New Submission Steps

Here are a few ways to phrase this professionally for your submission guide:

Pre-Submission Preparation

Before starting the online submission, please visit the official Author Instructions page. It is mandatory to:

- Review the formatting guidelines to ensure your manuscript adheres to the journal's standards.
- Download all required forms (such as the Authorship and Disclosure forms), as these must be completed and uploaded during the submission process.

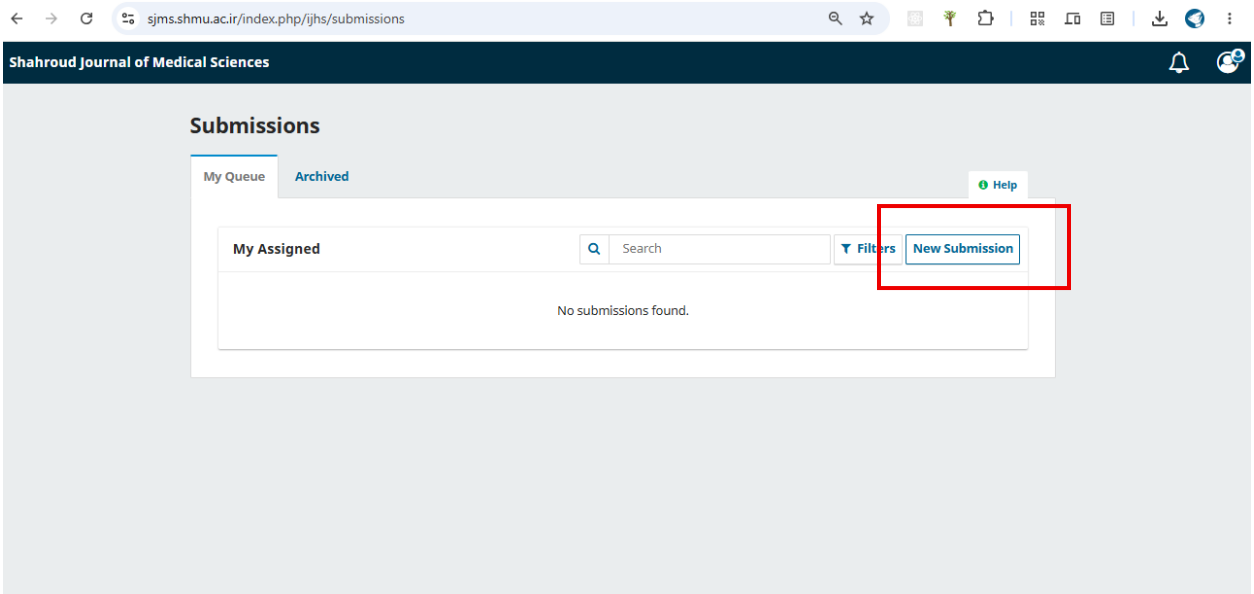
Option 1 (Direct and clear):

"On your dashboard, click the 'New Submission' button located in the right-hand panel."

Option 2 (Instructional style):

"To start a new manuscript, navigate to your dashboard and select 'New Submission' from the right-hand panel."

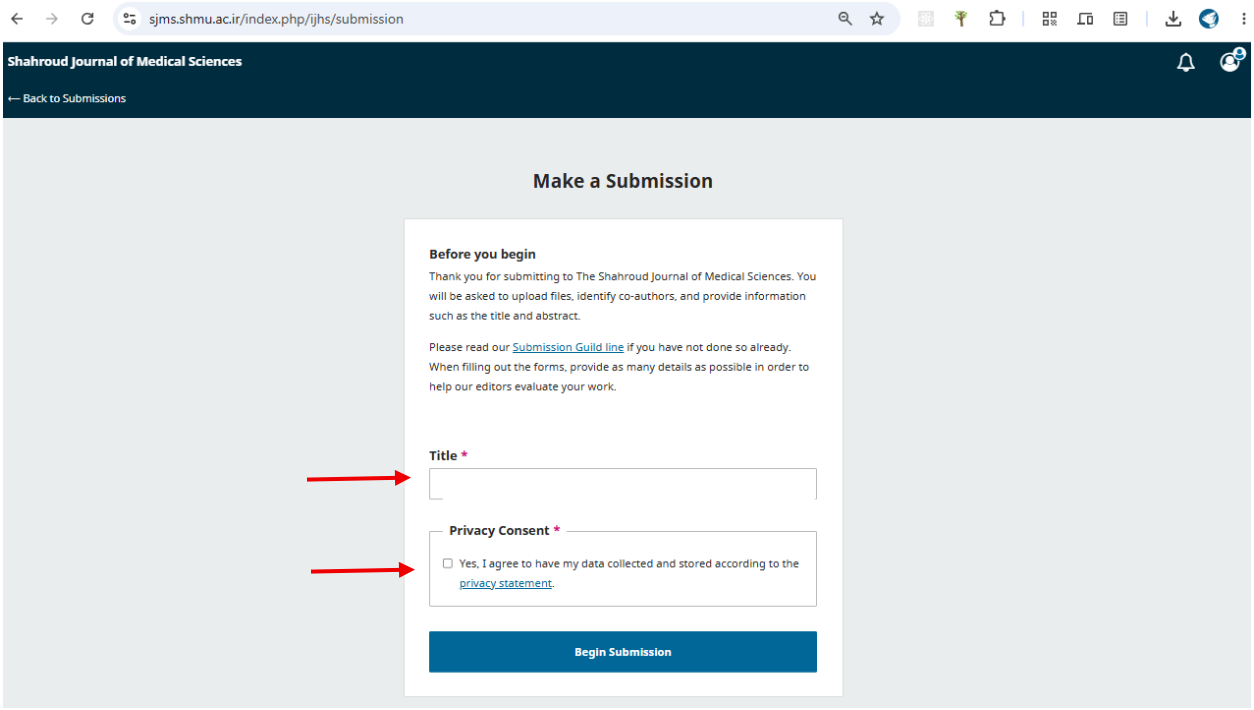
Please send me the next sentence you would like me to translate and improve.



In the window that appears, please complete the following mandatory fields:

- **Title:** Enter your manuscript title.

- **Privacy Consent:** Check this box to confirm your agreement to our privacy statement.



Proceeding to Submission Steps

After completing the initial step, you will enter the main manuscript submission process. A unique manuscript ID will be assigned to your submission, which will be visible next to the author's name and the manuscript title.

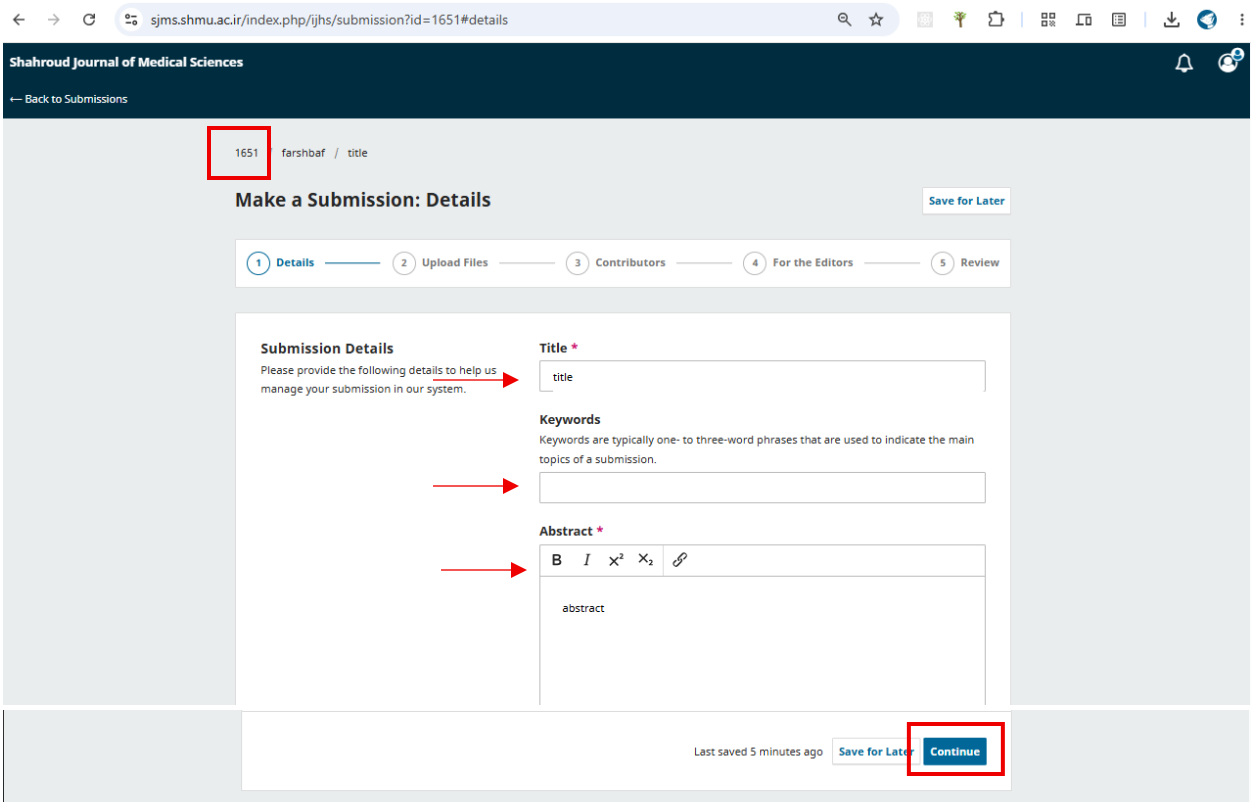
In Step 1, you are required to enter the Manuscript Title, Keywords, Abstract, and References. Please fill in all fields with attention to detail, regardless of whether they are marked as mandatory.

- **Keywords:** Please enter each keyword individually and press "Enter" to confirm it in the field. Do not copy and paste the entire list of keywords at once, as the system will recognize the paste as a single keyword.
- *Tip:* Choosing effective keywords significantly enhances your article's visibility and potential for citations. You may use AI tools to help identify the most suitable and relevant keywords.
- **Abstract:** A critical note regarding the Abstract section: The system automatically validates the grammar of your text. After entering the abstract, click "Continue" to proceed to the next step. If the system proceeds to the next step without any errors, your data has been successfully registered. If you encounter an error message, it is likely due to grammatical issues within the text.

- *Troubleshooting Strategy:* We recommend entering the abstract in parts corresponding to the following structure:
- **Background:** …
- **Methods:** …
- **Results:** …
- **Conclusions:** …

Enter one section at a time, click “Save,” and then “Continue.” If the system moves to the next page successfully, return to the previous section to add the next part. This method allows you to isolate and identify any specific sentence that may be causing a validation error.

Once the abstract is successfully saved, you may proceed to enter your references. (Note: Providing references at this stage is optional.)



Step 2: File Upload

In this step, you are required to upload the necessary files for your submission. The required files are:

1. **Main Manuscript File** (must follow the journal’s format)

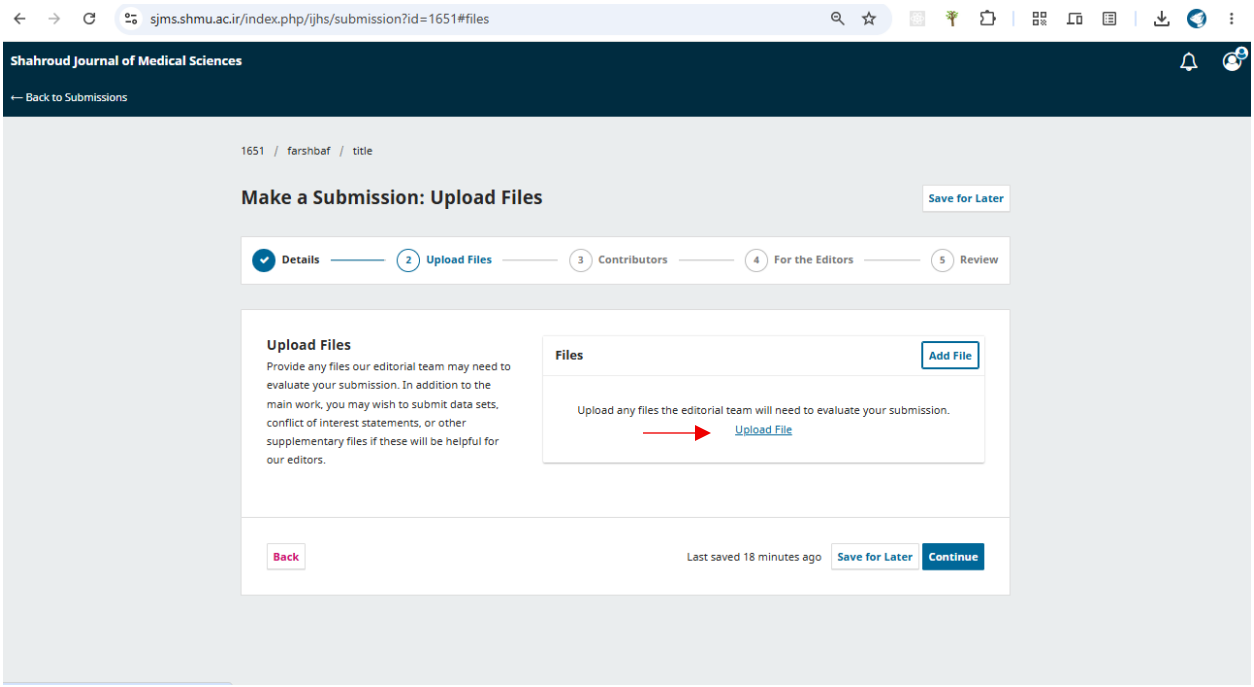
2. **Title Page**
3. **SJMS Authorship and Disclosure Form**
4. **Author Declaration Form**
5. **Ethics Committee Certificate** (mandatory for studies requiring ethical approval)

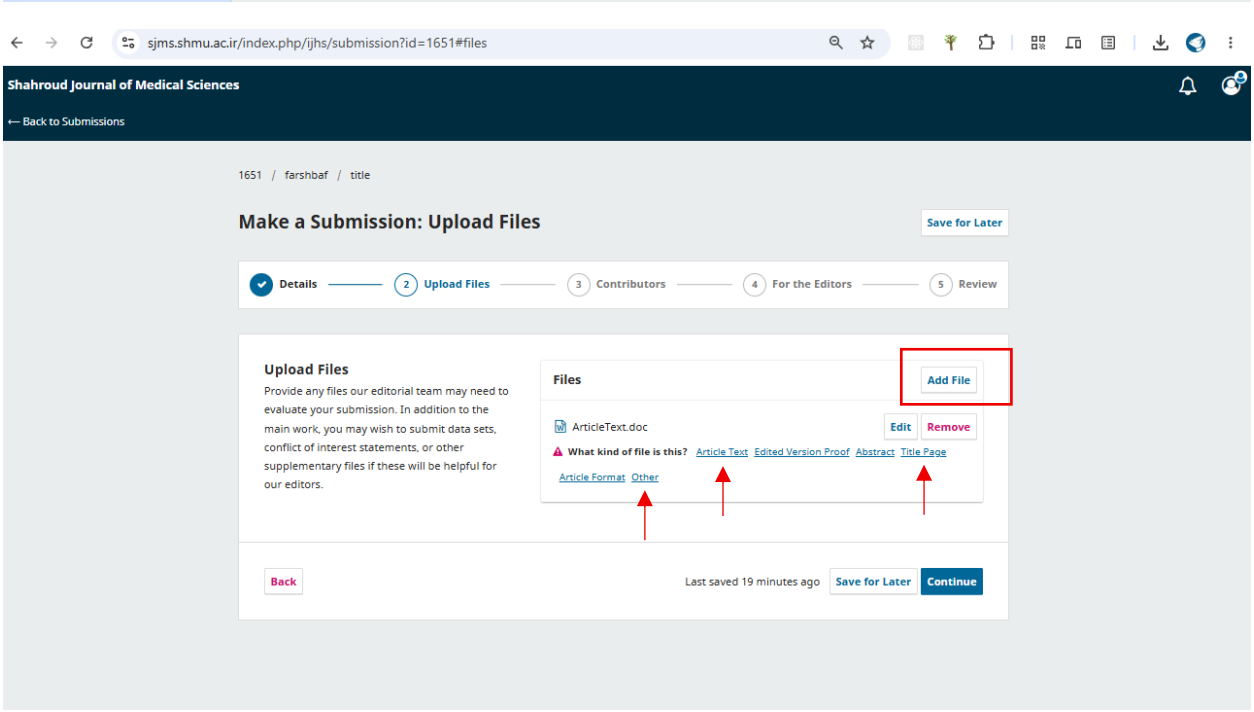
You can download all these forms from the journal's Author Instructions page. The "Manuscript Format Sample" is available at the bottom of that same page.

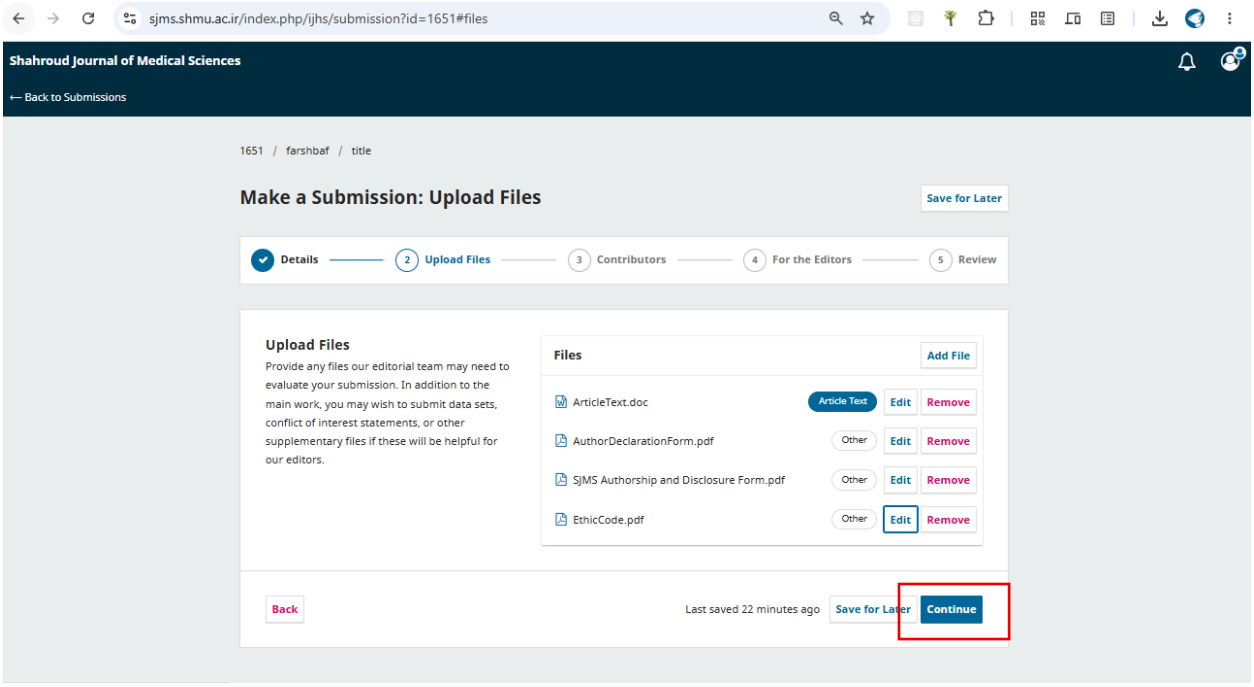
Important Guidelines for Uploading:

- **Title Page:** Ensure all authors are listed in the correct order. For every author, please provide their affiliation, email address, and ORCID ID. Additionally, including a phone number for the corresponding or submitting author is mandatory for future communication.
- **File Classification:** After uploading each file, you must select the appropriate file type from the dropdown menu:
- Select **"Article Text"** for your main manuscript file.
- Select **"Title Page"** for your title page file.
- Select **"Other"** for the Authorship and Disclosure Form, the Author Declaration Form, and the Ethics Certificate.
- **File Naming (Recommended):** To ensure clarity and organization, please rename your files on your computer *before* uploading (e.g., "Article Text.docx", "Title Page.docx", etc.).
- **Integration:** Do not upload abstracts, tables, or figures as separate files. They must be embedded exactly where they are referenced within the main manuscript text.

Once you have uploaded all the required files, click the **"Continue"** button to proceed.


sjms.shmu.ac.ir/index.php/ijhs/submission?id=1651#files
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← Back to Submissions
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Details
2 Upload Files
3 Contributors
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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
Add File
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Upload File
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Files
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What kind of file is this?
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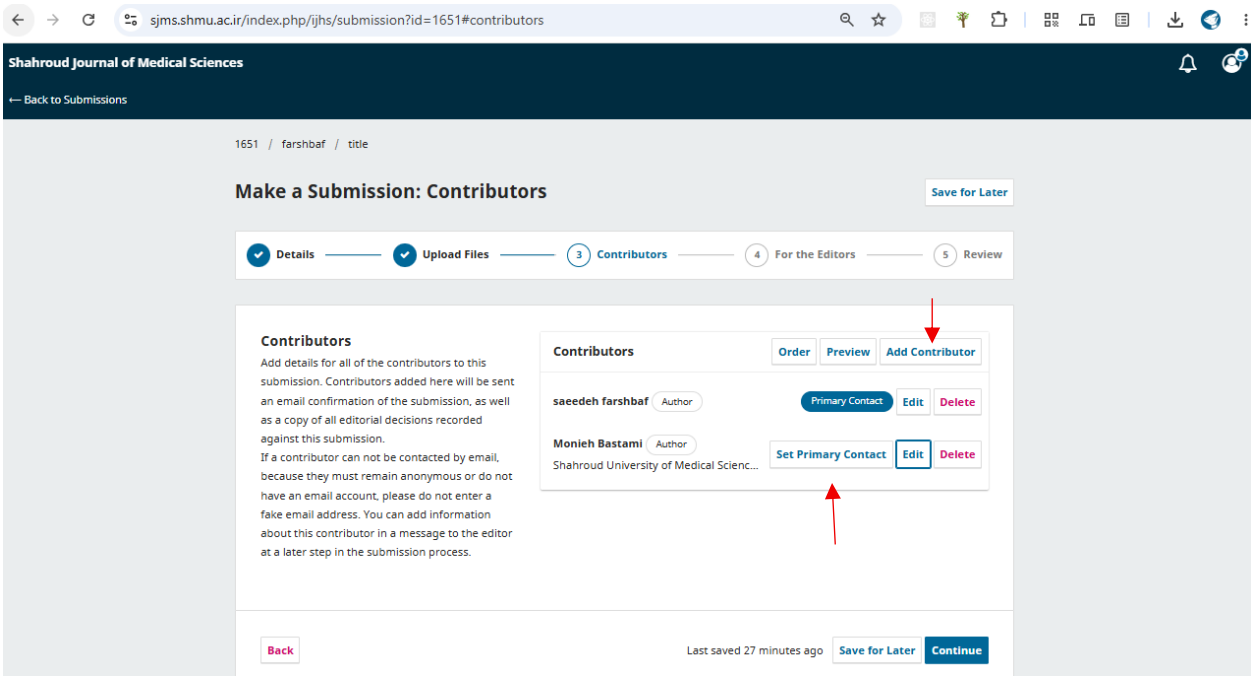


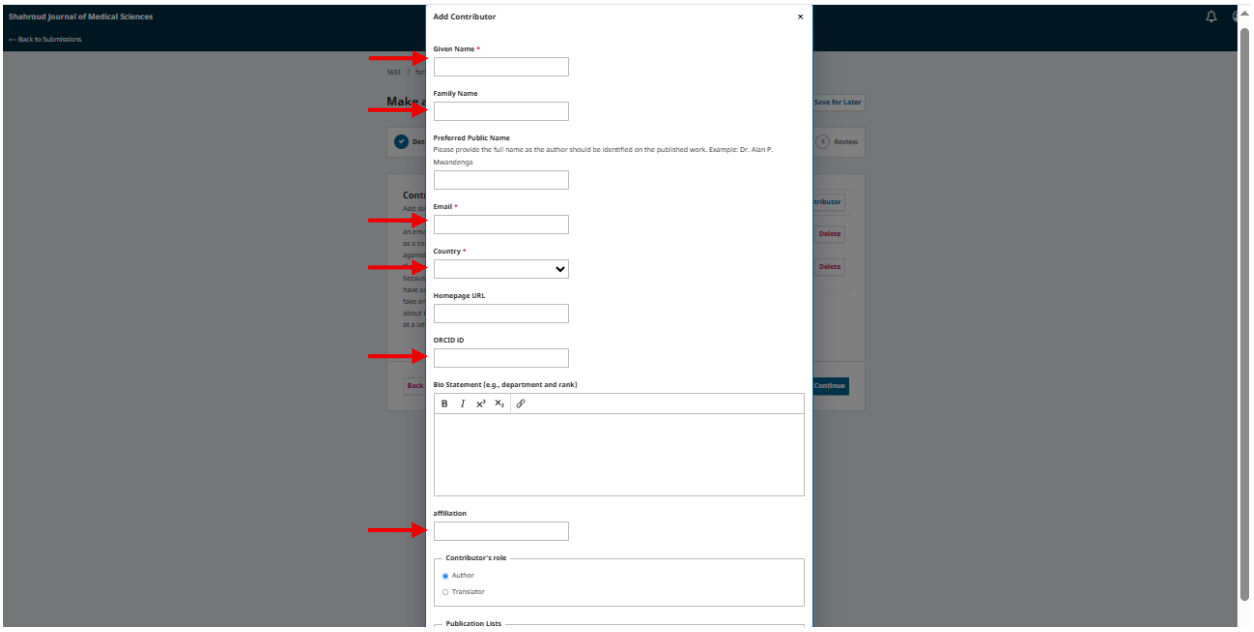
Step 3: Author Information

In this step, you are required to input the details for all contributing authors. Please ensure that the affiliation, email address, and ORCID ID for each author are entered accurately.

- **ORCID ID:** You must provide the ORCID ID as a full URL link.
- *Format Example:* https://orcid.org/0000-0000-0000-0000
- Please ensure the https:// prefix is included, as the system requires the full URL format.
- **Corresponding Author (Primary Contact):** By default, the system designates the submitting user as the corresponding/primary author. If another author should be the primary contact for this manuscript, please locate that author's entry and click the **"Set Primary Contact"** button to reassign this role.

Once you have verified that all author information is correct, click the **"Continue"** button to proceed to the next step.





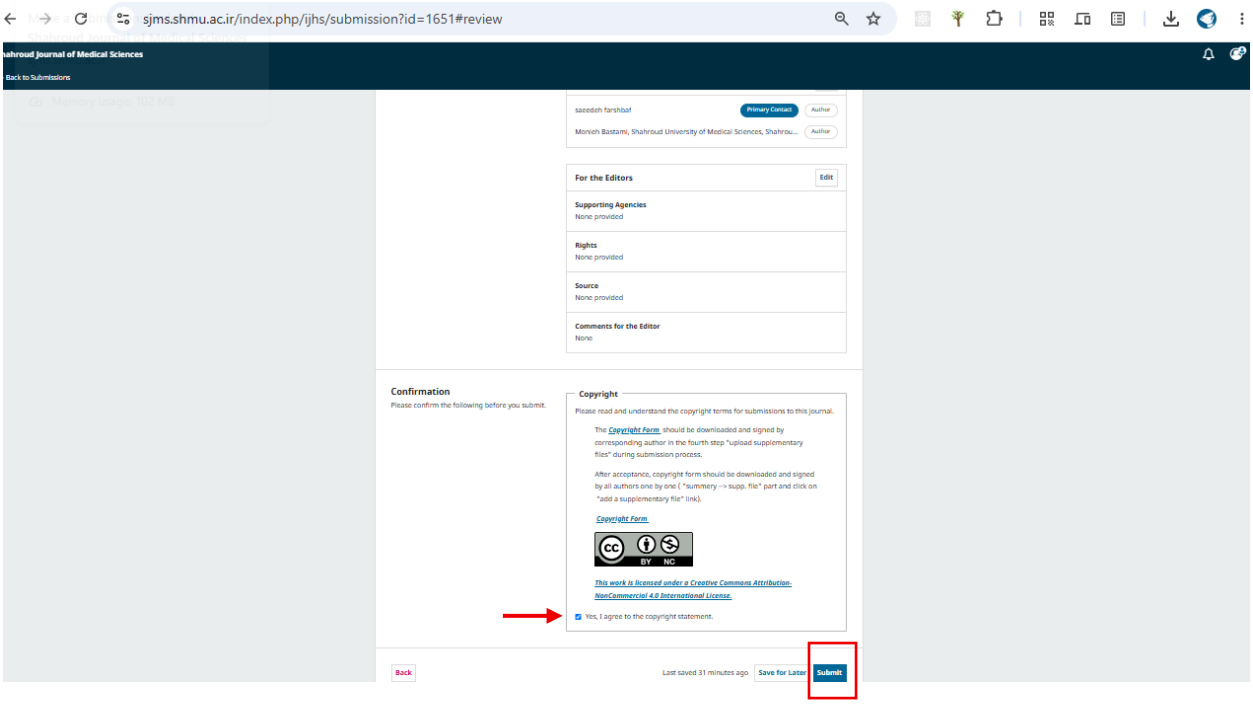
Step 4: Additional Information

There are no required fields to complete in this step. You may simply click the **"Continue"** button to proceed with your submission.

Step 5: Final Review and Submission

In this final step, the system will display a summary of your manuscript submission. Please review this information carefully to ensure all details are accurate and all required files have been successfully uploaded.

If everything is correct, scroll to the bottom of the page, check the box labeled **“Yes, I agree to the copyright statement,”** and click the **“Submit”** button to finalize your submission.

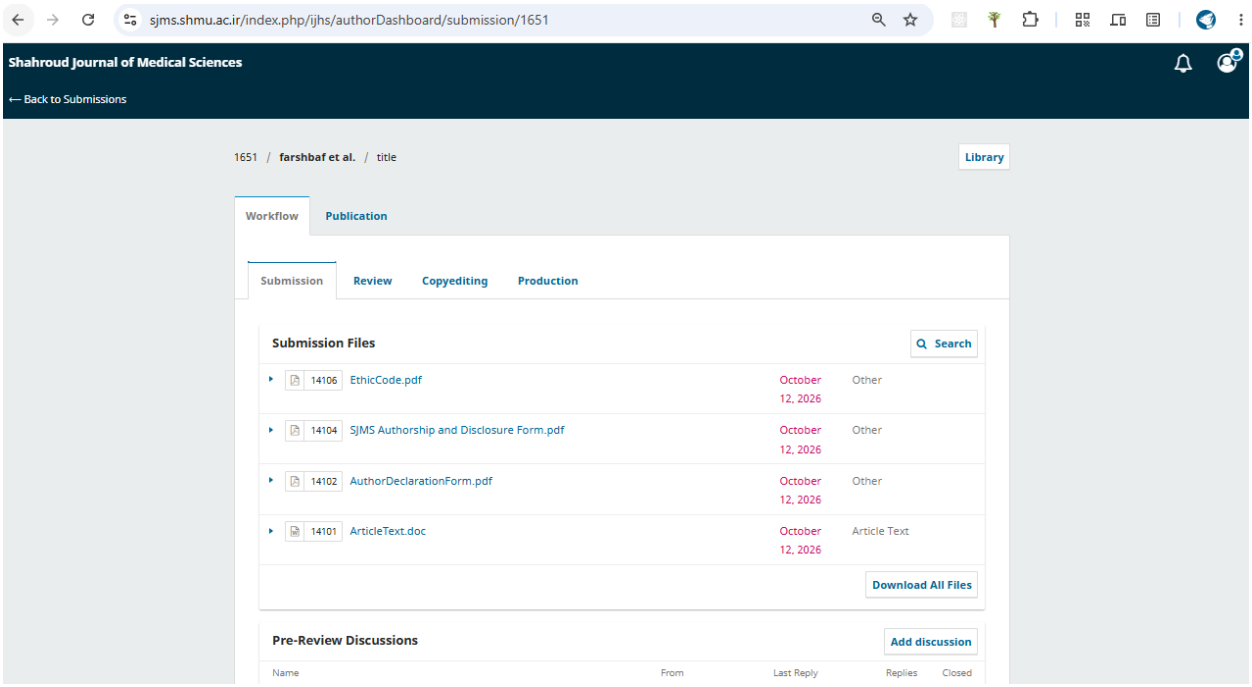


Post-Submission Process

After clicking the **“Submit”** button, the system will confirm that your manuscript has been successfully submitted.

- **Review Your Submission:** You may click the **“Review this submission”** button to view your manuscript details and the status of your submission.
- **Checking Status:** By clicking the **“Back to submissions”** button, you will be redirected to your dashboard, where you can view the overall status of your manuscript.
- **Managing Discussions:** If the journal editors initiate a discussion regarding your manuscript, you will be notified. To respond, please **do not create a new discussion thread**. Instead:

1. Click on the existing discussion link provided by the editor.
2. Click the **“Add Message”** button.
3. A window will open where you can type your reply. You may also upload any necessary files (such as revised manuscripts or response letters) directly within this window.


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Production
Submission Files
Search
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Replies
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