Submit articles online to The Journal of Obstetrics and Gynecology of India at www.editorialmanager.com/jogi

Easy · User friendly · Economical · Fast

1. Registration

- Register by providing your name, e-mail id, specialization and country of origin.
- Provide multiple e-mail ids: in case system e-mails get caught in a SPAM filter for one e-mail address, you will receive the e-mail at a secondary e-mail address.
- Once you have received a notification e-mail from the journal office containing your username and password, you can start using the system.

2. Logging in

- You will see a set of menu options at the top of the main page. Click 'LOGIN'; enter your username and password in the appropriate fields. Click on the button labeled 'Author Login'.
- Once you log in, the Author Main Menu will display 'Submit new Manuscript', 'Incomplete Submissions', 'Submissions Waiting for Author's Approval' or 'Submissions Being Processed' links.

3. Submitting an article

- Prepare your files (Article file – blinded without your identity, first page file and images, if any) as per the Instructions for authors.
- Click the 'Submit New Manuscript' link. Follow the online instructions to complete submission.
- It is mandatory to provide the title of the article and the abstract.

- The person who begins the manuscript submission process is by default the Corresponding Author. However, if you wish to designate someone else from the author list, please do so by checking the box provided at the bottom of the web page, above the 'Add Author' link. Once you are through, please click 'Next'.
- Attach the manuscript, title page, tables, figures, copyright form separately and click 'Build PDF for my Approval'. Then, click 'Submissions Waiting for Author's Approval' to view the PDF of your article and approve the submission before sending it to the journal office.

4. Tracking the progress

- Once your manuscript has been submitted to the Journal, you can track its progress by clicking the 'Submissions Being Processed' link on the Author Main Menu page.
- You can view the Decision Letter by clicking the 'View Decision' link.

5. Submitting a revised article

- When asked to 'Revise your Submission', the submission moves into the folder called 'Submissions Needing Revision' under the Revisions heading of your Author Main Menu page.
- The File Inventory link allows you to download any of the source files that make up your submission. You can access your files and work on them before uploading.
- The 'Revise Submission' link provides access to the 'Submit Revised Manuscript' interface, which is functionally similar to 'Submit New Manuscript'.

Additional information

Facilities

- Submission of new and revised articles of unlimited size and multiple types
- Tracking the progress of article in review process till decision
- User-specific, password-protected personalized web page

Features

- Any-time, any-where access
- Faster review
- Cost saving on postage
- Paperless submission
- Faster communication with the journal office

System requirements

- Windows 2000, 2003, XP
- Internet Explorer 6.0 and higher
- Adobe Acrobat Reader 6.0 or higher

Refer to the HELP option on the Website in case you have any questions. In case you face any difficulty in uploading your manuscript, please contact the Editorial Office at: **journalobgyn@gmail.com**