



JAYPEEJOURNALS

# Manuscript Submission Manual Authors

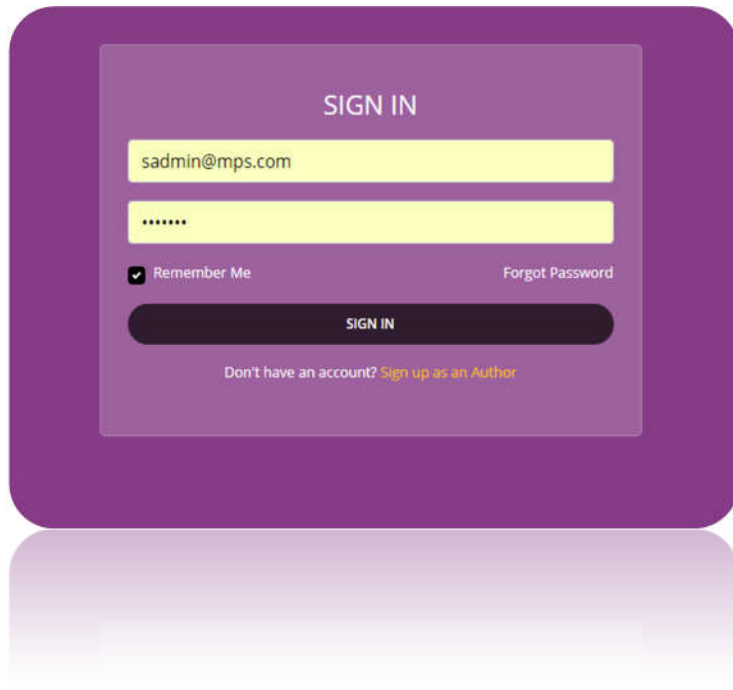


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## LOGIN PAGE

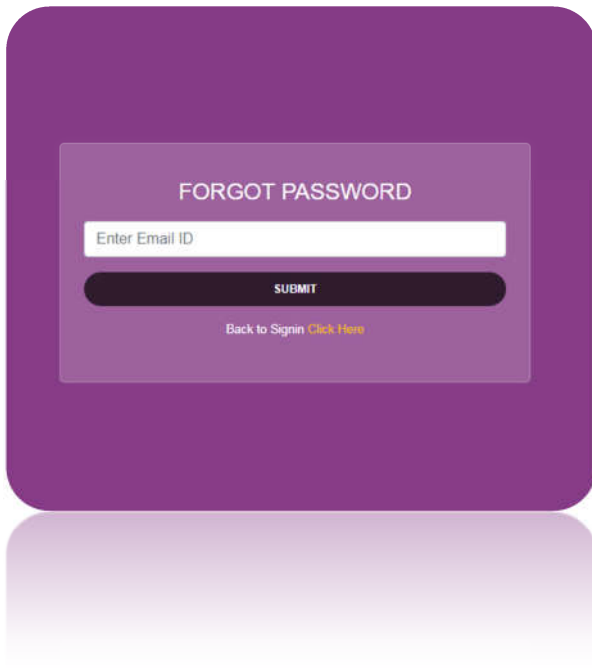
To get the login page use the URL of MSS



In case, you want the system to remember your username and the password, then check it on “**Remember me**” option, however, it is highly recommended to type in the username and the password manually before every login attempt.

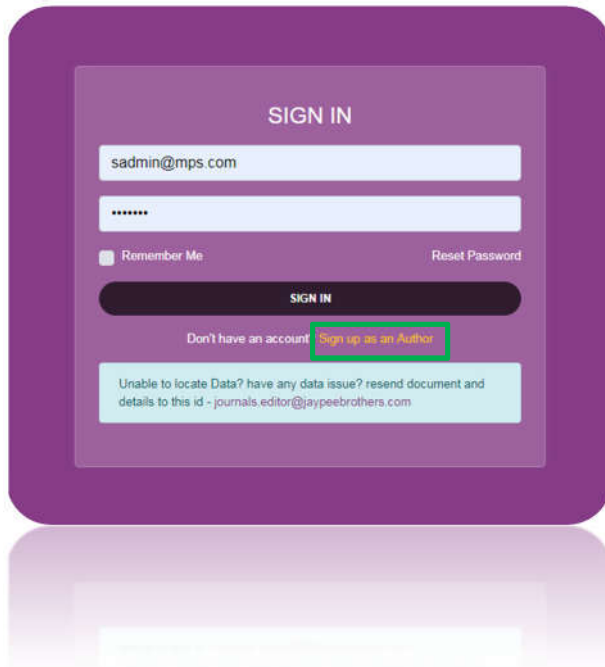
## FORGOT PASSWORD

In case, you forget your “**Password**”, click on the “**Reset Password**” option. Once clicked, it will direct to page which will ask for your email address. Fill in the email address and then click on “Submit” button to get the new password.



### Author Sign Up :

New Author can sign up by clicking " Sign up as an Author"



Which will direct to this page given below, fill up all mandatory field required to create an author account. After saving, author can login with the same credential which has been saved.

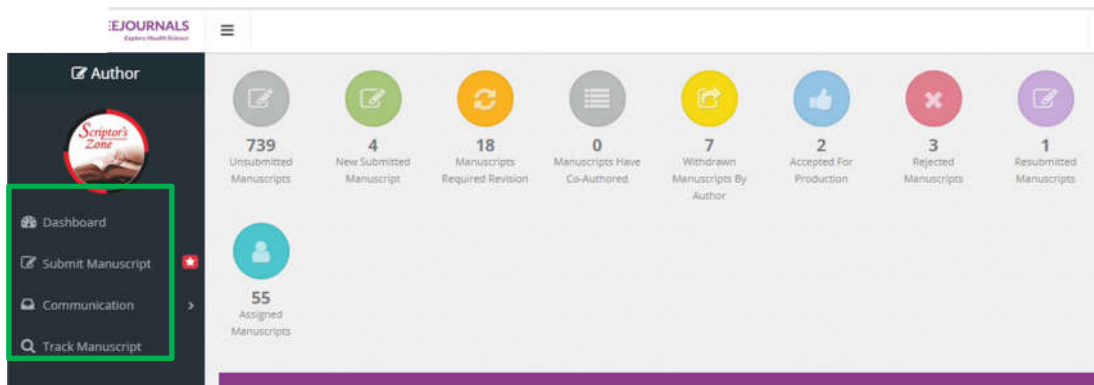
## HOME PAGE(Author)

On Right Side menu of Home Page you will find four sections:

- **Dashboard** - At the top which will have link by clicking, each will display a grid related to it :
  - Unsubmitted Manuscripts
  - New Submitted Manuscript
  - Manuscripts Required Revision
  - Manuscripts Have Co-Authored
  - Withdrawn Manuscripts By
  - Accepted For Production
  - Rejected Manuscripts
  - Resubmitted Manuscripts
  - Assigned Manuscripts



- **Submit Manuscript** – Using this Author can submit Manuscript
- **Communication** – Author can communicate via mail related to any topic or issue.
- **Track Manuscript** – This section lists all the tasks related to the manuscript for which author want to track the status and its other information, by entering the respective ID of manuscript .



## Dashboard (Author):



When the related icon on dashboard is clicked by user

### Unsubmitted Manuscripts

- **Unsubmitted Manuscripts** : When The user click icon titled as Unsubmitted Manuscripts the grid will be displayed

Unsubmitted Manuscripts						
Show 10 entries				Search:		
Manuscript ID	Journal	Manuscript Title	Date Created	Continue	Delete	
jhYWWWW	Journal of south asian association of pediatric dentistry		01/11/2018			
JPJ100130613JCD	Journal of contemporary dentistry	Infection Control Policy for Dental Practice: An Evidence-based Approach	13/06/2013			
JPJ101130613JCD	Journal of contemporary dentistry	keratocystic odontogenic tumour	13/06/2013			
JPJ102130613JCD	Journal of	KOT	13/06/2013			

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## Columns Available in the grid :

- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created
- **Continue** – User can update the Manuscript
- **Delete** – User can delete the Manuscript

## Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.

Manuscript Information

Type, Title, & Abstract -

Manuscript ID	Manuscript Type	Title

Running Head

Abstract:

Keyword:

Authors & Institutions +

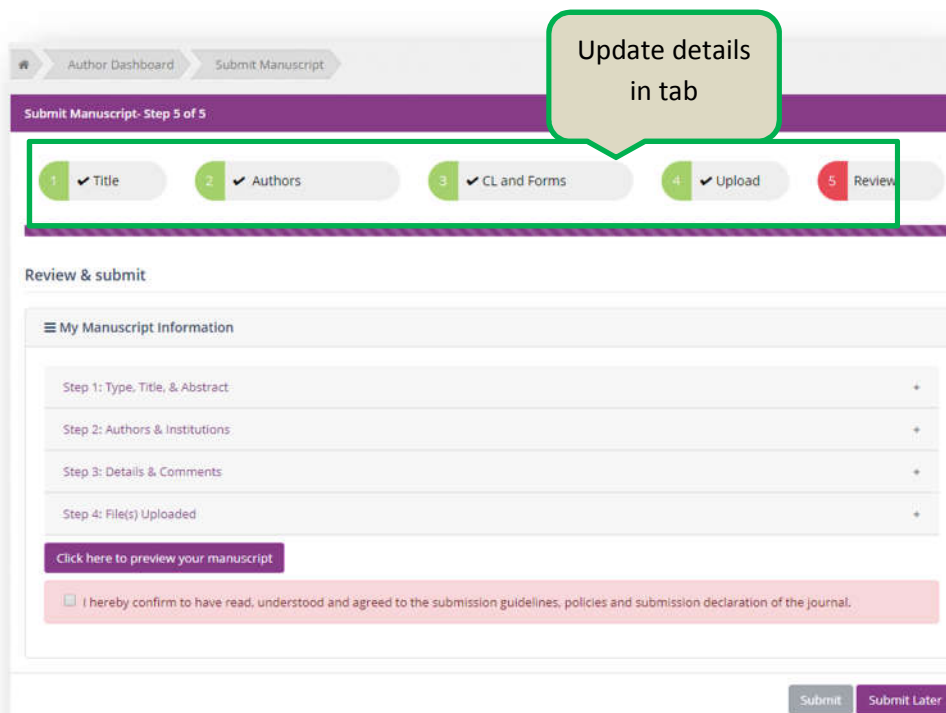
Details & Comments +

File(s) Uploaded +

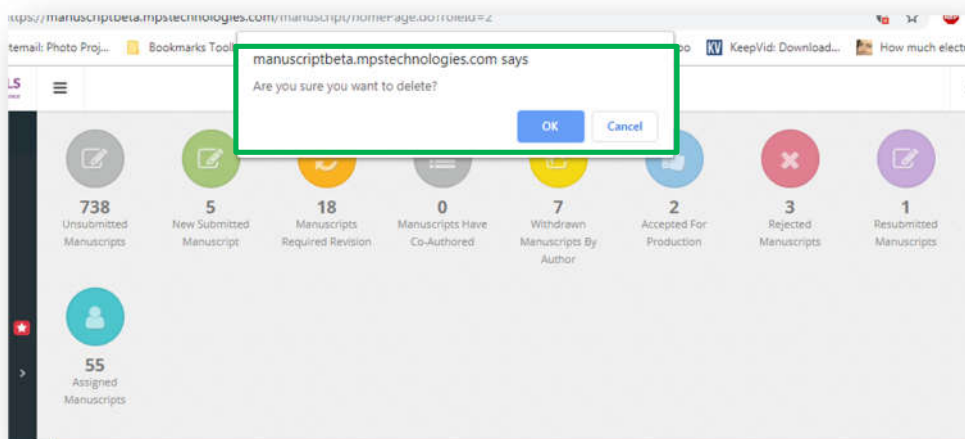
Author Reply File(s) +

JPR75247218(SAAPD) Journal of south asian studies 24/12/2018

- **Continue**: This will take author to incomplete Manuscript page where Author can complete the other details tab wise because of which it was incomplete and submit it or again keep it as Unsubmitted mode.



- **Delete:** If the user wants to delete the Unsubmitted manuscript then the user can click the icon in the grid in related row of manuscript and the pop will render asking the user choice.



## New Submitted Manuscript

- **New Submitted Manuscript - :** When The user click icon titled as New Submitted Manuscripts the corresponding grid will be displayed





**New Submitted Manuscripts**

Show 10 entries Search:

Manuscript ID	Journal	Manuscript Title	Date Created	Withdraw
JPJ100130613JCD	Journal of Contemporary Dentistry	Infection control policy for dental practice: an evidence-based approach	13/06/2013	
JPJ136090415JDO	The Duke Orthopaedic Journal	A rare case of intertrochanteric fracture in a 3 year child	09/04/2015	
JPJ278141218PL	International Journal of Phonosurgery & Laryngology	Anterior neck injuries presenting as cut throat emergencies in a tertiary health institution	14/12/2018	
JPJ3177290319JSAFOG	Journal of SAFOG	Alexandria oral implantology association	29/03/2019	
JPJ9230317GE	International Journal of Gynecological Endoscopy	Transverse vaginal septum – a rare case diagnosed during labor	23/03/2017	

Showing 1 to 5 of 5 entries

Previous 1 Next

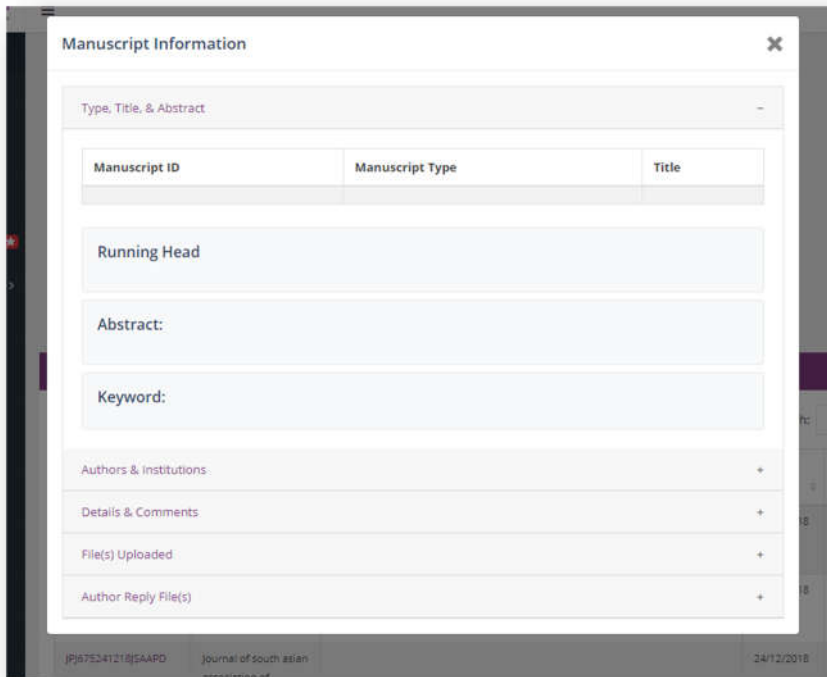
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### Columns Available in the grid :

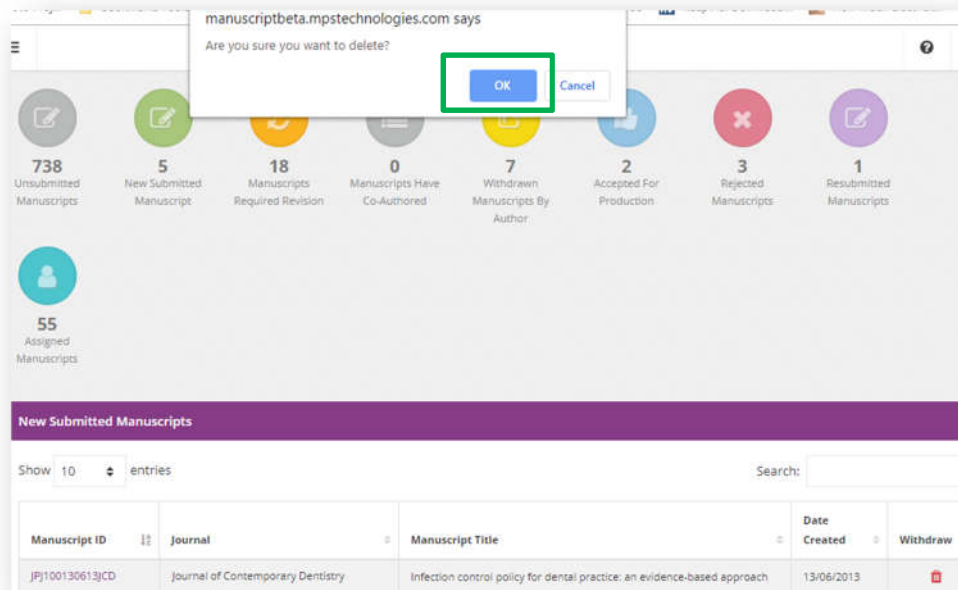
- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created
- **Withdraw** – User can Withdraw the Manuscript

Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



- Withdraw:** If the user wants to withdraw the New submitted manuscript then the user can click the withdraw icon in the grid in related row of manuscript and the pop will render asking the user choice and if the user select "OK" it will move to **"Withdrawn Manuscripts By Author"**



## Manuscripts Required Revision

- **Manuscripts Required Revision:** When The user click icon titled as Manuscripts Required Revision the corresponding grid will be displayed

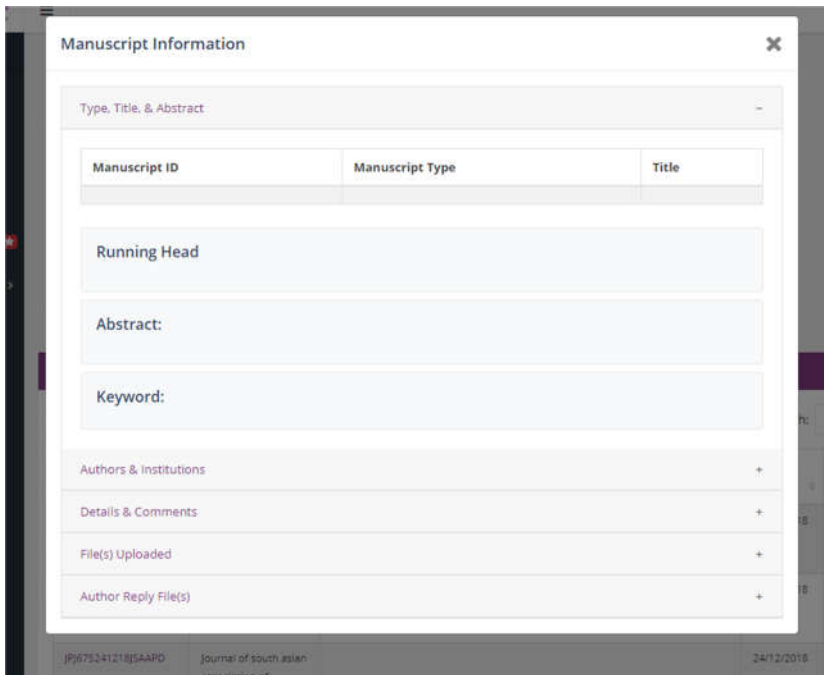
Manuscript ID	Journal	Manuscript Title	Date Created	Comment's	Continue	Withdraw
<a href="#">IJCCM_189_18</a>	Indian Journal of Critical Care Medicine	Vitamin d levels in critically ill patients on admission and during the icu stay and its association with short and long term morbidity and mortality: a single center observational study	27/04/2018	Please		
<a href="#">IJCCM_196_16</a>	Indian Journal of Critical Care Medicine	A case of adult onset still's disease presenting as acute fulminant hepatic failure	01/06/2016	Please		
<a href="#">IJCCM_248_17</a>	Indian Journal of Critical Care Medicine	Postoperative pulmonary edema conundrum	14/06/2017	Please		
<a href="#">IJCCM_266_17</a>	Indian Journal of Critical Care Medicine	The effect of selenium on activated protein c plasma levels and incidence of delirium in icu patients	29/06/2017	Please		

## Columns Available in the grid :

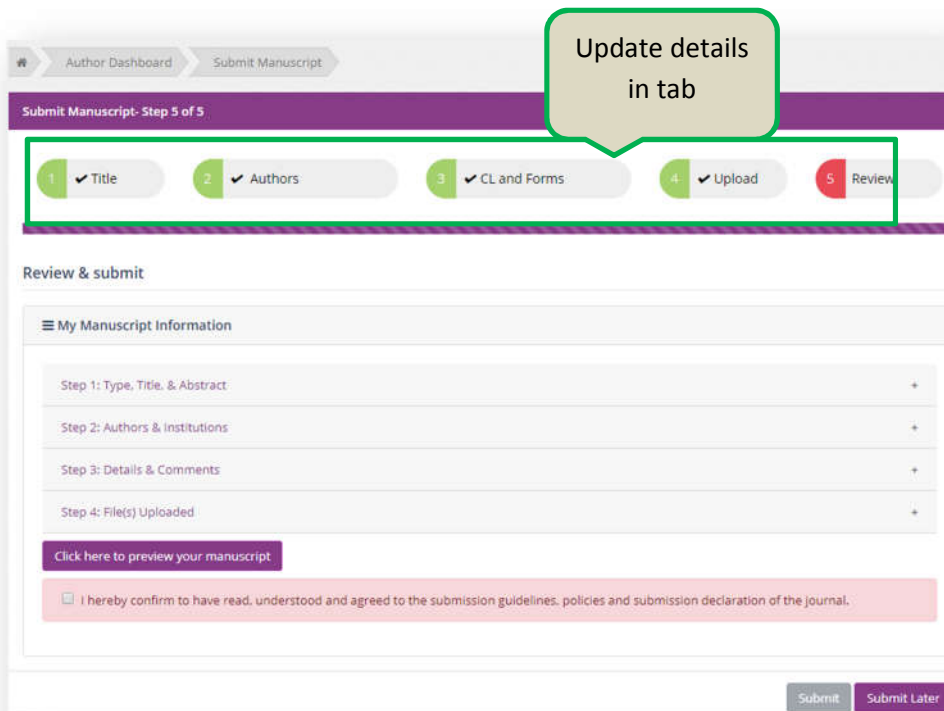
- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created
- **Continue** – User can update the Manuscript
- **Withdraw** – User can Withdraw the Manuscript

### Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.

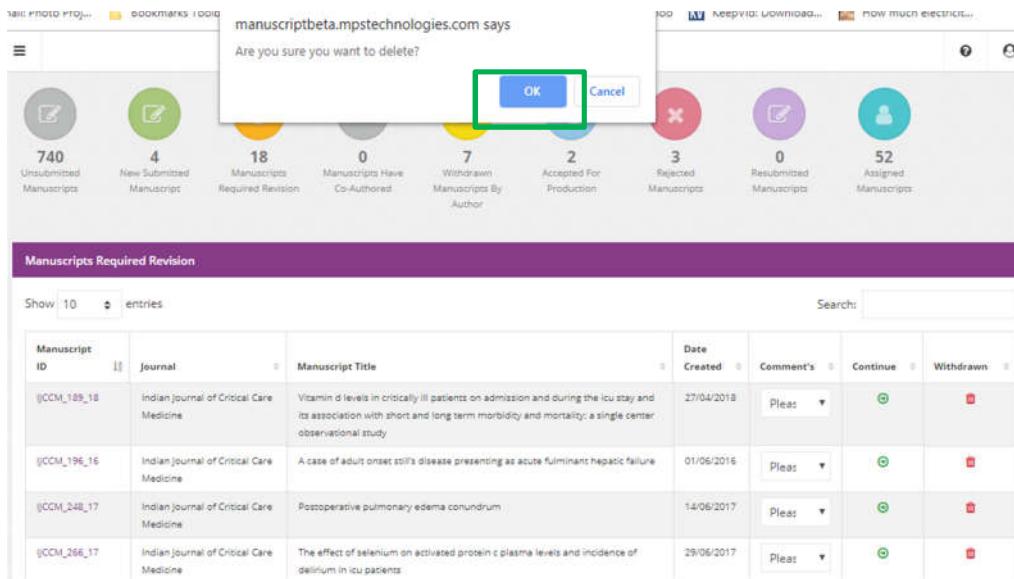


- **Continue:** This will take author to incomplete Manuscript page where Author can complete the other details tab wise because of which it was incomplete and submit it or again keep it as Unsubmitted mode.



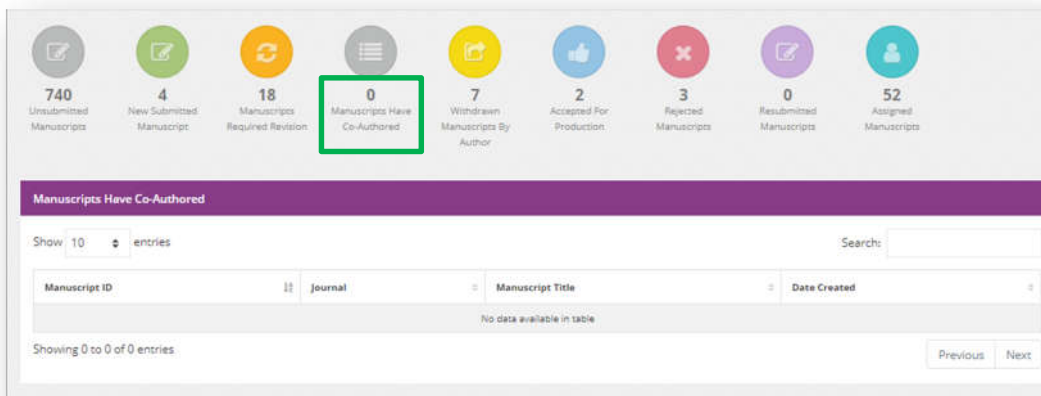
- **Withdraw:** If the user wants to withdraw the New submitted manuscript then the user can click the withdraw icon in the grid in related row of manuscript and the pop will render asking the user choice and if the user select "OK" it will move to "**Withdrawn Manuscripts By Author**"





### Manuscripts have Co-Author

- **Manuscripts have Co-Author:** When The user click icon titled as Manuscripts have Co-author the corresponding grid will be displayed which tells if the same author has co-author any of the manuscript then it will be displayed in the grid.

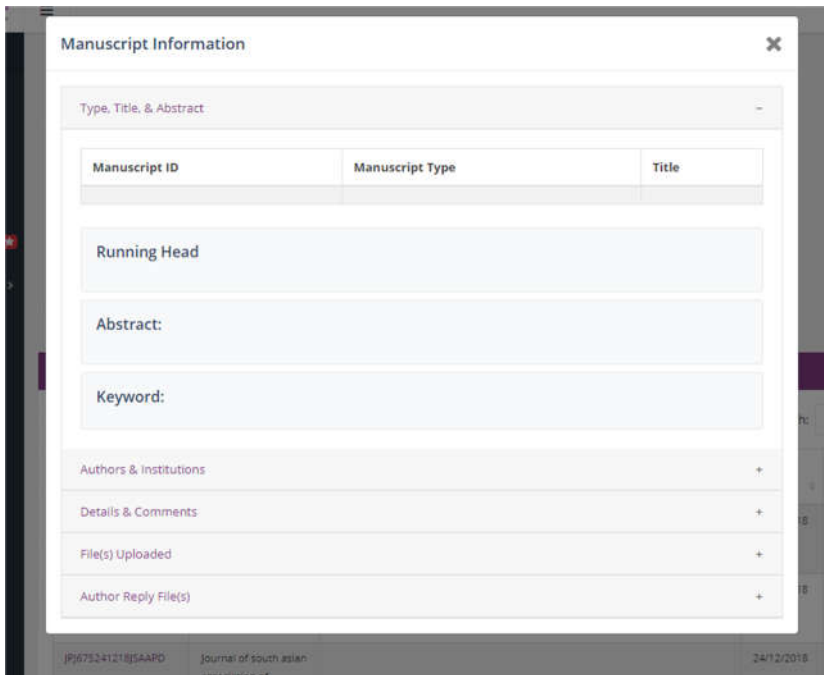


### Columns Available in the grid :

- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created

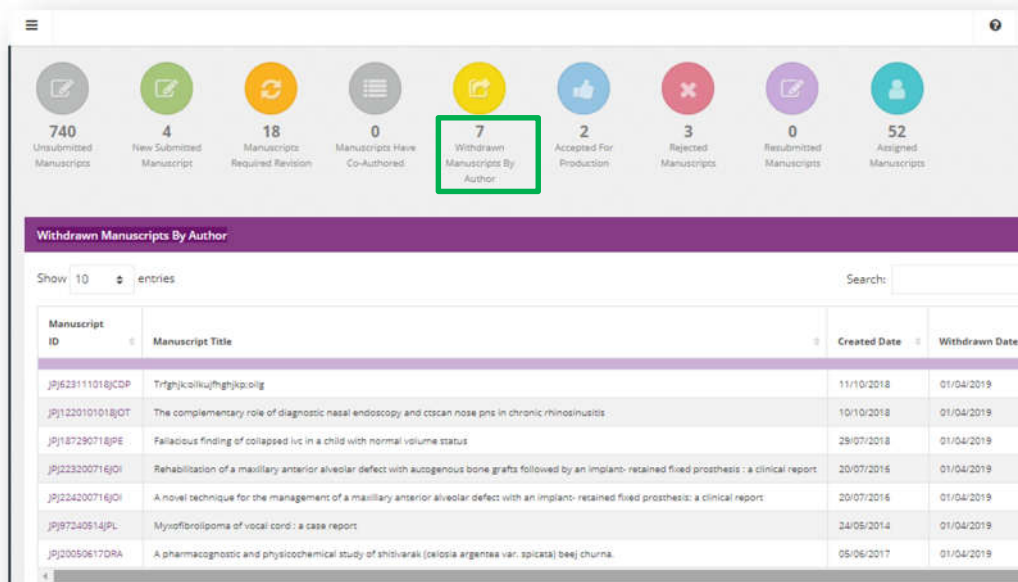
Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



### Withdrawn Manuscripts by Author

- **Withdrawn Manuscripts by Author** : When The user click icon titled as Withdrawn Manuscripts by Author the corresponding grid will be displayed , it will consist of all the manuscript that has been withdrawn from “New Submitted Manuscript” and “Manuscript Required Revision” so will move to or be displayed in the grid.

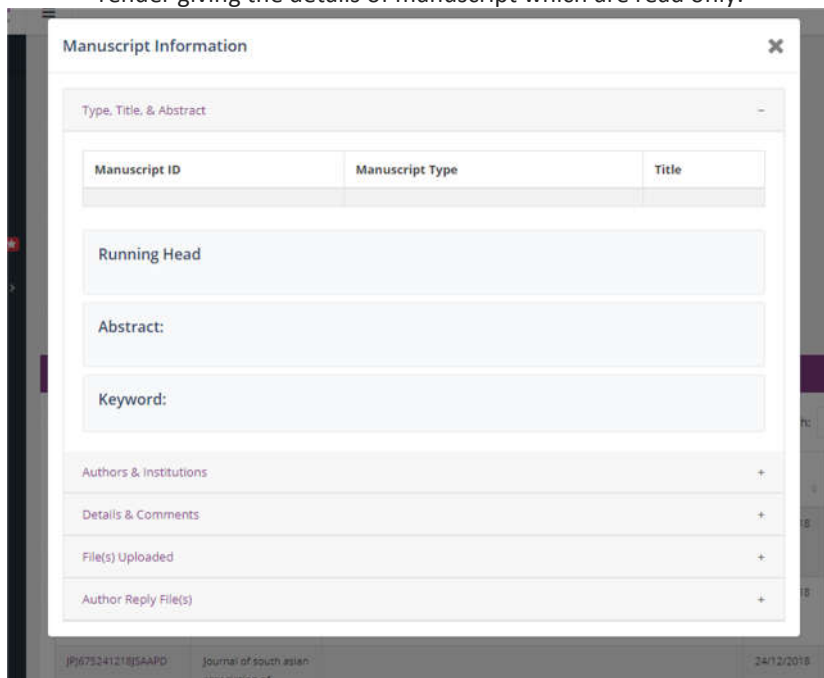


### Columns Available in the grid :

- **Manuscript ID** – Gives the ID of the Manuscript
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created
- **Withdrawn Date** – Gives the date on which the manuscript was created

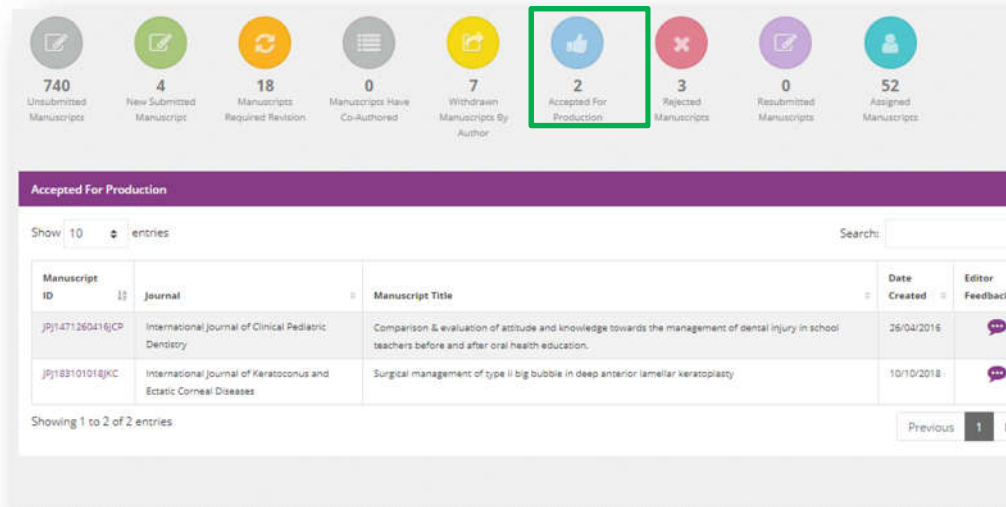
Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



### Accepted For Production

- **Accepted For Production** : When The user click icon titled as Accepted For Production the corresponding grid will be displayed , and will consist of Manuscript that has been accepted for production.

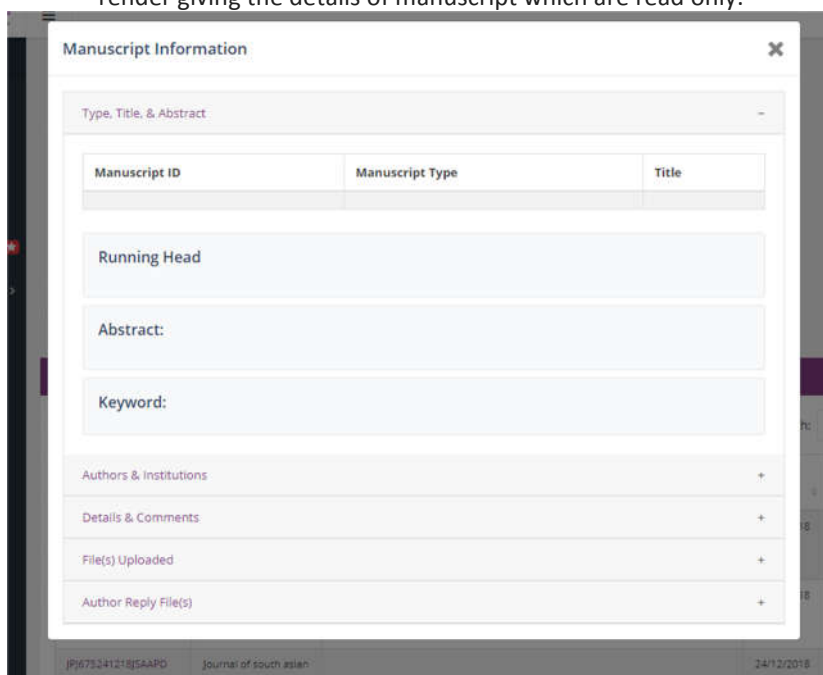


### Columns Available in the grid :

- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created
- **Editor Feedback** : Gives the editor feedback on manuscript.

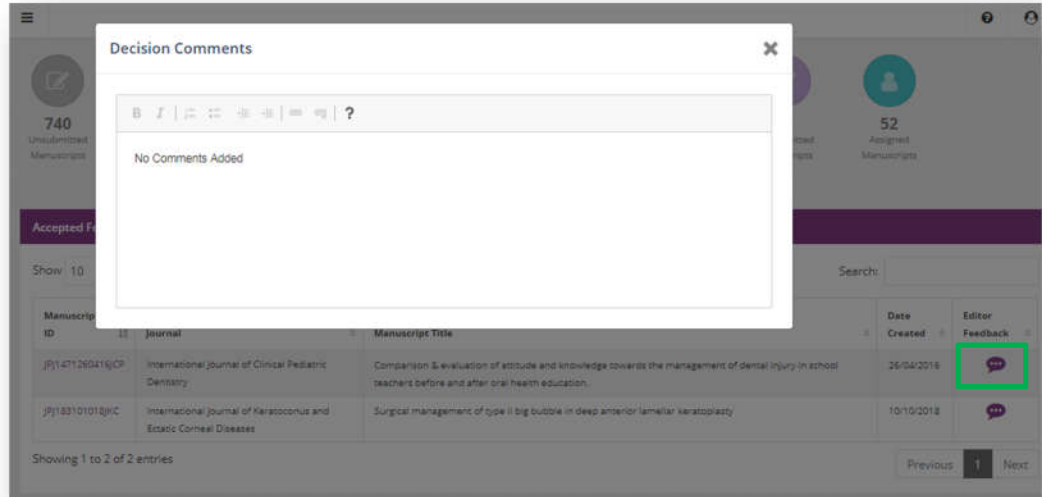
### Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



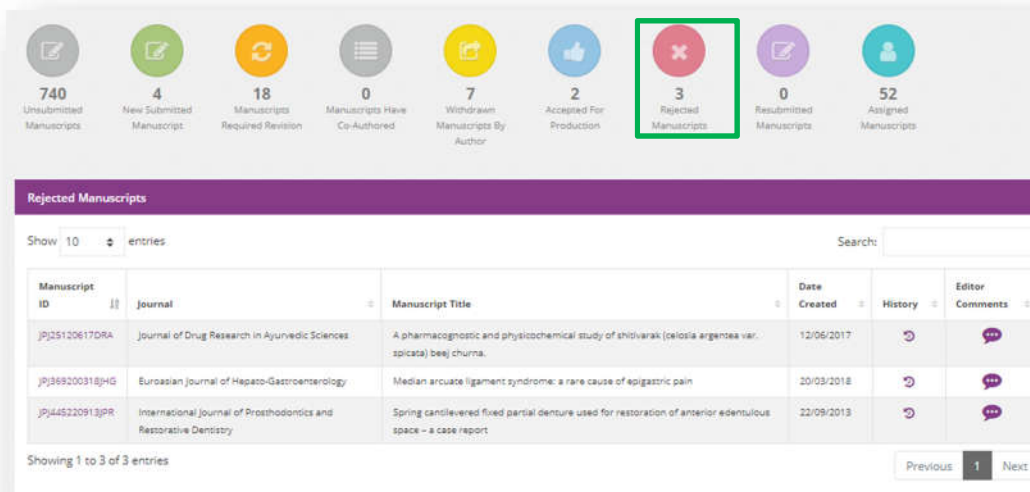


- **Editor Feedback** : If author clicks Editor Feedback link in the column of the grid then a pop will render with heading “Decision Comment” which gives the comment of the editor if there are any.



### Rejected For Production

- **Rejected For Production** : When The user click icon titled as Rejected For Production the corresponding grid will be displayed , which consist details of all manuscript that has been rejected so will come under Rejected Manuscript

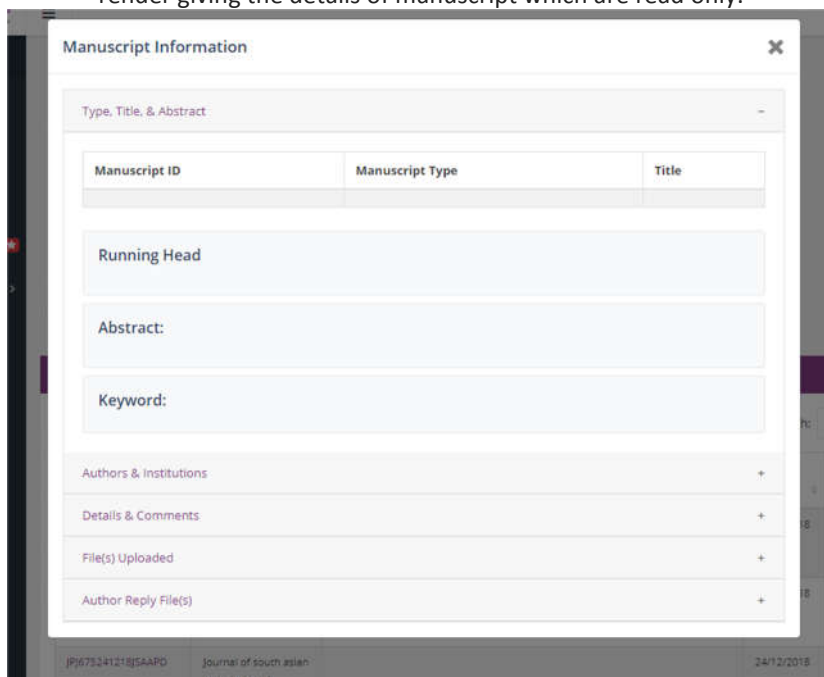


## Columns Available in the grid :

- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **History** – Gives the status of the manuscript task.
- **Editor Comment** : Gives the editor comment on manuscript.

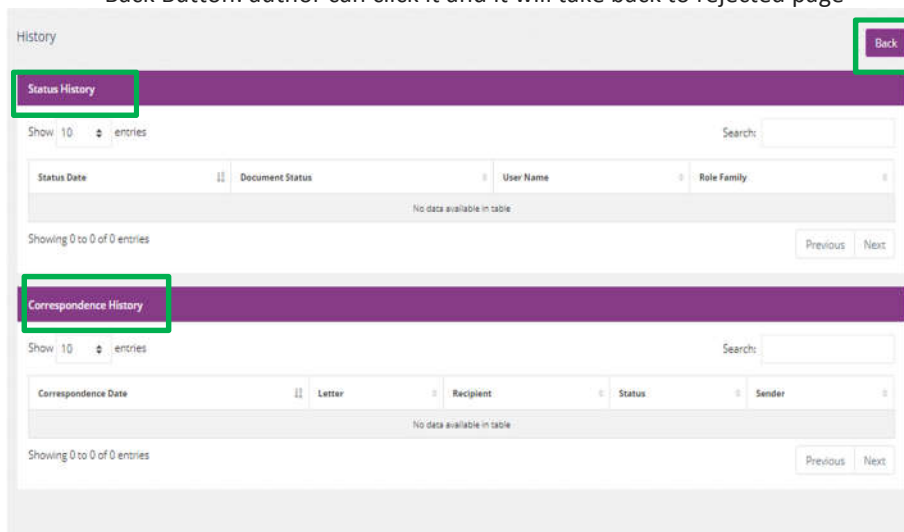
Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



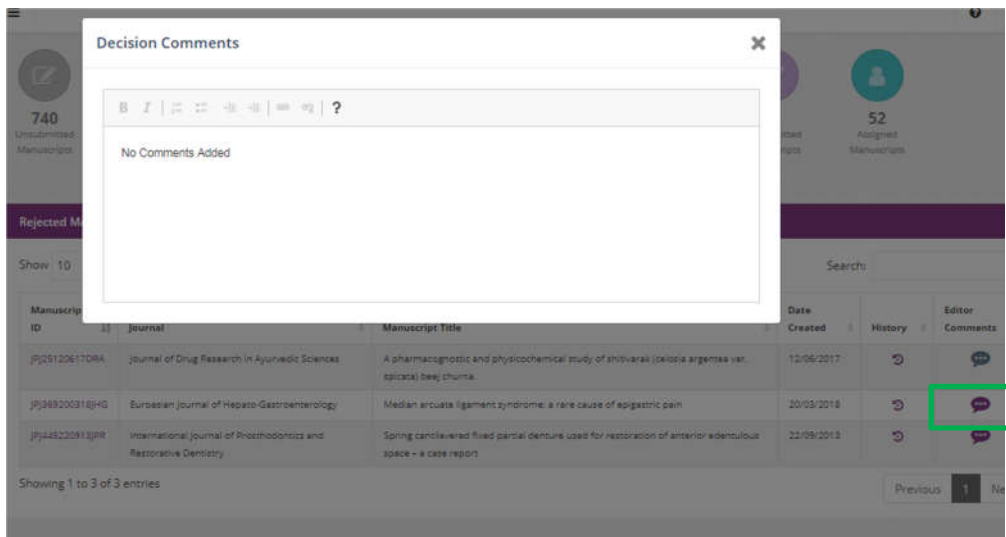
The screenshot shows a 'Manuscript Information' pop-up window. It contains a table with columns 'Manuscript ID', 'Manuscript Type', and 'Title'. Below the table are sections for 'Running Head', 'Abstract:', and 'Keyword:'. At the bottom, there are expandable sections for 'Authors & Institutions', 'Details & Comments', 'File(s) Uploaded', and 'Author Reply File(s)'. The window also displays the journal name 'Journal of south asian' and the date '24/12/2018'.

- **History** :  
Status History – Will give the status of Manuscript task , where it was rejected and all other previously completed task.  
Correspondence – Will display all the correspondence related to that manuscript  
Back Button: author can click it and it will take back to rejected page



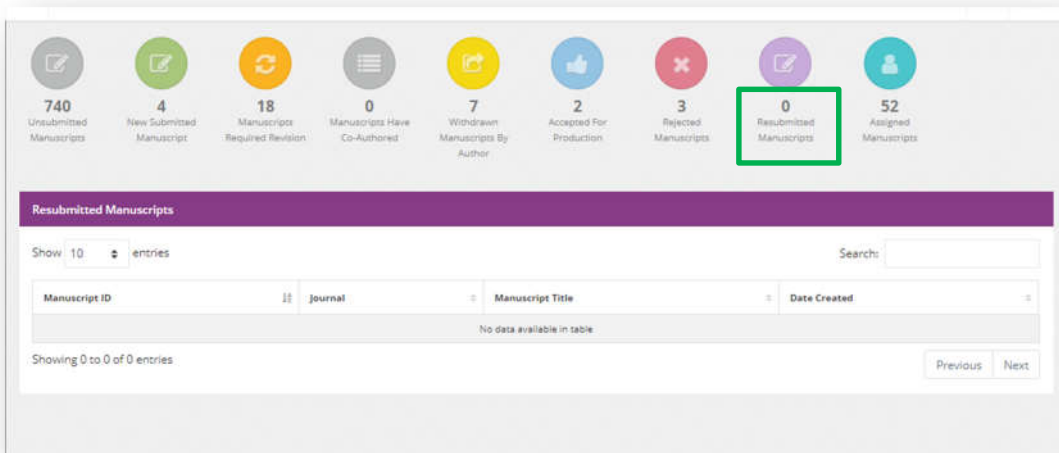
The screenshot shows the 'History' page. It has a 'Back' button in the top right corner. Below the header, there are two sections: 'Status History' and 'Correspondence History'. Each section has a search bar and a table. The 'Status History' table has columns for 'Status Date', 'Document Status', 'User Name', and 'Role Family'. The 'Correspondence History' table has columns for 'Correspondence Date', 'Letter', 'Recipient', 'Status', and 'Sender'. Both tables show 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' buttons at the bottom of each table.

- **Editor Comment** : If author clicks Editor Comment link in the column of the grid then a pop will render with heading “Decision Comment” which gives the comment of the editor if there are any.



### Re submitted Manuscripts

- **Re submitted Manuscripts** : When the user click icon titled as Re submitted Manuscripts the corresponding grid will be displayed, which consist details of all manuscript that is to be revised by author and which has been has been resubmitted after doing so will come under Resubmitted Manuscript

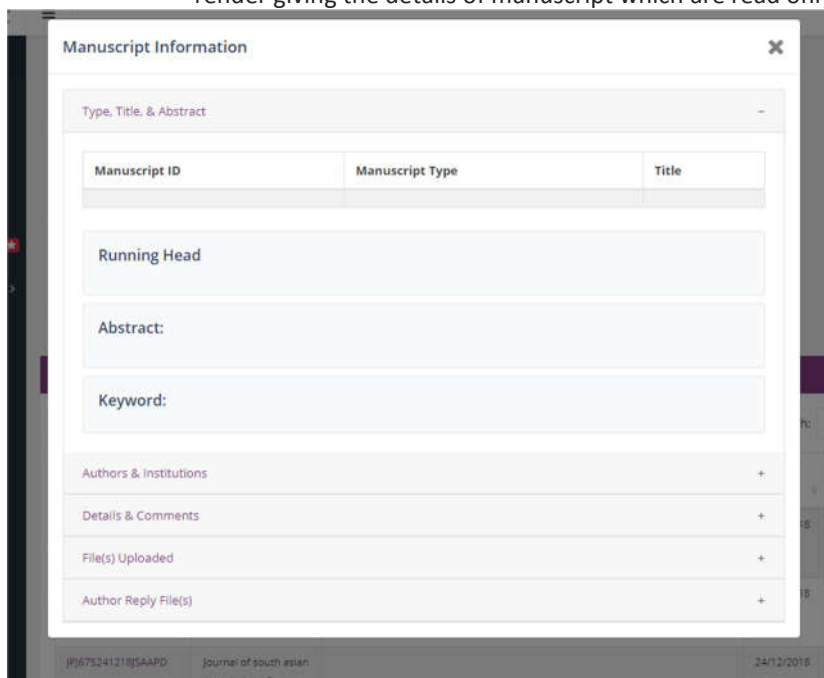


## Columns Available in the grid :

- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created

Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



## Assigned Manuscripts

- **Assigned Manuscripts** : When the user click icon titled as Assigned Manuscripts the corresponding grid will be displayed, which consist details of all manuscript that is assigned to author

The screenshot shows a dashboard with a navigation bar containing icons for various manuscript statuses: Unsubmitted Manuscripts (740), New Submitted Manuscript (4), Manuscripts Required Revision (18), Manuscripts Have Co-Authored (0), Withdrawn Manuscripts By Author (7), Accepted For Production (2), Rejected Manuscripts (3), Resubmitted Manuscripts (0), and Assigned Manuscripts (52). The 'Assigned Manuscripts' icon is highlighted with a green box. Below the navigation bar is a section titled 'Assigned Manuscripts' with a search bar and a table of manuscript entries.

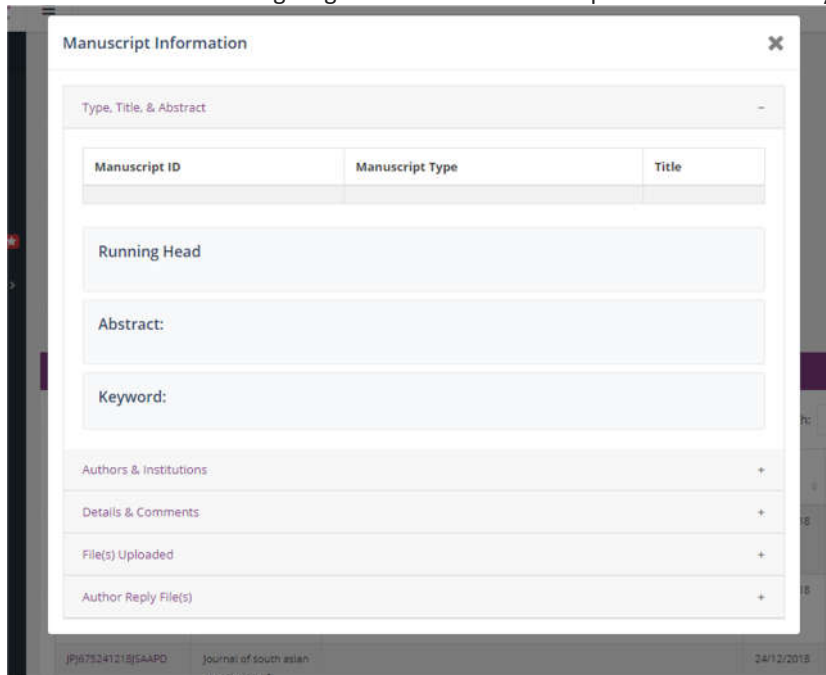
Manuscript ID	Journal	Manuscript Title	Date Created
IJCCM_121_13	Indian Journal of Critical Care Medicine	Incidence, dependent and independent risk factors associated to nosocomial infections and to the mortality at the intensive care unit of the timone university hospital.	03/06/2013
IJCCM_122_11	Indian Journal of Critical Care Medicine	Tricyclic antidepressant poisoning treated by magnesium sulfate: a randomized clinical trial	06/06/2011
IJCCM_132_11	Indian Journal of Critical Care Medicine	Acute intracardiac shunt and refractory hypoxemia	21/06/2011
IJCCM_167_13	Indian Journal of Critical Care Medicine	Effect of communication chart for conscious intubated patient in meeting patient satisfaction	16/07/2013

### Columns Available in the grid :

- **Manuscript ID** – Gives the ID of the Manuscript
- **Journal** – Gives the Name of the Journal
- **Manuscript Title** – Gives the Title of the Manuscript
- **Date Created** – Gives the date on which the manuscript was created

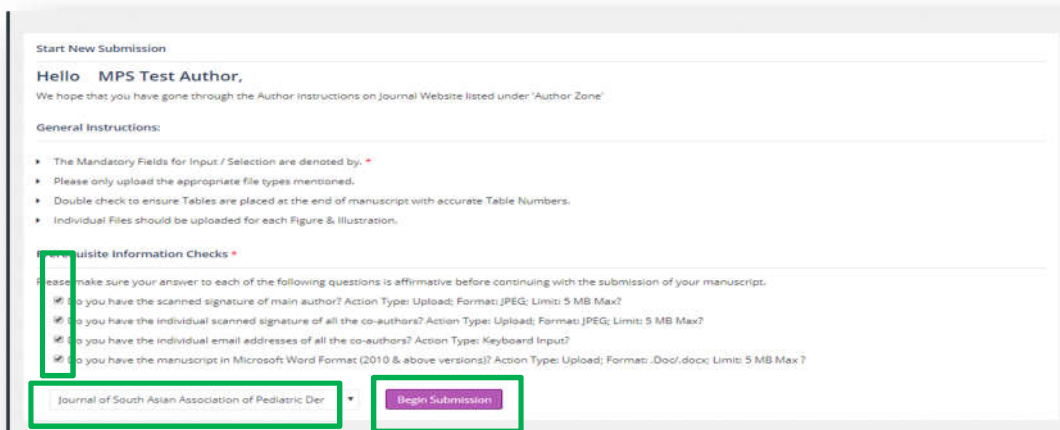
Action in Grid Column :

- **Manuscript ID** : If author clicks manuscript ID link in the column of the grid then a pop will render giving the details of manuscript which are read only.



### Submit Manuscript

Author can submit his/her manuscript by entering all the details required and is processed pages wise. After checking all the mandatory fields and selecting the Journal against the manuscript that he/she wants to submit, author begin submission by click the button titled as “Begin Submission”

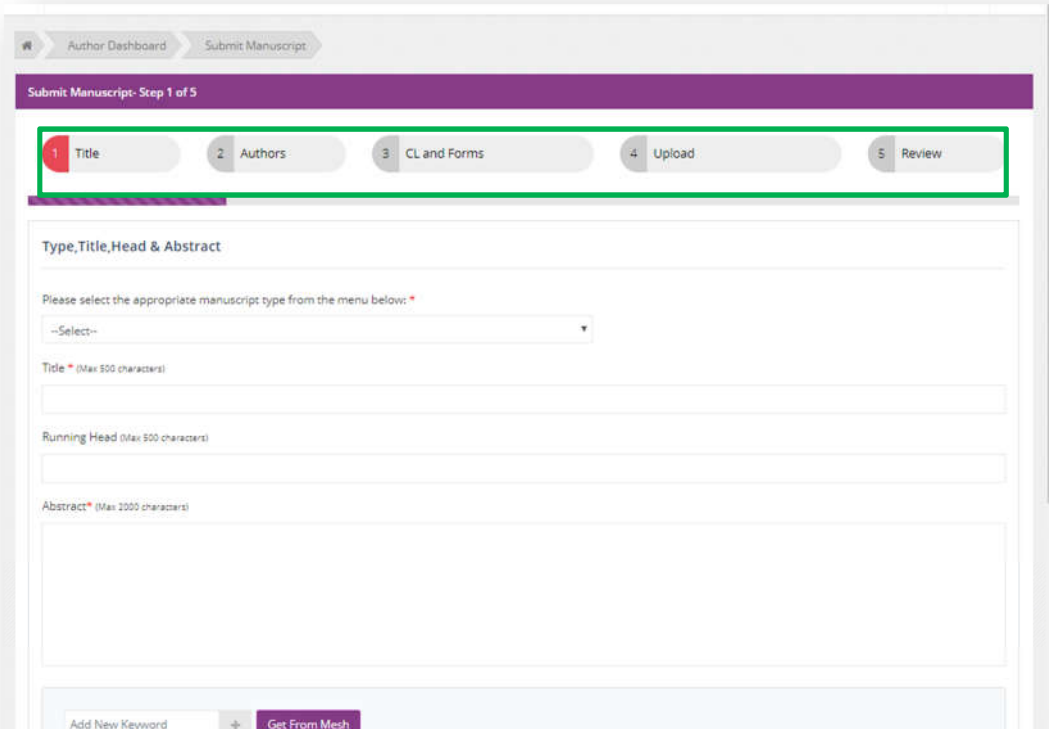


After clicking the button the author will be taken to the page which has 5 tabs for accepting the details and content related to manuscript

- Title
- Author
- CL and Forms
- Upload
- Review

### Title :

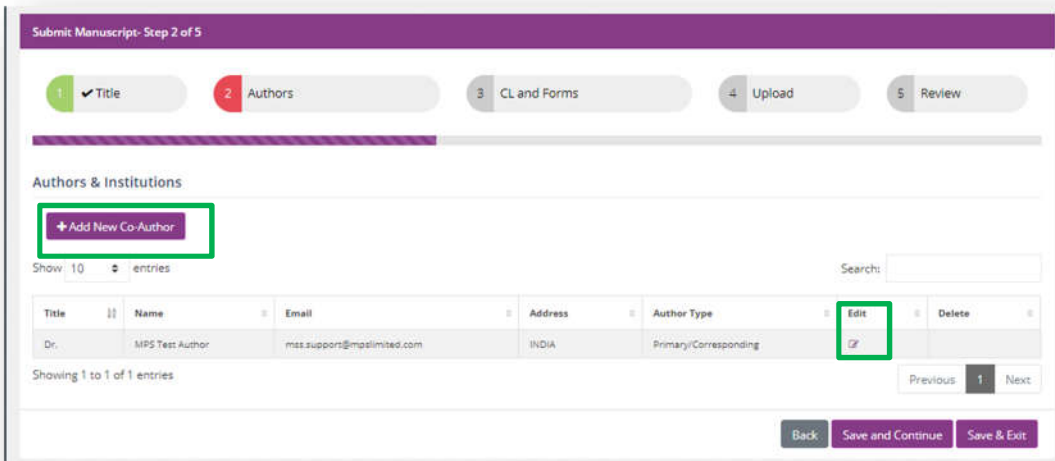
Title : Author will select and enter all mandatory fields like Manuscript Type , Title , Abstract and at least 3 multiple keywords , then author will click **“Save and Continue ”** will move to next tab or can click **“Save & Exit”** and can complete the process later as it will move to Unsubmitted manuscript.



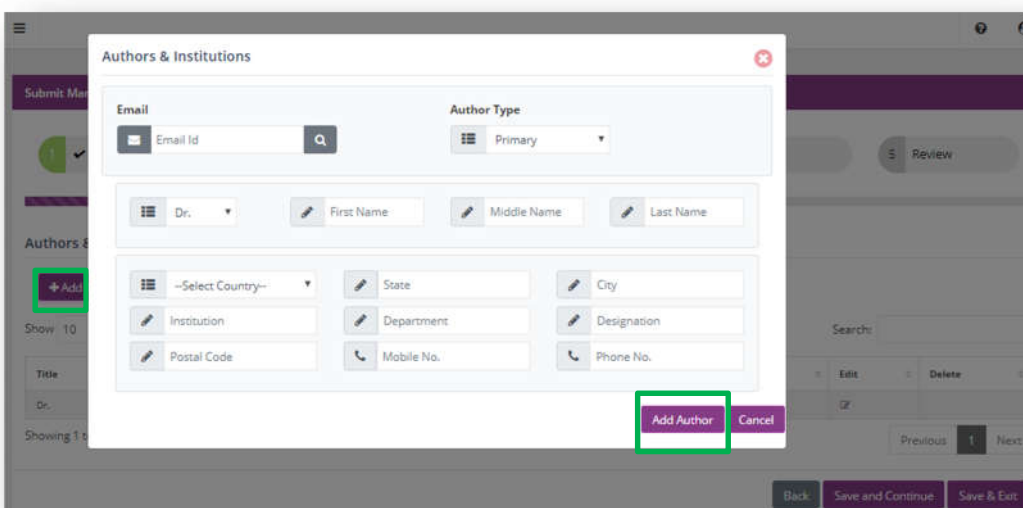
The screenshot displays the 'Submit Manuscript - Step 1 of 5' interface. At the top, there are navigation links for 'Author Dashboard' and 'Submit Manuscript'. Below this, a purple header bar indicates the current step. A progress bar shows five steps: 1. Title (highlighted with a red circle), 2. Authors, 3. CL and Forms, 4. Upload, and 5. Review. The main content area is titled 'Type, Title, Head & Abstract'. It includes a dropdown menu for selecting the manuscript type, and three text input fields for 'Title \* (Max 500 characters)', 'Running Head (Max 500 characters)', and 'Abstract\* (Max 2000 characters)'. At the bottom, there are buttons for 'Add New Keyword' and 'Get From Mesh'.

### Author :

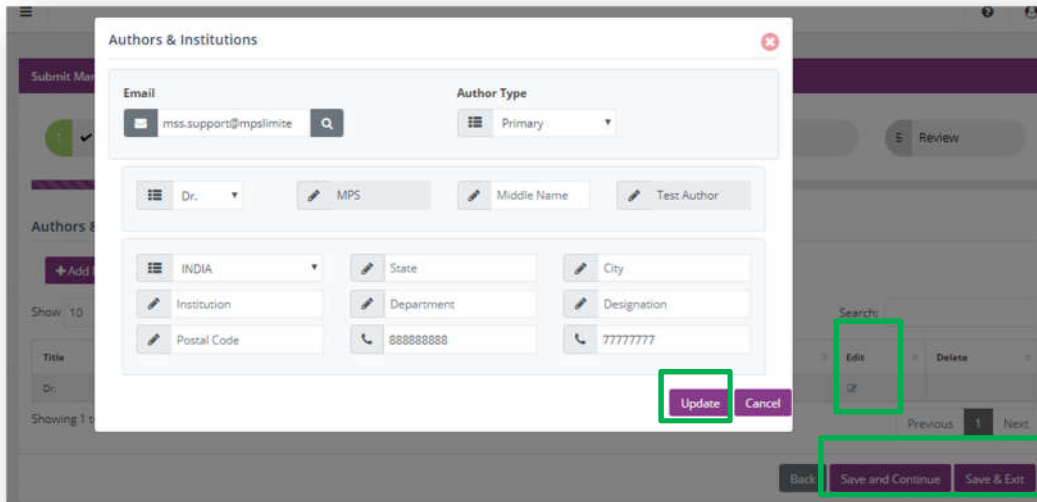
In this tab user can add new Co-author linked to the same manuscript or edit the existing corresponding author which is the same from which account the author has logged in.



By Clicking “Add New Author ” button we get a pop up where we can add co-author details and click “Add Author”after which it will start displaying in the grid .



By Clicking icon under “Edit ” column we get a pop up where we can edit author details and click “Update ”after which the changes will start displaying in the grid .

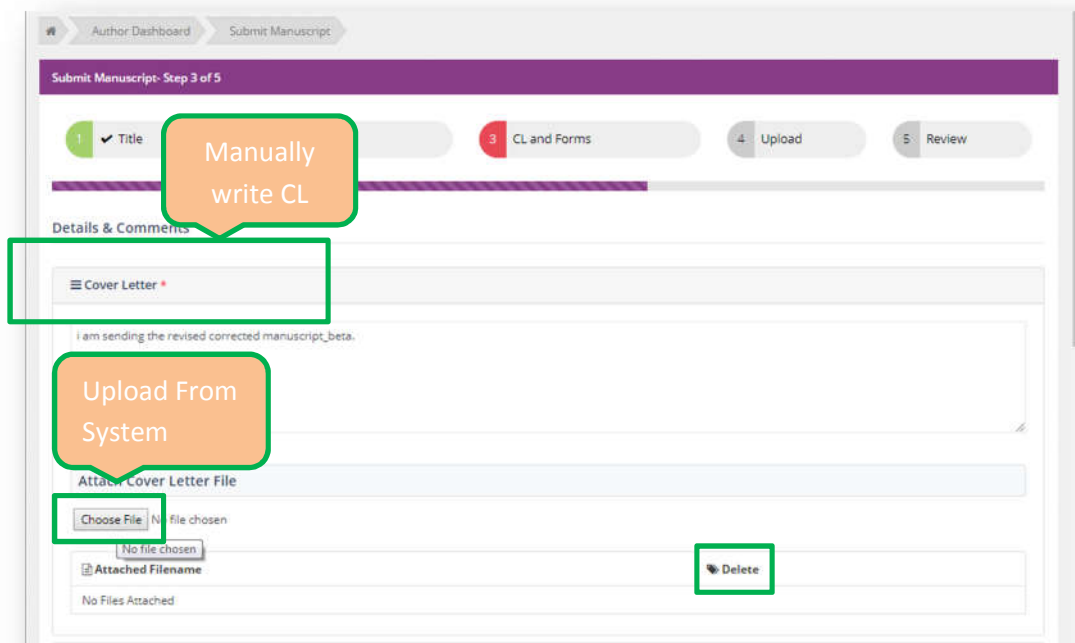


Then author will click **“Save and Continue”** will move to next tab or can click **“Save & Exit”** and can complete the process later as it will move to **“ Unsubmitted manuscript”**.

### CL and Forms :

In this tab user will upload mandatory cover letter or write it manually and upload one mandatory various forms and select other optional information.

Cover Letter : Here author can manually enter the cover letter or upload the same from their system and also delete the same if the user want to correct it and upload again .





Forms : Here author can upload the file from the system and can also delete the same by clicking the icon under delete column and choosing the option “OK” in the pop up and re upload if want to .Copyright form is mandatory to complete the submission.

Form name	Download Desired Template	Upload File	Attached File Name	Delete
Copyright*			CRF16152_020419_Copyright.pdf	
Financial Disclosure			No Files Attached	
Conflict of Interest			No Files Attached	
Ethical Clearance			No Files Attached	
Patient Consent			No Files Attached	

Optional Info : Author can select the optional value and enter the desire the text in the given box

**Select the relevant options carefully**

Do you have supplementary material?  
 Yes  No

Is this a resubmission?  
 Yes  No

Are you referring material from a paper under publication?  
 Yes  No

Do any of the authors of this manuscript serve as an editor for this journal?  
 Yes  No

**Manuscript should be drafted**

Manuscript should be drafted as concisely as possible. As space in the journal is at the premium, the editors always reserve the rights to require the authors to reduce the length of their Manuscripts.

Word count (including figures and tables)

Number of Black and white figures

Number of color figures  Number of Tables

Number of Pages

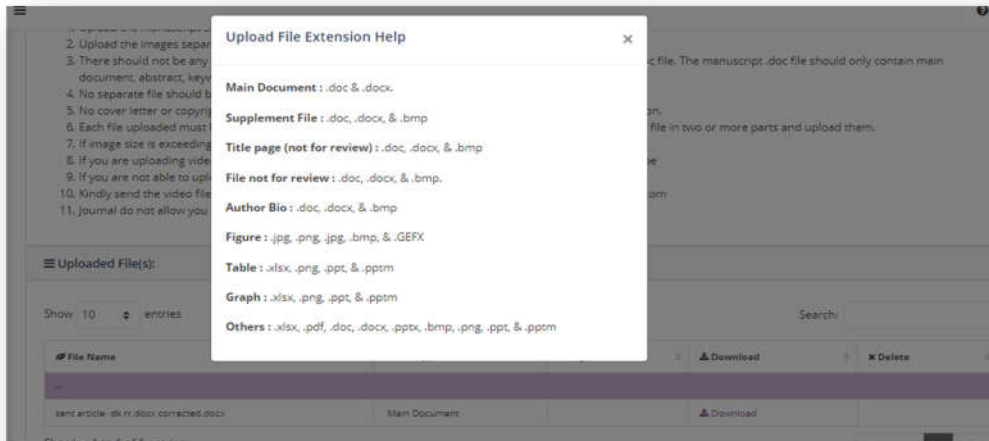
Back Save and Continue Save & Exit

Then author will click “**Save and Continue**” will move to next tab or can click “**Save & Exit**” and can complete the process later as it will move to “ **Unsubmitted manuscript**”.

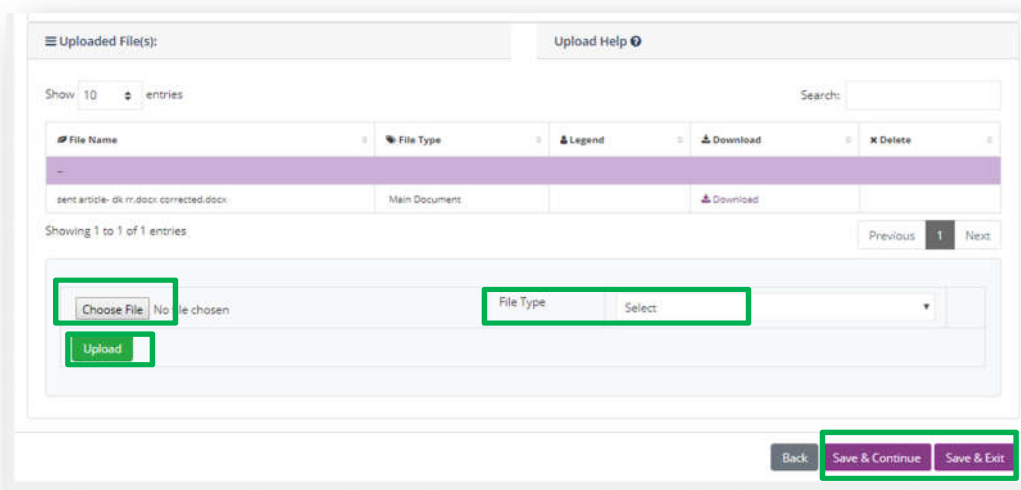
## Upload:

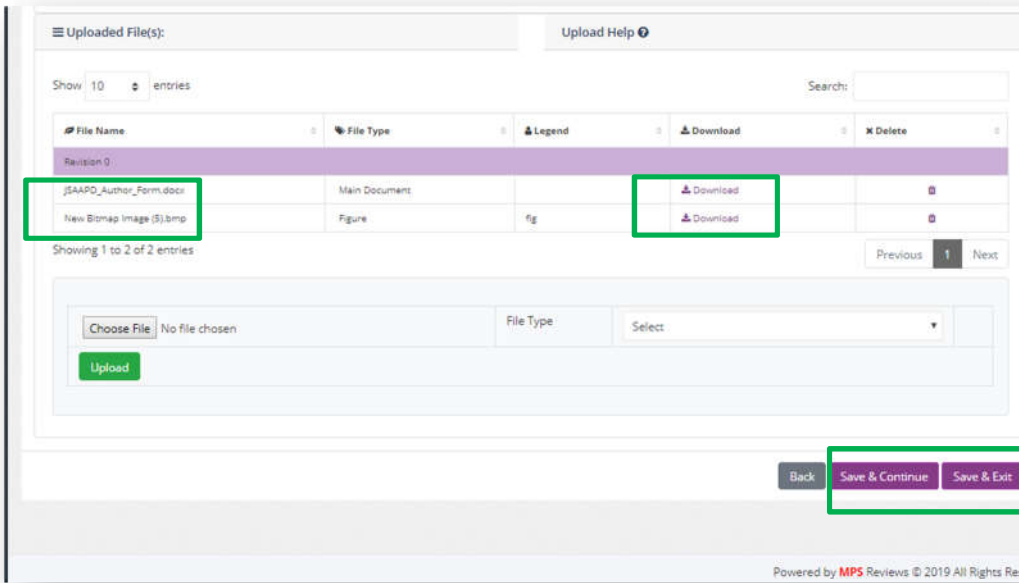
In this tab user can choose the file from its system and select the file type then upload the same if chosen file and file type matches it will be displayed in the grid.

Files and File type mapping can be seen from upload help when the author click help icon and pop up will render giving information about mapping.



Upload File : First choose the file from the system then select the “File Type” accordingly then click “Upload” button , if successful it will be displayed in the grid , and we download it after by clicking “Download” icon under download column.

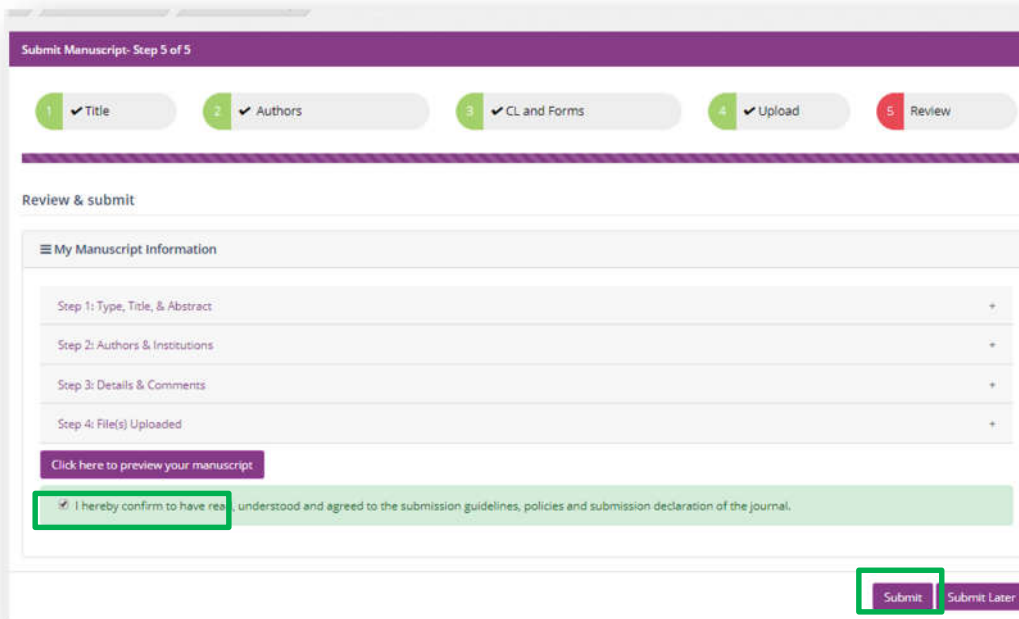




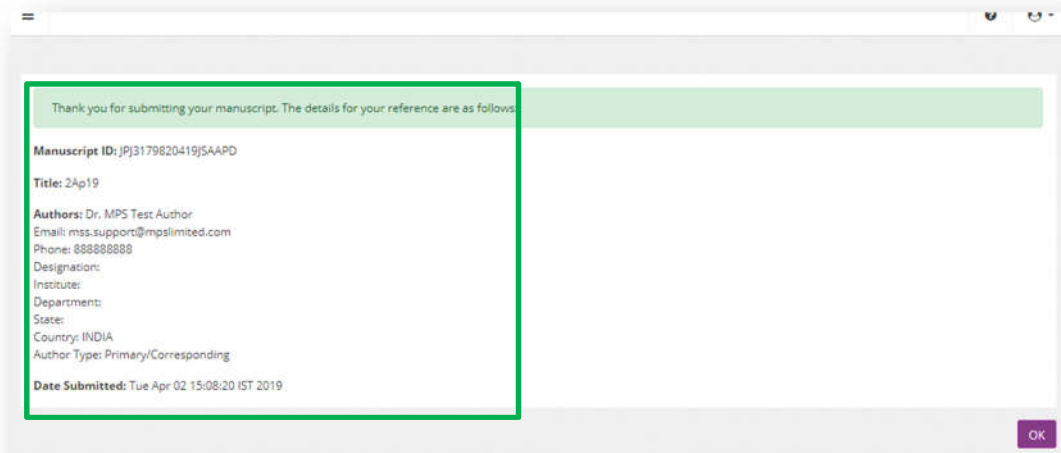
Then author will click “**Save and Continue**” will move to next tab or can click “**Save & Exit**” and can complete the process later as it will move to “**Unsubmitted manuscript**”.

### Review:

This tab is last of all and when all the tab mandatory fields have been filled then on this tab we select ie user can check the confirmation and click the submit button which has been enabled if all the mandatory fields in other tab have been entered with required data so after clicking the manuscript will be submitted it will move to “**New Submitted Manuscript**”.



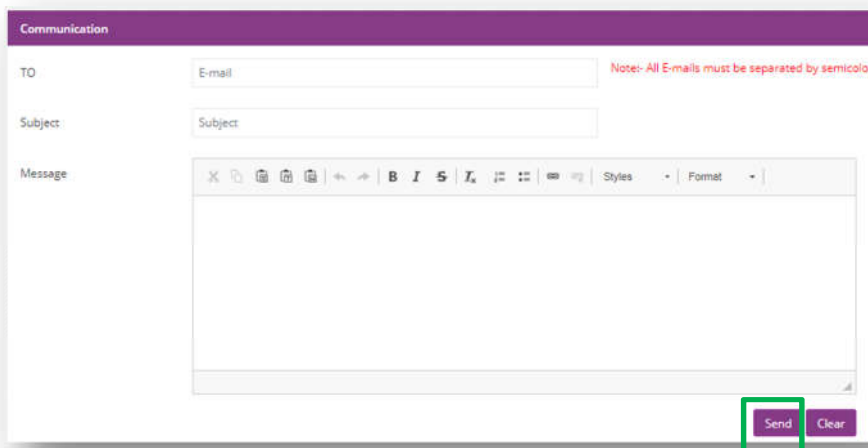
After the user click submit then the manuscript has been submitted and we get the details related to it.



## Communication

### Message

Message in submenu is used so that author can communicate via mail related to any topic or issue that author want to discuss.



After filling the detail like To , subject , body , author has to click "Send" button .

## Track Manuscript :

This menu returns the manuscript that author want to track the status of same and its other information , by entering the respective ID in text box for searching and click “GO” button.

Manuscript ID: JPJ3179820419JSAAPD

**Manuscript Details**

Manuscript ID: JPJ3179820419JSAAPD Submitted Date: 02/04/2019  
Title: ZAp19 Manuscript Status: Submitted Manuscripts  
Author's: MPS Test Author  
Created Date: 02/04/2019

**Status History**

Show: 10 entries Search:

Status Date	Document Status
No data available in table	

Showing 0 to 0 of 0 entries

Manuscript ID: JPJ97240514JPL Submitted Date: 02/04/2019  
Title: myxofibrillipoma of vocal cord : a case report Manuscript Status: Withdrawn Manuscripts By Author  
Author's: MPS Test Author  
Created Date: 24/05/2014

**Status History**

Show: 10 entries Search:

Status Date	Document Status	User Name	Role Family
No data available in table			

Showing 0 to 0 of 0 entries

**Correspondence History**

Show: 10 entries Search:

Correspondence Date	Letter	Recipient	Status	Sender
No data available in table				

Showing 0 to 0 of 0 entries

Status History –Will give the status of Manuscript task , current task and all other previously completed task.

Correspondence History – Will display all the correspondence related to that manuscript