KHYBER MEDICAL UNIVERSITY JOURNAL
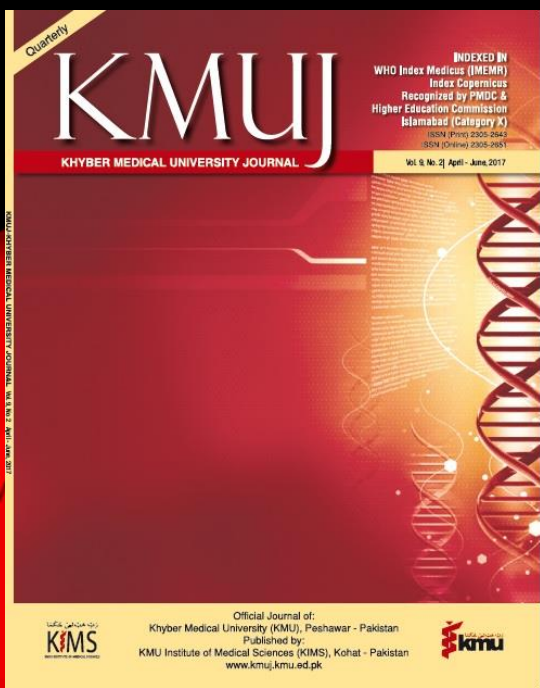
MANUSCRIPT SUBMISSION GUIDELINES

REGISTERING WITH A KMUJ

1: VISIT www.kmuj.kmu.edu.pk

REGISTER

- To register with KMUJ, click the Register link on the upper right corner

Register   Login

Khyber Medical University Journal

Current   Archives   Announcements   About ▾

Search

Home / Login

REGISTER

- Fill in **registration form** to register with this

Profile

Home / Register

First Name *

Middle Name

Last Name *

Affiliation *

Country *

Login

Email *

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory

REGISTER

- You will be automatically registered as a **Reader** and an **Author**
- You will be given the option to register as a **Reviewer** as well

REGISTER

•Don't forget to click the relevant box
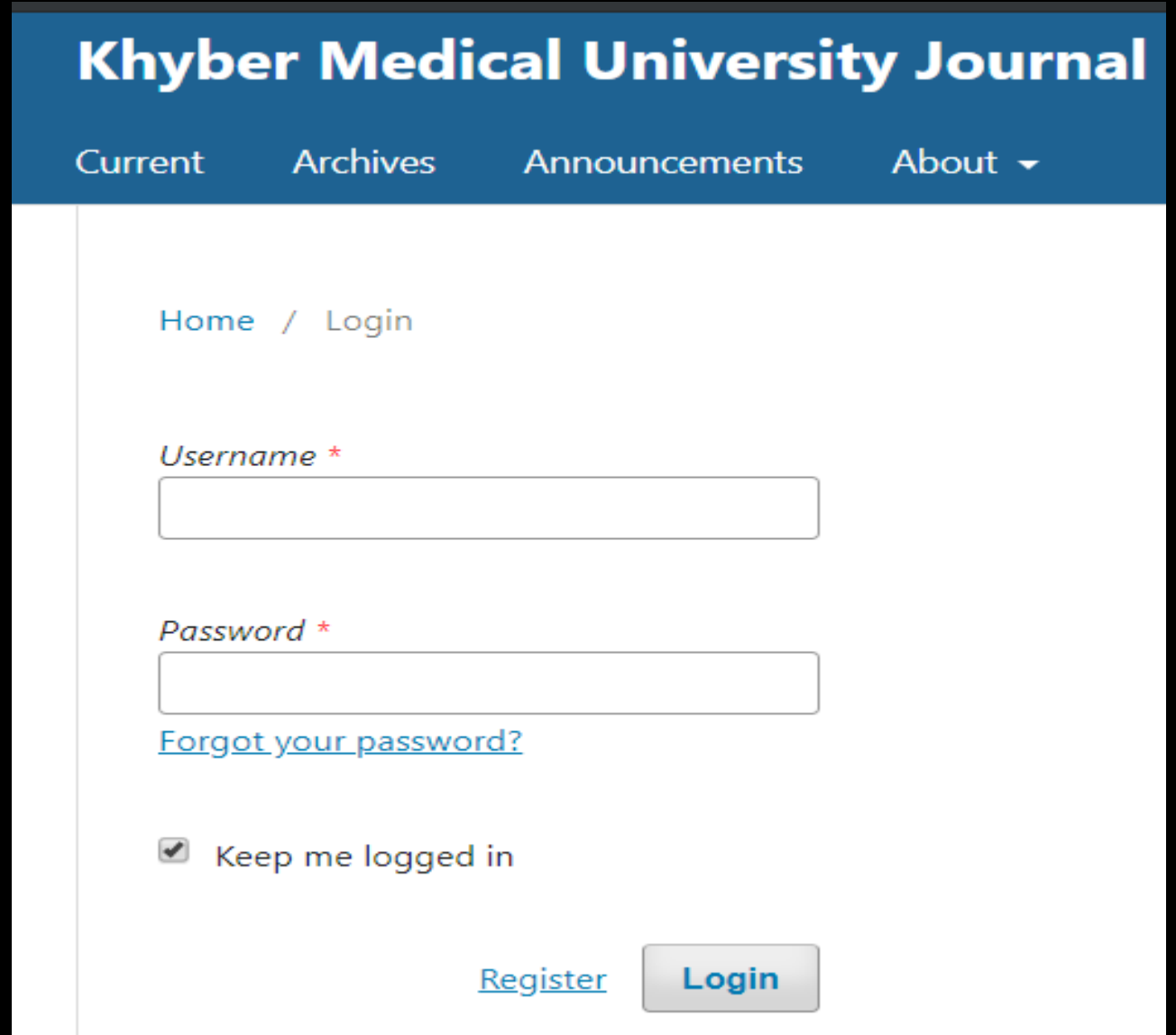
LOG IN

- After getting yourself registered-----

- **LOG IN** with your username and password

Khyber Medical University Journal

Current   Archives   Announcements   About ▾

Home / Login

Username *

[   ]

Password *

[   ]

Forgot your password?

☑ Keep me logged in

Register   **Login**

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**

SUBMISSION OF MANUSCRIPT
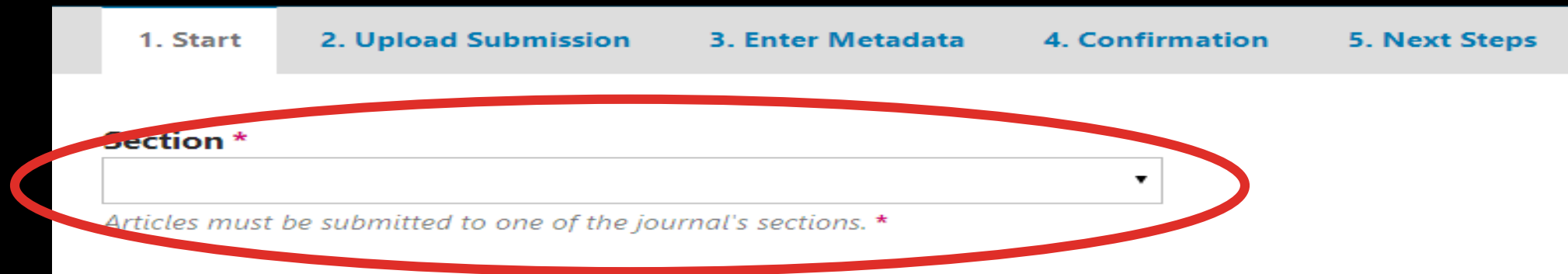
- **You will be taken to STEP 1 of a 5-Step process to upload and describe your submission**

- 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**

1. Start	2. Upload Submission	3. Enter Metadata	4. Confirmation	5. Next Steps

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 to the 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 a 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

☐

button to move to Step 2

STEP 2-UPLOAD SUBMISSION

- 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**

Upload Submission File

1. Upload File   2. Review Details   3. Confirm

Article Component *

Select article component ▼

Continue   Cancel

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

1. Upload File   **2. Review Details**   **3. Confirm**

Article Component *

Article Text

Drag and drop a file here to begin upload   **Upload File**

* Denotes required field

Continue   Cancel

Hit the **Continue** button once the FILE uploads

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
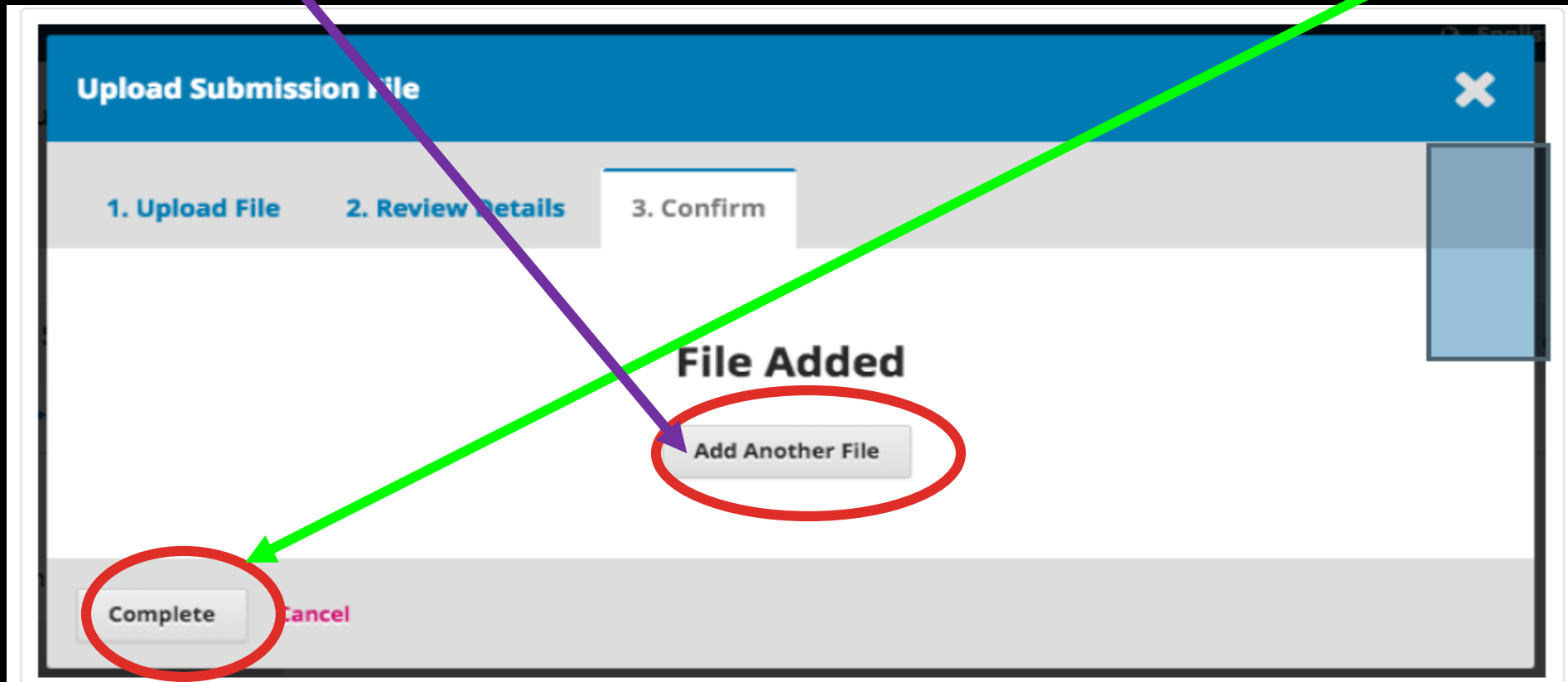
- You will be brought back to the ***Submit an Article*** **screen** where you will see the files you've uploaded
- If you need to make changes, **expand the blue arrow** to the **left of your File** and make any changes using the ***Edit*** **link**
- Click 'Save and Continue' to move to **Step 3**

STEP 3-ENTER METADATA

Journal of Public Knowledge ▾   Tasks ①   ❂ English   ❂ View Site   👤 jwilliamson

Submit an Article

| 1. Start | 2. Upload Submission | **3. Enter Metadata** | 4. Confirmation | 5. Next Steps |

Submissions

Prefix

The

Examples: A, 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
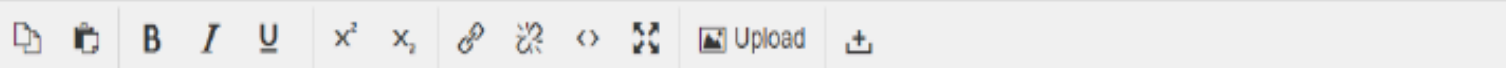
The optional subtitle will appear after a colon (:), following the main title.

Abstract *

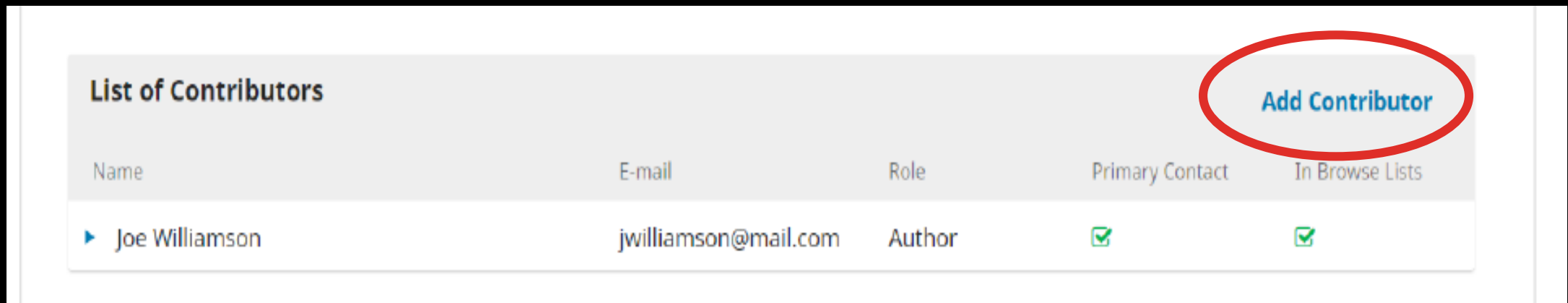| ⎙ ⎘ | **B** *I* U | x² x₂ | 🔗 🔗 ⟨⟩ ⤢ | 🖼 Upload ⬆ |

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

- …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

List of Contributors   Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	☑	☑

- Hit **Save**, and the new contributor will appear on the screen

- **CONFIRM** that you are happy with your submission
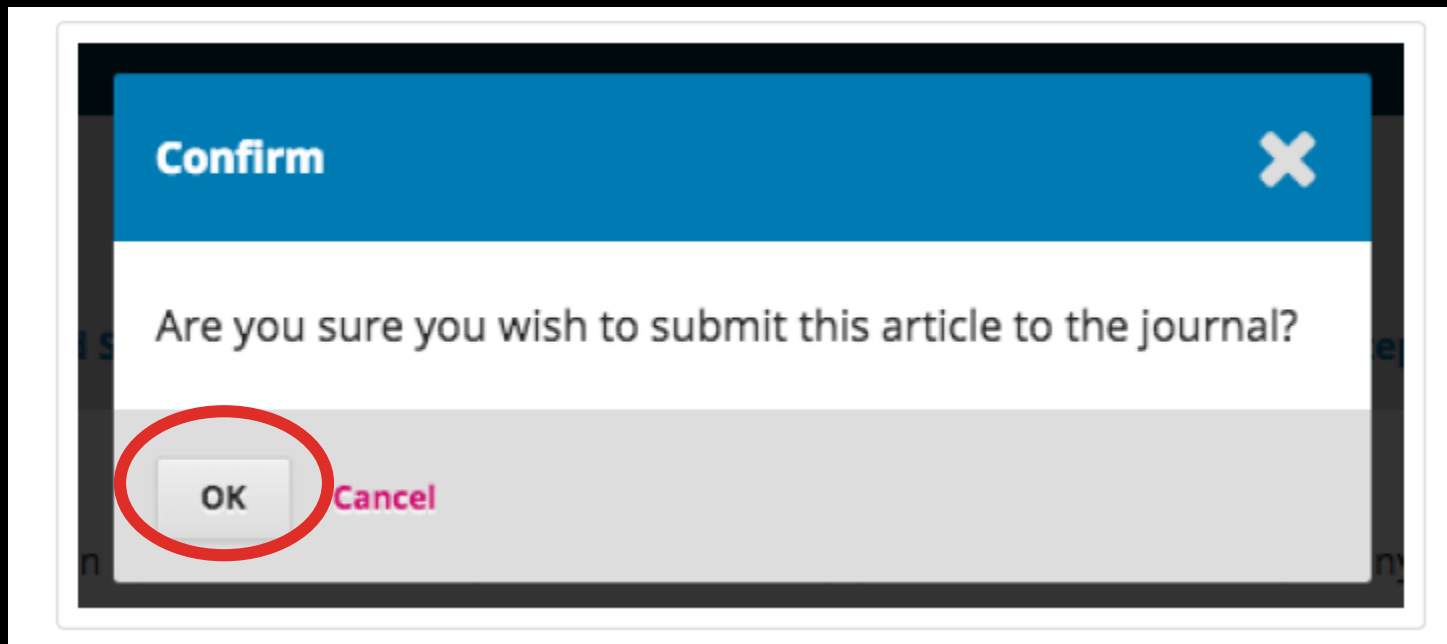- Click **FINISH SUBMISSION**

STEP 4-CONFIRMATION

- A box will pop up asking you to confirm you are finished
- Click **OK**

OPEN JOURNAL SYSTEMS

Submissions

| 1. Start | 2. Upload Submission | 3. Enter Metadata | 4. Confirmation | 5. Next Steps |

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