

## Online Submissions for the Medical Journal of Malaysia (MJM)

Times are changing. We communicate more online now through the internet than by using the postal service both at work and privately. In the field of medical publications many medical journals have changed the process of submission of contributions from sending manuscripts in hard copies to electronic submissions. It has taken the Medical Journal of Malaysia (MJM) some time but we have come to the point of changing both our submission process as well as our review process from the old to the new.

Beginning from the first of January 2010, we want to inform all Authors that manuscripts should be submitted to the MJM through a website. We are using the services of a corporation that services over a hundred scientific journals. The website for MJM is custom made and in order to submit an article, you have to log on to <http://www.editorialmanager.com/MJM>. It may be a bit intimidating for those totally unfamiliar with the internet but it is a website like any others. It is user friendly and guides you through.

### For the Authors

- The first step is to register by entering a user name and a password.
- An Author can then login as an Author.
- You will be reminded of your user name and password by email.
- Next, you send in your manuscript by copying it on to a template where it will be put in the PDF format.
- Your submission will be acknowledged by email and;
- In due time you will then be informed of its progress.
- You can also track the progress of your paper on-line if you wish.

The format of submission of papers and the type of contributions we accept at the MJM remains the same. This is to be found under our 'Notice to Contributors' which will also be available at the website. For an interim period of six months, the MJM will continue to accept manuscripts by post

as hard copies but we shall then put up a notice that such submissions will be discontinued.

### For the Reviewers, the process is similar

- You will be invited to register as a Reviewer.
- You will then be notified by email that you have been invited to peer review an article.
- You will log-on to the same website.
- You enter a user name and a password and you will then see the title of the paper that you are invited to review and be asked if you will accept it.
- You are notified of your deadline, which will be four weeks.
- You can in fact view the list of your assignments; that is if you have more than one paper pending.
- You review comments (there is an appropriate boxes to write text) as usual except that there is a list of multiple choice questions to answer to grade the paper.

We are sure that in the long term this system has its advantages. For Authors there will be instant acknowledgement of your submission and a quicker review process as manuscripts can be transmitted faster. There is cost saving for authors and they have the ability to check the status of their your articles. For the MJM secretariat it will be easier to keep track of all the articles and a reduction of paperwork. It will eliminate the uncertainty and delay of material being sent in the mail.

We would like to ask Authors and Reviewers to be patient when the system begins. There will be teething problems initially. Let us have your constructive criticisms and feedback. The editorial office will continue to seek improvement of our effectiveness and efficiency.

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