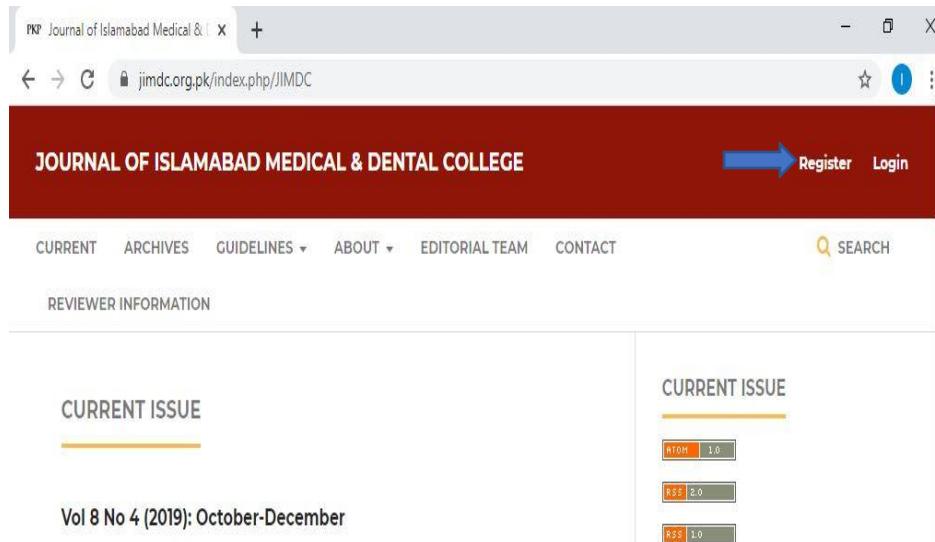


Step by Step guide for Online Submission of articles on OJS for Authors

Step 1: Registration on OJS

If you already have login credential then enter your username and password otherwise click “Register” (See arrow). A registration form will open



PKP Register | Journal of Islamabad Medical & Dental College

jimdc.org.pk/index.php/JIMDC/user/register

Login

Email *

Username *

Password *

Repeat password *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

[Login](#)

Authors from IMDC, should not select this option

Step 2: Login

After Successful login, an option for change password will appear.

Journal of Islamabad Medical & Dental College

English View Site

You must choose a new password before you can log in to this site.

Please enter your username and your current and new passwords below to change the password for your account.

Login

username

Current password

New password

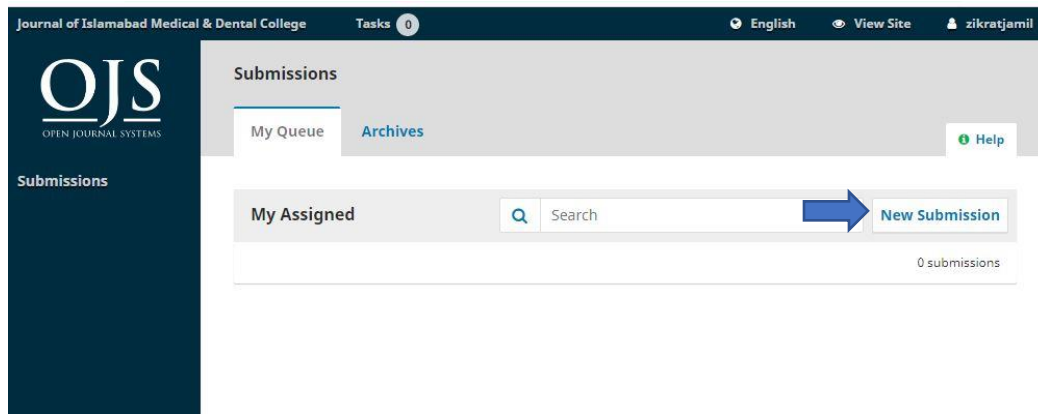
The password must be at least 6 characters.

Repeat new password

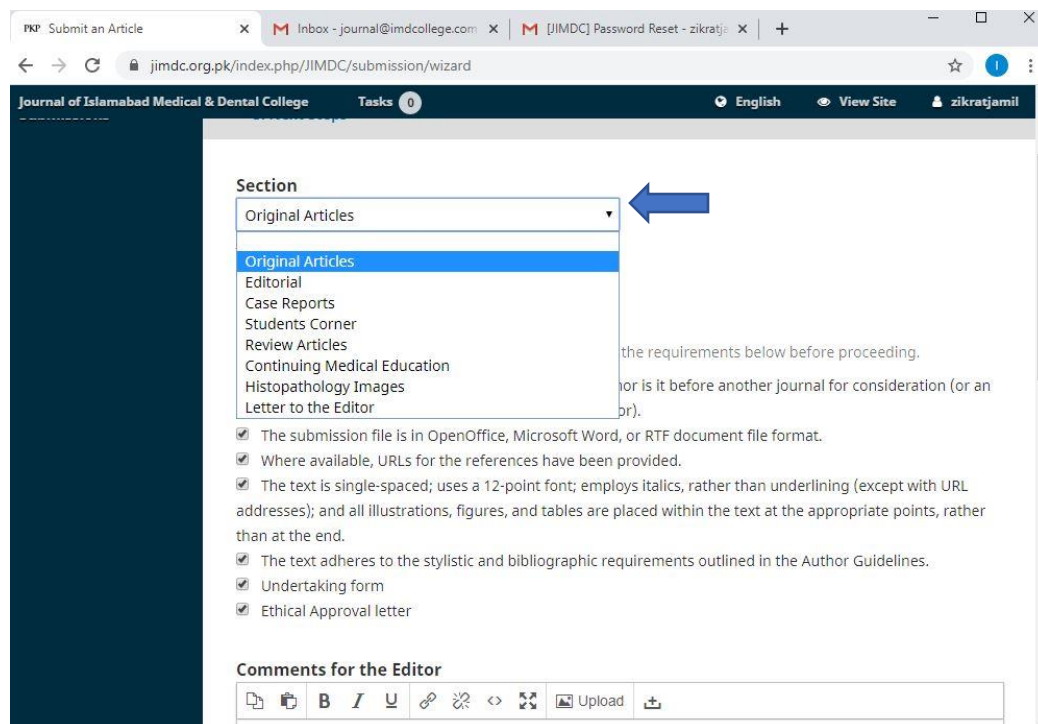
Your data is stored in accordance with our [privacy statement](#).

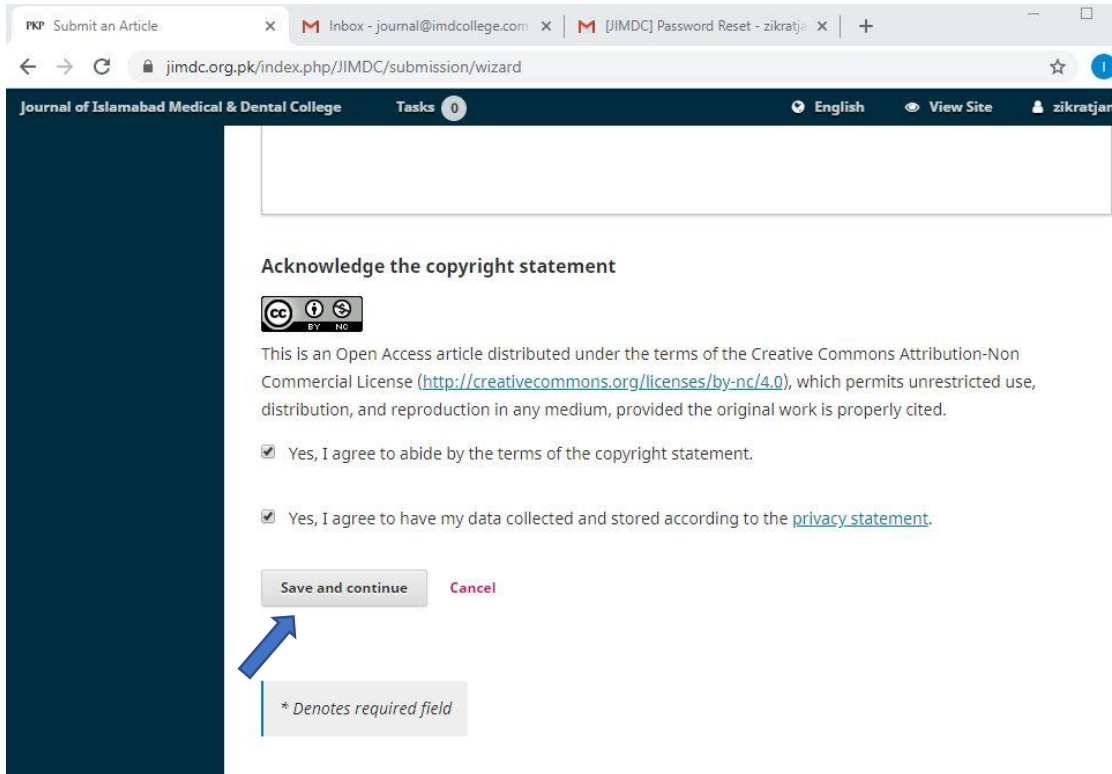
Step 3: Submission

On dashboard, click on “New submission” button.



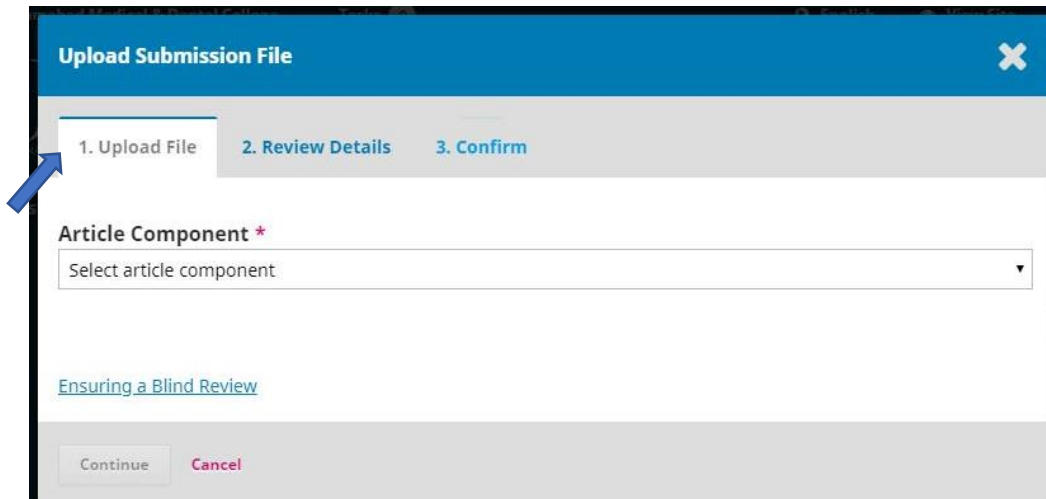
Select article type and check submission requirements. Make sure you have all the required documents. After selecting all requirements click on ‘Save and continue’.



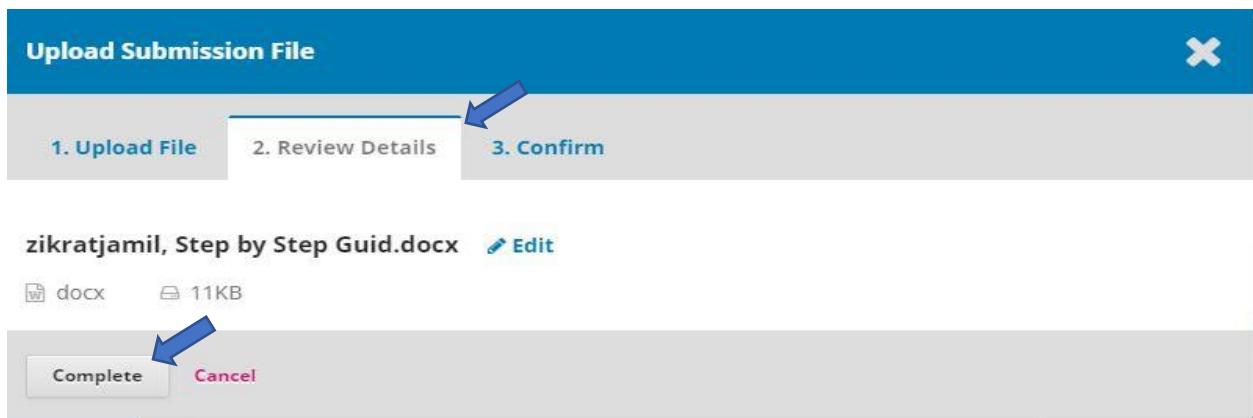
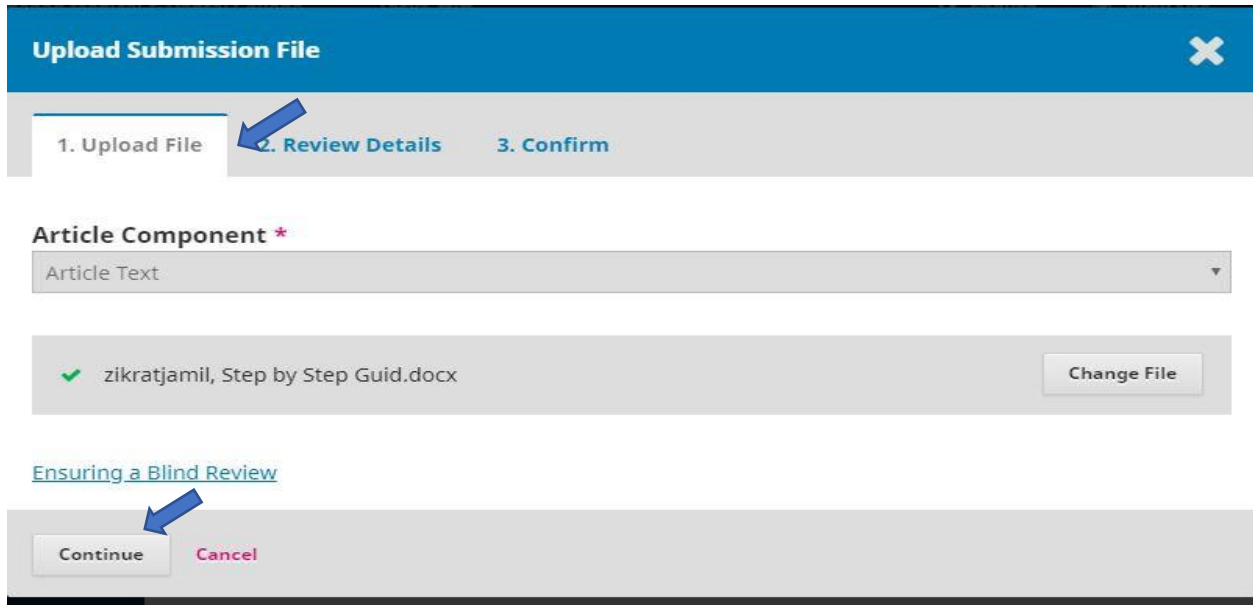


Step 4: Upload Submission File

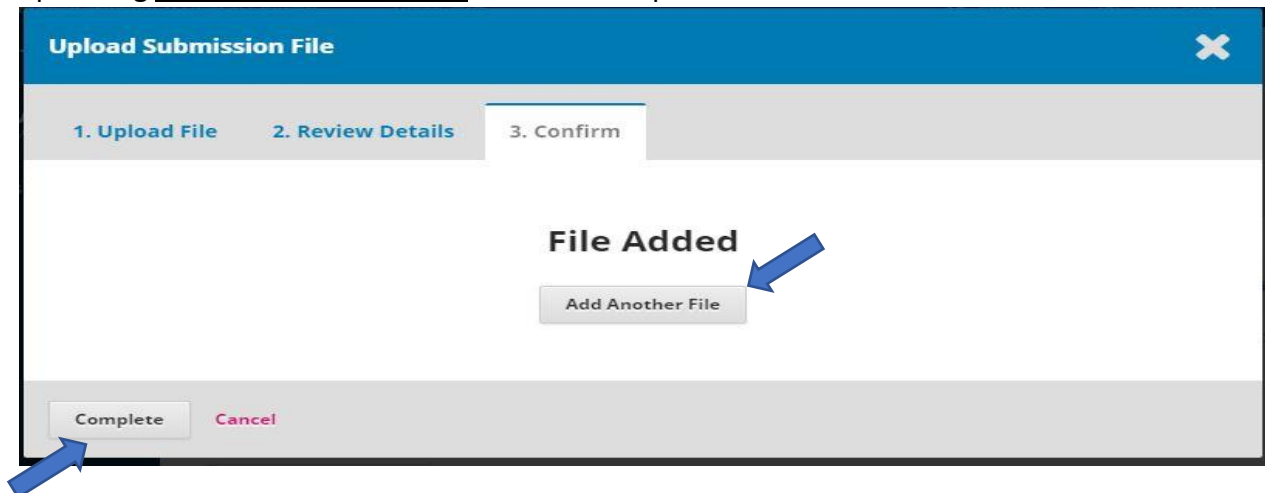
After completion of step 3, a new window will pop-up to upload the required documents

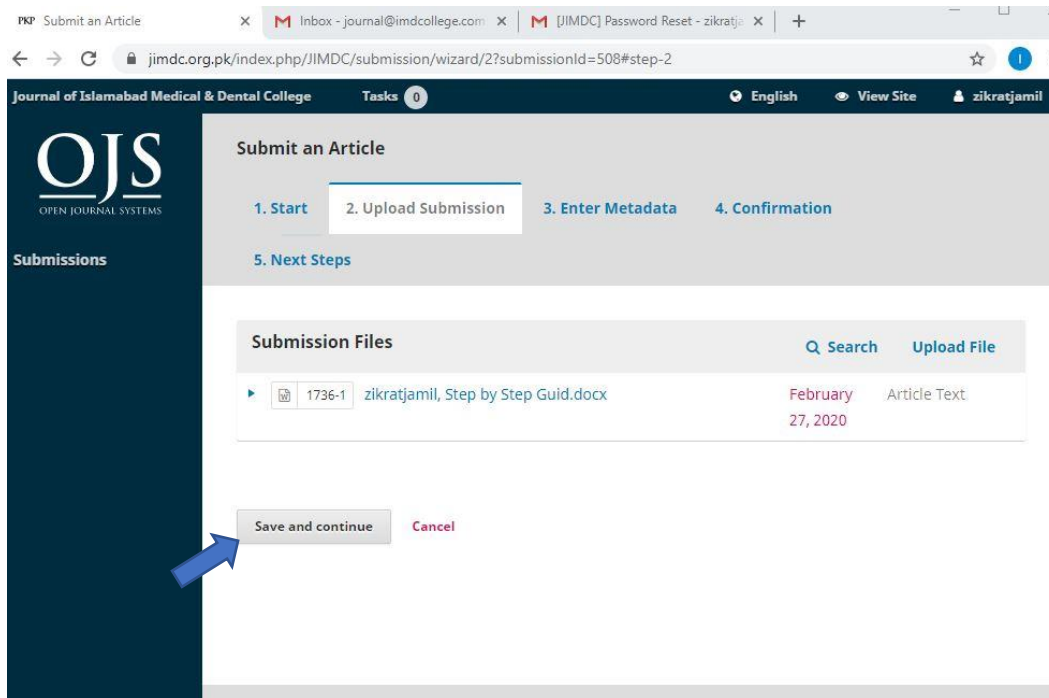


Select 'Article Text' in Article component for uploading manuscript and 'other' for other documents. Complete the steps as shown below and click on "continue".

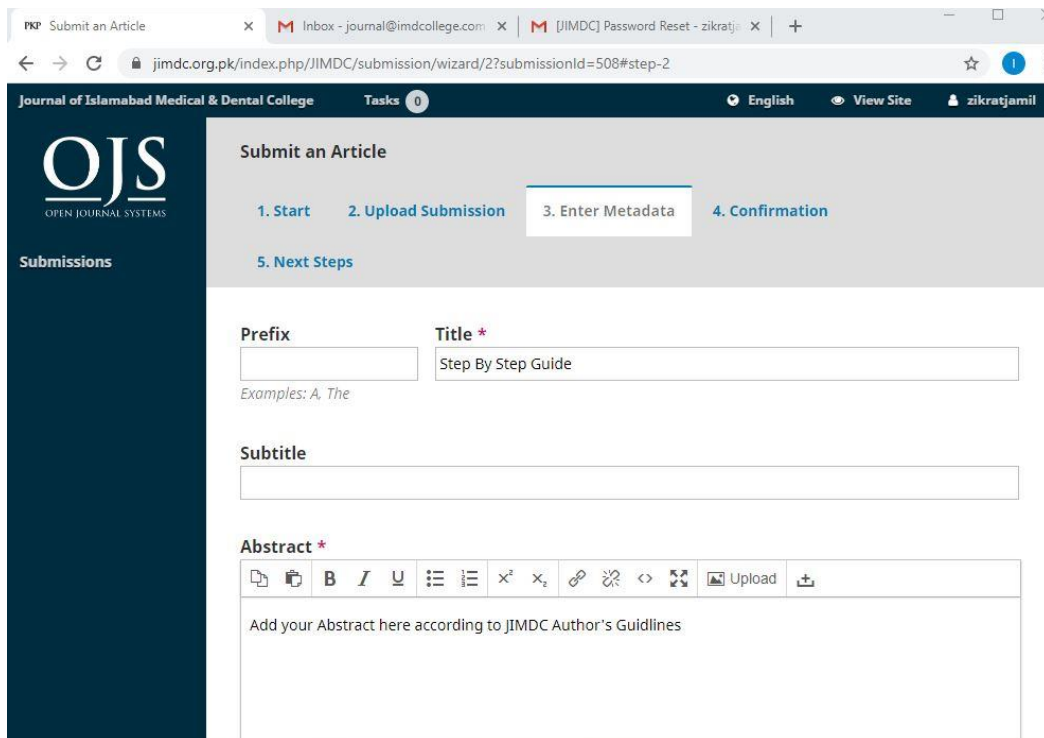


For uploading other documents click on “Add another file” and repeat the above process. After uploading **All required documents** click on “Complete”. Then click on “save and Continue”.

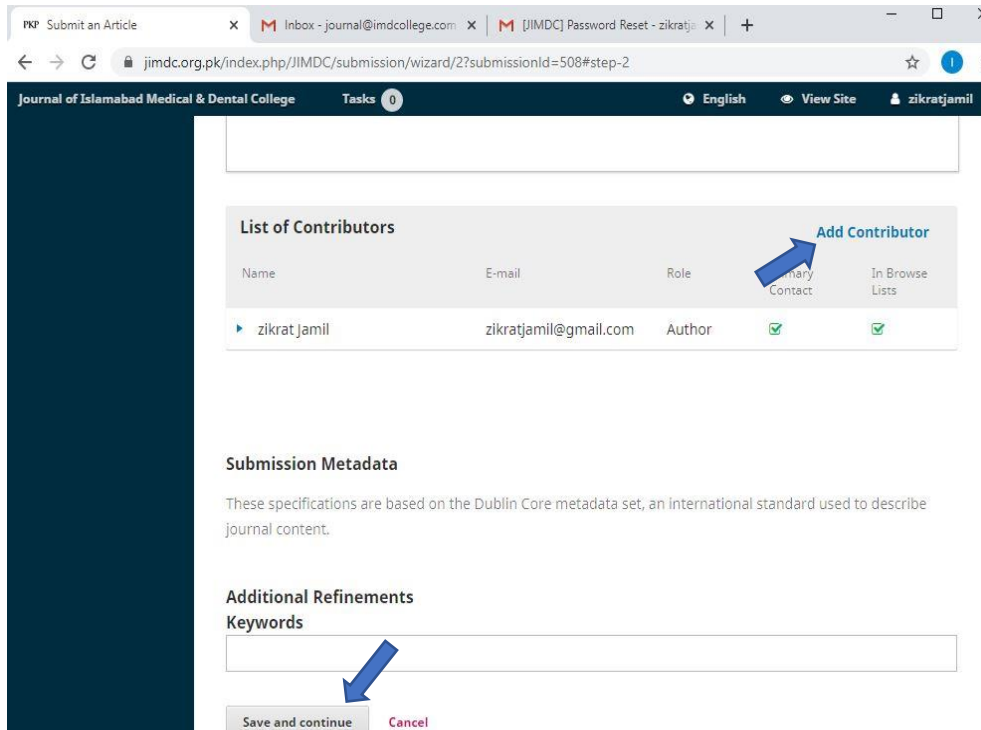




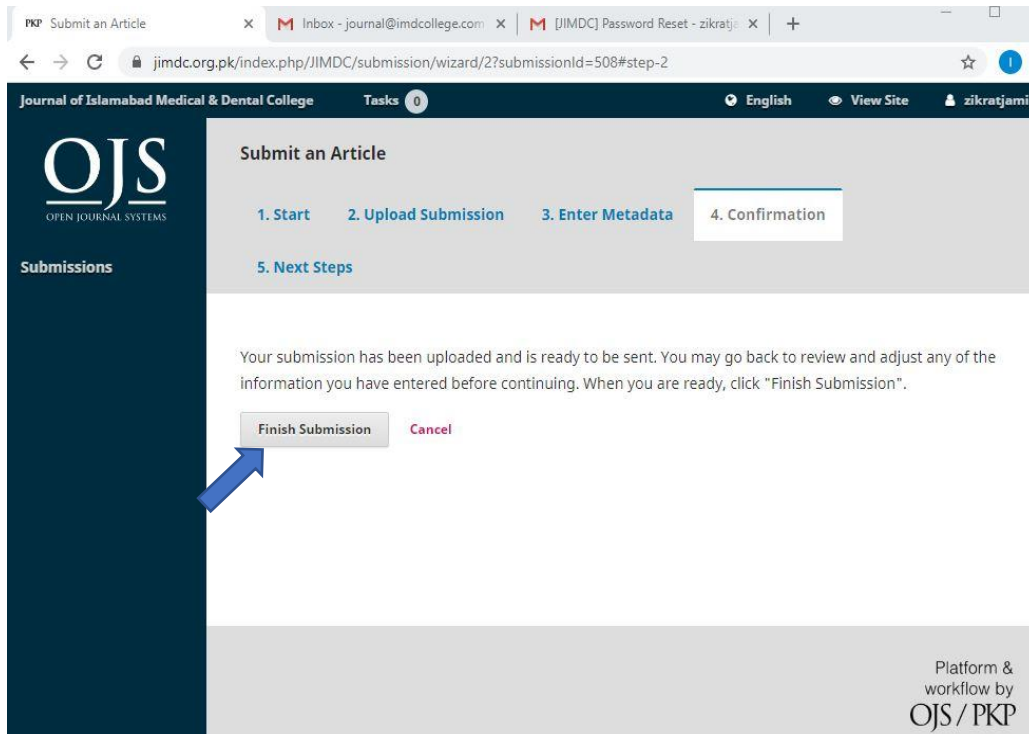
Enter Metadata. Title, Abstract and Author Information.



Add Author by clicking on “Add Contributor” and after adding all authors click on “Save and continue”.



Finish Submission



Step 5: Author's Dashboard

The screenshot shows the author's dashboard for the Journal of Islamabad Medical & Dental College. The page title is "Step By Step Guide" by zikratjamil. The dashboard includes a "Submission Library" section with a table of submission files. The table has columns for Name, From, Last Reply, Replies, and Closed. A blue arrow points to the "Add discussion" link in the "Pre-Review Discussions" section. A text box on the right states: "All the discussion before peer review can be seen in this section."

Name	From	Last Reply	Replies	Closed
No Items				

An Acknowledgement email with Article reference number will be sent to the corresponding author.

The screenshot shows an email titled "[JIMDC] Submission Acknowledgement" from Prof. Dr. Naila Irum Hadi to zikratjamil. The email content includes a thank you message and a submission URL: <https://jimdc.org.pk/index.php/JIMDC/authorDashboard/submission/508>. A blue arrow points to the URL, and a text box on the right states: "Article reference number".

Prof. Dr. Naila Irum Hadi

Journal of Islamabad Medical & Dental College

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715-4 admin, LARGR ODONTOGENIC KERATOCYST INVOLVING MAXILLARY SINUS.docx (4) | October 23, 2019 | Article Text

[Download All Files](#)

Pre-Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
Internal Review Comments	admin 2019-11-14 10:43 PM	 2019-11-15 12:51 PM	1	<input type="checkbox"/>
Final Proof Reading	admin 2019-12-08 11:12 PM	 2019-12-19 01:28 AM	1	<input type="checkbox"/>

If you have multiple submissions your dashboard would be like this.

Dental College | Tasks 0 | English | View Site

Submissions

My Queue | **Archives** | [Help](#)

My Assigned | Search | [New Submission](#)

499		Dental Management in a Patient with Glucose- 6-Phosphate De...	Submission	1	<input type="checkbox"/>
395		MARSUPILIZATION FOLLOWED BY ENUCLEATION AND CHEMIC...	Submission	2	<input type="checkbox"/>
393		COMPARISON OF TRANSOSSEOUS WIRING AND MINIPLATES IN...	Review	1/2	<input type="checkbox"/>

3 of 3 submissions