

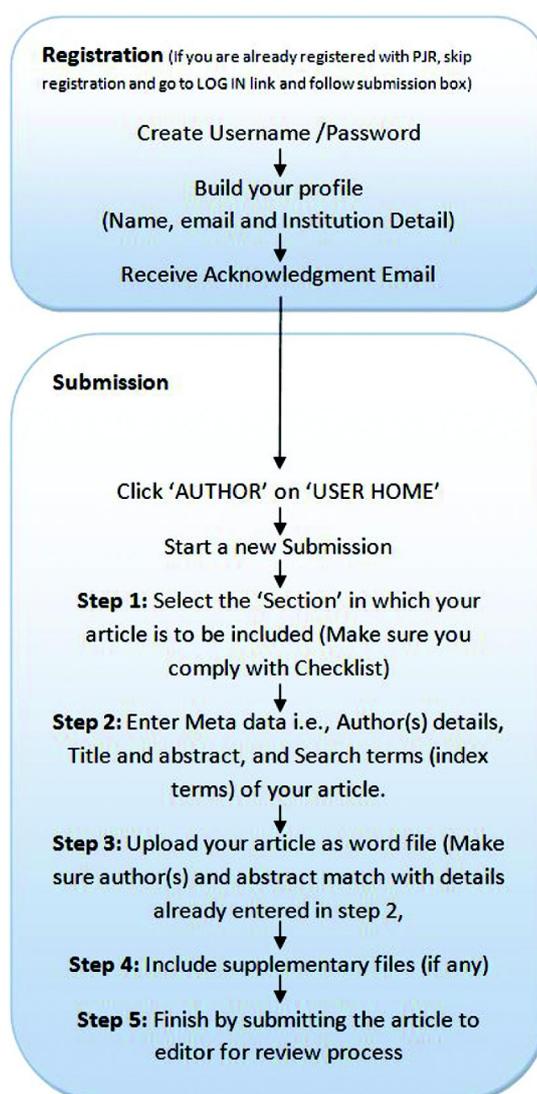
A TUTORIAL ON ARTICLE SUBMISSION THROUGH PJR WEBSITE

Muhammad Kashif Mirza

(Web Administrator, PJR website) Department of Radiology, Aga Khan University Hospital, Karachi, Pakistan.

PJR July - September 2009; 19(3): 135-144

Electronic submission of manuscript to Pakistan Journal of Radiology (PJR) requires a sequence of steps to be followed online through website.¹ Authors, who are unfamiliar with electronic submission, find these steps sometimes confusing; and as a result they end up with unsuccessful attempts of submission. To facilitate authors in the process of submission, PJR editorial committee has decided to work on help documentation and this article is the resultant publication for authors. This article explains all steps necessary for a successful submission to PJR online. It also guides on how to keep track of articles submitted for possible scientific publication in PJR. The intended readers of this tutorial are authors who want to submit articles to PJR for peer-review and possible publication.



Submission of manuscript requires following simple steps to follow:

- A - Registration on PJR website (www.pakjr.com)
- B - Submission of articles by registered authors

A - REGISTRATION

PJR encourages you to first register if you wish to submit a manuscript for publication. (Note: Please make sure that you have a valid personal email address before starting registration process).

To start registration process, visit PJR website and click on “**Register**”. As you click on the link, a form is displayed for creation of user profile. After completing the form and click “Register” at the bottom of page. A sample registration page is displayed in (Fig. 1).



Figure 1A: “Home” which is often called first page of www.pakjr.com . Click “Register” to start the process of registration.

REGISTER

Fill in this form to register with this journal.

[Click here](#) if you are already registered with this or another journal on this site.

PROFILE

Username*
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password*
The password must be at least 6 characters.

Repeat password*

Salutation

First name*

Middle name

Last name*

Initials Joan Alice Smith = JAS

Gender M F

Affiliation

Signature

Email*

URL

Phone

Fax

Mailing Address

Country

Bio statement (E.g., department and rank)

Confirmation Send me a confirmation email including my username and password

Register as Reader: Notified by email on publication of an issue of the journal.

Author: Able to submit items to the journal.

Reviewer: Willing to conduct peer review of submissions to the journal. Identify reviewing interests (substantive areas and research methods).

* Denotes required field

Required field is marked by arrow . It denotes that this field should be filled to complete the process of registration.

Figure 1B: "REGISTER" page displays when REGISTER is clicked on first page as shown in figure 1A. Arrow shows mandatory fields to complete registration process.

After successful registration, another page called “**USER HOME**” displays (Fig. 2). The page “**USER HOME**” is created for every user who is registered with PJR. “**USER HOME**” facilitates user to submit article as Author, edit your profile data and change password, if required. Simultaneously, an email notification is automatically sent to your email address confirming your registration with PJR as a user.

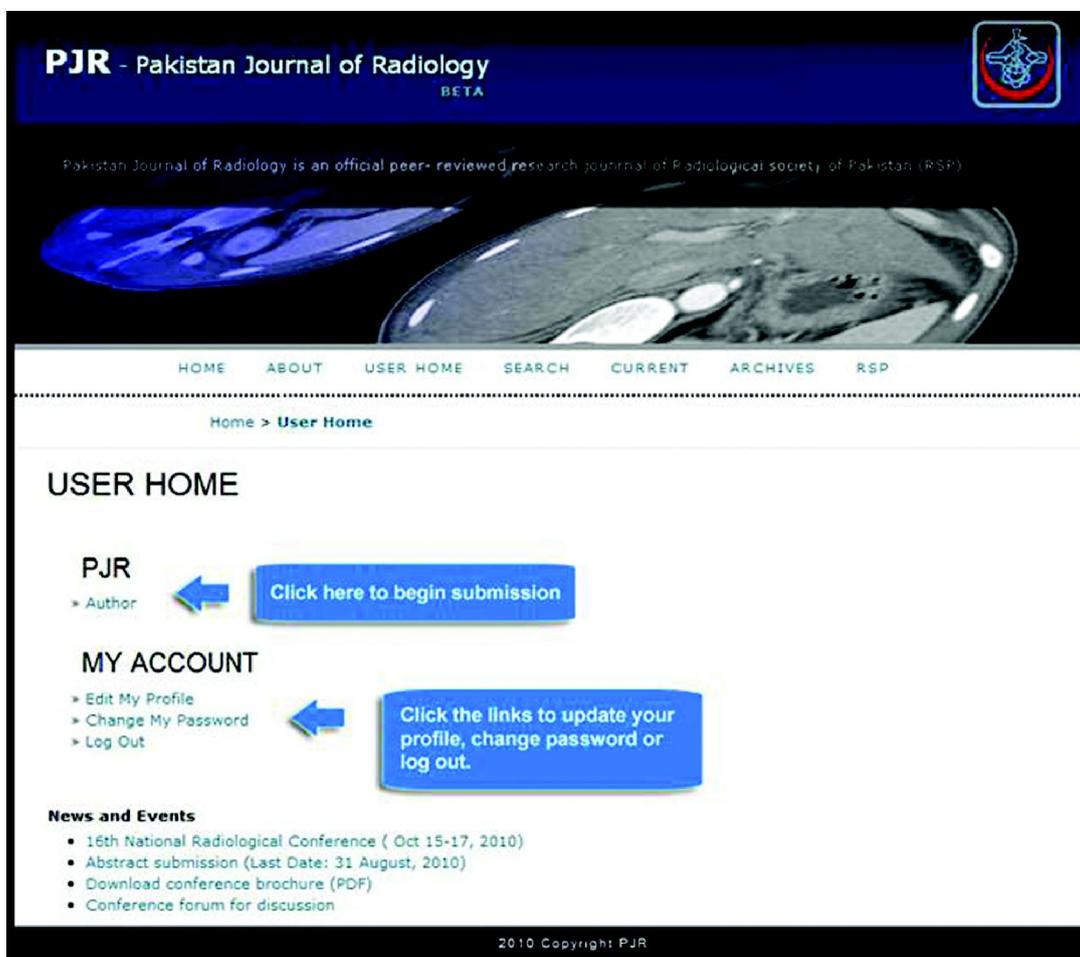


Figure 2: “**USER HOME**” screen displays as soon as you complete registration or log in to system.

For all registered users, there is an email update option, which results in the user being notified by email of each new issue's Table of Contents and the status of their article submitted online.

B - SUBMISSION

The journal provides authors with the ability to upload their submission directly to the journal website. On completing the registration process, the Author is taken directly to User Home. Clicking on the link “**Author**” will take you to their submissions page, where a list of current and past submissions are listed, and where a new submission to the journal can be initiated (Fig. 3).

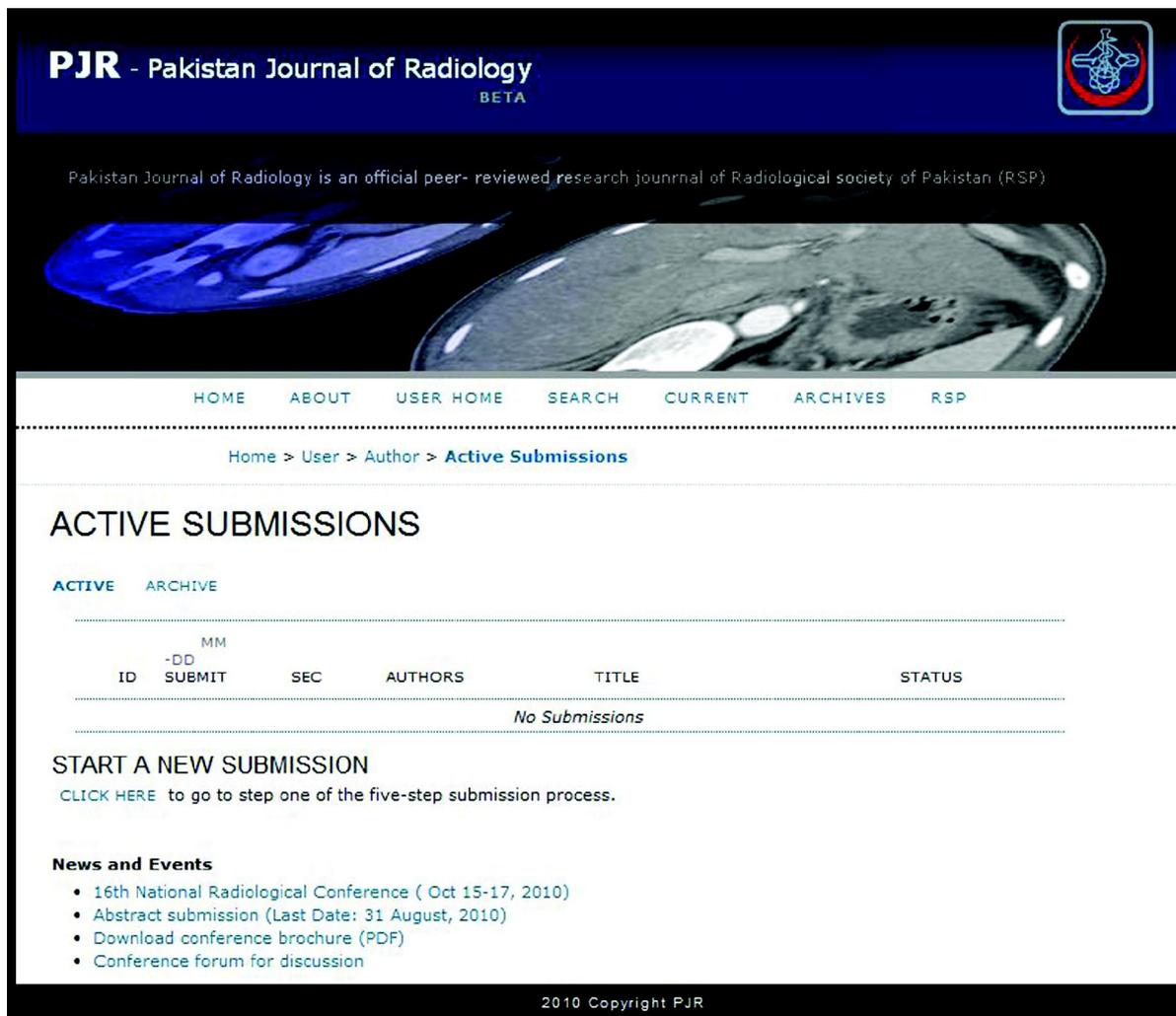


Figure 3: On clicking the link “Author”, as shown in figure 2 , the “ACTIVE SUBMISSION” is displayed. This page shows all you historical submissions and their status. You can start new submission by clicking the link under “START NEW SUBMISSION”.

For new submission click the link “**CLICK HERE**” under the heading “**START A NEW SUBMISSION**”. The submission process for Authors is broken down into five steps, with guidance provided at each step. For author’s convenience, all five steps are further explained with screen shots.

Submission - STEP 1 (Fig. 4):

STEP 1. STARTING THE SUBMISSION

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Dr Kashif Mirza](#) for assistance.

JOURNAL SECTION

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section*

SUBMISSION CHECKLIST

Indicate that this submission is ready to be considered by this journal by checking off the following (all items must be added below).

- The submission has not been previously published, nor is it before another journal or in press (Comments to the Editor).
- The submission is in Word file format.
- All references (addresses) for the references have been provided.
- The text is in 12-point font; employs italics, rather than underlining (except with URL addresses), and tables are placed within the text at the appropriate points, and all other formatting and bibliographic requirements outlined in the [Author Guidelines](#), which is found in the [About the Journal](#) section.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

JOURNAL'S PRIVACY STATEMENT

COMMENTS FOR THE EDITOR

Enter text (optional)

B **I** **U** **☰** **☰** **☰** **HTML**

* Denotes required field

1 Select "Journal - Section", in which you wish to submit your paper.

2 Read carefully and check all. I means you as an author confirs that your paper is in compliance with PJR policies

3 Click to Save and Continue to the 2nd step

If you wish to leave comments for editor, write in this optional text box. (Comments do not appear as published material)

Figure 4

Submission - STEP 2 (Fig. 5):

STEP 2. ENTERING THE SUBMISSION'S METADATA

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

AUTHORS

First name*
 Middle name
 Last name*
 Affiliation
 Country
 Email*
 URL
 Bio statement (E.g., department and rank)

TITLE AND ABSTRACT

Title*
 Abstract*

INDEXING

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3)
 Keywords
 Language
English=en; French=fr; Spanish=es. Additional codes.

SUPPORTING AGENCIES

Identify funding or support for the work presented in this submission. If your paper is a result of research supported by agency, please include details here.

1 Type first author, who is contact person for email notifications. For more than one author, click "Add Author".

2 Type in your paper Heading / Title. Abstract is only mandatory(*) for original papers.

3 If you wish to include your paper for search engine, type the terms which should show your paper as search result

4 If your paper is a result of research supported by agency, please include details here.

5 Click "Save and continue" to the 3rd step of submission process.

Figure 5: Enter the data about your manuscript (Example : Author(s) details, Title and Abstract, Search inclusion (Indexing option) and supporting agency (if any). Fields marked with (*) are mandatory to fill. Figure shows **SAMPLE DATA**.

PAKISTAN JOURNAL OF RADIOLOGY

PJR October - December 2009; 19(4)

141

Submission - STEP 3 (Fig. 6):

STEP 3. UPLOADING THE SUBMISSION

1. START 2. ENTER METADATA 3. **UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

- 1 On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
- 2 Locate the file you wish to submit and highlight it.
- 3 Click Open on the Choose File window, which places the name of the file on this page.
- 4 Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- 5 Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Dr Kashif Mirza](#) for assistance.

SUBMISSION FILE

No submission file uploaded.

U Desktop\Article.docx

7 Click "Save and continue" to the 4th step of submission process.

6 Read all the instructions from 1 to 5 above, and upload Word file containing the text.

Figure 6A

STEP 3. UPLOADING THE SUBMISSION

1. START 2. ENTER METADATA 3. **UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Dr Kashif Mirza](#) for assistance.

SUBMISSION FILE

File name	123-279-1-SM.docx
Original file name	Article.docx
File size	9KB
	28-06-2010 06:53 AM

2 Click "Save and continue" to the 4th step of submission process.

1 After successful upload, the file will appear here. (File name differs)

Figure 6B

Submission - STEP 4 (Fig. 7):

STEP 4. UPLOADING SUPPLEMENTARY FILES

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

1 This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
		utorial\first page.JPG		<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
<input type="button" value="Save and continue"/> <input type="button" value="Cancel"/>				

2 Supplementary files have been added to this submission.

This is optional step. Read "1" carefully; If there is no supplementary file, click "Save and continue" to the last step of submission process.

Figure 7

Submission - STEP 5 (Fig. 8):

STEP 5. CONFIRMING THE SUBMISSION

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to PJR click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with PJR.

FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE
279	ARTICLE.DOCX	Submission File	9KB
280	FIRST PAGE.JPG	Supplementary File	86KB

Your uploaded files will appear here. To submit your paper to PJR, click "Finish Submission". An email notification will be sent to author automatically.

Figure 8

After clicking the button **"Finish Submission"**, an email notification is automatically sent to author's email address and to editor to begin review process.

An online enhanced version of this document is also available on website.

How do I know the status of my article after submission?

PJR maintains the status of all submitted articles online. To check the status, Log-in to PJR website with the username and password that you created during registration process. After successful login, click "Author". A list of all your active submission will be displayed along with status on right side of each article.



Forgot my Password for login?

PJR website maintains a password retrieval option for every option. Go to log-in and click '**forgot your password**'. After submitting your valid email, a password will be sent to your email. In case, if you don't remember your email address correctly, please contact web administrator at. Web.admin@pakjr.com

ACKNOWLEDGMENT

Reading material published in this article is extracted from Open Journal System² online help documentation. We are thankful for their guidance.

REFERENCES

1. Pakistan Journal of Radiology PJR; <http://www.pakjr.com>
2. Open Journal System – OJS by Public Knowledge project ; <http://pkp.sfu.ca/?q=ojs> (last accessed : 30 June 2010).

Correspondence : Dr. Kashif Mirza
Department of Radiology,
Aga Khan University Hospital,
Stadium Road, P.O. Box 3500, Karachi-74800
Pakistan. Tel. No: 34930051- Ext. 2020
E-mail: kashif.mirza@aku.edu
