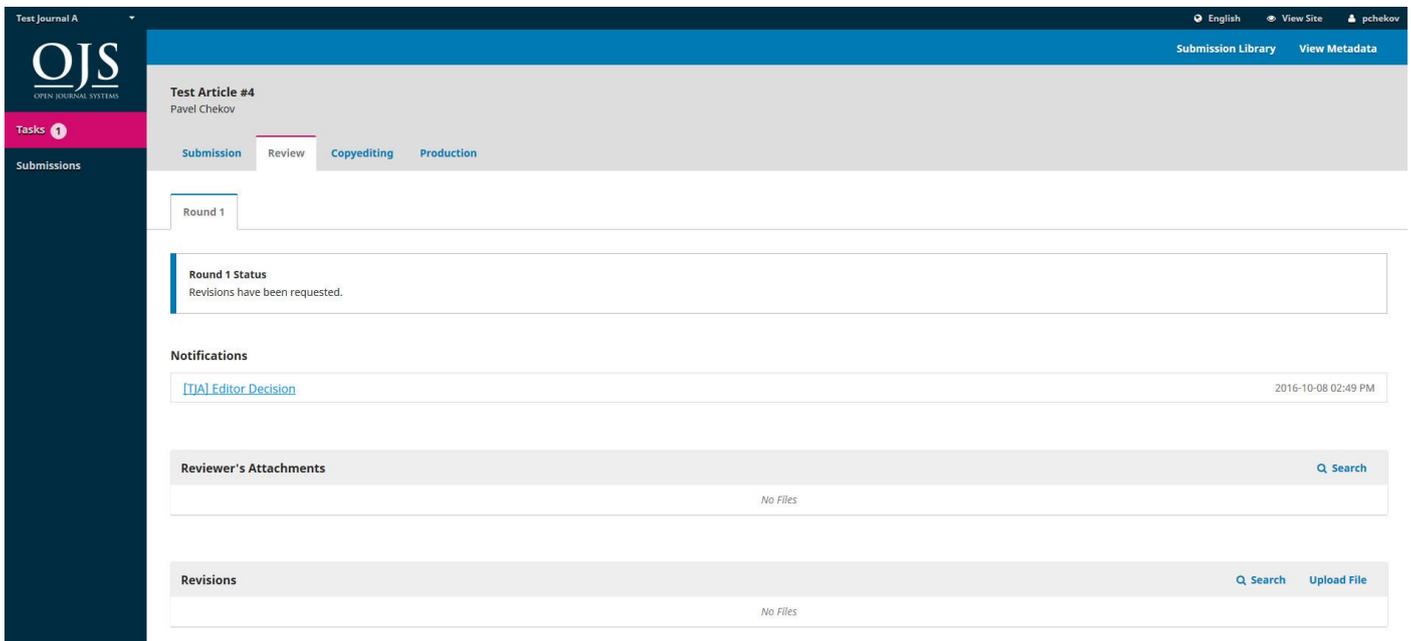
After receiving the email, login to your dashboard.

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' (empty) and 'My Assigned' (empty). Under 'My Authored', there are five submissions:

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

 A 'Load more' link is visible at the bottom of the list, and the total count is '5 of 7 Items'. A 'New Submission' button is visible on the right.

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



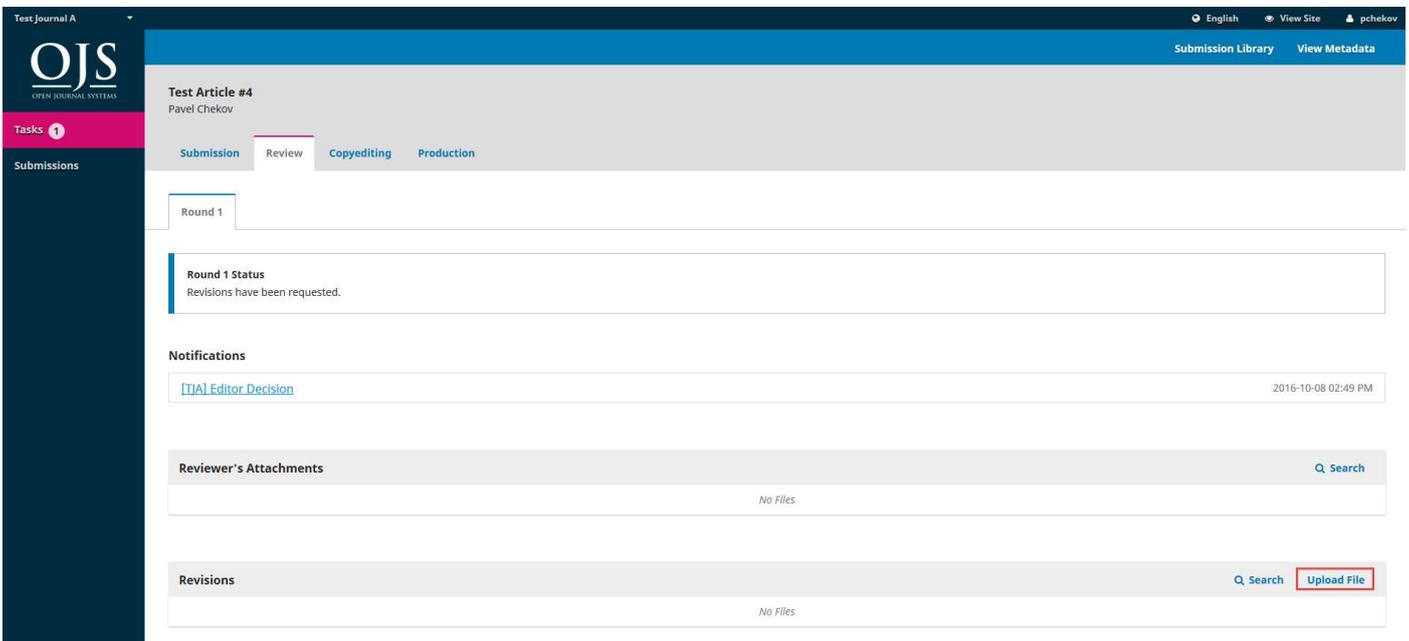
From here, you can see the decision (revisions requested) and a link to the editor's notification.



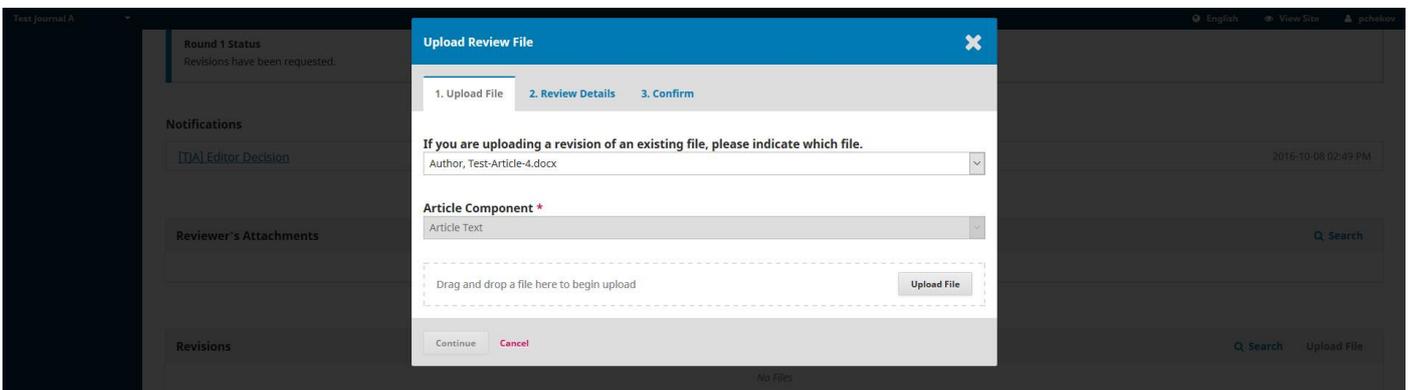
Based on the information in the editor's message, you must now prepare your revisions.

Uploading the Revised File

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

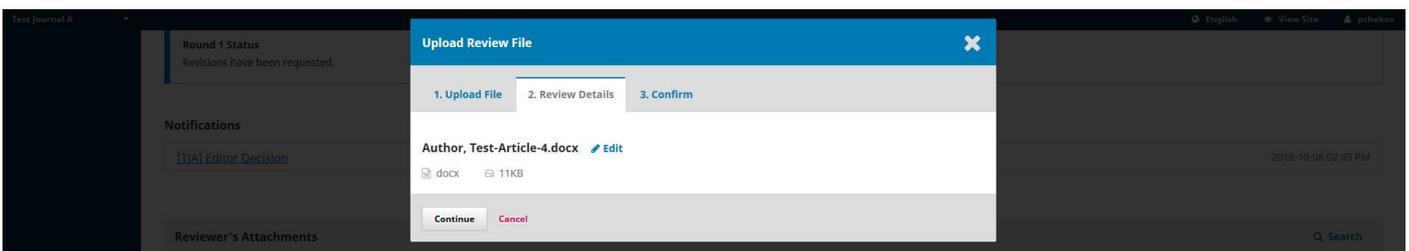


Use the *Upload a File* link to upload your revised manuscript.

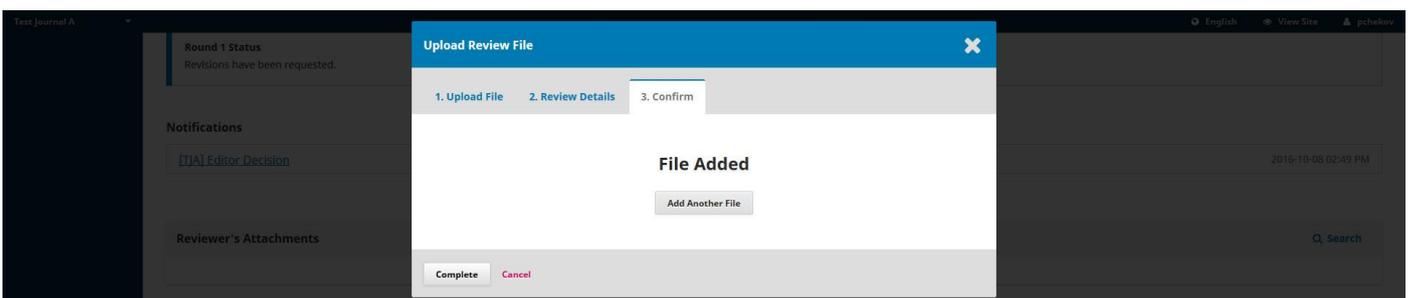


Use the dropdown menu to choose that you are uploading a revision of an existing file.

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



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



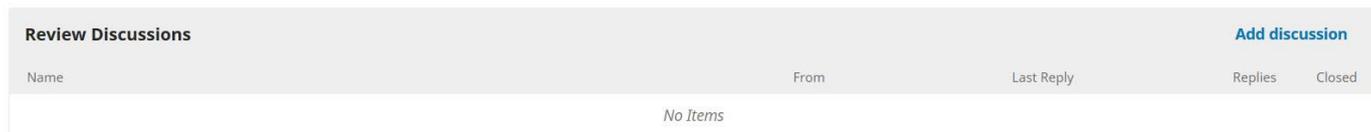
If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

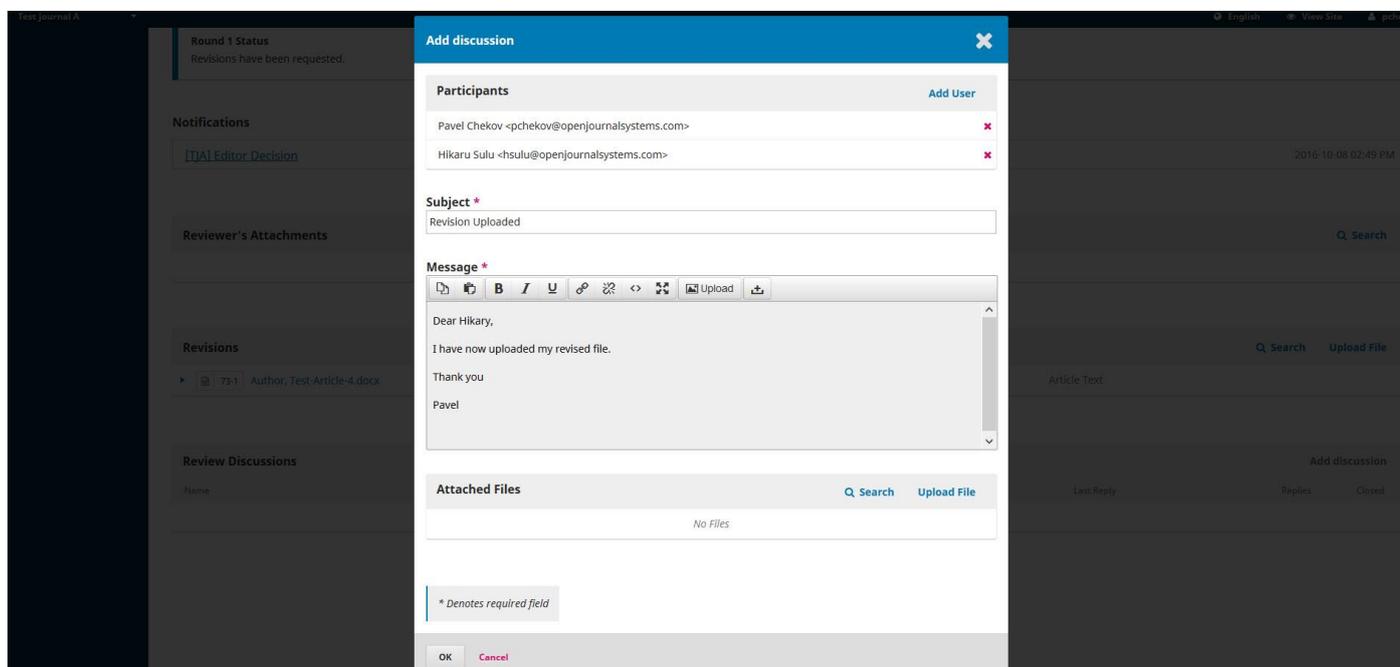


Inform the Editor

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



From there, select the *Add Discussion* link.

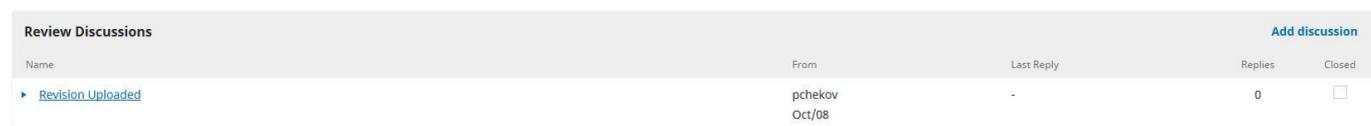


Use the *Add User* link to add the editor.

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.

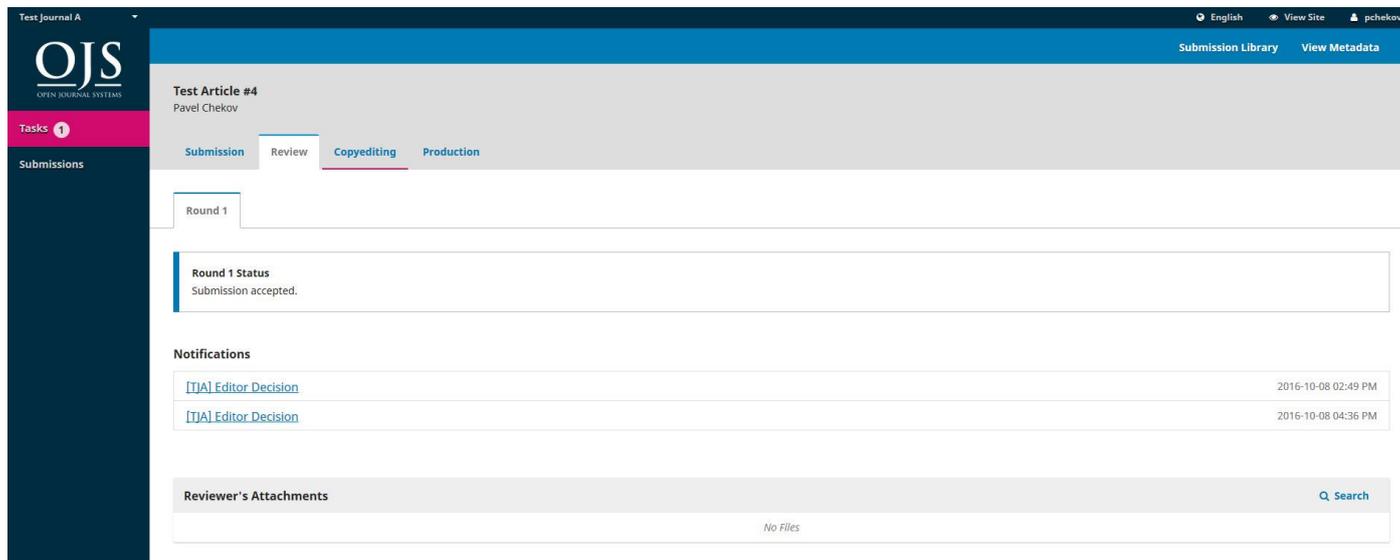


At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

Revisions Accepted

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

In addition, notifications will appear on your dashboard.



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
Submission accepted.

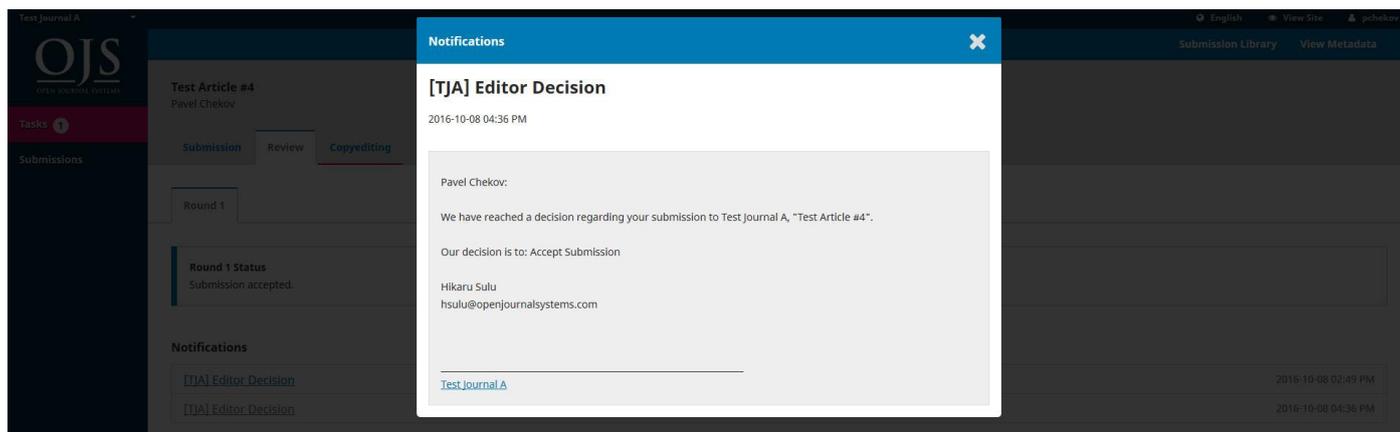
Notifications

[TJA] Editor Decision	2016-10-08 02:49 PM
[TJA] Editor Decision	2016-10-08 04:36 PM

Reviewer's Attachments

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).



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
Submission accepted.

Notifications

[TJA] Editor Decision	2016-10-08 02:49 PM
[TJA] Editor Decision	2016-10-08 04:36 PM

Notifications

[TJA] Editor Decision

2016-10-08 04:36 PM

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

[Test Journal A](#)

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.



Revisions

Search Upload File

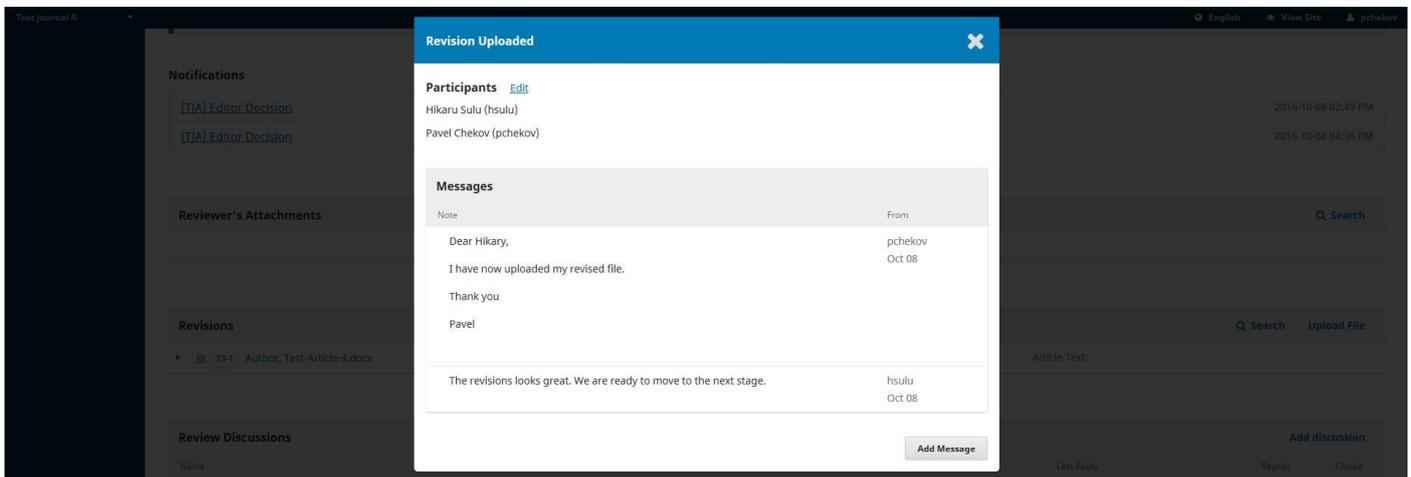
73-1 Author, Test-Article-4.docx	Article Text
----------------------------------	--------------

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
Revision Uploaded	pchekov Oct/08	hsulu Oct/08	1	<input type="checkbox"/>

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.

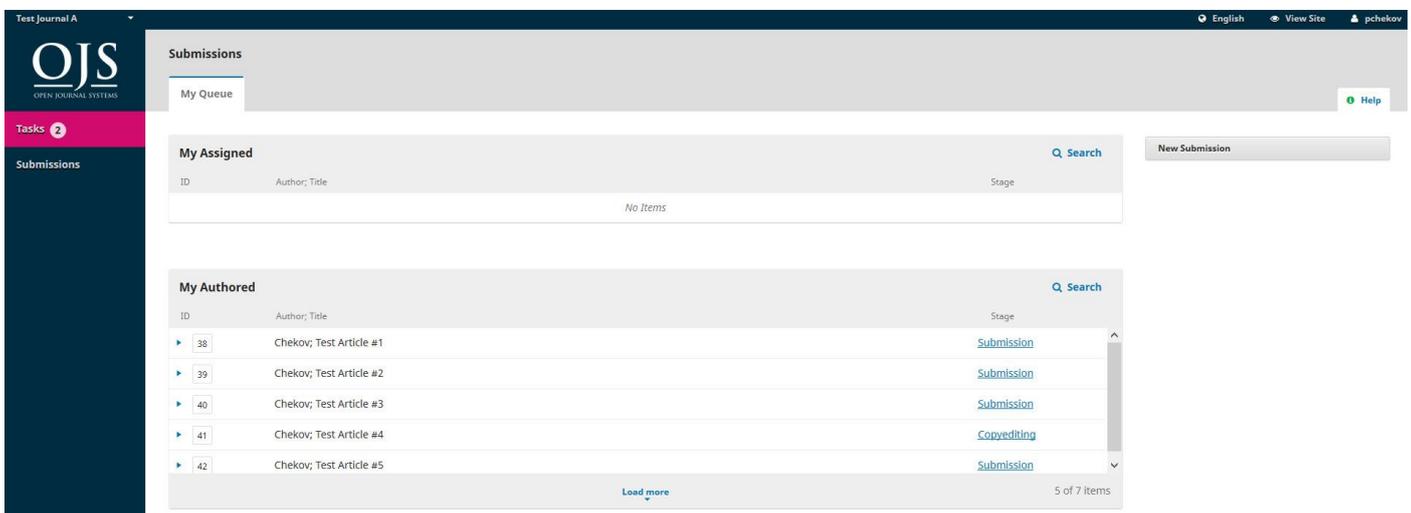
Add a discussion to notify the editor that you have re-submitted.

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.



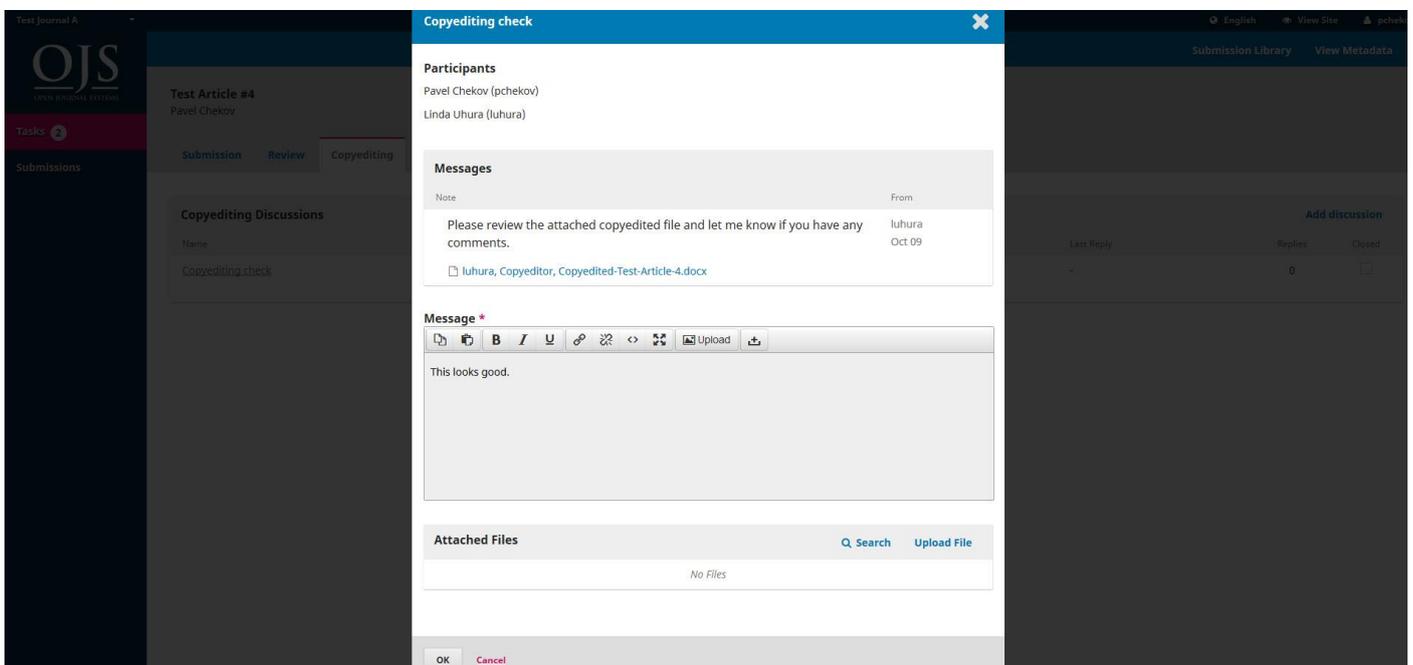
You can see your entry in the My Authored panel. Select the Copyediting link to go to the full submission record, including the notification in the Copyediting Discussions panel.



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
Copyediting check	luhura 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 galley (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 galley (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

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	Submission
39	Chekov; Test Article #2	Submission
40	Chekov; Test Article #3	Submission
41	Chekov; Test Article #4	Production
42	Chekov; Test Article #5	Submission

[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.