

# ONLINE JOURNAL MANAGEMENT SYSTEM (OJS)

## Step by Step Guide

### Contents:

- A. Registration
- B. Submission
- C. Login (Returning User)
- D. Support

## A. REGISTRATION:

Registration is the first step towards online submission and processing on JSTMU.

- All fields in the Profile section are mandatory.
- All fields in the Login section are mandatory.
  - Provide an active email address as all correspondence shall be made on this email.
  - Write down the username and password provided here and keep in a safe place. The same will be required for subsequent logins for all future correspondence till publishing.
  - Accept the “policy statement” and “new publication announcements” notification.
  - Accept “reviewer” role, if interested.
- Press Register.

 [Create or Connect your ORCID iD](#)

### Profile

First Name \*

Middle Name

Last Name \*

Affiliation \*

Country \*

### Login


Email \*

Username \*

Password \*

Repeat password \*

- Yes, I agree to have my data collected and stored according to the [Policy Statement](#).
- Yes, I would like to be notified of new publications and announcements.
- Yes, I would like to be contacted with requests to review submissions to this journal.

I'm not a robot  [Privacy](#) [Terms](#)

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### Important Links

[International Committee of Medical Journal Editors](#)

[Committee on Publication Ethics](#)

[The Equator Network](#)

[AuthorAid](#)

[Pakistan Association of Medical Editors \(PAME\)](#)


## B. SUBMISSION:

1. Press the “Make a Submission” button.

Home / Registration complete

Thanks for registering! What would you like to do next?

- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

1.  [Make a Submission](#)

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2. Read the “Submission Preparation Checklist” carefully and make sure that all the required files are ready for submission.
3. Detailed guidelines for preparation of manuscripts can be downloaded from the links provided.
4. Click on the “Make a new submission” link.



[Make a new submission](#) or [view your pending submissions](#).

## Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

✓	The submission has neither been previously published, nor is it before another journal for consideration.
✓	The manuscript is composed of TWO separate files: (1) a single Microsoft Word file without author identifiers containing abstract, all text, figures, tables and references and title of article on top of first page, and (2) title page with author identifiers of the manuscript as a separate file (as per title page specimen below). The tables and figures are placed at appropriate places WITHIN the text instead of putting at the end. The text is double-spaced, single column with one inch margin on all sides. The font style should be Times New Roman with 12-point font size. All pages should be numbered (numerical) at the bottom right corner.
✓	The manuscript is according to the format given in Author Guidelines. References should be listed consecutively as NUMERICAL IN PARENTHESES. The final bibliography should be in the order in which they are quoted in the text and must be written in Vancouver's style (download link for referencing guidelines given below).
✓	Title page has been prepared in accordance with the specimen (download link given below). Title page is uploaded as a SEPARATE file and is not to be merged within the article text file.
✓	Undertaking certificate has been duly signed by all authors (download link given below), and Corresponding Author has been clearly mentioned. While making the submission all the authors (contributors) MUST be added into the system.
✓	Approval letter of Institutional Review Board (IRB) / Ethical Review Committee (ERC) has been attached.
✓	The word count of the manuscript is not more than 3,000 for original article, 3,500 for review article without meta-analysis, 6,000 for review article with meta-analysis, 1000 words for case reports/case series, 1,500 for short/special/rapid communications and 400 words for letters to editor, excluding abstract and references. The word count of abstract is not more than 250. The number of tables and/or figures is not more than 5. The number of references is not more than 25 (Original Article) and 50-70 (Review Article). The complete guidelines are given below.
✓	FOUR files are ready to be uploaded in 'upload the submission' section: (1) Article text file, (2) Title page file, (3) Undertaking Certificate, and (4) IRB/ERC approval letter.
✓	Note: If any of the items in the checklist are found missing/not adhered to, the submission will be DECLINED automatically by the system.

## Author Guidelines

- [General Guidelines for Authors](#) [Download here]
- [Referencing Guidelines](#) [Download here]
- [Author\(s\) Undertaking Certificate](#) [Download here]
- [Title Page Specimen](#) [Download here]
- [Step by Step Submission Guide](#) [Download here]

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5. Select the type of manuscript being submitted through the drop-down menu.
6. Accept all the Submission Requirements / Checklist (presented earlier) by checking all the boxes.
7. Draft contents of a covering letter or any instructions/comments for the editor.
8. Check box if you are the corresponding author for the submitted manuscript.
9. Accept the “Copyright” and “Policy Statement” by checking all the boxes.
10. Press “Save and Continue”.

**Submit an Article**

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


Section \*  5.

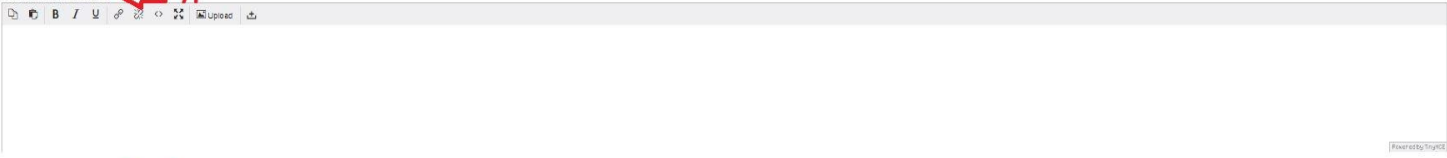
Articles must be submitted to one of the journal's sections.\*


**Submission Requirements**  6.

You must read and acknowledge that you have completed the requirements below before proceeding.

- The submission has neither been previously published, nor is it before another journal for consideration.
- The manuscript is composed of TWO separate files: (1) a single Microsoft Word file without author identifiers containing abstract, all text, figures, tables and references and title of article on top of first page, and (2) title page with author identifiers of the manuscript as a separate file (as per title page specimen below). The tables and figures are placed at appropriate places WITHIN the text. Instead of putting at the end. The text is double-spaced, single column with one inch margin on all sides. The font style should be Times New Roman with 12-point font size. All pages should be numbered (numerical) at the bottom right corner.
- The manuscript is according to the format given in Author Guidelines. References should be listed consecutively as NUMERICAL IN PARENTHESES. The final bibliography should be in the order in which they are quoted in the text and must be written in Vancouver's style (download link for referencing guidelines given below).
- Title page has been prepared in accordance with the specimen (download link given below). The page is uploaded as a SEPARATE file and is not merged within the article text file.
- Undertaking certificate has been duly signed by all authors (download link given below), and Corresponding Author has been clearly mentioned. While making the submission all the authors (contributors) MUST be added into the system.
- Approval letter of Institutional Review Board (IRB) / Ethical Review Committee (ERC) has been attached.
- The word count of the manuscript is not more than 3,000 for original article, 3,500 for review article without meta-analysis, 6,000 for review article with meta-analysis, 1000 words for case reports/case series, 1,500 for short/special/rapid communications and 400 words for letters to editor excluding abstract and references. The word count of abstract is not more than 250. The number of tables and/or figures is not more than 5. The number of references is not more than 25 (Original Article) and 50-70 (Review Article). The complete guidelines are given below.
- FOUR files are ready to be uploaded in 'upload the submission' section: (1) Article text file, (2) Title page file, (3) Undertaking Certificate, and (4) IRB/ERC approval letter.
- Note: If any of the items in the checklist are found missing/not adhered to, the submission will be DECLINED automatically by the system.

**Comments for the Editor**  7.




**Corresponding Contact**  8.


Yes, I would like to be contacted about this submission.

**Acknowledge the copyright statement**


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Yes, I agree to abide by the terms of the copyright statement.  9.

Yes, I agree to have my data collected and stored according to the [Policy Statement](#).

 10.

11. Four components are to be uploaded during the initial submission. (a) Title page, (b) Article text, (c) Author(s) Undertaking Certificate, and (d) ERC/IRB Approval Letter. Select the first component to be uploaded from the drop down menu “upload”. Then press “Continue”.

**Upload Submission File**

1. Upload File 2. Review Details 3. Confirm


Article Component \*

Select article component

Select article component

1. Title Page

2. Article Text

3. Author(s) Undertaking Certificate  11.

4. ERC / IRB Approval Letter

Processing Fee

Publication Fee

Final Copy for Proof Reading

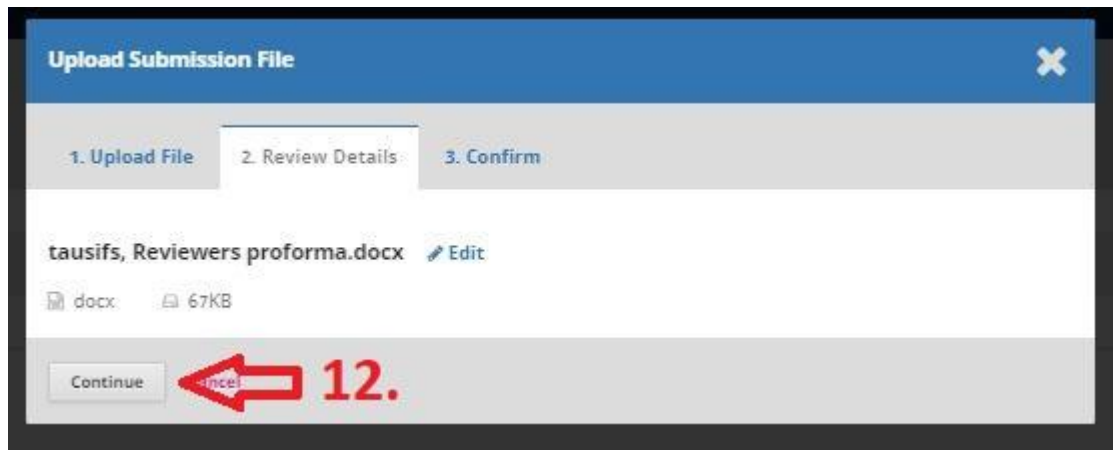
Final PDF

Datasheet

Other

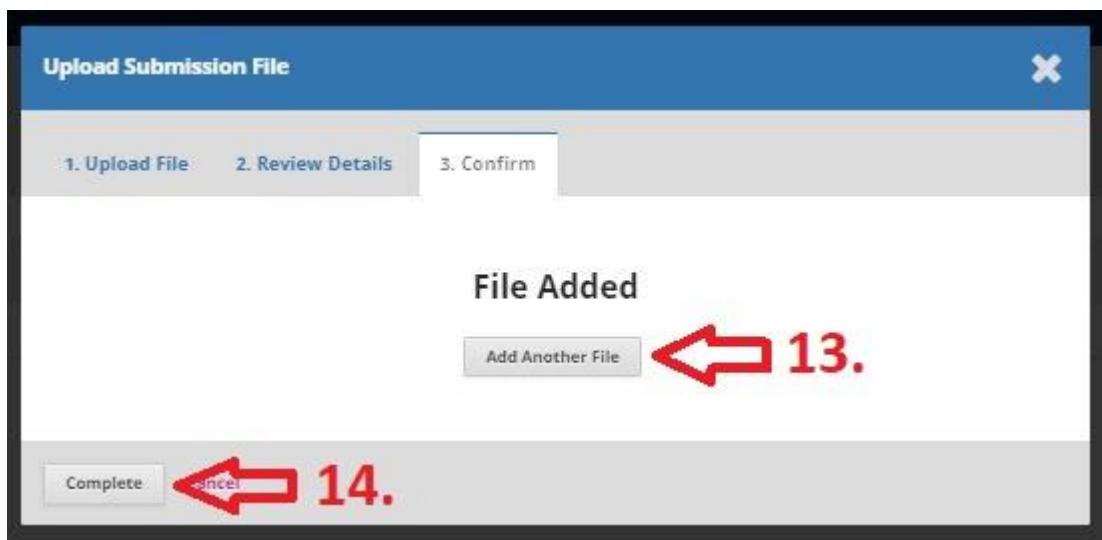
**4 files are to be uploaded (Mandatory)**

12. Verify the uploaded file is displayed. Press “Continue” again.



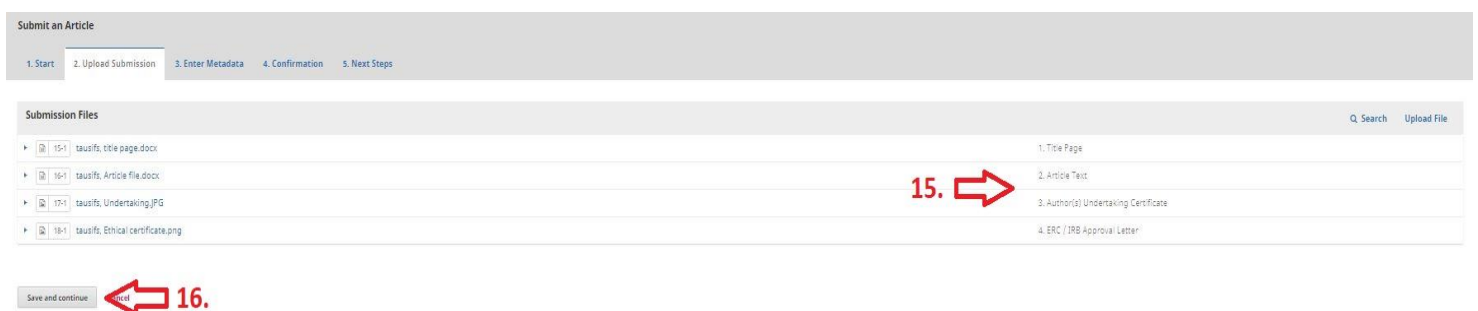
13. Click the “Add Another File” button and add rest of the mandatory 4 files by repeating steps 11 to 13.

14. Press “Complete” when all the required files have been added.

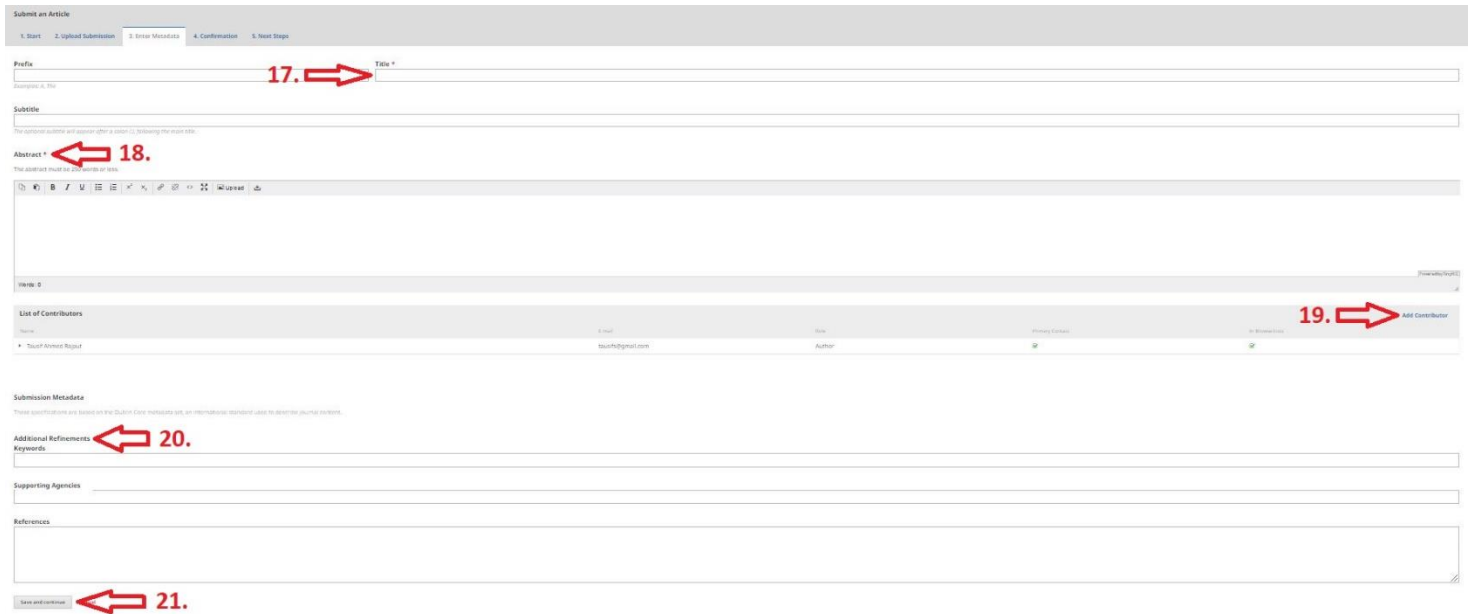


15. Make sure all the 4 mandatory files have been uploaded are visible on the screen.

16. Press “Save and Continue”.



17. Add the "Title" of the Manuscript.
18. Add the "Abstract" of the Manuscript. Maximum limit of words is mentioned.
19. Add all the authors by clicking "Add Contributors". You will be able to change the order of authorship once all authors/contributors have been added.
20. Add metadata such as; Keywords (mandatory), supporting/funding agencies etc.
21. Press "Save and Continue".



**Submit an Article**

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

Prefix  Title \*

SubTitle

Abstract \*

Step 3

Name	E-mail	Title	Primary Contact	ORCID iD	Action
• Tushar Anand Rajput	tusharaj@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Add Contributor</a>

Submission Metadata

Additional References

Keywords

Supporting Agencies

References

[Save and Continue](#)

22. Press the Finish Submission button.



**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](#)

23. Congratulations! Your online submission is complete and will be confirmed to you both through (a) this on-screen message, and (b) submission acknowledgement on your registered email address with a link to your dashboard for further correspondence.
24. You may now (a) review the submission, and/or (b) create a new submission, and/or proceed to your dashboard.

#### Submit an Article

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

### Submission complete 23.

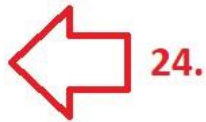
Thank you for your interest in publishing with Journal of Shifa Tameer-e-Millat University.

#### What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)





## C. LOGIN (RETURNING USER):

1. Login with the “username” and “password” provided during the registration process. You may login from the Journal website -or- from the dashboard link provided to you in the “Submission Acknowledgement email” at the time of submission.

Username \*

Password \*

  
[Forgot your password?](#)

Keep me logged in

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2. This is your dashboard. All your active manuscript submissions to the Journal shall be visible here. You can also make a new submission from here.
3. Click on your submission to see its progress with the journal.

### Submissions

[My Queue](#) [Archives](#)

#### My Assigned

[New Submission](#)

5	<b>Ammar Ahmed Zahid, Tausif Ahmed Rajput</b> gsdf dfsgsdf g dfg dfsg dfg vxcvb x	<a href="#">Submission</a>	▼
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1 of 1 submissions

4. You can not only track your submission through the “pre-review”, “review”, “copyediting”, and “production” tabs above, but can also interact with the Editor(s)/journal staff, submission of revisions, submissions of response to the reviewers etc.
5. All correspondence regarding your article from submission till production followed by publication shall be done through your dashboard.

Submission **Review** Copyediting Production 

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**Submission Files** Q Search

15-1	tausifs, title page.docx	1. Title Page
16-1	tausifs, Article file.docx	2. Article Text
17-1	tausifs, Undertaking.JPG	3. Author(s) Undertaking Certificate
18-1	tausifs, Ethical certificate.png	4. ERC / IRB Approval Letter

[Download All Files](#)

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**Pre-Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">Comments for the Editor</a>	tausifs Aug/22	-	0	<input type="checkbox"/>

## **D. SUPPORT:**

In case you need help/support or have any queries/suggestion regarding the online submission process on our “Online Journal Management System” (OJS), feel free to write an email to:

admin@j.stmu.edu.pk