Manuscript Submission Process at Foundation University Medical Journal

Step 1: Before making a submission, corresponding author needs to 'Register' first with the FUMJ. If the author is already registered, then simply 'Login' via username and password. Authors are strongly advised to go through the 'Submission Preparation Checklist' before making a submission.

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Submission Preparation Checklist	For Librarians	
As part of the submission process, authors are required to check off their submission's compliance with all of the followir and submissions may be returned to authors that do not adhere to these guidelines.	ng items,	
The submission has not been previously published, nor is it before another journal for consideration (or an explanation been provided in Comments to the Editor).	n has	
The submission file is in OpenOffice. Microsoft Word. or RTF document file format.		

Step 2: Click on new submission.

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	No submissions found.			

Step 3: Select category of article, Check all boxes in the Submission Requirements, Write any Comments for the Editor, Check all boxes in corresponding contact, Save and Continue to the next step

Section	~		
Articles must be submitted to one of the journal's section	75. *		
Submission Requirements You must read and acknowledge that you've completed	he requirements below hefore proceedin	a	
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The submission file is in OpenOffice, Microsoft Word Where available, URLs for the references have been provided to the second			
The text is single-spaced; uses a 12-point font; empl	ys italics, rather than underlining (except	with URL addresses); and all illustrations, figu	ires, and
tables are placed within the text at the appropriate point The text adheres to the stylistic and bibliographic rec		nes.	
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Step 4: Click on Add/Upload File and start uploading the Article Components (Cover Letter, Ethical/IRB Approval, Authorship and Conflict of Interest Form, Plagiarism Report, Title Page, Main Text, and Others) from what kind of file is this? window. Click on Continue to review the details of the uploaded file then Continue again to complete the upload submission process.

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Step 5: After the necessary files are uploaded, it will appear on the Submission Files list. Once this step is completed, Click Save and Continue to move on the Next Step in the submission.

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Step 6: Enter your Article Metadata; Leave the Prefix Box Blank, Write Title of your Manuscript, Leave the Subtitle Box Blank, Add Abstract of your Article (Structured Abstract for Original Article). Add all the Contributors (Authors) by clicking on the Add Contributor and mark Corresponding Author as Primary Contact. You will be able to change the order of authorship once all authors/contributors have been added. Add MeSH Keywords (mandatory) and Click Save and Continue to the next step.

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Step 7: Click Finish Submission and submit your article to the FUMJ.

Step 8: Congratulations! Your online submission is complete and will be confirmed to you (a) this on-screen message, and (b) submission acknowledgement on your registered email address with a link to your dashboard for further correspondence. You may now (a) review the submission, and/or (b) create a new submission, and/or proceed to your dashboard.

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