

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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Foundation University Medical Journal

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Information

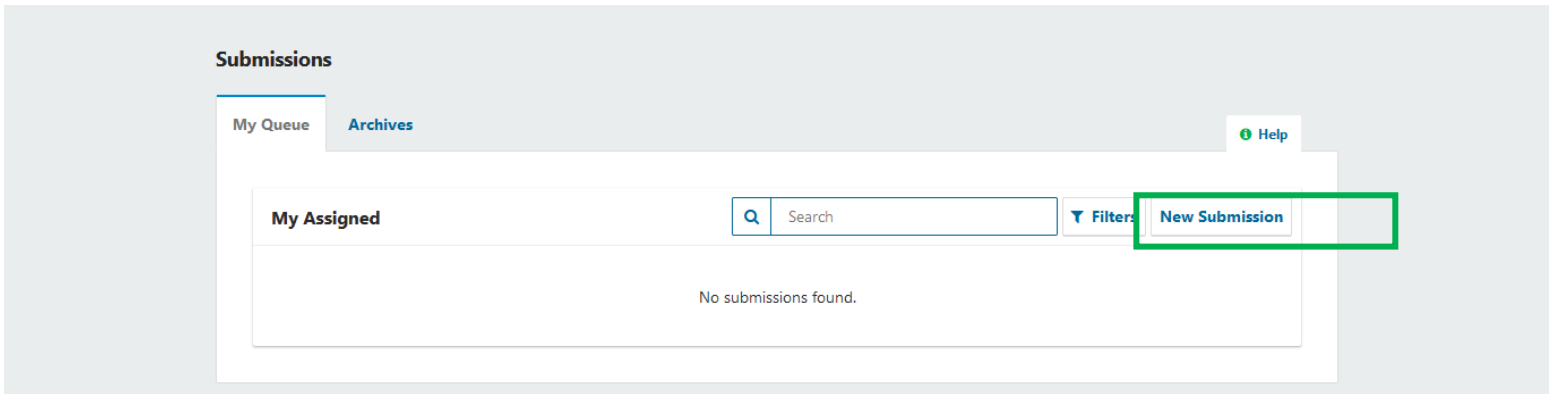
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Submission Preparation Checklist

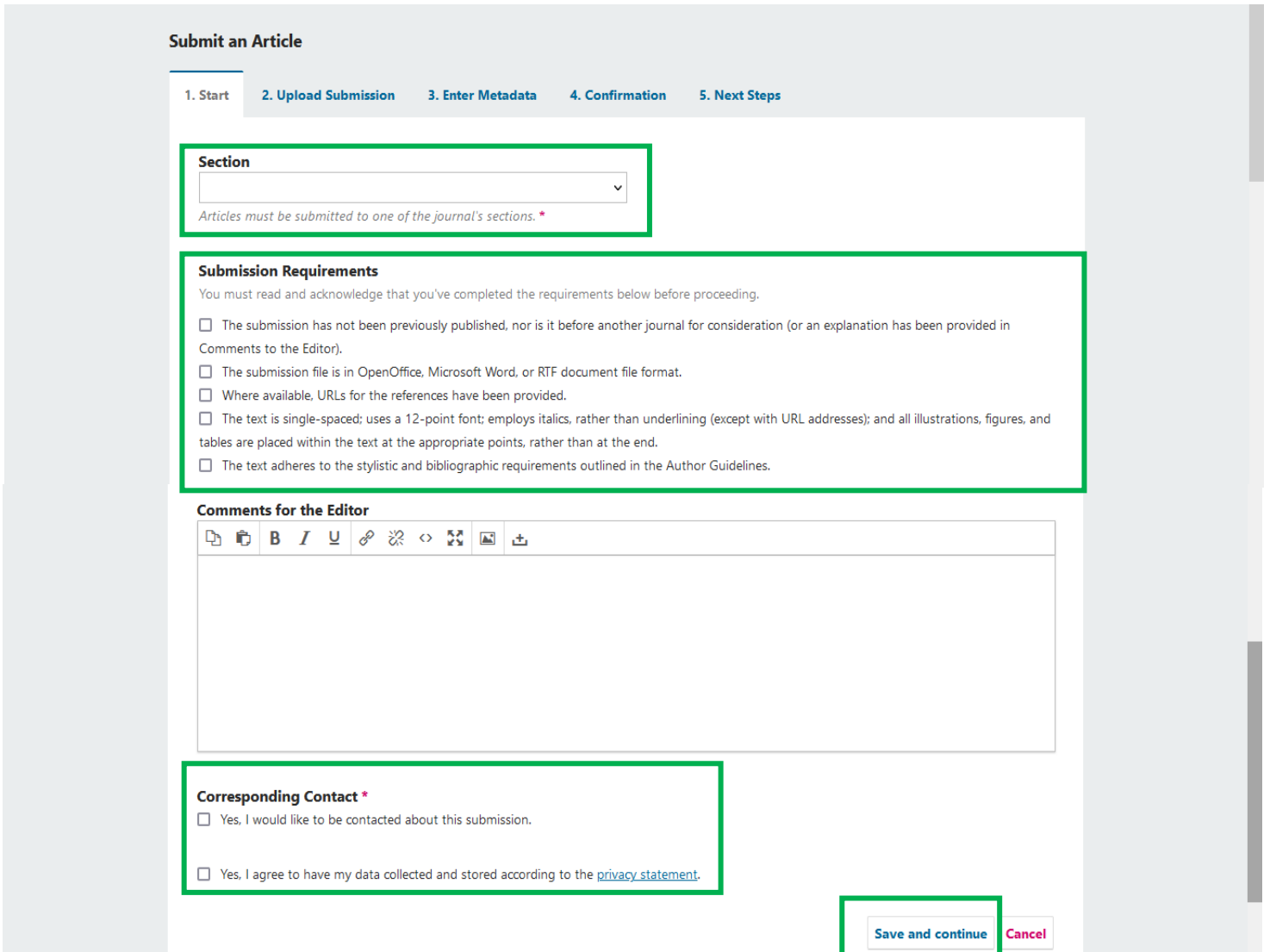
As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

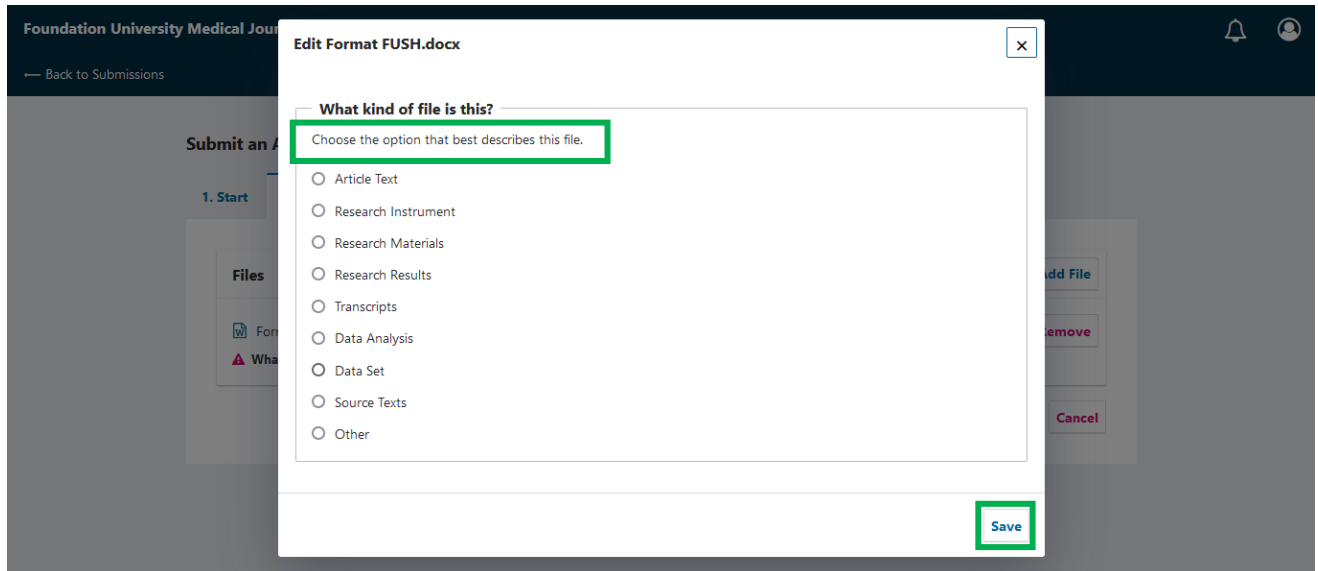
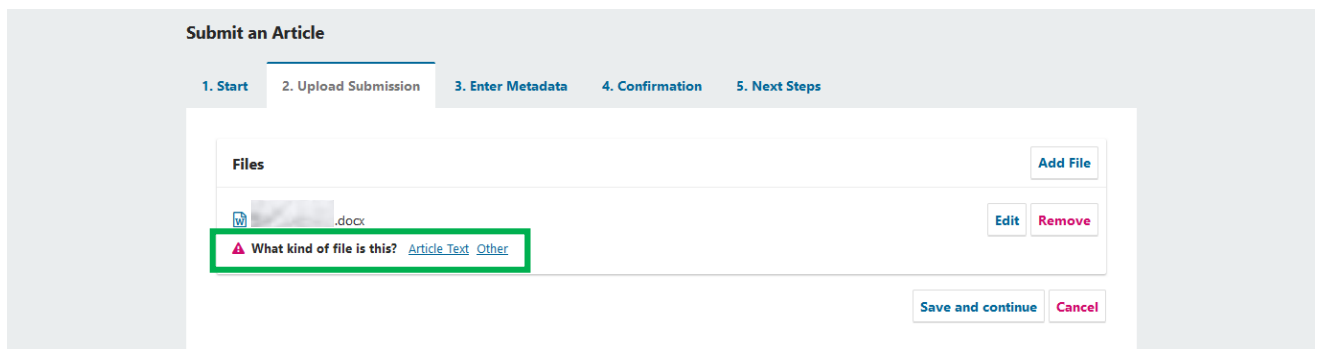
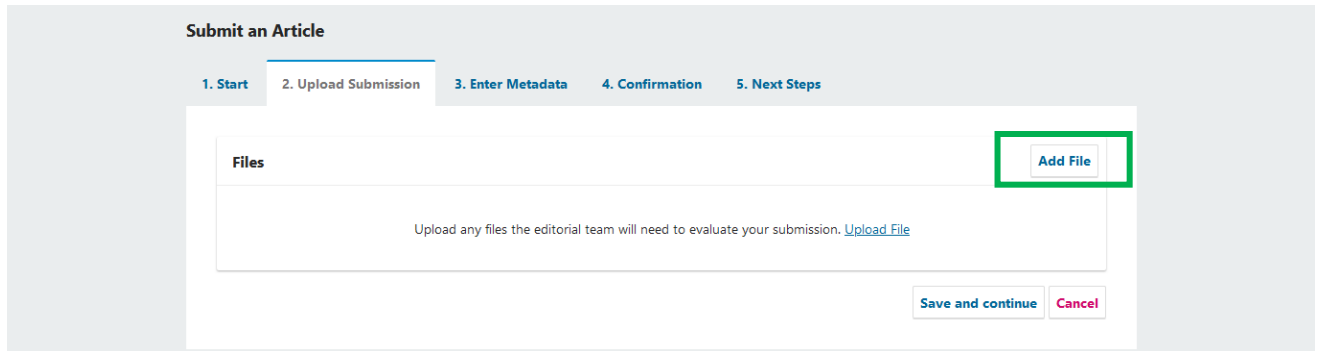
Step 2: Click on new submission.



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



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.





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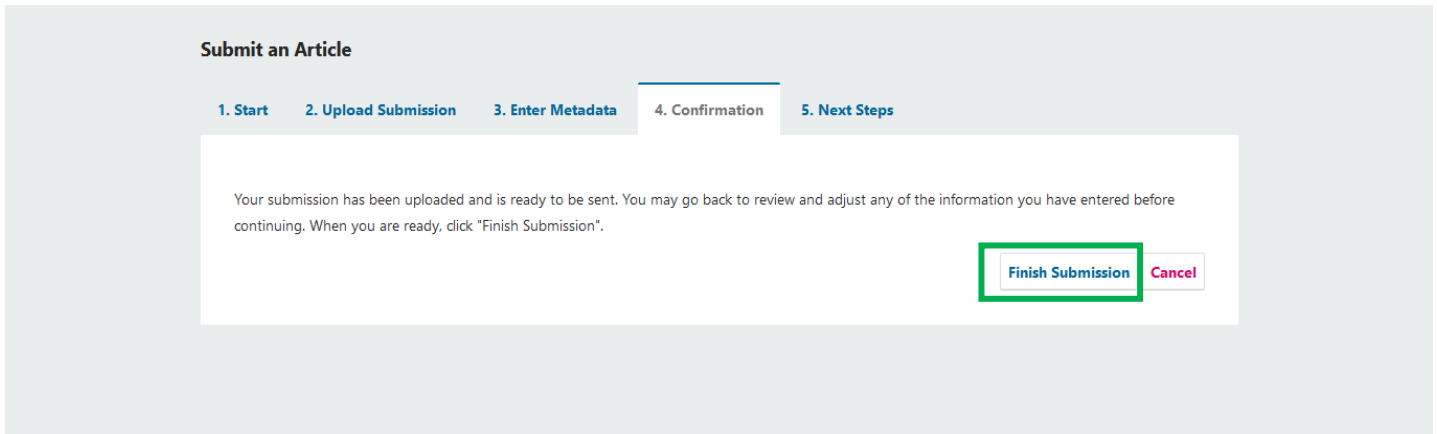
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Step 8: Congratulations! Your online submission is complete and will be confirmed to you (a) this on-screen message, and (b) submission acknowledgement on your registered email address with a link to your dashboard for further correspondence. You may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

