

## Frequently Ask Questions for Author

### Table of Contents

Frequently Ask Questions for Author .....	1
How to register to Medical Journal of Indonesia? .....	2
How to view and change your profile? .....	3
How to reset your password? .....	4
How to submit the manuscript? .....	5
Step 1: Submit an Article.....	5
Step 2: Upload Submission .....	6
Step 3: Submit an Article.....	8
Step 4: Confirmation .....	9
Step 5: Next Steps .....	9
How to see information of review and/or any revised file from editor and upload the revision? ..	10
Responding to a review.....	10
Uploading the Revised File.....	10
Informing the Editor.....	10
Revisions Accepted .....	10
How to respond copyediting to correct any grammatical or stylistic errors? .....	12
How to proofread your article? .....	13

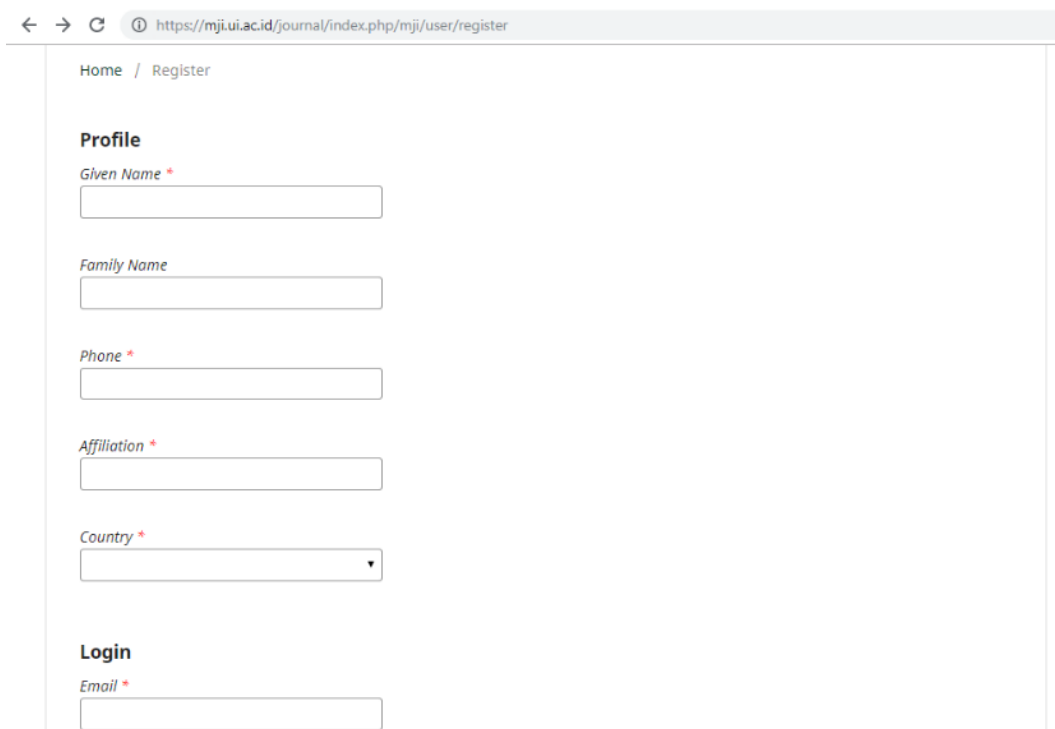
## How to register to Medical Journal of Indonesia?

- Click (register) link on the upper right corner



The screenshot shows the homepage of the Medical Journal of Indonesia. The header features the journal's logo and name, along with navigation links: Home, Current, Archives, Announcements, Publication Ethics and Malpractice Statement, and Editorial Team. There are also links for Author Guidelines and About the Journal. In the top right corner, there are links for Register and Login, and a search bar. Below the header, the main content area is divided into two columns. The left column contains a 'Profile' section with input fields for 'Given Name' and 'Family Name'. The right column contains a 'Make a Submission' button, the journal's pISSN (0853-1773) and eISSN (2252-8083), and a 'CURRENT ISSUE' link.

- 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.



The screenshot shows the registration form on the Medical Journal of Indonesia website. The form is titled 'Profile' and includes input fields for 'Given Name', 'Family Name', 'Phone', 'Affiliation', and 'Country'. Below these fields is a 'Login' section with an input field for 'Email'. The form is displayed on a web browser with the URL 'https://mji.ui.ac.id/journal/index.php/mji/user/register' visible in the address bar.

- 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.

The screenshot shows the user profile page of the Medical Journal of Indonesia (OJS). The page has a dark blue sidebar on the left with the OJS logo and a 'Submissions' link. The main content area is white with a grey header bar. The header bar contains the site name, a 'Tasks' button, language and site view selectors, and a user menu with 'View Profile' and 'Logout' options. Below the header, there's a 'Profile' section with tabs for 'Identity', 'Contact', 'Roles', 'Public', 'Password', 'Notifications', and 'API Key'. The 'Identity' tab is active, showing fields for 'Username' (maylia), 'Name' (split into First Name: Maylia, Middle Name, and Last Name: Putri), and 'Salutation' (split into Salutation, Initials: MP, and Suffix). A 'Save' button is at the bottom of the form. A note states 'Your data is stored in accordance with our [privacy statement](#).' and a legend indicates '\* Denotes required field'.

Medical Journal of Indonesia Tasks 0 English View Site maylia

**Profile**

Identity Contact Roles Public Password Notifications API Key Help

**Username**  
maylia

**Name**

Maylia Putri

First Name \* Middle Name Last Name \*

Salutation Initials Suffix

MP

Save

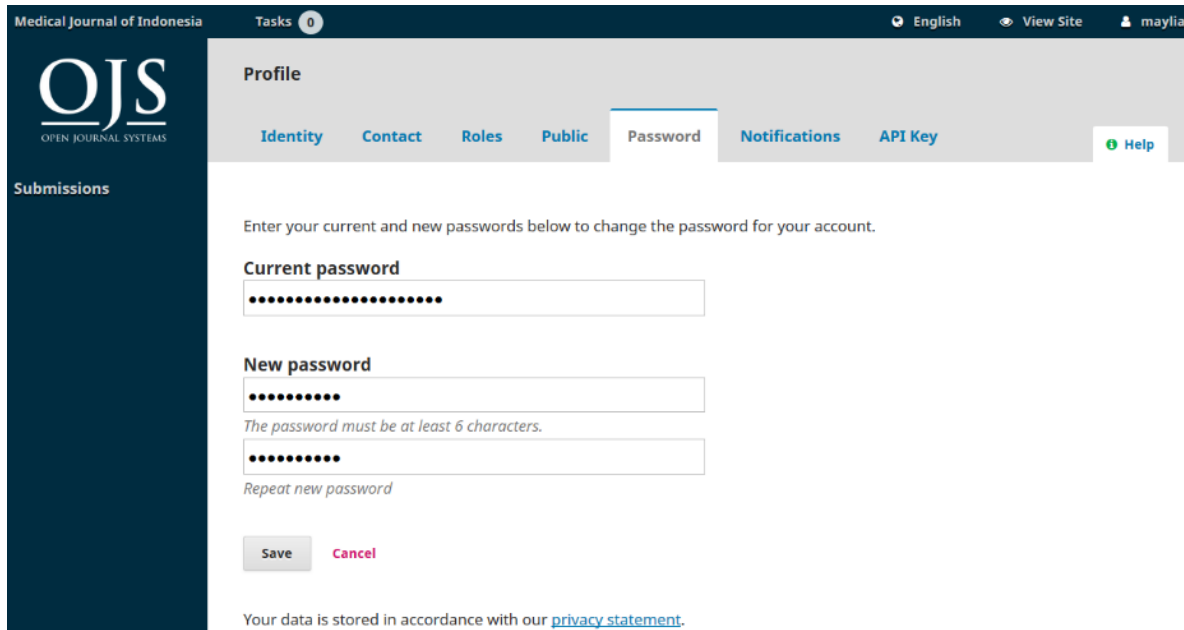
Your data is stored in accordance with our [privacy statement](#).

\* Denotes required field

- 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:



The screenshot shows the user profile page of the Medical Journal of Indonesia. The page has a dark blue sidebar on the left with the OJS logo and a 'Submissions' link. The main content area is light gray and contains a 'Profile' section with tabs for Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Password' tab is selected. Below the tabs, there is a form to change the password. The form includes three input fields: 'Current password', 'New password', and 'Repeat new password'. The 'Current password' field is filled with dots. The 'New password' field is also filled with dots, and a note below it states 'The password must be at least 6 characters.' The 'Repeat new password' field is filled with dots. At the bottom of the form are 'Save' and 'Cancel' buttons. A footer note states 'Your data is stored in accordance with our [privacy statement](#).'

Medical Journal of Indonesia Tasks 0 English View Site maylia

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Profile

Identity Contact Roles Public Password Notifications API Key Help

Enter your current and new passwords below to change the password for your account.

**Current password**

.....

**New password**

.....

The password must be at least 6 characters.

.....

Repeat new password

Save Cancel

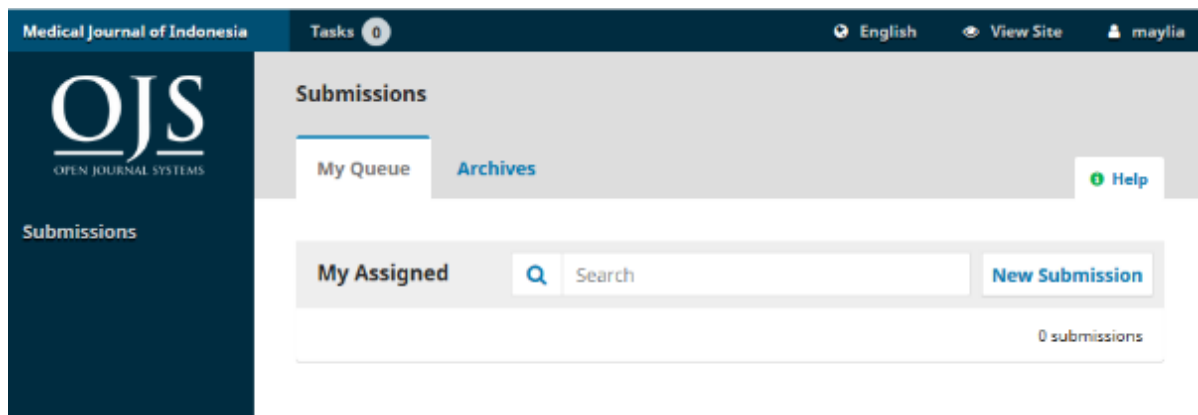
Your data is stored in accordance with our [privacy statement](#).

- 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.

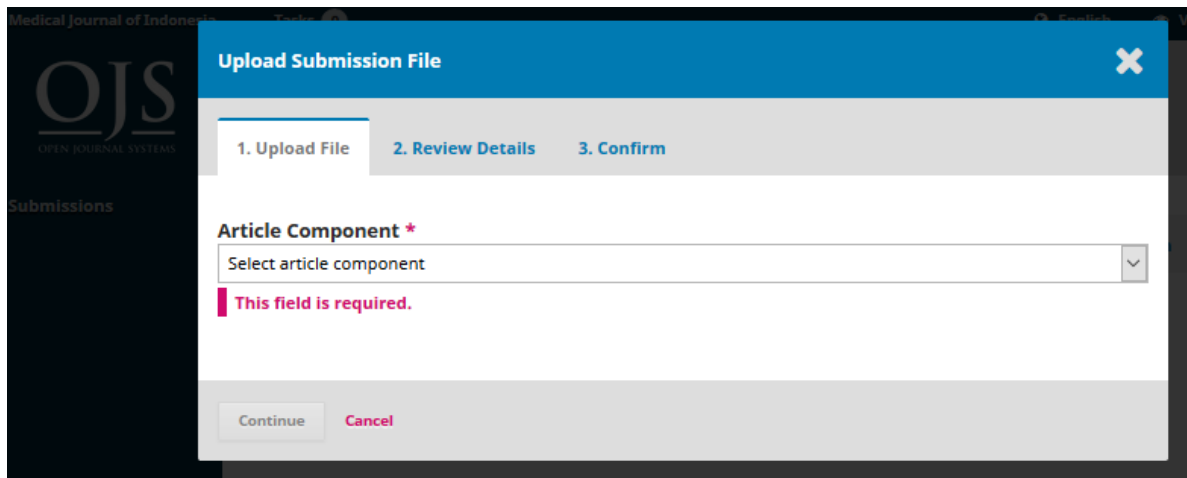


## Step 1: Submit an Article

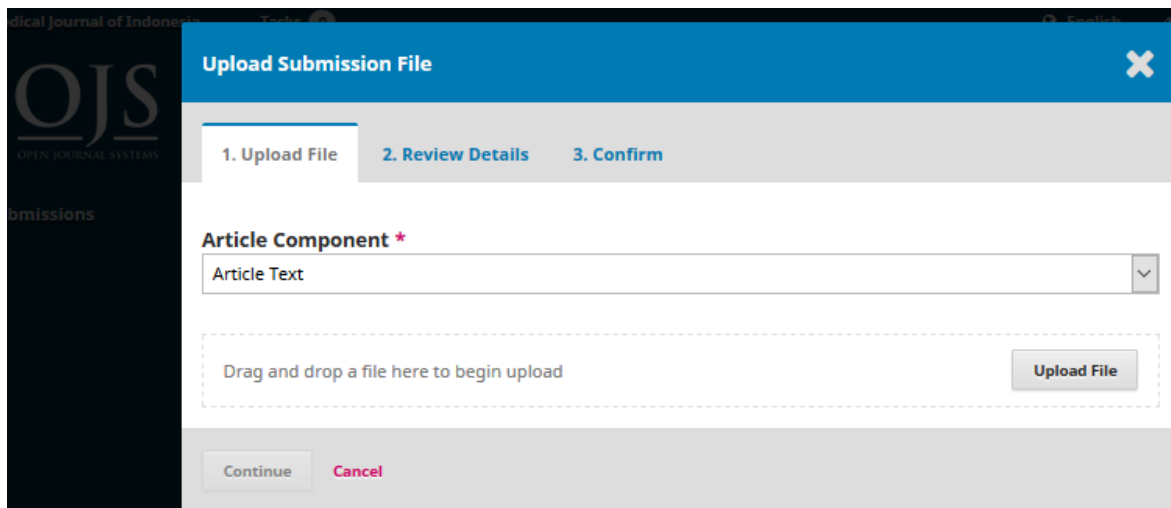
The screenshot shows the 'Submit an Article' form, Step 1 of a 5-step process. The steps are: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is currently empty. Below it, a red asterisk indicates a required field. The 'Submission Requirements' section contains three checkboxes, all of which are unchecked. The first checkbox is for affirming that the material has not been previously published and that the author(s) have not transferred elsewhere any rights to the article. The second checkbox is for affirming that the author(s) have checked the manuscript to comply with the 'Instructions for authors' of Medical Journal of Indonesia and agreed to contribute for publication fee. The third checkbox is for affirming that the author(s) haven't suggested any personal information that may make the identity of the patient recognizable in any forms of description part, photograph or pedigree. When the photographs of the patient were essential and indispensable as scientific information, the author(s) have received the consent in writing form and have clearly stated it. The fourth checkbox is for affirming that in case of experimenting on human, the author(s) have certified that the process of the research is in accordance with ethical standards of Helsinki declaration, domestic and foreign committees that preside over human experiment. If any doubts is raised whether the research was proceeded in accordance with the declaration, the author(s) would explain it. In case of experimenting on animals, the author(s) have certified that the author(s) had followed the domestic and foreign guideline related to experiment of animals in a laboratory.

- 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.

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

Article Component \*

Article Text

✓

maylia, Maylia Putri - Submission Manuscript.docx

Change File

Continue

Cancel

- 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.

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

File Added

Add Another File

Complete

Cancel

- 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...

**Medical Journal of Indonesia** Tasks **English** View Site mayla

# OJS

OPEN JOURNAL SYSTEMS

**Submissions**

## Submit an Article

- Start
- Upload Submission
- Enter Metadata
- Confirmation
- Next Steps

**Prefix**

**Title \***

Examples: A, The

**Subtitle**

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

**Abstract \***

The abstract must be 300 words or less.

Words: 0

Powered by Fingert

List of Contributors				<a href="#">Add Contributor</a>
Name	E-mail	Role	Primary Contact	In Browse Lists
Maylia Putri	maylia.mji@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- You can add more contributors (...) by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Maylia Putri	maylia.mji@gmail.com	Author	✓	✓
▶ Maytias Tri Pratiwi	maytias@gmail.com	Author		✓
▶ Dania Clarisa	dania@gmail.com	Author		✓
▶ Novi Arie Anggraeni	novianggra@gmail.com	Author		✓
▶ Indina Tarziah	tarziah@gmail.com	Author		✓



- You need to complete keywords that is taken from MeSH (Medical Subjects Heading).

## Additional Refinements

### Keywords

Indonesia x Medical x

Save and continue

Cancel

- Click 'Save and Continue'

## Step 4: Confirmation

The screenshot shows the 'Submit an Article' page in the OJS system. The left sidebar contains the 'OJS OPEN JOURNAL SYSTEMS' logo and a 'Submissions' link. The main content area has a header 'Submit an Article' and a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (highlighted), and 5. Next Steps. Below the progress bar, a message states: '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".' At the bottom, there are two buttons: 'Finish Submission' and 'Cancel'.

- 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.

The screenshot shows the 'Submissions' dashboard in the OJS system. The left sidebar contains the 'OJS OPEN JOURNAL SYSTEMS' logo and a 'Submissions' link. The main content area has a header 'Submissions' and two tabs: 'My Queue' (selected) and 'Archives'. Below the tabs, there is a 'My Assigned' section with a search bar and a 'New Submission' button. A table lists the submissions, with the first entry showing the author names 'Maylia Putri, Maytias Tri Pratiwi, Dania Clarisa, Novi Arie Anggraeni, Indina T...' and a status of 'Submission' (highlighted with a red circle). At the bottom right, it says '1 of 1 submissions'.

## 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 view the 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