



Marshall Journal of Medicine

Steps to Submit a Manuscript

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Step 1: Navigate to MJM homepage at:

<http://mds.marshall.edu/mjm/>

Select “Submit Article”



The screenshot shows the Marshall Journal of Medicine homepage. The browser address bar displays <http://mds.marshall.edu/mjm/>. The page header features the Marshall University logo and the text "MARSHALL JOURNAL OF MEDICINE Serving the Mountain State, Appalachia and Beyond mds.marshall.edu/mjm". Below the header, there are navigation links for "Marshall Digital Scholar" and "My Account". The main content area includes a breadcrumb trail "Home > MJM" and a list of links: "Journal Home", "About This Journal", "Aims & Scope", "Editorial Board", "Policies", "Instructions to Authors", "Contact Us", and "Review for MJM". A yellow arrow points to the "Submit Article" link in the left sidebar. The main content area displays an article titled "PHACT vs. Fiction" with an MRI image of a hip joint. The article text reads: "Introduction and objective: Prosthetic hip-associated cobalt toxicity (PHACT) is a rare cause of cobalt toxicity from metal-on metal (MoM) total hip prosthesis. There are few reports of PHACT and only one case report from our review that reported tremor as a presenting symptom (7)." Below the text is a "Visit site" link and a "Follow" button. The footer includes the text "The Marshall Journal of Medicine presents Inaugural Publication" and the journal's name "MARSHALL JOURNAL OF MEDICINE".

Step 2: Create an account or use an existing account to log in.

The screenshot shows a web browser window displaying the Marshall Journal of Medicine website. The browser's address bar shows the URL: http://mds.marshall.edu/cgi/login.cgi?return_to=http%3A%2F%2Fmds.marshall.edu%2Fcgi%2Fsubmit.cgi%3Fcontext%3Dmjmm&contexte=mjm. The website header features the Marshall University logo and the text "MARSHALL JOURNAL OF MEDICINE" with the tagline "Serving the Mountain State, Appalachia and Beyond" and the URL "mds.marshall.edu/mjm". Below the header, there are navigation links for "Marshall Digital Scholar" and "My Account". The main content area is divided into a left sidebar and a central right section. The sidebar contains links for "Journal Home", "About This Journal", "Aims & Scope", "Editorial Board", "Policies", "Instructions to Authors", "Contact Us", and "Review for MJM". Below these links are three buttons: "Submit Article", "Most Popular Papers", and "Receive Email Notices or RSS". At the bottom of the sidebar, there is a "Select an issue:" dropdown menu with "All Issues" selected and a "Browse" button, followed by a "Search" field. The central right section contains two main areas: "Login" and "Create new account". The "Login" area has input fields for "Email address:" and "Password:", a "Remember me" checkbox, a "Login" button, and a link for "Forget your password?". The "Create new account" area has a "Sign up" button and text stating "You will need to create an account to complete your request. It's fast and free." Below the "Login" section, there is a note: "New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password."

Step 3: Read submission instructions before selecting “Continue”.

MARSHALL JOURNAL OF MEDICINE
Serving the Mountain State, Appalachia and Beyond
mds.marshall.edu/mjm

Marshall Digital Scholar | About | FAQ | My Account

[Home > MJM](#)

Journal Home
About This Journal
Aims & Scope
Editorial Board
Policies
Copyright
Instructions to Authors
Contact Us
Review for MJM

Submit Article
Most Popular Papers
Receive Email Notices or RSS

SPECIAL ISSUES:

Select an issue:
All Issues [v] [Browse]

Search
Enter search terms:
[] [Search]
in this journal [v]
Advanced Search

ISSN: 2379-9536

Follow the instructions below to submit a manuscript to the Marshall Journal of Medicine. Shortly afterward, you will receive an email confirming your submission.

The submission process consists of the following steps:

1. Read and accept the Article Submission Agreement
2. Provide information about yourself
3. Provide information about any authors
4. Upload your article and related items

Before you begin, please be sure you have the following items:

- ▣ **Article Title**
- ▣ An **abstract** (separate from the article body)
- ▣ **Keywords** for your article (optional)
- ▣ **Article in one of the following formats: Microsoft Word, or RTF.**
Articles must be submitted without a title page, abstract, or page numbers. These will be provided by the system.

This is especially important so that you do not include any identifying information about the authors, as the article you submit will be sent to reviewers.

No part of the submission is final until all steps have been completed and you click the final **Submit** button. The review process begins as soon as Marshall Journal of Medicine receives a readable article, along with the abstract and article title. You may revise any of these elements later by clicking the submitted article's title on your **My Account** page.

Continue

Step 4: Read and "Accept" Article Submission Agreement

The screenshot displays the Marshall Journal of Medicine website. At the top, the logo and name "MARSHALL JOURNAL OF MEDICINE" are visible, along with the tagline "Serving the Mountain State, Appalachia and Beyond" and the URL "mds.marshall.edu/mjm". A navigation bar includes links for "Marshall Digital Scholar", "About", "FAQ", and "My Account".

On the left sidebar, there are links for "Journal Home", "About This Journal", "Aims & Scope", "Editorial Board", "Policies", "Copyright", "Instructions to Authors", "Contact Us", and "Review for MJM". Below these are buttons for "Submit Article", "Most Popular Papers", and "Receive Email Notices or RSS".

The main content area features a progress indicator with four steps, where step 1, "Submission Agreement", is highlighted. Below this, the title "Article Submission Agreement for *Marshall Journal of Medicine*" is displayed.

The "Warranties & Ownership Overview" section contains the following text:

Please review the following submission agreement ("Submission Agreement") and indicate your agreement below.

Thank you for submitting an article to *Marshall Journal of Medicine* (the "Journal").

Thank you for submitting an article to *Marshall Journal of Medicine* (the "Journal").

To submit an article (the "Article"):

1. You must be the author, or the authorized agent of the author(s) and copyright holder (if different from the author(s));
2. the author(s) must have approved the work for publication;
3. the author(s) must have agreed to submit the article to the Journal;
4. the author(s) must accept full responsibility for the content of the Article;
5. the Article must be the Author(s) original work and must not contain any libelous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury
6. the Article must not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the Journal.

By submitting the Article, you represent and warrant that the above are true.

Each article submitted will undergo the Journal's editorial decision process. The Journal is not under any obligation to publish the Article. We will send you notices at the email address associated with your account.

If the Journal agrees to publish the Article, in order to expedite the publishing process and enable the Journal to circulate your work to the fullest extent, you hereby agree that upon publication, the following is automatically assigned to the publisher: all copyright in and to the Article for the full term of the copyright and all renewals and extensions. [policies.](#)

By clicking **Accept** you agree and consent to the Submission Agreement and the [Journal policies.](#)

For complete details about refereeing obligations, rights, and warranties, see [Marshall Journal of Medicine policies page.](#)

A blue box at the bottom contains the following instructions:

Please click **Accept** if you accept the policies and terms of this agreement, and continue with the next step in the submission process.

Please click **Decline** if you do not accept the terms.

At the bottom of the page, there are two buttons: "Accept" and "Decline". A large yellow arrow points to the "Accept" button.

Step 5: Provide information about yourself. Select “Continue”

2 Provide Information about Yourself

about you...

Please make sure that your contact information is complete and correct, as the editors of the journal may need to contact you regarding your submission.

Please be sure to enter your name and affiliation exactly as they should appear on a published article (including appropriate capitalization and punctuation).

Required fields are marked with an *.

First/Given Name *

Middle Initial

Last/Family Name *

Suffix (e.g. "Jr.")

Institutional Affiliation * (e.g. "University of California, Berkeley")

Phone Number

Fax Number

Postal Address (line 1)

Postal Address (line 2)

Postal Address (line 3)

Postal Address (line 4)

City

State

Zip Code/Post Code

Country

ISSN: 2379-9536

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Joan C. Edwards School of Medicine

Step 6: If applicable, add co-authors: Enter email address which takes you to another page to complete name and institution. Once all the authors are added, check the “Order” and edit it if necessary, then select “Continue”

The screenshot shows a web browser window with the URL <http://demo.marshall.bepress.com/cgi/submit.cgi>. The page is titled "Marshall Digital Scholar" and includes navigation links for "About", "FAQ", and "My Account". A breadcrumb trail shows "Home > MJM". A red banner states "THIS SITE IS FOR TESTING AND DEMONSTRATION PURPOSES ONLY." A progress indicator shows four steps, with step 3, "Provide Information about Any Co-Authors", being the current step. A blue box with a lightbulb icon contains the instruction: "Please click **Add author** to enter each co-author. This will be the final author list that appears on your publication. When you have finished, press **Continue**." Below this is the "Add Authors" section, which includes a form for "Author's email address (required)" with the value "MJMCopyEditor@gmail.com" and an "Add author" button. A note below the form says "When the list below is accurate and complete, click **Continue**." A table lists the added author:

Name/Email	Institution	Order	
Nancy Webb <nwebb@marshall.edu>	Joan C. Edwards School of Medicine Marshall	1st author	Delete Edit

At the bottom of the table is a "Continue" button. On the left side of the page, there is a sidebar with navigation links: "Journal Home", "About This Journal", "Aims & Scope", "Editorial Board", "Policies", "Copyright", "Instructions to Authors", "Contact Us", and "Review for MJM". Below these are buttons for "Submit Article", "Most Popular Papers", and "Receive Email Notices or RSS". The "SPECIAL ISSUES:" section includes a "Select an issue:" dropdown menu with "All Issues" selected and a "Browse" button. A "Search" section at the bottom has a text input field and a "Search" button.

Step 7: Fill in information for Article Title, Author Type, Keywords; Select descriptive discipline; Enter Document Type,

Journal Home
About This Journal
Aims & Scope
Editorial Board
Policies
Copyright
Instructions to Authors
Contact Us
Review for MJM

Submit Article
Most Popular Papers
Receive Email Notices or RSS

SPECIAL ISSUES:

Select an issue:
All issues [v] [Browse]

Search
Enter search terms:
in this journal [v] [Search]
Advanced Search
ISSN: 2379-9536

Home > MJM

THIS SITE IS FOR TESTING AND DEMONSTRATION PURPOSES ONLY.

1 2 3 4
4 Upload Your Manuscript and Related Items

authors...
(click the back button to change)

Name/Email	Institution	Order
Nancy Webb <nwebb@marshall.edu>	Joan C. Edwards School of Medicine Marshall	1st author
Publisher Doc <MJMCopyEditor@gmail.com>	Marshall University	2nd author

about your Submission... ?

Article Title

Please use Headline Style Capitalization —e.g., *The Scholarly Communication Crisis*

Enter your article title:
[text input]

Author Type

None [v]

Short Title

Enter a shortened version of your article's title.

Shortened Title (reduced to 65 characters or less).
This will be used in the header of the final published article.
[text input]

Keywords

Please separate keywords/keyword phrases with commas.

Enter keywords:
[text input]

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:	Selected:
<ul style="list-style-type: none">ArchitectureArts and HumanitiesBusinessEducationEngineeringLawLife SciencesMedicine and Health SciencesPhysical Sciences and MathematicsSocial and Behavioral Sciences	Medicine and Health Sciences

Select »
« Remove

Document Type

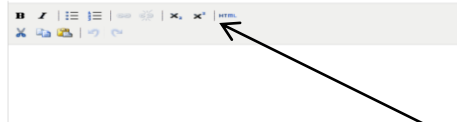
Type of submission
None [v]

Step 7 continued....

Abstract

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Type or paste your abstract:

A rich text editor interface with a toolbar containing icons for bold, italic, underline, list, link, unlink, undo, redo, and a text input field.

Cover Page Footnote

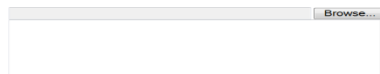
Please enter footnote/acknowledgments here and not in body of the manuscript.

Please enter footnote/acknowledgments:

A vertical text input field with a scroll bar on the right side.

Cover Letter

Clearly state the purpose of the paper and its expected contribution in your cover letter. You may upload your cover letter or use the box below to type or paste the cover letter.

A text input field with a "Browse..." button and a scroll bar on the right side.

Conflict(s) of Interest

Please disclose any conflicts of interest relevant to your submission. If you have no conflicts of interest to disclose, please enter "N/A" in the field below.

A vertical text input field with a scroll bar on the right side.

Suggested Reviewers

Please list three potential reviewers. The following information is required for each reviewer: Name, E-mail Address, Institution and Area(s) of Speciality.

A vertical text input field with a scroll bar on the right side.

Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

- Upload file from your computer
- Import file from remote site

Additional Files

Initial Submission: If you have supplemental content or additional files to provide along with your manuscript, you can attach these files after clicking "Submit" below. The submission confirmation page offers a link to add additional files as the second option in the section labeled "What's next?".

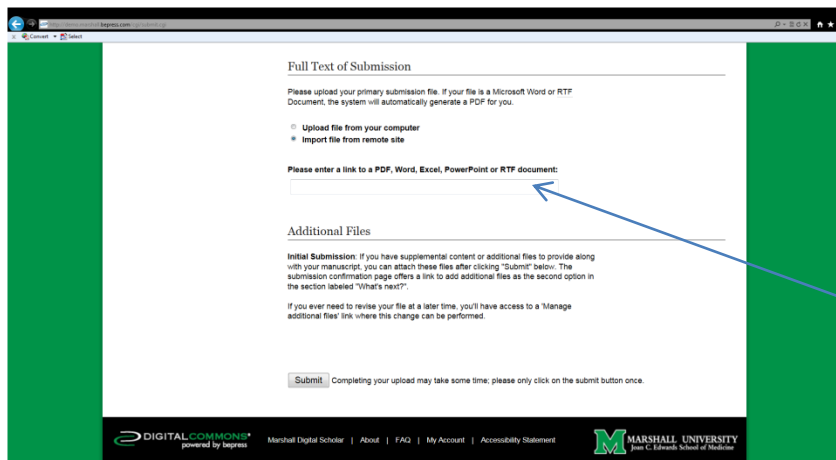
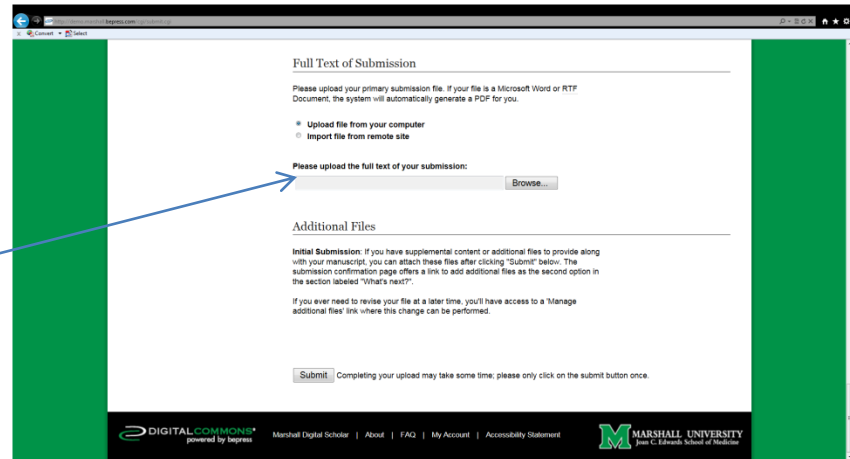
If you ever need to revise your file at a later time, you'll have access to a 'Manage additional files' link where this change can be performed.

Completing your upload may take some time; please only click on the submit button once.

Complete
Requested
Information

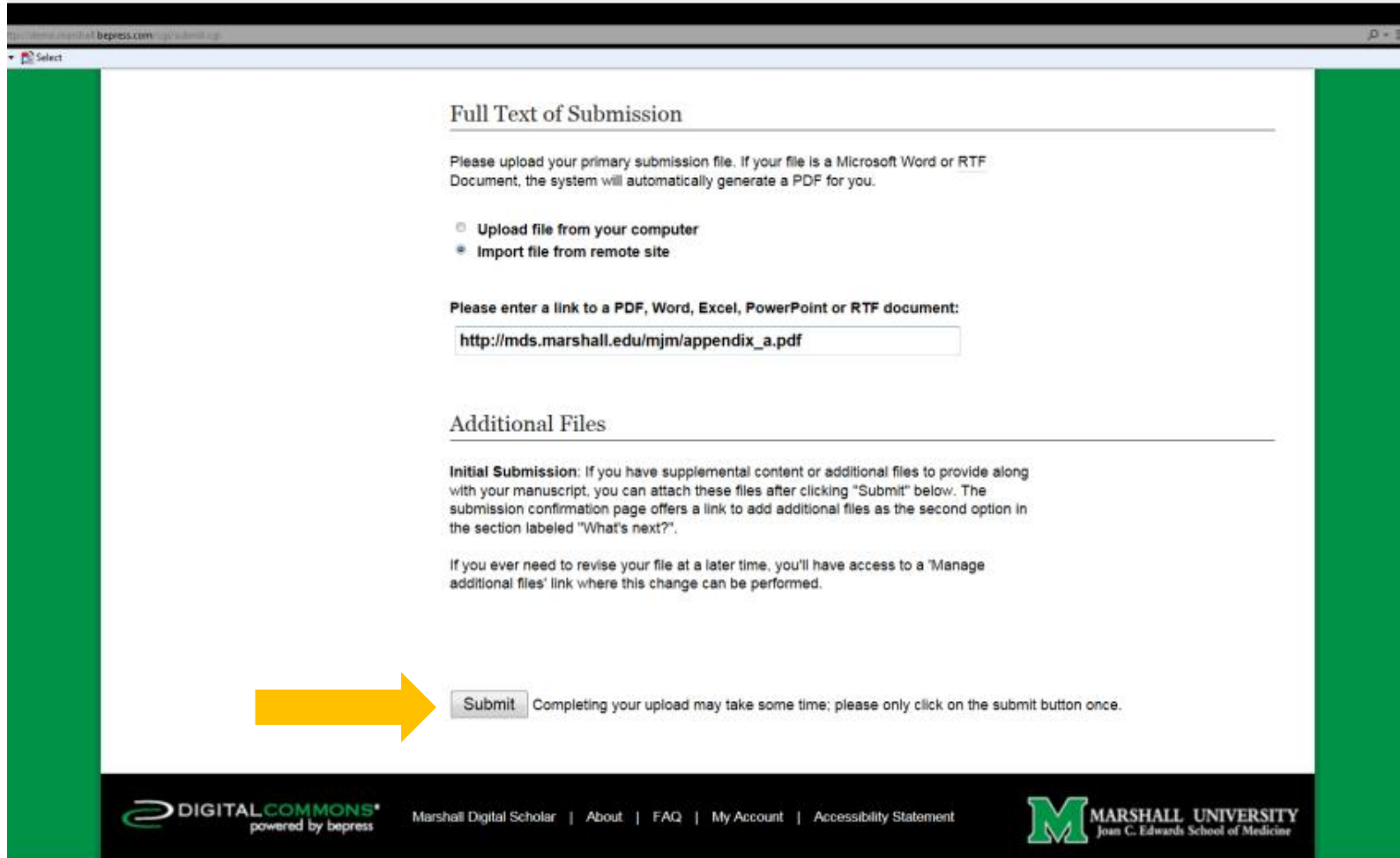
Select upload
or import
option

If Uploading from your computer, a box will appear to browse to the file



If Importing file from remote site, enter the link to a PDF, Word, Excel, PowerPoint or RTF document (The system will automatically convert Word or RTF files into a PDF)

Once you upload a file or insert the link to import a file, click “Submit”



Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

- Upload file from your computer
- Import file from remote site


Please enter a link to a PDF, Word, Excel, PowerPoint or RTF document:


Additional Files

Initial Submission: If you have supplemental content or additional files to provide along with your manuscript, you can attach these files after clicking "Submit" below. The submission confirmation page offers a link to add additional files as the second option in the section labeled "What's next?".


If you ever need to revise your file at a later time, you'll have access to a 'Manage additional files' link where this change can be performed.

Completing your upload may take some time; please only click on the submit button once.



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Joan C. Edwards School of Medicine

The next screen will acknowledge submission and offer opportunity to verify Metadata. Names and affiliations will appear EXACTLY as they are entered.

The screenshot shows a web browser window with the URL <http://dx.doi.org/10.1007/s12275-014-0001-0>. The page header features the Marshall University logo and the text "MARSHALL JOURNAL OF MEDICINE Serving the Mountain State, Appalachia and Beyond mds.marshall.edu/mjm". A navigation bar includes links for "Marshall Digital Scholar", "About", "FAQ", and "My Account".

The main content area displays a breadcrumb trail "Home > MJM" and a red warning message: "THIS SITE IS FOR TESTING AND DEMONSTRATION PURPOSES ONLY." Below this is a "Thank you for your submission" message, followed by a paragraph explaining the review process. A bolded instruction reads: "Please verify that everything is accurate." Below this, it states: "PDF documents, whether created by the author or by the system, should be checked, page by page, for accuracy."

A "Submission Metadata" table is displayed, showing the following data:

Metadata Field	Value
Article Title	MJM Test Article
Author Type	Faculty
Short Title	MJM Test Article
Keywords	Test, Submission, Upload, Demonstrate, How To

On the left side of the page, there is a sidebar with a "Submit Article" button, "Most Popular Papers", and "Receive Email Notices or RSS". At the bottom of the sidebar, it says "SPECIAL ISSUES:".

If you need to revise your submission, select the link in Item #1.
If you have additional files, they can be uploaded by selecting the link in Item #2.

SPECIAL ISSUES:

Select an issue:

Search
Enter search terms:

Advanced Search

ISSN: 2379-9536

Author Type	Faculty
Short Title	Vol 1 Report
Keywords	Publication, Summary, Authors, Access Fees, Institutions
Disciplines	Medicine and Health Sciences
Document Type	Clinical Case Report
Abstract	Test Abstract for the purposes of demonstrating how to upload a manuscript to the Marshall Journal of Medicine
Cover Page Footnote	- empty -
Conflict(s) of Interest	N/A
Suggested Reviewers	Rea Viewer, rwebb411@gmail.com, Marshall University, Reviewing Secondo Censor, MJMCopyEditor@gmail.com, Marshall University, Editing Tertio Inviso, em4nancy_webb@yahoo.com, Marshall University, General Looking
Full Text of Submission	Download
Additional Files	- empty -

What's next?

1. You may [revise your submission](#) now if necessary.
2. [Upload additional files](#) to be displayed on the web page alongside this article (e.g. data sets, video clips, or sound files).
3. When you have finished, please [log out](#).
4. You may track the status of your article or submit revisions in the future via your [My Account](#) page.

Please do not submit a new article as a way to revise this article.

Upon submission, an email notification is sent to the editor, and the editorial process begins. To track the status of your manuscript or submit future revisions go to MJM home page and login at My Account.

The screenshot shows a web browser window with the URL <http://demo.marshall.bepress.com/cgi/submit.cgi>. The page is titled "SPECIAL ISSUES:" and features a sidebar on the left with search options. The main content area displays a list of submission details:

Author Type	Faculty
Short Title	Vol 1 Report
Keywords	Publication, Summary, Authors, Access Fees, Institutions
Disciplines	Medicine and Health Sciences
Document Type	Clinical Case Report
Abstract	Test Abstract for the purposes of demonstrating how to upload a manuscript to the Marshall Journal of Medicine
Cover Page Footnote	- empty -
Conflict(s) of Interest	N/A
Suggested Reviewers	Rea Viewer, nwebb411@gmail.com, Marshall University, Reviewing Secondo Censor, MJMCopyEditor@gmail.com, Marshall University, Editing Tertio Inviso, em4nancy_webb@yahoo.com, Marshall University, General Looking
Full Text of Submission	Download
Additional Files	- empty -

Below the table, the page asks "What's next?" and provides a list of instructions:

1. You may [revise your submission](#) now if necessary.
2. [Upload additional files](#) to be displayed on the web page alongside this article (e.g. data sets, video clips, or sound files).
3. When you have finished, please [log out](#).
4. You may track the status of your article or submit revisions in the future via your [My Account](#) page.

A yellow box at the bottom of the page contains the following text: "Please do not submit a new article as a way to revise this article."