

# MSJ user guide – for authors

This is a guide create to help you navigate through the MSJ submission process.

If you have any doubts or suggestions, please contact us at [medicineandsciencejournal@emsj.net](mailto:medicineandsciencejournal@emsj.net)

Dear Author, thank you for considering MSJ for your submission. This documents aims to guide you through the process of dealing with a new submission throughout the MSJ platform. We hope you will find it useful!

## REGISTER

In order to make a submission, you need to create your account on MSJ. You can do this by clicking on register. If you already have an account, log into your account and proceed with submission.

[Home](#) / [Submissions](#)

## Submissions

[Login](#) or [Register](#) to make a submission.

Add your data and complete the registration.

[Home](#) / [Registration complete](#)

## Registration complete

Thanks for registering! What would you like to do next?

- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

At this point, add your ORCID iD on your profile.

### RECOMMENDATION: TO DO BEFORE SUBMISSION

**We recommend you add your ORCID iD on your profile BEFORE initiating the submission process.**

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## EDIT MY PROFILE

**CAREFUL!!!! THIS PART IS REQUIRED TO COMPLETE A SUBMISSION!!!!**

To add your ODCIR iD, click on Edit My Profile.

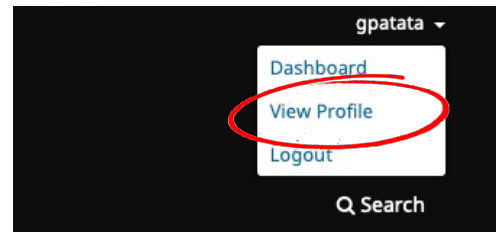
[Home](#) / Registration complete

## Registration complete

Thanks for registering! What would you like to do next?

- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

You can always go on your profile from the tab on the top right.



To add your ORCID, move to the Public tab, and add it there!!!!

[Make a Submission](#)

A screenshot of the 'Profile' page. The 'Public' tab is circled in red. Below the tabs, there is a 'Profile Image' section with an 'Upload File' button. Below that is a rich text editor with an 'Insert/edit link' button. Below the editor is a 'Bio Statement (e.g., department and rank)' field. Below that is a 'Homepage URL' field. At the bottom, the 'ORCID ID' field is circled in red.

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## EDIT MY PROFILE

In this part you can find many functionalities, among those, **check or uncheck the NOTIFICATIONS tab** to control what kind of emails you want to receive from MSJ.

## NEW SUBMISSION

At this point, you can start your submission. If you forget to add your ORCID ID before submitting, you can always go back to your profile, and the submission progresses will be saved.

The screenshot displays the MSJ user interface. At the top, a dark blue header contains the text "Medicine and Science Journal" and a red oval around a link that says "← Back to New Submission". Below the header is a "Profile" section with tabs for "Identity", "Contact", "Roles", "Public", "Password", "Notifications", and "API Key". Under the "Profile" section is a "Profile Image" label. To the right is a "Submit an Article" section with a progress bar showing five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Below the progress bar is a "Section" dropdown menu with a red asterisk and the text "Articles must be submitted to one of the journal's sections. \*". Underneath is a "Categories" section with a list of checkboxes and labels: "Original Article and Meta-analysis", "Brief Article", "Review Article", "Expert Opinion", "Editorial", "Letter to Editor and Expert commentary", "Case Report", "Study Protocol", "Pro-Contra debate", and "Consensus on clinical practice".

Pick the section which is more appropriate for the topic of your manuscript

Indicate which type of manuscript you are submitting (only choose **ONE category**)

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## NEW SUBMISSION

### Cover Letter

When submitting your manuscript, this should be accompanied by a cover letter.

It should include the following information:

- A clear statement explaining why your manuscript should be published in MSJ;
- A statement reporting any issues related to journal policies;
- A declaration of any potential competing interests;
- Confirmation that all authors have approved the manuscript for submission;
- Confirmation that the content of the manuscript has not been published, or is under evaluation upon submission elsewhere;
- A statement specifying if the content is available as a pre-print;
- If you are submitting a manuscript to a particular special issue, please refer to its specific name in your cover letter.

### Suggested Reviewers/Excluded Reviewers

Here you can add a list of 2 or 3 possible reviewers you consider suitable for your manuscript (suggested reviewers, remember to include their names and email address, as well as the reason why you think they are suitable reviewers for your manuscript).

If you have any conflict of interest, please indicate the name of any reviewer you wish to exclude (and the reason why, if you wish).

### Corresponding contact

By clicking this, you automatically become the corresponding author for the manuscript.

#### Corresponding Contact \*

Yes, I would like to be contacted about this submission.

**CLICKING THIS IS REQUIRED TO CONTINUE.**

**If you are NOT the corresponding author, tick this option here anyway, and you will be able to change it in a second step.**

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## NEW SUBMISSION

Upload your files. For each file please indicate what type of file it is.

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Files** Add File

SI\_revised\_Argon\_2022.docx Edit Remove

**What kind of file is this?** [Main manuscript](#) [Other](#)

Save and continue Cancel

### Edit SI\_revised\_Argon\_2022.docx



#### What kind of file is this?

Choose the option that best describes this file.

- Main manuscript
- Supplementary Information
- Data Analysis
- Data Set
- Source Texts
- Other

Save

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## NEW SUBMISSION

Here you can indicate the corresponding author


## List of Contributors

In the tab Enter Metadata you can find the List of Contributors.

Here you can add all your co-authors in the same order you want them to be present on the manuscript. For each of them, be sure you have a valid ORCID iD.

You can edit each profile by clicking on the arrow.

Choose who is your primary contact (corresponding author)

Name
 Gioia Patata

Primary Contact	In Browse Lists
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

## Keywords

Type them, then press comma to separate.

### Additional Refinements

#### Keywords

Add additional information for your submission. Press 'enter' after each term.

[Save and continue](#) [Cancel](#)

If at the end of this page you DO NOT see the button Save and continue, you need to add your ORCID iD on your profile, as indicated on page 2 of this guide

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## NEW SUBMISSION

You can revise the data you want to submit up to this point.

### Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

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".

[Finish Submission](#) [Cancel](#)

Once you click on finish submission, the submission is sent and you cannot change it. This is the time to relax, enjoy a brew and wait for the editorial process to continue.



For any further queries, do not hesitate to contact us,

The msj team

