

Workflow for Authors

- Authors can register and submit articles to the journal directly through the Journal's website.
 - Registering for a Journal involves filling out a **Registration** form.
 - For Registering, click on the **LOG IN** tab on the menu bar, click on **not a user, register with this site**.
-

- All fields which are denoted in the form with asterisk (*) mark are mandatory to fill up.

HOME ABOUT **LOG IN** SEARCH CURRENT ARCHIVES EDITORIAL BOARD

Home > Log In

Log In

Username

Password

Remember my username and password

Log In

[» Not a user? Register with this site](#)

[» Forgot your password?](#)

USER

Username

Password

- **Authors fill up your details and at the bottom of the form there are boxes to check; author must choose if he/she would like to be a reader or an author or both.**
- Last click on the **Register** button to complete the registration.
- Further to track the submitted articles OR to submit new articles Authors should use the Login ID and the Password created during registration.
- After Registering with the Journal you will be taken to a **User Home** page.
- Click on **New Submission** to submit your article.



- You are directed to Step 1 of the 5 step process for submitting a manuscript.
 - Step 1: Starting the submission
 - Step 2: Uploading the submission
 - Step 3: Entering the metadata
 - Step 4: Uploading supplementary files
 - Step 5: Confirming submission
- **Step 1: Starting the Submission (Submission type, Submission Checklist & Comments to Editor)**
 - To begin, select a manuscript type from the dropdown list.
 - Next, click on **Check all** indicating the submission is ready to be considered by the Journal.
 - Next, you can type any comments to Journal Editor related to the Manuscript.

Journal Section

Select the appropriate section for this submission (see Sections and Policies in About the Journal).

Section * Please select a section... ←

Please select a section...
 Original Articles
 Editorial
 Medi News
 Case Report
 Letter to the Editor
 Obituary
 Book Review
 Ayush
 Events Diary
 Review Article
 Public Health
 Case Report
 Special Articles
 Notes & News
 People
 Correspondence
 Merck Report
 Abstracts
 Medi Quiz

Submission Checklist

Indicate that this submission is ready for publication by checking off the following (comments to the editor can be added below).

Check all

Check none

- The submission has not been published elsewhere (or an explanation has been provided).
- The submission file is in OpenOffice or Microsoft WordPerfect document file format.
- Where available, URLs for the submission are provided.
- The text is single-spaced; uses metric units; uses metric spellings, rather than underlining (except with URL addresses); and all illustrations are placed at the end of the text.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

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.

Comments for the Editor

Enter text (optional)

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Click Save and continue to move to Step 2.

o Step 2: Uploading the Submission

- Upload your manuscript from this page. Be sure to follow the Manuscript Submission Guidelines available on the website.
- Any Images should be uploaded in **Step 4: Supplementary files** in .JPG or .TIFF or .EPS format.

- Click **browse** and navigate to the file location on your computer.
- Click **open** on the upload file window.
- Click on **upload**, which uploads the file from computer to the Platform and renames it following the Journal's convention.

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 The Editor, **Indian Practitioner** for assistance.

Submission File	
File name	33312-32884-1-SM.doc
Original file name	Upload file.doc
File size	221KB
Date uploaded	2013-05-26 08:16 PM

Replace submission file Ensuring a Blind Review

- After Author uploads the file it appears like this on the screen with a different file name.
- The file size limit is up to 250 MB.

Click **Save and continue** to move to Step 3.

o Step 3: Enter Metadata (Add authors & enter the submission's metadata)

- The third step of the submission process serves to collect all relevant metadata from the author.
- **Author:** In the first section of submission process, author is required to fill in his/her personal information.
- The fields denoted with asterisk (*) mark are denoted as mandatory fields.

- **Add Author:** Authors can **Add Author** (co-author), enter their information in the required fields. You must include the co-author's email address or the manuscript will not be submitted.

- **Re-order Author names:** Author can also re-order the author list using up and down arrows as per their contribution and denote one of the authors as the principal contact with the editor clicking on the **radio button**.

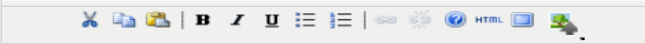
- **Delete Author:** Any Author added by mistake can be deleted by clicking on **Delete Author** button.
- **Title and Abstract:** Next Author should fill in the **Title** and **Abstract** of the submitted manuscript. These should be copied and pasted from the word file of the submitted manuscript.

- **Indexing:** Author can then fill in the *keywords* from the submitted manuscript and select the *language* of the article.
- **Contributors or Supporting Agencies:** If the article has been supported by any agency that can be entered in this field.
- **References:** Author can also provide the references separately in this section.

Title and Abstract

Title*

Abstract*



Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Language

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

Click [Save and continue](#) to move to Step 4.

o Step 4: Uploading Supplementary Files

- In this step Author can submit separately the figures, tables, diagrams, etc.
- Figures can be uploaded in .JPEG, TIFF, EPS, .PS file formats.

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
<i>No supplementary files have been added to this submission.</i>				
Number of supplementary files :0				

Upload supplementary file Ensuring a Blind Review

- Browse and upload the supplementary files.
- After uploading author is taken to the supplementary file metadata page. Author will have to provide the metadata for uploaded supplementary file which can be used for indexing.

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title*

Creator (or owner) of file

Keywords

Type Specify other

Brief description

B *I* U

Publisher

- Click on **Save and Continue**, if you have more supplementary files repeat the same process as above to add the multiple files.

Click to move to Step 5.

o Step 5: Confirming the Submission

- This final step will provide a summary of the author’s submission. All details about file ID, original file name, file type; file size and date are visible.

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

To submit your manuscript to The Indian Practitioner 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 The Indian Practitioner.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
32884	Upload file.doc	Submission File	221KB	05-26
32886	Sample Image.jpg	Supplementary File	226KB	05-26

Finish Submission Cancel

- To complete the manuscript submission, click on **Finish Submission** tab.
- The submission's principal contact will receive an acknowledgement by email.

This completes the submission process.

o Article Tracking Process

- **View Active Submissions:** After submitting an article, authors can log in and view the status of their submission at a later date.
- Author can view the status of his submission from time to time.

ACTIVE ARCHIVE

ID	MM-DD SUBMITSEC	AUTHORS	TITLE	STATUS
3331205-27	ART	Saluja	ABCD	In Review

1 - 1 of 1 Items

Start a New Submission

Click **here** to go to step one of the five-step submission process.

Refbacks

ALL NEW PUBLISHED IGNORED

DATE ADDED	HITSURL	TITLE	STATUS	ACTION
<i>There are currently no refbacks.</i>				

- Once the article is accepted for publication, author will be able to view the copyediting file, proofs.
- After copyediting is done author receives an email notification, if there any queries author should answer those by **downloading** the file from Editing > Copyediting > **Step 1** and **upload the revised file** in Editing > Copyediting > **Step 2**.

SUMMARY REVIEW **EDITING**

Submission

Authors Jyoti Saluja

Title ABCD

Section Articles

Editor Asha M.K

Copyediting

Copyeditor Jyoti Saluja

Review Metadata	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit File: 33317-32883-2-CE.doc	2013-05-29	2013-05-29	2013-05-29
2. Author Copyedit File: None	2013-05-29	2013-05-29	
3. Final Copyedit File: None	—	—	—

Browse... Upload

- Next Author should send an **email** confirming that he has reviewed his file and answered all the queries by clicking on **Email icon**.

ACTIVE ARCHIVE

ID	MM-DD	SUBMITSEC	AUTHORS	TITLE	STATUS
3198705-02	ART	B, s, k		Microbiology	In Editing: Copyedit Requested

1 - 1 of 1 Items

Start a New Submission
Click here to go to step one of the five-step submission process.

- Author will get a notification for proof reading, he can give his comments or corrections in comment box (if any).
- Lastly, he should notify the editor and proofreader by sending an email.