

# Submitting an Article to Psychqatar E-Journal System

To make a submission, select the Click Here link (under Start a New Submission) to proceed to the first step of the submission process.

**Figure 5.4. Starting a Submission**



## 3.1. Submission Step One: Starting the Submission

Step 1 ensures that the Author understands the journal's submission rules. The Author will have to pick the appropriate section to submit to, and will be provided with information on the journal's privacy statement, copyright notice, competing interest statement, if applicable. If you need any help the journal's technical support contact is provided at the top of this page.

**Figure 5.5. Submission Steps Technical Support**

### Step 1. Starting the Submission

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Alanood Mubarak Ben Ahmad AL-Thani](#) for assistance (+974 xxxxxxxx).

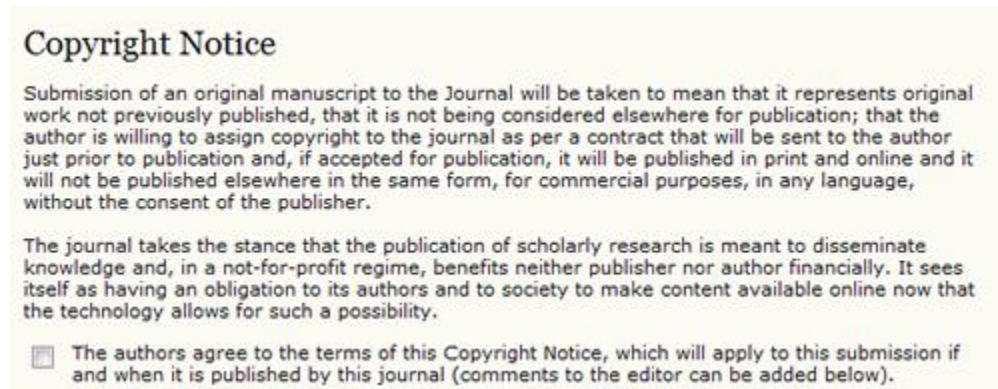
Next, the author must check each of the items from the submission checklist. These items were established in Journal Setup Section...

**Figure 5.7. Submission Checklist (Customizable with Psychqatar Check List)**

A screenshot of a web form titled "Submission Checklist". Below the title, there is a paragraph: "Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).". Below this paragraph, there is a list of six items, each preceded by a checkbox. The items are: 1. "The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor)." 2. "The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format." 3. "Where available, URLs for the references have been provided." 4. "The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end." 5. "The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal." 6. "If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed." The checkboxes are currently unchecked.

The journal's copyright policy will appear next, and, if configured as a requirement, the author will need to agree to this policy. This section can be removed if unnecessary.

**Figure 5.8. Psychqatar Copyright Notice (Customizable with Psych Qatar Journal Copy right notice)**



**Copyright Notice**

Submission of an original manuscript to the Journal will be taken to mean that it represents original work not previously published, that it is not being considered elsewhere for publication; that the author is willing to assign copyright to the journal as per a contract that will be sent to the author just prior to publication and, if accepted for publication, it will be published in print and online and it will not be published elsewhere in the same form, for commercial purposes, in any language, without the consent of the publisher.

The journal takes the stance that the publication of scholarly research is meant to disseminate knowledge and, in a not-for-profit regime, benefits neither publisher nor author financially. It sees itself as having an obligation to its authors and to society to make content available online now that the technology allows for such a possibility.

☐ The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Authors can then review the Privacy Statement. If the journal has a requirement and require author to read it.

**Figure 5.9. Psychqatar Journal's Privacy Statement**

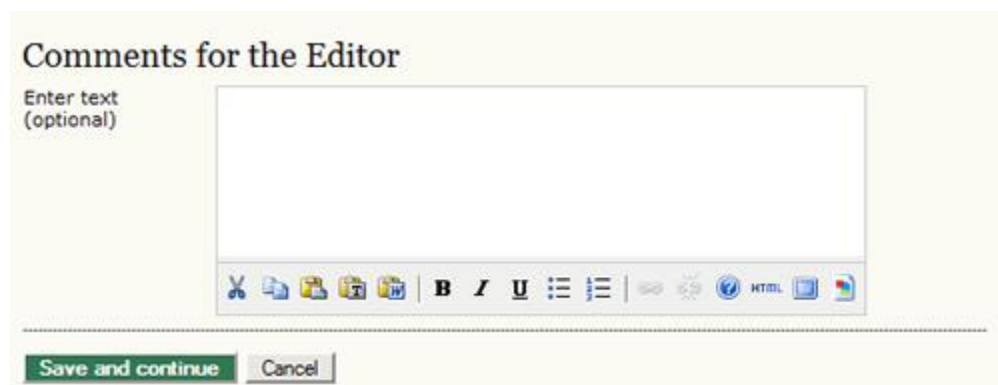


**Journal's Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Finally, the author can add any comments, which will be visible to the editor. Move to the next step by hitting the Save and Continue button.

**Figure 5.10. Comments for the Editor**



**Comments for the Editor**

Enter text (optional)

### 3.2. Submission Step Two: Uploading the Submission

Submission Step Two allows you to upload the submission file, typically a word-processing document.

- Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the Psychqatar journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and continue.

**Figure 5.11. Uploading the Submission**

Home > User > Author > Submissions > **New Submission**

## Step 2. Uploading the Submission

---

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Alanood Mubarak Ben Ahmad AL-Thani](#) for assistance (+974 xxxxxxxx).

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### Submission File

No submission file uploaded.

---

Upload submission file  No file selected.

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### 3.3. Submission Step Three: Entering the Submission's Metadata

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear. Any additional information, such as Competing Interests should also be added at this time, if required.

**Figure 5.12. Authors**

**Authors**

First Name \* test

Middle Name

Last Name \* Author

Email \* author@psychqatar.com

ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio Statement  
(E.g., department and rank)

Add Author

If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

Next, enter the submission title and abstract.

**Figure 5.14. Title and Abstract**

**Title and Abstract**

Title\* aries and Publishing: New Options for Research Support Services

Abstract\* Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

You will then add indexing information. This will help others find your article. The suggested indexing options were determined by the Journal Manager in Setup...

**Figure 5.15. Indexing**

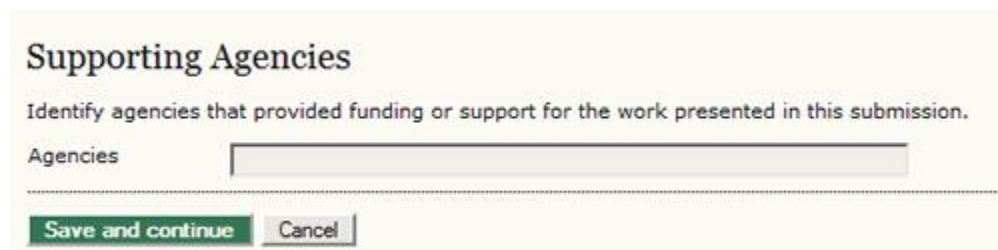


The screenshot shows a form titled "Indexing" with a light yellow background. At the top, it says "Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3)." Below this are four sections:

- Academic discipline and sub-disciplines:** A text box contains "Library Studies". Below it, a list of terms is shown: "Publishing; Communications; Library Studies; Education".
- Subject classification:** A text box contains "Libraries - Public Services". Below it, a link "Library of Congress Classification" is displayed.
- Keywords:** A text box contains "libraries, publishing, research services". Below it, a list of terms is shown: "Scholarly Communication; Libraries; Publishing; Open Source".
- Language:** A text box contains "en". Below it, a list of language codes is shown: "English=en; French=fr; Spanish=es. [Additional codes.](#)".

The final section allows you to enter the name of any organization that may have supported your research.

**Figure 5.16. Supporting Agencies**



The screenshot shows a form titled "Supporting Agencies" with a light yellow background. Below the title, it says "Identify agencies that provided funding or support for the work presented in this submission." There is a text box labeled "Agencies" which is currently empty. At the bottom of the form, there are two buttons: "Save and continue" (in green) and "Cancel" (in grey).

Hit the Save and Continue button to move on to Step 4.

### 3.4. Submission Step Four: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and Continue.



**Figure 5.17. Uploading Supplementary Files**

Home > User > Author > Submissions > **New Submission**

## Step 4. Uploading Supplementary Files

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1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file

### 3.5. Submission Step Five: Confirming the Submission

This final step provides a summary of your submission.

**Figure 5.18. Confirming the Submission**

Home > User > Author > Submissions > **New Submission**

## Step 5. Confirming the Submission

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1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to Journal of Open Journal Systems click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Journal of Open Journal Systems.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
8	<a href="#">TEST.DOCX</a>	Submission File	9KB	12-28

### 3.6. Authors and Submission Review and Editing Process

To track your submission's progress through the review and editorial process, you will need to log into the journal web site, and choose your role as Author. Click on the linked title to go to the submission record.

**Figure 5.20. Active Submissions**

Home > User > Author > **Active Submissions**

## Active Submissions

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**ACTIVE**   ARCHIVE

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ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	12-28	ART	Chan	<a href="#">A STUDY OF ELECTRONIC PUBLISHING</a>	Awaiting assignment <a href="#">PAY SUBMISSION FEE</a>
2	12-28	ART	Chan	<a href="#">LEARNING TO PUBLISH</a>	<a href="#">IN REVIEW</a> <a href="#">PAY SUBMISSION FEE</a>
6	12-28	ART	Chan, MacIntosh	<a href="#">LIBRARIES AND PUBLISHING: NEW OPTIONS FOR RESEARCH...</a>	Awaiting assignment <a href="#">PAY SUBMISSION FEE</a>

### 3.6.1. Summary

From the resulting 'Summary' page, you will see links to Summary, Review, and Editing pages. Each of these pages will provide details about your submission.

**Figure 5.21. Selecting Submission Summary**

Home > User > Author > Submissions > #6 > **Summary**

## #6 Summary

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**SUMMARY**   REVIEW   EDITING

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### Submission

Authors	Fred Chan, Jillian MacIntosh
Title	Libraries and Publishing: New Options for Research Support Services

The Summary section contains several sections, including Submission, which displays the author names, submission title, original submission file, any supplementary files, the ability to add a supplementary file, the name of the submitter, the date submitted, the section the article is assigned to, the editor responsible for the submission, and the comments to editor you made as part of your submission (see above).

**Figure 5.22. Submission Summary**

## #2 Summary

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SUMMARY   REVIEW   EDITING

### Submission

Authors	Akram Wahid
Title	How to Make a eye catching Resume
Original file	<a href="#">2-1-1-SM.PDF</a> 2017-07-02
Supp. files	<a href="#">2-2-1-SP.PDF</a> 2017-07-02 <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	test Author 
Date submitted	July 2, 2017 - 09:17 AM
Section	Articles
Editor	Test Journal Manager Test Journal Manager 
Author comments	Test Submission with my resume

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The Status section lets you know where your submission is in the publishing process (see above for status possibilities). It also lets you know when you made your submission and the date of the most recent status change.

**Figure 5.24. Status**

Status	
Status	Awaiting assignment
Initiated	2009-12-28
Last modified	2009-12-28


The final section outlines the submission metadata, including author details, title, abstract, indexing, and supporting agency. You can modify any of this information by selecting Edit Metadata.



**Figure 5.25. Submission Metadata**

## Submission Metadata

### Authors

Name	Akram Wahid 
URL	<a href="http://www.techalyst.com">http://www.techalyst.com</a>
Affiliation	—
Country	Sri Lanka
Bio Statement	You want a designer or developer, then don't hesitate to contact me. I too have my hobbies in my spare time. I too Play cricket and I am a cricket fanatic. In my free times I like to watch movies, action, thriller and horror are my favorite genre. I like easy listening tracks especially old country songs. But most of the time I end up reading technical books on latest technologies. That might sound like a genuine geek. I don't mind being one. I love to travel too, and I love being a designer and / or developer!

Principal contact for editorial correspondence.

### Title and Abstract

Title	How to Make a eye catching Resume
Abstract	You want a designer or developer, then don't hesitate to contact me. I too have my hobbies in my spare time. I too Play cricket and I am a cricket fanatic. In my free times I like to watch movies, action, thriller and horror are my favorite genre. I like easy listening tracks especially old country songs. But most of the time I end up reading technical books on latest technologies. That might sound like a genuine geek. I don't mind being one. I love to travel too, and I love being a designer and / or developer!

### 3.6.2. Review

If your submission is In Review, you can view its details in the Review section (linked from the top of your page).

**Figure 5.26. Selecting Submission Review**

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > #2 > **Summary**

## #2 Summary

**SUMMARY**   [REVIEW](#)   [EDITING](#)

### Submission

Authors	Akram Wahid
Title	How to Make a eye catching Resume

First, you will see the basic submission information again.

**Figure 5.27. Submission Information**

Submission	
Authors	Fred Chan, Jillian MacIntosh 
Title	Libraries and Publishing: New Options for Research Support Services
Section	Articles
Editor	Jane Smith 


Below that is the Peer Review section. You will see information about each round of review (there may be one or more) and any revised files (e.g., a version of your original submission file with changes marked in) uploaded by each reviewer (Reviewer A, Reviewer B, etc.).

**Figure 5.28. Peer Review**

Peer Review	
Round 1	
Review Version	<a href="#">6-9-1-RV.DOCX</a> 2009-12-28
Initiated	2009-12-28
Last modified	2009-12-28
Uploaded file	Reviewer A <a href="#">6-10-1-RV.DOCX</a> 2009-12-28

Last on this page is the Editor Decision section. From this section you can notify the editor once you have submitted your revised submission file, view the reviewer comments (click on the cloud icon), and upload your revised submission file (if revisions were required).

**Figure 5.29. Editor Decision**

Editor Decision	
Decision	Revisions Required 2009-12-28
Notify Editor	 Editor/Author Email Record  2009-12-28
Editor Version	None
Author Version	None
Upload Author Version	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Possible decisions include:

- Accept: Your submission has been accepted as is.
- Revisions Required: Your submission requires minor changes and will be accepted once those have been completed.

- Resubmit for Review: Your submission needs significant re-working. A new file must be submitted and another round of review will take place.
- Reject: Your submission was not accepted for publication with this journal, either because it was not seen to be of high enough quality, or its subject did not match the journal.

### 3.6.3. Editing

Your submission is considered "In Editing" once it has been approved for publication. It will then need to go through copyediting to correct any grammatical or stylistic errors, layout editing to create the published galley (e.g., HTML or PDF), and proofreading to take one final look at the article before it is made publicly available.



If your submission is In Editing, you can view its details in the Editing section (linked from the top of your page). The first section again includes basic submission information.

**Figure 5.30. Selecting Submission Editing**

## #2 Editing

SUMMARY REVIEW **EDITING**

### Submission

Authors	Akram Wahid 
Title	How to Make a eye catching Resume
Section	Articles
Editor	Test Journal Manager Test Journal Manager 

### Copyediting

In the next section, you can follow the copyediting process.

**Figure 5.31. Copyediting**

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit File: <a href="#">6-11-1-ED.DOCX</a> 2009-12-28	2009-12-28	—	2009-12-28
2. Author Copyedit File: None <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	2009-12-28	2009-12-28	
3. Final Copyedit File: None	—	—	—

Copyedit Comments No Comments [COPYEDIT INSTRUCTIONS](#)

- Step 1: The journal's Copyeditor has made changes to the reviewed submission file. You can download a revised copy here (e.g., 6-11-1-ED.DOCX).
- Step 2: You will review the Copyeditor's changes, and make any final changes of your own. You then upload your revised submission file here. Be sure to use the email icon to notify the Copyeditor that you have submitted your file.
- Step 3: The Copyeditor takes a last look at your changes before passing the submission over to the Layout Editor. No action is required by the author.

## Note

Copyedit comments can be added using the icon near the bottom of this section. There is also a link to "Copyedit Instructions".

## Layout Editing

The next stage in the editorial process is layout editing. The Layout Editor takes the final copyedited version of the submission and converts it into a format suitable for publishing on the journal web site (e.g., typically HTML or PDF). These are known as the "galleys".

**Figure 5.32. Layout**

Galley Format	FILE	
1. PDF <a href="#">VIEW PROOF</a>	<a href="#">6-14-1-PB.PDF</a> 2009-12-28	0

Supplementary Files

FILE

None

Layout Comments No Comments

## Proofreading

The final editing stage is proofreading. It is also broken down into 3 steps.

**Figure 5.33. Proofreading**

Proofreading			
<a href="#">REVIEW METADATA</a>			
	REQUEST	UNDERWAY	COMPLETE
1. Author	2009-12-28	2009-12-28	
2. Proofreader	—	—	—
3. Layout Editor	—	—	—
Proofreading Corrections  No Comments <a href="#">PROOFING INSTRUCTIONS</a>			

1. Once the galleys have been uploaded by the Layout Editor, you will receive an email from the editor asking that you review them and note any errors in the Proofreading Corrections comments. Proofing Instructions are also available. To view these, you will need to login to the journal and select the appropriate submission link:

**Figure 5.34. Active Submissions**

Active Submissions					
<a href="#">ACTIVE</a> <a href="#">ARCHIVE</a>					
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	12-28	ART	Chan	<a href="#">A STUDY OF ELECTRONIC PUBLISHING</a>	<a href="#">IN EDITING: COPYEDIT REQUESTED</a> Publication Fee Paid

On the resulting screen, you can use the View Proof links to display the files. You can click the linked file names (e.g, 1-95-1-PB.HTML) to download a copy.

**Figure 5.35. Layout**

Layout

Galley Format

FILE

1. HTML [VIEW PROOF](#)

[1-95-1-PB.HTML](#) 2010-01-15 0

2. PDF [VIEW PROOF](#)

[1-96-1-PB.PDF](#) 2010-01-15 0

Supplementary Files

FILE

None

Layout Comments No Comments

Review the files and make any comments using the Layout Comments icon.

**Figure 5.36. Corrections**

**Corrections**

.....

No Comments

Subject Clinical Research and Application

Comments\* In the PDF galley, a period is missing at the end of line 6 in paragraph 3 on page 5.

Save Save and email Close

\* Denotes required field

Once you have completed your review and noted any necessary changes, hit the Complete button.

**Figure 5.37. Proofreading**

**Proofreading**

[REVIEW METADATA](#)

	REQUEST	UNDERWAY	COMPLETE
1. Author	2010-01-15	2010-01-15	
2. Proofreader	—	—	—
3. Layout Editor	—	—	—

Proofreading Corrections No Comments [PROOFING INSTRUCTIONS](#)

This will generate an email informing the Proofreader and Section Editor that you are satisfied with the galleys.



**Figure 5.38. Sending Email**

## Send Email

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To: Mr Test Journal Manager Test Journal Manager <jou

CC: Test Journal Manager Test Journal Manager <journ

BCC:

☐ Send a copy of this message to my address (author@psychqatar.com)

Attachments:  No file selected.

Subject: [MR] Proofreading Completed (Author)

Body: Mr Test Journal Manager Test Journal Manager:

I have completed proofreading the galleys for my manuscript, "How to Make a eye catching Resume," for Ejournal System - Psychqatar. The galleys are now ready to have any final corrections made by the Proofreader and Layout Editor.

test Author

2. The journal's own Proofreader will also check for errors and make their own notes and inform the Layout Editor when all proofreading is complete. No action is required by the Author.
3. The Layout Editor takes all of the notes and incorporates all of the changes into revised galleys. These are then ready to publish. No action is required by the Author.

You have now completed all of the steps involved in submitting to the journal and participating in the review and editing of your submission.