

How to submit a manuscript? OJS 3.4

Step by
step

1

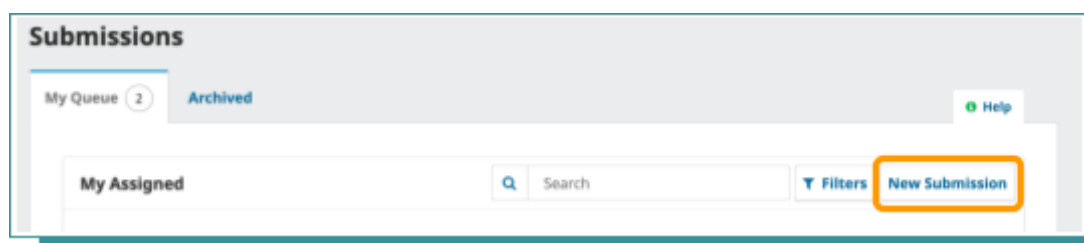
Go to the journal's website and click on '**Register**', located at the top right corner of the page. After completing the registration form, you will receive a confirmation email at the address you provided, confirming your new user account.

Register

Login

2

Once you have logged in with your credentials and the author role, go to the top right of the screen and click the '**New submission**' button.



Select the submission language, fill in the title, and choose the appropriate section for your manuscript. Next, review and check the submission checklist, and approve the privacy statement. Finally, click ‘**Start Submission**’ to continue with the process.

Make a Submission

Before you begin

Thank you for submitting to the . You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our [Submission Guidelines](#) if you have not done so already. When filling out the forms, provide as many details as possible in order to help our editors evaluate your work.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

Submission Language *

Choose the primary language of the submission.

☒ English
☐ Spanish

Title *

Tutorial: How to submit an article

Section *

Submissions must be made to one of the journal's sections.

☒ Original article
☐ Case report
☐ Systematic review

Submission Checklist *

All submissions must meet the following requirements.

- This submission meets the requirements outlined in the [Author Guidelines](#).
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled.
- Permission has been obtained to publish all photos, datasets and other material provided with this submission.

☒ Yes, my submission meets all of these requirements.

Privacy Consent *

☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Begin Submission



4

Enter the full title of your manuscript in the first field of the form.

75 / autor / Tutorial: cómo enviar un artículo

Make a Submission: Details

Submitting to the **Original article** section in **Spanish**. [Change](#)

1 Details 2 Upload Files 3 Contributors 4 For the Editors 5 Review

Submission Details

Please provide the following details to help us manage your submission in our system.

English Spanish

Title *

Tutorial: cómo enviar un artículo

If you want to enter the title in both Spanish and English, select '**Spanish**' at the top of the '**Title**' field and enter your manuscript title in Spanish.

Submission Details

Please provide the following details to help us manage your submission in our system.

English Spanish

Title *

Tutorial: how to submit an article

Detalles del envío

Proporcione los detalles siguientes para ayudarnos a gestionar su envío en nuestro sistema.

Inglés Español

Título *

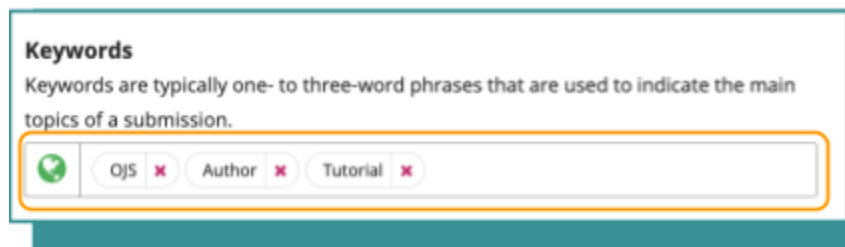
Tutorial: cómo enviar un artículo

Inglés *

Tutorial: how to submit an article

**BITECA**

Some optional metadata may be requested, such as keywords. In these fields, type each term or piece of information and press “**Enter**” to separate it. This ensures that the information is properly saved and can be retrieved in searches.



Keywords
Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

☒ ☐ OJS ☒ Author ☒ Tutorial ☐

Enter the abstract and its translation, if available. To add the abstract in another language, click the ‘**Spanish**’ button (located above the title field). A new box will appear where you can enter the text in the selected language..



Submission Details
Please provide the following details to help us manage your submission in our system.

English **Spanish**

Title *
☒ Tutorial: cómo enviar un artículo

English *
☒ Tutorial: how to submit an article

Keywords
Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

☒ OJS ☒ Tutorial ☒ Author

English
☒ Tutorial ☒ OJS ☒ Author

Abstract *
B **I** **x²** **x₂** **⌕**

Este es el resumen del tutorial para enviar un artículo con el rol autor.

English *
B **I** **x²** **x₂** **⌕**

This is a summary of the tutorial on how to submit an article as an author.

The abstract may have a word limit set by the journal. If so, adjust your text to meet the required limit. To assist you, the system provides a word counter that displays the number of words entered.

Add the references in the designated field. Make sure to enter each reference on a new line and include the corresponding DOI suffixes to improve information retrieval. To find DOIs for your references, it is recommended to use the tool: <https://apps.crossref.org/SimpleTextQuery>

References
Enter each reference on a new line so that they can be extracted and recorded separately.

Bozdog G, Mumusoglu S, Zengin D, Karabulut E, Yildiz B. The prevalence and phenotypic features of polycystic ovary syndrome: a systematic review and meta-analysis. Hum Reprod. 2016;31(12):2841-55. <https://doi.org/10.1093/humrep/dew218>

Teede H, Tay C, Laven J, Dokras A, Moran L, Piltonen T, et al. Recommendations from the 2023 International Evidence-based Guideline for the Assessment and Management of Polycystic Ovary Syndrome. J Clin Endocrinol Metab. 2023;108(10):2447-69. <https://doi.org/10.1210/clinem/dgad463>

Chang S, Dunaif A. Diagnosis of polycystic ovary syndrome: Which criteria to use

Click '**Continue**' to proceed with the article submission process, or select '**Save for Later**' if you prefer to pause and resume later with uploading the files and completing the additional manuscript information.

Save for Later

Continue

**BITECA**

6

Click '**Add File**' to upload the **Word** documents that the editorial team will need to evaluate your submission.

75 / author / Tutorial: how to submit an article

Make a Submission: Upload Files

Submitting to the Original article section in Spanish. [Change](#)

1 Details — 2 **Upload Files** — 3 Contributors — 4 For the Editors — 5 Review

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

Files

Upload any files the editorial team will need to evaluate your submission.

[Upload File](#)

Add File

Once the files have been successfully uploaded, click '**Continue**' to proceed with the submission process, or select '**Save for Later**' if you prefer to pause and continue later with adding complementary information to your manuscript.

Save for Later **Continue**

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Next, you will find the Contributors panel, where all authors (and, in exceptional cases, translators) are listed. To add a new contributor, click ‘Add Contributor’.

75 / Tutorial: how to submit an article

Make a Submission: Contributors

Submitting to the **Original article** section in **Spanish**. [Change](#)

[Save for Later](#)

Details Upload Files **Contributors** For the Editors Review

Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

Contributors	Order	Preview	Add Contributor
No items found.			

Enter the contributor’s first and last names. When doing so, consider the different ways the author has been cited in other publications (use of hyphens, surname order, initials, etc.) to maintain consistency in records. It is recommended to leave the ‘Public Name’ field blank.

Given Name *

Family Name

Preferred Public Name

Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga

Enter the author's email address and select their country of origin from the corresponding field.

Email *

pepitoperez@autor.com

Country *

Colombia

In this section, you can add additional information about the contributor. If applicable, include a personal URL and the author's ORCID identifier. In the '**Biographical Statement field**', provide a short professional or academic summary. Next, under '**Institutional Affiliation**', enter the full name of the institution and select the corresponding **ROR ID** from the dropdown list.

Homepage URL

ORCID ID

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

B I $\times^2$ $\times_2$ ϕ

Bacteriologist, Universidad Colegio Mayor de Cundinamarca.

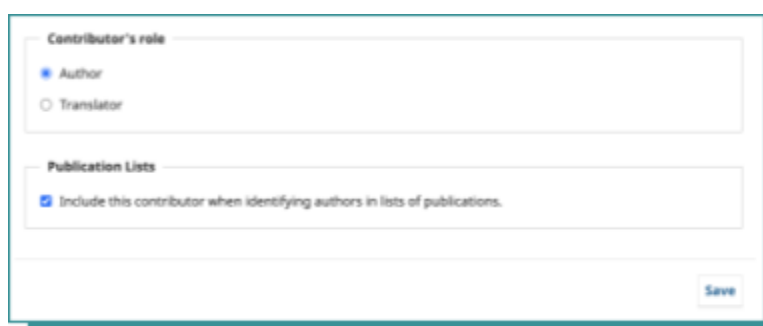
Search for Affiliation and ROR ID on ror.org ?

Affiliation

Universidad Colegio Mayor de Cundinamarca

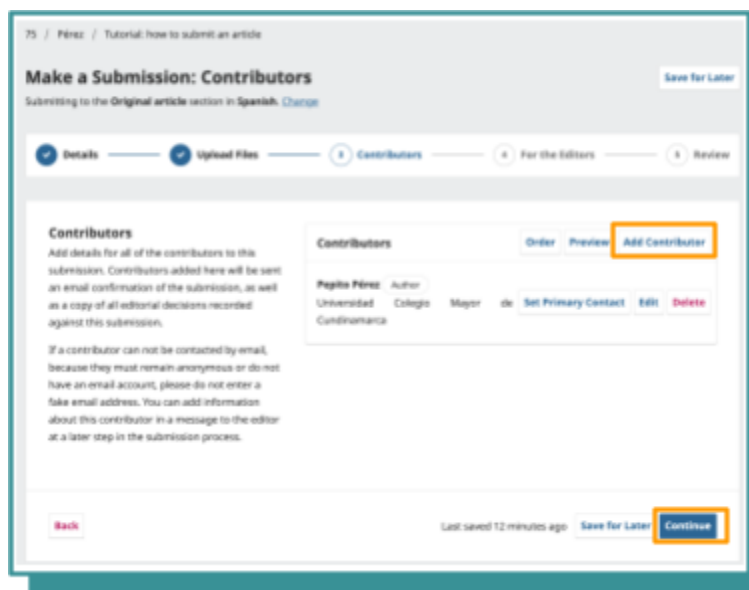
ROR ID ?

In the **'Contributor's Role'** section, select the appropriate option —either Author or Translator. Make sure to keep the box **'Publication Lists'** checked, to ensure the author's name appears correctly in future publications. Finally, click **'Save'** to record the information and continue with the submission process, the author will appear in the contributors list.



The screenshot shows a form titled "Contributor's role". It has two sections. The first section, "Contributor's role", contains two radio buttons: "Author" (selected) and "Translator". The second section, "Publication Lists", contains a checked checkbox with the text "Include this contributor when identifying authors in lists of publications." At the bottom right of the form is a "Save" button.

Click **'Add Contributor'** and repeat the process as many times as needed to include all additional authors or translators for the submission. Once all contributors have been added, click **'Continue'** to proceed with the submission process.



The screenshot shows the "Make a Submission: Contributors" page. At the top, it says "75 / Pérez / Tutorial: how to submit an article". Below this is the title "Make a Submission: Contributors" and a subtitle "Submitting to the Original article section in Spanish. [Change](#)". A "Save for Later" button is in the top right. A progress bar shows five steps: "Details" (completed), "Upload Files" (completed), "Contributors" (active), "For the Editors", and "Review". The main content area is titled "Contributors" and contains instructions: "Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission." Below this is a note: "If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process." On the right, there is a table of contributors. The first row shows "Pepito Pérez" as an "Author" from "Universidad Complutense de Madrid". Action buttons "Set Primary Contact", "Edit", and "Delete" are next to the name. Above the table are "Order", "Preview", and "Add Contributor" buttons. At the bottom left is a "Back" button. At the bottom right, it says "Last saved 12 minutes ago" followed by "Save for Later" and "Continue" buttons.

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In the **'Comments for the Editor'** field, include any details you consider relevant for the evaluation of your manuscript, such as clarifications about the content, suggested reviewers, or complementary information. Once finished, click **'Continue'** to proceed with the submission process, or select **'Save for Later'** if you wish to complete this section at another time.

75 / Pérez / Tutorial: how to submit an article

Make a Submission: For the Editors

Submitting to the **Original article** section in **Spanish**. [Change](#)

[Save for Later](#)

Details — Upload Files — Contributors — **For the Editors** — Review

For the Editors

Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Comments for the Editor

Add any information that you think our editorial staff should know when evaluating your submission.

B I x² x₂ ↻

[Back](#) Last saved a few seconds ago [Save for Later](#) [Continue](#)

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In the **'Review'** tab, verify that all metadata and files have been completed correctly. Before finishing, check the box **'Yes, I agree to the copyright statement'** to confirm your agreement with the submission terms. Once you have reviewed all the information, click **'Submit'** to complete your manuscript submission

☒ Yes, I agree to the copyright statement.

[Back](#) Last saved a few seconds ago [Save for Later](#) [Submit](#)

Submission complete

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)