

**As an Author, your tasks include submission; revision; copyediting; and proofreading.**

**To make a submission, you must have a user account and be enrolled as an Author. User accounts can be created by registering yourself.**

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## How to register to Medical Journal of Indonesia?

- click the [Register](#) link on the topmost navigation bar
- Filling out the registration form. All fields with an asterisk beside them (Username; Password; Repeat Password; First Name; Last Name; Email; Phone number) are mandatory.
- Then log in. From here, you can update your email address, change your personal information, or change your password.

## How to submit the manuscript?

Click “New Submission”

### Step 1: Starting the submission

- Fields with an asterisk in journal section is mandatory.
- Select a Journal Section that best fits with your submission.
- Next, the author must check each of the items from the submission checklist.
- The journal's copyright policy will appear next and the author will need to agree to this policy.
- The author can add any comments, which will be visible to the editor.

Move to the next step by hitting the [Save and Continue](#) button.

### Step 2: Uploading the submission

- On this page, click Choose File which opens a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.

Once the submission is uploaded, click [Save and Continue](#).

### Step 3: Entering the Submission's Metadata

- Fill personal information of author(s). If there are multiple authors for the submission, their information can be added using the [Add Author](#) button.
- Enter the Submission title and abstract, keywords, supporting Agencies (if any), and references.

Hit the Save and Continue button to move on to Step 4.

## Step 4: Uploading Supplementary Files

- Upload [final checklist](#), [conflict of interests](#) (one author, one file), ethical clearance, and figures and tables.
- On this page, click Choose File which opens a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- You must now enter a title for the supplementary file, and optionally, any additional descriptive information.

Once the submission is uploaded, click [Save and Continue](#).

## Step 5: Confirming the Submission

Submission, fast-track review, or publication fees, your required payment will also be detailed here. If you require a fee waiver to be considered, check that box and provide an explanation (required).

Click [Finish Submission](#) to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the [Active Submissions](#) section of your Author page.

**Submission complete.**

## How to track your submission's progress?

Log into <http://mji.ui.ac.id> as author. Then click author button.

- In Active Submission page, you will see your Status
- Click on the linked title to go to the submission record.

There are several section in summary page including Submission, which displays the author names, submission title, original submission file, any supplementary files, the ability to add a supplementary file, the name of the submitter, the date submitted, the section the article is assigned to, the editor responsible for the submission, and the comments to editor you made as part of your submission

## How to see information of review and/ or any revised file from editor and upload the revision?

- When your submission is [In Review](#), you can view its details in the [Review](#) section (linked from the top of your page)
- This page is the Editor Decision section. From this section you can notify the editor once you have submitted your revised submission file, correspond with editor, view the reviewer comments (click on the cloud icon), and upload your revised submission file (if revisions were required).
- Download the file name link at “Editor Version” to see the comment based on the newest date
- When you want to submit a revision
  - ✓ Browse your revised file at “Upload Author Version” and upload it
  - ✓ Click button at “Notify Editor” to inform your revised manuscript to the editor

## How to go through copyediting to correct any grammatical or stylistic errors?

Your submission is considered "In Editing" once it has been approved for publication. If your submission is In Editing, you can view its details in the [Editing](#) section (linked from the top of your page). The first section again includes basic submission information.

Copyediting is one step before Layouting the Manuscript. You can correct any grammatical or stylistic errors.

- You can download a revised copy made by Copyeditor in Step 1. (e.g., 6-11-1-ED.DOCX).
- Review the Copyeditor's changes, and make any final changes of your own. We recommend you to use track changes in MS Word. Then upload your revised submission file here. Be sure to use the email icon to notify the Copyeditor that you have submitted your file.

## How to proofread your article?

The final editing stage is proofreading. The menu to proofread is also in "In Editing", you can view its details in the [Editing](#) section (linked from the top of your page).

- Once the galleys have been uploaded by the Layout Editor, you will receive an email from the editor asking that you review them and note any errors in the Proofreading Corrections comments. Proofing Instructions are also available. To view these, you will need to login to the journal and select the appropriate submission link.
- On the resulting screen, you can use the View Proof links to display the files. You can click the linked file names (e.g, [1-95-1-PB.HTML](#)) to download a copy.
- Review the files and make any comments using the [Layout Comments](#) icon.
- Once you have completed your review and noted any necessary changes, hit the [Complete](#) button.
- This will generate an email informing the Proofreader and Section Editor that you are satisfied with the galleys.

*If there is still any further question, you can send email to [mji@ui.ac.id](mailto:mji@ui.ac.id)*