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How to register to Medical Journal of Indonesia?

- Click (register) link on the upper right corner

- Filling out the registration form. All fields with an asterisk beside them (Given name; Family Name; Phone Number; Affiliation; Country; Email; Username; Password; Repeat Password) are mandatory. You will be automatically registered as a Reader and an Author.

- Then log in. From here, you can update your email address, change your personal information, or change your password.
How to view and change your profile?

- To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.

- From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image, determine your notification settings, or update your password.
How to reset your password?

You can reset your password by:

- Logging into the journal
- Selecting your username and View Profile from the upper right corner of the screen
- Choosing the Password tab
- Entering your current password and then your new password twice
- Click Save
- Your password is now changed
How to submit the manuscript?

Start a new submission by clicking **New Submission** button on the right side of the screen. You will be taken to **Step 1 of a 5-Step** process to upload all descriptions of your submission.

### Step 1: Submit an Article

- **To begin select the appropriate section for your submission (e.g., basic medical research, clinical research, community research, review, etc.).**
- **Read and agree to the statements in the submission checklist by checking each box.** Include any comments for the editor, read the journal’s privacy statement, and then click the **Save and Continue** button to move to **Step 2.**
Step 2: Upload Submission

- First, you MUST select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. This must be selected before your file will upload.

- Once you’ve made that selection, you can then upload your first file. It is important to note that you can only upload one file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the Continue button once the file uploads.
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes. Click the **Continue** button. Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., an ethical clearance, final checklist, conflict of interest, figure, table). Once you have finished uploading all of your files, click **Complete**; this will close the upload window.

- 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: Submit an Article

- You will be asked to add more information about the submission, including the title of the submission (Fill the title only), the abstract, and scrolling down...

- You can add more contributors (...) by clicking the Add Contributors link. This will open a new window with fields to enter their information.
You need to complete keywords that is taken from MeSH (Medical Subjects Heading).

**Additional Refinements**

**Keywords**

- Indonesia
- Medical

- Click ‘Save and Continue’

**Step 4: Confirmation**

- On Step 4, you will be asked to confirm that you are happy with your submission.
- A box will pop up asking you to confirm you are finished. Click **OK**.

**Step 5: Next Steps**

- Your submission is now complete!
- Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.
- Here is your submission in your Dashboard. You can see that it is currently in the **Submission stage**.
How to see information of review and/or any revised file from editor and upload the revision?

Responding to a review

- Once the review process has completed, you will be notified via email by the editor of their decision
- After receiving the email, log in to your dashboard
- Select the Review link next to your submission to the view decision. From here, you can see the decision (revisions requested) and a link to the editor’s notification.
- Based on the information in the editor’s message, you must now prepare your revision

Uploading the Revised File

- By scrolling down the page, you will find a panel for Revisions
- Use the Upload a File link to upload your revised manuscript. Use the dropdown menu to choose that you are uploading a revision of an existing file. Then upload the revised file and hit Continue
- Check the file details and hit Continue again
- If you have any additional file to upload, do so now. Otherwise, hit Complete
- Your revised file is now visible in the Revision Panel

Informing the Editor

- Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion Panel
- Select the Add Discussion link
- Use the Add User link to add the editor. Add a subject and a message. Hit Ok to send the message
- An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions Panel. At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable

Revisions Accepted

- You will receive an email that your revisions have been accepted. In addition, notification will appear on your dashboard
- The later notification is the current one. Click on it to open the message (which is the same as the email you would have also received)
• Further down your dashboard, you will also see a discussion reply from the editor
• Clicking the discussion title will open it up
• You’ve been accepted and your submission is moving on to the Copyediting stage
How to respond copyediting to correct any grammatical or stylistic errors?

- You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard

- You can see your entry in the **My Authored** panel. Select the Copyediting link to go to the full submission record including the notification in the **Copyediting Discussion** panel

- Click on the linked discussion to open it, read the message, and open the attached file

- Once you have read the attached file, you can respond to the copyeditor indicating required changes or your approval

- On your dashboard, you can see that you were the last person to reply to the message

- Your role in the copyediting process is now complete and you can wait for the request to proofread the final galleys before publication
How to proofread your article?

- You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.

- You can see your entry in the My Authored panel. Select the Production link to go to the full submission record, including in the Production Discussions panel.