ONLINE JOURNAL MANAGEMENT SYSTEM (OJS)

Step by Step Guide

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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.
B. SUBMISSION:

1. Press the “Make a Submission” button.
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.

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. 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 margins 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 merged with 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. Authors’ Contributions 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, 1,500 for review article, 1,500 for short report/case report, 1,500 for review article, and 300 words for abstract. The word count of abstract is not more than 500. The number of figures and/or tables is not more than 20. The number of references is not more than 20 (Original Article) and 50 (Review Article). The complete guidelines are given below.
- FOUR files are ready to be uploaded in “Upload 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.

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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The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.
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”.

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 and press “upload”. Then press “Continue”.
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”.

22. Press the Finish Submission button.
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.
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.

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.
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.
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