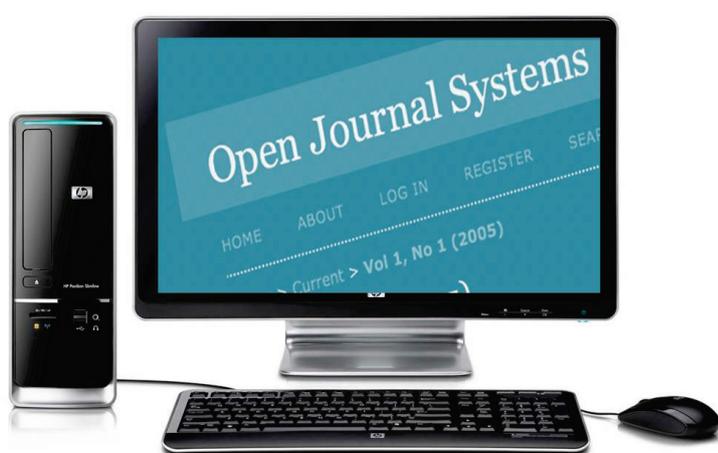


JAFES Online Journal System

User Guide for Authors

2014 | Version 1.0



The Journal of the ASEAN Federation of Endocrine Societies (JAFES) is an OPEN ACCESS, internationally peer-reviewed, English language, medical and health science journal that is published two times a year by the ASEAN Federation of Endocrine Societies. It shall serve as the endocrine window between the ASEAN region and the world, featuring original papers and publishing key findings from specialists and experts of endocrinology. Our objective is to transform the JAFES into a self-sustaining, peer-reviewed, English language journal for the ASEAN Federation of Endocrine Societies, publishing high quality research work from its South East Asian members as well as international experts on Endocrinology and Metabolism.

The JAFES has migrated to the Online Journal System platform in May 2014. This document outlines the steps to be followed by authors in submitting manuscripts to the Journal of the ASEAN Federation of Endocrine Societies website.

GETTING STARTED

- For 'new users', from the JAFES website (<http://asean-endocrinejournal.org>), click "register" to create your account.



- Complete the online form and select 'Register'. A confirmation email with your username and password will be sent to your email address.

Home > User > Register

Register

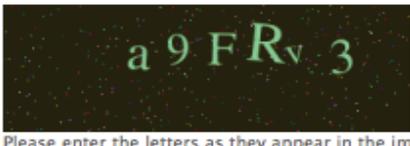
Fill in this form to register with this site.
 Click [here](#) if you are already registered with this or another journal on this site.

PROFILE

Username *
 The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password *
 The password must be at least 6 characters.

Repeat password *

Validation * 
 Please enter the letters as they appear in the image above.

Salutation

First Name *

Middle Name

Last Name *

Initials Joan Alice Smith = JAS

Gender

Confirmation Send me a confirmation email including my username and password

Register as Reader: Notified by email on publication of an issue of the journal.

Author: Able to submit items to the journal.

Reviewer: Willing to conduct peer review of submissions to the site.

Identify reviewing interests (substantive areas and research methods):

* Denotes required field

- For 'existing user':
 - Log in to your account using username and password from online registration.
 - If you have forgotten your log in details, please click the "Forgot your password?" and an email will be sent to your registered email address.

Home > **Login**

Login

Username

Password

Remember my username and password

» Not a user? Register with this site

» **Forgot your password?**

THE SUBMISSION PROCESS

- To start the submission process, click 'New Submission'.

Home > **User Home**

User Home

JOURNAL OF THE ASEAN FEDERATION OF ENDOCRINE SOCIETIES

» Author 0 Active 0 Archive **[New Submission]**

MY ACCOUNT

» Edit My Profile

» Change My Password

» Logout

Step 1: Accepting the submission

- From the drop-down menu, please select the most appropriate section to describe your submission article title. If you are not sure what section to select, click 'About' to find out more information.

Home > User > Author > Submissions > New Submission

Step 1. Starting the Submission

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

Encountering difficulties? Contact **Melissa O. Tandoc, RN** for assistance ((+632) 637 3162).

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).

- Cover Letter
 - include cover letter as an attachment
 - indicate in the letter the title of work
 - indicate all the authors (complete names and affiliations)
 - indicate in the letter the corresponding author and provide complete contact information (post address, telephone, fax number, e-mail address)
- Declaration Form
 - Ensure all authors have read and agreed to the Declaration
 - Submit a scanned copy of the fully accomplished form
- Patient Consent Form
 - Submit a scanned copy of the fully accomplished form
 - If all attempts have been made and consent form is not signed, state so in the Cover Letter

- Please ensure the items listed in the checklist are ready then tick each box.

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- Patient Consent Form
 - Submit a scanned copy of the fully accomplished form
 - If all attempts have been made and consent form is not signed, state so in the Cover Letter

- Read the 'Copyright Notice' and add comments to the editor (optional). Select 'Save and continue'.

COMMENTS FOR THE EDITOR

Enter text (optional)

✂ 📄 📁 | **B** *I* U | ☰ ☰ | 🔗 🔄 🌐 HTML 🖨

Save and continue
Cancel

* Denotes required field

Step 2: Uploading the Submission

- Please follow the instructions on this page to upload your file, then select 'Save and continue'. This is where you upload the '**manuscript only**'. (You will be asked to upload other required documents at Step 4.)

Home > User > Author > Submissions > **New Submission**

Step 2. Uploading the Submission

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

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens 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 at the bottom of this page.

Encountering difficulties? Contact **Melissa O. Tandoc, RN** for assistance ((+632) 637 3162).

SUBMISSION FILE

No submission file uploaded.

Upload submission file Choose File no file selected Upload

Save and continue
Cancel

Step 3: Entering the Submission's Metadata

- Complete author(s)'s information as much as you can. Fields marked with * are mandatory. If you have more than one author for your submission, click 'Add author' for each of these.

Home > User > Author > Submissions > **New Submission**

Step 3. Entering the Submission's Metadata

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

AUTHORS

First Name *

Middle Name

Last Name *

Email *

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Competing interests
CI POLICY

Bio Statement
(E.g., department and rank)

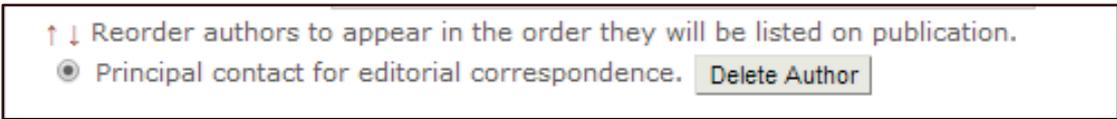
TITLE AND ABSTRACT

Title *

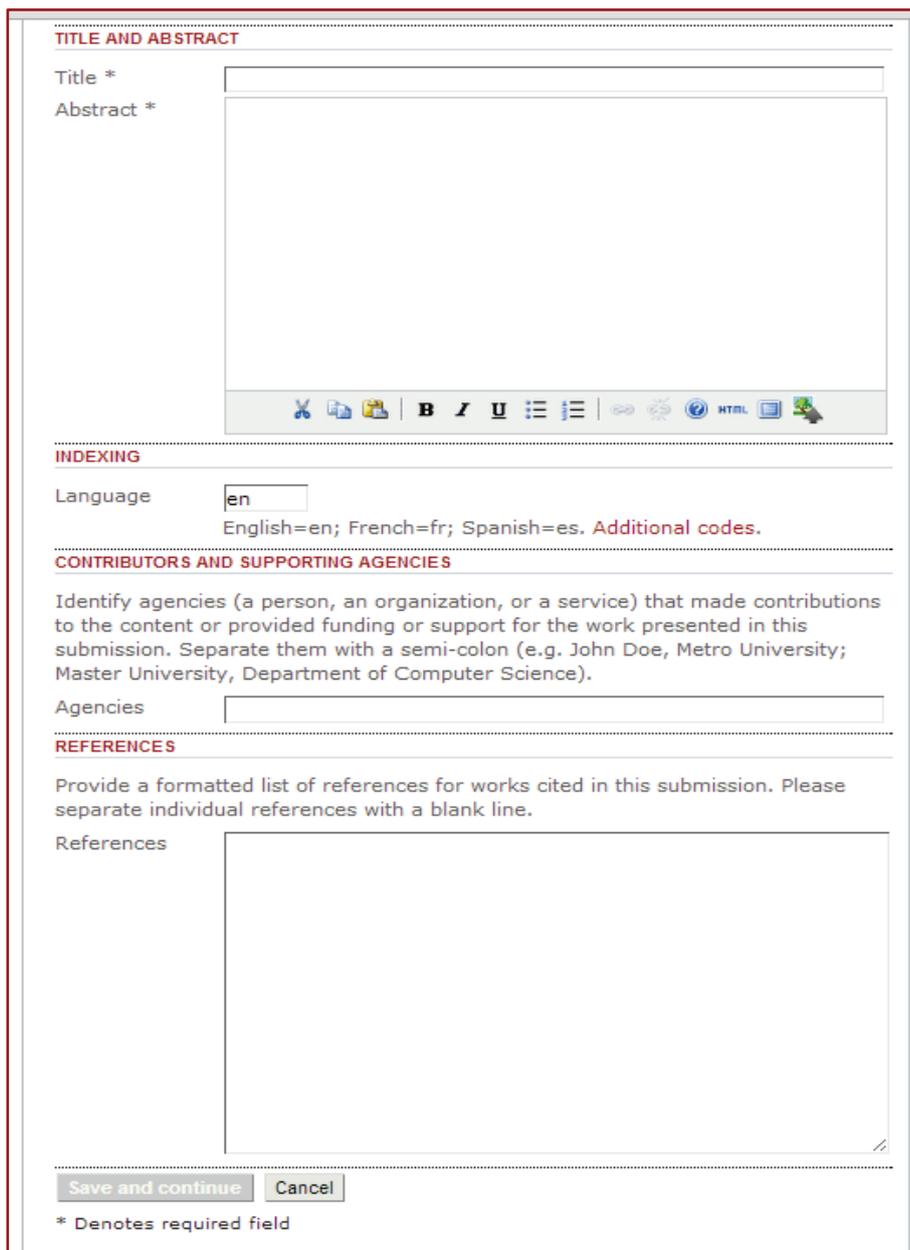
Abstract *

- Please note the system will automatically select the first-recorded author as the principal contact for editorial correspondence. If you want to change this, choose the following

option at the bottom of the author’s details for the author you want to be the principal contact.



- Complete ‘Title’, ‘Abstract’, ‘Indexing’ and ‘Support Agencies’ of your submission. Select ‘Save and continue’. These can be pasted from a word document.

A screenshot of a submission form with several sections: "TITLE AND ABSTRACT" with fields for "Title *" and "Abstract *"; "INDEXING" with a "Language" dropdown set to "en" and instructions "English=en; French=fr; Spanish=es. Additional codes."; "CONTRIBUTORS AND SUPPORTING AGENCIES" with a text field for "Agencies" and instructions to separate agencies with a semi-colon; "REFERENCES" with a text area for "References" and instructions to separate references with a blank line. At the bottom are "Save and continue" and "Cancel" buttons, and a note "* Denotes required field".

Step 4: Uploading Supplementary Files

- This is where you upload your supplementary documents, including the cover letter, scanned copy of the JAFES declaration and patient’s consent form.
- You will need to upload each document separately. Once you press ‘Upload’, you will be asked to fill in additional information on this file. Then select ‘Save and continue’, the system will take you back to the previous page to continue uploading the other files.

SUPPLEMENTARY FILE

File Name **134-758-1-SP.pdf**
 Original file name Scanned declaration form.pdf
 File Size 6KB
 Date uploaded 2014-07-29 03:02 AM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file No file chosen

* Denotes required field

- Once all files are uploaded, if you need to you can edit or delete them by clicking the links. To continue to next step, select ‘Save and continue’.

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

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

CONFIRMATION

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.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
2	Untitled	Scanned declaration form.pdf	07-29	EDIT DELETE

Upload supplementary file No file chosen

Step 5: Confirming the Submission

- Please upload any additional files for the editor/author, e.g. manuscript with track changes.

Home > User > Author > Submissions > **New Submission**

Step 5. Confirming the Submission

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

To submit your manuscript to Journal of the ASEAN Federation of Endocrine Societies 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 Journal of the ASEAN Federation of Endocrine Societies.

FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
758	SCANNED DECLARATION FORM.PDF	Supplementary File	6KB	07-29

Finish Submission Cancel

- The principal contact of the submission will then receive an acknowledgement email.

Dear xxx:

Thank you for submitting the manuscript, "xxxxxxx," to Journal of the ASEAN Federation of Endocrine Societies. With the online journal management system that we are using you will be able to track its progress through the editorial process by logging in to the journal website:

Manuscript URL:
<http://asean-endocrinejournal.org/index.php/JAFES/.....>

Username: xxxxx

If you have any questions, please contact me. Thank you for considering this journal as a venue of your work.

Regards,
 JAFES Editorial Assistant

Journal of the ASEAN Federation of Endocrine Societies
 Unit 2005, 20th Floor, Medical Plaza Ortigas,
 San Miguel Avenue, Ortigas Center
 Pasig City, Philippines 1605
JAFES.editor@gmail.com

PROBLEMS OR ISSUES ENCOUNTERED DURING THE SUBMISSION?

If there are any issues or problems encountered, you may contact:

Amado O. Tandoc III, MD, DPSP

Editorial Coordinator

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San Miguel Avenue, Ortigas Center

Pasig City, Philippines 1605

Phone: (+632) 637 3162

Fax: (+632) 637 3162

Email: JAFES.editor@gmail.com

Thank you for your valuable contribution to JAFES and the sharing of knowledge on Endocrinology in the Southeast Asian region!

