

Registering with a Journal and Submitting an article

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



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.



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.

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

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

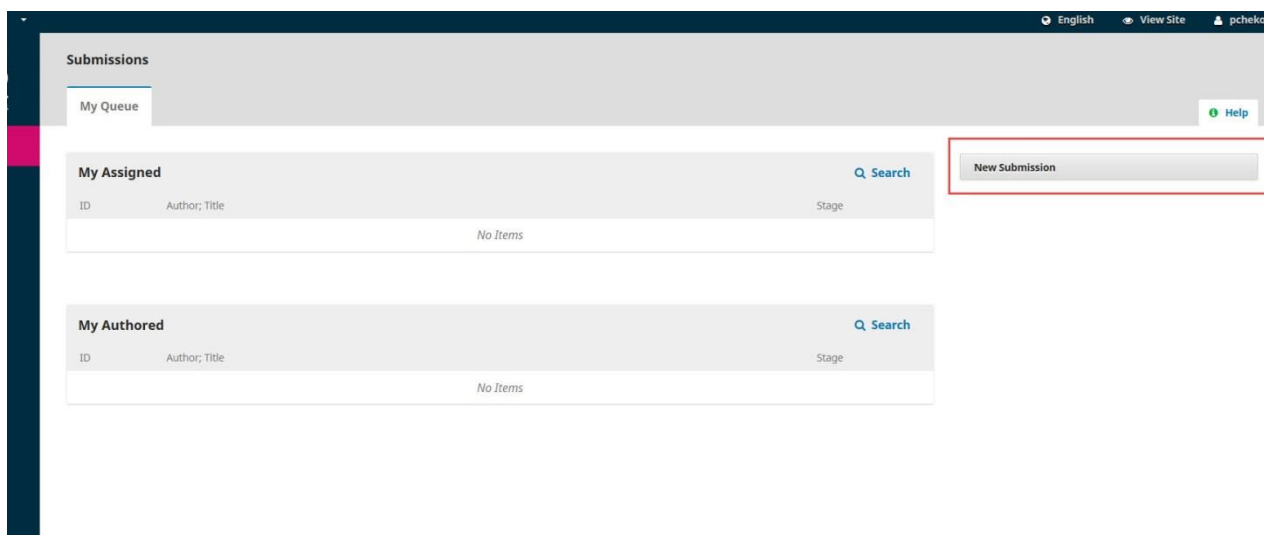
In compliance with GDPR, the new OJS 3.x registration form require you to *agree* to the terms of the privacy policy and consent to opt-in to the newsletter upon registration

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

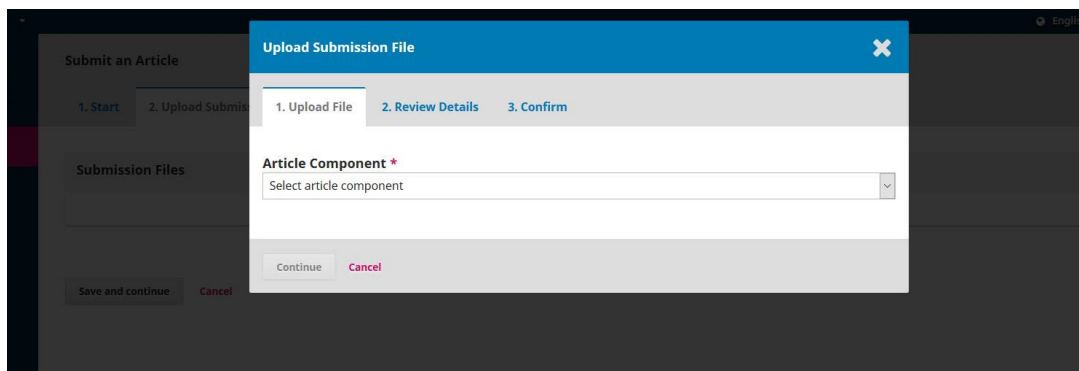
In **Step 1** you will provide preliminary information about your submission.

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.

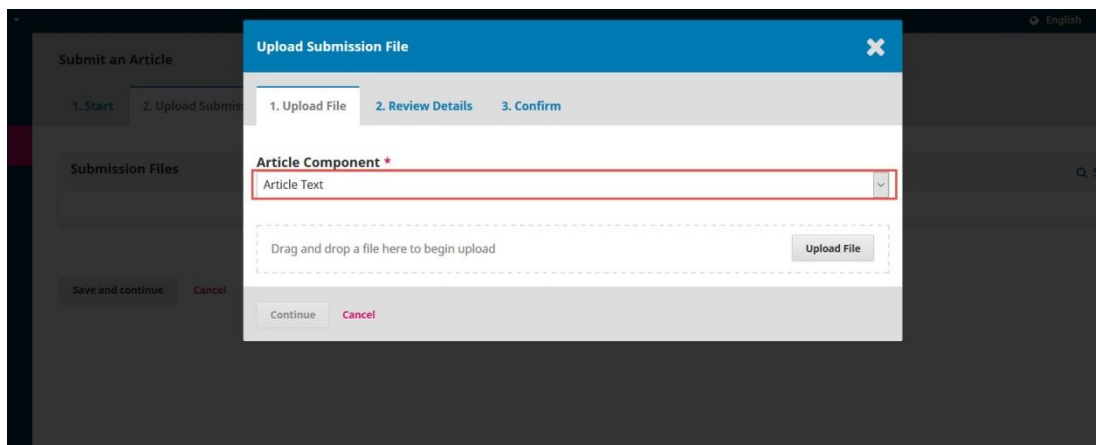
Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

Step 2

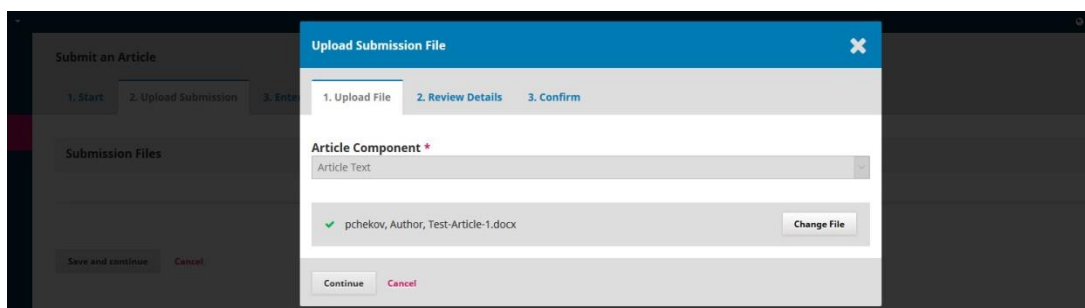
On **Step 2**, a window will open allowing you to upload your submission file.



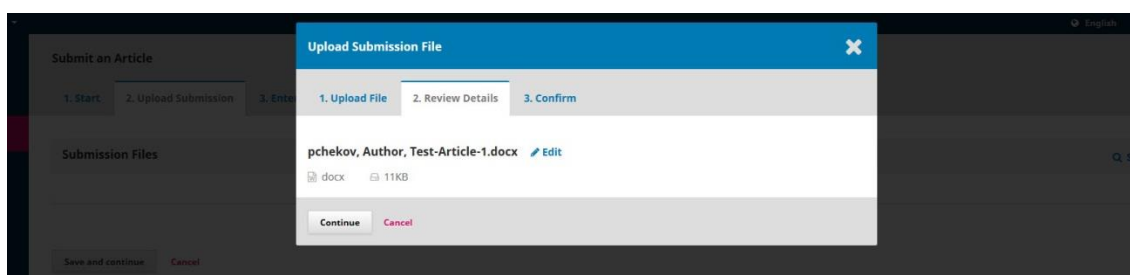
First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



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.



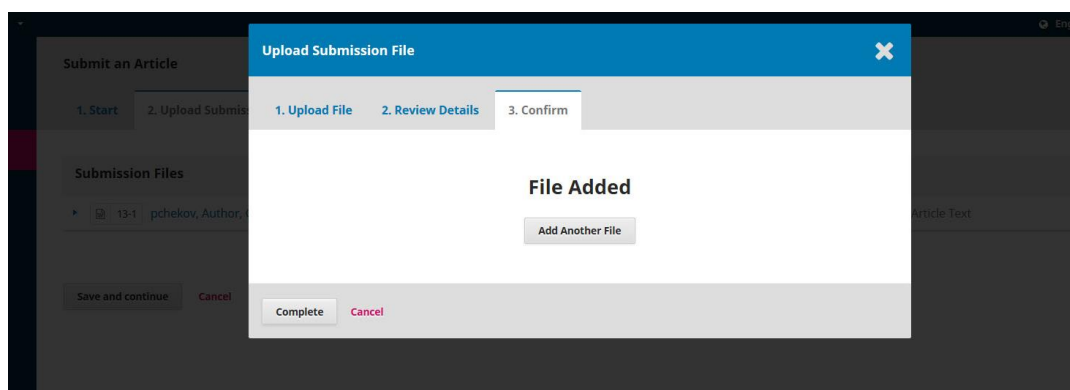
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.



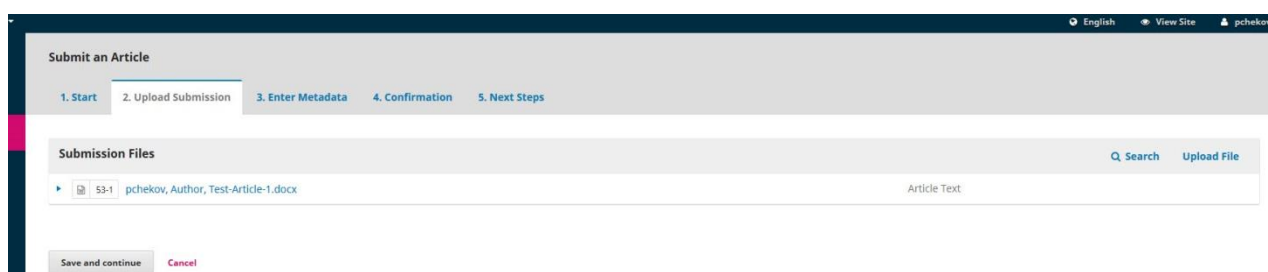
Click the **Continue** button.

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.

Submit an Article

1. Start2. Upload Submission3. Enter Metadata4. Confirmation5. Next Steps

Prefix

Examples: A, The

Subtitle

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

Abstract

1234567891011121314151617181920212223242526272829303132333435363738394041424344454647484950515253545556575859606162636465666768697071727374757677787980818283848586878889909192939495969798991001011021031041051061071081091101111121131141151161171181191201211221231241251261271281291301311321331341351361371381391401411421431441451461471481491501511521531541551561571581591601611621631641651661671681691701711721731741751761771781791801811821831841851861871881891901911921931941951961971981992002012022032042052062072082092102112122132142152162172182192202212222232242252262272282292302312322332342352362372382392402412422432442452462472482492502512522532542552562572582592602612622632642652662672682692702712722732742752762772782792802812822832842852862872882892902912922932942952962972982993003013023033043053063073083093103113123133143153163173183193203213223233243253263273283293303313323333343353363373383393403413423433443453463473483493503513523533543553563573583593603613623633643653663673683693703713723733743753763773783793803813823833843853863873883893903913923933943953963973983994004014024034044054064074084094104114124134144154164174184194204214224234244254264274284294304314324334344354364374384394404414424434444454464474484494504514524534544554564574584594604614624634644654664674684694704714724734744754764774784794804814824834844854864874884894904914924934944954964974984995005015025035045055065075085095105115125135145155165175185195205215225235245255265275285295305315325335345355365375385395405415425435445455465475485495505515525535545555565575585595605615625635645655665675685695705715725735745755765775785795805815825835845855865875885895905915925935945955965975985996006016026036046056066076086096106116126136146156166176186196206216226236246256266276286296306316326336346356366376386396406416426436446456466476486496506516526536546556566576586596606616626636646656666676686696706716726736746756766776786796806816826836846856866876886896906916926936946956966976986997007017027037047057067077087097107117127137147157167177187197207217227237247257267277287297307317327337347357367377387397407417427437447457467477487497507517527537547557567577587597607617627637647657667677687697707717727737747757767777787797807817827837847857867877887897907917927937947957967977987998008018028038048058068078088098108118128138148158168178188198208218228238248258268278288298308318328338348358368378388398408418428438448458468478488498508518528538548558568578588598608618628638648658668678688698708718728738748758768778788798808818828838848858868878888898908918928938948958968978988999009019029039049059069079089099109119129139149159169179189199209219229239249259269279289299309319329339349359369379389399409419429439449459469479489499509519529539549559569579589599609619629639649659669679689699709719729739749759769779789799809819829839849859869879889899909919929939949959969979989991000100110021003100410051006100710081009101010111012101310141015101610171018101910201021102210231024102510261027102810291030103110321033103410351036103710381039104010411042104310441045104610471048104910501051105210531054105510561057105810591060106110621063106410651066106710681069107010711072107310741075107610771078107910801081108210831084108510861087108810891090109110921093109410951096109710981099110011011102110311041105110611071108110911101111111211131114111511161117111811191120112111221123112411251126112711281129113011311132113311341135113611371138113911401141114211431144114511461147114811491150115111521153115411551156115711581159116011611162116311641165116611671168116911701171117211731174117511761177117811791180118111821183118411851186118711881189119011911192119311941195119611971198119912001201120212031204120512061207120812091210121112121213121412151216121712181219122012211222122312241225122612271228122912301231123212331234123512361237123812391240124112421243124412451246124712481249125012511252125312541255125612571258125912601261126212631264126512661267126812691270127112721273127412751276127712781279128012811282128312841285128612871288128912901291129212931294129512961297129812991300130113021303130413051306130713081309131013111312131313141315131613171318131913201321132213231324132513261327132813291330133113321333133413351336133713381339134013411342134313441345134613471348134913501351135213531354135513561357135813591360136113621363136413651366136713681369137013711372137313741375137613771378137913801381138213831384138513861387138813891390139113921393139413951396139713981399140014011402140314041405140614071408140914101411141214131414141514161417141814191420142114221423142414251426142714281429143014311432143314341435143614371438143914401441144214431444144514461447144814491450145114521453145414551456145714581459146014611462146314641465146614671468146914701471147214731474147514761477147814791480148114821483148414851486148714881489149014911492149314941495149614971498149915001501150215031504150515061507150815091510151115121513151415151516151715181519152015211522152315241525152615271528152915301531153215331534153515361537153815391540154115421543154415451546154715481549155015511552155315541555155615571558155915601561156215631564156515661567156815691570157115721573157415751576157715781579158015811582158315841585158615871588158915901591159215931594159515961597159815991600160116021603160416051606160716081609161016111612161316141615161616171618161916201621162216231624162516261627162816291630163116321633163416351636163716381639164016411642164316441645164616471648164916501651165216531654165516561657165816591660166116621663166416651666166716681669167016711672167316741675167616771678167916801681168216831684168516861687168816891690169116921693169416951696169716981699170017011702170317041705170617071708170917101711171217131714171517161717171817191720172117221723172417251726172717281729173017311732173317341735173617371738173917401741174217431744174517461747174817491750175117521753175417551756175717581759176017611762176317641765176617671768176917701771177217731774177517761777177817791780178117821783178417851786178717881789179017911792179317941795179617971798179918001801180218031804180518061807180818091810181118121813181418151816181718181819182018211822182318241825182618271828182918301831183218331834183518361837183818391840184118421843184418451846184718481849185018511852185318541855185618571858185918601861186218631864186518661867186818691870187118721873187418751876187718781879188018811882188318841885188618871888188918901891189218931894189518961897189818991900190119021903190419051906190719081909191019111912191319141915191619171918191919201921192219231924192519261927192819291930193119321933193419351936193719381939194019411942194319441945194619471948194919501951195219531954195519561957195819591960196119621963196419651966196719681969197019711972197319741975197619771978197919801981198219831984198519861987198819891990199119921993199419951996199719981999200020012002200320042005200620072008200920102011201220132014201520162017201820192020202120222023202420252026202720282029203020312032203320342035203620372038203920402041204220432044204520462047204820492050205120522053205420552056205720582059206020612062206320642065206620672068206920702071207220732074207520762077207820792080208120822083208420852086208720882089209020912092209320942095209620972098209921002101210221032104210521062107210821092110211121122113211421152116211721182119212021212122212321242125212621272128212921302131213221332134213521362137213821392140214121422143214421452146214721482149215021512152215321542155215621572158215921602161216221632164216521662167216821692170217121722173217421752176217721782179218021812182218321842185218621872188218921902191219221932194219521962197219821992200220122022203220422052206220722082209221022112212221322142215221622172218221922202221222222232224222522262227222822292230223122322233223422352236223722382239224022412242224322442245224622472248224922502251225222532254225522562257225822592260226122622263226422652266226722682269227022712272227322742275227622772278227922802281228222832284228522862287228822892290229122922293229422952296229722982299230023012302230323042305230623072308230923102311231223132314231523162317231823192320232123222323232423252326232723282329233023312332233323342335233623372338233923402341234223432344234523462347234823492350235123522353235423552356235723582359236023612362236323642365236623672368236923702371237223732374237523762377237823792380238123822383238423852386238723882389239023912392239323942395239623972398239924002401240224032404240524062407240824092410241124122413241424152416241724182419242024212422242324242425242624272428242924302431243224332434243524362437243824392440244124422443244424452446244724482449245024512452245324542455245624572458245924602461246224632464246524662467246824692470247124722473247424752476247724782479248024812482248324842485248624872488248924902491249224932494249524962497249824992500250125022503250425052506250725082509251025112512251325142515251625172518251925202521252225232524252525262527252825292530253125322533253425352536253725382539254025412542254325442545254625472548254925502551255225532554255525562557255825592560256125622563256425652566256725682569257025712572257325742575257625772578257925802581258225832584258525862587258825892590259125922593259425952596259725982599260026012602260326042605260626072608260926102611261226132614261526162617261826192620262126222623262426252626262726282629263026312632263326342635263626372638263926402641264226432644264526462647264826492650265126522653265426552656265726582659266026612662266326642665266626672668266926702671267226732674267526762677267826792680268126822683268426852686268726882689269026912692269326942695269626972698269927002701270227032704270527062707270827092710271127122713271427152716271727182719272027212722272327242725272627272728272927302731273227332734273527362737273827392740274127422743274427452746274727482749275027512752275327542755275627572758275927602761276227632764276527662767276827692770277127722773277427752776277727782779278027812782278327842785278627872788278927902791279227932794279527962797279827992800280128022803280428052806280728082809281028112812281328142815281628172818281928202821282228232824282528262827282828292830283128322833283428352836283728382839284028412842284328442845284628472848284928502851285228532854285528562857285828592860286128622863286428652866286728682869287028712872287328742875287628772878287928802881288228832884288528862887288828892890289128922893289428952896289728982899290029012902290329042905290629072908290929102911291229132914291529162917291829192920292129222923292429252926292729282929293029312932293329342935293629372938293929402941294229432944294529462947294829492950295129522953295429552956295729582959296029612962296329642965296629672968296929702971297229732974297529762977297829792980298129822983298429852986298729882989299029912992299329942995299629972998299930003001300230033004300530063007300830093010301130123013301430153016301730183019302030213022302330243025302630273028302930303031303230333034303530363037303830393040304130423043304430453046304730483049305030513052305330543055305630573058305930603061306230633064306530663067306830693070307130723073307430753076307730783079308030813082308330843085308630873088308930903091309230933094309530963097309830993100310131023103310431053106310731083109311031113112311331143115311631173118311931203121312231233124312531263127312831293130313131323133313431353136313731383139314031413142314331443145314631473148314931503151315231533154315531563157315831593160316131623163316431653166316731683169317031713172317331743175317631773178317931803181318231833184318531863187318831893190319131923193319431953196319731983199320032013202320332043205320632073208320932103211321232133214321532163217321832193220322132223223322343225322632273228322932303231323232333234323532363237323832393240324132423243324432453246324732483249325032513252325332543255325632573258325932603261326232633264326532663267326832693270327132723273327432753276327732783279328032813282328332843285328632873288328932903291329232933294329532963297329832993300330133023303330433053306330733083309331033113312331333143315331633173318331933203321332233233324332533263327332833293

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**.

Submit an Article

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

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".

Finish Submission Cancel

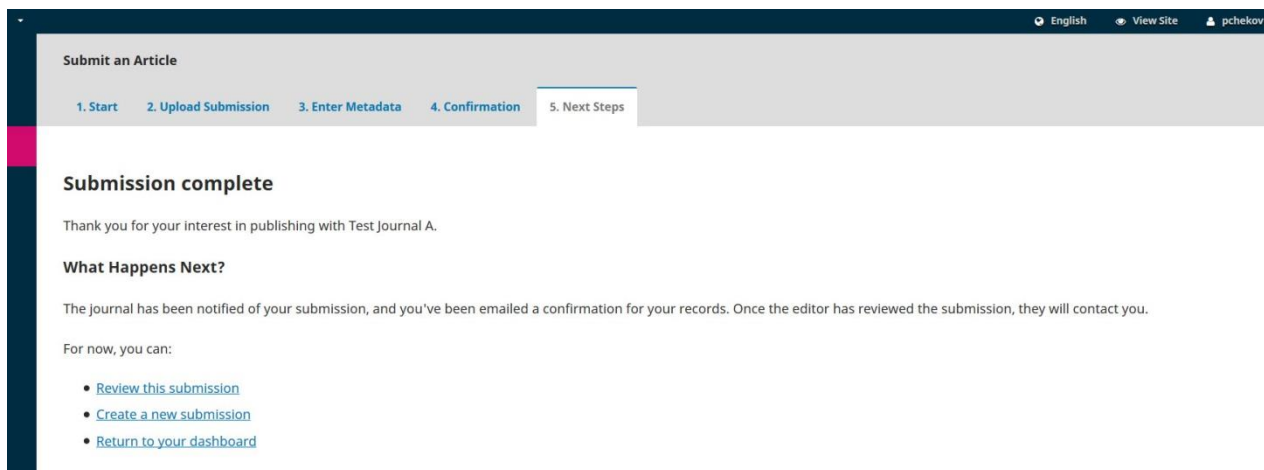
A box will pop up asking you to confirm you are finished. Click **OK**.

Confirm

Are you sure you wish to submit this article to the journal?

OK Cancel

Step 5

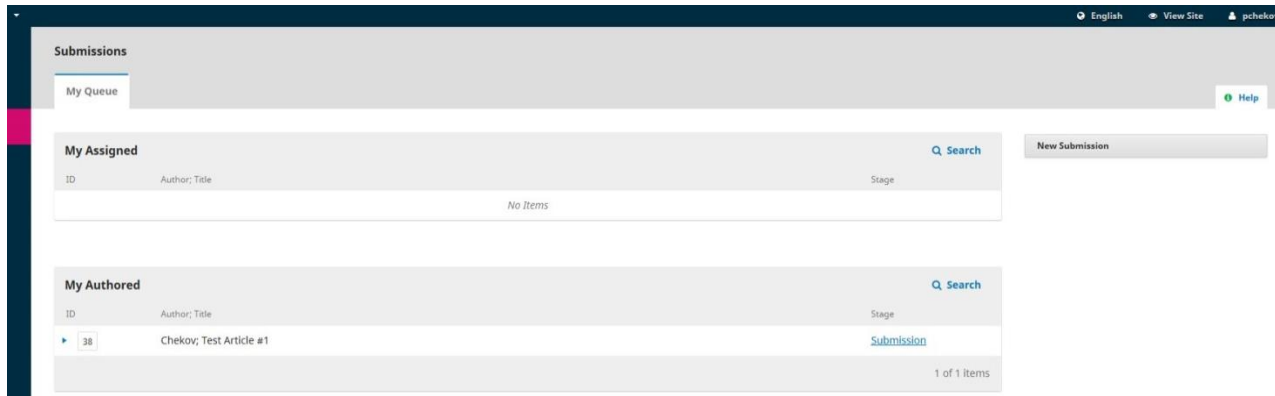


Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- 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.



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 'Submissions' page with a dark blue header. The 'My Authored' section contains a table with the following data:

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

At the bottom of the table, it says 'Load more' and '5 of 7 items'.

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

The screenshot shows the 'Test Article #4' page for Pavel Chekov. The 'Review' tab is selected. The 'Round 1 Status' section indicates 'Revisions have been requested.' The 'Notifications' section shows a link to '[TJA] Editor Decision' dated 2016-10-08 02:49 PM. The 'Reviewer's Attachments' and 'Revisions' sections both show 'No Files'.

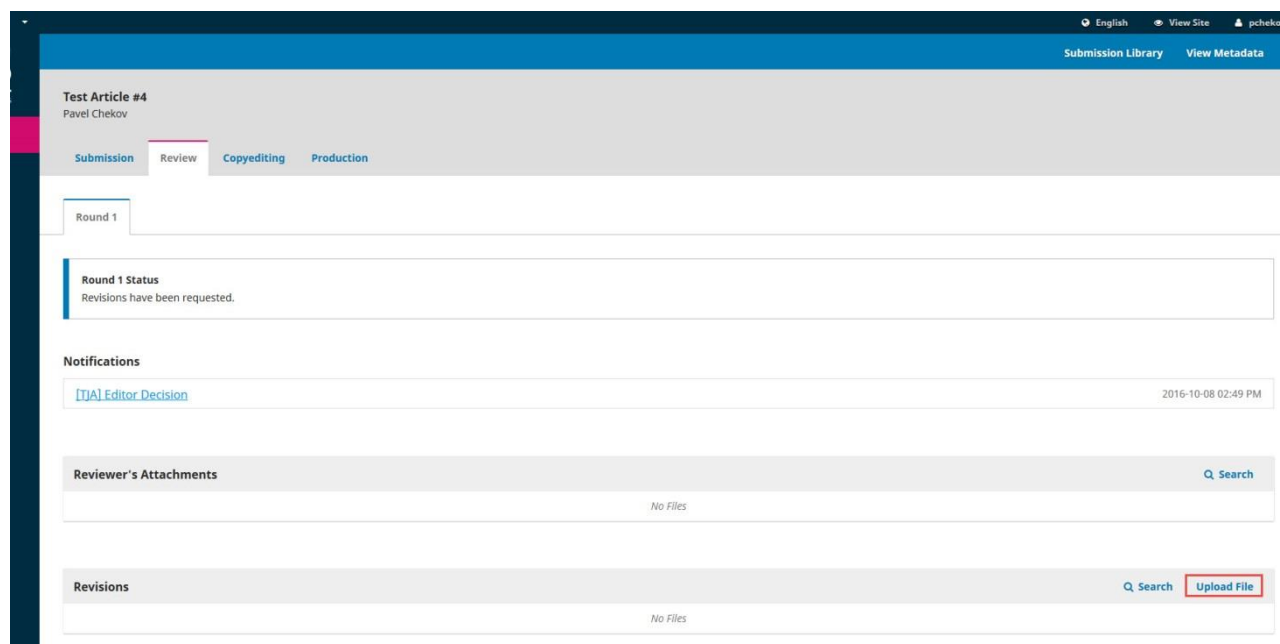
From here, you can see the decision (revisions requested) and a link to the editor's notification.

The screenshot shows a modal window titled '[TJA] Editor Decision' with the date 2016-10-08 02:49 PM. The message is addressed to Pavel Chekov and states: 'We have reached a decision regarding your submission to Test Journal A, "Test Article #4". Our decision is: Revisions Required'. It is signed by Hikaru Sulu (hsulu@openjournalssystems.com) and includes a link to 'Test Journal A'.

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

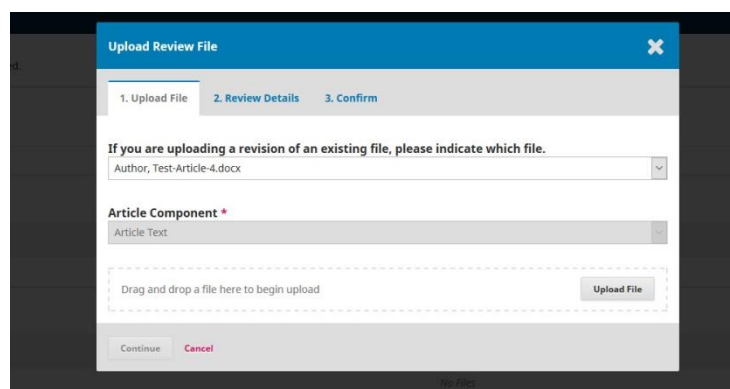
Uploading the Revised File

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



The screenshot shows the 'Test Article #4' page for Pavel Chekov. The 'Review' tab is active. Under 'Round 1', the status is 'Revisions have been requested.' A notification from '[TJA] Editor Decision' is dated 2016-10-08 02:49 PM. The 'Revisions' section at the bottom has an 'Upload File' button highlighted with a red box.

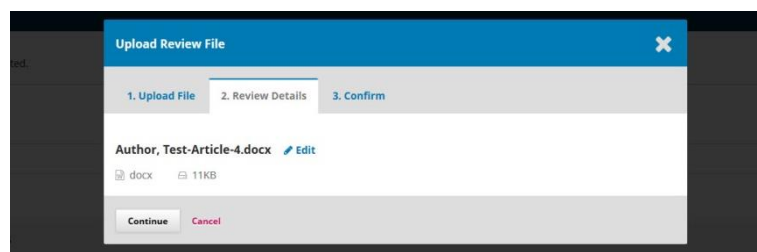
Use the ***Upload a File*** link to upload your revised manuscript.



The 'Upload Review File' dialog box shows a three-step process: 1. Upload File, 2. Review Details, and 3. Confirm. It prompts the user to select an existing file from a dropdown menu (currently showing 'Author, Test-Article-4.docx') and to choose an 'Article Component' (currently 'Article Text'). A dashed box indicates where to drag and drop a file. The 'Upload File' button is visible. At the bottom, there are 'Continue' and 'Cancel' buttons.

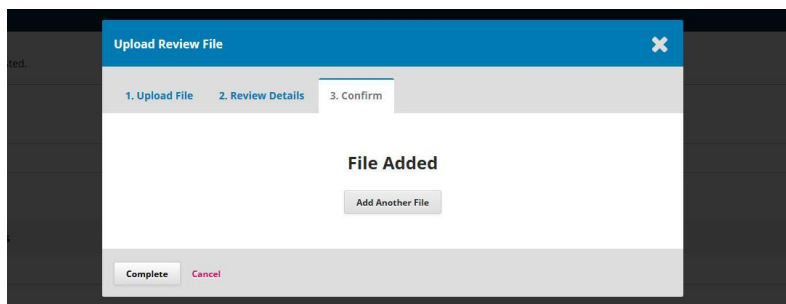
Use the dropdown menu to choose that you are uploading a revision of an existing file.

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



The 'Upload Review File' dialog box now shows the file 'Author, Test-Article-4.docx' with a file icon, a size of 11KB, and an 'Edit' link. The 'Continue' button is highlighted.

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



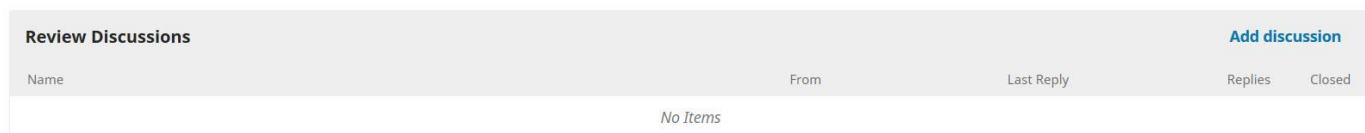
If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

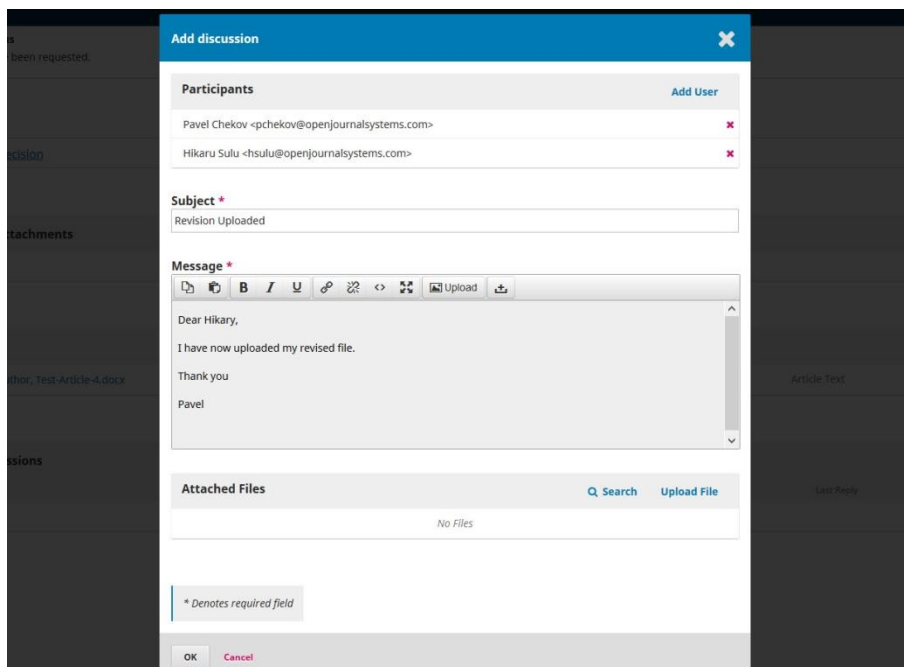


Inform the Editor

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.

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
▶ Revision Uploaded	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 'Test Article #4' dashboard for Pavel Chekov. The 'Review' tab is selected, showing 'Round 1' status as 'Submission accepted.' Below this, the 'Notifications' section lists two '[TJA] Editor Decision' messages from 2016-10-08. 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 a notification window titled '[TJA] Editor Decision' with a close button (X) in the top right corner. The message content is as follows:

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](#)

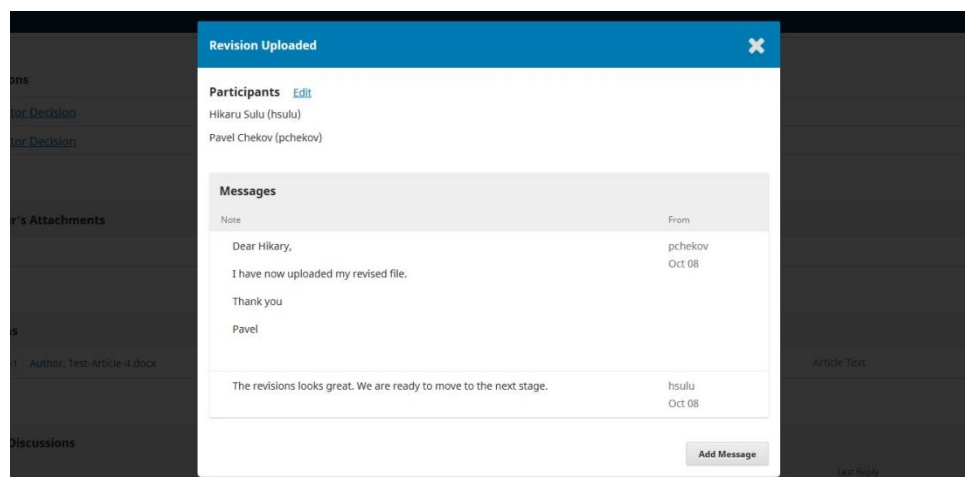
Use the **X** in the upper right corner to close the window.

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

Revisions					Q Search	Upload File
<div> <div>73-1</div> <div>Author, Test-Article-4.docx</div> </div> <div>Article Text</div>						

Review Discussions					Add discussion	
Name	From	Last Reply	Replies	Closed		
<div>Revision Uploaded</div>	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.

The screenshot shows the 'Submissions' dashboard. The 'My Authored' panel is active, displaying a table of articles. The table has columns for ID, Author, Title, and Stage. The articles listed are:

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	Copyediting
42	Chekov	Test Article #5	Submission

At the bottom of the table, there is a 'Load more' button and a note '5 of 7 items'.

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.

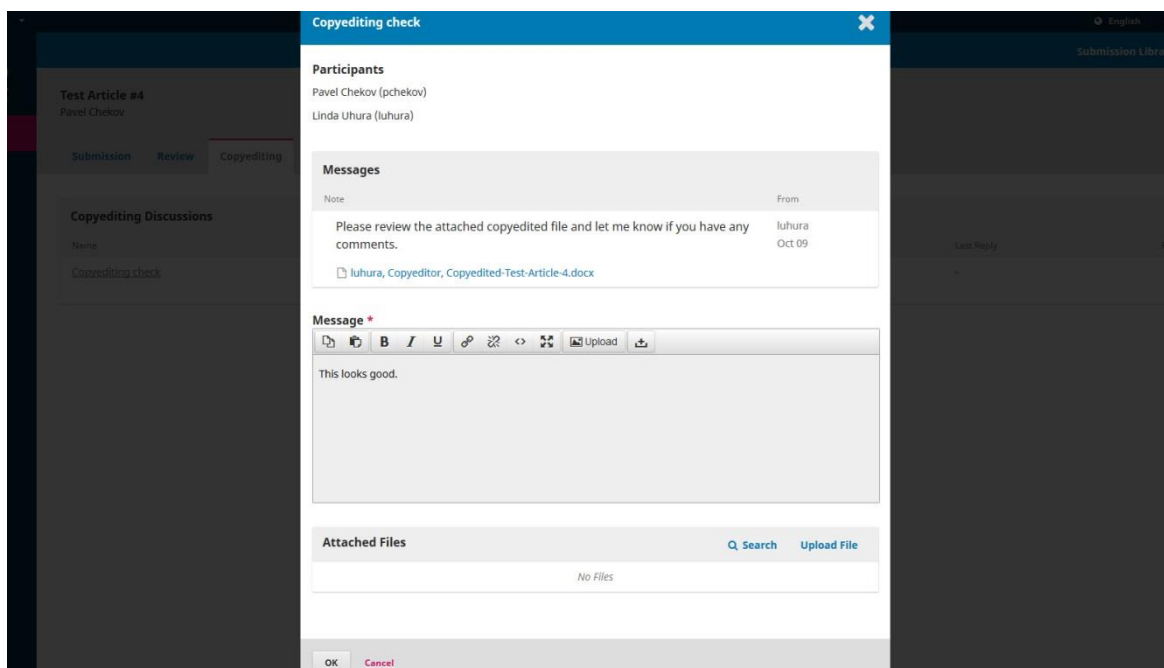
The screenshot shows the 'Test Article #4' submission page. The 'Copyediting' tab is selected. Below the tabs, there is a 'Copyediting Discussions' section with a table of discussions. The table has columns for Name, From, Last Reply, Replies, and Closed. The discussion listed is:

Name	From	Last Reply	Replies	Closed
Copyediting check	luhura Oct/09	-	0	<input type="checkbox"/>

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

The screenshot shows a modal window titled 'Copyediting check'. It displays the participants and messages for the discussion. The participants are Pavel Chekov (pchekov) and Linda Uhura (luhura). The messages section shows a message from luhura dated Oct 09, asking for a review of the attached copyedited file. The message text is: 'Please review the attached copyedited file and let me know if you have any comments.' The attached file is 'luhura, Copyeditor, Copyedited-Test-Article-4.docx'.

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.



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.

EnglishView Sitepchekov

Submissions

My Queue

Help

My Assigned

Search

ID	Author; Title	Stage
No Items		

New Submission

My Authored

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 more5 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.