Electronic submission of manuscript to Pakistan Journal of Radiology (PJR) requires a sequence of steps to be followed online through website. 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.
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.](image)

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 your 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):

Figure 4
Submission - STEP 2 (Fig. 5):

**STEP 2. ENTERING THE SUBMISSION'S METADATA**

1. **AUTHORS**
   - First name: Muhammad
   - Middle name: Kashif
   - Last name: Mirza
   - Affiliation: Department of Radiology, Aga Khan University, Karachi
   - Country: Pakistan
   - Email: mailmirza@yahoo.com
   - Bio statement: Assistant Manager, Healthcare IT, Department of Radiology, Aga Khan University, Karachi

2. **TITLE AND ABSTRACT**
   - Title: A tutorial on how to submit an article in PJR.
   - Abstract: Electronic submission of manuscript to PJR requires multiple online steps to be followed. The process of submission sometimes raises questions and creates difficulties for authors unfamiliar with electronic submission. To facilitate authors, this article explains each and every step required for a successful submission to PJR. It also guides authors on how to keep track of articles submitted for scientific publication.

3. **INDEXING**
   - Keywords: Electronic submission; instructions to author
   - Language: English

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

**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.
Submission - STEP 3 (Fig. 6):

**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**

Click “Save and continue” to the 4th step of submission process.

**Figure 6B**

**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.
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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**

Click “Save and continue” to the 4th step of submission process.

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

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Submission - STEP 4 (Fig. 7):

**STEP 4. UPLOADING SUPPLEMENTARY FILES**

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

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.

![Figure 7](image)

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.

![Figure 8](image)

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

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REFERENCES

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