

How to submit a manuscript to our
Open Journal System (OJS) in 10 steps!

Step 1

Create an account



[Current](#) [Archives](#) [About ▾](#)

[Home](#) / [Login](#)

Login

*Username **

*Password **

[Forgot your password?](#)

☒ Keep me logged in

[Register](#)

[Login](#)



Register in OJS

Step 1

Create an account

- ☐ Write down your contact information, choose an username and a password
- ☐ Read our privacy statement
- ☐ Click on “Register”

Register

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

☐ Yes, I would like to be notified of new publications and announcements.

☐ Yes, I would like to be contacted with requests to review submissions to this journal.

Step 1

Create an account

Check your email and validate your account



Step 2

Log in

Open Access Journal Hosting - UBC Library

[Home](#) / [Login](#)

Login

*Username **

*Password **

[Forgot your password?](#)

☒ Keep me logged in

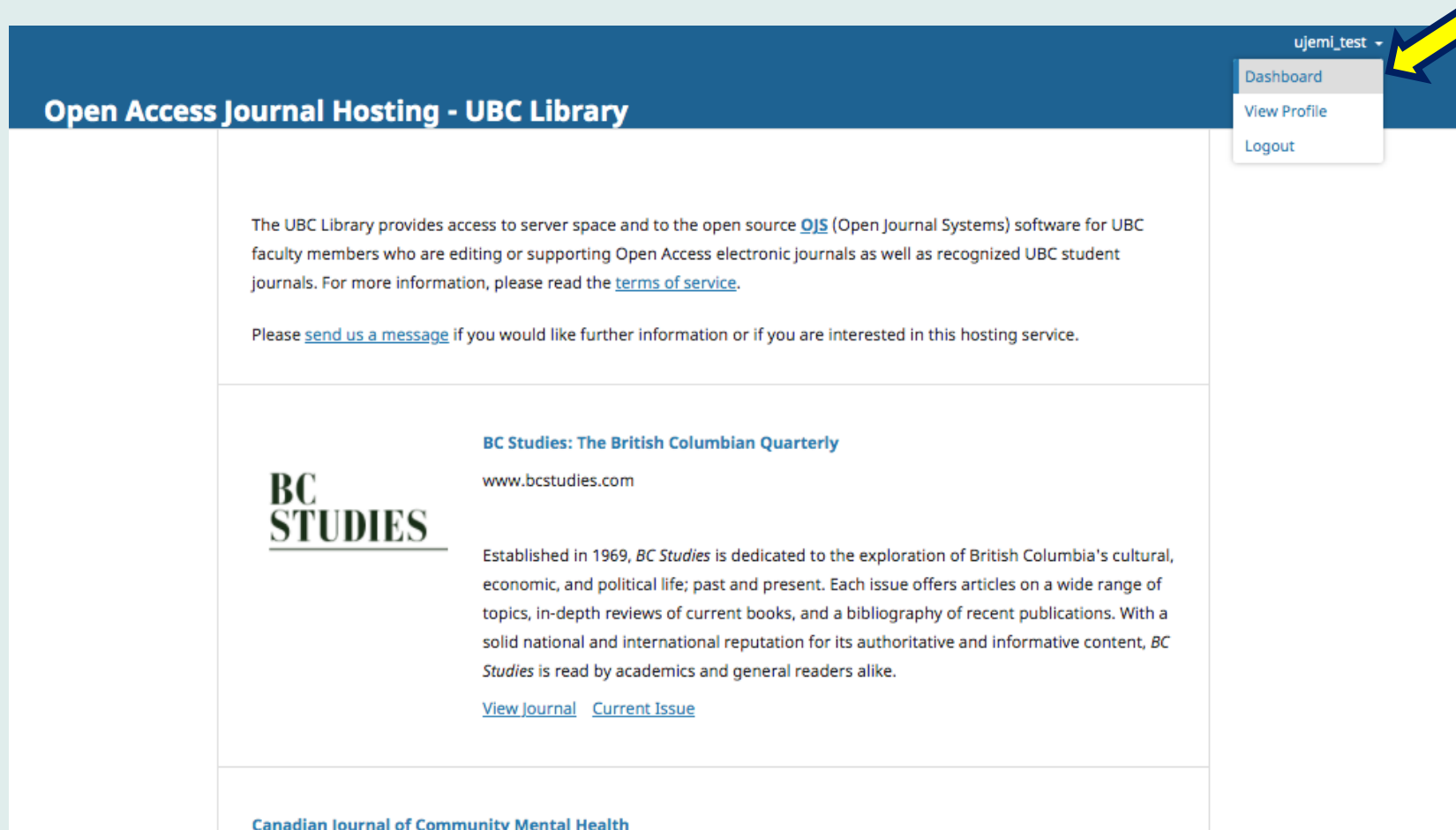
[Register](#)

Login



Step 3

Go to the dashboard



Open Access Journal Hosting - UBC Library

ujemi_test ▾

- Dashboard
- View Profile
- Logout

The UBC Library provides access to server space and to the open source [OJS](#) (Open Journal Systems) software for UBC faculty members who are editing or supporting Open Access electronic journals as well as recognized UBC student journals. For more information, please read the [terms of service](#).

Please [send us a message](#) if you would like further information or if you are interested in this hosting service.



BC STUDIES

BC Studies: The British Columbian Quarterly

[www.bcstudies.com](#)

Established in 1969, *BC Studies* is dedicated to the exploration of British Columbia's cultural, economic, and political life; past and present. Each issue offers articles on a wide range of topics, in-depth reviews of current books, and a bibliography of recent publications. With a solid national and international reputation for its authoritative and informative content, *BC Studies* is read by academics and general readers alike.

[View Journal](#) [Current Issue](#)

Canadian Journal of Community Mental Health

Step 4

Create a new submission

Undergraduate Journal of Experimental Microbiology ... Tasks 0 English View Site ujemi_test

 **New Submission**



Profile

Identity Contact Roles Public Password Notifications API Key Help

Username
ujemi_test

Name

Test

Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Save

Your data is stored in accordance with our [privacy statement](#).

* Denotes required field

Step 5

Start!

Undergraduate Journal of Experimental Microbiology ...

Tasks 0

English

View Site

ujemi_test



Submissions

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

✓ Research Article

Review Article

Perspectives Article

Methods Article

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ Entire manuscript formatted consistently as a word document (.doc or .docx). Manuscript file name includes first author last name, year, and "manuscript" (i.e. Chang_et_al_2020_Manuscript.docx)
- ☐ Figures submitted separately as individual image files (.jpg or .png), NOT embedded in the manuscript.
- ☐ Figure file names last name of first author, year of submission, and figure number (i.e. " Chang_et_al_2020_Fig1.jpg")
- ☐ Supplementary material as a word document (.doc or .docx). Includes first author last name, year, and "supplemental" (i.e. Chang_et_al_2020_Supplemental.docx)
- ☐ Endorsment letter: If you are not affiliated to an UBC CURE course, please submit with your manuscript an endorsment letter from your institution/ supervisor. This letter should be submitted as a PDF file.

Comments for the Editor

**B***I*U

Select the type of article that you would like to submit to UJEMI

Step 5

Start!

Make sure you have all the documents ready for the submission and that they meet our guidelines.

“Save and continue”

Undergraduate Journal of Experimental Microbiology ... Tasks 0 English View Site

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☒ Entire manuscript formatted consistently as a word document (.doc or .docx). Manuscript file name includes first author last name, year, and "manuscript" (i.e. Chang_et_al_2020_Manuscript.docx)
- ☒ Figures submitted separately as individual image files (.jpg or .png), NOT embedded in the manuscript.
- ☒ Figure file names last name of first author, year of submission, and figure number (i.e. "Chang_et_al_2020_Fig1.jpg")
- ☒ Supplementary material as a word document (.doc or .docx). Includes first author last name, year, and "supplemental" (i.e. Chang_et_al_2020_Supplemental.docx)
- ☒ Endorsment letter: If you are not affiliated to an UBC CURE course, please submit with your manuscript an endorsment letter from your institution/ supervisor. This letter should be submitted as a PDF file.

Comments for the Editor

Corresponding Contact *

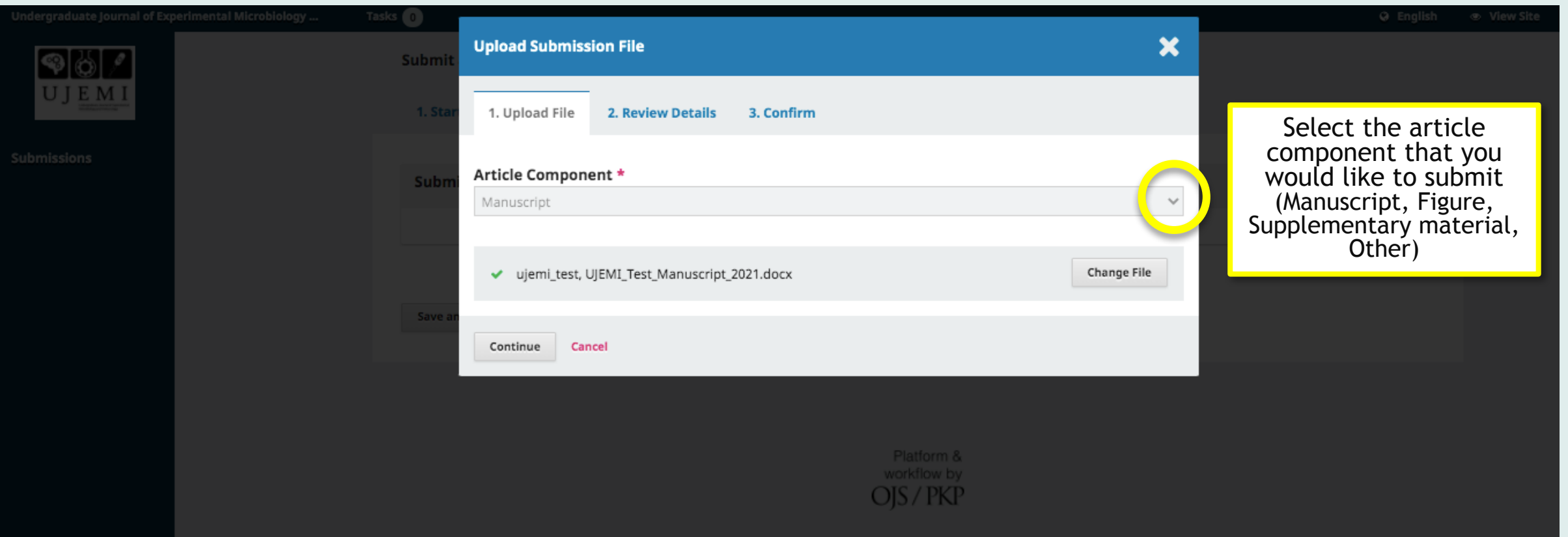
- ☒ Yes, I would like to be contacted about this submission.
- ☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

* Denotes required field

Step 6

Upload your documents



The screenshot shows the 'Undergraduate Journal of Experimental Microbiology' (UJEMI) submission interface. A modal window titled 'Upload Submission File' is open, displaying a three-step process: 1. Upload File, 2. Review Details, and 3. Confirm. The 'Article Component' dropdown menu is set to 'Manuscript', which is highlighted by a yellow circle. Below this, a file named 'ujemi_test, UJEMI_Test_Manuscript_2021.docx' is listed with a green checkmark and a 'Change File' button. At the bottom of the modal are 'Continue' and 'Cancel' buttons. A yellow callout box on the right contains the text: 'Select the article component that you would like to submit (Manuscript, Figure, Supplementary material, Other)'. The background shows the UJEMI logo and a 'Submissions' section.

Undergraduate Journal of Experimental Microbiology ... Tasks 0

Submit

1. Start

2. Review Details

3. Confirm

Article Component *

Manuscript

ujemi_test, UJEMI_Test_Manuscript_2021.docx

Change File

Continue Cancel

Platform & workflow by OJS / PKP

Select the article component that you would like to submit (Manuscript, Figure, Supplementary material, Other)

This message will appear for every file in your submission. You should submit one file at a time.

Step 6

Upload your documents

Once all the files of your submission appear in this list click “Save and continue”

Undergraduate Journal of Experimental Microbiology ... Tasks 0 English View Site ujemi_test

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Files Search Upload File

231288-1	ujemi_test, UJEMI_Test_Manuscript_2021.docx	March 31, 2021	Manuscript
----------	---	----------------	------------

Save and continue Cancel

Platform & workflow by OJS / PKP

Click here to add another file

Step 7

Enter manuscript metadata

Undergraduate Journal of Experimental Microbiology ... Tasks 0 English View Site

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Examples: A, The

Title *

Subtitle

Abstract *

List of Contributors

Name	E-mail	Role	Primary Contact	Institution
▶ Test	ujemi.ubc@gmail.com	Author	✓	✓

[Add Contributor](#)

[Save and continue](#) [Cancel](#)

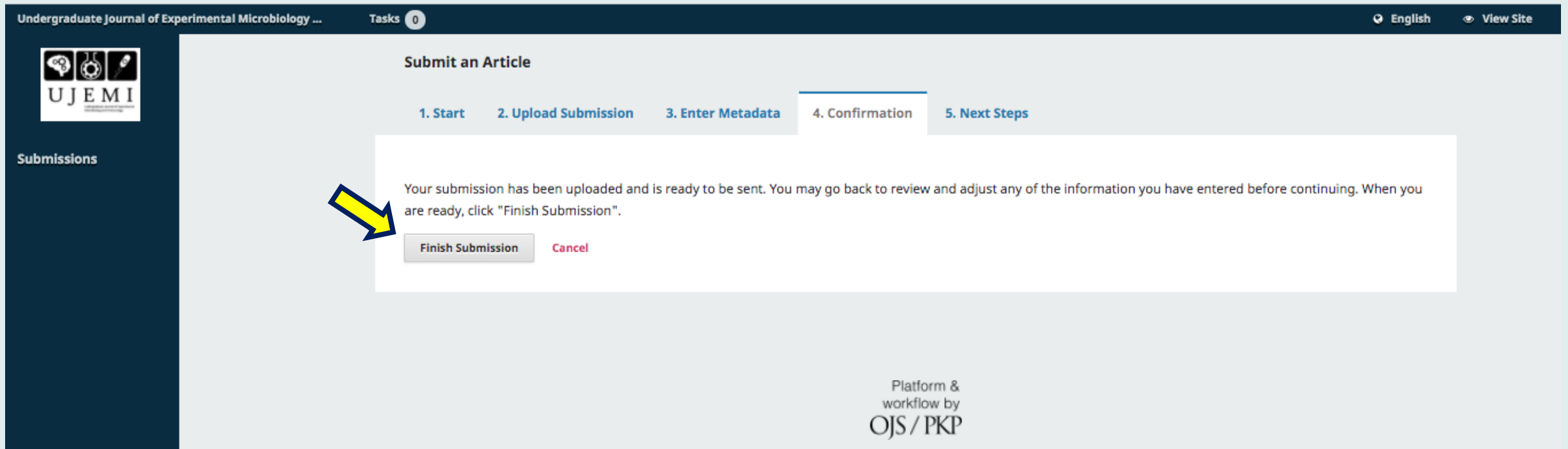
Copy and paste the title and the abstract of your manuscript.
(This should match the manuscript submitted in the previous step)

Make sure you enter the information of all the authors that contributed to the manuscript

Step 8

Finish your submission

Once you have carefully reviewed all the documents and the information provided confirm your submission.



The screenshot shows the submission interface for the Undergraduate Journal of Experimental Microbiology (UJEMI). The page is titled "Submit an Article" and features a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The "4. Confirmation" step is currently active. A yellow arrow points to a confirmation message that states: "Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click 'Finish Submission'." Below this message are two buttons: "Finish Submission" and "Cancel". The footer of the page indicates that the platform and workflow are by OJS / PKP.

Undergraduate Journal of Experimental Microbiology ... Tasks 0 English View Site

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

Platform & workflow by OJS / PKP

Step 9

Your manuscript has been submitted !

Undergraduate Journal of Experimental Microbiology ...

Tasks 0

English

View Site



Submissions

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission complete

Thank you for your interest in publishing with Undergraduate Journal of Experimental Microbiology and Immunology.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Platform & workflow by
OJS / PKP

Step 10

Look for a confirmation email



Please make sure that you have received an email from the OJS platform. Our UJEMI team will contact you through the platform, if the message goes to your junk inbox you could miss important emails regarding your submission.

[UJEMI] Submission Acknowledgement Inbox x



UJEMI Team via Open Access Journal Hosting - UBC Library <noreply@ojs.library.ubc.ca>
to me ▾

15:32 (1 minute ago) ☆ ↩ ⋮

Test:

Thank you for submitting the manuscript, "UJEMI_Test" to Undergraduate Journal of Experimental Microbiology and Immunology. 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 web site:

Manuscript URL: <https://ojs.library.ubc.ca/index.php/UJEMI/authorDashboard/submission/195078>

Username: ujemi_test

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

UJEMI Team

[Undergraduate Journal of Experimental Microbiology and Immunology](#)

Thank you for submitting your manuscript to our journal

If you have a problem regarding your submission please contact any of the members of our team:

<https://ujemi.microbiology.ubc.ca/editors>