

# Submitting an Article

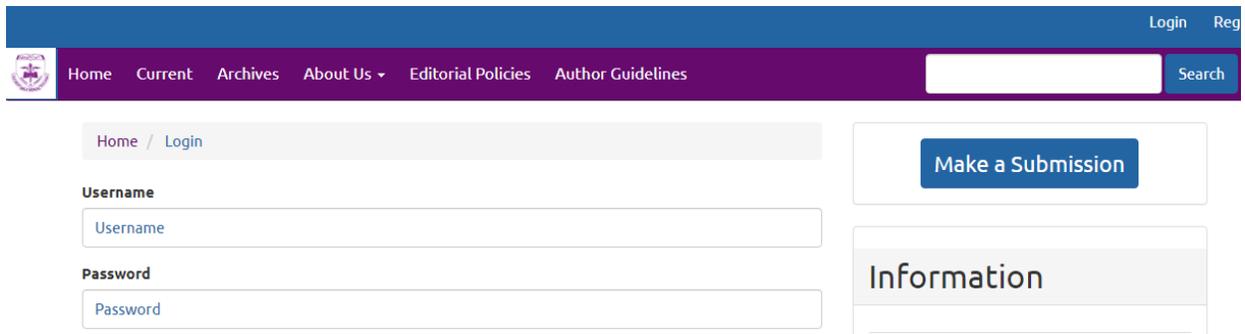
Start a new submission by clicking the [Make a Submission](#) button on the right side of the screen.

The screenshot shows the 'Submissions' page of the KJMS website. The browser address bar displays 'kjms.com.pk/index.php/kjms/about/submissions'. The navigation menu includes 'Home', 'Current', 'Archives', 'About Us', 'Editorial Policies', and 'Author Guidelines'. A search bar is located on the right. The main content area features a breadcrumb trail 'Home / Submissions', a 'Make a Submission' button, and a section titled 'Submissions' with 'Login' and 'Register' buttons. Below this is a 'Submission Preparation Checklist' section with introductory text. A right-hand sidebar contains an 'Information' section 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.

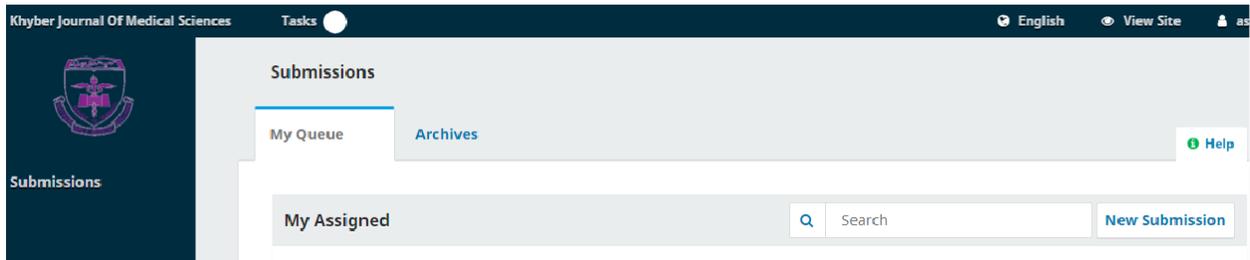
The screenshot shows the 'Register' page of the KJMS website. The browser address bar displays 'kjms.com.pk/index.php/kjms/about/submissions/register'. The navigation menu is the same as the previous page. The main content area features a breadcrumb trail 'Home / Register', a 'Make a Submission' button, and a 'Profile' section with input fields for 'Given Name', 'Family Name', 'Affiliation', and 'Country'. Below the profile section is a 'Login' section with an 'Email' input field. The right-hand sidebar contains an 'Information' section with links for 'For Readers', 'For Authors', and 'For Librarians'.

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



The screenshot shows the top navigation bar of the journal website. It includes a logo on the left, a menu with 'Home', 'Current', 'Archives', 'About Us', 'Editorial Policies', and 'Author Guidelines', a search box, and 'Login' and 'Reg' buttons on the right. Below the navigation bar, there is a breadcrumb trail 'Home / Login'. On the left, there are input fields for 'Username' and 'Password'. On the right, there is a 'Make a Submission' button and an 'Information' section.

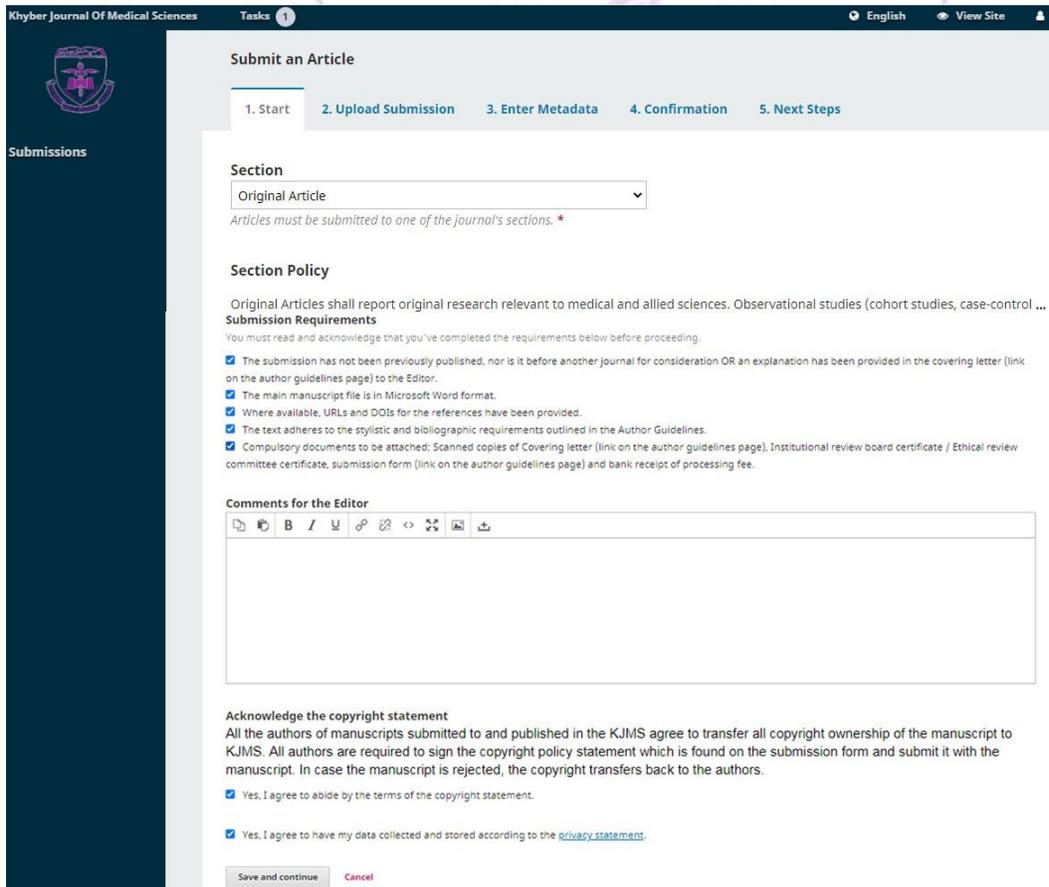
After logging in you will be taken to Step 1 of a 5-Step process to upload and describe your submission.



The screenshot shows the 'Submissions' page of the journal. It features a dark blue sidebar with the journal's logo and the word 'Submissions'. The main content area has a 'Submissions' header with tabs for 'My Queue' and 'Archives'. Below this is a 'My Assigned' section with a search box and a 'New Submission' button. A 'Help' button is also visible.

## Step 1

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



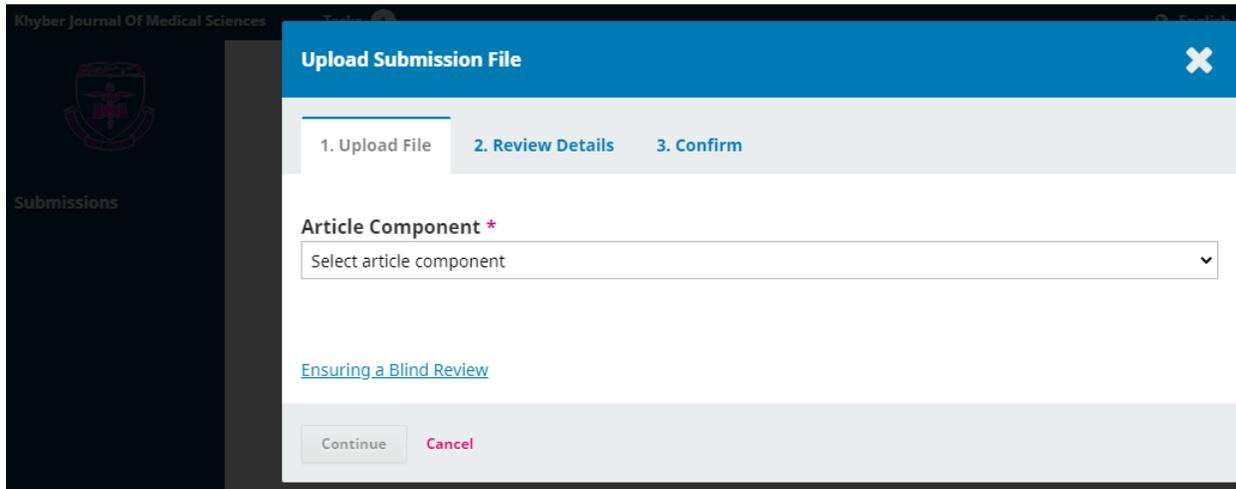
The screenshot shows the 'Submit an Article' page. It has a dark blue sidebar with the journal's logo and the word 'Submissions'. The main content area has a 'Submit an Article' header with a progress bar showing five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. Below the progress bar, there is a 'Section' dropdown menu with 'Original Article' selected. A note states: 'Articles must be submitted to one of the Journal's sections. \*'. Under 'Section Policy', there is a paragraph of text and a 'Submission Requirements' section with a list of five requirements, each with a checked checkbox. Below this is a 'Comments for the Editor' section with a rich text editor. At the bottom, there is an 'Acknowledge the copyright statement' section with a paragraph of text and two checked checkboxes. At the very bottom, there are '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.

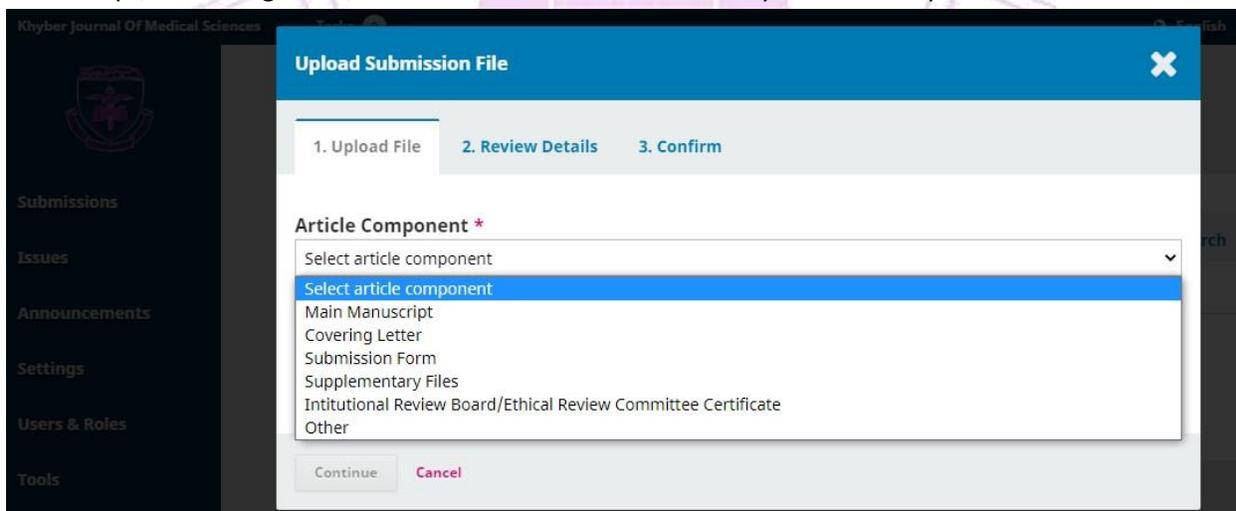
Read and agree to the statements in the submission checklist by checking each box. Include any [comments for the editor](#), read the journal's [privacy statement](#), and then click the [Save and Continue](#) button to move to Step 2.

## Step 2

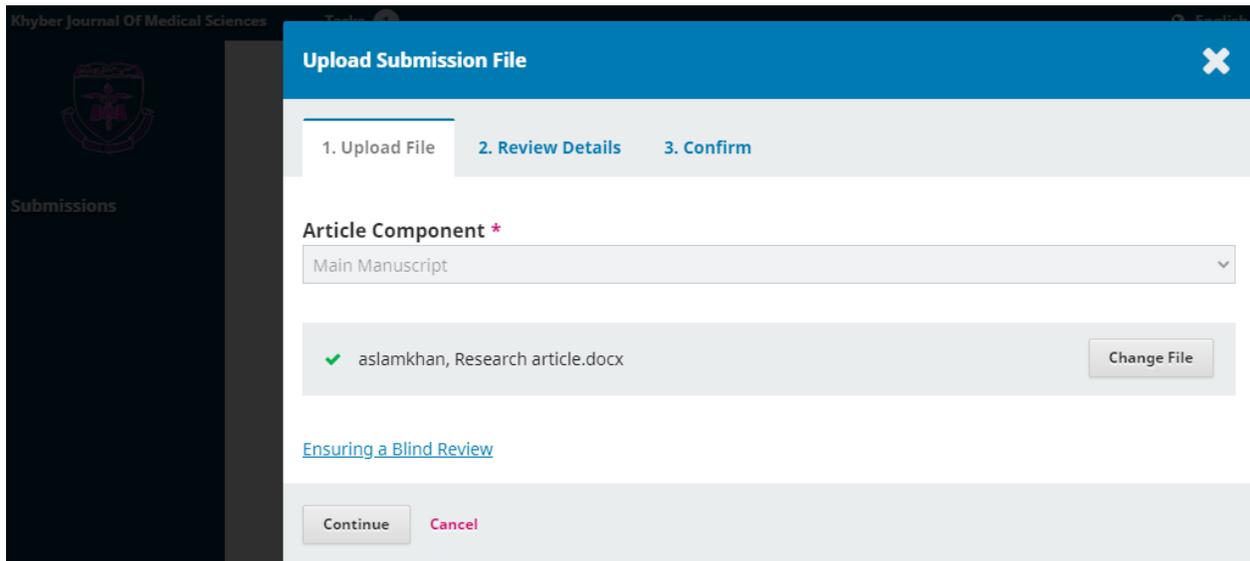
On Step 2, a window will open allowing you to upload your submission file.



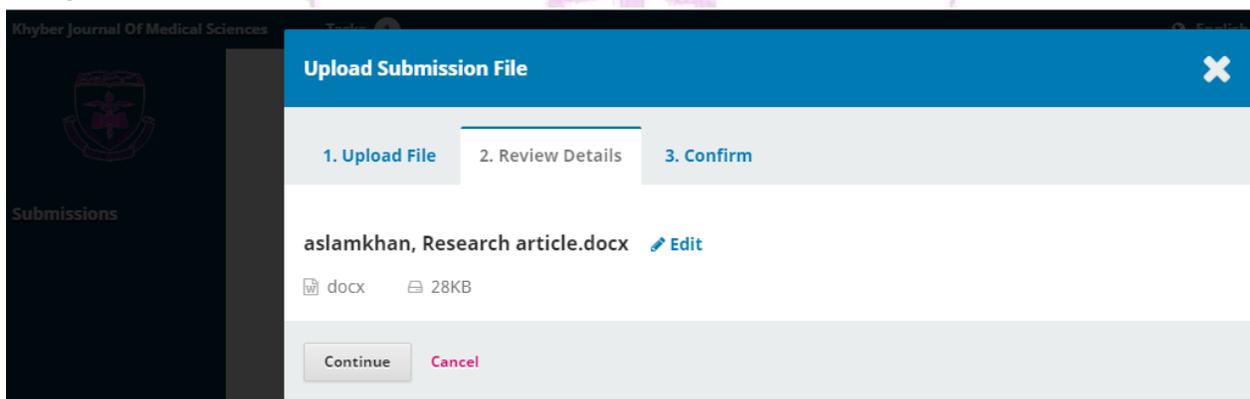
First, you MUST select an [Article Component](#). This lets the system know whether the file is the main manuscript, a covering letter, etc. This must be selected before your file will upload.



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;



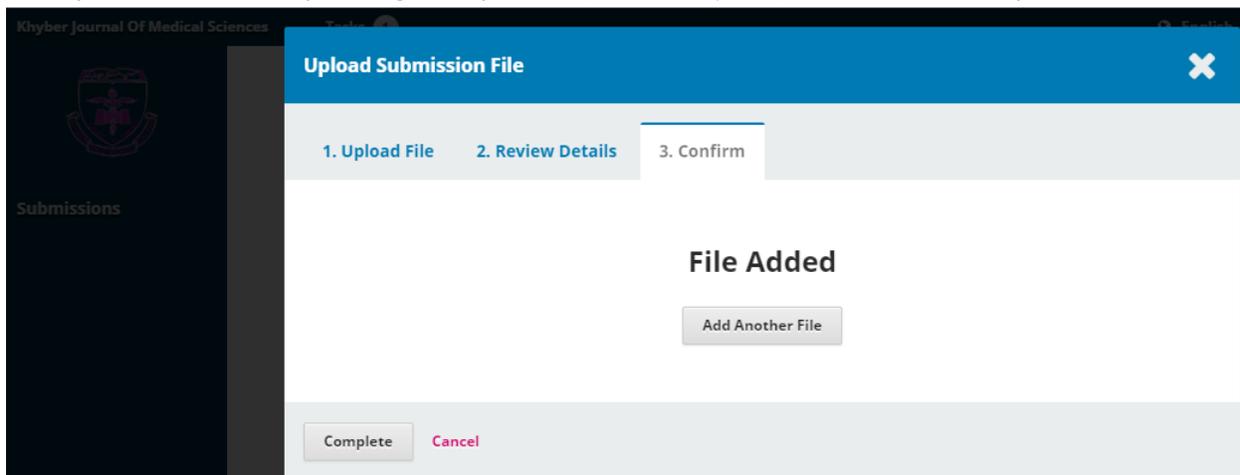
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.



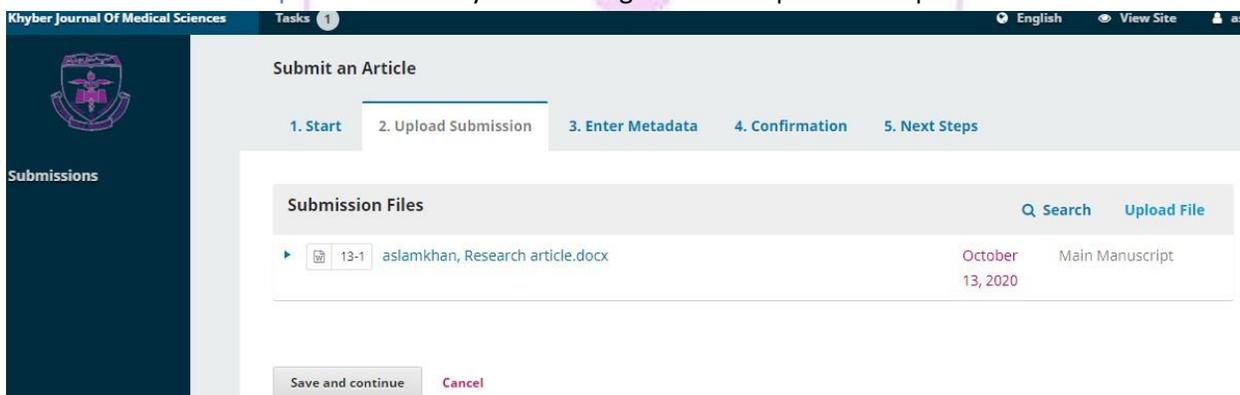
Click the [Continue](#) button.

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 submission confirmation page with a dark blue sidebar labeled "Submissions". The main content area has a progress bar at the top with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (highlighted), and 5. Next Steps.

**Prefix** and **Title \*** fields are present. The Title field contains "Lorem ipsum dolor sit amet". Below the Title field, it says "Examples: A. The".

**Subtitle** field is empty.

**Abstract \*** field is present. Below it, it says "The abstract must be 250 words or less." The abstract text is "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed malesuada sit amet tellus vel sodales. Fusce hendrerit, lorem vel facilisis dignissim, ex lacus molestie nisl, eu mollis sem erat eu mauris. Maecenas id rutrum ante, eu imperdiet ligula. Vivamus mi lectus, consequat id felis semper, tristique rutrum nunc. Fusce et quam mi. Orci varius natoque penatibus et magnis dis parturient Suspendisse semper laoreet lacus sit amet congue. Suspendisse ut ante gravida, fermentum magna eu, hendrerit elit. Integer convallis magna eget egestas semper. Nullam sodales lectus mollis ultricies eleifend. Nulla blandit est in mi convallis consectetur. Quisque vitae lobortis lectus. Donec tempor facilisis urna. sed interdum lorem fermentum sollicitudin. Pellentesque semper varius". Below the text, it says "Words: 132 POWERED BY TINY".

**List of Contributors** table:

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"/>

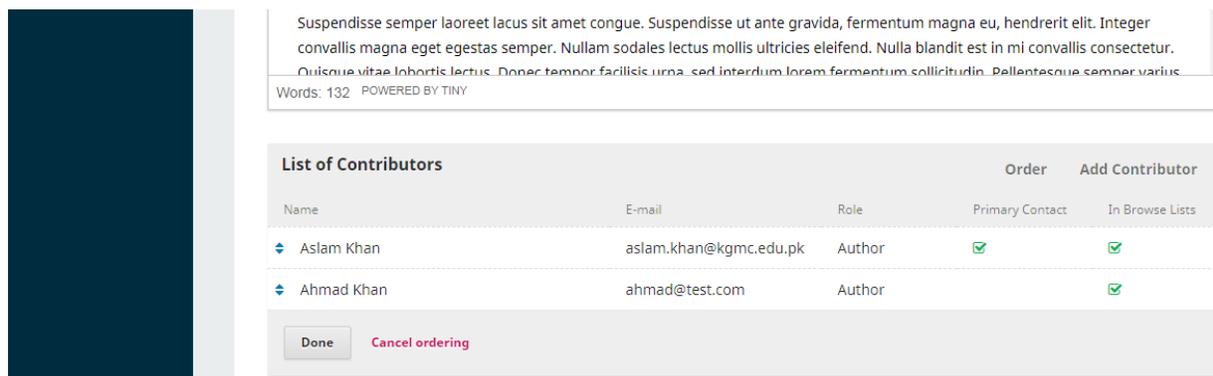
[Add Contributor](#) link is visible on the right side of the table.

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**: Two input fields for "Given Name \*" and "Family Name".
- How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.**: A text input field for "Preferred Public Name".
- Contact**: An input field for "Email \*".
- Country**: A dropdown menu for "Country \*".

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".

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](#)

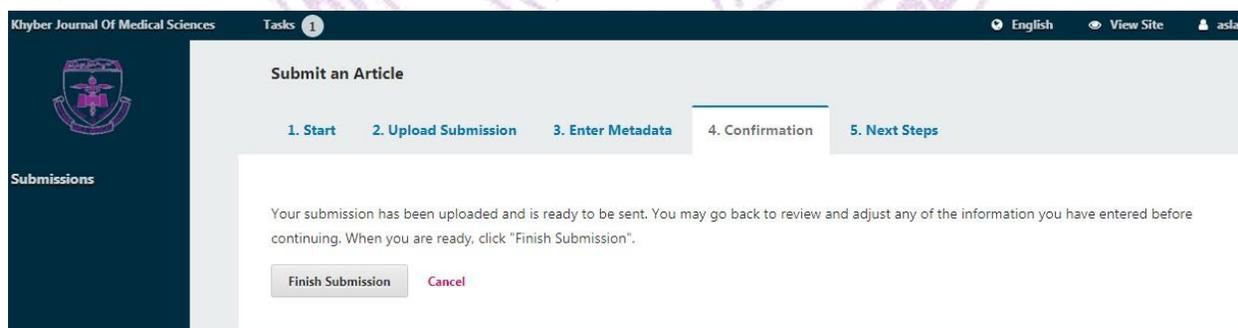
[Cancel](#)

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.

**Note:** *Once you confirm your submission, you'll not be able to change/edit it but if you think you have missed something during the process, you can go to your submission and add a discussion for the Admin / send an email to [editor@kjms.com.pk](mailto:editor@kjms.com.pk) to allow you to edit.*

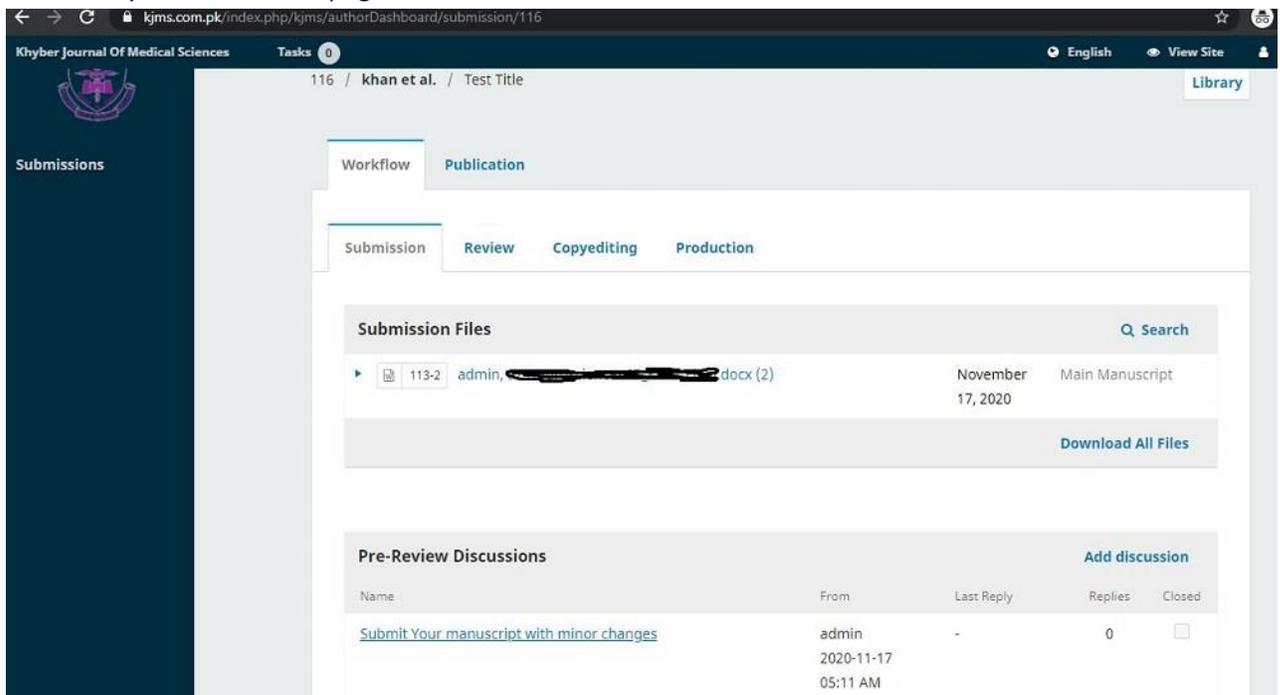
After completing your submission your article is on editorial desk and is being inspected by the editors. There are three possible outcomes of your article;

### 1. Decline

If your article is not worthy to be considered, it will be declined with an email notification containing the reason of decline.

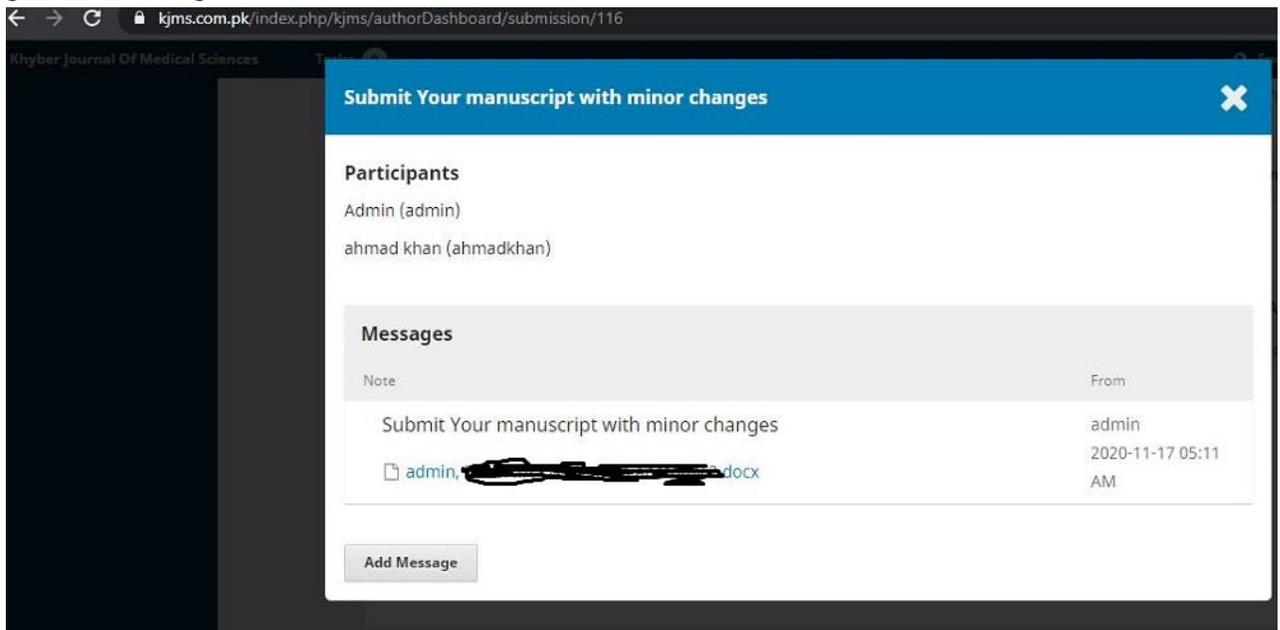
### 2. Revision required at this stage

If revision required, you'll get an email notification as well as a notification in your KJMS Account containing a link. After clicking on the link you'll be redirected to the Pre-Review Discussion section in your Submission page of KJMS.



The screenshot shows the KJMS Author Dashboard for submission 116. The page is titled "116 / khan et al. / Test Title". The navigation menu includes "Workflow" and "Publication". Under "Publication", there are tabs for "Submission", "Review", "Copyediting", and "Production". The "Submission Files" section shows a file named "admin, [redacted].docx (2)" submitted on November 17, 2020, with the label "Main Manuscript". A "Download All Files" button is present. The "Pre-Review Discussions" section shows a message from "admin" with the subject "Submit Your manuscript with minor changes" dated 2020-11-17 05:11 AM. The message has 0 replies and is not closed.

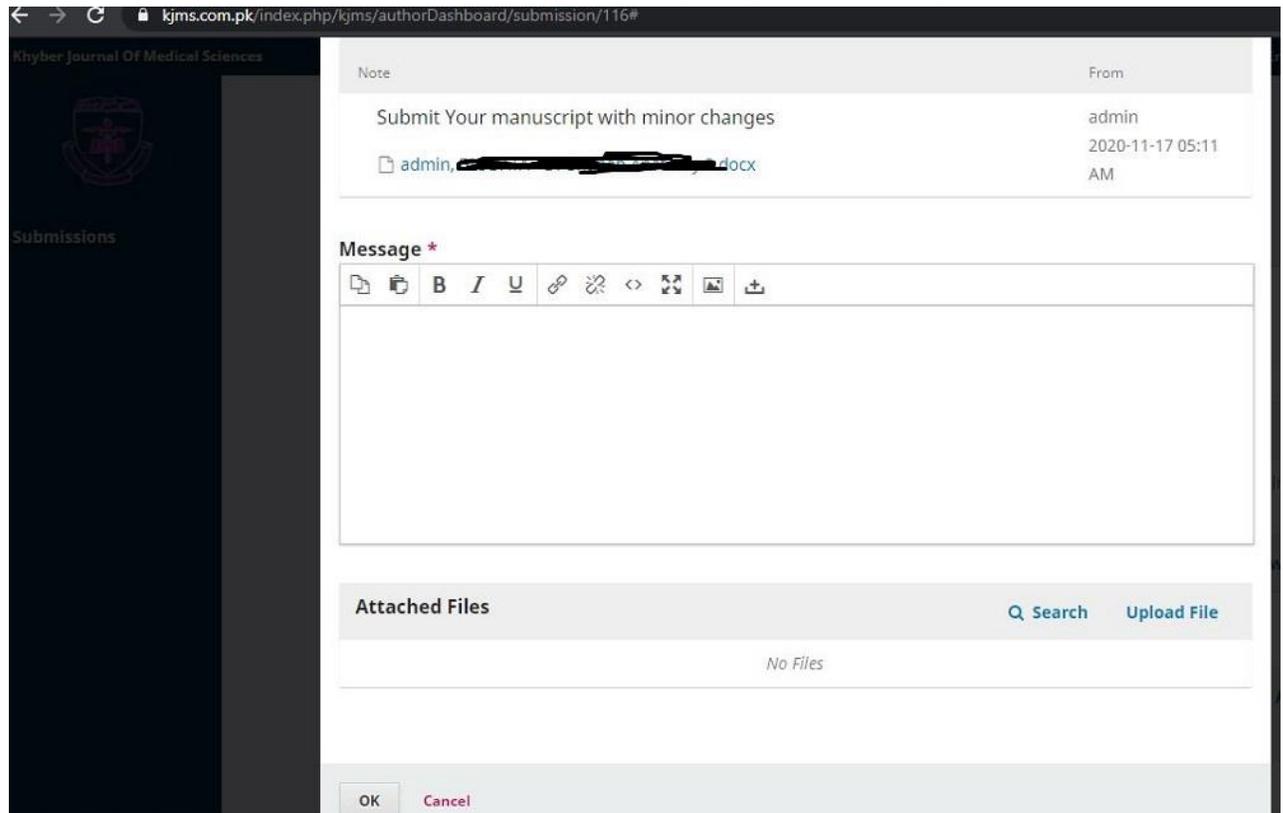
Here you will see a message subject in this section, after clicking on the message subject you'll get the following box



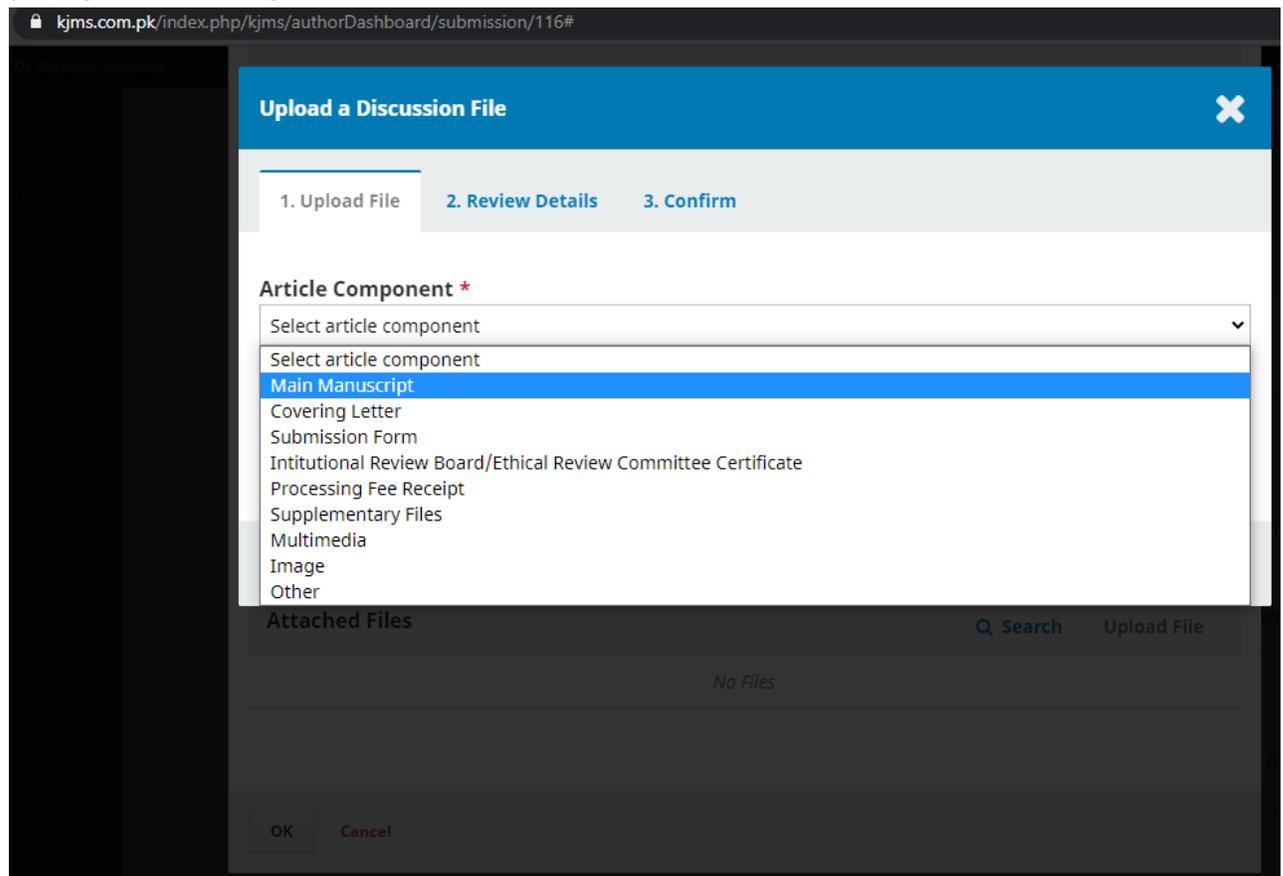
The screenshot shows the details of the pre-review discussion message. The title is "Submit Your manuscript with minor changes". The participants are "Admin (admin)" and "ahmad khan (ahmadkhan)". The message section shows a note from "admin" with the subject "Submit Your manuscript with minor changes" and a file attachment "admin, [redacted].docx" dated 2020-11-17 05:11 AM. There is an "Add Message" button at the bottom.

Here you'll see complete details of the message along with the file if attached by the

editor/admin. Download the attached file and check for the comments. Rectify your article accordingly and resend it by clicking the Add Message button as you can see in the above screenshot. When you click on the Add Message button you'll get the following box



Add your message and attach/upload file if revision required. When you click on the Upload File, you'll get the following box



Upload your file and press Ok button to complete your response to the editor/admin.

### 3. Forward to the review stage

When your article is forwarded to the review stage, the editor/admin will again communicate in the same way, but you'll see the discussion in the Review Discussion section of Review tab/menu of your KJMS account.

The screenshot displays the Khyber Journal of Medical Sciences (KJMS) author dashboard. The page title is "116 / khan et al. / Test Title". The navigation menu includes "Workflow" and "Publication". The "Review" tab is active, showing "Submission", "Review", "Copyediting", and "Production" sub-tabs. The "Review" sub-tab is selected, displaying a "Reviewer's Attachments" section with a search icon and a "Revisions" section with "No Files" and search/upload options. The "Review Discussions" section shows a table with one entry: "Revision Required" from "admin" on "2020-11-17 05:49 AM".

Name	From	Last Reply	Replies	Closed
<a href="#">Revision Required</a>	admin	2020-11-17 05:49 AM		<input type="checkbox"/>

You'll have to communicate/send-file in the same manner as discussed in the above stage.