A TUTORIAL ON ARTICLE SUBMISSION THROUGH PJR WEBSITE

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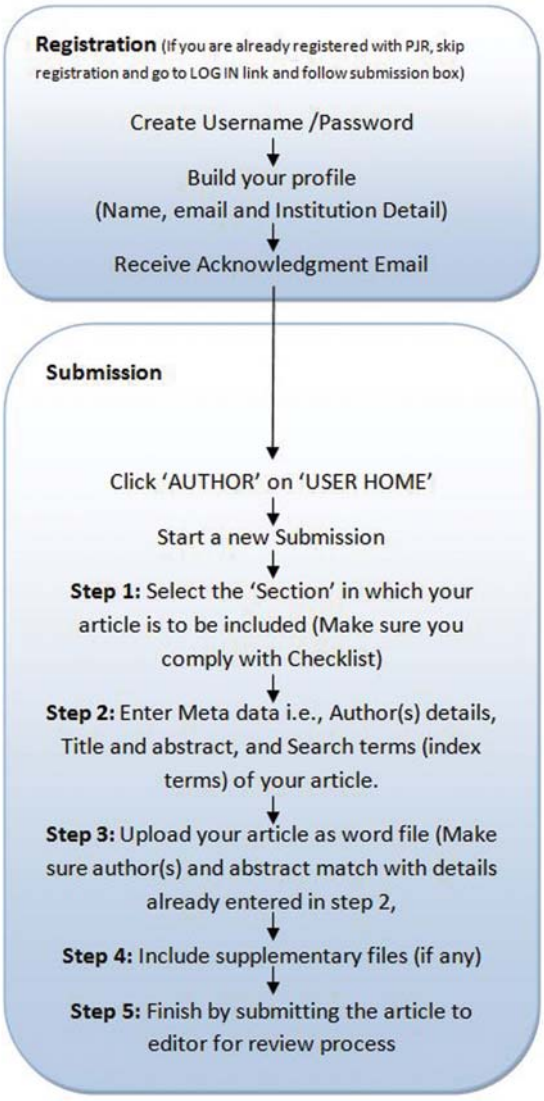
Electronic submission of manuscript to Pakistan Journal of Radiology (PJR) requires a sequence of steps to be followed online through website.[1] Authors, who are unfamiliar with electronic submission, find these steps sometimes confusing; and as a result they end up with unsuccessful attempts of submission. 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.

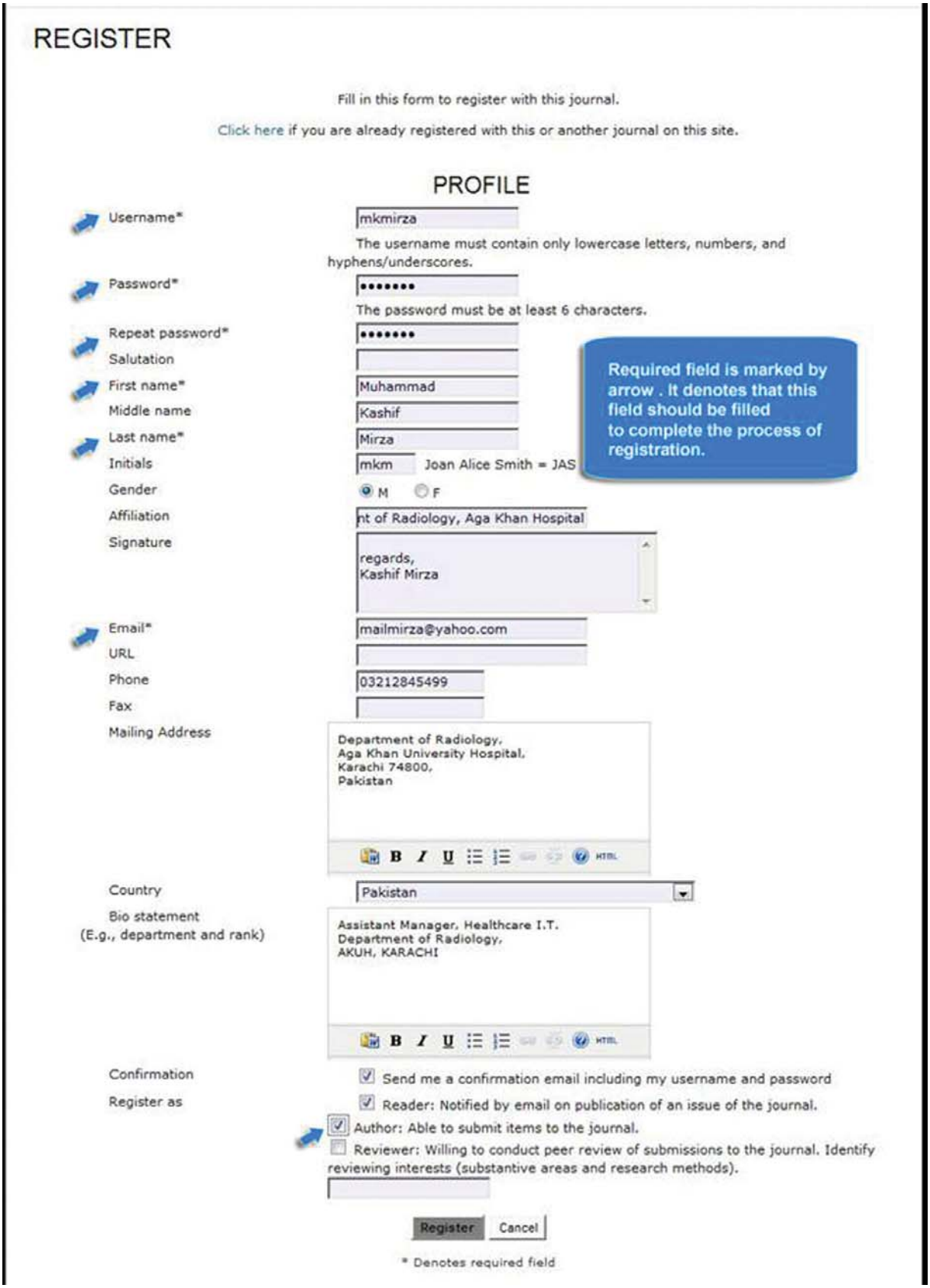


Figure 1B: REGISTER page displays when REGISTER is clicked on first page as shown in figure 1A. Arrow shows mandatory fields to complete registration process.

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.

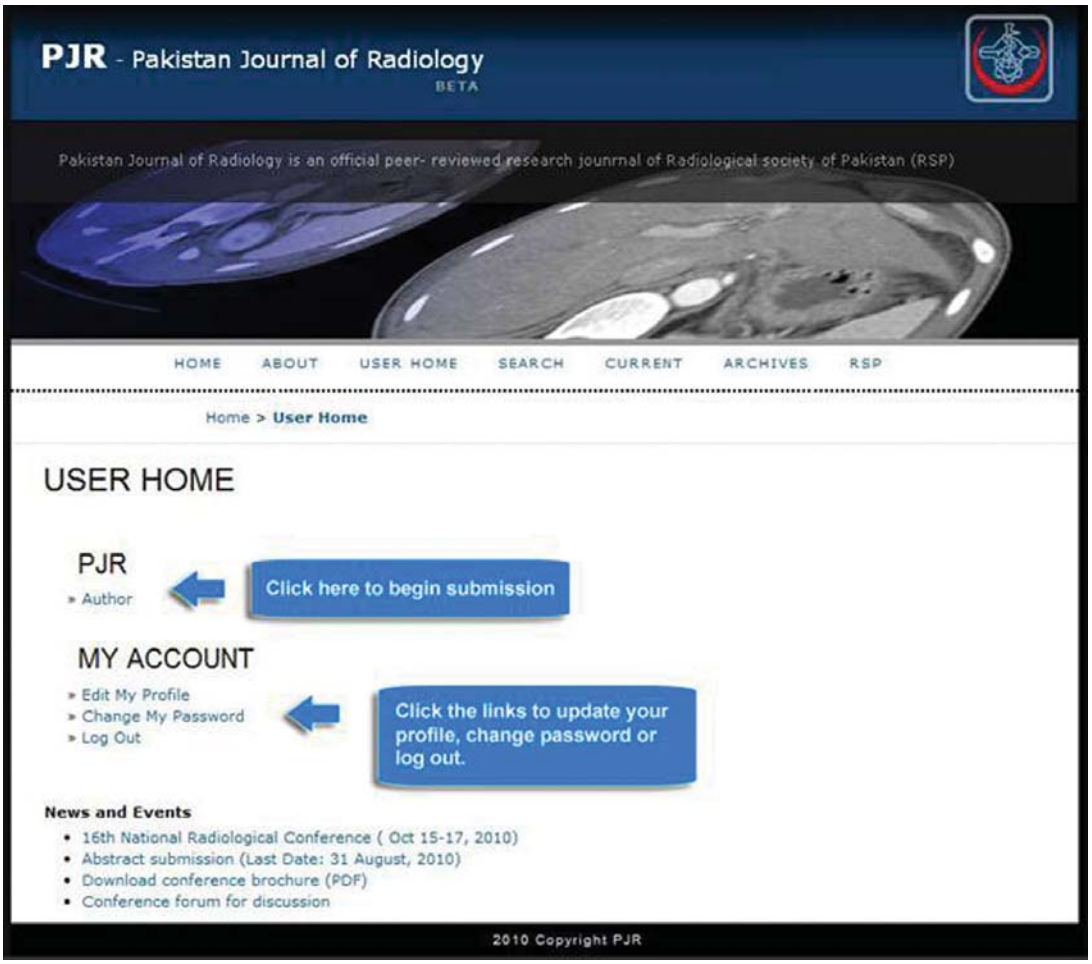


Figure 2: USER HOME screen displays as soon as you complete registration or log in to system.

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).

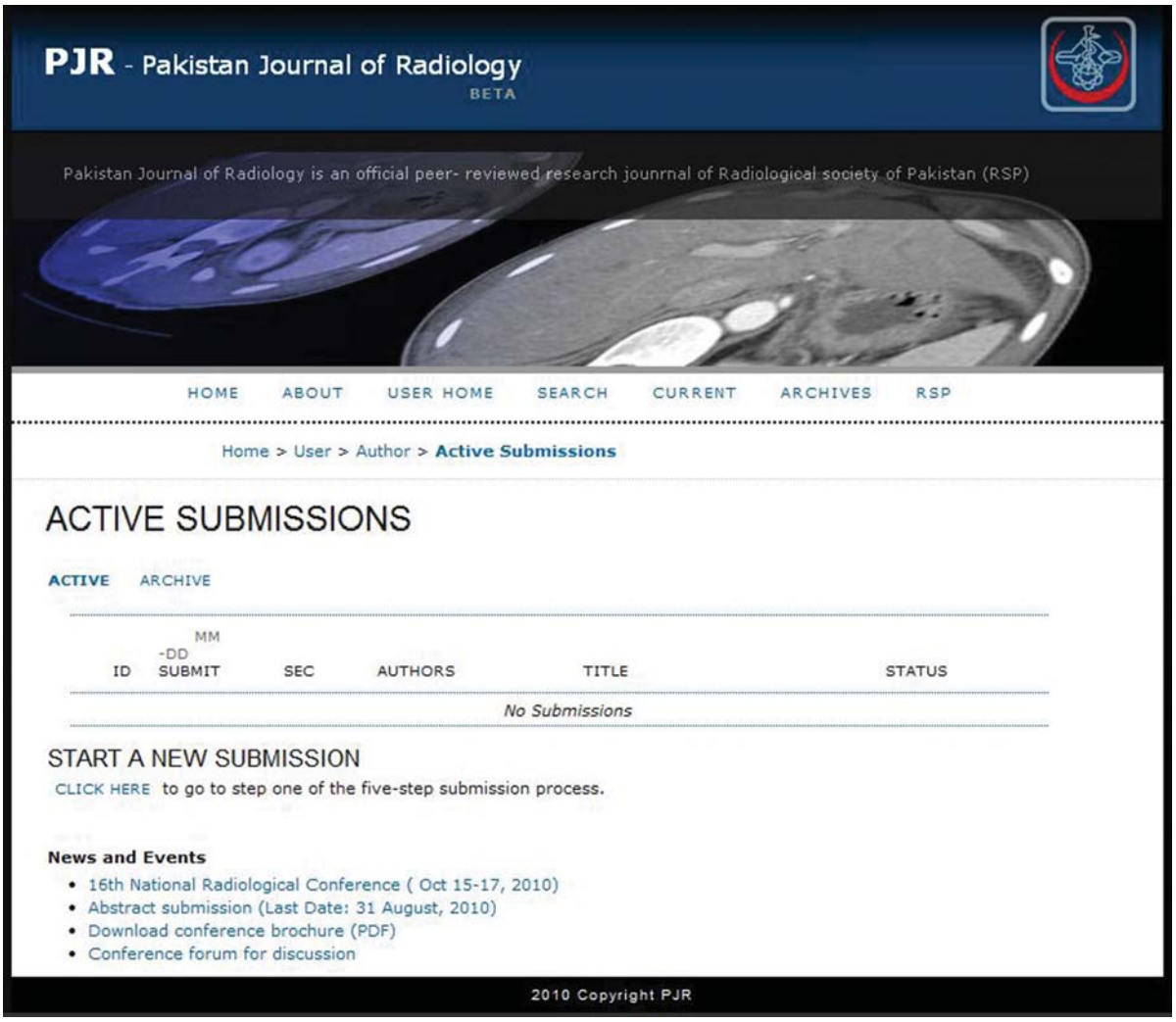


Figure 3: On clicking the link Author , as shown in figure 2 , the ACTIVE SUBMISSION is displayed. This page shows all you historical submissions and their status. You can start new submission by clicking the link under START NEW SUBMISSION .

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):

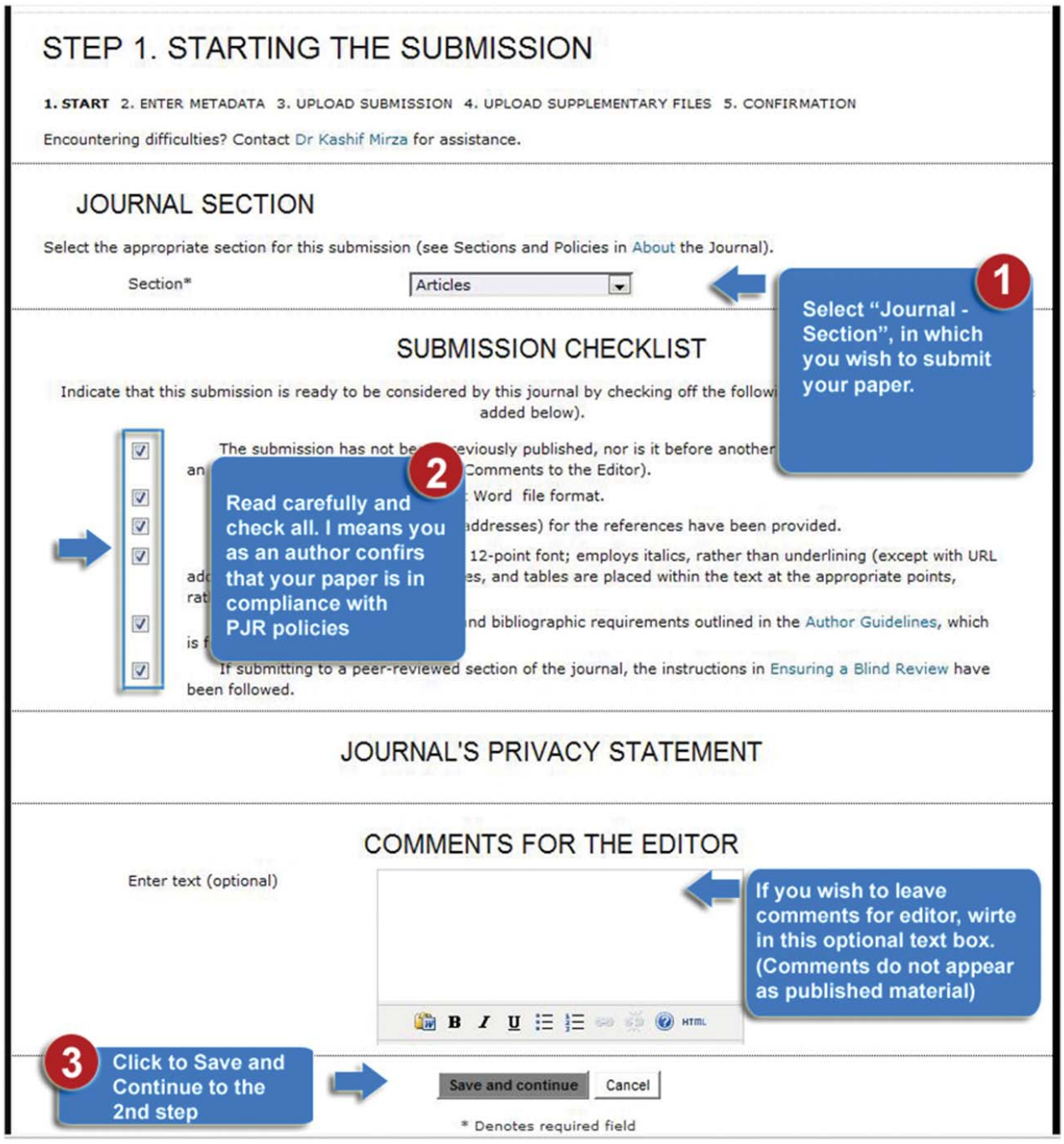


Figure 4

Submission - STEP 2 (Fig. 5):

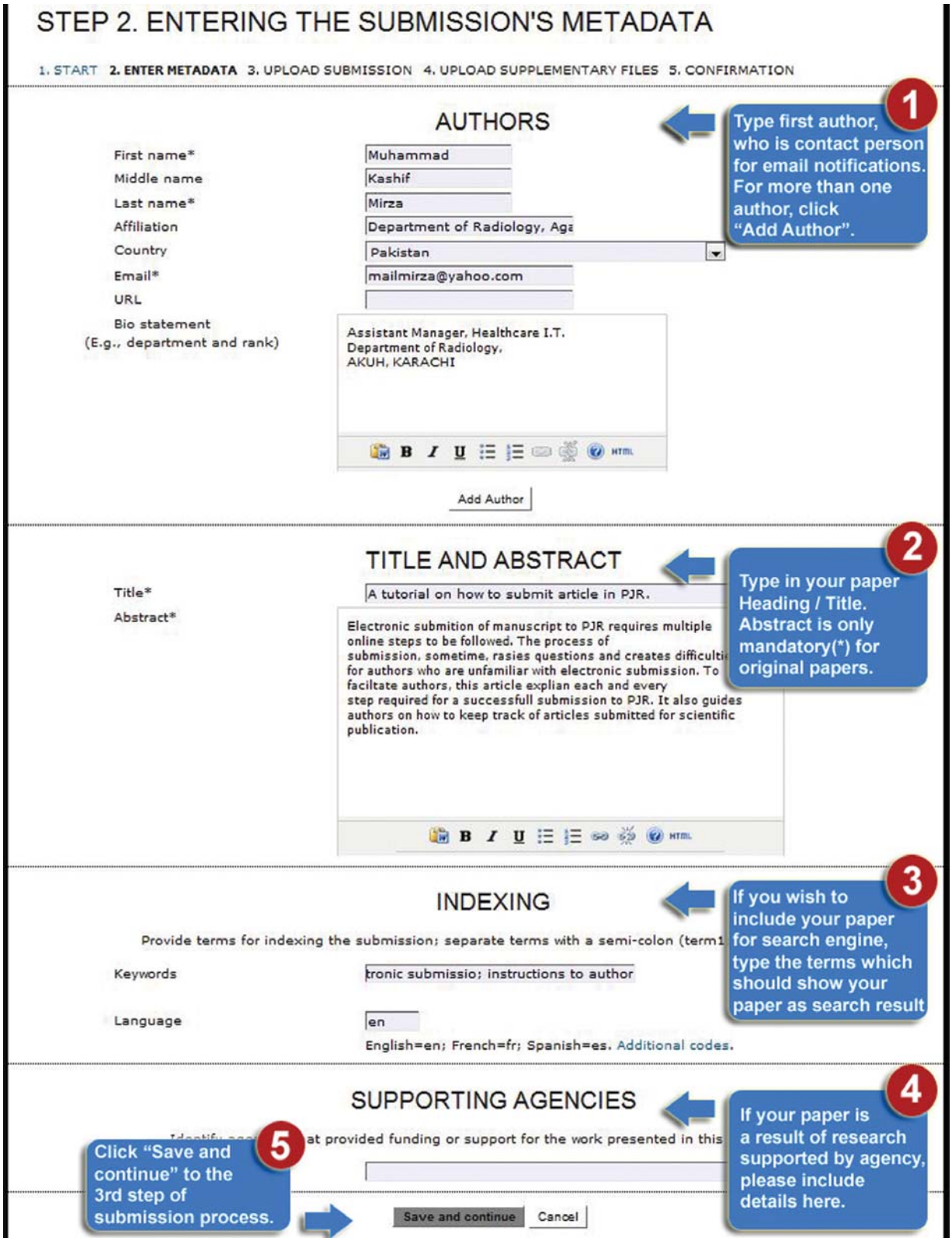


Figure 5: Enter the data about your manuscript (Example : Author(s) details, Title and Abstract, Search inclusion (Indexing option) and supporting agency (if any). Fields marked with (*) are mandatory to fill. Figure shows **SAMPLE DATA.**

Submission - STEP 3 (Fig. 6):

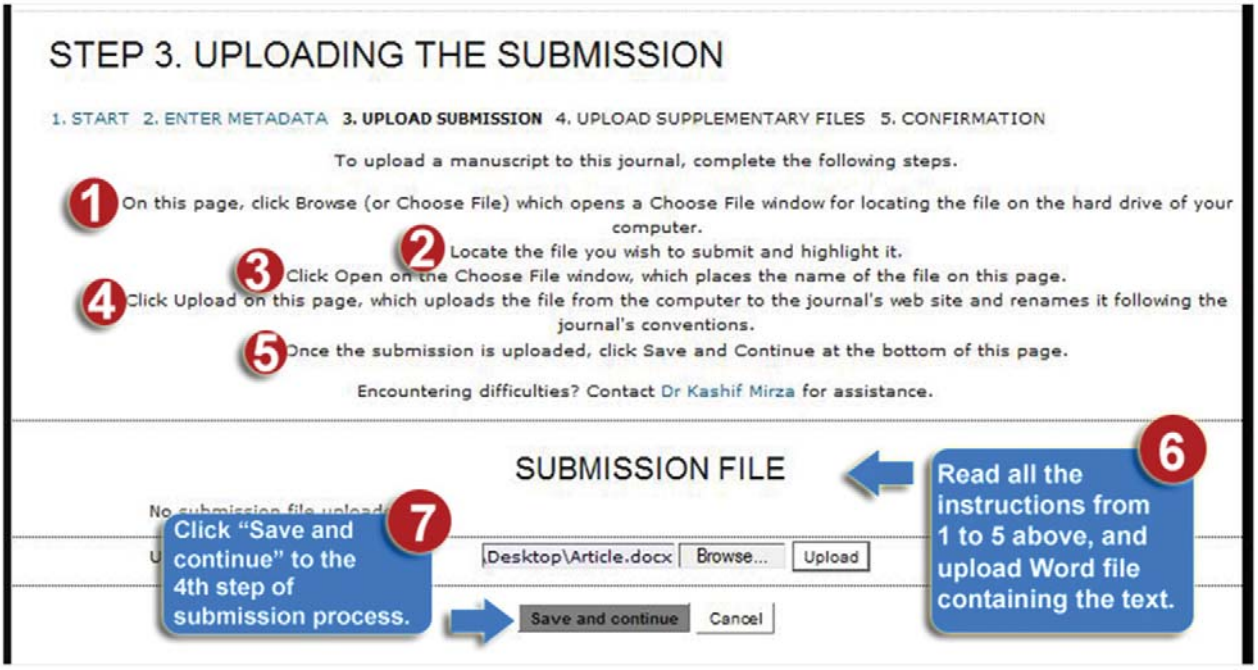


Figure 6A

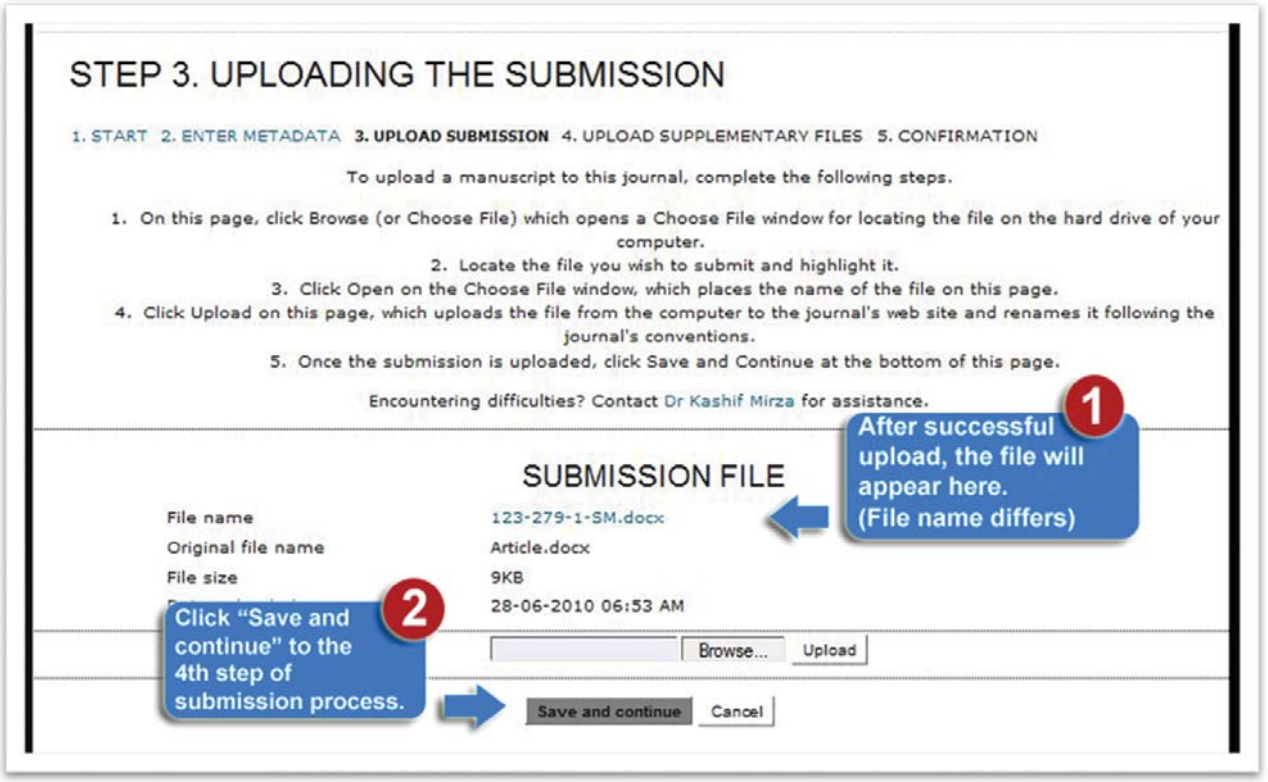


Figure 6B

Submission - STEP 4 (Fig. 7):

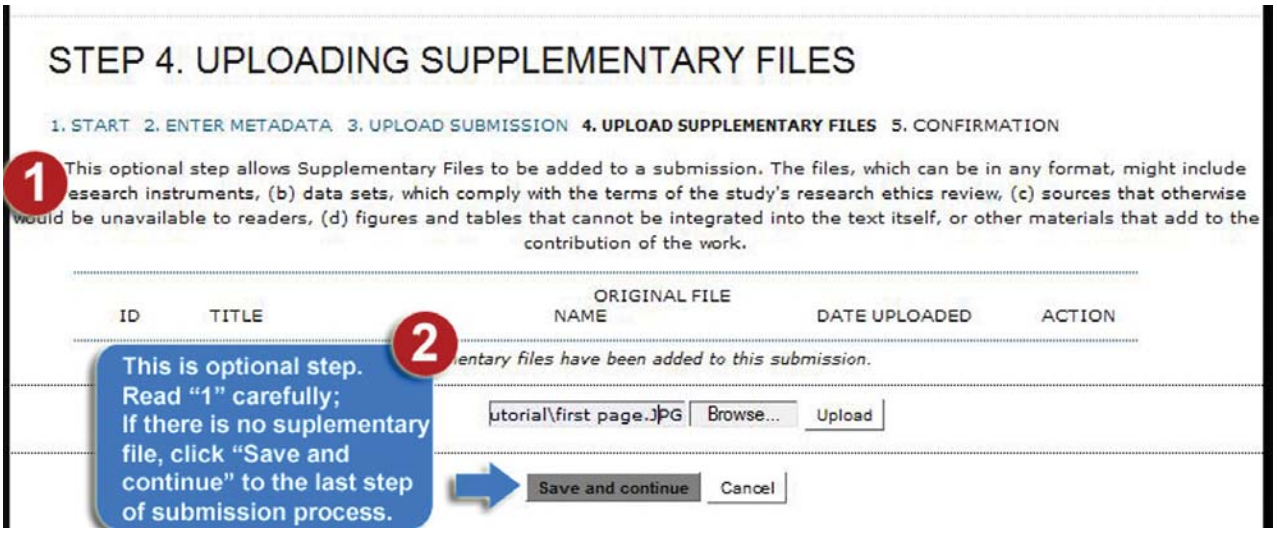


Figure 7

Submission - STEP 5 (Fig. 8):

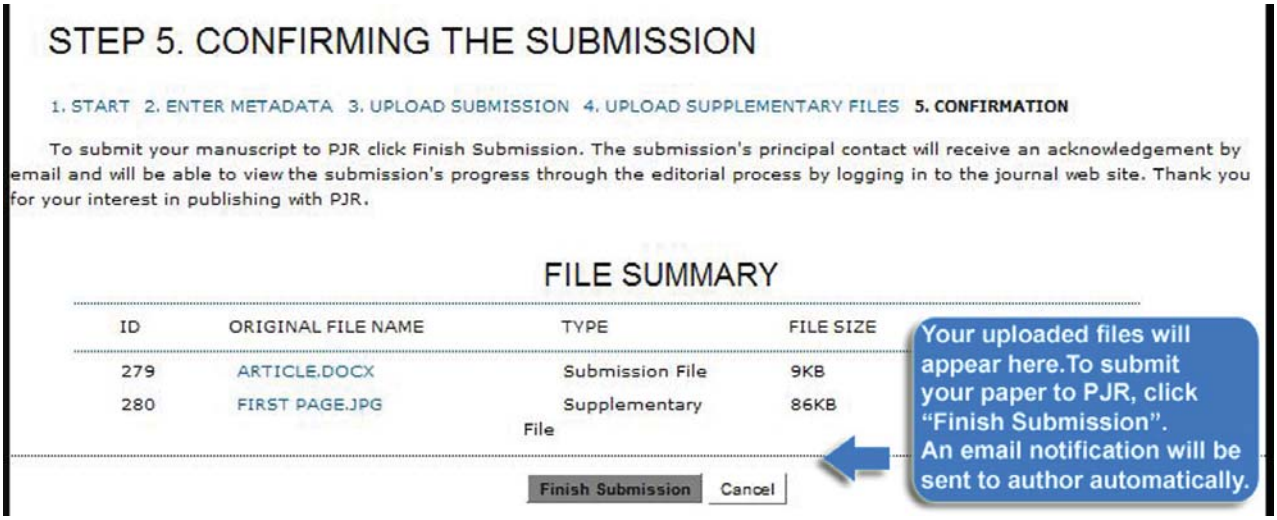


Figure 8

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

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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).

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