CME PROGRAMME

Online Submission of Manuscripts

in Kushtia Medical College Journal

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Venue: Conference Room, 1st Floor, Kushtia Medical College | **28 April 2026, 9:00 AM**

Programme Agenda at a Glance

1	Why Online Submission Matters
2	Overview of Journal Management Systems
3	Author Registration & Dashboard
4-8	5-Step Manuscript Submission Walkthrough
9	Editorial Workflow: Review, Revision & Decision
10	Common Mistakes & Best Practices
11	Ethical Standards & COPE Guidelines
12	Tips for High-Impact Publication
13	Summary & Q&A

Learning Objectives

By the end of this session, participants will be able to:

1. Register as an author on the KuMC journal Online portal
2. Submit a manuscript following all 5 steps of the Journal workflow
3. Correctly enter metadata including title, abstract, and keywords
4. Navigate the editorial workflow: peer review, revision, and final decision
5. Identify and avoid common submission errors
6. Apply ethical publishing standards per COPE guidelines

Why Online Submission? The Global Standard

Speed

Manuscripts reach editors instantly — no postal delays

Transparency

Real-time tracking of submission status at every stage

Standardisation

Uniform format ensures consistency with global journals

Security

Encrypted storage — no risk of document loss or tampering

Accessibility

Submit and review from anywhere in the world, 24/7

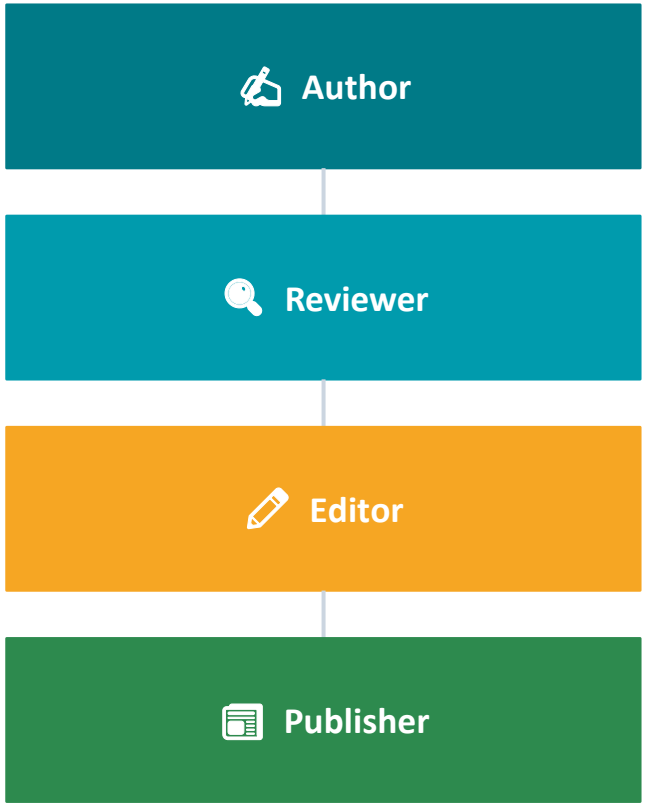
Analytics

Track submission history, revisions, and publication metrics

What is Journal Management Systems ?

open-source journal management and publishing platform developed by the Public Knowledge Project (PKP).

- Used by 25,000+ journals in 150+ countries worldwide
- Supports the complete editorial workflow end-to-end
- Compatible with DOAJ, Crossref, ORCID, and PubMed standards
- Trusted by Scopus-indexed and PubMed-listed journals globally



Author Registration: Getting Started

Before submitting, you must create an author account on the journal portal:

1. **Visit the Journal URL**

   Go to the KuMC Journal portal (www.kumcj.com/journal)

2. **Click 'Register'**

   Select the Register link on the top navigation bar

3. **Fill in Profile Details**

   Enter your name, email, institution, country, and ORCID iD

4. **Choose Role: Author**

   Select 'Author' (and 'Reviewer' if willing to peer review)

5. **Confirm Email**

   Click the verification link sent to your registered email

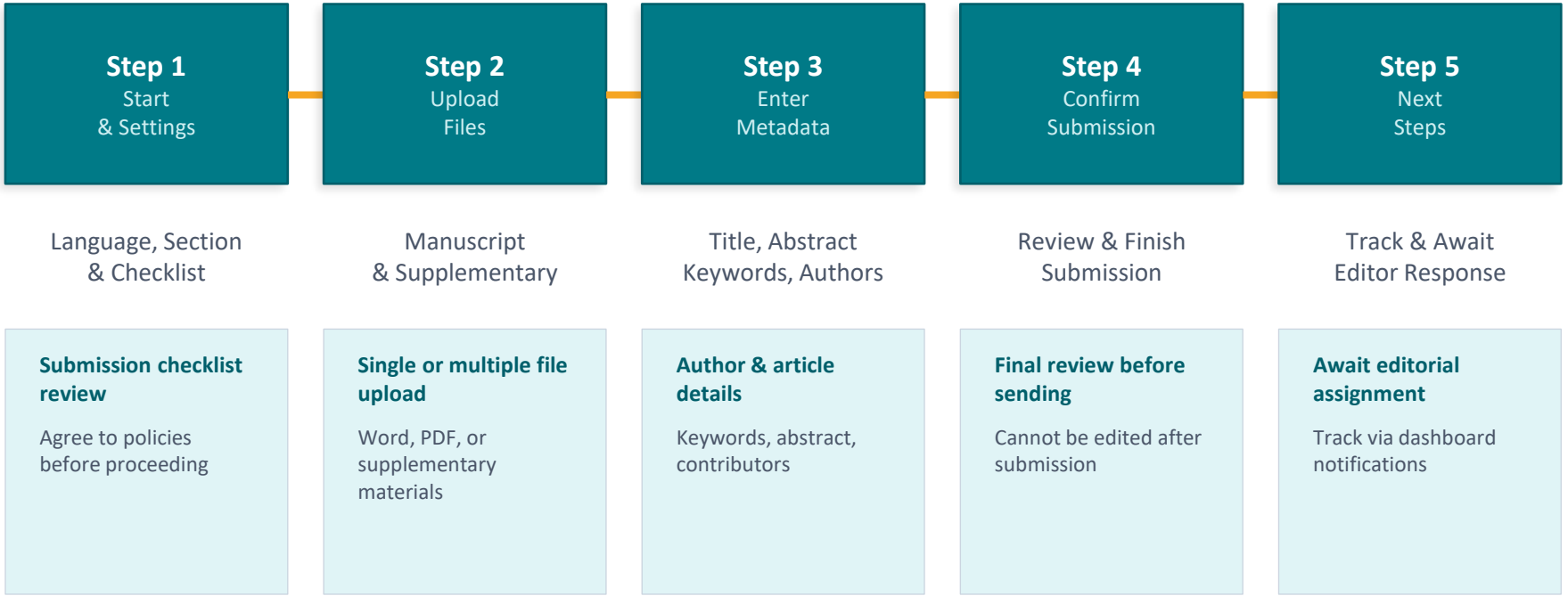
6. **Login & Access Dashboard**

   You will see your Submissions dashboard — ready to submit!

Registration Form — showing Name, Email, Institution, Role selection fields

The 5-Step Submission Process: Overview

OJS guides authors through 5 structured steps from start to confirmation:



Step 1 — Submission Start: Language, Section & Checklist

Step 1	Step 2	Step 3	Step 4	Step 5
Start	Upload	Metadata	Confirm	Next

- Click 'New Submission' from your author dashboard
- Select Submission Language — choose English (or Bangla if enabled)
- Choose the appropriate Section: Original Article / Review / Case Report
- Select relevant Categories if applicable (e.g., Medicine, Psychiatry)
- Read and tick ALL items in the Submission Requirements Checklist
- Add any Comments to Editor (optional) then click Save and Continue

Start page — Submission Language dropdown, Section selector, Checklist

Step 2 — Upload Submission Files

Step 1	**Step 2**	Step 3	Step 4	Step 5
Start	Upload	Metadata	Confirm	Next

File Types to Upload:

- Article Text — main manuscript (Word .docx preferred)
- Cover Letter — addressed to the Editor-in-Chief
- Figures/Images — high resolution (300 dpi minimum)
- Supplementary Files — data, consent forms, ethics approval
- Declaration of Competing Interests Form

Important Upload Tips:

- Anonymise your manuscript — remove author names from text and file properties
- Maximum file size is usually 10 MB per file
- Label each file clearly when prompted (Article Text, Figure 1, etc.)
- 3.4 supports drag-and-drop multiple file upload
- Click Save and Continue when all files are labelled and uploaded

Step 2 File Upload — Add File button, drag-and-drop area, file type selector

Step 3 — Enter Metadata: Title, Abstract & Keywords

Step 1	Step 2	Step 3	Step 4	Step 5
Start	Upload	Metadata	Confirm	Next

Prefix	Optional: 'A', 'An', 'The'
Title *	Full article title — clear, concise, no abbreviations
Subtitle	Optional: elaboration of main title
Abstract *	Structured (Background, Methods, Results, Conclusion) — 250 words max
Keywords *	3–6 MeSH terms — type each keyword and press Enter
Contributors	Add all co-authors with email, institution, and ORCID

Step 3 Metadata form — showing Title, Abstract, Keywords, Contributors sections

Step 4 — Confirmation: Review & Finish Submission

Step 1	Step 2	Step 3	**Step 4**	Step 5
Start	Upload	Metadata	Confirm	Next

At Step 4, you review your entire submission before sending to the journal:

- Review all uploaded files and confirm correct file types are assigned
- Verify metadata: title, abstract, keywords, and author list are accurate
- Click 'Finish Submission' — a confirmation dialog will appear
- Click OK to confirm — the submission is now sent to the editorial team
- ⚠ IMPORTANT: You CANNOT edit after this point without contacting the Editor
- You will receive a confirmation email immediately upon successful submission

⚠ **Use the Pre-Review Discussions tool to contact the Editor if any changes are needed after submission.**

Step 5 — Next Steps: What Happens After Submission?

Step 1	Step 2	Step 3	Step 4	Step 5
Start	Upload	Metadata	Confirm	Next

Your submission is complete! The system and Editor will now take over:

Confirmation Email	System sends immediate email to your registered address confirming receipt
Dashboard Tracking	Your submission appears in 'My Queue' with status: Submission Stage
Editorial Review	Editor assigns submission to Section Editor within 2–5 working days
Peer Review Assignment	Once accepted for review, 2–3 reviewers are invited by the editor
Notifications	All editorial decisions arrive via email AND in your Online dashboard

Editorial Workflow: From Submission to Publication



☑ Accept As Is	Proceed to copyediting and production
Minor Revisions	Author revises; re-submitted to editor (no new peer review)
Major Revisions	New round of peer review required after revision
✕ Reject	Manuscript does not meet journal standards or scope

After acceptance: Copyediting → Production → Galley Proofing → Online Publication with DOI assignment

Peer Review Process: What to Expect as an Author

Types of Peer Review in OJS:

Anonymous/Anonymous (Double-Blind)	Anonymous/Disclosed (Single-Blind)	Open Peer Review
Neither author nor reviewer identity disclosed — most common in medical journals	Reviewer identity hidden; author identity may be known to reviewer	Both author and reviewer identities disclosed — growing in global adoption

As an Author During Review, You Will:

- Receive email notification when a review decision is made
- Access the Review tab in your Online dashboard to view reviewer comments
- Upload revised manuscript to the 'Revisions' panel if changes are requested
- Prepare a detailed Response to Reviewers document addressing each comment
- Use the Review Discussions panel to communicate with the Editor
- Wait for second round decision if major revisions were requested

Responding to Reviewer Comments: Best Practice

Receive Decision Email

Check 'Review' tab on Online dashboard; read Editorial Decision notification carefully

Prepare Revised Manuscript

Make all requested changes; use track changes or coloured text to highlight revisions

Write Response to Reviewers

Address each comment systematically — point-by-point numbered responses

Upload via Revisions Panel

Use 'Upload File' in Revisions section; indicate which original file is being replaced

Notify the Editor

Use Review Discussions to send message: 'Revision uploaded. Please see attached response.'

Await Final Decision

Editor may accept, request further revisions, or send for another review round

Responsibilities: Author vs. Editor in OJS Workflow

AUTHOR RESPONSIBILITIES	EDITOR RESPONSIBILITIES
Prepare and anonymise the manuscript	Desk review for scope and basic quality
Complete all metadata fields accurately	Assign to Section Editor or Reviewers
Certify originality and ethical compliance	Manage the peer review timeline
Respond to reviewer comments promptly	Communicate decisions to authors
Approve copyedited and galley versions	Oversee copyediting and production
Declare conflicts of interest honestly	Make final publication decision

Metadata Quality: Why It Matters for Discoverability

High-quality metadata directly increases visibility, citations, and indexing:

Title	Clear, concise (15–20 words), no abbreviations. Include key clinical terms. *Good: 'Outcomes of Laparoscopic Cholecystectomy in Diabetic Patients in Bangladesh'*
Abstract	Structured: Background | Methods | Results | Conclusion. Avoid citations in abstract. *Must be self-contained — readers decide to read the full paper based on this alone.*
Keywords	3–6 MeSH terms. Avoid repeating words from title. Add organism, disease, intervention. *Use: NLM MeSH Browser (https://meshb.nlm.nih.gov) to verify terms.*
Authors	ORCID iD for all authors. Correct institutional affiliation. Corresponding author marked. *Incorrect authorship is a serious ethical issue. Include all who meet ICMJE criteria.*

Common Mistakes That Lead to Desk Rejection

✗ **Not Anonymising**	Author names, institution, or acknowledgements visible in manuscript — immediate desk rejection in blinded review
✗ **Wrong File Format**	Submitting PDF only (not Word .docx) prevents copyediting; scanned images not accepted
✗ **Incomplete Metadata**	Missing keywords, missing co-author ORCID, incorrect corresponding author — causes editorial delay
✗ **Duplicate Submission**	Submitting the same paper to another journal simultaneously — serious COPE violation
✗ **Poor Abstract Structure**	Unstructured abstract or exceeding word limit — reduces discoverability in databases
✗ **References Mismatch**	In-text citations not matching reference list; incorrect Vancouver or APA format for this journal

Best Practices for Improving Acceptance Rates

Target the Right Journal

Confirm the journal's scope, aims, and previously published topics match your research

Follow Author Guidelines

Read the journal's Author Guidelines fully before writing — check word limits, reference style

Use a Submission Checklist

Prepare your own pre-submission checklist: title, abstract, figures, references, ethics

Strengthen Your Methods

Reviewers reject most on weak methodology — describe study design clearly with statistics

Present Clear Results

Use tables/figures for data; avoid repeating table data in text verbatim

Cite Relevant Literature

Include recent (last 5 years) and local/regional literature to contextualise findings

Ethical Publishing Standards: COPE Guidelines

The Committee on Publication Ethics (COPE) provides internationally accepted standards for all stakeholders in academic publishing.

Research Integrity

All research must have IRB/Ethical Committee approval. Informed consent must be documented for patient-involved research.

Authorship Criteria

Authors must meet all 4 ICMJE criteria: conception, data acquisition, drafting, and final approval. Gift/ghost authorship is prohibited.

Plagiarism Prevention

Use iThenticate or Turnitin before submission. Similarity index must be below 15% (excluding references). Self-plagiarism also applies.

Duplicate Submission

Submitting the same manuscript to two journals simultaneously is a serious ethical violation. Withdraw from one before resubmitting.

Conflict of Interest

Declare all funding sources, industry affiliations, and financial relationships that could influence the research.

Data Availability

Raw data should be available on request or in a data repository. Fabrication or falsification of data is grounds for retraction.

Indexing & Impact: Why Getting Indexed Matters

Indexed journals have greater credibility, reach, and academic impact:

PubMed / MEDLINE	National Library of Medicine — gold standard for biomedical literature globally
Scopus	Elsevier's abstract/citation database — major academic evaluation metric worldwide
DOAJ	Directory of Open Access Journals — validates quality open-access publication
Web of Science	Clarivate — provides Impact Factor and h-index calculations
BanglaJOL	Bangladesh Journals Online — national portal for Bangladeshi academic journals
Google Scholar	Free academic search engine — improves general discoverability globally

Tips for High-Impact Publication

Choose a Clinically Relevant Topic

Address an unresolved question with local or national health relevance — editors prioritise practice-changing research

Adequate Sample Size & Power

Conduct proper sample size calculation before the study — underpowered studies are routinely rejected by reviewers

Compare with Global Literature

Situate your findings in the context of international evidence — use Cochrane, WHO, Lancet, NEJM data

Invest in Figure Quality

Professional-quality figures (300 dpi, TIFF/EPS) significantly improve perceived quality and publication chance

Professional Language Editing

Native-English proofread or AJE/Editage editing service before submission — especially for non-native authors

Register Your Trial/Study

Register clinical trials in ClinicalTrials.gov or CTRI before enrolment — required by most indexed journals

Writing an Effective Structured Abstract

Most medical journals require a structured abstract of 200–250 words with these sections:

Background	State the problem/gap in knowledge that motivated the study. 1–3 sentences. Include epidemiological or clinical significance.
Objectives	State the primary aim of the study clearly. Use active voice: 'To determine...' / 'To evaluate...'
Methods	State study design, setting, population, sample size, intervention/exposure, and primary statistical test.
Results	Key quantitative findings with exact numbers, percentages, p-values, OR/RR where applicable. Lead with primary outcome.
Conclusion	One to two sentences linking findings to clinical practice or policy. No new data. Match study design — avoid overstatement.

Reference Management: Getting Citations Right

The KuMC Journal uses Vancouver (Numbered) Reference Style:

- Use reference management software: Mendeley, Zotero, or EndNote
- In-text citations: superscript numbers in order of appearance [1,2,3]
- Journal article: Author(s). Title. Journal Abbrev. Year;Vol(Issue):Pages.
- Book chapter: Author. Title. In: Editor. Book title. Edition. Publisher; Year:Pages.
- Maximum references: Original Article 40 | Review Article 60 | Case Report 20
- DOI links must be included for all articles that have them

Correct Vancouver Example:

1. Hasan M, Islam MR, Ahmed S. Antibiotic resistance patterns in urinary tract infections in Kushtia district: a cross-sectional study. Kushtia Med Coll J. 2024;12(1):45-52. doi:10.1234/kumcj.2024.001

Figures, Tables & Supplementary Materials

FIGURES

- Minimum resolution: 300 dpi for publication quality
- Accepted formats: TIFF, EPS, PNG (not JPG for clinical photos)
- Each figure must have a numbered legend below it
- Anonymise: remove patient identifiers from scan/X-ray images
- Statistical figures: include error bars and sample size (n=)
- Colour figures: confirm if journal accepts colour print

TABLES

- Create tables in Word — not as images or Excel screenshots
- Each table must have a title above and footnotes below
- Use horizontal lines only (no vertical borders in table body)
- Report means ± SD or median (IQR) consistently throughout
- p-values: report exact values (e.g., p=0.023), not just <0.05
- Tables must be self-explanatory without reference to text

Supplementary Materials: Ethics approval letter | Informed consent form | Raw data files | Questionnaires | CONSORT/STROBE/PRISMA checklist

Post-Acceptance: Copyediting, Production & Galley Proofing

Copyediting	Author Review of Copyedits	Production & Layout	Galley Proof Review	Online Publication
Language, grammar, spelling, and style corrections by the journal's copyeditor	You are invited to review copyedited version and flag any changes that alter scientific meaning	Article typeset into journal PDF and HTML format; formatted per journal template	Final PDF sent to author for proofreading — check figures, tables, references, and text flow	Article published online with DOI; sent to indexing databases; citation tracking begins

- At galley proof stage, only TYPOGRAPHICAL corrections are allowed — no new data or substantial rewrites
- Proofread carefully: once published, corrections require a formal Erratum notice
- Your article will receive a permanent DOI (e.g., 10.1234/kumcj.2026.001) at online publication

Your Role as a Reviewer : Giving Back to Science

Being a peer reviewer is a professional responsibility and an opportunity to develop critical appraisal skills:

How to Accept a Review

- You receive a review invitation email from Online
- Click the Review link — view abstract and due dates
- Click 'Accept Review, Continue to Step 2'
- Download the manuscript from Step 3
- Enter comments in the Review form
- Upload marked-up file if needed
- Select recommendation and Submit Review

Reviewer's Recommendation Options

- Accept Submission — publish as is
- Revisions Required — minor changes only
- Resubmit for Review — major revision needed
- Resubmit Elsewhere — out of journal scope
- Decline Submission — not suitable for publication
- See Comments — complex issues need discussion

Open Access Publishing: Principles & Benefits

The KuMC Journal is an open-access journal — all articles are freely available globally:



Global Reach

No paywalls — any researcher or clinician worldwide can access your article



Higher Citation Rate

Open-access articles receive 25-250% more citations than subscription-only articles



Clinical Impact

Findings reach practicing clinicians directly — not just academics with journal subscriptions



Research Sharing

Supports WHO's goal of universal access to scientific information in developing countries



No APC for KuMC Journal

Article Processing Charges are waived — submit without any publication fee



Creative Commons License

CC BY 4.0 — allows sharing and reuse with attribution; maximises impact

⚠ Beware Predatory Journals: Protect Your Reputation

Predatory journals charge fees and publish without genuine peer review — damaging your academic career:

Too-Rapid Acceptance	If accepted in < 24 hours with no peer review, it is predatory — genuine review takes 4–8 weeks
Unsolicited Email Invites	Spam emails inviting you to submit or join editorial boards of unknown journals
No Legitimate ISSN/DOI	Check ISSNportal.com and Crossref.org — predatory journals often have fake or no ISSNs
Misleading Journal Names	Names similar to prestigious journals (e.g., 'International Journal of Medicine') — verify DOAJ/Scopus listing
APC Before Review	Legitimate journals only charge APC after acceptance — not before peer review begins
No Retraction Policy	Cannot find editor names, editorial board, or retraction policy on website

☑ **Verify journals at: Scopus Sources | DOAJ.org | PubMed NLM Catalogue | Beall's List (beallslist.net)**

Recommended Digital Tools for Authors

Reference Managers
Mendeley (Free — integrates with Word)
Zotero (Free — browser plugin)
EndNote (Institutional license)

Plagiarism Checkers
iThenticate (Gold standard)
Turnitin (University access)
PlagScan / DupliChecker (Free basic)

Language & Writing
Grammarly Premium — grammar & style
AJE or Editage — professional editing
DeepL Write — paraphrasing tool

Statistical Analysis
SPSS (IBM) — standard in medicine
R / RStudio (Free — powerful)
MedCalc — clinical statistics

Figure Creation
GraphPad Prism — biomedical graphs
BioRender — scientific illustrations
Adobe Illustrator / Inkscape (Free)

Reporting Guidelines
EQUATOR Network (equator-network.org)
CONSORT, STROBE, PRISMA checklists
ICMJE recommendations (icmje.org)

Quick Reference: OJS Submission Checklist

Use this checklist before clicking 'Finish Submission':

☑ PRE-SUBMISSION

- ☐ Manuscript formatted per journal guidelines (font, spacing, word limit)
- ☐ All author names and institutional affiliations removed from manuscript
- ☐ Ethics committee approval letter obtained and uploaded
- ☐ Informed consent obtained; patient photos anonymised
- ☐ Plagiarism checked — similarity index below 15%

☑ SUBMISSION STEPS

- ☐ Step 1: Section selected, submission language set, checklist ticked
- ☐ Step 2: All files uploaded with correct labels (Article Text, Cover Letter, Figures)
- ☐ Step 3: Title, abstract, keywords (MeSH), and all authors entered with ORCID
- ☐ Step 4: Final review completed — all data accurate before confirming
- ☐ Step 5: Confirmation email received — note submission ID

Frequently Asked Questions (FAQ)

Q: I forgot to include a co-author. What do I do?

After submission, use the Pre-Review Discussions panel to contact the editor. Do NOT create a new submission.

Q: How do I know if my submission was received?

You will receive an automatic email confirmation. Check your spam/junk folder if not received within 10 minutes.

Q: Can I withdraw a submitted manuscript?

Yes — contact the editor via the Discussions panel before peer review begins. After reviewer assignment, withdrawal requires editorial approval.

Q: How long will peer review take?

Typically 6–10 weeks. You can check status in your dashboard. Do not submit elsewhere while under review.

Q: My password doesn't work. What do I do?

Click 'Forgot Password' on the login page. Reset link sent to your registered email. Contact MEU if email is inaccessible.

Key Takeaways from Today's Session

01	A globally trusted platform that manages the entire journal publication lifecycle
02	The 5-step submission process: Start → Upload → Metadata → Confirm → Next Steps
03	High-quality metadata (structured abstract, MeSH keywords, ORCID) dramatically improves discoverability
04	Anonymisation is non-negotiable for double-blind peer review — no author details in manuscript
05	Ethical publishing standards (COPE, ICMJE, ethics approval) are mandatory, not optional
06	Predatory journals damage careers — always verify using DOAJ, Scopus Sources, and PubMed NLM
07	Use reference management software and reporting guidelines for every manuscript you write

Useful Resources & Further Reading

KuMC Journal Portal	www.kumcj.com/journal — submission portal for KuMC Journal
PKP OJS Documentation	docs.pkp.sfu.ca — Complete author, editor, reviewer guides
COPE Guidelines	publicationethics.org — Ethical publishing standards and flowcharts
ICMJE Recommendations	icmje.org — Authorship, reporting, and editorial standards
EQUATOR Network	equator-network.org — CONSORT, STROBE, PRISMA reporting checklists
NLM MeSH Browser	meshb.nlm.nih.gov — Search and verify medical subject headings
DOAJ	doaj.org — Directory of open-access journals; verify journal legitimacy
Scopus Journal List	scopus.com/sources — Check if a journal is Scopus indexed

Thank You!

Questions & Discussion

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CME Programme | Medical Education Unit | Kushtia Medical College, Kushtia
28 April 2026, 9:00 AM

"Advancing Medical Knowledge Through Ethical, High-Quality Publication"