



User Manual - OJS

Web based Manuscript Submission System

Powered by OJS

Coverage : Author

Reviewer

Editor

Exclusively for Journals published by eManuscript Services

[info@emanuscript.in](mailto:info@emanuscript.in) | [www.emanuscript.in](http://www.emanuscript.in)

## AUTHORS

Authors are able to register and submit items to the journal directly through the journal's web site. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

The Author is also able to accompany an item with Supplementary Files in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship.

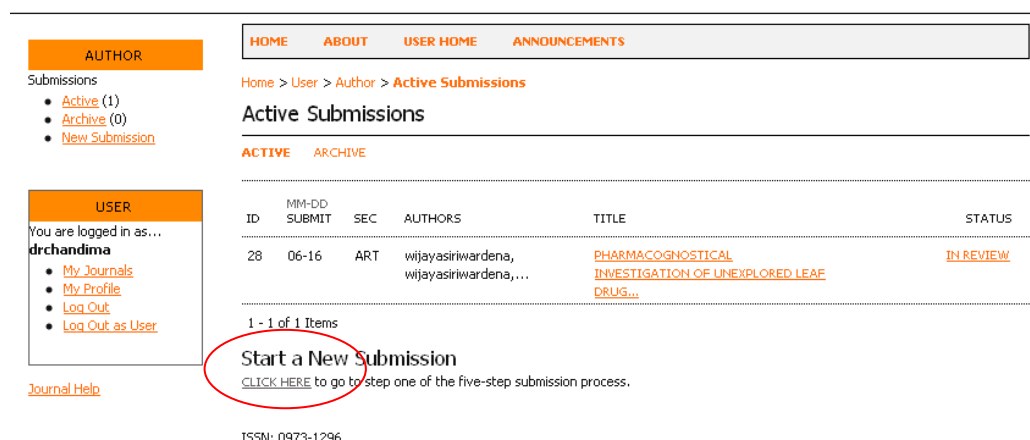
The Author is able to track the submission through the editorial process - as well as participate in the copyediting and proofreading of submissions accepted for publication - by logging in, and using the username and password provided.

The Author may also be required to pay Author Submission and/or Publication fees, and may also optionally be able to pay a Fast-Track Review fee, depending on whether the journal charges for such fees.

### Getting Started

- Log in to your OJS account.
- Select your role as 'Author':

## Pharmacognosy Magazine



**AUTHOR**

Submissions

- [Active \(1\)](#)
- [Archive \(0\)](#)
- [New Submission](#)

**USER**

You are logged in as... **drchandima**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)
- [Log Out as User](#)

[Journal Help](#)

HOME ABOUT USER HOME ANNOUNCEMENTS

Home > User > Author > **Active Submissions**

### Active Submissions

**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
28	06-16	ART	wijayasiriwardena, wijayasiriwardena,...	<a href="#">PHARMACOGNOSTICAL INVESTIGATION OF UNEXPLORED LEAF DRUG...</a>	<a href="#">IN REVIEW</a>

1 - 1 of 1 Items

**Start a New Submission**

[CLICK HERE](#) to go to step one of the five-step submission process.

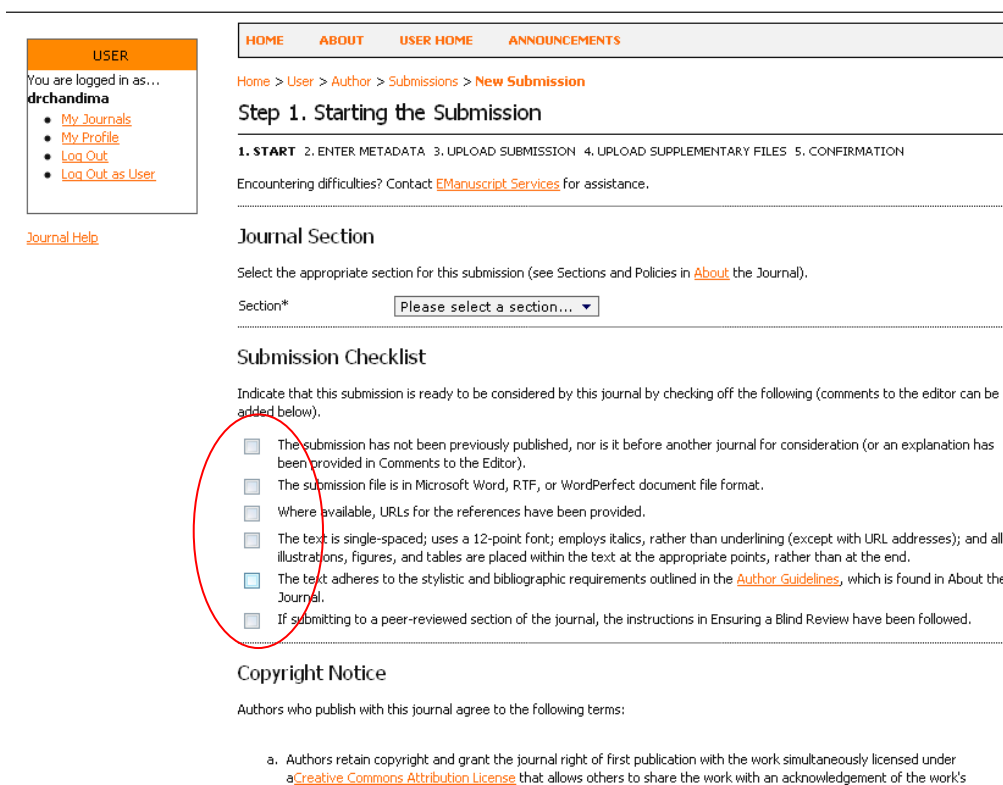
ISSN: 0973-1296

## Submitting Articles

Step 1: Start the submission process by selecting the “Click here” link at the bottom of the page:

1. Select which section you feel is most appropriate for your article from the drop-down menu:
2. Confirm each item in the Submission Checklist is correct and check each box:
3. Optionally, you may add any comments you wish to send to the editor:
4. Select “Save and continue”.

Please note that, depending on how the journal has been set up, you may be required to agree to a copyright notice and/or a competing interests statement. You may also see fee descriptions at this stage as well, although you will not have to pay for anything until you finalize the submission.



**USER**  
You are logged in as...  
drchandima

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)
- [Log Out as User](#)

[Journal Help](#)

[HOME](#) [ABOUT](#) [USER HOME](#) [ANNOUNCEMENTS](#)

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [New Submission](#)

### Step 1. Starting the Submission

1. **START** 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [EManuscript Services](#) for assistance.

#### Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section\*

#### Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

#### Copyright Notice

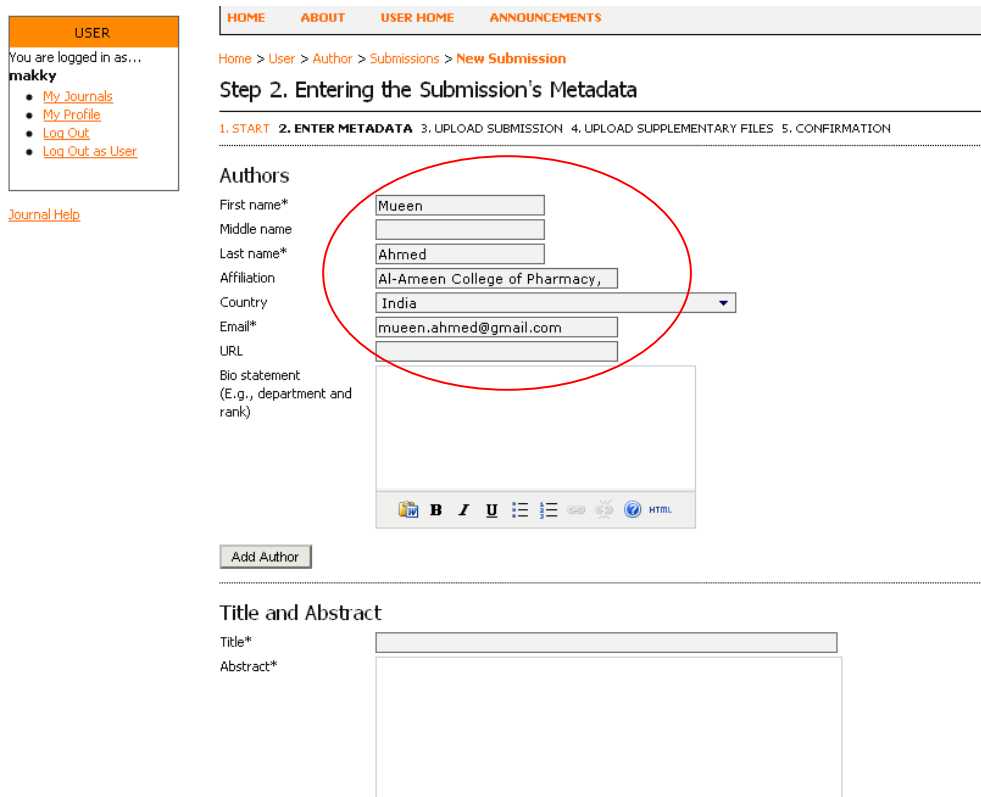
Authors who publish with this journal agree to the following terms:

- a. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](#) that allows others to share the work with an acknowledgement of the work's

## Step 2: Enter the submission's metadata.

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the “Add Author” button to bring up additional fields:

2. Add the title and abstract, in multiple languages if appropriate:
3. Complete the indexing:
4. Enter the names of any supporting agencies:
5. Select "Save and continue".



The screenshot shows the OJS submission system interface. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and ANNOUNCEMENTS. Below this, a breadcrumb trail reads: Home > User > Author > Submissions > New Submission. The main heading is "Step 2. Entering the Submission's Metadata". A progress bar indicates the current step: 1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION. The "Authors" section contains several input fields: First name\* (Mueen), Middle name\*, Last name\* (Ahmed), Affiliation (Al-Ameen College of Pharmacy), Country (India), Email\* (mueen.ahmed@gmail.com), and URL. A red circle highlights these fields. Below the fields is a rich text editor for the Bio statement (E.g., department and rank) with a toolbar containing icons for bold, italic, underline, list, link, unlink, and HTML. An "Add Author" button is located below the bio statement. The "Title and Abstract" section has a "Title\*" field and a larger "Abstract\*" text area.

## Upload Submission

1. Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click "Save and continue".

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The screenshot shows the user interface for Step 3: Uploading the Submission. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and ANNOUNCEMENTS. Below this is a breadcrumb trail: Home > User > Author > Submissions > New Submission. The main heading is "Step 3. Uploading the Submission". A progress bar indicates the current step: 1. START, 2. ENTER METADATA, 3. UPLOAD SUBMISSION (highlighted), 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. The instructions state: "To upload a manuscript to this journal, complete the following steps." followed by a numbered list of five steps. Below the instructions, there is a link for "Encountering difficulties? Contact EManuscript Services for assistance." The "Submission File" section shows "No submission file uploaded." and a text input field for "Upload submission file" containing "china.txt". A red circle highlights the "Choose File" button and the "Upload" button. At the bottom, there are "Save and continue" and "Cancel" buttons.

### Step 4: Upload supplementary files.

1. This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

## Pharmacognosy Magazine

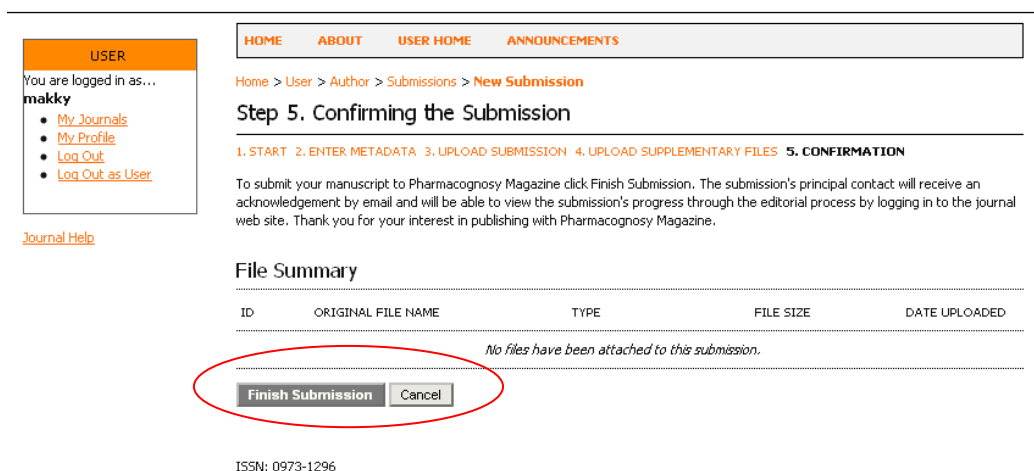
The screenshot shows the user interface for Step 4: Uploading Supplementary Files. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and ANNOUNCEMENTS. Below this is a breadcrumb trail: Home > User > Author > Submissions > New Submission. The main heading is "Step 4. Uploading Supplementary Files". A progress bar indicates the current step: 1. START, 2. ENTER METADATA, 3. UPLOAD SUBMISSION, 4. UPLOAD SUPPLEMENTARY FILES (highlighted), 5. CONFIRMATION. The instructions state: "This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work." Below the instructions, there is a table with columns: ID, TITLE, ORIGINAL FILE NAME, DATE UPLOADED, ACTION. The table is empty, and a message below it says "No supplementary files have been added to this submission." The "Upload supplementary file" section shows a text input field for "Upload supplementary file" containing "No file chosen". A red circle highlights the "Choose File" button and the "Save and continue" button. At the bottom, there is a link for "ISSN: 0973-1296".

2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click "Save and continue".

Step 5: Confirming the submission.

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

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The screenshot shows the user interface for submitting a manuscript. On the left, a user menu for 'makky' includes links for 'My Journals', 'My Profile', 'Log Out', and 'Log Out as User'. The main navigation bar contains 'HOME', 'ABOUT', 'USER HOME', and 'ANNOUNCEMENTS'. The breadcrumb trail is 'Home > User > Author > Submissions > New Submission'. The page title is 'Step 5. Confirming the Submission'. A progress bar shows five steps: 1. START, 2. ENTER METADATA, 3. UPLOAD SUBMISSION, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION (highlighted). Below this, a message states: 'To submit your manuscript to Pharmacognosy Magazine click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Pharmacognosy Magazine.' A 'File Summary' table is present, but it is empty with the message 'No files have been attached to this submission.' At the bottom of the table, there are two buttons: 'Finish Submission' and 'Cancel', with the 'Finish Submission' button circled in red. The ISSN number '0973-1296' is displayed at the bottom of the page.

Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

### Responding to Reviews

Log in to your account and click on the linked title of your submission. From the 'Summary' page, you will be able to review the fields you entered at the time of submission.

**Go to the "Review" section:**

From here you can read the reviewer's version and the editor's version. Read or submit comments using the "Editor/Author" icon. Use the file upload tool to submit any changes for your article.

## Pharmacognosy Magazine

**AUTHOR**

Submissions

- Active (1)
- Archive (0)
- New Submission

**USER**

You are logged in as...

**knbharathijagan**

- My Journals
- My Profile
- Log Out
- Log Out as User

[Journal Help](#)

[HOME](#) [ABOUT](#) [USER HOME](#) [ANNOUNCEMENTS](#)

Home > User > Author > Submissions > #16 > **Review**

### #16 Review

[SUMMARY](#) [REVIEW](#) [EDITING](#)

#### Submission

Authors: Bharathi K.N, Bharathi K.N, Sivaramaiah N, Nagarjuna Chowdary G, Gupta A.V.S.S.S

Title: Evaluation Of Antistress, Anxiolytic And Hypnotic Activity Of Vedic Calm, A Polyherbal Formulation

Section: Original Research Article

Editor: Mueen Ahmed

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#### Peer Review

##### Round 1

Review Version	<a href="#">16-33-1-RV.DOC</a> 2009-06-11
Initiated	2009-06-11
Last modified	2009-06-16
Uploaded file	Reviewer A <a href="#">16-51-1-RV.DOC</a> 2009-06-16

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#### Editor Decision

Decision	Revisions Required 2009-06-16
Notify Editor	 Editor/Author Email Record  2009-06-18
Editor Version	None
Author Version	None
Upload Author Version	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>