KHYBER MEDICAL UNIVERSITY JOURNAL

MANUSCRIPT SUBMISSION GUIDELINES
REGISTERING WITH A KMUJ

1: VISIT www.kmuj.kmu.edu.pk
To register with KMUJ, click the Register link on the upper right corner.
Fill in **registration form** to register with this journal. All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory.
• You will be automatically registered as a Reader and an Author.
• You will be given the option to register as a Reviewer as well.
• Don’t forget to click the relevant box
After getting yourself registered-----

**LOG IN** with your username and password
SUBMISSION OF MANUSCRIPT

• After getting **LOG IN** you will be taken to your Dashboard
• Start a new submission by clicking the **New Submission** button on the right side of the screen
• You will be taken to **STEP 1** of a 5-Step process to upload and describe your submission
• In **STEP 1** you will provide preliminary information about your submission.

• To begin select the **appropriate section** for your submission (e.g., article, review, etc.).

• If you aren’t sure which section is appropriate, make your best guess.
STEP 1 - START

• **CLICK** to check the BOXES of **Submission requirements**

**Section** *

*Articles must be submitted to one of the journal’s sections. *

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the **Author Guidelines**, which is available from the journal’s website.

**button to move to Step 2**
• On STEP 2, a window will open allowing you to upload your submission file.
• First, you MUST select an Article Component.
• This lets the system know whether the file is the body of the manuscript, an image etc.
• UPLOAD FULL TEXT OF YOUR MANUSCRIPT HERE.
• This must be selected before your file will upload.
STEP 2-UPLOAD SUBMISSION

• you can then **UPLOAD** your **FIRST FILE**
• You can only upload ONE FILE at a time
• Additional FILES can be uploaded later in the process

Hit the **Continue** button once the FILE uploads
STEP 2-UPLOAD SUBMISSION

Upload Submission File

1. Upload File
2. Review Details
3. Confirm

mishkin, Author, submission-manuscript.docx

Continue
STEP 2 - UPLOAD SUBMISSION

• Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image)

• Once you have finished uploading all of your files, click COMPLETE; this will close the upload window
• You will be brought back to the **Submit an Article** screen where you will see the files you’ve uploaded
• If you need to make changes, **expand the blue arrow** to the **left of your File** and make any changes using the **Edit link**
• Click ‘**Save and Continue**’ to move to **Step 3**
STEP 3 - ENTER METADATA

Prefix
- The

Title
- Official Knowledge and Adult Education Agents

Subtitle
- An Ethnographic Study of the Adult Education Team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal

Abstract
- Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations: LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of education projects that have a great impact on the development of the country.
• ...any **additional contributors/AUTHORS**?
• You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link
• This will open a new window with fields to enter their information
STEP 3 - ENTER METADATA

• Hit **Save**, and the new contributor will appear on the screen
STEP 4-CONFIRMATION

• **CONFIRM** that you are happy with your submission

• Click **FINISH SUBMISSION**

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".
STEP 4-CONFIRMATION

• A box will pop up asking you to confirm you are finished
• Click OK
Submission complete

Thank you for your interest in publishing with Journal of Public Knowledge.

What Happens Next?

The journal has been notified of your submission, and you’ve been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- Review this submission
- Create a new submission
- Return to your dashboard
FOR FURTHER READINGS- VISIT

• https://docs.pkp.sfu.ca/learning-ojs/en/authoring