Registering with a Journal

Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer. 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.

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.

You will be automatically registered as a Reader and an Author. You will be given the option to register as a Reviewer as well.

To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.
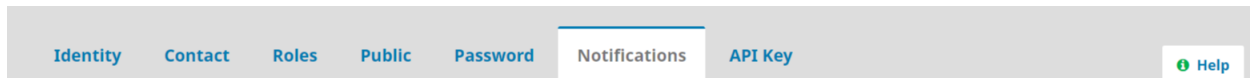
From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image (which some journals may publish along with your article or on a list of editors), determine your notification settings, or update your password.

Under **Notifications**, you can configure what kinds of notifications you receive from the journal when events occur, such as a new journal issue is published or there is activity on a submission you're involved in.

- Check off "Enable these types of notifications" if you want to see a notification of this event on your dashboard when you log in to the site
- Check off "Do not send me an email for these types of notifications" if you do not want to receive an email notification about this event

| Identity | Contact | Roles | Public | Password | Notifications | API Key | | ❶ Help |

Select the system events that you wish to be notified about. Unchecking an item will prevent notifications of the event from showing up in the system and also from being emailed to you. Checked events will appear in the system and you have an extra option to receive or not the same notification by email.

Public Announcements

New announcement.
☑ Enable these types of notifications.
☐ Do not send me an email for these types of notifications.
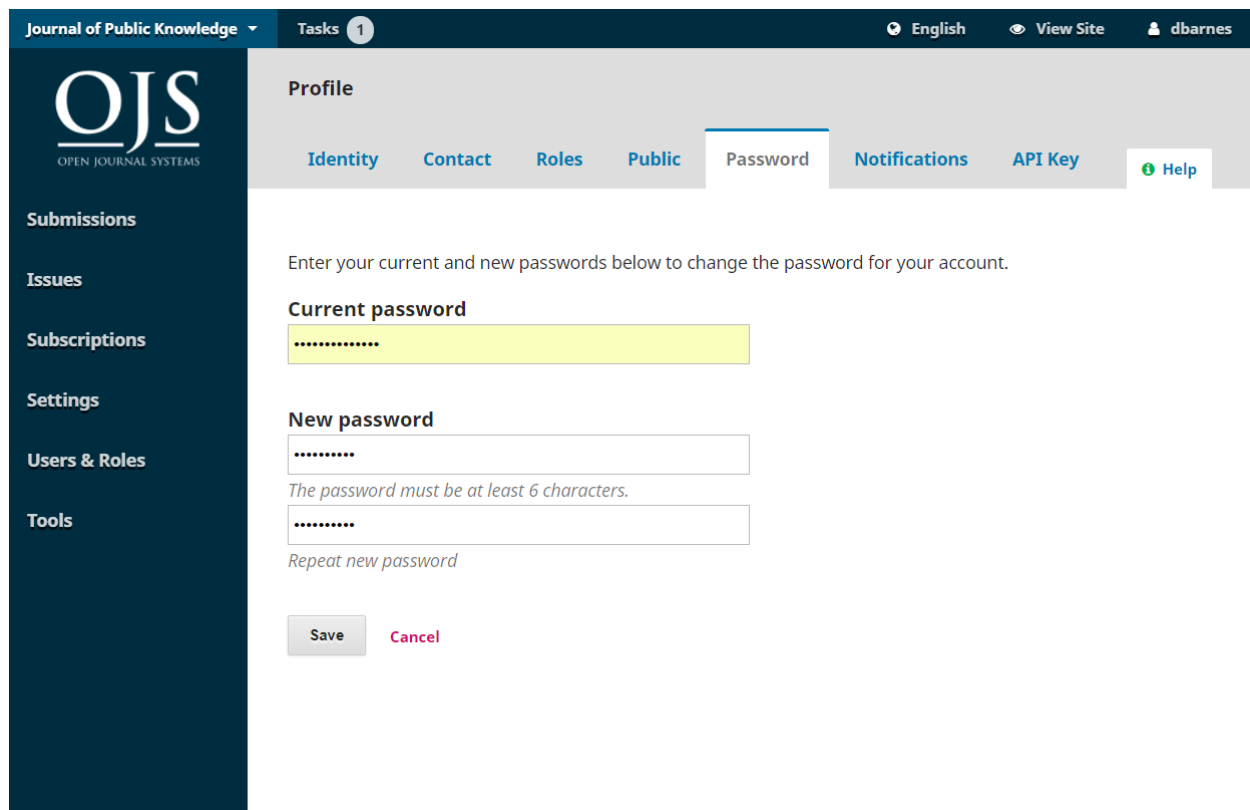
An issue has been published.
☑ Enable these types of notifications.
☐ Do not send me an email for these types of notifications.

Resetting your Password

You can reset your password by:

1. Logging into the journal
2. Selecting your username and View Profile from the upper right corner of the screen
3. Choosing the Password tab
4. Entering your current password and then your new password twice
5. Hitting Save

Your password is now changed.

If you forgot your password

Retrieving your password is a three-step process: 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.

First you need to request a new password:

1. Click the **Login** link at the top-right corner of the navigation bar
2. Click the **Forgot your Password** link on the following page
3. Enter your email address
4. Click **Reset Password**

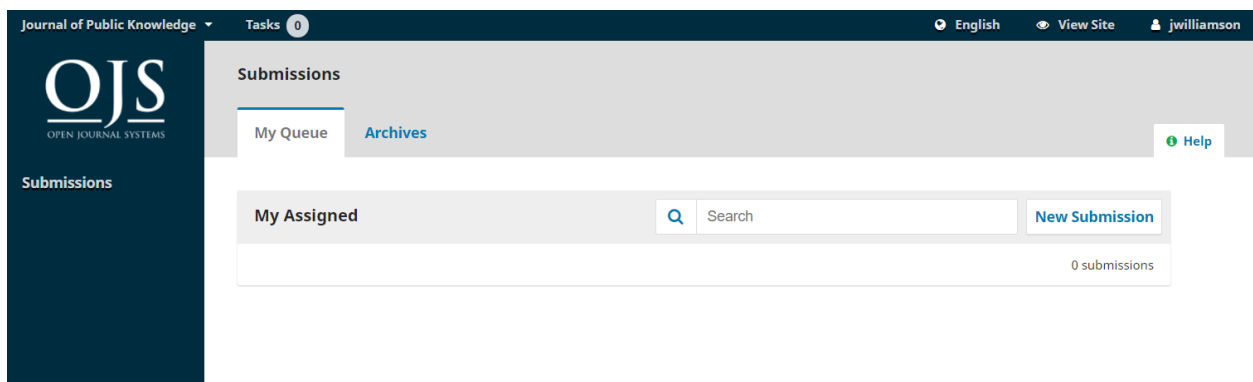Then you need to check your email account and confirm your request:

1. Open your email account
2. Open the confirmation email message from the journal (you may need to check your Spam folder)
3. Click the link to confirm that you did indeed request your password to be reset. You will be taken back to the journal in question, and the system will email you a new password.

Now you can retrieve you new temporary password and log in:

1. Go back to your email account
2. Open the email message containing your temporary password (you may need to check your Spam folder)
3. Log in to the journal with your temporary password
4. Fill in a new password when prompted by the journal

Submitting an Article

Login to your account and from the dashboard 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

Submit an Article

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

Submission Language

English ⌄

*Submissions in several languages are accepted. Choose the
primary language of the submission from the pulldown
above.* *

Section

⌄

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

Categories
☐ Medicine
☐ Medicine > Oncology
☐ Biology
☐ Psychiatry

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.
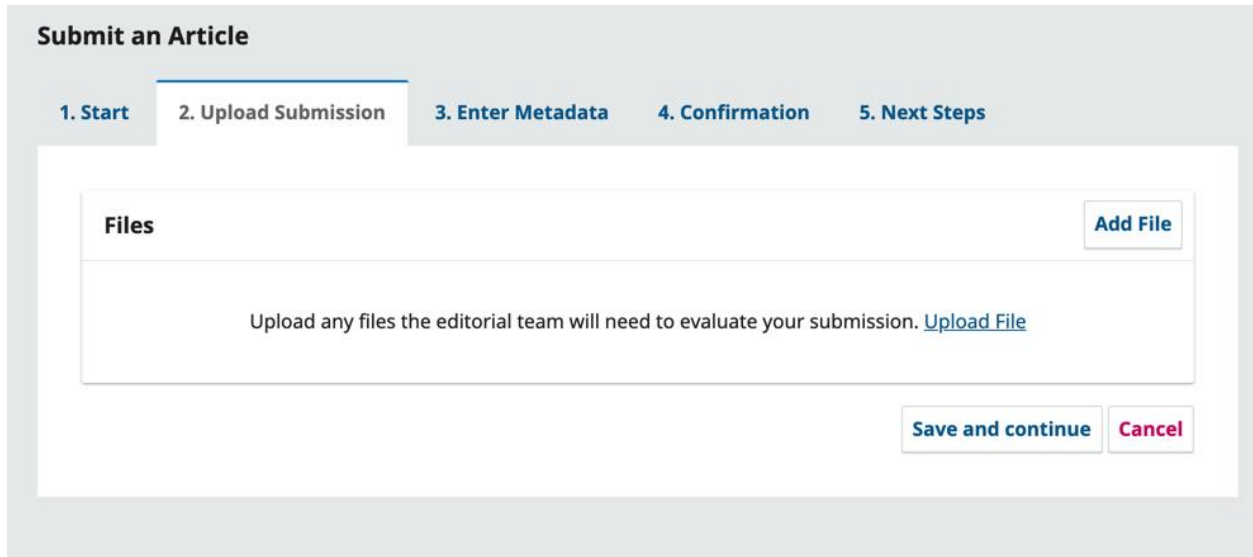
If the journal allows submissions in multiple languages, you can select the language of your submission from the drop-down menu. Languages can be enabled in Website Settings -> Setup -> Language.

If the journal has Categories enabled and setup, you can select the categories your submission from the list. Categories can be setup in Journal > Categories.

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

Once you've uploaded all your files you can indicate the file type for each from a single menu panel, and metadata such as a description or license can be entered during the workflow. Once you have finished uploading and labelling all of your files, click the **Save and Continue** button 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), and the abstract. If the journal allows submissions in multiple languages, clicking on each metadata field will reveal the option to enter the

metadata in the other languages that are enabled, allowing you to enter the title, subtitle and abstract in the other language(s). Scrolling down…

…you are able to add any 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.

You may also see additional fields to complete, such as keywords. If additional languages are enabled for the journal, you can enter the metadata in these languages. Clicking on the metadata field will reveal the fields for other languages enabled in the journal.
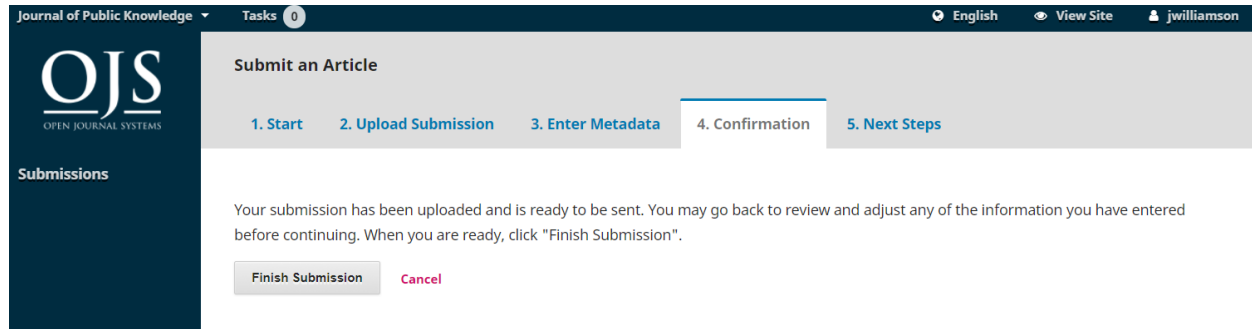

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword. Click **Save and Continue** to move forward.
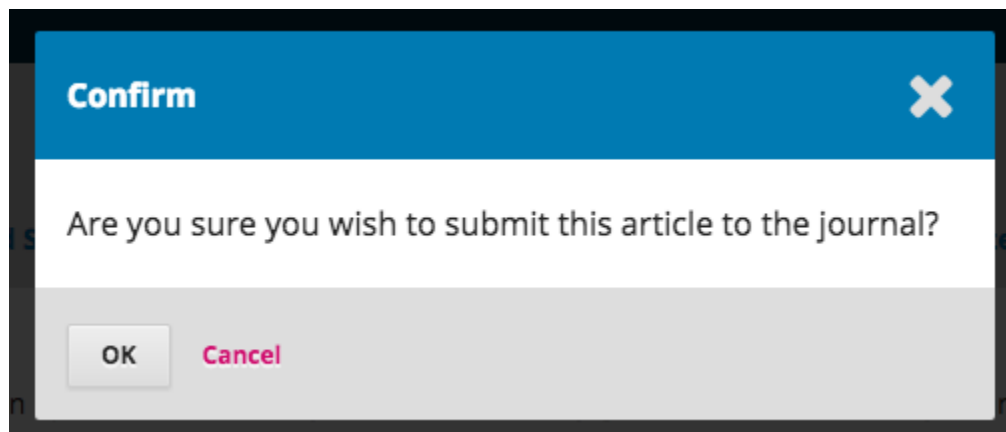
Step 4

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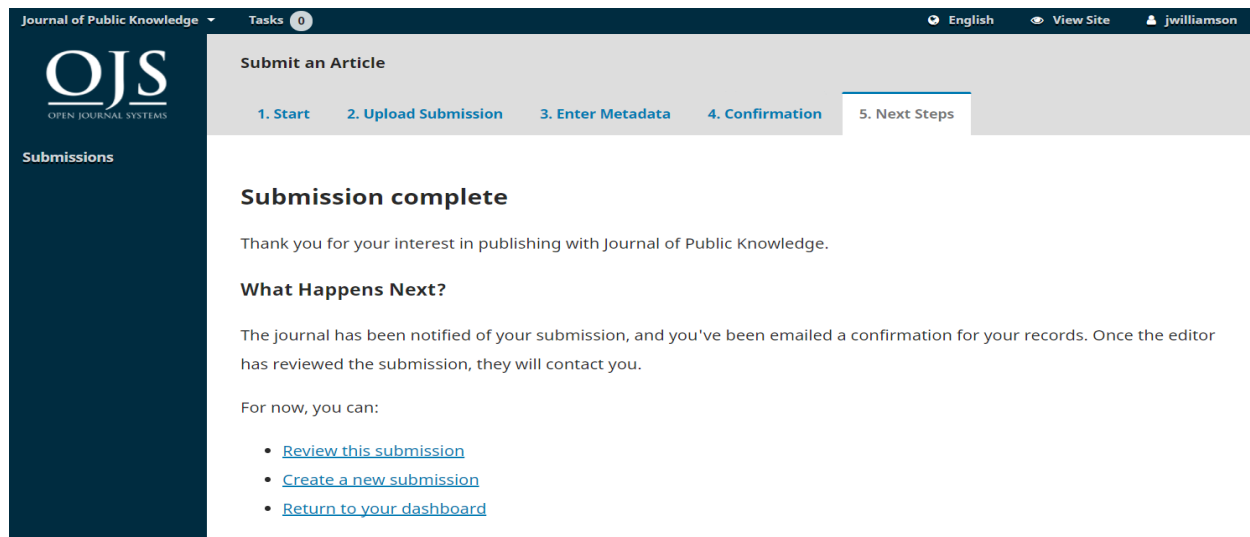
Click **Finish Submission**.

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

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

Dashboard

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

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 with the decision, login to your dashboard. Select the manuscript you have been notified about.

Within the Review tab of the manuscript, you will also see a copy of the Editorial Decision under Notifications. Depending on the type of peer review the journal uses, you may see less information on the Review tab of the journal. The example below shows an open peer review which allows authors to see who the reviewer was.

To view the Editorial decision, click the link under notifications.

Notifications ✕

[OJS] Editor Decision

2020-05-26 05:47 PM

John Jacobs:

We have reached a decision regarding your submission to OJS 3.2.0.3, "What are innovations in peer review and editorial assessment for?".

Our decision is: Revisions Required

Stacy Reviewer

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse metus enim, sodales eget sagittis sed, faucibus sed orci. Pellentesque ut feugiat velit, sit amet imperdiet ex. Duis tincidunt felis eget justo ornare, sed ultricies ipsum dictum. Nulla eget porttitor elit. Vestibulum tellus dolor, suscipit vitae molestie non, varius a enim. Sed aliquet nunc et ligula vestibulum, vitae blandit orci suscipit. Vivamus eu imperdiet metus. In eu nibh dignissim, luctus lorem eget, lacinia risus. Vestibulum auctor augue ac nunc mattis imperdiet quis vel orci. Vestibulum et viverra dolor, in dapibus erat. Nam et metus ut metus pharetra molestie vitae ut nulla. Nam purus risus, iaculis ut ligula ac, laoreet faucibus lorem. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Nullam mauris lectus, interdum ut elit ac, pellentesque gravida mauris

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

Uploading the Revised File

Once you're ready to upload the revised file, scroll down the page and find the panel for **Revisions**. Use the *Upload a File* link to upload your revised manuscript.

Round 1 Status

Revisions have been requested.

Notifications

[JPK] Editor Decision   2016-08-30 08:32 PM

Reviewer's Attachments   🔍 Search

No Files

Revisions   🔍 Search   **Upload File**

No Files

Review Discussions   **Add discussion**

Name	From	Last Reply	Replies	Closed
No Items				

Upload Review File   ✕

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

If you are uploading a revision of an existing file, please indicate which file.

Author, submission-manuscript.docx   ⬍

Article Component *

Article Text   ⬍
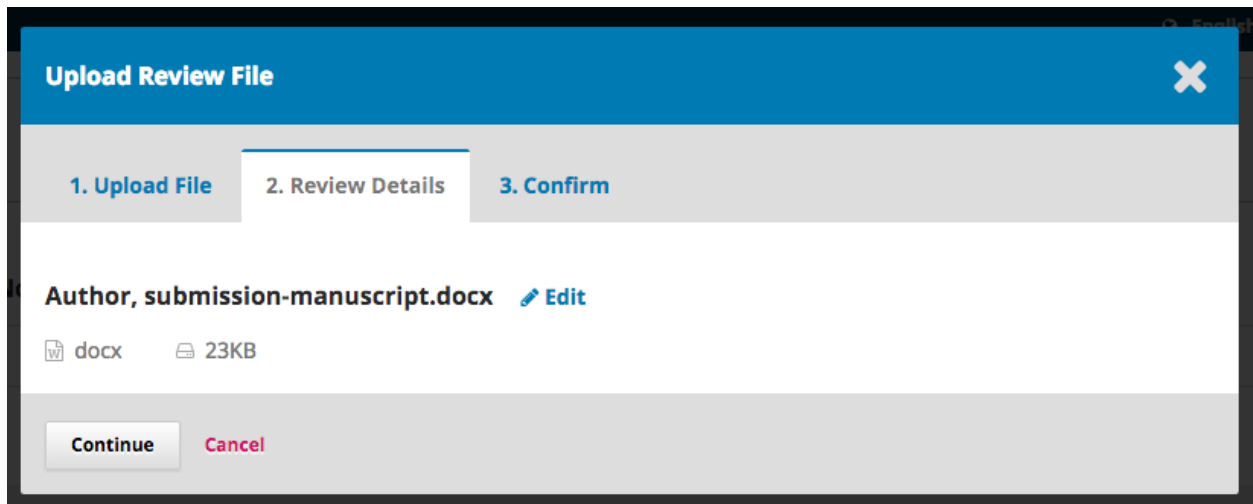
Drag and drop a file here to begin upload   **Upload File**
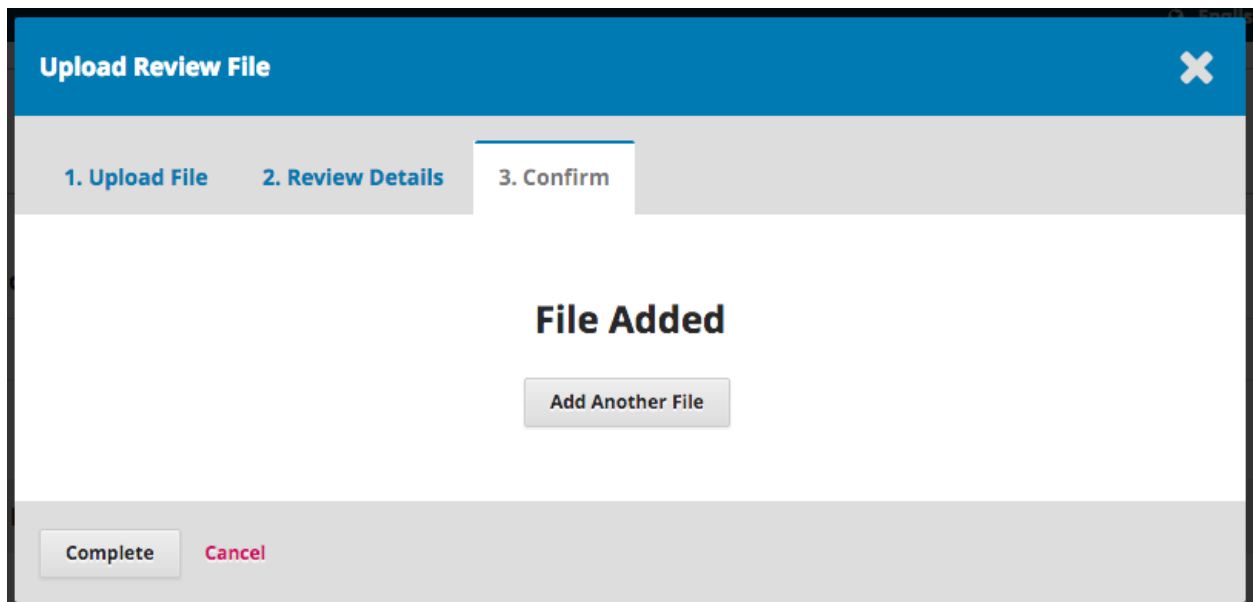
* Denotes required field

Continue   **Cancel**

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		Q Search	Upload File
▶ 📄 164-1 Author, submission-manuscript.docx		Article Text	

Inform the Editor

The editor will receive a notification about the new file(s) being uploaded. Additionally you can inform the editor via the Review Discussion panel as explained below.

Review Discussions				Add discussion
Name	From	Last Reply	Replies	Closed
No Items				

From there, select the *Add Discussion* link. Select the users you want to notify under Participants.

Add discussion ✖

Participants

☐ Stacy Reviewer, Reviewer (Open)

☐ Edwin Editor, Journal editor

☑ John Jacobs, Author

Subject *

Message *

| 🗋 📋 | B | I | U | 🔗 | ✂ | <> | ⤢ | 🖼 | ⬆ |

Attached Files   Q Search   Upload File

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				Add discussion
Name	From	Last Reply	Replies	Closed
▸ Revision uploaded	mishkin Aug/30	-	0	☐

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 notifications show up in order of date, meaning the most recent one will be on the bottom. Click on it to open the message (which is the same as the email you would have also received).

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.

Clicking the discussion title will open it up.

Congratulations! You've been accepted and your submission file is moving on to the Copyedit 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 are 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.