

Submission Walkthrough

For the International Journal of Medical Students website



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Before you start

The International Journal of Medical Students provides an electronic submission system for the authors, with the purpose of organizing, structuring and tracking all the necessary steps.

At first, authors should carefully read the Submission Guidelines, publicly available at:

<http://ijms.info/index.php/ijms/about/submissions>

which contains specific and academically detailed information on how to structure and present your research.

This document is entirely dedicated to practical site usage, which is of no less importance than your research itself, since properly publishing your work is as crucial as conducting it.

Carefully reading this document before starting your submission will save you time and will ensure you a faster to print processing.

Preparing your files

A typical submission consists of three files:

The manuscript

(MS Word .doc format) – This is the text of your research, subdivided in chapters and properly formatted in sections as outlined in the Guidelines above.

Pay particular attention to the References section. In the guidelines you will find detailed examples on how to format all types of citations.

Make sure you have used a 12 point standard font (Times, Helvetica, Serif); double-spaced text, and enabled line numberings.

You will submit this file on step 3.1.

The tables file (if any)

(MS Word .doc format) – Place all the tables you would like to provide in a separate file with one table per page. Use as little formatting possible, i.e. try to avoid overuse of colors and cross-hatching, symbols, or empty rows / columns.

It is important that your tables are created with clear row and column divisions. To do this, you must use the Table tool from the Insert menu of your word processing software. Do not create tables using the Tab (↔) key or any other format such as images, tabbed data in one big single cell, or text boxes. Doing so will cause your submission file to be rejected.

Submit this file on step 4.1.

The image files (if any)

(.jpg or .tiff format) – All images and figures must be sent in separate .jpg or .tiff files. They must never be included in MS Word or any other file.

You must provide high-resolution images of sufficient width and quality for both archival and print purposes. Images generated at low resolution for display (screen) purposes are not acceptable.

All images must be at or above intended display size, with the following pixel resolutions:

Line Art: 800 dpi

Combination (Line Art + Halftone): 600 dpi

Halftone: 300 dpi.

See the PubMed Central Image quality specifications chart for detailed examples.

Image files also must be cropped as close to the actual image as possible.

What you must avoid are 72 dpi web-quality graphics in which colors are not realistic, text is illegible, or images are pixilated. These undesirable qualities are usually caused by applied compression from a jpg or gif format, and will cause your submission to be rejected.

Refer to your digital scanner / camera and imaging software manual to see how you can produce print quality images.

Submit each figure as separate files in step 4.1.

The cover letter

(.pdf format) – If this is your first submission to IJMS, you are required to provide a cover letter, as stated in the Author Guidelines.

Submit this file in step 4.1.

Authors' contributions statement

(.pdf format) – We ask all authors, and all contributors (including medical writers and editors), to specify their individual contributions at the end of the text.

IJMS will not publish any articles unless we have the signatures of all authors. We suggest you use the author signature form and upload the signed copy with your electronic submission (**Annex SuppFile1**).

In addition, please include written consent of any cited individual(s) noted in acknowledgments or personal communications.

Submit this file in step 4.1.

Conflict of interest statement

(.pdf format) – A conflict of interest exists if authors or their institutions have financial or personal relationships with other people or organizations that could inappropriately influence (bias) their actions.

Financial relationships are easily identifiable, but conflicts can also occur because of personal relationships, academic competition, or intellectual passion. At the end of the text, under a subheading “Conflicts of interest”, all authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work.

Examples of financial conflicts include employment, consultancies, stock ownership, honoraria, paid expert testimony, patents or patent applications, and travel grants, all within 3 years of beginning the work submitted. If there are no conflicts of interest, authors should state that.

All authors are required to provide a Conflict of Interest Statement and use the IJMS conflict of interest form (**Annex SuppFile2**).

Submit this file in step 4.1.

Submitting your work

Step 1. Starting the Submission

1.1 Journal Section

Choose a suitable category for your article, among the available ones.

1.2 Submission Checklist

Be careful to read all the points in this list, and to have everything set up as stated before clicking for confirmation. Taking the time to follow these initial steps is in your best interests because non-compliant submissions will result in delays or rejection by the editors.

1.3 Copyright Notice

All authors submitting to the International Journal of Medical Students must agree to the Creative Commons Attribution License. This will allow us to publish your work as Open Access, with all the advantages implied.

1.4 Journal's Privacy Statement

This is to clear out the journal responsibility on the data you submit

1.5 Comments for the Editor

You can use this text box if it is necessary to provide further information to the Editor. Your comments will be visible in your submission Summary Page.

If pasting your comments from a MS Word document, you may want to use the "Paste from Word" button which will pop up a small text box where you can Ctrl-V your text, and all formatting will be preserved without unnecessary HTML tags.

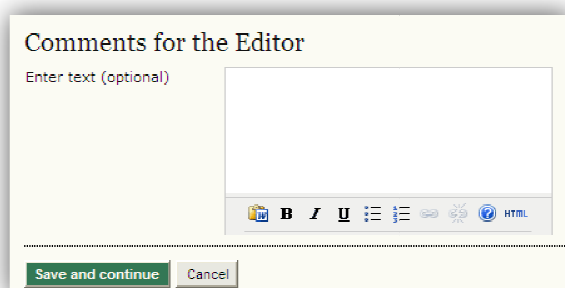


Figure 1: Adding comments using the "Paste from Word" function

Please do not use this field to paste your Cover Letter in. Article Cover letter must be a separated supplementary file, in MS Word .doc format, as indicated on page 5.

Step 2. Entering the Submission's Metadata

This is a very important step, since this information will be used to index your research outside the JIDC website, i.e. in PubMed, CrossRef, Google Scholar. All the data you provide in this page must be accurate and accurately formatted, to avoid future problems.

As a general rule, take care to properly Capitalize First Letters of people's names', affiliations and research Title. Avoid using ALL CAPS or all small letters for any field.

2.1 Authors

Even if not all the fields are marked as "required", you should enter complete data for all the authors participating in the research, as they are listed in the main manuscript file.

Never include academic titles in name fields, eventually use the Bio Statement box for that.

Fields explanation:

First Name: Author's complete first name, Capitalize First Letter Only. Never use initials.

Middle Name: Author's middle name(s). Initial(s) can be used and are welcomed.

Last Name: Author's complete Last (Family) Name, Capitalize First Letter Only

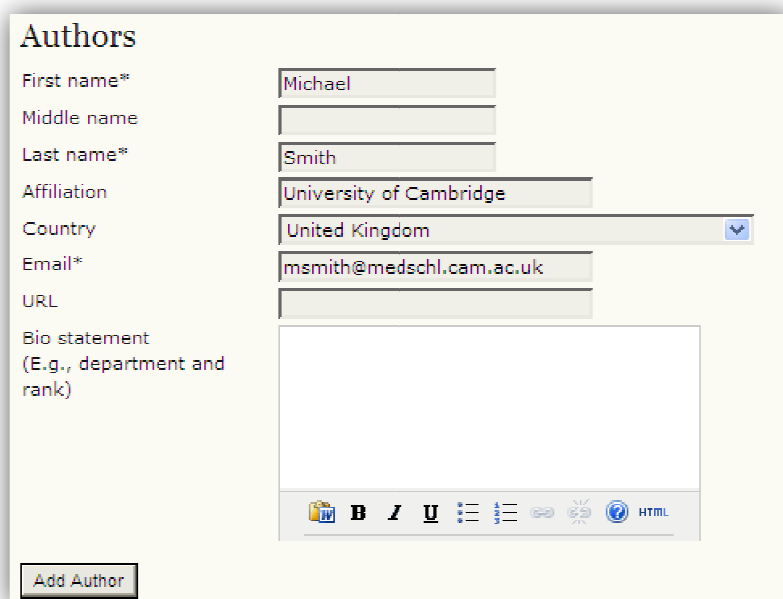
Affiliation: The institute or institution where author works and conducts his research. Do not add country name, there is a dedicated field for that.

Country: Select from the list the Country where the institution indicated in the Affiliation field is located.

Email: author's institutional email.

URL (if any): the internet address for the Affiliation's home page.

Bio Statement: Use this field to add information about your specialties, and areas of expertise. This should not be a complete CV.



The screenshot shows a web form titled "Authors" with the following fields and values:

Field	Value
First name*	Michael
Middle name	
Last name*	Smith
Affiliation	University of Cambridge
Country	United Kingdom
Email*	msmith@medschl.cam.ac.uk
URL	
Bio statement (E.g., department and rank)	

At the bottom of the form, there is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, Unlink, and HTML. Below the toolbar is an "Add Author" button.

Figure 2: Example of author's metadata

You can use the [Add Author] button to display additional form fields to add authors after the first one. Names can also be reordered later, using the green arrows beside authors' names.

2.2 Title and Abstract

Insert your research title and abstract as stated in the Author Guidelines.

Do not use ALL CAPS for the research title. Use capitals only for given names.

Please, do not repeat the word "Abstract" in the text box.

When pasting the abstract from a MS Word document, you are required to use the “Paste from Word” button which will pop up a small text box where you can Ctrl-V your text, and all formatting will be preserved without unnecessary HTML tags.

Remember the Title must be under 125 characters (including spaces), and the abstract must not be over 250 words.

2.3 Indexing

Use semicolons, not commas to separate keywords.

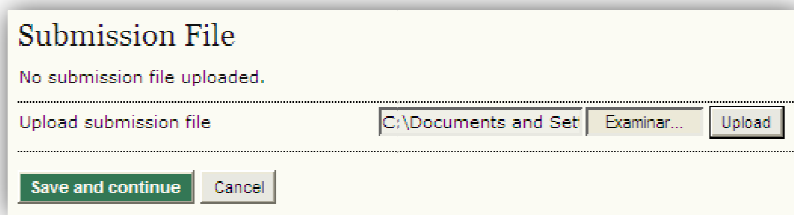
2.4 Supporting Agencies

List any agencies that provided funding or support for your research.

Step 3. Uploading the Submission

3.1 Submission File

Select and upload your main manuscript file. Use the [Browse] button to locate the file on your computer.



The screenshot shows a web form titled "Submission File". It contains the text "No submission file uploaded." Below this is a text input field with the value "C:\Documents and Set" and a "Browse" button. To the right of the input field is an "Upload" button. At the bottom of the form are two buttons: "Save and continue" and "Cancel".

Then hit the [Upload] button to send it.

Wait for the page to reload itself. Clicking any other link or navigating away from this page will cancel the upload, and you will need to start again.



The screenshot shows a web form titled "Submission File" displaying the details of an uploaded file. The details are as follows:

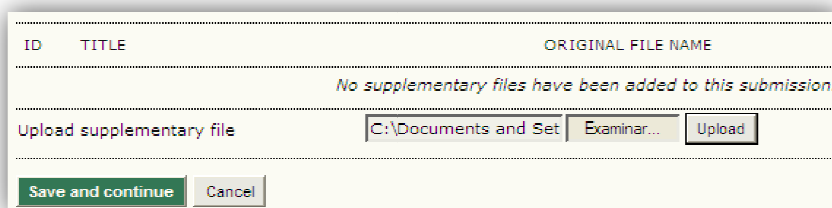
File name	8-18-2-SM.doc
Original file name	Manuscript.doc
File size	88KB
Date uploaded	2010-09-05 10:13 PM

Step 4. Uploading Supplementary Files

4.1 The files

Following the same rules of the previous step, use this form to send your tables and images, one at a time. Your Cover Letter, Conflict of Interest Statement and Authors' Contributions Statement should also be uploaded here.

Use the [Browse] button to locate the file on your computer. Then hit the [Upload] button to send it.



The screenshot shows a web form for uploading supplementary files. It features a table with columns "ID", "TITLE", and "ORIGINAL FILE NAME". Below the table is the text "No supplementary files have been added to this submission." Below this is a text input field with the value "C:\Documents and Set" and a "Browse" button. To the right of the input field is an "Upload" button. At the bottom of the form are two buttons: "Save and continue" and "Cancel".

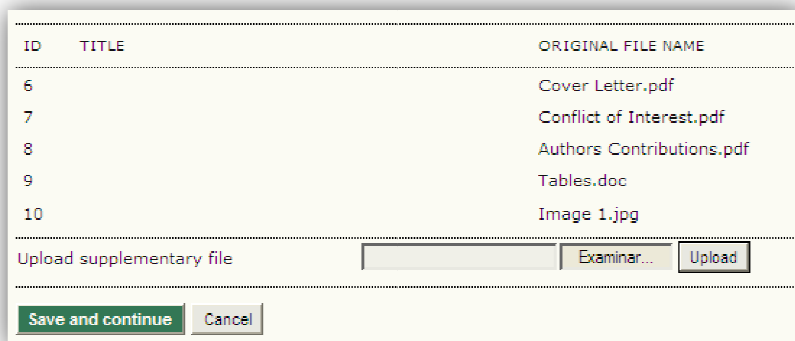
Wait for the page to reload itself.

To upload another file supplemental, click at "Back to Supplementary Files".



The screenshot shows a web form titled "Step 4a. Add a Supplementary File". It contains a progress bar with the following steps: 1. START, 2. ENTER METADATA, 3. UPLOAD SUBMISSION, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. Below the progress bar is a link: "<< Back to Supplementary Files".

Then attach the other files with the same steps.



When you have finished attaching all the files, click at [Save and continue] button.

Step 5. Confirming the Submission

5.1 File Summary

You will be presented with a recap of all the files you have sent. Be sure you double-check everything before hitting the confirmation button.

Here’s a typical submission files list.

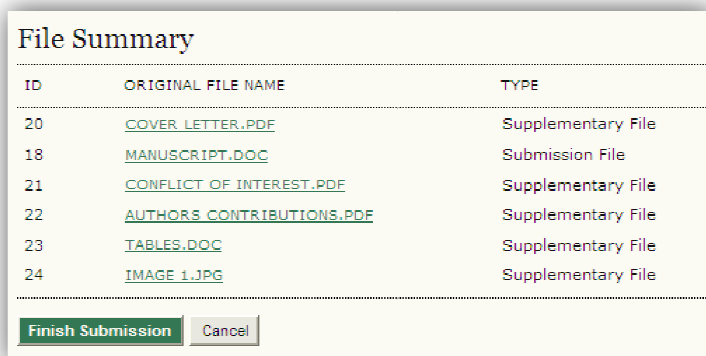


Figure 3: Example of submitted files list

5.2 You’re done

Check your email inbox for the confirmation message. If everything is in place, you’ll be able to follow your submission review and publishing process directly on the site.