

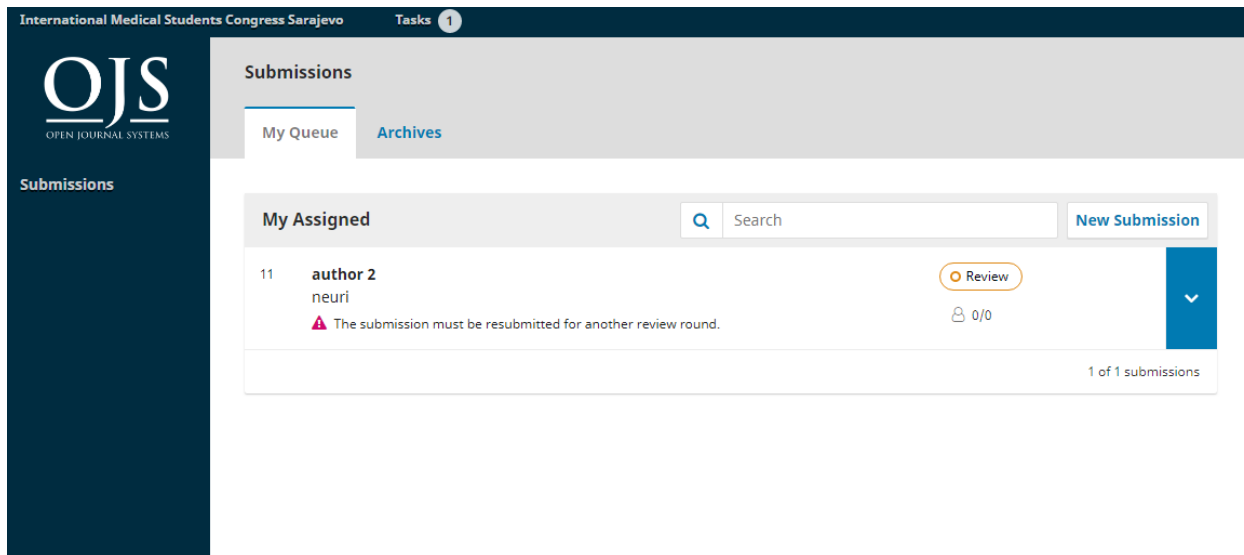
OJS Abstract Submission Manual

Dear authors,

The OJS Platform is meant to make the process of abstract review as easy as possible. By using it, we hope to make the experience of abstract review, correction and revision upload pleasant for both authors and reviewers. The platform is completely automated. Through the platform, every author will be able to see every review and comments made for their abstract. By following a series of easy steps, authors will be able to read the comments and upload the revisions of their abstracts. Revisions will be instantly available to the editors for checking. If everything proves to be in order, abstracts will then be accepted and authors shall be notified through the platform. Even though the Platform is made to be easy to handle for all authors, we are providing you with this short user manual. We hope that it will come in handy.

SaMED 2019 Scientific Board

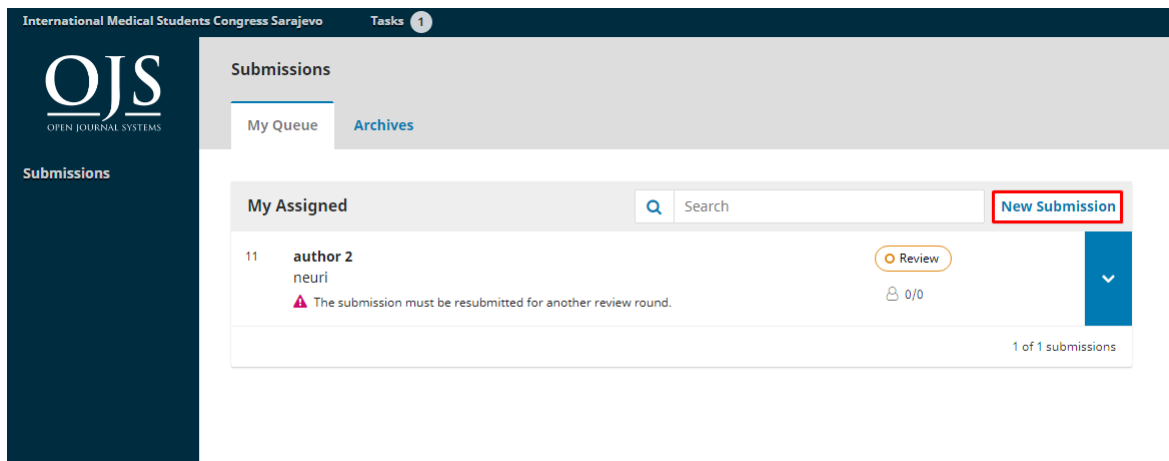
After registration and login the user will see same platform as on picture 1.



Picture 1. OJS platform after login

Submitting your abstract

Step 1: Click on “New Submission” button



Step 2:

1. Choose a section your abstract belongs to (example: Internal Medicine)
2. Read author guidelines by following the link and then check all the check boxes to confirm that you understand how your abstract should be formatted.
3. Comments for the Editor – this field is not mandatory
4. Click “Save and continue” to go to the next step

International Medical Students Congress Sarajevo Tasks 1

OJS
OPEN JOURNAL SYSTEMS

Submissions

Submit an Article

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

Section * 1

Articles must be submitted to one of the journal's sections. *

Submission Requirements 2

You must read and acknowledge that you've completed the requirements below before proceeding.

- I have read and understood Author Guidelines (** available at: <http://ojs.samed.ba/index.php/samed/ab>
- Abstract has up to 300 words.
- The submission file is in Microsoft Word file format.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL a
- The submission has not been previously published, nor is it before another journal for consideration (or a

Comments for the Editor 3

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Code, List, Upload

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of

Save and continue 4 Cancel

Step 3: Choose an article component (only the abstract option is available)

Upload Submission File [Close]

1. Upload File 2. Review Details 3. Confirm

Article Component *

Select article component

Select article component

Abstract

Continue Cancel

Step 4: Click upload file and upload your abstract (Reminder: Abstract has to be in Microsoft Word format) and click continue

Upload Submission File [Close]

1. Upload File 2. Review Details 3. Confirm

Article Component *

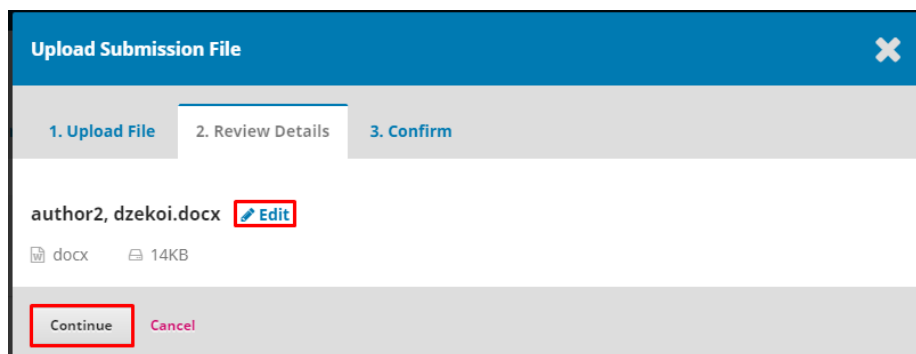
Abstract

Drag and drop a file here to begin upload

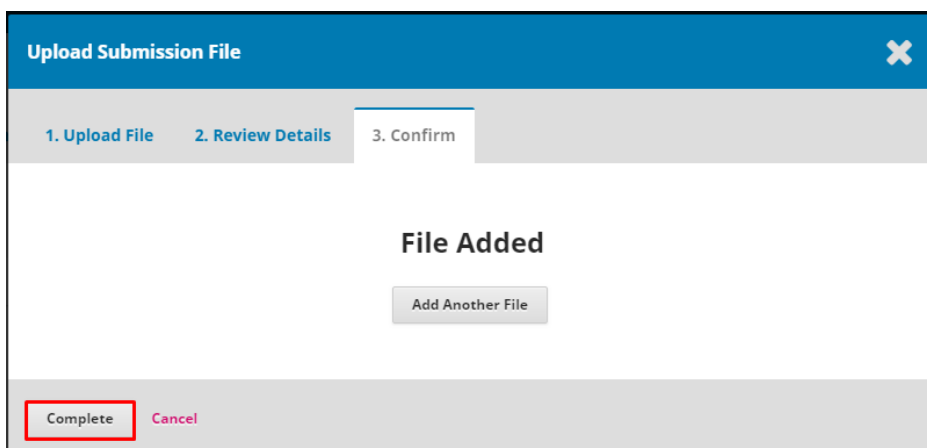
Upload File

Continue Cancel

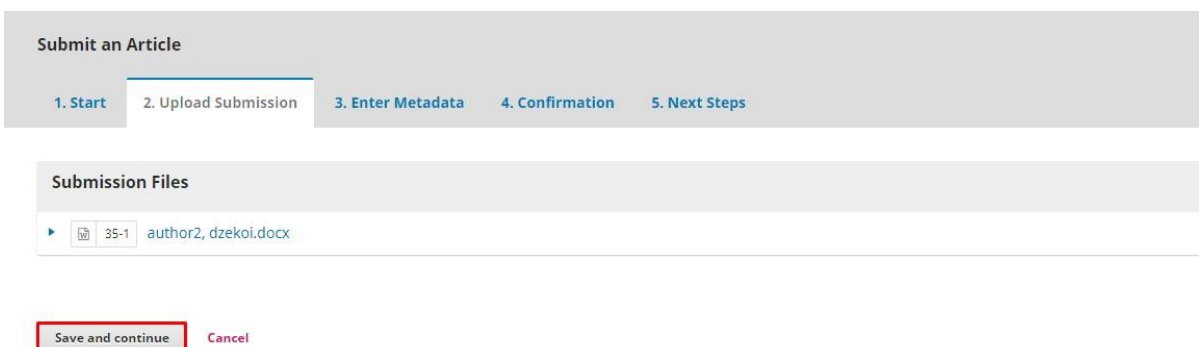
Step 5: By clicking edit you can change the name of your abstract (it should be abstract title), then click “Continue” button



Step 6: Click “Complete” button



Step 7: Click “Save and continue” button



Step 8: Enter full title of your abstract and click “Save and continue” button (other fields are not needed)

Submit an Article

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

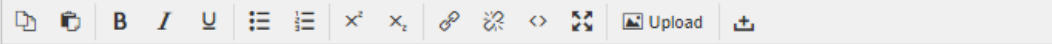
Prefix **Title ***

Examples: A, The

Subtitle

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

Abstract



List of Contributors

Name

▶ author 2

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Additional Refinements

Keywords

Save and continue Cancel

Step 9: Click “Finish Submission” button

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 ir

Finish Submission Cancel

Submit an Article

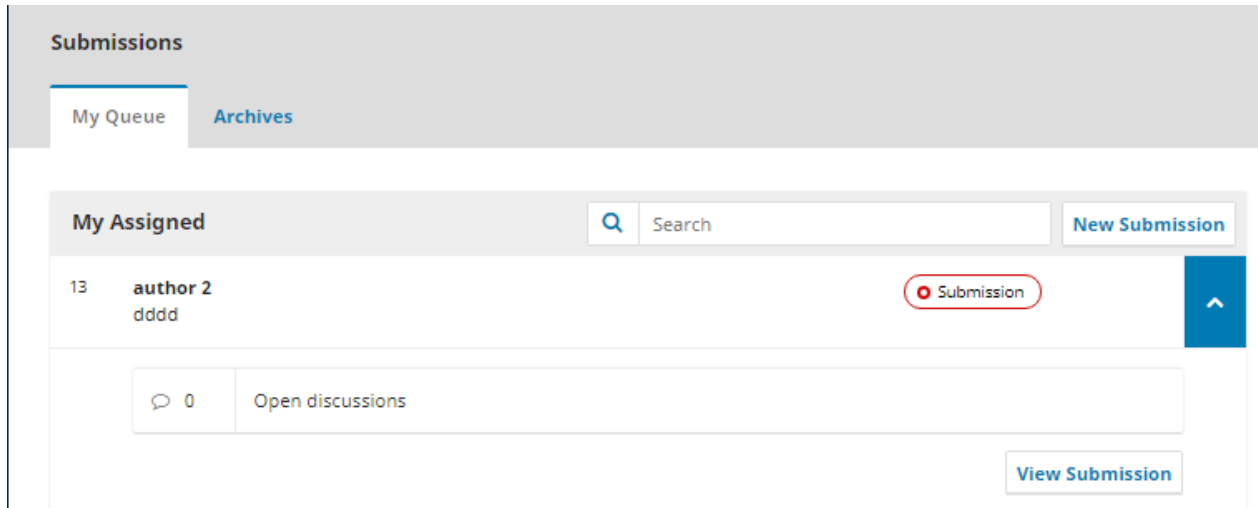
1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Submission complete

Thank you for your interest in publishing with International Medical Students Congress Sarajevo.

Checking your reviews

To check your abstract reviews, go to submissions platform and click on the blue button with an arrow next to the abstract you submitted. Then click on “View Submission” button. Submission panel will open.



Submission panel is consisted of 4 tabs:

1. Submission
2. Review
3. Copyediting
4. Production

If your abstract has no reviews, only submission tab will be available. Clicking on Review tab will show the following message “Stage not initiated”.

If your abstract has entered a first round of reviews, by clicking on the Review tab you will see options as on the picture below.

1. **Round name (Round 1, Round 2 etc.)**—these are names of review rounds initiated by the editors. For every new change to your abstract requested by the reviewer, new round will be opened. Most oftenly, you will be asked to upload the revision of your abstract (based on the instructions of reviewer) to start the new round of review. After you make all needed corrections (if there will be any) your abstract will be reviewed.
2. **Under “Notifications” headline you will see editor decisions regarding your abstract.** Based on reviewers input, editors will send you messages regarding your abstract status and possible corrections.
3. **Reviewers Attachments headline**—Here you will see all the documents uploaded by the reviewer for you to see. These could be some corrections of your abstract written in Microsoft Word or some example documents.

4. **Revisions headline** – Here you can upload your abstracts when you correct them based on the instructions you were given by reviewer and editor.
5. **Review Discussion** – By clicking on “Add discussion” button under Review Discussions headline, you can start a discussion with a Editor if you have any questions regarding corrections you were asked to do.

The screenshot shows a submission management interface for 'neuri' by 'author 2'. The main navigation bar includes 'Submission', 'Review' (with a '1' indicator), 'Copyediting', and 'Production'. Below this, 'Round 1' and 'Round 2' (with a '2' indicator) are visible. A 'Round 2 Status' section states: 'The submission must be resubmitted for another review round.' The 'Notifications' section contains four entries, each with a link '[SaMED 2019] Editor Decision' and a timestamp from 2018-05-14. The 'Reviewer's Attachments' section shows 'No Files' and a search icon. The 'Revisions' section also shows 'No Files' and includes a search icon and an 'Upload File' button. The 'Review Discussions' section has a table with columns for Name, From, Last Reply, Replies, and Closed, and currently shows 'No Items'. An 'Add discussion' button is located in the top right of this section.

IMPORTANT:

Most abstracts will have 2 rounds of review. First round will be performed by SaMEDOC to check your abstract for number of words and possible plagiarism. Abstracts that exceed the number of words will be sent back to the Author for a revision. Abstracts with more than 10% of plagiarized content will be rejected. Second round of review will be conducted by professors and teachers of Faculty of Medicine, University of Sarajevo to check the content and the quality of abstracts. Abstracts will be accepted if there is no corrections needed or when possible mistakes are corrected and the revision of an abstract is uploaded.