

E-JOURNAL WEBSITE GUIDE FOR AUTHOR

LOGGING INTO YOUR ACCOUNTS

Login : New accounts

Access to the journal site may be provided in one of two ways:

1. Medicine & health journal may create your account and email to you instructions on how to log in and set your User ID and password.
2. Medicine & health journal allow users to create their own accounts. To create a new account, click the Register link in the top left corner of the page.



Follow the step-by-step instructions for creating your account. Upon registration, user will be logged in to the system and has the following benefits :

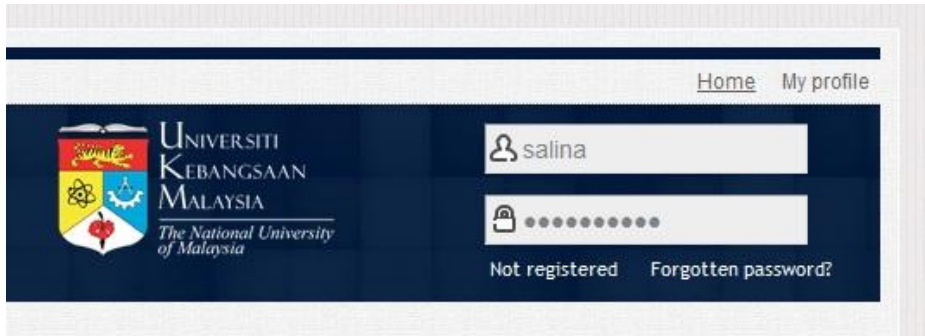
- i. Download full text article in pdf format.
- ii. Viewing full text article in html format.
- iii. Using the bookmark tool to store selected article to user account.
- iv. Submit manuscript online
- v. Receive updates from Medicine & Health journal

You can log out of Medicine & Health journal website at any time by selecting Log Out at the top right corner of the page. You will be returned to the main page.

Login : Registered user

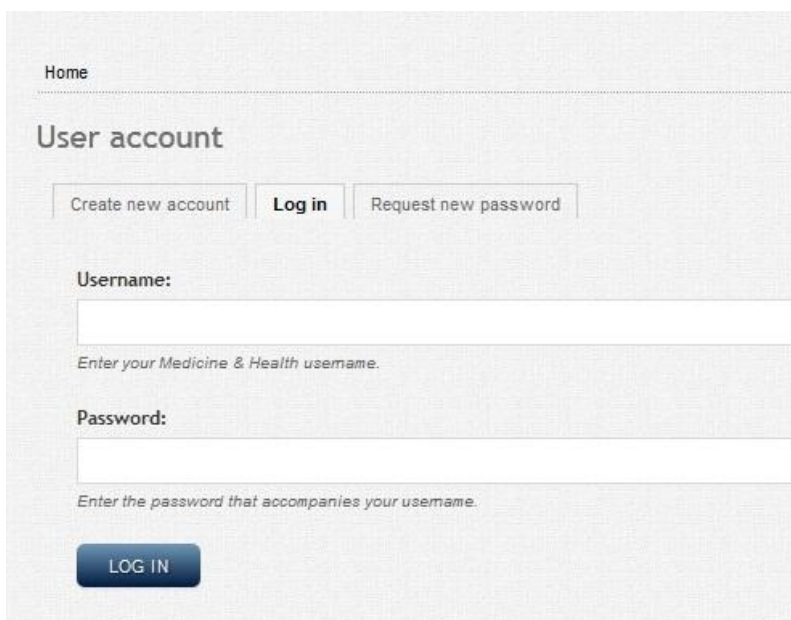
Registered user may access the journal site in one of two ways:

1. Fill in the account information (username and password) in the login form at the top right header page of the site and click 'Enter'.



The screenshot shows the top right header of the journal site. On the left is the logo of Universiti Kebangsaan Malaysia (UKM), featuring a shield with a book, a gear, and a heart, with the text 'UNIVERSITI KEBANGSAAN MALAYSIA' and 'The National University of Malaysia'. To the right of the logo is a login form with two input fields: the first contains the username 'salina' and the second contains a masked password. Below the password field are two links: 'Not registered' and 'Forgotten password?'. In the top right corner of the header, there are links for 'Home' and 'My profile'.

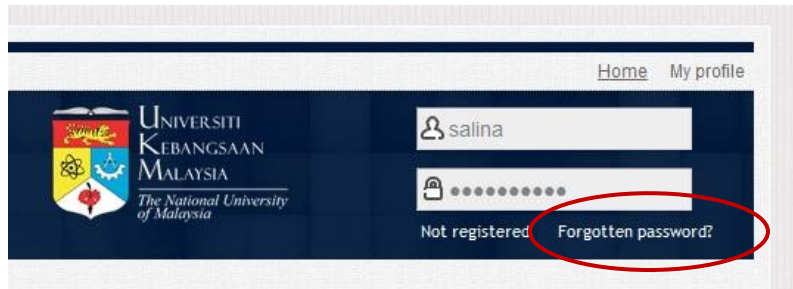
2. Click the Login link in the top left corner of the page. This will navigate the page to the login form. Enter the required account information and click the 'Log In' button.



The screenshot shows the 'User account' login form. At the top left, there is a link for 'Home'. Below it, the title 'User account' is displayed. There are three buttons: 'Create new account', 'Log in', and 'Request new password'. The 'Log in' button is highlighted. Below the buttons are two input fields: 'Username:' and 'Password:'. The 'Username:' field has a placeholder text 'Enter your Medicine & Health username.' and the 'Password:' field has a placeholder text 'Enter the password that accompanies your username.'. At the bottom of the form is a blue button labeled 'LOG IN'.

Forgot your password?

To retrieve password, click the forgotten password link at the top right corner of the site. A request password form will appear. Enter the username or email address and click the 'Email new password' button. Check your email for the new password and log in to the site with the given password. Please be sure to check your spam or junk folder as our email is sometimes treated as spam. Upon logged in, please navigate to your account page by clicking the 'My profile' link at the top right corner of the site and change your password.



Registration

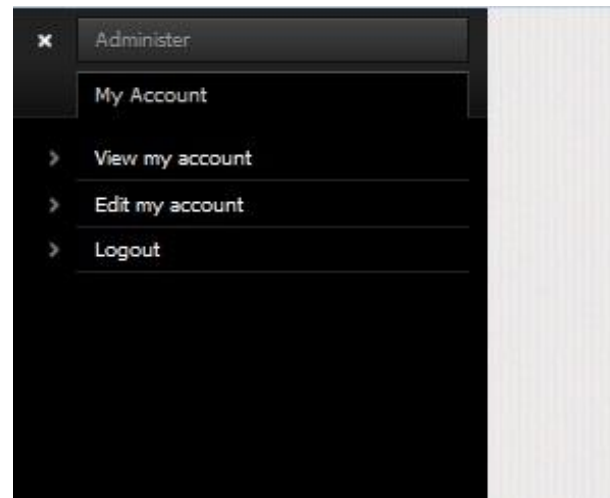
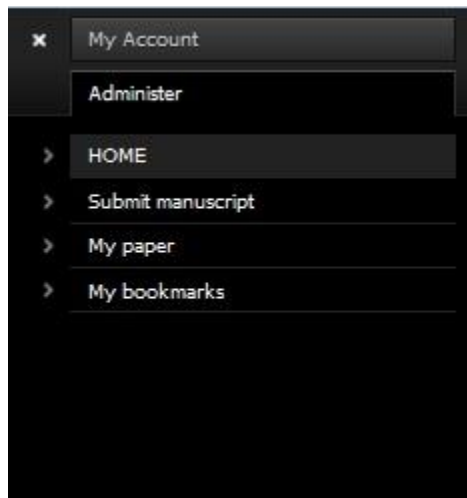
Create new account | Log in | **Request new password**

Username or e-mail address:

E-MAIL NEW PASSWORD

THE START-UP PAGE

When you log in as an author, you are taken to the 'My Papers' page. You will see the listing of all your manuscript submission. You will also see an icon at the top left corner of the page. Upon clicking this icon, the administration menu will appear.



MENU	DETAILS
My account	
View my account	Viewing your account information
Edit my account	Editing your account information
Logout	Log out from the Medicine & Health website
Administer	
Home	Navigate to M&H main page
Submit manuscript	To start the submission process
My paper	List all your submission
My bookmarks	List all your stored articles

THE AUTHOR CENTER : MY PAPER

My paper is the page that list all the papers/manuscripts submitted by you (author) in the Medicine & Health journal site. My paper allows author to :

- i. keep track the status of each paper
- ii. view/edit the details of each paper

MEDICINE & HEALTH > ADMINISTER > MY PAPER > Hello salina Logout

My paper

The following table contains all your submission:

Paper ID	Title	Submitted	Reviewed	Review Status	Decision Status
MS0001	Tai Chi Exercise Modulates Physiological and Biochemical Parameters in Pre-Menopausal Women	October 3, 2012 - 12:15pm	no	assigned to a reviewer	Need revision

Online Submission
SUBMIT PAPER

Click the title to view details of paper

Click the Paper ID to view the status details

View paper status

TITLE:
Tai Chi Exercise Modulates Physiological and Biochemical Parameters in Pre-Menopausal Women

SUBMITTED:
October 3, 2012 - 12:15pm

REVIEW STATUS:
assigned to a reviewer

DECISION STATUS:
A modification of this paper is requested. You should post a modified version as a new paper revision.

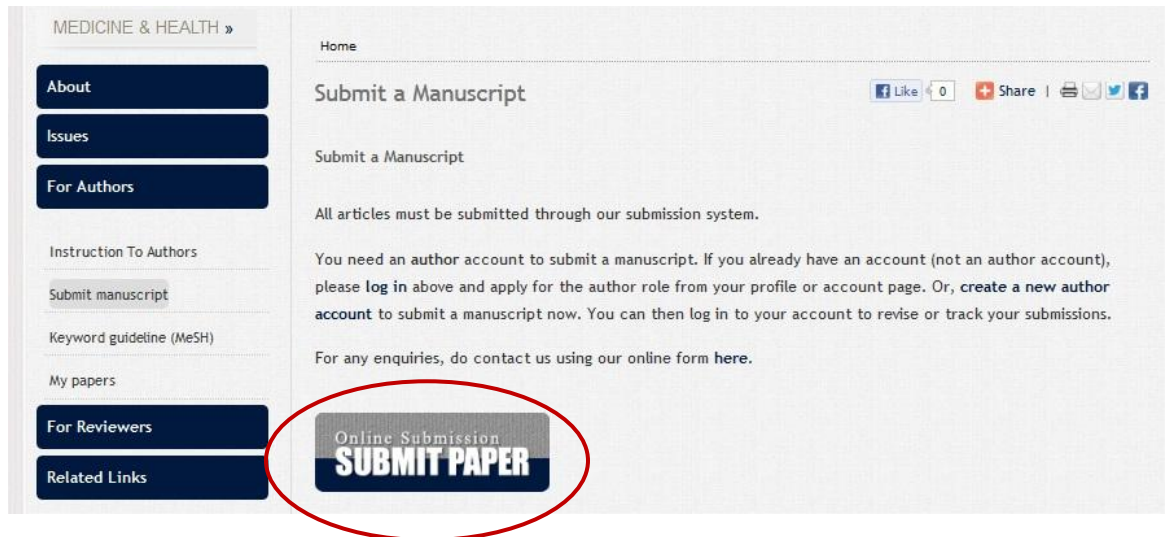
ACTION:
[Submit revision](#)

COMMENT FROM THE EDITOR:
test feedback

Guide on revision: To submit a revision for a manuscript, view the status details of that particular paper. Click the 'Submit revision' link that only appear if the paper is requested for modification.

THE MANUSCRIPT SUBMISSION PROCESS

To begin the submission process, select 'SUBMIT MANUSCRIPT' from the administration menu. Alternatively, author could select the 'SUBMIT MANUSCRIPT' button from the website main menu (FOR AUTHORS->SUBMIT MANUSCRIPT). The submit manuscript button will also be available at the bottom of 'My Papers' page.



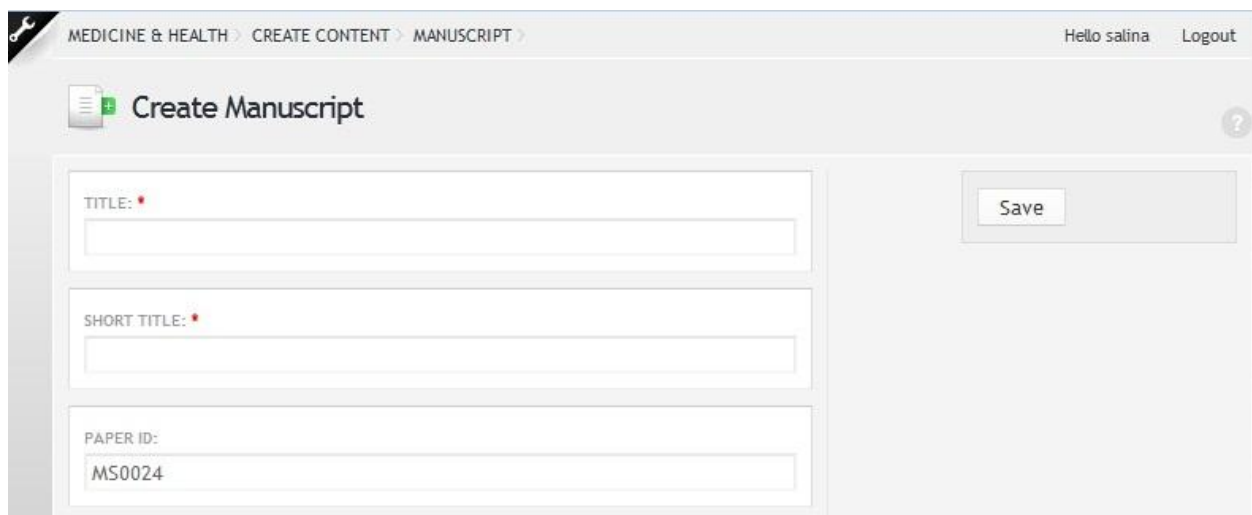
Guides :

Journal-required fields are denoted by the * symbol.

Always follow journal instructions carefully when submitting manuscripts.

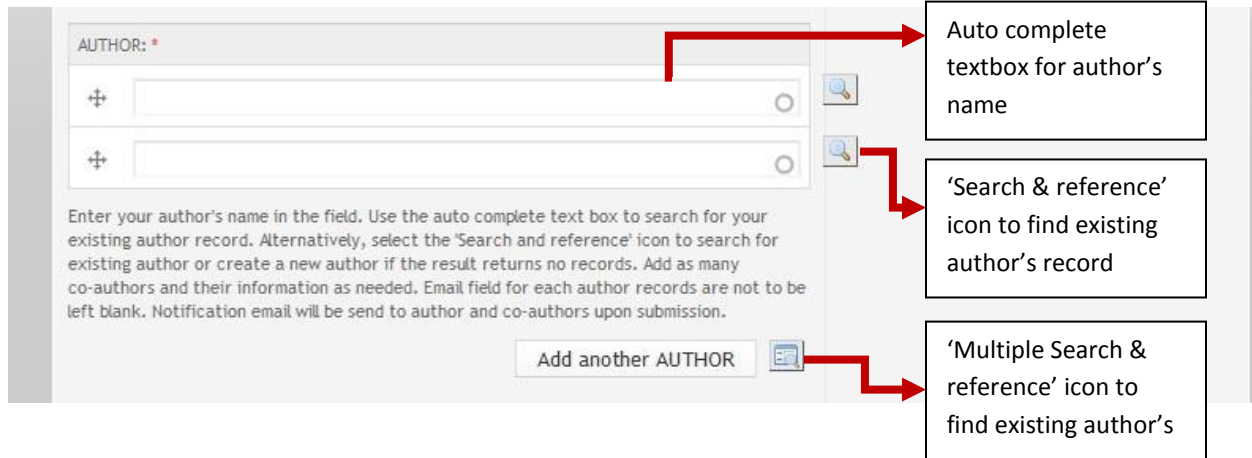
STEP 1 - TITLE AND SHORT TITLE

Enter the title and the short title. Both fields are compulsory. The Paper ID is an auto-generated number.

A screenshot of the 'Create Manuscript' form. The form is titled 'Create Manuscript' and has a breadcrumb trail: 'MEDICINE & HEALTH > CREATE CONTENT > MANUSCRIPT >'. The user is logged in as 'Hello salina' and can click 'Logout'. The form contains three input fields: 'TITLE:' (with a red asterisk), 'SHORT TITLE:' (with a red asterisk), and 'PAPER ID:' (with the value 'MS0024'). A 'Save' button is located on the right side of the form.

STEP 2 - AUTHOR AND CO-AUTHORS

Enter your author's name in the field. Use the auto complete text box to find your existing record.



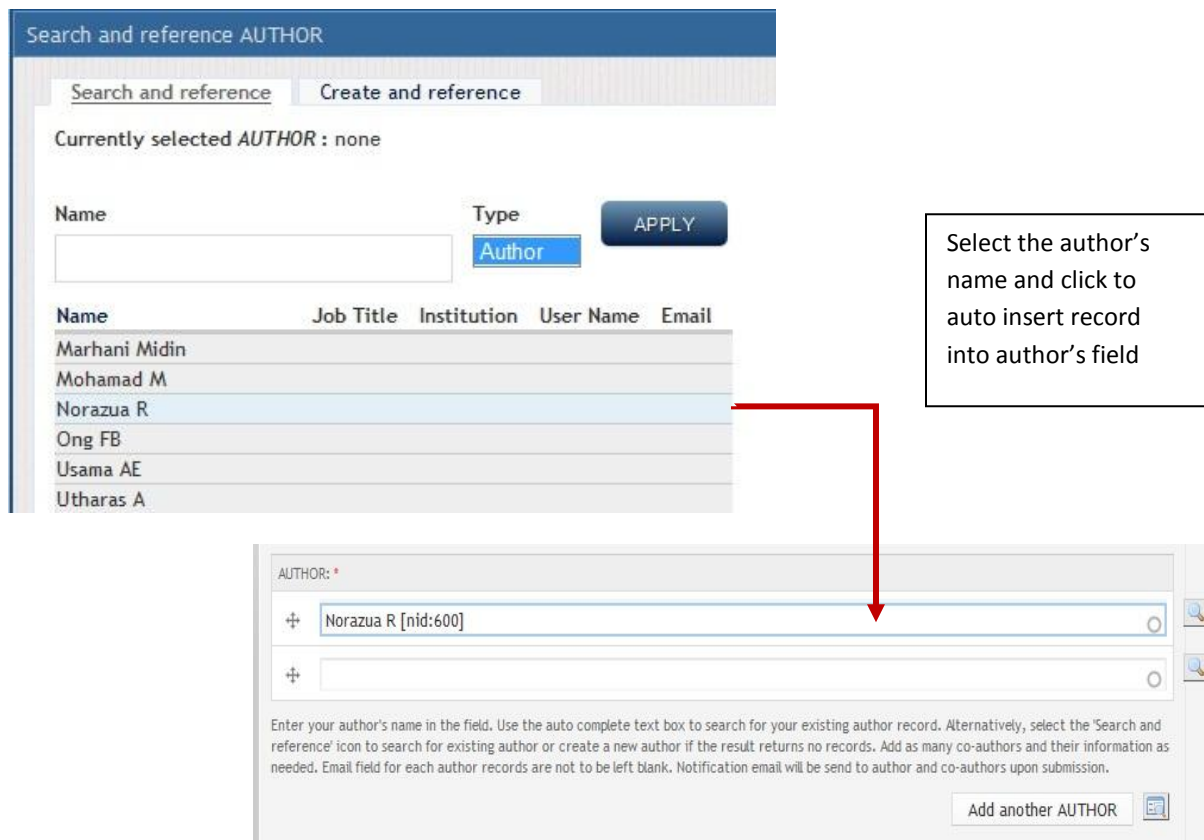
The screenshot shows the 'AUTHOR:' section of a form. It features two input fields with plus signs on the left and search icons on the right. Below the fields is a text box with instructions and an 'Add another AUTHOR' button. Three red arrows point from callout boxes to specific elements: the first points to the top input field, the second points to the search icon next to the second input field, and the third points to the 'Add another AUTHOR' button.

Auto complete textbox for author's name

'Search & reference' icon to find existing author's record

'Multiple Search & reference' icon to find existing author's

Alternatively, you could use the 'Search and reference' icon to search for existing record. If result returns no records, click the 'Create and reference' tab menu to add a new author record.



The screenshot shows a dialog box titled 'Search and reference AUTHOR'. It has two tabs: 'Search and reference' (selected) and 'Create and reference'. Below the tabs, it says 'Currently selected AUTHOR : none'. There is a 'Name' input field, a 'Type' dropdown menu set to 'Author', and an 'APPLY' button. Below this is a table of author records. A red arrow points from the 'Norazua R' row in the table to the corresponding input field in the main form below.

Name	Job Title	Institution	User Name	Email
Marhani Midin				
Mohamad M				
Norazua R				
Ong FB				
Usama AE				
Utharas A				

Select the author's name and click to auto insert record into author's field

Fill in all the information for author's profile. Email field for each author records are not to be left blank.

Notification email will be send to author and co-authors upon submission. Click the 'Save' button when done and the newly created author will be auto insert to the author's field.

Create Author

Search and reference | Create and reference

NAME: *

EMAIL: *

JOB TITLE:

INSTITUTION:

PHOTO:

Upload | File browser | Remote URL

Browse... Upload

Add as many co-authors and their information as needed. Click the 'Multiple Search & Reference' icon to search and reference multiple authors' record at once.

Search and reference AUTHOR

Search and reference multiple items at once >>

Selected items (3)

AUTHOR:

Norazua R [nid:600]

Ong FB [nid:595]

Utharas A [nid:770]

Desc. Asc. Reset

Save Cancel

Name Type APPLY

Author

Name	Job Title	Institution	User Name	Email
Marhani Midin				
Mohamad M				
Norazua R				
Ong FB				
Usama AE				
Utharas A				
A.A Raymond				

Select multiple authors' record and click save to auto insert record into author's field

AUTHOR: *

+ Norazua R [nid:600]

+ Ong FB [nid:595]

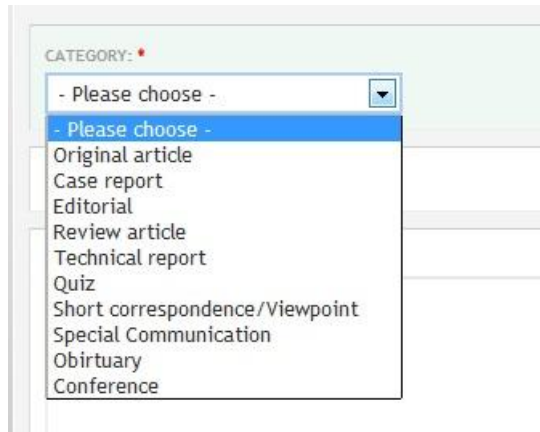
+ Utharas A [nid:770]

Enter your author's name in the field. Use the auto complete text box to search for your existing author record. Alternatively, select the 'Search and reference' icon to search for existing author or create a new author if the result returns no records. Add as many co-authors and their information as needed. Email field for each author records are not to be left blank. Notification email will be send to author and co-authors upon submission.

Add another AUTHOR

STEP 3 - CATEGORY

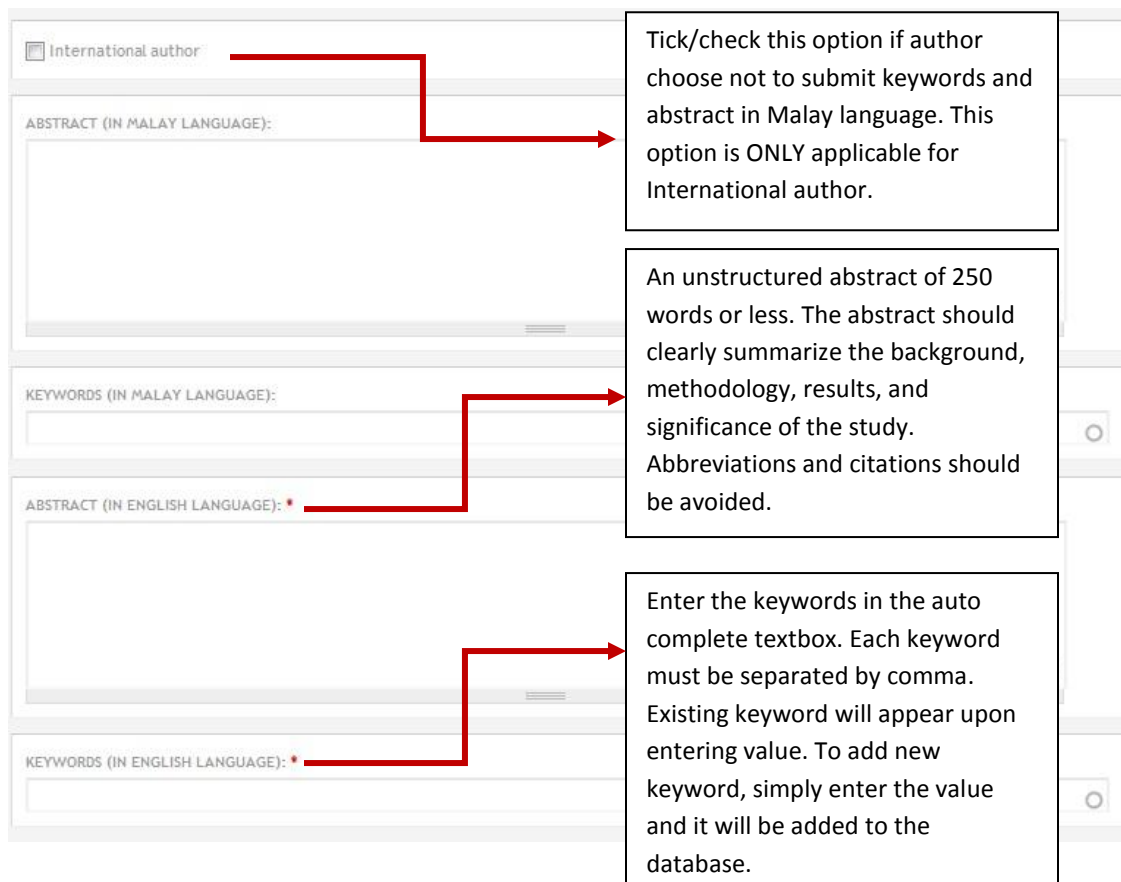
Select the category of the article from the drop down select box. This field is mandatory.



A screenshot of a web form showing a dropdown menu for the 'CATEGORY' field. The menu is open, displaying a list of article types: '- Please choose -', 'Original article', 'Case report', 'Editorial', 'Review article', 'Technical report', 'Quiz', 'Short correspondence/Viewpoint', 'Special Communication', 'Obituary', and 'Conference'. The first option, '- Please choose -', is highlighted in blue.

STEP 4 – KEYWORDS & ABSTRACT

Keywords and abstract in English and Malay language are required for manuscript submission. However, for international author, the keywords and abstract in Malay language is optional. To omit these 2 fields, author must tick/check the International author checkbox.



A screenshot of a web form with several fields and annotations. The 'International author' checkbox is checked. Red arrows point from this checkbox to a text box explaining its use. Other red arrows point from the 'ABSTRACT (IN MALAY LANGUAGE):' and 'KEYWORDS (IN MALAY LANGUAGE):' fields to a text box describing the abstract requirements. Red arrows also point from the 'ABSTRACT (IN ENGLISH LANGUAGE):' and 'KEYWORDS (IN ENGLISH LANGUAGE):' fields to a text box describing the keyword requirements.

International author

ABSTRACT (IN MALAY LANGUAGE):

KEYWORDS (IN MALAY LANGUAGE):

ABSTRACT (IN ENGLISH LANGUAGE): *

KEYWORDS (IN ENGLISH LANGUAGE): *

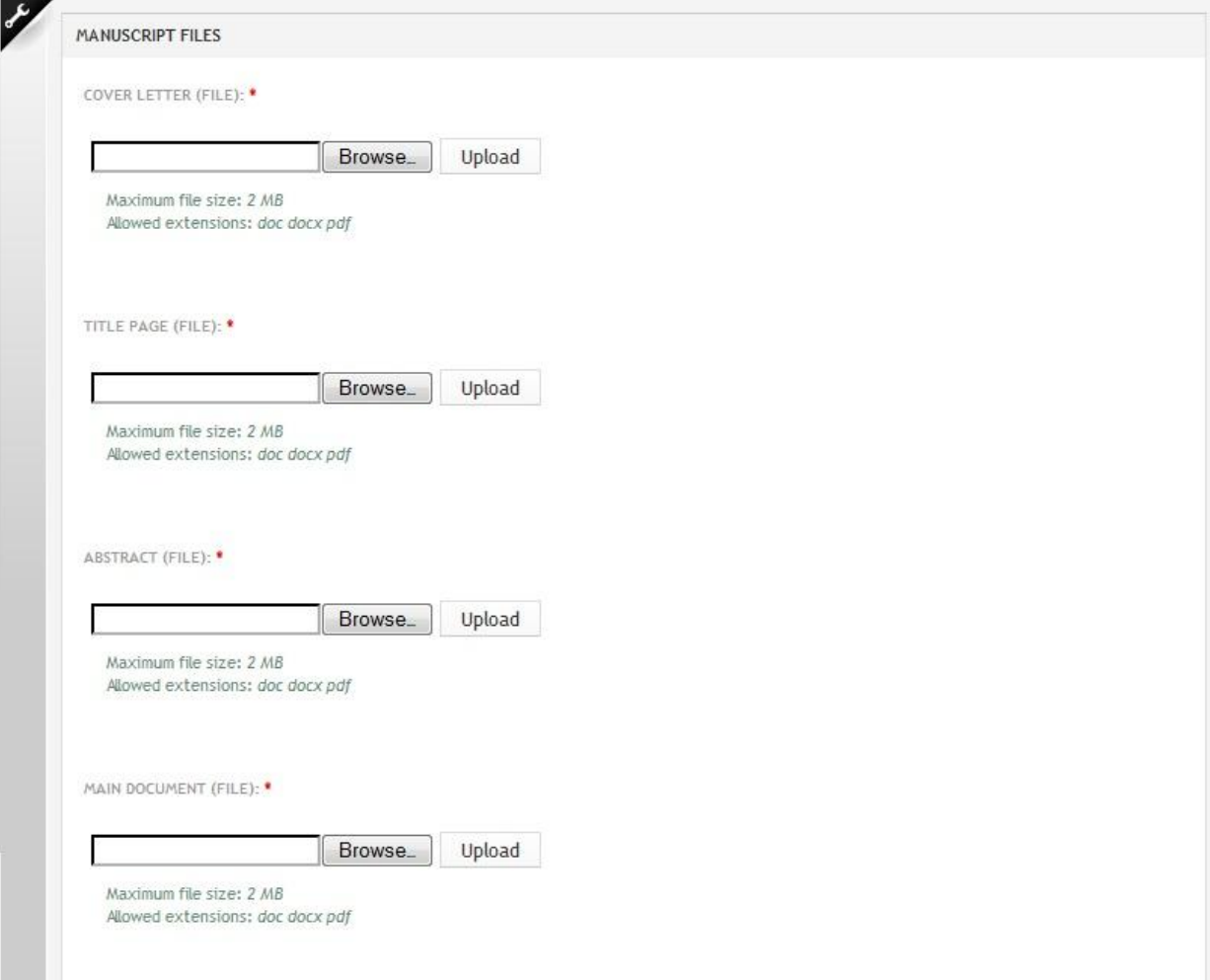
Tick/check this option if author choose not to submit keywords and abstract in Malay language. This option is ONLY applicable for International author.

An unstructured abstract of 250 words or less. The abstract should clearly summarize the background, methodology, results, and significance of the study. Abbreviations and citations should be avoided.

Enter the keywords in the auto complete textbox. Each keyword must be separated by comma. Existing keyword will appear upon entering value. To add new keyword, simply enter the value and it will be added to the database.

STEP 5 – FILE UPLOAD

In this step you will upload all of your manuscript files. Each file denoted by * symbol is required. Select Browse to locate a file and select it for upload. Click the 'Upload' button to start the uploading process. The filename will appear upon successful uploading. The maximum file size for each file is 2MB. The allowed extension for each type of file is doc and docx.



The screenshot shows a web interface titled "MANUSCRIPT FILES" with a dark header bar containing a logo. Below the title, there are four sections, each for a different manuscript component. Each section includes a label with a red asterisk indicating it is required, a text input field, a "Browse..." button, and an "Upload" button. Below each input field, there is a note: "Maximum file size: 2 MB" and "Allowed extensions: doc docx pdf".

COVER LETTER (FILE): *

Maximum file size: 2 MB
Allowed extensions: doc docx pdf

TITLE PAGE (FILE): *

Maximum file size: 2 MB
Allowed extensions: doc docx pdf

ABSTRACT (FILE): *

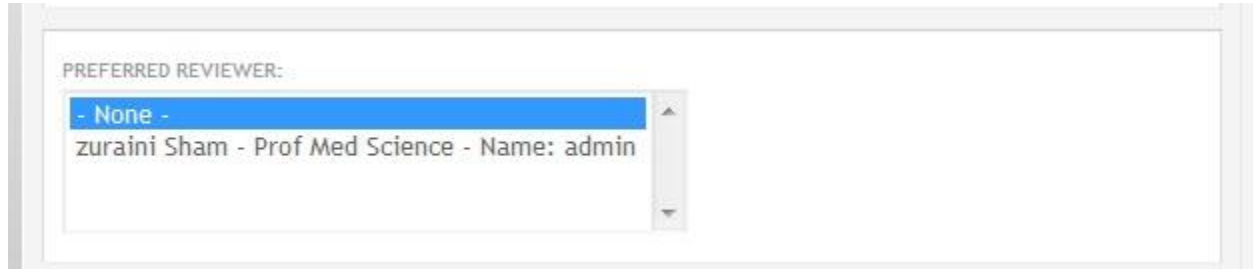
Maximum file size: 2 MB
Allowed extensions: doc docx pdf

MAIN DOCUMENT (FILE): *

Maximum file size: 2 MB
Allowed extensions: doc docx pdf

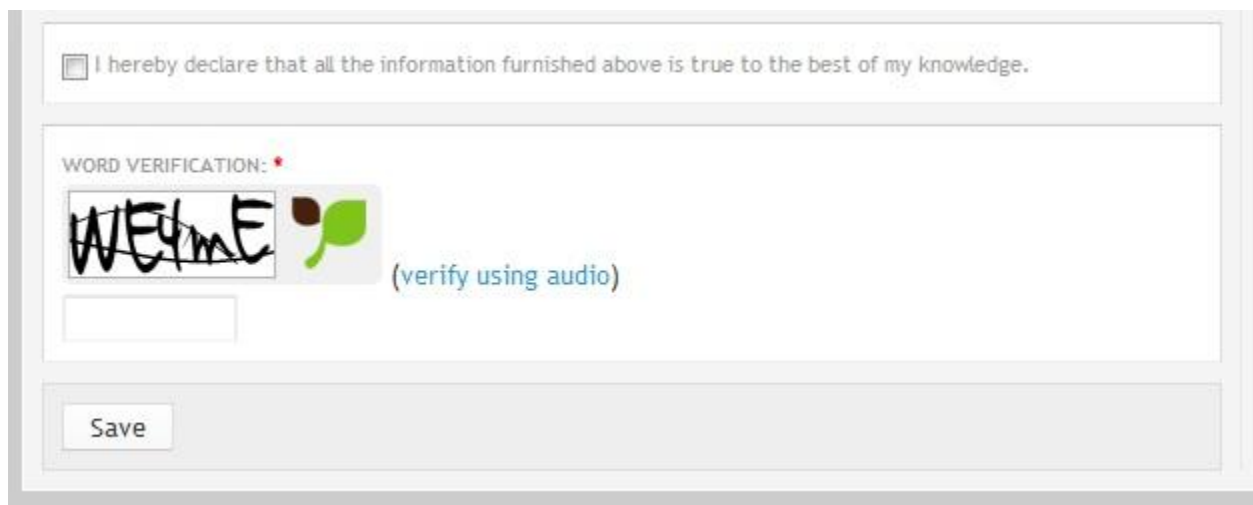
STEP 6 – PREFERRED REVIEWER

This journal allows you to add Preferred Reviewer for your manuscript. Select the reviewer from the multiple select box.



A screenshot of a web form titled "PREFERRED REVIEWER:". Below the title is a multiple select dropdown menu. The first option, "- None -", is highlighted in blue. The second option is "zuraini Sham - Prof Med Science - Name: admin".

STEP 7 – DISCLAIMER AND WORD VERIFICATION



A screenshot of a web form section. At the top, there is a checkbox with the text "I hereby declare that all the information furnished above is true to the best of my knowledge." Below this is a "WORD VERIFICATION:" section. It features a word "WEYME" written in a stylized, handwritten font. To the right of the word is a green speech bubble icon. Below the word and icon is a text input field. To the right of the input field is a blue link that says "(verify using audio)". At the bottom of the section is a "Save" button.

Tick/Check the disclaimer option checkbox to declare that all the information entered in the submission form is true. This option is mandatory.

Enter the word displayed in the word verification box for verification purposes. If the value entered is incorrect, the form will not be submitted.

Lastly, submit your submission form by pressing the 'Save' button. Notification email will be sent upon successful. The submitted paper will be listed in the 'My paper' page.

The form will not be submitted if any mandatory field is left empty. An error message indicating the required field will be displayed.