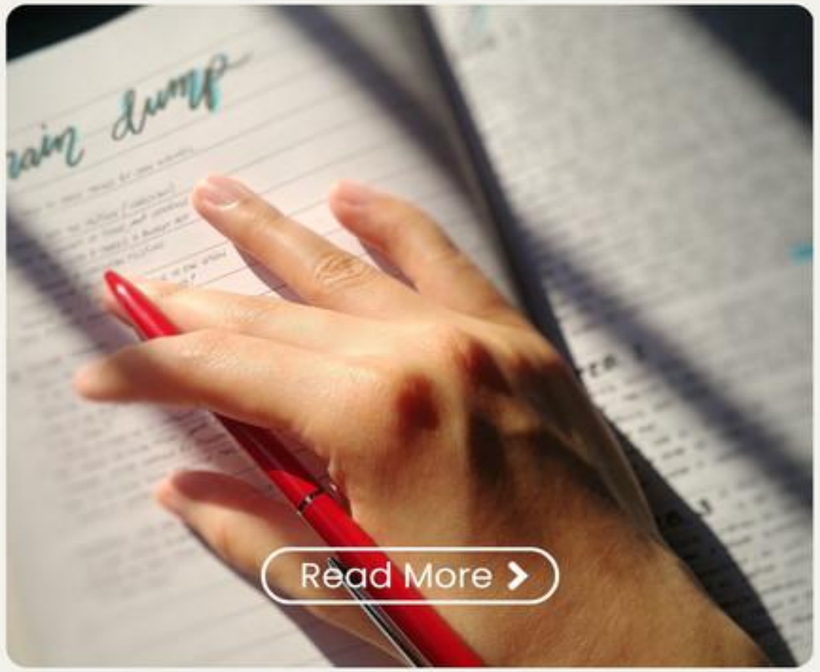
How to Start

Submission



Frequently Asked Questions in the Journal Submission Process

پاسخ به سؤالات پرتکرار در مسیر سابمیت مقالات علمی

Presented by Fatemeh Doost-Mohammadi, Ph.D. in Epidemiology

What is the Difference Between a Manuscript and Article?







Manuscript

The submitted or in-preparation version of a research work.

- Prepared by authors
- May undergo revisions
- Not yet published



Paper

A general term for a scientific article.

- Often used in conversations
- Can refer to a manuscript or a published article



Article

The final, published scientific work.

- Published in a journal
- Accessible to readers
- May be a research article, review, etc.

In short:
A ***manuscript*** is what you submit, and an ***article*** is what you get published.



What Are You Expected to Learn by the End of This Session?

submission process

01

1. Choose the Right Journal

- Match the journal's scope with your research topic.
  - Check indexing in PubMed, Scopus, and Web of Science.
  - Evaluate journal credibility and publication fees.
  - Consider the journal's audience and impact.
  - Open Access means free access for readers, not necessarily free publication for authors.

02

2. Submit with Confidence

- - Follow the journal's Instructions for Authors.
- - Prepare the manuscript and required documents.
- - Write an effective Cover Letter.
- - Check ethical approval and authorship details.
- - Review all submission information before finalizing.
- Common Submission Errors

03

3. Navigate the Post-Submission Process

- -Track your manuscript status.
- -Understand editorial decisions.
- -Respond professionally to reviewers' comments.
- -Revise and resubmit your manuscript effectively.
- -Manage rejection and plan your next steps.

Submission is not simply uploading a manuscript; it is formally presenting your research for scientific evaluation.



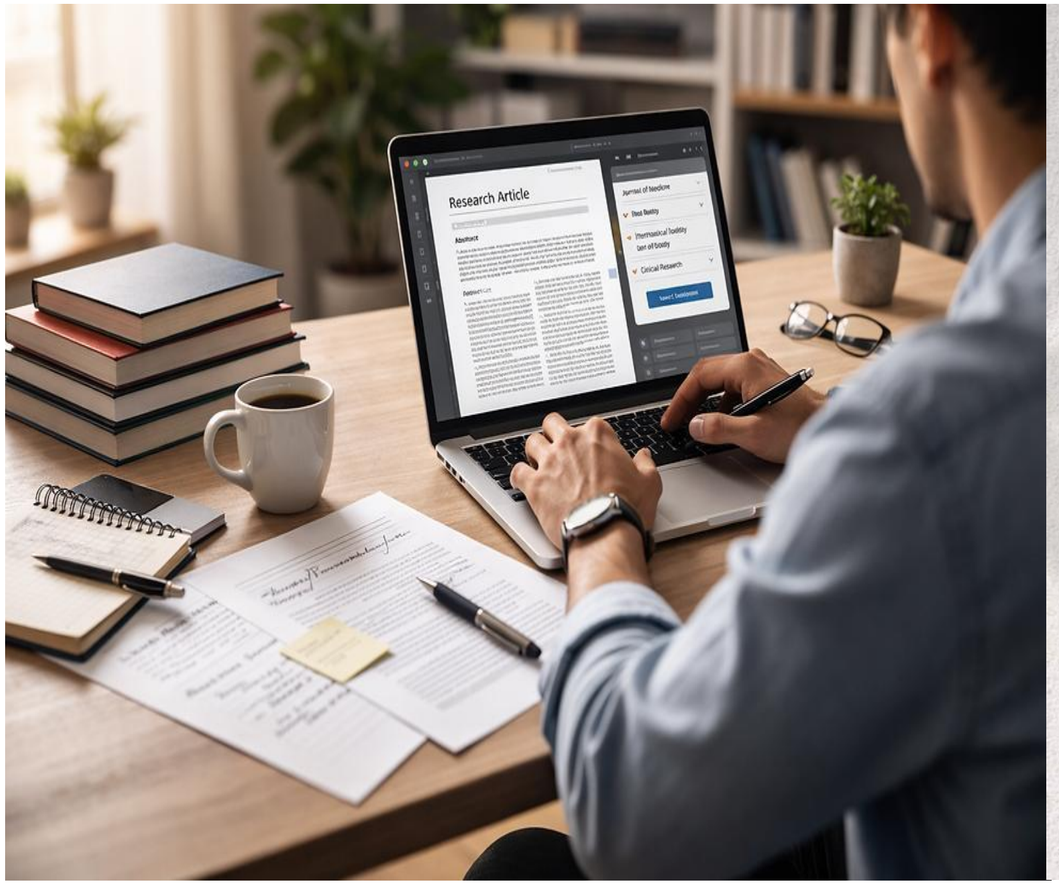


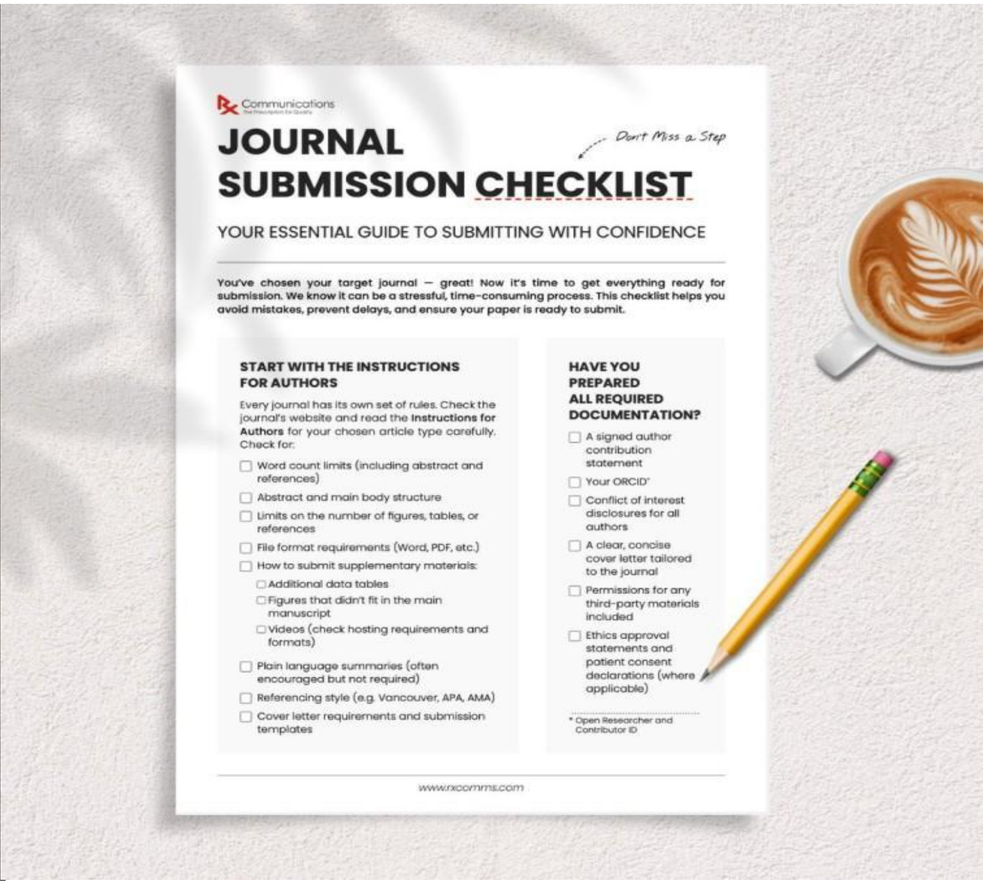
- Your research is complete.
- Your manuscript is written.
- Your target journal is selected.

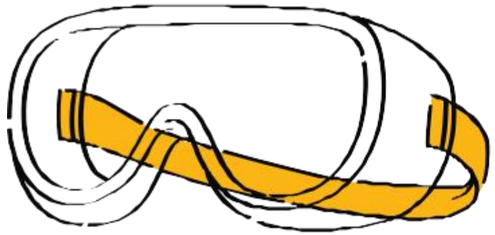
Are you ready to submit your manuscript?



2. Submission Requirements:Preparing all required documents and declarations.



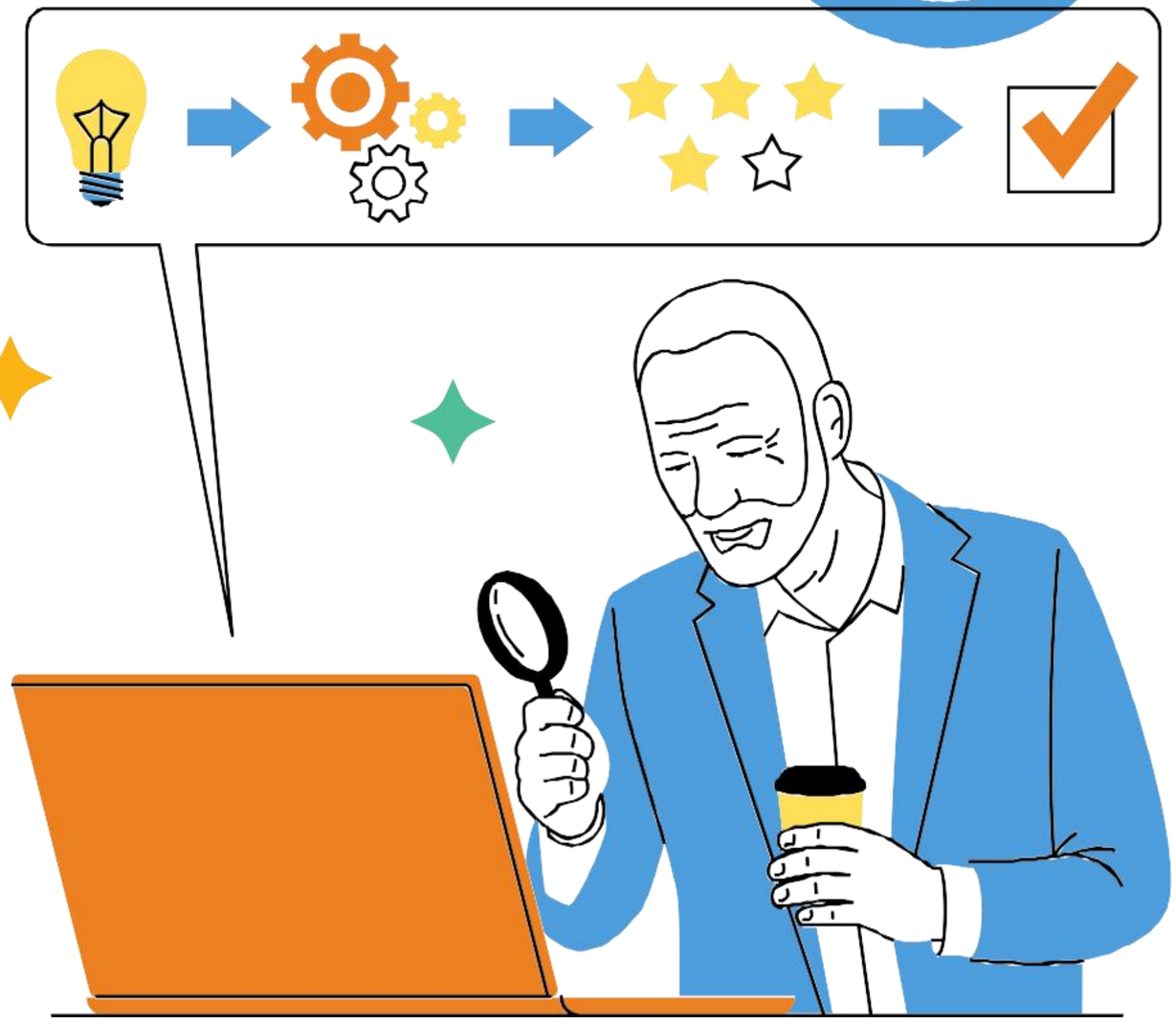




1. Preparing the manuscript according to the journal's requirements

Understanding Journal Guidelines

- Article Types
- Word Limit
- Abstract Structure
- Reference Style
- Figure and Table Requirements
- Formatting Guidelines
- Ethical Requirements



Required Submission Documents:

Beyond formatting the manuscript according to the journal guidelines, prepare the following documents:



Title Page: Authors' names, affiliations, corresponding author's details, and acknowledgments.

Cover Letter: A formal letter to the Editor introducing the manuscript, highlighting its significance, and explaining its suitability for the journal.

Conflict of Interest Declaration: A statement disclosing any financial or non-financial competing interests, or declaring that none exist.

Funding Statement: Details of financial support, including funding agency and grant number, if applicable.

Author Contribution Statement: A description of each author's contribution to the research and manuscript preparation.

Ethics Approval and Informed Consent: Ethics committee approval details and informed consent statements, when applicable.

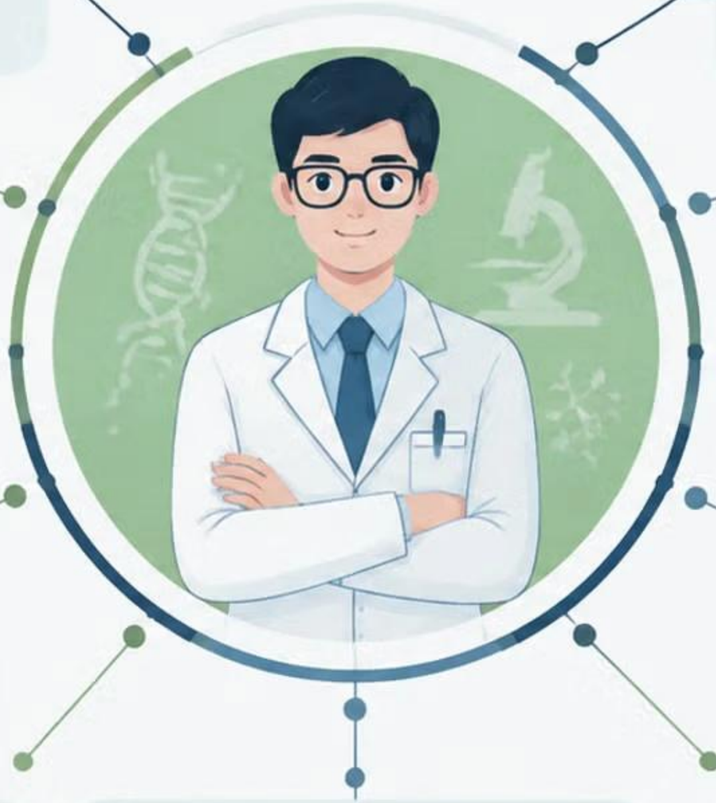
Copyright / Authorship Forms: Completed and signed forms required by the journal.

The winning cover letter: six elements, read in 30 seconds



CRediT Author Contributions

A transparent and standardized taxonomy for author contributions



Conceptualization
Formulating the idea and goals

Methodology
Developing methods and design

Investigation
Conducting the research and experiments

Data Curation
Managing and organizing the data

Formal Analysis
Analyzing and interpreting the data

Writing – Original Draft
Preparing the initial manuscript

Writing – Review & Editing
Critically revising the manuscript

Resources
Providing materials, equipment, or data

Software
Developing or providing software tools

Validation
Verifying results and reproducibility

Visualization
Creating visualizations and figures

Supervision
Oversight and leadership of the research

Project Administration
Managing the project and resources

ICMJE vs CRediT

— A Medical Publishing Workshop —

ICMJE: Who qualifies as an Author?



Gatekeeper
(4 Mandatory Criteria)

- Substantial contribution
- Drafting/revising
- Final approval
- Accountability

CRediT: What did each author do?



14 Contributor Roles (Taxonomy)

1. Conceptualization
2. Methodology
3. Formal Analysis
4. Investigation
5. Resources
6. Data Curation
7. Writing – Original Draft
8. Writing – Review & Editing
9. Visualization
10. Supervision
11. Project Administration
12. Funding Acquisition
13. Validation
14. Software

Qualify first (ICMJE), then specify roles (CRediT)





Author Contributions:

A.B.: Conceptualization, Methodology, Writing – Original Draft, Formal Analysis.

C.D.: Investigation, Data Curation, Visualization.

E.F.: Supervision, Project Administration, Writing – Review & Editing, Funding Acquisition.

All authors have read and agreed to the published version of the manuscript.

2. Additional Documents

(Depending on the Journal and Study Type)



Reporting Checklists: CONSORT, STROBE, PRISMA, CARE, or other relevant guidelines.

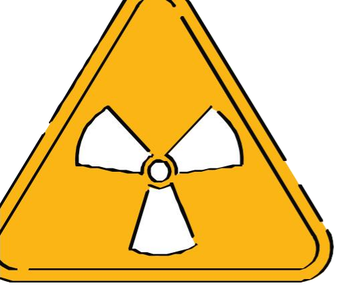
- Supplementary Materials: Additional tables, figures, questionnaires, protocols, or supporting data.

- Figures and Tables: Separate high-resolution files, if required.

- Clinical Trial Registration: Registration number and relevant documentation, when applicable.

- Data Availability Statement: Information about data accessibility and sharing.

- Permissions: Written permission to reproduce previously published figures, tables, or copyrighted materials.





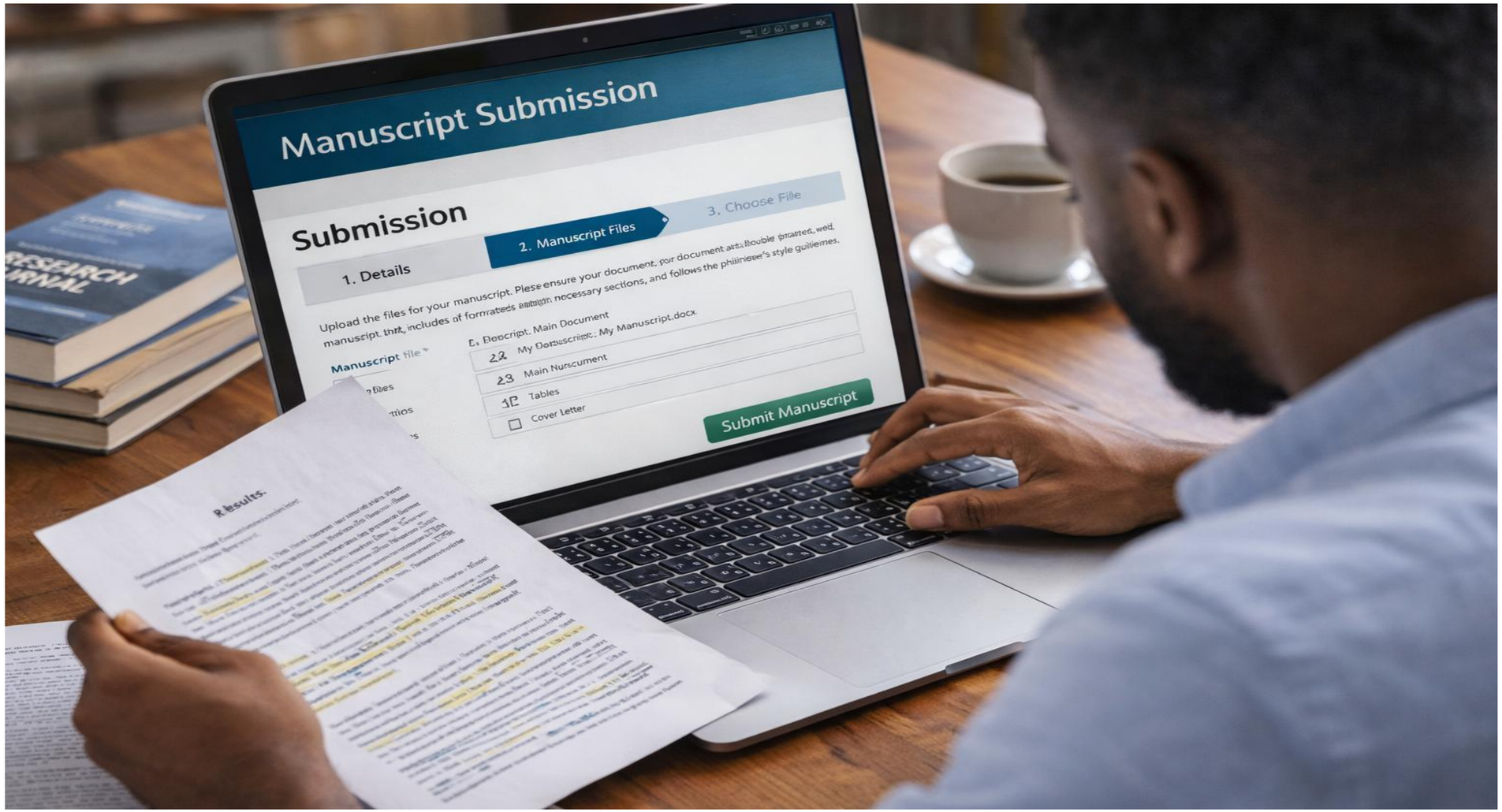
3. How to Prepare These Documents?

- Download the journal's required forms and templates.
- Use the journal's instructions to prepare each document.
- Obtain approval and signatures from all relevant authors.
- Ensure consistency across all documents and the manuscript.
- Check file formats, completeness, and naming conventions.
- Organize and upload each document under the correct file designation.



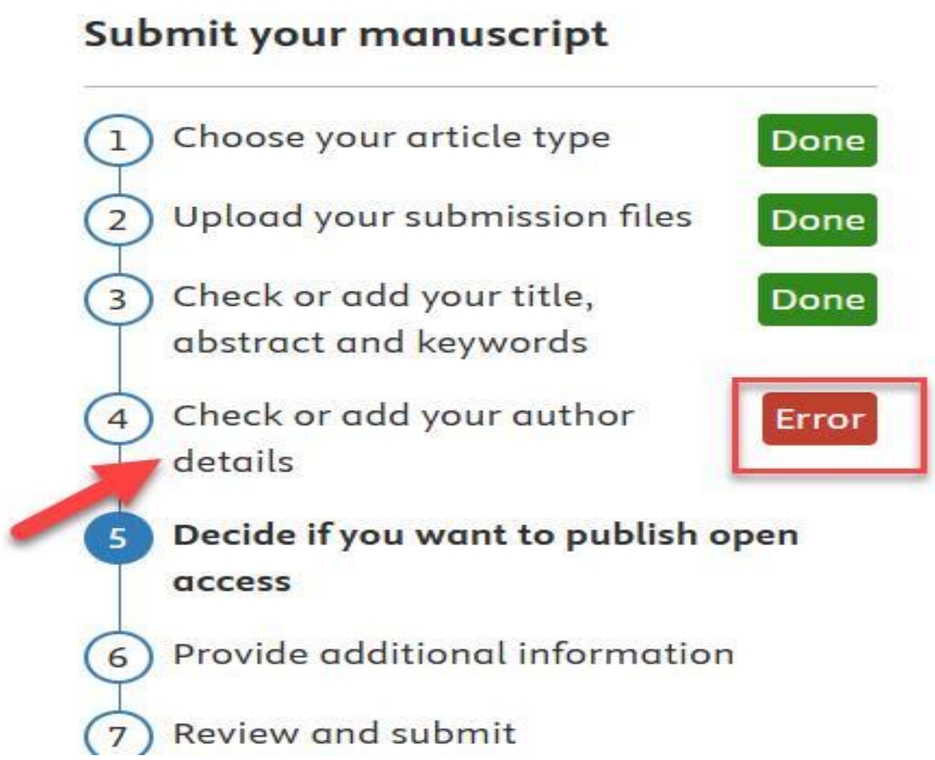
3. Online Submission Entering manuscript information and uploading files correct:

(Learn how to register, enter manuscript details, upload files, and complete each step in the online submission system.)



The Online Manuscript Submission Process: Step by Step

1. Register / Log in
2. Start a New Submission
3. Select Article Type
4. Enter Manuscript Details
5. Add Author Information
6. Upload Submission Files
7. Complete Declarations
8. Review the Generated PDF
9. Approve and Submit



Step 1: Registering and Logging In

- - Visit the journal's online submission system.
- - Create a new account or log in.
- - Use a professional email address.
- - Complete your personal and institutional information.
- - Verify your email address, if required.
- - Select the appropriate user role, if applicable.



Step 2: Starting a New Submission

- - Click on "New Submission" or "Submit a New Manuscript".

- - Select the appropriate article type:

Original Research Article
Review Article
Systematic Review and Meta-analysis
Case Report
Short Communication
Letter to the Editor



- - Choose the relevant journal section or subject category, if required.
- - Read the submission instructions before proceeding.

Step 3: Entering Manuscript Information

- - Manuscript Title
- - Short Title / Running Title
- - Abstract
- - Keywords
- - Subject Area
- - Funding Information
- - Additional Manuscript Information



Example for Title vs. Running Title:

Main Title: “The Efficacy of Metformin Compared to Insulin in Gestational Diabetes Mellitus: A Randomized Controlled Trial”

Running Title: “Metformin vs Insulin in Gestational Diabetes”



Step 4: Adding Author Information

- - Add all authors in the correct order.
- - Enter each author's full name.
- - Provide institutional affiliations.
- - Identify the corresponding author.
- - Add email addresses and ORCID IDs, if required.
- - Check the spelling and order of authors carefully.



SAMPLE TITLE PAGE

Do Income Tax-Related Deficiencies in Publicly Disclosed PCAOB Part II Reports Influence Audit Client Financial Reporting of Income Tax Accounts? A Synthesis of Recent Research

Jonathan E. Shipman
University of Arkansas

Quinn T. Swanquist
Georgia State University

Robert L. Whited
University of Massachusetts Amherst
PCAOB

Running Head: Do Tax Deficiencies in PCAOB Part II Reports Influence Financial Reporting of Income Taxes?

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The views expressed herein are those of the authors and do not reflect any position of the PCAOB.

Jonathan E. Shipman, University of Arkansas, COLLEGE, DEPARTMENT, CITY, ST, USA; Quinn T. Swanquist, Georgia State University, COLLEGE, DEPARTMENT, CITY, ST, USA; Robert L. Whited, University of Massachusetts Amherst, COLLEGE, DEPARTMENT, CITY, ST, USA and PCAOB, Job Title/Department, City, State, USA [Town, Country].

Data Availability: [Include a statement when applicable, otherwise disregard.]

JEL Classifications: [Include classifications when applicable, otherwise disregard.]

Keywords: PCAOB Part II; tax deficiencies; audit report.

Does this article have supplemental material(s)? No.

Can I add or remove an author after submission?





Step 5: Uploading Submission Files

File Type	Purpose
Main Manuscript	text of the article
Title Page Authors'	names and affiliations
Cover Letter	Letter to the Editor
Figures	High-quality images
Tables	Separate tables, if required
Supplementary Files	Additional materials
Reporting Checklist	CONSORT, STROBE, PRISMA, ...
Ethics Approval	If requested by the journal



Step 6: Completing Ethical and Administrative Declarations

- - Ethics Committee Approval
- - Informed Consent
- - Clinical Trial Registration
- - Conflict of Interest
- - Funding Statement
- - Data Availability Statement
- - Author Contributions
- - Originality and Exclusive Submission



Step 7: Suggesting Potential Reviewers

- - Suggest qualified experts in the relevant research field.
- - Select independent reviewers.
- - Avoid conflicts of interest.
- - Provide accurate institutional email addresses.
- - Follow the journal's reviewer recommendation policy.



Step 8: Reviewing the Generated Submission PDF

- **Before final submission, check:**
- **- Manuscript title and abstract**
- **- Author names and affiliations**
- **- Main manuscript content**
- **- Figures and tables**
- **- Supplementary files**
- **- Formatting and file order**
- **- Blinding and confidentiality**



Step 9: Approving and Submitting Your Manuscript

- - Confirm that all required information is complete.
- - Approve the generated submission PDF.
- - Click "Submit" or "Approve Submission".
- - Wait for the system confirmation.
- - Save the manuscript ID and confirmation email.



Common Authorship and Metadata Errors



- Incorrect author order
- Misspelled author names
- Missing authors
- Incorrect institutional affiliations
- Wrong corresponding author
- Inconsistent email addresses
- Missing ORCID information, when required





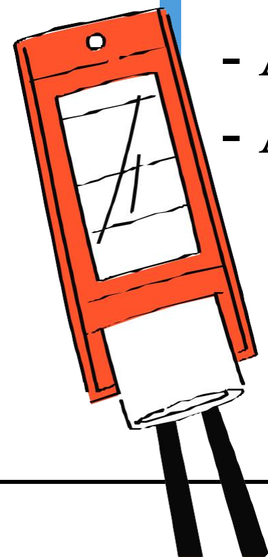
Technical Problems and Troubleshooting

Problem	Possible solution
Unable to log in	Reset password
File upload failure	Check file size and format
PDF not generated	Review file compatibility
Submission incomplete	Check all required fields
Duplicate submission	Check manuscript status
Website error	Try another browser or contact support

How Do You Know Your Manuscript Has Been Successfully Submitted?

A **successful submission** should be confirmed by:

- A submission confirmation message
- A unique Manuscript ID
- A confirmation email
- A submitted manuscript record in your account
- An appropriate submission status





Remember!

No Manuscript ID + No Confirmation = Submission Status Needs Verification

Understanding Manuscript Submission Statuses:

Status	Meaning
Draft	Submission has not been completed
Incomplete	Required information or files are missing
Submitted	Manuscript has been submitted
With Editorial Office	Initial administrative processing
Editor Assigned	An editor has been assigned
Under Review	Peer review is in progress
Revision Required	Authors are requested to revise

completed 11/11

Pre-submission checklist

- [x] .The correct journal and article type have been selected
- [x] .The manuscript follows the journal guidelines
- [x] .The title and abstract match the final manuscript
- [x] .All authors and affiliations are correctly entered
- [x] .The corresponding author is correctly identified
- [x] .All required files have been uploaded
- [x] .The manuscript is properly blinded, if required
- [x] .Ethical and administrative declarations are complete
- [x] .The generated PDF has been carefully reviewed
- [x] .The final submission has been approved
- [x] .The Manuscript ID and confirmation email have been saved

Thank you for your attention

