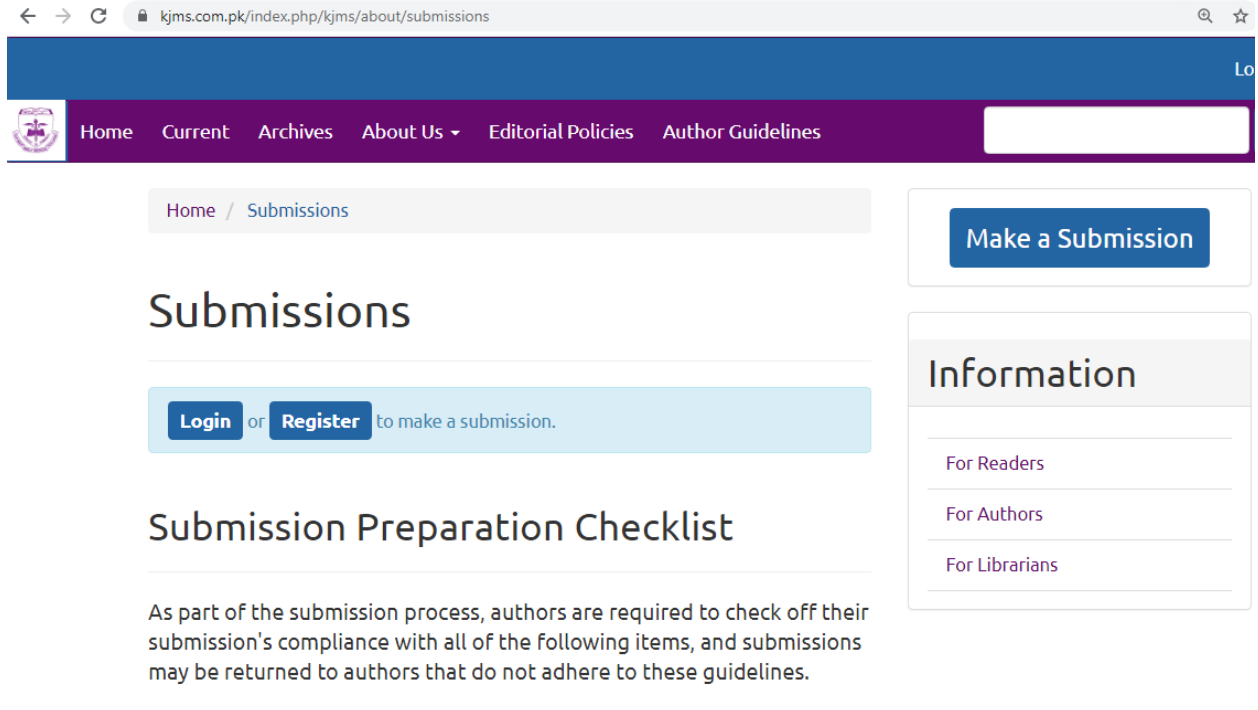


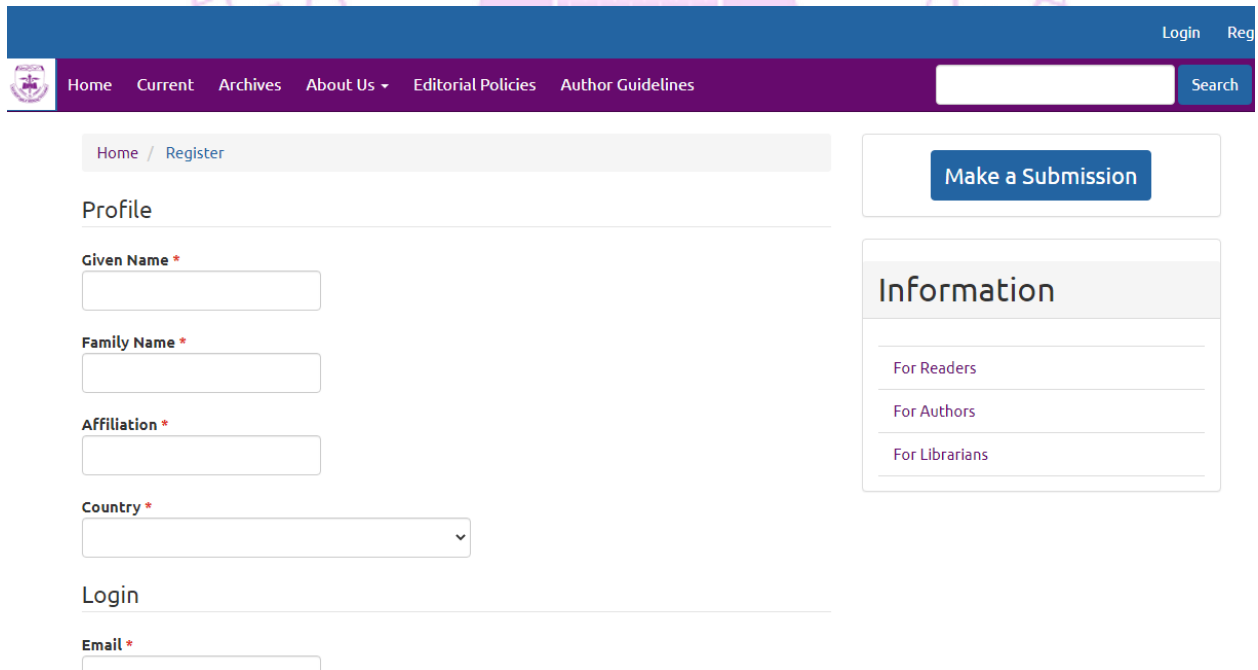
# Submitting an Article

Start a new submission by clicking the [Make a Submission](#) button on the right side of the screen.



The screenshot shows the journal's submission page. At the top, there is a navigation bar with links for Home, Current, Archives, About Us, Editorial Policies, and Author Guidelines. A search bar is located on the right. Below the navigation bar, a breadcrumb trail reads "Home / Submissions". The main heading is "Submissions". A light blue box contains the text "Login or Register to make a submission." Below this is a "Submission Preparation Checklist" section with introductory text. On the right side, there is a "Make a Submission" button and an "Information" sidebar with links for "For Readers", "For Authors", and "For Librarians".

It will open a page containing [Login](#) and [Register](#) buttons on the top. If you don't have an account click on [Register](#) link to create an account.



The screenshot shows the registration page. The navigation bar is similar to the previous page but includes "Login" and "Reg" links. The breadcrumb trail is "Home / Register". A "Make a Submission" button is visible on the right. The "Information" sidebar is also present. The main content area is titled "Profile" and contains several form fields: "Given Name \*", "Family Name \*", "Affiliation \*", and "Country \*". Below the profile section is a "Login" section with an "Email \*" field.

If you already have account click on [Login](#) button

The screenshot shows the top navigation bar of the journal website. It includes a search bar and links for 'Home', 'Current', 'Archives', 'About Us', 'Editorial Policies', and 'Author Guidelines'. Below the navigation bar, there is a 'Home / Login' breadcrumb, a 'Make a Submission' button, and a login form with fields for 'Username' and 'Password'. An 'Information' section is also visible on the right side.

After logging in you will be taken to Step 1 of a 5-Step process to upload and describe your submission.

The screenshot shows the 'Submissions' dashboard. It features a 'My Queue' and 'Archives' tab, a 'My Assigned' section with a search bar, and a 'New Submission' button. The dashboard is part of the 'Khyber Journal Of Medical Sciences' interface.

## Step 1

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

The screenshot shows the 'Submit an Article' form, Step 1. The form is titled 'Submit an Article' and has a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is set to 'Original Article'. Below this, there is a 'Section Policy' section with 'Submission Requirements' and a 'Comments for the Editor' text area. At the bottom, there are checkboxes for 'Acknowledge the copyright statement' and 'I agree to have my data collected and stored according to the privacy statement'. The form ends with 'Save and continue' and 'Cancel' buttons.

To begin select the appropriate [section](#) for your submission (e.g., Original Article, Editorial 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.

Khyber Journal Of Medical Sciences

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component \*

Select article component

[Ensuring a Blind Review](#)

Continue Cancel

First, you MUST select an [Article Component](#). This lets the system know whether the file is the main manuscript, a covering letter, etc. This must be selected before your file will upload.

Khyber Journal Of Medical Sciences

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

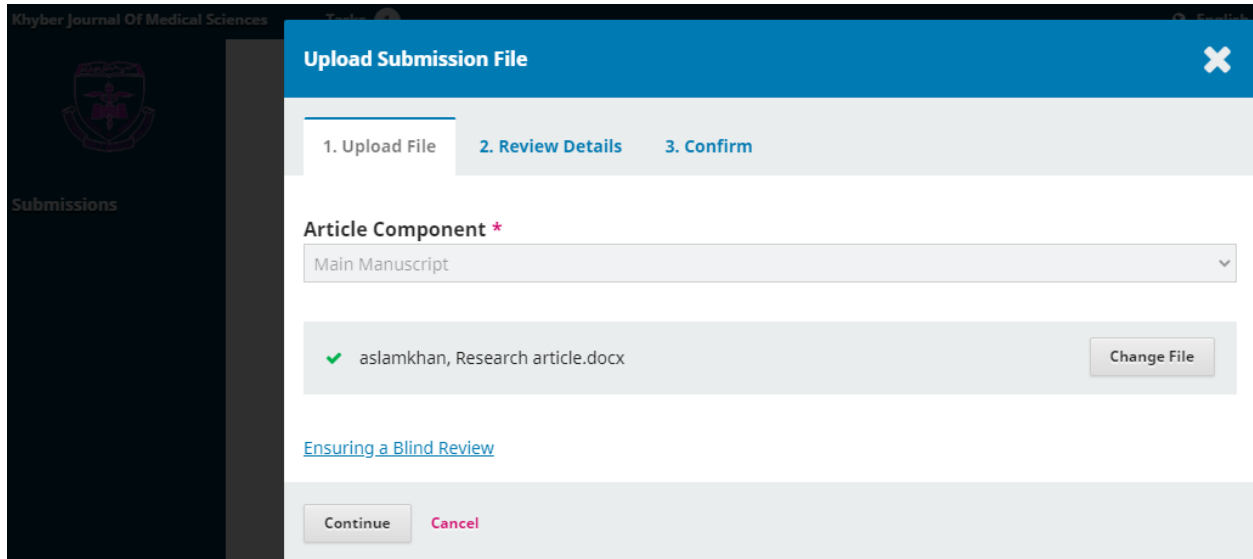
Article Component \*

Select article component

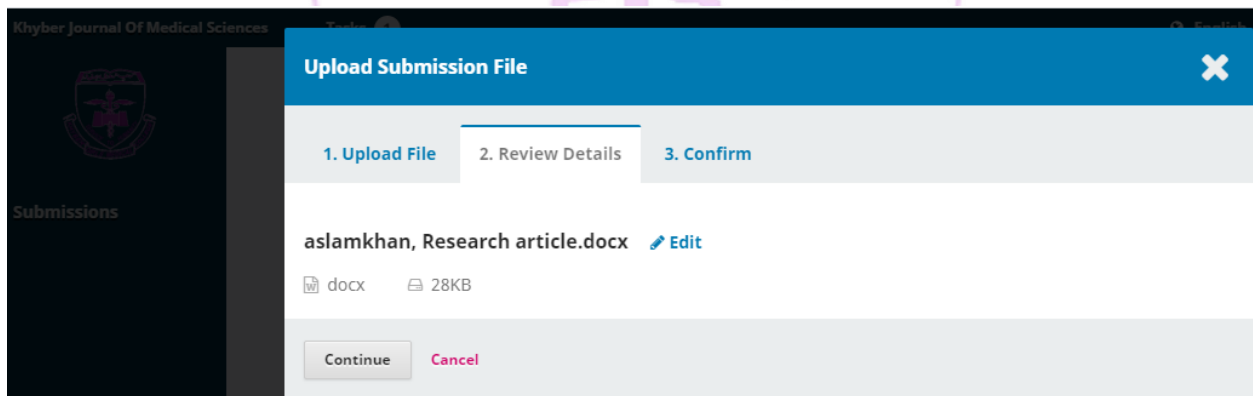
- Select article component
- Main Manuscript
- Covering Letter
- Submission Form
- Supplementary Files
- Intitutional Review Board/Ethical Review Committee Certificate
- Other

Continue Cancel

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 main manuscript. Hit the [Continue](#) button once the file uploads. See the Screenshot below;



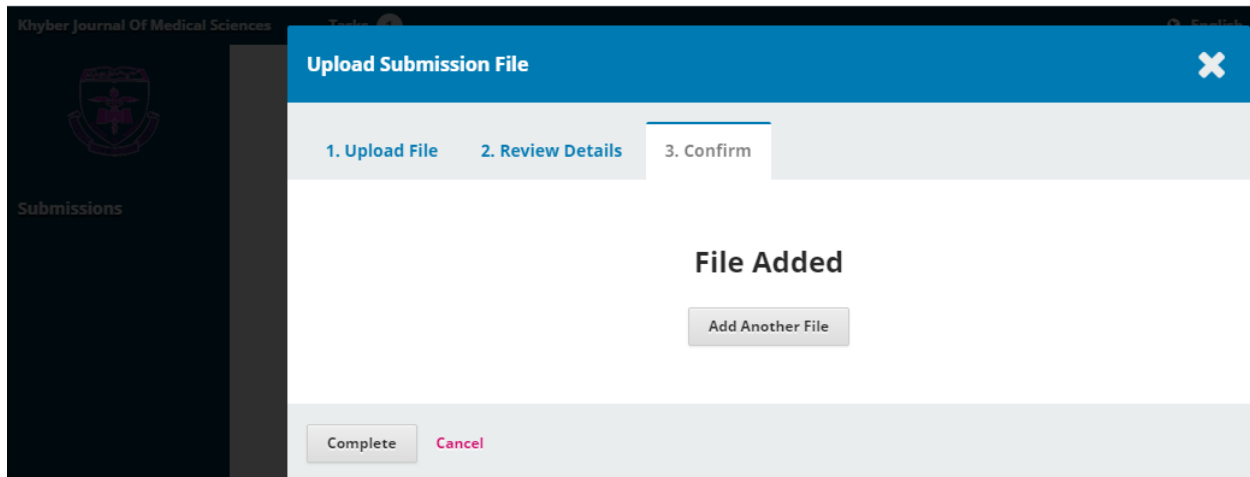
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.



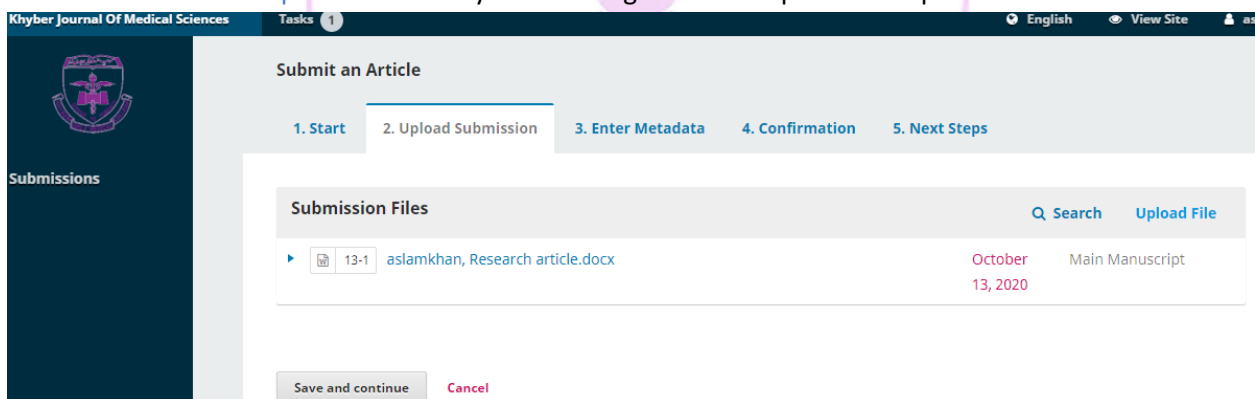
Click the [Continue](#) button.

Next, you have the option to repeat the process to upload additional files (e.g., a submission form or a supplementary file).

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 on [Upload File](#) link if you have forgotten a component to upload.



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

### Step 3

3.1. 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](#).

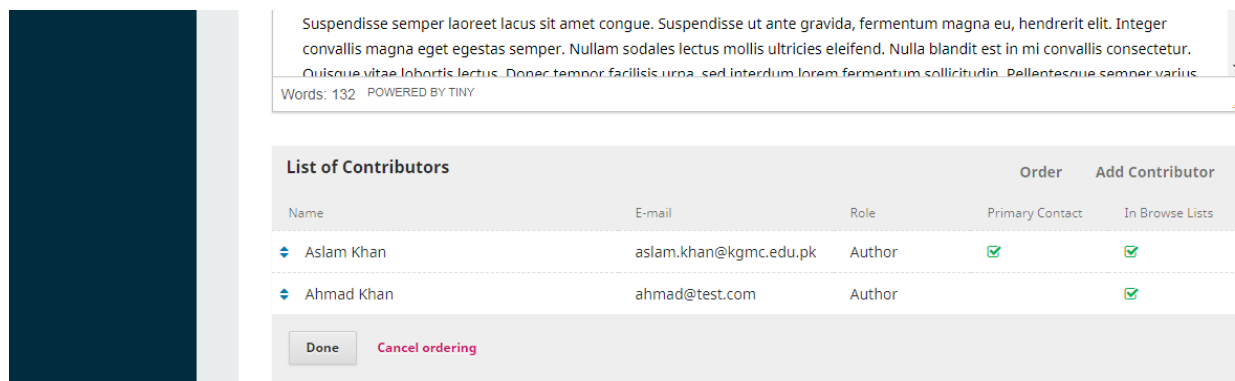
The screenshot shows a web interface for submitting a paper. At the top, there are five tabs: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The '4. Confirmation' tab is active. On the left, there is a dark blue sidebar with the word 'Submissions' in white. The main content area contains several form fields: 'Prefix' (empty), 'Title \*' (containing 'Lorem ipsum dolor sit amet'), and 'Subtitle' (empty). Below these is the 'Abstract \*' section, which includes a note: 'The abstract must be 250 words or less.' and a rich text editor with a toolbar and placeholder text. At the bottom, there is a 'List of Contributors' table with an 'Add Contributor' link on the right.

| Name         | E-mail                 | Role   | Primary Contact | In Browse Lists |
|--------------|------------------------|--------|-----------------|-----------------|
| ▶ Aslam Khan | aslam.khan@kgmc.edu.pk | Author | ✓               | ✓               |

3.2. You can add more contributors (e.g., co-authors), by clicking the [Add Contributors](#) link on the right bottom corner of this page as you can see in the above screenshot. This will open a new window with fields to enter their information.

The screenshot shows a modal window titled 'Add Contributor' with a close button (X) in the top right corner. The form contains the following fields: 'Name' (split into 'Given Name \*' and 'Family Name'), 'Preferred Public Name' (with a note: 'How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.'), 'Contact' (with a note: 'Email \*'), and 'Country \*' (a dropdown menu).

Click on [Order](#) link (to the left side of [Add Contributors](#) link) and drag upward or downward any contributor through your mouse and press [Done](#) button if you want to change order of the contributors list. *Make sure that this order and your main manuscript authors order is same.*



The screenshot shows a text editor at the top with placeholder text and a word count of 132. Below it is a table titled "List of Contributors".

| List of Contributors |                        |        | Order                               | Add Contributor                     |
|----------------------|------------------------|--------|-------------------------------------|-------------------------------------|
| Name                 | E-mail                 | Role   | Primary Contact                     | In Browse Lists                     |
| Aslam Khan           | aslam.khan@kgmc.edu.pk | Author | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ahmad Khan           | ahmad@test.com         | Author | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

At the bottom of the table are two buttons: "Done" and "Cancel ordering".

**3.3.** Now add your keywords one by one in the box given. Write/Paste a keyword then press enter and repeat the same process for all the keywords.

#### Additional Refinements

##### Keywords

Add additional information for your submission. Press 'enter' after each term.

keyword 1 × keyword 2 × keyword 3 × |

Save and continue

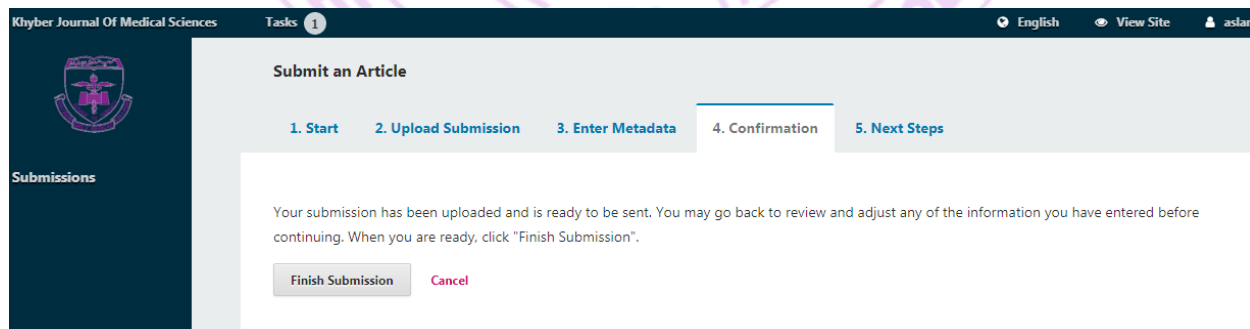
Cancel

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](#).



The screenshot shows the "Submit an Article" page with a progress bar indicating the current step is "4. Confirmation". The page contains the following text:

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".

At the bottom are two buttons: "Finish Submission" and "Cancel".

After clicking [Finish Submission](#) button you'll get a message "Thank you for your interest in publishing with Khyber Journal of Medical Sciences".

Your submission is complete now and the editor is notified about the submission.