

MANUSCRIPT SUBMISSION

GUIDELINES FOR AUTHORS

- New Author/Writer registers himself by filling the **Author Registration** form, given on the home page of the journal's web site.
- Once he successfully registers himself, he receives the username and the password via e-mail.
- The author then logs in to the website using the provided username and password. After logging into the website, he submits the article by going through several submission processes.
- Once the article gets successfully submitted by the author. It is then further forwarded to the Admin/Managing Editor, who then peer-reviews the article. The article is peer reviewed in form of abstract, text, references, figures, tables and their captions and citations.

But if one of the pre-requisite is missing, then the article is sent back to the author by Admin/Managing Editor, till the author doesn't complete the file.

In other case, if the author sends the complete file to the Admin, then the Admin/Managing Editor accepts the file and further forwards to the Editor-in-Chief for review process.
- Once the file/article is received by the Editor-in-Chief, he then reviews the file in the form of its content and decides whether the article is worthy of getting published or not.

The decision of the Editor-in-Chief is final.

- Example of a ‘New Author Registration’ form is as follows:

New Author Registration

Fill in all the details completely under the different headings . Fields marked with * are compulsory. After completing press the submit button.

Login Details

Desired Login Name : * (Preferably use your Firstname / Lastname)

Password : * (Minimum 8 characters)

Confirm Password : *

Primary E-Mail Address : *

Primary E-Mail Address (again): *

Personal Details

Title : *

First (Delivery name):

Middle Name:

Last (Family) Name: *

Degree: *

Designation: *

Primary Co E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Co E-Mail Address:

Area of Interest:

Speciality:

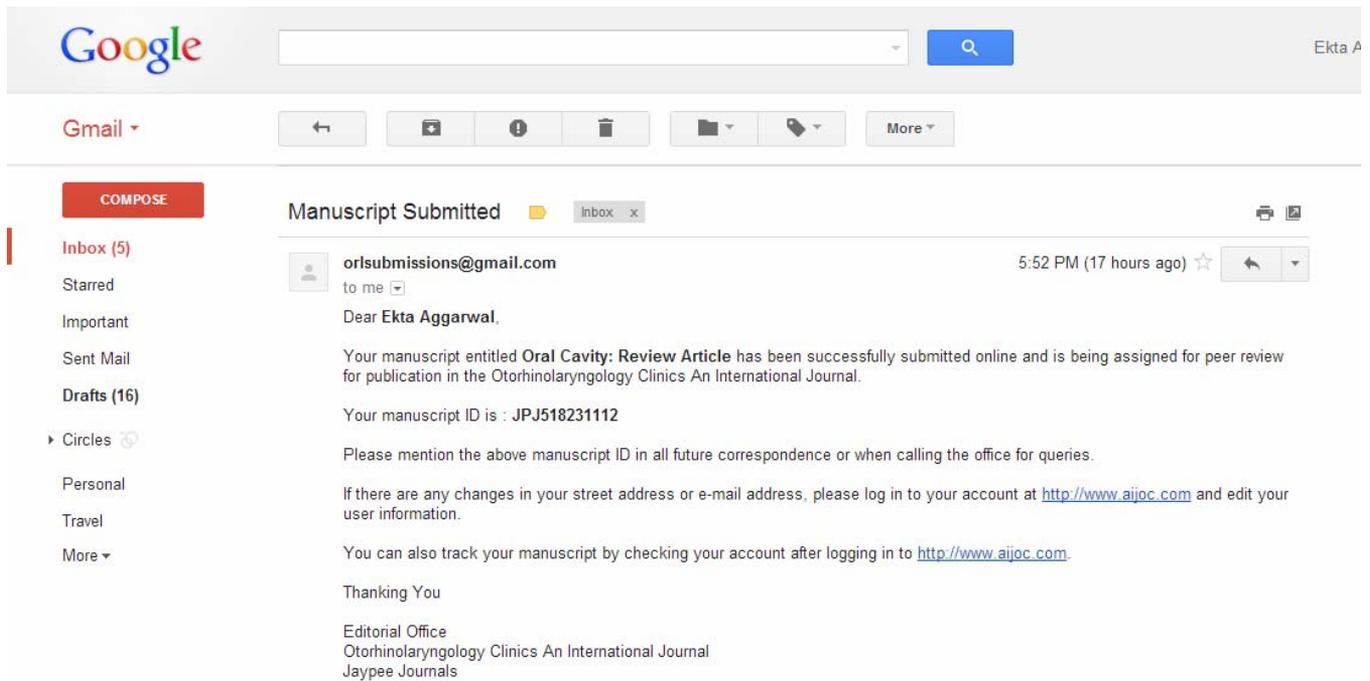
Primary Address	Secondary Address
Institution: * <input type="text"/>	Institution: <input type="text"/>
Department: * <input type="text"/>	Department: <input type="text"/>
Address: * <input type="text"/>	Address: <input type="text"/>
City: * <input type="text"/>	City: <input type="text"/>
State/Province: <input type="text"/>	State/Province: <input type="text"/>
Postal Code: * <input type="text"/>	Postal Code: <input type="text"/>
Country: * <input type="text" value="India"/> <input type="button" value="v"/>	Country: <input type="text"/> <input type="button" value="v"/>
Phone: * <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

Upload your CV/ Resume. Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.

Files Attached

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- The author will fill the above-mentioned form and will then click on the **submit** button, given at the extreme left at the bottom of the page
- Once the author clicks on submit button, he gets registered with the journal’s web site
- The author then gets an e-mail from the publisher providing the **Username** and **Password**.
- Example of an e-mail has been shown in following slide:



Once the author gets the username and password, he logs using the **username** and **password**

Now, the steps to submit the manuscript continue in next slides.....

STEPS TO SUBMIT A MANUSCRIPT

The Author has to sign in from the under-given box appearing on the Home page of Jaypee Journal



In the box given above, the Author has to sign by typing in the User Name and the Password.

Then, he has to choose the option ‘**Author**’ from the four options,

Author
 Editor
 Reviewer
 Admin

The next step is to click on the option, login appearing as a box like this

If the password is lost or forgotten, then the Author must type in the username and then click on [Forget Password ?](#) option appearing just below the User Name and the Password boxes.

Once the button [Forget Password ?](#) is pressed upon. The following box appears:.



The option ‘Author’ has to be chosen from the bar shown below:

Author
 Editor
 Reviewer
 Admin

Then the key must be pressed.

The Author has to type in his/her registered E-mail to get it e-mailed by the Jaypee Information Database.

As soon as the Author logs in correctly, the following screen appears:

Author Dashboard

To submit a new manuscript, click on the "Submit a Manuscript" link below. Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen. To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

My Manuscripts	Author Resources		
<ul style="list-style-type: none"> 0 Unsubmitted Manuscripts 0 Submitted Manuscripts 0 Revised Manuscripts in Draft 0 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Rejected Manuscripts 0 Assigned Manuscripts 0 Withdrawn Manuscripts By Author 0 Resubmitted Manuscripts 0 Published Manuscripts 	<p> Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <table border="1" style="width: 100%;"> <tr> <td style="background-color: #e91e63; color: white;">Registered Successfully (11/23/2012)</td> <td style="background-color: #e91e63; color: white; text-align: center;"></td> </tr> </table>	Registered Successfully (11/23/2012)	
Registered Successfully (11/23/2012)			

Unsubmitted Manuscripts				
Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete

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To submit a new manuscript, the author has to click on the link given below appearing under the heading ‘Author Resources’.

Author Resources

 [Click here to submit a new manuscript](#)

A click on the link displayed above, helps the author to submit the manuscript through a new window appearing now in the next slide.

**Author Center
Submit a Manuscript**

- 1** Type Title & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Details & Comments
- 5 File Upload
- 6 Review & Submit

Fill in all the details completely under the headings "Manuscript Type", "Title" and "Abstract". To continue submission click on "Save and Continue".

◀ Go Back
▶ Save and Continue

Manuscript Type

Please select the journal to which you are submitting the manuscript:

Otorhinolaryngology Clinics An International Journal ▼

Please select the appropriate manuscript type from the menu below:

Review Article ▼

Title (?)

Oral Cavity: Review Article

Running Head (?)

Oral Cavity

Abstract (?)

Oral cavity is an inflammatory disease.

◀ Go Back
▶ Save and Continue

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The Window displayed above shows a series of steps which have to be gone through for the 'New Registration' process to be activated correctly. This is displayed on the left side of the window. The display here shows, the step that the author is in, the previous steps already covered and the future steps yet to be documented.

These points covered are explained hereafter:

Author Center
Submit a Manuscript

- 1 Type Title & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Details & Comments
- 5 File Upload
- 6 Review & Submit

Fill in all the details completely under the headings "Manuscript Type", "Title" and "Abstract". To continue submission click on "Save and Continue".

Go Back Save and Continue

Manuscript Type

Please select the journal to which you are submitting the manuscript:

Otorhinolaryngology Clinics An International Journal

Please select the appropriate manuscript type from the menu below:

Review Article

Title (?)

Oral Cavity: Review Article

Running Head (?)

Oral Cavity

Abstract (?)

Oral cavity is an inflammatory disease.

Go Back Save and Continue

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This form contains the following data fields to be filled in the Manuscript Type:

- i. "Please select Journal to which you are submitting the manuscript":
This is a list box containing several options. The suitable option must be chosen here.
"Please select the appropriate Manuscript type from the Menu below"
- ii. This is another list box containing several options, pertaining to the type of the manuscript to be added.
Title (?)
- iii. *: Here the proposed Title of the Manuscript has to be typed in by the Manuscript submitter.
Running Head (?)
- iv. Here the name of the Head running the Journal has to be filled in.
Abstract (?)
[**]: Here any abstract information about the Manuscript has to be filled in.
Click on the option

Please note that the fields named "Title (?) " and "Abstract (?) " are mandatory to Save the settings and continue with the process. This will take us to the next form under "Attributes"

To finish with the first step and advance to the next window for attributes, click on

Save and Continue

or

to go back to the previous step, click on Go Back

Author Center
Submit a Manuscript

- ✓ 1 Type Title & Abstract
- 2 Attributes**
- 3 Authors & Institutions
- 4 Details & Comments
- 5 File Upload
- 6 Review & Submit

Select a keyword related to the article .To continue submission click on "Save and Continue".

◀ Go Back ▶ Save and Continue

Keywords

Add a Keyword by typing it under a text box "Add a Keyword" or Select a keyword from the List, you can also Search a keyword from MeSH By click on the link "Search Keyword from Mesh"

Add a Keyword on This List

oral, cavity, disease + Add

Search on This List R Search

Search Keyword from MeSH

anaerobes			✖ Clear
antrochoanal			✖ Clear
aspergillosis			✖ Clear
chronic maxillary sinusitis			✖ Clear
cystic fibrosis			✖ Clear
endoscopic sinus surgery			✖ Clear
fungal sinusitis			✖ Clear

Select

◀ Go Back ▶ Save and Continue

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Under the step called ‘Attributes’, a window opens up named ‘**Keywords**’ which helps in seeking the field of medical science, which has to be updated with the new manuscript.

The keyword helps in selecting the right Journal to which the Manuscript has to be added. The list of the selected Journal appears in the list box given below.

To add a new journal to the Jaypee Journal list,

- i. Add the Journal to the list by typing the keyword and,
- ii. Click on.

‘To assign the newly added Keyword to the Search List’ given in the figure above,

- i. Click on the hyperlink + Add to add the manuscript finally to the journal.
- ii. On selecting the hyperlink + Add, the Manuscript is added to the controls given below.
- iii. However, if the Manuscript to be added appearing in the text boxes above, is to be removed to prevent addition to the Journal, click on the related to remove it from the to-be-added list of Manuscripts.

To search the keyword typed, in the MeSH, US library, click on the push button:

Search Keyword from MeSH

MeSH is the U.S. National Library of Medicine's controlled vocabulary used for indexing articles for MEDLINE/PubMed. MeSH terminology provides a consistent way to retrieve information that may use different terminology for the same concepts.

After going through these steps, to save the settings and progress, click on



If you wish to go back to the earlier step of ‘Type Title and Extract’, click on



Once the button  is clicked, it would open the window under the heading ‘Authors and Institutions’.

Under,  the snapshot shown below, the window starts with the display of the following details about the co-author. The details of the co-author can be changed using the,  button, which is available under the window title 

Author(s) Details				Change Order
Order	Name	Designation	Email	Corresponding Author
1	Ekta Aggarwal	Managing Editor	ekta.jaypee@gmail.com	Yes
Signature		Department	Institute	
		Department of Orthodontics	Bhartiya Vidya Bhawan	

Add a New Co-Author

Do you have the email addresses and scanned signature of all the co-authors of the manuscript?

E-mail: * Find  Sal. First Name: * Middle Name: Last Family Name *

Institution: * Department: *

Country * Designation: *

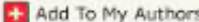
City * State/Province

Phone

Upload Signature *

The file must have an extension of jpg, jpeg, gif, png and bmp

This person is the formal Corresponding Author as denoted on the title page of the manuscript

It displays the following details about the co-author. The details displayed can also be changed or deleted.

- Order No.
- Name of the Co-Author
- Institution represented
- Department
- Email
- Edit and,
- Delete

The co-author details can also be removed by clicking on [Delete](#)

The Author can also add a new co-author using the button, [Add a New Co-Author](#)

The information in the window below this heading has to be filled.

(Please note that the fields of information marked with an Asterisk symbol (*) are mandatory.)

The command button [✕ Clear](#) is used to remove all the field entries showing in the

window. The command [+ Add To My Authors](#) is used to update the co-author's details finally entered.

In the lower part of the window, there is checkbox named "This person is the formal Corresponding Author as denoted on the title page of the manuscript".

This is clicked to mark the co-author as a Formal Corresponding Author.

If you wish to go back to the earlier step of 'Authors and Institutions', click on [◀ Go Back](#)

Once the button [▶ Save and Continue](#) is clicked, it would open the window under the heading 'Details and Comments'.

The next table appearing is displayed below:

Author Center
Submit a Manuscript

- ✓ 1 Type Title & Abstract
- ✓ 2 Attributes
- ✓ 3 Authors & Institutions
- 4 Details & Comments
- 5 File Upload
- 6 Review & Submit

Fill in all the details completely under the different headings. Click on Attach Button to attach the file after using the Browse button for Cover Letter and Copyright form. To continue submission click on "Save and Continue".

Go Back
Save and Continue

Cover Letter

Oral cavity is an inflammatory disease.

Attach file your containing Cover Letter:

No file chosen

Attach
(Click on attach button to attach this cover letter)

Files Attached

Attached File Name	Delete
CL112_231112_518_ENT OMICS Report.docx	<input type="button" value="X"/>

Copyright Transfer / Financial Disclosure / Conflict of Interest Form

Click here Attach a your Copyright Transfer /Financial Disclosure /Conflict of Interest Form

No file chosen

Attach
(Click on attach button to attach this cover letter)

Files Attached

Copyright Form Name	Delete
CRF91_231112_Copyright.doc	<input type="button" value="X"/>

Select the relevant options carefully

Do you have color image to submit? Yes No

Do you have supplementary material? Yes No

Is this a resubmission? Yes No

If yes please supply the original manuscript number in the text box:

Are you referring material from a paper in a press? Yes No

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

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 *

Go Back
Save and Continue

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- In the table given above, any Cover Letter that is framed can be entered. If any format of the Cover Letter is saved within the system, it can be added using the browse button given below. After selecting the Covering Letter, click on the 'Attach' button.*

Please note that the fields of information marked with an Asterisk symbol (*) are mandatory.

- On attaching the file containing the Covering Letter, the name of the file appears in the box given below:

Files Attached	
Attached File Name	Delete
CL19_230211_covering letter.doc	<input type="button" value="X"/>

Delete

To delete the attachment of the file attached above, click on

- The next data control requires the Copyright Form to be attached. This is indicated by a message saying "Attach a your Copyright Transfer /Financial Disclosure /Conflict of Interest Form **click here**". The Copyright Form saved within the system, can be added using the browse button before clicking on the given link **click here**.

A new screen opens up. On the top of the window, there is a facility to upload the signature of the Author, for the authentication. This feature of signature is being added for the security purposes by restricting the unauthorized access through the Author's Id.

http://www.jaypeejournals.com

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The author can attach a soft copy of his/her signature from his/her computer system, where his/her signatures are saved.

After selecting the Copyright Form, click on the ‘Attach’ button. The copyright can also be printed out, using the button ‘Print’, appearing beside the ‘Attach’ button

On attaching the file containing the Copyright Form, the name of the file appears in the box given below:



- In the next displayed window named “Select the relevant options carefully”, select the correct information on the data fields given within the window.
- In the next window “Manuscript should be drafted as concisely.....of their Manuscripts” displayed, enter the following details about the Manuscripts to be added. Please note that the fields of information marked with an Asterisk symbol (*) are mandatory.

Select the relevant options carefully

Do you have color image to submit?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Do you have supplementary material?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is this a resubmission?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If yes please supply the original manuscript number in the text box:	<input type="text"/>	
Are you referring material from a paper in a press?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Do any of the authors of this manuscript serve as an editor for this journal?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

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) *	<input type="text" value="0"/>
Number of Black and white figures *	<input type="text" value="0"/>
Number of color figures *	<input type="text" value="0"/>
Number of Tables *	<input type="text" value="0"/>

To proceed further, click on to save the entries and continue,

Save and Continue or click on to go back Go Back to the previous window displayed earlier under. This window is used to enter any files with a maximum size of 100 MB.

My Files (Your space left is 100MB)

- ✓ 1 Type Title & Abstract
- ✓ 2 Attributes
- ✓ 3 Authors & Institutions
- ✓ 4 Details & Comments
- 5 File Upload
- 6 Review & Submit

File Upload

1. Upload the manuscript separately (Text part in .doc file)
2. Upload the images separately and mention their appropriate legends.
3. There should not be any details on authors/co-authors or correspondence details within the manuscript .doc file. The manuscript .doc file should only contain main document, abstract, keywords and references.
4. No separate file should be attached in this section containing authors or correspondence details.
5. No cover letter or copyright form to be attached in this section. It should be attached in the respective section.
6. Each file uploaded must be less than 3 MB in size. If the uploaded file size is more than 3 MB then split your file in two or more parts and upload them.
7. If image size is exceeding 3 MB then save it in low resolution to reduce its size.

Upload new files:

File Designation:

Legend:

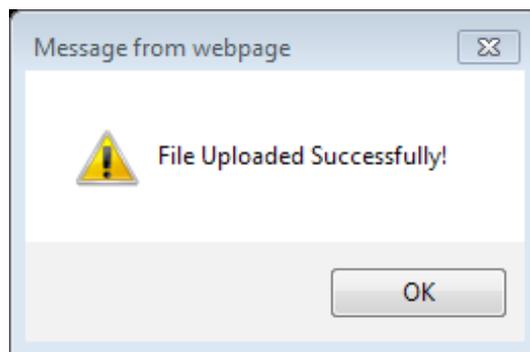
<input type="text"/>	Browse...	<input type="text" value="Main Document"/>	v	<input type="text"/>
<input type="text"/>	Browse...	<input type="text" value="Main Document"/>	v	<input type="text"/>
<input type="text"/>	Browse...	<input type="text" value="Main Document"/>	v	<input type="text"/>

To upload a new file, see figure above. Select the file from the System, using the Browse button Browse...

Also attach the nature/type of the file attached, like, Figure file, or a Table file, or a Summary File for Review, or a Summary File for not for Review or any other option displayed in the list box shown below.

You shall also enter the name of any Legend of this manuscript to be added to the Journal.

After selecting the file (s), click on Upload Files to upload the selected files to the Jaypee's records. Please note that on uploading of the file (s), the system acknowledges the submission of file by showing a symbol like this:



Also note that the names of file (s) that have been uploaded/submitted can be viewed in a summary box placed above in the same screen. The box appears like this:

My Files (Your space left is 99.95MB)				
Order	File Name	File Designation	Legend	Delete
1	file_upload_example.doc	Main Document		✘
2	Ofile_upload_example.doc	Main Document		✘

From this summary box, the files can be pulled back before sending or uploading by clicking on the symbol 

To proceed further, click on to save the entries and continue,  Save and Continue

This will take you to the last step of 'Review and Submit'.

or click on  Go Back to go back to the previous window of details and comment's displayed in the earlier step.

The page containing the files will be displayed with the information submitted by the author. This page is displayed for the final view of the manuscript details for the purposes of ‘Review’ and then ‘Submit’ the manuscript.

Author Center Manuscript Summary

- ✓ 1 Type Title & Abstract
- ✓ 2 Attributes
- ✓ 3 Authors & Institutions
- ✓ 4 Details & Comments
- ✓ 5 **File Upload**
- 6 Review & Submit

Changes in the information provided can be done by clicking on the edit button provided under the respective heading. This is your final chance to edit the information before submission. Click on the submit button for submission of the article for review.

◀ Go Back Submit

My Manuscript Information

Manuscript ID : JPJ518231112

Step 1: Type, Title, & Abstract Click here to Edit

Manuscript Type:	Review Article
Title:	Oral Cavity: Review Article
Abstract:	Oral cavity is an inflammatory disease.

Step 2: Attributes Click here to Edit

Keywords : -

Step 3: Authors & Institutions Click here to Edit

Authors	Dr. Ekta Aggarwal, Email: ekta.jaypee@gmail.com, Phone: Designation: Managing Editor Inst.:Bhartiya Vidya Shwan Department:Department of Orthodontics State:New Delhi Country:India Corresponding Author: Yes
----------------	---

Step 4: Details & Comments Click here to Edit

Cover Letter: Oral cavity is an inflammatory disease.

[CL112_231112_518_ENT OMICS Report.docx](#)

Attached Copyright Form
[CRF91_231112_Copyright.doc](#)

Step 5: File(s) Uploaded Click here to Edit

File Name	Legend
ENT OMICS Report.docx	

◀ Go Back Submit

To complete the submission of the manuscript, click on submit button appearing in the screen as this, Submit

This will take you to the last step of ‘Review and Submit’.

or click on ◀ Go Back to go back to the previous window of ‘File Upload’ displayed in the earlier step.

Finally, when the Submit is pressed, it displays a summary of the documents and the manuscript submitted in the following format and also an e-mail to the specified email address is sent. It is an automated e-mail confirming the submission of the Manuscript. The summary can also be printed out, by clicking on [Print](#) in the Summary Window. Here is the format in the next slide....

**Author Center
Manuscript Submitted**

Kindly note the manuscript details for your reference.

Print
Thank you for submitting your manuscript. The details for your reference are as follows:
Manuscript ID: JPJ518231112
Title: Oral Cavity: Review Article
Authors: Dr. Ekta Aggarwal, Email: ekta.jaypee@gmail.com , Phone: Designation: Managing Editor Inst.: Bhartiya Vidya Bhawan Department: Department of Orthodontics State: New Delhi Country: India Corresponding Author: Yes
Date Submitted: 11/23/2012 5:52:45 PM

[Return to Dashboard](#)

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Thank you !!

The author has successfully submitted the manuscript.

Lets briefly define all the tabs which the author sees on his dashboard.

There are basically 8 tabs which are displayed on author's dashboard:

1. *Unsubmitted Manuscript*: Manuscripts that are with the author, but have not been submitted on the web site of the journal.
2. *Revised Manuscript*: Manuscripts that are being sent by the Editor/Admin to the author for revision. The author will then revise his file and will resubmit it again.
3. *Submitted Manuscript*: The manuscripts which the author successfully submits on the online web site of the journal appear under this tab.
4. *Manuscript with Decision*: Manuscripts that are accepted for publication by the Editor displays under.
5. *Rejected Manuscripts*: Manuscripts that have been rejected by the Editor/Reviewer and are not worthy of publication in the journal.
6. *Assigned Manuscript*: This tab contains the manuscripts that have been assigned to Reviewer/Editor and are under review process. It shows the review stage at which the manuscript is at present.
7. *Withdrawn Manuscript*: Manuscripts that have been withdrawn by the author on basis of certain grounds.
8. *Resubmitted Manuscript*: Manuscripts that are resubmitted by the author as per admin/Editor/Reviewer's decision appears under this tab.