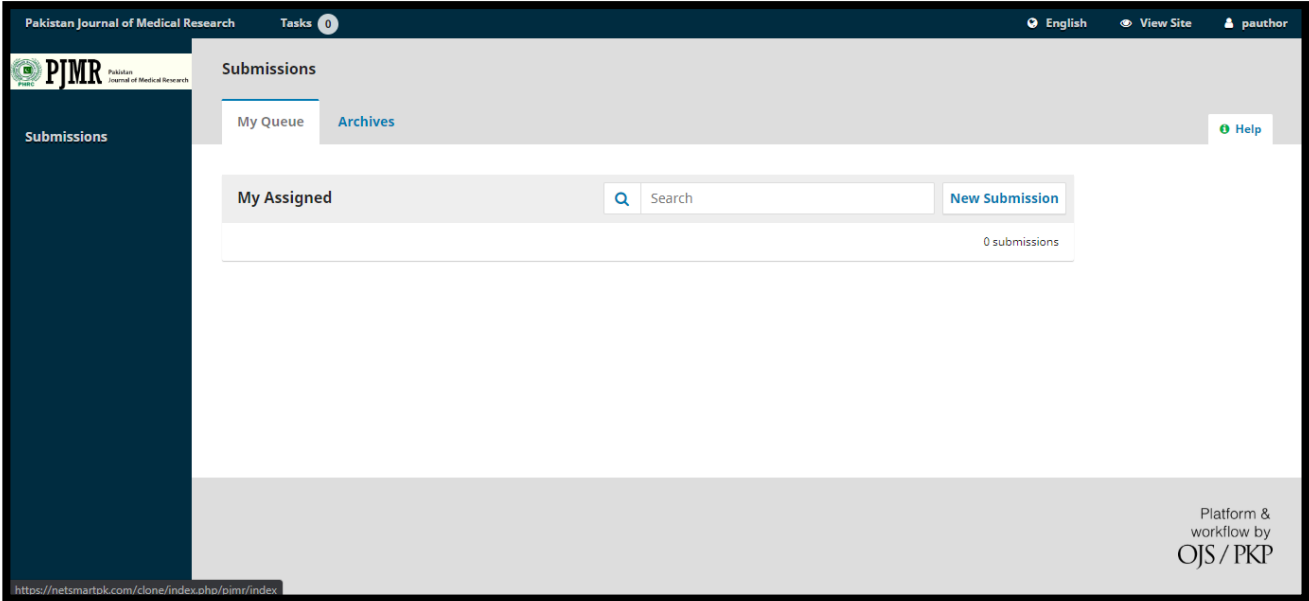


# Registering with the Journal

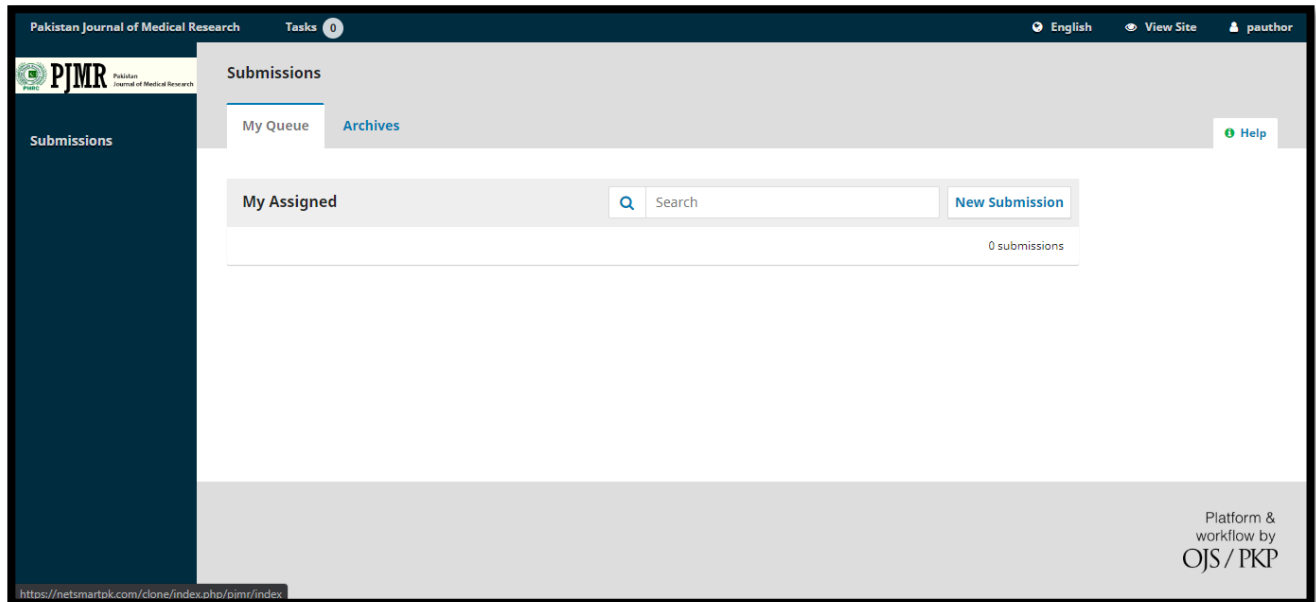
To make a submission to an OJS 3 journal, you will first need to register as an Author. After that, when you login, you will be taken to your Dashboard.



It is currently empty as you have made no submissions.

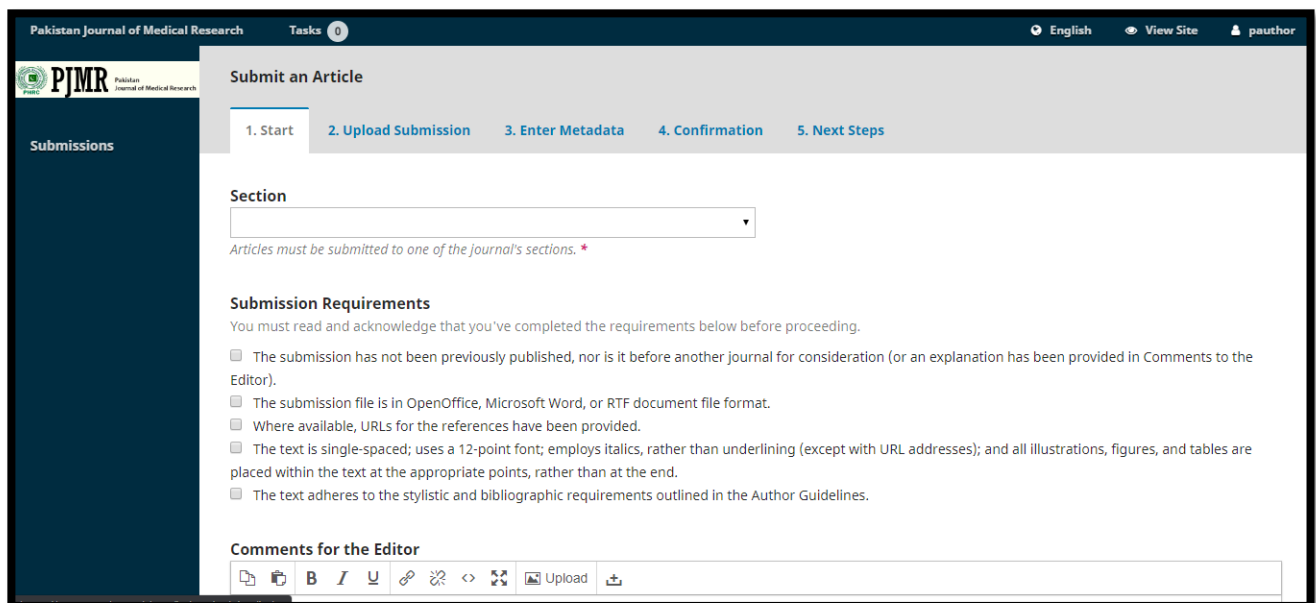
# Submitting an Article

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.

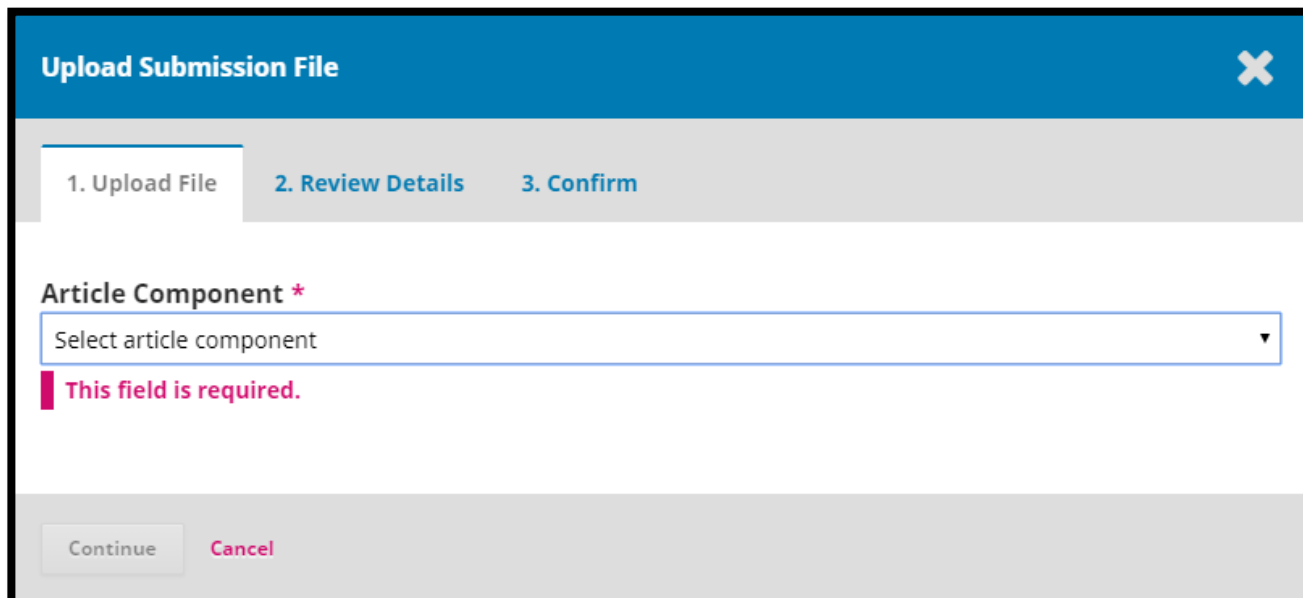


To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

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.



**Upload Submission File** [X]

1. Upload File | 2. Review Details | 3. Confirm

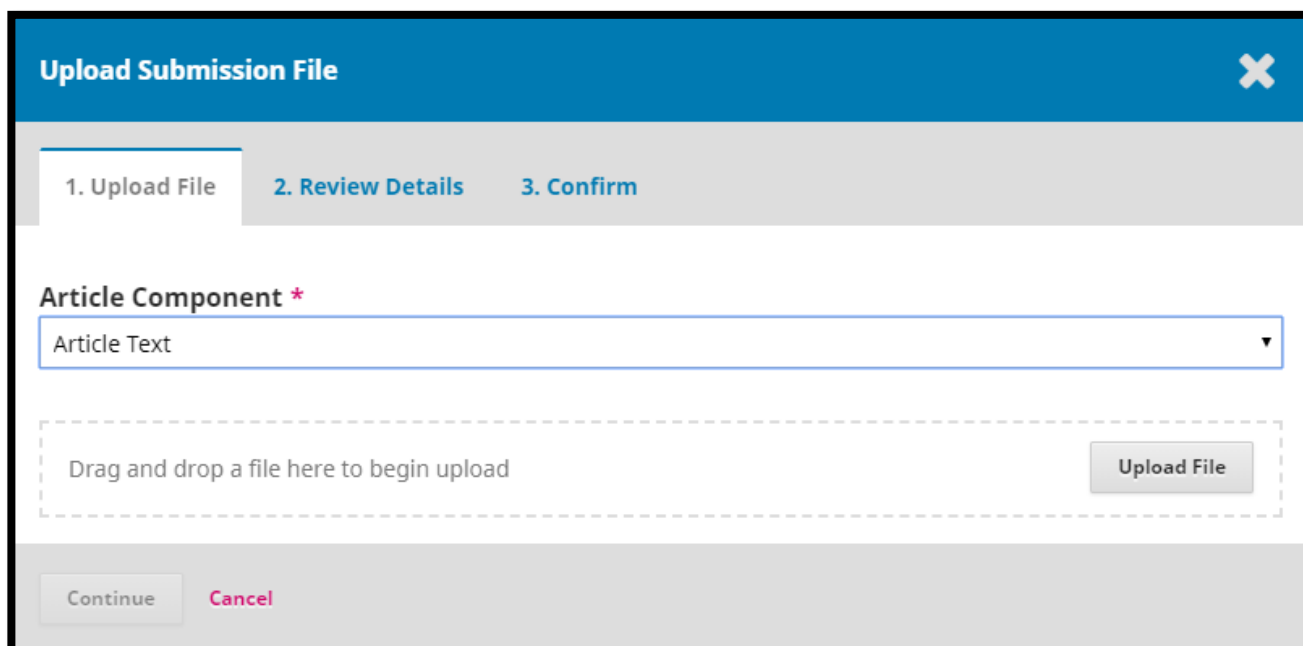
**Article Component \***

Select article component

**This field is required.**

Continue Cancel

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.**



**Upload Submission File** [X]

1. Upload File | 2. Review Details | 3. Confirm

**Article Component \***

Article Text

Drag and drop a file here to begin upload

Upload File

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 body of your manuscript. Hit the **Continue** button once the file uploads.

The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (highlighted), "2. Review Details", and "3. Confirm". The main content area features a dropdown menu labeled "Article Component \*" with "Article Text" selected. Below this is a file list showing a green checkmark, the filename "pauthor, Submitting An Article.docx", and a "Change File" button. At the bottom, there are "Continue" and "Cancel" buttons.

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.

The screenshot shows the same dialog box, now in Step 3: "Confirm". The progress indicator shows "1. Upload File", "2. Review Details", and "3. Confirm" (highlighted). The main content area displays "File Added" in large bold text, with an "Add Another File" button below it. At the bottom, there are "Complete" and "Cancel" buttons.

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 scrolling down...

**Submit an Article**

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

**Prefix**

**Title \***  
Article Title

Examples: A, The

**Subtitle**

**Abstract \***  
The abstract must be 250 words or less.

Article Abstract

Words: 2 POWERED BY TINY

...any additional contributors.

**Methods:** In this cross sectional study (with a quantitative approach) convenience sampling was utilized at a public teaching hospital in Multan. One hundred and two (n= 102) students, (50 from 3<sup>rd</sup> year and 52 students from 4<sup>th</sup> year) completed a self administered questionnaire comprised of 4 sections regarding socio demographic data, immunization status and past history of exposure, knowledge and attitude regarding infection control precautions and adherence to infection

**List of Contributors** [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Example Author	pjph_author@mailinator.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.

**Additional Refinements**  
**Keywords**

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.

**Add Contributor** ✕

**Name**

Anothor  
Given Name \*

Author  
Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

**Contact**

another.author@mail.com  
Email

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors				Order	Add Contributor
Name	E-mail	Role	Primary Contact		In Browse Lists
▶ PJMR Author	umar@imcollege.edu.pk	Author	✔		✔
▶ Anothor Author	another.author@mail.com	Author			✔

Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

**Additional Refinements**

**Keywords**

Dental safety Practices ✕

Infection Control ✕

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**

Pakistan Journal of Medical Research
Tasks 0
English
View Site
paauthor

Submissions

**Submit an Article**

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

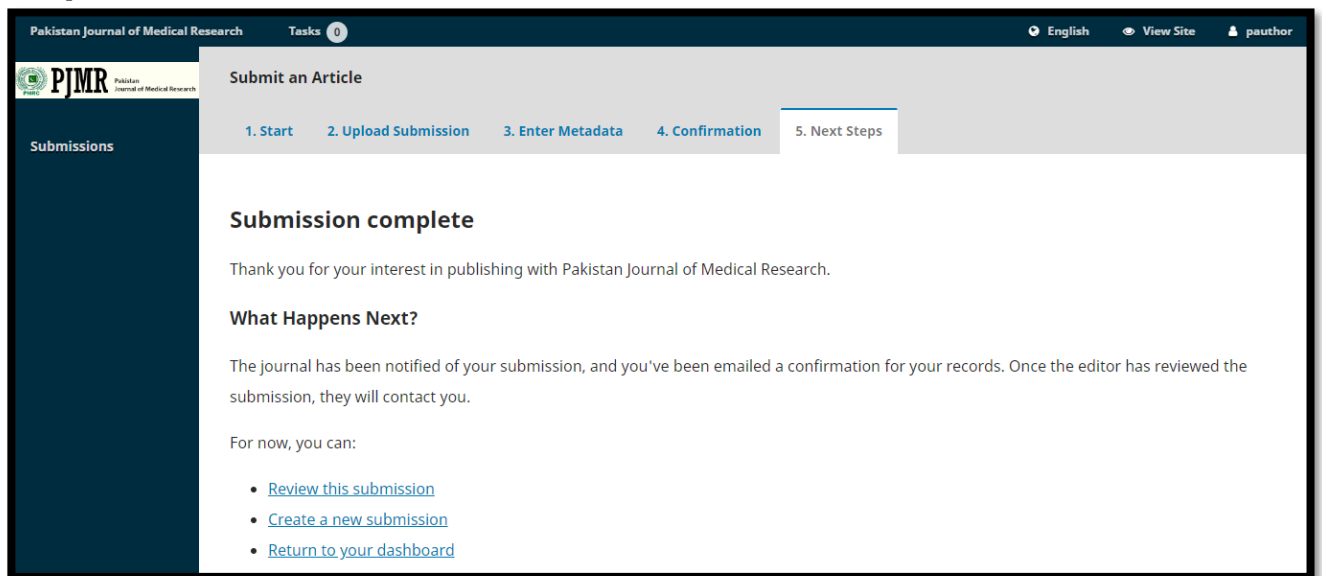
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission
Cancel

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



## Step 5

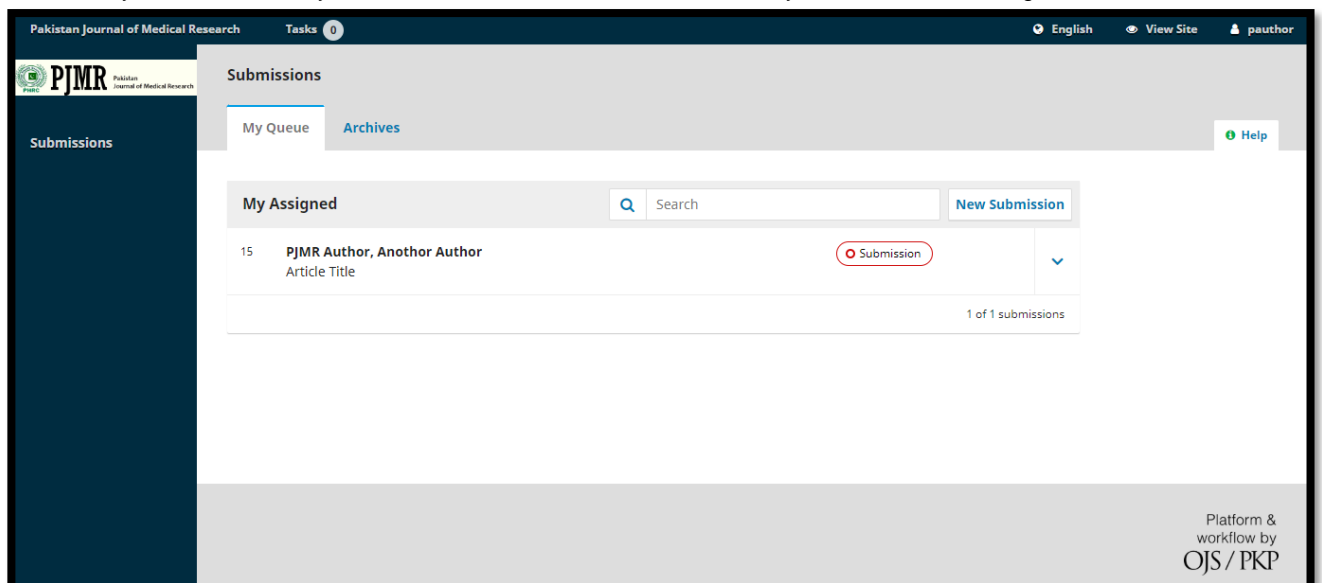


Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- 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