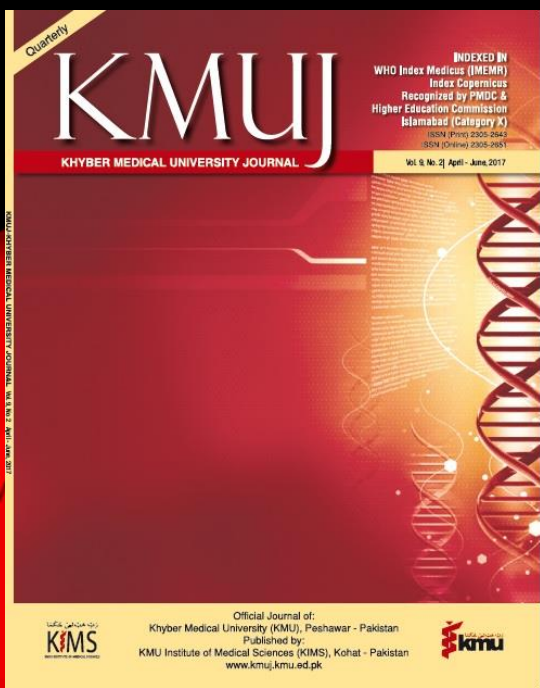


KHYBER MEDICAL UNIVERSITY JOURNAL

MANUSCRIPT SUBMISSION GUIDELINES



REGISTERING WITH A KMUJ

1: **VISIT** www.kmu.j.kmu.edu.pk

The screenshot displays the homepage of the Khyber Medical University Journal. At the top right, there are links for "Register" and "Login". The main header features the journal's name, "Khyber Medical University Journal", and a navigation menu with "Current", "Archives", "Announcements", and "About". A search bar is located on the right side of the header. The main content area is divided into several sections: "Subscription Charges" (dated 2019-01-21) with a "Read More" link, "processing-publication fee for KMUJ" (dated 2017-06-23), and a "Make a Submission" button. Below these is an "Information" section with links for "For Readers" and "For Authors". The "Current Issue" section highlights "Vol 10 No 4 (2018): KMUJ 2018; VOL 10; ISSUE 4 - OCT-DEC" and includes a thumbnail of the journal cover with the publication date "Published: 2018-12-29".

Register Login

Khyber Medical University Journal

Current Archives Announcements About

Search

Subscription Charges

2019-01-21

Annual subscription charges for KMUJ are Rs. 5000 in Pakistan and US \$ 140 for overseas.

[Read More >](#)

processing-publication fee for KMUJ

2017-06-23

[Make a Submission](#)


Information

[For Readers](#)

[For Authors](#)

Current Issue

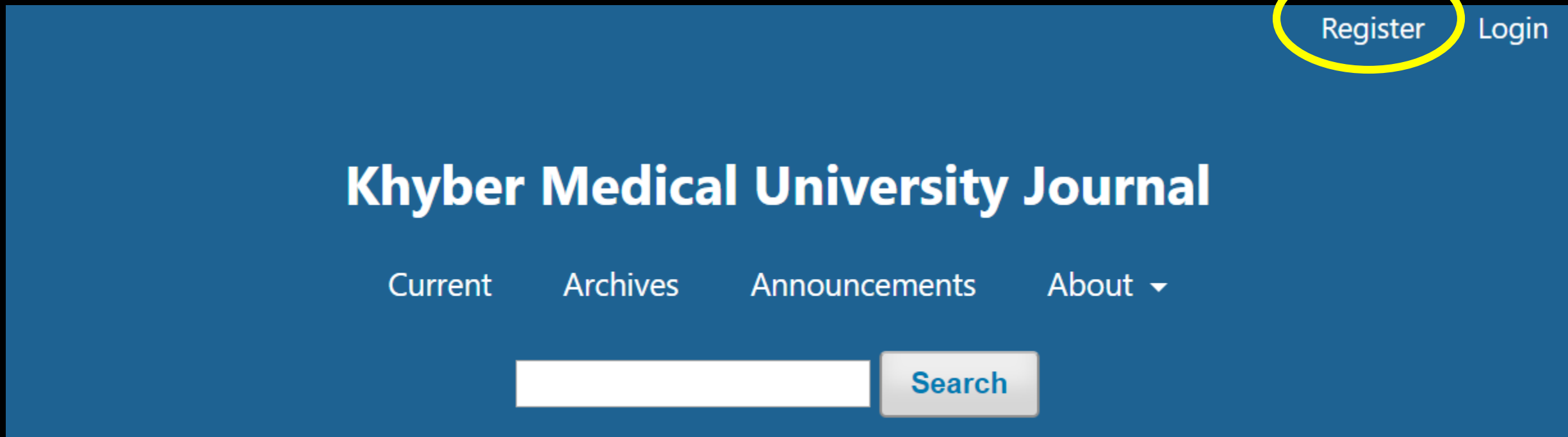
Vol 10 No 4 (2018): KMUJ 2018; VOL 10; ISSUE 4 - OCT-DEC



Published: 2018-12-29

REGISTER

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



The screenshot shows the top navigation bar of the Khyber Medical University Journal website. The background is a solid blue color. In the top right corner, there are two links: "Register" and "Login". The "Register" link is highlighted with a yellow oval. Below the navigation bar, the title "Khyber Medical University Journal" is displayed in a large, white, sans-serif font. Underneath the title, there are four menu items: "Current", "Archives", "Announcements", and "About" with a downward-pointing triangle. At the bottom of the blue header area, there is a white search bar with a "Search" button to its right.

REGISTER

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

Home / Register

Profile

*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

Repeat password *

 Yes, I agree to have my data collected and stored according to the [privacy statement](#).
 Yes, I would like to be notified of new publications and announcements.
 Yes, I would like to be contacted with requests to review submissions to this journal.

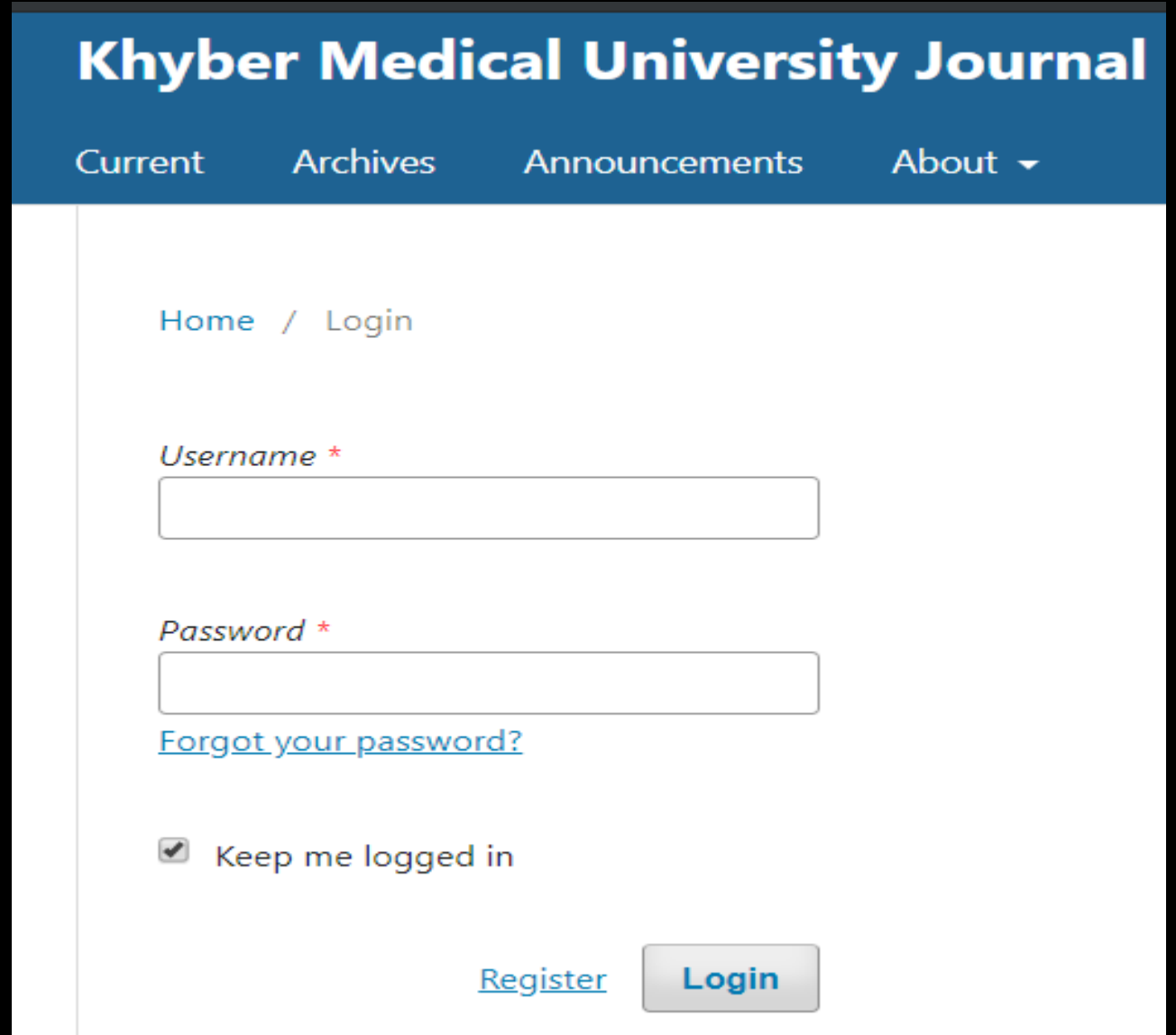
I'm not a robot  reCAPTCHA
Privacy - Terms

[Login](#)

LOG IN

- After getting yourself registered-----

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



The screenshot shows the login page for the Khyber Medical University Journal. The page has a blue header with the journal's name and navigation links. The main content area is white and contains a login form with fields for username and password, a 'Keep me logged in' checkbox, and 'Register' and 'Login' buttons.

Khyber Medical University Journal

[Current](#) [Archives](#) [Announcements](#) [About](#) ▾

[Home](#) / [Login](#)

*Username **

*Password **

[Forgot your password?](#)

Keep me logged in

[Register](#)

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

The screenshot displays the user interface of the Khyber Medical University Journal. At the top, the header includes the journal name, a 'Tasks' notification with a '0' count, and options for 'English' and 'View Site'. On the left, a dark blue sidebar features the 'OJS' logo and the text 'OPEN JOURNAL SYSTEMS', with a 'Submissions' menu item. The main content area is titled 'Submissions' and contains two tabs: 'My Queue' (active) and 'Archives'. Below the tabs, there is a section for 'My Assigned' submissions, which includes a search bar and a 'New Submission' button. The 'New Submission' button is highlighted with a red circle. Below the search bar, it indicates '0 submissions'.

SUBMISSION OF MANUSCRIPT

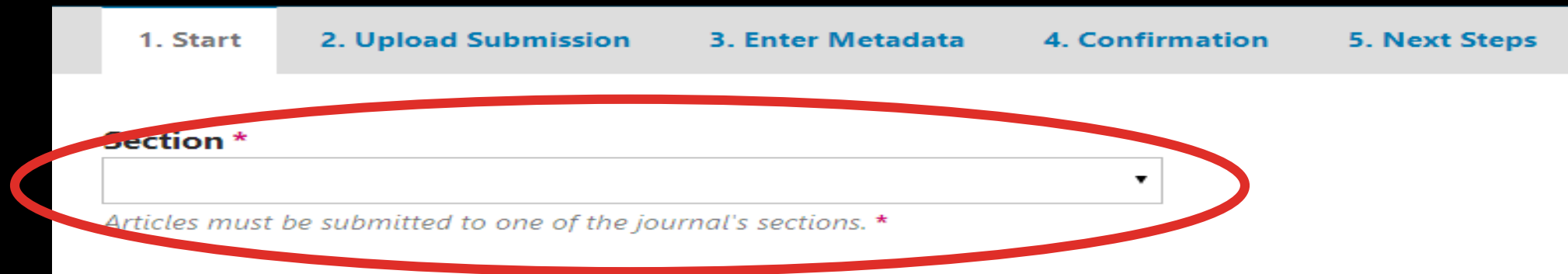
- You will be taken to **STEP 1** of a **5-Step process** to upload and describe your submission



The screenshot shows the 'Submit an Article' interface. On the left is a dark blue sidebar with the 'OJS OPEN JOURNAL SYSTEMS' logo and a 'Submissions' link. The main content area has a light grey header with the title 'Submit an Article'. Below the header is a horizontal navigation bar with five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The '1. Start' step is highlighted with a red circle and a blue bar above it. Below the navigation bar, the text 'Section *' is partially visible.

STEP 1-START

- 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



The screenshot shows a web form with a progress bar at the top containing five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar is a dropdown menu labeled "Section *". A red oval highlights the dropdown menu. Below the dropdown menu is a red asterisk and the text "Articles must be submitted to one of the journal's sections. *".

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 articles submitted 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 addresses); and 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 at the end of this page.
-

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 [Close]

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

Upload Submission File ✕

1. Upload File 2. Review Details 3. Confirm

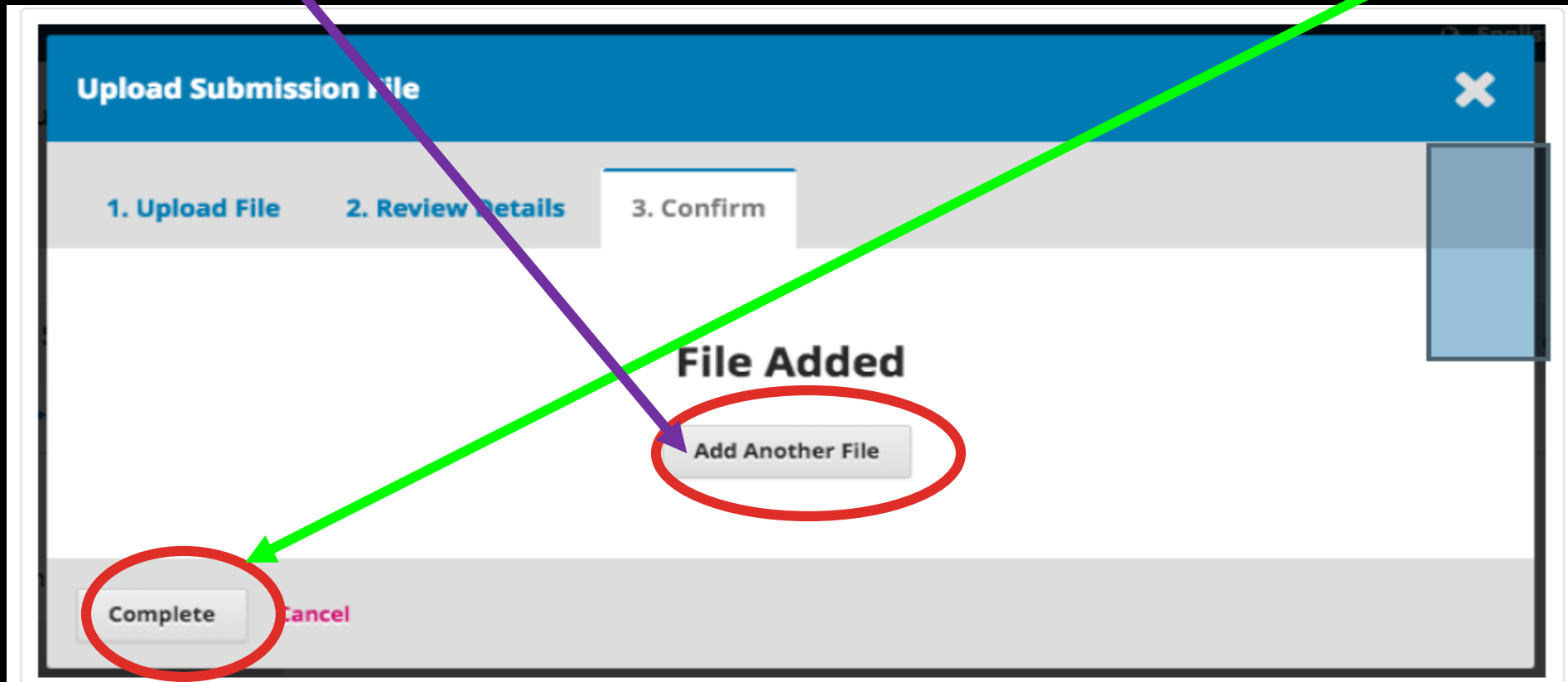
mishkin, Author, submission-manuscript.docx [Edit](#)


 docx  23KB

Continue Cancel

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 English view site jwinnamson

Submit an Article

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

Prefix

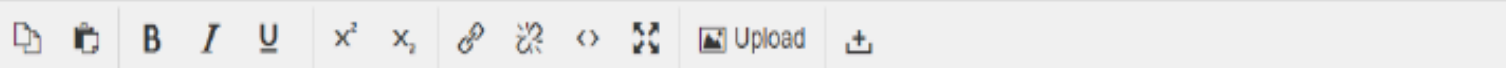
Title *

Examples: A, The

Subtitle

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

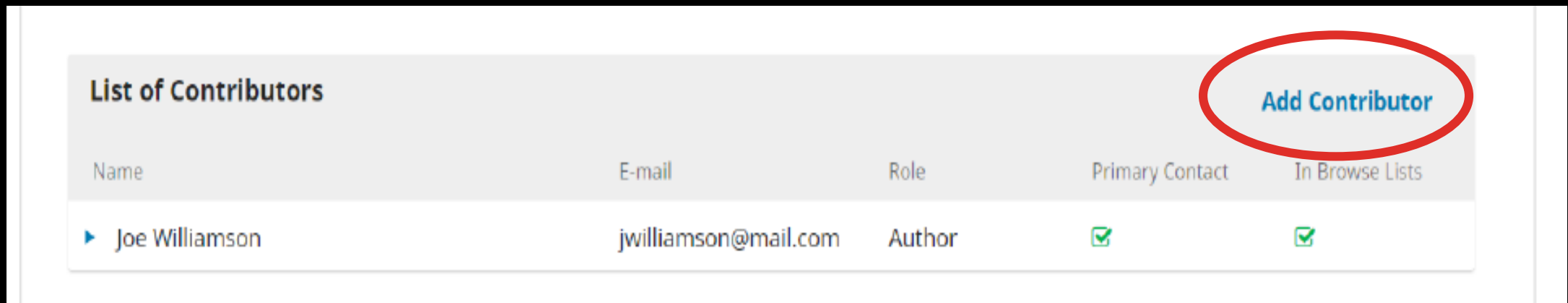
Abstract *



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

STEP 3-ENTER METADATA

- ...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



The screenshot shows a web interface for managing contributors. At the top right, there is a blue link labeled "Add Contributor" which is circled in red. Below this is a table with the following columns: Name, E-mail, Role, Primary Contact, and In Browse Lists. One contributor, Joe Williamson, is listed with the email jwilliamson@mail.com, role Author, and both Primary Contact and In Browse Lists checkboxes checked.

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

STEP 3-ENTER METADATA

Name

Frederic Serletis

*First Name ** *Middle Name* *Last Name **

Contact

seletis@mailinator.com

*Email **

Country

Canada

*Country **

- 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**

Submit an Article

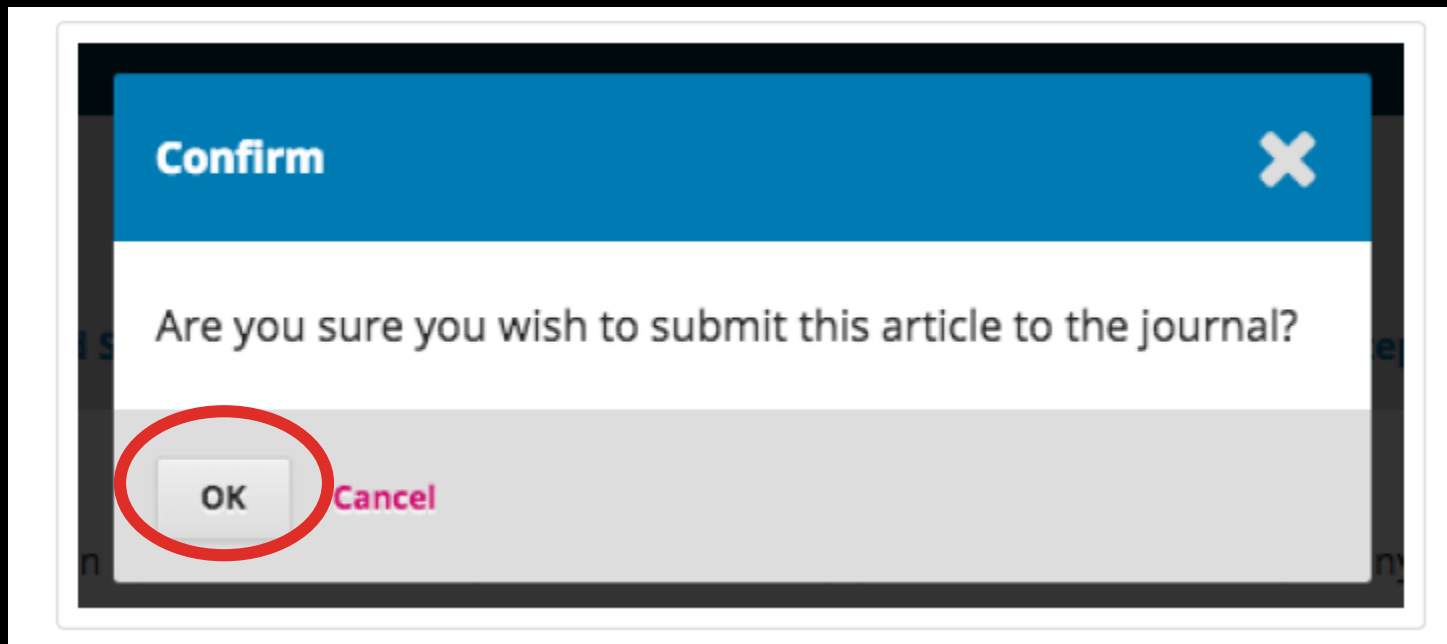
1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

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".

Finish Submission Cancel

STEP 4-CONFIRMATION

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



STEP 5-NEXT STEPS



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>