

INFORMATIQUE ET MÉDECINE/COMPUTER AND MEDICINE  
ELECTRONIC SUBMISSION OF AN ARTICLE

<http://www.lebanesemedicaljournal.org/articles/56-3/it1.pdf>

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Moukarzel AA, Bazan SB, Mayalian A. Electronic submission of an article. J Med Liban 2008 ; 56 (3) : 133-138.



The screenshot shows the registration page for the Lebanese Medical Journal (LMJ) online editor. The page header includes the LMJ logo and the text 'Journal medical Libanais' and 'المجلة الطبية اللبنانية'. The registration form contains the following fields: Username, Password, First Name, Last Name, e-mail, Gender (with a dropdown menu), Country, Main Hospital, Research Interest, Medical speciality 1, 2, 3, 4, and 5 (each with a dropdown menu), and Status (with a dropdown menu). A 'Submit your registration' button is located at the bottom of the form. The page also features a logo for the Lebanese Order of Physicians on the left side.

Fig.1

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## INTRODUCTION

The Lebanese Medical Journal (LMJ) publishes peer reviewed articles on all aspects of medicine and related fields. Authors are invited to submit original research articles (either clinical or experimental), review articles, case reports, and letters to the editor. As the official journal of the Scientific Committee of the Order of Physicians in Lebanon, LMJ may publish abstracts of reports presented at annual scientific sessions of Scientific Societies and may, from time to time, publish expanded abstracts as short papers comprising the proceedings of annual meetings.

All manuscripts are sent for peer evaluation by reviewers. However, the decision regarding acceptance for publication is made by the editorial board.

Currently the manuscripts can be submitted online through the submission interactive system via the LMJ web page at [www.lebanesemedicaljournal.org/submission](http://www.lebanesemedicaljournal.org/submission). Authors should review carefully the authors' tutorial. Manuscripts must adhere to the standard layout and length guidelines. This allows not only for an easy submission, but also a quicker review process and a faster turn-around. This system is simple and similar to other systems of submission of scientific articles.

However, if electronic submission is not possible, manuscripts may be submitted via e-mail ([lmj@terra.net.lb](mailto:lmj@terra.net.lb)), fax (+ 961 1 610710 ext. 306) or mailed (hard copy with electronic file on disk or CD) to the following address : Editor in Chief, Lebanese Medical Journal, Order of Physicians in Lebanon, Autostrade Tawita - Furn el-Chebbak, POBox 11-640 Beirut - Lebanon.

## REGISTERING

The author needs to go first to the following LMJ webpage address

[www.lebanesemedicaljournal.org/submission](http://www.lebanesemedicaljournal.org/submission)

Unless the author has been pre-registered, he will need to register before he can proceed. Select <Signup> on the main navigation menu at the top of the screen (Fig. 1).

Enter personal information to begin the process. Note that information fields marked with asterisks (\*) cannot be left empty.

At the top of the form are two fields where you must pick a preferred *Username* and a *Password*. You must remember this username and your password in order to access the online submission interactive system.

Next to the line of Status, choose "both" to specify that you are available as a LMJ reviewer.

When satisfied with the information you provided, click the <Summit your registration> button at the bottom to proceed.

You need to keep confidential your *Username* and *Password*. If you forget your password or want to change it, e-mail your request to :

[admin@lebanesemedicaljournal.org](mailto:admin@lebanesemedicaljournal.org)

or to the LMJ Online Editor, website coordinator.

Once registered, you are automatically logged in and are ready to submit your article.

In some cases, if the *Username* is already used, you will need a confirmation of your registration by the administrators of the LMJ. These will be sent to you by e-mail.



Fig. 2

## SUBMITTING THE ARTICLE

### 1. Submitting manuscript, pictures, and appendix

If you need to see the information for contributors, click on <Authors' Guidelines> on the main webpage at [www.lebanesemedicaljournal.org](http://www.lebanesemedicaljournal.org) or at <http://www.lebanesemedicaljournal.org/files/guidelines.htm>  
If you are not logged in you need to do so by providing

you *Username* and *Password*. You will be brought to the page shown in figure 2. From this page, you should select at the left of the screen in the Author Menu <Upload Article>.

This will bring you to the page shown in figure 3.

Enter the information to begin the process :

*Authors* : Authors' name and affiliations should be mentioned only in the author field.

The screenshot shows a web interface for article submission. At the top, there are navigation tabs: Logout, Submit, Review, Profile, and LMJ Online. On the left, there is a sidebar with the logo of the Lebanese Order of Physicians and two dropdown menus: Author Menu and Reviewer Menu. The main content area is titled 'Upload Article' and contains the following fields:

- Each file is not to exceed the max size of : 5120 kb (5Mb):
- Fields marked with a \* are required
- Author(s) \* \* : [Text input field]
- Article Title : [Text input field]
- Article Is : [Dropdown menu]
- Article : [Text input field] [Parcourir...]
- Picture 1 : [Text input field] [Parcourir...]
- Picture 2 : [Text input field] [Parcourir...]
- Picture 3 : [Text input field] [Parcourir...]
- Appendix A : [Text input field] [Parcourir...]
- Appendix B : [Text input field] [Parcourir...]
- Appendix C : [Text input field] [Parcourir...]
- Keywords : [Text input field]
- Abstract \* \* \* : [Large text area]
- Genre : [Dropdown menu]
- Note to the reviewer: [Large text area]
- [Upload File] button

At the bottom, there are two footnotes:

- \* \* Authors names and affiliation should be mentioned only in the authors field
- \* \* \* \* Abstract should include text in english and then text in french

Fig.3

*Article title* : You can copy paste the information from the word processor.

Select the type and the genre of article from the options provided.

*Article* : The whole article (without the authors name and affiliations and without the pictures or digital artwork) should be in one text file (Microsoft word or PDF) less than 5 MB. Remember that full manuscripts (original articles and reviews) should be limited to 5000 words (about 14 double-spaced typed pages) plus abstracts, references and a maximum of eight figures and/or tables. Case reports should be limited to 2500 words (about 7 double-spaced typed pages) and should include an introduction, case description, discussion, less than 15 references, and one table or figure. Letters to the editor should be limited to 1500 words, 5 references and one table or figure. At the right of the Article field, browse to locate the file in your computer.

Pictures or digital artwork should be sent separately. Any format is acceptable. If you have more than 3 pictures and 3 appendices, you could zip them. Any field would not accept more than 5 MB.

*Keywords* : provide as many keywords as necessary for indexing purposes (LMJ is indexed by Index Medicus).

*Abstract* : The abstract should be written there. It is easier to copy-paste it from your word processor. The abstract should be in English, then in French (without the authors name and affiliations).

*Note to the reviewer* (optional) : You may write a note to the editorial board or to the reviewer. You may for instance tell why you think your article need to be published in the LMJ or suggest the name, affiliations, title, address, and e-mail of some national or international potential reviewers for your submitted manuscript. The editorial board may or may not take into consideration your suggested reviewers. The specific information needed for the reviewers may be given to the reviewer(s) if needed. The editorial board will decide which information may go to the editorial board or to the reviewer(s).

The authors' name and affiliations should be included only in the field "Authors", and not in the article, pictures, appendices, or abstract. This will allow the editorial board to send to reviewers anonymous articles for evaluation, when needed.

When you are satisfied with the information you have provided, click the <Upload File> button at the bottom to proceed. This process may take some time according to your internet connection speed and the size of the files uploaded.

Once submitted, the manuscript (or a part of it) will be made available to reviewers assigned by the editorial board of the LMJ.

If you want to submit another manuscript, repeat the process. If you are done, logout.

## 2. Checking the status of your manuscripts

If you are not logged in you need to do so by providing your *Username* and *Password*. You will be brought to the

page shown in Fig. 2. From this page, select "Manage Articles" at the left of the screen in the Author Menu.

This will bring you to the page showing a table containing the manuscript(s) you have submitted. Note their assigned file name (and numbers). These are unique identifiers of the version you submitted. Click on <Reviews> next to the manuscript. A table will show the completed evaluations (if any). Click on one of these. This will bring you to the evaluation form filled by one of the reviewers (the name of the reviewer will not be seen, nor the part that the editorial board decide not to let you see).

## 3. Submitting a new corrected version of the manuscript after its evaluation by the reviewers

If you are not logged in you need to do so by providing your *Username* and *Password*. You will be brought to the page shown in Fig 2. From this page, you should select at the left of the screen in the Author Menu <Upload Article>.

This will bring you to the page shown in Fig 3.

Enter the information to begin the process.

When you are satisfied with the information you have provided, click the <Upload File> button at the bottom to proceed.

A new reference (file name and number) to the manuscript will be assigned. The old version may continue to be available unless the system administrator will delete (archive) it.

## 4. How to check if your manuscript has been accepted for publication ?

If you are not logged in you need to do so by providing your *Username* and *Password*. You will be brought to the page shown in Fig 2. From this page, you should select at the left of the screen in the Author Menu <Manage Articles>.

This will bring you to the page showing a table containing the manuscript(s) you have submitted. If the *status* of your manuscript is "Accepted", this means that the editorial board has decided to accept your manuscript for publication. Anyhow, you will be notified of the decision by mail, phone, or e-mail.

## EVALUATION OF MANUSCRIPTS

All manuscripts submitted to the LMJ are sent to national and international reviewers assigned by the editorial board for peer evaluation. The decision regarding acceptance or refusal of the manuscript for publication is made solely by the editorial board after consultation and debate. As reviewer you may be assigned a particular manuscript according to your specialty, research interest, and publications.

The reviewer needs to consider the manuscript as a confidential communication. If after examining the manuscript you feel that you cannot judge the manuscript impartially because of a conflict of interest, or you no

The screenshot shows a web-based evaluation form. On the left, there is a sidebar with the 'Lebanese Order of Physicians' logo and a 'Reviewer Menu' containing options like 'Introduction', 'Review Article', and 'User Reviews'. The main content area is titled 'Select the article you wish to evaluate' and contains several sections:

- Overall evaluation of manuscript:** Includes dropdown menus for 'Originality and Scientific merit', 'Data presentation', and 'Overall impact'.
- Specific evaluations:** A series of questions with dropdown menus, such as 'Is paper written clearly?', 'Are methods appropriately and satisfactorily described?', 'Are results adequately presented?', 'Are illustrations and tables adequate?', 'Are discussions and conclusions relevant?', and 'Are references accurate?'.
- Length of the Manuscript:** A list of manuscript sections (Introduction, Methods, Figures/Tables, Discussion, Results) with corresponding dropdown menus.
- Statistical Analysis:** A question 'Are there any concerns with the statistical analysis used?' with a dropdown menu and a note to 'Please explain in your comments to the author section.'
- Attach File:** A section for uploading files with a 'Browse' button and a 'Panicom' logo.
- Recommendations:** Includes dropdown menus for 'Decision' and 'Priority', and a large text area for 'Comments for the author' and 'Comments for the editor'.

Fig.4

longer agree to review the manuscript please let us know promptly. In order to expedite the review process and avoid delays in publication, your review should be completed as soon as possible.

You may print the documents, the evaluation form, fill it, and mail your comment to the editorial office. The best is to fill the evaluation online. This will accelerate the process.

Note that the system records automatically the time you need to return the evaluation. Your identity will not be revealed to the author(s).

### 1. To evaluate a manuscript

You need to log in by providing your *Username* and *Password*. If you are registered you have them already. If not, you will receive a Username and Password once you are notified to evaluate the manuscript.

You will be brought to the page shown in Fig. 2. From the Reviewer Menu at the left of the screen select <Review article>. You will be brought to the page shown in figure 4.

Choose the manuscript you want to evaluate (in case you have more than one).

Fill in all fields of the evaluation form.



Fig. 5

In case you need to upload a file, a field is provided. The file should be less than 5 MB (Microsoft Word or PDF).

At the end of the page, there are two text boxes entitled “Comment to the Authors” and “Comment to the Editor” that you could fill. The latter is confidential and is available only to the editorial board (the authors will not see it). In these parts, you should not reveal your identity.

When you are satisfied with the information you provided, click the <Submit> button at the bottom of the page. The evaluation will be sent to the editorial board of the LMJ. You will not be able to change your evaluation later on.

## 2. You want to see the evaluations you have submitted

If you are not logged in you need to do so by providing your *Username* and *Password*. You will be brought to the page shown in Fig. 2. From this page, in the Reviewer Menu at the left of the screen select “View Reviews”. You will be brought to the page shown in figure 5.

Choose the manuscript of interest. Click <View>. You will be brought to the page showing your evaluation of the manuscript (Fig. 4). You will not be able to change your evaluation.

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For any help regarding this online submission interactive system, send an e-mail to

[admin@lebanesemedicaljournal.org](mailto:admin@lebanesemedicaljournal.org)

For any suggestion to improve the submission system or the web page

send an e-mail to the Online Editor, Website Coordinator

[amoukarzel@pol.net](mailto:amoukarzel@pol.net)

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