

Workflow for Author

As an Author, your tasks include submission and submitting revised copy. To make a submission, you must have a user account and be enrolled as an Author. Once you have an account, log in to the journal site and select the role of Author. After clicking on the Author link on your User Home page, you will be directed to your Author's User Home page, which includes information on Active Submissions; a link to start a new submission; and information on any Refbacks you may have.



Submitting an Article:

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

You will be 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)

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 and competing interest statement. If author needs any help the journal's technical support contact is provided at the top of the page.

- To begin, select a manuscript type from the dropdown list.
- Accept the copyright notice by clicking 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.

The screenshot displays a web form for journal submission. It is divided into several sections:

- Journal Section:** A dropdown menu labeled "Section*" is open, showing options: "Please select a section...", "Articles", "Research Notes", "Bioassay Report", "Book Review", "Short communications", "Review", and "Obituary". A red arrow points to the dropdown arrow.
- Submission Checklist:** A section with the heading "Indicate that this submission is ready for consideration by checking off the following (comments to the editor can be added later)". It features two buttons: "Check all" (highlighted with a red box) and "Check none". Below are six checklist items, each with a checked box:
 - 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).
 - The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
 - Where available, URLs for the references have been provided.
 - 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.
 - 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:** A section with the heading "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:** A section with the heading "Enter text (optional)" and a large text area with a rich text editor toolbar at the bottom.

Step 2: Uploading the Submission

Submission Step Two allows Author 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 journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and continue.

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, Journal of Natural Remedies 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, the file name will be different as per Journal specification.
- The file size limit is up to 250 MB.

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

Step 3: Enter Metadata (Add authors & enter the 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.

Authors

First name* Fred

Middle name

Last name* Chan

Email* fc@mailinator.com

URL

Affiliation

Country

Competing interests [CI POLICY](#)
I have no competing interests.

Bio statement (E.g., department and rank)
Department of Health Studies
University of Anywhere

Add Author

If there are multiple authors for the submission, their information can be added using the **Add Author** button. Author 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.

- **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.

The image shows a screenshot of a submission form with four main sections, each with a red box around its title:

- Title and Abstract:** Contains a text input for "Title*" and a larger text area for "Abstract*". A rich text editor toolbar is visible at the bottom of the abstract area.
- Indexing:** Includes a text input for "Keywords" and a dropdown menu for "Language" currently set to "en".
- Contributors and Supporting Agencies:** Includes a text input for "Agencies" and a descriptive instruction: "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)."
- References:** Includes a text input for "References" and a large text area for listing references. The instruction reads: "Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line."

Step 4: 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 Author 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.

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

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 Journal of Natural Remedies 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 Natural Remedies.

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

Authors and Submission Review and Editing Process

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

Active Submissions:

This page will list any of your submissions to the journal that are still in process (e.g., awaiting assignment to an editor, undergoing review, being edited) or incomplete (in which case you can return and finish the submission at any point). Each completed submission will fall into one of the following categories:

- **Awaiting Assignment:** the submission has been completed by Author and he cannot now delete the submission from the system himself. The Editor can now see the submission, and must assign an Editor or Section Editor to it.
- **Queued for Review:** the submission has been vetted and is now in the review process. Author should receive notice shortly on the review decision. Below that is the Peer Review section. Author 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.).

Peer Review

Round 1

Review Version	6-9-1-RV.DOCX	2009-12-28
Initiated		2009-12-28
Last modified		2009-12-28
Uploaded file	Reviewer A 6-10-1-RV.DOCX	2009-12-28

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

- **Queued for Editing:** the submission has completed the review process and has been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes. If your submission is In Editing, you can view its details in the Editing section (linked from the top of your page).

Copy Editing:

Copyediting		REQUEST	UNDERWAY	COMPLETE
REVIEW METADATA				
1. Initial Copyedit		2009-12-28	—	2009-12-28
File: 6-11-1-ED.DOCX	2009-12-28			
2. Author Copyedit		2009-12-28	2009-12-28	
File: None	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>			
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. Author can download a revised copy here (e.g., 6-11-1-ED.DOCX).

Step 2: Author will review the Copyeditor's changes, and make any final changes of his own. Author then upload his revised submission file here. Be sure to use the email icon to notify the Copyeditor that he has submitted his file.

Step 3: The Copyeditor takes a last look at Author's changes before passing the submission over to the Layout Editor. No action is required by the author.

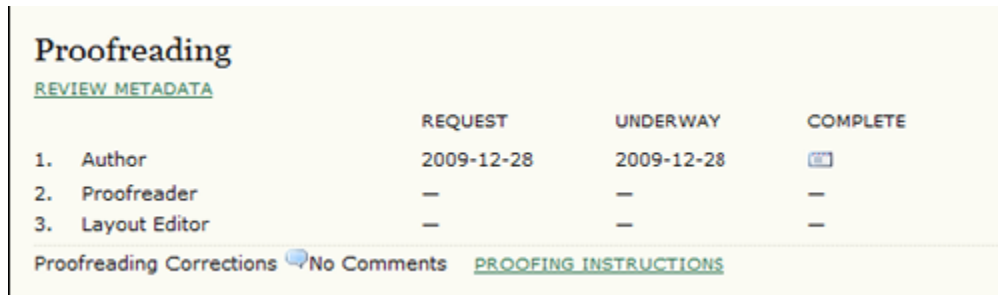
Layout Editing:

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".

Layout		FILE		
Galley Format				
1. PDF VIEW PROOF		6-14-1-PB.PDF	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.



The screenshot shows a web interface for proofreading. At the top, it says "Proofreading" and "REVIEW METADATA". Below this is a table with three columns: "REQUEST", "UNDERWAY", and "COMPLETE". The first row is for the "Author", with dates "2009-12-28" under "REQUEST" and "2009-12-28" under "UNDERWAY", and a small icon under "COMPLETE". The second row is for the "Proofreader", with dashes under all three columns. The third row is for the "Layout Editor", also with dashes under all three columns. Below the table, there are links for "Proofreading Corrections" (with a speech bubble icon and "No Comments"), and "PROOFING INSTRUCTIONS".

	REQUEST	UNDERWAY	COMPLETE
1. Author	2009-12-28	2009-12-28	
2. Proofreader	—	—	—
3. Layout Editor	—	—	—

[Proofreading Corrections](#)  No Comments [PROOFING INSTRUCTIONS](#)

Step 1: Once the galleys have been uploaded by the Layout Editor, Author will receive an email from the editor asking to review them and note any errors in the Proofreading Corrections comments.

Step 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.

Step 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.

Author has now completed all of the steps involved in submitting to the journal and participating in the review and editing of his submission.